



*City of Huntington Beach
City Clerk
Proposed Budget – FY 2009/10*

City Clerk

ADMINISTRATION/
PUBLIC SUPPORT

ELECTIONS

RECORDS MANAGEMENT

Assistant City Clerk
Senior Deputy City Clerk (2)
Office Assistant I

Office Assistant I

Senior Deputy City Clerk (2)



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 City Council regular, adjourned, and special meetings and this office will soon deploy 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 can 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 City's official custodian of records and preserves and maintains in protective custody all documents certifying City Council actions. 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, and many other vital records such as the vast collection of historical photographs to share with anyone interested in City history.



The City Clerk's Office continues to enhance efficiency and customer service through utilization of SIRE Technologies electronic document imaging and management system, designed to store electronic records within indexed cabinets that are easy to access, decreasing the amount of time for 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

The City Clerk's Office conducts all municipal elections, processes candidates for elective office, and informs the public of election matters. Citizens may register to vote at 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 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.



- Responds to requests for Campaign Disclosure and Statement of Economic Interest Forms
- 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 website
- Staff is trained in election techniques and is responsible for preparing campaign instruction booklets for candidates during election years
- Provides community outreach for voter registration at public events
- Serves as an early voting location for municipal elections

Passport Acceptance Facility

The City Clerk's Office is designated by the U.S. Department of State, Bureau of Consular Affairs, as an authorized Passport Acceptance Facility at which citizens can obtain passport services from courteous and efficient agents. Our facility offers a convenient location for members of the community to submit passport applications and utilize passport photograph services.



- Processes passport applications
- Provides 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 fourth year. Results for the past two fiscal years in addition to goals and objectives for FY 2009/10 are presented below.

	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 BUDGET	Strategic Plan Goal
Goal:				
1. Draft, present for approval, and publish 75% of City Council meeting minutes to be available 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	93%	75%	75%	
Goal:				
2. Be represented at least two community/service organization events in the City of Huntington Beach to engage in voter outreach, registration, and information activities.				Improve Internal and External Communication
Measure:				
# of community/service organization attended	9	7	2	
Goal:				
3. Codify 95% of municipal and 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
Proposed Budget - FY 2009/10
Department Budget Summary
All Funds by Object Account



DEPARTMENT

Expenditure Object Account	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Adopted	FY 2008/09 Revised	FY 2009/10 Proposed	Percent Change From Prior Year
PERSONAL SERVICES							
Salaries, Permanent	388,117	420,110	554,531	567,789	567,788	589,617	3.84%
Salaries, Temporary	60,879	61,067	70,476	66,500	66,500	70,000	5.26%
Salaries, Overtime	6,087	10,964	11,051	13,000	4,000		-100.00%
Benefits	167,329	173,961	196,963	205,318	205,318	201,787	-1.72%
PERSONAL SERVICES	622,412	666,102	833,021	852,607	843,606	861,404	1.03%
OPERATING EXPENSES							
Utilities	155						
Equipment and Supplies	96,090	70,223	110,890	66,700	118,299	32,661	-51.03%
Conferences and Training	11,957	25,382	9,476	15,000	7,000	4,000	-73.33%
Professional Services	12,425	128,793	2,670	208,511	205,521	500	-99.76%
Other Contract Services	3,664	9,701	12,817	20,000	7,369	50,500	152.50%
Expense Allowances	5,958	6,000	6,046	6,000	6,000	6,000	0.00%
Other Expenses	472	364	732	1,000	1,000	1,000	0.00%
OPERATING EXPENSES	130,721	240,463	142,631	317,211	345,189	94,661	-70.16%
CAPITAL EXPENDITURES							
Equipment	74,881		16,183				
CAPITAL EXPENDITURES	74,881		16,183				
Grand Total(s)	828,014	906,565	991,835	1,169,818	1,188,795	956,065	-18.27%
General Fund	828,014	906,565	991,835	1,169,818	1,188,795	956,065	-18.27%
Grand Total(s)	828,014	906,565	991,835	1,169,818	1,188,795	956,065	-18.27%
Personnel Summary	7.50	7.50	8.00	8.00	8.00	8.00	0.00



City Clerk
Proposed Budget - FY 2009/10
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Adopted	FY 2008/09 Revised	FY 2009/10 Proposed	Percent Change From Prior Year
Administration / Public Support							
PERSONAL SERVICES							
Salaries, Permanent	388,117	420,110	554,531	567,789	567,788	589,617	3.84%
Salaries, Temporary	60,879	61,067	70,476	66,500	66,500	70,000	5.26%
Salaries, Overtime	6,087	10,964	11,051	13,000	4,000		-100.00%
Benefits	167,329	173,961	196,963	205,318	205,318	201,787	-1.72%
PERSONAL SERVICES	622,412	666,102	833,021	852,607	843,606	861,404	1.03%
OPERATING EXPENSES							
Utilities	155						
Equipment and Supplies	96,090	70,223	110,890	66,700	118,299	32,661	-51.03%
Conferences and Training	11,957	25,382	9,476	15,000	7,000	4,000	-73.33%
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Expense Allowances	5,958	6,000	6,046	6,000	6,000	6,000	0.00%
Other Expenses	472	364	732	1,000	1,000	1,000	0.00%
OPERATING EXPENSES	130,721	240,463	142,631	317,211	345,189	94,661	-70.16%
CAPITAL EXPENDITURES							
Equipment	74,881		16,183				
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Administration	828,014	906,565	991,835	1,169,818	1,188,795	956,065	-18.27%

Significant Changes

Overtime has been eliminated in order to reduce expenditures due to current economic conditions. Benefits have decreased as a result of adjusting and redistributing the cost of workers' compensation, retiree medical, and retiree supplemental benefits on a citywide basis. Equipment and Supplies and Conferences and Training have been reduced as a result of streamlining operations to address lower revenues due to current economic conditions. Professional Services costs for FY 2008/09 were for election costs. Professional Services has been reduced this year as this is a non-election year. Other Contract Services are related to software licenses for Granicus and SIRE software applications, which have been reclassified from Equipment and Supplies and Professional Services.

Permanent Personnel	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Adopted	FY 2008/09 Revised	FY 2009/10 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	1.00	4.00	4.00	4.00	4.00	4.00	0.00
Deputy City Clerk	2.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Assistant I	2.50	1.50	2.00	2.00	2.00	2.00	0.00
Total	7.50	7.50	8.00	8.00	8.00	8.00	0.00



City Clerk
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Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

Division / Business Unit	FY 2005/06 Actual	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Adopted	FY 2008/09 Revised	FY 2009/10 Proposed	Percent Change From Prior Year
CLK City Clerk							
ADM Administration							
10010101 City Clerk Admin	466,274	882,772	987,276	1,169,818	1,188,795	956,065	-18.27%
10010401 Passport Services	94,572	4,164					
10010201 Elections	232,376	19,629	4,559				
10010301 Records Management	34,792						
ADM Administration	828,014	906,565	991,835	1,169,818	1,188,795	956,065	-18.27%
General Fund	828,014	906,565	991,835	1,169,818	1,188,795	956,065	-18.27%
Grand Total(s)	828,014	906,565	991,835	1,169,818	1,188,795	956,065	-18.27%

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