

FY 2024
Finance Department
Budget Presentation



February 6, 2022
City Council Meeting

FY 2023 Challenges

- ERP
 - Payroll – D365/ADP
 - Leave Management –
 - Never fully worked
 - Beginning of Conversion to Full ADP
 - Accounts Payable – D365 and MSI
 - Dual Systems
 - Reverting to Single System

FY 2023 Challenges

- Senior Accountant departure – 9+ Years
 - Utilizing very experienced contractual assistance to catch-up
- Senior Accountant replacement hiring
 - Working through the offer/hiring process
 - On-boarding before fiscal year end

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FY 2023 Successes

- Government Finance Officers Association - Certificate of Excellence in Financial Report
 - 29th Received for FY 2021
 - 30th Submitted for consideration for FY 2022
- Protecting Tax Payer Assets
 - 2 - Cases of EXTERNAL Fraud – Accounts Payable Checks
 - Positive Pay security measure halted

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FY 2024 Goals & Objectives

- Establish working relationship with incoming City Treasurer
- Establish New Budget Planning Process
- Financial Analysis with Special Census
- Assist with Collective Bargaining

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FY 2024 Goals & Objectives

- New ERP selection assistance
- Return to regular periodic financial updates
- Abatement of Property Taxes – Related to Debt Service

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QUESTIONS?



FY 2024 Finance Department Work Plan - Initial Draft

(Created by KD - 12/22)

INTRODUCTION

The Finance Department consists of five (5) full-time positions responsible for Accounts Payable, Accounts Receivable, Business and Liquor Licensing, Cashiering, Customer Service, General Ledger, Payroll, Utility Billing, Financial Management, Budget, and Audit. The Work Plan does not provide details on the normal activities staff performs. Rather, it identifies those special projects or assignments in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES						
Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans	
T1-1	Assist in new ERP software planning and/or implementation	TBD				
T1-2	Assist with Special Census - focusing on resulting revenue generation	TBD			Strategic Plan Goal #2: Fiscal Conservatism	
T1-3	Consolidation of all City fees in the City Code into a comprehensive schedule	04/30/2024			Strategic Plan Goal #2: Fiscal Conservatism	
T1-4	Establish Procedure for disposal of "low-value" City property under City Administrator authority	10/30/2023				
T1-5	Establish Succession plan and assess departmental staffing	10/30/2023				
T1-6	Establish working relationship with new City Treasurer	On-Going				
T1-7	Implementation of New/Revised Budget Planning process (due to ERP replacement)	10/30/2023			Strategic Plan Goal #2: Fiscal Conservatism	
T1-8	Provide financial assistance in IBEW Local 701 collective bargaining negotiations	04/30/2024			Strategic Plan Goal #2: Fiscal Conservatism	
T1-8	Provide financial assistance in MAP #213 collective bargaining negotiations	04/30/2024			Strategic Plan Goal #2: Fiscal Conservatism	
T1-9	Resume and Increase Financial Reporting to monthly - to City Council and Staff	On-Going			Strategic Plan Goal #2: Fiscal Conservatism	

TIER TWO INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T2-1					
T2-2					

TIER THREE INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One – These are the highest priority initiatives that staff feels must be advanced. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

Tier Two – These are important initiatives staff feels should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

Tier Three – These are desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on High or Important priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

T1-XX Highlighting, Bold font = New for FY 2024

Italic font = Initiative or project for which a new FY 2024 Decision Package has been submitted.

KD=Director of Finance, SS= Accounting Clerk II (AP), TG= Accounting Clerk II (UB), DH= Accounting Clerk I

PROJECTS NOT INCLUDED IN FY 2022 WORK PLAN

Not applicable

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2024 WORK PLAN

- 1 Does not account for any impact off new staffing turn-over during the fiscal year
- 2 Assumes five (5) full-time staff positions
- 3 Does not account for emergencies or unexpected issues which may take priority throughout the year
- 4 Does not include normal everyday departmental duties