

MISSION

Preserving Carson’s democracy by creating record accessibility; and enhancing public participation through automated technologies; and providing exceptional customer service and professionalism to every person.

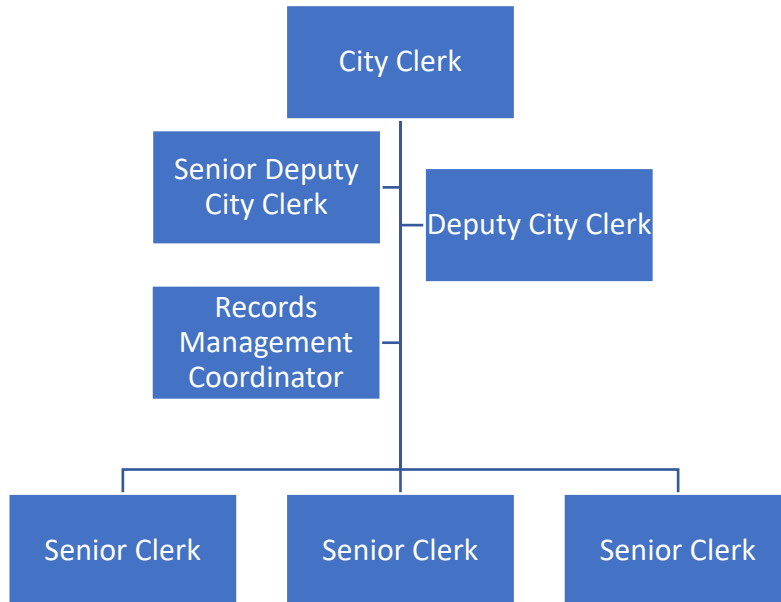
ABOUT THE CITY CLERK

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.

STAFFING

The office is organized in such a way that meets City Clerk obligations associated with elections, records, administration and legislative support. The goal is to provide exceptional service to all customers.



Classification	FY16-17 Funded	FY17-18 Funded	FY18-19 Funded
CHIEF DEPUTY CITY CLERK	1.00	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	1.00
RECORDS MANAGEMENT COORD	1.00	1.00	1.00
SENIOR CLERK	1.00	1.00	3.00
Subtotal Full-Time	4.00	4.00	6.00
OFFICE CLERK (PT)	0.50	0.50	-
Grand Total FTE	4.50	4.50	6.00
<i>One part-time employee = 0.5 FTE</i>			

ACCOMPLISHMENTS & PERFORMANCE MEASURES

- Elections
 - November 7, 2017 – Special Municipal Election (Measure)
- Office Personnel Restructuring to Work Effectively and Efficiently
 - Added additional Full-Time Senior Clerk & transitions Part-Time Office Clerk to a Full-Time Senior Clerk
 - Professional development training
 - Continued updates to antiquated processes
- Passport Services
 - 2017 processed over 1,900 passports
 - Increased acceptance facility hours ¹
 - Hosted Department of State Passport Training
 - Implemented numbering system
 - Credit card payment acceptance
- Fair Political Practices Commission Filings
 - Improved and increased use of Form 700 e-filing system
 - 94% of filers have transitioned to e-filing
 - Provided campaign filings for viewing online via the new e-filing system
- City Council Action & City Staff Support
 - Implemented post-council action process
 - Created and applied contract routing system
 - Brown Act support
- Commissions, Committees, and Boards
 - AB 1234 compliance
- Records Management
 - Legal destruction of over 380 boxes
 - Increased use of document imaging system
 - Document Imaging system made available to the public [partial]
- Service Indicators ²

¹ April 2018

- City Council/Reclamation Meetings
 - City Council Regular – 25
 - City Council Special – 9
 - Reclamation Authority – 10
 - Reclamation Authority Special - 2
- Claims/Summonses Processed – 178
- Contracts Processed – 144
- Form 700 Filings - 126
- Ordinances Processed – 21
- Passport Applications Processed – 1,943³
- Public Records Act Requests Received - 129
- Resolutions Processed – 126

GOALS

- November 8, 2018 – General Municipal Election (2 Councilmembers, 1 City Clerk, 1 City Treasurer)
- Commissions, Committees, and Boards (CCB)
- Citywide Records Management and Availability
- Fair Political Practices Commission Forms
- Increased Public Services
- City Council Support
- Public Records Act Request Support
- Contract Processing Improvement and Training [*in process*]

² Fiscal Year July 1, 2017 – April 25, 2018

³ January 1, 2017-December 31, 2017

ACCOUNT	DIVISION	PROGRAM	OBJECT	FY15-16 Actual	FY16-17 Actual	FY17-18 Estimate	FY18-19 Budget
101-30-100-100-5sum-	Elected & Appointed	Mgt & Control	Employee Comp	504,971	594,310	562,861	739,417
101-30-100-100-6003-	Elected & Appointed	Mgt & Control	Printing	23,754	28,429	35,000	35,000
101-30-100-100-6004-	Elected & Appointed	Mgt & Control	Pro Svcs	604	393	47,500	40,000
101-30-100-100-6006-	Elected & Appointed	Mgt & Control	CityMember	565	1,379	1,800	1,800
101-30-100-100-6008-	Elected & Appointed	Mgt & Control	Advertise	545	438	450	750
101-30-100-100-6009-	Elected & Appointed	Mgt & Control	Supplies	4,011	6,275	5,000	7,710
101-30-100-100-6011-	Elected & Appointed	Mgt & Control	Telephone	1,501	3,133	1,800	1,800
101-30-100-100-6013-	Elected & Appointed	Mgt & Control	Auto Allow	6,902	6,600	7,100	7,100
101-30-100-100-6014-	Elected & Appointed	Mgt & Control	ConfTravel	1,825	5,315	7,500	7,500
101-30-100-100-6017-	Elected & Appointed	Mgt & Control	Subs & Pubs	-	97	-	400
101-30-100-100-6018-	Elected & Appointed	Mgt & Control	Election	17,701	(490)	19,000	10,000
101-30-100-100-6020-	Elected & Appointed	Mgt & Control	CPUExp	2,020	-	-	3,290
101-30-100-100-6030-	Elected & Appointed	Mgt & Control	Other Ins	-	98	-	-
101-30-100-100-6053-	Elected & Appointed	Mgt & Control	Postage	69	921	-	-
101-30-100-100-6056-	Elected & Appointed	Mgt & Control	Training	836	428	2,000	3,000
101-30-100-100-7001-	Elected & Appointed	Mgt & Control	Maint&Rep	973	424	-	-
101-30-100-176-5sum-	Elected & Appointed	Elections	Employee Comp	57,761	7,971	7,661	-
101-30-100-176-6009-	Elected & Appointed	Elections	Supplies	-	163	-	-
101-30-100-176-6011-	Elected & Appointed	Elections	Telephone	42	-	-	-
101-30-100-176-6014-	Elected & Appointed	Elections	ConfTravel	-	3,556	-	-
101-30-100-176-6018-	Elected & Appointed	Elections	Election	329,277	217,501	316,360	255,000
101-30-100-176-6056-	Elected & Appointed	Elections	Training	1,693	333	-	-
101-30-100-176-7001-	Elected & Appointed	Elections	Maint&Rep	-	212	-	-
101-30-100-176-7002-	Elected & Appointed	Elections	Equip Rent	-	1,800	-	-
Total City Clerk				\$ 955,048	\$ 879,287	\$ 1,014,032	\$ 1,112,767