

Budget Summary

| Expenditure Object Account | 2022 Actual Amount | 2023 Adopted Amount | 2024 Adopted Amount | Percent Change From Prior Year |
|-------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------------------|
| 40000 - Salaries and Wages | 197,047 | 191,991 | 191,991 | 0% |
| 41000 - Fringe Benefits | 60,935 | 67,923 | 67,923 | 0% |
| 54000 - Other Professional Services | 24,957 | 10,000 | 7,500 | -25% |
| 52001 - Contractual Services | 24,227 | 45,000 | 25,000 | -44% |
| 60000 - Department Supplies | 200 | 500 | 500 | 0% |
| 73000 - Miscellaneous | 462 | 150 | 150 | 0% |
| Totals | 307,828 | 315,564 | 293,064 | |

Division Description

The Finance Department administers the financial affairs of the City and the Community Development Commission. The department is responsible for purchasing, data processing, risk management, treasurer function and debt management; acts as card club liaison; maintains the accounting system and performs accounts payable, accounts receivable, and payroll functions; prepares all necessary financial reports and performs internal audits; aids the City Administrator in the preparation of the annual budget; and provides support services to the City Council, the City Administrator, and the operating departments.

Division Goals

- * Maintain financial stability for the City and ensure that resources continue to be available to fund services.
- * Develop formalized capital improvement program to establish criteria and set priorities for specific projects.
- * Develop a three to five year forecast for general fund to do long range planning and control expenditures.
- * Communicate financial information to City Council, staff and the community.

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|-------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------------------|
| 40000 - Salaries and Wages | 194,455 | 223,721 | 223,721 | 0% |
| 41000 - Fringe Benefits | 91,642 | 126,584 | 112,333 | -11% |
| 54000 - Other Professional Services | 119,413 | 74,200 | 93,700 | 26% |
| 52001 - Contractual Services | 179,110 | 60,000 | 65,000 | 8% |
| 60000 - Department Supplies | 4,178 | 7,000 | 7,000 | 0% |
| 73000 - Miscellaneous | 9,941 | 12,500 | 10,500 | -16% |
| Totals | 598,739 | 504,005 | 512,254 | |

Division Description

The Accounting Division performs payroll, accounts payable, accounts receivable, and cashiering functions for the City. The Accounting Division also provides monthly management reports to all departments and prepares all necessary financial reports for the City and Community Development Commission.

Division Goals

- * To increase operational efficiency through the use of office automation.
- * To provide timely year-end closing information for the independent auditors.
- * Meet all local, state, and federal reporting requirements.
- * Keep up-to-date expenditure records and appraise the departments of their budget status.
- * Produce the Comprehensive Annual Financial Report that meets the highest standards.
- * Meet bi-weekly, quarterly and annual deadlines for the payroll and accounts payable functions.

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|--|-------------------------------|--------------------------------|--------------------------------|---|
| 40000 - Salaries and Wages | 337,204 | 330,725 | 330,725 | 0% |
| 41000 - Fringe Benefits | 140,382 | 144,239 | 142,239 | -1% |
| Maintenance & Repairs - City Property | - | 684 | 684 | 0% |
| 60000 - Department Supplies | 6,658 | 5,800 | 5,800 | 0% |
| 63000 - Uniforms | 894 | 1,150 | 1,150 | 0% |
| 73000 - Miscellaneous | 310 | 950 | 950 | 0% |
| Totals | 485,448 | 483,548 | 481,548 | |

Division Description

The Purchasing Division is responsible for maximizing cost effectiveness and control over purchases through centralized purchasing. The Purchasing Division assists departments in vendor selection for major equipment, services, salvage of obsolete items, and assure that City purchasing policies are adhered to. The Division also supervises the City's Warehouse and Central Receiving Operations, and manages the City's facilities' telephone system.

Division Goals

- * Seek cost savings and availability of supplies by alternate sources.
- * Continue the city's competitive bid process and keep abreast of changes in the market place.
- * Create Asset Inventory Sheets by Division in order to audit all division assets.
- * Complete Purchasing Division Policies and Procedures Manual.

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|---|---------------------------|----------------------------|----------------------------|---------------------------------------|
| 40000 - Salaries and Wages | 199,508 | 193,208 | 191,708 | -1% |
| 41000 - Fringe Benefits | 71,330 | 73,542 | 77,014 | 5% |
| 53500 - Computer Services | 215,527 | 229,991 | 214,500 | -7% |
| 54000 - Other Professional Services | - | 2,500 | 2,500 | 0% |
| 55000 - Contractual Maintenance & Repairs - City Property | 50,941 | 75,000 | 65,000 | -13% |
| 60000 - Department Supplies | 32,635 | 12,500 | 12,500 | 0% |
| 80000 - Capital Outlay | 25,700 | 20,000 | 20,000 | 0% |
| Totals | 595,641 | 606,741 | 583,222 | |

Division Description

Information Technology (IT) supports many services, from troubleshooting microcomputer problems to coordinating hardware and software purchases. IT also trains city staff on the usage of their equipment or programs. Support is offered to all departments on any computer needs that they may have. This includes feasibility studies for any additional equipment needs or application programs. The division has two full time staff who support over two-hundred micro-computers, six servers, two mini-computers and many mission critical programs.

Division Goals

- * Upgrade City's Servers
- * Upgrade Computers
- * Maintain City webpage.

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|-------------------------------------|---------------------------|----------------------------|----------------------------|---------------------------------------|
| 40000 - Salaries and Wages | 18,328 | 64,649 | 159,615 | 147% |
| 41000 - Fringe Benefits | 1,420 | 4,335 | 3,500 | -19% |
| 54000 - Other Professional Services | 367,084 | 85,000 | 85,000 | 0% |
| Totals | 386,832 | 153,984 | 248,115 | |

Division Description

Manage and maintain the business license records.
Conduct field inspections and enforce business license section of the municipal code.
Prepare and process renewals and special permits and licenses.
Establish and maintain policies, procedures and operating system for business license division.
Provide assistance to businesses, business owners, citizens, and staff.
Promote business attraction and retention.

Division Goals

- *Update business license code
- *Improve business license functions
- *Continue the canvas of all business locations and canvas sales tax permits
- *Increase employment opportunities for the local community
- *Promote business license awareness
- *Issue regulatory permits for adult businesses, taxi cabs, massage establishments, billiards, dance and entertainment
- *Develop a collection procedures for past due accounts