

City Clerk

Mission Statement

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. To issue licenses and permits and ensure Fair Code compliance.

	Expenditures Actual 2006-07	Current Year Appropriation 2007-08	Year to Date Expenditures 12/31/07	Estimated 2007-08	Budget 2008-09
General Fund					
Administration {101-121}	169,049	186,087	98,509	168,629	196,850
Licenses & Permits {101-122}	343,148	380,664	181,895	343,080	380,153
Records & Public Information {101-123}	243,029	258,093	122,954	242,939	243,774
Elections {101-125}	363,093	19,985	1,292	53,979	330,084
Commission Support {101-124}	230,275	297,803	109,052	230,245	260,249
City Clerk Grand Total	\$ 1,348,593	\$ 1,142,632	\$ 513,703	\$ 1,038,872	\$ 1,411,110

	Actual 2006-07	Current Year 2007-08	Estimated 2007-08	Budget 2008-09
Total Salaried Positions	11.00	11.00	11.00	10.00

2007-08 Accomplishments	Corresponding Citywide Strategic Goals
Successfully assisted with thousands of public inquiries throughout the year.	Trust in Government
Established an efficient system for complying with public records requests and initiated electronic storage of requests to preserve space.	Technology
Attested, notarized, processed, filed, researched, retrieved, maintained, monitored, planned, evaluated, received, signed, countersigned, conducted, opened, closed, sealed and delivered upon request practically every document that flowed into and out of City Hall.	Trust in Government

City Clerk

2008-09 Goals	Corresponding Citywide Strategic Goals
Continue efforts in automating division operations.	Technology
Continue to support the Agenda Management System initiatives within the City of Glendale.	Technology
Develop voter outreach and education efforts via media outlets (GTV6 and community based organizations and ethnic media).	Trust in Government
Work with local schools to recruit student poll workers and Election Day volunteers.	Trust in Government
Improve Film Permit operations and complete Audit's recommendations.	Trust in Government
Continue and expand Dog and Cat rabies vaccination clinic. Continue to expand on relationship with Pasadena Humane Society to provide excellent service to residents and stakeholders of Glendale.	Trust in Government
Work on implementing Records Retention Policy and assigning a Records Manager to the task.	Trust in Government
Develop methods and programs to raise voter participation in municipal elections. Create a Community Voter Outreach committee.	Trust in Government

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditure 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	150,729	155,208	79,917	150,729	165,995
Maintenance & Operation	44,333	60,879	25,449	43,900	60,855
Capital	-	-	-	-	-
Charges - Other Depts	(26,013)	(30,000)	(6,857)	(26,000)	(30,000)
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ 169,049</u>	<u>\$ 186,087</u>	<u>\$ 98,509</u>	<u>\$ 168,629</u>	<u>\$ 196,850</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Assistant City Clerk	0.35	0.35	0.35	0.35
City Clerk	0.50	0.50	0.50	0.50
License Investigator	0.04	0.04	0.04	0.04
Office Operations Supervisor	0.20	0.00	0.00	0.00
Office Services Supervisor	0.00	0.20	0.20	0.20
Office Services Secretary (Steno)	0.10	0.00	0.00	0.00
Office Services Secretary	0.00	0.10	0.10	0.10
Secretary to the City Clerk (Steno)	0.20	0.20	0.20	0.20
Senior Office Services Assistant	0.15	0.00	0.00	0.00
Senior Office Services Specialist	0.00	0.15	0.15	0.15
TOTAL	<u>1.54</u>	<u>1.54</u>	<u>1.54</u>	<u>1.54</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries & Benefits</u>					
41100 Salaries	120,719	124,646	63,278	120,719	130,649
41200 Overtime	87	-	169	87	-
41300 Hourly Wages	-	-	56	-	-
41600 Compensated Absences	2,138	2,119	1,147	2,138	2,247
41700 Other Benefits	182	250	628	182	264
41800 Life Insurance	265	285	150	265	159
41900 Disability Insurance	745	1,776	390	745	318
42000 Vision Insurance	262	257	213	262	425
42100 Medical Insurance	10,221	9,818	5,574	10,221	12,033
42200 Dental Insurance	812	928	393	812	787
42300 Unemployment Insurance	126	125	64	126	132
42400 Compensation Insurance	693	685	349	693	1,642
42500 Medicare	1,785	1,668	946	1,785	1,898
42700 PERS Retirement	12,694	12,651	6,559	12,694	15,441
Total	<u>\$ 150,729</u>	<u>\$ 155,208</u>	<u>\$ 79,917</u>	<u>\$ 150,729</u>	<u>\$ 165,995</u>

Maintenance & Operation Detail

42800 Auto Allowance	5,298	1,592	2,940	5,298	1,592
43080 Rent	2,319	-	961	2,319	-
43150 City Services	11,610	12,500	-	11,610	12,500
44100 Repairs to Equipment	-	100	-	-	100
44120 Repairs to Office Equipment	147	-	536	147	-
44300 Telephone	1,152	117	580	1,152	117
44450 Postage	3	1,000	33	3	1,000
44550 Travel	1,691	770	1,888	1,691	770
44650 Training	3,192	3,500	392	3,192	3,500
44750 Insurance & Surety Bonds	2,270	2,632	1,770	2,270	2,927
44800 Membership & Dues	1,234	975	52	1,234	975
45050 Periodicals & Newspapers	109	200	-	109	200
45100 Books	44	150	45	44	150

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
45150 Furniture & Equipment	1,115	1,000	1,180	1,115	1,000
45170 Computer Hardware	582	-	-	582	-
45250 Office Supplies	13,135	32,193	15,037	13,135	31,898
45350 General Supplies	310	3,000	-	-	3,000
46900 Business Meetings	-	150	30	-	150
47000 Miscellaneous	123	1,000	5	-	976
49050 Charges-Other Depts	(26,013)	(30,000)	(6,857)	(26,000)	(30,000)
Total	<u>\$ 18,320</u>	<u>\$ 30,879</u>	<u>\$ 18,592</u>	<u>\$ 17,900</u>	<u>\$ 30,855</u>

Account Summary	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Financial</u>					
Salaries & Benefits	308,330	339,366	167,005	308,330	338,925
Maintenance & Operation	34,818	41,298	14,890	34,750	41,228
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ 343,148</u>	<u>\$ 380,664</u>	<u>\$ 181,895</u>	<u>\$ 343,080</u>	<u>\$ 380,153</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Assistant City Clerk	0.05	0.05	0.05	0.05
City Clerk	0.05	0.05	0.05	0.05
Customer Service Representative	0.55	0.55	0.55	0.00
License Investigator	1.56	1.56	1.56	1.56
Office Operations Supervisor	0.80	0.00	0.00	0.00
Office Services Supervisor	0.00	0.80	0.80	0.80
Office Services Specialist II	0.75	0.75	0.75	0.75
Senior Office Specialist	0.72	0.00	0.00	0.00
Senior Office Services Specialist	0.00	0.72	0.72	0.72
Senior Office Services Assistant	0.00	0.00	0.00	0.00
TOTAL	<u>4.48</u>	<u>4.48</u>	<u>4.48</u>	<u>3.93</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries & Benefits</u>					
41100 Salaries	226,919	244,623	121,585	226,919	241,126
41200 Overtime	514	-	72	514	-
41300 Hourly Wages	2,772	15,600	4,162	2,772	16,068
41600 Compensated Absences	4,009	4,159	2,216	4,009	3,889
41700 Other Benefits	276	250	444	276	250
41800 Life Insurance	184	33	142	184	247
41900 Disability Insurance	1,094	2,024	621	1,094	799
42000 Vision Insurance	228	301	584	228	1,236
42100 Medical Insurance	40,191	37,576	20,496	40,191	38,746
42200 Dental Insurance	4,080	4,552	1,796	4,080	4,689
42300 Unemployment Insurance	240	245	126	240	228
42400 Compensation Insurance	1,323	1,345	692	1,323	2,393
42500 Medicare	2,565	2,239	1,413	2,565	2,529
42600 Social Security/PARS	46	-	54	46	-
42700 PERS Retirement	23,889	26,419	12,603	23,889	26,725
Total	<u>\$ 308,330</u>	<u>\$ 339,366</u>	<u>\$ 167,005</u>	<u>\$ 308,330</u>	<u>\$ 338,925</u>

Maintenance & Operation Detail

42800 Auto Allowance	10,810	7,734	5,021	10,810	7,734
43150 City Services	2,087	3,500	-	2,087	3,500
44300 Telephone	1,152	408	580	1,152	408
44450 Postage	9,364	8,400	3,684	9,364	8,400
44700 Computer Software	-	2,000	-	-	2,000
44750 Insurance & Surety Bonds	4,089	4,156	2,516	4,089	6,073
45150 Furniture & Equipment	3,000	3,000	-	3,000	3,000
45250 Office Supplies	4,248	8,900	2,929	4,248	8,900
45350 General Supplies	-	3,200	-	-	1,213
45450 Printing & Graphics	-	-	160	-	-
47000 Miscellaneous	68	-	-	-	-
Total	<u>\$ 34,818</u>	<u>\$ 41,298</u>	<u>\$ 14,890</u>	<u>\$ 34,750</u>	<u>\$ 41,228</u>

Account Summary	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Financial</u>					
Salaries & Benefits	218,382	222,952	114,005	218,382	212,679
Maintenance & Operation	24,647	35,141	8,949	24,557	31,095
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ 243,029</u>	<u>\$ 258,093</u>	<u>\$ 122,954</u>	<u>\$ 242,939</u>	<u>\$ 243,774</u>

Personnel Classification Detail

	Actual 2006-07	Budget 2007-08	Revised Budget 2007-08	Budget 2008-09
Assistant City Clerk	0.50	0.50	0.50	0.50
City Clerk	0.10	0.10	0.10	0.10
Customer Service Representative	0.45	0.45	0.45	0.00
License Investigator	0.40	0.40	0.40	0.40
Office Services Specialist II	0.25	0.25	0.25	0.25
Office Services Secretary (Steno)	0.10	0.00	0.00	0.00
Office Services Secretary	0.00	0.10	0.10	0.10
Secretary to the City Clerk (Steno)	0.05	0.05	0.05	0.05
Senior Office Specialist	1.13	0.00	0.00	0.00
Senior Office Services Assistant	0.00	0.00	0.00	0.00
Senior Office Services Specialist	0.00	1.13	1.13	1.13
TOTAL	<u>2.98</u>	<u>2.98</u>	<u>2.98</u>	<u>2.53</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries & Benefits</u>					
41100 Salaries	168,464	175,202	89,022	168,464	167,537
41200 Overtime	247	-	60	247	-
41600 Compensated Absences	2,960	2,978	1,584	2,960	2,688
41700 Other Benefits	3,033	250	933	3,033	840
41800 Life Insurance	216	172	118	216	158
41900 Disability Insurance	890	1,823	464	890	360
42000 Vision Insurance	254	349	400	254	822
42100 Medical Insurance	19,989	18,566	9,931	19,989	16,939
42200 Dental Insurance	1,918	2,057	867	1,918	1,734
42300 Unemployment Insurance	176	175	89	176	158
42400 Compensation Insurance	967	964	490	967	1,596
42500 Medicare	1,556	1,494	819	1,556	1,376
42700 PERS Retirement	17,714	18,922	9,228	17,714	18,471
Total	<u>\$ 218,382</u>	<u>\$ 222,952</u>	<u>\$ 114,005</u>	<u>\$ 218,382</u>	<u>\$ 212,679</u>

Maintenance & Operation Detail

42800 Auto Allowance	-	2,153	-	-	2,153
43080 Rent	-	2,500	-	-	2,500
43110 Contractual Services	14,259	12,500	2,652	14,259	8,500
44120 Repairs to Office Equipment	3,844	3,000	2,265	3,844	3,000
44300 Telephone	1,152	408	580	1,152	408
44450 Postage	-	500	-	-	500
44700 Computer Software	-	500	-	-	500
44750 Insurance & Surety Bonds	2,990	2,810	1,782	2,990	4,055
45150 Furniture & Equipment	113	1,500	-	113	1,500
45250 Office Supplies	2,200	6,270	1,671	2,200	5,025
45300 Small Tools	14	-	-	-	-
45350 General Supplies	-	3,000	-	-	2,954
47000 Miscellaneous	76	-	-	-	-
Total	<u>\$ 24,647</u>	<u>\$ 35,141</u>	<u>\$ 8,949</u>	<u>\$ 24,557</u>	<u>\$ 31,095</u>

Account Summary	<u>Actual Expenditures 2006-07</u>	<u>Current Year 2007-08</u>	<u>Year to Date Expenditure 12/31/07</u>	<u>Estimated Expenditures 2007-08</u>	<u>Budget 2008-09</u>
<u>Financial</u>					
Salaries & Benefits	161,574	222,952	83,924	161,574	185,429
Maintenance & Operation	68,701	74,851	25,128	68,671	74,820
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ 230,275</u>	<u>\$ 297,803</u>	<u>\$ 109,052</u>	<u>\$ 230,245</u>	<u>\$ 260,249</u>

Personnel Classification Detail

	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Revised Budget <u>2007-08</u>	Budget <u>2008-09</u>
Assistant City Clerk	0.10	0.10	0.10	0.10
City Clerk	0.35	0.35	0.35	0.35
Office Services Secretary	0.00	0.80	0.80	0.80
Office Services Secretary (Steno)	0.80	0.00	0.00	0.00
Secretary to the City Clerk (Steno)	0.75	0.75	0.75	0.75
TOTAL	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries & Benefits</u>					
41100 Salaries	131,314	175,202	67,741	131,314	138,266
41200 Overtime	484	-	629	484	-
41600 Compensated Absences	2,312	2,978	1,211	2,312	2,357
41700 Other Benefits	305	250	307	305	900
41800 Life Insurance	177	172	95	177	106
41900 Disability Insurance	587	1,823	268	587	261
42000 Vision Insurance	124	349	276	124	552
42100 Medical Insurance	8,706	18,566	4,488	8,706	20,641
42200 Dental Insurance	976	2,057	458	976	2,057
42300 Unemployment Insurance	137	175	68	137	139
42400 Compensation Insurance	755	964	376	755	1,948
42500 Medicare	1,902	1,494	985	1,902	2,010
42700 PERS Retirement	13,793	18,922	7,022	13,793	16,192
Total	<u>\$ 161,574</u>	<u>\$ 222,952</u>	<u>\$ 83,924</u>	<u>\$ 161,574</u>	<u>\$ 185,429</u>

Maintenance & Operation Detail

42800 Auto Allowance	-	1,638	-	-	1,638
43150 City Services	-	-	5	-	-
44120 Repairs to Office Equipment	3,579	4,500	2,157	3,579	4,500
44200 Advertising	58,173	60,000	18,765	58,173	60,000
44300 Telephone	411	233	198	411	233
44450 Postage	-	500	845	-	500
44750 Insurance & Surety Bonds	2,333	2,250	1,367	2,333	3,091
45150 Furniture & Equipment	1,500	1,500	-	1,500	1,500
45250 Office Supplies	2,675	4,230	1,790	2,675	3,358
47000 Miscellaneous	30	-	-	-	-
Total	<u>\$ 68,701</u>	<u>\$ 74,851</u>	<u>\$ 25,128</u>	<u>\$ 68,671</u>	<u>\$ 74,820</u>

Account Summary	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Financial</u>					
Salaries & Benefits	51,506	10,985	263	51,506	37,741
Maintenance & Operation	311,586	9,000	1,029	2,472	292,343
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Total	\$ 363,093	\$ 19,985	\$ 1,292	\$ 53,979	\$ 330,084

	Actual Expenditures 2006-07	Current Year 2007-08	Year to Date Expenditure 12/31/07	Estimated Expenditures 2007-08	Budget 2008-09
<u>Salaries & Benefits</u>					
41100 Salaries	200	-	233	200	-
41200 Overtime	13,753	5,000	-	13,753	15,000
41300 Hourly Wages	36,352	5,000	25	36,352	20,000
41600 Compensated Absences	-	170	-	-	170
42300 Unemployment Insurance	44	10	-	44	10
42400 Compensation Insurance	244	55	1	244	56
42500 Medicare	629	145	3	629	145
42600 Social Security/PARS	283	65	-	283	260
42700 PERS Retirement	-	540	-	-	2,100
Total	<u>\$ 51,506</u>	<u>\$ 10,985</u>	<u>\$ 263</u>	<u>\$ 51,506</u>	<u>\$ 37,741</u>

Maintenance & Operation Detail

43110 Contractual Services	269,747	7,500	-	-	253,762
43150 City Services	506	-	-	-	-
44200 Advertising	3,909	-	-	-	1,890
44300 Telephone	-	-	69	69	107
44450 Postage	31,054	500	-	-	26,313
44550 Travel	56	-	-	-	303
44750 Insurance & Surety Bonds	753	-	5	753	700
45150 Furniture & Equipment	661	-	-	-	93
45250 Office Supplies	4,712	1,000	445	1,000	7,656
46900 Business Meetings	113	-	399	500	50
47000 Miscellaneous	74	-	112	150	1,469
Total	<u>\$ 311,586</u>	<u>\$ 9,000</u>	<u>\$ 1,029</u>	<u>\$ 2,472</u>	<u>\$ 292,343</u>

