

Briefing for City Council Candidates

Department: Finance

Reports to: Erin Leonhart, Interim City Manager

Director: Chris Bothwell

Divisions within Department: None

Number of Staff Members in Department: 9.5 FTE

2019-2020 Department Budget: \$3.25M

Duties/Responsibilities of Department:

- Accounting and Reporting
- Treasury, Investments, and Debt Management
- Payroll and Benefits Administration
- Procurement and Disbursements
- Grant Administration and Management
- Budget Development
- Capital Facilities Planning and Administration
- Financial Planning and Strategy Development

Major 2021-2022 initiatives:

- Launch new financial transparency reporting
- Update the business licensing structure and move to a web based licensing system
- Issue second round of bonds for fire station reconstruction
- Update Council on financial sustainability and revenue capacity options
- Identify opportunities to increase efficiency while maintaining service levels
- Submit budget and annual report documents for best practice in presentation awards

Additional Information:

Finance documents can be found on the website as follows:

Go to bothell.wa.us; click Your Government in the upper left; click Departments; click Finance.

The following documents are listed on the left margin and can be viewed by clicking on the title:

- Adopted Budget
- Audited Financial Statements (Comprehensive Annual Financial Report)
- Capital Facilities Plan (CFP)

