

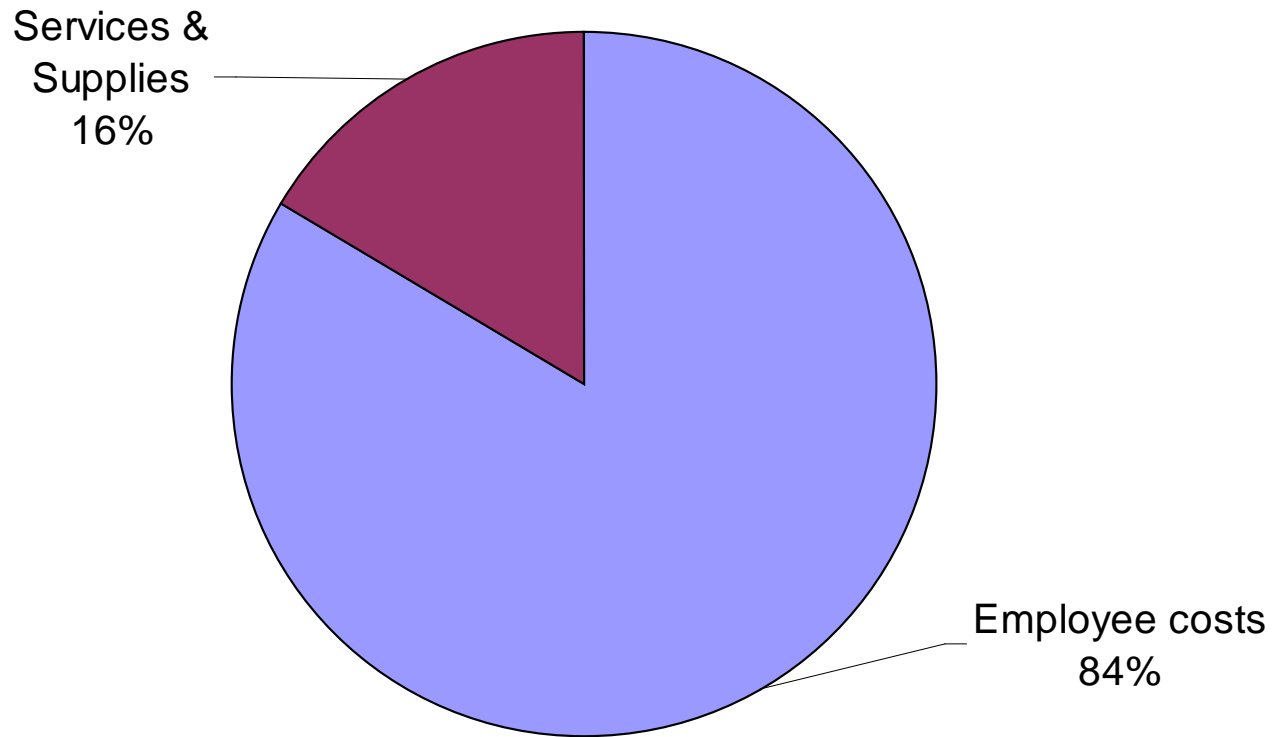
**FINANCE AND  
INFORMATION TECHNOLOGY  
DEPARTMENT**

**BUDGET PRESENTATION**

**JUNE 13, 2011**

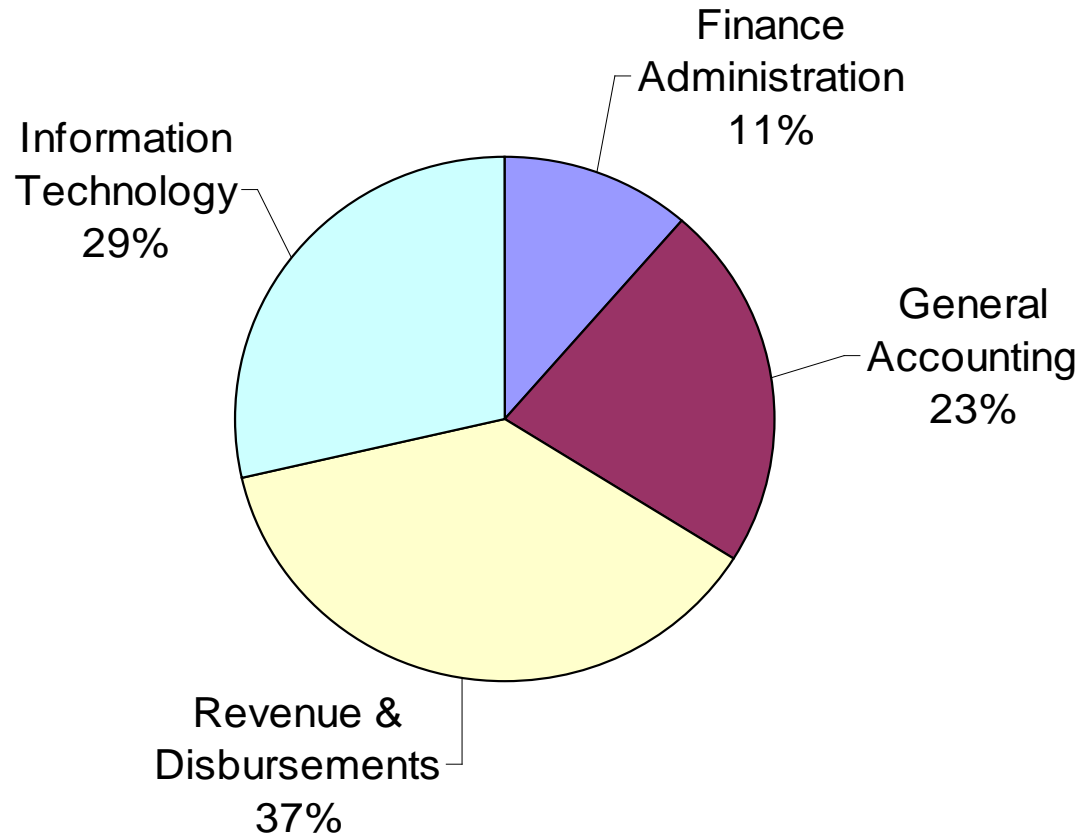
# Finance & IT Department

## \$3,598,284

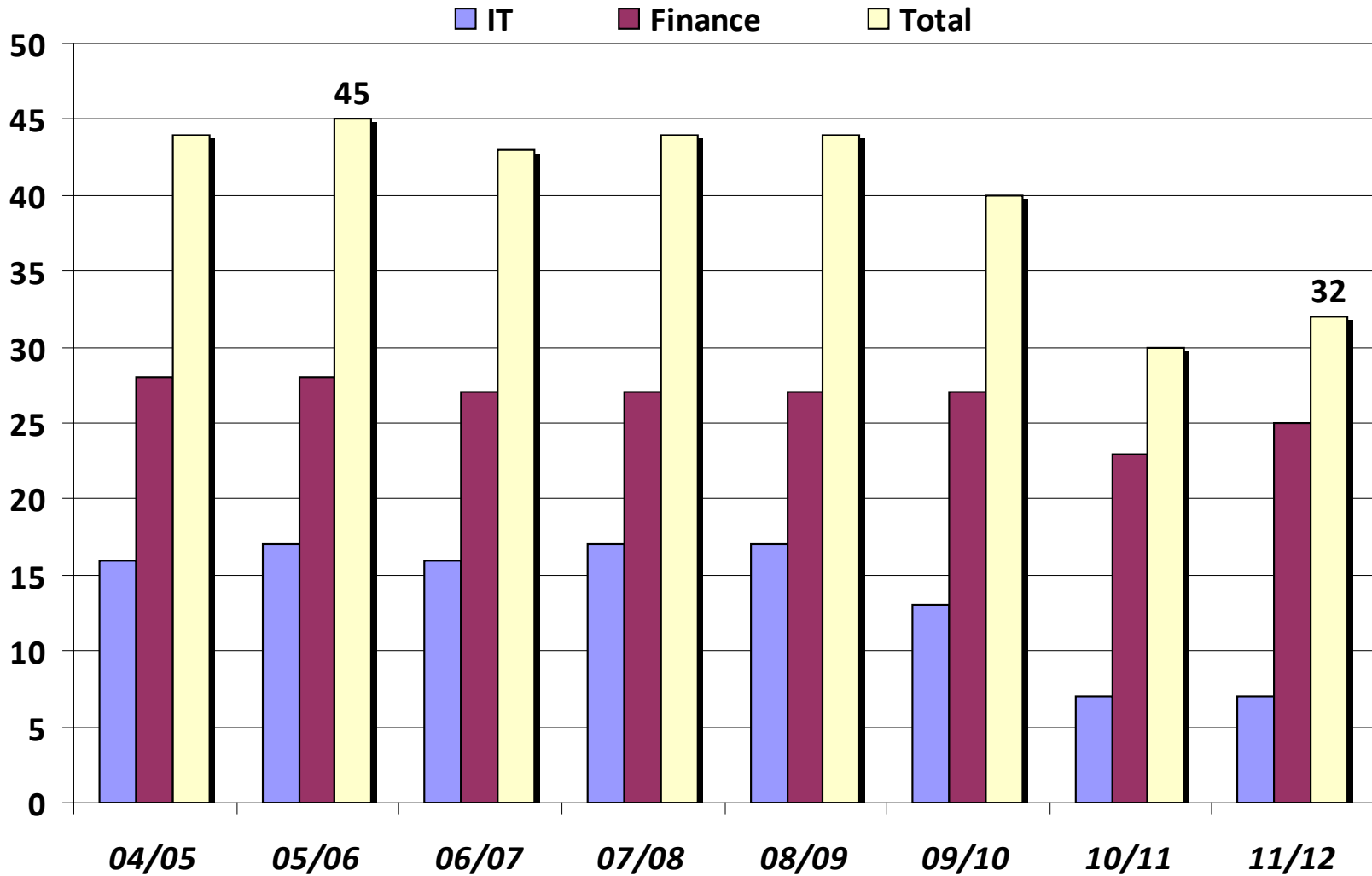


# Finance & IT Department

## \$3,598,284



# HISTORICAL STAFFING LEVELS



# PROGRAM BASED BUDGETING REVIEW

# Payroll - \$188,312

(page 13)

- Payroll processing for all employees of the City, related entities and affiliates
- Issuance of W-2's
- State and federal compliance reporting
- Monitor collection of Transient Occupancy Tax ("TOT") from hotels
  
- Staffing: 1.9 FTE's – part of a Supervisor and Account Clerk

# Utility Billing - \$1,060,991

(page 14)

- Read all commercial and residential water meters for 26,760 utility customers
  - 24,965 residential; 1,795 commercial
- Process water & sewer utility bills
- Water service starts and stops
- Customer inquiries
  
- Staffing: 1 Supervisor, 5 Account Clerks, and 3 Water Service Workers

# Cashiering - \$193,004

(page 15)

- Process all payments received by mail or over the counter
  - Assisted 27,000 walk-in customers
- Balance service modules daily
- Prepare daily deposit
- Excise Tax billing and collection
  - 4,412 Measure I Excise Tax billings
- Staffing: 2.5 Account Clerks

# Accounts Receivable - \$68,327

(page 16)

- Provide billing and collection services for all City departments
- Interagency Agreement with Franchise Tax Board
  - Collect delinquent accounts
  - Offset against income tax refund or lottery winnings
- Staffing: 0.75 Account Clerk

# Business License - \$70,734

(page 17)

- Process Business License applications, renewals and issue Business License Certificates
- Administer and collect the Downtown Business Improvement District fees
- Staffing: 0.75 Account Clerk

# General Accounting - \$578,248

(page 18)

- Provide general ledger accounting, financial reporting and compliance reporting for City, related entities and affiliates
  - Redevelopment Agency, Housing Authority, Public Financing Authority
  - Solano County Housing Authority, Solano Transportation Authority, Solano Transportation JPA
- Staffing: 1 Acct Mgr, 1 Sr Acct, 2 Accountants

# Accounts Payable - \$134,658

(page 19)

- Process all vendor payments for the City, related entities and affiliates
- State and federal compliance reporting
  - Form W-9 reporting
- 15% of vendors now by electronically (EFT)
- Staffing: 1.7 Account Clerks

# Purchasing - \$102,942

(page 20)

- Develop purchasing policies and procedures
- Monitor compliance with policies and procedures
- Assist departments with the procurement of goods and services
- Process purchase orders
- Staffing: 1 Buyer, 0.3 Account Clerk

# IT Administration - \$284,677

(page 21 & 22))

- Oversight of information technology and telecommunication systems
- Policy Development
- Budget Oversight
- Assist other City Departments with IT and telecommunication needs
  
- Staffing: 0.6 Division Manager, 0.17 Network Administrator, 0.12 IT Technician, 0.16 Systems Administrator

# Infrastructure & Network Security

\$166,848 (page 23)

- Support and security services for all City LAN's and WAN's
  - Network and firewall configuration
  - Encryption, Proxy server, and Intrusion Detection & Prevention
  - Quarterly Vulnerability Assessments and Annual Penetration Testing
- Staffing: 0.3 Division Manager, 0.95 Network Adm, 0.15 IT Technician, 0.4 Systems Adm

# Project Mgmt. & Application Support

\$107,648 (pages 24 & 27)

- IT projects and software applications are properly approved & compatible with existing systems
  - IT Governance Committee
- Establish priority of projects
- Software Application support
  
- Staffing: 0.25 Division Manager, 0.41 Network Adm, 0.5 IT Technician, 0.75 Systems Adm

# Network Device Support - \$62,920

(page 25)

- Provide support for 128 Network Devices
  - Routers, Switches, Firewall, etc.
- Video surveillance support
  - Currently 13 cameras in multiple public areas
- Staffing: 0.02 Division Manager, 0.28 Network Adm, 0.06 IT Technician, 0.06 Systems Adm

# Telecommunications Support - \$137,995

(page 26)

- Provide support for the following:
  - Data Circuits: T1 connections, 11 Fiber Optics (“OptiMan”) circuits, and ISDN circuits used various city facilities
  - Approximately 1,400 telephone devices – landline phones, fax machines, cell phones, and PDA’s (Blackberries and other Smartphones)
- Staffing: 0.02 Division Manager, 0.05 Network Adm, 0.67 IT Technician, 0.03 Systems Adm

# Server and Storage Support - \$51,892

(page 28)

- Servers
  - Configuration and management, inventory tracking, testing, patching, antivirus monitoring, and system upgrades
- Storage
  - Configuration and management, inventory tracking, redundant backup services (both onsite and offsite)
- Database
  - Configuration, management and upgrade of City's database systems
- Staffing: 0.04 Division Manager, 0.07 Network Adm, 0.22 IT Technician, 0.15 Systems Adm

# PC and Printer Support - \$389,034

(page 29)

- Desktop, Laptop, Mobile Computers
  - Supports over 600 personal computing devices throughout the organization
- Helpdesk – 24/7 support
- Printers – network support
  - Setup print servers
  - Printer disposal (ensure data integrity)
- Staffing: 0.04 Division Manager, 0.07 Network Adm, 0.28 IT Technician, 0.45 Systems Adm

# Other Professional Services (Account 324)

- General Accounting
  - State Controller Report preparation - \$3,500
  - CAFR statistics - \$638
- Revenue & Disbursements
  - “Red Flag” identity check - \$2,820
  - Alarm system - \$180
- Telecommunications
  - As-needed maintenance and support of citywide phone system - \$10,346

# Consulting Services (Account 331)

- Information Technology (\$50,000)
  - Funding set aside for professional assistance with planning and implementation of citywide projects
  - VOIP phone replacement, Email Archival System and other technology projects
  - Augment staffing for deployment of technology (wiring of fire stations, community centers)

# Other Repair/Maintenance Services (Account 433)

- Revenue & Disbursements
  - Fire extinguisher refill - \$95
  - Office equipment maint. - \$255
- Information Technology (\$17,100)
  - Repairs related to Server Rooms and Data Closets
  - 11 major sites; 20 smaller sites off campus
  - Environmental monitoring and security controls
  - Adding electrical outlets, installing dedicated circuits, storage racks, etc.

# General Supplies (Account 611)

- General Accounting
  - Office supplies - \$7,100
- Revenue & Disbursements
  - Paper/envelopes - \$11,263
  - Receipt books - \$1,600
  - Shred-it service - \$1,325
  - Office supplies - \$2,000
  - Office equipment maint. - \$4,500

# General Supplies (Account 611)

- Information Technology (\$19,800)
  - General IT supplies, such as: Patch Cables, Power Adapters, UPS batteries, Testers, USB Adapters, Graphics Cards for PC's, Keyboards, specialty tools, CD's/DVD's, replacement Hard Disk Drives, etc,
  - General office supplies
- Telecommunications (\$7,800)
  - Parts to support phone system, such as: racks, cards for phone system, UPS batteries

**QUESTIONS?**