

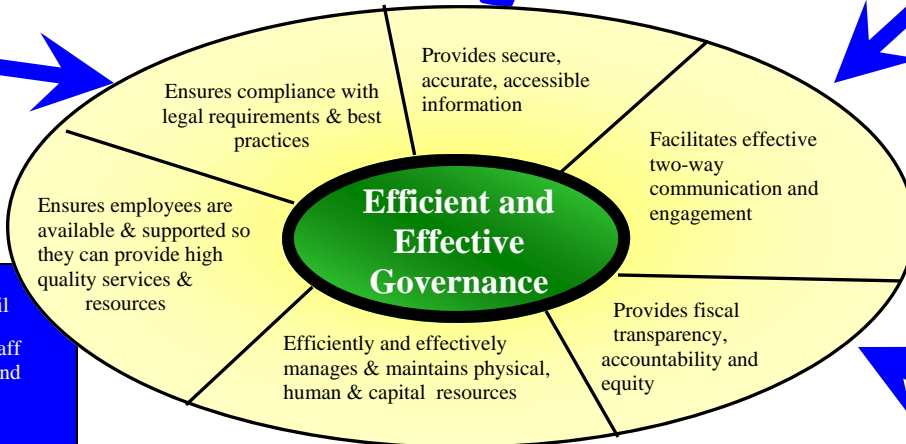
- Draft and approve city contracts
- Comply with laws in claims administration and negotiation
- Regulatory compliance for fleet operations
- Prosecute violations of city ordinances
- Compliance with OSHA Fed regs
- Comply with federal, state laws and city code/charter
- Resolve issues and complaints promptly and within the law
- Assure sales/use tax compliance
- Enforce city code and admin regulations
- Compliance for financial & accounting matters
- Security of customers pertinent data
- Oversight of business licensing
- Compliance w/Colorado governmental immunity act
- Stewards of public process
- Streamline application process & facilitate code compliance
- Provide legal advice to mitigate liability for city & employees
- Review of contracts for insurance requirements
- Meet critical deadlines
- Appropriate Records management
- Plan review
- Evaluate & implement outsourcing
- Decisions based on solid business plans

- Provide service systems to protect data and citizens information
- Maximize use of technology & plan for changes in technology
- Maintain back-up data and disaster recovery system & site
- Use technology to create or increase transparency/ accessibility
- Maintain informative website
- Manage and execute employee transactions
- Insure city staff have access to information and data
- Provide information to citizens via ACIS system
- Utilize web transactions
- Provide adequate storage for critical information
- Provide info on progress of projects
- Provide and maintain applications to support all city processes

- Provide comprehensive performance measure system
- Maintain accurate records for the city
- Provide staffing and space needs studies consistent with industry standards
- Provide internet access for staff
- Provide remote access via phone and computers
- Electronic records
- Maintain database on Contracts
- Provide information on back of utility bill
- Standardize processes/programs
- Provide timely accurate financial reporting
- Establish concise information & program guidelines
- Provide expert assistance for infrequent tasks
- Provide & maintain technology resources & computer support
- Support for public outreach

- Internal & external communication
- Create a collaborative teamwork culture
- Inform employees of goals & policies
- Provide opportunities for human response to needs or inquiries
- Ensure citizens & employees have access to information
- Use multiple forms of media to provide info to staff and public
- Be responsive to citizen and employee inquiries
- Provide education to tax-filers
- Provide information through multi-media
- Provide phone support and ACD call routing
- Provide community involvement resources
- Outreach opportunities to vendors
- Streamline citywide processes to ensure consistency and accessibility

- Post meeting notices
- Review city ordinances to answer citizens questions
- Solve problems for/with residents
- Consider customers as partners and allow for review steps by internal customers
- Provide advice and training to city staff regarding their operations
- Advertise employment opportunities & recruit for boards and commission members
- Provide media relations
- Provide communication tools & creative assistance to employees to market department services
- Educate employees about city council initiatives
- Provide opportunities for employees to communicate with each other
- Engage customers in meaningful processes to get their feedback & involve them in decisions
- Cascade information to employees clearly & often



- Ensure a smooth on-boarding process
- Maintain healthy retirement systems
- Educate employees on retirement planning & pension alternatives
- Hire & retain the best talent
- Job audit and analysis to reflect market
- Ensure fair and inclusive hiring practices
- Ensure fair and equitable treatment
- Create the best work environment
- Create and support life balance
- Create a diverse work group with opportunity for success
- Competitive pay and valued benefits
- Advise city council and boards and commissions
- Draft and approve ordinances, resolutions & IGA's
- Prosecute and defend lawsuits involving city
- Share vital information w/employees
- Keep Fleet downtime to a minimum
- Collaborate with City staff to meet their needs
- Coordinate city-wide initiatives
- Administer Boards & Commissions to ensure and encourage public participation
- Coordinate City Council workplan and events
- Provide clear and concise reporting in elections
- Track legislation and lobby state and federal reps
- Providing info, resources, training, admin support to Council
- Provide facilitation services to Council, Leadership Team and staff
- Provide and support IT systems and services
- Workplace safety & Wellness programs
- Establish city-wide award contracts
- Electronic requisitioning system
- Staff training & cross training to maximize resources
- recognize employee achievements, creativity & excellent service
- Provide leadership & strategic planning
- Provide employee support systems
- Provide support services to direct service providers
- Customer focused & Mission-Driven services
- Assist with contracts & purchasing & provide knowledge of products
- Be open to change
- Centralize or de-centralize services as appropriate
- Promote Interdepartmental coordination
- Manage organizational risk & safety
- Leverage employee talent & capacity
- Establish standards & regulations for employees
- Promote diversity

- Safe, liquid investments with reasonable ROI
- Budget process & management
- Funding for capital needs
- Efficient operations & maintenance of assets
- Systematic scheduled replacements of core assets
- Design energy efficiency & green build concepts into projects
- Long Term focus on sustainable services
- Risk assessment of city facilities & work process
- Provide resources for a safe work environment
- Investigate injuries & accidents
- Pursue restitution for damages to city property
- Purchasing all lines of insurance to protect city assets
- Provide vehicle and fleet operations
- Analyze fleet size and usage
- Standardize equipment specifications and purchasing
- Plan for infrastructure improvements
- Research & implement new technology
- Maintain, support & replace equipment
- Provide usable buildings & preserve city assets
- Repair/replace/and PM of core systems
- preventative maintenance non-core operating systems
- effective project management & coordination
- Wellness & employee assistance programs
- Safety education & new skills training
- Support for hiring process

- Provide accurate billing
- Assist with grant applications
- Draft contracts to protect city's interest
- Participate in cooperative & government purchasing groups
- Use regional, online bidding system
- Facilitate open bid/proposal evaluation processes
- Standardize customer purchasing process green practices
- Administer P-Card program
- Debrief vendors on purchasing process
- Assure city complies with purchasing & procurement policies
- Assist with purchasing equipment and services
- Maximize cash management and the use of city dollars
- Maximize investment earnings while protecting investment and maintaining liquidity
- Maintain sound secure financial & investment policies/practices
- Collect dollars for cost of service providing a variety of payment options
- Collects sales and use tax and report to public
- Help enforce codes & policies
- Provide a clear focus on people-the human element
- Maintain cost effective custodial service
- Ensure fleet operations are efficient
- Fund outside services to partner in providing "community" services
- Analyze revenue options & maximize city's revenue
- Forecast and analysis of revenues and expenses
- Coordinate budget and CIP process
- Develop fiscal plans for effective use and allocation of city resources
- Develop appropriate performance measures
- Utilize best practices
- Provide standard and adhoc reporting tools to enhance governance
- Provide financial expertise and analysis to user depts.
- Provide accountability, transparency and integrity in financial systems, records and reporting
- Provide timely and accurate financial information and efficient financial operations