



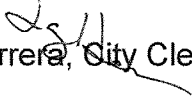
CITY CLERK DEPARTMENT
Long Beach, California

LARRY HERRERA
City Clerk

ADMINISTRATIVE DIVISION
Monique De La Garza
Administrative Officer

ELECTIONS BUREAU
Poonam Davis
City Clerk Bureau Manager

LEGISLATIVE BUREAU
Merianne Nakagawa
City Clerk Bureau Manager

Date: September 9, 2008
To: Mayor and Members of the City Council
From: Larry Herrera,  City Clerk
Subject: City Clerk Department FY 2009 Additional Budget Reduction

Background

This memorandum highlights the impact of reducing the City Clerk Department FY 2009 Budget by an additional \$176,391. With the required 10% reduction of \$285,308, the cumulative FY 2009 reduction for the City Clerk Department totals \$461,698 (15.6%). As a result, the City Clerk Department will be hard pressed to absorb additional costs or programs without either a re-prioritization of current functions or added budget appropriations.

The additional reduction is available for three reasons: first, in FY 2009 there is no scheduled district election; second, when the FY 2010 budget is developed, the City Clerk Department will budget for the necessary number of positions needed to administer a citywide election; and third, of the two full-time positions to be deleted, one position has been vacant for five of the last six fiscal years.

Historically, salary savings from the two vacant positions have been utilized to fund: overtime related to meetings of the City Council and meetings of City Clerk supported advisory committees; increased workload in administrative hearings mandated by the Municipal Code; employee development and training; support of the Charter Amendment Committee; development of the Boards and Commission Handbook; timely update of the City's Boards and Commission Roster; reduction in the backlog of Council authorized contracts; student internships; and Spanish interpreters for all regular meetings of the City Council. Without historical salary savings, the City Clerk Department's flexibility to support operating needs such as the foregoing examples will be limited.

Impact of Additional Reduction

I estimate that the additional reduction can be absorbed as long as the following realignment actions are taken:

- Migration of City Clerk supported advisory committees to Legistar, use of digital minutes, electronic distribution of agendas to members with email addresses, and on-line publication of agendas and minutes;

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- Transition of agenda responsibilities and Legistar functionality to department staff by December 31, 2008 (Belmont Shore Parking & Business Improvement Area Advisory Commission, Bixby Knolls Parking & Business Improvement Area Advisory Board, Board of Health & Human Services, Cultural Heritage Commission, Homeless Services Advisory Committee, Human Relations Commission, Long Beach Transit, Public Safety Advisory Commission, and the RDA);
- Electronic distribution of executed and conformed contracts to City Auditor and Financial Management Department;
- Funding of overtime only for meetings of the City Council and elimination of 1 unfunded Election Supervisor position in the event that there is not a Special Election in FY 2009;
- Distribution of 1 Council agenda packet to the Mayor and City Council (10 packets), City Manager (4 packets), City Attorney (1 packet), City Auditor (1 packet), Press Telegram (1 packet) and the Long Beach Business Journal (1 packet), thereby reducing packet distribution from 35 to 18;
- Adoption of a lunch-hour and vacation coverage schedule for public counter support in the City Clerk Department;
- Cue processing of public records requests via the City Attorney, with an increase in response time up to 24 days;
- Cue processing of departmental record center and public counter document requests, with an increase in response time from 2 days to 8 days.

I support the Budget Oversight Committee's prioritization to restore our \$37,000 appropriation for the cost of Spanish interpreters for regular meetings of the City Council; and I also stand ready to respond to any questions that you might have concerning the impact of additional \$176,391 reduction.

Cc: Pat West, City Manager
Suzanne Frick, Assistant City Manager
Robert Shannon, City Attorney
Heather Mahood, Assistant City Attorney
Laura Doud, City Auditor
James Johnson, Assistant City Auditor
Dennis Thys, Community Development Director
Craig Beck, Development Services Director
Ron Arias, Health and Human Services Director
Anthony Batts, Chief of Police
Lori Ann Farrell, Financial Management Director
Larry Jackson, Long Beach Transit