

# *Administration*

**BLUEPRINT**  
for the *FUTURE*

## **Administrative Services**

- Controller – Auditor
- Facilities Management
- Human Resources
- Information Technology
- Purchasing Services
- Treasurer

# Administration

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## Controller – Auditor Activities

### FY 2006 Activity:

- 27,200 account payable checks
- 73,500 vouchers
- 4,400 active vendors
- 45,200 payroll checks
- 292 risk claim incidents
- Comprehensive annual financial report (CAFR) – Received Certificate of Achievement for Excellence in Financial Reporting for 25 consecutive years
- Annual budget report - Received GFOA's Distinguished Budget Presentation Award for 8 consecutive years

## Facilities Management Activities

- Number of City buildings/structures: 470
- Total floor area: over 3.5 million square feet
- Replacement value: \$459 million

## Human Resources Activities

- Employment – 498 new hires processed in 2006
- Compensation Management – manage wages and benefits for over 1,400 employees
- Health Services – 2,570 medical tests; over 1,500 wellness procedures
- Employee Safety – 25 percent reduction in OSHA recordable injuries in 2006

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## Information Technology Activities

- Average annual sessions to [www.Cedar-Rapids.org](http://www.Cedar-Rapids.org) = 849,600
- Web pages on [www.Cedar-Rapids.org](http://www.Cedar-Rapids.org) = 560
- Documents stored on our document imaging system = 120,000
- Average number of internal calls to our Help Desk for technical assistance = 12,480

## Purchasing Services Activities

- 2006 – Facilitates 300 bids/proposals for goods and services for all City departments
- Manages over 75 citywide contracts
- Participates in many intergovernmental bids (State of IA, IA Biotech Assoc, Western States Contracting Alliance, IA Educators Consortium)
- 2006 – Sold \$177,495 city surplus equipment via electronic auction at [GovDeals.com](http://GovDeals.com)

## Treasurer's Office Activities

### Investment Management

- Manages over \$265 million in investments in 12 portfolios

### Revenue Collection

- FY07 - Total revenue of over \$271.5 million  
29 percent of revenue is derived from property tax

### Debt Management

- Service over \$273 million in debt
- Funds items such as: streets, sewers, bridges, park improvements, water pollution control improvements, water facilities improvements, downtown improvements, pools, street trees, police and fire vehicles, technology and etc.