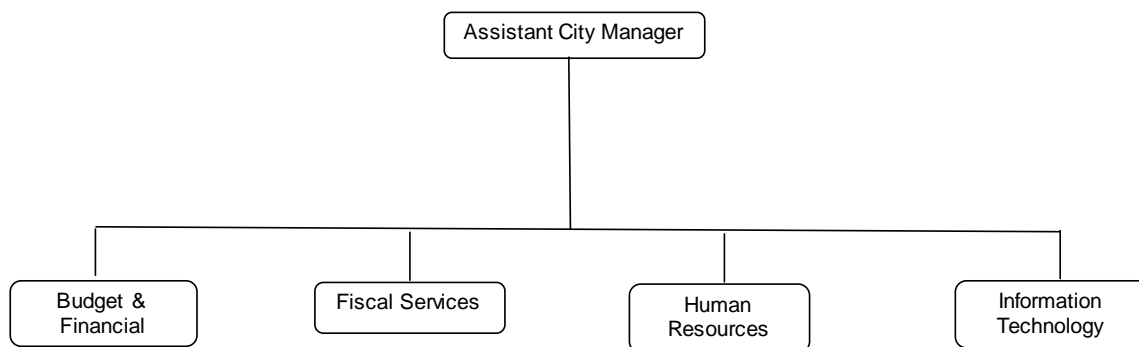


**ADMINISTRATIVE
SERVICES
DEPARTMENT**

ADMINISTRATIVE SERVICES DEPARTMENT



Regular Full Time	28.00
Regular Part Time	1.25
Temporary Part Time	<u>0.16</u>
Total FTE's	<u>29.41</u>

ADMINISTRATIVE SERVICES DEPARTMENT

DEPARTMENT OVERVIEW

This department provides administrative services to other departments, as well as Davis residents. The administrative arm of the department consists of finance, utility billing, budget, human resources and information systems services. Finance's mission is to serve the public interest by providing financial management as the custodian of public funds; performing reliable; detailed fiscal analysis; maximizing investment opportunities within the Council-adopted policy; and, establishing and maintaining internal fiscal controls to ensure city assets are protected and ensuring compliance with all legal requirements. The Human Resources function enables city departments to appoint qualified persons to authorized vacant positions; monitors policies for compliance with federal and state mandates; provides training and enrichment opportunities for city employees; administers employee benefits and facilitates labor negotiations. Information Systems provides internal computing resources and technical support/training for city employees; customer services to residents through the use of information technology and telecommunications services.

FY 2014-15 DEPARTMENT ACCOMPLISHMENTS

- Completed review of finance work functions and systems to determine whether to replace or upgrade the City's financial and human resources software.
- Worked with Information Services Division to begin redesign of the City's website.
- Human Resources division continues to organize an annual health fair for all city employees; recruited and hired 18 new employees to vacant positions; and reclassified numerous positions following department reorganizations.
- Contracted out to have User Fee study completed updating all user fees in the city on a full cost basis.
- Instituted changes to the City's financial forecast model.
- Implemented a new three year contract for audit services.
- Implemented Electronic Funds Transfer (EFT) for vendor payments to streamline processes and reduce costs.
- Redesigned the City Services bill to include water history and current meter reads for improved transparency.
- Information Services completed a variety of installations of software including "CopLink" and more than 16 major enterprise software upgrades.
- Moved virtual desktop computers from Beta testing to production.
- Completed wireless upgrade for the Senior Center facility.

FY 2015-16 DEPARTMENT GOALS

- Work with Information Systems to complete the redesign of the City website, implement the Citizen Response Manager (CRM) to address the public's concerns, issues and requests for service.
- Continue consideration of replacing or upgrading the City's financial and human resources software.
- Complete successful negotiations with bargaining units.
- Update and improve an internal employee webpage to provide access to more information.
- Begin a comprehensive review and update of all city job specifications.
- Implement a revised management training program for new supervisors.
- Complete review of all City user fees and Development Impact Fee Model, work with affected user groups and return to Council for direction.

- Implement the MuniCast financial forecasting model.
- Review and update the City's General Fund Reserve policy.
- Complete the Development Impact Fee model update.
- Retain Contractual Investment Services to assist in investment portfolio review and recommended investment strategies consistent with the City's Investment Policy.
- Continue implementation of City's new website.
- Transfer Fire RMS system from UCD to city controlled servers.
- Deploy more virtual desktops to production.

BUDGET HIGHLIGHTS

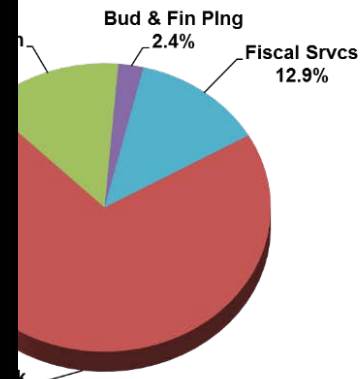
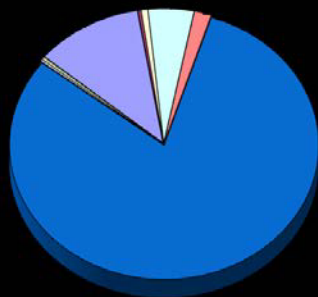
- The Administrative Services Department FY 14-15 to FY 15-16 is showing an overall increase of \$489,331. This is primarily due to an increase in the allocation to retiree medical as the City continues to fully fund this benefit based on the calculations of an outside actuary.
- In FY 15-16 the Operations and Maintenance of the department increased primarily because of the following factors: Retiree Medical increased \$512,318; employee medical was up \$304,000; and other insurance payments in total increased \$62,583 for the year.
- In addition, Business Improvement District and Visitor Attraction District pass through payments have increased in total \$80,250.
- Capital Outlay expenditures are largely equipment replacement reflecting the Information Services division replacement of computers throughout the City which is lower in FY 15-16 by \$295,800. The cost increases in FY 14-15 were due primarily to the one-time replacement of the core switch.
- \$10,000 for Contractual Investment Services to assist in investment portfolio review and recommended investment strategies consistent with the City's Investment Policy was added to the budget for FY 15-16.

Revenues by Fund				
Source of Funds	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
General Fund Support	2,299,462	2,072,775	2,318,127	2,275,775
Debt Service Funds	70,058	69,647	70,000	70,000
Development Impact Fees	107,755	124,268	129,140	138,412
Enterprise Funds	423,709	716,959	955,940	970,482
General Fund Fees & Charges	5,262	3,656	3,920	660
General Fund Grants/Designated Revenue	292,833	367,486	312,329	362,000
Internal Service Funds	13,446,949	15,370,939	15,803,030	16,330,280
Public Safety Srv Fee/Tax	194,868	38,819	49,890	50,570
Special Revenue Funds	18,419	96,763	138,833	72,361
Total Revenues	16,859,315	18,861,312	19,781,209	20,270,540

Expenses by Division				
Division	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
Administration	56,016	77,610	76,745	1,357
Human Resources & Risk Management	11,650,830	13,642,045	13,606,370	14,377,744
IS & Communications	2,710,125	2,550,635	3,170,066	2,792,103
Budget & Financial Planning	404,837	471,183	474,742	491,554
Fiscal Services	2,037,507	2,119,839	2,453,286	2,607,782
Total Expenditures	16,859,315	18,861,312	19,781,209	20,270,540

Expenses by Category				
Expenditures	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
Salaries & Benefits	3,685,402	3,692,877	3,860,656	3,824,563
Operations & Maintenance	11,998,471	14,189,447	14,542,662	15,336,580
Interdepartmental Charges	725,282	779,902	833,791	861,097
Capital Outlay	450,160	199,086	544,100	248,300
Total Expenditures	16,859,315	18,861,312	19,781,209	20,270,540

Expenses by Division
2015-16 Budget



**ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCES FY 15/16**

Position Title	12/13 FTE's	13/14 FTE's	14/15 FTE's	15/16 FTE's
ACCOUNTANT	1.00	1.00	1.00	1.00
ACCOUNTING ASST	5.00	5.00	5.00	4.00
ACCOUNTING & FISCAL ANALYST II	0.00	0.00	0.00	2.00
ADMINISTRATIVE AIDE - CONF	1.00	1.00	1.00	1.00
ASSISTANT CITY MANAGER	0.00	1.00	1.00	0.00
BUDGET MANAGER	1.00	1.00	1.00	1.00
BUDGET SPECIALIST II	1.00	1.00	1.00	1.00
COMPUTER SUPPORT TECH II-CONF	2.00	2.00	2.00	2.00
FINANCE ADMINISTRATOR	1.00	1.00	1.00	1.00
FINANCIAL PLANNING SPECIALIST	1.00	1.00	1.00	0.00
FINANCIAL SUPERVISOR -CONF	2.00	1.00	1.00	0.00
HUMAN RESOURCES ADMINISTRATOR	1.00	1.00	1.00	1.00
HUMAN RESOURCES ANALYST II	1.00	1.00	1.00	1.00
HUMAN RESOURCES ASST - CONF	2.00	1.00	1.00	2.00
HUMAN RESOURCES TECH - CONF	1.00	1.00	1.00	1.00
INFORMATION TECH ADMIN	1.00	1.00	1.00	1.00
IS ADMINISTRATIVE MANAGER	1.00	1.00	1.00	1.00
MIS SENIOR SYSTEM ANALYST	2.00	2.00	2.00	2.00
MIS SYSTEM ANALYST-CONF	2.00	1.00	1.00	1.00
SR ACCOUNTING ASSISTANT	4.00	4.00	4.00	4.00
TECHNICAL SERVICES MANAGER	1.00	1.00	1.00	1.00
TOTAL REGULAR FULL-TIME FTE'S	31.00	29.00	29.00	28.00
MIS SYSTEMS ANALYST CONT 75%	0.00	0.75	0.75	0.75
PROGRAM AIDE 50%	0.00	0.50	0.50	0.00
SUPPORT SVCS TECH 75% - CONF	0.75	0.00	0.00	0.00
SUPPORT SVCS TECH 50% - CONF	0.00	0.50	0.50	0.50
TOTAL REGULAR PART-TIME FTE'S	0.75	1.75	1.75	1.25
FINANCIAL ANALYST II	0.00	0.00	0.15	0.00
MIS INTERN	0.24	0.24	0.16	0.16
TOTAL TEMPORARY PART-TIME FTE'S	0.24	0.24	0.31	0.16
TOTAL ASD FTE's	31.99	30.99	31.06	29.41

Division	EXPENDITURES BY CATEGORY						FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds	Program Total	
21 - Administration	375	0	982	0	1,357	1,357	0	0	1,357	0	1,357	
22 - Human Resources & Risk Management	709,024	13,550,750	117,970	0	14,377,744	621,665	0	0	621,665	13,756,079	14,377,744	
26 - IS & Communications	1,343,607	926,304	273,892	248,300	2,792,103	153,541	0	0	153,541	2,638,562	2,792,103	
27 - Budget & Financial Planning	412,377	43,299	35,878	0	491,554	363,991	0	0	363,991	127,563	491,554	
28 - Fiscal Services	1,359,180	816,227	432,375	0	2,607,782	1,135,221	660	362,000	1,497,881	1,109,901	2,607,782	
Total ADMINISTRATIVE SERVICES	3,824,563	15,336,580	861,097	248,300	20,270,540	2,275,775	660	362,000	2,638,435	17,632,105	20,270,540	

Program	EXPENDITURES BY CATEGORY					FUNDING SOURCES					
	Salaries & Benefits	Operations & Maintenance	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds	Program Total
2110 - ASD Administration	375	0	982	0	1,357	1,357	0	0	1,357	0	1,357
2201 - Human Resources Management	229,197	63,617	67,226	0	360,040	319,639	0	0	319,639	40,401	360,040
2215 - Personnel Services	96,931	38,965	1,207	0	137,103	137,103	0	0	137,103	0	137,103
2225 - HR Benefits Administration	121,877	4,771	38,275	0	164,923	164,923	0	0	164,923	0	164,923
2240 - Risk Management	261,019	13,443,397	11,262	0	13,715,678	0	0	0	0	13,715,678	13,715,678
2610 - IS & Telecommunication Services	1,282,547	524,297	105,673	36,300	1,948,817	0	0	0	0	1,948,817	1,948,817
2617 - Duplicating & Mail Services	61,060	92,716	39,412	0	193,188	0	0	0	0	193,188	193,188
2620 - Phone System	0	72,000	21,136	0	93,136	0	0	0	0	93,136	93,136
2624 - Citywide System Replacement	0	150,000	0	212,000	362,000	0	0	0	0	362,000	362,000
2626 - Citywide Radio System	0	67,291	86,250	0	153,541	153,541	0	0	153,541	0	153,541
2635 - I-Net	0	20,000	21,421	0	41,421	0	0	0	0	41,421	41,421
2710 - Budget & Financial Planning	314,513	43,299	22,282	0	380,094	331,092	0	0	331,092	49,002	380,094
2720 - Capital & Development Project Planning	97,864	0	13,596	0	111,460	32,899	0	0	32,899	78,561	111,460
2801 - General Administration	31,272	22,980	9,997	0	64,249	63,249	0	1,000	64,249	0	64,249
2815 - Financial Planning & Audit	432,493	21,797	61,521	0	515,811	364,366	0	0	364,366	151,445	515,811
2820 - Cost Accounting	165,801	8,468	67,976	0	242,245	237,245	5,000	0	242,245	0	242,245
2835 - Revenue & Collection Accounting	118,672	223,329	50,526	0	392,527	216,527	-5,000	181,000	392,527	0	392,527
2845 - Business License Accounting & Audit	71,282	185,400	42,815	0	299,497	118,837	660	180,000	299,497	0	299,497
2850 - Utility Accounting	496,195	346,103	166,510	0	1,008,808	50,352	0	0	50,352	958,456	1,008,808
2865 - Parking Citations	43,465	8,150	33,030	0	84,645	84,645	0	0	84,645	0	84,645
Total ADMINISTRATIVE SERVICES	3,824,563	15,536,580	861,097	248,300	20,270,540	2,275,775	660	362,000	2,638,435	17,632,105	20,270,540

ADMINISTRATIVE SERVICES – DIVISION 21

ADMINISTRATION – DIVISION 21

ASD Administration provides administrative oversight and assistance to the Divisions.

FY 2014-15 ACCOMPLISHMENTS



- Completed review of finance work functions and systems.
- Worked with the Information Services division to redesign the City's website, this year long project is soon to be completed.

FY 2015-16 GOALS



- Complete review of finance work functions and systems.
- Work with the information Systems to complete the redesign of the City website, implement the Citizen Response Manager (CRM) and determine whether to replace/upgrade the city's financial and human resources software.
- Work with staff, Finance and Budget Commission and other interested parties on City finances.

PERFORMANCE MEASURE

- Complete review of Finance work functions for potential outsourcing, streamlining and/or automation.
- Complete website redesign project and CRM.
- Move ahead with finance/human resources software upgrade or replacement.

ADMINISTRATIVE SERVICES – DIVISION 21

Revenues by Fund				
<u>Source of Funds</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
General Fund Support	56,016	77,610	76,745	1,357
Total Revenues	56,016	77,610	76,745	1,357

Expenses by Category				
<u>Expenditures</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
Salaries & Benefits	53,852	76,632	75,905	375
Operations & Maintenance	2,151	0	0	0
Interdepartmental Charges	13	978	840	982
Capital Outlay	0	0	0	0
Total Expenditures	56,016	77,610	76,745	1,357

Major Budget Highlights

Salaries & Benefits:

This division was created in FY 12-13 to provide administrative oversight of the department. The salaries associated with division oversight in FY 15-16 are allocated directly to the particular divisions receiving supervision.

Operating Expenditures:

No significant charges.

Interdepartmental Charges:

No significant charges.

Capital Expenditures:

No capital expenditures.

HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

HUMAN RESOURCES AND RISK MANAGEMENT DIVISION 22

The Human Resources Division provides responsive employment and personnel services to the City's managers and employees as well as providing information and assistance to external customers and job applicants. The division is responsible for a full range of comprehensive human resources services and programs to enhance efficiency and effectiveness of the organization. Among the divisions responsibilities are recruitment and selection, benefit administration, classification and compensation, risk management, performance management, and conflict resolution. The Human Resources division mission includes:



- Enable the City to remain a pre-eminent public employer, and to develop and retain skilled, diverse, and service-oriented workforce.
- Maintain, develop and monitor department policies to ensure they are legally compliant and based upon sound Human Resources principles.
- Remain the primary contact and resource for all staff members and departments with employment related questions and other concerns.

FY 2014-15 ACCOMPLISHMENTS

- Organized a health fair for all city employees.
- Recruited and successfully hired various city positions.
- Coordinated new training opportunities for city employees.
- Completed employee handbook policy updates.
- Provided additional supervisory training to all management staff.
- Completed plan for safety training and Safety Committee.
- Implemented electronic timecards with 85% of all full time staff.
- Started new fitness programs for employees.
- Implemented a new peer review system.

FY 2015-16 GOALS

- Complete successful negotiations with bargaining groups.
- Pursue technological advances that improve operating efficiencies.
- Pursue options to help staff implement and maintain healthy lifestyle changes.
- Work with other agencies to find productive training programs to help staff do their job better and more efficiently.
- Implement a revised management training program for new supervisors.
- Update and improve an internal employee webpage so employees have access to more information.
- Comprehensive review and update of all city job specifications.
- Implement an updated version of new employee orientation process.
- Get remaining employees on electronic timecards and do training in order to realize full use all the features of the software.

PERFORMANCE MEASURE

- Recruit, hire and retain the most qualified people, who possess the necessary knowledge, skills and abilities, as well as a positive attitude and strong work ethic.
- Reduce costs of Liability and Workers' Compensation premiums through an aggressive return to work program to bring as many people back to work on light duty as possible and enhance the safety committee's role to help reduce on the job injuries.

HUMAN RESOURCES AND RISK MANAGEMENT – DIVISION 22

Revenues by Fund

<u>Source of Funds</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
General Fund Support	625,079	584,564	588,227	621,665
General Fund Grants/Designated Revenue	0	1,952	0	0
Internal Service Funds	11,025,751	13,055,529	13,018,143	13,756,079
Total Revenues	11,650,830	13,642,045	13,606,370	14,377,744

Expenses by Category

<u>Expenditures</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
Salaries & Benefits	788,142	700,973	696,107	709,024
Operations & Maintenance	10,757,037	12,841,693	12,796,693	13,550,750
Interdepartmental Charges	105,651	99,379	113,570	117,970
Capital Outlay	0	0	0	0
Total Expenditures	11,650,830	13,642,045	13,606,370	14,377,744

Major Budget Highlights

Salaries & Benefits:

Budgeted salaries and benefits have increased slightly over the prior year as an Accounting Assistant was reclassified to a Human Resources Assistant.

Operating & Maintenance:

Human Resources and Risk Management is responsible for the payment of costs related to pension, retiree medical and City insurance costs including, property and liability, worker's compensation, medical, dental and vision insurances. Money is collected citywide and is deposited into the Internal Service fund from where it is paid. For this reason O&M accounts for 94 percent of the costs of this division.

Increases to retiree medical insurance payments were \$512,318; employee medical benefit costs are up \$147,000; and other insurance payments in total increased \$90,000 over FY 14-15 adopted budget.

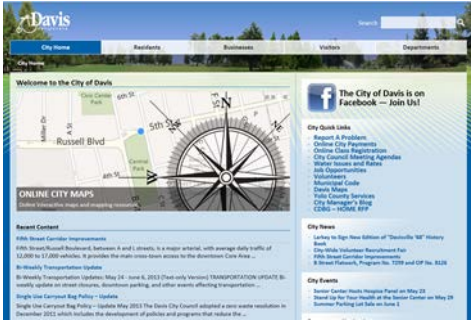
Interdepartmental Charges:

Interdepartmental service charge expenditures have been relatively constant over time.

Capital Expenditures:

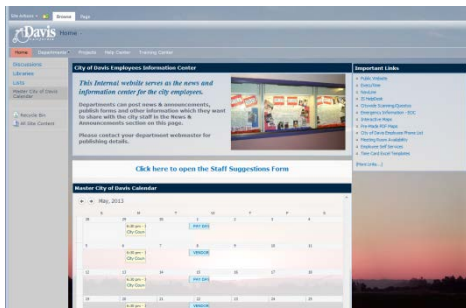
No capital expenditures.

INFORMATION SYSTEMS & COMMUNICATIONS – DIVISION 26



INFORMATION SYSTEMS & COMMUNICATIONS DIVISION 26

The goal of Information Systems & Communications is to provide internal computing resources to streamline the business function of each city department. Provide technical support, troubleshooting, and training for all 450 city computers and their associated users and applications. Maintain the city’s website to allow the public access to city systems and services at their convenience. Maintain the city’s internal technical systems (servers, switches, routers) and the city’s GIS systems. Maintain and coordinate the city’s phone systems (desk and cell) and the public safety radio system. Manage the city’s mail and duplication operations.



- Systems Analysis and Design – Internal Consulting
- Computer systems, support, administration, and backup
- Enterprise Resource Planning (ERP) systems support
- Telecommunications Coordination (Phones and Radio)
- Computer Network Administration
- Geographic Information System (GIS)
- Specialized Computer Training
- City Centralized Mail and Duplication Services
- www.cityofdavis.org

FY 2014-15 ACCOMPLISHMENTS

- Completed installation of “CopLink” statewide crime reporting database
- Completed 16+ major enterprise software upgrades
- Completed server virtualization and consolidation
- Completed core network switch replacement to include Davis Joint Unified School District
- Completed upgrade of expiring OS releases
- Completed implementation of CRM with integration with Lucity
- Continued implementation of new website
- Transfer Fire RMS system to UCD
- Completed upgrade PD Direct Access\Remote access servers
- Completed wireless upgrade of Senior Center facility
- Moved virtual desktops from Beta to production
- Continue citywide in house software training for Staff
- Deployed 24 windows tablets at a mobile or desktop replacement
- Completed Electronic Fund Transfer configuration for Accounts Payable payments

FY 2015-16 GOALS

- Continue implementation of new website
- Continue process of examining/acquiring single solutions vendor for an enterprise resource planning system
 - Install IBM Cognos Business Intelligence reporting software
 - Upgrade Click2Gov3 Core
 - Install C2G3 Business License
 - Install C2G3 Building Permits
- Network upgrade
 - Replace tier two/three switches across the city
 - Upgrade wireless coverage
- Deploy more virtual desktops to production
- Replace aging field crew laptops
- Continue citywide in house software training for Staff
- Transfer Fire RMS system from UCD to city controlled servers
- Upgrade installation of “CopLink” statewide crime reporting database
- Upgrade interview room camera system at PD
- Installation of BGP networking solution for city internet access.
- Move IS from 3 locations at City Hall to one location at 1818
- ExecuTime upgrade
- ExecuTime Advance Schedule module.

PERFORMANCE MEASURE

Support/Manage/Maintain

- 18+ sites with 38+ buildings
- 35+ police/Fire/PW in-car systems
- 7 SANs (Storage Area Networks)
- 76 servers with over an 95% virtual server environment
- 106+ switches/routers/wireless access points
- 435 desktop/laptops/tablets
- 75 copiers and scanners
- 104 network printers
- 323 Portable Radios
- 8 gateways
- 600+ single/multi line VoIP units/systems locally and remotely
- 3219 desktop software titles/versions
- 27+ major enterprise software solutions on multiple platforms
- Citywide Internet and Intranet web presence

INFORMATION SYSTEMS & COMMUNICATIONS – DIVISION 26

Revenues by Fund				
<u>Source of Funds</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
General Fund Support	149,337	147,336	251,846	153,541
Internal Service Funds	2,413,020	2,315,410	2,784,887	2,574,201
Public Safety Srv Fee/Tax	135,113	0	0	0
Special Revenue Funds	12,655	87,889	133,333	64,361
Total Revenues	2,710,125	2,550,635	3,170,066	2,792,103

Expenses by Category				
<u>Expenditures</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
Salaries & Benefits	1,283,865	1,325,818	1,344,734	1,343,607
Operations & Maintenance	709,584	763,028	987,346	926,304
Interdepartmental Charges	266,516	262,703	293,886	273,892
Capital Outlay	450,160	199,086	544,100	248,300
Total Expenditures	2,710,125	2,550,635	3,170,066	2,792,103

Major Budget Highlights**Salaries & Benefits:**

Budgeted salaries and benefits remain relatively flat except for budgeted increases in pension and retiree medical costs. These increases were offset by the elimination of a 50% program aide position in division 26.

Operating Expenditures:

FY 15-16 Professional Service contracts show a decrease of \$94,000 over the prior year as projects related to the investigation into options for updating the City's financial software and remodel of the City's Website begin to wrap up

Maintenance and repair contract costs increased \$14,000 over FY 14-15.

Interdepartmental Charges:

Building and equipment maintenance charges decreased in FY 15-16

Capital Expenditures:

Capital outlay for PC replacement is \$295,800 lower for FY 15-16.

BUDGET & FINANCIAL PLANNING – DIVISION 27



BUDGET AND FINANCIAL PLANNING – DIVISION 27

Provide the City Council with thoughtful policy analysis and develop financially sound funding options. Help city departments implement their programs and fund city operations through budget development and management. Facilitate development of long range capital planning and the organized use of funds.

- Budget & Research
- Capital Improvement Plan
- Development Impact Fees
- Financial Planning
- Liaison to Finance and Budget Commission

FY 2014-15 ACCOMPLISHMENTS

- Contracted out to have User Fee study completed that is updating all user fees in the city on a full cost basis. This project is anticipated to be completed in late fall or early winter of 2015.
- Presented quarterly budget updates to City Council based on monthly monitoring of multi-year forecast to strive for long term fiscal stability.
- Instituted changes to the City's financial forecast model and began the process of moving to a fully Excel based dynamic forecast model for the upcoming year.
- Supported departments in working through budget related issues stemming from reorganizations and assisted them in managing their financial resources.
- Coordinated the budget process so as to ensure that City resources are allocated consistent with Council priorities while maintaining the long-term fiscal health of the City.

FY 2015-16 GOALS

- Complete the user fee update.
- Implement the MuniCast financial forecasting model for use in estimating future revenue and expenditures.
- Update the look and organization of the budget document.
- Complete the Development Impact Fee model update and implement fee changes.
- Review and update the City's General Fund Reserve policy.

PERFORMANCE MEASURE

- Completion of the fee updates
- Analysis of the financial forecasts for relative accuracy to actual results.

BUDGET & FINANCIAL PLANNING – DIVISION 27

Revenues by Fund

<u>Source of Funds</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
General Fund Support	331,342	394,148	354,122	363,991
Development Impact Fees	73,495	77,035	72,956	78,561
Enterprise Funds	0	0	47,664	49,002
Total Revenues	404,837	471,183	474,742	491,554

Expenses by Category

<u>Expenditures</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
Salaries & Benefits	355,497	398,073	400,046	412,377
Operations & Maintenance	26,139	38,960	40,714	43,299
Interdepartmental Charges	23,201	34,150	33,982	35,878
Capital Outlay	0	0	0	0
Total Expenditures	404,837	471,183	474,742	491,554

Major Budget Highlights

Salaries & Benefits:

Salaries and benefits are slightly up in FY 15-16 due to a position upgrade from Financial Planning Supervisor to an Accounting and Fiscal Analyst II as well as increases to retiree medical and pension benefit costs.

Operating Expenditures:

Operations and Maintenance costs have fluctuated due to a number of professional service contracts in support of updating key models used by the Division.

Interdepartmental Charges:

Interdepartmental service charges have remained relatively steady.

Capital Outlay:

There are no Capital expenditures.

FISCAL SERVICES – DIVISION 28



FISCAL SERVICES – DIVISION 28

As the “Custodian of Public Funds,” manage and safeguard public financial resources. Provide prompt and courteous service to citizens and others having financial dealings with the city. Report the city’s financial activity in a clear and understandable manner. This division handles a variety of fiscal matters for the city.

- Account Receivable
- Business Licenses
- Cost Accounting
- Financial Reporting
- Account Payable
- Master Fee Schedule
- Debt Administration
- Parking Citations
- Utility Billing

FY 2014-15 ACCOMPLISHMENTS

- Applied for Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2013-2014 Comprehensive Annual Financial Report (CAFR).
- Implemented electronic funds transfers (EFT) for accounts payable payments to streamline City processes and reduce costs.
- Implemented a new three year contract for audit services.
- Redesigned the City Services bill to include six months of water history and current meter reads for improved transparency.
- Contracted with investment advisors to review the City’s investment program.
- Completed the first phase of integration of the advanced metering data management into the City Services billing software.

FY 2015-16 GOALS

- Examine ways to use e-notification and e-billing.
- Implement an investment plan to diversify the City’s portfolio and to safely improve earnings in accordance with the Investment Policy.
- Enhance staff efficiency and effectiveness through training and access to technology.
- Initiate phase two of the advanced metering data management system.
- Expand electronic document retention for land management and business license.

PERFORMANCE MEASURE

- Maintain solid financial practices and a “clean” unqualified audit opinion in spite of reduced staffing levels by taking advantage of technological efficiencies and re-evaluating processes to meet current needs.
- Publish Comprehensive Annual Financial Report within 150 days following fiscal year end.
- Provide Quarterly Investment Report to City council within 30 days following the end of the quarter.
- Complete monthly bank reconciliations within 30 days of month end.
- Reduce accounts payable processing costs through electronic payment programs.
- Reduce postage and printing costs for city services billing through electronic billing.

FISCAL SERVICES – DIVISION 28

Revenues by Fund

<u>Source of Funds</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
General Fund Support	1,137,688	869,117	1,047,187	1,135,221
Debt Service Funds	70,058	69,647	70,000	70,000
Development Impact Fees	34,260	47,233	56,184	59,851
Enterprise Funds	423,709	716,959	908,276	921,480
General Fund Fees & Charges	5,262	3,656	3,920	660
General Fund Grants/Designated Revenue	292,833	365,534	312,329	362,000
Internal Service Funds	8,178	0	0	0
Public Safety Srv Fee/Tax	59,755	38,819	49,890	50,570
Special Revenue Funds	5,764	8,874	5,500	8,000
Total Revenues	2,037,507	2,119,839	2,453,286	2,607,782

Expenses by Category

<u>Expenditures</u>	12/13 Actual	13/14 Actual	14/15 Adopted	15/16 Adopted
Salaries & Benefits	1,204,046	1,191,381	1,343,864	1,359,180
Operations & Maintenance	503,560	545,766	717,909	816,227
Interdepartmental Charges	329,901	382,692	391,513	432,375
Capital Outlay	0	0	0	0
Total Expenditures	2,037,507	2,119,839	2,453,286	2,607,782

Major Budget Highlights

Salaries & Benefits:

Salaries and benefits are slightly up in FY 15-16 due to a position upgrade from Financial Supervisor to an Accounting and Fiscal Analyst II as well as increases to retiree medical and pension benefit costs.

Operating Expenses:

Other Professional Services in this Division include an addition of \$10,000 include Contractual Investment Services to assist in investment portfolio review and recommended investment strategies consistent with the City's Investment Policy. The Visitor Attraction District pass through payment and the Business Improvement District pass through payment increased a combined total of \$80,250.

Interdepartmental Charges:

IS Service charges increased in FY 15-16 by \$46,229 while other ID charges remained relatively flat.

Capital Outlay:

There are no Capital expenditures.