

## City Council and Administration Budget Workshop May 7, 2005

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**Department:** Fiscal division of Mayors Department

**Department Issues/Concerns:** Staffing level – insufficient staffing to accomplish the demands in the budget/risk mgt areas. Historically, there have been five (5) positions in the budget/risk mgt area. Currently, two (2) positions are attempting to perform the same functions with hiring freeze in place.

**New Responsibilities/How Handled:** Local Street Ad-hoc requests

### **2004 Completed/Initiated project(s):**

- Initiated additional budget document preparation to meet new GFOA budget criteria
- Continued to immediately investigate risk mgt incidents, which assists with the City's defense when claims are made against the City
- Implemented procedures to eliminate the cumbersome "job cost" module
- MITN E-procurement with nearly most of purchases
- Built database and facilitated the MSDS (material safety data sheets) compliance

### **2005 Projects/Status/Completion Date:**

- W&S Infrastructure long-term future needs projections (\$450 Million)
- W&S rate structure change and fund structure change to facilitate the functionality of the accountability of the W&S operation
- Pension Plan Document massive revision, to abide by EGTRA and concur with labor contracts language
- Focusing on Trustee-directed Pension fund to educate "close to retirement" participants in plan re: their high risk exposure
- Consolidated fixed asset inventory for GL purposes and inventory for risk mgt, which assists other departments but additional work for Fiscal
- Began large scale City-wide (all areas) long-term financial projections
- Implement MITN E-auctions
- Integrated P-cards with the General Ledger
- Rewrite the purchasing manual
- Implemented requisitions on purchases, since the tightening of budgets

### **2006 Projects:**

- Work with departments to expand upon their performance measures to include efficiency measures and activity based costing of serves (as indicated in Fiscals 2005 objectives, but not able to begin due to staffing levels)
- Continue City-wide (all areas) long-term financial and needs projections, as indicated in 2005 Fiscal division objectives
- Work to improve the Budget Plan Document to achieve the higher award of "excellence" as a: communications devise, policy document, financial plan, and operations guide, as opposed to just "distinguished"
- Vendor evaluations

**What City Council Objectives can you INITIATE and LEAD in the implementation without additional resources?**