



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

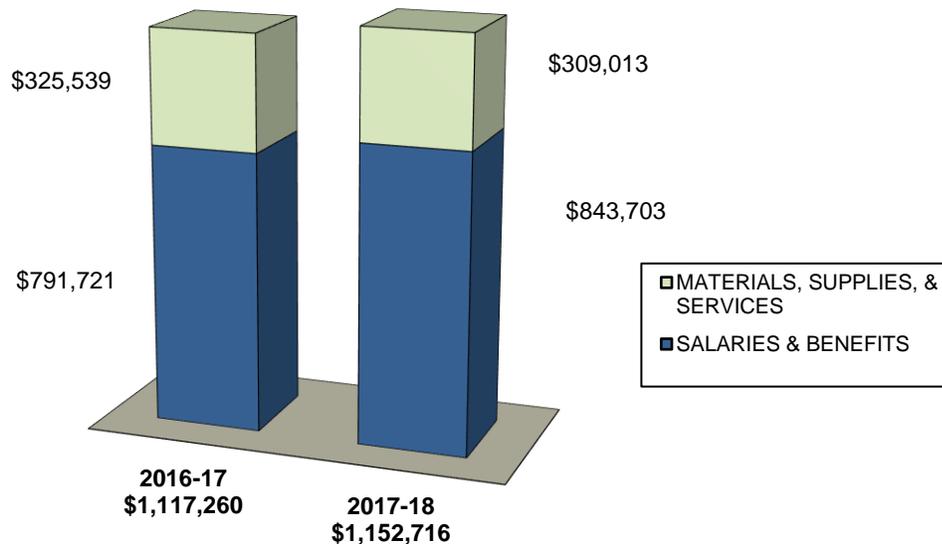
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. The Office is customer-service oriented and is always willing to provide additional assistance to better serve the public. To assist with the high volume of Passport Service appointments, two part-time Work Trainee positions have been added to the budget.

DEPARTMENT SUMMARY

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	7.000	7.950	8.910	0.960
Salaries & Benefits	\$ 747,425	\$ 791,721	\$ 843,703	\$ 51,982
Materials, Supplies & Services	239,421	325,539	309,013	(16,526)
TOTAL	\$ 986,846	\$ 1,117,260	\$ 1,152,716	\$ 35,456



DEPARTMENT SUMMARY



2016-17 WORK PROGRAM HIGHLIGHTS

- Successfully completed a 2016 consolidated Special Election - Measure B.
- Successfully completed 2017 Primary and General Municipal Elections.
- Increased volume of passport service processed appointments.
- Provided greater transparency by providing recently adopted Ordinances and Resolutions on the City website.
- Successfully migrated imaged documents from Libertynet to OnBase system, thereby allowing staff to retrieve records in response to Public Records Act requests more efficiently.

2017-18 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.
- Provide greater transparency and accessibility to city records through technology.
- Explore the feasibility of developing a paperless agenda process: reducing duplication, paper use, energy and providing efficiencies.

Services Division

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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.
- Implement software to provide greater transparency for public access on the City website to the agenda, minutes and reports for the Boards, Commission and Committees.

CHANGES FROM PRIOR YEAR

\$200 has been added to the Membership & Dues account to fund professional associations required for credentials.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	2,998	2,998	3,046	0,048
60001.0000 Salaries & Wages	\$ 252,208	\$ 225,296	\$ 240,771	\$ 15,475
60006.0000 Overtime - Non-Safety	247	3,501	3,501	
60012.0000 Fringe Benefits	53,342	48,286	51,439	3,153
60012.1008 Fringe Benefits:Retiree Benefits	59	2,306	1,900	(405)
60012.1509 Fringe Benefits:Employer Paid PERS	45,324	48,470	20,189	(28,281)
60012.1528 Fringe Benefits:Workers Comp	3,834	5,358	3,953	(1,405)
60012.1531 Fringe Benefits:PERS UAL			35,234	35,234
60015.0000 Wellness Program Reimbursement	371			
60022.0000 Car Allowance	832	1,500	1,500	
60027.0000 Payroll Taxes Non-Safety		3,267	3,491	224
60031.0000 Payroll Adjustments	1,239			
Salaries & Benefits	357,455	337,983	361,978	23,994
62170.0000 Private Contractual Services	\$ 10,366	\$ 21,700	\$ 21,700	
62220.0000 Insurance	9,263	6,284	11,303	5,019
62300.0000 Special Dept Supplies	1,376	1,400	1,400	
62310.0000 Office Supplies, Postage & Printing	4,749	3,400	3,400	
62440.0000 Office Equip Maint & Repair		150	150	
62455.0000 Equipment Rental	3,701	4,000	4,000	
62485.0000 Fund 535 Communications Rental Rate	5,940	6,089	6,537	448
62496.0000 Fund 537 Computer System Rental	22,892	23,113	23,856	743
62700.0000 Memberships & Dues	2,121	1,000	1,200	200
62710.0000 Travel	4,428	1,515	1,515	
62755.0000 Training	7,880	10,000	10,000	
62895.0000 Miscellaneous Expenses	564	600	600	
Materials, Supplies & Services	73,279	79,251	85,661	6,410
Total Expenses	\$ 430,734	\$ 417,234	\$ 447,639	\$ 30,405

Elections Division

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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 ensuring 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.
- Continue voter outreach through social media such as the City website, Twitter, Facebook, Mayor announcements at Council Meetings and distribution of flyers throughout the City.

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, which may include ballot measures. Funds were transferred to the Legal Advertisement & Printing Ordinances line item to provide greater transparency for legal advertisement costs. Additionally, one-time funds from the previous year have been backed out of the Private Contractual Services account.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	1,490	1,490	1,682	0,192
60001.0000 Salaries & Wages	\$ 102,137	\$ 104,291	\$ 114,372	\$ 10,082
60006.0000 Overtime - Non-Safety	89	2,238	2,238	
60012.0000 Fringe Benefits	21,057	21,404	22,777	1,372
60012.1008 Fringe Benefits:Retiree Benefits	18	1,285	1,050	(236)
60012.1509 Fringe Benefits:Employer Paid PERS	19,002	21,591	8,886	(12,706)
60012.1528 Fringe Benefits:Workers Comp	2,956	3,481	2,587	(894)
60012.1531 Fringe Benefits:PERS UAL			14,662	14,662
60015.0000 Wellness Program Reimbursement	191			
60022.0000 Car Allowance	378			
60027.0000 Payroll Taxes Non-Safety		1,512	1,658	146
60031.0000 Payroll Adjustments	1,215			
Salaries & Benefits	147,043	155,803	168,230	12,427
62170.0000 Private Contractual Services	\$ 106,459	\$ 189,481	\$ 124,481	\$ (65,000)
62310.0000 Office Supplies, Postage & Printing	250	300	300	
62420.0000 Books & Periodicals		250	250	
62470.0000 Fund 533 Office Equip Rental Rate	863	863	863	
62530.0000 Legal Advertismt & Printing Ordinances			40,000	40,000
Materials, Supplies & Services	107,572	190,894	165,894	(25,000)
Total Expenses	\$ 254,615	\$ 346,697	\$ 334,124	\$ (12,573)

Legal Advertising Division

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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. The Legal Advertisement & Printing line item was increased by \$1,500 to cover the increased cost of public noticing in newspapers.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	0.300	0.300	0.300	
60001.0000 Salaries & Wages	\$ 26,570	\$ 22,245	\$ 23,853	\$ 1,608
60006.0000 Overtime - Non-Safety	28			
60012.0000 Fringe Benefits	6,221	4,868	5,249	382
60012.1008 Fringe Benefits:Retiree Benefits	9	227	187	(40)
60012.1509 Fringe Benefits:Employer Paid PERS	4,821	4,809	2,020	(2,789)
60012.1528 Fringe Benefits:Workers Comp	539	443	341	(102)
60012.1531 Fringe Benefits:PERS UAL			3,744	3,744
60015.0000 Wellness Program Reimbursement	34			
60022.0000 Car Allowance	75			
60027.0000 Payroll Taxes Non-Safety		323	346	23
60031.0000 Payroll Adjustments	128			
Salaries & Benefits	38,424	32,914	35,740	2,826
62530.0000 Legal Advertismt & Printing Ordinances	\$ 25,045	\$ 28,500	\$ 30,000	\$ 1,500
Materials, Supplies & Services	25,045	28,500	30,000	1,500
Total Expenses	\$ 63,469	\$ 61,414	\$ 65,740	\$ 4,326

Records Management Division

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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.
- Continue to train departmental Records Coordinators on the Public Records Request Act.
- 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.
- Consistent with the current Records Management Program and Policies, continue to retrieve records for retention, destruction and scanning into a database for public portal access at a future date.
- Continue to provide training and support to a staff liaison of the records committee to assist with the citywide records program.

Records Management Division

001.CC01D



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	1,900	1,900	1,900	
60001.0000 Salaries & Wages	\$ 125,558	\$ 125,294	\$ 121,684	\$ (3,610)
60006.0000 Overtime - Non-Safety	40			
60012.0000 Fringe Benefits	26,781	29,975	31,237	1,262
60012.1008 Fringe Benefits:Retiree Benefits		1,436	1,186	(251)
60012.1509 Fringe Benefits:Employer Paid PERS	25,096	27,088	10,304	(16,784)
60012.1528 Fringe Benefits:Workers Comp	15,084	12,594	8,829	(3,764)
60012.1531 Fringe Benefits:PERS UAL			18,708	18,708
60015.0000 Wellness Program Reimbursement	304			
60022.0000 Car Allowance	227			
60027.0000 Payroll Taxes Non-Safety		1,817	1,764	(52)
60031.0000 Payroll Adjustments	990			
Salaries & Benefits	194,079	198,204	193,712	(4,492)
62085.0000 Other Professional Services	\$ 2,094	\$ 2,095	\$ 2,095	
62170.0000 Private Contractual Services	8,293	900	900	
62170.1001 Contractual Services:Temp Staffing	8,681			
62300.0000 Special Dept Supplies		300	300	
62310.0000 Office Supplies, Postage & Printing	272	600	600	
62420.0000 Books & Periodicals		168	168	
62440.0000 Office Equip Maint & Repair	2,343	1,355	1,355	
62470.0000 Fund 533 Office Equip Rental Rate	1,916	1,916	1,916	
62496.0000 Fund 537 Computer System Rental	7,669	9,905	10,469	564
62700.0000 Memberships & Dues	712	805	805	
62710.0000 Travel	225	1,000	1,000	
62755.0000 Training	1,205	3,150	3,150	
62895.0000 Miscellaneous Expenses	65	200	200	
Materials, Supplies & Services	33,476	22,394	22,958	564
Total Expenses	\$ 227,555	\$ 220,598	\$ 216,670	\$ (3,928)

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 through 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 efficiency.
- Generate revenues to the General Fund.
- Offer additional passport appointments to meet the high demand by double-booking appointments.
- Provide convenient online self-service appointment scheduling.

CHANGES FROM PRIOR YEAR

Two additional part-time Work Trainee positions have been added as support staff to meet the high demand for Passport Services. Funding for the two new part-time positions is offset by increased passport service revenues.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years		1,263	1,983	0,720
60001.0000 Salaries & Wages	\$ 7,846	\$ 47,407	\$ 67,628	\$ 20,221
60006.0000 Overtime - Non-Safety	48			
60012.0000 Fringe Benefits	1,540	8,141	9,260	1,119
60012.1008 Fringe Benefits:Retiree Benefits	2	1,550	1,237	(313)
60012.1509 Fringe Benefits:Employer Paid PERS	832	6,664	2,730	(3,934)
60012.1528 Fringe Benefits:Workers Comp		2,368	1,714	(654)
60012.1531 Fringe Benefits:PERS UAL			494	494
60027.0000 Payroll Taxes Non-Safety		687	981	293
60031.0000 Payroll Adjustments	155			
Salaries & Benefits	10,423	66,816	84,043	17,226
62300.0000 Special Dept Supplies		\$ 3,000	\$ 3,000	
62310.0000 Office Supplies, Postage & Printing		1,000	1,000	
62895.0000 Miscellaneous Expenses	50	500	500	
Materials, Supplies & Services	50	4,500	4,500	
Total Expenses	\$ 10,473	\$ 71,316	\$ 88,543	\$ 17,226

CITY CLERK

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	1.000	
AST CTY CLK	1.000	1.000	1.000	
CLERICAL WKR	1.000	1.000	1.000	
CTY CLK	1.000	1.000	1.000	
MUNICIPAL RCRDS CLK	2.000	2.000	2.000	
RCRDS MGR (Z)	1.000	1.000	1.000	
WK TRAINEE I	0.000	0.950	1.910	0.960
TOTAL STAFF YEARS	7.000	7.950	8.910	0.960

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