

CITY OF GLENDALE

CITY CLERK

DEPARTMENT SUMMARY OFFICE OF THE 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, the 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 complete compliance to the Municipal Code when processing/issuing various licenses and permits.

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

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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 fiscal year 2008/09, the Office of the City Clerk replaced a Senior Office Services Specialist with an Office Services Specialist II by downgrading the position due to a retirement, thus creating salary savings. Additionally, the department has implemented the Tobacco Retail License program, which creates additional revenue for the General Fund.

The Office of the City Clerk enhanced its' voter outreach efforts during the Election season. Those efforts included: recruitment of multilingual poll workers to man all precincts; established the Glendalevotes.org website to provide election information on the April, 2009 General Municipal Election; and produced a commercial for airing on local access stations (made available in English, Armenian, and Spanish).

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

	Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS				
41100 Salaries	127,570	130,649	130,649	131,902
41200 Overtime	315	0	0	0
41300 Hourly Wages	56	0	0	0
41600-42700 Benefits	32,456	35,346	35,346	35,227
Total Salaries & Benefits	160,397	165,995	165,995	167,129
MAINTENANCE & OPERATION				
42800 Auto Allowance	5,083	1,592	1,592	3,120
43080 Rent	2,324	0	0	0
43150 Cost Allocation Charge	10	12,500	12,500	0
44100 Repairs to Equipment	0	100	100	100
44120 Repairs to Office Equip	536	0	0	0
44200 Advertising	0	0	40,000	0
44300 Telephone	1,454	117	117	1,724
44450 Postage	514	1,000	1,000	600
44550 Travel	2,785	770	770	2,170
44650 Training	2,196	3,500	3,500	3,500
44750 Insurance & Surety Bonds	3,559	2,927	2,927	2,896
44800 Membership and Dues	419	975	975	975
45050 Periodicals & Newspapers	0	200	200	75
45100 Books	45	150	150	150
45150 Furniture & Equipment	1,218	1,000	1,000	1,000
45170 Computer Hardware	107	0	0	0
45250 Office Supplies	24,113	31,898	31,898	31,898
45350 General Supplies	0	3,000	3,000	3,000
45450 Printing and Graphics	0	0	0	4,200
46900 Business Meetings	308	150	150	300
47000 Miscellaneous	417	976	976	976
49050 Charges-Other Depts	(16,771)	(30,000)	(30,000)	(10,000)
Total Maintenance & Operation	28,317	30,855	70,855	46,684
TOTAL DEPARTMENT	188,714	196,850	236,850	213,813

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	243,929	241,126	241,126	259,335
41200	Overtime	206	0	0	0
41300	Hourly Wages	5,370	16,068	16,068	0
41600-42700	Benefits	82,064	81,731	81,731	86,763
	Total Salaries & Benefits	331,568	338,925	338,925	346,098
MAINTENANCE & OPERATION					
42800	Auto Allowance	9,228	7,734	7,734	7,314
43150	Cost Allocation Charge	0	3,500	3,500	0
44300	Telephone	1,454	408	408	1,724
44450	Postage	7,574	8,400	8,400	8,500
44700	Computer Software	0	2,000	2,000	1,500
44750	Insurance & Surety Bonds	4,990	6,073	6,073	5,683
45150	Furniture & Equipment	0	3,000	3,000	1,500
45250	Office Supplies	5,465	8,900	8,900	8,900
45350	General Supplies	0	1,213	1,213	1,213
45450	Printing and Graphics	160	0	0	2,500
47000	Miscellaneous	71	0	0	500
49050	Charges-Other Depts	0	0	0	(38,500)
	Total Maintenance & Operation	28,943	41,228	41,228	834
TOTAL DEPARTMENT		360,511	380,153	380,153	346,932

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	176,141	167,537	167,537	156,258
41200	Overtime	136	0	0	0
41600-42700	Benefits	48,713	45,142	45,142	41,532
	Total Salaries & Benefits	224,990	212,679	212,679	197,790
MAINTENANCE & OPERATION					
42800	Auto Allowance	772	2,153	2,153	2,388
43050	Repairs-Bldgs & Grounds	309	0	0	0
43080	Rent	0	2,500	2,500	0
43110	Contractual Services	6,664	8,500	8,500	8,700
44120	Repairs to Office Equip	6,762	3,000	3,000	2,000
44300	Telephone	1,454	408	408	1,000
44450	Postage	0	500	500	200
44700	Computer Software	0	500	500	100
44750	Insurance & Surety Bonds	3,525	4,055	4,055	3,406
45150	Furniture & Equipment	0	1,500	1,500	1,000
45250	Office Supplies	3,078	5,025	5,025	5,000
45350	General Supplies	0	2,954	2,954	2,900
47000	Miscellaneous	45	0	0	300
	Total Maintenance & Operation	22,609	31,095	31,095	26,994
TOTAL DEPARTMENT		247,599	243,774	243,774	224,784

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	135,480	138,266	138,266	138,439
41200	Overtime	1,192	0	0	0
41600-42700	Benefits	30,922	47,163	47,163	33,704
	Total Salaries & Benefits	167,593	185,429	185,429	172,143
MAINTENANCE & OPERATION					
42800	Auto Allowance	600	1,638	1,638	2,058
43150	Cost Allocation Charge	5	0	0	0
44120	Repairs to Office Equip	6,915	4,500	4,500	3,000
44200	Advertising	51,239	60,000	60,000	60,000
44300	Telephone	487	233	233	532
44450	Postage	845	500	500	300
44750	Insurance & Surety Bonds	2,733	3,091	3,091	3,026
45150	Furniture & Equipment	0	1,500	1,500	1,000
45250	Office Supplies	5,117	3,358	3,358	3,200
47000	Miscellaneous	32	0	0	0
	Total Maintenance & Operation	67,973	74,820	74,820	73,116
TOTAL DEPARTMENT		235,567	260,249	260,249	245,259

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	233	0	0	0
41200	Overtime	0	15,000	15,000	0
41300	Hourly Wages	25	20,000	20,000	0
41600-42700	Benefits	5	2,741	2,741	0
	Total Salaries & Benefits	263	37,741	37,741	0
MAINTENANCE & OPERATION					
43110	Contractual Services	0	253,762	253,762	0
44200	Advertising	0	1,890	1,890	0
44300	Telephone	69	107	107	0
44450	Postage	104	26,313	26,313	0
44550	Travel	0	303	303	0
44750	Insurance & Surety Bonds	5	700	700	0
45150	Furniture & Equipment	0	93	93	0
45250	Office Supplies	1,098	7,656	7,656	0
46900	Business Meetings	455	50	50	0
47000	Miscellaneous	144	1,469	1,469	0
	Total Maintenance & Operation	1,875	292,343	292,343	0
TOTAL DEPARTMENT		2,138	330,084	330,084	0

CITY CLERK
Personnel Classification Detail

Salaried Employees

Classification	Budget 2007-08	Budget 2008-09	Revised Budget 2008-09	Budget 2009-10
Assistant City Clerk	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Customer Service Representative	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	1.00	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	2.00	1.00	1.00
City Clerk Total	<u>11.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>