Financial Information Systems

Mission Statement

To provide support, training and documentation to all departments in the use of the City's financial software applications. To analyze departmental financial functions and make recommendations on how the use of software could streamline operations. To implement new software releases to provide greater functionality to financial operations.

Fiscal Year 2013 Accomplishments

Receivables - Accurate and timely receivable billings

Payroll - Accurate and timely payroll processing

Payroll - Continued to automate recurring payrates

Support, Training, & Documentation - Document and train timekeepers in timecard entry and workforce trained in the use of financial software.

## Fiscal Year 2014 Desired Outcomes

Process Improvement - Implement financial software upgrade and new workflow module.

Support, Training - An Administrative workforce fully trained in the use of new functions of financial software

Payroll - Continue to train end users in payroll process. Audit accuracy of employee record set-up.

Documentation - Document current policies and practicies to ensure seamless transition with new administrators

Billing - Continue to meet all statutory requirements for taxes and municipal charges

Financial Information Systems
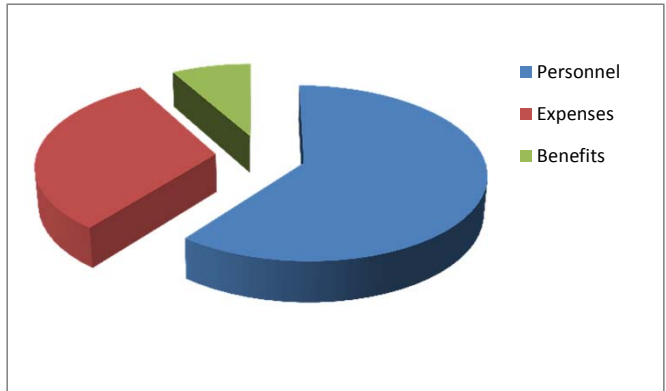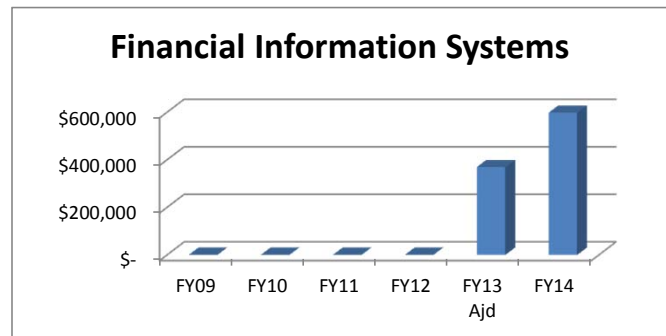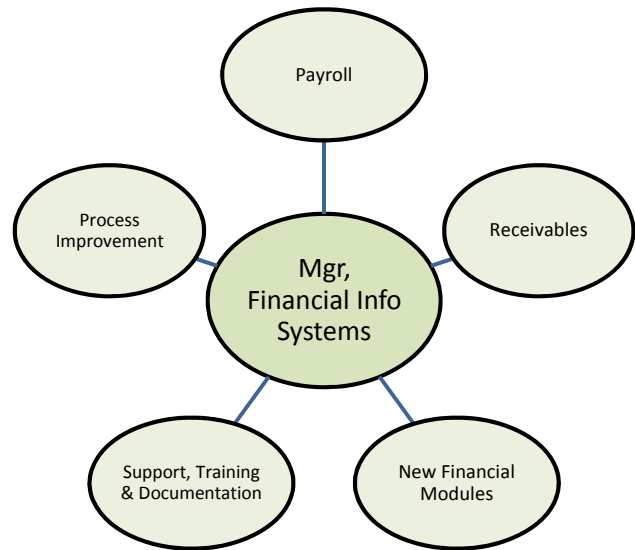
Department Detail

| | <------------------------------Actual------------------------------------> | | | | <-Adj Budget-> | <-Proposed-> |
	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
Expenditure						
Personnel	$ -	$ -	$ -	$ -	$ 188,041	$361,888
Expenses	$ -	$ -	$ -	$ -	$ 174,875	$186,990
Benefits	$ -	$ -	$ -	$ -	$ 5,907	$48,859
Total	$ -	$ -	$ -	$ -	$ 368,823	$597,737
Personnel						
Full-Time	-	-	-	-	2	4
Part-Time	-	-	-	-	1	1
Total	0	0	0	0	3	5*

*Increase in personnel is due to transfers from Water/Sewer division and additional financial applications developer

Financial Information Systems   Mayor's Outcomes

Outcome #1 - Increase Productivity with New Functionality of Financial Software	Current	Target	#1	#2	#3	#4	#5	#6	#7	#8
Strategy #1. Implement new release of Financial Software										
Number of training sessions held for end-users	N/A	30							X	
Number of end-users training in new release of Financial Software	N/A	60							X	
Number of custome modifications rewritten and tested by September, 2013	N/A	16							X	
Verify data conversion.	N/A	Oct 2013							X	
Re-write Cognos programs.	N/A	Nov 2013							X	
Strategy #2. Implement additional Financial Software modules										
Receive training on 2 additional Modules: Workflow and Employee Access Center.	N/A	Sep 2013							X	
Integrate these 2 new modules into the financial process.	N/A	Oct 2013							X	
Define and maintain Position Control for City-side employees.	N/A	Jan 2014							X	
Incorporate Position Control into Personnel Budget module.	N/A	Jan 2014							X	
Outcome #2: Fully Trained Administrative Workforce	**Current**	**Target**	**#1**	**#2**	**#3**	**#4**	**#5**	**#6**	**#7**	**#8**
Strategy #1. Fully trained HR administrative personnel in Payroll/Personnel Software										
Number of end users trained in payroll/personnel maintenance software	N/A	9							X	
Number of end users trained in table maintenance	N/A	9							X	
Outcome #3: Cross Train Staff in FIS	**Current**	**Target**	**#1**	**#2**	**#3**	**#4**	**#5**	**#6**	**#7**	**#8**
Strategy #1. Fully train FIS staff in all receivable billings.										
Number of staff members cross-trained in billings for excise, real estate, personal property	N/A	3							X	
Outcome #4: Write Detailed Documentation for all Financial Production Operations	**Current**	**Target**	**#1**	**#2**	**#3**	**#4**	**#5**	**#6**	**#7**	**#8**
Strategy #1. Write documentation for Payroll Procedures.										
Document Payroll/Personnel Software Procedures for end-users.	N/A	Mar 2014							X	
Document administration payroll set-up and table maintenance.	N/A	Mar 2014							X	
Strategy #2. Write documentation for Receivable Procedures.										
Document receivables production procedures.	N/A	July 2013							X	
Document receivables set-up and table maintenance.	N/A	July 2013							X	
Outcome #5: Ensure timely billing	**Current**	**Target**	**#1**	**#2**	**#3**	**#4**	**#5**	**#6**	**#7**	**#8**
Strategy #1. Meet all statutory billing requirements										
All quarterly real estate tax billings peformed on time	N/A	Ongoing							X	
All excise tax billings performed on time	N/A	Ongoing							X	

FINANCIAL INFORMATION SYSTEMS

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                    │ Director of Financial│
                    │ Information Systems   │
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│Assistant      │ │Utilities      │ │Data Control   │ │Applications   │
│Manager of     │ │Operation      │ │Clerk          │ │               │
│FIS            │ │Technician     │ │(.6)           │ │Developer      │
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	ACTUAL 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	0	0	188,041	88,570	361,888	173,847
52 - EXPENSES	0	0	174,875	163,459	186,990	12,115
57 - FRINGE BENEFITS	0	0	5,907	4,328	48,859	42,953
TOTAL DEPARTMENT	**0**	**0**	**368,823**	**256,357**	**597,738**	**228,915**
FINANCIAL INFO SYSTEMS						
51 - PERSONAL SERVICES	0	0	188,041	88,570	361,888	173,847
52 - EXPENSES	0	0	174,875	163,459	186,990	12,115
57 - FRINGE BENEFITS	0	0	5,907	4,328	48,859	42,953
TOTAL FINANCIAL INFO SYSTEMS	**0**	**0**	**368,823**	**256,357**	**597,738**	**228,915**

		ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
118 - FINANCIAL INFO SYSTEMS							
0111801 - FINANCIAL INFO SYSTEMS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	0	0	172,743	79,333	337,183	164,440
511101	PART TIME < 20 HRS/WK	0	0	13,723	9,237	21,381	7,657
514001	LONGEVITY	0	0	1,075	0	2,825	1,750
515102	CLEANING ALLOWANCE	0	0	500	0	500	0
	TOTAL PERSONAL SERVICES	**0**	**0**	**188,041**	**88,570**	**361,888**	**173,847**
EXPENSES							
52401	OFFICE EQUIPMENT R-M	0	0	500	0	500	0
52405	COMPUTER EQUIPMT R-M	0	0	161,560	161,560	171,490	9,930
52408	DEPARTMENTAL EQUIP R-	0	0	193	0	700	507
5319	TRAINING EXPENSES	0	0	7,500	80	7,500	0
53401	TELEPHONE	0	0	500	73	500	0
5341	POSTAGE	0	0	75	0	300	225
5342	PRINTING	0	0	500	198	500	0
5420	OFFICE SUPPLIES	0	0	800	644	500	-300
5585	COMPUTER SUPPLIES	0	0	2,047	903	3,500	1,453
5711	IN-STATE CONFERENCES	0	0	700	0	1,000	300
5730	DUES & SUBSCRIPTIONS	0	0	500	0	500	0
	TOTAL EXPENSES	**0**	**0**	**174,875**	**163,459**	**186,990**	**12,115**
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	0	0	176	129	1,095	919
57HLTH	HEALTH INSURANCE	0	0	5,475	4,001	42,464	36,989
57LIFE	BASIC LIFE INSURANCE	0	0	57	38	170	114
57MEDA	MEDICARE PAYROLL TAX	0	0	199	161	3,624	3,425
57OPEB	OPEB CONTRIBUTION	0	0	0	0	1,506	1,506
	TOTAL FRINGE BENEFITS	**0**	**0**	**5,907**	**4,328**	**48,859**	**42,953**
	TOTAL FINANCIAL INFO SYSTEMS	**0**	**0**	**368,823**	**256,357**	**597,738**	**228,915**
	TOTAL FINANCIAL INFO SYSTEMS	**0**	**0**	**368,823**	**256,357**	**597,738**	**228,915**

ACCOUNT	POSITION TITLE	2013			2014		
		RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	APPLICATION DEVELOPER	XXX	0.0	65,000	XXX	1.00	60,231
	ASST. MGR OF FIS	XXX	1.0	65,000	H12	1.00	108,278
	DIRECTOR OF INFO SYSTEM	H13	1.0	107,743	H13	1.00	110,861
	UTILITIES OPERATIONS TE	S07	1.0	56,187	S07	1.00	57,813
	Account Totals:		**3.0**	**293,930**		**4.00**	**337,183**
511101	DATA CONTROL CLERK/SEC	S04	0.4	13,723	S04	0.60	21,381
	Account Totals:		**0.4**	**13,723**		**0.60**	**21,381**
	Report Totals:		**3.4**	**307,653**		**4.60**	**358,563**