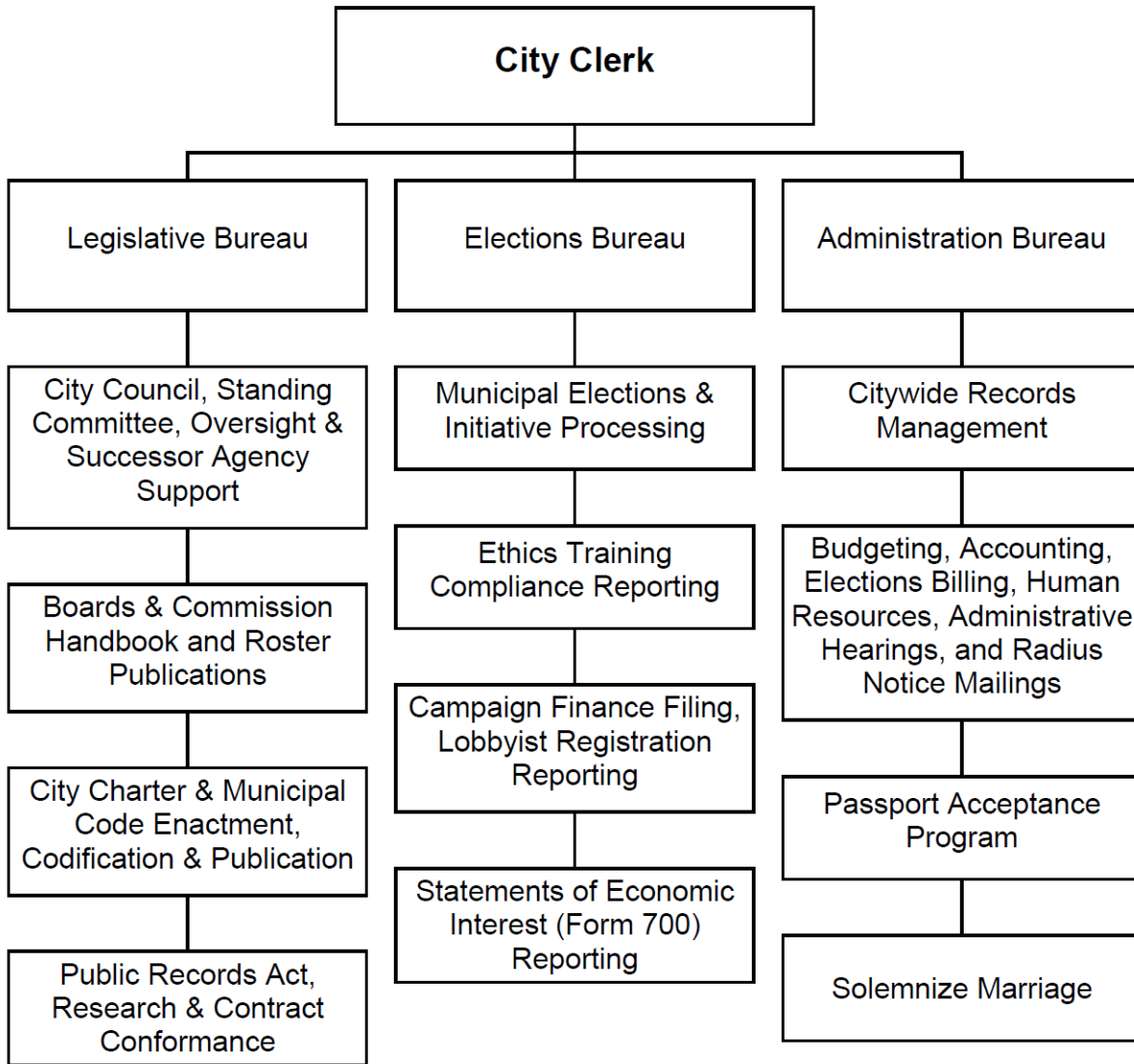


# City Clerk



## 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

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The Office of the City Clerk 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, 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 solemnizes marriages, coordinates the scheduling, newspaper noticing, and assignment of administrative hearing officer, including issuance of all radius notice mailings as required by the Municipal Code.

This unit administers the citywide records retention and destruction program for 23 City Departments. This includes the management of 8,139 permanent boxes and 13,257 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.

Furthermore, this unit provides supervision of “front office”, 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.

This unit also provides support to City departments by 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 approximately 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 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

## Department Overview

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education programs. The unit also manages candidate, lobbyist, 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 approximately 850 filers.

# **Accomplishments, Challenges and Opportunities**

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## **Administration Bureau Accomplishments**

- Processed 611 passport applications for the fiscal year 2017.
- 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 2,100 file/box transactions.
- Converted paper stored historical City contracts, Deeds and City Council agendas and staff reports to a digital format for export to the citywide records management system.
- Performed 88 civil marriage ceremonies as authorized by AB 1525.
- Completed Active Shooter training with department staff.

## **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.
- Successfully generated 1,184 legislative documents such as agendas, reports, contracts, ordinances, resolutions, public hearings, and city manager status reports.
- Successfully conformed 590 City contracts.

## **Elections Bureau Accomplishments**

- Advertised for and recruited two qualified staff members in the City Clerk’s office.
- Received training from the Los Angeles County Registrar Recorder (LACRR) in election creation, database management, petition creation, and vote-by-mail administration.
- Received on-site hands-on training from HART Intercivic (election system vendor) in creating an election, ballot layout, generating the official Election ballots and tally reports.
- Coordinated with Technology & Innovation on an upgrade to Granicus hardware for VoteCast system utilized during the City Council meetings.
- Scheduled five staff members to attend Technical Track for Clerks training focused on elections.
- Prepared Calendar of Events for the April 10, 2018 Primary Nominating Election.

## **Accomplishments, Challenges and Opportunities**

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- Prepared the 2018 Election Cycle Adjusted Contribution Limits, pursuant to LBMC 2.01.810, and updated the 2018 Getting Started-Candidate Information document and made both available on the City Clerk Elections page.
- Prepared and distributed a Request for Information (RFI) for printing of the 2018 PNE Official Ballots and mailing services of Vote by Mail (VBM) Ballots, and for printing and mailing services of the 2018 PNE Sample Ballot Booklet (SBB) to certified vendors.
- Monitored and achieved 95 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 90 percent on-time filing due on April 1, 2017. 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).
- Successfully consolidated two ballot measures with Los Angeles County Registrar Recorder for a November Special Municipal Election on November 8, 2016.

### **Challenges**

- Successful conduct of 2018 Primary election for Citywide Offices, Council Districts 1, 3, 5, 7, and 9; LBUSD Districts 1, 3, and 5; as prescribed by the City Charter and State Elections Code.
- Development and 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 digitizing all historical records in preparation for the move to the new Civic Center.
- Maintaining full compliance with biennial AB 1234 ethics training requirements for members of the City Council and members of advisory boards and commissions.
- Coordinate the General Municipal Election in June 2018 with the Los Angeles County Registrar Recorders Office.

### **Opportunities**

- Continue training employees in the use of existing integrated information systems to increase efficiency and transparency.
- Expansion of civic engagement programs that promote civic participation at all levels.

# Financial Summary

	Actual FY 16	Adopted* FY 17	Adjusted* FY 17	Proposed* FY 18
<b>Revenues:</b>				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	(7)	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	1,131	450	450	450
Other Revenues	1,413,872	12,000	12,000	37,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	7,732	2,000	2,000	5,000
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
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<b>Total Revenues</b>	<b>1,422,728</b>	<b>14,450</b>	<b>14,450</b>	<b>42,450</b>
<b>Expenditures:</b>				
Salaries, Wages and Benefits	1,691,593	2,082,085	2,090,934	2,152,277
Overtime	39,887	20,730	18,230	20,730
Materials, Supplies and Services	1,681,954	389,149	396,355	389,149
Internal Support	245,152	236,455	233,980	228,487
Capital Purchases	-	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
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<b>Total Expenditures</b>	<b>3,658,586</b>	<b>2,728,419</b>	<b>2,739,499</b>	<b>2,790,642</b>
<b>Personnel (Full-time Equivalents)</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>

\* Amounts exclude all-years carryover.



## Key Contacts

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