

# ***General Government Program***

## **Finance Department**

General Government Program includes the services and activities of four City departments and one service area:

- ◆ City Manager's Office
- ◆ Finance Department
- ◆ Human Resources Department
- ◆ Information Technology Department, and
- ◆ Legal and Judicial Services Division.

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## **Finance Department**

### **Program:**

### **Financial Management**

The Finance Department is \$1,068,801 or 17.73% of the General Government Program total operating budget of \$6,027,292.

# 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*

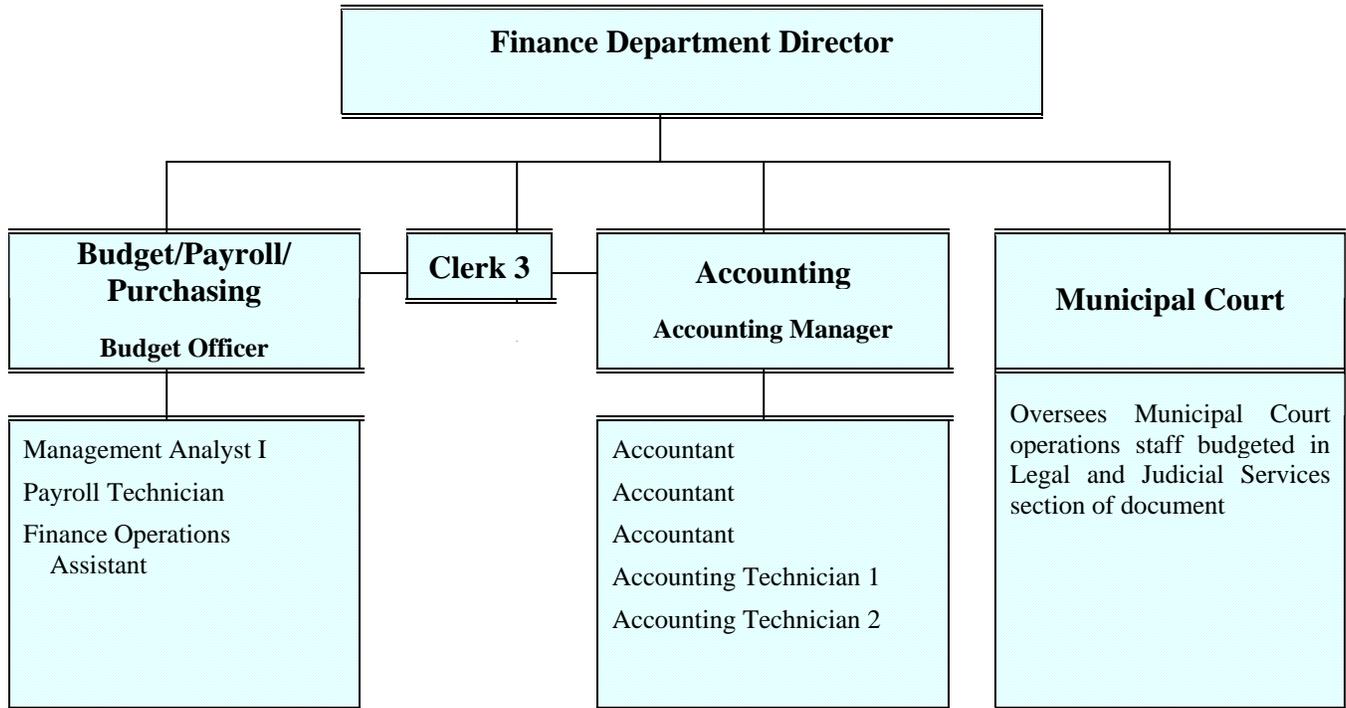
The Finance Department provides professional oversight and consultation to City programs and services regarding financial, accounting, and budgetary practices. Our focus is to ensure compliance to all relevant financial and budgetary regulations, including Oregon Budget Law and state statutes governing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

## Organization Chart



**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 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:**

The department does not plan any major changes in resource allocation for FY06. Much of the emphasis for FY06 will be on financial planning and debt issuance for the Justice Center project, the Springfield Economic Development Agency, the Urban Renewal District; and, an advance refunding of the city’s outstanding General Obligation bonds. The accounting division will continue to support the MWMC capital financing program. The budget division will begin planning for a budget system transition from the BRASS program to the PeopleSoft program.

**Service Level Changes:**

A reduction of \$8,788 in contractual services in the Bancroft Fund is due to a reduced need for title company services based on fewer properties becoming eligible for city foreclosure. An increase of \$8,742 in General Fund Employee Development will pay for computer training for new staff members. A decrease of \$47,059 in contractual services in the Regional Wastewater Fund is due to the one-time nature of the FY05 appropriation for financial advisor and bond counsel services.

<b>Program Outcomes and Indicators:</b>	<b>Actual FY03</b>	<b>Actual FY04</b>	<b>Estimated FY05</b>	<b>Adopted FY06</b>
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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.**

◆ % of Committee members surveyed who believe that the financial information available met their needs	100%	91.6%	94.3%	100%
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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.**

◆ # of amendments to bid documents required prior to closing date	8	5	3	0
◆ # of vendors request for change	0	2	0	0
◆ # of award protests	0	0	0	0

**Program Outcomes and Indicators:  
continued**

	<b>Actual FY03</b>	<b>Actual FY04</b>	<b>Estimated FY05</b>	<b>Adopted FY06</b>
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**City staff are provided timely assistance from Finance staff when purchasing goods and services that require formal competitive bids or request for proposals.**

♦ Average # of days from original request to prepare internal documentation for review	4	5	3.5	3
♦ Average # of days from original request to placement of advertisement	5	6	5	4
♦ Average # of days from original request to awarding bid	41	40	35	30

**City employees have access to financial information needed for managing their assigned responsibilities.**

♦ % of internal users surveyed who believe that the financial information available meets their needs	83%	*n/a	89%	100%
♦ Average # of days from month end to when standard reports are available on-line	10	12	12	10

*\*Survey not sent in FY04.*

**City is effective in collecting outstanding balances from its assessment financing program.**

♦ % of accounts that are eligible for foreclosures	5%	9%	6%	5%
♦ % of accounts that are delinquent in current payment	8%	18%	12%	10%
♦ % of foreclosure eligible accounts that are resolved prior to foreclosure sale	90%	100%	100%	100%
♦ % of accounts that default on 12 month agreements	0%	0%	0%	0%

**City's position in collection effort is ensured by timely liens being placed on properties.**

♦ Average # of days between finance receiving assessment roll and levy being placed upon properties	45	N/A No FY04 Assessment Ordinances	63	45
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<b>Program Outcomes and Indicators: continued</b>	<b>Actual FY03</b>	<b>Actual FY04</b>	<b>Estimated FY05</b>	<b>Adopted FY06</b>
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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	Received	Participation Discontinued	Participation Discontinued	Participation Discontinued

# Finance Department

## *FTE Summary by Fund*

Number of Full-Time Equivalents	Adopted FY04	Adopted FY05	Adopted FY06
General	8.40	8.75	8.75
Bancroft Redemption	.20	.20	.20
Community Development Block Grant	.20	.20	.20
Development Assessment	.90	.90	.90
Regional Wastewater	.55	1.20	1.20
SDC Administration Fund	.00	.00	.25
Sewer SDC	.12	.12	.00
Transportation SDC	.13	.13	.00
<b>Total</b>	<b>10.50</b>	<b>11.50</b>	<b>11.50</b>

## *Position Summary*

Job Title/Classification:	Adopted FY03	Adopted FY04	Adopted FY05	Adopted FY06
Accountant	3.00	2.00	3.00	3.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Technician 1	1.00	1.00	1.00	1.00
Accounting Technician 2	1.00	2.00	1.00	1.00
Budget Officer	1.00	1.00	1.00	1.00
Clerk 3	.50	.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Finance Operations Assistant	.00	.00	1.00	1.00
Finance Operations Coordinator	1.00	1.00	.00	.00
Management Analyst 1	.50	.50	.50	.50
Payroll Technician	1.70	1.00	1.00	1.00
<b>Total FTE</b>	<b>11.70</b>	<b>10.50</b>	<b>11.50</b>	<b>11.50</b>

# Finance Department

## Financial Summary

	Actual FY03	Actual FY04	Adopted FY05	Adopted FY06
<b>Expenditures by Category:</b>				
Personal Services	\$ 765,811	\$ 720,146	\$ 847,703	\$ 844,758
Materials and Services	\$ 158,367	\$ 396,275	\$ 257,580	\$ 224,043
Capital Outlay	\$ 10,062	\$ 3,588	\$ 5,200	\$ -
<b>Total</b>	<b>\$ 934,240</b>	<b>\$ 1,120,009</b>	<b>\$ 1,110,483</b>	<b>\$ 1,068,801</b>
<b>Expenditures by Fund:</b>				
General	\$ 775,325	\$ 955,767	\$ 778,696	\$ 776,983
Bancroft Redemption	\$ 20,666	\$ 18,248	\$ 37,819	\$ 29,328
Community Development Block Grant	\$ 12,685	\$ 14,142	\$ 14,882	\$ 15,334
Development Assessment	\$ 62,173	\$ 65,376	\$ 82,743	\$ 85,222
Regional Wastewater	\$ 42,460	\$ 45,252	\$ 172,526	\$ 124,904
SDC Administration*	\$ -	\$ -	\$ -	\$ 23,080
Sewer SDC*	\$ 7,738	\$ 8,469	\$ 8,941	\$ -
Transportation SDC*	\$ 8,369	\$ 9,167	\$ 9,676	\$ -
Vehicle and Equipment	\$ 4,824	\$ 3,588	\$ 5,200	\$ 13,950
<b>Total</b>	<b>\$ 934,240</b>	<b>\$ 1,120,009</b>	<b>\$ 1,110,483</b>	<b>\$ 1,068,801</b>
<b>Expenditures by Sub-Program:</b>				
Administration	\$ 934,240	\$ 1,120,009	\$ 1,110,483	\$ 1,068,801
<b>Total</b>	<b>\$ 934,240</b>	<b>\$ 1,120,009</b>	<b>\$ 1,110,483</b>	<b>\$ 1,068,801</b>

\* All previous allocations in the Sewer SDC and Transportation SDC Fund have been moved to the new SDC Administration Fund. Established in July 2005 (FY06), the SDC Administration Fund's purpose is to account for activities supporting setting methodologies for calculation, 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.