



Administrative Services Division Update

Agenda

- ▶ ASD Vacancies & Support
- ▶ Recruitments
- ▶ Efficiency Study
- ▶ Forensic Examination

ASD Division Vacancies & Support

► Procurement

- Interim Procurement Manager in place; recruitment initiated RFP
- Procurement Specialist Vacancy - recruitment initiated through HR (developing hiring plan)

► Accounting/AP

- Temp support from Robert Half in place
- Accountant
 - Recruitment initiated through HR (Job posted - application stage)
- Supervising Accountant Vacancies (2)
 - (1) Prior employee requested to come back and be reinstated - going to next Civil Service Commission
 - (2) Recruitment initiated through HR (posting closed - conducting testing next)

► Budget

- Support from Baker Tilly and Retired Annuitant
- Interim Budget Officer in place; recruitment initiated RFP

► Revenue

- Revenue Assistant Vacancies - recruitment initiated through HR (interviewing candidates)

Recruitments

City staff initiated an RFP to recruit for the CFO & ACFO. City Council approved the contract on June 5, 2025. The contract is working its way through the approval process through MUNIS. Once fully executed, we will initiate the kick-off meeting.

► One vendor will recruit for the following positions:

- CFO
- ACFO
- ACFO
- Budget Officer
- Assistant Budget Officer
- Procurement Manager

Efficiency Study

► One-on-One Interview Schedule

- 33 staff signed up to attend one-on-on interviews from May 20 through June 24
Twenty-two interviews have been held so far.
- Everyone is showing up on time and are well prepared. They are providing a lot of input in a very professional manner.
- Vendor will schedule remaining interviews with staff after June 24 due to the move from 400 E Main and transition time needed.

► Next Steps:

- Building Walk-Throughs: Will coordinate walk-throughs of the office spaces in current and future buildings.

Efficiency Study

► 2. Trends/Themes So Far

► Trends related to:

- Teamwork (good)
- Software (needs improvement)
- Training/professional development (needs improvement)
- Position stability vs. turnover (needs improvement)
- Leadership habits, including communication (both good and needs improvement)
- Staff appreciation (needs more)

Efficiency Study

► 3. Timeline

- May 25 ~ Project Launch
- May - September ~ Interviews
- July - September ~ Building Walk-Throughs
- September - October ~ Surveys
- May - December ~ Document/Process Review
- May - December - Monthly Updates
- December ~ Final Report

Forensic Audit

- ▶ Vendor: Ryland Consulting
- ▶ Term: One (1) year
- ▶ Scope:
 - Conduct a forensic examination on city finances for fiscal years 21/22, 22/23, 23/24, 24/25 with a focus on internal controls, segregation of duties, policy compliance, and state, federal, and local regulations
 - Conduct a forensic examination and identify all transactions and allocations associated with Measure A Fund. The examination will assess the allocation and use of Measure A funds, ensuring compliance with voter intent and financial transparency.
 - Conduct a forensic examination for the purchase of the New City Hall Buildings to include all transactions related to these buildings, starting from the initial purchase any rental income collected before construction, and all expenditures throughout the ongoing construction process.
- ▶ Contract and insurance entered into MUNIS for Risk and Legal review through MUNIS and final execution.
- ▶ Kickoff meeting held on 6/12

QUESTIONS ?

