



City of Carson

Report to Mayor and City Council

February 7, 2012
New Business Discussion

SUBJECT: APPROVE A PROCESS FOR THE APPOINTMENT TO FILL THE UNEXPIRED TERM OF CITY CLERK

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

On January 17, 2012, the City Council determined to solicit applications from eligible residents for appointment to fill the unexpired term of City Clerk. The City Council asked the City Attorney and City Manager to return with a recommended process for the application and selection process.

II. RECOMMENDATION

APPROVE the suggested process set forth in this report for the solicitation of applications and the appointment of a City Clerk.

III. ALTERNATIVES

1. Modify the proposed process prior to approval by the City Council.
2. Take any other action the Council deems appropriate consistent with the requirements of law.

IV. BACKGROUND

The City's long serving elected City Clerk, the Honorable Helen S. Kawagoe, resigned her position due to ill health as of December 31, 2011. On January 17, 2012, the City Council discussed the options for replacing the elected City Clerk as provided for under State law. A copy of the staff report from January 17, 2012, is attached as background information (Exhibit No. 1).

At that time, the City Council determined the position should be filled by appointment for the unexpired remainder of the term of office. The Council requested that the City Attorney and City Manager return with a process to effectuate the solicitation of qualified applicants, a review of applications, interviews of qualified candidates, and consideration of an appointment by the City Council.

The minimum qualifications for an individual to serve as the elected City Clerk are that the candidate be a registered voter who resides in Carson. While an elected position, the City Clerk's position is full-time and is responsible for the day-to-day operation of the City Clerk's office and management of the staff in

that office.

As such, a level of professional direct or related experience could be a desirable additional qualification. In addition, the candidate selected would need to be able to secure a bond as required under the Municipal Code Chapter 2, Section § 2202. (Exhibit No. 2)

A. Suggested Schedule for Application.

A proposed schedule for the solicitation of applications is outlined below:

- | | |
|---|-------------------|
| 1. Website Posting/Press Release Inviting Applications | February 8, 2012 |
| 2. Application Deadline 6:00 p.m. | February 15, 2012 |
| 3. Special Council Meeting to Review Applications | February 16, 2012 |
| 4. Regular Council Meeting to Interview Candidates/
Make Appointment | February 21, 2012 |
| 5. Special Council Meeting to Make Appointment
(if needed) | February 28, 2012 |

A “large” number of applicants would seem to require a minimum of two special meetings to review and make an appointment – one meeting to review or “screen” the applications; another meeting to interview candidates/make the appointment, and *possibly* a third meeting to make the appointment.

The suggested schedule assumes there are a “large” number of interested candidates for appointment.

However, if the number of applicants is relatively “few,” steps 3 and 4 may be combined into a single special meeting and step 5 could be eliminated altogether.

B. Suggested Form of Application.

It is recommended that interested candidates submit a City Employment Application, attaching a resume, and including three (3) professional or personal references, to the City’s Human Resources Office in order to be considered.

The Human Resources staff is best trained and equipped to receive and process any applications received. The City will advertise the vacancy on the City’s web site and will issue a press release regarding the application process and deadlines.

C. Application Screening & Applicant Interviews.

After the due date for submission of applications, it is recommend that the City Council have a special meeting to review (or “screen”) the applications and determine which candidates they wish to interview.

A portion of the second regular City Council meeting in February could be devoted to the interview of candidates, with an appointment being made at that time unless the Council wished to consider their choices further, in which case another special meeting may be needed. A candidate must be appointed by a three (3) affirmative votes of the entire City Council by February 29, 2012.

V. FISCAL IMPACT

None as result of this action, though an appointment avoids the cost of a special election.

VI. EXHIBITS

1. Staff Report from January 17, 2012, Item No. 22. (pgs 4-20)
2. Carson Municipal Code Chapter 2, Section § 2202 (pg. 21)

Document1

Prepared by: David Biggs, City Manager

TO:Rev102511

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council

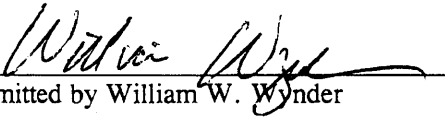
Date_____ Action_____

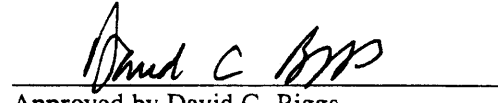


City of Carson Report to Mayor and City Council

January 17, 2012
New Business Discussion

SUBJECT: CONSIDER FILLING THE VACANCY IN THE ELECTIVE OFFICE OF THE CITY CLERK EITHER THROUGH APPOINTMENT OR THE CALLING OF A SPECIAL ELECTION


Submitted by William W. Wynder
City Attorney


Approved by David C. Biggs
City Manager

I. SUMMARY

Effective at midnight on December 31, 2011, the Honorable Helen S. Kawagoe resigned her office as the elected City Clerk of the city of Carson due to reasons of health (Exhibit Nos. 1-3).

As a consequence of her resignation, the office of elected clerk has become vacant, which vacancy *must* be filled in the manner and within the time specified by law.

Our retired clerk was re-elected on March 8, 2011 to a four-year term expiring in March, 2015. Her successor, either by appointment or through special election, will fill the remainder of her unexpired term of office.

II. RECOMMENDATION

CONSIDER and PROVIDE direction.

III. ALTERNATIVES

1. Discuss and agree upon a process by which the City Council would APPOINT a Carson resident, otherwise eligible to hold elective office, to fill the unexpired term of office of the elected City Clerk; *or*
2. In the event the City Council determines to fill the vacancy by special election to be held June 5, 2012, TAKE BOTH of the following actions:
 - (a) WAIVE further reading and adopt RESOLUTION NO. 12-009 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON **TUESDAY, JUNE 5, 2012**, FOR THE ELECTION OF A CERTAIN OFFICER AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES;" *and*
 - (b) WAIVE further reading and adopt RESOLUTION NO. 12-010 "A

January 17, 2012

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON **TUESDAY, JUNE 5, 2012**, WITH THE STATEWIDE DIRECT PRIMARY ELECTION TO BE HELD ON THAT DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE;" *or*

3. In the event the City Council determines to fill the vacancy by special election to be held November 6, 2012, TAKE BOTH of the following actions:
 - (a) WAIVE further reading and adopt RESOLUTION NO. 12-011 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON **TUESDAY, NOVEMBER 6, 2012**, FOR THE ELECTION OF A CERTAIN OFFICER AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES;" *and*
 - (b) WAIVE further reading and adopt RESOLUTION NO. 12-0012 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON **TUESDAY, NOVEMBER 6, 2012**, WITH THE STATEWIDE DIRECT PRIMARY ELECTION TO BE HELD ON THAT DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE;" *or*
4. Take NO ACTION at the January 17, 2012 City Council meeting, *recognizing* that the Council *shall* take an action to either appoint or call a special election not later than February 29, 2012.

IV. BACKGROUND

Our beloved City Clerk has resigned from office due to health reasons. The law provides various mechanisms for filling the vacancy created by her resignation. The city of Carson, as a general law city, is governed by Division 3, Part 1, of the California Government Code (Government Code § 36500 *et seq.*) which controls the method and timing of filling vacancies in elective offices.

1. **The Mechanism For Filling A Vacancy in the Office of Elective City Clerk, the Government Code Affords the City Council With Two (2) Options.**

Government Code § 36512(b) provides, “[i]f a vacancy occurs in an *elective* office provided for in this chapter, the council *shall, within 60 days* from the commencement of the vacancy, *either* fill the vacancy by *appointment* or *call a special election* to fill the vacancy. . . . A person *appointed* or *elected* to fill a vacancy *holds office for the unexpired term* of the former incumbent.” (Emphasis added.) An elected City Clerk is covered by the “chapter” referred to in this statute.

2. Option One – Fill the Vacancy By Appointment by the City Council.

With respect to the appointment option, the Council may, on or before February 29, 2012, appoint a new City Clerk. The person so appointed must meet all of the eligibility requirements to be an elected City Clerk. (Government Code §§ 34882 & 36502.)

The resolution of appointment would require three (3) affirmative votes from the Council. (Gov. Code § 36936 [“[r]esolutions, orders for the payment of money, and all ordinances require a recorded majority vote of the total membership of the city council.”].)

If the City Council is inclined to appoint a qualified resident to fill the unexpired term of office of the city clerk, the Council should discuss and then agree upon a “process” by which that could be accomplished, recognizing that an *appointment must be made on or before February 29, 2012.*

That process could include:

- (1) establish a deadline to give notice (electronically and/or in writing) inviting interested residents to make “application” for the position by a deadline (the application should, at a minimum, include an explanation of the reasons for applying and the qualifications of the applicant to hold the office);
- (2) establish a deadline to submit for, and a custodian of records to receive, such applications for the position by interested and qualified residents;
- (3) establish a date, time, and mechanism by which the Council, or a sub-committee of the same, evaluates all applications;
- (4) establish a date, time, and mechanism by which the full Council would interview all (or recommended) applicants; and
- (5) select a date for a regular or special Council meeting (occurring on or before February 29, 2012) in which the Council would determine either to make an appointment to, or call for a special election to fill, the office of city clerk.

This “process” option is not available to the Council if the body determines to hold a special election on the June 4, 2012 general and presidential primary election.

3. **Option Two – Fill the Vacancy By Calling For a Special Election.**

Alternatively, the City Council could call a special election to fill the vacancy. Again, the calling of such an election must be made within 60 days of the vacancy (i.e., February 29, 2012). If the Council elects to fill the vacancy by special election, Section 36512(b) requires that “[t]he special election shall be held on the ***next regularly established election date not less than 114 days from the call of the special election.***”

(a) **Conditions Precedent to a June 5, 2012 Special Election.**

Provided the City Council ***called*** for a special election (and filed with the Board of Supervisors and Registrar-Recorder/County Clerk a resolution requesting consolidation with the Presidential Primary Election) ***on or before February 3, 2012,***¹ the ***date for the special election would be June 5, 2012.***

We assume (but we have not attempted to verify this assumption) the County of Los Angeles would permit consolidation of the special election with the presidential and general primary election. If our assumption is correct, then the special election will be conducted by the County.

If consolidation is not permitted, then the special election would still be held on June 5, 2012, but would be administered as a stand-alone election by the City (with significantly added costs to the City over those associated with consolidation -- again we have not considered the costs of a special election, either consolidated or stand-alone).

(b) **Conditions Precedent to a November 6, 2012 Special Election.**

A ***call for a special election after February 3, 2012*** (and a filing with the Board of Supervisors and Registrar-Recorder/County Clerk a resolution requesting consolidation with the Presidential General Election) would mean the ***date for the special election would be November 6, 2012.***

¹ However, as a matter of administrative convenience, and to assure sufficient time to comply with the Elections Code, the ***preferred deadline*** for calling the special election would be January 31, 2012. In this manner, the residents of Carson will enjoy a full 10-day notice of the opening of the period for nominations to the office of elected City Clerk.

Again, we assume (but we have not attempted to verify this assumption) the County of Los Angeles will permit consolidation of the special election with the November 6, 2012 presidential and general election.

If our assumption is correct, then the special election would be conducted by the County. If consolidation is not permitted, then the special election would still be held on November 6, 2012, but would be administered as a stand-alone election by the City (with significantly added costs to the City than those associated with consolidation -- again we have not considered the costs of a special election, either consolidated or stand-alone).

4. Either Option Must Be Exercised Within 60 Days of the Vacancy.

Under either option selected by the City Council to fill the vacancy in the office of elective City Clerk, Government Code § 36512(b) requires that “the Council *shall, within 60 days* from the commencement of the vacancy, *either* fill the vacancy by *appointment* or *call a special election* to fill the vacancy.”

5. In Either Case, the Replacement City Clerk Holds Office for the Duration of Ms. Kawagoe’s Unexpired Term of Office.

Under either option selected by the City Council to fill the vacancy in the office of elective City Clerk, the appointee or the winner of a special election would serve the remainder of Ms. Kawagoe’s term of elective office through March, 2015.

6. Finally, if No Action is Taken by the City Council on or Before February 29, 2012, Then the Vacant City Clerk’s Office Must be Filled at the Next Regularly Established Election Date.

Section 36512(d)(3) provides that “if the City Council does not call an election pursuant to paragraph (2), the *vacancy shall be filled at the next regularly established election.*” (Emphasis added.) So in the event the City Council takes no action under either option noted above and within deadline established by law, the vacancy in the office of elective City Clerk must be filled by election at the next regularly established election date.

A failure of the City Council to take any action on or before February 29, 2012 would result in an election to fill the vacant office of elected City Clerk. That election would be held on November 6, 2012 (as either a consolidated or stand-alone election) because that would be the “next regularly established election” that the City could meet the requirements of the Elections Code to give notice of the special election and have the statutorily required nominations period.

V. FISCAL IMPACT

There will certainly be costs associated with the holding of either a stand-alone special election or a consolidated special election. As of the preparation of this staff report those added costs are unknown.

VI. EXHIBITS

1. Letter, dated December 22, 2012, to City Council (pg. 7)
2. Letter, dated December 29, 2012, to City Council (pg. 8)
3. Letter, dated January 10, 2012, to City Council (pg. 9)
4. Resolution No. 12-009 (pgs. 10-11)
5. Resolution No. 12-010 (pgs. 12-13)
6. Resolution No. 12-011 (pgs. 14-15)
7. Resolution No. 12-012 (pgs. 16-17)

Prepared by: William W. Wynder, City Attorney

TO:Rev091911

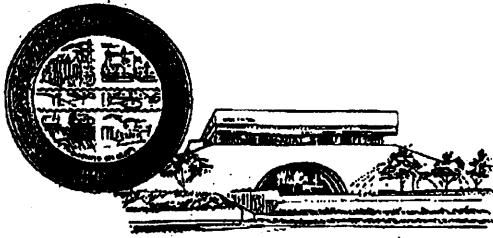
Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council

Date_____ Action_____

CITY CLERK



CITY OF CARSON

December 22, 2011

Mayor Jim Dear
Mayor Pro Tem Julie Ruiz-Raber
Council Member Elito Santarina
Council Member Mike Gipson
Council Member Lula Davis-Holmes
701 E. Carson Street
Carson, CA 90745

Wanda Higaki, Chief Deputy City Clerk
701 E. Carson Street
Carson, CA 90745

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11 DEC 22 PM 3:26
CITY OF CARSON

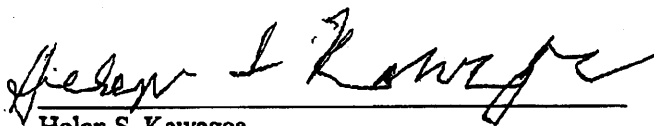
Dear Mayor Dear, Members of the City Council, and Chief Deputy City Clerk Higaki:

Due to health reasons and pursuant to Government Code Section 1750(e), I hereby tender my resignation as the elected City Clerk for the City of Carson effective December 31, 2011, at 12:00 Midnight. Effective the same date, I will retire after 37 years of service.

I have truly appreciated the honor and privilege to serve as your elected City Clerk.

The City of Carson will always remain in my heart.

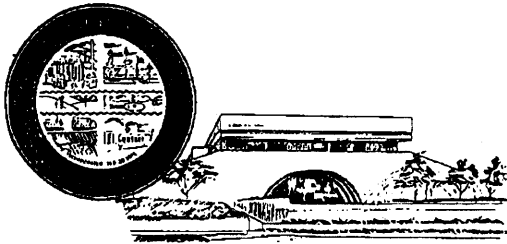
Sincerely,


Helen S. Kawagoe
City Clerk

Cc: David Biggs, City Manager



CITY CLERK



CITY OF CARSON

December 29, 2011

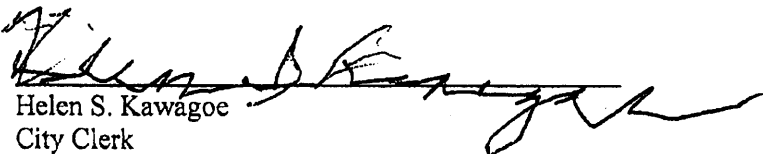
Mayor Jim Dear
Mayor Pro Tem Julie Ruiz-Raber
Council Member Elito Santarina
Council Member Mike Gipson
Council Member Lula Davis-Holmes
701 E. Carson Street
Carson, CA 90745

Wanda Higaki, Chief Deputy City Clerk
701 E. Carson Street
Carson, CA 90745

Dear Mayor Dear, Members of the City Council, and Chief Deputy City Clerk Higaki:

I am writing to rescind my resignation as the elected City Clerk for the City of Carson effective December 31, 2011, at 12:00 Midnight.

Sincerely,

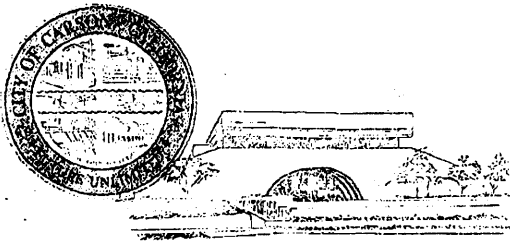

Helen S. Kawagoe
City Clerk

Cc: David Biggs, City Manager

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CITY OF CARSON



CITY CLERK



CITY OF CARSON

January 10, 2012

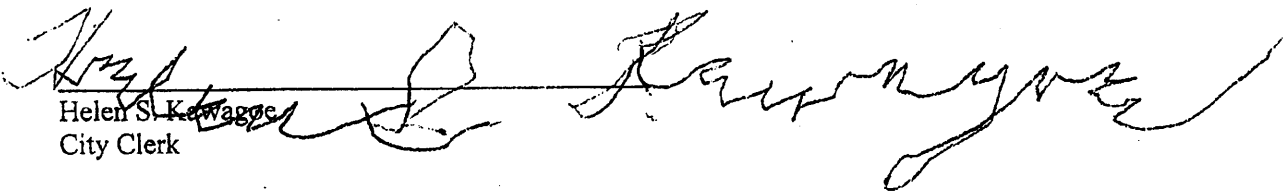
Mayor Jim Dear
Mayor Pro Tem Julie Ruiz-Raber
Council Member Elito Santarina
Council Member Mike Gipson
Council Member Lula Davis-Holmes
701 E. Carson Street
Carson, CA 90745

Wanda Higaki, Chief Deputy City Clerk
701 E. Carson Street
Carson, CA 90745

Dear Mayor Dear, Members of the City Council, and Chief Deputy City Clerk Higaki:

I am writing to rescind my recession letter dated December 29, 2011, to resign as the elected City Clerk of the City of Carson.

Sincerely,


Helen S. Kawagoe
City Clerk

Cc: David Biggs, City Manager
William Wynder, City Attorney

RECEIVED
CITY CLERK
12 JAN 10 PM 5:14
CITY OF CARSON



RESOLUTION NO. 12-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 5, 2012, FOR THE ELECTION OF A CERTAIN OFFICER AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a Special Municipal Election shall be held on June 5, 2012, for the election of a Municipal Officer.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Carson, California, on Tuesday, June 5, 2012, a Special Municipal Election for the purpose of electing a City Clerk for the partial term ending March, 2015.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the Chief Deputy City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code §10242, except as provided in §14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the Chief Deputy City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That the Chief Deputy City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 8. The City Council authorizes the Chief Deputy City Clerk to administer said election

and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED and ADOPTED on this ____ Day of January, 2012.

Mayor Jim Dear

ATTEST:

Chief Deputy City Clerk Wanda Higaki

APPROVED AS TO FORM:

City Attorney William Wynder

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Wanda S. Higaki, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members of the City Council is five; that the foregoing resolution, being Resolution No. 12-XXX, was duly and regularly adopted by said Council at a regular meeting duly and regularly held on the ____ day of _____, 2012, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Chief Deputy Clerk City Clerk



RESOLUTION NO. 12-010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 5, 2012, WITH THE STATEWIDE DIRECT PRIMARY ELECTION TO BE HELD ON THAT DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE

WHEREAS, the City Council of the City of Carson called a Special Municipal Election to be held On June 5, 2012, for the purpose of the election of a City Clerk for the term of office in which a vacancy was created and which ends March, 2015, and;

WHEREAS, it is desirable that the Special Municipal Election be consolidated with the Statewide Direct Primary election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the Special Municipal Election and that the election be held in all respects as if there were only one election;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Special Municipal Election with the Statewide Direct Primary election on Tuesday, June 5, 2012, for the purpose of the election of a City Clerk for the term of office in which a vacancy was created and which ends March, 2015.

SECTION 2. That the county election department is authorized to canvass the returns of the Special Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Carson recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 5. That the Chief Deputy City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of Los Angeles.

SECTION 6. That the Chief Deputy City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED and ADOPTED on this _____ day of January, 2012.

Mayor Jim Dear

ATTEST:

Chief Deputy City Clerk Wanda Higaki

APPROVED AS TO FORM:

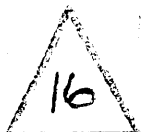
City Attorney William Wynder

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Wanda S. Higaki, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members of the City Council is five; that the foregoing resolution, being Resolution No. 12-XXX, was duly and regularly adopted by said Council at a regular meeting duly and regularly held on the ____ day of _____, 2012, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Chief Deputy City Clerk, City of Carson, California



RESOLUTION NO. 12-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012, FOR THE ELECTION OF A CERTAIN OFFICER AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a Special Municipal Election shall be held on November 6, 2012, for the election of a Municipal Officer.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Carson, California, on Tuesday, November 6, 2012, a Special Municipal Election for the purpose of electing a City Clerk for the partial term ending March, 2015.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the Chief Deputy City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code §10242, except as provided in §14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the Chief Deputy City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That the Chief Deputy City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 8. The City Council authorizes the Chief Deputy City Clerk to administer said election

and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED and ADOPTED ____ day of January, 2012.

Mayor Jim Dear

ATTEST:

Chief Deputy City Clerk Wanda Higaki

APPROVED AS TO FORM:

City Attorney William Wynder

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Wanda S. Higaki, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members of the City Council is five; that the foregoing resolution, being Resolution No. 12-XXX, was duly and regularly adopted by said Council at a regular meeting duly and regularly held on the ____ day of _____, 2012, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Chief Deputy Clerk City Clerk



RESOLUTION NO. 12-012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2012, WITH THE STATEWIDE DIRECT PRIMARY ELECTION TO BE HELD ON THAT DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE

WHEREAS, the City Council of the City of Carson called a Special Municipal Election to be held On November 6, 2012, for the purpose of the election of a City Clerk for the term of office in which a vacancy was created and which ends March, 2015, and;

WHEREAS, it is desirable that the Special Municipal Election be consolidated with the General election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the Special Municipal Election and that the election be held in all respects as if there were only one election;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Special Municipal Election with the General election on Tuesday, November 6, 2012, for the purpose of the election of a City Clerk for the term of office in which a vacancy was created and which ends March, 2015.

SECTION 2. That the county election department is authorized to canvass the returns of the Special Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Carson recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 5. That the Chief Deputy City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of Los Angeles.

SECTION 6. That the Chief Deputy City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED and ADOPTED this _____ day of January, 2012.

Mayor Jim Dear

ATTEST:

Chief Deputy City Clerk Wanda Higaki

APPROVED AS TO FORM:

City Attorney William Wynder

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Wanda S. Higaki, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members of the City Council is five; that the foregoing resolution, being Resolution No. 12-XXX, was duly and regularly adopted by said Council at a regular meeting duly and regularly held on the ____ day of _____, 2012, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Chief Deputy City Clerk, City of Carson, California



CHAPTER 2 OFFICERS

Sections:

- § 2200 Assessor and Tax Collector.
- § 2201 City Clerk – Duties.
- § 2202 City Clerk – Bond.
- § 2203 City Treasurer – Bond.
- § 2204 Removal of Papers or Documents from the City Offices.
- § 2205 Restriction from Employment.
- § 2206 Enforcement Officer.
- § 2207 Repealed.

2200 Assessor and Tax Collector.

Pursuant to the authority granted by Section 51501 of the Government Code of the State of California, the assessment and tax collection duties performed by the City Assessor and Tax Collector hereby are transferred to the Assessor and Tax Collector of the County of Los Angeles.

1. Same. Abolishment of Offices. The Offices of City Assessor and Tax Collector hereby are abolished.
2. Same. Transfer of Duties. Pursuant to the authority granted by Section 51507 of the Government Code of the State of California, the duties of the City Assessor, other than the assessing of City property and the duties of the Tax Collector, other than the collection of taxes, hereby are transferred to and shall be performed by the City Clerk, or such officer of the County of Los Angeles as may by contract with the City be designated and authorized to perform such duties. (Ord. 2, § 2200)

2201 City Clerk – Duties.

Any application required to be filed with the City or fees required to be paid to the City, pursuant to the provisions of this Code, shall be filed with or paid to the City Clerk, unless otherwise by this Code provided. (Ord. 2, § 2201)

2202 City Clerk – Bond.

The City Clerk upon the entry to his duties of office shall execute a bond to the City in conformity with bonds of Public Officers, and in conformity with the provisions of the Government Code of the State of California relating thereto, in the amount of \$50,000. (Ord. 2, § 2202)