

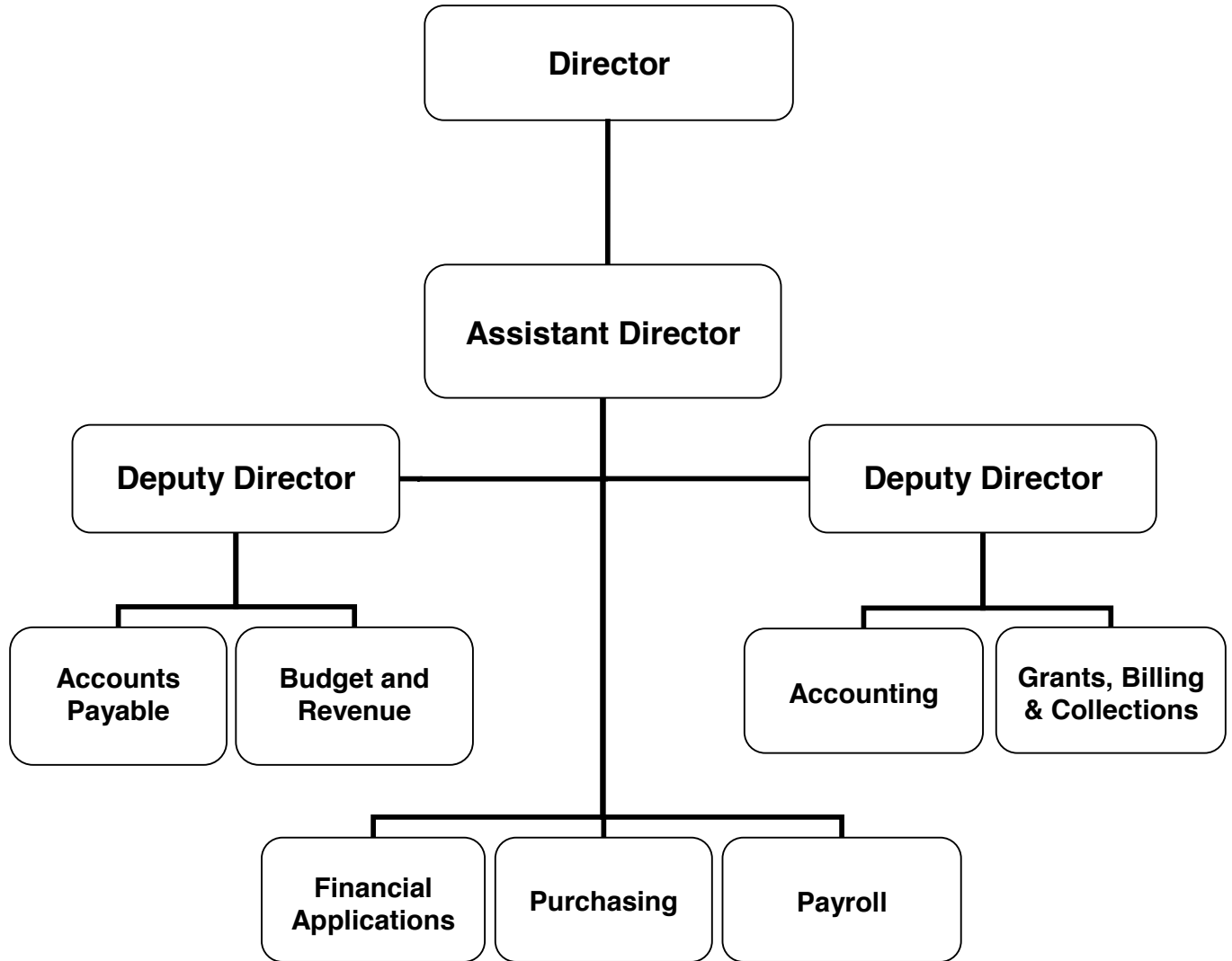
ADMINISTRATIVE SERVICES
FINANCE

ADOPTED BUDGET

FY 2019-2020



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 and revenue, purchasing, payroll, accounting, billing and collections, grant management, financial applications, 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 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<u>General Fund</u>				
Administration (1010-0010)	\$ 983,634	\$ 876,000	\$ 876,000	\$ 908,630
Revenue (1010-3500)	741,452	961,738	961,738	872,088
Applications (1010-3501)	62,914	341,140	341,140	643,994
Purchasing (1010-3503)	483,780	661,679	661,679	672,100
Accounts Payable (1010-3504)	301,782	359,281	359,281	440,008
Budget (1010-3505)	554,877	726,719	726,719	660,921
Accounting (1010-3506)	1,048,389	1,274,005	1,274,005	1,383,639
Payroll (1010-3507)	522,464	586,905	586,905	595,768
Total General Fund	\$ 4,699,292	\$ 5,787,467	\$ 5,787,467	\$ 6,177,148
Department Grand Total	\$ 4,699,292	\$ 5,787,467	\$ 5,787,467	\$ 6,177,148

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - ADMINISTRATION
(1010-0010)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
Salaries & Benefits					
41100	Salaries	\$ 392,991	\$ 398,373	\$ 398,373	\$ 404,905
Various	Benefits	106,989	100,425	100,425	104,644
42700	PERS retirement	102,503	118,357	118,357	136,445
42701	PERS cost sharing	(15,623)	(15,935)	(15,935)	(16,053)
Salaries & Benefits Total		\$ 586,859	\$ 601,220	\$ 601,220	\$ 629,941
Maintenance & Operation					
43110	Contractual services	\$ 126,669	\$ 25,250	\$ 25,250	\$ 20,250
44120	Repairs to office equipment	-	200	200	200
44450	Postage	34	-	-	-
44550	Travel	580	2,000	2,000	2,075
44650	Training	3,564	2,000	2,000	2,500
44800	Membership and dues	728	675	675	1,000
45050	Periodicals and newspapers	-	100	100	100
45100	Books	-	200	200	200
45150	Furniture and equipment	3,720	900	900	-
45250	Office supplies	3,730	7,000	7,000	7,000
45350	General supplies	67	1,000	1,000	1,000
45400	Reports and publications	-	1,000	1,000	1,000
45681	Business meetings	1,562	2,000	2,000	2,000
45682	Miscellaneous	664	1,000	1,000	1,000
46006	Rent	200,340	200,341	200,341	208,247
46009	ISD service charge	44,424	17,171	17,171	13,572
46010	Building maint service charge	-	-	-	1,336
46011	Liability Insurance	10,693	13,943	13,943	17,209
Maintenance & Operation Total		\$ 396,775	\$ 274,780	\$ 274,780	\$ 278,689
Total		\$ 983,634	\$ 876,000	\$ 876,000	\$ 908,630

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - REVENUE
(1010-3500)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
Salaries & Benefits					
41100	Salaries	\$ 427,954	\$ 512,859	\$ 512,859	\$ 444,834
41200	Overtime	-	2,000	2,000	-
Various	Benefits	87,446	104,762	104,762	98,342
42700	PERS retirement	111,356	151,923	151,923	149,921
42701	PERS cost sharing	(16,975)	(20,454)	(20,454)	(17,639)
Salaries & Benefits Total		\$ 609,780	\$ 751,090	\$ 751,090	\$ 675,458
Maintenance & Operation					
43110	Contractual services	\$ 109,784	\$ 167,000	\$ 167,000	\$ 145,000
44550	Travel	526	1,200	1,200	1,200
44650	Training	2,894	400	400	400
44800	Membership and dues	439	200	200	200
45250	Office supplies	34	200	200	200
46009	ISD service charge	6,380	23,627	23,627	30,724
46011	Liability Insurance	11,614	18,021	18,021	18,906
Maintenance & Operation Total		\$ 131,672	\$ 210,648	\$ 210,648	\$ 196,630
Total		\$ 741,452	\$ 961,738	\$ 961,738	\$ 872,088

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - APPLICATIONS
(1010-3501)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
Salaries & Benefits					
41100	Salaries	\$ 222,049	\$ 461,066	\$ 461,066	\$ 424,116
41200	Overtime	475	-	-	-
Various	Benefits	31,781	60,095	60,095	66,512
42700	PERS retirement	57,906	136,983	136,983	138,127
42701	PERS cost sharing	(8,822)	(18,444)	(18,444)	(16,251)
42799	Salary charges in (out)	(250,483)	(319,850)	(319,850)	-
Salaries & Benefits Total		\$ 52,906	\$ 319,850	\$ 319,850	\$ 612,504
Maintenance & Operation					
44550	Travel	\$ 5,159	\$ 1,200	\$ 1,200	\$ 1,200
44650	Training	-	1,000	1,000	1,000
44800	Membership and dues	229	-	-	-
45250	Office supplies	184	-	-	-
45656	Charges to other departments	(5,167)	(8,069)	(8,069)	-
46009	ISD service charge	3,576	11,022	11,022	11,871
46011	Liability Insurance	6,028	16,137	16,137	17,419
Maintenance & Operation Total		\$ 10,008	\$ 21,290	\$ 21,290	\$ 31,490
Total		\$ 62,914	\$ 341,140	\$ 341,140	\$ 643,994

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - PURCHASING
(1010-3503)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
Salaries & Benefits					
41100	Salaries	\$ 276,231	\$ 413,112	\$ 413,112	\$ 424,348
41200	Overtime	2,499	3,000	3,000	3,045
41300	Hourly wages	28,685	-	-	-
Various	Benefits	48,222	77,707	77,707	58,872
42700	PERS retirement	79,060	122,736	122,736	139,913
42701	PERS cost sharing	(12,053)	(16,525)	(16,525)	(16,462)
Salaries & Benefits Total		\$ 422,644	\$ 600,030	\$ 600,030	\$ 609,716
Maintenance & Operation					
43110	Contractual services	\$ 345	\$ 15,000	\$ 15,000	\$ 11,000
44450	Postage	1,064	1,000	1,000	1,000
44550	Travel	-	1,000	1,000	1,000
44650	Training	117	1,000	1,000	1,000
44800	Membership and dues	320	900	900	900
45250	Office supplies	629	1,200	1,200	1,200
45681	Business meetings	14	1,000	1,000	1,000
45682	Miscellaneous	-	1,000	1,000	1,000
46009	ISD service charge	50,340	24,953	24,953	26,524
46011	Liability Insurance	8,307	14,596	14,596	17,760
Maintenance & Operation Total		\$ 61,136	\$ 61,649	\$ 61,649	\$ 62,384
Total		\$ 483,780	\$ 661,679	\$ 661,679	\$ 672,100

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - ACCOUNTS PAYABLE
(1010-3504)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
Salaries & Benefits					
41100	Salaries	\$ 174,807	\$ 191,394	\$ 191,394	\$ 247,744
41200	Overtime	1,702	3,000	3,000	3,045
41300	Hourly wages	29,298	-	-	-
Various	Benefits	39,752	51,546	51,546	62,953
42700	PERS retirement	52,260	56,864	56,864	83,666
42701	PERS cost sharing	(7,968)	(7,656)	(7,656)	(9,844)
42799	Salary charges in (out)	(35,943)	-	-	-
Salaries & Benefits Total		\$ 253,908	\$ 295,148	\$ 295,148	\$ 387,564
Maintenance & Operation					
43110	Contractual services	\$ 15,897	\$ 27,000	\$ 27,000	\$ 11,000
44450	Postage	5,558	7,500	7,500	7,500
44650	Training	790	600	600	600
44800	Membership and dues	-	695	695	695
45150	Furniture and equipment	-	500	500	-
45250	Office supplies	1,071	2,000	2,000	2,000
45350	General supplies	3,449	2,000	2,000	2,000
45656	Charges to other departments	(711)	-	-	-
45681	Business meetings	-	200	200	200
45682	Miscellaneous	-	500	500	500
46009	ISD service charge	16,239	16,334	16,334	17,290
46011	Liability Insurance	5,579	6,804	6,804	10,659
Maintenance & Operation Total		\$ 47,874	\$ 64,133	\$ 64,133	\$ 52,444
Total		\$ 301,782	\$ 359,281	\$ 359,281	\$ 440,008

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - BUDGET
(1010-3505)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
Salaries & Benefits					
41100	Salaries	\$ 331,715	\$ 410,171	\$ 410,171	\$ 362,695
41200	Overtime	-	-	-	2,030
41300	Hourly wages	2,323	-	-	-
Various	Benefits	90,075	125,152	125,152	99,081
42700	PERS retirement	86,718	121,861	121,861	123,111
42701	PERS cost sharing	(13,207)	(16,406)	(16,406)	(14,485)
Salaries & Benefits Total		\$ 497,624	\$ 640,778	\$ 640,778	\$ 572,432
Maintenance & Operation					
43110	Contractual services	\$ 17,500	\$ 30,000	\$ 30,000	\$ 30,000
44550	Travel	-	6,000	6,000	6,000
44650	Training	953	4,000	4,000	4,000
44800	Membership and dues	75	1,500	1,500	1,500
45250	Office supplies	51	300	300	1,200
45682	Miscellaneous	840	-	-	-
46009	ISD service charge	28,775	29,784	29,784	30,285
46011	Liability Insurance	9,059	14,357	14,357	15,504
Maintenance & Operation Total		\$ 57,253	\$ 85,941	\$ 85,941	\$ 88,489
Total		\$ 554,877	\$ 726,719	\$ 726,719	\$ 660,921

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - ACCOUNTING
(1010-3506)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
Salaries & Benefits					
41100	Salaries	\$ 621,535	\$ 698,980	\$ 698,980	\$ 744,953
41200	Overtime	9,972	7,800	7,800	7,917
41300	Hourly wages	600	-	-	-
Various	Benefits	139,362	165,068	165,068	180,876
42700	PERS retirement	161,586	206,978	206,978	250,631
42701	PERS cost sharing	(24,640)	(27,866)	(27,866)	(29,487)
42799	Salary charges in (out)	(19,660)	-	-	-
Salaries & Benefits Total		\$ 888,754	\$ 1,050,960	\$ 1,050,960	\$ 1,154,890
Maintenance & Operation					
43110	Contractual services	\$ 90,087	\$ 136,560	\$ 136,560	\$ 126,560
44450	Postage	1,130	2,800	2,800	2,800
44550	Travel	457	600	600	2,600
44650	Training	1,932	8,000	8,000	8,000
44800	Membership and dues	304	500	500	500
45100	Books	-	2,000	2,000	-
45250	Office supplies	1,263	3,000	3,000	3,000
45350	General supplies	112	300	300	300
45400	Reports and publications	1,745	3,000	3,000	3,000
45656	Charges to other departments	(593)	-	-	-
45681	Business meetings	103	200	200	-
45682	Miscellaneous	1,147	1,200	1,200	1,400
46009	ISD service charge	44,804	40,146	40,146	48,595
46011	Liability Insurance	17,144	24,739	24,739	31,994
Maintenance & Operation Total		\$ 159,635	\$ 223,045	\$ 223,045	\$ 228,749
Total		\$ 1,048,389	\$ 1,274,005	\$ 1,274,005	\$ 1,383,639

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - PAYROLL
(1010-3507)**

		Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
Salaries & Benefits					
41100	Salaries	\$ 410,759	\$ 343,669	\$ 343,669	\$ 351,640
41200	Overtime	1,652	-	-	-
Various	Benefits	111,084	90,894	90,894	70,972
42700	PERS retirement	108,117	101,661	101,661	118,439
42701	PERS cost sharing	(16,477)	(13,687)	(13,687)	(13,935)
42799	Salary charges in (out)	(143,064)	-	-	-
Salaries & Benefits Total		\$ 472,071	\$ 522,537	\$ 522,537	\$ 527,116
Maintenance & Operation					
43110	Contractual services	\$ 2,091	\$ 1,000	\$ 1,000	\$ 1,000
44120	Repairs to office equipment	-	1,000	1,000	1,000
44450	Postage	931	1,600	1,600	1,600
44550	Travel	-	-	-	2,000
44650	Training	340	1,500	1,500	1,500
44800	Membership and dues	-	2,000	2,000	-
45250	Office supplies	269	2,500	2,500	2,000
45350	General supplies	545	3,400	3,400	3,000
45656	Charges to other departments	(2,829)	-	-	-
45681	Business meetings	-	500	500	500
45682	Miscellaneous	-	500	500	500
46009	ISD service charge	37,877	38,338	38,338	40,605
46011	Liability Insurance	11,169	12,030	12,030	14,947
Maintenance & Operation Total		\$ 50,393	\$ 64,368	\$ 64,368	\$ 68,652
Total		\$ 522,464	\$ 586,905	\$ 586,905	\$ 595,768

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

Classification	Actual 2017-18	Adopted 2018-19	Revised 2018-19	Adopted 2019-20
<u>Salaried Positions</u>				
Accountant I	3.25	3.25	3.00	3.00
Accountant II	2.15	2.15	2.40	2.40
Accounting Services Specialist	1.00	1.00	1.00	1.00
Accounting Supervisor	1.75	1.55	1.55	1.55
Accounts Payable Supervisor	0.60	0.60	0.60	0.60
Accounts Payable Technician I	1.00	2.00	2.00	2.00
Accounts Payable Technician III	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	1.00	1.00
Billing & Collection Technician	1.00	1.00	1.00	1.00
Budget Analyst	2.00	2.00	1.00	1.00
Budget Associate	1.80	1.80	1.80	1.80
Buyer I	2.00	2.00	1.00	1.00
Deputy Director of Finance	2.80	3.00	3.00	2.00
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	-	-
Payroll Specialist I	1.00	1.00	2.00	2.00
Payroll Specialist II	3.00	3.00	2.00	2.00
Payroll Supervisor	1.00	1.00	1.00	1.00
Purchasing Administrator	1.00	1.00	1.00	1.00
Purchasing Coordinator	-	-	1.00	1.00
Revenue Analyst	1.00	1.00	1.00	1.00
Senior Buyer	1.00	1.00	1.00	1.00
Sr. Billing & Collection Specialist	1.00	1.00	1.00	1.00
Sr. Budget Analyst	-	-	1.00	1.00
Sr. Financial Applications Analyst	-	-	1.00	1.00
Sr. Revenue Analyst	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>36.35</u>	<u>37.35</u>	<u>37.35</u>	<u>36.35</u>
<u>Hourly Positions</u>				
Hourly City Worker	0.56	*(1)	0.44	*(1)
Total Hourly FTE Positions	<u>0.56</u>	<u>0.44</u>	<u>0.44</u>	<u>-</u>
Administrative Services - Finance Total	<u>36.91</u>	<u>37.79</u>	<u>37.79</u>	<u>36.35</u>

Notes:

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