

FINANCE DEPARTMENT

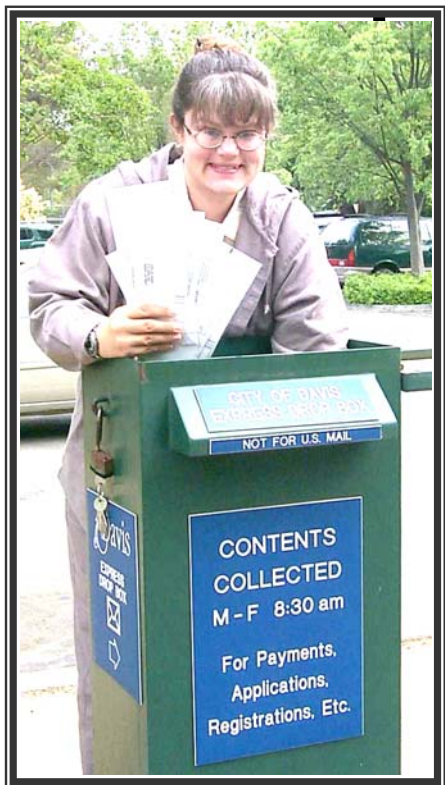
STATEMENT OF PURPOSE

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.

FINANCE DEPARTMENT

There are many areas of focus for the Finance department. Some of these include:

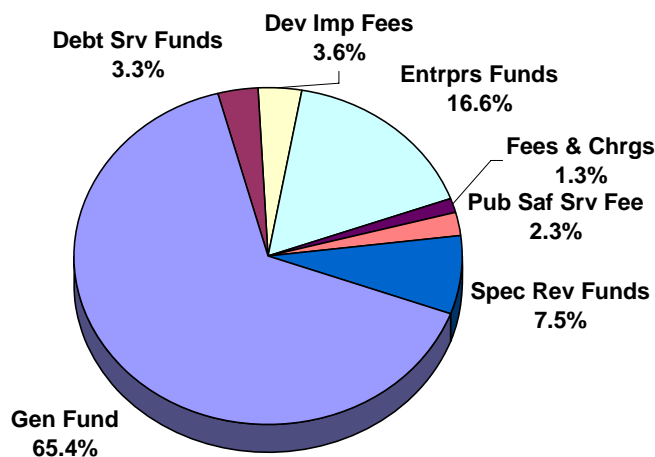
- Accounts Receivable
- Accounts Payable
- Budget & Research
- Business Licenses
- Cash Management & Investments
- Cost Accounting
- Customer Service
- Debt Administration
- Financial Planning
- Financial Reporting & CAFR (Comprehensive Annual Finance Report)
- Liaison to Finance and Economics Commission
- Miscellaneous Payments
- Parking Citations
- Payroll Services
- Utility Billing



Revenues by Fund	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
General Fund Support	1,009,315	1,109,321	1,380,205	1,407,656
Capital Project Funds	71,137	0	0	0
Debt Service Funds	0	70,000	70,000	70,000
Development Impact Fees	50,341	42,883	67,446	78,554
Enterprise Funds	311,310	299,656	355,766	356,677
Fees & Charges	18,080	39,164	32,885	28,840
Public Safety Srv Fee/Tax	43,888	42,259	50,172	50,301
Special Revenue Funds	115,757	118,041	161,556	160,443
Total Revenues	1,619,828	1,721,324	2,118,030	2,152,471

Expenses by Category	Actual <u>2002-03</u>	Actual <u>2003-04</u>	Budget <u>2004-05</u>	Budget <u>2005-06</u>
Capital Expenditures	0	10,062	20,000	0
Operating Expenditures	523,617	502,410	658,886	596,453
Salaries and Benefits	1,096,211	1,208,852	1,439,144	1,556,018
Total Expenditures	1,619,828	1,721,324	2,118,030	2,152,471

**Source of Funds for
Final Budget 2005-06**





Finance Department

FTE'S 21.00



- 1. Fin Accounting
- 2. Fin Reporting
- 3. City Utility Billing
- 4. Business Licenses
- 5. Cash Management
- 6. Budget
- 7. Master Financial Plan
- 8. Major Projects Plan
- 9. Fixed Assets
- 10. Investments
- 11. Debt Management



Major Accomplishments in FY 2004-05

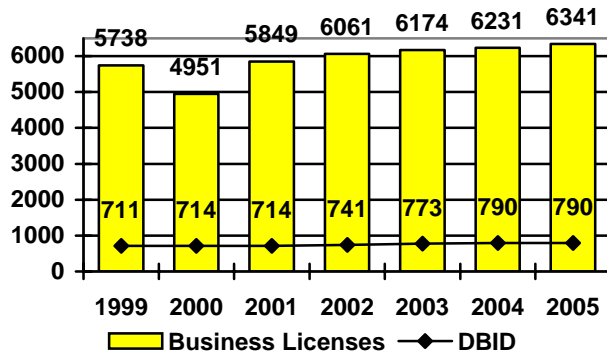
- Implemented new Development Impact Fee Schedule.
- Posted Comprehensive Annual Financial Report (CAFR) for the fiscal year that ended June 30, 2004 on Finance web site.
- Realigned staff responsibilities and organization to increase efficiency, effectiveness and service to the community.
- Solicited proposals from qualified firms and awarded new contracts for external audit services.
- Implemented new online utility billing program that allows customers to view account information and pay utility bills online.

Plans / Goals for FY 2005-06

- Coordinate citywide budget process so as to ensure that City resources are allocated consistent with City Council priorities while maintaining long-term fiscal health of the City.
- Review, update and maintain General Fund Five-Year Budget Forecast.
- Develop complimentary Five-Year Budget Update for the City Council.
- Review and update internal financial management reports to facilitate and promote effective monitoring of departmental and program budgets.
- Work with the Finance and Budget Commission to enhance community understanding and participation in the budget process.
- Submit published FY 2005-06 Adopted Budget for consideration of awards for excellence to the California Society of Municipal Finance Officers (CSMFO).
- Review and update internal financial management reports to facilitate and promote effective monitoring of departmental and program budgets.
- Publish Comprehensive Annual Financial Reports in conformity with GASB 34 requirements and submit for consideration of Award for Excellence to Government Finance Officers Association (GFOA).
- Review existing Investment Policy and ensure effective management of City investments and assets.
- Explore feasibility of implementing credit card payment system for all City payments and locations.
- Assist in the development of improved information database to track, monitor and report on trends in major revenue categories including Property and Sales Tax.
- Continue to enhance customer service by cross-training staff and providing improved access to information, including development of new Finance department web page.

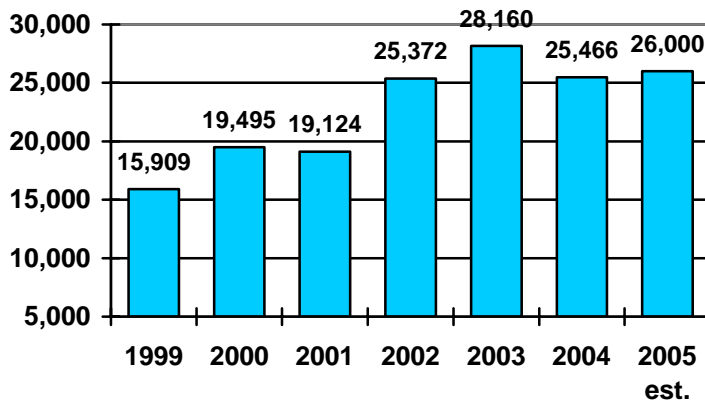
How We Measure Up

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.

Parking Citations will soon be available online. The public will be able to pay their bills from their home through the City's new system. This enhancement will help improve customer service.

