



Finance Department Update

STUDY SESSION – JUNE 11, 2024

City Staff Representatives:

Catrina Asher, Director of Finance
Haley Miller, Assistant Director of Finance
Kelsey Archuleta, Procurement & Contracts Manager
Ana LeScoezec, Revenue Manager

Department:

Finance

Who we are



We raise the bar.
We work with integrity.
We respect and support each other.
We have fun while working hard.

Accounting & Financial Reporting

Payroll Processing

- 450 payroll checks per cycle (650+ during peak season)

Payables & Receivables

- 100 AP checks per week
- 800+ PCard payments per month

Periodic Financial Reporting

- Quarterly Financial Reports for Council and BURA
- Annual Financial Audit
- GFOA Certificate of Achievement in Financial Reporting

Banking, Investing & Debt Management

- Support of department POS integration
- Cash flow and investment management

Oversight of Internal Controls

- Segregation of duties and processing actions
- System access and workflow approvals (with support of IT)



Procurement & Contracts

Procurement Processing

- Ensure purchasing is compliant with Municipal Code, State and Federal laws
- Contract administration
- P-Card program administration

Year-to-Date Metrics

- 200+ contracts executed
- 20 formal solicitations
- 165 purchase requisitions
- Avg Days in Procurement
 - Formally solicited: 71
 - Overall: 42

Accomplishments

- Conversion of P-card management platform
- Municipal Code updates
- MPA Panel
- MAPO Board of Directors
- RMGPA Mentorship

Tax & Licensing



Sales and use tax

Management of nearly 6000 business accounts

Sales tax return processing

Delinquent account management

Compliance audits and taxpayer education

Business licensing

Guide businesses through licensing process

Coordinate with other City departments for application review

Utility Billing



Account Management

Management of 13,000 active accounts

Billing and payment processing

New account set up

Delinquent account management

Customer Service

Assist customers with account status and inquiries

Water assistance application processing

Leak adjustment application processing

Coordination with Utilities Water Shop team

Tyler EERP Implementation also known as Project PandA!

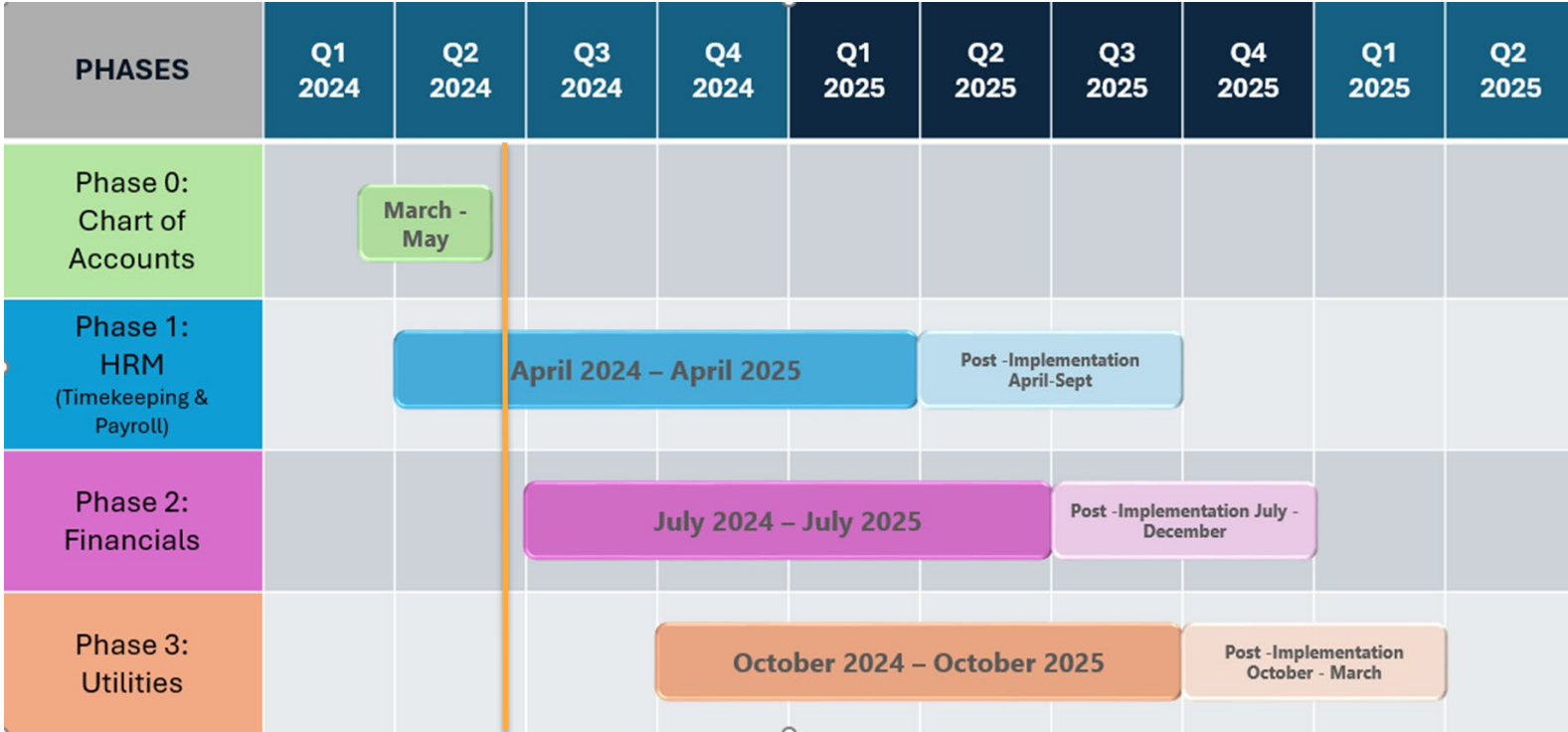


Serenity
our Project PandA Mascot!

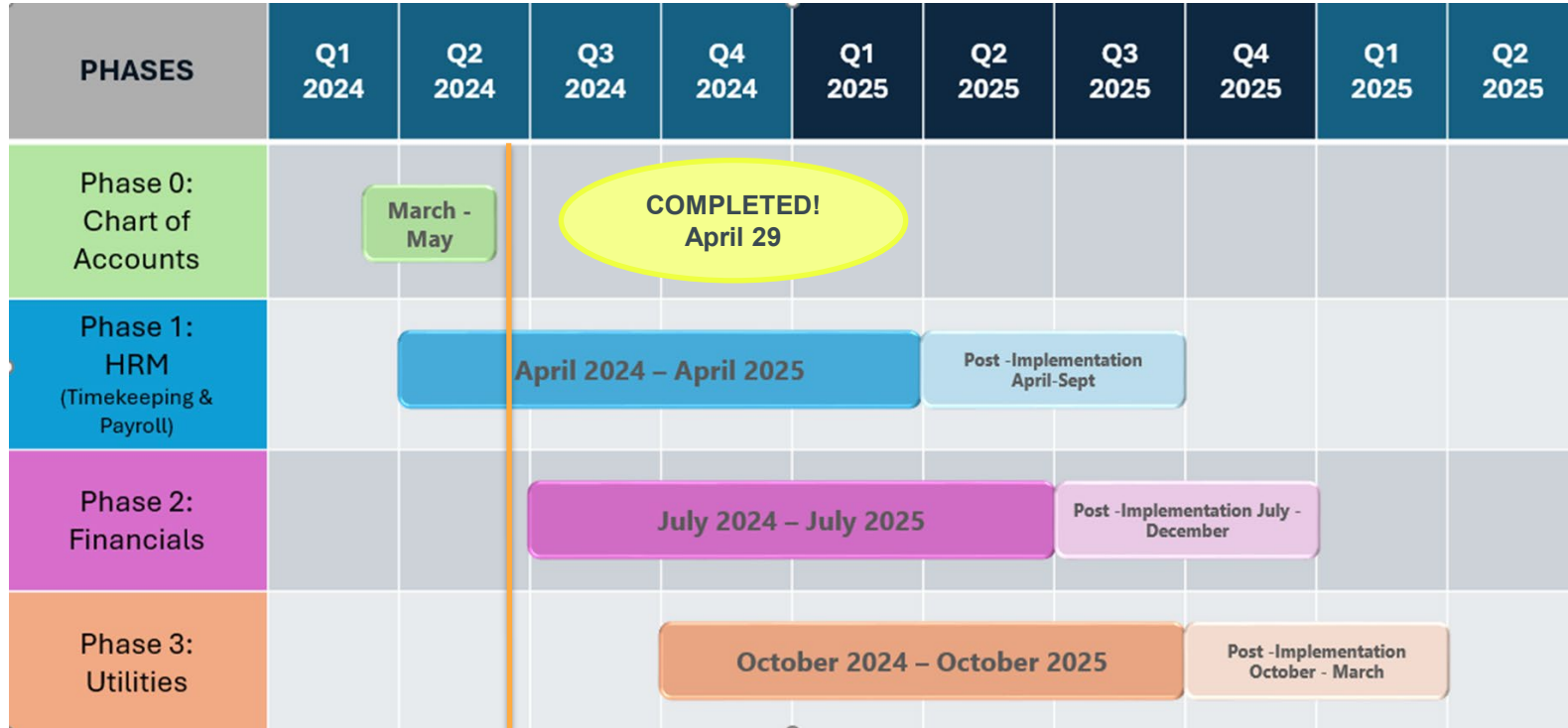
What is Project PandA?

- Technology Improvements
 - Replacement of Innoprise for Financials & Utility Billing
 - Replacement of Caselle for Timekeeping and Payroll
 - Replacement of Excel and other "shadow systems"
- Process Improvements
 - How and when we do what we do
 - Following industry standards and best practices
 - Fully utilizing software functionality

Project Panda Phases and Timeline



Project Panda Phases and Timeline



The Project PandA Team

Financials & Chart of Accounts

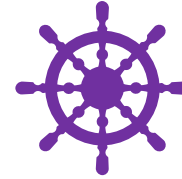
- Functional Lead – Haley Miller
- Module Leads
 - General Ledger – Accounting Manager
 - Payroll – Joi Dawn Everhart
 - Procurement – Kelsey Archuleta
 - Utility Billing – Ana Le Scoezec

Budgeting & Forecasting

- Functional Lead – Kayla Barber-Perrotta

Technology & Integrations

- Functional Lead – Jeremy Rowe



Steering Committee

Finance – Catrina Asher
Information Technology – Chris Neves
Budget – Kayla Barber-Perrotta



Project Management

City of Brighton – Holly Sitton Orogren (KoaHills)
Tyler Technologies – Troy Turner

Questions?

