
Finance & Technology



Resource Allocation

7%
General Fund
5%
All Funds



Human Capital
8 Full-Time Staff

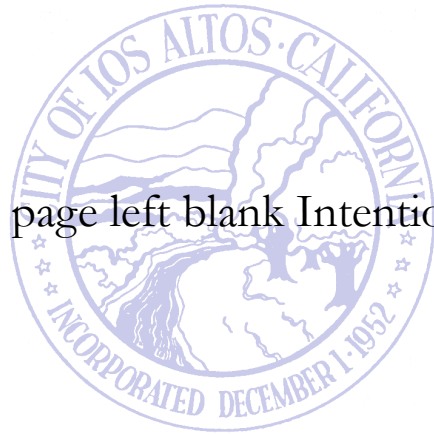


Budget
\$1,353,465
Operations

\$553,060
Shared
Costs

Finance
Information Technology
Central Services
Cable Television
Non-Departmental

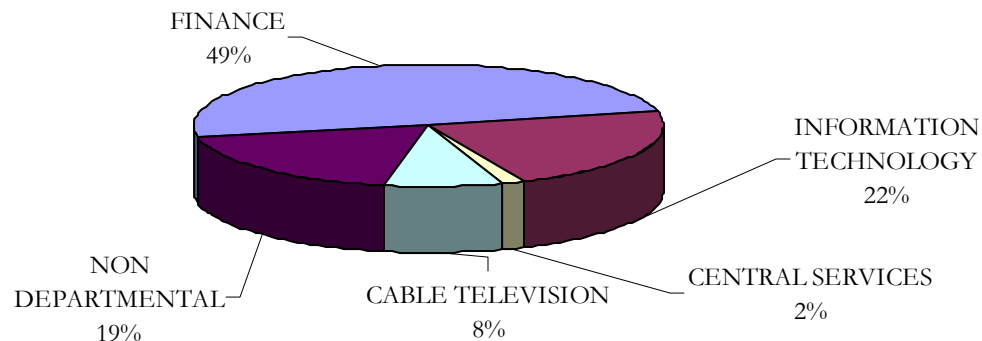
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Finance & Technology

Strategic Planning,
Transparency, Accountability, Compliance,
Innovation, Relevant & Timely Reporting, and
Exceptional Customer Service

FY 2010-2011 Budget- Finance & Technology



PROGRAM EXPENDITURES	07-08	08-09	09-10	10-11	Change %
	ACTUAL	ACTUAL	BUDGET	ADOPTED	
FINANCE	839,371	791,457	931,370	936,468	0.55%
INFORMATION TECHNOLOGY	250,286	342,323	330,290	416,997	26.25%
CENTRAL SERVICES	62,115	48,529	58,510	36,500	-37.62%
CABLE TELEVISION	131,239	138,654	152,660	151,560	-0.72%
NON DEPARTMENTAL	137,824	83,903	208,370	365,000	75.17%
FINANCE & TECHNOLOGY	1,420,835	1,404,866	1,681,200	1,906,525	13.40%

Finance

What We Do

Goal

Protecting the assets of the City, ensuring compliance with financial standards, and supporting a forward-looking and proactive fiscal model while providing exceptional customer service, accurate, timely, relevant financial information to assist in the strategic decision making process



FY 10-11 Initiatives

- Providing exceptional customer service
- Complete the FY 2009-2010 financial audit on time and in good form
- Review and document internal control points and business processes
- Update the City's Fiscal & Debt Policies
- Continue in the development of the financial system
- Continue to enhance on-line monthly financial reports launched this year
- Complete a citywide Cost-Allocation-Plan
- Implement the newly approved Business Licensing System
- Continue to develop financing plans for the Community Center Master Plan
- Introduce a multi-year planning tool
- Continue the development of paperless archival systems



Finance is responsible for maintaining the highest level of financial reporting and customer service, ensuring compliance with Generally Accepted Accounting Principles (GAAP) and reporting in line with Government Accounting Standards Board (GASB), developing and assessing a strong structure of internal controls, and processing fiscal transactions in the furtherance of our

Service Program

fiduciary duties.

With a staff of six, Finance serves incoming City Hall customers, coordinates the completion of an annual independent financial and compliance audits, develops an annual budget and fiscal projections, compiles and distributes month-end status reports, manages a centralized cashiering function for all receipts, processes payroll for all City full and part-time staff, reviews and pays all citywide bills for operational and capital expenses, collects all receivables from a variety of organizations, and provides citywide department support on a variety of projects.

Resources



Dollars

COST CATEGORY	07-08	08-09	09-10	10-11	Change %
	ACTUAL	ACTUAL	BUDGET	ADOPTED	
PERSONNEL SERVICES	713,465	656,422	744,215	776,033	4%
SERVICE AND SUPPLIES	125,130	130,904	187,155	160,435	-14%
CAPITAL OUTLAY	776	4,131	-	-	-
FINANCE	839,371	791,457	931,370	936,468	1%

People

Positions	07-08	08-09	09-10	10-11
Finance Director	-	1	1	1
Financial Services Mgr	1	1	1	1
Accounting Technician	1	1	1	1
Acct Office Asst I	2	2	2	2
Acct Office Asst II	1	1	1	1
Total FTE	5	6	6	6

Things You Should Know



This has been a productive and busy year for Finance. In FY 2009-2010 Finance: completed another clean and timely audit, prepared all State and grant compliance reports, initiated its first ever on-line monthly fiscal status reports, continued with quarterly CIP reporting, upgraded the financial system to the latest platform version, completed GASB 45

OPEB compliance, assisted in the selection and negotiation of a new ten year waste contract, completed the selection of investment advisory services, launched a new and updated investment policy, extended its service to support a new grant writing committee, successfully procured State Prop 1A securitization dollars of over \$1 million fully offsetting the State property tax takeaway, coordinated and facilitated the issuance of improvement bonds for Blue Oak Lane, initiated on-line invoice scanning for accounts payable, selected a new audit team, and closed a series of stale and long outstanding assessment district residual debt balances.

Information Technology

What We Do

Goal

Provide the City of Los Altos the highest quality technology-based services, fostering and nurturing a teaching and learning technology environment, and developing an information technology infrastructure that is reliable, secure, financially viable, and positioned for the long-term.



FY 10-11 Initiatives

- Providing exceptional customer service
- Development and delivery of a multi year information technology master plan
- Continue with PC replacement Roll Outs & Server Upgrades
- Implement the newly approved upgrade to the City voicemail system
- Enhance the current Disaster Recovery Plan to include off-site storage
- Implement the complete redesign of the City's web page as proposed
- Develop an Intranet to enhance distribution of information and services
- Enhance the Anti-Virus/Anti- Spam Solutions
- Launch a citywide "Help-Desk" campaign
- Support new application installations including – Business Licensing – Records Management Systems - GIS Updates
- Remain aware of the Community Center Master Plan discussions anticipating the future need to be conversant of technology needs in the ultimate design and plan

Service Program



With a staff of two, Information Technology is responsible for the maintenance of the citywide network, both hardware and software platforms, network security, data controls and backups, staff support and training, and systems implementation support.

In addition to providing consistent and reliable infrastructure the Information Technology Program re-designed the City's website, assisted the Recreation Department in the launch of a new on-line registration system, deployed a Helpdesk System to assist in customer response time as well as track assets, and has standardized the Staff document creation process by providing easy to use City templates.

Resources



Dollars

COST CATEGORY	07-08	08-09	09-10	10-11	Change %
	ACTUAL	ACTUAL	BUDGET	ADOPTED	
PERSONNEL SERVICES	129,848	276,717	297,330	314,612	6%
SERVICE AND SUPPLIES	109,806	14,378	20,960	23,385	12%
CAPITAL OUTLAY	10,632	51,228	12,000	79,000	558%
INFORMATION TECHNOLOGY	250,286	342,323	330,290	416,997	26%

People

Positions	07-08	08-09	09-10	10-11
Info Technology Mgr	-	1	1	1
Info Technology Analyst	-	1	1	1
Technical Services Mgr	1	-	-	-
	-	-	-	-
Total FTE	1	2	2	2

Things
You
Should
Know



With the Information Technology staff fully in house, there has been quite a difference made. Over this past year IT quickly rolled out PC replacements taking care of 1/4 year of stale-dated desktops, issued the City's first Electronic Use Policy, completed the much needed upgrade of email email/exchange servers, assisted all departments in creating citywide document templates, provided a tremendous and direct contribution in the updating the City EOC at the City yard, creation of a first-ever sculpture committee web page upgraded, development of the First-Street Improvements web page, in addition to critical daily operations projects. To ensure the dedicated delivery of IT services to all staff. IT continues to transition in the drive to increase efficiencies, enhance communications, and response to ever growing customer service needs.

The FY2010-2011 budget has increased by 26%. The bulk of this budget is driven by the proposed PC replacement continuation of \$37K, the proposed Web redesign at \$30K, and the reallocation of internet access costs into IT.

Shared Services

What We Do

Goal

To accommodate those costs that extend beyond the parameter of departmental operations and which benefit the City as a whole in the combined effort to provide optimal service to the residents of the City of Los Altos.



FY 10-11 Initiatives

- Providing for generic shared service costs including general supplies, mail, and employee events
- Review the make up of shared costs in the next year with an eye on attaching such items to department responsibility areas as wherever possible, relevant, and practical
- Continued the administration of Cable Broadcast services



Although administered by Finance & Technology, shared services remains an area of joint responsibility amongst all City departments and services. Shared service is comprised of three programs.

Central Services includes generic city costs, the bulk of which is made of shared space office supplies, training, postage and delivery services, equipment repairs, and supplies for community or organizational gatherings.

Service Program

Cable Television is a program that serves as a flow through for payments made to our broadcast providers. These services are critical in allowing for public access to City Council meetings to maximize participation and feedback.

Non-Departmental includes a number of varied costs mostly made up of dollars for City contributions to community based service agencies, commission training, employee benefit commitments, and an allowance for budget uncertainties and contingencies.

Resources



Dollars

	07-08 ACTUAL	08-09 ACTUAL	09-10 BUDGET	10-11 ADOPTED	Change %
PERSONNEL SERVICES	-	-	-	-	-
SERVICE AND SUPPLIES	321,194	270,786	419,540	553,060	32%
CAPITAL OUTLAY	9,984	300	-	-	-
SHARED SERVICES	331,178	271,086	419,540	553,060	32%

People

Positions	07-08	08-09	09-10	10-11
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total FTE	-	-	-	-



The budget for this year presents the three components of shared services: Central Services, Cable Television, and Non-Departmental on a collective and combined basis. Separate programs exist for each activity, a structure that staff will re-evaluate as we move forward with new systems and reporting tools.

**Things
You
Should
Know**

This year, the Shared Services budget includes several items that are noteworthy. Last year, general budget cost savings of \$26,000 in management/ leadership training costs were excluded as well as reducing over \$50,000 in various equipment replacements. The FY2010-2011 budget proposes several changes to shared costs: increasing the existing \$100,000 budget contingency account to \$225,000 to mitigate the 2.5% department wide decreases this year, and adding in \$30,000 in anticipation of employee retirement pay-outs (a new budget practice this year). These measures are important given the tentative nature of this upcoming economic cycle. The Non-Departmental budget includes \$30,000 for student bicycle education and safety programs.