

Finance

department



Department Description

The Finance Department provides chief financial and risk management support for the entire City, including its Public Safety, Water, Refuse, Wastewater, Public Works, Parks & Recreation and other key programs. It also provides contract support services for the Santa Cruz Public Libraries Joint Powers Authority, the University of California Santa Cruz's fire services and supports the Successor Agency of the City of Santa Cruz (former Redevelopment Agency).

The Department's primary objective is to ensure that sufficient fiscal resources are available to meet the goals and objectives identified by the Community through its elected officials and staff. It does this primarily through timely and accurate financial reporting and by ensuring compliance with the City's financial rules and regulations.



The Finance Department is organized in four functional sections: (1) Accounting, Budgeting, Reporting and Revenue; (2) Accounts Payable and Payroll; (3) Purchasing and Applications management; and (4) Risk Management, Advanced Debt Collections, Safety and Revenue Audits. Within these core functions, it also manages major duties within internal and external audits, debt management, treasury management, and local, state and federal compliance reporting.

FY 2018 Accomplishments

On-time Adoption of Award-Winning FY 2018 Budget

On-time budgets provide trust and transparency to the public, as well as provide assurances to stakeholders about the quality, stability, and reliability of the City Council and the City's management team.

Received awards for the Fiscal Year 2017 Comprehensive Annual Financial Report and the Fiscal Year 2018 Budget

The above mentioned awards confirm the City's dedication to producing reports that go beyond the minimum requirements of accounting and budgetary principles.

Created a Budget Cross-Departmental Advisory program

The advisory program allows departments to be involved in citywide budget decisions, and allows for a more collaborative relationship with the Finance Department in the preparation of the annual budget, specifically in the focus of fiscal sustainability.

Published a new monthly Budget update newsletter

The newsletter provides updates and information to city staff about the budget process to allow for full disclosure and transparency regarding budget initiatives.

Helped in bringing forth new City revenue ballot measures

Assisted in placing Measure S on the June 2018 ballot. This measure asks voters to approve a 1/4 percent sales tax increase, and if approved, this measure will help sustain core City services, including public safety, parks and recreation programs, and infrastructure maintenance.

Completed the implementation (in coordination with the IT Department) of the new citywide cashiering system

The new Tyler cashiering system will replace an old, non supportable, non-integrated system. It will enhance operations and improve customer service with its "real-time" integration with the City's main financial reporting system.

Implemented (in coordination with the IT Department) the new Transient Occupancy Tax (TOT) application

The new application will allow for more efficient online registrations and remittance of TOT tax payments, and enhance reporting capabilities.

Further developed the fiscal sustainability plan by soliciting citywide cost saving ideas from City staff

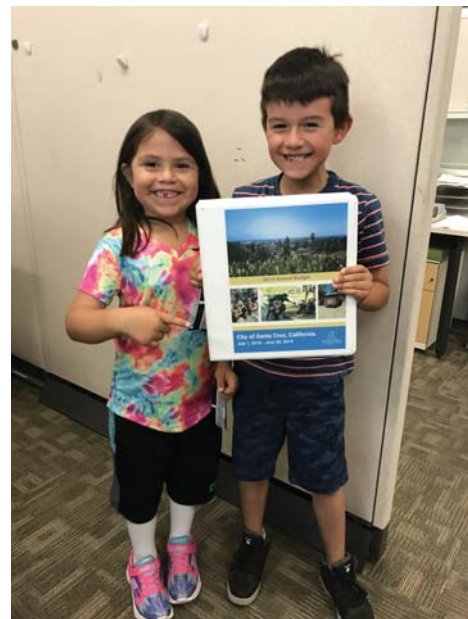
The series of "Action Labs" presented City staff the opportunity to voice ideas around cost savings plans during a time when the city faces challenges with rising pension costs and decreasing revenues. Cost saving reductions were identified and incorporated as a result of this program.

Facilitated the successful balancing of FY 2018 Budget

The department led the City's implementation of 2.6% of General Fund budget balancing measures.

Facilitated the successful balancing of FY 2019 Budget

The department led the citywide effort to balance the FY 2019 budget by 5%.



Consolidate the Finance Revenue Division staff to complete the consolidated Planning payment counter

The department coordinated with the Planning & Building department to create a shared payment counter to provide for efficient customer interaction.

FY 2019 Goals

- Further development of the fiscal sustainability plans.
- Adopt a balanced FY 2019 and FY 2020 Budget.
- Expand to a 5-year Capital Investment Program plan.
- Receive the Government Finance Officers Association awards for Excellence in Financial Reporting and for Distinguished Budget Presentation.
- Partner with OpenGov to bring transparency in financial reporting to the public.
- Implement Phase III of the citywide fee study to incorporate cost recovery of building fees.
- Continue to pursue more online payment platforms.
- Work with FEMA to make sure the City received all funds entitled to it for the repair of damages caused by the 2017 and 2018 major storms



DEPARTMENT SUMMARY

	Fiscal Year* 2017 Actuals	Fiscal Year 2018			Fiscal Year 2019 Adopted
		Adopted Budget	Amended* Budget	Estimated Actual	
EXPENDITURES BY CHARACTER:					
Personnel Services	2,970,651	3,831,528	3,786,528	3,259,177	3,797,152
Services, Supplies, and Other Charges	3,972,198	4,362,691	4,846,276	4,228,995	4,499,831
Capital Outlay	23,281	10,000	40,444	25,444	10,000
Total Expenditures	<u>6,966,131</u>	<u>8,204,219</u>	<u>8,673,248</u>	<u>7,513,616</u>	<u>8,306,983</u>
EXPENDITURES BY ACTIVITY:					
Finance	1241 3,205,146	4,181,060	4,187,474	3,698,594	4,066,604
Subtotal General Fund	3,205,146	4,181,060	4,187,474	3,698,594	4,066,604
Finance	1241 -	-	28,000	15,200	15,500
Subtotal Other General Funds	-	-	28,000	15,200	15,500
Liability Insurance	7821 3,760,985	4,023,159	4,457,774	3,799,822	4,224,879
Subtotal Other Funds	3,760,985	4,023,159	4,457,774	3,799,822	4,224,879
Total Expenditures	<u>6,966,131</u>	<u>8,204,219</u>	<u>8,673,248</u>	<u>7,513,616</u>	<u>8,306,983</u>
RESOURCES BY FUND					
General Fund	101 1,107,008	1,163,571	1,163,571	1,173,860	1,195,556
Liability Insurance	842 2,890,016	3,977,000	3,977,000	4,591,162	4,486,943
Total Resources	3,997,024	5,140,571	5,140,571	5,765,022	5,682,499
Net General Fund Cost	<u>(2,098,138)</u>	<u>(3,017,489)</u>	<u>(3,023,903)</u>	<u>(2,524,734)</u>	<u>(2,871,048)</u>
	FY 2017			FY 2018	FY 2019
TOTAL AUTHORIZED PERSONNEL:	30.00			30.00	30.00

*Sums may have discrepancies due to rounding

Santa Cruz Finance Department

