

CITY CLERK



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 Services (YES) Fund 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.

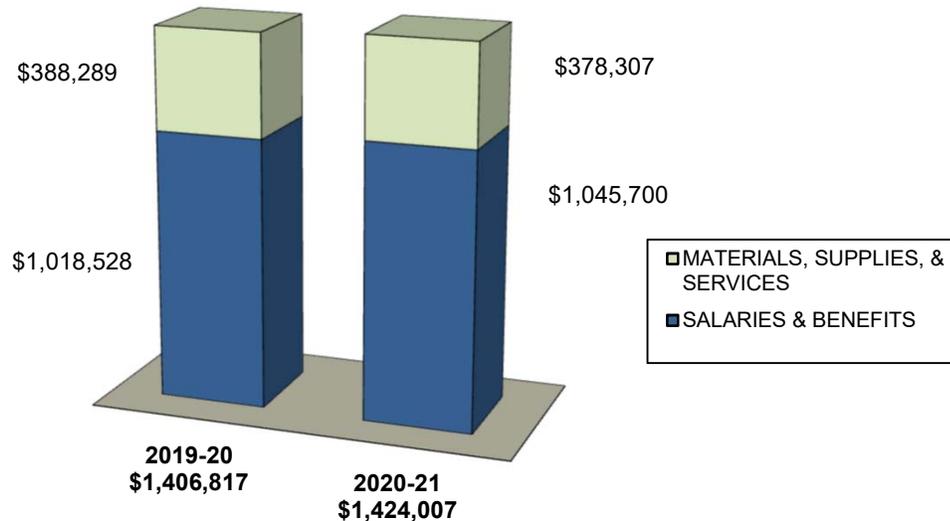
The City Clerk's Office is charged with the responsibility of archiving all official City records; preserving a complete and accurate record of all City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services Fund Board, and Public Financing Authority and related proceedings; accurately codifying of the Burbank City Charter and Municipal Code; conducting municipal elections in accordance with all applicable city, state, and federal laws; acting as filing officer for required disclosures under the Political Reform Act for City elected officials, candidates, board/commission/committee members, and designated employees, providing publication of public hearing notices and other legal notices; accepting claims, summonses, and subpoenas filed against the City and responding to requests for public records; and administering the Citywide Records Management Program, which includes records storage, retention, disposition, and scanning for archival purposes. The City Clerk's Office is also a full-service Passport Acceptance Facility, handling approximately 8,000 new and renewal services annually. In addition, the Office manages the appointment process of 23 City boards, commissions, and committees.

DEPARTMENT SUMMARY

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	7.910	9.535	9.535	
Salaries & Benefits	\$ 791,888	\$ 1,018,528	\$ 1,045,700	\$ 27,172
Materials, Supplies & Services	474,760	388,289	378,307	(9,982)
TOTAL	\$ 1,266,648	\$ 1,406,817	\$ 1,424,007	\$ 17,190



DEPARTMENT SUMMARY



2019-20 WORK PROGRAM HIGHLIGHTS

- Successfully updated the Elections Code of the Burbank Municipal Code.
- Successfully updated the Records Retention Schedule and conducted a citywide destruction.
- Successfully collaborated with the County of Los Angeles to promote and implement the Voting Solutions for All People (VSAP) Project, new voting equipment, and vote centers.
- Successfully completed Agenda Process training in collaboration with the City Manager's Office.
- Successfully completed Boards, Commissions, and Committees training.
- Successfully completed Records Management training.
- Received approximately 1892 public records requests in the City Clerk's Office.
- Continued to meet the increasing demands of the popular Passport Acceptance Program by offering seasonal walk-in availability.
- Continued the automated posting of vacancies, application tracking and candidate appointment process for boards, commissions, and committees, providing greater transparency on the City website.
- Provided greater transparency by providing recently adopted ordinances and resolutions on the City website.
- Continued to successfully migrate imaged documents into the OnBase system, thereby allowing staff to retrieve records in a more efficient manner in response to Public Records Act requests.
- Expanded social media outreach pertaining to functions of the City Clerk's Office.

2020-21 WORK PROGRAM GOALS

- Expand the Passport Acceptance Facility Program by accepting walk-ins in addition to scheduled appointments year-round.
- Continue to provide integrity and transparency regarding local municipal elections.
- Continue the Voter Outreach Program to promote and increase voter registration in the Burbank community.
- Continue the implementation of the Enterprise Content Management System (ECMS) Project to allow accessibility to vital City documents.
- Continue providing excellent customer service to the public and departments requesting records.
- Provide greater transparency and accessibility to City records through the usage of technology.
- Prepare necessary documents for the upcoming November 3, 2020 Burbank General Municipal Election.
- Explore the feasibility of developing a paperless agenda process, reducing duplication, paper use, and energy to produce greater efficiencies.

Services Division

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The City Clerk Services Division prepares weekly meeting agendas, reports, videos, and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services Fund Board, and Public Financing Authority, recording and indexing the actions of each, as well as finalizes resolutions, ordinances, agreements, recorded documents, grants, tract maps, and other official documents. Provides Notary Public Services for City documents. All official documents are public information, and this Division is committed to providing access to these records to the public, elected officials, and City Departments in a transparent and efficient manner. Direct access to records provides staff with the ability to serve the public while responding to requests. This Division is responsible for distributing, publishing, and posting public notices and meeting agendas as required by law. This Division also oversees the codification of the Burbank Charter and Municipal Code and implements the requirements of the Fair Political Practices Commission (FPPC).

OBJECTIVES

- Maintain all official records.
- Publish and post notices of legislative meetings in compliance with the provisions of the Ralph M. Brown Act.
- Prepare and distribute meeting agendas and minutes to elected officials, City staff, and subscribers on the City website, in addition to providing hardcopies at public facilities.
- Codify the Burbank Charter and Municipal Code, providing access to revisions and upon the City Council's adoption of an Ordinance via "Code Alert" notifications.
- Provide the public, City departments, and elected officials with general public information and conduct specific record(s) research.
- Accept and monitor Statements of Economic Interests as required by the Fair Political Practices Commission (FPPC) and the City's Conflict of Interest Code.
- Oversee the recruitment process and management of services for approximately 23 Boards, Commissions, and Committees, consisting of approximately 130 Board/Commission/Committee members.
- Provide greater transparency for public access to City Board, Commission, and Committee meeting agendas, minutes, and reports available on the City website.

Services Division

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	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	2,496	2,646	2,396	(0,250)
60001.0000 Salaries & Wages	\$ 193,220	\$ 245,467	\$ 247,701	\$ 2,234
60006.0000 Overtime - Non-Safety	-	3,501	1,501	(2,000)
60012.0000 Fringe Benefits	32,033	48,696	44,962	(3,734)
60012.1008 Fringe Benefits:Retiree Benefits	1,512	2,365	1,694	(671)
60012.1509 Fringe Benefits:Employer Paid PERS	16,595	23,504	23,090	(414)
60012.1528 Fringe Benefits:Workers Comp	5,184	4,781	3,228	(1,553)
60012.1531 Fringe Benefits:PERS UAL	41,580	45,717	40,082	(5,635)
60015.0000 Wellness Program Reimbursement	440	-	-	
60022.0000 Car Allowance	825	1,500	1,500	
60027.0000 Payroll Taxes Non-Safety	2,734	3,559	3,592	33
60031.0000 Payroll Adjustments	552	-	-	
Salaries & Benefits	294,674	379,090	367,350	(11,740)
62170.0000 Private Contractual Services	\$ 13,268	\$ 21,700	\$ 21,700	
62220.0000 Insurance	9,444	8,385	9,363	978
62300.0000 Special Dept Supplies	369	1,400	1,400	
62310.0000 Office Supplies, Postage & Printing	3,065	3,400	3,400	
62440.0000 Office Equip Maint & Repair	35	150	150	
62455.0000 Equipment Rental	3,904	4,000	4,000	
62470.0000 Fund 533 Office Equip Rental Rate	-	750	750	
62485.0000 Fund 535 Communications Rental Rate	9,888	10,105	10,098	(7)
62496.0000 Fund 537 Computer System Rental	66,774	80,362	59,462	(20,900)
62700.0000 Memberships & Dues	1,355	1,400	1,400	
62710.0000 Travel	1,261	3,015	3,015	
62755.0000 Training	9,091	10,000	10,000	
62895.0000 Miscellaneous Expenses	504	600	600	
Materials, Supplies & Services	118,959	145,267	125,338	(19,929)
Total Expenses	\$ 413,633	\$ 524,357	\$ 492,688	\$ (31,669)

Elections Division

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The Elections Division is responsible for overseeing consolidated municipal elections with the County of Los Angeles and standalone municipal elections in accordance with all applicable city, state, and federal laws. Other responsibilities include processing initiatives, referendums, and recall petitions, participating in voter outreach and educational programs in local schools, and providing election-related information to Burbank voters during election season. This Division is also responsible for coordinating and educating the voters regarding voter registration services with the County of Los Angeles, 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, and properly codified.

OBJECTIVES

- Accept and monitor campaign statement filings to comply with Fair Political Practices Commission (FPPC) regulations.
- Maintain an up-to-date Elections Code.
- Increase voter registration, by participating in community engagement and encourage pre-voter registration for those eligible to vote after age 16 or 17.
- Continue voter outreach efforts through dissemination of election-related information via the City website, Mayor announcements at City Council Meetings, and posts on social media platforms such as Twitter, Facebook, and Nextdoor, involvement in educating students at Burbank Unified District Schools, and distribution of flyers throughout the community.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	1.482	1.200	1.150	(0.050)
60001.0000 Salaries & Wages	\$ 96,294	\$ 110,486	\$ 114,408	\$ 3,922
60006.0000 Overtime - Non-Safety	-	2,238	655	(1,583)
60012.0000 Fringe Benefits	16,585	22,700	22,019	(681)
60012.1008 Fringe Benefits:Retiree Benefits	802	1,306	756	(550)
60012.1509 Fringe Benefits:Employer Paid PERS	8,222	10,704	10,827	123
60012.1528 Fringe Benefits:Workers Comp	3,312	2,691	2,144	(547)
60012.1531 Fringe Benefits:PERS UAL	18,408	21,159	19,858	(1,301)
60015.0000 Wellness Program Reimbursement	217	-	-	
60022.0000 Car Allowance	375	-	-	
60027.0000 Payroll Taxes Non-Safety	1,358	1,602	1,659	57
60031.0000 Payroll Adjustments	250	-	-	
Salaries & Benefits	145,823	172,886	172,326	(560)
62170.0000 Private Contractual Services	\$ 285,646	\$ 124,481	\$ 122,481	\$ (2,000)
62310.0000 Office Supplies, Postage & Printing	-	300	300	
62420.0000 Books & Periodicals	-	250	250	
62470.0000 Fund 533 Office Equip Rental Rate	863	863	863	
62496.0000 Fund 537 Computer System Rental	3,411	3,415	3,650	235
62530.0000 Legal Advertismt & Printing Ordinances	13,563	40,000	40,000	
62895.0000 Miscellaneous Expenses	-	-	2,000	2,000
Materials, Supplies & Services	303,484	169,309	169,544	235
Total Expenses	\$ 449,307	\$ 342,195	\$ 341,870	\$ (325)

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 citywide public legal notices as required by law.

OBJECTIVES

- Prepare, publish, post, and mail notices for all Public Hearings prior to the City Council, Successor Agency, and other advisory body meetings.
- Publish all notices for the Planning Board Meetings, bid openings, and other legal notices as required by law.

BUDGET HIGHLIGHTS

The Legal Advertising Division covers the cost of City advertisements as required for Public Hearings, as well as the publication of adopted ordinances and other citywide public legal notices.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	0.250	0.250	0.250	
60001.0000 Salaries & Wages	\$ 25,934	\$ 23,040	\$ 25,047	\$ 2,007
60006.0000 Overtime - Non-Safety	-	-	-	
60012.0000 Fringe Benefits	4,547	4,737	4,828	91
60012.1008 Fringe Benefits:Retiree Benefits	222	233	151	(82)
60012.1509 Fringe Benefits:Employer Paid PERS	2,179	2,232	2,358	126
60012.1528 Fringe Benefits:Workers Comp	445	338	230	(108)
60012.1531 Fringe Benefits:PERS UAL	4,164	5,427	5,262	(165)
60015.0000 Wellness Program Reimbursement	39	-	-	
60022.0000 Car Allowance	75	-	-	
60027.0000 Payroll Taxes Non-Safety	364	334	363	29
60031.0000 Payroll Adjustments	80	-	-	
Salaries & Benefits	38,049	36,341	38,239	1,898
62496.0000 Fund 537 Computer System Rental	\$ 926	\$ 741	\$ 845	\$ 104
62530.0000 Legal Advertismt & Printing Ordinances	20,535	30,000	30,000	
Materials, Supplies & Services	21,461	30,741	30,845	104
Total Expenses	\$ 59,510	\$ 67,082	\$ 69,084	\$ 2,002

Records Management Division

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The Records Management Division administers the Citywide Records Management Program for all City departments and maintains a collection of historical records. In 1972, the Program was established to provide an organized structure/solution for oversight of utilization, maintenance, retention, preservation, destruction, and disposition of City records. This objective enabled the City to effectively conduct its business by ensuring that important records are organized and maintained in a manner that allows for effective storage, identification, and retrieval; providing for the annual transfer of inactive records for storage into the Records Center; scanning and indexing 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 that have met the retention requirements for administrative, legal, fiscal, historical, or research purposes. The Division also provides timely responses to public records requests in accordance with the California Public Records Act.

OBJECTIVES

- Administer and maintain the Citywide Records Management Program.
- Continue to train Departmental Records Coordinators on new laws and best practices to ensure adherence to the California Public Records Act.
- Oversee the implementation of an Enterprise Content Management System (ECMS) to benefit the entire City in the area of records and information management.
- Centralize and continue the preservation of historical documents.
- Implement safety practices and records storage guidelines for all departments.
- Complete safety assessment reports for the Records Centers.
- Implement procedures and guidelines for the Records Centers and staff.
- Maintain an updated citywide records retention schedule in compliance with current statutes.
- Continue annual review of departmental requests for destruction.
- Consistent with the current Citywide Records Management Program and Policies, continue to prepare records for retention and scanning into a database for a public portal access at a future date.
- Continue to provide training and support to all staff liaisons of the Records Committee to facilitate the Citywide Records Management Program.

CHANGES FROM PRIOR YEAR

Part of the on-going efforts by the City Clerk's Office is to preserve, protect, and make available vital City records and historical documents since 1911 via a public portal. The City Clerk's Office has been working with the IT Department on a long-term plan to fund the continued scanning, indexing, migrating, and importing fragile City records into the City's Enterprise Content Management System (ECMS). In an effort to prevent against potential loss due to a natural disaster, it is prudent for the City to prioritize the archival of these records to ensure Burbank's legislative history is securely archived in an open and transparent manner, and eventually made available to members of the public and City staff, which will save many hours of research and response time to public records requests.

Records Management Division

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	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	1,850	3,016	3,316	0,300
60001.0000 Salaries & Wages	\$ 118,331	\$ 186,204	\$ 205,425	\$ 19,221
60001.1001 Salaries & Wages:Temp Staffing Contra	(1,967)	-	-	
60006.0000 Overtime - Non-Safety	-	-	-	
60012.0000 Fringe Benefits	19,874	44,383	48,599	4,216
60012.1008 Fringe Benefits:Retiree Benefits	1,469	1,475	2,238	763
60012.1509 Fringe Benefits:Employer Paid PERS	9,154	17,486	19,528	2,042
60012.1528 Fringe Benefits:Workers Comp	10,452	12,128	11,682	(446)
60012.1531 Fringe Benefits:PERS UAL	21,756	21,743	22,111	368
60015.0000 Wellness Program Reimbursement	297	-	-	
60022.0000 Car Allowance	225	-	-	
60027.0000 Payroll Taxes Non-Safety	1,668	2,700	2,979	279
60031.0000 Payroll Adjustments	104	-	-	
Salaries & Benefits	181,363	286,119	312,562	26,443
62085.0000 Other Professional Services	\$ 389	\$ 2,095	\$ 2,095	
62170.0000 Private Contractual Services	-	1,500	1,500	
62170.1001 Temp Staffing	4,720	-	-	
62300.0000 Special Dept Supplies	-	1,000	1,000	
62310.0000 Office Supplies, Postage & Printing	72	600	600	
62420.0000 Books & Periodicals	-	168	168	
62440.0000 Office Equip Maint & Repair	4	1,355	1,355	
62470.0000 Fund 533 Office Equip Rental Rate	258	-	-	
62496.0000 Fund 537 Computer System Rental	16,675	19,547	26,256	6,709
62700.0000 Memberships & Dues	580	805	805	
62710.0000 Travel	-	1,500	1,500	
62755.0000 Training	633	4,000	4,000	
62895.0000 Miscellaneous Expenses	137	200	200	
Materials, Supplies & Services	23,468	32,770	39,479	6,709
Total Expenses	\$ 204,831	\$ 318,889	\$ 352,041	\$ 33,152

Passport Services Division

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October 2019 marked the fourth year for the City Clerk's Office Passport Acceptance Program. This Program has been a huge success and this facility benefits the residents of Burbank and surrounding cities by providing them with a location to efficiently and securely process passports. The Office is a full-service acceptance facility providing applications, photos, and appointments Monday through Friday, during regular business hours.

OBJECTIVES

- To provide the residents of Burbank and surrounding cities easy access to a convenient passport acceptance facility.
- Process passport applications with integrity, efficiency, and superior customer service.
- Generate revenue to the General Fund.
- Continue to meet the increasing demand of passport acceptance services by offering additional appointments and seasonal walk-in availability.
- Provide convenient access to an online self-service passport appointment system.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	1.833	2.424	2.424	
60001.0000 Salaries & Wages	\$ 99,953	\$ 110,322	\$ 114,079	\$ 3,757
60012.0000 Fringe Benefits	14,404	14,887	14,999	112
60012.1008 Fringe Benefits:Retiree Benefits	1,571	1,539	1,603	64
60012.1509 Fringe Benefits:Employer Paid PERS	6,536	5,987	6,365	378
60012.1528 Fringe Benefits:Workers Comp	2,474	2,884	736	(2,148)
60012.1531 Fringe Benefits:PERS UAL	5,448	6,873	15,787	8,914
60015.0000 Wellness Program Reimbursement	11	-	-	
60027.0000 Payroll Taxes Non-Safety	1,442	1,600	1,654	54
60031.0000 Payroll Adjustments	139	-	-	
Salaries & Benefits	131,979	144,092	155,223	11,131
62300.0000 Special Dept Supplies	\$ 3,028	\$ 3,000	\$ 3,000	
62310.0000 Office Supplies, Postage & Printing	962	3,000	3,000	
62496.0000 Fund 537 Computer System Rental	3,124	3,702	6,601	2,899
62895.0000 Miscellaneous Expenses	275	500	500	
Materials, Supplies & Services	7,388	10,202	13,101	2,899
Total Expenses	\$ 139,367	\$ 154,294	\$ 168,324	\$ 14,030

CITY CLERK

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	2.000	1.000
ADM ANALYST II (M)	0.000	1.000	1.000	
AST CTY CLK	1.000	1.000	1.000	
CLERICAL WKR	1.000	1.625	1.625	
CTY CLK	1.000	1.000	1.000	
MUNICIPAL RCRDS CLK	1.000	1.000	0.000	-1.000
RCRDS MGR (Z)	1.000	1.000	1.000	
WK TRAINEE I	1.910	1.910	1.910	
TOTAL STAFF YEARS	7.910	9.535	9.535	