

CITY OF SPRINGFIELD
BUDGET COMMITTEE MEETING

Tuesday, April 26th, 2016, 6:30 p.m.
Library Meeting Room, Springfield City Hall
225 Fifth Street
Springfield, Oregon

AGENDA

- | | | |
|------------|---|---|
| A.) | COMMITTEE OPENING REMARKS | 5 minutes |
| | 1. Welcome from the Chair | Chair Terry Buck |
| | 2. Roll Call | Staff |
| B.) | NEW BUSINESS | |
| | Department presentations | |
| | 1. City Manager's Office | Jeff Towery 20 minutes |
| | 2. Human Resources | Greta Utecht 20 minutes |
| C.) | BUSINESS FROM THE AUDIENCE | 10 minutes |
| | BREAK | 15 minutes |
| D.) | NEW BUSINESS CONTINUED | |
| | Department presentations | |
| | 1. Development and Public Works | Anette Spickard 30 minutes |
| | 2. Capital Budget | Jeff Paschall and Matt Stouder 30 minutes |
| E.) | ANNOUNCE NEXT BUDGET COMMITTEE MEETING | Chair |
| | 1. Tuesday, May 3rd – 5:30 PM, Springfield City Hall – Library Meeting Room | |
| F.) | ADJOURN | |

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) April 26th, 2016 Agenda Memo
- 2) IT Budget Presentation

Budget Committee Briefing Memorandum

City of Springfield, Oregon

To: Members of the Springfield Budget Committee

From: Bob Duey, Finance Director

Date: April 20, 2016

Subject: Budget Meeting April 26, 2016

We want to express our appreciation for your interest and questions at Tuesday's Budget Committee meeting. The interest level and knowledge behind the questions shows the benefit of having a committee of veterans back from previous years. We value your willingness to look at the issues we anticipate needing to address and be able to show all the things that we are still able to accomplish. Thank you for lending us your time and expertise.

The SEDA meeting is scheduled to begin at 5:30 pm with dinner being provided and available by 5:00 pm. At the conclusion of the SEDA meeting, we will be prepared to go right into the City Budget Committee meeting at approximately 6:30 p.m. The meeting of the SEDA Budget Committee is historically pretty short due to the limited resources available to the agency. SEDA is recognized as a separate agency from the City and must adhere to all the same budget requirements, including: a budget message, a presented proposed budget, and official action by the Budget Committee to approve a budget that will then be taken to the SEDA Board for a public hearing and final adoption. We are not attempting to rush the process by scheduling only one meeting, for a limited time, but prior experience tells us that process can be completed in this allotted time.

The agenda for the meeting on April 26th includes presentations from our City Manager's Office, Human Resources Department, Development and Public Works Department and Capital Budget. The presentation material for these departments is behind the April 26th tab of the budget binders that were previously delivered to you.

There are just a few items from Tuesday night that we would like to follow-up on to make sure your questions are being addressed.

During the Introduction of the Budget, Committee Member Doyle asked a question regarding the contingency reserve. The Reserve Policy, in its entirety is in the budget binder and can be found at Attachment 1 – Exhibit A, pages 3–7.

During the Arts Commission presentation, Mayor Lundberg and Councilor Woodrow wanted to know how the current and requested Arts Commission funding compared to other communities of similar size. We are still compiling that information and will present it to you for the third budget meeting on May 3rd.

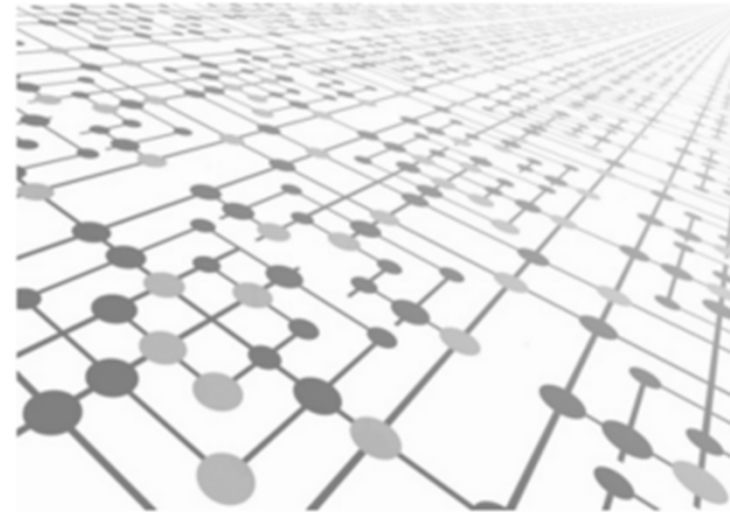
During the Information Technology presentation, Councilor Pishioneri wanted clarification on the 0.3 FTE allocation to Public Library Systems. The IT Director Brandt Melick has provided the following information:

Public Library Systems is one of eleven IT programs. This program manages systems that support media control, digital literacy, public education, and Library administration functions. Specific systems include hosted library systems such as SIRSI, locally hosted systems (such as MS Office), and administrative systems. In addition to supporting these systems, IT provides device selection (PC, laptop, etc.), purchase and build, maintains Wi-Fi, Local Area Network (LAN) and Wide Area Network (WAN) services, and provides virus protection, intrusion detection, patching and upgrades for employee devices. As a whole, the Public Library Systems program requires 0.3 FTE for device maintenance, systems maintenance, and network support.

Beyond highlights bulleted in the Budget Memorandum, upcoming projects in the Public Library Systems program for FY17 are: replacing systems that automatically refresh public-access computers, addressing deficiencies with existing systems, and improving security for patrons. As new systems come online, we will assess system support requirements, assess available resources, and share findings.

As always, if you have questions about the packets or you have questions about something you would like to address at the next meeting, please contact myself at 541-726-3740, rduey@springfield-or.gov or Paula Davis at 541-726-3698, pldavis@springfield-or.gov. We will make every effort to get you an answer in a timely manner.

Building Secure Networks for the Device Mesh



"No one is an island. All these entities that drive economic development are interconnected in one sense or another."

Romesh Wadhwani

Information Technologies

FY 2017



IT Goals



- **Customer Service** - Align customer needs with technological solutions to better meet customer's expectations and requirements.
- **Business Continuity** - Establish a solid foundation of technology infrastructure that allows the opportunity to facilitate sustainable and well-integrated business solutions.
- **Cyber Security** - Mitigate risk, ensure regulatory compliance, and reduce liability while supporting key business needs.
- **Competitive Advantage** - Leverage technology and information resources to encourage economic development and revitalization.

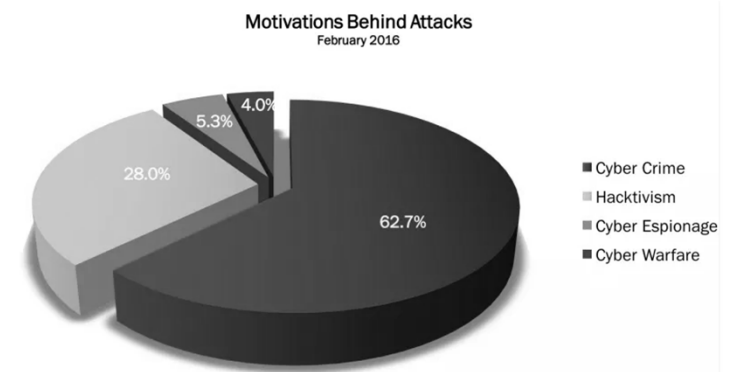
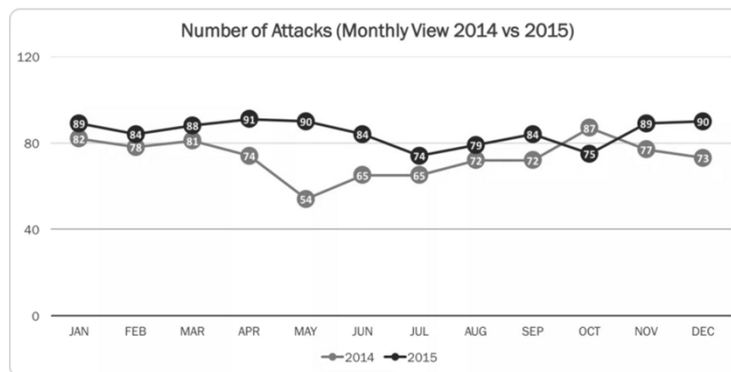
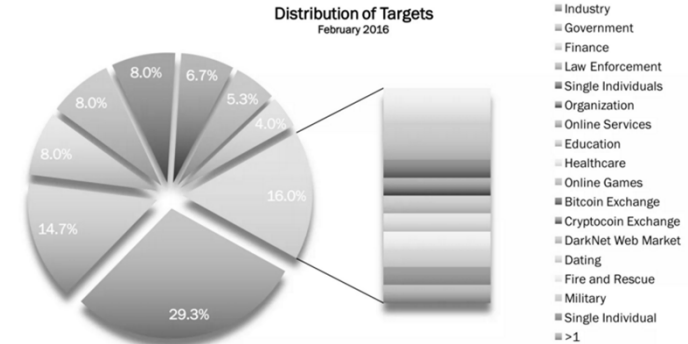
IT Drivers (Industry Trends)

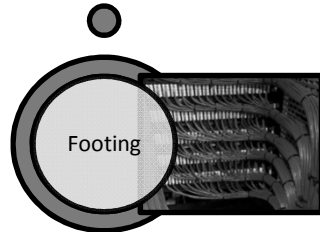
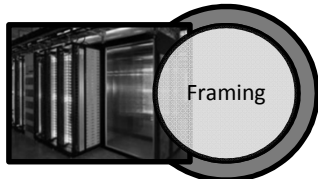
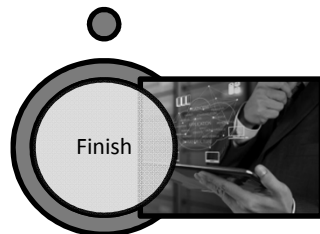


- **The Device Mesh** (expanding endpoints)
- **Ambient User Experience** (mobile applications)
- **Information of Everything** (linking endpoints and applications)
- **Adaptive Security Architectures** (dealing with “hacker industry”)
- **Advanced System Architectures** (hybrid cloud, mass storage, business intelligence – BI)
- **Internet of Things (IoT) Platforms** (management, security, integration and standardization)

IT Drivers (Current State of IT)

- **Cyber threats Persist**
- **Information Security Regulation is on the Rise**
- **What is IT doing about this?:**





FY16 Achievements (Network)

Hardening of Network Infrastructure

- ✓ Network Topology and Infrastructure
- ✓ Information Security Controls
- ✓ Resolved Storage Problems
- ✓ Centralized Management of Work Stations
- ✓ Systems Upgrades and Patches
- ✓ "Preparing for" Criminal Justice Information (CJI) Audit

PBB 9075 - Criminal Justice Systems (Quartile 1)
PBB 9080 - Information Security Systems (Quartile 1)
PBB 9074 - Facilities Management Systems (Quartile 1)
PBB 9076 - Fire and Life Safety Systems
PBB 9079 - Shared Systems (Quartile 2)



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FY16 Achievements (GIS and Applications)

✓ System and Data Development

- ✓ Inventory of Street Assets and update of Topographic Base Maps
 - ✓ Configuration of Mobile Apps
 - ✓ GIS Analysis and reporting services for UGB expansion, Emergency Management, Stormwater and Wastewater Capital Projects, Regulatory Compliance and TIGER Grant Proposals
 - ✓ Upgraded HR System Development Environment and Financial Systems for Payroll
 - ✓ Increase file storage and database security
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PBB 9080 - Information Security Systems (Quartile 1)

PBB 9074 - Facilities Management Systems (Quartile 1)

PBB 9073- Land Management Systems (Quartile 2)

PBB 9077 - Community Development Systems (Quartile 3)

PBB 9071 - Financial Systems (Quartile 3)

PBB 9072 - Human Resource Systems (Quartile 4)

PBB 9076 - Fire and Life Safety Systems (Quartile 1)

PBB 9079 - Shared Systems (Quartile 2)



FY17 Proposed Budget:

What's in this Section:

- Budget Summary
- Budget Priorities
- FY17 Priority Based Program Support
- Conclusion



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Budget Summary (5.4% decrease)

Budget	FY16	FY17
Capital		
Capital Outlay (Network Repair)	\$287,000	\$0
Capital Projects (Data Development/Migration)	\$271,946	\$259,546
Subtotal	\$558,946	\$259,546
Operating		
Personal Services	\$1,729,791	\$1,825,507
Materials and Services	\$107,3141	\$1,095,895
Subtotal	\$280,2932	\$2,921,402
Total	\$3,361,878	\$3,180,948



Information Technologies

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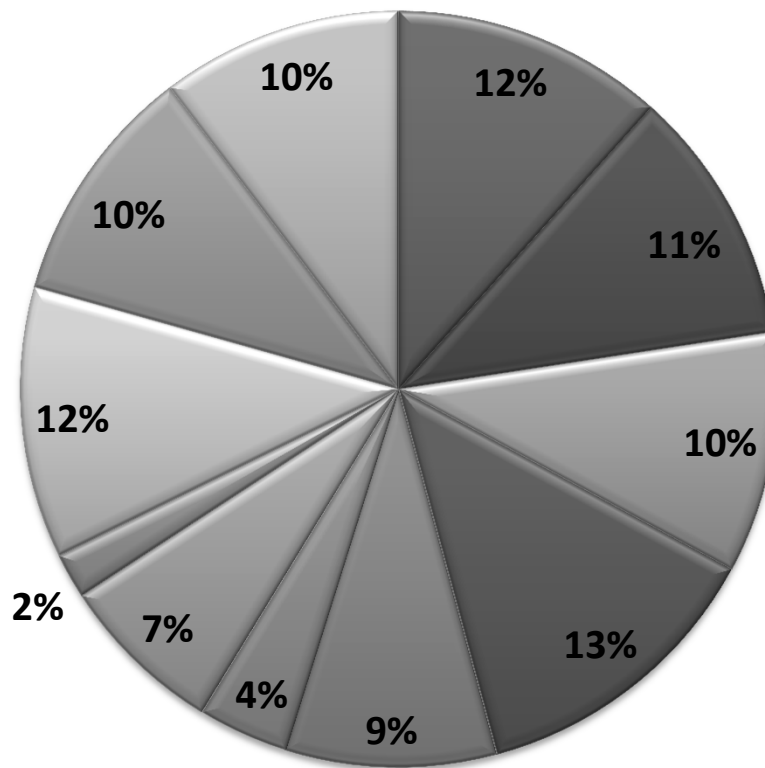
Budget Priorities (PBB Programs)

FY17 IT PBB Programs							
Rank	PBB #		Total %	Total FTE	Personnel Cost	Material & Services (M&S) Cost	Personnel & M&S Total Cost
3	9071	Financial Systems	12%	1.8	\$211,994	\$127,265	\$339,260
4	9072	Human Resource Systems	11%	1.7	\$200,217	\$120,195	\$320,412
2	9073	Land Management Systems	10%	1.6	\$188,439	\$113,125	\$301,564
1	9074	Facilities Management Systems	13%	2	\$235,549	\$141,406	\$376,955
1	9075	Criminal Justice Systems	9%	1.4	\$164,885	\$98,984	\$263,869
1	9076	Fire and Life Safety Systems	4%	0.6	\$70,665	\$42,422	\$113,087
3	9077	Community Development Systems	7%	1.1	\$129,552	\$77,773	\$207,325
4	9078	Public Library Systems	2%	0.3	\$35,332	\$21,211	\$56,543
2	9079	Shared Systems	12%	1.8	\$211,994	\$127,265	\$339,260
1	9080	Information Security Systems	10%	1.6	\$188,439	\$113,125	\$301,564
4	9081	Department Administration	10%	1.6	\$188,439	\$113,125	\$301,564
			100%	15.5	\$1,825,507	\$1,095,895	\$2,921,402

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FY17 IT PBB Program Allocation



- Financial Systems
- Human Resource Systems
- Land Management Systems
- Facilities Management Systems
- Criminal Justice Systems
- Fire and Life Safety Systems
- Community Development Systems
- Public Library Systems
- Shared Systems
- Information Security Systems
- Department Administration

FY17 Program Support



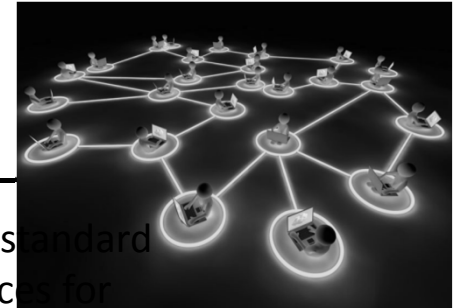
- ☐ **Financial Systems (PBB 9071):** Implement new BOARD budgeting system, new PBB General Ledger (GL) account code changes in PeopleSoft Financials, PeopleSoft HRMS and other systems where account codes are used.

- ☐ **Human Resource Systems (PBB 9072):** Upgrade PeopleSoft Human Resource Management System (HRMS) application. Implement solution for PTO process for non-union and possibly union employees.

Provide on-going support to existing Financial and HR systems.

FY17 Program Support

- ☐ **Community Development Systems (PBB 9077):** Migrate to state standard (Accela) building permit system, and continue data delivery services for priority projects such as transportation, stormwater and wastewater master planning efforts, the Glenwood Refinement Plan, downtown redevelopment, and the 2030 Comprehensive Plan.
- ☐ **Criminal Justice Systems (PBB 9075):** Implement recommendations from FY16 Criminal Justice Information (CJI) Audit and advance body camera pilot project
- ☐ **Fire and Life Safety Systems (PBB 9076):** Complete upgrades to ambulance billing systems, complete implementation of measures to secure health and financial billing information.



Provide on-going support to existing systems.

FY17 Program Support



- ☐ **Shared Systems (PBB 9079):** Initiate research, analysis, and planning for replacement of the City's existing PBX telephone system in anticipation of system replacement in FY18. Migrate a large number of physical servers to (local, regional and external) virtual environments
- ☐ **Information Security Systems (PBB 9080):** Advance security based policy and procedures; complete segregation of workgroups, services/servers to further network security, as well as mitigate risk and respond to security threats such as spam, viruses, worms, trojans, spyware, phishing schemes, adware, risk-ware, ransom-ware, other malware and user practice that compromises security.

Provide on-going support to existing systems.



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FY17 IT Budget Conclusion

Strategy moving forward:

- FY17 - Complete Network Infrastructure Hardening
- FY17 – Advance Policy and Procedure for Information Security
- FY17 – Update Enterprise Systems
- FY17 – Continue to Heighten Resiliency
- FY17 – Prepare for Phone System Replacement

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- FY18 – Implement New Phone System
 - FY18 - Adapt to Changing Priorities and Request Additional Resource to Protect Sensitive Information
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Your questions . . .