

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

ACTIVITY REPORT FOR AUGUST 2018

CITY COUNCIL MEETINGS

ACTIVITY	CURRENT MONTH	FY TO DATE
Meetings Attended	1	4
Staff Reports Prepared (Consent Ordinances, Commission/Board Vacancies, Election Results, etc.)	4	7
*Minutes Pending	3	N/A
Minutes Completed/Approved	5	5

(*Minutes backlog since 2015 = 78)

PUBLIC RECORDS REQUESTS

ACTIVITY	CURRENT MONTH	FY TO DATE
New Requests Received	10	29
Requests Pending	3	N/A
Requests Completed	14	29

OTHER

ACTIVITY	CURRENT MONTH	FY TO DATE
Subpoenas/Claims Received	1	10
Legal Ads sent to Easy Reader	8	18
County Filings (Easements, Encroachments, Notices of Completions, etc.)	1	4
Bid Openings	0	1
Documents collected for signatures (Contracts/Agreements, Resolutions, Ordinances)	8	21
Internal Records Research Requests from Departments	10	13
Resolutions Formatted	2	5
Ordinances Formatted	3	5
Notary Services Provided	4	4
Appeals of Commission Decisions Processed	0	0
Campaign Statements Processed	6	6
Customer Service Surveys Received	0	0
Records Destruction Forms Received/Processed	1	1

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FUTURE ELECTIONS SCHEDULE

DATE	TYPE OF ELECTION	JURISDICTION
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