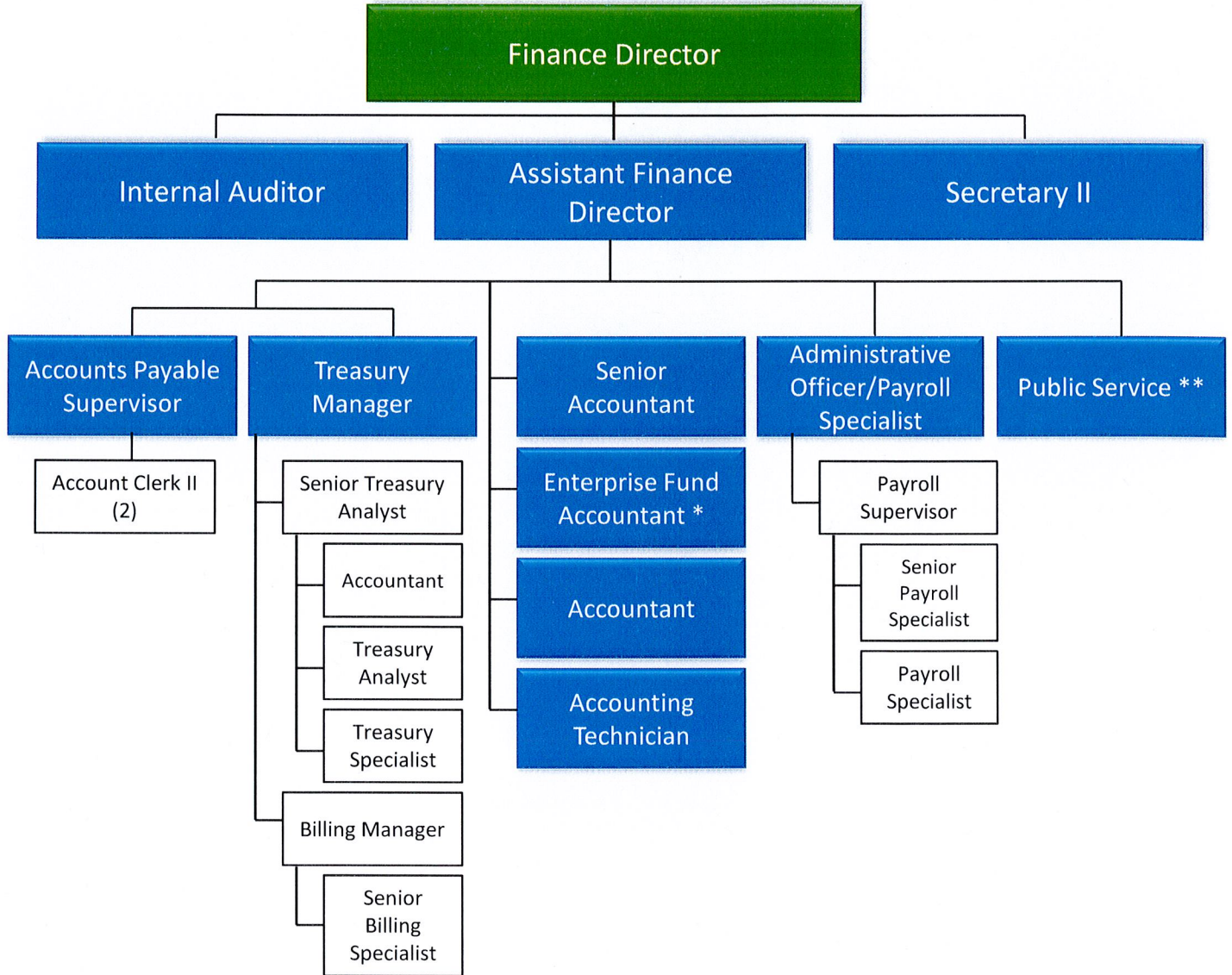


FINANCE  
21 Full Time



\*Position funded in Utilities Fund - 402

\*\*For detail see Utilities Organizational Chart

## Finance

### Position Summary

Position Title	Amended FY 2010/2011	Amended FY 2011/2012	Proposed FY 2012/2013
<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
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 <sup>(1)</sup>	1	1	1
Account Clerk II	2	2	2
Treasury Specialist	1	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>21</b>	<b>21</b>	<b>21</b>

<sup>(1)</sup> Position vacant and frozen for 25% of FY 2013 or an equivalent value required

	ACTUAL FY 2010-2011	AMENDED FY 2011-2012	PROPOSED FY 2012-2013
<b>FINANCE</b>			
<b>ACCOUNTING DIVISION</b>			
<b>PERSONNEL SERVICES</b>			
1501-513.12-01 Salaries	\$1,365,552	\$1,420,275	\$1,475,389
1501-513.14-01 Time and a Half Overtime	2,374	2,730	2,500
1501-513.14-02 Straight-Time Overtime	6,892	1,200	1,200
1501-513.15-04 Auto Allowance	2,406	2,400	2,400
1501-513.21-01 SS and Medicare Matching	100,120	111,640	110,869
1501-513.22-01 Pension-General	312,693	326,745	300,585
1501-513.23-01 Health Insurance	253,388	280,320	298,019
1501-513.24-00 Workers' Compensation	4,754	3,875	4,178
<b>REQUESTED APPROPRIATION</b>	<b>\$2,048,179</b>	<b>\$2,149,185</b>	<b>\$2,195,140</b>
<b>OPERATING EXPENSES</b>			
1501-513.31-30 Professional Services	\$45,750	\$45,750	\$45,750
1501-513.32-01 Auditing - Annual	74,879	77,200	79,150
1501-513.34-01 Banking Services	17,948	17,000	17,000
1501-513.34-02 Records Retention	6,737	12,150	3,500
1501-513.34-04 Temporary Services	6,392	21,110	1,000
1501-513.40-01 Travel and Per Diem	2,093	2,800	2,800
1501-513.40-02 Local Mileage	893	900	900
1501-513.41-01 Communications	8,084	12,906	10,000
1501-513.41-05 Data Line	2,884	0	0
1501-513.46-11 Maint Office Equipment	3,150	4,280	4,280
1501-513.47-01 Printing and Binding	1,647	3,200	2,000
1501-513.47-02 Photocopying Costs	6,164	7,270	7,270
1501-513.51-01 Office Supplies	16,962	13,000	14,000
1501-513.52-90 Other Supplies & Expenses	4,348	6,700	6,700
1501-513.54-01 Subs & Memberships	4,110	5,500	5,500
1501-513.54-02 Tuition & Training	3,172	6,000	5,600
<b>REQUESTED APPROPRIATION</b>	<b>\$205,213</b>	<b>\$235,766</b>	<b>\$205,450</b>
<b>CAPITAL PURCHASES</b>			
1501-513.64-04 Office Furniture & Equipment	\$0	\$7,917	\$0
<b>REQUESTED APPROPRIATION</b>	<b>\$0</b>	<b>\$7,917</b>	<b>\$0</b>
<b>TOTAL REQUESTED APPROPRIATION</b>			
	<b>\$2,253,392</b>	<b>\$2,392,868</b>	<b>\$2,400,590</b>

# Finance

## Definition/Description of Program

The Finance 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 2011	Amended FY 2012	Proposed FY 2013	\$ Change	% Change
Personnel Services	\$2,048,179	\$2,146,185	\$2,195,140	\$48,955	2.3%
Operating Expenses	205,213	238,766	205,450	(33,316)	-14.0%
Capital Purchases	0	7,917	0	(7,917)	-100.0%
<b>TOTALS</b>	<b>\$2,253,392</b>	<b>\$2,392,868</b>	<b>\$2,400,590</b>	<b>\$7,722</b>	<b>0.3%</b>

## Program Revenue

	Actual FY 2011	Amended FY 2012	Proposed FY 2013	\$ Change	% Change
General Fund	\$2,253,392	\$2,392,868	\$2,400,590	\$7,722	0.3%
<b>TOTALS</b>	<b>\$2,253,392</b>	<b>\$2,392,868</b>	<b>\$2,400,590</b>	<b>\$7,722</b>	<b>0.3%</b>

Performance Measures	Actual FY 2011	Amended FY 2012	Projected FY 2013	% 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 FY 2011</b>	<b>Amended FY 2012</b>	<b>Proposed FY 2013</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
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Account Clerk II	2	2	2
Treasury Specialist	1	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>21</b>	<b>21</b>	<b>21</b>
<b>Full Time Positions</b>	<b>21</b>	<b>21</b>	<b>21</b>
<sup>(1)</sup> Position vacant and frozen for 25% of FY 2013 or an equivalent value required			