

Administration Department

ADMINISTRATION - SUMMARY

The administration budget includes city administrator and finance department expenditures.

City Administrator

The city administrator works under the direction of the mayor and acts as the chief administrative officer and administrative supervisor of the city government. The city administrator is responsible for overseeing and coordinating all city departments, programs, and activities.

Finance Department

The City of Stanwood finance department's main goal is to provide the city council, mayor, city's departments and boards and commissions, accurate, meaningful and timely financial data to satisfy the need for sound fiscal policy and full disclosure.

The finance department establishes and maintains internal controls to protect City's assets from loss and ensure accounting data compiled for financial statements are prepared in conformity with generally accepted accounting principles.

The main responsibilities within the finance department are accounts payable, accounts receivable, annual audit, payroll, insurance/risk management, and treasury functions.

ROLES AND RESPONSIBILITIES

City Administrator

Under the direction and authority of the mayor, the city administrator:

- Supervises, administers and coordinates the activities and functions of the various city offices, departments, commissions and boards in implementing the requirements of city ordinances and the policies of the city council
- Assures the effective and efficient utilization of city employees, funds, materials, facilities and time
- Directs and controls the overall operations of the city to assure optimum services to the community.
- Supervises the city's legal and personnel functions.

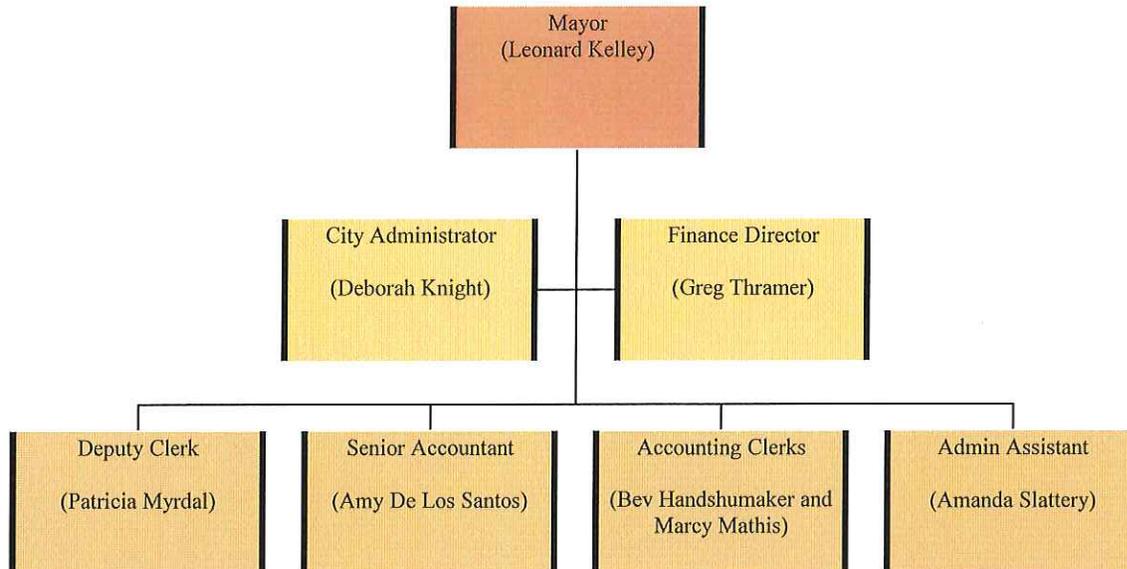


Finance

- Maintenance of cash receipts records
- Reconciliation of receipts to the treasurer's detail
- Payroll
- Processing all payments to vendors and individuals
- Utility billing
- Maintenance of all records of grants, gifts and other special revenue funds
- Maintenance of the city's general ledger
- Maintenance of all records of city debt as authorized by city council
- Preparing reports of revenue and expenditure, and departmental budget balances



2015-16 Administration Organization Chart



2015-16 Administration Goals

- Coordinate and complete remodel of city hall and police station
- Extend current Teamsters contract for one year (through 2015)
- Update all city employee job descriptions
- Negotiate with Teamsters for the next 3-year contract (2016-2019)
- Create and adopt next two-year budget for 2017/2018
- Coordinate 2-year audit of financial statements (2014/2015)
- Work with Sno Co Information Services to facilitate new phone system install with wireless connectors to improve internet speeds
- Work with Sno Co Information Services and Wave Cable to install fiber optic cable at all city facilities
- 2015-16 budget award
- Prepare 2014 and 2015 annual financial statements and submit on-line to State Auditor
- Prepare quarterly financial statements
- Cross-train staff
 - Payroll
 - Accounts payable
 - Cash receipting
- Investments – achieve a minimum average rate of return equal to two year average of 2-year treasuries (currently 0.3%) in accordance with adopted financial policy

- Explore BIAS system automated time-tracking (time-cards) options for city staff and make a recommendation
- Write detailed procedures for managing grant expenditures. All grants should be set up in accounting software system (BIAS) so that annual federal and state reports (schedule 16) can be processed automatically at year end. Maintain individual expenditure files that are complete and comprehensive, to provide necessary support for granting agency and auditors as required
- Initiate electronic records management system
- Find and secure grant funding for capital projects and city programs

Administration 2015-16 Budget Request

Overall, the 2015 administration budget will decrease \$37,190 from 2014 (approximately 6%). The majority of the decrease is the \$30,000 that will not be spent for the audit in 2015, and the city saved an additional \$13,200 by reducing the senior accountant position to ¾ time. In 2016 the administration budget will then increase to \$641,335 to reflect \$32,500 for audit expenses in that year.

The city is on a 2-year audit cycle. The State Auditor's completed the 2010-2011 financial and accountability audits in 2012. In 2014, the city budgeted \$30,000 for the audit of 2012-2013 financial statements.

Table 9 – Administration Budget Request

Administration	2014 Adopted	2015 Proposed	2016 Proposed	Notes
Salaries and Wages	342,946	352,917	366,242	Assumed 1.8% COLA
Taxes and Benefits	156,410	144,039	153,633	Assumed 5% medical insurance premium increase
Operating Supplies	5,500	6,600	6,600	
Professional Services	60,750	54,000	54,000	Includes \$42,500 Sno Co IS contract and \$8k BIAS
Communication	1,500	1,860	1,860	
Copier	16,000	18,200	18,200	
Travel and Training	5,500	5,500	5,500	
Miscellaneous	8,400	6,700	1,700	
Dues	1,100	1,100	1,100	
State Audit	30,000	-	32,500	2-Year Audit Cycle
Total Administration	628,106	590,916	641,335	

2014 Finance Department Accomplishments

- Received 2014 Budget Award
- Implemented 2-Year Budget Process
- Early payoff of two Public Works Trust Fund loans in the water utility
- Negotiated new Cable TV Franchise Agreement
- Negotiated new Telecommunications Franchise Agreement
- Completed 2-year Audit (2012-2013)
- Purchased and installed new phone system
- Implemented high speed internet
- Evaluated financial impacts of library annexation ballot measure

2014 City Administrator Accomplishments

- Awarded \$450,000 in grants for 90th Ave NW and Irvine Slough Stormwater Separation
- Negotiated purchase and sale agreements for the Ovenell and Hamilton properties.
- Adopted greenhouse gas emissions policy and community meeting room policy.
- Prepared grant applications for Heritage Park ball field, walking trail and farmland preservation.
- Launched special event grant program
- Negotiated scope of work with DOE and selected consultant for Irvine Slough Stormwater Separation Study.
- Coordinated city hall and police department renovations.
- Evaluated alternatives to relocate essential public facilities out of the floodplain.