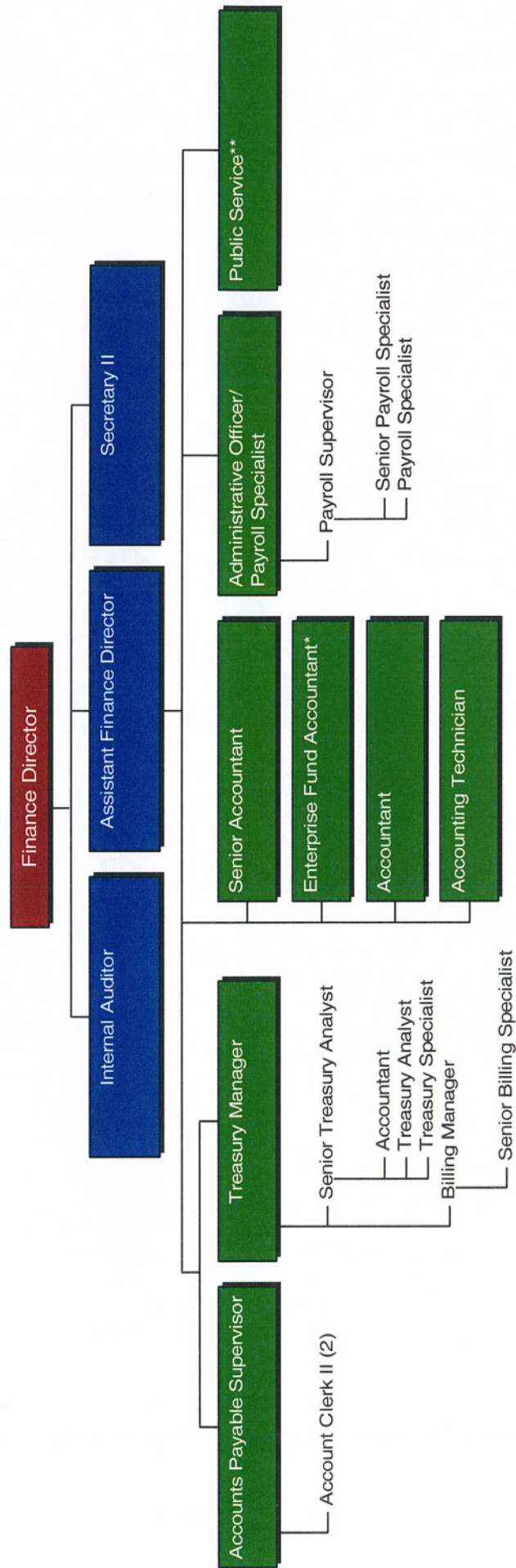


FINANCE DEPARTMENT FY 11/12



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

Finance

Position Summary

Position Title	Amended FY 2009/2010	Amended FY 2010/2011	Proposed FY 2011/2012
Finance			
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
Total Positions	23	21	21

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 FY 2010	Amended FY 2011	Proposed FY 2012	\$ Change	% 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%
TOTALS	\$2,124,354	\$2,376,187	\$2,392,868	\$16,681	0.7%

Program Revenue					
	Actual FY 2010	Amended FY 2011	Proposed FY 2012	\$ Change	% Change
General Fund	2,124,354	2,376,187	2,392,868	16,681	0.7%
TOTALS	\$2,124,354	\$2,376,187	\$2,392,868	\$16,681	0.7%

Performance Measures	Actual FY 2010	Amended FY 2011	Projected FY 2012	% 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

Position Summary			
Position Title	Amended FY 2010	Amended FY 2011	Proposed FY 2012
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
Total Program Positions	23	21	21
Full Time Positions	23	21	21