

DEPARTMENT SUMMARY
ADMINISTRATIVE SERVICES – FINANCE

Mission Statement

To provide leadership in responsibly managing the City's financial resources and its related agencies while providing efficient courteous service.

Department Description

The Administrative Services Department provides a key role in every financial transaction of the City. Responsibilities include budget, purchasing, payroll, accounting, accounts receivable, accounts payable, risk management, and graphics. The Department is considered a central support department providing fiscal oversight and control to other City departments and related agencies. The Department also manages the City's Risk Management function which includes workers compensation, safety, and insurance services. Additionally, the Department manages the Graphics operation which provides printing and graphic services to other City departments.

Relationship to City Strategic Goals

Trust in Government

The Administrative Services Department continually works to ensure that Generally Accepted Accounting Standards (GAAS) are maintained and upheld. As such, Accounting procedures are revised as necessary. Further, the annual budget document and the Consolidated Annual Financial Report are posted to the City's website to provide additional opportunities to the community to be more informed of the City's financial picture. The implementation of quarterly meetings with all departments to review and

discuss liability and other risk management issues has improved understanding and communication.

Technology

The Department continually searches for ways of improving services while reducing costs. The City's financial system provides timely and complete financial information directly to departments. Upgrades to the system are evaluated and cost-effective solutions are implemented. A new asset inventory module and budget module are being implemented which will allow departments increased efficiencies as well as more accurate tracking and recording of information.

Major Accomplishments

In fiscal year 2008, the City was once again awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2007. The Certificate of Achievement is the highest form of recognition in government accounting and financial reporting.

The Department has successfully implemented a new budget module and a new asset inventory module which are both part of the current financial system. The Risk Management division has begun the process of implementing an automated liability reporting system and has completed the transfer of the liability claims operation from the City Attorney's office to Risk Management.

FINANCE - GENERAL FUND			
	Actual Expenditures 2007-08	Original Budget 2008-09	Proposed Budget 2009-10
Salaries & Benefits	2,320,529	2,736,775	2,714,317
Maintenance & Operations	1,587,851	1,465,143	701,381
Total Appropriations	3,908,380	4,201,918	3,415,698

FINANCE - OTHER FUNDS			
	Actual Expenditures 2007-08	Original Budget 2008-09	Proposed Budget 2009-10
Salaries & Benefits	16,169,308	949,755	784,698
Maintenance & Operations	22,863,582	23,858,530	23,696,312
Total Appropriations	39,032,890	24,808,285	24,481,010

Changes from Prior Year

Budget Changes: The change in the Department's budget from fiscal year 2009 represents two vacant positions being eliminated and various M&O reductions being implemented. A reduction of four hourly staff members and a transfer of one full-time position have occurred as the result of closing the Enterprise Services section.

Organizational/Program Changes

The Enterprise Services section has been closed resulting in the City no longer offering Passport Services. Also, the Graphics section has been moved to the General Fund and will be functionally located under the Public Information Office of Management Services.

Future Outlook

The Administrative Services Department is proactively working with other City departments and managers on several Citywide cost reduction strategies. The department is actively involved in monitoring legislation as it impacts local government revenues and expenditures. The City's financial status is continually monitored for the impact of new reporting requirements introduced by the Governmental Accounting Standards Board (GASB), changes in State laws, instability of revenue sources, and rising costs. The department will continue to emphasize good customer service to internal and outside customers while trying to always identify ways to improve services.