



Department of Finance

Council Briefing | December 18, 2023

Department of Finance

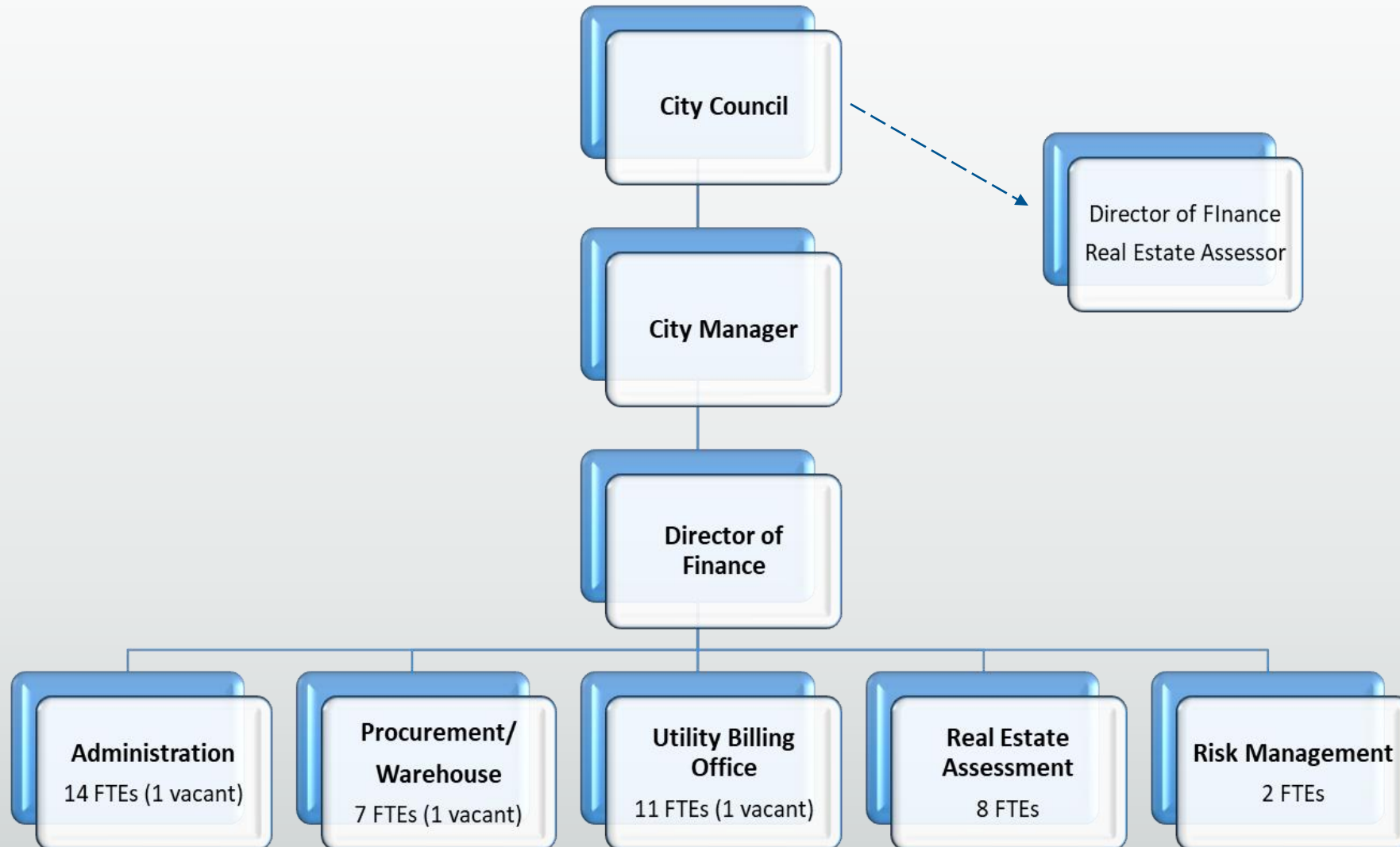
The Department of Finance is comprised of five divisions:

- **Administration** – accounting and reporting, payroll ,accounts payable/receivable, City's credit card programs, manages the City's financial management system(SAP).
- **Procurement/Warehouse** – responsible for ensuring City's purchases are conducted in compliance with applicable procedures and laws while delivering optimal value for expenditure of funds.
- **Real Estate Assessment** – annual assessment of real property in accordance with state law.
- **Risk Management** – manages the City's property and liability insurance coverages and coordinates centralized safety services and training for the City organization.
- **Utility Billing Office** – provides billing and customer service for the City's water, sewer, and gas utilities.





Staffing – 42 budgeted positions (39 filled, 3 vacant)





Service Levels

Payroll

- 1,400 employee checks every 2 weeks
- 900 retiree checks per month

Utility Billing Office

- Bills 26,000 utility customers monthly
- Handles 37,000 customer inquiries per year

Accounts Payable

- 100,000 transactions annually

Procurement

- 2,000 procurements annually
- Average of \$75M spend per year

Assessor's Office

- Assess 15,000 parcels annually

Risk Management

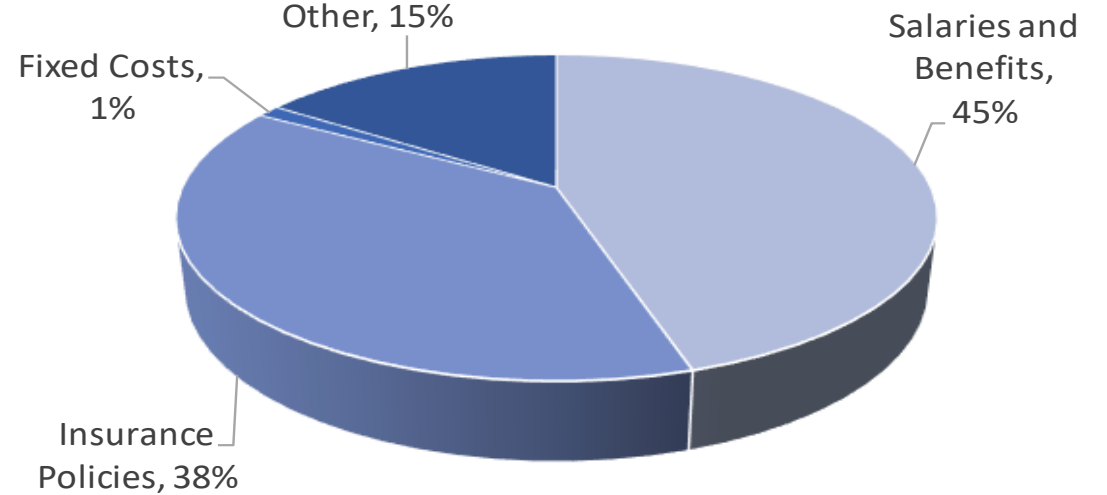
- Recover an average of \$187k of damages per year
- Handle 225 incident reports annually



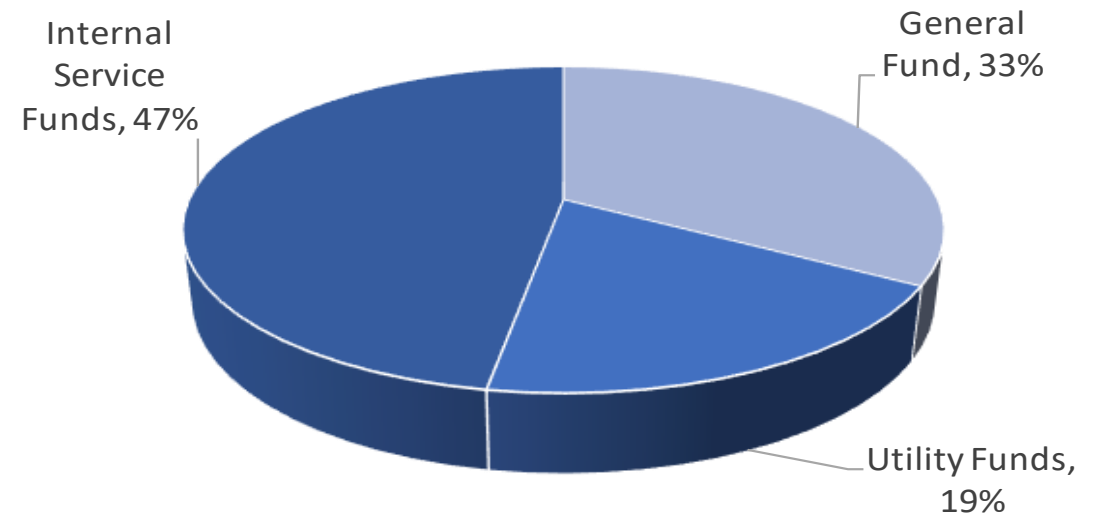
Budget

- Annual budget for the department is approximately \$9.3M (FY'24)
- The department's budget is located in several different funds:
 - ✓ *General Fund – Administration, Real Estate Assessment, Procurement*
 - ✓ *Utility Funds – Utility Billing Office*
 - ✓ *Internal Service Funds – Risk Management, Warehouse*

FY'24 Finance Budget by Category



FY'24 Finance Budget by Fund





Budget (cont.)

- Budget drivers for FY'25
 - ✓ *Inflationary/Contractual Cost increases*

- New Requests
 - ✓ *Administration - Upgrade an existing Administrative Assistant position to a Management Analyst*
 - ✓ *Utility Billing Office – Create a Customer Service Supervisor position*



Challenges

- Personnel
 - ✓ *Retaining experienced, qualified personnel by providing competitive salary and benefits*
 - ✓ *Finding qualified candidates to fill vacant, technical positions*

Opportunities

- Upgrading City's Financial Management System (SAP)
 - ✓ *Undertaking a 2+ year effort to upgrade SAP to ensure technical and data integrity*
 - ✓ *Improved, easier user experience*
 - ✓ *Will involve a number of City departments and personnel*
 - ✓ *Estimated cost is \$6M - \$7M. Majority of funding is already in place from fees charged to users in previous years and set aside for this purpose and some year end funds.*