

CITY MANAGER’S DEPARTMENT

The City Manager’s department provides the administrative leadership and direction necessary to translate City Council policies, priorities and all governing laws into an efficient and effective City government that reflects fiscal constraints while maintaining a positive economic climate, promoting a business-friendly environment, and providing services necessary to ensure a high quality of life for the residents of Carson. The following divisions support the City Manager’s department:

Administration: This division initiates processes to accomplish Council’s policies, priorities and all governing procedures and laws. This division provides staff support to the following Council-established commissions.

**Human Relations Commission
Women’s Issues Commission**

2016/17 Goals:

- Prepare 22 City Council / Successor Agency / Housing Authority Agendas
- Prepare agendas for special meetings and workshops as needed
- Prepare for adoption the City’s Mobilehome Park Conversion Ordinance
- Assist Finance Dept with the FY 2017/18 Budget
- Prepare for the Human Relations Commission Parent Conference an event for youth and their parents
- Coordinate the City’s Grant efforts
- Coordinate City’s Economic Development Program, including development of the 157-acre property.

The Assistant City Manager is temporarily overseeing activities of the Community Services Department, including Recreation & Human Services, while the City recruits for a permanent Director of Community Services.

City Controller: Conduct performance and operational audits of City departments and programs and assess whether government programs are functioning and achieving their goals, and prepares policy recommendations that promote improved efficiency and effectiveness of City operations.

- Update the Standard Management Policies (SMP). Convert to Council Policies (CPPs) and Procedures and Administrative Policies and Procedures (APPs)

Public Information: This division manages communication specifically designed to better serve the residents and businesses in the community and to enhance the perception of the City. The duties of the division include budget preparation, dissemination of information, community awareness and education, community relations, media relations, support to City Council, support to City departments and other governmental agencies, City promotion, economic development marketing, public relations, and staff liaison to City committees, commissions and boards.

**Public Relations Commission:
Carson Sister Cities Association**

Fiscal Year 2016/17 Goals:

- Write/Edit/Develop Quarterly Carson Report/Community Services Guide for the City
- Improve contemporary communication strategies and help develop a robust social media policy consistent with the principles and City's core mission, vision, and values.
- Lead strategic communication initiatives, provide input for beautification of City through art design, and implement marketing strategies to leverage positive branding of City programs and services.
- Develop creative and innovative community programs in collaboration with law enforcement, community, family, health, and other governmental agencies and make information available to the community through a variety of communication mediums.
- Increase positive media coverage through press releases, social media, website and other media-related items by providing accurate information and more frequent promotion of City's programs and services.

Public Safety

Public Safety is responsible for ensuring the safety and security of the Carson community. The Division's duties include administering the City's contract with the Los Angeles County Sheriff's Department, code enforcement of all local laws and ordinances, animal control, emergency services, pedestrian and employee safety, building security and community watch crime prevention programs. The division is supported by the following sections:

Public Safety Services

- Administers division-wide activities, special projects, legislative review, and budget administration to those areas within its purview, and provides support to code enforcement operations and contract services.
- Administers and manages the City's public safety contracts, which include park safety enforcement, sheriff's contract, alarm system, city prosecutor, building security, parking enforcement during street sweeping, citation processing and animal control.
- The Public Safety Commission advises the City Council in all matters pertaining to public safety issues, including, but not limited to, code enforcement, youth services, LA County Sheriff's support, and animal control.

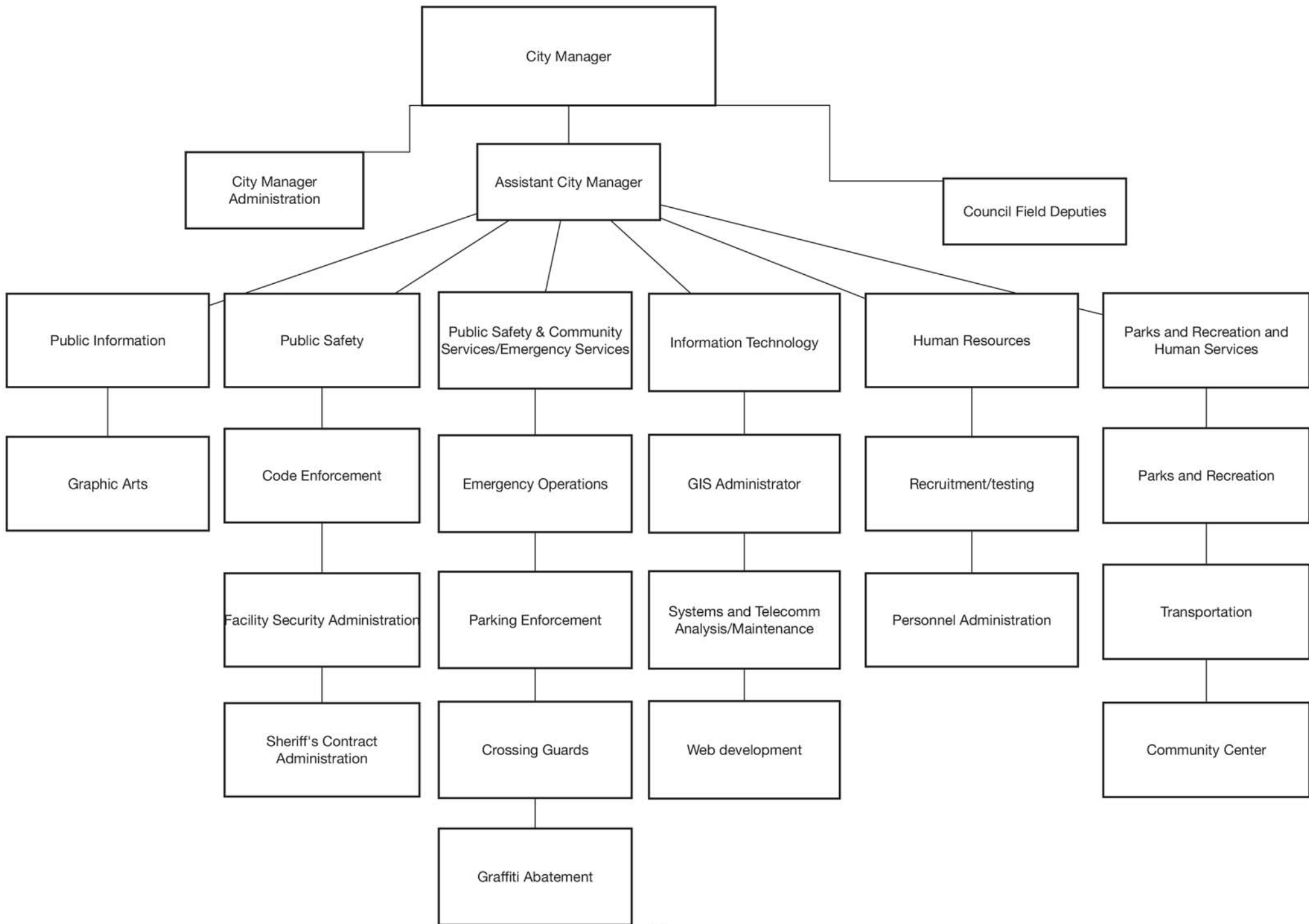
Safety and Emergency Services

- Administers and manages division-wide activities, special projects, legislative review, and budget within its purview, and all safety programs,

- including pedestrian safety, crossing guards, grants and contract services.
- Renders emergency services throughout the City, including Emergency Operations Center (EOC) maintenance and operations, hazardous materials response, and disaster preparedness.
 - Provides increased accessibility to the personnel of the Division and the Los Angeles County Sheriff's Department through the Community Relations Storefront.
 - Administers juvenile intervention and diversion programs, including needs assessment and evaluation, home visits and referrals.
 - The Sheriff's Program Support assists various Los Angeles County Sheriff Department programs, including crime prevention, community watch and the traffic program.

Fiscal Year 2016/17 Goals

- Decrease in the crime rate
- Decrease in Sheriff's Department officer complaints
- Increase in the number animals picked-up
- Increase in the number of Code Enforcement citations issued
- Increase in the number of Code Enforcement violations corrected



Division	Classification	FY16-17 Funded	FY16-17 Unfunded	FY16-17 Total
City Manager	CITY MANAGER	1.00		1.00
City Manager	ASSISTANT CITY MANAGER	1.00		1.00
City Manager	CITY CONTROLLER	1.00		1.00
City Manager	PRINCIPAL ANALYST	1.00		1.00
City Manager	EXECUTIVE ASSISTANT	1.00		1.00
City Manager	SENIOR CLERK	1.00		1.00
Public Info	PUBLIC INFORMATION ADMINISTRATOR	1.00		1.00
Public Info	GRAPHIC DESIGNER II	2.00		2.00
Public Info	TYPIST CLERK	1.00		1.00
Info Tech	INFORMATION TECHNOLOGY MANAGER	1.00		1.00
Info Tech	GIS ADMINISTRATOR	1.00		1.00
Info Tech	SYSTEMS ANALYST	1.00		1.00
Info Tech	TELECOMM & SYSTEMS ANALYST	1.00		1.00
Info Tech	WEB DEVELOPER	1.00		1.00
Info Tech	SYSTEMS SPECIALIST	1.00		1.00
Info Tech	COMPUTER SYSTEMS SUPPORT TECH	1.00	1.00	2.00
Info Tech	DIVISION SECRETARY	1.00		1.00
Public Safety	MGR, PUB SAFETY AND COMM SV	1.00		1.00
Public Safety	MGR, PUBLIC SAFETY SERVICES	1.00		1.00
Public Safety	SUPV, CODE ENFORCEMENT	2.00		2.00
Public Safety	EMERGENCY PREPAREDNESS ANALYST		1.00	1.00
Public Safety	ADMINISTRATIVE ANALYST	1.00		1.00
Public Safety	SENIOR ADMINISTRATIVE SPEC	1.00		1.00
Public Safety	PUBLIC SAFETY SPECIALIST	1.00		1.00
Public Safety	CODE COMPLIANCE OFFICER	6.00	1.00	7.00
Public Safety	YOUTH SERVICES OFFICER	1.00	2.00	3.00
Public Safety	DIVISION SECRETARY	1.00		1.00
Public Safety	SENIOR CLERK	1.00		1.00
Public Safety	PARKING CONTROL OFFICER	3.00		3.00
Public Safety	TYPIST CLERK	5.00		5.00
	Subtotal Full-Time	42.00	5.00	47.00
City Manager	ADMINISTRATIVE INTERN (PT)	1.00		1.00
Info Tech	ADMINISTRATIVE INTERN (PT)	2.50		2.50
Public Safety	CROSSING GUARDS (PT)	3.50		3.50
Public Safety	Other Part-Time Administration Staff	0.50		0.50
Public Safety	Other Part-Time Code Enforcement Staff	2.00		2.00
	Grand Total FTE	51.50	5.00	56.50

One part-time employee = 0.5 FTE

PROGRAM	DESCRIPTION	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
		ACTUAL	ACTUAL	BUDGET	BUDGET
01-50-010-001	City Manager/Administration/Mgt & Control	586,237	812,557	1,193,013	1,252,908
01-50-010-020	City Manager/Administration/Women's Commission	2,418	3,558	6,392	5,660
01-50-010-044	City Manager/Administration/Human Relations Commission	4,239	4,177	11,865	11,240
01-50-520-021	City Manager/Information Technology/IT Commission	-	-	-	6,720
01-50-540-003	City Manager/Public Information Office/Operations	478,159	587,606	627,309	571,371
01-50-540-008	City Manager/Public Information Office/Public Relations Comm	37,523	40,878	47,524	51,499
01-50-540-148	City Manager/Public Information Office/Carson Sister Cit Assoc	3,647	331	2,565	5,065
01-50-540-490	City Manager/Public Information Office/Children's Day	3,996	8,650	-	-
01-50-615-003	City Manager/Information Technology/Operations	1,554,482	1,643,386	1,874,115	2,223,484
01-50-615-006	City Manager/Information Technology/1% PEG Fee	4,996	8,722	157,040	20,000
01-50-615-015	City Manager/Information Technology/Geographic Info Systems	133,076	151,848	122,972	-
	Subtotal City Manager Office Expenditures	2,808,773	3,261,713	4,042,795	4,147,946
01-50-900-002	City Manager/Public Safety Admin/Administration	251,584	301,742	321,675	426,759
01-50-900-255	City Manager/Public Safety Admin/Public Safety Commission	5,089	12,643	41,008	42,109
01-50-905-026	City Manager/Public Safety Contract Adm/COPS Team	3,332,829	2,355,117	2,607,546	2,793,176
01-50-905-032	City Manager/Public Safety Contract Adm/Park Safety Enforce	-	1,292,119	1,159,433	1,234,841
01-50-905-117	City Manager/Public Safety Contract Adm/Sheriff's Contract	12,503,415	12,635,451	13,360,435	13,970,945
01-50-905-118	City Manager/Public Safety Contract Adm/Citation Processing	44,354	54,716	78,000	81,200
01-50-905-124	City Manager/Public Safety Contract Adm/Alarm System	79,943	120,697	99,100	113,244
01-50-905-126	City Manager/Public Safety Contract Adm/City Prosecutor	62,371	91,234	95,000	-
01-50-905-127	City Manager/Public Safety Contract Adm/Building Security	66,326	73,922	70,000	270,379
01-50-905-130	City Manager/Public Safety Contract Adm/SouthBay Pav Security	-	-	167,443	240,182
01-50-905-157	City Manager/Public Safety Contract Adm/Parking Enforcement	152,408	151,742	152,030	214,661
01-50-905-158	City Manager/Public Safety Contract Adm/Animal Control	221,280	229,278	260,000	275,000
01-50-910-003	City Manager/Public Safety Code Enforce/Operations	1,503,147	1,526,553	1,433,813	1,503,734
01-50-910-328	City Manager/Public Safety Code Enforce/Anti-Bully Comm	-	-	-	5,880
01-50-920-119	City Manager/Public Safety Youth Svcs/Youth Svcs	315,042	343,064	144,875	112,552
01-50-920-120	City Manager/Public Safety Youth Svcs/Graffiti Abatement	21,465	20,400	23,600	21,600
01-50-930-003	City Manager/Public Safety Emergency Mgt/Operations	442,100	448,158	448,140	455,685
01-50-930-116	City Manager/Public Safety Emergency Mgt/Community Rel	539	526	400	700
01-50-930-133	City Manager/Public Safety Emergency Mgt/Pedestrian Safety	200,114	188,253	243,119	269,942
01-50-930-138	City Manager/Public Safety Emergency Mgt/Neighb Safety Pgm	120,191	126,754	149,768	159,147
	Subtotal Public Safety Expenditures	19,322,197	19,972,369	20,855,385	22,191,736
	Note: Expenditure totals will not match prior period financial statements or budget document, as some amounts have been reclassified to and from other funds and/or departments. Prior period comparative numbers reflect the FY16-17 budget structure. For example, some prior period PEG expenditures were moved to a special fund.				

Account	Division	Program	Object	Adopted
01-50-010-001-5sum	Administration	Mgt & Control	Employee Compensation	1,124,658
01-50-010-001-6004	Administration	Mgt & Control	Professional Services	96,300
01-50-010-001-6006	Administration	Mgt & Control	Membership Fees & Dues	3,800
01-50-010-001-6010	Administration	Mgt & Control	Office/Facilities Supp/Furn	2,500
01-50-010-001-6011	Administration	Mgt & Control	Telephone	2,700
01-50-010-001-6013	Administration	Mgt & Control	Auto Allowance/Mileage	18,700
01-50-010-001-6014	Administration	Mgt & Control	Conference & Travel	3,000
01-50-010-001-6017	Administration	Mgt & Control	Subscriptions & Publications	150
01-50-010-001-6097	Administration	Mgt & Control	Local education & Meetings	950
01-50-010-001-7003	Administration	Mgt & Control	Office & Equip Maintenance	150
01-50-010-020-6006	Administration	Women's Commission	Membership Fees & Dues	100
01-50-010-020-6009	Administration	Women's Commission	Special Materials & Supplies	100
01-50-010-020-6010	Administration	Women's Commission	Office/Facilities Supp/Furn	420
01-50-010-020-6157	Administration	Women's Commission	Stipend	5,040
01-50-010-044-6009	Administration	Human Relations Commission	Special Materials & Supplies	100
01-50-010-044-6010	Administration	Human Relations Commission	Office/Facilities Supp/Furn	420
01-50-010-044-6097	Administration	Human Relations Commission	Local education & Meetings	4,000
01-50-010-044-6157	Administration	Human Relations Commission	Stipend	6,720
01-50-520-021-6157	Information Technology	IT Commission	Stipend	6,720
01-50-540-003-5sum	Public Information Office	Operations	Employee Compensation	432,421
01-50-540-003-6003	Public Information Office	Operations	Printing/Binding/Duplication	40,000
01-50-540-003-6004	Public Information Office	Operations	Professional Services	40,000
01-50-540-003-6008	Public Information Office	Operations	Promotion & Publicity	12,000
01-50-540-003-6009	Public Information Office	Operations	Special Materials & Supplies	1,000
01-50-540-003-6010	Public Information Office	Operations	Office/Facilities Supp/Furn	5,000
01-50-540-003-6011	Public Information Office	Operations	Telephone	1,150
01-50-540-003-6014	Public Information Office	Operations	Conference & Travel	3,000
01-50-540-003-6017	Public Information Office	Operations	Subscriptions & Publications	300
01-50-540-003-6053	Public Information Office	Operations	Postage	34,000
01-50-540-003-6097	Public Information Office	Operations	Local education & Meetings	2,500
01-50-540-008-5sum	Public Information Office	Public Relations Commission	Employee Compensation	43,219
01-50-540-008-6009	Public Information Office	Public Relations Commission	Special Materials & Supplies	4,000
01-50-540-008-6010	Public Information Office	Public Relations Commission	Office/Facilities Supp/Furn	500
01-50-540-008-6157	Public Information Office	Public Relations Commission	Stipend	3,780
01-50-540-148-6006	Public Information Office	Carson Sister Cities Association	Membership Fees & Dues	765
01-50-540-148-6009	Public Information Office	Carson Sister Cities Association	Special Materials & Supplies	4,000
01-50-540-148-6010	Public Information Office	Carson Sister Cities Association	Office/Facilities Supp/Furn	300
01-50-615-003-5sum	Information Technology	Operations	Employee Compensation	1,227,984
01-50-615-003-6001	Information Technology	Operations	City Bus Use	700
01-50-615-003-6004	Information Technology	Operations	Professional Services	429,430
01-50-615-003-6005	Information Technology	Operations	Contract Services	35,000
01-50-615-003-6006	Information Technology	Operations	Membership Fees & Dues	120
01-50-615-003-6009	Information Technology	Operations	Special Materials & Supplies	500
01-50-615-003-6010	Information Technology	Operations	Office/Facilities Supp/Furn	2,600
01-50-615-003-6011	Information Technology	Operations	Telephone	189,300
01-50-615-003-6013	Information Technology	Operations	Auto Allowance/Mileage	200
01-50-615-003-6014	Information Technology	Operations	Conference & Travel	7,700
01-50-615-003-6017	Information Technology	Operations	Subscriptions & Publications	16,350
01-50-615-003-6020	Information Technology	Operations	Computer Lic/Equip/Access	95,000
01-50-615-003-6027	Information Technology	Operations	Non-Capital Tools & Equip	600
01-50-615-003-6056	Information Technology	Operations	City-wide education	13,000
01-50-615-003-6097	Information Technology	Operations	Local education & Meetings	7,500
01-50-615-003-7003	Information Technology	Operations	Office & Equip Maintenance	47,500
01-50-615-003-7011	Information Technology	Operations	Property & Supplies Rental	150,000
01-50-615-006-6004	Information Technology	1% PEG Fee	Professional Services	20,000
City Manager's Office Total				\$ 4,147,946

Account	Division	Program	Object	Adopted
01-50-900-002-5sum	Public Safety Admin	Administration	Employee Compensation	392,579
01-50-900-002-6004	Public Safety Admin	Administration	Professional Services	3,500
01-50-900-002-6009	Public Safety Admin	Administration	Special Materials & Supplies	15,080
01-50-900-002-6010	Public Safety Admin	Administration	Office/Facilities Supp/Furn	10,000
01-50-900-002-6014	Public Safety Admin	Administration	Conference & Travel	5,500
01-50-900-002-7003	Public Safety Admin	Administration	Office & Equip Maintenance	100
01-50-900-255-5sum	Public Safety Admin	Public Safety Commission	Employee Compensation	37,069
01-50-900-255-6157	Public Safety Admin	Public Safety Commission	Stipend	5,040
01-50-905-026-6005	Public Safety Contract Adm	COPS Team	Contract Services	2,793,176
01-50-905-032-6005	Public Safety Contract Adm	Park Safety Enforcement	Contract Services	1,234,841
01-50-905-117-6005	Public Safety Contract Adm	Sheriff's Contract	Contract Services	13,849,945
01-50-905-117-6100	Public Safety Contract Adm	Sheriff's Contract	Helicopter Service Sheriff	16,000
01-50-905-117-6101	Public Safety Contract Adm	Sheriff's Contract	Driving Under Influence City	45,000
01-50-905-117-6104	Public Safety Contract Adm	Sheriff's Contract	Fingerprint Processing Svcs	35,000
01-50-905-117-6105	Public Safety Contract Adm	Sheriff's Contract	Fireworks Suppression Op	25,000
01-50-905-118-6005	Public Safety Contract Adm	Citation Processing	Contract Services	81,000
01-50-905-118-6011	Public Safety Contract Adm	Citation Processing	Telephone	200
01-50-905-124-6004	Public Safety Contract Adm	Alarm System	Professional Services	41,200
01-50-905-124-6005	Public Safety Contract Adm	Alarm System	Contract Services	55,344
01-50-905-124-6011	Public Safety Contract Adm	Alarm System	Telephone	15,700
01-50-905-124-6043	Public Safety Contract Adm	Alarm System	Replace/Repair Vandal/Accid	1,000
01-50-905-127-6005	Public Safety Contract Adm	Building Security	Contract Services	270,379
01-50-905-130-6005	Public Safety Contract Adm	South Bay Pavilion Shared Secur	Contract Services	240,182
01-50-905-157-5sum	Public Safety Contract Adm	Parking Enforcement	Employee Compensation	174,322
01-50-905-157-6005	Public Safety Contract Adm	Parking Enforcement	Contract Services	38,869
01-50-905-157-6016	Public Safety Contract Adm	Parking Enforcement	Employee Uniform	1,470
01-50-905-158-6005	Public Safety Contract Adm	Animal Control	Contract Services	275,000
01-50-910-003-5sum	Public Safety Code Enforce	Operations	Employee Compensation	1,461,784
01-50-910-003-6003	Public Safety Code Enforce	Operations	Printing/Binding/Duplication	2,000
01-50-910-003-6004	Public Safety Code Enforce	Operations	Professional Services	7,000
01-50-910-003-6009	Public Safety Code Enforce	Operations	Special Materials & Supplies	4,000
01-50-910-003-6010	Public Safety Code Enforce	Operations	Office/Facilities Supp/Furn	5,000
01-50-910-003-6011	Public Safety Code Enforce	Operations	Telephone	4,450
01-50-910-003-6016	Public Safety Code Enforce	Operations	Employee Uniform	12,000
01-50-910-003-6020	Public Safety Code Enforce	Operations	Computer Lic/Equip/Access	4,600
01-50-910-003-6097	Public Safety Code Enforce	Operations	Local education & Meetings	2,500
01-50-910-003-7003	Public Safety Code Enforce	Operations	Office & Equip Maintenance	400
01-50-910-328-6157	Public Safety Code Enforce	Anti Bullying Commission	Stipend	5,880
01-50-920-119-5sum	Public Safety Youth Services	Youth Services	Employee Compensation	109,952
01-50-920-119-6008	Public Safety Youth Services	Youth Services	Promotion & Publicity	1,000
01-50-920-119-6010	Public Safety Youth Services	Youth Services	Office/Facilities Supp/Furn	500
01-50-920-119-6016	Public Safety Youth Services	Youth Services	Employee Uniform	600
01-50-920-119-6097	Public Safety Youth Services	Youth Services	Local education & Meetings	500
01-50-920-120-6005	Public Safety Youth Services	Graffiti Abatement	Contract Services	21,600
01-50-930-003-5sum	Public Safety Emergency Mgt	Operations	Employee Compensation	409,085
01-50-930-003-6004	Public Safety Emergency Mgt	Operations	Professional Services	5,000
01-50-930-003-6006	Public Safety Emergency Mgt	Operations	Membership Fees & Dues	5,500
01-50-930-003-6009	Public Safety Emergency Mgt	Operations	Special Materials & Supplies	1,000
01-50-930-003-6010	Public Safety Emergency Mgt	Operations	Office/Facilities Supp/Furn	1,000
01-50-930-003-6011	Public Safety Emergency Mgt	Operations	Telephone	12,000
01-50-930-003-6014	Public Safety Emergency Mgt	Operations	Conference & Travel	2,000
01-50-930-003-6016	Public Safety Emergency Mgt	Operations	Employee Uniform	1,000
01-50-930-003-6017	Public Safety Emergency Mgt	Operations	Subscriptions & Publications	2,000
01-50-930-003-6097	Public Safety Emergency Mgt	Operations	Local education & Meetings	600
01-50-930-003-7003	Public Safety Emergency Mgt	Operations	Office & Equip Maintenance	16,500
01-50-930-116-6009	Public Safety Emergency Mgt	Community Relations Support	Special Materials & Supplies	300
01-50-930-116-6010	Public Safety Emergency Mgt	Community Relations Support	Office/Facilities Supp/Furn	200

Account	Division	Program	Object	Adopted
01-50-930-116-6011	Public Safety Emergency Mgt	Community Relations Support	Telephone	200
01-50-930-133-5sum	Public Safety Emergency Mgt	Pedestrian Safety	Employee Compensation	47,042
01-50-930-133-6005	Public Safety Emergency Mgt	Pedestrian Safety	Contract Services	221,400
01-50-930-133-6010	Public Safety Emergency Mgt	Pedestrian Safety	Office/Facilities Supp/Furn	500
01-50-930-133-6016	Public Safety Emergency Mgt	Pedestrian Safety	Employee Uniform	1,000
01-50-930-138-5sum	Public Safety Emergency Mgt	Neighborhood Safety Program	Employee Compensation	127,047
01-50-930-138-6004	Public Safety Emergency Mgt	Neighborhood Safety Program	Professional Services	10,000
01-50-930-138-6009	Public Safety Emergency Mgt	Neighborhood Safety Program	Special Materials & Supplies	15,000
01-50-930-138-6010	Public Safety Emergency Mgt	Neighborhood Safety Program	Office/Facilities Supp/Furn	4,500
01-50-930-138-6014	Public Safety Emergency Mgt	Neighborhood Safety Program	Conference & Travel	2,000
01-50-930-138-6097	Public Safety Emergency Mgt	Neighborhood Safety Program	Local education & Meetings	300
01-50-930-138-7003	Public Safety Emergency Mgt	Neighborhood Safety Program	Office & Equip Maintenance	300
Public Safety Total				\$ 22,191,736

THIS PAGE PURPOSELY BLANK