

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

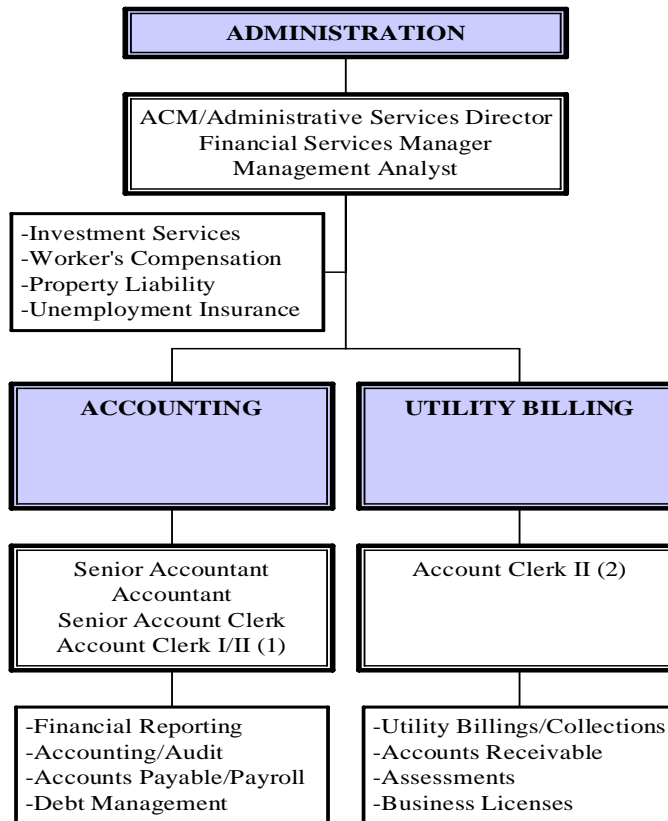
**ADMINISTRATIVE SERVICES DEPARTMENT**

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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 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 2008-09 ANNUAL BUDGET**

**ADMINISTRATIVE SERVICES DEPARTMENT**

**Department Summary**

**Administrative Services Department**

**Department Expenditure Summary**

	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 08/09</b>
<b><u>Cost By Division</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Amended</u></b>	<b><u>Recommend</u></b>
Administrative Services Admin. Division	\$ 451,762	\$ 555,248	\$ 690,900	\$ 654,000
Accounting Division	\$ -	\$ -	\$ 188,600	\$ 171,900
Utility Billing & Collection Division	\$ 495,910	\$ 544,255	\$ 415,100	\$ 423,200
 Total Department Costs	 <u>\$ 947,672</u>	 <u>\$ 1,099,503</u>	 <u>\$ 1,294,600</u>	 <u>\$ 1,249,100</u>

**Cost By Object of Expenditure**

Personnel Services	\$ 379,913	\$ 520,514	\$ 556,400	\$ 579,600
Services & Supplies	\$ 535,596	\$ 549,415	\$ 609,200	\$ 599,300
Interdepartmental Charges	\$ 24,756	\$ 21,118	\$ 32,900	\$ 32,900
Non-Recurring Costs	\$ 7,407	\$ 8,456	\$ 96,100	\$ 37,300
 Total Department Costs	 <u>\$ 947,672</u>	 <u>\$ 1,099,503</u>	 <u>\$ 1,294,600</u>	 <u>\$ 1,249,100</u>

**Department Resource Summary**

	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 08/09</b>
<b><u>Funds</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Amended</u></b>	<b><u>Recommend</u></b>
010 Net General Fund Support	\$ 19,792	\$ 55,695	\$ 72,600	\$ 31,500
010 General Fund-Cost Recovery	\$ 169,025	\$ 222,841	\$ 229,700	\$ 223,200
507 SSWA-City Activity	\$ 495,910	\$ 544,255	\$ 415,100	\$ 423,200
715 Liability Self-Insurance Fund	\$ 25,495	\$ 23,341	\$ 245,000	\$ 220,000
750 Workers Compensation Self-Insurance	\$ 236,271	\$ 250,207	\$ 327,200	\$ 331,200
765 Unemployment Self-Insurance Fund	\$ 1,179	\$ 3,164	\$ 5,000	\$ 20,000
 Total Resources	 <u>\$ 947,672</u>	 <u>\$ 1,099,503</u>	 <u>\$ 1,294,600</u>	 <u>\$ 1,249,100</u>

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**ADMINISTRATIVE SERVICES DEPARTMENT**

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

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**Department Staffing Summary**

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<b><u>Staffing By Division</u></b>	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 08/09</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Amended</u></b>	<b><u>Recommend</u></b>
Administrative Services Admin. Division	3.05	2.45	1.20	1.20
Accounting Division	0.00	0.00	1.35	1.35
Utility Billing & Collection Division	<u>2.65</u>	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>
Total Staffing By Division	<u>5.70</u>	<u>6.65</u>	<u>6.75</u>	<u>6.75</u>

**Staffing By Job Class**

**Permanent Staff:**

City Manager/Executive Director	0.00	0.10	0.10	0.10
Assistant CM/Admin Svcs Director	0.00	0.50	0.50	0.50
Sec. to CM/Deputy City Clerk	0.00	0.10	0.10	0.10
Financial Services Manager	0.00	0.30	0.40	0.40
Finance Officer	0.20	0.00	0.00	0.00
Management Analyst	0.30	0.80	0.80	0.80
Senior Accountant	0.60	0.60	0.60	0.60
Accountant	0.75	0.75	0.75	0.75
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>6.65</u>	<u>6.75</u>	<u>6.75</u>

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Department Summary**

**Administrative Services Department**

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**FY 2007-08 Department Achievements**

- Anticipate receiving the GFOA Award for Excellence in Financial Reporting for our FY 2006/07 CAFR. This year's CAFR also reflects full implementation of the changes required by GASB 34.
- Once again, prepared the annual budget document for Council approval well before the legal deadline of June 30.
- Implemented the change from semi-monthly to bi-weekly payroll reporting. This also included consolidating the various timesheets, and updating our payroll and position control files. This required a tremendous amount of work from both Finance staff and field departments.
- Implemented the online bill paying service for water customers. Although usage is steadily increasing, the current program is limited in what it can do and there have been problems with the software.
- Changed the City's Chart of Accounts to enhance our financial data retrieval and analysis, and to reduce the number of accounts. This will take effect July 1, 2008, in conjunction with the new budget.
- Assisted the City Manager in the fiscal analysis of several major economic development proposals (e.g., Wal-Mart, Gentry/Trumark).
- With assistance from the Building Maintenance Division, renovated the Finance Offices, improving the functionality of the space and definitely improving the overall appearances.
- In Risk Management, achieved an 80% reduction in the number of claims against the City.
- Streamlined risk management procedures, such as enhancing our "return to work" program to reduce the number of loss days; and responding to all claims within 48 hours, to expedite resolution of those claims.
- Received a \$10,000 grant from ABAG for implementation of "Recommended Best Practices." These monies may be used to further our safety programs.

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Department Summary**

**Administrative Services Department**

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**FY 2007-08 Department Goals**

- Ensure that we continue to receive the GFOA Award for Excellence in Financial Reporting.
- Ensure that we continue to prepare the annual budget for Council consideration well before the June 30 deadline.
- Improve field departments' access to financial data with "read only" access to the automated accounting software and bi-monthly budget review meetings.
- Assist departments in identifying ways to reduce operating costs and improve service revenues.
- Develop an in-house Cost Allocation Plan and Interdepartmental Charges, with limited outside help.
- Review and revise policies and procedures for our utility customers, with an emphasis on improving customer service.
- Solicit Requests For Proposals (RFP) to secure an improved online bill paying program, one that allows more payment options (e.g., pay by phone) and types of bills (water, building permits, business licenses, etc.)
- Monitor the local and national economy, tracking the City's primary revenue sources and reviewing our major expenses. Expand on the five-year financial planning model to consider shifts in inflation and economic growth/recession scenarios.
- Continue to take a more proactive approach to managing and limiting exposures to risk, such as working closely with our insurance providers and following Recommended Best Practices.
- Develop and implement an "Employee Wellness" program that will help reduce employee injuries and absenteeism.

**CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET**

**ADMINISTRATIVE SERVICES DEPARTMENT**

<b>Division Summary</b>	<b>Administrative Services Administration Division</b>			
<b>Fund No.: 010</b>	<b>Division No. 1810</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.

<b><u>Division Budget By Object</u></b>	<b><u>FY 05/06</u></b> <b><u>Actual</u></b>	<b><u>FY 06/07</u></b> <b><u>Actual</u></b>	<b><u>FY 07/08</u></b> <b><u>Amended</u></b>	<b><u>FY 08/09</u></b> <b><u>Recommend</u></b>
Personnel Services	\$ 132,810	\$ 234,636	\$ 138,100	\$ 144,200
Services & Supplies	\$ 306,301	\$ 304,897	\$ 485,200	\$ 482,500
Interdepartmental Charges	\$ 10,188	\$ 10,188	\$ 10,200	\$ 10,200
Non-Recurring Costs	\$ 2,463	\$ 5,527	\$ 57,400	\$ 17,100
Total Division Costs	<u>\$ 451,762</u>	<u>\$ 555,248</u>	<u>\$ 690,900</u>	<u>\$ 654,000</u>

**Division Budget By Program**

Finance Administration	\$ 165,605	\$ 241,213	\$ 74,200	\$ 52,600
Investments Program	\$ 23,212	\$ 37,323	\$ 39,500	\$ 30,200
Liability Ins. Reserve	\$ 25,495	\$ 23,341	\$ 245,000	\$ 220,000
Workers Compensation	\$ 236,271	\$ 250,207	\$ 327,200	\$ 331,200
Unemployment Self Ins.	\$ 1,179	\$ 3,164	\$ 5,000	\$ 20,000
Total Division Costs	<u>\$ 451,762</u>	<u>\$ 555,248</u>	<u>\$ 690,900</u>	<u>\$ 654,000</u>

**Total Division Staffing**

Finance Administration Program	2.45	1.75	0.3	0.30
Investments Program	0.00	0.10	0.10	0.10
Workers Compensation Admin. Program	<u>0.60</u>	<u>0.60</u>	<u>0.80</u>	<u>0.80</u>
Total Division Staffing	<u>3.05</u>	<u>2.45</u>	<u>1.20</u>	<u>1.20</u>

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

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**Division Summary**

**Administrative Services Administration Division**

**Fund No.: 010**

**Division No. 1810**

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**FY 2008-09 Work Program**

- The Division will continue to take a proactive approach to risk management. Safety programs and training will be emphasized, and outside resources will be solicited to offset the cost of such training/services/equipment.
- The Division will take the lead on streamlining the annual budget preparation process. The objective will be to identify components of the budget process that can be started earlier and/or independent of other steps.
- The Division will expand upon the initial multi-year financial planning efforts that were undertaken in the prior year. This will include monitoring economic conditions and key local revenues (in particular, property and sales tax revenues).
- The Division will work on improving our investment yields relying more on improved cash flow projections than risky investment types. The multi-year financial planning efforts will facilitate this.
- The Division will take the lead on developing an in-house Cost Allocation Plan and Interdepartmental Charges.

**FY 2008-09 Proposed Service Refinements**

**Cost/  
(Savings)**

- None, although property tax analysis software has been included in the Redevelopment Administration budget. Prior to contracting for this service, staff and members of Council will evaluate the cost-effectiveness of this service compared to County data. \$0

**CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET**

**ADMINISTRATIVE SERVICES DEPARTMENT**

<b>Division Summary</b>	<b>Accounting Division</b>
<b>Fund No.: 010</b>	<b>Division No. 1820</b>

**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.

<b><u>Division Budget By Object</u></b>	<b><u>FY 05/06</u></b>	<b><u>FY 06/07</u></b>	<b><u>FY 07/08</u></b>	<b><u>FY 08/09</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Amended</u></b>	<b><u>Recommend</u></b>
Personnel Services	\$ -	\$ -	\$ 106,600	\$ 112,900
Services & Supplies	\$ -	\$ -	\$ 51,200	\$ 41,600
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	\$ -	\$ -	\$ 30,800	\$ 17,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 188,600</u>	<u>\$ 171,900</u>
Total Division Costs	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 188,600</u>	<u>\$ 171,900</u>

**Division Budget By Program**

Accounting Program	\$ -	\$ -	\$ 188,600	\$ 171,900
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 188,600</u>	<u>\$ 171,900</u>
Total Division Costs	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 188,600</u>	<u>\$ 171,900</u>

**Total Division Staffing**

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

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

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**Division Summary**

**Fund No.: 010**

**Accounting Division**

**Division No. 1820**

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**FY 2008-09 Work Program**

- The Division will focus on improving appropriations control, requiring field departments to make ministerial changes to their operating budgets prior to incurring expenses.
- The Division will work on providing at least “read only” access to the accounting software. This will assist in appropriations control efforts and give field departments access to more timely information.
- The Division will develop whenever possible, automated systems to track accrued leave balances and other provisions of existing labor agreements.
- The Division will expand the performance data that can be used in the Citywide quarterly statistical report given to the Council.
- The Division will strive to deliver monthly reports between the 10<sup>th</sup> and the 15<sup>th</sup> of each month.

**FY 2008-09 Proposed Service Refinements**

**Cost/  
(Savings)**

- Limited professional services to assist in preparing an in-house Cost Allocation Plan and related Interdepartmental Charges \$10,000

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

**ADMINISTRATIVE SERVICES DEPARTMENT**

<b>Division Summary</b>	<b>Utility Billing &amp; Collection Division</b>
<b>Fund No.: 010</b>	<b>Division No. 1830</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).

<u>Division Budget By Object</u>	<u>FY 05/06</u> <u>Actual</u>	<u>FY 06/07</u> <u>Actual</u>	<u>FY 07/08</u> <u>Amended</u>	<u>FY 08/09</u> <u>Recommend</u>
Personnel Services	\$ 247,103	\$ 285,878	\$ 311,700	\$ 322,500
Services & Supplies	\$ 229,295	\$ 244,518	\$ 72,800	\$ 75,200
Interdepartmental Charges	\$ 14,568	\$ 10,930	\$ 22,700	\$ 22,700
Non-Recurring Costs	\$ 4,944	\$ 2,929	\$ 7,900	\$ 2,800
Total Division Costs	<u>\$ 495,910</u>	<u>\$ 544,255</u>	<u>\$ 415,100</u>	<u>\$ 423,200</u>

**Division Budget By Program**

Utility Billing & Collection	\$ -	\$ -	\$ 415,100	\$ 423,200
Wtr Customer Accounts	\$ 495,910	\$ 544,255	\$ -	\$ -
Total Division Costs	<u>\$ 495,910</u>	<u>\$ 544,255</u>	<u>\$ 415,100</u>	<u>\$ 423,200</u>

**Total Division Staffing**

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

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

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**Division Summary**

**Utility Billing Collection Division**

**Fund No.: 010**

**Division No. 1830**

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**FY 2008-09 Work Program**

- Solicit RFP's to enhance our online bill paying capabilities.
- Review our operating policies and procedures to improve customer service and enhance revenue collection.
- Evaluate service fees charged, other than the basic water and sewer rates, to ensure reasonable operating expenses are recovered.

**FY 2008-09 Proposed Service Refinements**

**Cost/  
(Savings)**

- None

\$0

**CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET**

**NOTES**

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