

FINANCE/UTILITY BILLING

2025 Budget



The Finance Department is responsible for the supervision, administration, reporting and overall planning of the City's financial activities. These activities include:

- Utility Billing Department and collections
- Payroll processing and year-end reporting
- Accounts receivable – miscellaneous and backup for Airport A/R
- Accounts payable – over 9,965 invoices handled in 2023 - \$30,976,932
- Daily deposits of funds for all departments – 2023 totaling \$44,754,226
- Idle fund investment for maximum interest earnings
- Manage debt portfolio of \$45,316,893
- Work with Financial Partners on all Bond and special assessment issuance
- Enterprise risk management/property insurance
- Budget preparation, execution, and compliance
- Annual audit and preparation of the Annual Comprehensive Financial Report
- Fixed asset management from purchase to retirement
- Preparation of mowing assessments to County
- Manage self-funded health insurance fund
- Track Transient Guest Tax
- Manage monthly, quarterly Sales Tax receipts and disbursements
- Maintain Public Building Commission and PWWSD #17 accounts and reports

Major Accomplishments

- Continuation of Annual Comprehensive Financial Report Award since 1989
- Migration of financial, utility billing and court software to Tyler Technologies Cloud Environment
- Implementation of Mobile Service Orders with Service Center
- Purchased new stuffing machine for faster billing and less time away from service windows
- Completed 75% of purging of old records and paperwork
- Worked with Service Center to streamline routes making work more efficient
- Implemented bilingual literature and voice of automated phone system

Major Challenges/Goals

- Maintaining General Fund & Enterprise Funds Fiscal Strength
- Implementing online access for Departments to complete requisitions
- Refining Payroll Process within ADP
- Meridian Center Accounts Receivable
- Pushing e-statements for Utility Billing
- Assisting other departments with software implementations
- Finding and Retaining good employees – down 1 position for six months

FINANCE

DEPARTMENT EXPENDITURES	ACTUAL 2022	ACTUAL 2023	ADOPTED 2024	PROPOSED 2025
PERSONAL SERVICES	\$ 154,586	\$ 143,877	\$ 164,165	\$ 180,855
CONTRACTUAL SERVICES	26,613	35,990	34,450	37,850
COMMODITIES & SUPPLIES	13,291	5,457	8,050	8,050
CAPITAL OUTLAY	-	2,840	2,000	-
	\$ 194,490	\$ 188,164	\$ 208,665	\$ 226,755