

CITY OF CARSON

ADOPTED OPERATING BUDGET
 WORK GROUP SUMMARY - BY CATEGORY
 FISCAL YEAR 2011/12

FUND: 01 General
 WORK GROUP: 30 City Clerk

CATEGORY	FY 2006/07 ACTUAL EXPENDITURES	FY 2007/08 ACTUAL EXPENDITURES	FY 2008/09 ACTUAL EXPENDITURES	FY 2009/10 ACTUAL EXPENDITURES	FY 2010/11 REVISED ADPTD BUDGET	FY 2010/11 EXPENDITURES THRU 6/30/11	FY 2011/12 ADOPTED BUDGET
Salaries and Benefits	\$ 517,461	\$ 491,113	\$ 615,877	\$ 500,421	\$ 510,732	\$ 545,921	\$ 550,297
Operations & Maintenance	232,043	56,368	361,250	44,150	276,300	285,472	52,500
Capital Outlay	0	0	0	(329)	0	0	0
Other Financing Uses	0	0	0	0	0	0	0
Total Expenditures	\$ 749,503	\$ 547,481	\$ 977,127	\$ 544,242	\$ 787,032	\$ 831,394	\$ 602,797

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; maintaining custody of the City Seal, preparing and maintaining official records of the proceedings and actions of the City Council, Redevelopment Agency, and Public Financing Authority; conducting municipal and special elections as the Chief Elections Officer; ensuring compliance with the Political Reform Act as Filing Officer; and promoting transparency of government and serving as a liaison between the City and the public as Public Relations Officer. 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.
 - ◊ Mails and distributes public notices, including meeting agendas.
 - ◊ Oversees and posts to the City Clerk's E-Board to inform the public about Adjourned Regular/Special meetings of the City Council/Redevelopment Agency, Public Hearings, Holidays, City Clerk Forms, and important Internet Links.
 - ◊ Acts as Filing Officer for forms required pursuant to the Political Reform Act and provides information, forms and technical assistance to officeholders, candidates, appointed officials, and designated employees.
 - ◊ Acts as Filing Officer for lobbyist registration filings.
 - ◊ Reviews the accuracy of the agenda prior to posting.
 - ◊ Attends meetings and prepares and maintains minutes.
 - ◊ Safeguards the integrity of the official records under the purview of the City Clerk.
- Knowledge of Legal Requirements
 - ◊ The Political Reform Act of 1974 which requires detailed disclosure of the role of money in politics and includes the disclosure of contributions and expenditures in connection with campaigns supporting or opposing local candidates and ballot measures. The California Elections Code which governs the administration of election laws and promotes uniformity of procedure in such matters.
 - ◊ The California Voting Rights Act which ensures that minority voices are heard on election day.

- ◇ The Carson Municipal Code which consists of all of the regulatory, penal, and certain administrative ordinances of the City of Carson.

WORK GROUP ACTIVITY (cont.)

- ◇ The Ralph M. Brown Act which guarantees the public's right to attend and participate in meetings of local legislative bodies.
- ◇ The California Public Records Act which establishes guidelines for accessibility of records and ensures public disclosure of governmental records, upon request, unless there is a specific reason not to do so.
- Elections
 - ◇ Conducts municipal elections in accordance with the California Elections Code and the California Voting Rights Act.
 - ◇ Acts as Filing Officer for forms required pursuant to the Political Reform Act and provides information, forms and technical assistance to officeholders, candidates, appointed officials, and designated employees.
 - ◇ Administers the Oaths of Office to elected and appointed city officials, city employees, and city summer youth workers.
 - ◇ Researches and implements enhancements to election processes for improved service delivery.
- Official Records
 - ◇ Serves as custodian of records under the purview of the City Clerk and safeguards the integrity of official records.
 - ◇ Serves as depository of records under the purview of the City Clerk.
 - ◇ Plans and directs the publication, filing, indexing, and safekeeping of official municipal records.
 - ◇ Receives sealed bids and conducts bid openings.
 - ◇ Ensures execution of official documents.
 - ◇ Records and certifies ordinances and resolutions.
 - ◇ Maintains the municipal code.
 - ◇ Ensures custody of the City Seal.
 - ◇ Receives and distributes Public Records Act requests.
 - ◇ Receives claims against the City, Redevelopment Agency, and Public Financing Authority.
 - ◇ Investigates and implements space-saving devices for record keeping.
 - ◇ Researches and implements enhancements to the electronic records management program for electronic maintenance, research, and retrieval of information for improved service delivery.
- Liaison with the Public
 - ◇ Promotes open access to information and the transparency of government.
 - ◇ 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.

CITY OF CARSON

ADOPTED OPERATING BUDGET

WORK GROUP SUMMARY

FISCAL YEAR 2011/12

FUND: 01 General Fund
 WORK GROUP: 30 City Clerk

OBJECT CODE AND DESCRIPTION	FY 2006/07 ACTUAL EXPENDITURES	FY 2007/08 ACTUAL EXPENDITURES	FY 2008/09 ACTUAL EXPENDITURES	FY 2009/10 ACTUAL EXPENDITURES	FY 2010/11 REVISED ADPTD BUDGET	FY 2010/11 EXPENDITURES THR 06/30/11	FY 2011/12 ADOPTED BUDGET
5002 Regular	293,531	308,171	352,467	353,226	347,147	356,676	365,848
5003 Overtime	66,537	11,962	80,510	3,021	0	38,536	5,000
5004 Temporary/Part Time	31,862	37,284	28,918	0	18,000	0	18,000
5501 Retirement	80,578	81,679	88,145	87,284	85,371	89,474	97,715
5502 Medical & Associated Benefits	28,482	30,537	41,459	39,758	42,216	44,291	45,614
5503 Dental Insurance	2,568	3,446	4,487	4,169	4,175	4,456	4,175
5505 Group Life Insurance	1,097	961	1,588	1,032	864	925	863
5508 Reimbursement	1,450	1,750	2,050	2,050	2,050	2,050	2,050
5509 Vision Insurance	368	345	505	476	477	451	392
5510 Medicare	1,212	814	1,616	651	1,932	865	2,140
5512 Deferred Compensation Match	8,771	7,839	8,597	8,753	8,500	8,197	8,500
5516 Part Time Retirement	1,006	6,324	5,536	0	0	0	0
Salaries and Benefits	517,461	491,113	615,877	500,421	510,732	545,921	550,297
6003 Printing/Binding/Duplication	9,085	2,960	0	1,237	500	0	500
6004 Professional Services	5,233	125	4,337	95	1,000	89	1,000
6005 Contract Services	1,731	0	525	1,210	21,500	4,829	15,000
6006 Membership Fees and Dues	3,845	1,317	7,677	1,539	1,600	1,404	1,600
6008 Promotion & Publicity	0	0	16	0	300	0	300
6009 Special Materials & Supplies	2,842	4,148	3,198	1,762	2,500	881	2,500
6010 Office/Facilities Sppls&Frnshng	2,238	2,389	6,099	2,369	5,000	2,017	5,000
6011 Telephone	373	373	397	370	750	399	750
6013 Auto Allowance/Mileage	6,500	6,609	6,888	6,654	6,600	6,520	6,600
6014 Conference and Travel	12,028	12,935	7,753	9,594	7,250	7,517	8,250
6015 Taxes, Licenses and Fees	50	0	0	177	0	41	0
6017 Subscriptions & Publications	2,326	7,254	5,041	16,997	2,000	207	2,000
6018 Election Related Activity	184,417	7,615	317,665	16	225,000	260,888	7,000
6020 Comptr-Reltd Lnse, Eqp, Accs	285	0	782	0	500	166	500
6030 Other Insurance	0	0	175	175	0	0	0
6053 Postage	0	16	0	0	0	0	0
6097 Meetings/In-house trng/sm/wsh	0	0	0	0	800	0	500
7003 Office & Equipment Maintenanc	980	608	697	1,956	1,000	515	1,000
7038 Equipment Replacement Charges	111	10,020	0	0	0	0	0
Operation and Maintenance	232,043	56,368	361,250	44,150	276,300	285,472	52,500
8006 Office Equipment	0	0	0	(329)	0	0	0
Capital Outlays	0	0	0	(329)	0	0	0
TOTAL WK GP: 30 City Clerk	749,503	547,481	977,127	544,242	787,032	831,394	602,797

CITY OF CARSON
ADOPTED OPERATING BUDGET
PERSONNEL SUMMARY - BY WORK GROUP
FISCAL YEAR 2011/12

FUND: 01 General Fund
WORK GROUP: 30 City Clerk

POSITION TITLE	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12	FY 2011/12
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	REVISD ADPTD SALARIES	ADOPTED POSITIONS	ADOPTED SALARIES
City Clerk	1	1	1	124,653	1	124,653
Chief Deputy City Clerk	1	1	1	107,306	1	116,590
Deputy City Clerk	1	1	1	72,291	1	76,721
Coordinator, Records Management	1	1	1	0	1	0
Senior Clerk	1	1	1	42,897	1	47,884
Office Clerk	1	1	1	0	1	0
TOTALS	6	6	6	347,147	6	365,848

SUMMARY OF SALARIES AND FRINGE BENEFITS

	FY 2010/11	FY 2011/12
Council/Commissions	0	0
Regular	347,147	365,848
Overtime	0	5,000
Temporary Part-Time	18,000	18,000
Fringe Benefits	145,585	161,449
TOTALS	510,732	550,297

CITY OF CARSON

ADOPTED OPERATING BUDGET

DIVISION SUMMARY

FISCAL YEAR 2011/12

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

OBJECT CODE AND DESCRIPTION	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	REVISED ADPTD BUDGET	EXPENDITURES THR 06/30/11	ADOPTED BUDGET
5002 Regular	293,531	308,171	352,467	353,226	347,147	356,676	365,848
5003 Overtime	66,537	11,962	80,510	3,021	0	38,536	5,000
5004 Temporary/Part Time	31,862	37,284	28,918	0	18,000	0	18,000
5501 Retirement	80,578	81,679	88,145	87,284	85,371	89,474	97,715
5502 Medical & Associated Benefits	28,482	30,537	41,459	39,758	42,216	44,291	45,614
5503 Dental Insurance	2,568	3,446	4,487	4,169	4,175	4,456	4,175
5505 Group Life Insurance	1,097	961	1,588	1,032	864	925	863
5508 Reimbursement	1,450	1,750	2,050	2,050	2,050	2,050	2,050
5509 Vision Insurance	368	345	505	476	477	451	392
5510 Medicare	1,212	814	1,616	651	1,932	865	2,140
5512 Deferred Compensation Match	8,771	7,839	8,597	8,753	8,500	8,197	8,500
5516 Part Time Retirement	1,006	6,324	5,536	0	0	0	0
Salaries and Benefits	517,461	491,113	615,877	500,421	510,732	545,921	550,297
6003 Printing/Binding/Duplication	9,085	2,960	0	1,237	500	0	500
6004 Professional Services	5,233	125	4,337	95	1,000	89	1,000
6005 Contract Services	1,731	0	525	1,210	21,500	4,829	15,000
6006 Membership Fees and Dues	3,845	1,317	7,677	1,539	1,600	1,404	1,600
6008 Promotion & Publicity	0	0	16	0	300	0	300
6009 Special Materials & Supplies	2,842	4,148	3,198	1,762	2,500	881	2,500
6010 Office/Facilities Sppls&Frnshng	2,238	2,389	6,099	2,369	5,000	2,017	5,000
6011 Telephone	373	373	397	370	750	399	750
6013 Auto Allowance/Mileage	6,500	6,609	6,888	6,654	6,600	6,520	6,600
6014 Conference and Travel	12,028	12,935	7,753	9,594	7,250	7,517	8,250
6015 Taxes, Licenses and Fees	50	0	0	177	0	41	0
6017 Subscriptions & Publications	2,326	7,254	5,041	16,997	2,000	207	2,000
6018 Election Related Activity	184,417	7,615	317,665	16	225,000	260,888	7,000
6020 Comptr-Reltd Lnse, Eqp, Accs	285	0	782	0	500	166	500
6030 Other Insurance	0	0	175	175	0	0	0
6053 Postage	0	16	0	0	0	0	0
6097 Meetings/In-house trng/sm/wsh	0	0	0	0	800	0	500
7003 Office & Equipment Maintenanc	980	608	697	1,956	1,000	515	1,000
7038 Equipment Replacement Charges	111	10,020	0	0	0	0	0
Operation and Maintenance	232,043	56,368	361,250	44,150	276,300	285,472	52,500
8006 Office Equipment	0	0	0	(329)	0	0	0
Capital Outlays	0	0	0	(329)	0	0	0
TOTAL DIV: 000 Elctd and Appntd	749,503	547,481	977,127	544,242	787,032	831,394	602,797

CITY OF CARSON

ADOPTED OPERATING BUDGET
PROGRAM BUDGET DETAIL
FISCAL YEAR 2011/12

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

OBJECT CODE AND DESCRIPTION	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	REVISD ADPTD BUDGET	EXPENDITURES THR 06/30/11	ADOPTED BUDGET
5002 Regular	242,189	306,116	303,533	353,226	312,243	332,728	329,263
5003 Overtime	5,316	6,592	3,688	2,787	0	6,311	5,000
5004 Temporary/Part Time	31,793	37,266	28,918	0	18,000	0	18,000
5501 Retirement	66,658	81,029	75,878	87,284	76,787	83,577	87,943
5502 Medical & Associated Benefits	21,487	29,799	31,522	39,728	38,400	39,312	41,506
5503 Dental Insurance	1,918	3,379	3,402	4,166	3,779	3,984	3,779
5505 Group Life Insurance	863	941	1,185	1,032	784	818	784
5508 Reimbursement	1,450	1,750	2,050	2,050	2,050	2,050	2,050
5509 Vision Insurance	270	340	390	476	431	405	353
5510 Medicare	558	783	988	647	1,798	607	1,996
5512 Deferred Compensation Match	7,420	7,775	7,041	8,753	8,500	7,689	8,500
5516 Part Time Retirement	998	6,321	5,536	0	0	0	0
Salaries and Benefits	380,920	482,090	464,131	500,149	462,772	477,481	499,174
6003 Printing/Binding/Duplication	9,085	2,960	0	1,237	500	0	500
6004 Professional Services	189	125	4,337	95	1,000	89	1,000
6005 Contract Services	1,731	0	525	1,210	21,500	4,829	15,000
6006 Membership Fees and Dues	3,845	1,317	7,677	1,539	1,600	1,404	1,600
6008 Promotion & Publicity	0	0	16	0	300	0	300
6009 Special Materials & Supplies	2,842	4,148	3,198	1,762	2,500	881	2,500
6010 Office/Facilities Suppls&Frnshng	1,765	2,389	6,044	2,369	5,000	2,017	5,000
6011 Telephone	373	373	397	370	750	399	750
6013 Auto Allowance/Mileage	6,500	6,609	6,888	6,654	6,600	6,513	6,600
6014 Conference and Travel	12,028	12,935	7,753	9,594	7,250	7,517	8,250
6015 Taxes, Licenses and Fees	50	0	0	177	0	41	0
6017 Subscriptions & Publications	2,326	7,254	5,041	16,997	2,000	207	2,000
6018 Election Related Activity	184,314	7,869	315,988	16	225,000	266,119	7,000
6020 Comptr-Reltd Lcnse, Eqp, Acces	0	0	782	0	500	166	500
6030 Other Insurance	0	0	175	175	0	0	0
6053 Postage	0	16	0	0	0	0	0
6097 Meetings/In-house trng/sem/wsh	0	0	0	0	800	0	500
7003 Office & Equipment Maintenance	980	608	697	1,956	1,000	515	1,000
7038 Equipment Replacement Charges	111	10,020	0	0	0	0	0
Operation and Maintenance	226,138	56,622	359,518	44,150	276,300	290,697	52,500
8006 Office Equipment	0	0	0	(329)	0	0	0
Capital Outlays	0	0	0	(329)	0	0	0
TOTAL PROG: 003 Operations	607,057	538,712	823,649	543,970	739,072	768,178	551,674

CITY OF CARSON

ADOPTED OPERATING BUDGET
PROGRAM BUDGET DETAIL
FISCAL YEAR 2011/12

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

OBJECT CODE AND DESCRIPTION	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	REVISD ADPTD BUDGET	EXPENDITURES THR 06/30/11	ADOPTED BUDGET
5002 Regular	33,741	2,056	29,037	0	10,604	13,473	10,976
5003 Overtime	12,097	5,370	12,375	0	0	1,867	0
5004 Temporary/Part Time	69	18	0	0	0	0	0
5501 Retirement	9,113	649	7,279	0	2,608	3,318	2,932
5502 Medical & Associated Benefits	3,658	738	3,897	0	861	1,602	914
5503 Dental Insurance	294	67	403	0	104	137	104
5505 Group Life Insurance	129	20	145	0	19	31	19
5509 Vision Insurance	37	5	31	0	13	11	10
5510 Medicare	64	31	93	0	17	53	18
5512 Deferred Compensation Match	1,031	64	749	0	0	176	0
5516 Part Time Retirement	8	3	0	0	0	0	0
Salaries and Benefits	60,241	9,023	54,008	0	14,226	20,669	14,973
6013 Auto Allowance/Mileage	0	0	0	0	0	7	0
6018 Election Related Activity	104	(254)	0	0	0	(5,266)	0
6020 Compnr-Reltd Lnse, Eqp, Acces	285	0	0	0	0	0	0
Operation and Maintenance	389	(254)	0	0	0	(5,260)	0
TOTAL PROG: 176 Reglr Elctn Spprt	60,630	8,769	54,008	0	14,226	15,410	14,973

CITY OF CARSON

ADOPTED OPERATING BUDGET
 PROGRAM BUDGET DETAIL
 FISCAL YEAR 2011/12

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

OBJECT CODE AND DESCRIPTION	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	REVISD BUDGET	ADPTD THR 06/30/11 EXPENDITURES	ADOPTED BUDGET
5002 Regular	17,600	0	19,897	0	24,300	10,474	25,609
5003 Overtime	49,124	0	64,447	234	0	30,359	0
5501 Retirement	4,807	0	4,988	0	5,976	2,579	6,840
5502 Medical & Associated Benefits	3,337	0	6,040	30	2,955	3,377	3,194
5503 Dental Insurance	356	0	683	3	292	335	292
5505 Group Life Insurance	105	0	259	1	60	76	60
5509 Vision Insurance	61	0	84	1	33	35	29
5510 Medicare	590	0	535	3	117	204	126
5512 Deferred Compensation Match	320	0	807	0	0	331	0
Salaries and Benefits	76,300	0	97,738	272	33,733	47,771	36,150
6004 Professional Services	5,044	0	0	0	0	0	0
6010 Office/Facilities Suppls&Frmshng	472	0	55	0	0	0	0
6018 Election Related Activity	0	0	1,678	0	0	35	0
Operation and Maintenance	5,516	0	1,732	0	0	35	0
TOTAL PRG: 177 Absnt Bltt Prcssng	81,816	0	99,471	272	33,733	47,806	36,150