

## ***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

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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 and development of performance measures. The unit also administers the citywide records retention and destruction program at on-site and off-site storage locations.

### 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.

Furthermore, this unit provides supervision of "front office" services, 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 vote by mail 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

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## Administration

- Employee Development – Develop an employee orientation program and performance measures policy. Provide necessary training and resources to maintain a productive and industrious workforce committed to continuous professional and personal improvement in public service. Make available training/cross-training opportunities as new technology is implemented.
- Employee Recognition Program – Design employee recognition program that will acknowledge individual and team contributions towards achieving our Department's goals and objectives.
- City Clerk Department Remodel – Utilizing existing resources, install used modular furniture to improve the City Clerk staff workspaces to provide for an improved workflow design.
- City Council Retention Schedule - Records Management – Continue evaluation of implementation of the City Council retention schedule processes and use of the City's existing FileNet software. Continue to increase monthly number of scanned City Clerk documents to build a more extensive database to reduce the number of requests for retrieval/refiling 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

- Agenda Procedures Manual – In collaboration with the Office of the Mayor and Members of the City Council, develop an agenda procedures manual that will contain guidelines for the submittal and presentation of reports for consideration during regular, special and standing committee meetings.
- On-Line Municipal Code and Updates to Hard Copy Published Version – Evaluate the effectiveness of the On-Line Municipal Code and recommend possible improvements that will promote the timely and accurate publication of changes on a quarterly basis.
- Legislative Department Staff Training – Conduct training for City Council staff relative to City Council and standing committee agenda process, as well as use of the City's Legislative Information Management System (LIMS).
- Appointed Boards and Commissions Process Improvement Project – Work with the Office of the Mayor and other related departments to review, evaluate and improve the process relative to recruitment, application, nomination, confirmation, enrollment of commission and committee members, including standardized publication of commission and meeting agendas in the City's LIMS.
- Legislative Information Management System – Continue the implementation of the Daystar/Legistar LIMS and establish and conduct training programs for designated staff to facilitate design and installation of the system in other City departments with rollout to the selected City departments by December 2007.
- Streaming Video System/Digital Minutes – Continue to utilize the Granicus streaming video system to enable digital recording of City Council meetings and other standing committee meetings and provide CD-ROM copies of meeting proceedings.

## Department Information

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- ADA and Language Interpreter Support/City Council Meetings – Continue to 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.

### Elections

- April and June 2008 Election Cycle - Administer all functions necessary to successfully conduct elections for Council Districts 2, 4, 6, and 8, Long Beach Unified School District seats 2 and 4, and Long Beach Community College District seats 2 and 4.
- 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 Poll Worker Planning and Inventory and Payroll; Vote by mail Ballot Processing and Voter History Information.
- City's Ballot Now Voting System – Implement staff recommendations to streamline ballot processing to accommodate the timely counting of 65,000 ballots for the April 2008 Primary Nominating Election.

In addition, staff will work with Hart InterCivic, to implement updated software versions of the Ballot Now voting system in advance of the next April/June 2008 election cycle.

- Multi-Language Voting Materials – Review, assess and recommend potential cost saving alternatives towards meeting Federal Voting Rights Act requirements concerning the availability and printing of voting materials such as Official Ballots and Sample Ballots.
- Poll-Worker Training – Continue to 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. Finalize poll worker procedures manual for polling places. Develop a poll worker training video in conjunction with other local agencies that conduct stand-alone elections for placement on the Elections Web Page and intranet.
- Voter Education – Continue voter education on the City's new voting system.
- Vote by Mail Ballot Processing – Continue to offer voters ways to apply for, and receive, a vote by mail ballot. Voters may use the application on the back of the sample ballot or apply over the Internet to obtain an official ballot. All requests will be responded to within 24 hours.
- Vote by Mail Voter Ballot Inquiry Service – Technology Services department will create a Vote by Mail tracking system on City Clerk website to be used by the voters. With this new tool, Long Beach citizens can track and confirm when their ballot was mailed or when the elections office received their ballot request. This is a state mandated service level that requires all California voting jurisdictions to allow voters to determine the status of their vote by mail ballot via the internet or other method. This service must be operational by March 1, 2008.
- Electronic Campaign Finance Filing System – Continue maintenance, support and training for the electronic campaign finance filing system, with the development of revised instructions geared towards improved reporting and minimizing software incompatibilities.

## Department Information

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- Form 700 - Statement of Economic Interests – Notify filers electronically. Continue to 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](http://www.fppc.ca.gov)).
- City Elections Code and Monitoring of Election Legislation – Review the feasibility of consolidating and implementing key aspects of the State Elections Code into the City’s Municipal code and continue to monitor legislation effecting elections, campaign finance and conflict of interest.
- VIMS (Voter Information Management System) – Continue work with Los Angeles County Registrar-Recorder/County Clerk for training in all modules of the Voter Information Management System.
- Election Warehouse and Distribution Bar Code Software – Enhance asset tracking software to include Radio Frequency Identification (RFID).

# Fiscal Year 2007 Accomplishments

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## Administration Bureau

- 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.
- Records Management and Retention Schedules – Completion of Records Management Open-house designed to promote awareness and compliance with the existing Records Management policy. Development of a Parks Recreation and Marine retention schedule, and a Mayor and City Council retention schedule.
- Charter Amendment Committee – Provided enhanced support of 2006 – 2007 Charter Amendment Committee meetings and deliberations which included citizen outreach, retention of expert testimony, follow up to City Council information requests, and coordination with the City Attorney.
- Charter Amendment Database – Development of an electronic database that contains the history of City Charter amendments.
- City Manager Search Firm Request for Proposal (RFP) – Worked with the Office of the Mayor to develop an RFP for selection of a firm to conduct a search for the next City Manager.

## 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
- 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 2007 Accomplishments

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## Elections Bureau

- Successful implementation of new citywide central tally voting system on time and within contracted budget, which included ballot design, precinct definition, accuracy testing, and Election Day operation.
- Successful implementations of staff-controlled election supply assembly and distributions processes utilizing new inventory management software.
- Redesign of Sample Ballot and Official Ballot to more voter friendly format.
- Translation of Charter Measures A through H in to Khmer, Tagalog, Vietnamese, Korean and Spanish with minimal complaints concerning accuracy and context.
- Successful fulfillment of statutory requirements related to a recount request in the contest for the 6<sup>th</sup> District Council seat.
- Drafted and distributed RFPs for official ballot and sample ballot booklet print/mail services.
- Drafted and distributed RFPs for election translation services.
- Successful transition of staff support from the Office of the Mayor to the City Clerk Department for the initial processing of appointed board and commission members, development of a Boards and Commissions Handbook and development of a boards and commission roster, and enhancement of a boards and commission database.

# Challenges and Opportunities

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## Challenges

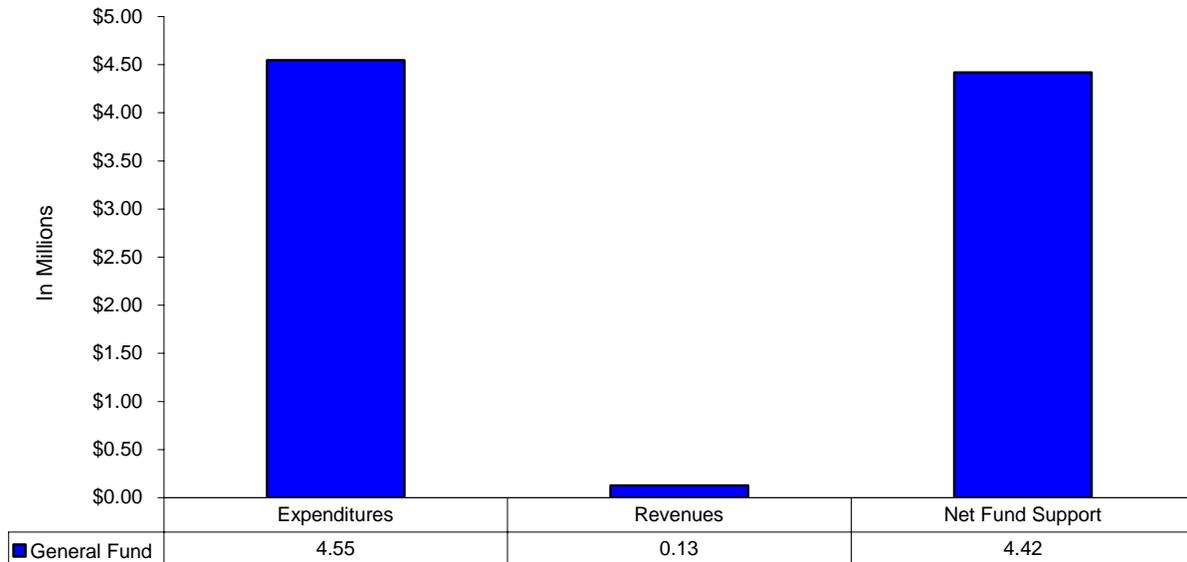
- Continuing the successful extension of the Legislative Information Management System to City departments and interested boards and commissions
- Assessment and implementation of an improved voting system and support facilities in time for any special election in calendar year 2007, and no later than the beginning of the election cycle for 2008.
- More accurate estimation and control of election budgeted and actual costs.

## Opportunities

- Continue training employees in the use of existing integrated information systems to increase efficiency and transparency.

## Summary by Character of Expense

### Adopted\* FY 08 Budget by Fund



	Actual FY 06	Adopted* FY 07	Adjusted FY 07	Year End** FY 07	Adopted* FY 08
<b>Expenditures:</b>					
Salaries, Wages and Benefits	1,924,980	1,988,825	2,111,342	2,047,964	2,275,996
Materials, Supplies and Services	2,094,412	601,816	1,648,893	1,587,694	1,717,468
Internal Support	352,777	251,041	280,178	346,922	269,180
Capital Purchases	-	85,000	985,000	944,236	85,000
Debt Service	196,760	92,323	108,380	149,278	198,558
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	4,568,929	3,019,004	5,133,792	5,076,094	4,546,202
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	3,290	-	-	-	-
Revenue from Other Agencies	38,041	-	-	481,841	-
Charges for Services	2,945	1,700	1,700	983	1,700
Other Revenues	1,102,627	1,514	1,514	37,968	1,514
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	135,237	123,500	123,500	79,677	123,500
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	900,000	900,000	-
Operating Transfers	-	-	-	-	-
<b>Total Revenues</b>	1,282,140	126,714	1,026,714	1,500,469	126,714
<b>Personnel (Full-time Equivalents)</b>	22.97	19.50	19.50	19.50	23.48

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

\*\* Unaudited

## Personal Services

Classification	FY 06 Adopt FTE	FY 07 Adopt FTE	FY 08 Adopt FTE	FY 07 Adopted Budget	FY 08 Adopted Budget
City Clerk	1.00	1.00	1.00	125,748	129,897
Administrative Analyst III	-	1.00	-	74,125	-
Administrative Officer	-	-	1.00	-	83,754
City Clerk Analyst	5.00	4.00	6.00	277,086	436,473
City Clerk Assistant	2.46	1.48	1.48	58,750	60,523
City Clerk Bureau Manager	-	2.00	2.00	186,663	184,973
City Clerk Specialist	8.00	9.02	7.00	531,221	422,435
Election Supervisor	3.51	-	4.00	-	167,262
Elections Bureau Manager	1.00	-	-	-	-
Executive Assistant	1.00	1.00	1.00	60,489	61,905
Legislative Bureau Manager	1.00	-	-	-	-
<b>Subtotal Salaries</b>	----- 22.97	----- 19.50	----- 23.48	----- 1,314,082	----- 1,547,221
<b>Overtime</b>	---	---	---	20,730	20,730
<b>Fringe Benefits</b>	---	---	---	612,166	662,002
<b>Administrative Overhead</b>	---	---	---	41,846	46,043
<b>Salary Savings</b>	---	---	---	---	---
<b>Total</b>	----- 22.97	----- 19.50	----- 23.48	----- 1,988,825	----- 2,275,996

## Key Contacts

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