

CITY OF GLENDALE, CA

Management Services

2010 – 2011

Adopted Budget

CITY OF GLENDALE MANAGEMENT SERVICES

MISSION STATEMENT

To implement City Council policy directives, provide leadership, promote the health, safety and well-being of the community, administer prudent fiscal management through the efficient and cost effective management of City operations to meet the short and long term needs of the community, and to strengthen communications and partnerships with the community.

DEPARTMENT DESCRIPTION

The City Manager's Office is the Department through which the City Manager, the Chief Administrative Officer of the City, directs and coordinates the official services and business affairs of the City. Staff works closely with the City Council, recommending policy alternatives and assuring the proper and efficient implementation of Council-approved policies, programs and directives. This Department coordinates the development of new departments and sections, assists in their management, and is responsible for the preparation and presentation of the annual city budget for the City Council's review and adoption. The Department also provides staff support to the Commission on the Status of Women which assesses and evaluates the needs and issues of women in the City. Additionally, the Department's Internal Audit Section is responsible for ensuring the City's assets are properly recorded and safeguarded and that operations are conducted in an efficient and effective manner. Finally, the Public Information Office oversees the dissemination of information to the public through various media sources, such as City Views and the City's Government Access Channel 6, and serves as the liaison with the media.

RELATIONSHIP TO STRATEGIC GOALS

Trust in Government

The Management Services Department works closely with the Offices of the City Clerk and City Attorney to ensure that all public meetings are held in compliance with all applicable laws and accessible for the citizenry to participate in. Furthermore, we ensure that City business is conducted in a manner that is in the best interest of the public, with integrity, openness, and inclusion.

Culture and Diversity

The City hosts a number of annual events to recognize and celebrate the diverse cultures within the community. The City Council holds a number of signature events that celebrate and commemorate the City's diverse cultures. The City is also home to a large number of businesses and non-profit organizations which provide services that serve the unique and diverse needs of our residents.

CITY OF GLENDALE MANAGEMENT SERVICES

Economic Vitality

The Management Services Department works closely with all the other City Departments to continually search for ways of improving services while reducing costs. Through fiscally prudent management practices, the City maintains a healthy \$450 million investment portfolio and continues to retain high credit and bond ratings.

MAJOR ACCOMPLISHMENTS

In FY 2009-10, the Management Services Department, in coordination with the Police Department, worked closely with federal legislators to secure \$500,000 in federal appropriations for the construction of a Regional DNA Forensic Testing Laboratory and \$500,000 for the Interagency Communications Interoperability System (ICIS) project.

In addition, the Commission on the Status of Women was awarded \$15,200 in grants, \$14,000 of which was awarded from the Community Development Block Grant, for the Commission's "Camp Rosie" program, which teaches business and leadership skills for low-income, at-risk, and under-served girls within the community. The Department continues to support and facilitate commemorative and cultural diversity events within the community.

The GTV6 section maintained services for FY 2009-10 with continued coverage of all City Council, board, and commission meetings. The channel averaged 37 "live" meetings per month in addition to producing programs such as NSTV, One on One, TreeHouse Tales, The Dog House and Senior Spectrum. GTV6 also covered special events including the annual Cruise Night Car Show and Street Party, Unity Fest, Student Showcase, Armenian Genocide, and Memorial Day Ceremony. GTV6 also provided vital information and updates concerning evacuations associated with the Station Fire. In addition, GTV6 covered community meetings as residents prepared for winter flooding near the burn areas. The channel also produced multilingual public service announcements for the City's mandatory water conservation program and the local US Census effort.

The Internal Audit section completed 28 audits that include financial audits, contract payment reviews, information systems projects, and performance audits. In addition, departments requested Internal Audit's assistance on projects that are categorized as "value-added" assignments. These assignments covered a wide range of activities such as inter-departmental facilitation of major initiatives, consultation on policy and procedure development, and external auditor coordination. Internal Audit staff also continued to follow up on outstanding audit recommendations to ensure their implementation.

CITY OF GLENDALE MANAGEMENT SERVICES

ORGANIZATIONAL/PROGRAM CHANGES

FY 2010-11 budget includes the addition of a new Org number (144) for the Commission on the Status of Women to account for all the funds that the Commission has raised to date. These funds derived from sponsorship activities and were previous deposited into the City's General Fund account. Prior year budget appropriations were included as part of City Manager's Org number (140). FY 2010-11 budget reflects a separate appropriation for the Commission on the Status of Women and all the funds raised to date were appropriated into this new Org.

FUTURE OUTLOOK

The Management Services Department is actively working with all City departments and managers on several Citywide cost reduction strategies. The department will continue to proactively monitor pending legislation to secure the City's existing resources during these turbulent economic times. Staff continues to seek alternative funding mechanisms to supplement the GTV6 operation's traditional funding sources. The Internal Audit section will continue to perform a variety of audits that were identified through the annual risk assessment process, as well as new management requests.

**CITY OF GLENDALE
SUMMARY OF APPROPRIATIONS
MANAGEMENT SERVICES DEPARTMENT**

	Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
<u>General Fund</u>				
City Council Cable Access (101-111)	-	647,273	653,273	686,561
Membership and Dues (101-114)	95,360	68,000	68,000	99,575
City Manager (101-140)	2,347,939	2,484,631	2,587,631	2,545,557
City Auditor (101-141)	819,264	837,972	837,972	933,194
Special Events				
Special Events (101-142-00000)	53,104	76,900	76,900	79,400
EHRC Fund Raising Events (101-142-93140)	-	2,500	2,500	-
Military Banner Program (101-142-93200)	2,069	5,000	5,000	5,000
Total Special Events	55,173	84,400	84,400	84,400
Special Events Sponsorship (101-143)	9,792	39,900	39,900	39,900
Commission Status of Women (101-144)	-	-	-	63,373
Graphics (101-163)	-	608,653	608,653	532,627
Total General Fund	\$ 3,327,528	\$ 4,770,829	\$ 4,879,829	\$ 4,985,187
<u>Other Funds</u>				
Cable Access Fund (280-111)	629,299	456,000	450,000	450,000
Capital Improvement Fund (401-140)	46,988	-	-	-
Total Other Funds	\$ 676,287	\$ 456,000	\$ 450,000	\$ 450,000
Department Grand Total	\$ 4,003,815	\$ 5,226,829	\$ 5,329,829	\$ 5,435,187

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CITY COUNCIL CABLE ACCESS
101-111**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	-	460,583	460,583	461,352
41300	Hourly wages	-	22,000	22,000	22,000
41600-42500	Benefits	-	72,444	72,444	83,915
42600-42700	Retirement	-	53,055	53,055	53,849
42799	Salary charges out	-	(10,000)	(10,000)	-
	Total Salaries & Benefits	-	598,082	598,082	621,116
MAINTENANCE & OPERATION					
42800	Auto allowance	-	2,640	2,640	2,640
43050	Repairs-bldgs & grounds	-	6,000	6,000	946
43110	Contractual services	-	2,000	2,000	2,100
44100	Repairs to equipment	-	2,000	2,000	2,860
44300	Telephone	-	4,918	4,918	7,760
44352	ISD service charge	-	-	-	16,254
44450	Postage	-	200	200	200
44700	Computer software	-	2,000	2,000	2,000
44750	Liability	-	10,133	10,133	10,634
44751	Insurance/surety bond premium	-	-	-	751
44800	Membership and dues	-	200	200	200
45050	Periodicals & newspapers	-	100	100	100
45150	Furniture & equipment	-	8,000	8,000	8,000
45170	Computer hardware	-	4,000	4,000	4,000
45250	Office supplies	-	4,000	4,000	4,000
45350	General supplies	-	1,000	1,000	1,000
47000	Miscellaneous	-	2,000	2,000	2,000
	Total Maintenance & Operation	-	49,191	49,191	65,445
CAPITAL OUTLAY					
51000	Capital outlay	-	-	6,000	-
	Total Capital Outlay	-	-	6,000	-
TOTAL		\$ -	\$ 647,273	\$ 653,273	\$ 686,561

* Effective 7/1/2009, Cable Access GTV6 reports to Management Services General Fund 101-111. Cable Access Fund will be charged a lease payment. In prior fiscal years, the operation reported under Cable Access Fund 280-111.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
MEMBERSHIP AND DUES
101-114**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
MAINTENANCE & OPERATION					
44751	Insurance/surety bond premium	-	-	-	75
44800	Membership and dues	95,360	68,000	68,000	99,500
	Total Maintenance & Operation	95,360	68,000	68,000	99,575
TOTAL		\$ 95,360	\$ 68,000	\$ 68,000	\$ 99,575

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CITY MANAGER
101-140**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	1,425,148	1,460,085	1,460,085	1,367,774
41200	Overtime	558	3,000	3,000	-
41300	Hourly wages	2,755	5,000	5,000	-
41600-42500	Benefits	328,624	323,765	323,765	327,561
42600-42700	Retirement	169,170	155,741	155,741	159,226
	Total Salaries & Benefits	1,926,255	1,947,591	1,947,591	1,854,561
MAINTENANCE & OPERATION					
42800	Auto allowance	59,494	57,060	57,060	57,060
43110	Contractual services	161,654	161,500	264,500	166,500
43150	Cost allocation charge	1,160	-	-	-
44100	Repairs to equipment	-	500	500	500
44120	Repairs to office equip	447	500	500	500
44200	Advertising	2,525	1,000	1,000	1,000
44250	Data communication	-	-	-	100
44300	Telephone	20,325	29,387	29,387	29,387
44352	ISD service charge	-	-	-	143,029
44450	Postage	62,957	22,000	22,000	22,000
44550	Travel	15,305	30,565	30,565	32,255
44650	Training	848	1,875	1,875	1,875
44700	Computer software	-	500	500	500
44750	Liability	35,900	33,219	33,219	32,203
44751	Insurance/surety bond premium	-	-	-	2,853
44800	Membership and dues	4,348	2,000	2,000	4,300
45050	Periodicals & newspapers	304	1,100	1,100	1,100
45100	Books	(362)	1,000	1,000	1,000
45150	Furniture & equipment	3,342	3,500	3,500	3,500
45170	Computer hardware	-	400	400	400
45250	Office supplies	13,173	37,358	37,358	37,358
45350	General supplies	7,504	48,550	48,550	48,550
45450	Printing and graphics	8,101	67,568	67,568	67,568
46900	Business meetings	18,027	13,000	13,000	13,000
47000	Miscellaneous	6,632	24,458	24,458	24,458
	Total Maintenance & Operation	421,683	537,040	640,040	690,996
TOTAL		\$ 2,347,939	\$ 2,484,631	\$ 2,587,631	\$ 2,545,557

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CITY AUDITOR
101-141**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	584,293	592,556	567,556	676,404
41600-42500	Benefits	103,141	109,069	109,069	105,553
42600-42700	Retirement	65,327	68,243	68,243	78,950
42799	Salary charges out	288	-	-	-
	Total Salaries & Benefits	753,049	769,868	744,868	860,907
MAINTENANCE & OPERATION					
42800	Auto allowance	5,880	5,880	5,880	5,880
43110	Contractual services	39,651	31,500	31,500	31,500
44300	Telephone	420	920	920	920
44352	ISD service charge	-	-	-	2,858
44450	Postage	-	90	90	90
44550	Travel	426	1,778	1,778	1,778
44650	Training	1,584	1,650	1,650	1,650
44700	Computer software	-	1,500	1,500	1,500
44750	Liability	11,908	14,526	14,526	14,881
44751	Insurance/surety bond premium	-	-	-	970
44800	Membership and dues	1,058	1,200	1,200	1,200
45100	Books	-	240	240	240
45170	Computer hardware	699	-	-	-
45250	Office supplies	2,007	2,600	2,600	2,600
45350	General supplies	-	1,200	1,200	1,200
45400	Reports & publications	127	-	-	-
45450	Printing and graphics	1,463	3,800	3,800	3,800
46900	Business meetings	74	120	120	120
47000	Miscellaneous	917	1,100	1,100	1,100
	Total Maintenance & Operation	66,215	68,104	68,104	72,287
CAPITAL OUTLAY					
51000	Capital outlay	-	-	25,000	-
	Total Capital Outlay	-	-	25,000	-
TOTAL		\$ 819,264	\$ 837,972	\$ 837,972	\$ 933,194

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
SPECIAL EVENTS
101-142**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41200	Overtime	4,391	-	-	-
41300	Hourly wages	1,019	-	-	-
41600-42500	Benefits	119	-	-	-
	Total Salaries & Benefits	5,529	-	-	-
MAINTENANCE & OPERATION					
43110	Contractual services	11,720	23,900	23,900	25,896
43150	Cost allocation charge	2,500	-	-	-
44200	Advertising	2,447	900	900	1,900
44450	Postage	430	-	-	-
44750	Liability	108	-	-	-
44751	Insurance/surety bond premium	-	-	-	93
45250	Office supplies	11,017	6,500	6,500	6,500
45350	General supplies	482	2,200	2,200	2,200
45450	Printing and graphics	10,520	8,700	8,700	7,700
46900	Business meetings	1,384	1,000	1,000	1,000
47000	Miscellaneous	9,037	41,200	41,200	39,111
	Total Maintenance & Operation	49,644	84,400	84,400	84,400
TOTAL		\$ 55,173	\$ 84,400	\$ 84,400	\$ 84,400

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
SPECIAL EVENTS - OTHER PROGRAMS
101-142-00000**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41200	Overtime	4,391	-	-	-
41300	Hourly wages	1,019	-	-	-
41600-42500	Benefits	119	-	-	-
	Total Salaries & Benefits	5,529	-	-	-
MAINTENANCE & OPERATION					
43110	Contractual services	10,595	23,900	23,900	25,896
43150	Cost allocation charge	2,500	-	-	-
44200	Advertising	2,447	500	500	1,900
44450	Postage	430	-	-	-
44750	Liability	108	-	-	-
44751	Insurance/surety bond premium	-	-	-	88
45250	Office supplies	11,017	5,000	5,000	5,500
45350	General supplies	482	2,200	2,200	2,200
45450	Printing and graphics	10,520	8,100	8,100	7,700
46900	Business meetings	1,384	500	500	1,000
47000	Miscellaneous	8,092	36,700	36,700	35,116
	Total Maintenance & Operation	47,575	76,900	76,900	79,400
TOTAL		\$ 53,104	\$ 76,900	\$ 76,900	\$ 79,400

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
SPECIAL EVENTS - EHRC FUND RAISING EVENTS
101-142-93140**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
MAINTENANCE & OPERATION					
44200	Advertising	-	400	400	-
45250	Office supplies	-	500	500	-
45450	Printing and graphics	-	600	600	-
46900	Business meetings	-	500	500	-
47000	Miscellaneous	-	500	500	-
	Total Maintenance & Operation	-	2,500	2,500	-
TOTAL		\$ -	\$ 2,500	\$ 2,500	\$ -

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
SPECIAL EVENTS - MILITARY BANNER PROGRAM
101-142-93200**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
MAINTENANCE & OPERATION					
43110	Contractual services	1,125	-	-	-
44751	Insurance/surety bond premium	-	-	-	5
45250	Office supplies	-	1,000	1,000	1,000
47000	Miscellaneous	944	4,000	4,000	3,995
	Total Maintenance & Operation	2,069	5,000	5,000	5,000
TOTAL		\$ 2,069	\$ 5,000	\$ 5,000	\$ 5,000

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
SPECIAL EVENTS SPONSORSHIP
101-143**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
MAINTENANCE & OPERATION					
44751	Insurance/surety bond premium	-	-	-	45
45450	Printing and graphics	152	-	-	-
47000	Miscellaneous	9,641	39,900	39,900	39,855
	Total Maintenance & Operation	9,792	39,900	39,900	39,900
TOTAL		\$ 9,792	\$ 39,900	\$ 39,900	\$ 39,900

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
COMMISSION STATUS OF WOMEN
101-144**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
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MAINTENANCE & OPERATION					
47000	Miscellaneous	-	-	-	63,373
	Total Maintenance & Operation	-	-	-	63,373
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TOTAL		\$ -	\$ -	\$ -	\$ 63,373
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* Effective 7/1/2010, Commission Status of Women reports under new Org 101-144. In prior fiscal years, it was reported as a part of the City Manager Org, 101-140.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GRAPHICS
101-163**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	-	293,810	293,810	195,148
41300	Hourly wages	-	43,670	43,670	76,668
41600-42500	Benefits	-	46,513	46,513	36,910
42600-42700	Retirement	-	34,845	34,845	28,304
	Total Salaries & Benefits	-	418,838	418,838	337,030
MAINTENANCE & OPERATION					
42800	Auto allowance	-	300	300	300
43110	Contractual services	-	68,000	68,000	68,000
44120	Repairs to office equip	-	23,100	23,100	21,973
44300	Telephone	-	1,000	1,000	1,000
44352	ISD service charge	-	-	-	5,782
44450	Postage	-	150	150	150
44550	Travel	-	1,300	1,300	1,080
44650	Training	-	1,000	1,000	1,000
44700	Computer software	-	5,000	5,000	5,000
44750	Liability	-	8,330	8,330	5,980
44751	Insurance/surety bond premium	-	-	-	697
45050	Periodicals & newspapers	-	1,300	1,300	1,300
45150	Furniture & equipment	-	500	500	500
45170	Computer hardware	-	500	500	500
45200	Maps and blue prints	-	3,000	3,000	6,000
45250	Office supplies	-	75,535	75,535	75,535
46900	Business meetings	-	300	300	300
47000	Miscellaneous	-	500	500	500
	Total Maintenance & Operation	-	189,815	189,815	195,597
TOTAL DEPARTMENT		\$ -	\$ 608,653	\$ 608,653	\$ 532,627

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CABLE ACCESS FUND
280-111**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	458,860	-	-	-
41300	Hourly wages	18,749	-	-	-
41600-42500	Benefits	71,573	-	-	-
42600-42700	Retirement	50,945	-	-	-
42799	Salary charges out	(24,120)	-	-	-
	Total Salaries & Benefits	576,007	-	-	-
MAINTENANCE & OPERATION					
42800	Auto allowance	2,650	-	-	-
43050	Repairs-bldgs & grounds	6,241	-	-	-
43070	Lease payments	-	450,000	450,000	450,000
43110	Contractual services	9,674	-	-	-
43115	Pass through - GUSD	10,069	-	-	-
44100	Repairs to equipment	1,030	-	-	-
44300	Telephone	4,605	-	-	-
44700	Computer software	1,075	-	-	-
44750	Liability	10,520	-	-	-
44800	Membership and dues	75	-	-	-
45050	Periodicals & newspapers	89	-	-	-
45150	Furniture & equipment	4,644	-	-	-
45170	Computer hardware	646	-	-	-
45250	Office supplies	3,121	-	-	-
45350	General supplies	1,173	-	-	-
45450	Printing and graphics	134	-	-	-
47000	Miscellaneous	1,491	-	-	-
49050	Charges-other depts	(3,947)	-	-	-
	Total Maintenance & Operation	53,292	450,000	450,000	450,000
CAPITAL OUTLAY					
51000	Capital outlay	-	6,000	-	-
	Total Capital Outlay	-	6,000	-	-
TOTAL		\$ 629,299	\$ 456,000	\$ 450,000	\$ 450,000

* Effective 7/1/2009, Cable Access GTV6 reports to Management Services General Fund 101-111. Cable Access Fund will be charged a lease payment. In prior fiscal years, the operation reported under Cable Access Fund 280-111.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CAPITAL IMPROVEMENT FUND-CITY MANAGER
401-140**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
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CAPITAL PROJECTS					
51250	Equipment	46,988	-	-	-
	Total Capital Projects	46,988	-	-	-
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TOTAL		\$ 46,988	\$ -	\$ -	\$ -

MANAGEMENT SERVICES
Personnel Classification Detail

Classification	Actual 2008-09	Budget 2009-10	Revised Budget 2009-10	Budget 2010-11
<u>Salaried Employees</u>				
Administrative Analyst	1.00	-	-	-
Administrative Assistant	1.00	-	-	-
Administrative Associate	-	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
Assistant Public Information Officer	1.00	1.00	1.00	1.00
Assistant to City Manager	1.00	1.00	1.00	1.00
Broadcast Manager	1.00	1.00	1.00	1.00
Broadcast Production Assistant	4.00	4.00	4.00	4.00
Broadcast Production Coordinator	1.00	1.00	1.00	1.00
City Auditor	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Community Relations Coordinator	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Duplicating Machine Operator	-	1.00	1.00	1.00
Executive Secretary (Confidential)	2.00	2.00	2.00	2.00
Graphics Administrator	-	1.00	-	-
Graphics Illustrator	-	1.00	-	-
Internal Audit Associate	1.00	2.00	2.00	2.00
Internal Auditor	-	-	-	1.00
Office Services Secretary	1.00	1.00	1.00	1.00
Office Specialist I	-	2.00	2.00	2.00
Principal Internal Auditor	1.00	1.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00	1.00
Secretary to City Manager	1.00	1.00	1.00	1.00
Sr. Graphics Illustrator	-	1.00	1.00	1.00
Sr. Internal Auditor	1.00	1.00	1.00	1.00
Sr. Investigator	1.00	1.00	1.00	1.00
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Employees	25.00	31.00	29.00	30.00
<u>Hourly Employees*</u>				
Hourly City Worker	-	0.60	1.23	1.23
Total Hourly Employees	-	0.60	1.23	1.23
<u>Elected Officials</u>				
Councilmember	5.00	5.00	5.00	5.00
Total Elected Officials	5.00	5.00	5.00	5.00
Management Services Total	30.00	36.60	35.23	36.23

* Hourly Employees - Data not available prior to fiscal year 2009-10

** Indicates number of positions corresponding to the stated Full-Time Equivalence (FTE)