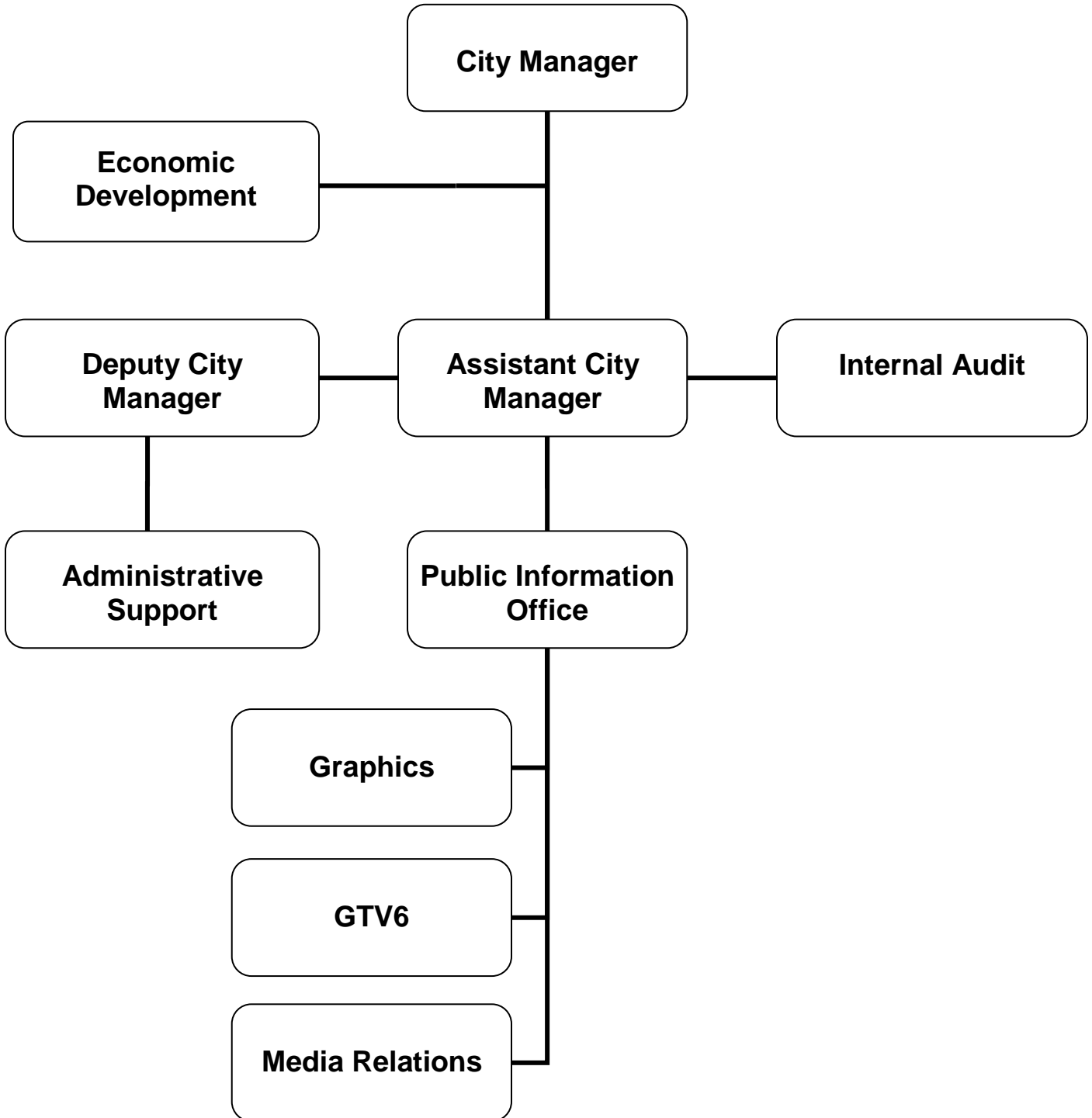


ADOPTED BUDGET 2014-15



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 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. Also within Management Services is the Economic Development Division, which coordinates Citywide business retention, attraction, expansion, and assistance activities. Finally, the Public Relations 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

Exceptional Customer Service

Management Services is committed to providing its residents with extraordinary customer services 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 City 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 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.

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 \$437 million investment portfolio as of June 30, 2013 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. 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
FOR THE YEARS ENDING JUNE 30**

	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
General Fund				
GTV6 (101-111)	\$ 454,106	\$ 501,849	\$ 501,849	\$ 443,448
Membership & Dues (101-114)	110,937	99,500	99,500	100,000
City Manager (101-140)	1,792,413	1,978,482	2,131,320	2,319,085
City Auditor (101-141)	877,900	1,073,937	1,073,937	1,092,187
Special Events				
Special Events-Other Programs (101-142-00000)	\$ 23,894	\$ 60,118	\$ 60,118	\$ 44,250
Military Banner Program (101-142-93200)	1,555	-	-	-
Total Special Events	\$ 25,449	\$ 60,118	\$ 60,118	\$ 44,250
Commission on the Status of Women (101-144-00000)*	\$ 15,743	\$ 36,025	\$ -	\$ -
Graphics (101-163)	486,941	557,149	557,149	582,614
Economic Development (101-702)**	-	645,974	645,974	-
Economic Development Projects (101-718)**	-	-	728,050	-
Total General Fund	\$ 3,763,489	\$ 4,953,034	\$ 5,797,897	\$ 4,581,584
Other Funds				
Economic Development***				
Economic Development (215-702)	\$ -	\$ -	\$ -	\$ 1,182,955
Economic Development Projects (215-718)	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	\$ 1,182,955
Cable Access Fund (280)	\$ -	\$ -	\$ -	\$ -
Capital Improvement Fund (401-111)	\$ -	\$ 200,000	\$ 200,000	\$ -
Total Other Funds	\$ -	\$ 200,000	\$ 200,000	\$ -
Department Grand Total	\$ 3,763,489	\$ 5,153,034	\$ 5,997,897	\$ 5,764,539

Notes:

- * Effective within FY13-14, Commission on the Status of Women function moved from the Management Services Department (101-144) to the Community Services & Parks Department (101-608).
- ** Effective 7/1/2013, Economic Development function moved from the Community Development Department to the Management Services Department.
- *** Effective 7/1/2014, Economic Development function assigned new Fund/Org combinations 215-702 and 215-718 in the Special Revenue Fund. Fund/Org combinations 101-702 and 101-718 will be inactivated in the General Fund.

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

		Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits					
41100	Salaries	\$ 252,837	\$ 256,896	\$ 256,896	\$ 201,444
41200	Overtime	666	-	-	-
41300	Hourly wages	12,957	20,790	20,790	40,794
Various	Benefits	71,977	75,591	75,591	68,233
42700, 42702	PERS Retirement	41,755	44,938	44,938	38,072
42701	PERS cost sharing	(5,165)	(5,347)	(5,347)	(6,541)
Salaries & Benefits Total		\$ 375,027	\$ 392,868	\$ 392,868	\$ 342,002
Maintenance & Operation					
43050	Repairs-bldgs & grounds	-	917	917	917
43110	Contractual services	747	1,925	1,925	8,200
44100	Repairs to equipment	380	2,750	2,750	2,000
44300	Telephone	650	-	-	-
44351	Fleet / equip rental charge	-	-	-	3,489
44352	ISD service charge	63,245	78,811	78,811	66,233
44450	Postage	21	183	183	150
44650	Training	40	-	-	-
44750	Liability Insurance	7,940	10,053	10,053	9,157
44751	Insurance/surety bond premium	1,397	-	-	-
44800	Membership & dues	160	183	183	200
45050	Periodicals & newspapers	89	92	92	100
45150	Furniture & equipment	2,424	7,650	7,650	5,000
45250	Office supplies	532	3,667	3,667	2,500
45350	General supplies	1,002	917	917	1,000
46900	Business meetings	250	-	-	500
47000	Miscellaneous	202	1,833	1,833	2,000
Maintenance & Operation Total		\$ 79,079	\$ 108,981	\$ 108,981	\$ 101,446
TOTAL		\$ 454,106	\$ 501,849	\$ 501,849	\$ 443,448

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

	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Maintenance & Operation				
44800 Membership & dues	\$ 110,937	\$ 99,500	\$ 99,500	\$ 100,000
Maintenance & Operation Total	\$ 110,937	\$ 99,500	\$ 99,500	\$ 100,000
TOTAL	\$ 110,937	\$ 99,500	\$ 99,500	\$ 100,000

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

		Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits					
41100	Salaries	\$ 967,919	\$ 1,020,354	\$ 1,042,567	\$ 1,172,454
41200	Overtime	2,721	-	-	-
41300	Hourly wages	3,857	10,855	10,855	17,900
Various	Benefits	423,214	447,989	447,989	499,627
42700, 42702	PERS Retirement	165,849	177,059	177,059	204,442
42701	PERS cost sharing	(28,593)	(29,862)	(29,862)	(35,122)
Salaries & Benefits Total		\$ 1,534,967	\$ 1,626,395	\$ 1,648,608	\$ 1,859,301
Maintenance & Operation					
43110	Contractual services	\$ 40,621	\$ 28,500	\$ 159,125	\$ 207,000
44100	Repairs to equipment	-	1,000	1,000	1,000
44120	Repairs to office equip	20	500	500	500
44200	Advertising	1,907	1,000	1,000	1,000
44351	Fleet / equip rental charge	5,710	3,152	3,152	-
44352	ISD service charge	104,472	121,246	121,246	96,380
44450	Postage	516	2,000	2,000	1,000
44550	Travel	11,709	32,255	32,255	40,000
44650	Training	6,039	2,000	2,000	10,000
44750	Liability Insurance	29,035	37,329	37,329	44,904
44751	Insurance/surety bond premium	5,617	-	-	-
44800	Membership & dues	3,580	4,300	4,300	4,000
45050	Periodicals & newspapers	305	1,100	1,100	500
45100	Books	62	1,000	1,000	500
45150	Furniture & equipment	3,145	3,500	3,500	2,500
45170	Computer hardware	1,121	-	-	-
45250	Office supplies	7,733	12,350	12,350	8,000
45350	General supplies	3,222	28,500	28,500	15,000
45450	Printing and graphics	3,170	-	-	-
46900	Business meetings	21,655	13,000	13,000	13,000
47000	Miscellaneous	7,807	14,500	14,500	14,500
Maintenance & Operation Total		\$ 257,446	\$ 307,232	\$ 437,857	\$ 459,784
Capital Outlay					
51000	Capital outlay	\$ -	\$ 44,855	\$ 44,855	\$ -
Capital Outlay Total		\$ -	\$ 44,855	\$ 44,855	\$ -
TOTAL		\$ 1,792,413	\$ 1,978,482	\$ 2,131,320	\$ 2,319,085

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

		Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits					
41100	Salaries	\$ 530,895	\$ 646,587	\$ 646,587	\$ 666,822
41300	Hourly wages	43,283	24,480	24,480	-
Various	Benefits	160,186	177,695	177,695	190,945
42700, 42702	PERS Retirement	83,494	102,110	102,110	111,805
42701	PERS cost sharing	(15,927)	(18,927)	(18,927)	(19,204)
Salaries & Benefits Total		\$ 801,931	\$ 931,945	\$ 931,945	\$ 950,368
Maintenance & Operation					
43110	Contractual services	\$ 21,082	\$ 71,200	\$ 71,200	\$ 71,200
44352	ISD service charge	25,838	35,100	35,100	33,124
44450	Postage	-	25	25	-
44650	Training	5,732	6,000	6,000	8,000
44750	Liability Insurance	17,098	23,727	23,727	24,245
44751	Insurance/surety bond premium	3,031	-	-	-
44800	Membership & dues	2,089	2,500	2,500	2,500
45100	Books	-	140	140	100
45150	Furniture & equipment	217	1,000	1,000	750
45250	Office supplies	736	1,500	1,500	1,200
45350	General supplies	-	500	500	300
46900	Business meetings	146	100	100	200
47000	Miscellaneous	-	200	200	200
Maintenance & Operation Total		\$ 75,969	\$ 141,992	\$ 141,992	\$ 141,819
TOTAL		\$ 877,900	\$ 1,073,937	\$ 1,073,937	\$ 1,092,187

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

		Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits					
41200	Overtime	\$ 1,235	\$ -	\$ -	\$ -
41300	Hourly wages	3,213	-	-	-
Various	Benefits	460	-	-	-
Salaries & Benefits Total		\$ 4,908	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 9,898	\$ 25,600	\$ 25,600	\$ -
44200	Advertising	2,375	1,500	1,500	-
44450	Postage	17	-	-	-
44550	Travel	340	-	-	-
44750	Liability Insurance	141	-	-	-
45250	Office supplies	41	5,150	5,150	150
45350	General supplies	5,556	2,200	2,200	-
46900	Business meetings	767	650	650	150
47000	Miscellaneous	1,406	25,018	25,018	43,950
Maintenance & Operation Total		\$ 20,541	\$ 60,118	\$ 60,118	\$ 44,250
TOTAL		\$ 25,449	\$ 60,118	\$ 60,118	\$ 44,250

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

		Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits					
41200	Overtime	\$ 1,235	\$ -	\$ -	\$ -
41300	Hourly wages	3,213	-	-	-
Various	Benefits	460	-	-	-
Salaries & Benefits Total		\$ 4,908	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 8,343	\$ 25,600	\$ 25,600	\$ -
44200	Advertising	2,375	1,500	1,500	-
44450	Postage	17	-	-	-
44550	Travel	340	-	-	-
44750	Liability Insurance	141	-	-	-
45250	Office supplies	41	5,150	5,150	150
45350	General supplies	5,556	2,200	2,200	-
46900	Business meetings	767	650	650	150
47000	Miscellaneous	1,406	25,018	25,018	43,950
Maintenance & Operation Total		\$ 18,986	\$ 60,118	\$ 60,118	\$ 44,250
TOTAL		\$ 23,894	\$ 60,118	\$ 60,118	\$ 44,250

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

	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Maintenance & Operation				
43110 Contractual services	\$ 1,555	\$ -	\$ -	\$ -
Maintenance & Operation Total	\$ 1,555	\$ -	\$ -	\$ -
TOTAL	\$ 1,555	\$ -	\$ -	\$ -

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL FUND - COMMISSION ON THE STATUS OF WOMEN*
101-144-00000**

		Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits					
41300	Hourly wages	\$ 3,406	\$ -	\$ -	\$ -
Salaries & Benefits Total		\$ 3,406	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual services	\$ (2,106)	\$ -	\$ -	\$ -
44200	Advertising	1,299	-	-	-
44800	Membership & dues	100	-	-	-
45250	Office supplies	202	-	-	-
45350	General supplies	255	-	-	-
46900	Business meetings	6,105	-	-	-
47000	Miscellaneous	6,482	36,025	-	-
Maintenance & Operation Total		\$ 12,337	\$ 36,025	\$ -	\$ -
TOTAL		\$ 15,743	\$ 36,025	\$ -	\$ -

Note:

* Effective within FY13-14, the Commission on the Status of Women moved from the Management Services Department (101-144) to Community Services & Parks Department (101-608).

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

		Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits					
41100	Salaries	\$ 198,684	\$ 198,684	\$ 198,684	\$ 200,832
41300	Hourly wages	31,359	71,376	71,376	71,363
Various	Benefits	51,825	55,296	55,296	58,188
42700, 42702	PERS Retirement	36,178	43,703	43,703	41,668
42701	PERS cost sharing	(4,583)	(5,183)	(5,183)	(7,158)
Salaries & Benefits Total		\$ 313,463	\$ 363,876	\$ 363,876	\$ 364,893
Maintenance & Operation					
43110	Contractual services	\$ 55,359	\$ 68,000	\$ 68,000	\$ 68,000
44120	Repairs to office equip	14,237	30,000	30,000	30,000
44352	ISD service charge	29,617	31,813	31,813	56,046
44450	Postage	76	150	150	150
44550	Travel	911	1,100	1,100	1,100
44650	Training	356	1,000	1,000	1,000
44750	Liability Insurance	6,860	9,775	9,775	10,290
44751	Insurance/surety bond premium	898	-	-	-
45050	Periodicals & newspapers	229	1,300	1,300	500
45150	Furniture & equipment	-	500	500	500
45200	Maps & blue prints	3,387	16,000	16,000	10,000
45250	Office supplies	34,986	32,535	32,535	32,535
45350	General supplies	67	-	-	-
46900	Business meetings	-	300	300	300
47000	Miscellaneous	202	800	800	7,300
47010	Discount earned & lost	(83)	-	-	-
Maintenance & Operation Total		\$ 147,102	\$ 193,273	\$ 193,273	\$ 217,721
Capital Outlay					
51000	Capital outlay	\$ 26,376	\$ -	\$ -	\$ -
Capital Outlay Total		\$ 26,376	\$ -	\$ -	\$ -
TOTAL		\$ 486,941	\$ 557,149	\$ 557,149	\$ 582,614

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL FUND - ECONOMIC DEVELOPMENT
101-702**

		Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits					
41100	Salaries	\$ -	\$ 305,689	\$ 305,689	\$ -
41200	Overtime	-	-	-	-
41300	Hourly wages	-	70,720	70,720	-
Various	Benefits	-	75,720	75,720	-
42700, 42702	PERS Retirement	-	52,920	52,920	-
42701	PERS cost sharing	-	(9,492)	(9,492)	-
Salaries & Benefits Total		\$ -	\$ 495,557	\$ 495,557	\$ -
Maintenance & Operation					
43110	Contractual services	\$ -	\$ 84,700	\$ 84,700	\$ -
44100	Repairs to equipment	-	250	250	-
44120	Repairs to office equip	-	250	250	-
44200	Advertising	-	2,000	2,000	-
44352	ISD service charge	-	33,591	33,591	-
44450	Postage	-	5,000	5,000	-
44550	Travel	-	1,000	1,000	-
44650	Training	-	1,000	1,000	-
44750	Liability Insurance	-	13,626	13,626	-
44751	Insurance/surety bond premium	-	-	-	-
44800	Membership & dues	-	1,000	1,000	-
45050	Periodicals & newspapers	-	1,000	1,000	-
45250	Office supplies	-	2,000	2,000	-
45350	General supplies	-	2,000	2,000	-
45400	Reports & publications	-	1,000	1,000	-
45450	Printing and graphics	-	-	-	-
46900	Business meetings	-	1,000	1,000	-
47000	Miscellaneous	-	1,000	1,000	-
47010	Discount earned & lost	-	-	-	-
Maintenance & Operation Total		\$ -	\$ 150,417	\$ 150,417	\$ -
TOTAL		\$ -	\$ 645,974	\$ 645,974	\$ -

Notes:

* Effective 7/1/2013, Economic Development function moved from the Community Development Department to the Management Services Department.

** Effective 7/1/2014, Economic Development function assigned new Fund/Org combinations 215-702 and 215-718. Fund/Org combinations 101-702 and 101-718 will be inactivated.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL FUND - ECONOMIC DEVELOPMENT PROJECTS
101-718**

	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Capital Improvement				
53300 Other expenditures	\$ -	\$ -	\$ 728,050	\$ -
Capital Improvement Total	\$ -	\$ -	\$ 728,050	\$ -
TOTAL	\$ -	\$ -	\$ 728,050	\$ -

Notes:

* Effective 7/1/2013, Economic Development function moved from the Community Development Department to the Management Services Department.

** Effective 7/1/2014, Economic Development function assigned new Fund/Org combinations 215-702 and 215-718. Fund/Org combinations 101-702 and 101-718 will be inactivated.

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

	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Salaries & Benefits				
41100 Salaries	\$ -	\$ -	\$ -	\$ 334,622
41300 Hourly wages	-	-	-	31,200
Various Benefits	-	-	-	70,287
42700, 42702 PERS Retirement	-	-	-	63,823
42701 PERS cost sharing	-	-	-	(10,965)
Salaries & Benefits Total	\$ -	\$ -	\$ -	\$ 488,967
Maintenance & Operation				
43110 Contractual services	\$ -	\$ -	\$ -	\$ 400,000
43150 Cost allocation charge	-	-	-	172,111
44120 Repairs to office equip	-	-	-	500
44200 Advertising	-	-	-	1,000
44352 ISD service charge	-	-	-	28,799
44450 Postage	-	-	-	1,000
44550 Travel	-	-	-	20,000
44650 Training	-	-	-	2,500
44750 Liability Insurance	-	-	-	13,828
44800 Membership & dues	-	-	-	25,000
45050 Periodicals & newspapers	-	-	-	250
45250 Office supplies	-	-	-	1,000
45350 General supplies	-	-	-	1,000
45400 Reports & publications	-	-	-	1,000
46900 Business meetings	-	-	-	1,000
47000 Miscellaneous	-	-	-	25,000
Maintenance & Operation Total	\$ -	\$ -	\$ -	\$ 693,988
TOTAL	\$ -	\$ -	\$ -	\$ 1,182,955

Notes:

* Effective 7/1/2013, Economic Development function moved from the Community Development Department to the Management Services Department.

** Effective 7/1/2014, Economic Development function assigned new Fund/Org combinations 215-702 and 215-718. Fund/Org combinations 101-702 and 101-718 will be inactivated.

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

	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
Maintenance & Operation				
45170 Computer hardware	\$ -	\$ 200,000	\$ 200,000	\$ -
Maintenance & Operation Total	\$ -	\$ 200,000	\$ 200,000	\$ -
TOTAL	\$ -	\$ 200,000	\$ 200,000	\$ -

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

Classification	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15				
<u>Salaried Positions</u>								
Administrative Assistant	-	0.50	-	-				
Assistant City Manager	1.00	1.00	1.00	1.00				
Broadcast Coordinator	1.00	1.00	1.00	1.00				
Broadcast Production Assistant	2.00	2.00	2.00	1.00				
City Auditor	1.00	1.00	1.00	1.00				
City Manager	1.00	1.00	1.00	1.00				
Community Outreach Assistant	0.50	-	0.50	0.50				
Community Relations Coordinator	1.00	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				
Deputy Director of Community Dev.	-	1.00	-	-				
Director of Economic Development	-	0.20	0.20	0.20				
Duplicating Machine Operator	1.00	1.00	1.00	1.00				
Economic Development Coordinator	-	1.00	1.00	1.00				
Executive Assistant to City Council	-	-	1.00	1.00				
Internal Auditor	2.00	2.00	1.00	2.00				
Motion Graphics Designer	1.00	1.00	1.00	1.00				
Office Services Secretary	1.00	1.00	-	-				
Office Services Specialist II	-	-	1.00	1.00				
Office Specialist I	2.00	2.00	2.00	2.00				
Police Sergeant	0.50	0.50	0.50	1.00				
Principal Economic Dev Officer	-	-	2.00	2.00				
Principal Internal Auditor	-	-	1.00	-				
Program Supervisor	1.00	1.00	1.00	1.00				
Secretary to City Manager	1.00	1.00	1.00	1.00				
Sr. Economic Development Coord.	-	1.00	-	-				
Sr. Graphics Illustrator	1.00	1.00	1.00	1.00				
Sr. Internal Auditor	2.00	2.00	2.00	2.00				
Sr. Investigator	1.00	1.00	1.00	1.00				
Total Salaried Positions	<u>27.00</u>	<u>30.20</u>	<u>31.20</u>	<u>30.70</u>				
<u>Hourly Positions</u>								
Broadcast Productions Assistant	0.71	(2)	0.36	(2)	0.36	(2)	0.77	(2)
Hourly City Worker	1.54	(2)	2.02	(3)	2.02	(3)	2.84	(5)
Office Specialist I	0.61	(1)	-	-	-	-	-	-
Sr. Investigator	-	-	0.23	(1)	0.23	(1)	-	-
Total Hourly Positions	<u>2.86</u>	<u>2.61</u>	<u>2.61</u>	<u>3.61</u>	<u>2.61</u>	<u>3.61</u>	<u>3.61</u>	<u>3.61</u>
Management Services Total	<u>29.86</u>	<u>32.81</u>	<u>33.81</u>	<u>34.31</u>	<u>33.81</u>	<u>34.31</u>	<u>34.31</u>	<u>34.31</u>

Notes:

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

** Effective 7/1/13, Economic Development function moved from the Community Development Department to the Management Services Department.

*** Elected Officials