2023 Snohomish County Budget Work Plans

Table of Contents

Note: For the 2023 Budget process department work plans from the 2022 Adopted Budget have been rolled forward to help in the data entry process. If you would like your 2022 Adopted Work Plan deleted so that you can start fresh, please contact Stephen de Salome at ext. #3809 Email: stephen.desalome@snoco.org

Contact Information

To access the Budget Development Tool, open Citrix Workspace on your desktop. Once Citrix is open, double click the Access icon to open the database.

Contact Stephen de Salome' (388-3809) Email: stephen.desalome@snoco.org or Cynthia Scheil (388-3915) Email: Cynthia.Scheil@snoco.org for training and BDT assistance or for information on security and access to your department's BDT.

2023 Snohomish County Work Plans

The 2023 adopted budget includes a requirement that the supplemental information submitted by the Executive to the Council with proposed annual budget include detailed work plans describing the work to be performed by county agencies during the budget year.

These are summary work plans. Our objective is that each work plan be less than three pages in length. In some instances, departments will have a larger or different formatted work plan. In those instances, we request that you summarize the other document in BDT.

In most instances, each agency will submit one work plan. However, in some instances, departments may choose to submit more than one work plan. For example, Public Works may choose to have separate work plans for County Roads and Solid Waste.

In early June the BDT will be open for departments to prepare and submit their budgets, during this time you can also submit a department work plan. Knowing the time is short we will reopen the BDT for work plan data entry in mid-July. **Work Plans should be complete and input into BDT by August 29, 2022.** If you have questions about your work plan, call your budget analyst. If you have questions about inputting the information into the BDT, call Stephen de Salome' at extension 3809.

Below are some descriptions of information included in the three sections of the work plan summary:

Long Term Goals
Department Long-Term Goals are the statement of department targets for achievement over the next one to five years. These goals should reference a measure and a targeted level of achievement. They should also reference a time frame. *Long Term Goals* are a foundation of department efforts to which work plans respond. Your budget funds your work plans including your ongoing core functions. Generally, an organization establishes from two to five long term goals. Where an organization has vastly different areas of focus, separate and distinct goals often are developed for each major area but should also be supported by functions and/or projects and initiatives.

Key Ongoing Core Functions
Each County agency has one or more *Key Ongoing Core Functions*. Services provided by these areas are generally called out in agency enabling legislation. For example, the Finance Department Accounting Operation's ongoing core functions including would include payroll, accounts payable and general ledger/financial statement development as key ongoing core functions. The goal is not to identify every detailed core function, but to review the primary core functions from your department.

Project/Initiatives
Beyond *Key Ongoing Core Functions*, each department focuses upon some short-term and medium-term efforts to accomplish specific objectives that support department long term goals. Those projects or initiatives should be listed here. Departments may choose to reference detailed project plans available elsewhere. For example, the County Roads Division of Public Works may choose to reference the Annual Construction Plan submitted as a part of their annual budget. In this way, the detail work plan will reconcile with the summary work plan. Some departments which are heavily focused in Ongoing Core Functions will have few projects or initiatives. Other areas will have more. The intent of this section is to identify major projects or initiatives. Smaller projects do not need to be included in the *Summary Work Plan*.

Below are the technical steps utilized for inputting your work plan into the BDT.

1. Accessing the input page by clicking on the Department Work Plan Summary button.
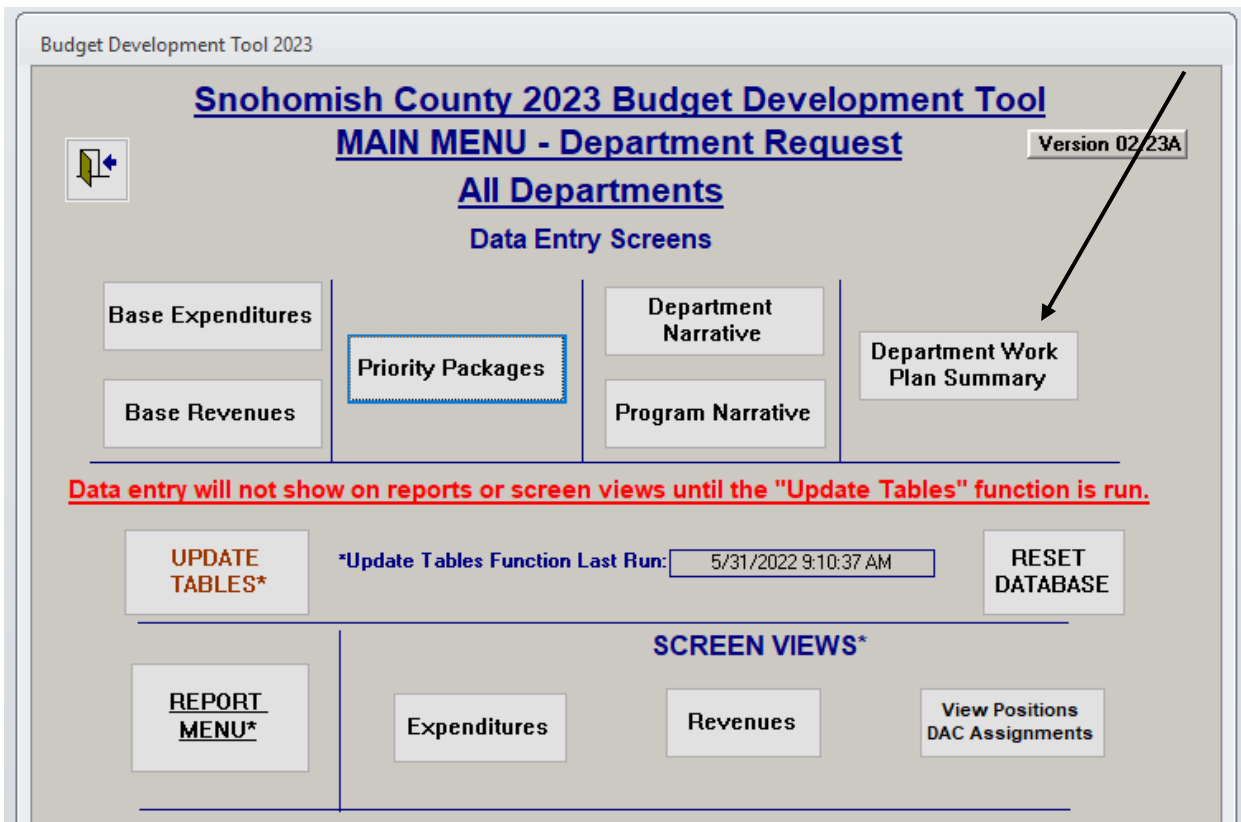
2. The following screen will display the Department Work Plan. Note: To create a new Work Plan click on the Add Work Plan button.

On this screen you will find the following:
   a. Dropdown box to select the work plans for your department.
   b. Add Work Plan button to create new work plans.
   c. Projects/Initiatives button to create projects and initiatives for a Work Plan.
   d. Long Term Goals input screen.
   e. Key Ongoing Core Functions input screen.

3. Inputting the elements:
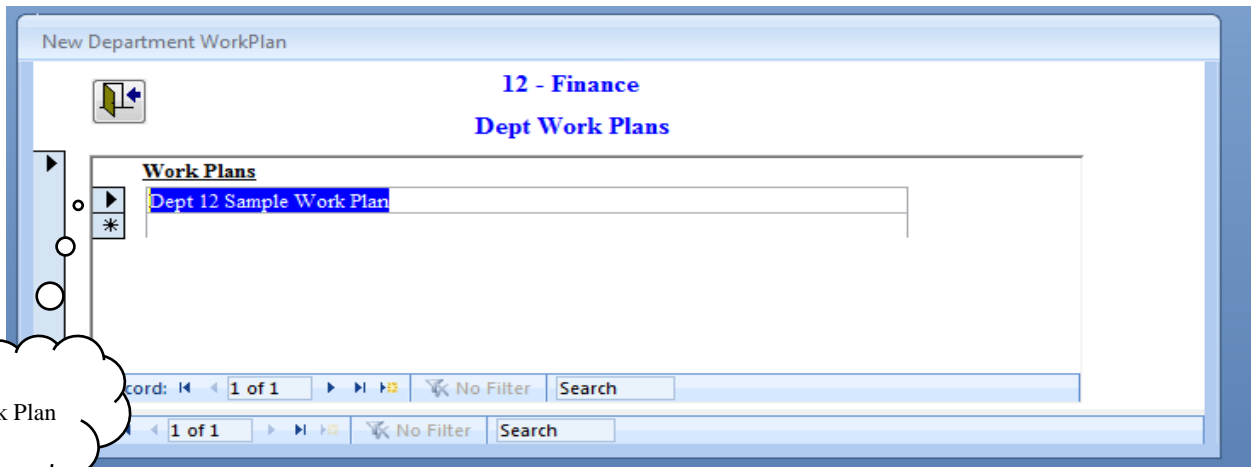
   a. Work Plan Name:

Once you clicked on the Add Work Plan button this screen will appear. To enter your plan name just type the name in the text box provided. Note: ach work plan must be a unique name and you can create as many as you would like. Click on the exit button to move back to the main work plan screen.

b. Long Term Goals:

Click in the dropdown button to select your Work Plan.
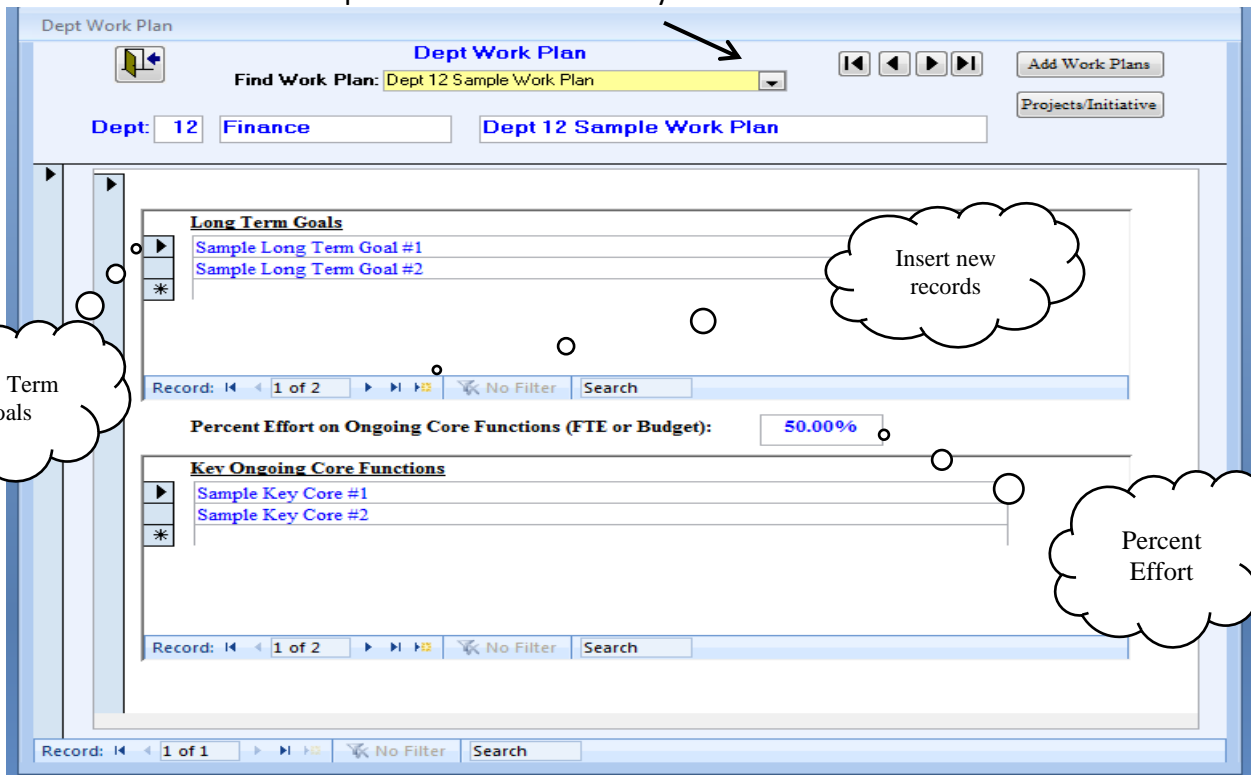
The Long Term Goals can be entered in this screen. To insert additional records click on the button to add records.

Percent Effort on Ongoing Core Functions:

> Enter the amount of effort being consumed by FTE's or Budgeted funds to complete the Key Core Functions.

c. Key Ongoing Core Functions:

> The Key Ongoing Core Functions can be entered in this screen. To insert additional records click on the button to add records.

d. Project/Initiatives:

To enter the Project screen, you need to click on the Project/Initiatives button on the right-hand upper corner of the main Work Plan screen. Reference Page 4

To pick a Work Plan use the dropdown box to make a selection. Enter the amount of effort being consumed by FTE's or Budgeted funds to complete the Projects and Initiatives.

In the Projects screen you have 4 pieces on information to enter. Project Name, Brief Description of Project, Status of Project and Project Timeline. Each box is a text box, and you have limited room so keep the description short and brief.

f. Work Plan report:

    The Work Plan report can be printed by clicking the Work Plan Summary button.

Sample Work Plan Report

2019 Budget -- Department Work Plan Summary

12 - Finance

Department Work Plan : Finance Department 2019 Workplan

I. Long Term Goals

1. Manage the County's financial processes, planning and systems in a manner that prioritizes and maximizes use of resources, minimizes risk, and provides useful, accurate and timely information to internal county customers.

2. Implement experience driven county-wide risk management policies and practices that will support the development of tailored Safety Programs for all Divisions/Departments.

3. Implement best practice County procurement solutions, policies and practices to obtain the best value and leverage combined purchasing power for the county.

II. Key Ongoing Core Functions

1. Financial Operations: Efficient production of timely and accurate Payroll, Accounts Payable, Receivables and Financial Statement Development.

2. Financial Operations: Compliance with accounting standards, fiscal management policies, internal controls laws and regulations

3. Financial Operations: Facilitate bond issuance(s)

4. Financial Operations: Create and enforce county-wide fiscal management policies

5. Budget: Facilitate Annual Budget Process and Executive Recommendations

6. Budget: Review and approve Executive and Council Actions

7. Budget: Project, analyze and track revenue and expenditure variances.

8. Risk Management: Manage County risk , loss prevention/control, workers compensation and liability insurance programs.

9. Risk Management: Development and Management of county-wide safety program including updating and revision of County wide Safety administrative/operations Policies and Procedures

10. Purchasing: Develop procurement processes and procedures that comply with legal requirements and add value to the County.

11. Purchasing: Promote fair and equitable opportunities for vendors. Improve supplier outreach and competitive pool.

12. Purchasing: Standardize processes and forms to improve customer, community, and supplier experiences and service levels.

13. Purchasing: Maximize the value and utilization of County's resources through sound, consistent, and ethical purchasing and business practices.

Percent Effort on Ongoing Core Functions (FTE or Budget):   92.00%

Snohomish County Work Plan Summary by Department   Page 56 of 100   5/24/2018 9:58:03 AM