

Management Services Department

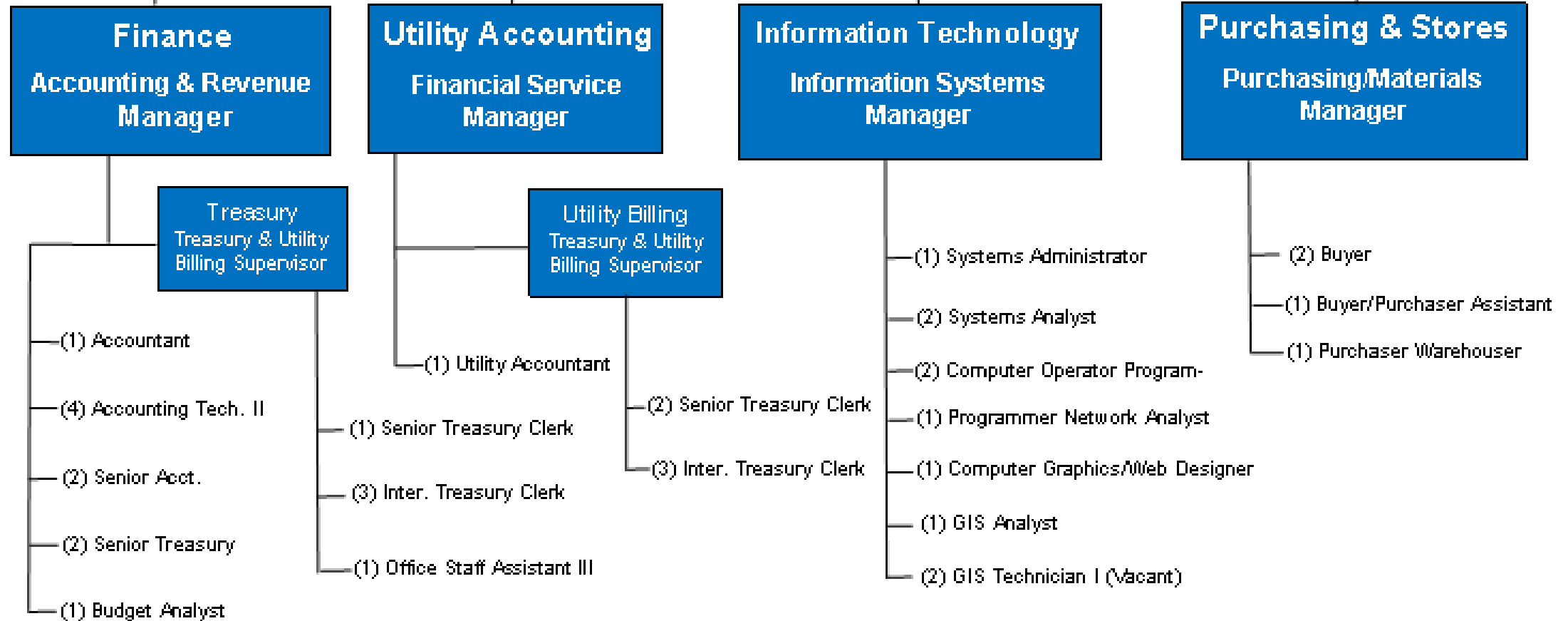
Budget Presentation
2021-23



Dean Albro, Management Service Director

Management Services

Management Services
Director / Treasurer



Finance and Utility Accounting

Mission

- Manage Citywide Resources
- Financial Reports

Services

- Accounts Payable
- Fixed Asset
- CalPERS Reporting
- Bank Reconciliations
- Payroll
- Manage Investments
- Biennial Budget Reports
- Comprehensive Annual Financial Report
- State and Federal Reporting
- Rate setting for all Services & Utilities
- Process Utility Bills
- Treasury

Program Goals

- Pay vendors timely and implement ACH payments
- Complete Payroll timely and complete all reporting requirements.
- Manage investment portfolio
- Complete budget and manage budgeted resources.
- Maintain Government Financial Officer Association (GFOA) – Certificate of Achievement for Excellence in Financial Reporting



Information Technology

Mission

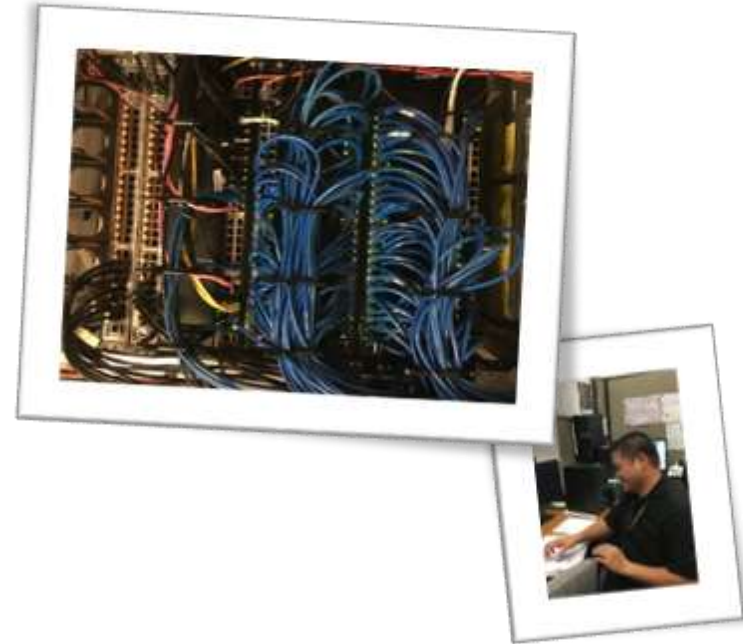
- Provide Excellent Services for PC & Software
- Maintain Server and Intranet Connectivity
- Print-Shop (Printing, Postage, Copiers)
- GIS Mapping

Services

- Install Computers (Software, Hardware & Updates)
- Maintain City Network
- GIS Mapping
- Printing Publications/Copier/Postage
- Data Security
- Maintain Servers
- PC Replacements
- Software Updates

Program Goals

- Implement ACH process for Vendor Payments
- Upgrade Microsoft Office
- Upgrade Servers
- Complete Munis Implementation



Purchasing and Store

Mission

- Provide outstanding support - Procurement of Goods & Services
- And LMC rules for Bidding (State & Federal Regulations)
- Warehouse and Purchased Materials

Services

- Process Purchase Orders
- Provide support Procurement Rules
- Provide assistance Posting & Awarding Bids
- Maintain Purchase Card programs

Program Goals

- Provide Training for Procurement procedures
- Provide Training for Credit Card purchases
- Continue to Manage the sale of surplus items.
- Continue support for Vehicle Replacements



FY 2021-23 Biennial Budget



Dean Albro, Management Services Director