



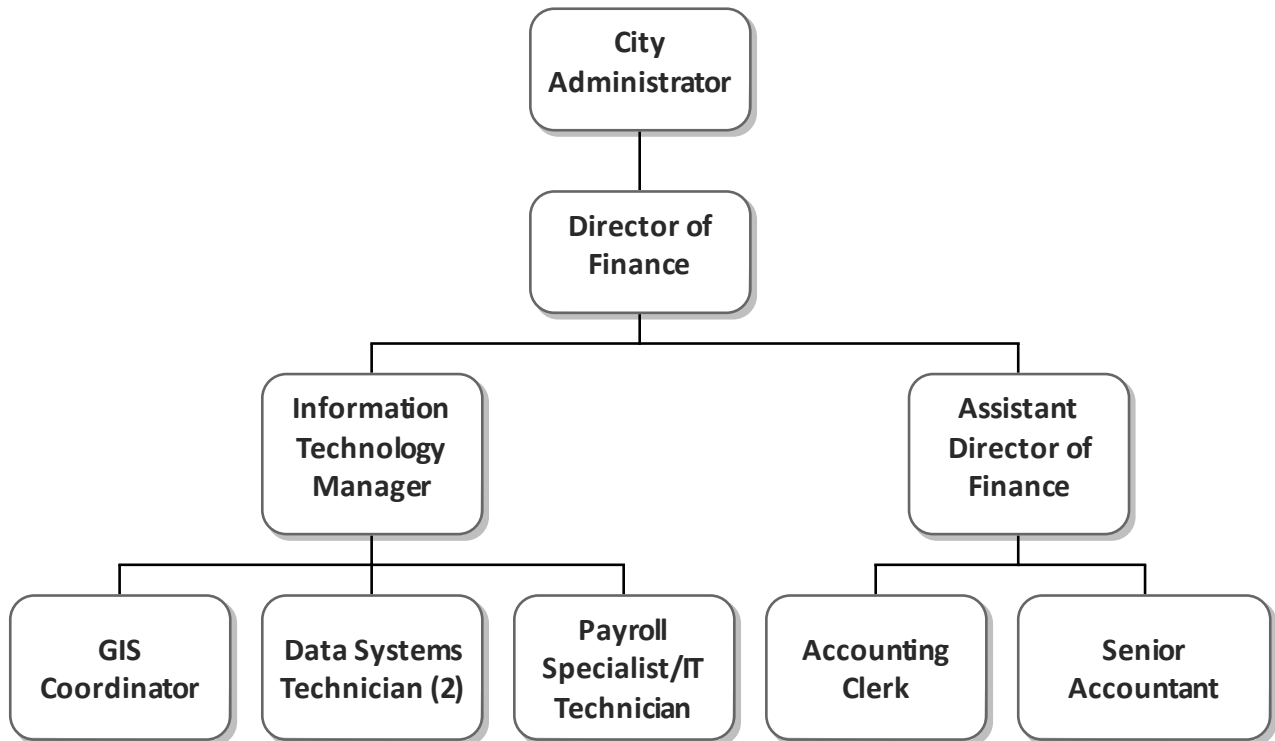
Finance

Finance

Department Summary

<u>Program</u>	General	Capital	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>	
Finance	617,352		617,352
Geographic Information Services	173,161		173,161
Information Technology	860,083		860,083
Capital Projects		250,000	250,000
Total	\$1,650,596	\$250,000	1,900,596

Organization Chart



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, information technology and the traffic violations bureau.

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 2021
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Goal 4: Financial Stability

Objective: Maintain practice of keeping one year of operating expenses in reserve.

Activities and Steps

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| <ol style="list-style-type: none"> 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. |
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2021 Programmatic Goals

Goals

Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.
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Publish 2022 budget calendar by August 30, 2021.
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Present audit of fiscal year 2020 to City Council by June 15, 2021.

Needs assessment, procurement and implementation of new financial software by December 31, 2021.
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2020 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	CAFR and PAFR for 2019 fiscal year submitted to GFOA for review. Budget award obtained.
Publish 2021 budget calendar by August 28, 2020.	Goal met	
Present audit of fiscal year 2019 to City Council by June 15, 2020.	Goal met	
Conduct needs assessment, procurement and implementation of new financial software by December 31, 2020.	In progress	Delayed due to uncertainty and restrictions of COVID-19.

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Payroll files maintained	421	523	450	500
Accounts payable checks prepared	5,367	5,056	5,100	5,150
Debt issues outstanding	2	2	3	3
Number of accounting funds	16	17	17	17



DEPARTMENT Finance	NUMBER 30	PROGRAM Finance	NUMBER 001
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	386,429	403,913	490,882
CONTRACTUAL SERVICES	96,346	109,240	126,470
COMMODITIES	1,003	0	0
TOTAL EXPENDITURES	483,778	513,153	617,352
Personnel Schedule			
Position	2019	2020	2021
FINANCE DIRECTOR	1.00	1.00	1.00
ASSISTANT FINANCE DIRECTOR	1.00	1.00	1.00
SENIOR ACCOUNTANT	0.00	0.00	1.00
ACCOUNTING CLERK	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.00	4.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Finance		30	Finance		001
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	298,410	308,781	372,718	Supervisory 142,478 Regular 223,259 Overtime 100 Longevity pay 6,881
711.00	BENEFITS	88,019	95,132	118,164	FICA 28,969 Workers' compensation 1,001 Health insurance 36,140 Life & Disability insurance 3,655 Dental insurance 1,440 Pension 46,959
TOTALS		386,429	403,913	490,882	



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Finance		30	Finance			001
Contractual Services		2019	2020	2021		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	15,207	27,120	41,550	Banking services	12,000
					Section 125 plan admin.	5,000
					Wall Street Journal	450
					Smart phone (1)	600
					Actuarial study of retiree health plan	7,500
					Fixed asset services for inventory,accounting and insurable values	16,000
720.16	AUDIT SERVICES	36,910	41,300	42,500	Annual audit	37,000
					Federal grants audit	4,500
					GFOA CAFR, PAFR and budget review	1,000
720.25	DATA PROCESSING	37,738	38,000	38,000	Financial software support	36,000
					Investment portfolio services	2,000
720.51	PROFESSIONAL DEVELOPMENT	6,491	2,720	4,320	See professional development request	4,320
720.80	VEHICLE REIMBURSEMENT	0	100	100	Mileage reimbursement	100
	TOTALS	96,346	109,240	126,470		



DEPARTMENT Finance	NUMBER 30	PROGRAM Finance	NUMBER 001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
AMERICAN PAYROLL ASSOCIATION		220	Membership dues (1)
GFOA MEETINGS	Local	400	Monthly meetings of local chapter
GFOA OF MISSOURI		100	Membership dues (2)
GFOA REGIONAL SEMINARS	TBD	2,000	New employee training
GOV'T FINANCE OFFICERS ASSN (GFOA)		400	Membership dues (2)
GOV'T FINANCE OFFICERS ASSN (GFOA)	Virtual	800	Annual conference (2)
STAFF DEVELOPMENT	Various	400	Staff training
	TOTAL REQUEST	4,320	



Annual Budget -2021

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Finance		NUMBER 001
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	1,003	0	0	
	TOTALS	1,003	0	0	

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Geographic Information Services

Department	No.	Program	No.	Program Manager
Finance	30	Geographic Information Services	002	GIS Coordinator

Program Activities

Geographic Information System

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

2021 Programmatic Goals

Goals

The Geographic Information System (GIS) will remain operational 99% of the time with average down time limited to two hours or less.

Implement Accela Software as a Service by June of 2021.

2020 Programmatic Goals - Status

Goals	Status	Comments
The Geographic Information System (GIS) will remain operational 99% of the time with average down time limited to two hours or less.	Goal met	
Acquire and implement digital aerial photography update.	Goal met	
Update Accela Mapping.	Goal met	

Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Oracle database instances supported	3	3	4	4
GIS client based software installed	17	17	17	25
GIS web-mapping services maintained	2	2	3	3
AVL services supported	1	1	1	1
GIS dedicated servers supported	1	1	2	2
Large format plotters supported	1	2	2	2



Annual Budget -2021

General Fund

DEPARTMENT Finance	NUMBER 30	PROGRAM Geographic Information Svcs	NUMBER 002
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	138,255	143,849	143,661
CONTRACTUAL SERVICES	25,087	50,500	24,500
COMMODITIES	8,560	6,000	5,000
TOTAL EXPENDITURES	171,902	200,349	173,161
Personnel Schedule			
Position	2019	2020	2021
GIS COORDINATOR	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	1.00	1.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Finance		30	Geographic Information Svcs			002
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	105,496	109,151	108,825	Regular	106,970
					Longevity pay	1,855
711.00	BENEFITS	32,759	34,698	34,836	FICA	8,325
					Workers' compensation	288
					Health insurance	11,300
					Life & Disability insurance	1,069
					Dental insurance	360
					Pension	13,494
	TOTALS	138,255	143,849	143,661		



Annual Budget -2021

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Geographic Information Svcs		NUMBER 002
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
720.11	MISC. CONTRACTUAL	0	20,000	0	
720.25	DATA PROCESSING	24,577	29,500	24,500	GIS software support 23,000 Crime report mapping service 1,500
720.51	PROFESSIONAL DEVELOPMENT	510	1,000		See professional development request
	TOTALS	25,087	50,500	24,500	



Annual Budget -2021

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Geographic Information Srvs			NUMBER 002
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	8,560	6,000	5,000	Plotter supplies	5,000
	TOTALS	8,560	6,000	5,000		

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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.

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.

2021 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 Accela Software as a Service by June 2021.

Implement new Financial Software by end of year 2021.

2020 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 2020.

Withdrawn

Software implementation delayed due to uncertainties of COVID-19.

Performance Measures

	2018	2019	2020	2021
Metrics	Actual	Actual	Estimate	Projected
Desktop computers maintained	162	162	150	155
Laptops maintained	94	94	106	106
Copy machines maintained	12	12	12	12
Printers maintained	95	95	69	73
Servers maintained	30	31	35	35
Cellular phones maintained	73	73	73	73



DEPARTMENT Finance	NUMBER 30	PROGRAM Information Technology	NUMBER 003
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	448,824	469,400	472,183
CONTRACTUAL SERVICES	247,323	345,925	331,900
COMMODITIES	32,239	77,000	56,000
CAPITAL	30,789	81,000	0
TOTAL EXPENDITURES	759,175	973,325	860,083
Personnel Schedule			
Position	2019	2020	2021
IT MANAGER	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)	4.00	4.00	4.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Finance		30	Information Technology			003
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	335,198	348,248	349,695	Regular	334,438
					Overtime	2,500
					On-call pay	4,000
					Longevity pay	8,757
711.00	BENEFITS	113,626	121,152	122,488	FICA	26,748
					Workers' compensation	917
					Health insurance	46,680
					Life & Disability insurance	3,342
					Dental insurance	1,440
					Pension	43,361
	TOTALS	448,824	469,400	472,183		



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Finance		30	Information Technology			003
Contractual Services		2019	2020	2021		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	22,678	45,930	34,100	Fiber and cable internet service	16,000
					Verisign digital certificates	1,500
					Smart phones (4)	2,400
					Various internet subscriptions	800
					Video Conferencing Service	2,400
					Messages & music on hold	500
					Phone programming changes	1,500
					Cloud Backup Storage	4,000
					Network Cabling	5,000
720.25	DATA PROCESSING	127,342	186,295	178,100	Permitting/Asset management annual service & support	97,200
					Spam Filtering and email filtering	10,000
					Haines	600
					Adobe Licensing	4,000
					Oracle support	10,000
					Email archiving appliance	8,500
					Programming software support	1,500
					Backup and Imaging software	3,200
					Software/hardware management software	3,100
					Remote Desktop Software	1,000
					Windows Server 2019 and Server Cals (250)	16,500
					Security System Software Maintenance	10,000
					Various software purchases and updates	12,500
720.28	RENTAL - EQUIPMENT	14,383	18,000	18,000	Leased copiers (12)	18,000
720.30	UTILITIES SERVICES	21,530	23,000	23,000	Telephone service	23,000
720.51	PROFESSIONAL DEVELOPMENT	2,562	3,000		See professional development request	
720.61	M&R EQUIPMENT	58,749	69,500	78,500	Computer/printer/cell phone/audio visual repairs/security cameras	25,000
					Copy machines (13)	10,000
					Server hardware support	11,000



Annual Budget -2021

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Information Technology			NUMBER 003
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	32,239	77,000	56,000	Books and reference materials	1,000
					Technical training subscriptions	1,000
					Computer monitors (replacements)	5,000
					Computers (replacements)	20,000
					Network printers (replacements)	6,000
					Various networking tools	500
					APC backups (10)	1,500
					Synology NAS Appliance (1)	9,000
					Replacement Domain Controller Servers (2)	12,000
	TOTALS	32,239	77,000	56,000		



Capital Improvement Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 087	Name of Project SOFTWARE UPGRADE			
Description The City utilizes major computer software in all operating departments. This includes the financial accounting system, payroll system, police dispatching and records management systems, the Community Development permitting and land records system, the Public Works asset management and work management systems and the Parks and Recreation reservation system.				
Status of Project Professional services are scheduled to begin in third quarter of 2021				
Impact on Operating Budget Positive				
Performance Measures Upgrade Financial software will be completed during 2021.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2020	2021 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	0	0	0	0
Equipment/Other	250,000	0	250,000	0
Total Cost	\$250,000	\$0	\$250,000	\$0