

Finance (General Fund) – 29.5 FTEs
Finance (Insurance Fund) – 4.0 FTEs
Total Finance – 33.5 FTEs

Department Objective

The objective of the Finance Department is to serve the Citizens of Clearwater with effective coordination of the fiscal management of the City by efficiently providing timely, responsive, and comprehensive financial planning, support services and reporting to all City departments, the City Management Team, the City Council, and our citizens.

These Finance Department objectives further the City Council's Strategic Direction of providing cost effective municipal services and infrastructure. They address the Council's Strategic Direction objectives of efficiency and financial responsibility via the Finance and Office of Management and Budget programs and the objectives of financial responsibility and safety via the Risk Management program.

Summary of Service Provided

Finance

Administration – Responsible for the effective coordination of all City financial and accounting functions in order to provide reliable, timely, and accurate financial information to the stakeholders of the organization including the City Council, City Management, and our citizens, as well as outside customers including bondholders. This program also assists in the accounting for the Downtown Development Board (DDB) and the Community Redevelopment Agency (CRA). The Administration function is responsible for the daily management of the City's cash flow and invests the funds to maximize investment earnings within safety and liquidity parameters. The Administration function is also responsible for oversight of the investments of the Employees' Pension Fund and the Firefighters' Relief and Pension Fund.

Debt & Specialized Accounting – The Debt & Specialized Accounting section is responsible to coordinate and monitor the debt issued by the City, coordinate efforts with departments in accounting for grants, and assists in asset management via maintenance of the City's fixed asset records. This program also provides City management with accounting and financial analysis for special projects as needed.

Accounting – Accounting is responsible for the maintenance and operation of the computerized financial records system, the maintenance of the official accounting records, and the filing of all non-payroll tax returns. The Accounting function is also responsible for the prompt and accurate payment of the City's financial obligations, and the prompt and accurate recording of the monies the City receives.

Payroll – Payroll is responsible for the administration of employee and pension payrolls; maintaining compliance with IRS, Social Security Administration, Workers' Compensation, and Unemployment rules and regulations; performing pension entitlement calculations; and the processing of all garnishments, tax levies, and child support orders for City employees and pensioners.

Purchasing – Purchasing is responsible for the centralized management of the procurement function in order to maximize the City's purchasing power. The program provides standard purchasing guidelines and insures fair and equitable treatment of City vendors. This program also administers the purchasing/procurement card process.

Summary of Service Provided

Office of Management and Budget

The objective of the Office of Management and Budget is to offer accurate financial planning information and quality service to the City Management Team, the City Council, other City departments, and our citizens in order to increase confidence in City leadership and provide comprehensive budgeting data to all of our customers.

In furthering the City Council's Strategic Direction of providing cost effective municipal services and infrastructure, and the Council's through financial responsibility, the Office of Management and Budget prepares and presents the City's Annual Operating and Capital Improvement Budget, as well as ensuring the City's compliance with the State of Florida's "Truth-in-Millage" (TRIM) act to inform citizens of proposed changes and how it may affect their property taxes.

Risk Management

The objectives of the Risk Management program are to protect the City's assets from risks of accident or loss in a cost effective manner, and to assist employees in performing their jobs safely.

In furthering the City Council's Strategic Direction objective of providing cost effective municipal services and infrastructure through financial responsibility, the Risk Management program administers the City's self-insurance program including general liability, auto liability, commercial property, and Workers' Compensation insurances, in addition to developing, implementing, and administering loss prevention/control programs. Risk Management also supports this Strategic Direction thru the objective of safety by developing, implementing, and administering safety training and practices.

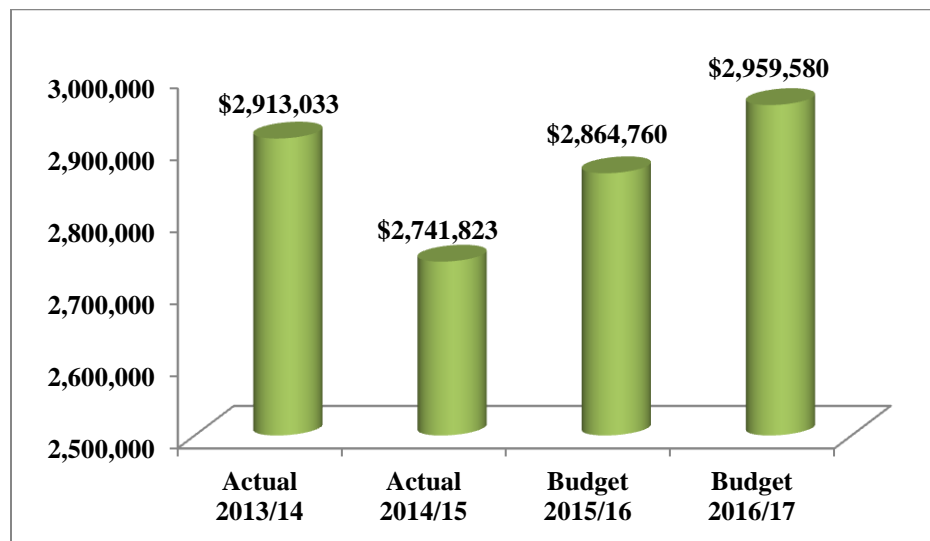
Budget Summary

| | Actual 2013/14 | Actual 2014/15 | Budget 2015/16 | Budget 2016/17 | % Change |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------|
| General Fund | | | | | |
| Finance | 2,089,302 | 2,128,325 | 2,151,990 | 2,210,160 | 3% |
| Office of Management & Budget | 410,940 | 237,474 | 253,580 | 262,790 | 4% |
| Subtotal - General Fund | 2,500,242 | 2,365,799 | 2,405,570 | 2,472,950 | 3% |
| Central Insurance Fund | | | | | |
| Risk Management | 412,791 | 376,024 | 459,190 | 486,630 | 6% |
| Total Finance | 2,913,033 | 2,741,823 | 2,864,760 | 2,959,580 | 3% |

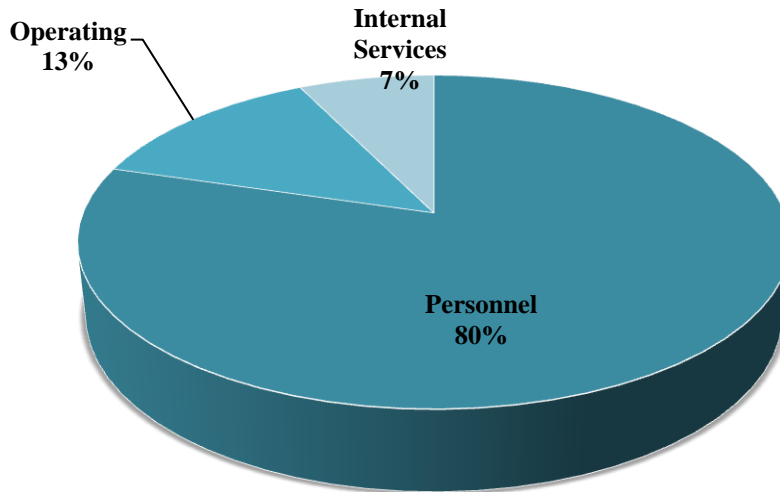
Full Time Equivalent Positions

| | | | | | |
|-------------------------------|-------------|-------------|-------------|-------------|------------|
| General Fund | | | | | |
| Finance | 26.5 | 25.5 | 26.5 | 26.5 | 0.0 |
| Office of Management & Budget | 3.0 | 3.0 | 3.0 | 3.0 | 0.0 |
| Subtotal - General Fund | 29.5 | 28.5 | 29.5 | 29.5 | 0.0 |
| Central Insurance Fund | | | | | |
| Risk Management | 5.0 | 5.0 | 4.0 | 4.0 | 0.0 |
| Total Finance FTEs | 34.5 | 33.5 | 33.5 | 33.5 | 0.0 |

Department Total Summary



Fiscal Year 2016/17 Budget by Category



| Key Performance Indicator | FY 2013/14 | FY 2014/15 | FY 2015/16 |
|---|--|---|---|
| <p><u>Risk Management - Claims Paid</u></p> <ul style="list-style-type: none"> Workers Compensation Property City Autos Public Liability Auto Liability <p>Total annual cost of claims paid City Wide.</p> | <p>\$918,877</p> <p>\$27,699</p> <p>\$98,243</p> <p>\$120,136</p> <p>\$292,750</p> | <p>\$1,532,624</p> <p>\$58,764</p> <p>\$227,986</p> <p>\$193,627</p> <p>\$176,004</p> | <p>\$1,407,864</p> <p>\$74,468</p> <p>\$234,175</p> <p>\$142,696</p> <p>\$218,889</p> |
| <p><u>Accounts Payable</u></p> <ul style="list-style-type: none"> Total amount of invoices paid (in thousands) Total invoice count <p>This represents the total number of invoices and total dollar value of invoices paid during each fiscal year, regardless of the payments method. For each payment type (checks, p-card, e-pay, wire), there are costs and benefits to both the vendor and the City. The Finance Department strives to achieve a satisfactory balance in the most practical and efficient manner.</p> | <p>\$247,449</p> <p>50,130</p> | <p>\$221,959</p> <p>52,313</p> | <p>\$224,945</p> <p>51,457</p> |
| <p><u>Procurement</u></p> <ul style="list-style-type: none"> Invitation to Bid Request for Proposal (RFP) Request for Quote (RFQ) <p>This represents the total number of bids, RFPs, and RFQs solicited by the Purchasing department.</p> | <p>15</p> <p>21</p> <p>2</p> | <p>38</p> <p>27</p> <p>7</p> | <p>29</p> <p>24</p> <p>5</p> |

General Fund Finance and Office of Management and Budget Budget Highlights

- ◆ The Finance Department is supported by 29.5 full time equivalent positions, the same level of staffing as the 2015/16 budget.
- ◆ Personnel costs represent 82% of this program's budget.
- ◆ Operating expenditures include \$121,000 for external audit services, \$34,000 for consulting services for the financial management systems, and \$20,000 for OPEB Actuary Report and consulting fees.
- ◆ Internal service charges reflect a 12% increase from the fiscal year 2015/16 budget due to increased support from internal service departments.
- ◆ There have been no significant changes in the Finance program budget. The budget for this department reflects a 3% increase from the 2015/16 budget.

Central Insurance Fund Risk Management Budget Highlights

- ◆ This program is an internal service function. All costs of the operation are passed back to other City Departments based upon employee count and other insurance cost-related factors.
- ◆ The Risk Management program is supported by four full time equivalent positions, the same level of staffing as the 2015/16 budget.
- ◆ Other operating costs include \$116,370 in professional and contractual services to fund increased support for risk management and safety functions.
- ◆ There have been no other significant changes in the Risk Management program. The budget for this program reflects a 4% increase from the 2015/16 budget.