

Adopted BUDGET

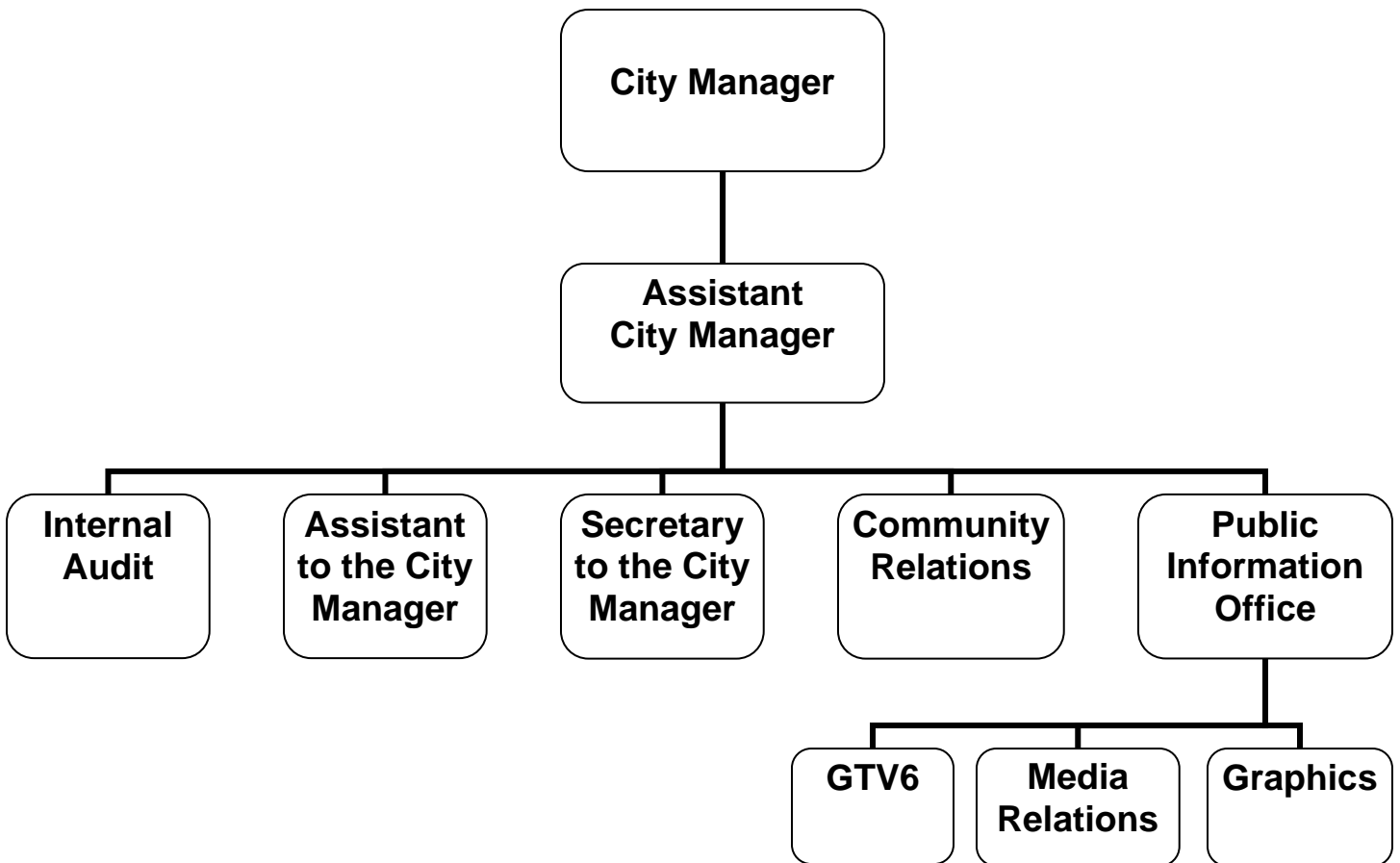
City of Glendale, CA

2011 - 2012

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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. 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 the City's Government Access Channel 6, and serves as the liaison with the media.

RELATIONSHIP TO STRATEGIC GOALS

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 all applicable laws and accessible for the citizenry to participate in. 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.

Economic Vibrancy & Fiscal Responsibility

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 \$450 million investment portfolio and continues to retain high credit and bond ratings.

Arts & Culture

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
SUMMARY OF APPROPRIATIONS
MANAGEMENT SERVICES DEPARTMENT**

	Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
<u>General Fund</u>				
City Council Cable Access (101-111)	690,881	686,561	697,527	537,983
Membership and Dues (101-114)	33,220	99,575	99,575	99,588
City Manager (101-140)	2,211,257	2,545,557	2,592,057	2,274,158
City Auditor (101-141)	617,364	933,194	933,194	1,055,760
<u>Special Events</u>				
Special Events (101-142-00000)	30,975	76,900	76,900	77,368
EHRC Fund Raising Events (101-142-93140)	139	2,500	2,500	-
Military Banner Program (101-142-93200)	2,341	5,000	5,000	-
Total Special Events	33,455	84,400	84,400	77,368
Special Events Sponsorship (101-143)	21,535	39,900	39,900	-
Commission Status of Women (101-144-00000)	-	63,373	63,373	-
Graphics (101-163)	540,073	532,627	532,627	541,572
Total General Fund	\$ 4,147,784	\$ 4,985,187	\$ 5,042,653	\$ 4,586,429
<u>Other Funds</u>				
Cable Access Fund (280-111)	450,000	450,000	515,000	532,000
Capital Improvement Fund (401-140)	114,797	-	-	-
Total Other Funds	\$ 564,797	\$ 450,000	\$ 515,000	\$ 532,000
<u>Transfers</u>				
Cable Access Fund (280-195)	-	-	-	598,250
Total Transfers	\$ -	\$ -	\$ -	\$ 598,250
Department Grand Total	\$ 4,712,581	\$ 5,435,187	\$ 5,557,653	\$ 5,716,679

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CITY COUNCIL CABLE ACCESS - GTV6
101-111**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	456,274 *	461,352	472,318	404,496
41300	Hourly wages	16,804	22,000	22,000	22,000
41600-42600	Benefits	83,853	83,915	83,915	99,800
42700	PERS retirement	50,751	53,849	53,849	63,344
42798	Program reduction salary&ben	-	-	-	(148,741)
	Total Salaries & Benefits	607,681	621,116	632,082	440,899
MAINTENANCE & OPERATION					
42800	Auto allowance	2,640	2,640	2,640	-
43050	Repairs-bldgs & grounds	-	946	946	1,000
43110	Contractual services	23,053	2,100	2,100	2,100
44100	Repairs to equipment	1,430	2,860	2,860	3,000
44300	Telephone	8,224	7,760	7,760	-
44352	ISD service charge	-	16,254	16,254	67,154
44450	Postage	44	200	200	200
44700	Computer software	553	2,000	2,000	-
44750	Liability	11,473	10,634	10,634	7,463
44751	Insurance/surety bond premium	-	751	751	867
44800	Membership and dues	75	200	200	200
45050	Periodicals & newspapers	529	100	100	100
45150	Furniture & equipment	113	8,000	8,000	8,000
45170	Computer hardware	2,720	4,000	4,000	-
45250	Office supplies	3,466	4,000	4,000	4,000
45350	General supplies	1,747	1,000	1,000	1,000
46900	Business meetings	25	-	-	-
47000	Miscellaneous	1,735	2,000	2,000	2,000
	Total Maintenance & Operation	57,824	65,445	65,445	97,084
CAPITAL OUTLAY					
51000	Capital outlay	25,375	-	-	-
	Total Capital Outlay	25,375	-	-	-
TOTAL		\$ 690,881	\$ 686,561	\$ 697,527	\$ 537,983

* Effective 7/1/2009, Cable Access GTV6 reports to Management Services General Fund 101-111. Cable Access Fund 280 then gets charged a lease payment for the operation cost. 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 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
MAINTENANCE & OPERATION					
44751	Insurance/surety bond premium	-	75	75	88
44800	Membership and dues	33,220	99,500	99,500	99,500
	Total Maintenance & Operation	33,220	99,575	99,575	99,588
TOTAL		\$ 33,220	\$ 99,575	\$ 99,575	\$ 99,588

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	1,375,857	1,367,774	1,367,774	1,180,684
41200	Overtime	1,754	-	-	1,000
41300	Hourly wages	-	-	-	16,250
41600-42600	Benefits	334,621	327,561	327,561	420,189
42700	PERS retirement	160,329	159,226	159,226	200,438
42798	Program reduction salary&ben	-	-	-	(52,570)
	Total Salaries & Benefits	1,872,561	1,854,561	1,854,561	1,765,991
MAINTENANCE & OPERATION					
42800	Auto allowance	59,148	57,060	57,060	48,540
43110	Contractual services	136,801	166,500	213,000	105,000
44100	Repairs to equipment	-	500	500	1,000
44120	Repairs to office equip	118	500	500	500
44200	Advertising	750	1,000	1,000	1,000
44250	Data communication	760	100	100	-
44300	Telephone	34,229	29,387	29,387	-
44352	ISD service charge	-	143,029	143,029	84,681
44450	Postage	5,731	22,000	22,000	22,000
44550	Travel	19,698	32,255	32,255	32,255
44650	Training	-	1,875	1,875	2,000
44700	Computer software	-	500	500	-
44750	Liability	34,057	32,203	32,203	22,626
44751	Insurance/surety bond premium	-	2,853	2,853	3,302
44800	Membership and dues	1,813	4,300	4,300	4,300
45050	Periodicals & newspapers	216	1,100	1,100	1,100
45100	Books	17	1,000	1,000	1,000
45150	Furniture & equipment	-	3,500	3,500	3,500
45170	Computer hardware	-	400	400	-
45250	Office supplies	11,707	37,358	37,358	37,350
45350	General supplies	6,047	48,550	48,550	48,500
45450	Printing and graphics	-	67,568	67,568	67,600
46900	Business meetings	16,815	13,000	13,000	13,000
47000	Miscellaneous	10,789	24,458	24,458	24,500
49049	Program reductions M&O	-	-	-	(15,587)
	Total Maintenance & Operation	338,696	690,996	737,496	508,167
TOTAL		\$ 2,211,257	\$ 2,545,557	\$ 2,592,057	\$ 2,274,158

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	458,839	676,404	611,404	685,284
41600-42600	Benefits	74,578	105,553	105,553	173,010
42700	PERS retirement	50,558	78,950	78,950	107,315
	Total Salaries & Benefits	583,975	860,907	795,907	965,609
MAINTENANCE & OPERATION					
42800	Auto allowance	735	5,880	5,880	5,880
43110	Contractual services	9,798	31,500	96,500	31,000
44300	Telephone	920	920	920	-
44352	ISD service charge	-	2,858	2,858	25,809
44450	Postage	91	90	90	90
44550	Travel	3	1,778	1,778	-
44650	Training	2,910	1,650	1,650	3,500
44700	Computer software	313	1,500	1,500	-
44750	Liability	11,586	14,881	14,881	11,992
44751	Insurance/surety bond premium	-	970	970	1,120
44800	Membership and dues	1,788	1,200	1,200	2,500
45100	Books	-	240	240	240
45150	Furniture & equipment	3,331	-	-	1,000
45250	Office supplies	1,740	2,600	2,600	2,000
45350	General supplies	169	1,200	1,200	800
45450	Printing and graphics	-	3,800	3,800	3,000
46900	Business meetings	-	120	120	120
47000	Miscellaneous	7	1,100	1,100	1,100
	Total Maintenance & Operation	33,389	72,287	137,287	90,151
TOTAL		\$ 617,364	\$ 933,194	\$ 933,194	\$ 1,055,760

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41200	Overtime	4,764	-	-	-
41300	Hourly wages	1,823	-	-	-
41600-42600	Benefits	147	-	-	459
	Total Salaries & Benefits	6,733	-	-	459
MAINTENANCE & OPERATION					
43110	Contractual services	10,389	25,896	25,896	25,600
44200	Advertising	876	1,900	1,900	1,500
44750	Liability	145	-	-	-
44751	Insurance/surety bond premium	-	93	93	108
45250	Office supplies	95	6,500	6,500	5,150
45350	General supplies	303	2,200	2,200	2,200
45450	Printing and graphics	801	7,700	7,700	7,100
46900	Business meetings	2,711	1,000	1,000	645
47000	Miscellaneous	11,402	39,111	39,111	34,606
	Total Maintenance & Operation	26,721	84,400	84,400	76,909
TOTAL		\$ 33,455	\$ 84,400	\$ 84,400	\$ 77,368

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41200	Overtime	4,764	-	-	-
41300	Hourly wages	1,823	-	-	-
41600-42600	Benefits	147	-	-	459
	Total Salaries & Benefits	6,733	-	-	459
MAINTENANCE & OPERATION					
43110	Contractual services	8,503	25,896	25,896	25,600
44200	Advertising	876	1,900	1,900	1,500
44750	Liability	145	-	-	-
44751	Insurance/surety bond premium	-	88	88	108
45250	Office supplies	95	5,500	5,500	5,150
45350	General supplies	303	2,200	2,200	2,200
45450	Printing and graphics	801	7,700	7,700	7,100
46900	Business meetings	2,711	1,000	1,000	645
47000	Miscellaneous	10,809	32,616	32,616	34,606
	Total Maintenance & Operation	24,242	76,900	76,900	76,909
TOTAL		\$ 30,975	\$ 76,900	\$ 76,900	\$ 77,368

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
MAINTENANCE & OPERATION					
47000	Miscellaneous	139	2,500	2,500	-
TOTAL		\$ 139	\$ 2,500	\$ 2,500	\$ -

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
MAINTENANCE & OPERATION					
43110	Contractual services	1,886	-	-	-
44751	Insurance/surety bond premium	-	5	5	-
45250	Office supplies	-	1,000	1,000	-
47000	Miscellaneous	455	3,995	3,995	-
	Total Maintenance & Operation	2,341	5,000	5,000	-
TOTAL		\$ 2,341	\$ 5,000	\$ 5,000	\$ -

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
MAINTENANCE & OPERATION					
43110	Contractual services	1,390	-	-	-
44751	Insurance/surety bond premium	-	45	45	52
47000	Miscellaneous	20,145	39,855	39,855	39,855
49049	Program reductions M&O	-	-	-	(39,907)
	Total Maintenance & Operation	21,535	39,900	39,900	-
TOTAL		\$ 21,535	\$ 39,900	\$ 39,900	\$ -

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
MAINTENANCE & OPERATION					
47000	Miscellaneous	-	63,373 *	63,373	-
	Total Maintenance & Operation	-	63,373	63,373	-
TOTAL		\$ -	\$ 63,373	\$ 63,373	\$ -

* 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 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	249,533	195,148	195,148	198,684
41300	Hourly wages	51,458	76,668	76,668	75,530
41600-42600	Benefits	42,365	37,339	37,339	55,650
42700	PERS retirement	32,100	27,875	27,875	37,852
42798	Program reduction salary&ben	-	-	-	(37,765)
	Total Salaries & Benefits	375,457	337,030	337,030	329,951
MAINTENANCE & OPERATION					
42800	Auto allowance	17	300	300	-
43110	Contractual services	48,892	68,000	68,000	68,000
44120	Repairs to office equip	23,174	21,973	21,973	22,000
44250	Data communication	95	-	-	-
44300	Telephone	1,063	1,000	1,000	-
44352	ISD service charge	-	5,782	5,782	27,330
44450	Postage	3,243	150	150	150
44550	Travel	902	1,080	1,080	1,100
44650	Training	331	1,000	1,000	1,000
44700	Computer software	1,071	5,000	5,000	-
44750	Liability	7,528	5,980	5,980	4,799
44751	Insurance/surety bond premium	-	697	697	807
45050	Periodicals & newspapers	987	1,300	1,300	1,300
45150	Furniture & equipment	-	500	500	500
45170	Computer hardware	-	500	500	-
45200	Maps and blue prints	3,638	6,000	6,000	6,000
45250	Office supplies	60,856	75,535	75,535	75,535
45350	General supplies	79	-	-	-
45450	Printing and graphics	12,600	-	-	2,000
46900	Business meetings	227	300	300	300
47000	Miscellaneous	53	500	500	800
47010	Discount earned & lost	(141)	-	-	-
	Total Maintenance & Operation	164,616	195,597	195,597	211,621
TOTAL		\$ 540,073	\$ 532,627	\$ 532,627	\$ 541,572

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
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MAINTENANCE & OPERATION					
43070	Lease payments	450,000	450,000	515,000	532,000
	Total Maintenance & Operation	450,000	450,000	515,000	532,000
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TOTAL		\$ 450,000	\$ 450,000	\$ 515,000	\$ 532,000
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CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CABLE ACCESS FUND - TRANSFER TO OTHER FUNDS
280-195

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
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TRANSFERS					
48040	Transfer-Capital Funds	-	-	-	598,250
	Total Transfers	-	-	-	598,250
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	TOTAL	\$ -	\$ -	\$ -	\$ 598,250
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**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CAPITAL IMPROVEMENT FUND - CITY MANAGER PROJECTS
401-140**

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41200	Overtime	641	-	-	-
41600-42600	Benefits	15	-	-	-
	Total Salaries & Benefits	656	-	-	-
MAINTENANCE & OPERATION					
44750	Liability	14	-	-	-
45150	Furniture & equipment	2,047	-	-	-
45350	General supplies	181	-	-	-
45600	A & G overhead	13,579	-	-	-
	Total Maintenance & Operation	15,821	-	-	-
CAPITAL PROJECTS					
53300	Other expenditures	98,320	-	-	-
	Total Capital Projects	98,320	-	-	-
TOTAL		\$ 114,797	\$ -	\$ -	\$ -

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
Personnel Classification Detail**

Classification	Actual 2009-10	Budget 2010-11	Revised Budget 2010-11	Adopted Budget 2011-12
<u>Salaried Employees</u>				
Administrative Associate	1.00	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 Coordinator	-	-	1.00	1.00
Broadcast Manager	1.00	1.00	1.00	-
Broadcast Production Assistant	4.00	4.00	3.00	3.00
Broadcast Production Coordinator	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	-	-
Duplicating Machine Operator	1.00	1.00	1.00	1.00
Executive Secretary (Confidential)	2.00	2.00	2.00	2.00
Internal Audit Associate	2.00	2.00	1.00	-
Internal Auditor	-	1.00	2.00	3.00
Motion Graphics Designer	-	-	1.00	1.00
Office Services Secretary	1.00	1.00	1.00	-
Office Specialist I	2.00	2.00	2.00	2.00
Police Sergeant	-	-	-	0.50
Principal Internal Auditor	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	1.00
Sr. Internal Auditor	1.00	1.00	2.00	2.00
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	<u>29.00</u>	<u>30.00</u>	<u>29.00</u>	<u>27.50</u>
<u>Hourly Employees</u>				
Hourly City Worker	1.23	1.23	1.23	1.83
Total Hourly Employees	<u>1.23</u>	<u>1.23</u>	<u>1.23</u>	<u>1.83</u>
<u>Elected Officials</u>				
Councilmember	5.00	5.00	5.00	5.00
Total Elected Officials	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Management Services Total	<u>35.23</u>	<u>36.23</u>	<u>35.23</u>	<u>34.33</u>

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