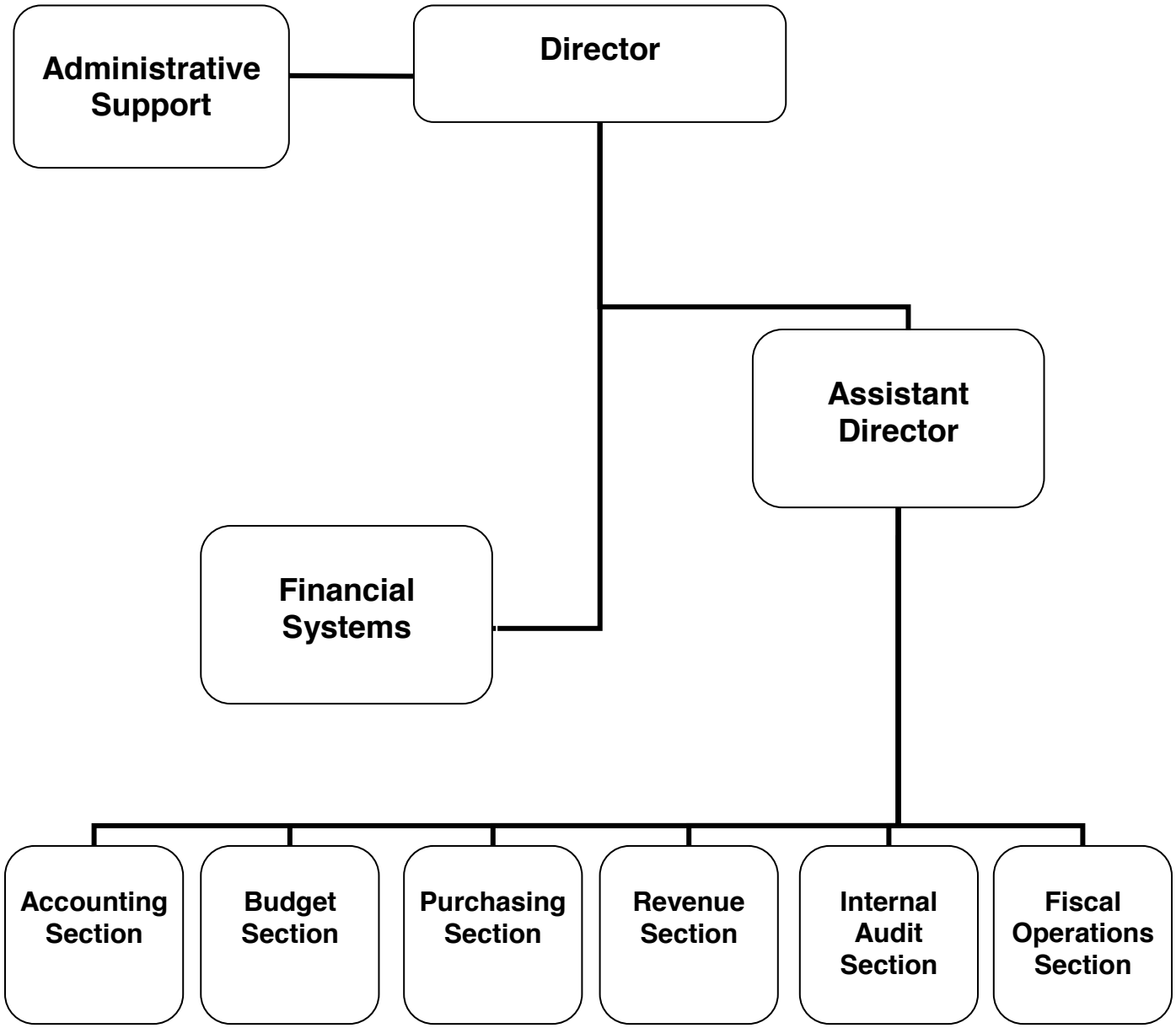
ADOPTED BUDGET 2015-16

glendale
california

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, internal audit, 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 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
General Fund				
Revenue (101-135)*	$ -	$ -	$ -	$ 491,037
Internal Audit (101-160)**	-	-	-	684,178
Purchasing (101-162)	393,745	466,737	468,703	464,092
Administration (101-164)	1,149,770	1,212,943	1,216,190	1,312,511
Accounts Payable (101-165)	238,536	291,932	293,423	288,872
Budget (101-166)	1,126,470	1,097,552	1,103,345	561,584
Accounting (101-167)	1,090,417	1,218,936	1,225,710	1,113,459
Utility Support (101-168)***	422,346	-	-	-
Payroll (101-169)	465,070	586,693	590,159	585,302
Total General Fund	**$ 4,886,354**	**$ 4,874,793**	**$ 4,897,530**	**$ 5,501,035**
Department Grand Total	**$ 4,886,354**	**$ 4,874,793**	**$ 4,897,530**	**$ 5,501,035**

Notes:

* Effective FY 2015-16, the Revenue Section is now in DeptID 135. Previously, it was reported under Budget (101-166).

** Effective FY 2015-16, the Internal Audit Function moved from Management Services to Administrative Services. The previous DeptID for Internal Audit was 141.

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

CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
GENERAL FUND - REVENUE
101-135

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ -	$ -	$ -	$ 252,159
Various	Benefits	-	-	-	59,596
42700, 42702	PERS Retirement	-	-	-	52,368
42701	PERS cost sharing	-	-	-	(7,519)
Salaries & Benefits Total		$ -	$ -	$ -	$ 356,604
Maintenance & Operation					
43110	Contractual services	$ -	$ -	$ -	$ 124,000
44550	Travel	-	-	-	600
44650	Training	-	-	-	1,000
44750	Liability Insurance	-	-	-	8,433
44800	Membership & dues	-	-	-	200
45250	Office supplies	-	-	-	200
Maintenance & Operation Total		$ -	$ -	$ -	$ 134,433
	TOTAL	**$ -**	**$ -**	**$ -**	**$ 491,037**

Notes:
* Effective FY2015-16, the Revenue Section is now in DeptID 135. Previously, it was reported under Budget (101-166).

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ -	$ -	$ -	$ 406,911
Various	Benefits	-	-	-	83,986
42700, 42702	PERS Retirement	-	-	-	84,761
42701	PERS cost sharing	-	-	-	(12,171)
Salaries & Benefits Total		$ -	$ -	$ -	$ 563,487
Maintenance & Operation					
43110	Contractual services	$ -	$ -	$ -	$ 40,000
44352	ISD service charge	-	-	-	54,569
44650	Training	-	-	-	8,000
44750	Liability Insurance	-	-	-	13,672
44800	Membership & dues	-	-	-	2,500
45100	Books	-	-	-	100
45150	Furniture & equipment	-	-	-	550
45250	Office supplies	-	-	-	600
45350	General supplies	-	-	-	300
46900	Business meetings	-	-	-	200
47000	Miscellaneous	-	-	-	200
Maintenance & Operation Total		$ -	$ -	$ -	$ 120,691
	TOTAL	**$ -**	**$ -**	**$ -**	**$ 684,178**

Notes:
* Effective FY 2014-15, the Internal Audit Function moved from Management Services to Administrative Services. The previous DeptID for Internal Audit was 141.

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ 224,033	$ 307,260	$ 307,260	$ 263,027
41200	Overtime	2,466	-	-	-
41300	Hourly wages	21,257	-	-	-
Various	Benefits	50,548	74,965	76,931	57,459
42700, 42702	PERS Retirement	35,527	53,607	53,607	54,763
42701	PERS cost sharing	(5,808)	(9,208)	(9,208)	(7,864)
Salaries & Benefits Total		$ 328,023	$ 426,624	$ 428,590	$ 367,385
Maintenance & Operation					
43110	Contractual services	$ 30,519	$ -	$ -	$ -
44120	Repairs to office equip	20	-	-	-
44352	ISD service charge	23,562	21,298	21,298	80,669
44450	Postage	1,157	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	8,969	11,615	11,615	8,838
44800	Membership & dues	395	900	900	900
45150	Furniture & equipment	349	100	100	100
45250	Office supplies	659	1,200	1,200	1,200
45350	General supplies	93	-	-	-
46900	Business meetings	-	1,000	1,000	1,000
47000	Miscellaneous	-	1,000	1,000	1,000
Maintenance & Operation Total		$ 65,722	$ 40,113	$ 40,113	$ 96,707
	TOTAL	**$ 393,745**	**$ 466,737**	**$ 468,703**	**$ 464,092**

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ 241,411	$ 241,548	$ 241,548	$ 417,576
41300	Hourly wages	22,313	22,984	22,984	24,752
Various	Benefits	82,046	84,284	87,531	114,703
42700, 42702	PERS Retirement	42,486	46,092	46,092	92,035
42701	PERS cost sharing	(7,714)	(7,919)	(7,919)	(13,217)
Salaries & Benefits Total		$ 380,540	$ 386,989	$ 390,236	$ 635,849
Maintenance & Operation					
43110	Contractual services	$ 3,146	$ 20,000	$ 20,000	$ 39,500
44120	Repairs to office equip	20	200	200	200
44352	ISD service charge	748,571	777,880	777,880	604,245
44550	Travel	1,076	2,000	2,000	2,000
44650	Training	2,019	2,000	2,000	2,000
44750	Liability Insurance	9,547	9,999	9,999	14,842
44800	Membership & dues	339	675	675	675
45050	Periodicals & newspapers	-	100	100	100
45100	Books	-	200	200	200
45150	Furniture & equipment	-	900	900	900
45250	Office supplies	1,504	7,000	7,000	7,000
45350	General supplies	-	1,000	1,000	1,000
45400	Reports & publications	-	2,500	2,500	1,000
46900	Business meetings	2,417	1,000	1,000	2,000
47000	Miscellaneous	592	500	500	1,000
Maintenance & Operation Total		$ 769,229	$ 825,954	$ 825,954	$ 676,662
	TOTAL	**$ 1,149,770**	**$ 1,212,943**	**$ 1,216,190**	**$ 1,312,511**

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ 117,443	$ 146,414	$ 146,414	$ 144,635
Various	Benefits	31,492	46,242	47,733	51,660
42700, 42702	PERS Retirement	18,663	25,517	25,517	30,060
42701	PERS cost sharing	(3,136)	(4,383)	(4,383)	(4,317)
Salaries & Benefits Total		$ 164,462	$ 213,790	$ 215,281	$ 222,038
Maintenance & Operation					
43110	Contractual services	$ 41,520	$ 41,000	$ 41,000	$ 31,000
44200	Advertising	810	-	-	-
44352	ISD service charge	19,223	18,212	18,212	17,004
44450	Postage	5,948	7,500	7,500	7,500
44650	Training	-	-	-	600
44750	Liability Insurance	4,251	5,535	5,535	4,835
44800	Membership & dues	695	695	695	695
45150	Furniture & equipment	-	500	500	500
45250	Office supplies	744	2,000	2,000	2,000
45350	General supplies	883	2,000	2,000	2,000
46900	Business meetings	-	200	200	200
47000	Miscellaneous	-	500	500	500
Maintenance & Operation Total		$ 74,074	$ 78,142	$ 78,142	$ 66,834
	TOTAL	**$ 238,536**	**$ 291,932**	**$ 293,423**	**$ 288,872**

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ 625,118	$ 629,932	$ 629,932	$ 311,886
41200	Overtime	71	10,000	10,000	-
Various	Benefits	139,233	145,675	151,468	89,320
42700, 42702	PERS Retirement	100,079	109,866	109,866	64,922
42701	PERS cost sharing	(17,315)	(18,873)	(18,873)	(9,322)
Salaries & Benefits Total		$ 847,187	$ 876,600	$ 882,393	$ 456,806
Maintenance & Operation					
43110	Contractual services	$ 205,872	$ 154,000	$ 154,000	$ 40,000
44352	ISD service charge	41,330	34,740	34,740	42,527
44550	Travel	1,990	1,200	1,200	6,000
44650	Training	5,329	5,000	5,000	4,000
44750	Liability Insurance	22,632	23,812	23,812	10,451
44800	Membership & dues	1,713	1,700	1,700	1,500
45100	Books	90	-	-	-
45250	Office supplies	223	500	500	300
46900	Business meetings	98	-	-	-
47000	Miscellaneous	6	-	-	-
Maintenance & Operation Total		$ 279,283	$ 220,952	$ 220,952	$ 104,778
	TOTAL	**$ 1,126,470**	**$ 1,097,552**	**$ 1,103,345**	**$ 561,584**

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ 658,892	$ 693,092	$ 693,092	$ 578,307
41200	Overtime	2,758	2,000	2,000	2,000
Various	Benefits	148,241	158,845	165,619	184,395
42700, 42702	PERS Retirement	104,904	120,873	120,873	120,176
42701	PERS cost sharing	(17,436)	(20,764)	(20,764)	(17,259)
Salaries & Benefits Total		$ 897,359	$ 954,046	$ 960,820	$ 867,619
Maintenance & Operation					
43110	Contractual services	$ 93,180	$ 178,500	$ 178,500	$ 157,000
44120	Repairs to office equip	20	20	20	100
44352	ISD service charge	61,690	38,516	38,516	47,759
44450	Postage	1,967	4,500	4,500	2,800
44550	Travel	992	500	500	500
44650	Training	5,149	8,000	8,000	8,000
44750	Liability Insurance	23,952	26,274	26,274	19,481
44800	Membership & dues	339	500	500	500
45100	Books	45	2,000	2,000	2,000
45250	Office supplies	1,298	3,000	3,000	3,000
45350	General supplies	-	500	500	500
45400	Reports & publications	3,315	2,000	2,000	3,000
47000	Miscellaneous	1,111	580	580	1,200
Maintenance & Operation Total		$ 193,058	$ 264,890	$ 264,890	$ 245,840
	TOTAL	**$ 1,090,417**	**$ 1,218,936**	**$ 1,225,710**	**$ 1,113,459**

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ 278,435	$ -	$ -	$ -
Various	Benefits	88,231	-	-	-
42700, 42702	PERS Retirement	44,934	-	-	-
42701	PERS cost sharing	(8,330)	-	-	-
Salaries & Benefits Total		$ 403,270	$ -	$ -	$ -
Maintenance & Operation					
44352	ISD service charge	$ 8,857	$ -	$ -	$ -
44450	Postage	6	-	-	-
44650	Training	125	-	-	-
44750	Liability Insurance	10,079	-	-	-
47000	Miscellaneous	9	-	-	-
Maintenance & Operation Total		$ 19,076	$ -	$ -	$ -
	TOTAL	**$ 422,346**	**$ -**	**$ -**	**$ -**

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

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

		Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaries & Benefits					
41100	Salaries	$ 269,401	$ 345,237	$ 345,237	$ 415,991
41200	Overtime	4,901	-	-	-
41300	Hourly wages	6,642	-	-	-
Various	Benefits	82,720	120,043	123,509	118,054
42700, 42702	PERS Retirement	43,258	60,239	60,239	86,564
42701	PERS cost sharing	(6,802)	(10,348)	(10,348)	(12,430)
42799	Salary charges in (out)	-	-	-	(108,534)
Salaries & Benefits Total		$ 400,118	$ 515,171	$ 518,637	$ 499,645
Maintenance & Operation					
43110	Contractual services	$ 24,413	$ 25,500	$ 25,500	$ 25,500
44120	Repairs to office equip	-	1,000	1,000	1,000
44352	ISD service charge	23,004	19,971	19,971	35,903
44450	Postage	1,645	1,000	1,000	1,600
44650	Training	295	500	500	1,500
44750	Liability Insurance	10,170	13,051	13,051	13,942
44800	Membership & dues	3,740	2,000	2,000	2,000
45100	Books	515	-	-	-
45250	Office supplies	1,169	2,500	2,500	2,500
45350	General supplies	-	5,000	5,000	3,400
46900	Business meetings	-	500	500	500
47000	Miscellaneous	-	500	500	500
49050	Charges-other depts	-	-	-	(2,688)
Maintenance & Operation Total		$ 64,952	$ 71,522	$ 71,522	$ 85,657
	TOTAL	**$ 465,070**	**$ 586,693**	**$ 590,159**	**$ 585,302**

CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
PERSONNEL CLASSIFICATION DETAIL

Classification	Actual 2013-14	Adopted 2014-15	Revised 2014-15	Adopted 2015-16
Salaried Positions				
Accountant I	2.15	2.15	2.15	3.17
Accountant II	2.50	2.50	2.50	0.15
Accountant II				1.90
Accounting Manager				0.80
Accounting Services Specialist	1.00	1.00	1.00	1.00
Accounting Supervisor	2.27	2.27	2.27	-
Accounts Payable Supervisor	1.00	1.00	1.00	1.00
Accounts Payable Technician I	1.00	1.00	1.00	1.60
Accounts Payable Technician III	0.60	0.60	0.60	-
Administrative Analyst**	2.00	-	-	-
Administrative Associate	1.00	1.00	1.00	1.00
Assistant Director of Finance				1.00
Budget Analyst	-	-	-	2.00
Budget Assistant				1.00
Budget Associate	2.00	2.00	2.00	1.80
Budget Manager				1.00
Buyer	-	-	-	-
Buyer I	2.00	2.00	2.00	1.00
Buyer II	1.00	1.00	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	-	-	-
Finance Administrator**	2.95	1.95	1.95	1.00
Financial Applications Administrator				1.00
Financial Applications Manager				1.00
Fiscal Operations Manager				1.00
Internal Audit Manager***				1.00
Internal Auditor***				1.00
Office Services Supervisor **	1.00	-	-	-
Office Services Supervisor (Steno)	1.00	1.00	1.00	1.00
Payroll Specialist I				1.00
Payroll Specialist II	1.00	1.00	1.00	1.00
Payroll Supervisor	1.00	1.00	1.00	1.00
Principal Accountant				0.85
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	3.00	3.00	2.00
Sr. Accounting Technician (Confid.)	-	-	-	-
Sr. Budget Analyst	1.80	1.80	1.80	-
Sr. Buyer	-	-	-	-
Sr. Internal Auditor***				2.00
Total Salaried Positions	35.27	30.27	30.27	38.27

CITY OF GLENDALE
ADMINISTRATIVE SERVICES - FINANCE DEPARTMENT
PERSONNEL CLASSIFICATION DETAIL

Classification	Actual 2013-14	*	Adopted 2014-15	*	Revised 2014-15	*	Adopted 2015-16	*
Hourly Positions								
Hourly City Worker	0.85	(1)	0.85	(1)	0.85	(1)	0.85	(1)
Total Hourly Positions	0.85		0.85		0.85		0.85	
Administrative Services - Finance Total	36.12		31.12		31.12		39.12	

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.

*** Effective FY 2015-16, the Internal Audit Function moved from Management Services to Administrative Services.