

STRATEGIC SUPPORT

Financial and Management Resources

APRIL NIXON, DIRECTOR

The Financial and Management Resources Department provides support and information to assist the City Manager and the Mayor and City Council in management decision-making. The department facilitates the development and tracking of the City's business plan and performance-based budget, focuses on information content development and distribution, knowledge management, and acts as a strategic partner with departments to implement special initiatives with City-wide impact. The department is also responsible for preparing the City's Comprehensive Annual Financial Report, processing payments to City vendors, preparing City payroll, procuring goods and services, monitoring consolidated tax collection efforts, and directing the City's cash and debt portfolio management activities. Divisions in the department include Administration, Accounting, Purchasing, Treasury Management, Payroll/Payables, the Office of Communication, which conveys the City's position on issues and works with the media, the Action Center, which provides first-call resolution on non-emergency related concerns, Executive and Legislative Support, which includes the City Secretary's Office, Intergovernmental Relations, and the Office of Management and Budget, which is responsible for developing and monitoring the annual budget and reporting on the City's financial activities, and administrative support for the Mayor, Council and City Manager's offices.

Goals and Objectives

- Goal 1: Continue responsible fiduciary emphasis for the organization and council
 - Objective: Identify, target and track vendor participation in contracting efforts
- Goal 2: Expand and enhance the city's image
 - Objective: Create and market City's brand
 - Objective: Promote Community Engagement
- Goal 3: Ensure availability of information, programs, and city services
 - Objective: Implement new technology and increase convenience for the public
 - Objective: Increase responsiveness

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Scorecard

Financial and Management Resources Key Measures	2011 YE Actual	2012 YE Actual	2013 YE Actual	2014 Target
Debt service expenditures to total expenditures of GF plus Debt Service	17.29%	16.6%	<20%	<20%
Net tax-supported debt per capita	\$887	\$849	<\$1,060	<\$1,060
Net debt to assessed valuation	1.87%	1.83%	<2%	<2%
State Comptroller's Transparency Designation	Gold Designation	Gold Designation	Gold Designation	Gold Designation
CAFR with "clean opinion", GFOA Certificate for Excellence, Achievement of Excellence in Procurement	Yes	Yes	Yes	Yes
Rating agencies ratings on City debt	Affirm	Affirm	Affirm & Upgrade	Affirm
Compliance with financial policy benchmarks	100%	100%	100%	100%
Number of Received Protests against Total Number of Bids during the reporting period	New Measure for FY 2014			<10%
Number of Sustained Protests against Total Number of Bids during the reporting period	New Measure for FY 2014			<1%
Actual % of variance from estimates	1.62%	0.04%	1.5%	1.5%
Action Center first call resolution		90%	96%	95% resolved w/o transfer
% of Action Center calls abandoned	15%	17%	12.3%	5-8%
Action Center calls answered	198,877	190,229	203,222	205,000
% of priority bills with positive outcome for the City	75%		75%	75%
Legal deadlines met for City Council agenda posting	100%	100%	100%	100%
Percentage of citizens who agree they receive the info they need when calling a City facility	65%	70%	85%	85%

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Summary of Resources

Authorized Positions and Expenditures by Category				
	Actual FY 2012	Budgeted FY 2013	Estimated FY 2013	Adopted FY 2014
Authorized Positions	70	70	70	71
Personnel Services	\$ 11,269,539	\$ 10,322,819	\$ 10,596,771	\$ 10,992,292
Operating Expenses	5,231,519	4,792,035	4,268,539	6,042,872
Capital Outlay	92,893	85,089	70,654	-
TOTAL	\$ 16,593,951	\$ 15,199,943	\$ 14,935,965	\$ 17,035,164

The Summary of Resources table shows a comparison of actual, estimated and adopted expenditures and full-time positions.

Budget Highlights

FY 2014 expenditures are impacted by an increase in the City's contribution to employee health coverage, a one-time payment to employees in the amount of 2% of their annual salaries, and a compensation adjustment of 1% for civilians and 2% for sworn employees, effective in January 2014.

The following additional resources were provided to address Council priorities and other outcomes:

Description	One-Time	Recurring
Tarrant County - Tax Collection	\$ -	\$ 100,960
Retiree Health Insurance	-	401,329
Branding Initiative	75,000	-
NCAA Final Four (net zero impact)	397,500	-
Add 4 PTE to Action Center Staff	59,605	-
Telephone Town Halls	10,000	-
Totals:	\$ 542,105	\$ 502,289

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The following resources were eliminated from the FY 2014 budget:

Description	
GovMax customization	\$ 5,000
Reduced General Services expenses	45,000
Bank Fee savings	38,000
Additional Salary savings	<u>74,547</u>
Totals:	\$ 162,547

Department Budget Detail

Financial and Management Resources Expenditures				
	Actual	Budgeted	Estimated	Adopted
	FY 2012	FY 2013	FY 2013	FY 2014
FMR Administration	\$ 1,249,709	\$ 1,094,998	\$ 1,121,249	\$ 1,144,983
Accounting	571,273	663,175	677,355	677,227
Purchasing	353,393	462,237	409,583	440,478
Treasury	1,337,115	1,497,584	1,429,102	1,550,819
Payroll/Payables	441,924	456,565	451,136	460,593
Office of Communication	874,985	927,627	914,508	921,574
Action Center	473,253	508,918	505,963	586,438
Executive and Legislative Support	1,438,454	1,375,551	1,286,104	1,404,899
Intergovernmental Relations	280,482	181,651	170,031	181,651
Office of Management and Budget	710,783	709,755	660,211	836,934
Non-Departmental	<u>8,862,580</u>	<u>7,321,882</u>	<u>7,310,722</u>	<u>8,829,568</u>
TOTAL	\$ 16,593,951	\$ 15,199,943	\$ 14,935,965	\$ 17,035,164

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The table below shows major revenues collected as a result of department activities. This is not a complete list of revenues.

Department Revenue Highlights	
Alcoholic beverage licenses	\$ 80,000
Vital statistics	215,879
State liquor tax	1,135,762
Bingo tax	100,000
Interest revenue	294,660
Total:	<u>\$ 1,826,301</u>