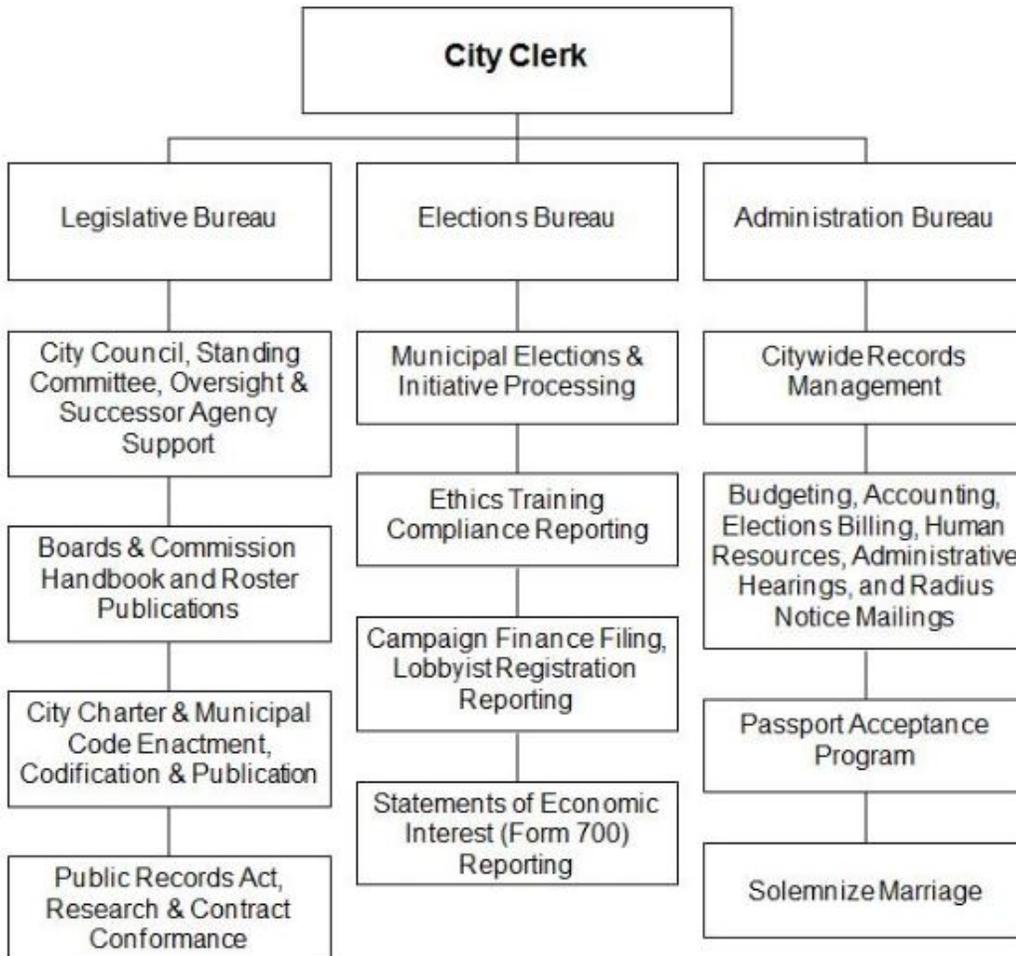


City Clerk



Mission Statement

The Office of the City Clerk is committed to pursuing excellence through trust, respect, caring, and by being accountable, transparent, 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 Office of the City Clerk 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 8,043 permanent boxes and 10,371 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 of all radius notice mailings as required by the Municipal Code. Effective January 1, 2015, AB1525 additionally authorizes the City Clerk to solemnize marriages.

Furthermore, this unit provides supervision of "front office" services, telephone and internet services to all customers seeking agendas, minutes, reports, the City Charter, Municipal Code and passport processing services.

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.

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 250,000 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-Recorder/County Clerk; design and maintenance of precinct and district boundaries; identification and assessment of polling places in compliance with the California Secretary of State Polling Place Accessibility Checklist; recruitment and training of elections officers including bilingual poll workers; maintenance and testing of vote tally equipment

Department Overview

in compliance with Secretary of State and federal certification requirements; development and publishing of the Official Sample Ballot Booklets and official ballots; distribution and processing of Vote-By-Mail Ballot Applications and petitions and implementation of voter outreach and 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.

For FY 16, 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 2015.

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 and Innovation 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.
- 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.
- Performed civil marriage ceremonies as authorized by AB 1525, effective January 1, 2015.

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.
- Implementation of a new tablet based vote system, VoteCast, that integrates with our meeting practices and legislative system technology for City Council and Advisory Bodies.

Elections Bureau Accomplishments

- Successful conduct of 2015 Special Municipal Election for Council District 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 component of the City’s state certified voting system.
- Successful promotion of the 2015 Vote-By-Mail Outreach Program, with the goal of achieving a 30 percent rate of return of Votes-By-Mail ballots.
- Converted an existing City Clerk location to be used as the centralized election supply assembly, distribution and collection center for the 2015 Special Municipal Election.
- Served as the City of Long Beach representative to the Los Angeles County Registrar/Recorder County Clerk, Voting Systems Assessment Project Advisory Committee.
- Election Management System (EMS) - Continue maintenance and support of the EMS that provides support for the effective planning and administration of these critical election functions: Voter

Accomplishments, Challenges and Opportunities

- Registration Management; Precinct and District Modules; 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.
- Support and direct involvement in the participatory budgeting in Council Districts 1 and 9.
- 2015 Special Municipal Election - Translation of Official Sample Ballot Booklet in Khmer, Tagalog, Vietnamese, Korean and Spanish.
- Coordinated with the Mayor's office to deploy a new Boards and Commissions online application and appointments roster in Granicus for real time management and tracking of boards and commissions, collection of applications, qualifying and balancing candidates, and approving and appointing vacancies.
- Monitored and achieved 99 percent of AB 1234 biennial ethics training compliance for all appointed members to City boards and commissions.
- Successful administration of form 700 e-filing with 97 percent on-time filing due on April 1, 2015. Form 700 - Statement of Economic Interests (SEI) Program - promotes an enhanced level of citywide monitoring and compliance by a SEI software program that has created 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).
- FPPC provided Campaign Finance training for City Clerk, Council staff and neighboring cities.
- Coordinated with Los Angeles Registrar Recorder County Clerk to conduct a Deputy Registrar training class for City Clerk and Council staff.
- Drafted and distributed RFPs for Official Ballot and Sample Ballot booklet print/mail services.
- Staff attended conferences and seminars related to elections and the California City Clerks Association annual and regional conferences.

Challenges

- Implementation of organizational redesign changes that will provide improved service delivery, employee professional development, and succession management over the next five years.
- Continuing the expansion of the Legislative Information Management System to City departments and interested advisory boards and commissions.
- Successful preparation and execution of the 2016 election cycle.
- For the 2016 election cycle, deploy an Electronic Finance System for Campaign Finance that will be FPPD & SOS certified. The system will increase transparency in election campaign information.
- 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 2016 election costs and control of actual election costs.

Opportunities

- Continue training employees in the use of existing integrated information systems to increase efficiency and transparency.

Accomplishments, Challenges and Opportunities

- Potential consolidation of the June 7, 2016 General Municipal Election with the Los Angeles Registrar-Recorder/County Clerk.
- Expansion of civic engagement programs that promote civic participation at all levels. Activities to include increased attendance at community events, development and implementation of a student mock election program, conduct of voter registration drives, and development and implementation of a voter education presentation.
- To augment civic engagement activities, develop and implement a re-branding of the department.

Financial Summary by Category

	Actual FY 14	Adopted* FY 15	Adjusted** FY 15	Adopted* FY 16
Revenues:				
Property Taxes	—	—	—	—
Other Taxes	—	—	—	—
Franchise Fees	—	—	—	—
Licenses and Permits	—	—	—	—
Fines and Forfeitures	—	—	—	—
Use of Money & Property	(40,463)	—	—	—
Revenue from Other Agencies	80	—	—	—
Charges for Services	972	450	450	450
Other Revenues	105,968	15,060	15,060	609,060
Interfund Services - Charges	—	—	—	—
Intrafund Services - General Fund Charges	58,187	35,500	35,500	500
Harbor & Water P/R Rev Trsfs	—	—	—	—
Other Financing Sources	—	—	—	—
Operating Transfers	—	—	—	—
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Total Revenues	124,744	51,010	51,010	610,010
Expenditures:				
Salaries, Wages and Benefits	2,256,414	2,058,822	2,058,822	2,021,204
Overtime	105,379	20,730	20,730	20,730
Materials, Supplies and Services	1,903,944	329,399	629,399	2,529,399
Internal Support	287,133	211,427	211,427	224,098
Capital Purchases	6,000	—	—	—
Debt Service	—	—	—	—
Transfers to Other Funds	—	—	—	—
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Total Expenditures	4,558,869	2,620,378	2,920,378	4,795,431
Personnel (Full-time Equivalents)	16.50	16.50	16.50	16.50

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

** Amounts as published in the FY 16 Proposed Budget released July 2, 2015.

Personnel Summary

Classification	FY 14 Adopt FTE	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 15 Adopted Budget	FY 16 Adopted Budget
Administrative Officer	1.00	1.00	1.00	111,953	115,312
Assistant City Clerk	1.00	1.00	1.00	119,097	122,670
City Clerk	1.00	1.00	1.00	150,461	151,624
City Clerk Analyst	4.00	2.00	2.00	150,485	150,477
City Clerk Assistant	2.50	2.50	2.50	114,478	108,715
City Clerk Bureau Manager	1.00	—	—	—	—
City Clerk Specialist	5.00	5.00	5.00	383,319	344,755
Executive Assistant	1.00	1.00	1.00	76,707	76,143
Senior City Clerk Analyst	—	3.00	3.00	289,946	272,345
Subtotal Salaries	----- 16.50	----- 16.50	----- 16.50	----- 1,396,446	----- 1,342,042
Overtime	—	—	—	20,730	20,730
Fringe Benefits	—	—	—	660,836	679,039
Administrative Overhead	—	—	—	26,967	25,551
Attrition/Salary Savings	—	—	—	(25,427)	(25,427)
Expenditure Transfer	—	—	—	—	—
Total	----- 16.50	----- 16.50	----- 16.50	----- 2,079,552	----- 2,041,934

Key Contacts

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