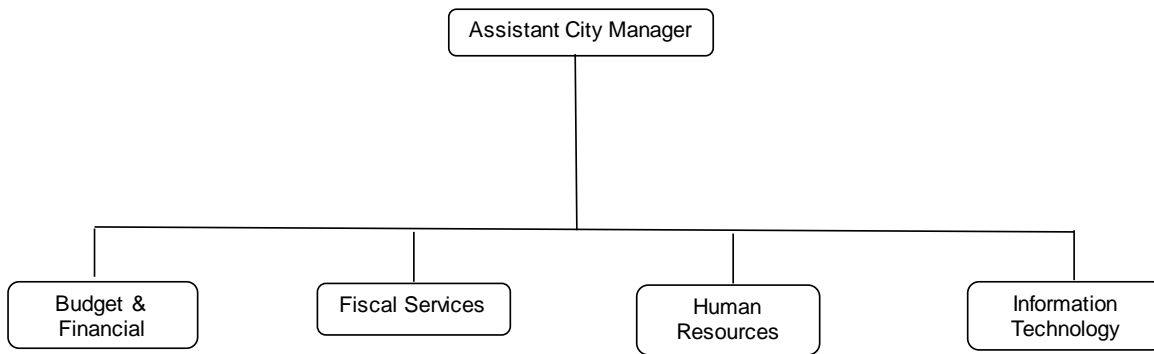


**ADMINISTRATIVE
SERVICES
DEPARTMENT**

ADMINISTRATIVE SERVICES DEPARTMENT



Regular Full Time	31.00
Regular Part Time	-
Temporary Part Time	<u>0.16</u>
Total FTE's	<u><u>31.16</u></u>

**ADMINISTRATIVE
SERVICES
DEPARTMENT****DEPARTMENT OVERVIEW**

The Administrative Services Department consists of three separate departments that provide human resources and risk management, information technology services, and financial support and information to all City departments. Each department Director is responsible to carry out the function and their department at the Direction of the City Manager or designee.

- The Human Resources and Risk Management 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; assists with disciplinary issues; oversees risk management for the City; administers payroll functions; and facilitates labor negotiations.
- Information Systems provides internal computing resources and technical support/training for city employees; customer services to residents through information technology and telecommunications services.
- Finance's mission is to provide financial management as the custodian of public funds; perform reliable, detailed fiscal analysis; maximize investment opportunities within the Council-adopted policy; provide essential financial and accounting services to collect, track and disperse funds; and establish and maintain internal fiscal controls to ensure city assets are protected and ensuring compliance with all legal requirements.

Budget Descriptions	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Estimate	FY 2020/21 Adopted
Source of Funds				
Debt Service	67,916	68,778	73,609	70,000
Development Impact Fees	31,439	74,220	81,126	29,659
Enterprise Funds	996,160	957,224	1,135,187	1,154,036
General Fund Support	3,024,267	3,092,842	4,044,422	3,278,432
Internal Service Funds	17,787,837	17,705,818	19,703,318	19,908,858
Park Maintenance Tax	-	16,528	-	-
Special Revenue Funds	182,776	165,503	376,941	472,435
Total Revenue Source	22,090,395	22,080,913	25,414,603	24,913,420
Expenses by Division				
Division				
22 Human Resources and Risk Management	15,418,382	15,487,822	16,132,223	16,690,625
26 IS & Comm	3,216,710	3,232,811	5,316,410	4,495,547
27 Budget & Financial Planning	518,059	616,256	650,896	654,615
28 Fiscal Services	2,937,244	2,744,024	3,315,074	3,072,633
Total Expenditures	22,090,395	22,080,913	25,414,603	24,913,420
Expenses by Category				
<i>Personnel Costs</i>				
Salaries/Wages	1,823,797	2,018,369	2,521,888	2,603,440
Retirement- PERS	645,128	745,058	967,734	1,023,345
Cafeteria Benefits	503,445	486,621	568,259	522,721
Retiree Health (OPEB)	499,547	521,076	652,849	566,822
Other Pays	702,006	722,773	170,064	136,049
Total Personnel	4,173,923	4,493,897	4,880,794	4,852,377
<i>Operations and Maintenance</i>				
Operating Expenditures	14,920,099	14,633,705	15,478,314	16,228,805
Contracts/Professional Services	1,618,063	1,583,489	1,940,639	1,653,281
Interdepartment Charges	927,177	816,073	809,715	842,657
Capital Outlay	451,133	553,749	2,305,141	1,336,300
Total Operations and Maintenance	17,916,472	17,587,016	20,533,809	20,061,043
Total Appropriations	22,090,395	22,080,913	25,414,603	24,913,420

Fiscal Year 2020/21 Adopted Budget

Program	EXPENDITURES BY CATEGORY					FUNDING SOURCES		
	Salaries & Benefits	Operations & Maintenance	Contracts & Professional Services	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	Other Funds
22 - Human Resources and Risk Management	979,963	15,475,016	101,030	134,616	-	16,690,625	766,721	15,923,904
26 - IS & Communications	1,755,773	728,782	505,529	169,163	1,336,300	4,495,547	207,214	4,288,333
27 - Budget & Financial Planning	562,206	5,585	55,000	31,824	-	654,615	572,078	82,537
28 - Fiscal Services	1,554,435	161,222	991,722	365,254	-	3,072,633	1,732,419	1,340,214
TOTAL ADMINISTRATIVE SERVICES	4,852,377	16,370,605	1,653,281	700,857	1,336,300	24,913,420	3,278,432	21,634,988

Program	FISCAL YEAR 2020/21 EXPENDITURES BY CATEGORY					FUNDING SOURCES		
	Salaries & Benefits	Operations & Maintenance	Contracts & Professional Services	Inter-departmental Charges	Capital Outlay	Program Total	General Fund	Other Funds
2201 - Human Resources Management	274,925	32,343	45,800	76,602	-	429,670	310,785	118,885
2215 - Personnel Services	197,370	10,710	18,230	2,723	-	229,033	229,033	-
2225 - HR Benefits Administration	184,361	-	-	42,542	-	226,903	226,903	-
2240 - Risk Management	323,307	15,431,963	37,000	12,749	-	15,805,019	207,214	15,597,805
2610 - IS & Telecommunication Services	1,755,773	226,346	505,529	74,873	-	2,562,521	-	2,562,521
2620 - Phone System	-	111,450	-	-	-	111,450	-	111,450
2624 - Citywide System Replacement	-	635,450	-	-	-	635,450	-	635,450
2626 - Citywide Radio System	-	813,120	-	94,094	-	907,214	-	907,214
2635 - I-Net	-	278,716	-	196	-	278,912	-	278,912
2710 - Budget & Financial Planning	495,461	5,585	55,000	27,114	-	583,160	530,150	53,010
2720 - Capital & Development Project Planning	66,745	-	-	4,710	-	71,455	41,928	29,527
2801 - General Administration	(42,447)	33,505	66,716	8,137	-	65,911	65,911	-
2815 - Financial Planning & Audit	564,537	3,535	129,000	51,262	-	748,334	548,017	200,317
2820 - Cost Accounting	192,113	6,786	-	55,359	-	254,258	254,258	-
2835 - Revenue & Collection Accounting	52,725	3,063	381,300	38,559	-	475,647	475,647	-
2845 - Business License Accounting & Audit	120,475	5,150	195,700	44,566	-	365,891	365,891	-
2850 - Utility Accounting	655,795	106,483	219,006	155,613	-	1,136,897	(3,000)	1,139,897
2865 - Parking Citations	11,237	2,700	-	11,758	-	25,695	25,695	-
TOTAL ADMINISTRATIVE SERVICES	4,852,377	17,706,905	1,653,281	700,857	-	24,913,420	3,278,432	21,634,988

HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

The Human Resources Division provides responsive employment and personnel services to the City's managers and employees as well as provides 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 division's responsibilities are recruitment and selection, benefit administration, classification and compensation/payroll, risk management, performance management, labor negotiations, and conflict resolution. The Human Resources division mission includes:



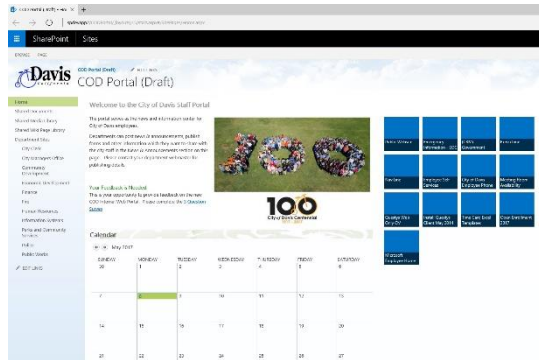
- Enable the City to remain a pre-eminent public employer, and to develop and retain skilled, diverse, and service-oriented workforce.
- Maintain, develop and monitor department policies to ensure they are legally compliant and based upon sound Human Resources principles.
- Remain the primary contact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

**HUMAN RESOURCES & RISK MANAGEMENT –
DIVISION 22**

Budget Descriptions	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Projected	FY 2020/21 Adopted
Revenues				
General Fund Support	715,158	914,194	871,099	766,721
Internal Service Funds	14,703,224	14,573,628	15,238,290	15,923,904
Total Revenues	15,418,382	15,487,822	16,109,389	16,690,625
Appropriations				
<i>Personnel Costs</i>				
Salaries/Wages	395,004	435,427	504,972	532,566
Retirement- PERS	130,701	157,337	185,410	201,438
Cafeteria Benefits	101,707	102,441	105,180	104,313
Retiree Health (OPEB)	104,764	110,571	108,351	114,993
Other Pays	136,728	139,016	33,728	26,653
Total Personnel	868,904	944,792	937,641	979,963
<i>Operations and Maintenance</i>				
Operating Expenditures	14,276,777	14,183,540	14,847,119	15,475,016
Contracts/Professional Services	153,357	225,142	192,377	101,030
Interdepartment Charges	119,344	134,348	132,252	134,616
Total Operations and Maintenance	14,549,478	14,543,030	15,171,748	15,710,662
Total Appropriations	15,418,382	15,487,822	16,109,389	16,690,625

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. The Division also provides technical support, troubleshooting, and training for all 468 city computers and their associated users and applications; maintains the city's website and internal technical systems, including the city's phone systems (561 VoIP and 268 Cell phones); and the public safety radio system.



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

INFORMATION SYSTEMS & COMMUNICATIONS – DIVISION 26

Budget Descriptions	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Projected	FY 2020/21 Adopted
Revenues				
General Fund Support	199,639	201,699	646,711	207,214
Internal Service Funds	2,959,721	2,995,648	4,465,028	3,984,954
Special Revenue Funds	57,350	35,464	204,671	303,379
Total Revenues	3,216,710	3,232,811	5,316,410	4,495,547
Appropriations				
<i>Personnel Costs</i>				
Salaries/Wages	636,072	725,999	891,965	943,663
Retirement- PERS	211,188	244,025	312,525	340,314
Cafeteria Benefits	164,831	146,198	196,651	180,215
Retiree Health (OPEB)	178,157	186,946	229,175	241,683
Other Pays	240,402	236,317	58,100	49,898
Total Personnel	1,430,650	1,539,485	1,688,416	1,755,773
<i>Operations and Maintenance</i>				
Operating Expenditures	509,770	307,353	434,081	586,982
Contracts/Professional Services	562,166	510,337	603,525	505,529
Interdepartment Charges	262,991	321,887	285,247	310,963
Capital Outlay	451,133	553,749	2,305,141	1,336,300
Total Operations and Maintenance	1,786,060	1,693,326	3,627,994	2,739,774
Total Appropriations	3,216,710	3,232,811	5,316,410	4,495,547

FINANCE DEPARTMENT



The Finance Department is responsible for providing financial expertise and guidance to the City Council and City Departments, managing the City's daily operations, and maintaining the financial integrity of the City. The Department's primary objective is to uphold the highest accounting and ethical standards, ensuring that the City's financial activities are conducted in accordance with recommended industry practices and standards. The department is organized into two divisions: the Budget and Financial Planning division and the Fiscal Services division. These divisions provide quality customer service and provide accurate, timely and complete financial information.

The **Finance Administration and Budget Division** has lead responsibility for development of the City's biennial budget, public finances including debt management and issuance, and the calculation of the annual appropriation limit. This division also conducts multi-year fiscal forecasts, complex financial and statistical analysis and planning for capital improvement.

The **Fiscal Services Division** is responsible for the operational financial functions such as accounts payable, receivables, utility billing and business licenses. This division is also responsible for general ledger maintenance, banking and treasury, debt, management of the investment portfolio, financial reporting and the annual audit.

BUDGET & FINANCIAL PLANNING – DIVISION 27

Budget Descriptions	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Projected	FY 2020/21 Adopted
Revenues				
Development Impact Fees	30,861	23,214	26,790	29,527
Enterprise Funds	43,732	40,237	47,536	53,010
General Fund Support	378,883	492,694	576,570	572,078
Internal Service Funds	64,583	60,111	-	-
Total Revenues	518,059	616,256	650,896	654,615
Appropriations				
<i>Personnel Costs</i>				
Salaries/Wages	194,784	228,621	302,617	318,549
Retirement- PERS	43,108	57,577	92,249	100,176
Cafeteria Benefits	31,602	33,448	46,925	43,123
Retiree Health (OPEB)	51,137	60,220	78,681	82,503
Other Pays	112,038	118,247	21,400	17,855
Total Personnel	432,669	498,113	541,872	562,206
<i>Operations and Maintenance</i>				
Operating Expenditures	1,966	3,461	7,025	5,585
Contracts/Professional Services	44,885	84,261	71,589	55,000
Interdepartment Charges	38,539	30,421	30,410	31,824
Total Operations and Maintenance	85,390	118,143	109,024	92,409
Total Appropriations	518,059	616,256	650,896	654,615

FISCAL SERVICES – DIVISION 28
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Budget Descriptions	FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Projected	FY 2020/21 Adopted
Revenues				
Development Impact Fees	578	51,006	54,336	132
Debt Service	67,916	68,778	73,609	70,000
Enterprise Funds	952,428	916,987	1,087,651	1,101,026
General Fund Support	1,730,587	1,484,255	1,845,408	1,732,419
Internal Service Funds	60,309	76,431	-	-
Park Maintenance Tax		16,528		
Special Revenue Funds	125,426	130,039	172,270	169,056
Total Revenues	2,937,244	2,744,024	3,233,274	3,072,633
Appropriations				
<i>Personnel Costs</i>				
Salaries/Wages	597,937	628,322	822,334	808,662
Retirement- PERS	260,131	286,119	377,550	381,417
Cafeteria Benefits	205,305	204,534	219,503	195,070
Retiree Health (OPEB)	165,489	163,339	132,008	127,643
Other Pays	212,838	229,193	56,836	41,643
Total Personnel	1,441,700	1,511,507	1,608,231	1,554,435
<i>Operations and Maintenance</i>				
Operating Expenditures	131,586	139,351	190,089	161,222
Contracts/Professional Services	857,655	763,749	1,073,148	991,722
Interdepartment Charges	506,303	329,417	361,806	365,254
Total Operations and Maintenance	1,495,544	1,232,517	1,625,043	1,518,198
Total Appropriations	2,937,244	2,744,024	3,233,274	3,072,633

