


# *CITY OF NORTH PORT FINANCE DEPARTMENT*

*Stewardship of the Citizens' Resources..... It's What We Do!*

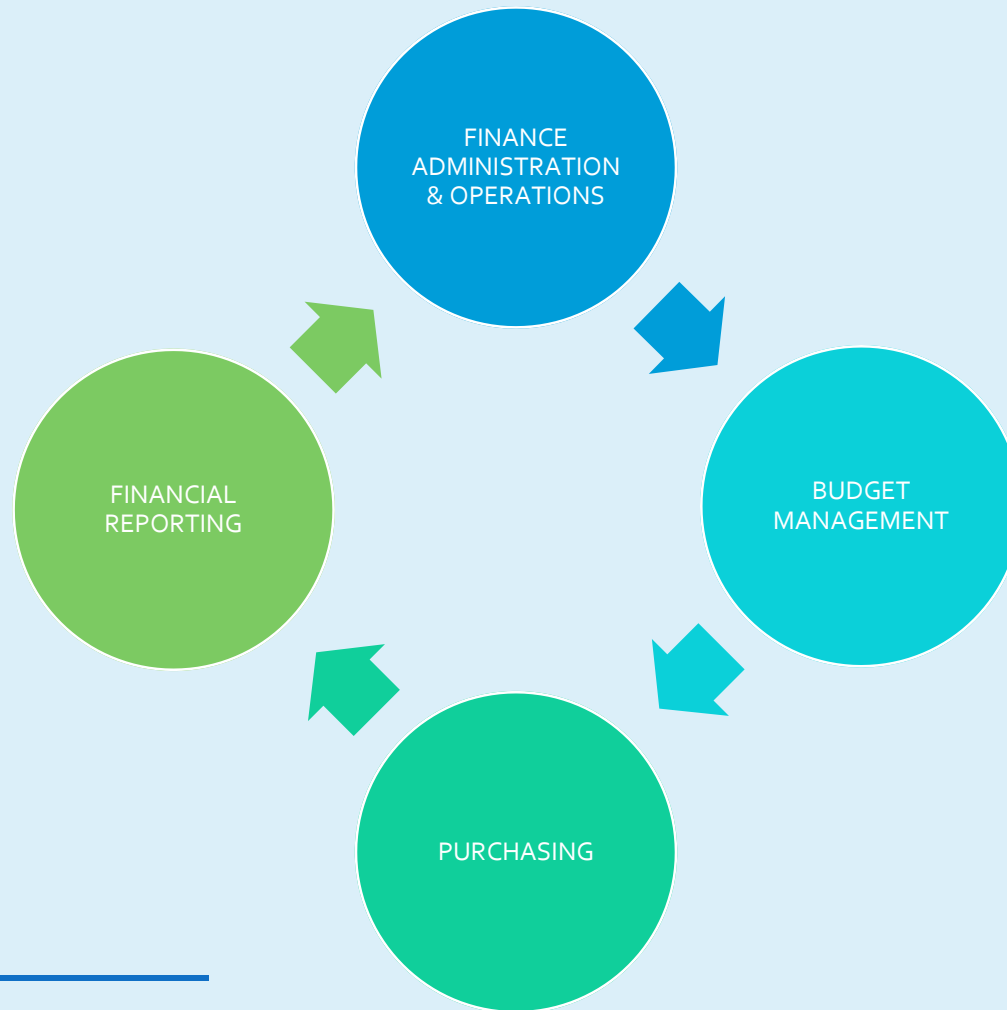
# *Mission Statement*

- Achieve community outcomes by preserving the financial integrity and fiscal management of the organization, while assuring the availability of funds to accomplish the City's goals.
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# *Mission Objectives*

- Maintain the Financial Stability of the City
  - Ensure that Operations are Consistent with Organization Values
  - Ensure that Fiscal Operations are in Compliance with Federal, State, and Local Requirements
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# *The Team*



# *Key Functions*

- Budget Administration
  - Purchasing
  - Payroll Administration
  - Vendor Disbursements
  - Employee Related Disbursements (benefits, training, travel, etc.)
  - Purchasing Card Administration
  - Accounts Receivable
  - Revenue Collection
  - Financial Reporting
  - Capital Improvement Program Accounting
  - Treasury Management
  - Debt Management
  - Capital Asset Accounting
  - Grant Reporting
  - Special Revenue Accounting
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# *Budget Administration*


- Annual Financial Plan
- Five Year Capital Plan
- \$175 Million City-Wide Budget
- Prioritize Needs / Limited Resources
- Monitor Compliance Throughout Year
- Financial Projections
- TRIM Compliance
- Production of the Annual Budget and Capital Improvement Program Document
- Achieved GFOA Distinguished Budget Award for 11 consecutive years
- Financial Impact Analyses
  - Legislation
  - Initiatives
  - Fiscal Policy
  - Proposed Projects

# *Purchasing*

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- City-Wide Compliance with Laws, Rules, Regulations and Best Practices in the Procurement of Good and Services
  - Maximize the Quality of Products and Services while Minimizing Total Cost
  - City-Wide Procurement Support Including
    - Competitive Solicitations (request for bid, request for proposal, formal and informal quotes)
    - Piggy-Back, Joint Cooperatives
    - State Contract, Sheriff's Association
    - Sole Source, Single Source
    - Training, Guidance, Market Research, Trend Analysis
  - Items Procured (include, not limited to)
    - Construction, Professional, Engineering, Architectural, Info Tech and Maintenance Services; Vehicles; Fuel; Info Tech, Operations and Maintenance Products
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# *Payroll Administration*

- Bi-weekly Payroll for 650 Employees
  - Review of City-Wide Time and Attendance
  - Employment Taxes
    - Quarterly Reporting
    - Annual Reporting
  - Pension Reporting
  - Employee W-2 Statements
  - Calculation of Employee Salaries
  - Court Ordered Judgements
  - Employer Sponsored Benefit Payments
  - Employee Sponsored Benefit Payments
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# *Vendor Disbursements*

- Timely Payment of the City's Vendors
- Approx. 12,000 Disbursements Annually
- More than \$61 Million Paid Annually
- 1099 Statements
- Employee Benefit Payments
- Training and Travel Reimbursements
- Purchasing Card Program
  - Over 11,000 Transactions Annually
  - \$6 Million in Purchases
  - Audit 100% of Employee Credit Card Statements on a Monthly Basis


# *Accounts Receivable and Revenue Collection*

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- Billing of City Receivables
  - Family Service Center Rent
  - False Alarms
  - Administrative Fees
  - Cost Recovery
  - School Resource Officers
- Accounting for City Receivables
- City-wide Revenue Accounting
- Collection of approx. \$100 Million in Governmental Fund Revenues Annually
  - Excludes Utility Revenues (\$22 Million)

# *Financial Reporting*

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- Financial Results of Operations
  - Financial Condition of the City
  - Summarize Complex Entity in Black and White
  - Production of the Comprehensive Annual Financial Report (CAFR)
  - Awarded GFOA Certificate of Achievement for Excellence in Financial Reporting for 22 consecutive years
  - Facilitation of the Annual Independent Audit of the City's Financial Statements
  - Financial Reporting Requirements
    - Florida Department of Financial Services
    - Florida Dept of Revenue – Sales Tax
    - Florida Auditor General
    - Grant Reporting / Single Audit
    - Continuing Disclosure per Bond Covenants
  - Project Accounting, Capital Improvement, Capital Asset, Special Revenue
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# *Treasury and Debt Management*

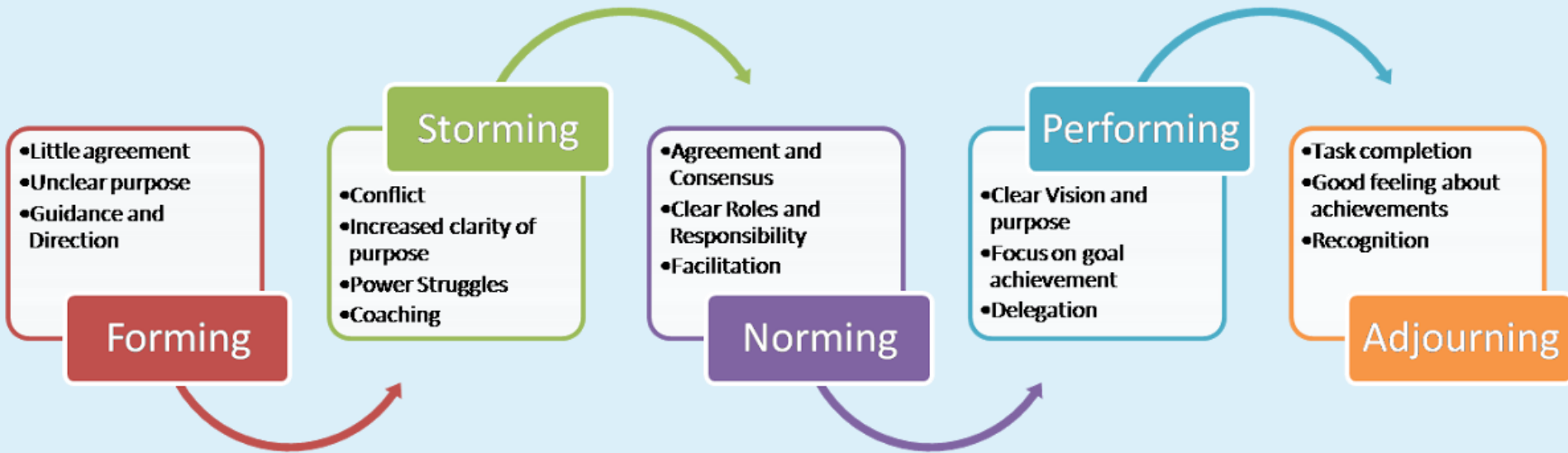
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- Banking and Investment Institution Evaluation, Monitoring and Relationship Management
  - Investment of the City's \$155 Million Portfolio
  - Preservation of Principal
  - Debt Issuance, Monitoring and Accounting
  - Rating Agency Reporting
  - Bond/Arbitrage Compliance
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# *Team Status*

- Many New Team Members
    - Finance Director
    - Budget Administrator
    - Purchasing Staff
    - Fixed Assets
    - Payroll Administrator
    - Staff Assistant
  - Right Skill Sets / Right Roles
  - Learning
    - Organization
    - Processes
    - Personalities
    - Functional Roles
  - Team Building
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# *Bruce Tuckman's Team Development*



## Myers & Briggs Personality Type

# Type Distribution Finance Team

*Do you prefer to focus  
on the outer world or  
your own inner world?*


*Do you prefer to focus  
on the basic  
information you take in  
or interpret and add  
meaning?*

*In decisions, do you  
prefer to first look at  
logic and consistency  
or people and special  
circumstances?*

*In dealing with the  
outside world, do you  
prefer to get things  
decided or stay open to  
new information and  
options?*

Attribute	% in US
E	49%
I	51%
S	73%
N	27%
T	40%
F	60%
J	54%
P	46%

# *Initiatives*

- Electronic Procurement Workflow
  - Budget Process/Practices Evaluation
    - Seek to Streamline
    - Develop Communication/Feedback Channels
    - Enhance Services and Analytics Provided
    - Minimization of the number of Mid-Year Budget Amendments
  - Develop High Functioning, Cohesive Teams
    - Each Functional Area
    - Finance as a Department
    - Finance as a Component of the North Port Team
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*Thank You!*

