

# Administration Department



## AMINISTRATION - SUMMARY

The administration budget includes city administrator and finance department expenditures.

## FINANCE DEPARTMENT

### MISSION:

The Finance Department's goal is to provide the city council, mayor, city departments, boards and commissions, and the citizens of the City of Stanwood accurate, meaningful, and timely financial data demonstrating sound fiscal policy and full disclosure.

### DESCRIPTION:

The main responsibilities within the finance department are accounts payable, accounts receivable, annual audit, payroll, insurance/risk management, utility billing, and treasury functions. The finance department establishes and maintains internal controls to protect City assets from loss and ensure accounting data compiled for financial statements are prepared in conformity with generally accepted accounting principles

### 2017-2018 MAJOR GOALS:

- Investments – achieve a minimum average rate of return equal to the two year average of 2-year treasuries (currently 0.3%) in accordance with adopted financial policy
- Explore BIAS system's automated system options including time-tracking (time-cards) and accounts payable processing for city staff and make recommendations

- Write detailed procedures for managing grant expenditures; set up all grants in accounting software system (BIAS) so that annual federal and state reports (schedule 16) can be processed automatically at year end
- Initiate electronic records management system
- Develop a schedule to annually fund and replace assets including city's fleet, facilities, furniture, and equipment.

### **2015-2016 ACCOMPLISHMENTS:**

- Coordinated and completed remodel of city hall and police station
- Create and adopt two-year budget for 2017/2018
- Worked with Snohomish County Information Services to facilitate new phone system install with wireless connectors to improve internet speeds
- Worked with Snohomish County Information Services and Wave Cable to install fiber optic cable at all city facilities
- Prepared 2014 and 2015 annual financial statements and submit on-line to State Auditor
- Prepared quarterly financial statements
- Cross-trained staff
  - Payroll
  - Accounts payable
  - Cash receipting
  - Utility Billing

### **2015-2016 KEY PERFORMANCE MEASUREMENTS:**

- The department is heading towards another record year for processing passports with 875 passports issued in 2015 and 832 issued through the end of August, 2016.
- In 2015, 15,439 utility bills, 3,296 late notices, and 210 shut offs incurred for delinquent payment were processed with 10,395 utility bills issued, 2,387 late notices, and 54 customers turned off for nonpayment.
- There were 70 contracts and agreements issued in 2015 for services and projects; 55 contracts have been issued as of August 2016.

**2017 Administration Organization Chart**



Table 5 – 2017-2018 Administration Budget

|                             | 2015       | 2016       | 2017       | 2018       |
|-----------------------------|------------|------------|------------|------------|
|                             | Actual     | Budget     | Budget     | Budget     |
| Salaries & Wages            | \$ 332,860 | \$ 371,900 | \$ 392,625 | \$ 408,330 |
| Overtime                    | \$ 660     | \$ 1,503   | \$ 1,503   | \$ 1,080   |
| Social Security             | \$ 25,578  | \$ 28,500  | \$ 30,035  | \$ 31,320  |
| Retirement                  | \$ 32,248  | \$ 40,400  | \$ 42,945  | \$ 44,665  |
| Medical Benefits            | \$ 61,067  | \$ 68,700  | \$ 87,740  | \$ 91,250  |
| L & I                       | \$ 708     | \$ 1,106   | \$ 1,215   | \$ 1,265   |
| Awc Retro Program           | \$ 1,520   | \$ 2,500   | \$ 1,655   | \$ 1,720   |
| Unemployment Insurance      | \$ 2,604   | \$ 4,300   | \$ 2,400   | \$ 2,450   |
| Supplies                    | \$ 3,329   | \$ 6,000   | \$ 4,000   | \$ 4,000   |
| Fuel                        | \$ 63      | \$ 100     | \$ 100     | \$ 100     |
| Small Equipment             | \$ 2,327   | \$ 500     | \$ 500     | \$ 500     |
| Professional Services       | \$ 65,336  | \$ 62,000  | \$ 62,000  | \$ 62,000  |
| CPG Grant - Clean Up Day    | \$ 1,405   | \$ -       | \$ -       | \$ -       |
| Communications              | \$ 2,405   | \$ 3,600   | \$ 3,600   | \$ 3,600   |
| Advertising                 | \$ 155     | \$ 500     | \$ 500     | \$ 500     |
| Operating Rentals           | \$ 10,670  | \$ 10,200  | \$ 16,500  | \$ 16,500  |
| Repair/maintenance          | \$ 10,128  | \$ 8,000   | \$ 8,000   | \$ 8,000   |
| Miscellaneous               | \$ 92      | \$ -       | \$ -       | \$ -       |
| Meetings, Training & Travel | \$ 5,999   | \$ 5,500   | \$ 5,500   | \$ 5,500   |
| Credit Card Fees            | \$ 197     | \$ 1,200   | \$ 1,200   | \$ 1,200   |
| Dues                        | \$ 1,071   | \$ 1,100   | \$ 1,100   | \$ 1,100   |
| State Audit                 | \$ 10,769  | \$ 32,500  | \$ -       | \$ 34,125  |
| Total                       | \$ 571,191 | \$ 650,109 | \$ 663,118 | \$ 719,205 |