



**MISSION STATEMENT**

The City Clerk's Office is committed to pursuing excellence through professionalism, transparency and accountability. We are committed to providing quality public service and connecting the community with the legislative process. The Department strives to ensure that the City's legislative process remains open by providing a strong link between citizens and government. Through efficient use of City resources, the City Clerk's Office is able to ensure the preservation of Burbank's legislative history.

**ABOUT CITY CLERK**

The City Clerk is an elected official who serves as Clerk to the City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Fund Board and Public Financing Authority. The City Clerk's Office consists of five divisions: City Clerk Services, Elections, Legal Advertising, Records Management and Passport Services.

The City Clerk's Office is responsible for maintaining all official City records; keeping a complete and accurate record of all City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Fund Board and Public Financing Authority and related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting all municipal elections bi-annually and any special election which may be called; filing of Campaign Statements and Statements of Economic Interests as required by the Fair Political Practices Commission and municipal law; publishing all ordinances adopted by the City Council; advertising notices of hearings and other legal notices; accepting claims and legal process against the City and responding to requests for public records; and administering the Records Management Program, which includes records storage, retention, disposition and scanning for archival purposes. The City Clerk's Office is also a Passport Acceptance Facility, handling all new and renewal services. In addition, the office manages the appointment process of twenty-three Boards, Commissions and Committees.

**CHANGES FROM PRIOR YEAR**

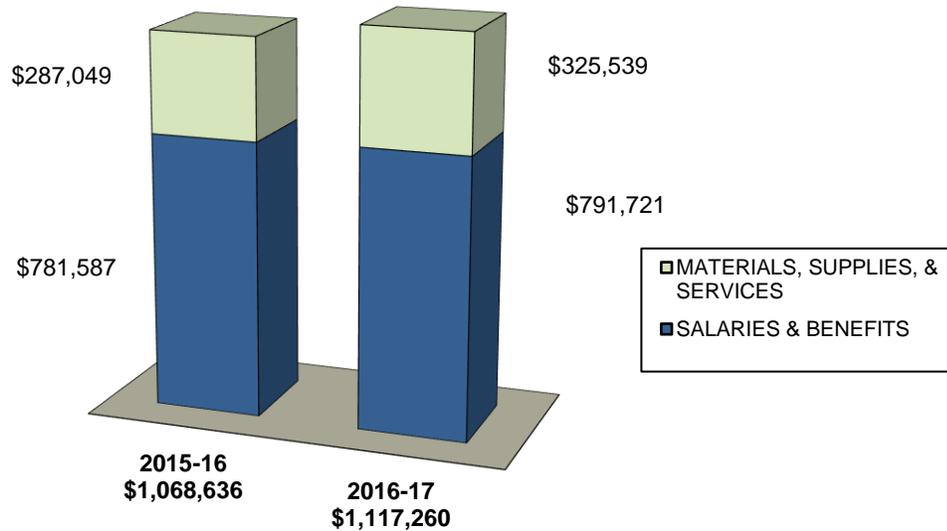
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. The Office is customer service oriented and is always willing to provide additional assistance to better serve the public. The City Clerk's Office is now an authorized Passport Acceptance Facility, and a new division has been created to support this operation.

**DEPARTMENT SUMMARY**

	<b>EXPENDITURES 2014-15</b>	<b>BUDGET 2015-16</b>	<b>BUDGET 2016-17</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Staff Years</b>	<b>7.000</b>	<b>7.000</b>	<b>7.950</b>	<b>0.950</b>
<b>Salaries &amp; Benefits</b>	\$ 732,082	\$ 781,587	\$ 791,721	\$ 10,134
<b>Materials, Supplies &amp; Services</b>	331,087	287,049	325,539	38,490
<b>TOTAL</b>	<b>\$ 1,063,169</b>	<b>\$ 1,068,636</b>	<b>\$ 1,117,260</b>	<b>\$ 48,624</b>



## DEPARTMENT SUMMARY



### 2015-16 WORK PROGRAM HIGHLIGHTS

- Implemented additional voter outreach through social media, a student ambassador program, public service announcements, banners, posters, yard signs and community meetings located throughout the City.
- Created digital images of 1,300 boxes of the City's historic records and 270 boxes of parcel maps.
- Converted active records into a filing system.
- Implement online campaign expenditure report filing.
- Received authorization as a Passport Acceptance Facility.
- Streamlined the application and appointment process for Boards, Commissions and Committees.

### 2016-17 WORK PROGRAM GOALS

- Continue the update of the City's Document Imaging Program policies after the purchase of new records management software.
- Continue the revision updates of the Burbank Municipal Code (BMC), including a review and update of Chapter 3 Elections.
- Continue the implementation of the Records Center Improvement Project.
- Continue providing excellent customer service to the public and departments requesting records.
- Automate posting of vacancies, application tracking and candidate appointment process for Boards, Commissions and Committees.

# Services Division

## 001.CC01A



The City Clerk Services Division prepares agendas and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Fund Board and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps and other official documents. All official documents are public information, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission (FPPC).

### OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers quarterly.
- Provide the public, City departments and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City's Conflict of Interest Code.

### CHANGES FROM PRIOR YEAR

\$10,000 has been added to the private contractual services account for support and maintenance of software that will streamline and provide efficiencies into the workflow process for Boards, Commissions and Committees.

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,150</b>	<b>3,150</b>	<b>2,998</b>	<b>(0,153)</b>
60001.0000 Salaries & Wages	\$ 245,400	\$ 255,486	\$ 225,296	\$ (30,190)
60006.0000 Overtime - Non-Safety	2,709	3,501	3,501	
60012.0000 Fringe Benefits	49,919	49,218	48,286	(932)
60012.1008 Fringe Benefits:Retiree Benefits		1,569	2,306	737
60012.1509 Fringe Benefits:Employer Paid PERS	46,455	53,575	48,470	(5,105)
60012.1528 Fringe Benefits:Workers Comp	5,896	3,834	5,358	1,524
60022.0000 Car allowance	797	1,500	1,500	
60027.0000 Payroll Taxes Non-Safety		3,705	3,267	(438)
<b>Salaries &amp; Benefits</b>	<b>351,175</b>	<b>372,388</b>	<b>337,983</b>	<b>(34,405)</b>
62170.0000 Private Contractual Services	\$ 4,523	\$ 11,700	\$ 21,700	\$ 10,000
62220.0000 Insurance	12,879	9,263	6,284	(2,979)
62300.0000 Special Dept Supplies	1,341	1,400	1,400	
62310.0000 Office Supplies, Postage & Printing	3,258	3,400	3,400	
62440.0000 Office Equip Maint & Repair		150	150	
62455.0000 Equipment Rental	3,605	4,000	4,000	
62485.0000 Fund 535 Communications Rental Rate	5,940	5,940	6,089	149
62496.0000 Fund 537 Computer System Rental	17,077	22,892	23,113	221
62700.0000 Memberships & Dues	735	1,000	1,000	
62710.0000 Travel	2,672	1,515	1,515	
62755.0000 Training	4,618	10,000	10,000	
62895.0000 Miscellaneous Expenses	600	600	600	
<b>Materials, Supplies &amp; Services</b>	<b>57,248</b>	<b>71,860</b>	<b>79,251</b>	<b>7,391</b>
<b>Total Expenses</b>	<b>\$ 408,422</b>	<b>\$ 444,248</b>	<b>\$ 417,234</b>	<b>\$ (27,014)</b>

# Elections Division

## 001.CC01B



This Division is responsible for conducting all phases of the election process for local municipal elections and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County; monitoring State legislation to maintain appropriate procedures; and, ensure that Title 2 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

### OBJECTIVES

- Monitor campaign statement filings to comply with Fair Political Practices Commission (FPPC) regulations.
- Maintain an up-to-date Elections Code.
- Increase voter registration.

### CHANGES FROM PRIOR YEAR

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections and any special election that may be called. Additional funding was added to cover the increase in costs of printing, postage and election materials, due to the number of vacancies in the 2017 election: three City Council seats, three School Board seats, City Clerk and City Treasurer positions. Effective 2015, elected officials and candidates must file electronic Statement of Economic Interest filings required by the FPPC.

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,300</b>	<b>1,300</b>	<b>1,490</b>	<b>0,190</b>
60001.0000 Salaries & Wages	\$ 99,525	\$ 105,345	\$ 104,291	\$ (1,054)
60006.0000 Overtime - Non-Safety	900	2,238	2,238	
60012.0000 Fringe Benefits	19,504	20,473	21,404	931
60012.1008 Fringe Benefits:Retiree Benefits		647	1,285	638
60012.1509 Fringe Benefits:Employer Paid PERS	19,061	22,054	21,591	(463)
60012.1528 Fringe Benefits:Workers Comp	3,490	2,956	3,481	525
60022.0000 Car allowance	362			
60027.0000 Payroll Taxes Non-Safety		1,527	1,512	(15)
<b>Salaries &amp; Benefits</b>	<b>142,851</b>	<b>155,240</b>	<b>155,803</b>	<b>563</b>
62170.0000 Private Contractual Services	\$ 226,037	\$ 164,481	\$ 189,481	\$ 25,000
62310.0000 Office Supplies, Postage & Printing	1,947	300	300	
62420.0000 Books & Periodicals		250	250	
<b>Materials, Supplies &amp; Services</b>	<b>227,985</b>	<b>165,031</b>	<b>190,894</b>	<b>25,863</b>
<b>Total Expenses</b>	<b>\$ 370,835</b>	<b>\$ 320,271</b>	<b>\$ 346,697</b>	<b>\$ 26,426</b>

# Legal Advertising Division

## 001.CC01C



The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council and advertises other legal notices as required by law.

### OBJECTIVES

- Prepare, publish, post and mail notices for all public hearings before the City Council, Successor Agency and related bodies.
- Publish all notices for the Planning Board, bid openings and other legal notices as required by law.

### BUDGET HIGHLIGHTS

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices.

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.400</b>	<b>0.400</b>	<b>0.300</b>	<b>(0.100)</b>
60001.0000 Salaries & Wages	\$ 26,735	\$ 28,638	\$ 22,245	\$ (6,393)
60006.0000 Overtime - Non-Safety	387			
60012.0000 Fringe Benefits	5,916	6,058	4,868	(1,190)
60012.1008 Fringe Benefits:Retiree Benefits		199	227	28
60012.1509 Fringe Benefits:Employer Paid PERS	5,021	6,147	4,809	(1,338)
60012.1528 Fringe Benefits:Workers Comp	861	539	443	(96)
60022.0000 Car allowance	72			
60027.0000 Payroll Taxes Non-Safety		415	323	(92)
<b>Salaries &amp; Benefits</b>	<b>38,992</b>	<b>41,996</b>	<b>32,914</b>	<b>(9,082)</b>
62530.0000 Legal Advertismt & Printing Ordinances	\$ 29,572	\$ 28,500	\$ 28,500	
<b>Materials, Supplies &amp; Services</b>	<b>29,572</b>	<b>28,500</b>	<b>28,500</b>	
<b>Total Expenses</b>	<b>\$ 68,564</b>	<b>\$ 70,496</b>	<b>\$ 61,414</b>	<b>\$ (9,082)</b>

# Records Management Division

## 001.CC01D



The Records Management Division administers the Citywide Records Management Program for the entire municipal government and maintains a historical records collection. The program was established in 1972 to provide an organized program to control utilization, maintenance, retention, preservation and disposition of City records. The objective enabled the City to effectively conduct its business by ensuring that important records are organized and maintained in such a way as to be easily stored, identified and retrieved; providing for the annual transfer of inactive records for storage into the Records Center; scanning to preserve records with long-term or permanent value as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and stabilizing the growth of records in offices through systematic disposition of records no longer needed for administrative, legal, fiscal, historical or research purposes. The Division also responds to public records requests in accordance with the California Public Records Act.

### OBJECTIVES

- Maintain the Records Management Program.
- Analyze and expand microfilm applications, and transfer record to electronic images into the document management system.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.
- Centralize and continue the preservation of historical documents.
- Implement safety and records storage guidelines for all departments.
- Complete safety assessment reports for the records centers.
- Implement procedures and guidelines for the records center and staff.
- Maintain an updated records retention schedule in compliance with current statutes.
- Continue annual review of departmental destruction lists.
- Incorporate a staff liaison records committee with a representative from each department to assist with the citywide records program.

### CHANGES FROM PRIOR YEAR

The Records Division is streamlining processes by transferring paper records to an electronic records management system, enabling greater public access and transparency.

# Records Management Division

## 001.CC01D



	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2.150</b>	<b>2.150</b>	<b>1.900</b>	<b>(0.250)</b>
60001.0000 Salaries & Wages	\$ 133,439	\$ 133,070	\$ 125,294	\$ (7,776)
60006.0000 Overtime - Non-Safety	1,257			
60012.0000 Fringe Benefits	25,745	32,307	29,975	(2,332)
60012.1008 Fringe Benefits:Retiree Benefits		1,071	1,436	365
60012.1509 Fringe Benefits:Employer Paid PERS	23,702	28,501	27,088	(1,413)
60012.1528 Fringe Benefits:Workers Comp	14,624	15,084	12,594	(2,490)
60015.0000 Wellness Program Reimbursement	81			
60022.0000 Car allowance	217			
60027.0000 Payroll Taxes Non-Safety		1,930	1,817	(113)
<b>Salaries &amp; Benefits</b>	<b>199,065</b>	<b>211,963</b>	<b>198,204</b>	<b>(13,759)</b>
62085.0000 Other Professional Services	\$ 2,005	\$ 2,095	\$ 2,095	
62170.0000 Private Contractual Services	968	900	900	
62300.0000 Special Dept Supplies	300	300	300	
62310.0000 Office Supplies, Postage & Printing		600	600	
62420.0000 Books & Periodicals		168	168	
62440.0000 Office Equip Maint & Repair		2,855	1,355	(1,500)
62470.0000 Fund 533 Office Equip Rental Rate	1,916	1,916	1,916	
62496.0000 Fund 537 Computer System Rental	7,199	7,669	9,905	2,236
62700.0000 Memberships & Dues	270	805	805	
62710.0000 Travel	1,230	1,000	1,000	
62755.0000 Training	1,563	3,150	3,150	
62895.0000 Miscellaneous Expenses		200	200	
<b>Materials, Supplies &amp; Services</b>	<b>16,282</b>	<b>21,658</b>	<b>22,394</b>	<b>736</b>
<b>Total Expenses</b>	<b>\$ 215,347</b>	<b>\$ 233,621</b>	<b>\$ 220,598</b>	<b>\$ (13,023)</b>

# Passport Services Division

## 001.CC01E



The Department of State authorized the City Clerk's Office as a Passport Acceptance Facility in October 2015. This facility benefits the residents of Burbank and surrounding cities by providing them a location to process passports. The office is a full-service facility providing applications, photos and appointments Monday to Friday, during business hours.

### OBJECTIVES

- To provide the residents of Burbank and the surrounding cities easy access to a convenient passport acceptance facility.
- Process passport applications with integrity, friendly customer service and efficiencies.
- Generate revenues to the General Fund.
- Provide convenient online self-service appointment scheduling.

### CHANGES FROM PRIOR YEAR

The City Council approved funding for the City Clerk's Office to serve as a Passport Acceptance Facility in the Fall of 2015. With the success of this facility, a permanent division has been created with two part-time Work Trainee positions added as support staff.

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>			<b>1,263</b>	<b>1,263</b>
60001.0000 Salaries & Wages			\$ 47,407	\$ 47,407
60012.0000 Fringe Benefits			8,141	8,141
60012.1008 Fringe Benefits:Retiree Benefits			1,550	1,550
60012.1509 Fringe Benefits:Employer Paid PERS			6,664	6,664
60012.1528 Fringe Benefits:Workers Comp			2,368	2,368
60027.0000 Payroll Taxes Non-Safety			687	687
<b>Salaries &amp; Benefits</b>			<b>66,816</b>	<b>66,816</b>
62300.0000 Special Dept Supplies			\$ 3,000	\$ 3,000
62310.0000 Office Supplies, Postage & Printing			1,000	1,000
62895.0000 Miscellaneous Expenses			500	500
<b>Materials, Supplies &amp; Services</b>			<b>4,500</b>	<b>4,500</b>
<b>Total Expenses</b>			<b>\$ 71,316</b>	<b>\$ 71,316</b>

# CITY CLERK

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2014-15	STAFF YEARS 2015-16	STAFF YEARS 2016-17	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)		1.000	1.000	
AST CTY CLK		1.000	1.000	
CLERICAL WKR	1.000	1.000	1.000	
CTY CLK	1.000	1.000	1.000	
DEPUTY CITY CLERK	1.000			
MUNICIPAL RCRDS CLK	3.000	2.000	2.000	
RCRDS MGR (Z)	1.000	1.000	1.000	
WK TRAINEE I			0.950	0.950
<b>TOTAL STAFF YEARS</b>	<b>7.000</b>	<b>7.000</b>	<b>7.950</b>	<b>0.950</b>

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