



Dave Wepking
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Mayor Devine and Members of the Common Council
7525 West Greenfield Avenue
West Allis, WI 53214

Honorable Mayor and Common Council Members:

The Department of Public Works is seeking permission to create a Utility Accountant position in the Water Division of the Department of Public Works. This position would be funded using two Maintenance Repairer positions within the Water Utility that would not be filled but salary reallocated to this new position.

Currently the Treasurer's Office, along with the Finance Department, is performing the utility accounting services with assistance from the Water Division staff. Recently, the Treasurer's position has added additional duties where time may be a consideration to adequately address the work needed for the mandated requirements set forth by the Public Service Commission (PSC).

I have consulted with the Interim Finance Director, Treasurer and City Administrator regarding this request and it was determined the creation of this position would be the best solution.

This position would coordinate and maintain financial and accounting systems for the Water, Sewer, Storm and Recycling Utilities. Review and maintain the City's Utility rate files and prepare projections for potential rate changes. Distribute labor, material and overhead expenses as needed; coordinate billing for City services; review revenue accounts and distribute revenue and expenditures appropriately. Assists with all financial reporting requirements to the Public Service Commission (PSC) as mandated.

If you have any questions or desire further clarification please feel free to contact me.

Thank you for your consideration.

Sincerely,

Dave Wepking
Director

cc: Public Works Committee members