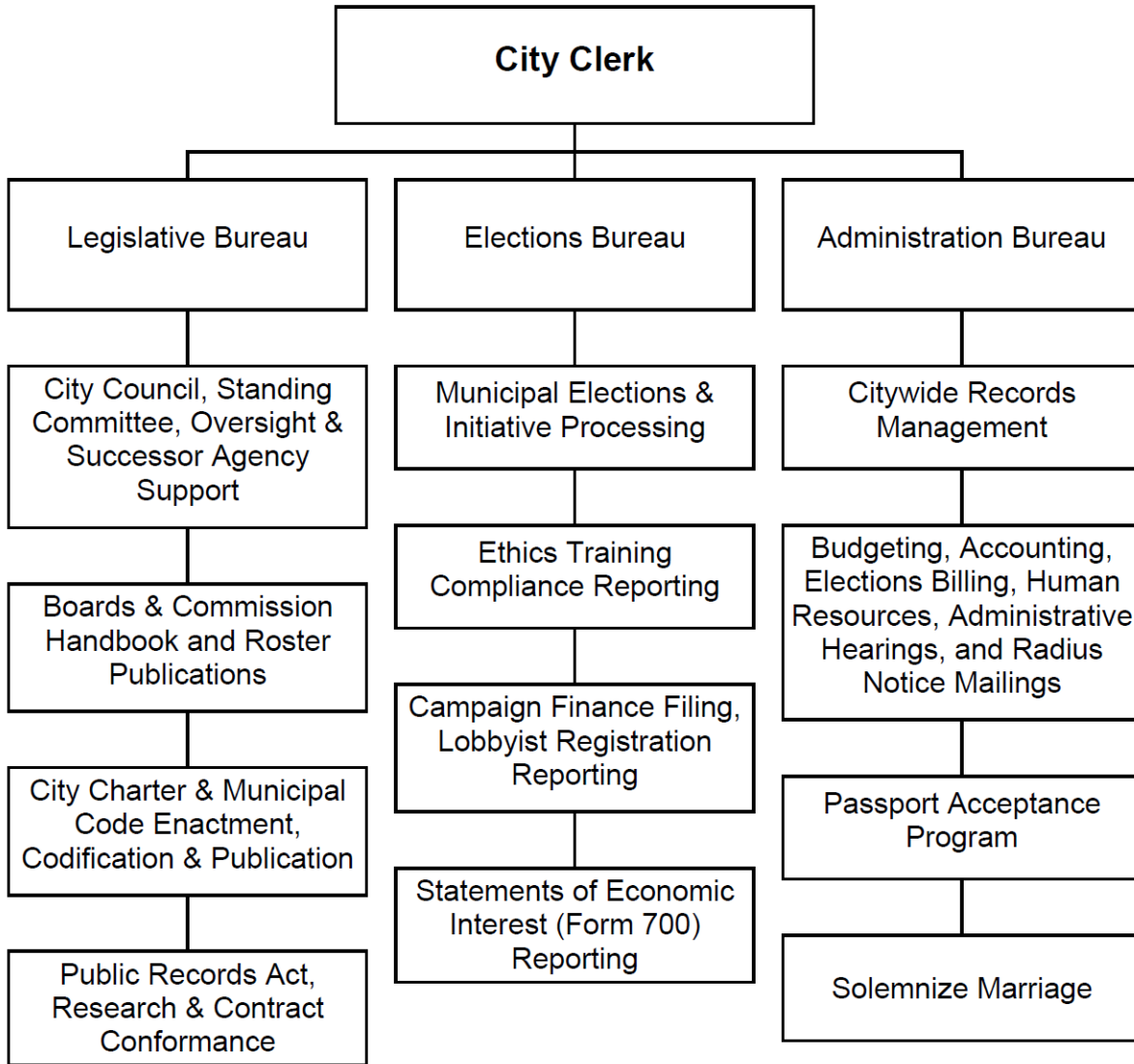


City Clerk



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

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 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 9,200 permanent boxes and 11,646 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 coordination and consolidation with the Los Angeles County Registrar-Recorder/County Clerk of City elections comprising 13 elected offices and approximately 262,000 registered voters.

Other responsibilities include: processing of initiatives, referendums, and recall petitions; 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.

Administration Bureau Accomplishments

- Processed 462 passport applications for the Fiscal Year 2019.
- Successfully hired 2 City Clerk Assistants and 1 Clerk II.

Accomplishments, Challenges and Opportunities

- Processed the destruction of 1,146 boxes within City Hall.
- Completed the destruction of 3,766 boxes at Iron Mountain off-site storage.
- Completed the transfer of 916 boxes.
- Updated the Records Retention Schedule for Long Beach Police Department and City Attorney's Office.
- Met with City departments to discuss scanning of departmental records and facilitated scanning projects between the scanning vendors and departments. We also met with their respective bureaus within the larger departments
- 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 67 civil marriage ceremonies as authorized by AB 1525.
- Provided City-wide Records Training to assist City staff with their records management responsibilities to comply with current laws and other administrative guidelines.
- Restoration preservation efforts containing City of Long Beach ordinances, resolutions and minutes ranging from March 2, 1888 to June 28, 1897.

Legislative Bureau Accomplishments

- Provide support staffing for administrative and management functions of the Ethics Commission.
- 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 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 Water Commissioners.
- Successfully generated 1,000 legislative documents such as agendas, reports, contracts, ordinances, resolutions, public hearings, and city manager status reports.
- Successfully conformed 491 City contracts.

Elections Bureau Accomplishments

- Successful consolidation of the November 5, 2019 Special Municipal Election for Office of the Council District 1 vacated seat.
- Successfully coordinated five ballot measures on the November 6, 2018 Statewide Election ballot with the Los Angeles County Registrar-Recorder/County Clerk.
- Successful implementation of civic engagement activities promoting voting and elections including National Voter Registration Day, Student Mock Elections, and Election Day activities.
- Staff attended conferences and seminars related to elections and the California City Clerks Association annual and regional conferences.

Accomplishments, Challenges and Opportunities

- 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 97 percent on-time filing due on April 1, 2019. 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.
- Implementation of Southtech Systems Lobbyist Management Software to track the Lobbyist information and create annual reports.
- Successful coordination with Los Angeles Registrar Recorder County Clerk hosting a Community Forum on October 16, 2018 at Long Beach City Hall to learn about the New Vote by Mail Ballot and Voting Solution for All People (VSAP) initiative.

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 March 3, 2020, Election, as well as the coordination of arguments in support or opposition to measures.
- Develop and implement a plan for Redistricting Commission to initiate and widely publicize an application process that aligns with the 2020 census.

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 18	Adopted* FY 19	Adjusted** FY 19	Adopted* FY 20
Revenues:				
Property Taxes	-	-	-	-
Other Taxes	-	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	(14)	-	-	-
Revenue from Other Agencies	(0)	-	-	-
Charges for Services	2,797	900	900	850
Other Revenues	470,310	37,000	37,000	19,500
Interfund Services - Charges	-	-	-	-
Intrafund Services - General Fund Charges	4,685	5,000	5,000	5,000
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	-	-	-	-
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Total Revenues	477,778	42,900	42,900	25,350
Expenditures:				
Salaries, Wages and Benefits	1,937,665	2,158,604		2,096,210
Overtime	61,259	20,730	20,730	20,730
Materials, Supplies and Services	2,021,772	1,052,149	1,052,149	1,565,654
Internal Support	269,152	251,892	251,892	212,257
Capital Purchases	23,429	-	-	-
Debt Service	-	-	-	-
Transfers to Other Funds	21,989	-	-	-
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Total Expenditures	4,335,264	3,483,375	1,324,771	3,894,851
Personnel (Full-time Equivalents)	16.50	16.50	16.50	16.26

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

** Amounts as published in the FY 20 Proposed Budget released July 3, 2019.

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