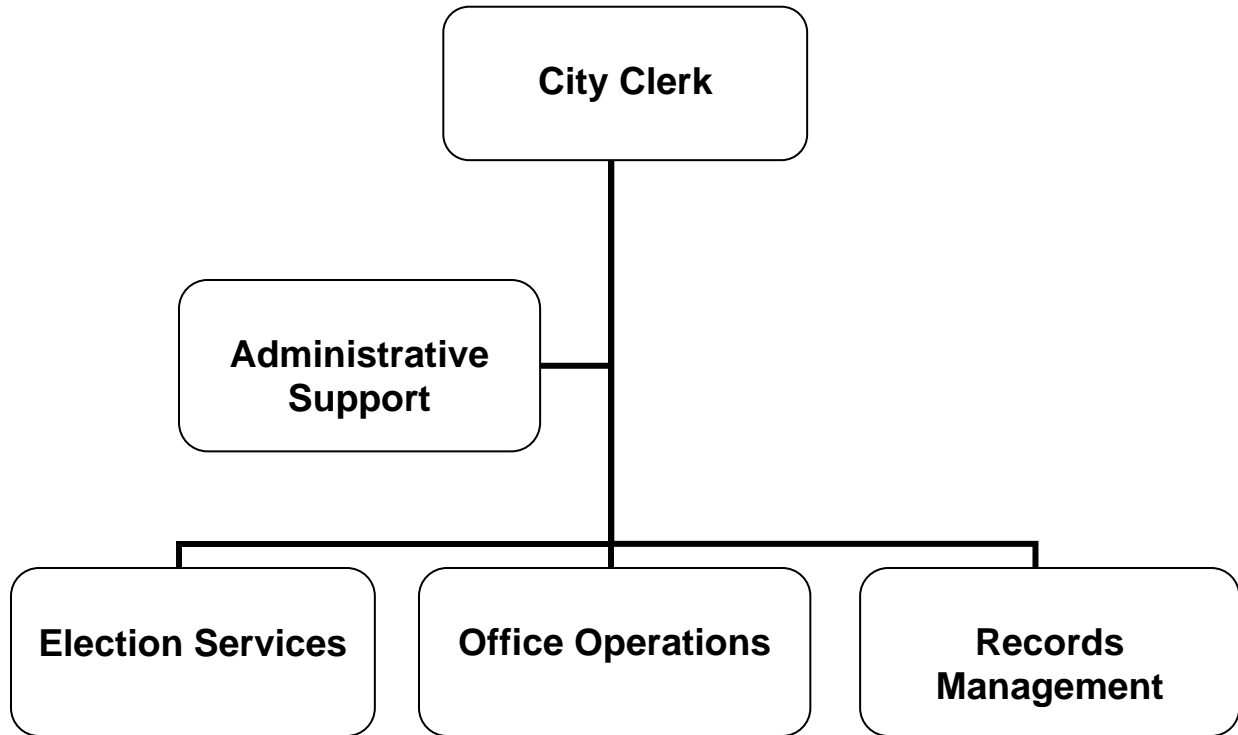


ADOPTED
BUDGET
2013-14



CITY CLERK

CITY CLERK



CITY OF GLENDALE CITY CLERK

Mission Statement

It is the mission of the Office of the City Clerk to maintain records and provide accurate information; to provide superior, professional and friendly services to the public and to our internal customers, and to conduct elections in a non-partisan and impartial manner.

Department Description

Generally, the Office of the City Clerk is a service department within the City of Glendale upon which the City Council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The department serves as the liaison between the public and City Council and provides related municipal services.

Particularly, the City Clerk is the protector of the democratic process. He/she is the local official for elections, local legislation, compliance with the California Public Records Act, the Political Reform Act and the Brown Act (open meeting laws). Before and after the City Council takes action, the City Clerk ensures that actions are in compliance with all federal, state, and local statutes and regulations and that all actions are properly executed, recorded, and archived.

Other responsibilities include, but are not limited to:

- **Records**: Attest, notarize, process, file, research, retrieve, maintain, monitor, plan, evaluate, receive, sign, countersign, open, close, seal and deliver upon request most documents that flow into and out of City Hall.
- **Provide Accurate Information**: Dispense information regarding the California Government Code, the Public Records Act, the Brown Act, the Political Reform Act, the Glendale Municipal Code, and the telephone numbers and extensions of every office in city government.
- **Customer Service**: Listen attentively, be friendly, utilize all resources, and maintain patience.
- **Impartiality**: Coordinate municipal elections in a non-partisan manner; obey all state and federal laws.
- **Code Compliance**: Exercise compliance to the Glendale Municipal Code in all tasks performed.

Relationship to Strategic Goals

Informed & Engaged Community

It is the goal of the Office of the City Clerk to educate the community on the democratic process and governmental operations, and to offer assistance on protocol in achieving positive results in their quest to mitigate issues. The Office of the City Clerk prides itself with fostering a sense of belonging to the community by encouraging participation in the governmental process. Lastly, the City Clerk's Office serves the community by taking the lead role as the central information center, directing and answering inquiries of citizens in an effort to provide a pleasant experience with local government, and offer the ultimate transparency to the community.

CITY OF GLENDALE CITY CLERK

Arts & Culture

The Office of the City Clerk values the City's diversity by embracing the ideology of including people of different cultural and religious backgrounds. Multicultural participation in the democratic process, as well as other activities, is highly encouraged.

Exceptional Customer Service

The Office of the City Clerk is committed to providing its residents with extraordinary customer services centered on the principles of speed, quality, and customer satisfaction through the delivery of flawless and seamless services to every customer served.

**CITY OF GLENDALE
SUMMARY OF APPROPRIATIONS
CITY CLERK DEPARTMENT
FOR THE YEARS ENDING JUNE 30**

	Actual 2011-12	Adopted 2012-13*	Revised 2012-13	Adopted 2013-14
General Fund				
Administration (101-121)	\$ 242,955	\$ 421,818	\$ 421,818	\$ 507,602
Licenses & Permits (101-122) **	351,020	262,102	262,102	171,435
Public Records (101-123)	241,934	84,889	84,889	90,000
Public Meeting Support (101-124)	232,409	154,137	154,137	157,010
Elections (101-125)	38,179	218,893	218,893	226,750
Total General Fund	\$ 1,106,496	\$ 1,141,839	\$ 1,141,839	\$ 1,152,797
Department Grand Total	\$ 1,106,496	\$ 1,141,839	\$ 1,141,839	\$ 1,152,797

Notes:

* Adjusted for Balancing Strategies

** Effective 7/1/12, the Licensing function is moved from City Clerk to the Community Development Department (101-823)

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
GENERAL FUND - ADMINISTRATION
101-121**

		Actual 2011-12	Adopted 2012-13*	Revised 2012-13	Adopted 2013-14
Salaries & Benefits					
41100	Salaries	\$ 127,426	\$ 212,784	\$ 212,784	\$ 291,576
41200	Overtime	(656)	-	-	-
Various	Benefits	32,014	55,886	55,886	71,978
42700, 42702	PERS Retirement	19,955	33,465	33,465	47,186
42701	PERS cost sharing	(3,312)	(6,384)	(6,384)	(8,748)
Salaries & Benefits Total		\$ 175,427	\$ 295,751	\$ 295,751	\$ 401,992
Maintenance & Operation					
43080	Rent	\$ 1,050	\$ 3,200	\$ 3,200	\$ 3,200
44100	Repairs to equipment	-	100	100	100
44120	Repairs to office equip	200	-	-	200
44352	ISD service charge	42,825	75,434	75,434	54,155
44450	Postage	19	600	600	600
44550	Travel	2,837	2,170	2,170	2,170
44650	Training	3,031	3,500	3,500	3,500
44750	Liability	2,219	6,325	6,325	10,555
44751	Insurance/surety bond premium	298	3,708	3,708	-
44760	Regulatory	55	-	-	-
44800	Membership and dues	882	975	975	975
45050	Periodicals & newspapers	52	-	-	100
45100	Books	105	150	150	150
45150	Furniture & equipment	426	1,000	1,000	1,000
45250	Office supplies	12,250	27,105	27,105	27,105
45350	General supplies	676	1,000	1,000	1,000
46900	Business meetings	446	300	300	300
47000	Miscellaneous	158	500	500	500
Maintenance & Operation Total		\$ 67,528	\$ 126,067	\$ 126,067	\$ 105,610
TOTAL		\$ 242,955	\$ 421,818	\$ 421,818	\$ 507,602

Note:

* Adjusted for Balancing Strategies

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
GENERAL FUND - LICENSES & PERMITS
101-122**

		Actual 2011-12	Adopted 2012-13*	Revised 2012-13	Adopted 2013-14
Salaries & Benefits					
41100	Salaries	\$ 221,650	\$ 157,754	\$ 157,754	\$ 98,652
41200	Overtime	(753)	-	-	4,000
41300	Hourly wages	802	-	-	-
Various	Benefits	66,048	40,434	40,434	20,301
42700, 42702	PERS Retirement	34,710	24,810	24,810	15,965
42701	PERS cost sharing	(3,261)	(2,366)	(2,366)	(1,480)
Salaries & Benefits Total		\$ 319,196	\$ 220,632	\$ 220,632	\$ 137,438
Maintenance & Operation					
44352	ISD service charge	\$ 11,354	\$ 15,414	\$ 15,414	\$ 20,668
44450	Postage	8,907	8,500	8,500	1,500
44750	Liability	3,880	4,426	4,426	3,716
44751	Insurance/surety bond premium	515	1,017	1,017	-
45150	Furniture & equipment	943	1,500	1,500	1,500
45250	Office supplies	3,229	8,900	8,900	4,900
45350	General supplies	655	1,213	1,213	1,213
45450	Printing and graphics	2,194	-	-	-
47000	Miscellaneous	147	500	500	500
Maintenance & Operation Total		\$ 31,824	\$ 41,470	\$ 41,470	\$ 33,997
TOTAL		\$ 351,020	\$ 262,102	\$ 262,102	\$ 171,435

Notes:

* Adjusted for Balancing Strategies

** Effective 7/1/12, the Licensing function is moved from City Clerk to the Community Development Department (101-823)

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
GENERAL FUND - PUBLIC RECORDS
101-123**

		Actual 2011-12	Adopted 2012-13*	Revised 2012-13	Adopted 2013-14
Salaries & Benefits					
41100	Salaries	\$ 158,218	\$ 47,316	\$ 47,316	\$ 47,316
41200	Overtime	(499)	-	-	-
Various	Benefits	35,995	8,900	8,900	12,624
42700, 42702	PERS Retirement	24,777	7,441	7,441	7,657
42701	PERS cost sharing	(3,179)	(710)	(710)	(710)
Salaries & Benefits Total		\$ 215,311	\$ 62,947	\$ 62,947	\$ 66,887
Maintenance & Operation					
43110	Contractual services	\$ 18,271	\$ 8,700	\$ 8,700	\$ 10,000
44120	Repairs to office equip	3,178	2,000	2,000	2,000
44450	Postage	-	200	200	200
44750	Liability	2,760	1,124	1,124	1,713
44751	Insurance/surety bond premium	300	718	718	-
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	2,073	5,000	5,000	5,000
45350	General supplies	-	2,900	2,900	2,900
47000	Miscellaneous	40	300	300	300
Maintenance & Operation Total		\$ 26,623	\$ 21,942	\$ 21,942	\$ 23,113
TOTAL		\$ 241,934	\$ 84,889	\$ 84,889	\$ 90,000

Note:

* Adjusted for Balancing Strategies

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
GENERAL FUND - PUBLIC MEETING SUPPORT
101-124**

		Actual 2011-12	Adopted 2012-13*	Revised 2012-13	Adopted 2013-14
Salaries & Benefits					
41100	Salaries	\$ 128,170	\$ 57,136	\$ 57,136	\$ 58,956
41200	Overtime	(2,462)	-	-	-
Various	Benefits	30,215	9,972	9,972	10,292
42700, 42702	PERS Retirement	20,071	8,986	8,986	9,541
42701	PERS cost sharing	(2,621)	(857)	(857)	(884)
Salaries & Benefits Total		\$ 173,373	\$ 75,237	\$ 75,237	\$ 77,905
Maintenance & Operation					
44120	Repairs to office equip	\$ 3,178	\$ 3,000	\$ 3,000	\$ 3,000
44200	Advertising	45,428	60,000	60,000	60,000
44352	ISD service charge	6,621	9,343	9,343	9,471
44450	Postage	-	300	300	300
44750	Liability	2,200	1,463	1,463	2,134
44751	Insurance/surety bond premium	325	594	594	-
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	1,284	3,200	3,200	3,200
Maintenance & Operation Total		\$ 59,036	\$ 78,900	\$ 78,900	\$ 79,105
TOTAL		\$ 232,409	\$ 154,137	\$ 154,137	\$ 157,010

Note:

* Adjusted for Balancing Strategies

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
GENERAL FUND - ELECTIONS
101-125**

		Actual 2011-12	Adopted 2012-13*	Revised 2012-13	Adopted 2013-14
Salaries & Benefits					
41200	Overtime	\$ 66	\$ 6,400	\$ 6,400	\$ 6,400
41300	Hourly wages	8,466	22,844	22,844	25,000
Various	Benefits	1,070	1,784	1,784	1,836
Salaries & Benefits Total		\$ 9,602	\$ 31,028	\$ 31,028	\$ 33,236
Maintenance & Operation					
43110	Contractual services	\$ 27,951	\$ 160,449	\$ 160,449	\$ 160,449
44200	Advertising	-	5,000	5,000	5,000
44352	ISD service charge	-	-	-	5,596
44450	Postage	218	18,433	18,433	18,433
44550	Travel	-	82	82	82
44750	Liability	344	1,084	1,084	1,137
45150	Furniture & equipment	-	50	50	50
45250	Office supplies	63	2,320	2,320	2,320
46900	Business meetings	-	343	343	343
47000	Miscellaneous	-	104	104	104
Maintenance & Operation Total		\$ 28,576	\$ 187,865	\$ 187,865	\$ 193,514
TOTAL		\$ 38,179	\$ 218,893	\$ 218,893	\$ 226,750

Note:

* Adjusted for Balancing Strategies

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
PERSONNEL CLASSIFICATION DETAIL**

Classification	Actual 2011-12	Adopted Budget 2012-13*	Revised Budget 2012-13	Adopted Budget 2013-14
<u>Salaried Positions</u>				
Administrative Analyst	-	-	-	1.00
Assistant City Clerk	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
License Investigator	2.00	-	-	-
Office Services Specialist II	3.00	2.00	2.00	2.00
Secretary to the City Clerk	1.00	1.00	1.00	1.00
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Sr. Office Specialist	1.00	1.00	1.00	-
Total Salaried Positions	<u>10.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<u>Hourly Positions</u>				
	**	**	**	**
City Resource Specialist	-	0.17 (1)	0.17 (1)	0.17 (1)
Hourly City Worker	-	0.36 (3)	0.36 (3)	0.36 (3)
Total Hourly Positions	<u>-</u>	<u>0.53</u>	<u>0.53</u>	<u>0.53</u>
City Clerk Total	<u>10.00</u>	<u>7.53</u>	<u>7.53</u>	<u>7.53</u>

Notes:

* Adjusted for Balancing Strategies

** Indicates number of positions corresponding to the stated Full-Time Equivalence (FTE)

ADOPTED
BUDGET
2013-14



CITY TREASURER