

## **FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

The Finance and Administrative Services Department provides oversight and support for the City's financial, administrative, and technology operations. As a centralized administrative function for the City, the department's Financial Services is a General Fund program. The department's Information Technology Services program provides interdepartmental technology support throughout the City departments and is therefore an Internal Service program, along with the two equipment use and replacement funds: Information Technology Equipment Replacement; and Office Stores.

With an emphasis on accountability on a departmental basis, the Administrative Services Department continues to reflect several budgetary changes which were effective beginning in FY 2007/08. The Financial Services program was pared down to represent financial operations, with the city based tax revenues and expenses moved into the General Administration program. The General Administration program was subsequently realigned to the Non-Department section to function as a citywide revenue and expense non-operations program, along with the Legal program as this program is externally staffed and managed outside of City departments. The Administrative Service's MIS program in the General Fund was closed and re-opened as an Internal Service Fund program under the new title of Information Technology Services, in order to properly allocate IT expenses amongst the City's departments. An Office Stores program was also opened as an Internal Services Fund program to allocate expenses for office support equipment and supplies to departments.

### **BUDGET OVERVIEW**

Financial Services operations are accounted for in the General Fund, while IT Services, IT Equipment Replacement, and Office Stores support services are all accounted for through Internal Service Funds. Fiscal Year 2009/10 General Fund revenues are comprised of Business License program administration fee revenues; expenditures reflect staffing, operational supplies, financial service expenses, and internal service fund charges. Internal Service Fund revenues are comprised of service charges to city programs for allocated support of IT services, equipment, and office machine expenses, with expenses consisting of staffing, supplies, and related services.

Departmental funding for six full-time benefited, and one full-time and one half-time temporary positions reflect a change from the prior year's staffing structure. The vacant Accounting Supervisor position was restructured as a temporary part-time Sr. Accountant in conjunction with an ongoing temporary full-time Accounts Payable position becoming a benefited Accounting Technician position. The vacant IT Technician position continues to be frozen for a second year, and under-filled with a temporary IT Intern. The Department's temporary positions provide essential support for the Financial Services and IT Services programs. Additional temporary staff funding was eliminated due to budget constraints, and will limit the department's ability to increase operational improvements and program efficiencies due to the department's existing heavy workload.

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Fees, Licenses and Permits	35,307	34,869	33,000	44,492	32,650
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	39,387	10,000
<b>TOTAL REVENUES</b>	<b>\$ 35,307</b>	<b>\$ 34,869</b>	<b>\$ 33,000</b>	<b>\$ 83,879</b>	<b>\$ 42,650</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	663,215	591,731	746,970	636,780	664,857
Operating Expenditures					
<i>Materials &amp; Supplies</i>	50,367	24,904	17,510	18,444	23,400
<i>Fees &amp; Charges</i>	101,821	12,975	20,375	16,905	19,220
<i>Consultants &amp; Contract Services</i>	143,410	36,982	86,200	92,867	70,600
<i>Meetings, Events &amp; Training</i>	9,664	2,638	4,800	2,336	8,400
Total Operating Expenditures	305,262	77,500	128,885	130,553	121,620
Fixed Assets	-	-	-	8,735	-
Internal Service Charges	-	114,908	117,065	117,065	113,184
<b>TOTAL EXPENDITURES</b>	<b>\$ 968,477</b>	<b>\$ 784,139</b>	<b>\$ 992,920</b>	<b>\$ 893,132</b>	<b>\$ 899,661</b>

**DEPARTMENTAL EXPENDITURES BY PROGRAM**

	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>GENERAL FUND</b>					
Financial Services	715,032	784,139	992,920	893,132	899,661
Mgmt Information Services	253,445	-	-	-	-
<b>TOTAL GENERAL FUND</b>	<b>968,477</b>	<b>784,139</b>	<b>992,920</b>	<b>893,132</b>	<b>899,661</b>
<b>INTERNAL SERVICE FUNDS</b>					
Office Stores Fund	-	43,069	60,000	58,374	57,200
Information Technology Services	-	247,266	403,946	351,680	472,169
IT Replacement Fund	90,241	17,340	55,400	54,303	66,200
<b>TOTAL INTERNAL SERVICES</b>	<b>90,241</b>	<b>307,675</b>	<b>519,346</b>	<b>464,357</b>	<b>595,569</b>
<b>TOTAL DEPT EXPENDITURES</b>	<b>\$ 1,058,718</b>	<b>\$ 1,091,814</b>	<b>\$ 1,512,266</b>	<b>\$ 1,357,489</b>	<b>\$ 1,495,230</b>

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**ADMINISTRATIVE SERVICES DEPARTMENT**

*Full Time Equivalents (FTE)*

<i>City Staff</i>	<b>FY 2005/06 Funded</b>	<b>FY 2006/07 Funded</b>	<b>FY 2007/08 Funded</b>	<b>FY 2008/09 Funded</b>	<b>FY 2009/10 Funded</b>
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00	-
Accountant	-	1.00	1.00	1.00	1.00
Accounting Technicians	-	2.00	2.00	2.00	3.00
Office Specialists I, II, III	2.75	-	-	-	-
IT Administrator	1.00	1.00	1.00	1.00	1.00
IT Technician *	-	-	1.00	-	-
<b>Total FTEs</b>	<b>5.75</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>

<i>Temporary Staff Hours</i>	<b>FY 2005/06 Funded</b>	<b>FY 2006/07 Funded</b>	<b>FY 2007/08 Funded</b>	<b>FY 2008/09 Funded</b>	<b>FY 2009/10 Funded</b>
Sr. Accountant	-	-	-	960	960
Accountant/Budget Analyst	1,040	1,040	1,040	-	-
Accounting Technician	-	-	1,040	2,000	-
IT Intern	1,052	1,040	-	2,000	2,080
<b>Total Annual Hours</b>	<b>2,092</b>	<b>2,080</b>	<b>2,080</b>	<b>4,960</b>	<b>3,040</b>

\* Position underfilled with temporary IT Intern



## **FINANCIAL SERVICES**

The Financial Services program functions to assure both legal and fiscal accountability to the public. The Finance program's core services are to: provide financial oversight and administer accounting functions for all the City's funds and accounts; prepare the Annual Operating and Capital Budgets for fiscal and service accountability; coordinate the annual financial audit and preparation of the Comprehensive Annual Financial Report (CAFR) to verify proper fiscal practices are maintained; ensure all Federal, State and County fiscal reporting requirements are fulfilled; administer the City's Accounts Payable, Accounts Receivable, Payroll, and Business License functions; and oversee the City's purchasing functions, ensuring proper practices are in place and that fiscal and operational responsibility is upheld.

### **BUDGET OVERVIEW**

The FY 2009/10 Financial Services program budget reflects budgeted revenues and expenditures to account for financial operations and services. Revenues in this program are comprised of processing fees collected from providing Business License program services, whereas the Business License Tax revenues collected with this process flows to the General Administration program in the Non-Departmental Section. Processing fee revenue is expected to increase slightly as a result of the city's ongoing business license compliance audit which began in January, 2009.

The Financial Services expenditure budget reflects a decrease in the salary and benefits category due to a restructuring of the department's staffing levels during FY 2008/09. The vacant Accounting Supervisor position was restructured into an hourly part-time Sr. Accountant, and an ongoing hourly full-time Accounts Payable position became a benefited Accounting Technician position in order to provide stability for an essential and ongoing technical level need in the department's Account's Payable function. The impact from understaffing the department's technical positions in the past created operational inefficiencies within the Finance Department, and resulted in a backlog of work, inaccurate tracking of financial information, and the inability to provide assistance to other City departments. The staffing of this position improved financial operations and workload timeliness, and was clearly indispensable with the new financial system implementation. With improvements made in financial operations over the last two years, replacing the Accounting Supervisor position with a part-time Sr. Accountant temporary position is sufficient to provide oversight for the department's general accounting and technical work. Due to budget constraints, funding for a temporary Accountant position was eliminated, which will limit the ability to further improve financial analysis efficiencies at the desired level.

The remainder of the program's expenditures reflects reductions in operational expenses including the elimination of bank courier services and non-essential operating supplies and services in order to reduce overall operational costs.

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**FINANCIAL SERVICES**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Fees, Licenses and Permits	35,307	34,869	33,000	44,492	32,650
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	39,387	10,000
<b>TOTAL REVENUES</b>	<b>35,307</b>	<b>34,869</b>	<b>33,000</b>	<b>83,879</b>	<b>42,650</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	504,210	591,731	746,970	636,780	664,857
Operating Expenditures					
<i>Materials &amp; Supplies</i>	13,623	24,904	17,510	18,444	23,400
<i>Fees &amp; Charges</i>	101,097	12,975	20,375	16,905	19,220
<i>Consultants &amp; Contract Services</i>	89,305	36,982	86,200	92,867	70,600
<i>Meetings, Events &amp; Training</i>	6,797	2,638	4,800	2,336	8,400
Total Operating Expenditures	210,822	77,500	128,885	130,553	121,620
Fixed Assets	-	-	-	8,735	-
Internal Service Charges	-	114,908	117,065	117,065	113,184
<b>TOTAL EXPENDITURES</b>	<b>\$ 715,032</b>	<b>\$ 784,139</b>	<b>\$ 992,920</b>	<b>\$ 893,132</b>	<b>\$ 899,661</b>

**FY 2009/10 OBJECTIVES**

**Financial System** – With the implementation of the City’s new Financial Information System in FY 2008/09, the Finance and Information Technology staff continues to develop and implement efficient accounting processes available with the new system, and provide user training to other departments in the financial system modules of the information system.

**Business License Audit** – Staff will continue to provide extensive customer service for business license information requests and appeals, and administrative support for the ongoing compliance audit being conducted by an external financial services firm.

**GASB 45 Implementation** – Staff will consult with the City’s auditors this year to determine the City’s responsibility and obligations for Other Post-Employment Benefit liability reporting under the new Governmental Accounting Standards Boards Statement 45.

**Policy and Procedures Improvements** – Staff time will continue to develop efficiencies in financial reporting functions, as well as various administrative policies and procedures, in coordination with the new financial system. Staff will emphasize financial skill building to increase organizational knowledge and coordination in the City’s financial and administrative processes.

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**FINANCIAL SERVICES**

**KEY SERVICES**

- Prepare and monitor the City’s annual operating and capital budgets in accordance with best practices and standards
- Coordinate the annual audit of the City’s financial statements and preparation of the Comprehensive Annual Financial Report (CAFR)
- Maintain the City’s financial information system for record-keeping and reporting of all financial transactions
- Provide Accounts Payable and Payroll disbursement and reporting services; Accounts Receivable invoicing, revenue collection, and cash reconciliation; and Business License Tax processing and auditing services
- Provide accounting, arbitrage reporting, and claim reimbursement services for bond issues
- Provide oversight of procurement functions including Purchase Order processing, financial tracking of contracts, vendor resolution issues, and proper accounting allocations

**FINANCIAL SERVICES STAFF**

*Full Time Equivalent (FTE)*

<i>City Staff</i>	<b>FY 2005/06 Funded</b>	<b>FY 2006/07 Funded</b>	<b>FY 2007/08 Funded</b>	<b>FY 2008/09 Funded</b>	<b>FY 2009/10 Funded</b>
Administrative Services Director	0.80	0.75	0.80	0.85	0.85
Supervising Accountant	1.00	1.00	1.00	1.00	-
Accountant	-	1.00	1.00	1.00	1.00
Accounting Technicians	-	2.00	2.00	2.00	3.00
Office Specialists I, II, III	2.75	-	-	-	-
IT Administrator	-	-	-	-	-
IT Technician *	-	-	-	-	-
<b>Total FTEs</b>	<b>4.55</b>	<b>4.75</b>	<b>4.80</b>	<b>4.85</b>	<b>4.85</b>

<i>Temporary Staff Hours</i>	<b>FY 2005/06 Funded</b>	<b>FY 2006/07 Funded</b>	<b>FY 2007/08 Funded</b>	<b>FY 2008/09 Funded</b>	<b>FY 2009/10 Funded</b>
Sr. Accountant	-	-	-	960	960
Accountant/Budget Analyst	1,040	1,040	1,040	-	-
Accounting Technician	-	-	1,040	2,000	-
IT Intern	-	-	-	-	-
<b>Total Annual Hours</b>	<b>1,040</b>	<b>1,040</b>	<b>2,080</b>	<b>2,960</b>	<b>960</b>



## **MANAGEMENT INFORMATION SYSTEMS**

The Management Information Systems General Fund program was closed effective with the adoption of the FY 2007/08 budget. As technology support is a citywide service function, the MIS program was more accurately classified as an internal support function, providing technology services for all departments. The program was then re-established as an Internal Service Fund program under the name Information Technology Services beginning with the FY 2007/08 budget. This new internal support program allocates service costs back to the departments on a staffing and usage basis to properly account for this service within each department.

The Management Information Systems program supported the delivery of technology based services throughout the City's operations. Core services included the maintenance and support for the City's information systems, voicemail, and wireless communications, as well as desktop computer and network maintenance and support. The program also supported the upgrade of existing technology equipment, as well as new information technology initiatives. In meeting the City's information technology needs, the IT Services program worked to continuously enhance and improve IT services, and maintain and enhance a sound and reliable IT infrastructure.

### **BUDGET OVERVIEW**

As this program was closed effective with the FY 2007/08 budget, only prior year financial and staffing information is reflected in the following schedules; there are no Objectives or Key Services listed. The following Internal Service Fund program named *Information Technology Services* does include all ongoing program objectives and services.

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**MANAGEMENT INFORMATION SERVICES**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
<i>Taxes</i>	-	-	-	-	-
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Charge for Services</i>	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-
<b>TOTAL REVENUES</b>	-	-	-	-	-
<b>EXPENDITURES</b>					
<i>Salaries and Benefits</i>	159,005	-	-	-	-
<i>Operating Expenditures</i>					
<i>Materials &amp; Supplies</i>	36,744	-	-	-	-
<i>Fees &amp; Charges</i>	724	-	-	-	-
<i>Consultants &amp; Contract Services</i>	54,105	-	-	-	-
<i>Meetings, Events &amp; Training</i>	2,867	-	-	-	-
<b>Total Operating Expenditures</b>	94,440	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>253,445</b>	-	-	-	-

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**MANAGEMENT INFORMATION SERVICES**

**MANAGEMENT INFORMATION SYSTEMS STAFF**

*Full Time Equivalent (FTE)*

<i>City Staff</i>	<b>FY 2005/06</b>	<b>FY 2006/07</b>	<b>FY 2007/08</b>	<b>FY 2008/09</b>	<b>FY 2009/10</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Administrative Services Director	0.20	0.25	-	-	-
Supervising Accountant	-	-	-	-	-
Accountant	-	-	-	-	-
Accounting Technicians	-	-	-	-	-
Office Specialists I, II, III	-	-	-	-	-
IT Administrator	1.00	1.00	-	-	-
IT Technician *	-	-	-	-	-
<b>Total FTEs</b>	<b>1.20</b>	<b>1.25</b>	<b>-</b>	<b>-</b>	<b>-</b>

<i>Temporary Staff Hours</i>	<b>FY 2005/06</b>	<b>FY 2006/07</b>	<b>FY 2007/08</b>	<b>FY 2008/09</b>	<b>FY 2009/10</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Sr. Accountant	-	-	-	-	-
Accountant/Budget Analyst	-	-	-	-	-
Accounting Technician	-	-	-	-	-
IT Intern	1,052	1,040	-	-	-
<b>Total Annual Hours</b>	<b>1,052</b>	<b>1,040</b>	<b>-</b>	<b>-</b>	<b>-</b>



## **OFFICE STORES**

The Office Stores program accounts for the photocopy equipment leases, copy supplies, postage machine lease, and postage on a centralized basis. Expenses are subsequently allocated back to the appropriate department for services and supplies utilized, on a quarterly basis. There is no personnel activity in this fund, therefore a staffing schedule and fiscal year objectives are not included in this program.

### **BUDGET OVERVIEW**

This Internal Service Fund program began in FY 2007/08 with the realignment of citywide dispersed office equipment expenses into a centralized source managed by Administrative Services staff. Prior year costs are not included in the financial summary schedule as these charges were primarily within General Fund programs.

For FY 2009/10, service charge revenues are set slightly less than budgeted expenses as there is contingency funding built into both FY 2008/09 estimated expenses and the FY 2009/10 proposed budget. In FY 2008/09, the City's leased postage machine suffered several operational failures. As the financial impact of this lease is uncertain, funding was built into both fiscal years to provide adequate resources, depending on the lease outcome and timing.

Photocopiers and postage machines are typically leased rather than purchased by the City based on the cost effectiveness of service contracts, versus the cost of purchasing equipment, repeated breakdowns of this type of equipment, the cost of service contracts, and quality issues with older machines. With the heavy usage office equipment sustains on a daily basis, as well as rapidly advancing technology improvements and cost reductions seen with these types of machines, leasing provides the City with cost efficiency and better ongoing quality. Both buy and lease options were considered in the replacement of the postage machine, however after an extensive RFP and equipment testing exercise, a five-year lease agreement was determined to be the best option for the four new small color copiers and one large black & white copier obtained in July of FY 2008/09. Maintenance and support services are included in the lease agreements.

### **KEY SERVICES**

- Provide postage and photocopy equipment, supplies, and fees for the City's departments
- Monitor service levels and performance of copier and postage machines, maintaining and replacing equipment as needed

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**OFFICE STORES**

**SOURCE & USE OF FUNDS**

	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>SOURCES OF FUNDS</b>					
<b>Beginning Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	-	-	32,616	32,616	39,633
<b>Total Beginning Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,616</b>	<b>\$ 32,616</b>	<b>\$ 39,633</b>
<b>Revenues</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	10,685	7,000	5,391	10,000
Other Sources	-	-	-	-	-
Internal Service Charges	-	65,000	60,000	60,000	40,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 75,685</b>	<b>\$ 67,000</b>	<b>\$ 65,391</b>	<b>\$ 50,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ -</b>	<b>\$ 75,685</b>	<b>\$ 99,616</b>	<b>\$ 98,007</b>	<b>\$ 89,633</b>
<b>USE OF FUNDS</b>					
<b>Expenditures</b>					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
<i>Materials &amp; Supplies</i>	-	16,475	28,800	13,827	14,000
<i>Fees &amp; Charges</i>	-	26,594	30,200	33,981	42,200
<i>Consultants &amp; Contract Services</i>	-	-	1,000	2,294	1,000
<i>Meetings, Events &amp; Training</i>	-	-	-	-	-
<i>Total Operating Expenditures</i>	<b>\$ -</b>	<b>\$ 43,069</b>	<b>\$ 60,000</b>	<b>\$ 50,102</b>	<b>\$ 57,200</b>
Fixed Assets	\$ -	\$ -	\$ -	\$ 8,272	\$ -
Internal Service Charges	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 43,069</b>	<b>\$ 60,000</b>	<b>\$ 58,374</b>	<b>\$ 57,200</b>
<b>Ending Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	-	32,616	39,616	39,633	32,433
<b>Total Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 32,616</b>	<b>\$ 39,616</b>	<b>\$ 39,633</b>	<b>\$ 32,433</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ -</b>	<b>\$ 75,685</b>	<b>\$ 99,616</b>	<b>\$ 98,007</b>	<b>\$ 89,633</b>

## **INFORMATION TECHNOLOGY SERVICES**

Information Technology Services supports the delivery of technology based services throughout the City's operations. Core services include the maintenance and support for the City's information systems, voicemail and wireless communications, as well as desktop computer and network maintenance and support. The IT Services program supports the upgrade of existing information technology, as well as new technology initiatives. In meeting the City's information technology needs, the IT Services program strives to continuously enhance and improve IT services, and to maintain and ensure a sound, secure, and reliable IT infrastructure.

### **BUDGET OVERVIEW**

The IT Services budget reflects a slight decrease in revenues from service charge-backs as the program will use accumulated funding for the increase in budgeted expenditures in FY 2009/10. With an extensive workload in IT services for new technology initiatives, a technology consultant will provide high-level assistance for the more complex projects. Prior year project funding is utilized for this purpose through appropriating budgeted expenditures in excess of current year revenues, as funding was set aside but not utilized in the two prior fiscal years. The vacant IT Technician position continues to be frozen and under-filled with an hourly IT Intern in FY 2009/10 to provide essential backup and desk-top support.

The IT Services program's operating expenditures increased this fiscal year due to additional budgeting for the IT consultant and from the addition of several annual license and support fees, including new services for the Laserfiche system, backup software, firewalls, and antivirus systems. Overall, annual license and support fees for citywide software services will increase in FY 2009/10, to a total of \$120,150. The remainder of operational expenses were held to base levels where available.

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**INFORMATION TECHNOLOGY SERVICES**

**SOURCE & USE OF FUNDS**

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Adjusted</u>	<u>Estimated</u>	<u>Adopted</u>
<b>SOURCES OF FUNDS</b>					
<b>Beginning Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	-	-	122,542	122,542	174,838
<b>Total Beginning Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,542</b>	<b>\$ 122,542</b>	<b>\$ 174,838</b>
<b>Revenues</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	30	-
Internal Service Charges	-	369,808	403,946	403,946	400,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 369,808</b>	<b>\$ 403,946</b>	<b>\$ 403,976</b>	<b>\$ 400,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ -</b>	<b>\$ 369,808</b>	<b>\$ 526,488</b>	<b>\$ 526,518</b>	<b>\$ 574,838</b>
<b>USE OF FUNDS</b>					
<b>Expenditures</b>					
Salaries and Benefits	-	175,041	203,788	184,504	210,010
Operating Expenditures					
<i>Materials &amp; Supplies</i>		13,055	16,250	11,089	14,750
<i>Fees &amp; Charges</i>		6,792	10,400	9,256	10,600
<i>Consultants &amp; Contract Services</i>		28,666	144,300	118,823	200,334
<i>Meetings, Events &amp; Training</i>		94	3,700	2,501	3,700
Total Operating Expenditures	-	48,607	174,650	141,668	229,384
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	23,618	25,508	25,508	32,775
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 247,266</b>	<b>\$ 403,946</b>	<b>\$ 351,680</b>	<b>\$ 472,169</b>
<b>Ending Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	-	122,542	122,542	174,838	102,669
<b>Total Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 122,542</b>	<b>\$ 122,542</b>	<b>\$ 174,838</b>	<b>\$ 102,669</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ -</b>	<b>\$ 369,808</b>	<b>\$ 526,488</b>	<b>\$ 526,518</b>	<b>\$ 574,838</b>

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**INFORMATION TECHNOLOGY SERVICES**

**FY 2009/10 OBJECTIVES**

*Laserfiche Software Upgrade* – Oversee and support the Laserfiche version 8 and contract management software upgrade through implementation planning, coordinating, and transitioning to the new software.

*Special Projects* - Oversee contract IT consultant on numerous complex technology projects to ensure training and in-house knowledge of project for ongoing management.

*Disaster Recovery Project* – In an event of a disaster, data recovery is crucial in maintaining functionality for our users. IT staff will be developing recovery plan procedures for the City.

**KEY SERVICES**

- Maintain and support the City’s information systems, including Pentamation financial system, Trak-IT, Rec-Trac, LaserFiche, Granicus, Agenda Manager, and others
- Maintain and support the City’s voicemail and wireless communications systems
- Maintain, support, repair, upgrade, assist and educate staff on system usage, desktop computers, printers, and technology accessories
- Provide ongoing network maintenance and support
- Maintain and enhance the City’s website to effectively provide public access to City information
- Supports the upgrade of existing technology, as well as new information technology initiatives

**INFORMATION TECHNOLOGY SERVICE STAFF**

*Full Time Equivalent (FTE)*

<i>City Staff</i>	<b>FY 2005/06</b>	<b>FY 2006/07</b>	<b>FY 2007/08</b>	<b>FY 2008/09</b>	<b>FY 2009/10</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Administrative Services Director	-	-	0.20	0.15	0.15
Supervising Accountant	-	-	-	-	-
Accountant	-	-	-	-	-
Accounting Technicians	-	-	-	-	-
Office Specialists I, II, III	-	-	-	-	-
IT Administrator	-	-	1.00	1.00	1.00
IT Technician *	-	-	1.00	-	-
<b>Total FTEs</b>	-	-	<b>2.20</b>	<b>1.15</b>	<b>1.15</b>

<i>Temporary Staff Hours</i>	<b>FY 2005/06</b>	<b>FY 2006/07</b>	<b>FY 2007/08</b>	<b>FY 2008/09</b>	<b>FY 2009/10</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Sr. Accountant	-	-	-	-	-
Accountant/Budget Analyst	-	-	-	-	-
Accounting Technician	-	-	-	-	-
IT Intern	-	-	-	2,000	2,080
<b>Total Annual Hours</b>	-	-	-	<b>2,000</b>	<b>2,080</b>



## **INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND**

The Information Technology Equipment Replacement Fund program provides for a consistent level of funding for the replacement of desktop computers and monitors, servers, laptops, and various types of printers, on an ongoing basis. Staff prepared a replacement schedule for the City IT equipment, with estimated life plans and calculated replacement costs to determine funding needs each year, and determined an annual funding level which will result in a smoothing of operating expenses over the years, as well as providing a more accurate cost of operations on an ongoing basis.

Initially, IT equipment is purchased by the requesting department. If the equipment will be replaced on an ongoing basis, the new equipment is added to the department's replacement schedule list, and replacement charges would be adjusted for outgoing years. With the ongoing rapid changes in technology, replacement equipment may vary considerably from original equipment. Historically however, IT equipment costs have remained fairly consistent in price with improved technology. As a result, ongoing replacement costs are not expected to increase significantly in future years.

### **BUDGET OVERVIEW**

The funding schedule on the following page illustrates the annual IT Equipment Replacement charges, as calculated by tracking equipment's costs and lifespan to determine how much is to be set aside for funding replacements each year. The charge back to the appropriate departments is reflected in this fund as revenue, and the IT equipment replaced this year is an expenditure.

Over the years, funding amounts will adjust slightly as replacement equipment and projected costs are more finely determined. For FY 2009/10, funding charges increased by approximately \$6,700 from the prior year due to a reassessment of the internal IT Services equipment, which is charged by to this internal service fund program. Planned replacements in the next fiscal year total \$66,200, and include \$22,100 for 15 desktop computer replacements, \$3,600 for two laptop replacements, \$23,500 for server replacements, \$1,500 for a specialty printer replacement, and \$15,500 for network and UPS equipment. The FY 2009/10 budget also includes a planned transfer of \$50,000 to the CIP program for the IT emergency power backup project and the server room climate control project. Additional transfers may be requested during the year for planned technology projects: the phone system network and cabling upgrade. As these expenditures impact facility operations and require more extensive preparation, IT staff will coordinate and finalize these projects with Facilities staff before transferring funds. The large IT projects funding is from the remaining FY 2005/06 General Fund one-time transfer into the program, and are not part of the annual replacement funding schedule.

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND**

**SOURCE & USE OF FUNDS**

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Adjusted</u>	<u>Estimated</u>	<u>Adopted</u>
<b>SOURCES OF FUNDS</b>					
<b>Beginning Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	403,520	352,279	316,308	316,308	315,288
<b>Total Beginning Fund Balance</b>	<b>\$ 403,520</b>	<b>\$ 352,279</b>	<b>\$ 316,308</b>	<b>\$ 316,308</b>	<b>\$ 315,288</b>
<b>Revenues</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	14,000	-	-	1,979	-
Internal Service Charges	-	52,103	51,303	51,304	58,008
<b>Total Revenues</b>	<b>\$ 14,000</b>	<b>\$ 52,103</b>	<b>\$ 51,303</b>	<b>\$ 53,283</b>	<b>\$ 58,008</b>
<b>Operating Transfers In</b>					
<i>Transfer In from General Fund</i>	25,000	-	-	-	-
<b>Total Operating Transfers In</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 442,520</b>	<b>\$ 404,382</b>	<b>\$ 367,611</b>	<b>\$ 369,591</b>	<b>\$ 373,296</b>
<b>USE OF FUNDS</b>					
<b>Expenditures</b>					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
<i>Materials &amp; Supplies</i>		17,340	55,400	54,303	66,200
<i>Fees &amp; Charges</i>		-	-	-	-
<i>Consultants &amp; Contract Services</i>		-	-	-	-
<i>Meetings, Events &amp; Training</i>		-	-	-	-
Total Operating Expenditures	9,354	17,340	55,400	54,303	66,200
Fixed Assets	80,887	-	-	-	-
Internal Service Charges	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 90,241</b>	<b>\$ 17,340</b>	<b>\$ 55,400</b>	<b>\$ 54,303</b>	<b>\$ 66,200</b>
<b>Operating Transfers</b>					
Transfer Out to General Fund	-	-	-	-	-
Transfer Out to CIP	-	70,734	-	-	50,000
<b>Total Operating Transfers</b>	<b>\$ -</b>	<b>\$ 70,734</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>Ending Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	352,279	316,308	312,211	315,288	257,096
<b>Total Ending Fund Balance</b>	<b>\$ 352,279</b>	<b>\$ 316,308</b>	<b>\$ 312,211</b>	<b>\$ 315,288</b>	<b>\$ 257,096</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ 442,520</b>	<b>\$ 404,382</b>	<b>\$ 367,611</b>	<b>\$ 369,591</b>	<b>\$ 373,296</b>

**CITY OF SARATOGA**  
**FINANCE & ADMINISTRATIVE SERVICES DEPARTMENT**

**INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND**

**KEY SERVICES**

- Accumulate and provide annual funding for asset replacement
- Assess IT equipment for proper replacement timing

**EQUIPMENT REPLACEMENT FUNDING SCHEDULE**

<b>IT Equipment</b>	<b>Units</b>	<b>Per Unit</b>	<b>Total Cost</b>	<b>Unit Life</b>	<b>Per Year</b>
<b>Computers</b>					
Desktop PC	53	1,400	74,200	4	18,550
Monitors	56	300	16,800	4	4,200
Laptops	17	2,000	34,000	5	6,800
<b>Printers</b>					
Check Printer	1	1,500	1,500	5	300
Counter Printers	3	1,500	4,500	5	900
<b>UPS Battery Backups</b>					
Desktop Battery	56	200	11,200	3	3,733
Server Battery	9	300	2,700	3	900
Phone System Battery	3	1,500	4,500	4	1,125
<b>IT System Servers</b>					
Exchange Server	1	7,000	7,000	5	1,400
Domain Controllers	2	7,000	14,000	5	2,800
File/Print Server	1	7,000	7,000	5	1,400
Backup Server	1	7,000	7,000	5	1,400
Call Accounting/Antivirus	1	7,000	7,000	5	1,400
Voicemail Server	1	5,000	5,000	5	1,000
Software Server	1	5,000	5,000	5	1,000
Laserfiche Server	1	7,000	7,000	5	1,400
Granicus Servers	2	7,000	14,000	5	2,800
Vermont Server	1	5,000	5,000	5	1,000
TrakIT Server	1	7,000	7,000	5	1,400
GIS Server	1	7,000	7,000	5	1,400
<b>Network Equipment</b>					
Main Switch	1	2,000	2,000	5	400
Switches	5	1,500	7,500	5	1,500
Firewalls	2	1,500	3,000	5	600
SPAM firewall	1	3,000	3,000	5	600
<b>Total Annual Funding Requirement</b>			<b>262,000</b>		<b>58,008</b>

