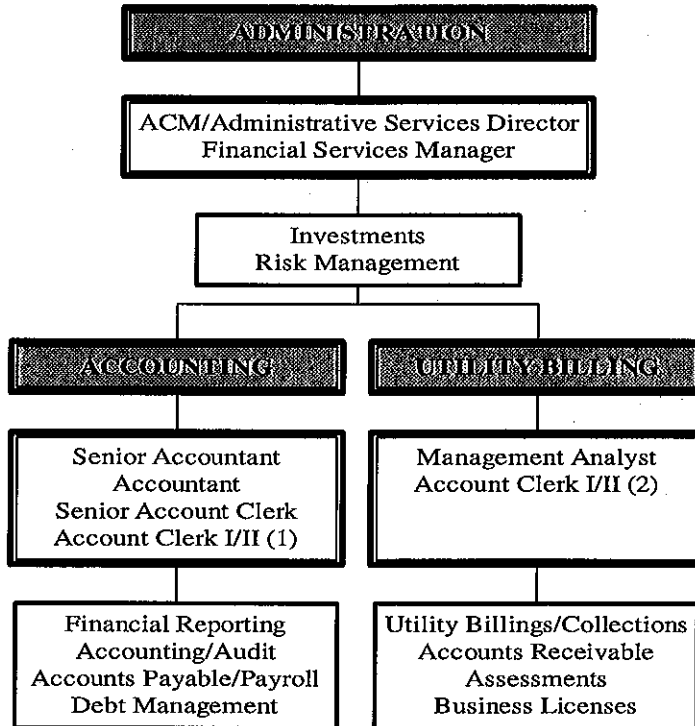


**ADMINISTRATIVE SERVICES DEPARTMENT**

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 included a 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**



CITY OF SUISUN CITY FY 2007-08 ANNUAL BUDGET

**ADMINISTRATIVE SERVICES DEPARTMENT**

**Department Summary**

**Administrative Services Department**

**Department Expenditure Summary**

	FY 04/05	FY 05/06	FY 06/07	FY 07/08
<u>Cost By Division</u>	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Recommend</u>
Administrative Services Admin. Division	\$ 672,500	\$ 417,266	\$ 472,897	\$ 460,000
Accounting Division	\$ -	\$ -	\$ 175,903	\$ 169,300
Utility Billing & Collection Division	\$ 562,757	\$ 583,278	\$ 623,650	\$ 430,000
 Total Department Costs	 <u>\$ 1,235,257</u>	 <u>\$ 1,000,545</u>	 <u>\$ 1,272,450</u>	 <u>\$ 1,059,300</u>

**Cost By Object of Expenditure**

Personnel Services	\$ 355,776	\$ 379,898	\$ 554,030	\$ 555,300
Services & Supplies	\$ 599,318	\$ 596,550	\$ 624,480	\$ 406,600
Interdepartmental Charges	\$ 11,260	\$ 24,756	\$ 21,120	\$ 32,900
Non-Recurring Costs	\$ 268,902	\$ (660)	\$ 72,820	\$ 64,500
 Total Department Costs	 <u>\$ 1,235,257</u>	 <u>\$ 1,000,545</u>	 <u>\$ 1,272,450</u>	 <u>\$ 1,059,300</u>

**Department Resource Summary**

	FY 04/05	FY 05/06	FY 06/07	FY 07/08
<u>Funds</u>	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Recommend</u>
010 Net General Fund Support	\$ (51,345)	\$ 171,328	\$ 85,816	\$ 88,400
010 General Fund-Cost Recovery	\$ 166,029	\$ 18,108	\$ 197,614	\$ 643,700
507 SSWA-City Activity	\$ 562,757	\$ 583,278	\$ 623,650	\$ -
750 Workers Comp. Reserve	\$ 557,816	\$ 227,830	\$ 365,370	\$ 327,200
 Total Resources	 <u>\$ 1,235,257</u>	 <u>\$ 1,000,545</u>	 <u>\$ 1,272,450</u>	 <u>\$ 1,059,300</u>

CITY OF SUISUN CITY FY 2007-08 ANNUAL BUDGET

**ADMINISTRATIVE SERVICES DEPARTMENT**

**Department Summary**

**Administrative Services Department**

**Department Staffing Summary**

<u>Staffing By Division</u>	<u>FY 04/05 Actual</u>	<u>FY 05/06 Actual</u>	<u>FY 06/07 Amended</u>	<u>FY 07/08 Recommend</u>
Administrative Services Admin. Division	2.70	3.05	2.45	1.20
Accounting Division	0.00	0.00	0.00	1.35
Utility Billing & Collection Division	<u>2.65</u>	<u>2.65</u>	<u>4.20</u>	<u>4.20</u>
Total Staffing By Division	<u>5.35</u>	<u>5.70</u>	<u>6.65</u>	<u>6.75</u>

**Staffing By Job Class**

**Permanent Staff:**

City Manager/Executive Director	0.00	0.00	0.10	0.10
Assistant CM/Admin Svcs Director	0.00	0.35	0.50	0.50
Sec. to CM/Deputy City Clerk	0.00	0.00	0.10	0.10
Financial Services Manager	0.00	0.00	0.30	0.40
Finance Officer	0.20	0.20	0.00	0.00
Assistant to the City Manager	0.30	0.00	0.00	0.00
Management Analyst	0.00	0.30	0.80	0.80
Senior Accountant	0.00	0.60	0.60	0.60
Accountant	0.60	0.75	0.75	0.75
Accounting Technician	0.75	0.00	0.00	0.00
Senior Account Clerk	0.75	0.75	0.75	0.75
Account Clerk I/II	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>
Total Staffing By Job Class	<u>5.35</u>	<u>5.70</u>	<u>6.65</u>	<u>6.75</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Department Summary**

**Administrative Services Department**

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**FY 2006-07 Department Achievements**

- The Department again received the California Society of Municipal Finance Officers award for Excellence in Financial Reporting for the FY 2005-06 Comprehensive Annual Financial Report (CAFR).
- The Department assisted the City Manager in continuing to revise the format of the Annual Budget document.
- Completed the process of filling vacant positions, including: Financial Services Manager, Management Analyst, and two Account Clerk II's.
- Provided training for staff in the City's accounting software: Multiple Operations Manager software (MOM).
- Streamlined budget preparation with enhanced Excel spreadsheets linked to Word documents, as well as to the MOM accounting system.
- Resolved a backlog of Workers Compensation and Liability claims, and initiated a Safety Training Program.
- Facilitated the subrogation of liability and property damage claims to recover costs (\$44,000 in the past six months) from individuals who have damaged City property.
- Raised the City's risk management assessment score from 11 out of a possible 100 to 82 out of 100. This makes the City eligible to receive \$10,000 to further enhance the Risk Management Program.

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Department Summary**

**Administrative Services Department**

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**FY 2007-08 Department Goals**

- Conduct individual and department-wide training to build a stronger team, as well as develop the skills and experience of the team members.
- Conduct a User Fee Study and Cost Allocation Plan to comply with federal and state laws.
- Develop a five-year financial plan and supporting strategy to achieve an appropriate financial balance through build-out.
- In order to accomplish the following goals, staff would rely on training and programming support from the software supplier of the MOM software.
- Implement program to enhance customer services in Utility Billing & Collection such as on-line bill pay and account balance look up.
- Meet with department heads and key staff members regularly to review budget status and to facilitate the implementation of the budget work programs.
- Take a comprehensive approach to refining the chart of accounts, related accounting procedures, and budget control systems to streamline the accounting system to enhance fiscal accountability and to provide timely, accurate accounting and budget information.
- Continue to enhance the Annual Budget document, as well as the preparation process to ensure informed public fiscal policy decision making.
- Continue to take a more proactive approach to managing and limiting exposures to risk.

CITY OF SUISUN CITY FY 2007-08 ANNUAL BUDGET

**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. Beginning with the FY 2006-07 budget, the department's budget has been spread over five programs in three divisions. For ease of presentation, the history has been presented in this Division.

<u>Division Budget By Object</u>	<u>FY 04/05</u> <u>Actual</u>	<u>FY 05/06</u> <u>Actual</u>	<u>FY 06/07</u> <u>Amended</u>	<u>FY 07/08</u> <u>Recommend</u>
Personnel Services	\$ 115,379	\$ 132,800	\$ 127,617	\$ 138,100
Services & Supplies	\$ 280,824	\$ 279,943	\$ 315,970	\$ 265,500
Interdepartmental Charges	\$ 10,190	\$ 10,190	\$ 10,190	\$ 10,200
Non-Recurring Costs	\$ 266,107	\$ (5,666)	\$ 19,120	\$ 46,200
Total Division Costs	<u>\$ 672,500</u>	<u>\$ 417,266</u>	<u>\$ 472,897</u>	<u>\$ 460,000</u>

<u>Division Budget By Program</u>	<u>FY 04/05</u> <u>Actual</u>	<u>FY 05/06</u> <u>Actual</u>	<u>FY 06/07</u> <u>Amended</u>	<u>FY 07/08</u> <u>Recommend</u>
Finance Administration Program	\$ 114,128	\$ 166,226	\$ 73,913	\$ 93,300
Investments Program	\$ 556	\$ 23,210	\$ 33,614	\$ 39,500
Workers Compensation Program	\$ 557,816	\$ 227,830	\$ 365,370	\$ 327,200
Total Division Costs	<u>\$ 672,500</u>	<u>\$ 417,266</u>	<u>\$ 472,897</u>	<u>\$ 460,000</u>

<u>Total Division Staffing</u>	<u>FY 04/05</u>	<u>FY 05/06</u>	<u>FY 06/07</u>	<u>FY 07/08</u>
Finance Administration Program	2.10	2.45	1.75	0.30
Investments Program	0.00	0.00	0.10	0.10
Workers Compensation Program	<u>0.60</u>	<u>0.60</u>	<u>0.60</u>	<u>0.80</u>
Total Division Staffing	<u>2.70</u>	<u>3.05</u>	<u>2.45</u>	<u>1.20</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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

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**FY 2007-08 Work Program**

- The Division will continue to take a more proactive approach to minimizing risk exposure to the City in the areas of liability, property, and workers compensation.
- The Division will continue to 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.
- The Division will take the lead in developing a multi-year financial plan for the City. This will include both operating and capital budget planning.

<b>FY 2007-08 Proposed Service Refinements</b>	<b><u>Cost/ (Savings)</u></b>
• Office equipment for the new Financial Services Manager.	\$2,000

CITY OF SUISUN CITY FY 2007-08 ANNUAL BUDGET

**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., as well as administration of the business tax license program. 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 04/05</u> <u>Actual</u>	<u>FY 05/06</u> <u>Actual</u>	<u>FY 06/07</u> <u>Amended</u>	<u>FY 07/08</u> <u>Recommend</u>
Personnel Services	\$ -	\$ -	\$ 100,763	\$ 106,600
Services & Supplies	\$ -	\$ -	\$ 42,400	\$ 51,400
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	\$ -	\$ -	\$ 32,740	\$ 11,300
 Total Division Costs	 \$ -	 \$ -	 \$ 175,903	 \$ 169,300

**Division Budget By Program**

Accounting Program	\$ -	\$ -	\$ 175,903	\$ 169,300
 Total Division Costs	 \$ -	 \$ -	 \$ 175,903	 \$ 169,300

**Total Division Staffing**

Accounting Program	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.35</u>
 Total Division Staffing	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>	 <u>1.35</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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

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

**FY 2007-08 Work Program**

- The Division will undertake a comprehensive examination of the City’s financial operations, including an update of the City’s Chart of Accounts (to reduce the number of account numbers and to restore a logical series of ranges between account categories).
- The Division will implement bi-weekly payroll to provide a more stable payroll processing environment, subject to the “meet and confer” process.
- The Division will implement the Encumbrance Module in MOMS; that is, purchase orders will be posted to the accounting system and be available in an automated “real time” environment, rather than manually tracked.
- The Division will work to enhance fiscal system accountability, while providing timely financial information.
- The Division will institute a more proactive approach to identifying businesses that do not have a business tax license.

**FY 2007-08 Proposed Service Refinements**

	<b><u>Cost/ (Savings)</u></b>
• Conduct a User Fee Study and Cost Allocation Plan Update, which should result in updated Interdepartmental Charges and the opportunity to fully fund several of the Internal Service Funds (for example, the Vehicle Replacement Fund).	\$40,000
• Provide on-site training from MOMS (the City’s accounting software provider), to increase overall training, as well as to enhance the utility of the existing programs.	6,000
• Increase appropriations for specialized training for Finance staff.	6,000

**ADMINISTRATIVE SERVICES DEPARTMENT**

<b>Division Summary</b>	<b>Utility Billing Collection 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. Total expenditures in this division are offset by payments from the Fairfield-Suisun Sewer District (FSSD) and the Suisun-Solano Water Authority (SSWA).

<b><u>Division Budget By Object</u></b>	<b><u>FY 04/05</u></b> <b><u>Actual</u></b>	<b><u>FY 05/06</u></b> <b><u>Actual</u></b>	<b><u>FY 06/07</u></b> <b><u>Amended</u></b>	<b><u>FY 07/08</u></b> <b><u>Recommend</u></b>
Personnel Services	\$ 240,397	\$ 247,098	\$ 325,650	\$ 310,600
Services & Supplies	\$ 318,495	\$ 316,607	\$ 266,110	\$ 89,700
Interdepartmental Charges	\$ 1,070	\$ 14,566	\$ 10,930	\$ 22,700
Non-Recurring Costs	\$ 2,795	\$ 5,007	\$ 20,960	\$ 7,000
<b>Total Division Costs</b>	<b>\$ 562,757</b>	<b>\$ 583,278</b>	<b>\$ 623,650</b>	<b>\$ 430,000</b>

**Division Budget By Program**

Utility Billing & Collection Program	\$ -	\$ -	\$ -	\$ 430,000
Wtr Customer Accounts	\$ 562,757	\$ 583,278	\$ 623,650	\$ -
<b>Total Division Costs</b>	<b>\$ 562,757</b>	<b>\$ 583,278</b>	<b>\$ 623,650</b>	<b>\$ 430,000</b>

**Total Division Staffing**

Utility Billing & Collection Program	<u>2.65</u>	<u>2.65</u>	<u>4.20</u>	<u>4.20</u>
<b>Total Division Staffing</b>	<b><u>2.65</u></b>	<b><u>2.65</u></b>	<b><u>4.20</u></b>	<b><u>4.20</u></b>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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

**Utility Billing Collection Division**  
**Division No. 1630**

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**FY 2007-08 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. This will include coordinating the public hearing process and implementation of a multi-year water rate increase, as well as updating the Financial Plan for SSWA.
- The Division will implement customer service enhancements such as on-line bill pay and account balance look up. Besides an enhanced service for customers, this could help offset labor and supply costs associated with an increasing customer base.

**FY 2007-08 Proposed Service Refinements**

**Cost/  
(Savings)**

- Online Water Account Lookup and Auto Bill-pay (exclusive of third party transaction fees, which will be charged to the customer). \$2,500

**NOTES**

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