

CITY OF CARSON  
ADOPTED OPERATING BUDGET  
WORK GROUP SUMMARY - BY CATEGORY  
FISCAL YEAR 2009/10

FUND: 01 General  
WORK GROUP: 30 City Clerk

CATEGORY	FY 2005/06 ACTUAL EXPENDITURES	FY 2006/07 ACTUAL EXPENDITURES	FY 2007/08 ACTUAL EXPENDITURES	FY 2008/09 ADOPTED BUDGET	FY 2008/09 AMENDED BUDGET	FY 2008/09 EXPENDITURES THRU 6/30/09	FY 2009/10 ADOPTED BUDGET
Salaries and Benefits	\$ 454,020	\$ 517,461	\$ 491,113	\$ 595,433	\$ 595,433	\$ 615,877	\$ 563,098
Operations & Maintenance	54,239	232,043	56,368	432,707	433,743	361,250	48,550
Capital Outlay	0	0	0	0	90,000	0	0
Other Financing Uses	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 508,259</b>	<b>\$ 749,503</b>	<b>\$ 547,481</b>	<b>\$1,028,140</b>	<b>\$1,119,176</b>	<b>\$ 977,127</b>	<b>\$ 611,648</b>

**WORK GROUP 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 work group; preparing and maintaining official records of the City, the Redevelopment Agency, 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 Redevelopment Agency; 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/Redevelopment Agency, 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.

- ◇ The California Elections Code which governs the administration of election laws and promotes uniformity of procedure in such matters.
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**WORK GROUP ACTIVITY (cont.)**

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- ◇ 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 and Carson Redevelopment Agency.
  - ◇ 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 work groups, 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  
 WORK GROUP SUMMARY  
 FISCAL YEAR 2009/10

FUND: 01 General Fund  
 WORK GROUP: 30 City Clerk

OBJECT CODE AND DESCRIPTION	FY 2005/06 ACTUAL EXPENDITURS	FY 2006/07 ACTUAL EXPENDITURS	FY 2007/08 ACTUAL EXPENDITURS	FY 2008/09 ADOPTED BUDGET	FY 2008/09 AMENDED BUDGET	FY 2008/09 EXPENDITURES THR 06/30/09	FY 2009/10 ADOPTED BUDGET
5002 Regular	322,160	293,531	308,171	343,299	343,299	352,467	383,546
5003 Overtime	5,129	66,537	11,962	68,097	68,097	80,510	5,359
5004 Temporary/Part Time	0	31,862	37,284	35,000	35,000	28,918	0
5501 Retirement	84,794	80,578	81,679	84,665	84,665	88,145	94,732
5502 Medical & Associated Benefits	29,017	28,482	30,537	39,324	39,324	41,459	52,310
5503 Dental Insurance	3,117	2,568	3,446	3,456	3,456	4,487	5,219
5505 Group Life Insurance	1,172	1,097	961	1,124	1,124	1,588	1,435
5508 Reimbursement	1,450	1,450	1,750	2,050	2,050	2,050	2,350
5509 Vision Insurance	447	368	345	395	395	505	395
5510 Medicare	805	1,212	814	3,240	3,240	1,616	2,770
5512 Deferred Compensation Match	5,929	8,771	7,839	8,500	8,500	8,604	8,500
5513 Unused Medical-Deferred Comp	0	0	0	0	0	(7)	0
5516 Part Time Retirement	0	1,006	6,324	6,283	6,283	5,536	6,482
Salaries and Benefits	454,020	517,461	491,113	595,433	595,433	615,877	563,098
6003 Printing/Binding/Duplication	1,232	9,085	2,960	500	500	0	500
6004 Professional Services	25	5,233	125	1,000	1,000	4,337	1,000
6005 Contract Services	7,069	1,731	0	6,000	6,000	525	6,000
6006 Membership Fees and Dues	1,260	3,845	1,317	1,920	1,920	7,677	3,900
6008 Promotion & Publicity	310	0	0	300	316	16	300
6009 Special Materials & Supplies	418	2,842	4,148	2,500	3,520	3,198	2,500
6010 Office/Facilities Suppls&Frnshng	6,402	2,238	2,389	5,000	5,000	6,099	5,000
6011 Telephone	63	373	373	750	750	397	750
6013 Auto Allowance/Mileage	6,051	6,500	6,609	6,600	6,600	6,888	6,600
6014 Conference and Travel	12,729	12,028	12,935	11,000	11,000	7,753	11,000
6015 Taxes, Licenses and Fees	0	50	0	0	0	0	0
6017 Subscriptions & Publications	1,452	2,326	7,254	2,000	2,000	5,041	4,500
6018 Election Related Activity	5,061	184,417	7,615	393,637	393,637	317,665	5,000
6020 Comptr-Reltd Lnse, Eqp, Acces	0	285	0	500	500	782	500
6030 Other Insurance	0	0	0	0	0	175	0
6053 Postage	0	0	16	0	0	0	0
7003 Office & Equipment Maintenance	1,272	980	608	1,000	1,000	697	1,000
7038 Equipment Replacement Charges	10,896	111	10,020	0	0	0	0
Operation and Maintenance	54,239	232,043	56,368	432,707	433,743	361,250	48,550
8007 Furniture & Fixtures	0	0	0	0	90,000	0	0
Capital Outlays	0	0	0	0	90,000	0	0
TOTAL WK GP: 30 City Clerk	508,259	749,503	547,481	1,028,140	1,119,176	977,127	611,648

CITY OF CARSON  
ADOPTED OPERATING BUDGET  
PERSONNEL SUMMARY - BY WORK GROUP  
FISCAL YEARS 2009/10

**FUND:** 01 General Fund  
**WORK GROUP:** 30 City Clerk

POSITION TITLE	FY 2006/07	FY 2007/08	FY 2008/09	FY 2008/09	FY 2009/10	FY 2009/10
	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED POSITIONS	ADOPTED SALARIES	ADOPTED POSITIONS	ADOPTED SALARIES
City Clerk	1	1	1	124,650	1	124,650
Chief Deputy City Clerk	1	1	1	105,903	1	111,208
Deputy City Clerk	1	1	1	74,915	1	74,915
Coordinator, Records Management *	1	1	1	0	1	0
Senior Clerk	1	1	1	37,831	1	41,719
Office Clerk	1	1	1	0	1	31,054
<b>TOTALS</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>343,299</b>	<b>6</b>	<b>383,546</b>

Note:  
\* Unfunded position

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**SUMMARY OF SALARIES AND FRINGE BENEFITS**

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	FY 2007/08	FY 2008/09	FY 2009/10
Council/Commissions		0	0
Regular		343,299	383,546
Overtime		68,097	5,359
Temporary Part-Time		35,000	-
Fringe Benefits		149,037	174,193
<b>TOTALS</b>		<b>595,433</b>	<b>563,098</b>