Brighton

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

Brighton
Finance Department

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

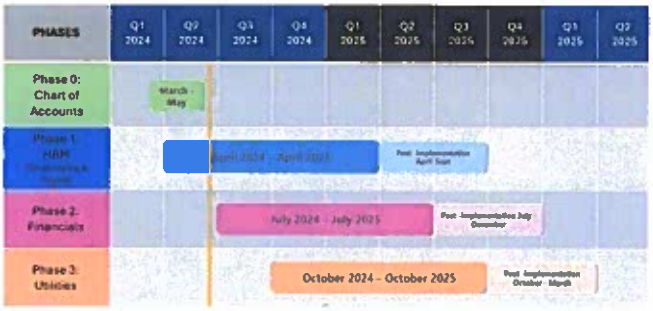
Tyler EERP Implementation also known as Project PandA!

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



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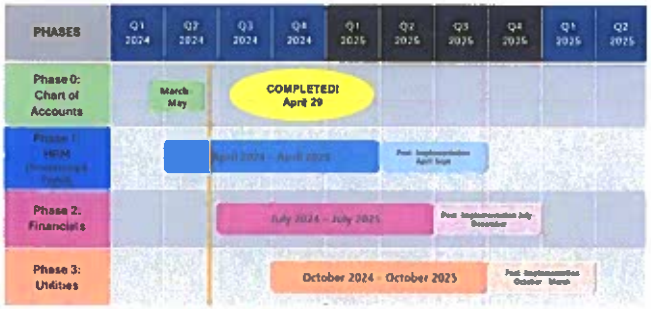

The Project PandA Team

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 Orognen (KoaHills)
Tyler Technologies – Troy Turner

Questions?