

2024 Supplemental Department Questions

Please answer the following questions in a word document and return to Council. The answers to these questions will be provided to council as supplemental information. While not part of the physical budget presentation to Council, departments should be prepared to answer questions Council may have on these supplemental questions. If you feel that you have provided an answer in a previous question, please don't repeat your answer, simply refer to the earlier question/answer.

Strategic Goals

1. Provide your 2024 strategic goals; how are they different from 2023? In what way, if at all, are your strategic changes demonstrated in your budget request? Finance is in the process of completing the upgrade to Cayenta 9.1, changing over from BDT to Questica, implementing the County's first biennium budget, expanding the use of Procureware, completing TMSS, while preparing to take on the challenge of transitioning to a new ERP. That is why Finance is requesting to extend the two filled project positions in addition to requesting a new partially funded G/L Supervisor position. These critical projects will take several years to complete.

National, state and local landscape:

1. What are the federal, state and local issues facing your work? What risks or opportunities does that create for you in 2024 and beyond? What is your plan to leverage the opportunity or mitigate the risk? What support do you need?
2. What, if any, new mandates do you have impacting your work? Are they funded or unfunded? What is the plan for accomplishing the work? Regularly new GASB pronouncements, changes in RCW, changes in IRS rules, switching to a biennium budget, etc. significantly affect our workflow.

Programs

1. List programs, projects and services within your department funded through federal COVID/ARPA funds. What, if any, of those programs are you recommending ongoing funding for and what is the source of ongoing funding? Finance operations is not directly funded with ARPA dollars.
2. For programs funded by COVID/ARPA funds, detail the plan to close out and/or transition those programs to an ongoing funding source in 2025 and beyond. N/A
3. What new programs are you launching for 2024? What need or efficiency is that new program addressing? How is that program funded for sustainability? What metrics are in place to determine effectiveness? Finance hopes to complete the Cayenta upgrade in 2024, which should yield some new efficiencies County-wide and eliminate some hard copy record retention. However, 2024 will be a challenging year in as much as there are several major system upgrades and conversions that will be undertaken, such as switching to Questica and the biennium budget.

4. If different than #3, what are your areas of significant investment? What are you not doing because of that investment?

Internal Operations

1. What is your department doing to streamline processes or deliver services in a new way? How do your budget allocation requests play into these innovations? Are there ways which a different budget approach, e.g. several departments sharing a resource, could achieve the same or better results in a more cost-effective way? **Using industry-wide standards to implement new systems.**
2. What, if any, hiring challenges are you experiencing? **Filling skilled positions and managerial positions has been difficult.** How is that affecting your level of service or internal operations? **Finance has had to reprioritize work within available resources.** How are you mitigating those operational challenges and/or what is your plan for recruitment? **Again, reprioritizing what gets done and extending position postings to get more applicants.**
3. To help inform Council on experiences around hiring and retention, please provide a list of all vacant position titles, position codes, FTE amount (1.0, 0.5, etc.), date vacated, and date first posted. Template spreadsheet attached for convenience and conformity; if already tracking information in another format, that is acceptable as well. Please list each vacancy separately. **Purchasing Manager position was vacated in May 2023 and we are in the process of interviewing now. The Accounting & Fiscal Management Compliance Consultant position was vacated August 2023 and we will be posting in mid-October. Both positions are critical to the organization.**
4. What effect has the increase of inflation and/or supply chain issues had on your department? What, if any, services, or projects have you had to adjust to accommodate for this? (i.e. moving to outside contracted services, delaying of project starts and/or purchasing, redistribution of workload, etc.) **Purchasing has had difficulty in getting quality bids and respondents to RFPs for internal customers. In addition with increase in interest rates, issuing debt has become more expensive.**
5. When was the last time your department implemented a fee increase? Do you have any plans to increase fees? **We have seen continued growth in our P-card rebate program.**
6. Do you have any plans to do a rate/fee study? Are your current fees established based on a full cost recovery model?

Successes

1. Take this opportunity to share one significant success in your department over this past year. What made it a success? **We are in the middle of an upgrade to Cayenta to 9.1 (go live was 10/1/23), which will have some positive impact due to its new functionality.**