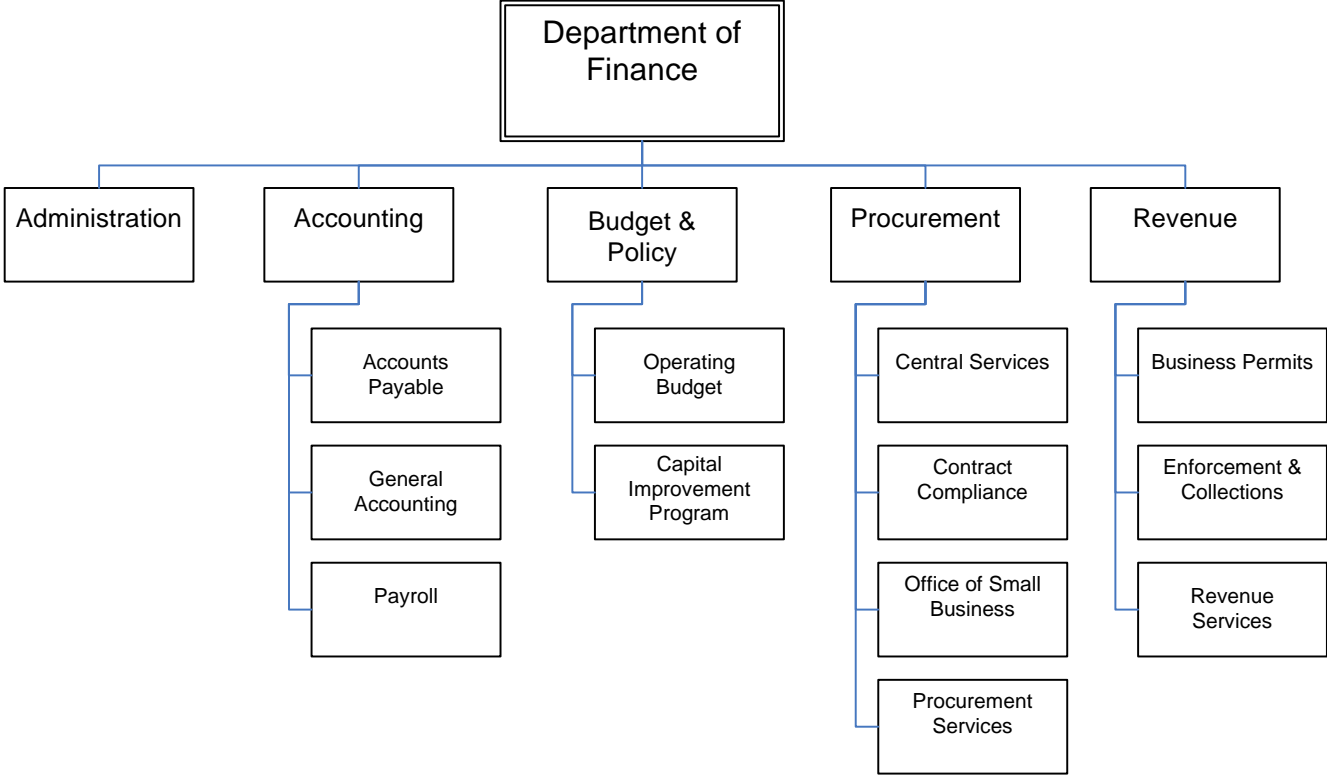


**14**

**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, policy analysis, and office of small business.

## MORE INFORMATION

### Key Contacts -

#### Department Director

Russell Fehr  
Director of Finance  
915 I Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 808-5832  
[rfehr@cityofsacramento.org](mailto:rfehr@cityofsacramento.org)

#### Budget, Policy & Strategic Planning

Leyne Milstein  
Budget Manager  
915 I Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 808-8491  
[lmilstein@cityofsacramento.org](mailto:lmilstein@cityofsacramento.org)

#### Accounting

Dennis Kauffman  
Accounting Manager  
915 I Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 808-5843  
[dkauffman@cityofsacramento.org](mailto:dkauffman@cityofsacramento.org)

#### Procurement

Christopher Stewart  
Procurement Manager  
915 I Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814  
(916) 808-6202  
[cstewart@cityofsacramento.org](mailto:cstewart@cityofsacramento.org)

#### Revenue

Brad Wasson  
Revenue Manager  
915 I Street, 1<sup>st</sup> Floor  
Sacramento, CA 95814  
(916) 808-5724  
[bwasson@cityofsacramento.org](mailto:bwasson@cityofsacramento.org)

#### Administration

Tina Lee-Vogt  
Special Projects Manager  
915 I Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 808-2679  
[tlee-vogt@cityofsacramento.org](mailto:tlee-vogt@cityofsacramento.org)

## OBJECTIVES FOR FY2006/07

- Assist in the development and implementation of the new financial and human resources information system for the City.
- Update Finance related administrative policy instructions (API's).
- Implement Business Permit compliance improvements with the Code Enforcement Department.
- Begin quarterly reporting of major revenue collections for the purpose of comparing income estimates to prior year actual collections.
- Develop implementation plans for Government Accounting Standards Board (GASB) Statements #'s 43 - 46, addressing retiree benefits costs, the statistical section of the Comprehensive Annual Financial Report (CAFR), and restricted funding sources.

## ACCOMPLISHMENTS IN FY2005/06

- Supported the Mayor and City Council and the City Manager's Office in the development and implementation of a new, transparent budget process.
  - Provided assistance to the Mayor and City Council and the City Manager's Office with the strategic planning process.
-

- Developed requirements for a new financial and human resources information system for the City.
- Implemented new labor agreements for all City employee unions.
- Developed the Finance Department internet website to provide information to City residents and an intranet website to provide information to City employees.
- Converted the Utility Tax Rebate program to a primarily automated low-income assistance program in conjunction with Sacramento Municipal Utility District (SMUD) and Pacific Gas & Electric (PG&E).
- Implemented the revised Taxicab Ordinance improving the permitting and regulatory process and requiring higher vehicle and driver standards.
- Completed the Utility Billing system replacement and merger of the Utility Billing section with the Department of Utilities.
- Assisted the Mayor and City Council and the City Manager's Office with the development and adoption of the Community Reinvestment Capital Improvement Program (CRCIP).
- Implemented (GASB) Statement #40, improving disclosure of the City's cash and investments in the FY2004/05 (CAFR).
- Recognized for excellence in financial reporting for the City's FY2004/05 CAFR.
- Enhanced utilization of the City's website to provide public access to information on contracting opportunities.
- Utilized the sheltered-market approach for a formal public solicitation to secure trucking services, which resulted in a contract with three small businesses.
- Awarded the National Purchasing Institute's 10th annual Achievement of Excellence in Procurement Award.

### **APPROVED BUDGET/STAFFING CHANGES**

#### Organizational changes

Transferred 2.0 FTE positions to the Governmental Affairs division of the City Manager's Office. Transferred 1.0 FTE position to the Development Services Department to properly align the FTE with the specific workload. Added 24 FTE as authorized by City Council Resolution 2006-224 for the implementation of the new finance and human resources system.

#### Augmentations

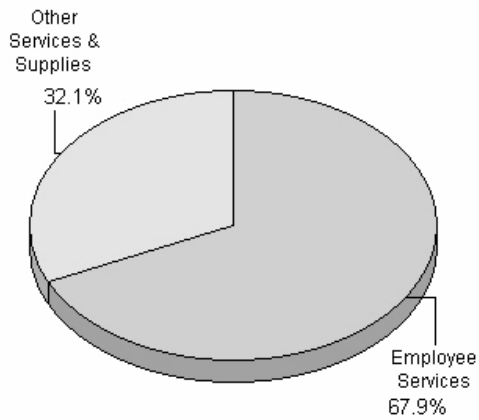
None

FY2006/07 Approved Budget

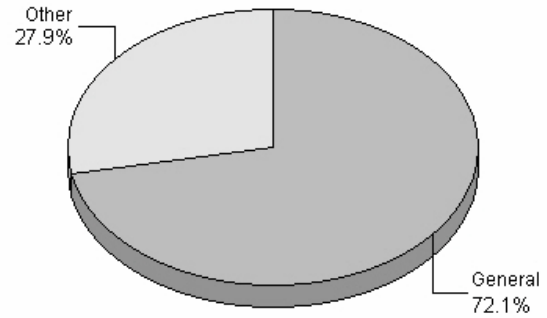
Department Budget Summary

<b>Finance</b>	FY	FY		FY	Change
Budget Summary	2004/05	2005/06		2006/07	More/(Less)
	Actual	Approved	Amended	Approved	Approved/Amended
Positions (FTE)	120.50	95.50	97.50	118.50	21.00
<b>Budgeted Expenditures</b>					
CIP & Grant Offsets	(785,907)	(1,037,522)	(1,037,522)	(1,037,522)	0
Employee Services	7,125,011	7,220,822	7,310,977	7,277,740	(33,237)
Equipment	1,498	0	0	0	0
Other Services & Supplies	4,763,445	3,783,091	4,783,019	3,437,694	(1,345,325)
Transfers	(337,614)	0	0	0	0
Total:	<b>10,766,433</b>	<b>9,966,391</b>	<b>11,056,474</b>	<b>9,677,912</b>	<b>(1,378,562)</b>
<b>Funding Summary by Fund/Special District</b>					
12th St. Maintenance	515	872	900	900	0
Assessment Bond Registration	246,659	204,339	204,339	204,339	0
Capital Station District PBID	2,751	2,751	2,795	2,795	0
Del Paso BID	45,125	0	0	0	0
Del Paso PBID	0	0	1,091	1,091	0
Development Services	65,000	65,000	65,000	0	(65,000)
Downtown Management	2,593	2,552	2,516	2,516	0
Downtown Plaza BID	110,263	0	0	0	0
Franklin Blvd BID	52,806	0	0	0	0
Franklin Blvd PBID	831	0	888	888	0
General	5,205,042	6,804,525	7,888,518	6,974,416	(914,102)
Inter-departmental Service	4,455,948	2,389,920	2,389,920	2,284,594	(105,326)
Laguna Creek Maintenance	5,743	5,743	5,397	5,397	0
Landscape and Lighting	88,801	88,801	88,801	84,535	(4,266)
N Natomas CFD #3	3,460	14,300	14,300	14,300	0
N Natomas Landscape Maint	3,494	8,000	8,000	8,000	0
N Natomas Trans Mgmt Assoc	901	11,484	11,484	11,484	0
N. Natomas Community Improv.	24,124	109,124	109,124	0	(109,124)
Neighborhood Lighting	3,954	3,948	4,125	4,125	0
Neighborhood Park Maint CFD	3,460	0	0	0	0
Neighborhood Water Quality Dst	0	0	3,170	3,170	0
Northside Subdivision Maint	834	834	849	849	0
Oak Park PBID	939	0	989	989	0
Old Sac BID	128,624	0	0	0	0
Old Sacramento Maintenance	813	809	817	817	0
Park Development	36,500	70,000	70,000	0	(70,000)
Power Inn Road	0	0	773	773	0
Risk Management	102,805	110,744	110,744	0	(110,744)
Sac Tourism BID	42,401	43,000	43,000	43,000	0
Sewer	15,000	0	0	0	0
Special Dist. Info. Rptng System	5,270	0	0	0	0
Stockton Blvd BID	53,778	0	0	0	0
Stockton Blvd. PBID	1,080	1,089	1,049	1,049	0
Storm Drainage	15,000	0	0	0	0
Subdivision Landscaping Maint	20,127	20,127	19,569	19,569	0
Village Garden Maintenance	1,282	1,268	1,266	1,266	0
Water	15,000	0	0	0	0
Willowcreek Landscaping	3,460	5,000	5,000	5,000	0
Willowcreek Maintenance	2,050	2,181	2,050	2,050	0
Total:	<b>10,766,433</b>	<b>9,966,391</b>	<b>11,056,474</b>	<b>9,677,912</b>	<b>(1,378,562)</b>

**Budgeted Expenditures - FY07**



**Funding Summary - FY07**



**Division Budget Summary**

<b>Finance</b> Division Budgets	FY 2004/05 Actual	FY 2005/06 Approved	FY 2005/06 Amended	FY 2006/07 Approved	Change More/(Less) Approved/Amended
Finance Administration	1,207,992	1,496,369	2,479,669	918,631	(1,561,038)
Revenue	3,918,703	2,671,552	2,753,131	2,955,077	201,946
Accounting	2,428,029	2,544,876	2,556,544	2,645,385	88,841
Procurement Services	1,287,685	994,712	1,000,994	1,014,267	13,273
Budget, Policy & Strategic Planning	1,196,041	1,513,646	1,514,271	1,377,623	(136,648)
Procurement Services Admin	727,983	745,236	751,865	766,929	15,064
<b>Total:</b>	<b>10,766,433</b>	<b>9,966,391</b>	<b>11,056,474</b>	<b>9,677,912</b>	<b>(1,378,562)</b>

FY2006/07 Approved Budget

Staffing Levels

<b>Finance</b> Division FTEs	FY 2004/05 Actual	FY 2005/06 Approved	FY 2005/06 Amended	FY 2006/07 Approved	Change More/(Less) Approved/Amended
Finance Administration	8.00	10.00	7.00	29.00	22.00
Revenue	56.50	29.50	35.50	35.50	0.00
Accounting	25.00	25.00	24.00	24.00	0.00
Budget, Policy & Strategic Planning	9.00	9.00	9.00	8.00	-1.00
Procurement Services	22.00	22.00	22.00	22.00	0.00
<b>Total:</b>	<b>120.50</b>	<b>95.50</b>	<b>97.50</b>	<b>118.50</b>	<b>21.00</b>

Performance Trend Measures

**Activity: Purchasing**

Type of Measure: Demand

<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
-	-	-	-	-

Measure: Requisitions processed

Baseline Measure: New Measure

Service Level Standard: TBD

Definition: The total number of requests for contracts and purchase orders.

Type of Measure: Output

<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
-	-	-	-	-

Measure: Number of small business sheltered market bid/proposal solicitations

Baseline Measure: New Measure

Service Level Standard: TBD

Definition: The total number of contracts awarded through the sheltered market (small business only) process.

Type of Measure: Efficiency

<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
-	-	-	-	-

Measure: Efficiency of the acquisition process

Baseline Measure: New Measure

Service Level Standard: TBD

Definition: The average response time to issue purchase orders.

**Activity: Taxi Permit Issuance**

Type of Measure: Demand

<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
-	-	-	-	-

Measure: Permits Requested

Baseline Measure: New Measure

Service Level Standard: TBD

Definition: The total number of permits requested.

# FY2006/07 Approved Budget

<b>Type of Measure:</b> Output	<u><b>FY 02-03</b></u>	<u><b>FY 03-04</b></u>	<u><b>FY 04-05</b></u>	<u><b>FY 05-06</b></u>	<u><b>FY 06-07</b></u>
	322.0	332.0	358.0	251 (thru Mar 06)	-

**Measure:** Permits Issued  
**Baseline Measure:** 337.3  
**Service Level Standard:** TBD  
**Definition:** The total number of permits issued.

<b>Type of Measure:</b> Efficiency	<u><b>FY 02-03</b></u>	<u><b>FY 03-04</b></u>	<u><b>FY 04-05</b></u>	<u><b>FY 05-06</b></u>	<u><b>FY 06-07</b></u>
	\$10.60	\$10.90	\$11.25	\$11.80	-

**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.

## Activity: Taxi Permit Issuance

<b>Type of Measure:</b> Outcome	<u><b>FY 02-03</b></u>	<u><b>FY 03-04</b></u>	<u><b>FY 04-05</b></u>	<u><b>FY 05-06</b></u>	<u><b>FY 06-07</b></u>
	-	-	-	-	-

**Measure:** Level of Compliance  
**Baseline Measure:** New Measure  
**Service Level Standard:** Increase recent annual compliance level by 20%  
**Definition:** The number of permits without complaints compared to the total number of permits issued.

<b>Type of Measure:</b> Outcome	<u><b>FY 02-03</b></u>	<u><b>FY 03-04</b></u>	<u><b>FY 04-05</b></u>	<u><b>FY 05-06</b></u>	<u><b>FY 06-07</b></u>
	-	-	-	-	-

**Measure:** Incidences of Illegal Taxicab Parking at Meters  
**Baseline Measure:** New Measure  
**Service Level Standard:** Reduce recent annual incidences by 10%  
**Definition:** The total number of citations issued for violation.

<b>Type of Measure:</b> Outcome	<u><b>FY 02-03</b></u>	<u><b>FY 03-04</b></u>	<u><b>FY 04-05</b></u>	<u><b>FY 05-06</b></u>	<u><b>FY 06-07</b></u>
	-	-	-	-	-

**Measure:** Volume of Complaints  
**Baseline Measure:** New Measure  
**Service Level Standard:** Reduce recent annual volume by 20%  
**Definition:** The number of complaints regarding taxi permits.

