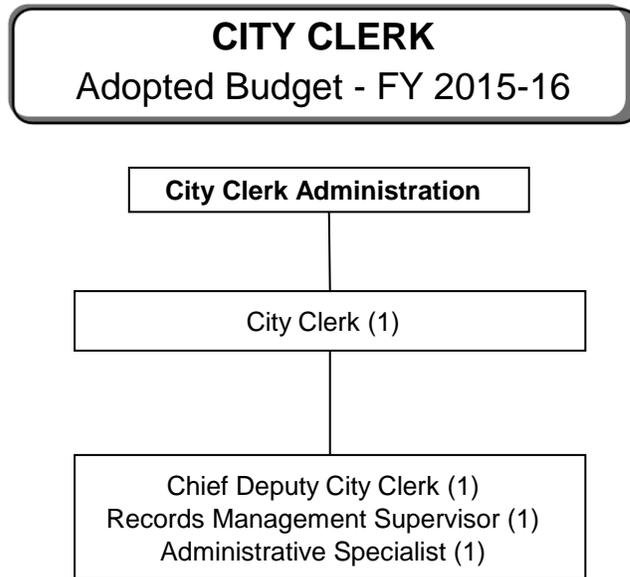


CITY CLERK

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 2015-16

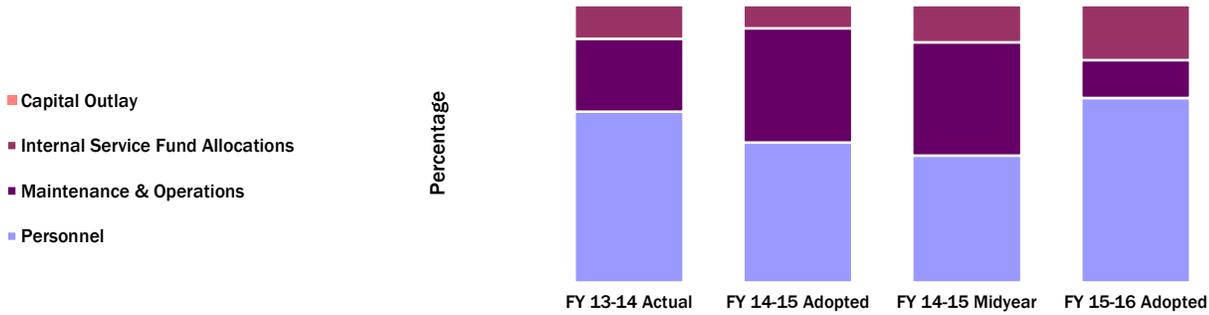
CITY CLERK

| | |
|-------------|-------------------------------|
| 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 13-14 Actual | FY 14-15 Adopted | FY 14-15 Midyear | FY 15-16 Adopted | Increase/ Decrease | |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|--------------|
| Personnel | 474,164 | 569,585 | 608,299 | 601,721 | (6,578) | (1%) |
| Maintenance & Operations | 202,162 | 465,582 | 542,284 | 123,382 | (418,902) | (77%) |
| Internal Service Fund Allocations | 93,904 | 93,904 | 178,992 | 178,992 | - | 0% |
| Capital Outlay | - | - | - | - | - | 0% |
| TOTAL | 770,230 | 1,129,071 | 1,329,575 | 904,095 | (425,480) | (32%) |



| <i>Funding Sources</i> | FY 13-14 Actual | FY 14-15 Adopted | FY 14-15 Midyear | FY 15-16 Adopted | Increase/ Decrease | |
|------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|--------------|
| General Fund | 770,230 | 1,129,071 | 1,329,575 | 904,095 | (425,480) | (32%) |
| TOTAL | 770,230 | 1,129,071 | 1,329,575 | 904,095 | (425,480) | (32%) |

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 13-14 Actual | FY 14-15 Adopted | FY 14-15 Midyear | FY 15-16 Adopted | Increase/ Decrease | |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|-----------|
| Personnel | 469,142 | 527,785 | 559,499 | 601,721 | 42,222 | 8% |
| Maintenance & Operations | 92,768 | 120,577 | 129,279 | 120,577 | (8,702) | (7%) |
| Internal Service Fund Allocations | 84,785 | 84,785 | 173,808 | 173,808 | - | 0% |
| Capital Outlay | - | - | - | - | - | 0% |
| TOTAL | 646,695 | 733,147 | 862,586 | 896,106 | 33,520 | 4% |

| <i>Funding Sources</i> | FY 13-14 Actual | FY 14-15 Adopted | FY 14-15 Midyear | FY 15-16 Adopted | Increase/ Decrease | |
|------------------------|--------------------|---------------------|---------------------|---------------------|-----------------------|-----------|
| General Fund | 646,695 | 733,147 | 862,586 | 896,106 | 33,520 | 4% |
| TOTAL | 646,695 | 733,147 | 862,586 | 896,106 | 33,520 | 4% |

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 13-14 Actual | FY 14-15 Adopted | FY 14-15 Midyear | FY 15-16 Adopted | Increase/ Decrease |
|-----------------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| Personnel | 5,022 | 41,800 | 48,800 | - | (48,800) (100%) |
| Maintenance & Operations | 109,394 | 345,005 | 413,005 | 2,805 | (410,200) (99%) |
| Internal Service Fund Allocations | 9,119 | 9,119 | 5,184 | 5,184 | - 0% |
| Capital Outlay | - | - | - | - | - 0% |
| TOTAL | 123,535 | 395,924 | 466,989 | 7,989 | (459,000) (98%) |

| <i>Funding Sources</i> | FY 13-14 Actual | FY 14-15 Adopted | FY 14-15 Midyear | FY 15-16 Adopted | Increase/ Decrease |
|------------------------|--------------------|---------------------|---------------------|---------------------|------------------------|
| General Fund | 123,535 | 395,924 | 466,989 | 7,989 | (459,000) (98%) |
| TOTAL | 123,535 | 395,924 | 466,989 | 7,989 | (459,000) (98%) |

CITY CLERK

Core Service Activities

| | | | | |
|----------------|-------------------|--------------|---------------------------|--------------|
| Adopted | FY 2014-15 | (42%) | Total Staff Hours: | 3,500 |
| Adopted | FY 2015-16 | (40%) | Total Staff Hours: | 3,300 |

- Link and post to the City website, 5 days prior to meetings, over 250 agendas.
- Prepare and post over 250 Council/commission minutes within 2 weeks or by the subsequent meeting date.
- Print and deliver approximately 960 agenda packets at least 5 days prior to meetings.
- Track, file, and report over 250 Annual Conflict of Interest Form 700 and 36 Semi-Annual Campaign Statement Form 460 in compliance with the Fair Political Practices Commission deadline.
- Maintain a legislative history of over 700,000 documents through document imaging.
- Process 70 boxes of documents for short term and permanent storage off site.
- Prepare and process approximately 117 resolutions and 12 ordinances.
- Provide contract management and insurance tracking for over 721 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 414 public records requests and Council referrals.
- Accept, review and process over 33 City commission/board applications.
- Publish 92 legal ads and review proofs from publisher.
- Prepare and print 10 Mayor's proclamations/commendations and 20 adjournments.
- Review over 12,556 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 44,417 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 5,850 passport applications submitted to the U.S. Department of State.

CITY CLERK

Key Projects and Assignments

| | | | | | |
|----------------|--|--------------|---------------------------|--------------|--------------|
| Adopted | FY 2014-15 | (12%) | Total Staff Hours: | 1,000 | |
| Adopted | FY 2015-16 | (14%) | Total Staff Hours: | 1,150 | |
| | | | | | Hours |
| • | Review and improve the passport process to accommodate passports and possibly photos services by March 2016. | | | | 200 |
| • | Begin implementation of the electronic agenda process for all boards and commission meetings by June 2016. | | | | 650 |
| • | Update and review Citywide Retention and Destruction Schedule with departments and have a "Free the File Day" by September 2015. | | | | 200 |
| • | Complete staff work to assist with the update of the City's webpage by June 2016. | | | | 100 |

Customer Service and Referrals

| | | | | |
|----------------|--|--------------|---------------------------|--------------|
| Adopted | FY 2014-15 | (46%) | Total Staff Hours: | 3,820 |
| Adopted | FY 2015-16 | (46%) | Total Staff Hours: | 3,870 |
| • | Respond to approximately 50 calls for assistance regarding County and State elections. | | | |
| • | Respond to approximately 31,500 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 2,750 phone calls, emails, and in-person requests for passport information and processing. | | | |
| • | Notarize 40 official City business documents assisting other departments. | | | |
| • | Review, accept and process 306 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. | | | |

CITY CLERK

Selected Performance Measures

| <i>Administration Division</i> | <i>Estimated FY 2014-15</i> | <i>Adopted FY 2015-16</i> |
|--|---------------------------------|-------------------------------|
| Review passport application and submit to the U.S. Department of State | 5,850 | 6,200 |
| Respond to public records requests | 414 | 500 |
| Review invoices before payment | 12,556 | 12,000 |
| | | |
| <i>Elections Division</i> | <i>Estimated FY 2014-15</i> | <i>Adopted FY 2015-16</i> |
| Assist the County in updating their current voter registration records | 44,417 | 40,100 |



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