

CITY OF CARSON

ADOPTED OPERATING BUDGET  
DEPARTMENT SUMMARY - BY CATEGORY  
FISCAL YEAR 2013/14

FUND: 01 General Fund  
DEPARTMENT: 30 City Clerk

CATEGORY	FY 2009/10 ACTUAL EXPENDITURES	FY 2010/11 ACTUAL EXPENDITURES	FY 2011/12 AMENDED BUDGET	FY 2011/12 ACTUAL EXPENDITURES	FY 2012/13 ADOPTED BUDGET	FY 2012/13 ACTUAL EXPENDITURES	FY 2013/14 ADOPTED BUDGET
Salaries and Benefits	\$ 500,421	\$ 545,921	\$ 550,297	\$ 496,239	\$577,635	\$ 541,440	\$ 545,742
Operations & Maintenance	44,150	285,472	53,549	36,315	320,603	232,611	57,890
Capital Outlay	(329)	0	0	0	0	0	0
Other Financing Uses	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$544,242</b>	<b>\$831,394</b>	<b>\$ 603,846</b>	<b>\$ 532,554</b>	<b>\$ 898,238</b>	<b>\$ 774,052</b>	<b>\$ 603,632</b>

DEPARTMENT 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 department; maintaining custody of the City Seal, preparing and maintaining official records of the proceedings and actions of the City Council, the Carson Housing Authority (CHA), the Carson Successor Agency (CSA), and the 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 Successor Agency; Secretary to the Housing Authority 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 the following 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;

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DEPARTMENT ACTIVITY (cont.)

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- ◊ The Carson Municipal Code, which consists of all of the regulatory, penal, and certain administrative ordinances of the City of Carson;
  - ◊ 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 government 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, Successor Agency, Housing Authority, 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 departments, citizens within the community, the general public, outside agencies, and resolves disputes and facilitates problem solving.
    - ◊ Disseminates information as a reliable and accurate resource.
  - Passport and Notary Services
    - ◊ Authorized passport processing center
    - ◊ Authorized notary public

CITY OF CARSON  
ADOPTED OPERATING BUDGET  
PERSONNEL SUMMARY - BY DEPARTMENT  
FISCAL YEAR 2013/14

FUND: 01 General Fund  
DEPARTMENT: 30 City Clerk

POSITION TITLE	FY 2010/11	FY 2011/12	FY 2012/13	FY 2012/13	FY 2013/14	FY 2013/14
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED SALARIES	ADOPTED POSITIONS	ADOPTED SALARIES
Chief Deputy City Clerk	1	1	1	116,590	1	116,590
City Clerk	1	1	1	115,956	1	115,956
Coordinator, Records Management	1	1	0	0	0	0
Deputy City Clerk	1	1	1	76,721	1	76,722
Emp and Bus Dev Assistant	0	0	0	0	0.23	11,374
Office Clerk	1	1	0	0	0	0
Senior Clerk	1	1	1	49,453	1	25,516
<b>TOTALS</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>358,719</b>	<b>4.23</b>	<b>346,159</b>

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SUMMARY OF SALARIES AND FRINGE BENEFITS

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	FY 2012/13	FY 2013/14
Regular	358,719	346,159
Overtime	45,770	9,070
Temporary Part-Time	17,437	15,000
Fringe Benefits	155,709	175,513
<b>TOTALS</b>	<b>577,635</b>	<b>545,742</b>

CITY OF CARSON

ADOPTED OPERATING BUDGET  
DEPARTMENT SUMMARY  
FISCAL YEAR 2013/14

FUND: 01 General Fund  
DEPARTMENT: 30 City Clerk

OBJECT CODE AND DESCRIPTION	FY 2009/10	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13	FY 2012/13	FY 2013/14
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET	ACTUAL THR 06/30/13	ADOPTED BUDGET
5002 Regular	353,226	356,676	365,848	337,185	358,719	352,585	346,159
5003 Overtime	3,021	38,536	5,000	7,545	45,770	18,498	9,070
5004 Temporary/Part Time	0	0	18,000	0	17,437	10,181	15,000
5501 Retirement	87,284	89,474	97,715	89,366	93,308	92,369	97,787
5502 Medical & Associated Benefits	39,758	44,291	45,614	46,840	43,656	54,359	57,685
5503 Dental Insurance	4,169	4,456	4,175	3,929	4,175	4,131	4,068
5505 Group Life Insurance	1,032	925	863	797	863	913	1,175
5508 Reimbursement	2,050	2,050	2,050	2,278	2,050	2,150	1,900
5509 Vision Insurance	476	451	392	392	411	441	561
5510 Medicare	651	865	2,140	1,252	2,746	2,678	3,237
5512 Deferred Compensation Match	8,753	8,197	8,500	6,656	8,500	3,059	9,100
5513 Unused Medical-Deferred Comp	0	0	0	0	0	78	0
Salaries and Benefits	500,421	545,921	550,297	496,239	577,635	541,440	545,742
6003 Printing/Binding/Duplication	1,237	0	300	0	500	4,420	20,000
6004 Professional Services	95	89	500	3,178	500	32	500
6005 Contract Services	1,210	4,829	15,000	10,205	15,000	6,293	6,000
6006 Membership Fees and Dues	1,839	1,404	1,600	1,430	840	566	840
6008 Promotion & Publicity	0	0	0	0	300	32	300
6009 Special Materials & Supplies	1,762	881	3,384	2,530	3,000	109	3,000
6010 Office/Facilities Sppls&Frnsng	2,369	2,017	5,165	2,378	3,000	1,764	3,000
6011 Telephone	370	399	750	593	1,260	1,470	500
6013 Auto Allowance/Mileage	6,654	6,520	6,600	5,155	7,100	6,600	7,100
6014 Conference and Travel	9,594	7,517	7,750	5,548	7,500	0	7,500
6015 Taxes, Licenses and Fees	177	41	0	0	0	0	0
6017 Subscriptions & Publications	16,997	207	2,000	184	0	1,063	150
6018 Election Related Activity	16	260,888	7,000	1,480	280,103	207,247	6,500
6020 Comptr-Reltd Lnse, Eqp, Accs	0	166	2,000	3,013	500	962	500
6030 Other Insurance	175	0	0	0	0	0	0
6097 Local Trainings & Meetings	0	0	500	0	0	1,434	500
7003 Office & Equipment Maintenan	1,956	515	1,000	620	1,000	620	1,500
Operation and Maintenance	44,150	285,472	53,549	36,315	320,603	232,611	57,890
8006 Office Equipment	(329)	0	0	0	0	0	0
Capital Outlays	(329)	0	0	0	0	0	0
TOTAL DEPT: 30 City Clerk	544,242	831,394	603,846	532,554	898,238	774,052	603,632



CITY OF CARSON

ADOPTED OPERATING BUDGET  
PROGRAM BUDGET DETAIL  
FISCAL YEAR 2013/14

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

OBJECT CODE AND DESCRIPTION	FY 2009/10	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13	FY 2012/13	FY 2013/14
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET	ACTUAL THR 06/30/13	ADOPTED BUDGET
5002 Regular	353,226	332,728	329,263	337,185	323,052	314,714	312,406
5003 Overtime	2,787	6,311	5,000	7,545	10,770	9,672	9,070
5004 Temporary/Part Time	0	0	18,000	0	17,437	2,103	15,000
5501 Retirement	87,284	83,577	87,943	89,366	84,031	82,445	88,250
5502 Medical & Associated Benefits	39,728	39,312	41,506	46,840	39,895	47,843	52,489
5503 Dental Insurance	4,166	3,984	3,779	3,929	3,779	3,645	3,699
5505 Group Life Insurance	1,032	818	784	797	784	783	1,062
5508 Reimbursement	2,050	2,050	2,050	2,278	2,050	2,150	1,900
5509 Vision Insurance	476	405	353	392	370	395	510
5510 Medicare	647	607	1,996	1,252	2,092	2,244	2,917
5512 Deferred Compensation Match	8,753	7,689	8,500	6,656	8,500	2,641	9,100
5513 Unused Medical-Deferred Comp	0	0	0	0	0	34	0
Salaries and Benefits	500,149	477,481	499,174	496,239	492,760	468,670	496,403
6003 Printing/Binding/Duplication	1,237	0	300	0	500	4,420	20,000
6004 Professional Services	95	89	500	3,178	500	32	500
6005 Contract Services	1,210	4,829	15,000	10,205	15,000	6,293	6,000
6006 Membership Fees and Dues	1,539	1,404	1,600	1,430	840	566	840
6008 Promotion & Publicity	0	0	0	0	300	32	300
6009 Special Materials & Supplies	1,762	881	3,384	2,530	3,000	109	3,000
6010 Office/Facilities Suppls&Frnsng	2,369	2,017	5,165	2,378	3,000	1,764	3,000
6011 Telephone	370	399	750	593	1,260	1,371	500
6013 Auto Allowance/Mileage	6,654	6,513	6,600	5,155	7,100	5,878	7,100
6014 Conference and Travel	9,594	7,517	7,750	5,548	7,500	0	7,500
6015 Taxes, Licenses and Fees	177	41	0	0	0	0	0
6017 Subscriptions & Publications	16,997	207	2,000	184	0	1,063	150
6018 Election Related Activity	16	266,119	7,000	1,480	280,103	207,030	6,500
6020 Comptr-Reltd Lnse, Eqp, Acces	0	166	2,000	3,013	500	962	500
6030 Other Insurance	175	0	0	0	0	0	0
6097 Local Trainings & Meetings	0	0	500	0	0	1,434	500
7003 Office & Equipment Maintenance	1,956	515	1,000	620	1,000	620	1,500
Operation and Maintenance	44,150	290,697	53,549	36,315	320,603	231,574	57,890
8006 Office Equipment	(329)	0	0	0	0	0	0
Capital Outlays	(329)	0	0	0	0	0	0
TOTAL PROG: 003 Operations	543,970	768,178	552,723	532,554	813,363	700,244	554,293

CITY OF CARSON

ADOPTED OPERATING BUDGET  
PROGRAM BUDGET DETAIL  
FISCAL YEAR 2013/14

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

OBJECT CODE AND DESCRIPTION	FY 2009/10	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13	FY 2012/13	FY 2013/14
	ACTUAL	ACTUAL	AMENDED	ACTUAL	ADOPTED	ACTUAL	ADOPTED
	EXPENDITURES	EXPENDITURES	BUDGET	EXPENDITURES	BUDGET	THR 06/30/13	BUDGET
5002 Regular	0	13,473	10,976	0	10,857	29,106	10,318
5003 Overtime	0	1,867	0	0	2,000	5,218	0
5004 Temporary/Part Time	0	0	0	0	0	3,578	0
5501 Retirement	0	3,318	2,932	0	2,746	7,649	2,917
5502 Medical & Associated Benefits	0	1,602	914	0	705	4,952	1,353
5503 Dental Insurance	0	137	104	0	104	361	101
5505 Group Life Insurance	0	31	19	0	19	93	35
5509 Vision Insurance	0	11	10	0	11	32	14
5510 Medicare	0	53	18	0	47	259	113
5512 Deferred Compensation Match	0	176	0	0	0	311	0
5513 Unused Medical-Deferred Comp	0	0	0	0	0	43	0
Salaries and Benefits	0	20,669	14,973	0	16,189	51,602	14,851
6011 Telephone	0	0	0	0	0	66	0
6013 Auto Allowance/Mileage	0	7	0	0	0	481	0
6018 Election Related Activity	0	(5,266)	0	0	0	217	0
Operation and Maintenance	0	(5,260)	0	0	0	764	0
TOTAL PROG: 176 Reglr Elctn Spprt	0	15,410	14,973	0	16,189	52,366	14,851

CITY OF CARSON

ADOPTED OPERATING BUDGET  
PROGRAM BUDGET DETAIL  
FISCAL YEAR 2013/14

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

OBJECT CODE AND DESCRIPTION	FY 2009/10	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13	FY 2012/13	FY 2013/14
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET	ACTUAL THR 06/30/13	ADOPTED BUDGET
5002 Regular	0	10,474	25,609	0	25,110	8,766	23,435
5003 Overtime	234	30,359	0	0	33,000	3,608	0
5004 Temporary/Part Time	0	0	0	0	0	4,500	0
5501 Retirement	0	2,579	6,840	0	6,531	2,275	6,620
5502 Medical & Associated Benefits	30	3,377	3,194	0	3,056	1,564	3,843
5503 Dental Insurance	3	335	292	0	292	124	268
5505 Group Life Insurance	1	76	60	0	60	37	78
5509 Vision Insurance	1	35	29	0	30	14	37
5510 Medicare	3	204	126	0	607	175	207
5512 Deferred Compensation Match	0	331	0	0	0	106	0
Salaries and Benefits	272	47,771	36,150	0	68,686	21,169	34,488
6011 Telephone	0	0	0	0	0	33	0
6013 Auto Allowance/Mileage	0	0	0	0	0	241	0
6018 Election Related Activity	0	35	0	0	0	0	0
Operation and Maintenance	0	35	0	0	0	273	0
TOTAL PRG: 177 Absnt Bllt Prcssng	272	47,806	36,150	0	68,686	21,442	34,488



