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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 101.5 authorized full time equivalent (FTE) positions (98.5 funded and 3 unfunded) and provides accounting, budgeting, billing, collection, parking citation, and fee 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 ongoing change management support to the City's new enterprise resource management system (eCAPS) including but not limited to interdepartmental coordination, training, and communication.

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.
- Maintain 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.

Budget Office

- Assist departments with managing operating and capital improvement program budgets.
- Produce the annual proposed and approved operating and capital improvement program budgets.
- Assist with a variety of citywide special projects and assignments.

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.

OBJECTIVES FOR FY2008/09

- Implement the strategic budget planning process with the Mayor, City Council, and City Manager's Office
- Begin comprehensive update of City financial Policies and Procedures.

- Assist departments in identifying opportunities to reduce expenditures, enhance revenues, and improve fiscal efficiencies.
- Provide recommendations on fiscal policy issues of the General Plan update.
- Implement Finance Phase II of eCAPS, which includes budget preparation and cash management.
- Complete implementation of Human Resources/Payroll Phase I of eCAPS, which includes decentralized time-entry citywide.
- Implement the revised Mobile Food Vending and Rental Housing Inspection ordinances.
- Implement new accounting and financial reporting standards including Governmental Accounting Standards Board (GASB) Statement #45 addressing Other Post-Employment Benefits and GASB Statement #47 addressing termination benefits
- Continuing focus on delinquent fee and charge collections.

APPROVED BUDGET/STAFFING CHANGES

Organizational Changes

Transferred 19.0 FTE positions to the Department of General Services and 3.0 FTE to the Department of Economic Development, in conjunction with the reorganization of the Procurement Division, to enhance customer service and increase efficiencies. Intradepartmental reassignment of staff to create a unit to increase collections of delinquent fees and charges.

Note: 24 FTE in Finance Administration represent temporary citywide eCAPS backfill staffing.

Service Staff Level Impacts

The Finance Department budget will be reduced by $1.9 million resulting in the unfunding of 3.0 FTE positions. These reductions will result in the following service level impacts:

Revenue

- Eliminate ongoing funding for consultants for various collections system development/ replacement which will delay replacement of Cashiering, Business Operations Tax, Rental Tax, Transfer Tax, Weed Abatement and Utility Users Tax Rebate systems which are critical for collecting revenue for the City.
- Reassign Revenue division staff to focus on increasing delinquent collections, which may negatively impact coordination of business permits including but not limited to Taxicabs, Mobile Food Vendors, Somatic Practitioners (Massage) and entertainment establishments.
- Unfund one vacant FTE Customer Service Specialist and one Customer Service Representative in Revenue, which will increase in-person customer wait times at peak periods.

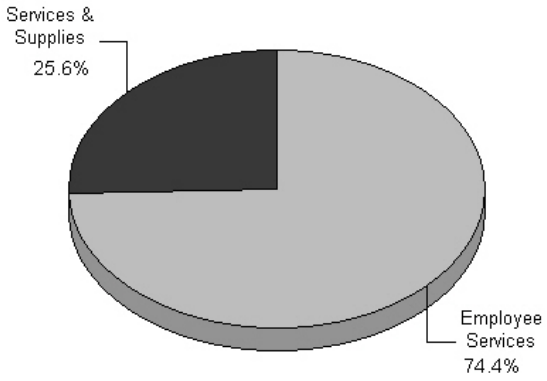
Administration/Budget Office

- Unfund one FTE Administrative Technician position, which could impact support of citywide administrative processes and special projects issues including but not limited to processing payments for County property tax and City property business improvement districts and revising citywide Administrative Policy Instructions.

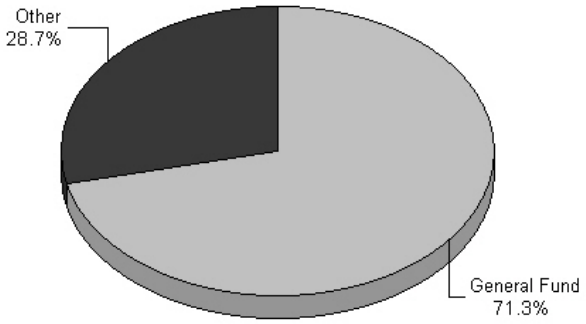
Department Budget Summary

Finance Budget Summary	FY 2006/07 Actual	FY 2007/08 Approved	FY 2007/08 Amended	FY 2008/09 Approved	Change More/(Less) Approved/Amended
Positions (FTE)	118.50	121.50	123.50	101.50	(22.00)
Budgeted Expenditures					
Employee Services	7,332,820	7,589,869	7,788,248	6,230,812	(1,557,436)
Services & Supplies	4,037,075	3,368,381	3,422,641	2,144,924	(1,277,717)
Equipment	292,585	0	0	0	0
CIP & Grant Offsets	(1,037,522)	(922,055)	(922,055)	(26,943)	895,112
Total:	**10,624,958**	**10,036,195**	**10,288,834**	**8,348,793**	**(1,940,041)**
Funding Summary by Fund/Special District					
12th St. Maintenance	916	916	1,150	1,150	0
Assessment Bond Registration	204,339	204,339	204,339	204,339	0
Capital Station District PBID	1,823	1,823	1,828	1,828	0
College Park CFD	0	0	52,730	0	(52,730)
Del Paso Nuevo Landscaping CFD	0	0	0	1,848	1,848
Del Paso PBID	1,330	1,330	1,358	1,358	0
Downtown Management	1,683	1,683	1,688	1,688	0
Franklin Blvd PBID	1,193	1,193	1,346	1,346	0
General Fund	7,799,016	7,401,644	7,596,439	5,951,472	(1,644,967)
Greater Brdway Pro & Bus Improv	0	0	1,402	1,402	0
Inter-departmental Service	2,284,594	2,158,698	2,158,698	1,875,737	(282,961)
Laguna Creek Maintenance	4,727	4,727	4,719	4,719	0
Landscape and Lighting	84,535	83,138	83,138	113,382	30,244
Midtown Sac Prop & Bus Imprv Dst	0	0	1,905	1,905	0
N Natomas CFD	69,470	0	0	0	0
N Natomas CFD #3	26,219	26,219	26,219	29,781	3,562
N Natomas Landscape Maint	19,710	19,710	19,710	22,283	2,573
N Natomas Trans Mgmt Assoc	23,358	23,358	23,358	29,310	5,952
Neighborhood Alley Maint CFD	2,091	2,091	2,091	2,102	11
Neighborhood Lighting	4,088	4,088	4,050	4,050	0
Neighborhood Park Maint CFD	17,058	22,430	22,430	19,150	(3,280)
Neighborhood Water Quality Dst	2,683	2,683	3,061	3,061	0
Northside Subdivision Maint	1,195	1,195	1,253	1,253	0
Oak Park PBID	1,301	1,301	1,340	1,340	0
Old Sacramento Maintenance	1,122	1,122	1,122	1,122	0
Power Inn Property and Business	2,066	2,066	1,913	1,913	0
Power Inn Road	1,070	1,070	1,127	1,127	0
Sac Tourism BID	43,000	43,000	43,000	43,000	0
Stockton Blvd. PBID	1,435	1,435	1,423	1,423	0
Subdivision Landscaping Maint	15,077	15,077	16,115	16,115	0
Village Garden Maintenance	1,353	1,353	1,400	1,400	0
Willowcreek Landscaping CFD	6,067	6,067	6,067	5,774	(293)
Willowcreek Maint. District	2,439	2,439	2,415	2,415	0
Total:	**10,624,958**	**10,036,195**	**10,288,834**	**8,348,793**	**(1,940,041)**

Budgeted Expenditures - FY09



Funding Summary - FY09



Division Budget Summary

Finance Division Budgets	FY 2006/07 Actual	FY 2007/08 Approved	FY 2007/08 Amended	FY 2008/09 Approved	Change More/(Less) Approved/Amended
Accounting	2,793,919	2,781,037	2,830,520	2,910,080	79,560
Budget, Policy & Strategic Planning	1,362,833	1,382,050	1,379,988	1,271,598	(108,390)
Finance Administration	1,315,719	717,120	931,954	724,533	(207,421)
Procurement Services	2,083,850	1,803,481	1,799,588	0	(1,799,588)
Revenue	3,068,637	3,352,507	3,346,784	3,442,582	95,798
Total:	**10,624,958**	**10,036,195**	**10,288,834**	**8,348,793**	**(1,940,041)**

Staffing Levels

Finance Division FTEs	FY 2006/07 Actual	FY 2007/08 Approved	FY 2007/08 Amended	FY 2008/09 Approved	Change More/(Less) Approved/Amended
Accounting	24.00	24.00	24.00	24.00	0.00
Budget, Policy & Strategic Planning	8.00	8.00	8.00	8.00	0.00
Finance Administration	29.00	29.00	29.00	29.00	0.00
Procurement Services	22.00	22.00	22.00	0.00	-22.00
Revenue	35.50	38.50	40.50	40.50	0.00
Total:	**118.50**	**121.50**	**123.50**	**101.50**	**-22.00**