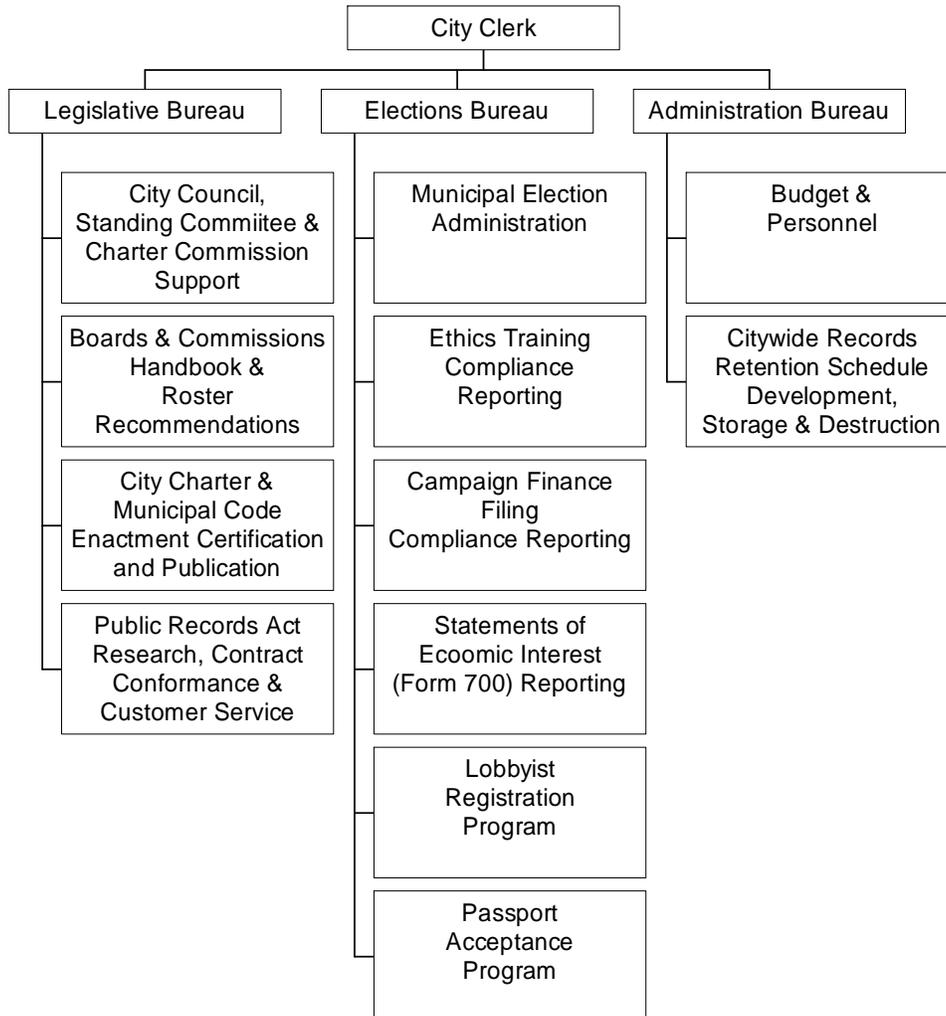


# City Clerk



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 Overview

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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, 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. Foreign language interpreters are provided upon request.

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 of indexing all contract documents filed with the City Clerk. In addition, this unit is responsible for maintenance and updating of the Boards and Commissions Roster and as well as updating of the Boards and Commissions Handbook.

## **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

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## Administration

- Ensure compliance with FY 12 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 to increase user awareness of staff report details, Council video archives and legislative search functionality.
- 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.
- Administer enhancements to the City Council’s legislative system that will launch and/or continue with: [1] eComment, 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, and [3] an enhanced City Council on-line video player that will allow interested parties to store, clip and share (via YouTube, and Twitter) Council meeting deliberations and agenda item presentations.

## Elections

- Prepare, plan and administer all functions necessary to successfully conduct 2012 Primary and General elections for Citywide Offices, 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.
- Verify and implement 2011 redistricted Council, College and School District boundaries for 2012 election cycle.
- 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.
- Enhance the existing electronic campaign finance filing systems (EFS) to provide for the integration of campaign finance documents and reporting of independent expenditures.

## Department Goals

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- 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.
- Electronic Campaign Finance Filing System – Continue maintenance and training for the mandatory electronic campaign finance filing system.
- Political Reform Act Biennial Code Review - Complete State mandated citywide biennial code review by October 1, 2012.
- 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.

# Accomplishments, Challenges and Opportunities

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## Administration Bureau

- Review and update of Records Retention Schedules for: The Departments of Long Beach Gas & Oil, Development Services, Library Services, and Public Works.
- 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

- 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.
- 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 weekly 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 eComment guidelines for electronic submittal of testimony by members of the public at meetings.
- Selected Legislative Bureau workload indicators comparing FY 10 actual workload to estimated FY 11 workload as shown in the table below:

# Accomplishments, Challenges and Opportunities

## City Clerk Department Two-Year Workload Indicators

Indicator	FY 2010 Actual	FY 2011 Actual
Agendas	145	145
Reports	637	746
Contracts	273	236
Ordinances	41	33
Resolutions	171	147
Public Hearings	18	16
City Manager Status Reports	36	42
Other	36	22
<b>Total</b>	<b>1357</b>	<b>1387</b>

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 2010 Actual	FY 2011 Actual
City Attorney	20	13
City Auditor	-	1
City Manager	3	5
City Prosecutor	-	-
Community Development	222	7
Development Services	12	193
Financial Management	106	113
Fire Department	2	4
Long Beach Gas & Oil	14	14
Health & Human Services	139	113
Human Resources	2	25
Library Services	0	2
Long Beach Airport	77	56
Parks, Recreation & Marine	119	131
Police Department	12	8
Public Works	133	264
Technology Services	19	24
<b>Total</b>	<b>880</b>	<b>973</b>

# Accomplishments, Challenges and Opportunities

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## Elections Bureau

- Monitored and achieved 100 percent of AB1234 biennial ethics training compliance for all appointed members to City boards and commissions.
- Successful implementation and administration of form 700 e-filing with 95 percent on-time filing due on April 1, 2011. The City of Long Beach was added to the final year of the pilot by AB1921 (Davis) (Chapter 58 of 2010)
- FPPC provided Biennial code review training for City Clerk staff.
- Los Angeles Sheriff's office provided City Clerk staff training on forensic question document training. In the last election over 50 percent of ballot cast were by VBM, this training allowed staff to recognize and be familiar with forgery.
- City Clerk staff was certified by Department of State by attending training sessions and successfully passing examination to become Passport Acceptance agents.
- In March 2010, the City Council adopted the lobbyist registration ordinance providing for the regulation of persons who lobby public officials. Under the provisions of the ordinance, the City Clerk is responsible for: [1] program oversight and registrant compliance, [2] creation and maintenance of all necessary forms, instructions, and educational materials generated from this program, and [3] quarterly and annual reporting of registration information to the Mayor and City Council.
- City Clerk Department serves as a Passport Acceptance Facility (PAF) as designated by the U.S. Department of State, Bureau of Consular Affairs effective October 1, 2010.
- Form 700 Electronic Filing – Due to a newly enacted law, as noted in the provisions of AB 1921, the City of Long Beach accepts electronically filed Form 700's statements (Statements of Economic Interest) in 2012 for filing year 2011.

## 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.
- Successful conduct of 2012 Primary and General elections in Council Districts 2, 4, 6 & 8, Long Beach Unified School District 2 & 4 and Long Beach Community College Districts 2 & 4.

# Financial Summary by Category

	Actual FY 10	Adopted* FY 11	Adjusted** FY 11	Estimated** FY 11	Adopted* FY 12
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	(12,269)	-	-	-	-
Revenue from Other Agencies	98,264	-	-	52,324	-
Charges for Services	892	1,735	1,735	1,150	1,735
Other Revenues	794,087	21,581	21,581	31,944	622,641
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	54,508	123,500	123,500	123,500	123,500
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
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<b>Total Revenues</b>	<b>935,482</b>	<b>146,816</b>	<b>146,816</b>	<b>208,918</b>	<b>747,876</b>
<b>Expenditures:</b>					
Salaries, Wages and Benefits	2,176,652	1,917,658	1,917,658	1,846,061	2,086,708
Overtime	73,368	20,730	20,730	14,700	20,730
Materials, Supplies and Services	1,486,880	867,923	923,629	886,457	2,510,736
Internal Support	273,376	264,371	264,371	259,964	252,017
Capital Purchases	33,219	-	-	-	-
Debt Service	195,874	198,558	224,689	224,689	99,280
Transfers to Other Funds	14,852	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
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<b>Total Expenditures</b>	<b>4,254,220</b>	<b>3,269,240</b>	<b>3,351,078</b>	<b>3,231,871</b>	<b>4,969,471</b>
<b>Personnel (Full-time Equivalents)</b>	<b>17.48</b>	<b>17.48</b>	<b>17.48</b>	<b>17.48</b>	<b>17.48</b>

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

\*\* Numbers as published in the FY 12 Proposed Budget released August 2, 2011.



## Key Contacts

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