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AGENDA DATE: Tuesday, November 24, 2009

TO: Board of County Commissioners

DEPARTMENT: County Administration

PRESENTED BY: Christine Moody, Budget & Financial Planning Mgr (Interim)

Michael J. Bamhart, Finance Manager (Interim)

AGENDA ITEM TITLE: DISCUSSION on Transparency Spending & Revenue

Receipt Reports and proposal to post information to the

Lane County internet site at monthly intervals

I. <u>MOTION</u>

N/A

II. <u>AGENDA ITEM SUMMARY</u>

Local governments across the country are putting increased effort into providing taxpayers access to the details of how tax dollars are spent and the performance results achieved from those expenditures.

Lane County works toward this goal through a variety of projects and initiatives as described in Section III below. In this agenda item, the Interim Budget Manager, along with the Interim Finance Manager, is proposing that Lane County take the next step in providing increased transparency to its residents by publishing *Transparency*Spending & Revenue Receipt Reports on the Lane County internet site under the Finance Division.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Oregon Budget Law requires that specific financial data is made available to the public. The requirement of ORS 294.250 states in part:

"The county governing body of each county shall cause to be made out and published at the expense of the county by the last day of each month a schedule of those expenditures of the county which singly exceed \$500 for the previous month. The schedule shall also include expenditures made to claimants who receive in excess of \$500 for the previous month in return for a combination of articles or services which individually cost less than \$500..."

Lane County complies with this requirement by providing this information on its website under the Finance Division in the department of Management Services.

In addition to fulfilling the requirements, Lane County continually works toward providing its residents with information to increase understanding of how their county government uses tax dollars and revenues to provide services. This effort has reached through a multitude of projects which have included Listening Tours, Town Hall Meetings and Community Outreach Sessions, and most recently County College where residents have participated in interactive learning designed at informing them of how Lane County services are provided and relevant to their daily lives. Long term projects have included the preparation of award winning Budget & Financial documents for the past 5+ years, the creation of Financial Policies, and implementation of Forecasting Tools to guide the County in establishing a Long Term Financial Plan. The continuance of Performance Measures, development of County Goals, and updating of the Strategic Plan are also all linked to the effort to provide information needed to anyone who seeks it.

Lane County's budget office has moved towards the goal of providing more information on expenditures and the performance results achieved by implementing Budgeting for Outcomes (BFO) over the past several years. BFO is designed to provide detailed information on the General Fund Services Lane County provides and includes detailed information about the cost of the service, the level of service being provided, and the outcomes (or performance results) that are measured to determine how well the service is being provided.

At the same time that Lane County has taken steps towards increased transparency, there has been movement by local governments nationwide to provide taxpayers access to details on how tax dollars are expended and performance results from those expenditures. The way in which these governments are providing this information varies with some examples including 1) printing of various reports and spreadsheets with summary data; 2) publishing lists of raw data on their internet sites; or 3) development of a searchable database on the government's website where a taxpayer can enter specific criteria for a search and obtain a list of either summary or raw data that matches their input.

Following a recent inquiry from a Lane County resident on how to access Lane County's raw financial data, Christine Moody, Interim Budget Manager, did some research on several other local and state governments to see how they are providing any additional financial data to their residents.

One example, found for the City of Charleston, SC, matches well with reports Lane County already prepares internally for departments to review financial data. A copy of City of Charleston's webpage, and their Spending Transparency Report for Oct 2009, is included as **Attachment A**. The report shows the fields including Vendor Name, Date, Description, Division, Objective and Amount of Payment.

Closer to home, the Oregon Legislature passed House Bill 2500, known as the Taxpayer Transparency Act, in the 2009 Regular Session in which they found that "...taxpayers should be able to easily access the details on how the state is spending their tax dollars and what performance results are achieved for those expenditures..." and directs state agencies to create single searchable websites that list specific expenditures & revenues received by state agencies. This applies only to state agencies at this time, but does show us how our State is moving towards providing more transparency of government expenditures to its residents.

The Interim Budget Manager, along with the current Interim Finance Manager, Michael Barnhart, recommend the following reports be created and posted on the County's website as the next step in increasing transparency to our residents:

"Transparency Spending & Revenue Receipt" Reports that would contain the following information:

- a) Accounts payable transactions over \$100 reported by month.

 Detailed information will include: Payee (Vendor) Name, Date of Payment,

 Description of Payment, Program Name & Number, Project Number if applicable,

 Account Number & Description, and Amount of Payment.
- b) Accounts receivable transactions over \$100 reported by month. Detailed information will include: Date of Receipt, Description of Revenue Type, Program Name & Number, Project Number if applicable, Account Number & Description, and Amount of Payment.

A sample of these reports is included as **Attachment B**.

B. Policy Issues

No new policy issues, as this project responds to the existing Financial and Budget Management goal found in Lane Manual 4.010:

"1) <u>Budget and Management Policies</u> Goal: To provide government accountability to the citizens of Lane County."

C. Board Goals

The Board of Commissioners adopted Lane County Goals in Board Order 08-8-19-2, one of which was the following:

C. Build public trust through intensive communication and

engagement.

• Enhance the County's website and internet communications.

D. Financial and/or Resource Considerations

The initial staff time needed to design and post the Transparency Reports and webpage is approximately 16 hours. The monthly staff time required is estimated at 5 hours countywide. A small piece of this time would include the posting of the reports to the internet each month, with the additional time occurring if departments receive phone calls from residents with questions about the financial data being reviewed. We will work with departments to refine and standardize how data is entered as necessary. The website will also include some key information about common expenses, descriptions used, and department structure, in an attempt to answer questions before they are asked.

There are no direct expenditures need to begin this project as it will be built into existing staff workload.

E. Analysis

Increased transparency of government expenditures to our residents should be designed in a way to help pass information that is relevant and understandable to the average reader.

The proposal to provide the monthly reports sorted first into separate reports by revenue or expenditures, and then providing additional fields of information, is the next step Lane County can take towards providing more detail on the information a resident can already view in the annual budget document. The Adopted Budget Document, printed and put on-line each summer after budget adoption, breaks the budget down by Department, Division and program. Someone can view the last 2 years of actual expenses as well as the current budget & adopted budget. The proposed Transparency Spending & Revenue Receipt Reports will make it possible for someone to view actual expenditures as they occur closer to 'real time' as well as providing more individual account detail than is found in the Budget Document.

The Lane County resident who inquired about the raw financial data availability has indicated that he would like to see us implement a searchable database available on-line for individuals to query. The Interim Budget Manager does not recommend that option at this time for several reasons:

1) As discussed above, Oregon House Bill 2500, the Taxpayer Transparency Act, will be implemented by the State of Oregon

- beginning in 2010. It is recommended that we wait to see what that software / website looks like before designing anything on our own.
- While a searchable database allows a user to sort the data in different ways, it will not provide any <u>more</u> data that the proposed reports will provide.
- 3) Publishing the proposed reports on our Internet site will <u>not</u> greatly increase the workload of any staff member and can be done quickly.

F. Alternatives/Options

Board input/direction is being requested at this time as to whether there is support for the proposal. The Board can decide to wait on the project, request that Staff come back with more information, or ask us to proceed.

V. <u>TIMING/IMPLEMENTATION</u>

As the Board is aware, the County's internet site is currently being converted and different departments are going live on the new site at different times. The new Finance website will go live the week of November 23, 2009, and therefore, this item is being brought to the Board at the time that we can put it on the site.

VI. <u>RECOMMENDATION</u>

Post the proposed *Transparency Spending and Revenue Receipt* reports to a webpage under the Finance Division on the County's internet site.

VII. FOLLOW-UP

The Budget and/or Finance Manager will report back to the Board on any response from the public a few months after the reports are made available online.

VII. <u>ATTACHMENTS</u>

City of Charleston, SC website page and report – Attachment A Sample Proposed Transparency Spending & Revenue Receipt Report – Attachment B



Families, Youth & Seniors



Overview & Mission Department Home

Budget & Management Division Finance Division

Comprehensive Annual Financial Spending Transparency Reports

Municipal Court Revenue Collections Division Real Estate Management Procurement Division

Safety Management Division Process and Service

Special Facilities Division Charleston Maritime Center BIDLINE

Announcements

Calendar News & Features Staff Directory Frequent Questions CITY OF CHARLESTON SPENDING TRANSPARENCY REPORT DEPARTMENT OF BUDGET, FINANCE & REVENUE COLLECTIONS

Introduction

The documents linked at the bottom of this page provide lists of monthly expenses paid by the City of Charleston. Below are several guidelines for reading the documents.

The Spending Transparency Report Includes: Accounts payable transactions over \$100 reported by month, sorted by check date and vendor name.

The Spending Transparency Report excludes: Information exempt from disclosure under the S.C. Freedom of Information Act, the federal Health Insurance Portability and Accountability Act (HIPAA) and fees associated with City of Charleston legal actions.

Data Fields included on the Spending Transparency Report: VENDOR is the name of the vendor to which payment was made. DATE identities the date on which the payment check was printed.

DESCRIPTION displays general text describing the particular purchase.

DIVISION identifies the City Division responsible for the transaction.

OBJECT refers to the budgetary account used to pay for the

AMOUNT identifies the amount of the payment issued for this transaction.

Special Notes About the Spending Transparency Report: The VENDOR "BANK OF AMERICA" refers to payments made to Bank of America for purchases made using a Purchase Card (P-Card). The P-Card, which works like a credit card, is used to make small purchases. Each month, the purchases made using the P-Card are reviewed and paid in full. Payments made to Bank of America on this report will show the specific Vendor at which the purchase was made in the DESCRIPTION field.

REPORTS:

Spending Transparency Report DCT 2009 Spending Transparency Report SEP 2009 Spending Transparency Report AUG 2009 Spending Transparency Report JUL 2009 Spending Transparency Report JUN 2009

FER MORE WEDRMATION

Budget, Finance & Revenue Collections 288 Meeting Street Suite 400 Charleston, SC 29401 Phone 843-579-7529 Fax 843-720-3901 lucarelli@ci.charleston.sc.us

e 2009 City of Charleston, SC - help@charlestoncity.info

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Attachment A

CITY OF CHARLESTON

SPENDING TRANSPARENCY REPORT CHECK DATES 10/01/2009 - 10/31/2009

Time: 14:10:36	Current Date: 11/05/2009	. 1	Page:	cy Report	Report: AP80 AP Spending Transparency Report
339.92	Leases, Vendor	Charleston Tennis Center	Xerox CC55 Serial #NWL108292 (10/2/2009	XEROX CORPORATION
485.49	Leases, Vendor	City Hall	Cost per copy at 0.0079	10/2/2009	XEROX CORPORATION
3,093.30	Program, Rehabilitation	Lead Hazard Control	Program, Rehabilitation	10/2/2009	WRIGHT CONSTRUCTION 1
6,413.40	Homeowner Rehab Program	CDBG 32nd Yr 2006 Rehab	PMT #1 33 SHEPPARD	10/2/2009	WRIGHT CONSTRUCTION 1
1,240.00	Employee Travel & Training	Inspections	TRAINING SEE ATTACHED	10/2/2009	STATE OF SOUTH CAROLINA FIRE A
350.00	Professional Certifications	Electrical	DAVID FLEGLE LIC RENEWAL	10/2/2009	SC DEPT. OF LABOR LICENSING AN
358.70	Repairs, Vehicle	Fleet Management	inv.#RD1181383, unit#743/410,	10/2/2009	PARKS AUTO PARTS
243.09	Miscellaneous Claims	Non-Departmental	TORT CLAIM	10/2/2009	NATIONWIDE INSURANCE COMPANY
17,577.00	Services, Construction	Lockwood Municipal Complex	CP01111C: Lockwod Municipal Bu	10/2/2009	METRO WATERPROOFING
800.00	Code Enforcement	CDBG 32nd Yr Low Mod	Vegitation Control and Debris	10/2/2009	LEGGETT PROFESSIONAL TREE SERV
993.14	Code Enforcement	CDBG 32nd Yr Low Mod	Vegitation Control and Debris	10/2/2009	LEGGETT PROFESSIONAL TREE SERV
318,081.00	Humanities Program	State Home Program	p[ur seven farms village	10/2/2009	HUMANITIES FOUNDATION
840.00	Homeowner Rehab Program	CDBG 32nd Yr 2006 Rehab	RETAINER 1829 OTIS	10/2/2009	HOSEY CONSTRUCTION COMPANY LLC
8,212.50	Program, Rehabilitation	Lead Hazard Control	Program, Rehabilitation	10/2/2009	HOSEY CONSTRUCTION COMPANY LLC
6,255.00	Homeowner Rehab Program	CDBG 32nd Yr 2006 Rehab	PMT #2 1031 ASHLEY	10/2/2009	HOSEY CONSTRUCTION COMPANY LLC
200.00	Employee Travel & Training	Budget & Finance Admin	REG SEE ATTACHED	10/2/2009	GOVERNMENT FINANCE OFFICERS AS
21,891.10	Services, Arch & Engineering	Dock St Theatre Renovations	FEES DOCK ST	10/2/2009	EVANS AND SCHMIDT ARCHITECTS
150.02	Background Checks & Drug Tests	Police	2009 Contract P0 for Police De	10/2/2009	EQUIFAX INFORMATION SERVICES
865.40	Episcopal CHDO	Federal Home Program	HOME CONTRACT	10/2/2009	EPISCOPAL DIOCESE COMMUNITY HO
4,259.98	Episcopal CHDO	Federal Home Program	HOME CONTRACT	10/2/2009	EPISCOPAL DIOCESE COMMUNITY HO
1,150.00	Small Hand Tools	Knwldg Based Bus & Rctmnt Dev	DOCKVIEW PROD	10/2/2009	DOCKVIEW PRODUCTIONS
1,068.57	Supplies, Printing & Copying	Fleet Management	inv.#36573,purcasing fleet wor	10/2/2009	CPI GRAPHICS
498.20	Supplies, Parts	Traffic Signal & Control Sys	12" Section traffic signal w/r	10/2/2009	CONTROL TECHNOLOGIES OF CENTRA
1,396.00	Supplies, Parts	Traffic Signal & Control Sys	12" Section traffic signal w/a	10/2/2009	CONTROL TECHNOLOGIES OF CENTRA
19,826.80	Supplies, Parts	Traffic Signal & Control Sys	1-Section pedestrian signal w/	10/2/2009	CONTROL TECHNOLOGIES OF CENTRA
8,497.20	Supplies, Parts	Traffic Signal & Control Sys	1-Section pedestrian signal w/	10/2/2009	CONTROL TECHNOLOGIES OF CENTRA
105.62	Uniforms & Protective Clothing	Police	Long Sleeve Shirt	10/2/2009	COMMAND UNIFORMS BY JOHN
3,100.00	Services, Construction	Marion Square Storage Bldg	CP0415C1: Marion Square Storag	10/2/2009	COBLENTZ CONSTRUCTION
16,234.00	Animal Waste Management	Tourism	EQUINE SANITATION SERVICES MAR	10/2/2009	CHARLESTON EQUINE SANITATION
756.60	Uniforms & Protective Clothing	Safety Management	CONTRACT PO 2009	10/2/2009	BOOTJACK
236.00	Street Lights(Electricity)	Electrical	Electrical Services	10/2/2009	BERKELEY ELECTRIC COOPERATIVE
107.00	Electricity	Grounds Maintenance	Electrical Services	10/2/2009	BERKELEY ELECTRIC COOPERATIVE
130.00	Electricity	Grounds Maintenance	Electrical Services	10/2/2009	BERKELEY ELECTRIC COOPERATIVE
258.60	Telephone	Angel Oak	Communications Services	10/2/2009	AT&T
121.21	Maintenance, General	Facilities Maintenance	2009 Full Maintenance Agreemen	10/2/2009	AMERICAN ELEVATOR COMPANY
1,234.00	Memberships, Dues & Pubs	Swim Team	ANNUAL SWIM CLUB REG	10/2/2009	ABC OF SMRT
9,810.90	Homeowner Rehab Program	CDBG 32nd Yr 2006 Rehab	PMT #1 1523 WESTRIDGE	10/2/2009	81BIZNET
AMOUNT	OBJECT	DIVISION	DESCRIPTION	DATE	VENDOR

SAMPLE TRANSPARENCY SPENDING REPORT

RIVER REFLECTIONS TRAVEL - MISC	RIVER REFLECTIONS	OREGON STATE UNIVERSITY	MARRIOTT HOTEL	MARRIOTT HOTEL	DEAD MOUNTAIN ECHO	CURRENT COMMUNITY SHARING PROGRAM	ASSOCIATION OF OREGON COUNTIES	PORTLAND STATE UNIVERSITY	VERIZON WIRELESS	SUPPLIES & MISC - PCARD	MILLER, AGALET	CHT CLUB OF EUGENE	BODIN, PAUL	VERIZON WIRELESS	VERIZON WIRELESS	MUSICIANS EMERGENCY MEDICAL ASSC.	HOLSER, TOM	DELL MARKETING L P	BEN FRANKLIN CRAFTS	AWAZON.COM INC	RED ROSE CATERING	FORESTS TODAY & FOREVER	FLORENCE EVENTS CENTER	FLORENCE EVENTS CENTER	FLORENCE EVENTS CENTER	FLEENOR, WILLIAM	ELEENOR WILLIAM	FI FENOR WILLIAM	FI FENOR, WILLIAM	FLEENOR, WILLIAM	FLEENOR, WILLIAM	FESTIVAL OF THE LAKES	FERN RIDGE CHAMBER OF COMMERCE	BURCH, DIANNE	BLACKS IN GOVERNMENT	THIESEEI DI LINDAK	SUPPLIES & MISC - PCARD	PUMP CAFE, THE	LCOG-OREGON PLANNING INSTITUTE	LANE COUNCIL OF GOVERNMENTS	KARDELL, MARC	FLEENOR, WILLIAM	DECISIONS DECISIONS	City of Junction City	CITY OF EUGENE	ALPINE CATERING	ALPINE CATERING	ALPINE CATERING	I ANE COUNCIL OF GOVERNMENTS BCC	SECUL SECUL SERVICE BELLVALUE AND MANAGEMENT SECULORISME
River Refletions subscription BART CONCOURSE H STATI - Purch	River Reflections Subscription	OSU PARKING SERVICES - Purchas	MARRIOTT 337R5 UNION S - Purch	MARRIOTT HOTELS - Purchase	Advertising	FY0910 Golf Tourney Pledge	ASSOCIATION OF OREGON - AOC Su	UNIVERSITY PLACE AT PS - Purch	Vertzon Wireless - June/July C	REG SONOMA COLINTYWATER - Purch	Pele Assist.	City Cital Membership F 108-10	City Chit Months Event	PDA CHARGES AUG20-SEPT19	Verizon Wireless - June/July C	Donation to MEMA fr Comm Dwyer	Organizer of the Health care M	LATITUDEE 2100	BEN FRANKLIN - B.Dwyer Office	AMAZON MKTPLACE PMTS - Purchas	CAHR Dinner - 7/15/09	FY0910 Donation	CAHR Event 7/15/09	CAHR Event 7/15/09	Human Rights Comm Mtg	Hotel Accomodation for AOC	Constituent Services For Octob	Expense Distribution	Coastal conference	Dianne.Burch - July 2009	USB Flash Drive B.Fleenor	Festival Donation FY0910	Membership	OCZMA CONFERENCE	Donation on behalf of CAHR	transcript	VIDEO DIRECT DISTRIBUT - Purch	Lunch for Pete, Fleenor, Spartz	BCC Outreach Mts JCity	Comm Outreach Mtg 8/4/09	copies re jail lodging	Flying to DC	Commissioners Goal Setting	West Lane Alliance of Cities	JEO subcommittee	Commissioners Conference	ALPINE CATERING - Purchase	BCC Joint Planning Comm Mtg	RCC Outreach-UofO	The second of th
2009-11-12 2009-10-27	2009-10-07	2009-09-25	2009-10-27	2009-09-25	2009-08-12	2009-08-25	2009-08-26	2009-10-27	2009-08-28	2009-10-27	2000 00 25	9000 40 07	22-80-6002	2009-10-07	2009-08-26	2009-07-22	2009-11-04	2009-10-23	2009-08-26	2009-10-27	2009-07-29	2009-07-08	2009-08-12	2009-07-29	2009-07-22	2009-11-12	2009-10-28	2009-10-07	2009-09-30	50-80-6002	2009-07-15	2009-07-29	2009-10-29	2009-10-14	2009-07-31	2009-08-07	2009-10-27	2009-11-12	2009-10-14	2009-08-25	2009-08-14	2009-10-28	2009-10-07	2009-09-23	2009-09-09	2009-10-28	2009-10-27	2009-07-29	2009-11-04	Accounting Da
124	124	124	124	124	124	124	124	124	124	124	24	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	HING!
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Subscriptions Business Expense & Travel	Subscriptions	Advertising & Publicity Business Expense & Travel	Business Expense & Travel	Business Expense & Travel	Advertising & Publicity	Agency Payments	Membrshp/Professionl Licenses	Business Expense & Travel	Telephone Services	Rusiness Expense & Travel	rood	memorshp/Profession Licenses	Agency Payments	Business Expense & Travel	Telephone Services	Agency Payments	Professional & Consulting	DP Supplies And Access	Office Supplies & Expense	Office Supplies & Expense	Committee Stipends & Expense	Agency Payments	Committee Stipends & Expense	Committee Stipends & Expense	Business Expense & Travel	Business Expense & Travel	Professional & Consulting	Business Expense & Travel	Business Expense & Travel	Professional & Consulting	DP Supplies And Access	Agency Payments	Membrshp/Professionl Licenses	Business Expense & Travel	Committee Stipends & Expense	Court Related Personal Service	Office Supplies & Expense	TOOO And Account	Business Expense & Travel	Metro Cable Commission	Business Expense & Travel	Business Expense & Travel	Professional & Consulting	Food	Food	Food	Food	Committee Stipends & Expense	Metro	Account Descr Amount
385.00 20.00	22.00	5.00	383.68	336.00	108.00	150.00	200.00	246.76	66.55	243 25	21.65	145.00	100.00	45.01	138.06	250.00	500.00	652.80	20.28	13.82	349.30	500.00	(150.70)	150.70	175.00	389.40	1,800,00	305.00	225.00	1,000.00	162.96	250.00	75.00	177.65	2,000.00	328.00	727.69	20.25	08.026	567.69	67.60	601.00	4,355.02	65.00	59.20	257.50	176.75	246.25	944.40	Amount

Attachment B

SAMPLE TRANSPARENCY REVENUE RECEIPT REPORT

(9,651.13)	County Administrative Charges	477100	Inte	5151021	124	2009-09-01		County Administrative Charges	INDR-SEP09
(65,237.90)	County Administrative Charges	477100	Boar	5151010	124	2009-09-01		County Administrative Charges	INDR-SEP09
(9,651.13)	County Administrative Charges	477100	inte	5151021	124	2009-10-01		County Administrative Charges	INDR-OCT09
(65,237.90)	County Administrative Charges	477100	Boar	5151010	124	2009-10-01		County Administrative Charges	INDR-OCT09
(9,651.13)	County Administrative Charges	477100	inte	5151021	124	2009-11-01		County Administrative Charges	INDR-NOV09
(65,237.90)	County Administrative Charges	477100	Boar	5151010	124	2009-11-01		County Administrative Charges	INDR-NOV09
(9,651.13)	County Administrative Charges	477100	Inte	5151021	124	2009-07-01		Record revenue INDR-JUL09	INDR-JUL9C
(65,237.90)	County Administrative Charges	477100	Boar	5151010	124	2009-07-01		Record revenue INDR-JUL09	INDR-JUL9C
(9,651.13)	County Administrative Charges	477100	Inte	5151021	124	2009-07-01		Correct INDR-JUL09	INDR-JUL9C
(65,237.90)	County Administrative Charges	477100	Boar	5151010	124	2009-07-01		Correct INDR-JUL09	INDR-JUL9C
9,651.13	County Administrative Charges	477100	Inte	5151021	124	2009-07-01		County Administrative Charges	INDR-JUL09
65,237.90	County Administrative Charges	477100	Boar	5151010	124	2009-07-01		County Administrative Charges	INDR-JUL09
(9,651.13)	County Administrative Charges	477100	Inte	5151021	124	2009-08-01		County Administrative Charges	INDR-AUG09
(65,237.90)	County Administrative Charges	477100	Boar	5151010	124	2009-08-01		County Administrative Charges	NDR-AUG09
(123.73)	Reimbursements	451951	Nort	5151014	124	2009-07-22	TRVL REIMB	Ch#137 Rob Handy per CoAdmin	0000108130

ATTACHMENT B

Attachment B