



DEPARTMENT REVIEW

FINANCE

Department Description:

This department is responsible for the establishment and maintenance of an effective financial accounting system, which accurately reflects the financial operations of the City and offers a framework for financial planning and analysis. The department also oversees and handles the investment program of the City. The primary goal is providing accurate, reliable and timely financial information to the City Council, City Manager, City departments, and outside requests using professional standards.

List of Programs

- Financial Administration

Fiscal Years 2013/14 - 2014/15 Accomplishments:

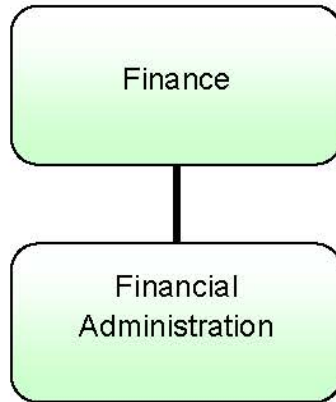
- Submitted the City's Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers' Association (GFOA) by the deadline and was awarded the Certificate of Achievement for Excellence in Financial Reporting for fiscal year ended June 30, 2013
- Submitted all of the following required annual filings to the State Controller's Office by the deadline: Single Audit Report, Street Report, State Compensation Report and Cities Financial Transactions Reports
- Received an unqualified audit opinion from the independent auditors and no management letter comments
- Implemented the Short-Term Vacation Rental Permit program and developed a webpage in order to facilitate compliance, provided access to the nuisance response plan and general permit program information



DEPARTMENT REVIEW

FINANCE

Organizational Chart





PROGRAM REVIEW

ADMINISTRATION - 3100

Program Description:

The Finance Administration program is responsible for the financial system, general accounting, payroll, accounts payable, budget preparation, debt administration, annual audits, business licenses, short-term vacation rental permits and financial reporting. It provides coordination and direction of the financial operations of the City. This includes directing, monitoring, and controlling the establishment and maintenance of an effective financial accounting system, controlling the assets and financial operations of the City and providing a framework for financial planning and analysis to support the operation and management of all City departments. The Finance Administration program is also responsible for processing and maintaining records of all financial transactions of the City.

Objectives:

- Prepare Quarterly Financial Statements for ongoing oversight and review by the Finance Committee and the City Council
- Submit the Comprehensive Annual Financial Reporting (CAFR) for fiscal year ending June 30, 2015 and June 30, 2016, to Government Finance Officers Association (GFOA) for participation in its Awards Program
- Issue Business Licenses within 7 days of approval and provide timely renewal notices no later than 30 days before the current license expiration date
- Coordinate the selection and completion of a comprehensive city-wide review of user fees and charges for City Council consideration by June 30, 2016
- Issue an RFP for a city-wide financial management software system, finalize a selection by June 30, 2016, and plan for implementation in fiscal year 2017
- Implement an annual short-term vacation rental permit compliance review in order to identify owner(s) that are operating in the City without a valid City permit
- Coordinate the preparation of an Annual Operating Budget and Capital Improvement Program Budget for City Council consideration by June 30, 2016 and 2017
- Receive an unqualified audit opinion for the annual financial statement audit for the City with no audit findings
- Complete and file all State Controller's Reports before the state required deadlines



PROGRAM REVIEW

ADMINISTRATION - 3100

Performance Measures	FY 2013/14 Actuals	FY 2014/15 Adopted	FY 2014/15 Projected	FY 2015/16 Projected	FY 2016/17 Projected
Number of business licenses processed	2,000	2,065	2,065	2,150	2,150
Number of A/P checks and electronic payments	2,605	2,600	2,600	2,600	2,600
Number of Monthly Investment Reports submitted to City Council by City established timeline	4	4	4	4	4
Number of Short-Term Vacation Rental Permits	N/A	N/A	N/A	52	52

Finance		Line Item Detail FY 15/16	Line Item Detail FY 16/17	FY 13/14	Current Budget	Preliminary FY 15/16	%	Preliminary FY 16/17	%	One Time
101 5-3100-001	Regular Salaries			351,895	421,540	477,175	13.2%	526,685	10.4%	
101 5-3100-003	Overtime			212	-					
101 5-3100-050	Retirement			38,261	41,100	56,530	37.5%	62,410	10.4%	
101 5-3100-051	Social Security & Medicare			5,406	6,140	6,950	13.2%	7,660	10.2%	
101 5-3100-056	Life Insurance			749	1,020	1,180	15.7%	1,300	10.2%	
101 5-3100-057	Long Term Disability			906	1,230	1,510	22.8%	1,670	10.6%	
101 5-3100-058	Benefit Plan Allowance			48,738	58,800	80,850	37.5%	80,850	0.0%	
101 5-3100-060	Auto Allowance			3,901	4,800	4,830	0.6%	4,830	0.0%	
101 5-3100-061	Phone Allowance			581	700	720	2.9%	720	0.0%	
	SALARIES & BENEFITS			450,649	535,330	629,745	17.6%	686,125	9.0%	
101 5-3100-101	Memberships & Dues			880	800	800	0.0%	800	0.0%	
101 5-3100-102	Conferences, Meetings & Travel			1,313	3,800	3,800	0.0%	3,800	0.0%	
101 5-3100-104	Mileage Reimbursement			55	200	200	0.0%	200	0.0%	
101 5-3100-111	Special Department Supplies			1,327	2,000	2,000	0.0%	2,000	0.0%	
101 5-3100-114	Books & Subscriptions			-	200	200	0.0%	200	0.0%	
101 5-3100-115	Printing & Copying			11	200	200	0.0%	200	0.0%	
101 5-3100-116	Postage & Mailing			27	100	100	0.0%	100	0.0%	
101 5-3100-117	Advertising			206	300	300	0.0%	300	0.0%	
101 5-3100-118	Minor Equipment			-	300	300	0.0%	300	0.0%	
101 5-3100-200	Bank Fees			688	2,400	2,400	0.0%	2,400	0.0%	
101 5-3100-203	Other Charges			83	500	500	0.0%	500	0.0%	
101 5-3100-500	Professional Services			41,314	94,400	97,500	3.3%	63,000	-35.4%	
	Audit Contract	35,300	35,850							
	Post Retirement Actuarial	5,000	5,000							
	HDL - Sales Tax	10,000	10,000							
	HDL - Property Tax	12,200	12,150							
	User Fee	35,000	-							X
101 5-3100-501	Prof Svcs - Temp Staff			59,223	-					
	SERVICES & SUPPLIES			105,126	105,200	108,300	2.9%	73,800	-31.9%	
	PROGRAM TOTAL			555,775	640,530	738,045	15.2%	759,925	3.0%	