

Mission

Our mission is to serve the citizens of Clearwater by effective coordination of the fiscal management of the City through effectively providing timely, responsive, and comprehensive financial/support services to all our customers.

Department Description

The department is organized into the following two programs. The Finance program performs administration, accounting, treasury, payroll and purchasing functions. The Risk Management program administers the City's self-insurance program, which includes general liability, auto liability, commercial property, and Workers' Compensation insurances.

Department Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
General Fund					
Finance	1,839,216	1,910,631	2,041,390	2,157,900	5.7%
Central Insurance Fund					
Risk Management	<u>293,052</u>	<u>329,260</u>	<u>354,240</u>	<u>386,140</u>	<u>9.0%</u>
Total	2,132,268	2,239,891	2,395,630	2,544,040	6.2%

Department Full-Time Equivalent Positions				
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>
Finance	30.5	30.5	30.5	30.5
Risk Management	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
TOTAL	35.5	35.5	35.5	35.5

Performance Measures

<u>Measure</u>	<u>2004</u>	<u>2005</u>
Earned interest rates versus benchmark		
- Cash Pool (benchmark 1.54% for 2004 and 2.59% for 2005)		
- Pension Fund (benchmark 10.62% for 2004 and 7.31%)	2.81%	3.03%
	9.29%	7.72%
Rebates received from use of P-cards	\$8,000	\$12,000
Ratio of workers compensation claims to payroll	2%	2%
Debt savings achieved through refinancing	\$1,498,000	\$797,000

Program Description

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 is also responsible to coordinate and monitor the debt issued by the City, and to coordinate efforts with departments in accounting for grants.

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. This program also assists in asset management via maintenance of the City’s fixed asset records.

Treasury – The Treasury function is 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. The Treasury function is responsible for the daily management of the City’s cash flow and invests the funds to provide for safety, liquidity to pay bills and superior investment earnings. The Treasury function is also responsible for the oversight of the investments of the Employee’s pension Plan.

Payroll – Payroll is responsible for the administration of employee and pension payrolls; maintaining compliance with IRS, Social Security Administration, and Worker’s Unemployment Compensation 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. The purchasing/procurement card process is administered by this program.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	1,440,688	1,568,423	1,641,540	1,705,380	3.9%
Operating	179,847	143,207	242,990	231,430	-4.8%
Internal Services	170,681	149,001	156,860	171,090	9.1%
Transfers	48,000	50,000	-	50,000	n/a
Total	1,839,216	1,910,631	2,041,390	2,157,900	5.7%
Program Full-Time Equivalent Positions	30.5	30.5	30.5	30.5	

Program Highlights

- ❖ The Finance program includes 30.5 full-time equivalent positions, the same as the 2004/05 budget.
- ❖ Personnel costs represent 79% of the Finance program budget.
- ❖ Operating expenditures in 2005/06 include \$126,000 for audit services (an increase of \$36,000 over the 2004/05 budget due to new reporting requirements); \$20,000 for annual Peoplesoft system consulting fees; \$3,000 for year-end financial system services and \$1,000 for other minor services. Total consulting services reflect a decrease of \$11,000 from the 2004/05 budget year.
- ❖ Internal services reflects increases for building maintenance, information technology and telephone services to more accurately reflect actual costs.
- ❖ The \$50,000 interfund transfer represents funding for a project for consulting services for the implementation of GASB 34 financial reporting requirements.
- ❖ There have been no other significant changes in the Finance program in this fiscal year. The 2005/06 budget for the Finance program reflects an increase of 5.7% over the 2004/05 budget.

Program Description

Risk Management is an internal service function administering the City’s self-insurance program including general liability, auto liability, commercial property, and Worker’s Compensation insurances. Risk is responsible for the development and implementation of loss prevention/control programs and safety training and inspections. It is also responsible for responding to claims for and against the City.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	234,690	272,909	282,130	296,570	5.1%
Operating	27,391	24,163	44,100	45,840	3.9%
Internal Services	30,971	28,474	28,010	28,730	2.6%
Capital	-	3,714	-	15,000	n/a
Total	293,052	329,260	354,240	386,140	9.0%
Program Full-Time Equivalent Positions	5.0	5.0	5.0	5.0	

Program Highlights

- ❖ The Risk Management program is supported by five full-time equivalent positions, the same as the 2004/05 budget.
- ❖ Operating expenditures in 2005/06 include \$15,000 in contractual services to assure compliance with State workers’ compensation mandates and \$3,500 in training and reference to support adjusters with licensing requirements and educational materials, the same level of funding as in the 2004/05 budget.
- ❖ Capital expenditures include \$15,000 to enclose work areas to improve privacy and confidentiality for claimants. This is the primary reason for the 9% increase in the operating budget from 2004/05.