

Finance Department

Departmental Programs

- Financial Management

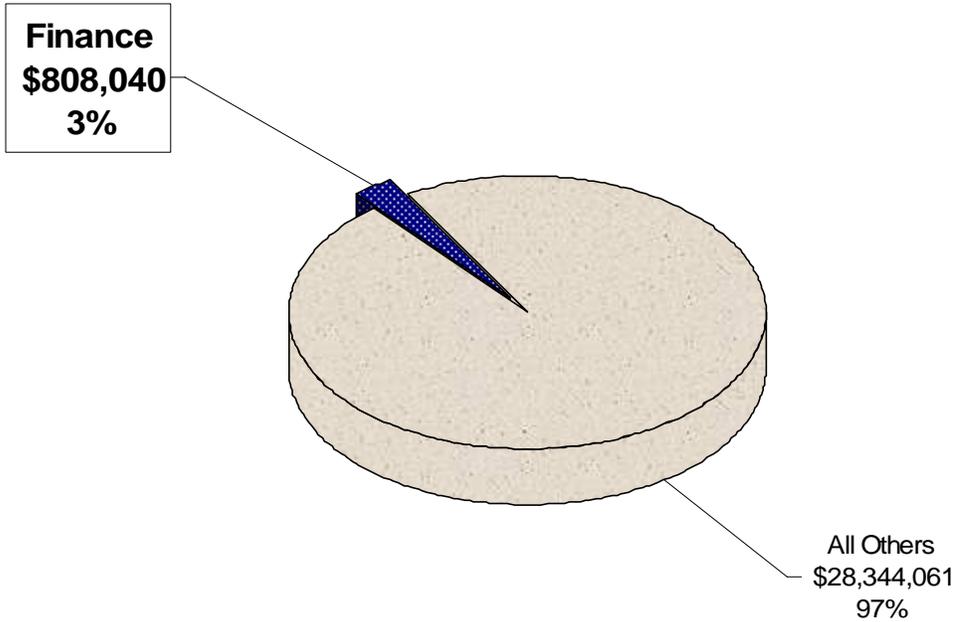
Department Description

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.

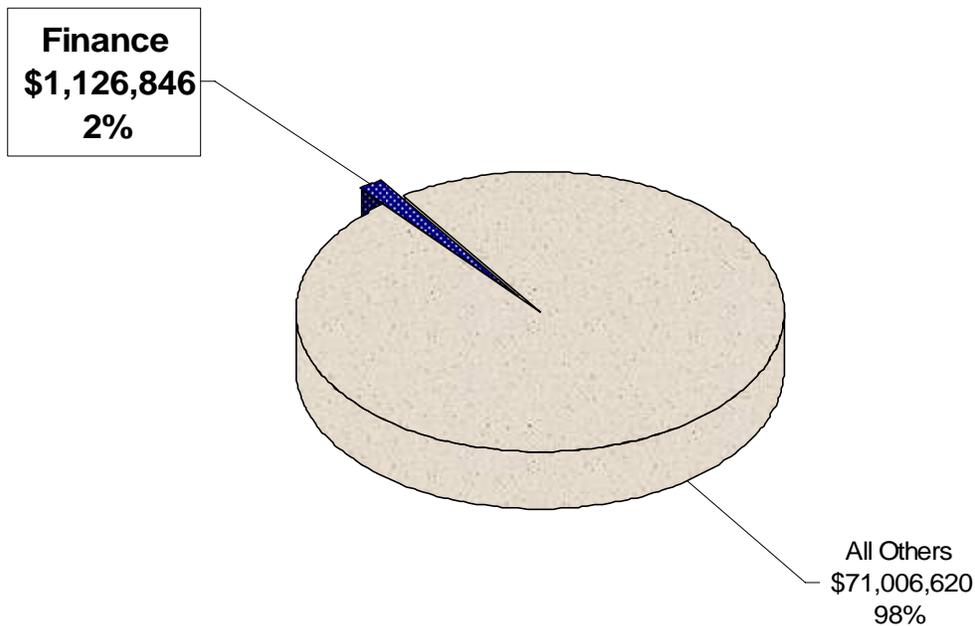
Mission

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.

FY08 OPERATING BUDGET – General Fund	\$ 29,152,101
Finance:	\$ 808,040



FY08 OPERATING BUDGET – All Funds	\$ 72,133,466
Finance:	\$ 1,126,846



Finance Department

Financial Summary

	Actual FY05	Actual FY06	Amended FY07*	Adopted FY08
Expenditures by Category:				
Personal Services	\$ 756,128	\$ 802,234	\$ 856,017	\$ 875,420
Materials and Services	176,873	159,554	312,012	251,426
Capital Outlay	<u>5,121</u>	-	<u>19,850</u>	-
Total	<u>\$ 938,122</u>	<u>\$ 961,788</u>	<u>\$1,187,879</u>	<u>\$1,126,846</u>
Expenditures by Fund:				
General	\$ 717,810	\$ 716,995	\$ 849,901	\$ 808,040
Bancroft Redemption	21,440	20,247	25,447	23,025
Community Devel. Block Grant	14,550	15,321	15,754	15,917
Development Assessment	74,983	72,500	91,451	89,288
Drainage	-	6,823	8,797	9,288
Local Wastewater	-	6,823	8,797	9,290
Regional Wastewater	87,147	93,672	124,069	120,712
SDC Administration**	-	23,036	23,063	23,286
Sewer SDC**	8,823	-	-	-
Special Revenue	-	-	30,000	25,000
Transportation SDC**	9,553	-	-	-
Vehicle and Equipment	<u>3,815</u>	<u>6,371</u>	<u>10,600</u>	<u>3,000</u>
Total	<u>\$ 938,122</u>	<u>\$ 961,788</u>	<u>\$1,187,879</u>	<u>\$1,126,846</u>
Expenditures by Sub-Program:				
Administration	<u>\$ 938,122</u>	<u>\$ 961,788</u>	<u>\$1,187,879</u>	<u>\$1,126,846</u>
Total	<u>\$ 938,122</u>	<u>\$ 961,788</u>	<u>\$1,187,879</u>	<u>\$1,126,846</u>

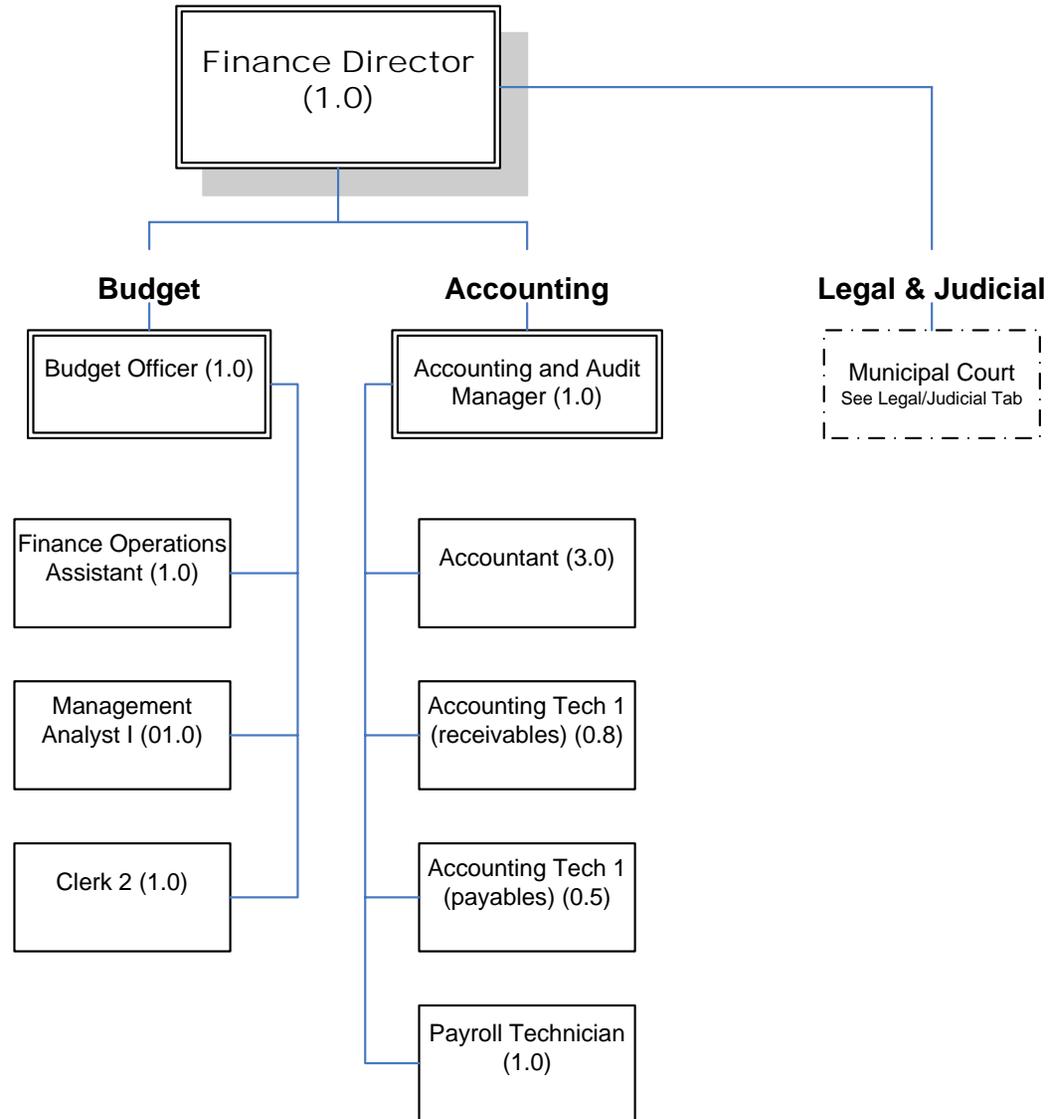
* Amended as of June 4, 2007

** 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.

Finance Department

City of Springfield

Total FTE = 11.3



Finance Department

FTE Summary by Fund

Number of Full-Time Equivalents	Actual FY05	Adopted FY06	Adopted FY07	Adopted FY08
General	8.75	8.75	8.68	8.68
Bancroft Redemption	0.20	0.20	0.18	0.18
Community Development Block Grant	0.20	0.20	0.20	0.20
Development Assessment	0.90	0.90	0.79	0.79
Drainage Operating	0.00	0.00	0.10	0.10
Regional Wastewater	1.20	1.20	1.00	1.00
SDC Administration Fund	0.00	0.25	0.25	0.25
Sewer Operations	0.00	0.00	0.10	0.10
Sewer SDC	0.12	0.00	0.00	0.00
Transportation SDC	0.13	0.00	0.00	0.00
Total Full-Time Equivalents	11.50	11.50	11.30	11.30

Position Summary

Job Title/Classification:	Actual FY05	Adopted FY06	Adopted FY07	Adopted FY08
Accountant	3.00	3.00	3.00	3.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Technician 1	1.00	1.00	0.80	1.30
Accounting Technician 2	1.00	1.00	1.00	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	0.50	1.00
Payroll Technician	1.00	1.00	1.00	1.00
Total Full-Time Equivalents	11.50	11.50	11.30	11.30



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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 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 has not requested any additional operations funding for Fiscal Year 2008 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. Also, the City's financial involvement in the construction of a BLM facility during the next year will involve more staff time.

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 should see the implementation of the City changing from a monthly payroll with a mid-month draw schedule to a new bi-weekly processing schedule. In Purchasing, we have completed a shift of .5 FTE from Accounts Payable to Purchasing, bring greater expertise to this function City-wide. In Accounting we are in the process of adding several new electronic banking features for departments to be able to utilize and in Budget 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.

<i>Program Outcomes and Indicators:</i>	Actual FY05	Actual FY06	Estimated FY07	Adopted FY08
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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.

<ul style="list-style-type: none"> Percent of Committee members surveyed who believe that the financial information available met their needs 	94.3%	94.3%	96%	98%
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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.

<ul style="list-style-type: none"> Number of amendments to bid documents required prior to closing date 	3	3	2	3
<ul style="list-style-type: none"> Number of changes to solicitations requested by vendors 	0	0	0	0

**Program Outcomes and Indicators:
Continued**

	Actual FY05	Actual FY06	Estimated FY07	Adopted FY08
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- 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 3.5 3.5 3.5 3.5
- Average number of days from original request to placement of advertisement 5 5 4 4
- Average number of days from original request to awarding bid 35 35 30 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 83% 100% 100% 100%
- Average number of days from month end to when standard reports are available on-line 13 10 10 10

City is effective in collecting outstanding balances from its assessment financing program. As of June 30, 2006 there were 32 active accounts being billed semi-annually.

- Percent of accounts that are eligible for foreclosures 0% 3% 5% 5%
- Percent of accounts that are delinquent in current payment 11% 15% 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 FY05	Actual FY06	Estimated FY07	Adopted FY08
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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 FY05 Assessment Ordinances	N/A No FY06 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
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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	49%	55%	61%	62%
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Vendor payments are made with an efficient payment method.

• Percent of payments made by express check (outside scheduled check-run)	27%	12%	8%	6%
• Number of vendors set up to pay by ACH transfer	N/A	6	10	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	63	60	45	70
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