



Finance Department

Annual Report

December 9, 2019



Our Mission....

Sustainable Government

AND

Support Other Departments in

Achieving Their Goals

We will be a city that delivers quality services and demonstrates strong fiscal stewardship and transparency through an efficient and responsible government.



Who We Are....

A Team of 28 People

- Department Administration / Debt Management (2)
- Budget (2)
- Accounting (5) / Payroll (1)
- Purchasing (3) / Warehouse (2)
- Technology/Security (4) Phones/AV (1), ERP (2)
- Police Technology (2)
- Geographic Information Systems (4)



Our Qualifications....

- **Accounting** – Manager - CPA, Masters
 - Staff - 1 Masters, 2 Certified Payroll
- **Purchasing** – Manager - MBA, National Certified Buyer, VA Certified Buyer
 - Staff - 2 VA Certified Buyers, 1 VAGP Board Member
- **Budget** – Manager – MPA
- **IT / GIS** – Manager - Masters, Certified Project Manager, Highest Security Professional Certification, Certified in Microsoft and Cisco
 - Staff - 2 Masters, 1 Certified Project Manager
- **Finance Director** – MPA, VGFOA Past President, GFOA Budget Standing Committee, GFOA Nominating Committee



What We Do....

ADMINISTRATION / DEBT MANAGEMENT

- Financial Policies (*Fund Balance 15% of GF Rev \$18 M*)
- Debt Management (*\$193 M principal & interest*)
- Capital Project Financial Planning (*next bond issue in FY 2021*)
- Bond Issue Preparation / Ongoing Disclosure Requirements

BUDGET

- Operating Budget (*\$366 M, 16 City Funds / 5 School Funds*)
- Five Year Capital Improvement Plan (*\$114 M / 62 projects*)
- Forecasting and Monitoring (*Quarterly Reports*)



What We Do....

ACCOUNTING

- Accounts Payable (***486 invoices weekly***)
- Payroll (***498 employees biweekly***)
- Capital Assets (***1,412 assets/\$300 M...not including UT***)
- Grants Monitoring / Financial Reporting (***26 mandated***)

PURCHASING

- Goods / Services Procurement (***706 POs / 25 Bids***)
- Contract Management
- Inventory Warehouse (***1,291 unique items/\$2 M***)



What We Do....

INFORMATION TECHNOLOGY

- Computers, Phones, Servers (**1,332 devices**)
- Voicemail, Email, Internet, Software (**93 applications**)
- GIS Maps and Web Apps (**110 maps and 33 apps**)
- 24 / 7 Support (**2,952 help desk calls**)
- 99.8% Available Uptime for All Major Systems
- Management of Cyber Security



This Year's Accomplishments....

- **2020 Census Data Submittal**
- **Stormwater Audit Preparation**
- **Public WiFi in Stonewall Park/Pool and Museum/Baldwin Park**
- **Cyber Security Enhancements**
- **Cyber Security Incident Response Plan**
- **Banking Services Contract**
- **Fire Station Construction Contract**
- **Awards for Budget and CAFR Documents**
- **May 2019 \$50 M Bond Issue (Public Safety Facility, Sewer Capacity)**

Clean Audit Opinion & Met Fund Balance Policy



On the Horizon....

- So Far in FY 2020 Created 76 New Maps and 21 New Apps
- Deploy Downtown Public WiFi
- Formalize Disaster Recovery Plan
- Implement Cyber Security Enhancements
- Migrate Email to the Cloud for More Storage Space
- Go Live on New Utility Billing System
- Process and Award Public Safety Facility Construction Contract
- Process and Award MICRON Construction Projects Contracts
- Go Live with TD Bank
- Go Live with Traffic Signal Upgrades