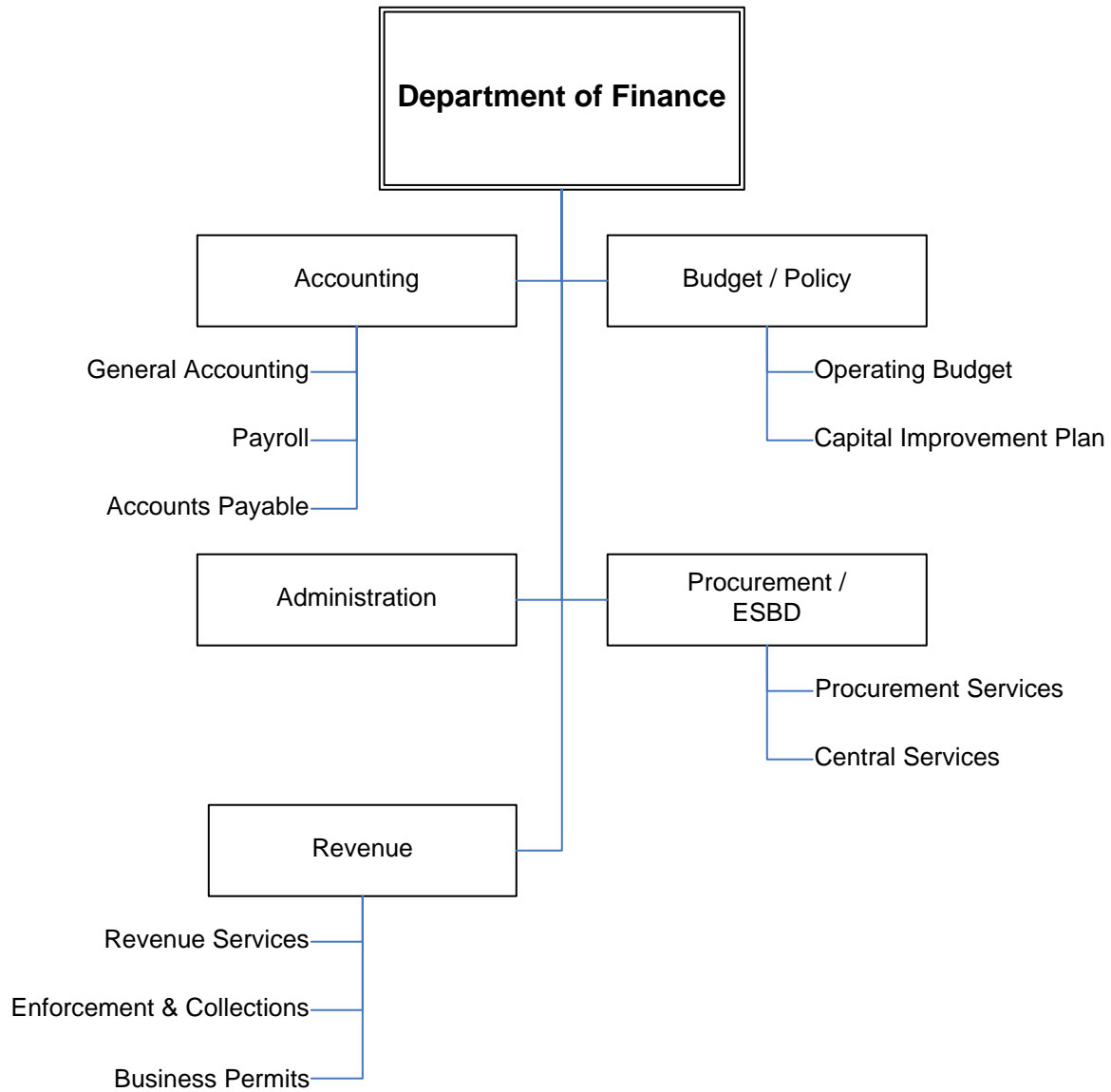


14

SECTION – 14
FINANCE



FINANCE

The mission of the Finance Department is to educate, inform, and provide excellent internal and external customer service with integrity, efficiency, and quality.

DESCRIPTION

The Finance Department is responsible for overseeing the financial management of the City. The Finance Department provides accounting, budgeting, billing, collection, parking citation, and fee collection services. Internal services and programs include procurement, centralized copying, interoffice and outbound mail, standards and contract compliance, strategic planning and policy analysis.

MORE INFORMATION

Key Contacts -

Department Director

Russell Fehr
Director of Finance
915 I Street, 5th Floor
Sacramento, CA 95814
(916) 808-5832
rfehr@cityofsacramento.org

Budget, Policy & Strategic Planning

Leyne Milstein
Budget Manager
915 I Street, 5th Floor
Sacramento, CA 95814
(916) 808-8491
lmilstein@cityofsacramento.org

Accounting

Dennis Kauffman
Accounting Manager
915 I Street, 4th Floor
Sacramento, CA 95814
(916) 808-5843
dkauffman@cityofsacramento.org

Procurement

Christopher Stewart
Procurement Manager
915 I Street, 2nd Floor
Sacramento, CA 95814
(916) 808-6202
cstewart@cityofsacramento.org

Revenue

Brad Wasson
Revenue Manager
915 I Street, 1st Floor
Sacramento, CA 95814
(916) 808-5724
bwasson@cityofsacramento.org

Administration

Tina Lee-Vogt
Administration Manager
915 I Street, 5th Floor
Sacramento, CA 95814
(916) 808-2679
tlee-vogt@cityofsacramento.org

OBJECTIVES FOR FY2007/08

- Continue to work with the Mayor, City Council, and City Manager's Office on the strategic budget planning process.
 - Provide recommendations on fiscal policy issues related to the General Plan update.
 - Implement Finance Phase I of the City's new enterprise resource management system (eCAPS) which includes, but is not limited to, general ledger, project costing, payables and receivables, purchasing, and asset management.
 - Revise administrative policy instructions (API's) citywide to clarify and update City policies and procedures.
 - Continue improvement on City Business Permits and compliance by updating the Mobile Food Vending Code.
 - Implement GASB Statement #45 - Accounting and Financial Reporting for Other Post-Employment Benefits (OPEB) - Retiree Benefits.
 - Increase utilization of sheltered market approach for small businesses.
 - Decrease processing time from receipt of requisition to issuance of purchase order.
 - Deploy strategic sourcing initiatives that will build cooperative relationships with suppliers and departments with a focus on economic efficiency.
-

ACCOMPLISHMENTS IN FY2006/07

- Implemented partnership with Code Enforcement Department, including co-locating staff, to improve overall customer service and business permit compliance.
- Continued implementation of taxicab ordinance with conversion of all taxis to fleet association permits.
- Reconfigured the Revenue Division public counter to provide improved customer service, additional Americans with Disability Act (ADA) access, and improved workspace for staff.
- Received recognition in financial reporting from the Government Finance Officers Association for the City's Comprehensive Annual Financial Report (CAFR).
- Revised City business travel policy (API 7) to clarify policies for employees and City representatives.
- Processed over 600 applications for the no-interest City employee computer loan program.
- Designed and implemented the Strategic Planning – Strategic Budgeting process.

PROPOSED BUDGET/STAFFING CHANGES

Organizational Changes

Transferred 3.0 FTE positions from the Parking Division to Revenue to provide improved services to parking customers.

Combined the Office of Small Business and Contract Compliance with Procurement Services to create a single unit to provide comprehensive purchasing services to City departments, while increasing efficiency and accountability in contract management.

Note: 24 FTE in Finance Administration are for e-CAPS staffing.

Augmentations

None

Department Budget Summary

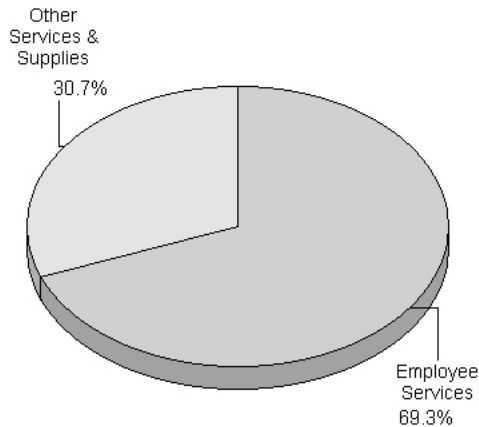
Finance	FY	FY	FY	Change	
Budget Summary	2005/06	2006/07	2007/08	More/(Less)	
	Actual	Approved	Amended	Proposed/Amended	
Positions (FTE)	97.50	118.50	114.50	121.50	7.00
Budgeted Expenditures					
CIP & Grant Offsets	(1,037,522)	(1,037,522)	(1,037,522)	(922,055)	115,467
Employee Services	7,310,977	7,277,740	7,277,740	7,589,869	312,129
Other Services & Supplies	4,783,019	3,437,694	4,375,835	3,368,381	(1,007,454)
Transfers	0	0	5,200	0	(5,200)
Total:	11,056,474	9,677,912	10,621,253	10,036,195	(585,058)

FY2007/08 Proposed Budget

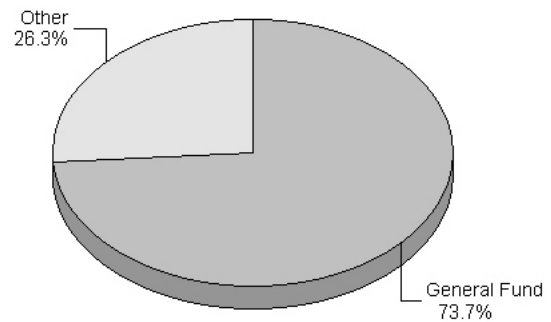
Funding Summary by Fund/Special District

12th St. Maintenance	900	900	916	916	0
Assessment Bond Registration	204,339	204,339	204,339	204,339	0
Capital Station District PBID	2,795	2,795	1,823	1,823	0
Del Paso PBID	1,091	1,091	1,330	1,330	0
Development Services	65,000	0	0	0	0
Downtown Management	2,516	2,516	1,683	1,683	0
Franklin Blvd PBID	888	888	1,193	1,193	0
General Fund	7,888,518	6,974,416	7,795,311	7,401,644	(393,667)
Inter-departmental Service	2,389,920	2,284,594	2,284,594	2,158,698	(125,896)
Laguna Creek Maintenance	5,397	5,397	4,727	4,727	0
Landscape and Lighting	88,801	84,535	84,535	83,138	(1,397)
N Natomas CFD	0	0	69,470	0	(69,470)
N Natomas CFD #3	14,300	14,300	26,219	26,219	0
N Natomas Landscape Maint	8,000	8,000	19,710	19,710	0
N Natomas Trans Mgmt Assoc	11,484	11,484	23,358	23,358	0
N. Natomas Community Improv.	109,124	0	0	0	0
Neighborhood Alley Maint CFD	0	0	2,091	2,091	0
Neighborhood Lighting	4,125	4,125	4,088	4,088	0
Neighborhood Park Maint CFD	0	0	17,058	22,430	5,372
Neighborhood Water Quality Dst	3,170	3,170	2,683	2,683	0
Northside Subdivision Maint	849	849	1,195	1,195	0
Oak Park PBID	989	989	1,301	1,301	0
Old Sacramento Maintenance	817	817	1,122	1,122	0
Park Development	70,000	0	0	0	0
Power Inn Property and Busines:	0	0	2,066	2,066	0
Power Inn Road	773	773	1,070	1,070	0
Risk Management	110,744	0	0	0	0
Sac Tourism BID	43,000	43,000	43,000	43,000	0
Stockton Blvd. PBID	1,049	1,049	1,435	1,435	0
Subdivision Landscaping Maint	19,569	19,569	15,077	15,077	0
Village Garden Maintenance	1,266	1,266	1,353	1,353	0
Willowcreek Landscaping	5,000	5,000	6,067	6,067	0
Willowcreek Maintenance	2,050	2,050	2,439	2,439	0
Total:	11,056,474	9,677,912	10,621,253	10,036,195	(585,058)

Budgeted Expenditures - FY08



Funding Summary - FY08



FY2007/08 Proposed Budget

Division Budget Summary

Finance Division Budgets	FY	FY		FY	Change
	2005/06 Actual	2006/07 Approved	2006/07 Amended	2007/08 Proposed	More/(Less) Proposed/Amended
Accounting	2,556,544	2,645,385	2,767,831	2,781,037	13,206
Budget, Policy & Strategic Planning	1,514,271	1,377,623	1,362,833	1,382,050	19,217
Finance Administration	2,479,669	918,631	1,665,756	717,120	(948,636)
Procurement Services	1,752,859	1,781,196	1,781,196	1,803,481	22,285
Revenue	2,753,131	2,955,077	3,043,637	3,352,507	308,870
Total:	11,056,474	9,677,912	10,621,253	10,036,195	(585,058)

Staffing Levels

Finance Division FTEs	FY	FY		FY	Change
	2005/06 Actual	2006/07 Approved	2006/07 Amended	2007/08 Proposed	More/(Less) Proposed/Amended
Accounting	24.00	24.00	24.00	24.00	0.00
Budget, Policy & Strategic Planning	9.00	8.00	8.00	8.00	0.00
Finance Administration	7.00	29.00	29.00	29.00	0.00
Procurement Services	22.00	22.00	22.00	22.00	0.00
Revenue	35.50	35.50	35.50	38.50	3.00
Total:	97.50	118.50	118.50	121.50	3.00

Performance Trend Measures

Activity: Purchasing

Type of Measure: Efficiency

FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
-	-	-	10.3	7

Measure: Efficiency of the Acquisition Process

Baseline Measure: 10.3

Service Level Standard: Decrease Response Time

Definition: The total response time (in days) to issue purchase orders.

FY2007/08 Proposed Budget

Activity: Small Business

Type of Measure: Output

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
	-	-	-	\$296,018	\$300,000

Measure: Small Business Sheltered Market Bid Solicitations

Baseline Measure: \$298,009

Service Level Standard: Increase the Total Dollar Amount Awarded

Definition: The total dollar amount of contracts awarded to small businesses through the sheltered market process.

Activity: Taxi Permit Issuance

Type of Measure: Demand

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
	338	365	366	285	382

Measure: Permits Requested

Baseline Measure: 328

Service Level Standard: TBD

Definition: The total number of permits requested.

Type of Measure: Output

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
	332	358	359	360	375

Measure: Permits Issued

Baseline Measure: 343

Service Level Standard: TBD

Definition: The total number of permits issued.

Type of Measure: Efficiency

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
	\$10.90	\$11.25	\$11.80	\$10.00	\$9.25

Measure: Cost per Permit Issued

Baseline Measure: \$11.14

Service Level Standard: Reduce Average cost by 10%

Definition: The average cost of each permit issued.

Type of Measure: Outcome

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
	-	-	-	-	-

Measure: Level of Compliance

Baseline Measure: New Measure

Service Level Standard: TBD

Definition: The number of permits without complaints compared to the total number of permits issued.