

FINANCE AND  
ADMINISTRATION



# AGENDA

DEPARTMENT OVERVIEW

FTE CHANGES

NEW TO 2021/2022

MANDATES

CARRY OVER

CUTTING ROOM FLOOR

QUESTIONS

# DEPARTMENT OVERVIEW

## Finance

- Payroll
- Accounts Payable
- Accounts Receivable
- Utility Billing
- Financial reporting
- Financial software management and implementation

## City Clerk's Office

- City Clerk duties
- City-funded grant management
- Cash Receipting
- City Hall counter/phones
- Human Resources

# EXPENDITURE SUMMARY

## Finance and Administration Summary

Category	2017 Actual	2018 Actual	2019 Actual	2020 Estimated	2021 Budgeted	2022 Budgeted	Biennial % Δ
Salaries & Wages	\$185,873	\$174,340	\$160,484	\$171,716	\$201,000	\$256,000	38%
Personnel Benefits	\$68,952	\$69,059	\$63,064	\$67,536	\$79,000	\$110,000	45%
Supplies	\$1,547	\$3,294	\$3,174	\$6,591	\$5,252	\$6,909	25%
Services	\$83,953	\$62,086	\$124,732	\$112,163	\$111,082	\$116,495	-4%
Interfund Services	\$0	\$0	\$0	\$0	\$30,417	\$27,575	
Debt Service							
Capital Outlay							
Transfers Out							
<b>Total</b>	<b>\$340,325</b>	<b>\$308,779</b>	<b>\$351,454</b>	<b>\$358,006</b>	<b>\$426,752</b>	<b>\$516,980</b>	<b>30%</b>

# CHANGES TO STAFF

## Current FTEs (5.6 FTE)

- Finance Director
- Accounting Associate
- Accounting Associate – Payroll (0.5 FTE)
- Utility Billing Clerk
- Administrative Assistant II
- City Clerk
- Finance Intern (0.1 FTE) - temporary

## Proposed Position Changes

- Accounting Associate to Accountant
- Utility Billing Clerk to Accounting Associate
- Administrative Assistant II to Administrative Assistant III

## New Positions (2022)

- 0.5 FTE of the City Administrator for Human Resources
- 1.0 FTE Administrative Assistant I

# NEW IN 2021/2022

## One Time

- IT equipment for new Administrative Assistant in 2022 - \$2,500

## On-going

- Moved from Non-Departmental:
  - King County Animal Control – approx. \$26,000 annually
  - Alcohol Rehab – approx. \$2,150 annually
  - Natural Resources Pollution Control – approx. \$6,000 annually
  - KC Conservation Tax – approx. \$1,700 annually
  - WCIA Insurance – Finance/Admin split \$9,200 in 2021, \$11,500 in 2022
  - Wellness Program – approx. \$1,500 annually
  - MRSC Roster Costs – approx. \$250 annually
  - Internal Service Fund Charges for Services – approx. \$30,400 in 2021, \$27,600 in 2022
  - AWC Retro Program – approx. \$11,000 annually

# MANDATES

- Annual financial and accountability audits – approx. \$28,500 in 2021, \$30,000 in 2022
- Public records
  - Archiving
  - Disclosure

# CARRY OVER

- None



# CUTTING ROOM FLOOR

## Economic Cuts

- Training reduced
- Travel reduced by 75% in 2021
- Administrative Assistant I starts in 2022, rather than 2021

## Staffing Capacity

## Pushed to the Future



QUESTIONS?