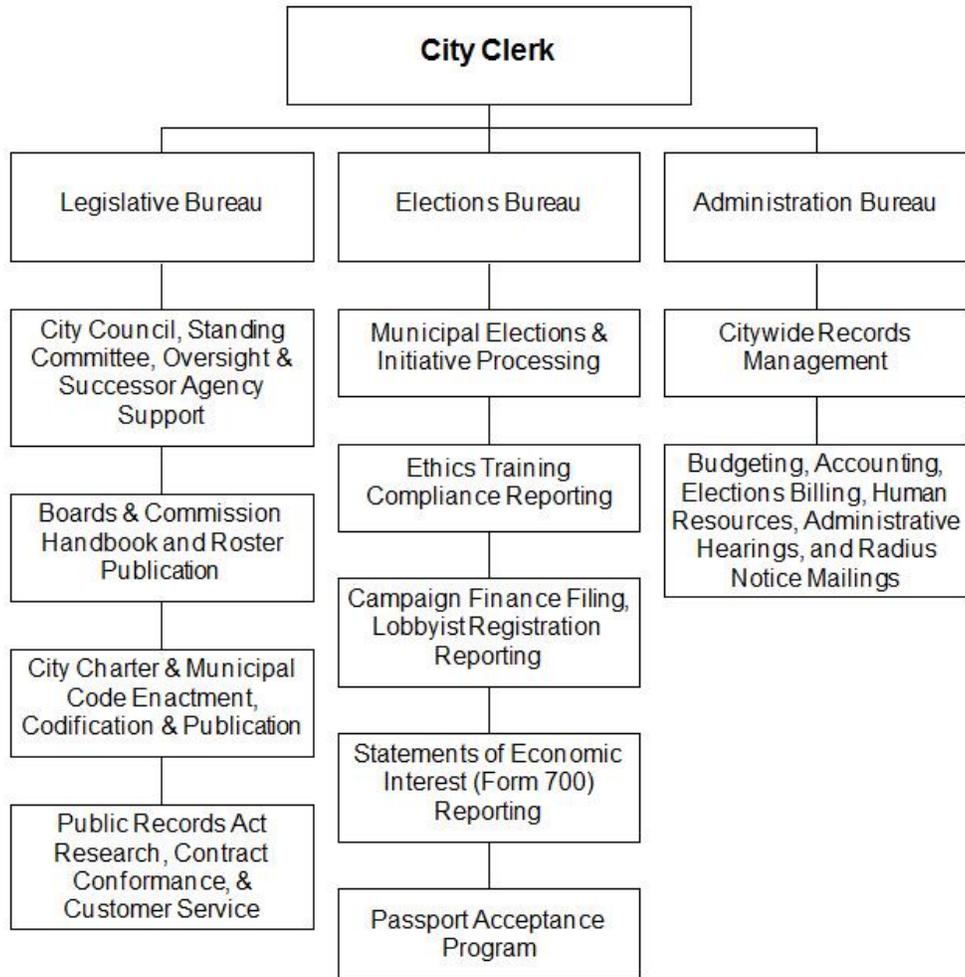


City Clerk



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

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

Administration Goals

- Conduct and completion of an organizational redesign that will provide improved service delivery, employee professional development, and succession management over the next five years.
- In collaboration with the Technology Services Department, continue efforts to create a “virtual” citywide records management system.
- 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 contracts and City Council agendas and staff reports to a digital format for export to the citywide records management system.

Legislative Goals

- 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.
- 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, the Long Beach Transit Board, and the Board of Harbor Commissioners.

Elections Goals

- Successful conduct of 2014 Primary and General elections for Citywide Offices, Council Districts 1, 3, 5, 7, and 9; LBUUSD 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 40% rate of votes by mail.
- Retain 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.

Department Goals

- 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.
- Implement asset-tracking software to include Radio Frequency Identification (RFID) for the Election Night collection of voted ballots at the “central drop off facility”.
- Successful use of global positioning satellite (GPS) technology to track the inventory and location of voting locations, as well as the transport of voted election ballots for the 2014 April and June elections.
- Serve as the City of Long Beach representative to the Los Angeles County Registrar/Recorder County Clerk, Voting Systems Assessment Project Advisory Committee.
- Electronic Campaign Finance Filing System – Deployment and training for the new cloud based mandatory electronic campaign finance filing system for controlled committees, political action committees and independent expenditures.
- 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.

Accomplishments, Challenges and Opportunities

Administration Bureau Accomplishments

- Review and update of records retention schedules for City Departments
- Creation of the City Clerk Department e-Book Library containing the City Charter, the Municipal Code, and selected Municipal Code sub-parts for field use by the Long Beach Police Department and Development Services Department. The e-Book Library is also available to the public at no charge.
- Adoption of a Trusted System Document Policy that will provide for the permanent retention of paper records in digital format on unalterable blue-ray storage media.
- 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.
- Conversion of paper City contracts to digital format from 1887 to present.

Legislative Bureau Accomplishments

- Migration of the City's legislative system from the City network to a cloud based platform thereby enhancing access to the system by all departments and reducing internal support costs.
- Support of Parks, Recreation and Marine Department's use of the City's legislative system for offsite meetings, as well as support of the Long Beach Transit Board's efforts to improve transparency and availability of its meeting agendas and staff reports.
- Installation of a web-camera encoder that provides for the live web broadcast of all public meetings held in the City Council Chamber.
- Successful launch of Civic Ideas, the cloud based citizen participation program for use by Council district offices and City departments.
- Selected Legislative Bureau workload indicators comparing FY 12 actual workload to estimated FY 13 workload as shown in the table below:

City Clerk Department Three-Year Workload Indicators

Indicator	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated
Agendas	145	119	150
Reports	746	700	680
Contracts	236	229	225
Ordinances	33	22	21
Resolutions	147	124	101
Public Hearings	16	25	51
City Manager Status Reports	42	36	38
Other	22	26	50
Total	1387	1281	1316

Accomplishments, Challenges and Opportunities

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. The dissolution of the Redevelopment Agency was effective February 1, 2012.

Conformed Contracts Three-Year Workload Indicators

DEPARTMENTS	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated
City Attorney	13	3	3
City Auditor	1	-	2
City Manager	5	9	9
City Prosecutor	-	-	
Community Development	7	-	
Development Services	193	79	54
Financial Management	113	96	122
Fire Department	4	5	2
Long Beach Gas & Oil	14	15	44
Health & Human Services	113	103	59
Human Resources	25	26	27
Library Services	2	1	2
Long Beach Airport	56	56	75
Parks, Recreation & Marine	131	123	171
Police Department	8	8	23
Public Works	264	208	185
Technology Services	24	30	26
Total	973	762	804

Elections Bureau Accomplishments

- Development of a cloud based 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, supported by the City of Long Beach.
- Administered Elections Code requirements for the acceptance processing and certification of three proposed initiatives regarding the regulation and taxation of medical marijuana.
- 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. Since program inception, the Bureau processed 1,252 passport applications and collected \$38,558.75 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 99 percent on-time filing due on April 1, 2013.

Accomplishments, Challenges and Opportunities

- Submittal of the League of California Cities Helen Putnam Award application for the City of Long Beach's pioneering efforts in the e-filing of Form 700s. The City's efforts led to enactment of statewide legislation allowing all public agencies to accept e-filed Form 700s.

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 12	Adopted* FY 13	Adjusted** FY 13	Estimated** FY 13	Adopted* FY 14
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	457	-	-	-	-
Charges for Services	543	1,230	1,230	1,230	450
Other Revenues	678,662	25,000	25,000	13,126	15,060
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	34,273	68,000	68,000	68,000	35,500
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
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Total Revenues	713,934	94,230	94,230	82,356	51,010
Expenditures:					
Salaries, Wages and Benefits	2,017,443	2,040,460	2,000,680	1,808,821	2,029,289
Overtime	44,688	20,730	20,730	18,730	20,730
Materials, Supplies and Services	843,912	818,426	825,215	937,136	2,488,426
Internal Support	267,099	237,735	237,735	232,885	209,153
Capital Purchases	32	-	-	-	-
Debt Service	99,279	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
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Total Expenditures	3,272,452	3,117,351	3,084,360	2,997,572	4,747,598
Personnel (Full-time Equivalents)	17.48	16.50	16.50	16.50	16.50

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

** Numbers as published in the FY 14 Proposed Budget released August 1, 2013.

Key Contacts

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