

Department of Finance



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Department Description

The Department of Finance (DOF) provides services to the Mayor and serves as an internal fiscal consultant to the City. The Department was established through the merger of the Office of the City Comptroller and the Financial Management department to maximize efficiencies and minimize redundancies within the fiscal management of the City. The DOF is made up of three divisions, Financial Planning and Disbursements, Internal Financial Reporting, and External Financial Reporting.

Financial Planning and Disbursements division coordinates the development of a balanced budget by working with departments to identify expenditure savings and implement Mayoral initiatives; develops and monitors the personnel expense components of the operating budgets, including analysis of salaries and fringe rates, and conducts analyses to support labor negotiations; develops the Five-Year Financial Outlook, identifies new revenue sources, and forecasts revenues. This division is also responsible for payment services, including payroll processing for the City's approximately 11,350 employees, and centralized processing for all vendor payments.

Internal Financial Reporting division performs the general accounting and internal financial reporting functions for the City; monitors the City's expenditures and revenues, oversees budget transfers and adjustments, produces reports to Council to forecast year-end results and aids in budget adjustments throughout the year to accommodate unforeseen budget changes. This division develops and monitors the CIP Budget which supports projects that help maintain or improve City infrastructure. This division also maintains multiple modules of the SAP system to ensure data accuracy and develops and provides citywide financial training.

External Financial Reporting division prepares the Comprehensive Annual Financial Report (CAFR) which includes an accounting of all City funds and its component units, including related disclosures. This division also implements and monitors internal controls over financial reporting, and prepares the required reporting to Audit Committee and Council.

The Department's mission is:

To provide the highest quality financial services with integrity, transparency, and accountability

The Department's vision is:

Department of Finance

To set the national standard for municipal financial management

Goals and Objectives

Goal 1: Safeguard public assets through strong financial management

- Maintain strong internal controls over financial reporting
- Establish fiscally sound financial policies
- Produce transparent financial reporting
- Prepare fiscally sound balanced budgets and capital plans

Goal 2: Optimize financial resources through long-term fiscal planning

- Identify and implement continuous business process improvements
- Seek strategic opportunities to reduce costs and enhance revenues
- Promote sound long-term financial and infrastructure planning

Goal 3: Provide excellent customer service

- Reach out to customers and collaborate to meet their goals
- Provide accurate and timely financial information

Goal 4: Strengthen the City's financial knowledge, skills, and abilities

- Maximize use of the City's financial data
- Provide robust training programs for Finance Branch staff
- Establish training programs for citywide staff

Key Performance Indicators

Performance Indicator	FY2017 Target	FY2017 Actual	FY2018 Target	FY2018 Projection	FY2019 Target
1. Number of months after the end of the fiscal year when the Comprehensive Annual Financial Report (CAFR) is issued ¹	6	6	6	6	6
2. Percentage of invoices paid by the city on time per the monthly "On Time Invoice Payment Report" ²	80%	67%	80%	71%	80%
3. Percentage of invoices processed in an automated fashion	33%	68%	100%	100%	100%
4. Percentage of annual reserves targets achieved	100%	100%	100%	100%	100%
5. Percentage of departments with actuals within 5% of projections ³	90%	84%	90%	86%	90%
6. Percentage variance between Major General Fund revenue projections versus year-end actuals ⁴	2.00%	0.00%	2.00%	0.50%	2.00%

Department of Finance

Key Performance Indicators

Performance Indicator	FY2017 Target	FY2017 Actual	FY2018 Target	FY2018 Projection	FY2019 Target
7. Percentage of Annual Adopted and Added CIP Budget expended/committed ⁵	100%	157%	100%	145%	100%

1. The Comprehensive Annual Financial Report (CAFR) is completed one fiscal year in arrears.
2. A new vendor payment software was implemented in Fiscal Year 2017. Performance was impacted during the implementation and training phase.
3. Estimated amount for Fiscal Year 2018. Actuals are not finalized until approval of the Audited Fiscal Year 2018 Comprehensive Annual Financial Report.
4. Refer to footnote #1.
5. This includes expenditure commitment of prior year funds. Estimated amount for Fiscal Year 2018. Actuals are not finalized until approval of the Audited Fiscal Year 2018 Comprehensive Annual Financial Report.



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Department of Finance

Department Summary

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
FTE Positions (Budgeted)	0.00	0.00	113.27	113.27
Personnel Expenditures	\$ -	\$ -	\$ 15,077,593	\$ 15,077,593
Non-Personnel Expenditures	-	-	1,209,847	1,209,847
Total Department Expenditures	\$ -	\$ -	\$ 16,287,440	\$ 16,287,440
Total Department Revenue	\$ -	\$ -	\$ 1,950,000	\$ 1,950,000

General Fund¹

Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Department of Finance	\$ -	\$ -	\$ 2,845,799	\$ 2,845,799
External Financial Reporting	-	-	3,785,938	3,785,938
Financial Planning & Disbursement	-	-	4,585,070	4,585,070
Internal Financial Reporting	-	-	5,070,633	5,070,633
Total	\$ -	\$ -	\$ 16,287,440	\$ 16,287,440

Department Personnel

	FY2017 Budget	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Department of Finance	0.00	0.00	10.27	10.27
External Financial Reporting	0.00	0.00	26.00	26.00
Financial Planning & Disbursement	0.00	0.00	40.00	40.00
Internal Financial Reporting	0.00	0.00	37.00	37.00
Total	0.00	0.00	113.27	113.27

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Department of Finance Restructure Restructure of 86.00 FTE positions and non-personnel expenditures from the Office of the City Comptroller to the newly created Department of Finance.	86.00	\$ 11,939,498	\$ 2,100,000
Department of Finance Restructure Restructure of 30.00 FTE positions and non-personnel expenditures from the Financial Management Department to the newly created Department of Finance.	30.00	4,076,658	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	470,118	-

1. In the Fiscal Year 2019 Proposed Budget, the budgets for the Financial Management Department and the Office of the City Comptroller were consolidated into the Department of Finance. Prior year actuals and budget can be found in the Financial Management Department and the Office of City Comptroller's budget pages.

Department of Finance

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	359,492	-
Repurpose of Positions Reduction of 6.00 Program Coordinators and 3.00 Accountant 4s, and the addition of 6.00 Financial Operations Managers and 4.00 Principal Accountants to better align the position classifications with the operations of the newly merged Department of Finance.	1.00	230,767	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	2.27	64,363	-
Reallocation of Financial Deputy Directors Reduction of 3.00 Deputy Directors and the addition of 2.00 Assistant Department Directors and 1.00 Chief Accountant to better align the position classifications with the operations of the Department.	0.00	27,253	-
Reduction of City Comptroller Reduction of 1.00 City Comptroller and the addition of personnel expenditures associated with the Department of Finance Director.	(1.00)	(327,329)	-
Reduction of Staff Reduction of 2.00 Associate Budget Development Analysts, 2.00 Accountant 2s, and 1.00 Account Audit Clerk.	(5.00)	(553,380)	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(150,000)
Total	113.27	\$ 16,287,440	\$ 1,950,000

Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
PERSONNEL				
Personnel Cost	\$ -	\$ -	\$ 8,675,628	\$ 8,675,628
Fringe Benefits	-	-	6,401,965	6,401,965
PERSONNEL SUBTOTAL	-	-	15,077,593	15,077,593
NON-PERSONNEL				
Supplies	\$ -	\$ -	\$ 107,800	\$ 107,800
Contracts	-	-	520,774	520,774
Information Technology	-	-	470,118	470,118
Energy and Utilities	-	-	101,355	101,355
Other	-	-	9,800	9,800
NON-PERSONNEL SUBTOTAL	-	-	1,209,847	1,209,847
Total	\$ -	\$ -	\$ 16,287,440	\$ 16,287,440

Department of Finance

Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Charges for Services	\$ -	\$ -	\$ 1,850,000	\$ 1,850,000
Other Revenue	-	-	100,000	100,000
Total	\$ -	\$ -	\$ 1,950,000	\$ 1,950,000

Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Proposed	Salary Range	Total
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FTE, Salaries, and Wages

20000010	Account Audit Clerk	0.00	0.00	4.00	\$34,206 - \$41,146	\$ 155,998
20000866	Accountant 2	0.00	0.00	22.00	55,843 - 67,489	1,326,136
20000007	Accountant 3	0.00	0.00	19.00	61,322 - 74,128	1,369,622
20000102	Accountant 4	0.00	0.00	11.00	68,971 - 91,919	978,802
20000024	Administrative Aide 2	0.00	0.00	4.00	43,983 - 53,028	191,831
20000018	Assistant Department Director	0.00	0.00	1.00	32,788 - 179,712	149,785
20000019	Assistant Department Director	0.00	0.00	1.00	32,788 - 179,712	149,785
20001035	Associate Budget Development Analyst	0.00	0.00	7.00	61,430 - 74,236	478,668
20000020	Chief Accountant	0.00	0.00	1.00	48,516 - 178,445	149,785
20001101	Department Director	0.00	0.00	1.00	61,107 - 231,494	175,610
20001168	Deputy Director	0.00	0.00	1.00	48,516 - 178,445	143,486
20000924	Executive Secretary	0.00	0.00	2.00	44,993 - 54,404	106,360
20001172	Financial Operations Manager	0.00	0.00	6.00	26,213 - 153,091	774,750
90001073	Management Intern	0.00	0.00	2.27	25,075 - 30,167	60,085
20000681	Payroll Audit Specialist 2	0.00	0.00	5.00	40,996 - 49,655	244,357
20000936	Payroll Audit Supervisor	0.00	0.00	1.00	49,569 - 59,861	59,217
20000680	Payroll Specialist 2	0.00	0.00	1.00	35,753 - 43,166	41,655
20001182	Principal Accountant	0.00	0.00	9.00	19,961 - 156,851	997,446
20000021	Principal Accountant	0.00	0.00	3.00	19,961 - 156,851	340,890
20000054	Senior Account Audit Clerk	0.00	0.00	1.00	39,127 - 47,184	39,127
20001036	Senior Budget Development Analyst	0.00	0.00	11.00	67,446 - 81,541	860,844
	Adjust Budget To Approved Levels					16,000
	Budgeted Vacancy Savings					(184,611)
	Overtime Budgeted					50,000
FTE, Salaries, and Wages Subtotal		0.00	0.00	113.27		\$ 8,675,628

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
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Fringe Benefits

Employee Offset Savings	\$ -	\$ -	\$ 94,021	\$ 94,021
Flexible Benefits	-	-	1,352,306	1,352,306
Medicare	-	-	124,564	124,564
Other Post-Employment Benefits	-	-	662,148	662,148
Retiree Medical Trust	-	-	9,579	9,579
Retirement 401 Plan	-	-	6,370	6,370
Retirement ADC	-	-	3,268,478	3,268,478

Department of Finance

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Retirement DROP	-	-	8,763	8,763
Risk Management Administration	-	-	113,832	113,832
Supplemental Pension Savings Plan	-	-	576,416	576,416
Unemployment Insurance	-	-	14,547	14,547
Workers' Compensation	-	-	170,941	170,941
Fringe Benefits Subtotal	\$ -	\$ -	\$ 6,401,965	\$ 6,401,965
Total Personnel Expenditures			\$ 15,077,593	