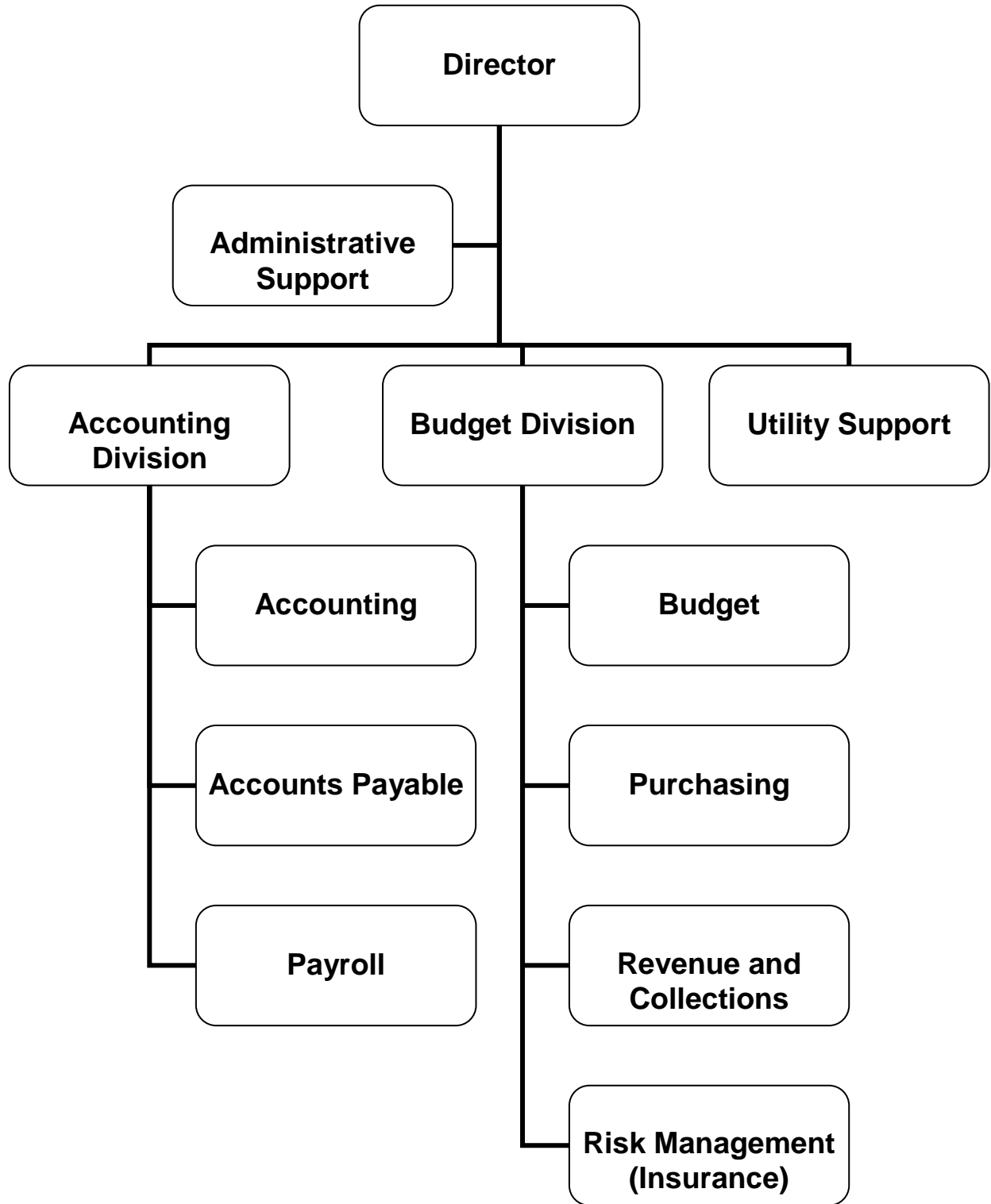




ADOPTED
BUDGET
2012-2013

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, accounts payable, risk management and utility support. The Department is considered a central support department providing fiscal oversight and control to other City departments and related agencies.

RELATIONSHIP TO STRATEGIC GOALS

Fiscal Responsibility

As a new goal for FY 2012-13, 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 that includes 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) all increases to the budget are reviewed and approved by the City Council.

Exceptional Customer Service

As a new goal for FY 2012-13, 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 the Administrative Services - Finance department is a central service department; our primary customers are other City Departments. To that end, we are committed to providing the highest level of service to our fellow employees. This includes assisting on Council items that have a fiscal impact, performing research, resolving budget issues, processing accurate payroll each and every time, and assisting with the procurement of goods and services. Also, we are committed to providing a high level of customer service to our residents. This includes answering questions and responding to public records requests.

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. 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 will help departments provide better service and information to residents and visitors to the City.

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

	Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
<u>General Fund</u>				
Purchasing (101-162)	426,731	481,173	481,173	432,284
Administration (101-164)	1,671,990	1,437,377	1,437,377	1,312,068
Accounts Payable (101-165)	278,678	318,520	318,520	332,221
Budget (101-166)	565,845	761,912	761,912	990,334
Accounting (101-167)	1,064,801	1,197,839	1,197,839	1,252,235
Utility Support (101-168) *	-	-	-	640,570
Payroll (101-169)	505,126	520,446	520,446	535,579
Total General Fund	\$ 4,513,171	\$ 4,717,267	\$ 4,717,267	\$ 5,495,291
<u>Other Funds</u>				
Liability Insurance Fund (612)	8,917,647	5,467,000	5,467,000	7,716,284
Liability Insurance Fund -Transfer (612-195)	-	1,365,000	1,365,000	-
Total Other Funds	\$ 8,917,647	\$ 6,832,000	\$ 6,832,000	\$ 7,716,284
Department Grand Total	\$ 13,430,818	\$ 11,549,267	\$ 11,549,267	\$ 13,211,575

* Note: Utility Support provides financial support to Glendale Water & Power (GWP). This function was part of GWP's budget through FY2011-12. Effective in FY2012-13, Utility Support function moved out of GWP to be included in the Finance's budget. The service costs will then be allocated out to GWP through the Citywide Cost Allocation Plan.

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	322,123	382,486	382,486	298,654
41200	Overtime	342	-	-	-
41600-42601	Benefits	43,474	81,255	81,255	46,516
42700-42702	PERS retirement	34,293	59,897	59,897	40,903
42798	Program reduction salary&ben	-	(74,441)	(74,441)	-
	Total Salaries & Benefits	\$ 400,232	\$ 449,197	\$ 449,197	\$ 386,073
MAINTENANCE & OPERATION					
42800	Auto allowance	2	200	200	200
43110	Contractual services	6,392	-	-	-
44120	Repairs to office equip	20	100	100	100
44300	Telephone	8,841	-	-	-
44352	ISD service charge	1,588	18,327	18,327	27,232
44450	Postage	442	1,080	1,080	1,080
44550	Travel	-	1,000	1,000	1,000
44650	Training	-	1,000	1,000	1,000
44750	Liability	7,094	6,694	6,694	10,304
44751	Insurance/surety bond premium	542	627	627	1,560
44800	Membership and dues	460	900	900	900
45050	Periodicals & newspapers	-	35	35	35
45150	Furniture & equipment	-	100	100	100
45250	Office supplies	1,091	1,200	1,200	1,200
45350	General supplies	22	-	-	-
45450	Printing and graphics	-	400	400	400
46900	Business meetings	-	100	100	100
47000	Miscellaneous	5	1,000	1,000	1,000
49049	Program reductions M&O	-	(787)	(787)	-
	Total Maintenance & Operation	\$ 26,500	\$ 31,976	\$ 31,976	\$ 46,211
TOTAL		\$ 426,731	\$ 481,173	\$ 481,173	\$ 432,284

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

	Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS				
41100 Salaries	292,183	291,912	291,912	239,376
41200 Overtime	104	-	-	-
41300 Hourly wages	37,355	37,500	37,500	49,581
41600-42601 Benefits	67,575	103,225	103,225	78,075
42700-42702 PERS retirement	32,267	51,585	51,585	37,515
Total Salaries & Benefits	<u>\$ 429,484</u>	<u>\$ 484,222</u>	<u>\$ 484,222</u>	<u>\$ 404,547</u>
MAINTENANCE & OPERATION				
42800 Auto allowance	5,880	5,880	5,880	5,880
43110 Contractual services	164,294	245,000	245,000	126,600
43111 Construction services	691	-	-	-
44120 Repairs to office equip	20	200	200	200
44300 Telephone	3,547	-	-	-
44352 ISD service charge	1,039,231	680,363	680,363	748,164
44450 Postage	1,081	-	-	-
44550 Travel	865	2,000	2,000	2,000
44650 Training	1,804	2,000	2,000	2,000
44750 Liability	7,252	5,108	5,108	9,970
44751 Insurance/surety bond premium	846	979	979	1,082
44760 Regulatory	137	-	-	-
44800 Membership and dues	912	675	675	675
45050 Periodicals & newspapers	100	100	100	100
45100 Books	-	200	200	200
45150 Furniture & equipment	7,123	900	900	900
45170 Computer hardware	996	-	-	-
45250 Office supplies	5,740	7,000	7,000	7,000
45350 General supplies	3	1,000	1,000	1,000
45400 Reports & publications	-	250	250	250
46900 Business meetings	1,932	1,000	1,000	1,000
47000 Miscellaneous	52	500	500	500
Total Maintenance & Operation	<u>\$ 1,242,505</u>	<u>\$ 953,155</u>	<u>\$ 953,155</u>	<u>\$ 907,521</u>
TOTAL	<u>\$ 1,671,990</u>	<u>\$ 1,437,377</u>	<u>\$ 1,437,377</u>	<u>\$ 1,312,068</u>

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	175,011	184,734	184,734	189,342
41200	Overtime	(204)	-	-	-
41600-42601	Benefits	31,161	48,010	48,010	49,952
42700-42702	PERS retirement	18,598	28,929	28,929	25,879
	Total Salaries & Benefits	\$ 224,566	\$ 261,673	\$ 261,673	\$ 265,173
MAINTENANCE & OPERATION					
43110	Contractual services	26,395	22,000	22,000	26,000
44120	Repairs to office equip	20	-	-	-
44300	Telephone	2,656	-	-	-
44352	ISD service charge	1,270	12,451	12,451	20,765
44450	Postage	7,098	10,000	10,000	7,500
44650	Training	-	1,000	1,000	-
44750	Liability	3,846	3,233	3,233	6,532
44751	Insurance/surety bond premium	400	463	463	856
44800	Membership and dues	-	1,000	1,000	695
45150	Furniture & equipment	658	-	-	-
45250	Office supplies	1,453	2,000	2,000	2,000
45350	General supplies	9,476	2,000	2,000	2,000
45450	Printing and graphics	-	2,000	2,000	-
46900	Business meetings	-	200	200	200
47000	Miscellaneous	840	500	500	500
	Total Maintenance & Operation	\$ 54,112	\$ 56,847	\$ 56,847	\$ 67,048
TOTAL		\$ 278,678	\$ 318,520	\$ 318,520	\$ 332,221

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	382,405	482,320	482,320	584,931
41600-42601	Benefits	47,088	105,307	105,307	124,093
42700-42702	PERS retirement	37,238	75,531	75,531	77,244
	Total Salaries & Benefits	\$ 466,730	\$ 663,158	\$ 663,158	\$ 786,268
MAINTENANCE & OPERATION					
42800	Auto allowance	-	200	200	5,430
43110	Contractual services	83,966	65,000	65,000	134,720
44300	Telephone	1,506	-	-	-
44352	ISD service charge	1,112	14,887	14,887	31,599
44450	Postage	102	-	-	-
44550	Travel	-	450	450	450
44650	Training	1,300	2,000	2,000	3,700
44750	Liability	8,413	8,440	8,440	20,180
44751	Insurance/surety bond premium	564	652	652	2,512
44800	Membership and dues	1,141	325	325	1,900
45100	Books	40	100	100	100
45250	Office supplies	144	500	500	500
45350	General supplies	14	1,500	1,500	700
45450	Printing and graphics	-	4,000	4,000	1,825
46900	Business meetings	54	200	200	150
47000	Miscellaneous	690	500	500	300
49100	Undistributed	69	-	-	-
	Total Maintenance & Operation	\$ 99,114	\$ 98,754	\$ 98,754	\$ 204,066
TOTAL		\$ 565,845	\$ 761,912	\$ 761,912	\$ 990,334

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	716,955	691,844	691,844	715,543
41200	Overtime	782	-	-	-
41600-42601	Benefits	115,807	156,942	156,942	165,157
42700-42702	PERS retirement	75,858	108,343	108,343	96,524
	Total Salaries & Benefits	\$ 909,402	\$ 957,129	\$ 957,129	\$ 977,224
MAINTENANCE & OPERATION					
42800	Auto allowance	25	1,000	1,000	5,280
43110	Contractual services	120,211	169,000	169,000	175,720
44120	Repairs to office equip	20	-	-	-
44300	Telephone	3,500	-	-	-
44352	ISD service charge	2,351	33,670	33,670	48,116
44450	Postage	3,977	100	100	1,000
44550	Travel	400	1,350	1,350	500
44650	Training	2,035	5,000	5,000	8,000
44700	Computer software	2,810	-	-	1,000
44750	Liability	15,809	12,107	12,107	24,686
44751	Insurance/surety bond premium	1,022	1,183	1,183	3,109
44800	Membership and dues	625	1,200	1,200	500
45050	Periodicals & newspapers	-	200	200	-
45100	Books	-	300	300	2,000
45150	Furniture & equipment	-	500	500	-
45170	Computer hardware	322	-	-	1,000
45250	Office supplies	390	2,000	2,000	1,000
45350	General supplies	-	2,000	2,000	500
45400	Reports & publications	990	-	-	1,500
45450	Printing and graphics	-	10,000	10,000	-
46900	Business meetings	30	600	600	600
47000	Miscellaneous	883	500	500	500
	Total Maintenance & Operation	\$ 155,400	\$ 240,710	\$ 240,710	\$ 275,011
TOTAL		\$ 1,064,801	\$ 1,197,839	\$ 1,197,839	\$ 1,252,235

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
UTILITY SUPPORT *
101-168**

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	-	-	-	438,924
41600-42601	Benefits	-	-	-	119,642
42700-42702	PERS retirement	-	-	-	55,862
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ 614,428
MAINTENANCE & OPERATION					
44550	Travel	-	-	-	8,000
44650	Training	-	-	-	2,000
44750	Liability	-	-	-	15,142
44800	Membership and dues	-	-	-	1,000
	Total Maintenance & Operation	\$ -	\$ -	\$ -	\$ 26,142
TOTAL		\$ -	\$ -	\$ -	\$ 640,570

* Note: Utility Support provides financial support to Glendale Water & Power (GWP). This function was part of GWP's budget through FY2011-12. Effective in FY2012-13, Utility Support function moved out of GWP to be included in the Finance's budget. The service costs will then be allocated out to GWP through the Citywide Cost Allocation Plan.

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	312,705	317,864	317,864	303,575
41200	Overtime	806	-	-	-
41300	Hourly wages	-	5,000	5,000	-
41600-42601	Benefits	65,941	91,034	91,034	93,232
42700-42702	PERS retirement	33,640	50,560	50,560	41,762
	Total Salaries & Benefits	\$ 413,093	\$ 464,458	\$ 464,458	\$ 438,569
MAINTENANCE & OPERATION					
42800	Auto allowance	-	200	200	-
43110	Contractual services	69,963	2,000	2,000	29,400
44120	Repairs to office equip	-	1,000	1,000	1,000
44300	Telephone	3,000	-	-	-
44352	ISD service charge	1,319	16,192	16,192	24,291
44450	Postage	1,280	-	-	2,000
44650	Training	275	500	500	500
44750	Liability	6,897	5,563	5,563	10,473
44751	Insurance/surety bond premium	460	533	533	1,346
44800	Membership and dues	1,878	2,000	2,000	2,000
45170	Computer hardware	77	-	-	-
45250	Office supplies	2,924	14,000	14,000	12,000
45350	General supplies	3,900	7,000	7,000	7,000
45450	Printing and graphics	-	6,000	6,000	6,000
46900	Business meetings	40	500	500	500
47000	Miscellaneous	19	500	500	500
	Total Maintenance & Operation	\$ 92,033	\$ 55,988	\$ 55,988	\$ 97,010
TOTAL		\$ 505,126	\$ 520,446	\$ 520,446	\$ 535,579

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

		Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
SALARIES & BENEFITS					
41100	Salaries	296,079	287,736	287,736	287,736
41200	Overtime	36,012	-	-	-
41300	Hourly wages	29,354	-	-	-
41600-42601	Benefits	63,574	79,684	79,684	77,151
42700-42702	PERS retirement	29,680	45,059	45,059	37,501
	Total Salaries & Benefits	\$ 454,699	\$ 412,479	\$ 412,479	\$ 402,388
MAINTENANCE & OPERATION					
42800	Auto allowance	344	1,350	1,350	750
43110	Contractual services	202,067	196,881	196,881	178,500
43111	Construction services	691	-	-	-
43150	Cost allocation charge	693,433	592,540	592,540	1,238,837
44250	Data communication	276	-	-	-
44300	Telephone	823	-	-	-
44352	ISD service charge	3,774	12,937	12,937	21,668
44450	Postage	6,535	700	700	500
44550	Travel	1,898	6,350	6,350	8,125
44650	Training	3,089	8,500	8,500	15,000
44700	Computer software	1,122	1,700	1,700	1,700
44750	Liability	8,964	7,625	7,625	9,927
44751	Insurance/surety bond premium	1,550	743	743	1,301
44800	Membership and dues	2,720	2,750	2,750	9,995
45050	Periodicals & newspapers	75	750	750	765
45100	Books	6,462	6,600	6,600	12,600
45150	Furniture & equipment	840	1,000	1,000	1,000
45170	Computer hardware	1,344	1,800	1,800	1,000
45250	Office supplies	827	4,600	4,600	4,500
45350	General supplies	27	750	750	500
46900	Business meetings	192	300	300	250
47000	Miscellaneous	72	4,206,645	4,206,645	300
48501	Excess liability premium	1,183,153	-	-	1,636,734
48502	Legal consultation fee	952,755	-	-	1,506,639
48503	Litigation miscellaneous exp	581,921	-	-	622,838
48504	Claim administrative expenses	-	-	-	140,467
48505	Litigation settlements	1,865,350	-	-	-
48510	Claims accrual	4,200,510	-	-	-
48600	Claims	(1,257,868)	-	-	1,900,000
	Total Maintenance & Operation	\$ 8,462,948	\$ 5,054,521	\$ 5,054,521	\$ 7,313,896
TRANSFERS					
48040	Transfer-Capital Funds	-	1,365,000	1,365,000	-
	Total Transfers	\$ -	\$ 1,365,000	\$ 1,365,000	\$ -
TOTAL		\$ 8,917,647	\$ 6,832,000	\$ 6,832,000	\$ 7,716,284

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES-FINANCE DEPARTMENT
Personnel Classification Detail**

Classification	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Adopted Budget 2012-13
<u>Salaried Employees</u>				
Accountant I	3.15	3.15	1.15	1.15
Accountant II	2.50	2.50	2.50	2.50
Accounting Services Administrator	0.95	0.95	-	-
Accounting Services Specialist	3.50	2.50	2.50	2.50
Accounting Supervisor	-	-	2.20	2.20
Accounts Payable Supervisor	1.00	1.00	1.00	1.00
Administrative Analyst	-	-	-	3.00 **
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Associate	1.00	1.00	1.00	1.00
Budget Administrator	1.00	1.00	-	-
Budget Analyst	2.75	-	-	-
Budget Associate	-	1.00	2.00	2.00
Buyer	2.00	2.00	2.00	1.00
Collection Specialist	-	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00	1.00
Executive Analyst	1.00	1.00	1.00	2.00 **
Finance Administrator	-	-	1.95	2.95 **
Office Services Supervisor	1.00	1.00	1.00	1.00
Payroll Specialist I	-	-	1.00	1.00
Payroll Specialist II	-	-	3.00	3.00
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
Risk Manager	1.00	1.00	1.00	1.00
Sr. Accountant	2.20	2.20	-	-
Sr. Accounting Services Specialist	4.00	3.00	1.00	1.00
Sr. Accounting Technician (Confid.)	1.00	1.00	-	-
Sr. Budget Analyst	-	1.75	1.75	1.75
Sr. Buyer	1.00	1.00	1.00	1.00
Sr. Office Services Specialist	1.00	1.00	1.00	1.00
Total Salaried Employees	<u>35.05</u>	<u>34.05</u>	<u>34.05</u>	<u>38.05</u>
<u>Hourly Employees</u>				
Customer Service Representative	0.60	(1) 0.60	(1) 0.60	(1) -
Hourly City Worker	0.30	(1) 0.30	(1) 0.30	(1) 0.75
Total Hourly Employees	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>	<u>0.75</u>
Administrative Services - Finance Total	<u>35.95</u>	<u>34.95</u>	<u>34.95</u>	<u>38.80</u>

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

** Effective in FY2012-13, Utility Support function moved out of GWP to be included in the Finance's budget. The service costs will then be allocated out to GWP through the Citywide Cost Allocation Plan.