

FINANCE/CITY CLERK - SUMMARY

The services provided by the Finance and City Clerk's Office include financial management, clerical assistance to the Council, records management, risk management and legal assistance. The following is a overview of those services:

Financial Services:

Budget Preparation/management
Financial Reports
Grants Management
Accounts Payable/Receivable
Payroll Services
Utility Billing
Debt Management
Investment portfolio management

Clerk/Legal/Records:

Minutes for City Council
Business Licenses
Records Management
Ordinances/Resolutions
Notary Services
Passport Acceptance Agency
Easements and Right of Ways

Risk Management:

Process and review of claims
Development of policies/procedures
Monitoring of worker's comp claims

2006 ACCOMPLISHMENTS:

- Implementation of the Springbrook Financial Programs for General Ledger, Accounts Payable, Payroll, Special Assessments and Utility Billing
- Records Management Grant – Council minutes, Planning Commission minutes, Ordinances and Resolutions from 1905 to present were scanned by the State Archivist
- Reorganization of the Finance Department and Clerk's Office

2007 Goals

- Update the Sultan Municipal Code
- Continue the training process for the Financial Systems
- Completion of the 5 Year Revenue/Expenditure Projections
- Development of Fiscal Policies for budgets, credit cards, travel, utility billing and investments
- Development of Procedures for utilities, purchasing and money handling
- Update the Council Procedures

City of Sultan
FINANCE DEPARTMENT
Organization Chart
2007

