

Committee of the Proposed City Charter
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CITY CLERK/CITY TREASURER INFORMATION

The City Clerk and City Treasurer are governing officers and employees of a city. The selection, duties, terms, and compensation for a city clerk and city treasurer are municipal affairs that the proposed city charter may expressly control. The Committee has requested information in regards to the duties and compensation of the City Clerk and City Treasurer.

I. Carson City Clerk

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.

The City Clerk's Office is a six-person office that is organized in such a way to meet City Clerk obligations associated with elections, records, administration and legislative support. Statutory duties for the City Clerk include:

- Clerk of the Council – Keep a Record of Proceedings (Gov. Code §§ 36814, 40801)
- Attestations (Gov. Code § 40806)
- Administer Affirmations/Oaths of Office (Gov. Code §§ 36507; 40814)
- Custody of City Seal (Gov. Code § 40811)
- Accept Subpoenas and Lawsuits (Gov. Code § 37105)
- Countersign General Obligation Bonds (Gov. Code §§ 43623, 43625)
- File Official Bonds (Gov. Code § 36520)
- Any additional duties as prescribed by ordinance (Gov. Code § 40812)

The City Clerk also performs other duties including:

- Conducts municipal elections as the Elections Official.
- Oversees the filing of conflict of interest statements and campaign finance statements, in accordance with the Political Reform Act of 1974, as the Filing Officer.
- Oversees the filing of lobbyist registration, in accordance with the Carson Municipal Code as the Filing Officer.

- Prepares and maintains the official legislative record and dissemination of approved legislative actions by the City Council.
- Manages the official records, such as ordinances, resolutions, contracts, bonds, and sealed bids
- Oversees the posting and publication of public notices, as required by law.
- Receives and processes applications for appointment to City commissions, committees, and boards and maintains the membership roster.
- Manages and maintains the membership history for City-affiliated organizations and City Council Sub-committees.
- Accepts legal service on behalf of the City of Carson.
- Receives and processes public records act requests, as required under the California Public Records Act.
- Oversees updates to the Carson Municipal Code.
- Prepares, maintain and submits the departmental budget.

II. Carson City Treasurer

The City Treasurer is generally responsible for the receipt and safekeeping of city moneys, for compliance with all laws governing the deposit and securing of public funds and the handling of trust funds in his or her possession, and for submitting to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. (Gov. Code §§ 41001-41007.) The City Treasurer manages the reserve revenue for the City, the Housing Authority, the Successor Agency, and the Reclamation Authority.

The City Treasurer's Office is a five-person office including Deputy Treasurer, Accountant II, Senior Account Clerk (Cashier), and Administrative Secretary. The City Treasurer performs the following duties:

- Execute Bond Payments for the Successor Agency and Housing Authority
- Execute and approve wire payments
- Sign warrants and review supporting documentation
- Answer questions regarding various investment transaction and revenue availability
- Review and approve contracts affecting treasury operations for merchant providers, custodial account providers, and revenue accounts
- Review monthly bank statements for accuracy
- Collect cash payments at city events
- Execute Audit information requests
- Provide Bond compliance items to the Bond Custodian
- Participate in the Procurement solicitation process when required
- Execute all fund transfers with custodians
- Attend weekly director meetings
- Daily monitoring of account activity
- Review credit card payments
- Review travel reimbursements

- Review petty cash disbursements
- Investment committee chairperson
- Attend monthly meetings for the Reclamation Authority
- Attend monthly council meetings

The City Treasurer is also responsible for qualifying and selecting investment providers, evaluating and selecting and settling all investments, and managing the investment portfolios of the City entities by:

- Update the market value of each investment and custodial cash account monthly (currently 175+ investments)
- Closeout matured investments
- Monitor investment credit ratings
- Prepare monthly report for each entity for the Mayor and Council and Board Authority which includes: current value of investment, Yield, Maturity date, portfolio percentage, cost and type of investment
- Prepare investment purchases report
- Monitor investment compliance
- Review and update investment policy annually
- Sale investments
- Determine liquidity needs for all entities

III. Selection of City Clerk and City Treasurer in General Law Cities

Under state law, the positions of city clerk and city treasurer are elective with a four year term, but may be made appointive on approval of the voters at a regular municipal or special election. (Gov. Code §§ 36508-36510.) If the office of clerk or treasurer is appointed, the city council makes the appointment unless that power is vested in the city manager by ordinance. (Gov. Code § 34856.) Elected city clerks and treasurers must be residents of the city and registered to vote in there. (Gov. Code § 36502.) The compensation of the clerk and treasurer may be set by the city council or by initiative.

About 25% of California cities have elected city clerks. Cities began moving to appointive positions because the only qualification to be elected city clerk or treasurer is to be a registered voter and 18 years of age, which may result in an unqualified person being elected to an important management position. The biggest difference between an elected and an appointed clerk or treasurer is that an elected officer is answerable only to the public and thus is allotted some independence from the city legislature and administration.

IV. Compensation

Pursuant to Carson Municipal Code Section 2303, “the City Clerk and City Treasurer shall receive, at stated times, compensation to be fixed by ordinance or resolution of the City Council.” Resolution No. 15-027, adopted in February 2015, established the current salary and

benefits for the City Clerk and City Treasurer. The resolution provided a six percent (6%) salary increase to the Clerk and Treasurer in exchange for the elimination all of the CalPERS Employer Paid Member Contributions by the City. It also provides for the payment of an additional 2.5% of their prevailing pay rate as longevity pay after 15, 20, and 30 years of service. The below table details the annual wages, benefits, and expenses for the City Clerk and City Treasurer for fiscal year 2018-2019.

COMPENSATION FY 18-19		
	City Clerk	City Treasurer
SALARIES		
Wages	\$122,916	\$122,916
BENEFITS		
PERS (% of wages)	-	-
Medicare tax (1.45% of wages)	1,782	1,782
Insurances (including opt-out)	14,570	20,512
EXPENSES		
Phone Allowance	900	-
Auto Allowance	6,600	6,600
TOTAL		
	160,461	165,503

Some cities provide additional benefits that are merit and performance based and that seek salaries for their officials that are commensurate with their duties, including:

- 7% PERS Contribution paid by City
- Accrue Sick Leave and Vacation
- Longevity Pay beginning at 5 Years
- Salary Ranges
 - City of Huntington Beach has a low, mid, and high range pay scale based on the qualifications of the elected City Treasurer
- 10% Certification Pay
 - City of Torrance provides a 10% premium upon earning the designation of Certified Municipal Treasurer

A comparison of various charter cities and the status and compensation of their city clerks is provided in Exhibit A. A comparison of various charter cities and the status and compensation of their city treasurers is provided in Exhibit B.

Exhibit A

CITY CLERK COMPARISON

City of Carson Salary Survey 2018 - Elected						
Agency Name	Salary Total	Total + Benefits	# of Employees in CCO	FT/PT	Considered Director?	Sick and Vacation Leave?
Belmont	\$117,875.55	\$153,432.16	1	FT	Yes	
Burbank	\$145,503.00	\$183,049.00	12 including PT	FT	No	Yes
Compton	\$115,753.20	\$184,595.15	4	FT	Yes	
Glendale	\$143,637.32	\$202,091.99	5	FT	Yes	
Huntington Beach	\$143,714.00	\$198,068.00	4 FT, 5 PT	FT	Yes	Sick no; Vacation 1 Week
Inglewood	\$131,943.00	\$184,419.00	4	FT	No	
Redondo Beach	\$150,987.88	\$209,929.47	4 FT, 3 PT	FT	Yes	Yes
Rialto	\$203,515.00	\$279,554.40	6	PT	Director of Management Services	
San Bernardino	\$115,026.00	\$160,412.42	5	FT	Yes	Yes
San Rafael	\$127,634.00	\$204,882.00	2	FT	Yes	
South Gate	\$90,260.00	\$148,394.00	4	FT	No	
South S.F.	\$81,505.83	\$92,922.76	3 FT, 2 PT	FT	Yes	
Torrance	\$123,459.00	\$184,513.00	7	FT	No	Yes

City of Carson Salary Survey 2018 - Appointed						
Agency Name	Salary Total	Total + Benefits	# of Employees in CCO	FT/PT	Considered Director?	Degree or Certification?
Buena Park	\$ 118,372.00	\$ 133,894.00	4 FT, 1 PT	FT	Yes	Diploma or GED; BA desirable
Downey	\$ 123,581.00	\$ 156,335.00	2 FT, 1 PT	FT	Yes	BA
Manteca	\$ 146,679.43	\$ 203,633.16	11			
Mission Viejo	\$ 174,960.54	\$ 219,394.82	3	FT	Yes	BA, CMC
Murrieta	\$ 147,500.00	\$ 221,250.00	6	FT	Yes	BA, CMC
Norwalk	\$ 175,617.03	\$ 221,782.82	6	FT	Yes	Experience
Rancho Palos Verdes	\$ 92,126.94	\$ 118,321.49	4	FT	Yes	BA, CMC
San Bernardino	\$ 115,026.00	\$ 160,412.42	5	FT	Yes	Experience
Santa Barbara	\$ 134,496.82	\$ 190,398.41	3 FT, 1 PT	Charter states City Manager	No	BA
Temecula	\$ 156,571.00	\$ 221,198.00				
West Hollywood	\$ 157,222.00	\$ 260,802.00				

Exhibit B

CITY TREASURER COMPARISON

CITY	POPULATION	SALARY	ELECTED/ APPOINTED	PART TIME/FULL TIME?	DEPARTMENT STAFF
Torrance	148,000	\$130,164/yr.	Elected	Full Time	3 FT staff
Huntington Beach	202,000	\$49,800/yr.	Elected	Part Time	3 FT staff
Burbank	105,000	\$12,364/yr.	Elected	Part Time	3 FT staff
Anaheim	350,000	\$116,048/yr.	Appointed	Full Time	4 FT staff
Glendale	201,000	\$120,689/yr.	Elected	Full Time	4 FT staff
Compton	98,000	\$115,753/yr.	Elected	Full Time	2 FT staff
Rialto	103,000	\$69,300/yr.	Elected	Full Time	2 FT staff
Inglewood	111,000	\$84,908/yr	Elected	Full Time	2 FT staff