Finance

Finance
Department Summary

Program	General Fund	Total
Finance	632,805	632,805
Information Technology	1,195,426	1,195,426
Total	$1,828,231	$1,828,231

Organization Chart

```
                        City
                    Administrator
                         |
                    Director of
                     Finance
         _____|_____
        |                                 |
   Information                        Assistant
   Technology                        Director of
    Manager                            Finance
   _____|_____           _____|_____
  |         |         |         |                 |
Information Data      Payroll   Accounting      Senior
Technology  Systems   Specialist/ Clerk         Accountant
Coordinator Technician IT
            (2)       Technician
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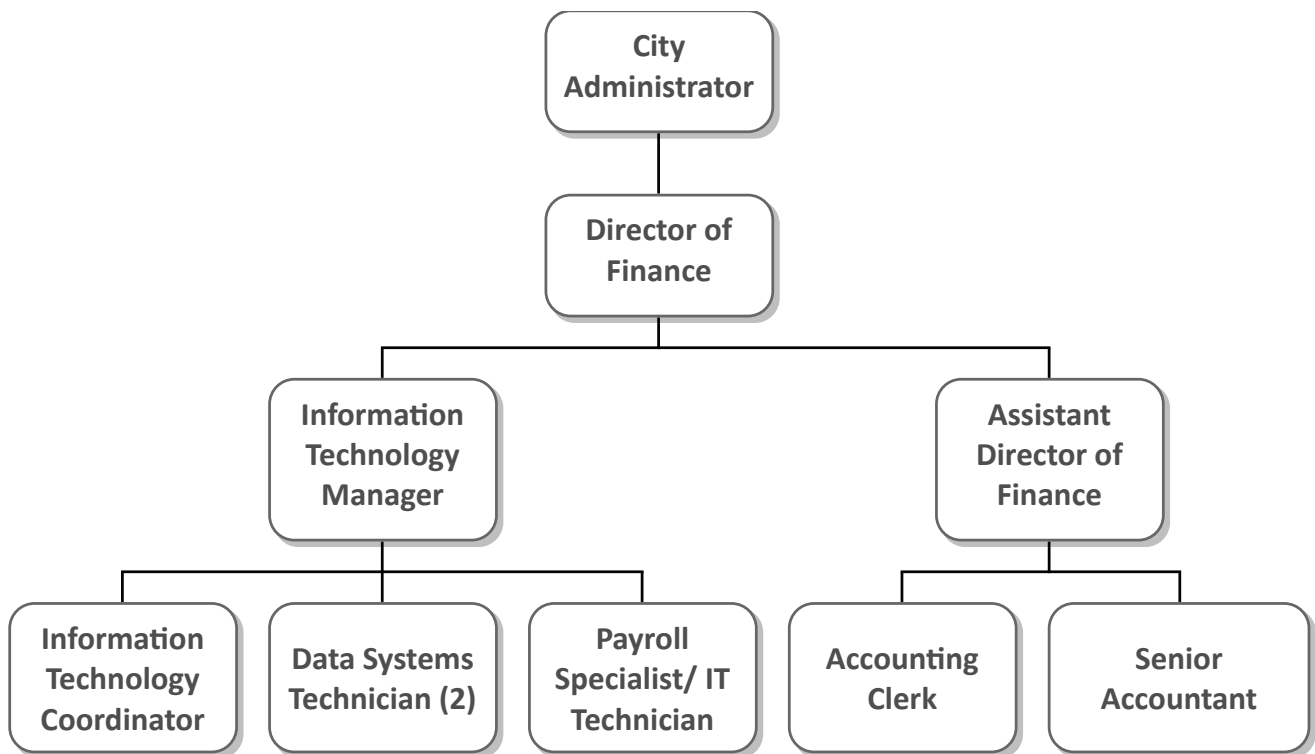
Finance

Department	No.	Program	No.	Program Manager
Finance	30	Finance	001	Finance Director

Program Activities

Department Administration

Activities within the department include finance, geographic information systems, and information technology.

Financial Management

This activity is responsible for all financial and accounting functions of the City. Revenues and expenditures are recorded and monitored, all financial reports are generated, cash management, payroll and cash disbursements are performed. The Finance Director is responsible for adherence to federal and state regulations regarding payroll reporting, budget publication, grant compliance, etc.

Treasury

The Finance Director serves as overseer of treasury operations pursuant to state statute.

Audit

An annual audit of the City's financial reports is performed by an independent auditor selected by the City Council. The Council Finance Committee is the designated audit committee.

Strategic Goal(s) Activity for 2022
Goal 4: Financial Stability
Objective: Maintain practice of keeping one year of operating expenses in reserve.
Activities and Steps
1. Continue 5-year financial planning activities.
2. Continue to monitor government affairs at both the state and federal levels for potential cost/benefit to city operations.

2022 Programmatic Goals
Goals
Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.
Publish 2023 budget calendar by August 31, 2022.
Present audit of fiscal year 2021 to City Council by July 18, 2022.
Implementation of new financial software by December 31, 2022. Begin implementation of payroll and human capital management software by December 31, 2022.

2021 Programmatic Goals - Status

Goals	Status	Comments
Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.	In progress	
Publish 2022 budget calendar by August 30, 2021.	Goal met	
Present audit of fiscal year 2020 to City Council by June 15, 2021.	Goal met	
Needs assessment, procurement and implementation of new financial software by December 31, 2021.	In progress	Assessment and procurement completed in 2021.

Performance Measures

Metrics	2019 Actual	2020 Actual	2021 Estimate	2022 Projected
Payroll files maintained	523	398	475	500
Accounts payable checks prepared	5,056	4,676	4,900	5,000
Debt issues outstanding	2	3	3	3
Number of accounting funds	17	17	18	18

DEPARTMENT **Finance**	NUMBER **30**	PROGRAM **Finance**	NUMBER **001**

Program Budget

Object of Expenditure	2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)
PERSONNEL SERVICES	400,746	420,882	479,060
CONTRACTUAL SERVICES	114,229	126,470	152,745
COMMODITIES	0	0	1,000
TOTAL EXPENDITURES	514,975	547,352	632,805

Personnel Schedule

Position	2020	2021	2022
FINANCE DIRECTOR	1.00	1.00	1.00
ASSISTANT FINANCE DIRECTOR	1.00	1.00	1.00
SENIOR ACCOUNTANT	0.00	1.00	1.00
ACCOUNTING CLERK	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	4.00	4.00

DEPARTMENT **Finance**	NUMBER **30**	PROGRAM **Finance**		NUMBER **001**

Account Number	Personnel Services / Account Description	2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
710.00	SALARIES	309,059	302,718	357,367	Supervisory	116,795
					Regular	236,454
					Overtime	100
					Longevity pay	4,018
711.00	BENEFITS	91,687	118,164	121,693	FICA	27,336
					Workers' compensation	1,093
					Health insurance	46,126
					Life & Disability insurance	3,531
					Dental insurance	1,440
					Pension	42,167
	TOTALS	400,746	420,882	479,060		

DEPARTMENT **Finance**		NUMBER **30**	PROGRAM **Finance**		NUMBER **001**
Contractual Services		2020 **Budget** **(Actual)**	2021 **Budget** **(Amended)**	2022 **Budget** **(Proposed)**	**Detail**
Account **Number**	**Account Description**				
720.11	MISC. CONTRACTUAL	35,817	41,550	42,100	Banking services 13,000 Section 125 plan admin. 5,000 Smart phones (1) 600 Actuarial study of retiree health 7,500 plan Fixed asset services for inventory, 16,000 accounting and insurable values
720.16	AUDIT SERVICES	37,925	42,500	44,000	Annual audit 38,000 Federal grants audit 5,000 GFOA CAFR, PAFR and budget 1,000 review
720.25	DATA PROCESSING	38,917	38,000	56,000	Financial software support 54,000 Investment portfolio services 2,000
720.51	PROFESSIONAL DEVELOPMENT	1,570	4,320	10,545	See professional development 10,545 request
720.80	VEHICLE REIMBURSEMENT	0	100	100	Mileage reimbursement 100
	TOTALS	114,229	126,470	152,745	

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Finance**	**001**

<table>
<tr><td colspan="4" align="center">Professional Development Request</td></tr>
<tr><th>Organization/Conference</th><th>Location</th><th>Amount</th><th>Detail</th></tr>
<tr><td>AMERICAN PAYROLL ASSOCIATION</td><td></td><td>220</td><td>Membership dues (1)</td></tr>
<tr><td>GFOA MEETINGS</td><td>Local</td><td>400</td><td>Monthly meetings of local chapter</td></tr>
<tr><td>GFOA OF MISSOURI</td><td></td><td>125</td><td>Membership dues (2)</td></tr>
<tr><td>GFOA REGIONAL SEMINARS</td><td>TBD</td><td>2,000</td><td>Winter & Spring MO GFOA Seminars</td></tr>
<tr><td>GOV'T FINANCE OFFICERS ASSN (GFOA)</td><td>Austin, TX</td><td>4,000</td><td>Annual conference (2)</td></tr>
<tr><td>GOV'T FINANCE OFFICERS ASSN (GFOA)</td><td></td><td>400</td><td>Membership dues (2)</td></tr>
<tr><td>STAFF DEVELOPMENT</td><td>Various</td><td>400</td><td>Staff training</td></tr>
<tr><td>TYLER TECHNOLOGIES CONFERENCE</td><td>Indianapolis, IN</td><td>3,000</td><td>Annual Conference (2)</td></tr>
<tr><td></td><td>TOTAL REQUEST</td><td>10,545</td><td></td></tr>
</table>

DEPARTMENT **Finance**		NUMBER **30**	PROGRAM **Finance**		NUMBER **001**
Commodities		**2020 Budget (Actual)**	**2021 Budget (Amended)**	**2022 Budget (Proposed)**	**Detail**
Account Number	**Account Description**				
730.20	OPERATIONAL SUPPLIES	0	0	1,000	W-2 and 1099 Forms 1,000
	TOTALS	0	0	1,000	

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Information Technology

Department	No.	Program	No.	Program Manager
Finance	30	Information Technology	003	IT Manager

Program Activities

Information Technology System

This activity provides computer hardware and software support for all departments and centrally maintains the city-wide computer network and management information system.

Geographic Information System

This activity provides centralized mapping and spatial data analysis for all departments.

Communication Technology Support

This activity provides centralized support of the City's office technology systems including telephone systems, cellular phones, voice mail and copy machines.

Police Support

This activity provides 24 hour support for all police technology.

2022 Programmatic Goals

Goals
The computer network will remain operational 99% of the time with 90% of down time limited to less than one hour duration.
Implement new Financial Software by end of year 2022.

2021 Programmatic Goals - Status

Goals	Status	Comments
The computer network will remain operational 99% of the time with 90% of down time limited to less than one hour duration.	Goal met	
Implement new Financial Software by end of year 2021.	Not met	Rescheduled for end of year 2022.

Performance Measures

Metrics	2019 Actual	2020 Actual	2021 Estimate	2022 Projected
Desktop computers maintained	150	155	155	155
Laptops maintained	106	106	106	106
Copy machines maintained	12	12	12	12
Printers maintained	69	73	73	73
Servers maintained	35	35	35	35
Cellular phones maintained	73	73	73	73

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Information Technology**	**003**

Program Budget

Object of Expenditure	2020 Budget	2021 Budget	2022 Budget
PERSONNEL SERVICES	609,802	615,844	627,926
CONTRACTUAL SERVICES	316,947	356,400	361,700
COMMODITIES	75,588	61,000	94,500
CAPITAL	64,860	0	111,300
TOTAL EXPENDITURES	1,067,197	1,033,244	1,195,426

Personnel Schedule

Position	2020	2021	2022
IT MANAGER	1.00	1.00	1.00
IT COORDINATOR	1.00	1.00	1.00
DATA SYSTEMS TECHNICIAN	2.00	2.00	2.00
PAYROLL SPECIALIST - IT TECH	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	5.00	5.00	5.00

DEPARTMENT	NUMBER	PROGRAM		NUMBER
Finance	**30**	**Information Technology**		**003**

Personnel Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	457,358	458,520	471,302	Regular	453,770
					Overtime	2,500
					On-call pay	4,000
					Longevity pay	11,032
711.00	BENEFITS	152,444	157,324	156,624	FICA	36,053
					Workers' compensation	1,424
					Health insurance	57,200
					Life & Disability insurance	4,535
					Dental insurance	1,800
					Pension	55,612
	TOTALS	609,802	615,844	627,926		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	30	Information Technology	003

Account Number	Contractual Services Account Description	2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	41,564	34,100	50,200	Fiber and cable internet service	16,000
					Verisign digital certificates	1,500
					Smart phones (4)	2,400
					Various internet subscriptions	800
					Video conferencing service	3,000
					Messages & music on hold	500
					Phone programming changes	1,500
					Cloud Backup Storage	4,000
					Network cabling	5,000
					Penetration testing	10,000
					St. Louis area imagery project	5,000
					ArcGIS Online for Accela	500
720.25	DATA PROCESSING	179,867	202,600	186,300	Permitting/Asset management annual service & support	102,600
					Firewall Licensing	7,500
					Adobe Licensing	5,000
					Email archiving appliance	3,500
					Programming software support	1,500
					Backup and Imaging software maintenance	5,000
					Remote desktop software	1,000
					Software/hardware management software	3,100
					Security system software maintenance	10,000
					GIS software support	24,000
					Crime report mapping service	1,500
					Accela to Laserfiche Connector	7,000
					Inventory management software	2,100
					Various software purchases and updates	12,500
720.28	RENTAL - EQUIPMENT	15,607	18,000	18,000	Leased copiers (12)	18,000
720.30	UTILITIES SERVICES	23,500	23,000	24,000	Telephone service	24,000
720.51	PROFESSIONAL DEVELOPMENT	354	0	2,000	See professional development request	2,000
720.61	M&R EQUIPMENT	56,055	78,500	81,000	Computer/printer/cell phone/audio visual repairs/security cameras	25,000

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Information Technology**	**003**

Contractual Services		2020	2021	2022	
Account Number	**Account Description**	**Budget (Actual)**	**Budget (Amended)**	**Budget (Proposed)**	**Detail**
720.61	M&R EQUIPMENT	56,055	78,500	81,000	Copy machines (13) 10,000
					Server hardware support 15,000
					Security system hardware support 10,000
					Mitel phone repair 5,000
					Postage equipment maintenance 4,000
					Cisco WLAN Controller 12,000
					Maintenance (3 year)
720.80	VEHICLE REIMBURSEMENT	0	200	200	Mileage reimbursement 200
	TOTALS	316,947	356,400	361,700	

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Information Technology**	**003**

Professional Development Request			
Organization/Conference	**Location**	**Amount**	**Detail**
TYLER TECHNOLOGIES CONFERENCE	Indianapolis, IN	2,000	Annual user conference
	TOTAL REQUEST	2,000	

DEPARTMENT Finance	NUMBER 30	PROGRAM Information Technology		NUMBER 003

Commodities		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	75,588	61,000	94,500	Books and reference materials	1,000
					Technical training subscriptions	1,000
					Computer monitors (replacements)	5,000
					Laptop replacements (4)	8,000
					Network printers (replacements)	6,000
					Various networking tools	500
					APC backups (20)	2,000
					Synology NAS appliance (1)	9,000
					Replacement domain controller servers (2)	12,000
					Plotter Supplies	5,000
					Computer replacements (30)	42,000
					Ipads, covers, keyboards	3,000
	TOTALS	75,588	61,000	94,500		

DEPARTMENT **Finance**	NUMBER **30**	PROGRAM **Information Technology**			NUMBER **003**

Capital Request					
Capital Item	**Number Requested**	**Replace/ Add**	**Unit Cost**	**Total Cost**	**Description**
NETWORK SWITCH REPLACEMENT	1	R	90,000	90,000	Replace all Network switches in City Hall and Garage which are over 10 years old.
POWERVAULT MD1400	1	A	11,300	11,300	Additional storage space. This would add 12 Terabytes of space.
POWERVAULT LTO-8 TAPE DRIVE	1	R	10,000	10,000	Ultium 8 tapes offer up to 30TB compressed data storage. This includes the tape drive, Host Adaptor and 20 tapes.
TOTAL REQUEST				111,300	