

Finance

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2016 Goals

Goal	Measurable Outcome
Improve Procurement internal and external customer service through better use of technology.	Develop a more robust Contracting Intranet site with resources and process maps to assist department with sourcing needs.
Support the CML Sales Tax Committee in its effort to develop uniform definitions that don't increase or decrease tax revenues that would have TABOR implications.	Recommend City Code changes to implement the results of the statewide uniform definitions initiative led by CML.
Determine the City's long-range financial system software needs.	Begin the review process of next-generation Enterprise Resource Planning (ERP) solutions in coordination with IT and Human Resources.
Determine levels of training City employees require to perform financial tasks accurately and use the reporting tools efficiently.	Develop a Finance Department comprehensive, regularly-scheduled training program and curriculum.

All Funds Summary

	2014 Actual	2015	* 2015	2016 Budget	2016 Budget -	
		Original Budget	Amended Budget		* 2015 Amended Budget	
<i>All Funds</i>	Use of Funds					
	General Fund	\$2,936,410	\$3,341,245	\$3,341,245	\$3,385,734	\$44,488
	CIP - General Fund	1,419,567	2,523,492	2,523,492	3,339,690	816,198
	Grants Fund	0	0	0	657,047	657,047
	Total	\$4,355,977	\$5,864,737	\$5,864,737	\$7,382,471	\$1,517,733
	Positions					
General Fund	34.75	34.75	34.75	35.75	1.00	
Total	34.75	34.75	34.75	35.75	1.00	

* 2015 Amended Budget as of 8/31/2015

Significant Changes vs. 2015

- Increase of approximately \$915,000 to begin the ERP technology review process, for City facilities maintenance, and other high priority CIP projects.
- Increase of \$657,000 in the Grants Fund due to the City applying for two grants on behalf of Springs Utilities and O'Neil Group Co. If either of the grants is awarded, the required grant match will be provided by the associated entity.

Finance

The Finance divisions provide fiscal accountability and reporting for the City and its enterprises.

Accounting

- Provides accounting and financial reporting services for City departments, enterprises, component units, and federal and state grants.
- Maintains accounting information for 75 funds and \$440 million in expenditures.
- Oversees the City's cash, investment, and debt activities, which include approximately \$564 million in cash and investments, and \$242 million in debt across all funds.
- Oversees the accounts receivable process.

Accounts Payable

- Processes invoices for payment; administration and oversight of the City's Visa card program including training, auditing and compliance; and managing encumbrances including all contract, purchase order and change orders.
- Disburses payments for the Pikes Peak Regional Communications Network and invoice tracking/ oversight for the Pikes Peak Rural Transportation Authority (PPRTA) – processing over 45,000 invoices amounting to over \$166 million annually for payment, and over 2,300 invoices are reviewed and audited for the PPRTA.

Budget

- Maintains the City's fiscal integrity through efficient allocation of resources and presents information with fiscal transparency to the Mayor, City Council, and the citizens of this community.
- Manages the annual budget process and prepares the annual budget document.
- Provides analytical support to the Mayor, Chief of Staff, City Council, and City departments.
- Conducts fiscal review and management of special districts in the City.
- Develops and manages the City's capital improvement program.

Grants Administration

- Manages a citywide grant coordination, administration and compliance to ensure proper reporting and compliance, and to maximize grant funding opportunities.

Payroll and Pensions

- Provides all time, payroll, and pension support to all City departments and enterprises.
- Administers payroll, new hire and job action processes.
- Processes terminations, workers' compensation calculations, benefits processing and remittance to vendors, time administration, and many other payroll related activities.

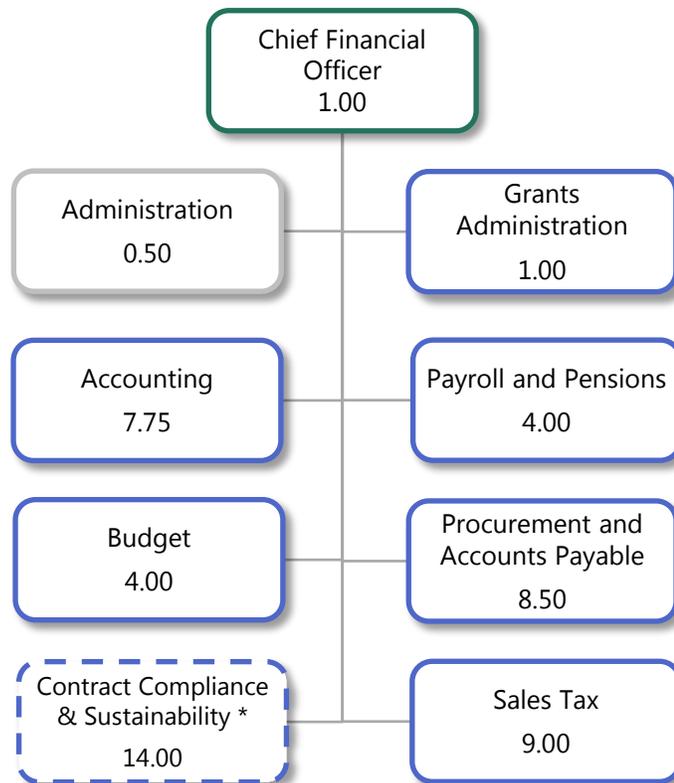
Sales Tax

- Administers sales and use taxes.
- Registers applicants for new sales and use tax licenses.
- Collects sales and use tax from taxpayers.
- Interprets and ensures compliance with the City Code.
- Delivers a high level of customer service to taxpayers.
- Conducts taxpayer education classes.

Procurement Services

- Provides solicitation, negotiation, and award of purchase orders and contracts for all City departments as well as the Pikes Peak Rural Transportation Authority (PPRTA), while maintaining competitiveness, innovation, and compliance with procurement laws.
- Responsible for 3,700 purchase orders, task orders, and formal contracts totaling over \$130 million annually.
- The Division is one of only 20% of cities and counties nationwide that have been recognized by the National Institute of Governmental Purchasing (NIGP) for 100% professionally certified staff.

Finance Functions	2013 Actual	2014 Actual	2015 Original Budget	2016 Budget
Accounting	\$691,324	\$841,368	\$905,681	\$958,151
Accounts Payable	300,045	282,597	322,844	272,350
Budget Office	364,944	354,886	405,429	395,658
Payroll and Pensions	250,278	262,655	275,425	290,910
Procurement	345,905	390,534	426,107	493,272
Sales Tax	1,028,044	804,370	1,005,759	975,393
Total Finance Functions	\$2,980,540	\$2,936,411	\$3,341,245	\$3,385,734



* The organizational chart illustrates all positions that report to this department including 14.00 positions (5.00 General Fund FTE and 9.00 Office Services Fund FTE) that are shown in a separate narrative for Contract Compliance & Sustainability; therefore, these positions are not counted in the Position Totals or the funding tables in this narrative.

The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2015, and changes occurring as part of the 2016 Budget for each fund including General Fund, Grants Fund, and CIP.

	General Fund					
	Use of Funds	2013 Actual	2014 Actual	2015 Original Budget	* 2015 Amended Budget	2016 Budget
Salary/Benefits/Pensions	\$2,786,941	\$2,711,079	\$2,914,994	\$2,914,994	\$2,970,721	\$55,727
Operating	193,599	225,331	416,251	416,251	410,263	(5,988)
Capital Outlay	0	0	10,000	10,000	4,750	(5,250)
Total	\$2,980,540	\$2,936,410	\$3,341,245	\$3,341,245	\$3,385,734	\$44,489
Revenue	\$161,599	\$142,888	\$185,000	\$185,000	\$145,000	(\$40,000)
		2014 Actual	2015 Original Budget	* 2015 Amended Budget	2016 Budget	2016 Budget - * 2015 Amended Budget
Accountant II		0.75	0.75	0.75	0.75	0.00
Accounting Manager		1.00	1.00	1.00	1.00	0.00
Accounting Technician		2.00	0.00	0.00	0.00	0.00
Accounting Technician II		0.00	2.00	2.00	2.50	0.50
Accounts Payable Supervisor		1.00	1.00	1.00	1.00	0.00
Accounts Pay/Rec Specialist		2.00	1.00	1.00	0.00	(1.00)
Administrative Technician		1.00	1.00	1.00	0.50	(0.50)
Analyst II, Budget		1.00	1.00	1.00	1.00	0.00
Analyst II, Financial		1.00	1.00	1.00	1.00	0.00
Budget Manager		1.00	1.00	1.00	1.00	0.00
Chief Financial Officer		1.00	1.00	1.00	1.00	0.00
Contract Specialist II		1.00	1.00	1.00	1.00	0.00
Grants Administrator		1.00	1.00	1.00	1.00	0.00
Payroll & Pension Administrator		1.00	1.00	1.00	1.00	0.00
Payroll & Pension Tech II		2.00	2.00	2.00	2.00	0.00
Payroll Specialist		1.00	1.00	1.00	0.00	(1.00)
Procurement Buyers		0.00	0.00	0.00	1.00	1.00
Procurement Services Manager		1.00	1.00	1.00	1.00	0.00
Sales Tax Auditor II		1.00	1.00	1.00	0.00	(1.00)
Sales Tax Enforcement Spvsr		1.00	1.00	1.00	0.00	(1.00)
Sales Tax Investigator		2.00	2.00	2.00	2.00	0.00
Sales Tax Investigator II		1.00	1.00	1.00	1.00	0.00
Sales Tax Manager		1.00	1.00	1.00	1.00	0.00
Sales Tax Technician		2.00	2.00	2.00	1.00	(1.00)
Senior Accountant		4.00	4.00	4.00	4.00	0.00
Senior Accounting Technician		0.00	1.00	1.00	2.00	1.00
Senior Analyst-BDG,CRM,FIN,GRT		2.00	2.00	2.00	4.00	2.00
Senior Contracting Specialist		2.00	2.00	2.00	2.00	0.00
Senior Payroll & Pension Tech		0.00	0.00	0.00	1.00	1.00
Senior Sales Tax Auditor		0.00	0.00	0.00	1.00	1.00
Total Positions		34.75	34.75	34.75	35.75	1.00

* 2015 Amended Budget as of 8/31/2015

Funding Changes	During 2015	* 2015 Amended - 2015 Original Budget
	None	\$0
	Total During 2015	\$0
	For 2016	2016 Budget - * 2015 Amended Budget
	Salaries/Benefits/Pensions	
	Net change to fund existing positions	(\$47,064)
	Increase for medical and dental plan changes	12,665
	Increase for medical and dental benefits for 0.50 FTE position	9,858
	Increase for addition of 1.00 FTE position (Procurement Buyer)	78,888
	Increase due to redistribution from Operating	1,380
	Total Salaries/Benefits/Pensions	\$55,727
	Operating	
	Decrease due to redistribution to Salaries/Benefits/Pensions	(\$5,988)
	Total Operating	(\$5,988)
	Capital Outlay	
	Decrease due to efficiencies realized	(\$5,250)
Total Capital Outlay	(\$5,250)	
Total For 2016	\$44,489	

Position Changes	During 2015	* 2015 Amended - 2015 Original Budget
	None	0.00
	Total During 2015	0.00
	For 2016	2016 Budget - * 2015 Amended Budget
	Increase for addition of 1.00 FTE position (Procurement Buyer)	1.00
	Total For 2016	1.00

* 2015 Amended Budget as of 8/31/2015

Grants Fund	Use of Funds	2013 Actual	2014 Actual	2015 Original Budget	* 2015 Amended Budget	2016 Budget	2016 Budget - * 2015 Amended Budget
	Operating	\$0	\$0	\$0	\$0	\$657,047	\$657,047
	Total	\$0	\$0	\$0	\$0	\$657,047	\$657,047
Grant funding is highly variable in nature. In 2016, the City applied for two grants--one grant on behalf of Springs Utilities and the other on behalf of O'Neil Group Co. If awarded, the related grant match will come from the associated agency.							
	Position Titles	2014 Actual	2015 Original Budget	* 2015 Amended Budget	2016 Budget	2016 Budget - * 2015 Amended Budget	
	Contract Specialist II *	1.00	1.00	1.00	0.00	(1.00)	
	Total Positions	1.00	1.00	1.00	0.00	(1.00)	
* This position is funded by the Transit Grant Fund and beginning in 2016 will be shown in the Transit narrative.							

Funding Changes	During 2015	* 2015 Amended - 2015 Original Budget
	None	\$0
	Total During 2015	\$0
	For 2016	2016 Budget - * 2015 Amended Budget
	Increase in potential grant funds on behalf of outside agencies.	\$657,047
	Total For 2016	\$657,047

Position Changes	During 2015	* 2015 Amended - 2015 Original Budget
	None	0.00
	Total During 2015	0.00
	For 2016	2016 Budget - * 2015 Amended Budget
	Decrease due to 1.00 FTE position transferred to Transit.	(1.00)
	Total For 2016	(1.00)

* 2015 Amended Budget as of 8/31/2015

2016 CIP Program	Project	General Fund	Other	Total 2016 Allocation
	Facilities Maintenance	1,125,200		\$1,125,200
	High Priority CIP Projects	140,257		\$140,257
	Radio Infrastructure (PPRCN)	1,500,000		\$1,500,000
	Technology and Other	574,233	99,259 ¹	\$673,492
	Total 2016 CIP	\$3,339,690	\$99,259	\$3,438,949
For a citywide comprehensive list of project, refer to the CIP section of the Budget, pg. 31-1				

¹ CAB/SeniorCenter/Sertich Ice Center/Municipal Court Payment - Other funds source is energy savings

**City of Colorado Springs
Budget Detail Report**

001 GENERAL FUND
Finance

Account #	Description	2013 Actuals	2014 Actuals	2015 Budget	2016 Budget	2015 Budget to	2015 Budget to
						2016 Budget	2016 Budget
						\$ Change	% Change
51205	CIVILIAN SALARIES	2,229,050	2,149,579	2,297,723	2,334,510	36,787	1.60%
51210	OVERTIME	4,087	137	2,000	2,500	500	25.00%
51220	SEASONAL TEMPORARY	1,685	5,998	10,600	10,600	0	0.00%
51245	RETIREMENT TERM VACATION	9,414	8,870	0	0	0	0.00%
51260	VACATION BUY PAY OUT	6,703	4,683	0	0	0	0.00%
51299	SALARIES REIMBURSEMENTS	(14,792)	(13,519)	0	0	0	0.00%
51610	PERA	296,116	286,513	313,419	319,098	5,679	1.81%
51612	RETIREMENT HEALTH SAVINGS	0	11,114	0	0	0	0.00%
51615	WORKERS COMPENSATION	3,778	3,825	4,034	4,585	551	13.66%
51620	EQUITABLE LIFE INSURANCE	6,215	5,974	8,419	8,693	274	3.25%
51640	DENTAL INSURANCE	10,959	9,863	10,002	12,199	2,197	21.97%
51670	PARKING FOR EMPLOYEES	10,770	10,060	10,760	11,880	1,120	10.41%
51690	MEDICARE	29,154	27,950	30,787	33,773	2,986	9.70%
51695	CITY EPO MEDICAL PLAN	171,324	63,460	227,250	34,152	(193,098)	-84.97%
51696	ADVANTAGE HD MED PLAN	20,370	125,966	0	184,982	184,982	0.00%
51697	HRA BENEFIT TO ADV MED PLAN	2,108	10,606	0	13,750	13,750	0.00%
Total Salaries and Benefits		2,786,941	2,711,079	2,914,994	2,970,722	55,728	1.91%
52105	MISCELLANEOUS OPERATING	(844)	2,525	0	0	0	0.00%
52110	OFFICE SUPPLIES	7,104	11,408	10,000	9,250	(750)	-7.50%
52111	PAPER SUPPLIES	(153)	218	0	0	0	0.00%
52120	COMPUTER SOFTWARE	2,011	2,262	1,850	1,850	0	0.00%
52122	CELL PHONES EQUIP AND SUPPLIES	1,296	0	0	0	0	0.00%
52125	GENERAL SUPPLIES	347	0	651	351	(300)	-46.08%
52135	POSTAGE	47,177	51,010	50,300	48,900	(1,400)	-2.78%
52220	MAINT OFFICE MACHINES	0	0	950	950	0	0.00%
52405	ADVERTISING SERVICES	0	75	200	200	0	0.00%
52418	COMPUTER SERVICES	600	705	1,000	1,000	0	0.00%
52560	PARKING SERVICES	6	13	25	497	472	1888.00%
52568	BANK AND INVESTMENT FEES	1,475	15,829	17,900	24,000	6,100	34.08%
52573	CREDIT CARD FEES	150	354	425	775	350	82.35%
52575	SERVICES	31,429	26,796	10,650	10,450	(200)	-1.88%
52576	AUDIT SERVICES	0	17,010	215,000	200,000	(15,000)	-6.98%
52590	TEMPORARY EMPLOYMENT	37,050	32,027	15,000	17,000	2,000	13.33%
52605	CAR MILEAGE	0	80	300	300	0	0.00%
52607	CELL PHONE ALLOWANCE	1,117	698	1,000	0	(1,000)	-100.00%
52615	DUES AND MEMBERSHIP	2,933	2,587	4,850	4,750	(100)	-2.06%
52625	MEETING EXPENSES IN TOWN	1,017	2,434	1,550	2,300	750	48.39%
52630	TRAINING	3,685	4,000	12,400	13,560	1,160	9.35%
52645	SUBSCRIPTIONS	698	1,337	800	1,300	500	62.50%
52655	TRAVEL OUT OF TOWN	10,393	2,876	12,500	11,500	(1,000)	-8.00%
52706	WIRELESS COMMUNICATION	1,600	810	1,000	1,000	0	0.00%
52735	TELEPHONE LONG DIST CALLS	691	815	1,150	0	(1,150)	-100.00%
52738	CELL PHONE BASE CHARGES	3,333	4,108	4,450	5,780	1,330	29.89%
52775	MINOR EQUIPMENT	144	0	500	500	0	0.00%
52776	PRINTER CONSOLIDATION COST	18,230	18,406	19,250	21,900	2,650	13.77%
52795	RENTAL OF EQUIPMENT	262	0	300	0	(300)	-100.00%
52874	OFFICE SERVICES PRINTING	10,891	16,736	19,950	18,900	(1,050)	-5.26%
52875	OFFICE SERVICES RECORDS	10,428	10,212	12,300	10,750	(1,550)	-12.60%
65160	RECRUITMENT	529	0	0	2,500	2,500	0.00%
Total Operating Expenses		193,599	225,331	416,251	410,263	(5,988)	-1.44%
53020	COMPUTERS NETWORKS	0	0	0	2,100	2,100	0.00%
53030	FURNITURE AND FIXTURES	0	0	10,000	2,650	(7,350)	-73.50%
Total Capital Outlay		0	0	10,000	4,750	(5,250)	-52.50%
Total Expenses		2,980,540	2,936,410	3,341,245	3,385,735	44,490	1.33%
43156	REBATES	3,989	9,044	0	0	0	0.00%
43157	PURCH CARD PROGRAM REBATES	157,610	133,844	185,000	145,000	(40,000)	-21.62%
Total Revenue		161,599	142,888	185,000	145,000	(40,000)	-21.62%

Totals may differ from narrative due to rounding.

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