

CITY CLERK

The City Clerk Department is committed to pursuing excellence through trust, respect, caring, and by being accountable and responsible, by following these guiding principles: Provision of accessible legislative services to all, including the obligation to inform and notify the public; Conducting all elections in an efficient and accurate manner and as mandated by law; Recording and maintaining official City government documents in a manner that promotes security and ease of retrieval.

Department Information

The City Clerk Department is organized into three functional units:

Administration

This unit is responsible for management and coordination of department operations related to: budgeting, accounting, payroll, human resources, employee development, internal communications and City safety programs. This unit coordinates the development of the annual budget, assists other managers regarding human resources, maintains the employee orientation and development program, supports development and monitoring of the department strategic plan, formulation of department policy, development of performance measures and supervision of “front office” services.

Legislative

Consistent with the provisions of California’s public meeting laws and the Public Records Act, this unit is responsible for the transparent presentation and retention of the City’s legislative histories that present and archive the laws, policies and decisions of the City Council and other public boards. The unit assembles and distributes all documents related to the presentation and deliberations of policy and program issues as reported upon and recommended by the City Manager, City Attorney, City departments, and the public.

This unit is responsible for the preparation of agendas, posting and publishing public notices as required by law, recording of actions, acceptance of damage claims and subpoenas, and the retrieval of actions, reports and studies presented to the City Council and other public boards. The unit also administers the citywide records retention and destruction program at on-site and off-site storage locations.

Furthermore, this unit provides counter, telephone and Internet service to all customers seeking information (agendas, minutes and supporting reports) regarding City Council and other public board deliberations as retained in the legislative information management system, the on-line City Charter and Municipal Code, and document imaging storage and retrieval system, including processing and indexing all contract documents filed with the City Clerk.

Elections

This unit is responsible for the management and conduct of City, school district, and community college district elections comprising 23 elected offices and 220,000 registered voters. Other responsibilities include: import and verification of voter registration data from the Los Angeles County Registrar, design and maintenance of precinct and district boundaries, identification and assessment of polling places, recruitment and training of elections officers, maintenance and testing of vote tally equipment, development and publishing of sample ballots and official ballots, distribution and processing absentee ballot applications and petitions. The unit also manages candidate and campaign finance filings, statements of economic interest, and voter education and outreach programs.

Department Goals

Goal 1 Administration Bureau

Service/Program

Operations Manual – Coordinate the development of an operations manual for the City Clerk Department functions

Employee Development – Develop an employee orientation program and performance measures policy. Provide necessary training and resources to implement reclassification study recommendations. Make available training/cross-training opportunities as new technology is implemented

Public Counter – Develop a new front counter environment and operation to enhance public service

Employee Recognition Program – Design an employee recognition program that will acknowledge individual and team contributions towards achieving our Department's goals and objectives

Content Management – Continue to update the design and implementation of the City Clerk content management web page format to improve delivery of City Clerk information and increase the number of daily web page hits from approximately 2,000 to 3,000, and encourage feedback from customers to promote better customer service

Goal 2 Legislative Bureau

Service/Program

Document Imaging/Management System – Continue to increase monthly number of scanned City Clerk documents to build a more extensive database to reduce the number of requests for retrieval/refilling of current documents from the Records Center (archival City Council meeting folders and minutes, ordinances, resolutions, contracts); enable City staff to conduct their own research as appropriate; enable customers to access archived City Council meeting agenda items; and reduce costs related to staff time and copying

Legislative Information Management System (LIMS) – Continue the implementation of the Daystar/Legistar legislative information management system and establish and conduct training programs for designated staff to facilitate design and installation of the system in other City departments

Records Management Software Enhancements – Continue evaluation of implementation of the LIMS system and related parameters of networking the Microfilm (Division) to the Records Center with implementation of records management software and report writer software for records management forms

Streaming Video System/Digital Minutes/LIMS – Continue to utilize the Granicus streaming video system to enable digital recording of City Council meetings and other committee meetings and provide CD-ROM copies of meeting proceedings. Integrate the Granicus and Daystar/Legistar systems to provide the best solution for recording/indexing City Council meetings and committee meetings

ADA and Language Interpreter Support/Council Meetings – Coordinate compliance with Americans with Disabilities Act (ADA) or requests for language interpretation by any member of the public or City staff to allow for their participation in City Council Meetings, Committee Meetings and Workshops

Department Goals

Goal 3 Elections Bureau

Service/Program

Conduct a concurrent election on June 6, 2006, in collaboration with the Los Angeles County Registrar Recorder

Election Information Management System (EIMS) – Continue maintenance and support of a Windows-based EIMS that provides support for the planning and administration of the following election functions: Voter Registration Management; Precinct and District Module, Street Inventories; Office/Incumbent and Candidate Processing; Polling Place and Polling Location Planning and Inventory and Payroll; absentee ballot processing, and voter history information. As a part of this operation, staff will also undertake: development of a Election Day Answering Guide (aimed to assist staff responding to Election Day telephone calls); update of the 2004 to 2006 Elections Plan (adopted by City Council in January 2002); contingency planning for enactment of SB 1730 (moving the March Primary Election to June of each even numbered year)

Poll-Worker Training – Refine and solidify poll worker training by limiting number of participants per class and increasing number of classes. Separate classes for inspectors, clerks, precinct coordinators and employees. Preparation of poll worker procedures manual for polling places. Develop a poll worker training video in conjunction with other local agencies that conduct stand alone elections

Voter Education – Development of a voter education program for the April and June 2006 elections and develop a polling place locator with map and photo on election web page in English, Spanish, Khmer and Vietnamese

Absentee Ballot Processing – Continue to offer voters ways to apply for and receive a vote by mail ballot. Votes may use the application on the back of the sample ballot or apply over the Internet to obtain an official ballot. All request responded to within 24 hours.

Electronic Campaign Finance Filing System – Continued maintenance, support and training for the electronic campaign finance filing system.

Statement of Economic Interests – Notify filers electronically. Provide interactive capabilities (print, sign and submit to filing officer) for all forms, and make forms available on the Fair Political Practices Commission (FPPC) website (www.fppc.ca.gov).

The 2004 to 2006 Elections Plan – Develop Telephone Answering Guide and update Elections Procedures

Election Legislation – Continue to monitor legislation effecting elections, campaign finance and conflict of interest

VIMS (Voter Information Management System) – Work with Los Angeles County Registrar-Recorder/County Clerk for training in the Voter Information Management System

Fiscal Year 2005 Accomplishments

Administration Bureau

- Developed a Department Employee Handbook to work in conjunction with City policies and Memorandum of Understanding (MOU) with labor groups
- Completed organizational redesign plan, strategic plan, and career ladder job description reports
- Maintained training of staff via continuing education, conferences and seminars related to: process mapping and problem solving, graphic design and layout, business writing, office productivity software use, City financial systems, records management technology, open meeting laws (Brown Act) and Public Records Act, poll worker procedures, campaign finance, Political Reform Act, and the California City Clerks Association annual and regional conferences

Legislative Bureau

- Improved provision and availability of language interpreters for City Council meetings
- Improved process of City Council agenda distribution utilizing copier system enhancements to decrease the number of agenda packets and consolidated scanning functions related to document imaging and Intranet/Internet publications
- Installed and implemented Phase I of the Daystar/Legistar Legislative Information Management System (LIMS) in the City Clerk Department
- Launched new City Clerk content management web page format as part of the Technology Services Department's Citywide project to improve delivery of City Clerk Information and increase number of daily hits to web page
- Continued to build a more extensive database of City Clerk documents to reduce the number of requests for retrieval/refilling of current documents from the Records Center (archival City Council meeting folders and minutes, ordinances, resolutions, contracts)
- Continued to utilize the improvements to the Granicus streaming video system to enable digital recording of City Council meetings and began utilization of streaming video system for selected committee meetings

Fiscal Year 2005 Accomplishments

Elections Bureau

- Presentation and adoption of the 2006 Elections Plan
- Implementation of on-line Statements of Economic Interest Electronic Filing System
- Posted campaign finance filings on Internet consistent with adopted City Council address redaction policy
- Tested, installed and evaluated enhancements to the Elections Information Management System (EIMS)
- Issued a Request for Proposal for possible implementation of modern voting systems technology
- Used GIS for precinct consolidation and verification of district boundaries and duplicate registrations
- Conducted poll worker training in-house rather than outsourcing, with emphasis on provisional voting procedures and site check-in and assessment procedures

Challenges and Opportunities

Challenges

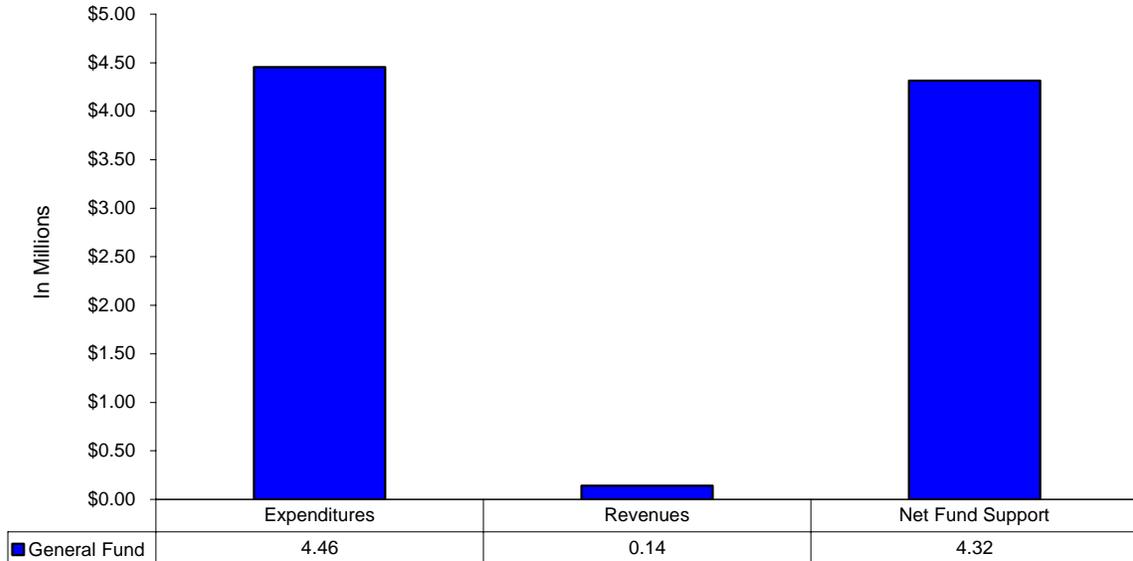
- Joint planning with Conny McCormack, Los Angeles County Registrar Recorder, for the successful administration and conduct of a concurrent election for the June 6, 2006, statewide primary election and the City of Long Beach Run-Off Election, with particular attention to poll location selection, poll worker recruitment and training, absentee ballot processing, precinct roster synchronization, drop of center procedures, public education and other logistical requirements necessary for a well administered election.
- Successfully educating a majority of voters on how to vote in a concurrent election
- Presentation and adoption of a City Employee Poll Worker Program for April and June 2006

Opportunities

- Continued implementation of an organizational design that improves public service through career ladders and integrated information systems that focus on the customer by leveraging the skills and abilities of a talented department staff

Summary by Character of Expense

Adopted * FY 06 Budget by Fund



	Actual FY 04	Adopted* FY 05	Adjusted FY 05	Year End** FY 05	Adopted* FY 06
Expenditures:					
Salaries, Wages and Benefits	1,570,446	1,794,164	1,794,164	1,459,338	2,038,193
Materials, Supplies and Services	680,590	432,241	433,091	301,639	1,931,961
Internal Support	300,490	312,740	312,740	333,896	347,518
Capital Purchases	400,100	-	-	-	-
Debt Service	46,162	138,485	138,485	138,485	138,485
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,997,787	2,677,630	2,678,480	2,233,358	4,456,157
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	60,000	-
Charges for Services	2,616	1,900	1,900	1,220	1,700
Other Revenues	326,488	525	525	2,621	10,514
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	79,436	124,000	124,000	89,549	124,000
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	400,100	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	808,640	126,425	126,425	153,390	136,214
Personnel (Full-time Equivalents)	29.00	19.50	19.50	19.50	22.97

* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

** Unaudited

Personal Services

Classification	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 06 Adopt FTE	FY 05 Adopted Budget	FY 06 Adopted Budget
City Clerk	1.00	1.00	1.00	107,722	112,462
Administrative Aide II	1.00	-	-	-	-
Administrative Analyst III	1.00	-	-	-	-
Assistant City Clerk	1.00	-	-	-	-
Chief Deputy City Clerk	2.00	-	-	-	-
City Clerk Analyst	-	5.00	5.00	322,459	336,768
City Clerk Assistant	-	2.50	2.46	88,586	91,677
City Clerk Specialist	-	9.00	8.00	506,949	457,727
Clerk Typist I	1.00	-	-	-	-
Clerk Typist II	1.00	-	-	-	-
Clerk Typist III	1.00	-	-	-	-
Clerk Typist IV	1.00	-	-	-	-
Deputy City Clerk I	6.00	-	-	-	-
Deputy City Clerk II	1.00	-	-	-	-
Election Employee/1	1.00	-	-	-	-
Election Employee/5	1.00	-	-	-	-
Election Employee/6	4.00	-	-	-	-
Election Supervisor	1.00	-	3.51	-	126,409
Elections Bureau Manager	-	1.00	1.00	80,119	88,725
Executive Secretary	1.00	-	1.00	-	53,267
Legislative Bureau Manager	-	1.00	1.00	84,288	88,725
Microfilm Technician	1.00	-	-	-	-
Records Manager-City Clerk	1.00	-	-	-	-
Senior Minute Clerk	1.00	-	-	-	-
Special Projects Officer-City Clerk	1.00	-	-	-	-
Subtotal Salaries	----- 29.00	----- 19.50	----- 22.97	----- 1,190,123	----- 1,355,762
Overtime	---	---	---	13,030	60,030
Fringe Benefits	---	---	---	546,229	572,241
Administrative Overhead	---	---	---	44,781	50,160
Salary Savings	---	---	---	---	---
Total	----- 29.00	----- 19.50	----- 22.97	----- 1,794,164	----- 2,038,193

Key Contact

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