

## **CITY OF SPRINGFIELD BUDGET COMMITTEE MEETING**

Tuesday, May 13th, 2014, 5:30 p.m.  
Library Meeting Room, Springfield City Hall  
225 Fifth Street  
Springfield, Oregon

## AGENDA

<b>A.) COMMITTEE OPENING REMARKS</b>	1. Welcome from the Chair 2. Roll Call	Chair Chris Stole Staff	10 minutes
<b>B.) OLD BUSINESS</b>		Chair Chris Stole	5 minutes
<b>C.) NEW BUSINESS</b>	Department presentations 1. City Manager's Office	Jeff Towery	30 minutes
<b>D.) BUSINESS FROM THE AUDIENCE</b>			
	<b>BREAK</b>		15 minutes
<b>E.) NEW BUSINESS (CON'T)</b>	Department presentations 1. Capital Budget 2. Development & Public Works	Jeff Paschall\Troy Mcallister Len Goodwin	30 minutes 40 minutes
	<b>BREAK</b>		15 minutes
<b>F.) FINANCIAL REVIEW AND CONCLUSION</b>	Financial Review Committee Questions from Department Presentations Errata Summary	Chair Chris Stole Bob Duey	
	Conclusion Motions and Deliberation Process Budget Committee Discussion and Deliberations Budget Committee Approval of Budget	Bob Duey Chair Chris Stole Chair Chris Stole	

Citizens' comments are normally scheduled under the agenda item "Business from the Audience" and are limited to three (3) minutes each. All subsequent meetings will have time scheduled for citizen input and anyone wishing to make a longer presentation should contact the City Manager's Office at 726-3700, so that the presentation can be included separately on the agenda.

## **ATTACHMENTS**

- 1) May 13th, 2014 Agenda Memo
  - 2) Committee Motions Required
  - 3) FY15 Erratum Worksheet

---

**CITY OF SPRINGFIELD/FINANCE DEPARTMENT**  
**MEMORANDUM**

---

**Date:** May 11, 2014

**To:** Members of the Springfield Budget Committee  
**From:** Bob Duey, Finance Director  
Paula Davis, Budget Officer

**Subject:** Third Budget Meeting Scheduled May 13, 2014

---

The agenda for the third meeting is being structured as if it will be the final meeting for the 2014-2015 Proposed Budget. Again, dinner will be available for serving at 5:00 pm and this week it is being provided by Kona Café. We will begin the evening departments' presentations with the City Manager's Budget and conclude with the Development & Public Works Operating and Capital Projects budgets. The Capital Projects budget that you will have the chance to review can be found beginning on Page 145 of the Proposed Budget document. The remainder of the evening is for the Budget Committee deliberations process.

During this last phase the Committee deliberates and approves a budget which is then sent to the City Council for a public hearing and final adoption. The budget approved by the Budget Committee can either be the budget as proposed by the City Manager or one that has one or more changes made by the Committee. There is ample time between now and the scheduled June 16<sup>th</sup> public hearing that if the Committee elects to carry-over any decisions to an additional meeting it would not cause disruption in the schedule for the final adoption. A tentative meeting was included in the schedule for Thursday May 15 but members of the Committee can discuss an alternate date if that is not convenient.

In addition to this memo there are two other attachments to this week's packet that has historically helped the Committee in the final deliberations. Attachment 3 is an erratum worksheet to assist in keeping track of changes to the proposed budget that Committee members have either been:

1. Asked to consider by an outside group or member of the public
2. Requested by staff for consideration due to changes since March when the budget content was finalized
3. A member of the Committee asked to have a specific topic discussed or considered for a change

Once all of the topics for further discussion have been identified and logged onto the erratum sheet then Chairperson Chris Stole will be able to facilitate a discussion about each item and request a Committee vote on the resolve of each topic. Per Oregon budget law, a majority of the number of members on the Committee is necessary to pass a motion so in this case 7 yes votes would be required to enact a change.

Attachment 2 identifies a series of 5 motions that are necessary to complete the budget approval process and send a document to the City Council for public hearing, final adoption and for requesting of the County Assessor the levying of property taxes for next year. The first motion that will be

requested will include all the erratum items that received confirmation during your deliberations while the last 4 motions are all involving the ability to levy taxes.

## **Additional Background Information**

### Property Taxes

(for detailed summaries on property tax levies see page 185-189 in the Proposed FY15 document)

The ability of a local government to levy property taxes is of vital importance in the State of Oregon. Where a common tax structure often contains three tax types, property, income and sales, only property tax is widely used by local governments in Oregon.

There were several distinct outcomes of ballot measures #48 and #50 and to highlight a couple of those changes. Real Market Value (RMV) and Taxable Value (TV) are no longer the same number. RMV for an individual house is allowed to fluctuate with the economy to reflect a house's market value. The TV was created by Measure 50 and an individual house cannot increase by more than 3% in any given year (barring major improvements). New construction is added to both categories.

In the table below, Springfield's RMV peaked in 2009/10 going into the recession and had dropped by over 12% prior to this year seeing the first sign of stabilizing home prices. During the first few years after Measure 50, TV would continue to rise at 3% for most properties but post-recession as home prices continued to decline more properties RVMs fell below its TV and eliminating the 3% TV increases. This change along with the lack of new construction being added to the tax rolls has resulted in a fairly inconsistency TV for the City.

<b>Fiscal Year</b>	<b>M5 Real Market Value</b>	<b>Taxable Value</b>	<b>Ratio of RMV to TV</b>	<b>% Inc Tax Value</b>
2014/15 Estimate		\$4,223,541,409		2.5%
2013/14 Adj*		\$4,120,528,204		3.1%
2013/14	\$6,450,348,959	\$4,043,528,204	59.5%	1.1%
2012/13	\$6,399,350,681	\$3,998,513,269	62.4%	2.9%
2011/12	\$6,716,253,056	\$3,883,712,564	57.8%	3.6%
2010/11	\$6,750,427,991	\$3,747,745,557	55.5%	0.6%
2009/10	\$7,309,497,628	\$3,726,631,985	51.0%	6.4%
2008/09	\$7,205,559,254	\$3,502,295,304	48.6%	1.9%

\*A clerical error at Lane County resulted in an incorrect RMV and TV for Springfield for FY14 (this current year). This error will be corrected by the County next year (FY15). The anticipated correction is shown here to more accurately reflect the % changes that would have or will occur for the City.

Also as a result of Measure 50, Springfield has a “permanent” tax rate of \$4.7403 per thousand. The City is allowed to levy this amount each year against that year’s Taxable Assessed Value as determined by the County Assessor. In addition to the permanent rate the City has 3 other tax levies.

The City’s Fire Local Option Levy was first passed in 2002 and was most recently renewed in November 2010. The current rate is for \$0.36 per thousand and will expire on June 30, 2016. It provides resources to fund a 5<sup>th</sup> engine crew located in Station 3 at 28<sup>th</sup> and Centennial. If the City chooses to ask voters to renew this levy once again the most likely date would be November 2015.

The City's Police Local Option Levy was also first passed in 2002 and was most recently renewed by the voters in November of 2012. The current rate is \$1.28 per thousand. The rate in 2002 was for \$0.66 per thousand, prior to adding the jail year-round the rate for the levy was \$1.09 and then once the jail was up and operating the latest levy request was for the current rate of \$1.28. This is a five year levy running from FY14 through FY18.

The City has an additional levy to retire debt that has been issued from 2 voter approved general obligation bond issues. They are:

- The oldest issue was first sold in 1996 and refinanced in 2005 in order to obtain better interest rates. It was a \$12.7M issue for a variety of projects including the Gateway Fire Station, library improvements, police vehicles, technology improvements and street repairs. This issue's current levy is around \$0.26 per thousand and will be paid off next fiscal year as of June 30, 2015.
- The more recent issue was for the construction of the justice center and municipal jail and was sold in two parts, 2005 and 2007, to better meet the cash flow needs of the two projects. The total approved amount for the two sales was \$28.6M.
- Its final payment will be in 2026 and currently requires a levy of approximately \$0.58 per thousand.

#### Budget Highlights

Using the Proposed Budget FY15 as a guide the following information highlights helps to summarize the information being provided to the Budget Committee

#### **Total Budget Summaries Pages 12-15**

The City's entire budget summary is provided for both revenue and expenses at a very high level. Projected revenues for FY15 are \$316M with \$34M being Other Financing Resources. Other Financing Resources are primarily Cash Carry Over from the previous year and internal fund transfers between accounting funds to better report operating expenditures in an appropriate manner. Property tax revenues remain on a slow but steady pace while the largest growth is in Charges for Service. The City's utility funds (sanitary and storm sewers) are the largest contributors to this category.

The Operating budget by department over the past four years identifies two major changes. The two departments Development Services and Public Works were combined in FY14 into a single department. And, an increase in the Human Resources operating budget for the City's self-funded health insurance shows a large increase in operating expense. Because of the move to self-funding the cost of employee medical insurance of approximately \$8M annually is expensed in the total of the budget twice, once when department pay their share from their operating budgets and once when the HR department pays claims and manages the program.

The last couple of pages in this section break the full budget down by department, by accounting fund, by category (personal services, material & services, etc) and operating/non operating. It provides a 3 years in arrears look to provide a comparison dollar changes. The briefing memo in the first week's packet looks at several of the more prominent operating funds for their projected cash balances and their ability to provide stable funding (April 29 Attachment 1). Also in the first week's packet (April 29 Attachment 2) was a series of graphs that looked at the trends for significant operating revenues across the City.

#### **Non-Department Budget Pages 163-175**

This section of the Proposed FY15 Budget document comprises over 60% of the proposed budget but historically does not generate a lot of discussion once reviewed. The Non-Departmental appropriations total \$192M out of the total budget of \$316M. Of the \$192M, the sum of \$142.7M

(pages 169-173) are appropriations identified not to be expended next year and exist as projected cash reserves or cash on hand for July 01,2015. The majority of these funds are in reserves where the specific future use has been declared as dedicated by local, state or federal action.

Of the remaining \$49M in the non-department category, \$16.8M is for required debt service, \$22M is accounting for the transfer of resources between funds to be actually expended elsewhere, and \$9.7M are titled statutory payments for the payment to vendors for taxes and insurance premiums collected from departments and employees for payroll purposes.

### **Statistical Tables Pages 177-190**

The statistics shown here are usually non-departmental in nature in that as they are not attributable to a specific department and are more difficult to report as part of the operating budget which is departmentalized. In this section is FTE charts for funds and departments well as greater breakdown of the revenue categories within the General fund.

### **Department Operating Budgets Pages 21-144**

This is the section, separated by department, are the budgets that the individual department presentations have been addressing. For the past couple of years, the Committee's interest has been to take time during the department presentations to learn about the changes in the proposed service levels for the departments and a results oriented discussion for the departments. Significant changes in the budget would be addressed by the departments and Committee members were encouraged to ask questions from this section if they needed further information from the presenter. The following is a summary of the department operating budgets:

		<b>Amended</b>		<b>Proposed</b>	<b>+(-)%</b>
	<b>FTE</b>	<b>Operating</b>	<b>FTE</b>	<b>Operating</b>	<b>FY14 to</b>
	<b>FY14</b>	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY15</b>
City Manager's Office	7.00	1,446,794	7.50	1,479,379	2.3%
Finance	9.50	1,188,184	9.50	1,229,008	3.4%
Fire & Life Safety	100.00	17,799,870	100.00	17,726,953	(0.4%)
Human Resources	6.00	8,918,444	6.00	9,426,048	5.7%
Information Technology	10.00	1,625,173	10.00	1,685,817	3.7%
Legal & Judicial	8.84	1,824,789	8.84	1,882,451	3.2%
Library	12.60	1,601,571	12.60	1,652,768	3.2%
Police	123.00	19,940,123	123.00	20,112,713	0.9%
Dev'lp & Public Works	<u>129.75</u>	<u>39,839,702</u>	<u>130.00</u>	<u>40,146,060</u>	<u>0.8%</u>
<b>TOTAL</b>	<b>406.69</b>	<b>94,184,650</b>	<b>407.44</b>	<b>95,341,197</b>	<b>1.23%</b>

Again, thank you for your time and effort in the City's budget process this year and staff is looking forward to your discussion and decisions at this next meeting. As always, if you have any questions prior to Tuesday evening, please call myself at 726.3740 or Paula Davis at 726.3698.

## **Budget Committee Action Required for Approval of FY15 Proposed Budget**

Motions:

- ↳ A motion to approve the budget as proposed by the City Manager with the following changes: (person making the motion should, or can ask staff to, recite the changes identified on the master Budget Committee Deliberation Worksheet and as captured in the meeting minutes)
- ↳ A motion to direct Council to levy a property tax for the 2014/15 fiscal year at a rate of \$4.7403 per thousand.
- ↳ A motion to direct Council to levy a special operating local option property tax for the 2014/15 fiscal year at a rate of \$0.36 per thousand. (The Fire Local Option Levy)
- ↳ A motion to direct Council to levy a special operating local option property tax for the 2014/15 fiscal year at a rate of \$1.28 per thousand. (The Police and Court Local Option Levy)
- ↳ A motion to levy an additional \$3,135,168 for the retirement of the City's bonded indebtedness.

TITLE & DESCRIPTION		INITIAL COST	CHANGE	ERRATUM	SOURCE	YES	NO
<b>OUTSIDE AGENCY REQUEST FOR ADDITIONAL FUNDING</b>							
1							
A.							
B.							
<b>BUDGET COMMITTEE REQUESTS</b>							
1							
A.							
B.							
2							
A.							
B.							
<b>Other Actions</b>							
1							
A.							
B.							
2							
A.							
B.							
3							
A.							
B.							
4							
A.							
B.							
5							
A.							
B.							