

FINANCE DEPARTMENT

**DEPARTMENTAL PRESENTATION
MARCH 27, 2017**

Fiscal Year '17 Accomplishments

- Certificate of Achievement for Excellence in Financial Reporting
- Enterprise Resource Planning RFP
- Pension Accounting transition
- Change in lock box provider
- Assisted with Collective Bargaining agreements
- Increased ACA reporting

Fiscal Year '18 Objectives

- Enterprise Resource Planning (ERP) selection
(Decision Packages)
- Process changes and recommendations
- Change in electronic lock box service provider
- Change of financial institutions
- Change in pension benefit administrators

QUESTIONS?

FY 2018 Finance Department Work Plan

INTRODUCTION

The Finance Department consists of five full-time positions responsible for Accounts Payable, Accounts Receivable, Business and Liquor Licensing, Cashier, 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.

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

- **Red font** = Highest priority initiatives staff feels must be advanced. Tier one elements of Department's annual Work Plan. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expect to accomplish with existing and budgeted resources.
- **Blue font** = Important priority initiatives staff feels should be advanced. Tier two elements of the Department Work Plan staff expects to accomplish/advance with existing and budgeted resources. Delaying progress on these initiatives and projects will result in undesirable impacts.
- ✓ **Green font** = Desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in upcoming FY. Third tier elements of the Department's annual Work Plan. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in upcoming FY. 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.

Italic font = An initiative or project which a new Decision Package has been submitted for upcoming FY2018.

PROPOSED FY 2018 FINANCE DEPARTMENT WORK PLAN OUTLINE

FY 2018 On-going Projects and Initiatives

- ***Enterprise Resource Planning (ERP) Project system selection and implementation (Department)***
- ***Analyze processes and make recommendations for related financial practices and policy changes resulting from implementation of the new ERP system (KD/LB)***
- ***Assist Administration Department with Compensation Philosophy salary survey data analysis (KD/LB)***

Proposed New FY 2018 Projects and Initiatives

- ***Initiate change of financial institutions to separate accounts payable and payroll, and improve electronic payment option for residents (KD/LB)***

LB=Senior Accountant, Leonardo Beltran, KD=Finance Director, Kevin Dahlstrand, Department=Department wide participation

PROJECTS NOT INCLUDED IN FY 2018 WORK PLAN

- Not applicable

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2018 WORK PLAN

- Proposed FY 2018 Finance Department Work Plan does not account for impact of turnover
- Assumes no new vacancies in current Finance Department positions
- Does not account for emergencies or unexpected issues that may take priority throughout the year.