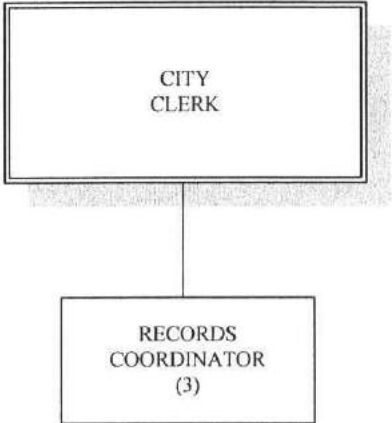


CITY CLERK



CITY CLERK

SUMMARY OF PERSONNEL

<u>City Clerk</u>	
1.00	City Clerk
<u>3.00</u>	Records Coordinator
4.00	

TOTAL PERSONNEL: 4.00

CITY CLERK

EXPENDITURE SUMMARY BY PROGRAM

	ACTUAL 2012-13	APPROVED 2013-14	PROJECTED 2013-14	APPROVED 2014-15
CITY CLERK	454,483	348,782	348,638	573,369
TOTAL	\$ 454,483	\$ 348,782	\$ 348,638	\$ 573,369

EXPENDITURE SUMMARY BY CATEGORY

	ACTUAL 2012-13	APPROVED 2013-14	PROJECTED 2013-14	APPROVED 2014-15
SALARIES & BENEFITS	287,327	288,052	288,052	341,623
SERVICES & SUPPLIES	167,156	60,730	60,586	231,746
CAPITAL OUTLAY	-	-	-	-
TOTAL	\$ 454,483	\$ 348,782	\$ 348,638	\$ 573,369

FUNDING SOURCES

	ACTUAL 2012-13	APPROVED 2013-14	PROJECTED 2013-14	APPROVED 2014-15
GENERAL FUND	454,483	348,782	348,638	573,369
INSURANCE FUND	-	-	-	-
PUBLIC ACCESS FUND	-	-	-	-
TOTAL	\$ 454,483	\$ 348,782	\$ 348,638	\$ 573,369

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, and oaths for the all employees, City's Boards, Committees and Commissions.

Budget Narrative

The City Clerk Budget totals \$573,369 this fiscal year.

Prior Year's Accomplishments

- *Maintenance and Destruction of City Records* – Staff implemented the destruction of over 550 boxes city documents and 104 computer hard drives that have reached their retention mark, codified 9 ordinances, recorded 63 resolutions, 81 City Council meeting minutes and 186 contracts.
- *Provide Meeting and Agenda Support* for Successor Agency to the Community Development Commission, Housing Authority, Public Access Corporation, Oversight Board and Financing Authority meetings. Staff processed 30 agendas/staff reports for the Successor Agency, 6 agendas/staff reports for Public Access Corporation, 5 agenda/staff reports for Financing Authority, and 19 agenda/staff reports for the Oversight Board.
- *Document Support* citywide via scanning project, providing easier access to City documents via the City's computer system.

CITY CLERK

Goals

- Ensure all City records are maintained accurately and safely.
- Publish agendas and minutes for City Council and Commission Meetings on the website.
- Maintain the records retention process to lower the liability to the City.
- Conduct a successful 2015 Municipal Election.
- Incorporate a citywide ethics program.

Objectives

- Continue to update and improve the City Clerk's webpage to provide quick access of information and accountability to the public.
- Continue to provide exemplary customer service.
- Promote voter awareness programs to support voter knowledge for the next General Municipal Election.

CITY CLERK

Performance Measures	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Increase amount of visitors (unique hits) to new City's website, through increased publicity	200,000	500,000	500,000
Workload Indicators	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Requests for Records & Legal Documents	1,500	1,850	1,918
Agenda Bills Submitted to Council	300	320	322
City Council Meeting Agendas Compiled	36	42	81
City Council Requests Resolved	168	129	138

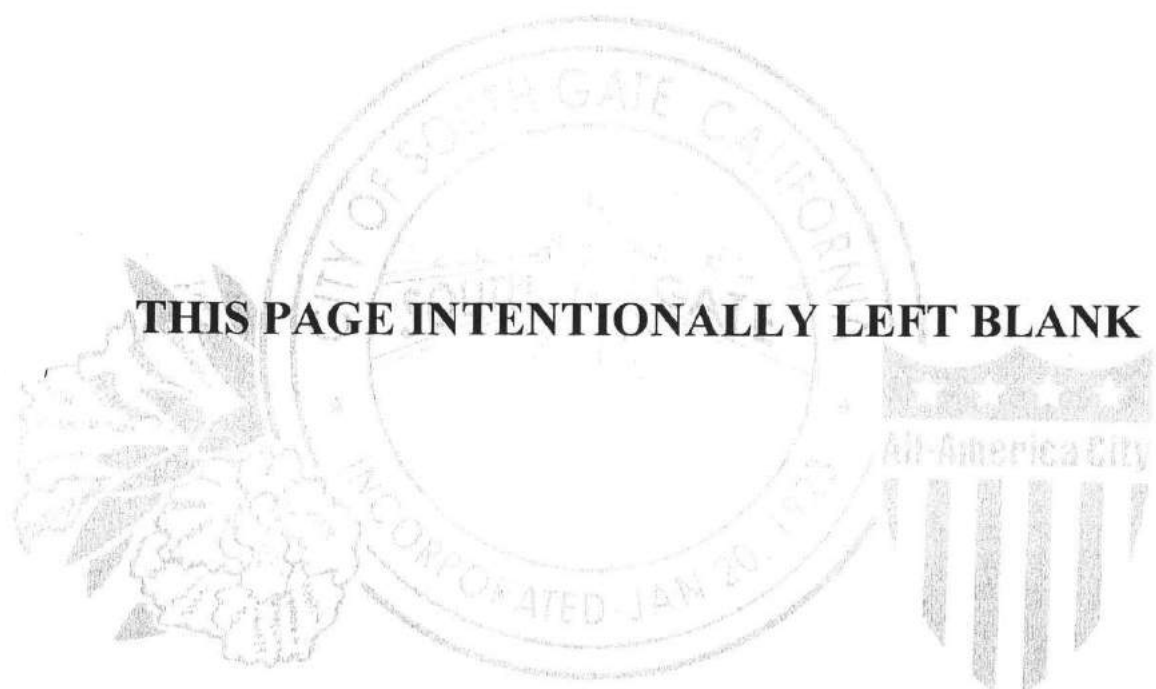
CITY OF SOUTH GATE
EXPENDITURES
FISCAL YEAR 2015

<u>ACCOUNT DESCRIPTION</u>	ACTUALS 2012-13	APPROVED 2013-14	PROJECTED 2013-14	Requested 2014-15
FUND 100 GENERAL FUND				
DEPT 140 CITY CLERK				
100-140-11				
5101 Salaries-Full Time Misc	176,867	186,267	186,267	231,252
5103 Salaries Part-Time	16,622	19,500	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	2,275	2,100	2,100	3,300
5201 Retirement Misc	37,928	30,690	30,690	35,870
5212 Deferred Comp. Match	-	-	-	-
5220 Medicare	2,844	3,040	3,040	3,458
5221 Group Medical Insurance	33,646	39,492	39,492	51,587
5230 Life Insurance	374	468	468	624
5231 Dental Insurance	1,059	1,042	1,042	1,656
5240 Worker's Compensation	9,711	93	93	9,411
5241 Unemployment Insurance	1,460	1,460	1,460	565
* EMPLOYEE SERVICES	<u>287,327</u>	<u>288,052</u>	<u>288,052</u>	<u>341,623</u>
6101 Professional Services	1,625	4,000	4,008	4,000
6105 Election Services	109,102	-	-	150,000
6201 Office Supplies	2,162	2,000	1,912	2,000
6208 Office Equipment	-	-	-	-
6301 Printing	558	1,500	1,090	1,500
6303 Postage	1,844	1,500	594	1,500
6304 Memberships & Dues	200	400	393	1,400
6305 Publications & Subscriptions	501	2,500	2,830	2,500
6307 Mileage Reimbursement	151	325	129	325
6340 Training	-	-	-	5,000
6701 Equipment Maintenance	4,079	1,834	2,866	4,510
6721 Telephone	437	174	266	500
6802 Info Systems Allocation	18,462	18,462	18,462	18,462
6803 Insurance Allocation	28,035	28,035	28,035	40,049
* SUPPLIES & SERVICES	<u>167,156</u>	<u>60,730</u>	<u>60,586</u>	<u>231,746</u>
** CITY CLERK	<u>\$ 454,483</u>	<u>\$ 348,782</u>	<u>\$ 348,638</u>	<u>\$ 573,369</u>

**CITY OF SOUTH GATE
2014/2015 BUDGET DETAIL
DEPARTMENT: CITY CLERK
DIVISION: LEGISLATIVE**

ACCOUNT# 100-140-11

OBJECT DESCRIPTION/DETAIL	Subtotal	Proposed
BUDGET DETAIL: SUPPLIES & SERVICES (OBJECT 2XX)		
6101 PROFESSIONAL SERVICES	4,000	
Cintas (Document Destruction)		4,000
6105 ELECTION SERVICES	150,000	
Martin & Chapman Co.		82,000
Postage		15,500
Legal Advertising		6,300
Registrar-Recorder/County Clerk		5,000
Office Supplies (Office Depot & DFM Associates)		2,000
Poll Worker Training (Hudson Consulting Services)		1,500
Overtime (Election Night)		1,000
Milage		500
Polling Locations		300
Election Personnel - Other than Staff		15,900
Community Ethics Program		20,000
6201 OFFICE SUPPLIES	2,000	
Office Depot		2,000
6301 PRINTING	1,500	
Letterhead, Envelopes and Business Cards		500
Martin & Chapman (Minute Paper)		500
P.F. Pettibone & Co (Minute, Ordinance, & Resolution Books)		500
6303 POSTAGE	1,500	1,500
Mailing of Agendas, Contracts and Correspondence		
6304 MEMBERSHIPS & DUES	1,400	
City Clerk's Association of California		140
International Institute of Municipal Clerks		185
American Society for Public Administration		75
CMC Membership		1,000
6305 PUBLICATIONS & SUBSCRIPTIONS	2,500	
Code Publishing		2,500
6307 MILEAGE REIMBURSEMENT	325	325
6340 TRAINING	5,000	
CMC Certification		5,000
6701 EQUIPMENT MAINTENANCE	4,510	
Xerox Maintenance		4,510
6721 TELEPHONE	500	500
6802 INFO. SYSTEMS ALLOCATION	18,462	18,462
6804 VEHICLE MAINTENANCE ALLOCATION	40,049	40,049
TOTAL:	231,746	231,746
TOTAL	\$ 231,746	\$ 231,746



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"TOGETHER WE CAN MAKE A DIFFERENCE"