

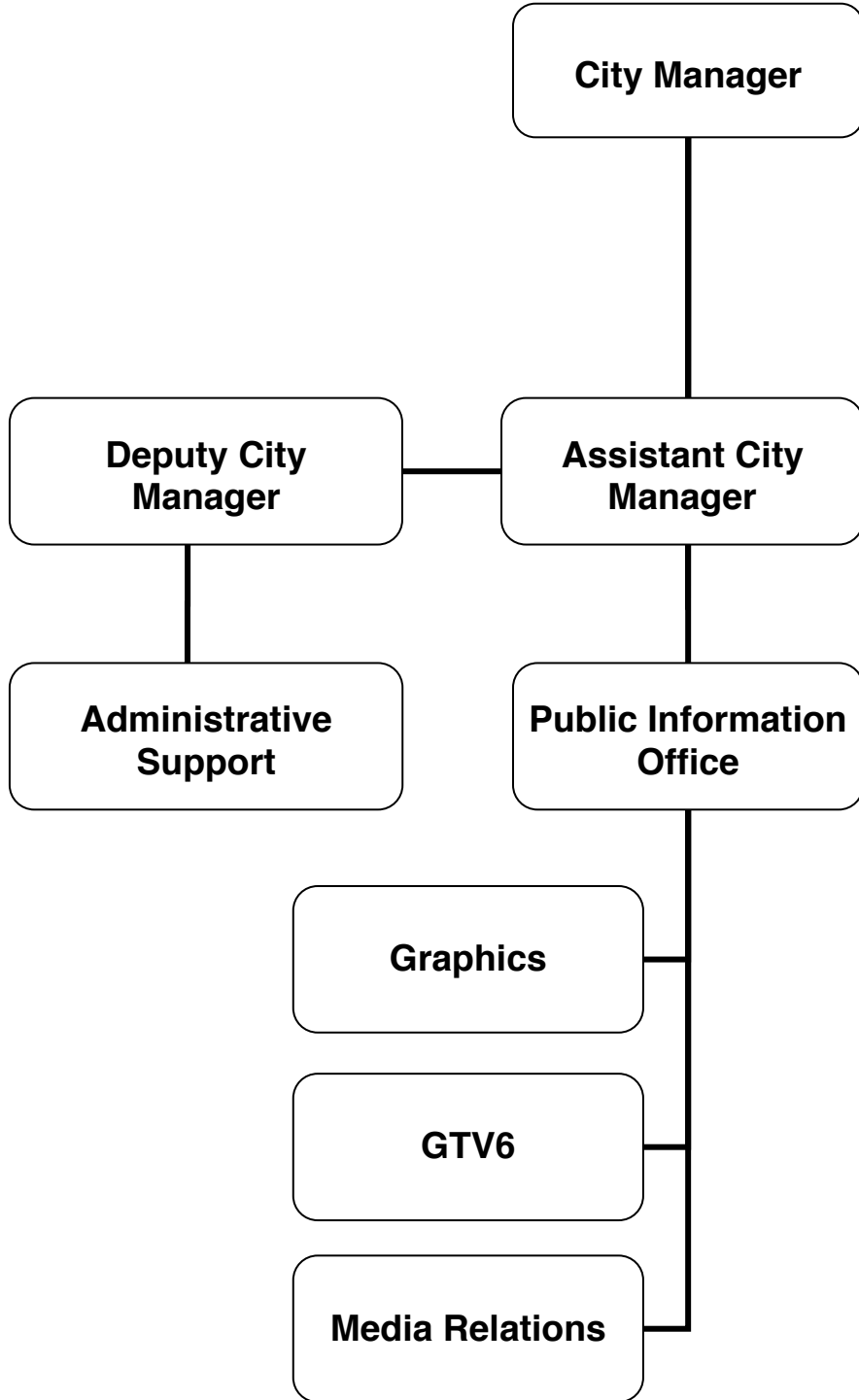
ADOPTED **BUDGET** 2016-17



CITY HALL 75th ANNIVERSARY



MANAGEMENT SERVICES



MANAGEMENT SERVICES

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. Additionally, the Public Information Office oversees the dissemination of information to the public through various media platforms such as the City's Government Access Channel 6, Facebook, Twitter and Instagram, and serves as the liaison with the media.

RELATIONSHIP TO STRATEGIC GOALS

Exceptional Customer Service

Management Services is committed to providing its residents with extraordinary customer service centered on the principles of speed, quality, and customer satisfaction through the delivery of flawless and seamless services to every customer served. As such, the department manages a robust performance management initiative. Through the development and tracking of Citywide key performance indicators, City officials and the public have access to ongoing performance data, providing the opportunity to track trends and identify opportunities for improvement. This allows us to better measure our successes, failures, and areas in need of improvement. Another key initiative led by Management Services is the implementation of the Citywide Exceptional Customer Service Policy. The goal is to ensure Citywide processes and procedures are designed and implemented in a manner that ensures residents receive the same level of customer service regardless of the department they contact.

Fiscal Responsibility

Management Services is committed to conducting the City's financial affairs in a prudent and responsible manner to ensure adequate resources are available to meet current obligations and long-term financial stability. To support this goal, the Management Services Department regularly informs Council of items that could impact the City's budget, monitors legislation that could have financial implications for the City, and ensures the annual budget is developed in accordance with Council's priorities and directives.

Informed & Engaged Community

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 applicable laws and are accessible to anyone wishing to participate in the governing process. Furthermore, Management Services ensures that City business is conducted in a manner that is in the best interest of the public, with integrity, openness and inclusion.

CITY OF GLENDALE MANAGEMENT SERVICES

Economic Vibrancy

The Management Services Department works closely with all other City Departments to continually search for ways of improving services while reducing costs. Through fiscally prudent management practices, the City maintains a healthy \$583 million investment portfolio as of June 30, 2016 and continues to retain high credit and bond ratings. Through the efforts of the Economic Development program and the Glendale Economic Development Corporation, the City is creating an environment where businesses can develop and prosper. Recognizing the important relationship between the health of the business community and the maintenance of a high quality of life for its residents, activities in developing the economy are aimed at maintaining and expanding on that positive relationship.

Arts & Culture

The City hosts a number of annual events to recognize and celebrate the diverse cultures within the community and is 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
SUMMARY OF APPROPRIATIONS
MANAGEMENT SERVICES DEPARTMENT
FOR THE YEARS ENDING JUNE 30**

	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
General Fund				
GTV6 (101-111)	\$ 446,040	\$ 452,250	\$ 470,920	\$ 497,559
Membership & Dues (101-114)	89,492	100,000	100,000	100,000
City Manager (101-140)	2,292,689	2,695,677	2,965,848	2,924,883
City Auditor (101-141) *	1,027,656	-	-	-
Special Events (101-142-00000)	12,576	44,250	44,250	24,500
Military Banner Program (101-142-93200)	9,767	-	-	-
Graphics (101-163)	552,201	576,885	714,440	845,340
Total General Fund	\$ 4,430,422	\$ 3,869,062	\$ 4,295,458	\$ 4,392,282
Other Funds				
Economic Development Fund**				
Economic Development (215-702)	\$ 934,437	\$ 2,098,755	\$ 2,414,005	\$ -
Economic Development Projects (215-718)	-	371,950	371,950	-
Total Economic Development Fund	\$ 934,437	\$ 2,470,705	\$ 2,785,955	\$ -
Filming Fund - Filming (217-705) ***	\$ -	\$ 500,852	\$ 501,191	\$ -
Capital Improvement Fund - GTV6 (401-111)	\$ 164,875	\$ -	\$ -	\$ -
Total Other Funds	\$ 1,099,312	\$ 2,971,557	\$ 3,287,146	\$ -
Department Grand Total	\$ 5,529,734	\$ 6,840,619	\$ 7,582,604	\$ 4,392,282

Notes:

* Effective 7/1/2014, the Internal Audit Function moved from Management Services to Administrative Services.

** Effective 7/1/2016, Economic Development function moved from Management Services to Community Development and transitioned from Special Revenue Fund (215-702 & 215-718) to become part of the General Fund (101-702 & 101-718). Effective 7/1/2016, fund 215 is inactive.

*** Effective 7/1/2015, new fund 217 created for Filming function in Management Services to centralize filming activity in the City. Previously, Filming was housed in the Special Events Fund (267). Effective 7/1/2016, Filming Fund (217) moved to Community Development.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL FUND - GTV6
101-111**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41100	Salaries	\$ 205,613	\$ 219,839	\$ 219,839	\$ 229,037
41200	Overtime	3,705	-	12,500	3,000
41300	Hourly wages	34,130	44,288	49,288	55,061
Various	Benefits	71,379	71,036	72,206	77,285
42700	PERS Retirement	32,645	51,274	51,274	64,537
42701	PERS cost sharing	(2,364)	(7,363)	(7,363)	(11,256)
Salaries & Benefits Total		\$ 345,107	\$ 379,074	\$ 397,744	\$ 417,664
Maintenance & Operation					
43050	Repairs-bldgs & grounds	\$ -	\$ 917	\$ 917	\$ -
43110	Contractual services	7,914	8,200	8,200	8,200
44100	Repairs to equipment	1,779	2,000	2,000	2,000
44351	Fleet / equip rental charge	3,489	-	-	-
44352	ISD service charge	66,233	41,734	41,734	32,534
44353	Building Maintenance Service Charge	-	-	-	17,931
44450	Postage	48	150	150	150
44750	Liability Insurance	9,202	8,875	8,875	7,780
44800	Membership & dues	80	200	200	200
45050	Periodicals & newspapers	53	100	100	100
45150	Furniture & equipment	5,188	5,000	5,000	5,000
45250	Office supplies	45	2,500	2,500	-
45350	General supplies	1,995	1,000	1,000	3,500
46900	Business meetings	150	500	500	500
47000	Miscellaneous	4,756	2,000	2,000	2,000
Maintenance & Operation Total		\$ 100,932	\$ 73,176	\$ 73,176	\$ 79,895
TOTAL		\$ 446,040	\$ 452,250	\$ 470,920	\$ 497,559

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL FUND - MEMBERSHIP & DUES
101-114**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Maintenance & Operation					
44800	Membership & dues	\$ 89,492	\$ 100,000	\$ 100,000	\$ 100,000
Maintenance & Operation Total		\$ 89,492	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL		\$ 89,492	\$ 100,000	\$ 100,000	\$ 100,000

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41100	Salaries	\$ 1,118,910	\$ 1,309,347	\$ 1,309,347	\$ 1,338,872
41200	Overtime	3,437	-	-	4,500
41300	Hourly wages	25,218	29,120	29,120	103,300
Various	Benefits	474,221	518,681	520,319	529,191
42700	PERS Retirement	196,206	278,878	278,878	327,880
42701	PERS cost sharing	(32,118)	(40,047)	(40,047)	(57,184)
Salaries & Benefits Total		\$ 1,785,875	\$ 2,095,979	\$ 2,097,617	\$ 2,246,559
Maintenance & Operation					
43110	Contractual services	\$ 220,955	\$ 238,200	\$ 456,733	\$ 223,400
44100	Repairs to equipment	140	1,000	1,000	1,000
44120	Repairs to office equip	-	500	500	-
44200	Advertising	1,020	1,000	1,000	1,000
44351	Fleet / equip rental charge	-	3,410	3,410	3,410
44352	ISD service charge	96,380	201,615	201,615	193,931
44353	Building Maintenance Service Charge	-	-	-	106,879
44450	Postage	499	1,000	1,000	1,500
44500	Support of prisoners	450	-	-	-
44550	Travel	33,243	40,000	40,000	40,000
44650	Training	11,374	10,000	10,000	10,000
44750	Liability Insurance	43,380	44,973	44,973	39,204
44800	Membership & dues	5,295	4,000	4,000	4,000
45050	Periodicals & newspapers	49	500	500	500
45100	Books	-	500	500	500
45150	Furniture & equipment	10,383	2,500	2,500	2,500
45170	Computer hardware	304	-	-	-
45250	Office supplies	7,853	8,000	8,000	8,000
45350	General supplies	7,758	15,000	15,000	15,000
46900	Business meetings	22,965	13,000	13,000	13,000
47000	Miscellaneous	10,765	14,500	64,500	14,500
Maintenance & Operation Total		\$ 472,815	\$ 599,698	\$ 868,231	\$ 678,324
Capital Outlay					
51000	Capital outlay	\$ 34,000	\$ -	\$ -	\$ -
Capital Outlay Total		\$ 34,000	\$ -	\$ -	\$ -
TOTAL		\$ 2,292,689	\$ 2,695,677	\$ 2,965,848	\$ 2,924,883

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

		Actual 2014-15	Adopted* 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41100	Salaries	\$ 623,219	\$ -	\$ -	\$ -
Various	Benefits	188,941	-	-	-
42700	PERS Retirement	108,520	-	-	-
42701	PERS cost sharing	(18,642)	-	-	-
Salaries & Benefits Total		\$ 902,039	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 55,629	\$ -	\$ -	\$ -
44352	ISD service charge	33,124	-	-	-
44550	Travel	1,586	-	-	-
44650	Training	6,467	-	-	-
44750	Liability Insurance	23,558	-	-	-
44800	Membership & dues	1,736	-	-	-
45100	Books	672	-	-	-
45150	Furniture & equipment	2,360	-	-	-
45250	Office supplies	445	-	-	-
45350	General supplies	41	-	-	-
46900	Business meetings	63	-	-	-
47000	Miscellaneous	6	-	-	-
47010	Discount earned & lost	(71)	-	-	-
Maintenance & Operation Total		\$ 125,617	\$ -	\$ -	\$ -
TOTAL		\$ 1,027,656	\$ -	\$ -	\$ -

Notes:

* Effective 7/1/2014, the Internal Audit Function moved from Management Services to Administrative Services.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL FUND - SPECIAL EVENTS
101-142-00000**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41300	Hourly wages	\$ 245	\$ -	\$ -	\$ -
Various	Benefits	30	-	-	-
Salaries & Benefits Total		\$ 275	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 150	\$ -	\$ -	\$ -
44200	Advertising	1,200	-	-	-
44450	Postage	6	-	-	-
44550	Travel	961	-	-	-
44750	Liability Insurance	9	-	-	-
45150	Furniture & equipment	2,388	-	-	-
45250	Office supplies	-	150	150	-
45350	General supplies	633	-	-	-
46900	Business meetings	-	150	150	-
47000	Miscellaneous	6,953	43,950	43,950	24,500
Maintenance & Operation Total		\$ 12,301	\$ 44,250	\$ 44,250	\$ 24,500
TOTAL		\$ 12,576	\$ 44,250	\$ 44,250	\$ 24,500

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

	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Maintenance & Operation				
47000 Miscellaneous	\$ 9,767	\$ -	\$ -	\$ -
Maintenance & Operation Total	\$ 9,767	\$ -	\$ -	\$ -
TOTAL	\$ 9,767	\$ -	\$ -	\$ -

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

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Salaries & Benefits					
41100	Salaries	\$ 201,682	\$ 204,038	\$ 204,038	\$ 222,545
41200	Overtime	-	-	-	2,881
41300	Hourly wages	65,096	69,313	72,313	75,563
Various	Benefits	61,247	60,092	61,323	69,462
42700	PERS Retirement	36,609	56,793	56,793	67,545
42701	PERS cost sharing	(2,264)	(8,156)	(8,156)	(11,781)
Salaries & Benefits Total		\$ 362,369	\$ 382,080	\$ 386,311	\$ 426,215
Maintenance & Operation					
43080	Rent	\$ -	\$ -	\$ -	\$ 95,774
43110	Contractual services	80,356	68,000	184,324	171,324
44120	Repairs to office equip	13,671	30,000	30,000	6,000
44352	ISD service charge	56,046	34,234	34,234	41,499
44353	Building Maintenance Service Charge	-	-	-	22,872
44450	Postage	154	150	150	2,500
44550	Travel	920	1,100	1,100	1,100
44650	Training	580	1,000	1,000	1,000
44750	Liability Insurance	10,084	9,186	9,186	8,156
45050	Periodicals & newspapers	229	500	500	500
45150	Furniture & equipment	-	500	500	500
45200	Maps & blue prints	1,768	10,000	10,000	10,000
45250	Office supplies	25,148	32,535	49,535	50,000
45350	General supplies	371	-	-	-
46900	Business meetings	278	300	300	400
47000	Miscellaneous	368	7,300	7,300	7,500
47010	Discount earned & lost	(140)	-	-	-
Maintenance & Operation Total		\$ 189,832	\$ 194,805	\$ 328,129	\$ 419,125
TOTAL		\$ 552,201	\$ 576,885	\$ 714,440	\$ 845,340

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
ECONOMIC DEVELOPMENT FUND - ECONOMIC DEVELOPMENT
215-702**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted* 2016-17
Salaries & Benefits					
41100	Salaries	\$ 346,176	\$ 407,901	\$ 476,370	\$ -
41300	Hourly wages	28,345	31,200	276,421	-
Various	Benefits	75,592	92,469	94,029	-
42700	PERS Retirement	62,497	91,449	91,449	-
42701	PERS cost sharing	(10,061)	(13,131)	(13,131)	-
Salaries & Benefits Total		\$ 502,550	\$ 609,888	\$ 925,138	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 117,419	\$ 940,000	\$ 940,000	\$ -
43150	Cost allocation charge	172,111	422,879	422,879	-
44120	Repairs to office equip	145	500	500	-
44200	Advertising	41,639	1,000	1,000	-
44352	ISD service charge	28,799	31,939	31,939	-
44450	Postage	539	1,000	1,000	-
44550	Travel	16,756	20,000	20,000	-
44650	Training	2,920	2,500	2,500	-
44750	Liability Insurance	14,157	14,754	14,754	-
44760	Regulatory	124	-	-	-
44800	Membership & dues	21,430	25,000	25,000	-
45050	Periodicals & newspapers	130	250	250	-
45250	Office supplies	555	1,000	1,000	-
45350	General supplies	5,007	1,000	1,000	-
45400	Reports & publications	-	1,000	1,000	-
45450	Printing and graphics	45	45	45	-
46900	Business meetings	2,168	1,000	1,000	-
47000	Miscellaneous	8,190	25,000	25,000	-
47010	Discount earned & lost	(248)	-	-	-
Maintenance & Operation Total		\$ 431,887	\$ 1,488,867	\$ 1,488,867	\$ -
TOTAL		\$ 934,437	\$ 2,098,755	\$ 2,414,005	\$ -

Notes:

* Effective 7/1/2016, Economic Development function moved from Management Services to Community Development and transitioned from Special Revenue Fund (215-702 & 215-718) to become part of the General Fund (101-702 & 101-718). Effective 7/1/2016, fund 215 is inactive.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
ECONOMIC DEVELOPMENT FUND - ECONOMIC DEVELOPMENT PROJECTS
215-718**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted* 2016-17
Capital Improvement					
53300	Other expenditures	\$ -	\$ 371,950	\$ 371,950	\$ -
Capital Improvement Total		\$ -	\$ 371,950	\$ 371,950	\$ -
TOTAL		\$ -	\$ 371,950	\$ 371,950	\$ -

Notes:

* Effective 7/1/2016, Economic Development function moved from Management Services to Community Development and transitioned from Special Revenue Fund (215-702 & 215-718) to become part of the General Fund (101-702 & 101-718). Effective 7/1/2016, fund 215 is inactive.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
FILMING FUND - FILMING
217-705**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted* 2016-17
Salaries & Benefits					
41100	Salaries	\$ -	\$ 68,027	\$ 68,027	\$ -
41200	Overtime	-	339,140	339,140	-
Various	Benefits	-	70,109	70,448	-
42700	PERS Retirement	-	14,223	14,223	-
42701	PERS cost sharing	-	(2,042)	(2,042)	-
Salaries & Benefits Total		\$ -	\$ 489,457	\$ 489,796	\$ -
Maintenance & Operation					
43150	Cost allocation charge	\$ -	\$ -	\$ -	\$ -
44352	ISD service charge	-	-	-	-
44750	Liability Insurance	-	11,395	11,395	-
Maintenance & Operation Total		\$ -	\$ 11,395	\$ 11,395	\$ -
TOTAL		\$ -	\$ 500,852	\$ 501,191	\$ -

Notes:

* Effective 7/1/2015, new fund created for Filming (217) to centralize filming activity in the City. Previously, Filming was housed in the Special Events Fund (267). Effective 7/1/2016, Filming Fund (217) moved to Community Development.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CAPITAL IMPROVEMENT FUND - GTV6
401-111**

		Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
Maintenance & Operation					
45170	Computer hardware	\$ 13,693	\$ -	\$ -	\$ -
Maintenance & Operation Total		\$ 13,693	\$ -	\$ -	\$ -
Capital Outlay					
51000	Capital outlay	\$ 151,182	\$ -	\$ -	\$ -
Capital Outlay Total		\$ 151,182	\$ -	\$ -	\$ -
TOTAL		\$ 164,875	\$ -	\$ -	\$ -

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CAPITAL IMPROVEMENT FUND - GTV6 (401-111)**

Project	Project Description	A	B	C	D	E	F
		Overall Project/Grant Budget as of 6/30/2016	FY 2015-16 Expenditures	Expenditures Prior to FY 2015-16	Life to Date Actuals Total (B+C)	Remaining Balance as of 6/30/2016 (A-D)	FY 2016-17 Adopted Budget
51980	GTV6 Infrastructure Upgrade 15	\$ 318,861	\$ 156,358	\$ 151,182	\$ 307,540	\$ 11,321	\$ -
	401-111 Total	\$ 318,861	\$ 156,358	\$ 151,182	\$ 307,540	\$ 11,321	\$ -

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
PERSONNEL CLASSIFICATION DETAIL**

Classification	Actual 2014-15	Adopted 2015-16	Revised 2015-16	Adopted 2016-17
<u>Salaried Positions</u>				
Administrative Assistant	-	1.00	-	-
Assistant City Manager	1.00	1.00	1.00	1.00
Assistant to City Council	-	-	1.00	1.00
Broadcast Coordinator	1.00	1.00	1.00	1.00
Broadcast Production Assistant	1.00	-	-	-
Broadcast Production Associate	-	1.00	1.00	1.00
City Auditor ****	1.00	-	-	-
City Manager	1.00	1.00	1.00	1.00
Community Outreach Assistant	0.50	-	-	-
Community Outreach Associate	-	1.00	-	-
Community Relations Coordinator	1.00	1.00	1.00	1.00
Community Service Officer	-	0.50	-	-
Councilmember***	5.00	5.00	5.00	5.00
Deputy City Manager	1.00	1.00	1.00	1.00
Director of Communications & Comm Rel	-	1.00	1.00	1.00
Director of Economic Development **	0.20	0.30	-	-
Duplicating Machine Operator	1.00	1.00	1.00	1.00
Economic Development Coordinator **	1.00	1.00	-	-
Executive Assistant to City Council	1.00	1.00	1.00	1.00
Graphics Administrator	-	-	-	1.00
Internal Auditor****	2.00	-	-	-
Motion Graphics Designer	1.00	1.00	1.00	1.00
Office Services Specialist II	1.00	1.00	1.00	1.00
Office Specialist I	2.00	2.00	2.00	2.00
Permit Specialist/Filming **	-	0.70	-	-
Police Sergeant	1.00	-	-	-
Principal Economic Dev Officer	2.00	2.00	-	-
Program Supervisor	1.00	-	1.00	1.00
Secretary to City Manager	1.00	1.00	-	-
Sr. Administrative Analyst	-	1.00	-	-
Sr. Assistant to City Council	-	1.00	1.00	1.00
Sr. Graphics Illustrator	1.00	1.00	1.00	-
Sr. Internal Auditor ****	2.00	-	-	-
Sr. Investigator ****	1.00	-	-	-
Total Salaried Positions	<u>30.70</u>	<u>28.50</u>	<u>22.00</u>	<u>22.00</u>
<u>Hourly Positions</u>				
Administrative Intern	-	1.36 (2)	1.36 (2)	1.20 (2)
Broadcast Productions Assistant	0.77 (2)	0.60 (1)	0.60 (1)	1.80 (3)
Hourly City Worker	2.84 (5)	2.20 (3)	2.20 (3)	3.01 (5)
Total Hourly FTE Positions	<u>3.61</u>	<u>4.16</u>	<u>4.16</u>	<u>6.01</u>
Management Services Total	<u>34.31</u>	<u>32.66</u>	<u>26.16</u>	<u>28.01</u>

Notes:

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

** Effective 7/1/2016, Economic Development function returned to Community Development.

*** Elected Officials

**** Effective FY 2014-15, the Internal Audit Function moved from Management Services to Administrative Services.