

## **Pride in Public Service**

A new Employee Recognition Program has recently been launched. The program was developed by the City's Innovation Committee, a group of employees tasked with seeking ways to enhance operations and maintain employee morale. It was noted there are many ways in which employees contribute above and beyond what is expected, including exemplary customer service, leadership, successful special projects and cost reduction programs. This program provides a mechanism for those employees to be recognized for their efforts. Any member of the public, volunteer, employee, contractor, appointed or elected official may nominate an employee for consideration. Nominations will be accepted throughout the year and may be made for individuals or groups. Forms are available at City Hall; the website will also have the form by the end of this month. A selection committee will review the nomination forms at the end of November. Presentation of the awards will occur in December.

## **Department Profile by Healthier Ippoliti, Finance Director**

The [Finance Department](#) name can be a bit misleading. Besides being responsible for the financial management of all City funds, including: risk management, payroll, accounts payable, utility billing, revenue collections, budget development, treasury management, grant administration and financial reporting, the City's Finance Department is also responsible for information technology services, the central purchasing and warehousing functions, facility and vehicle maintenance; as well as general corporation yard management.

There are two information technology staff members responsible for 150 desktop systems, three dozen laptop units, thirty-two network servers, and an interconnecting wide area network, with fiber, T1s and wireless communications covering 10 locations and over 200 custom application configurations.

Staff has a number of projects currently in the works: a new Wi-Fi system with a go live date of March 31, 2012; the implementation of a proof of concept to migrate the City's email system to a cloud with a test group expected to be actively using the services in March, 2012; and the replacement of much of the network and computer infrastructure using server virtualization which will provide greater flexibility to meet changing demands in the use of technology achieving operational goals of the City as well as maximizing the investment of the technology used to deliver services.

Besides maintaining the 97 city-owned vehicles, fleet management also includes the responsibility for various mandated inspections, the purchase of replacement vehicles, and the sale of surplus vehicles and equipment. Staff recently implemented a program where surplus vehicles are sold to local Sonoma County car dealers to the highest bidder based on a predetermined minimum bid. Since implemented in late 2009, the program has generated over \$70,000 in revenue with an average price of 42% over minimum bid. A fleet maintenance software program was installed approximately 18 months ago enabling staff to better track all labor and materials used in maintaining our City fleet.

The department is also responsible for the management of the City warehouse and the purchase of city-wide supplies, goods and services. In the last two years, staff implemented what we call an "office accessory exchange center." This center takes extra office accessories and supplies that are no longer used by the originating department and makes them available for use by another department. In the first year of implementation, the program cut office supply expenses by over 80%. The goal is to keep the purchasing local whenever possible and to always keep fiscal responsibility in mind.

In addition to the maintenance of the City owned facilities, the department also manages the janitorial service, HVAC and emergency generator maintenance agreements. The department staff has begun to

perform the pest control activities in-house thereby eliminating a \$5,600 annual contract. Recent projects include the Senior Center Bathroom Remodel project; the Council Chambers Lighting Project, completed January 27th; the installation of new flooring at the Community Center, the remodeling of the restroom at the City garage and the construction of a handout rack for the Building department in the CDC lobby. Upcoming projects include adding a small kitchen downstairs in the dispatch area at the Police Department, building shelving units for records storage, building bulletin boards in the Water Operations building, painting and bird netting at the Wastewater Treatment Facility and repairing the hot water system at the Police Department.

Among many other things, general corporation yard management includes scrap metal disposal, generator load testing, purchasing fuel, dealing with the fueling station and waste disposal.

When most people think of Finance staff, they think debits and credits. Here in Healdsburg, the Finance staff manages much more than just the debits and credits.