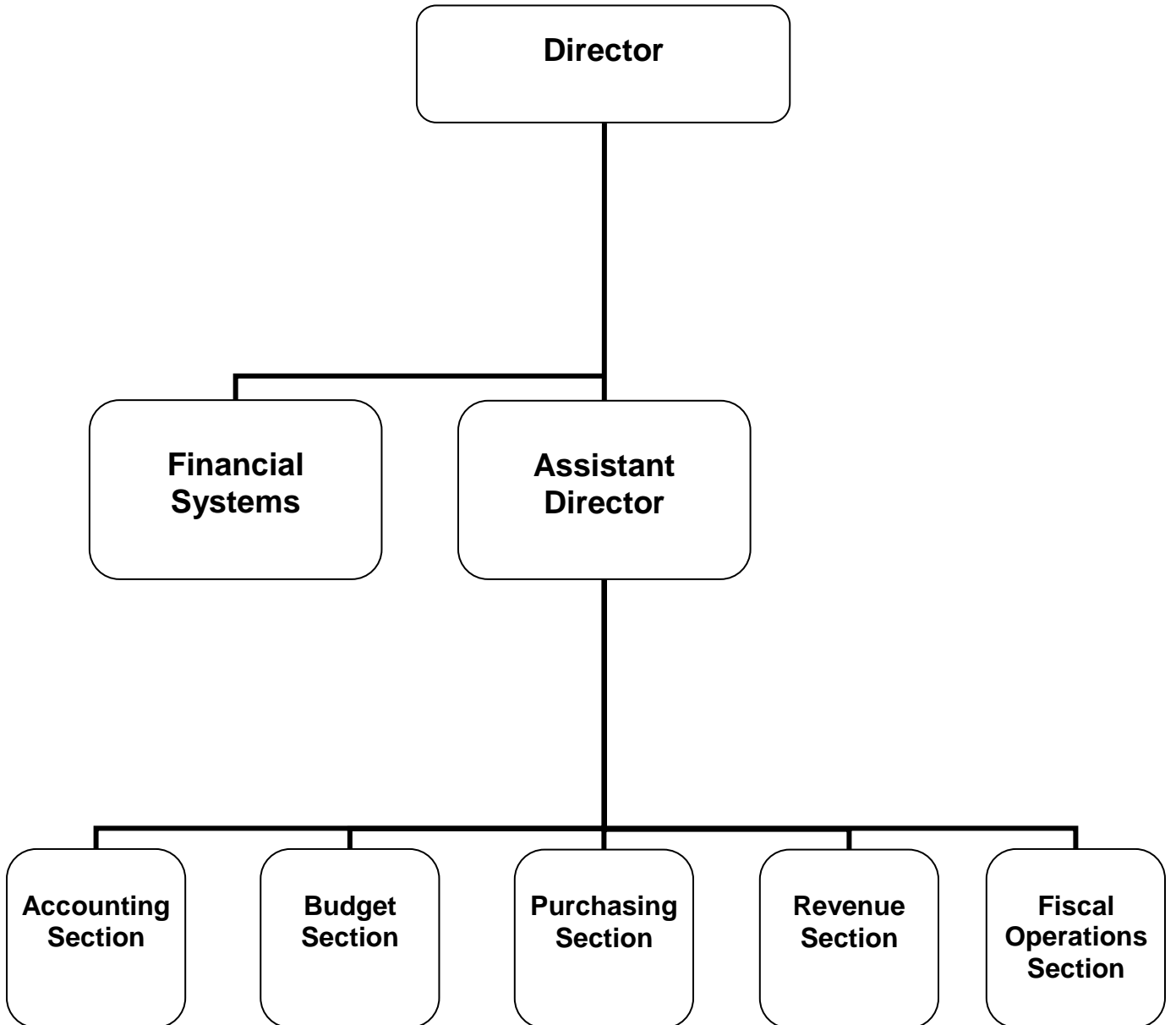


# ADMINISTRATIVE SERVICES - FINANCE



# CITY OF GLENDALE

## ADMINISTRATIVE SERVICES - FINANCE

### **MISSION STATEMENT**

With excellence, integrity, and dedication, the Administrative Services – 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 Administrative Services – 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 – Finance Department provides a key role in every financial transaction of the City. Responsibilities include budget, purchasing, payroll, accounting, revenue and collections, and accounts payable. The Department is considered a central support department providing fiscal oversight and control to other City Departments and related agencies.

### **RELATIONSHIP TO COUNCIL PRIORITIES**

#### ***Fiscal Responsibility***

The Administrative Services – Finance Department 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 Administrative Services – Finance Department performs many tasks which include: a) coordination of the annual budget process that is properly noticed, accurate and complete; b) preparation of five-year forecasts for key funds, including the General Fund; c) establishment of policies and procedures that ensure resources are utilized according to the approved budget; and d) assurance that all increases to the budget are reviewed and approved by the City Council.

#### ***Exceptional Customer Service***

The Administrative Services – Finance Department 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 a central service department, the Administrative Services – Finance Department is committed to providing the highest level of service to its primary customers, fellow employees of other City Departments. This includes assisting on Council Agenda items that display a fiscal impact, resolving budget and accounting issues, processing payroll accurately, and assisting with the procurement of goods and services. In addition to its commitment to other City Departments, the Administrative Services – Finance Department also strives to provide an equally high level of customer service to the City residents. This includes responding to resident inquiries, resolving any issues or concerns, and taking action on public records requests in a timely and efficient manner.

#### ***Informed & Engaged Community***

The Administrative Services – Finance Department continually works to ensure that Generally Accepted Accounting Standards (GAAS) are maintained and upheld. As such, Accounting procedures are revised as necessary to comply with these standards. Further, the annual Adopted Budget Document and the Consolidated Annual Financial Report (CAFR) are posted on the City's website to provide additional opportunities for the community to be more informed of the City's financial status. In addition, the City's financial system provides timely and complete financial information directly to the departments. This in turn helps departments provide better service and information to residents and visitors to the City of Glendale.

**CITY OF GLENDALE  
SUMMARY OF APPROPRIATIONS  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
FOR THE YEARS ENDING JUNE 30**

	Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<b>General Fund</b>				
Revenue (101-135)	\$ 443,931	\$ 758,570	\$ 762,188	\$ 779,350
Applications (101-136)	-	2,200	2,200	5,776
Internal Audit (101-160)*	663,252	745,703	750,180	-
Purchasing (101-162)	411,791	462,355	464,672	475,508
Administration (101-164)	1,322,659	896,769	900,807	1,018,182
Accounts Payable (101-165)	242,072	282,577	284,081	304,452
Budget (101-166)	522,566	600,820	604,420	673,625
Accounting (101-167)	1,032,007	1,003,922	1,009,465	1,099,184
Payroll (101-169)	511,929	588,651	593,045	644,101
<b>Total General Fund</b>	<b>\$ 5,150,206</b>	<b>\$ 5,341,567</b>	<b>\$ 5,371,058</b>	<b>\$ 5,000,178</b>
<b>Department Grand Total</b>	<b>\$ 5,150,206</b>	<b>\$ 5,341,567</b>	<b>\$ 5,371,058</b>	<b>\$ 5,000,178</b>

Notes:

- \* Effective FY 2017-18, Internal Audit section (101-160) shifted from Administrative Services Department to new department, Innovation, Performance and Audit (101-241).

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL BUDGET FUND - REVENUE  
101-135**

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 204,040	\$ 368,593	\$ 368,593	\$ 411,403
41300	Hourly wages	46,792	37,802	37,802	-
Various	Benefits	45,921	98,188	101,806	89,164
42700	PERS Retirement	48,973	83,921	83,921	108,601
42701	PERS cost sharing	(4,314)	(14,636)	(14,636)	(16,348)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 341,412</b>	<b>\$ 573,868</b>	<b>\$ 577,486</b>	<b>\$ 592,820</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 91,758	\$ 155,000	\$ 155,000	\$ 167,000
44352	ISD service charge	-	17,713	17,713	6,380
44450	Postage	6	-	-	-
44550	Travel	676	1,200	1,200	1,200
44650	Training	876	400	400	400
44700	Computer software	309	-	-	-
44750	Liability Insurance	8,428	9,989	9,989	11,150
44800	Membership & dues	404	200	200	200
45250	Office supplies	63	200	200	200
<b>Maintenance &amp; Operation Total</b>		<b>\$ 102,519</b>	<b>\$ 184,702</b>	<b>\$ 184,702</b>	<b>\$ 186,530</b>
<b>TOTAL</b>		<b>\$ 443,931</b>	<b>\$ 758,570</b>	<b>\$ 762,188</b>	<b>\$ 779,350</b>

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL BUDGET FUND - APPLICATIONS  
101-136**

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 272,463	\$ 286,917	\$ 286,917	\$ 291,012
Various	Benefits	60,985	48,160	50,987	43,329
42700	PERS Retirement	56,547	65,395	65,395	76,849
42701	PERS cost sharing	(8,120)	(11,405)	(11,405)	(11,569)
42799	Salary charges in (out)	(381,875)	(389,067)	(391,894)	(399,621)
<b>Salaries &amp; Benefits Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Maintenance &amp; Operation</b>					
44352	ISD service charge	\$ -	\$ -	\$ -	\$ 3,576
44550	Travel	-	1,200	1,200	1,200
44650	Training	-	1,000	1,000	1,000
44750	Liability Insurance	9,155	7,775	7,775	7,886
49050	Charges-other depts	(9,155)	(7,775)	(7,775)	(7,886)
<b>Maintenance &amp; Operation Total</b>		<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 2,200</b>	<b>\$ 5,776</b>
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 2,200</b>	<b>\$ 5,776</b>

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL BUDGET FUND - INTERNAL AUDIT  
101-160**

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 391,063	\$ 449,442	\$ 449,442	\$ -
Various	Benefits	110,684	127,185	131,662	-
42700	PERS Retirement	81,199	102,672	102,672	-
42701	PERS cost sharing	(11,660)	(17,906)	(17,906)	-
<b>Salaries &amp; Benefits Total</b>		<b>\$ 571,286</b>	<b>\$ 661,393</b>	<b>\$ 665,870</b>	<b>\$ -</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ -	\$ 35,000	\$ 35,000	\$ -
44352	ISD service charge	54,569	24,680	24,680	-
44650	Training	4,579	8,000	8,000	-
44750	Liability Insurance	13,140	12,180	12,180	-
44800	Membership & dues	850	2,500	2,500	-
45100	Books	162	100	100	-
45150	Furniture & equipment	17,798	550	550	-
45250	Office supplies	773	600	600	-
45350	General supplies	-	300	300	-
46900	Business meetings	-	200	200	-
47000	Miscellaneous	96	200	200	-
<b>Maintenance &amp; Operation Total</b>		<b>\$ 91,966</b>	<b>\$ 84,310</b>	<b>\$ 84,310</b>	<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 663,252</b>	<b>\$ 745,703</b>	<b>\$ 750,180</b>	<b>\$ -</b>

Notes:

\* Effective FY 2017-18, Internal Audit section (101-160) shifted from Administrative Services Department to new department, Innovation, Performance and Audit (101-241).

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL BUDGET FUND - PURCHASING  
101-162**

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 209,965	\$ 286,740	\$ 286,740	\$ 292,416
41200	Overtime	978	-	-	-
41300	Hourly wages	10,032	-	-	-
Various	Benefits	32,929	56,947	59,264	52,130
42700	PERS Retirement	40,951	65,355	65,355	77,223
42701	PERS cost sharing	(3,657)	(11,398)	(11,398)	(11,625)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 291,199</b>	<b>\$ 397,644</b>	<b>\$ 399,961</b>	<b>\$ 410,144</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 30,784	\$ 33,000	\$ 33,000	\$ -
44352	ISD service charge	80,669	16,741	16,741	50,340
44450	Postage	0	1,000	1,000	1,000
44550	Travel	-	1,000	1,000	1,000
44650	Training	-	1,000	1,000	1,000
44750	Liability Insurance	7,425	7,770	7,770	7,924
44800	Membership & dues	320	900	900	900
45150	Furniture & equipment	-	100	100	-
45250	Office supplies	497	1,200	1,200	1,200
45350	General supplies	763	-	-	-
46900	Business meetings	98	1,000	1,000	1,000
47000	Miscellaneous	35	1,000	1,000	1,000
<b>Maintenance &amp; Operation Total</b>		<b>\$ 120,592</b>	<b>\$ 64,711</b>	<b>\$ 64,711</b>	<b>\$ 65,364</b>
<b>TOTAL</b>		<b>\$ 411,791</b>	<b>\$ 462,355</b>	<b>\$ 464,672</b>	<b>\$ 475,508</b>

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

		<b>Actual 2015-16</b>	<b>Adopted 2016-17</b>	<b>Revised 2016-17</b>	<b>Adopted 2017-18</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 422,114	\$ 364,207	\$ 364,207	\$ 492,572
41300	Hourly wages	29,900	31,616	31,616	-
Various	Benefits	149,324	117,581	121,619	106,836
42700	PERS Retirement	92,974	90,372	90,372	101,976
42701	PERS cost sharing	(12,583)	(15,762)	(15,762)	(15,351)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 681,729</b>	<b>\$ 588,014</b>	<b>\$ 592,052</b>	<b>\$ 686,033</b>
<b>Maintenance &amp; Operation</b>					
43080	Rent	\$ -	\$ 197,057	\$ 197,057	\$ 200,341
43110	Contractual services	7,733	35,550	35,550	58,860
44120	Repairs to office equip	-	200	200	200
44352	ISD service charge	604,245	47,346	47,346	44,424
44550	Travel	3,195	2,000	2,000	2,000
44650	Training	3,613	2,000	2,000	2,000
44750	Liability Insurance	15,188	10,727	10,727	10,449
44800	Membership & dues	1,312	675	675	675
45050	Periodicals & newspapers	-	100	100	100
45100	Books	-	200	200	200
45150	Furniture & equipment	824	900	900	900
45250	Office supplies	893	7,000	7,000	7,000
45350	General supplies	102	1,000	1,000	1,000
45400	Reports & publications	-	1,000	1,000	1,000
46900	Business meetings	2,589	2,000	2,000	2,000
47000	Miscellaneous	1,235	1,000	1,000	1,000
<b>Maintenance &amp; Operation Total</b>		<b>\$ 640,930</b>	<b>\$ 308,755</b>	<b>\$ 308,755</b>	<b>\$ 332,149</b>
<b>TOTAL</b>		<b>\$ 1,322,659</b>	<b>\$ 896,769</b>	<b>\$ 900,807</b>	<b>\$ 1,018,182</b>



**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL BUDGET FUND - ACCOUNTS PAYABLE  
101-165**

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 109,998	\$ 145,659	\$ 145,659	\$ 156,003
41200	Overtime	-	-	-	10,650
41300	Hourly wages	27,762	12,120	12,120	12,360
Various	Benefits	38,273	45,379	46,883	36,902
42700	PERS Retirement	23,459	36,010	36,010	44,532
42701	PERS cost sharing	(2,277)	(6,281)	(6,281)	(6,703)
42799	Salary charges in (out)	-	-	-	(11,088)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 197,215</b>	<b>\$ 232,887</b>	<b>\$ 234,391</b>	<b>\$ 242,656</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 16,455	\$ 21,000	\$ 21,000	\$ 27,000
44352	ISD service charge	17,004	10,420	10,420	16,239
44450	Postage	5,747	7,500	7,500	7,500
44650	Training	81	600	600	600
44750	Liability Insurance	4,629	4,275	4,275	4,851
44800	Membership & dues	-	695	695	695
45150	Furniture & equipment	-	500	500	500
45250	Office supplies	940	2,000	2,000	2,000
45350	General supplies	-	2,000	2,000	2,000
46900	Business meetings	-	200	200	200
47000	Miscellaneous	-	500	500	500
49050	Charges-other depts	-	-	-	(289)
<b>Maintenance &amp; Operation Total</b>		<b>\$ 44,856</b>	<b>\$ 49,690</b>	<b>\$ 49,690</b>	<b>\$ 61,796</b>
<b>TOTAL</b>		<b>\$ 242,072</b>	<b>\$ 282,577</b>	<b>\$ 284,081</b>	<b>\$ 304,452</b>

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

	<b>Actual 2015-16</b>	<b>Adopted 2016-17</b>	<b>Revised 2016-17</b>	<b>Adopted 2017-18</b>
<b>Salaries &amp; Benefits</b>				
41100	\$ 299,548	\$ 347,323	\$ 347,323	\$ 394,446
41200	2,800	5,000	5,000	-
41300	1,050	-	-	-
Various	92,922	101,463	105,063	99,286
42700	58,640	79,249	79,249	104,335
42701	(5,145)	(13,821)	(13,821)	(15,706)
<b>Salaries &amp; Benefits Total</b>	<b>\$ 449,817</b>	<b>\$ 519,214</b>	<b>\$ 522,814</b>	<b>\$ 582,361</b>
<b>Maintenance &amp; Operation</b>				
43110	\$ 17,400	\$ 40,000	\$ 40,000	\$ 40,000
44352	42,527	20,258	20,258	28,775
44550	-	6,000	6,000	6,000
44650	928	4,000	4,000	4,000
44750	10,194	9,548	9,548	10,689
44800	840	1,500	1,500	1,500
45250	61	300	300	300
46900	392	-	-	-
47000	407	-	-	-
<b>Maintenance &amp; Operation Total</b>	<b>\$ 72,749</b>	<b>\$ 81,606</b>	<b>\$ 81,606</b>	<b>\$ 91,264</b>
<b>TOTAL</b>	<b>\$ 522,566</b>	<b>\$ 600,820</b>	<b>\$ 604,420</b>	<b>\$ 673,625</b>

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL BUDGET FUND - ACCOUNTING  
101-167**

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 572,275	\$ 551,531	\$ 551,531	\$ 629,492
41200	Overtime	2,858	4,000	4,000	4,363
41300	Hourly wages	5,965	3,000	3,000	3,321
Various	Benefits	148,190	137,483	143,026	145,396
42700	PERS Retirement	112,842	125,528	125,528	167,025
42701	PERS cost sharing	(10,151)	(21,892)	(21,892)	(25,146)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 831,979</b>	<b>\$ 799,650</b>	<b>\$ 805,193</b>	<b>\$ 924,451</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 121,022	\$ 127,370	\$ 127,370	\$ 91,060
44352	ISD service charge	47,759	40,166	40,166	44,804
44450	Postage	2,782	2,800	2,800	2,800
44550	Travel	-	600	600	600
44650	Training	2,104	8,000	8,000	8,000
44750	Liability Insurance	19,515	15,136	15,136	17,269
44800	Membership & dues	304	500	500	500
45100	Books	163	2,000	2,000	2,000
45250	Office supplies	2,422	3,000	3,000	3,000
45350	General supplies	-	300	300	300
45400	Reports & publications	2,624	3,000	3,000	3,000
46900	Business meetings	71	200	200	200
47000	Miscellaneous	1,263	1,200	1,200	1,200
<b>Maintenance &amp; Operation Total</b>		<b>\$ 200,029</b>	<b>\$ 204,272</b>	<b>\$ 204,272</b>	<b>\$ 174,733</b>
<b>TOTAL</b>		<b>\$ 1,032,007</b>	<b>\$ 1,003,922</b>	<b>\$ 1,009,465</b>	<b>\$ 1,099,184</b>

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
GENERAL BUDGET FUND - PAYROLL  
101-169**

		Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 373,113	\$ 442,734	\$ 442,734	\$ 471,708
41200	Overtime	4,424	14,899	14,899	23,457
Various	Benefits	116,990	113,423	117,817	112,962
42700	PERS Retirement	71,912	100,979	100,979	124,687
42701	PERS cost sharing	(5,265)	(17,610)	(17,610)	(18,769)
42799	Salary charges in (out)	(119,334)	(125,304)	(125,304)	(148,741)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 441,840</b>	<b>\$ 529,121</b>	<b>\$ 533,515</b>	<b>\$ 565,304</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 18,935	\$ 15,500	\$ 15,500	\$ 17,500
44120	Repairs to office equip	-	1,000	1,000	1,000
44352	ISD service charge	35,903	21,114	21,114	37,877
44450	Postage	2,663	1,600	1,600	1,600
44650	Training	569	1,500	1,500	1,500
44750	Liability Insurance	12,685	12,403	12,403	13,418
44800	Membership & dues	-	2,000	2,000	2,000
45050	Periodicals & newspapers	104	-	-	-
45250	Office supplies	632	2,500	2,500	2,500
45350	General supplies	1,257	3,400	3,400	3,400
46900	Business meetings	79	500	500	500
47000	Miscellaneous	103	500	500	500
49050	Charges-other depts	(2,840)	(2,487)	(2,487)	(2,998)
<b>Maintenance &amp; Operation Total</b>		<b>\$ 70,089</b>	<b>\$ 59,530</b>	<b>\$ 59,530</b>	<b>\$ 78,797</b>
<b>TOTAL</b>		<b>\$ 511,929</b>	<b>\$ 588,651</b>	<b>\$ 593,045</b>	<b>\$ 644,101</b>

**CITY OF GLENDALE  
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT  
PERSONNEL CLASSIFICATION DETAIL**

Classification	Actual 2015-16	Adopted 2016-17	Revised 2016-17	Adopted 2017-18
<u>Salaried Positions</u>				
Accountant I	2.17	2.17	2.17	3.25
Accountant II	2.15	2.15	2.15	2.15
Accounting Manager	0.80	0.80	0.80	0.80
Accounting Services Specialist	1.00	1.00	1.00	1.00
Accounting Supervisor	1.75	1.75	1.75	1.75
Accounts Payable Supervisor	0.60	0.60	0.60	0.60
Accounts Payable Technician I	2.00	2.00	2.00	2.00
Administrative Associate	1.00	1.00	1.00	1.00
Assistant Director of Finance	1.00	1.00	1.00	1.00
Billing & Collection Admin Supervisor	-	-	1.00	1.00
Billing & Collection Technician	-	-	1.00	1.00
Budget Analyst	1.00	1.00	1.00	2.00
Budget Assistant	1.80	1.80	1.80	0.80
Budget Associate	1.00	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00	1.00
Buyer I	1.00	1.00	1.00	1.00
Buyer II	1.00	1.00	1.00	1.00
Collection Specialist	1.00	1.00	-	-
Director of Finance	1.00	1.00	1.00	1.00
Financial Applications Administrator	1.00	1.00	1.00	1.00
Financial Applications Manager	1.00	1.00	1.00	1.00
Fiscal Operations Manager	1.00	1.00	1.00	1.00
Internal Audit Manager**	1.00	1.00	1.00	-
Internal Auditor**	1.00	1.00	1.00	-
Office Services Supervisor (Steno)	1.00	1.00	-	-
Payroll Specialist I	3.00	3.00	3.00	3.00
Payroll Specialist II	1.00	1.00	1.00	1.00
Payroll Supervisor	1.00	1.00	1.00	1.00
Purchasing Manager	1.00	1.00	1.00	1.00
Revenue Manager	1.00	1.00	1.00	1.00
Sr. Billing & Collection Specialist	-	-	1.00	1.00
Sr. Internal Auditor**	2.00	2.00	2.00	-
Sr. Revenue Analyst	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>37.27</u>	<u>37.27</u>	<u>38.27</u>	<u>35.35</u>
<u>Hourly Positions</u>				
Hourly City Worker	0.85	1.57	1.57	0.56
Total Hourly FTE Positions	<u>0.85</u>	<u>1.57</u>	<u>1.57</u>	<u>0.56</u>
Administrative Services - Finance Total	<u>38.12</u>	<u>38.84</u>	<u>39.84</u>	<u>35.91</u>

Notes:

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

\*\* Effective FY 2017-18, the Internal Audit section moved to the new Innovation, Performance & Audit Department.