

FINANCE DEPARTMENT

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. Our focus is to ensure compliance to all relevant financial and budgetary regulations, including Oregon Budget Law and state statutes governing financial information.

Outcomes

- ◆ Develop decision making that is informed, thoughtful, inclusive, accountable and equitable.
- ◆ Ensure legal compliance for all financial transactions.
- ◆ Develop and oversee the Long Range Financial Forecast for the General Fund.
- ◆ Oversee the preparation and publication of the City's Annual Budget, Comprehensive Annual Financial Report, and Federal Central Service Cost Allocation Plan and Indirect Rate Proposal.

FINANCE DEPARTMENT

Financial Summary

Actual FY01	Actual FY02	Adopted FY03	Budget FY04
----------------	----------------	-----------------	----------------

Expenditures by Category:

Personal Services	\$ 703,315	\$ 759,775	\$ 795,602	\$ 775,651
Materials and Services	\$ 156,807	\$ 161,949	\$ 218,666	\$ 220,187
Capital Outlay	\$ 107,342	\$ 8,374	\$ 10,375	\$ 7,025
Total	<u>\$ 967,464</u>	<u>\$ 930,098</u>	<u>\$ 1,024,643</u>	<u>\$ 1,002,863</u>

Expenditures by Fund:

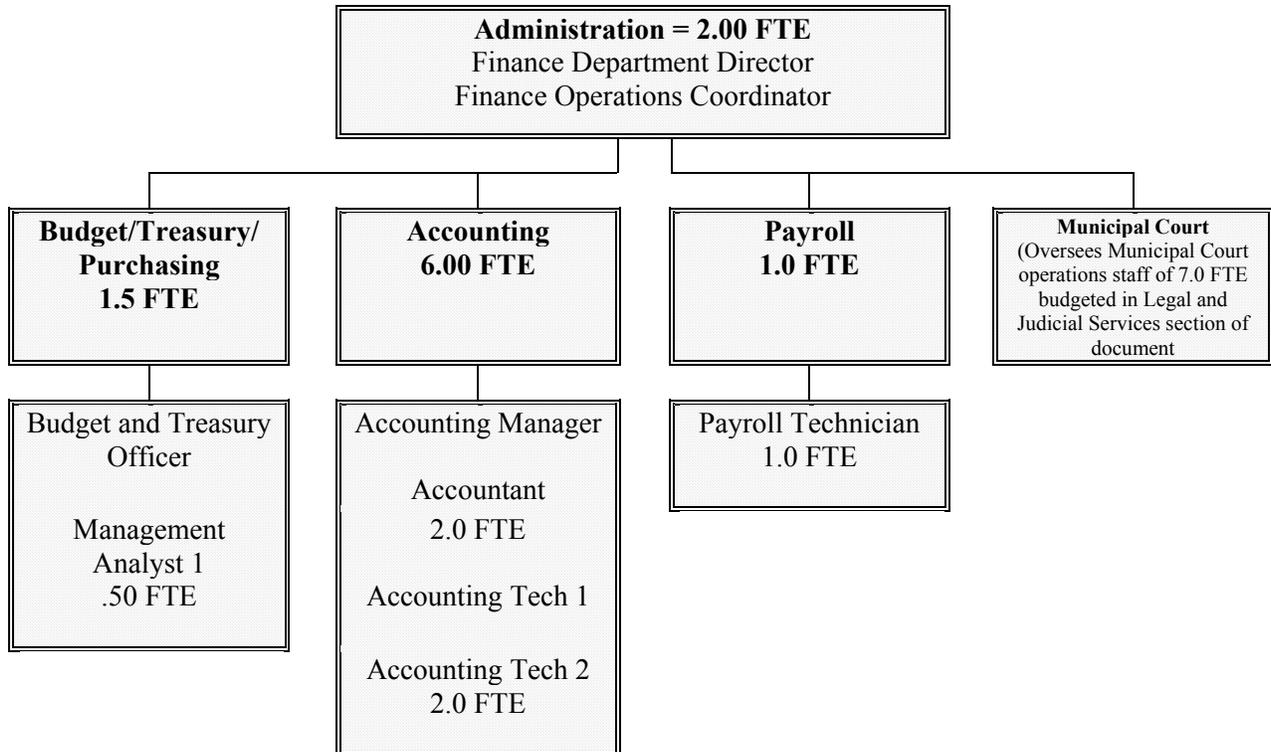
General	\$ 708,069	\$ 794,484	\$ 819,919	\$ 792,357
Bancroft Redemption	\$ 18,734	\$ 19,353	\$ 35,130	\$ 36,101
Community Development Block Grant	\$ -	\$ -	\$ 13,381	\$ 14,264
Development Assessment	\$ 89,738	\$ 60,109	\$ 79,844	\$ 83,213
Regional Wastewater	\$ 29,467	\$ 32,557	\$ 50,598	\$ 52,688
SDC Capital Projects	\$ 14,114	\$ 15,805	\$ -	\$ -
Sewer SDC	\$ -	\$ -	\$ 8,154	\$ 8,536
Transportation SDC	\$ -	\$ -	\$ 8,823	\$ 9,260
Vehicle and Equipment	\$ 106,159	\$ 7,790	\$ 8,794	\$ 6,444
G. O. Bond Capital Projects	\$ 1,183	\$ -	\$ -	\$ -
Total	<u>\$ 967,464</u>	<u>\$ 930,098</u>	<u>\$ 1,024,643</u>	<u>\$ 1,002,863</u>

Expenditures by Program:

Financial Management	\$ 967,464	\$ 930,098	\$ 1,024,643	\$ 1,002,863
Total	<u>\$ 967,464</u>	<u>\$ 930,098</u>	<u>\$ 1,024,643</u>	<u>\$ 1,002,863</u>

FINANCE DEPARTMENT

Organization Chart: 10.50 FTE (excludes Municipal Court; see Legal and Judicial section)



FINANCE DEPARTMENT

FTE Summary by Fund

Number of Full Time Equivalents	FY02 Adopted	FY03 Adopted	FY04 Budget
General	10.55	9.60	8.40
Bancroft Redemption	.20	.20	.20
Community Development Block Grant	.00	.20	.20
Development Assessment	.90	.90	.90
Regional Wastewater	.45	.55	.55
SDC Capital Projects	.25	.00	.00
Sewer SDC	.00	.12	.12
Transportation SDC	.00	.13	.13
Vehicle and Equipment	.00	.00	.00
G.O. Bond Capital Projects	.00	.00	.00
Total	12.35	11.70	10.50

Position Summary

Job Title/Classification:	FY01 Actual	FY02 Actual	FY03 Adopted	FY04 Budget
Accountant	3.00	3.00	3.00	2.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Technician 1	.00	1.00	1.00	1.00
Accounting Technician 2	2.00	1.00	1.00	2.00
Budget and Treasury Officer	1.00	1.00	1.00	1.00
Clerk 2	.00	.65	.50	.00
Finance Director	1.00	1.00	1.00	1.00
Finance Operations Assistant	1.00	1.00	.00	.00
Finance Operations Coordinator	.00	.00	1.00	1.00
Management Analyst 1	.00	.00	.50	.50
Management Analyst 2	1.00	1.00	.00	.00
Payroll Technician	1.70	1.70	1.70	1.00
Total FTE	11.70	12.35	11.70	10.50