

FINANCIAL SERVICES



MISSION STATEMENT

The Financial Services Department is committed to quality and excellence, ensuring the financial integrity of the City and its related agencies while providing efficient, courteous service.

ABOUT FINANCIAL SERVICES

The Financial Services Department is responsible for providing quantitative financial information as well as qualitative fiscal management of City funds. This enables the City Council, City departments and agencies to make informed decisions on the allocation of available resources through the careful analysis of revenues and expenditures. The department also maintains a balanced City budget, and provides the City's financial condition and the results of its operations in the fiscal year-end Comprehensive Annual Financial Report (CAFR).

The department provides a wide range of services including budget, purchasing, accounts receivable and revenue collection, fixed asset management, payroll, accounts payable, accounting, deferred compensation administration, Public Employees' Retirement System (PERS) reporting, debt management and internal audit management.

OBJECTIVES

The Financial Services Department closely adheres to the City Council's adopted Financial Policies and administers the City's fiscal operations in conjunction with the City's Ten-Year Strategic Plan Goals. These include maintaining a balanced operating budget for all governmental funds, monitoring all proprietary funds to ensure that they remain self-supporting, maintaining appropriate reserves, and complying with all bond covenants. The City and its related agencies bonded indebtedness will continue to be monitored including debt service payments, bondholder relations, arbitrage coordination, continuing disclosure requirements and internal controls.

The Department will comply with the changes in reporting requirements and adhere to the principles of the Governmental Accounting Standards Board (GASB). Staff will provide ongoing training and support to City employees in the Oracle financials module and maintain a high level of customer service to other City departments, residents and businesses.

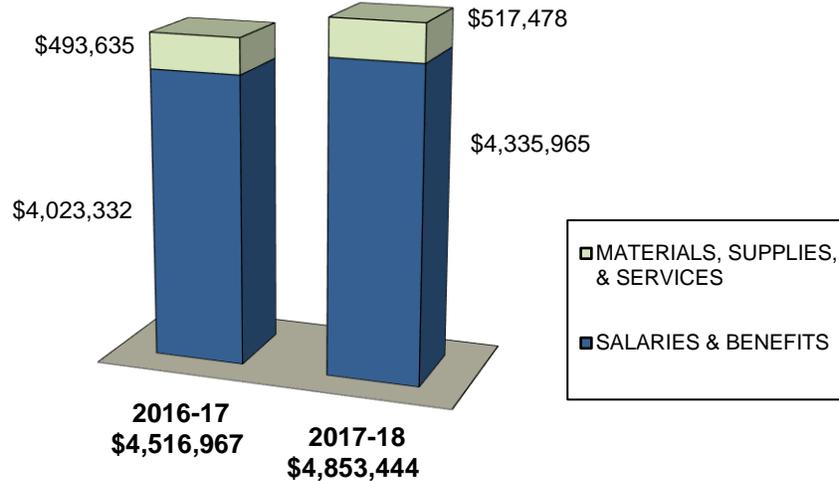
The Department will continue to produce an award winning Annual Budget, CAFR and Capital Improvement Program (CIP) Budget that is recognized by both the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).

DEPARTMENT SUMMARY

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	32.800	32.800	32.800	
Salaries & Benefits	\$ 4,044,142	\$ 4,023,332	\$ 4,335,965	\$ 312,633
Materials, Supplies & Services	525,863	493,635	517,478	23,843
TOTAL	\$ 4,570,005	\$ 4,516,967	\$ 4,853,444	\$ 336,477



DEPARTMENT SUMMARY



2016-17 WORK PROGRAM HIGHLIGHTS

- Adopted a balanced budget totaling approximately \$659 million.
- For the 25th year in a row, the City received the Government Finance Officers Association's (GFOA's) Distinguished Budget Presentation Award for FY 2016-17. This is the highest form of recognition in governmental budgeting.
- The City's FY 2016-17 Adopted Annual Budget and Capital Improvement Program (CIP) Budget received the Excellence in Operating Budget Award and Excellence in Capital Budget Award by the California Society of Municipal Finance Officers (CSMFO).
- For the 33rd consecutive year, the Comprehensive Annual Financial Report (CAFR) received the GFOA's annual national achievement award.
- Received the 2016 Achievement of Excellence in Procurement (AEP) award through the National Procurement Institute (NPI).
- Implemented OpenGov and went live on the City's website. OpenGov is a cloud-based financial data and analysis platform that allows local governments to share financial reports and analysis with the public and provides increased transparency for the Burbank community.
- Completed monthly spendable fund balance reports to evaluate fund performance. This includes evaluating fund performance based on cash flow, asset/liability valuations and reserves, and addressing legislative risks that may affect future revenues and increasing expenditures.
- Coordinated the audits for the Transient Occupancy Tax and Transient Parking Tax to ensure compliance with the City's code and ordinances.
- Completed a deposit and reimbursement engagement to track our current Citywide processes. This helps check deposits that need to be written off and follows up on our processes for reimbursements that are correctly recorded in the Oracle financial system.
- Worked with the Information Technology Department and the City Treasurer's Office to implement an electronic payment option for vendors through Accounts Payable.
- Updated the Administrative Procedures for Travel and Business Expense Reimbursements.
- Implemented Budget Monitoring screens in the Hyperion budgeting system. This will enable users to view adopted versus actual budgets in revenues, expenditures and projects.
- Completed the Administrative Procedures and training for debt write-off and collection referral.
- Completed the citywide fee study and cost of service analysis and incorporated approved changes within the citywide fee schedule.
- Issued all contracts and installed new Multi Function Printer (MFP) equipment for all City Departments.
- Completed solicitations and issued thirteen multi-year Alliance Agreements to support the BWP Warehouse.
- Created a new on-line Bid Schedule report for departments to utilize to plan and track the progress of construction projects.
- Completed the procurement effort and issued joint contracts for Unleaded and Diesel Fuel for the cities of Glendale and Burbank.
- Completed the procurement effort and issued contracts to support the Magnolia Power Plant (MPP) planned outage/shutdown.
- Updated the Administrative Procedure for Grants Administration.



2017-18 WORK PROGRAM GOALS

- Submit an award winning Comprehensive Annual Financial Report (CAFR), Budget and CIP.
- Earn the 2017 Achievement of Excellence in Procurement (AEP) award through the National Procurement Institute (NPI).
- Maintain a balanced City budget and update the five-year financial forecast to address any future projected budget shortfalls and forecast within + or - 3% of actual results.
- Monitor CalPERS pension costs and incorporate the fiscal impact into the Budget and the five-year financial forecast.
- Update and monitor spendable fund balance reports for City funds on an ongoing basis.
- Coordinate Transient Occupancy Tax and Transient Parking Tax audits and other special audits.
- Monitor any newly issued Governmental Accounting Standards Board (GASB) pronouncements. Following GASB helps assure the public and the financial community that the City's finances are being handled competently.
- Monitor appropriate accounting policies and procedures for the former Redevelopment Agency and its Successor Agency and determine its fiscal impact to the five-year financial forecast.
- Meet all required reporting for State, Federal and other governmental agencies and submit the annual State Controller's Report.
- Cross-train accounting staff on the Comprehensive Annual Financial Report (CAFR), General Fund, General Capital Projects fund, State Controller's Report, Fixed Asset module and Projects module.
- Create an Administrative Procedure on the receipt and reimbursement of deposit accounts.
- Create an Administrative Procedure for user access and internal controls of the Oracle Financial System.
- Create an Administrative Procedure for City Payroll policies.
- Implement Oracle Payroll and Time Entry system changes as required from the Flores vs. San Gabriel case.
- Provide training to City employees on the new Travel and Expense Administrative Procedures.
- Update Administrative Procedures for Use of Personal Vehicles for City Business.
- Continue process improvements within the Oracle Hyperion Public Sector Planning and Budgeting module by creating additional reports to enhance the budget book, streamlining the capital budgeting process and automating the General Fund forecasting process.
- Explore the feasibility of incorporating the Proposed Budget in OpenGov for better community engagement and transparency.
- Create a training manual for the Oracle Advanced Collections module.
- Implement the Citywide fee study and cost of service analysis by incorporating approved changes within the Citywide fee schedule.
- Update the Administrative Procedures for Purchasing and the Disposition of Personal Surplus Property.
- Update the City Purchasing Code and obtain City Council approval.
- Evaluate legal and functional feasibility of receiving all Bid Schedules electronically.
- Implement new on-line Bid Schedule report for departments to utilize to plan and track the progress of construction projects.

Accounting/Administration Division

001.FN01A



The Accounting/Administration Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This division is responsible for the development of long range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/PERS reporting, accounts payable, accounting and financial reporting, as well as managing of internal audits are handled in this division.

OBJECTIVES

- Complete month-end closings of all Oracle financial modules in a timely manner.
- Issue the June 30, 2017 Comprehensive Annual Financial Report (CAFR) that meets the GFOA award program guidelines for excellence in financial reporting.
- Coordinate the annual financial audit with outside auditors.
- Provide initial and ongoing training for all Oracle Financial users.
- Complete State Controller's Reports, Street Reports, and Comprehensive Annual Financial Reports (CAFR's) within applicable deadlines.
- Work with Information Technology to implement on-going enhancements for the Enterprise Resource Planning (ERP) system.
- Work with other departments to update and maintain a five-year cash flow analysis for Refuse, Sewer, Gas Tax, Parking Authority, Transportation funds, Housing funds, and Internal Service funds.
- Issue all employee and vendor tax statements accurately and within applicable deadlines.
- Perform system requirements documentation with the Information Technology Department.
- Facilitate debt administration for all bond issues.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Coordinate the City's Internal Audit Program.
- Update monthly spendable reports of most funds.
- Ensure all employee and vendor payments are processed on time and in compliance of City, State and Federal requirements.
- Ensure all biweekly, quarterly and annual tax remittances and report filings are completed accurately and on time.

CHANGES FROM PRIOR YEAR

Funds in the amount of \$3,000 are budgeted for reporting requirements under GASB 75, which requires cities to report any net pension or net OPEB liability in Government-wide statements. Additional funds of \$3,335 have been allocated for a contractual increase for external audit services as required by GASB and provides a single audit for the City's financial statements and grants.

Accounting/Administration Division

001.FN01A



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	17,800	17,800	17,800	
60001.0000 Salaries & Wages	\$ 1,547,894	\$ 1,538,575	\$ 1,663,541	\$ 124,966
60006.0000 Overtime - Non-Safety	764	5,000	5,000	
60012.0000 Fringe Benefits	331,427	281,350	305,534	24,184
60012.1008 Fringe Benefits:Retiree Benefits	461	13,457	11,107	(2,350)
60012.1509 Fringe Benefits:Employer Paid PERS	319,484	332,477	140,869	(191,608)
60012.1528 Fringe Benefits:Workers Comp	20,095	29,554	23,447	(6,106)
60012.1531 Fringe Benefits:PERS UAL			237,719	237,719
60015.0000 Wellness Program Reimbursement	225			
60022.0000 Car Allowance	4,523	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety		22,298	24,121	1,823
60031.0000 Payroll Adjustments	4,535			
Salaries & Benefits	2,229,406	2,227,197	2,415,826	188,629
62085.0000 Other Professional Services	\$ 240,538	\$ 198,332	\$ 180,531	\$ (17,801)
62170.1001 Contractual Services:Temp Staffing	2,856			
62300.0000 Special Dept Supplies	4,979	6,200	6,200	
62310.0000 Office Supplies, Postage & Printing	9,756	9,624	9,624	
62420.0000 Books & Periodicals	501	500	500	
62440.0000 Office Equip Maint & Repair	719	200	200	
62455.0000 Equipment Rental	12,977	12,000	12,000	
62470.0000 Fund 533 Office Equip Rental Rate	634	634	634	
62485.0000 Fund 535 Communications Rental Rate	16,907	17,330	17,276	(54)
62496.0000 Fund 537 Computer System Rental	54,204	54,829	51,707	(3,122)
62700.0000 Memberships & Dues	1,784	1,369	1,369	
62710.0000 Travel	8,586	6,495	6,495	
62755.0000 Training	4,619	5,741	5,741	
62895.0000 Miscellaneous Expenses	2,022	1,625	1,625	
Materials, Supplies & Services	361,083	314,879	293,902	(20,977)
Total Expenses	\$ 2,590,489	\$ 2,542,076	\$ 2,709,728	\$ 167,651

Budget/Purchasing/Revenue Division

001.FN02A



This Division is made up of three sections. The Budget Section's main function includes the preparation, development and publication of the Annual Adopted Budget and the Capital Improvement Program (CIP) budgets. The Budget staff works with all City departments in obtaining revenue estimates, analyzing expenditures and assisting on budget amendments during the fiscal year. The Budget Section submits a Proposed Budget document to Council for review prior to adoption. This section also provides reports regarding the financial status of the City during the fiscal year.

Purchasing provides centralized control over the issuance of purchase orders and contracts with respect to the procurement of goods and services, and provides administrative management of the City's procurement card program.

The Revenue Section is responsible for managing the revenue operations of the City by monitoring the City's major revenues, such as Sales Tax and Property Tax. It is also responsible for the City's billed receivables, including the collection of citywide delinquent accounts. This section also handles grants management and revenue forecasting.

OBJECTIVES

- Prepare, publish and maintain a balanced Annual Operating and CIP Budget.
- Anticipate potential economic impacts from changing conditions, State budget impacts to Burbank, State and Federal legislation to the City, and recommend and/or take measures to mitigate or minimize those impacts.
- Coordinate the annual cost allocation plan.
- Prepare the annual update of the Burbank Fee Schedule.
- Provide ongoing training to all departments on the Oracle Purchasing and Accounts Receivable modules.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Support Citywide purchasing needs by assisting departments in preparing bid specifications and requests for proposals as well as negotiating contract terms.
- Provide the City Manager and City Council ongoing status reports on the City's financial condition.
- Administer the City's billed receivables and maintain the collection of delinquent accounts for all departments.
- Provide departments with analytical support for special studies such as revenue analysis for proposed new fees and funding sources.
- Facilitate the budget process using the Oracle Hyperion Public Sector Planning and Budgeting module.

CHANGES FROM PRIOR YEAR

Funds in the amount of \$1,500 are budgeted to cover a contractual increase in professional service fees related to sales tax management, audits and revenue recovery.

Budget/Purchasing/Revenue Division

001.FN02A



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PREVIOUS YEAR
Staff Years	15,000	15,000	15,000	
60001.0000 Salaries & Wages	\$ 1,274,181	\$ 1,241,662	\$ 1,316,189	\$ 74,527
60006.0000 Overtime - Non-Safety		500	500	
60012.0000 Fringe Benefits	267,717	234,791	253,477	18,687
60012.1008 Fringe Benefits:Retiree Benefits	369	11,340	9,360	(1,980)
60012.1509 Fringe Benefits:Employer Paid PERS	257,016	268,447	111,455	(156,992)
60012.1528 Fringe Benefits:Workers Comp	13,580	21,391	17,997	(3,393)
60012.1531 Fringe Benefits:PERS UAL			192,076	192,076
60027.0000 Payroll Taxes Non-Safety		18,004	19,085	1,081
60031.0000 Payroll Adjustments	1,873			
Salaries & Benefits	1,814,735	1,796,134	1,920,139	124,005
62085.0000 Other Professional Services	\$ 86,697	\$ 103,198	\$ 99,834	\$ (3,364)
62170.1001 Contractual Services:Temp Staffing	5,008			
62220.0000 Insurance	9,263	6,284	45,695	39,411
62300.0000 Special Dept Supplies	5,775	4,578	4,578	
62310.0000 Office Supplies, Postage & Printing	6,298	6,350	6,350	
62420.0000 Books & Periodicals		100	100	
62440.0000 Office Equip Maint & Repair	709	200	200	
62455.0000 Equipment Rental	5,580	10,525	10,525	
62470.0000 Fund 533 Office Equip Rental Rate	647	647	647	
62485.0000 Fund 535 Communications Rental	5,027	5,152	5,136	(16)
62496.0000 Fund 537 Computer System Rental	28,648	28,891	37,681	8,790
62700.0000 Memberships & Dues	1,410	1,745	1,745	
62710.0000 Travel	5,465	4,956	4,956	
62755.0000 Training	3,075	5,280	5,280	
62895.0000 Miscellaneous Expenses	1,180	850	850	
Materials, Supplies & Services	164,781	178,756	223,577	44,821
Total Expenses	\$ 1,979,516	\$ 1,974,890	\$ 2,143,716	\$ 168,825

FINANCIAL SERVICES

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PREVIOUS YEAR
ACCOUNT CLK	4.800	4.800	4.800	
ACCOUNTANT	3.000	3.000	3.000	
ACCTG&AUDIT MGR	1.000	1.000	1.000	
ADM ANALYST I (Z)	1.000	1.000	1.000	
ADM ANALYST II (M)	2.000	2.000	2.000	
BUDGET MGR	1.000	1.000	1.000	
BUYER I	2.000	2.000	2.000	
BUYER II	1.000	1.000	1.000	
DEP FINANCIAL SRVS DIR	2.000	2.000	2.000	
EXEC AST	1.000	1.000	1.000	
FINANCIAL SRVS DIR	1.000	1.000	1.000	
FINANCIAL SYS MGR	1.000	1.000	1.000	
GRANTS&REVENUE MGR	1.000	1.000	1.000	
INTERMEDIATE CLK	2.000	2.000	2.000	
PAYROLL TECH II	1.000	1.000	1.000	
PRIN ACCOUNTANT	1.000	1.000	1.000	
PURCHASING MGR	1.000	1.000	1.000	
SR ACCOUNTANT	1.000	1.000	1.000	
SR ADM ANALYST (M)	1.000	1.000	1.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
SR CLK	1.000	1.000	1.000	
SR COLLECTIONS SPECIALIST	1.000	1.000	1.000	
SUPVG ACCOUNT CLK	1.000	1.000	1.000	
TOTAL STAFF YEARS	32.800	32.800	32.800	