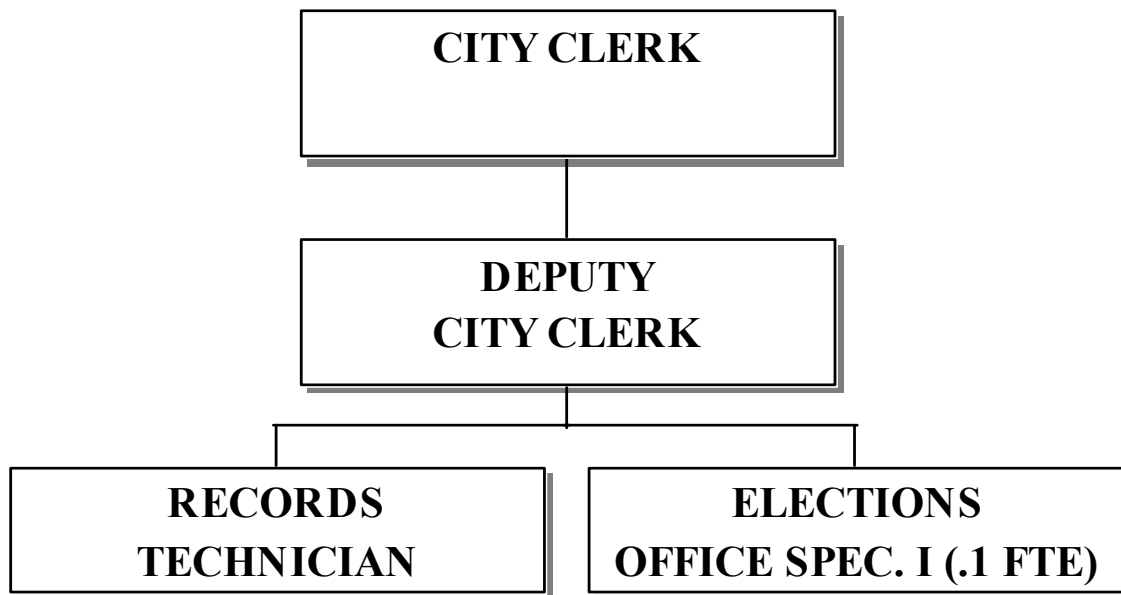


***City Clerk***

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**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ELECTED OFFICIALS**

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ELECTED OFFICIALS**

***City Clerk***

<b>CLASSIFICATION</b>	<b>ACTUAL FY 2008/09</b>	<b>ACTUAL FY 2009/10</b>	<b>ADOPTED FY 2010/11</b>	<b>PROJECTED YEAR END FY 2010/11</b>	<b>ADOPTED FY 2011/12</b>
<b>CITY CLERK</b>					
General Fund					
Administration	283,898	284,442	295,950	283,000	295,100
Elections	3,361	47,358	52,600	39,000	53,100
<b>CITY CLERK</b>	<b>287,259</b>	<b>331,800</b>	<b>348,550</b>	<b>322,000</b>	<b>348,200</b>

**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 2008/09	ACTUAL FY 2009/10	ADOPTED FY 2010/11	PROJECTED YEAR END FY 2010/11	ADOPTED FY 2011/12
<b>CITY CLERK - ADMINISTRATION</b>					
SALARIES	177,433	190,040	177,650	171,600	177,500
EMPLOYEE BENEFITS	67,909	65,986	78,400	70,500	78,500
SUPPLIES	3,685	1,642	2,600	2,600	2,600
SERVICES	34,871	26,774	37,300	38,300	36,500
<b>TOTAL EXPENDITURES</b>	<b>283,898</b>	<b>284,442</b>	<b>295,950</b>	<b>283,000</b>	<b>295,100</b>

**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 2010/2011:**

- 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 2011/2012:**

- Archive City contracts and agreements into Questys document imaging system to 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.

**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 2008/09	ACTUAL FY 2009/10	ADOPTED FY 2010/11	PROJECTED YEAR END FY 2010/11	ADOPTED FY 2011/12
<b>SALARIES</b>					
4101 Salaries Full-Time	172,186	183,096	177,650	171,500	177,500
4102 Salaries Part-time	5,246	6,944	0	100	0
<b>TOTAL SALARIES</b>	<b>177,433</b>	<b>190,040</b>	<b>177,650</b>	<b>171,600</b>	<b>177,500</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>67,909</b>	<b>65,986</b>	<b>78,400</b>	<b>70,500</b>	<b>78,500</b>
<b>SUPPLIES</b>					
5204 Operating Supplies	3,685	1,413	2,600	2,600	2,600
5207 Small Tools & Equipment	0	0	0	0	0
<b>TOTAL SUPPLIES</b>	<b>3,685</b>	<b>1,642</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>
<b>SERVICE CHARGES</b>					
6201 Advertising/Publishing	2,600	1,244	4,000	5,000	4,000
6203 Copy Machine Charges	0	0	0	0	0
6205 Other Printing & Binding	0	0	0	0	0
6206 Contractual Services	1,060	218	0	0	0
6207 Equipment Replacement Charges	3,000	147	4,700	4,700	3,900
6208 Dues & Subscriptions	2,591	3,737	1,200	1,200	1,200
6211 Insurance & Bonds	1,037	0	300	300	300
6213 Meetings & Travel	3,476	1,939	300	300	300
6214 Professional/Technical	488	0	0	0	0
6215 Repair & Maintenance	0	0	0	0	0
6219 Network Operating Charge	1,800	1,800	1,800	1,800	1,800
6223 Training & Education	1,769	1,306	200	200	200
6224 Vehicle Operating Charges	0	0	500	500	500
6253 Postage	544	725	1,600	1,600	1,600
6254 Telephone	2,804	3,980	3,700	3,700	3,700
6255 ESMC Recodification	4,252	2,077	9,000	9,000	9,000
6260 Equipment Leasing Costs	9,451	9,602	10,000	10,000	10,000
<b>TOTAL SERVICE CHARGES</b>	<b>34,871</b>	<b>26,774</b>	<b>37,300</b>	<b>38,300</b>	<b>36,500</b>
<b>CITY CLERK - ADMINISTRATIVE</b>	<b>283,898</b>	<b>284,442</b>	<b>295,950</b>	<b>283,000</b>	<b>295,100</b>

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ELECTED OFFICIALS**

**City Clerk Elections**

**Division 1302**

CLASSIFICATION	ACTUAL FY 2008/09	ACTUAL FY 2009/10	ADOPTED FY 2010/11	PROJECTED YEAR END FY 2010/11	ADOPTED FY 2011/12
<b>CITY CLERK - ELECTIONS</b>					
SALARIES	0	2,333	3,550	1,000	3,600
EMPLOYEE BENEFITS	0	210	550	100	400
SUPPLIES	1,926	3,139	2,100	100	2,100
SERVICES	1,435	41,676	46,400	37,800	47,000
<b>TOTAL EXPENDITURES</b>	<b>3,361</b>	<b>47,358</b>	<b>52,600</b>	<b>39,000</b>	<b>53,100</b>

**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 2010/2011:**

- Successfully completed the initial Fire Initiative process and scheduled Ballot Initiative for the April 2012 General Municipal Election.
- Assisted the County of Los Angeles with their County and State-wide Elections.
- 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.

- Completed collection of elected officials' and Political Action Committees' Form 400 Series Campaign Statement filings.
- Attended New Law and Elections Conference.

**Goals and Objectives for FY 2011/2012:**

- Successfully conduct the April 2012 General Municipal Election.
- Successfully comply with the Voters Rights Act.
- Update the City Conflict of Interest Code.
- Assist County of Los Angeles with County and 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 all Campaign and FPPC forms electronically.

**POSITION INFORMATION**

