

Revenue and Finance Department

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www.tampagov.net/dept_revenue_and_finance

Key Public Service Areas

Per the City Charter, the Department of Revenue and Finance is responsible for managing the City's finances.

Scope of Department Operations

The Revenue and Finance Department carries out its duties with a staff of 91 and an annual budget of \$5.6 million. The Department's responsibilities for financial matters include administration, budgeting, planning, accounting, investment, licensing, pension and grant administration, cable communications and utility accounting.

The City's Annual Budget and Comprehensive Annual Financial Report are produced by Revenue and Finance.

Current Initiatives

- Preparing the FY04 Budget and Capital Improvements Program
- Working with the various City departments to facilitate major City projects underway, such as: development of the Cultural Arts District; Tampa Heights Riverfront development; implementation of a Stormwater utility fee; development of Channelside; acquisition of park land; and upgrading of City facilities.

Critical Issues and Areas of Concern

- Ongoing Budget and Fiscal Concerns
- Annual Financial Report
- Financial Analysis and Project Support
- Public Information and Technology

Status Report

Ongoing Budget and Fiscal Concerns. The Department is routinely engaged in recurring assessments or issues that affect the allocation of resources and the administration of the City's budgeting and accounting functions. These concerns include –

- Striving for continued excellence in budgeting and financial reporting as recognized by the national Government Finance Officers Award Program, which awards have consistently been received since 1985.
- Coordinating budget development so that important issues are surfaced and thoroughly reviewed during the decision making process.
- Continually exploring funding options and opportunities - reviewing rates, fees and charges annually to be sure they continue to reflect an appropriate relation to the cost of services.
- Keeping recurring expenses in line with recurring revenues.
- Developing long-range operating plans in order to meet demands for City services.
- Developing long-range capital improvement plans in order to meet demands for infrastructure related to the following categories: General Government, Enterprise Funds, the Capital Improvement Element of the City's Comprehensive Plan, and the Community Investment Tax.
- Maintaining existing infrastructure and require that development contribute to growth related infrastructure improvements.
- Preparing sound replacement and maintenance programs for City equipment and assets.
- Cooperating with other local governments in matters of regional interest.
- Using private enterprise to supply public services when such agreements are cost effective.
- Using tax increment financing to combat blight and to promote economic development.
- Providing matching funds and "seed" money to leverage grants and other assistance.
- Managing bonded indebtedness in a responsible and conservative manner.
- Maintaining adequate reserves and fund balances.

Annual Financial Report. The FY02 Comprehensive Annual Financial Report has been completed.

Revenue and Finance Department

Status Report (continued)

Financial Analysis and Project Support. The Department continues to provide financial analysis, recommendations and/or funding arrangements (including negotiating bond issues) for numerous City projects and interlocal, development and land disposition agreements.

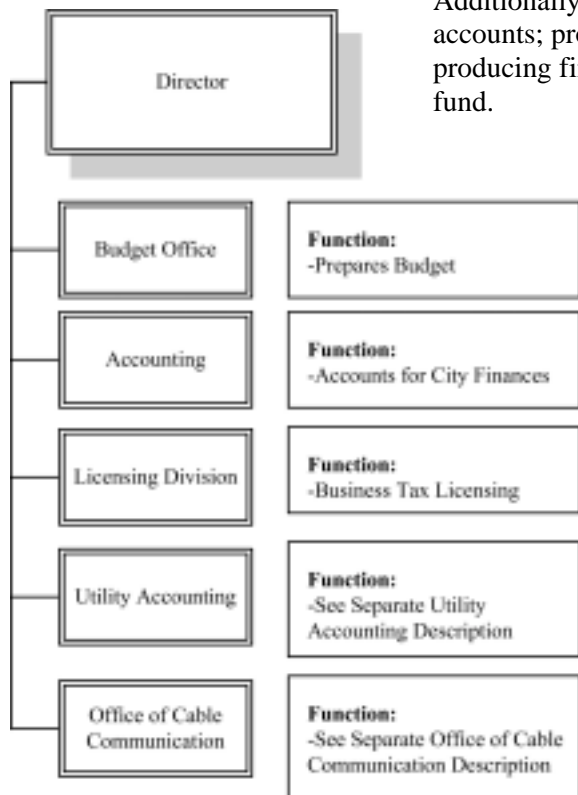
Public Information. The Department has made many City documents available to the public via the City's web site and continues to add more. To following are examples of the publications/services now available through the Internet -Budget Books, Tampa Reports to the People, Consolidated Annual Performance and Evaluation Report, Consolidated Plan, and Summary of Proposed Statement of Housing and Community Development Program, Comprehensive Annual Financial Reports, Business License Information and Interactive Processing.

Revenue and Finance Department Organization Chart

The Revenue and Finance Department is organized into five divisions under the Director of Finance - Budget Office, Accounting, Licensing, the Office of Cable Communications, and Utility Accounting. The Director of Finance oversees financial matters of the City, including budgeting, accounting, contracts and debt.

Budget Office prepares and controls the annual City Budget including revenue and expenditure projections, budget instructions and target budgets; prepares financial resolutions, adjustments, budget related briefings and reports; maintains the City position control system; provides analysis of financial matters; administers City special assessment and tax increment financing districts; and administers the Community Development Block Grant program and other Federal and State grant programs.

Accounting Division administers the general ledger; processes payroll; maintains accounts receivable and payable; controls reimbursements and interdepartmental billings; and is responsible for investing City funds as well as negotiating bond issues. Additionally, its personnel are responsible for balancing utility accounts; providing property control and central cashing services; producing financial reports; and administering the City's pension fund.



Licensing Division is responsible for the administration, issuance and enforcement of business and occupational licenses. Additionally, its personnel inspect wreckers, survey establishments selling alcoholic beverages, and maintain the City's rental certificate files.

Utility Accounting Division bills and collects charges for City water, sanitary sewer and solid waste services. *See Utility Accounting Division – Page 85.*

The **Office of Cable Communication** is responsible for monitoring and enforcing the provisions of the cable franchise agreement, operating City of Tampa Television (CTTV) and overseeing contracts with the non-profit groups that operate the public and educational access channels. *See Office of Cable Communication Summary – Page 35.*