

# 13

**SECTION – 13**  
**Finance**



## Finance

*The mission of the Finance Department is to educate, inform, and provide excellent internal and external customer service with integrity, efficiency, and quality.*

The **Finance Department** is responsible for overseeing the financial management of the City. The Finance Department currently has 72.0 funded full-time equivalent (FTE) positions and provides accounting, budgeting, public facilities financing, billing, collection, parking citation, and revenue collection services. Internal services and programs include strategic planning and policy analysis. Functions of the Finance Department include:

- Administration provides centralized administrative support to the goals, objectives, policies and priorities for the department.
- The Accounting Division processes payments to vendors, as well as paychecks and reimbursements for work-related expenses for City employees, produces various annual reports, and manages special districts.
- The Budget Office assists departments with managing operating and capital improvement program budgets, coordinates and manages the development of the City Manager's annual proposed and approved operating and capital improvement program budgets, and assists with a variety of citywide special projects and assignments.
- The Revenue Division coordinates billing and collection of major taxes, fees, and citations citywide and full payment of fees; audits and enforces a variety of City codes to ensure compliance; and processes and issues business and operating permits.

### PROPOSED BUDGET/STAFFING CHANGES

The Finance Department revenue division budget for FY2011/12 will be increased by \$592,000 and 2.0 FTE as follows:

#### **Revenue Division – Delinquent Collections**

Addition      Net General Fund revenue increase of \$592,000 and the addition of 2.0 FTE.

Impact          The additional staff will concentrate on collecting delinquent accounts for various City programs that will result in an estimated \$750,000 increase in revenue to the General Fund once the program is fully operational.

**Department Budget Summary**

Finance Budget Summary	FY2010/11			FY2011/12 Proposed	Change More/(Less) Proposed/Amended
	FY2009/10 Actual	Approved	Amended		
Funded Positions (FTE)	75.50	71.00	72.00	74.00	2.00
<b>Budgeted Expenditures</b>					
Employee Services	6,058,875	6,076,746	5,951,114	6,271,760	320,646
Labor/Supply Offset	(157,317)	(263,632)	(379,314)	(1,034,632)	(655,318)
Property	11,728	17,000	17,000	17,000	-
Service And Supplies	2,254,919	2,541,070	2,767,350	2,287,950	(479,400)
<b>Total:</b>	<b>8,168,206</b>	<b>8,371,185</b>	<b>8,356,150</b>	<b>7,542,078</b>	<b>(814,072)</b>
<b>Funding Summary by Fund/Special District</b>					
12th Street Maint Benefit Area	3,677	2,983	2,941	2,941	-
Assessment Bond Registration	342,436	164,700	164,700	44,293	(120,407)
Citywide Landscaping & Lighting Dist	286,391	253,779	253,779	236,759	(17,020)
Del Paso Nuevo Landscaping CFD	6,153	4,195	6,153	6,153	-
Del Paso Prop & Business Imprv	3,602	8,146	8,034	8,034	-
Downtown Sacramento Mgmt Dist	4,847	8,643	8,337	8,337	-
Franklin Boulevard Pbid	6,539	3,675	3,527	3,527	-
General Fund	4,451,414	5,231,680	5,106,047	4,223,270	(882,777)
Greater Broadway PBID	6,329	5,228	5,012	5,012	-
Interdepartmental Service Fund	2,004,883	2,031,275	2,031,275	2,237,407	206,132
Laguna Creek Maint District	21,100	26,770	24,767	24,767	-
Mack Road PBID	-	-	9,161	9,161	-
Midtown Sacramento PBID	11,368	6,668	6,192	6,192	-
N Nat Landscap 99-02	41,151	37,510	41,151	41,151	-
N Natomas Lands Cfd 3	37,279	32,005	37,279	37,279	-
N Natomas Transp Mgmt Assoc	159,707	36,597	159,707	159,707	-
Natomas Central CFD 2006-02	64,919	11,735	11,735	11,735	-
Neighborhood Alley Maint Cfd	3,482	3,459	3,482	3,482	-
Neighborhood Lighting Dist	9,582	10,588	9,017	9,017	-
Neighborhood Park Maint CFD	44,612	64,531	44,612	44,612	-
Neighborhood Water Quality Dst	9,503	11,359	10,862	10,862	-
Northside Subdiv Maint Dist	3,443	3,979	3,867	3,867	-
Oak Park PBID	2,650	6,807	6,619	6,619	-
Old Sacto Maint Dist	2,004	4,175	2,652	2,652	-
Power Inn Area Prop & Business	8,660	6,219	5,648	5,648	-
Power Inn Rd Md 2003-01	5,118	3,744	3,718	3,718	-
Sacramento Tourism Bid	40,759	40,000	40,000	40,000	-
Special District Info/Rpt Sys	51,728	147,993	147,993	147,993	-
Stockton Blvd Pbid	3,620	4,874	4,647	4,647	-
Subdiv Landscaping Maint Dist	33,271	27,719	24,591	24,591	-
Sutter Business Imprvmt Area	97,008	150,000	150,000	150,000	-
The River District PBID	5,364	5,669	5,161	5,161	-
Village Garden N.-Mtce Dist #1	4,486	1,677	-	-	-
Willow creek Assmnt Md	5,584	7,788	6,874	6,874	-
Willow creek Landscaping Cfd	6,609	5,015	6,610	6,610	-
<b>Total:</b>	<b>8,168,206</b>	<b>8,371,185</b>	<b>8,356,150</b>	<b>7,542,078</b>	<b>(814,072)</b>

**Division Budget Summary**

<b>Finance</b>					
<b>Division Budgets</b>	<b>FY2009/10</b>	<b>FY2010/11</b>		<b>FY2011/12</b>	<b>Change</b>
	<b>Actual</b>	<b>Approved</b>	<b>Amended</b>	<b>Proposed</b>	<b>More/(Less) Proposed/Amended</b>
Accounting	3,251,370	3,328,575	3,411,262	3,439,157	27,895
Budget Office	752,135	965,559	965,558	968,936	3,378
Finance Administration	345,469	378,337	378,336	403,046	24,710
Revenue	3,819,233	3,698,714	3,600,994	2,730,939	(870,055)
<b>Total:</b>	<b>8,168,206</b>	<b>8,371,185</b>	<b>8,356,150</b>	<b>7,542,078</b>	<b>(814,072)</b>

**Staffing Levels**

<b>Finance</b>					
<b>Division FTEs</b>	<b>FY2009/10</b>	<b>FY2010/11</b>		<b>FY2011/12</b>	<b>Change</b>
	<b>Actual</b>	<b>Approved</b>	<b>Amended</b>	<b>Proposed</b>	<b>More/(Less) Proposed/Amended</b>
Accounting	30.00	28.00	28.00	28.00	-
Budget Office	6.00	6.00	6.00	6.00	-
Finance Administration	2.00	2.00	2.00	2.00	-
Revenue	37.50	35.00	36.00	38.00	2.00
<b>Total:</b>	<b>75.50</b>	<b>71.00</b>	<b>72.00</b>	<b>74.00</b>	<b>2.00</b>

