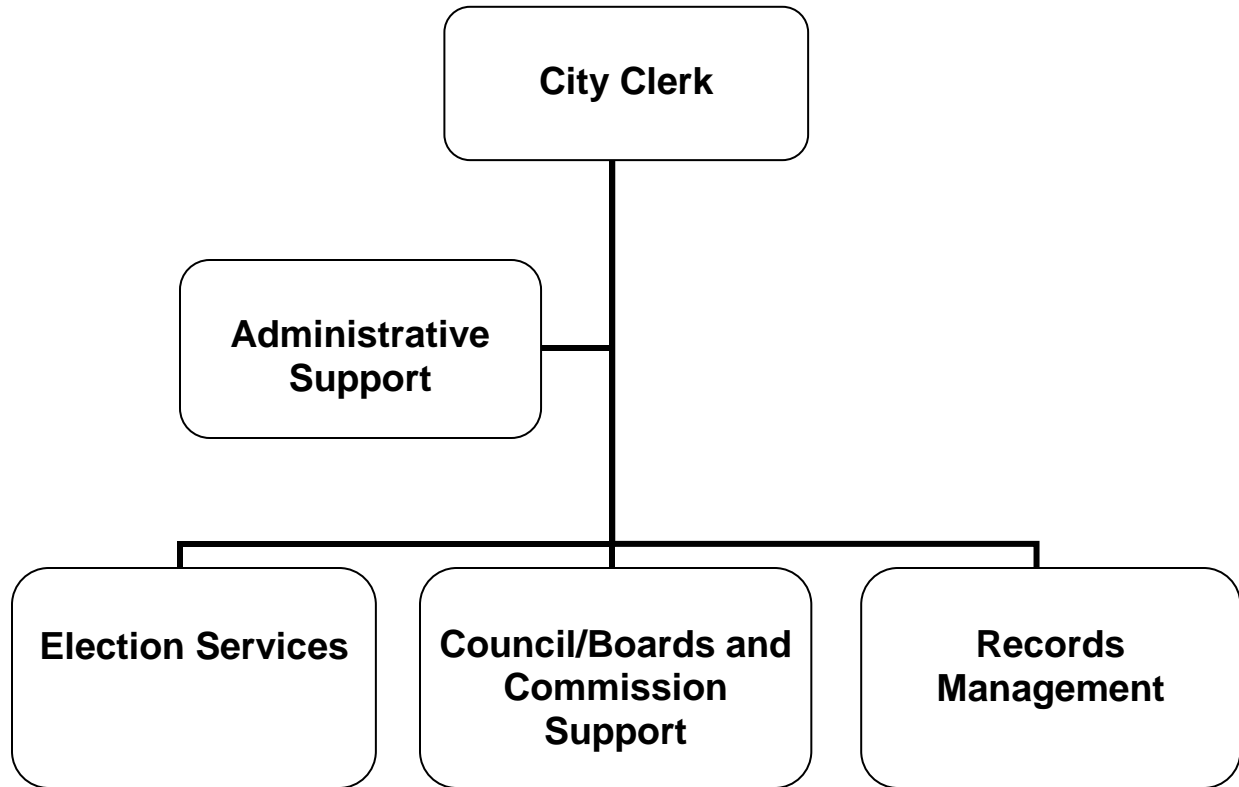


# ADOPTED **BUDGET** 2014-15



CITY CLERK

# CITY CLERK



# 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, and to conduct elections in a non-partisan and impartial manner.

### **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 Glendale 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 Glendale Municipal Code in all tasks performed.

### **Relationship to Strategic Goals**

#### **Informed & Engaged Community**

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

# CITY OF GLENDALE

## CITY CLERK

### **Arts & Culture**

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.

### **Exceptional Customer Service**

The Office of the City Clerk is committed to providing its residents with extraordinary customer services centered on the principles of speed, quality, and customer satisfaction through the delivery of flawless and seamless services to every customer served.

**CITY OF GLENDALE  
SUMMARY OF APPROPRIATIONS  
CITY CLERK DEPARTMENT  
FOR THE YEARS ENDING JUNE 30**

	<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b><u>General Fund</u></b>				
Administration (101-121)	\$ 399,668	\$ 507,602	\$ 477,602	\$ 487,586
Permits (101-122)*	251,022	171,435	171,435	180,464
Public Records (101-123)	79,360	90,000	90,000	91,671
Public Meeting Support (101-124)	128,816	157,010	157,010	158,237
Elections (101-125)	399,427	226,750	596,750	225,024
<b>Total General Fund</b>	<b>\$ 1,258,293</b>	<b>\$ 1,152,797</b>	<b>\$ 1,492,797</b>	<b>\$ 1,142,982</b>
<b>Department Grand Total</b>	<b>\$ 1,258,293</b>	<b>\$ 1,152,797</b>	<b>\$ 1,492,797</b>	<b>\$ 1,142,982</b>

Note:

- \* Effective 7/1/12, the Licensing function is moved from City Clerk to the Community Development Department (101-823)

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

		<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 212,784	\$ 291,576	\$ 261,576	\$ 253,464
41200	Overtime	980	-	-	-
Various	Benefits	56,897	71,978	71,978	76,115
42700, 42702	PERS Retirement	33,465	47,186	47,186	44,160
42701	PERS cost sharing	(6,384)	(8,748)	(8,748)	(7,586)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 297,742</b>	<b>\$ 401,992</b>	<b>\$ 371,992</b>	<b>\$ 366,153</b>
<b>Maintenance &amp; Operation</b>					
43080	Rent	\$ 2,585	\$ 3,200	\$ 3,200	\$ 3,200
44100	Repairs to equipment	-	100	100	100
44120	Repairs to office equip	200	200	200	200
44352	ISD service charge	75,434	54,155	54,155	70,952
44450	Postage	28	600	600	600
44550	Travel	915	2,170	2,170	2,170
44650	Training	1,694	3,500	3,500	6,500
44750	Liability Insurance	6,382	10,555	10,555	9,581
44751	Insurance/surety bond premium	3,708	-	-	-
44800	Membership & dues	1,008	975	975	975
45050	Periodicals & newspapers	-	100	100	100
45100	Books	-	150	150	150
45150	Furniture & equipment	108	1,000	1,000	1,000
45250	Office supplies	8,740	27,105	27,105	24,105
45350	General supplies	81	1,000	1,000	1,000
46900	Business meetings	330	300	300	300
47000	Miscellaneous	713	500	500	500
<b>Maintenance &amp; Operation Total</b>		<b>\$ 101,926</b>	<b>\$ 105,610</b>	<b>\$ 105,610</b>	<b>\$ 121,433</b>
<b>TOTAL</b>		<b>\$ 399,668</b>	<b>\$ 507,602</b>	<b>\$ 477,602</b>	<b>\$ 487,586</b>

**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
GENERAL FUND - PERMITS  
101-122**

		<b>Actual 2012-13*</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 156,632	\$ 98,652	\$ 98,652	\$ 106,656
41200	Overtime	2,138	4,000	4,000	5,000
41300	Hourly wages	1,034	-	-	-
Various	Benefits	38,590	20,301	20,301	22,224
42700, 42702	PERS Retirement	24,633	15,965	15,965	18,626
42701	PERS cost sharing	(2,350)	(1,480)	(1,480)	(3,200)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 220,677</b>	<b>\$ 137,438</b>	<b>\$ 137,438</b>	<b>\$ 149,306</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 369	\$ -	\$ -	\$ -
44352	ISD service charge	15,414	20,668	20,668	18,324
44450	Postage	5,716	1,500	1,500	1,500
44750	Liability Insurance	4,802	3,716	3,716	4,221
44751	Insurance/surety bond premium	1,017	-	-	-
45150	Furniture & equipment	136	1,500	1,500	1,500
45250	Office supplies	2,097	4,900	4,900	3,900
45350	General supplies	163	1,213	1,213	1,213
47000	Miscellaneous	631	500	500	500
<b>Maintenance &amp; Operation Total</b>		<b>\$ 30,345</b>	<b>\$ 33,997</b>	<b>\$ 33,997</b>	<b>\$ 31,158</b>
<b>TOTAL</b>		<b>\$ 251,022</b>	<b>\$ 171,435</b>	<b>\$ 171,435</b>	<b>\$ 180,464</b>

Notes:

\* Effective 7/1/12, the Licensing function is moved from City Clerk to the Community Development Department (101-823)

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

		<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 47,316	\$ 47,316	\$ 47,316	\$ 48,012
41200	Overtime	451	-	-	-
Various	Benefits	10,099	12,624	12,624	13,499
42700, 42702	PERS Retirement	7,442	7,657	7,657	8,385
42701	PERS cost sharing	(710)	(710)	(710)	(1,440)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 64,598</b>	<b>\$ 66,887</b>	<b>\$ 66,887</b>	<b>\$ 68,456</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 13,678	\$ 10,000	\$ 10,000	\$ 11,000
44120	Repairs to office equip	634	2,000	2,000	2,000
44450	Postage	-	200	200	200
44750	Liability Insurance	1,427	1,713	1,713	1,815
44751	Insurance/surety bond premium	718	-	-	-
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	466	5,000	5,000	4,000
45350	General supplies	-	2,900	2,900	2,900
47000	Miscellaneous	(2,161)	300	300	300
<b>Maintenance &amp; Operation Total</b>		<b>\$ 14,762</b>	<b>\$ 23,113</b>	<b>\$ 23,113</b>	<b>\$ 23,215</b>
<b>TOTAL</b>		<b>\$ 79,360</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 91,671</b>



**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
GENERAL FUND - PUBLIC MEETING SUPPORT  
101-124**

		<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 57,136	\$ 58,956	\$ 58,956	\$ 59,844
41200	Overtime	(77)	-	-	-
Various	Benefits	9,651	10,292	10,292	10,862
42700, 42702	PERS Retirement	8,986	9,541	9,541	10,451
42701	PERS cost sharing	(857)	(884)	(884)	(1,795)
<b>Salaries &amp; Benefits Total</b>		<u>\$ 74,839</u>	<u>\$ 77,905</u>	<u>\$ 77,905</u>	<u>\$ 79,362</u>
<b>Maintenance &amp; Operation</b>					
44120	Repairs to office equip	\$ 634	\$ 3,000	\$ 3,000	\$ 3,000
44200	Advertising	41,483	60,000	60,000	60,000
44352	ISD service charge	9,343	9,471	9,471	9,113
44450	Postage	-	300	300	300
44750	Liability Insurance	1,695	2,134	2,134	2,262
44751	Insurance/surety bond premium	594	-	-	-
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	228	3,200	3,200	3,200
<b>Maintenance &amp; Operation Total</b>		<u>\$ 53,977</u>	<u>\$ 79,105</u>	<u>\$ 79,105</u>	<u>\$ 78,875</u>
<b>TOTAL</b>		<u><b>\$ 128,816</b></u>	<u><b>\$ 157,010</b></u>	<u><b>\$ 157,010</b></u>	<u><b>\$ 158,237</b></u>

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

		<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41200	Overtime	\$ 17,107	\$ 6,400	\$ 6,400	\$ 6,400
41300	Hourly wages	68,745	25,000	25,000	25,000
Various	Benefits	4,554	1,836	1,836	2,006
<b>Salaries &amp; Benefits Total</b>		<b>\$ 90,406</b>	<b>\$ 33,236</b>	<b>\$ 33,236</b>	<b>\$ 33,406</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 251,324	\$ 160,449	\$ 500,449	\$ 160,449
44200	Advertising	8,417	5,000	35,000	5,000
44352	ISD service charge	-	5,596	5,596	3,650
44450	Postage	43,253	18,433	18,433	18,433
44550	Travel	-	82	82	82
44750	Liability Insurance	2,341	1,137	1,137	1,187
45150	Furniture & equipment	-	50	50	50
45250	Office supplies	3,168	2,320	2,320	2,320
46900	Business meetings	566	343	343	343
47000	Miscellaneous	(48)	104	104	104
<b>Maintenance &amp; Operation Total</b>		<b>\$ 309,021</b>	<b>\$ 193,514</b>	<b>\$ 563,514</b>	<b>\$ 191,618</b>
<b>TOTAL</b>		<b>\$ 399,427</b>	<b>\$ 226,750</b>	<b>\$ 596,750</b>	<b>\$ 225,024</b>

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

Classification	Actual 2012-13	Adopted Budget 2013-14	Revised Budget 2013-14	Adopted Budget 2014-15
<u>Salaried Positions</u>				
Administrative Analyst	-	1.00	1.00	1.00
Assistant City Clerk	1.00	1.00	-	-
City Clerk**	1.00	1.00	1.00	1.00
Deputy City Clerk	-	-	1.00	1.00
Office Services Specialist II	2.00	2.00	1.00	1.00
Permit Specialist / Filming	-	-	1.00	1.00
Secretary to the City Clerk	1.00	1.00	1.00	1.00
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Sr. Office Specialist	1.00	-	-	-
Total Salaried Positions	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<u>Hourly Positions</u>				
		*	*	*
City Resource Specialist	0.17 (1)	0.17 (1)	0.17 (1)	0.17 (1)
Hourly City Worker	0.36 (3)	0.36 (3)	0.36 (3)	1.24 (2)
Total Hourly Positions	<u>0.53</u>	<u>0.53</u>	<u>0.53</u>	<u>1.41</u>
City Clerk Total	<u><u>7.53</u></u>	<u><u>7.53</u></u>	<u><u>7.53</u></u>	<u><u>8.41</u></u>

Notes:

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

\*\* Elected Official