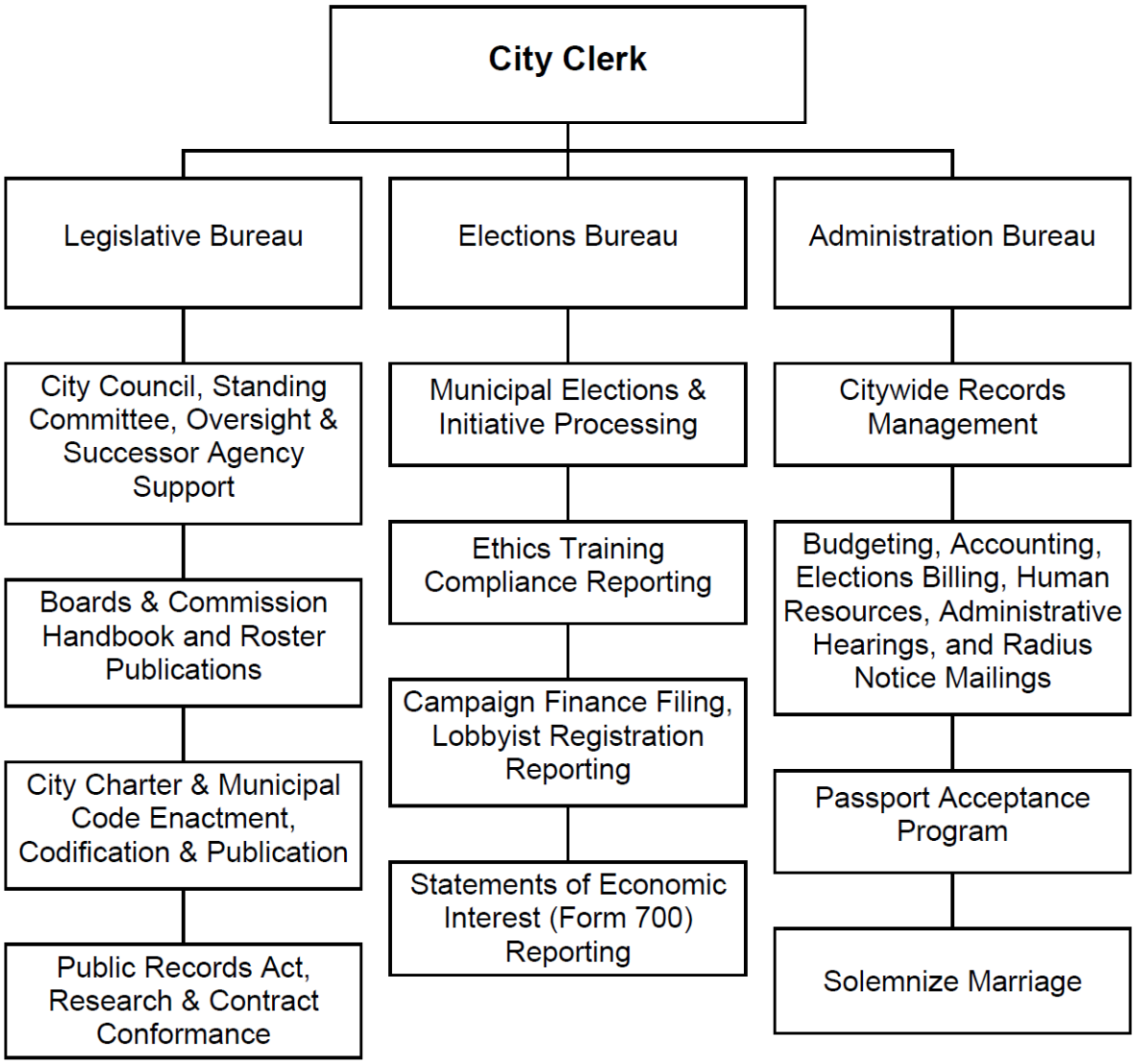
City Clerk



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 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

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 1,200 filers.

For FY 17, the Office of the City Clerk 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 2016.

Accomplishments, Challenges and Opportunities

Administration Bureau Accomplishments

- Completed a departmental re-branding campaign which includes development of a new City Clerk logo, branding, and identity system.
- 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 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 including a mass LGBT wedding ceremony at 2016 LB Pride parade.

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 1,694 legislative documents such as agendas, reports, contracts, ordinances, resolutions, public hearings, and city manager status reports.
- Successfully conformed 870 City contracts.

Elections Bureau Accomplishments

- Successfully conducted the April 12, 2016 Primary Nominating Election as prescribed by the City Charter and State Elections Code.
- Successfully coordinated the June 7, 2016 General Municipal Election with the Los Angeles County Registrar-Recorder/County Clerk.
- 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 implementation of civic engagement activities promoting voting and elections including National Voter Registration Day, Student Mock Elections, and Election Day activities.
- Partnered with Long Beach Airport to convert an existing warehouse into the centralized election supply assembly, distribution and collection center for the 2016 Primary Nominating Election.

Accomplishments, Challenges and Opportunities

- Served as the City of Long Beach representative to the Los Angeles County Registrar-Recorder/ County Clerk, Voting Systems Assessment Project Advisory Committee and the California Secretary of State's Language Accessibility 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 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.

- Supported and had direct involvement in the participatory budgeting in Council District 9.

- Translation of the April 12, 2016 Primary Nominating Election Official Sample Ballot booklet in Khmer, Tagalog, Vietnamese, Korean and Spanish.

- 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, 2016. 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).

Challenges

- 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.

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.

- Development of a City Clerk Emergency Continuity of Operations Plan (COOP) to be used in the event of a citywide/regional emergency or natural disaster.

Financial Summary

	Actual FY 15	Adopted* FY 16	Adjusted** FY 16	Adopted* FY 17
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	(4)	-	-	-
Revenue from Other Agencies	210,498	-	-	-
Charges for Services	853	450	450	450
Other Revenues	226,198	609,060	609,060	12,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	-	500	500	2,000
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
Total Revenues	437,545	610,010	610,010	14,450
Expenditures:				
Salaries, Wages and Benefits	1,837,830	2,021,204	2,021,204	2,082,085
Overtime	6,758	20,730	19,230	20,730
Materials, Supplies and Services	505,173	2,529,399	2,532,894	389,149
Internal Support	205,405	224,098	224,098	236,455
Capital Purchases	12,180	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Expenditures	2,567,346	4,795,431	4,797,426	2,728,419
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 17 Proposed Budget released July 1, 2016. Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 15 Adopt FTE	FY 16 Adopt FTE	FY 17 Adopt FTE	FY 16 Adopted Budget	FY 17 Adopted Budget
City Clerk	1.00	1.00	1.00	151,624	143,425
Administrative Officer	1.00	1.00	1.00	115,312	115,312
Assistant City Clerk	1.00	1.00	1.00	122,670	122,670
City Clerk Analyst	2.00	2.00	2.00	150,477	159,603
City Clerk Assistant	2.50	2.50	2.50	108,715	116,230
City Clerk Specialist	5.00	5.00	5.00	344,755	347,823
Executive Assistant	1.00	1.00	1.00	76,143	76,143
Senior City Clerk Analyst	3.00	3.00	3.00	272,345	273,806
Subtotal Salaries	16.50	16.50	16.50	1,342,042	1,355,013
Overtime	-	-	-	20,730	20,730
Fringe Benefits	-	-	-	679,039	724,563
Administrative Overhead	-	-	-	25,551	27,936
Attrition/Salary Savings	-	-	-	(25,427)	(25,427)
Expenditure Transfer	-	-	-	-	-
Total	**16.50**	**16.50**	**16.50**	**2,041,934**	**2,102,815**

Key Contacts

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