

Finance Department

Departmental Programs

- **Financial Management**

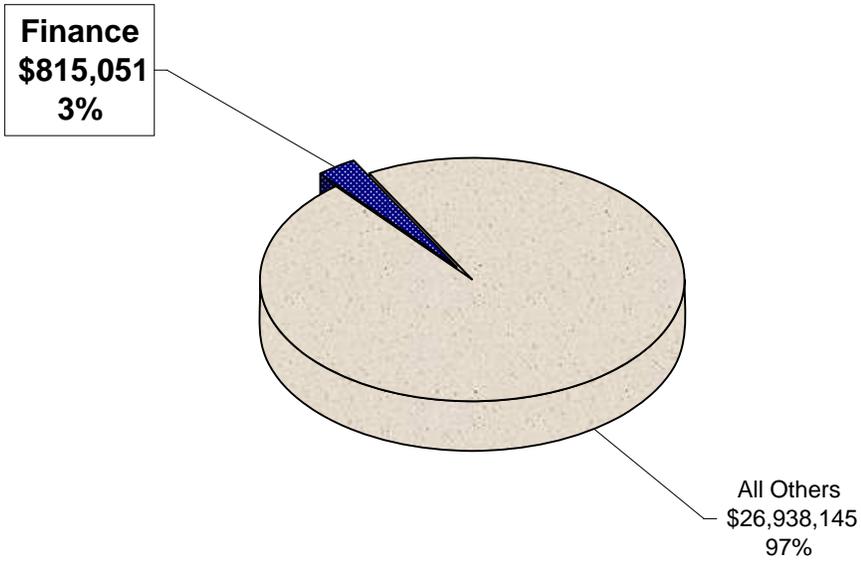
Department Description

The Finance Department provides financial management services to City departments, the City Council and Budget Committee. The Department oversees the preparation and monitoring of the City's annual budget, cash management and investments, and prepares the City's Long Range Financial Forecast. The Department also provides services to Metropolitan Wastewater Management Commission and the Regional Fiber Consortium. The Finance Department includes Municipal Court who processes or adjudicates all municipal code complaints and traffic citations.

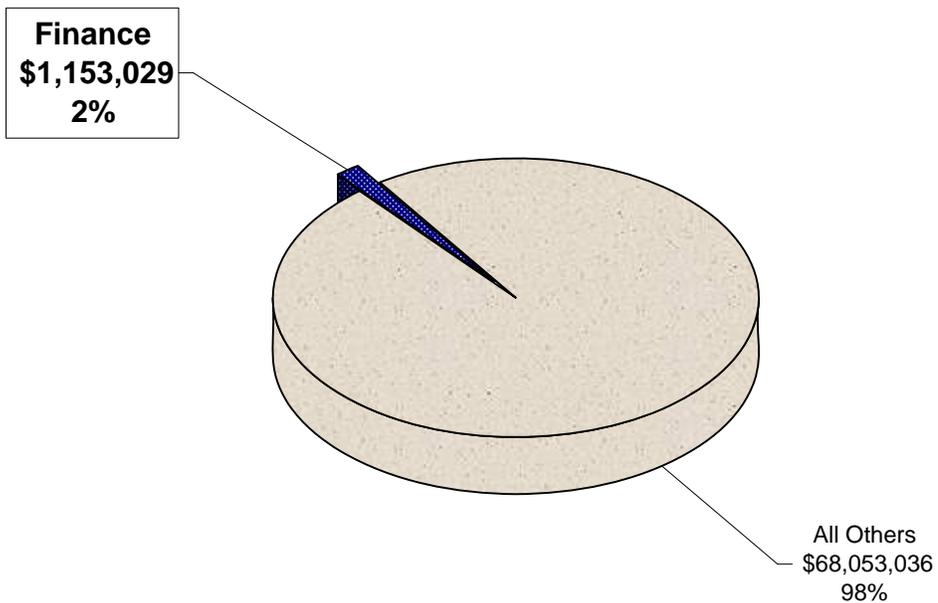
Mission

The Finance Department provides professional oversight and consultation to City programs and services regarding financial, accounting, and budgetary practices. The Department's focus is to ensure compliance with all relevant financial and budgetary regulations, including Oregon Budget Law and State statutes governing financial information.

FY07 OPERATING BUDGET - General Fund	\$ 27,753,196
Finance: \$ 815,051	



FY07 OPERATING BUDGET - All Funds	\$ 69,206,065
Finance: \$ 1,153,029	



Finance Department

Financial Summary

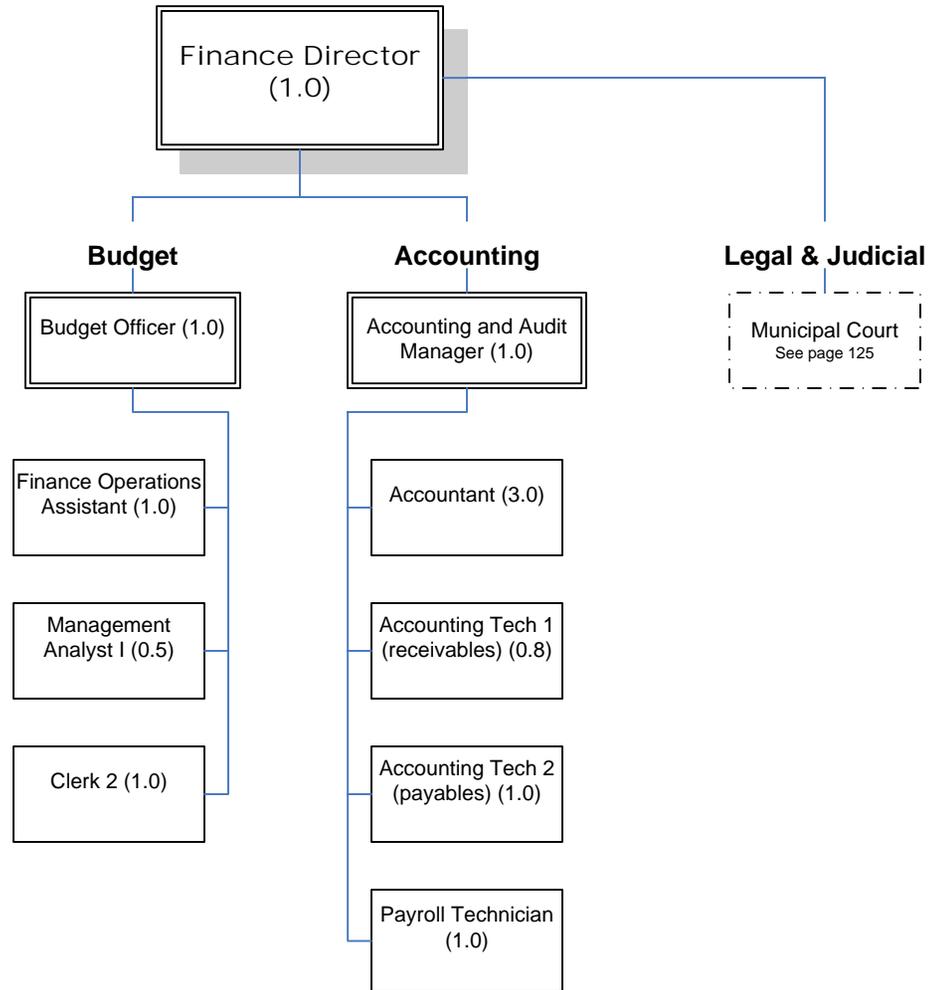
	Actual FY04	Actual FY05	Adopted FY06	Adopted FY07
Expenditures by Category:				
Personal Services	\$ 720,147	\$ 756,128	\$ 844,758	\$ 856,017
Materials and Services	396,275	176,873	224,043	297,012
Capital Outlay	3,588	5,121	-	-
Total	<u>\$ 1,120,009</u>	<u>\$ 938,122</u>	<u>\$ 1,068,801</u>	<u>\$ 1,153,029</u>
Expenditures by Fund:				
General	\$ 955,767	\$ 717,810	\$ 776,983	\$ 815,051
Bancroft Redemption	18,248	21,440	29,328	25,447
Community Development Block Grant	14,142	14,550	15,334	15,754
Development Assessment	65,376	74,983	85,222	91,451
Drainage Operating Fund	-	-	-	8,797
Local Wastewater Operations Fund	-	-	-	8,797
Regional Wastewater	45,252	87,147	124,904	124,069
SDC Administration*	-	-	23,080	23,063
Sewer SDC*	8,469	8,823	-	-
Special Revenue Fund	-	-	-	30,000
Transportation SDC*	9,167	9,553	-	-
Vehicle and Equipment	3,588	3,815	13,950	10,600
Total	<u>\$ 1,120,009</u>	<u>\$ 938,122</u>	<u>\$ 1,068,801</u>	<u>\$ 1,153,029</u>
Expenditures by Sub-Program:				
Administration	\$ 1,120,009	\$ 938,122	\$ 1,068,801	\$ 1,153,029
Total	<u>\$ 1,120,009</u>	<u>\$ 938,122</u>	<u>\$ 1,068,801</u>	<u>\$ 1,153,029</u>

* Prior to July 2005 (FY06), administrative costs associated with Systems Development Charges (SDCs) were directly charged to the various SDC funds. Beginning in FY06, an SDC Administration Fund was created to centrally account for activities related to developing SDC calculation methodology, planning, and accounting for System Development Charges. Financing is provided by administrative fees charged on SDCs and administrative fees charged to SDC Capital Projects funds.

Finance Department

City of Springfield

Total FTE = 11.3



Finance Department

FTE Summary by Fund

Number of Full-Time Equivalents	Actual FY04	Actual FY05	Adopted FY06	Adopted FY07
General	8.40	8.75	8.75	8.68
Bancroft Redemption	0.20	0.20	0.20	0.18
Community Development Block Grant	0.20	0.20	0.20	0.20
Development Assessment	0.90	0.90	0.90	0.79
Drainage Operating	0.00	0.00	0.00	0.10
Regional Wastewater	0.55	1.20	1.20	1.00
SDC Administration Fund	0.00	0.00	0.25	0.25
Sewer Operations	0.00	0.00	0.00	0.10
Sewer SDC	0.12	0.12	0.00	0.00
Transportation SDC	0.13	0.13	0.00	0.00
Total Full-Time Equivalents	10.50	11.50	11.50	11.30

Position Summary

Job Title/Classification:	Actual FY04	Actual FY05	Adopted FY06	Adopted FY07
Accountant	2.00	3.00	3.00	3.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Technician 1	1.00	1.00	1.00	0.80
Accounting Technician 2	2.00	1.00	1.00	1.00
Budget Officer	1.00	1.00	1.00	1.00
Clerk 2	0.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Finance Operations Assistant	0.00	1.00	1.00	1.00
Finance Operations Coordinator	1.00	0.00	0.00	0.00
Management Analyst 1	0.50	0.50	0.50	0.50
Payroll Technician	1.00	1.00	1.00	1.00
Total Full-Time Equivalents	10.50	11.50	11.50	11.30

Finance Department

Program: Financial Management

Program Description:

The Finance Department is principally an internal service provider of financial management services to all departments, the City Council, Budget Committee, Metropolitan Wastewater Management Commission, Regional Fiber Consortium and the Springfield Economic Development Agency. Externally, the Department has various reporting requirements to City residents, Federal and State grantors and bondholders of the City's municipal debt. Financial services include preparation of the City's annual budget and long range financial projections, revenue collection, cash and investment management, debt administration, financial reporting, audit management, purchasing and accounts payable, payroll, assessment administration and billing, and collection of accounts receivable.

Budget Highlights: Fiscal Year 2007 will be significant for the Finance Department, anticipating that several large projects and activities will require the use of outside financing. The selling of general obligation bonds for the Justice Center, revenue bonds for the regional Wastewater Management Commission and additional funding for the Glenwood Urban Renewal District are all possibilities for the coming year. The Department is responding to Budget Committee direction by developing a city-wide priority of service program, and is working hard to bring more advanced technology to its purchasing, accounts payable, banking, and budgeting services.

Service Level Changes: The primary change in the Department's service level for next year is a reduction of .20 FTE in our accounting technician grade. A reduced service level will probably not be immediately noticeable by other departments as the reassignment of duties will be internal reporting, a lessening of internal controls and adequate back-up. We will monitor the effects on productivity of those who are receiving the additional assignments. Additions to the budget include one-time \$30,000 for a priority of services exercise and an on-going \$5,000 to conduct the Glenwood Urban Renewal District audit. Other changes in funding are the result of increasing and decreasing training costs as new financial software modules are brought on line and new services or programs are introduced to other departments.

Program Outcomes and Indicators:	Actual FY04	Actual FY05	Estimated FY06	Adopted FY07
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Members of the City's Budget Committee received the financial information necessary to recommend an Approved Budget to the City Council

◆ Percent of Committee members surveyed who believe that the financial information available met their needs	91.6%	94.3%	94.3%	96%
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City staff receives accurate assistance from Finance staff when purchasing goods and services that require formal competitive bids or request for proposals

◆ Number of amendments to bid documents required prior to closing date	5	3	3	2
◆ Number of changes to solicitations requested by vendors	2	0	0	0

Program Outcomes and Indicators: continued	Actual FY04	Actual FY05	Estimated FY06	Adopted FY07
◆ Number of award protests	0	0	0	0

City staff are provided timely assistance from Finance staff when purchasing goods and services that require formal competitive bids or request for proposals

◆ Average number of days from original request to prepare internal documentation for review	5	3.5	3.5	3.5
◆ Average number of days from original request to placement of advertisement	6	5	5	4
◆ Average number of days from original request to awarding bid	40	35	35	30

City employees have access to financial information needed to manage their assigned responsibilities

◆ Percent of internal users surveyed who believe that the financial information available meets their needs	N/A*	83%	100%	100%
◆ Average number of days from month end to when standard reports are available on-line	12	13	10	10

**Survey not sent in FY04.*

City is effective in collecting outstanding balances from its assessment financing program. As of June 30, 2005 there were 70 active accounts being billed semi-annually

◆ Percent of accounts that are eligible for foreclosures	9%	0%	6%	5%
◆ Percent of accounts that are delinquent in current payment	18%	11%	10%	10%
◆ Percent of foreclosure eligible accounts that are resolved prior to foreclosure sale	100%	100%	100%	100%
◆ Percent of accounts that default on 12 month agreements	0%	0%	0%	0%

Program Outcomes and Indicators: continued	Actual FY04	Actual FY05	Estimated FY06	Adopted FY07
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City's position in collection effort is ensured by timely liens being placed on properties

◆ Average number of days between finance receiving assessment roll and levy being placed upon properties	N/A No FY04 Assessment Ordinances	N/A No FY05 Assessment Ordinances	45	45
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City is in conformity with Generally Accepted Accounting Principles (GAAP)

◆ City completes audit receiving an unqualified "clean" opinion	0 Exceptions	0 Exceptions	0 Exceptions	0 Exceptions
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City officials and residents are presented with prepared documents that meet or exceed standards that are set for municipalities public financial disclosures

◆ The City receives the GFOA Certificate of Achievement for Excellence in Financial Reporting	Received	Applied	Will Apply	Will Apply
◆ The City receives the GFOA Distinguished Budget Presentation Award	Participation Discontinued	N/A	N/A	N/A

Payroll and benefit information is provided to employees electronically. Employees of the City of Springfield may choose to participate in the Employee Self Service ePay, eProfile, and eBenefits, program

◆ Percent of Employee Participation	40%	49%	55%	61%
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Vendor payments are made with an efficient payment method

◆ Percent of payments made by express check (outside scheduled check-run)	17%	27%	12%	8%
◆ Number of vendors set up to pay by ACH transfer	N/A	N/A	6	10

Payments returned due to address change are resent and successfully delivered to payee

◆ Number of items remitted to State of Oregon as unclaimed property	59	63	60	45
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