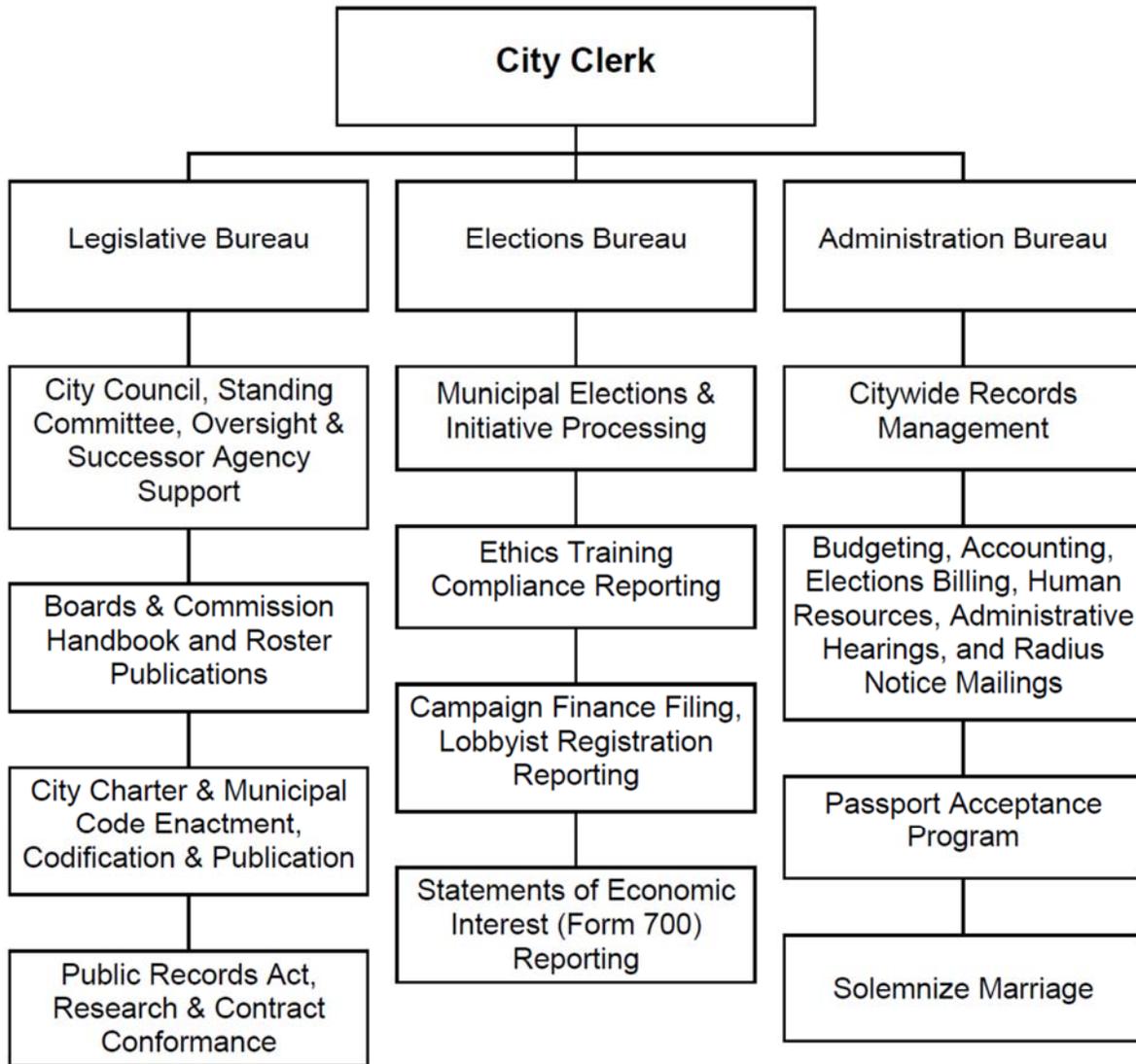


# City Clerk



## Mission Statement

The Office of the City Clerk is committed to pursuing excellence through trust, respect, caring, and by being accountable, transparent, and responsible, by following these guiding principles: Provision of accessible legislative services to all, including the obligation to inform and notify the public; Conducting all elections in an efficient and accurate manner and as mandated by law; Recording and maintaining official City government documents in a manner that promotes security and ease of retrieval.

# Department Overview

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The Office of the City Clerk is organized into three functional units:

## **Administration**

This unit is responsible for management and coordination of Department operations related to budgeting, accounting, payroll, human resources, employee development, internal communications and City safety programs. This unit coordinates the development of the annual budget, billing for LBUSD and LBCCD elections, provides support to other managers regarding human resources, maintains the employee orientation and development program, and supports development and monitoring of the Department budget reduction measures. This unit also solemnizes marriages, coordinates the scheduling, newspaper noticing, and assignment of administrative hearing officer, including issuance of all radius notice mailings as required by the Municipal Code.

This unit administers the citywide records retention and destruction program for 23 City Departments. This includes the management of 8,139 permanent boxes and 13,257 temporary boxes located in on-site and off-site storage locations. The Records Center also assists departments in identification, evaluation, protection and retrieval of records to satisfy legal requirements; and ongoing operations.

Furthermore, this unit provides supervision of “front office”, telephone, and Internet services to all customers seeking agendas, minutes, reports, the City Charter, Municipal Code and passport processing services.

## **Legislative**

Consistent with the provisions of California’s public meeting laws and the Public Records Act, this unit is responsible for the transparent presentation and retention of the City’s legislative agendas, reports, videos, and minutes that present and archive the decisions, laws, and policies of the City Council and other public boards. The unit assembles and distributes all documents related to the presentation and deliberations of policy and program issues as reported upon and recommended by the City Manager, City Attorney, City departments and the public.

This unit is also responsible for the preparation of agendas, posting and publishing public notices as required by law, recording of actions, attests to bonds, acceptance of damage claims and subpoenas, and the retrieval of permanent records. In support of the City Manager Department, this unit also provides post-meeting City Manager Status reports immediately after each regular meeting of the City Council.

This unit also provides support to City departments by processing and of indexing all contract documents filed with the City Clerk. In addition, this unit is responsible for maintenance and updating of the Boards and Commissions Roster as well as updating of the Boards and Commissions Handbook.

## **Elections**

This unit is responsible for the management and conduct of City, school district and community college district elections comprising 23 elected offices and approximately 260,000 registered voters.

Other responsibilities include: processing of initiatives, referendums, and recall petitions; the import and verification of voter registration data from the Los Angeles County Registrar-Recorder/County Clerk; design and maintenance of precinct and district boundaries; identification and assessment of polling places in compliance with the California Secretary of State Polling Place Accessibility Checklist; recruitment and training of elections officers including bilingual poll workers; maintenance and testing of vote tally equipment in compliance with Secretary of State and federal certification requirements; development and publishing of the Official Sample Ballot Booklets and official ballots; distribution and processing of Vote-By-Mail Ballot Applications and petitions and implementation of voter outreach and education programs. The unit also manages candidate, lobbyist, and campaign finance filings, the Campaign Matching Fund Program, compliance monitoring of the Form 700 Statements of Economic interest in compliance with State law involving approximately 960 filers

# **Accomplishments, Challenges and Opportunities**

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## **Administration Bureau Accomplishments**

- Processed 405 passport applications for the Fiscal Year 2018.
- Successfully recruited 20 election interns from Cal State Long Beach, Long Beach City College and Pacific Gateway for all 2018 election activities.
- Implemented a call logging system from Asset Shadow, for the Primary Nominating Election (PNE).
- Completed training at Los Angeles County Registrar Recorder/County Clerks office for the AskEd application, a call logging system, to assist the county for the General Municipal Election (GME).
- Participated in the RFP process with the Technology and Innovation Department for a citywide records management system.
- Administered annual Record Center archival, destruction and retrieval involving approximately 2,100 file/box transactions.
- Converted paper stored historical City contracts, Deeds and City Council agendas and staff reports and Ordinances and Resolutions to a digital format for export to the citywide records management system.
- Performed 105 civil marriage ceremonies as authorized by AB 1525.
- Promoted from within to fill the vacant Executive Assistant position.
- Provided City-wide Records Training to assist City staff with their records management responsibilities to comply with current laws and other administrative guidelines.

## **Legislative Bureau Accomplishments**

- Provided effective meeting support of City Council, standing committees and assigned advisory committee meetings.
- Continued streamlined publication of the City Charter and Municipal Code information management system in order to enhance the timeliness of printed supplements and online availability on the Internet and via the City Clerk e-Book Library.
- Continued to conduct training for City Council and City departmental staff relative to City Council and standing committee agenda process, as well as use of the City's Legislative Information Management System (LIMS).
- Continued the administration, training and operation of Granicus Legistar software for use by other City departments and subscriber advisory committees, including the Parks and Recreation Commission, the Long Beach Transit Board, and the Board of Harbor Commissioners.
- Successfully generated 1931 legislative documents such as agendas, reports, contracts, ordinances, resolutions, public hearings, and city manager status reports.
- Successfully conformed 983 City contracts.

## **Elections Bureau Accomplishments**

- Successful conduct of the April 10, 2018 Primary Nominating Election for Office of the Mayor, Council Districts 3, 5, 7, and 9; LBUSD Districts 3 and LBCCD Districts 1 as prescribed by the City Charter and State Elections Code.
- Successfully coordinated one ballot measure and two run-off races on June 5, 2018 General Municipal Election ballot with the Los Angeles County Registrar-Recorder/County Clerk.

# Accomplishments, Challenges and Opportunities

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- Administered Elections Code requirements for the acceptance processing and certification of two proposed initiatives: Recall of the Second District Councilmember and the Hotel Workplace Requirements and Restrictions.
- Partnered with the Long Beach Airport Department to retain the use of an existing City facility to be used as the centralized election supply assembly, distribution and collection center for 2018 Primary Nominating Election.
- Successfully trained over 1,000 poll workers, inspectors and precinct coordinators for the April 10, 2018 Primary Nominating Election.
- Successful implementation of civic engagement activities promoting voting and elections including National Voter Registration Day, Student Mock Elections, and Election Day activities.
- Scheduled four staff members to attend CACEO annual conference focused on California Elections.
- Monitored and achieved 98 percent of AB 1234 biennial ethics training compliance for all appointed members to City boards and commissions.
- Successful administration of form 700 e-filing with 92 percent on-time filing due on April 1, 2018. Form 700 – Statement of Economic Interests (SEI) Program – promotes an enhanced level of citywide monitoring and compliance by a SEI software program that has created efficiencies in the administration of the State mandated SEI program for the City Clerk Department (filing official), City department staff (filing officers) and filers (City Council, City staff, committee appointees and contract consultants).
- Served as the City of Long Beach representative to the Los Angeles County Registrar/Recorder County Clerk, Voting Systems Assessment Project Advisory Committee.
- Political Reform Act Biennial Code Review - The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended. The goal is to determine if positions need to be added or deleted, if position titles have changed and if the disclosure categories should be revised for any positions. Completed State mandated citywide biennial code review by October 2018.

## **Challenges**

- Continuing the expansion of the Legislative Information Management System to City departments and interested advisory boards and commissions.
- Successful preparation and execution of digitizing all historical records in preparation for the move to the new Civic Center.
- Maintaining full compliance with biennial AB 1234 ethics training requirements for members of the City Council and members of advisory boards and commissions.
- Comply with Elections Code requirements for the consolidation of voter initiatives (and/or City sponsored ballot measures, if necessary) to be voted upon as a part of the November 6, 2018, Election, as well as the coordination of arguments in support or opposition to measures.

## **Opportunities**

- Continue training employees in the use of existing integrated information systems to increase efficiency and transparency.
- Expansion of civic engagement programs that promote civic participation at all levels.

## Financial Summary by Category

	Actual FY 17	Adopted* FY 18	Adjusted** FY 18	Adopted* FY 19
<b>Revenues:</b>				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	(9)	-	-	-
Revenue from Other Agencies	4,388	-	-	-
Charges for Services	1,814	450	450	900
Other Revenues	45,401	386,000	386,000	37,000
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	3,293	5,000	5,000	5,000
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
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<b>Total Revenues</b>	<b>54,888</b>	<b>391,450</b>	<b>391,450</b>	<b>42,900</b>
<b>Expenditures:</b>				
Salaries, Wages and Benefits	1,632,457	2,152,277	2,124,803	2,158,604
Overtime	6,246	20,730	20,730	20,730
Materials, Supplies and Services	898,863	2,981,149	2,981,149	1,052,149
Internal Support	216,459	228,487	228,487	251,892
Capital Purchases	6,000	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	-	-	-	-
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<b>Total Expenditures</b>	<b>2,760,025</b>	<b>5,382,642</b>	<b>5,355,168</b>	<b>3,483,375</b>
<b>Personnel (Full-time Equivalents)</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>

\* Amounts exclude all-years carryover. See budget ordinance in the back of this document.

\*\* Amounts as published in the FY 19 Proposed Budget released July 3, 2018.



## Key Contacts

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