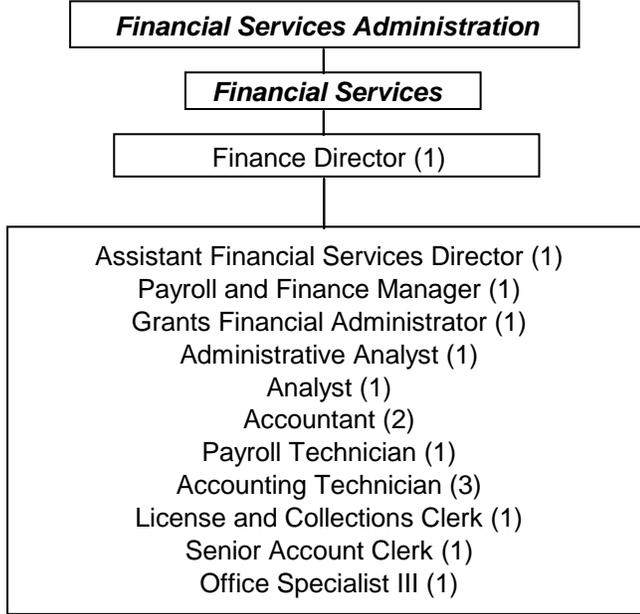


FINANCIAL SERVICES

Mission Statement: *To provide fiduciary control of the City's assets, perform fiscally related services, and provide accurate, timely and transparent financial information to support the delivery of municipal services to the City organization and the public.*

FINANCIAL SERVICES
Adopted Budget - FY 2016-17



SUMMARY OF PERSONNEL
Adopted Budget - FY 2016-17

FINANCIAL SERVICES

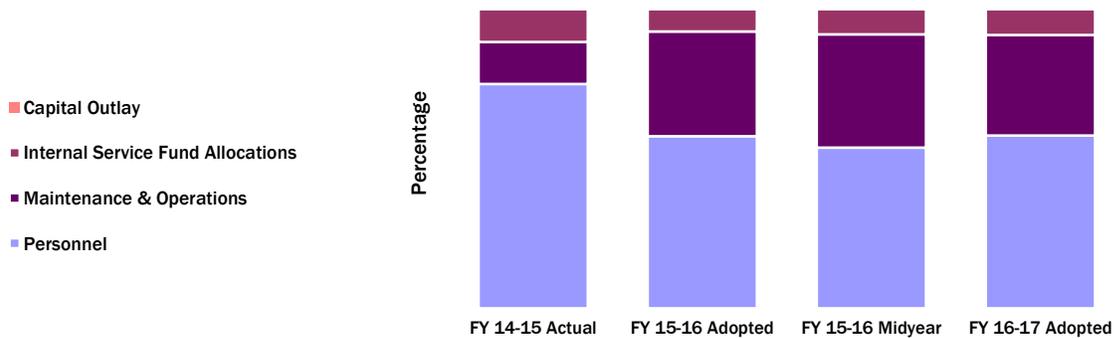
FINANCIAL SERVICES

1.00	Finance Director
1.00	Assistant Financial Services Director
1.00	Payroll and Finance Manager
1.00	Grants Financial Administrator
1.00	Administrative Analyst
1.00	Analyst
2.00	Accountant
1.00	Payroll Technician
3.00	Accounting Technician
1.00	License and Collections Clerk
1.00	Senior Account Clerk
1.00	Office Specialist III
<u>15.00</u>	

TOTAL PERSONNEL: 15.00

FINANCIAL SERVICES

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Adopted	Increase/ Decrease	
Personnel	1,545,266	1,746,452	1,746,452	1,834,620	88,168	5%
Maintenance & Operations	289,634	1,063,187	1,230,038	1,070,687	(159,351)	(13%)
Internal Service Fund Allocations	226,794	226,794	273,650	273,650	-	0%
Capital Outlay	-	-	-	-	-	0%
TOTAL	2,061,694	3,036,433	3,250,140	3,178,957	(71,183)	(2%)



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Adopted	Increase/ Decrease	
General Fund	2,061,694	3,036,433	3,250,140	3,178,957	(71,183)	(2%)
TOTAL	2,061,694	3,036,433	3,250,140	3,178,957	(71,183)	(2%)

FINANCIAL SERVICES

Core Service Activities

Adopted	FY 2015-16	(67%)	Total Staff Hours:	20,716
Adopted	FY 2016-17	(66%)	Total Staff Hours:	20,541

- Direct preparation of all financial reporting including the annual operating budget and Comprehensive Annual Financial Report.
- Prepare approximately 3,000 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 September each year for submission to the GFOA and CSMFO awards programs.
- Submit 5 State mandated reimbursement claims annually for costs incurred during most recently completed fiscal year totaling \$20,000.
- 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.
- Account for 25 Federal, State, and local grants annually.
- Issue an average of 650 paychecks bi-weekly.
- Reconcile 890 W-2 forms to annual payroll reports.
- Prepare and process Federal and State payroll tax withholding reports quarterly.
- Process and record 3,000 accounts receivable invoices annually.
- Provide animal licensing and data base management for 4,300 dog licenses annually.
- Produce and distribute 690 vendor checks semi-monthly.
- Produce and distribute 150 1099 forms annually.
- Process 15 bids and Requests for Proposals (RFP) for materials and equipment annually.
- Process 420 purchase orders annually.
- Prepare and process 80,000 central cashiering transactions annually.
- Provide business licensing and data base management for 9,700 business licenses annually.
- Provide MUNIS assistance to over 100 City staff for the year.
- Perform 4 random departmental petty cash audits annually.
- Update Recognized Obligation Payment Schedule (ROPS) and Administrative Budget for Successor Agency and Oversight Board annually.
- Evaluate current inventory of over 1,100 non-infrastructure capital assets and ensure inclusion/tagging of additions and retirement of deletions annually.

FINANCIAL SERVICES

- Provide support and administrative assistance in the operation of the Budget and Finance Commission, Successor Agency and Oversight Board.
- Submit to FCN 300 delinquent accounts for collections.
- Identify unlicensed Redondo Beach businesses.
- Present web-based annual financial data to the public on the OpenGov platform.

Key Projects and Assignments

Adopted FY 2015-16 (11%) Total Staff Hours: 3,470

Adopted FY 2016-17 (12%) Total Staff Hours: 3,720

	Hours
• Assist in implementation of electronic agenda for Budget and Finance Commission by June 2017.	140
• Upgrade to MUNIS 11.3 by June 2017.	500
• Implement MUNIS Citizen Self Service (CSS) module by December 2016.	350
• Implement direct deposit for accounts payable by June 2017.	200
• Implement Phase II of CAFR On-Line software by June 2017.	1,100
• Present web-based monthly financial data to the public on the OpenGov platform by May 2017.	300
• Implement monthly soft close by January 2017.	80
• Implement printing of MUNIS-based business license certificates by September 2016.	300
• Transition to MUNIS-calculated fees for licensing and accounts receivable invoices by December 2016.	500
• Prepare RFP for audit services by January 2017.	150
• Implement measures to increase the level of customer service provided internally and externally by June 2017.	100

Customer Service and Referrals

Adopted FY 2015-16 (22%) Total Staff Hours: 7,014

Adopted FY 2016-17 (22%) Total Staff Hours: 6,939

- 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 5 administrative reports/resolutions annually related to agenda items presented by departments other than Financial Services.
- Respond to 45 informational email requests from the City and other government agencies annually.
- Respond to licensing inquiries within 48 hours.

FINANCIAL SERVICES

Selected Performance Measures

<i>Financial Services</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Adopted FY 2016-17</i>
Process payroll checks	16,764	16,900	16,900
Process warrants	16,591	16,560	16,560
Process journal entries	1,546	1,500	1,500
Process cashiering transactions	80,033	80,000	80,000



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