

IMPACT STATEMENT

Legislation title: Transfer payroll and non-payroll payment processing functions from the Auditor's Office to the Bureau of Human Resources and the Bureau of Revenue and Financial Services, respectively (Ordinance; amend various Code sections)

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Purpose of proposed legislation and background information:

The Bureau of Human Resources (Human Resources) manages the City's payroll system, and the Bureau of Revenue and Financial Services - Accounting Division (Accounting) oversees the City's financial systems. These offices possess the staff, expertise, and internal controls needed to effectively process payroll and non-payroll payments, respectively. However, as currently structured, the Auditor's Council Clerk / Contracts Division is responsible for performing routine payment processing functions in coordination with Human Resources and Accounting, including the printing and distribution of payroll and non-payroll checks. This structure is inefficient and requires the Council Clerk / Contracts Division to duplicate steps performed by these other offices.

The proposed legislation seeks to consolidate payroll payment processing functions within Human Resources, and to consolidate non-payroll payment processing functions within Accounting. The Auditor, Chief Administrative Officer, Chief Financial Officer, and Chief Human Resources Officer agree that transferring the Auditor's payment processing functions to Human Resources and Accounting will streamline operations and promote efficiency. The Auditor will retain the authority to review, audit, or investigate payment processing functions as needed to promote accountability. Code changes are needed to reflect the transferred duties.

Financial and budgetary impacts:

Existing staff within Human Resources and Accounting currently perform payroll and non-payroll payment processing duties. Under the proposed legislation, such staff will perform some new tasks, but will be able to process payments more efficiently because steps requiring coordination with the Council Clerk / Contracts Division will be eliminated.

Accounting currently supplies payroll check stock, and the budget for payroll check stock has historically been included as part of the Accounting target CSL. This practice stems from the time when payroll was part of Accounting. A target adjustment will be made to move the related appropriation from Accounting to Human Resources.

The offices will coordinate the transfer of the Auditor's check printers, existing check stock, and any related equipment and supplies.

Community impacts and community involvement:

None.

100% Renewable Goal:

No impact.

Budgetary Impact Worksheet

Does this action change appropriations?

YES: Please complete the information below.

NO: Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount