

City Clerk

The City Clerk maintains the official record of the City and its component units, and is elected by the City’s voters to serve a four-year term. Duties of the Office include the following:

- Serves as the Clerk to the City Council, Secretary to the Successor Agency of the dissolved redevelopment agency, the Carson Housing Authority, and the Carson Reclamation Authority;
- Conducts municipal and special elections;
- Maintains the Carson Municipal Code;
- Coordinates responses to Public Records Act requests;
- Certifies ordinances and resolutions, the official instruments of City Council action; and
- Ensures compliance with the Political Reform Act.

The FY16-17 budget includes the following staffing to support the Office of the City Clerk.

Classification	FY16-17 Funded	FY16-17 Unfunded	FY16-17 Total
CHIEF DEPUTY CITY CLERK	1.00		1.00
DEPUTY CITY CLERK	1.00		1.00
RECORDS MANAGEMENT COORD	1.00		1.00
SENIOR CLERK	1.00		1.00
Subtotal Full-Time	4.00	-	4.00
OFFICE CLERK (PT)	0.50		0.50
Grand Total FTE	4.50	-	4.50
<i>One part-time employee = 0.5 FTE</i>			

Total City Clerk expenditures follow.

PROGRAM	DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 BUDGET	FY 2016/17 BUDGET
01-30-000-003	City Clerk/Elected & Appointed/Operations	662,839	1,085,879	679,856	745,022
01-30-000-176	City Clerk/Elected & Appointed/Election Support	1,500	138,757	414,115	253,925
	Total City Clerk Budget	664,339	1,224,636	1,093,971	998,947

Account	Division	Program	Object	Adopted
01-30-000-003-5sum	Elected & Appointed	Operations	Employee Compensation	683,371
01-30-000-003-6003	Elected & Appointed	Operations	Printing/Binding/Duplication	15,000
01-30-000-003-6004	Elected & Appointed	Operations	Professional Services	11,500
01-30-000-003-6006	Elected & Appointed	Operations	Membership Fees & Dues	1,151
01-30-000-003-6008	Elected & Appointed	Operations	Promotion & Publicity	300
01-30-000-003-6009	Elected & Appointed	Operations	Special Materials & Supplies	1,500
01-30-000-003-6010	Elected & Appointed	Operations	Office/Facilities Supp/Furn	3,500
01-30-000-003-6011	Elected & Appointed	Operations	Telephone	1,500
01-30-000-003-6013	Elected & Appointed	Operations	Auto Allowance/Mileage	7,100
01-30-000-003-6014	Elected & Appointed	Operations	Conference & Travel	7,500
01-30-000-003-6018	Elected & Appointed	Operations	Election Related Activity	10,000
01-30-000-003-6097	Elected & Appointed	Operations	Local education & Meetings	1,100
01-30-000-003-7003	Elected & Appointed	Operations	Office & Equip Maintenance	1,500
01-30-000-176-5sum	Elected & Appointed	Regular Election Support	Employee Compensation	3,925
01-30-000-176-6018	Elected & Appointed	Regular Election Support	Election Related Activity	250,000
				\$ 998,947