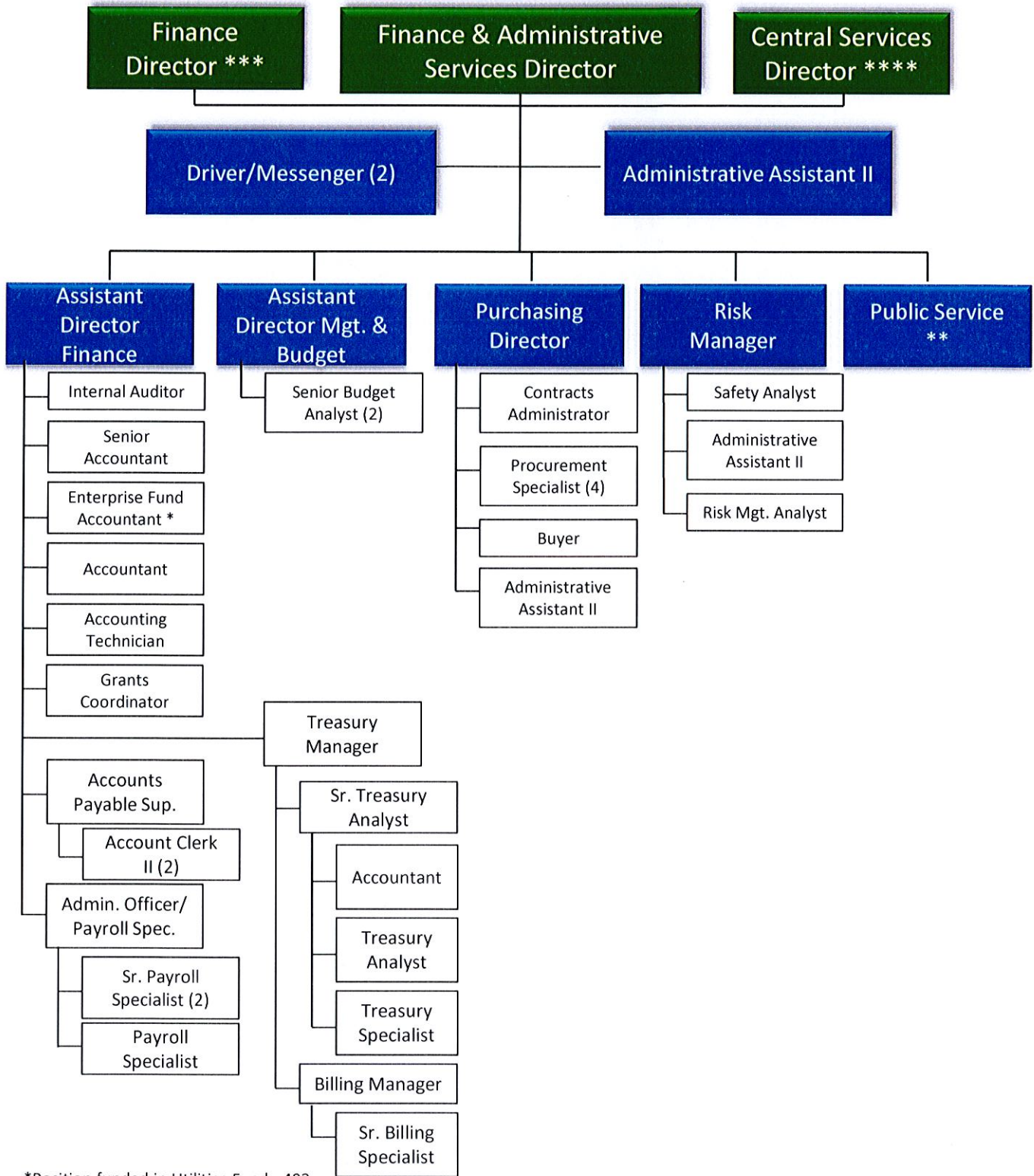


FINANCE & ADMINISTRATIVE SERVICES
41 Full Time



*Position funded in Utilities Fund - 402

**For detail see Utilities Department

***Position will be eliminated upon incumbents retirement – 3/7/14

****Position will be eliminated upon incumbents retirement – 10/30/13

Finance & Administrative Services

Position Summary

Position Title	Amended FY 2011/2012	Amended FY 2012/2013	Proposed FY 2013/2014
<u>Administration</u>			
Finance & Administrative Svcs Director	N/A	N/A	1
Finance Director ⁽¹⁾	N/A	N/A	1
Central Services Director ⁽²⁾	N/A	N/A	1
Driver/Messenger	N/A	N/A	2
Administrative Assistant II	N/A	N/A	1
Secretary II	N/A	N/A	0
Total Positions	N/A	N/A	6
<u>Finance</u>			
Asst Dir of Finance & Administrative Svcs/Finance	N/A	N/A	1
Treasury Manager	N/A	N/A	1
Senior Accountant	N/A	N/A	1
Accountant	N/A	N/A	2
Senior Billing Specialist	N/A	N/A	1
Secretary II	N/A	N/A	0
Billing Manager	N/A	N/A	1
Treasury Analyst	N/A	N/A	1
Grants Coordinator ⁽³⁾	N/A	N/A	1
Senior Treasury Analyst	N/A	N/A	1
Accounting Technician	N/A	N/A	1
Senior Payroll Specialist	N/A	N/A	2
Payroll Supervisor	N/A	N/A	0
Payroll Specialist	N/A	N/A	1
Account Clerk II	N/A	N/A	2
Treasury Specialist	N/A	N/A	1
Accounts Payable Supervisor	N/A	N/A	1
Internal Auditor	N/A	N/A	1
Administrative Officer/Payroll Specialist	N/A	N/A	1
Total Positions	N/A	N/A	20
<u>Management & Budget</u>			
Asst Dir of Finance & Administrative Svcs/Budget	N/A	N/A	1
Management & Budget Director	N/A	N/A	0
Secretary II	N/A	N/A	0
Senior Budget Analyst	N/A	N/A	2
Project Engineer	N/A	N/A	0
Administrative Officer	N/A	N/A	0
Communications Director	N/A	N/A	0
Public Information Officer	N/A	N/A	0
Grants Coordinator	N/A	N/A	0
Fleet Coordinator	N/A	N/A	0
Total Management & Budget	N/A	N/A	3

Finance & Administrative Services

Position Summary

Position Title	Amended FY 2011/2012	Amended FY 2012/2013	Proposed FY 2013/2014
<u>Purchasing</u>			
Purchasing Director	N/A	N/A	1
Contracts Administrator	N/A	N/A	1
Purchasing Specialist	N/A	N/A	0
Procurement Specialist	N/A	N/A	4
Senior Buyer	N/A	N/A	0
Buyer	N/A	N/A	1
Administrative Assistant II	N/A	N/A	1
Secretary II	N/A	N/A	0
Total Purchasing	N/A	N/A	8
<u>Risk Management</u>			
Risk Manager	N/A	N/A	1
Safety Analyst ⁽¹⁾	N/A	N/A	1
Administrative Assistant II	N/A	N/A	1
Secretary II	N/A	N/A	0
Risk Management Analyst	N/A	N/A	1
Employee Benefit Coordinator	N/A	N/A	0
Total Risk Management	N/A	N/A	4
Total Positions	N/A	N/A	41

⁽¹⁾ Position will be eliminated upon incumbent retirement - 3/7/14, funding is included in respective division

⁽²⁾ Position will be eliminated upon incumbent retirement - 10/30/13, funding is included in respective division

⁽³⁾ Portions of the cost of this position are paid by the Stormwater and Utilities Operating funds

FINANCE AND ADMINISTRATIVE SERVICES

ADMINISTRATION

PERSONNEL SERVICES

1500-513.12-01	Salaries	\$0	\$0	\$268,435
1500-513.15-04	Auto Allowance	0	0	2,400
1500-513.21-01	SS and Medicare Matching	0	0	20,723
1500-513.22-01	Pension-General	0	0	33,860
1500-513.23-01	Health Insurance	0	0	42,474
1500-513.24-00	Workers' Compensation	0	0	0

REQUESTED APPROPRIATION		\$0	\$0	\$367,892
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OPERATING EXPENSES

1500-513.40-01	Travel and Per Diem	\$0	\$0	\$1,120
1500-513.51-01	Office Supplies	0	0	1,200
1500-513.52-90	Other Supplies & Expenses	0	0	2,000
1500-513.54-01	Subs & Memberships	0	0	800
1500-513.54-02	Tuition & Training	0	0	1,000

REQUESTED APPROPRIATION		\$0	\$0	\$6,120
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TOTAL REQUESTED APPROPRIATION		\$0	\$0	\$374,012
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Finance and Administrative Services Administration (1500)

Administration is a new Division in the new Department of Finance and Administrative Services

Program Definition and Goals

The Financial and Administrative Services Department oversees the functions of the major financial internal service functions providing critical support to operating departments and other internal service departments. The department contains the Finance and Accounting division, Management and Budget Division, Purchasing Division, and Risk Management Division. Financial Services 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 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$0	\$0	\$367,892	\$367,892	N/A
Operating Expenses	0	0	6,120	6,120	N/A
TOTALS	\$0	\$0	\$374,012	\$374,012	N/A

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$0	\$0	\$374,012	\$374,012	N/A
TOTALS	\$0	\$0	\$374,012	\$374,012	N/A

Finance and Administrative Services Administration (1500)

Administration is a new Division in the new Department of Finance and Administrative Services

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Finance & Administrative Services Director	N/A	N/A	1
Driver/Messenger	N/A	N/A	2
Secretary II	N/A	N/A	0
Administrative Assistant II	N/A	N/A	1
Total Program Positions	0	0	4
Full Time Positions	0	0	4
<p>* In FY 2014, the Finance Department was merged with the Central Services Department to create a new Department - Finance and Administrative Services.</p>			

FINANCE AND ADMINISTRATIVE SERVICES

ACCOUNTING DIVISION

PERSONNEL SERVICES

1510-513.12-01	Salaries	\$0	\$0	\$1,447,768
1510-513.14-01	Time and a Half Overtime	0	0	3,060
1510-513.14-02	Straight-Time Overtime	0	0	1,200
1510-513.15-04	Auto Allowance	0	0	1,200
1510-513.21-01	SS and Medicare Matching	0	0	110,693
1510-513.22-01	Pension-General	0	0	393,145
1510-513.23-01	Health Insurance	0	0	276,861
1510-513.24-00	Workers' Compensation	0	0	3,529

REQUESTED APPROPRIATION		\$0	\$0	\$2,237,456
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OPERATING EXPENSES

1510-513.31-30	Professional Services	\$0	\$0	\$45,750
1510-513.32-01	Auditing - Annual	0	0	66,732
1510-513.34-01	Banking Services	0	0	22,000
1510-513.34-02	Records Retention	0	0	3,500
1510-513.40-01	Travel and Per Diem	0	0	1,120
1510-513.40-02	Local Mileage	0	0	900
1510-513.41-01	Communications	0	0	9,000
1510-513.46-11	Maint Office Equipment	0	0	3,550
1510-513.47-01	Printing and Binding	0	0	5,200
1510-513.47-02	Photocopying Costs	0	0	4,150
1510-513.51-01	Office Supplies	0	0	10,000
1510-513.52-90	Other Supplies & Expenses	0	0	5,700
1510-513.54-01	Subs & Memberships	0	0	5,500
1510-513.54-02	Tuition & Training	0	0	3,700

REQUESTED APPROPRIATION		\$0	\$0	\$186,802
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TOTAL REQUESTED APPROPRIATION		\$0	\$0	\$2,424,258
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Finance and Administrative Services Finance/Accounting (1510)

Finance Division moves from the Finance Department for FY 2014

Program Definition and Goals

Finance/Accounting is comprised of two major program areas: Treasury and Accounting. 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.

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$0	\$0	\$2,237,456	\$2,237,456	N/A
Operating Expenses	0	0	186,802	186,802	N/A
TOTALS	\$0	\$0	\$2,424,258	\$2,424,258	N/A

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$0	\$0	\$2,424,258	\$2,424,258	N/A
TOTALS	\$0	\$0	\$2,424,258	\$2,424,258	N/A

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% 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 and Administrative Services Finance/Accounting (1510)

Finance Division moves from the Finance Department for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Finance Director	N/A	N/A	1
Asst. Dir. of Finance & Administrative Svcs/Finance	N/A	N/A	1
Account Clerk II	N/A	N/A	2
Accountant	N/A	N/A	2
Accounting Technician	N/A	N/A	1
Accounts Payable Supervisor	N/A	N/A	1
Administrative Officer/Payroll Specialist	N/A	N/A	1
Billing Manager	N/A	N/A	1
Grants Coordinator	N/A	N/A	1
Internal Auditor	N/A	N/A	1
Payroll Specialist	N/A	N/A	1
Payroll Supervisor	N/A	N/A	0
Senior Accountant	N/A	N/A	1
Senior Billing Specialist	N/A	N/A	1
Senior Payroll Specialist	N/A	N/A	2
Senior Treasury Analyst	N/A	N/A	1
Treasury Analyst	N/A	N/A	1
Treasury Manager	N/A	N/A	1
Treasury Specialist	N/A	N/A	1
Total Program Positions	0	0	21
Full Time Positions	0	0	21
<p>* In FY 2014, the Finance Department was merged with the Central Services Department to create a new Department - Finance and Administrative Services.</p>			

FINANCE AND ADMINISTRATIVE SERVICES

MANAGEMENT & BUDGET

PERSONNEL SERVICES

1520-513.12-01	Salaries	\$0	\$0	\$283,526
1520-513.14-01	Time and a Half Overtime	0	0	100
1520-513.14-02	Straight-Time Overtime	0	0	100
1520-513.15-04	Auto Allowance	0	0	200
1520-513.21-01	SS and Medicare Matching	0	0	22,998
1520-513.22-01	Pension-General	0	0	133,535
1520-513.23-01	Health Insurance	0	0	83,013
1520-513.24-00	Workers' Compensation	0	0	1,553

REQUESTED APPROPRIATION		\$0	\$0	\$525,025
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OPERATING EXPENSES

1520-513.34-02	Records Retention	\$0	\$0	\$200
1520-513.40-01	Travel and Per Diem	0	0	700
1520-513.40-02	Local Mileage	0	0	250
1520-513.41-01	Communications	0	0	6,000
1520-513.46-10	Maintenance Auto Equipment	0	0	515
1520-513.47-01	Printing and Binding	0	0	1,500
1520-513.47-02	Photocopying Costs	0	0	4,000
1520-513.51-01	Office Supplies	0	0	2,400
1520-513.52-90	Other Supplies & Expenses	0	0	5,000
1520-513.54-01	Subs & Memberships	0	0	1,300
1520-513.54-02	Tuition & Training	0	0	1,800

REQUESTED APPROPRIATION		\$0	\$0	\$23,665
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TOTAL REQUESTED APPROPRIATION		\$0	\$0	\$548,690
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Finance and Administrative Services Management and Budget (1520)

Management and Budget moves from the Central Services Department for FY 2014

Program Definition and Goals

The Management & Budget Division provides budgetary, analytical, and support services and information to the City Manager, City Commission, and operating departments in the support of management decisions. The Division prepares, administers, monitors, and amends the annual budget; provides budget information and analysis to the City Manager and City Commission; and performs surveys, studies, and special projects.

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$0	\$0	\$525,025	\$525,025	N/A
Operating Expenses	0	0	23,665	23,665	N/A
TOTALS	\$0	\$0	\$548,690	\$548,690	N/A

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$0	\$0	\$548,690	\$548,690	N/A
TOTALS	\$0	\$0	\$548,690	\$548,690	N/A

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Percentage of budget transfers processed within 3 days	99%	95%	95%	0.0%
Percentage of direct payments processed within 3 business days	98%	95%	95%	0.0%
Percentage of vehicles current on preventative maintenance schedule	91%	89%	N/A	N/A
Number of special events planned by Marketing	77	25	N/A	N/A
Sunrise website visits	557,667	573,397	N/A	N/A
Sunrise website page views	1,846,914	1,902,321	N/A	N/A

Finance and Administrative Services Management and Budget (1520)

Management and Budget moves from the Central Services Department for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Central Services Director	N/A	N/A	1
Asst. Dir. of Finance & Administrative Svcs/Budget	N/A	N/A	1
Senior Budget Analyst	N/A	N/A	2
Total Program Positions	0	0	4
Full Time Positions	0	0	4

FINANCE AND ADMINISTRATIVE SERVICES

PURCHASING

PERSONNEL SERVICES

1530-513.12-01	Salaries	\$0	\$0	\$555,588
1530-513.21-01	SS and Medicare Matching	0	0	38,811
1530-513.22-01	Pension-General	0	0	134,182
1530-513.23-01	Health Insurance	0	0	92,340
1530-513.24-00	Workers' Compensation	0	0	1,309

REQUESTED APPROPRIATION	\$0	\$0	\$822,230
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OPERATING EXPENSES

1530-513.34-02	Records Retention	\$0	\$0	\$900
1530-513.40-01	Travel and Per Diem	0	0	1,300
1530-513.40-02	Local Mileage	0	0	750
1530-513.41-01	Communications	0	0	7,500
1530-513.44-02	Buildings-Rental	0	0	57,243
1530-513.46-11	Maint Office Equipment	0	0	200
1530-513.47-01	Printing and Binding	0	0	300
1530-513.47-02	Photocopying Costs	0	0	3,000
1530-513.51-01	Office Supplies	0	0	1,600
1530-513.52-90	Other Supplies & Expenses	0	0	6,100
1530-513.54-01	Subs & Memberships	0	0	1,430
1530-513.54-02	Tuition & Training	0	0	1,300

REQUESTED APPROPRIATION	\$0	\$0	\$81,623
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TOTAL REQUESTED APPROPRIATION	\$0	\$0	\$903,853
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Finance and Administrative Services Purchasing (1530)

Purchasing moves from the Central Services Department for FY 2014

Program Definition and Goals

The Purchasing Division provides support to City operating departments by securing quality goods and services in a timely fashion using appropriate competitive procurement methods. The Purchasing Division facilitates the procurement of commodities, products, and services in accordance with Florida Statutes and the City Code using a variety of procurement methods (Bid, RFQ, RFP, Quote); administers the disposition of vehicles, equipment, and other surplus items; and oversees various City contracts.

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$0	\$0	\$822,230	\$822,230	N/A
Operating Expenses	0	0	81,623	81,623	N/A
TOTALS	\$0	\$0	\$903,853	\$903,853	N/A

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$0	\$0	\$903,853	\$903,853	N/A
TOTALS	\$0	\$0	\$903,853	\$903,853	N/A

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Percentage of purchase orders under \$2,500 issued in 5 days or less	86%	95%	95%	0.0%
Percentage of purchase orders between \$2,500-\$25,000 issued within 30 days or less	93%	100%	100%	0.0%
Percentage of purchase orders over \$25,000 issued within 120 calendar days	90%	100%	100%	0.0%
Percentage of contracts renewed within 30 days of expiration	99%	100%	100%	0.0%

Finance and Administrative Services Purchasing (1530)

Purchasing moves from the Central Services Department for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Purchasing Director	N/A	N/A	1
Buyer	N/A	N/A	1
Contracts Administrator	N/A	N/A	1
Procurement Specialist	N/A	N/A	4
Secretary II	N/A	N/A	0
Administrative Assistant II	N/A	N/A	1
Total Program Positions	0	0	8
Full Time Positions	0	0	8

FINANCE AND ADMINISTRATIVE SERVICES

RISK MANAGEMENT

PERSONNEL SERVICES

1540-519.12-01	Salaries	\$0	\$0	\$265,600
1540-519.21-01	SS and Medicare Matching	0	0	19,543
1540-519.22-01	Pension-General	0	0	86,283
1540-519.23-01	Health Insurance	0	0	19,712
1540-519.24-00	Workers' Compensation	0	0	899

REQUESTED APPROPRIATION		\$0	\$0	\$392,037
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OPERATING EXPENSES

1540-519.31-30	Professional Services	\$0	\$0	\$2,000
1540-519.34-02	Records Retention	0	0	1,000
1540-519.34-04	Temporary Services	0	0	100
1540-519.40-01	Travel and Per Diem	0	0	1,650
1540-519.40-02	Local Mileage	0	0	50
1540-519.41-01	Communications	0	0	4,500
1540-519.44-02	Buildings-Rental	0	0	48,439
1540-519.46-10	Maint Auto Equipment	0	0	1,100
1540-519.47-01	Printing and Binding	0	0	100
1540-519.47-02	Photocopying Costs	0	0	3,380
1540-519.51-01	Office Supplies	0	0	1,200
1540-519.52-01	Gas & Oil	0	0	550
1540-519.52-90	Other Supplies & Expenses	0	0	1,400
1540-519.54-01	Subs & Memberships	0	0	2,605
1540-519.54-02	Tuition & Training	0	0	1,883

REQUESTED APPROPRIATION		\$0	\$0	\$69,957
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TOTAL REQUESTED APPROPRIATION		\$0	\$0	\$461,994
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Finance and Administrative Services Risk Management (1540)

Risk Management moves from the Central Services Department for FY 2014

Program Definition and Goals

The Risk Management Division protects the physical, financial, and personnel assets of the City through the identification of risk, the implementation of loss control programs, and the selection of risk transfer and financing techniques. The Division administers the City's property, casualty, and employee group insurance plans; manages the workers' compensation and liability claims management functions; and works to provide safety and related training in order to reduce injuries and claims.

Program Expenditures ~ Cost to Continue at Current Levels

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$0	\$0	\$392,037	\$392,037	N/A
Operating Expenses	0	0	69,957	69,957	N/A
Capital Purchases	0	0	0	0	N/A
TOTALS	\$0	\$0	\$461,994	\$461,994	N/A

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$0	\$0	\$461,994	\$461,994	N/A
TOTALS	\$0	\$0	\$461,994	\$461,994	N/A

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Number of liability claims	118	85	75	-11.8%
Number of site inspections	85	64	96	50.0%
Number of OSHA and safety-related training classes	23	36	52	44.4%
Number of workers' compensation claims	75	76	80	5.3%

Finance and Administrative Services Risk Management (1540)

Risk Management moves from the Central Services Department for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Risk Manager	N/A	N/A	1
Risk Management Analyst	N/A	N/A	1
Safety Analyst	N/A	N/A	1
Secretary II	N/A	N/A	0
Administrative Assistant II	N/A	N/A	1
Total Program Positions	0	0	4
Full Time Positions	0	0	4

FINANCE

The Finance and Central Services Departments have been merged to create the new Finance and Administrative Services Department

Finance

Position Summary

Position Title	Amended FY 2011/2012	Amended FY 2012/2013	Proposed FY 2013/2014
Finance			
Finance Director	1	1	0
Finance & Administrative Svcs Director	0	1	0
Assistant Finance Director	1	1	0
Treasury Manager	1	1	0
Senior Accountant	1	1	0
Accountant	2	2	0
Senior Billing Specialist	1	1	0
Secretary II	1	1	0
Billing Manager	1	1	0
Treasury Analyst	1	1	0
Senior Treasury Analyst	1	1	0
Accounting Technician	1	1	0
Senior Payroll Specialist	1	1	0
Payroll Supervisor	1	1	0
Payroll Specialist	1	1	0
Account Clerk II	2	2	0
Treasury Specialist	1	1	0
Accounts Payable Supervisor	1	1	0
Internal Auditor	1	1	0
Administrative Officer/Payroll Specialist	1	1	0
Total Positions	21	22	0

	ACTUAL FY 2011-2012	AMENDED FY 2012-2013	PROPOSED FY 2013-2014
FINANCE			
ACCOUNTING DIVISION			
PERSONNEL SERVICES			
1501-513.12-01 Salaries	\$1,349,666	\$1,463,389	\$0
1501-513.14-01 Time and a Half Overtime	2,911	2,500	0
1501-513.14-02 Straight-Time Overtime	10,455	1,200	0
1501-513.15-04 Auto Allowance	2,413	2,400	0
1501-513.21-01 SS and Medicare Matching	102,070	110,869	0
1501-513.22-01 Pension-General	276,534	300,585	0
1501-513.23-01 Health Insurance	241,542	298,019	0
1501-513.24-00 Workers' Compensation	3,875	4,178	0
REQUESTED APPROPRIATION	\$1,989,466	\$2,183,140	\$0
OPERATING EXPENSES			
1501-513.31-30 Professional Services	\$24,750	\$45,750	0
1501-513.32-01 Auditing - Annual	77,200	79,150	0
1501-513.34-01 Banking Services	21,312	17,000	0
1501-513.34-02 Records Retention	11,285	3,500	0
1501-513.34-04 Temporary Services	29,768	13,000	0
1501-513.40-01 Travel and Per Diem	2,004	2,240	0
1501-513.40-02 Local Mileage	730	900	0
1501-513.41-01 Communications	7,194	10,000	0
1501-513.46-11 Maint Office Equipment	3,139	4,280	0
1501-513.47-01 Printing and Binding	1,616	2,000	0
1501-513.47-02 Photocopying Costs	3,079	7,270	0
1501-513.51-01 Office Supplies	18,507	11,200	0
1501-513.52-90 Other Supplies & Expenses	6,534	6,700	0
1501-513.54-01 Subs & Memberships	5,363	5,500	0
1501-513.54-02 Tuition & Training	2,497	5,600	0
REQUESTED APPROPRIATION	\$214,978	\$214,090	\$0
CAPITAL PURCHASES			
1501-513.64-04 Office Furniture & Equipment	\$7,717	\$0	\$0
REQUESTED APPROPRIATION	\$7,717	\$0	\$0
TOTAL REQUESTED APPROPRIATION	\$2,212,161	\$2,397,230	\$0

Finance (1501)

The Finance Department is merged with the new Finance & Administrative Services for FY 2014

Program Definition and Goals

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 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$1,989,466	\$2,183,140	\$0	(\$2,183,140)	-100.0%
Operating Expenses	214,978	214,090	0	(214,090)	-100.0%
Capital Purchases	7,717	0	0	0	N/A
TOTALS	\$2,212,161	\$2,397,230	\$0	(\$2,397,230)	-100.0%

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$2,212,161	\$2,397,230	\$0	(\$2,397,230)	-100.0%
TOTALS	\$2,212,161	\$2,397,230	\$0	(\$2,397,230)	-100.0%

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Percentage of invoices processed for vendor payments within 30 calendar days	100%	100%	N/A	N/A
Received Certificate of Achievement for Excellence in Financial Reporting from GFOA	Yes	Yes	N/A	N/A
Percentage of false alarms billed within 5 business days	100%	100%	N/A	N/A
Percentage of fire inspections billed within 5 business days	100%	100%	N/A	N/A

Finance (1501) *

The Finance Department is merged with the new Finance & Administrative Services for FY 2014

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
Finance Director	1	1	N/A
Finance & Administrative Services Director	0	1	N/A
Assistant Finance Director	1	1	N/A
Account Clerk II	2	2	N/A
Accountant	2	2	N/A
Accounting Technician	1	1	N/A
Accounts Payable Supervisor	1	1	N/A
Administrative Officer/Payroll Specialist	1	1	N/A
Billing Manager	1	1	N/A
Internal Auditor	1	1	N/A
Payroll Specialist	1	1	N/A
Payroll Supervisor	1	1	N/A
Secretary II	1	1	N/A
Senior Accountant	1	1	N/A
Senior Billing Specialist	1	1	N/A
Senior Payroll Specialist	1	1	N/A
Senior Treasury Analyst	1	1	N/A
Treasury Analyst	1	1	N/A
Treasury Manager	1	1	N/A
Treasury Specialist	1	1	N/A
Total Program Positions	21	22	0
Full Time Positions	21	22	0
* In FY 2014, the Finance Department was merged with the Central Services Department to create a new Department - Finance and Administrative Services.			