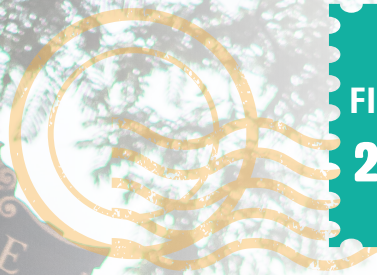




FISCAL YEAR
2018-19



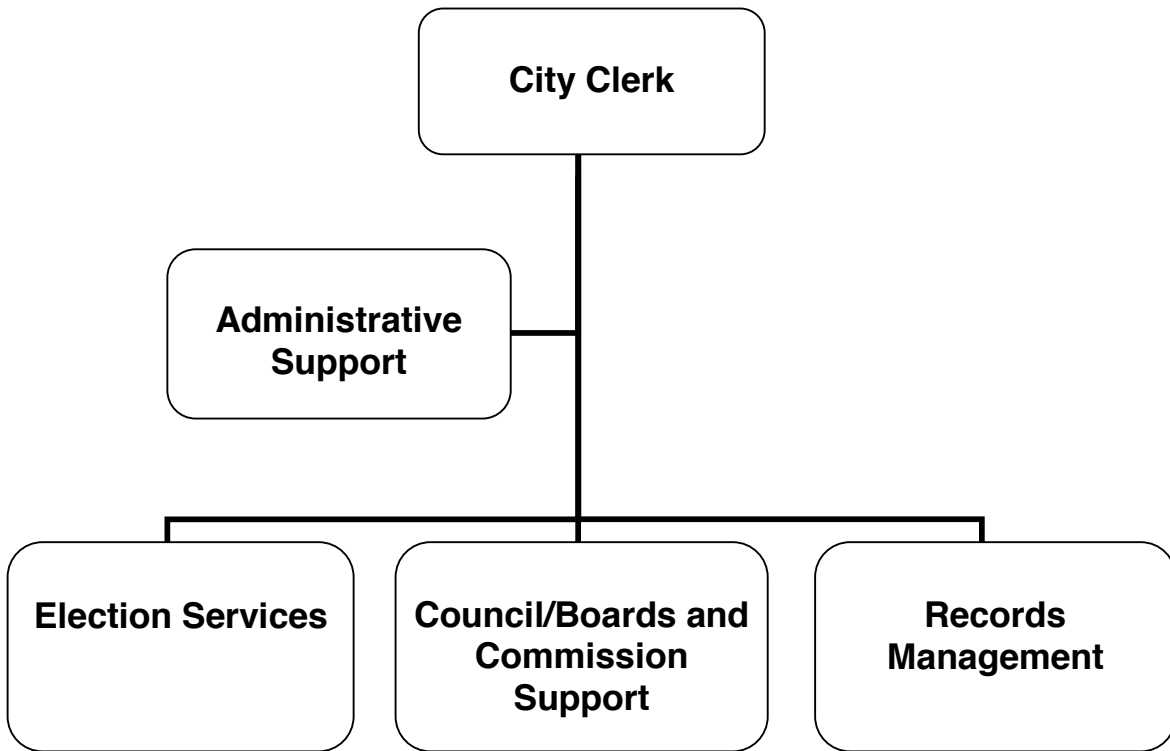
ADOPTED BUDGET

FINANCE

CITY ATTORNEY

CITY CLERK

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 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<u>General Fund</u>				
City Clerk Projects (101-120)	\$ -	\$ -	\$ (93,298)*	\$ -
Administration (101-121)	779,668	978,936	998,893	999,534
Elections (101-125)	1,059,607	447,167	777,781	451,996
Total General Fund	\$ 1,839,275	\$ 1,426,103	\$ 1,683,376	\$ 1,451,530
Department Grand Total	\$ 1,839,275	\$ 1,426,103	\$ 1,683,376	\$ 1,451,530

Notes:

* The appropriation in this account consists of carryover budget from prior fiscal year; which is not reflected in the revised column. Thus, a reduction adjustment in the budget is resulting in a negative appropriation since the original source is not reflected.

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

	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Maintenance & Operation				
47000 Miscellaneous	\$ -	\$ -	\$ (93,298)*	\$ -
Maintenance & Operation Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (93,298)</u>	<u>\$ -</u>
TOTAL	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (93,298)</u></u>	<u><u>\$ -</u></u>

Notes:

* The appropriation in this account consists of carryover budget from prior fiscal year; which is not reflected in the revised column. Thus, a reduction adjustment in the budget is resulting in a negative appropriation since the original source is not reflected.

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 392,282	\$ 468,353	\$ 481,136	\$ 481,062
41200	Overtime	12,259	-	-	-
41300	Hourly wages	17,847	11,545	11,719	21,399
Various	Benefits	107,436	115,641	115,641	96,256
42700	PERS Retirement	87,060	123,420	123,420	132,198
42701	PERS cost sharing	(11,690)	(18,579)	(18,579)	(17,798)
Salaries & Benefits Total		\$ 605,193	\$ 700,380	\$ 713,337	\$ 713,117
Maintenance & Operation					
43110	Contractual services	\$ 6,632	\$ 11,000	\$ 11,000	\$ 11,000
44120	Repairs to office equip	-	5,200	5,200	5,200
44200	Advertising	5,985	60,000	60,000	60,000
44352	ISD service charge	104,696	91,352	91,352	110,657
44353	Building Maint. Serv. Charge	20,285	13,248	13,248	11,837
44450	Postage	877	2,300	2,300	2,300
44550	Travel	-	2,200	4,200	2,000
44650	Training	6,655	6,500	11,500	6,500
44750	Liability Insurance	11,449	13,006	13,006	15,973
44800	Membership & dues	1,047	1,000	1,000	1,000
45050	Periodicals & newspapers	-	1,000	1,000	1,000
45100	Books	211	150	150	150
45150	Furniture & equipment	-	4,500	4,500	4,500
45250	Office supplies	13,868	35,000	35,000	35,000
45350	General supplies	1,514	5,200	5,200	17,200
46900	Business meetings	798	300	300	300
47000	Miscellaneous	458	26,600	26,600	1,800
Maintenance & Operation Total		\$ 174,475	\$ 278,556	\$ 285,556	\$ 286,417
TOTAL		\$ 779,668	\$ 978,936	\$ 998,893	\$ 999,534

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41200	Overtime	\$ 10,764	\$ -	\$ -	\$ -
41300	Hourly wages	40,309	40,899	41,513	42,630
Various	Benefits	4,522	1,993	1,993	2,170
42700	PERS Retirement	249	-	-	-
42701	PERS cost sharing	(43)	-	-	-
Salaries & Benefits Total		\$ 55,800	\$ 42,892	\$ 43,506	\$ 44,800
Maintenance & Operation					
43110	Contractual services	\$ 959,159	\$ 350,000	\$ 640,000	\$ 350,000
44200	Advertising	32,365	30,000	70,000	30,000
44352	ISD service charge	-	67	67	2,604
44450	Postage	2,974	20,000	20,000	20,000
44650	Training	649	-	-	-
44750	Liability Insurance	1,384	1,108	1,108	1,492
45250	Office supplies	4,757	2,500	2,500	2,500
45350	General supplies	247	-	-	-
46900	Business meetings	64	-	-	-
47000	Miscellaneous	2,209	600	600	600
Maintenance & Operation Total		\$ 1,003,807	\$ 404,275	\$ 734,275	\$ 407,196
TOTAL		\$ 1,059,607	\$ 447,167	\$ 777,781	\$ 451,996

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

Classification	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<u>Salaried Positions</u>				
Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	2.00	2.00
Assistant City Clerk	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	-	-
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>6.30</u>	<u>6.30</u>	<u>6.00</u>	<u>6.00</u>
<u>Hourly Positions</u>				
	*	*	*	*
Hourly City Worker	-	1.41 (2)	1.41 (2)	0.84 (2)
Office Specialist I	-	0.48 (1)	0.48 (1)	0.41 (1)
Total Hourly FTE Positions	<u>-</u>	<u>1.89</u>	<u>1.89</u>	<u>1.25</u>
City Clerk Total	<u>6.30</u>	<u>8.19</u>	<u>7.89</u>	<u>7.25</u>

Notes:

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

** Elected Official