

Finance Department

Departmental Programs

- **Financial Management**

Department Description

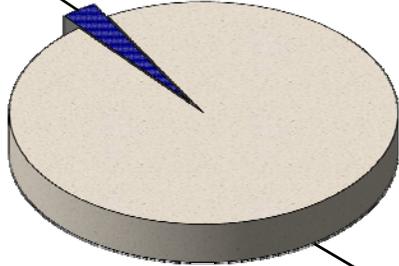
The Finance Department provides financial management services to City departments, the City Council and Budget Committee. The Department oversees the preparation and monitoring of the City's annual budget, cash management and investments, and prepares the City's Long Range Financial Forecast. The Department also provides services to Metropolitan Wastewater Management Commission, the Regional Fiber Consortium, and the Springfield Economic Development Agency (SEDA).

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.

FY11 OPERATING BUDGET - General Fund	\$ 31,255,242
Finance:	\$ 914,029

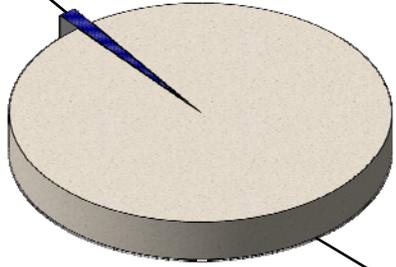
Finance
\$914,029
3%



All Others
 \$30,341,213
 97%

FY11 OPERATING BUDGET - All Funds	\$ 79,022,511
Finance:	\$ 1,178,271

Finance
\$1,178,271
1%



All Others
 \$77,844,240
 99%

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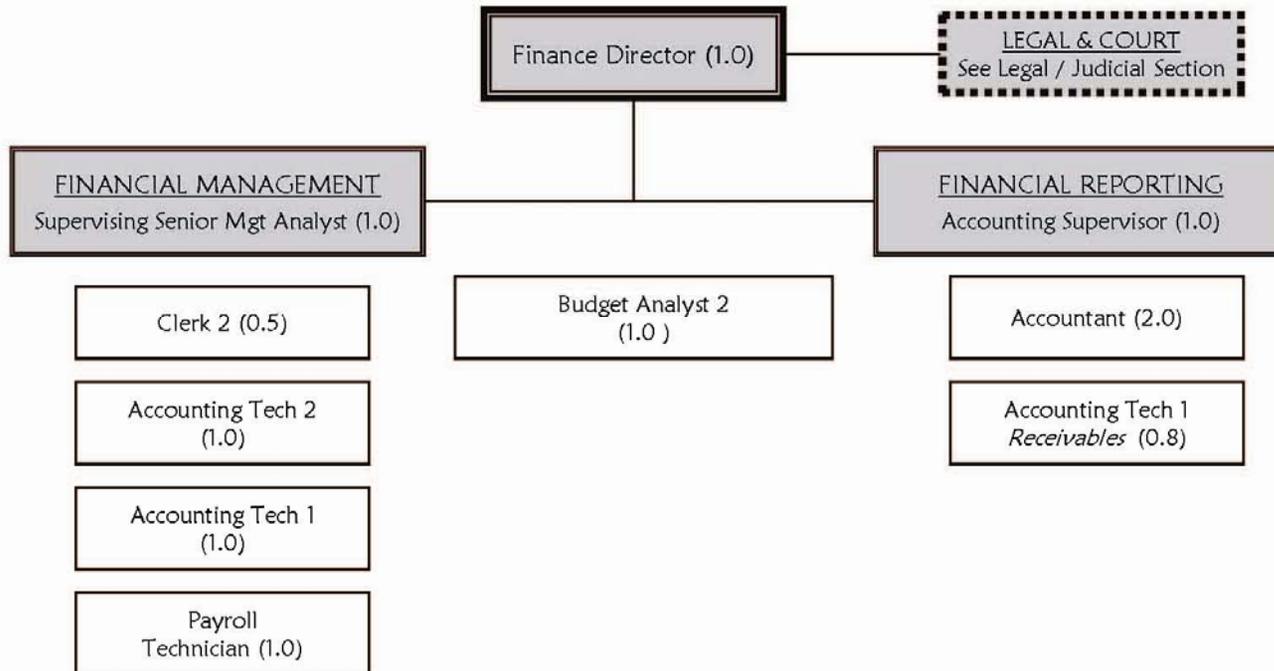
Financial Summary

	Actual FY08	Actual FY09	Amended FY10*	Adopted FY11
Expenditures by Category:				
Personal Services	\$ 883,025	\$ 918,020	\$ 892,299	\$ 898,744
Materials and Services	203,148	226,408	259,521	279,527
Total	<u>\$1,086,173</u>	<u>\$1,144,428</u>	<u>\$ 1,151,820</u>	<u>\$1,178,271</u>
Expenditures by Fund:				
General	\$ 836,199	\$ 909,955	\$ 895,208	\$ 914,029
Bancroft Redemption	18,175	17,493	15,772	16,123
Community Devel. Block Grant	15,328	16,030	17,523	20,002
Development Assessment	70,122	70,726	87,506	84,787
Drainage	9,288	9,396	9,719	9,870
Local Wastewater	9,290	9,398	9,721	9,873
Regional Wastewater	91,557	84,185	87,172	87,171
SDC Administration	23,286	23,688	25,599	28,266
Special Revenue	5,631	-	-	-
Vehicle and Equipment	7,297	3,557	3,600	8,150
Total	<u>\$1,086,173</u>	<u>\$1,144,428</u>	<u>\$ 1,151,820</u>	<u>\$1,178,271</u>
Expenditures by Sub-Program:				
Administration	<u>\$1,086,173</u>	<u>\$1,144,428</u>	<u>\$ 1,151,820</u>	<u>\$1,178,271</u>
Total	<u>\$1,086,173</u>	<u>\$1,144,428</u>	<u>\$ 1,151,820</u>	<u>\$1,178,271</u>

* Amended as of June 7, 2010

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Total FTE: 10.3



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FTE Summary by Fund

Number of Full-Time Equivalents	Actual FY08	Actual FY09	Adopted FY10	Adopted FY11
General	8.68	7.98	7.98	7.98
Bancroft Redemption	0.18	0.13	0.13	0.13
Community Development	0.20	0.20	0.20	0.20
Development Assessment	0.79	0.69	0.69	0.69
Drainage Operating	0.10	0.10	0.10	0.10
Local Sewer Operations	0.10	0.10	0.10	0.10
Regional Sewer Operations	1.00	0.85	0.85	0.85
SDC Administration	0.25	0.25	0.25	0.25
Total Full-Time Equivalents	11.30	10.30	10.30	10.30

Position Summary

Job Title/Classification:	Actual FY08	Actual FY09	Adopted FY10	Adopted FY11
Accountant	3.00	3.00	3.00	2.00
Accounting Supervisor	0.00	0.00	0.00	1.00
Accounting Manager	1.00	0.00	1.00	0.00
Accounting Technician I	1.30	1.80	1.80	1.80
Accounting Technician II	0.00	0.00	0.00	1.00
Budget Officer	1.00	1.00	1.00	0.00
Clerk 2	1.00	0.50	0.50	0.50
Finance Director	1.00	1.00	1.00	1.00
Finance Operations Assistant	1.00	1.00	1.00	0.00
Management Analyst I	1.00	1.00	1.00	0.00
Management Analyst II	0.00	0.00	0.00	1.00
Management Analyst, Senior	0.00	0.00	0.00	1.00
Payroll Technician	1.00	1.00	1.00	1.00
Total Full-Time Equivalents	11.30	10.30	11.30	10.30

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Program: Financial Management

The Finance Department is principally an internal service provider of financial management services to all Departments, the City Council, Budget Committee, Metropolitan Wastewater 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, contract development, payroll, assessment administration and billing, and collection of accounts receivable.

Budget Highlights:

The department is maintaining the same staffing level for FY11 as was approved for the FY10 fiscal year. This was a reduction of 1.0 FTE from the FY09 fiscal year. As a result of the staff reduction for FY10, the department has completed a re-organization of staff that includes the promotion of two existing staff members to supervisory positions and the change of a previous supervisory position to a non-supervisory. This has better aligned responsibilities within the department to meet current needs. Resources saved through the reorganization have been budgeted back into the ability to use outside temporary help during seasonal busy periods and to allow the acquisition of additional software programs to help create additional internal efficiencies. No other significant budget changes are occurring.

Service Level Changes: The elimination of 1.0 FTE in the department this past year has created a challenge for the department to maintain the current level of service but created the opportunity for more focused effort on process improvements. Eleven such projects (some relatively small but effective) have been undertaken during the past year with additional ones planned for the near future. FY11 budget will allow the Finance department to continue the same service level in each area.

Program Performance Indicator:

Council Goals	Key Processes	Measurement Methods	FY10 Baseline	FY11 Target
To Offer Financially Responsible And Stable Government Services	Financial Reporting: Ensure timely and accurate financial reports that contribute to the improved quality of financial decisions that directly impact the City and its programs.	Days to complete CAFR	182	175
		% of reconciliations completed by adopted schedule date	n/a	100%
		% of monthly reports posted by the 8th working day of following month	n/a	100%
		% of employees with direct deposit	n/a	100%
		% of Employees Receiving Pay Advices electronically	77%	100%
		% of payroll payments processed error-free	n/a	100%
	Treasury: To provide the Citizens of Springfield with cost-effective, efficient and secure cash management to achieve the best possible return.	Procurements payments ≤\$500 made other than by pCard	n/a	<50%
		Number of Payroll Vendors paid by ACH	8	12
		% of AP Payments ≥ \$100k issued as ACH	n/a	>50%
		Number of Solicitations and Contracts drafted or reviewed.	n/a	150
	Financial Management: Effectively manage and monitor activities that cross the organization including process and procedures governing budgeting, accounting, funds management, safeguarding financial resources and strengthening internal controls.	City's vehicle replacement schedule to be available by Nov 1st	n/a	100%
		Operating reserves in the General Fund is no less than 15% of operating expenses	n/a	>15%
		Revenue forecast are within 2%	n/a	2%