

City of Mountlake Terrace

ADMINISTRATIVE SERVICES

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ADMINISTRATIVE SERVICES

□ Finance

- Pays the bills
- Prepares the budget
- Inventory Assets
- Payroll
- Takes payments
- Business Licensing
- Passports
- Records
- Franchises & Contracts
- Utility Billing
- Financial Reporting
- Budget Development

□ Organizational Development

- Recruitment
- Labor Negotiations
- Risk Management
- Special Projects

□ Information Services

- Computers
- Servers
- Printers
- Phones
- Networking
- Software

FINANCE

❑ Mission and Responsibilities

- Annual Audits and Financial Reporting
- Budget Development
- Capital Assets
- Investments of Public Funds
- Debt Management
- Treasury Functions
- Payroll
- Purchasing
- Accounts Payable
- Public Records Requests
- Utility Billing
- Business Licenses
- Passports



FINANCE

□ Goals and Objectives

- Update Six-Year Financial Forecast
- Quarterly Financial Reports
- Comprehensive Annual Financial Report (CAFR)
- Annual State Audit
- Incorporate Performance Measures in the Budget Process and Report Quarterly
- 2011-2012 Budget and 2013-2014 Budget in 2012
- Update Six-Year Capital Improvement Program
- “Budget in Brief” document
- Update “Measuring Mountlake Terrace”
- Coordinate Utility Revenue Bonds Issuance in 2012
- Continue to Provide Financial Services to SNOCOM

FINANCE

□ Highlights and Changes



- Prepare CAFR including clean audit option
- Received Certificate of Achievement for Excellence in Financial Reporting for 2008 CAFR
- Issued \$6 Million in Utility Revenue Bonds
- Received an AA Rating from Standard & Poor's
- Completed a Water & Sewer Rate Study
- Submit 2011-2012 Budget to GFOA for Distinguished Budget Award
- Assist SNOCOM with Payment Processing and Financial Reporting
- Implementing Sustainability Strategy through procurement policies that encourage recycled and/or green materials

ORGANIZATIONAL DEVELOPMENT

□ Mission and Responsibilities

- Recruitment
- Employee Training & Development
- Salary & Benefits Administration
- Labor Negotiations
- Coordinating Employee Programs
- Research & Analysis

ORGANIZATIONAL DEVELOPMENT

□ Goals and Objectives

- Manage employee recognition programs to retain and recruit the best employees
- Negotiate labor agreements to stay competitive in the job market
- Research state and federal grants to aid operations and infrastructure

ORGANIZATIONAL DEVELOPMENT

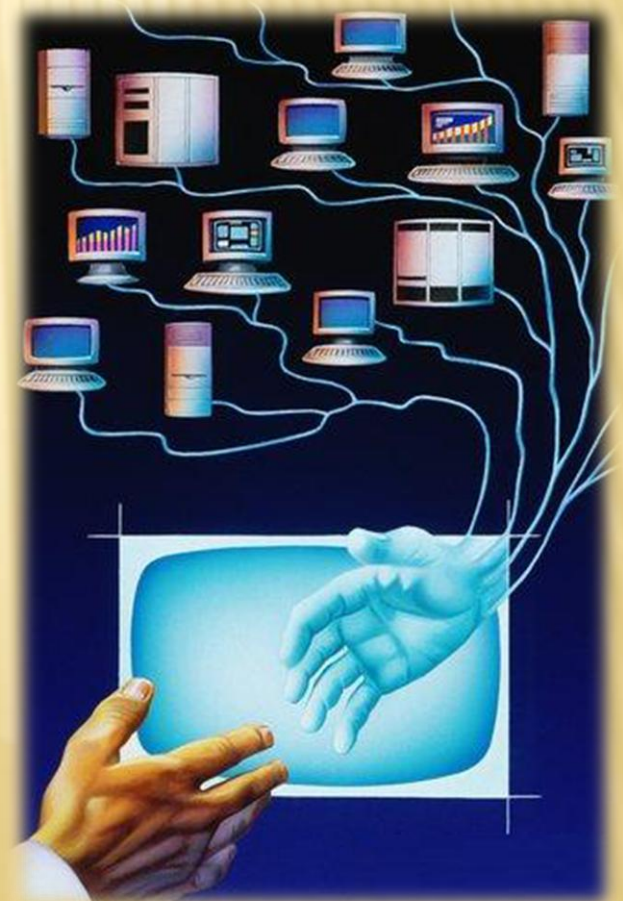
□ Highlights and Changes

- Supported Capital Facilities Task Force in the conceptual design of Civic Campus
- Negotiated labor agreements with Police Guild and Teamsters
- Completed WCIA audit of personnel and land use programs
- Implemented new Waste Management contract
- Coordinated the City's first testing of police officer recruits in several years, including both written and physical fitness tests
- Coordinated efficiency audits of Administrative Services that resulted in changes that reduced Department spending by over \$100,000 per year.
- Implementing federal health care reform legislation

INFORMATION SERVICES

□ Mission and Responsibilities

- Manage resources in four separate facilities
- 163 network users
- 109 computers & laptops
- 17 mobile computers in vehicles
- 81 software applications
- 18 Servers
- 33 network printers
- IP phone system
- Network security
- Software license compliance



INFORMATION SERVICES

□ Goals and Objectives

- Ensure stable computer operations
- Add fiber optic redundancy to remote facilities
- Upgrade Public Works SCADA system
- Implement Records Management System
- Install MUNIS CIS System
- Purchase Document & email management systems
- Deploy Sensus meter reading system

INFORMATION SERVICES

□ Highlights and Changes

- Installed security camera system at the Police Department
- Add part-time helpdesk support technician
- Connected remote facilities with fiber cable
- Purchase and implement new SNOCOM RMS system
- Update disaster recovery techniques
- Deploy email archive system

QUESTIONS



Finance



Organizational Development



Information Services