

FINANCE

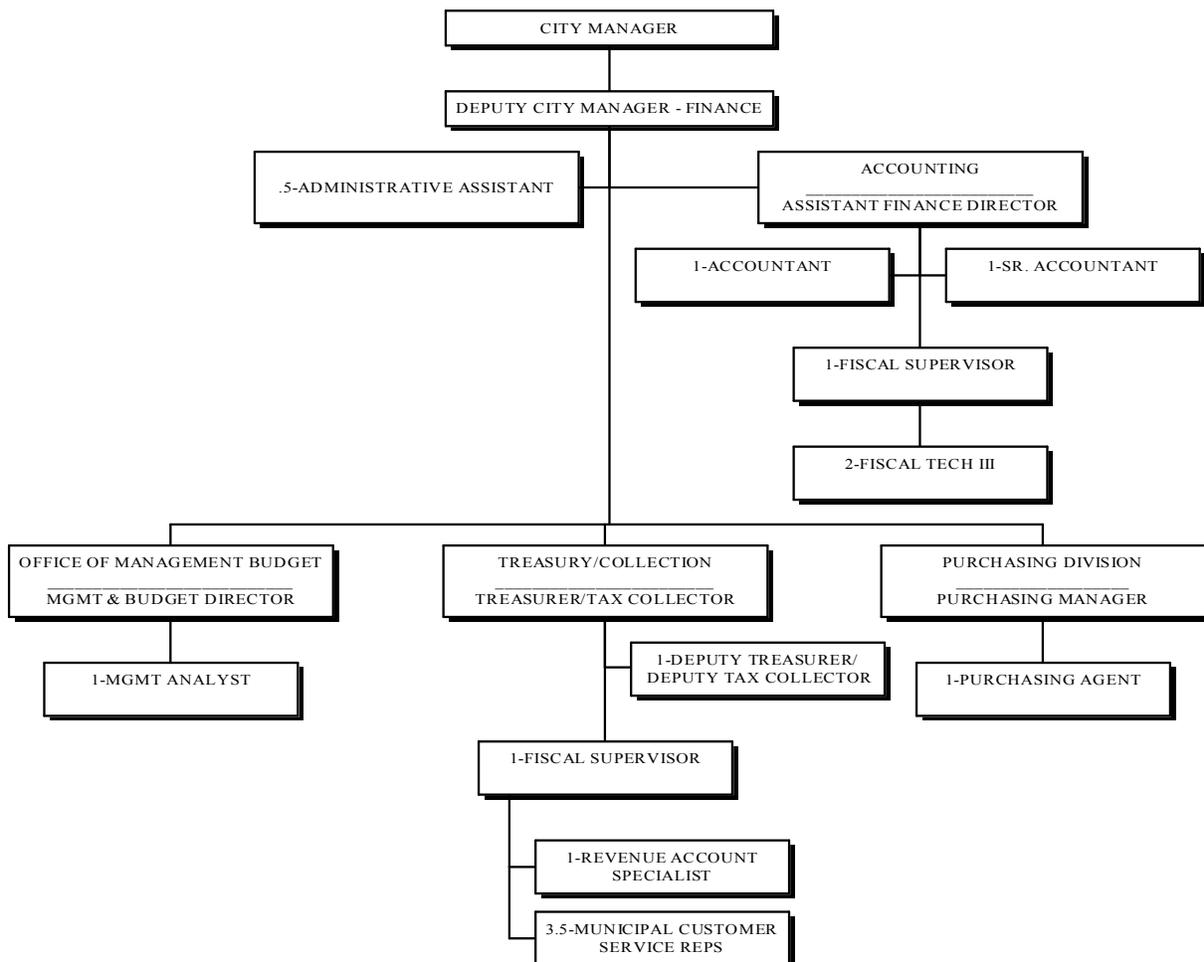
MISSION

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 INDICATORS2014 GOALS

1. Assist the Human Resources Department with the installation of the Position Control module within Logos.
2. Test the Position Budgeting module within Logos.
3. Implement the Position Budgeting module within Logos.
4. Continue to improve the budgeting process within the Logos Budget module.
5. Develop Business Analytics into a tool that is regularly used to provide useful and reliable reports.
6. Recruit for and fill the vacant Management Analyst position within OMB.
7. Collaborate with Arena Manager and the General Services Department Business Manager on the need for and possible development of a capital equipment reserve for the Arena Fund.

2013 GOALS STATUS

1. Develop a plan for implementing the ERP Budget Module; including approval from Administration.
9-Month Status: Administration approved and the Office of Management and Budget implemented the ERP Budget module. All City Departments prepared the FY 2014 budget using the Budget module.
2. Obtain the necessary knowledge of the software to implement the Budget module.
9-Month Status: The necessary knowledge was obtained to implement the software. Additionally, the software has more potential as management reports are aligned with the software.
3. Develop and execute a plan to train City staff responsible for budget development within their department.
9-Month Status: Completed.
4. Prepare the current Logos database for implementing the Budget module.
9-Month Status: Completed.
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.
9-Month Status: Completed.
6. Continue to investigate position control and position budgeting in conjunction with the Human Resources Department.
9-Month Status: New World Systems (NWS) will be here in the 4th quarter of FY 2013 to educate staff and start the implementation process.
7. Investigate the use of Business Analytics as a tool for analyzing data in the ERP system.
9-Month Status: The City purchased Business Analytic Financial Management and Human Resource cubes from NWS in the 3rd quarter of FY 2013. Staff has received training from NWS via a webinar. Implementation is underway in several City divisions.

FINANCE

BUDGET DETAIL

MANAGEMENT & BUDGET

| | 2010 ACTUAL | 2011 ACTUAL | 2012 ACTUAL | 2013 BUDGETED | 2013 ESTIMATED | 2014 BUDGET |
|------------------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
| REVENUE | | | | | | |
| TRANS FROM TRUST CAP RESERVE | \$0 | \$0 | \$11,000 | \$0 | \$0 | \$0 |
| Total | \$0 | \$0 | \$11,000 | \$0 | \$0 | \$0 |
| APPROPRIATIONS | | | | | | |
| COMPENSATION | \$320,878 | \$286,856 | \$306,554 | \$308,620 | \$270,720 | \$310,060 |
| OUTSIDE SERVICES | \$5,826 | \$8,052 | \$4,392 | \$5,460 | \$4,850 | \$5,580 |
| SUPPLIES | \$1,443 | \$1,810 | \$19,860 | \$1,100 | \$1,150 | \$1,150 |
| INSURANCES | \$3,550 | \$3,916 | \$3,819 | \$4,320 | \$4,150 | \$11,350 |
| FRINGE BENEFITS | \$95,016 | \$121,183 | \$122,652 | \$126,860 | \$94,090 | \$117,230 |
| Total | \$426,713 | \$421,817 | \$457,276 | \$446,360 | \$374,960 | \$445,370 |

| <u>POSITION TITLE</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</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>0.7</u> |
| Total | 3.5 | 3.5 | 3.5 | 3.7 |

**FINANCE
MANAGEMENT & BUDGET**

FUNDING IMPACT

This budget contains no significant funding changes.