

## FINANCIAL SERVICES

***Mission Statement:*** *To provide fiscal management and accountability.*

**FINANCIAL SERVICES**  
Adopted Budget - FY 2011-12

**Financial Services Administration**

**Financial Services**

Financial Services Director (0.85)

Accounting/Licensing Manager (1)  
Budget, Revenue and Payroll Manager (1)  
Grants Financial Administrator (1)  
Administrative Analyst (1)  
Analyst (1)  
Accountant (2)  
Payroll Technician (1)  
Accounting Technician (2)  
License and Collections Clerk (1)  
Senior Account Clerk (1)  
Office Specialist III (1)

**Printing and Graphics**

Financial Services Director (0.15)

Printing and Graphics Supervisor (1)

**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2011-12**

**FINANCIAL SERVICES**

Financial Services

0.85	Financial Services Director
1.00	Accounting/Licensing Manager
1.00	Budget, Revenue and Payroll Manager
1.00	Grants Financial Administrator
1.00	Administrative Analyst
1.00	Analyst
2.00	Accountant
1.00	Payroll Technician
2.00	Accounting Technician
1.00	License and Collections Clerk
1.00	Senior Account Clerk
<u>1.00</u>	Office Specialist III
13.85	

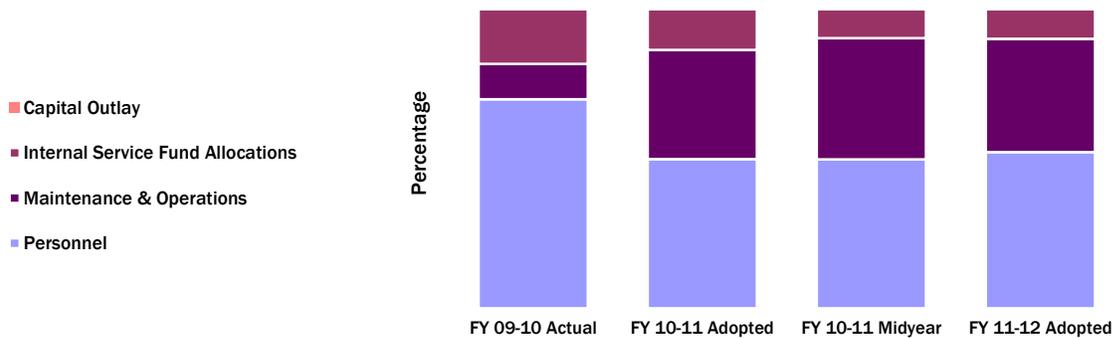
Printing and Graphics

0.15	Financial Services Director
<u>1.00</u>	Printing and Graphics Supervisor
1.15	

**TOTAL PERSONNEL: 15.00**

## FINANCIAL SERVICES

<i>Operating Expenses</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
Personnel	1,633,723	1,565,123	1,564,312	1,595,841	31,529	2%
Maintenance & Operations	275,759	1,144,878	1,271,187	1,158,878	(112,309)	(9%)
Internal Service Fund Allocations	428,079	428,079	303,671	303,671	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>2,337,561</b>	<b>3,138,080</b>	<b>3,139,170</b>	<b>3,058,390</b>	<b>(80,780)</b>	<b>(3%)</b>



<i>Funding Sources</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
General Fund	1,922,378	2,697,589	2,737,083	2,649,165	(87,918)	(3%)
Printing & Graphics	308,868	332,349	292,748	296,028	3,280	1%
Redevelopment Agency	106,315	108,142	109,339	113,197	3,858	4%
<b>TOTAL</b>	<b>2,337,561</b>	<b>3,138,080</b>	<b>3,139,170</b>	<b>3,058,390</b>	<b>(80,780)</b>	<b>(3%)</b>

## FINANCIAL SERVICES FINANCIAL SERVICES

**Purpose:** To provide accounting, payroll, purchasing, financial analysis, budgeting, licensing, cashiering, and all other financial services to the City and account for and report in a timely manner all fiscal activities of the City in accordance with Generally Accepted Accounting Principles.

<i>Operating Expenses</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
Personnel	1,513,118	1,437,893	1,439,188	1,464,945	25,757	2%
Maintenance & Operations	193,715	1,045,978	1,168,795	1,058,978	(109,817)	(9%)
Internal Service Fund Allocations	321,860	321,860	238,439	238,439	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>2,028,693</b>	<b>2,805,731</b>	<b>2,846,422</b>	<b>2,762,362</b>	<b>(84,060)</b>	<b>(3%)</b>

<i>Funding Sources</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
General Fund	1,922,378	2,697,589	2,737,083	2,649,165	(87,918)	(3%)
Redevelopment Agency	106,315	108,142	109,339	113,197	3,858	4%
<b>TOTAL</b>	<b>2,028,693</b>	<b>2,805,731</b>	<b>2,846,422</b>	<b>2,762,362</b>	<b>(84,060)</b>	<b>(3%)</b>

## FINANCIAL SERVICES PRINTING AND GRAPHICS

**Purpose:** To complete all City printing requests in a cost efficient and timely manner, ensuring cost of services is competitive and quality remains superior to outside vendors.

<i>Operating Expenses</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
Personnel	120,605	127,230	125,124	130,896	5,772	5%
Maintenance & Operations	82,044	98,900	102,392	99,900	(2,492)	(2%)
Internal Service Fund Allocations	106,219	106,219	65,232	65,232	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>308,868</b>	<b>332,349</b>	<b>292,748</b>	<b>296,028</b>	<b>3,280</b>	<b>1%</b>

<i>Funding Sources</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
Printing & Graphics	308,868	332,349	292,748	296,028	3,280	1%
<b>TOTAL</b>	<b>308,868</b>	<b>332,349</b>	<b>292,748</b>	<b>296,028</b>	<b>3,280</b>	<b>1%</b>

## FINANCIAL SERVICES

### Core Service Activities

Adopted FY 2010-11 (69%)

Total Staff Hours: 21,549

Adopted FY 2011-12 (70%)

Total Staff Hours: 21,970

- Direct preparation of all financial reporting including the annual operating budget, Citizen's Budget, and Comprehensive Annual Financial Report.
- Prepare approximately 800 internal service fund/overhead allocations by February each year for inclusion in the midyear and following year's budget.
- Prepare the Adopted Budget document by November each year for submission to the GFOA and CSMFO awards programs.
- Submit 8 State mandated reimbursement claims annually for costs incurred during most recently completed fiscal year totaling \$40,000.
- Prepare the Comprehensive Annual Financial Report by December each year for submission to the GFOA Award program.
- Coordinate annual audit of the City and special audits of Federal, State, and transportation funds.
- Update the Revenue Manual by January each year.
- Account for 50 Federal, State, and local grants annually.
- Issue an average of 650 paychecks bi-weekly.
- Reconcile 800 W-2 forms to annual payroll reports.
- Prepare and process Federal and State payroll tax withholding reports quarterly.
- Process and record 2,000 accounts receivable invoices annually.
- Process and coordinate 30 filming permits annually.
- Provide animal licensing and data base management for 4,900 dog licenses annually.
- Produce and distribute 300-400 vendor checks semi-monthly.
- Produce and distribute 200 1099 forms annually.
- Process 36 bids for materials and equipment annually.
- Process 500 purchase orders annually.
- Evaluate current inventory of non-infrastructure capital assets and ensure inclusion/tagging of additions and retirement of deletions annually.
- Process 2 million printing impressions annually.
- Perform 1 million bindery operations annually.
- Spend 212 hours annually creating/updating City forms and documents.
- Prepare and process 51,000 central cashiering transactions annually.
- Provide business licensing and data base management for 13,000 business licenses annually.
- Provide MUNIS assistance to over 260 City staff for the year.
- Perform 4 random departmental petty cash audits annually.

## FINANCIAL SERVICES

### Key Projects and Assignments

Adopted FY 2010-11 (10%) Total Staff Hours: 3,240  
Adopted FY 2011-12 (8%) Total Staff Hours: 2,450

	<b>Hours</b>
▪ Develop and implement Fraud, Waste and Abuse Risk Management Policies and Procedures (APP) by August 2011.	400
▪ Update City's Statements of Financial Principles for all modifications through June 2011 by November 2011.	20
▪ Develop user friendly Financial Management Forecasting Reports for all departments through Crystal Reports by July 2011.	250
▪ Develop audit schedules, Excel grouping schedule and Comprehensive Annual Financial Reports through Crystal and Excel reporting by October 2011.	400
▪ Implement system through MUNIS using GoDocs to give employees electronic access to their pay stubs by August 2011.	350
▪ Develop and implement Film Permit Administrative Policies and Procedures (APP) by February 2012.	100
▪ Implement new my CalPERS business system for payroll reporting by September 2011.	200
▪ Perform inventory of City owned art work by July 2011.	650
▪ Purchase 4 copiers, 2 for the Police Department, 1 for the Public Works Department, and 1 for the Fire Department by August 2011.	80

### Customer Service and Referrals

Adopted FY 2010-11 (21%) Total Staff Hours: 6,411  
Adopted FY 2011-12 (22%) Total Staff Hours: 6,780

- Process 1,052 printing requests annually.
- Provide photocopier supplies and coordinate 10 service calls for 3 City Hall copiers annually.
- Respond to approximately 7,100 internal customer service requests annually.
- Respond to approximately 15,000 external customer service requests annually.
- Respond to 125 public record requests annually.
- Assist in the development of 15 administrative reports/resolutions annually related to agenda items presented by departments other than Financial Services.
- Respond to 25 informational email requests from other government agencies annually.
- Respond to licensing inquiries within 48 hours.