



City of Huntington Beach
City Clerk
Adopted Budget – FY 2010/11

City Clerk

ADMINISTRATION,
PUBLIC SUPPORT, &
ELECTIONS

RECORDS MANAGEMENT

Assistant City Clerk
Senior Deputy City Clerk

Senior Deputy City Clerk

The City Clerk's Office is committed to accurately recording and preserving the actions of the City Council; providing information and support to the City Council, City staff, and the public in a timely, courteous, and fiscally responsible manner; and administering open and free elections in accordance with statutory requirements.

Administration Division

Located on the second floor of City Hall, the City Clerk's staff provides service to the public, City Council, and departments. This includes preparation, publication, and distribution of the City Council meeting agendas as well as preparation and recordation of City Council meeting minutes. Staff also executes and facilitates the recordation of agreements, resolutions, ordinances, deeds, and other official documents.



- Processes official documents for each City Council meeting
- Prepares Agenda packets for regular, adjourned, and special City Council meetings using AgendaPlus, an electronic agenda management system that automates the agenda process and partners with Granicus for minute production
- Attends all City Council meetings, records and prepares meeting minutes through Granicus Media Manager,™ a proprietary web-based software tool designed to efficiently organize and manage the City's audio/video streaming content and allows public access, keyword search capability, archive ability, capability to index and integrate rich-media such as documents and slides into web casts
- Provides general support to the City Council, departments, and the public for bid openings, claims, requests for public records via telephone, email, and in-person inquiries

Records Management



The City Clerk is the official custodian of City records, and all documents certifying City Council actions are preserved and maintained in protective custody. These records go back to the date of the City's incorporation on February 17, 1909. All original minutes of City Council meetings, City resolutions (policy,) and City ordinances (law) adopted by the City of Huntington Beach are maintained by the City Clerk in a temperature, humidity, and light-controlled vault. Also in the City Clerk's custody are deeds, agreements, annexation records, infrastructure documentation, and many other vital records, including a vast collection of historical photographs, all of which are now available on-line.

The City Clerk's Office continues to improve efficiency and customer service through utilization of SIRE Technologies' electronic document imaging and management system, which is designed to store electronic records within indexed cabinets. The implementation of SIRE has increased the ease of access to, and distribution of, information to internal staff and members of the public. The high-density storage system installed in the vault was enhanced by the addition of a workstation to streamline the records process.



Elections

Voter Registration forms are available in the City Clerk's Office. General Municipal Elections are conducted in even numbered years, and are consolidated with the Orange County Registrar of Voters. The City Clerk's Office oversees all municipal elections, consults with candidates for elective office, and informs the public of election matters. The Clerk serves as the official Election Filing Officer as designated by the State of California and maintains Statement of Economic Interest Forms required of City elected officials, certain City employees, and board and commission members. The City Clerk also receives and files Campaign Disclosure Statements.



- Subscribes to NetFile, a web-based, unlimited user, data entry and report generation system for the financial and campaign management of campaign committees that is publicly accessible from the City's website
- Responds to requests for Campaign Disclosure and Statement of Economic Interest Forms
- Staff is trained in election policy and is responsible for preparing campaign instruction booklets for candidates during election years
- Provides community outreach to encourage voter registration at public events
- When the service is available through the County, the City Clerk offers an early voting opportunity to the community during municipal elections



Passport Acceptance Facility

The U.S. Department of State, Bureau of Consular Affairs, has authorized the City Clerk's Office to serve as an authorized Passport Acceptance Facility for the past eight years. Here community members can obtain passport services in a courteous and child-friendly environment. Our agents have the ability to produce approved passport photos, and our facility is a convenient location to obtain and submit passport applications.



- Processes passport applications
- Provides exceptional in-person and telephone customer service
- Offers passport photograph services
- Advertises and markets passport acceptance services

The City's performance measure program is in its fifth year. Results for the past two fiscal years in addition to goals and objectives for FY 2010/11 are presented below.

	FY 2008/09 ACTUAL	FY 2009/10 ACTUAL	FY 2010/11 BUDGET	Strategic Plan Goal
Goal:				
1. Draft, present for approval, and publish 75% of City Council meeting minutes by the next regular Council meeting.				Improve Internal and External Communication
Measure:				
% of City Council meeting minutes drafted, presented for approval, and published by next regular Council meeting	75%	75%	75%	
Goal:				
2. Attend/provide representation at a minimum of two community/ service organization events in the City of Huntington Beach to engage in voter outreach and registration activities.				Improve Internal and External Communication
Measure:				
# of community/ service organization attended	7	4	2	
Goal:				
3. Codify 95% of municipal, zoning and subdivision ordinances adopted by the City Council/Redevelopment Agency within 14 business days of the date they become effective.				Improve Internal and External Communication
Measure:				
% of ordinances codified within 14 business days of effective date	100%	100%	95%	



City Clerk
Adopted Budget - FY 2010/11
Department Budget Summary
All Funds by Object Account

DEPARTMENT

Expenditure Object Account	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Percent Change From Prior Year
PERSONAL SERVICES							
Salaries, Permanent	420,110	554,531	573,265	589,617	589,617	459,178	-22.12%
Salaries, Temporary	61,067	70,476	76,805	70,000	70,000	65,000	-7.14%
Salaries, Overtime	10,964	11,051	3,353				
Leave Pay Outs			6,086				
Benefits	173,961	196,963	179,175	201,787	201,787	140,923	-30.16%
PERSONAL SERVICES	666,102	833,021	838,684	861,404	861,404	665,101	-22.79%
OPERATING EXPENSES							
Equipment and Supplies	70,223	110,890	66,615	32,660	71,089	36,600	12.06%
Repairs and Maintenance						4,000	
Conferences and Training	25,382	9,476	6,657	4,000	4,000	5,000	25.00%
Professional Services	128,793	2,670	162,012	500	3,250	224,900	44880.00%
Other Contract Services	9,701	12,817	3,118	50,500	25,593	81,000	60.40%
Expense Allowances	6,000	6,046	6,023	6,000	6,000	6,000	0.00%
Other Expenses	364	732	737	1,000	1,000	1,000	0.00%
OPERATING EXPENSES	240,463	142,631	245,162	94,660	110,932	358,500	278.72%
CAPITAL EXPENDITURES							
Equipment		16,183					
CAPITAL EXPENDITURES		16,183					
Grand Total(s)	906,565	991,835	1,083,846	956,064	972,336	1,023,601	7.06%
General Fund	906,565	991,835	1,083,846	956,064	972,336	1,023,601	7.06%
Grand Total(s)	906,565	991,835	1,083,846	956,064	972,336	1,023,601	7.06%
Personnel Summary	8.00	8.00	8.00	8.00	8.00	4.00	(4.00)



City Clerk
Adopted Budget - FY 2010/11
Department Budget Summary
General Fund Division by Object Account

DIVISION

Expenditure Object Account	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Percent Change From Prior Year
Administration, Public Support, & Elections							
PERSONAL SERVICES							
Salaries, Permanent	420,110	554,531	573,265	589,617	589,617	459,178	-22.12%
Salaries, Temporary	61,067	70,476	76,805	70,000	70,000	65,000	-7.14%
Salaries, Overtime	10,964	11,051	3,353				
Leave Pay Outs			6,086				
Benefits	173,961	196,963	179,175	201,787	201,787	140,923	-30.16%
PERSONAL SERVICES	666,102	833,021	838,684	861,404	861,404	665,101	-22.79%
OPERATING EXPENSES							
Equipment and Supplies	70,223	110,890	66,615	32,660	71,089	36,600	12.06%
Repairs and Maintenance						4,000	
Conferences and Training	25,382	9,476	6,657	4,000	4,000	5,000	25.00%
Professional Services	128,793	2,670	162,012	500	3,250	224,900	44880.00%
Other Contract Services	9,701	12,817	3,118	50,500	25,593	81,000	60.40%
Expense Allowances	6,000	6,046	6,023	6,000	6,000	6,000	0.00%
Other Expenses	364	732	737	1,000	1,000	1,000	0.00%
OPERATING EXPENSES	240,463	142,631	245,162	94,660	110,932	358,500	278.72%
CAPITAL EXPENDITURES							
Equipment		16,183					
CAPITAL EXPENDITURES		16,183					
Total	906,565	991,835	1,083,846	956,064	972,336	1,023,601	7.06%

Significant Changes

Salaries and Benefits have decreased due to the elimination of four positions as part of the cost reduction measures taken by the City to align on-going revenues and expenditures. Professional Services have increased due to the upcoming elections. Other contract services have increased to provide support due to reduced staffing levels.

Permanent Personnel	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Change from Prior Year
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Senior Deputy City Clerk	4.00	4.00	4.00	4.00	4.00	2.00	(2.00)
Deputy City Clerk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Assistant I	1.50	2.00	2.00	2.00	2.00	0.00	(2.00)
Total	7.50	8.00	8.00	8.00	8.00	4.00	(4.00)



City Clerk
Adopted Budget - FY 2010/11
Department Budget Summary
All Funds by Business Unit

BUSINESS UNITS

Division / Business Unit	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Adopted	FY 2009/10 Revised	FY 2010/11 Adopted	Percent Change From Prior Year
CLK City Clerk							
ADM Administration							
10010101 City Clerk Admin	882,772	987,276	1,083,846	956,064	972,336	1,023,601	7.06%
10010401 Passport Services	4,164						
10010201 Elections	19,629	4,559					
ADM Administration	906,565	991,835	1,083,846	956,064	972,336	1,023,601	7.06%
General Fund	906,565	991,835	1,083,846	956,064	972,336	1,023,601	7.06%
Grand Total(s)	906,565	991,835	1,083,846	956,064	972,336	1,023,601	7.06%