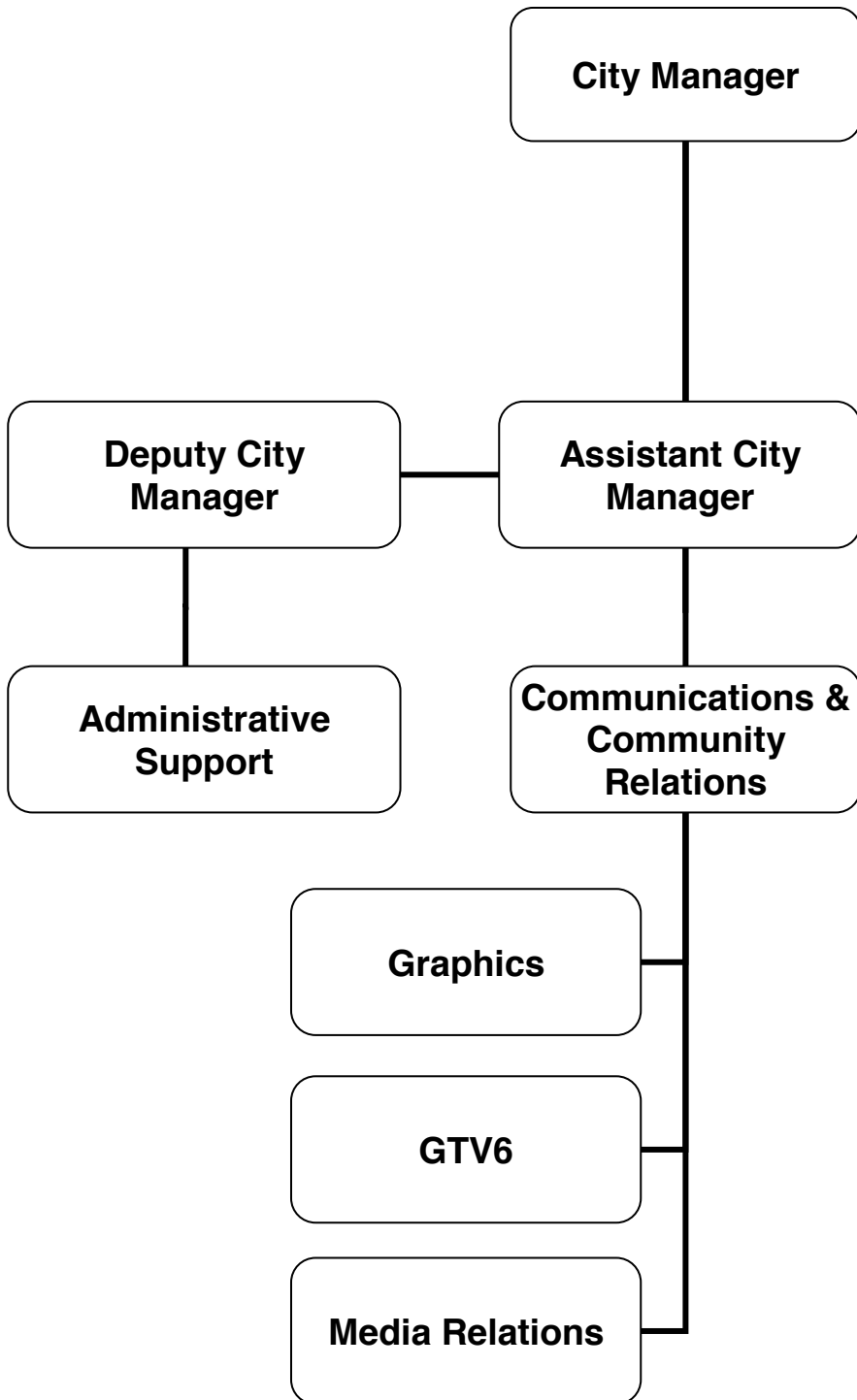


FISCAL YEAR
2018-19

ADOPTED BUDGET

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 CITY COUNCIL PRIORITIES

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

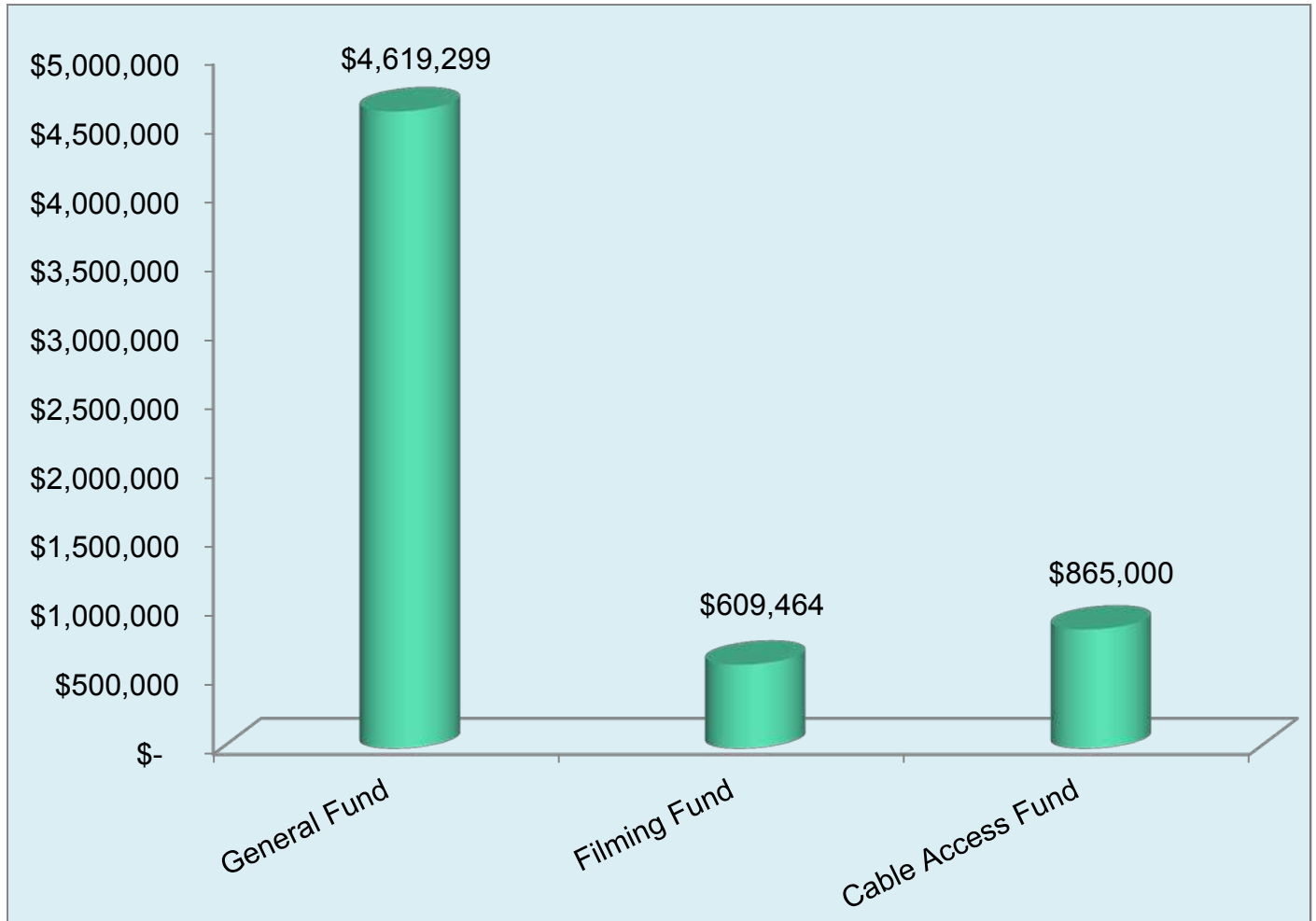
The Management Services Department works closely with all other City Departments to continually search for ways of improving services while reducing costs. Through fiscally prudent management practices, the City maintains a healthy \$713 million investment portfolio as of June 30, 2018, and continues to retain high credit and bond ratings. Through the efforts of the Economic Development Division, 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
MANAGEMENT SERVICES DEPARTMENT
FY 2018-19 ADOPTED BUDGET BY FUND**

The total Management Services Department Adopted FY 2018-19 Budget is \$6,093,763 The appropriation by fund is as follows:



**CITY OF GLENDALE
SUMMARY OF APPROPRIATIONS
MANAGEMENT SERVICES DEPARTMENT
FOR THE YEARS ENDING JUNE 30**

	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<u>General Fund</u>				
GTV6 (101-111)*	\$ 493,138	\$ -	\$ -	\$ -
Membership & Dues (101-114)	92,209	119,320	119,320	113,021
City Manager (101-140)	2,739,767	2,804,203	2,731,362	2,973,446
Special Events (101-142-00000)	10,152	24,500	24,500	24,500
Military Banner Program (101-142-93200)	300	10,000	10,000	10,000
Commission on the Status of Women (101-144)	232	-	87,603	-
Media Graphics (101-145)*	-	1,418,100	1,433,807	1,498,332
Graphics (101-163)*	737,059	-	-	-
Total General Fund	\$ 4,072,857	\$ 4,376,123	\$ 4,406,592	\$ 4,619,299
<u>Other Funds</u>				
Filming Fund (217-705)**	\$ -	\$ -	\$ -	\$ 609,464
<u>Cable Access Fund</u>				
GTV6 (280-111)	\$ 91,962	\$ -	\$ -	\$ -
Media Graphics (280-145)	-	-	39,149	15,000
Management services projects (280-146)	-	-	-	850,000
Total Cable Access Fund	\$ 91,962	\$ -	\$ 39,149	\$ 865,000
Capital Improvement Fund (401-111)	\$ 2,200	\$ -	\$ -	\$ -
Total Other Funds	\$ 94,161	\$ -	\$ 39,149	\$ 1,474,464
Department Grand Total	\$ 4,167,018	\$ 4,376,123	\$ 4,445,741	\$ 6,093,763

Notes:

* Beginning FY 2017-18, GTV6 (101-111) & Graphics (101-163) combined and are reflected in new Media Graphics section (101-145).

** Effective FY 2018-19, Filming Fund is shifting to Management Services from Community Development. Thus budget detail, including prior year data, is reflected in the Management Services Department.

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

		Actual 2016-17	Adopted* 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 229,610	\$ -	\$ -	\$ -
41200	Overtime	3,333	-	-	-
41300	Hourly wages	32,990	-	-	-
Various	Benefits	81,379	-	-	-
42700	PERS Retirement	54,210	-	-	-
42701	PERS cost sharing	(6,017)	-	-	-
Salaries & Benefits Total		\$ 395,505	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	28,811	-	-	-
44352	ISD service charge	32,534	-	-	-
44353	Building Maint. Serv. Charge	17,931	-	-	-
44450	Postage	12	-	-	-
44650	Training	60	-	-	-
44750	Liability Insurance	7,207	-	-	-
44800	Membership & dues	5,204	-	-	-
45050	Periodicals & newspapers	750	-	-	-
45150	Furniture & equipment	2,681	-	-	-
45350	General supplies	1,191	-	-	-
46900	Business meetings	484	-	-	-
47000	Miscellaneous	767	-	-	-
Maintenance & Operation Total		\$ 97,633	\$ -	\$ -	\$ -
TOTAL		\$ 493,138	\$ -	\$ -	\$ -

Notes:

* Beginning FY 2017-18, GTV6 (101-111) & Graphics (101-163) combined and are reflected in new Media Graphics section (101-145).

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<hr/>					
Maintenance & Operation					
43110	Contractual services	\$ -	\$ 9,200	\$ 9,200	\$ -
44800	Membership & dues	92,209	110,120	110,120	113,021
Maintenance & Operation Total		<hr/>	<hr/>	<hr/>	<hr/>
		\$ 92,209	\$ 119,320	\$ 119,320	\$ 113,021
<hr/>					
TOTAL		\$ 92,209	\$ 119,320	\$ 119,320	\$ 113,021
<hr/>					

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 1,284,789	\$ 1,400,875	\$ 1,427,008	\$ 1,478,170
41200	Overtime	3,890	4,500	4,500	10,000
41300	Hourly wages	115,330	68,366	69,392	45,949
Various	Benefits	483,866	458,526	458,526	464,369
42700, 42702	PERS Retirement	302,424	381,069	381,069	446,959
42701	PERS cost sharing	(48,305)	(57,363)	(57,363)	(59,443)
Salaries & Benefits Total		\$ 2,141,994	\$ 2,255,973	\$ 2,283,132	\$ 2,386,004
Maintenance & Operation					
43110	Contractual services	\$ 137,058	\$ 186,400	\$ 186,400	\$ 192,700
44100	Repairs to equipment	-	1,000	1,000	(1,000)
44120	Repairs to office equip	203	-	-	-
44200	Advertising	9,174	10,000	10,000	10,000
44351	Fleet / equip rental charge	3,410	3,410	3,410	2,898
44352	ISD service charge	193,931	133,510	133,510	172,640
44353	Building Maint. Serv. Charge	106,879	72,312	72,312	64,511
44450	Postage	620	1,500	1,500	1,500
44550	Travel	38,931	40,000	40,000	40,000
44650	Training	15,953	10,000	10,000	10,000
44750	Liability Insurance	38,069	39,598	39,598	53,693
44800	Membership & dues	6,026	4,000	4,000	4,000
45050	Periodicals & newspapers	40	500	500	500
45150	Furniture & equipment	-	1,000	1,000	1,000
45250	Office supplies	12,275	12,000	12,000	12,000
45350	General supplies	438	-	-	-
46900	Business meetings	20,605	13,000	13,000	13,000
47000	Miscellaneous	14,160	20,000	(80,000)*	10,000
Maintenance & Operation Total		\$ 597,774	\$ 548,230	\$ 448,230	\$ 587,442
TOTAL		\$ 2,739,767	\$ 2,804,203	\$ 2,731,362	\$ 2,973,446

Notes:

* The actual appropriation in this account consists of carryover budget from prior fiscal years not reflected in the revised column. Thus, a reduction adjustment in the budget is resulting in a negative appropriation because the original source is not reflected.

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41300	Hourly wages	\$ 511	\$ -	\$ -	\$ -
Various	Benefits	77	-	-	-
Salaries & Benefits Total		\$ 588	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 150	\$ -	\$ -	\$ -
44750	Liability Insurance	14	-	-	-
46900	Business meetings	1,920	-	-	-
47000	Miscellaneous	7,480	24,500	24,500	24,500
Maintenance & Operation Total		\$ 9,563	\$ 24,500	\$ 24,500	\$ 24,500
TOTAL		\$ 10,152	\$ 24,500	\$ 24,500	\$ 24,500

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<hr/>					
Maintenance & Operation					
45350	General supplies	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
47000	Miscellaneous	300	-	-	-
Maintenance & Operation Total		<hr/> \$ 300	<hr/> \$ 10,000	<hr/> \$ 10,000	<hr/> \$ 10,000
TOTAL		<hr/> \$ 300	<hr/> \$ 10,000	<hr/> \$ 10,000	<hr/> \$ 10,000

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL FUND BUDGET - COMMISSION ON THE STATUS OF WOMEN
101-144**

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<hr/>					
Maintenance & Operation					
44352	ISD service charge	\$ 18	\$ -	\$ -	\$ -
47000	Miscellaneous	214	-	87,603	-
Maintenance & Operation Total		<hr/> \$ 232	<hr/> \$ -	<hr/> \$ 87,603	<hr/> \$ -
<hr/>					
TOTAL		\$ 232	\$ -	\$ 87,603	\$ -
<hr/>					

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL BUDGET FUND - MEDIA GRAPHICS
101-145**

		Actual 2016-17	Adopted* 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ -	\$ 457,044	\$ 470,306	\$ 497,142
41200	Overtime	-	5,500	5,500	5,500
41300	Hourly wages	-	162,925	165,370	161,254
Various	Benefits	-	136,847	136,847	152,425
42700	PERS Retirement	-	163,061	163,061	195,610
42701	PERS cost sharing	-	(24,548)	(24,548)	(26,336)
Salaries & Benefits Total		\$ -	\$ 900,829	\$ 916,536	\$ 985,595
Maintenance & Operation					
43080	Rent	\$ -	\$ 97,371	\$ 97,371	\$ 97,371
43110	Contractual services	-	193,724	174,024	176,524
44100	Repairs to equipment	-	2,000	2,000	2,000
44120	Repairs to office equip	-	7,000	7,000	7,000
44352	ISD service charge	-	69,809	69,809	79,529
44353	Building Maint. Serv. Charge	-	26,967	26,967	23,826
44450	Postage	-	1,150	1,150	1,150
44550	Travel	-	4,000	4,000	4,000
44650	Training	-	4,000	4,000	4,000
44750	Liability Insurance	-	16,950	16,950	23,237
44800	Membership & dues	-	4,000	4,000	4,000
45050	Periodicals & newspapers	-	600	600	600
45150	Furniture & equipment	-	3,500	3,500	3,500
45200	Maps & blue prints	-	10,000	10,000	10,000
45250	Office supplies	-	50,000	50,000	50,000
45350	General supplies	-	3,000	3,000	3,000
46900	Business meetings	-	1,000	1,000	1,000
47000	Miscellaneous	-	22,200	22,200	22,000
Maintenance & Operation Total		\$ -	\$ 517,271	\$ 497,571	\$ 512,737
Capital Outlay					
51000	Capital outlay	\$ -	\$ -	\$ 19,700	\$ -
Capital Outlay Total		\$ -	\$ -	\$ 19,700	\$ -
TOTAL		\$ -	\$ 1,418,100	\$ 1,433,807	\$ 1,498,332

Notes:

* Beginning FY 2017-18, GTV6 (101-111) & Graphics (101-163) combined and are reflected in new Media Graphics section (101-145).

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

		Actual 2016-17	Adopted* 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 220,552	\$ -	\$ -	\$ -
41200	Overtime	371	-	-	-
41300	Hourly wages	72,185	-	-	-
Various	Benefits	67,310	-	-	-
42700	PERS Retirement	61,573	-	-	-
42701	PERS cost sharing	(6,601)	-	-	-
Salaries & Benefits Total		\$ 415,390	\$ -	\$ -	\$ -
Maintenance & Operation					
43080	Rent	\$ 95,772	\$ -	\$ -	\$ -
43110	Contractual services	86,295	-	-	-
44120	Repairs to office equip	4,974	-	-	-
44352	ISD service charge	41,499	-	-	-
44353	Building Maint. Serv. Charge	22,872	-	-	-
44450	Postage	43	-	-	-
44550	Travel	1,146	-	-	-
44750	Liability Insurance	7,945	-	-	-
45050	Periodicals & newspapers	200	-	-	-
45200	Maps & blue prints	7,703	-	-	-
45250	Office supplies	48,060	-	-	-
46900	Business meetings	696	-	-	-
47000	Miscellaneous	4,757	-	-	-
47010	Discount earned & lost	(292)	-	-	-
Maintenance & Operation Total		\$ 321,669	\$ -	\$ -	\$ -
TOTAL		\$ 737,059	\$ -	\$ -	\$ -

Notes:

* Beginning FY 2017-18, GTV6 (101-111) & Graphics (101-163) combined and are reflected in new Media Graphics section (101-145).

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ -	\$ -	\$ -	\$ 94,520
41200	Overtime	-	-	-	322,000
Various	Benefits	-	-	-	86,603
42700	PERS Retirement	-	-	-	28,083
42701	PERS cost sharing	-	-	-	(3,781)
Salaries & Benefits Total		\$ -	\$ -	\$ -	\$ 527,425
Maintenance & Operation					
43110	Contractual services	\$ -	\$ -	\$ -	\$ -
43150	Cost allocation charge	-	-	-	12,154
44352	ISD service charge	-	-	-	8,732
44353	Building Maint. Serv. Charge	-	-	-	46,575
44750	Liability Insurance	-	-	-	14,578
45350	General supplies	-	-	-	-
47010	Discount earned & lost	-	-	-	-
Maintenance & Operation Total		\$ -	\$ -	\$ -	\$ 82,039
TOTAL		\$ -	\$ -	\$ -	\$ 609,464

Notes:

* Effective FY 2018-19, Filming Fund is shifting to Management Services from Community Development.
Thus budget detail, including prior year data, is reflected in the Management Services Department.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CABLE ACCESS FUND - GTV6
280-111**

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<hr/>					
Capital Outlay					
51000	Capital outlay	\$ 91,962	\$ -	\$ -	\$ -
Capital Outlay Total		<hr/>	<hr/>	<hr/>	<hr/>
		\$ 91,962	\$ -	\$ -	\$ -
<hr/>					
	TOTAL	\$ 91,962	\$ -	\$ -	\$ -
<hr/>					

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CABLE ACCESS FUND - MEDIA GRAPHICS
280-145**

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<hr/>					
Maintenance & Operation					
43110	Contractual services	\$ -	\$ -	\$ -	\$ 15,000
Maintenance & Operation Total		<hr/> \$ -	<hr/> \$ -	<hr/> \$ -	<hr/> \$ 15,000
<hr/>					
Capital Outlay					
51000	Capital outlay	\$ -	\$ -	\$ 39,149	\$ -
Capital Outlay Total		<hr/> \$ -	<hr/> \$ -	<hr/> \$ 39,149	<hr/> \$ -
<hr/>					
TOTAL		<hr/> \$ -	<hr/> \$ -	<hr/> \$ 39,149	<hr/> \$ 15,000

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CABLE ACCESS FUND - MANAGEMENT SERVICES PROJECTS
280-146**

	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Capital Improvement				
52100 Construction	\$ -	\$ -	\$ -	\$ 850,000
Capital Improvement Total	\$ -	\$ -	\$ -	\$ 850,000
TOTAL	\$ -	\$ -	\$ -	\$ 850,000

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Capital Outlay					
51000	Capital outlay	\$ 2,200	\$ -	\$ -	\$ -
Capital Outlay Total		\$ 2,200	\$ -	\$ -	\$ -
TOTAL		\$ 2,200	\$ -	\$ -	\$ -

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

Classification	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<u>Salaried Positions</u>				
Assistant City Manager	1.00	1.00	0.75	1.00
Broadcast Coordinator	1.00	1.00	2.00	2.00
Broadcast Production Associate	1.00	1.00	-	-
City Manager	1.00	1.00	1.00	1.00
Community Outreach Assistant	1.00	1.00	1.00	1.00
Community Relations Coordinator	-	1.00	1.00	1.00
Councilmember**	5.00	5.00	5.00	5.00
Customer Service Representative	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Director of Communications & Comm Rel	1.00	1.00	1.00	1.00
Duplicating Machine Operator	1.00	1.00	1.00	1.00
Duplicating Shop Operator	-	-	1.00	1.00
Executive Assistant to City Council	1.00	1.00	1.00	1.00
Graphics Administrator	1.00	1.00	1.00	1.00
Motion Graphics Designer	1.00	1.00	1.00	1.00
Office Specialist I	2.00	2.00	1.00	1.00
Permit Specialist/Filming	-	-	-	1.00
Police Services Assistant	-	-	-	0.50
Program Supervisor	1.00	1.00	-	-
Sr. Administrative Analyst	-	-	1.00	1.00
Sr. Assistant to City Council	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>21.00</u>	<u>22.00</u>	<u>21.75</u>	<u>23.50</u>
<u>Hourly Positions</u>				
		*	*	*
Administrative Intern	1.20 (2)	1.60 (2)	1.60 (2)	-
Broadcast Productions Assistant	1.80 (3)	0.60 (1)	0.60 (1)	0.60 (1)
Hourly City Worker	3.01 (5)	3.01 (5)	3.01 (5)	4.30 (6)
Total Hourly FTE Positions	<u>6.01</u>	<u>5.21</u>	<u>5.21</u>	<u>4.90</u>
Management Services Total	<u>27.01</u>	<u>27.21</u>	<u>26.96</u>	<u>28.40</u>

Notes:

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

** Elected Official