



*City of Huntington Beach*  
*City Clerk*  
*Proposed Budget – FY 2012/13*

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, Public Financing Authority, Successor Agency, Housing Authority, and Oversight Board; 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.

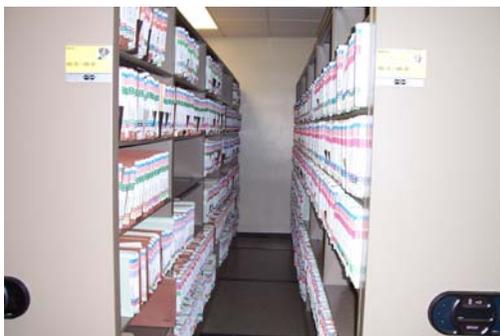
## Administration Division

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 resolutions and ordinances, and facilitates the recordation of agreements, deeds, and other official documents, and codifies ordinances into the Municipal and/or Zoning Code.



- 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
- Public records requests from the public and staff processed and provided in accordance with California law
- Provides general support to the City Council, departments, and the public for bid openings and liability claims

## 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 in digital format on-line.

The City Clerk's Office continues to improve efficiency and customer service through utilization of SIRE Technologies' electronic document management system (EDMS), 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.



**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 City Clerk serves as the official Election Filing Officer as designated by the State of California and maintains Statement of Economic Interests Forms required of City elected officials and designated City employees and board and commission members. The City Clerk also receives and files campaign disclosure/Fair Political Practices Commission (FPPC) documents.



Henry E. Huntington

- 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 (FPPC) 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 members of the public 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
- Community outreach provided to encourage the public to utilize our Passport facility in order to capture fees for City services



The City's performance measure program is in its seventh year. Results for the past two fiscal years in addition to goals and objectives for FY 2012/13 are presented below.

	FY 2010/11 ACTUAL	FY 2011/12 ACTUAL	FY 2012/13 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	80%	90%	90%	
<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 and distribute passport application instructions and information.				Improve Internal and External Communication
<b>Measure:</b>				
# of community and service organization events attended	2	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%	100%	

**FY 2011/12 Accomplishments*****Administration and Records Management:***

- Maintained operations and delivered exceptional service with a 50% reduced workforce
- Scanned, indexed, labeled and filed to City Clerk Vault and electronic data management system (EDMS) approximately 26,700 pages of City Council records
- Continued to provide internal and external training for campaign disclosure (FPPC) and Statement of Economic Interests (SEI) 700 Form e-filing
- Administered 118 Statement of Economic Interests (SEI) Form 700 filings through NetFile's hosted application online
- Received approximately 173,000 page views by 6,935 Public Records Search users
- Updated Council-approved Citywide Records Retention Policy and hosted a Citywide class to ensure City departments were adhering to policy guidelines for records retention and destruction then sponsored a paper shredding event for City departments resulting in nine tons of paper records inventoried, approved for destruction, shredded and recycled
- Tested and deployed SIRE Technologies 6.0 Upgrade to *FileCenter* and *Capture* electronic data management system (EDMS) applications
- Electronically recorded over 100 City documents with the County of Orange Recorder's Office
- Created informational "Welcome" PowerPoint presentation for public viewing prior to City Council meetings
- Promotional "Office of the City Clerk" Video produced for Public Cable Television Programming and posted on the City Clerk webpage
- Interviewed for HBTv-3 program on the history of Huntington Beach and online access to historical photographs
- Completed scanning into SIRE permanent code amendment books dated 1959 through 1988 (approximately 15,000 pages)
- Worked with City Historian to collect, scan, and index photos of Mayors from 1909 to present

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

- Codified and published 100% of 17 Municipal and Zoning Code updates on effective date (approximately 200 pages)
- Administered production of 22 regular and 7 special meeting agenda packets (approximately 11,000 pages) in the SIRE *AgendaPlus* Workflow application; electronically distributed information to Council and staff (via iAnnotate software and iPad computers) and the public (via City webpage)
- Created Administrative Regulation 607 - e-Packet (iPad) Policy
- Continued to provide internal training for Request for Council Action (RCA) production within the *AgendaPlus* Workflow

- Tested and deployed SIRE 6.0 Upgrade to *AgendaPlus* Workflow application
- Began publishing Public Hearing notices, Ordinances and Supplemental Communications on the City Clerk's webpage to promote open government

***Elections:***

- Received, filed, redacted and posted campaign disclosure documentation for 26 active (candidate, all purpose, general, and political action) committees
- Presented at the Chamber of Commerce Candidate Institute 4-week series
- Hosted FPPC Filing Officer seminar that brought in 28 Cities' staff for training

***Passport Acceptance:***

- Recertified eight agents in response to new process requirements implemented by the U.S. Department of State
- Processed approximately 3,300 applications and 2,400 passport photos resulting in General Fund revenue of approximately \$106,500
- Expanded advertising by providing brochures to local retailers; designed, produced and displayed posters at bus shelter locations citywide; placed promotional postcards in books checked out at the Central Library; posted promotional coupon for discounted passport photo fee on varied Internet locations; collaborated with SurfCity Savings to develop a promotional Passport Services webpage and videotaped 30-second public service announcement for HBTv-3

***Training:***

- One staff member received certification for attending an eight-week Election Academy sponsored by the Orange County Registrar of Voters
- One staff member attended City Clerk's Nuts and Bolts Workshop in Brea, California in pursuit of CMC certification
- Trained and recertified eight agents in response to new process requirements implemented by the U.S. Department of State
- Four staff members attended the League of California Cities' City Clerk's New Law & Election Seminar in Long Beach

***Outreach:***

- Attended events to promote voter registration and the City's Passport Facility
- Spoke at various Chamber of Commerce, nonprofit and business events

**FY 2012/13 Goals**

- Continue imaging of historical records for online accessibility to the public
- Continue public outreach efforts to promote open government and transparency
- Continue expansion of advertising to increase passport revenue
- Implement electronic signature practices in SIRE's *AgendaPlus* Workflow application
- Implement SIRE *Retention Manager* software
- Implement SIRE *Agenda Wrap Up* software
- Quality-control approximately 5,000 deed records and 3,000 professional service agreements; apply electronic retention
- Successfully manage the nomination/election process for City Council, City Clerk, and City Treasurer for the November 6, 2012 General Municipal Election
- Implement new, more user-friendly electronic Request for Council Action (RCA) form



**City Clerk**  
**Proposed Budget - FY 2012/13**  
**Department Budget Summary**  
**All Funds by Object Account**

**DEPARTMENT**

<b>Expenditure Object Account</b>	<b>FY 2008/09 Actual</b>	<b>FY 2009/10 Actual</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011/12 Adopted</b>	<b>FY 2011/12 Revised</b>	<b>FY 2012/13 Proposed</b>	<b>Percent Change From Prior Year</b>
<b>All Funds</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	573,265	516,283	371,466	375,622	375,622	401,787	6.97%
Salaries, Temporary	76,805	70,959	68,697	63,978	70,978	64,012	0.05%
Salaries, Overtime	3,353		313		2,000	3,000	100.00%
Leave Pay Outs	6,086	10,027	14,342				
Benefits	179,175	177,263	123,473	135,755	135,755	136,840	0.80%
<b>PERSONAL SERVICES</b>	<b>838,685</b>	<b>774,533</b>	<b>578,291</b>	<b>575,356</b>	<b>584,356</b>	<b>605,639</b>	<b>5.26%</b>
<b>OPERATING EXPENSES</b>							
Utilities		(341)					
Equipment and Supplies	66,615	70,853	36,845	42,600	42,630	43,325	1.70%
Repairs and Maintenance				5,000	5,000	5,000	0.00%
Conferences and Training	6,657	3,391	2,810		550		
Professional Services	162,012	4,816	129,540	39,081	41,841	203,121	419.74%
Other Contract Services	3,118	7,734	44,717	39,000	55,310	39,000	0.00%
Expense Allowances	6,023	6,023	6,023	6,000	6,000	6,000	0.00%
Other Expenses	737	718	47	500	500	500	0.00%
<b>OPERATING EXPENSES</b>	<b>245,162</b>	<b>93,194</b>	<b>219,981</b>	<b>132,181</b>	<b>151,831</b>	<b>296,946</b>	<b>124.65%</b>
<b>Grand Total(s)</b>	<b>1,083,846</b>	<b>867,727</b>	<b>798,272</b>	<b>707,537</b>	<b>736,187</b>	<b>902,585</b>	<b>27.57%</b>
General Fund	1,083,846	867,727	798,272	707,537	736,187	902,585	27.57%
<b>Grand Total(s)</b>	<b>1,083,846</b>	<b>867,727</b>	<b>798,272</b>	<b>707,537</b>	<b>736,187</b>	<b>902,585</b>	<b>27.57%</b>
<b>Personnel Summary</b>	<b>8.00</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>



**City Clerk**  
**Proposed Budget - FY 2012/13**  
**Department Budget Summary**  
**General Fund by Object Account**

**DEPARTMENT**

Object Account	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Adopted	FY 2011/12 Revised	FY 2012/13 Proposed	Percent Change From Prior Year
<b>General Fund</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	573,265	516,283	371,466	375,622	375,622	401,787	6.97%
Salaries, Temporary	76,805	70,959	68,697	63,978	70,978	64,012	0.05%
Salaries, Overtime	3,353		313		2,000	3,000	100.00%
Leave Payouts	6,086	10,027	14,342				
Benefits	179,175	177,263	123,473	135,755	135,755	136,840	0.80%
<b>PERSONAL SERVICES</b>	<b>838,685</b>	<b>774,533</b>	<b>578,291</b>	<b>575,356</b>	<b>584,356</b>	<b>605,639</b>	<b>5.26%</b>
<b>OPERATING EXPENSES</b>							
Utilities		(341)					
Equipment and Supplies	66,615	70,853	36,845	42,600	42,630	43,325	1.70%
Repairs and Maintenance				5,000	5,000	5,000	0.00%
Conferences and Training	6,657	3,391	2,810		550		
Professional Services	162,012	4,816	129,540	39,081	41,841	203,121	419.74%
Other Contract Services	3,118	7,734	44,717	39,000	55,310	39,000	0.00%
Expense Allowances	6,023	6,023	6,023	6,000	6,000	6,000	0.00%
Other Expenses	737	718	47	500	500	500	0.00%
<b>OPERATING EXPENSES</b>	<b>245,162</b>	<b>93,194</b>	<b>219,981</b>	<b>132,181</b>	<b>151,831</b>	<b>296,946</b>	<b>124.65%</b>
<b>Total</b>	<b>1,083,846</b>	<b>867,727</b>	<b>798,272</b>	<b>707,537</b>	<b>736,187</b>	<b>902,585</b>	<b>27.57%</b>
<b>Personnel Summary</b>	<b>8.00</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>



**City Clerk**  
**Proposed Budget - FY 2012/13**  
**Department Budget Summary**  
**General Fund Division by Object Account**

**DIVISION**

Expenditure Object Account	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Adopted	FY 2011/12 Revised	FY 2012/13 Proposed	Percent Change From Prior Year
<b>Administration, Public Support, &amp; Elections</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	573,265	516,283	371,466	375,622	375,622	401,787	6.97%
Salaries, Temporary	76,805	70,959	68,697	63,978	70,978	64,012	0.05%
Salaries, Overtime	3,353		313		2,000	3,000	100.00%
Leave Pay Outs	6,086	10,027	14,342				
Benefits	179,175	177,263	123,473	135,755	135,755	136,840	0.80%
<b>PERSONAL SERVICES</b>	<b>838,685</b>	<b>774,533</b>	<b>578,291</b>	<b>575,356</b>	<b>584,356</b>	<b>605,639</b>	<b>5.26%</b>
<b>OPERATING EXPENSES</b>							
Utilities		(341)					
Equipment and Supplies	66,615	70,853	36,845	42,600	42,630	43,325	1.70%
Repairs and Maintenance				5,000	5,000	5,000	0.00%
Conferences and Training	6,657	3,391	2,810		550		
Professional Services	162,012	4,816	129,540	39,081	41,841	203,121	419.74%
Other Contract Services	3,118	7,734	44,717	39,000	55,310	39,000	0.00%
Expense Allowances	6,023	6,023	6,023	6,000	6,000	6,000	0.00%
Other Expenses	737	718	47	500	500	500	0.00%
<b>OPERATING EXPENSES</b>	<b>245,162</b>	<b>93,194</b>	<b>219,981</b>	<b>132,181</b>	<b>151,831</b>	<b>296,946</b>	<b>124.65%</b>
<b>Total</b>	<b>1,083,846</b>	<b>867,727</b>	<b>798,272</b>	<b>707,537</b>	<b>736,187</b>	<b>902,585</b>	<b>27.57%</b>

**Significant Changes**

As part of budget reductions for FY 2012/13 the City Clerk's Office has eliminated contracted minutes preparation for the City Council, Housing Authority, and Successor Agency. The increase in Permanent Salaries is to cover the City Council approved compensation adjustment for the Assistant City Clerk position. This increased cost was offset by a reduction in Operating Expenses. Also in FY 2012/13, \$195,000 has been added to Professional Services to cover costs associated with the November 2012 election. The one-time election cost leads to a 27% increase in the City Clerk's budget for FY 2012/13, without this appropriation, the City Clerk's operating budget has been reduced by 22%.

Permanent Personnel	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Adopted	FY 2011/12 Revised	FY 2012/13 Proposed	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	2.00	2.00	2.00	2.00	0.00
Office Assistant I	2.00	2.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>



**City Clerk**  
**Proposed Budget - FY 2012/13**  
**Department Budget Summary**  
**All Funds by Business Unit**

**BUSINESS UNITS**

Division / Business Unit	FY 2008/09 Actual	FY 2009/10 Actual	FY 2010/11 Actual	FY 2011/12 Adopted	FY 2011/12 Revised	FY 2012/13 Proposed	Percent Change From Prior Year
<b>CLK City Clerk</b>							
<b>ADM Administration</b>							
10010101 City Clerk Admin	1,083,846	867,727	798,272	707,537	736,187	707,585	0.01%
10010201 Elections						195,000	100.00%
<b>ADM Administration</b>	<b>1,083,846</b>	<b>867,727</b>	<b>798,272</b>	<b>707,537</b>	<b>736,187</b>	<b>902,585</b>	<b>27.57%</b>
General Fund	1,083,846	867,727	798,272	707,537	736,187	902,585	27.57%
<b>Grand Total(s)</b>	<b>1,083,846</b>	<b>867,727</b>	<b>798,272</b>	<b>707,537</b>	<b>736,187</b>	<b>902,585</b>	<b>27.57%</b>

**INTENTIONALLY  
LEFT  
BLANK**