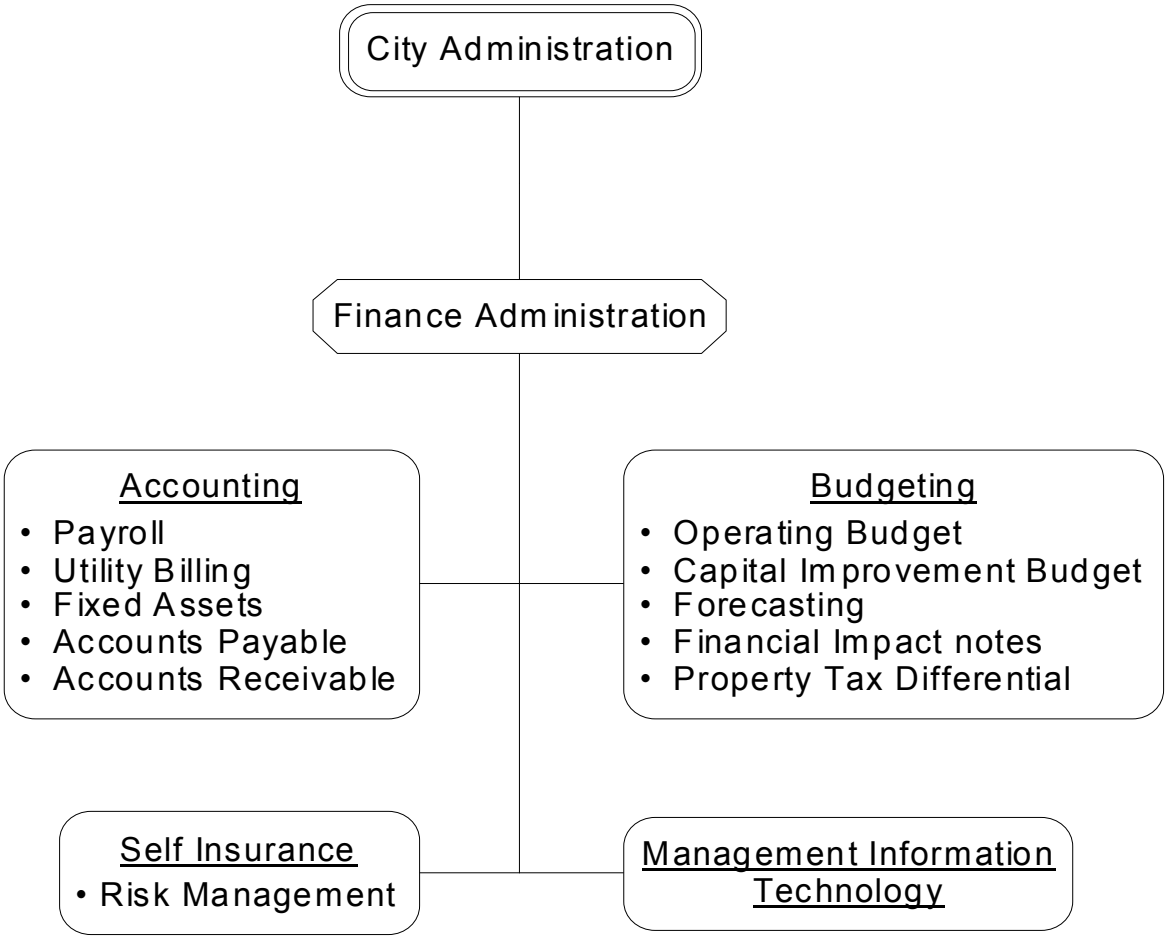

City Administration
Finance Administration
Accounting
• Payroll
• Utility Billing
• Fixed Assets
• Accounts Payable
• Accounts Receivable
Budgeting
• Operating Budget
• Capital Improvement Budget
• Forecasting
• Financial Impact notes
• Property Tax Differential
Self Insurance
• Risk Management
Management Information Technology

Finance Department

Fund Support:

General Fund

Description:

The Finance Department is responsible for the systems and procedures that assure the sound and efficient functioning of the City's financial activities. The flow of financial activities begins with a plan (budget). The plan is then implemented and the transactions recorded (accounting); and finally, the results are reported (financial statements).

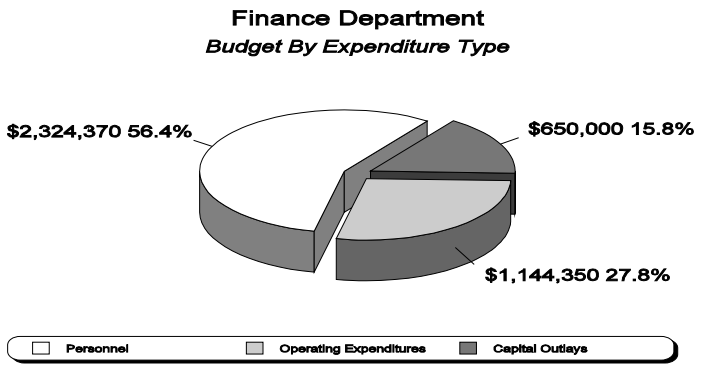
To make this process function smoothly, the Finance Department assists the Mayor in preparing an operating budget and a six-year capital improvements program (the first year of which is the capital budget) before the start of each new fiscal year. As each year unfolds, these budgets are carefully monitored for the extent to which actual financial transactions vary from the budget.

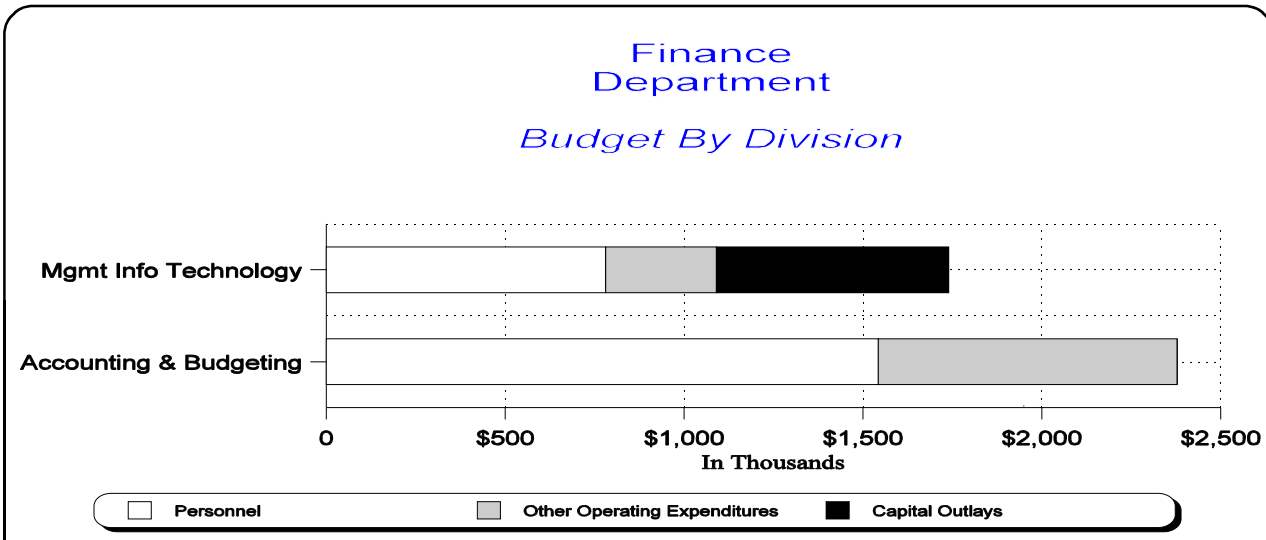
When the actual financial transactions occur, the Finance Department must see that all monies due the City are collected, and all City liabilities are paid on time. All cash received has to be either immediately disbursed, kept safely on hand, or invested. The Department routinely analyzes the flow of cash in and out of the City accounts for a number of purposes, not the least of which is to know the length of time a given amount of cash can be invested for short-term operating needs or for longer-term capital needs. When funds are needed that exceed the City's cash reserves, then the Department arranges to borrow them privately or sells bonds in the open market.

The Finance Department also keeps an accurate record of all financial transactions, generates interim financial reports, and produces audited financial statements at the end of each fiscal year. More specifically, it prepares the City's payroll; it bills, collects, and accounts for City taxes, water and sewer fees, residential refuse fees and capital facilities assessments; and it maintains a file of the City government's fixed assets.

Additionally, the Finance Department analyzes non-routine financial situations, undertakes special financial projects and studies, and responds to requests for financial information from other governmental agencies and private enterprises. The Department also administers the City's self-insurance program, and maintains a computer installation that supports most of the functions mentioned above and provides, as well, computerized Management Information Technology services to other City departments.

Budget Summary	***FY 2007 Actual***	***FY 2008 Adopted***	***FY 2009 Adopted***	***Percent Change***
Accounting and Budgeting	$1,513,280	$2,274,470	$2,378,500	4.57%
Management Information Technology	955,790	1,023,010	1,740,220	70.11%
Department Total	**$2,469,070**	**$3,297,480**	**$4,118,720**	**24.91%**


Finance Department
Budget By Expenditure Type
$2,324,370 56.4%
$650,000 15.8%
$1,144,350 27.8%
Personnel
Operating Expenditures
Capital Outlays


Finance Department
Budget By Division
Mgmt Info Technology
Accounting & Budgeting
0
$500
$1,000
$1,500
$2,000
$2,500
In Thousands
Personnel
Other Operating Expenditures
Capital Outlays

Finance Department
Staffing Summary

	FY 2007 Actual	FY 2008 Adopted	FY 2009 Adopted
	Permanent	*Permanent*	*Permanent*
Accounting and Budgeting	19	19	18
Management Information Technology	5	5	5
Department Total	**24**	**24**	**23**

Staffing Summary By Position - FY 2009
Permanent Positions

	Total FTE
Accounting and Budgeting:	
Finance Director	1
Assistant Director for Accounting	1
Senior Accountant	2
Accountant	2
Administrative Office Associate	1
Accounting Associate III	5
Accounting Associate II	3
Accounting Associate I	3

	Total FTE
Management Information Technology (MIT):	
MIT Manager	1
MIT Analyst	1
MIT Specialist	1
Web Developer	1
MIT Engineer	1

Contractual and Temporary Positions

The Accounting and Budgeting office has one contractual position which consists of a Risk Management Associate. The Management Information Technology Department has various temporary positions; Geographic Information Systems (GIS) Technical Support, GIS Coordinator, and General Technical Support positions.

Accounting and Budgeting Division

Finance Department General Fund

Description:

This division is responsible for preparing the City operating and capital budgets, monitoring departmental budgets, preparing tax, utility and other bills, paying all invoices, keeping all financial accounts, preparing the payroll, borrowing and investing funds, analyzing budgetary and financial accounts/situations, overseeing the City's internal financial controls, preparing budgetary and financial reports and studies, advising the Mayor and Aldermen regarding financial matters, and managing liability risks.

Mission:

To maintain the City in a sound financial condition by managing its financial affairs comprehensively and prudently while providing operational support in delivering all required services to the citizens of Annapolis.

Services:

- Provides budgetary, accounting and financial support to the Mayor and Aldermen, City departments and committees.
- Assists customers with billing and other financial problems.
- Provides the public with budgetary and financial data.
- Acts as staff for the Finance Committee and the Police and Fire Retirement Plan Commission.
- Responds to requests from non-City persons, agencies and organizations for budgetary, accounting and financial data.

Goals & Objectives:

- To continue to maintain the City in a sound financial condition.
  - Maintain a high bond rating.
  - Meet higher standards of financial reporting.
  - Maintain compliance with industry standards.
  - Review all financial ratios to ascertain compliance with industry standards.
- To protect and safeguard the assets of the City.
  - Ensure that any concerns raised during the annual independent audit are addressed in a timely fashion.
  - Perform internal audits and inventories in all City departments.
  - Review actuarial analysis to ascertain compliance with established policies and funding levels.
- To maintain effective expenditure controls.
  - Monthly projections of major expenditure categories.
  - Review of categories of expenditures with modulating annual costs.
  - Review of financing options.
  - Cost of service analysis.
- To enhance revenue collection options and practices.
  - Monthly projections of revenues.
  - Enhance City's capabilities in seeking grants and private contributions and partnerships.
  - Review fee/fine schedule, develop an associated cost of service schedule and a comparable jurisdiction listing.

Accomplishments:

- Earned the Certificate of Achievement for Excellence in Financial Reporting for fiscal years 1988 through 2007.
- Earned the GFOA Distinguished Budget Presentation Award for fiscal years FY 1997 through FY 2008.
- Maintained current Bond ratings of Aa2 with Moody's, AA with Standard and Poor's, and AA+ with Fitch.

- continued -

Performance Indicators:

	FY 2007 Actual	*FY 2008 Adopted*	*FY 2009 Goal*
Bond credit rating	AA+	AA+	AAA
Receive GFOA Comprehensive Annual Financial Report award	Yes	Yes	Yes
Receive GFOA Distinguished Budget Presentation award	Yes	Yes	Yes
Number of journal entries posted	1,947	2,200	2,200
Finance committee meetings / minutes prepared	14	12	12
Number of payroll checks issued	17,811	17,300	17,300
Number of accounts payable invoices paid	17,003	17,300	17,300

Budget Summary	***FY 2007 Actual***	***FY 2008 Adopted***	***FY 2009 Adopted***	***Percent Change***
Personnel	$1,283,180	$1,455,420	$1,542,950	6.01%
Other Operating Expenditures	230,100	819,050	835,550	2.01%
Total Expenditures	**$1,513,280**	**$2,274,470**	**$2,378,500**	**4.57%**

Management Information Technology

Finance Department General Fund

Description:

Maintains a central processing computer installation to support the many functions of the Finance Department. Provides Management Information Technology (MIT) services to all City Departments; these services include video, voice and data networks, microcomputers, software upgrades, web services, Geographic Information Systems (GIS), and computer training.

Mission:

To provide for the management, transmission, collection, processing and dissemination of secure, quality and timely information and technology, and to support City operational, citizen and business services and functions.

Services:

- Maintains central processing and network hardware, security, operating systems and voice and data communications systems.
- Maintains, enhances and develops many financial integrated computer system applications using the central processing computer.
- Provides internet and e-mail services.
- Provides local area network (LAN) and wide area network (WAN) services.
- Provides management, information and technology services to all City departments.
- Provides training for various micro-computer applications.
- Provides for micro-computer hardware and software specifications.
- Provides centralized micro-computer hardware and software upgrades, troubleshooting and repair.
- Provides and maintains the City Internet (www.annapolis.gov) and Intranet web sites.
- Coordinates all GIS services internally for the City and externally with the County and State.
- Provides Internet Protocol (IP) data, voice (telephone) and video communication services.
- Provides Public Switched Telephone Network (PSTN) carrier local and long distance data, and voice (telephone) communication services supervision.
- Provides Public Education Government (PEG) cable access channel TV video technical support.

Goals & Objectives:

- To increase support functions and services for hardware, software, and technology.
  - Provide for financial applications support.
  - Provide for personal computer (PC) software support.
  - Provide for technology support.
  - Provide for GIS support.
- Implement inspection, permitting and code applications.
  - Inspection, permitting and code application infrastructure.
  - Inspection, permitting and code application workflow.
  - Provide web-based, self-service permitting services.
  - Provide telephone-based (IVR), self-service permitting and inspection scheduling services.
- Geographic Information Systems (GIS) Core Data Layers
  - Update parcel information.
  - Provide master street addressing tabular data and index.
  - Implement National Emergency Numbering Association standards.
- Develop new Management Information Technology (MIT) services.
  - Implement Document Management System [project A2].
  - Implement City Fiber Ring - Institutional Network (I-Net).

- Improve the ability to recover from and manage disasters.
  - Tele-commuting.
  - Risk Analyst.
  - Improve and test business continuity of operations (COOP) plans.
  - Reliable sources of electrical and cooling power for communication network with reduction in electrical and cooling consumption.

- Implement utility billing, treasury, collections and cash management applications.
  - Utility billing, treasury, collections and cash management infrastructure.
  - Utility billing, treasury, collections and cash management workflow.
  - Provide improved web-based, secured, self-service and automatic debit payment services.
  - Provide telephone based (IVR), self-service bill presentation and payment services.

- Expansion of IP Telephony System.
  - Install IP Telephony System for Harbor Master, Recreation and Parks, and Spa Road Public Works facilities.

Performance Indicators:

	FY 2007 Actual	*FY 2008 Adopted*	*FY 2009 Goal*
Total number of available mainframe hours	8,745	8,760	8,760
Mainframe terminals supported	60	60	60
PC's supported	335	340	365
Number of networked PC's	300	315	325
Aggregate wide area network bandwidth in Mb's	250	275	300
Percentage of calls for service completed in one day	70%	80%	80%
Percentage of calls for service completed in two days	93%	95%	95%
Number of training hours provided	175	400	600
Number of e-mail boxes	400	400	450
Aggregate wide area network bandwidth in Mbs	250	275	300
Number of web pages	4,223	6,000	6,000
Average web site hit count per day (in thousands)	82	90	100

Budget Summary	***FY 2007 Actual***	***FY 2008 Adopted***	***FY 2009 Adopted***	***Percent Change***
Personnel	$601,880	$714,210	$781,420	9.41%
Other Operating Expenditures	353,910	308,800	308,800	0.00%
Capital Outlay	0	0	650,000	100.00%
Total Expenditures	**$955,790**	**$1,023,010**	**$1,740,220**	**70.11%**