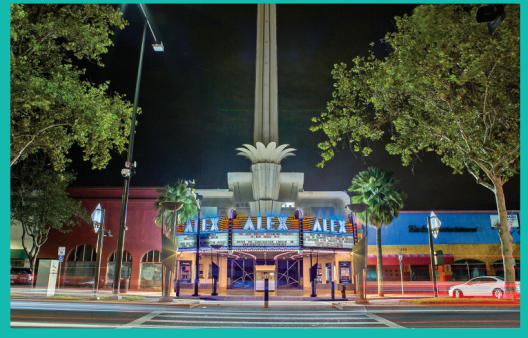
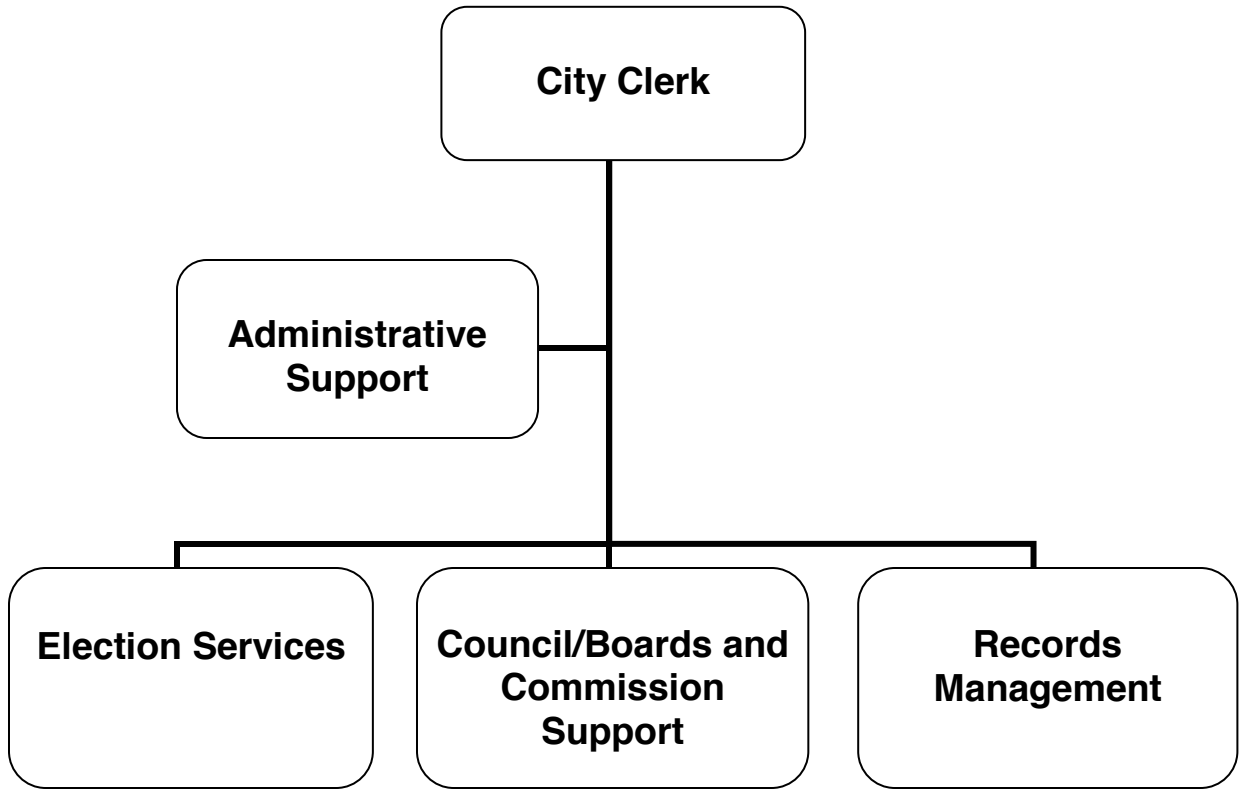


ADOPTED BUDGET 2015-16



CITY CLERK

CITY CLERK



Mission Statement

It is the mission of the Office of the City Clerk to maintain records and provide accurate information, to provide exceptional customer service 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 on 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 information regarding every office in City government.
- **Customer Service**: Listen attentively, be friendly, and utilize all resources, to provide all customers, external and internal, with complete and accurate information.
- **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 so that they may have a better understanding of how to utilize local government to their advantage. The Office of the City Clerk prides itself on 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 to offer the ultimate transparency to the community.

Arts & Culture

The Office of the City Clerk values the City's diversity by promoting participation in local government from 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 exceptional customer service centered on the principles of speed, quality, and customer satisfaction through the delivery of flawless and seamless service to every customer served.

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

	Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
<u>General Fund</u>				
Administration (101-121)	\$ 413,965	\$ 487,586	\$ 490,181	\$ 855,327
Permits (101-122)	167,235	180,464	181,546	-
Public Records (101-123)	89,289	91,671	92,146	-
Public Meeting Support (101-124)	141,865	158,237	158,237	-
Elections (101-125)	65,274	225,024	390,227	199,136
Total General Fund	\$ 877,628	\$ 1,142,982	\$ 1,312,337	\$ 1,054,463
Department Grand Total	\$ 877,628	\$ 1,142,982	\$ 1,312,337	\$ 1,054,463

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	\$ 225,925	\$ 253,464	\$ 253,464	\$ 386,744
41200	Overtime	-	-	-	5,000
41300	Hourly wages	-	-	-	44,672
Various	Benefits	69,054	76,115	78,710	116,644
42700, 42702	PERS Retirement	36,472	44,160	44,160	84,513
42701	PERS cost sharing	(6,761)	(7,586)	(7,586)	(12,135)
Salaries & Benefits Total		\$ 324,689	\$ 366,153	\$ 368,748	\$ 625,438
Maintenance & Operation					
43080	Rent	\$ 2,629	\$ 3,200	\$ 3,200	\$ 3,200
43110	Contractual services	113	-	-	11,000
44100	Repairs to equipment	-	100	100	100
44120	Repairs to office equip	200	200	200	5,200
44200	Advertising	4,595	-	-	60,000
44352	ISD service charge	54,155	70,952	70,952	76,812
44450	Postage	4	600	600	2,300
44550	Travel	505	2,170	2,170	2,170
44650	Training	2,159	6,500	6,500	6,500
44750	Liability Insurance	8,178	9,581	9,581	14,664
44760	Regulatory	1,000	-	-	-
44800	Membership & dues	1,142	975	975	975
45050	Periodicals & newspapers	-	100	100	100
45100	Books	-	150	150	150
45150	Furniture & equipment	-	1,000	1,000	4,500
45250	Office supplies	12,487	24,105	24,105	35,205
45350	General supplies	813	1,000	1,000	5,113
45450	Printing and graphics	415	-	-	-
46900	Business meetings	637	300	300	300
47000	Miscellaneous	244	500	500	1,600
Maintenance & Operation Total		\$ 89,276	\$ 121,433	\$ 121,433	\$ 229,889
TOTAL		\$ 413,965	\$ 487,586	\$ 490,181	\$ 855,327

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	\$ 102,423	\$ 106,656	\$ 106,656	\$ -
41200	Overtime	2,853	5,000	5,000	-
Various	Benefits	21,389	22,224	23,306	-
42700, 42702	PERS Retirement	16,072	18,626	18,626	-
42701	PERS cost sharing	(2,298)	(3,200)	(3,200)	-
Salaries & Benefits Total		\$ 140,439	\$ 149,306	\$ 150,388	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 101	\$ -	\$ -	\$ -
44120	Repairs to office equip	108	-	-	-
44352	ISD service charge	20,668	18,324	18,324	-
44450	Postage	1,231	1,500	1,500	-
44750	Liability Insurance	3,811	4,221	4,221	-
45150	Furniture & equipment	-	1,500	1,500	-
45250	Office supplies	878	3,900	3,900	-
45350	General supplies	-	1,213	1,213	-
47000	Miscellaneous	-	500	500	-
Maintenance & Operation Total		\$ 26,796	\$ 31,158	\$ 31,158	\$ -
TOTAL		\$ 167,235	\$ 180,464	\$ 181,546	\$ -

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	\$ 47,640	\$ 48,012	\$ 48,012	\$ -
41200	Overtime	982	-	-	-
Various	Benefits	12,989	13,499	13,974	-
42700, 42702	PERS Retirement	7,588	8,385	8,385	-
42701	PERS cost sharing	(1,093)	(1,440)	(1,440)	-
Salaries & Benefits Total		\$ 68,106	\$ 68,456	\$ 68,931	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 18,654	\$ 11,000	\$ 11,000	\$ -
44120	Repairs to office equip	-	2,000	2,000	-
44450	Postage	-	200	200	-
44750	Liability Insurance	1,760	1,815	1,815	-
45150	Furniture & equipment	768	1,000	1,000	-
45250	Office supplies	-	4,000	4,000	-
45350	General supplies	-	2,900	2,900	-
47000	Miscellaneous	-	300	300	-
Maintenance & Operation Total		\$ 21,182	\$ 23,215	\$ 23,215	\$ -
TOTAL		\$ 89,289	\$ 91,671	\$ 92,146	\$ -

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	\$ 58,040	\$ 59,844	\$ 59,844	\$ -
41200	Overtime	257	-	-	-
Various	Benefits	10,289	10,862	10,862	-
42700, 42702	PERS Retirement	9,361	10,451	10,451	-
42701	PERS cost sharing	(1,344)	(1,795)	(1,795)	-
Salaries & Benefits Total		\$ 76,603	\$ 79,362	\$ 79,362	\$ -
Maintenance & Operation					
44120	Repairs to office equip	\$ 94	\$ 3,000	\$ 3,000	\$ -
44200	Advertising	52,983	60,000	60,000	-
44352	ISD service charge	9,471	9,113	9,113	-
44450	Postage	-	300	300	-
44750	Liability Insurance	2,110	2,262	2,262	-
45150	Furniture & equipment	-	1,000	1,000	-
45250	Office supplies	604	3,200	3,200	-
Maintenance & Operation Total		\$ 65,262	\$ 78,875	\$ 78,875	\$ -
TOTAL		\$ 141,865	\$ 158,237	\$ 158,237	\$ -

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41200	Overtime	\$ -	\$ 6,400	\$ 6,400	\$ 6,400
41300	Hourly wages	14,519	25,000	25,000	-
Various	Benefits	1,003	2,006	2,209	4,438
42700, 42702	PERS Retirement	739	-	-	-
42701	PERS cost sharing	(49)	-	-	-
Salaries & Benefits Total		\$ 16,212	\$ 33,406	\$ 33,609	\$ 10,838
Maintenance & Operation					
43110	Contractual services	\$ 27,639	\$ 160,449	\$ 325,449	\$ 160,449
44200	Advertising	14,751	5,000	5,000	5,000
44352	ISD service charge	5,596	3,650	3,650	1,302
44450	Postage	273	18,433	18,433	18,433
44550	Travel	-	82	82	-
44750	Liability Insurance	526	1,187	1,187	215
45150	Furniture & equipment	-	50	50	-
45250	Office supplies	19	2,320	2,320	2,320
46900	Business meetings	129	343	343	-
47000	Miscellaneous	130	104	104	579
Maintenance & Operation Total		\$ 49,061	\$ 191,618	\$ 356,618	\$ 188,298
TOTAL		\$ 65,274	\$ 225,024	\$ 390,227	\$ 199,136

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

Classification	Actual 2013-14	Adopted Budget 2014-15	Revised Budget 2014-15	Adopted Budget 2015-16
<u>Salaried Positions</u>				
Administrative Analyst	1.00	1.00	1.00	1.00
Assistant City Clerk	-	-	-	1.00
City Clerk**	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	-
Office Services Specialist II	1.00	1.00	1.00	1.00
Permit Specialist / Filming	1.00	1.00	1.00	0.30
Secretary to the City Clerk	1.00	1.00	-	-
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>7.00</u>	<u>7.00</u>	<u>6.00</u>	<u>5.30</u>
<u>Hourly Positions</u>				
City Resource Specialist	0.17	(1) 0.17	(1) 0.17	# 0.11 (1)
Hourly City Worker	0.36	(3) 1.24	(2) 1.24	# 1.57 (3)
Total Hourly Positions	<u>0.53</u>	<u>1.41</u>	<u>1.41</u>	<u>1.68</u>
City Clerk Total	<u>7.53</u>	<u>8.41</u>	<u>7.41</u>	<u>6.98</u>

Notes:

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

** Elected Official