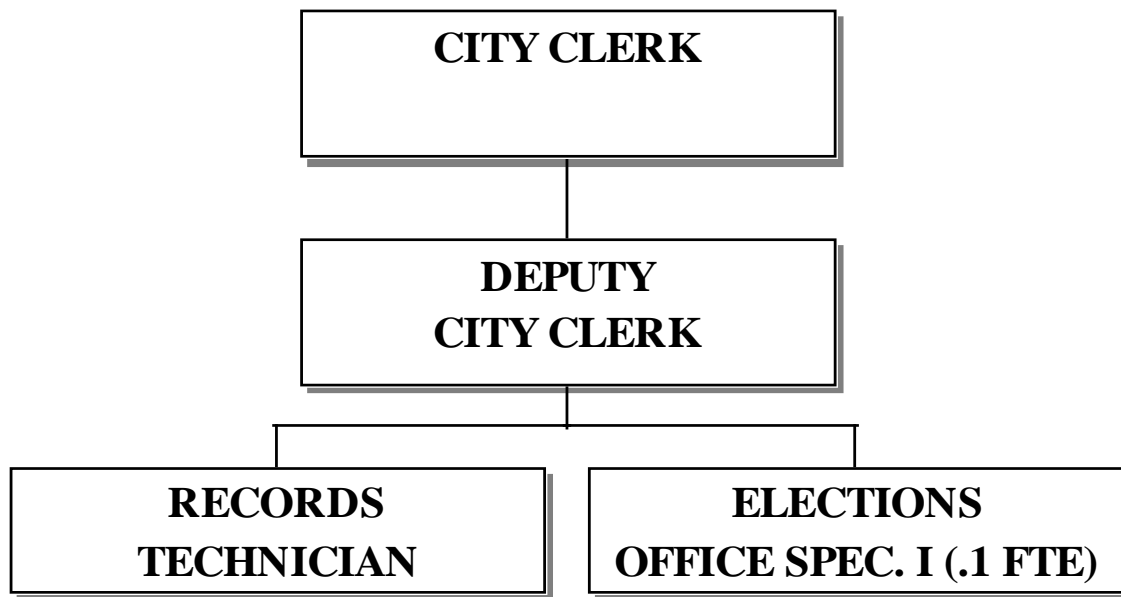


City Clerk



**CITY OF EL SEGUNDO
PRELIMINARY OPERATING BUDGET**

ELECTED OFFICIALS

**CITY OF EL SEGUNDO
PRELIMINARY OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk

CLASSIFICATION	ACTUAL FY 2009/10	ACTUAL FY 2010/11	ADOPTED FY 2011/12	PROJECTED YEAR END FY 2011/12	PROPOSED FY 2012/2013
CITY CLERK					
General Fund					
Administration	284,442	270,971	295,100	317,100	312,800
Elections	47,358	39,415	53,100	39,000	14,200
CITY CLERK	331,800	310,386	348,200	356,100	327,000

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
PRELIMINARY OPERATING BUDGET**

ELECTED OFFICIALS

**CITY OF EL SEGUNDO
PRELIMINARY OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk Administration

Division 1301

CLASSIFICATION	ACTUAL FY 2009/10	ACTUAL FY 2010/11	ADOPTED FY 2011/12	PROJECTED YEAR END FY 2011/12	PROPOSED FY 2012/2013
CITY CLERK - ADMINISTRATION					
SALARIES	190,040	171,589	177,500	177,500	178,300
EMPLOYEE BENEFITS	65,986	70,458	78,500	78,500	80,500
SUPPLIES	1,642	883	2,600	2,600	4,100
SERVICES	26,774	28,042	36,500	58,500	51,200
TOTAL EXPENDITURES	284,442	270,971	295,100	317,100	314,100

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.

- Processed City contracts and agreements and maintained insurance database to ensure adequate coverage and on-time renewal.
- 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 2011/2012:

- Successfully assembled, reproduced and distributed City Council meeting agendas and recorded official minutes of City Council proceedings.
- 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.

Goals and Objectives for FY 2012/2013:

- Training and education for the newly elected City Clerk (California City Clerk's Association training for new City Clerks, University of Riverside Technical Training for City Clerks, New Law and Election Conference) and entrance into the International Institute of Municipal Clerks Certified Municipal Clerk Program.
- Develop a city-wide records retention and destruction schedule.

**CITY OF EL SEGUNDO
PRELIMINARY OPERATING BUDGET**

ELECTED OFFICIALS

- Archive City contracts and agreements into Questys document imaging database 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.

POSITION INFORMATION

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

CLASSIFICATION	ACTUAL FY 2009/10	ACTUAL FY 2010/11	ADOPTED FY 2011/12	PROJECTED YEAR END FY 2011/12	PROPOSED FY 2012/13
SALARIES					
4101 Salaries Full-Time	183,096	171,541	177,500	177,500	178,300
4102 Salaries Part-time	6,944	47	0	0	0
TOTAL SALARIES	190,040	171,589	177,500	177,500	178,300
TOTAL EMPLOYEE BENEFITS	65,986	70,458	78,500	78,500	80,500
SUPPLIES					
5204 Operating Supplies	1,413	883	2,600	2,600	2,600
5220 Computer Refresh Charges	0	0	0	0	1,500
TOTAL SUPPLIES	1,642	883	2,600	2,600	4,100
SERVICE CHARGES					
6201 Advertising/Publishing	1,244	792	4,000	4,000	4,000
6203 Copy Machine Charges	0	0	0	0	0
6205 Other Printing & Binding	0	0	0	0	0
6206 Contractual Services	218	0	0	0	0
6207 Equipment Replacement Charges	147	4,700	3,900	3,900	2,600
6208 Dues & Subscriptions	3,737	410	1,200	1,200	1,700
6211 Insurance & Bonds	0	118	300	300	500
6213 Meetings & Travel	1,939	59	300	300	1,100
6214 Professional/Technical	0	0	0	20,200	0
6215 Repair & Maintenance	0	0	0	0	0
6219 Network Operating Charge	1,800	1,800	1,800	1,800	9,500
6223 Training & Education	1,306	0	200	200	2,300
6224 Vehicle Operating Charges	0	0	500	500	500
6253 Postage	725	597	1,600	1,600	1,600
6254 Telephone	3,980	4,167	3,700	3,700	3,700
6255 ESMC Recodification	2,077	5,947	9,000	9,000	9,000
6260 Equipment Leasing Costs	9,602	9,451	10,000	10,000	14,700
TOTAL SERVICE CHARGES	26,774	28,042	36,500	58,500	51,200
CITY CLERK - ADMINISTRATIVE	284,442	270,971	295,100	317,100	314,100

**CITY OF EL SEGUNDO
PRELIMINARY OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk Elections

Division 1302

CLASSIFICATION	ACTUAL FY 2009/10	ACTUAL FY 2010/11	ADOPTED FY 2011/12	PROJECTED YEAR END FY 2011/12	PROPOSED FY 2012/2013
CITY CLERK - ELECTIONS					
SALARIES	2,333	1,031	3,600	3,600	3,700
EMPLOYEE BENEFITS	210	106	400	400	400
SUPPLIES	3,139	133	2,100	2,100	1,400
SERVICES	41,676	38,145	47,000	32,900	8,800
TOTAL EXPENDITURES	47,358	39,415	53,100	39,000	14,200

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 2011/2012:

- 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 2012/2013:

- 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

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

**CITY OF EL SEGUNDO
PRELIMINARY OPERATING BUDGET**

ELECTED OFFICIALS

CLASSIFICATION	ACTUAL FY 2009/10	ACTUAL FY 2010/11	ADOPTED FY 2011/12	PROJECTED YEAR END FY 2011/12	PROPOSED FY 2012/2013
SALARIES					
4101 Salaries Full-Time	0		0	0	0
4102 Salaries Part-time	2,333	1,031	3,600	3,600	3,700
TOTAL SALARIES	2,333	1,031	3,600	3,600	3,700
TOTAL EMPLOYEE BENEFITS	210	106	400	400	400
SUPPLIES					
5204 Operating Supplies	3,139	133	2,100	2,100	1,000
5220 Computer Refresh Charges	0	0	0	0	400
TOTAL SUPPLIES	3,139	133	2,100	2,100	1,400
SERVICE CHARGES					
6201 Advertising/Publishing	852	0	2,100	2,100	0
6203 Copy Machine Charges	0	0	100	100	100
6206 Contractual Services	31,306	0	600	600	0
6208 Dues & Subscriptions	0	0	500	500	500
6213 Meetings & Travel	921	1,238	1,600	1,600	3,900
6214 Professional/Technical	4,240	33,287	40,000	25,900	0
6223 Training & Education	970	1,448	1,600	1,600	3,900
6253 Postage	3,587	2,172	500	500	500
TOTAL SERVICE CHARGES	41,676	38,145	47,000	32,900	8,800
CITY CLERK - ADMINISTRATIVE	47,358	39,415	53,100	39,000	14,200