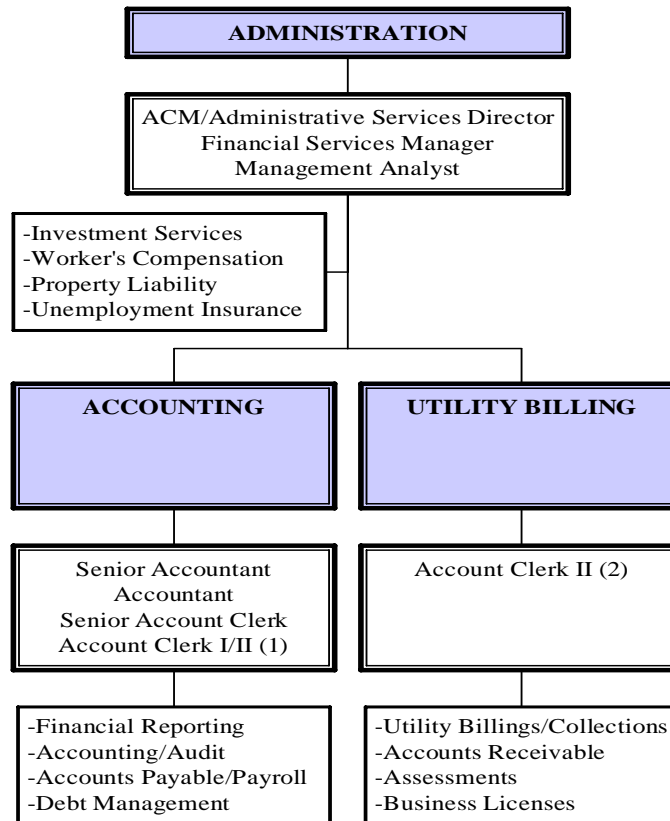


**ADMINISTRATIVE SERVICES DEPARTMENT**

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 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 2009-10 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

Department Summary

Administrative Services Department

<b>Department Expenditure Summary</b>						
			<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 08/09</b>	<b>FY 09/10</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>
Admin. Svcs. Admin. Division			\$ 553,666	\$ 790,050	\$ 833,400	\$ 634,600
Accounting Division			\$ -	\$ 172,220	\$ 161,900	\$ 171,700
Utility Billing & Collection Division			\$ -	\$ 390,680	\$ 437,900	\$ 470,000
Total Department Costs			<u>\$ 553,666</u>	<u>\$ 1,352,950</u>	<u>\$ 1,433,200</u>	<u>\$ 1,276,300</u>
<b><u>Cost By Object of Expenditure</u></b>						
Personnel Services			\$ 234,636	\$ 545,458	\$ 579,600	\$ 650,700
Services & Supplies			\$ 303,315	\$ 734,338	\$ 783,400	\$ 419,300
Interdepartmental Charges			\$ 10,188	\$ 32,900	\$ 32,900	\$ 98,400
Non-Recurring Costs			\$ 5,527	\$ 40,254	\$ 37,300	\$ 107,900
Total Department Costs			<u>\$ 553,666</u>	<u>\$ 1,352,950</u>	<u>\$ 1,433,200</u>	<u>\$ 1,276,300</u>
<b>Department Resource Summary</b>						
			<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 08/09</b>	<b>FY 09/10</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		\$ 54,113	\$ 29,183	\$ 32,200	\$ 56,700
010	General Fund-Cost Recovery		\$ 222,841	\$ 625,151	\$ 649,800	\$ 667,200
715	Liability Self-Insurance Fund		\$ 23,341	\$ 193,660	\$ 220,000	\$ 304,400
750	Workers Comp. Self-Ins. Fund		\$ 250,207	\$ 488,511	\$ 511,200	\$ 228,000
765	Unemployment Self-Ins. Fund		\$ 3,164	\$ 16,445	\$ 20,000	\$ 20,000
Total Resources			<u>\$ 553,666</u>	<u>\$ 1,352,950</u>	<u>\$ 1,433,200</u>	<u>\$ 1,276,300</u>

CITY OF SUISUN CITY FY 2009-10 ANNUAL BUDGET

**ADMINISTRATIVE SERVICES DEPARTMENT**

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

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**Department Staffing Summary**

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<u>Staffing By Division</u>	<u>FY 06/07</u> <u>Actual</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Amended</u>	<u>FY 09/10</u> <u>Recommend</u>
Administrative Services Admin. Division	2.45	1.20	1.20	1.40
Accounting Division	0.00	1.35	1.35	1.40
Utility Billing & Collection Division	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.25</u>
Total Staffing By Division	<u>6.65</u>	<u>6.75</u>	<u>6.75</u>	<u>7.05</u>

**Staffing By Job Class**

**Permanent Staff:**

City Manager/Executive Director	0.10	0.10	0.10	0.10
Assistant CM/Admin Svcs Director	0.50	0.50	0.50	0.50
Sec. to CM/Deputy City Clerk	0.10	0.10	0.10	0.10
Financial Services Manager	0.30	0.40	0.40	0.65
Finance Officer	0.00	0.00	0.00	0.00
Management Analyst	0.80	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>2.80</u>
Total Staffing By Job Class	<u>6.65</u>	<u>6.75</u>	<u>6.75</u>	<u>7.05</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Department Summary**

**Administrative Services Department**

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**FY 2008-09 Department Achievements**

- Anticipate receiving the GFOA Award for Excellence in Financial Reporting for our FY 2007-08 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. In addition, implemented several enhancements that made the process run smoother and allow greater depth of reports and analysis.
- Explored options to enhance our online bill pay feature for Utility Billing & Collections. Opted for pooling staff efforts into a Citywide "e-commerce" task force, to ensure the most cost-effective solution. Implemented Direct Deposit for customers that do not feel comfortable with online transactions.
- Assisted the City Manager in the fiscal analysis and negotiations involving the transition of the YMCA to potentially The Salvation Army for the re-use of the Community Center.
- Revised the Vehicle Interdepartmental Charges, resulting in lower charges.
- Responded to the sudden and dramatic economic downturn by updating our revenue estimates and discovering a \$760,000 shortfall in the City's General Fund. Working with the City Manager and all the departments, made cuts and "holds" that re-balanced the budget, without service cuts or employee layoffs.
- In Risk Management, liability premiums dropped by 15%, in part due to better management of claims.
- Received \$60,000 in ABAG "grants" based on implementing "best practices" in risk management. These funds were used to enhance law enforcement and to construct safety-related facilities throughout the City.

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Department Summary**

**Administrative Services Department**

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**FY 2009-10 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.
- Assist departments in identifying ways to reduce operating costs and improve service revenues.
- Continue to improve the budget process, in particular by moving the data to MS/Access (database software), and updating all Interdepartmental Charges.
- Review and revise policies and procedures for our utility customers, with an emphasis on improving customer service.
- Play a lead role in the Citywide “e-commerce” task force, which will explore implementing a comprehensive approach towards the Internet: providing a full range of online payment services, improved access to public records; facilitating customer service requests and promoting the City.
- Monitor the local and national economy, tracking the City’s primary revenue sources and reviewing our major expenses. Develop fiscal models that will allow us to project our fiscal condition over several years, based on varying 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 2009-10 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 seven programs in three divisions.

<b><u>Division Budget By Object</u></b>	<b><u>FY 06/07 Actual</u></b>	<b><u>FY 07/08 Actual</u></b>	<b><u>FY 08/09 Amended</u></b>	<b><u>FY 09/10 Recommend</u></b>
Personnel Services	\$ 234,636	\$ 136,397	\$ 144,200	\$ 169,500
Services & Supplies	\$ 303,315	\$ 635,203	\$ 661,900	\$ 304,300
Interdepartmental Charges	\$ 10,188	\$ 10,200	\$ 10,200	\$ 60,700
Non-Recurring Costs	\$ 5,527	\$ 8,250	\$ 17,100	\$ 100,100
 Total Division Costs	 <u>\$ 553,666</u>	 <u>\$ 790,050</u>	 <u>\$ 833,400</u>	 <u>\$ 634,600</u>

**Division Budget By Program**

1810 Finance Administration	\$ 241,213	\$ 55,364	\$ 52,600	\$ 53,100
1815 Investments Program	\$ 35,741	\$ 36,070	\$ 29,600	\$ 29,100
1770 Liability Ins. Reserve	\$ 23,341	\$ 193,660	\$ 220,000	\$ 304,400
1780 Workers Compensation	\$ 250,207	\$ 488,511	\$ 511,200	\$ 228,000
1790 Unemployment Self Ins.	\$ 3,164	\$ 16,445	\$ 20,000	\$ 20,000
 Total Division Costs	 <u>\$ 553,666</u>	 <u>\$ 790,050</u>	 <u>\$ 833,400</u>	 <u>\$ 634,600</u>

**Total Division Staffing**

Finance Administration Program	1.75	0.30	0.30	0.30
Investments Program	0.10	0.10	0.10	0.10
Liability Self-Insurance Admin. Program	0.00	0.00	0.00	0.20
Workers Compensation Admin. Program	<u>0.60</u>	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>
 Total Division Staffing	 <u>2.45</u>	 <u>1.20</u>	 <u>1.20</u>	 <u>1.40</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. 1810</b>

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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 Administration Division will transition to a database to manage the budget preparation process, rather than spreadsheets. This is primarily driven in response to the size of the files, but this should also make the process more “user friendly” with data entry screens and standard reports.
- The Division will explore multi-year financial planning efforts. In particular, a two year budget may be considered, based on the workload requirements. Multi-year projections of General Fund revenues and expenditures will be pursued.
- The Investment Program will work on improving our investment yields, using FDIC-insured Bank Certificates of Deposit (CD). This may require updating our investment policy and soliciting proposals from outside investment companies.
- The Division will also work on revising all of the City’s Interdepartmental Charges (Building, IT and Risk Management, along with Vehicle Maintenance and Replacement).

<b>FY 2008-09 Proposed Service Refinements</b>	<b><u>Cost/ (Savings)</u></b>
<ul style="list-style-type: none"> <li>• \$4500 in reduced appropriations from the “base”, of which \$1000 are “holds.” Cuts were made in Travel and Training, Services &amp; Supplies.</li> </ul>	<p>(\$4500)</p>

CITY OF SUISUN CITY FY 2009-10 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.

<u>Division Budget By Object</u>	<u>FY 06/07</u> <u>Actual</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Amended</u>	<u>FY 09/10</u> <u>Recommend</u>
Personnel Services	\$ -	\$ 106,796	\$ 112,900	\$ 125,700
Services & Supplies	\$ -	\$ 39,420	\$ 41,600	\$ 40,700
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	\$ -	\$ 26,004	\$ 7,400	\$ 5,300
 Total Division Costs	<u>\$ -</u>	<u>\$ 172,220</u>	<u>\$ 161,900</u>	<u>\$ 171,700</u>

**Division Budget By Program**

1820 Accounting Program	<u>\$ -</u>	<u>\$ 172,220</u>	<u>\$ 161,900</u>	<u>\$ 171,700</u>
 Total Division Costs	<u>\$ -</u>	<u>\$ 172,220</u>	<u>\$ 161,900</u>	<u>\$ 171,700</u>

**Total Division Staffing**

Accounting Program	<u>0.00</u>	<u>1.35</u>	<u>1.35</u>	<u>1.40</u>
 Total Division Staffing	<u>0.00</u>	<u>1.35</u>	<u>1.35</u>	<u>1.40</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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

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**FY 2008-09 Work Program**

- The Division will monitor internal operations, such as Payroll and Business Licenses, to ensure accuracy, timeliness and good customer service.
- The division will explore new software opportunities, such as for Business Licenses, that will improve operations. If required, will present these proposals to the City Council for approval.
- The Division will expand the performance data that can be used in the Citywide quarterly statistical report given to the Council.
- The Division will continue to deliver monthly financial reports to departments between the 10<sup>th</sup> and the 15<sup>th</sup> of each month.

**FY 2008-09 Proposed Service Refinements**

**Cost/  
(Savings)**

- None.

CITY OF SUISUN CITY FY 2009-10 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).

<b><u>Division Budget By Object</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>FY 09/10</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Amended</u></b>	<b><u>Recommend</u></b>
Personnel Services	\$ -	\$ 302,265	\$ 322,500	\$ 355,500
Services & Supplies	\$ -	\$ 59,715	\$ 79,900	\$ 74,300
Interdepartmental Charges	\$ -	\$ 22,700	\$ 22,700	\$ 37,700
Non-Recurring Costs	\$ -	\$ 6,000	\$ 12,800	\$ 2,500
Total Division Costs	\$ -	\$ 390,680	\$ 437,900	\$ 470,000

**Division Budget By Program**

1830 Utility Billing & Collection	\$ -	\$ 390,680	\$ 437,900	\$ 470,000
Total Division Costs	\$ -	\$ 390,680	\$ 437,900	\$ 470,000

**Total Division Staffing**

Utility Billing & Collection Program	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.25</u>
Total Division Staffing	<u>4.20</u>	<u>4.20</u>	<u>4.20</u>	<u>4.25</u>

**ADMINISTRATIVE SERVICES DEPARTMENT**

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

**Utility Billing Collection Division**  
**Division No. 1830**

**FY 2008-09 Work Program**

- Participate in the citywide “e-commerce” task force to enhance online bill paying services.
- Review our operating policies and procedures to improve customer service and enhance revenue collection.
- Work on ways to reduce the amount on non-current receivables.
- Assist in the review and updating of the SSWA Financial Plan. Work with the SSWA Board to re-evaluate service rates, including adopting “drought” rates.

**FY 2008-09 Proposed Service Refinements**

**Cost/  
(Savings)**

- Some increases in operating costs to reflect cost of doing business. Biggest increases in Personnel (due to shifts in staff allocations), and Interdepartmental Charges. All costs are covered by the SSWA Operating Fund. \$32,100

**CITY OF SUISUN CITY FY 2009-10 ANNUAL BUDGET**  
**ADMINISTRATIVE SERVICES DEPARTMENT**

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**NOTES**