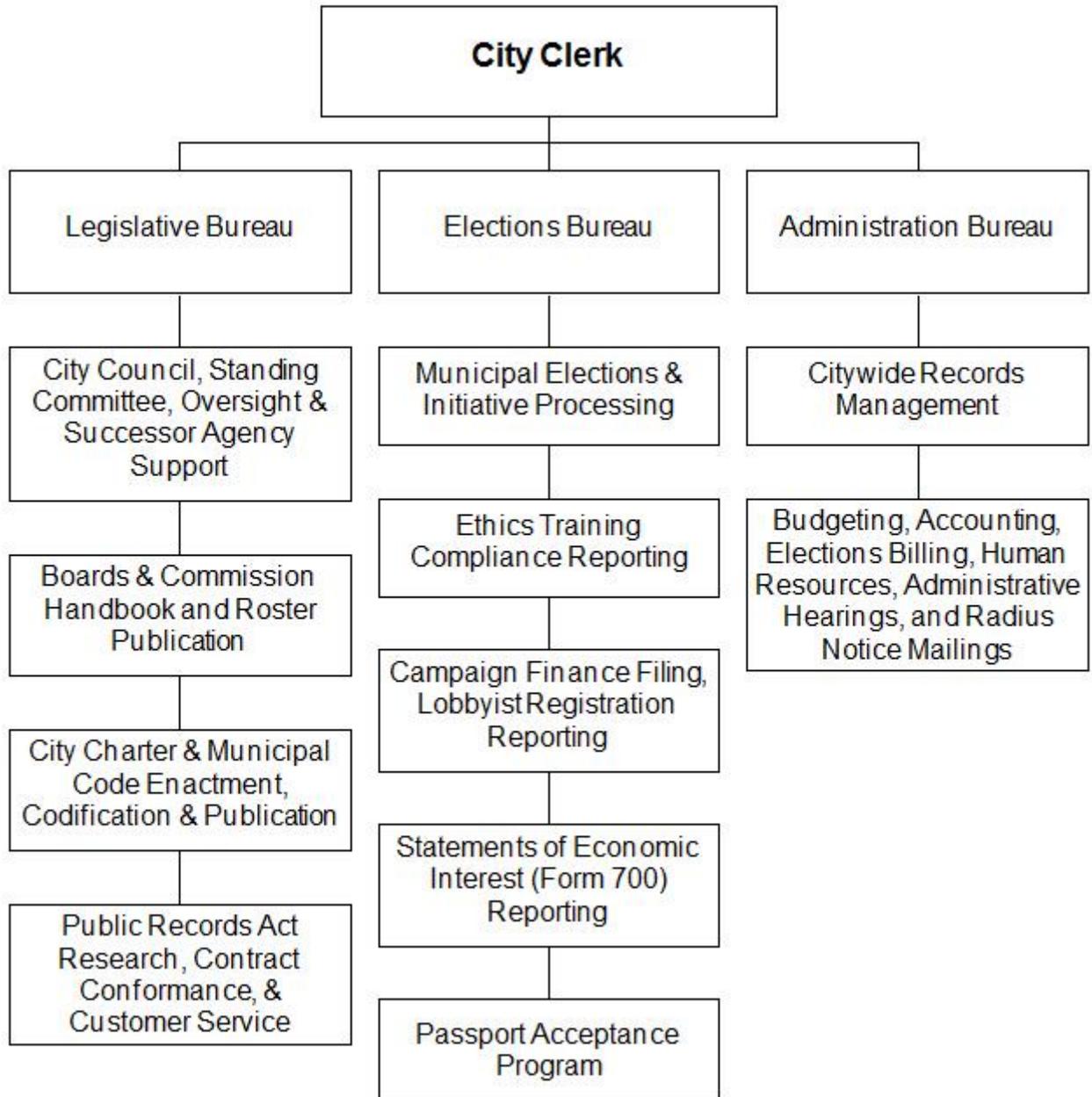


# City Clerk



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 administers the citywide records retention and destruction program for 19 City departments. This includes the management of 7,345 permanent boxes and 10,091 temporary boxes located in on-site and off-site storage locations. The Records Center also assists departments in identification, evaluation, protection and retrieval of records to satisfy legal requirements; and ongoing operations.

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. This unit also coordinates the scheduling, newspaper noticing, and assignment of administrative hearing officer, including issuance all radius notice mailings as required by the Municipal Code.

## **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, Municipal Code and passport processing services. 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 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: processing of initiatives, referendums, and recall petitions; the 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 Goals

- In collaboration with the Technology Services Department, continue efforts to create a “virtual” citywide records management system, without additional budget appropriations.
- Administer annual Record Center archival, destruction and retrieval involving approximately 3,700 file/box transactions.
- Conversion and indexing of microfilmed building permit documents into digital format thereby enhancing access and transparency to building permit conditions and other information.
- Convert paper stored historical City Council agendas and staff reports to a digital format for export to the citywide records management system.

## Legislative Goals

- Enhance and streamline the City Charter and Municipal Code information management system in order to enhance the timeliness of printed supplements and online availability.
- Continue to conduct training for City Council and City departmental staff relative to City Council and standing committee agenda process, as well as use of the City’s Legislative Information Management System (LIMS).
- Continue the administration, training and operation of Granicus Legistar software for use by other City departments and subscriber advisory committees, including the Parks and Recreation Commission.
- Continue to coordinate the utilization of Granicus streaming video software to enable digital recording of meetings for City Council, Council Standing Committees, Successor Agency, Oversight Board of the Successor Agency, Planning Commission and other subscriber advisory committees.

## Elections Goals

- Comply with Elections Code requirements for the consolidation of voter initiatives (and/or City sponsored ballot measures, if necessary) to be voted upon as a part of the November 6, 2012, Presidential Election, as well as the coordination of arguments in support or opposition to a measure. Implement, if approved by voters, Measure O.
- Evaluate the feasibility of administering Property and Business Improvement District majority protest public hearing on an in-house basis.
- Electronic Campaign Finance Filing System – Continue maintenance and training for the mandatory electronic campaign finance filing system for controlled committees, political action committees and independent expenditures. In addition, we will seek to enhance the existing electronic campaign finance filing systems (EFS) to provide for the integration of campaign finance documents and reporting of independent expenditures, including the ability to accept electronically signed campaign reports as authorized under AB2452 (AMIANO), supported by the City of Long Beach.

## 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.
- Political Reform Act Biennial Code Review - The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended. The goal is to determine if positions need to added or deleted, if position titles have changed and if the disclosure categories should be revised for any positions. Completed State mandated citywide biennial code review by October 2012.

# Accomplishments, Challenges and Opportunities

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## Administration Bureau Accomplishments

- Achievement of “core” budget reductions totaling \$777,730 over five fiscal years (FY 09 - \$461,698 + FY 10 \$107,000 + FY 11 \$37,000 + FY 12 \$15,230 + FY 13 \$156,802).
- Review and update of records retention schedules for: the Departments of Long Beach Gas & Oil, Development Services, City Clerk and Public Works.
- 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.
- Transparency Achievement – Enhancement of the Elections Bureau web page to indicate real time opening of voting polls on Election Day and the location of vote ballots for the June 5, 2012, Run-off Election.
- Full recovery of prorated April 2012 Primary Nominating Elections cost attributed to the Long Beach Community College District, and the Long Beach Unified School District.
- Conversion of paper based election results to digital format from 1905 to present, as well as conversion of sample ballot booklets from 1932 forward.

## Legislative Bureau Accomplishments

- Implementation of public search portal for the online view of executed City contracts from January 1, 2011 to present.
- Expanded legislative support to the Successor Agency to the Redevelopment Agency, the Oversight Board of the Successor Agency to the Redevelopment Agency, and the Long Beach Unified School District Joint Use Committee.
- Consulted with the Civil Service Department to facilitate its use of the legislative system and online agendas.

## Accomplishments, Challenges and Opportunities

- Selected Legislative Bureau workload indicators comparing FY 11 actual workload to estimated FY 12 workload as shown in the table below:

### City Clerk Department Three-Year Workload Indicators

Indicator	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated
Agendas	145	145	107
Reports	637	746	692
Contracts	273	236	180
Ordinances	41	33	23
Resolutions	171	147	119
Public Hearings	18	16	21
City Manager Status Reports	36	42	36
Other	36	22	35
<b>Total</b>	<b>1357</b>	<b>1387</b>	<b>1213</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 Three-Year Workload Indicators

DEPARTMENTS	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated
City Attorney	20	13	6
City Auditor	-	1	-
City Manager	3	5	8
City Prosecutor	-	-	-
Community Development	222	7	-
Development Services	12	193	87
Financial Management	106	113	99
Fire Department	2	4	9
Long Beach Gas & Oil	14	14	20
Health & Human Services	139	113	84
Human Resources	2	25	44
Library Services	0	2	2
Long Beach Airport	77	56	75
Parks, Recreation & Marine	119	131	117
Police Department	12	8	15
Public Works	133	264	287
Technology Services	19	24	30
<b>Total</b>	<b>880</b>	<b>973</b>	<b>883</b>

# Accomplishments, Challenges and Opportunities

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## Elections Bureau Accomplishments

- Verified and implemented 2011 redistricted Council, College and School District boundaries for 2012 election cycle.
- Successful conduct of 2012 Primary and General elections for Citywide Offices, Council Districts 2, 4, and 8; LBUSD Districts 2 and 4; and LBCCD Districts 4 as prescribed by the City Charter and State Elections Code.
- Successful administration of an accessible, private and independent voting program for persons with disabilities utilizing the eSlates, a featured component of the City's state certified voting system.
- Successful administration of an Elections Code Section 15610 ordered manual recount involving the Fourth Council District Primary Election.
- Representation of City's position in elections litigation relative to the Long Beach Unified School District, District Office 4, Primary Nominating Election.
- Retained the use of an existing City facility to be used as the centralized election supply assembly, distribution and collection center for April 2012 Primary Election.
- Administered Elections Code requirements for the acceptance processing and certification of proposed recall petitions and initiatives.
- Successful administration of the June 5, 2012, General Municipal Election.
- Successful administration of the June 5<sup>th</sup> 2VoteTuesday Program reminding voters of the need to vote a City and County ballot, either at the polls or by mail.
- Election Warehouse and Distribution/Collection Software – Enhanced 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. RFID technology was used in both the April and June municipal elections.
- Successful use of global positioning satellite (GPS) technology to track the location and transport of voted election ballots for the June 5, 2012, General Municipal Election, involving the Fourth District Council Office.
- Completed verification of signatures regarding the proposed Minimum Wage and Sick Leave for Hotel Workers Ordinance and the proposed Municipal Election Dates Charter Amendment for vote on November 6, 2012.
- Monitored and achieved 100 percent of AB1234 biennial ethics training compliance for all appointed members to City boards and commissions.
- City Council adoption of recommendations to streamline compliance with lobbyist registration ordinance providing for the regulation of persons who lobby public officials.
- 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.

## **Accomplishments, Challenges and Opportunities**

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- Since program inception, the Bureau processed 622 passport applications and collected \$16,041 in application fees. Application fees offset the unbudgeted cost of foreign language interpreters, when requested, at City Council meetings.
- Successful implementation and administration of form 700 e-filing with 97 percent on-time filing due on April 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).

### **Challenges**

- Maintaining current levels of service with fewer budget resources over the next three years, while simultaneously retaining the services of competent and productive employees.
- In the event that an initiative to change municipal election dates to June and November of even-numbered calendars qualifies for and is approved by voters in the November 6, 2012, Statewide General Election, successful administration of all associated business process changes (including 2VoteTuesday) and administration of Long Beach Unified School District and Long Beach Community College District in their appropriate election cycles.

## Financial Summary by Category

	Actual FY 11	Adopted* FY 12	Adjusted** FY 12	Estimated** FY 12	Adopted* FY 13
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	63,362	-	-	457	-
Charges for Services	1,268	1,735	1,735	500	1,230
Other Revenues	34,112	622,641	622,641	645,262	25,000
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	67,843	123,500	123,500	123,500	68,000
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	166,584	747,876	747,876	769,719	94,230
<b>Expenditures:</b>					
Salaries, Wages and Benefits	1,879,790	2,086,708	2,038,006	2,102,487	2,040,460
Overtime	9,613	20,730	20,730	43,844	20,730
Materials, Supplies and Services	685,194	2,510,736	2,514,962	2,311,662	818,426
Internal Support	253,048	252,017	252,017	261,017	237,735
Capital Purchases	-	-	-	-	-
Debt Service	198,557	99,280	99,280	99,280	-
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,026,202	4,969,471	4,924,995	4,818,290	3,117,351
<b>Personnel (Full-time Equivalents)</b>	17.48	17.48	17.48	17.48	16.50

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

\*\*Numbers as published in the FY 13 Proposed Budget released August 1, 2012

## Personal Services

Classification	FY 11 Adopt FTE	FY 12 Adopt FTE	FY 13 Adopt FTE	FY 12 Adopted Budget	FY 13 Adopted Budget
City Clerk	1.00	1.00	1.00	139,580	142,651
Assistant City Clerk	-	-	1.00	-	98,893
Administrative Officer	1.00	1.00	1.00	101,086	101,086
City Clerk Analyst	6.00	6.00	4.00	414,053	349,066
City Clerk Assistant	2.48	2.48	2.50	102,232	105,859
City Clerk Bureau Manager	2.00	2.00	1.00	206,497	107,604
City Clerk Specialist	4.00	4.00	5.00	348,111	378,770
Executive Assistant	1.00	1.00	1.00	58,386	58,386
<b>Subtotal Salaries</b>	----- 17.48	----- 17.48	----- 16.50	----- 1,369,946	----- 1,342,316
<b>Overtime</b>	---	---	---	20,730	20,730
<b>Fringe Benefits</b>	---	---	---	691,611	669,009
<b>Administrative Overhead</b>	---	---	---	50,578	54,562
<b>Attrition/Salary Savings</b>	---	---	---	-	-
<b>To Be Negotiated Savings</b>	---	---	---	(25,427)	(25,427)
<b>Mayoral Veto</b>	---	---	---	-	-
<b>Total</b>	----- 17.48	----- 17.48	----- 16.50	----- 2,107,438	----- 2,061,191

## Key Contacts

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