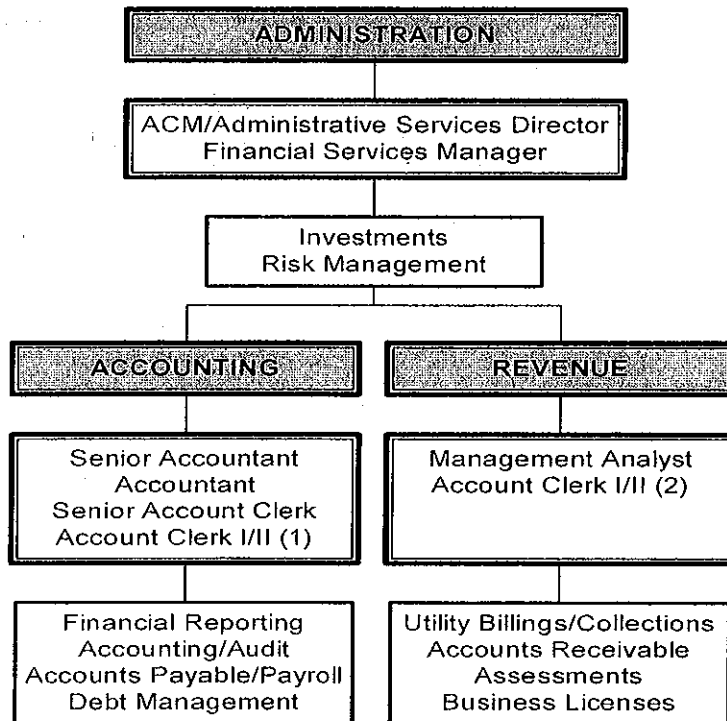


**ADMINISTRATIVE SERVICES DEPARTMENT**

The Administrative Services Department (formerly the Finance Department) is responsible for planning, organizing, controlling, coordinating and directing the financial activities of the City, as set forth by the City Council and City Manager. The FY 2006-07 budget includes a proposed reallocation of positions and workload between the City Manager's Office and the Administrative Services Department. The reorganization is intended to ensure fiscal accountability, enhance revenue collection, manage risk exposure, and facilitate implementation of the City's work program. The Department provides such services as accounting, payroll, purchasing, financial systems, business license administration, investment, debt service, risk management, as well as utility billing for the Suisun-Solano Water Authority (SSWA) and the Fairfield-Suisun Sewer District (FSSD). The department is also responsible for preparing the City's annual financial statements, annual program budget and other financial reports required by State and other government agencies.

The department's work continues to grow as a result of added financial reporting requirements such as GASB 34, the Cost Allocation Plan, the addition of several internal service funds, and actual time reporting which began a few years ago.

**ADMINISTRATIVE SERVICES DEPARTMENT**



## ADMINISTRATIVE SERVICES DEPARTMENT

## Department Summary

## Administrative Services Department

## Department Expenditure Summary

<u>Costs By Division</u>	<u>FY 03/04 Actual</u>	<u>FY 04/05 Actual</u>	<u>FY 05/06 Adopted</u>	<u>FY 06/07 Recom</u>
Admin. Services Admin. Division	140,571	114,684	237,110	100,850
Accounting Division	0	0	0	109,920
Revenue Division	<u>429,857</u>	<u>476,131</u>	<u>533,370</u>	<u>672,710</u>
Total Department Costs	<u>570,428</u>	<u>590,815</u>	<u>770,480</u>	<u>883,480</u>

Costs By Object of Expenditure

Personnel Services	267,090	308,690	397,380	472,320
Services & Supplies	292,982	277,491	300,960	326,730
Interdepartmental Charges	890	1,070	14,170	10,930
Non-Recurring Costs	<u>9,566</u>	<u>3,564</u>	<u>57,970</u>	<u>73,500</u>
Total Department Costs	<u>570,428</u>	<u>590,815</u>	<u>770,480</u>	<u>883,480</u>

## Department Resource Summary

<u>Funds</u>	<u>FY 03/04 Actual</u>	<u>FY 04/05 Actual</u>	<u>FY 05/06 Adopted</u>	<u>FY 06/07 Recom</u>
Net General Fund Support	(1,789)	(51,345)	72,610	77,730
010 General Fund – Cost Recovery	142,360	166,029	164,500	197,600
507 SSWA	<u>429,857</u>	<u>476,131</u>	<u>533,370</u>	<u>608,150</u>
Total Resources	<u>570,428</u>	<u>590,815</u>	<u>770,480</u>	<u>883,480</u>

## ADMINISTRATIVE SERVICES DEPARTMENT

**Department Summary****Administrative Services Department****Department Staffing Summary**

<b><u>Staffing By Division</u></b>	<b><u>FY 03/04 Actual</u></b>	<b><u>FY 04/05 Actual</u></b>	<b><u>FY 05/06 Adopted</u></b>	<b><u>FY 06/07 Recom</u></b>
Admin. Services Admin. Division	2.30	2.70	3.05	1.25
Accounting Division	0.00	0.00	0.00	2.15
Revenue Division	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>	<u>3.25</u>
Total Staffing By Division	<u>4.95</u>	<u>5.35</u>	<u>5.70</u>	<u>6.65</u>
<b><u>Staffing By Job Class</u></b>				
<b>Full-Time Staff:</b>				
City Manager/Executive Director	0.00	0.00	0.00	0.10
Assistant CM/Admin Svcs Director	0.00	0.00	0.35	0.50
CM Secretary/Deputy City Clerk	0.00	0.00	0.00	0.10
Financial Services Manager	0.00	0.00	0.00	0.30
Finance Officer	0.10	0.20	0.20	0.00
Assistant to the City Manager	0.00	0.30	0.00	0.00
Management Analyst	0.00	0.00	0.30	0.80
Senior Accountant	0.00	0.00	0.60	0.60
Accountant	0.60	0.60	0.75	0.75
Accounting Technician	0.75	0.75	0.00	0.00
Senior Account Clerk	1.50	0.75	0.75	0.75
Account Clerk	<u>2.00</u>	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>
Total Staffing By Job Class	<u>4.95</u>	<u>5.35</u>	<u>5.70</u>	<u>6.65</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Department Summary**

**Administrative Services Department**

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**FY 2005-06 Department Achievements:**

- The Department again received the California Society of Municipal Finance Officers award for Excellence in Financial Reporting for the FY 2004-05 Comprehensive Annual Financial Report (CAFR).
- The Department assisted the City Manager in revising the format of the Annual Budget document.
- Initiated the process of reviewing accounting treatments to ensure that the best fiscal information is provided to the City Council, City staff, and the community.
- Went through a process to determine strengths, weaknesses, opportunities, and threats, which has led to the proposed reorganization of the department.

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Department Summary**

**Administrative Services Department**

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**FY 2006-07 Department Goals**

- Streamline the accounting system to enhance fiscal accountability and to provide timely, accurate accounting and budget information.
- Develop a proactive approach to the business license program to maximize revenue collections and to ensure equitable participation by all businesses.
- Continue to enhance the Annual Budget document, as well as the preparation process to ensure informed public fiscal policy decision making.
- Take a more proactive approach to managing and limiting exposures to risk.

## ADMINISTRATIVE SERVICES DEPARTMENT

<b>Division Summary</b>	<b>Administrative Services Administration Division</b>
<b>Fund No.: 010</b>	<b>Division No. 1600</b>

**Division Description**

The Administration Division is responsible for the overall supervision of the Department. In addition, the Division provides the following services: budget preparation support, investment administration, and risk management. Prior to FY 2006-07, the Finance Department budget was primarily in one program. The FY 2006-07 budget proposes spreading the department's budget over four programs in three divisions. For ease of presentation, the history will be presented in this Division.

<u>Division Budget By Object</u>	<u>FY 03/04 Actual</u>	<u>FY 04/05 Actual</u>	<u>FY 05/06 Adopted</u>	<u>FY 06/07 Recom</u>
Personnel Services	83,742	68,293	136,280	57,660
Services & Supplies	52,684	45,746	57,600	39,100
Interdepartmental Charges	0	0	0	0
Non-Recurring Costs	<u>4,145</u>	<u>645</u>	<u>43,230</u>	<u>4,090</u>
Total Division Costs	<u>140,571</u>	<u>114,684</u>	<u>237,110</u>	<u>100,850</u>

**Division Budget By Program**

Finance Administration Program	140,158	114,128	236,610	67,250
Investments Program	<u>413</u>	<u>556</u>	<u>500</u>	<u>33,600</u>
Total Division Costs	<u>140,571</u>	<u>114,684</u>	<u>237,110</u>	<u>100,850</u>

**Total Division Staffing**

Finance Administration Program	2.30	2.70	3.05	1.15
Investments Program	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.10</u>
Total Division Staffing	<u>2.30</u>	<u>2.70</u>	<u>3.05</u>	<u>1.25</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

**Division Summary**  
**Fund No.: 010**

**Administrative Services Administration Division**  
**Division No. 1600**

**FY 2006-07 Work Program**

- The Division will take a more proactive approach to minimizing risk exposure to the City in the areas of liability, property, and workers compensation.
- The Division will work with outside investment management firms to maximize the rate of return on investments, while ensuring the security of the investments.
- The Division will support efforts to streamline the preparation of the Annual Budget.

**FY 2006-07 Proposed Service Refinements**

**Cost/  
(Savings)**

- Spread of staff time to Investments Program to more accurately reflect benefit to other funds.

\$8,100

**ADMINISTRATIVE SERVICES DEPARTMENT**

**Division Summary**  
**Fund No.: 010**

**Accounting Division**  
**Division No. 1620**

**Division Description**

The Division is responsible for posting entries to the accounting system, preparing accounting reports for the governing bodies and staff members of the City Council, Redevelopment Agency, Housing Authority, SSWA, FSSD, etc. The Division is also responsible for the preparation of the CAFR for the City, Agency and Authority.

<u>Division Budget By Object</u>	<u>FY 03/04</u> <u>Actual</u>	<u>FY 04/05</u> <u>Actual</u>	<u>FY 05/06</u> <u>Adopted</u>	<u>FY 06/07</u> <u>Recom</u>
Personnel Services	0	0	0	35,400
Services & Supplies	0	0	0	34,520
Interdepartmental Charges	0	0	0	0
Non-Recurring Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>40,000</u>
Total Division Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>109,920</u>

**Total Division Staffing**

Accounting Program	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.15</u>
Total Division Staffing	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2.15</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Division Summary**  
**Fund No.: 010**

**Accounting Division**  
**Division No. 1620**

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**FY 2006-07 Work Program**

- The Division will analyze processes and procedures to reduce unnecessary accounting transactions.
- The Division will work with a consultant to ensure that the City complies with GASB 34 on a timely basis.
- The Division will work to enhance fiscal system accountability, while providing timely financial information.

**FY 2006-07 Proposed Service Refinements**

**Cost/  
(Savings)**

- Rebudgeting of the GASB 34 compliance consultant. \$40,000

CITY OF SUISUN CITY FY 2006-07 ANNUAL BUDGET

**ADMINISTRATIVE SERVICES DEPARTMENT**

<b>Division Summary</b>	<b>Revenue Division</b>
<b>Fund No.: 010</b>	<b>Division No. 1630</b>

**Division Description**

The Division is responsible for the billing and collection of water and sewer accounts, as well as administration of the business license program.

<u>Division Budget By Object</u>	<u>FY 03/04 Actual</u>	<u>FY 04/05 Actual</u>	<u>FY 05/06 Adopted</u>	<u>FY 06/07 Recom</u>
Personnel Services	183,348	240,397	261,100	379,260
Services & Supplies	240,298	231,745	245,360	253,110
Interdepartmental Charges	890	1,070	14,170	10,930
Non-Recurring Costs	<u>5,321</u>	<u>2,919</u>	<u>14,740</u>	<u>29,410</u>
Total Division Costs	<u>429,857</u>	<u>476,131</u>	<u>533,370</u>	<u>672,710</u>

**Division Budget By Program**

Revenue Program	0	0	0	64,560
Utility Billing & Collection Program	<u>429,857</u>	<u>476,131</u>	<u>533,370</u>	<u>608,150</u>
Total Division Costs	<u>429,857</u>	<u>476,131</u>	<u>533,370</u>	<u>672,710</u>

**Total Division Staffing**

Revenue Program	0.00	0.00	0.00	0.40
Utility Billing & Collection Program	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>	<u>2.85</u>
Total Division Staffing	<u>2.65</u>	<u>2.65</u>	<u>2.65</u>	<u>3.25</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

**Division Summary**  
**Fund No.: 010**

**Revenue Division**  
**Division No. 1630**

**FY 2006-07 Work Program**

- The Division will analyze processes and procedures to enhance the collection of all fees and charges due to the City, SSWA, and FSSD.
- The Division will participate in the development of a geographic information system (GIS).

<b>FY 2006-07 Proposed Service Refinements</b>	<b>Cost/ <u>(Savings)</u></b>
• Initial (SSWA) share of the development of GIS.	\$10,000
• Office equipment, computer, etc. for Management Analyst.	\$4,220
• Increase in Postage to strengthen business license collections.	\$2,590

**NOTES**

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