

FINANCE & ADMINISTRATION OCT 2017

Create & deliver onboarding plan for new employees
Create onboarding & skills training for newly promoted staff
Provide cross-training for select critical job functions

Employee on-boarding & training

Ensure 100% of General Orders are updated on schedule
Provide job shadowing opportunities for staff to be more familiar with PF&R services in order to provide better customer service

Customer service & administrative support

Ensure 100% of overtime claims have internal order
Reduce # of over/under payments by 50%
FMLA paperwork sent to 100% of qualifying individuals
Shorten payroll processing time by 20%

Improve payroll processing

Develop a 5-year capital plan
Develop a GO bond to go to voters within 3 years to address logistics, training center, prevention, boathouses & technology, including Opticom
Develop an equipment replacement plan

Capital plan planning & tracking

Provide a monthly budget monitor report which tracks capital, operating expenditures, and revenues to date & post to PF&R intranet
Provide monthly reconciled report of all pCard expenditures
Establish station base budgeting for utility & supply expenditures
Annually review internal service budget & charges to ensure 100% accuracy to appropriate divisions & sections

Improve budget management

Budget planning & tracking

Conduct procurement training annually
Create step-by-step guide for contract processes
Ensure 100% compliance with City's procurement guidelines
Ensure 100% accuracy in coding expenses to correct cost centers
Ensure 100% compliance with all applicable grant requirements
Create grant process flowchart identifying roles & responsibilities
Research 3 possible cost-offset opportunities such as oil transported in underground pipelines, oil transported by rail & soda health fee

Financial processes