



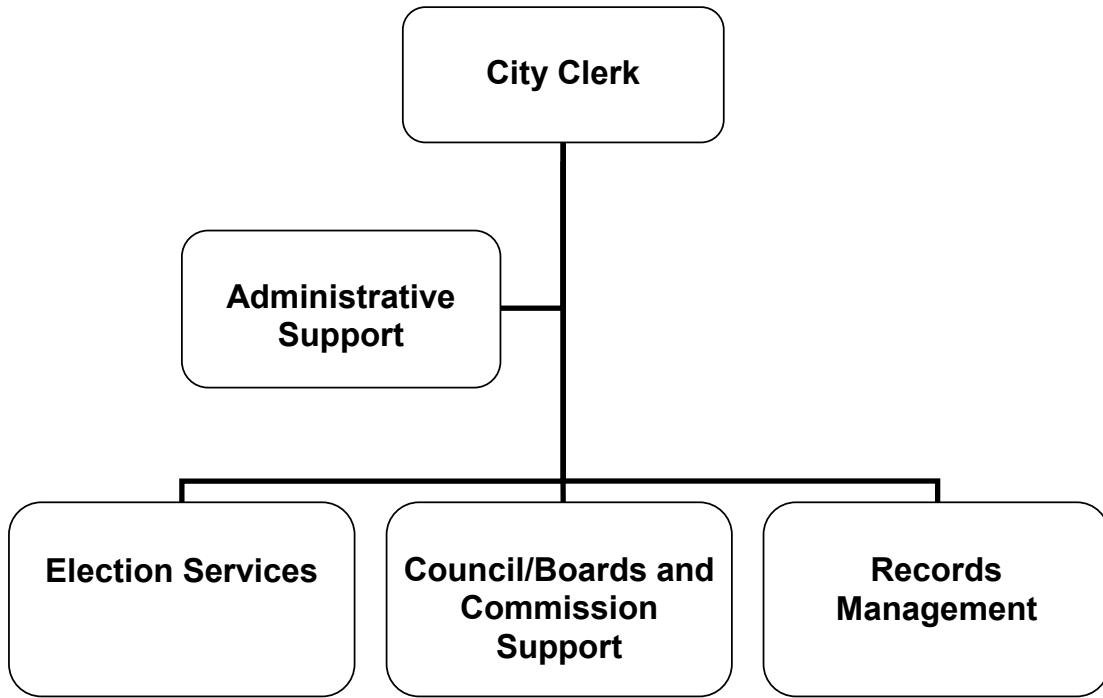
ADOPTED BUDGET

FY 2020-2021

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 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 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 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
<u>General Fund</u>				
Administration (1010-0010)	\$ 860,172	\$ 1,018,458	\$ 1,018,458	\$ 1,018,210
Elections (1010-1500)	289,376	101,058	1,183,714	87,509
Total General Fund	\$ 1,149,548	\$ 1,119,516	\$ 2,202,172	\$ 1,105,719
Department Grand Total	\$ 1,149,548	\$ 1,119,516	\$ 2,202,172	\$ 1,105,719

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
GENERAL BUDGET FUND - ADMINISTRATION
(1010-0010)**

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 398,797	\$ 464,356	\$ 464,356	\$ 444,408
41200	Overtime	7,526	-	-	-
41300	Hourly wages	45,573	19,001	19,001	37,570
Various	Benefits	99,253	118,943	118,943	104,046
42700	PERS retirement	129,327	155,638	155,638	174,065
42701	PERS cost sharing	(17,640)	(18,313)	(18,313)	(19,078)
Salaries & Benefits Total		\$ 662,836	\$ 739,625	\$ 739,625	\$ 741,011
Maintenance & Operation					
43110	Contractual services	\$ 6,994	\$ 11,000	\$ 11,000	\$ 11,000
44120	Repairs to office equipment	-	5,200	5,200	5,200
44200	Advertising	15,047	60,000	60,000	60,000
44450	Postage	568	2,300	2,300	2,300
44550	Travel	482	2,000	2,000	2,000
44650	Training	5,728	6,500	6,500	6,500
44800	Membership and dues	1,006	1,000	1,000	1,000
45050	Periodicals and newspapers	-	1,000	1,000	1,000
45100	Books	-	150	150	150
45150	Furniture and equipment	-	2,250	2,250	2,250
45250	Office supplies	15,118	35,000	35,000	35,000
45350	General supplies	12,862	36,400	36,400	36,400
45681	Business meetings	178	300	300	300
45682	Miscellaneous	1,093	1,800	1,800	1,800
46009	ISD service charge	110,657	79,593	79,593	75,155
46010	Building maint service charge	11,837	13,794	13,794	13,187
46011	Liability Insurance	15,767	20,546	20,546	23,957
Maintenance & Operation Total		\$ 197,336	\$ 278,833	\$ 278,833	\$ 277,199
Total		\$ 860,172	\$ 1,018,458	\$ 1,018,458	\$ 1,018,210

**CITY OF GLENDALE
CITY CLERK DEPARTMENT
GENERAL BUDGET FUND - ELECTIONS
(1010-1500)**

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41200	Overtime	\$ 308	\$ -	\$ -	\$ -
41300	Hourly wages	-	42,632	82,363	24,060
Various	Benefits	39	3,086	3,086	796
42700	PERS retirement	-	-	-	8,782
42701	PERS cost sharing	-	-	-	(963)
Salaries & Benefits Total		\$ 347	\$ 45,717	\$ 85,448	\$ 32,675
Maintenance & Operation					
43110	Contractual services	\$ 274,226	\$ -	\$ 962,925	\$ -
44200	Advertising	5,257	30,000	110,000	30,000
44450	Postage	-	20,000	20,000	20,000
44550	Travel	780	-	-	-
44650	Training	742	-	-	-
45250	Office supplies	2,652	2,500	2,500	2,500
45350	General supplies	2,527	-	-	-
45681	Business meetings	176	-	-	-
45682	Miscellaneous	54	600	600	600
46009	ISD service charge	2,604	429	429	538
46011	Liability Insurance	10	1,812	1,812	1,196
Maintenance & Operation Total		\$ 289,029	\$ 55,341	\$ 1,098,266	\$ 54,834
Total		\$ 289,376	\$ 101,058	\$ 1,183,714	\$ 87,509

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

Classification	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
<u>Salaried Positions</u>				
Administrative Assistant	2.00	2.00	2.00	2.00
City Clerk**	1.00	1.00	1.00	1.00
Office Services Specialist II	1.00	1.00	1.00	1.00
Office Specialist II	-	-	1.00	1.00
Records Administration Analyst	1.00	1.00	1.00	1.00
Sr. Office Services Specialist	1.00	1.00	-	-
Total Salaried Positions	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>Hourly Positions</u>				
Hourly City Worker	0.84	(2) 2.10	(3) 2.10	(3) 1.64
Office Specialist I	0.41	(1) -	-	-
Total Hourly FTE Positions	<u>1.25</u>	<u>2.10</u>	<u>2.10</u>	<u>1.64</u>
City Clerk Total	<u><u>7.25</u></u>	<u><u>8.10</u></u>	<u><u>8.10</u></u>	<u><u>7.64</u></u>

Notes:

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

** Elected Official