

FINANCE & IT



City employees celebrate “Super Hero” Day at City Hall.

Finance

Budget Summary

| | Actuals FY 2015 | Year End Estimates FY 2016 | Adopted Budget FY 2017 | Approved Budget FY 2018 |
|--|---------------------|----------------------------------|------------------------------|-------------------------------|
| Dollars by Division | | | | |
| Finance | 2,440,752 | 2,409,107 | 2,564,675 | 2,806,275 |
| Information Technology | 1,777,383 | 2,661,498 | 2,222,090 | 2,275,140 |
| Finance | \$ 4,218,135 | \$ 5,070,605 | \$ 4,786,765 | \$ 5,081,415 |
| Dollars by Category | | | | |
| Personnel | 2,603,576 | 2,649,760 | 2,859,235 | 3,145,805 |
| Operations & Maintenance | 1,607,946 | 2,420,845 | 1,927,530 | 1,935,610 |
| Capital Outlay | 6,613 | - | - | - |
| Total Dollars by Category | \$ 4,218,135 | \$ 5,070,605 | \$ 4,786,765 | \$ 5,081,415 |
| Dollars by Funding Source | | | | |
| General Fund | 3,911,433 | 4,656,828 | 4,316,250 | 4,652,915 |
| City Special Reserves | 167,203 | 184,960 | 228,000 | 178,000 |
| Gas Tax | 223 | 310 | 325 | 340 |
| Engineering Fees | 27,048 | 109,363 | 119,745 | 124,940 |
| Sewer Maintenance District | 112,228 | 119,144 | 122,445 | 125,220 |
| Total Dollars by Funding Source | \$ 4,218,135 | \$ 5,070,605 | \$ 4,786,765 | \$ 5,081,415 |

Description

The Finance Department is responsible for the following functions:

ADMINISTRATION (Division no. 4310)

Finance Administration manages all financial activities of the City, including the disbursement of financial resources and assurance that adequate resources are available.

ACCOUNTING (Division no. 4310)

The City's Accounting Division is responsible for Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, Special Assessments, and Financial Reporting. The Division provides accurate and timely financial information to the public, bondholders, grantors, auditors, City Council, and City Management.

TREASURY (Division no. 4310)

The Treasury division is responsible for all banking, investments, business licensing, and budget functions for the City. Ancillary tasks are Mello Roos and assessment district management, submitting SB 90 claims of reimbursement from the State, post bond issue compliance, and acting as a liaison between Finance and Development Services's Capital Engineering division.

PROCUREMENT & CONTRACTS (Division no. 4310)

The Procurement & Contracts division performs and coordinates the centralized purchasing activities for all city departments in the procurement of supplies, services, and equipment necessary for city operations including the management of supplier risk. The Division reviews all City contracts that have a procurement component and suggests and drafts revisions to those contracts if necessary.

INFORMATION TECHNOLOGY (Division no. 4315)

The Information Technology division provides technology solutions that support City departments in delivering quality services to the community.

Accomplishments

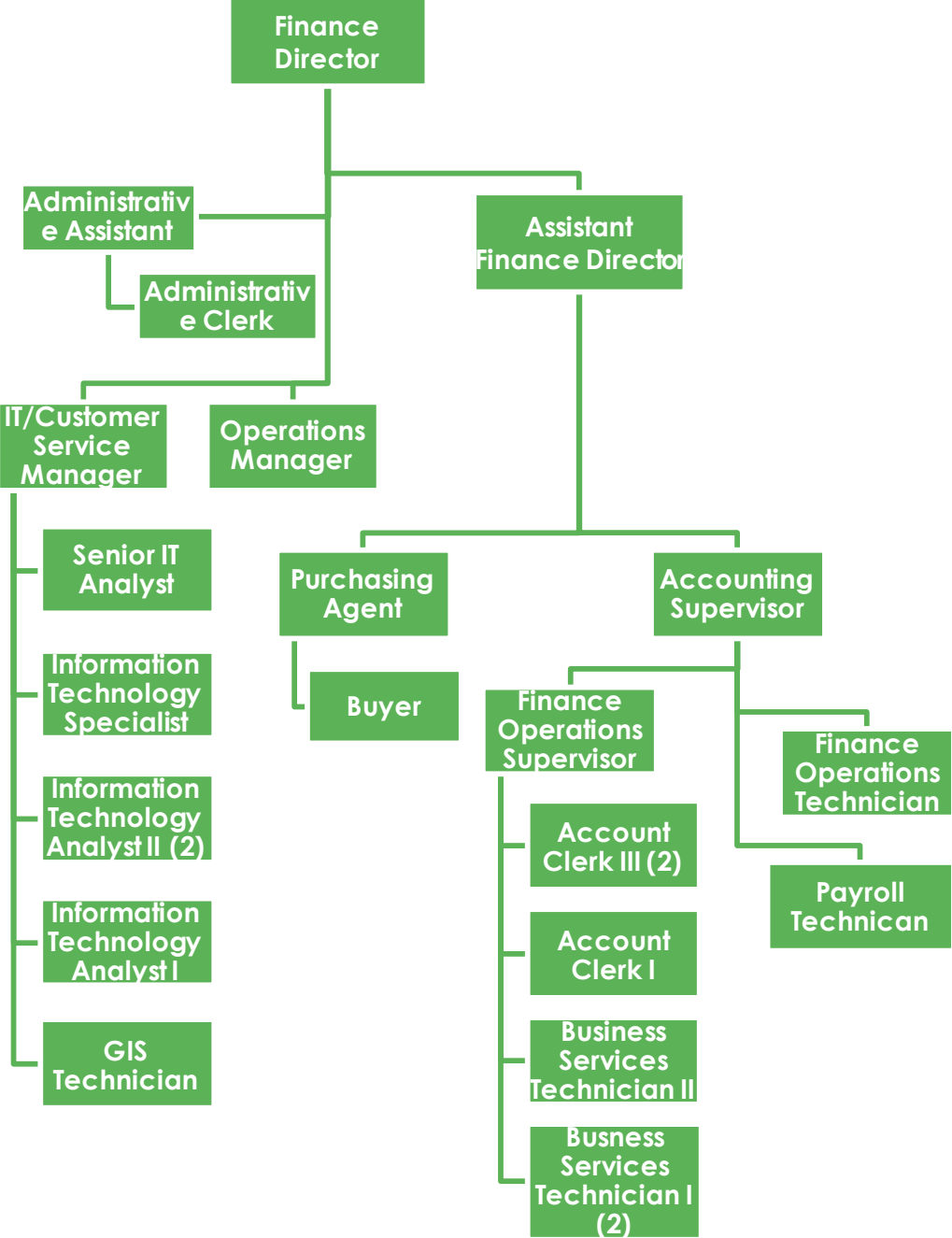
- Granted the Government Finance Officers Association's Distinguished Budget Award for the fiscal year 2016 budget.
- Implemented a comprehensive fee, bail, and fine schedule for the entire City.
- Installed Wi-Fi at City Hall, MOAH, LPAC, and Maintenance Yard
- Implementation of Land Module of Accela
- Deployed Online Permitting
- Installation of Security Cameras at Various Facilities
- Ensured Long-Term Financial Stability by maintaining conservative financial practices, continually monitoring the economy, providing prudent and effective budgeting and accounting, investing wisely and planning strategically

Budget Goals / Performance Objectives

- Receive an unqualified independent audit opinion for Fiscal 2015-2016 by January 2017
- Receive the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for our June 30, 2015 Comprehensive Annual Financial Report
- Implement 100% of all applicable audit comments for the prior year by June 30 and review and implement appropriate management audit comments within 90 days of receipt
- Receive the GFOA Distinguished Budget Award for fiscal year 2017 and 2018
- Implement full-scale electronic payments to City vendors

Org Detail - Finance

Division nos. 4310 & 4315



Budget Detail - Finance

| Div. | Obj. | Description | Actuals FY 2015 | Year End Estimates FY 2016 | Adopted Budget FY 2017 | Approved Budget FY 2018 |
|---|------|-------------------------------|--------------------|----------------------------------|------------------------------|-------------------------------|
| Personnel | | | | | | |
| 4310 | 101 | SALARIES-PERMANENT | 1,207,753 | 1,145,260 | 1,257,400 | 1,382,750 |
| 4310 | 104 | SALARIES-OVERTIME | 1,052 | 3,000 | 4,000 | 4,000 |
| 4310 | 112 | SALARIES-TEMPORARY | 22,019 | 15,750 | 17,750 | 17,750 |
| 4310 | 121 | FRINGE BENEFITS | 57,458 | 49,930 | 53,340 | 58,220 |
| 4310 | 122 | PERS | 279,552 | 274,185 | 304,110 | 333,240 |
| 4310 | 124 | HEALTH INSURANCE | 182,879 | 205,435 | 216,145 | 232,915 |
| 4310 | 125 | WORKER'S COMP | 46,128 | 42,715 | 56,205 | 61,810 |
| 4310 | 129 | DEFERRED COMP | 74,576 | 95,180 | 102,735 | 117,180 |
| Personnel Total | | | \$1,871,417 | \$1,831,455 | \$2,011,685 | \$2,207,865 |
| Operations & Maintenance | | | | | | |
| 4310 | 200 | REGISTRATION | 2,293 | 2,500 | - | - |
| 4310 | 201 | TRAVEL EXPENSE | 5,369 | 2,000 | - | - |
| 4310 | 202 | LOCAL & REGIONAL EVENTS | 1,626 | 800 | 550 | 550 |
| 4310 | 203 | MILEAGE | 591 | 500 | 450 | 450 |
| 4310 | 206 | PUBLICATIONS & DUES | 2,731 | 2,500 | 2,500 | 2,500 |
| 4310 | 207 | VEHICLE OPERATIONS | 212 | 180 | 950 | 950 |
| 4310 | 212 | POSTAGE-SPECIAL MAILING | 174 | - | - | - |
| 4310 | 217 | VEHICLE - FUEL | 329 | 300 | 400 | 400 |
| 4310 | 235 | CREDIT CARD CHARGES | 15,579 | 15,000 | 16,000 | 16,000 |
| 4310 | 251 | SPECIAL ACTIVITY SUPPLIES | 14 | 240 | - | - |
| 4310 | 253 | REPROGRAPHICS | 7,726 | 8,000 | 8,410 | 8,410 |
| 4310 | 254 | PHOTOCOPY MACHINE COSTS | 181,652 | 255,736 | 243,820 | 243,820 |
| 4310 | 256 | STAFF DEVELOPMENT | - | 346 | - | - |
| 4310 | 259 | OFFICE SUPPLIES | 6,290 | 3,100 | 4,000 | 4,000 |
| 4310 | 286 | CASH VARIANCE | 142 | 100 | - | - |
| 4310 | 301 | PROFESSIONAL SERVICES | 85,531 | 90,500 | 76,980 | 120,480 |
| 4310 | 302 | COMPUTER SOFTWARE AND SUPPORT | 13,308 | 15,700 | 17,000 | 17,000 |
| 4310 | 304 | AUDIT SERVICES | 244,084 | 180,000 | 181,830 | 183,750 |
| 4310 | 308 | CONTRACT SERVICES | 1,091 | - | - | - |
| 4310 | 402 | MAINTENANCE SERVICE-PRIVATE | 263 | - | 100 | 100 |
| 4310 | 651 | TELEPHONE | 330 | 150 | - | - |
| Operations & Maintenance Total | | | \$ 569,335 | \$ 577,652 | \$ 552,990 | \$ 598,410 |
| GRAND TOTAL | | | \$2,440,752 | \$2,409,107 | \$2,564,675 | \$2,806,275 |
| Funding Sources | | | | | | |
| 101 GENERAL FUND | | | 2,440,752 | 2,409,107 | 2,564,675 | 2,806,275 |
| GRAND TOTAL | | | \$2,440,752 | \$2,409,107 | \$2,564,675 | \$2,806,275 |

Budget Detail - Information Technology

| Div. | Obj. | Description | Actuals FY 2015 | Year End Estimates FY 2016 | Adopted Budget FY 2017 | Approved Budget FY 2018 |
|---|------|-------------------------------|---------------------|----------------------------------|------------------------------|-------------------------------|
| Personnel | | | | | | |
| 4315 | 101 | SALARIES-PERMANENT | 408,014 | 447,575 | 455,555 | 519,420 |
| 4315 | 104 | SALARIES-OVERTIME | - | - | 5,000 | 5,000 |
| 4315 | 121 | FRINGE BENEFITS | 15,226 | 19,500 | 19,685 | 22,075 |
| 4315 | 122 | PERS | 96,170 | 110,070 | 111,910 | 125,180 |
| 4315 | 124 | HEALTH INSURANCE | 68,380 | 78,945 | 81,725 | 84,405 |
| 4315 | 125 | WORKER'S COMP | 15,319 | 16,695 | 20,365 | 23,220 |
| 4315 | 129 | DEFERRED COMP | 19,327 | 28,890 | 33,505 | 36,190 |
| 4315 | 101 | SALARIES-PERMANENT | 70,133 | 70,745 | 72,515 | 74,325 |
| 4315 | 121 | FRINGE BENEFITS | 4,021 | 2,850 | 2,915 | 2,985 |
| 4315 | 122 | PERS | 16,393 | 17,665 | 17,925 | 17,910 |
| 4315 | 124 | HEALTH INSURANCE | 15,025 | 18,860 | 19,300 | 19,945 |
| 4315 | 125 | WORKER'S COMP | 2,597 | 2,640 | 3,240 | 3,325 |
| 4315 | 129 | DEFERRED COMP | 1,554 | 3,870 | 3,910 | 3,960 |
| Personnel Total | | | \$ 732,159 | \$ 818,305 | \$ 847,550 | \$ 937,940 |
| Operations & Maintenance | | | | | | |
| 4315 | 203 | MILEAGE | 184 | - | - | - |
| 4315 | 206 | PUBLICATIONS & DUES | 240 | - | 240 | 240 |
| 4315 | 207 | VEHICLE OPERATIONS | 115 | 1,000 | 1,000 | 1,000 |
| 4315 | 212 | POSTAGE-SPECIAL MAILING | 174 | 50 | 100 | 100 |
| 4315 | 217 | VEHICLE - FUEL | 453 | 500 | 1,000 | 1,000 |
| 4315 | 251 | SPECIAL ACTIVITY SUPPLIES | 811 | 2,050 | 2,050 | 2,050 |
| 4315 | 256 | STAFF DEVELOPMENT | 1,875 | 10,000 | 10,000 | 10,000 |
| 4315 | 291 | FURN & OFFICE EQUIP (NON CAP) | 160,590 | 184,960 | 228,000 | 178,000 |
| 4315 | 301 | PROFESSIONAL SERVICES | 39,569 | 33,619 | 65,000 | 65,000 |
| 4315 | 302 | COMPUTER SOFTWARE AND SUPPORT | 570,177 | 1,198,625 | 566,560 | 573,880 |
| 4315 | 302 | COMPUTER SOFTWARE AND SUPPORT | 223 | 310 | 325 | 340 |
| 4315 | 302 | COMPUTER SOFTWARE AND SUPPORT | 27,048 | 109,363 | 119,745 | 124,940 |
| 4315 | 302 | COMPUTER SOFTWARE AND SUPPORT | 2,505 | 2,514 | 2,640 | 2,770 |
| 4315 | 402 | MAINTENANCE SERVICE-PRIVATE | 43,581 | 44,500 | 44,500 | 44,500 |
| 4315 | 651 | TELEPHONE | 191,066 | 255,702 | 333,380 | 333,380 |
| Operations & Maintenance Total | | | \$ 1,038,611 | \$ 1,843,193 | \$ 1,374,540 | \$ 1,337,200 |
| Capital Outlay | | | | | | |
| 4315 | 751 | FURNITURE & OFFICE EQUIPMENT | 6,613 | - | - | - |
| Capital Outlay Total | | | \$ 6,613 | \$ - | \$ - | \$ - |
| GRAND TOTAL | | | \$ 1,777,383 | \$ 2,661,498 | \$ 2,222,090 | \$ 2,275,140 |

Budget Detail - Information Technology

| Div. Obj. | Description | Actuals FY 2015 | Year End Estimates FY 2016 | Adopted Budget FY 2017 | Approved Budget FY 2018 |
|------------------------|----------------------------|--------------------|----------------------------------|------------------------------|-------------------------------|
| Funding Sources | | | | | |
| 101 | GENERAL FUND | 1,470,681 | 2,247,721 | 1,751,575 | 1,846,640 |
| 109 | CITY SPECIAL RESERVES | 167,203 | 184,960 | 228,000 | 178,000 |
| 203 | GAS TAX | 223 | 310 | 325 | 340 |
| 251 | ENGINEERING FEES | 27,048 | 109,363 | 119,745 | 124,940 |
| 480 | SEWER MAINTENANCE DISTRICT | 112,228 | 119,144 | 122,445 | 125,220 |
| GRAND TOTAL | | \$1,777,383 | \$2,661,498 | \$2,222,090 | \$2,275,140 |