

# ADOPTED BUDGET

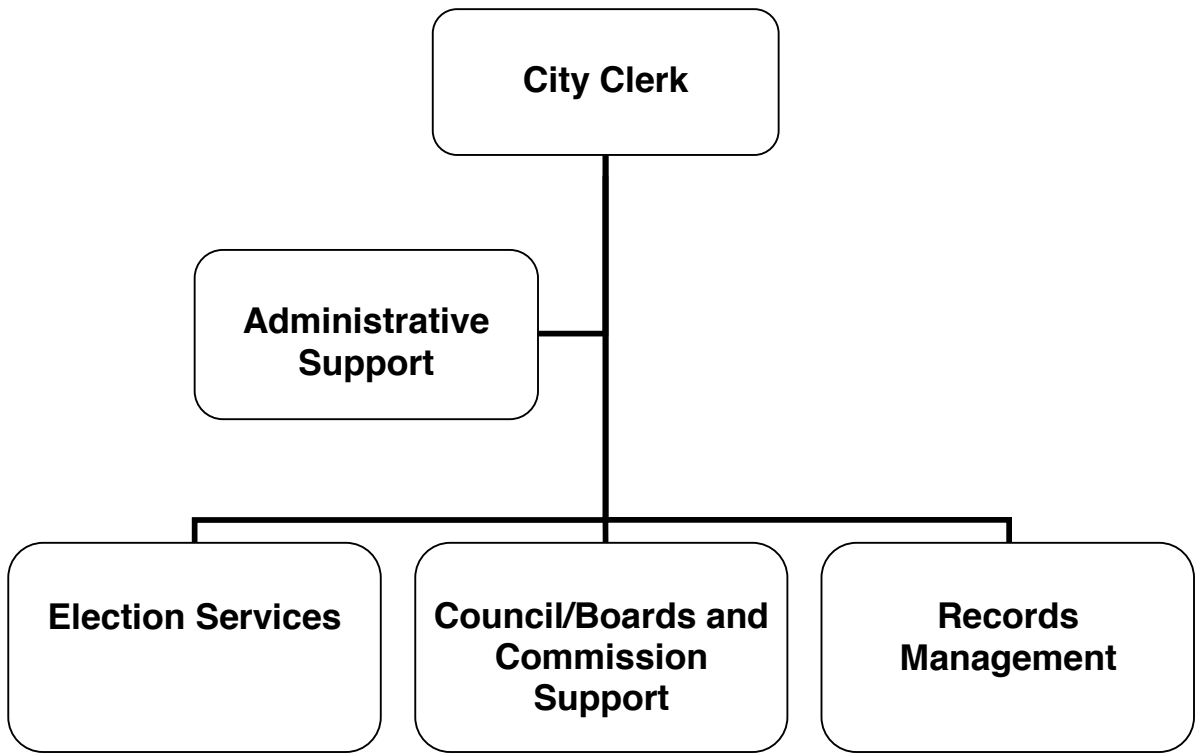
## FY 2019-2020

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CITY CLERK

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# 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 exceptional customer service to the public and to our internal customers, and to conduct elections in a non-partisan and impartial manner ensuring accurate results and inspiring civic duty.

### **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 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 information regarding every office in City government.
- **Customer Service**: Listen attentively, be friendly, and utilize all resources, to provide all customers, external and internal, with complete and accurate information.
- **Elections**: Coordinate municipal elections in a non-partisan and impartial manner; obey all state and federal laws.
- **Code Compliance**: Exercise compliance to the Glendale Municipal Code in all tasks performed.

### **RELATIONSHIP TO CITY COUNCIL PRIORITIES**

#### **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 so that they may have a better understanding of how to utilize local government to their advantage. The Office of the City Clerk prides itself on 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

# CITY OF GLENDALE

## CITY CLERK

inquiries of citizens in an effort to provide a pleasant experience with local government, and to offer the ultimate transparency to the community.

### **Arts & Culture**

The Office of the City Clerk values the City's diversity by promoting participation in local government from 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 exceptional customer service centered on the principles of speed, quality, and customer satisfaction through the delivery of flawless and seamless service to every customer served.

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

	Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<b><u>General Fund</u></b>				
Administration (1010-0010)	\$ 779,875	\$ 999,534	\$ 999,534	\$ 1,018,458
Elections (1010-1500)	232,316	451,996	631,996	101,058
<b>Total General Fund</b>	<b>\$ 1,012,191</b>	<b>\$ 1,451,530</b>	<b>\$ 1,631,530</b>	<b>\$ 1,119,516</b>
<b>Department Grand Total</b>	<b>\$ 1,012,191</b>	<b>\$ 1,451,530</b>	<b>\$ 1,631,530</b>	<b>\$ 1,119,516</b>

**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
GENERAL BUDGET FUND - ADMINISTRATION  
(1010-0010)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 398,468	\$ 481,062	\$ 481,062	\$ 464,356
41200	Overtime	7,333	-	-	-
41300	Hourly wages	20,141	21,399	21,399	19,001
Various	Benefits	101,048	96,256	96,256	118,943
42700	PERS retirement	109,841	132,198	132,198	155,638
42701	PERS cost sharing	(16,743)	(17,798)	(17,798)	(18,313)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 620,089</b>	<b>\$ 713,117</b>	<b>\$ 713,117</b>	<b>\$ 739,625</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 3,486	\$ 11,000	\$ 11,000	\$ 11,000
44120	Repairs to office equipment	-	5,200	5,200	5,200
44200	Advertising	5,826	60,000	60,000	60,000
44450	Postage	825	2,300	2,300	2,300
44500	Support of prisoners	30	-	-	-
44550	Travel	1,512	2,000	2,000	2,000
44650	Training	6,517	6,500	6,500	6,500
44760	Regulatory	42	-	-	-
44800	Membership and dues	1,072	1,000	1,000	1,000
45050	Periodicals and newspapers	-	1,000	1,000	1,000
45100	Books	145	150	150	150
45150	Furniture and equipment	660	4,500	4,500	2,250
45170	Computer hardware	4,612	-	-	-
45250	Office supplies	14,833	35,000	35,000	35,000
45350	General supplies	2,845	17,200	17,200	36,400
45681	Business meetings	355	300	300	300
45682	Miscellaneous	933	1,800	1,800	1,800
46009	ISD service charge	91,352	110,657	110,657	79,593
46010	Building maint service charge	13,248	11,837	11,837	13,794
46011	Liability Insurance	11,493	15,973	15,973	20,546
<b>Maintenance &amp; Operation Total</b>		<b>\$ 159,787</b>	<b>\$ 286,417</b>	<b>\$ 286,417</b>	<b>\$ 278,833</b>
<b>Total</b>		<b>\$ 779,875</b>	<b>\$ 999,534</b>	<b>\$ 999,534</b>	<b>\$ 1,018,458</b>

**CITY OF GLENDALE  
CITY CLERK DEPARTMENT  
GENERAL BUDGET FUND - ELECTIONS  
(1010-1500)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<b>Salaries &amp; Benefits</b>					
41200	Overtime	\$ 1,690	\$ -	\$ -	\$ -
41300	Hourly wages	509	42,630	42,630	42,632
Various	Benefits	395	2,170	2,170	3,086
42700	PERS retirement	104	-	-	-
42701	PERS cost sharing	(17)	-	-	-
<b>Salaries &amp; Benefits Total</b>		<b>\$ 2,682</b>	<b>\$ 44,800</b>	<b>\$ 44,800</b>	<b>\$ 45,717</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 204,640	\$ 350,000	\$ 530,000	\$ -
44200	Advertising	22,803	30,000	30,000	30,000
44450	Postage	-	20,000	20,000	20,000
45250	Office supplies	42	2,500	2,500	2,500
45681	Business meetings	23	-	-	-
45682	Miscellaneous	2,000	600	600	600
46009	ISD service charge	67	2,604	2,604	429
46011	Liability Insurance	60	1,492	1,492	1,812
<b>Maintenance &amp; Operation Total</b>		<b>\$ 229,635</b>	<b>\$ 407,196</b>	<b>\$ 587,196</b>	<b>\$ 55,341</b>
<b>Total</b>		<b>\$ 232,316</b>	<b>\$ 451,996</b>	<b>\$ 631,996</b>	<b>\$ 101,058</b>

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

Classification	Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<u>Salaried Positions</u>				
Administrative Analyst	1.00	1.00	-	-
Administrative Assistant	2.00	2.00	2.00	2.00
City Clerk**	1.00	1.00	1.00	1.00
Office Services Specialist II	1.00	1.00	1.00	1.00
Records Administration Analyst	-	-	1.00	1.00
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>Hourly Positions</u>				
Hourly City Worker	1.41	(2) 0.84	(2) 0.84	(2) 2.10
Office Specialist I	0.48	(1) 0.41	(1) 0.41	(1) -
Total Hourly FTE Positions	<u>1.89</u>	<u>1.25</u>	<u>1.25</u>	<u>2.10</u>
City Clerk Total	<u>7.89</u>	<u>7.25</u>	<u>7.25</u>	<u>8.10</u>

Notes:

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

\*\* Elected Official