

**CITY OF HERMOSA BEACH  
CITY CLERK'S OFFICE**

**ACTIVITY REPORT FOR JULY 2018**

**CITY COUNCIL MEETINGS**

ACTIVITY	CURRENT MONTH	FY TO DATE
Meetings Attended	3	3
Staff Reports Prepared (Consent Ordinances, Commission/Board Vacancies, Election Results, etc.)	3	3
*Minutes Pending	4	4
Minutes Completed/Approved	0	0

(\*Total Minutes backlog since 2015 = 90 )

**PUBLIC RECORDS REQUESTS**

ACTIVITY	CURRENT MONTH	FY TO DATE
New Requests Received	19	19
*Requests Pending	4	4
Requests Completed	15	15

(\*Total Public Records Requests Pending since May 1, 2018 = 15 )

**OTHER**

ACTIVITY	CURRENT MONTH	FY TO DATE
Subpoenas/Claims Received	9	9
Legal Ads sent to Easy Reader	10	10
County Filings (Easements, Encroachments, Notices of Completions, etc.)	3	3
Bid Openings	1	1
Documents collected for signatures (Contracts/Agreements, Resolutions, Ordinances)	13	13
Internal Records Research Requests from Departments	3	3
Resolutions Formatted	3	3
Ordinances Formatted	2	2
Notary Services Provided	0	0
Appeals of Commission Decisions Processed	0	0
Campaign Statements Processed - Forms 410, 460, 470, 497, 501 (typically twice a year and during elections)	0	0
Customer Service Surveys Received	0	0
Records Destruction Forms Received/Processed	0	0

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**FUTURE ELECTIONS SCHEDULE**

<b>DATE</b>	<b>TYPE OF ELECTION</b>	<b>JURISDICTION</b>
November 6, 2018	General Election	State
November 2019	City Councilmembers (2), City Clerk (1), City Treasurer (1)	City
November 3, 2020	Presidential Election	Federal
November 2022	City Councilmembers (3)	City

**Respectfully Submitted by:**

Linda Abbott, Deputy City Clerk  
Lizanne Castillo, Secretary

**Approved by:**

Elaine Doerfling, City Clerk  
Nico De Anda-Scaia, Assistant to the City Manager