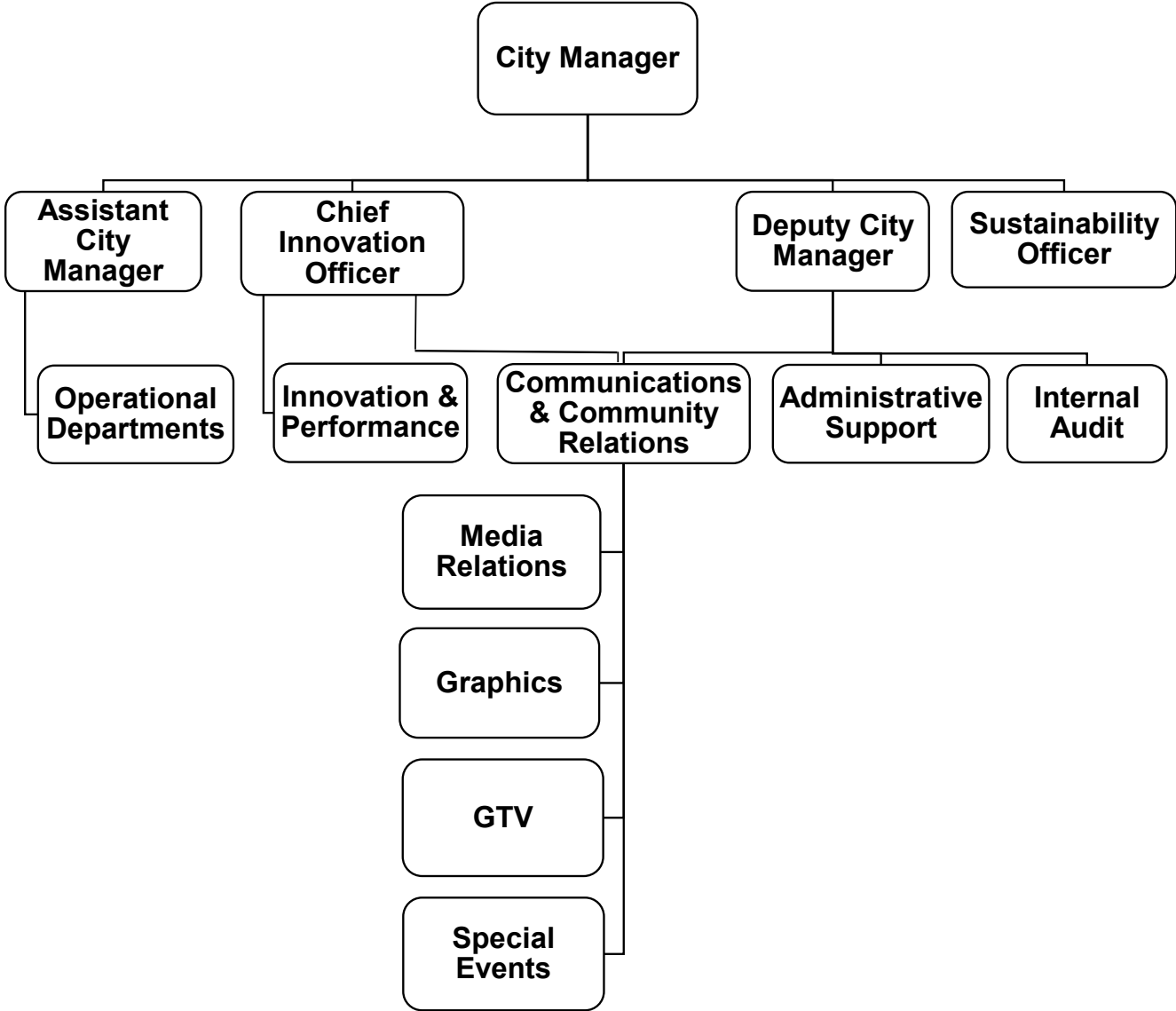


Adopted Budget

FY 2022 - 2023

MANAGEMENT
SERVICES

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 Executive 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 Communications & Community Relations Team oversees the dissemination of information to the public through various media platforms such as the City's Government Access Channel, Facebook, Twitter, and Instagram, and serves as the liaison with the media. This department also provides innovation delivery and performance management for all City operations. The Innovation and Performance team introduces new ideas, approaches and techniques to the City organization and brings stakeholders together to solve problems. The Office of Sustainability is also housed in this department, and provides staff support to the Sustainability Commission. Management Services also provides staff support to the Commission on the Status of Women.

RELATIONSHIP TO CITY COUNCIL PRIORITIES

As an internal service department, Management Services oversees and works to support the external service departments within the organization as they implement the Council's four priorities: environmental stewardship, housing, mobility/connectivity/safety, and infrastructure.

Highlights of the department's work this year include:

- Hiring a consultant to prepare the Climate Action and Adaptation Plan to quantify greenhouse gas emissions inventory. This plan will also establish Glendale's zero-emissions target and outline mitigation and adaptation strategies to help us meet those targets.
- Hiring a consultant to develop a "reach code" for electrification of a new building construction. This development will reduce greenhouse emissions and increase efficiency and use of renewable energy resources. Additionally, this will expand electric vehicle charging stations, improve infrastructure, and increase residential solar photovoltaic systems. This is in line with the Council's infrastructure priority, while both of the two aforementioned bullet-points are in line with the Council's environmental stewardship priority.
- Collaborating with a consultant to prepare a historical analysis to acknowledge and understand past injustices that have shaped Glendale's development. This is a critical step in moving the City towards a more inclusive future.

City of Glendale
Summary of Appropriations
Management Services Department
For the Years Ending June 30

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
General Fund				
Projects (1010-0020)	\$ 46,183	\$ -	\$ -	\$ -
Filming (MSD) (1010-6501)	520,767	589,135	589,135	514,063
Membership & Dues (1010-6503)	88,579	113,021	113,021	113,021
City Manager (1010-6504)	2,376,971	2,679,122	2,687,017	2,718,662
Special Events (1010-6505)	266,811	296,270	296,270	307,308
Media Graphics (1010-6506)	1,348,195	1,649,127	1,661,082	1,681,279
Commission Status of Women (1010-6508)	1,029	82,603	82,603	80,103
Innovation & Performance (1010-6509)*	-	621,471	621,471	681,978
Office Of Sustainability (1010-6510)	-	91,632	141,632	103,675
Measure S MSD (1010-6511)***	-	320,000	320,000	-
Internal Audit (1010-6512)**	-	-	-	922,991
Total General Fund	\$ 4,648,536	\$ 6,442,381	\$ 6,512,231	\$ 7,123,080
Other Funds				
Miscellaneous Grant Fund (2160-0020)	\$ 57,785	\$ -	\$ 25,000	\$ -
Cable Access Fund				
Projects (2800-0020)	\$ 386,215	\$ -	\$ -	\$ 50,000
GTV6 (2800-6502)	(302)	-	-	91,597
Total Cable Access Fund	\$ 385,913	\$ -	\$ -	\$ 141,597
Total Other Funds	\$ 443,698	\$ -	\$ 25,000	\$ 141,597
Department Grand Total	\$ 5,092,234	\$ 6,442,381	\$ 6,537,231	\$ 7,264,677

Notes:

- * In FY 2020-21, this section was a part of the Innovation, Performance & Audit Department. In FY 2021-22, this section was moved to the Management Services Department.
- ** In FY 2022-23, the Internal Audit section was moved from the Finance Department to the Management Services Department.
- *** Starting FY 2022-23, General Fund Measure S activity is reflected in Fund 1070. The prior year's activity is reflected in the General Fund (1010) Measure S cost centers.

**City of Glendale
Management Services Department
General Fund - Projects
(1010-0020)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
45350 General supplies	\$ 46,183	\$ -	\$ -	\$ -
Maintenance & Operation Total	\$ 46,183	\$ -	\$ -	\$ -
Total	\$ 46,183	\$ -	\$ -	\$ -

**City of Glendale
Management Services Department
General Fund - Filming (MSD)
(1010-6501)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ 50,676	\$ 38,237	\$ 38,237	\$ -
41200 Overtime	288,689	323,000	323,000	300,000
Various Benefits	68,677	73,577	73,577	73,007
42700 PERS retirement	18,384	11,222	11,222	-
42701 PERS cost sharing	(2,036)	(1,160)	(1,160)	-
Salaries & Benefits Total	\$ 424,389	\$ 444,876	\$ 444,876	\$ 373,007
Maintenance & Operation				
46009 ITD service charge	\$ 37,153	\$ 58,407	\$ 58,407	\$ 56,038
46010 Building maint service charge	47,398	68,356	68,356	68,518
46011 Liability Insurance	11,827	17,496	17,496	16,500
Maintenance & Operation Total	\$ 96,378	\$ 144,259	\$ 144,259	\$ 141,056
Total	\$ 520,767	\$ 589,135	\$ 589,135	\$ 514,063

**City of Glendale
Management Services Department
General Fund - Membership & Dues
(1010-6503)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
44800 Membership and dues	\$ 88,579	\$ 113,021	\$ 113,021	\$ 113,021
Maintenance & Operation Total	\$ 88,579	\$ 113,021	\$ 113,021	\$ 113,021
Total	\$ 88,579	\$ 113,021	\$ 113,021	\$ 113,021

**City of Glendale
Management Services Department
General Fund - City Manager
(1010-6504)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ 1,129,815	\$ 1,265,650	\$ 1,269,949	\$ 1,240,443
41200 Overtime	533	10,150	10,150	10,150
41300 Hourly wages	600	28,200	28,200	9,450
Various Benefits	397,442	394,300	394,300	423,645
42700 PERS retirement	451,036	485,370	485,370	484,022
42701 PERS cost sharing	(43,153)	(49,497)	(45,901)	(36,307)
Salaries & Benefits Total	\$ 1,936,273	\$ 2,134,173	\$ 2,142,068	\$ 2,131,403
Maintenance & Operation				
43110 Contractual services	\$ 135,322	\$ 132,700	\$ 132,700	\$ 132,700
44100 Repairs to equipment	-	1,000	1,000	1,000
44200 Advertising	2,336	10,000	10,000	10,000
44450 Postage	1,222	1,500	1,500	1,500
44550 Travel	650	20,000	20,000	20,000
44650 Training	730	5,000	5,000	5,000
44800 Membership and dues	5,592	4,000	4,000	4,000
45050 Periodicals and newspapers	-	500	500	500
45150 Furniture and equipment	3,753	1,000	1,000	1,000
45250 Office supplies	3,600	12,000	12,000	12,000
45350 General supplies	498	-	-	-
45681 Business meetings	6,741	13,000	13,000	13,000
45682 Miscellaneous	3,185	13,500	13,500	31,272
46008 Fleet equipment rental charge	2,536	3,804	3,804	9,578
46009 ITD service charge	164,386	165,035	165,035	172,676
46010 Building maint service charge	71,925	97,554	97,554	103,722
46011 Liability Insurance	39,804	64,356	64,356	69,311
46014 Contractual cost reduction	(1,583)	-	-	-
Maintenance & Operation Total	\$ 440,698	\$ 544,949	\$ 544,949	\$ 587,259
Total	\$ 2,376,971	\$ 2,679,122	\$ 2,687,017	\$ 2,718,662

**City of Glendale
Management Services Department
General Fund - Special Events
(1010-6505)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41200 Overtime	\$ 216,262	\$ 207,000	\$ 207,000	\$ 210,000
Various Benefits	42,362	44,134	44,134	50,874
Salaries & Benefits Total	\$ 258,624	\$ 251,134	\$ 251,134	\$ 260,874
Maintenance & Operation				
45350 General supplies	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
45682 Miscellaneous	-	24,500	24,500	24,500
46009 ITD service charge	687	348	348	384
46011 Liability Insurance	7,501	10,288	10,288	11,550
Maintenance & Operation Total	\$ 8,188	\$ 45,136	\$ 45,136	\$ 46,434
Total	\$ 266,811	\$ 296,270	\$ 296,270	\$ 307,308

**City of Glendale
Management Services Department
General Fund - Media Graphics
(1010-6506)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ 529,527	\$ 532,931	\$ 538,232	\$ 553,307
41200 Overtime	1,235	5,583	5,583	5,583
41300 Hourly wages	114,722	148,346	148,346	148,344
Various Benefits	142,361	145,341	149,885	163,614
42700 PERS retirement	224,298	259,193	259,193	276,102
42701 PERS cost sharing	(24,738)	(26,799)	(24,689)	(20,714)
Salaries & Benefits Total	\$ 987,404	\$ 1,064,595	\$ 1,076,550	\$ 1,126,236
Maintenance & Operation				
43110 Contractual services	\$ 43,480	\$ 176,524	\$ 158,524	\$ 176,524
44100 Repairs to equipment	-	2,000	2,000	2,000
44120 Repairs to office equipment	6,067	7,000	7,000	7,000
44450 Postage	24	1,150	1,150	1,150
44550 Travel	-	4,000	4,000	4,000
44650 Training	-	4,000	4,000	4,000
44800 Membership and dues	-	4,000	4,000	4,000
45050 Periodicals and newspapers	-	600	600	600
45150 Furniture and equipment	1,504	3,500	3,500	3,500
45200 Maps and blue prints	5,990	10,000	10,000	10,000
45250 Office supplies	36,074	50,000	50,000	50,000
45350 General supplies	3,014	3,000	3,000	3,000
45681 Business meetings	289	1,000	1,000	1,000
45682 Miscellaneous	11,410	22,000	22,000	22,000
45684 Discount earned and lost	(117)	-	-	-
46006 Rent	98,964	98,967	98,967	106,416
46009 ITD service charge	109,852	132,455	132,455	89,611
46010 Building maint service charge	21,744	30,194	30,194	31,340
46011 Liability Insurance	22,685	34,142	34,142	38,902
46014 Contractual cost reduction	(187)	-	-	-
Maintenance & Operation Total	\$ 360,791	\$ 584,532	\$ 566,532	\$ 555,043
Capital Outlay				
51000 Capital outlay	\$ -	\$ -	\$ 18,000	\$ -
Capital Outlay Total	\$ -	\$ -	\$ 18,000	\$ -
Total	\$ 1,348,195	\$ 1,649,127	\$ 1,661,082	\$ 1,681,279

**City of Glendale
Management Services Department
General Fund - Commission on Status of Women
(1010-6508)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
45682 Miscellaneous	\$ 1,029	\$ 82,603	\$ 82,603	\$ 80,103
Maintenance & Operation Total	\$ 1,029	\$ 82,603	\$ 82,603	\$ 80,103
Total	\$ 1,029	\$ 82,603	\$ 82,603	\$ 80,103

**City of Glendale
Management Services Department
General Fund - Innovation & Performance
(1010-6509)***

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ -	\$ 316,874	\$ 316,874	\$ 330,765
41300 Hourly wages	-	55,332	55,332	50,310
Various Benefits	-	65,360	65,360	75,612
42700 PERS retirement	-	136,532	136,532	141,988
42701 PERS cost sharing	-	(14,116)	(14,116)	(10,650)
Salaries & Benefits Total	\$ -	\$ 559,982	\$ 559,982	\$ 588,025
Maintenance & Operation				
43110 Contractual services	\$ -	\$ 17,000	\$ 17,000	\$ 17,000
44650 Training	-	4,000	4,000	4,000
44800 Membership and dues	-	1,000	1,000	1,000
45100 Books	-	50	50	50
45150 Furniture and equipment	-	1,500	1,500	1,500
45250 Office supplies	-	1,000	1,000	500
45350 General supplies	-	1,000	1,000	1,000
45400 Reports and publications	-	1,000	1,000	1,000
45450 Printing and graphics	-	1,500	1,500	1,500
45681 Business meetings	-	1,500	1,500	2,000
45682 Miscellaneous	-	200	200	200
46009 ITD service charge	-	13,239	13,239	43,243
46011 Liability Insurance	-	18,500	18,500	20,960
Maintenance & Operation Total	\$ -	\$ 61,489	\$ 61,489	\$ 93,953
Total	\$ -	\$ 621,471	\$ 621,471	\$ 681,978

Notes:

* In FY 2020-21, this section was a part of the Innovation, Performance & Audit Department. In FY 2021-22, this section was moved to the Management Services Department.

**City of Glendale
Management Services Department
General Fund - Office Of Sustainability
(1010-6510)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ -	\$ 47,740	\$ 47,740	\$ 49,172
Various Benefits	-	14,454	14,454	17,104
42700 PERS retirement	-	18,475	18,475	19,670
42701 PERS cost sharing	-	(1,910)	(1,910)	(1,476)
Salaries & Benefits Total	\$ -	\$ 78,759	\$ 78,759	\$ 84,470
Maintenance & Operation				
43110 Contractual services	\$ -	-	\$ 50,000	-
44650 Training	-	3,000	3,000	3,000
44800 Membership and dues	-	6,000	6,000	6,000
45250 Office supplies	-	500	500	500
45682 Miscellaneous	-	1,000	1,000	7,000
46011 Liability Insurance	-	2,373	2,373	2,705
Maintenance & Operation Total	\$ -	\$ 12,873	\$ 62,873	\$ 19,205
Total	\$ -	\$ 91,632	\$ 141,632	\$ 103,675

**City of Glendale
Management Services Department
General Fund - Measure S MSD
(1010-6511)***

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
43110 Contractual services	\$ -	\$ 320,000	\$ 320,000	\$ -
Maintenance & Operation Total	\$ -	\$ 320,000	\$ 320,000	\$ -
Total	\$ -	\$ 320,000	\$ 320,000	\$ -

Notes:

* Starting FY 2022-23, General Fund Measure S activity is reflected in Fund 1070.

**City of Glendale
Management Services Department
General Fund - Internal Audit
(1010-6512)***

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Salaries & Benefits				
41100 Salaries	\$ -	\$ -	\$ -	533,050
Various Benefits	-	-	-	93,829
42700 PERS retirement	-	-	-	191,943
42701 PERS cost sharing	-	-	-	(14,398)
Salaries & Benefits Total	\$ -	\$ -	\$ -	804,424
Maintenance & Operation				
43110 Contractual services	\$ -	\$ -	\$ -	35,000
44200 Advertising	-	-	-	200
44650 Training	-	-	-	12,000
44800 Membership and dues	-	-	-	3,000
45100 Books	-	-	-	500
45150 Furniture and equipment	-	-	-	1,000
45250 Office supplies	-	-	-	500
45350 General supplies	-	-	-	500
45400 Reports and publications	-	-	-	500
45450 Printing and graphics	-	-	-	500
45681 Business meetings	-	-	-	100
45682 Miscellaneous	-	-	-	200
46009 ITD service charge	-	-	-	37,877
46011 Liability Insurance	-	-	-	26,690
Maintenance & Operation Total	\$ -	\$ -	\$ -	118,567
Total	\$ -	\$ -	\$ -	922,991

Notes:

* In FY 2022-23, the Internal Audit section was moved from the Finance Department to the Management Services Department.

**City of Glendale
Management Services Department
Miscellaneous Grant Fund - Projects
(2160-0020)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
43110 Contractual services	\$ -	\$ -	\$ 25,000	\$ -
44200 Advertising	1,573	-	-	-
45682 Miscellaneous	56,212	-	-	-
Maintenance & Operation Total	\$ 57,785	\$ -	\$ 25,000	\$ -
Total	\$ 57,785	\$ -	\$ 25,000	\$ -

**City of Glendale
Management Services Department
Cable Access Fund - Projects
(2800-0020)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
43110 Contractual services	\$ 197,719	\$ -	\$ -	-
Maintenance & Operation Total	\$ 197,719	\$ -	\$ -	-
Capital Improvement				
51200 Other improvements	\$ 4,553	\$ -	\$ -	50,000
52100 Construction	183,942	-	-	-
Capital Improvement Total	\$ 188,496	\$ -	\$ -	50,000
Total	\$ 386,215	\$ -	\$ -	50,000

**City of Glendale
Management Services Department
Cable Access Fund - GTV6
(2800-6502)**

	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
Maintenance & Operation				
43110 Contractual services	\$ (302)	\$ -	\$ -	\$ -
45150 Furniture and equipment	-	-	-	91,597
Maintenance & Operation Total	\$ (302)	\$ -	\$ -	\$ 91,597
Total	\$ (302)	\$ -	\$ -	\$ 91,597

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

Classification	Actual 2020-21	Adopted 2021-22	Revised 2021-22	Adopted 2022-23
<u>Salaried Positions</u>				
Administrative Associate	-	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
Broadcast Coordinator	2.00	2.00	2.00	2.00
Chief Innovation Officer***	-	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
Councilmember**	5.00	5.00	5.00	5.00
Deputy City Manager	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	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
Innovation Project Manager***	-	1.00	1.00	1.00
Internal Audit Manager****	-	-	-	1.00
Internal Auditor****	-	-	-	1.00
Motion Graphics Designer	1.00	1.00	1.00	1.00
Office Specialist I	1.00	1.00	1.00	1.00
Permit Specialist/Filming	1.00	-	-	-
Public Information Officer	1.00	1.00	1.00	1.00
Sr. Assistant to City Council	1.00	1.00	1.00	1.00
Sr. Executive Analyst	1.00	1.00	1.00	1.00
Sr. Internal Auditor****	-	-	-	2.00
Total Salaried Positions	<u>20.00</u>	<u>23.00</u>	<u>23.00</u>	<u>27.00</u>
<u>Hourly Positions</u>				
Administrative Intern	0.60	(1) 0.60	(1) 0.60	(1) -
Broadcast Productions Assistant	0.60	(1) 0.60	(1) 0.60	(1) 0.60
Hourly City Worker	2.00	(3) 3.64	(6) 3.64	(6) 3.49
Total Hourly FTE Positions	<u>3.20</u>	<u>4.84</u>	<u>4.84</u>	<u>4.09</u>
Management Services Total	<u>23.20</u>	<u>27.84</u>	<u>27.84</u>	<u>31.09</u>

Notes:

- * Indicates number of employees corresponding to the stated Full-Time Equivalence (FTE).
- ** Elected Official
- *** In FY 2021-22, the Innovation & Performance section moved to the Management Services Department.
- **** In FY 2022-23, the Internal Audit section moved from the Finance Department to the Management Services Department.