

DEPARTMENT OF FINANCIAL SERVICES

The Department of Financial Services consists of Administration and four divisions; each division is supervised by a manager. The department has a total of 27 employees.

Administration

Administration positions include the Director, Deputy Director, Budget Analyst, Infrastructure Capital Improvement Plan (ICIP) Analyst and a Contract Specialist. In addition to directing and coordinating departmental activities, the administrative staff coordinates the municipal budget process and prepares the budget documents, manages the investment program, coordinates debt issuance, performs analyses, establishes financial policy, and reviews and evaluates all financial, legal, and technical contracts and agreements.

The Department is extremely pleased to announce that we have received our third national Government Finance Officer Association (GFOA) Distinguished Budget Award for the FY09 budget. This large endeavor encompassed preparing numerous analyses to meet the extensive criteria required. An applicant's budget is reviewed by three independent reviewers that critique the document for excellence in several areas including the document as a Policy Document, a Financial Plan, an Operations Guide, and as a Communications Device.

Accounting Division

The Accounting division has thirteen positions including an Accounting Manager, three Accountants, ten Accounting Technicians, and a Grants Administrator. Accounting encompasses many of the city's financial activities including accounts payable, accounts receivable, ambulance billing, asset management, cash receipts, preparation of the Comprehensive Annual Financial Report (CAFR), maintaining the city's capital asset inventory and monitoring and managing the city's cash and reconciliations.

We are extremely proud to report that the city received for the third time the GFOA "Certificate of Achievement for Excellence in Financial Reporting" for the CAFR. This is a very prestigious award that the City can be very proud of.

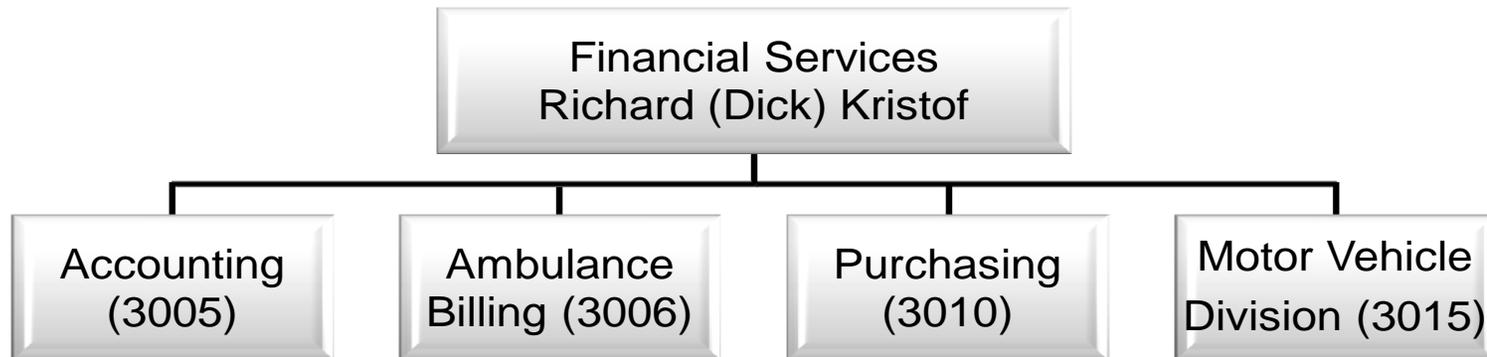
Purchasing Division

There are four positions in the Purchasing Division including the Purchasing Manager, a Purchasing Specialist and two Purchasing Technicians. The Purchasing Division ensures that city staff procures goods and services in accordance with City Procurement Code. The Division prepares notices of request for proposals and information for bids. The division also holds pre-bid and pre-proposal conferences in a public forum to discuss scope, objectives and specifications of bids and proposals.

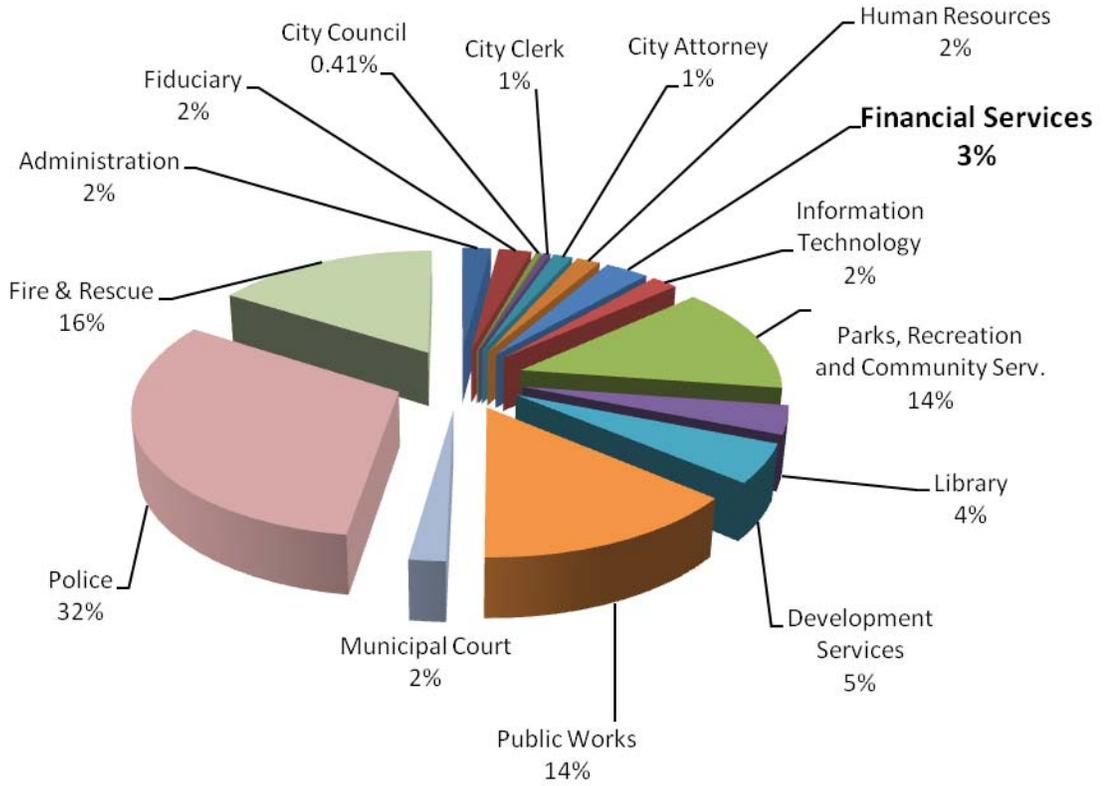
Motor Vehicle Division

There are six positions in the Motor Vehicle Division including the Division Manager, and five Customer Service Representatives. The city operates the Motor Vehicle office under a contract with the New Mexico Motor Vehicle Department. The division provides drivers and vehicle services including driver's licenses, motor vehicle registrations, and title transfers. The City continuously strives to improve services to the citizens.

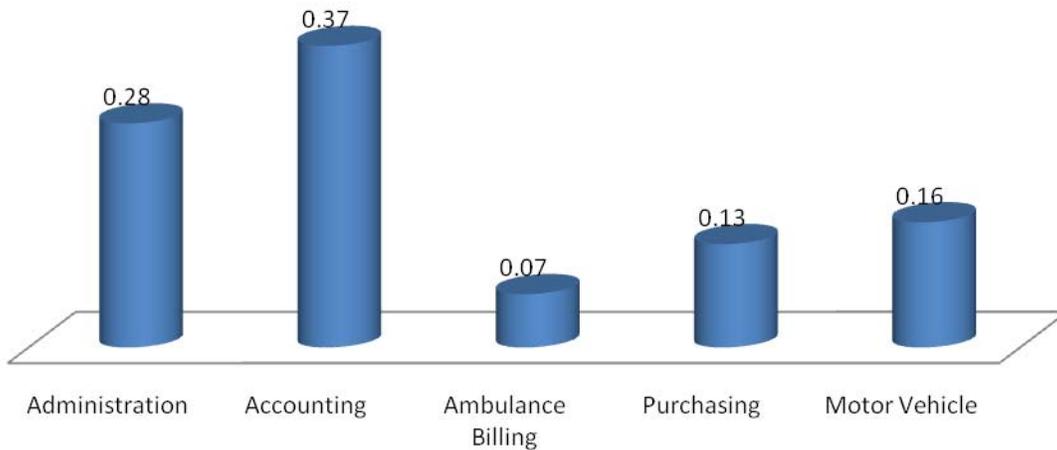
**City of Rio Rancho
Department Budget Structure**



**GENERAL FUND
FISCAL YEAR 2010
FINANCIAL SERVICES DEPARTMENT**

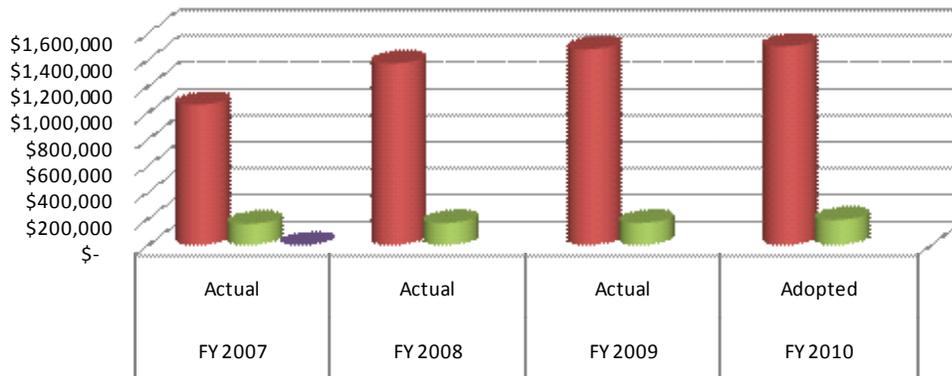


**Total Budget \$ 1,687,462
Percentage by Cost Center**

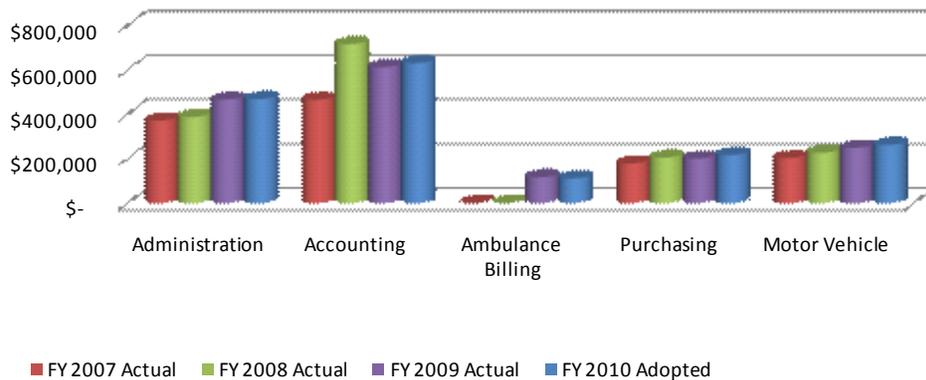


FINANCIAL SERVICES DEPARTMENT BUDGET SUMMARY FISCAL YEAR 2009-2010				
<i>Object of Expenditures</i>	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Adopted
General Fund				
Personal Services	\$ 1,058,007	\$ 1,369,268	\$ 1,477,029	\$ 1,498,550
Material and Services	159,519	165,373	166,700	188,912
Total	1,217,526	1,534,641	1,643,729	1,687,462
Expenditure by Cost Center				
Cost Center				
Administration	\$ 371,432	\$ 387,628	\$ 466,095	\$ 468,293
Accounting	465,198	715,742	611,703	630,234
Ambulance Billing	-	-	116,326	111,359
Purchasing	178,397	204,464	200,489	215,934
Motor Vehicle	202,499	226,807	249,116	261,642
Total	1,217,526	1,534,641	1,643,729	1,687,462

By Type of Expenditures



Expenditures by Cost Center



Financial Services / Administration (3001)

Program Description:

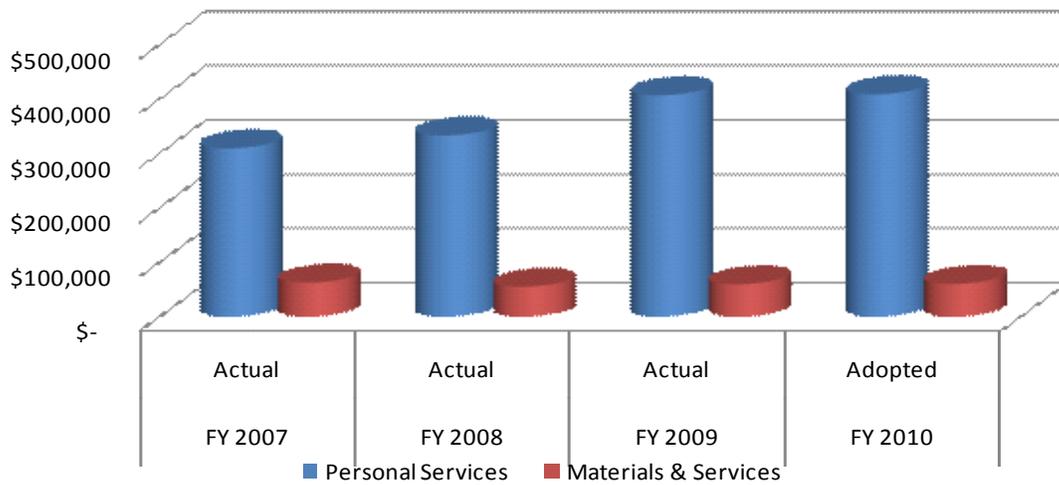
Financial Services Administration ensures that the City’s financial position is protected and pertinent information is available to decision-makers through adherence to professional standards, investment of city funds, conservative budgeting, reporting, monitoring compliance to rules and regulations, performing timely analyses, and maintaining internal controls. Directs and coordinates departmental activities.

Budget a function of Administration, enhances the efficiency of City operations through developing, tracking, and publishing of the annual and midyear budgets and related documents. Strengthens the stability of City finances by systematic review of revenue and expenditures. Improves productivity of City programs by streamlining processes and monitoring and reviewing the development of goals and performance measures.

Contracts, a function of Administration, serves to protect the City by reviewing and evaluating the financial, legal and technical terms of all agreements the City enters into. Contract administration ensures that contractors perform according to contract terms. In addition, standard boilerplate agreements are revised and enhanced to reflect the changing needs of the City and current best practices.

FINANCIAL SERVICES DEPARTMENT					
Administration					
Cost Center 101-3001					
Expenditures					
	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Adopted	% Change
Personal Services	\$ 309,236	\$ 332,916	\$ 406,747	\$ 408,365	0%
Materials & Services	62,196	54,712	59,348	59,928	1%
Total	\$ 371,432	\$ 387,628	\$ 466,095	\$ 468,293	0%
Positions Approved*	4	4	4	5	25%

*Full Time Equivalence



Operational Performance Indicators:

Administration:

- Sustain an “AA-” General Obligation bond rating and an “A1” Revenue bond rating by maintaining strong reserve levels and prudent fiscal management practices.

GO Bond Rating			
Issue Date	Description	Amount	Rating
5/1/1997	Public Safety & Improvements, Series 1997	\$ 5,000,000	Aaa Moody's
6/1/2002	State Road 528 Improvements, Series 2002	5,000,000	A1 Moody's
8/17/2004	Library Construction, Series 2004	5,500,000	A1 Moody's AA- Fitch
5/31/2006	Aquatic Center Contrsruction, Series 2006	7,000,000	A1 Moody's AA- Fitch
3/25/2009	Roads Construction and Rehab., Series 2009	25,000,000	A1 Moody's AA- Fitch

Budget:

- Variance of budget monitoring report at projecting year-end general fund expenditures.

General Fund Operational Budget Actual / Budget Percentage Expended			
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Actual			Target
2007	2008	2009	2010
90%	82%	97%	90%

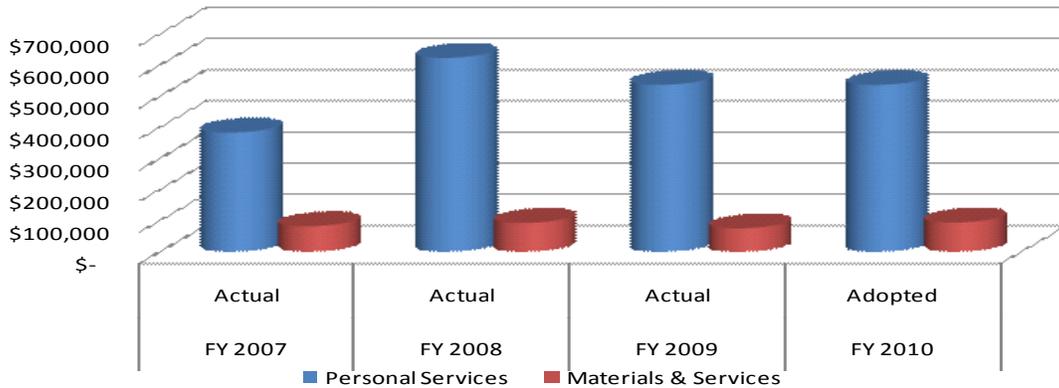
Financial Services / Accounting (3005)

Program Description:

Accounting, a division of the Financial Services Department collects tax and fee revenues, distributes and processes invoices for payment; monitors and manages the City’s cash flows and accounts for investments; administers bond proceeds and debt service; maintains the City’s capital asset inventory; processes and collects all miscellaneous receivable billings; coordinate City-wide administration of federal, state, and local grants; prepares the Comprehensive Annual Financial Report (CAFR) and various other financial reports; and develops and implements accounting policies and procedures.

FINANCIAL SERVICES DEPARTMENT					
Accounting					
Cost Center 101-3005					
Expenditures					
	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Adopted	% Change
Personal Services	\$ 383,045	\$ 623,085	\$ 536,516	\$ 536,209	0%
Materials & Services	82,153	92,657	75,187	94,025	25%
Total	\$ 465,198	\$ 715,742	\$ 611,703	\$ 630,234	3%
Positions Approved*	9.5	15.5	13.5	11.5	-15%

*Full Time Equivalence



Operational Performance Indicators:

Effectiveness:	2007 Actual	2008 Actual	2009 Actual	2010 Target
Receive unqualified audit opinion	Yes	Yes	Yes	Yes
Reduce the number of audit findings	0	5	6	0
Average # of days to close month-end in financial system	15	15	12	10
Achieve a vendor payment rate of 80% prior to invoice date	95%	93%	95%	100%

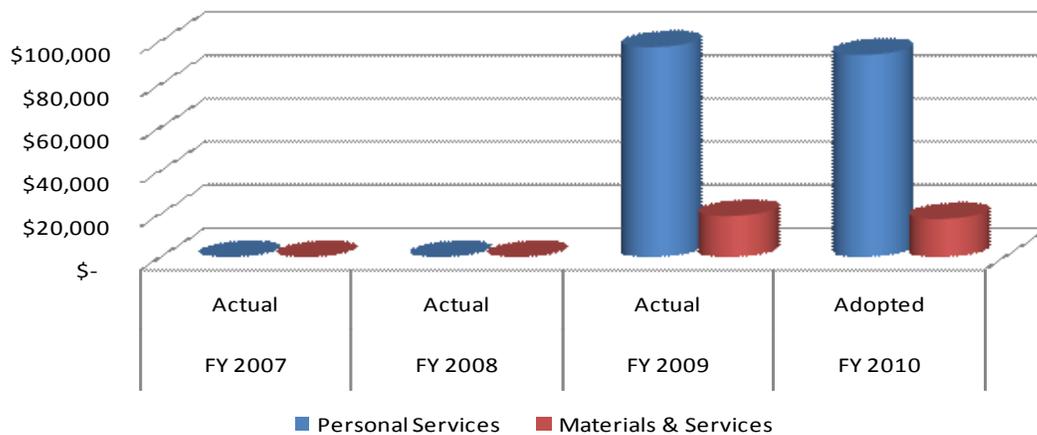
Financial Services / Ambulance Billing (3006)

Program Description:

Ambulance Billing, a function under the direction of the Accounting Division classifies, verifies, and prepares Emergency Medical Services (EMS) and miscellaneous billings, post EMS receipts to the subsidiary accounting ledger and pursues collection of delinquent accounts. Also this division adheres to coding guidelines as defined by the USDDS, AMA, AHA, AHIMA, and HCFA to accurately bill insurance companies and/or patients.

FINANCIAL SERVICES DEPARTMENT					
Ambulance Billing					
Cost Center 101-3006					
Expenditures					
	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Adopted	% Change
Personal Services	\$ -	\$ -	\$ 97,257	\$ 93,675	-4%
Materials & Services	-	-	19,069	17,684	-7%
Total	\$ -	\$ -	\$ 116,326	\$ 111,359	-4%
Positions Approved*	0	0	2	2	0%

*Full Time Equivalence



Operational Performance Indicators:

Effectiveness:	2007 Actual	2008 Actual	2009 Actual	2010 Target
Emergency Medical Services Calls (Data Entry)	5,143	6,377	6,370	6,000
Emergency Medical Services Calls (Dollars)	\$2,170,116	\$2,590,232	\$2,585,828	\$2,270,048
Emergency Medical Services Collection	\$1,315,279	\$1,626,397	\$1,600,299	\$1,775,000
Percentage of Collection	61%	63%	62%	78%

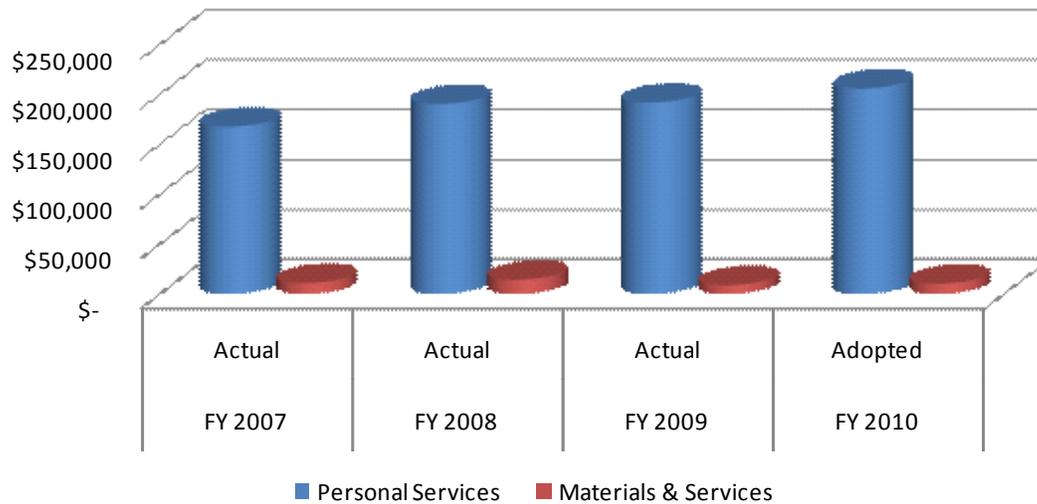
Financial Services / Purchasing (3010)

Program Description:

Purchasing, a division of the Financial Services Department, is responsible for the procurement of goods and services in accordance with City Procurement Code and central supply for letterhead and envelopes.

FINANCIAL SERVICES DEPARTMENT					
Purchasing					
Cost Center 101-3010					
Expenditures					
	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Adopted	% Change
Personal Services	\$ 167,502	\$ 190,310	\$ 191,759	\$ 205,759	7%
Materials & Services	10,895	14,154	8,730	10,175	17%
Total	\$ 178,397	\$ 204,464	\$ 200,489	\$ 215,934	8%
Positions Approved*	4	4	4	4	0%

*Full Time Equivalence



Operational Performance Indicators:

Program: Central Purchasing Service				
Output:	2007 Actual	2008 Actual	2009 Actual	2010 Target
% of Non-Capital Purchases Made Using P-Cards	13.98	13.98	.62	95%
# of Hours of User Training	10	10	26.25	30
# of Staff Hours Spent on Structured Training in Procurement Related Skills	41.5	41.5	35	25
Efficiency:				
Requisition Return Rate (Percentage of Intakes)	35%	26%	13%	15%
Median Lead time for Public Works Projects < \$300,000 (in weeks)	7.50*	7.50*	7.29	6
Median Lead Time for Public Works Projects > \$300,000 (in weeks)	8.71	8.71	9.07	10
Average Process Time for POs (in days)	2.67	2.67	2.74	3
Effectiveness:				
# of IFBs protested/overturned	0/0	0/0	1	0/0
# of After the Fact Procurement Justifications	0	22	1	0
Annual User Satisfaction Survey Results	-	84%	90.5	95%

*Measure restated as correctly calculated for fiscal year 2007

* Due to budget constraints training has been reduced significantly for fiscal year 2010

Purchasing Survey Results		
33 Surveys were sent out with a 8 returned = 24% return rate		
Survey Item	Excellent to Good	Needs Improvement to Poor
Returning phone calls	100%	
Returning e-mail messages	100%	
Processing requisitions	88%	12%
Processing IFB's	100%	
Problem solving	75%	25%
Overall professionalism	88%	12%
Receptive to department ideas	88%	12%
Willingness to learn about & understand user department purchasing needs	88%	12%
Knowledge & communicating skills	88%	12%

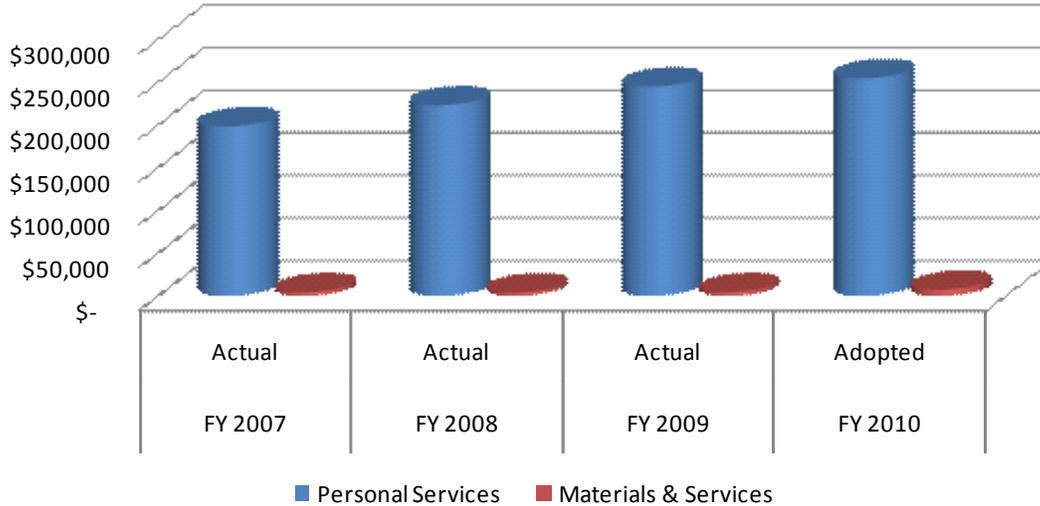
Financial Services / Motor Vehicle Division (3015)

Program Description:

Motor Vehicle, a division of the Financial Services Department, is operated under a contract with the New Mexico Motor Vehicle Department. The division provides drivers licenses, motor vehicle registrations, and title transfers to the citizens of Rio Rancho and other surrounding communities.

FINANCIAL SERVICES DEPARTMENT					
Motor Vehicle Division					
Cost Center 101-3015					
Expenditures					
	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Adopted	% Change
Personal Services	\$ 198,224	\$ 222,957	\$ 244,750	\$ 254,542	4%
Materials & Services	4,275	3,850	4,366	7,100	63%
Total	\$ 202,499	\$ 226,807	\$ 249,116	\$ 261,642	5%
Positions Approved*	6	6	6	6	0%

*Full Time Equivalence



Operational Performance Indicator:

	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Target
Customer Satisfaction	97%	98%	97%	98%

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