

Finance Department

City Council Budget Study Session # 2
Police/Fire Conference Room
May 11, 2015

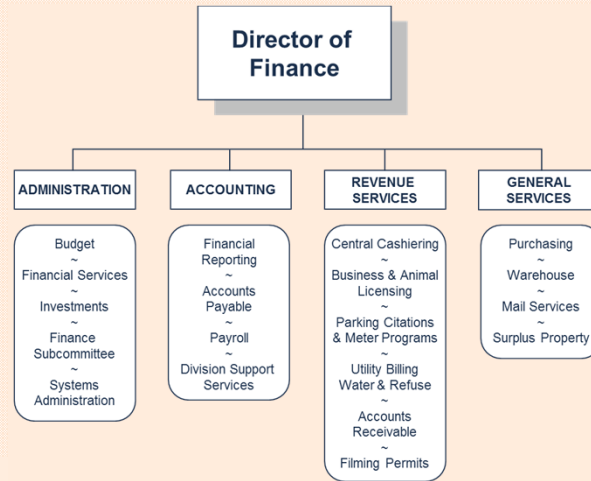


Mission Statement

To ensure the integrity of the City's financial systems in accordance with City policies while providing responsive and superior customer service.



Organizational Chart



Department Overview

The Finance Department consists of four divisions:

- Administration
- Accounting
- Revenue Services
- General Services

** Information Technology Department created as separate department in FY 2015-2016*



Department Overview

- ▶ Department Budget of \$3.9 million
 - 3.7% Increase (\$142K) from FY2015 Adopted Budget
- ▶ Major Services
 - Budget and Accounting
 - Business and Animal Licensing
 - Water and Refuse Billing
 - Parking Services
 - Filming Permits
 - Purchasing



FY 2014-2015 Department Accomplishments

(All Divisions)

- ▶ New Comprehensive Budget Policies
- ▶ Enhanced Budget Outreach Efforts
- ▶ Launched OpenGov Budget Transparency platform
 - Proposed FY 2015-2016 Budget now available
- ▶ Unmodified audit opinion for FY 13-14 (**PM**)
- ▶ CSMFO and GFOA Annual Budget Awards (**PM**)
- ▶ Maintained Triple-A Ratings (**PM**)
- ▶ GFOA Excellence in Financial Reporting Award (**PM**)



FY 2014-2015 Department Accomplishments

(All Divisions)

- ▶ Implemented digital check scanning to streamline the deposit and reconciliation of checks (**Efficiency**)
- ▶ New cashiering system (June 2015)
- ▶ Completed Cost Allocation and User Fee Study
- ▶ Negotiated new five year taxi cab franchises
- ▶ Deployed D-Card for small dollar purchases (**Efficiency**)



Goals for FY 2015-2016

- ▶ Cross training of staff functions to ensure knowledge redundancy
- ▶ Succession Planning
- ▶ Implementation of GASB 68 Pension Accounting standards for FY 14-15 CAFR
- ▶ Transient Occupancy Tax audit
- ▶ Biennial Actuarial Study for Other Post Employment Benefits (OPEB)



Goals for FY 2015-2016

- ▶ Further promote paperless bill delivery to water and refuse customers
- ▶ Deploy the Universal Fleet Fuel card
- ▶ Obtain greater efficiencies through higher formal and informal bid limits and streamlining the bidding process
- ▶ Implement electronic procurement platform to improve bid outreach and response rates



Other Key Performance Measurements

- ▶ Increase monthly collection rate on residential utility bills from 94% to 95%
- ▶ Increase auto-debit utility payments (Online bill pay) from 13% to 17%
- ▶ Increase paperless customers (Bill presentment via email) from 16% to 20%
- ▶ Process purchase requests under \$20,000 (informal bidding procedures) within 5 business days 85% of the time (up from 79%)



Q&A – Finance Department

