

CITY OF GLENDALE, CA

City Clerk

2010 – 2011

**Adopted Budget**

# 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 superior, professional and friendly services to the public and to our internal customers; to conduct elections in a non-partisan and impartial manner, and; to issue licenses and permits to ensure fair Code compliance.

### **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 City Municipal Code, and the telephone numbers and extensions of every office in city government.
- **Customer Service:** Listen attentively, be friendly, utilize all resources, and maintain patience.
- **Impartiality:** Coordinate municipal elections in a non-partisan manner; obey all state and federal laws.
- **Code Compliance:** Exercise compliance to the Municipal Code when processing/issuing various licenses and permits.

# CITY OF GLENDALE CITY CLERK

## **RELATIONSHIP TO STRATEGIC GOALS**

### ***Diversity***

The Office of the City Clerk values the City's diversity by embracing the ideology of including people of different cultural and religious backgrounds. Multicultural participation in the democratic process, as well as other activities, is highly encouraged.

### ***Education, Knowledge, & Literacy***

It is the goal of the Office of the City Clerk to educate the community on the democratic process and governmental operations, and to offer assistance on protocol in achieving positive results in their quest to mitigate issues.

### ***Sense of Community***

The Office of the City Clerk prides itself with fostering a sense of belonging to the community by encouraging participation in the governmental process.

### ***Trust in Government***

The Office of the City Clerk 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 offer the ultimate transparency to the community.

## **MAJOR ACCOMPLISHMENTS**

In FY 2009-10, the Office of the City Clerk has moved forward with a full audit of election procedures and is looking to implement the recommendations of the audit for the upcoming April 2011 municipal election. Additionally, the Clerk's office has been working with the Los Angeles County Registrar/Recorder's offices on their Voting Systems Assessment Project (VSAP) by participating in focus groups and interviews to develop a better county-wide voting system. Additionally, the office has increased the number of filmings with over 280 projects of various sizes now being filmed in Glendale including commercials, network and cable television programs and feature films. In addition to the revenue generated for the city through permits, the filmings have helped boost local economies and have kept entertainment industry jobs in the Southern California region.

**CITY OF GLENDALE  
SUMMARY OF APPROPRIATIONS  
CITY CLERK DEPARTMENT**

	<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b><u>General Fund</u></b>				
Administration (101-121)	209,817	213,813	213,813	266,661
Licenses & Permits (101-122)	359,136	346,932	346,932	330,003
Public Records (101-123)	247,554	224,784	224,784	231,578
Public Meeting Supp (101-124)	227,847	245,259	245,259	249,580
Elections (101-125)	435,383	-	-	438,386
<b>Total General Fund</b>	<b>\$ 1,479,737</b>	<b>\$ 1,030,788</b>	<b>\$ 1,030,788</b>	<b>\$ 1,516,208</b>
<b>Department Grand Total</b>	<b>\$ 1,479,737</b>	<b>\$ 1,030,788</b>	<b>\$ 1,030,788</b>	<b>\$ 1,516,208</b>

**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
ADMINISTRATION  
101-121**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	130,660	131,902	131,902	132,306
41200	Overtime	170	-	-	-
41300	Hourly wages	170	-	-	-
41600-42500	Benefits	20,268	20,064	20,064	26,673
42600-42700	Retirement	14,609	15,163	15,163	15,412
	<b>Total Salaries &amp; Benefits</b>	<b>165,876</b>	<b>167,129</b>	<b>167,129</b>	<b>174,391</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	3,120	3,120	3,120	3,120
43080	Rent	2,764	-	-	2,937
43150	Cost allocation charge	98	-	-	-
44100	Repairs to equipment	266	100	100	100
44200	Advertising	18,995	-	-	-
44300	Telephone	117	1,724	1,724	1,724
44352	ISD service charge	-	-	-	49,721
44450	Postage	33	600	600	600
44550	Travel	290	2,170	2,170	2,170
44650	Training	2,561	3,500	3,500	3,500
44750	Liability	2,927	2,896	2,896	2,911
44751	Insurance/surety bond premium	-	-	-	257
44800	Membership and dues	1,009	975	975	975
45050	Periodicals & newspapers	-	75	75	-
45100	Books	46	150	150	150
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	11,435	31,898	31,898	27,105
45350	General supplies	33	3,000	3,000	1,000
45450	Printing and graphics	-	4,200	4,200	4,200
46900	Business meetings	-	300	300	300
47000	Miscellaneous	248	976	976	500
49050	Charges-other depts	-	(10,000)	(10,000)	(10,000)
	<b>Total Maintenance &amp; Operation</b>	<b>43,941</b>	<b>46,684</b>	<b>46,684</b>	<b>92,270</b>
<b>TOTAL</b>		<b>\$ 209,817</b>	<b>\$ 213,813</b>	<b>\$ 213,813</b>	<b>\$ 266,661</b>

**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
LICENSES & PERMITS  
101-122**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	233,217	259,335	259,335	239,636
41200	Overtime	1,211	-	-	-
41300	Hourly wages	8,293	-	-	-
41600-42500	Benefits	57,140	59,199	59,199	60,397
42600-42700	Retirement	26,183	27,564	27,564	27,853
	<b>Total Salaries &amp; Benefits</b>	<b>326,045</b>	<b>346,098</b>	<b>346,098</b>	<b>327,886</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	8,305	7,314	7,314	7,314
44300	Telephone	408	1,724	1,724	1,724
44352	ISD service charge	-	-	-	1,248
44450	Postage	9,091	8,500	8,500	8,500
44700	Computer software	-	1,500	1,500	1,500
44750	Liability	6,073	5,683	5,683	5,272
44751	Insurance/surety bond premium	-	-	-	446
45150	Furniture & equipment	-	1,500	1,500	1,500
45250	Office supplies	9,214	8,900	8,900	8,900
45350	General supplies	-	1,213	1,213	1,213
45450	Printing and graphics	-	2,500	2,500	2,500
47000	Miscellaneous	-	500	500	500
49050	Charges-other depts	-	(38,500)	(38,500)	(38,500)
	<b>Total Maintenance &amp; Operation</b>	<b>33,091</b>	<b>834</b>	<b>834</b>	<b>2,117</b>
<b>TOTAL</b>		<b>\$ 359,136</b>	<b>\$ 346,932</b>	<b>\$ 346,932</b>	<b>\$ 330,003</b>

**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
PUBLIC RECORDS  
101-123**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	161,090	156,258	156,258	158,469
41200	Overtime	408	-	-	-
41300	Hourly wages	18,177	-	-	-
41600-42500	Benefits	28,378	23,697	23,697	27,446
42600-42700	Retirement	18,251	17,835	17,835	18,330
	<b>Total Salaries &amp; Benefits</b>	<b>226,303</b>	<b>197,790</b>	<b>197,790</b>	<b>204,245</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	2,388	2,388	2,388	2,388
43110	Contractual services	4,163	8,700	8,700	8,700
44120	Repairs to office equip	7,868	2,000	2,000	2,000
44300	Telephone	408	1,000	1,000	1,000
44450	Postage	-	200	200	200
44700	Computer software	-	100	100	100
44750	Liability	4,055	3,406	3,406	3,486
44751	Insurance/surety bond premium	-	-	-	259
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	2,270	5,000	5,000	5,000
45350	General supplies	-	2,900	2,900	2,900
47000	Miscellaneous	99	300	300	300
	<b>Total Maintenance &amp; Operation</b>	<b>21,251</b>	<b>26,994</b>	<b>26,994</b>	<b>27,333</b>
<b>TOTAL</b>		<b>\$ 247,554</b>	<b>\$ 224,784</b>	<b>\$ 224,784</b>	<b>\$ 231,578</b>

**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
PUBLIC MEETING SUPP  
101-124**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	138,439	138,439	138,439	138,439
41200	Overtime	521	-	-	-
41600-42500	Benefits	17,990	17,861	17,861	21,034
42600-42700	Retirement	15,478	15,843	15,843	16,054
	<b>Total Salaries &amp; Benefits</b>	<b>172,428</b>	<b>172,143</b>	<b>172,143</b>	<b>175,527</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	2,058	2,058	2,058	2,058
44120	Repairs to office equip	7,760	3,000	3,000	3,000
44200	Advertising	39,436	60,000	60,000	60,000
44300	Telephone	233	532	532	532
44352	ISD service charge	-	-	-	635
44450	Postage	-	300	300	300
44750	Liability	3,091	3,026	3,026	3,046
44751	Insurance/surety bond premium	-	-	-	282
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	2,795	3,200	3,200	3,200
45350	General supplies	46	-	-	-
	<b>Total Maintenance &amp; Operation</b>	<b>55,419</b>	<b>73,116</b>	<b>73,116</b>	<b>74,053</b>
<b>TOTAL</b>		<b>\$ 227,847</b>	<b>\$ 245,259</b>	<b>\$ 245,259</b>	<b>\$ 249,580</b>



**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
ELECTIONS  
101-125**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41200	Overtime	12,862	-	-	12,800
41300	Hourly wages	50,350	-	-	50,000
41600-42500	Benefits	1,540	-	-	1,604
42600-42700	Retirement	1,372	-	-	650
	<b>Total Salaries &amp; Benefits</b>	<b>66,125</b>	<b>-</b>	<b>-</b>	<b>65,054</b>
<b>MAINTENANCE &amp; OPERATION</b>					
43110	Contractual services	304,083	-	-	319,287
44200	Advertising	19,415	-	-	10,000
44300	Telephone	107	-	-	107
44450	Postage	36,866	-	-	36,866
44550	Travel	156	-	-	164
44750	Liability	700	-	-	1,382
45150	Furniture & equipment	2,546	-	-	100
45250	Office supplies	4,640	-	-	4,640
46900	Business meetings	686	-	-	686
47000	Miscellaneous	60	-	-	100
	<b>Total Maintenance &amp; Operation</b>	<b>369,258</b>	<b>-</b>	<b>-</b>	<b>373,332</b>
<b>TOTAL</b>		<b>\$ 435,383</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 438,386</b>

CITY CLERK  
Personnel Classification Detail

Classification	Actual 2008-09	Budget 2009-10	Revised Budget 2009-10	Budget 2010-11
<u>Salaried Employees</u>				
Assistant City Clerk	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
License Investigator	2.00	2.00	2.00	2.00
Office Services Secretary	1.00	1.00	1.00	1.00
Office Services Specialist II	1.00	2.00	2.00	2.00
Office Services Supervisor	1.00	1.00	1.00	1.00
Secretary to the City Clerk (Steno)	1.00	1.00	1.00	1.00
Senior Office Services Specialist	2.00	1.00	1.00	1.00
Total Salaried Employees	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
<u>Hourly Employees*</u>				
City Resource Specialist				0.13 (1)
Hourly City Worker				0.77 (9)
Total Hourly Employees				<u>0.90</u>
City Clerk Total	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.90</u>

\* Hourly Employees - Data not available prior to fiscal year 2009-10

\*\* Indicates number of positions corresponding to the stated Full-Time Equivalence (FTE)