

Adopted BUDGET

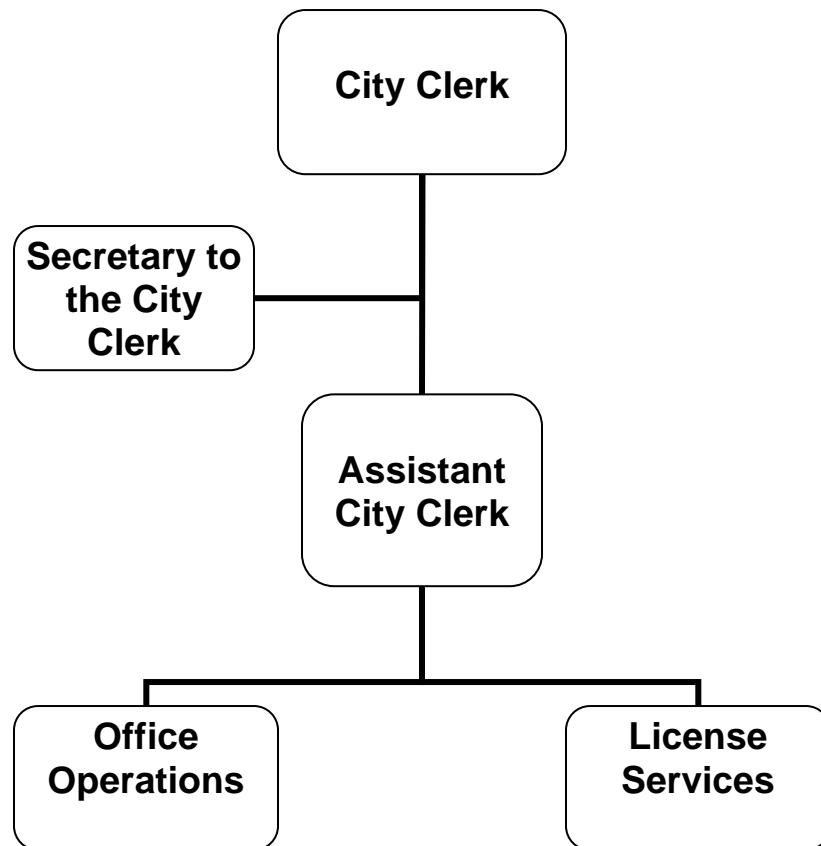
City of Glendale, CA

2011 - 2012

*A fund to be known as
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or are herein ordered
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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 City 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.

**CITY OF GLENDALE
SUMMARY OF APPROPRIATIONS
CITY CLERK DEPARTMENT**

	Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
<u>General Fund</u>				
Administration (101-121)	179,898	266,661	266,661	268,709
Licenses & Permits (101-122)	319,968	330,003	330,003	373,977
Public Records (101-123)	225,820	231,578	231,578	247,064
Public Meeting Support (101-124)	243,987	249,580	249,580	254,072
Elections (101-125)	(7)	438,386	438,386	220,000
Total General Fund	\$ 969,666	\$ 1,516,208	\$ 1,516,208	\$ 1,363,822
Department Grand Total	\$ 969,666	\$ 1,516,208	\$ 1,516,208	\$ 1,363,822

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	125,189	132,306	132,306	126,144
41200	Overtime	(2,016)	-	-	-
41300	Hourly wages	120	-	-	-
41600-42600	Benefits	21,331	26,673	26,673	29,823
42700	PERS retirement	13,782	15,412	15,412	19,754
	Total Salaries & Benefits	158,406	174,391	174,391	175,721
MAINTENANCE & OPERATION					
42800	Auto allowance	3,554	3,120	3,120	3,120
43080	Rent	2,934	2,937	2,937	2,937
44100	Repairs to equipment	-	100	100	100
44120	Repairs to office equip	147	-	-	-
44300	Telephone	2,908	1,724	1,724	-
44352	ISD service charge	-	49,721	49,721	42,825
44450	Postage	125	600	600	600
44550	Travel	699	2,170	2,170	2,170
44650	Training	2,120	3,500	3,500	3,500
44750	Liability	3,021	2,911	2,911	2,208
44751	Insurance/surety bond premium	-	257	257	298
44800	Membership and dues	792	975	975	975
45100	Books	132	150	150	150
45150	Furniture & equipment	774	1,000	1,000	1,000
45250	Office supplies	3,633	27,105	27,105	27,105
45350	General supplies	411	1,000	1,000	1,000
45450	Printing and graphics	-	4,200	4,200	4,200
46900	Business meetings	166	300	300	300
47000	Miscellaneous	77	500	500	500
49050	Charges-other depts	-	(10,000)	(10,000)	-
	Total Maintenance & Operation	21,493	92,270	92,270	92,988
TOTAL		\$ 179,898	\$ 266,661	\$ 266,661	\$ 268,709

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	211,007	239,636	239,636	222,704
41200	Overtime	2,211	-	-	-
41300	Hourly wages	10	-	-	-
41600-42600	Benefits	56,216	60,397	60,397	70,205
42700	PERS retirement	23,203	27,853	27,853	34,875
	Total Salaries & Benefits	292,647	327,886	327,886	327,784
MAINTENANCE & OPERATION					
42800	Auto allowance	7,462	7,314	7,314	7,314
44300	Telephone	1,724	1,724	1,724	-
44352	ISD service charge	-	1,248	1,248	11,354
44450	Postage	9,763	8,500	8,500	8,500
44700	Computer software	-	1,500	1,500	-
44750	Liability	5,295	5,272	5,272	3,897
44751	Insurance/surety bond premium	-	446	446	515
45150	Furniture & equipment	-	1,500	1,500	1,500
45250	Office supplies	2,842	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	234	500	500	500
49050	Charges-other depts	-	(38,500)	(38,500)	-
	Total Maintenance & Operation	27,321	2,117	2,117	46,193
TOTAL		\$ 319,968	\$ 330,003	\$ 330,003	\$ 373,977

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	155,993	158,469	158,469	156,390
41200	Overtime	877	-	-	-
41300	Hourly wages	158	-	-	-
41600-42600	Benefits	27,806	27,446	27,446	40,658
42700	PERS retirement	17,188	18,330	18,330	24,491
	Total Salaries & Benefits	202,023	204,245	204,245	221,539
MAINTENANCE & OPERATION					
42800	Auto allowance	2,388	2,388	2,388	2,388
43110	Contractual services	6,524	8,700	8,700	8,700
44120	Repairs to office equip	7,658	2,000	2,000	2,000
44300	Telephone	1,000	1,000	1,000	-
44450	Postage	-	200	200	200
44700	Computer software	-	100	100	-
44750	Liability	3,883	3,486	3,486	2,737
44751	Insurance/surety bond premium	-	259	259	300
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	2,289	5,000	5,000	5,000
45350	General supplies	-	2,900	2,900	2,900
47000	Miscellaneous	56	300	300	300
	Total Maintenance & Operation	23,798	27,333	27,333	25,525
TOTAL		\$ 225,820	\$ 231,578	\$ 231,578	\$ 247,064

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	138,439	138,439	138,439	126,796
41200	Overtime	629	-	-	-
41600-42600	Benefits	20,111	21,034	21,034	28,697
42700	PERS retirement	15,254	16,054	16,054	19,856
	Total Salaries & Benefits	174,432	175,527	175,527	175,349
MAINTENANCE & OPERATION					
42800	Auto allowance	2,058	2,058	2,058	2,058
44120	Repairs to office equip	7,043	3,000	3,000	3,000
44200	Advertising	53,861	60,000	60,000	60,000
44300	Telephone	647	532	532	-
44352	ISD service charge	-	635	635	6,621
44450	Postage	-	300	300	300
44750	Liability	3,390	3,046	3,046	2,219
44751	Insurance/surety bond premium	-	282	282	325
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	2,556	3,200	3,200	3,200
	Total Maintenance & Operation	69,555	74,053	74,053	78,723
TOTAL		\$ 243,987	\$ 249,580	\$ 249,580	\$ 254,072

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41200	Overtime	-	12,800	12,800	6,400
41300	Hourly wages	-	50,000	50,000	25,000
41600-42600	Benefits	-	2,254	2,254	1,128
	Total Salaries & Benefits	-	65,054	65,054	32,528
MAINTENANCE & OPERATION					
43110	Contractual services	(25)	319,287	319,287	160,449
44200	Advertising	-	10,000	10,000	5,000
44300	Telephone	(2)	107	107	-
44450	Postage	-	36,866	36,866	18,433
44550	Travel	-	164	164	82
44750	Liability	3	1,382	1,382	691
45150	Furniture & equipment	-	100	100	50
45250	Office supplies	-	4,640	4,640	2,320
46900	Business meetings	17	686	686	343
47000	Miscellaneous	-	100	100	104
	Total Maintenance & Operation	(7)	373,332	373,332	187,472
TOTAL		\$ (7)	\$ 438,386	\$ 438,386	\$ 220,000

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

Classification	Actual 2009-10	Budget 2010-11	Revised Budget 2010-11	Adopted Budget 2011-12
<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	2.00
Office Services Secretary	1.00	1.00	-	-
Office Services Specialist II	2.00	2.00	3.00	3.00
Office Services Supervisor	1.00	1.00	-	-
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
Total Salaried Employees	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
<u>Hourly Employees</u>				
City Resource Specialist	-	0.13 (1)	0.13 (1)	-
Hourly City Worker	-	0.77 (9)	0.77 (9)	-
Total Hourly Employees	<u>-</u>	<u>0.90</u>	<u>0.90</u>	<u>-</u>
City Clerk Total	<u>10.00</u>	<u>10.90</u>	<u>10.90</u>	<u>10.00</u>

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