



*City of Huntington Beach*  
*City Clerk*  
*Adopted Budget – FY 2011/12*

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.

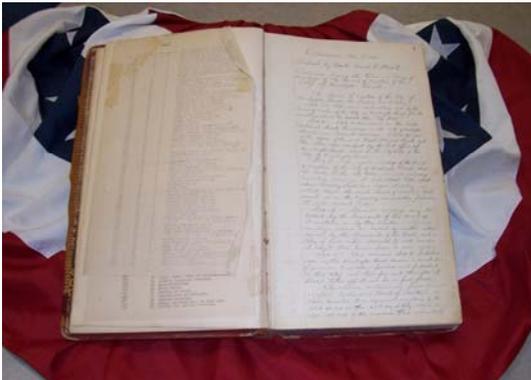
## Administration Division

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 and 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, mail, 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, many 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.



Ed Manning, 1909,  
First Mayor of Huntington Beach

- 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 Huntington Beach City Clerk's Office to serve as an authorized Passport Acceptance Facility for the past ten 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 sixth year. Results for the past two fiscal years in addition to goals and objectives for FY 2011/12 are presented below.

	FY 2009/10 ACTUAL	FY 2010/11 ACTUAL	FY 2011/12 BUDGET	Strategic Plan Goal
<b>Goal:</b>				
1. Draft, present for approval, and publish 75% of City Council meeting minutes by the next regular Council meeting.				Improve Internal and External Communication
<b>Measure:</b>				
% of City Council meeting minutes drafted, presented for approval, and published by next regular Council meeting	75%	80%	75%	
<b>Goal:</b>				
2. Attend/provide representation at a minimum of two community and service organization events in the City of Huntington Beach to engage in voter outreach and registration activities.				Improve Internal and External Communication
<b>Measure:</b>				
# of community and service organization events attended	4	2	2	
<b>Goal:</b>				
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
<b>Measure:</b>				
% of ordinances codified within 14 business days of effective date	100%	100%	95%	

**FY 2010/11 Accomplishments*****Administration and Records Management:***

- Maintained operations and delivered exceptional service with a 50% reduced workforce
- Provided internal and external training for Request for Council Action (RCA) production, Agenda Plus Workflow, Records Retention, and campaign document (FPPC) e-filing
- Implemented e-filing for Statement of Economic Interests – Form 700 filers
- Received approximately 128,446 web views by Public Records Search Users
- Scanned/indexed/quality controlled and filed into SIRE 133 previously bound City ordinances dated 1926 through 1938 and pre-1930 sets of Council minutes (handwritten and typed) in bound books
- Completed project to convert microfilmed records into digital media and file in SIRE
- Updated City-Wide Retention Policy and completed a citywide class on records retention and ensured offices were adhering to the Council-approved policy as it relates to retention and destruction

***City Council Agenda, Minute Preparation, and Municipal and Zoning Code Codification:***

- Reduced hard-copy agenda packet costs providing iPad computers for Council and staff, and implementing a paperless distribution of agenda material through IAnnotate
- Tested and deployed SIRE 6.0 Upgrade to Agenda Plus Workflow application
- Began publishing public hearing notices and Ordinances on the City Clerk's webpage
- Codified and published 100% of Municipal and Zoning Code updates on effective date

***Elections:***

- Received, filed, redacted and posted campaign disclosure documentation for 47 active (candidate, all purpose, general, and political action) committees
- Successfully managed 2010 Municipal Election with 22 candidates, and four initiatives

***Intra-Agency Cooperation:***

- Implemented citywide electronic recording with the Orange County Recorder's Office
- Offset costs to stream Council meetings live online by participating in a joint agreement between the Public Cable Television Association (PCTA) and neighboring cities

***Passport Acceptance:***

- Re-certified all agents in response to new process requirements implemented by the U.S. Department of State
- Processed approximately 3,015 applications and 2,000 passport photos resulting in General Fund contributions of approximately \$100,000

**FY 2011/12 Goals**

- Continue to image historical records for online accessibility to the public
- Continue public outreach efforts to promote open government and transparency
- Expand advertising to increase passport revenue
- Implement electronic signature practices in SIRE's Agenda Plus Workflow application
- Implement SIRE Retention Manager software
- Quality-control approximately 5,000 deed records and 3,000 professional service agreements to determine if properly categorized; apply electronic retention
- Scan, index, quality-control, and file into SIRE permanent code amendment books dated 1959 through 1988 (approximately 6,500 to 13,000 pages)
- Manage the nomination process for City Council, City Clerk, and City Treasurer for the 2012 election



**City Clerk**  
**Adopted Budget - FY 2011/12**  
**Department Budget Summary**  
**All Funds by Object Account**

**DEPARTMENT**

Expenditure Object Account	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Adopted	Percent Change From Prior Year
<b>All Funds</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	554,532	573,265	516,283	459,178	389,083	375,622	-18.20%
Salaries, Temporary	70,476	76,805	70,959	65,000	76,100	63,978	-1.57%
Salaries, Overtime	11,051	3,353					
Leave Pay Outs		6,086	10,027				
Benefits	196,963	179,175	177,263	140,923	124,299	135,755	-3.67%
<b>PERSONAL SERVICES</b>	<b>833,023</b>	<b>838,685</b>	<b>774,533</b>	<b>665,101</b>	<b>589,481</b>	<b>575,356</b>	<b>-13.49%</b>
<b>OPERATING EXPENSES</b>							
Utilities			(341)				
Equipment and Supplies	110,890	66,615	70,853	36,600	41,598	42,600	16.39%
Repairs and Maintenance				4,000	4,000	5,000	25.00%
Conferences and Training	9,476	6,657	3,391	5,000	5,000		-100.00%
Professional Services	2,670	162,012	4,816	224,900	236,660	39,081	-82.62%
Other Contract Services	12,817	3,118	7,734	81,000	81,000	39,000	-51.85%
Expense Allowances	6,046	6,023	6,023	6,000	6,000	6,000	0.00%
Other Expenses	732	737	718	1,000	1,000	500	-50.00%
<b>OPERATING EXPENSES</b>	<b>142,630</b>	<b>245,162</b>	<b>93,194</b>	<b>358,500</b>	<b>375,258</b>	<b>132,181</b>	<b>-63.13%</b>
<b>CAPITAL EXPENDITURES</b>							
Equipment	16,183						
<b>CAPITAL EXPENDITURES</b>	<b>16,183</b>						
<b>Grand Total</b>	<b>991,835</b>	<b>1,083,846</b>	<b>867,727</b>	<b>1,023,601</b>	<b>964,739</b>	<b>707,537</b>	<b>-30.88%</b>
General Fund	991,835	1,083,846	867,727	1,023,601	964,739	707,537	-30.88%
<b>Grand Total</b>	<b>991,835</b>	<b>1,083,846</b>	<b>867,727</b>	<b>1,023,601</b>	<b>964,739</b>	<b>707,537</b>	<b>-30.88%</b>
<b>Personnel Summary</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>



**City Clerk**  
**Adopted Budget - FY 2011/12**  
**Department Budget Summary**  
**General Fund by Object Account**

**DEPARTMENT**

Object Account	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Adopted	Percent Change From Prior Year
<b>General Fund</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	554,532	573,265	516,283	459,178	389,083	375,622	-18.20%
Salaries, Temporary	70,476	76,805	70,959	65,000	76,100	63,978	-1.57%
Salaries, Overtime	11,051	3,353					
Leave Payouts		6,086	10,027				
Benefits	196,963	179,175	177,263	140,923	124,299	135,755	-3.67%
<b>PERSONAL SERVICES</b>	<b>833,023</b>	<b>838,685</b>	<b>774,533</b>	<b>665,101</b>	<b>589,481</b>	<b>575,355</b>	<b>-13.49%</b>
<b>OPERATING EXPENSES</b>							
Utilities			(341)				
Equipment and Supplies	110,890	66,615	70,853	36,600	41,598	42,600	16.39%
Repairs and Maintenance				4,000		5,000	
Conferences and Training	9,476	6,657	3,391	5,000	5,000		-100.00%
Professional Services	2,670	162,012	4,816	224,900	236,660	39,081	-82.62%
Other Contract Services	12,817	3,118	7,734	81,000	85,000	39,000	-51.85%
Expense Allowances	6,046	6,023	6,023	6,000	6,000	6,000	
Other Expenses	732	737	718	1,000	1,000	500	-50.00%
<b>OPERATING EXPENSES</b>	<b>142,630</b>	<b>245,162</b>	<b>93,194</b>	<b>358,500</b>	<b>375,258</b>	<b>132,181</b>	<b>-63.13%</b>
<b>CAPITAL EXPENDITURES</b>							
Equipment	16,183						
<b>CAPITAL EXPENDITURES</b>	<b>16,183</b>						
<b>Total</b>	<b>991,835</b>	<b>1,083,846</b>	<b>867,727</b>	<b>1,023,601</b>	<b>964,739</b>	<b>707,536</b>	<b>-30.88%</b>
<b>Personnel Summary</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>



**City Clerk**  
**Adopted Budget - FY 2011/12**  
**Department Budget Summary**  
**General Fund Division by Object Account**

**DIVISION**

Expenditure Object Account	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Adopted	Percent Change From Prior Year
<b>Administration, Public Support &amp; Elections</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	554,532	573,265	516,283	459,178	389,083	375,622	-18.20%
Salaries, Temporary	70,476	76,805	70,959	65,000	76,100	63,978	-1.57%
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<b>PERSONAL SERVICES</b>	<b>833,023</b>	<b>838,685</b>	<b>774,533</b>	<b>665,101</b>	<b>589,481</b>	<b>575,356</b>	<b>-13.49%</b>
<b>OPERATING EXPENSES</b>							
Utilities			(341)				
Equipment and Supplies	110,890	66,615	70,853	36,600	41,598	42,600	16.39%
Repairs and Maintenance				4,000	4,000	5,000	
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Other Expenses	732	737	718	1,000	1,000	500	-50.00%
<b>OPERATING EXPENSES</b>	<b>142,630</b>	<b>245,162</b>	<b>93,194</b>	<b>358,500</b>	<b>375,258</b>	<b>132,181</b>	<b>-63.13%</b>
<b>CAPITAL EXPENDITURES</b>							
Equipment	16,183						
<b>CAPITAL EXPENDITURES</b>	<b>16,183</b>						
<b>Total</b>	<b>991,835</b>	<b>1,083,846</b>	<b>867,727</b>	<b>1,023,601</b>	<b>964,739</b>	<b>707,537</b>	<b>-30.88%</b>

**Significant Changes**

As part of cost reduction measures the Conferences and Training budget has been eliminated. The Professional Services budget has decreased by \$185,819 as the FY 2010/11 budget included election costs. Also as part of cost reduction measures, Other Contract Services has been reduced by \$42,000. This includes minimizing upgrades to record keeping, agenda and live streaming programs. The Temporary Salaries budget has also been reduced.

Permanent Personnel	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 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	2.00	2.00	2.00	0.00
Deputy City Clerk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Assistant I	2.00	2.00	2.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>



**City Clerk**  
**Adopted Budget - FY 2011/12**  
**Department Budget Summary**  
**All Funds by Business Unit**

**BUSINESS UNITS**

Division / Business Unit	FY 2007/08 Actual	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Adopted	FY 2010/11 Revised	FY 2011/12 Adopted	Percent Change From Prior Year
<b>CLK City Clerk</b>							
<b>ADM Administration</b>							
10010101 City Clerk Admin	987,276	1,083,846	867,727	1,023,601	964,739	707,537	-30.88%
10010301 Records Management	4,559						
<b>ADM Administration</b>	<b>991,835</b>	<b>1,083,846</b>	<b>867,727</b>	<b>1,023,601</b>	<b>964,739</b>	<b>707,537</b>	-30.88%
General Fund	991,835	1,083,846	867,727	1,023,601	964,739	707,537	-30.88%
<b>Grand Total</b>	<b>991,835</b>	<b>1,083,846</b>	<b>867,727</b>	<b>1,023,601</b>	<b>964,739</b>	<b>707,537</b>	-30.88%