

2019/2020 PROPOSED BUDGET:

FINANCE DEPARTMENT
OCTOBER 2, 2018

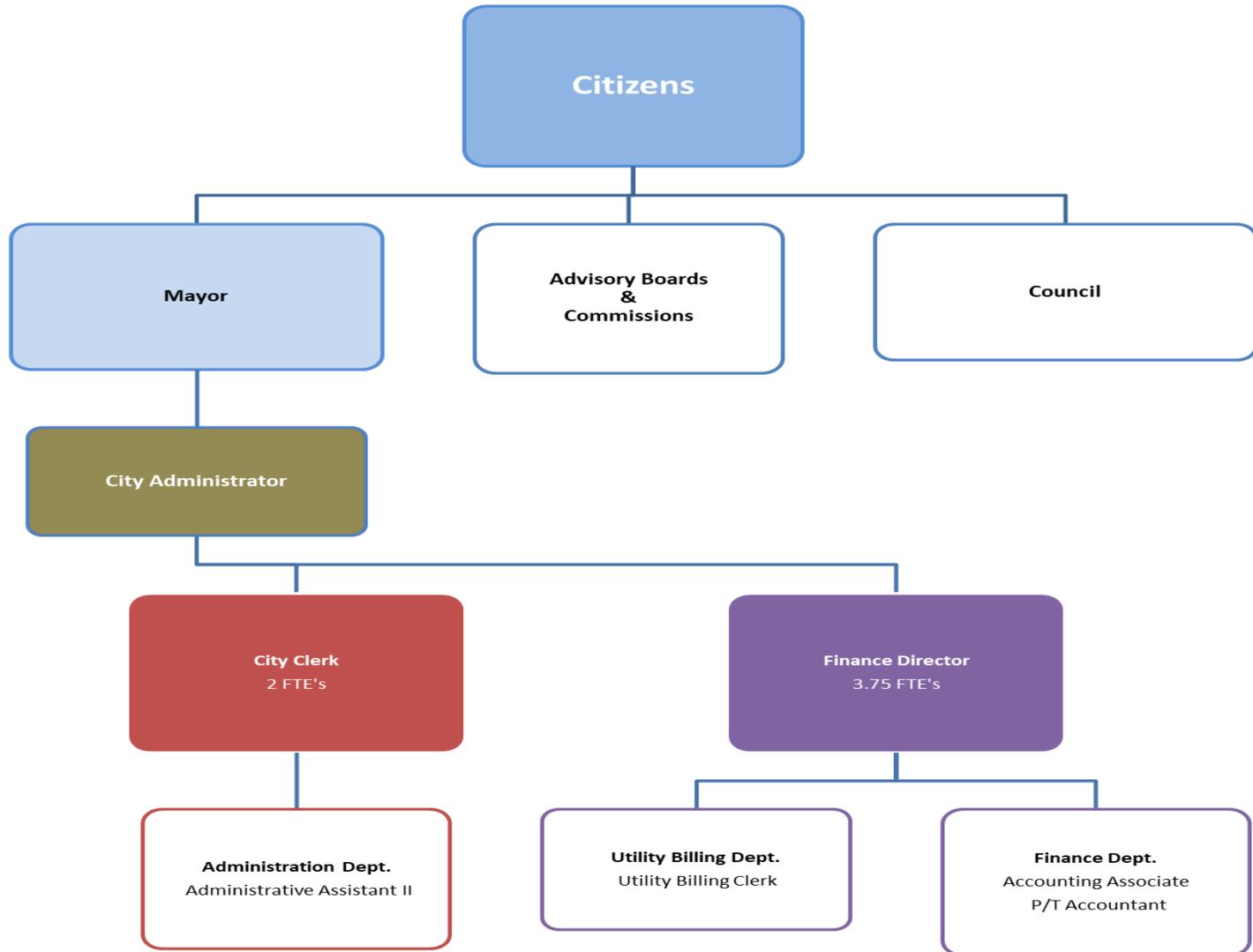
LINDSEY VAUGHN
FINANCE DIRECTOR
&
JODI WYCOFF
CITY CLERK



City of Duvall

Small Town. Real Life.

Finance: 2019/2020 Proposal



Finance: 2019/2020 Proposal

Staffing Levels

2018

5.75 FTE's



2019-2020

5.75 FTE's

- Staffing maintained at the same level
- A percentage of the program positions are allocated out and funded in part by the Utility funds.

Finance: 2019/2020 Proposal

BARS Number for Finance Department Budget

- **001.04 Finance**

The **FIRST BIENNIAL** budget is home to the Finance and Administrative Services Department:

- Finance Department
- Clerk's Office
- Accounting
- Budget Administration
- Utility Billing Oversight
- Reception/Cashiering
- Capital Assets
- Audits
- Facilities Management and Policies



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Finance: 2019/2020 Proposal

Finance Department:

- Budget Administration
- Financial reporting - monthly, quarterly & annually
- Accounting
 - Accounts payable
 - Accounts receivable
 - Payroll
 - Capital assets
- Audit and Internal Controls
- Debt Management
- Human Resources and Employee Benefits
- Maintain Financial Software (Springbrook)
- Financial Policies, Procedures, Ordinances & Resolutions
- Investments, banking, cash management

Finance: 2019/2020 Proposal

Utility Department:

Utility Billing

- Courteous, timely, and helpful customer service
- Administration of the Utility DMC, RCW, etc.
- Monthly water, sewer, and storm water billing



- Ease of payment via multiple methods:
 - In person
 - Mail
 - Drop Box
 - Official Payments – Phone & Online
 - Merchant Transact - Online
 - ACH/Direct Debit 
 - Past Due & Shut Off Notices 

Finance: *2019/2020 Proposal*

City Clerk's Department:

- Manage Municipal Code Supplement services
- Council Meeting Management
 - Agenda packets
 - Minutes
- Public Records Officer
 - Records requests
 - Official records custodian
- Website management
- Support for Mayor, Council, Interim City Administrators and Library Board
- Contract management
- Claims Manager



Finance: 2019/2020 Proposal

City Clerk's Department:

- Courteous, timely, and helpful customer service
- City Hall front office coverage
- Cash Receipting
- Monthly newsletter
- City facility rental management (DVC, Rose Room, Depot)
- Recycling program management
- Business & Solicitor Licenses, Pet Licenses, Special Event Permits



Finance: 2019/2020 Proposal

Finance: 2019/2020 Budget Summary

Description	2019-2020 Proposed Budget	2018 Year end Estimate	2018 Revised Budget	2017 Actual
FINANCE & ADMINISTRATIVE				
Salaries & Wages	\$ 393,000.00	178,500.00	178,809.00	185,873.14
Personnel Benefits	\$ 155,500.00	71,400.00	70,081.00	67,397.99
Supplies 	\$ 6,115.00	2,500.00	3,300.00	665.31
Services	\$ 136,755.00	61,650.00	61,650.00	51,193.99
Total Finance & Administrative	\$ 691,370.00	314,050.00	313,840.00	305,130.43

Supplies: Computer Hardware & Software
Office Supplies – *finance or clerk specific*
Small Tools & Equipment

Finance: 2019/2020 Proposal

Cutting Room Floor/Not Requested:

- Financial Software Evaluation
NEXT BIENNIUM – 2021 & 2022

Not requested due to:

- Other deferred maintenance – *much higher priorities*
 - Buildings
 - Vehicles
 - Equipment
 - Utility- Capital Projects
- Human Resources Staffing and/or Contract
- Records Management Software (Electronic Content Management)

Finance: *2019/2020 Proposal*

2018 Accomplishments:

- Annual Financial and Accountability Audits with SAO in progress
- First JLARC report for Public Records (new mandate)
- Developed the internal *“Amend before you Spend”* process
 - Created new forms to streamline process for departments & finance
- First Biennial Budget (still in progress 😊)
 - Assisted staff that have never worked on developing a budget
 - More Open and Transparent process than in year’s past
- Updated DMC for new Business License legislation (mandate)
- Worked with consultant to take over Special Recycle Event
- Investment Strategy Enhancements – more stability & predictability
 - Eventually revise policy to extend longer term investing out to 5 years, instead of 3 years

Finance: 2019/2020 Proposal

Goals for 2019/2020:

- Successful Annual Financial and Accountability Audits with SAO
- Update Financial Policies ***
 - Financial Policy
 - Debt Policy
 - Capital Asset Policy including Small & Attractive
 - Utility Policies
- Solicit Banking Request for Proposals (RFP's)
- Continue increasing ACH/Debits & E-Billing
 - Continue to decrease past due, shut off & disconnections
- City-wide Contract Routing Process
- Create One Fee Resolution
- Enhance certain record archiving solutions
- Continue cross-training and update desk manual
- Continue search for additional revenue sources & cost savings

Finance: 2019/2020 Proposal

