

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.

Finance Department

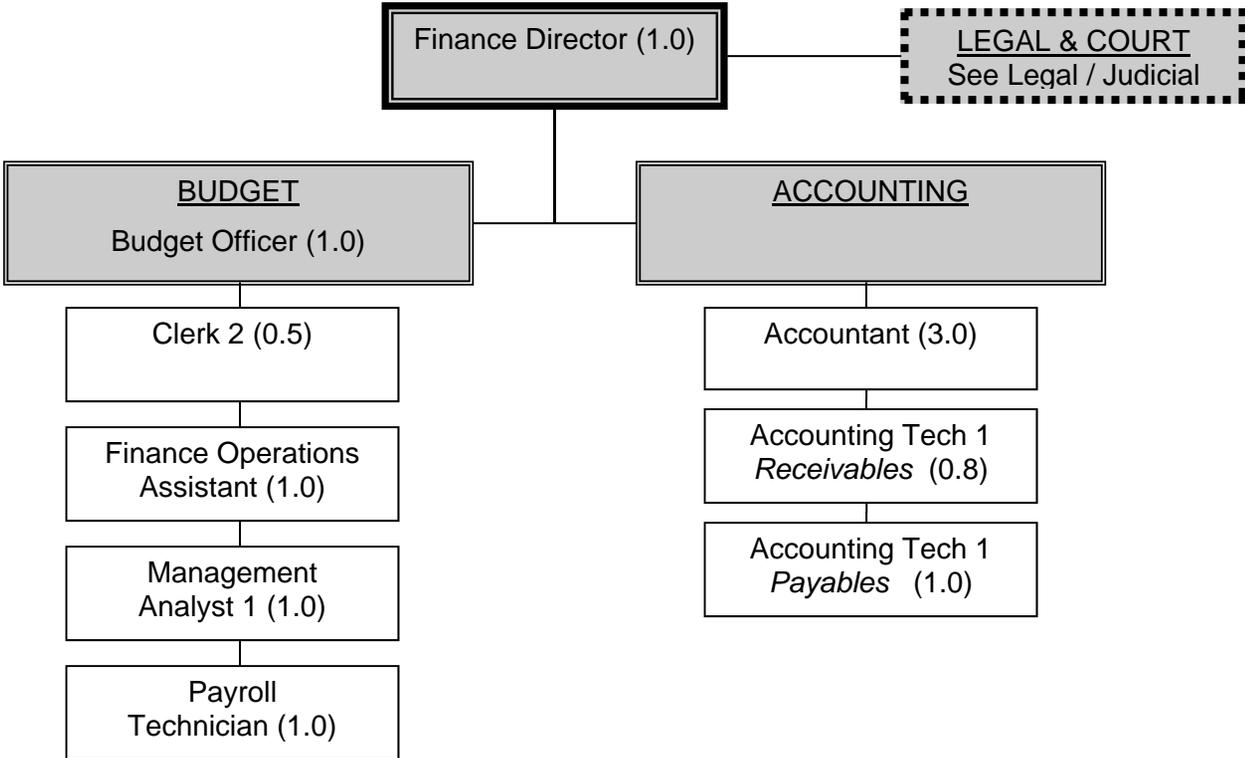
Financial Summary

	Actual FY07	Actual FY08	Amended FY09*	Adopted FY10
Expenditures by Category:				
Personal Services	\$ 838,901	\$ 883,025	\$ 908,670	\$ 892,299
Materials and Services	<u>182,220</u>	<u>203,148</u>	<u>571,279</u>	<u>259,521</u>
Total	<u>\$ 1,021,121</u>	<u>\$ 1,086,173</u>	<u>\$ 1,479,949</u>	<u>\$ 1,151,820</u>
Expenditures by Fund:				
General	\$ 773,388	\$ 836,199	\$ 1,216,044	\$ 895,208
Bancroft Redemption	16,367	18,175	19,809	15,772
Community Devel. Block Grant	15,660	15,328	16,030	17,523
Development Assessment	76,193	70,122	95,761	87,506
Drainage	8,691	9,288	9,409	9,719
Local Wastewater	8,691	9,290	9,411	9,721
Regional Wastewater	75,891	91,557	86,237	87,172
SDC Administration	22,887	23,286	23,688	25,599
Special Revenue	18,369	5,631	-	-
Vehicle and Equipment	<u>4,984</u>	<u>7,297</u>	<u>3,560</u>	<u>3,600</u>
Total	<u>\$ 1,021,121</u>	<u>\$ 1,086,173</u>	<u>\$ 1,479,949</u>	<u>\$ 1,151,820</u>
Expenditures by Sub-Program:				
Administration	<u>\$ 1,021,121</u>	<u>\$ 1,086,173</u>	<u>\$ 1,479,949</u>	<u>\$ 1,151,820</u>
Total	<u>\$ 1,021,121</u>	<u>\$ 1,086,173</u>	<u>\$ 1,479,949</u>	<u>\$ 1,151,820</u>

* Amended as of June 1, 2009

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Total FTE: 10.3



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FTE Summary by Fund

Number of Full-Time Equivalents	Actual FY07	Actual FY08	Adopted FY09	Adopted FY10
General	8.68	8.68	8.78	7.98
Bancroft Redemption	0.18	0.18	0.18	0.13
Community Development	0.20	0.20	0.20	0.20
Development Assessment	0.79	0.79	0.79	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	1.00	0.90	0.85
SDC Administration	0.25	0.25	0.25	0.25
Total Full-Time Equivalents	11.30	11.30	11.30	10.30

Position Summary

Job Title/Classification:	Actual FY07	Actual FY08	Adopted FY09	Adopted FY10
Accountant	3.00	3.00	3.00	3.00
Accounting Manager	1.00	1.00	1.00	0.00*
Accounting Technician I	.80	1.30	1.80	1.80
Accounting Technician II	1.00	0.00	0.00	0.00
Budget Officer	1.00	1.00	1.00	1.00
Clerk 2	1.00	1.00	0.50	0.50
Finance Director	1.00	1.00	1.00	1.00
Finance Operations Assistant	1.00	1.00	1.00	1.00
Management Analyst I	0.50	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00	1.00
Total Full-Time Equivalents	11.30	11.30	11.30	10.30

* 1.0 FTE was not funded for FY10 in order to meet budgetary targets

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, contract development, payroll, assessment administration and billing, and collection of accounts receivable.

Budget Highlights and Service Level Changes:

Highlights:

The Finance Department has embraced the City's Rapid Process Improvement initiatives and has already undertaken a significant analysis designed to streamline our year-end reporting process. We are also supporting the City Manager's Strategic Planning process and are developing several key performance measures to track the efficiency and cost-effectiveness of the City as a whole, as well as the Finance Department individually. The change in the national and regional economy over the past year has had the Department reevaluating our assumptions and adjusting our forecasts to reflect the most current information available, and we have been actively involved with the City Council and the City Executive Team in recommending cost-reduction targets and budget-balancing strategies.

Service Level Changes:

In recognition of the City Manager's budget reduction strategies, the Finance Department will not fund the Accounting and Auditing Manager position for FY10. This reduction in FTE represents 9% of the Finance Department staff, but the duties of remaining staff will be adjusted to address workload impacts. Each of the Department's service areas will see changes in the coming year to keep up with new demands. The Payroll area continues working out the final reporting issues related to the City's move from a monthly payroll to the bi-weekly schedule. Purchasing is actively involved in the solicitation and contracting for the various products and services required to operate a municipal jail even as we continue implementing our paperless voucher creation process and develop a similar Citywide digital contract database to streamline storage and retrieval of contract documents. In Accounting, we will begin implementing the reporting requirements of Government Accounting and Standards Bureau Pronouncement 45 (GASB 45) related to Post-Employment Benefits reporting and support the Public Works Department with tools and advice to improve their capital budget accounting. Budget will continue providing ad hoc financial analysis to City management and other Departments, as needed, and address 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.

Program Outcomes & Indicators:	Actual FY07	Actual FY08	Estimated FY09	Adopted FY10
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	96%	96%	98%	98%
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	2%	1%	2%	2%
• Number of changes to solicitations requested by vendors	0	0	0	2
• Number of award protests	0	1	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	5	5	5
• Average number of days from original request to placement of advertisement	4	15-20	15-20	15-20
• Average number of days from original request to awarding bid	30	60	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
City is effective in collecting outstanding balances from its assessment financing program. As of June 30, 2008 there were 21 active accounts being billed semi-annually				
• Percent of accounts that are eligible for foreclosures	5%	5%	3%	4%
• Percent of accounts that are delinquent in current payment	10%	10%	7%	9%
• 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 & Indicators:	Actual FY07	Actual FY08	Estimated FY09	Adopted FY10
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	45	45	45	45
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
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	WILL APPLY	WILL APPLY
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 programs.				
• Percent of Employee Participation	68%	80%	91%	94%
Vendor payments are made with an efficient payment method.				
• Percent of payments made by express check (outside scheduled check-run)	8%	4%	4%	5%
• Number of vendors set up to pay by ACH transfer	6	7	10	12
Payments returned due to address change are resent and successfully delivered to payee				
• Number of items remitted to State of Oregon as unclaimed property	52	48	60	65