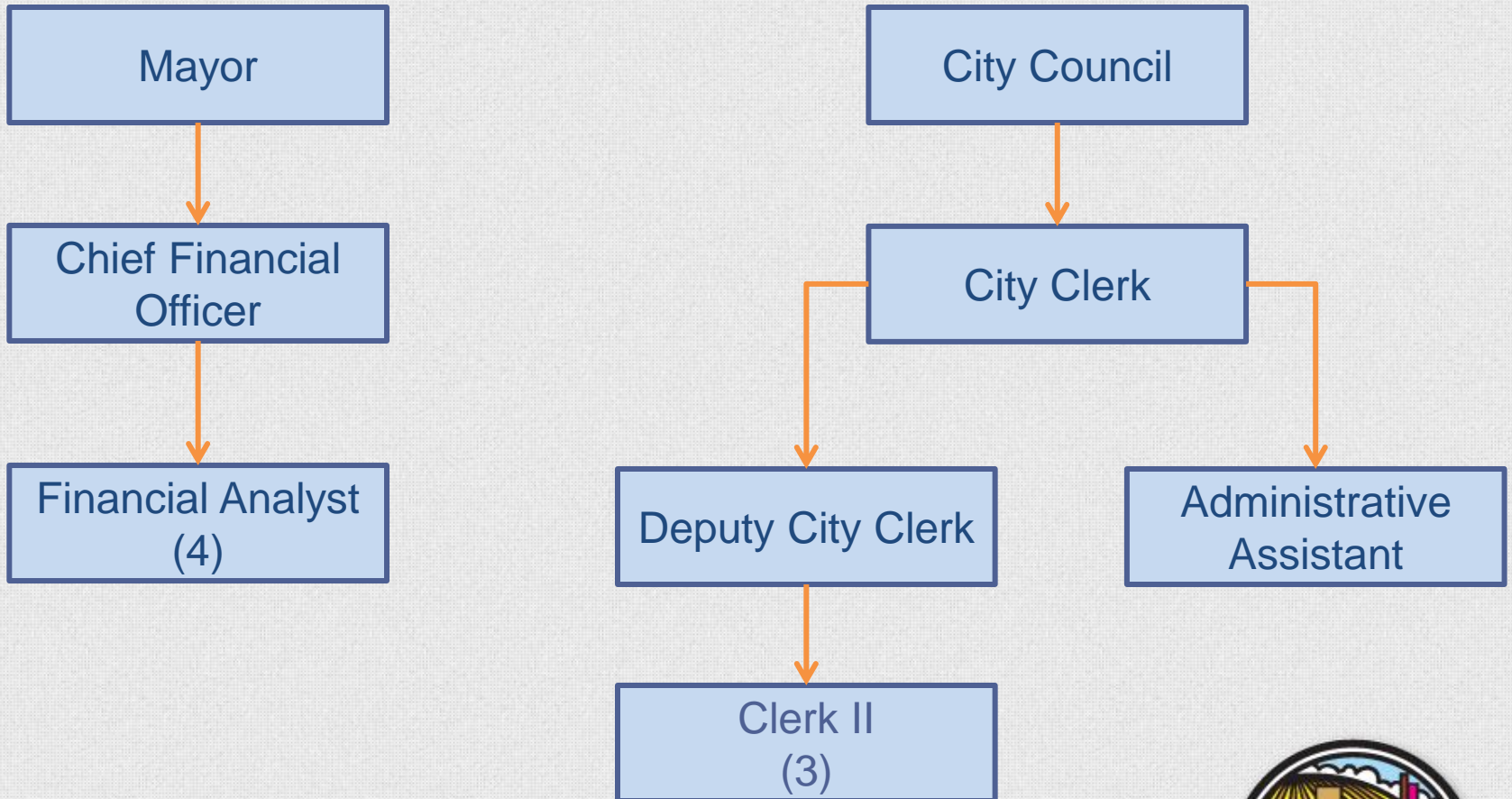


City Clerk's Office & Finance Department

The City Clerk's Office and Finance Department strive to provide outstanding financial and records management and quality customer service to the residents, employees, and elected officials of the City of Waterloo.



Organization



City Clerk's Office Duties

- Issue city business licenses and permits.
- Maintain and safeguard city records and coordinate records requests.
- Prepare agendas, minutes, resolutions and ordinances.
- Process accounts receivable, banking, sales tax, and issue accounts payable checks.
- Oversee city cell phone and wireless device contract.
- Billing for fire and rental unit inspections.
- Assess delinquent sewer and garbage payments.
- Manage city insurance and assist with lawsuits.
- Process mail for all city departments.



2016 Highlights

- Added public records search to city website allowing residents to search 22,764 pages of city records.
- Digitized 14,524 pages of city records.
- Processed 13,000 cash receipts.
- Issued 2,648 pet licenses, 93 tobacco licenses, 210 liquor licenses, and 6,776 rental unit permits.
- Processed 85 insurance claims.



Duties of the Finance Department

- Supervise accounting function – 26 funds with various revenue streams; 20 departments; 24,000 invoices; 10,000 vendor checks issued; payroll banking 26 regular payrolls; 19,000 cash receipts; 1,000 miscellaneous billing invoices; 2,000 journal entries
- Accounting and financing functions for self-insured health, liability and worker's compensation programs
- Financial reporting, including comprehensive annual financial statements issued in accordance with Governmental Accounting Standards, including receiving Government Finance Officers Association Certificate for Excellence in Financial Reporting received for 13 years
- Coordinate preparation of the City budget (\$160 million)
- Cash management and investment of City funds



Duties of the Finance Department

- Administer capital improvements program budgeting, accounting and financing for all departments
- Assist with economic development project financing
- Supervise Tax Increment Financing accounting
- Coordinate debt issuance citywide – current Moody's rating Aa2
- Supervise project reporting for 4,000 projects maintained in the financial system
- Manage capital asset accounting (\$463 million total)
- Some grant compliance reporting and administration

