Finance

Finance
Department Summary

Program	General Fund	Capital Improvement Fund	Total
Finance	564,153		564,153
Geographic Information Service	200,349		200,349
Information Technology	953,325		953,325
Capital Projects		441,000	441,000
Total	$1,717,827	$441,000	$2,158,827

Organization Chart

- City Administrator
  - Director of Finance
    - Information Technology Manager
      - GIS Coordinator
      - Data Systems Technician (2)
      - Payroll Specialist/IT Technician
    - Assistant Director of Finance
      - Accounting Clerk
      - Senior Accountant (.50)
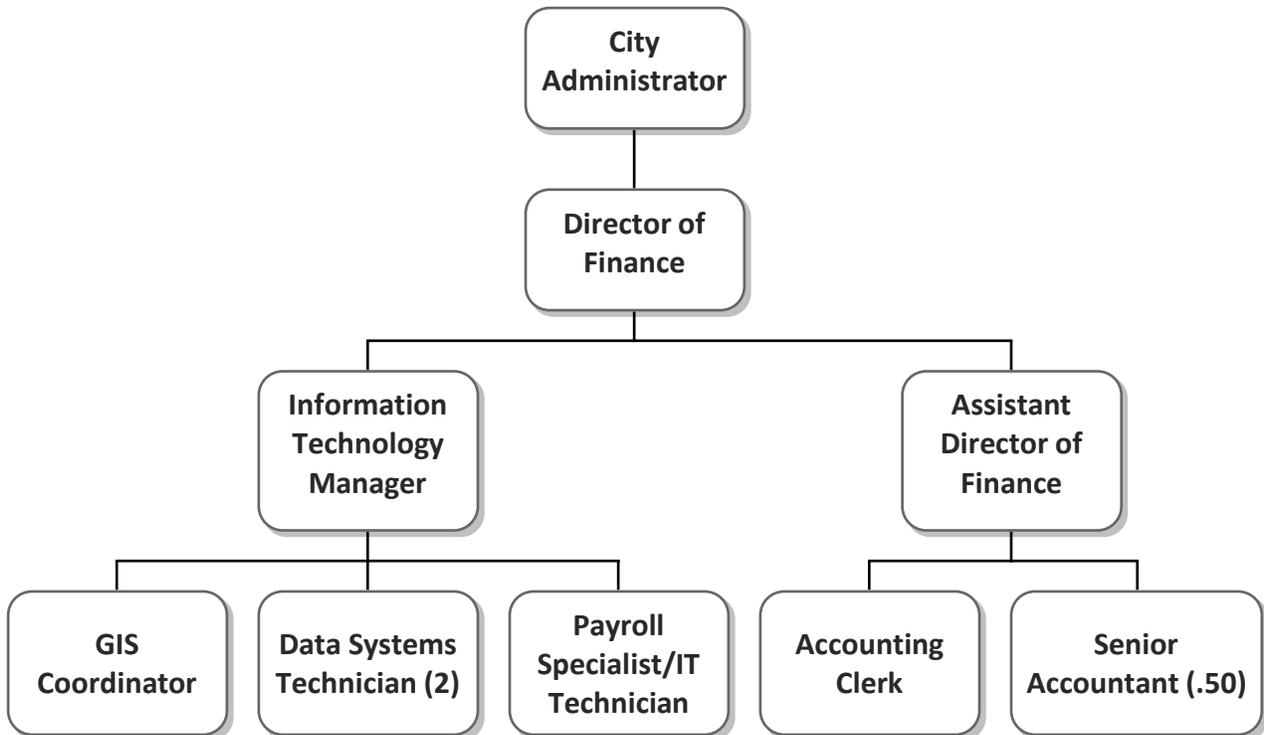
Finance

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 2020
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.

2020 Programmatic Goals
Goals
Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.
Publish 2021 budget calendar by August 28, 2020.
Present audit of fiscal year 2019 to City Council by June 15, 2020.
Conduct needs assessment, procurement and implementation of new financial software by December 31, 2020.

2019 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 2018 fiscal year submitted to GFOA for review. Budget award obtained.
Publish 2020 budget calendar by August 27, 2019.	Goal met	
Present audit of fiscal year 2018 to City Council by June 15, 2019.	Goal met	
Conduct needs assessment, procurement and implementation of new financial software by December 31, 2019.	In progress	Delayed due to uncertainty of County reorganization.

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Payroll files maintained	400	400	400	400
Accounts payable checks prepared	4,600	4,600	4,600	4,600
Debt issues outstanding	2	2	3	3
Number of accounting funds	16	17	17	17

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

Program Budget

Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	371,077	389,052	447,913
CONTRACTUAL SERVICES	98,143	106,740	116,240
COMMODITIES	1,002	0	0
TOTAL EXPENDITURES	470,222	495,792	564,153

Personnel Schedule

Position	2018	2019	2020
FINANCE DIRECTOR	1.00	1.00	1.00
ASSISTANT FINANCE DIRECTOR	1.00	1.00	1.00
SENIOR ACCOUNTANT	0.00	0.50	0.50
ACCOUNTING CLERK	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.50	3.50

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

Account Number	Account Description	2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
	Personnel Services					
710.00	SALARIES	284,943	296,501	342,781	Supervisory	142,119
					Regular	187,933
					Overtime	100
					Treasurer	6,000
					Longevity pay	6,629
711.00	BENEFITS	86,134	92,551	105,132	FICA	26,221
					Workers' compensation	838
					Health insurance	31,900
					Life & Disability insurance	3,299
					Dental insurance	1,400
					Pension	41,474
	TOTALS	371,077	389,052	447,913		

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

Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	**Account Description**					
720.11	MISC. CONTRACTUAL	21,272	19,620	27,120	Banking services	12,000
					Section 125 plan admin.	6,000
					Wall Street Journal	450
					Sales tax reports from state	450
					Smart phone (1)	720
					Actuarial study of retiree health plan	7,500
720.16	AUDIT SERVICES	31,835	41,300	41,300	Annual audit	35,800
					Federal grants audit	4,500
					GFOA CAFR, PAFR and budget review	1,000
720.25	DATA PROCESSING	36,596	38,000	38,000	Financial software support	36,000
					Investment portfolio services	2,000
720.51	PROFESSIONAL DEVELOPMENT	8,440	7,720	9,720	See professional development request	9,720
720.80	VEHICLE REIMBURSEMENT	0	100	100	Mileage reimbursement	100
	TOTALS	98,143	106,740	116,240		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Finance**	**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 OF MO SEMINARS	Columbia, MO	400	Two one-day programs
GFOA REGIONAL SEMINARS	TBD	2,000	New employee training
GFOA-MO SPRING CONFERENCE	Osage Beach, MO	800	Annual conference (2)
GOV'T FINANCE OFFICERS ASSN (GFOA)		400	Membership dues (2)
GOV'T FINANCE OFFICERS ASSN (GFOA)	New Orleans, LA	3,000	Annual conference (2)
STAFF DEVELOPMENT	Various	400	Staff training
TYLER TECHNOLOGY CONFERENCE	Orlando, FL	2,000	Annual conference (1)
	TOTAL REQUEST	9,720	

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.

2020 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.
Acquire and implement digital aerial photography update.
Update Accela mapping.

2019 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	
Update city web-mapping site.	Goal met	
Expand testing of Accela mobile apps.	Goal met	

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Oracle database instances supported	3	3	4	4
GIS client based software installed	17	17	17	25
GIS web-mapping services supported	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

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Geographic Information Srvs**	**002**

Program Budget

Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	134,691	139,014	143,849
CONTRACTUAL SERVICES	81,269	28,000	50,500
COMMODITIES	2,642	8,000	6,000
TOTAL EXPENDITURES	218,602	175,014	200,349

Personnel Schedule

Position	2018	2019	2020
GIS COORDINATOR	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	1.00	1.00

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Geographic Information Srvs**	**002**

Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	102,386	105,541	109,151	Regular	107,380
					Longevity pay	1,771
711.00	BENEFITS	32,305	33,473	34,698	FICA	8,350
					Workers' compensation	268
					Health insurance	11,400
					Life & Disability insurance	1,073
					Dental insurance	400
					Pension	13,207
	TOTALS	134,691	139,014	143,849		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Geographic Information Srvs**	**002**

Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	55,000	0	20,000	St. Louis Area Imagery Project	20,000
720.25	DATA PROCESSING	26,094	27,500	29,500	GIS software support	28,000
					Crime report mapping service	1,500
720.51	PROFESSIONAL DEVELOPMENT	175	500	1,000	See professional development request	1,000
	TOTALS	81,269	28,000	50,500		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Geographic Information Srvs**	**002**

Professional Development Request			
Organization/Conference	**Location**	**Amount**	**Detail**
MIDAMERCIA GIS CONFERENCE	Omaha, Nebraska	1,000	Annual conference (1)
	TOTAL REQUEST	1,000	

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Geographic Information Srvs**	**002**

	Commodities	2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	2,642	8,000	6,000	Plotter supplies	6,000
	TOTALS	2,642	8,000	6,000		

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.

2020 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 2020.

2019 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	
Setup new Police Body/Car camera equipment by April 2019.	Goal met	
Implement new Financial Software by end of year 2019.	Withdrawn	

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Desktop computers maintained	162	162	162	162
Laptops maintained	94	94	94	94
Copy machines maintained	12	12	12	12
Printers maintained	95	95	92	92
Servers maintained	30	31	34	34
Cellular phones maintained	73	73	69	69

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

Program Budget

Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	437,702	451,374	469,400
CONTRACTUAL SERVICES	245,254	322,425	325,925
COMMODITIES	49,798	63,000	77,000
CAPITAL	28,047	32,000	81,000
TOTAL EXPENDITURES	760,801	868,799	953,325

Personnel Schedule

Position	2018	2019	2020
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

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Finance		30	Information Technology		003

Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	325,674	334,694	348,248	Regular	333,327
					Overtime	2,500
					On-call pay	4,000
					Longevity pay	8,421
711.00	BENEFITS	112,028	116,680	121,152	FICA	26,639
					Workers' compensation	847
					Health insurance	46,600
					Life & Disability insurance	3,331
					Dental insurance	1,600
					Pension	42,135
	TOTALS	437,702	451,374	469,400		

DEPARTMENT **Finance**		NUMBER **30**	PROGRAM **Information Technology**			NUMBER **003**
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	51,194	45,430	45,930	Fiber and cable internet service	23,000
					Verisign digital certificates	1,500
					Smart phones (4)	2,880
					Various internet subscriptions	800
					Offsite tape storage	5,750
					Messages & music on hold	500
					Phone programming changes	1,500
					Additional Accela programming	10,000
720.25	DATA PROCESSING	110,535	166,495	166,295	Permitting/Asset management annual service & support	66,000
					Cisco Maintenance	8,500
					Haines	1,600
					Adobe Licensing	5,000
					Oracle support	15,000
					Email archiving appliance	7,500
					Virus scanner support	8,500
					Programming software support	1,000
					Citrix perpetual licenses	2,500
					Security software support	4,000
					Imaging software	1,000
					Crystal Report server maintenance	6,500
					Threat gateway & web filtering	3,295
					Software/hardware management software	2,100
					Event logging software	11,000
					Evernote Business	2,000
					Inventory Application Software	6,300
					D2D Backup Server Licensing	2,000
					Various software purchases and updates	12,500
720.28	RENTAL - EQUIPMENT	16,846	18,000	18,000	Leased copiers (12)	18,000
720.30	UTILITIES SERVICES	22,694	18,000	23,000	Telephone service	23,000
720.51	PROFESSIONAL DEVELOPMENT	413	5,000	3,000	See professional development request	3,000

DEPARTMENT Finance	NUMBER 30	PROGRAM Information Technology		NUMBER 003

Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.61	M&R EQUIPMENT	43,572	69,500	69,500	Computer/printer/cell phone/audio visual repairs/security cameras	18,000
					Copy machines (13)	10,000
					Server hardware support	11,000
					Security system hardware support	5,000
					Mitel phone maintenance	20,000
					Postage equipment maintenance	2,500
					Cisco wireless maintenance	3,000
720.80	VEHICLE REIMBURSEMENT	0	0	200	Mileage reimbursement	200
	TOTALS	245,254	322,425	325,925		

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

Professional Development Request

Organization/Conference	Location	Amount	Detail
TYLER TECHNOLOGY CONFERENCE	Orlando, FL	2,000	Annual conference (1)
VARIOUS COMPUTER CLASSES/SEMINARS	Local	1,000	Staff training (4)
	TOTAL REQUEST	3,000	

DEPARTMENT		NUMBER	PROGRAM		NUMBER	
Finance		**30**	**Information Technology**		**003**	
Commodities		**2018 Budget (Actual)**	**2019 Budget (Amended)**	**2020 Budget (Proposed)**	**Detail**	
Account Number	**Account Description**					
730.20	OPERATIONAL SUPPLIES	49,798	63,000	77,000	Books and reference materials	1,000
					Technical training subscription	1,000
					Computer monitors (replacements)	8,000
					Computers (replacements)	30,000
					Network printers (replacements)	6,000
					Various networking tools	500
					APC backups (10)	1,500
					Laptop replacements (5 replacements)	5,000
					Higher end laptop replacement	3,000
					Hard drives	12,000
					Synology NAS Appliance (2)	9,000
	TOTALS	49,798	63,000	77,000		

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

Capital Request

Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
FILE SERVER REPLACEMENT	2	R	17,000	34,000	Replacement of Servers
PHONE SYSTEM UPGRADE	1	R	47,000	47,000	Upgrade hardware to move to current version of application software.
TOTAL REQUEST				81,000	

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Capital Projects**	**009**

Program Budget			
Object of Expenditure	**2018 Budget**	**2019 Budget**	**2020 Budget**
CAPITAL IMPROVEMENT PROJECTS	63,042	50,000	441,000
TOTAL EXPENDITURES	63,042	50,000	441,000

Annual Budget -2020

Capital Improvement Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Capital Projects**	**009**

Capital Improvement Project

Capital Project Number 102	**Name of Project** GOVERNMENT CENTER A/V UPGRADES

Description

This project involves the replacement of the existing screens and projects in the Municipal Courtroom, Council Chambers and the Council Conference Room. In addition a screen and projector system will be installed in the Dorsett Conference Room. The new systems will be compatible with the current computer operating systeems improving the ability to make presentation in each room.

Status of Project

Impact on Operating Budget

Positive

Performance Measures

Enhance the ability to project information in the various rooms in the Government Center.

Add projection capability in the Dorsett Conference Room.

Update the quipment to reduce time troubleshooting issues.

Project Budget				
	Estimated Total Project Cost	**Estimated Expenditures through 2019**	**2020 Budget**	**Future Costs**
Engineering	$0	$0	$0	$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	191,000	0	191,000	0
Equipment/Other	0	0	0	0
Total Cost	$191,000	$0	$191,000	$0

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	**30**	**Capital Projects**	**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 2020

Impact on Operating Budget

Positive

Performance Measures

Upgrade Financial sofware will be completed during 2020.

Project Budget				
	Estimated Total Project Cost	**Estimated Expenditures through 2019**	**2020 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

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