



SUPPORT SERVICES

Finance

Information Technology

Human Resources

Labor Relations

FINANCE

<u>Department Summary</u>					Change
	2001/02	2002/03		2003/04	More/(Less)
FINANCE	Actual	Adopted	Amended	Approved	Approved/Amended
Positions (FTE)	109.55	111.55	114.55	114.55	0.00
Budgeted Expenditures					
Employee Services	6,018,728	6,715,281	6,598,222	7,305,907	707,685
Other Services & Supplies	6,855,206	3,900,587	3,932,127	3,996,213	64,086
Equipment	8,802	12,750	12,750	0	(12,750)
Debt Service	0	0	0	0	0
Transfers	106,788	0	349	0	(349)
CIP & Grant Offsets	(1,059,043)	(1,042,055)	(1,042,055)	(1,028,630)	13,425
Total:	11,930,481	9,586,563	9,501,393	10,273,490	772,097
Funding Summary by Fund/Special District					
General	3,696,420	4,451,404	4,334,345	5,914,518	1,580,173
Traffic Safety	782,478	0	0	0	0
Disaster Relief Act	6,082	0	0	0	0
Neighborhood Lighting	2,351	2,351	3,672	3,672	0
Northside Subdivision Maintenance	785	785	817	817	0
Subdivision Landscaping Maintenance	14,931	14,967	16,797	16,797	0
Laguna Creek Maintenance	5,496	5,496	5,496	5,496	0
12th St. Maintenance	831	831	839	839	0
Old Sacramento Maintenance	765	766	776	776	0
Downtown Plaza BID	118,711	0	0	0	0
Assessment Bond Registration	310,903	204,339	204,339	204,339	0
Old Sac BID	144,085	0	0	0	0
Franklin Blvd BID	41,853	0	0	0	0
Sac Tourism BID	2,007,981	0	0	0	0
Del Paso BID	40,748	0	0	0	0
Stockton Blvd BID	44,482	0	0	0	0
Special District Info. Rptng System	9,232	0	0	0	0
Downtown Management	2,401	1,000	2,440	2,440	0
Capital Station District PBID	2,588	2,588	2,593	2,593	0
N Natomas Trans Mgmt Assoc	11,484	5,305	11,484	11,484	0
Stockton Blvd. PBID	2,199	2,200	1,027	1,027	0
N Natomas Neigh Landscape Maintena	7,509	6,963	8,000	8,000	0
Willowcreek Maintenance	1,758	2,513	2,513	2,513	0
Willowcreek Landscaping	4,289	3,536	5,000	5,000	0
N Natomas CFD #3	14,300	13,431	14,300	14,300	0
Village Garden Maintenance	1,211	1,211	1,208	1,208	0
Landscape and Lighting	77,580	42,194	61,064	63,886	2,822
Water	0	15,000	15,000	15,000	0
Sewer	0	15,000	15,000	15,000	0
Risk Management	0	96,446	96,446	96,446	0
Storm Drainage	0	15,000	15,000	15,000	0
Interdepartmental Service	4,577,028	4,613,237	4,613,237	3,802,339	(810,898)
Park Development	0	70,000	70,000	70,000	0
Other*	0	0	0	0	0
Total:	11,930,481	9,586,563	9,501,393	10,273,490	772,097

DESCRIPTION

The Finance Department is responsible for overseeing the financial management of the City. Fiscal management by this department includes accounting, budgeting, billing, collection, utility customer service, parking citation and fee collection. Internal services include procurement, centralized copying, interoffice and outbound mail, central stores, strategic planning, policy analysis, law and legislation support and the Office of Small Business Development.

APPROVED RECOMMENDATIONS

- None.

DIVISION SUMMARY

FINANCE	2002/03		2003/04 Approved	Change
	Adopted	Amended		More/(Less) Approved/Amended
FINANCE ADMINISTRATION				
Budget	872,895	858,267	1,210,859	352,592
FTE	7.00	8.00	8.00	0.00
REVENUE & ECON ANALYSIS				
Budget	181,522	267,986	0	(267,986)
FTE	2.00	1.00	0.00	(1.00)
OSBD				
Budget	513,910	504,957	604,244	99,287
FTE	7.00	7.00	6.00	(1.00)
REVENUE DIVISION				
Budget	3,763,327	3,636,590	3,762,339	125,749
FTE	47.50	50.50	50.50	0.00
ACCOUNTING DIVISION				
Budget	2,285,598	2,291,000	2,435,495	144,495
FTE	25.00	25.00	25.00	0.00
BUDGET OFFICE				
Budget	1,048,052	1,037,043	1,339,283	302,240
FTE	7.00	7.00	9.00	2.00
PROCUREMENT SERVICES				
Budget	921,259	905,550	921,270	15,720
FTE	16.10	16.05	16.05	0.00
Totals:				
Budget:	9,586,563	9,501,393	10,273,490	772,097
FTE:	111.60	114.55	114.55	0.00

POSITION LISTINGS – PLEASE REFER TO THE APPROVED POSITIONS TAB (Pg. 145)

INFORMATION TECHNOLOGY

Department Summary					Change
	2001/02	2002/03		2003/04	More/(Less)
INFORMATION TECHNOLOGY	Actual	Adopted	Amended	Approved	Approved/Amended
Positions (FTE)	58.00	61.00	62.00	62.00	0.00
Budgeted Expenditures					
Employee Services	4,520,277	5,361,918	5,263,531	5,928,290	664,759
Other Services & Supplies	4,077,348	3,431,512	3,556,512	3,567,043	10,531
Equipment	7,281	0	0	0	0
Debt Service	0	0	0	0	0
Transfers	(881)	0	0	0	0
CIP & Grant Offsets	(73,317)	(72,294)	(72,294)	(180,718)	(108,424)
Total:	8,530,708	8,721,136	8,747,749	9,314,615	566,866
Funding Summary by Fund/Special District					
General	5,737,685	5,905,030	5,931,643	6,686,962	755,319
Water	28,753	33,600	33,600	33,600	0
Sewer	28,753	33,600	33,600	33,600	0
Solid Waste	47,922	56,000	56,000	56,000	0
Risk Management	31,800	31,800	31,800	31,800	0
Storm Drainage	31,491	36,800	36,800	36,800	0
Interdepartmental Service	2,624,304	2,624,306	2,624,306	2,435,853	(188,453)
Other*	0	0	0	0	0
Total:	8,530,708	8,721,136	8,747,749	9,314,615	566,866

DESCRIPTION

The Information Technology Department is responsible for: providing leadership and vision for integrating City Council, City Manager and departmental goals into a Citywide Information Technology strategy; developing flexible, cost-effective Information Technology systems for the City; providing reliable and secure data center services and support for Citywide information systems; providing wide and local area network (WAN/LAN) design and support including network monitoring and security; providing support for Internet and Intranet services as well as desktop support services; and providing support for Citywide telecommunications, including City fiber optic network for voice and data.

APPROVED RECOMMENDATIONS

- None.

FY2003/04 APPROVED BUDGET

DIVISION SUMMARY

INFORMATION TECHNOLOGY	2002/03		2003/04 Approved	Change
	Adopted	Amended		More/(Less) Approved/Amended
ADMINISTRATION				
Budget	1,320,875	1,494,949	1,820,713	325,764
FTE	6.00	7.00	9.00	2.00
APPLICATIONS				
Budget	2,131,552	2,017,098	2,145,118	128,020
FTE	21.00	21.00	21.00	0.00
COMPUTER SERVICES				
Budget	3,313,200	2,987,670	2,713,076	(274,594)
FTE	16.00	16.00	11.00	(5.00)
NETWORK SERVICES				
Budget	1,955,509	2,248,032	2,635,708	387,676
FTE	18.00	18.00	21.00	3.00
Totals:				
Budget:	8,721,136	8,747,749	9,314,615	566,866
FTE:	61.00	62.00	62.00	0.00

POSITION LISTINGS – PLEASE REFER TO THE APPROVED POSITIONS TAB (Pg. 149)

HUMAN RESOURCES

Department Summary					Change
HUMAN RESOURCES	2001/02	2002/03		2003/04	More/(Less)
	Actual	Adopted	Amended	Approved	Approved/Amended
Positions (FTE)	75.00	75.00	75.00	76.00	1.00
Budgeted Expenditures					
Employee Services	4,766,778	4,775,651	4,682,944	5,293,399	610,455
Other Services & Supplies	24,347,854	21,259,466	21,284,466	22,109,375	824,909
Equipment	16,117	23,470	23,470	23,470	0
Debt Service	0	0	0	0	0
Transfers	(83,205)	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Total:	29,047,544	26,058,587	25,990,880	27,426,244	1,435,364
Funding Summary by Fund/Special District					
General	3,021,175	2,847,688	2,828,431	3,199,340	370,909
Water	25,171	25,523	25,523	25,523	0
Sewer	12,585	13,124	13,124	13,124	0
Solid Waste	0	77,527	77,527	77,527	0
Fleet	0	24,933	24,933	24,933	0
Risk Management	6,777,430	12,138,142	12,115,461	8,014,542	(4,100,919)
Worker's Compensation	18,162,148	10,151,927	10,126,158	15,267,318	5,141,160
Storm Drainage	25,171	25,523	25,523	25,523	0
Interdepartmental Service	1,023,864	754,200	754,200	778,414	24,214
Other*	0	0	0	0	0
Total:	29,047,544	26,058,587	25,990,880	27,426,244	1,435,364

DESCRIPTION

The Human Resources Department is responsible for attracting, retaining, and developing a highly qualified and diverse City workforce and implementing organizational improvements. It provides the following key services: Human Resources administration, staffing, testing and recruiting; classification, compensation and benefits; safety, risk management and workers' compensation; equal employment opportunity implementation and Americans with Disabilities administration, retirement services, volunteer coordination, organizational development, inclusion, career development, wellness and training.

APPROVED RECOMMENDATIONS

- Staffing for an American with Disabilities Act Coordinator and associated service and supply costs are approved in the FY2003/04 budget.

FY2003/04 APPROVED BUDGET

DIVISION SUMMARY

HUMAN RESOURCES	2002/03		2003/04	Change
	Adopted	Amended	Approved	More/(Less) Approved/Amended
HR ADMINISTRATION				
Budget	574,142	564,624	924,373	359,749
FTE	6.00	6.00	8.00	2.00
EMPLOYEE SERVICES				
Budget	292,642	289,340	303,553	14,213
FTE	2.50	2.50	2.50	0.00
STAFFING & TESTING				
Budget	986,409	973,426	1,013,830	40,404
FTE	11.00	11.00	11.00	0.00
CLASSIFICATION & COMPENSATION				
Budget	630,194	621,248	717,427	96,179
FTE	9.50	9.50	9.50	0.00
RISK MANAGEMENT				
Budget	22,507,321	22,458,871	23,434,341	975,470
FTE	38.00	38.00	38.00	0.00
ORGANIZATIONAL DEVELOPMENT				
Budget	1,067,879	1,083,371	1,032,720	(50,651)
FTE	8.00	8.00	7.00	-1.00
	Totals:			
Budget:	26,058,587	25,990,880	27,426,244	1,435,364
FTE:	75.00	75.00	76.00	1.00

POSITION LISTINGS – PLEASE REFER TO THE APPROVED POSITIONS TAB (Pg.151)

LABOR RELATIONS

DESCRIPTION

<u>Department Summary</u>					Change
LABOR RELATIONS	2001/02	2002/03		2003/04	More/(Less)
	Actual	Adopted	Amended	Approved	Approved/Amended
Positions (FTE)	8.00	8.00	8.00	8.00	0.00
Budgeted Expenditures					
Employee Services	0	784,536	769,761	820,464	50,703
Other Services & Supplies	0	83,076	83,076	83,653	577
Equipment	0	0	0	1,500	1,500
Debt Service	0	0	0	0	0
Transfers	0	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Total:	0	867,612	852,837	905,617	52,780
Funding Summary by Fund/Special District					
General	0	597,947	583,172	642,156	58,984
Interdepartmental Service	0	269,665	269,665	263,461	(6,204)
Other*	0	0	0	0	0
Total:	0	867,612	852,837	905,617	52,780

The Labor Relations Department is responsible for negotiating labor agreements with recognized employee organizations for the City, the Sacramento Housing and Redevelopment Agency (SHRA), and the Sacramento Employment and Training Agency (SETA); implementing and administering negotiated agreements; negotiating policies and procedures affecting employees and administering grievances and employee discipline.

APPROVED RECOMMENDATIONS

- None.

DIVISION SUMMARY

LABOR RELATIONS	2002/03		2003/04	Change
	Adopted	Amended	Approved	More/(Less) Approved/Amended
LABOR RELATIONS				
Budget	867,612	852,837	905,617	52,780
FTE	8.0	8.0	8.0	0.00

POSITION LISTINGS – PLEASE REFER TO THE APPROVED POSITIONS TAB (Pg. 154)