

City Clerk

The City Clerk is one of a few positions that are required by State statute. Specific responsibilities of the City Clerk are identified in the California Government Code and Election Code.

The City Clerk is an impartial elected official who serves the residents of Carson, general public, city staff, and the legislative body. The City Clerk is the city's elections official, local legislation auditor, political reform filing officer, lobbyist registration filing officer and records manager. She is also responsible for codification of ordinances, acceptance and official log of legal documents, public inquiries in compliance with the Public Records Act, staff support in compliance with the Brown Act and Government Code, and provides City Council support by ensuring the decision-making process is transparent and recorded properly.

Accomplishments & Performance Measures

- Elections
 - November 8, 2016 – General Municipal Election (1 Mayor, 2 Councilmembers, 2 Measures)
 - Campaign records made available online
- Office Personnel Restructuring to Work Effectively and Efficiently
 - Added Records Management Coordinator & Part Time Office Clerk
 - Professional development training
 - Updated antiquated processes
- Passport Services for the Public
 - Resumed in December 2016
 - Department of State inspection in March 2016 – reported 100% compliance
 - Since December, passport applications processed have increased 343%
- Fair Political Practices Commission Filings
 - Online filing and tracking
- Service Indicators
 - Bid Acceptance – 16
 - City Council/Reclamation Meetings
 - City Council Regular – 19
 - City Council Special – 7
 - Reclamation Authority – 10
 - Claims/Summonses Processed – 116
 - Contracts Processed – 175
 - Form 700 Filings - 134
 - Ordinances Processed – 27
 - Passport Applications Processed¹ - 356
 - Public Records Act Requests Received – 123
 - Resolutions Processed – 128

¹ Passport Services became effective December 8, 2016

Accomplishments & Performance Measures

- Commissions, Committees, and Boards (CCB)
 - Assessment and streamlined process [*currently in process*]
 - Staff and CCB training and support
- Citywide Records Management and Availability
 - Updating administrative policies
 - Electronic imaging for staff and public use [*currently in process*]
 - City Clerk webpage for easier access to public records [*currently in process*]
- Fair Political Practices Commission Forms
 - Improve and increase use of Form 700 online filing
 - Introduce and implement online campaign expenditure filing [*currently in process*]
- Increased Public Services
 - Hours of passport services, implement numbering/pager system for waiting customers
 - Notary services
 - Live scan services
- City Council Support
 - Provide strong administrative support for City Council meetings
 - Utilize agenda management software to its fullest potential

	FY16-17	FY17-18
Classification	Funded	Funded
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

PROGRAM	ACCT DESCRIPTION	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 ESTIMATE	FY17-18 PROPOSED
01-30-000-003	4635 Notary Service Fees	1,060	350	1,000	280
01-30-000-003	4636 Passport Fees	36,675	2,975	36,000	12,000
01-30-000-003	Total Department Revenue	37,735	3,325	37,000	12,280

PROGRAM	ACCT DESCRIPTION	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 BUDGET	FY17-18 BUDGET
01-30-000-003	City Clerk/Elected & Appointed/Operations	1,085,879	566,276	745,022	663,516

Account	Division	Program	Object	Adopted
01-30-000-003-5sum	Elected & Appointed	Operations	Employee Compensation	570,366
01-30-000-003-6003	Elected & Appointed	Operations	Printing/Binding/Duplication	20,000
01-30-000-003-6004	Elected & Appointed	Operations	Professional Services	1,500
01-30-000-003-6005	Elected & Appointed	Operations	Contract Services	35,000
01-30-000-003-6006	Elected & Appointed	Operations	Membership Fees & Dues	1,800
01-30-000-003-6008	Elected & Appointed	Operations	Promotion & Publicity	450
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	1,800
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	2,000
01-30-000-003-7003	Elected & Appointed	Operations	Office & Equip Maintenance	1,000
				\$ 663,516

