14

SECTION – 14

FINANCE

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

DESCRIPTION

The Finance Department is responsible for overseeing the financial management of the City. The Finance Department currently has 75.5 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.

MORE INFORMATION

Please see the following for more information about the Department of Finance:

Web site - http://www.cityofsacramento.org/Finance/

PROGRAMS/SERVICES HIGHLIGHTS

Administration

- Provide centralized administrative support to the goals, objectives, policies and priorities for the department.

Accounting

- Process paychecks for over 5,000 City employees bi-weekly.
- Process payments to vendors for various goods and services, and reimbursements to City employees for work-related expenses daily.
- Maintain and monitor internal controls and ensure transactions comply with rules, regulations and policies.
- Coordinate with departments to close the City's financial books and produce the Comprehensive Annual Financial Report (CAFR) and Single Audit Report.
- Manage all finance plans and districts to ensure best management practices.
- Conduct tax and assessment audits and other quality controls for all Mello-Roos and assessment districts.
- Create new special districts to implement financing plans and fund public improvements, as necessary.
- Research opportunities to optimize the use of districts and finance plans to build priority public improvements, fund services, and encourage private investment in the City.
- Complete the annual district budget process efficiently and effectively.

Budget Office

- Assist departments with managing operating and capital improvement program budgets.
- Coordinate and manage the development of the City Manager's annual proposed and approved operating and capital improvement program budgets.
- Assist with a variety of citywide special projects and assignments.

- Assist the City Manager, City Council, and City departments with capital project financing, debt management, and long-term asset acquisition.

Revenue

- Coordinate billing and collection of major taxes, fees, and citations citywide.
- Audit and enforce a variety of City codes to ensure compliance.
- Process and issue business and operating permits.
- Implemented the ability for Web payments for parking citations.
- Implemented delinquent collection tools on bills owed the City.

OBJECTIVES FOR FY2009/10

- Implement the strategic budget planning process in conjunction with the Mayor, City Council, and City Manager's Office.
- Assist departments in identifying opportunities to reduce expenditures, enhance revenues, and improve fiscal efficiencies.
- Provide recommendations on the continued implementation of the 2030 General Plan fiscal policy issues.
- Implement new accounting and financial reporting standards including Governmental Accounting Standards Board (GASB) Statement #49 addressing accounting and financial reporting for pollution remediation obligations.
- Continuing focus on delinquent fee and charge collections.
- Complete and update financing plans for high priority development areas – Downtown, The Railyards, River District, 65th Street Transit Village area, R Street Corridor, Curtis Park and others.

APPROVED BUDGET/STAFFING CHANGES

Organizational Changes

- Transfer 7.0 FTE (6 funded and 1 unfunded) from Public Facilities Financing to the Accounting Division in conjunction with the reorganization of the Development Services and Planning Departments to enhance customer service and increase efficiencies.

- Transfer 1.0 FTE position from the Revenue Division Business Permits unit to the Code Enforcement Department to streamline processes and improve efficiencies related to entertainment permits.

- Eliminate 24.0 FTE positions in Finance Administration that represented temporary citywide eCAPS backfill staffing.

Service Staff Level Impacts

The Finance Department budget will be reduced by $1.6 million including the unfunding of 4.0 FTE positions. These reductions will result in the following service level impacts:

Administration/Budget Office

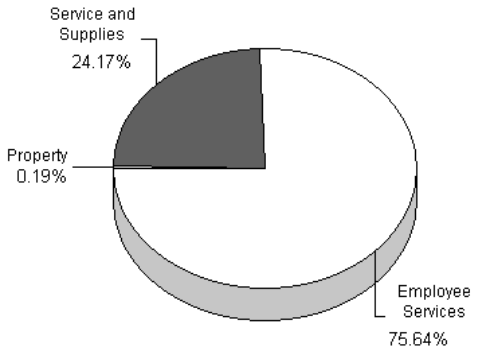
- Unfund 1.0 FTE Budget Manager position, requiring increased workload for the Finance Director and senior Budget Office staff related to budget development and implementation.
- Unfund 3.0 FTE positions in Finance Administration, which will significantly reduce centralized coordination of department administrative functions including human resources, labor relations, payroll, council reports, contracts, operating budgets, staff development and training, and employee recognition.

Department Budget Summary

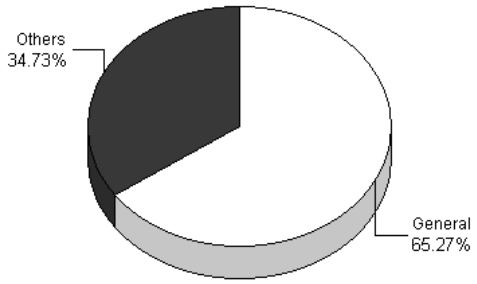
Finance Budget Summary	FY 2007/08 Actual	FY 2008/09 Approved	FY 2008/09 Amended	FY 2009/10 Approved	Change More/(Less) Approved/Amended
Funded Positions (FTE)	123.50	98.50	98.50	75.50	(23.00)
Budgeted Expenditures					
Employee Services	7,811,431	6,250,195	6,452,581	6,599,912	147,331
Interdepartmental Transfers	(1,097,916)	42,290	42,290	(157,902)	(200,192)
Property	21,099	17,000	17,000	17,000	0
Service and Supplies	3,180,628	2,039,308	2,223,681	2,108,762	(114,919)
Total:	**9,915,242**	**8,348,793**	**8,735,552**	**8,567,773**	**(167,780)**

Finance Budget Summary	FY 2007/08 Actual	FY 2008/09 Approved	 Amended	FY 2009/10 Approved	Change More/(Less) Approved/Amended
Funding Summary by Fund/Special District					
12th Street Maint Benefit Area	1,150	1,150	1,617	3,117	1,500
Assessment Bond Registration	204,339	204,339	204,339	204,339	0
Capital Station District Pbid	1,828	1,828	2,358	3,781	1,423
Citywide Lndscpng&Lghting Dist	83,057	113,382	113,382	286,391	173,009
Del Paso Nuevo Landscaping CFD	1,848	1,848	1,848	4,348	2,500
Del Paso Prop & Business Imprv	1,358	1,358	1,802	2,567	765
Downtown Sacramento Mgmt Dist	1,688	1,688	2,037	3,617	1,580
Franklin Boulevard Pbid	1,346	1,346	1,786	2,876	1,090
General Fund	7,212,555	5,951,472	6,326,788	5,591,830	(734,959)
Greater Broadway PBID	1,402	1,402	1,894	4,697	2,803
Interdepartmental Service Fund	2,158,698	1,875,737	1,875,737	2,004,883	129,146
Laguna Creek Maint District	4,719	4,719	5,530	19,530	14,000
Midtown Sacramento PBID	1,905	1,905	2,307	5,224	2,917
N Nat Lndscp 99-02	22,283	22,283	22,283	37,983	15,700
N Natomas Lands Cfd 3	29,781	29,781	29,781	37,981	8,200
N Natomas Transp Mgmt Assoc	29,310	29,310	29,310	33,560	4,250
Neighborhood Alley Maint Cfd	2,102	2,102	2,102	2,632	530
Neighborhood Lighting Dist	4,050	4,050	4,540	8,565	4,025
Neighborhood Park Maint CFD	19,150	19,150	19,150	28,990	9,840
Neighborhood Water Quality Dst	3,061	3,061	4,698	14,998	10,300
Northside Subdiv Maint Dist	1,253	1,253	1,730	4,230	2,500
Oak Park PBID	1,340	1,340	1,849	2,878	1,029
Old Sacto Maint Dist	1,122	1,122	1,178	3,585	2,407
Power Inn Area Prop & Business	1,913	1,913	2,458	3,075	617
Power Inn Rd Md 2003-01	1,127	1,127	1,593	4,093	2,500
Sacramento Tourism Bid	43,000	43,000	43,000	43,000	0
Special District Info/Rpt Sys	0	0	0	143,000	143,000
Stockton Blvd Pbid	1,423	1,423	1,911	3,084	1,173
Subdiv Lndscpng Maint Dist	16,115	16,115	17,882	35,987	18,105
Village Garden N.-Mtce Dist #1	1,400	1,400	1,884	4,684	2,800
Willowcreek Assmnt Md	2,415	2,415	3,004	10,454	7,450
Willowcreek Lndscpng Cfd	5,774	5,774	5,774	7,794	2,020
Total:	**9,915,242**	**8,348,793**	**8,735,552**	**8,567,773**	**(167,780)**

Budgeted Expenditures - FY2009/10



Funding Summary - FY2009/10



Division Budget Summary

Finance Division Budgets	FY 2007/08 Actual	FY 2008/09 Approved	FY 2008/09 Amended	FY 2009/10 Approved	Change More/(Less) Approved/Amended
Accounting	2,840,893	2,910,080	2,921,523	3,375,997	454,474
Budget Office	1,379,988	1,271,598	1,271,598	1,040,180	(231,418)
Finance Administration	798,070	724,533	926,919	432,557	(494,362)
Procurement Services	1,549,588	0	0	0	0
Revenue	3,346,703	3,442,582	3,615,512	3,719,039	103,527
Total:	**9,915,242**	**8,348,793**	**8,735,552**	**8,567,773**	**(167,780)**

Staffing Levels

Finance Division FTEs	FY 2007/08 Actual	FY 2008/09 Approved	FY 2008/09 Amended	FY 2009/10 Approved	Change More/(Less) Approved/Amended
Accounting	24.00	24.00	24.00	30.00	6.00
Budget Office	8.00	8.00	8.00	6.00	(2.00)
Finance Administration	29.00	29.00	28.00	2.00	(26.00)
Procurement Services	22.00	0.00	0.00	0.00	0.00
Revenue	40.50	37.50	38.50	37.50	(1.00)
Total:	**123.50**	**98.50**	**98.50**	**75.50**	**(23.00)**