

administrative services

MISSION STATEMENT

Finance • Purchasing

To provide leadership in responsibly managing the City's financial resources.

Graphics

To assist City Divisions in reaching their goals through creative visual communications.

OPERATING BUDGET

Salaries and Benefits	\$ 2,228,353
Maintenance and Operation	498,405
Capital	55,128
Sub-Total General Fund	2,781,886
City Self Insurance Program	8,963,000
TOTAL	\$ 11,744,886





DESCRIPTION OF SERVICES

The Division of Finance and Administrative Services provides advice and analysis on financial matters affecting the City. The Department prepares the Comprehensive Annual Financial Report (CAFR), the annual budget, the Long Range Financial Plan and other financial reports, as well as manages division operations of accounting, auditing, budget, payroll, graphics, mail delivery and purchasing.

FINANCE - 70% of Operating Budget

Prepares City's annual Comprehensive Annual Financial Report, operating and capital improvement budgets, maintains Long Range Financial Plan database and coordinates activities. Performs daily operations of the entire financial system for the City. Maintains all accounting records.

PURCHASING - 12% of Operating Budget

Insures that the City receives the lowest cost for goods and services; issues all purchase orders for the City.

GRAPHICS - 18% of Operating Budget

Offers design, printing and copying services to all divisions within the City. Operates mailroom and mail delivery/pick-up service.

SELF-INSURANCE

Provides administration and management for Unemployment Insurance, General Liability, Auto Liability, Uninsurable Litigation, Dental Insurance, Medical Insurance, Vision Insurance and Retiree Medical.