

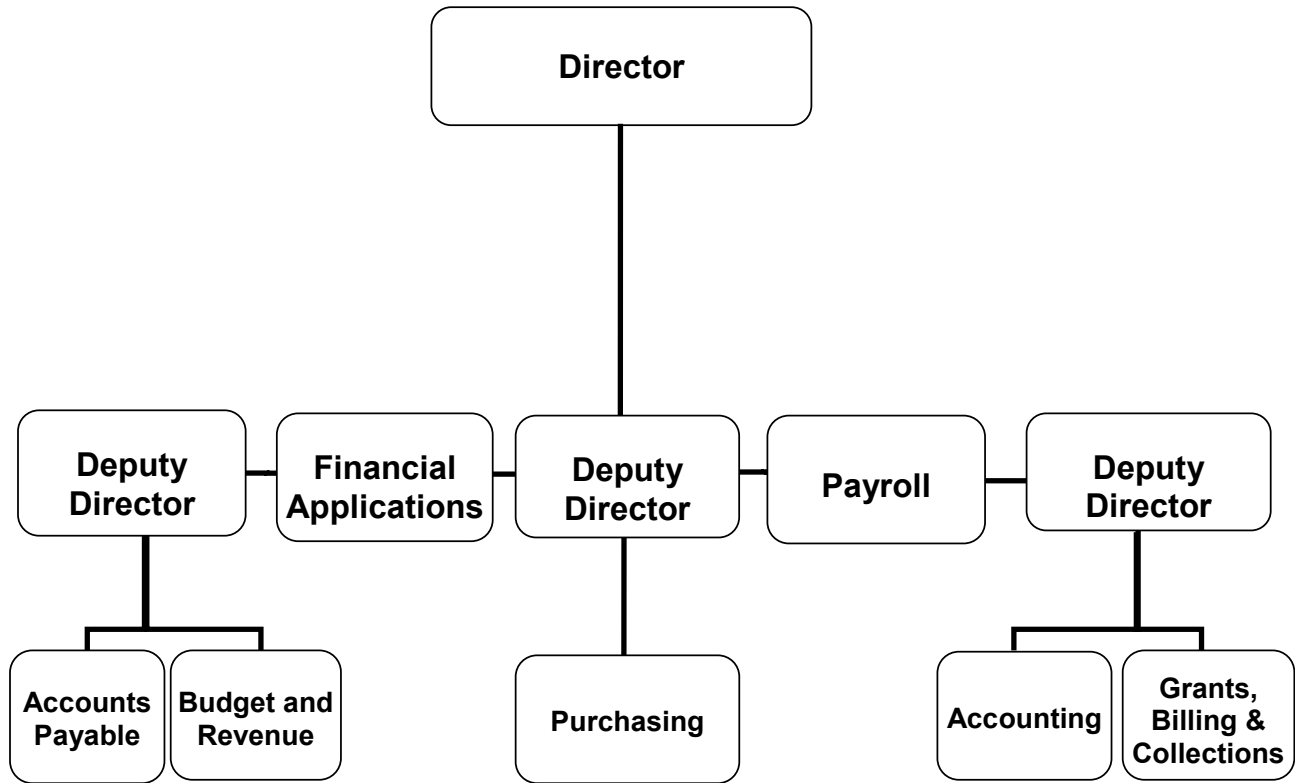
ADMINISTRATIVE SERVICES
FINANCE

ADOPTED BUDGET

FY 2020-2021



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 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 CITY 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, providing support of the City's ERP system and all financial modules, 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 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
General Fund				
Administration (1010-0010)	\$ 834,427	\$ 908,630	\$ 908,630	\$ 604,395
Revenue (1010-3500)*	789,563	872,088	872,088	-
Applications (1010-3501)	312,995	643,994	643,994	773,886
Purchasing (1010-3503)	565,411	672,100	672,100	801,940
Accounts Payable (1010-3504)	321,567	440,008	440,008	489,016
Budget (1010-3505)*	624,036	660,921	660,921	1,117,426
Accounting (1010-3506)	1,233,987	1,383,639	1,383,639	1,386,437
Payroll (1010-3507)	516,391	595,768	595,768	605,016
Billing, Collections & Grants (1010-3508)*	-	-	-	691,425
Total General Fund	\$ 5,198,378	\$ 6,177,148	\$ 6,177,148	\$ 6,469,541
Department Grand Total	\$ 5,198,378	\$ 6,177,148	\$ 6,177,148	\$ 6,469,541

Notes:

* In FY 2020-21, the Revenue Cost Center (3500) was split between the Budget (3505) and the newly established Billing, Collections and Grant (3508) Cost Centers.

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 360,064	\$ 404,905	\$ 404,905	\$ 202,358
Various	Benefits	87,823	104,644	104,644	52,130
42700	PERS retirement	105,430	136,445	136,445	73,204
42701	PERS cost sharing	(14,293)	(16,053)	(16,053)	(8,023)
Salaries & Benefits Total		\$ 539,024	\$ 629,941	\$ 629,941	\$ 319,669
Maintenance & Operation					
43110	Contractual services	\$ 48,197	\$ 20,250	\$ 20,250	\$ 21,250
44120	Repairs to office equipment	-	200	200	200
44550	Travel	2,162	2,075	2,075	2,075
44650	Training	2,209	2,500	2,500	2,500
44800	Membership and dues	678	1,000	1,000	1,000
45050	Periodicals and newspapers	-	100	100	100
45100	Books	-	200	200	200
45250	Office supplies	7,552	7,000	7,000	7,000
45350	General supplies	-	1,000	1,000	1,000
45400	Reports and publications	-	1,000	1,000	1,000
45681	Business meetings	3,647	2,000	2,000	2,000
45682	Miscellaneous	849	1,000	1,000	1,000
46006	Rent	200,340	208,247	208,247	211,661
46009	ISD service charge	17,171	13,572	13,572	23,682
46010	Building maint service charge	-	1,336	1,336	-
46011	Liability Insurance	12,598	17,209	17,209	10,058
Maintenance & Operation Total		\$ 295,403	\$ 278,689	\$ 278,689	\$ 284,726
Total		\$ 834,427	\$ 908,630	\$ 908,630	\$ 604,395

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 449,722	\$ 444,834	\$ 444,834	\$ -
Various	Benefits	90,176	98,342	98,342	-
42700	PERS retirement	130,642	149,921	149,921	-
42701	PERS cost sharing	(17,756)	(17,639)	(17,639)	-
Salaries & Benefits Total		\$ 652,783	\$ 675,458	\$ 675,458	\$ -
Maintenance & Operation					
43110	Contractual services	\$ 96,033	\$ 145,000	\$ 145,000	\$ -
44450	Postage	14	-	-	-
44550	Travel	636	1,200	1,200	-
44650	Training	90	400	400	-
44800	Membership and dues	439	200	200	-
45250	Office supplies	237	200	200	-
45682	Miscellaneous	35	-	-	-
46009	ISD service charge	23,627	30,724	30,724	-
46011	Liability Insurance	15,669	18,906	18,906	-
Maintenance & Operation Total		\$ 136,780	\$ 196,630	\$ 196,630	\$ -
Total		\$ 789,563	\$ 872,088	\$ 872,088	\$ -

Notes:

* In FY 2020-21, the Revenue Cost Center (3500) was split between the Budget (3505) and the newly established Billing, Collections and Grant (3508) Cost Centers.

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 383,592	\$ 424,116	\$ 424,116	\$ 491,187
41200	Overtime	28,588	-	-	-
Various	Benefits	63,018	66,512	66,512	74,513
42700	PERS retirement	111,153	138,127	138,127	177,534
42701	PERS cost sharing	(15,169)	(16,251)	(16,251)	(19,457)
42799	Salary charges in (out)	(278,409)	-	-	-
Salaries & Benefits Total		\$ 292,773	\$ 612,504	\$ 612,504	\$ 723,777
Maintenance & Operation					
44550	Travel	\$ 4,274	\$ 1,200	\$ 1,200	\$ 6,200
44650	Training	1,107	1,000	1,000	1,000
45350	General supplies	158	-	-	-
45656	Charges to other departments	(10,794)	-	-	-
45682	Miscellaneous	60	-	-	-
46009	ISD service charge	11,022	11,871	11,871	18,554
46011	Liability Insurance	14,396	17,419	17,419	24,355
Maintenance & Operation Total		\$ 20,222	\$ 31,490	\$ 31,490	\$ 50,109
Total		\$ 312,995	\$ 643,994	\$ 643,994	\$ 773,886

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 361,659	\$ 424,348	\$ 424,348	\$ 489,152
41200	Overtime	4,002	3,045	3,045	3,000
Various	Benefits	54,462	58,872	58,872	69,286
42700	PERS retirement	104,708	139,913	139,913	176,775
42701	PERS cost sharing	(14,308)	(16,462)	(16,462)	(19,373)
Salaries & Benefits Total		\$ 510,524	\$ 609,716	\$ 609,716	\$ 718,840
Maintenance & Operation					
43110	Contractual services	\$ 15,412	\$ 11,000	\$ 11,000	\$ 18,500
44450	Postage	916	1,000	1,000	1,000
44550	Travel	-	1,000	1,000	1,000
44650	Training	-	1,000	1,000	1,000
44800	Membership and dues	130	900	900	900
45250	Office supplies	772	1,200	1,200	1,200
45681	Business meetings	-	1,000	1,000	1,000
45682	Miscellaneous	-	1,000	1,000	1,000
46009	ISD service charge	24,953	26,524	26,524	33,100
46011	Liability Insurance	12,704	17,760	17,760	24,400
Maintenance & Operation Total		\$ 54,887	\$ 62,384	\$ 62,384	\$ 83,100
Total		\$ 565,411	\$ 672,100	\$ 672,100	\$ 801,940

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 175,405	\$ 247,744	\$ 247,744	\$ 271,956
41200	Overtime	4,301	3,045	3,045	-
41300	Hourly wages	5,297	-	-	11,610
Various	Benefits	46,505	62,953	62,953	62,232
42700	PERS retirement	51,778	83,666	83,666	98,277
42701	PERS cost sharing	(7,063)	(9,844)	(9,844)	(10,771)
42799	Salary charges in (out)	(246)	-	-	-
Salaries & Benefits Total		\$ 275,978	\$ 387,564	\$ 387,564	\$ 433,304
Maintenance & Operation					
43110	Contractual services	\$ 8,962	\$ 11,000	\$ 11,000	\$ -
44450	Postage	6,678	7,500	7,500	7,500
44650	Training	-	600	600	600
44800	Membership and dues	-	695	695	695
45250	Office supplies	2,056	2,000	2,000	8,000
45350	General supplies	5,149	2,000	2,000	1,000
45656	Charges to other departments	(5)	-	-	-
45681	Business meetings	-	200	200	200
45682	Miscellaneous	-	500	500	500
46009	ISD service charge	16,334	17,290	17,290	23,212
46011	Liability Insurance	6,415	10,659	10,659	14,005
Maintenance & Operation Total		\$ 45,589	\$ 52,444	\$ 52,444	\$ 55,712
Total		\$ 321,567	\$ 440,008	\$ 440,008	\$ 489,016

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 368,669	\$ 362,695	\$ 362,695	\$ 582,232
41200	Overtime	1,843	2,030	2,030	-
Various	Benefits	98,917	99,081	99,081	109,256
42700	PERS retirement	107,549	123,111	123,111	211,151
42701	PERS cost sharing	(14,677)	(14,485)	(14,485)	(23,141)
Salaries & Benefits Total		\$ 562,301	\$ 572,432	\$ 572,432	\$ 879,498
Maintenance & Operation					
43110	Contractual services	\$ 17,500	\$ 30,000	\$ 30,000	\$ 170,560
44550	Travel	-	6,000	6,000	3,000
44650	Training	60	4,000	4,000	2,000
44800	Membership and dues	304	1,500	1,500	1,000
45250	Office supplies	325	1,200	1,200	1,000
45682	Miscellaneous	840	-	-	-
46009	ISD service charge	29,784	30,285	30,285	31,570
46011	Liability Insurance	12,923	15,504	15,504	28,798
Maintenance & Operation Total		\$ 61,736	\$ 88,489	\$ 88,489	\$ 237,928
Total		\$ 624,036	\$ 660,921	\$ 660,921	\$ 1,117,426

Notes:

* In FY 2020-21, the Revenue Cost Center (3500) was split between the Budget (3505) and the newly established Billing, Collections and Grant (3508) Cost Centers.

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 696,226	\$ 744,953	\$ 744,953	\$ 734,667
41200	Overtime	29,976	7,917	7,917	9,718
Various	Benefits	146,274	180,876	180,876	160,760
42700	PERS retirement	201,980	250,631	250,631	265,391
42701	PERS cost sharing	(27,557)	(29,487)	(29,487)	(29,086)
42799	Salary charges in (out)	(1,833)	-	-	-
Salaries & Benefits Total		\$ 1,045,066	\$ 1,154,890	\$ 1,154,890	\$ 1,141,450
Maintenance & Operation					
43110	Contractual services	\$ 117,619	\$ 126,560	\$ 126,560	\$ 106,500
44450	Postage	1,061	2,800	2,800	2,800
44550	Travel	-	2,600	2,600	2,600
44650	Training	1,749	8,000	8,000	8,000
44760	Regulatory	-	-	-	30,000
44800	Membership and dues	304	500	500	500
45250	Office supplies	536	3,000	3,000	3,000
45350	General supplies	-	300	300	300
45400	Reports and publications	1,000	3,000	3,000	3,000
45656	Charges to other departments	(32)	-	-	-
45682	Miscellaneous	1,205	1,400	1,400	1,400
46009	ISD service charge	40,146	48,595	48,595	49,908
46011	Liability Insurance	25,333	31,994	31,994	36,979
Maintenance & Operation Total		\$ 188,922	\$ 228,749	\$ 228,749	\$ 244,987
Total		\$ 1,233,987	\$ 1,383,639	\$ 1,383,639	\$ 1,386,437

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

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ 317,686	\$ 351,640	\$ 351,640	\$ 359,585
41200	Overtime	2,276	-	-	-
Various	Benefits	65,507	70,972	70,972	72,754
42700	PERS retirement	92,012	118,439	118,439	130,049
42701	PERS cost sharing	(12,558)	(13,935)	(13,935)	(14,253)
42799	Salary charges in (out)	(2,212)	-	-	-
Salaries & Benefits Total		\$ 462,711	\$ 527,116	\$ 527,116	\$ 548,135
Maintenance & Operation					
43110	Contractual services	\$ 1,133	\$ 1,000	\$ 1,000	\$ -
44120	Repairs to office equipment	-	1,000	1,000	1,000
44450	Postage	966	1,600	1,600	1,100
44550	Travel	1,312	2,000	2,000	2,000
44650	Training	550	1,500	1,500	2,000
45250	Office supplies	216	2,000	2,000	500
45350	General supplies	118	3,000	3,000	500
45656	Charges to other departments	(43)	-	-	-
45681	Business meetings	-	500	500	500
45682	Miscellaneous	13	500	500	500
46009	ISD service charge	38,338	40,605	40,605	30,907
46011	Liability Insurance	11,076	14,947	14,947	17,874
Maintenance & Operation Total		\$ 53,680	\$ 68,652	\$ 68,652	\$ 56,881
Total		\$ 516,391	\$ 595,768	\$ 595,768	\$ 605,016

**CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL BUDGET FUND - BILLING, COLLECTIONS & GRANTS
(1010-3508)***

		Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
Salaries & Benefits					
41100	Salaries	\$ -	\$ -	\$ -	\$ 355,568
Various	Benefits	-	-	-	80,257
42700	PERS retirement	-	-	-	127,925
42701	PERS cost sharing	-	-	-	(14,021)
Salaries & Benefits Total		\$ -	\$ -	\$ -	\$ 549,729
Maintenance & Operation					
43110	Contractual services	\$ -	\$ -	\$ -	\$ 90,000
44550	Travel	-	-	-	1,200
44650	Training	-	-	-	400
44800	Membership and dues	-	-	-	200
45250	Office supplies	-	-	-	200
46009	ISD service charge	-	-	-	32,082
46011	Liability Insurance	-	-	-	17,614
Maintenance & Operation Total		\$ -	\$ -	\$ -	\$ 141,696
Total		\$ -	\$ -	\$ -	\$ 691,425

Notes:

* In FY 2020-21, the Revenue Cost Center (3500) was split between the Budget (3505) and the newly established Billing, Collections and Grant (3508) Cost Centers.

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

Classification	Actual 2018-19	Adopted 2019-20	Revised 2019-20	Adopted 2020-21
<u>Salaried Positions</u>				
Accountant I	3.00	3.00	3.00	3.00
Accountant II	2.40	2.40	2.40	2.40
Accounting Manager	-	-	1.55	1.55
Accounting Services Specialist	1.00	1.00	-	-
Accounting Supervisor	1.55	1.55	-	-
Accounts Payable Supervisor	0.60	0.60	0.60	0.60
Accounts Payable Technician I	2.00	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	-	-
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	1.00	3.80	3.80
Budget Associate	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	3.00	2.00	3.00	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
Financial Applications Specialist	-	-	-	1.00
Payroll Specialist I	2.00	2.00	2.00	2.00
Payroll Specialist II	2.00	2.00	2.00	2.00
Payroll Supervisor	1.00	1.00	1.00	1.00
Purchasing Administrator	1.00	1.00	-	-
Purchasing Coordinator	1.00	1.00	1.00	1.00
Revenue Analyst	1.00	1.00	-	-
Senior Buyer	1.00	1.00	-	-
Sr. Accounting Services Specialist	-	-	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	1.00	1.00
Sr. Revenue Analyst	1.00	1.00	1.00	1.00
Total Salaried Positions	<u>37.35</u>	<u>36.35</u>	<u>36.35</u>	<u>37.35</u>
<u>Hourly Positions</u>				
Hourly City Worker	0.44	*	*	*
	(1)	-	-	-
Total Hourly FTE Positions	<u>0.44</u>	<u>-</u>	<u>-</u>	<u>0.37</u>
		-	-	(1)
Administrative Services - Finance Total	<u><u>37.79</u></u>	<u><u>36.35</u></u>	<u><u>36.35</u></u>	<u><u>37.72</u></u>

Notes:

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