CITY OF HIGH POINT
AGENDA ITEM

TITLE: Information Item – Budget and Evaluation Department and Financial Services Department Overview	
FROM: Stephen Hawryluk, Budget & Perf. Director Bobby Fitzjohn, Financial Services Director	**MEETING DATE**: February 5, 2024
PUBLIC HEARING: n/a	**ADVERTISED DATE/BY**: n/a
ATTACHMENTS: Presentation-Budget and Evaluation Department and Financial Services Department	

PURPOSE:

To Present information about the Budget and Evaluation Department and the Financial Services Department.

BACKGROUND:

Present an overview of the Budget and Evaluation Department and the Financial Services Department to the City Council.

BUDGET IMPACT:

None

RECOMMENDATION/ACTION REQUESTED:

None, this is a presentation item only.

Budget and Evaluation

Stephen M. Hawryluk

Budget and Performance Director

BUDGET AND EVALUATION

- Preparation of annual operating budget
- Preparation of 5-Year Capital Improvement Plan (CIP)
- Assist departments with compilation of performance measures and key performance indicators
- Oversee implementation of strategic plan
- Coordinate annual non-profit funding application process
- Conduct biennial citizen survey
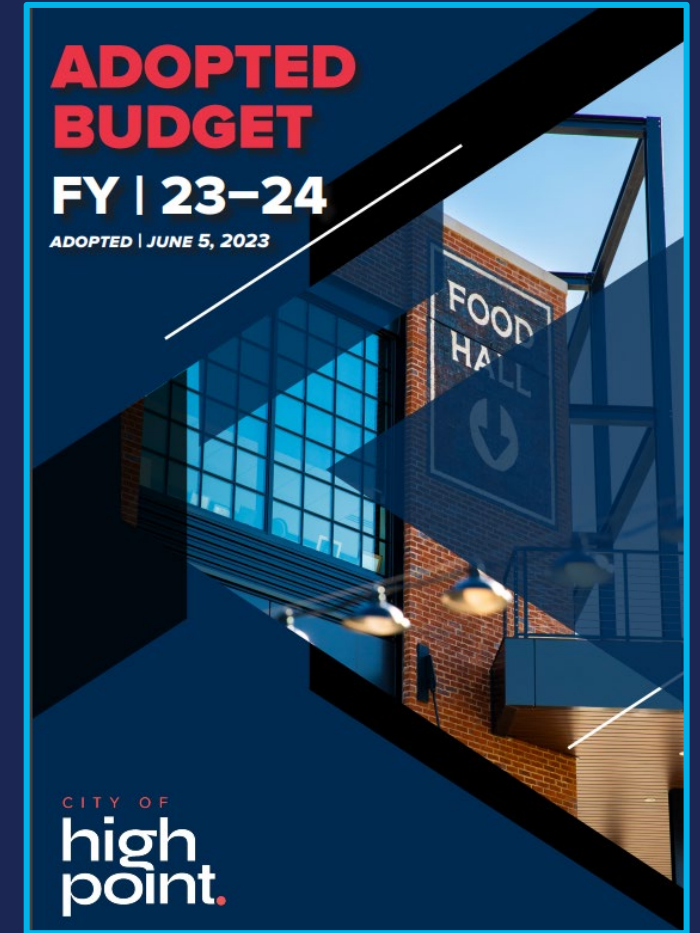- Perform special projects

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BUDGET AND EVALUATION

Staff
- Budget and Performance Director
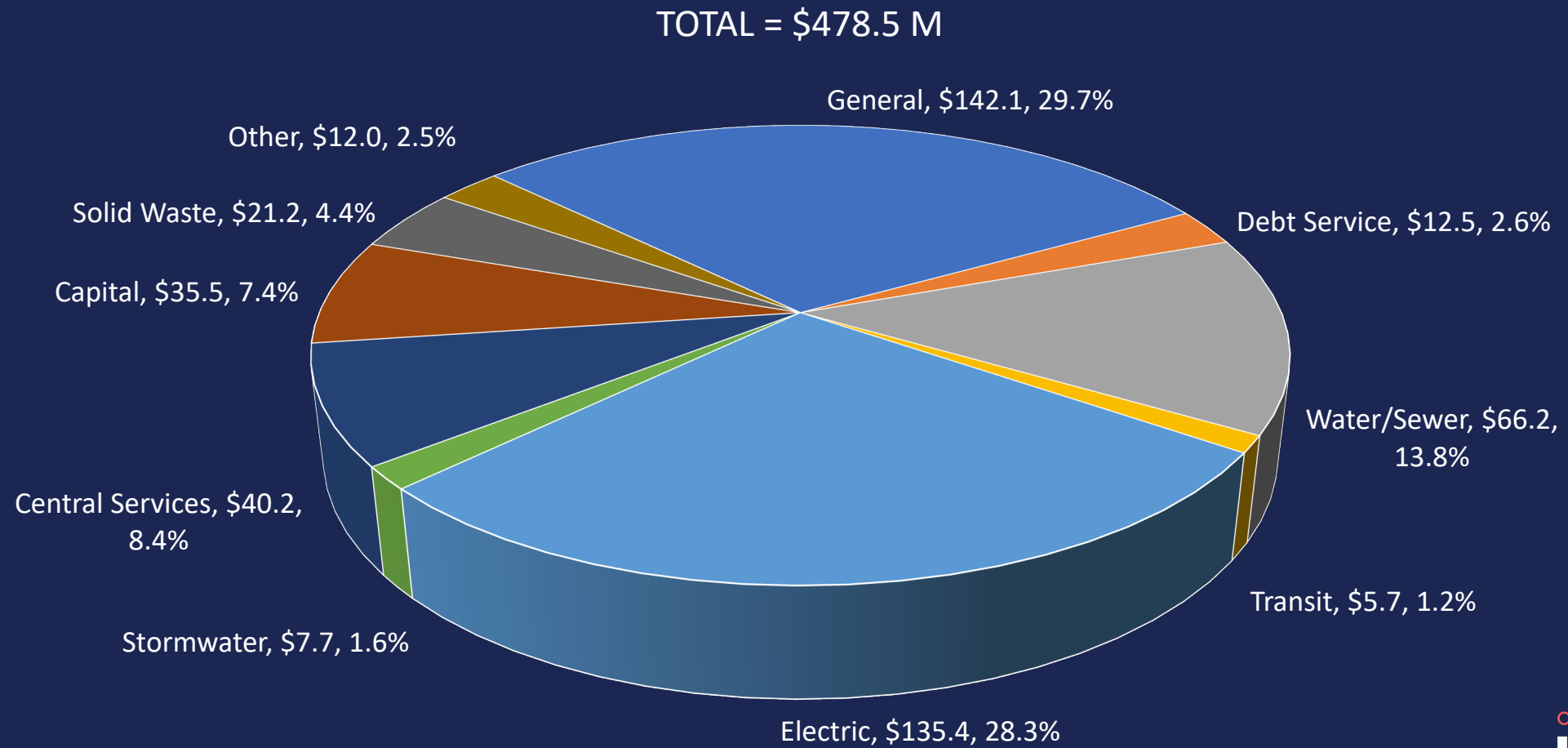- Strategic Initiatives Manager
- Budget Analysts (2)

Documents
- Annual Adopted Budget
  - Includes 5-Year Capital Improvement Plan (CIP)
- Comprehensive Fee Schedule
- Reports/Studies as requested and conducted

ADOPTED BUDGET FY | 23–24
ADOPTED | JUNE 5, 2023

FOOD HALL

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FY 2023-24 ADOPTED BUDGET BY FUND

TOTAL = $478.5 M

General, $142.1, 29.7%

Other, $12.0, 2.5%

Debt Service, $12.5, 2.6%

Solid Waste, $21.2, 4.4%

Capital, $35.5, 7.4%

Water/Sewer, $66.2, 13.8%

Central Services, $40.2, 8.4%
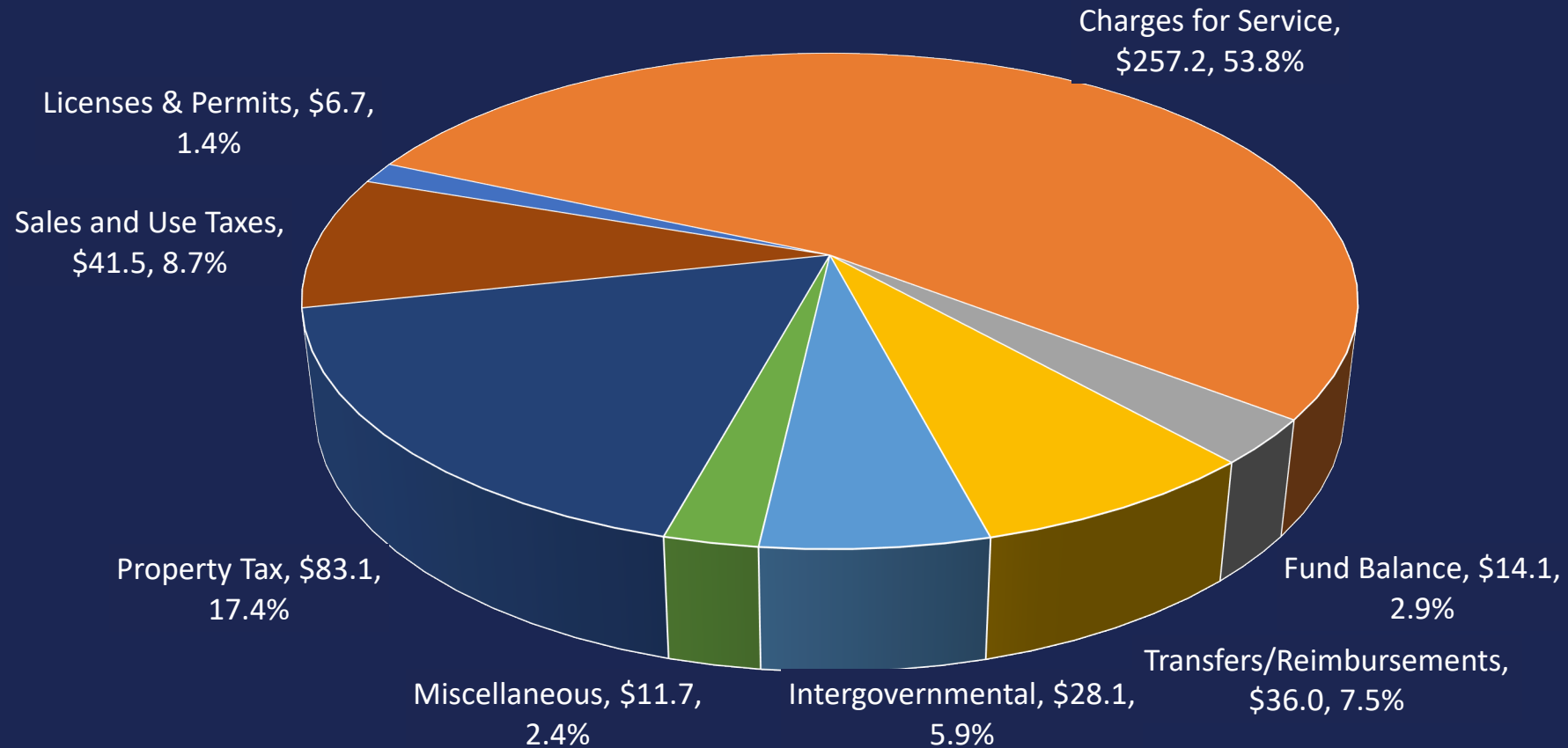
Transit, $5.7, 1.2%

Stormwater, $7.7, 1.6%

Electric, $135.4, 28.3%

*   Amounts are millions
** Other includes Economic Development, Market Authority, Special Revenue, and Parking Funds

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FY 2023-24 ADOPTED BUDGET BY REVENUE CATEGORY

TOTAL = $478.5 M

Charges for Service, $257.2, 53.8%

Licenses & Permits, $6.7, 1.4%

Sales and Use Taxes, $41.5, 8.7%

Property Tax, $83.1, 17.4%

Miscellaneous, $11.7, 2.4%

Intergovernmental, $28.1, 5.9%

Transfers/Reimbursements, $36.0, 7.5%

Fund Balance, $14.1, 2.9%

* Amounts are millions

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FY 2023-24 ADOPTED BUDGET BY EXPENSE CATEGORY
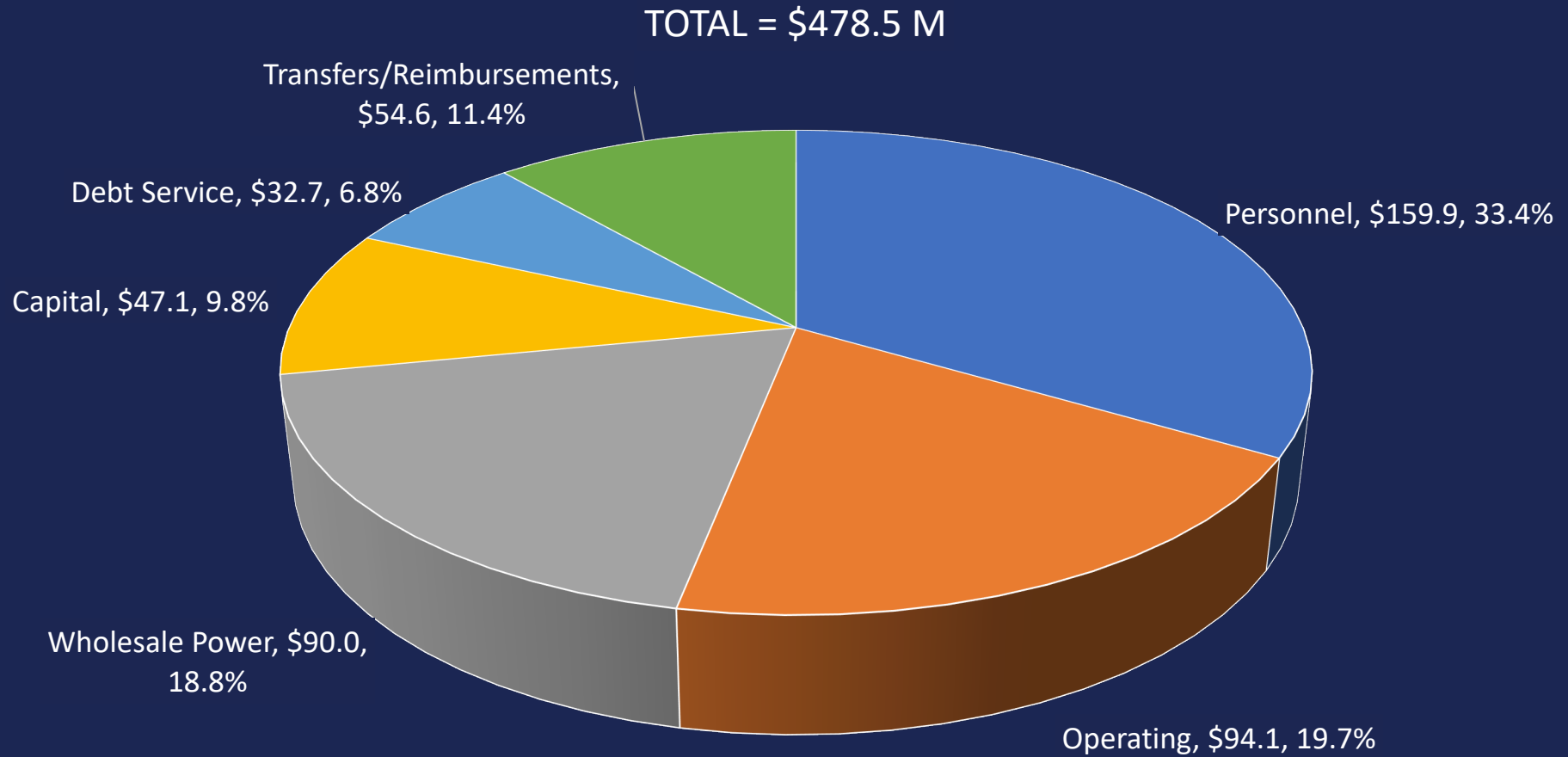
TOTAL = $478.5 M

Transfers/Reimbursements, $54.6, 11.4%

Debt Service, $32.7, 6.8%

Capital, $47.1, 9.8%

Personnel, $159.9, 33.4%

Wholesale Power, $90.0, 18.8%

Operating, $94.1, 19.7%

* Amounts are millions

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Department Overview

- Accounting and Financial Reporting

- Treasury Operations

- Procurement and Minority and Women-owned Business Enterprise Program

- Risk Management

- Capital Planning/Financing

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Financial Services Department

Financial Services Director

Assistant Financial Services Director

Purchasing Manager

Risk Manager*

Treasury Manager

Accounting Manager

Senior Financial Analyst

Sr Buyer

TBD

Treasury Accountant

2 Senior Financial Analyst

Contracts Administrator

Accounting Technician

3 Accountants (I/II)

MWBE Coordinator

2 AP Clerks

Purchasing Technician

Payroll Accountant

Central Warehouse (5 including supervisor)

Payroll Technician

* Recruitment underway

Accounting and Financial Reporting

- Timely Financial Record Keeping

- Summarize and Analyze Data

- Grant/Policy/Statutory Compliance

- Preparation and Audit of the Annual Comprehensive Financial Report

- Other Reporting

ANNUAL COMPREHENSIVE
FINANCIAL REPORT
Fiscal Year Ended June 30, 2023

HighPointNC.gov/Finance

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Treasury Operations

- Payroll Administration

- Timely Payment of Obligations

- Tax Compliance

- Employee Travel

- Cash Management

- Investment of Idle Funds

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Procurement and MWBE

- Centralized Purchasing

- Advertise Bid Opportunities

- Policy/Statutory Compliance

- MWBE Outreach Program

- Disparity Study (City-wide Effort)

- P-Card Administration

- Central Warehouse

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Risk Management

- Claim Management (TPAs)

- Risk Transfer (Policies)

- Cost Recovery/Subrogation

- Employee Safety

- ADA Compliance

Capital Planning/Financing

- Advise Management and Council on Funding Capital Projects

- Debt Issuance/Management

- Long and Short Range Planning for Debt Service

- Debt Refundings

- Aa1/AAA/AA+ GO Ratings, AAA with S&P since 2008

- Aa2/AAA/AA+ Revenue Bond Ratings, AAA with S&P since 2012. RB program started in 2004.

#BUILT*by*BONDS

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Highlights

- Certificate of Achievement for Excellence in Financial Reporting

- Sustained Professional Purchasing Award

- Participation in State/National Professional Organizations

- Annual Training/Continuing Education