

CITY OF GLENDALE

ADMINISTRATIVE SERVICES - FINANCE

DEPARTMENT SUMMARY

ADMINISTRATIVE SERVICES – FINANCE

Mission Statement

To provide leadership in responsibly managing the City's financial resources and its related agencies while providing efficient courteous 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, risk management, and graphics. The Department is considered a central support department providing fiscal oversight and control to other City departments and related agencies. The Department also manages the City's Risk Management function which includes the liability insurance services only. Prior to fiscal year 2009/10 the Department managed the Graphics operation which provides printing and graphic services to other City departments. At that time, the fund was classified as an Internal Service Fund. Effective in fiscal year 2009/10, the Graphics section has been transferred to the Management Services Department and has become part of the General Fund.

Relationship to City 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 to 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 departments. Upgrades to the system are evaluated and cost-effective solutions are implemented. A new asset inventory module and budget module are being implemented which will allow departments increased efficiencies as well as more accurate tracking and recording of information.

Major Accomplishments

In fiscal year 2008/09, 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

CITY OF GLENDALE

ADMINISTRATIVE SERVICES - FINANCE

Report for the fiscal year ended June 30, 2007. The Certificate of Achievement is the highest form of recognition in government accounting and financial reporting.

The Department has successfully implemented a new budget module and a new asset inventory module which are both part of the current financial system. The Risk Management division has begun the process of implementing an automated liability reporting system and has completed the transfer of the liability claims operation from the City Attorney's office to Risk Management.

Additionally, the Department has provided assistance in the newly created Fleet and Equipment Management Fund whereby all of the City's fleet and equipment are now centralized under Public Works management.

Changes from Prior Year
Budget Changes: The decrease in the Department's General Fund budget from fiscal year 2008/09 is attributable to a department reorganization that will take into consideration several position reallocations and vacant position eliminations.

Staffing Changes

A total of nine positions have been eliminated and/or transferred from the Administrative Services – Finance budget.

Organizational/Program Changes:

As noted previously, the Graphics section is now organizationally included within Management

Services and is part of the General Fund. Graphics is included in the Administrative Services – Finance budget for previous years as an Internal Service Fund.

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 outside customers while trying to always identify ways to improve services.

CITY OF GLENDALE
 ADMINISTRATIVE SERVICES DEPARTMENT
 PURCHASING
 101-162

	Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS				
41100 Salaries	307,471	324,663	301,251	347,750
41300 Hourly Wages	0	128	128	0
41600-42700 Benefits	70,974	80,752	76,827	96,121
Total Salaries & Benefits	378,445	405,543	378,206	443,871
MAINTENANCE & OPERATION				
42800 Auto Allowance	937	639	639	200
44120 Repairs to Office Equip	29	639	639	100
44300 Telephone	6,374	5,090	5,090	8,500
44450 Postage	1,372	1,665	1,665	1,082
44550 Travel	3,709	3,050	3,050	1,025
44650 Training	64	533	533	500
44700 Computer Software	54	533	533	500
44750 Insurance & Surety Bonds	6,149	7,154	6,686	8,375
44800 Membership and Dues	1,849	880	880	900
45050 Periodicals & Newspapers	19	107	107	35
45150 Furniture & Equipment	344	600	600	100
45170 Computer Hardware	0	0	0	100
45250 Office Supplies	1,554	1,875	1,875	1,600
45450 Printing and Graphics	1,431	200	200	400
46900 Business Meetings	194	100	100	100
47000 Miscellaneous	188	1,537	1,537	1,000
Total Maintenance & Operation	24,266	24,602	24,134	24,517
TOTAL DEPARTMENT	402,710	430,145	402,340	468,388

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	268,194	427,629	427,629	399,852
41300	Hourly Wages	8,854	5,551	5,551	25,000
41600-42700	Benefits	76,660	121,043	121,043	132,081
42799	Salary Charges Out	0	0	0	(118,000)
	Total Salaries & Benefits	353,708	554,223	554,223	438,933
MAINTENANCE & OPERATION					
42800	Auto Allowance	4,577	5,880	5,880	5,880
43110	Contractual Services	175,907	61,000	61,000	260,000
43113	County Property Tax Admin	642,201	700,000	700,000	0
44120	Repairs to Office Equip	212	500	500	200
44300	Telephone	2,992	2,500	2,500	3,200
44450	Postage	14,009	11,186	11,186	0
44550	Travel	0	5,480	5,480	2,332
44650	Training	250	2,000	2,000	2,000
44700	Computer Software	0	246	246	0
44750	Insurance & Surety Bonds	5,842	9,022	9,022	10,424
44760	Regulatory	143	0	0	0
44800	Membership and Dues	817	250	250	675
45050	Periodicals & Newspapers	354	147	147	100
45100	Books	361	123	123	200
45150	Furniture & Equipment	1,068	983	983	900
45170	Computer Hardware	180	0	0	0
45250	Office Supplies	10,037	7,500	7,500	7,500
45350	General Supplies	0	5,000	5,000	2,000
45400	Reports & Publications	0	0	0	500
45450	Printing and Graphics	54	0	0	0
46900	Business Meetings	1,051	92	92	2,000
47000	Miscellaneous	161	1,130	1,130	500
	Total Maintenance & Operation	860,215	813,039	813,039	298,411
TOTAL DEPARTMENT		1,213,924	1,367,262	1,367,262	737,344

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	195,674	215,725	215,725	229,188
41200	Overtime	280	0	0	0
41300	Hourly Wages	13,805	13,230	13,230	0
41600-42700	Benefits	53,440	62,634	62,634	64,024
	Total Salaries & Benefits	263,199	291,589	291,589	293,212
MAINTENANCE & OPERATION					
43110	Contractual Services	4,386	0	0	22,000
43150	Cost Allocation Charge	1,013	1,018	1,018	0
44120	Repairs to Office Equip	547	0	0	0
44300	Telephone	2,181	1,500	1,500	2,400
44450	Postage	939	0	0	14,000
44650	Training	0	1,972	1,972	1,000
44750	Insurance & Surety Bonds	4,195	5,030	5,030	5,559
44800	Membership and Dues	1,085	0	0	1,000
45150	Furniture & Equipment	0	323	323	0
45250	Office Supplies	1,644	1,236	1,236	1,200
45350	General Supplies	1,234	100	100	2,332
45450	Printing and Graphics	1,843	1,900	1,900	3,000
46900	Business Meetings	145	74	74	200
47000	Miscellaneous	79	422	422	500
	Total Maintenance & Operation	19,292	13,575	13,575	53,191
TOTAL DEPARTMENT		282,490	305,164	305,164	346,403

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	145,786	153,931	153,931	314,853
41600-42700	Benefits	44,164	43,594	43,594	89,778
	Total Salaries & Benefits	189,951	197,525	197,525	404,631
MAINTENANCE & OPERATION					
42800	Auto Allowance	0	0	0	200
43110	Contractual Services	0	15,000	15,000	65,000
44300	Telephone	727	400	400	900
44550	Travel	0	0	0	450
44650	Training	45	298	298	2,000
44750	Insurance & Surety Bonds	2,890	3,396	3,396	7,276
44800	Membership and Dues	110	0	0	325
45100	Books	0	0	0	100
45250	Office Supplies	0	0	0	500
45350	General Supplies	0	0	0	2,000
45450	Printing and Graphics	0	0	0	6,000
46900	Business Meetings	72	0	0	200
47000	Miscellaneous	32	0	0	0
	Total Maintenance & Operation	3,875	19,094	19,094	84,951
TOTAL DEPARTMENT		193,826	216,619	216,619	489,582

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	476,748	553,224	553,224	534,739
41300	Hourly Wages	756	0	0	0
41600-42700	Benefits	122,761	160,791	160,791	140,929
	Total Salaries & Benefits	600,265	714,015	714,015	675,668
MAINTENANCE & OPERATION					
42800	Auto Allowance	179	0	0	1,000
43110	Contractual Services	103,607	70,000	70,000	169,000
43150	Cost Allocation Charge	361	0	0	0
44120	Repairs to Office Equip	416	1,522	1,522	0
44300	Telephone	2,908	2,000	2,000	3,500
44450	Postage	2,557	3,207	3,207	100
44550	Travel	74	0	0	1,350
44650	Training	7,867	2,304	2,304	5,000
44700	Computer Software	334	0	0	3,000
44750	Insurance & Surety Bonds	9,550	12,314	12,314	12,908
44760	Regulatory	350	0	0	0
44800	Membership and Dues	698	381	381	1,235
45050	Periodicals & Newspapers	0	228	228	213
45100	Books	0	190	190	300
45150	Furniture & Equipment	4,902	500	500	500
45170	Computer Hardware	162	0	0	500
45250	Office Supplies	3,459	2,000	2,000	2,000
45350	General Supplies	0	5,000	5,000	2,300
45400	Reports & Publications	595	0	0	0
45450	Printing and Graphics	578	0	0	10,000
46900	Business Meetings	514	143	143	600
47000	Miscellaneous	1,502	893	893	500
	Total Maintenance & Operation	140,610	100,682	100,682	214,006
TOTAL DEPARTMENT		740,875	814,697	814,697	889,674

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	236,182	260,768	260,768	259,541
41200	Overtime	465	2,864	2,864	0
41300	Hourly Wages	3,895	9,307	9,307	5,000
41600-42700	Benefits	73,535	92,330	92,330	86,426
	Total Salaries & Benefits	314,077	365,269	365,269	350,967
MAINTENANCE & OPERATION					
42800	Auto Allowance	425	0	0	200
43110	Contractual Services	30,241	17,000	17,000	2,000
43150	Cost Allocation Charge	5,733	8,200	8,200	0
44100	Repairs to Equipment	163	0	0	0
44120	Repairs to Office Equip	555	400	400	1,000
44300	Telephone	727	400	400	3,000
44650	Training	546	0	0	500
44700	Computer Software	15,418	0	0	0
44750	Insurance & Surety Bonds	4,811	6,103	6,103	6,405
44800	Membership and Dues	0	195	195	2,000
45050	Periodicals & Newspapers	1,607	0	0	0
45150	Furniture & Equipment	1,572	268	268	0
45250	Office Supplies	10,426	15,000	15,000	15,000
45350	General Supplies	1,251	0	0	7,500
45450	Printing and Graphics	3,687	0	0	10,000
46900	Business Meetings	0	0	0	200
47000	Miscellaneous	81	420	420	500
	Total Maintenance & Operation	77,243	47,986	47,986	48,305
TOTAL DEPARTMENT		391,321	413,255	413,255	399,272

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	108,748	116,806	58,368	0
41200	Overtime	8,350	0	0	0
41300	Hourly Wages	70,936	55,697	55,697	0
41600-42700	Benefits	32,851	36,108	16,240	0
	Total Salaries & Benefits	<u>220,884</u>	<u>208,611</u>	<u>130,305</u>	<u>0</u>
MAINTENANCE & OPERATION					
42800	Auto Allowance	111	300	300	0
43050	Repairs-Bldgs & Grounds	248	1,500	1,500	0
43060	Utilities	13,969	12,967	12,967	0
43080	Rent	4,678	26,280	26,280	0
43110	Contractual Services	397,659	376,419	376,419	0
44120	Repairs to Office Equip	285	0	0	0
44200	Advertising	3,447	2,500	2,500	0
44300	Telephone	1,584	3,000	3,000	0
44400	Janitorial Services	8,010	0	0	0
44450	Postage	6,770	2,500	2,500	0
44550	Travel	1,159	0	0	0
44650	Training	1,268	500	500	0
44700	Computer Software	547	500	500	0
44750	Insurance & Surety Bonds	4,063	5,093	3,924	0
44800	Membership and Dues	136	0	0	0
45100	Books	20	100	100	0
45150	Furniture & Equipment	2,615	2,000	2,000	0
45170	Computer Hardware	1,038	0	0	0
45250	Office Supplies	3,476	3,600	3,600	0
45300	Small Tools	0	250	250	0
45350	General Supplies	392	500	500	0
45450	Printing and Graphics	609	1,000	1,000	0
46000	Depreciation	6,000	6,000	6,000	0
46900	Business Meetings	249	250	250	0
47000	Miscellaneous	4,019	906	906	0
	Total Maintenance & Operation	<u>462,350</u>	<u>446,165</u>	<u>444,996</u>	<u>0</u>
TOTAL DEPARTMENT		<u>683,234</u>	<u>654,776</u>	<u>575,301</u>	<u>0</u>

* This Org is no longer in use effective 7/1/2009. Fingerprinting & Passports budget is now reported in Administrative Services Department as part of 101-164.

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	531,032	576,303	547,492	547,503
41200	Overtime	160	0	0	0
41300	Hourly Wages	15,241	39,150	39,150	8,250
41600-42700	Benefits	159,358	177,058	172,192	172,183
	Total Salaries & Benefits	705,791	792,511	758,834	727,936
MAINTENANCE & OPERATION					
42800	Auto Allowance	929	2,000	2,000	2,000
43110	Contractual Services	20	48,000	48,000	207,244
43150	Cost Allocation Charge	15	0	0	372,206
44300	Telephone	3,350	7,000	7,000	8,000
44450	Postage	5,538	700	700	700
44550	Travel	3,734	16,130	16,130	7,040
44650	Training	7,980	7,500	7,500	7,500
44700	Computer Software	2,121	1,200	1,200	1,200
44750	Insurance & Surety Bonds	12,005	13,588	13,012	12,660
44800	Membership and Dues	1,850	2,000	2,000	2,750
45050	Periodicals & Newspapers	0	1,600	1,600	1,600
45100	Books	4,886	6,800	6,800	6,800
45150	Furniture & Equipment	97	0	0	689
45170	Computer Hardware	1,817	1,800	1,800	1,800
45250	Office Supplies	4,888	3,000	3,000	4,600
45350	General Supplies	370	500	500	500
46900	Business Meetings	96	400	400	400
47000	Miscellaneous	772	5,295,271	5,295,271	4,806,146
48501	Excess Liability Premium	1,287,304	0	0	0
48502	Legal Consultation Fee	1,144,617	0	0	0
48503	Litigation Miscellaneous Expen	363,089	0	0	0
48510	Claims Accrual	1,810,623	0	0	0
48600	Claims	11,329,294	0	0	0
	Total Maintenance & Operation	15,985,394	5,407,489	5,406,913	5,443,835
TOTAL DEPARTMENT		16,691,185	6,200,000	6,165,747	6,171,771

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

		Actual 2007-08	Adopted 2008-09	Revised 2008-09	Adopted 2009-10
SALARIES & BENEFITS					
41100	Salaries	343,588	445,407	445,407	0
41200	Overtime	84	0	0	0
41300	Hourly Wages	37,319	4,532	4,532	0
41600-42700	Benefits	90,633	127,113	127,113	0
	Total Salaries & Benefits	471,624	577,052	577,052	0
MAINTENANCE & OPERATION					
42800	Auto Allowance	432	300	300	0
43110	Contractual Services	70,622	79,000	79,000	0
44120	Repairs to Office Equip	27,931	40,150	40,150	0
44300	Telephone	725	600	600	0
44450	Postage	113	150	150	0
44550	Travel	3,227	2,910	2,910	0
44650	Training	1,525	2,000	2,000	0
44700	Computer Software	9,474	7,312	7,312	0
44750	Insurance & Surety Bonds	7,620	9,823	9,823	0
45050	Periodicals & Newspapers	947	1,300	1,300	0
45150	Furniture & Equipment	1,004	3,000	3,000	0
45170	Computer Hardware	81	0	0	0
45200	Maps and Blue Prints	10,846	5,000	5,000	0
45250	Office Supplies	32,379	38,000	38,000	0
45350	General Supplies	82	0	0	0
45450	Printing and Graphics	12,611	0	0	0
46900	Business Meetings	633	0	0	0
47000	Miscellaneous	590	1,567	1,567	0
47010	Discount Earned & Lost	(250)	0	0	0
	Total Maintenance & Operation	180,594	191,112	191,112	0
TOTAL DEPARTMENT		652,218	768,164	768,164	0

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

ADMINISTRATIVE SERVICES - FINANCE

Personnel Classification Detail

Salaried Employees

Classification	Budget 2007-08	Budget 2008-09	Revised Budget 2008-09	Budget 2009-10
Accountant I	6.15	6.15	5.15	5.15
Accountant II	-	-	0.50	0.50
Accounting Services Administrator	0.90	0.90	0.90	0.90
Accounting Services Specialist	4.00	4.00	1.00	1.00
Accounts Payable Supervisor	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	-	1.50	1.50
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant Director - Finance	1.00	1.00	1.00	1.00
Budget Administrator	-	-	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	2.00	2.00	1.00	-
Executive Analyst	2.00	2.00	2.00	2.00
Graphics Administrator	1.00	1.00	1.00	-
Graphics Illustrator	2.00	2.00	1.00	-
Office Services Specialist II	2.00	2.00	1.00	1.00
Office Services Supervisor	1.00	1.00	1.00	1.00
Office Specialist I	2.00	2.00	2.00	-
Payroll Supervisor	1.00	1.00	1.00	1.00
Principal Accounting Technician	1.00	1.00	1.00	1.00
Purchasing Administrator	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Sr. Accountant	1.85	1.85	1.85	1.85
Sr. Accounting Services Specialist	2.00	2.00	4.00	4.00
Sr. Accounting Technician (Confid.)	1.00	1.00	1.00	1.00
Sr. Administrative Analyst	1.00	1.00	-	-
Sr. Graphics Illustrator	1.00	1.00	1.00	-
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Employees	41.90	40.90	37.90	31.90

Hourly Employees*

Customer Service Representative	0.60	(1)
Hourly City Worker	0.30	(1)
Total Hourly Employees	0.90	

Finance Total	41.90	40.90	37.90	32.80
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* Hourly Employees - Data not available prior to fiscal year 2009-10

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