

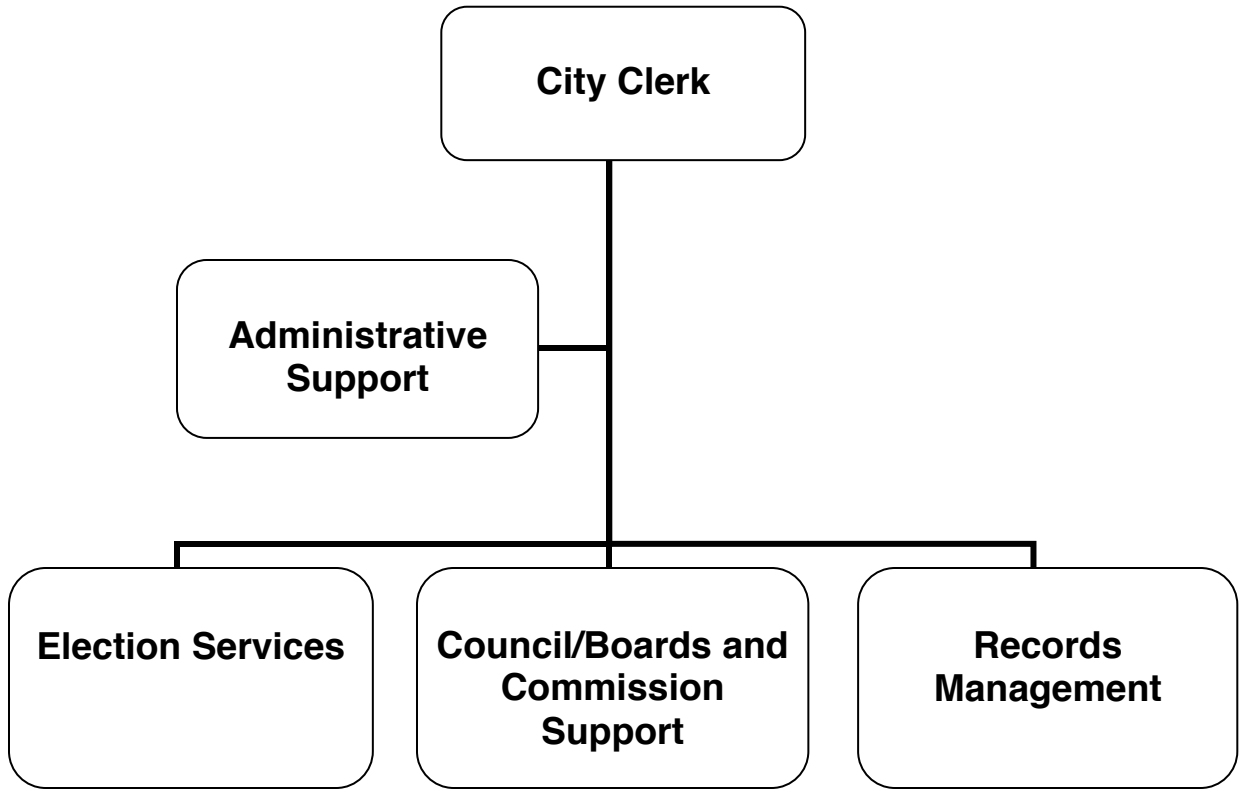
ADOPTED BUDGET 2016-17



CITY HALL 75th ANNIVERSARY



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 exceptional customer service to the public and to our internal customers, and to conduct elections in a non-partisan and impartial manner ensuring accurate results and inspiring civic duty.

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.
- **Elections**: Coordinate municipal elections in a non-partisan and impartial 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.

CITY OF GLENDALE

CITY CLERK

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 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<u>General Fund</u>				
City Clerk Projects (101-120)	\$ -	\$ -	\$ 50,000	\$ -
Administration (101-121)	402,458	855,327	880,892	956,530
Licenses & Permits (101-122)	177,658	-	-	-
Public Records (101-123)	82,339	-	-	-
Public Meeting Support (101-124)	167,758	-	-	-
Elections (101-125)	723,171	199,136	519,136	393,100
Total General Fund	\$ 1,553,384	\$ 1,054,463	\$ 1,450,028	\$ 1,349,630
Department Grand Total	\$ 1,553,384	\$ 1,054,463	\$ 1,450,028	\$ 1,349,630

CITY OF GLENDALE
CITY CLERK DEPARTMENT
GENERAL FUND - CITY CLERK PROJECTS
101-120

	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Maintenance & Operation				
47000 Miscellaneous	\$ -	\$ -	\$ 50,000	\$ -
Maintenance & Operation Total	\$ -	\$ -	\$ 50,000	\$ -
TOTAL	\$ -	\$ -	\$ 50,000	\$ -

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41100	Salaries	\$ 197,741	\$ 386,744	\$ 411,209	\$ 457,303
41200	Overtime	-	5,000	5,000	-
41300	Hourly wages	-	44,672	44,672	-
Various	Benefits	70,807	116,644	117,744	140,043
42700	PERS Retirement	34,745	84,513	84,513	103,998
42701	PERS cost sharing	(5,902)	(12,135)	(12,135)	(18,138)
Salaries & Benefits Total		\$ 297,391	\$ 625,438	\$ 651,003	\$ 683,206
Maintenance & Operation					
43080	Rent	\$ -	\$ 3,200	\$ 3,200	\$ -
43110	Contractual services	-	11,000	11,000	11,000
44100	Repairs to equipment	-	100	100	-
44120	Repairs to office equip	-	5,200	5,200	5,200
44200	Advertising	5,629	60,000	60,000	60,000
44352	ISD service charge	70,952	76,812	76,812	104,696
44353	Building Maintenance Service Charge	-	-	-	20,285
44450	Postage	310	2,300	2,300	2,300
44550	Travel	-	2,170	2,170	2,200
44650	Training	605	6,500	6,500	6,500
44750	Liability Insurance	7,475	14,664	14,664	12,393
44800	Membership & dues	642	975	975	1,000
45050	Periodicals & newspapers	-	100	100	1,000
45100	Books	-	150	150	150
45150	Furniture & equipment	-	4,500	4,500	4,500
45250	Office supplies	16,230	35,205	35,205	35,000
45350	General supplies	2,236	5,113	5,113	5,200
46900	Business meetings	700	300	300	300
47000	Miscellaneous	289	1,600	1,600	1,600
Maintenance & Operation Total		\$ 105,067	\$ 229,889	\$ 229,889	\$ 273,324
TOTAL		\$ 402,458	\$ 855,327	\$ 880,892	\$ 956,530

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41100	Salaries	\$ 107,081	\$ -	\$ -	\$ -
41200	Overtime	7,254	-	-	-
Various	Benefits	23,540	-	-	-
42700	PERS Retirement	15,427	-	-	-
Salaries & Benefits Total		\$ 153,301	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 306	\$ -	\$ -	\$ -
44120	Repairs to office equip	63	-	-	-
44352	ISD service charge	18,324	-	-	-
44450	Postage	867	-	-	-
44750	Liability Insurance	4,322	-	-	-
45150	Furniture & equipment	108	-	-	-
45250	Office supplies	367	-	-	-
Maintenance & Operation Total		\$ 24,357	\$ -	\$ -	\$ -
TOTAL		\$ 177,658	\$ -	\$ -	\$ -

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41100	Salaries	\$ 51,199	\$ -	\$ -	\$ -
41200	Overtime	2,169	-	-	-
Various	Benefits	14,744	-	-	-
42700	PERS Retirement	7,414	-	-	-
Salaries & Benefits Total		\$ 75,526	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 4,723	\$ -	\$ -	\$ -
44750	Liability Insurance	2,017	-	-	-
47000	Miscellaneous	72	-	-	-
Maintenance & Operation Total		\$ 6,813	\$ -	\$ -	\$ -
TOTAL		\$ 82,339	\$ -	\$ -	\$ -

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41100	Salaries	\$ 35,276	\$ -	\$ -	\$ -
41200	Overtime	715	-	-	-
41300	Hourly wages	41,522	-	-	-
Various	Benefits	5,926	-	-	-
42700	PERS Retirement	2,006	-	-	-
Salaries & Benefits Total		\$ 85,445	\$ -	\$ -	\$ -
Maintenance & Operation					
44200	Advertising	\$ 65,689	\$ -	\$ -	\$ -
44352	ISD service charge	9,113	-	-	-
44450	Postage	269	-	-	-
44750	Liability Insurance	2,930	-	-	-
45250	Office supplies	3,889	-	-	-
45350	General supplies	382	-	-	-
46900	Business meetings	40	-	-	-
Maintenance & Operation Total		\$ 82,313	\$ -	\$ -	\$ -
TOTAL		\$ 167,758	\$ -	\$ -	\$ -

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41200	Overtime	\$ 7,819	\$ 6,400	\$ 6,400	\$ -
41300	Hourly wages	78,392	-	-	-
Various	Benefits	7,457	4,438	4,438	-
42700	PERS Retirement	3,355	-	-	-
Salaries & Benefits Total		\$ 97,023	\$ 10,838	\$ 10,838	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 594,462	\$ 160,449	\$ 480,449	\$ 340,000
44200	Advertising	20,725	5,000	5,000	30,000
44352	ISD service charge	3,650	1,302	1,302	-
44450	Postage	2,458	18,433	18,433	20,000
44750	Liability Insurance	3,259	215	215	-
45250	Office supplies	1,420	2,320	2,320	2,500
46900	Business meetings	73	-	-	-
47000	Miscellaneous	101	579	579	600
Maintenance & Operation Total		\$ 626,149	\$ 188,298	\$ 508,298	\$ 393,100
TOTAL		\$ 723,171	\$ 199,136	\$ 519,136	\$ 393,100

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

Classification	Actual 2014-15	Adopted Budget 2015-16	Revised Budget 2015-16	Adopted Budget 2016-17
<u>Salaried Positions</u>				
Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Assistant	-	-	1.00	1.00
Assistant City Clerk	-	1.00	1.00	1.00
City Clerk**	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	-	-	-
Office Services Specialist II	1.00	1.00	1.00	1.00
Permit Specialist / Filming	1.00	0.30	0.30	0.30
Secretary to the City Clerk	-	-	-	-
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>6.00</u>	<u>5.30</u>	<u>6.30</u>	<u>6.30</u>
<u>Hourly Positions</u>				
City Resource Specialist	0.17	0.11	0.11	-
Hourly City Worker	1.24	1.57	1.57	-
Total Hourly FTE Positions	<u>1.41</u>	<u>1.68</u>	<u>1.68</u>	<u>-</u>
City Clerk Total	<u>7.41</u>	<u>6.98</u>	<u>7.98</u>	<u>6.30</u>

Notes:

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

** Elected Official