



MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: June 7, 2017

SUBJECT: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA ACCEPTING THE RECOMMENDATIONS OF THE FINANCE AND CITYWIDE PROJECTS COMMITTEE AT ITS MAY 19, 2017 MEETING TO DIRECT THE ADMINISTRATION TO CONDUCT FURTHER RESEARCH REGARDING PUBLISHING SOFTWARE OPTIONS AND TO BRING THE ITEM BACK TO THE COMMISSION DURING THE 2017/18 BUDGET PROCESS, AND TO ADD TWO NEW POSITIONS IN THE FINANCE DEPARTMENT SUBJECT TO BUDGET APPROVAL.

KEY INTENDED OUTCOMES SUPPORTED

Ensure expenditure trends are sustainable over the long term.

BACKGROUND

At the April 26th, 2017 Commission Meeting, the City Commission authorized a referral to the Finance and Citywide Projects Committee (FCWPC) for discussion regarding requests for the Finance Department to add two new positions and Office of Budget and Performance Improvement (OBPI) to purchase PatternStream publishing software.

At its May 19th, 2017 meeting, the Finance and Citywide Projects Committee (FCWPC) considered Staff's request to add two new positions to the Finance Department and to purchase PatternStream publishing software to be utilized for preparation of financial and policy documents in OBPI. The Committee endorsed and recommended that the request for two new Finance Department positions be considered by the City Commission and directed the Staff to conduct additional research regarding the PatternStream publishing software to be presented at the June 7th, 2017 Commission meeting.

Two Additional Positions in the Finance Department

Based on preliminary staffing recommendations from the BDO review of the Finance Department, two new positions have been created and filled in the Finance Department. A Financial Analyst II position was created to provide more timely reconciliation of daily disbursements and more proactive oversight of treasury transactions. A Financial Analyst I

position was also added to facilitate the timely completion of bank reconciliations. There is no fiscal impact to the department's FY2016/17 budget due to offsetting salary savings resulting from vacancies. These two positions will also be included in the FY2017/18 Current Service Level (CSL) budget.

PatternStream Software for the Office of Budget and Performance Improvement

As part of the Munis transition, PatternStream software by Finite Matters, LTD was identified as publishing software for the City's financial and policy documents such as the Comprehensive Annual Financial Report and both the annual Operating and Capital budget books. This software was not purchased as part of the initial implementation.

The impact of this has resulted in a series of difficulties in putting together the budget documents for FY2016/17, which most significantly impacted development of the Capital budget book since it was primarily based on a report from Eden that no longer exists in Munis. Looking forward, the OBPI has researched options in which both budget books can be generated directly from the systems currently in place. Our research has indicated that most cities utilize publishing software to generate their budget books as this offers flexibility in creating the documents from multiple sources such as their financial systems, MS Excel, Word, and other miscellaneous sources while providing a more professional finish.

This request is coming at this time because OBPI now has a clearer understanding of the capacity of the new Munis ERP system and how it provides information through various reports. The set-up process for the budget documents will soon begin in order to meet the printing deadlines of mid-August for the FY 2017/18 Operating and Capital budgets. This process typically requires manual consolidation of MS Word and MS Excel documents, as well as financial/performance data from various sources. Through implementation of this software, OBPI would create templates that feed data from these multiple sources into the publishing software thereby helping eliminate the need for manual consolidation of both budget books. Implementation of PatternStream is projected to cost \$100,000, of which \$84,000 is for one-time set up and training costs. This software could also help publish books such as the Environmental Scan and Performance Management reports and could potentially be used by other departments in the future.

Following the recommendation of the FCWPC, OBPI has contacted a group of current PatternStream users who also use the Munis ERP system in order to get detailed feedback on the functionality of this product from the user's perspective. OBPI will explore this and other software options before bringing this item back to the Commission during the FY 2017/18 budget development process.

CONCLUSION

As endorsed and recommended by the Finance and Citywide Projects Committee, the City recommends that two additional positions be created in the Finance Department based on preliminary staffing recommendations from the BDO review, as well as additional research

be conducted regarding PatternStream software for the Office of Budget and Performance Improvement to be presented to the City Commission for consideration during the FY 2017/18 budget development process.

ADMINISTRATION RECOMMENDATION

Adopt the Resolution.

JLM/TOS