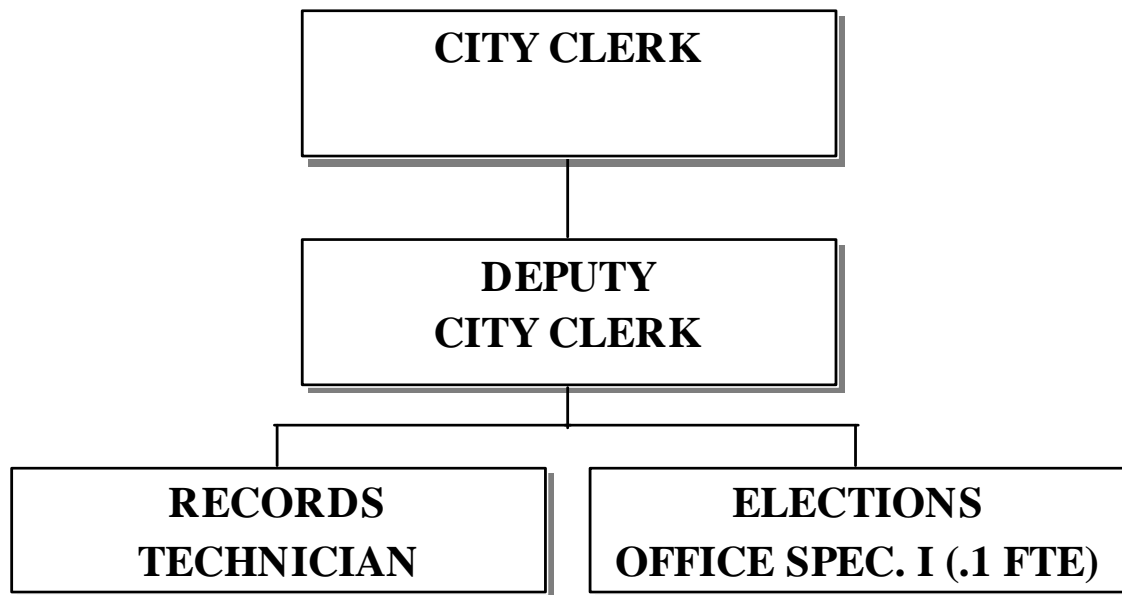


City Clerk



**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
CITY CLERK					
General Fund					
Administration	233,995	261,038	313,600	289,700	308,300
Elections	4,726	49,412	10,700	10,500	69,800
CITY CLERK	238,721	310,450	324,300	300,200	378,100

ACTIVITY INFORMATION

Mission Statement:

We are dedicated to serving each and every citizen of this City in a responsive manner that is above reproach.

We are committed to accurately record the legislative body's actions; safeguarding those documents and the administration of open and free elections in full accordance with all statutory requirements. Further, these obligations and duties will be discharged in a courteous and professional manner at all times. The City Clerk's office serves the people of the City of El Segundo, the Mayor, the City Council, the City Manager, and all administrative departments, without

exception. All of them call upon it, almost daily, for some service or information. Our work demands versatility, alertness, accuracy, and patience.

We believe in effective records management and dissemination of information throughout the community supporting the legislative process, based on public law. We provide information to facilitate public participation in government. The City Clerk's office provides many complex services to the public ranging from bid and contract management to elections.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk Administration

Division 1301

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
CITY CLERK - ADMINISTRATION					
SALARIES	162,942	165,730	175,800	161,200	174,100
EMPLOYEE BENEFITS	35,247	64,110	65,200	65,200	79,400
SUPPLIES	2,067	1,413	2,900	2,900	2,900
SERVICES	33,739	29,785	69,700	60,400	51,900
TOTAL EXPENDITURES	233,995	261,038	313,600	289,700	308,300

ACTIVITY INFORMATION

Mission Statement:

The City Clerk's Administrative Division ensures citizen trust in government by administering the City's legislative process and providing a complete, open, accurate and timely legislative history while safeguarding all official records of the City; assembles, reproduces and distributes City Council meeting agendas; records official minutes of City Council proceedings; executes and monitors contracts and insurance; processes and records real property documents; conducts bid openings; maintains and updates the El Segundo Municipal Code; monitors and controls all ordinances and resolutions; oversees a records management system that provides for the electronic research and storage of City records. It combines information coming from the executive staff, the City Council and the public, and formats policy decisions and dissemination consistent with public law and community values.

- Conducted research and analysis for staff and the public regarding City policies, procedures, and legislative history.
- Provided information and assistance to the public and complied with all Public Records Act requests.
- Coordinated bid process for City projects and received and opened bids according to federal, state and municipal laws.
- Processed all claims and subpoenas against the City.
- Administered the annual City-wide destruction and disposal of records per the approved document retention schedules.
- Assisted in streaming video of City Council Meetings on internet.
- Assisted staff in the use of the Questys document imaging system and researching projects.
- Worked with all departments to provide efficient and friendly customer service to all citizens.

Accomplishments during FY 2008/2009:

- Successfully managed the City's compliance responsibilities for appropriate establishment, maintenance, and disposition of official City records of the City Council, ordinances, resolutions, code and other official government documents in accordance with federal, state and local regulations and laws.
- Processed City contracts and agreements and maintained insurance database to ensure adequate coverage and on-time renewal.

Goals and Objectives for FY 2009/2010:

- Design and implement storage and retrieval for City contracts and agreements to be archived into Questys document imaging system which will improve efficiency City-wide and enhance research and retrieval capabilities.
- Expand knowledge of the Questys Document Imaging System to improve and enhance document and workflow throughout the City.
- Develop a city-wide records retention and destruction schedule.
- Successfully collect and submit data for all City Council, Commissions', Boards' and Committees' agendas for reimbursement from the State of California under Senate Bill 90.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
CITY CLERK		0.50
DEPUTY CITY CLERK	1.0	
RECORDS TECHNICIAN	1.0	

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	PROPOSED FY 2009/10
SALARIES					
4101 Salaries Full-Time	162,942	163,986	175,800	155,200	174,100
4102 Salaries Part-time	0	1,744	0	6,000	0
TOTAL SALARIES	162,942	165,730	175,800	161,200	174,100
TOTAL EMPLOYEE BENEFITS	35,247	64,110	65,200	65,200	79,400
SUPPLIES					
5201 Office Supplies	0	0	0	0	0
5204 Operating Supplies	1,745	1,413	2,600	2,600	2,600
5207 Small Tools & Equipment	322	0	300	300	300
TOTAL SUPPLIES	2,067	1,413	2,900	2,900	2,900
SERVICE CHARGES					
6201 Advertising/Publishing	2,660	1,800	5,000	5,000	5,000
6203 Copy Machine Charges	0	0	500	500	500
6205 Other Printing & Binding	0	0	500	500	500
6206 Contractual Services	0	0	2,500	2,500	2,600
6207 Equipment Replacement Charges	500	1,300	3,000	3,000	4,400
6208 Dues & Subscriptions	4,868	3,192	5,850	4,800	5,850
6211 Insurance & Bonds	119	119	300	0	300
6213 Meetings & Travel	782	612	6,150	5,000	4,150
6214 Professional/Technical	6,523	6,920	15,900	9,900	0
6215 Repair & Maintenance	0	0	1,000	1,000	1,000
6219 Network Operating Charge	1,200	0	1,800	1,800	1,800
6223 Training & Education	395	1,368	2,050	2,000	1,000
6224 Vehicle Operating Charges		0	500	500	500
6253 Postage	598	715	1,600	1,200	1,600
6254 Telephone	2,282	2,290	3,700	3,700	3,700
6255 ESMC Recodification	5,004	2,018	9,000	9,000	9,000
6260 Equipment Leasing Costs	8,808	9,451	10,350	10,000	10,000
TOTAL SERVICE CHARGES	33,739	29,785	69,700	60,400	51,900
CITY CLERK - ADMINISTRATIVE	233,995	261,038	313,600	289,700	308,300

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk Elections

Division 1302

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
CITY CLERK - ELECTIONS					
SALARIES	0	919	500	0	5,500
EMPLOYEE BENEFITS	0	0	0	0	0
SUPPLIES	1,907	4,242	2,100	2,100	5,000
SERVICES	2,819	44,251	8,100	8,400	59,300
TOTAL EXPENDITURES	4,726	49,412	10,700	10,500	69,800

ACTIVITY INFORMATION

Mission Statement:

The Election Division is responsible for conducting all City municipal elections and assisting Los Angeles County during primary, general and special elections. This Division is also responsible for maintaining all Fair Political Practices Commission filings as required by law and campaign statements for officeholders, candidates and political action committees.

The City Clerk must apply modern management theories while objectively interpreting public law and policy decisions for the benefit of the community.

Accomplishments During FY 2008/2009:

- Successfully completed the collection of the State of California Form 700 Conflict of Interest Annual and Assuming/Leaving Office Statements for staff, contractors, boards and commissions and elected officials.
- Succeeded in distributing and collecting elected officials' and Political Action Committees' Form 400 Series Campaign Statements.

- Assisted the County of Los Angeles with their November 2008, February 2009 and Special May 2009 Elections.
- Attended New Law and Elections Seminar.
- Successfully complied with the Voters Rights Act.

Goals and Objectives for FY 2009/2010:

- Successfully conduct the April 2010 General Municipal Election.
- Update the City Conflict of Interest Code.
- Assist County of Los Angeles with County or State-wide Elections.
- Distribute and collect completed the State of California Form 700 Conflict of Interest Annual and Assuming/Leaving Office Statements for staff, contractors, boards and commissions and elected officials.
- Distribute and collect completed elected officials' and Political Action Committees' Form 400 Series Campaign Statements.
- Provide for all Campaign and FPPC forms electronically.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
OFFICE SPECIALIST I		0.10

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
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CITY CLERK

SALARIES

4102	Salaries Part Time	0	919	0	0	4,000
4103	Overtime	0	0	500	0	1,500
	TOTAL SALARIES	0	919	500	0	5,500

SUPPLIES

5204	Operating Supplies	1,907	4,242	2,100	2,100	5,000
5206	Computer Supplies	0	0	0	0	0
	TOTAL SUPPLIES	1,907	4,242	2,100	2,100	5,000

SERVICE CHARGES

6201	Advertising/Publishing	0	792	500	500	2,000
6203	Copy Machine Charges	0	0	100	100	100
6206	Contractual Services Equipment Replacement	0	32,207	0	1,000	40,000
6207	Charges	0	0	300	0	0
6208	Dues & Subscriptions	500	0	500	500	500
6213	Meetings & Travel	1,264	1,167	2,600	2,600	2,600
6214	Professional/Technical	0	6,515	1,000	1,000	4,500
6223	Training & Education	1,055	1,184	2,600	2,600	2,600
6253	Postage	0	2,386	500	100	7,000
	TOTAL SERVICE CHARGES	2,819	44,251	8,100	8,400	59,300

ELECTIONS

	4,726	49,412	10,700	10,500	69,800
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