

CITY OF CARSON

ADOPTED OPERATING BUDGET
 WORK GROUP SUMMARY - BY CATEGORY
 FISCAL YEARS 2006/07 AND 2007/08

FUND: 01 General
 WORK GROUP: 30 City Clerk

CATEGORY	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURES THRU 6/30/06	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
Salaries and Benefits	\$ 465,297	\$ 511,427	\$ 487,960	\$ 487,960	\$ 454,020	\$ 554,237	\$ 566,515
Operations & Maintenance	98,474	213,686	51,319	63,788	54,239	192,520	47,520
Capital Outlay	0	0	0	90,000	0	0	0
Operating Transfers Out	0	0	0	0	0	0	0
Total Expenditures	\$ 563,771	\$ 725,113	\$ 539,279	\$ 641,748	\$ 508,259	\$ 746,757	\$ 614,035

WORK GROUP ACTIVITY

The City Clerk, elected by the qualified voters of the City, is responsible for the planning, organizing, staffing, directing, coordinating, and budgeting for the City Clerk's work group; responsible for maintaining official records of the City, which include, but are not limited to the recording, preparation and maintenance of the minutes and actions of the meetings of the City Council, Redevelopment Agency, and Public Financing Authority; acts as the Chief Elections Official and conducts municipal and special elections and provides information, forms and assistance to candidates for local elections and designated public officials and employees regarding the Political Reform Act and regulations of the Fair Political Practices Commission regarding campaign finance reporting; serves as liaison with the public as the Public Relations Officer; Administers the Oath of Office to elected and appointed City officials and City staff; and has custody of the City Seal. Areas assigned to the City Clerk include, but are not limited, to the following:

- Clerk to the City Council; Secretary to the Redevelopment Agency; and Secretary to the Public Financing Authority
 - ◊ Provides administrative and technical support.
 - ◊ Ensures compliance with legal noticing requirements.
 - ◊ Prepares, reproduces, and mails the agenda prior to meetings.
 - ◊ Attends meetings and operates features of the council chambers technology systems, which include, but are not limited to the electronic voting system, overhead projector, and DVD/CD/VHS player; records meeting proceedings; prepares and maintains minutes; and disseminates information regarding minute actions of the city council.
- Knowledge of Legal Requirements
 - ◊ The Ralph M. Brown Act which guarantees the public's right to attend and participate in meetings of local legislative bodies.
 - ◊ The Carson Municipal Code which consists of all of the regulatory, penal and certain administrative ordinances of the City of Carson.
 - ◊ The California Elections Code which governs the administration of election laws and promotes uniformity of procedure in such matters.

WORK GROUP ACTIVITY (cont.)

- ◇ The Political Reform Act which is California's conflict of interest law for public officials and requires disclosure of campaign contributions and expenditures in connection with state and local elections, including ballot measure elections. Disclosure is required by candidates for state and local offices; state and local elected officeholders; and campaign committees.
- ◇ The Public Records Act which establishes guidelines for accessibility of records.
- ◇ The Maddy Act which requires that the local appointments list is posted on an annual basis by December 31.
- ◇ Robert's Rules of Order and parliamentary procedures which establish meeting and motion protocols.
- Official Records
 - ◇ Plans and directs the publication, filing, indexing, and safekeeping of official municipal records; arranges for execution of official documents; certifies and records ordinances and resolutions, as authorized; maintains the municipal code; receives claims on behalf of the City; conducts bid openings; and researches and retrieves information.
 - ◇ Has custody of the City Seal.
 - ◇ Researches and implements a space-saving system for a records management program in accordance with standards established by the California Secretary of State.
 - ◇ Oversees an electronic records management program for computerized maintenance, researches and retrieves records under the purview of the elected City Clerk.
- Liaison with the Public
 - ◇ Demonstrates and promotes goodwill to the public through responsiveness and accountability.
 - ◇ Interacts with members of City Council, City Attorney, City work groups, citizens within the community, the general public, outside agencies, and resolves disputes and facilitates problem solving.
 - ◇ Disseminates information as a reliable and accurate resource.
 - ◇ Provides information, forms and assistance to candidates and employees regarding the Political Reform Act.
 - ◇ Administers the Oath of Office to elected and appointed City officials and City staff.

CITY OF CARSON
ADOPTED OPERATING BUDGET
WORK GROUP SUMMARY
FISCAL YEARS 2006/07 & 2007/08

FUND: 01 General Fund
WORK GROUP: 30 City Clerk

OBJECT CODE AND DESCRIPTION	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURS THR 06/30/0	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
5002 Regular	356,326	346,346	348,415	348,415	322,160	356,018	366,145
5003 Overtime	14,833	41,526	1,600	1,600	5,129	51,600	51,600
5005 Classified Part Time	0	19	0	0	0	0	0
5501 Retirement	56,224	76,372	89,145	89,145	84,794	89,108	91,170
5502 Medical & Associated Benefits	31,052	28,370	33,035	33,035	29,017	40,677	40,677
5503 Dental Insurance	3,257	3,868	3,204	3,204	3,117	3,204	3,204
5505 Group Life Insurance	1,457	1,081	953	953	1,172	1,300	1,300
5508 Reimbursement	1,650	1,450	1,450	1,450	1,450	1,450	1,450
5509 Vision Insurance	453	471	515	515	447	530	530
5510 Medicare	1,202	1,642	2,243	2,243	805	2,950	3,039
5512 Deferred Compensation Match	7,792	10,282	7,400	7,400	5,929	7,400	7,400
5515 Contra Retirement	(8,948)	0	0	0	0	0	0
Salaries and Benefits	465,297	511,427	487,960	487,960	454,020	554,237	566,515
6003 Printing/Binding/Duplication	0	0	0	619	1,232	500	500
6004 Professional Services	216	863	1,000	1,000	25	1,000	1,000
6005 Contract Services	7,467	10,909	12,000	12,000	7,069	6,000	6,000
6006 Membership Fees and Dues	1,150	1,239	1,125	1,125	1,260	1,920	1,920
6008 Promotion & Publicity	0	0	300	300	310	300	300
6009 Special Materials & Supplies	967	4,630	2,500	2,500	418	2,500	2,500
6010 Office/Facilities Suppls&Frnsng	4,902	4,995	5,000	6,103	6,402	5,000	5,000
6011 Telephone	1,856	503	2,000	2,000	63	2,000	2,000
6013 Auto Allowance/Mileage	6,063	6,040	6,000	6,000	6,051	6,000	6,000
6014 Conferences/Meetings/Travel	14,115	9,768	12,000	11,575	12,729	12,800	12,800
6017 Subscriptions & Publications	1,135	2,806	2,894	3,170	1,452	3,000	3,000
6018 Election Related Activity	56,068	171,479	5,000	5,000	5,061	150,000	5,000
6020 Comptr-Reltd Lnse, Eqp, Acces	0	0	500	500	0	500	500
7003 Office & Equipment Maintenance	847	454	1,000	1,000	1,272	1,000	1,000
7038 Equipment Replacement Charges	3,688	0	0	10,896	10,896	0	0
Operation and Maintenance	98,474	213,686	51,319	63,788	54,239	192,520	47,520
8007 Furniture & Fixtures	0	0	0	90,000	0	0	0
Capital Outlays	0	0	0	90,000	0	0	0
TOTAL WK GP: 30 City Clerk	563,771	725,113	539,279	641,748	508,259	746,757	614,035

CITY OF CARSON
ADOPTED OPERATING BUDGET
PERSONNEL SUMMARY - BY WORK GROUP
FISCAL YEARS 2006/07 AND 2007/08

FUND: 01 General Fund
WORK GROUP: 30 City Clerk

POSITION TITLE	FY 2004/05	FY 2005/06	FY 2006/07	FY 2006/07	FY 2007/08	FY 2007/08
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED SALARIES	PROPOSED POSITIONS	PROPOSED SALARIES
City Clerk	1	1	1	115,690	1	118,003
Chief Deputy City Clerk	1	1	1	98,239	1	100,204
Deputy City Clerk	1	1	1	67,866	1	69,224
Coordinator, Records Management @	1	1	1	0	1	0
Senior Clerk	1	1	1	45,418	1	46,315
Typist Clerk II	1	1	0	0	0	0
Office Clerk	0	0	1	28,805	1	32,399
TOTALS	6	6	6	356,018	6	366,145

Note:

@ Position is vacant and unfunded as a result of budget cuts

SUMMARY OF SALARIES AND FRINGE BENEFITS

	FY 2006/07	FY 2007/08
Council/Commissions	0	0
Regular	356,018	366,145
Overtime	51,600	51,600
Temporary Part-Time	0	0
Fringe Benefits	146,620	148,771
TOTALS	554,237	566,515

CITY OF CARSON
ADOPTED OPERATING BUDGET
DIVISION SUMMARY
FISCAL YEARS 2006/07 TO 2007/08

FUND: 01 General Fund
WORK GROUP: 30 City Clerk
DIVISION: 000 Elected and Appointed

OBJECT CODE AND DESCRIPTION	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURS THR 6/30/06	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
5002 Regular	356,326	346,346	348,415	348,415	322,160	356,018	366,145
5003 Overtime	14,833	41,526	1,600	1,600	5,129	51,600	51,600
5005 Classified Part Time	0	19	0	0	0	0	0
5501 Retirement	56,224	76,372	89,145	89,145	84,794	89,108	91,170
5502 Medical & Associated Benefits	31,052	28,370	33,035	33,035	29,017	40,677	40,677
5503 Dental Insurance	3,257	3,868	3,204	3,204	3,117	3,204	3,204
5505 Group Life Insurance	1,457	1,081	953	953	1,172	1,300	1,300
5508 Reimbursement	1,650	1,450	1,450	1,450	1,450	1,450	1,450
5509 Vision Insurance	453	471	515	515	447	530	530
5510 Medicare	1,202	1,642	2,243	2,243	805	2,950	3,039
5512 Deferred Compensation Match	7,792	10,282	7,400	7,400	5,929	7,400	7,400
5515 Contra Retirement	(8,948)	0	0	0	0	0	0
Salaries and Benefits	465,297	511,427	487,960	487,960	454,020	554,237	566,515
6003 Printing/Binding/Duplication	0	0	0	619	1,232	500	500
6004 Professional Services	216	863	1,000	1,000	25	1,000	1,000
6005 Contract Services	7,467	10,909	12,000	12,000	7,069	6,000	6,000
6006 Membership Fees and Dues	1,150	1,239	1,125	1,125	1,260	1,920	1,920
6008 Promotion & Publicity	0	0	300	300	310	300	300
6009 Special Materials & Supplies	967	4,630	2,500	2,500	418	2,500	2,500
6010 Office/Facilities Suppls&Frnshng	4,902	4,995	5,000	6,103	6,402	5,000	5,000
6011 Telephone	1,856	503	2,000	2,000	63	2,000	2,000
6013 Auto Allowance/Mileage	6,063	6,040	6,000	6,000	6,051	6,000	6,000
6014 Conferences/Meetings/Travel	14,115	9,768	12,000	11,575	12,729	12,800	12,800
6017 Subscriptions & Publications	1,135	2,806	2,894	3,170	1,452	3,000	3,000
6018 Election Related Activity	56,068	171,479	5,000	5,000	5,061	150,000	5,000
6020 Compnr-Reltd Lnse, Eq, Acces	0	0	500	500	0	500	500
7003 Office & Equipment Maintenance	847	454	1,000	1,000	1,272	1,000	1,000
7038 Equipment Replacement Charges	3,688	0	0	10,896	10,896	0	0
Operation and Maintenance	98,474	213,686	51,319	63,788	54,239	192,520	47,520
8007 Furniture & Fixtures	0	0	0	90,000	0	0	0
Capital Outlays	0	0	0	90,000	0	0	0
TOTAL DIV: 000 Electd and Apntd	563,771	725,113	539,279	641,748	508,259	746,757	614,035

CITY OF CARSON
ADOPTED OPERATING BUDGET
PROGRAM BUDGET DETAIL
FISCAL YEARS 2006/07 & 2007/08

FUND: 01 General Fund
WORK GROUP: 30 City Clerk
DIVISION: 000 Elected and Appointed
PROGRAM: 003 Operations

OBJECT CODE AND DESCRIPTION	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURS THR 06/30/0	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
5002 Regular	355,807	301,326	316,397	316,397	322,160	322,720	332,121
5003 Overtime	3,524	1,425	1,600	1,600	5,129	1,600	1,600
5005 Classified Part Time	0	19	0	0	0	0	0
5501 Retirement	56,160	66,233	80,953	80,953	84,794	80,774	82,698
5502 Medical & Associated Benefits	31,017	24,112	30,424	30,424	29,017	37,819	37,819
5503 Dental Insurance	3,254	3,271	2,948	2,948	3,117	2,948	2,948
5505 Group Life Insurance	1,456	911	867	867	1,172	1,187	1,187
5508 Reimbursement	1,650	1,450	1,450	1,450	1,450	1,450	1,450
5509 Vision Insurance	453	390	472	472	447	486	486
5510 Medicare	1,199	1,107	1,971	1,971	805	1,944	2,026
5512 Deferred Compensation Match	7,792	9,954	7,400	7,400	5,929	7,400	7,400
5515 Contra Retirement	(8,922)	0	0	0	0	0	0
Salaries and Benefits	453,391	410,199	444,482	444,482	454,020	458,328	469,735
6003 Printing/Binding/Duplication	0	0	0	619	1,232	500	500
6004 Professional Services	216	863	1,000	1,000	25	1,000	1,000
6005 Contract Services	7,467	10,909	12,000	12,000	7,069	6,000	6,000
6006 Membership Fees and Dues	1,150	1,239	1,125	1,125	1,260	1,920	1,920
6008 Promotion & Publicity	0	0	300	300	310	300	300
6009 Special Materials & Supplies	967	4,630	2,500	2,500	418	2,500	2,500
6010 Office/Facilities Suppls&Frnshng	4,902	4,995	5,000	6,103	6,402	5,000	5,000
6011 Telephone	1,856	503	2,000	2,000	63	2,000	2,000
6013 Auto Allowance/Mileage	6,063	6,040	6,000	6,000	6,051	6,000	6,000
6014 Conferences/Meetings/Travel	14,115	9,768	12,000	11,575	12,729	12,800	12,800
6017 Subscriptions & Publications	1,135	2,806	2,894	3,170	1,452	3,000	3,000
6018 Election Related Activity	56,068	171,479	5,000	5,000	5,061	150,000	5,000
6020 Compnr-Reltd Lnse, Eqp, Acces	0	0	500	500	0	500	500
7003 Office & Equipment Maintenance	847	454	1,000	1,000	1,272	1,000	1,000
7038 Equipment Replacement Charges	3,688	0	0	10,896	10,896	0	0
Operation and Maintenance	98,474	213,686	51,319	63,788	54,239	192,520	47,520
8007 Furniture & Fixtures	0	0	0	90,000	0	0	0
Capital Outlays	0	0	0	90,000	0	0	0
TOTAL PROG: 003 Operations	551,865	623,884	495,801	598,270	508,259	650,848	517,255

CITY OF CARSON
ADOPTED OPERATING BUDGET
PROGRAM BUDGET DETAIL
FISCAL YEARS 2006/07 & 2007/08

FUND: 01 General Fund
WORK GROUP: 30 City Clerk
DIVISION: 000 Elected and Appointed
PROGRAM: 176 Regular Election Support

OBJECT CODE AND DESCRIPTION	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURS THR 06/30/0	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
5002 Regular	142	7,096	10,139	10,139	0	10,435	10,704
5003 Overtime	0	5,768	0	0	0	0	0
5501 Retirement	29	1,598	2,594	2,594	0	2,612	2,665
5502 Medical & Associated Benefits	35	719	760	760	0	915	915
5503 Dental Insurance	2	67	82	82	0	82	82
5505 Group Life Insurance	1	14	30	30	0	33	33
5509 Vision Insurance	0	5	14	14	0	15	15
5510 Medicare	2	46	67	67	0	67	70
5512 Deferred Compensation Match	0	81	0	0	0	0	0
Salaries and Benefits	212	15,394	13,686	13,686	0	14,159	14,484
TOTAL PROG: 176 Reglr Elctn Spprt	212	15,394	13,686	13,686	0	14,159	14,484

CITY OF CARSON
ADOPTED OPERATING BUDGET
PROGRAM BUDGET DETAIL
FISCAL YEARS 2006/07 & 2007/08

FUND: 01 General Fund
WORK GROUP: 30 City Clerk
DIVISION: 000 Elected and Appointed
PROGRAM: 177 Absentee Ballot Processing

OBJECT CODE AND DESCRIPTION	FY 2003/04 ACTUAL EXPENDITURES	FY 2004/05 ACTUAL EXPENDITURES	FY 2005/06 ADOPTED BUDGET	FY 2005/06 AMENDED BUDGET	FY 2005/06 EXPENDITURS THR 06/30/0	FY 2006/07 ADOPTED BUDGET	FY 2007/08 PROPOSED BUDGET
5002 Regular	377	37,924	21,879	21,879	0	22,863	23,320
5003 Overtime	11,308	34,333	0	0	0	50,000	50,000
5501 Retirement	34	8,541	5,598	5,598	0	5,722	5,807
5502 Medical & Associated Benefits	0	3,538	1,851	1,851	0	1,943	1,943
5503 Dental Insurance	0	529	174	174	0	174	174
5505 Group Life Insurance	0	155	56	56	0	80	80
5509 Vision Insurance	0	76	29	29	0	29	29
5510 Medicare	0	489	205	205	0	939	943
5512 Deferred Compensation Match	0	248	0	0	0	0	0
5515 Contra Retirement	(26)	0	0	0	0	0	0
Salaries and Benefits	11,693	85,834	29,792	29,792	0	81,750	82,296
TOTAL PRG: 177 Absnt Bllt Prcssng	11,693	85,834	29,792	29,792	0	81,750	82,296