

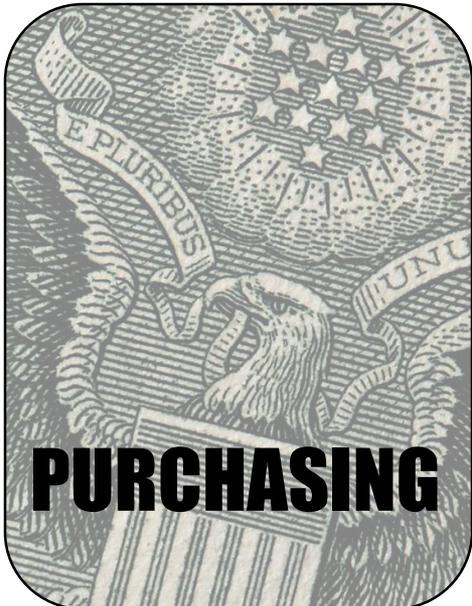


FINANCE

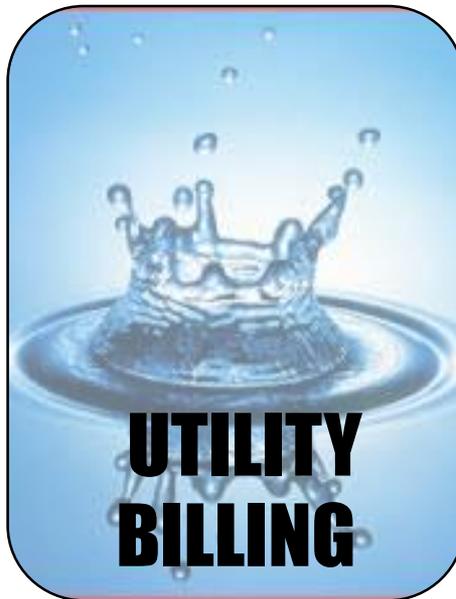
Accomplishments & Objectives | Fiscal Year 2016 – 17 Budget



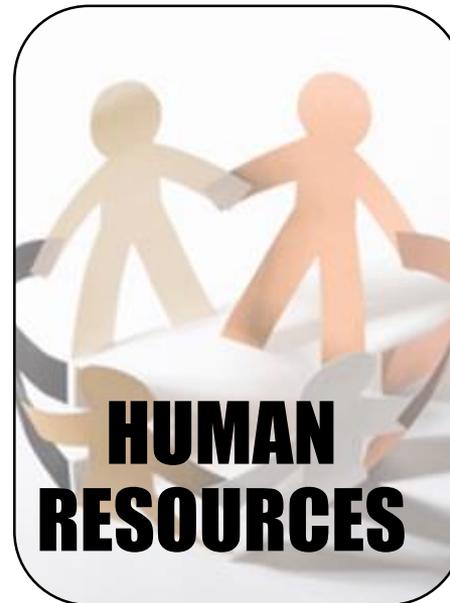
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PURCHASING



**UTILITY
BILLING**



**HUMAN
RESOURCES**



**MUNICIPAL
COURT**

FINANCE



ACCOMPLISHMENTS FOR 2016:

- Awarded Certificate of Achievement for Excellence in Financial Reporting
 - By Government Finance Officers Association
 - For 2014 Comprehensive Annual Financial Report
 - For 26th consecutive year
- Awarded Budget Presentation Award
 - By Government Finance Officers Association
 - For 2016 Budget/5th consecutive year
- Awarded Platinum Level Leadership Circle Award in Texas State Comptroller's Leadership Circle program
 - Related to online financial transparency of local governments
- Implemented electronic distribution of paycheck stubs



OBJECTIVES FOR 2017:

- Upgrade Part-Time Accounts Payable Specialist to Full-Time with approval of FY 2017 ELS
 - Enable staff to keep up with increased workload
- Complete Long Term Financial Plan
 - Include operational budget
- Continue cross-training of department staff
- Begin Participation in Texas State Comptroller's revised governmental transparency program known now as the Transparency Stars program
 - Designed to promote transparency in traditional finances, contracts and procurement, economic development, public pensions, and debt obligations

PURCHASING



ACCOMPLISHMENTS FOR 2016:

- Implemented the monthly contract expiration report with the departments
- Processed hail storm claims for vehicles and property with TMLIRP and assisted departments with damage repairs/replacements that resulted from the storms
- Renegotiated the Laserfiche upgrade quote with MCCI through the Texas DIR contract, resulting in a \$12,148 cost savings allowing the department to purchase 14 additional full user licenses



OBJECTIVES FOR 2017:

- Complete in depth review of insurance coverages with TMLIRP through the annual Rerate Exposure Summary
- Complete updating of the purchasing policies
- Complete a Request for Qualifications to establish engineering professional services agreements in support of upcoming Engineering and Public Services projects
- Complete basic quote forms to increase turn-around time to departments
- Procurement education for buyer position through conferences and local training opportunities



UTILITY BILLING



ACCOMPLISHMENTS FOR 2016:

- Implemented a new online payment system called INSITE that provides substantial enhancements to our online payments by allowing them to post directly to the customer's account and allowing the customer to view their account history
- Implemented online account applications and approvals that post directly to Laserfiche
- Implemented utility billing software function that allows customers to receive their bills through email



OBJECTIVES FOR 2017:

- Add Senior Utility Billing Clerk position with approval of FY 2017 ELS
 - Perform administrative duties and backup the supervisor as needed.
 - Provide another level of assistance due to increased number of customers and services we are providing
- Add Bullet Proof Glass to Customer Service Area with approval of FY 2017 ELS
 - Provide more secure work environment for employees
 - Change out meter registers in the city allowing the water department to obtain water usage data logs as well as get more accurate readings for billing in a more timely manner

HUMAN RESOURCES



ACCOMPLISHMENTS FOR 2016:

- Began a monthly training program for the Public Works department, rotating various levels of staff with customized training topics.
- Implemented the NEO GOV on-line application process, resulting in increased applications for City job openings and superior efficiency within the hiring process
- Received “Platinum Fit Friendly Company” by American Heart Association for wellness initiatives
 - For 2nd consecutive year
 - Joined the North Texas Wellness Alliance
- Launched a pay-for-performance review system in conjunction with the City Manager’s office and Finance. Established the tracking and review systems to support the new process



OBJECTIVES FOR 2017:

- Continue to enhance our wellness program by incentivizing participation, adding innovative wellness activities and providing engaging speakers
 - Host a quarterly North Texas Wellness Alliance meeting
- Implement the human resources module of Incode to track promotions and other vital information

HUMAN RESOURCES

CONTINUED



OBJECTIVES FOR 2017:

- Execute review of all positions utilizing work site observations and job evaluation questionnaires to ensure all job descriptions are accurate and employees are performing their job duties as desired by city management
- Add Human Resources Director position with approval of FY 2017 ELS
- Add two Part-Time positions for special needs adults ages 18-23 with approval of FY 2017 ELS
 - Partnering with WISD Transitions program

MUNICIPAL COURT



ACCOMPLISHMENTS FOR 2016:

- Implemented Online Payments
- Juvenile Case Manager program
 - Implemented new process for Truant Conduct cases with Wylie ISD after legislative changes
 - Implemented the Wylie Teen Court program, beginning summer of 2016
 - Successfully partnered with MADD to host Victim Impact Panels at our facility



OBJECTIVES FOR 2017:

- Staff will continue to participate in the continuing education and certification programs through TMCEC
- Juvenile Case Manager program
 - Continue to add new programs for youth to reduce recidivism
- Teen Court program
 - Continue with implementation for first full school year of program
- Add Senior Clerk position with approval of FY 2017 ELS
 - Provide another level of assistance due to increased case load
- Add handheld ticket writer devices and printers with approval of FY 2017 ELS
 - Accommodate existing positions in Police and Fire



THANK YOU

