

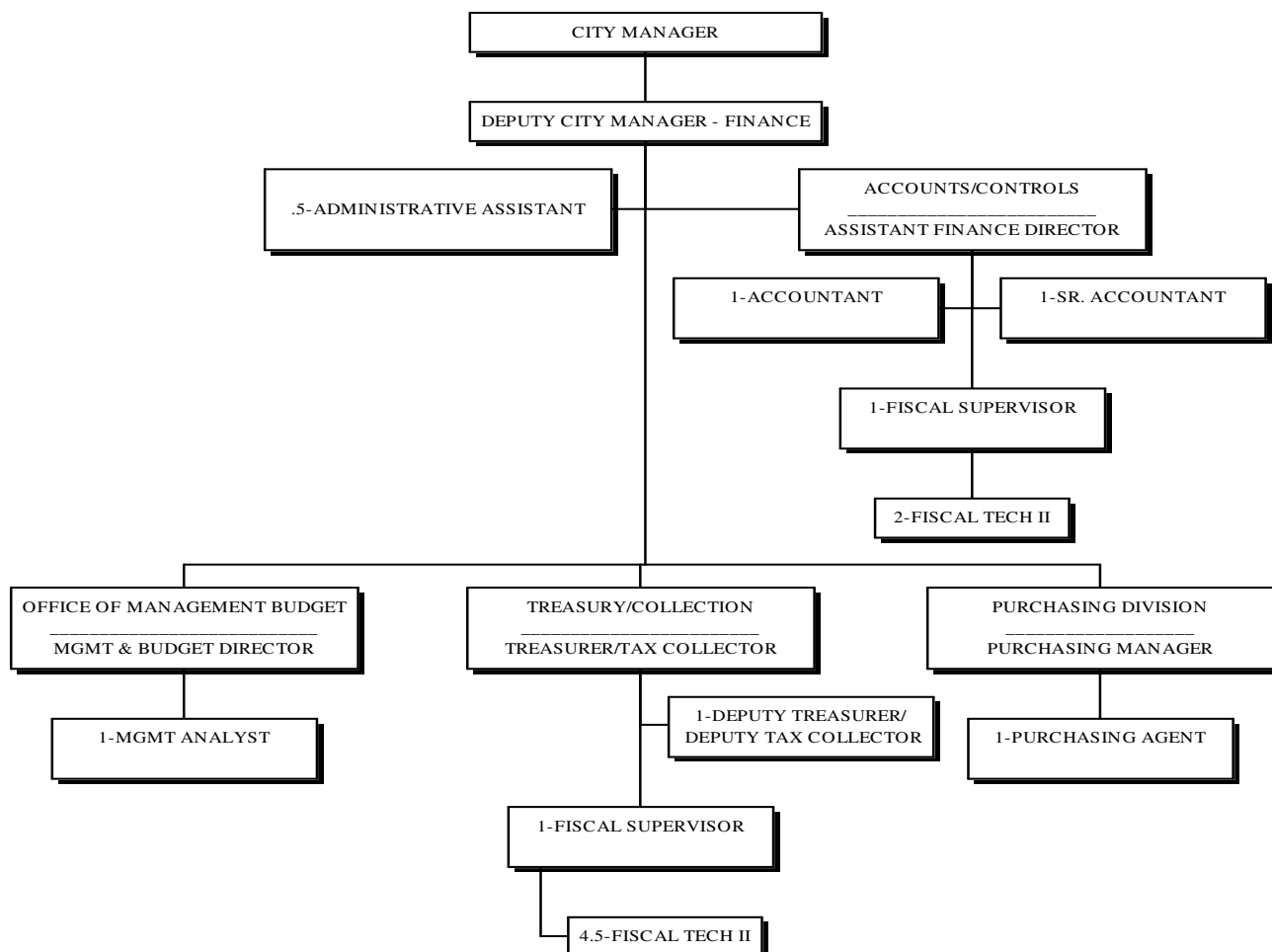
FINANCE**MISSION**

The Finance Department's mission is to create and sustain a dynamic fiscal structure to meet legal requirements and support attainment of the overall City mission. To that end, the Department will apply recommended business practices in Accounting, Auditing and Financial Reporting, Asset and Risk Management, and Debt Administration. The Department will support financial policy development that promotes fiscal security, long-term self-reliance and the efficient use of labor, intellectual and physical capital and technology necessary to the provision of the highest level of customer service possible.

The Office of Management and Budget Analysis (OMB) will provide Citywide comprehensive and consistent analytical budgetary and management support.

The Purchasing Division of the Finance Department strives to obtain the optimal value for the taxpayer through a process of acquiring goods and services and disposing of surplus personal property that timely meets the needs of City departments in conformance with the City Charter and Ordinances, while encouraging competition in a fair, open, ethical and efficient manner.

FINANCE DEPARTMENT
TABLE OF ORGANIZATION



FINANCE**MANAGEMENT & BUDGET****PROGRAM HIGHLIGHTS**SERVICE INDICATORS2013 GOALS

1. Develop a plan for implementing the ERP Budget Module; including approval from Administration.
2. Obtain the necessary knowledge of the software to implement the Budget Module.
3. Develop and execute a plan to train City staff responsible for budget development within their department.
4. Prepare the current Logos database for implementing the Budget Module.
5. Develop a new budget manual that reflects budget development within the ERP system and incorporate, to the greatest extent possible, GFOA's Distinguished Budgeting Award criteria.
6. Continue to investigate position control and position budgeting in conjunction with the Human Resources (HR) Department.
7. Investigate the use of Business Analytics as a tool for analyzing data in the ERP system.

2012 GOALS STATUS

1. Develop an updated Fiscal Monitoring Report model that will more closely match the City's standard financial statements and provide for the use of standard indices for modeling purposes wherever possible.
9-Month Status: A new financial statement format was presented to the Fiscal Policy Advisory Committee (FPAC) and the City Council using a Logos summary financial statement format and a written executive summary from the Deputy City Manager – Finance. This report was well accepted and will be used as a new report in lieu of the previous fiscal monitoring report format. Development of the proforma model continues and the model has been presented to FPAC. Staff hopes to continue development of the model by using indices such as the Municipal Price Index to provide insight to future prices.
2. Standardize pro formas for all Enterprise and Special Revenue funds.
9-Month Status: A standard has been developed for each Enterprise Fund and the larger Special Revenue funds. The format for each deviates as little as possible from the standard, while still allowing for the important aspects of each fund to be evaluated.
3. Continue to develop OMB as the budget development and analysis entity for the City by developing coordinated goals across citywide functional areas as determined by the City Manager.
9-Month Status: OMB incorporated a request for departments to coordinate goals with other departments that are needed to effectively achieve the goals. The Deputy City Manager - Finance requested departments to review their goals with respect to other departments. The purpose is to ensure that each department is able to devote necessary resources to achieve the desired results.
4. Develop lease/buy analysis for Police Cruisers.
9-Month Status: The lease/buy analysis for police cruisers was completed and reviewed with the Deputy City Manager - Finance.

FINANCE**PROGRAM HIGHLIGHTS****MANAGEMENT & BUDGET**

5. Continue to work with the Human Resources (HR) Department on implementing the Position Control module of the City's ERP system and integration into the Budget module.
9-Month Status: OMB and HR staff updated the City staffing changes that occurred with the passage of the FY 2012 budget. HR and OMB staff held a meeting with New World Systems staff to understand how the Position Control module in the ERP system operates. The Position Control module integrates with the budgeting module through a Position Budgeting link and coordination of these closely related functions will require well thought out implementation in order for them to function seamlessly. OMB used the position control database to develop the necessary FY 2013 base budgets for departmental personnel budgets; approximately 50% of the overall budget. This modeling of position control and position budgeting provides insight and experience as the City moves toward implementation of this module within the ERP system.
6. Investigate the use of the Logos Budget module for preparing the City's budget and budget documents.
9-Month Status: Staff has received training from New World Systems on the set-up of the budget module within the ERP system. Information Technology staff have set up a dedicated virtual computer server as a simulated environment for testing this module within the ERP system. OMB staff configured the budget module for the purposes of testing functionality; and entered budget transactions, details, comments, and other information for testing purposes. OMB staff held focus group meetings and educational sessions for all City departments and will develop an implementation plan for administrative review in FY 2013.
7. Refine budget modules for utilities, fuels, compensation and benefits, and revenue streams.
9-Month Status: OMB staff put forth effort to develop models for tracking electricity and natural gas consumption. Getting consistent and standardized data has been elusive. However, progress has been made and more consistent effort of this kind is necessary if successful forecasting is going to be achieved.
8. Assist with budgetary creation and set-up of newly combined Grounds Division and Recreation Department into Parks and Recreation Department.
9-Month Status: The division, cost centers, and projects are set-up, including the Golf enterprise fund, so that they appear within the new Parks and Recreation Department. Additionally, project accounting was set-up to track detailed revenue and expenses within the ERP System for the Parks and Recreation Department. Projects include tracking of park maintenance costs, camp revenue and expenses, senior programming costs, and labor cost tracking for the Department's Program Coordinator and Open Gym Attendant positions.
9. Meet the criteria to qualify and apply for the GFOA Distinguished Budget Presentation Award Program.
9-Month Status: No progress has been made on this goal.
10. Continue to work with the Legal and Human Resources Departments to provide fiscal analysis for labor contract negotiations and changes.
9-Month Status: Contracts have been signed for CPPA and IAFF (Local 1045). Providing ongoing analysis as requested.
11. Work with the Fiscal Policy Advisory Committee (FPAC) on closing the FY 2013 funding gap, specifically regarding Group II retirement cost shifting from the State and balanced budget issues.
9-Month Status: A workbook was developed to provide information on the budget gap as departmental reviews are undertaken. OMB staff is working with Council, Administration, and all departments to close funding gaps.

FINANCE MANAGEMENT & BUDGET

BUDGET DETAIL

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGETED	2012 ESTIMATED	2013 FISCAL BUDGET
REVENUE						
TRANS FROM TRUST CAP RESERVE	\$0	\$0	\$0	\$11,000	\$11,000	\$0
Total	\$0	\$0	\$0	\$11,000	\$11,000	\$0
APPROPRIATIONS						
COMPENSATION	\$224	\$320,878	\$286,856	\$304,240	\$305,030	\$308,620
OUTSIDE SERVICES	\$1,127	\$5,826	\$8,052	\$5,260	\$5,400	\$5,460
SUPPLIES	\$0	\$1,443	\$1,810	\$12,250	\$12,280	\$1,100
INSURANCES	\$3	\$3,550	\$3,916	\$3,790	\$4,400	\$4,320
FRINGE BENEFITS	\$17	\$95,016	\$121,183	\$129,150	\$122,750	\$126,860
Total	\$1,371	\$426,713	\$421,817	\$454,690	\$449,860	\$446,360

<u>POSITION TITLE</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Deputy City Manager – Finance	1.0	1.0	1.0	1.0
Budget & Management Director	1.0	1.0	1.0	1.0
Budget & Management Analyst	1.0	1.0	1.0	1.0
Administrative Assistant	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	3.5	3.5	3.5	3.5

FUNDING IMPACT **FINANCE**
MANAGEMENT & BUDGET

This budget contains no significant funding changes.

**FINANCE
MANAGEMENT & BUDGET**

NOTES
