

Finance and Property Services Department

Annual Update
Ways & Means/Budget Committee
May 21, 2012

Three Major Incremental Activities

In addition to standard work, increased emphasis on:

- Employee engagement, development and advancement
- Specific projects (often technology or system driven)
- Topical areas of focus

Employees

- Engagement
 - Employee Advisory Committee
 - Operation Spotlight
 - Recognition Programs
- Advancement and Development
 - Budget dollars available on annual basis
 - Continued encouragement/support from leadership for employees to find opportunities which work for them.

Projects

- Invoice Manager – Treasury Division leading efforts to more efficiently process vendor invoices.
- RiskMaster – Risk Management Division leading implementation of web-based claims submission and transfer of 40 yrs of data payment history
- enQuesta upgrade – Utility billing work group within Treasury Division updating software
- Compass/Cognos/Oracle DBMS/HRIS & Time/labor upgrades – Compass support coordinating with IT department and other departments for ongoing updates to core financial operating and reporting systems
- Procurement Card - Procurement Division leading development of policies, procedures and process for roll-out of pilot program to deploy procurement cards within departments

Other Initiatives

Additional focus and effort dedicated to explore ways to enhance, on an enterprise-wide basis:

- Management Reporting: build reporting tools (some standardized, some customized) for more regular reporting on financial activities (actual-to-budget, trends, forecasting, etc.)
- Cost allocation/cost recovery: simplify and streamline process and outcomes from rate models and overhead allocation methodologies
- Cash/fund balance deployment: develop practices across all funds to ensure timely and strategic use of city resources
- Financial policies/procedures: revisit existing framework of policies/procedures to clarify roles, responsibilities and processes for enterprise financial management