

# 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, elections billing for LBUSD and LBCCD elections, assists other managers regarding human resources, maintains the employee orientation and development program, supports development and monitoring of the Department budget reduction measures. The unit also administers the citywide records retention and destruction program for 19 City departments as well as management of 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 also 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. In addition, this unit is responsible for maintenance and updating of the Boards and Commission Roster, and the Boards and Commission Handbook, as well as the provision of Spanish simulcast audio broadcast over the City TV channel.

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 243,000 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 in compliance with Secretary of State and federal certification requirements; development and publishing of sample ballots and official ballots, distribution and processing vote-by-mail ballot applications and petitions and implementation of voter education programs. The unit also manages candidate and campaign finance filings, the Campaign Matching Fund Program, compliance monitoring of the Form 700 Statements of Economic interest in compliance with State law involving more than 1,200 filers. FY 10 appropriations will provide for vote-by-mail return postage, an 8.5" x 11" bilingual sample ballot in Spanish, and an equal number of polling places as the unit will be establishing the Los Angeles Registrar-Recorder/County Clerk for purposes of the June 2010 statewide primary election.

# Department Goals

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## Administration

- Ensure compliance with 6 percent budget reductions and achievement of appropriate reimbursement for shared cost of the 2010 Primary Nominating and General Municipal Elections from LBUSD and LBCCD. Provide accurate accounting for the 2009 Special Municipal Election for the LBUSD.

## Legislative

- Legislative Department Staff Training – Continue to 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).
- Legislative Information Management System – Continue the administration, training and operation of Legistar L5 software for use by other City departments and subscriber advisory committees.
- Streaming Video System/Digital Minutes – Continue to coordinate the utilization of Granicus streaming video software to enable digital recording of meetings for City Council, Council Standing Committees, the Redevelopment Agency, Planning Commission and other subscriber advisor committees.

## Elections

- Prepare, plan and administer all functions necessary to successfully conduct 2010 Primary and General elections for Mayor, City Attorney, City Auditor, City Prosecutor, Council Districts 1, 3, 5, 7, 9; LBUSD Districts 1, 3, and 5; and LBCCD Districts 1, 3, and 5 as prescribed by the City Charter and State Elections Code.
- Election Information Management System (EIMS) – Continue maintenance and support of the EIMS that provides support for the effective planning and administration of these critical 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. Continue to work with Los Angeles County Registrar-Recorder/County Clerk for the utilization of all management modules of the Voter Information Management System.
- City's Ballot Now Voting System – Prepare workflow processes and procedures to accommodate the timely processing and tally of ballots for the citywide April 13, 2010 Primary Nomination Election (PNE) at an estimated voter turnout rate of 30 percent.
- Voter Education – Continue voter education on the City's new voting system in order to achieve high compliance with the Secretary of State Vote Counting Standards, thereby maximizing the percentage of ballots that are correctly marked.
- Election Website Improvements – Continue the provision of voter accessible online information of: [1] sample ballots and voter pamphlet lookup in English/Spanish, Khmer, Korean, Tagalog and Vietnamese; [2] vote by mail ballot request status and return tracking; [3] district polling places by voter address; [4] election precinct reporting and look up; and [5] campaign finance contributions and expenditures.

## Department Goals

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- Electronic Campaign Finance Filing System – Continue maintenance and training for the mandatory electronic campaign finance filing system.
- Form 700 - Statement of Economic Interests (SEI) Program – Promote an enhanced level of citywide monitoring and compliance by implementing a vendor supported SEI software program that will create efficiencies in the administration of the State mandated SEI program for the City Clerk Department (filing official), City department staff (filing officers) and filers (City Council, City staff, committee appointees and contract consultants).
- Election Warehouse and Distribution/Collection Software – Enhance asset tracking software to include Radio Frequency Identification (RFID) for the Election Night collection of voted ballots at the “central drop off facility” that is located at the Long Beach Airport.
- Elections Administration Cost Reduction Alternatives – Presentation of election cost reductions to the City Council that provide real savings without compromising the integrity and accuracy of the voting system process.
- Recommend elections cost savings relative to:
  - Printing and Mailing of Sample Ballots and Multi-Language Voting Materials – Reduce the size and weight of the Sample Ballot by mailing foreign language Sample Ballots upon request.
  - Vote-by-Mail Ballot Return Postage – Discontinue City-paid return postage on vote by mail ballots.
  - Reduction of Polling Places for April 2010 Primary Election – Reduce from 275 polling locations to 205 polls for the April election, and for the June election, match poll locations for the June statewide election.
  - Recommend the consideration of three Charter amendments to terminate the campaign matching fund program, transition to odd-year elections and— when feasible— transition to the conduct of elections utilizing “instant runoff voting.”

# Accomplishments, Challenges and Opportunities

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## Administration Bureau

- Achievement of two-year “core” budget reductions totaling \$606,665 (FY 09 - \$461,698 + FY 10 \$144,967).
- Creation of the Records Center Intranet Page (with on-line records forms and instructions on records retrieval, retention and destruction) and use of digital scanning for archiving of oversized documents, maps and plans.
- Training of staff via the California City Clerks Association and the California Association of Clerks and Election Officials relative to the Brown Act, Statements of Economic Interest, and the State Elections Code.
- Implementation of staff front-counter coverage schedules in order to absorb the deletion of two authorized full-time positions in the Department.
- Reduction in Department overtime costs by \$50,000.

## Legislative Bureau

- Completed the migration of historically City Clerk supported advisory committees to City line departments, with enhanced transitional support to the Redevelopment Agency, Planning Commission, and Housing Development Corporation.
- Electronic Distribution of Executed and Conformed Contracts – Implemented electronic distribution of executed and conformed contracts to City Auditor, Financial Management and originating departments.
- Reduction of Distribution of City Council Agenda Packets – Reduced distribution of City Council agenda packets from 35 to 18.
- Enhance City Council Agenda Packets Availability for City Staff – Implement the City Clerk Electronic Agenda Packet (CCEAP) for City staff within City Hall in tandem with the reduction of the distribution to City Council agenda packets to City staff.
- Provided City Manager with 37 “after meeting status reports” for use during Wednesday morning City Manager staff meetings.
- Completed training to the Development Services staff utilizing the Granicus streaming video solution and the Legistar L5 legislative information management system to record Redevelopment Agency Board and Planning Commission meetings and minutes.

## Elections Bureau

- Conduct Midnight Madness Voter Registration resulting in registration of 1,000 registered voters.
- Successfully conducted Special Municipal Election of April 7, 2009 utilizing Ballot Now central tally voting system. The software was utilized for ballot design, precinct definition, accuracy testing, and Election Day operation.
- Successful implementation of staff-controlled election supplies assembly and distribution processes utilizing new inventory management software.

## Accomplishments, Challenges and Opportunities

- Translation of Official Sample ballot booklet into Khmer, Tagalog, Vietnamese, Korean and Spanish with minimal complaints concerning accuracy and context.
- Created new Boards and Commission on-line roster in Legistar for real time management and tracking of boards and commission appointments, memberships and vacancies.
- In conjunction with Office of the Mayor and City Manager, conducted a Boards and Commissions workshop for City line staff.
- Coordinated the consolidation of two (2) measures with Los Angeles County in the 2008 November Presidential Elections.
- Monitored and achieved 99 percent of AB1234 biennial ethics training compliance for all appointed members to City boards and commission.
- FPPC provided Form 700 training for City Clerk staff.
- Coordinated with LARRCC to conduct a Deputy Registrar training class for City Clerk and Council staff.

### Challenges

- Continuing the expansion of the Legislative Information Management System to City departments and interested advisory boards and commissions.
- Successful execution of the Long Beach Unified School District Area 3 Special Election to be held December 29, 2009.
- Successful preparation and execution of the 2010 election cycle.
- Maintaining full compliance with biennial AB 1234 ethics training requirements for members of the City Council and members of advisory boards and Commissions.
- Accurate estimation of budgeted election costs and control of actual election costs.

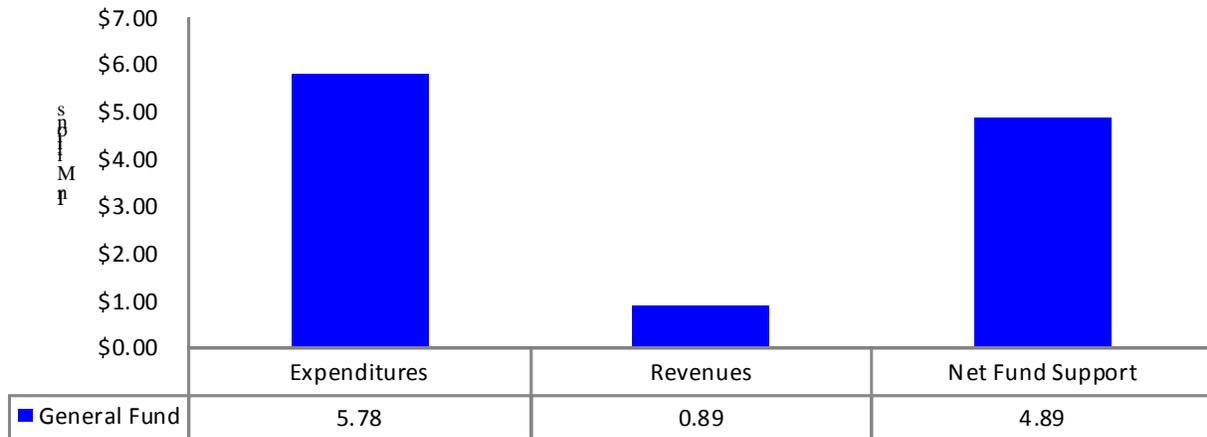
### Opportunities

The following table presents opportunities for reductions taken in the FY 10 Budget:

Description	Fund	FTE's	Budget Impact
<b>6 Percent Cost Reductions</b>			
Line Item Reductions	General		(52,350)
Administrative Hearing Office Payments & Hearing Coordination	General		(12,000)
Technology Services	General		(17,427)
Enhanced Records & Microfilm Services	General	0.2	(26,190)

## Summary by Character of Expense

### Adopted\* FY 10 Budget by Fund



	Actual FY 08	Adopted* FY 09	Adjusted FY 09	Year End** FY 09	Adopted* FY 10
<b>Expenditures:</b>					
Salaries, Wages and Benefits	2,061,949	1,964,790	1,929,826	1,936,603	1,923,660
Materials, Supplies and Services	894,055	1,249,688	1,305,669	887,421	3,403,705
Internal Support	376,616	300,704	300,704	288,842	251,903
Capital Purchases	30,540	-	-	9,436	7,000
Debt Service	227,373	198,558	215,105	208,143	198,558
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	3,590,532	3,713,740	3,751,303	3,330,444	5,784,826
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	11,725	-	-	9,585	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	2,271	1,701	1,701	1,133	1,735
Other Revenues	649,860	1,542	1,542	17,031	748,581
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	137,270	123,500	123,500	87,017	143,205
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Revenues</b>	801,126	126,743	126,743	114,766	893,521
<b>Personnel (Full-time Equivalents)</b>	23.48	17.48	17.48	17.48	17.48

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

\*\* Unaudited



## Key Contacts

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