

Financial Services

The Financial Services Department consists of six core divisions. Responsibilities include procuring supplies, materials, equipment, construction and services for City departments in accordance with State statutes, City ordinances and proper purchasing procedures; recording and reporting of financial transactions of the City; assisting City departments in grant writing activities; managing, monitoring and disbursing the City's cash resources through treasury services and fiscal operations; and managing the City's capital assets including real property.



Highlights in FY 06

- Received Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Reporting for the 2005 Comprehensive Annual Financial Report (CAFR)
- Formed the Grant Services Division to assist City Departments with new grant opportunities

- Completed annual audit in a timely manner
- Implemented Capital Assets Division to manage the City's capital assets
- Fully implemented a procurement card system in order to facilitate and expedite small purchases

Human Resources Department

Service with Honesty and Respect. This motto expresses the Department's goal to provide outstanding support for the Strategic Goals of the City by cultivating and developing human resource assets while complying with statutory obligations. In support of this goal, the Human Resources Department processed 7,400 applications, tested and evaluated 3,000 applicants, made 25,000 individual employee data changes and presented 24,000 contact hours of employee training.

Highlights in FY 06

- Implemented historic citywide Employee Pay Improvement Plan
- Instituted high-efficiency "Best Practices" Citywide Automated Attendance and Leave System
- Began on-line Employment Application System to enhance access to City employment

- Standardized injured employees' Return to Work procedures
- Revamped Tuition Assistance Program to increase funding and variety of opportunities
- Updated and distributed Employee Handbook to ensure awareness of City policies