

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, 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 agendas, reports, videos, and minutes that present and archive the decisions, laws, and policies 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, attests to bonds, acceptance of damage claims and subpoenas, and the retrieval of permanent records. In support of the City Manager Department, this unit also provides post-meeting City Manager Status reports immediately after each regular meeting of the City Council.

Furthermore, this unit provides supervision of "front office" services, telephone and Internet service to all customers seeking agendas, minutes reports, the City Charter and Municipal Code. This unit also provides processing and indexing all contract documents filed with the City Clerk. In addition, this unit is responsible for maintenance and updating of the Boards and Commission Roster and as well as updating of the Boards and Commission Handbook.

As an enhanced level of service added in FY 2010, the unit also provides Spanish simulcast audio broadcast of City Council regular meetings over the City TV channels.

Elections

This unit is responsible for the management and conduct of City, school district and community college district elections comprising 23 elected offices and 244,000 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.

Department Goals

Administration

- Ensure compliance with FY 2011 budget reductions.
- In collaboration with the Technology Services Department, seek to create a “virtual” citywide records management system, without additional budget appropriation.
- Administer annual Record Center archival, destruction and retrieval involving approximately 3,700 file/box transactions.
- Provide staff support to the City Council Election Oversight Committee.

Legislative

- Convert the City’s Agenda website to a one-stop-shop calendar view in order increase user awareness of staff report details, Council video archives and legislative search functionality.
- Pursue consideration for designation as a Passport Application Acceptance Program facility to assist the U.S. Department of State’s Bureau of Consular Affairs, Passport Services, fulfill their Mission: "To serve U.S. citizens intending international travel and to protect the integrity of the U.S. passport as proof of U.S. citizenship at home and abroad." Such a designation could create a new source of departmental revenue.
- Request that the Los Angeles County Registrar-Recorder/County Clerk designate City Clerk Department staff as deputy civil marriage commissioners. Such a designation could create a new source of departmental revenue.
- 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.
- During FY 2011, implant a rotation plan for certain City Clerk staff to announce agenda item titles and vote results for regular meeting of the City Council. The rotation plan is intended to provide staff with an opportunity to expand their professional experience in the area of Council meeting administration.
- Install enhancements to the City Council’s legislative system that will launch: [1] E-Comment, a software application that allows residents to electronically comment on any agenda item; [2] Apple iPad electronic agendas for use by members of the City Council and the public, saving a projected \$15,000 to \$20,000 per year in paper costs; and [3] an enhanced City Council on-line video player that will allow interested parties to store, clip and share (via YouTube, Facebook and Twitter) Council meeting deliberations and agenda item presentations. In addition, staff will also study replacement of the existing vote recorder and display system.

Department Goals

Elections

- Prepare, plan and administer all functions necessary to successfully conduct 2012 Primary and General elections for Council Districts 2, 4, 6, and 8; LBUSD Districts 2 and 4; and LBCCD Districts 2 and 4 as prescribed by the City Charter and State Elections Code.
- Seek City Manager support for identification and use of an existing City facility to be used as the centralized election supply assembly, distribution and collection center for April 2012 Primary Election
- Recommend to City Council the consideration of the adoption of an ordinance that calls for the conduct of special elections or to fill vacancies on the City Council or citywide office in an all vote-by-mail-mode.
- Enhance the existing electronic campaign finance filing systems (EFS) to provide for the integration of campaign finance documents and reporting of independent expenditures.
- 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 – Provide vendor certified training to 5 City Clerk Department staff on use of the City's voting system. Training will take place at Hart InterCivic Corporate Offices in Austin, Texas.
- 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.
- Form 700 Electronic Filing -- If enacted as law, implement the provisions of AB 1921 which will allow the City of Long Beach to offer and accept electronically filed Form 700 statements (Statements of Economic Interest) beginning in 2011.

Accomplishments, Challenges and Opportunities

Administration Bureau

- Reimbursement estimated at \$525,000 for shared cost of the 2010 Primary Nominating and General Municipal Elections from LBUSD and LBCCD.
- Achievement of three-year “core” budget reductions totaling \$605,698 (FY 09 - \$461,698 + FY 10 \$107,000 + FY 11 \$37,000).
- 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.

Legislative Bureau

- 100 percent transition of historically City Clerk supported advisory committees to City line departments, with enhanced Legistar L5 legislative information management system and Granicus streaming video system usage for meeting support for the Redevelopment Agency Board, Cultural Heritage Commission, Belmont Shore Parking and Business Improvement Area Advisory Commission, and Sustainable City Commission; additionally, City Clerk staff expanded the transitional project and training to City line department supported advisory committees’ meeting support staff for the Planning Commission, Airport Advisory Commission, and the Long Beach Housing Development Company.
- Electronic Distribution of Executed and Conformed Contracts – Implemented electronic distribution of executed and conformed contracts to City Auditor, Financial Management and originating departments, and continued with electronic notification of conformed contracts to City Attorney.
- Enhanced City Council Agenda Packets Availability for City Staff – Issue 36 City Council Electronic Agenda Packets (CCEAP) via a Lotus Notes mailbox for City staff within City Hall in tandem with the reduction of the distribution of hard copies of City Council agenda packets to City staff.
- Developed and implemented the audio-visual guidelines for presentations by members of the public at meetings, as adopted by City Council.
- Selected Legislative Bureau workload indicators comparing FY 2008/09 actual workload to estimated FY 2009/10 workload as shown in the table below:

City Clerk Department Two-Year Workload Indicators

Indicator	FY 2008/09 Actual	FY 2009/10 Actual
Agendas	155	142
Reports	668	795
Contracts	274	265
Ordinances	41	41
Resolutions	147	161
Public Hearings	35	20
City Manager Status Reports	37	37
Other	48	38
Total	1405	1499

Accomplishments, Challenges and Opportunities

- The table below shows, by City department, conformed contracts and amendments approved by the City Council and contracts conformed pursuant to the provisions of the City Charter and Long Beach Municipal Code as delegated to the City Manager; Redevelopment Agency Board contracts and agreements approved by the Parks and Recreation Commission are included.

Conformed Contracts Two-Year Workload Indicators

DEPARTMENTS	FY 2008/09 Actual	FY 2009/10 Actual
City Attorney	13	13
City Auditor	2	0
City Manager	5	8
City Prosecutor	0	0
Community Development	81	134
Development Services	84	123
Financial Management	140	199
Fire Department	7	7
Gas & Oil Department	12	17
Health & Human Services	125	284
Human Resources	27	1
Library Services	3	0
Long Beach Airport	118	132
Parks, Recreation & Marine	121	159
Police Department	22	12
Public Works	153	199
Technology Services	31	47
Total	944	1,335

Elections Bureau

- Successful implementation of staff-controlled election supplies assembly and distribution processes utilizing new inventory management software.
- Translation of Official Sample ballot booklet into Khmer, Tagalog, Vietnamese, Korean and Spanish with minimal complaints concerning accuracy and context.
- Monitored and achieved 99 percent of AB1234 biennial ethics training compliance for all appointed members to City boards and commissions.
- 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.
- Successful execution of the Long Beach Unified School District Area 3 Special Election held December 29, 2009.
- Successful preparation and execution of the 2010 Primary and General Municipal election cycle.

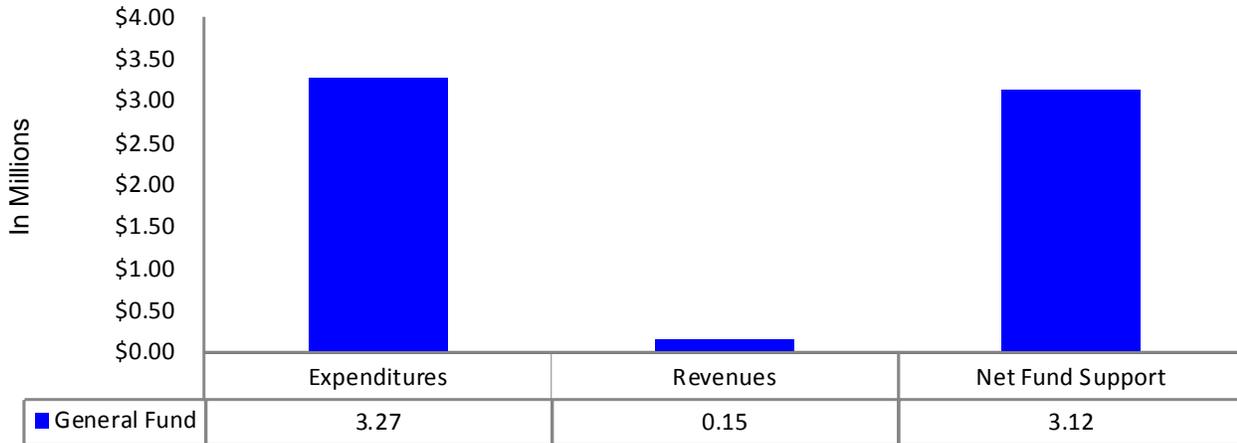
Accomplishments, Challenges and Opportunities

Challenges

- Continuing the expansion of the Legislative Information Management System to City departments and interested advisory boards and commissions.
- 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.

Summary by Character of Expense

Adopted* FY 11 Budget by Fund



	Actual FY 09	Adopted* FY 10	Adjusted FY 10	Year End** FY 10	Adopted* FY 11
Expenditures:					
Salaries, Wages and Benefits	1,936,603	1,923,660	1,976,139	2,250,019	1,938,388
Materials, Supplies and Services	866,075	3,403,705	3,425,051	1,486,880	867,923
Internal Support	288,842	251,903	251,903	273,376	264,371
Capital Purchases	9,436	7,000	7,000	33,219	-
Debt Service	198,557	198,558	208,143	195,874	198,558
Transfers to Other Funds	-	-	-	14,852	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,299,513	5,784,826	5,868,236	4,254,220	3,269,240
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	9,585	-	-	(12,269)	-
Revenue from Other Agencies	-	-	-	98,264	-
Charges for Services	1,133	1,735	1,735	892	1,735
Other Revenues	17,031	748,581	748,581	794,087	21,581
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	87,017	143,205	143,205	54,508	123,500
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	114,766	893,521	893,521	935,482	146,816
Personnel (Full-time Equivalents)	17.48	17.48	17.48	17.48	17.48

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

** Unaudited

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