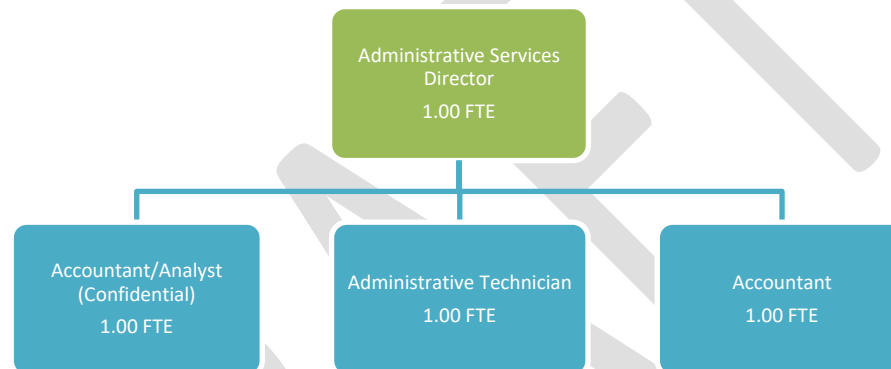


ADMINISTRATIVE SERVICES (FINANCE) DEPARTMENT

Mission Statement

The Department of Administrative Services is responsible for the divisions of Finance & Accounting, Budgeting, Human Resources and Information Technology.

1. Finance & Accounting – Performing the accounting for all of the City’s financial transactions and coordinating the assisting in the preparation of the annual audit.
2. Budgeting - Coordinating the annual operating and capital budget process, including the development of the fee schedule, assisting departments with reports and analysis to ensure expenditures are maintained within budgeted appropriations.
3. Human Resources - Process bi-weekly payroll for all City employees, reporting and paying tax obligations, and completing all regulatory reporting requirements.
4. Information Technology - Work collaboratively with all City departments to deliver the IT services, infrastructure, and technology consulting possible.



Major Accomplishments in 2023-24:

- ✓ Filled the Accountant position
- ✓ Completed Cost Allocation Plan (CAP)
- ✓ Completed & Created a 115 Pension Trust
- ✓ Supported Public Works & Engineering with water rate study
- ✓ Transitioned citywide email domain name from dot.org to dot.gov for security reasons
- ✓ Continue to be the recipient of the Distinguished Budget Presentation Award
- ✓ Continue to be recipient of Certificate of Achievement for Excellence in Financial Reporting

Goals and Objectives for 2024-25:

- ❖ Prepare an RFP for audit services
- ❖ In coordination with the City Manager, provide administrative support of sales tax measure
- ❖ Explore audit option for business license
- ❖ Continue to be the recipient of the Distinguished Budget Presentation Award
- ❖ Continue to be recipient of Certificate of Achievement for Excellence in Financial Reporting
 - State Compensation Report
 - Annual Maintenance of Efforts (Proposition 172)
 - Single Audit