

City Clerk

Mission Statement

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. To issue licenses and permits and ensure Fair Code compliance.

	Expenditures Actual 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditures 12/31/06	Estimated 2006-07	Prior Estimate 2007-08	Budget 2007-08
General Fund						
Administration {101-121}	145,284	156,621	79,209	169,223	161,087	186,087
Licenses & Permits {101-122}	325,681	358,008	163,393	330,574	370,564	374,064
Records & Public Information {101-123}	222,214	250,663	112,461	250,532	258,093	258,093
Commission Support {101-124}	207,586	290,124	123,569	236,643	297,554	297,803
Elections {101-125}	1,743	330,112	568	330,112	19,985	19,985
City Clerk Total	902,509	1,385,528	479,200	1,317,084	1,107,283	1,136,032
	Actual 2005-06	Current Year 2006-07		Estimated 2006-07	Prior Estimate 2007-08	Budget 2007-08
Total Salaried Positions	11.00	11.00		11.00	11.00	11.00

City Clerk

2006-07 Accomplishments	Citywide Strategic Goals
Continued efforts in automating division operations and supporting initiatives within the City of Glendale to raise voter participation and knowledge of municipal services	Technology
Implementation of first phase of Electronic Agenda Management System, and converting agenda reports/document routing from hard copy format to electronic copy format.	Technology & Trust in Government
Streaming City Council, Redevelopment Agency and Housing Authority meetings on the Web and archiving them electronically.	Technology & Trust in Government
Ongoing work in updating Film Permitting operations. Working with other departments and industry specialists on improving city services and encouraging more filming in the city.	Technology & Trust in Government
Completed Audit of Taxi Cab permitting and inspection procedures.	Technology & Trust in Government
Initiated voter outreach and poll worker recruitment program. Conducted a city employee based Elections Team to troubleshoot and respond to Election Day issues.	Trust in Government
Implemented ADA standards and accessibility initiatives for Council Meetings and Elections (polling locations).	Trust in Government
Implemented translations of municipal election materials in accordance to Federal Law (Voting Rights Act)	Trust in Government

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2007-08 Goals	Citywide Strategic Goals
Continue efforts in automating division operations.	Technology
Continue to support the Agenda Management System initiatives within the City of Glendale	Technology
Develop voter outreach and education efforts via media outlets (GTV6 and community based organizations and ethnic media)	Trust in Government
Improve Film Permit operations and complete Audit's recommendations.	Trust in Government
Continue and expand Dog and Cat rabies vaccination clinic. Continue to expand on relationship with Pasadena Humane Society to provide excellent service to residents and stakeholders of Glendale.	Trust in Government
Work on implementing Records Retention Policy and assigning a Records Manager to the task.	Trust in Government
Develop methods and programs to raise voter participation in municipal elections. Create a Community Voter Outreach committee.	Trust in Government

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	135,016	150,739	73,613	147,225	155,208	155,208
Maintenance & Operation	50,015	48,382	19,437	64,497	48,379	60,879
Capital	-	-	-	-	-	-
Charges - Other Depts	(27,246)	(30,000)	(13,841)	(30,000)	(30,000)	(30,000)
Budgeted Underexpenditure	(12,500)	(12,500)	-	(12,500)	(12,500)	-
Total	\$ 145,284	\$ 156,621	\$ 79,209	\$ 169,223	\$ 161,087	\$ 186,087

Personnel Classification Detail

	<u>Actual</u> <u>2005-2006</u>	<u>Budget</u> <u>2006-2007</u>	<u>Estimated</u> <u>2006-07</u>	<u>Prior Est.</u> <u>2007-2008</u>	<u>Budget</u> <u>2007-08</u>
Assistant City Clerk	0.35	0.35	0.35	0.35	0.35
City Clerk	0.50	0.50	0.50	0.50	0.50
License Investigator	0.04	0.04	0.04	0.04	0.04
Office Operations Supervisor	0.00	0.20	0.20	0.20	0.00
Office Services Supervisor	0.00	0.00	0.00	0.00	0.20
Office Services Secretary (Steno)	0.10	0.10	0.10	0.10	0.00
Office Services Secretary	0.00	0.00	0.00	0.00	0.10
Secretary to the City Clerk (Steno)	0.20	0.20	0.20	0.20	0.20
Senior Office Services Assistant	0.15	0.15	0.15	0.15	0.00
Senior Office Services Specialist	0.00	0.00	0.00	0.00	0.15
TOTAL	<u>1.34</u>	<u>1.54</u>	<u>1.54</u>	<u>1.54</u>	<u>1.54</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	108,767	120,416	58,901	117,802	124,646	124,646
41200 Overtime	-	-	52	105	-	-
41600 Compensated Absences	1,985	2,047	1,088	2,176	2,119	2,119
41700 Other Benefits	310	250	182	363	250	250
41800 Life Insurance	319	277	127	254	285	285
41900 Disability Insurance	865	1,724	371	742	1,776	1,776
42000 Vision Insurance	246	257	121	241	257	257
42100 Medical Insurance	9,894	9,818	4,914	9,828	9,818	9,818
42200 Dental Insurance	913	928	402	804	928	928
42300 Unemployment Insurance	109	120	59	118	125	125
42400 Compensation Insurance	598	632	324	648	685	685
42500 Medicare	1,612	1,619	872	1,743	1,668	1,668
42700 PERS Retirement	9,397	12,651	6,200	12,399	12,651	12,651
Total	<u>\$ 135,016</u>	<u>\$ 150,739</u>	<u>\$ 73,613</u>	<u>\$ 147,225</u>	<u>\$ 155,208</u>	<u>\$ 155,208</u>
Maintenance & Operation Detail						
42800 Auto Allowance	5,313	1,592	2,640	5,280	1,592	1,592
43080 Rent	1,165	-	1,000	-	-	-
43150 City Services	11,765	-	6,214	12,427	-	12,500
44100 Repairs to Equipment	-	100	-	100	100	100
44120 Repairs to Office Equipment	161	-	147	-	-	-
44300 Telephone	993	117	531	117	117	117
44450 Postage	1,737	1,000	3	1,000	1,000	1,000
44550 Travel	1,427	773	1,329	773	770	770
44650 Training	4,034	3,500	256	3,500	3,500	3,500
44750 Insurance & Surety Bonds	1,923	2,632	1,122	2,632	2,632	2,632
44800 Membership & Dues	386	975	633	975	975	975
45050 Periodicals & Newspapers	157	200	109	200	200	200
45100 Books	85	150	44	150	150	150
45150 Furniture & Equipment	4,690	1,000	1,115	1,000	1,000	1,000

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45250 Office Supplies	15,553	32,193	4,190	32,193	32,193	32,193
45350 General Supplies	259	3,000	104	3,000	3,000	3,000
46900 Business Meetings	32	150	-	150	150	150
47000 Miscellaneous	359	1,000	-	1,000	1,000	1,000
47010 Discount Earned & Lost	(24)	-	-	-	-	-
49050 Charges-Other Depts	(27,246)	(30,000)	(13,841)	(30,000)	(30,000)	(30,000)
Total	<u>\$ 22,768</u>	<u>\$ 18,382</u>	<u>\$ 5,596</u>	<u>\$ 34,497</u>	<u>\$ 18,379</u>	<u>\$ 30,879</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	295,784	321,210	145,155	290,310	333,766	333,766
Maintenance & Operation	29,897	36,798	18,238	40,264	36,798	40,298
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	\$ 325,681	\$ 358,008	\$ 163,393	\$ 330,574	370,564	374,064

Personnel Classification Detail

	Actual 2005-2006	Budget 2006-07	Est. 2006- 2007	Prior Est. 2007-2008	Budget 2007-08
Assistant City Clerk	0.05	0.05	0.05	0.05	0.05
City Clerk	0.05	0.05	0.05	0.05	0.05
Customer Service Representative	0.55	0.55	0.55	0.55	0.55
License Investigator	1.56	1.56	1.56	1.56	1.56
Office Operations Supervisor	0.00	0.80	0.80	0.80	0.00
Office Services Supervisor	0.00	0.00	0.00	0.00	0.80
Office Services Specialist II	0.80	0.75	0.75	0.75	0.75
Senior Office Specialist	0.85	0.72	0.72	0.72	0.00
Senior Office Services Specialist	0.00	0.00	0.00	0.00	0.72
Senior Office Services Assistant	0.72	0.00	0.00	0.00	0.00
TOTAL	<u>4.58</u>	<u>4.48</u>	<u>4.48</u>	<u>4.48</u>	<u>4.48</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	206,548	234,298	107,330	214,661	244,623	244,623
41200 Overtime	-	-	487	974	-	-
41300 Hourly Wages	19,629	10,000	-	-	10,000	10,000
41600 Compensated Absences	3,727	3,983	1,987	3,975	4,159	4,159
41700 Other Benefits	556	250	176	352	250	250
41800 Life Insurance	168	32	71	143	33	33
41900 Disability Insurance	985	1,965	505	1,011	2,024	2,024
42000 Vision Insurance	165	301	72	145	301	301
42100 Medical Insurance	37,538	37,576	19,281	38,562	37,576	37,576
42200 Dental Insurance	4,515	4,552	2,025	4,049	4,552	4,552
42300 Unemployment Insurance	226	234	108	215	245	245
42400 Compensation Insurance	1,244	1,230	593	1,186	1,345	1,345
42500 Medicare	2,209	2,174	1,191	2,383	2,239	2,239
42600 Social Security/PARS	116	-	-	-	-	-
42700 PERS Retirement	18,157	24,615	11,328	22,655	26,419	26,419
Total	<u>\$ 295,784</u>	<u>\$ 321,210</u>	<u>\$ 145,155</u>	<u>\$ 290,310</u>	<u>333,766</u>	<u>333,766</u>
Maintenance & Operation Detail						
42800 Auto Allowance	9,975	7,734	4,937	7,734	7,734	7,734
43150 City Services	2,731	-	1,733	3,466	-	3,500
44300 Telephone	993	408	531	408	408	408
44450 Postage	8,095	8,000	5,008	8,000	8,000	8,000
44700 Computer Software	766	2,000	-	2,000	2,000	2,000
44750 Insurance & Surety Bonds	3,845	4,156	1,833	4,156	4,156	4,156
45150 Furniture & Equipment	-	3,000	3,000	3,000	3,000	3,000
45250 Office Supplies	3,493	8,500	1,197	8,500	8,500	8,500
45350 General Supplies	-	3,000	-	3,000	3,000	3,000
Total	<u>\$ 29,897</u>	<u>\$ 36,798</u>	<u>\$ 18,238</u>	<u>\$ 40,264</u>	<u>36,798</u>	<u>40,298</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	202,746	215,522	107,696	215,391	222,952	222,952
Maintenance & Operation	19,467	35,141	4,765	35,141	35,141	35,141
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 222,214</u>	<u>\$ 250,663</u>	<u>\$ 112,461</u>	<u>\$ 250,532</u>	<u>258,093</u>	<u>258,093</u>

Personnel Classification Detail

	Actual 2005-2006	Budget 2006-2007	Estimated 2006-2007	Prior Est. 2007-2008	Budget 2007-08
Assistant City Clerk	0.50	0.50	0.50	0.50	0.50
City Clerk	0.10	0.10	0.10	0.10	0.10
Customer Service Representative	0.45	0.45	0.45	0.45	0.45
License Investigator	0.40	0.40	0.40	0.40	0.40
Office Services Specialist II	0.20	0.25	0.25	0.25	0.25
Office Services Secretary (Steno)	0.10	0.10	0.10	0.10	0.00
Office Services Secretary	0.00	0.00	0.00	0.00	0.10
Secretary to the City Clerk (Steno)	0.05	0.05	0.05	0.05	0.05
Senior Office Specialist	0.15	1.13	1.13	1.13	0.00
Senior Office Services Assistant	1.13	0.00	0.00	0.00	0.00
Senior Office Services Specialist	0.00	0.00	0.00	0.00	1.13
TOTAL	<u>3.08</u>	<u>2.98</u>	<u>2.98</u>	<u>2.98</u>	<u>2.98</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	162,411	169,199	82,540	165,080	175,202	175,202
41200 Overtime	-	-	178	355	-	-
41600 Compensated Absences	2,705	2,876	1,512	3,025	2,978	2,978
41700 Other Benefits	100	250	2,006	4,013	250	250
41800 Life Insurance	252	172	107	213	172	172
41900 Disability Insurance	885	1,770	441	881	1,823	1,823
42000 Vision Insurance	257	349	126	252	349	349
42100 Medical Insurance	18,385	18,566	9,845	19,690	18,566	18,566
42200 Dental Insurance	2,029	2,057	956	1,911	2,057	2,057
42300 Unemployment Insurance	162	169	83	165	175	175
42400 Compensation Insurance	893	888	455	909	964	964
42500 Medicare	1,350	1,450	762	1,523	1,494	1,494
42700 PERS Retirement	13,316	17,776	8,686	17,373	18,922	18,922
Total	<u>\$ 202,746</u>	<u>\$ 215,522</u>	<u>\$ 107,696</u>	<u>\$ 215,391</u>	<u>222,952</u>	<u>222,952</u>

Maintenance & Operation Detail						
42800 Auto Allowance	-	2,153	-	2,153	2,153	2,153
43080 Rent	1,294	2,500	-	2,500	2,500	2,500
43110 Contractual Services	8,949	12,500	-	12,500	12,500	12,500
44120 Repairs to Office Equipment	3,667	3,000	1,820	3,000	3,000	3,000
44300 Telephone	1,007	408	531	408	408	408
44450 Postage	-	500	-	500	500	500
44700 Computer Software	-	500	-	500	500	500
44750 Insurance & Surety Bonds	2,761	2,810	1,406	2,810	2,810	2,810
45150 Furniture & Equipment	-	1,500	113	1,500	1,500	1,500
45250 Office Supplies	1,806	6,270	872	6,270	6,270	6,270
45300 Small Tools	-	-	14	-	-	-
45350 General Supplies	-	3,000	-	3,000	3,000	3,000
47000 Miscellaneous	(15)	-	9	-	-	-
Total	<u>\$ 19,467</u>	<u>\$ 35,141</u>	<u>\$ 4,765</u>	<u>\$ 35,141</u>	<u>35,141</u>	<u>35,141</u>

	<u>Actual Expenditures 2005-06</u>	<u>Current Year Appropriation 2006-07</u>	<u>Year to Date Expenditure 12/31/06</u>	<u>Estimated Expenditures 2006-07</u>	<u>Prior Estimate 2007-08</u>	<u>Budget 2007-08</u>
Account Summary						
<u>Financial</u>						
Salaries & Benefits	161,994	215,522	80,901	161,802	222,952	222,952
Maintenance & Operation	45,592	74,602	42,669	74,841	74,602	74,851
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-	-
Total	<u>\$ 207,586</u>	<u>\$ 290,124</u>	<u>\$ 123,569</u>	<u>\$ 236,643</u>	<u>\$ 297,554</u>	<u>\$ 297,803</u>

Personnel Classification Detail

	Actual <u>2005-2006</u>	Budget <u>2006-07</u>	Estimated <u>2006-07</u>	Prior Est. <u>2007-2008</u>	Budget <u>2007-08</u>
Assistant City Clerk	0.10	0.10	0.10	0.10	0.10
City Clerk	0.35	0.35	0.35	0.35	0.35
Office Services Secretary	0.00	0.00	0.00	0.00	0.80
Office Services Secretary (Steno)	0.80	0.80	0.80	0.80	0.00
Secretary to the City Clerk (Steno)	0.75	0.75	0.75	0.75	0.75
TOTAL	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	136,616	169,199	65,622	131,243	175,202	175,202
41200 Overtime	-	-	258	517	-	-
41300 Hourly Wages	79	-	-	-	-	-
41600 Compensated Absences	2,126	2,876	1,202	2,404	2,978	2,978
41700 Other Benefits	85	250	232	464	250	250
41800 Life Insurance	210	172	89	177	172	172
41900 Disability Insurance	758	1,770	327	654	1,823	1,823
42000 Vision Insurance	124	349	62	124	349	349
42100 Medical Insurance	7,950	18,566	4,341	8,682	18,566	18,566
42200 Dental Insurance	991	2,057	491	981	2,057	2,057
42300 Unemployment Insurance	137	169	66	132	175	175
42400 Compensation Insurance	752	888	362	725	964	964
42500 Medicare	1,835	1,450	955	1,911	1,494	1,494
42700 PERS Retirement	10,332	17,776	6,894	13,788	18,922	18,922
Total	<u>\$ 161,994</u>	<u>\$ 215,522</u>	<u>\$ 80,901</u>	<u>\$ 161,802</u>	<u>\$ 222,952</u>	<u>\$ 222,952</u>
Maintenance & Operation Detail						
42800 Auto Allowance	-	1,638	-	1,638	1,638	1,638
43150 City Services	924	-	-	-	-	-
44120 Repairs to Office Equipment	4,092	4,500	1,625	4,500	4,500	4,500
44200 Advertising	35,262	60,000	37,059	60,000	60,000	60,000
44300 Telephone	208	233	171	233	233	233
44450 Postage	132	500	-	500	500	500
44750 Insurance & Surety Bonds	2,324	2,001	1,120	2,240	2,001	2,250
45150 Furniture & Equipment	-	1,500	1,500	1,500	1,500	1,500
45250 Office Supplies	2,651	4,230	1,193	4,230	4,230	4,230
Total	<u>\$ 45,592</u>	<u>\$ 74,602</u>	<u>\$ 42,669</u>	<u>\$ 74,841</u>	<u>\$ 74,602</u>	<u>\$ 74,851</u>

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	550	37,738	-	37,738	10,985	10,985
Maintenance & Operation	1,194	292,374	568	292,374	9,000	9,000
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Total	\$ 1,743	\$ 330,112	\$ 568	\$ 330,112	19,985	19,985

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	550	-	-	-	-	-
41200 Overtime	-	15,000	-	15,000	5,000	5,000
41300 Hourly Wages	-	20,000	-	20,000	5,000	5,000
41600 Compensated Absences	-	170	-	170	170	170
42300 Unemployment Insurance	-	10	-	10	10	10
42400 Compensation Insurance	-	53	-	53	55	55
42500 Medicare	-	145	-	145	145	145
42600 Social Security/PARS	-	260	-	260	65	65
42700 PERS Retirement	-	2,100	-	2,100	540	540
Total	<u>\$ 550</u>	<u>\$ 37,738</u>	<u>\$ -</u>	<u>\$ 37,738</u>	<u>10,985</u>	<u>10,985</u>
Maintenance & Operation Detail						
43110 Contractual Services	-	253,762	-	253,762	7,500	7,500
44200 Advertising	-	1,890	280	1,890	-	-
44300 Telephone	534	107	-	107	-	-
44450 Postage	19	26,313	-	26,313	500	500
44550 Travel	-	303	-	303	-	-
44750 Insurance & Surety Bonds	-	267	-	267	-	-
45150 Furniture & Equipment	-	93	-	93	-	-
45250 Office Supplies	640	8,089	480	8,089	1,000	1,000
46900 Business Meetings	-	50	-	50	-	-
47000 Miscellaneous	-	1,500	(192)	1,500	-	-
Total	<u>\$ 1,194</u>	<u>\$ 292,374</u>	<u>\$ 568</u>	<u>\$ 292,374</u>	<u>9,000</u>	<u>9,000</u>

