

ADMINISTRATIVE SERVICES DEPARTMENT

STATEMENT OF PURPOSE

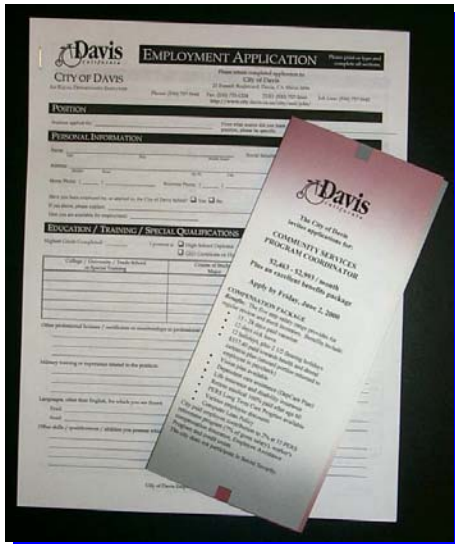
It is the special duty of the Administrative Services Department to serve the public interest by providing sound, financial management services as the custodian of public funds – To perform reliable, detailed fiscal analysis for financial planning – To maximize investment opportunities – To reduce city losses from liability claims, lawsuits, property damage and injuries to employees resulting in workers' compensation costs and lost time through development and implementation of risk management programs, It is our responsibility to establish and maintain internal fiscal controls to ensure city assets are protected from loss, theft or misuse and maintain budgetary control to ensure compliance with legal provisions as approved by the City Council in the annual budget.

Through the human resources mantle, we enable city departments to appoint qualified persons to authorized vacant positions – Administer citywide Safety Program and monitor policies for compliance with federal/state employee safety mandates – Administer employee benefits and facilitate all labor negotiations. We adhere to the tenet of continued employee professional development and we provide employee access to training opportunities.

The Administrative Services Department provides the city's internal computing resources to automate the business function of each department including technical support and training for all city computer applications. Our charge is to improve customer services through use of information technology encompassing computer networks, developing electronic democracy, and reaching out to touch the public, city departments and other entities through voice telecommunications services.

DEPARTMENT DIVISIONS

- Administrative Services
- Human Resources and Risk Management
- Information Systems
- Finance



HUMAN RESOURCES & RISK MANAGEMENT - DIVISION 22

Facilitate city departments in appointing qualified persons to fill authorized vacant positions. Publish and update the city's Policies and Procedures Manual. Administer employee benefits and facilitate all labor negotiations. Administer citywide training programs. Reduce city losses from liability claims, lawsuits, property damage and on-the-job employee injuries.

- Job Classifications, Descriptions & Compensation
- Workers' Compensation & Long Term Disability
- Recruitment & Testing
- Labor Negotiations
- Citywide Training
- Property Risk Management
- Personnel Board
- Liability Risk Management
- YCPARMIA Board
- Employee Benefits Administration

INFORMATION SERVICES - DIVISION 26

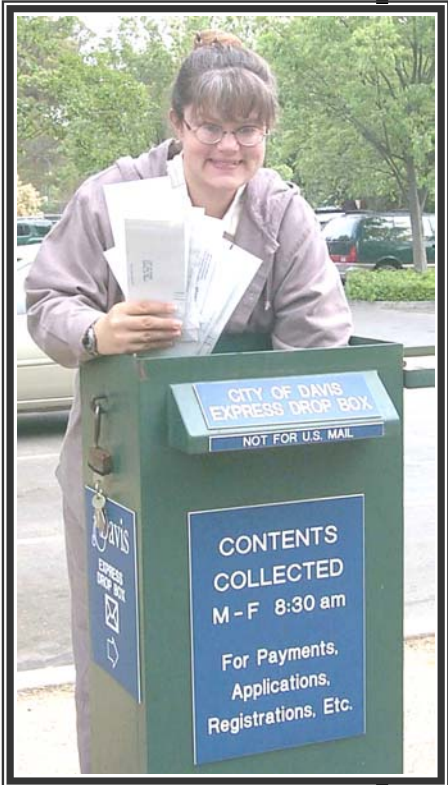
Provide internal computing resources to streamline the business function of each city department. Provide technical support, troubleshooting and training for all city computer applications. Maintain the city's Web site to allow the public access to city systems and services. Coordinate with the county on the operations of the city's telephone system. Coordinate citywide telecommunication requests.



- Systems Analysis & Design
- System Administration & Backup
- AS/400 Support
- HTE Financial Systems Support
- Telecommunications Coordination
- Computer Network Administration
- Systems Research & Selection
- Equipment Maintenance
- Citywide Computer Training
- Internal Consulting Support
- Hardware & Software Support

FINANCE - DIVISION 28

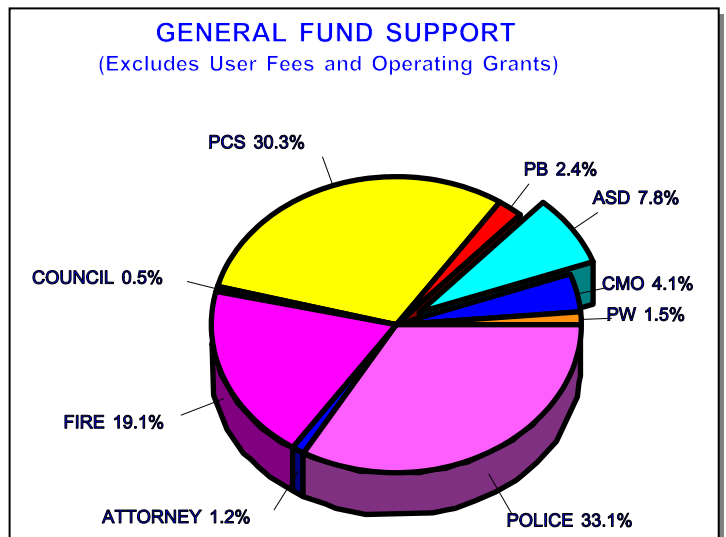
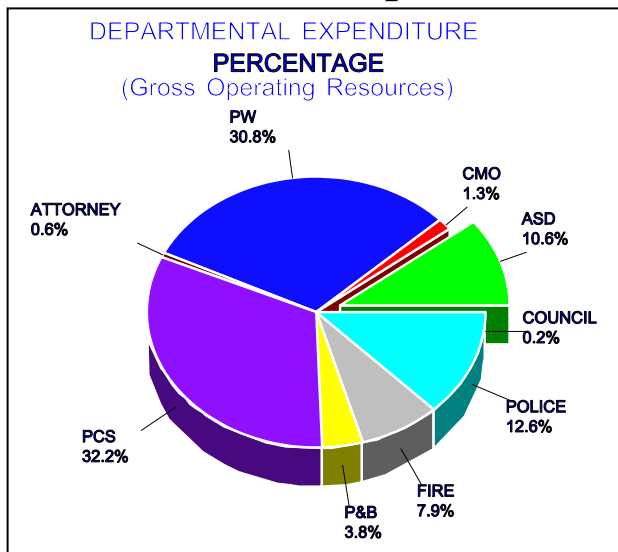
As the "Custodian of Public Funds," manage and safeguard public financial resources. Provide prompt and courteous service to citizens and others having financial dealings with the city. Provide the City Council with thoughtful policy analysis and development of financially sound funding options. Help city departments implement their programs through budget development and management. Report the city's financial activity in a clear and understandable manner.



- ACCOUNTS RECEIVABLE
- ACCOUNTS PAYABLE
- BUDGET & RESEARCH
- BUSINESS LICENSES
- CASH MANAGEMENT & INVESTMENTS
- COST ACCOUNTING
- CUSTOMER SERVICE
- DEBT ADMINISTRATION
- FINANCIAL PLANNING
- FINANCIAL REPORTING & CAFR (COMPREHENSIVE ANNUAL FINANCE REPORT)
- LIAISON TO FINANCE AND ECONOMICS COMMISSION
- MISCELLANEOUS PAYMENTS
- PARKING CITATIONS
- PAYROLL SERVICES
- UTILITY BILLING

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
General Fund Support	1,439,596	1,495,391	1,437,792	1,720,100
Capital Project Funds	214,088	116,598	98,820	116,066
Construction Tax	145,223	0	0	0
Development Impact Fees	38,081	54,852	50,083	65,419
Enterprise Funds	263,966	292,073	273,994	286,510
Fees & Charges	24,147	22,795	23,594	23,428
Internal Service Funds	4,291,897	5,219,224	5,199,137	5,273,506
Public Safety Srv Fee/Tax	36,680	41,189	38,640	40,405
Special Revenue Funds	315,227	97,456	103,680	117,634
Total Revenues	6,768,905	7,339,578	7,225,740	7,643,068

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Capital Expenditures	216,987	300,500	245,750	300,500
Operating Expenditures	4,536,054	4,914,247	4,967,033	4,907,427
Salaries and Benefits	2,015,864	2,124,831	2,012,957	2,435,141
Total Expenditures	6,768,905	7,339,578	7,225,740	7,643,068



ADMINISTRATIVE SERVICES

Administration

Assistant City Manager 1.0

Finance

Finance Director 1.0
 Accounting Manager 1.0
 Assistant to the Director 1.0
 Financial Analyst II 3.0
 Financial Assistant II 9.0
 Financial Associate 2.0
 Financial Coordinator 1.0
 Financial Supervisor 2.0
 Office Assistant II 1.0

Human Resources

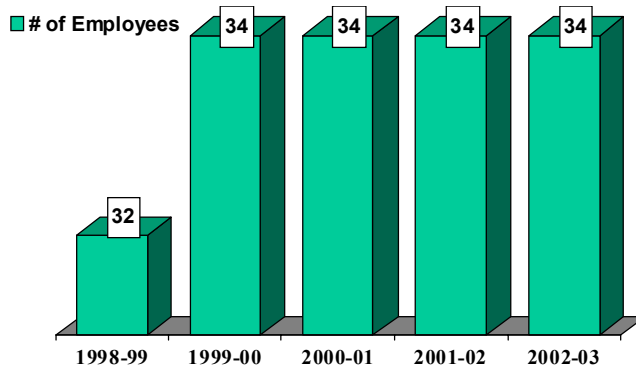
Human Resources Administrator 1.0
 Human Resources Analyst I 2.0
 Secretary 1.0

IS and Communication Services

Information Tech. Administrator 1.0
 MIS Senior Systems Analyst 3.0
 MIS Systems Analyst 1.0
 MIS Systems Specialist 3.0

FULL TIME EQUIVALENT (FTE)	
Regular Full Time	34.00
Regular Part Time	0.00
Temporary Part Time	1.20
TOTAL FTE's	35.20

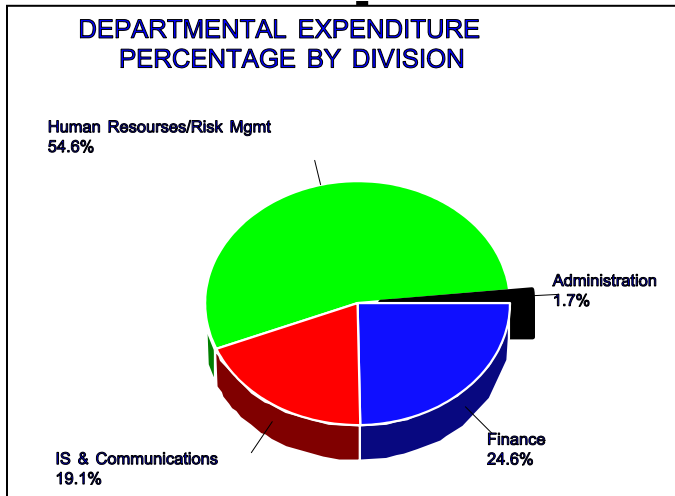
Five Year Human Resource Trend Administrative Services Department



No. 21

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
General Fund Support	0	0	0	133,013
Total Revenues	0	0	0	133,013

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Salaries and Benefits	0	0	0	133,013
Total Expenditures	0	0	0	133,013



**SUMMARY OF MAJOR
BUDGET CHANGES**

Added funding for Geographic Information Systems base map.

HUMAN RESOURCES & RISK MANAGEMENT – DIVISION 22

Major Accomplishments in FY 2001-02

- Continue to revamp the Worker's Compensation program, including creating a database to track Worker's Compensation costs
- Completed 47 recruitments this year
- Continue to make progress in the centralization and reorganization of personnel files
- Continue to scan recruitment information and terminated employee information into a records management system

Plans/Goals for FY 2002-03

- Develop a consistent training program to address supervisory, safety and worker's compensation training
- Continue to revamp the Worker's Compensation program to decrease costs and number of claims filed
- Implement a new Human Resources computer module.
- Update the Human Resources web page to allow applicant to apply for city positions online.
- Increase automation of Human Resources practices, including making all forms and procedures accessible via the citywide Intranet

How We Measure Up

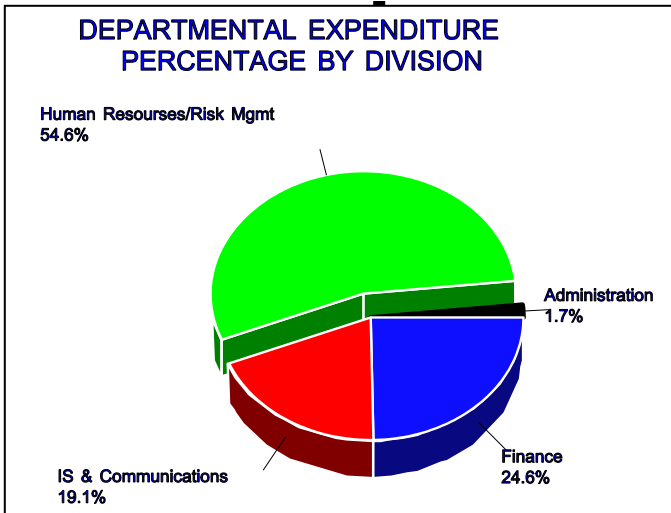
- Shorten elapsed time for processing liability/property claims to six months or less (80%)
- Reduce Worker's Compensation costs by 2% per year
- Complete recruitment process within six weeks (95%)

**HUMAN RESOURCES & RISK MANAGEMENT
DIVISION**

No. 22

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
General Fund Support	353,466	344,236	337,016	349,123
Internal Service Funds	3,096,891	3,802,653	3,834,821	3,823,269
Total Revenues	3,450,357	4,146,889	4,171,837	4,172,392

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Capital Expenditures	157	0	0	0
Operating Expenditures	3,188,417	3,901,371	3,939,726	3,898,193
Salaries and Benefits	261,783	245,518	232,111	274,199
Total Expenditures	3,450,357	4,146,889	4,171,837	4,172,392



**SUMMARY OF MAJOR
BUDGET CHANGES**

The increase requested for operating expenditures next year is due to significant increases in employee benefit costs, specifically health, worker's compensation and liability insurance costs.

INFORMATION SERVICES – DIVISION 26

Major Accomplishments in FY 2001-02

- Development of web based systems to allow the public and city staff to easily search for and retrieve information they need
- Scanning & imaging of planning, building, and human resource documents for both public and staff retrieval . Including the conversion of more than 850,000 building permits and plans
- Complete Phase II of the GIS system which creates an accurate, spatially correct, base map of the city for use by staff and outside entities
- Development of an offsite backup and disaster recovery system to insure city information is accessible
- Development of internal city systems that allow staff to help themselves and not rely on outside vendors or support staff
- Replacement of obsolete computing equipment within the city's automaton infrastructure

Plans/Goals for FY 2002-03

- Public access to utility, building permit, and scheduling information from the city's website
- Refine the processes necessary to display council packets on the city website
- Implement a city-wide work order system which will help automate requests processes
- Implement a new human resource tracking system
- Coordinate citywide public safety radio system upgrade/replacement
- Implement a new citations management system with the ability for the public to check the status of, and pay for, parking tickets on-line
- Continually upgrade the city's web site to include information for the public and staff to use
- Continually upgrade internally city systems to city give staff the tools necessary to effectively carry out their duties

How We Measure Up

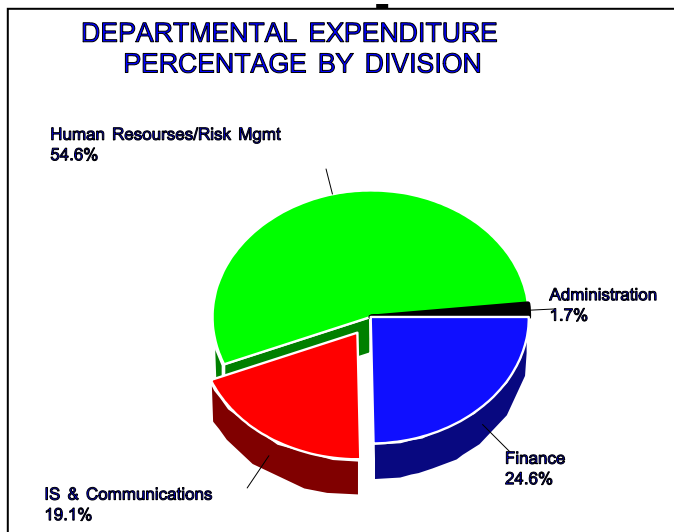
Objectives for FY 2002-03:

- Respond to Help Desk requests within 20 minutes (85%)
- Respond to serious/major problems within one hour (93%)
- Provide IS staff with 40 hours of training per year
- Offer 500 hours of training to city employees per year

No. 26

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Construction Tax	145,223	0	0	0
Fees & Charges	8,301	8,302	8,302	8,302
Internal Service Funds	1,195,006	1,416,571	1,364,316	1,450,237
Total Revenues	1,348,530	1,424,873	1,372,618	1,458,539

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Capital Expenditures	203,913	300,500	245,500	300,500
Operating Expenditures	520,690	421,288	421,288	424,019
Salaries and Benefits	623,927	703,085	705,830	734,020
Total Expenditures	1,348,530	1,424,873	1,372,618	1,458,539



**SUMMARY OF MAJOR
BUDGET CHANGES**

None to report.

FINANCE – DIVISION 28

Major Accomplishments in FY 2001-02

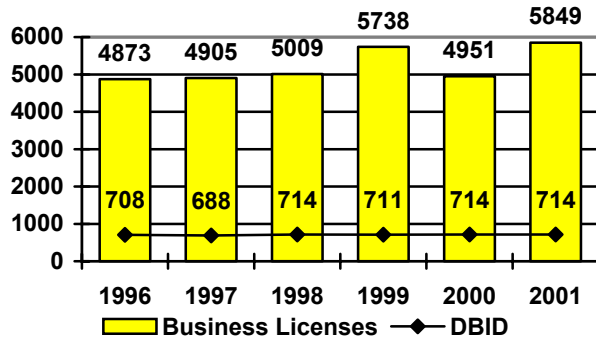
- Received Award for Excellence in Budgeting from CSMFO (California Society of Municipal Finance Officers) for the 2001/02 Budget
- Conducted Citizen's Budget Realignment Workshops throughout the community for input on the imbalance in the city's long range financial plan
- Worked with the Finance and Economics Commission (FEC) to prepare revenue options for Council consideration
- Provided technical and informational support for proposed Measure D Park Tax which was overwhelmingly approved by Davis voters in March, renewing the Park Maintenance Tax for up to four more years
- Improved collections on parking citations by implementing DMV holds on registration.
- Implemented bank drafting (electronic fund transfer) for utility billing customers
- Completed full implementation of purchase cards
- Streamlined check printing by implementing new digital automated imaging system

Plans / Goals for FY 2002-03

- Continue future budget planning with the FEC
- Consider options for the city's investment portfolio
- Continue internal procedures and processes audit to effect improvements
- Obtain GFOA (Government Finance Officers Association) award for Excellence in Financial Reporting and CSMFO (California Society of Municipal Finance Officers) award for budget
- Expand customer service through training; provide feedback opportunities; increase level of customer satisfaction with services provided
- Enhance the Finance Department web page by providing "electronic" access to all customer oriented financial forms
- Continue GASB 34 planning
- Conduct a Request for Proposals (RFP) for new Auditor contract

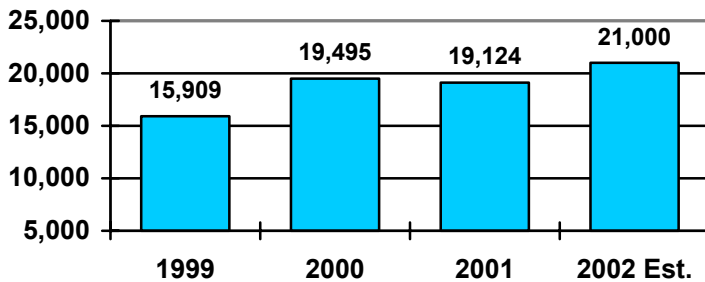
How We Measure Up

BUSINESS LICENSE RENEWALS



Business licenses are renewed annually, while new applications are processed year-round. The city also collects a fee for business located in the Davis Business Improvement District (DBID). DBID revenues are passed onto the Davis Downtown Business Association for Council approved BID uses.

PARKING CITATIONS PROCESSED



Though parking citations are issued by Parking Enforcement Officers in Davis Police Department, it is the Finance Division that collects and processes the citation payments. Collection efforts are coordinated with dispute resolution and the DMV so that holds may be placed on car registrations for severely delinquent accounts.

The city pools all cash funds not held by fiscal agents. Internal control is rigorously maintained to provide accountability and to protect the city's cash assets. Investments are conservatively managed with three primary objectives: 1) safety of principal; 2) liquidity to meet cash flow needs; and 3) maximize investment yield.

Investment Earnings All Funds	2000	2001
Interest Earned	\$3,607,064	\$4,795,561
Average Effective Yield Returned		
City of Davis	5.845%	6.415%
Local Agency Investment Fund	5.690%	6.143%

FINANCE DIVISION

<u>Source of Funds</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
General Fund Support	1,086,130	1,151,155	1,100,776	1,237,964
Capital Project Funds	214,088	116,598	98,820	116,066
Development Impact Fees	38,081	54,852	50,083	65,419
Enterprise Funds	263,966	292,073	273,994	286,510
Fees & Charges	15,846	14,493	15,292	15,126
Public Safety Srv Fee/Tax	36,680	41,189	38,640	40,405
Special Revenue Funds	315,227	97,456	103,680	117,634
Total Revenues	1,970,018	1,767,816	1,681,285	1,879,124

<u>Expenditures</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Capital Expenditures	12,917	0	250	0
Operating Expenditures	826,947	591,588	606,019	585,215
Salaries and Benefits	1,130,154	1,176,228	1,075,016	1,293,909
Total Expenditures	1,970,018	1,767,816	1,681,285	1,879,124

SUMMARY OF MAJOR BUDGET CHANGES

The 2002-03 budget reflects the full year cost of the Accounting Manager. This position was frozen for 2001-02 to generate the division's share of budget reductions.

