

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.*

CITY CLERK
Adopted Budget - FY 2014-15

City Clerk Administration

City Clerk (1)

Chief Deputy City Clerk (1)
Records Management Supervisor (1)
Administrative Specialist (1)

SUMMARY OF PERSONNEL
Adopted Budget - FY 2014-15

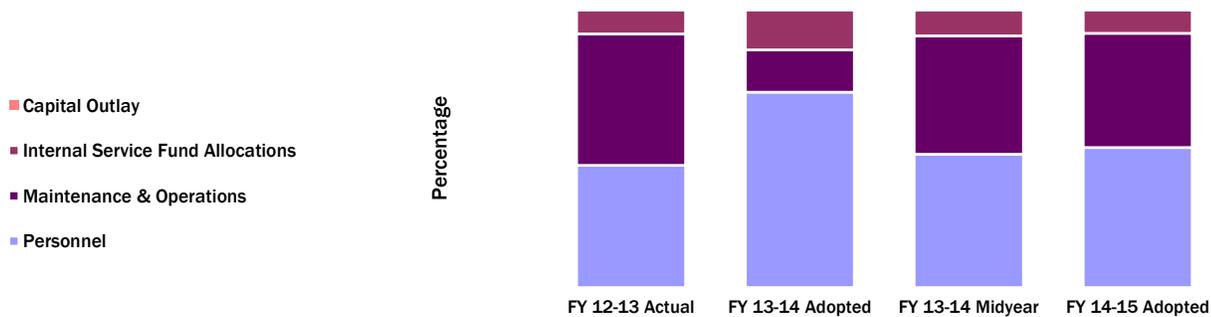
CITY CLERK

1.00	City Clerk
1.00	Chief Deputy City Clerk
1.00	Records Management Supervisor
<u>1.00</u>	Administrative Specialist
4.00	

TOTAL PERSONNEL: 4.00

CITY CLERK

<i>Operating Expenses</i>	FY 12-13 Actual	FY 13-14 Adopted	FY 13-14 Midyear	FY 14-15 Adopted	Increase/ Decrease	
Personnel	505,705	487,077	488,918	569,585	80,667	16%
Maintenance & Operations	543,751	105,953	434,108	465,582	31,474	7%
Internal Service Fund Allocations	99,145	99,145	93,904	93,904	-	0%
Capital Outlay	-	-	-	-	-	0%
TOTAL	1,148,601	692,175	1,016,930	1,129,071	112,141	11%



<i>Funding Sources</i>	FY 12-13 Actual	FY 13-14 Adopted	FY 13-14 Midyear	FY 14-15 Adopted	Increase/ Decrease	
General Fund	1,148,601	692,175	1,016,930	1,129,071	112,141	11%
TOTAL	1,148,601	692,175	1,016,930	1,129,071	112,141	11%

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 12-13 Actual	FY 13-14 Adopted	FY 13-14 Midyear	FY 14-15 Adopted	Increase/ Decrease	
Personnel	479,569	487,077	477,580	527,785	50,205	11%
Maintenance & Operations	75,699	102,923	187,275	120,577	(66,698)	(36%)
Internal Service Fund Allocations	97,343	97,343	84,785	84,785	-	0%
Capital Outlay	-	-	-	-	-	0%
TOTAL	652,611	687,343	749,640	733,147	(16,493)	(2%)

<i>Funding Sources</i>	FY 12-13 Actual	FY 13-14 Adopted	FY 13-14 Midyear	FY 14-15 Adopted	Increase/ Decrease	
General Fund	652,611	687,343	749,640	733,147	(16,493)	(2%)
TOTAL	652,611	687,343	749,640	733,147	(16,493)	(2%)

CITY CLERK ELECTIONS

Purpose: To administer the City's elections including: the nomination process for candidates; processing of initiative/referendum petitions; Council-sponsored ballot measures; election day voting; 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 12-13 Actual	FY 13-14 Adopted	FY 13-14 Midyear	FY 14-15 Adopted	Increase/ Decrease	
Personnel	26,136	-	11,338	41,800	30,462	269%
Maintenance & Operations	468,052	3,030	246,833	345,005	98,172	40%
Internal Service Fund Allocations	1,802	1,802	9,119	9,119	-	0%
Capital Outlay	-	-	-	-	-	0%
TOTAL	495,990	4,832	267,290	395,924	128,634	48%

<i>Funding Sources</i>	FY 12-13 Actual	FY 13-14 Adopted	FY 13-14 Midyear	FY 14-15 Adopted	Increase/ Decrease	
General Fund	495,990	4,832	267,290	395,924	128,634	48%
TOTAL	495,990	4,832	267,290	395,924	128,634	48%

CITY CLERK

Core Service Activities

Adopted	FY 2013-14	(24%)	Total Staff Hours:	2,000
Adopted	FY 2014-15	(42%)	Total Staff Hours:	3,500

- Link and post to the City website, 5 days prior to meetings, over 334 agendas.
- Prepare and post over 334 Council/commission minutes within 2 weeks or by the subsequent meeting date.
- Print and deliver approximately 1,060 agenda packets at least 5 days prior to meetings.
- Track, file, and report over 115 Annual Conflict of Interest Form 700 and 60 Semi-Annual Campaign Statement Form 460 in compliance with the Fair Political Practices Commission deadline.
- Maintain a legislative history of over 600,000 documents through document imaging.
- Process 60 boxes of documents for short term and permanent storage off site.
- Prepare and process approximately 91 resolutions and 22 ordinances.
- Provide contract management and insurance tracking for over 576 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 383 public records requests and Council referrals.
- Accept, review and process over 33 City commission/board applications.
- Publish 79 legal ads and review proofs from publisher.
- Prepare and print 10 Mayor's proclamations/commendations and 20 adjournments.
- Review over 9,165 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 44,048 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 5,640 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 2013-14 (36%)	Total Staff Hours:	3,000
Adopted	FY 2014-15 (12%)	Total Staff Hours:	1,000

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| ▪ Continue plans for Phase II of a design of the Council chambers improvements by June 2015. | 50 |
| ▪ Complete implementation of Council voting system by December 2014. | 400 |
| ▪ Begin implementation of the electronic agenda process for all boards and commission meetings by August 2014. | 500 |
| ▪ Update and review Citywide Retention and Destruction Schedule with departments and have a “Free the File Day” by June 2015. | 50 |

Customer Service and Referrals

Adopted	FY 2013-14 (40%)	Total Staff Hours:	3,320
Adopted	FY 2014-15 (46%)	Total Staff Hours:	3,820

- Respond to approximately 50 calls for assistance regarding County and State elections.
- Respond to approximately 3,500 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 2,500 phone calls, emails, and in-person requests for passport information and processing.
- Notarize 30 official City business documents assisting other departments.
- Review, accept and process 116 claims, subpoenas, summons and complaints.
- Respond to over 4,500 calls, providing direction and assistance to the general public.
- Provide guidance for records retention and destruction.