

FINANCIAL SERVICES

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

FINANCIAL SERVICES
Adopted Budget - FY 2012-13

Financial Services Administration

Financial Services

Financial Services Director (1)

Assistant Financial Services Director (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)

SUMMARY OF PERSONNEL
Adopted Budget - FY 2012-13

FINANCIAL SERVICES

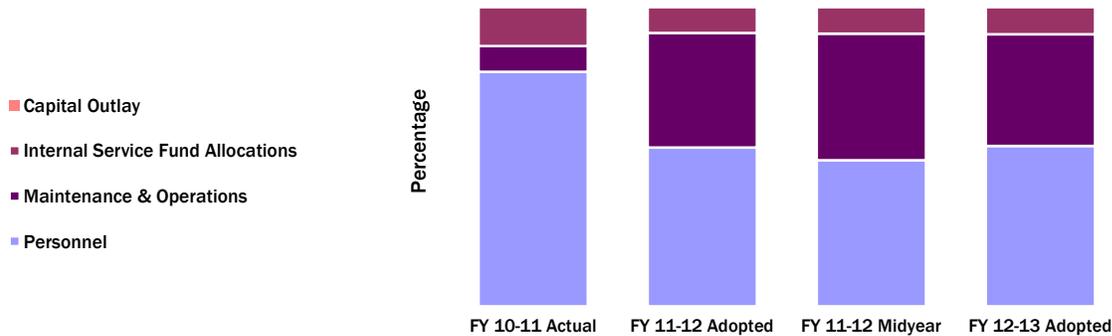
Financial Services

1.00	Financial Services Director
1.00	Assistant Financial Services Director
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
14.00	

TOTAL PERSONNEL: 14.00

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<i>Operating Expenses</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease	
Personnel	1,435,248	1,464,945	1,479,540	1,533,530	53,990	4%
Maintenance & Operations	156,445	1,058,978	1,282,497	1,065,838	(216,659)	(17%)
Internal Service Fund Allocations	238,439	238,439	268,137	260,570	(7,567)	(3%)
Capital Outlay	-	-	-	-	-	0%
TOTAL	1,830,132	2,762,362	3,030,174	2,859,938	(170,236)	(6%)



<i>Funding Sources</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease	
General Fund	1,721,157	2,649,165	2,967,279	2,859,938	(107,341)	(4%)
Redevelopment Agency	108,975	113,197	62,895	-	(62,895)	(100%)
TOTAL	1,830,132	2,762,362	3,030,174	2,859,938	(170,236)	(6%)

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Core Service Activities

Adopted	FY 2011-12	(70%)	Total Staff Hours:	21,970
Adopted	FY 2012-13	(69%)	Total Staff Hours:	20,120

- Direct preparation of all financial reporting including the annual operating budget, Citizen's Budget, and Comprehensive Annual Financial Report.
- Prepare approximately 750 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 9 State mandated reimbursement claims annually for costs incurred during most recently completed fiscal year totaling \$100,000.
- 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 35 Federal, State, and local grants annually.
- Issue an average of 650 paychecks bi-weekly.
- Reconcile 850 W-2 forms to annual payroll reports.
- Prepare and process Federal and State payroll tax withholding reports quarterly.
- Process and record 4,000 accounts receivable invoices annually.
- Process and coordinate 30 filming permits annually.
- Provide animal licensing and data base management for 6,000 dog licenses annually.
- Produce and distribute 300 vendor checks semi-monthly.
- Produce and distribute 200 1099 forms annually.
- Process 25 bids for materials and equipment annually.
- Process 350 purchase orders annually.
- Prepare and process 57,000 central cashiering transactions annually.
- Provide business licensing and data base management for 10,000 business licenses annually.
- Provide MUNIS assistance to over 270 City staff for the year.
- Perform 4 random departmental petty cash audits annually.
- Update City's Statements of Financial Principles for all modifications.
- Update Recognized Obligation Payment Schedule (ROPS) and Administrative Budget for Successor Agency to the Redevelopment Agency and Oversight Board semi-annually.
- Evaluate current inventory of over 900 non-infrastructure capital assets and ensure inclusion/tagging of additions and retirement of deletions annually.
- Provide support and administrative assistance in the operation of the SARA (Successor Agency) to the Redevelopment Agency and Oversight Board.

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Key Projects and Assignments

Adopted FY 2011-12 (8%) Total Staff Hours: 2,450
 Adopted FY 2012-13 (8%) Total Staff Hours: 2,220

	Hours
▪ Assist in implementation of electronic agenda for Budget and Finance Commission by December 2012.	40
▪ Perform physical inventory of non-infrastructure capital assets by May 2013.	200
▪ Upgrade to MUNIS 10.X by August 2012 and finalize testing by September 2012.	700
▪ Implement new MUNIS cashiering module by December 2012.	200
▪ Implement new my CalPERS business system for payroll reporting by July 2012.	320
▪ Assist in implementation of new Accounts Payable Content Management System by December 2012.	700
▪ Participate in implementation of Vitality City Phase 2 by June 2013.	60

Customer Service and Referrals

Adopted FY 2011-12 (22%) Total Staff Hours: 6,780
 Adopted FY 2012-13 (23%) Total Staff Hours: 6,780

- Respond to approximately 6,500 internal customer service requests annually.
- Respond to approximately 9,500 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.