



City of Carson Report to Mayor and City Council

August 2, 2011
New Business Consent

SUBJECT: MEETING DISPOSITION: CITY COUNCIL BLUE RIBBON AND GOVERNMENT EFFICIENCY SUB-COMMITTEE

Submitted by Clifford W. Graves
Interim City Manager

Approved by Clifford W. Graves
Interim City Manager

I. SUMMARY

The City Council Blue Ribbon and Government Efficiency Sub-Committee (Mayor Dear, Councilmember Santarina and Ex-officio Kawagoe) met on July 11, 2011. Attached for the City Council's information is a copy of the meeting disposition (Exhibit No. 1).

II. RECOMMENDATION

RECEIVE and FILE.

III. ALTERNATIVES

PROVIDE additional direction the City Council deems appropriate.

IV. BACKGROUND

Mayor Dear had previously requested staff to provide further information on the budgeted items, which include newspaper and magazine subscriptions, elected officials' travel, Public Information Office publications, certificates, promotional items, and photographer services.

The sub-committee reviewed a report submitted by staff summarizing various expenses associated with elected officials' travel, subscriptions, the City photographer's contract, and the different tokens of recognition presented by the City Council. After discussion, the subcommittee agreed to staff's recommendation to cancel newspaper subscriptions for certain workgroups. The sub-committee also suggested an alternate format in travel reporting (Exhibit No. 2).

In addition, the sub-committee also directed staff to draft revisions to SMP 1.65: "Protocols for Requests and Presentations of Certificates, Proclamations, Plaques and Key to the City and Related Recognitions" for review at its next meeting.

VI. EXHIBITS

1. Disposition from Blue Ribbon and Government Efficiency Sub-Committee meeting, July 11, 2011. (p. 3)
2. Alternate format for travel reporting. (p. 4-12)

Document6

Prepared by: Zarah Cruz, Public Information Manager

TO: Rev010511

Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

Action taken by City Council

Date _____ Action _____



**CITY OF CARSON
REGULAR MEETING OF THE CITY COUNCIL
BLUE RIBBON AND GOVERNMENT
EFFICIENCY SUB-COMMITTEE
EXECUTIVE CONFERENCE ROOM
701 EAST CARSON STREET
CARSON, CA 90745**

JULY 11, 2010

DISPOSITION

Present at the meeting were Mayor Dear, Councilmember Santarina and ex-officio member and City Clerk Kawagoe. Staff present were City Manager Graves, Administrative Service General Manager Acosta and Public Information Manager Cruz.

The sub-committee members reviewed the packet presented by staff containing information on newspaper and magazine subscriptions, elected officials' travel, publications, certificates and other tokens of recognition, promotional items and the City photographer's contract.

After reviewing the summary of expenditures contained in the packet, the sub-committee agreed to staff's recommendation to cancel newspaper subscriptions for certain workgroups as a cost-saving measure.

Additionally, the sub-committee also directed staff to use a different method of reporting for travel expenses to reflect the collective spending of all elected officials.

The sub-committee also directed staff to draft revisions to SMP 1:65 pertaining to the protocol for requests for certificates by elected officials, for review at the next sub-committee meeting.

ELECTED OFFICIALS TRAVEL - FY 2009/10

	General Fund	Local Meetings	Total
Mayor Dear:			
Budget	\$ 8,000.00	\$ 500.00	\$ 8,500.00
Actual	\$ 5,099.37	\$ 58.00	\$ 5,157.37
(Over)/Under	\$ 2,900.63	\$ 442.00	\$ 3,342.63
Mayor Pro Tem Ruiz-Raber:			
Budget	\$ 8,000.00	\$ 500.00	\$ 8,500.00
Actual	\$ 6,671.62	\$ 320.00	\$ 6,991.62
(Over)/Under	\$ 1,328.38	\$ 180.00	\$ 1,508.38
Councilman Santarina:			
Budget	\$ 8,000.00	\$ 500.00	\$ 8,500.00
Actual	\$ 550.00	\$ 35.00	\$ 585.00
(Over)/Under	\$ 7,450.00	\$ 465.00	\$ 7,915.00
Councilman Gipson:			
Budget	\$ 8,000.00	\$ 500.00	\$ 8,500.00
Actual	\$ 9,673.21	\$ -	\$ 9,673.21
(Over)/Under	\$ (1,673.21)	\$ 500.00	\$ (1,173.21)
Councilwoman Davis-Holmes:			
Budget	\$ 8,000.00	\$ 500.00	\$ 8,500.00
Actual	\$ 2,073.08	\$ 275.00	\$ 2,348.08
(Over)/Under	\$ 5,926.92	\$ 225.00	\$ 6,151.92
City Clerk Kawagoe:			
Budget	\$ 11,000.00	\$ -	\$ 11,000.00
Actual	\$ 7,199.95	\$ -	\$ 7,199.95
(Over)/Under	\$ 3,800.05	\$ -	\$ 3,800.05
City Treasurer Avilla:			
Budget	\$ 6,500.00	\$ -	\$ 6,500.00
Actual	\$ 6,669.59	\$ -	\$ 6,669.59
(Over)/Under	\$ (169.59)	\$ -	\$ (169.59)

ELECTED OFFICIALS TRAVEL - FY 2010/11

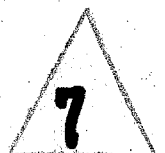
	General Fund	Local Meetings	Total
Mayor Dear:			
Budget	\$ 7,000.00	\$ 500.00	\$ 7,500.00
Actual	\$ 4,883.26	\$ 52.00	\$ 4,935.26
(Over)/Under	\$ 2,116.74	\$ 448.00	\$ 2,564.74
Mayor Pro Tem Ruiz-Raber:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ 10,169.00	\$ -	\$ 10,169.00
(Over)/Under	\$ (4,169.00)	\$ 500.00	\$ (3,669.00)
Councilman Santarina:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Councilman Gipson:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ 4,323.11	\$ -	\$ 4,323.11
(Over)/Under	\$ 1,676.89	\$ 500.00	\$ 2,176.89
Councilwoman Davis-Holmes:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 6,000.00	\$ 500.00	\$ 6,500.00
City Clerk Kawagoe:			
Budget	\$ 8,250.00	\$ 800.00	\$ 9,050.00
Actual	\$ 8,724.62	\$ -	\$ 8,724.62
(Over)/Under	\$ (474.62)	\$ 800.00	\$ 325.38
City Treasurer Avilla:			
Budget	\$ 6,000.00	\$ -	\$ 6,000.00
Actual	\$ 5,945.67	\$ 21.00	\$ 5,966.67
(Over)/Under	\$ 54.33	\$ (21.00)	\$ 33.33

ELECTED OFFICIALS TRAVEL - FY 2011/12

	General Fund	Local Meetings	Total
Mayor Dear:			
Budget	\$ 7,000.00	\$ 500.00	\$ 7,500.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 7,000.00	\$ 500.00	\$ 7,500.00
Mayor Pro Tem Ruiz-Raber:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Councilman Santarina:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Councilman Gipson:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Councilwoman Davis-Holmes:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 6,000.00	\$ 500.00	\$ 6,500.00
City Clerk Kawagoe:			
Budget	\$ 8,250.00	\$ 500.00	\$ 8,750.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 8,250.00	\$ 500.00	\$ 8,750.00
City Treasurer Avilla:			
Budget	\$ 6,000.00	\$ 500.00	\$ 6,500.00
Actual	\$ -	\$ -	\$ -
(Over)/Under	\$ 6,000.00	\$ 500.00	\$ 6,500.00

CRA TRAVEL - FY 2009/10

	CRA
FY 2009/10 BUDGET	\$ 10,000.00
Mayor Dear:	
Actual	\$ 3,332.19
Mayor Pro Tem Ruiz-Raber:	
Actual	\$ 331.71
Councilman Santarina:	
Actual	\$ 526.88
Councilman Gipson:	
Actual	\$ 246.14
Councilwoman Davis-Holmes:	
Actual	\$ 1,296.80
City Clerk Kawagoe:	
Actual	\$ -
City Treasurer Avilla:	
Actual	\$ 460.40
Grand Total Expenditures:	
Actual	\$ 6,194.12
Under/(Over) Budget:	
Actual	\$ 3,805.88



CRA TRAVEL - FY 2010/11

	CRA
FY 2010/11 BUDGET	\$ 10,800.00
Mayor Dear:	
Actual	\$ 2,296.82
Mayor Pro Tem Ruiz-Raber:	
Actual	\$ -
Councilman Santarina:	
Actual	\$ -
Councilman Gipson:	
Actual	\$ 1,195.53
Councilwoman Davis-Holmes:	
Actual	\$ -
City Clerk Kawagoe:	
Actual	\$ -
City Treasurer Avilla:	
Actual	\$ 470.48
Grand Total Expenditures:	
Actual	\$ 3,962.83
Under/(Over) Budget:	
Actual	\$ 6,837.17



CRA TRAVEL - FY 2011/12

	CRA
FY 2011/12 BUDGET	\$ 15,000.00
Mayor Dear:	
Actual	\$ -
Mayor Pro Tem Ruiz-Raber:	
Actual	\$ -
Councilman Santarina:	
Actual	\$ -
Councilman Gipson:	
Actual	\$ -
Councilwoman Davis-Holmes:	
Actual	\$ -
City Clerk Kawagoe:	
Actual	\$ -
City Treasurer Avilla:	
Actual	\$ -
Grand Total Expenditures:	
Actual	\$ -
Under/(Over) Budget:	
Actual	\$ 15,000.00

LOBBYING TRAVEL - FY 2009/10

	Lobbying
FY 2009/10 BUDGET	\$ 2,500.00
Mayor Dear:	
Actual	\$ 333.73
Mayor Pro Tem Ruiz-Raber:	
Actual	\$ -
Councilman Santarina:	
Actual	\$ -
Councilman Gipson:	
Actual	\$ 261.70
Councilwoman Davis-Holmes:	
Actual	\$ 229.20
City Clerk Kawagoe:	
Actual	\$ -
City Treasurer Avilla:	
Actual	\$ -
Grand Total Expenditures:	
Actual	\$ 824.63
Under/(Over) Budget:	
Actual	\$ 1,675.37

LOBBYING TRAVEL - FY 2010/11

	Lobbying
FY 2010/11 BUDGET	\$ 2,500.00
Mayor Dear:	
Actual	\$ 656.80
Mayor Pro Tem Ruiz-Raber:	
Actual	\$ -
Councilman Santarina:	
Actual	\$ 723.32
Councilman Gipson:	
Actual	\$ 500.00
Councilwoman Davis-Holmes:	
Actual	\$ -
City Clerk Kawagoe:	
Actual	\$ -
City Treasurer Avilla:	
Actual	\$ -
Grand Total Expenditures:	
Actual	\$ 1,880.12
Under/(Over) Budget:	
Actual	\$ 619.88



LOBBYING TRAVEL - FY 2011/12

	Lobbying
FY 2011/12 BUDGET	\$ 2,500.00
Mayor Dear:	
Actual	\$ -
Mayor Pro Tem Ruiz-Raber:	
Actual	\$ -
Councilman Santarina:	
Actual	\$ -
Councilman Gipson:	
Actual	\$ -
Councilwoman Davis-Holmes:	
Actual	\$ -
City Clerk Kawagoe:	
Actual	\$ -
City Treasurer Avilla:	
Actual	\$ -
Grand Total Expenditures:	
Actual	\$ -
Under/(Over) Budget:	
Actual	\$ 2,500.00