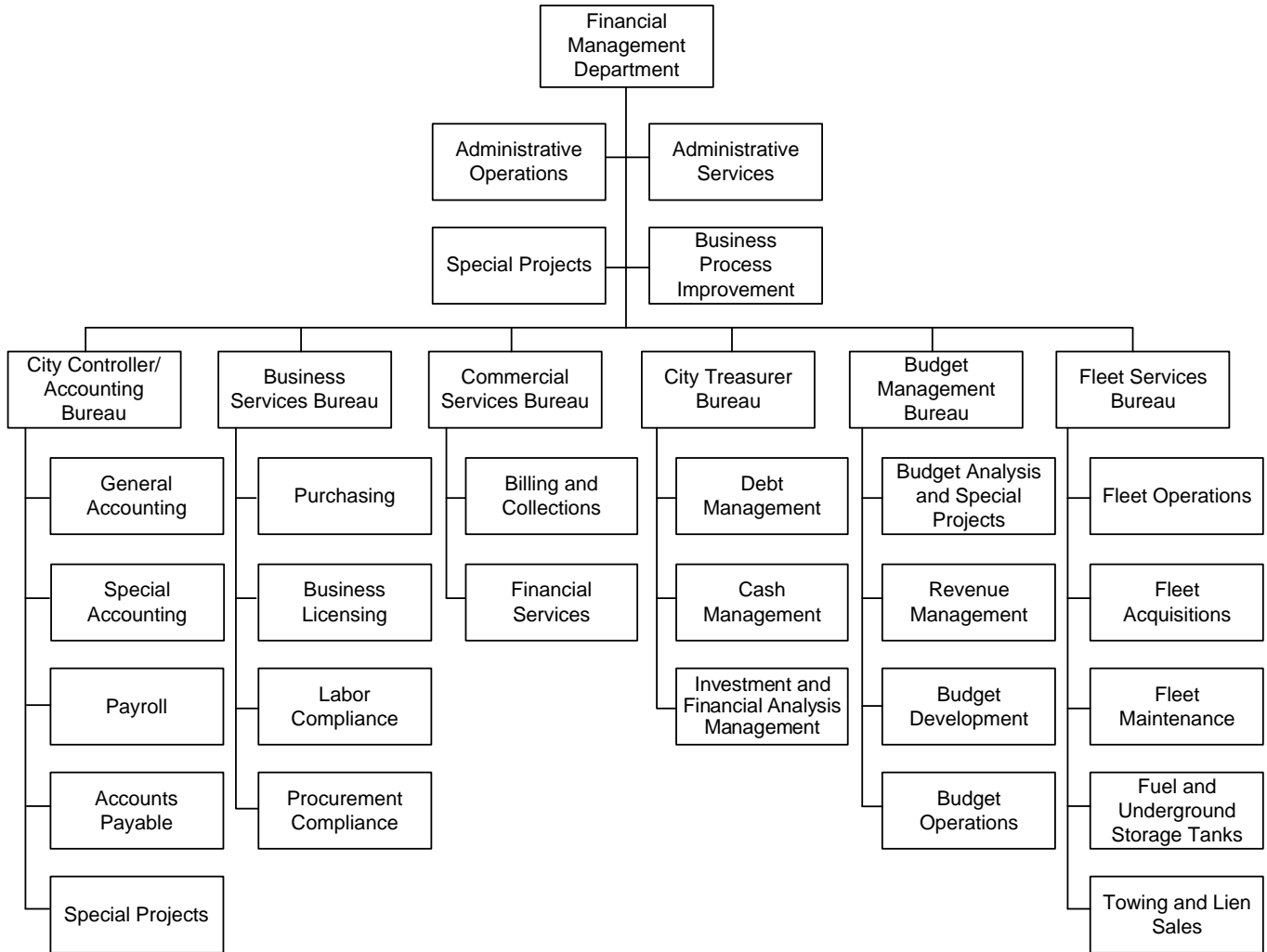


Financial Management



Kevin Riper, Director of Financial Management

Sandy Tsang-Palmer, Deputy Finance Director

Ruby Carrillo-Quincey, City Controller

Tara Mortensen, Manager, Business Services Bureau

Amanda Hall, Manager, Commercial Services Bureau

Hank Kim, City Treasurer

Grace H. Yoon, Manager, Budget Management Bureau

Dan Berlenbach, Manager, Fleet Services Bureau

Department Overview

Mission:

To help maintain a financially strong City and to provide state-of-the-art fleet and towing systems, and excellent service to external and internal customers, city management, and elected officials.

Core Services:

- Accounting, Financial Reporting, Grants and Controls
 - Accounting, financial reporting, and grants oversight
 - Payroll management
 - Accounts payable
 - Financial controls
- Financial and Budget Planning and Management
 - CFO functions and administrative support
 - Budget development and management
 - Financial analysis and strategy
- Billing and Collections
 - Billing and collections services
- Cash and Debt Management
 - Central cashiering
 - Debt management
 - Cash and investment management
- Procurement Management
 - Procurement services
 - Labor compliance
 - Recovery and equity in contracting
- Business Licensing Management
 - Business licensing and tax collection
 - Cannabis licensing and enforcement
- Fleet Management
 - Fleet operations and acquisitions
 - Towing and lien sales

FY 23 Focus:

For FY 23, the Financial Management Department's primary focus will be:

1. Development and implementation of a budget process for FY 24 that addresses a potential projected General Fund shortfall.
2. Overall coordination and oversight of the financial accounting, procurement, and budgeting needs related to the Long Beach Recovery Act implementation funded by the American Rescue Plan Act and other federal and state funds.
3. Design, configuration and implementation of Phase II (HR/Payroll/Budget) of the LB COAST ERP system replacement project.
4. Optimization of Munis Phase I, the new financial ERP system, which went live in April 2019. Emphasis continues on developing better reporting, adjusting accounting procedures, and ensuring compliance with business processes.
5. Assisting with COVID-19 pandemic efforts, economic recovery, and associated grants.
6. Through the Recovery and Equity in Contracting Division, facilitating the large influx of procurements associated with the Long Beach Recovery Act.

Department Overview

7. Providing increased citywide training to ensure procurement and compliance functions are equitable, transparent, competitive, and fair.
8. Roll-out of a comprehensive training program to support department level financial staff and strengthen citywide fiscal management.
9. Developing potential solutions to the City's financial needs, both immediate and long-term, and looking for cost savings and efficiencies.
10. Maintaining one of the nation's best fleet maintenance and acquisitions programs, with increased emphasis on electric vehicles and charging infrastructure due to pending legislation and policy changes.
11. Implementation of a comprehensive Towing software and operations management platform.

Department Performance Measures

Key Measures	FY 21 Actual	FY 22 Target	FY 22 Estimate	FY 23 Projection
Fleet Services – Percentage of preventive maintenance services for City vehicles completed on-time	90.2%	91%	91%	91%
Fleet Services – Average response time for light duty vehicle tows	18.5 minutes	20 minutes	20 minutes	20 minutes
Fleet Services – Percentage of alternative fueled vehicles in the Fleet	48.4%	48%	54.4%	55%

The Fleet Services Bureau strives to perform services consistent with industry standards and best practices. On-time Preventive Maintenance, which is vital to keep the City’s fleet safe and economical to operate, continues to be a priority focus despite challenges filling staff vacancies. Percentages continue to trend upward, driven by interdepartmental cooperation and Fleet’s efforts to maximize efficiency. Average towing response time tracks staff’s service in support of towing requests. Finally, as part of the City’s effort to improve air quality and reduce emissions, older vehicles are replaced with cleaner, alternative fuel units whenever feasible. As new alternative fuel vehicles are available on the market, the percentage in the fleet is projected to keep rising.

Key Measure	FY 21 Actual	FY 22 Target	FY 22 Estimate	FY 23 Projection
Commercial Services – Percentage of ambulance fees collected within the first eighteen months	59%	59%	59%	59%

In FY 21, the Commercial Services Bureau collected an average of 59 percent of Advanced Life Support (ALS), Basic Life Support (BLS) ambulance transport fees, and non-transport fees within the first eighteen months from dates of service in early 2019 and early 2020. Collection rates for ambulance bills are relatively low throughout the industry; however, the rate has improved since collections were brought in-house. While most of the revenue is collected within the first eighteen months after the date of ambulance service, unpaid accounts continue to be pursued for up to three years and as many as 10 years with a court judgment. The City’s final collection rate continues to be a focus.

FY 22 Accomplishments

Administrative Services / Business Process Improvement

- Regularly improved the quality and caliber of monthly Financial Services Officer (FSO) Meetings based on FSO feedback. Meetings now include a review of time sensitive information, a strategic look ahead at the major financial activities happening over the following three months, and mini trainings and presentations to explore financial concepts at a more in-depth level.
- Established a resource guide for department use outlining the major roles and responsibilities expected of FSOs and Departments related to managing City finances, to be used as a tool by departments to understand the scope of financial operations and assist with succession planning and job description development.
- Established an FSO Focus Group to review and provide feedback on all FM-related policy and process changes.
- Implemented on-going feedback loops to increase central and department communications through the use of a new Teams channel, weekly FM Office Hours, FSO meeting surveys, and a comprehensive annual survey assessing training, communications, and resource/support needs by department financial staff.

City Controller / Accounting Bureau

- Completed the FY 21 Annual Comprehensive Financial Report (ACFR) with a clean opinion.
- For the 14th consecutive year, received the Government Finance Officers' Association's Certificate of Achievement for Excellence in Financial Reporting for the City's FY 20 Annual Comprehensive Financial Report (ACFR).
- Managed the EOC-Finance section that included interpretation of new and updated Federal Emergency Management Agency (FEMA) policies, preparation and submission of grant applications and required FEMA forms, determination of eligible costs, and preparation of reimbursement claims and supporting documentation of costs.
- Led the Finance Team that interpreted the American Rescue Plan Act (ARPA) regulations and requirements, completed required federal reporting and documentation, and provided guidance and training to Departments in designing programs to ensure compliance with City and federal policies.

Business Services Bureau

- Continued to support EOC operations in response to the COVID-19 pandemic, developing structured PPE and supply ordering and fulfillment processes while adhering to sound procurement practices in the face of the emergency.
- Created a new and dedicated Recovery and Equity in Contracting Division to oversee equitable procurement for Long Beach Recovery Act programs and ensure compliance with cost recovery.
- Continued efforts to recover Citywide costs due to the City's COVID-19 pandemic mitigation and response efforts from FEMA.
- In partnership with two embedded, full-time fellows from the Harvard Kennedy School's Government Performance Lab, continued the redesign of procurement processes in the City, including redesigning and implementing more approachable bid/RFP templates, launching new Citywide trainings, and enhancing processes and procedures as part of the Extreme Procurement Makeover. The work undertaken in FY 22 will support future changes for more inclusive and equitable contracting Citywide.
- Launched a new procurement bidding platform, Long Beach Buys, that is more user friendly for the vendor community, more efficient for City staff, and better suited to report on metrics. Long Beach Buys will also better enable City staff to manage the RFP process and engage in active contract management.
- Continued Procurement University, a strategic Citywide training program on policies and practices to ensure equitable, transparent, competitive, fair, and open procurement opportunities.
- Processed 2,795 business license applications, 13 entertainment permits, 663 one-time permits, and 291 alarm permits.

FY 22 Accomplishments

- Processed 73 medical and adult-use cannabis business license applications, which include 11 manufacturing licenses, 24 distribution licenses, 7 laboratory testing licenses, 10 dispensary licenses and 16 cultivation licenses. Of the applications processed, a total of 7 were from equity applicants.
- In FY 21, the Labor Compliance Division monitored prevailing wages for 551,047 worker hours over 114 projects. This includes 266,237 skilled (journeyman) and 284,810 unskilled (apprentice) hours. As of May 2022, the FY 22 total hours monitored were 342,008 across 73 projects, an increase of nearly 5,500 hours compared to the same time last year.
- The Labor Compliance division underwent a complete program review to identify best practices and areas of improvement. This will pave the way for the creation of Labor Compliance policies in FY 23.

Commercial Services Bureau

- Continued the Parking Citations Scofflaw Program to assist those with multiple unpaid parking citations. The Program has established 1,100 payment plans and generated \$816,104.
- Expanded the COVID-19 Relief Payment Plan Program, providing eligible Long Beach businesses and residents adversely impacted by the COVID-19 pandemic the opportunity to pay interest-free and penalty-free payments for up to 18 months for parking citations and most business-related and general fees. The Program has established 1,359 payment plans and generated \$960,720.

City Treasurer Bureau

- In early May 2022, refunded at lower interest rates \$41.5 million of 2012 lease revenue bonds backed by the General Fund and the Fleet Fund, resulting in \$3.1 million of cumulative debt service savings over the next 10 years, or \$2.7 million on a net present value basis.
- In late May 2022, refunded at lower interest rates \$92.5 million of 2009 and 2010 airport revenue bonds, resulting in \$18.6 million of cumulative debt service savings over the next 18 years, or \$9.5 million on a net present value basis.
- Issued three capital lease financings totaled \$15,278,000 to fund equipment, and pending capital lease financing of \$3,259,651 for refuse trucks.
- Conducted 2 TEFRA hearings to facilitate the financing of 296 affordable housing units and 194 multifamily rental housing units.

Budget Management Bureau

- Facilitated development of the Adopted FY 22 Budget that was able to avoid service reductions to the community by strategically utilizing funds made available through the Long Beach Recovery Act.
- Conducted special analysis on various citywide issues and priorities such as the financial implications of Measure M litigation and analysis of key funds such as Measure A, Tidelands Operating, and Special Advertising and Promotions and the impacts of the pandemic on the budget.
- Developed strategies to address potential revenue loss from Measure M litigation to allow for the FY 22 budget balancing approach to continue as planned.
- Provided financial analysis and support for the Budget Oversight, Economic Development and Finance, and Transaction & Use Tax Citizens' Advisory Committees.
- Supported funding plans, administration, and implementation of the Long Beach Recovery Act.
- Continued efforts towards revenue maximization with the continuation of the Citywide Fee Study.
- Conducted an earlier, more robust community engagement process for FY 23 budget development. City staff conducted community engagement activities in January 2022, prior to development of budget proposals, including two virtual community meetings and the FY 23 Budget Priority Survey.

Fleet Services Bureau

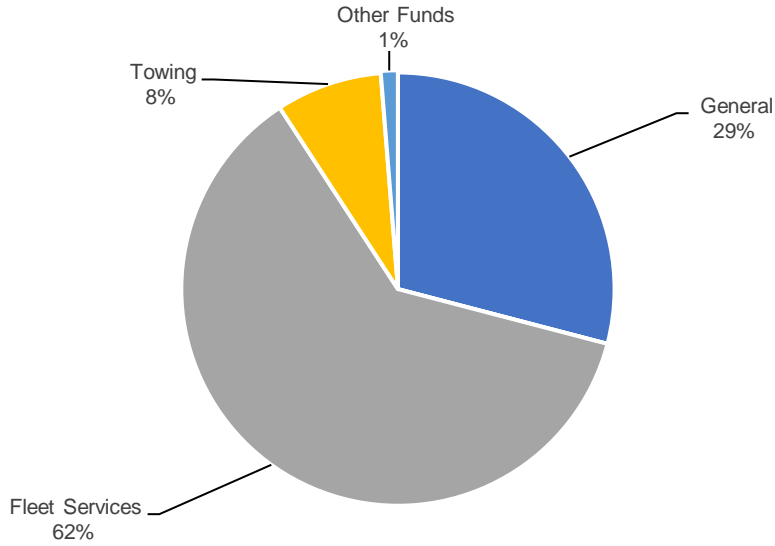
- Named #7 Government Fleet in the nation in 2022 by Government Fleet magazine, making the City of Long Beach a Top 10 Fleet in the Nationwide Leading Fleet competition for the 7th year running.
- Ranked 2021 #9 Green Fleet in the U.S. by the National Association of Fleet Administrators (NAFA).
- Maintained certifications as a certified warranty repair center for Ford, General Motors, Elgin, Freightliner, Crane Carrier and Autocar, saving internal customers over \$200,000.

FY 22 Accomplishments

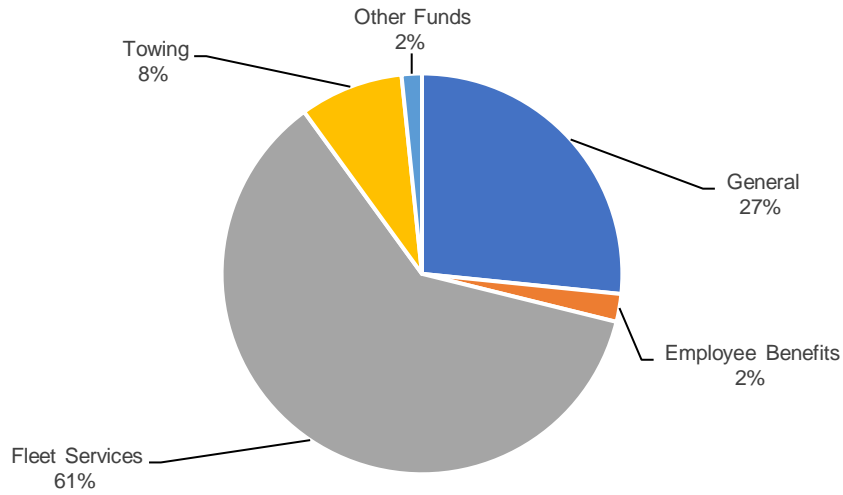
- Achieved over 90 percent on-time preventive maintenance on all City vehicles and equipment.
- Sustained operations at exceptional levels during the COVID-19 pandemic as front-line workers quickly adapted to maintain the City fleet while ensuring personal and operational safety.
- Projected to place close to 200 new vehicles into service including 37 CNG, 27 hybrids, 47 plug-in hybrid vehicles.
- Collaborated to install a cumulative 97 EV charging ports at City facilities. It is anticipated that 206 additional EV ports will be installed by the end of 2022, increasing our EV infrastructure to 303 ports.
- Successfully applied for EV infrastructure grants and incentive programs with Southern California Edison, California Energy Commission, CalStart, and California Air Resources Board AB32 for supporting EV infrastructure projects at 24 sites 11 of these located in a disadvantaged community.
- Successfully applied with the California Energy Commission for multiple HVIP incentives for the purchase of heavy duty electric vehicles.
- Placed 24 Hybrid Interceptors in service in 2022, the transition to which will enable fuel savings of 41% in the large Police pursuit fleet.
- Placed 11 new plug-in hybrid Ford Escapes in service, adding to the fleet of 46, bringing the City's percentage of Alternative Fuel vehicles over 55%.
- Continued upgrade of refuse, street sweeping, and towing operations vehicles to cleaner burning renewable CNG-powered vehicles including two flat-bed trucks, eight dump trucks and nine refuse trucks, reducing fuel costs and the City's carbon footprint.
- Successfully coordinated multiple demonstrations of heavy-duty battery electric vehicles (BEVs).
- Successfully administered the new Accident Damage Claim and Recovery program, yielding over \$65,000 in funds recovered, passed on to City departments as savings.
- Completed construction on the long-awaited underground storage tank (UST) replacement project at Water Department Maintenance Yard which replaces the fuel station USTs with safer and more reliable aboveground storage tanks. This \$1.2 million project was completed on April 22, 2022.
- Developed scope to advertise a multi-fuel station Request for Proposal (RFP) to replace the underground storage tank systems at Fire Station 13, 14 and 16; RFP to be released 4Q FY22.
- Continued to support groundwater contamination case for former City property 1669 W. Anaheim St.
- Continued to emphasize use of renewable fuels, projected to make up 54 percent of the City's overall fuel usage in 2022.
- Maintained average towing response times below 20 minutes in FY 22.
- Initiated towing software replacement project – new software will enable customer-facing service and greatly enhance reliability and efficiency.
- Safely and successfully resumed public auctions of impounded vehicles while adhering to City and State public health safety guidelines during the COVID-19 pandemic.

FY 23 Budget

FY 23 Revenues by Fund Group



FY 23 Expenditures by Fund Group



Fund Impact

Fund Group	Revenues	Expenditures	Fund Impact
General	26,622,672	21,722,712	4,899,960
Employee Benefits	-	1,835,613	(1,835,613)
Fleet Services	56,541,275	49,915,734	6,625,541
Towing	7,256,458	6,834,399	422,059
Other Funds	1,162,084	1,336,868	(174,784)
Total	91,582,489	81,645,326	9,937,163

Summary of Changes*

GENERAL FUND GROUP	Impact	Positions
Increase budget by \$346,428 for the Treasury Bureau's banking fees paid for transaction-based services provided by the City's bank, fully offset by budgeted revenue increase for higher interest earnings.	-	-
Add a Special Projects Officer in the Business Services Bureau for procurement compliance monitoring to increase controls and efficiencies for all procurements.	179,172	1.00
Add a Buyer I in the Business Services Bureau to support improvements in the Request for Proposals (RFP) selection and evaluation process. This position will increase internal controls, increase compliance with regulations, and increase operational efficiency.	111,212	1.00
Upgrade an Administrative Analyst II to an Administrative Analyst III and upgrade a Customer Service Representative II to a Customer Service Representative III in the Commercial Services Bureau to address operational needs. The net cost increase of \$16,882 will be offset by a reduction in materials and supplies.	-	-
Reclassify the Senior Buyer classification to a Buyer III (new classification) in the Business Services Bureau for recruitment efficiencies. The reclassification will result in no change to the salary range.	-	-
Add structural funds of \$1,100,000 with a one-time negative** placeholder of \$200,000 for a net impact of \$900,000 to enforce the Healthcare Workers Minimum Wage Ordinance approved by City Council in FY 22. This funding would include materials budget and staffing support for four positions as follows: Administrative Analyst III, Administrative Analyst II, Clerk Typist III, and a Minimum Wage Investigator/Inspector (which will require the creation of a new job classification, similar to Business License Inspector). The full cost of these positions and material support total \$1.1 million but temporary savings of \$200,000 has been included to account for an onboarding-transition period. (Adopted Budget Change)	900,000	4.00

FLEET SERVICES FUND GROUP	Impact	Positions
Convert a vacant Maintenance Assistant II to a Mechanical Equipment Stock Clerk I in the Fleet Maintenance Division to align with operational needs that are shifting from LNG fueling to a greater focus on access control, stock room operations, and parks delivery efficiency.	(5,375)	-
Add 0.5 FTE Administrative Intern - Non-Career in the Fleet Acquisitions Division to support increased workload associated with increased efforts for a sustainable fleet.	19,309	0.50

Summary of Changes*

FLEET SERVICES FUND GROUP (CONTINUED).	Impact	
Convert a Garage Service Attendant I to a Maintenance Planner in the Fleet Maintenance Division to meet changing operational needs focused on procurement bid spec development and body shop contract management.	15,287	-
Add an Equipment Mechanic I to the Fleet Maintenance Division, Heavy Line to support the Refuse Commercial Organics Program in the Public Works Environmental Services Bureau.	101,105	1.00
Create a new Equipment Mechanic Intern classification and add 1.0 FTE in the Fleet Maintenance Division to support recruitment, training, and retention of qualified equipment technicians. This position will support two interns supported by local trade schools.	51,537	1.00
One-time funding of \$294,491 for the purchase of 15 medium and heavy-duty City Fleet vehicles required for eligibility in electric charging capital infrastructure projects, offset by a transfer of AB 32 Cap and Trade proceeds from the Gas Fund Group.	-	-

TOWING FUND GROUP	Impact	Positions
Increasing budgeted revenues from FY 23 towing fee increases to address structural imbalances in the Towing Fund Group.	(410,476)	-
Reduce budget for the annual transfer to the General Fund Group from \$1,000,000 to \$750,000. The decreased transfer will allow the Towing Fund Group to provide support for direct Homelessness Waivers and other unreimbursed costs benefiting persons experiencing homelessness.	(250,000)	-

Positions *For ease of review, reallocation of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

**A referendum petition to overturn the Healthcare Worker Minimum Wage ordinance was filed with the City on September 21, 2022. Pursuant to state law, upon submittal of a referendum petition to the City, the Healthcare Worker Minimum Wage Ordinance was automatically suspended and will not go into effect pending review. Once appropriate steps have been taken to verify the referendum petition, the City Council will make a decision at a future date to either submit the ordinance to the Long Beach voters, or to repeal the ordinance. In the meantime, the \$0.9 million General Fund appropriation for enforcement of the ordinance will remain unspent.

Administration

Key Services:

1. CFO Functions

- Financial planning, financial strategies and solutions

2. Department Administrative and Financial Services

- Compensation/benefit management
- Disability/leave coordination
- Performance and conduct management
- Workplace investigations
- Development of job descriptions
- Position control and reporting
- Recruitment and selection support
- Worker's Compensation management
- Safety compliance and inspections
- Quality control oversight of department documents and Council letters
- Response and coordination of Public Records Act and subpoena requests

- Coordination of accounting and procurement activities
- Budget development and management
 - Resource analysis
 - Budget proposal development
 - Monitoring of actual expense/revenue

3. Business Process Improvement

- Implement business process solutions to support increased coordination between FM and Departments
 - Coordinate recurring information sharing meetings and platforms
 - Prepare training documents and resources
 - Update protocols, policies, and procedures

Administration	Actuals FY 21	Adjusted* FY 22	Adopted** FY 23
Revenues	42,847	-	-
Expenditures	2,113,557	293,253	399,088
Budgeted FTEs	11.50	11.50	11.50

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

*Adjusted Budget as of April 30, 2022.

**Amounts exclude all-years carryover. See budget ordinance in back of this document.

Accounting Bureau

Key Services:

1. Accounting, Financial Reporting and Grants

- Review financial records/transactions
- Annual audits management, response and reporting
- Procedural/system control enhancement
- Annual Comprehensive Financial Report preparation and other State and on-demand regulatory reports
- GASB and other authoritative standard interpretation and implementation
- General Citywide training and department audit consulting
- FM accounting staff development
- Grants and CIP accounting and billings
- Oil and Oil Production
- Indirect Cost Plan
- Tidelands and Successor Agency
- Single and Program Audits

- Emergency management accounting
- Long Beach Recovery Act accounting, reporting, and controls
- Management of financial systems and interfaces of subsidiary systems

2. Payroll Management

- Payroll processing
- Implementation of regulatory changes
- System updates and maintenance
- CalPERS/Federal/State reporting
- Benefits rate monitoring/development
- Employee withholding processing

3. Accounts Payable

- 1099 generation and reporting
- Payment processing review
- Sales and use tax reporting
- Document management
- W-9 verification and tracking

Accounting	Actuals FY 21	Adjusted* FY 22	Adopted** FY 23
Revenues	2,800	502,814	508,584
Expenditures	4,584,603	5,055,706	5,012,783
Budgeted FTEs	28.50	28.50	28.50

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Budget Management Bureau

Key Services:

1. Current Year Budget Management

- Budget adjustments
- Quarterly performance reports
- Debt allocation
- Preparation of year-end estimates
- Department monitoring

2. Budget Development

- Base budget preparation
- Review of department proposals
- Publication of community and budget books
- Forecasting of revenues
- Target and guidelines development
- Management of budget timeline/process
- Budget meetings

3. Departmental Budget Assistance

- Review of personnel requisitions
- Training and assistance for department budget staff
- City Council letter review

4. Long Range Financial Forecasting and Planning

- Long-term forecasting
- Financial plan development
- Fiscal capacity analysis
- Financial policy monitoring

5. Special Analyses

- Exec management projects and reports
- Council requests
- Public records requests
- Labor negotiation analysis

6. Revenue Maintenance and Maximization

- Contract administration
- Sales/Transactions & Use tax monitoring
- Rebates processing
- Shared revenue agreement administration
- Fee updates and management

Budget Management	Actuals FY 21	Adjusted* FY 22	Adopted** FY 23
Revenues	-	-	-
Expenditures	2,872,716	2,866,361	2,856,833
Budgeted FTEs	13.00	13.00	13.00

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Commercial Services Bureau

Key Services:

1. Billing and Collection Services

- Centralized bill generation and dispute resolution
- Payment and refund processing
- Collect and research billing information
- Collection of unpaid City accounts
- Issue and monitor payment plans
- In-person customer service
- Parking services
 - Receive/process citations from field staff
 - Research necessary billing information
 - In-person customer service
 - Disputed citation review and resolution
 - Payment and refund processing
 - Collection of unpaid parking citations

- Remit revenues to issuing agencies
- Preferential Parking administration
- Provide parking services for other agencies
- Utility customer service
 - In-person customer service
 - Bill dispute resolution
 - Payment and refund processing
 - Collection of unpaid City accounts

2. Central Cashiering

- In-person customer service
- Process mail and perform research
- Accept and verify deposits from City departments
- Secure money
- Reconcile with City financial systems
- Administer/monitor credit card processor and retail pay station contract

Commercial Services	Actuals FY 21	Adjusted* FY 22	Adopted** FY 23
Revenues	5,129,978	9,090,160	9,761,112
Expenditures	6,061,212	7,184,356	7,290,022
FTEs	39.53	39.53	39.53

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

*Adjusted Budget as of April 30, 2022.

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City Treasurer Bureau

Key Services:

1. Cash and Investment Management

- Liquidity management and assurance
- Invest City pooled funds and segregated bond proceeds
- Credit card payment receipt
- Manage investment advisor relationship
- Manage Investment Advisory Committee
- Process UUT & franchise revenue receipts from utilities
- UUT waiver requests and Senior/Disabled Refund Program
- Administer 457 and PARS plans

2. Debt Management

- Issuance of debt obligations
- Legal debt compliance
- Debt service payments
- Bond draws
- Debt related matters pertaining to assessment/community facility districts
- Conduit debt and reporting
- Finance rating agency/investor relations
- Continuing disclosure reporting
- Oversee capital lease program

City Treasurer	Actuals FY 21	Adjusted* FY 22	Adopted** FY 23
Revenues	2,525,684	2,952,223	3,306,006
Expenditures	1,840,441	2,940,223	3,294,006
Budgeted FTEs	8.00	10.00	10.00

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Business Services Bureau

Key Services:

1. Procurement Services

- Method determination and compliance
- Bid/RFP package development and posting
- Solicitation of bid/RFP responses through award
- Purchasing card administration and compliance
- Online bidding system management
- Citywide training on procurement processes and contract compliance
- Procurement and contract management of Citywide commodities/services

2. Labor Compliance

- Minimum wage education and outreach
- Prevailing wage determination and verification
 - HUD Section 3, DBE, SBE and PLA

3. Business Licensing and Tax Collection

- Business license, tax collection, BID and TOT Administration
- Field inspections, enforcement revocations and application denials

4. Cannabis Licensing and Enforcement

- Administration, issuance, revocation and application denial
- Field inspections and enforcement

Business Services	Actuals FY 21	Adjusted* FY 22	Adopted** FY 23
Revenues	13,580,415	13,675,554	13,555,554
Expenditures	3,761,399	4,809,188	5,842,461
Budgeted FTEs	26.00	26.00	32.00

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

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Fleet Services Bureau

Key Services:

1. Fleet Operations and Acquisitions

- Replacement fund management
- Selection of replacement vehicles
- Vehicle outfitting, assignments and disposal
- Fleet sustainability strategy and policy coordination
- Electric vehicle (EV) and charging infrastructure planning, procurement and deployment
- Administration, budget, procurement and contract management
- Facility management, security and repair
- Fleet performance analysis
- Supplies and equipment management
- Fleet maintenance and repair

- Preventive and scheduled maintenance
- Auto body Repair
- Fuel and fuel storage management
 - Fuel storage facility monitoring and site remediation
 - Fuel purchase, control, dispensing, and system management
 - Regulatory compliance and reporting

2. Towing and Lien Sales

- Dispatch of tow / maintenance service
- Vehicle towing and roadside service
- Vehicle and property auctions
- Counter, phone and payment services
- Lot service – customer escort, jump starts, Police assistance

Fleet Services	Actuals FY 21	Adjusted* FY 22	Adopted** FY 23
Revenues	50,927,245	58,267,384	64,451,233
Expenditures	48,175,413	52,847,015	56,950,133
Budgeted FTEs	120.50	120.50	123.00

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

*Adjusted Budget as of April 30, 2022.

**Amounts exclude all-years carryover. See budget ordinance in back of this document.

Financial Summary by Category

Citywide activities are managed by the Financial Management Department. This summary includes the following activities: "XC" Citywide contains certain citywide revenues, transfers and expenditures that are not linked to a specific operating department. Citywide receipt of property taxes and citywide payments for Pension Obligation Bonds are examples. "XI" contains interfund transfers for the indirect cost allocation plan that provides additional revenue to the General Fund for citywide overhead charged to non-General Fund sources. "XJ" Joint Powers Authority contains expenditures for City-involved joint power activities.

The second Financial Summary by Category page strictly includes the Financial Management Department's operating budget.

	Actual FY 21	Adopted* FY 22	Adjusted** FY 22	Adopted* FY 23
Revenues:				
Property Taxes	200,358,879	199,544,921	199,544,921	212,777,748
Sales and Use Taxes	148,448,672	140,616,256	140,616,256	149,512,864
Other Taxes	20,622,712	26,225,918	26,284,945	29,195,319
Utility Users Tax	38,546,021	33,195,206	33,195,206	38,076,187
Franchise Fees	11,884,887	21,646,820	21,646,820	16,057,505
Licenses, Permits and Fees	12,100,689	9,237,523	9,237,523	12,000,000
Fines and Forfeitures	-	-	-	-
Use of Money & Property	6,809,452	8,337,975	8,341,075	8,643,545
Revenue from Other Agencies	114,033,151	32,069,137	32,069,137	36,155,216
Charges for Services	31,901,148	42,968,391	42,968,391	47,624,724
Other Revenues	4,530,227	995,600	995,600	495,600
Intrafund Services	-	900,000	900,000	900,000
Intrafund Transfers	61,498,206	-	-	-
Interfund Services	385,772,592	456,851,006	456,851,006	485,504,203
Interfund Transfers	156,945,932	75,017,828	75,017,828	74,984,737
Other Financing Sources	-	-	-	-
	-----	-----	-----	-----
Total Revenues	1,193,452,566	1,047,606,581	1,047,668,708	1,111,927,648
Expenditures:				
Salaries and Wages	55,648,419	74,036,062	74,036,062	82,429,199
Employee Benefits	325,102,503	281,843,187	281,843,187	303,516,534
Overtime	(487,848)	-	-	306,077
Materials, Supplies and Services	16,470,891	18,905,405	18,905,405	23,220,123
Interfund Support	21,359,575	32,083,236	32,083,236	31,566,340
Intrafund Support	-	-	-	-
Capital Purchases	-	-	-	-
Insurance Premiums and Losses	15,596,185	39,384,031	39,384,031	32,562,895
Other Non-Operational Expenditures	87,206,418	83,947,834	83,947,834	85,427,215
Operating Transfers	158,641,479	86,648,175	86,811,425	90,530,078
Intrafund Transfers Out	54,891,014	-	1,518,560	-
Purchase of Gas & Water	(28,530,123)	-	-	-
Depreciation and Non Cash Expenditures	-	-	-	-
	-----	-----	-----	-----
Total Expenditures	705,898,513	616,847,930	618,529,740	649,558,461

* Amounts exclude all-years carryover. See budget ordinance in back of this document.

**Adjusted Budget as of April 30, 2022.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

Financial Summary by Category-Financial Management Only

	Actual FY 21	Adopted* FY 22	Adjusted** FY 22	Adopted* FY 23
Revenues:				
Property Taxes	-	-	-	-
Sales and Use Taxes	-	-	-	-
Other Taxes	12,756,242	13,143,000	13,143,000	13,043,000
Utility Users Tax	-	-	-	-
Franchise Fees	-	-	-	-
Licenses, Permits and Fees	704,359	365,000	365,000	345,000
Fines and Forfeitures	438,552	354,002	354,002	501,588
Use of Money & Property	1,616,334	1,657,305	1,657,305	1,442,175
Revenue from Other Agencies	-	653,500	653,500	653,500
Charges for Services	9,936,590	11,521,248	11,521,248	12,801,360
Other Revenues	1,845,290	3,516,657	3,516,657	3,656,772
Intrafund Services	1,951,890	2,299,710	2,299,710	2,594,400
Intrafund Transfers	-	-	-	-
Interfund Services	42,762,931	50,299,562	50,299,562	56,072,052
Interfund Transfers	196,781	678,152	678,152	472,643
Other Financing Sources	-	-	-	-
	-----	-----	-----	-----
Total Revenues	72,208,969	84,488,136	84,488,136	91,582,489
Expenditures:				
Salaries and Wages	17,708,812	18,769,103	18,769,103	19,750,799
Employee Benefits	10,407,802	11,896,234	11,896,234	12,831,771
Overtime	711,997	651,931	651,931	651,931
Materials, Supplies and Services	19,103,285	18,128,289	18,279,969	19,570,807
Interfund Support	5,345,181	6,634,727	6,634,727	6,410,342
Intrafund Support	138	-	-	-
Capital Purchases	11,723,370	16,205,800	16,205,800	16,000,291
Insurance Premiums and Losses	-	-	-	-
Other Non-Operational Expenditures	4,058,282	2,334,839	2,334,839	5,479,385
Operating Transfers	317,833	700,000	700,000	750,000
Intrafund Transfers Out	-	-	-	-
Purchase of Gas & Water	32,644	523,500	523,500	200,000
Depreciation and Non Cash Expenditures	-	-	-	-
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Total Expenditures	69,409,342	75,844,423	75,996,103	81,645,326
Budgeted FTEs	247.03	249.03	249.03	257.53

* Amounts exclude all-years carryover. See budget ordinance in back of this document.

**Adjusted Budget as of April 30, 2022.

Note: The City is currently maintaining two different financial systems and until a new budget development software is established, the financial information displayed in the future may have further adjustments.

Personnel Summary

Classification	FY 21 Adopt FTE	FY 22 Adopt FTE	FY 23 Adopt FTE	FY 22 Adopted Budget	FY 23 Adopted Budget
Director of Financial Management	1.00	1.00	1.00	234,550	238,846
Accountant III	8.00	8.00	8.00	678,601	716,534
Accounting Clerk I	1.00	1.00	1.00	46,859	50,203
Accounting Clerk III	2.00	2.00	2.00	115,042	118,006
Accounting Operations Officer	1.00	1.00	1.00	112,397	114,645
Accounting Technician	7.00	7.00	7.00	434,956	449,194
Administrative Aide I	2.00	2.00	2.00	112,750	129,604
Administrative Analyst II	2.00	2.00	2.00	163,506	161,448
Administrative Analyst III	8.00	8.00	10.00	759,555	979,841
Administrative Intern - NC	0.50	0.50	1.50	23,270	71,594
Administrative Intern - NC/H36	-	-	0.50	-	17,882
Administrative Officer	1.00	1.00	1.00	125,904	128,422
Assistant Administrative Analyst I	2.00	2.00	2.00	117,519	126,821
Assistant Administrative Analyst II	5.00	5.00	5.00	350,966	381,043
Assistant City Controller	2.00	2.00	2.00	277,389	294,518
Budget Analysis Officer	1.00	1.00	1.00	127,756	130,311
Budget Management Officer	1.00	1.00	1.00	127,756	130,311
Business Services Officer	1.00	1.00	1.00	114,173	116,456
Buyer I	3.00	3.00	4.00	232,694	310,974
Buyer II	3.00	3.00	3.00	272,034	257,091
Buyer III	-	-	1.00	-	97,483
City Controller	1.00	1.00	1.00	163,394	153,049
City Treasurer	1.00	1.00	1.00	172,371	175,819
Clerk Typist III	5.00	5.00	6.00	268,768	318,778
Controls Operations Officer	1.00	1.00	1.00	128,827	131,404
Cust Service Representative II	7.00	7.00	6.00	350,861	308,308
Cust Service Representative II-NC	0.53	0.53	0.53	24,903	26,479
Customer Service Representative III	31.00	31.00	32.00	1,786,212	1,884,553
Customer Services Officer	1.00	1.00	1.00	96,595	117,273
Customer Services Supervisor II	4.00	4.00	4.00	297,790	296,579
Deputy Director of Financial Management	1.00	1.00	1.00	184,457	188,147
Equipment Mechanic I	14.00	14.00	15.00	965,954	1,043,058
Equipment Mechanic II	20.00	20.00	20.00	1,534,991	1,569,417
Financial Controls Analyst	1.00	1.00	1.00	102,660	105,258
Financial Management Analyst II	7.00	7.00	7.00	765,290	786,888
Financial Services Officer	1.00	1.00	1.00	114,974	117,273
Fleet Finance Officer	1.00	1.00	1.00	116,771	119,107
Fleet Maintenance Supervisor	1.00	1.00	1.00	111,549	113,780
Fleet Services Supervisor I	6.00	6.00	6.00	505,666	534,128
Fleet Services Supervisor II	3.00	3.00	3.00	291,867	311,542
Garage Services Attendent I	15.00	15.00	14.00	789,903	762,981
Garage Services Attendent II	13.00	13.00	13.00	720,280	737,974
Garage Services Attendent II - Towing	1.00	1.00	1.00	58,815	56,854
Garage Services Attendent III	6.00	6.00	6.00	390,874	401,677
Grants Accounting Officer	1.00	1.00	1.00	117,439	89,878
Helicopter Mechanic	1.00	1.00	1.00	96,739	96,739
Labor Compliance Officer	1.00	1.00	1.00	105,914	108,032
License Inspector I	3.00	3.00	4.00	190,970	247,162
License Inspector II	2.00	2.00	2.00	137,044	140,511

Personnel Summary

Classification	FY 21 Adopt FTE	FY 22 Adopt FTE	FY 23 Adopt FTE	FY 22 Adopted Budget	FY 23 Adopted Budget
Maintenance Assistant II	5.00	5.00	4.00	236,185	197,077
Maintenance Assistant III	1.00	1.00	1.00	53,888	54,680
Maintenance Planner I	3.00	3.00	4.00	222,901	310,009
Manager of Budget Management	1.00	1.00	1.00	174,841	178,338
Manager of Business Relations	1.00	1.00	1.00	156,829	167,964
Manager of Commercial Services	1.00	1.00	1.00	156,829	159,966
Manager of Fleet Services	1.00	1.00	1.00	157,358	160,505
Mechanical Equipment Stock Clerk I	1.00	1.00	2.00	44,570	94,200
Mechanical Equipment Stock Clerk II	4.00	4.00	4.00	247,923	254,196
Payroll Officer	1.00	1.00	1.00	112,397	114,645
Payroll Specialist I	2.00	2.00	2.00	133,683	137,065
Payroll/Personnel Assistant III	1.00	1.00	1.00	60,423	61,952
Purchasing Agent	1.00	1.00	1.00	126,301	128,827
Revenue Management Officer	1.00	1.00	1.00	127,756	130,311
Secretary	4.00	4.00	4.00	217,079	233,989
Secretary-Conf	1.00	1.00	1.00	55,314	59,475
Senior Accountant	5.00	5.00	5.00	508,197	526,288
Senior Accountant-Conf	1.00	1.00	1.00	103,455	106,586
Senior Buyer	1.00	1.00	-	90,369	-
Special Projects Officer	4.00	4.00	5.00	443,609	585,359
Superintendent - Fleet Acquisition	1.00	1.00	1.00	106,050	115,429
Superintendent - Towing & Lien Sales	1.00	1.00	1.00	103,818	105,894
Supervisor - Stores & Property	1.00	1.00	1.00	72,034	73,857
Treasury Analyst	-	1.00	1.00	97,435	99,900
Treasury Operations Officer	2.00	3.00	3.00	437,288	423,468
Welder	1.00	1.00	1.00	72,550	60,044
Subtotal Salaries	----- 247.03	----- 249.03	----- 257.53	----- 19,338,642	----- 20,503,897
Overtime	-	-	-	651,931	651,931
Fringe Benefits	-	-	-	11,354,223	12,303,936
Administrative Overhead	-	-	-	439,817	528,585
Attrition/Salary Savings	-	-	-	(469,609)	(653,168)
Expenditure Transfer	-	-	-	2,264	(100,680)
Total	----- 247.03	----- 249.03	----- 257.53	----- 31,317,268	----- 33,234,501

