

Governance Programs

Program	Quartile	Department	Division
Council Meeting Administration - CMO	1	City Manager	City Manager
Leadership & Supervision - CMO	1	City Manager	City Manager
Facilities Maintenance, Safety, and Security	1	External Services	Facilities Maintenance
Council Administrative Support	1	Mayor Council	Mayor Council
Council Meeting Administration	1	Mayor Council	Mayor Council
Debt Management/Capital Funding	1	Shared Services	Accounting
Payroll Processing	1	Shared Services	Accounting
Additional Appropriations	1	Shared Services	Budget
Budgeting	1	Shared Services	Budget
CIP Amendments	1	Shared Services	Budget
CIP Development	1	Shared Services	Budget
Council Agenda Management	1	Shared Services	City Clerk
Records Management--Citywide Records Program Administration	1	Shared Services	City Clerk
Security Systems	1	Shared Services	ETS
Applications	1	Shared Services	ETS
Website	1	Shared Services	ETS
Debt Management/Capital Funding	1	Shared Services	Finance Administration
Benefits Administration	1	Shared Services	Human Resources
Collective Bargaining	1	Shared Services	Human Resources
Compensation Administration	1	Shared Services	Human Resources
Employee / Labor Relations	1	Shared Services	Human Resources
Records Management	1	Shared Services	Human Resources
Regulatory Compliance - HR	1	Shared Services	Human Resources
Staffing and Recruitment	1	Shared Services	Human Resources
Contract Administration	1	Shared Services	Purchasing
Purchasing Services	1	Shared Services	Purchasing
Disaster Recovery	1	Shared Services	Recovery Office
Collective Bargaining - CAO	2	City Attorney	City Attorney
Contracts	2	City Attorney	City Attorney
Legal Advice and Support	2	City Attorney	City Attorney
Citywide Projects Support - CMO	2	City Manager	City Manager
Utilities	2	External Services	Facilities Maintenance
Boards & Commissions Support - CDBG	2	External Services	Housing and Community Investment
Boards & Commissions Support - CS Director	2	External Services	Human Services
Boards & Commissions Support - AIPP	2	External Services	Museum - Art in Public Places
Financial Reporting	2	Shared Services	Accounting
Internal Controls	2	Shared Services	Accounting
Fiscal Analysis	2	Shared Services	Budget
Boards & Commissions Support	2	Shared Services	City Clerk
Records Management--Open Records Research Requests	2	Shared Services	City Clerk
Device Management & Support	2	Shared Services	ETS
Network Reliability	2	Shared Services	ETS
Server Infrastructure	2	Shared Services	ETS
Phone System	2	Shared Services	ETS
ETS Leadership and Support	2	Shared Services	ETS
Cashiering/cash receipts	2	Shared Services	Finance Administration
Collective Bargaining - Finance	2	Shared Services	Finance Administration
Daily deposit/Balancing/Banking	2	Shared Services	Finance Administration
Investments	2	Shared Services	Finance Administration
Pension Administration	2	Shared Services	Finance Administration
Banking Services	2	Shared Services	Finance Administration
Accidents	2	Shared Services	Fleet
Budget and Fleet Lease Rates	2	Shared Services	Fleet
Fuel Infrastructure Management	2	Shared Services	Fleet
Radio and Radio Infrastructure Management	2	Shared Services	Fleet
Vehicle Infrastructure Management	2	Shared Services	Fleet
Vehicle Purchases/ Vehicle Salvage	2	Shared Services	Fleet
Training and Development/Organizational Development	2	Shared Services	Human Resources
Volunteer Management - HR	2	Shared Services	Human Resources
P-Card Program	2	Shared Services	Purchasing
Citywide Projects Support - Recovery Office	2	Shared Services	Recovery Office
Emergency Management - Risk	2	Shared Services	Risk Management
Loss Control (Claims)	2	Shared Services	Risk Management

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Program	Quartile	Department	Division
Loss Prevention	2	Shared Services	Risk Management
Risk Management	2	Shared Services	Risk Management
Citywide Projects Support - CAO	3	City Attorney	City Attorney
Council Administrative Support - CAO	3	City Attorney	City Attorney
Litigation	3	City Attorney	City Attorney
Ordinances	3	City Attorney	City Attorney
Customer Satisfaction Survey	3	City Manager	City Manager
Council Administrative Support - CMO	3	City Manager	City Manager
Sick Conversion	3	City Manager	Non Departmental
Boards & Commissions Support - Airport	3	External Services	Airport
Boards & Commissions Support - CYF	3	External Services	Children, Youth and Families
Boards & Commissions Support - Museum	3	External Services	Museum
Boards & Commissions Support - PDS	3	External Services	Planning and Development Services
Boards & Commissions Support - Rec	3	External Services	Recreation
Citywide Projects Support - City Council	3	Mayor Council	Mayor Council
Accounts Payable	3	Shared Services	Accounting
Accounts Receivable/Collections	3	Shared Services	Accounting
Audit Coordination	3	Shared Services	Accounting
Council Support	3	Shared Services	City Clerk
Pension Elections	3	Shared Services	City Clerk
Records Management--Recording	3	Shared Services	City Clerk
Sales Tax Collections	3	Shared Services	Finance Administration
GID Support	3	Shared Services	Finance Administration
LDDA Support - Finance	3	Shared Services	Finance Administration
Leadership & Supervision - Finance	3	Shared Services	Finance Administration
Building and infrastructure Management	3	Shared Services	Fleet
Compressed Natural Gas (CNG) Fueling Management	3	Shared Services	Fleet
Database Management	3	Shared Services	Fleet
Federal and State Regulatory Reporting	3	Shared Services	Fleet
Fuel Management	3	Shared Services	Fleet
Vehicle Repairs, Vehicle Sublet, and Vehicle Preventive Maintenance	3	Shared Services	Fleet
Surplus Disposal	3	Shared Services	Purchasing
Environmental Response	3	Shared Services	Risk Management
Calculating and Producing Monthly Bills	3	Shared Services	Utility Billing
Collections Activity	3	Shared Services	Utility Billing
Bankruptcy	4	City Attorney	City Attorney
Collections	4	City Attorney	City Attorney
Legislative Affairs - CMO	4	City Manager	City Manager
Bad Debt	4	City Manager	Non Departmental
Employee Activities	4	City Manager	Non Departmental
Employee Recognition	4	City Manager	Non Departmental
Lease of Employee Parking Downtown	4	External Services	Facilities Maintenance
Boards & Commissions Support - Golf	4	External Services	Recreation Golf
Peer Support	4	Public Safety	Public Safety Administration
Citywide Projects Support - Communications	4	Shared Services	Communications
Council Administrative Support - Communications	4	Shared Services	Communications
Leadership & Supervision - Communications	4	Shared Services	Communications
Sales Tax Auditing	4	Shared Services	Finance Administration
Sales Tax Customer Service	4	Shared Services	Finance Administration
Information Desk	4	Shared Services	Finance Administration
Licensing	4	Shared Services	Finance Administration
Processing Returns	4	Shared Services	Finance Administration
Sales Tax Reporting	4	Shared Services	Finance Administration
Pool Cars	4	Shared Services	Finance Administration
Parts Management	4	Shared Services	Fleet
Parts Purchase and Inventory	4	Shared Services	Fleet
Recognition Program	4	Shared Services	Human Resources
Tuition Reimbursement	4	Shared Services	Human Resources
Cell Phones	4	Shared Services	Purchasing
Vendor Maintenance & Outreach	4	Shared Services	Purchasing
Wellness	4	Shared Services	Risk Management
Connecting and Disconnecting Service	4	Shared Services	Utility Billing
Process City Mail	4	Shared Services	Utility Billing