

# 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, assists other managers regarding human resources, maintains the employee orientation and development program, supports development and monitoring of the Department strategic plan, formulation of Department policy and development of performance measures. The unit also administers the citywide records retention and destruction program at 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 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.

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 220,000 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, development and publishing of sample ballots and official ballots, distribution and processing vote-by-mail ballot applications and petitions. The unit also manages candidate and campaign finance filings, statements of economic interest, and voter education and outreach programs.

# Department Goals

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## Administration

- Employee Recognition Program – Design employee recognition program that will acknowledge individual and team contributions towards achieving our Department's goals and objectives.
- Records Management – Continue to build a more extensive records database by purchasing a digital imaging unit capable of wide format scanning, printing, and copying for oversized documents.
- City Clerk Department Newsletter – Develop a quarterly newsletter providing an overview of one or more of the City Clerk's areas of responsibilities, i.e., Records Management, City Council support, public boards and commissions, and the preparation and conduct of elections.

## 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 implementation of Legistar 5 software to other City departments and continue to conduct training programs for City staff.
- Streaming Video System/Digital Minutes – Continue to utilize the Granicus streaming video system to enable digital recording of City Council meetings and other standing committee meetings and provide CD-ROM copies of meeting proceedings.

## Elections

- Prepare, plan and administer all functions necessary to successfully conduct elections for vacancies in any Council Districts.
- Election Information Management System (EIMS) – Continue maintenance and support of a Windows-based EIMS that provides support for the planning and administration of the following 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.
- City's Ballot Now Voting System – Prepare workflow processes and procedures to accommodate the timely processing and counting of 95,000 ballots for the City-wide April 2010 Primary Nomination Election (PNE). In addition, staff will work with Hart InterCivic, to implement updated software versions of the Ballot Now voting system in advance of the next April/June 2010 election cycle.
- Multi-Language Voting Materials – Review, assess and recommend potential cost saving alternatives towards meeting Federal Voting Rights Act requirements concerning the availability and printing of voting materials such as Official Ballots and Sample Ballots.
- Poll-Worker Training – Continue to solidify poll worker training by limiting number of participants per class and increasing number of classes. Separate classes for inspectors, clerks, precinct coordinators and employees. Finalize poll worker procedures manual for polling places. Develop a poll worker training video in conjunction with other local agencies that conduct stand-alone elections for placement on the Elections Web Page and intranet.

## Department Goals

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- Voter Education – Continue voter education on the City's new voting system.
- Vote-by-Mail Ballot Processing – Continue to offer voters ways to apply for, and receive, a vote by mail ballot. Voters may use the application on the back of the sample ballot or apply over the Internet to obtain an official ballot. All requests will be responded to within 24 hours.
- Vote by Mail Voter Ballot Inquiry Service – Technology Services department created a Vote-by-Mail tracking system on City Clerk website used by the voters for the 2008 PNE. With this new tool, Long Beach citizens tracked and confirmed when their ballot was mailed or when the elections office received their ballot request. This is a State-mandated service that requires all California voting jurisdictions to allow voters to determine the status of their vote-by-mail ballot via the Internet or other method.
- Electronic Campaign Finance Filing System – Continue maintenance, support and training for the electronic campaign finance filing system, with the development of revised instructions geared towards improved reporting and minimizing software incompatibilities.
- Form 700 - Statement of Economic Interests – Notify filers electronically. Continue to provide interactive capabilities (print, sign and submit to filing officer) for all forms, and make forms available on the Fair Political Practices Commission (FPPC) website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).
- City Elections Code and Monitoring of Election Legislation – Review the feasibility of consolidating and implementing key aspects of the State Elections Code into the City's Municipal Code and continue to monitor legislation effecting elections, campaign finance and conflict of interest.
- VIMS (Voter Information Management System) – Continue work with Los Angeles County Registrar-Recorder/County Clerk for training in all modules of the Voter Information Management System.
- Election Warehouse and Distribution Bar Code Software – Enhance asset tracking software to include Radio Frequency Identification (RFID).

# Accomplishments, Challenges and Opportunities

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## Administration Bureau

- City Clerk Department Remodel – Completed remodel utilizing existing resources, installed additional used modular furniture, upgraded electrical power distribution, in so doing, enhancing the City Clerk staff layout and workspaces, thereby providing an improved workflow design.
- Maintained training of staff via continuing education, conferences and seminars related to: process mapping and problem solving, graphic design and layout, business writing, office productivity software use, City financial systems, records management technology, open meeting laws (Brown Act) and Public Records Act, poll worker procedures, campaign finance, Political Reform Act, and the California City Clerks Association annual and regional conferences.
- Provided transitional staff support to the City Manager Department in the area of City Council Agenda Preparation. Made several recommendations designed to enhance effectiveness and efficiency of the City Manager’s Council Agenda report practices and process.
- City Council Agenda Distribution/Copier System Enhancements – Continue to improve the process of City Council agenda production by upgrading two department copiers, while maintaining leasing cost.

## Legislative Bureau

- Continued to build a more extensive database of City Clerk documents to reduce the number of requests for retrieval/refilling of current documents from the Records Center (archival City Council meeting folders and minutes, ordinances, resolutions, contracts).
- Continued to utilize the improvements to the Granicus streaming video system to enable digital recording of City Council meetings and began utilization of streaming video system for selected committee meetings.
- Reduced the annual cost of utilizing a courier service by discontinuing delivering the City Council agenda packets to Councilmembers’ homes.
- Provided City Manager with information for his weekly Status Report on Wednesday mornings after the City Council meeting, including motions, votes, and relative comments from City Council.
- Provided City Manager with information for his weekly Status Report on Wednesdays after any City Council standing committee meetings.
- Continued to work with the Harbor Department to implement using Legistar L5 for Board of Harbor Commissioners meetings and utilizing the benefits of Legistar L5.
- Resumed training to the Development Services Redevelopment Bureau staff utilizing the Granicus streaming video solution and the Legistar L5 legislative information management system to record Redevelopment Agency Board meetings and minutes.
- Worked with the City Manager’s Office and Development Services Department, provided staff support in addition to meeting support for the newly established Sustainable City Commission.
- Continued to provide opportunities for cross-training within the Bureaus and between the Bureaus resulting from restructuring of assignments and responsibilities for staff by continuing assessment of work development goals and needs.

## Accomplishments, Challenges and Opportunities

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- Continued to encourage any applicable professional training programs and accommodation of City Clerk staff educational schedules to promote continued learning and educational goals such as advanced college degrees.

### Elections Bureau

- Successfully conducted Primary Nominating Elections on April 8, 2008 utilizing Ballot Now central tally voting system, the software was utilized for ballot design, precinct definition, accuracy testing, and Election Day operation.
- Successful implementations of staff-controlled election supply assembly and distribution processes utilizing new inventory management software.
- Redesign of Official Sample Ballot booklet to more voter friendly format.
- Translation of Official Sample ballot booklet into Khmer, Tagalog, Vietnamese, Korean and Spanish with minimal complaints concerning accuracy and context.
- Drafted and distributed RFPs for Official Ballot and Sample Ballot booklet print/mail services.
- Drafted and distributed RFPs for election translation services.
- Applied and received approval for manufacturing from California Secretary of State to print Ballot Cards for use in California Elections.
- Attended Hart Voting System Tally re-install boot camp and received certification for future use.
- Successful transition of staff support from the Office of the Mayor to the City Clerk Department for the initial processing of appointed board and commission members, development of a Boards and Commissions Handbook and development of a boards and commission roster, and enhancement of a boards and commission database.
- Conducted open house and orientation for staff of Boards and Commission.
- Created new Boards and Commission access database, gave Mayor's office the ability to enter and track applications for boards and commissions.
- Staff attended conferences and seminars related to election and the California City Clerks Association annual and regional conferences.

# Accomplishments, Challenges and Opportunities

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## Challenges

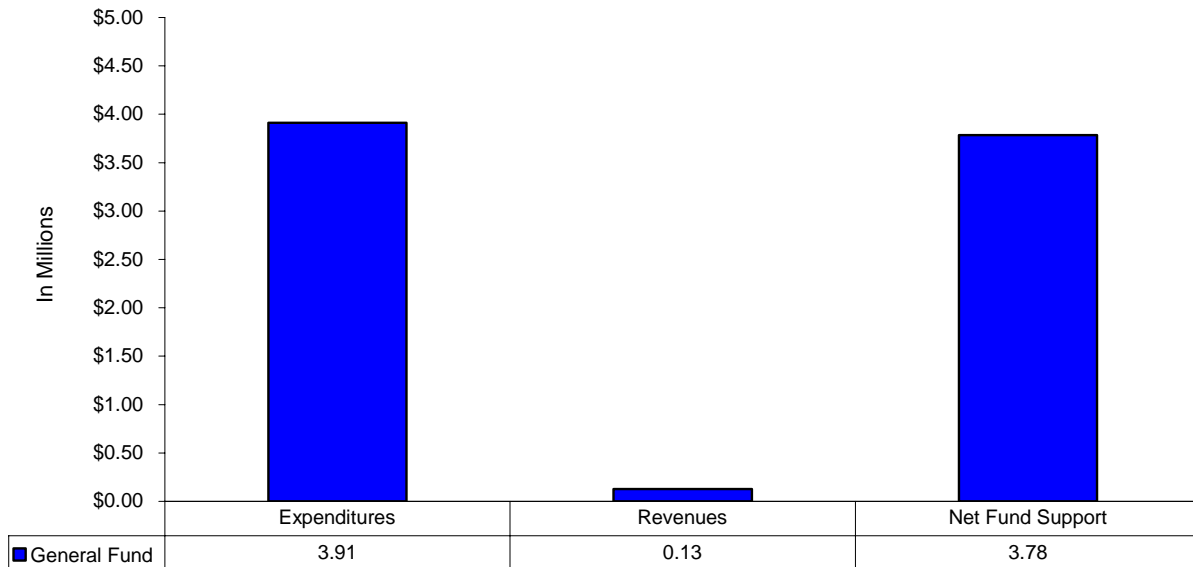
- Continuing the successful extension of the Legislative Information Management System to City departments and interested boards and commissions
- More accurate estimation and control of election budgeted and actual costs.

## Opportunities

- Continue training employees in the use of existing integrated information systems to increase efficiency and transparency.
- Integrate boards and commission database, process and procedures into Legistar database.

## Summary by Character of Expense

### Proposed\* FY 09 Budget by Fund



	Actual FY 07	Adopted* FY 08	Adjusted FY 08	Estimated FY 08	Proposed* FY 09
<b>Expenditures:</b>					
Salaries, Wages and Benefits	2,047,964	2,275,996	2,275,996	2,193,113	1,913,850
Materials, Supplies and Services	1,587,694	1,717,468	1,740,281	1,189,036	1,361,636
Internal Support	346,922	269,180	269,604	295,687	352,674
Capital Purchases	944,236	85,000	85,000	85,000	85,000
Debt Service	149,278	198,558	199,051	198,558	198,558
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
<b>Total Expenditures</b>	5,076,094	4,546,202	4,569,932	3,961,394	3,911,718
<b>Revenues:</b>					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	481,841	-	-	-	-
Charges for Services	983	1,700	1,700	200	1,701
Other Revenues	37,968	1,514	1,514	533,148	1,542
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	79,677	123,500	123,500	129,500	123,500
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	900,000	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Revenues</b>	1,500,469	126,714	126,714	662,848	126,743
<b>Personnel (Full-time Equivalents)</b>	19.50	23.48	23.48	23.48	19.48

\* Amounts exclude all-years carryover.



## Key Contacts

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Larry Herrera, City Clerk

333 West Ocean Boulevard, Plaza Level  
Long Beach, CA 90802  
Phone: (562) 570-6101  
TDD: (562) 570-6626  
Fax: (562) 570-6789  
[www.longbeach.gov](http://www.longbeach.gov)