

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central text is positioned in the white space between these blue elements.

# City of Sausalito FY2018-20 Budget

Administration & Finance Department

# Who we are and what we do

- ▶ **City Council:** the community's part-time legislative body consisting of five members including the Mayor, Vice Mayor, and three Councilmembers. They are elected at-large on a non-partisan basis for four-year staggered terms.
- ▶ **City Manager:** the administrative head of the government. He is responsible for enforcement of all laws and ordinances of the City and to see that all franchises, contracts, permits, and privileges granted by the City Council are faithfully observed.
- ▶ **City Clerk:** maintains the official records of the City and provides information and services to the public. This position also serves as the historian for the City, keeping all minutes, ordinances, resolutions and records of official actions taken by the City Council.

# Who we are and what we do (continued)

- ▶ **Financial Services:** administers and manages the financial affairs of the City. This includes accounting for the collection and disbursement of all money, investing idle funds, and managing the budget. Finance also manages the City's physical properties being leased to private parties, i.e. MLK, Old City Hall, Fire Station 2.
- ▶ **Human Resources:** conducts recruitments and other special Human Resources projects, recommends and interprets policies, and administers benefits and workers' compensation and retirement claims.
- ▶ **Information Technology:** Provides and manages technological solutions for communications, data management, and government transparency. They ensure network connectivity and security, manage public and private networks, and integrate emerging technology for City staff. They also provide communications support for the Emergency Operations Center.

# Strategic Plan Status Update

Objective 2.1 Milestones	Status	Fiscal Year
a) Conduct periodic community survey on City service delivery satisfaction	Requested quotes for citizen survey; anticipate survey results by end of May	FY2017-18

Objective 3.1 Motivated and Competent Staff Milestones	Status	Fiscal Year
a) Review classifications		2017-18
b) Review compensation comparisons		2017-18
c) Review CalPERS and OPEB valuations		2017-18
<b>d) Review CPI assumptions in previous MOUs</b>		<i>2017-18</i>
e) Formulate Negotiation Strategy including compensation, benefits, and working conditions		July, 2018
f) Determine the fiscal impact of each provision in the current contract, and make this analysis available for public review		2018-19
g) Negotiate MOUs with labor groups		2018-19 - 2 <sup>nd</sup> ,3 <sup>rd</sup> and 4 <sup>th</sup> Quarters
h) Execute MOUs		July 1, 2019

## Objective 3.2 Milestones

## Status

## Fiscal Year

a) Develop strategies to address the Unfunded Actuarial Accrued Liabilities for Pensions and OPEB including the funding and uses of the irrevocable trust fund

Review annually during budget adoption

Update 2017-18

b) Update the financial policy manual

Review annually during budget adoption

Update 2018-2020

c) Update operating procedures

Review annually during audit

Update 2018-2020

d) Update the reserve policy

Review annually during budget adoption

Update 2017-18

e) Develop and deploy a fiscal health analytical tool

Review annually during audit

Update 2017-18

f) Update user-fees for Consumer Price Index (CPI) changes and legal compliance

Review annually during budget adoption

Update 2017-18

Objective 3.3 Milestones	Status	Fiscal Year
a) Develop and sustain a 10 year financial forecasting model incorporating Capital Improvement Projects, Pension and OPEB funding strategies, and the impacts of other financial and reserve policies		2017-18
b) Identify most likely threats/risks to City finances and develop a plan to address them		<i>2018-2020</i>
c) Identify and manage best options for ensuring economic resiliency		2018-19
d) Prepare, adopt and implement Long-Term Financial Plan		2018-19
<b>e) Create an economic development strategy within the General Plan</b>		2018-19

## Objective 3.4 Milestones

Objective 3.4 Milestones	Status	Fiscal Year
a) In conjunction with the City's Asset Management Plan, consider infrastructure fees to provide for continuing investment in infrastructure		2018-19
b) Incorporate a 20 year capital vision into the CIP and budget process as well as integrate it with long-term fiscal forecasts.		2017-18
i. the long-term financial forecast component needs to include emphasis on the long-term liability of deferred capital projects, i.e. ADA, Sewer, Streets, Storm Drains, buildings/facilities, IT, etc.		
<b>c) Evaluate options for storm water system financing (SB231)</b>		<b>2018-19</b>



Objective 5.4 Technology Innovations Milestones	Status	Fiscal Year
<p>b) Expand program of recording, broadcasting, and archiving City meetings and events using the video recording system in the Council Chambers including Historic Land Board (HLB), Parks &amp; Recreation Commission, SMCSO, Trees &amp; Views Committee, and Pedestrian &amp; Bicycle Advisory Committee.</p>	<p>Completed 2016-17</p>	<p>Ongoing evaluation of opportunities</p>
<p>c) Information Technology</p> <ul style="list-style-type: none"> <li>• Develop IT Strategic and Operation Plan/ IT Disaster Recovery</li> <li>• Citizen complaint tracking system including possible software that allows citizens to snap a picture on their smartphone and file a service request easily along with it</li> <li>• Public Docuware-type access to official public records</li> </ul>	<p>Completed 2016-17</p> <p>Docuware access of agendas and materials available FY2015- 16</p>	<p>FY2017-18 evaluation of CRM for future funding</p>

Objective 5.5 Departmental Plans Milestones	Status	Fiscal Year
Evaluate Best Practices and Develop department goals that map to Strategic Plan goals.	Annually in budget process	
<b>Public Works</b> <ul style="list-style-type: none"> <li>Evaluate efficiencies to fast track CIP projects</li> </ul>	Created dedicated construction management team in FY2016-17. Review annually in budget	
Administration - Review (and update) Document Management (e-documents, hard copies), etc.		2018-19 and update
Human Resources - Review (and update) Internal Processes and Policies for recruitment, leave, etc.		2018-19 and update annually
Information Technology - Review (and update) Internal Process and Policies for governance, hardware, software, usage.		2018-19 and update annually

# Changes to Services and Structure

- ▶ Support Capital Improvements Program management and reporting
- ▶ Evaluate internal control processes and fiscal policies
  - ▶ Restructure duties of Sr. Accounting Technician to Administrative Aide
  - ▶ Redistribute duties for greater internal controls
  - ▶ Aggressive timeline for cross-training and documentation of processes
- ▶ Focus on updating Council, Department, and public information regarding City's financial position through OpenGov, periodic reports, and updated policies and procedures per the 2018-2020 Strategic Plan.
- ▶ Update policies and procedures for improved IT governance and maintenance and consistent HR management throughout the organization.

# FY2018-20 Budget Proposal

Administration & Finance	FY2017-18 Adopted	FY2018-19 Proposed	FY2019-20 Proposed
Salaries	1,156,913	1,082,998	1,098,519
Benefits	180,740	190,661	202,949
Retirement Normal Cost	95,935	89,708	98,679
CaIPERS UAAL	118,915	93,407	107,418
Professional Services	90,000	125,000	125,000
Operations	12,500	13,000	13,000
Other Services	86,550	81,800	81,800
Supplies	27,500	22,250	22,250
Furniture, Fixtures, and Equipment (FFE)	0	0	0
Transfers	27,394	27,802	28,219
<b>TOTAL</b>	<b>\$ 1,817,679</b>	<b>\$ 1,737,533</b>	<b>\$ 1,788,233</b>

# Administration & Finance

## Notable Changes

- ▶ Reduction in Salaries and Benefits due to downgrade of position and PEPPRA enrollment of new employee
- ▶ Increase in Professional Services due to increased audit activities and consulting (please note professional services for labor negotiations will be reflected in Non-Departmental)

# FY2018-20 Budget Proposal

Information Technology	FY2017-18 Adopted	FY2018-19 Proposed	FY2019-20 Proposed
Salaries	199,225	203,036	208,025
Benefits	48,480	51,680	55,173
Retirement Normal Cost	17,050	16,448	18,093
CalPERS UAAL	21,184	16,661	19,160
Professional Services	115,000	100,000	100,000
Operations	2,000	2,000	2,000
Other Services	6,000	5,000	5,000
Supplies	175,000	200,000	200,000
Furniture, Fixtures, and Equipment (FFE)	25,000	20,000	20,000
Transfers	4,863	4,949	4,949
<b>TOTAL</b>	<b>616,543</b>	<b>619,315</b>	<b>676,660</b>
<b>GRAND TOTAL</b>	<b>2,434,222</b>	<b>2,369,546</b>	<b>2,433,584</b>

# Information Technology

## Notable Changes

- ▶ Increase in software subscription and maintenance services with launch of TrakiT, Springbrook update, ARCGIS, and PerfectMind programs

# Staffing

Position	FY2017-18 Adopted	FY2018-19 Proposed	FY2019-20 Proposed
City Manager	1	1	1
City Clerk/ Assistant City Manager	1	1	1
Administrative Aide	1	2	2
Administrative Services Director/ Treasurer	1	1	1
Human Resources Manager	1	1	1
Sr. Accounting Technician	3	2	2
Finance Manager/ Administrative Analyst	1	1	1
Information Technology Manager	1	1	1
Information Technology Technician	1	1	1



# Administration & Finance

- ▶ Adam Politzer, City Manager
- ▶ Lilly Whalen, City Clerk/ Assistant City Manager
- ▶ Melanie Purcell, Administrative Services Director
- ▶ Susan Paterson, Human Resources Manager
- ▶ Rhett Redelings, Technology Manager
  
- ▶ (415) 289-4100