

FINANCE & INFORMATION TECHNOLOGY

The City's Finance and Information Technology Department is responsible for managing all financial and the information technology affairs of the City. Specific activities accounted for within the department's programs include:



FINANCE (101-2020)

Finance Administration

- Participate in the preparation of the City budget;
- Annually prepare the Five Year Financial Model of the City;
- Manage City cash balances and investments;
- Administrate approximately 1,500 burglar alarm calls and associated collections;
- Administrate approximately 200 trust deposit accounts;
- Process 2,000 business license applications annually;
- Monitor approximately 50 solicitation authorization requests annually;
- Maintain a fixed asset inventory for the City;
- Provide staff support to the Finance Advisory Committee; and
- Provide staff to serve as the City receptionist, switchboard operator, and cashier.

Revenues and Expenditures

- Process approximately 1,000 purchase orders and 4,500 accounts payable invoices;
- Prepare 26 register of demands for City Council authorization;
- Process revenue receipts and accounts receivable billings and collections;
- Coordinate Utility User Tax exemptions and monitor receipts from utility companies; and
- Process lease and rental invoicing and collections.

Payroll

- Process payroll and employee insurance benefits reporting and payments; and
- Prepare federal and state payroll tax reports and payments.

Fiscal Reporting

- Coordinate the annual financial audit and preparation of the City's Comprehensive Annual Financial Report;
- Prepare various state and federal reporting documents including the annual State Controller's Report, Street Expenditures Report, Statement of Indebtedness Report, Gann Limit Report, quarterly State Sales Tax report; and federal and state fund audits (Gas Tax, Transit, IRS, etc.); and
- Prepare monthly financial summaries and Treasurer's reports.



INFORMATION TECHNOLOGY – DATA (101-2030)

- Maintain the website for the City; and
- Maintain the computer data network at City Hall.

INFORMATION TECHNOLOGY – VOICE (101-2035)

- Maintain the computer phone and voice messaging system at City Hall.

RDA DEBT SERVICE FUND (410-2010)

The Debt Service Fund is used to account for the accumulation of resources for the payment of principal and interest on the Redevelopment Agency's debt and other long-term obligations. The Agency's gross property tax increment revenue (net of the 20% Housing Set-Aside amount) is recorded in this fund. Property tax increment is the portion of property taxes attributable to the Redevelopment Agency project area that exceed the fixed base-year amount. The base-year of FY84-85 is the year in which the Agency was formed.

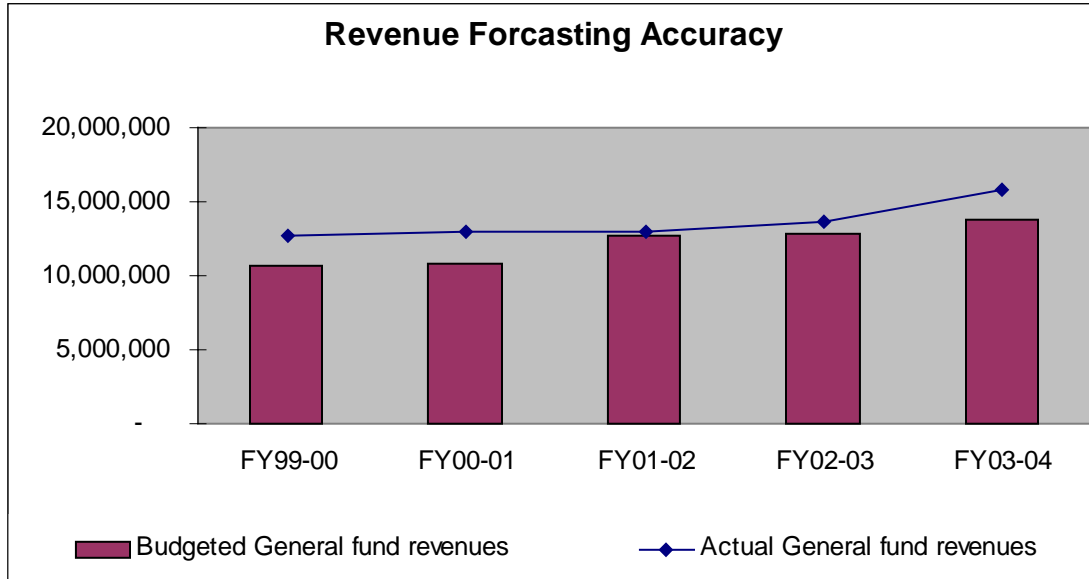
FINANCE & INFORMATION TECHNOLOGY PERFORMANCE INDICATORS

Performance indicators are presented below for FY00-01 through FY03-04:

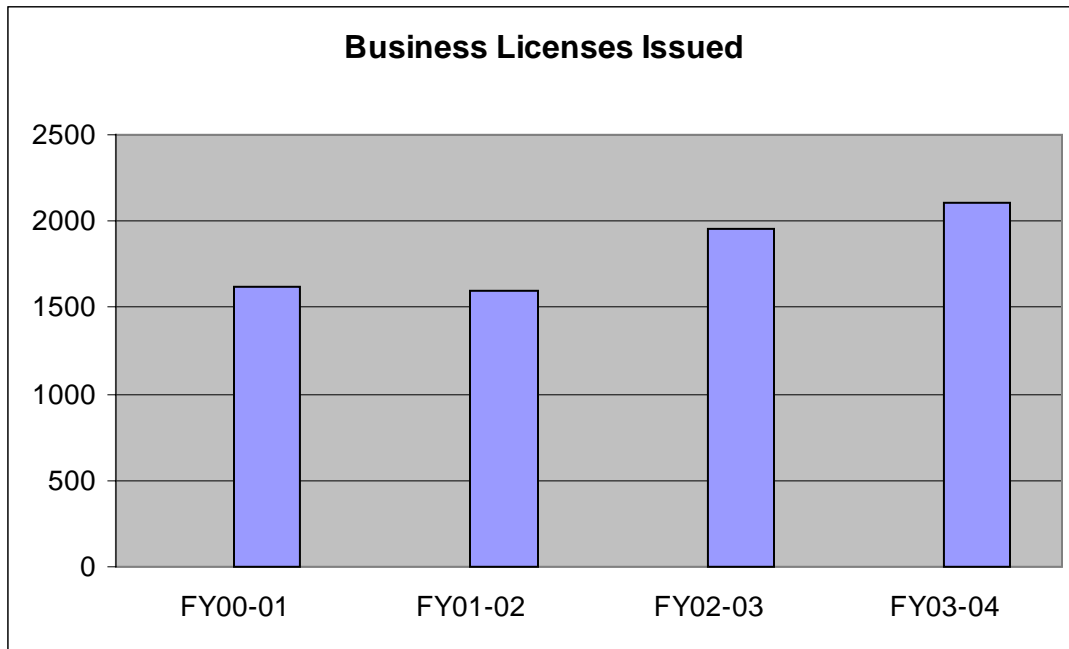
The City's Comprehensive Annual Financial Report has earned the following two prestigious awards for the past ten (11) consecutive years, including fiscal year ended June 30, 2004:

- The California Society of Municipal Finance Officers (CSMFO) Outstanding Financial Reporting award
- The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

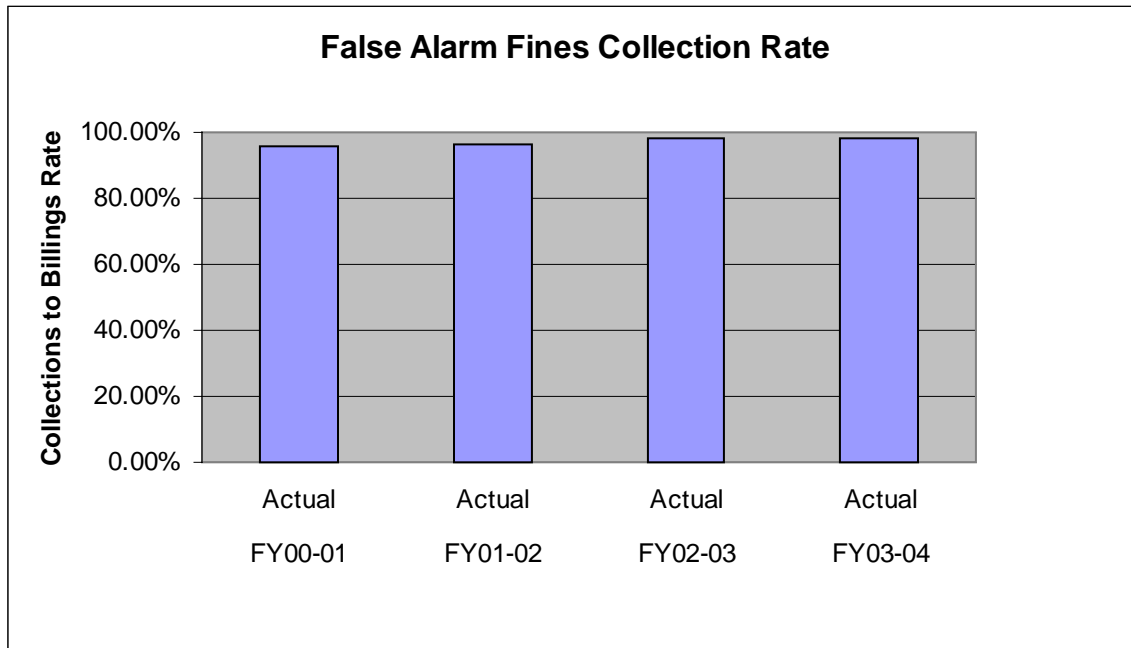
Revenue forecasting accuracy is calculated as a ratio of actual General fund revenues to budgeted General fund revenues.



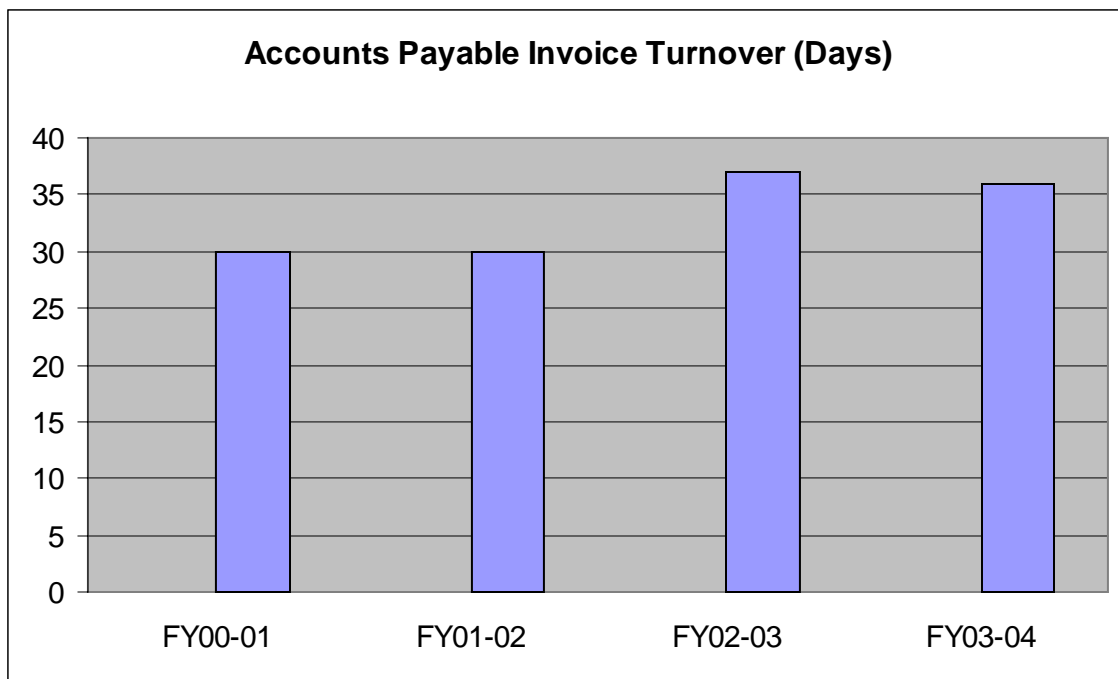
The number of business licenses issued annually is presented below.



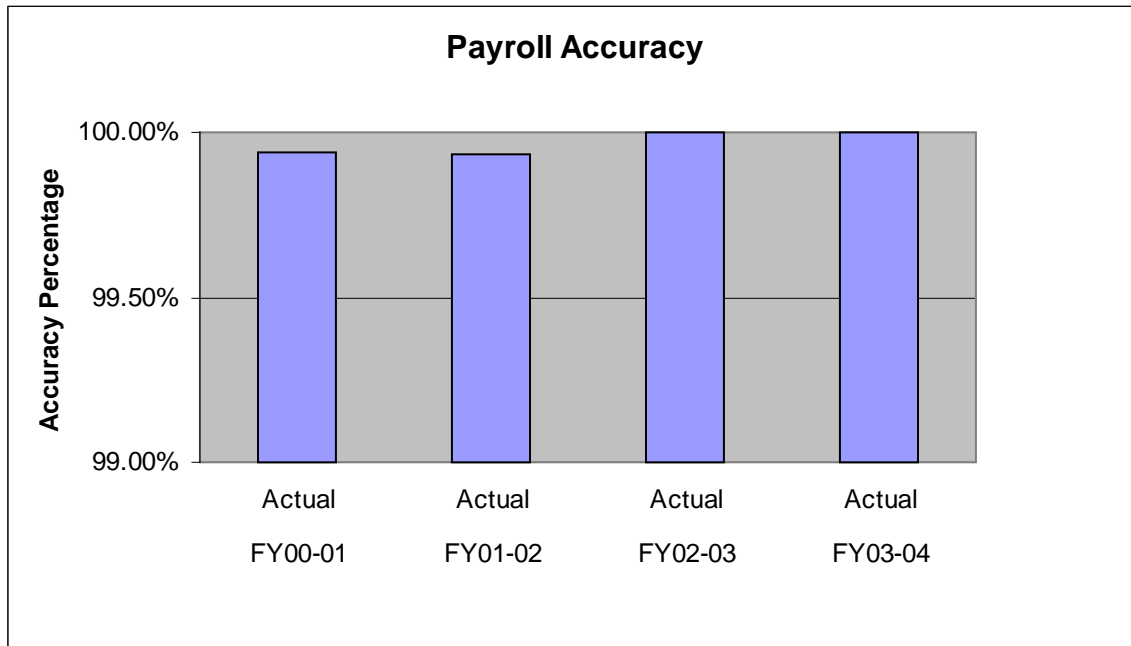
False alarm fines collection rate is calculated as a ratio of total annual collections to total annual billings.



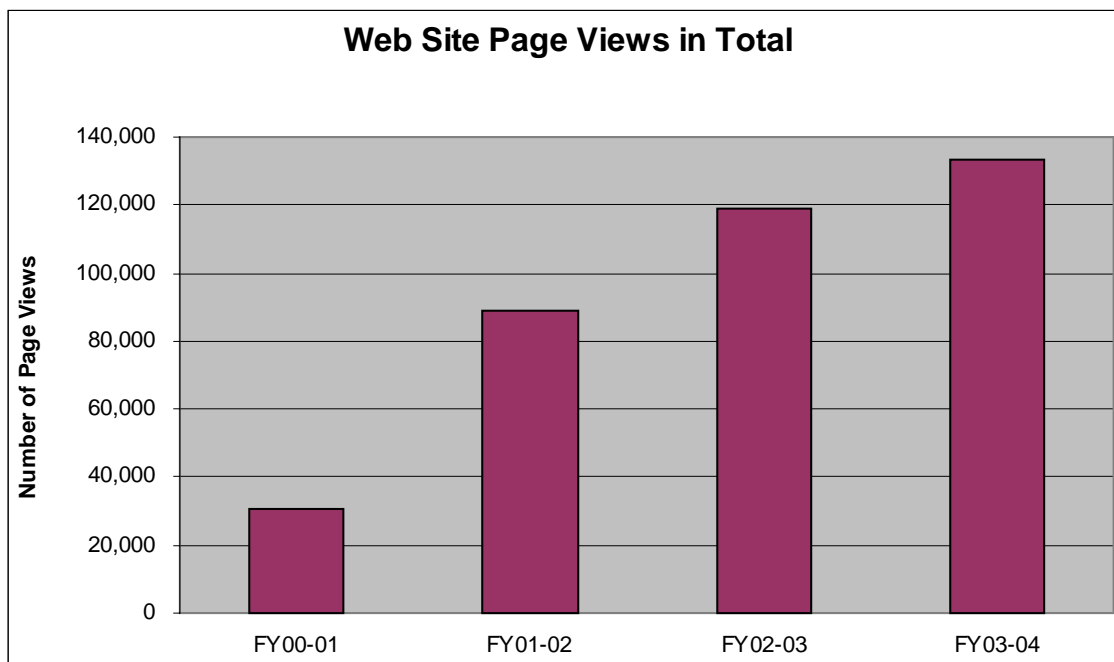
Accounts payable invoice turnover is calculated as the number of days between the invoice date and the date the invoice was paid.



Payroll accuracy is calculated as a ratio of error-free payroll checks to total payroll checks processed.



Website statistics are presented as number of "hits" for one week of each month, by department. Statistics are available beginning with January 2001.



Web Site Page Views by Department

