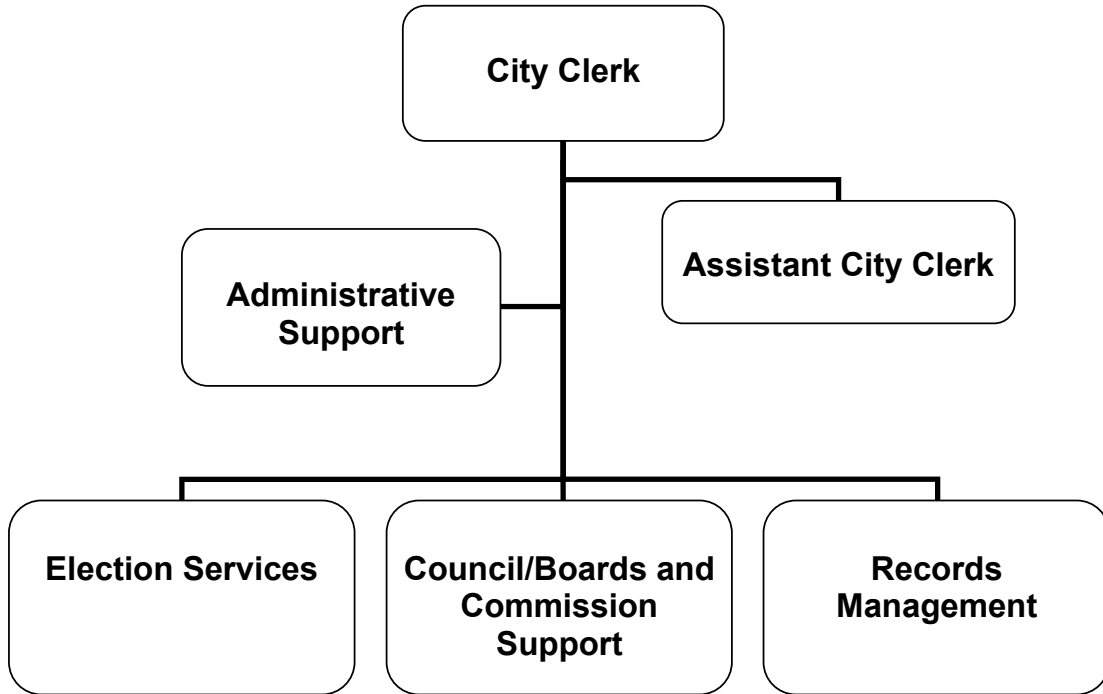


Adopted Budget

FY 2022 - 2023

CITY CLERK

CITY CLERK



CITY CLERK

CITY OF GLENDALE

CITY CLERK

MISSION STATEMENT

The mission of the Office of the City Clerk is to facilitate and support City legislative processes and meetings; maintain and provide access to the City's official records, conduct elections with integrity and inspire civic engagement.

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 overseeing elections, maintaining the municipal code, and ensuring 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.
- **Elections**: Coordinate municipal elections in a non-partisan and impartial manner; ensuring compliance with all state and federal laws.
- **Code Compliance**: Exercise compliance to the Glendale Municipal Code in all tasks performed.
- **Agenda Management System**: Manage the Agenda Management System (AMS).

RELATIONSHIP TO CITY COUNCIL PRIORITIES

As an internal service department, City Clerk's office works to support the external service departments within the organization as they implement the Council's four priorities: environmental stewardship, housing, mobility/connectivity/safety, and infrastructure.

Environmental Stewardship

The City Clerk Department is implementing environmental stewardship by working with the Los Angeles County Registrar Records Office on making election applications digitalized for easy submission and reducing paper waste. Also, the City Clerk's office has established a Records Management program in collaboration with all departments to implement policies and procedures reducing paper use, freeing up storage space while complying with State and Federal records keeping guidelines.

City of Glendale
Summary of Appropriations
City Clerk Department
For the Years Ending June 30

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
General Fund				
Administration (1010-0010)	\$ 652,354	\$ 1,054,091	\$ 1,060,068	\$ 1,145,785
Projects (1010-0020)	227	-	-	-
Elections (1010-1500)	16,234	87,386	649,919	88,104
Total General Fund	\$ 668,816	\$ 1,141,477	\$ 1,709,987	\$ 1,233,889
Department Grand Total	\$ 668,816	\$ 1,141,477	\$ 1,709,987	\$ 1,233,889

**City of Glendale
City Clerk Department
General Fund - Administration
(1010-0010)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ 302,764	\$ 439,671	\$ 442,321	\$ 507,113
41200 Overtime	10,838	-	-	-
41300 Hourly wages	-	37,570	37,570	37,570
Various Benefits	63,797	101,280	103,552	97,785
42700 PERS retirement	146,163	183,376	183,376	192,039
42701 PERS cost sharing	(11,898)	(18,961)	(17,906)	(14,405)
Salaries & Benefits Total	\$ 511,664	\$ 742,936	\$ 748,913	\$ 820,102
Maintenance & Operation				
43110 Contractual services	\$ 7,843	\$ 11,000	\$ 41,000	\$ 11,000
44120 Repairs to office equipment	-	5,200	5,200	5,200
44200 Advertising	16,911	60,000	30,000	60,000
44450 Postage	504	2,300	2,300	2,300
44550 Travel	-	1,000	1,000	1,000
44650 Training	50	3,000	3,000	3,000
44800 Membership and dues	532	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	10,951	35,000	35,000	35,000
45350 General supplies	4,723	36,400	36,400	36,400
45681 Business meetings	-	300	300	300
45682 Miscellaneous	238	1,800	1,800	1,800
46009 ITD service charge	75,155	109,066	109,066	119,644
46010 Building maint service charge	13,187	17,966	17,966	18,967
46011 Liability Insurance	10,971	23,723	23,723	26,672
46014 Contractual cost reduction	(373)	-	-	-
Maintenance & Operation Total	\$ 140,691	\$ 311,155	\$ 311,155	\$ 325,683
Total	\$ 652,354	\$ 1,054,091	\$ 1,060,068	\$ 1,145,785

**City of Glendale
City Clerk Department
General Fund - Projects
(1010-0020)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
45350 General supplies	\$ 227	\$ -	\$ -	\$ -
Maintenance & Operation Total	\$ 227	\$ -	\$ -	\$ -
Total	\$ 227	\$ -	\$ -	\$ -

**City of Glendale
City Clerk Department
General Fund - Elections
(1010-1500)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41200 Overtime	\$ 204	\$ -	\$ -	\$ -
41300 Hourly wages	10,295	24,060	24,060	24,060
Various Benefits	529	681	681	695
42700 PERS retirement	3,699	9,312	9,312	9,624
42701 PERS cost sharing	(412)	(963)	(963)	(722)
Salaries & Benefits Total	\$ 14,314	\$ 33,090	\$ 33,090	\$ 33,657
Maintenance & Operation				
43110 Contractual services	\$ -	\$ -	\$ 502,533	\$ -
43112 Direct assistance	-	-	60,000	-
44200 Advertising	(539)	30,000	30,000	30,000
44450 Postage	-	20,000	20,000	20,000
45250 Office supplies	-	2,500	2,500	2,500
45350 General supplies	1,550	-	-	-
45682 Miscellaneous	-	600	600	600
46009 ITD service charge	538	-	-	23
46011 Liability Insurance	370	1,196	1,196	1,324
Maintenance & Operation Total	\$ 1,920	\$ 54,296	\$ 616,829	\$ 54,447
Total	\$ 16,234	\$ 87,386	\$ 649,919	\$ 88,104

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

Classification	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
<u>Salaried Positions</u>				
Administrative Assistant	2.00	2.00	2.00	2.00
Administrative Associate	1.00	1.00	1.00	1.00
Assistant City Clerk	-	-	-	1.00
City Clerk**	1.00	1.00	1.00	1.00
Office Services Specialist II	1.00	1.00	-	-
Office Specialist II	1.00	1.00	1.00	-
Records Administration Analyst	1.00	1.00	1.00	-
Sr. Office Services Specialist	-	-	1.00	1.00
Total Salaried Positions	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>6.00</u>
<u>Hourly Positions</u>				
Hourly City Worker	1.64	1.64	1.64	1.64
Total Hourly FTE Positions	<u>1.64</u>	<u>1.64</u>	<u>1.64</u>	<u>1.64</u>
City Clerk Total	<u>8.64</u>	<u>8.64</u>	<u>8.64</u>	<u>7.64</u>

Notes:

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

** Elected Official