

INTRODUCED: September 11, 2017

AN ORDINANCE No. 2017-158

To amend Ord. No. 2017-036, adopted May 15, 2017, which adopted the Fiscal Year 2017-2018 General Fund Budget and made appropriations pursuant thereto, by creating a new program within the Finance agency called "Finance-Commissioner of Revenue" and transferring and re-appropriating \$708,451.00 from the Finance Operations program to the new Finance-Commissioner of Revenue program for the purpose of separating the appropriations for commissioner of the revenue functions from the appropriations for other Department of Finance operations.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: SEPT 25 2017 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Ordinance No. 2017-036, adopted May 15, 2017, which adopted the General Fund Budget for the fiscal year commencing July 1, 2017, and ending June 30, 2018, and made appropriations thereto, is hereby amended by (i) creating a new program within the Finance agency called "Finance-Commissioner of Revenue," with program number 02517, and (ii) transferring funds in the amount of \$708,451.00 from the Finance Operations program, with program numbers 02501, 02502, 02503, 02506, 02507, and 02508, and appropriating these transferred funds in the

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: SEPT 25 2017 REJECTED: _____ STRICKEN: _____

amount of \$708,451.00 to the new Finance-Commissioner of Revenue program, with program number 02517, for the purpose of separating the appropriations for commissioner of the revenue functions from the appropriations for other Department of Finance operations.

§ 2. This ordinance shall be in force and effect upon adoption.



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST

24-10868
AUG 15 2017

Office of the
Chief Administrative Officer

O&R REQUEST

DATE: August 11, 2017

EDITION: 1

TO: The Honorable Members of City Council

RECEIVED

THROUGH: The Honorable Levar M. Stoney, Mayor

SEP 07 2017

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

OFFICE OF CITY ATTORNEY

THROUGH: Lenora Reid, Deputy Chief Administrative Officer for Finance & Administration

THROUGH: Jay A. Brown, Director of Budget & Strategic Planning

FROM: John Wack, Director of Finance

RE: Finance FY2018 Budget Amendment Submitted to Council

ORD. OR RES. No. _____

PURPOSE: This is request is to transfer funds within the FY2018 Finance Department budget in order to establish a new cost center, to enhance financial management within the Department. The total budget for the Department would remain the same.

REASON: Per Council ordinance #2017-120: Form of budget amendments submitted to Council, the FY2018 Budget Item (74) for the Finance Department only lists six cost centers/programs, including 02506. This amendment would establish a new cost center/program in FY2018.

RECOMMENDATION: The City Administration recommends adoption of this ordinance.

BACKGROUND: In recent years, the Finance Department's general fund budget was separated into a limited number of cost centers (also known as programs). During the past year, the Director of Finance has implemented some restructuring changes that involve new lines of supervision. In particular, separate Operations Manager positions have been established in Revenue Administration for Treasury and Commissioner of the Revenue functions.

In order to enhance budgetary controls and improve financial management, the Finance Department would like to split the personnel and operating costs of the "Collections" cost cen-

ter/program (02506) to separate the budgets of the Treasury function from the Commissioner of the Revenue. The new cost center would be established with an FY2018 budget of \$708,451.

SOURCE: (must select all that apply)

New/increased revenue

Existing general fund

Fund Balance/Reserve/Contingency/Other Funding Source

FISCAL IMPACT/COST (current FY):

- **If Adopted:** No change in total budget, but enhanced accountability within the Finance Department would be established.
- **If Not Adopted:** No change in total budget, with challenges remaining in managing budgets that combine funds for multiple managers.

FISCAL IMPLICATIONS (future FYs): (must detail fiscal impact and fiscal implications for future years for each modified budget item. We suggest that you include this statement at a minimum: Fiscal implications will be determined as part of the zero-based budgeting approach during the upcoming budget process).

BUDGET AMENDMENT NECESSARY: Yes.

REVENUE TO CITY: No, source is existing funds.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: September 11, 2017

CITY COUNCIL PUBLIC HEARING DATE: September 25, 2017

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Request a waiver

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A

AFFECTED AGENCIES: Finance and Budget & Strategic Planning

RELATIONSHIP TO EXISTING ORD. OR RES.: 2017-120, 2017-036

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: None

STAFF: John Wack, Director of Finance 646-5776

GENERAL FUND TRANSFER BUDGET ITEM DETAIL:

*for item # and title, see ordinance #2017-036, FY2018 Program Level Budget)

Existing Item – You must show the total appropriation/s for each budget item for your agency EXCEPT the budget item to receive funds

<u>FROM</u>					
<u>Item #</u>	<u>Title</u>	<u>Program</u> (cost center #)	<u>Subprogram</u> (service code #)	<u>Transfer</u> <u>Amount</u>	<u>New Appropriation</u> <u>Amount</u>
74	Finance	02506 - Collections		\$708,451	\$10,258,630

New Item

*for a new item you must reference the next corresponding item # with a (.) decimal point, see ordinance #2017-036, FY2018 Program Level Budget)

<u>TO</u>					
<u>Item #</u>	<u>Title</u>	<u>Program</u> (cost center #)	<u>Subprogram</u> (service code #)	<u>Transfer</u> <u>Amount/New</u> <u>Amount</u>	<u>New Appropriation</u> <u>Amount</u>
. 74.1	Finance	New – Com- missioner of Revenue		\$708,451	\$10,258,630
<u>Grand Total</u>					\$10,258,630

*****Grand total for the New Appropriation Amount MUST match the TOTAL AGENCY budget requested as a result of this ordinance*****