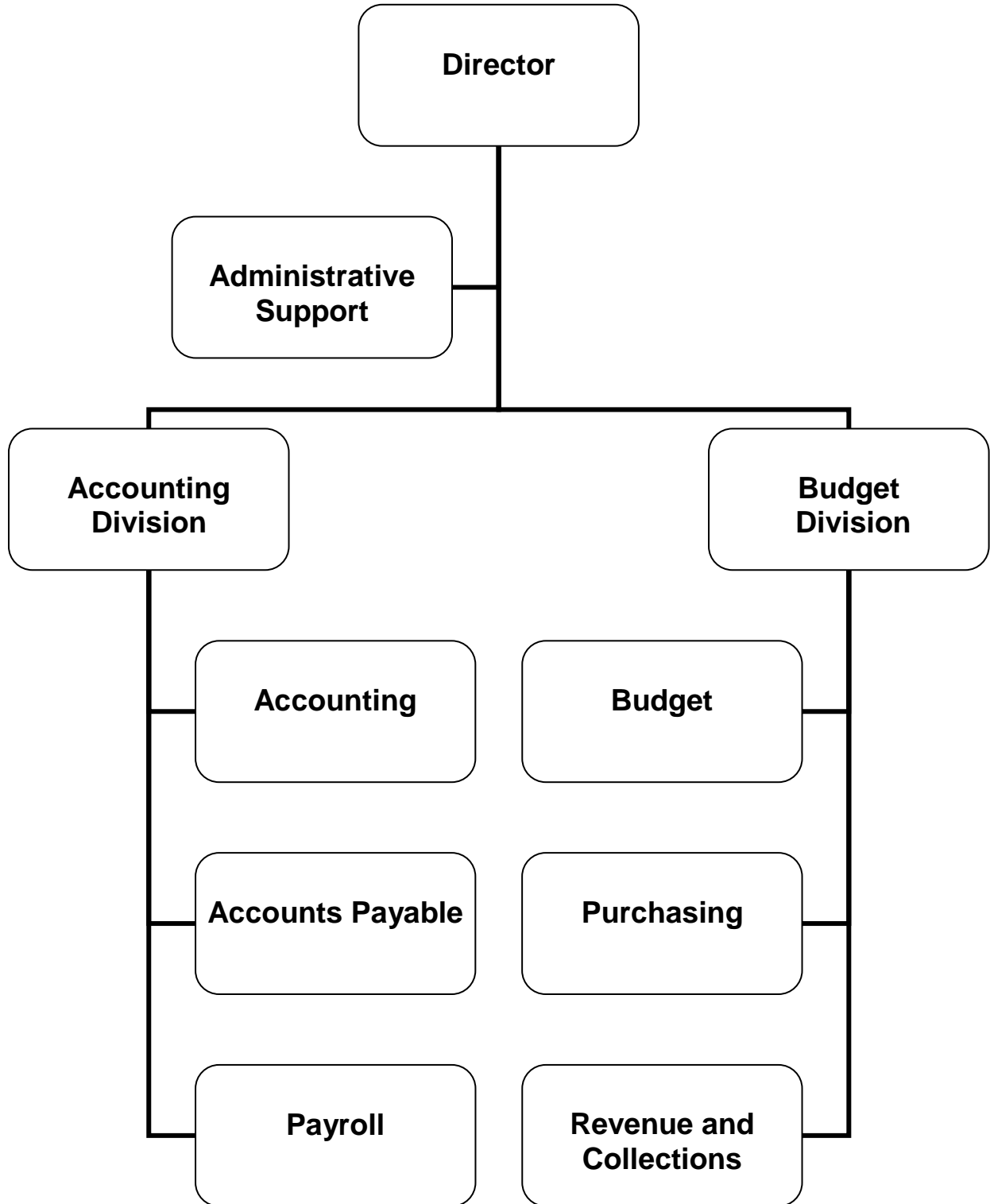


# ADOPTED BUDGET 2014-15



# 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 STRATEGIC GOALS**

#### ***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 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***

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\*  
FOR THE YEARS ENDING JUNE 30**

	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
<b>General Fund</b>				
Purchasing (101-162)	\$ 348,294	\$ 510,049	\$ 510,049	\$ 466,737
Administration (101-164)	1,124,764	1,172,522	1,172,522	1,212,943
Accounts Payable (101-165)	265,478	308,083	308,083	291,932
Budget (101-166)	941,932	1,116,657	1,211,657	1,097,552
Accounting (101-167)	993,058	1,177,118	1,177,118	1,218,936
Utility Support (101-168)**	566,170	688,238	688,238	-
Payroll (101-169)	480,975	517,130	517,130	586,693
<b>Total General Fund</b>	<b>\$ 4,720,671</b>	<b>\$ 5,489,797</b>	<b>\$ 5,584,797</b>	<b>\$ 4,874,793</b>
<b>Department Grand Total</b>	<b>\$ 4,720,671</b>	<b>\$ 5,489,797</b>	<b>\$ 5,584,797</b>	<b>\$ 4,874,793</b>

Notes:

\* Beginning in the FY 2013-14 Budget Book, historical and current budget for Fund 612 is being reported in the City Attorney's department.

\*\* Effective in FY 2014-15, the Utility Support function moved to GWP.

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

	<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>				
41100 Salaries	\$ 238,934	\$ 342,888	\$ 342,888	\$ 307,260
41200 Overtime	870	-	-	-
Various Benefits	35,088	76,093	76,093	74,965
42700, 42702 PERS Retirement	37,577	55,490	55,490	53,607
42701 PERS cost sharing	(5,169)	(6,796)	(6,796)	(9,208)
<b>Salaries &amp; Benefits Total</b>	<b>\$ 307,300</b>	<b>\$ 467,675</b>	<b>\$ 467,675</b>	<b>\$ 426,624</b>
<b>Maintenance &amp; Operation</b>				
43110 Contractual services	\$ 4,905	\$ -	\$ -	\$ -
44120 Repairs to office equip	20	-	-	-
44352 ISD service charge	24,886	23,562	23,562	21,298
44450 Postage	187	1,100	1,100	1,000
44550 Travel	-	1,000	1,000	1,000
44650 Training	269	1,000	1,000	1,000
44750 Liability Insurance	7,202	12,412	12,412	11,615
44751 Insurance/surety bond premium	1,560	-	-	-
44800 Membership & dues	216	900	900	900
45150 Furniture & equipment	-	100	100	100
45250 Office supplies	1,596	1,200	1,200	1,200
46900 Business meetings	153	100	100	1,000
47000 Miscellaneous	-	1,000	1,000	1,000
<b>Maintenance &amp; Operation Total</b>	<b>\$ 40,994</b>	<b>\$ 42,374</b>	<b>\$ 42,374</b>	<b>\$ 40,113</b>
<b>TOTAL</b>	<b>\$ 348,294</b>	<b>\$ 510,049</b>	<b>\$ 510,049</b>	<b>\$ 466,737</b>

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

		<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 240,817	\$ 240,948	\$ 240,948	\$ 241,548
41300	Hourly wages	19,949	21,216	21,216	22,984
Various	Benefits	79,403	81,593	81,593	84,284
42700, 42702	PERS Retirement	41,011	42,426	42,426	46,092
42701	PERS cost sharing	(7,524)	(7,547)	(7,547)	(7,919)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 373,656</b>	<b>\$ 378,636</b>	<b>\$ 378,636</b>	<b>\$ 386,989</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 19,715	\$ 20,000	\$ 20,000	\$ 20,000
44120	Repairs to office equip	409	200	200	200
44352	ISD service charge	686,387	748,571	748,571	777,880
44450	Postage	18	-	-	-
44550	Travel	2,483	2,000	2,000	2,000
44650	Training	970	2,000	2,000	2,000
44750	Liability Insurance	7,773	9,490	9,490	9,999
44751	Insurance/surety bond premium	1,082	-	-	-
44760	Regulatory	137	-	-	-
44800	Membership & dues	339	675	675	675
45050	Periodicals & newspapers	-	100	100	100
45100	Books	12,128	200	200	200
45150	Furniture & equipment	10,945	900	900	900
45170	Computer hardware	2,169	-	-	-
45250	Office supplies	3,513	7,000	7,000	7,000
45350	General supplies	450	1,000	1,000	1,000
45400	Reports & publications	-	250	250	2,500
46900	Business meetings	2,192	1,000	1,000	1,000
47000	Miscellaneous	398	500	500	500
<b>Maintenance &amp; Operation Total</b>		<b>\$ 751,108</b>	<b>\$ 793,886</b>	<b>\$ 793,886</b>	<b>\$ 825,954</b>
<b>TOTAL</b>		<b>\$ 1,124,764</b>	<b>\$ 1,172,522</b>	<b>\$ 1,172,522</b>	<b>\$ 1,212,943</b>

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

	<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>				
41100 Salaries	\$ 145,397	\$ 160,080	\$ 160,080	\$ 146,414
41200 Overtime	642	-	-	-
Various Benefits	43,772	51,267	51,267	46,242
42700, 42702 PERS Retirement	22,867	25,906	25,906	25,517
42701 PERS cost sharing	(3,270)	(3,583)	(3,583)	(4,383)
<b>Salaries &amp; Benefits Total</b>	<b>\$ 209,408</b>	<b>\$ 233,670</b>	<b>\$ 233,670</b>	<b>\$ 213,790</b>
<b>Maintenance &amp; Operation</b>				
43110 Contractual services	\$ 25,819	\$ 36,000	\$ 36,000	\$ 41,000
44352 ISD service charge	19,201	19,223	19,223	18,212
44450 Postage	4,101	7,500	7,500	7,500
44750 Liability Insurance	4,411	5,795	5,795	5,535
44751 Insurance/surety bond premium	856	-	-	-
44800 Membership & dues	695	695	695	695
45150 Furniture & equipment	-	500	500	500
45250 Office supplies	936	2,000	2,000	2,000
45350 General supplies	-	2,000	2,000	2,000
46900 Business meetings	-	200	200	200
47000 Miscellaneous	51	500	500	500
<b>Maintenance &amp; Operation Total</b>	<b>\$ 56,070</b>	<b>\$ 74,413</b>	<b>\$ 74,413</b>	<b>\$ 78,142</b>
<b>TOTAL</b>	<b>\$ 265,478</b>	<b>\$ 308,083</b>	<b>\$ 308,083</b>	<b>\$ 291,932</b>

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

		<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>					
41100	Salaries	\$ 566,679	\$ 647,532	\$ 647,532	\$ 629,932
41200	Overtime	5,403	10,000	10,000	10,000
Various	Benefits	127,218	152,807	152,807	145,675
42700, 42702	PERS Retirement	89,123	104,790	104,790	109,866
42701	PERS cost sharing	(14,233)	(16,042)	(16,042)	(18,873)
<b>Salaries &amp; Benefits Total</b>		<b>\$ 774,190</b>	<b>\$ 899,087</b>	<b>\$ 899,087</b>	<b>\$ 876,600</b>
<b>Maintenance &amp; Operation</b>					
43110	Contractual services	\$ 115,401	\$ 145,000	\$ 240,000	\$ 154,000
44352	ISD service charge	29,253	41,330	41,330	34,740
44550	Travel	730	450	450	1,200
44650	Training	1,147	3,700	3,700	5,000
44750	Liability Insurance	17,093	23,440	23,440	23,812
44751	Insurance/surety bond premium	2,512	-	-	-
44800	Membership & dues	1,483	1,900	1,900	1,700
45100	Books	-	100	100	-
45250	Office supplies	123	500	500	500
45350	General supplies	-	700	700	-
46900	Business meetings	-	150	150	-
47000	Miscellaneous	-	300	300	-
<b>Maintenance &amp; Operation Total</b>		<b>\$ 167,742</b>	<b>\$ 217,570</b>	<b>\$ 312,570</b>	<b>\$ 220,952</b>
<b>TOTAL</b>		<b>\$ 941,932</b>	<b>\$ 1,116,657</b>	<b>\$ 1,211,657</b>	<b>\$ 1,097,552</b>



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

	<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>				
41100 Salaries	\$ 582,168	\$ 655,200	\$ 655,200	\$ 693,092
41200 Overtime	862	2,000	2,000	2,000
Various Benefits	149,406	153,422	153,422	158,845
42700, 42702 PERS Retirement	93,338	106,031	106,031	120,873
42701 PERS cost sharing	(14,787)	(15,102)	(15,102)	(20,764)
<b>Salaries &amp; Benefits Total</b>	<b>\$ 810,987</b>	<b>\$ 901,551</b>	<b>\$ 901,551</b>	<b>\$ 954,046</b>
<b>Maintenance &amp; Operation</b>				
43110 Contractual services	\$ 109,715	\$ 188,720	\$ 188,720	\$ 178,500
44120 Repairs to office equip	20	-	-	20
44352 ISD service charge	44,206	41,455	41,455	38,516
44450 Postage	3,715	4,500	4,500	4,500
44550 Travel	-	500	500	500
44650 Training	756	8,000	8,000	8,000
44750 Liability Insurance	17,779	23,792	23,792	26,274
44751 Insurance/surety bond premium	3,109	-	-	-
44800 Membership & dues	339	500	500	500
45100 Books	45	2,000	2,000	2,000
45150 Furniture & equipment	222	-	-	-
45250 Office supplies	1,075	3,000	3,000	3,000
45350 General supplies	-	500	500	500
45400 Reports & publications	-	1,500	1,500	2,000
47000 Miscellaneous	1,090	1,100	1,100	580
<b>Maintenance &amp; Operation Total</b>	<b>\$ 182,071</b>	<b>\$ 275,567</b>	<b>\$ 275,567</b>	<b>\$ 264,890</b>
<b>TOTAL</b>	<b>\$ 993,058</b>	<b>\$ 1,177,118</b>	<b>\$ 1,177,118</b>	<b>\$ 1,218,936</b>

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

	<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>				
41100 Salaries	\$ 390,514	\$ 455,259	\$ 455,259	\$ -
Various Benefits	108,617	131,776	131,776	-
42700, 42702 PERS Retirement	61,166	73,675	73,675	-
42701 PERS cost sharing	(11,668)	(13,659)	(13,659)	-
<b>Salaries &amp; Benefits Total</b>	<b>\$ 548,629</b>	<b>\$ 647,051</b>	<b>\$ 647,051</b>	<b>\$ -</b>
<b>Maintenance &amp; Operation</b>				
44352 ISD service charge	\$ -	\$ 8,857	\$ 8,857	\$ -
44550 Travel	-	10,800	10,800	-
44650 Training	300	2,100	2,100	-
44700 Computer software	4,081	-	-	-
44750 Liability Insurance	11,709	16,480	16,480	-
44800 Membership & dues	-	850	850	-
45100 Books	780	1,200	1,200	-
45250 Office supplies	671	900	900	-
<b>Maintenance &amp; Operation Total</b>	<b>\$ 17,541</b>	<b>\$ 41,187</b>	<b>\$ 41,187</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 566,170</b>	<b>\$ 688,238</b>	<b>\$ 688,238</b>	<b>\$ -</b>

Note:

\* Effective in FY 2014-15, the Utility Support function moved to GWP.

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

	<b>Actual 2012-13</b>	<b>Adopted 2013-14</b>	<b>Revised 2013-14</b>	<b>Adopted 2014-15</b>
<b>Salaries &amp; Benefits</b>				
41100 Salaries	\$ 276,591	\$ 288,208	\$ 288,208	\$ 345,237
41200 Overtime	13,897	-	-	-
41300 Hourly wages	8,700	19,500	19,500	-
Various Benefits	83,970	79,488	79,488	120,043
42700, 42702 PERS Retirement	43,310	46,640	46,640	60,239
42701 PERS cost sharing	(5,558)	(5,750)	(5,750)	(10,348)
<b>Salaries &amp; Benefits Total</b>	<b>\$ 420,910</b>	<b>\$ 428,086</b>	<b>\$ 428,086</b>	<b>\$ 515,171</b>
<b>Maintenance &amp; Operation</b>				
43110 Contractual services	\$ 21,865	\$ 29,400	\$ 29,400	\$ 25,500
44120 Repairs to office equip	-	1,000	1,000	1,000
44352 ISD service charge	21,945	23,004	23,004	19,971
44450 Postage	1,249	2,000	2,000	1,000
44650 Training	330	500	500	500
44750 Liability Insurance	8,910	11,140	11,140	13,051
44751 Insurance/surety bond premium	1,346	-	-	-
44800 Membership & dues	-	2,000	2,000	2,000
45250 Office supplies	670	12,000	12,000	2,500
45350 General supplies	3,617	7,000	7,000	5,000
46900 Business meetings	115	500	500	500
47000 Miscellaneous	18	500	500	500
<b>Maintenance &amp; Operation Total</b>	<b>\$ 60,065</b>	<b>\$ 89,044</b>	<b>\$ 89,044</b>	<b>\$ 71,522</b>
<b>TOTAL</b>	<b>\$ 480,975</b>	<b>\$ 517,130</b>	<b>\$ 517,130</b>	<b>\$ 586,693</b>

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

Classification	Actual 2012-13	Adopted 2013-14	Revised 2013-14	Adopted 2014-15
<u>Salaried Positions</u>				
Accountant I	1.15	2.15	2.15	2.15
Accountant II	2.50	2.50	2.50	2.50
Accounting Services Specialist	1.00	1.00	1.00	1.00
Accounting Supervisor	2.20	2.20	2.27	2.27
Accounts Payable Supervisor	1.00	1.00	1.00	1.00
Accounts Payable Technician I	-	-	1.00	1.00
Accounts Payable Technician III	-	-	0.60	0.60
Administrative Analyst**	2.00	2.00	2.00	-
Administrative Associate	1.00	1.00	1.00	1.00
Budget Associate	1.95	2.95	2.00	2.00
Buyer	-	1.00	-	-
Buyer I	-	-	2.00	2.00
Buyer II	-	-	1.00	1.00
Collection Specialist	1.00	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	-
Finance Administrator**	2.95	2.95	2.95	1.95
Office Services Supervisor **	-	1.00	1.00	-
Office Services Supervisor (Steno)	1.00	1.00	1.00	1.00
Payroll Specialist II	2.00	3.00	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. Accounting Services Specialist	3.00	2.00	3.00	3.00
Sr. Accounting Technician (Confid.)	0.50	0.50	-	-
Sr. Budget Analyst	1.80	1.80	1.80	1.80
Sr. Buyer	1.00	1.00	-	-
Total Salaried Positions	<u>31.05</u>	<u>35.05</u>	<u>35.27</u>	<u>30.27</u>
<u>Hourly Positions</u>				
Hourly City Worker	0.75	(1) 0.85	(1) 0.85	(1) 0.85
Total Hourly Positions	<u>0.75</u>	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>
Administrative Services - Finance Total	<u>31.80</u>	<u>35.90</u>	<u>36.12</u>	<u>31.12</u>

Notes:

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

\*\* Effective in FY 2012-13 and FY 2013-14, Utility Support function moved out of GWP to be included in Finance's budget. The service costs will then be allocated out to GWP through the Citywide Cost Allocation Plan. In FY 2014-15, Utility Support function moved out of Finance to be included in the GWP budget.