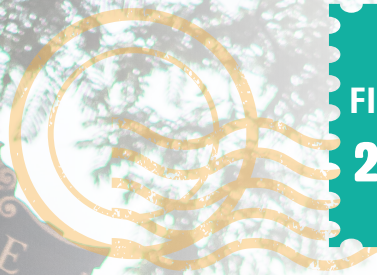




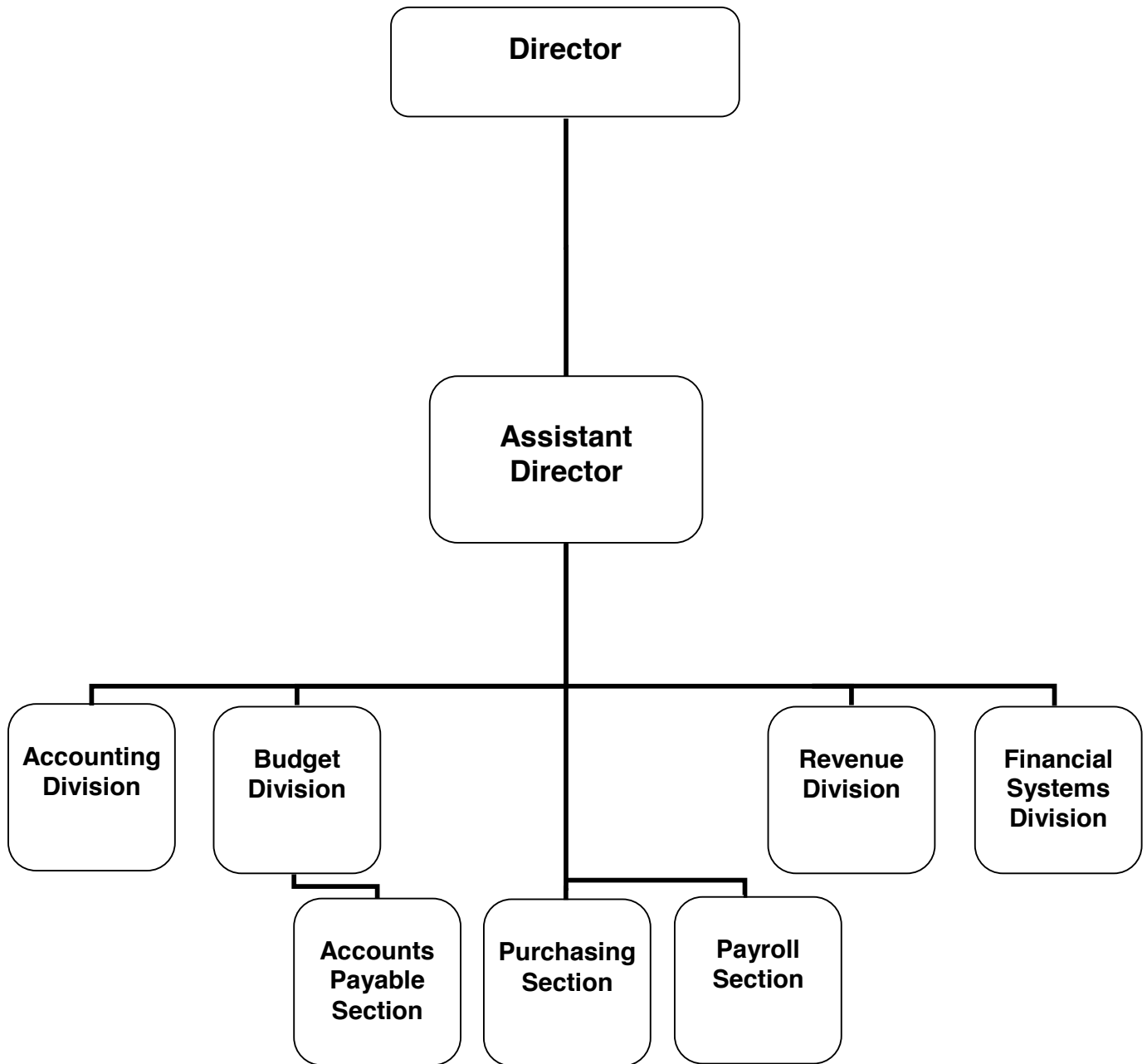
FISCAL YEAR
2018-19



ADOPTED BUDGET

ADMINISTRATIVE SERVICES
FINANCE

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 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. 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 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
General Fund				
Revenue (101-135)	\$ 656,739	\$ 779,350	\$ 790,267	\$ 961,738
Applications (101-136)	443	5,776	12,924	341,140
Internal Audit (101-160)*	635,385	-	-	-
Purchasing (101-162)	405,657	475,508	483,958	661,679
Administration (101-164)	911,462	1,018,182	1,027,668	876,000
Accounts Payable (101-165)	261,492	304,452	309,041	359,281
Budget (101-166)	591,930	673,625	684,346	726,719
Accounting (101-167)	944,620	1,099,184	1,115,497	1,274,005
Payroll (101-169)	474,392	644,101	657,412	586,905
Total General Fund	\$ 4,882,120	\$ 5,000,178	\$ 5,081,113	\$ 5,787,467
Department Grand Total	\$ 4,882,120	\$ 5,000,178	\$ 5,081,113	\$ 5,787,467

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 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits				
41100 Salaries	\$ 354,234	\$ 411,403	\$ 422,320	\$ 512,859
41200 Overtime	-	-	-	2,000
Various Benefits	89,633	89,164	89,164	104,762
42700 PERS Retirement	78,939	108,601	108,601	151,923
42701 PERS cost sharing	(12,120)	(16,348)	(16,348)	(20,454)
Salaries & Benefits Total	\$ 510,685	\$ 592,820	\$ 603,737	\$ 751,090
Maintenance & Operation				
43110 Contractual services	\$ 116,414	\$ 167,000	\$ 167,000	\$ 167,000
44352 ISD service charge	17,713	6,380	6,380	23,627
44550 Travel	1,287	1,200	1,200	1,200
44650 Training	784	400	400	400
44750 Liability Insurance	9,603	11,150	11,150	18,021
44800 Membership & dues	210	200	200	200
45250 Office supplies	43	200	200	200
Maintenance & Operation Total	\$ 146,054	\$ 186,530	\$ 186,530	\$ 210,648
TOTAL	\$ 656,739	\$ 779,350	\$ 790,267	\$ 961,738

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 288,687	\$ 291,012	\$ 298,160	\$ 461,066
Various	Benefits	54,224	43,329	43,329	60,095
42700	PERS Retirement	65,745	76,849	76,849	136,983
42701	PERS cost sharing	(11,434)	(11,569)	(11,569)	(18,444)
42799	Salary charges in (out)	(397,223)	(399,621)	(399,621)	(319,850)
Salaries & Benefits Total		\$ -	\$ -	\$ 7,148	\$ 319,850
Maintenance & Operation					
44352	ISD service charge	\$ -	\$ 3,576	\$ 3,576	\$ 11,022
44550	Travel	-	1,200	1,200	1,200
44650	Training	303	1,000	1,000	1,000
44750	Liability Insurance	7,827	7,886	7,886	16,137
44800	Membership & dues	85	-	-	-
45250	Office supplies	56	-	-	-
49050	Charges-other depts	(7,827)	(7,886)	(7,886)	(8,069)
Maintenance & Operation Total		\$ 443	\$ 5,776	\$ 5,776	\$ 21,290
TOTAL		\$ 443	\$ 5,776	\$ 12,924	\$ 341,140

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 402,283	\$ -	\$ -	\$ -
Various	Benefits	114,782	-	-	-
42700	PERS Retirement	91,831	-	-	-
42701	PERS cost sharing	(15,981)	-	-	-
Salaries & Benefits Total		\$ 592,915	\$ -	\$ -	\$ -
Maintenance & Operation					
44352	ISD service charge	\$ 24,680	\$ -	\$ -	\$ -
44650	Training	5,684	-	-	-
44750	Liability Insurance	10,907	-	-	-
44800	Membership & dues	1,045	-	-	-
45100	Books	50	-	-	-
47000	Miscellaneous	104	-	-	-
Maintenance & Operation Total		\$ 42,470	\$ -	\$ -	\$ -
TOTAL		\$ 635,385	\$ -	\$ -	\$ -

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 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 234,746	\$ 292,416	\$ 300,866	\$ 413,112
41200	Overtime	3,082	-	-	3,000
41300	Hourly wages	21,988	-	-	-
Various	Benefits	43,155	52,130	52,130	77,707
42700	PERS Retirement	55,451	77,223	77,223	122,736
42701	PERS cost sharing	(7,206)	(11,625)	(11,625)	(16,525)
Salaries & Benefits Total		\$ 351,217	\$ 410,144	\$ 418,594	\$ 600,030
Maintenance & Operation					
43110	Contractual services	\$ 28,399	\$ -	\$ -	\$ 15,000
44352	ISD service charge	16,741	50,340	50,340	24,953
44450	Postage	1,081	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	7,043	7,924	7,924	14,596
44800	Membership & dues	320	900	900	900
45250	Office supplies	764	1,200	1,200	1,200
45350	General supplies	92	-	-	-
46900	Business meetings	-	1,000	1,000	1,000
47000	Miscellaneous	-	1,000	1,000	1,000
Maintenance & Operation Total		\$ 54,440	\$ 65,364	\$ 65,364	\$ 61,649
TOTAL		\$ 405,657	\$ 475,508	\$ 483,958	\$ 661,679

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 389,510	\$ 492,572	\$ 502,058	\$ 398,373
41300	Hourly wages	14,766	-	-	-
Various	Benefits	127,037	106,836	106,836	100,425
42700	PERS Retirement	92,055	101,976	101,976	118,357
42701	PERS cost sharing	(15,627)	(15,351)	(15,351)	(15,935)
Salaries & Benefits Total		\$ 607,741	\$ 686,033	\$ 695,519	\$ 601,220
Maintenance & Operation					
43080	Rent	\$ 197,058	\$ 200,341	\$ 200,341	\$ 200,341
43110	Contractual services	24,480	58,860	58,860	25,250
44120	Repairs to office equip	-	200	200	200
44352	ISD service charge	47,346	44,424	44,424	17,171
44550	Travel	2,027	2,000	2,000	2,000
44650	Training	3,385	2,000	2,000	2,000
44750	Liability Insurance	10,969	10,449	10,449	13,943
44800	Membership & dues	325	675	675	675
45050	Periodicals & newspapers	-	100	100	100
45100	Books	389	200	200	200
45150	Furniture & equipment	11,581	900	900	900
45250	Office supplies	2,024	7,000	7,000	7,000
45350	General supplies	21	1,000	1,000	1,000
45400	Reports & publications	-	1,000	1,000	1,000
46900	Business meetings	2,783	2,000	2,000	2,000
47000	Miscellaneous	1,333	1,000	1,000	1,000
Maintenance & Operation Total		\$ 303,721	\$ 332,149	\$ 332,149	\$ 274,780
TOTAL		\$ 911,462	\$ 1,018,182	\$ 1,027,668	\$ 876,000

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 142,265	\$ 156,003	\$ 160,407	\$ 191,394
41200	Overtime	2,502	10,650	10,650	3,000
41300	Hourly wages	10,710	12,360	12,545	-
Various	Benefits	39,912	36,902	36,902	51,546
42700	PERS Retirement	32,719	44,532	44,532	56,864
42701	PERS cost sharing	(4,157)	(6,703)	(6,703)	(7,656)
42799	Salary charges in (out)	-	(11,088)	(11,088)	-
Salaries & Benefits Total		\$ 223,951	\$ 242,656	\$ 247,245	\$ 295,148
Maintenance & Operation					
43110	Contractual services	\$ 14,541	\$ 27,000	\$ 27,000	\$ 27,000
44352	ISD service charge	10,420	16,239	16,239	16,334
44450	Postage	6,323	7,500	7,500	7,500
44650	Training	325	600	600	600
44750	Liability Insurance	4,214	4,851	4,851	6,804
44800	Membership & dues	-	695	695	695
45150	Furniture & equipment	-	500	500	500
45250	Office supplies	1,718	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)	(289)	-
Maintenance & Operation Total		\$ 37,541	\$ 61,796	\$ 61,796	\$ 64,133
TOTAL		\$ 261,492	\$ 304,452	\$ 309,041	\$ 359,281

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 360,977	\$ 394,446	\$ 405,167	\$ 410,171
41200	Overtime	2,001	-	-	-
41300	Hourly wages	3,883	-	-	-
Various	Benefits	107,846	99,286	99,286	125,152
42700	PERS Retirement	78,919	104,335	104,335	121,861
42701	PERS cost sharing	(10,681)	(15,706)	(15,706)	(16,406)
Salaries & Benefits Total		\$ 542,944	\$ 582,361	\$ 593,082	\$ 640,778
Maintenance & Operation					
43110	Contractual services	\$ 17,650	\$ 40,000	\$ 40,000	\$ 30,000
44352	ISD service charge	20,258	28,775	28,775	29,784
44550	Travel	-	6,000	6,000	6,000
44650	Training	100	4,000	4,000	4,000
44750	Liability Insurance	9,945	10,689	10,689	14,357
44800	Membership & dues	-	1,500	1,500	1,500
45250	Office supplies	332	300	300	300
45400	Reports & publications	690	-	-	-
47000	Miscellaneous	10	-	-	-
Maintenance & Operation Total		\$ 48,985	\$ 91,264	\$ 91,264	\$ 85,941
TOTAL		\$ 591,930	\$ 673,625	\$ 684,346	\$ 726,719

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 533,330	\$ 629,492	\$ 645,755	\$ 698,980
41200	Overtime	1,979	4,363	4,363	7,800
41300	Hourly wages	5,583	3,321	3,371	-
Various	Benefits	132,023	145,396	145,396	165,068
42700	PERS Retirement	116,714	167,025	167,025	206,978
42701	PERS cost sharing	(15,010)	(25,146)	(25,146)	(27,866)
Salaries & Benefits Total		\$ 774,620	\$ 924,451	\$ 940,764	\$ 1,050,960
Maintenance & Operation					
43110	Contractual services	\$ 110,538	\$ 91,060	\$ 91,060	\$ 136,560
44352	ISD service charge	40,166	44,804	44,804	40,146
44450	Postage	752	2,800	2,800	2,800
44550	Travel	-	600	600	600
44650	Training	150	8,000	8,000	8,000
44750	Liability Insurance	14,662	17,269	17,269	24,739
44800	Membership & dues	110	500	500	500
45100	Books	-	2,000	2,000	2,000
45250	Office supplies	812	3,000	3,000	3,000
45350	General supplies	-	300	300	300
45400	Reports & publications	1,720	3,000	3,000	3,000
46900	Business meetings	-	200	200	200
47000	Miscellaneous	1,090	1,200	1,200	1,200
Maintenance & Operation Total		\$ 170,000	\$ 174,733	\$ 174,733	\$ 223,045
TOTAL		\$ 944,620	\$ 1,099,184	\$ 1,115,497	\$ 1,274,005

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

		Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
Salaries & Benefits					
41100	Salaries	\$ 364,456	\$ 471,708	\$ 485,019	\$ 343,669
41200	Overtime	15,921	23,457	23,457	-
Various	Benefits	114,977	112,962	112,962	90,894
42700	PERS Retirement	78,952	124,687	124,687	101,661
42701	PERS cost sharing	(9,808)	(18,769)	(18,769)	(13,687)
42799	Salary charges in (out)	(129,289)	(148,741)	(148,741)	-
Salaries & Benefits Total		\$ 435,209	\$ 565,304	\$ 578,615	\$ 522,537
Maintenance & Operation					
43110	Contractual services	\$ 6,802	\$ 17,500	\$ 17,500	\$ 1,000
44120	Repairs to office equip	-	1,000	1,000	1,000
44352	ISD service charge	21,114	37,877	37,877	38,338
44450	Postage	1,924	1,600	1,600	1,600
44650	Training	-	1,500	1,500	1,500
44750	Liability Insurance	10,344	13,418	13,418	12,030
44800	Membership & dues	-	2,000	2,000	2,000
45250	Office supplies	790	2,500	2,500	2,500
45350	General supplies	764	3,400	3,400	3,400
46900	Business meetings	-	500	500	500
47000	Miscellaneous	-	500	500	500
49050	Charges-other depts	(2,556)	(2,998)	(2,998)	-
Maintenance & Operation Total		\$ 39,182	\$ 78,797	\$ 78,797	\$ 64,368
TOTAL		\$ 474,392	\$ 644,101	\$ 657,412	\$ 586,905

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

Classification	Actual 2016-17	Adopted 2017-18	Revised 2017-18	Adopted 2018-19
<u>Salaried Positions</u>				
Accountant I	2.17	3.25	3.25	3.25
Accountant II	2.15	2.15	2.15	2.15
Accounting Manager	0.80	0.80	-	-
Accounting Services Specialist	1.00	1.00	1.00	1.00
Accounting Supervisor	1.75	1.75	1.75	1.55
Accounts Payable Supervisor	0.60	0.60	0.60	0.60
Accounts Payable Technician I	2.00	2.00	1.00	2.00
Accounts Payable Technician III	-	-	1.00	1.00
Administrative Associate	1.00	1.00	-	-
Assistant Director of Finance	1.00	1.00	1.00	1.00
Billing & Collection Admin Supervisor	1.00	1.00	1.00	1.00
Billing & Collection Technician	1.00	1.00	1.00	1.00
Budget Analyst	1.00	2.00	2.00	2.00
Budget Assistant	1.80	0.80	-	-
Budget Associate	1.00	1.00	1.80	1.80
Budget Manager	1.00	1.00	-	-
Buyer I	1.00	1.00	2.00	2.00
Buyer II	1.00	1.00	-	-
Deputy Director of Finance	-	-	2.80	3.00
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	-	-	-
Internal Auditor**	1.00	-	-	-
Payroll Specialist I	3.00	3.00	1.00	1.00
Payroll Specialist II	1.00	1.00	3.00	3.00
Payroll Supervisor	1.00	1.00	1.00	1.00
Purchasing Administrator	-	-	1.00	1.00
Purchasing Manager	1.00	1.00	-	-
Revenue Analyst	-	-	1.00	1.00
Revenue Manager	1.00	1.00	-	-
Senior Buyer	-	-	1.00	1.00
Sr. Billing & Collection Specialist	1.00	1.00	1.00	1.00
Sr. Internal Auditor**	2.00	-	-	-
Sr. Revenue Analyst	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>38.27</u>	<u>35.35</u>	<u>36.35</u>	<u>37.35</u>
<u>Hourly Positions</u>				
Hourly City Worker	1.57	0.56	0.56	0.44
Total Hourly FTE Positions	<u>1.57</u>	<u>0.56</u>	<u>0.56</u>	<u>0.44</u>
Administrative Services - Finance Total	<u>39.84</u>	<u>35.91</u>	<u>36.91</u>	<u>37.79</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.