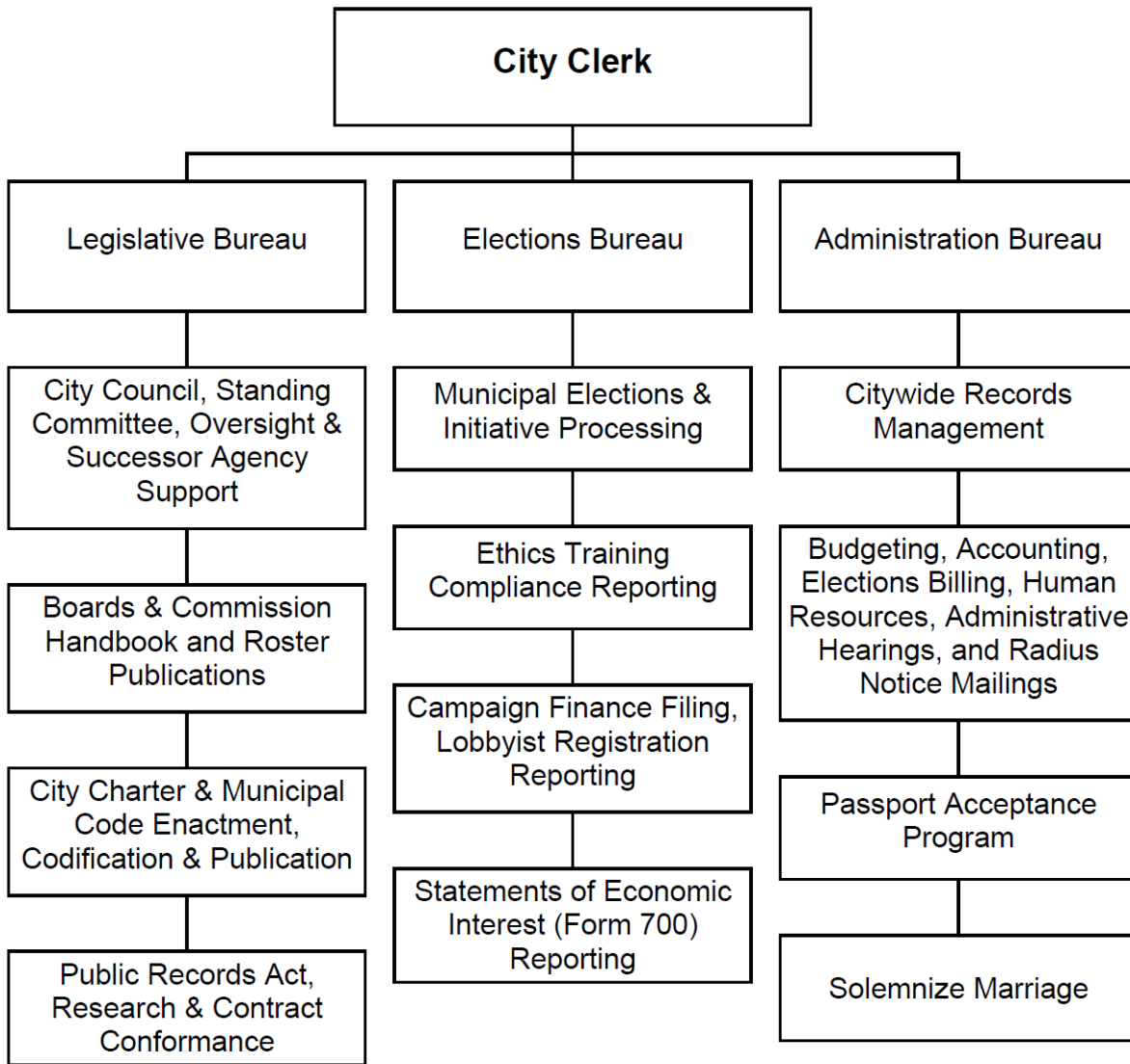


City Clerk



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.

FY 21 Accomplishments

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 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

FY 21 Accomplishments

Administration Bureau Accomplishments

- Processed the destruction of 165 boxes within City Hall.
- Completed the destruction of 424 boxes at Iron Mountain off-site storage.
- Completed the transfer of 303 boxes.
- Updated the Records Retention Schedule for Long Beach Police Department and City Attorney's Office.
- 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.
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- Successfully transitioned from virtual City Council meetings to a hybrid solution due to COVID-19.
- Coordinated with LAP to implement Spanish 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, Planning Commission, the Long Beach Transit Board, and the Board of Water Commissioners.
- Successfully generated 1825 legislative documents such as agendas, reports, contracts, ordinances, resolutions, public hearings, and city manager status reports.
- Successfully conformed 937 City contracts.

Elections Bureau Accomplishments

- Successful consolidation of the November 3, 2020 General Municipal Election for the offices of Council District 2, 6 and 8 (Run-off)
- Successfully coordinated one ballot measure on the November 3, 2020 Election ballot with the Los Angeles County Registrar-Recorder/County Clerk (Measure US).
- Staff attended conferences and seminars related to elections and the California City Clerks Association annual and regional conferences.
- Monitored and achieved 99 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 100 percent on-time filing due on April 1, 2021. 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

FY 21 Accomplishments

department staff (filing officers) and filers (City Council, City staff, committee appointees and contract consultants).

- 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.
- Implement a new software app to allowing residents to sign up on an iPad to speak at in-person Council Meetings.

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 historical records.
- 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 June 7, 2022, and November 8, 2022 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.
Procure new Legislative Information Management System that is fully integrated solution.

Financial Summary by Category

	Actual FY 20	Adopted* FY 21	Adjusted** FY 21	Adopted* FY 22
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	-	-	-	-
Revenue from Other Agencies	-	-	-	-
Charges for Services	1,441	850	850	850
Other Revenues	460,014	19,500	19,500	19,500
Intrafund Services	-	5,000	5,000	5,000
Intrafund Transfers	-	-	-	-
Interfund Services	-	-	-	-
Interfund Transfers	-	-	-	-
Other Financing Sources	-	-	-	-
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Total Revenues	461,455	25,350	25,350	25,350
Expenditures:				
Salaries and Wages	1,231,661	1,307,968	1,264,823	1,388,857
Employee Benefits	742,902	780,610	766,307	807,750
Overtime	24,142	20,730	20,730	20,730
Materials, Supplies and Services	2,504,547	2,759,054	2,966,054	2,536,654
Interfund Support	199,337	246,433	246,433	294,492
Intrafund Support	-	-	-	-
Capital Purchases	-	-	-	-
Insurance Premiums and Losses	-	-	-	-
Other Non-Operational Expenditures	-	-	-	-
Operating Transfers	-	-	-	-
Intrafund Transfers Out	-	-	-	-
Purchase of Gas & Water	-	-	-	-
Depreciation and Non Cash Expenditures	-	-	-	-
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Total Expenditures	4,702,590	5,114,794	5,264,346	5,048,482
Budgeted FTEs	16.26	15.26	15.26	15.26

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

**Adjusted Budget as of May 31, 2021.

Note: During this stabilization period of the new financial system, the amounts and character categories have been updated to match the revised Chart of Accounts in the system. As the City refines its reporting functionality and Chart of Accounts, future reports may have further adjustments.

Personnel Summary

Classification	FY 20 Adopt FTE	FY 21 Adopt FTE	FY 22 Adopt FTE	FY 21 Adopted Budget	FY 22 Adopted Budget
City Clerk	1.00	1.00	1.00	164,137	166,489
Administrative Officer	1.00	1.00	1.00	107,229	108,301
Assistant City Clerk	1.00	1.00	1.00	133,882	135,221
City Clerk Analyst	2.00	2.00	2.00	178,718	187,123
City Clerk Assistant	2.50	2.50	2.50	126,510	135,222
City Clerk Specialist	5.00	4.00	4.00	309,326	335,447
Executive Assistant	1.00	1.00	1.00	68,276	68,959
Senior City Clerk Analyst	2.76	2.76	2.76	240,659	273,584
Subtotal Salaries	----- 16.26	----- 15.26	----- 15.26	----- 1,328,737	----- 1,410,346
Overtime	-	-	-	20,730	20,730
Fringe Benefits	-	-	-	751,958	775,671
Administrative Overhead	-	-	-	28,651	32,078
Attrition/Salary Savings	-	-	-	(70,328)	(71,047)
Expenditure Transfer	-	-	-	49,558.40	49,558
Total	----- 16.26	----- 15.26	----- 15.26	----- 2,109,307	----- 2,217,337

Key Contacts

Monique De La Garza, City Clerk

411 West Ocean Boulevard, 11th Floor

Long Beach, CA 90802

Phone: (562) 570-6101

Fax: (562) 570-6789

Email: cityclerk@longbeach.gov

www.longbeach.gov/cityclerk

www.longbeach.gov

