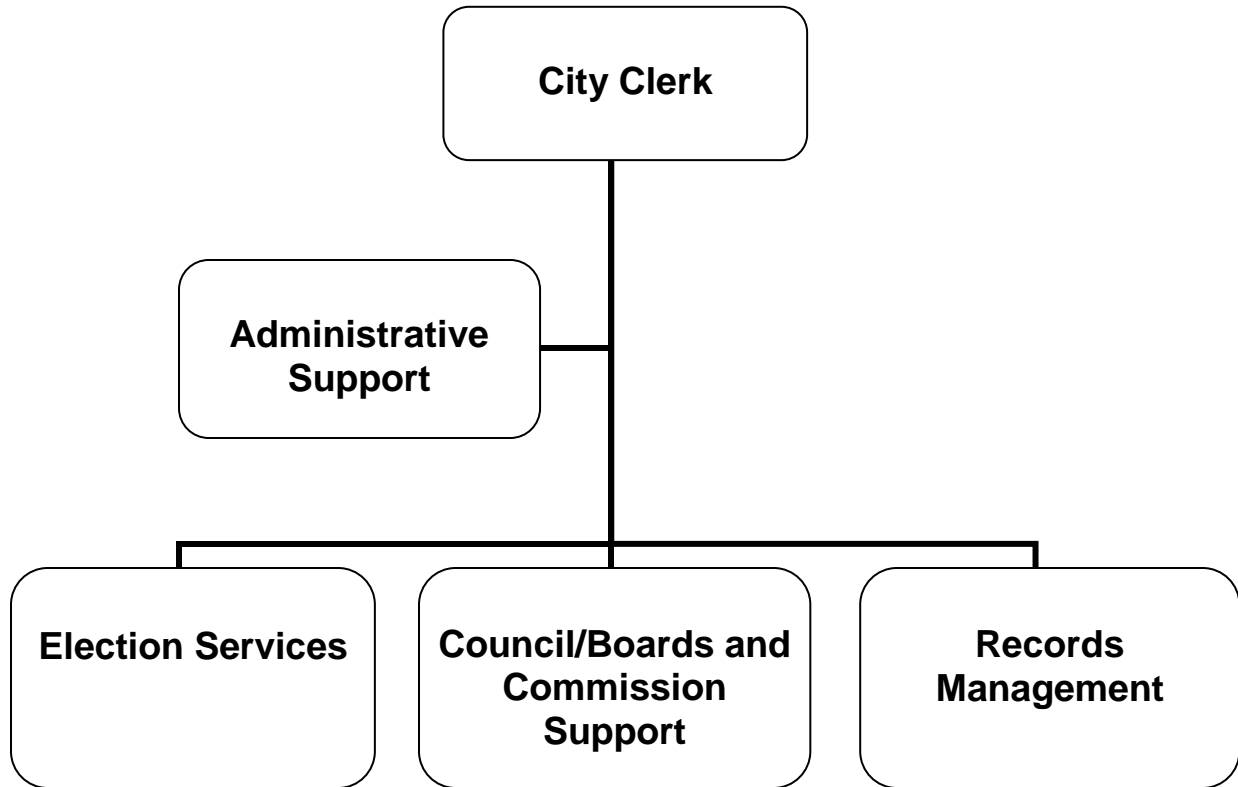


CITY CLERK



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 CITY COUNCIL PRIORITIES

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

CITY OF GLENDALE

CITY CLERK

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 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
General Fund				
City Clerk Projects (101-120)	\$ -	\$ -	\$ 50,000	\$ -
Administration (101-121)	700,482	956,530	960,439	978,936
Elections (101-125)	29,347	393,100	454,600	447,167
Total General Fund	\$ 729,828	\$ 1,349,630	\$ 1,465,039	\$ 1,426,103
Department Grand Total	\$ 729,828	\$ 1,349,630	\$ 1,465,039	\$ 1,426,103

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

	Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
Maintenance & Operation				
47000 Miscellaneous	\$ -	\$ -	\$ 50,000	\$ -
Maintenance & Operation Total	\$ -	\$ -	\$ 50,000	\$ -
TOTAL	\$ -	\$ -	\$ 50,000	\$ -

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

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
Salaries & Benefits					
41100	Salaries	\$ 335,155	\$ 457,303	\$ 457,303	\$ 468,353
41200	Overtime	3,249	-	-	-
41300	Hourly wages	41,677	-	-	11,545
Various	Benefits	106,195	140,043	143,952	115,641
42700	PERS Retirement	73,195	103,998	103,998	123,420
42701	PERS cost sharing	(6,407)	(18,138)	(18,138)	(18,579)
Salaries & Benefits Total		\$ 553,065	\$ 683,206	\$ 687,115	\$ 700,380
Maintenance & Operation					
43110	Contractual services	\$ 15,124	\$ 11,000	\$ 11,000	\$ 11,000
44120	Repairs to office equip	108	5,200	5,200	5,200
44200	Advertising	22,562	60,000	60,000	60,000
44352	ISD service charge	76,812	104,696	104,696	91,352
44353	Building Maint. Serv. Charge	-	20,285	20,285	13,248
44450	Postage	918	2,300	2,300	2,300
44550	Travel	-	2,200	2,200	2,200
44650	Training	4,216	6,500	6,500	6,500
44750	Liability Insurance	12,770	12,393	12,393	13,006
44800	Membership & dues	752	1,000	1,000	1,000
45050	Periodicals & newspapers	-	1,000	1,000	1,000
45100	Books	-	150	150	150
45150	Furniture & equipment	-	4,500	4,500	4,500
45250	Office supplies	10,456	35,000	35,000	35,000
45350	General supplies	1,838	5,200	5,200	5,200
46900	Business meetings	241	300	300	300
47000	Miscellaneous	1,621	1,600	1,600	26,600
Maintenance & Operation Total		\$ 147,417	\$ 273,324	\$ 273,324	\$ 278,556
TOTAL		\$ 700,482	\$ 956,530	\$ 960,439	\$ 978,936

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

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
Salaries & Benefits					
41300	Hourly wages	\$ -	\$ -	\$ -	\$ 40,899
Various	Benefits	-	-	-	1,993
Salaries & Benefits Total		\$ -	\$ -	\$ -	\$ 42,892
Maintenance & Operation					
43110	Contractual services	\$ 23,459	\$ 340,000	\$ 401,500	\$ 350,000
44200	Advertising	3,799	30,000	30,000	30,000
44352	ISD service charge	1,302	-	-	67
44450	Postage	-	20,000	20,000	20,000
44550	Travel	214	-	-	-
44750	Liability Insurance	-	-	-	1,108
45250	Office supplies	347	2,500	2,500	2,500
47000	Miscellaneous	225	600	600	600
Maintenance & Operation Total		\$ 29,347	\$ 393,100	\$ 454,600	\$ 404,275
TOTAL		\$ 29,347	\$ 393,100	\$ 454,600	\$ 447,167

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

Classification	Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<u>Salaried Positions</u>				
Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Clerk	1.00	1.00	1.00	1.00
City Clerk**	1.00	1.00	1.00	1.00
Office Services Specialist II	1.00	1.00	1.00	1.00
Permit Specialist / Filming	0.30	0.30	0.30	0.30
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>6.30</u>	<u>6.30</u>	<u>6.30</u>	<u>6.30</u>
<u>Hourly Positions</u>				
		*		*
City Resource Specialist	0.11 (1)	-	-	-
Hourly City Worker	1.57 (3)	-	-	1.41 (2)
Office Specialist I	-	-	-	0.48 (1)
Total Hourly FTE Positions	<u>1.68</u>	<u>-</u>	<u>-</u>	<u>1.89</u>
City Clerk Total	<u>7.98</u>	<u>6.30</u>	<u>6.30</u>	<u>8.19</u>

Notes:

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

** Elected Official