



Assistant City Manager/Finance & Administration.....**John M. Lamerato**
Financial Services Director**James Nash**



Functional Organizational Chart

Accounting

- Responsible for accounting of all financial transactions
- Processes payroll and retiree payments
- Performs accounts payable processing
- Processes accounts receivable for General Fund
- Assists in annual audit
- Responsible for grant reimbursement requests

City Assessor's Office

- Supervises preparation of Assessment Roll
- Secretary of the Board of Review
- Implements policies and procedures
- Defends City in all matters before full Michigan Tax Tribunal

City Clerk's Office/Elections

- Prepares and distributes agendas for regular City Council meetings
- Maintains City Charter and Code
- Issues various licenses required by Code
- Registers and issues birth and death certificates
- Answers the main switchboard
- Maintains voter registration files
- Conducts all elections
- Provides notary service
- Provides notice of all Council and Planning Commission public hearings

City Treasurer's Office

- Responsible for collection and recording of all City revenue accounts
- Prepares and deposits all funds to appropriate accounts
- Maintains and balances tax roll
- Reconciles the DDA District
- Maintains billing of special assessments and name and address files
- Processes outgoing City mail

Community Affairs

- Prepares quarterly newsletter and citizen City calendar
- Coordinates public relations activity for all departments
- Administers cable TV sources
- Produces City programs on City activities and media guide

Information Technology

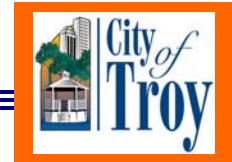
- Keeps abreast of technological changes
- Provides help desk support to City departments
- In conjunction with Computer Steering Committee:
 - Develops short- and long-term plans
 - Manages plan purchases and implementation
 - Establishes standards
 - Adopts policies
 - Supports and maintains software and hardware

Purchasing

- Processes all non-construction bid requests for goods and services
- Reviews and approves all on-line purchase orders
- Reviews and approves all City invoices
- Performs contract administration of City-wide, non-construction contracts

Risk Management

- Responsible for City Casualty/Property Insurance Program
- Responsible for City Workers' Compensation Insurance Program
- Responsible for employee insurance benefits programs
- Coordinates City safety programs



Department at a Glance

Funding Level Summary	2003/04 Actual	2004/05 Actual	Estimated 2005/06 Budget	2005/06 Budget	2006/07 Budget	% of Change
Accounting	\$971,208	\$996,744	\$1,020,830	\$1,036,630	\$1,067,330	3.0%
City Assessor's Office	834,098	812,720	837,610	887,540	914,250	3.0
City Clerk's Office	454,767	424,220	419,300	411,840	429,190	4.2
Independent Audit	54,557	48,746	57,000	50,000	59,000	18.0
Elections	136,315	229,344	208,630	215,460	279,620	29.8
Human Resources	456,349	535,722	541,190	553,300	573,180	3.6
Purchasing	354,202	364,138	376,200	382,760	394,440	3.1
Board of Review	1,236	1,253	1,600	1,600	1,600	0
Treasurer's Office	513,081	435,383	541,080	546,680	553,860	1.3
Community Affairs	555,664	571,253	572,480	620,840	596,900	-3.9
Total Department	\$4,331,477	\$4,419,523	\$4,575,920	\$4,706,650	\$4,869,370	3.5%

Personal Services	\$3,548,640	\$3,634,257	\$3,652,880	\$3,787,540	\$3,931,510	3.8%
Supplies	151,713	156,940	160,430	164,350	166,890	1.5
Other Services/Charges	631,124	628,326	762,610	754,760	770,970	2.1
Total Department	\$4,331,477	\$4,419,523	\$4,575,920	\$4,706,650	\$4,869,370	3.5%

Personnel Summary	2003/04		2004/05		2005/06		2006/07	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Finance	43	10	39	12	39	12	39	12
Total Department	43	10	39	12	39	12	39	12