

CITY OF CARSON

ADOPTED OPERATING BUDGET
DEPARTMENT SUMMARY - BY CATEGORY
FISCAL YEAR 2012/13

FUND: 01 General Fund
DEPARTMENT: 30 City Clerk

CATEGORY	FY 2008/09 ACTUAL EXPENDITURES	FY 2009/10 ACTUAL EXPENDITURES	FY 2010/11 AMENDED BUDGET	FY 2010/11 ACTUAL EXPENDITURES	FY 2011/12 AMENDED BUDGET	FY 2011/12 ACTUAL EXPENDITURES	FY 2012/13 ADOPTED BUDGET
Salaries and Benefits	\$ 615,877	\$ 500,421	\$ 510,732	\$ 545,921	\$ 550,297	\$ 496,239	\$ 577,635
Operations & Maintenance	361,250	44,150	277,161	285,472	53,549	36,315	320,603
Capital Outlay	0	(329)	0	0	0	0	0
Other Financing Uses	0	0	0	0	0	0	0
Total Expenditures	\$ 977,127	\$ 544,242	\$ 787,913	\$ 831,394	\$ 603,846	\$ 532,554	\$ 898,238

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; preparing and maintaining official records of the City, the Carson Successor Agency, the Carson Housing Authority and the Public Financing Authority proceedings and actions; conducting municipal and special elections as the Chief Elections Officer; ensuring compliance with the Political Reform Act as Filing Officer; serving as a liaison between the City and the public as the 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 Carson Successor Agency; Secretary to the Carson 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/Carson Successor Agency/Carson Housing Authority, 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; records meeting proceedings; and prepares and maintains minutes.
- * Knowledge of Legal Requirements
 - ◊ The Ralph M. Brown Act which guarantees the public's right to attend and participate in meetings of local legislative bodies.

DEPARTMENT ACTIVITY (cont.)

- ◊ The California Elections Code which governs the administration of election laws and promotes uniformity of procedure in such matters.
- ◊ 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 Public Records Act which establishes guidelines for accessibility of records.
- Elections
 - ◊ Conducts municipal elections in accordance with the California Elections Code.
 - ◊ 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 Oath of Office to elected and appointed City officials, City employees, and City summer youth workers.
- Official Records
 - ◊ Serves as custodian of records under the purview of the City Clerk.
 - ◊ 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, the Carson Successor Agency and the Carson Housing Authority.
 - ◊ Investigates and implements spaces-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
 - ◊ 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.

CITY OF CARSON

ADOPTED OPERATING BUDGET
PROGRAM BUDGET DETAIL
FISCAL YEAR 2012/13

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

OBJECT CODE AND DESCRIPTION	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET
5002 Regular	303,533	353,226	312,243	332,728	329,263	337,185	323,052
5003 Overtime	3,688	2,787	0	6,311	5,000	7,545	10,770
5004 Temporary/Part Time	28,918	0	18,000	0	18,000	0	17,437
5501 Retirement	75,878	87,284	76,787	83,577	87,943	89,366	84,031
5502 Medical & Associated Benefits	31,522	39,728	38,400	39,312	41,506	46,840	39,895
5503 Dental Insurance	3,402	4,166	3,779	3,984	3,779	3,929	3,779
5505 Group Life Insurance	1,185	1,032	784	818	784	797	784
5508 Reimbursement	2,050	2,050	2,050	2,050	2,050	2,278	2,050
5509 Vision Insurance	390	476	431	405	353	392	370
5510 Medicare	988	647	1,798	607	1,996	1,252	2,092
5512 Deferred Compensation Match	7,041	8,753	8,500	7,689	8,500	6,656	8,500
5516 Part Time Retirement	5,536	0	0	0	0	0	0
Salaries and Benefits	464,131	500,149	462,772	477,481	499,174	496,239	492,760
6003 Printing/Binding/Duplication	0	1,237	500	0	300	0	500
6004 Professional Services	4,337	95	1,000	89	500	3,178	500
6005 Contract Services	525	1,210	21,500	4,829	15,000	10,205	15,000
6006 Membership Fees and Dues	7,677	1,539	1,600	1,404	1,600	1,430	840
6008 Promotion & Publicity	16	0	300	0	0	0	300
6009 Special Materials & Supplies	3,198	1,762	3,381	881	3,384	2,530	3,000
6010 Office/Facilities Suppls&Frnshng	6,044	2,369	5,000	2,017	5,165	2,378	3,000
6011 Telephone	397	370	750	399	750	593	1,260
6013 Auto Allowance/Mileage	6,888	6,654	6,600	6,513	6,600	5,155	7,100
6014 Conference and Travel	7,753	9,594	7,250	7,517	7,750	5,548	7,500
6015 Taxes, Licenses and Fees	0	177	0	41	0	0	0
6017 Subscriptions & Publications	5,041	16,997	2,000	207	2,000	184	0
6018 Election Related Activity	315,988	16	225,000	266,119	7,000	1,480	280,103
6020 Comptr-Reltd Lnse, Eqp, Acces	782	0	500	166	2,000	3,013	500
6030 Other Insurance	175	175	0	0	0	0	0
6097 Local Trainings & Meetings	0	0	800	0	500	0	0
7003 Office & Equipment Maintenance	697	1,956	1,000	515	1,000	620	1,000
Operation and Maintenance	359,518	44,150	277,181	290,697	53,549	36,315	320,603
8006 Office Equipment	0	(329)	0	0	0	0	0
Capital Outlays	0	(329)	0	0	0	0	0
TOTAL PROG: 003 Operations	823,649	543,970	739,953	768,178	552,723	532,554	813,363

CITY OF CARSON
ADOPTED OPERATING BUDGET
PERSONNEL SUMMARY - BY DEPARTMENT
FISCAL YEAR 2012/13

FUND: 01 General Fund
DEPARTMENT: 30 City Clerk

POSITION TITLE	FY 2009/10	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13	FY 2012/13
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	AMENDED SALARIES	ADOPTED POSITIONS	ADOPTED SALARIES
Chief Deputy City Clerk	1	1	1	116,590	1	116,590
City Clerk	1	1	1	124,653	1	115,956
Coordinator, Records Management	1	1	1	0	0	0
Deputy City Clerk	1	1	1	76,721	1	76,721
Office Clerk	1	1	1	0	0	0
Senior Clerk	1	1	1	47,884	1	49,453
TOTALS	6	6	6	365,848	4	358,719

SUMMARY OF SALARIES AND FRINGE BENEFITS

	FY 2011/12	FY 2012/13
Regular	365,848	358,719
Overtime	5,000	45,770
Temporary Part-Time	18,000	17,437
Fringe Benefits	161,449	155,709
TOTALS	550,297	577,635

CITY OF CARSON

ADOPTED OPERATING BUDGET
 PROGRAM BUDGET DETAIL
 FISCAL YEAR 2012/13

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

OBJECT CODE AND DESCRIPTION	FY 2008/09	FY 2009/10	FY 2010/11	FY 2010/11	FY 2011/12	FY 2011/12	FY 2012/13
	ACTUAL EXPENDITURES	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	AMENDED BUDGET	ACTUAL EXPENDITURES	ADOPTED BUDGET
5002 Regular	19,897	0	24,300	10,474	25,609	0	25,110
5003 Overtime	64,447	234	0	30,359	0	0	33,000
5501 Retirement	4,988	0	5,976	2,579	6,840	0	6,531
5502 Medical & Associated Benefits	6,040	30	2,955	3,377	3,194	0	3,056
5503 Dental Insurance	683	3	292	335	292	0	292
5505 Group Life Insurance	259	1	60	76	60	0	60
5509 Vision Insurance	84	1	33	35	29	0	30
5510 Medicare	535	3	117	204	126	0	607
5512 Deferred Compensation Match	807	0	0	331	0	0	0
Salaries and Benefits	97,738	272	33,733	47,771	36,150	0	68,686
6010 Office/Facilities Suppls&Frnshng	55	0	0	0	0	0	0
6018 Election Related Activity	1,678	0	0	35	0	0	0
Operation and Maintenance	1,732	0	0	35	0	0	0
TOTAL PRG: 177 Absnt Bltt Prcssng	99,471	272	33,733	47,806	36,150	0	68,686

