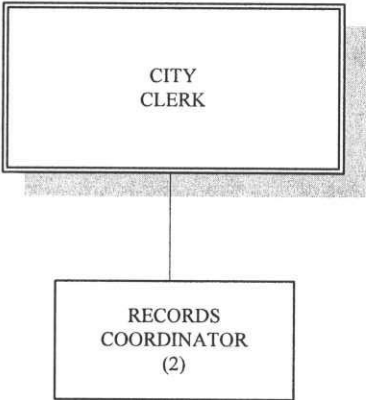


CITY CLERK



CITY CLERK

SUMMARY OF PERSONNEL

<u>City Clerk</u>	
1.00	City Clerk
<u>2.00</u>	Records Coordinator
3.00	

TOTAL PERSONNEL: 3.00

CITY CLERK

EXPENDITURE SUMMARY BY PROGRAM

	ACTUAL 2011-12	PROJECTED 2012-13	APPROVED 2013-14
CITY CLERK	291,274	377,756	348,782
TOTAL	\$ 291,274	\$ 377,756	\$ 348,782

EXPENDITURE SUMMARY BY CATEGORY

	ACTUAL 2011-12	PROJECTED 2012-13	APPROVED 2013-14
SALARIES & BENEFITS	274,471	280,673	288,052
SERVICES & SUPPLIES	16,804	97,083	60,730
CAPITAL OUTLAY	-	-	-
TOTAL	\$ 291,274	\$ 377,756	\$ 348,782

FUNDING SOURCES

	ACTUAL 2011-12	PROJECTED 2012-13	APPROVED 2013-14
GENERAL FUND	291,274	377,756	348,782
INSURANCE FUND	-	-	-
PUBLIC ACCESS FUND	-	-	-
TOTAL	\$ 291,274	\$ 377,756	\$ 348,782

CITY CLERK

The City Clerk Department provides oversight of the City's records management system as well as maintaining the legislative history of the City including the Municipal Code. The department also provides oversight of municipal elections and codification of ordinances, resolutions and contract.

City Clerk

The City Clerk's office is responsible for preparation of agendas for the City Council, Successor Agency to the Community Development Commission, Housing Authority, Public Access Corporation, Oversight Board and Financing Authority meetings. As the official record keeper for the City, the City Clerk's office maintains all central and legal files of the City. The City Clerk is responsible for the conduct of all municipal elections, and provides assistance to the Los Angeles Registrar-Recorder with voter registration. The office administers oath of office to all elected officials and all city employees. The Office maintains rosters, agendas, minutes, attendance records, applications and oaths for the all employees, City's Boards, Committees and Commissions.

Budget Narrative

The City Clerk Budget totals \$348,782 this fiscal year, a small decrease of 8% from the previous fiscal year.

Prior Year's Accomplishments

- *General Municipal Election* – Conducted a successful 2013 Municipal Election. The whole number of ballots cast in the precincts except vote by mail voter ballots and provisional ballots cast in the City was 1,658, and that the whole number of vote by mail voter ballots/provisional ballots cast in the City was 1,789, making a total of 3,447 ballots cast in the City.
- *Maintenance and Destruction of City Records* – Staff implemented the destruction of over 500 city documents that have reached their retention mark, codify 10 ordinances, recorded 63 resolutions and 176 contracts.
- *Revision of City Election Ordinance* – Successful completion and implementation of the revised election ordinance, that updated the election code, promotes greater safeguards in campaign finance and reporting requirements in order to comply with state law. The ordinance encourages civic engagement and participation in the political process.

CITY CLERK

Goals

- Ensure all City records are maintained accurately.
- Publish agendas and minutes for City Council and Commission Meetings on the website.
- Maintain the records retention process.
- Cut paper costs and staff time by converting the agenda process into a truly electronic system and acclimating the Council in the use of technology to receive and review their agenda packet, correspondence and information electronically.

Objectives

- Continue to update and improve the City Clerk webpage to provide quick access to the public of information and accountability to the public.
- Provide and maintain the on-going high level of customer support.
- Promote voter awareness programs to increase voter turnout for the next General Municipal Election.

CITY CLERK

Performance Measures	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Increase amount of visitors (unique hits) to new City's website, through increased publicity	200,000	200,000	500,000
Workload Indicators	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Requests for Records & Legal Documents	1,500	1,500	1,850
Agenda Bills Submitted to Council	300	320	268
City Council Meeting Agendas Compiled	36	42	78
City Council Requests Resolved	70	168	129

CITY OF SOUTH GATE
EXPENDITURES
FISCAL YEAR 2014

<u>ACCOUNT DESCRIPTION</u>	APPROVED 2011-12	ACTUAL 2011-12	Projected 2012-13	Requested 2013-14
FUND 100 GENERAL FUND				
DEPT 140 CITY CLERK				
100-140-11				
5101 Salaries-Full Time Misc	176,687	177,017	174,854	186,267
5103 Salaries Part-Time	19,500	13,679	16,877	19,500
5110 Overtime Regular	-	-	641	-
5122 Vacation Leave Payout	-	-	-	-
5123 Admin/Comp Time Payout	-	-	-	-
5131 Auto Allowance	2,700	2,700	2,700	2,700
5132 Communications Allowance	1,200	1,200	1,200	1,200
5133 Bilingual Pay	2,100	2,100	2,100	2,100
5201 Retirement Misc	40,569	40,735	38,683	30,690
5212 Deferred Comp. Match	-	-	-	-
5220 Medicare	2,960	2,841	2,843	3,040
5221 Group Medical Insurance	30,123	30,913	33,397	39,492
5230 Life Insurance	374	374	374	468
5231 Dental Insurance	990	1,012	1,029	1,042
5240 Worker's Compensation	93	93	4,879	93
5241 Unemployment Insurance	1,807	1,807	1,095	1,460
* EMPLOYEE SERVICES	<u>279,103</u>	<u>274,471</u>	<u>280,673</u>	<u>288,052</u>
6101 Professional Services	2,000	490	500	4,000
6105 Election Services	10,000	-	54,505	-
6201 Office Supplies	2,000	1,919	2,454	2,000
6208 Office Equipment	-	-	-	-
6301 Printing	1,500	781	813	1,500
6303 Postage	1,500	455	480	1,500
6304 Memberships & Dues	300	175	100	400
6305 Publications & Subscriptions	2,500	1,736	1,126	2,500
6307 Mileage Reimbursement	250	162	223	325
6340 Training	-	-	-	-
6701 Equipment Maintenance	4,000	3,985	1,834	1,834
6721 Telephone	600	322	174	174
6802 Info Systems Allocation	6,779	6,779	13,847	18,462
6803 Insurance Allocation	-	-	21,027	28,035
* SUPPLIES & SERVICES	<u>31,429</u>	<u>16,804</u>	<u>97,083</u>	<u>60,730</u>
** CITY CLERK	<u>\$ 310,532</u>	<u>\$ 291,274</u>	<u>\$ 377,756</u>	<u>\$ 348,782</u>