



Finance & Personnel Committee
Meeting Agenda
Thursday, March 27, 2025 | 6:00 PM

Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Agenda

1. 2025-26 Finance Department Workplan



**CITY OF STANWOOD
FINANCE & PERSONNEL COMMITTEE
STAFF REPORT**

ITEM: 1
DATE: March 27, 2025
SUBJECT: 2025-26 Finance Workplan
CONTACT PERSON: David Hammond, Finance Director
ATTACHMENT(S): A – 2025-26 Finance & IT Workplan

PURPOSE

The 2025-26 Finance, Clerk, Risk Management & Information Management Workplan is presented to the Finance and Personnel Committee for discussion.

BACKGROUND

With each biennial budget, the mayor and staff use City Council budget themes to guide the budgeting process. Once the budget is adopted, the work plan is finalized.

The City Council adopted the biennial budget in November 2024. Based on the budget, the 2025-26 work plan was prepared and categorized by City Council budget goals. All of the 2025-2026 Finance Department initiatives focus on the Organizational Efficiency goal, which address Financial Stability, Accountability and Efficiency.

The attached plan outlines key routine work and non-recurring project items.

Management Work Plan 2025-2026

Finance, Clerk & Information Technology-Initiatives	2025				2026				Result	Notes/Comments
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Evaluate options to improve Council committee structure & update Rules of Procedure									Organizational Efficiency	
Automate financial workflows and assess financial system for efficiencies									Financial Stability	
Update IT policies (Passwords, Email practices, e-signatures, records retention and storage)									Organizational Efficiency	
Create Major Facility Maintenance Replacement Financing Schedule									Financial Stability	With Public Works
Improve/automate quarterly financial reporting									Accountability	
Update SMC CH. 12, develop plan and transition to monthly billing									Financial Stability	
Transition City Website Domain to StanwoodWa.gov									Stability	
Improve records management systems-transition to electronic records									Efficiency	Focus 2025 on Finance Records
Upgrade Council Agenda Preparation and Dissemination Program									Efficiency	
Land Use File Archive Update (Destroy, Maintain or Transfer to State)									Efficiency	With Community Development
Land Use Files- Scan to Electronic Records Managment System									Efficiency	
Move Records to Laserfiche (Contracts, Finance, Minutes, Resolutions)									Efficiency	
Review and Log Hlistorical City Records									Efficiency	
Update Public Records Request Fee Structure									Accountability	
Remediate SCADA network security findings-with Public Works									Stability	
Coordinate SCADA Network Performance Audit									Stability	With Public Works
Update Insurance Policy Asset Values									Financial Stability	
Annual Destruction of Records that Meet Retention Requirements									Efficiency	
Transfer Files to Secretary of State									Efficiency	
Update Cost Allocation Plan									Accountability	
Annual WCIA audit									Accountability	
Develop long-term funding alternatives for Operating and Capital budgets	Annual On-going									
Implement utility rate and Plant Investment Fee changes	Annual On-going									
Surplus equipment	Annual On-going									Coordinate with Public Works
Prepare annual Transportation Benefit Fund report	Annual On-going									
Prepare annual financial statement and support audit fieldwork	Annual On-going									
Budget monitoring and development	Annual On-going									
Update Vehicle & Equipment Replacement Finance Plan	Bi-annual On-going									
Conduct physical asset inventory	Bi-annual On-going									