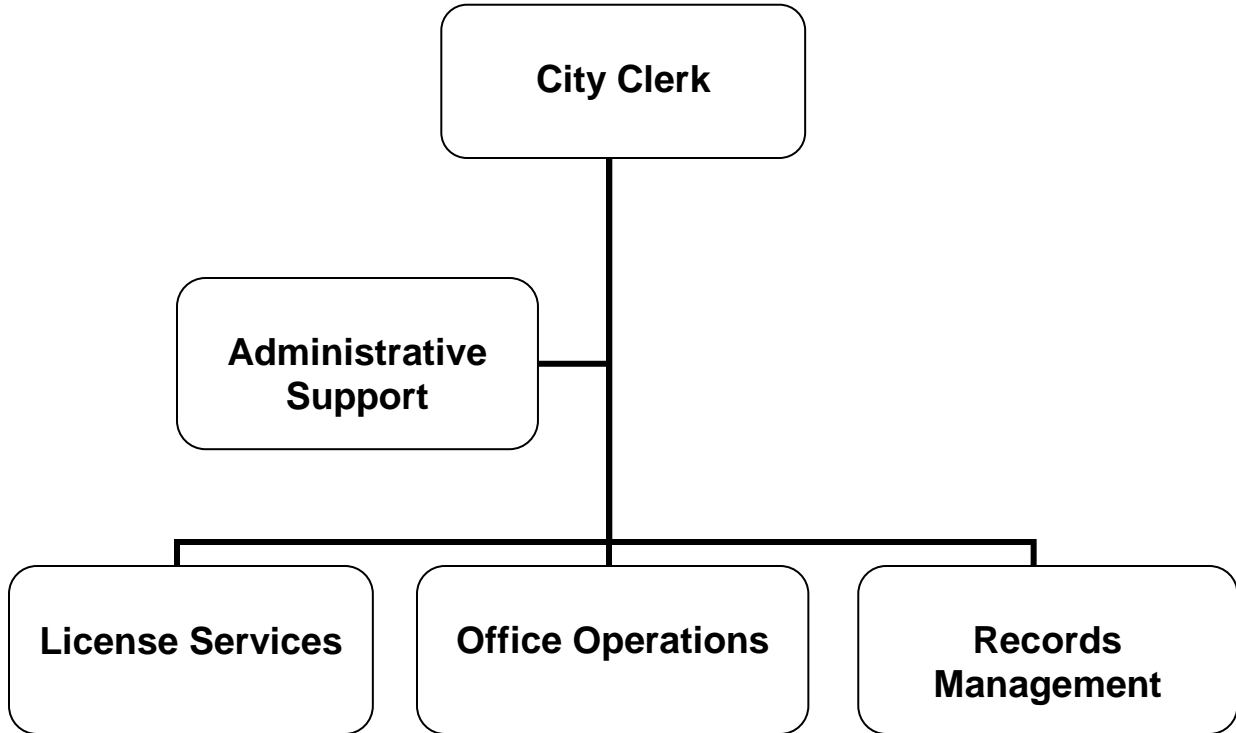


ADOPTED
BUDGET
2012-2013



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; to conduct elections in a non-partisan and impartial manner, and; to issue licenses and permits to ensure fair Code compliance.

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 when processing/issuing various licenses and permits.

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

As a new goal for FY 2012-13, 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**

	Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13	
General Fund					
Administration (101-121)	223,951	268,709	268,709	435,782	
Licenses & Permits (101-122)	316,523	373,977	373,977	312,838	(1)
Public Records (101-123)	215,327	247,064	247,064	85,714	
Public Meeting Support (101-124)	247,362	254,072	254,072	155,744	
Elections (101-125)	454,940	220,000	220,000	221,208	
Total General Fund	\$ 1,458,104	\$ 1,363,822	\$ 1,363,822	\$ 1,211,286	
Department Grand Total	\$ 1,458,104	\$ 1,363,822	\$ 1,363,822	\$ 1,211,286	

* Notes:

1) 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
ADMINISTRATION
101-121**

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	123,751	126,144	126,144	212,784
41200	Overtime	(1,615)	-	-	-
41300	Hourly wages	252	-	-	-
41600-42601	Benefits	19,620	29,823	29,823	51,716
42700-42702	PERS retirement	11,049	19,754	19,754	27,081
	Total Salaries & Benefits	\$ 153,057	\$ 175,721	\$ 175,721	\$ 291,581
MAINTENANCE & OPERATION					
42800	Auto allowance	3,120	3,120	3,120	5,880
43080	Rent	2,804	2,937	2,937	3,200
44100	Repairs to equipment	-	100	100	100
44120	Repairs to office equip	200	-	-	-
44300	Telephone	2,765	-	-	-
44352	ISD service charge	49,721	42,825	42,825	82,472
44450	Postage	-	600	600	600
44550	Travel	1,795	2,170	2,170	2,170
44650	Training	1,500	3,500	3,500	3,500
44750	Liability	2,692	2,208	2,208	7,341
44751	Insurance/surety bond premium	257	298	298	3,708
44800	Membership and dues	502	975	975	975
45100	Books	47	150	150	150
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	4,638	27,105	27,105	27,105
45350	General supplies	496	1,000	1,000	1,000
45450	Printing and graphics	-	4,200	4,200	4,200
46900	Business meetings	106	300	300	300
47000	Miscellaneous	251	500	500	500
	Total Maintenance & Operation	\$ 70,894	\$ 92,988	\$ 92,988	\$ 144,201
TOTAL		\$ 223,951	\$ 268,709	\$ 268,709	\$ 435,782

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	206,446	222,704	222,704	194,121
41200	Overtime	713	-	-	-
41300	Hourly wages	11,446	-	-	-
41600-42601	Benefits	46,284	70,205	70,205	43,296
42700-42702	PERS retirement	23,191	34,875	34,875	27,617
	Total Salaries & Benefits	\$ 288,081	\$ 327,784	\$ 327,784	\$ 265,034
MAINTENANCE & OPERATION					
42800	Auto allowance	8,257	7,314	7,314	-
44300	Telephone	1,724	-	-	-
44352	ISD service charge	1,248	11,354	11,354	16,978
44450	Postage	9,040	8,500	8,500	8,500
44750	Liability	4,809	3,897	3,897	6,696
44751	Insurance/surety bond premium	446	515	515	1,017
45150	Furniture & equipment	-	1,500	1,500	1,500
45250	Office supplies	2,810	8,900	8,900	8,900
45350	General supplies	-	1,213	1,213	1,213
45450	Printing and graphics	-	2,500	2,500	2,500
47000	Miscellaneous	108	500	500	500
	Total Maintenance & Operation	\$ 28,443	\$ 46,193	\$ 46,193	\$ 47,804
TOTAL		\$ 316,523	\$ 373,977	\$ 373,977	\$ 312,838

(1)

* Notes:

1) 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
PUBLIC RECORDS
101-123**

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	153,119	156,390	156,390	47,316
41200	Overtime	466	-	-	-
41600-42601	Benefits	27,873	40,658	40,658	9,217
42700-42702	PERS retirement	16,996	24,491	24,491	6,731
	Total Salaries & Benefits	\$ 198,454	\$ 221,539	\$ 221,539	\$ 63,264
MAINTENANCE & OPERATION					
42800	Auto allowance	2,388	2,388	2,388	-
43110	Contractual services	-	8,700	8,700	8,700
44120	Repairs to office equip	8,197	2,000	2,000	2,000
44300	Telephone	1,000	-	-	-
44450	Postage	-	200	200	200
44750	Liability	3,379	2,737	2,737	1,632
44751	Insurance/surety bond premium	259	300	300	718
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	1,554	5,000	5,000	5,000
45350	General supplies	-	2,900	2,900	2,900
47000	Miscellaneous	97	300	300	300
	Total Maintenance & Operation	\$ 16,873	\$ 25,525	\$ 25,525	\$ 22,450
TOTAL		\$ 215,327	\$ 247,064	\$ 247,064	\$ 85,714

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	132,997	126,796	126,796	57,136
41200	Overtime	788	-	-	-
41600-42601	Benefits	19,580	28,697	28,697	10,289
42700-42702	PERS retirement	14,724	19,856	19,856	8,129
	Total Salaries & Benefits	\$ 168,089	\$ 175,349	\$ 175,349	\$ 75,554
MAINTENANCE & OPERATION					
42800	Auto allowance	2,058	2,058	2,058	-
44120	Repairs to office equip	7,802	3,000	3,000	3,000
44200	Advertising	62,254	60,000	60,000	60,000
44300	Telephone	532	-	-	-
44352	ISD service charge	635	6,621	6,621	10,125
44450	Postage	-	300	300	300
44750	Liability	2,943	2,219	2,219	1,971
44751	Insurance/surety bond premium	282	325	325	594
45150	Furniture & equipment	649	1,000	1,000	1,000
45250	Office supplies	2,118	3,200	3,200	3,200
	Total Maintenance & Operation	\$ 79,273	\$ 78,723	\$ 78,723	\$ 80,190
TOTAL		\$ 247,362	\$ 254,072	\$ 254,072	\$ 155,744

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41200	Overtime	10,172	6,400	6,400	6,400
41300	Hourly wages	54,484	25,000	25,000	25,000
41600-42601	Benefits	2,241	1,128	1,128	1,943
42700-42702	PERS retirement	728	-	-	-
	Total Salaries & Benefits	\$ 67,625	\$ 32,528	\$ 32,528	\$ 33,343
MAINTENANCE & OPERATION					
43110	Contractual services	318,154	160,449	160,449	160,449
44200	Advertising	18,225	5,000	5,000	5,000
44300	Telephone	107	-	-	-
44450	Postage	44,897	18,433	18,433	18,433
44550	Travel	261	82	82	82
44750	Liability	1,406	691	691	1,084
45150	Furniture & equipment	-	50	50	50
45250	Office supplies	3,790	2,320	2,320	2,320
46900	Business meetings	475	343	343	343
47000	Miscellaneous	-	104	104	104
	Total Maintenance & Operation	\$ 387,315	\$ 187,472	\$ 187,472	\$ 187,865
TOTAL		\$ 454,940	\$ 220,000	\$ 220,000	\$ 221,208

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
Personnel Classification Detail**

Classification	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Adopted Budget 2012-13
<u>Salaried Employees</u>				
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	2.00	2.00	-
Office Services Specialist II	3.00	3.00	3.00	3.00
Secretary to the City Clerk (Steno)	1.00	1.00	1.00	1.00
Senior Office Services Specialist	1.00	1.00	1.00	1.00
Senior Office Specialist	1.00	1.00	1.00	1.00
Total Salaried Employees	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>8.00</u>
<u>Hourly Employees</u>				
City Resource Specialist	0.13	*	-	0.17
Hourly City Worker	0.77	(1)	-	0.36
Total Hourly Employees	<u>0.90</u>	(9)	-	<u>0.53</u>
City Clerk Total	<u>10.90</u>	<u>10.00</u>	<u>10.00</u>	<u>8.53</u>

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