



Administrative Services Department

**City of South Gate
FY 2017-18 Proposed Budget**

Departmental Purpose

DIVISIONS

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FINANCE

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HUMAN
RESOURCES

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INFORMATION
TECHNOLOGY

- ❑ Customer service – provide utility billing for the City’s water system, sewer, street sweeping & refuse collection services
- ❑ Business License – ensuring that all businesses maintain a valid City business license
- ❑ Support services to operating departments:
 - ❖ Purchasing goods and supplies
 - ❖ Paying the City’s bills
 - ❖ Providing employee services through Payroll & Human Resources
 - ❖ Preparing the City’s budget & maintaining the financial records
 - ❖ Maintaining the City’s computer systems

Staffing Levels

FY 2016/17 - CURRENT

Division	Full-Time	Part-Time	Contract	Totals
Accounting	12			
Business Lic	2.5	1		
Customer Svc	4.5	1		
Human Res	5		1	
Info. Services	3			
Purchasing	2			
Totals	29	2	1	32

FY 2017/18 - PROPOSED

Division	Full-Time	Part-Time	Contract	Totals
Accounting	12			
Business Lic	2.5	1		
Customer Svc	4.5	1		
Human Res	5		1	
Info. Services	3	1		
Purchasing	2			
Totals	29	3	1	33

Note: Staff is requesting approval in the FY 2017-18 budget to add one part-time Information Services position to provide support to the Police Department.

FY 2016-17 Accomplishments

FINANCE

Accounting

Accounts
Payable

Accounts
Receivable

Payroll

Purchasing

Business License

Water Customer
Service

- ❑ Implemented Online Utility Billing
- ❑ Implemented Tyler Cashiering System
- ❑ Implemented credit card usage for water payments
- ❑ Implemented GovInvest software for managing OPEB & Pension Costs
- ❑ Consolidated 5 deferred comp providers
- ❑ Successfully transitioned from Bank of America to Bank of the West

FY 2016-17 Accomplishments

HUMAN RESOURCES

Recruitments

Employee
Benefits

Employee
Relations

Contract
Negotiations

Risk
Management

- ❑ Implemented a Leadership Academy for Executives and Division Management Staff
- ❑ Conducted Workers' Compensation Training for Executives and Division Management Staff
- ❑ Installed Automatic External Defibrillators (AED) and trained staff on using AED's
- ❑ Conducting a Citywide Classification and Compensation Study

FY 2016-17 Accomplishments

INFORMATION TECHNOLOGY

Computer/
Server
Maintenance

Hardware/
Software
Installations

Data Back-ups
& Security

Help Desk

- Installation of 50 new computers
- Supported major Departmental projects –
 - PD – Squad Room – Installed additional network cabling
 - PD – Narcotics – Installed new fiber & Ethernet cabling and network reconfiguration for new location
 - PW – Installed dedicated department file server storage
 - Parks auditorium office – Installed new network cabling
 - Human Resources – Installed computer workstations for employee training lab/candidate testing
 - CD – Installed New Happy server and workstations
 - Finance – Installed software/hardware for Tyler Cashiering, Online Utility Billing, Tyler Output Processor (TOP), Banking Transition
- Responded to approx. 3,000 service requests

Division	FY 2016-17 Adopted	FY 2017-18 Proposed	Inc/(Dec)
Accounting	\$1,675,568	\$1,662,957	(\$12,611)
Purchasing	\$224,571	\$229,559	\$4,988
Business License	\$260,401	\$273,262	\$12,861
Customer Service	\$586,979	\$644,523	\$57,544
Information Systems	\$1,327,337	\$1,294,159	(\$33,178)
Human Resources	\$768,720	\$777,005	\$8,285
Risk Management	\$3,665,840	\$4,281,432	\$615,592
Capital Asset & Equip Rep	-	\$589,563	\$589,563
Non-Departmental	\$3,895,082	\$975,400	(\$2,919,682)
Totals	\$12,404,498	\$10,727,860	(\$1,676,638)

Administrative Services Budget

Of the \$10,727,860 total Administrative Services budget for 2017-18, \$3,918,183 is from the general fund and \$6,809,677 is from other funds.

Significant changes/requests

- Information Systems Assistant – PT (\$16,285)
- ICRMA Liability Assessment (\$288,529)
- Replace old Van for Purchasing (\$31,926)
- Fire Suppression System for server room (\$15,000)
- Storage Racking System for warehouse (\$10,000)

FY 2017-18 Goals

- ❑ Complete an IT strategic plan, upgrade internet service and data circuits, and replace outdated servers and other end-of-life hardware (in progress)
- ❑ Adopt financial policies & procedures
- ❑ Conduct a Transient Occupancy Tax (TOT) audit
- ❑ Conduct an audit of the City's SCE electric bills
- ❑ Conduct a fixed asset inventory
- ❑ Develop HR policies re: long-term medical, absenteeism and fitness for duty
- ❑ Complete update of Employee Handbook