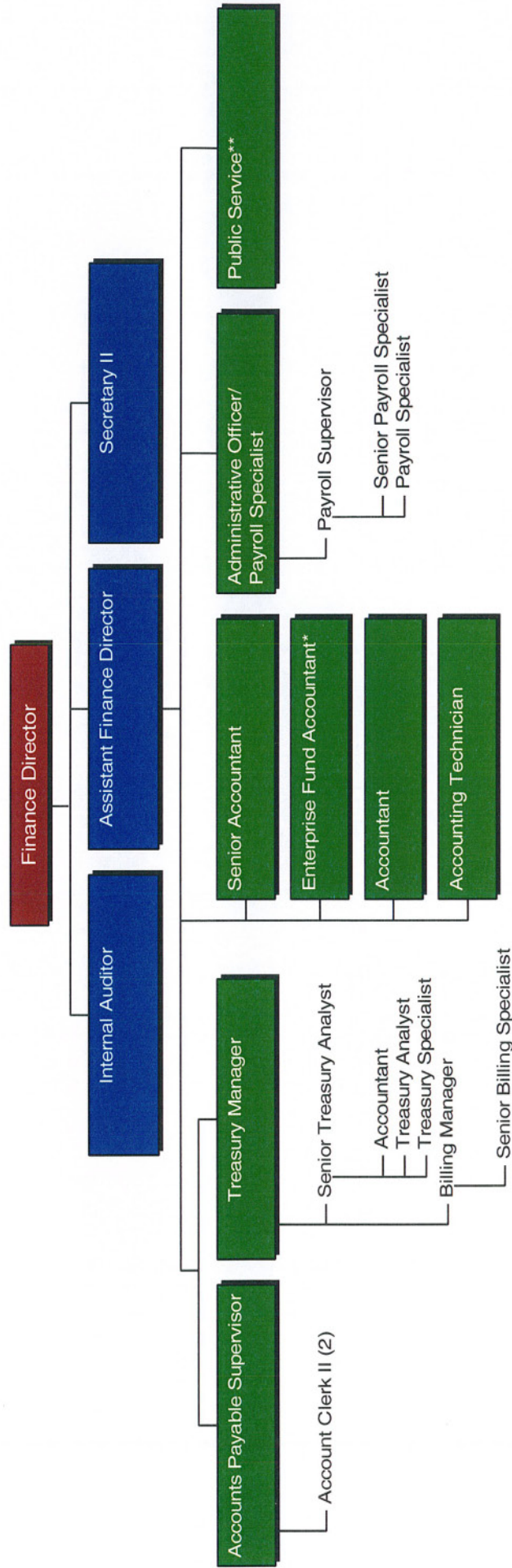


# FINANCE DEPARTMENT FY 11/12



\*Funded in the Utility System Budget  
 \*\*For detail see Water/Wastewater Organization Chart

## Finance

### Position Summary

| Position Title                            | Amended<br>FY 2009/2010 | Amended<br>FY 2010/2011 | Proposed<br>FY 2011/2012 |
|---|-------------------------|-------------------------|--------------------------|
| <b>Finance</b>                            |                         |                         |                          |
| Finance Director                          | 1                       | 1                       | 1                        |
| Assistant Finance Director                | 1                       | 1                       | 1                        |
| Treasury Manager                          | 1                       | 1                       | 1                        |
| Senior Accountant                         | 1                       | 1                       | 1                        |
| Accountant                                | 2                       | 2                       | 2                        |
| Billing Specialist                        | 1                       | 0                       | 0                        |
| Senior Billing Specialist                 | 1                       | 1                       | 1                        |
| Secretary II                              | 1                       | 1                       | 1                        |
| Billing Manager                           | 1                       | 1                       | 1                        |
| Treasury Analyst                          | 1                       | 1                       | 1                        |
| Senior Treasury Analyst                   | 1                       | 1                       | 1                        |
| Accounting Technician                     | 1                       | 1                       | 1                        |
| Senior Payroll Specialist                 | 1                       | 1                       | 1                        |
| Payroll Supervisor                        | 1                       | 1                       | 1                        |
| Payroll Specialist                        | 1                       | 1                       | 1                        |
| Account Clerk II                          | 2                       | 2                       | 2                        |
| Treasury Specialist                       | 2                       | 1                       | 1                        |
| Accounts Payable Supervisor               | 1                       | 1                       | 1                        |
| Internal Auditor                          | 1                       | 1                       | 1                        |
| Administrative Officer/Payroll Specialist | 1                       | 1                       | 1                        |
| <b>Total Positions</b>                    | <b>23</b>               | <b>21</b>               | <b>21</b>                |

|   | ACTUAL<br>FY 2009-2010 | AMENDED<br>FY 2010-2011 | PROPOSED<br>FY 2011-2012 |
|---|------------------------|-------------------------|--------------------------|
| <b>FINANCE</b>                            |                        |                         |                          |
| <b>ACCOUNTING DIVISION</b>                |                        |                         |                          |
| <b>PERSONNEL SERVICES</b>                 |                        |                         |                          |
| 1501-513.12-01 Salaries                   | \$1,321,272            | \$1,431,304             | \$1,447,629              |
| 1501-513.14-01 Time and a Half Overtime   | 1,487                  | 3,500                   | 3,500                    |
| 1501-513.14-02 Straight-Time Overtime     | 7,786                  | 3,200                   | 1,200                    |
| 1501-513.15-04 Auto Allowance             | 2,407                  | 2,400                   | 2,400                    |
| 1501-513.21-01 SS and Medicare Matching   | 98,620                 | 106,660                 | 111,640                  |
| 1501-513.22-01 Pension-General            | 283,418                | 326,471                 | 329,995                  |
| 1501-513.23-01 Health Insurance           | 226,127                | 287,174                 | 286,623                  |
| 1501-513.24-00 Workers' Compensation      | 5,822                  | 4,754                   | 3,875                    |
| <b>REQUESTED APPROPRIATION</b>            | <b>\$1,946,939</b>     | <b>\$2,165,463</b>      | <b>\$2,186,862</b>       |
| <b>OPERATING EXPENSES</b>                 |                        |                         |                          |
| 1501-513.31-30 Professional Services      | \$24,750               | \$45,750                | 45,750                   |
| 1501-513.32-01 Auditing - Annual          | 74,883                 | 74,883                  | 77,200                   |
| 1501-513.34-01 Banking Services           | 27,007                 | 17,000                  | 17,000                   |
| 1501-513.34-02 Records Retention          | 3,500                  | 3,500                   | 3,500                    |
| 1501-513.34-04 Temporary Services         | 0                      | 500                     | 0                        |
| 1501-513.34-20 Misc. Contractual Services | 0                      | 50                      | 0                        |
| 1501-513.40-01 Travel and Per Diem        | 1,625                  | 2,800                   | 2,800                    |
| 1501-513.40-02 Local Mileage              | 984                    | 800                     | 900                      |
| 1501-513.41-01 Communciations             | 8,683                  | 14,000                  | 12,906                   |
| 1501-513.41-05 Data Line                  | 2,868                  | 2,906                   | 0                        |
| 1501-513.46-11 Maint Office Equipment     | 2,672                  | 4,280                   | 4,280                    |
| 1501-513.47-01 Printing and Binding       | 1,953                  | 4,300                   | 3,200                    |
| 1501-513.47-02 Photocopying Costs         | 6,931                  | 7,800                   | 7,270                    |
| 1501-513.51-01 Office Supplies            | 11,564                 | 13,000                  | 13,000                   |
| 1501-513.52-90 Other Supplies & Expenses  | 5,403                  | 7,000                   | 6,700                    |
| 1501-513.54-01 Subs & Memberships         | 3,449                  | 5,720                   | 5,500                    |
| 1501-513.54-02 Tuition & Training         | 1,143                  | 6,435                   | 6,000                    |
| <b>REQUESTED APPROPRIATION</b>            | <b>\$177,415</b>       | <b>\$210,724</b>        | <b>\$206,006</b>         |
| <b>TOTAL REQUESTED APPROPRIATION</b>      | <b>\$2,124,354</b>     | <b>\$2,376,187</b>      | <b>\$2,392,868</b>       |

## Finance

### Definition/Description of Program

The Department is comprised of three major program areas: Treasury, Accounting, and Public Service. Treasury provides billing for services rendered, administers the collection and measurement of revenues, and provides investment services. Accounting ensures the integrity of all the City's financial records and is responsible for payroll and payables, annual report preparation, special reports for management and other interested parties, bond issues and debt service. All activities are in conformance with generally accepted accounting principles, sound business practices, applicable municipal ordinances, and state and federal statutes. Finance also administers the Public Service operation, which is responsible for the billing and collection of utility bills. Public Service is a component of the Water and Wastewater Utility budget.

### Program Expenditures--Cost to Continue at Current Levels

|                    | Actual<br>FY 2010  | Amended<br>FY 2011 | Proposed<br>FY 2012 | \$<br>Change    | %<br>Change |
|--------------------|--------------------|--------------------|---------------------|-----------------|-------------|
| Personnel Services | \$1,946,939        | \$2,165,463        | \$2,186,862         | \$21,399        | 1.0%        |
| Operating Expenses | 177,415            | 210,724            | 206,006             | (4,718)         | -2.2%       |
| <b>TOTALS</b>      | <b>\$2,124,354</b> | <b>\$2,376,187</b> | <b>\$2,392,868</b>  | <b>\$16,681</b> | <b>0.7%</b> |

### Program Revenue

|               | Actual<br>FY 2010  | Amended<br>FY 2011 | Proposed<br>FY 2012 | \$<br>Change    | %<br>Change |
|---------------|--------------------|--------------------|---------------------|-----------------|-------------|
| General Fund  | 2,124,354          | 2,376,187          | 2,392,868           | 16,681          | 0.7%        |
| <b>TOTALS</b> | <b>\$2,124,354</b> | <b>\$2,376,187</b> | <b>\$2,392,868</b>  | <b>\$16,681</b> | <b>0.7%</b> |

### Performance Measures

|   | Actual<br>FY 2010 | Amended<br>FY 2011 | Projected<br>FY 2012 | %<br>Change |
|---|-------------------|--------------------|----------------------|-------------|
| Percentage of invoices processed for vendor payments within 30 calendar days        | 100%              | 100%               | 100%                 | 0.0%        |
| Received Certificate of Achievement for Excellence in Financial Reporting from GFOA | Yes               | Yes                | Yes                  | N/A         |
| Percentage of false alarms billed within 5 business days                            | 100%              | 100%               | 100%                 | 0.0%        |
| Percentage of fire inspections billed within 5 business days                        | 100%              | 100%               | 100%                 | 0.0%        |

# Finance

| <b>Position Summary</b>                   |                            |                            |                             |
|---|----------------------------|----------------------------|-----------------------------|
| <b>Position Title</b>                     | <b>Amended<br/>FY 2010</b> | <b>Amended<br/>FY 2011</b> | <b>Proposed<br/>FY 2012</b> |
| Finance Director                          | 1                          | 1                          | 1                           |
| Assistant Finance Director                | 1                          | 1                          | 1                           |
| Treasury Manager                          | 1                          | 1                          | 1                           |
| Senior Accountant                         | 1                          | 1                          | 1                           |
| Accountant                                | 2                          | 2                          | 2                           |
| Billing Specialist                        | 1                          | 0                          | 0                           |
| Senior Billing Specialist                 | 1                          | 1                          | 1                           |
| Secretary II                              | 1                          | 1                          | 1                           |
| Billing Manager                           | 1                          | 1                          | 1                           |
| Treasury Analyst                          | 1                          | 1                          | 1                           |
| Senior Treasury Analyst                   | 1                          | 1                          | 1                           |
| Accounting Technician                     | 1                          | 1                          | 1                           |
| Senior Payroll Specialist                 | 1                          | 1                          | 1                           |
| Payroll Supervisor                        | 1                          | 1                          | 1                           |
| Payroll Specialist                        | 1                          | 1                          | 1                           |
| Account Clerk II                          | 2                          | 2                          | 2                           |
| Treasury Specialist                       | 2                          | 1                          | 1                           |
| Accounts Payable Supervisor               | 1                          | 1                          | 1                           |
| Internal Auditor                          | 1                          | 1                          | 1                           |
| Administrative Officer/Payroll Specialist | 1                          | 1                          | 1                           |
| <b>Total Program Positions</b>            | <b>23</b>                  | <b>21</b>                  | <b>21</b>                   |
| <b>Full Time Positions</b>                | <b>23</b>                  | <b>21</b>                  | <b>21</b>                   |