

PROGRAM DESCRIPTION

Provides financial accounting, budgeting, and reporting services; treasury and investment management; risk management; and strategic forecasting services. Manages debt issuance and legal services. Provides full financial accounting services and tax return preparation for the Tualatin Valley Fire and Rescue Volunteer Association and Pension Trust Plan. Administers the Pension and Volunteer LOSAP Trust Plans, Deferred Compensation Plans (457 and 401(a)), Post Employment Health Plans, and the Jeffrey D. Johnson Community Assistance Trust Fund, a non-profit entity.

Special Recognition: Tualatin Valley Fire and Rescue has received prestigious awards from the Government Finance Officers Association of the United States and Canada annually since 1987, for both its annual budget document and Comprehensive Annual Financial Report (CAFR). The District was the first fire district in the nation to have ever received these distinguished awards and recognition.

BUDGET SUMMARY

Expenditures	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Personnel Services	\$1,243,496	\$1,000,121	\$1,217,409	\$1,196,744
Materials and Services	426,297	408,642	458,828	457,848
Total Expenditures	\$1,669,793	\$1,408,763	\$1,676,237	\$1,654,592

PERSONNEL SUMMARY

Position	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Chief Financial Officer	1.00	0.00	0.00	0.00
Controller	1.00	1.00	1.00	1.00
Financial Operations Manager	1.00	1.00	1.00	1.00
Purchasing Manager	1.00	1.00	1.00	1.00
Accounting Manager	1.00	0.00	0.00	0.00
Sr. Financial Systems Analyst	1.50	1.00	1.00	1.00
Management Analyst	0.00	1.00	1.00	1.00
Payroll Manager	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.00	2.00	2.00
Accounting / Payroll Assistant	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.50	0.50	0.50
Total Full-Time Equivalents (FTE)	10.50	9.50	9.50	9.50

2012-13 SIGNIFICANT CHANGES

The Personnel Services budget reflects actual wages and benefits of all employees. The prior year budget included funding for position overlap for an employee expected to retire.

Within Materials and Services, office supplies were reduced as the ERP system has supported a significantly more paperless environment. Trustee Administration fees reflect banking fees resulting from FDIC fees and low interest revenue available to offset banking fees. Account 5400, Insurance Premium, provides funding for District-wide property and liability coverage.

Finance, continued

STATUS OF 2011-12 SERVICE MEASURES

- Continue to prepare award winning budget document and comprehensive annual financial report.

Goal(s): VI, VIII
Service Type(s): Essential
Measured By: Receipt of Government Finance Officers Association Budget and Comprehensive Annual Financial Report awards.
Status or Outcome: Complete and ongoing. The awards for the CAFR and the Budget Document were received during the 2010-11 fiscal year.

- Manage the District's finances and provide externally required disclosures to continue the highest bond and credit ratings. This is especially critical in today's volatile bond market.

Goal(s): VIII
Service Type(s): Essential
Measured By: Maintaining Moody's highest credit rating.
Status or Outcome: Complete and ongoing. In May 2011, Moody's issued an opinion that supported an ongoing Aaa credit rating for the District, which in turn allowed for a successful and cost-effective sale of general obligation bonds in the amount of \$23.5 million in June 2011.

- Ensure overall expenditure growth does not exceed growth rates of primary revenue sources.

Goal(s): VIII
Service Type(s): Essential
Measured By: Maintaining the General Fund reserves that will sufficiently fund operations during the five-month dry period before property tax revenues begin to be received.
Status or Outcome: Ongoing. The District continues to maintain over five months of operating expenditures in the ending fund balance of the General Fund, although that margin has decreased slightly over the past two years. District management keeps a close eye on the revenue patterns and is educating its members about the expectations for future sluggish growth. Since this revenue pattern is what drives the expenditure picture, it is critical the financial statements be reviewed and understood each month.

STATUS OF 2011-12 CHANGE STRATEGIES

- Plan for differing deployment models in financial forecasts to explore different service delivery models; collaborate with Union leadership to achieve mutual goals for the District and employee financial stability.

Goal(s)/Call(s) for Action: VIII/3
Budget Impact: Resource neutral. Grant funded.
Duration: Year 1 of 3
Budget Description: Not determined
Partner(s): Fire Chief's Office initially, then District-wide, depending on models selected.
Status or Outcome: Receipt of the SAFER grant award accelerated the District's ability to add staffing to response units and achieve desired deployment levels. Different models may need to be applied post-SAFER grant, depending on the District's financial health.

STATUS OF 2011-12 CHANGE STRATEGIES, CONTINUED

- **Expand reporting mechanisms** that can be easily understood and shared among employees and Budget Managers, thereby communicating the financial “health” of the District and allowing managers to effect positive financial change.

Goal(s)/Call(s) for Action:	VIII/2
Budget Impact:	Resource neutral
Duration:	Initially 2011-2013, then ongoing maintenance
Budget Description:	Not applicable
Partner(s):	Information Technology
Status or Outcome:	The MUNIS system has allowed for more and better data collection. Sequel Server Reporting Services reports have been tailored to the needs of the budget managers, who now have the ability to browse through their records at will. To further enhance this management tool, some payroll records are available to budget managers.

- **Build out several scenarios around various community economic risks** to specifically understand, plan, and prepare for potential impacts to service objectives.

Goal(s)/Call(s) for Action:	VIII/4
Budget Impact:	Resource neutral
Duration:	Year 1 of 3
Budget Description:	Not applicable
Partner(s):	Fire Chief's Office
Status or Outcome:	New models were put into place during the 2011-12 year to better understand and forecast property tax revenue. These created an understanding of the compression function, unique to the state of Oregon, which limits property tax growth in a poor economic environment. And, as new urban renewal districts are proposed and old ones are closed, these models are able to forecast future revenue patterns that are helpful in long-term planning.

ADDITIONAL 2011-12 ACCOMPLISHMENTS

- Instituted an Electronic Funds Transfer (EFT) program to perform “direct-deposit” functionality in the Accounts Payable system for the monthly retiree payments.
- Successfully transitioned from Ceridian to the MUNIS payroll system, including the issue of W-2s and 1099s.
- Worked collaboratively with the Human Resources department to successfully migrate from Manley to Genesis Third Party Administrator for HRAs and FSAs.

Finance, continued

2012-13 SERVICE MEASURES

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
Accounts receivable invoiced	837	641	747	810	875
Cash receipts processed	2,195	2,182	2294	2000	2000
Payroll pays issued	9,701	10,227	10,344	10,675	11,020
Requisitions processed	-	*1,791	5,835	6,430	7,075
P-Card requisitions processed	-	*833	2,986	3,250	3,510
Approvals through workflow	-	*2,113	6,033	6,130	6,230
Notifications through workflow	-	*2,510	12,214	15,500	18,000
Purchase orders processed	-	*1,986	5,914	6,380	6,900
Accounts payable checks	6,240	6,410	5,542	5,065	4,600
Accounts payable transactions	-	*4133	12,544	11,820	11,820
A/P Electronic Fund Transfers (EFT) processed	-	-	-	100	500
Award for Excellence in Financial Reporting	✓	✓	✓	✓	✓
Award for Distinguished Budget	✓	✓	✓	✓	✓

* As of 04/01/2010, the implementation date of MUNIS.

- Continue to prepare award winning budget document and Comprehensive Annual Financial Report.

Goal(s): VI/A, VI/4, VIII/D
Service Type(s): Essential
Measured By: Receipt of Government Finance Officers Association Budget and Comprehensive Annual Financial Report awards. These awards are highly regarded by ratings agencies when evaluating an agency's financial stability and credit worthiness.

- Manage the District's finances and provide externally required disclosures to continue the highest bond and credit ratings.

Goal(s): VI, VIII/D
Service Type(s): Essential
Measured By: Maintaining Moody's highest credit rating, which in turn allows the District to achieve successful bond sales and the best available interest rates on debt instruments.

- Ensure overall expenditure growth does not exceed growth rates of primary revenue sources.

Goal(s): VIII/A
Service Type(s): Essential
Measured By: Maintaining the General Fund reserves that will sufficiently fund operations during the five-month dry period before property tax revenues begin to be received.

- Manage the Single Audit process as it relates to recent Federal grant revenues.

Goal(s): VII
Service Type(s): Mandatory
Measured By: Clean audit opinion for the Single Audit.

2012-13 CHANGE STRATEGIES

- **Plan for differing deployment models in financial forecasts** to explore different service delivery models; collaborate with Union leadership to achieve mutual goals for the District and employee financial stability.

Goal(s)/Call(s) for Action: VIII/E and 3
Budget Impact: Resource neutral
Duration: Year 2 of 3
Budget Description: Not determined
Partner(s): Fire Chief's Office initially, then District-wide, depending on models selected.

- **Expand reporting mechanisms** that can be easily understood and shared among employees and Budget Managers, thereby communicating the financial “health” of the District and allowing managers to effect positive financial change.

Goal(s)/Call(s) for Action: VIII/2
Budget Impact: Resource neutral
Duration: Year 1 of 1
Budget Description: Not applicable
Partner(s): Information Technology

- **Build out several scenarios around various community economic risks** to specifically understand, plan, and prepare for potential impacts to service objectives.

Goal(s)/Call(s) for Action: VIII/4
Budget Impact: Resource neutral
Duration: Year 2 of 3
Budget Description: Not applicable
Partner(s): Fire Chief's Office

- **Implement the Electronic Funds Transfer (EFT) module** Implement the MUNIS module for electronic funds transfer for all employee and volunteer reimbursements and work toward making vendor payments electronic.

Goal(s)/Call(s) for Action: VII/3
Budget Impact: Resource neutral
Duration: Year 1 of 3
Budget Description: Not applicable
Partner(s): None required

- **Convert the timekeeping system from a manual system to an electronic system.** Implement the MUNIS module for electronic timekeeping for non-line personnel to include the use of workflow for approvals.

Goal(s)/Call(s) for Action: VII/3
Budget Impact: Resource neutral
Duration: Year 1 of 1
Budget Description: Not applicable
Partner(s): Information Technology

Finance, continued

2012-13 CHANGE STRATEGIES, CONTINUED

- **Implement the financial side of a new labor contract.** Depending on what the finalized contract brings, the payroll function must interpret and adapt the payroll system to deliver an accurate and timely product.

Goal(s)/Call(s) for Action: VI/5
Budget Impact: Resource neutral
Duration: Year 1 of 3
Budget Description: Salaries and benefits
Partner(s): Fire Chief's Office/Human Resources

- **Implement changes to the Volunteer LOSAP plan as directed by the Board.** A recent change approved by the Board to make lump-sum payouts to volunteers who have left the service of the District will be applied. Other changes are still being considered. These changes are designed to limit ongoing and costly liability to the District.

Goal(s)/Call(s) for Action: VIII/4
Budget Impact: Unknown
Duration: Unknown
Budget Description: Pension benefits
Partner(s): Fire Chief's Office/Human Resources/Board of Directors

Finance, continued

	Actual Prior FY 2010	Actual Prior FY 2011	Budget Prior FY 2012	Budget Proposed FY 2013	Budget Approved FY 2013	Budget Adopted FY 2013
10210 General Fund						
5002 Salaries & Wages Nonunion	830,710	621,024	679,018	683,916	683,916	683,916
5004 Vacation Taken Nonunion	29,321	29,485	66,908	52,416	52,416	52,416
5006 Sick Taken Nonunion	8,363	15,666		10,483	10,483	10,483
5008 Personal Leave Taken Nonunion	1,626	1,704		4,493	4,493	4,493
5010 Comp Taken Nonunion	1,187	1,520				
5015 Vacation Sold	20,711	3,609	14,297	18,000	18,000	18,000
5016 Vacation Sold at Retirement			41,355			
5021 Deferred Comp Match Nonunion	11,952	10,852	26,020	29,952	29,952	29,952
5121 Overtime Nonunion		642	800	800	800	800
5201 PERS Taxes	135,829	122,208	161,306	160,842	160,842	160,842
5203 FICA/MEDI	51,234	50,967	60,650	61,645	61,645	61,645
5206 Worker's Comp	11,803	12,567	19,820	14,505	14,505	14,505
5207 TriMet/Wilsonville Tax	4,749	4,629	5,485	5,655	5,655	5,655
5208 OR Worker's Benefit Fund Tax	228	232	342	336	336	336
5211 Medical Ins Nonunion	93,717	91,114	101,651	107,716	107,716	107,716
5221 Post Retire Ins Nonunion	8,625	7,275	7,350	8,550	8,550	8,550
5230 Dental Ins Nonunion	13,929	13,517	15,149	16,278	16,278	16,278
5240 Life/Disability Insurance	8,231	7,349	8,260	10,717	10,717	10,717
5290 Employee Tuition Reimburse			3,238	4,680	4,680	4,680
5295 Vehicle Allowance	11,280	5,760	5,760	5,760	5,760	5,760
Total Personnel Services	1,243,496	1,000,121	1,217,409	1,196,744	1,196,744	1,196,744
5300 Office Supplies	5,287	1,959	6,350	2,850	2,850	2,850
5301 Special Department Supplies	881	240	1,200	1,200	1,200	1,200
5330 Noncapital Furniture & Equip	410	145				
5340 Software Expense/Upgrades		150				
5350 Apparatus Fuel/Lubricants	59	96				
5361 M&R Bldg/Bldg Equip & Improv		343				
5367 M&R Office Equip	1,705	4,177	4,364	4,062	4,062	4,062
5400 Insurance Premium	261,986	266,623	320,400	324,526	324,526	324,526
5412 Audit & Related Filing Fees	41,525	27,034	46,000	46,000	46,000	46,000
5414 Other Professional Services	69,896	43,461	16,500	18,000	18,000	18,000
5415 Printing	2,331	1,379	6,579	3,000	3,000	3,000
5417 Temporary Services	4,288	12,059				
5418 Trustee/Administrative Fees	22,488	24,744	33,800	32,800	32,800	32,800
5461 External Training	1,620	4,735	4,575	5,000	5,000	5,000
5462 Travel and Per Diem	805	1,376	6,600	5,830	5,830	5,830
5484 Postage UPS & Shipping	40	158	200	200	200	200
5500 Dues & Subscriptions	3,745	3,341	3,850	4,280	4,280	4,280
5570 Misc Business Exp	2,311	9,297	1,700	2,200	2,200	2,200
5572 Advertis/Public Notice	6,579	7,668	6,710	7,900	7,900	7,900
Total Materials & Services	426,297	408,642	458,828	457,848	457,848	457,848
Total General Fund	1,669,793	1,408,763	1,676,237	1,654,592	1,654,592	1,654,592

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