

Service Area: Financial Services

Fund: All

Service Center: Financial Services

**MISSION**

Support the delivery of City services by managing financial resources in a thorough, responsive and accurate way that safeguards assets, promotes a system of internal controls, complies with laws and regulations, and maintains the public trust

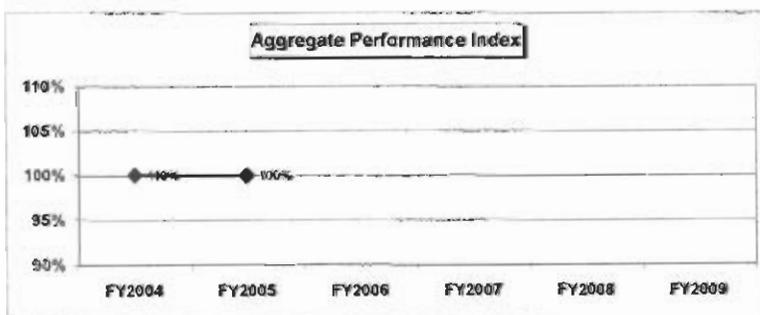
through:

- >> The generation, billing, collection and investment of cash receipts
- >> The purchase of and payment for goods, services and capital projects
- >> Strategic financial planning and the maintenance of financial records that facilitates the preparation of the budget, required reports and requested information
- >> The prevention and mitigation of the risk of loss from liability exposure and property damage

so that:

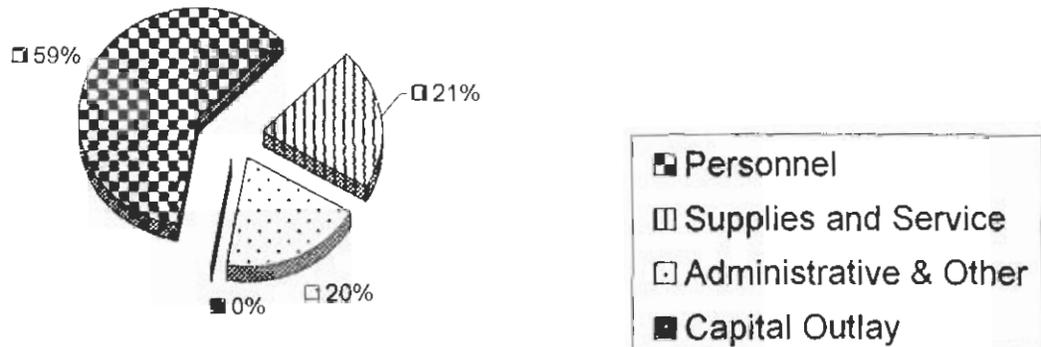
**MEASURES**

Number	Description	Weights	Target Value
1500 - 1	The average time for depositing receipts is X days.	5	100
1500 - 2	X% of payments are made within 30 days.	5	100
1500 - 3	X% of audit opinions are unqualified and the average time for publishing reports is X days.	5	100
1500 - 4	The customer satisfaction rating is X%.	4	100
1500 - 5	The budget/cost ratio is at least 1.	3	100
1500 - 6	The three-year rolling average claim payment as a percent of claim demands is X% and the rolling three-year average total claims is X.	2	100

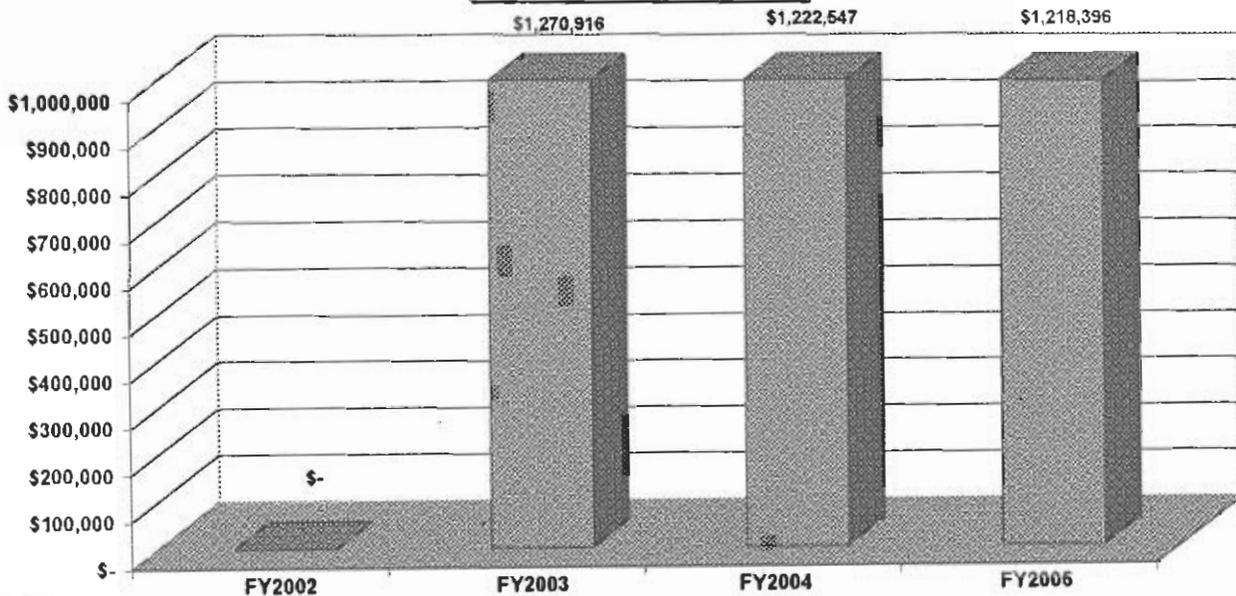


Description	Proposed FY2005
Total Expenditures	\$ 1,218,396
Total FTEs	8.00

FY 2005 Expenditures by Classification



FY 2002-2005 Expenditure Trends



	Actual FY2002	Actual FY2003	Budget FY2004	Estimated FY2004	Proposed FY2005
<b>Total Expenditures</b>	\$ -	\$ 1,270,916	\$ 1,211,655	\$ 1,222,547	\$ 1,218,396

**MISSION**

Ensure that sufficient working capital is available to support the delivery of City services, through

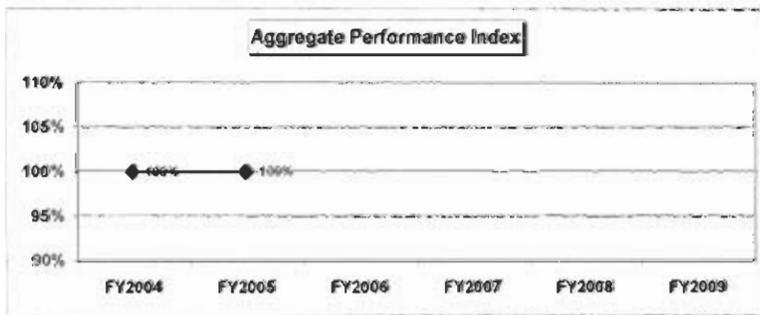
through:

- >> Prudent management and investment of the City's financial resources
- >> Identification and analysis of revenue streams
- >> Billing, collecting and monitoring cash receipts
- >> Cost-effective purchase of quality goods and services
- >> Timely and accurate payment for goods and services

so that:

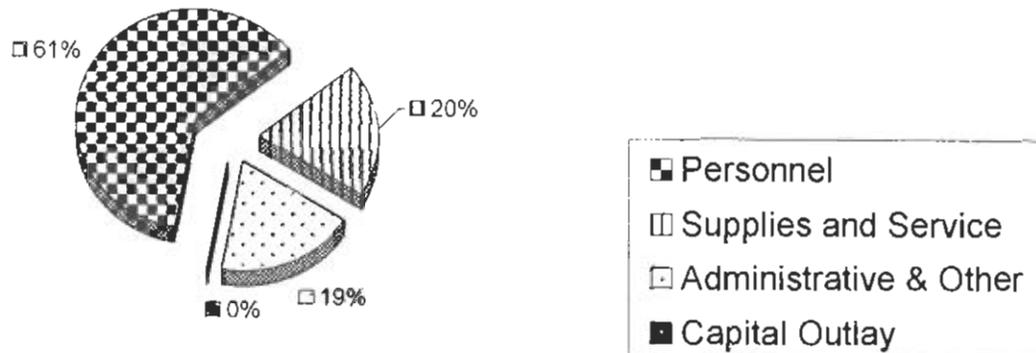
**MEASURES**

Number	Description	Weights	Target Value
1501 - 1	The average time for processing receipts is X days.	1	100
1501 - 2	X% of receipts are deposited within Y days.	1	100
1501 - 3	X% of payments are make within Y days.	1	100
1501 - 4	X% of bids transactions are competitively bid.	1	100
1501 - 5	The three-year rolling average return from revenue audits is X.	1	100

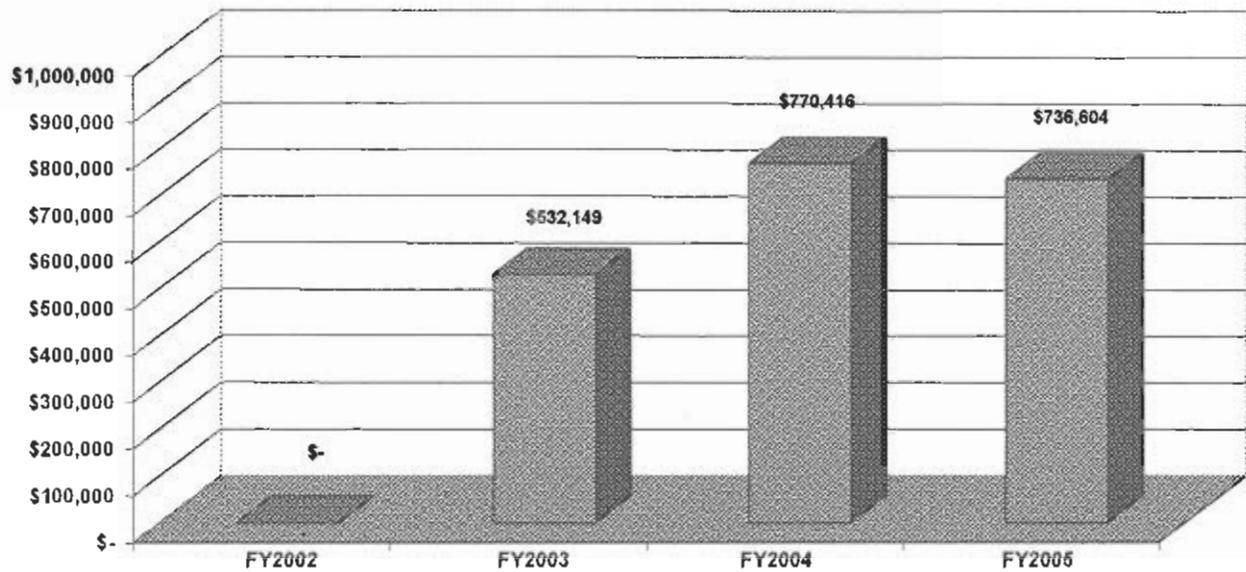


Description	Proposed FY2005
Total Expenditures	\$ 736,604
Total FTEs	5.60

FY 2005 Expenditures by Classification



FY 2002-2005 Expenditure Trends



	Actual FY2002	Actual FY2003	Budget FY2004	Estimated FY2004	Proposed FY2005
Total Expenditures	\$ -	\$ 532,149	\$ 756,710	\$ 770,416	\$ 736,604

**MISSION**

Enable informed decision-making by applying Generally Accepted Accounting Procedures, analyzing alternatives, reporting results and projecting information in a manner that facilitates fiscal stewardship and the attainment of a strong financial position

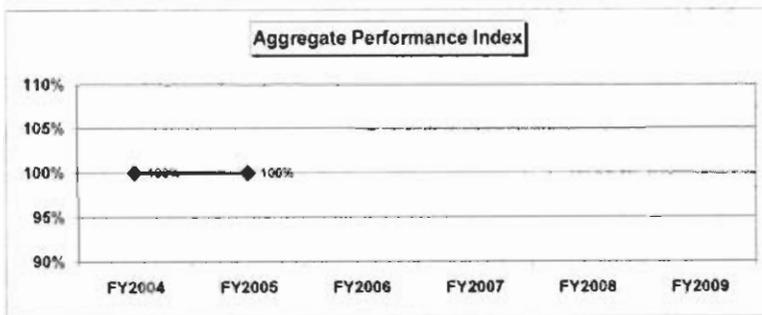
through:

- >> Safeguarding assets by maintaining a system of internal controls
- >> Preparing reports responsive to the needs of management and external users
- >> Support strategic finance planning by facilitating the preparation of an annual budget and other financial documents

so that:

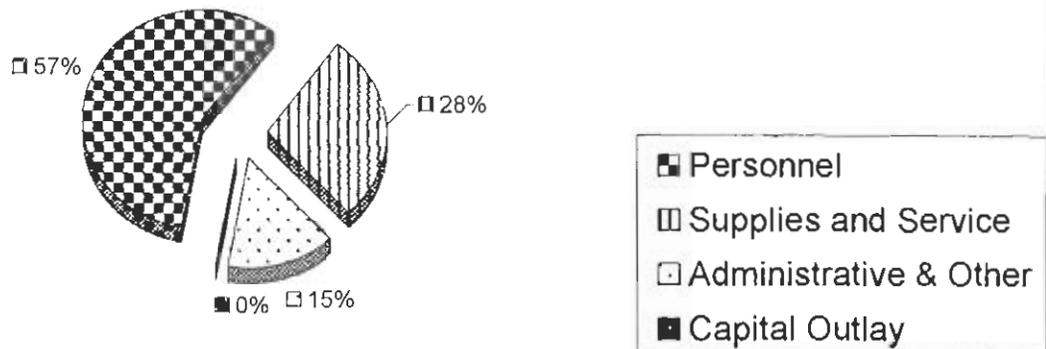
**MEASURES**

Number	Description	Weights	Target Value
1502 - 1	X% of audit opinions are unqualified.	1	100
1502 - 2	The average time for publishing reports is X days.	1	100
1502 - 3	A customer satisfaction rating of X.	1	100
1502 - 4	100% of staff-proposed budget fund balances meet or exceed Council-adopted reserve policies.	1	100

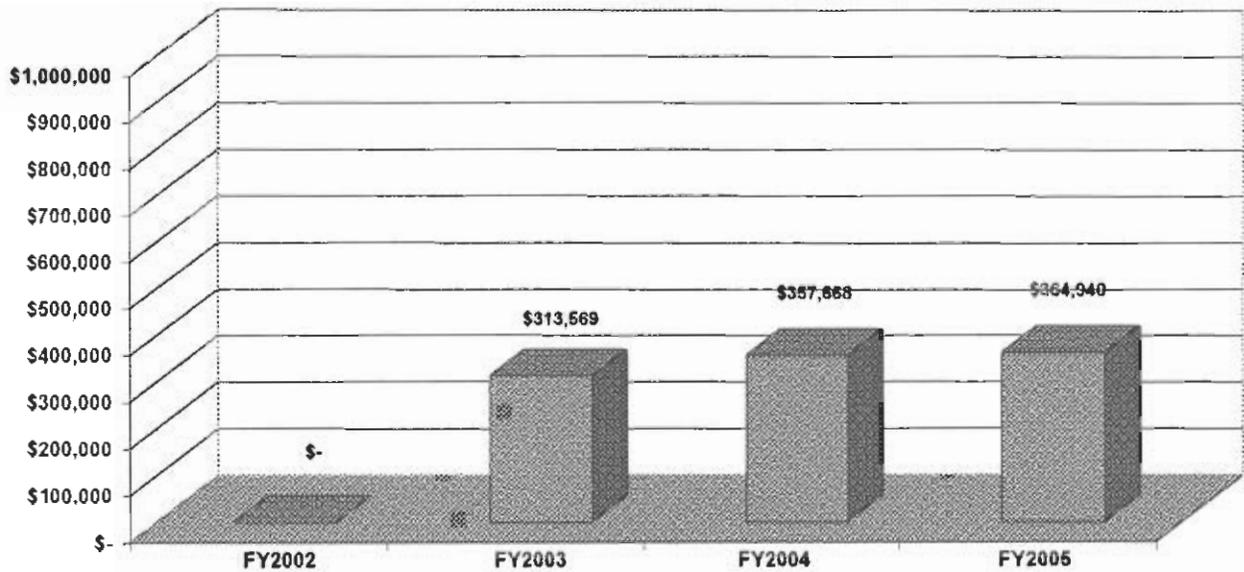


Description	Proposed FY2005
Total Expenditures	\$ 364,940
Total FTEs	1.80

FY 2005 Expenditures by Classification



FY 2002-2005 Expenditure Trends



	Actual FY2002	Actual FY2003	Budget FY2004	Estimated FY2004	Proposed FY2005
Total Expenditures	\$ -	\$ 313,569	\$ 356,701	\$ 357,668	\$ 364,940

**MISSION**

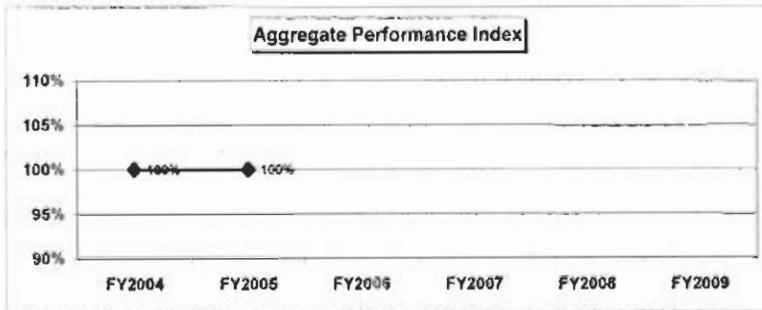
Minimize the City's financial loss from liability, exposure and property damage

through:

- >> The establishment and implementation of a loss prevention program
- >> The transfer of risk by the purchase of insurance coverage, the use of risk pools, or contractual agreements
- >> The management and administration of claims arising from the self-insured, risk retention program

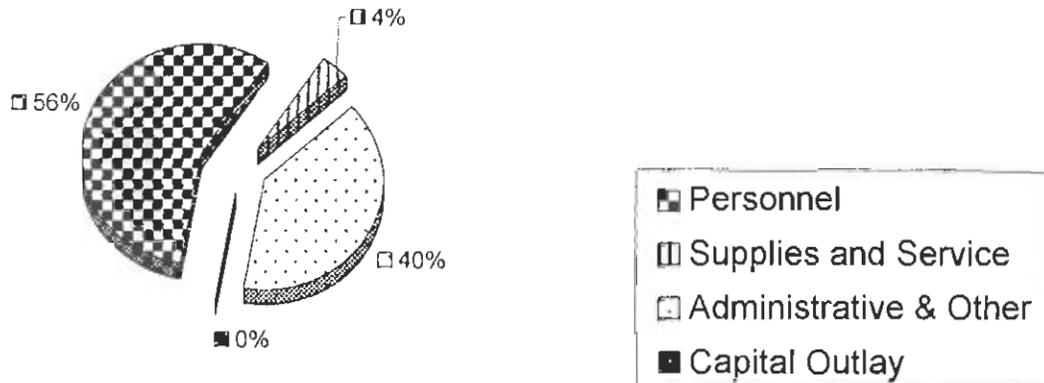
so that:

MEASURES			
Number	Description	Weights	Target Value
1503 - 1	The three-year rolling average claim payment as a percent of claim demands is X%.	1	100
1503 - 2	The three-year rolling average total claims is X.	1	100
1503 - 3	The three-year rolling average % of claims denied and sustained is X%.	1	100
1503 - 4	Any findings from annual audit are processed within an average of 10 days.	1	100
1503 - 5	X% of policies competitively bid.	1	100

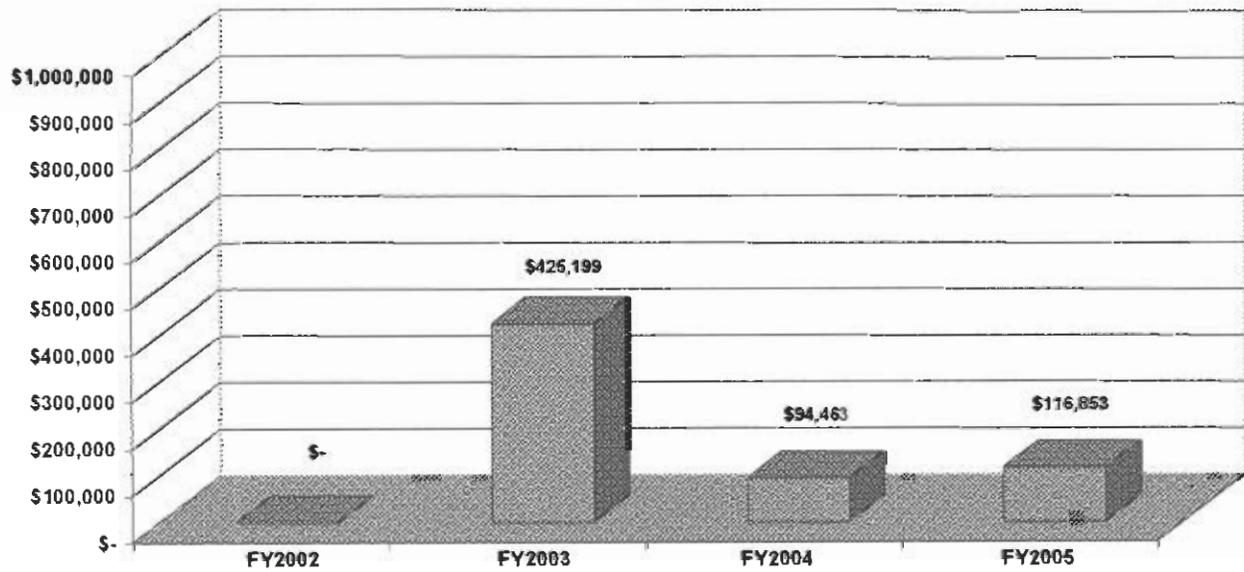


Description	Proposed FY2005
Total Expenditures	\$ 116,853
Total FTEs	0.60

FY 2005 Expenditures by Classification



FY 2002-2005 Expenditure Trends



	Actual FY2002	Actual FY2003	Budget FY2004	Estimated FY2004	Proposed FY2005
Total Expenditures	\$ -	\$ 425,199	\$ 98,245	\$ 94,463	\$ 116,853