

CITY OF GLENDALE, CA

2010 – 2011

Adopted Budget

CITY OF GLENDALE

ADMINISTRATIVE SERVICES - FINANCE

MISSION STATEMENT

With excellence, integrity, and dedication, the Finance Department is committed to providing timely, accurate, clear and concise information to the City Council, City Manager, City Departments and the Citizens of Glendale. As financial stewards of the City, the Finance Department is dedicated to managing the City's resources in a fiscally conservative manner while maintaining an exemplary level of customer service.

DEPARTMENT DESCRIPTION

The Administrative Services Department provides a key role in every financial transaction of the City. Responsibilities include budget, purchasing, payroll, accounting, accounts receivable, accounts payable and risk management. The Department is considered a central support department providing fiscal oversight and control to other City departments and related agencies.

RELATIONSHIP TO STRATEGIC GOALS

Trust in Government

The Administrative Services Department continually works to ensure that Generally Accepted Accounting Standards (GAAS) are maintained and upheld. As such, Accounting procedures are revised as necessary. Further, the annual budget document and the Consolidated Annual Financial Report are posted to the City's website to provide additional opportunities for the community to be more informed of the City's financial picture. The implementation of quarterly meetings with all departments to review and discuss liability and other risk management issues has improved understanding and communication.

Technology

The Department continually searches for ways of improving services while reducing costs. The City's financial system provides timely and complete financial information directly to the departments. Upgrades to the system are evaluated and cost-effective solutions are implemented.

MAJOR ACCOMPLISHMENTS

In FY 2009-10, the City was once again awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2009. The Certificate of Achievement is the highest form of recognition in government accounting and financial reporting.

CITY OF GLENDALE

ADMINISTRATIVE SERVICES - FINANCE

The City's Budget document earned the GFOA's Distinguished Budget Presentation Award for FY 2009-10. The GFOA established the Distinguished Budget Presentation Awards Program in 1984 to encourage and assist state and local governments to prepare budget documents of the highest quality, which reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's recommended practices on budgeting. The GFOA then recognizes individual governments that succeed in achieving that goal. The budget document application for the FY 2009-10 was the first year the City applied for the award, and was honored to be chosen as one of the winners of the award along with many other cities, counties, and government agencies throughout the United States.

The Department has implemented two "GOING GREEN" programs.

1. E-payable with Bank of America, which replaces paper checks with electronic card payments. The City receives a rebate of 0.5% of payments processed.
2. Reduced the number of paper payroll checks to less than 20 a pay period and an estimated annual savings to the departments of approximately \$50,000 by eliminating check pick up from the Administrative Services Department each pay period.

Additionally, the Department extended the Standby Purchase Agreement with the current Liquidity Facility Provider for the 30 year Variable Rate Demand Certificates of Participation (2000 Police Building Project) for a period of three years at a fixed fee level of 76 basis points, a decrease of 54 basis. This generated a saving of approximately \$868,000, plus annual legal costs, over a three year period.

FUTURE OUTLOOK

The Administrative Services Department is proactively working with other City departments and managers on several Citywide cost reduction strategies. The department is actively involved in monitoring legislation as it impacts local government revenues and expenditures. The City's financial status is continually monitored for the impact of new reporting requirements introduced by the Governmental Accounting Standards Board (GASB), changes in State laws, instability of revenue sources, and rising costs. The department will continue to emphasize good customer service to internal and external customers while trying to always identify ways to improve services.

**CITY OF GLENDALE
SUMMARY OF APPROPRIATIONS
ADMINISTRATIVE SERVICES DEPARTMENT**

	Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
<u>General Fund</u>				
Purchasing (101-162)	403,381	468,388	468,388	557,149
Administration (101-164)	781,293	737,344	737,344	1,741,503
Accounts Payable (101-165)	295,817	346,403	346,403	283,885
Budget (101-166)	281,405	489,582	489,582	671,126
Accounting (101-167)	768,636	889,674	889,674	1,160,768
Payroll (101-169)	393,120	399,272	399,272	463,624
Fingerprinting & Passports (101-212)	418,161	-	-	-
Total General Fund	\$ 3,341,812	\$ 3,330,663	\$ 3,330,663	\$ 4,878,055
<u>Other Funds</u>				
Liability Insurance Fund (612)	2,975,781	6,171,771	6,171,771	5,628,464
Graphics Operation Fund (650)	674,929	-	-	-
Total Other Funds	\$ 3,650,710	\$ 6,171,771	\$ 6,171,771	\$ 5,628,464
Department Grand Total	\$ 6,992,522	\$ 9,502,434	\$ 9,502,434	\$ 10,506,519

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
PURCHASING
101-162**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	304,710	347,750	347,750	422,384
41600-42500	Benefits	46,427	56,061	56,061	58,325
42600-42700	Retirement	33,855	40,060	40,060	49,300
	Total Salaries & Benefits	384,992	443,871	443,871	530,009
MAINTENANCE & OPERATION					
42800	Auto allowance	387	200	200	200
44120	Repairs to office equip	29	100	100	100
44300	Telephone	5,090	8,500	8,500	8,500
44352	ISD service charge	-	-	-	1,588
44450	Postage	935	1,082	1,082	1,080
44550	Travel	2,647	1,025	1,025	1,000
44650	Training	275	500	500	1,000
44700	Computer software	-	500	500	-
44750	Liability	6,686	8,375	8,375	9,295
44751	Insurance/surety bond premium	-	-	-	542
44800	Membership and dues	330	900	900	900
45050	Periodicals & newspapers	169	35	35	35
45150	Furniture & equipment	415	100	100	100
45170	Computer hardware	37	100	100	100
45250	Office supplies	962	1,600	1,600	1,200
45300	Small tools	10	-	-	-
45450	Printing and graphics	334	400	400	400
46900	Business meetings	15	100	100	100
47000	Miscellaneous	67	1,000	1,000	1,000
	Total Maintenance & Operation	18,389	24,517	24,517	27,140
TOTAL		\$ 403,381	\$ 468,388	\$ 468,388	\$ 557,149

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
ADMINISTRATION
101-164**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	412,970	399,852	399,852	281,388
41300	Hourly wages	531	25,000	25,000	37,500
41600-42500	Benefits	88,806	83,142	83,142	68,398
42600-42700	Retirement	44,233	48,939	48,939	37,220
42799	Salary charges out	-	(118,000)	(118,000)	-
	Total Salaries & Benefits	546,540	438,933	438,933	424,506
MAINTENANCE & OPERATION					
42800	Auto allowance	6,014	5,880	5,880	5,880
43110	Contractual services	167,333	260,000	260,000	245,000
44120	Repairs to office equip	15	200	200	200
44300	Telephone	2,500	3,200	3,200	3,200
44352	ISD service charge	-	-	-	1,039,231
44450	Postage	15,073	-	-	-
44550	Travel	1,274	2,332	2,332	2,000
44650	Training	1,052	2,000	2,000	2,000
44750	Liability	9,022	10,424	10,424	7,015
44751	Insurance/surety bond premium	-	-	-	846
44760	Regulatory	143	-	-	-
44800	Membership and dues	803	675	675	675
45050	Periodicals & newspapers	100	100	100	100
45100	Books	24	200	200	200
45150	Furniture & equipment	18,878	900	900	900
45250	Office supplies	10,672	7,500	7,500	7,000
45350	General supplies	377	2,000	2,000	1,000
45400	Reports & publications	40	500	500	250
46900	Business meetings	1,490	2,000	2,000	1,000
47000	Miscellaneous	(56)	500	500	500
	Total Maintenance & Operation	234,753	298,411	298,411	1,316,997
TOTAL		\$ 781,293	\$ 737,344	\$ 737,344	\$ 1,741,503

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
ACCOUNTS PAYABLE
101-165**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	177,962	229,188	229,188	183,310
41200	Overtime	265	-	-	-
41300	Hourly wages	12,302	-	-	-
41600-42500	Benefits	30,774	37,624	37,624	30,375
42600-42700	Retirement	21,399	26,400	26,400	21,395
	Total Salaries & Benefits	242,702	293,212	293,212	235,080
MAINTENANCE & OPERATION					
42800	Auto allowance	8	-	-	-
43110	Contractual services	24,277	22,000	22,000	22,000
43150	Cost allocation charge	1,021	-	-	-
44120	Repairs to office equip	568	-	-	-
44300	Telephone	1,500	2,400	2,400	2,400
44352	ISD service charge	-	-	-	1,270
44450	Postage	1,820	14,000	14,000	10,000
44650	Training	185	1,000	1,000	1,000
44750	Liability	5,030	5,559	5,559	4,035
44751	Insurance/surety bond premium	-	-	-	400
44800	Membership and dues	1,181	1,000	1,000	1,000
45250	Office supplies	11,653	1,200	1,200	2,000
45350	General supplies	5,087	2,332	2,332	2,000
45450	Printing and graphics	482	3,000	3,000	2,000
46900	Business meetings	302	200	200	200
47000	Miscellaneous	-	500	500	500
	Total Maintenance & Operation	53,115	53,191	53,191	48,805
TOTAL		\$ 295,817	\$ 346,403	\$ 346,403	\$ 283,885

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
BUDGET
101-166**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	198,246	314,853	314,853	459,205
41200	Overtime	137	-	-	-
41600-42500	Benefits	34,469	53,510	53,510	73,880
42600-42700	Retirement	22,071	36,268	36,268	51,065
	Total Salaries & Benefits	254,923	404,631	404,631	584,150
MAINTENANCE & OPERATION					
42800	Auto allowance	-	200	200	200
43110	Contractual services	20,000	65,000	65,000	65,000
44300	Telephone	400	900	900	900
44352	ISD service charge	-	-	-	1,112
44450	Postage	5	-	-	-
44550	Travel	-	450	450	450
44650	Training	743	2,000	2,000	2,000
44750	Liability	3,396	7,276	7,276	9,625
44751	Insurance/surety bond premium	-	-	-	564
44800	Membership and dues	480	325	325	325
45100	Books	-	100	100	100
45250	Office supplies	539	500	500	500
45350	General supplies	-	2,000	2,000	1,500
45450	Printing and graphics	919	6,000	6,000	4,000
46900	Business meetings	-	200	200	200
47000	Miscellaneous	-	-	-	500
	Total Maintenance & Operation	26,482	84,951	84,951	86,976
TOTAL		\$ 281,405	\$ 489,582	\$ 489,582	\$ 671,126

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
ACCOUNTING
101-167**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	524,155	534,739	534,739	738,485
41200	Overtime	1,010	-	-	-
41600-42500	Benefits	77,050	79,332	79,332	118,730
42600-42700	Retirement	58,604	61,597	61,597	83,660
	Total Salaries & Benefits	660,818	675,668	675,668	940,875
MAINTENANCE & OPERATION					
42800	Auto allowance	871	1,000	1,000	1,000
43110	Contractual services	71,136	169,000	169,000	169,000
43150	Cost allocation charge	391	-	-	-
44120	Repairs to office equip	349	-	-	-
44300	Telephone	2,000	3,500	3,500	3,500
44352	ISD service charge	-	-	-	2,351
44450	Postage	123	100	100	100
44550	Travel	-	1,350	1,350	1,350
44650	Training	4,641	5,000	5,000	5,000
44700	Computer software	2,407	3,000	3,000	3,000
44750	Liability	12,314	12,908	12,908	15,770
44751	Insurance/surety bond premium	-	-	-	1,022
44800	Membership and dues	596	1,235	1,235	1,200
45050	Periodicals & newspapers	-	213	213	200
45100	Books	239	300	300	300
45150	Furniture & equipment	-	500	500	500
45170	Computer hardware	139	500	500	500
45250	Office supplies	2,345	2,000	2,000	2,000
45350	General supplies	-	2,300	2,300	2,000
45400	Reports & publications	620	-	-	-
45450	Printing and graphics	8,496	10,000	10,000	10,000
46900	Business meetings	309	600	600	600
47000	Miscellaneous	843	500	500	500
	Total Maintenance & Operation	107,818	214,006	214,006	219,893
TOTAL		\$ 768,636	\$ 889,674	\$ 889,674	\$ 1,160,768

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
PAYROLL
101-169**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	253,567	259,541	259,541	312,465
41200	Overtime	988	-	-	-
41300	Hourly wages	1,624	5,000	5,000	5,000
41600-42500	Benefits	53,583	55,954	55,954	64,225
42600-42700	Retirement	28,373	30,472	30,472	36,470
	Total Salaries & Benefits	338,135	350,967	350,967	418,160
MAINTENANCE & OPERATION					
42800	Auto allowance	-	200	200	200
43110	Contractual services	19,256	2,000	2,000	2,000
43150	Cost allocation charge	5,492	-	-	-
44120	Repairs to office equip	-	1,000	1,000	1,000
44300	Telephone	400	3,000	3,000	3,000
44352	ISD service charge	-	-	-	1,319
44650	Training	309	500	500	500
44750	Liability	6,103	6,405	6,405	6,985
44751	Insurance/surety bond premium	-	-	-	460
44800	Membership and dues	1,952	2,000	2,000	2,000
45250	Office supplies	12,507	15,000	15,000	14,000
45350	General supplies	6,274	7,500	7,500	7,000
45450	Printing and graphics	2,595	10,000	10,000	6,000
46900	Business meetings	97	200	200	500
47000	Miscellaneous	-	500	500	500
	Total Maintenance & Operation	54,985	48,305	48,305	45,464
TOTAL		\$ 393,120	\$ 399,272	\$ 399,272	\$ 463,624

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
FINGERPRINTING & PASSPORTS
101-212**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	55,825	-	-	-
41200	Overtime	346	-	-	-
41300	Hourly wages	53,607	-	-	-
41600-42500	Benefits	14,567	-	-	-
42600-42700	Retirement	11,068	-	-	-
	Total Salaries & Benefits	135,413	-	-	-
MAINTENANCE & OPERATION					
43050	Repairs-bldgs & grounds	484	-	-	-
43060	Utilities	12,580	-	-	-
43080	Rent	291	-	-	-
43110	Contractual services	247,538	-	-	-
44200	Advertising	3,051	-	-	-
44300	Telephone	3,000	-	-	-
44400	Janitorial services	6,317	-	-	-
44450	Postage	3,344	-	-	-
44550	Travel	67	-	-	-
44600	Laundry & towel service	34	-	-	-
44650	Training	60	-	-	-
44700	Computer software	70	-	-	-
44750	Liability	3,924	-	-	-
45100	Books	38	-	-	-
45150	Furniture & equipment	53	-	-	-
45170	Computer hardware	97	-	-	-
45250	Office supplies	1,280	-	-	-
45350	General supplies	29	-	-	-
46900	Business meetings	47	-	-	-
47000	Miscellaneous	443	-	-	-
	Total Maintenance & Operation	282,748	-	-	-
TOTAL		\$ 418,161	\$ -	\$ -	\$ -

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
LIABILITY INSURANCE FUND (612)**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	545,935	547,503	547,503	288,612
41200	Overtime	4,359	-	-	-
41300	Hourly wages	867	8,250	8,250	-
41600-42500	Benefits	103,054	109,113	109,113	60,559
42600-42700	Retirement	61,262	63,070	63,070	33,547
	Total Salaries & Benefits	715,477	727,936	727,936	382,718
MAINTENANCE & OPERATION					
42800	Auto allowance	631	2,000	2,000	1,350
43080	Rent	671	-	-	-
43110	Contractual services	7,493	207,244	207,244	196,881
43150	Cost allocation charge	57	372,206	372,206	693,533
44300	Telephone	3,030	8,000	8,000	5,500
44352	ISD service charge	-	-	-	3,774
44450	Postage	6,313	700	700	700
44550	Travel	8,281	7,040	7,040	7,100
44650	Training	2,162	7,500	7,500	8,500
44700	Computer software	2,185	1,200	1,200	1,700
44750	Liability	12,369	12,660	12,660	7,215
44751	Insurance/surety bond premium	-	-	-	1,550
44800	Membership and dues	2,180	2,750	2,750	2,750
45050	Periodicals & newspapers	79	1,600	1,600	1,500
45100	Books	6,032	6,800	6,800	6,800
45150	Furniture & equipment	-	689	689	750
45170	Computer hardware	54	1,800	1,800	1,800
45250	Office supplies	4,028	4,600	4,600	4,600
45350	General supplies	185	500	500	500
46900	Business meetings	122	400	400	400
47000	Miscellaneous	10	4,806,146	4,806,146	4,298,843
48501	Excess liability premium	1,005,200	-	-	-
48502	Legal consultation fee	349,273	-	-	-
48503	Litigation miscellaneous exp	423,975	-	-	-
48510	Claims accrual	(612,767)	-	-	-
48600	Claims	985,418	-	-	-
48601	Insurance claims	53,325	-	-	-
	Total Maintenance & Operation	2,260,304	5,443,835	5,443,835	5,245,746
TOTAL		\$ 2,975,781	\$ 6,171,771	\$ 6,171,771	\$ 5,628,464

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES DEPARTMENT
GRAPHICS OPERATION FUND *
650-163**

		Actual 2008-09	Adopted 2009-10	Revised 2009-10	Adopted 2010-11
SALARIES & BENEFITS					
41100	Salaries	361,365	-	-	-
41300	Hourly wages	41,554	-	-	-
41600-42500	Benefits	52,092	-	-	-
42600-42700	Retirement	44,627	-	-	-
	Total Salaries & Benefits	499,636	-	-	-
MAINTENANCE & OPERATION					
42800	Auto allowance	310	-	-	-
43110	Contractual services	70,184	-	-	-
44120	Repairs to office equip	26,537	-	-	-
44300	Telephone	867	-	-	-
44450	Postage	3,295	-	-	-
44550	Travel	20	-	-	-
44650	Training	420	-	-	-
44700	Computer software	5,683	-	-	-
44750	Liability	8,883	-	-	-
45050	Periodicals & newspapers	53	-	-	-
45150	Furniture & equipment	(34)	-	-	-
45170	Computer hardware	139	-	-	-
45200	Maps and blue prints	3,113	-	-	-
45250	Office supplies	33,079	-	-	-
45450	Printing and graphics	7,026	-	-	-
46900	Business meetings	137	-	-	-
47000	Miscellaneous	15,687	-	-	-
47010	Discount earned & lost	(105)	-	-	-
	Total Maintenance & Operation	175,293	-	-	-
TOTAL		\$ 674,929	\$ -	\$ -	\$ -

* Effective 7/1/2009, Graphics reports to Management Services in 101-163.

ADMINISTRATIVE SERVICES-FINANCE
Personnel Classification Detail

Classification	Actual 2008-09	Budget 2009-10	Revised Budget 2009-10	Budget 2010-11
<u>Salaried Employees</u>				
Accountant I	5.15	5.15	4.15	4.15
Accountant II	0.50	0.50	0.50	2.50
Accounting Services Administrator	0.90	0.90	0.90	0.95
Accounting Services Specialist	1.00	1.00	2.50	2.50
Accounts Payable Supervisor	1.00	1.00	1.00	1.00
Administrative Analyst	1.50	1.50	2.50	2.75
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Associate	-	-	1.00	1.00
Assistant Director - Finance	1.00	1.00	-	-
Budget Administrator	1.00	1.00	1.00	1.00
Buyer	2.00	2.00	2.00	2.00
Director of Finance	1.00	1.00	1.00	1.00
Duplicating Machine Operator	1.00	-	-	-
Executive Analyst	2.00	2.00	1.00	1.00
Graphics Administrator	1.00	-	-	-
Graphics Illustrator	1.00	-	-	-
Office Services Specialist II	1.00	1.00	-	-
Office Services Supervisor	1.00	1.00	1.00	1.00
Office Specialist I	2.00	-	-	-
Payroll Supervisor	1.00	1.00	0.90	1.00
Principal Accounting Technician	1.00	1.00	-	-
Purchasing Administrator	1.00	1.00	-	-
Purchasing Manager	-	-	1.00	1.00
Revenue Manager	-	-	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Senior Accountant	1.85	1.85	1.85	2.20
Senior Accounting Services Specialist	4.00	4.00	3.25	4.00
Senior Accounting Technician (Confid.)	1.00	1.00	1.00	1.00
Senior Buyer	-	-	-	1.00
Senior Graphics Illustrator	1.00	-	-	-
Senior Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Employees	<u>37.90</u>	<u>31.90</u>	<u>30.55</u>	<u>35.05</u>
<u>Hourly Employees*</u>				
Customer Service Representative		0.60	(1) 0.60	(1) 0.60
Hourly City Worker		0.30	(1) 0.30	(1) 0.30
Total Hourly Employees		<u>0.90</u>	<u>0.90</u>	<u>0.90</u>
Finance Total	<u>37.90</u>	<u>32.80</u>	<u>31.45</u>	<u>35.95</u>

* Hourly Employees - Data not available prior to fiscal year 2009-10

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