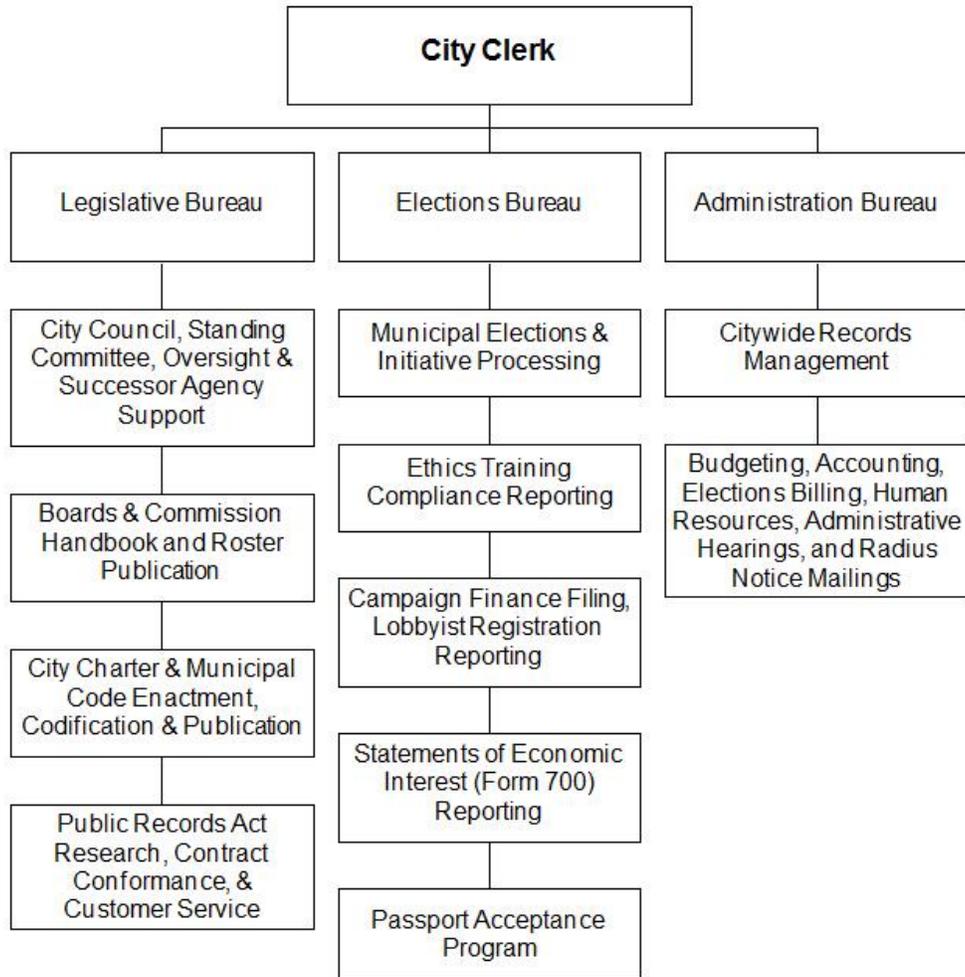


City Clerk



Mission Statement

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

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, and 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

For FY 2015, the City Clerk Department proposes the establishment of goals in collaboration with the Mayor and City Council. The goals can be established during the budget development process or shortly after adoption of the budget in October 2014.

Accomplishments, Challenges and Opportunities

Administration Bureau Accomplishments

- Conducted and completed an organizational redesign that will provide improved service delivery, employee professional development, and succession management over the next five years.
- Collaborated with the Technology Services Department and continued efforts to create a “virtual” citywide records management system.
- Administered annual Record Center archival, destruction and retrieval involving approximately 3,700 file/box transactions.
- Continued conversion and indexing of microfilmed building permit documents into digital format thereby enhancing access and transparency to building permit conditions and other information.
- Converted paper stored historical City contracts and City Council agendas and staff reports to a digital format for export to the citywide records management system.

Legislative Bureau Accomplishments

- Provided effective meeting support of City Council, standing committees and assigned advisory committee meetings.
- Continued streamlined publication of the City Charter and Municipal Code information management system in order to enhance the timeliness of printed supplements and online availability on the Internet and via the City Clerk e-Book Library.
- Continued 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).
- Continued 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, the Long Beach Transit Board, and the Board of Harbor Commissioners.

Elections Bureau Accomplishments

- Successful conduct of 2014 Primary and General elections for Citywide Offices, Council Districts 1, 3, 5, 7, and 9; LBUSD Districts 1, 3, and 5; and LBCCD Districts 1, 3, and 5 as prescribed by the City Charter and State Elections Code.
- Addition of six ballot resolution stations to enhance the speed of Election Day ballot tally reporting.
- 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 promotion of the 2014 Vote By Mail Outreach Program, with the goal of achieving a 52 percent rate of votes by mail.
- Retained the use of an existing City facility to be used as the centralized election supply assembly, distribution and collection center for 2014 Primary Election and General Elections.

Accomplishments, Challenges and Opportunities

- Successful administration of the June 3rd 2VoteTuesday Program reminding voters of the need to vote a City and County ballot, either at the polls or by mail.
- Implemented asset-tracking software to include Radio Frequency Identification (RFID) for the Election Night collection of voted ballots at the “central drop off facility”.
- Served as the City of Long Beach representative to the Los Angeles County Registrar/Recorder County Clerk, Voting Systems Assessment Project Advisory Committee.
- 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.

Challenges

- Implementation of organizational redesign changes that will provide improved service delivery, employee professional development, and succession management over the next five years.

Financial Summary by Category

	Actual FY 13	Adopted* FY 14	Adjusted** FY 14	Adopted* FY 15
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	797	450	450	450
Other Revenues	33,616	15,060	15,060	15,060
Interfund Services - Charges	-	-	-	-
Intrafund Services - GP Charges	26,839	35,500	35,500	35,500
Harbor P/R Revenue Transfers	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
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Total Revenues	61,252	51,010	51,010	51,010
Expenditures:				
Salaries, Wages and Benefits	1,744,347	2,029,289	2,035,668	2,058,822
Overtime	3,584	20,730	20,730	20,730
Materials, Supplies and Services	800,915	2,488,426	2,488,434	329,399
Internal Support	220,254	209,153	209,153	211,427
Capital Purchases	7,968	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
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Total Expenditures	2,777,068	4,747,598	4,753,986	2,620,378
Personnel (Full-time Equivalents)	16.50	16.50	16.50	16.50

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

** Amounts as published in the FY 15 Proposed Budget released July 2, 2014.

Key Contacts

Classification	FY 13 Adopt FTE	FY 14 Adopt FTE	FY 15 Adopt FTE	FY 14 Adopted Budget	FY 15 Adopted Budget
City Clerk	1.00	1.00	1.00	145,361	150,461
Assistant City Clerk	1.00	1.00	1.00	107,604	119,097
Administrative Officer	1.00	1.00	1.00	101,086	111,953
City Clerk Analyst	4.00	4.00	2.00	349,016	150,485
City Clerk Assistant	2.50	2.50	2.50	108,500	114,478
City Clerk Bureau Manager	1.00	1.00	-	98,893	-
City Clerk Specialist	5.00	5.00	5.00	376,610	383,319
Executive Assistant	1.00	1.00	1.00	68,849	76,707
Senior City Clerk Analyst	-	-	3.00	-	289,946
Subtotal Salaries	----- 16.50	----- 16.50	----- 16.50	----- 1,355,920	----- 1,396,446
Overtime	---	---	---	20,730	20,730
Fringe Benefits	---	---	---	672,613	660,836
Administrative Overhead	---	---	---	26,184	26,967
Attrition/Salary Savings	---	---	---	-	-
To Be Negotiated Savings	---	---	---	(25,427)	(25,427)
Mayoral Veto	---	---	---	-	-
Total	----- 16.50	----- 16.50	----- 16.50	----- 2,050,019	----- 2,079,552

Key Contacts

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