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DEPARTMENT OF
FINANCE

FINANCE ADMINISTRATION

CITY OF SACRAMENTO
CALIFORNIA

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May 15, 2003

CONTINUED

FROM 5/27/03
TO 5/29/03

City Council
Sacramento, California

SUBJECT: FY2003/04 PROPOSED BUDGET – FINANCE DEPARTMENT

LOCATION: Citywide

RECOMMENDATION: For City Council discussion and direction.

CONTACT PERSONS: Gus Vina, Finance Director 808-5845

FOR COUNCIL MEETING OF: May 27, 2003

SUMMARY

This report provides information on the FY 2003/04 Proposed Budget for the Finance Department. It includes a department description, budget summary, and policy issues for City Council consideration and direction.

BACKGROUND

Department Description

The Finance Department is responsible for the financial management of the City. There are five divisions in Finance which includes: Accounting; Budget, Policy and Strategic Planning; Procurement; Revenue; and the Office of Small Business Development. Major functions include paying the city's bills, budgeting, billing and collection, utility customer service, parking ticket processing, procurement of goods and services, budget preparation, year end reporting, and outreach to emerging small businesses. The department also performs all centralized copying and distribution of inter-office mail and processing of outbound U.S. mail. In addition to these divisions, activities related to Law and Legislation, special project management, and the Utility Customer Information System implementation reside in Finance Administration.