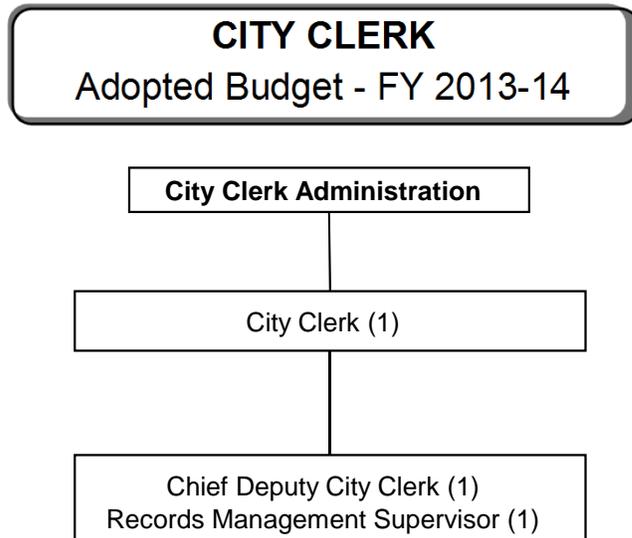


## CITY CLERK

***Mission Statement:*** *The City Clerk's Department, in partnership with the community, City Council, and City departments, is expanding the democratic process to increase accessibility to public records, and strengthen the community's faith in local government by preserving history while preparing for the future. Our vision is to create an environment that enables and inspires others to exceed their own expectations and to act with integrity, fairness and courage.*



**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2013-14**

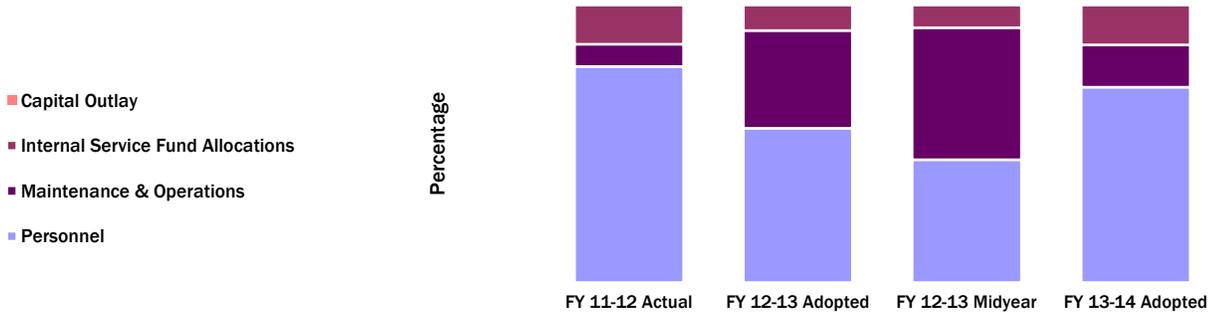
**CITY CLERK**

|             |                               |
|-------------|-------------------------------|
| 1.00        | City Clerk                    |
| 1.00        | Chief Deputy City Clerk       |
| <u>1.00</u> | Records Management Supervisor |
| 3.00        |                               |

**TOTAL PERSONNEL: 3.00**

## CITY CLERK

| <i>Operating Expenses</i>         | FY 11-12<br>Actual | FY 12-13<br>Adopted | FY 12-13<br>Midyear | FY 13-14<br>Adopted | Increase/<br>Decrease  |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| Personnel                         | 508,564            | 540,367             | 538,543             | 487,077             | (51,466) (10%)         |
| Maintenance & Operations          | 52,345             | 342,628             | 577,628             | 105,953             | (471,675) (82%)        |
| Internal Service Fund Allocations | 91,984             | 89,253              | 99,145              | 99,145              | - 0%                   |
| Capital Outlay                    | -                  | -                   | -                   | -                   | - 0%                   |
| <b>TOTAL</b>                      | <b>652,893</b>     | <b>972,248</b>      | <b>1,215,316</b>    | <b>692,175</b>      | <b>(523,141) (43%)</b> |



| <i>Funding Sources</i> | FY 11-12<br>Actual | FY 12-13<br>Adopted | FY 12-13<br>Midyear | FY 13-14<br>Adopted | Increase/<br>Decrease  |
|------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| General Fund           | 652,893            | 972,248             | 1,215,316           | 692,175             | (523,141) (43%)        |
| <b>TOTAL</b>           | <b>652,893</b>     | <b>972,248</b>      | <b>1,215,316</b>    | <b>692,175</b>      | <b>(523,141) (43%)</b> |

## CITY CLERK ADMINISTRATION

**Purpose:** To administer City Council, City's agencies and commissions agendas and minutes. Attend City Council, commission and task force meetings. Administer the commission appointment process. Maintain the legislative history of the City, including the Charter and Municipal Code. Administer City staff's conflict of interest filings and oaths, and provide support to departments. Provide general information and services to the public, assist citizens in reviewing public records, and assist with vendor bids. Maintain the City's Records Retention Schedule and manage and operate an off-site records center where inactive City records are stored. Oversee and arrange for the destruction of confidential records.

| <i>Operating Expenses</i>         | FY 11-12<br>Actual | FY 12-13<br>Adopted | FY 12-13<br>Midyear | FY 13-14<br>Adopted | Increase/<br>Decrease |             |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|-------------|
| Personnel                         | 508,563            | 495,867             | 494,043             | 487,077             | (6,966)               | (1%)        |
| Maintenance & Operations          | 50,506             | 102,923             | 152,423             | 102,923             | (49,500)              | (32%)       |
| Internal Service Fund Allocations | 89,390             | 86,659              | 97,343              | 97,343              | -                     | 0%          |
| Capital Outlay                    | -                  | -                   | -                   | -                   | -                     | 0%          |
| <b>TOTAL</b>                      | <b>648,459</b>     | <b>685,449</b>      | <b>743,809</b>      | <b>687,343</b>      | <b>(56,466)</b>       | <b>(8%)</b> |

| <i>Funding Sources</i> | FY 11-12<br>Actual | FY 12-13<br>Adopted | FY 12-13<br>Midyear | FY 13-14<br>Adopted | Increase/<br>Decrease |             |
|------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|-------------|
| General Fund           | 648,459            | 685,449             | 743,809             | 687,343             | (56,466)              | (8%)        |
| <b>TOTAL</b>           | <b>648,459</b>     | <b>685,449</b>      | <b>743,809</b>      | <b>687,343</b>      | <b>(56,466)</b>       | <b>(8%)</b> |

## CITY CLERK ELECTIONS

**Purpose:** To administer the City's elections including: the nomination process for candidates; processing of initiative/referendum petitions; and Council-sponsored ballot measures; election day voting; and conduct special and run off elections. Maintain regulations and forms under the State's Political Reform Act; campaign statement filings, and elected official and appointed commissioner conflict of interest statement filings.

| <i>Operating Expenses</i>         | FY 11-12<br>Actual | FY 12-13<br>Adopted | FY 12-13<br>Midyear | FY 13-14<br>Adopted | Increase/<br>Decrease  |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| Personnel                         | 1                  | 44,500              | 44,500              | -                   | (44,500) (100%)        |
| Maintenance & Operations          | 1,839              | 239,705             | 425,205             | 3,030               | (422,175) (99%)        |
| Internal Service Fund Allocations | 2,594              | 2,594               | 1,802               | 1,802               | - 0%                   |
| Capital Outlay                    | -                  | -                   | -                   | -                   | - 0%                   |
| <b>TOTAL</b>                      | <b>4,434</b>       | <b>286,799</b>      | <b>471,507</b>      | <b>4,832</b>        | <b>(466,675) (99%)</b> |

| <i>Funding Sources</i> | FY 11-12<br>Actual | FY 12-13<br>Adopted | FY 12-13<br>Midyear | FY 13-14<br>Adopted | Increase/<br>Decrease  |
|------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| General Fund           | 4,434              | 286,799             | 471,507             | 4,832               | (466,675) (99%)        |
| <b>TOTAL</b>           | <b>4,434</b>       | <b>286,799</b>      | <b>471,507</b>      | <b>4,832</b>        | <b>(466,675) (99%)</b> |

## CITY CLERK

### Core Service Activities

|         |            |       |                    |       |
|---------|------------|-------|--------------------|-------|
| Adopted | FY 2012-13 | (20%) | Total Staff Hours: | 1,635 |
| Adopted | FY 2013-14 | (24%) | Total Staff Hours: | 2,000 |

- Link and post to the City website, 5 days prior to meetings, over 348 agendas.
- Prepare and post over 348 Council/commission minutes within 2 weeks or by the subsequent meeting date.
- Print and deliver approximately 1,296 agenda packets at least 5 days prior to meetings.
- Track, file, and report over 150 Annual Conflict of Interest Form 700 and 80 Semi-Annual Campaign Statement Form 460 in compliance with the Fair Political Practices Commission deadline.
- Maintain a legislative history of over 500,000 documents through document imaging.
- Process 75 boxes of documents for short term and permanent storage off site.
- Prepare and process approximately 191 resolutions and 22 ordinances.
- Provide contract management and insurance tracking for over 425 contracts. Notify departments of insurance certificate expiration dates in a timely manner.
- Process destruction of over 7 tons of documents per year.
- Respond to over 300 public records requests and Council referrals.
- Accept, review and process over 30 City commission/board applications.
- Publish 130 legal ads and review proofs from publisher.
- Prepare and print 100 Mayor's proclamations/commendations and 40 adjournments.
- Advertise, receive, and publicly open 40 bids for departments.
- Review over 8,000 warrants with invoices before payment, per Charter requirement.
- Require full time staff to attend professional association seminars and conferences for continuing education to maintain and/or attain certification/re-certification of Certified Municipal Clerk designation, and/or Master Municipal Clerk designation.
- Continue to assist the County in updating their current voter registration records for the City of Redondo Beach (total of 44,253 registered voters).
- Implement a "Move Naturally" break during the day to encourage the Vitality City principles and increased health awareness.
- Assist the County in obtaining polling locations, voter registration and election information for Federal, State and County Elections.
- Prepare and review over 1,900 Passport applications submitted to the U.S. Department of State.
- Facilitate the City's General Municipal/Run-off/Special Elections.

## CITY CLERK

### Key Projects and Assignments

Adopted FY 2012-13 (38%) Total Staff Hours: 3,150  
 Adopted FY 2013-14 (36%) Total Staff Hours: 3,000

|  | Hours |
|--|-------|
| ▪ Continue plans for Phase II of Council chambers improvements, including automation of the agenda process by August 2013. | 1000  |
| ▪ Complete implementation of Council electronic agenda/voting system by September 2013.                                    | 500   |
| ▪ Start implementation of the electronic agenda process for all boards and commission meetings by December 2013.           | 750   |
| ▪ Facilitate the City Treasurer’s Run-off Election, if needed, for July 2013.  | 500   |
| ▪ Update and review Citywide Retention Schedule with departments and have a “Free the File Day” by June 2014.              | 250   |

### Customer Service and Referrals

Adopted FY 2012-13 (42%) Total Staff Hours: 3,535  
 Adopted FY 2013-14 (40%) Total Staff Hours: 3,320

- Respond to approximately 50 calls for assistance regarding County and State elections.
- Respond to approximately 3,000 internal/external customer requests for records/queries within two days.
- Provide guidance to departments on the preparation of administrative reports, resolutions, ordinances, contract procedures, public hearing requirements, cancellation and posting requirements for meetings.
- Assist departmental personnel with publication and public hearing needs and requests.
- Respond to approximately 4,000 phone calls, emails, and in-person requests for passport information and processing.
- Notarize 50 official City business documents assisting other departments.
- Review, accept and process 120 claims, subpoenas, summons and complaints.
- Respond to over 3,000 calls, providing direction and assistance to the general public.
- Provide guidance for records retention and destruction.