



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 (YES) Board and Public Financing Authority. The City Clerk's Office is organized into five divisions: City Clerk Services, Elections, Legal Advertising, Records Management and Passport Services.

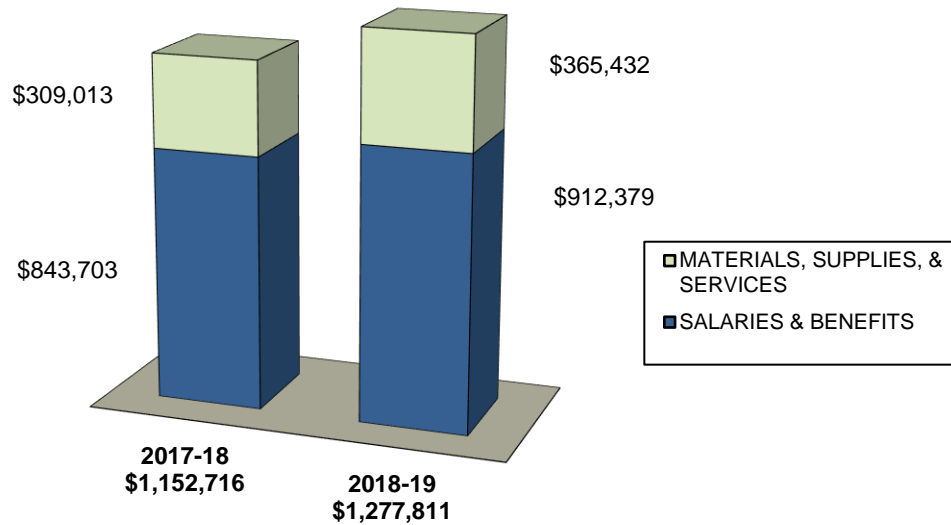
The City Clerk's Office is charged with the responsibility of archiving all official City records; preserving a complete and accurate record of all City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Fund Board and Public Financing Authority and related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting municipal elections in accordance with all applicable city, state, and federal laws; acts as filing officer for required disclosures under the Political Reform Act for city elected officials, candidates, boards/commission and committee members, and designated employees, providing publication of public hearing notices and other legal notices; accepts claims and subpoenas received 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.

DEPARTMENT SUMMARY

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	7.950	8.910	8.910	
Salaries & Benefits	\$ 804,288	\$ 843,703	\$ 912,379	\$ 68,676
Materials, Supplies & Services	769,989	309,013	365,432	56,419
TOTAL	\$ 1,574,276	\$ 1,152,716	\$ 1,277,811	\$ 125,095



DEPARTMENT SUMMARY



2017-18 WORK PROGRAM HIGHLIGHTS

- Successfully completed the annual records destruction cycle.
- Automated posting of vacancies, application tracking and candidate appointment process for boards, commissions and committees, providing greater transparency on the City website.
- 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.

2018-19 WORK PROGRAM GOALS

- Continue to provide excellent customer service.
- Conduct training for all Boards/Commission and Committee Members.

Services Division

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The City Clerk Services Division prepares agendas, reports, videos, and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority, YES Fund Board and Public Financing Authority, recording and indexing the actions of each, as well as finalizing Resolutions, Ordinances, agreements, deeds, grants, tract maps and other official documents. Provides Notary Public Services for City documents. All official documents are public information, and this Division provides access to these records to the public, elected officials and other departments. Direct access provides staff the ability to serve the public while responding to requests. This division is responsible for publishing and posting public notices and agendas as required by law. 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 on the city's website, in addition to providing copies at public facilities.
- Maintain the Burbank Municipal Code, providing access to revisions and following City Council's adoption of an Ordinance via "Code Alert".
- 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.
- Oversee the recruitment process and management of approximately 145 Boards/Commission/Committee members.
- Provide greater transparency for public access on the City website to the agenda, minutes and reports for the Boards, Commission and Committees.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	2,998	3,046	3,046	
60001.0000 Salaries & Wages	\$ 229,739	\$ 240,771	\$ 256,076	\$ 15,305
60006.0000 Overtime - Non-Safety	1,658	3,501	3,501	
60012.0000 Fringe Benefits	44,644	51,439	53,530	2,091
60012.1008 Fringe Benefits:Retiree Benefits	1,684	1,900	1,973	73
60012.1509 Fringe Benefits:Employer Paid PERS	47,926	20,189	22,480	2,291
60012.1528 Fringe Benefits:Workers Comp	5,358	3,953	5,184	1,231
60012.1531 Fringe Benefits:PERS UAL	-	35,234	41,583	6,349
60015.0000 Wellness Program Reimbursement	550	-	-	
60022.0000 Car Allowance	828	1,500	1,500	
60027.0000 Payroll Taxes Non-Safety	2,674	3,491	3,713	222
60031.0000 Payroll Adjustments	579	-	-	
Salaries & Benefits	335,640	361,978	389,540	27,562
62170.0000 Private Contractual Services	\$ 19,095	\$ 21,700	\$ 21,700	
62220.0000 Insurance	6,284	11,303	9,444	(1,859)
62300.0000 Special Dept Supplies	146	1,400	1,400	
62310.0000 Office Supplies, Postage & Printing	2,839	3,400	3,400	
62440.0000 Office Equip Maint & Repair	52	150	150	
62455.0000 Equipment Rental	3,900	4,000	4,000	
62485.0000 Fund 535 Communications Rental Rate	5,582	6,537	9,888	3,351
62496.0000 Fund 537 Computer System Rental	21,187	23,856	66,774	42,918
62700.0000 Memberships & Dues	1,000	1,200	1,200	
62710.0000 Travel	802	1,515	1,515	
62755.0000 Training	6,781	10,000	10,000	
62895.0000 Miscellaneous Expenses	284	600	600	
Materials, Supplies & Services	67,952	85,661	130,071	44,410
Total Expenses	\$ 403,592	\$ 447,639	\$ 519,611	\$ 71,972

Elections Division

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This Division is responsible for conducting municipal elections in accordance with all applicable city, state, and federal laws. Other responsibilities include processing initiatives, referendums, and recall petitions, voter education programs in local schools, and educating the voters of Burbank on subjects on the ballot effecting residents within the Burbank boundaries. 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, and Election Sections 800-815 of the Charter are 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 by community involvement and pre-voter registration for those eligible after age 16.
- Continue voter outreach through social media such as the City website, Twitter, Facebook, Mayor announcements at Council Meetings, involvement in educating students a Burbank Unified Schools, and distribution of flyers throughout the

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 are allocated by Council approval for additional costs as necessary.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	1.490	1.682	1.682	
60001.0000 Salaries & Wages	\$ 108,062	\$ 114,372	\$ 121,451	\$ 7,079
60006.0000 Overtime - Non-Safety	782	2,238	2,238	
60012.0000 Fringe Benefits	18,983	22,777	23,791	1,014
60012.1008 Fringe Benefits:Retiree Benefits	1,007	1,050	1,090	40
60012.1509 Fringe Benefits:Employer Paid PERS	21,205	8,886	9,900	1,014
60012.1528 Fringe Benefits:Workers Comp	3,481	2,587	3,312	725
60012.1531 Fringe Benefits:PERS UAL	-	14,662	18,403	3,741
60015.0000 Wellness Program Reimbursement	250	-	-	
60022.0000 Car Allowance	376	-	-	
60027.0000 Payroll Taxes Non-Safety	1,268	1,658	1,761	103
60031.0000 Payroll Adjustments	258	-	-	
Salaries & Benefits	155,671	168,230	181,946	13,716
62170.0000 Private Contractual Services	\$ 641,049	\$ 124,481	\$ 124,481	
62310.0000 Office Supplies, Postage & Printing	170	300	300	
62420.0000 Books & Periodicals	-	250	250	
62470.0000 Fund 533 Office Equip Rental Rate	791	863	863	
62496.0000 Fund 537 Computer System Rental	-	-	3,411	3,411
62530.0000 Legal Advertistmt & Printing Ordinances	-	40,000	40,000	
Materials, Supplies & Services	642,011	165,894	169,305	3,411
Total Expenses	\$ 797,682	\$ 334,124	\$ 351,251	\$ 17,127

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.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	0.300	0.300	0.300	
60001.0000 Salaries & Wages	\$ 22,690	\$ 23,853	\$ 25,189	\$ 1,336
60006.0000 Overtime - Non-Safety	143	-	-	
60012.0000 Fringe Benefits	4,823	5,249	5,442	193
60012.1008 Fringe Benefits:Retiree Benefits	162	187	194	7
60012.1509 Fringe Benefits:Employer Paid PERS	4,801	2,020	2,232	212
60012.1528 Fringe Benefits:Workers Comp	443	341	445	104
60012.1531 Fringe Benefits:PERS UAL	-	3,744	4,166	422
60015.0000 Wellness Program Reimbursement	50	-	-	
60022.0000 Car Allowance	75	-	-	
60027.0000 Payroll Taxes Non-Safety	264	346	365	19
60031.0000 Payroll Adjustments	70	-	-	
Salaries & Benefits	33,522	35,740	38,033	2,293
62530.0000 Legal Advertismt & Printing Ordinances	\$ 38,791	\$ 30,000	\$ 30,000	
62496.0000 Fund 537 Computer System Rental	-	-	926	926
Materials, Supplies & Services	38,791	30,000	30,926	926
Total Expenses	\$ 72,313	\$ 65,740	\$ 68,959	\$ 3,219

Records Management Division

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The Records Management Division administers the Citywide Records Management Program for all City departments 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.
- 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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	1,900	1,900	1,900	
60001.0000 Salaries & Wages	\$ 137,817	\$ 121,684	\$ 129,398	\$ 7,714
60006.0000 Overtime - Non-Safety	962	-	-	
60012.0000 Fringe Benefits	21,671	31,237	32,825	1,588
60012.1008 Fringe Benefits:Retiree Benefits	1,675	1,186	1,231	45
60012.1509 Fringe Benefits:Employer Paid PERS	25,038	10,304	11,469	1,165
60012.1528 Fringe Benefits:Workers Comp	12,594	8,829	10,452	1,623
60012.1531 Fringe Benefits:PERS UAL	-	18,708	21,760	3,052
60015.0000 Wellness Program Reimbursement	150	-	-	
60022.0000 Car Allowance	226	-	-	
60027.0000 Payroll Taxes Non-Safety	1,610	1,764	1,876	112
60031.0000 Payroll Adjustments	76	-	-	
Salaries & Benefits	201,818	193,712	209,011	15,299
62085.0000 Other Professional Services	\$ 488	\$ 2,095	\$ 2,095	
62170.0000 Private Contractual Services	1,699	900	900	
62300.0000 Special Dept Supplies	526	300	300	
62310.0000 Office Supplies, Postage & Printing	512	600	600	
62420.0000 Books & Periodicals	150	168	168	
62440.0000 Office Equip Maint & Repair	1,343	1,355	1,355	
62470.0000 Fund 533 Office Equip Rental Rate	1,756	1,916	258	(1,658)
62496.0000 Fund 537 Computer System Rental	9,080	10,469	16,675	6,206
62700.0000 Memberships & Dues	685	805	805	
62710.0000 Travel	399	1,000	1,000	
62755.0000 Training	608	3,150	3,150	
62895.0000 Miscellaneous Expenses	168	200	200	
Materials, Supplies & Services	17,414	22,958	27,506	4,548
Total Expenses	\$ 219,232	\$ 216,670	\$ 236,517	\$ 19,847

Passport Services Division

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October 2017 marked the second year for the City Clerk's Office Passport Acceptance Facility. This program has been a huge success and 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 revenue for the General Fund.
- Offer additional passport appointments to meet the high demand by double-booking appointments.
- Provide convenient online self-service appointment scheduling.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	1,263	1,983	1,983	
60001.0000 Salaries & Wages	\$ 60,381	\$ 67,628	\$ 71,078	\$ 3,450
60006.0000 Overtime - Non-Safety	927	-	-	
60012.0000 Fringe Benefits	5,037	9,260	9,473	213
60012.1008 Fringe Benefits:Retiree Benefits	1,589	1,237	1,285	48
60012.1509 Fringe Benefits:Employer Paid PERS	6,287	2,730	3,057	327
60012.1528 Fringe Benefits:Workers Comp	2,368	1,714	2,474	760
60012.1531 Fringe Benefits:PERS UAL	-	494	5,451	4,957
60027.0000 Payroll Taxes Non-Safety	736	981	1,031	50
60031.0000 Payroll Adjustments	311	-	-	
Salaries & Benefits	77,636	84,043	93,849	9,806
62300.0000 Special Dept Supplies	\$ 2,799	\$ 3,000	\$ 3,000	
62310.0000 Office Supplies, Postage & Printing	523	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	-	-	3,124	3,124
62895.0000 Miscellaneous Expenses	500	500	500	
Materials, Supplies & Services	3,821	4,500	7,624	3,124
Total Expenses	\$ 81,458	\$ 88,543	\$ 101,473	\$ 12,930

CITY CLERK

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	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	0.950	1.910	1.910	
TOTAL STAFF YEARS	7.950	8.910	8.910	

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