



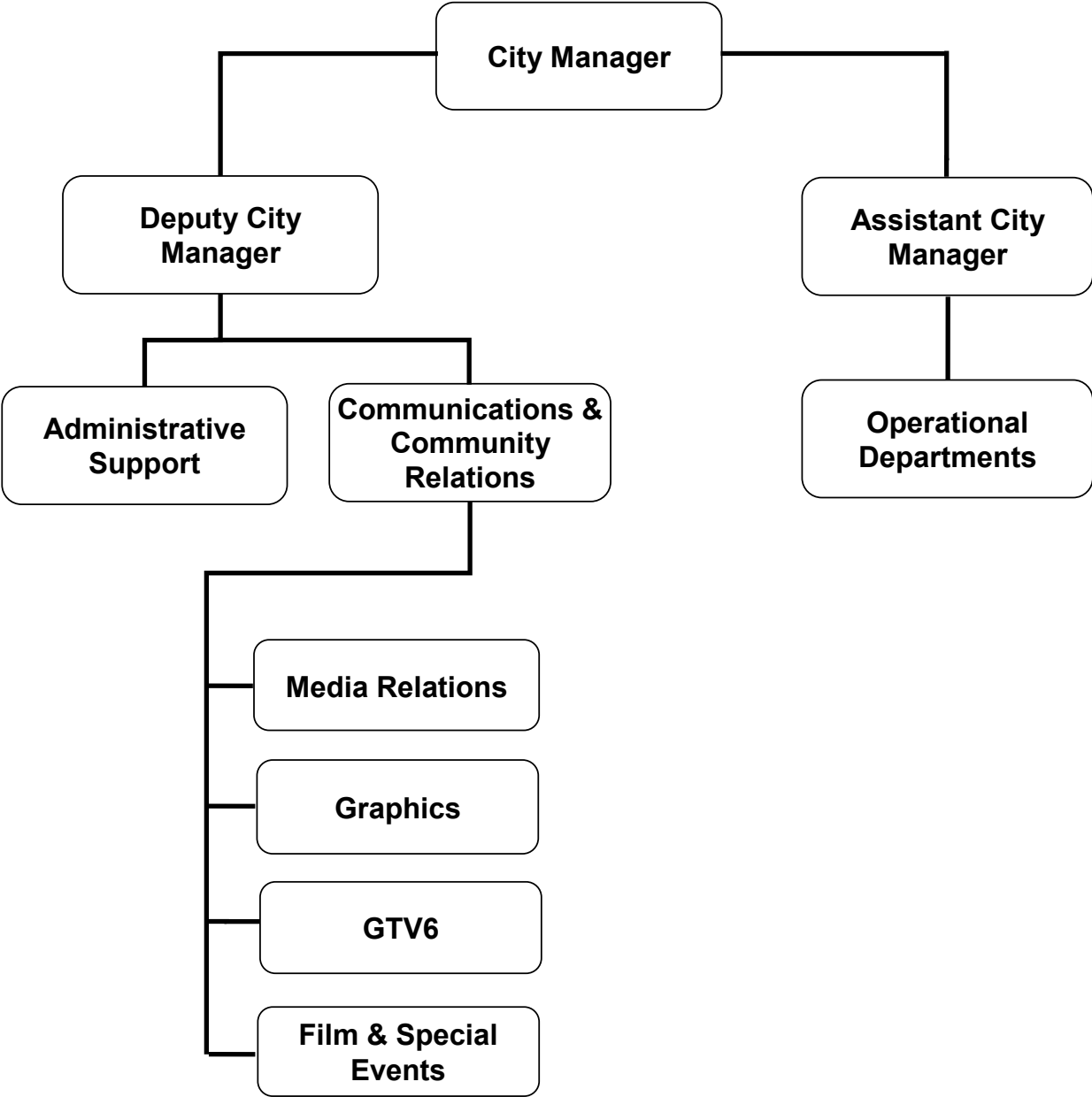
ADOPTED BUDGET

MANAGEMENT SERVICES

FY 2020-2021



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. One example of this exceptional customer service seen in the Film & Special Events Office, which oversees the permit processes for filming and special events in the City. Centralizing this process through the Communications and Community Relations Division ensures that all appropriate stakeholders are informed of filming and special events. Furthermore, staff works hard to build and maintain relationships with filming companies and producers and provided exceptional service to ensure that these filming companies return to Glendale for future projects. 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 \$775 million investment portfolio as of June 30, 2020. 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
SUMMARY OF APPROPRIATIONS
MANAGEMENT SERVICES DEPARTMENT
FOR THE YEARS ENDING JUNE 30**

	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
<u>General Fund</u>				
Filming (1010-6501)*	\$ 1,238	\$ 658,332	\$ 658,332	\$ 733,283
GTV6 (1010-6502)	292	-	-	-
Membership & Dues (1010-6503)	90,062	113,021	113,021	113,021
City Manager (1010-6504)	2,798,403	2,898,788	2,898,788	2,766,439
Special Events (1010-6505)*	24,235	619,378	619,378	707,387
Media Graphics (1010-6506)	1,513,367	1,577,220	1,577,220	1,586,687
Commission on Status of Women (1010-6508)	-	82,603	82,603	82,603
Total General Fund	\$ 4,427,598	\$ 5,949,342	\$ 5,949,342	\$ 5,989,420
<u>Other Funds</u>				
Miscellaneous Grant Fund (2160)	\$ -	\$ -	\$ 147,789	\$ -
Filming Fund (2170)**	2,035,068	-	-	-
<u>Cable Access Fund</u>				
Projects (2800-0020)	\$ 6,162	\$ 175,000	\$ 175,000	\$ -
GTV6 (2800-6502)	-	15,000	15,000	103,520
Media Graphics (2800-6506)	281	-	-	-
Total Cable Access Fund	\$ 6,443	\$ 190,000	\$ 190,000	\$ 103,520
Department Grand Total	\$ 6,469,108	\$ 6,139,342	\$ 6,287,131	\$ 6,092,940

Notes:

* In FY 2019-20, the Special Events Fund (2670) shifted from Police and Fire Departments into the General Fund (1010) under Management Services Department.

** In FY 2018-19, the Filming Fund (2170) was moved out of Community Development Department and into Management Services Department and in FY 2019-20, it was shifted into the General Fund (1010).

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL BUDGET FUND - FILMING
(1010-6501)***

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ -	\$ 39,140	\$ 39,140	\$ 73,798
41200	Overtime	919	372,000	372,000	427,800
41300	Hourly wages	-	14,250	14,250	-
Various	Benefits	287	90,994	90,994	98,218
42700	PERS retirement	-	13,309	13,309	26,937
42701	PERS cost sharing	-	(1,566)	(1,566)	(2,952)
Salaries & Benefits Total		\$ 1,206	\$ 528,127	\$ 528,127	\$ 623,801
Maintenance & Operation					
46009	ISD service charge	\$ -	\$ 65,955	\$ 65,955	\$ 37,153
46010	Building maint service charge	-	46,170	46,170	47,398
46011	Liability Insurance	32	18,080	18,080	24,931
Maintenance & Operation Total		\$ 32	\$ 130,205	\$ 130,205	\$ 109,482
Total		\$ 1,238	\$ 658,332	\$ 658,332	\$ 733,283

Notes:

* In FY 2018-19, the Filming Fund (2170) was moved out of Community Development Department and into Management Services Department and in FY 2019-20, it was shifted into the General Fund (1010).

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL BUDGET FUND - GTV6
(1010-6502)**

	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Maintenance & Operation				
44450 Postage	\$ 292	\$ -	\$ -	\$ -
Maintenance & Operation Total	\$ 292	\$ -	\$ -	\$ -
Total	\$ 292	\$ -	\$ -	\$ -

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL BUDGET FUND - MEMBERSHIP & DUES
(1010-6503)**

	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Maintenance & Operation				
44800 Membership and dues	\$ 90,062	\$ 113,021	\$ 113,021	\$ 113,021
Maintenance & Operation Total	\$ 90,062	\$ 113,021	\$ 113,021	\$ 113,021
Total	\$ 90,062	\$ 113,021	\$ 113,021	\$ 113,021

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL BUDGET FUND - CITY MANAGER
(1010-6504)**

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 1,325,387	\$ 1,393,770	\$ 1,393,770	\$ 1,325,114
41200	Overtime	7,221	10,150	10,150	10,150
41300	Hourly wages	74,301	89,750	29,750	30,000
Various	Benefits	455,875	484,288	484,288	416,921
42700	PERS retirement	395,353	486,236	486,236	480,185
42701	PERS cost sharing	(53,149)	(56,521)	(56,521)	(51,940)
Salaries & Benefits Total		\$ 2,204,988	\$ 2,407,674	\$ 2,347,674	\$ 2,210,430
Maintenance & Operation					
43110	Contractual services	\$ 191,023	\$ 72,700	\$ 132,700	\$ 132,700
44100	Repairs to equipment	-	1,000	1,000	1,000
44200	Advertising	1,233	10,000	10,000	10,000
44450	Postage	1,256	1,500	1,500	1,500
44550	Travel	36,525	40,000	40,000	40,000
44650	Training	1,947	10,000	10,000	10,000
44800	Membership and dues	12,143	4,000	4,000	4,000
45050	Periodicals and newspapers	16	500	500	500
45150	Furniture and equipment	5,065	1,000	1,000	1,000
45250	Office supplies	11,238	12,000	12,000	12,000
45350	General supplies	100	-	-	-
45681	Business meetings	22,823	13,000	13,000	13,000
45682	Miscellaneous	20,564	10,000	10,000	24,000
46008	Fleet equipment rental charge	2,898	1,393	1,393	2,536
46009	ISD service charge	172,640	175,674	175,674	164,386
46010	Building maint service charge	64,511	74,858	74,858	71,925
46011	Liability Insurance	49,434	63,489	63,489	67,462
Maintenance & Operation Total		\$ 593,414	\$ 491,114	\$ 551,114	\$ 556,009
Total		\$ 2,798,403	\$ 2,898,788	\$ 2,898,788	\$ 2,766,439

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL BUDGET FUND - SPECIAL EVENTS
(1010-6505)***

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41200	Overtime	\$ 2,401	\$ 469,067	\$ 469,067	\$ 538,775
41300	Hourly wages	4,879	-	-	-
Various	Benefits	943	94,582	94,582	106,647
42700	PERS retirement	240	-	-	-
42701	PERS cost sharing	(32)	-	-	-
Salaries & Benefits Total		\$ 8,431	\$ 563,649	\$ 563,649	\$ 645,422
Maintenance & Operation					
45350	General supplies	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
45682	Miscellaneous	15,550	24,500	24,500	24,500
46009	ISD service charge	-	1,293	1,293	687
46011	Liability Insurance	254	19,936	19,936	26,778
Maintenance & Operation Total		\$ 15,804	\$ 55,729	\$ 55,729	\$ 61,965
Total		\$ 24,235	\$ 619,378	\$ 619,378	\$ 707,387

Notes:

* In FY 2019-20, the Special Events Fund (2670) shifted from Police and Fire Departments into the General Fund (1010) under Management Services Department.

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL BUDGET FUND - MEDIA GRAPHICS
(1010-6506)**

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 499,803	\$ 521,490	\$ 521,490	\$ 526,485
41200	Overtime	11,258	5,583	5,583	5,583
41300	Hourly wages	132,743	146,555	146,555	146,555
Various	Benefits	149,512	162,656	162,656	139,961
42700	PERS retirement	178,032	223,264	223,264	241,504
42701	PERS cost sharing	(24,266)	(26,268)	(26,268)	(26,468)
Salaries & Benefits Total		\$ 947,081	\$ 1,033,279	\$ 1,033,279	\$ 1,033,620
Maintenance & Operation					
43110	Contractual services	\$ 241,203	\$ 176,524	\$ 176,524	\$ 176,524
44100	Repairs to equipment	-	2,000	2,000	2,000
44120	Repairs to office equipment	10,210	7,000	7,000	7,000
44450	Postage	238	1,150	1,150	1,150
44550	Travel	1,690	4,000	4,000	4,000
44650	Training	995	4,000	4,000	4,000
44800	Membership and dues	520	4,000	4,000	4,000
45050	Periodicals and newspapers	99	600	600	600
45150	Furniture and equipment	3,644	3,500	3,500	3,500
45200	Maps and blue prints	2,437	10,000	10,000	10,000
45250	Office supplies	61,949	50,000	50,000	50,000
45350	General supplies	2,786	3,000	3,000	3,000
45681	Business meetings	637	1,000	1,000	1,000
45682	Miscellaneous	16,990	22,000	22,000	22,000
45684	Discount earned and lost	(290)	-	-	-
46006	Rent	97,368	97,371	97,371	98,967
46009	ISD service charge	79,529	107,267	107,267	109,852
46010	Building maint service charge	23,826	21,897	21,897	21,744
46011	Liability Insurance	22,455	28,632	28,632	33,730
Maintenance & Operation Total		\$ 566,286	\$ 543,941	\$ 543,941	\$ 553,067
Total		\$ 1,513,367	\$ 1,577,220	\$ 1,577,220	\$ 1,586,687

CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
GENERAL BUDGET FUND - COMMISSION ON THE STATUS OF WOMEN
(1010-6508)

	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Maintenance & Operation				
45682 Miscellaneous	\$ -	\$ 82,603	\$ 82,603	\$ 82,603
Maintenance & Operation Total	\$ -	\$ 82,603	\$ 82,603	\$ 82,603
Total	\$ -	\$ 82,603	\$ 82,603	\$ 82,603

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
MISCELLANEOUS GRANT FUND (2160)**

	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Maintenance & Operation				
45682 Miscellaneous	\$ -	\$ -	\$ 147,789	\$ -
Maintenance & Operation Total	\$ -	\$ -	\$ 147,789	\$ -
Total	\$ -	\$ -	\$ 147,789	\$ -

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
FILMING FUND (2170)***

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 56,862	\$ -	\$ -	\$ -
41200	Overtime	327,682	-	-	-
Various	Benefits	94,423	-	-	-
42700	PERS retirement	16,315	-	-	-
42701	PERS cost sharing	(2,208)	-	-	-
Salaries & Benefits Total		\$ 493,074	\$ -	\$ -	\$ -
Maintenance & Operation					
43110	Contractual Services	\$ 6,151	\$ -	\$ -	\$ -
46007	Cost allocation charge	12,154	-	-	-
46009	ISD service charge	8,732	-	-	-
46010	Building maint service charge	46,575	-	-	-
46011	Liability Insurance	13,175	-	-	-
Maintenance & Operation Total		\$ 86,787	\$ -	\$ -	\$ -
Transfers					
48010	Transfer to general fund	\$ 1,455,207	\$ -	\$ -	\$ -
Transfers Total		\$ 1,455,207	\$ -	\$ -	\$ -
Total		\$ 2,035,068	\$ -	\$ -	\$ -

Notes:

* In FY 2018-19, the Filming Fund (2170) was moved out of Community Development Department and into Management Services Department and in FY 2019-20, it was shifted into the General Fund (1010).

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CABLE ACCESS FUND - PROJECTS
(2800-0020)**

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Capital Improvement					
51200	Other improvements	\$ -	\$ 175,000	\$ 175,000	\$ -
52100	Construction	6,162	-	-	-
Capital Improvement Total		\$ 6,162	\$ 175,000	\$ 175,000	\$ -
Total		\$ 6,162	\$ 175,000	\$ 175,000	\$ -

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CABLE ACCESS FUND - GTV6
(2800-6502)**

	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Maintenance & Operation				
43110 Contractual services	\$ -	\$ 15,000	\$ 15,000	\$ -
Maintenance & Operation Total	\$ -	\$ 15,000	\$ 15,000	\$ -
Capital Outlay				
51000 Capital outlay	\$ -	\$ -	\$ -	\$ 103,520
Capital Outlay Total	\$ -	\$ -	\$ -	\$ 103,520
Total	\$ -	\$ 15,000	\$ 15,000	\$ 103,520

**CITY OF GLENDALE
MANAGEMENT SERVICES DEPARTMENT
CABLE ACCESS FUND - MEDIA GRAPHICS
(2800-6506)**

	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Maintenance & Operation				
43110 Contractual services	\$ 281	\$ -	\$ -	\$ -
Maintenance & Operation Total	\$ 281	\$ -	\$ -	\$ -
Total	\$ 281	\$ -	\$ -	\$ -

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

Classification	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
<u>Salaried Positions</u>				
Administrative Associate	1.00	1.00	1.00	1.00
Assistant City Manager	0.75	1.00	1.00	1.00
Broadcast Coordinator	2.00	2.00	2.00	2.00
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
Customer Service Representative	1.00	1.00	-	1.00
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	2.00	2.00
Graphics Administrator	1.00	1.00	1.00	1.00
Motion Graphics Designer	1.00	1.00	1.00	1.00
Office Specialist I	1.00	1.00	1.00	1.00
Permit Specialist/Filming	1.00	1.00	1.00	1.00
Police Services Assistant	0.50	-	-	-
Public Information Officer	1.00	1.00	1.00	1.00
Sr. Administrative Analyst	1.00	1.00	-	-
Sr. Assistant to City Council	1.00	1.00	1.00	-
Sr. Executive Analyst	-	-	1.00	1.00
Total Salaried Positions	<u>23.25</u>	<u>23.00</u>	<u>23.00</u>	<u>22.00</u>
<u>Hourly Positions</u>				
Administrative Intern	-	-	-	0.60 (1)
Broadcast Productions Assistant	0.60 (1)	0.60 (1)	0.60 (1)	0.60 (1)
Hourly City Worker	4.30 (6)	4.55 (7)	4.55 (7)	2.00 (3)
Total Hourly FTE Positions	<u>4.90</u>	<u>5.15</u>	<u>5.15</u>	<u>3.20</u>
Management Services Total	<u><u>28.15</u></u>	<u><u>28.15</u></u>	<u><u>28.15</u></u>	<u><u>25.20</u></u>

Notes:

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

** Elected Official