

Finance Department 2024-2025 Comptroller Mary Beth Leeson

APRIL 25, 2024

CITY OF AUBURN



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Finance Department Staff

COMPTROLLER – 5 FTE

- * Comptroller
- * Assistant Comptroller
- * Senior Payroll Clerk
- * Senior Account Clerk (2)

TREASURER – 4 FTE

- *Treasurer
- *Senior Account Clerk -
Keyboard Spec.
- *Senior Account Clerk
- *Clerk

HUMAN RESOURCES – 1 FTE

- * Human Resource Benefits
Associate

ASSESSOR – 3 FTE

- * Assessor
- * Real Property Appraiser
- * Account Clerk

INFORMATION TECHNOLOGY – 2.5 FTE

- * Information Technology
Supervisor
- * Technical Support Specialist
- * IT systems admin - PT

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Comptroller

- Overall Budget Development and Management
 - In FYE 06.30.2024 the Comptrollers office is developing further use of MUNIS software to be able to streamline budget transfers and clarify parameters for approval requirements
 - In FYE 06.30.2024 work has been done to utilize software to more accurately project salaries and benefit costs
- Audit Compliance, Annual Reporting
 - A new RFP for financial statement audit services was issued April 10, 2024
 - GASB 75 actuarial services
 - Annual Reporting
 - OSC
 - NYS Retirement
 - 207 A/C
- Policy Development and compliance with NYS OSC
 - Reviewed Capital Project accounting and policies, as well as updates to Investment and Purchasing policies
 - Updated Capital Asset policies for new GASB standards and more current guidelines



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Comptroller

- Purchasing
 - Generate Purchase Orders based on department requisitions (1,747 in last fiscal year)
 - Assist with compliance with NYS and City of Auburn procurement policy and NYS Municipal Finance laws
- Payment
 - Process payment for all city purchases (staff processes about 3,800 checks per year in addition to wire payments)
 - Insurance premiums and claims
- Overall Account Reconciliation
 - Reconciliation of 24 Bank Accounts as well as cash by fund
 - Reconciliation of Receivables including Tax, Ambulance, Water/Sewer, Sidewalks & Water/Sewer Laterals
- Fixed Asset Inventory maintenance
- Year end payroll and 1099 reporting

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Comptroller

- Payroll
 - Prepare, edit and process approximately 360 paychecks every two weeks
 - Maintain deductions for garnishments, health insurance, deferred comp for full time employees
 - NYSLRS and NYSPFRS reporting and administration
 - Labor and Statistic Reporting
 - FMLA compliance



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Treasurer

- Real Property Tax
 - Collection of all City and County Tax bills as well as delinquent School tax
 - Delinquent Taxes – establish repayment agreements and/or send to foreclosure
- Cash Receipts
 - Approximately 2,700 water/sewer bills monthly
 - Miscellaneous charges including CDBG Loans, DPW charges, Water/Sewer special billings, Retiree Health Insurance, Landfill
 - Process payments made online or in office (approximately 700/month)
 - Payments made through wire transfer – grants, etc.



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Treasurer

- Cash management – Manage banking relationships, maximize interest earnings
- Administration of parking enforcement
 - Coin collection by kiosk and meters
 - Parking fines, protests, etc.
- Provide tax searches for attorneys and title companies (approximately 50/month)
- Process all wire payments to larger vendors
- Coordinate preparation annual City tax bills and reconcile all special charges and relievis



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Human Resources

- Human Resources
 - Assist with Retirement planning
 - Administration of Workers compensation
 - Administration of Employee Benefits
 - Coordinate employee training
 - Onboard all new employees (48 employees in 2023)



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Assessor

- Assess 9,106 parcels in the City of Auburn
- Review/assess
 - Building Permits (1,280)
 - Residential Property Sales (265)
- Assist 338 senior citizen households with the Low Income Senior Exemption, allowing them to stay in their homes
- Veteran's exemptions
 - 370 War Veterans
 - 239 Combat War exemptions
 - 149 Disabled Combat War exemptions
 - 46 Cold War Veteran exemptions



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Information Technology

- Maintain Equipment
 - Windows machines/Tablets – approximately 350 units
 - VOIP Phones – approximately 150
 - Servers -1 IBM and 35 others
 - Body Cameras
 - City issued cell phones
 - Copiers/Printers – approximately 75
 - IP Security Cameras – over 100 units
 - Maintain disaster recovery site
 - Hardware for door access controls



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Information Technology

- Maintain Software
 - MUNIS – Financial
 - RPS – Assessment
 - ESRI, Autodesk – Engineering
 - NY Clerk – Clerk’s office
 - Spilman, Tracs, WebRici, Evidence.com, Axon– Police
 - Power 9 IBM – Financial
 - Backup, spam software
 - Several other smaller softwares
- Service
 - Approximately 175 helpdesk tickets per month
 - Approximately 20 “projects” at varying scale



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Finance Department Budget Overview

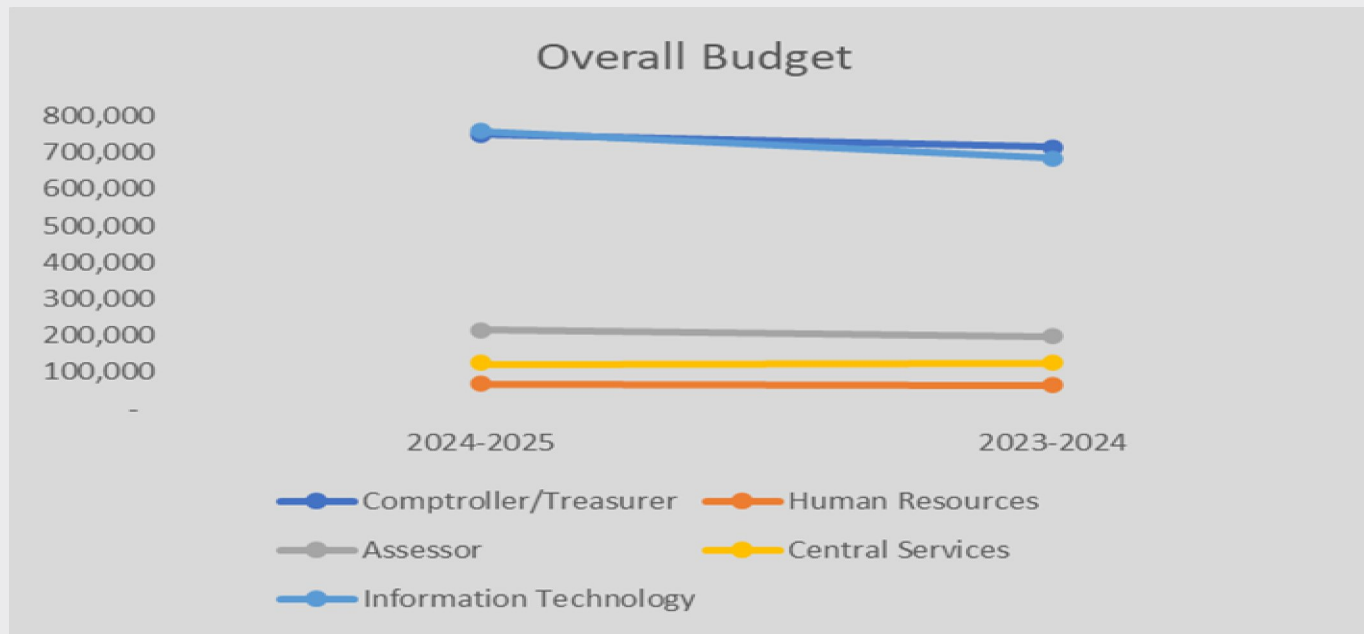
	Overall Budget			
	2024-2025	2023-2024	Change	% Change
Comptroller/Treasurer	749,853	715,837	34,016	4.75%
Human Resources	67,535	65,531	2,004	3.06%
Assessor	215,370	197,635	17,735	8.97%
Central Services	124,456	125,156	(700)	-0.56%
Information Technology	758,322	684,658	73,664	10.76%



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Finance Department Budget Overview



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Finance Department Budget Breakdown - Salaries

	Salaries Budget			
	2024-2025	2023-2024	Change	% Change
Comptroller/Treasurer	687,593	657,517	30,076	4.57%
Human Resources	66,785	63,531	3,254	5.12%
Assessor	207,670	186,485	21,185	11.36%
Central Services	-	-	-	0.00%
Information Technology	216,731	257,450	(40,719)	-15.82%



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Finance Department Contractual Expenses

	Contractual Budget			
	2024-2025	2023-2024	Change	% Change
Comptroller/Treasurer	62,260	58,320	3,940	6.76%
Human Resources	750	2,000	(1,250)	-62.50%
Assessor	7,700	11,150	(3,450)	-30.94%
Central Services	124,456	125,156	(700)	0.00%
Information Technology	541,591	427,208	114,383	26.77%

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Finance - Achievements

- Established collections process for Ambulance billing, and working to improve communications with billing company
- Procurement
 - RFP for Liability Insurance, Audit.
 - Negotiation of Energy supply rates.
 - Evaluation of cleaning supply pricing for preferred vendor
- Closure of 24 capital projects
- Expanded training in MUNIS for financial staff to expand productivity



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Finance - Goals

- Enhanced usage of MUNIS – Establish “workflow” for electronic approvals, billing inside of MUNIS.
- Parking Garage fees implemented on 7/1/2024.
- Phaseout of AS400 – begin with Health Insurance billing, Parking Tickets, and Sidewalk/Lateral. Phase 2 will be cash by fund, and phase 3 will be property tax billing.
- Risk Assessment – perform a risk assessment based on audit findings
- Cash Flow Analysis – Better analyze cash flow for borrowing purposes
- Capital Project Accounting – Continue to clean up project accounts



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