

Excellence in Administrative Services

The Administrative Services Department of the City of Yuba City consists of the divisions of Finance, Information Technology, General Services, and the City Treasurer. This includes Budgeting, Accounting, Customer Service, Utility Billing, Business Licenses, Purchasing, Facility Maintenance, and Fleet Maintenance. As a Department, we are always working to continuously improve our delivery of services to the citizens of Yuba City and City Staff. One way we can do this is to seek out professional organizational standards and receive recognition through National and State programs. We are very proud of the accomplishments and awards that we have received:

- **Excellence Award in Budgeting** from the California Society of Municipal Finance Officers (CSMFO) Association for six consecutive years in a row.
- **Outstanding Financial Reporting Award** from the California Society of Municipal Finance Officers Association for six consecutive years in a row.
- **Distinguished Budget Presentation Award** from the Government Finance Officers Association (GFOA) for six consecutive years in a row.
- Achievement for **Excellence in Financial Reporting Award** from the Government Finance Officers Association for six consecutive years in a row.
- The recipient of CSMFO's inaugural **Best Budget Cover Award** for our Fiscal Year 2003-2004 Operating Budget.
- The City of Yuba City websites were selected as finalists a in the Politics and Government Category for the annual **Dottie Award** 2003-2004.
- The City of Yuba City was formally recognized for having its written investment policy certified by the **Association of Public Treasurers of the United States and Canada**. The City of Yuba City is one of only 41 governments to have its investment policy certified by the Association's Investment Policy Certification Program.
- The recipient of the **Achievement of Excellence in Procurement (AEP)** award from the California Association of Public Purchasing Officers (CAPPO) and the National Purchasing Institute.
- Administrative Services has been issued the title of **Certified Cash Handler** by the United States Treasury Department. This certification allows Administrative Services Department personnel to train and certify other City employees who handle cash in their departments.
- The City's Fleet Maintenance Section was awarded the **National Institute for Automotive Service Excellence's (ASE) Blue Seal of Excellence**. According to the February issue of American City and County only 111 Government/Civil Service shops had earned the award. Some of the requirements to achieve the award include: at least 75 percent of the shop's technicians have at least one ASE Certification and that at least one technician be certified in every area that we offer regular service. All of Yuba City's technicians have ASE Certification and two have Master Certifications