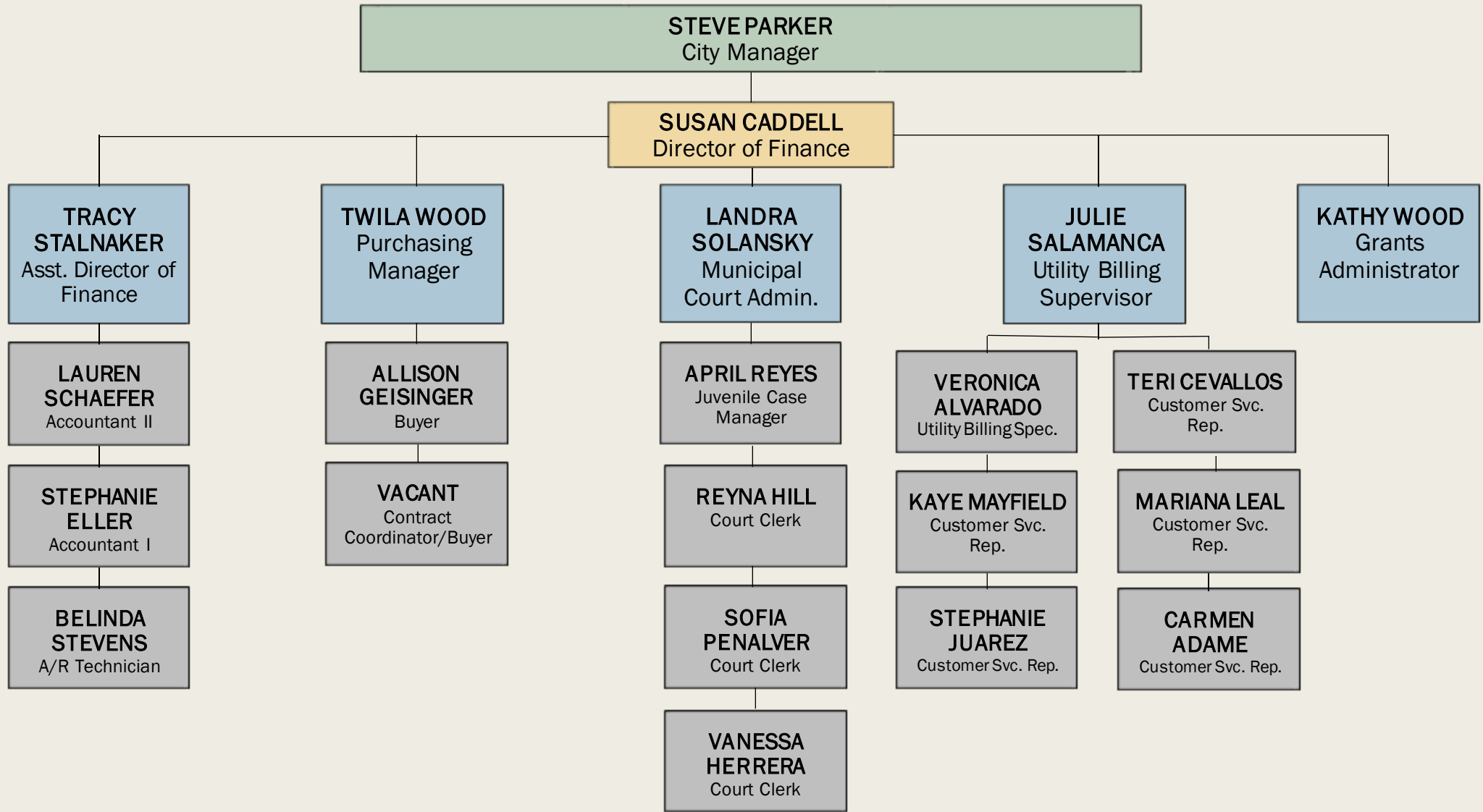




# FINANCE DEPARTMENT

Accounting, Purchasing, Municipal Court, Utility  
Billing, Grants





# Accounting Department

- Financial Management
- Budget
  - *Preparation of annual budget*
  - *Includes contact with County and Appraisal District to recommend an annual tax rate*
  - *Budget administration/oversight*
    - FY23 Operating Budget - \$106 million
    - 44 new projects with a total budget of over \$185 million
- Investments
  - *Reporting*
  - *Investing activity*
    - Investment portfolio as of 09/30/22 \$148 million
    - Interest earnings for FY22 - \$1,233,435
  - *Policy Administration*
- Fixed Assets
  - *Record maintenance*
  - *FY22 - 132 new assets added totaling \$31.7 million*

# Accounting Department (*cont'd*)

- Accounting function
  - *Daily monitoring of cash transactions and bank activity*
  - *Monthly general ledger entries*
  - *Prepare quarterly report for City Council*
  - *Preparation and oversight of annual audit*
- Oversight of bond issues and bi-annual payments
- Bi-Weekly payroll processing including producing W-2's at end of the year
- Accounts Payable
  - *FY22, issued 5,597 payments to vendors totaling \$120 million*
  - *Produce 1099's at end of the year*
- Accounts Receivable
  - *FY22, processed 2,852 receipts totaling \$66 million*
- All of these duties also apply to SSGLC and SEDC
- Maintain Transparency website
  - *Received State's Transparency Star Award*
- Annual presentation of City's Five-Year Financial Plan

# Purchasing Department

- Centralized office for the acquisition, management and disposal of City equipment, materials, supplies and services
  - *FY 22 - issued 2,531 purchase orders totaling \$46 million*
- Responsible for ensuring that all procurements are in accordance with the City of Seguin Charter, State of Texas statutes, and applicable Federal government requirements
- Fixed Asset Management
  - *Inspection and tagging of new assets*
  - *Sale of assets currently being done online*
- Preparation and/or review of all formal bids

# Municipal Court

- Responsible for conducting:
  - *Bench trials – 10 bench trials in FY22*
  - *Jury trials – 4 jury trials in FY22*
  - *Juvenile Hearings – 75 juvenile hearings in FY22*
  - *Show Cause Hearings – 2,829 show cause hearings in FY22*
  - *Cases Disposed prior to Trial – 2,761 in FY22*
- Responsible for issuing arrest warrants, capias pro fines, subpoenas, and all summons
  - *2,329 warrants issued in FY22*
  - *5,135 cases filed in FY22*
- Maintain accurate records of the cases
- Set court appearance dates and notify the individuals
- Collection of fines and fees

# Municipal Court (cont'd)

- Maintain accurate financial records for submittal of state fees
- Handles all Class C Misdemeanors including traffic, Animal Services, Code Compliance, Fire Code violations and citations issued by Texas Lutheran University Police Department
- TABC violations that occur within the City, are being filed in our court
- Animal Services docket and online training associated with Animal Services violations
- Staff continues to achieve higher certification
  - *Court Administrator is Level III Certified*
  - *2 Court Clerks are Level II Certified*
  - *1 Court Clerk is Level I Certified*
  - *Warrant Officer is certified as Court Security Specialist*

# Utility Billing

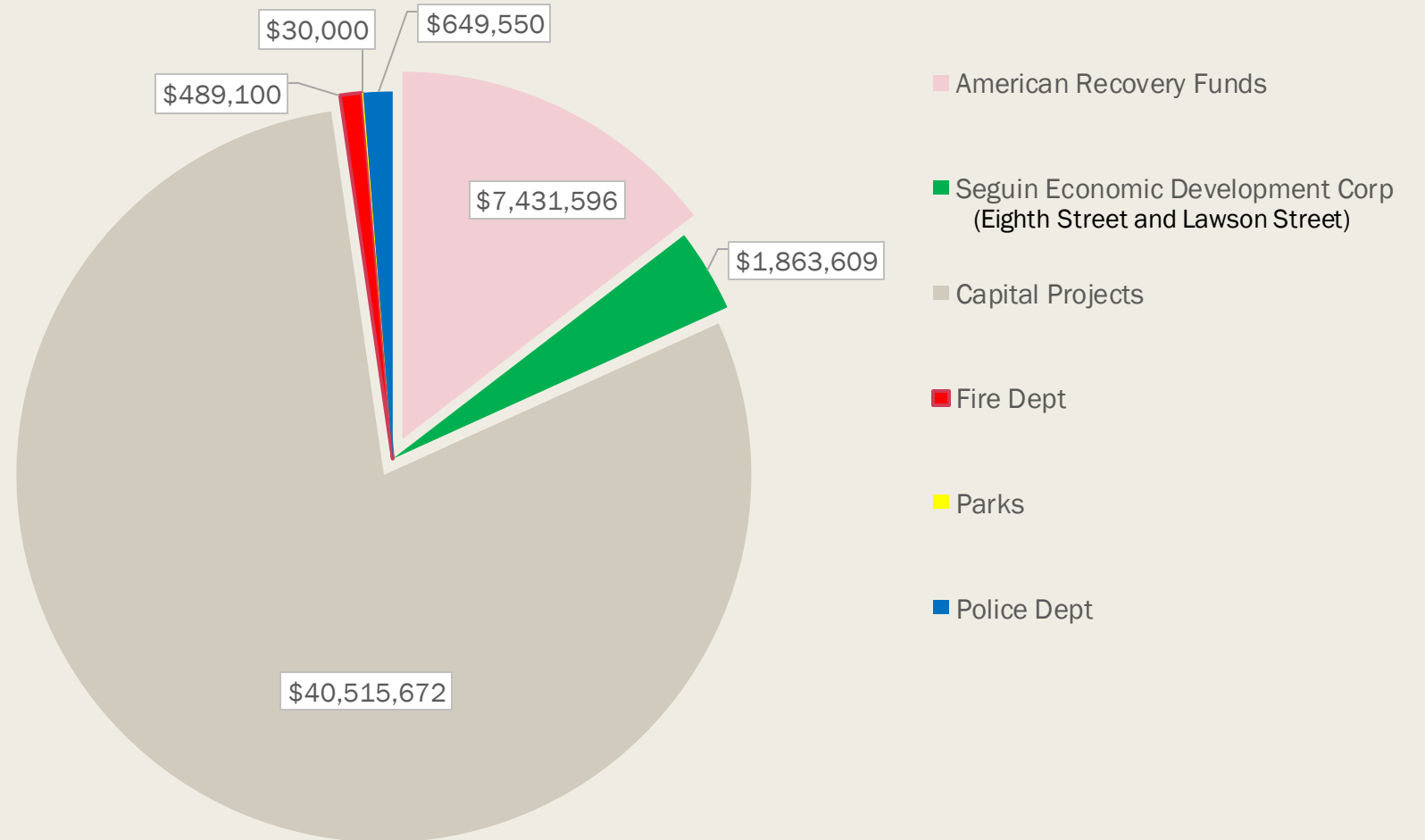
- Billing and collection of all utility bills
- Customer relations
- Approximately 9,235 electric customers
  - *FY22 Electric Revenue - \$32 million*
- Approximately 8,515 water customers
  - *FY22 Water Revenue - \$15.3 million*
- Approximately 8,055 sewer customers
  - *FY22 Sewer Revenue - \$11.1 million*

# Grants

- Submittal of grants applications
- Required financial and programmatic reports for each grant
- Coordination with program areas on current grant progress
  - May require amendment or time extension
- Grant research for potential funding
- Grants awarded
  - *FY21 - \$41,289,466*
  - *FY22 - \$2,018,466*
  - *FY23 - \$1,005,328 (as of 2/1/2023)*
- Current Grant portfolio includes 19 active grants worth \$50,979,528

# Grants

## ➤ Current Grant Portfolio



# Current Projects

- Addition of a new window in the Utility Billing Department
- Continue to recruit and hire for the position of Contract Coordinator/Buyer
- Hire a Grant Specialist to aid in succession planning
- Rearrangement of offices to limit public access to second floor