

Finance Department

Selina Andrews, Finance Director

City Service Area Strategic Support

Programs and Services

FUNCTION	DESCRIPTION
ACCOUNTING	
Annual Audits	Preparation of the Annual Comprehensive Financial Report, Single Audit, and coordination of other audits; accurate reporting of Citywide financial activity for all funds.
Special Accounting	Financial accounting of bank reconciliations; assessments district; debt transactions; grant reporting reconciliations; capital assets accounting; coordinates Single Audit Report; management of the City's financial management system (ERP).
Payroll	Efficient and timely management of payroll in adherence to Memorandum of Understanding and contracts; deferred compensation management and reconciliations.
BUDGET	
Budget Analysis	Develops and monitors the City's operating and capital budgets including updating the financial forecast for approximately 140 City funds each year; supports the annual Fee Schedule update and corresponding revenue projections; serves as a business partner across the City to provide budgetary impact analysis for various City issues and complex business decisions.
REVENUE	
Accounts Receivable	Develops, maintains, and updates business systems and processes to support the delivery of City services through timely collection of payments due to the City, including services, taxes, fees, and other revenues; processes miscellaneous billings and issues exemptions per City municipal code.
Business License Tax	Enforces the general business tax ordinance by updating and renewing business licenses; issues business license tax certificates and processes applications for regulatory permits:

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FUNCTION	DESCRIPTION
PURCHASING	
Contracts & Purchase Orders	Supports the operations of all City departments by ensuring the timely procurement and delivery of products and services. Provides procurement guidance and training for staff. Updates and establish best practice procurement activities. Manages the Cal-Card program to enable the procurement of small dollar purchase transactions.
Accounts Payable	Efficient and timely management of outgoing payments; monitor expenditures; maintain records; verify expense reports, maintain petty cash; ensure agreements comply with City policies and procedures; track and pay sales tax.
INFORMATION TECHNOLOGY (IT)	
Planning & Administration	Defines division's goals and vision, provides leadership, and takes a forward-thinking strategic approach to help guide technology and business decisions for the future. Prioritizes, coordinates, budgets, and procures citywide technology and information systems.
Enterprise Applications	Implements and supports enterprise software applications and systems such as enterprise resource planning (ERP), electronic permitting, human resource management (HRMS), and numerous other technologies that empower all aspects of citywide business. The team also supports incident management, project management, business solution analysis, and business intelligence reporting.
Infrastructure & Security	Supports operations through implementation and support of technology infrastructure including network hardware, servers, telephones, storage systems, and wireless technology. Oversees information technology security policies, best practices, manages the citywide security awareness program.
Service Desk	Prioritizes exceptional service delivery and customer focused philosophy to support end-user computers, devices, printers, peripherals, and software applications. The team reviews technology equipment to ensure compatibility and advocates for standardization and industry best practices.

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Department Budget Summary

Expected 2025-26 Service Delivery

- Prepare City Manager's Budget for City Council presentation and approval. *(Strategic Goal: City Services)*
- Complete the citywide annual financial audit and issue Annual Comprehensive Financial Report (ACFR) within six months after the end of fiscal year. *(Strategic Goal: City Services)*
- Apply for and receive the first Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting award. *(Strategic Goal: City Services)*
- Ensure timely completion and submittal of regulatory reports to the Federal, State and Local agencies. *(Strategic Goal: City Services)*
- Develop a cost allocation plan to ensure support services are properly distributed between user departments. *(Strategic Goal: City Services)*
- Complete 15 projects from the IT Annual Workplan. *(Strategic Goals: Economic Development, Infrastructure, City Services & Public Safety)*
- Update the Information Technology Master Plan. *(Strategic Goals: Economic Development, Infrastructure, City Services & Public Safety)*
- Implement electronic contract routing and management system. *(Strategic Goals: Economic Development, Infrastructure & City Services)*
- Develop a cybersecurity policy to include disaster recovery, incident response, and business continuity. *(Strategic Goals: Infrastructure, City Services & Public Safety)*
- Transition to ".gov" to legitimize and enhance public trust in government as required by AB 1637 for all web content and communication. *(Strategic Goals: City Services & Public Safety)*
- Further modernization of IT infrastructure for projects supporting improved cybersecurity and data analytics. *(Strategic Goals: Infrastructure, City Services, Public Safety & Economic Development)*

2024-25 Top Accomplishments

- Issued the 2024 Annual Comprehensive Financial Report (ACFR) by March 31, 2025. *(Prior year goal)*
- Implemented the IT Annual Workplan.
- Completed 9 projects identified in the IT Annual Workplan.

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- Established an Information Technology Governance and Steering Committee.
- Completed the National Cybersecurity Review offered by Center for Internet Security in an effort to establish a baseline for the City's cybersecurity practices and to help develop a cybersecurity roadmap to ensure strategic alignment with regulatory compliance and security frameworks.
- Streamlined technology procurements by standardizing computers, mobile devices, and peripherals available to staff.
- Achieved better disaster preparedness by implementing a new data center uninterruptible power supply (UPS) and on premises tertiary data backup system.
- Continued the upgrade of CCTV cameras and door access controls improving security and incident response at City facilities.
- Provided ongoing maintenance and support for enterprise applications to ensure confidentiality, integrity, and availability (CIA) of data and application services. Avolve ProjectDox vendor platform was upgraded to a new version to improve functionality, security, and performance.
- Upgraded Internet connectivity speed with two Internet Service Providers and configured redundant firewalls to ensure high availability and continuity of Internet connectivity.
- Reinstated a financial forecast.
- Increased budget transparency by introducing the Budget in Brief document.
- Updated the City's purchasing authority to bring the City into compliance with evolving regulations while incorporating best practices.
- Centralized fleet for operational effectiveness, reduced redundancies, and better control of City assets.
- Revised the City's Purchasing Policy.

2025-26 Key Budget Actions

- Provides funding for a cost allocation plan to ensure support services are properly distributed between user departments. (*One-time costs: \$50,000*)
- Increases funding for Citywide software and technology support. (*One-time costs: \$73,260*)

Operating Funds Managed

- General Fund (1000)
- Measure E (1100)
- Measure G (1200)
- Redevelopment (8914)
- Successor Agency (8915)

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Function	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Proposed
Accounting	1,459,677	1,629,289	1,696,840	2,032,847
Budget	-	-	401,830	461,010
Budget Engagement	-	4,574	12,700	-
Finance Administration	568,793	564,074	623,590	796,075
Information Technology	2,209,523	3,377,176	4,830,649	4,859,085
Purchasing	161,673	200,728	224,290	189,450
Revenue & Licensing	448,033	260,686	340,020	232,733
Successor Agency	4,474,095	4,012,456	966,100	957,600
Total Expenditures	9,321,795	10,048,984	9,096,019	9,528,800

Expenditure Summary	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Proposed
Salaries & Benefits	3,421,320	3,542,157	4,719,770	5,020,803
Overtime	15,407	21,769	7,000	7,000
Supplies & Services	3,768,286	5,224,300	2,643,656	3,077,992
Capital Outlay	632,064	274,247	769,493	475,405
Debt Service	535,476	35,870	10,000	-
Transfers Out	949,243	950,640	946,100	947,600
Total Expenditures	9,321,795	10,048,984	9,096,019	9,528,800

Funding Source	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Proposed
General Fund (1000)	4,219,821	5,297,374	7,471,539	7,405,530
Measure E (1100)	55,564	44,238	59,000	398,500
Measure G (1200)	572,314	694,915	599,380	767,170
RORF-Redev Obligation Retirement (8914)	4,469,433	4,007,280	956,100	947,600
Successor Agency Administration (8915)	4,662	5,176	10,000	10,000
Total Expenditures	9,321,795	10,048,984	9,096,019	9,528,800

Revenue Summary	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Proposed
Charges for Services	18,513	19,529	19,000	20,900
Investment Earnings	254,804	307,587	211,200	219,800
Licenses & Permits	5,774	5,191	5,000	6,000
Other Revenue*	233,154	-	-	-
Property Tax	5,426,716	4,005,146	971,000	970,000
Total Revenues	5,938,961	4,337,453	1,206,200	1,216,700

* Schedule A - Other Revenue

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Schedule A – Other Revenue

Other Revenue	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2025-26 Proposed
Housing Revolving Loans	(10,000)	-	-	-
Loans Proceeds	243,154	-	-	-
Total Other Revenue	233,154	-	-	-

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Performance Measures

Disbursements *

Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Goal	FY 2024-25 Projected	FY 2025-26 Goal
% of disbursements paid accurately and timely				100%
% of disbursements paid to employees accurately and timely				100%
% of payroll disbursements paid accurately and timely				100%
% of disbursements paid to vendors accurately				100%

*New performance measures

Financial Reporting *

Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Goal	FY 2024-25 Projected	FY 2025-26 Goal
% of financial reports produced accurately and timely				100%
Received Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting award				Yes
Received unmodified opinion on the Annual Comprehensive Financial Report (ACFR)				Yes

*New performance measures

Debt *

Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Goal	FY 2024-25 Projected	FY 2025-26 Goal
City's General Obligation Bond Rating	AA-	AA-	AA-	AA-

*New performance measures

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Information Technology

Performance Measure / Goal	FY 2023-24 Actual	FY 2024-25 Goal	FY 2024-25 Projected	FY 2025-26 Goal
Help Desk Tickets Resolved	85%	95%	85%	95%
IT Workplan Projects Completed*				15

*New performance measure

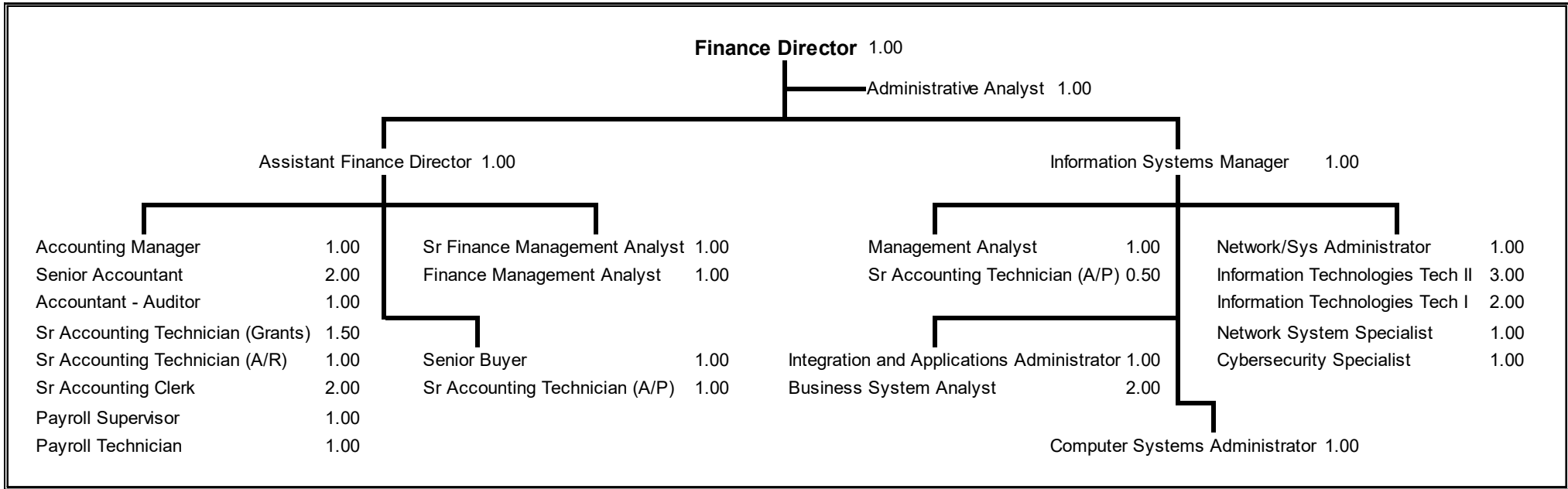
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Department Position Detail

Position	FY 2024-25 Adopted	FY 2025-26 Proposed	Change
Accountant Auditor	0.00	1.00	1.00
Accounting Manager	1.00	1.00	-
Administrative Analyst I	1.00	1.00	-
Assistant Finance Director	1.00	1.00	-
Business Systems Analyst	2.00	2.00	-
Computer Systems Administrator	1.00	1.00	-
Cybersecurity Specialist	1.00	1.00	-
Finance Director	1.00	1.00	-
Finance Management Analyst	1.00	1.00	-
Information Systems Manager	1.00	1.00	-
Information Technologies Tech I	2.00	2.00	-
Information Technologies Tech II	3.00	3.00	-
Integration/Applications Admin	1.00	1.00	-
Management Analyst	1.00	1.00	-
Network System Specialist	1.00	1.00	-
Network/Sys Administrator	1.00	1.00	-
Payroll Supervisor	1.00	1.00	-
Payroll Technician	1.00	1.00	-
Print Shop Technician	1.00	0.00	(1.00)
Senior Accountant	2.00	2.00	-
Senior Buyer	1.00	1.00	-
Sr Accounting Clerk	2.00	2.00	-
Sr Accounting Technician	3.00	4.00	1.00
Sr Finance Management Analyst	1.00	1.00	-
Total Positions	31.00	32.00	1.00

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Organizational Chart



Regular Full -Time Equivalents (FTE): 32.00



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