# **SECTION 5:**

# FINANCE DEPARTMENT

The mission of the Finance Department is to support the financial and fiscal sustainability of the City, its agencies and corporations; and to ensure their activities are performed, recorded and presented in compliance with professional and ethical standards.

## **DEPARTMENT OVERVIEW**

The Finance Department administers the financial affairs of the City, with particular focus on the following functions and activities:

## **Budget and Treasury**

- Compiles data and statistics, and develops financial analysis and revenue forecasts
- Leads the City's budgeting and financial planning activities
- Manages cash flow, investments and the issuance and maintenance of outstanding debt
- Ensures that the City's various assessments and taxes are appropriately placed on the County's property tax bill
- Manages the annual update of the City's Master Fee Schedule
- Records and accounts for all receipts and disbursements of cash in all City bank accounts
- Administers fiscal controls and policies
- Compiles and produces external documents, e.g. the Annual Budget, the Annual Capital Improvement Budget, and the Annual Financial Report

#### **Accounting**

- Manages general accounting, payroll preparation and reporting, accounts payable and receivable functions, financial analysis, special grants and funds accounting
- Administers and controls the City's on-line financial management information systems
- Administers internal and external financial information reporting
- Prepares periodic and annual comprehensive financial reports for the City, its agencies and corporations, and the annual State Controller Reports
- Responsible for the internal control auditing functions of the City, its agencies and corporations

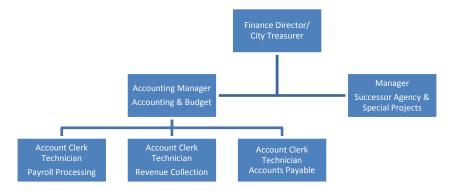
### **Municipal Services**

- Administers the Business License Program
- Responds to requests for financial information from state and local agencies and provides general customer service support

- Manages, and assists departments that manage, the purchase, lease, or disposition and development of real property assets of the City, its agencies and corporations to maximize both ongoing and one-time revenue
- Provides staff support to the City's Financial Advisory Board (FAB)
- Administers the El Cerrito Redevelopment Agency Successor Agency, providing staff support to its governing board and its Oversight Board, managing its Recognized Obligation Payment Schedule process, and implementing its Long-Range Property Management Plan
- Serves as the fiduciary agent for the El Cerrito Municipal Services Corporation, including revenue collection; disbursements for its projects, programs, and grant making; property management; and performance of its obligations under the Cooperation Agreement with the former Redevelopment Agency and performance deeds of trust on properties acquired from the former Redevelopment Agency
- Manages special projects such as tax elections, SB90 reimbursements, legislative review, sales tax audits, and internal control/agreed upon procedures audits, and cost allocation and fee studies

## **Organizational Structure**

The Finance Department's organizational structure is shown on **Chart 5-1**:



#### **Position Listing**

**Table 5-1** shows the position listing for the Department.

Table 5-1
Finance Department Position Listing

Thance bepartment restront Esting									
FINANCE DEPARTMENT	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14					
Account Clerk Technician	3	3	3	3					
Finance Director/City Treasurer	1	1	1	1					
(formerly Admininstrative Services Director)									
Senior Program Manager	1	1	1	1					
Successor Agency/Special Projects Manager	1	1	1	1					
FINANCE DEPARTMENT TOTAL	6	6	6	6					

In FY 2012-13, the Administrative Services Director classification was eliminated and replaced with the Finance Director classification. Additionally, now that the dissolution of the Redevelopment Agency is winding down, the Economic Development/Redevelopment Manager has been assigned to the Finance Department as the Successor Agency/Special Projects Manager.

### **FY 2012-13 ACCOMPLISHMENTS**

Received the award for Excellence in Financial Reporting from the Governmental Finance Officers Association

Received the award for Excellence in Operational Budgeting from the California Society of Municipal Finance Officers and the Distinguished Budget Award from the Governmental Finance Officers Association for the third time

Issued Tax Revenue Anticipation Notes in response to cash shortfall

Refinanced storm drain, recycling center, equipment and swim center bonds, resulting in significant interest savings over the life of the bonds

Prevailed in the Successor Agency's challenge of the State's July True Up Payment Demand and the Housing Funds Due Diligence Review

In coordination with the Human Resource and Information Services Divisions, assisted in the upgrade of the HR/Payroll software module and the implementation of position control and position budgeting

**Table 5-2** shows the services performed by the Finance Department as aligned to the Strategic Plan. Dark blue indicates the primary goal the program/service is aligned to; light blue indicates secondary goal(s).

Table 5-2
Finance Strategic Plan Alignment

Program or Service	Deliver Exemplary Government Services	Achieve Long- Term Financial Sustainab ility	Deepen a Sense of Place and Community Identity	Develop and rehabilitate public facilities as community focal points	Ensure the public's health and safety.	Foster environmental sustainability citywide
Develop revised financial policies for consideration by the City Council						
Develop, improve and implement procedures and systems supporting Council-adopted financial polices						
Implement quarterly financial monitoring, reporting, analysis, and projections, in coordination with departments, to ensure adequate resources and reserves						
Review purchasing policies, systems and procedures to identify opportunities for improvements and efficiencies						
Regularly train City staff on financial, purchasing and contracting procedures and processes						
Improve internal controls through cross-training of staff, monitoring of processes and resources, following appropriate accounting procedures, and implementing process improvements where needed						
Improve customer services levels through staff training, process changes, and collaboration with other departments						
Provide timely and accurate payroll, accounts payable and accounts receivable services						
Assist Business License applicants with information needed and services available to open and/or operate a business in El Cerrito						

Lead a review of revenue collection to identify		
opportunities for improvements		
Manage cash flow to ensure adequate current		
resources		
Evaluate the real property assets of the City, its		
agencies and corporations for cost savings and		
revenue opportunities, both one-time and ongoing		
Lead an update of the City's cost allocation and fee		
study		
Continue the administration of the El Cerrito		
Redevelopment Agency Successor Agency, and		
staffing of its Oversight Board, to ensure the prompt		
payment of its Enforceable Obligations		
Upon receipt of the Finding of Completion by the		
Department of Finance, develop the Successor		
Agency's Long-Range Property Management Plan, as		
required under the Dissolution Act, for consideration		
by the Oversight Board		
Collaborate on the development of the Economic		
Development Action Plan through analytical support		
Assist land use planning efforts through the real		
estate economic analysis to ensure financial		
feasibility of development standards and		
infrastructure plans		
Collaborate in indentifying resources for investment		
in and maintenance of public facilities and		
infrastructure		

# FINANCE DEPARTMENT BUDGET SUMMARY

All Funds	FY 2010-11		FY 2011-12		FY 2012-13		FY 2013-14
Personnel Services	**************************************	\$	<b>Actual</b> 632,896	\$	403,766	\$	710,332
Purchased Professional & Technical Services	223,324	φ	232,944	φ	223,500	φ	238,200
Other Purchased Services	13,225		14,717		12,800		20,900
Supplies	11,012		9,980		10,000		10,000
Property & Capital	1,980		18,993		1,000		1,000
Other Objects	2,405,222		3,423,534		2,371,427		2,486,449
Other Financing Uses	3,183,828		3,103,323		3,398,805		3,498,778
Total Expenditures	\$ 6,453,290	\$	7,436,388	\$	6,421,298	\$	6,965,659
O	EV 0040 44		EV 0044 40		EV 0040 40		EV 2040 44
General Fund (101)	FY 2010-11 Actual		FY 2011-12 Actual		FY 2012-13 Amended		FY 2013-14 Proposed
Personnel Services	\$ 614,454	\$	632,621	\$	403,766	\$	710,332
Purchased Professional & Technical Services	195,133		195,446		196,000		211,000
Other Purchased Services	13,225		14,717		12,800		20,900
Supplies	11,012		9,980		10,000		10,000
Property & Capital	1,980		17,006		1,000		1,000
Other Objects	41,146		53,835		37,000		166,473
Other Financing Uses	745,608		739,137		711,500		708,808
Total Expenditures	\$ 1,622,558	\$	1,662,743	\$	1,372,066	\$	1,828,513
Gas Tax Fund (201)	FY 2010-11		FY 2011-12		FY 2012-13		FY 2013-14
	Actual		Actual		Amended		Proposed
Property & Capital	\$ -	\$	1,987	\$	<u>-</u>	\$	
Other Financing Uses	410,000		395,000		595,000		545,000
Total Expenditures	\$ 410,000	\$	396,987	\$	595,000	\$	545,000
Measure J-Return to Source Fund (204)	FY 2010-11		FY 2011-12		FY 2012-13		FY 2013-14
Other Financing Uses	**************************************	\$	249,000	\$	313,000	\$	<b>Proposed</b> 309,000
Total Expenditures	\$ 395,000	\$	249,000	\$	313,000	\$	309,000
Starm Drain Fund (205)	FY 2010-11		FY 2011-12		FY 2012-13		FY 2013-14
Storm Drain Fund (205)	Actual		Actual		Amended		Proposed
Other Financing Uses	\$ 520,607	\$	617,550	\$	492,000	\$	786,000
Total Expenditures	\$ 520,607	\$	617,550	\$	492,000	\$	786,000
Measure A Parcel Tax Fund (206)	FY 2010-11		FY 2011-12		FY 2012-13		FY 2013-14
Purchased Professional & Technical Services	Actual	•	Actual	Φ.	Amended	Φ.	Proposed
	\$ 13,996	\$	14,088	\$	15,000	\$	15,000
Other Financing Uses Total Expenditures	363,578 \$ 377,574	\$	365,053 379,141	\$	362,305 377,305	\$	409,970 424,970
Park In Lieu Fund (210)	FY 2010-11 Actual		FY 2011-12 Actual		FY 2012-13 Amended		FY 2013-14 Proposed
01							
Other Financing Uses	\$ 5,000						
Other Financing Uses Total Expenditures	\$ 5,000		\$0		\$0		\$0

Other Financing Uses	\$	744,036	\$	737,583	\$	740,000	\$	740,000
Total Expenditures	\$	744,036	\$	737,583	\$	740,000	\$	740,000
Federal, State & Local Grants Fund (221)	F	Y 2010-11		FY 2011-12		FY 2012-13		FY 2013-14
Personnel Services	Φ.	Actual	Ф.	Actual		Amended		Proposed
	\$	244	\$	275				
Total Expenditures	\$	244	\$	275		\$0		\$0
Storm Drain Debt Service Fund (401)	F	Y 2010-11 Actual		FY 2011-12 Actual		FY 2012-13 Amended		FY 2013-14
Purchased Professional & Technical Services	\$	2,650	\$	16,780	\$	3,000	\$	Proposed 2,700
Other Objects	\$	515,613	\$	1,528,638	\$	520,974	\$	518,830
Total Expenditures	\$	518,263	\$	1,545,418	\$	523,974	\$	521,530
Pension Fund (701)	F	Y 2010-11		FY 2011-12		FY 2012-13		FY 2013-14
rension rana (ror)	•	Actual		Actual		Amended		Proposed
Purchased Professional & Technical Services	\$	1,040	\$	823	\$	1,500	\$	1,500
Other Objects		148,426		140,947		111,000		111,000
Total Expenditures	\$	149,466	\$	141,769	\$	112,500	\$	112,500
Finance Authority Debt Service Fund (834)	F	Y 2010-11		FY 2011-12		FY 2012-13		FY 2013-14
B + 1B ( : 10 T + : 10 :		Actual	•	Actual	•	Amended	•	Proposed
Purchased Professional & Technical Services	\$	6,655	\$	2,148	\$	6,000	\$	6,000
Other Objects Other Financing Uses		363,578		365,055		365,800 185,000		359,05
	Φ.	270 000	Φ.	207 202	•	<u> </u>	Φ.	205.05
Total Expenditures	\$	370,233	\$	367,203	\$	556,800	\$	365,058
City Hall Debt Service Fund (835)	F	Y 2010-11 Actual		FY 2011-12 Actual		FY 2012-13 Amended		FY 2013-14 Proposed
Purchased Professional & Technical Services	\$	750	\$	2,580	\$	1,000	\$	1,000
Other Objects		595,408		597,408		599,000		595,308
Total Expenditures	\$	596,158	\$	599,988	\$	600,000	\$	596,308
Street Improvement Bond Debt Service Fund (836)	F	Y 2010-11 Actual		FY 2011-12 Actual		FY 2012-13 Amended		FY 2013-14 Proposed
Purchased Professional & Technical Services	\$	3,100	\$	1,080	\$	1,000	\$	1,000
Other Objects		741,053		737,653		737,653		735,780
Total Expenditures	\$	744,153	\$	738,733	\$	738,653	\$	736,780
Finance Department Revenues								
General Fund (101)		Y 2010-11 Actual		FY 2011-12 Actual		FY 2012-13 Amended		FY 2013-14 Proposed
Charges for Services	\$	75,354	\$	69,552	\$	75,000	\$	75,00
Other Revenue		<u>-</u>				-		25,000
Total Revenues	\$	75,354	\$	69,552	\$	75,000	\$	100,000