

# Finance Department

## Departmental Programs

- Financial Management

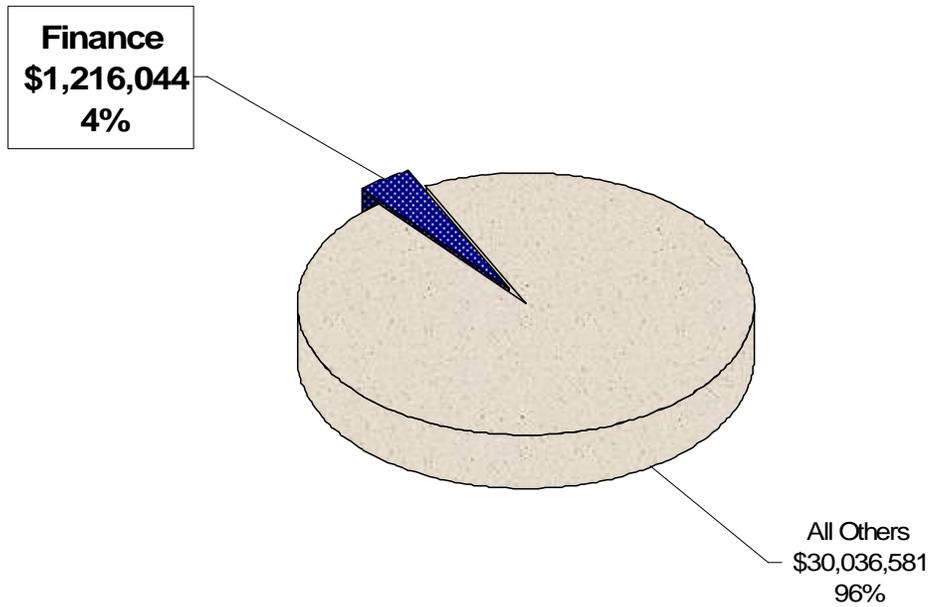
## *Department Description*

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 The Metropolitan Wastewater Management Commission and the Regional Fiber Consortium.

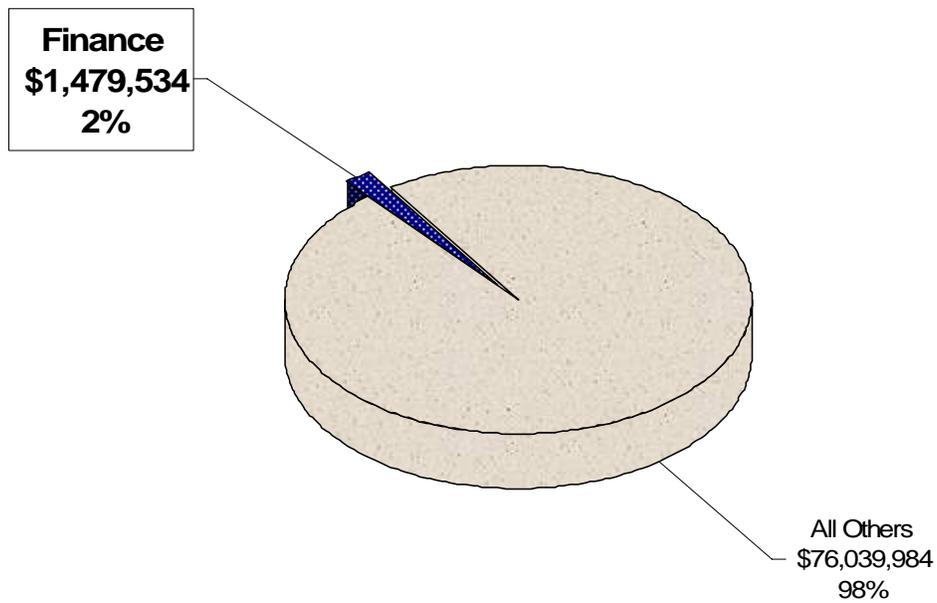
## *Mission*

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.

<b>FY09 OPERATING BUDGET - General Fund</b>	<b>\$ 31,252,625</b>
<b>Finance:</b>	<b>\$ 1,216,044</b>



<b>FY09 OPERATING BUDGET - All Funds</b>	<b>\$ 77,519,518</b>
<b>Finance:</b>	<b>\$ 1,479,534</b>

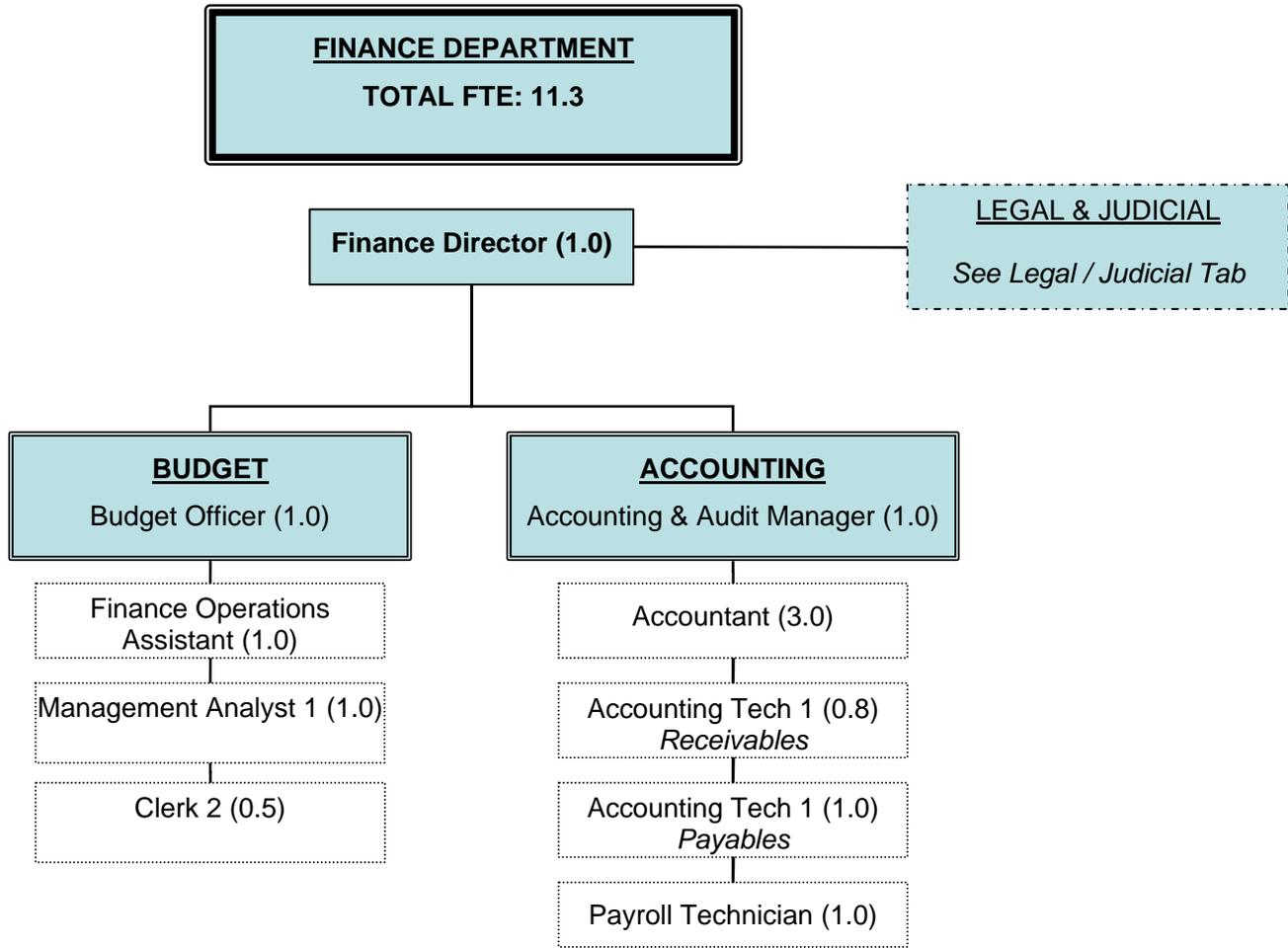


## Finance Department

### *Financial Summary*

	Actual FY06	Actual FY07	Amended FY08*	Adopted FY09
<b>Expenditures by Category:</b>				
Personal Services	\$ 802,234	\$ 838,901	\$ 875,420	\$ 908,670
Materials and Services	159,554	182,220	314,001	570,864
Capital Outlay	-	-	-	-
<b>Total</b>	<b><u>\$ 961,788</u></b>	<b><u>\$1,021,121</u></b>	<b><u>\$1,189,421</u></b>	<b><u>\$ 1,479,534</u></b>
<b>Expenditures by Fund:</b>				
General	\$ 716,995	\$ 773,388	\$ 864,415	\$ 1,216,044
Bancroft Redemption	20,247	16,367	23,025	19,809
Community Devel. Block Grant	15,321	15,660	15,917	16,175
Development Assessment	72,500	76,193	89,288	95,761
Drainage	6,823	8,691	9,288	9,409
Local Wastewater	6,823	8,691	9,290	9,411
Regional Wastewater	93,672	75,891	120,712	86,237
SDC Administration	23,036	22,887	23,286	23,688
Special Revenue	-	18,369	25,000	-
Vehicle and Equipment	<u>6,371</u>	<u>4,984</u>	<u>9,200</u>	<u>3,000</u>
<b>Total</b>	<b><u>\$ 961,788</u></b>	<b><u>\$1,021,121</u></b>	<b><u>\$1,189,421</u></b>	<b><u>\$ 1,479,534</u></b>
<b>Expenditures by Sub-Program:</b>				
Administration	<u>\$ 961,788</u>	<u>\$1,021,121</u>	<u>\$1,189,421</u>	<u>\$ 1,479,534</u>
<b>Total</b>	<b><u>\$ 961,788</u></b>	<b><u>\$1,021,121</u></b>	<b><u>\$1,189,421</u></b>	<b><u>\$ 1,479,534</u></b>

\* Amended as of June 16, 2008



## Finance Department

### FTE Summary by Fund

Number of Full-Time Equivalents	Actual FY06	Actual FY07	Adopted FY08	Adopted FY09
General	8.75	8.68	8.68	8.78
Bancroft Redemption	0.20	0.18	0.18	0.18
Community Development Block Grant	0.20	0.20	0.20	0.20
Development Assessment	0.90	0.79	0.79	0.79
Drainage Operations	0.00	0.10	0.10	0.10
Regional Wastewater	1.20	1.00	1.00	0.90
SDC Administration Fund	0.25	0.25	0.25	0.25
Sewer Operations	0.00	0.10	0.10	0.10
<b>Total Full-Time Equivalents</b>	<b>11.50</b>	<b>11.30</b>	<b>11.30</b>	<b>11.30</b>

### Position Summary

Job Title/Classification	Actual FY06	Actual FY07	Adopted FY08	Adopted FY09
Accountant	3.00	3.00	3.00	3.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Technician 1	1.00	0.80	1.30	1.30
Accounting Technician 2	1.00	1.00	0.00	0.00
Budget Officer	1.00	1.00	1.00	1.00
Clerk 2	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Finance Operations Assistant	1.00	1.00	1.00	1.00
Management Analyst 1	0.50	0.50	1.00	1.00
Payroll Technician	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents</b>	<b>11.50</b>	<b>11.30</b>	<b>11.30</b>	<b>11.30</b>

# 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 and Service Level Changes:

#### Highlights:

The Department has not requested any additional operations funding for Fiscal Year 2009 except to adjust for inflation, but several significant projects will influence the Department's work plans for next year. Both the Justice Center Project and the Glenwood Urban Renewal District will require an increase in Department hours as they become more active in development.

**Service Level Changes:** Each of the Department's service areas will see changes in the following year to keep up with new demands. The Payroll area is adapting to the City's change from a monthly payroll with a mid-month draw schedule to the new bi-weekly processing schedule, and is working out the last few remaining programming issues. In Purchasing, we plan to move our City purchasing card voucher creation to a paperless system in the coming year. The Accounting staff has added several new employees and new roles are being defined. They will also be recruiting for a new auditing firm in the coming year. In the Budget area, we will be working on two Council goals; one is to review the continued use of special operating levies and the second is to study how growth related service demands impact existing service levels. The Department will continue to improve the City's accounting for capital projects. We are also actively attempting to identify process improvements that will enable us to be more efficient with the resources we have.

### Program Outcomes and Indicators:

Actual FY06	Actual FY07	Estimated FY08	Adopted FY09
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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 94% 96% 96% 98%

<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
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**City staff receives accurate assistance from Finance staff when purchasing goods and services that requires formal competitive bids or request for proposals.**

- Number of amendments to bid documents required prior to closing date 3% 2% 1% 2%
- Number of changes to solicitations requested by vendors 0 0 0 0
- Number of award protests 0 0 1 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 3.5 3.5 5 5
- Average number of days from original request to placement of advertisement 5 4 15-20 15-20
- Average number of days from original request to awarding bid 35 30 60 60

**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 100% 100% 100% 100%
- Average number of days from month end to when standard reports are available on-line 10 10 10 10

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<b>Program Outcomes and Indicators:</b>	<b>Actual FY06</b>	<b>Actual FY07</b>	<b>Estimated FY08</b>	<b>Adopted FY09</b>
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**City is effective in collecting outstanding balances from its assessment financing program. As of June 30, 2007 there were 24 active accounts being billed semi-annually.**

• Percent of accounts that are eligible for foreclosure	3%	5%	5%	3%
• Percent of accounts that are past due	15%	10%	10%	7%
• 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%

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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	No FY06 Assessment Ordinances	45	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	Received	Applied	Will Apply
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**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                      55%                      68%                      80%                      91%

Program Outcomes and Indicators:	Actual	Actual	Estimated	Adopted
	FY06	FY07	FY08	FY09

**Vendor payments are made with an efficient payment method.**

- Percent of payments made by express check (outside scheduled check-run)                      12%                      8%                      4%                      4%
- Number of vendors set up to pay by ACH transfer                      6                      6                      7                      10

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

- Number of items remitted to State of Oregon as unclaimed property                      45                      52                      70                      60
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