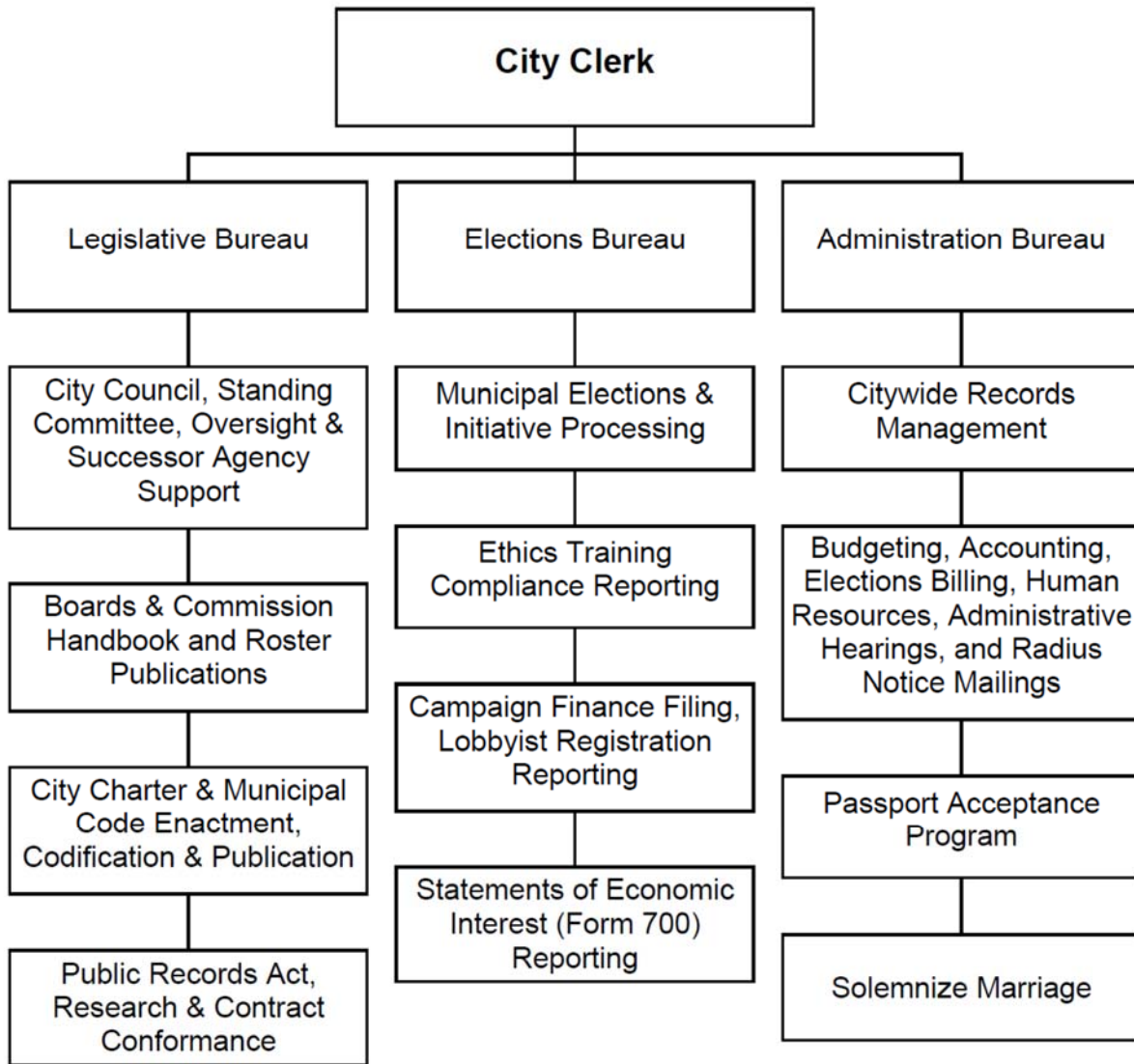


City Clerk



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.

Accomplishments, Challenges and Opportunities

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 266,000 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 1037 filers

Accomplishments, Challenges and Opportunities

Administration Bureau Accomplishments

- Processed 104 passport applications for the Fiscal Year 2020.
- 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.
- Completed the Safety outfitting of the new Record Center which included additional lighting and safety signage.
- Performed 72 civil marriage ceremonies as authorized by AB 1525.
- Provided training to Management and Supervisors to navigate COVID-19 work related issues.

Legislative Bureau Accomplishments

- Provide support staffing for administrative and management functions of the Ethics Commission.
- Developed and implemented a plan for Redistricting Commission to initiate and widely publicize an application process that aligned with the 2020 census.
- Successfully transitioned from in- person to virtual City Council meetings due to COVID-19.
- Coordinated with LAP to implement translation services for all council meetings.
- 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 1,437 legislative documents such as agendas, reports, contracts, ordinances, resolutions, public hearings, and city manager status reports.
- Successfully conformed 796 City contracts.

Elections Bureau Accomplishments

- Successful consolidation of the March 3, 2020 Primary Nominating Election for Office of the even offices of the City Council.
- Successfully coordinated one ballot measures on the March 3, 2020 Election ballot with the Los Angeles County Registrar-Recorder/County Clerk.
- Successful implementation of virtual civic engagement activities promoting voting and elections including National Voter Registration Day, 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, 2020. 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).
- Completed State mandated citywide biennial code review by October 2020.
- 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.
- Procured a new software app to allowing residents to sign up on an iPad to speak at in-person Council Meetings.
- Successful election of Classic police members in the Long Beach Police Officers' Association held on Friday, April 17, 2020.

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.
- Finding technical solutions that would fit in to virtual City Council and Standing Committee meetings process due to COVID-19.

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 19	Adopted* FY 20	Adjusted** FY 20	Adopted* FY 21
Revenues:				
Property Taxes	-	-	-	-
Sales and Use Taxes	-	-	-	-
Other Taxes	-	-	-	-
Utility Users Tax	-	-	-	-
Franchise Fees	-	-	-	-
Licenses, Permits and Fees	-	-	-	-
Fines and Forfeitures	-	-	-	-
Use of Money & Property	(10)	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	3,026	850	850	850
Other Revenues	30,727	19,500	19,500	19,500
Intrafund Services	-	5,000	5,000	5,000
Intrafund Transfers	-	-	-	-
Interfund Services	-	-	-	-
Interfund Transfers	-	-	-	-
Other Financing Sources	-	-	-	-
Total Revenues	33,742	25,350	25,350	25,350
Expenditures:				
Salaries and Wages	1,140,399	1,305,028	1,305,028	1,307,968
Employee Benefits	625,681	791,183	791,183	780,610
Overtime	16,171	20,730	20,730	20,730
Materials, Supplies and Services	1,541,702	1,560,554	1,898,404	2,759,054
Interfund Support	240,746	217,357	217,357	246,433
Intrafund Support	-	-	-	-
Capital Purchases	8,182	-	-	-
Insurance Premiums and Losses	-	-	-	-
Other Non-Operational Expenditures	-	-	-	-
Operating Transfers	-	-	-	-
Intrafund Transfers Out	-	-	-	-
Purchase of Gas & Water	-	-	-	-
Depreciation and Non Cash Expenditures	-	-	-	-
Total Expenditures	3,572,881	3,894,851	4,232,701	5,114,794
Personnel (Full-time Equivalents)	16.50	16.26	16.26	15.26

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

**Adjusted Budget as of August 31, 2020

Note: With the conversion to the new financial system, the amounts and character categories have been updated to match the revised Chart of Accounts in the system. The City is still going through a stabilization period with the new system and future reports may have further adjustments.

Personnel Summary

Classification	FY 19 Adopt FTE	FY 20 Adopt FTE	FY 21 Adopt FTE	FY 20 Adopted Budget	FY 21 Adopted Budget
City Clerk	1.00	1.00	1.00	159,308	164,137
Administrative Officer	1.00	1.00	1.00	100,214	107,229
Assistant City Clerk	1.00	1.00	1.00	125,123	133,882
City Clerk Analyst	2.00	2.00	2.00	164,004	178,718
City Clerk Assistant	2.50	2.50	2.50	112,700	126,510
City Clerk Specialist	5.00	5.00	4.00	370,343	309,326
Executive Assistant	1.00	1.00	1.00	59,633	68,276
Senior City Clerk Analyst	3.00	2.76	2.76	234,472	240,659
Subtotal Salaries	<u>16.50</u>	<u>16.26</u>	<u>15.26</u>	<u>1,325,797</u>	<u>1,328,737</u>
Overtime	-	-	-	20,730	20,730
Fringe Benefits	-	-	-	762,828	751,958
Administrative Overhead	-	-	-	28,355	28,651
Attrition/Salary Savings	-	-	-	(70,328)	(70,328)
Expenditure Transfer	-	-	-	49,558.40	49,558
Total	<u>16.50</u>	<u>16.26</u>	<u>15.26</u>	<u>2,116,940</u>	<u>2,109,307</u>

Key Contacts

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