

2023 Budget Supplemental 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 2022 strategic goals; how are they different from 2022? In what way, if at all, are your strategic changes demonstrated in your budget request? Finance is in the process of upgrading various systems necessary and critical for a functioning organization. Three Finance Ops project position FTEs (funded by #315) are being requested to be extended from 9/30/23 to 12/31/23. Those FTEs aid in the upgrade of Cayenta, our main financial accounting system. Roll over funding is being requested to finish our Time Management Self Service (TMSS) project. We currently have over six departments live this year on TMSS and more to be implemented this year as well as next. Finally, although it may appear Finance is requesting 1.25 FTEs this budget cycle, to remind everyone Finance (Purchasing) was granted by Council a new FTE mid-year 2022. That FTE position has been filled. Therefore, Finance is only requesting an additional 0.25 FTE.

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 2023 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 GASB pronouncements, changes in RCW significantly effect 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 is not funded with ARPA dollars.
2. What new programs are you launching for 2023? What need or efficiency is that new program addressing? How is that program funded for sustainability? What metrics are in place to determine effectiveness? The largest new program Finance is going to complete is the major Cayenta upgrade. Finance is not

asking for any new funding that is not handled through existing appropriations and rates.

3. If different than #2, what are your areas of significant investment? What are you not doing because of that investment? N/A

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? Finance is in the middle of implementing several new processes associated with the Cayenta upgrade (which includes a new budget module) and TMSS implementation. Many of these new systems and process will be brought "on-line" in 2023.
2. What, if any, hiring challenges are you experiencing? How is that affecting your level of service or internal operations? How are you mitigating those operational challenges and/or what is your plan for recruitment? Finance is experiencing hiring difficulties like all other entities. Two of the three project positions have largely not been filled. However, we do believe we may be able to fill one more of the two vacant positions this fall. All permanent Finance positions are currently filled.
3. Please provide a list of all vacant position titles, position codes, date vacated, and date first posted. This should be a separate page or spreadsheet attachment. The two Fiscal Systems Analyst, Senior project positions in Finance Ops have been difficult to fill, yet are still crucial to the Cayenta upgrade project. We do believe we may be able to fill one of the two this fall.
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.) No direct material effect.

Successes

1. Take this opportunity to share one significant success in your department over this past year. What made it a success? Please see above answer 1 in the Internal Operations section.