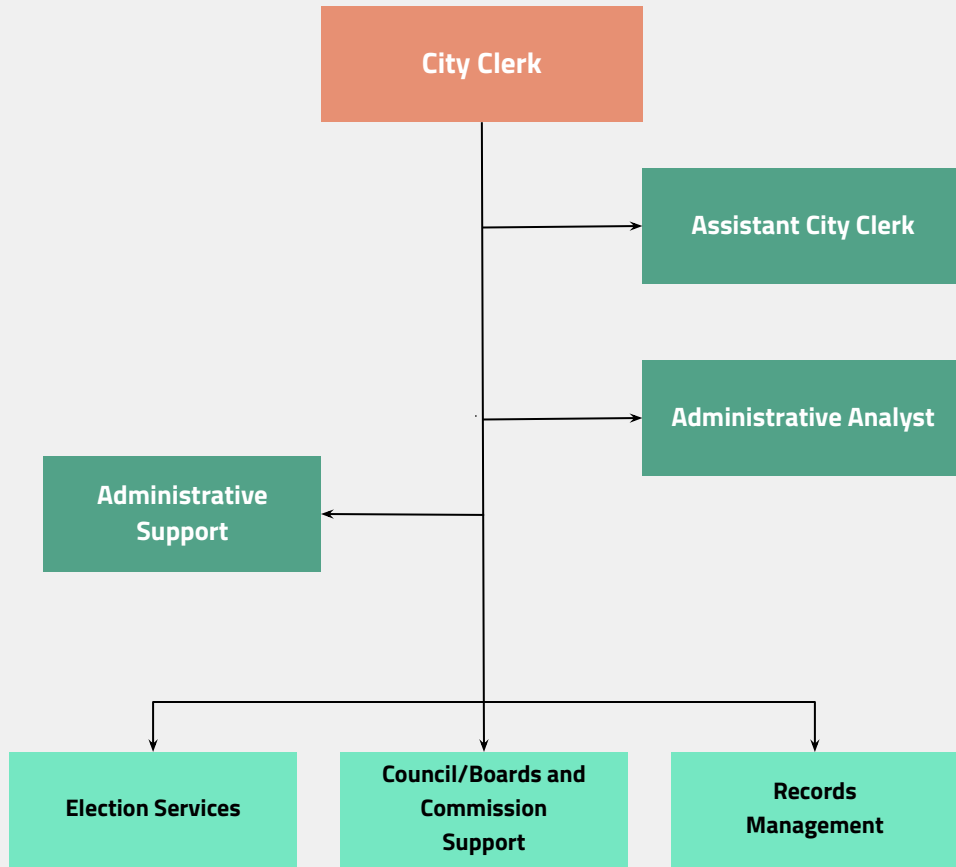


# City Clerk



# City Clerk



## 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 in collaboration with the office of the L.A. County Registrar-Recorder/County Clerk; 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) and help coordinate the publishing and posting of Council agendas.
- Commission on the Status of Women: Direct and manage the operations of the commission.

### 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: financial sustainability, economic development, operational efficiency, and mobility, traffic, & pedestrian safety.

### Departmental Highlights

The City Clerk Department has assumed the direction and management of the Commission on the Status of Women. Under the direction of the City Clerk, the Commission has published the 2022-2023 Report on the Status of Women in Glendale as well as the new 2023-2026 Strategic Plan. Additionally, the City Clerk's Office presented to Council a resolution in support of the newly proposed Middle East and North Africa (MENA) checkbox on the 2030 Census and the inclusion of an Armenian subcategory checkbox. The inclusion of these on the U.S. Census would provide the City of Glendale with a more accurate count of its residents and could bring more resources and funding to the City.

## City Clerk

### Summary of Appropriations For the Years Ending June 30

|   | Actual<br>2021-22   | Adopted<br>2022-23  | Revised<br>2022-23  | Adopted<br>2023-24  |
|---|---------------------|---------------------|---------------------|---------------------|
| <b>General Fund</b>                     |                     |                     |                     |                     |
| Administration (1010-0010)              | \$ 810,663          | \$ 1,145,785        | \$ 1,175,856        | \$ 1,368,505        |
| Projects (1010-0020)                    | 75                  | -                   | -                   | -                   |
| Elections (1010-1500)                   | 647,725             | 88,104              | 88,104              | 83,700              |
| Commission Status of Women (1010-1501)* | -                   | -                   | 80,103              | 75,659              |
| <b>Total General Fund</b>               | <b>\$ 1,458,463</b> | <b>\$ 1,233,889</b> | <b>\$ 1,344,063</b> | <b>\$ 1,527,864</b> |
| <b>Miscellaneous Grant Fund</b>         |                     |                     |                     |                     |
| Projects (2160-0020)                    | \$ -                | \$ -                | \$ 25,000           | \$ -                |
| <b>Total Miscellaneous Grant Fund</b>   | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 25,000</b>    | <b>\$ -</b>         |
| <b>Department Grand Total</b>           | <b>\$ 1,458,463</b> | <b>\$ 1,233,889</b> | <b>\$ 1,369,063</b> | <b>\$ 1,527,864</b> |

**Notes:**

\* In FY 2022-23, the Commission Status of Women cost center was moved from the Management Services Department to the City Clerk Department.

# Department Budgets

## City Clerk

### General Fund - Administration (1010 - 0010)

|  | Actual<br>2021-22 | Adopted<br>2022-23  | Revised<br>2022-23  | Adopted<br>2023-24  |
|--|-------------------|---------------------|---------------------|---------------------|
| <b>Salaries &amp; Benefits</b>           |                   |                     |                     |                     |
| Salaries                                 | \$ 354,494        | \$ 507,113          | \$ 537,184          | \$ 620,727          |
| Overtime                                 | 22,705            | -                   | -                   | -                   |
| Hourly wages                             | 352               | 37,570              | 37,570              | 40,817              |
| Benefits                                 | 64,440            | 97,785              | 97,785              | 104,821             |
| PERS Retirement                          | 177,337           | 192,039             | 192,039             | 232,751             |
| PERS Cost Sharing                        | (12,266)          | (14,405)            | (14,405)            | (12,830)            |
| <b>Salaries &amp; Benefits Total</b>     | <b>\$ 607,062</b> | <b>\$ 820,102</b>   | <b>\$ 850,173</b>   | <b>\$ 986,286</b>   |
| <b>Maintenance &amp; Operation</b>       |                   |                     |                     |                     |
| 43110 Contractual services               | \$ 26,494         | \$ 11,000           | \$ 11,000           | \$ 11,000           |
| 44120 Repairs to office equipment        | 210               | 5,200               | 5,200               | 5,200               |
| 44200 Advertising                        | 10,040            | 60,000              | 60,000              | 60,000              |
| 44450 Postage                            | 384               | 2,300               | 2,300               | 2,300               |
| 44550 Travel                             | -                 | 1,000               | 1,000               | 1,000               |
| 44650 Training                           | 241               | 3,000               | 3,000               | 3,000               |
| 44800 Membership and dues                | 811               | 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                    | 15,335            | 35,000              | 35,000              | 35,000              |
| 45350 General supplies                   | 3,794             | 36,400              | 36,400              | 53,400              |
| 45681 Business meetings                  | 29                | 300                 | 300                 | 300                 |
| 45682 Miscellaneous                      | 532               | 1,800               | 1,800               | 1,800               |
| 46009 ITD service charge                 | 109,066           | 119,644             | 119,644             | 136,940             |
| 46010 Building maint service charge      | 17,966            | 18,967              | 18,967              | 15,894              |
| 46011 Liability Insurance                | 18,699            | 26,672              | 26,672              | 51,985              |
| <b>Maintenance &amp; Operation Total</b> | <b>\$ 203,601</b> | <b>\$ 325,683</b>   | <b>\$ 325,683</b>   | <b>\$ 382,219</b>   |
| <b>Total</b>                             | <b>\$ 810,663</b> | <b>\$ 1,145,785</b> | <b>\$ 1,175,856</b> | <b>\$ 1,368,505</b> |

City Clerk

**General Fund - Projects  
(1010 - 0020)**

|  | Actual<br>2021-22 | Adopted<br>2022-23 | Revised<br>2022-23 | Adopted<br>2023-24 |
|--|-------------------|--------------------|--------------------|--------------------|
| <b>Maintenance &amp; Operation</b>       |                   |                    |                    |                    |
| 45350 General supplies                   | \$ 75             | \$ -               | \$ -               | \$ -               |
| <b>Maintenance &amp; Operation Total</b> | \$ 75             | \$ -               | \$ -               | \$ -               |
| <b>Total</b>                             | \$ 75             | \$ -               | \$ -               | \$ -               |

# Department Budgets

## City Clerk

### General Fund - Elections (1010 - 1500)

|  | Actual<br>2021-22 | Adopted<br>2022-23 | Revised<br>2022-23 | Adopted<br>2023-24 |
|--|-------------------|--------------------|--------------------|--------------------|
| <b>Salaries &amp; Benefits</b>           |                   |                    |                    |                    |
| Hourly wages                             | \$ 7,568          | \$ 24,060          | \$ 24,060          | \$ 20,800          |
| Benefits                                 | 1,037             | 695                | 695                | 573                |
| PERS Retirement                          | 2,041             | 9,624              | 9,624              | 7,979              |
| PERS Cost Sharing                        | (151)             | (722)              | (722)              | (520)              |
| <b>Salaries &amp; Benefits Total</b>     | <b>\$ 10,495</b>  | <b>\$ 33,657</b>   | <b>\$ 33,657</b>   | <b>\$ 28,832</b>   |
| <b>Maintenance &amp; Operation</b>       |                   |                    |                    |                    |
| 43110 Contractual services               | \$ 615,720        | \$ -               | \$ -               | \$ -               |
| 44200 Advertising                        | 21,134            | 30,000             | 30,000             | 30,000             |
| 44450 Postage                            | -                 | 20,000             | 20,000             | 20,000             |
| 45250 Office supplies                    | -                 | 2,500              | 2,500              | 2,500              |
| 45682 Miscellaneous                      | -                 | 600                | 600                | 600                |
| 46009 ITD service charge                 | -                 | 23                 | 23                 | -                  |
| 46011 Liability Insurance                | 376               | 1,324              | 1,324              | 1,768              |
| <b>Maintenance &amp; Operation Total</b> | <b>\$ 637,230</b> | <b>\$ 54,447</b>   | <b>\$ 54,447</b>   | <b>\$ 54,868</b>   |
| <b>Total</b>                             | <b>\$ 647,725</b> | <b>\$ 88,104</b>   | <b>\$ 88,104</b>   | <b>\$ 83,700</b>   |

## City Clerk

### General Fund - Commission Status of Women (1010 - 1501)\*

|  | Actual<br>2021-22 | Adopted<br>2022-23 | Revised<br>2022-23 | Adopted<br>2023-24 |
|--|-------------------|--------------------|--------------------|--------------------|
| <b>Maintenance &amp; Operation</b>       |                   |                    |                    |                    |
| 45682 Miscellaneous                      | \$ -              | \$ -               | \$ 80,103          | \$ 75,659          |
| <b>Maintenance &amp; Operation Total</b> | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ 80,103</b>   | <b>\$ 75,659</b>   |
| <b>Total</b>                             | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ 80,103</b>   | <b>\$ 75,659</b>   |

**Notes:**

\* In FY 2022-23, the Commission Status of Women cost center was moved from the Management Services Department to the City Clerk Department.



City Clerk

**Miscellaneous Grant Fund - Projects  
(2160 - 0020)**

|  | Actual<br>2021-22 | Adopted<br>2022-23 | Revised<br>2022-23 | Adopted<br>2023-24 |
|--|-------------------|--------------------|--------------------|--------------------|
| <b>Maintenance &amp; Operation</b>       |                   |                    |                    |                    |
| 43110 Contractual services               | \$ -              | \$ -               | \$ 25,000          | \$ -               |
| <b>Maintenance &amp; Operation Total</b> | \$ -              | \$ -               | \$ 25,000          | \$ -               |
| <b>Total</b>                             | \$ -              | \$ -               | \$ 25,000          | \$ -               |

## City Clerk

### Personnel Classification Detail

| Classification                    | Actual<br>2021-22 | Adopted<br>2022-23 | Revised<br>2022-23 | Adopted<br>2023-24 |
|-----------------------------------|-------------------|--------------------|--------------------|--------------------|
| <b>Salaried Positions</b>         |                   |                    |                    |                    |
| Administrative Analyst            | -                 | -                  | 1.00               | 1.00               |
| Administrative Assistant          | 2.00              | 2.00               | 3.00               | 2.00               |
| Administrative Associate          | 1.00              | 1.00               | 1.00               | 1.00               |
| Assistant City Clerk              | -                 | -                  | 1.00               | 1.00               |
| City Clerk**                      | 1.00              | 1.00               | 1.00               | 1.00               |
| Office Specialist II              | 1.00              | -                  | -                  | -                  |
| Records Administration Analyst    | 1.00              | 1.00               | -                  | -                  |
| Sr Office Services Specialist     | 1.00              | 1.00               | -                  | 1.00               |
| <b>Total Salaried Positions</b>   | <b>7.00</b>       | <b>6.00</b>        | <b>7.00</b>        | <b>7.00</b>        |
| <b>Hourly Positions</b>           |                   |                    |                    |                    |
| Hourly City Worker                | 1.64 (3)          | 1.64 (3)           | 1.64 (3)           | 1.56 (3)           |
| <b>Total Hourly FTE Positions</b> | <b>1.64</b>       | <b>1.64</b>        | <b>1.64</b>        | <b>1.56</b>        |
| <b>City Clerk Total</b>           | <b>8.64</b>       | <b>7.64</b>        | <b>8.64</b>        | <b>8.56</b>        |

**Notes:**

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