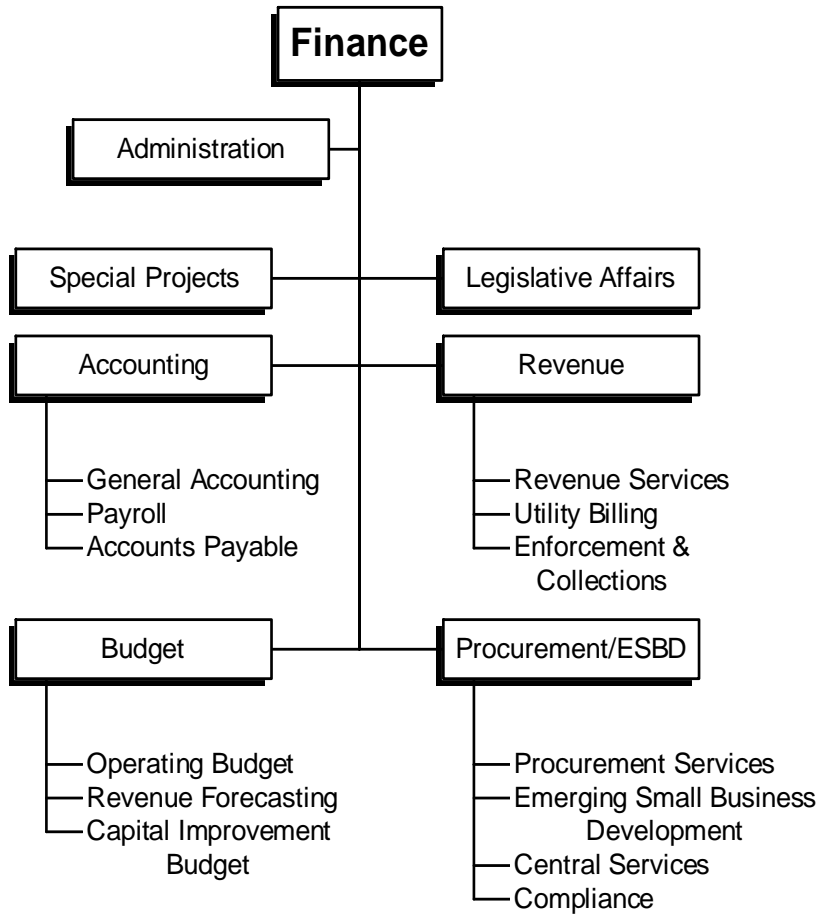




# FINANCE



Org chart effective FY2004/05

## FINANCE

*The Finance Department strives to provide exceptional service while safeguarding resources with integrity and efficiency.*

DESCRIPTION

**The Finance Department** is responsible for overseeing the financial management of the City. Fiscal management by this department includes accounting, budgeting, billing, collection, and utility customer service, parking citation and fee collection. Internal services include procurement, centralized copying, interoffice and outbound mail, standards and contract compliance, strategic planning, policy analysis, legislative affairs and emerging small business development.

MORE INFORMATION

- **Key Contacts**

**Department Head**

Gus Vina  
 Director of Finance  
 730 I Street, Suite 241  
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[gvina@cityofsacramento.org](mailto:gvina@cityofsacramento.org)

**Administration/Legislative Affairs**

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 Special Projects Manager  
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**Accounting**

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 Accounting Manager  
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**Revenue**

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 Revenue Manager  
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 Sacramento, CA 95814  
 (916) 808-5844  
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**Budget, Policy & Strategic Planning**

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 Budget Manager  
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 Sacramento, CA 95814  
 (916) 808-7195  
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**Procurement/ESBD**

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 Procurement Manager  
 5730 24<sup>th</sup> Street, Building 4  
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 (916) 433-6202  
[cstewart@cityofsacramento.org](mailto:cstewart@cityofsacramento.org)

OBJECTIVES FOR FY2004/05

- Restructure the Procurement Services Division and the Office of Small Business Development for greater efficiency and coordination of effort resulting in improvements in small business outreach and utilization as well as cost savings.
- Complete implementation of the new Utility Billing System.
- Implement new procedures and policies for Council Discretionary Accounts.
- Implement recommendations for improved regulation of the taxi industry as approved by City council.
- Update Mobile Food Vendor ordinance.

#### FY2004/05 PROPOSED BUDGET

- Complete citywide Fees and Charges Study and obtain approval of new fee policy.
- Implement, as part of the FY2005/06 Budget, the organizational efficiencies and new revenues to fix the remaining City budget deficit.
- Develop and implement citywide policy and procedures for reporting requirements on public facilities fees.
- Implement best practices and process improvements for citywide mail services.

#### ACCOMPLISHMENTS IN FY2003/04

- Completion of review and loan to the Sacramento Jazz Society.
- Establishment of a Fleet Policy.
- Completion of the 2003 Comprehensive Annual Financial Report.
- Implementation of the City Council approved Living Wage Ordinance.
- Completion of the SOAP (Sacramento Organizational Assessment Process) including auditing of existing revenues and identification of new revenue opportunities.
- Completed Utility Users Tax compliance audits.

#### PROPOSED BUDGET/STAFFING CHANGES

- **Reorganizations/ Efficiencies**
  - Restructuring of the Procurement Services Division and the Office of Small Business Development for greater efficiency and coordination of effort resulting in improvements in small business outreach and utilization as well as cost savings.
  - Eliminate one position and transfer of a position to Fleet Fund resulting from efficiencies in the consolidation of Procurement and OSBD functions. (-2.0 FTE, -\$147,500)
  - Transfer of the Contract Compliance function from Public Works to Procurement Services. (+1.0 FTE, +\$101,000)
  - Transfer of the Legislative Analyst position and related funding for lobbying contracts from the City Manager's Office to establish a Legislative Affairs Unit to increase focus and capacity on City legislative activities. (+1.0 FTE, +\$352,000)
- **New Revenues**
  - Additional staff to implement new fees and focused auditing efforts resulting in increased revenues. (+3.0 FTE, +\$700,000)

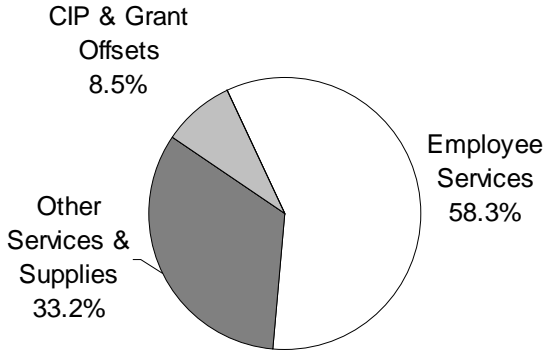
- **Reductions**

- Eliminate one management position currently providing support to the Sports Commission. The Commission will contract with the City for support services. (-1.0 FTE, -\$120,000)

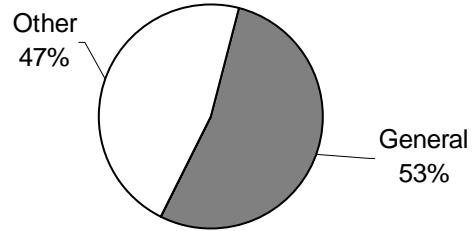
DEPARTMENT BUDGET SUMMARY

Finance Budget Summary	FY	FY	FY	Change	
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Proposed	More/(Less) Proposed/Amended
Positions (FTE)	114.55	114.55	116.55	118.50	1.95
<b>Budgeted Expenditures</b>					
Employee Services	6,311,423	7,305,907	7,305,907	7,824,908	519,001
Other Services & Supplies	4,459,929	3,996,213	4,064,203	4,455,023	390,820
Debt Service	0	0	0	0	0
Equipment	76,175	0	0	0	0
CIP & Grant Offsets	(950,633)	(1,028,630)	(1,028,630)	(1,144,097)	(115,467)
Transfers	(127,835)	0	(14,974)	0	14,974
<b>Total:</b>	<b>9,769,059</b>	<b>10,273,490</b>	<b>10,326,506</b>	<b>11,135,834</b>	<b>809,328</b>
<b>Funding Summary by Fund/Special District</b>					
General	3,757,709	5,914,518	5,924,773	5,917,859	(6,914)
Traffic Safety	225,356	0	0	0	0
Neighborhood Lighting	3,672	3,672	3,678	3,672	(6)
Northside Subdivision Maintenance	817	817	825	817	(8)
DOWNTOWN ALLEY CLEAN'G MD	0	0	0	0	0
Subdivision Landscaping Maintenance	16,797	16,797	18,589	16,797	(1,792)
Laguna Creek Maintenance	5,496	5,496	5,353	5,496	143
12th St. Maintenance	839	839	851	839	(12)
Old Sacramento Maintenance	775	776	780	776	(4)
Downtown Plaza BID	121,098	0	0	0	0
Assessment Bond Registration	296,131	204,339	204,339	204,339	0
Old Sac BID	153,416	0	0	0	0
Franklin Blvd BID	44,811	0	0	0	0
Sac Tourism BID	42,545	0	0	0	0
Del Paso BID	38,474	0	0	0	0
Stockton Blvd BID	45,173	0	0	0	0
Special District Info. Rptng System	5,485	0	0	0	0
Development Services	0	0	0	65,000	65,000
Downtown Management	2,439	2,440	2,481	2,440	(41)
Capital Station District PBID	3,811	2,593	2,625	2,593	(32)
N Natomas Trans Mgmt Assoc	21,552	11,484	22,045	11,484	(10,561)
Stockton Blvd. PBID	1,027	1,027	1,038	1,027	(11)
N Natomas Neigh Landscape Maintenance	15,387	8,000	15,345	8,000	(7,345)
Willowcreek Maintenance	2,513	2,513	1,919	2,513	594
Willowcreek Landscaping	5,284	5,000	6,450	5,000	(1,450)
N Natomas CFD #3	24,226	14,300	25,500	14,300	(11,200)
Village Garden Maintenance	1,208	1,208	1,222	1,208	(14)
Landscape and Lighting	69,414	63,886	63,886	88,801	24,915
Neighborhood Park Maintenance	0	0	11,022	0	(11,022)
Water	15,000	15,000	15,000	15,000	0
Sewer	15,000	15,000	15,000	15,000	0
Risk Management	188,273	96,446	96,446	102,805	6,359
Storm Drainage	15,000	15,000	15,000	15,000	0
Inter-departmental Service	4,613,251	3,802,339	3,802,339	4,455,944	653,605
N. Natomas Community Improvements	0	0	0	109,124	109,124
Park Dev	17,080	70,000	70,000	70,000	0
<b>Total:</b>	<b>9,769,059</b>	<b>10,273,490</b>	<b>10,326,506</b>	<b>11,135,834</b>	<b>809,328</b>

**Budgeted Expenditures - FY05**



**Funding Summary - FY05**



**DIVISION BUDGET SUMMARY**

Finance Division Budgets	FY 2002/03 Actual	FY 2003/04 Approved	FY 2003/04 Amended	FY 2004/05 Proposed	Change More/(Less) Proposed/Amended
Finance Administration	917,691	1,210,859	1,210,859	1,504,811	293,952
Revenue & Economic Analysis	161,631	0	0	0	0
OSBD	573,708	604,244	604,244	629,454	25,210
Revenue	3,837,135	3,762,339	3,774,219	3,952,436	178,217
Accounting	2,210,940	2,435,495	2,478,256	2,536,325	58,069
Budget, Policy & Strategic Planning	764,049	1,339,283	1,339,283	1,495,920	156,637
Procurement Services	1,303,905	921,270	919,645	1,016,888	97,243
<b>Totals:</b>	<b>9,769,059</b>	<b>10,273,490</b>	<b>10,326,506</b>	<b>11,135,834</b>	<b>809,328</b>

**STAFFING LEVELS**

Finance Division FTEs	FY 2002/03 Actual	FY 2003/04 Approved	FY 2003/04 Amended	FY 2004/05 Proposed	Change More/(Less) Proposed/Amended
Finance Administration/Legislative Affairs	8.00	8.00	9.00	9.00	0.00
Revenue & Economic Analysis	1.00	0.00	0.00	0.00	0.00
OSBD	7.00	6.00	6.00	6.00	0.00
Revenue	50.50	50.50	50.50	53.50	3.00
Accounting	25.00	25.00	25.00	25.00	0.00
Budget, Policy & Strategic Planning	7.00	9.00	10.00	9.00	-1.00
Procurement Services	16.05	16.05	16.05	16.00	-0.05
<b>Totals:</b>	<b>114.55</b>	<b>114.55</b>	<b>116.55</b>	<b>118.50</b>	<b>1.95</b>

WORKLOAD MEASURES

ACCOUNTING DIVISION

	FY2000/01	FY2001/02	FY2002/03
Number of payments processed for purchases and services	*	*	59,000
Number of payroll checks/EFTs to City employees processed	*	*	133,000
Number of workers' compensation checks issued	*	*	18,000
Number of SCERS checks processed	*	*	17,000
Number of journal entries entered	*	*	8,000

BUDGET, POLICY & STRATEGIC PLANNING DIVISION

	FY2000/01	FY2001/02	FY2002/03
Number of City Council reports processed	*	*	1,085
Number of EB/RB documents processed	*	*	1,686

OFFICE OF SMALL BUSINESS DEVELOPMENT DIVISION

	FY2000/01	FY2001/02	FY2002/03
Number of certified small business vendors	*	545	637

PROCUREMENT DIVISION

	FY2000/01	FY2001/02	FY2002/03
Number of purchase orders issued	*	*	3,428
Number of Central Stores requisitions processed	*	*	3,608
Number of Central Stores pickups and deliveries processed	*	*	512
Number of copying jobs processed	*	4,696	4,063
Number of outbound US mail pieces processed	*	1,325,558	1,388,191

REVENUE DIVISION

	FY2000/01	FY2001/02	FY2002/03
Number of parking ticket payments processed	*	*	270,000
Number of utility service accounts billed and processed	*	*	130,000
Number of Business Operations Tax accounts managed	*	*	20,000
Number of invoices processed and collected	*	*	4,000

\* Data not tracked this fiscal year

PROPOSED POSITIONS

<b>1111</b>	<b><u>Administration/Legislative Affairs</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Director of Finance	1.00	1.00	0.00
	Senior Management Analyst	2.00	1.00	-1.00
	Special Projects Manager	1.00	1.00	0.00
	Typist Clerk II	1.00	1.00	0.00
	Legislative Affairs Analyst	0.00	1.00	1.00
	<b>Organization Totals:</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>
<b>1112</b>	<b><u>Special Projects Unit</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Admin Services Manager	1.00	1.00	0.00
	Revenue Manager	1.00	1.00	0.00
	Special Projects Manager	2.00	2.00	0.00
	<b>Organization Totals:</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>
<b>1114</b>	<b><u>OSBD</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Program Analyst	4.00	4.00	0.00
	Program Specialist	1.00	1.00	0.00
	Typist Clerk II	1.00	1.00	0.00
	<b>Organization Totals:</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>
<b>1121</b>	<b><u>Revenue Administration</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Administrative Technician	0.00	1.00	1.00
	Program Specialist	1.00	1.00	0.00
	Revenue Manager	1.00	1.00	0.00
	Senior Staff Assistant	1.00	0.00	-1.00
	Typist Clerk III	1.00	1.00	0.00
	<b>Organization Totals:</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>
<b>1122</b>	<b><u>Revenue Services</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Accounting Clerk II	0.00	3.00	3.00
	Revenue Services Rep	14.50	14.50	0.00
	Revenue Services Trainee	1.00	1.00	0.00
	Revenue Supervisor	1.00	1.00	0.00
	Senior Revenue Services Rep	2.00	2.00	0.00
	Utility Services Inspector (Unpy)	0.00	1.00	1.00
	<b>Organization Totals:</b>	<b>18.50</b>	<b>22.50</b>	<b>4.00</b>

FY2004/05 PROPOSED BUDGET

<b>1123</b>	<b><u>Utility Services</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Accounting Clerk II	2.00	2.00	0.00
	Customer Service Rep	10.00	10.00	0.00
	Customer Service Trainee	3.00	3.00	0.00
	Revenue Supervisor	1.00	1.00	0.00
	Senior Customer Service Rep	2.00	2.00	0.00
	Typist Clerk II	1.00	1.00	0.00
	Utility Services Inspector (Unpy)	0.00	1.00	1.00
	<b>Organization Totals:</b>	<b>19.00</b>	<b>20.00</b>	<b>1.00</b>
<b>1125</b>	<b><u>Enforcement and Collection</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Accounting Clerk II	2.00	1.00	-1.00
	Claims Collector	2.00	3.00	1.00
	Enforcement & Collections Supervisor	1.00	1.00	0.00
	Typist Clerk II	1.00	1.00	0.00
	Typist Clerk III	1.00	1.00	0.00
	Utility Services Inspector (Unpy)	2.00	0.00	-2.00
	<b>Organization Totals:</b>	<b>9.00</b>	<b>7.00</b>	<b>-2.00</b>
<b>1131</b>	<b><u>Accounting Administration</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Accounting Clerk II	4.00	4.00	0.00
	Accounting Manager	0.00	1.00	1.00
	Accounting Technician	2.00	2.00	0.00
	Payroll Technician	4.00	4.00	0.00
	Principal Accountant	3.00	2.00	-1.00
	Revenue Supervisor	1.00	1.00	0.00
	Senior Accountant Auditor	9.00	9.00	0.00
	Senior Accounting Technician	1.00	1.00	0.00
	Senior Staff Assistant	1.00	1.00	0.00
	<b>Organization Totals:</b>	<b>25.00</b>	<b>25.00</b>	<b>0.00</b>
<b>1140</b>	<b><u>Budget Office</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Administrative Analyst	1.00	1.00	0.00
	Administrative Technician	1.00	1.00	0.00
	Budget Manager	1.00	1.00	0.00
	Senior Accountant Auditor	1.00	1.00	0.00
	Senior Management Analyst	6.00	5.00	-1.00
	<b>Organization Totals:</b>	<b>10.00</b>	<b>9.00</b>	<b>-1.00</b>
<b>1181</b>	<b><u>Procurement Services Administration</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Accounting Technician	1.00	1.00	0.00
	Buyer III	3.00	3.00	0.00
	Procurement Services Manager	1.00	1.00	0.00
	Typist Clerk II	2.00	2.00	0.00
	Typist Clerk III	1.00	1.00	0.00
	<b>Organization Totals:</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>
<b>1183</b>	<b><u>Central Stores</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Central Stores Supervisor	1.00	0.00	-1.00
	Stores Clerk II	1.05	1.00	-0.05
	<b>Organization Totals:</b>	<b>2.05</b>	<b>1.00</b>	<b>-1.05</b>
<b>1185</b>	<b><u>Central Services</u></b>	<b><u>FY2003/04</u></b>	<b><u>FY2004/05</u></b>	<b><u>Change</u></b>
	Central Services Asst II	3.00	3.00	0.00
	Central Services Asst III	1.00	1.00	0.00
	Central Services Supervisor	1.00	1.00	0.00
	Senior Central Services Assistant	1.00	1.00	0.00
	<b>Organization Totals:</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

FY2004/05 PROPOSED BUDGET

<u>1187 Compliance Unit</u>	<u>FY2003/04</u>	<u>FY2004/05</u>	<u>Change</u>
Program Specialist	0.00	1.00	1.00
<b>Organization Totals:</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Finance Total:</b>	<b>116.55</b>	<b>118.50</b>	<b>1.95</b>