

ANNUAL REPORT – FISCAL SERVICES DIVISION

The Fiscal Services Division is responsible for managing the Agency's \$208 million operating budget and related forecasting and financial reporting; payroll for the Agency's 1,180.13 positions; accounts payable and receivable; grants administration; and payment and compliance of contracts with outside vendors.

Indicated below are activity areas and descriptions of the various operations and responsibilities of the Fiscal Services Division:

Staffing

The transfer of the travel coordinator desk from the Training Division to the Fiscal Services Division brought staffing levels to seventeen:

Classification	Authorized	Filled	Percent (+/-)
Accountant II	3	3	100%
Accountant III	2	2	100%
Account Clerk II	1	1	100%
Account Clerk III	3	2	66.6%
Administrative Analyst II	1	1	100%
Administrative Services Manager II	1	1	100%
Budget & Grants Administrator	1	1	100%
Management Assistant	1	1	100%
Payroll Personnel Clerk II	3	3	100%
Payroll Personnel Clerk III	1	1	100%
Police Records Specialist	1	1	100%

There were not any long-term injuries or illnesses, temporary reassignments, hiring freezes, or retirements during calendar year 2007; however, there were challenges posed to the Division in the form of vacancies caused by lateral transfers and promotions to other divisions within the Department and to other agencies within the City. This included the transfer of the one Accountant II, one Accountant III, two Account Clerk IIIs, and 3 Payroll Personnel Clerk IIs.

Fiscal Management

The Fiscal Services Division provided staff support and training in regard to grants, contracts, and budgetary issues such as Agency overtime, implementing various types of reviews and assessments for problem resolution and analysis of funding and spending patterns involving specific budgetary items.

The Fiscal Services Division also prepared forecasts regarding future budgetary adjustments, while providing technical assistance to commanders and managers throughout the year regarding spending plan allocations and expenditures; budgetary

modifications; payments; requests for and receipt of merchandise and services; implementation of City fiscal policies; etc.

Below please find a snapshot of the Division's budget for FY 2006-07:

Appropriation Categories	Budget Appropriation	Actual Expenditures	Difference
O&M	\$258,036	\$262,033	<\$3,997>
Grants	\$671,387	\$551,256	\$120,131
Personnel (excluding O/T)	\$1,214,056	\$1,381,233	\$<167,177>
Overtime	\$87,504	\$83,750	\$3,754

The Fiscal Services Division overspent its FY 2006-07 budget appropriation in two categories: O&M and Personnel (excluding O/T). The reason for this is due to periodic staffing shortages that required the backfilling by temporary service personnel. Although current staffing levels are more stabilized, this was not always the case during FY 2006-07. During FY 2006-07, the positions of Accountant II, Accountant III, Account Clerk III, and especially the position of Payroll Personnel Clerk II were vacant sporadically throughout the year, which necessitated the backfilling by temporary service personnel. In FY 2006-07, the Division spent \$143,663 on temporary personnel services – most of which came from the Personnel (excluding O/T) budget appropriation and is reflected in the O&M budget appropriation.

Training

Staff completed training in a variety of areas designed to increase knowledge, augment skills, and ensure ongoing proficiency. Training areas included computer programs such as Excel, Outlook, and various components of Oracle 11i. The Division is also in compliance with the training mandated by the Negotiated Settlement Agreement.

Employee	Course
Beyea Deborah	CHIEF Grant Seminar – 16 hrs. City Council Oral Presentation Skills – 6 hrs. CLETS – Less Than Full Access – 1 hr. COPS Technology Conference – 24 hrs. DGO B6 - .5 hrs. DGO B7 - .5 hrs. DGO D16 - .5 hrs. DGO J6 - .5 hrs. Memo (Promotional Consideration) - .5 hrs. SO 8650 - .5 hrs. SO 8092 - .5 hrs. SO 8136 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.
Burciaga, Maria	DGO D16 - .5 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs.

	<p>Fiscal Services Retreat – 8 hrs. Memo (Promotional Consideration) - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs. Thinking Outside the Box – 6 hrs.</p>
Denham-Jackson, Sherry	<p>CLETS – Less Than Full Access – 1 hr. DGO A3 - .5 hrs. DGO B6 - .5 hrs. DGO B7 - .5 hrs. DGO B20 - .5 hrs. DGO D16 - .5 hrs. DGO M3 – 2 hrs. DGO M4 - .5 hrs. Memo (Promotional Consideration) -.5 hrs. MOR 314.48 & 314.49 - .5 hrs. NIMS–ICS – 8 hrs. NSA Compliance Training - .5 hrs. SO 8092 - .5 hrs. SO 8136 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.</p>
Fitzsimmons, Peter	<p>ADA and Worker’s Compensation – 4 hrs. Command Staff Retreat – 8 hrs. DGO D17 – 3 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs. Excel Level 2 – 6 hrs. Fiscal Services Retreat – 8 hrs. IACP Major Cities Chiefs’ Fin’l Mngmnt – 32 hrs. Legal Update for Command Staff – 2 hrs. Memo (Promotional Consideration) - .5 hrs. PowerPoint Level 1 – 8 hrs. SO 8552 - .5 hrs. SO 8553 - .5 hrs. SO 8565 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs. TeleStaff Scheduling System – 5 hrs. Use of Force Update – 4 hrs. Workplace Harassment Prevention – 2 hrs.</p>
Glindro, Gemmalyn	<p>DGO D16 - .5 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs.</p>

	<p>Fiscal Services Retreat – 8 hrs. Memo (Promotional Consideration) - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. Successful Project Management – 12 hrs. TB VT - .5 hrs. Thinking Outside the Box – 6hrs.</p>
Gonzalez, Leticia	<p>DGO D16 - .5 hrs. DGO D17 – 3 hrs. DGO J6 - .5 hrs. Fiscal Services Retreat – 8 hrs. Memo (Promotional Consideration) - .5 hrs. SO 8552 - .5 hrs. SO 8553 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs. TeleStaff Scheduling System – 5 hrs.</p>
Hines, Charlotte	<p>DGO B6 - .5 hrs. DGO B7 - .5 hrs. DGO D16 - .5 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs. Memo (Promotional Consideration) - .5 hrs. NIMS-ICS – 8 hrs. SO 8092 - .5 hrs. SO 8136 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.</p>
Ip, King	<p>DGO D16 - .5 hrs. DGO F4 - .5hrs. DGO J6 - .5 hrs. Fiscal Services Retreat – 8 hrs. Memo (Professional Consideration) - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.</p>
Jessie, Candice	<p>Delinquency Prevention & Intervention – 16 hrs. DGO D17 – 3 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs. Drug Free Communities Application – 8 hrs. Memo (Promotional Consideration) - .5 hrs. Nat'l Institute Justice Grant Conference – 40 hrs. SO 8552 - .5 hrs.</p>

	<p>SO 8553 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.</p>
Jew, Jeanne	<p>DGO D17 – 3 hrs. DGO J6 - .5 hrs. Fiscal Services Retreat – 8 hrs. Memo (Promotional Consideration) - .5 hrs. SO 8552 - .5 hrs. SO 8553 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.</p>
Lin, Jean	<p>DGO B6 - .5 hrs. DGO B7 - .5 hrs. DGO D16 - .5 hrs. DGO F4 - .5 hrs. DGO M3 – 2 hrs. DGO J6 - .5 hrs. Fiscal Services Retreat – 8 hrs. Memo (Promotional Consideration) - .5 hrs. NIMS-ICS – 8 hrs. SO 8092 - .5 hrs. SO 8136 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.</p>
Mak, Kenton	<p>DGO B6 - .5 hrs. DGO B7 - .5 hrs. DGO D16 - .5 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs. Memo (Promotional Consideration) - .5 hrs. Oracle Project Accounting - 3 hrs. SO 8092 - .5 hrs. SO 8136 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.</p>
Salter, Brian	<p>DGO F4 - .5 hrs. DGO J6 - .5 hrs. Excel Level 2 – 6 hrs. Fiscal Services Retreat – 8 hrs. Memo (Promotional Consideration) - .5 hrs. Oracle Project Accounting – 3 hrs. SO 8650 - .5 hrs.</p>

	SO 8791 - .5 hrs. TB VT - .5 hrs.
Simmons, Elizabeth	DGO B6 - .5 hrs. DGO B7 - .5 hrs. DGO D16 - .5 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs. SO 8092 - .5 hrs. SO 8136 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.
So, Annie	Hired in 2008
Vazquez, Erica	Access Level 1 – 6 hrs. DGO B6 - .5 hrs. DGO B7 - .5 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs. Excel Level 2 – 6 hrs. Fiscal Services Retreat – 8 hrs. Memo (Promotional Consideration) - .5 hrs. NIMS-ICS – 8 hrs. Oracle Project Accounting – 3 hrs. SO 8092 - .5 hrs. SO 8136 - .5 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.
Velasquez, Juanita	DGO D16 - .5 hrs. DGO F4 - .5 hrs. DGO J6 - .5 hrs. Excel Level 1 – 6 hrs. Fiscal Services Retreat – 8 hrs. Memo (Promotional Consideration) - .5 hrs. Oracle Purchase Order – 3 hrs. Preparing City Council Reports – 3 hrs. Successful Project Management – 12 hrs. SO 8650 - .5 hrs. SO 8791 - .5 hrs. TB VT - .5 hrs.

Significant Accomplishments

Significant accomplishments included the completion of the audit of leave balances, implementation of citywide automated cashiering system, implementation of the City's

new payroll system, revising DGO F2, and employing the recipients of the Agency's Challenger of the Year and the Bureau's Professional of the Year.

Productivity Performance Data

The Fiscal Services Division initiated the continuation/renewal of purchase orders and requisitions to enable purchases of merchandise and services vital to Agency operations; coordinated the submittal of performance measures data; assisted with the negotiation and administration of professional service agreements; sought supplemental funding from the Agency by researching, applying, contracting, and overseeing grant agreements; generated payments for a volume of vendors; administered various Agency checking accounts along with a petty cash fund; coordinated reporting on the use of monies from various funds; completed various project reconciliations, billings and other financial oriented transactions and activities; and responded to and resolved numerous payroll problems, questions and issues for members and employees. A few of the highlights are:

Petty Cash Reimbursements processed -	257
Payment Requests processed -	1,962
Purchase Orders generated -	1,842
Invoices generated -	196
Budget Change Requests processed -	964
Journal Vouchers processed -	537
Timesheets processed (est.) -	59,800
Overtime Slips processed (est.) -	46,800
Payroll Adjustments processed (est.) -	4,550
Contracts processed -	12
Grants received -	\$6,390,023
Travel Requests processed -	710

Other Performance Data

The Fiscal Services Division will continue to reconcile the Agency's accounts receivables, accounts payables, projects, and fixed assets.

During the calendar year, the Fiscal Services Division's personnel had no incidents of use of force complaints, vehicle collisions, discharging of firearms, vehicle pursuits, or preventative vehicle collisions. The Fiscal Services Division had two internal affairs complaints filed against its personnel. Both of these complaints were for performance deficiencies. One was found unfounded and the other is pending a determination from the City's Employee Relations Division within the Finance and Management Agency's Office of Personnel Resource Management.

Plans and Goals

The Fiscal Services Division continues to strive towards its mission, which is “to provide expedient, accurate, and courteous fiscal services through employee empowerment, collaboration, and teamwork”.

The Fiscal Services Division’s plans and goals are to continue to monitor spending of Measure Y funds to provide for a successful audit; to continue to reconcile and update projects and funds, to continue to refine processes and procedures, to continue seeking supplemental funding sources for the Agency, to implement the self-service feature of the City’s new payroll system, to implement the City’s Prompt Payment Policy, to revise Departmental General Orders N1, N2, and N6, to implement a monitoring mechanism for receipts from asset forfeiture, and to adjust the Agency’s remaining budget appropriations for FY07-09 to be in alignment with the Agency’s restructuring.