



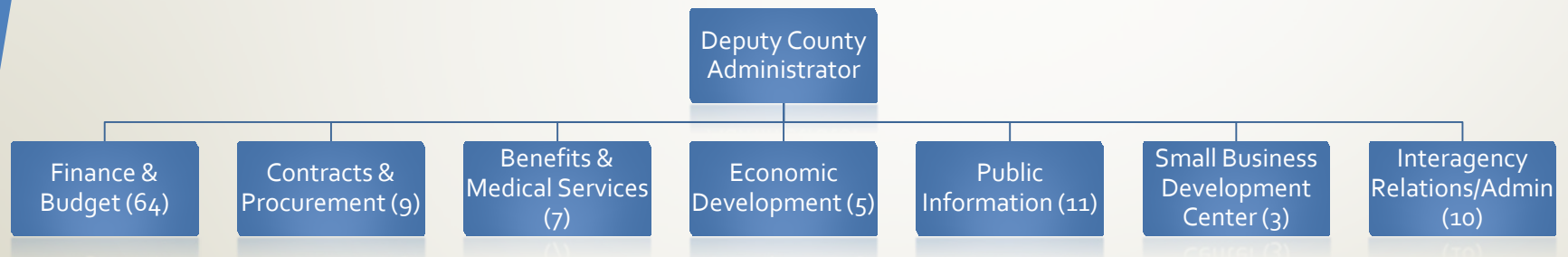
# 2018 Budget Presentation Administration and Financial Services

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# Administration and Financial Services



# Finance & Budget

- Accounting
- Accounts Payable
- Accounts Receivable
- Budget
- Fraud Investigations and Prevention (DHS)
- Payroll



# Contracts & Procurement

- Request for proposals and request for bid process:
  - Create solicitations
  - Obtain best value competitive prices
  - Pre-bid and pre-proposal conferences
  - Evaluation committees
  - Develop and negotiate contract documents
- Track cooperative contracts and agreements
- Monitor economy, pricing and product development
- Oversee County surplus and property disposal



# Benefits & Medical Services

- Employee Health Insurance
- Wellness Program
- Life and Disability Insurance
- Family and Medical Leave Act (FMLA)  
Administration
- Americans with Disabilities Act (ADA)  
Administration



# Economic Development

- Business Incentives
  - Enterprise Zone; Revolving Loan Fund; Industrial Development Bonds; Business Personal Property Tax Credit; Commercial Aeronautical Zone
- Community Initiatives
  - Community Development Block Grant (CDBG) Program; Non-Profit Bonds
- Housing
  - El Paso County Housing Authority; Housing Trust Fund; Single Family “Turnkey” Mortgage Program; Mortgage Credit Certificate Program; Multi-Family Mortgage Bond Program; Fair Housing



# Public Information

- Provides timely and accurate information to the public
- Audio visual support for all public meetings
- Maintains County website and multi-media informational materials
- Coordinates all Colorado Open Records Act (CORA) requests



# Pikes Peak Small Business Development Center

- Small Business Consulting, Events, Business Seminars
- Veterans Small Business
- Minority Business Office
- Connect2Dot
- SBDC Advanced
- Small Manufacturer's AdvantEDGE
- Cyber:CYA/SBDC Techsource
- Courses for Creatives
- Disaster Relief
- Leading Edge





# Interagency Coordination/ Administration

- Manage Sales and Use Tax Collections and Audits
- Disaster Recovery
- Special Projects
- Impact Fee Program
- Manage Relationships between Federal, State, and Local Municipalities
- Provide administrative support to Elected Offices and Officials



# Laws and Regulations

- Governmental Accounting Standards Board (GASB)
- Generally Accepted Accounting Principles (GAAP)
- Colorado State Budget Law C.R.S. Title 29
- Colorado Taxation Law C.R.S. Title 39
- Mill Levy Law (5.5%)
- Internal Revenue Service (IRS)
- Mill Levy Limit (Gallagher Amendment – 1982)
- Taxpayers Bill of Rights (TABOR - 1992)
- Uniform Grant Guidance issued by OMB (Federal Office of Management & Budget)
- Federal, State & Local Procurement Law
- SEC Compliance with MSRB through EMMA
- C.R.S. 39-30-101 Urban & Rural Enterprise Zone Act
- Affordable Care Act (ACA)
- Family Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)
- Health Insurance Portability and Accountability Act (HIPAA)



# Strategic Plan Goals

- Goal 1: Maintain and promote a financially sustainable county government that is transparent and effective
- Goal 2: Continue to enhance the understanding of civic services and promote participation, engagement, and confidence in county government
- Goal 4: Consistently support regional economic strength



# Operating Indicators

• Payroll Serviced	65K
• Accounting Journal Entries Processed	70K
• Accounts Payable Processed	82K
• Budget Journal Entries Processed	2K
• Purchase Orders Issued	>1K
• Value of Purchase Orders Issued	\$119M
• Surplus Sales Revenue	\$237K
• News Releases	~400
• Social Media Releases	>12K



# Operating Indicators - Continued

● FMLA Claims	875
● ADA Claims	75
● Short Term Disability Claims	125
● Enterprise Zone Businesses Certified	250
● Contributions to Zone Projects	\$10M+
● Enterprise Zone Projects	60
● Active Affordable Housing Programs/Projects	120
● CDBG Projects	15



# Operating Indicators - Continued

- Fraud cases referred and investigated ~500
- Cases with hearings/waivers/referred to DA 37
- Identified Fraud \$429K
- Proven Fraud \$267K



# Operating Indicators - Continued

## SBDC Specific:

• Business Starts	138
• Jobs Created	219
• Jobs Retained	345
• Capital Infusion	\$10.6M
• Increased Sales	\$7.2M
• Increased Contracts	\$8.1M
• Client Count	508
• Total Workshop Attendees	2,266



# Department Highlights

- Accomplishments:
  - Government Finance Officers Association (GFOA) Award of Achievement for Excellence in Financial Reporting
  - Distinguished Budget Presentation Award from GFOA
  - Implementing Financial and Budgetary Software to streamline reporting requirements and potential use for transparency reporting
  - Completed and received approval from Department of Housing and Urban Development (HUD) for 5-year Consolidated Plan





# Department Highlights - Continued

- Accomplishments:
  - Amended Commercial Aeronautical Zone to expand area and incentivize construction
  - Utilized Housing Trust Fund to leverage federal and state housing tax credits for three complexes that will provide affordable housing
  - Nominated for CSBJ's 6035 Lifestyle: Healthiest Companies award



# Department Highlights

- Challenges:
  - Maintain compliance with Governmental Accounting Standards Board (GASB) Pronouncements (86 total to date)
  - Implement new GASB Pronouncements (4 required in 2018)
  - Tracking proposed GASB pronouncements (currently 3)
  - Ever changing federal grant compliance rules
  - Ensure Compliance with Generally Accepted Accounting Principles (GAAP)
  - Assure SEC Compliance
  - Hiring skilled professional level employees while competing with the local private sector



# Base Budget and Critical Needs

	<b>Base Budget</b>	<b>Restricted Reimbursement</b>	<b>Net GF</b>
• Budget Div./Economic Develop.	\$2.0M	(\$0.8M)	\$1.2M
• Benefits & Medical Services	\$0.5M	(\$0.5M)	\$0.0M
• Finance Division	\$2.9M	(\$1.8M)	\$1.1M
• Public Information Office	\$0.4M	(\$0.1M)	\$0.3M
• SBDC	\$0.3M	(\$0.1M)	\$0.2M
• Contracts & Procurement	<u>\$0.6M</u>	<u>(\$0.1M)</u>	<u>\$0.5M</u>
• Total Unrestricted	\$6.7M	(\$3.4M)	\$3.3M

- No Critical Needs Requested



# Questions?

