

## 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**  
Proposed Budget - FY 2016-17

*City Clerk Administration*

City Clerk (1)

Chief Deputy City Clerk (1)

Records Management Supervisor (1)  
Administrative Specialist (1)

**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

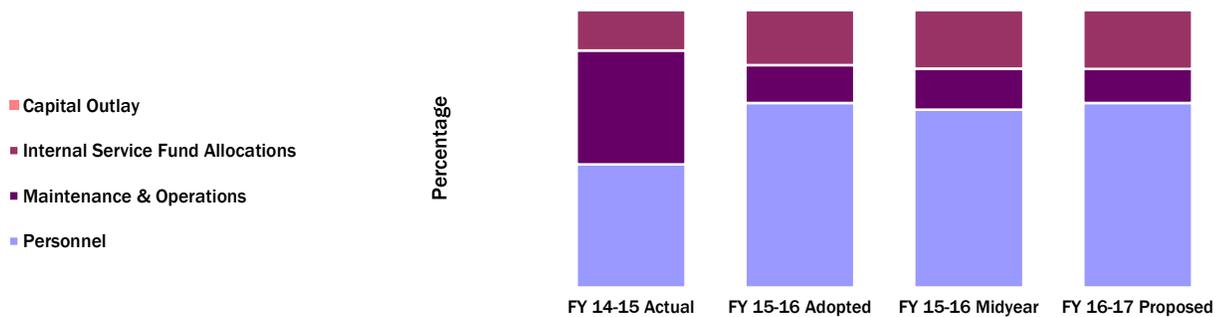
**CITY CLERK**

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 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	544,624	601,721	601,721	621,220	19,499	3%
Maintenance & Operations	504,364	123,382	139,584	115,382	(24,202)	(17%)
Internal Service Fund Allocations	178,992	178,992	197,601	197,601	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>1,227,980</b>	<b>904,095</b>	<b>938,906</b>	<b>934,203</b>	<b>(4,703)</b>	<b>(1%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	1,227,980	904,095	938,906	934,203	(4,703)	(1%)
<b>TOTAL</b>	<b>1,227,980</b>	<b>904,095</b>	<b>938,906</b>	<b>934,203</b>	<b>(4,703)</b>	<b>(1%)</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 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	533,233	601,721	601,721	621,220	19,499	3%
Maintenance & Operations	106,510	120,577	136,779	112,577	(24,202)	(18%)
Internal Service Fund Allocations	173,808	173,808	191,464	191,464	-	0%
Capital Outlay		-		-	-	0%
<b>TOTAL</b>	<b>813,551</b>	<b>896,106</b>	<b>929,964</b>	<b>925,261</b>	<b>(4,703)</b>	<b>(1%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	813,551	896,106	929,964	925,261	(4,703)	(1%)
<b>TOTAL</b>	<b>813,551</b>	<b>896,106</b>	<b>929,964</b>	<b>925,261</b>	<b>(4,703)</b>	<b>(1%)</b>

## 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 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	11,391	-		-	- 0%
Maintenance & Operations	397,854	2,805	2,805	2,805	- 0%
Internal Service Fund Allocations	5,184	5,184	6,137	6,137	- 0%
Capital Outlay		-		-	- 0%
<b>TOTAL</b>	<b>414,429</b>	<b>7,989</b>	<b>8,942</b>	<b>8,942</b>	<b>- 0%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	414,429	7,989	8,942	8,942	- 0%
<b>TOTAL</b>	<b>414,429</b>	<b>7,989</b>	<b>8,942</b>	<b>8,942</b>	<b>- 0%</b>

## CITY CLERK

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(42%)</b>	<b>Total Staff Hours:</b>	<b>3,500</b>
<b>Adopted</b>	<b>FY 2016-17</b>	<b>(40%)</b>	<b>Total Staff Hours:</b>	<b>3,300</b>

- Compile, prepare, and post over 55 City Council and agency agendas.
- Process over 792 City Council agenda items and post City Council meetings.
- Manage the postings of over 73 commission agendas.
- Oversight of over 128 Council and commission minutes for inclusion in their respective agendas by the subsequent meeting date.
- Print and deliver approximately 550 agenda packets by the required times.
- Track, file, and report over 155 Annual Conflict of Interest Form 700 and 97 Semi-Annual and Pre-election Campaign Statements Form 460 in compliance with the Fair Political Practices Commission deadlines.
- Maintain a legislative history of over 1,940,000 documents through document imaging.
- Process 70 boxes of documents for short term and permanent storage off site.
- Prepare and process approximately 104 resolutions and 20 ordinances.
- Provide contract management for over 721 contracts.
- Process destruction of over 9.3975 tons of documents per year.
- Respond to over 537 public records requests.
- Accept, review and process over 40 City commission/board applications.
- Publish 138 legal ads and review proofs from publisher.
- Prepare and print 20 Mayor's proclamations/commendations and 20 adjournments.
- Review over 13,307 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 44,059 registered voters).
- Assist the County in obtaining polling locations, voter registration and election information for Federal, State and County elections.
- Prepare and review over 6,016 passport applications submitted to the U.S. Department of State.

## CITY CLERK

### Key Projects and Assignments

**Adopted FY 2015-16 (12%) Total Staff Hours: 1,000**

**Adopted FY 2016-17 (14%) Total Staff Hours: 1,150**

- |   | <b>Hours</b> |
|---|--------------|
| • Launch a new electronic agenda management software system with voting module for City Council meetings and incorporate all board and commission meetings in the system through June 2017. | 750          |
| • Finalize and adopt the city-wide Records Retention Schedule through June 2017.  | 200          |
| • Maintain department and City records per the Records Retention Schedule through June 2017.  |              |

### Customer Service and Referrals

**Adopted FY 2015-16 (46%) Total Staff Hours: 3,820**

**Adopted FY 2016-17 (47%) Total Staff Hours: 3,870**

- Respond to approximately 50 calls for assistance regarding County and State elections.
- 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 3,000+ phone calls, emails, and in-person requests for passport information and processing.
- Notarize 48 official City business documents assisting other departments.
- Review, accept and process 125 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>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Review passport application and submitted to the U.S. Department of State.	5,640	5,989	6,200
Public records requests	383	490	500
Review invoices before payment	9,165	13,307	12,000

<i>Election Division</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Assist the County in updating their current voter registration records	44,048	44,059	43,500



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