



Pete Coletto, Finance Director
February 20, 2024

A dark blue silhouette of the Sacramento skyline, including various buildings and the two towers of the Bay Bridge, set against a light blue background.

Finance Department

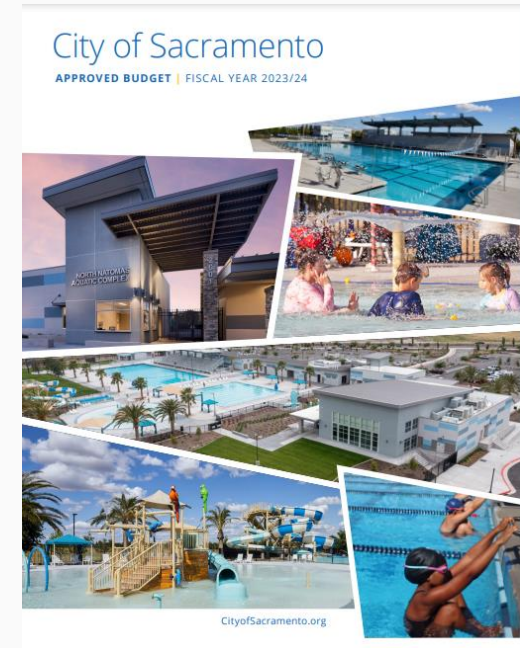
Who are we and what do we do?

Department Mission

To educate, inform, and provide excellent internal and external customer service with integrity, efficiency, and quality.

Main Functions

Overseeing the financial management of the City by providing accounting, billing, budgeting, collection, infrastructure finance, parking citation, payroll, procurement, and collection services.



A large, white, classical-style building with a prominent dome, surrounded by green trees and a clear blue sky. The building is the Sacramento State Capitol.

**Most Finance functions are
mandated by Federal law, State
Law, and/or City Charter**

Finance at a Glance

G/MU Budget*: \$9.1 million

FTE: 94.9

*Excludes funds managed by
Infrastructure Finance

Finance Director

**Office of the
Director**

2.0 FTE

Accounting

(Osvaldo Lopez)

20 FTE

Budget

(Mirthala Santizo)

7 FTE

**Infrastructure
Finance**

(Sheri Smith)

7 FTE

Payroll

(Harinder Rangi)

9 FTE

Procurement

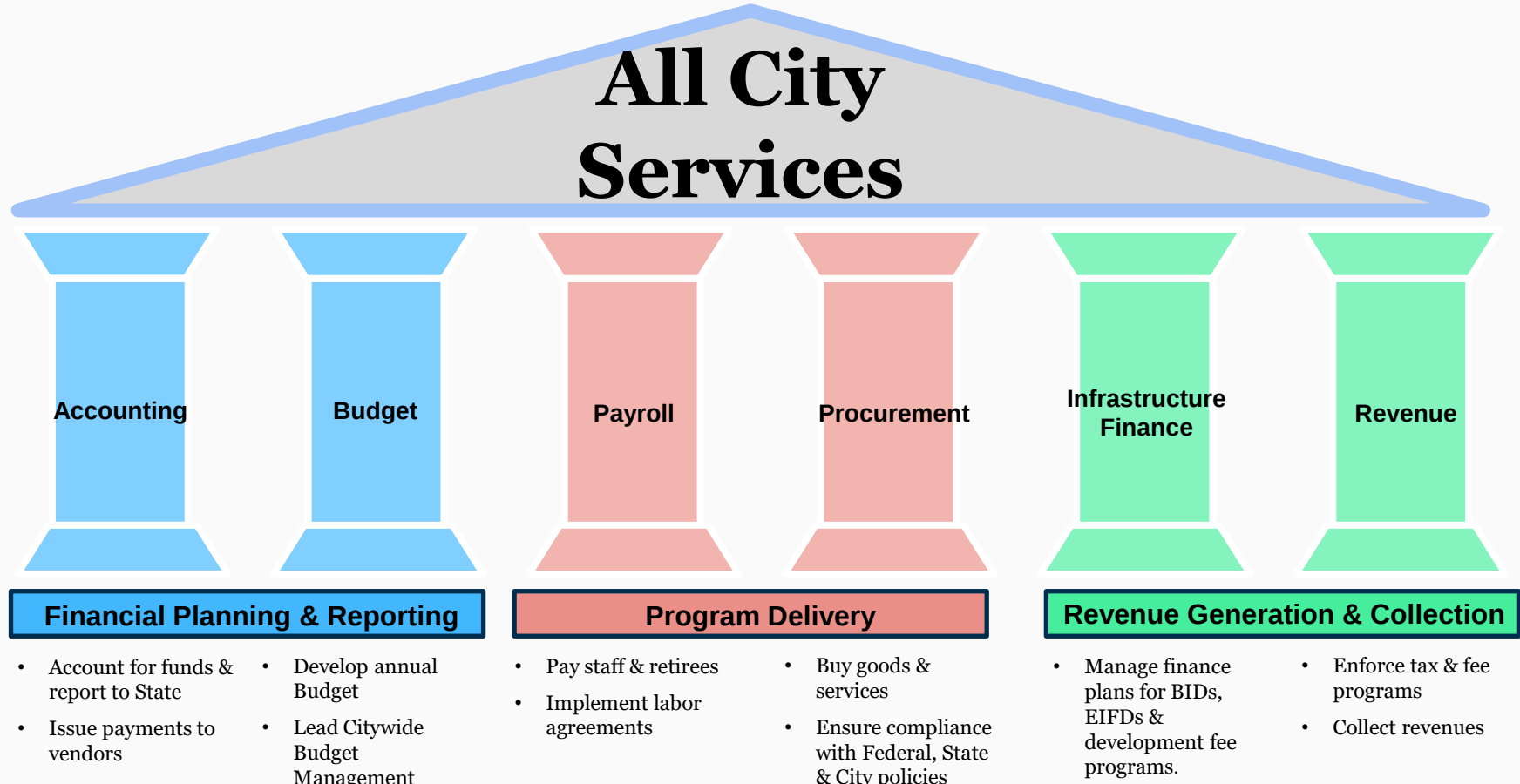
(Dayana Reyes
Zanaska)

8 FTE

Revenue

(Jackie Rice)

40.9 FTE



Accounting

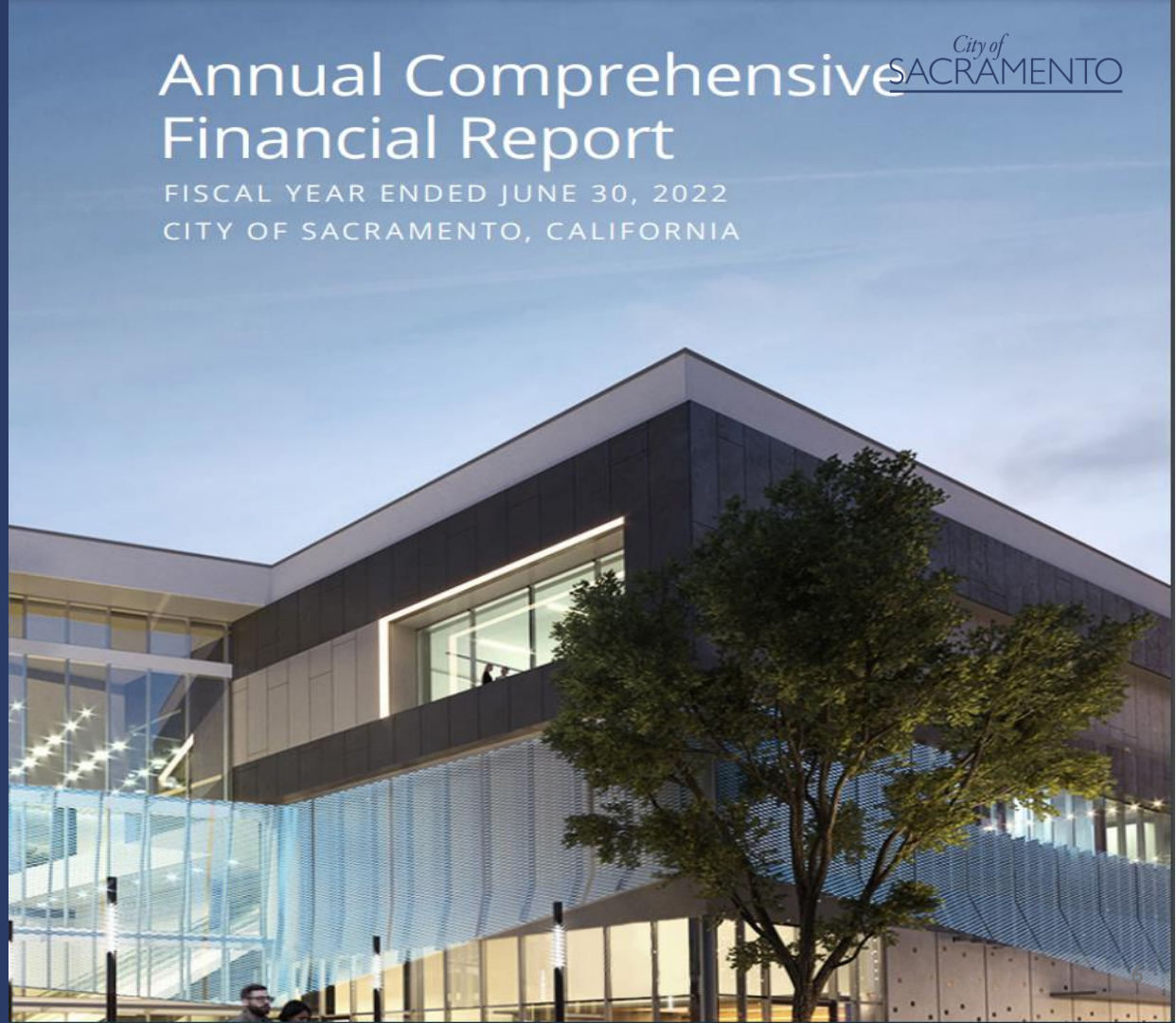
- Reconciles and reports on the City's over **300** active funds.
- Produces the Annual Comprehensive Financial Report as required by State law.
- Processes outside audits for the ACFR, SCERS, Measure U, Gann Limit & Street reports.
- Implements and ensures compliance with Governmental Accounting Standard Board reporting rules.
- Processes all vendor invoice payments.

Annual Comprehensive Financial Report

City of
SACRAMENTO

FISCAL YEAR ENDED JUNE 30, 2022

CITY OF SACRAMENTO, CALIFORNIA



FY2022/23 Accounting Workload/Accomplishments

**60,822 invoices
paid – 230 per
workday**

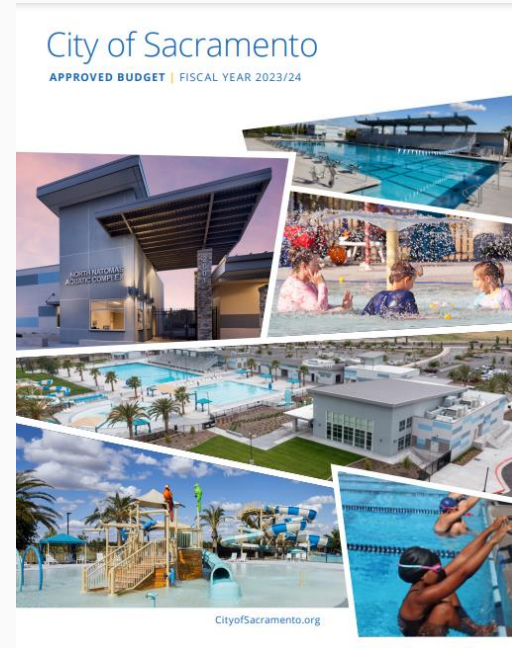
**No findings for
outside audits**

**GFOA Award for Annual
Comprehensive Financial
Report**

**Implemented 4 new GASB
standards**

Budget, Policy & Strategic Planning

- Develops the City's annual Budget.
- Develops the City's 5-Year Capital Improvement Plan.
- Produces and updating the City's 5-Year Financial forecast.
- Analyzes every proposal that comes before Council to determine budgetary impact.
- Conducts quarterly financial forecasts.
- Provides fiscal analysis and planning support for labor negotiations.



FY2022/23 Budget Workload/Accomplishments

**CMSFO Award
for Operating &
Capital Budgets**

**Automation of
Budget process**

**Reviewed 824 Proposals
before Council**

**Support & analysis for
labor negotiations**

FY2022/23 Payroll Workload/Accomplishments

**Over 118,000
payments to
employees**

**Over 10,000
payments to
retirees**

**Over 90%
enrollment in
direct deposit**

**Implemented self-
service features in
eCaps to increase
efficiency**

Procurement

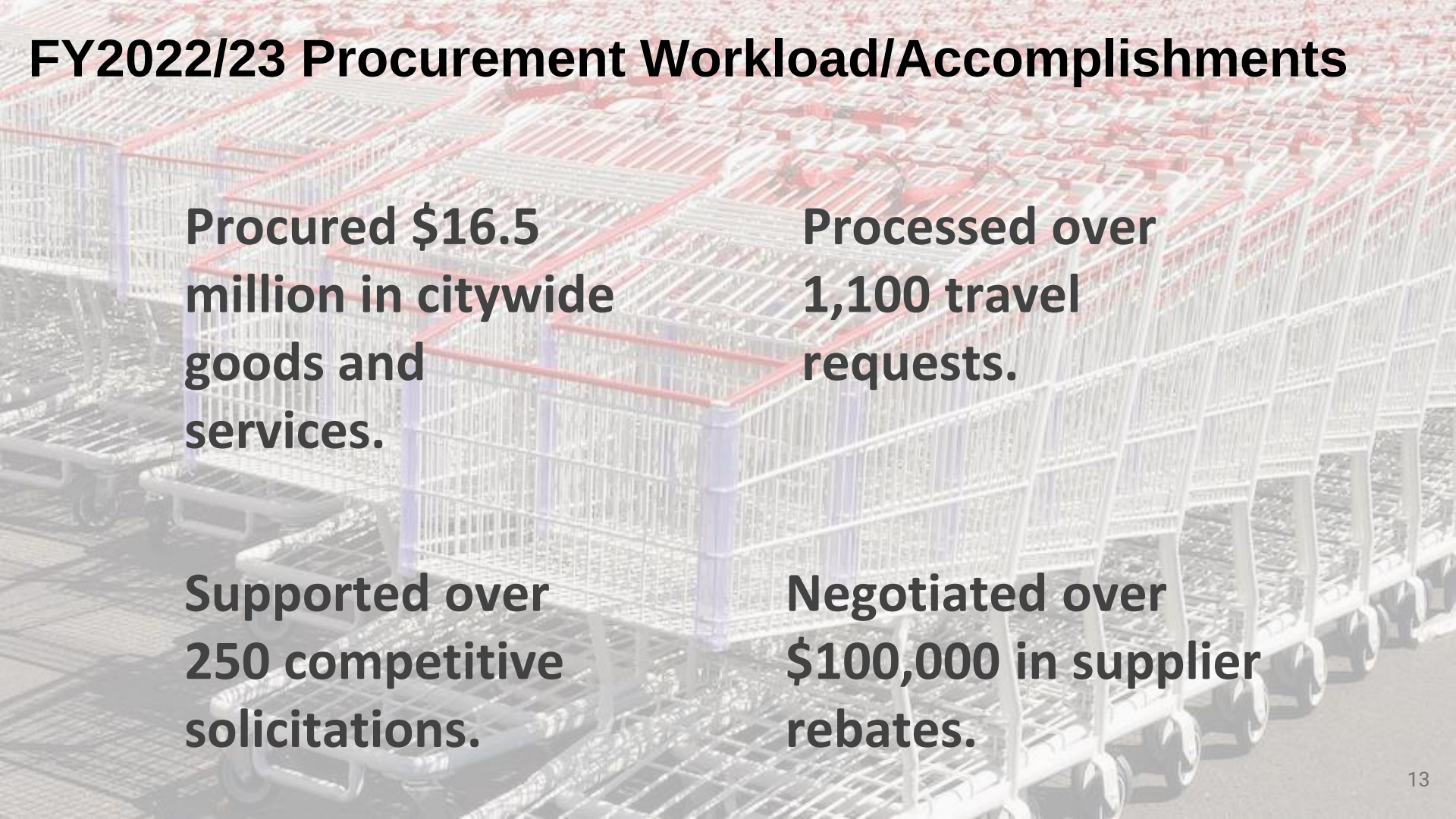
- Establishes Citywide purchasing and procurement standards in line with applicable law and best practices.
- Manages Citywide contracts for goods and services used by multiple departments.
- Assists departments with solicitations and contracts.
- Manages the City's procurement platform – Planetbids – and assists vendors with signing up for automated bid alerts.
- Oversees the p-card program & citywide travel program.
- Administers purchase orders and submits quarterly & annual purchasing reports.

City of Sacramento →

Vendor Portal

 NEW VENDOR REGISTRATION Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.	 BID OPPORTUNITIES Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.
 MY CONTRACTS LOGIN REQUIRED Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.	 CERTIFIED VENDORS LOGIN REQUIRED Find Certified Vendors
 CONTRACTS LOGIN REQUIRED View public information regarding agency contracts.	 MY INSURANCE LOGIN REQUIRED View and fulfill insurance requests / requirements.

FY2022/23 Procurement Workload/Accomplishments



Procured \$16.5 million in citywide goods and services.

Processed over 1,100 travel requests.

Supported over 250 competitive solicitations.

Negotiated over \$100,000 in supplier rebates.

Infrastructure Finance

Administers the following special districts:

- 49 Assessment Districts;
- 46 Mello-Roos CFDs;
- 6 Bonded CFDs;
- 15 Property & Business Improvement Districts;
- 6 Business Improvement Areas;
- 13 Impact Fee Districts;
- 2 Enhanced Infrastructure Finance Districts.

Negotiates agreements to form special districts in partnership with other City departments.



FY2022/23 IF Workload/Accomplishments

- \$30 million across 89 special districts
- \$17 million across 21 PBIDs & BIAs
- \$10 million across 13 fee programs
- 5,000 new homes in Delta Shores & Stone Beetland



Revenue

- Administers business tax and permit programs – including the Business Operations Tax and Cannabis Business Operations Tax.
- Collects Utility Users Tax and Transient Occupancy Tax revenues.
- Ensures compliance with tax code.
- Provides cashiering services to residents, businesses and other City departments – including in-person at the City Hall revenue counter.
- Conducts collections activities to ensure the City is receiving revenues it is owed.
- Administers short-term rental permit program.



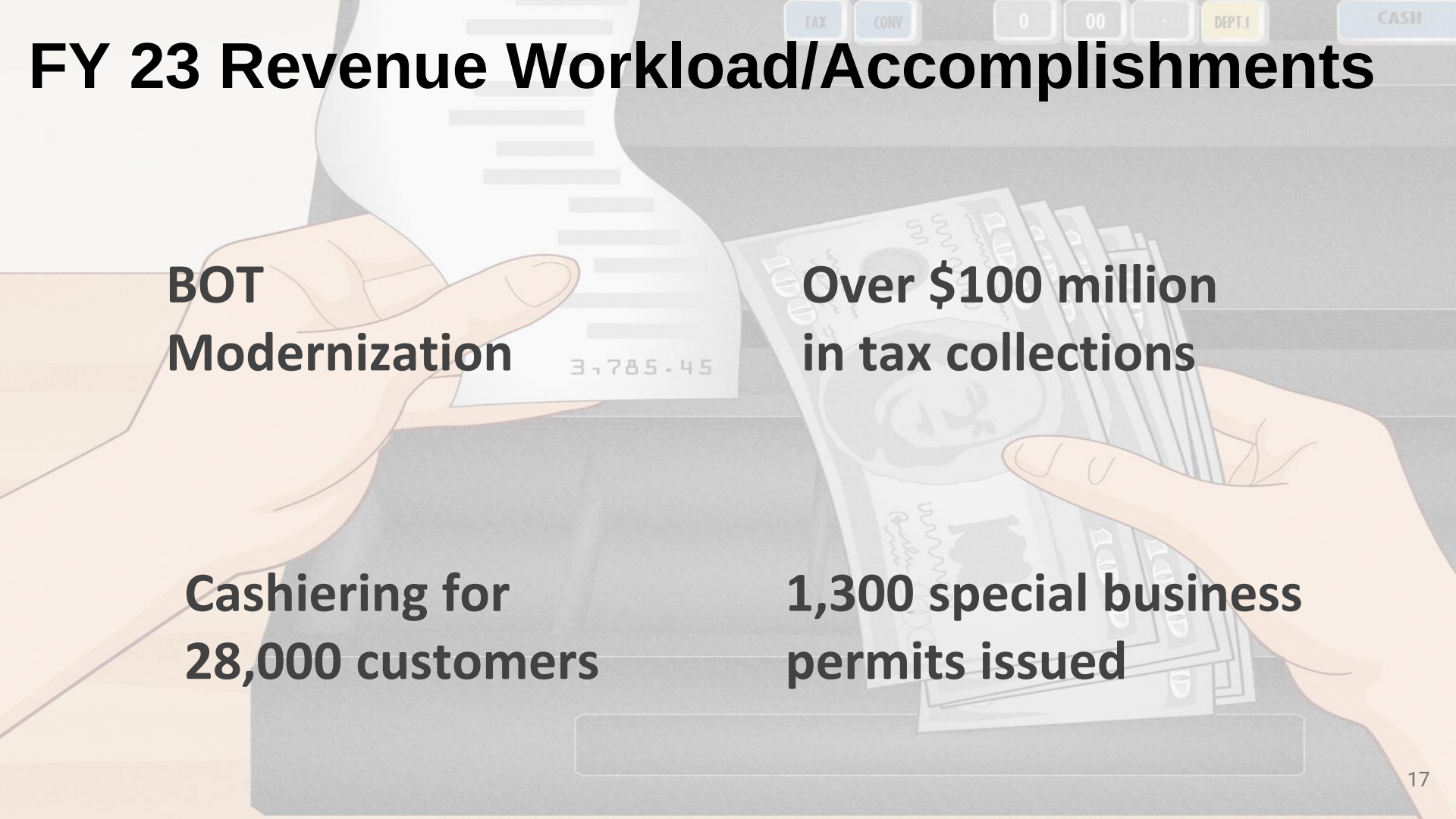
Complete your application online at cityofsacramento.org

BUSINESS OPERATIONS TAX APPLICATION

No. _____

Section One: Business Information			
BUSINESS NAME			STARTING DATE
PHONE	SECONDARY PHONE	EMAIL	
BUSINESS ADDRESS			OWNERSHIP TYPE ☐ Sole ☐ Corporation ☐ Partnership ☐ LLC
IS THIS A HOME ADDRESS? ☐ Yes ☐ No	GOVT ISSUED ID (FEIN/SSN/SEIN/OTHER)	NO OF EMPLOYEES	
BUSINESS DESCRIPTION			
Section Two: Classification (Please Select One)			
☐ Gross Receipts / Commercial Rental	Estimated Gross Receipts/Rent	☐ Gross Payroll (Administrative Headquarters)	Estimated Gross Payroll
☐ Professional	Years Licensed	☐ Residential Rental	Number of Rental Units
Section Three: Corporate and Mailing Address			
CORPORATE/MAILING ADDRESS:			
Section Four: Owner or Corporate Officer Information			
OWNER OR CORPORATE OFFICER NAME	RELATIONSHIP TO THE COMPANY	SOCIAL SECURITY NO.	DRIVERS LICENSE NO/EXP
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Section Seven: Agreement and Signature			
I hereby certify under penalty of perjury that the answers I have given are true and correct to the best of my knowledge and belief. This tax certificate is for revenue purposes only and does not imply conformance with applicable city codes and ordinances. You are advised to check your proposed business location and structure with the City Planning Division for compliance with building codes. Please Note: Once you are registered, the City's Economic Development Department will send you business resource information via e-mail or mail.			

FY 23 Revenue Workload/Accomplishments

An illustration of a hand holding a receipt and another hand holding a stack of cash, with a cash register interface in the background. The receipt shows a total of 3,785.45. The cash register interface includes buttons for TAX, CONV, 0, 00, DEPT.1, and CASH.

**BOT
Modernization**

**Over \$100 million
in tax collections**

**Cashiering for
28,000 customers**

**1,300 special business
permits issued**

Future Goals & Challenges

Goals

- Capital Planning
- Procurement Modernization
- Financial Policy Updates

Challenges

- Staff Retention & Development
- Centralization vs Decentralization of Internal Services
- Supporting the long-term fiscal health of the City

The City has a talented team of finance professionals to support the Council in maintaining and improving the fiscal health of the City.

Thanks!

Contact us:

City of Sacramento
915 I St
Sacramento, CA

[Cityofsacramento.org/finance](https://cityofsacramento.org/finance)

City of
SACRAMENTO

