

Finance and Administrative Services Administration

- Chief Financial Officer
- Supervises All Finance & Administrative Services Activities – To Include IT, HR, & Purchasing
- Advises the City Manager on Fiscal Policy
- Development & Administration of City Financial & Administrative Policies
- Increase Employee Productivity through Training & Technology
- Management Review
- Economic Development
- Strategic Planning
- Fiscal & Productivity Studies
- Budget Message
- Debt Management
- Rate & Fee Studies
- Manage City Investments

Finance Accounting Division

- Comprehensive Annual Financial Report (CAFR)
- General Accounting
- Fixed Assets Accounting
- Grants Accounting
- Accounts Payable & Receivables
- Payroll
- Financial Statements
- IRS Compliance
- External Audit
- Financial Management Systems

Finance Budget Division

- Preparation of Budget Documents
- Budget Development, Administration
- Discussions
- Budget Amendment & Resolutions
- Revenue & Expenditure Forecasts
- Budget Reporting

Finance Program Analysis Division

- Five Year Operational & Business Plans
- Departmental Administrative Rules & Procedures
- Special Projects
- Performance Measurement Database
- Budget Preparation
- Quarterly Performance Reporting
- City-Wide Rate Studies

Finance Treasury Division

- Investment Administration
- Banking Services Agreement
- Pension Administration
- Financial Analysis
- Economic Development
- Budget Preparation
- Bank Reconciliation
- Internal System Development

Finance Administrative Support Division

- Contract Compliance
- FAS Budget
- Oversee Point & Pay Contractual Relationships
- FAS Budget
- Project Tracking System
- Employee Leave Tracking
- Purchase Orders
- Department Payroll
- Administrative Rules & Regulations Compliance
- Travel Requests
- Training Coordinator
- Telephone Systems
- Employee Performance Review
- EIF Grant Administration

Information Technology Department

- Increase Employee Productivity Through Use of Technology
- Determine Most Effective use of Technology Tools and Platforms
- Provide Timely and Accurate Information
- Facilitate Implementation and Management of Chosen Solutions
- Maximize Integrity of the City's Information Assets
- Provide Support for all City Applications
- Support all of the Users Business Goals
- Troubleshoot Performance Issues
- Manage the Test Cycle of all Applications

Human Resources Department

- Support all Departments in order to Meet the City's Diverse Human Resources
- Provide Accurate and Timely Counseling for Employees
- Employee Assistance Program
- Job Descriptions and Specifics
- Union Negotiations
- Monitor Union Contracts for compliance
- Provide Initial Treatment/Referral in the Event of Injury/Illness
- Promote a Drug-free Workplace
- Promote Health and Wellness of City Employees
- Administer Flu Shots to all Interested City Employees
- Schedule Required Physicals for Fire and Police Departments
- Pre-Employment Drug Screening/Testing

Purchasing Department

- Provide City Departments with Procurement of all Supplies and Equipment
- Credit Card Administration
- RFP, ITN and RFQ
- Contract Development
- Contract Compliance
- Insure Best Value for Funds Expended by Applying Sound Business and Ethical Practices
- Manage City Inventory
- Provide for Proper Disposal of Surplus Equipment
- Provide cost-effective Reproduction, Faxing and Document transfer for all City Departments
- Analyze Usage History and Project Annual Consumption