Planning for the Future

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blum shapiro

step forward
Our Presenters

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» New Budgeting Processes
» Internal/External Virtual Processes
» Teleworker Access
» Touchless Payments
» Q & A
» Weblink
New Budgeting Processes
New Budgeting Processes

» Rethinking the Budget Process
  – The Annual Budget Process
  – Long-Term Budget Forecasting (Variable Budgeting)

» Cash Flow Modeling
The Annual Budget Process

- What it is:
  - The most important policy and decision-making process performed annually
  - Short-term in its outlook
  - Lacks flexibility once ratified
Long-term Budget Forecasting

- This is not status quo projected over time
- If properly integrated into the annual budget process it can add variable elements to the budget process
  - Solutions will have been previously developed and this can be quickly implemented
    - Best Case / Likely Case / Worst Case
    - Identify areas where the most vulnerability exists
- Integrate policy goals into the budget process
Long-Term Budget Forecasting

Advantages

– Develops fiscal discipline (rather than hoping for the best)

– Allows for early identification of problems
  – Can help reveal adverse trends and this provides management the ability to implement solutions

– Helps promote sustainability

– Can help identify long-term impact of policy to allow for the development of effective solutions
Cash Flow Modeling

- Develop a 12-month rolling period (not on a fiscal year basis) with at least one year historical data but multiple years if possible
  - Identify major sources of revenue and major sources of expenditures
  - Track the activity monthly
  - Consider mitigation options well in advance of crisis
    - Alternative short-term financing options
    - Implement budget modifications if necessary
Internal/External Virtual Processes
Creating Virtual Internal Operations

» Purchase Order Process
   – Decentralized purchase order
     – Ability to attach documents to POs to meet purchasing requirements
     – Electronic workflows and signoff

» Check Processing (Vendor and Payroll Checks)
   – Remote segregation of duties and responsibilities
   – How to print hardcopy checks?
     – Catalyst to pay by ACH
Creating Virtual Internal Operations

» Request for Proposal Process
– How will vendors submit proposals electronically?
  – Electronic signatures
  – Electronic notary

» Committee Meetings
– Establishing protocols to have Committee meetings remotely
  – What tools should be used?
    – Who can attend; Who can participate?
  – How can this be controlled?
Creating Virtual External Operations

» Tax Assessor/Collection
  – Ability to lookup and review assessment and tax information
  – Ability to pay taxes remotely
  – Ability to identify and implement certificates of correction

» Parks and Recreation
  – Ability to implement programs remotely
  – Ability to lookup and review Parks and Recreation programs
Creating Virtual External Operations

» Permitting Process
  – Decentralized permitting
    – Ability to attach documents to permits to meet requirements
  – Electronic workflows and signoff

» Town Clerk
  – How will the Clerk’s office operate remotely
    – Electronic signatures
    – Electronic notary
Teleworker Access
Teleworking Considerations

Protecting Your Municipality
- Security – Monitoring, Phishing, Training
- Communications & Conferencing

Processes and Procedures
- Teleworking Procedures & Policies
- Teleworker Productivity Monitoring
- Human Resources

Business Continuity
- Business Continuity & Resiliency
- Process & Responsibilities

Bring the Office to Your Employees
- Virtualization
- File Storage & Document Management
- Managed Services

Managing Compliance and 3rd Parties
- Vendor/3rd Party Risk
- Compliance & Regulatory
- Privacy
Protecting Your Municipality-VPN
Protecting Your Municipality - MFA

How It Works

- Mobile Apps
- Phone calls
- Text messages

SOMETHING YOU KNOW + SOMETHING YOU HAVE

Microsoft AD
katyaad@microsoft.com@microsoft.com
331244

Approve sign-in?
Top Verify to complete your sign-in verification Microsoft AD
katyaad@microsoft.com@microsoft.com
Cancel Verify

RSA SecurID
443 853

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Consider responding to security questions in a different way

» Q: What is your pet's name?
» Q: Where did you go to high school?
» Q: What is your favorite movie?
  » A: blue jumping jacks
Protecting Your Municipality-Employees

- **Employees Role in Enhancing Security**
  - Employees can be the first line of defense
  - Can escalate incidents quickly
  - Influence co-workers by word of mouth/texting
  - Periodic Security Awareness Training

- **Reinforce Security Habits and Practices**
  - Educate your employees through awareness training
  - Phish your own employees
  - Ask employees for security-conscious behavior at home
Touchless Payment
Touchless Payments

» What are Touchless payments?
   – Mobile Wallets
   – NFC & RFID Cards
   – Mobile payment applications (parking)

» How do we use them?
   – In-office payments
   – Quicker online payments
   – Touchless parking meters

» What are the benefits?
   – Ease of social distancing
   – Expanded options for residents
   – Create Municipal wide standards
Weblink

» GAO State and Local Government’s Fiscal Outlook Report

Thank You