

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 03 City Clerk & Finance	ACTIVITY: 8400 City Clerk & Finance
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DEPARTMENT/ACTIVITY DESCRIPTION:
 The City Clerk & Finance office is responsible for the financial management of the City, including general accounting, accounts payable and receivable processing, financial reporting, investment of city funds, budgeting, payroll and coordination of purchasing. The City Clerk's office also serves as Clerk of Council, including maintenance and safeguarding of official city records, issuance of city licenses and permits, preparing and printing of city council agendas and minutes for all public meetings and publishing of legal notices.

DEPARTMENT/ACTIVITY OBJECTIVES:
 Contribute to the City Council's mission of providing our citizens with the most cost effective and professional city government in the State of Iowa by operating under sound and generally accepted financial and accounting principles.
 Develop sound policies for cash management and asset management.
 Effectively enable the City Council to provide responsive and progressive leadership to the community by expanding efforts to inform and listen to citizens, encouraging citizen involvement by maintaining open access to all official records, distributing information on local issues, serving notice of all public meetings and serving as an effective first point of contact for citizens calling or visiting City Hall.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
City Clerk	0.5	0.5	0.5	0.5	0.5	
Deputy City Clerk	1	1	1	1	1	
Clerk II	2	2	2	3	3	
Administrative Secretary **	1	0.5	0.5	0.5	0.5	
Chief Financial Officer	1	1	1	1	1	
Financial Analyst	4	4	4	4	4	
TOTAL FULL-TIME EQUIVALENT POSITIONS	9.5	9	9	10	10	0

** Move .5 of Admin Secretary to Insurance (8900) FYE20
 * AT CURRENT FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 03 City Clerk & Finance	ACTIVITY: 8402 City Clerk & Finance Chargebacks
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This activity is used to record revenue received from the Sewer and Sanitation funds for various services provided to those funds by the City Clerk and Finance departments.

DEPARTMENT/ACTIVITY OBJECTIVES:

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE21 STAFFING LEVEL

FYE2022 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 03 City Clerk & Finance	ACTIVITY: 8970 Print Shop
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This activity coordinates and provides for the printing needs for all city departments, through Centralized Printing with the school administration.

DEPARTMENT/ACTIVITY OBJECTIVES:
 To provide professional quality finished products (i.e. letterhead, envelopes, forms, booklets, brochures) that present a positive image for the City.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2019	CERTIFIED FYE2020	CERTIFIED FYE2021	PROPOSED FYE2022 *	PUBLISHED FYE2022	CERTIFIED FYE2022
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE21 STAFFING LEVEL