



City Manager's Report
August 28, 2018, City Council Meeting
Prepared by: Dave Warren, Director of Finance
Item #: 15.1

Subject: Acknowledge and file the Finance Department status update report for the quarter ended June 30, 2018.

Purpose:

Provide the City Council with a quarterly status update on the notable activities within the Finance Department.

Background:

At the City Council meeting held on September 26, 2017, Councilmember Acuna requested that each department provide a status update to the City Council on a quarterly basis. In accordance with Councilmember Acuna's request, we hereby submit the Finance Department status report for the quarter ended June 30, 2018.

The Finance Department provides services to both the Public and other City departments. Public services include the administration of accounts receivable, accounts payable, business license program, debt management, reception, and the utility billing functions. Internal services to other departments include the administration of budget development, capital asset management, cash management, US mail distribution, employee benefits, investments, financial analysis, payroll, and some risk management efforts.

Discussion:

Below is a summary of the notable activities that occurred within the Finance Department for the quarter ended June 30, 2018:

General Statistics

New Business License Applications Processed:	53
State Disability Access Fee Reports Prepared:	1
Daily Cash Receipts Deposited and Posted:	180
Accounts Receivable Invoices Issued:	550
Non-Sufficient Fund Checks Recovered:	5
Employee Payroll and Benefit Orientations:	4
Utility Bills Issued:	3,551

Liens Placed:	0
Liens Released:	0
Non-Paying Utility Accounts Discovered:	1
Active Engineering Time and Material Accounts:	45
Accounts Payable Checks Issued:	1,424
State Sales Tax Returns Prepared:	1
Payrolls Processed:	6
Personnel Action Forms Processed:	101
Payroll Checks and Direct Deposits Issued:	860
CalPERS Contribution Reports Prepared:	6
Federal Payroll Tax Returns Prepared:	1
State Payroll Tax Returns Prepared:	1
State Wage Reports Prepared:	1
City Council Staff Reports Prepared:	20

Department Highlights:

- Completed the monthly close procedures for April, May, and June 2018
- Continued to provide support to the Community Services Department for the successful conversion to the ActiveNet recreation software
- Reviewed and commented on 20 City Council staff reports for budget impacts
- Completed the Fiscal Year 2017/2017 Year-End and Single Audits and presented the audited financial Statements to the City Council
- Facilitated 3 Measures H/L Sales Tax Committee meetings
- Implemented the new water and wastewater rates
- Chaired 1 Executive Committee meeting and 2 Board of Directors meetings, for the Northern California City Self Insurance Fund (NCCSIF)
- Continued working with the City's Financial Advisor in developing refinancing scenarios for the 2006 Wastewater Revenue Bonds
- Assisted the Community Services Department with the preparation of the annual State Water Report
- Continued preparations for the decommissioning of the City's postage machine
- Facilitated 9 Budget Team meeting
- Co-facilitated 2 City Council Budget Workshops and 1 Open Hearing
- Prepared and published the Fiscal Year 2018/2019 Proposed Operating Budget and Capital Improvement Program Budget

Options:

1. Acknowledge and file the report.
2. Do nothing.

Cost:

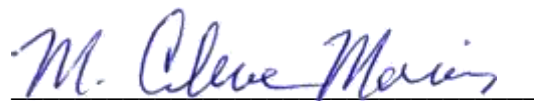
This is an informational item only, and there are no costs associated with the recommended action.

Budget Impact:

There is no budget impact associated with the recommended action.

Recommendation:

Acknowledge and file the Finance Department status update report for the quarter ended June 30, 2018.



M. Cleve Morris, City Manager



Dave Warren, Director of Finance