

**CITY OF SPRINGFIELD
BUDGET COMMITTEE MEETING**

Tuesday, May 2nd, 2017, 5:30 p.m.
Library Meeting Room, Springfield City Hall
225 Fifth Street
Springfield, Oregon

AGENDA

- | | | |
|---|-----------------------------|----------------|
| A.) COMMITTEE OPENING REMARKS | | 05 minutes |
| 1. Welcome from the Chair | Chair Gabrielle Guidero | |
| 2. Roll Call | Staff | |
|
B.) OLD BUSINESS |
Chair Gabrielle Guidero |
05 minutes |
|
C.) NEW BUSINESS | | |
| Department presentations | | |
| 1. Information Technology Department | Brandt Melick | 20 minutes |
| 2. Police Department | Chief Lewis | 45 minutes |
|
BREAK | |
15 minutes |
|
D.) NEW BUSINESS CONTINUED | | |
| Department presentations | | |
| 1. Development and Public Works Department | Anette Spickard | 30 minutes |
| 2. Capital Budget | Jeff Paschall | 30 minutes |
| 3. Finance Department | Bob Duey | 20 minutes |
|
E.) BUSINESS FROM THE AUDIENCE | | |
|
F.) ANNOUNCE NEXT BUDGET COMMITTEE MEETING | Chair Gabrielle Guidero | |
| 1. Tuesday, May 9th – 6:30 PM, Springfield City Hall – Library Meeting Room | | |

Note:

The Budget Committee for the Springfield Urban Renewal Agency (SEDA) will convene at 5:30 PM at the same location. The legal advertisement for this meeting was published separately. Dinner will be provided and the City of Springfield Budget Committee will convene at the conclusion of the SEDA meeting.

G.) 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, 2017 Agenda Memo
- 2) Significant FY18 Proposed Budget Amendments and Needs Memo
- 3) Capital Budget Overview
- 4) Capital Budget Projects
- 5) Capital Budget Presentation
- 6) Library Follow-up Memo
- 7) Human Service Commission Funding Request
- 8) HSC Winter Response Solutions
- 9) HSC Dust to Dawn

Budget Committee Briefing Memorandum

City of Springfield, Oregon

To: Members of the Springfield Budget Committee

From: Bob Duey, Finance Director

Date: April 26, 2017

Subject: Budget Meeting May 02, 2017

We want to express our appreciation for your interest and questions at Tuesday's, April 25th Budget Committee meeting. The interest level and knowledge behind the questions shows the benefit of having a committee composition of both returning and new members. 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 agenda for the meeting on May 2nd includes presentations from our Information Technology department, Police department, Development and Public Works department, City's capital project budget, Finance department and legal services programs. The Information Technology budget presentation will be the last attachment 16 behind the April 25th tab while the other presentations will be behind the May 2nd tab.

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

Question 1): Additional information concerning the City's involvement in overnight sheltering programs has been provided by staff in the Development and Public Works department:

RE: Homeless individuals and families in Springfield looking for a place to sleep.

There is currently no Dusk to Dawn site located in Springfield. Altogether, within Springfield, there are 12 parking spots (8 for singles and 4 for families) and one Egan Warming Center site (on cold winter nights) and on occasion the Interfaith Shelter rotates to a church in Springfield.

Dusk to Dawn

The Dusk to Dawn program is a seasonal program that provides a warm spot to sleep for homeless families and singles from November 1st to March 31st. For singles in the Metro area, there is one location, located on Highway 99 in Eugene, which provides three warming tents for a total of 60 beds per night. For families in Lane County, there was one location, a vacant office building in Eugene, which had a total of 21 beds per night. The location for singles, with 60 beds, was full every night this winter with a waiting list. The location for families, with 21 beds, had 17 of those used each night on average.

Other Programs for Homeless Singles

Other programs serving homeless **singles** include Egan Warming Centers – an emergency shelter opened for 24 cold nights this past winter in multiple churches throughout Eugene and Springfield – which provided 65 beds in Springfield when it was open. Year round, St. Vincent de Paul operates an overnight parking program throughout Eugene and Springfield. In Springfield, there are eight “spots” for individuals to safely park at a participating church, with garbage and port-a-potty service provided.

Other Programs for Homeless Families

Other programs serving homeless **families** include the Interfaith Family Shelter, operated by St. Vincent de Paul's Eugene-located family shelter, which partners with local churches through Eugene and Springfield to allow up to 10 families a rotating place to sleep in a participating church for a week at a time during the school year. During the winter, on average 3 motel vouchers per night are available to Eugene and Springfield families who are not a good fit for the Dusk to Dawn program. Springfield's overnight parking program also now provides four parking spots for families to safely park at a participating church, with garbage and port-a-potty service provided.

The original letter from Ken Beeson, Chair on Human Services Commission makes the request to have this issue included in the proposed budget for next year and is included with this memo as Attachment 7.

Question 2): Additional information was requested concerning Library metrics and Library usage has been provided by the Library and included as Attachment 6.

Question 3): Attachment 2 is responding to the request for additional information on the unmet needs identified by departments during the budget preparation process that were not able to have resources put towards in FY18 Proposed Budget. The first page describes three steps taken to present a balanced budget. The first step, at a high level, was to identify the major areas that required an increase in resources to meet existing demands, such as labor costs and contractual obligations. The second step was to prioritize those unmet needs that most needed to receive attention during the next fiscal year. The third step was to make adjustments to the current program levels that allowed the City Manager to present a balance budget. On page two of the document we have summarized the unmet needs topics that did not received any additional funding in FY18. As we did this year, this list will be carried over to FY19 as a starting point for our departmental discussions.

Question 4): There were additional questions for our Human Resources department concerning the Paid Time-Off Program and the Self-Funded Health Insurance Program that will be responded to in next week's agenda packet.

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.

Budget Committee Memorandum**City of Springfield, Oregon****To:** Members of the Springfield Budget Committee**From:** Bob Duey, Finance Director**Date:** 1-May-17**Subject:** Significant FY18 Proposed Budget Amendments and Needs**Significant FY18 Proposed Budget Amendments and Needs**

Department	Description	Cost
Influences on FY18 Proposed Budget		
Personnel Services	Retirement system contribution increase for PERS and OPSRP	1.3m
	Labor unions cost of living adjustments and employee merits	
Development & Public Works	FY17 FTE addition for the Building Plan Review program for a Plans Examiner	77k
Fire & Life Safety	Increase in dispatch contract with Eugene	82k
Legal Services	City Attorney	88k
	Court Appointed Attorney	62k

Program Request Included in FY18 Proposed Budget

City Manager's Office	Intergovernmental agreements with outside agencies: HSC, LCOG	28k
	Salem lobbyist	20k
	Support activities related to the development of tourism and maintenance	60k
	Economic development activities for the Springfield Look and Cross	75k
Development & Public Works	FTE increase to updated development code in conformance with new laws and policies	85k
Library	Citizens survey	12k
	Library needs assessment study	50k
Legal Services	Litigation expense to satisfy appeals of the 2030 Comprehensive Plan	75k
Police	Video recording such as body-worn or vehicle dash cameras	100k

Reduction to FY18 Proposed Budget

City Manager's Office	.5 FTE reduction	-33k
Development & Public Works	1.00 FTE reduction	-102k
Finance	1.00 FTE reduction	-89k
Fire & Life Safety	3.0 FTE reductions	-332k
Human Resources	Reduction in City-wide training opportunities	-12k
	1.00 FTE reduction	-103k
	Decrease in budgeted risk claims which will impact level of program	-100k
Police	1.00 FTE reduction and 24 months of vacancy management	-428k

Department	Description	Cost
Department Needs Not Funded		
City Manager's Office	Modernization and security improvement in the City Manager's office	30k
	Upgrades or replacement of the records retention software	25k
Development & Public Works	Affordable housing strategy and establish a Springfield specific housing	100k
	Implementation of the UGB expansion	1m
	Replace, renovation and repair of City-owned buildings	2m
	Modernization of street lighting systems	TBD
	Street repairs	5m
	1.0 FTE clerical support for Code Enforcement and Building Safety	80k
	1.0 FTE for Certified Floodplain Administration and Hazard Mitigation	150k
	1.0 FTE and contractual service for the creation and adoption of a	200k
	Additional funds required for the Voluntary Cleanup Program (VCP) for	430k
	Re-establish funding for nuisance abatement functions of the Code	25k
	Secured storage area for documents and records	80k
Finance	Board software enhancements for the strategic plan	65k
Fire & Life Safety	1.0 FTE increase for the Fire Inspection program	168k
	Replacement of fitness equipment for Firefighters	35k
	Modifications of storage space at Fire Station #3 for turnout equipment	35k
	Development of Basic Life Support units includes FTE and equipment	300k
Human Resources	City-wide leadership skills training	20k
	Purchase and implementation of claims management software	50k
Information Technology	1.0 FTE increase for system security	90k
	Development of disaster recovery plan	80k
	Establish inventory of enterprise systems and develop proposal for	50k
	1.0 FTE additional help desk resources	80k
Library	Increase in funds for collection management	30k
	Springfield Arts Commission increase	3k
Police	Replacement and upgrade of the regional radio system	200k
	Equipment purchases and maintenance	70k
	3-D scanner for the Major Accident Investigation Team (MAIT)	90k
	On going building maintenance cost	30k
	Establish reserves for the Justice Facility and Municipal Jail major	136k
	Replace the portable and mobile radio units	400k
	Increase in contributions for computer equipment	15k

Capital Overview

The FY18 Capital Budget is based on the City's Capital Improvement Program (CIP), A Community Reinvestment Plan, which is a five-year outlook of the City's planned physical improvements. The CIP includes cost estimates and projected financing for maintaining, improving, or adding to the City's increasing investment in fixed assets. These estimates, in turn, are derived from long term facilities master plans designed to anticipate City needs over a 20 year horizon. The City's fixed assets include streets, sidewalks, traffic signs and signals, street lights, sanitary sewer and drainage systems, and city-owned buildings and property. The City's actual commitment to expend public funds occurs in the annual City budget process, with the CIP acting as a guide for the capital portion of the budget. In addition, the Capital Budget includes projects proposed for the Regional Wastewater Collection and Treatment Systems. These projects are included based on the actions of the Metropolitan Wastewater Management Commission (MWMC), which owns and oversees the Regional Wastewater Facilities serving the Eugene-Springfield metropolitan area. The Springfield Capital Budget includes appropriations for these items to fulfill the City's responsibilities under the Intergovernmental Agreement between the City, the City of Eugene, and Lane County, which created the MWMC, and assigns financial and capital management functions to the City of Springfield.

Each year City staff reviews cash flow projections, organizes and summarizes new projects along with unfunded projects from prior years, and develops a proposed allocation of project funding and a draft Capital Budget. The City Manager, the Budget Committee, and the City Council review this draft before adoption of the final budget.

Major funding sources include State and local fuel taxes, loans, revenue bonds, sewer and drainage user fees, assessments, and, as appropriate, revenues from System Development Charges (SDCs) previously collected. Additionally, from time to time the City receives grants, loans and other revenues from other levels of government and from private entities, which are targeted to specific capital improvements. The Capital Budget appropriates these revenues as well; to the extent they pass through the City's accounts. Because of limited revenues, many projects are either partially funded or simply cannot be funded during the next five years. Thus, projects that appear in the first year of the CIP may not be included in the FY18 Capital Budget.

The proposed FY18 Capital Budget of \$44.2 million is \$5.3 million less than the adopted FY17 Capital Budget. This represents a nearly \$8 million decrease in the local capital budget. The Metropolitan Wastewater Management Commission FY18 capital budget is just over \$3 million more than FY17, which represents a planned spending increase at the regional Water Pollution Control Facility (WPCF). While the FY18 budget has nearly \$1.5 million programmed for Transportation and Street related projects, the majority of this funding is System Development Charges Funds set aside for system improvements. The proposed FY18 Capital Budget plans funding for a single preservation project utilizing dedicated reserves. However, funding programmed toward Transportation and Street preservation and rehabilitation continue to be at a level well below the documented \$5 million annual need and reflects a continued increase in the City's backlog of necessary transportation system repairs. Other preservation or rehabilitation activities currently underfunded in the Capital Budget are for City owned buildings. The City continues to face several critical building/facilities operations, maintenance

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and preservation issues. A growing list of deferred/backlog facilities repairs has been identified in addition to an ongoing annual maintenance and preservation need of \$300k. In FY09, the City implemented an Internal Building Preservation Charge with intent to program \$300k annually for ongoing preservation. Since inception, the Internal Building Preservation Charge on average has generated just over \$260k per year through FY17 dedicated to projects. The first priority of staff charged with this capital program was to develop the City Buildings/Facilities Work Plan inclusive of all City Fire Stations, City Hall, Springfield Justice Center, Development and Public Works operations facilities, Springfield Depot, and the Carter Building. For example, the 2018-2022 Capital Improvement Program includes a project to replace the City Hall HVAC System at a projected cost of \$1.65 million. The last major update or replacement to the system was nearly 20 years ago and the current units are nearing the end of the serviceable life. Additionally, a seismic performance study was completed on City Hall with several retrofits recommended retrofits to improve performance during a seismic event. Work is anticipated to begin on these retrofits during the current budget year with \$200k dedicated to the effort.

In a positive sign, SDC revenues during the FY17 budget year are trending up. This has led to an increase in SDC reserves which, while still low, has allowed for the reserves to build and dedication to some active capital project efforts.

Major Projects

Among the major capital projects included in the Capital Budget are the following:

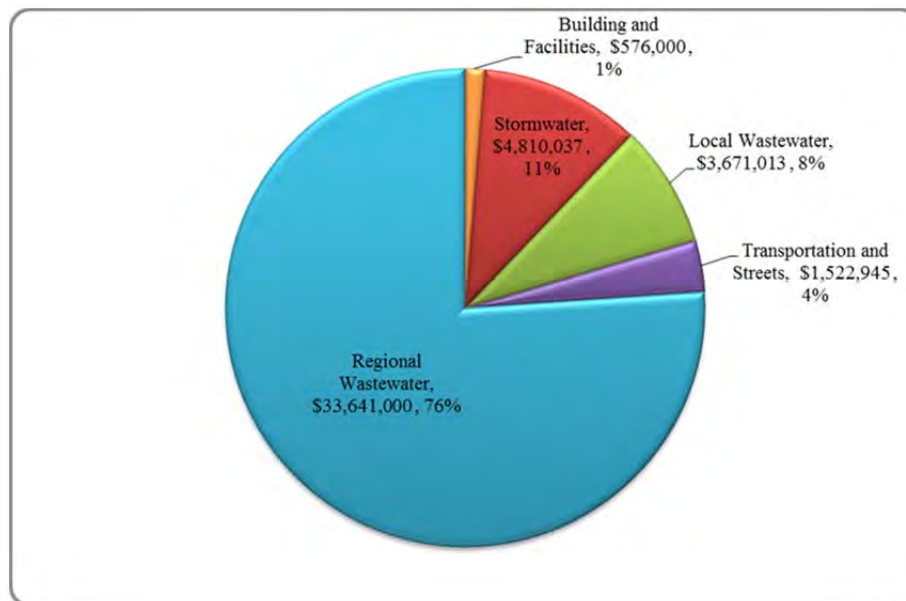
- CMOM Planning and Implementation – The City continues to make the repair, rehabilitation, or replacement of older wastewater pipes throughout the City to reduce leakage of ground water into the system as a high priority in the Capital Improvement Program. In 2010, The City completed rehabilitation of the basins identified in the Wet Weather Flow Management Plan (WWFMP) adopted in 2001 by the City and the Metropolitan Wastewater Management Commission (MWMC). Rather than update the WWFMP, the City, in conjunction with MWMC, is moving to a Capacity, Management, Operations, and Maintenance (CMOM) program to remain in compliance with both State and Federal regulations. This program will be utilized to identify future preservation needs, as may an update to the Local Wastewater Management Plan.
- Franklin Boulevard Reconstruction –The NEPA process is complete, with the project receiving a Categorical Exclusion (CE). The Franklin concept endorsed by Council in 2008 envisions sections of improved arterial and sections of a multi-way boulevard treatment that includes access lanes and parking adjacent to the arterial. Project elements include roundabout intersections, median control, relocated EmX station platforms, space preserved for future capacity, and provision of high quality bicycle and pedestrian facilities. The City received \$6 million through the Statewide Transportation Improvement Program (2015-2018 STIP), and is providing an additional \$6 million in jurisdictional transfer revenue, storm water capital funds, and transportation System Development Charge revenue to complete a Phase 1 improvement from the Franklin/McVey intersection to a logical terminus just east of the Mississippi intersection. Design is complete, and right of way acquisition and utility relocations are substantially complete. The construction contract has been awarded with construction anticipated to be started in late spring and be completed in 2018.

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- **Over-Under Channel Pipe Replacement** – The Over-Under Channel is part of the City’s stormwater system serving mid-Springfield from 5th to 28th Streets and from Main Street to Highway 126. The name of the Channel comes from the configuration of the system where stormwater is collected and conveyed in both an open channel and in a large pipe located under and adjacent to the channel. A portion of the piped system, from the east side of Silke Field to the outfall of the system into the Q Street Channel at Moffitt School, is a corrugated metal arch pipe (CMP) installed in the late 1950’s and early 1960’s. Staff has found that this CMP has reached the end of its useful life and is showing signs of corrosion and minor failures. In FY 2011, the City Council approved funding to design a replacement pipe system and identify the amount of additional funds needed for construction. Construction began in the fall of 2016 and is expected to be complete in late summer 2017.

The CIP identifies capital projects by major systems and/or improvement categories and lists the various uses of capital funds. The following table shows the proposed Capital Budget funding by the various categories.

Summary of the FY18 Capital Budget



Operating Impact of the Capital Budget

The City's financial management policies require that the City’s operating budget reflect the effect of projects in the Capital Budget.

Many capital projects that are classified as preservation projects are intended to limit increases in operating and maintenance expenditures by preserving and extending the useful life of the City's

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infrastructure assets. Long-term financial plans prepared for the City's operating funds consider the impact of these improvements on efficiency when forecasting growth in operating expenditures for the next several years. Other capital improvement projects that involve development of new facilities or new and expanded infrastructure may result in additional operating costs or savings in future years. For example, while new fire station construction will result in additional staffing and operations costs, repaving a street, or bringing it to full City standards typically results in a reduced need for maintenance. These costs or savings are not included in the capital budget estimates, but rather are incorporated into the operating budget beginning in the year that the facility is anticipated to become operational. An important element of the CIP process is the consideration of any future increases in operating costs that may result from capital activity so that estimates of those costs can be incorporated in the appropriate long-term financial plans for the affected funds.

In a governmental setting, these operating impacts often occur in funds other than those in which the capital expenditure is recorded. As projects move from the CIP into the Capital Budget, they are reviewed to evaluate the impact on the appropriate operating fund budget.

Analysis of the FY18 Capital Budget indicates that a large number of projects do not have a measurable operating impact. In many cases, these projects are planning activities, which do not result in additional infrastructure or equipment. For example, projects that do not have any impact on the City's operational budget include expenditures to participate in a regional waterways study, to plan for future Glenwood stormwater needs, and to complete base map updating. The Capital Budget includes approximately \$2.3 million in the category of projects that have no significant operational impact.

A second category of capital projects that are not estimated to have operating impacts are those where the capital expenditure is designed to replace or upgrade existing systems. In many cases, there may be operating efficiencies or future cost avoidance that results from the improvements, but these impacts are not presently quantifiable and are believed to be marginal. Examples in this project category include preservation projects for streets, drainage and sanitary sewers where the only operating impact is potential avoidance of future costs that might occur if repairs or replacement does not occur on a timely basis. Approximately \$5.6 million is budgeted for such projects. Projects such as the \$620,000 budgeted for upgrading the wastewater main in 19th Street may have little or no operational impact, but instead prevent the need to make significant capital investments that might otherwise be required to increase the handling capacity of the sanitary system.

A third category of projects not presently estimated to have an impact on the operating budget includes those where the scope of the project is not sufficiently defined to develop an estimate. An example of this category of projects where definition is inadequate to determine operational impact is the \$230,000 budgeted for City participation in private projects. These expenditures will be used to support a variety of capital improvements such as streets and sewers that are constructed by private developers. The City's participation pays for portions of those capital expenditures which are principally for the benefit of the general public, not the particular development. While there will be an operating impact to the City after these projects are completed by developers and the infrastructure is donated to the City, the maintenance impact of the City participation portion of project costs is not calculated.

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In dollar terms, the cost of capital projects expected to result in increased operating expenditures, excluding MWMC projects and dedicated reserves, totals approximately \$2.3 million. The increased operating costs resulting from these capital improvements are estimated to be about \$75,000 annually. The majority of this cost is for projects that will result in the need to increase staffing in future years as the infrastructure asset base grows. However, it is typical that not all projects are constructed in the same year they are funded. Therefore, the project and operating values are typically less than stated above.

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Transportation and Street Projects

P21114 Virginia/Daisy Bicycle Blvd

The City of Springfield partnered with the University of Oregon's 2011-2012 Sustainable City Year to plan Virginia/Daisy corridor bike boulevard improvements. Safety treatments along the entirety of the corridor include: increased signage to slow vehicles and identify the space as a bicycle boulevard, striping of bicycle lanes, sharrows, traffic calming infrastructure (e.g., bulbouts), and intersection treatments (e.g., mini-roundabouts).

SDC Improvement \$135,000

Total Project Budget **\$135,000**

P61003 ADA Transition Projects

The Americans with Disabilities Act of 1990 requires the City to maintain a "Transition Plan" that details how it will bring facilities that were not in compliance at the adoption of the act, up to the newly adopted standards. Currently, the City policy is to correct defects as projects occur and to make improvements as requests are received from Citizens who make their need known. This project will set aside funds to be used for high priority locations that are identified, and will allow the City to respond in a timely manner to those requests.

SDC Reimbursement \$141,945

Total Project Budget **\$141,945**

P61007 Transportation Demand

The project includes match funding for other transportation options projects to enhance non-auto travel links in the community like the 60th and "E" Street multi-use path, park and ride facilities coordinated with transit stations, and other activities that promote non-single auto travel choices.

SDC Improvement \$91,000

Total Project Budget **\$91,000**

P61008 Traffic Control Projects

This project is for installation of new traffic signals and modification of existing signals or installation of roundabouts at various City intersections. Example intersections include: Thurston Rd. & 66th St., 42nd St. & Marcola Road, South 42nd & Daisy St., South 40th & Daisy St., and 28th St. & Centennial Blvd. Signal modifications may include changing phase order, adding overlaps, and other enhancements to safety or efficiency like improved pedestrian crossings. Various striping and signing improvements may also be implemented under the Traffic Control Projects. Funding is set aside in this program and as projects are identified that fit into this category they are given an individual account and at that time another source of funding will be identified to match the allowable SDC funds.

SDC Improvement \$325,000

Total Project Budget **\$325,000**

P61009 Gateway Traffic Improvements

Transportation improvements at various locations in the Gateway area to increase capacity, relieve congestion, and improve safety. Funding is set aside in this program and as projects are identified that fit into this category they are given an individual account and at that time another source of funding is identified to match the allowable SDC funds.

SDC Improvement \$535,000

Total Project Budget **\$535,000**

P21118 42nd & Jasper Roundabout Whitetopping

The reconstruction of S. 42nd Street was accomplished in 2005 with funds received from the Oregon Department of Transportation as part of the jurisdictional transfer. Upon completion of project the remaining funds were set aside in a reserve for future preservation work. This planned preservation project will utilize those reserves to overlay the roundabout at the intersection of 42nd Street and Jasper Road with concrete, "white topping", and if sufficient funds remain, the remaining asphalt section will receive a thin lift.

SDC Reimbursement \$20,000

Street Capital Fund \$240,000

Total Project Budget **\$260,000**

**Total Transportation and
Street Capital Budget** **\$1,487,945**

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Sanitary Sewer Projects

P21109 19th St Sanitary Sewer Upgrade

Project #3 in the 2008 Wastewater Master Plan involves replacing the existing 12-inch wastewater line with an 18-inch line from MH10034175 (North Springfield Interceptor) to MH10034164 (at Highway 126 westbound off ramp) in 19th Street. This upgrade will alleviate modeled surcharged flow in the system upstream of the upgrade location.

Sanitary Sewer Fund \$620,000

Total Project Budget **\$620,000**

P21130 2017 Sewer Rehab - A

As part of the CMOM implementation, this project will replace approximately 2,400 linear feet of aged sanitary sewer pipe.

Sanitary Sewer Fund \$675,000

Total Project Budget **\$675,000**

P21132 2017 Sewer Rehab - C

As part of the CMOM implementation, this project will replace approximately 2,400 linear feet of aged sanitary sewer pipe.

Sanitary Sewer Fund \$500,000

Total Project Budget **\$500,000**

P41041 Flow Monitoring Analysis/Plan

The City of Springfield's obligations in the 2001 Wet Weather Flow Management Plan (WWFMP) were completed by January 2010; however it is necessary for the City to continue to fund wastewater system rehabilitation and Inflow and Infiltration (I/I) reduction projects. These additional projects will be identified through the Wastewater Master Plan Update project and the Capacity, Management, Operations and Maintenance (CMOM) program that will likely be included in the next NPDES permit for the wastewater system.

Sanitary Sewer Fund \$95,000

Total Project Budget **\$95,000**

P61000 CMOM Planning & Implementation

The City of Springfield's obligations in the 2001 Wet Weather Flow Management Plan (WWFMP) were completed by January 2010; however it is necessary for the City to continue to fund wastewater system rehabilitation and Inflow and Infiltration (I/I) reduction projects. These additional projects will be identified through the Wastewater Master Plan Update project and the Capacity, Management, Operations and Maintenance (CMOM) program that will likely be included in the next NPDES permit for the wastewater system.

Sanitary Sewer Fund \$1,200,000

Total Project Budget **\$1,200,000**

P61001 Wastewater Repair

This project involves the contracted repair or replacement of sanitary sewers that require either emergency rehabilitation as a result of Sanitary Sewer Overflows or the prospect of impending system failures. The DPW Operations Division addresses an average of four (4) emergency repairs of this nature annually.

Sanitary Sewer Fund \$250,000

Total Project Budget **\$250,000**

**Total Sanitary Sewer
Capital Budget** **\$3,340,000**

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Stormwater Projects

P21052 Mill Race Stormwater Facility

Project is a stormwater treatment facility on land immediately north of the present Mill Pond on land recently acquired from McKenzie Forest Products. The project will intercept and treat stormwater from the industrial/commercial sub-basin south of Main Street. The project will include open vegetative treatment for problematic pollutants to improve water quality in the Springfield Mill Race. It will also provide detention for stormwater and enhance planned public amenities in this area. The project will require careful phasing to coincide with projected Mill Race/Mill Pond work to maximize efficiencies.

SDC Reimbursement \$185,000

Total Project Budget **\$185,000**

P21075 Firing Range Decommissioning

This project involves the clean-up of the outdoor firing range formerly used by the Police Department. Cleanup activities include lead mining, removal of miscellaneous materials, and overall environmental assessment of the site.

Storm Drainage Fund \$25,000

Total Project Budget **\$25,000**

P21106 Over/Under CMP Pipe Replacement

The Over-Under Channel system includes about 3,900 linear feet of corrugated metal arch pipe (CMP) under the existing channel. This project is intended to replace the existing CMP with a new pipe, as well as provide a parallel pipe for additional capacity as recommended in the 2008 Stormwater Facility Master Plan.

Storm Drainage Fund \$925,000

Total Project Budget **\$925,000**

P21123 Hamlin Channel Restoration

This project will restore and enhance the open channel at the outfall of the Over/Under Pipe system near the location of the new Hamlin Middle School.

Storm Drainage Fund \$185,000

Total Project Budget **\$185,000**

P21131 2016 Manhole Surface Repair

This project replaces manhole rings and lids in addition to repairing the failing travelway surface. This work will be conducted on both stormwater and wastewater manholes.

Storm Drainage Fund \$60,000

Sanitary Sewer Fund \$60,000

Total Project Budget **\$120,000**

P21138 Irving Slough Improvements

The project consists of open channel improvements in multiple locations for flood control and the construction of a stormwater storage facility. Water quality improvements will be incorporated into the project where applicable to meet regulatory requirements.

Storm Drainage Fund \$150,000

Total Project Budget **\$150,000**

P41020 Channel 6 Master Plan

Using consulting services, prepare a scope document for a new flood plain study to update the Flood Insurance Rate Map (FIRM) for SCS Channel 6 from 10th Street to the I-5 Channel to incorporate numerous construction changes that have occurred along SCS Channel 6 in the past 40 years.

Storm Drainage Fund \$325,000

Total Project Budget **\$325,000**

P41021 Storm Sewer Mstr Plan Up 2013

Update of the 2008 Stormwater Facility Master Plan. The plan itself identified areas where additional study work is needed. There is also a need to address

SDC Improvement \$100,000

Storm Drainage Operations Fund \$100,000

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the proposed UGB amendments identified in the Commercial, Industrial Buildable Lands study recently completed. The plan project list will be re-prioritized and costs will be revised to represent current values. New technology for sustainable development and stormwater management at the source is available to reduce overall system requirements and long term costs.

Total Project Budget **\$200,000**

P41042 Glenwood Stormwater Master Plan

To improve the stormwater system including pipe and open channel improvements, for flood control and water quality improvements at various locations within Glenwood as identified in the Stormwater Facilities Master Plan (SWFMP), and to support implementation of the existing refinement plan for Glenwood. The project will also involve evaluation and construction/enhancement of stormwater outfall structures to the Willamette River. Specific projects will be implemented as development occurs, consistent with the Public Facilities and Services Plan (PFSP). The City's current effort to update the Glenwood Refinement Plan will likely result in modifications to some of the projects identified in the SWFMP, and will be addressed in future system studies that will be performed as the Refinement Plan work proceeds.

SDC Improvement \$31,750

Storm Drainage Fund \$220,000

Total Project Budget **\$251,750**

P41044 42nd Street Levee Study

Conduct a study of the condition of the High Banks Road (42nd Street) Dike to identify any structural or non-structural deficiencies and to evaluate the potential for obtaining federal accreditation of this Dike as a flood control facility under the National Flood Insurance Program and for compliance with the National Levee Safety Program.

Storm Drainage Fund \$350,000

Total Project Budget **\$350,000**

P41045 Glenwood Park Blocks

It is anticipated that the Glenwood Park Blocks are to be constructed as development occurs within the Glenwood refinement area. It is intended that the park blocks will become publicly owned infrastructure and incorporate stormwater treatment and Parks and Open Space upon completion. This project is intended to work with Willamalane and a consultant to develop design and landscape standards for stormwater treatment and open space.

SDC Improvement \$4,000

Storm Drainage Fund \$46,000

\$50,000

P61002 Stormwater Repair

This program involves the rehabilitation of Springfield drainage system to repair or replace older pipe in the system and solve flooding problems and reduce street surface failures due to poor drainage. This program also includes rehabilitation of catch basins and culverts to prevent flooding, and the contractual cleaning of large storm sewer pipe. Projects include: Repair West B St. storm outfall to Willamette River; Restore capacity in culverts on 69th St., Channel 6, 72nd St. and 48th St. canals; Repair damaged gutter bars causing localized flooding at 1105 S St., 1500 B St., and Olympic St., F St. - 9th to 10th.; Repair catch basins at various locations; Replace catch basin at 717 71st St. with combination catch basin/curb inlet; Replace storm line segments at Centennial Blvd at 10th St. intersection, A St. at 26th St. intersection, Centennial Blvd at 12th St. to Mohawk Blvd; Install storm line catch basin from intersection of 17th and S St. to storm system at 17th and T St.; Remove abandoned catch basin vault at 1482 T St.; Drainage repairs on Quarry Street and Park Street.

Storm Drainage Fund \$200,000

Total Project Budget **\$200,000**

P61004 Channel Improvement

This project is intended to provide improvements to key drainage ways to

SDC Improvement \$7,920

Storm Drainage Fund \$784,080

CAPITAL BUDGET

Jeff Paschall, City Engineer

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address barriers to fish passage, and to correct previous channel modifications that have caused deterioration of flow capacity, water quality, and fish habitat functions. These improvements include culvert replacements or retrofits, road crossing and outfall modifications, and channel restoration. The adoption of the Springfield Total Maximum Daily Load Implementation Plan identifies an additional temperature benefit from channel restoration and shading.

Total Project Budget **\$792,000**

P61005 MS4 Permit Implementation

Develop and implement programs and projects to comply with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Discharge requirements.

SDC Reimbursement \$15,000

Storm Drainage Fund \$15,000

Total Project Budget **\$30,000**

P61006 Riparian Land Management

This project provides funding to purchase riparian area lands from private property owners where needed to meet City and regulatory objectives for stormwater management, flood control and habitat protection. It also provides funding for consultant services to evaluate riparian buffer areas, City and other activities affecting them. Property acquisitions will typically result in increased operational spending to maintain city owned property. Projects developed on property acquired may, however, produce savings through reduced spending for flood control and water quality improvement activities. Project funding levels have been reduced to conform to eligibility levels for improvement SDCs. Council adoption and implementation of a reimbursement SDC may permit restoration of prior funding levels.

SDC Improvement \$255,650

SDC Reimbursement \$52,650

Storm Drainage Fund \$106,000

Total Project Budget **\$414,300**

P21124 5th St./EWEB Path Storm Pipe

Approximately 170 feet of an 18-inch diameter stormwater pipe running west along the EWEB path from N. 5th Street requires upsizing to a 30-inch diameter pipe. This project is designed to mitigate potential flooding.

SDC Improvement \$63,000

Storm Drainage Fund \$63,000

Total Project Budget **\$126,000**

**Total Stormwater Capital
Budget** **\$4,329,050**

CAPITAL BUDGET

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Buildings and Facilities

P21082 Booth Kelly Building Repair

Repair or removal of the building structure referred to as Building D, Suite 188 open cover.

Booth-Kelly Fund \$40,000

Total Project Budget \$40,000

P21083 BK Water Isolation and Repair

This project will consist of a water isolation analysis to the Booth Kelly Complex grounds in order to locate a slow water leakage.

Booth-Kelly Fund \$6,000

Total Project Budget \$6,000

P21084 Booth Kelly Roof Repair

Roof replacement or epoxy over coating of the existing roof decking of the "Saw-tooth" building, commonly referred to as Building G at the Booth-Kelly Center.

Booth-Kelly Fund \$100,000

Total Project Budget \$100,000

P41029 BK Facilities Assessment Plan

Assess Booth Kelly buildings for necessary repairs and prepare plan describing needs with potential anticipated costs

Booth-Kelly Fund \$30,000

Total Project Budget \$30,000

P50234 BK Site Stormwater Master Plan

Drainage master plan implementation for the Booth-Kelly site.

Booth-Kelly Fund \$100,000

Storm Drainage Fund \$299,000

Total Project Budget \$399,000

P61011 Building Preservation Projects

Perform preservation, capital maintenance and repair projects on City-owned buildings, including but not limited to City Hall, 5 Fire Stations, Museum, Justice Center, Jail, Depot, Carter Building and Maintenance Facilities. Projects can include the repair, renovation or replacement of structural, mechanical, electrical, and plumbing systems. Other projects can include systems preservation such as, painting, roofing, lighting, alarm and elevator projects as well as repair and/or upgrades to aesthetic and architectural elements.

Building Preservation Fund \$300,000

Total Project Budget \$300,000

***Total Buildings and
Facilities Capital Budget \$875,000***

CAPITAL BUDGET

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Miscellaneous

P61010 City Participation

City cost participation in public improvements constructed in private developments under the City's Construction Permit process. To respond to known and potential private development projects, it is necessary to budget \$100,000 each fiscal year in each infrastructure program area, i.e. Transportation, Local Wastewater and Stormwater.

SDC Improvement (Street)	\$35,000
Sanitary Sewer Fund	\$33,000
SDC Improvement (Sewer)	\$34,000
SDC Reimbursement (Sewer)	\$33,000
SDC Improvement (Storm)	\$28,000
SDC Reimbursement (Storm)	\$33,000
Storm Drainage Fund	<u>\$34,000</u>
Total Project Budget	\$230,000

P41043 Topographic Remapping

Replace out-of-date topographic maps (base maps) for the entire City that were last developed in 2000; replace orthoimagery and LiDAR data on a 3 year cycle. New maps will address development induced changes that have occurred across the City and will include updating full topography (e.g., elevation, structures, surface facilities, vegetation, surface waterways and transportation appurtenances) on all City base maps used to support key City functions by all Departments. New orthoimagery and LiDAR data will inform and enhance the creation of new base maps. Proposing full remapping in 2013 and then incremental remapping every 2 years to assure that from 2014 forward, base maps for all areas of the City are current to within 3 years - all areas are remapped every three years.

SDC Improvement	\$12,014
Storm Drainage Fund	\$9,973
Sanitary Sewer Fund	\$9,973
SDC Improvement (Sewer)	\$26,067
SDC Reimbursement (Sewer)	<u>\$9,973</u>
Total Project Budget	\$68,000

P41024 Asset Mgmt System Replacement

Replace failing Geographic Information Systems (GIS) and Facilities Management (FM) systems that manage electronic inventories of City infrastructure and provide reliable and well integrated information for asset management and mapping functions. Functions serve activities such as planning, designing, constructing, maintaining, reporting, accounting, forecasting and operating City facilities, i.e., managing City facilities valued at approximately one billion dollars. Proposing a phased approach with 1) targeted replacement of existing system FY12-FY13 for \$984,000; 2) integration of Street system information FY14 for \$200,000; 3) Transportation appurtenance integration FY15-FY16 for \$219,000 (\$39,000 from FY15 and \$180,000 FY16) and then ongoing system maintenance and software licensing fees are shown for informational purposes as Operational Impact for \$242,000 per year plus adjustments for inflation beyond - note these costs are not included in the Funding Sources.

Sanitary Sewer Fund	\$125,000
Storm Drainage Fund	<u>\$125,000</u>
Total Project Budget	\$250,000

**Total Miscellaneous
Capital Budget \$548,000**

**Total Local Capital
Budget \$10,579,995**

CAPITAL BUDGET

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Regional Wastewater Program

P80062 Thermal Load Pre-Implementatn

This project includes the study and planning of thermal load mitigation measures including recycled water feasibility studies, riparian shading projects, and water quality trading credit development, as well as associated permit negotiation and legal strategy related to the temperature total maximum daily loads (TMDL) and NPDES permit renewal.

Regional Capital Fund **\$180,000**

Total Project Budget \$180,000

P80063 Thermal Load Implementation 1

This project implements thermal load mitigation projects strategized for regulatory compliance and additional environmental and community benefits. The projects may include recycled water use expansion at MWMC facilities and/or extension of recycled water services to community partners, water quality trading credit strategies through shade credit investments, and collaborative partnerships for permit compliance. The recycled water projects may include additional treatment, disinfection, pumping, pipeline, and distribution/irrigation systems.

Regional Capital Fund **\$1,030,000**

Total Project Budget \$1,030,000

P80083 Poplar Harvest Mgmt Svcs Ph 1

The Biocycle Farm comprises nearly 400 acres of hybrid poplar trees, which were planted as three management units (MUs). The MUs were initially planted in 2004, 2007, and 2009 and are managed on regulated 12-year rotations. This project develops a harvest management plan for the Biocycle Farm through market collaboration and refinement of poplar harvest and planting practices. The project ensures the timely harvest of the initial planting in each MU within the regulatory 12-year rotation limit and subsequent replantings.

Regional Capital Bond Fund **\$330,000**

Total Project Budget \$330,000

P80084 Increase Digestion Capacity

Installation of a fourth digester for expanded production of Class B biosolids. This project also included supporting the plant-wide landscaping construction work that was completed in December of 2012.

Regional Capital Fund **\$8,534,000**

Regional Capital Bond Fund **\$5,000,000**

Total Project Budget \$13,534,000

P80085 Operations & Maint Bldg Impvmt

This project will update and expand the Operations and Maintenance (O&M) support facilities at the Water Pollution Control Facility (WPCF). The support facilities to be updated and expanded include the Maintenance Building, Administrative/Operations Building, and the temporary Industrial Source Control (ISC) building. The improvements will include a new laboratory building located where the temporary ISC building is currently.

Regional Capital Fund **\$8,387,931**

Regional Capital Bond Fund **\$4,132,069**

Total Project Budget \$12,520,000

P80090 Facility Pln Eng Srvc 2015-2018

Engineering services for analysis, project definition, cost estimating, and general consultation regarding the 20-Year Facilities Plan.

Regional Capital Fund **\$80,000**

Total Project Budget \$80,000

P80092 Elec Distb Sys Repl & Upgrade

This project provides the planning, design and construction for the replacement of electrical distribution system components at the Water Pollution Control Facility (WPCF). In addition, some of the components may be upsized to better accommodate future load increases anticipated with the implementation of future Capital Program projects. Finally, this project assesses and provides resources to better address unplanned power outages as may occur periodically.

Regional Capital Fund **\$5,875,000**

Total Project Budget \$5,875,000

CAPITAL BUDGET

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P80093 Decommission WPCF Onste Lagoon

This project decommissions the existing biosolids lagoon at the Water Pollution Control Facility (WPCF).

Regional Capital Fund	<u>\$92,000</u>
Total Project Budget	\$92,000

<i>Total Regional Wastewater Program Budget</i>	<i>\$33,641,000</i>
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<i>Total Capital Budget</i>	<i>\$44,220,995</i>
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CAPITAL BUDGET

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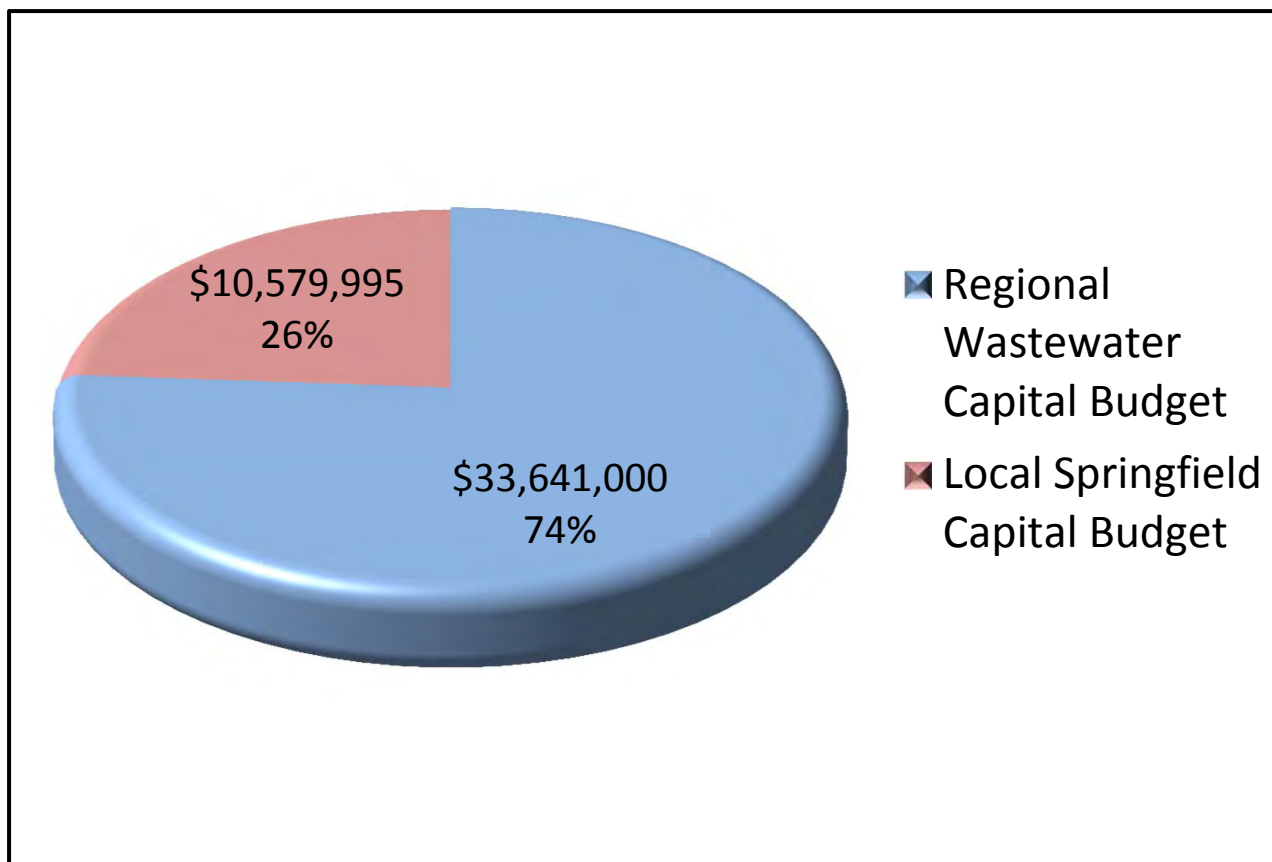
Development and Public Works Department

FY 2018

Capital Budget: *Maintain and Improve Infrastructure Facilities*

❖ City of Springfield

❖ Regional Wastewater (MWMC)



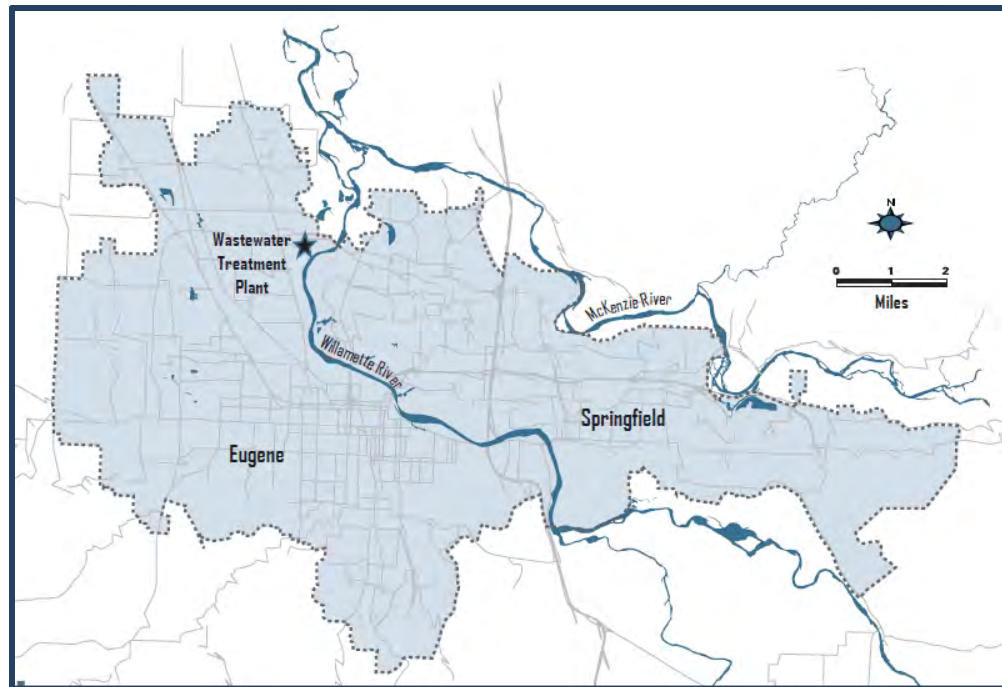


Development and Public Works Department

FY 2018

Capital Budget: *Maintain and Improve Infrastructure Facilities*

Metropolitan Wastewater Management Commission



City of Springfield: *Administration & Capital Programs*
City of Eugene: *Operations & Maintenance*
Lane County: *Unincorporated Eugene & Springfield UGB*

Metropolitan Wastewater Management Commission



partners in wastewater management



Development and Public Works Department

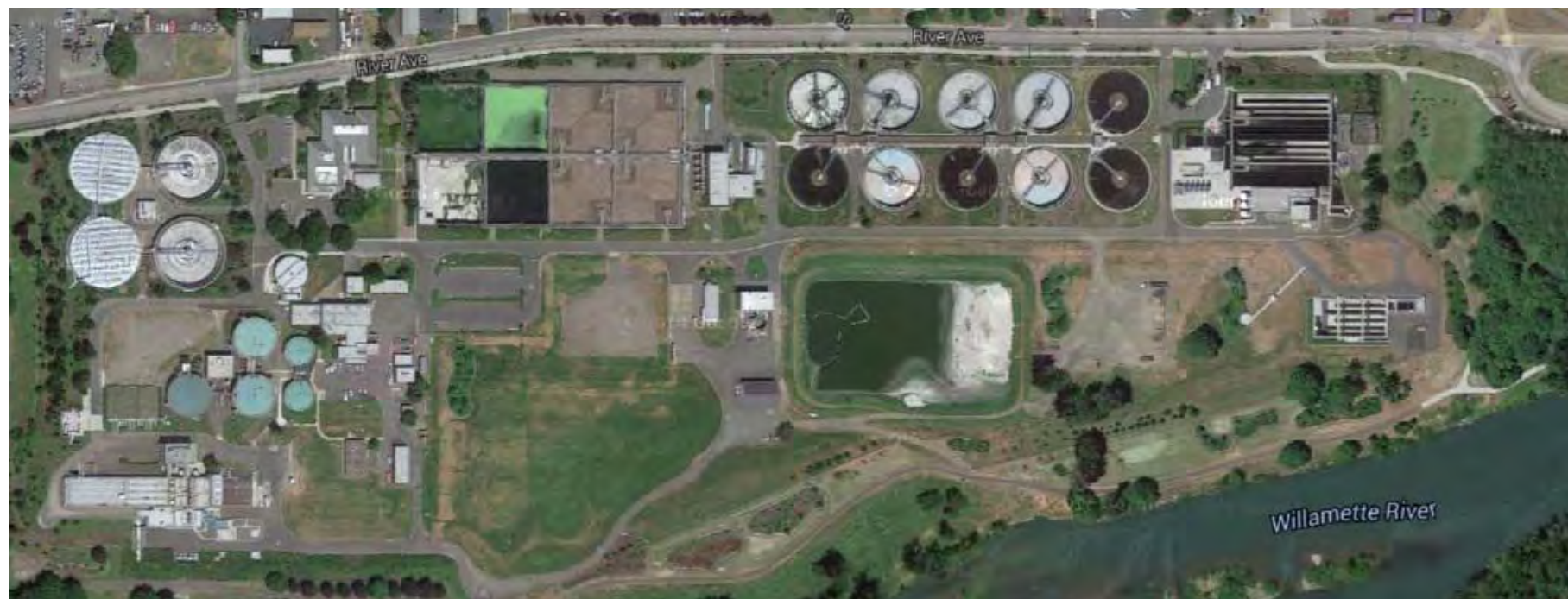
FY 2018

Treatment Facility

Metropolitan Wastewater Management Commission



partners in wastewater management





Development and Public Works Department

FY 2018

Biosolids Management Facility & Poplar Farm



Metropolitan Wastewater Management Commission



partners in wastewater management



Development and Public Works Department

FY 2018

Increase Digestion Capacity (P80084) & Decommission Lagoon (P80093)



Metropolitan Wastewater Management Commission



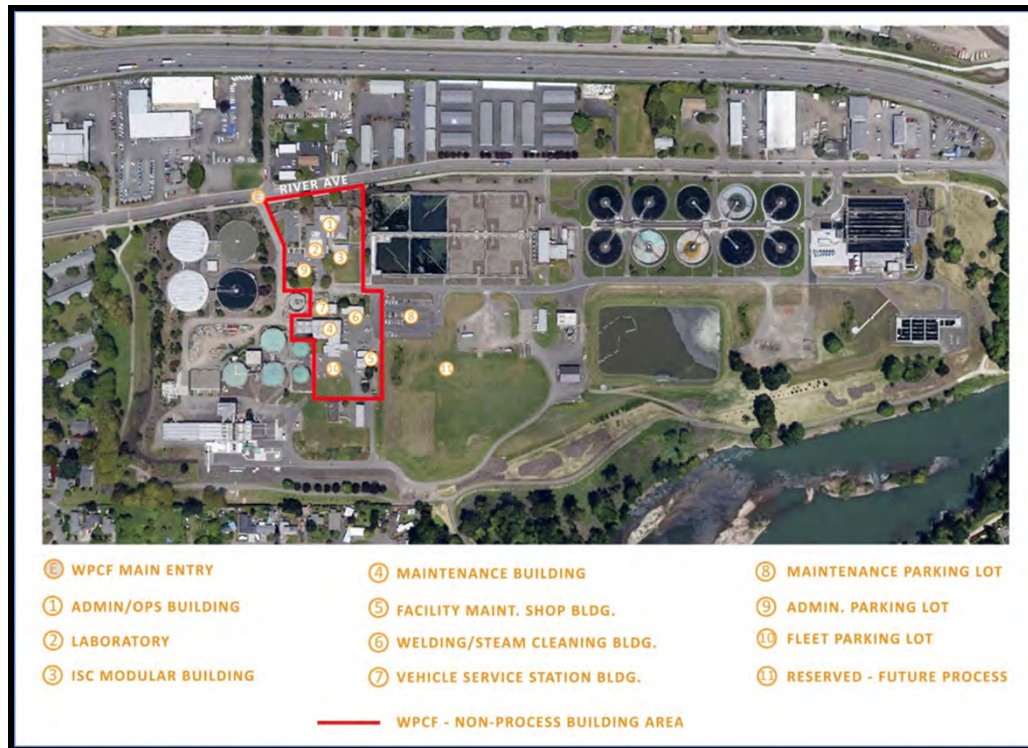
partners in wastewater management



Development and Public Works Department

FY 2018

Operations & Maintenance Building Improvements (P80085)



Metropolitan Wastewater Management Commission

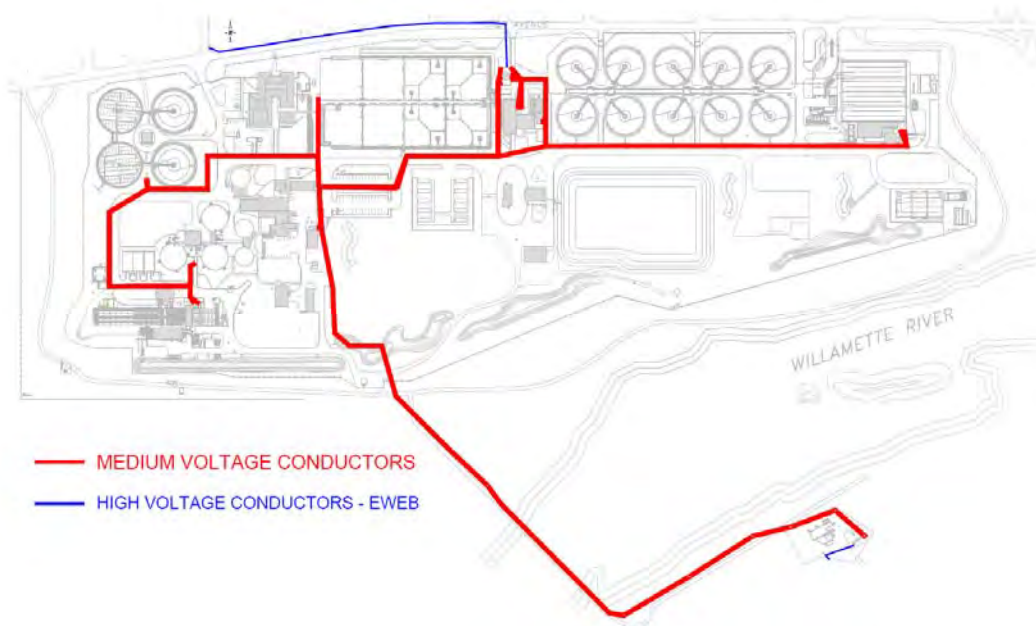




Development and Public Works Department

FY 2018

Electrical Distribution System Replace/Upgrade (P80092)



Metropolitan Wastewater Management Commission



partners in wastewater management



Development and Public Works Department

FY 2018

Capital Budget: *Maintain and Improve Infrastructure Facilities*

FY 17/18 Regional Capital Program Budget (MWMC)

Plant Performance Improvements	
Increase Digestion Capacity (P80084) and Decommission Temporary Lagoon (P80093)	\$13,626,000
Operations & Maintenance Building Improvements (P80085)	12,520,000
Electrical Distribution System Replace/Upgrade (P80092)	5,875,000
Thermal Load Mitigation: Pre-Implementation (P80062) Thermal Load Mitigation: Implementation 1 (P80063)	1,210,000
Biosolids Management	
Poplar Harvest Management Services (P80083)	330,000
Consultant Technical Services	
Facilities Planning (P80090)	80,000
Total	\$33,641,000

Metropolitan Wastewater Management Commission



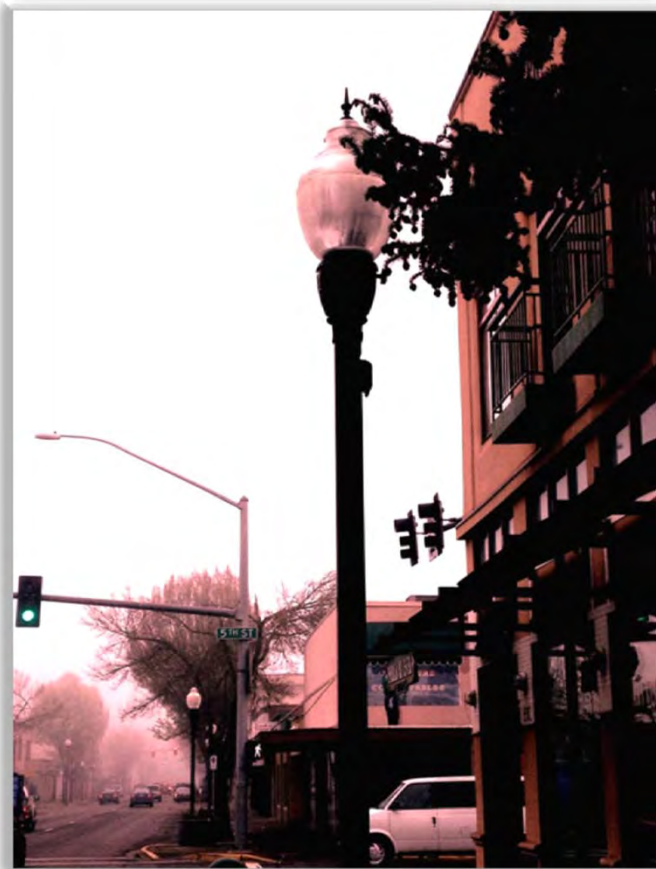
partners in wastewater management



Development and Public Works Department

FY 2018

Capital Budget: Maintain and Improve Infrastructure Facilities



City of Springfield Capital Budget

Agenda:

- Overview
- Highlights
- Looking Ahead



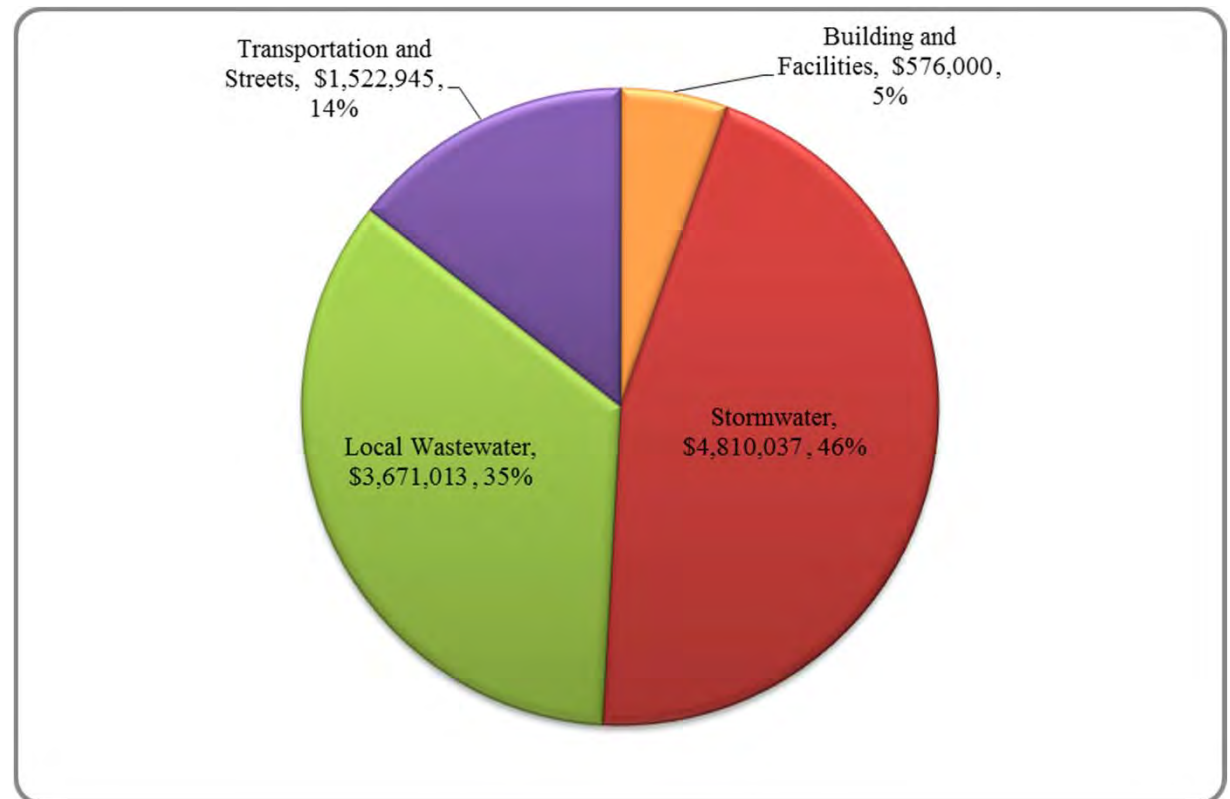
Development and Public Works Department

FY 2018

Overview

The Five Components of the Local Capital Budget:

- Stormwater
- Transportation and Streets
- Wastewater
- Buildings and Properties



Overview

Projects are classified into several categories

Examples:

- Repair and Preservation
- Studies
- Water Quality
- Flood Control
- System Expansion
- System Upgrades
- Remodels





Development and Public Works Department

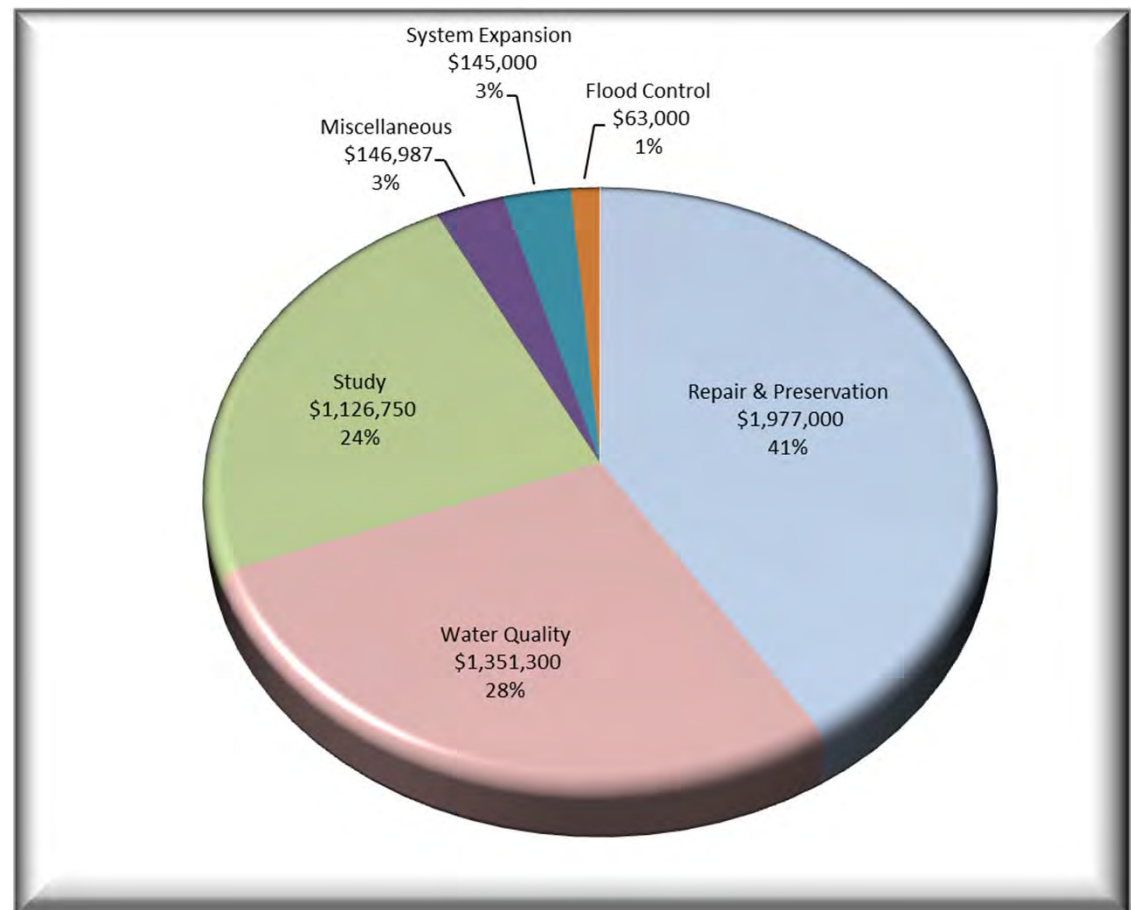
FY 2018

Highlights

Stormwater System Capital Investment

FY 2018 Goals

- Channel Restoration
- Over/Under Pipe Replacement Completion
- Channel 6 FIRM Update
- Plan for the Future





Development and Public Works Department

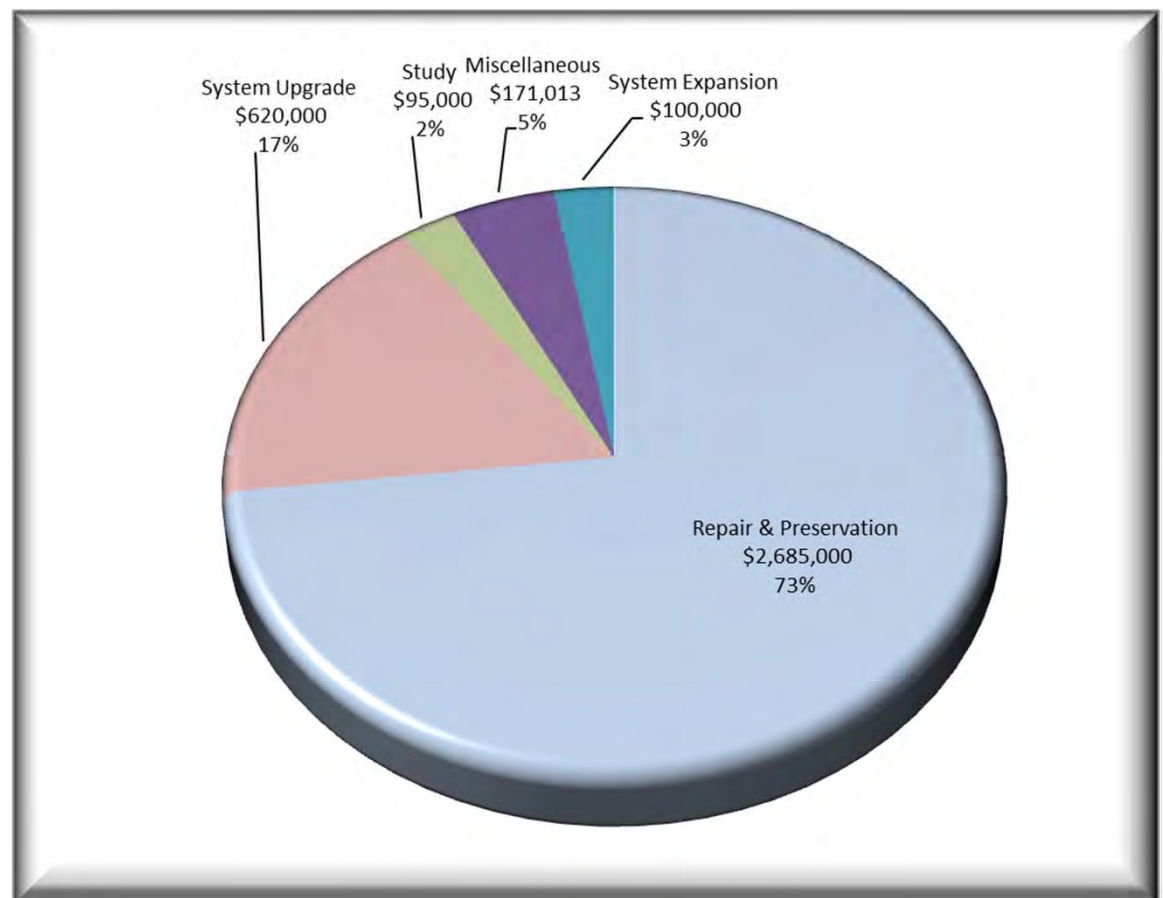
FY 2018

Highlights

Wastewater System Capital Investment

FY 2018 Goals

- System Rehabilitation and Preservation
- Flow Monitoring Program
- Plan for the Future (CMOM)





Development and Public Works Department

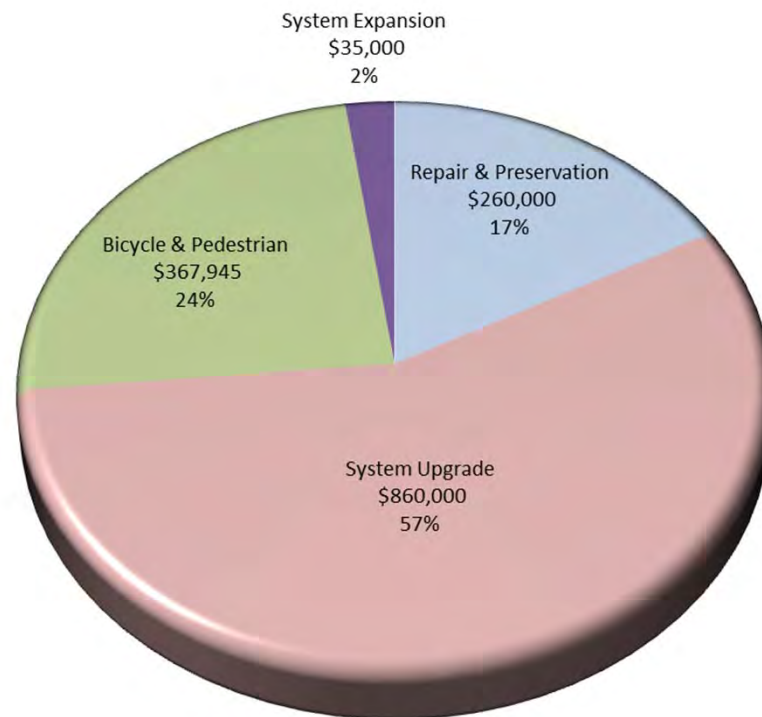
FY 2018

Highlights

Transportation and Street System Capital Investment

FY 2018 Goals

- Virginia/Daisy Bike Boulevard
- Virginia/Daisy Pavement Preservation
- S. 42nd/Jasper Roundabout Preservation
- Franklin Phase 1 Construction





Development and Public Works Department

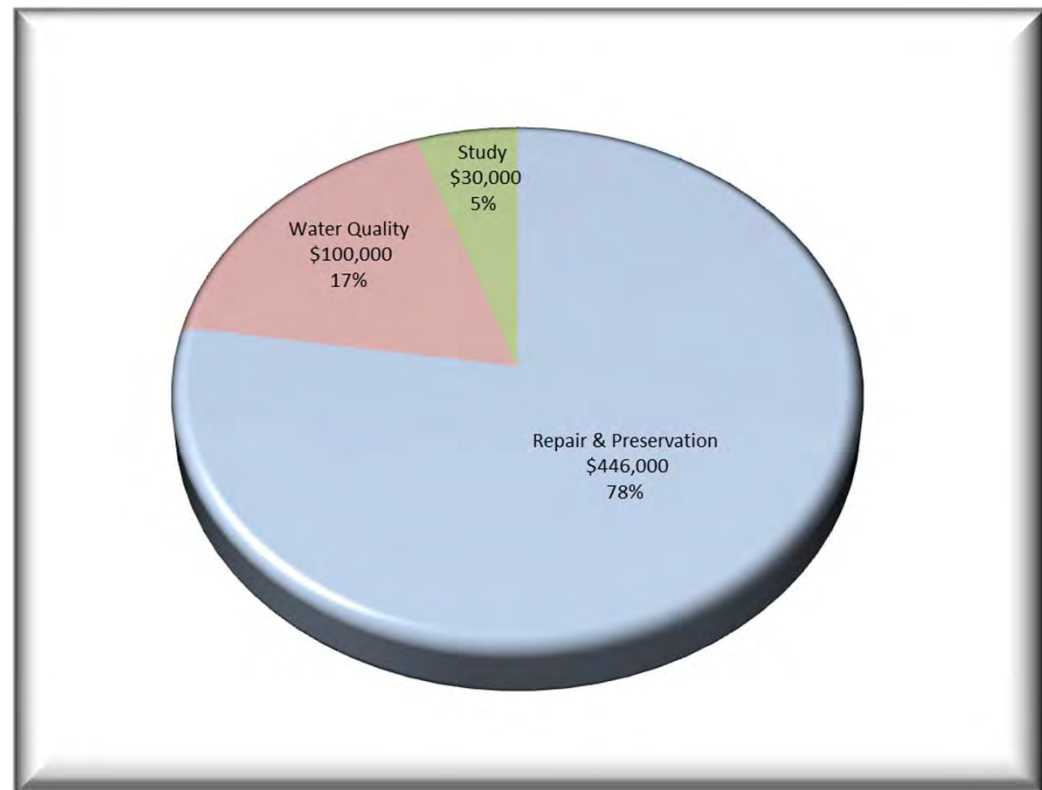
FY 2018

Highlights

Building and Facilities Capital Investment

FY 2018 Goals

- Cont. Booth Kelly Water Leak Repair
- Complete Booth Kelly Facilities Assessment
- Various Facilities Repairs and Improvements





Development and Public Works Department

FY 2018

Looking Ahead

Continue Partnering with Local Agencies



Leveraging Grant Dollars



Following the Library's FY18 Proposed Budget discussion we are providing additional information that we hope will answer some of the questions raised:

1. **Borrower's services: performance measure:** patron visits: 162,000 listed on slide show, actually 162,803 – so closer to 163,000

Cost of program: \$342,486

Cost of program per visit: \$2.10 (using 163,000) 2.11 (using 162,000) 2.01 (using project FY 18 # - 170,000)

Youth & Family programming attendance: 26,500 (current)

Cost of program: \$106,513

Cost per attendee: \$4.02

2. **Cost of total operating expenditures per capita:**

Comparable Oregon libraries:

<u>Library</u>	<u>Population Served</u>	<u>Total Operating Expenditure per Capita</u>
Lake Oswego PL	41,917	\$93.46/capita
Albany PL	51,670	\$52.42/capita
Happy Valley PL	54,130	\$35.42/capita
Springfield PL	60,135	\$30.16/capita
Tigard PL	63,344	\$85.61/capita
Corvallis/Benton	90,005 (Corvallis – 59,953)	\$68.35/capita

<u>Other Lane County Libraries</u>	<u>Population Served</u>	
Cottage Grove PL	9,875	\$37.92/capita
Fern Ridge Library Dist. (Veneta)	12,558	\$35.74/capita
Lane Library Dist. (Creswell)	8,837	\$35.15/capita

State of Oregon median \$38.70

State of Oregon average \$67.28

Source: 2015-16 Oregon Public Library Statistics – State Library of Oregon

3. **Historic Door Count Data:** We are currently compiling information derived from two different systems that captured the data differently.

RE 04/26/2017



December 7, 2016

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City Manager
City of Eugene
125 East 8th Avenue, 2nd Floor
Eugene, Oregon 97401

Gino Grimaldi
City Manager
City of Springfield
225 Fifth Street
Springfield, Oregon 97477

Steve Mokrohisky
County Administrator
Lane County
200 East 8th Ave
Eugene, Oregon 97401

Re: Human Services Commission Funding Request

Following review of the expected financial requirements for local area human services for fiscal year 2017-18, the Human Services Commission requests your consideration of the following funding request as you develop your FY18 budgets and determine your respective General Fund allocations to HSC. This request takes into account priorities adopted by HSC and the Poverty and Homelessness Board, and has been approved unanimously by the HSC¹.

This request for FY18 funding includes 1) maintaining the current (FY17) funding level for core human services, 2) a two-percent adjustment for the core human services funding, and 3) additional funding to continue the Dusk to Dawn Shelter Program and the Chronic Homelessness Initiative that were both funded in FY17 with one-time State of Oregon revenues.

¹ Current members of the Human Services Commission include Commissioners Pat Farr and Jay Bozievich (Lane County); Councilor Marilee Woodrow and Citizen Budget Committee Member Chris Stole (City of Springfield); and Councilors Clair Syrett, Greg Evans and Citizen Budget Committee Member Ken Beeson (City of Eugene).

The recommendation is detailed as follows:

Human Service Jurisdictions	FY 18 Core Human Services & Supportive Housing	FY 18 Two Percent Adjustment	FY 18 Dusk to Dawn Shelter Program	FY 18 Chronic Homeless Initiative	FY 18 Requested Increase	FY 18 Total Request
Lane County	\$980,867	\$19,617	\$23,304	\$10,192	\$53,113	\$1,033,980
Eugene	\$935,000	\$18,700	\$154,655	\$67,633	\$240,988	\$1,175,988
Springfield	\$132,600	\$2,652	\$27,541	\$12,044	\$42,237	\$174,837
Total	\$2,048,467	\$40,969	\$205,500	\$89,869	\$336,338	\$2,384,805

Note that the Dusk to Dawn Shelter Program and the Chronic Homeless Initiative funding requests are split between the jurisdictions based on their percentage of the homeless population (explained below).

Core Human Services: HSC has made it a top priority to maintain the core human services (including supportive housing and related services) as a foundation for supporting essential community needs in our area. Maintaining these core services is estimated to require a two percent increase in the FY17 funds from the three jurisdictions.

Dusk to Dawn Shelter Program: HSC has prioritized continuing this expanded winter overnight shelter program that provides for 120 shelter beds each night between November 1st and March 30th (60 for singles and 30 for families in the metro area, 10 vehicle parking spaces in the metro area and 20 rural beds). It is estimated to require up to \$205,500 in additional funding, and is proposed to be split as shown above by percentages representing the jurisdictions share of the homeless population according to the Lane County HMIS database. This was funded in FY17 with one-time State of Oregon funding.

Chronic Homelessness Initiative: HSC has also prioritized continuation of the Chronic Homeless Initiative including the Frequent User Service Engagement Project. This initiative uses housing coupled with wrap-around services to intervene and break the cycle of homelessness, incarceration and hospitalization that is prevalent among the chronically homeless population. When housing is coupled with intensive case management, service coordination, behavioral health services, employment and educational assistance and other related support services, these individuals can get the help they need. This initiative provides a double win for our communities, allowing public systems to reduce costs while improving outcomes for vulnerable community members. The additional cost of continuing this initiative is \$89,869 and is proposed to be split between the partner jurisdictions using the same methodology and percentages as the additional shelter beds. An additional \$288,000 in State of Oregon EHA funds will be prioritized for this initiative to support FUSE participants with rental subsidies and services, and fund a Housing and Services Navigator to assist FUSE participants in obtaining and maintaining housing and

services, fund a Housing Navigator and a Landlord Partnership Program that is focused on Housing First participants and chronically homeless served through coordinated entry for our other Housing First programs, and support a deposit program for people who have been issued housing voucher but lack deposit funds to use it to secure housing. The Landlord Partnership Program (LLP) is for people who have been homeless, have credit issues or an eviction history, or have criminal records. All of these are common barriers that can make finding a safe, stable, and affordable home seem impossible. Landlords and property managers partner with the LLP to lower these barriers by using alternative screening criteria for rentals. In return, they are protected by a 24-hour landlord hotline, rapid response to issues, and risk mitigation funds. Service agencies partner with LLP to ensure tenants can maintain their new home by providing one-year of ongoing case management. This ensures tenants can build the skills and resources they need for long-term stability. A Risk Mitigation Fund shares financial risk with landlords to encourage their participation.

Formula for Allocating Costs: Increases in core human service costs are charged as increased cost percentage to be assessed equally to participating jurisdictions. This adjustment is necessary to cover increased costs. The cost of additional homeless and supportive housing program costs are to be assessed based on the percentage of homeless persons served per jurisdiction as described below.

Last year a total of 53,185 people received human services in Lane County as documented by Lane County's human services and homelessness management information system (HMIS). Of these, 13,235 people presented as homeless at least one time during the year (26%). This is consistent with the nature of homelessness- rather the nature of the ability to maintain housing with little or no resources. Of the homeless persons served in Lane County, 73% live in Eugene, 13% in Springfield and 11% in rural Lane County. A little more than 1% was from other Oregon counties or outside Oregon (visitors). This breakout differs greatly from the total population of people receiving services in Lane County wherein 55% live in Eugene, 24% in Springfield, 21% in rural Lane County and about 1% was from other Oregon counties or outside Oregon.

We greatly appreciate the support of Lane County and the Cities of Eugene and Springfield in helping fund the critical human services that protect and engage the most vulnerable members of our community. Please be sure to contact me at ken4395@gmail.com if you have questions about this request or need additional information.

Sincerely,



Ken Beeson
Chair, Human Services Commission

Cc: Human Services Commission

Lane County Emergency Winter Response Solutions

November 1, 2016 thru March 31, 2017 (151 Nights)

Other funds provided by Agency resources (Interagency Budget; donations; etc.)

SINGLE SITES	Barrier Level	Winter Only Operation	Unique Persons Served	Available "Beds" per Night	Length of Stay or # of Nights per ind. (days)	Average number of Guests per Night	Average Utilization	HSC Local General Fund Contribution	HSC Federal / State Funds Contribution
SVDP - Dusk to Dawn for Single Adults (5222)	Low	✓	357	60	60	64	100%	\$6,935	\$138,793
SVDP - Egan Warming Centers (3396) Open 24 nights	Low	✓	1616	300	300	293	98%	\$3,942	\$22,300
SVDP - Safe Parking Programs (5223)	Low	✓	26	10	10	13	100%		\$10,022
SVDP - Singles Overnight Parking EUGENE (3312)	Mod		80	63	63	70	100%		
SVDP - Singles Overnight Parking SPRFLD (5140)	Mod		8	8	8	8	98%		
Eugene Mission Men's Program (4667)	High		942	230	230	225	98%		
Eugene Mission Women's Program (4669)	High		283	55	55	61	100%		
TOTAL SINGLE RESOURCES:			3312	726		733	100%		

Other funds provided by Agency resources (Interagency Budget; donations; etc.)

FAMILY SITES	Barrier Level	Winter Only Operation	Unique Persons Served	Available "Beds" per Night	Length of Stay or # of Nights per ind. (days)	Average number of Guests per Night	Average Utilization	HSC Local General Fund Contribution	HSC Federal / State Funds Contribution
Homeless Motel Vouchers (various service providers)	Low	✓	83	3	26	3	100%	\$5,000	\$11,000
1st PLACE - Dusk to Dawn for Families w/ Children (5756)	Low	✓	78	21	32	17	80%		\$47,250
1st PLACE - Families Overnight Parking Eugene (3313)	Mod		34	20	56	13	65%		
1st PLACE - Emerg. Shltr (EHA) - (interfaith) (3253)	High		78	30	46	24	76%		\$30,100
Eugene Mission Family Program (4671)	High		79	12	15	11	91%		
TOTAL FAMILY RESOURCES:			352	86		68	79%		

NOTES

Additional shelter resources for specific populations not included (Youth only, DV)

Motel Vouchers were reserved for families in rural areas and for families for whom the congregate site model (Dusk to Dawn) was not appropriate



helping people • changing lives

DUSK TO DAWN

Winter Warming Sites

Through the Human Services Commission (HSC), Lane County, the cities of Eugene and Springfield have a long-standing partnership to provide a regional response to poverty and homelessness. A wide range of agencies, faith communities, public safety and health services contribute in efforts to help mitigate illness, hypothermia and death among unsheltered homeless persons during winter months.

The Dusk to Dawn project builds on these existing services by providing safe, low barrier warming sites for singles and families from November 1st through March 31st. The project plan was drafted by a committee of the Poverty and Homelessness Board, Lane County staff and service providers. 78 family members and 383 single individuals were served in these projects in the 16/17 winter season.

Dusk to Dawn for singles increases winter warming options by placing “MASH” type tents adjacent to the St. Vincent de Paul Lindholm Center. Access to beds is provided through a lottery system with a wait list for individuals not selected in the lottery. The tents are heated and have overnight staff support.

St. Vincent de Paul’s First Place Family Center operates the Dusk to Dawn family site, which in FY16/17 was hosted in a vacant office space at the Eugene Mission. This site will not be available in the winter of 17/18. The family site offered overnight staff support, access to bathroom and semi-private space for families needing respite from the street.

Expenses for the projects include overnight staff support, operation and office supplies, portable toilets, staff computer/phone, insurance, and facility rent. Accommodations are available for individuals with health and accessibility concerns.

Dusk to Dawn will require \$205,500 in additional HSC funding to continue for the 17/18 winter season, and is proposed to be split as by percentages representing the jurisdictions’ share of the homeless population according to the Lane County client/homeless management information system (C/HMIS) as follows: Eugene \$154,655, Springfield: \$27,541, Lane County \$23,304.

Dusk to Dawn - Winter Warming Sites	
	FY 16/17 Estimate*
D2D Families	
Personnel (.81 FTE)	38,957
Operating & Office Supplies	3,070
Facility Rent	3,000
Administration	2,223
TOTAL D2D Families	47,250
HHS/HSD Contract	47,250
Agency Contribution	-
D2D Singles/Safe Parking 10 Spaces	
Personnel (8.6 FTE)	106,784
Facilities & Operation Cost	56,977
Insurance	3,059
Administration	22,186
TOTAL D2D Singles	189,006
HHS/HSD Contract	155,750
Agency Contribution	33,256

**FY 16/17 Estimate is an annual projection based on March 2017 invoices.*

DEPARTMENT BUDGET MEMO

City of Springfield, Oregon

To: Budget Committee; Gino Grimaldi**From:** Brandt Melick, Information Technology Director**Date:** March 3, 2017**Department:** Information Technology Department

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
Expenditures by Category				
Personnel Services	1,501,086	1,616,490	1,825,507	1,829,214
Materials & Services	758,988	1,057,733	1,121,793	1,197,562
Capital Outlay	10,000	152,744	106,000	-
Total Budgeted Expenditures	\$ 2,270,074	\$ 2,826,966	\$ 3,053,300	\$ 3,026,775

Full-Time Budgeted Employees	10.00	15.00	15.00	14.80
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Department Budget Summary:

Steady growth in overall IT budget amounts from FY15 to FY17 results from inflation, filling vacancies, repairing IT infrastructure, and adding resources to meet increased demand for services related to information security and expanded system capacity.

Illustrated above, Personnel Services experienced an increase of approximately \$115,000 (7%) from FY15 to FY16, an increase of approximately \$209,000 (11%) from FY16 Actuals to FY17 (Amended) and an increase of approximately \$3,700 (0.2%) from FY17 (Amended) to FY18 Proposed. These changes are primarily due to filling positions that had been vacant for several years and budgeting for 0.5FTE limited duration position. Vacancies were filled in the last half of FY16 and the 0.5FTE limited duration position of FY17 was deferred. As a result actual numbers across FY16, FY17 and FY18 will demonstrate slightly less change. Please see tables below:

Table 1: Amended FY17

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
Personnel Services (PS)	1,501,086	1,616,490	1,825,507	1,829,214
<i>PS Delta (%)</i>		7%	11%	0.2%
<i>PS Delta (\$)</i>		115,404	209,017	3,707

Table 2: Estimated Actuals FY17

	FY15 Actuals	FY16 Actuals	FY17 Est. Actuals	FY18 Proposed
Personnel Services (PS)	1,501,086	1,616,490	1,780,507	1,829,214
<i>PS Delta (%)</i>		7%	9%	2.7%
<i>PS Delta (\$)</i>		115,404	164,017	48,707

Fluctuations in Materials and Services (M&S) are primarily due to enterprise system migration and network repairs. Increases between FY15 and FY16 of approximately \$299,000 (28%), resulted from licensing and service rate inflation, as well as maintenance and replacement of enterprise systems such as relational database

management systems for facilities management systems, human resource systems, financial systems, and information security systems. M&S increased from FY16 to FY17 \$64,000 (6%), due to inflation and budget carryovers between years to complete contracts for repairs of network infrastructure. Inflationary increases from raising software costs, vendor rates, and etc. continue into FY18 at an approximate \$76,000 (6%) increase to M&S. Please see table below.

Table 3: IT Budget Materials & Services

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
Materials & Services (M&S)	758,988	1,057,733	1,121,793	1,197,562
<i>M&S Delta (%)</i>		28%	6%	6%
<i>M&S Delta (\$)</i>		298,745	64,060	75,769

With FY16-FY18 changes to capital outlay over this three year period reflects replacement of critical infrastructure, network auditing, and repair to implement security controls. By the end of FY17, remaining infrastructure repair and security work will include network segmentation, network host reconfiguration to increase business continuity (recovery from minor incidents), disaster recovery, and replacement of the City's telephone system. Remaining administrative security control efforts include policy development.

IT's Budget has remained flat over the last few years. As a result, development of security related administrative controls (policy and procedures) did not occur during FY18.

Table 4: IT Budget Overall Expenditures

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
Total Budgeted Expenditures	2,270,074	2,826,967	3,053,300	3,026,776
<i>Total Delta (%)</i>		20%	7%	-1%
<i>Total Delta (\$)</i>		556,893	226,333	-26,524

To perform this work during FY18 without an additional FTE will require reallocation from lower priority programs to higher priority programs and deferment of several larger projects, discussed below under significant changes.

Accomplishments FY2016-2017:

- FY17 IT completed significant upgrades to PeopleSoft and related systems to accommodate the new BOARD system; budgeting application implementation and changes to the General Ledger to support priority based budgeting; and expanded use of Key Performance Indicators. The Department is also implementing a new PeopleSoft module for hiring, recruitment, and selection of new employees.
- FY17 IT performed upgrades to the infrastructure management systems and databases, to provide better integration and administration between City systems. The upgrades also help avoid future software costs.
- FY17 IT migrated to Accela Oregon Standard Model (OSM) to shift system "back-office" administration from City to State staff. City staff has been reassigned to enhancing data integration, analysis and reporting.

- FY17 IT upgraded and patched systems such as Zoll, Docuware, PeopleSoft, Infor, Accela, MS SQL Server, etc., implemented additional security controls such as two factor authentication, and performed internal audits to protect and comply with regulation for criminal justice information, ambulance patient information and purchase card information.
- FY17 IT finished upgrades to the physical network infrastructure. Efforts going forward will focus on system maintenance and implementation of tools and procedures to efficiently manage security, performance, and administration for City systems.

Significant Changes:

The following table illustrates program allocation changes required to develop security related administrative controls (policy and procedures) within current IT staff levels. Please note that FTE counts below were derived from several sources. FY17 Actuals are based on approximately 8 months of actual FTE data and approximately 4 months of estimated FTE data. According to priority based budgeting, IT has reduced effort in lower ranking program areas in order to increased effort in the higher ranking program area, 7079 - Information Security Compliance, the program in which security related policy and procedure development occurs.

Table 5: IT Budget Program Allocation Changes

Program	FY17 Actual	FY18 Projection	Delta (%)
7000 Department Administration	1.75	1.4	-25%
7070 Financial Systems	1.58	0.7	-126%
7071 Human Resource Systems	0.93	0.75	-24%
7072 Land Management Systems	0.92	0.92	
7073 Facilities Management Systems	1.92	1.92	
7074 Criminal Justice Systems	1.61	1.61	
7075 Fire and Life Safety Systems	0.53	0.53	
7076 Community Development Systems	1.33	1.33	
7077 Public Library Systems	0.3	0.23	-30%
7078 Shared Systems	3.61	3.61	
7079 Information Security Compliance	0.31	1.8	

- **FY17-18 Public Access Terminals for the Library:** Replacement of old Public Access Terminals with new virtualized systems. New terminals will lead to increased efficiency allowing individuals the ability to check on their accounts, renew titles, and perform self-checkout. Although change occurs in a low ranking program (7077 - Public Library Systems), equipment and software have been ordered and to realize gain from investment, work must proceed. Once installed, on-going support is required to protect City systems from cyber risk associated with patron activity at public access terminals.
- **FY18 Segmentation of the Computer Network:** Network segmentation provides improved information security compliance and increased performance gains. Planning will occur in FY17 Q4 and the solution will be implemented FY18 Q1-Q2. Although no additional funding is needed, considerable effort is anticipated for this project.
- **FY18 Upgrade of PeopleSoft:** Upgrades to PeopleSoft HCM 9.2, Human Resources Administer Workforce. This upgrade is required to remain current with tax calculation upgrades, and to maintain vendor support for required patching. Upgrades to PeopleSoft FMC 9.2, Financials and Supply Chain Management will be deferred to FY19. In order to support other higher ranking programs, such as Information Security Compliance, FTE dedicated to Financial Systems will be reduced from approximately 1.6FTE in FY17 to 0.5 FTE in FY18.

- **FY17-20 New Phone System:** The next large IT infrastructure modernization and repair project is replacing the City's 20 year old phones system. The old system will be replaced with a Voice over IP (VoIP) system. Review and implementation will proceed over the next two years. Depending on core requirements discovered through the planning and analysis phase, some additional resource will most likely be requested. Given needs for IT (network) staff to assist with both security policy development and phone system implementation, and given needs to not increase staff, implementation of the new phone system will be deferred to FY19. As a result, anticipated progress on this project during FY18 will be plan and budget preparation only. Given the age of the existing phone, this deferment creates considerable risk and as a result Staff highly recommends proceeding with this work as soon as economically feasible.

Three Year Considerations FY2019-2021:

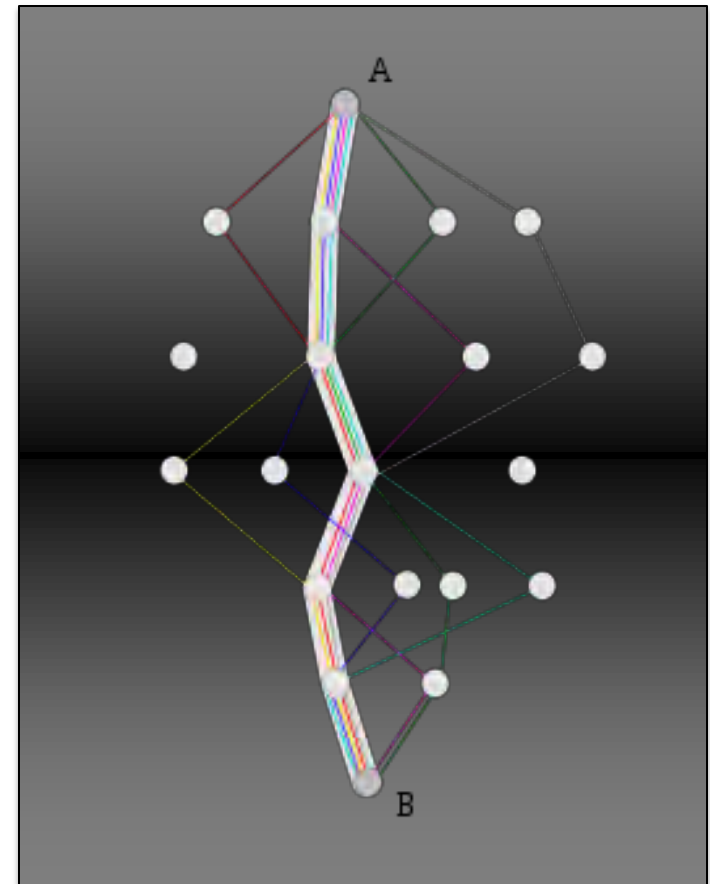
- **FY18 IT Management Analyst:** In FY19 IT will continue to seek approval for 1.0 FTE IT Management Analyst to meet and sustain minimum regulatory compliance obligations, implement required IT policy and procedures, and keep policies up-to-date moving forward. Approved position will also support the move to Information Technology Infrastructure Library (ITIL) standards to improve Department's service delivery models. Please note that policy and procedures are required for regulatory compliance with all major categories of protected information, e.g. Health Insurance Portability and Accountability Act of 1996\ Health Information Technology for Economic and Clinical Health Act (HIPAA\HITECH), Criminal Justice Information Services (CJIS), Personally identifiable information (PII), Payment Card Industry Data Security Standard (PCI DSS), etc. and that regulations and policies change frequently.
- **Information Security and Compliance:** For the foreseeable future, security compliance will continue to be a significant challenge. For example, according to Oracle Equipment Corp., owner of our PeopleSoft products, the number of critical security patches has increased 400% since 2011, and these trends are expected to continue. IT's challenge will be focused on how to balance these system security needs with the needs of IT end users across the organization.
- **Phone System Replacement and Unified Communications:** As part of the phone system replacement project, the City will face Unified communication. Unified communication (UC) is the "integration of real-time enterprise communication services such as instant messaging (chat), presence information, voice (including IP telephony), mobility features (including extension mobility and single number reach), audio, web & video conferencing, fixed-mobile convergence (FMC), desktop sharing, data sharing (including web connected electronic interactive whiteboards), call control, and speech recognition with non-real-time communication services such as unified messaging (integrated voicemail, e-mail, SMS and fax). UC is not necessarily a single product, but a set of products that provides a consistent unified user interface and user experience across multiple devices and media types." (<http://searchunifiedcommunications.techtarget.com/feature/What-UC-is-and-isnt>). UC allows staff and officials to remain connected and manage all communication through a single device (phone, tablet, laptop, PC, etc.) Implementation of the new phone system will be our first step in this direction. As a result of postponing phone system replacement, consideration of UC will be pushed to FY20.
- **Consolidation of Enterprise Resource Planning Systems (ERP):** The City currently licenses multiple ERP systems (PeopleSoft, Infor and Accela). ERP systems are typically designed to support all business functions within an organization, yet the City only licenses a few select modules from each. Even with only a few modules implemented, the back-office administration costs for labor, contractual support and licensing are quite significant. Over the next few years IT will use its program KPIs to monitor the true administration cost of these systems and propose options to consolidate systems, thereby reducing administrative costs. Meaningful progress in this area is dependent upon several support from differed resource requests such as the management analyst discussed above.

- **Business Intelligence:** Business Intelligence (BI) is a set processes, applications, data, software products, etc. which are used to support the collection, analysis, presentation and dissemination of business information. (https://en.wikipedia.org/wiki/Business_intelligence) With the recent improvements in network infrastructure, application upgrades and database platform consolidation, the City now has a robust toolkit to merge its various application and data systems for the analysis of historic work and prediction of work trends. IT will explore ways to grow the City's development of business intelligence tools and data structures as requested by the City's business analysts.

Heuristic Path

In computer science, artificial intelligence, and mathematical optimization, a heuristic is a technique designed for solving a problem more quickly when classic methods are too slow, or for finding an approximate solution when classic methods fail to find any exact solution. This is achieved by trading optimality, completeness, accuracy, or precision for speed. In a way, it can be considered a shortcut.

[https://en.wikipedia.org/wiki/Heuristic_\(computer_science\)](https://en.wikipedia.org/wiki/Heuristic_(computer_science))



Who is IT?

Casey Wilson

Chris Sarrett

Chris Weinstein

Chris Zeitner

Dale Dzierzek

Dan Haight

~~Jessica Crawford~~ (vacant)

Kerrie Miller

Kim Copeland

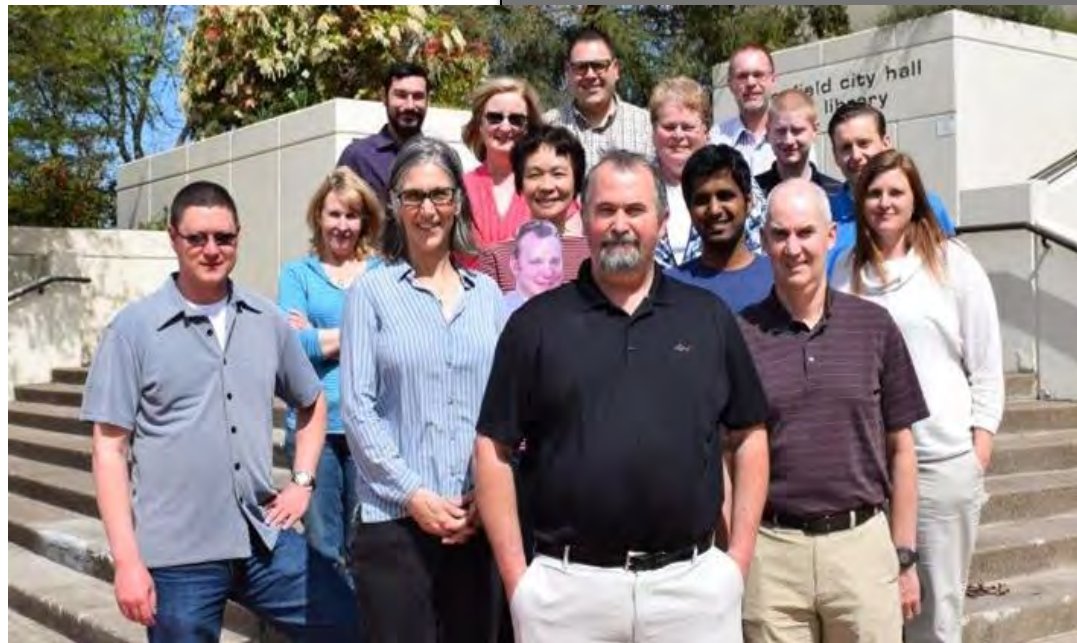
Mike Engelmann

Paula Guthrie-Scott

Randy Melancon

Will Kenworthy

Ying Chen



Brandt Melick

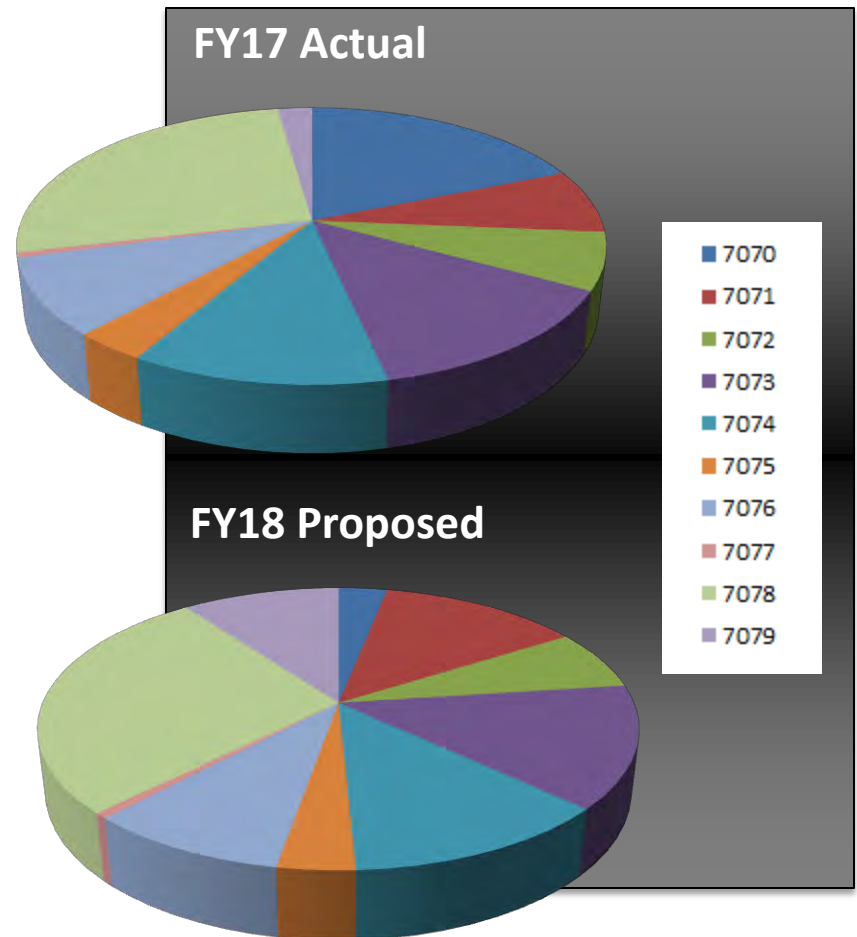
Information Technologies

FY 2018

What is IT?

- 7070 Financial Systems
- 7071 Human Resource Systems
- 7072 Land Management Systems
- 7073 Facilities Management Systems
- 7074 Criminal Justice Systems
- 7075 Fire and Life Safety Systems
- 7076 Community Development Systems
- 7077 Public Library Systems
- 7078 Shared Systems
- 7079 Information Security Compliance

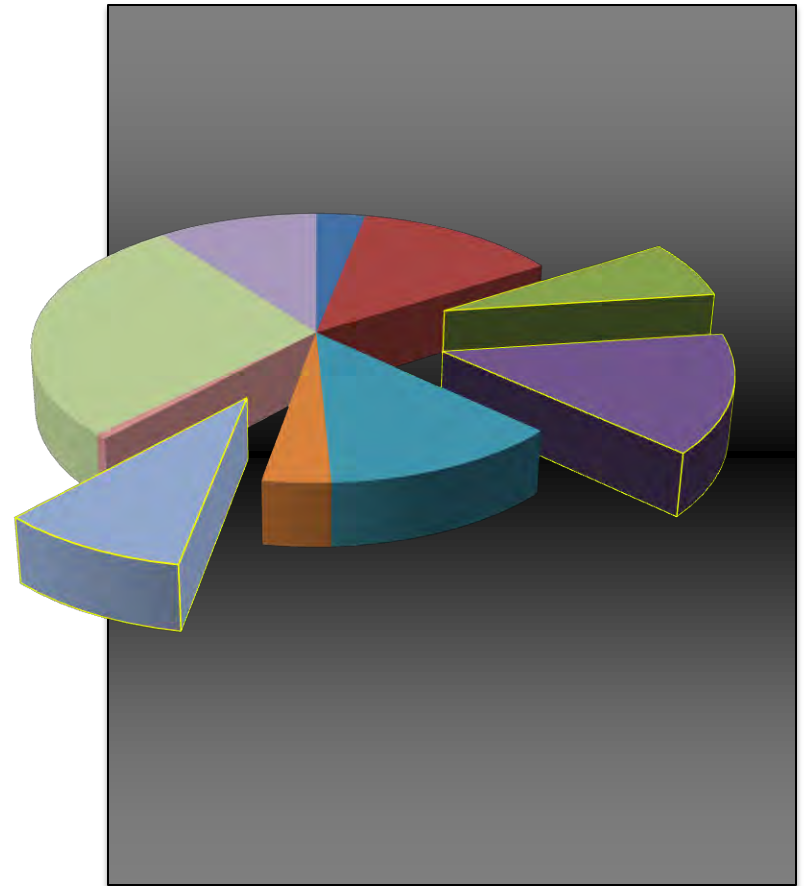
- 7000 Department Administration

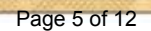


What we do?

- 7070 Financial Systems
- 7071 Human Resource Systems
- 7072 Land Management Systems**
- 7073 Facilities Management Systems**
- 7074 Criminal Justice Systems
- 7075 Fire and Life Safety Systems
- 7076 Community Development Systems**
- 7077 Public Library Systems
- 7078 Shared Systems
- 7079 Information Security Compliance

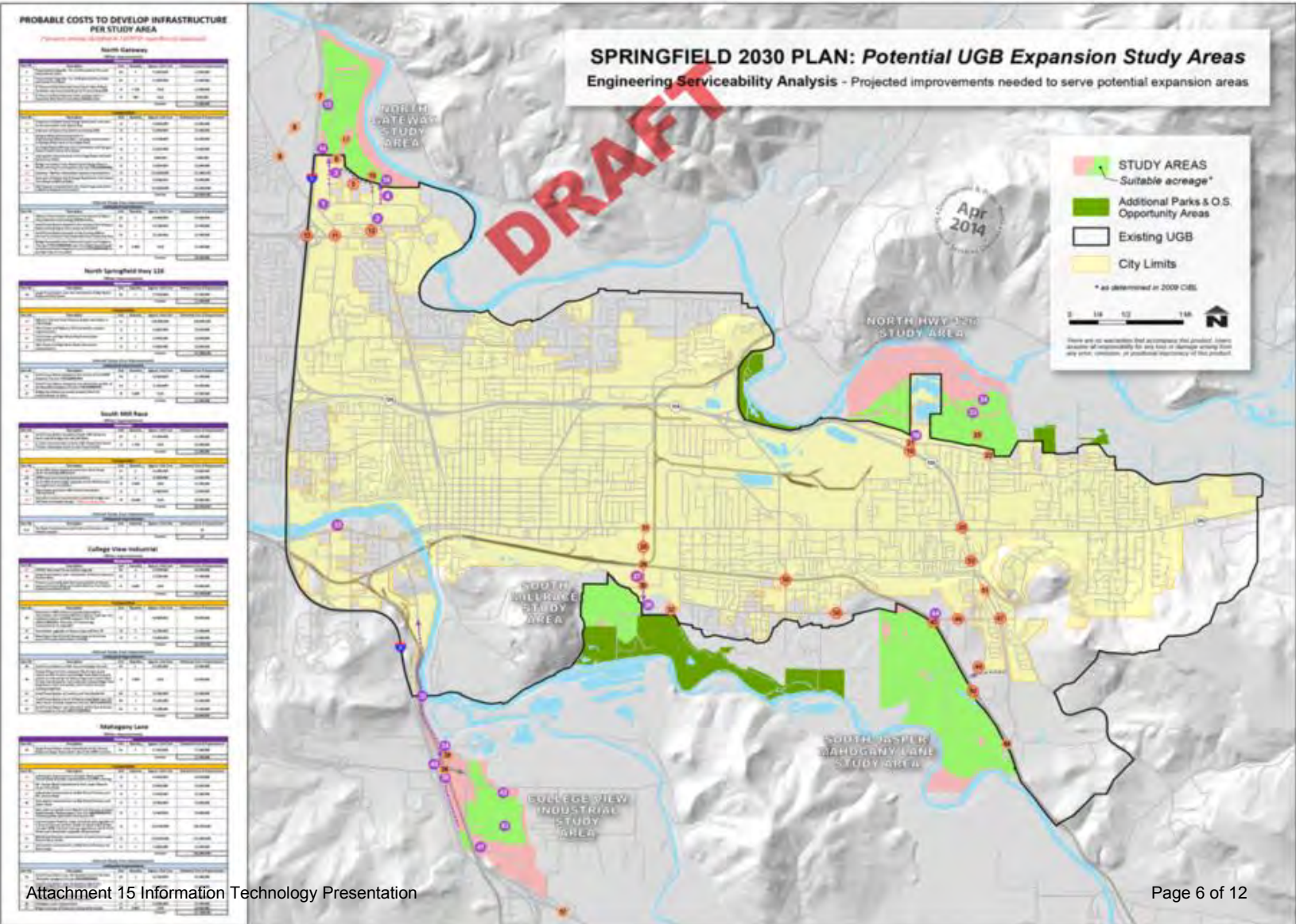
- 7000 Department Administration

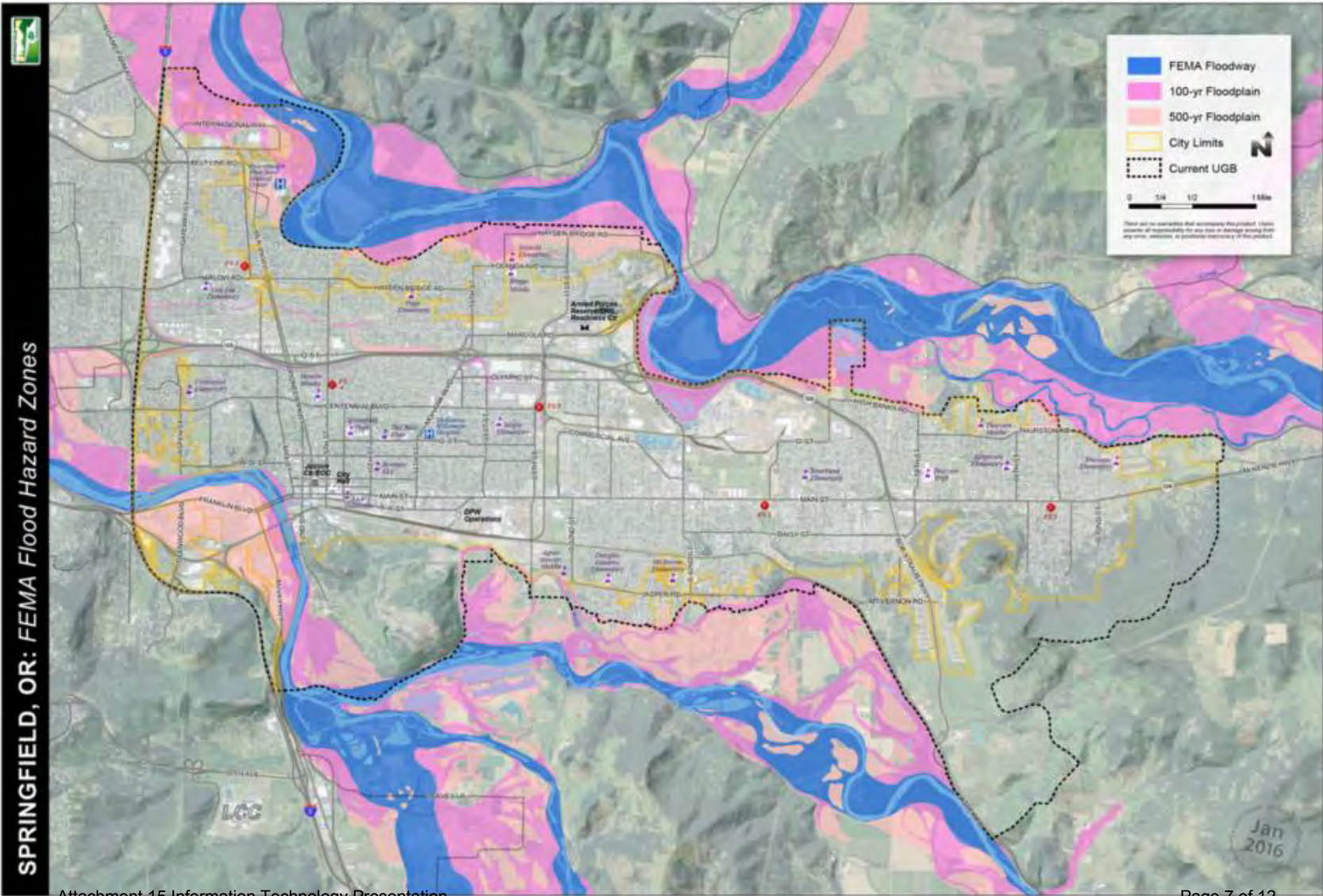






IT - 7073 Facilities Management Systems FY 2018







Information Technologies

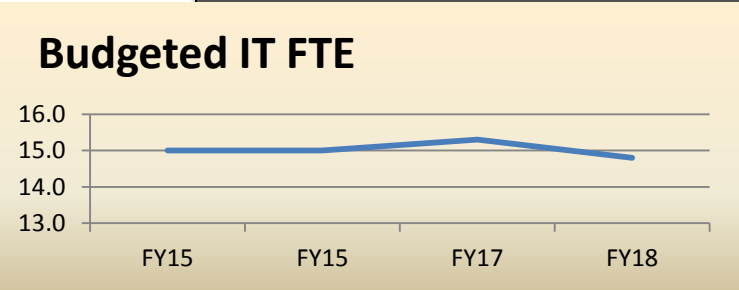
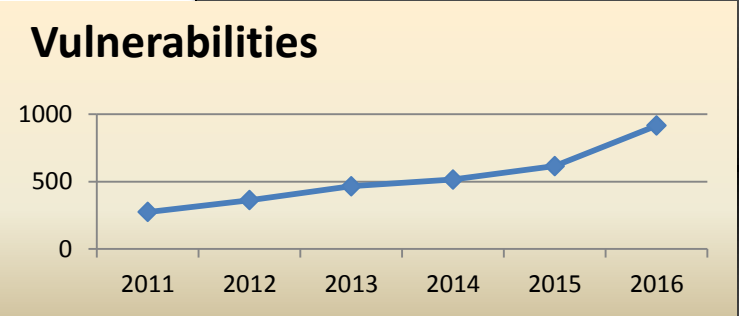
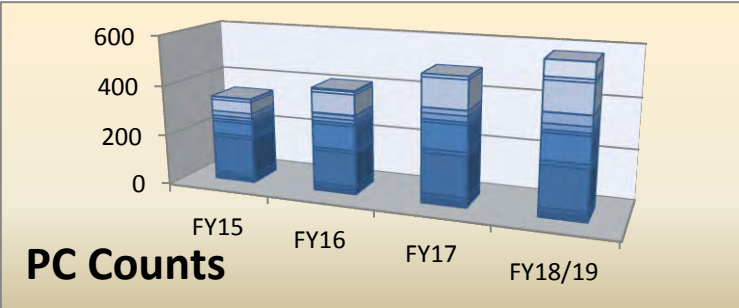
FY 2018

What we face?

- Local Trends
- Industry Trends
- Council Initiatives
- Regulatory Compliance
- Monetary Constraints

Charting a course to a better future

Addressing future trends





Information Technologies

FY 2018

Following PBB:

Quartile	Program	FY17 Actual	FY18 Proposed	Delta (%)
4	7000 Department Administration	1.75	1.40	-25%
3	7070 Financial Systems	1.58	0.70	-126%
3	7071 Human Resource Systems	0.93	0.75	-24%
2	7072 Land Management Systems	0.92	0.92	0%
2	7073 Facilities Management Systems	1.92	1.92	0%
1	7074 Criminal Justice Systems	1.61	1.61	0%
1	7075 Fire and Life Safety Systems	0.53	0.53	0%
2	7076 Community Development Systems	1.33	1.33	0%
3	7077 Public Library Systems	0.30	0.23	-30%
2	7078 Shared Systems	3.61	3.61	0%
2	7079 Information Security Compliance	0.31	1.80	83%
	Total FTE	14.80	14.80	



Information Technologies

FY 2018

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
Personnel Services (PS)	1,501,086	1,616,490	1,825,507	1,829,214
<i>PS Delta (%)</i>		7%	11%	0.2%
<i>PS Delta (\$)</i>		115,404	209,017	3,707
Materials & Services (M&S)	758,988	1,057,733	1,121,793	1,197,562
<i>M&S Delta (%)</i>		28%	6%	6%
<i>M&S Delta (\$)</i>		298,745	64,060	75,769
PS plus M&S Subtotal	2,260,074	2,674,223	2,947,300	3,026,776
<i>Subtotal Delta (%)</i>		15%	9%	3%
<i>Subtotal Delta (\$)</i>		414,149	273,077	79,476
Capital Outlay (CO)	10,000	152,744	106,000	-
<i>CO Delta (%)</i>		93%	-44%	na
<i>CO Delta (\$)</i>		142,744	-46,744	na
Total Budgeted Expenditures	2,270,074	2,826,967	3,053,300	3,026,776
<i>Total Delta (%)</i>		20%	7%	-1%
<i>Total Delta (\$)</i>		556,893	226,333	-26,524
Full-Time Budgeted Employees	15.0	15.0	15.3	14.8
		20%	7%	-1%

Addressing future needs:

Significant Changes:

- FY17-18 Public Access Terminals for the Library
- FY18 Segmentation of the Computer Network
- FY18 Upgrade of PeopleSoft
- FY17-20 New Phone System

Three Year Considerations FY2019-2021:

- FY18 IT Management Analyst
- Information Security and Compliance
- Unified Communications: Enterprise Resource Planning Systems (ERPs)
- Business Intelligence



Your questions?

Brandt Melick
Information Technology Director
bmelick@springfield-or.gov
541.726.4645 (o)
541.514.6139 (c)



Department Account Summary
FY18 Operating Expenditures - Total All Funds by Account
Information Technology

Favorable ● 5%
 ● 0%
 Unfavorable ● -5%
 ● -25%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year Projections	FY18 Proposed	% FY17 Projections Change Amended	% FY18 Change Amended
510000 Salaries	1,033,757	1,080,895	1,186,672	1,126,040	1,188,213	● 5%	● 0%
540000 Overtime	-	-	2,880	-	-	● 100%	● 100%
560000 Fringe Benefits	88,781	93,546	102,920	95,032	96,944	● 8%	● 6%
560001 Medical/Dental Insurance	215,850	267,405	297,420	294,584	295,407	● 1%	● 1%
560003 PERS/OPSRP	157,177	168,051	183,199	179,277	239,323	● 2%	● -31%
560005 Workers Compensation	-	-	-	260	1,047	● -100%	● -100%
564001 Car allowance	-	54	1,560	1,638	3,480	● -5%	● -123%
564002 Pager allowance	4,694	4,742	3,336	3,503	3,360	● -5%	● -1%
564005 Cell phone allowance	828	1,797	2,520	2,394	1,440	● 5%	● 43%
570000 Personal Services Adjustments	-	-	45,000	45,000	-		
Personnel Services	1,501,086	1,616,490	1,825,507	1,747,728	1,829,214	● -5%	● 0%
611008 Contractual Services	159,875	298,725	319,450	316,850	347,895	● 1%	● -9%
632001 Telephone, Cellular, Pager	6,016	4,009	15,386	13,077	3,775	● 15%	● 75%
632002 Ris/Airs/Geo Charges	91,078	96,465	63,360	66,394	60,708	● -5%	● 4%
632005 Computer Equipment	22,987	183,531	115,584	115,584	115,584	● 0%	● 0%
634003 Duplicating Supplies	692	588	-	-	-	● 100%	● 100%
635001 Travel & Meeting Expenses	10,654	7,883	8,771	8,771	8,771	● 0%	● 0%
635002 Internal meeting	369	-	-	(0)	-	● -100%	● 100%
635004 Mileage reimbursement	100	-	-	-	-	● 100%	● 100%
636001 Software License Fee	151,928	190,763	230,706	272,706	299,224	● -18%	● -30%
642002 Utilities	-	-	12,270	12,270	12,738	● 0%	● -4%
643003 SUB Water	291	317	-	-	-	● 100%	● 100%
643004 SUB Sewer & Drainage	549	591	-	-	-	● 100%	● 100%
643007 SUB Electricity	10,897	10,938	-	(0)	-	● -100%	● 100%
644001 Periodicals	-	7	-	-	-	● 100%	● 100%
644002 Memberships, Books, Subscrips	117	323	2,540	2,540	2,540	● 0%	● 0%
645002 Postage & Shipping Charges	7	5	100	14	100	● 86%	● 0%
645003 Office & Computer Supplies	663	1,233	2,900	2,758	2,900	● 5%	● 0%
645004 Computer Supplies	4,870	1,590	10,000	9,500	10,000	● 5%	● 0%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year		% FY17		% FY18	
				Projections	FY18 Proposed	Projections Change Amended	Change Amended		
645005 Computer Software	3,889	20,560	34,359	33,168	20,587	<div></div> 3%	<div></div> 40%		
645006 Small Furniture & appliances	335	209	875	1,439	874	<div></div> -64%	<div></div> 0%		
647009 Program Expense	394	1,986	500	250	500	<div></div> 50%	<div></div> 0%		
650006 GIS Program Expense	569	13	1,500	750	1,500	<div></div> 50%	<div></div> 0%		
660004 Equipment Maintenance	939	1,815	9,864	9,864	9,864	<div></div> 0%	<div></div> 0%		
671006 Employee Development	12,908	9,831	27,600	28,850	37,600	<div></div> -5%	<div></div> -36%		
672002 Retiree Medical Premium	3,427	-	-	-	-	<div></div> 100%	<div></div> 100%		
673001 Recruitment Expense	20	-	-	-	-	<div></div> 100%	<div></div> 100%		
698001 Unexpended Target	-	-	-	9,950	-	<div></div> -100%	<div></div> 100%		
Material & Service	483,574	831,382	855,765	904,735	935,160	<div></div> -3%	<div></div> -9%		
680001 Internal Insurance Chgs	12,276	11,517	11,304	11,304	11,160	<div></div> 0%	<div></div> 1%		
680004 Internal Fac Rent	-	-	14,064	14,064	14,064	<div></div> 0%	<div></div> 0%		
680005 Int Computer Equip Chgs	157,318	106,596	121,992	122,274	120,940	<div></div> 0%	<div></div> 1%		
680007 Internal Bldg Maint Chgs	-	-	11,388	11,388	4,962	<div></div> 0%	<div></div> 56%		
680012 Indirect Costs	75,428	78,180	74,724	74,724	75,540	<div></div> 0%	<div></div> -1%		
680014 Internal Employee Benefit Chg	14,649	14,551	12,000	12,000	11,832	<div></div> 0%	<div></div> 1%		
680018 Internal MS Enterprise Agreemt	6,108	5,872	4,632	4,632	7,524	<div></div> 0%	<div></div> -62%		
680027 Internal Workers Comp Chrgs	-	-	6,348	6,348	6,936	<div></div> 0%	<div></div> -9%		
680030 Int Bldng Preservation Chrgs	9,635	9,635	9,576	9,576	9,444	<div></div> 0%	<div></div> 1%		
Internal Charges	275,414	226,351	266,028	266,310	262,402	<div></div> 1%	<div></div> 1%		
751001 Computer Equipment	10,000	23,344	-	-	-	<div></div> 100%	<div></div> 100%		
751008 Network Infrastructure	-	129,400	106,000	106,000	-	<div></div> 0%	<div></div> 100%		
Capital Outlay	10,000	152,744	106,000	106,000	-	<div></div> 100%	<div></div> 100%		
Total Operating Expenditures All Funds	\$ 2,270,074	\$ 2,826,966	\$ 3,053,300	\$ 3,024,773	\$ 3,026,775	<div></div> 0%	<div></div> 1%		

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon****To:** Budget Committee; Gino Grimaldi, CMO**From:** Richard Lewis, Chief of Police AIC**Date:** April 10, 2017**Department:** Police Department

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
<u>Revenue by Category</u>				
Licenses, Permits & Fees	N/A	N/A	N/A	(72,000)
Intergovernmental	N/A	N/A	N/A	(169,000)
Charges For Service	N/A	N/A	N/A	(224,500)
Miscellaneous Receipts	N/A	N/A	N/A	(30,000)
Total Budgeted Revenue	N/A	N/A	N/A	\$ (495,500)
<u>Expenditures by Category</u>				
Personnel Services	15,325,065	16,440,840	16,508,989	16,809,187
Materials & Services	3,484,215	3,282,406	3,554,688	3,263,470
Capital Outlay	935,240	778,875	587,430	170,000
Total Budgeted Expenditures	\$ 19,744,520	\$ 20,502,120	\$ 20,651,107	\$ 20,242,657
Full-Time Budgeted Employees	123.00	124.00	124.00	124.00

Department Budget Summary:

The Police Department will continue to maintain a high level of service within a challenging FY18 budget.

The FY18 proposed budget maintains a flat materials and services budget for the general fund. The Police Department has also contributed towards the city wide effort to balance the general fund budget by vacancy management of police personnel positions in the amount of \$387,500.

The FY18 proposed budget for the police and jail levy fund maintains the same materials and services budget as FY17, with the exception of an increase for jail inmate medical and mental health costs. Inmate medical and mental health costs are anticipated to increase by at least \$78,000 in FY18. The increased costs cover an additional 8 hours per week in medical staff time to support housing of female inmates, the previously approved increase of mental health service coverage from 8 to 16 hours per week, implementation of an electronic medical records solution, and vendor personnel cost increases.

A new body camera or in car video solution may be implemented within the FY18 budget via the special revenue fund. Marijuana tax revenue has been identified as a possible source of funds for this project. Further policy, procurement and business process planning are required prior to implementation of either a body camera or in car video solution.

Within the proposed FY18 budget, the Police Department will continue to emphasize recruitment and hiring of quality applicants, provide adequate funding for training opportunities, and support of existing programs and services.

The renewal of the Police and Jail Operating Levy is currently a key focus for the Police Department. Planning for the levy renewal has already begun and will continue in to FY18. Renewal of the Police and Jail Operating Levy will impact budget, operations, and community service levels for FY19-FY24. The Police and Jail Operating Levy provides funding for thirty-nine (39) Springfield jail staff, police officers, and support personnel, as well as costs associated with services those personnel perform. In partnership with the Finance, City Manager's

Office, Springfield City Council and community members, the Police Department will seek renewal of levy funding to allow the Police Department to maintain the existing level of police and community services.

Accomplishments FY2016-2017:

- Continued partnership with the CAHOOTS program through grant funding and an expansion of the support schedule, which will increase from 12 hours a day to 24 hours a day by July 2017.
- Evaluation and modification of the Jail facility, policy and business processes to accommodate housing of female inmates, no later than July 1, 2017.
- Completion of a body worn camera pilot project; body cameras and supporting data management software for three vendors were reviewed by four sworn officers in the field, an additional sworn officer coordinated the pilot project and submitted administrative evaluation input, with support from an IT business analyst.

Significant Changes:

- The Department currently has multiple key vacancies, to include Chief of Police and the Administrative Sergeant positions.
- The Department will manage personnel vacancies for FY18 to reduce the general fund budget by \$387,500.
- Implemented proactive approach in recruitment within the community via local high school, college and criminal justice focused job fairs, as well as focused hiring process for lateral officers and reserve officers.
- Housing of female inmates, as a result of Lane County Sheriff's Office discontinuance of inmate swapping which provided housing for Springfield Police female inmates at Lane County Jail.
- Jail inmate medical and mental health costs will increase by at least \$78,000 in FY18.
- Two management level employees identified tentative retirement dates in second half of FY18. This will result in a loss of experience and have budgetary impact.

Three Year Considerations FY2019-2021:

The Police Department has a number of programs and projects that will require evaluation for the best service level and funding solutions over the next three years.

As referenced above, the renewal of the Police and Jail Operating Levy will significantly impact budget, operations, and community service levels for FY19-FY24. The Police Department will work with the Finance Department, City Manager's Office, Springfield City Council and community members to seek renewal of the levy funding and continue the current level of policy and community services.

The Police Department will research a long term solution for supporting the CAHOOTS program, as a majority of program costs are currently supported by a State grant managed by Lane County. Current funding is provided through July 2019. Estimated funding for the existing program ranges from \$350,000 to \$400,000 per year. Springfield Police personnel will be evaluating the availability of additional grant funding, inter-agency partnerships, and identification of similar programs to identify alternatives in long-term funding.

The portable and mobile radio units need replacement in the next three to five fiscal years, with an estimated cost of \$1.2 million. Springfield Police personnel will continue to actively maintain existing equipment, with the intent to extend the life of existing radio units, as well as research cost saving and funding opportunities in anticipation of radio unit replacement.

As part of the Lane Radio Interoperability Group (LRIG), the City of Springfield is responsible for a share of costs associated with a hardware update to regional radio base stations. The City's share of the cost is estimated to be \$250,000 and will be due in fiscal year 2019 or 2020, which will be a shared cost between the Police Department and Department of Public Works and Development.

The Springfield Justice Center has been occupied by the Police Department, Springfield Municipal Court, and Springfield City Prosecutor since September 2008 and Springfield Jail opened in January 2010. After nine years of occupancy, with 24x7 use, the physical appearance and key building systems are in need of significant long-term maintenance that exceed the current budget developed for short-term building maintenance needs. The Police Department, in partnership with the additional Departments occupying the Justice Center and the Department of Public Works, must identify key long-term maintenance projects and assign a priority level, timeline, and estimated cost to each project for planning and budget considerations.



Police Department

FY 2018





Police Department

FY 2018

The Police Department will continue a high level of service within a challenging FY18 budget.





Police Department

FY 2018

FY17 Accomplishments:

- Continued partnership with CAHOOTS
- Preparation of Springfield Jail to accommodate housing of female inmates
- Completion of body worn camera pilot project
- Emphasis on proactive recruitment



Police Department

FY 2018

Significant changes in FY18:

- General fund personnel funding reduced by \$387,500
- Renewal of the Police & Jail Levy
- Housing of female inmates
- Increase in jail inmate medical and mental health costs
- CAHOOTS services increased
- Body camera solution



Police Department

FY 2018

The Springfield Police Department FY18 budget consists of 32 programs.





Police Department

FY 2018

Patrol – Sworn (1144) - Sworn officers respond to emergency and non-emergency situations to protect life and property and maintain peace and safety in the community.

Highlights:

- Revenue generated through vehicle impound release fees and contracts for patrol services.
- “Go Bags” in patrol cars promotes officer safety and readiness.
- Completion of body camera evaluation project.



Police Department

FY 2018



Traffic Team (1146) - The motorcycle traffic team has three motor officers that emphasize enforcement of traffic laws and traffic safety.

Highlights:

- Awarded a Pedestrian Safety educational mini-grant for \$4,998.
- Focused traffic safety education through community outreach
- 69% of calls for service were self-initiated (*FY17 through 3/31/17*)

Police Department

FY 2018



DUI Enforcement (1147) – Officer assigned to DUI enforcement with an unmarked patrol car and officers with drug recognition expertise.

Highlights:

- 95 of 450 SPD DUII arrests by current DUI Enforcement officer. (*FY17 through 3/31/17*)
- Four officers are DRE certified
- 2017 DRE Officer of the Year, Lane County DUII Oregon Impact Panel

CAHOOTS (1166) – Provides specialized response for persons experiencing a mental health crisis. The CAHOOTS program is primarily funded through a grant managed by Lane County. SPD is responsible for the CAHOOTS vehicle's fuel and maintenance.

Highlights:

- Expanding service level from twelve to twenty-four hours a day
- Grant funding extended through June 2019.
- Average of eight calls per 12 hour shift



Police Department

FY 2018

Springfield Municipal Jail Housing (1172) – Housing of inmates, to include food service, laundry, visitation, necessary medical and mental health services and other services in a clean and healthful environment. The Springfield Municipal Jail is fully funded by the Police and Jail Operating Levy.



Highlights:

- Police and Jail Operating Levy renewal efforts.
- Housing of female inmates.
- Increase to medical and mental health costs.
- Primary revenue from jail bed leasing to multiple local



Police Department

FY 2018

Future Challenges:

- Police and Jail levy renewal
- Future funding for services CAHOOTS provides
- Portable and mobile radio unit replacement
- Justice Center building maintenance































































Police Department









































































FY 2018



















































The Police Department will continue to provide quality service to the citizens of Springfield through proactive policing, education, community outreach and innovative problem solving.

Department Account Summary
FY18 Operating Expenditures - Total All Funds by Account
Police Department

Favorable  5%
 0%
Unfavorable  -5%
 -25%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year		% FY17		% FY18	
				Projections	FY18 Proposed	Change Amended	Change Amended	Change Amended	Change Amended
510000 Salaries	8,285,251	8,899,734	9,302,161	8,837,053	9,331,161	 5%	 0%		
540000 Overtime	759,398	742,787	477,024	716,116	477,024	 -50%	 0%		
560000 Fringe Benefits	855,172	904,346	884,260	840,047	818,307	 5%	 7%		
560001 Medical/Dental Insurance	2,295,909	2,602,073	2,458,656	2,428,752	2,418,230	 1%	 2%		
560002 City Retirement Plan	583,628	566,429	550,164	550,097	564,777	 0%	 -3%		
560003 PERS/OPSRP	1,023,223	1,168,901	1,307,892	1,242,497	1,570,035	 5%	 -20%		
560005 Workers Compensation	-	-	-	-	94,494	 100%	 -100%		
560040 CRP Interest Guarantee	1,372,000	1,352,000	1,352,000	1,419,600	1,352,004	 -5%	 0%		
560050 VEBA	-	11,799	-	-	-	 100%	 100%		
564001 Car allowance	964	3,507	3,480	3,373	3,480	 3%	 0%		
564003 Uniform allowance	144,379	156,015	165,792	157,502	173,734	 5%	 -5%		
564005 Cell phone allowance	5,140	6,420	7,560	7,182	5,940				
570000 Personal Services Adjustments	-	26,828	-	0	-	 -100%	 100%		
Personnel Services	15,325,065	16,440,840	16,508,989	16,202,220	16,809,187	 -4%	 -2%		
611008 Contractual Services	414,528	227,451	602,500	107,500	42,445	 82%	 93%		
611009 Legal Expense	25	34	-	-	-	 100%	 100%		
611011 Prisoner Exp Medical	251,209	236,930	273,400	300,000	415,000	 -10%	 -52%		
611014 Drug Prevention/Ed	12,737	14,095	10,000	10,000	10,000	 0%	 0%		
611019 Merchant fees	9,041	8,369	11,000	11,250	11,000	 -2%	 0%		
632001 Telephone, Cellular, Pager	41,757	44,880	46,753	44,415	55,564	 5%	 -19%		
632002 Ris/Airs/Geo Charges	15,965	16,313	49,192	47,507	67,176	 3%	 -37%		
632004 Info System Operations	239,528	148,036	148,327	220,000	191,152	 -48%	 -29%		
632005 Computer Equipment	30,715	42,340	33,055	33,655	14,500	 -2%	 56%		
632006 SunGard Contingency Exp	-	-	28,000	28,000	28,000	 0%	 0%		
632007 LRIG - SW7 System	-	-	-	-	127,107	 100%	 -100%		
633001 Advertising	437	235	-	0	-	 -100%	 100%		
634003 Duplicating Supplies	4,595	10,113	-	-	-	 100%	 100%		
634006 Printing & binding	8,110	9,214	-	0	-	 -100%	 100%		
635001 Travel & Meeting Expenses	8,857	41,137	23,000	21,850	10,500	 5%	 54%		

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year Projections	FY18 Proposed	% FY17 Projections Change Amended		% FY18 Change Amended	
636001 Software License Fee	-	-	96,326	96,326	24,082		0%		75%
641002 Processing Supplies	-	941	-	-	-		100%		100%
641006 Medical Supplies	8,734	6,661	7,000	7,350	8,200		-5%		-17%
641008 Safety Clothing/Eq	22,860	40,674	59,500	59,475	20,500		0%		66%
641009 Cleaning Supplies	34,128	3,685	-	-	-		100%		100%
641015 Police Weapons	-	-	11,000	11,000	-		0%		100%
641022 Inmate Supplies	12,729	14,430	15,000	35,000	22,000		-133%		-47%
641023 Prisoner Meal Expense	125,370	126,665	136,000	136,000	136,000		0%		0%
642001 Gasoline & Oil	156,099	114,345	157,100	149,245	157,100		5%		0%
642002 Utilities	45,635	34,836	115,633	109,851	101,487		5%		12%
643003 SUB Water	7,206	7,236	-	-	-		100%		100%
643004 SUB Sewer & Drainage	11,893	12,287	-	(0)	-		-100%		100%
643007 SUB Electricity	50,052	51,484	-	0	-		-100%		100%
644002 Memberships, Books, Subscrips	7,612	7,548	5,500	5,750	5,500		-5%		0%
645002 Postage & Shipping Charges	10,456	10,045	10,000	10,115	10,000		-1%		0%
645003 Office & Computer Supplies	37,143	21,116	40,600	38,570	44,600		5%		-10%
645005 Computer Software	292	10,723	4,000	4,069	-		-2%		100%
645006 Small Furniture & appliances	13,706	2,949	-	0	-		-100%		100%
646002 Clothing Allowance	35,176	30,829	32,000	32,400	38,000		-1%		-19%
647007 Cleang/Maint Materials	4,358	27,255	35,000	33,250	35,000		5%		0%
647009 Program Expense	152,781	146,091	91,688	255,000	221,038		-178%		-141%
647014 Canine Donations Expenditures	31,290	6,416	30,000	30,000	30,000		0%		0%
650016 Citizen Survey	-	-	1,500	1,500	1,500		0%		0%
650041 Region Training Plan	5,000	5,000	5,000	5,000	5,000		0%		0%
650065 Hazmat	2,391	8,700	5,000	5,250	11,000		-5%		-120%
650131 2015 JAG Expenditures	-	12,602	3,168	3,167	-		0%		100%
650132 CHETT Expenditures	-	1,671	5,000	5,000	5,000		0%		0%
651009 Lockout Crime Project	-	-	-	-	2,500		100%		-100%
660004 Equipment Maintenance	26,049	56,289	37,480	35,606	45,000		5%		-20%
660006 Communicate EQ Maint	1,511	85	-	(0)	-		-100%		100%
660013 Bldg Maintenance	66,692	81,889	58,000	60,000	58,000		-3%		0%
660014 Internal Bk Maint	-	327	-	-	-		100%		100%
660016 Vehicle Maintenance	62,384	64,694	43,500	73,675	53,500		-69%		-23%
671002 City Ee Recognition	308	902	600	600	600		0%		0%
671006 Employee Development	49,714	26,451	36,821	35,321	42,500		4%		-15%
671008 Tuition Reimbursement	35,087	26,715	38,000	36,250	37,500		5%		1%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year Projections	FY18 Proposed	% FY17 Projections Change Amended		% FY18 Change Amended	
673001 Recruitment Expense	22,451	36,854	13,000	13,350	13,000		-3%		0%
698001 Unexpended Target	-	-	9,733	9,733	-		0%		100%
Material & Service	2,076,609	1,797,540	2,328,376	2,122,032	2,101,051		1%		10%
680001 Internal Insurance Chgs	529,710	636,717	405,224	405,216	407,280		0%		-1%
680002 Internal Veh Mt Chgs	3,185	3,164	3,480	3,480	3,444		0%		1%
680005 Int Computer Equip Chgs	39,996	36,000	36,000	36,000	36,000		0%		0%
680007 Internal Bldg Maint Chgs	46,258	40,633	-	-	-		100%		100%
680011 Internal Veh & Equip Rent	269,088	269,136	250,008	250,008	252,519		0%		-1%
680012 Indirect Costs	283,014	283,012	-	-	-		100%		100%
680014 Internal Employee Benefit Chg	119,310	119,310	99,204	99,204	99,204		0%		0%
680018 Internal MS Enterprise Agreeemt	20,160	17,280	26,448	26,448	36,948		0%		-40%
680020 Internal Contractual Services	18,000	-	-	-	-		100%		100%
680024 Sunguard Reserve Contribution	-	-	12,000	12,000	12,000		0%		0%
680027 Internal Workers Comp Chrgs	-	-	314,340	314,340	235,416		0%		25%
680030 Int Bldng Preservation Chrgs	78,885	79,614	79,608	79,608	79,608		0%		0%
Internal Charges	1,407,606	1,484,866	1,226,312	1,226,304	1,162,419		5%		5%
723001 Vehicles	535,394	357,967	481,000	481,000	170,000		0%		65%
741007 Police Dog	8,242	-	-	-	-		100%		100%
751001 Computer Equipment	-	-	11,430	11,430	-		0%		100%
761002 Telephone Equipment	1,480	-	-	-	-		100%		100%
761003 Radios	-	325,340	-	-	-		100%		100%
761004 LRIG Radio Replacement	97,125	95,568	95,000	130,000	-		-37%		100%
791002 Public Safety Info System	292,998	-	-	-	-		100%		100%
Capital Outlay	935,240	778,875	587,430	622,430	170,000		73%		71%
Total Operating Expenditures All Funds	\$ 19,744,520	\$ 20,502,120	\$ 20,651,107	\$ 20,172,986	\$ 20,242,657		0%		2%

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon**

To: City of Springfield Budget Committee;
Gino Grimaldi, City Manager
From: Anette Spickard, Director
Date: 3/20/17
Department: Development & Public Works

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
<u>Revenue by Category</u>				
Taxes	N/A	N/A	N/A	(52,000)
Licenses, Permits & Fees	N/A	N/A	N/A	(4,577,980)
Intergovernmental	N/A	N/A	N/A	(937,495)
Charges For Service	N/A	N/A	N/A	(2,989,127)
Use Of Money & Property	N/A	N/A	N/A	(10,450)
Miscellaneous Receipts	N/A	N/A	N/A	(35,000)
Other Financing Sources	N/A	N/A	N/A	(886,434)
Total Budgeted Revenue	N/A	N/A	N/A	\$ (9,488,486)
<u>Expenditures by Category</u>				
Personnel Services	11,699,770	12,256,400	13,094,018	13,509,027
Materials & Services	21,016,428	21,251,442	24,634,784	24,682,538
Capital Outlay	1,509,613	2,102,727	4,020,606	2,288,081
Total Budgeted Expenditures	\$ 34,225,811	\$ 35,610,568	\$ 41,749,408	\$ 40,479,646
Full-Time Employees	130.00	123.00	123.00	127.38
FY18 Proposed FTE Reduction				(1.00)
Full-Time Budgeted Employees	130.00	123.00	123.00	126.38

Department Budget Summary:

Overall the department's operational budget is flat in terms of services provided and funding sources, with three exceptions. In winter 2017 the Council approved the addition of 1.0 FTE plans examiner/inspector in the Building Safety Fund as a result of increased building permit activity. The proposed budget also includes a new general fund allocation of resources for a Council-directed comprehensive development code update which is planned to commence in September 2017. The remainder of the 2.55 FTE increase shown in the above table is due to budgeting for our crew of 12 seasonal landscape workers which had not been included in the FTE count previously.

The department reduced operating expenses in each of its major business lines in response to the increase in PERS rates and the need to maintain adequate reserves per the Council's financial policies. For the General Fund, a vacant supervisor position will not be filled and those responsibilities will be assumed by another manager. The department balanced the Street Fund with cuts to one-time expenses in an effort to preserve the small reserve in this Fund while new revenue sources are being considered by the state legislature such as a fuel tax increase. If new revenue sources are not identified at the state level, a restructure of the Street Fund's services will be undertaken in FY18 for implementation in FY19.

The Stormwater and Wastewater systems are regulated by federal permits and Council has ensured sufficient resources for proper operation of these systems through monthly user fees, however in order to balance these Funds within the adopted rate structure the department reduced the amount of spending on capital projects

planned for FY18. In spite of our financial challenges, the department has identified seven strategic work plan areas that will continue to be our focus for FY18: Improve Main Street traffic, pedestrian, and bicycle safety; Implementation of an affordable housing strategy; Updates to the development code, municipal code, and land use plans to support new development and plan for the new UGB expansion areas; Develop financing strategies to address the street preservation backlog; Deliver key capital construction projects; and Evaluate Goshen industrial area wastewater connection to the regional system.

Accomplishments FY2016-2017:

- Completed adoption of Urban Growth Boundary expansion for employment lands and Economic & Urbanization policy elements of 2030 Comprehensive Plan
- Constructed Mill Race Stormwater Basin, Path, and Trailhead at Booth-Kelly site
- Expanded e-permitting system to include on-line scheduling of inspection services, electronic payments and began implementation of electronic plan submittal process
- Improved traffic flow efficiency throughout city by implementing flashing yellow left turns
- Installed two pedestrian safety crossings on Main Street at Chapman Ln and 48th Street
- Received federal approval to begin reconstruction of Franklin Boulevard; awarded project to Wildish

Significant Changes:

- Federal funding of the CBDG and HOME programs are eliminated in the President's budget. The loss of these funds will leave Springfield with no money to invest in affordable housing or social service programs. The City will continue to work with our federal representatives to maintain these programs.
- Building and development permit activity continues to rise after the recession. Planning applications have increased by 24% annually since 2012. The number of building permits issued doubled from FY15 to FY16 and remains at high levels through FY17. Transactions overall have increased on average 14% since 2013. As a result the Building Safety Fund has stabilized and replenished its reserve and Planning Fee revenues in the General Fund have increased which has helped the City balance the overall budget.

Three Year Considerations FY2019-2021

The City has a backlog of needed street repairs of approximately \$30 Million and no funding to address it. Staff will continue to work with the Council and our state and federal partners on financing solutions to pay for needed pavement preservation projects as well as other critical projects such as implementing the city's ADA transition plan.

ODOT has made a financial commitment to construct several traffic safety improvement projects across the City over the next several years, the most significant being a new Main Street Facility Plan with designs for a raised median on Main Street. The Facility Plan effort will be coordinated with city staff and will involve a substantial public engagement effort prior to any design being approved and constructed.

The City is very likely to be subject to new regulations from the state including a new stormwater permit in 2017 as well as new federal floodplain development regulations. Implementation of these new regulations will add costs to the City's operations and increase cost for future private development. These cost increases have not been included in this budget.

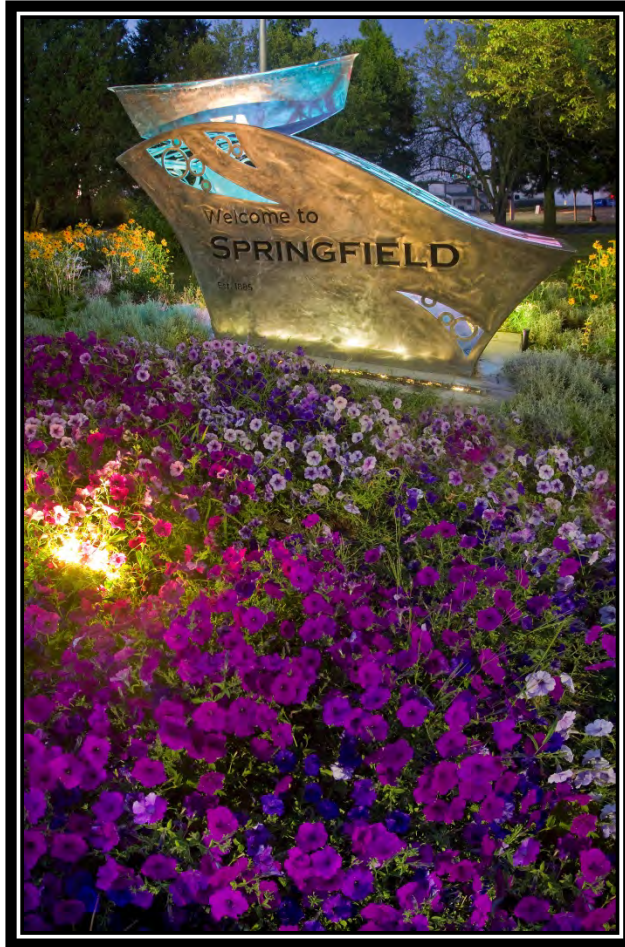
The proposed budget includes a comprehensive update/rewrite of the Development Code to further spur investments in our local community. This project will be a major initiative of the department for the next three years and will be a major work activity for the Springfield Planning Commission. In addition, the Council has expressed interest in developing a more targeted affordable housing strategy and program to implement the housing policies currently under consideration by Council.

Given the financial forecasts for the General Fund and the Street Fund, as well as Council's desire to minimize utility rate increases, the department will prepare a major restructure to be presented to the Budget Committee in FY19.



Development & Public Works

FY 2018

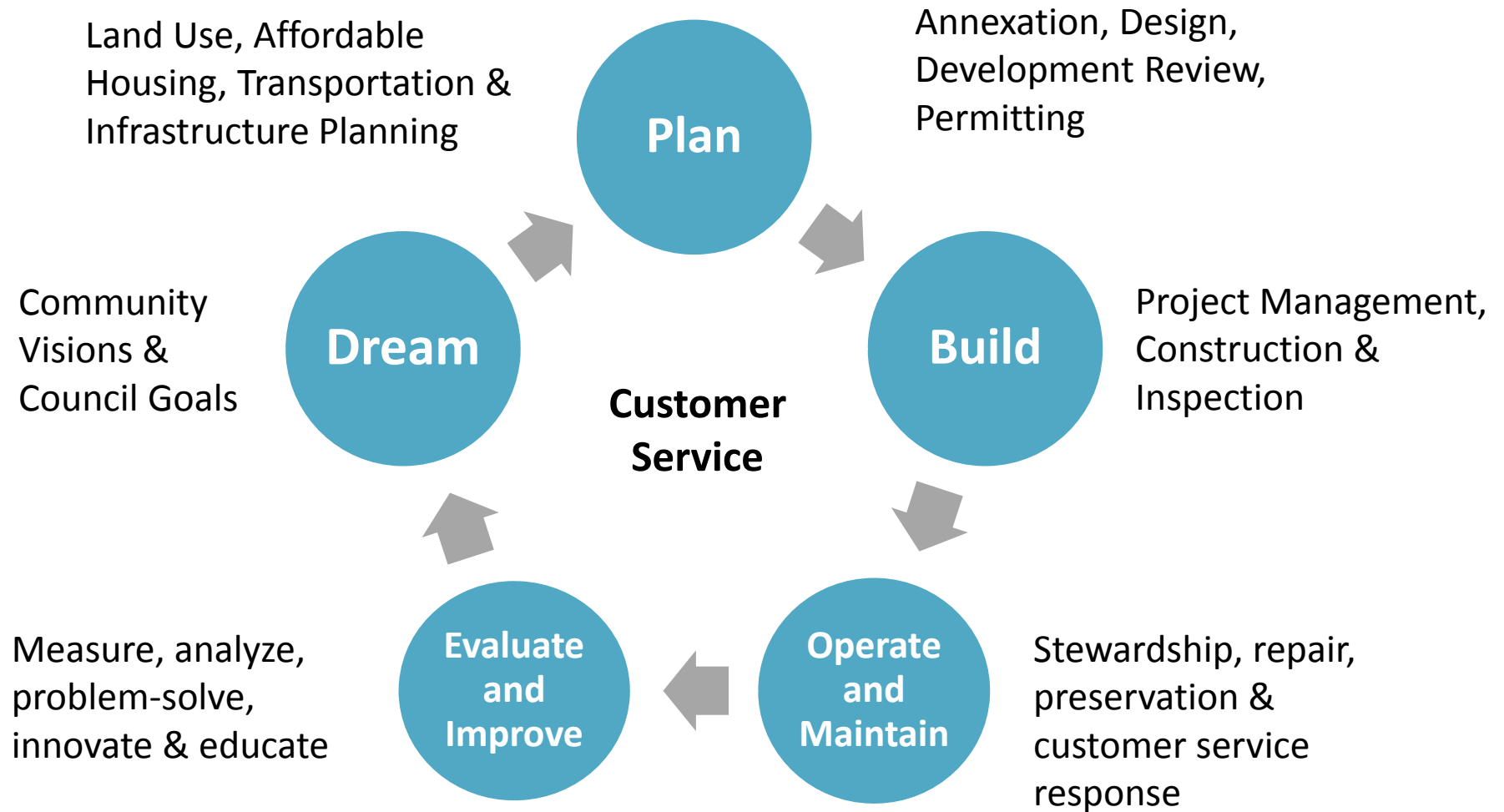


Building a safe and livable community with quality public infrastructure and support for private development



Development & Public Works

FY 2018

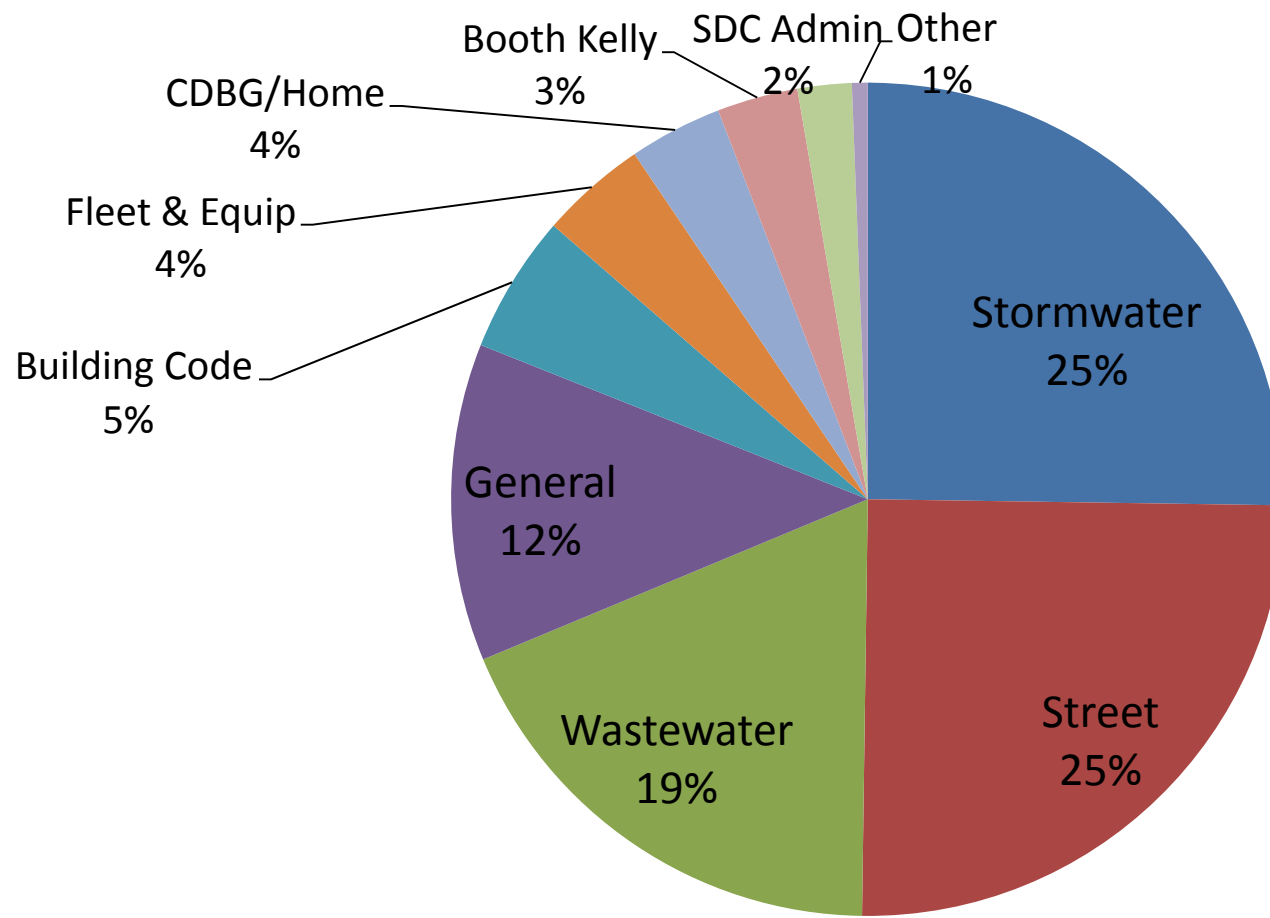




Development & Public Works

FY 2018

FY18 Proposed Total Operating Budget - \$40.4 Million

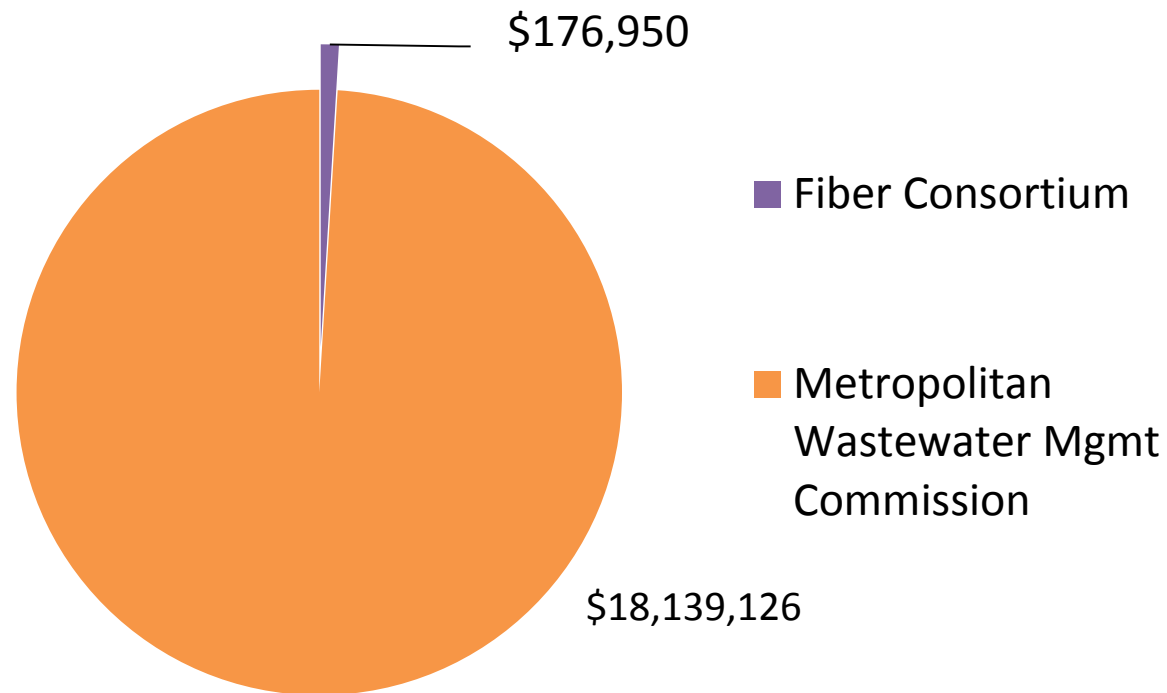




Development & Public Works

FY 2018

FY 18 Proposed Regional Budgets





Development & Public Works

FY 2018

GENERAL FUND - \$3 Million Revenue \$2.5 Million Expense
20.77 FTE

PROGRAMS

Development Application & Plan Review

Comprehensive Land Use Planning

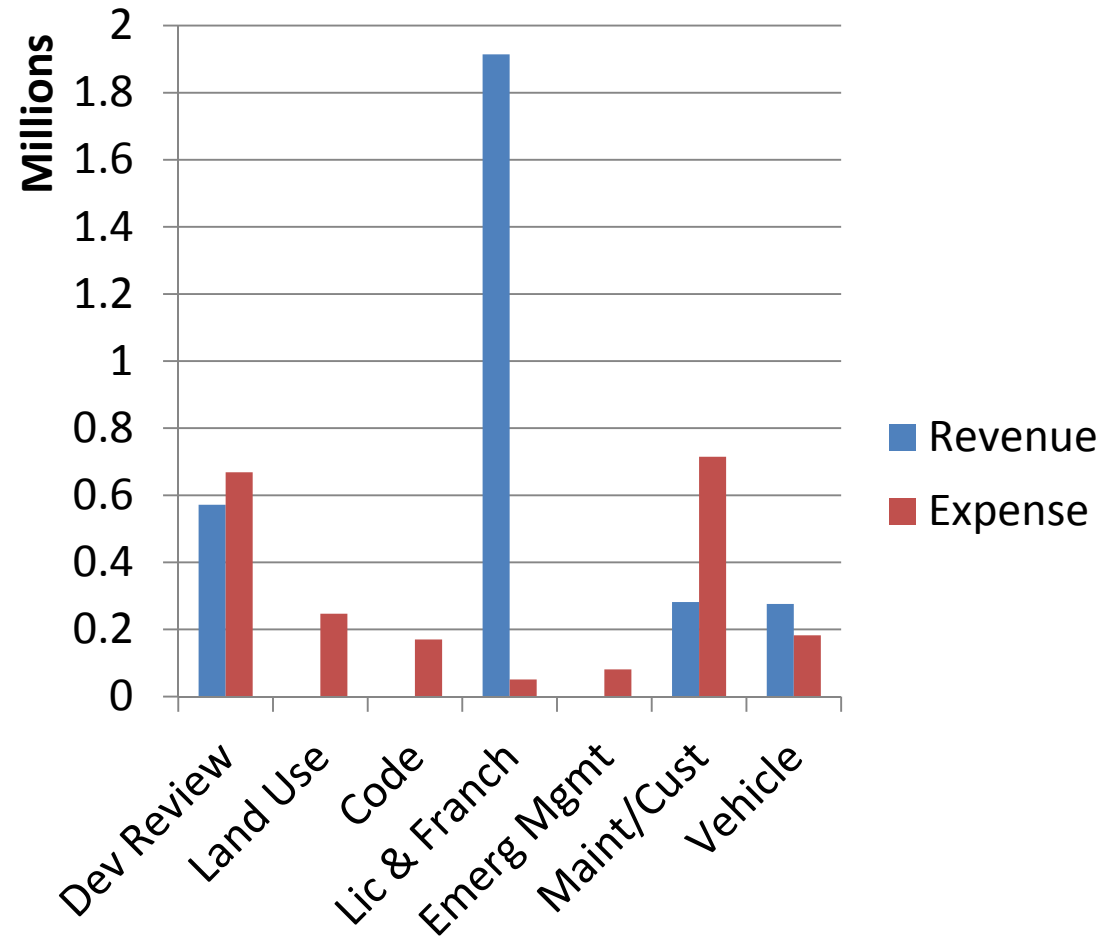
Code Enforcement

Business Licensing & Franchising

Emergency Management

Building Maintenance, Security & Custodial Services

Vehicle Maintenance & Repair

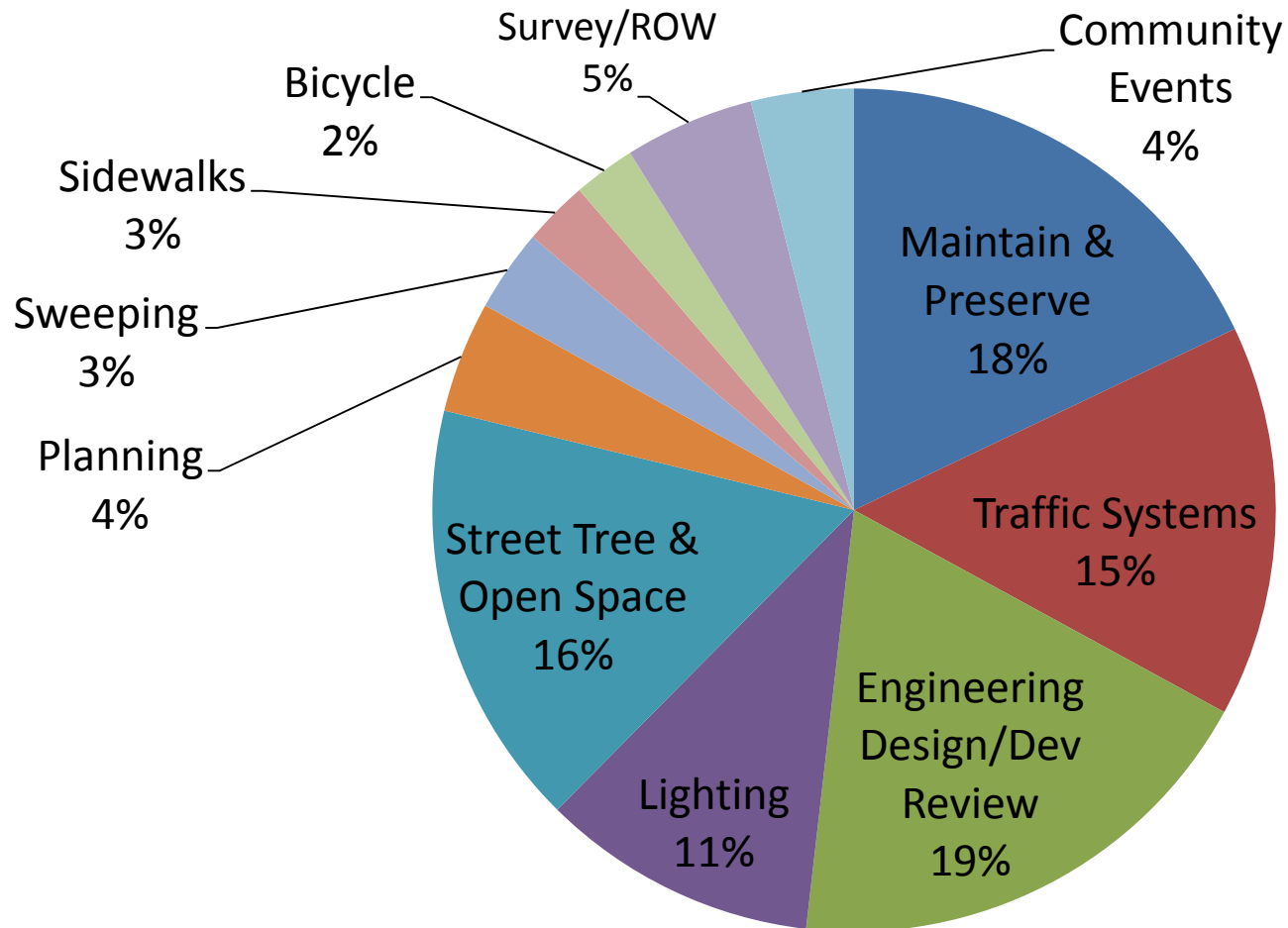




Development & Public Works

FY 2018

STREET FUND PROGRAMS - \$5 Million 28.65 FTE

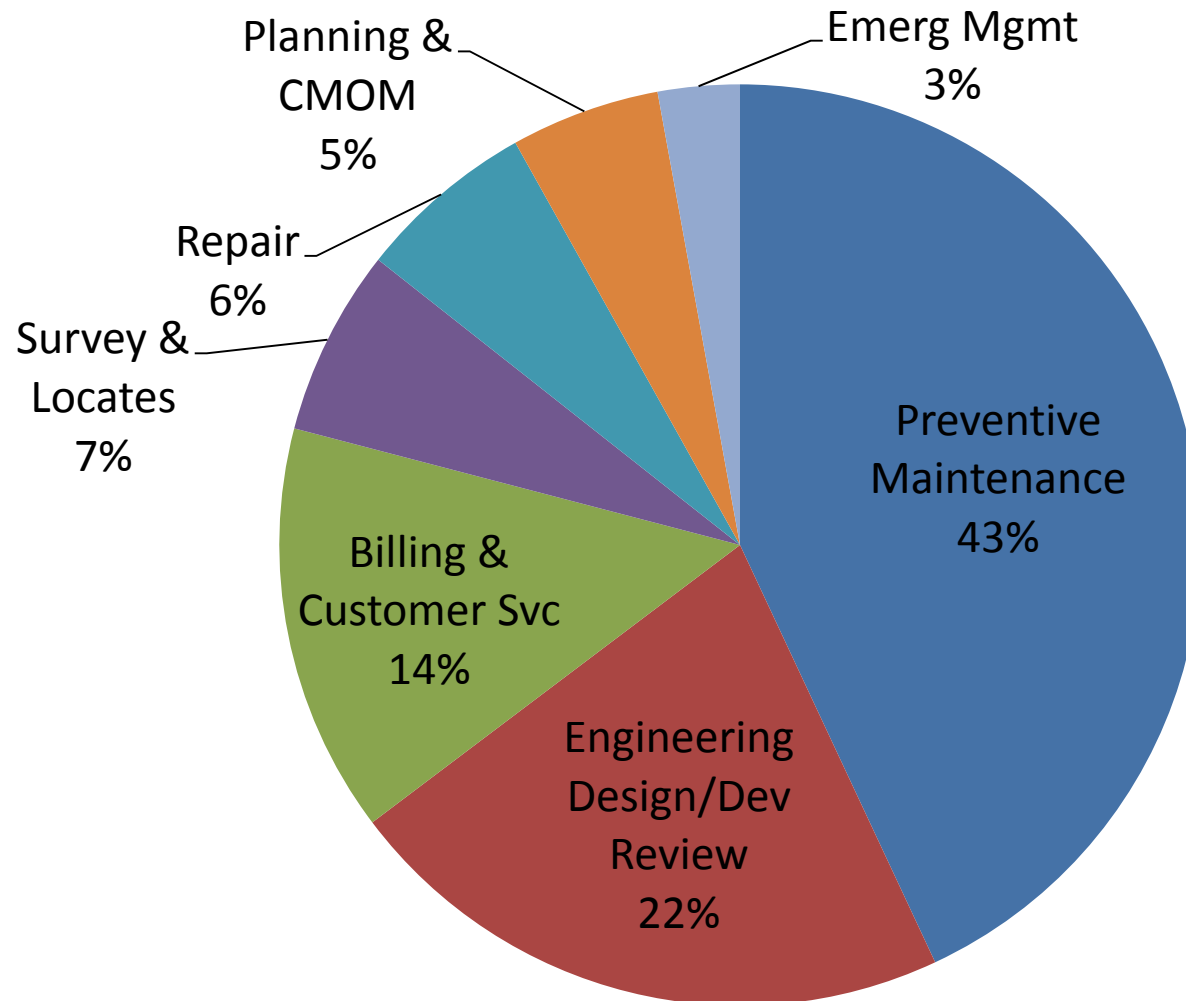




Development & Public Works

FY 2018

WASTEWATER FUND PROGRAMS - \$3.5 Million 17.7 FTE

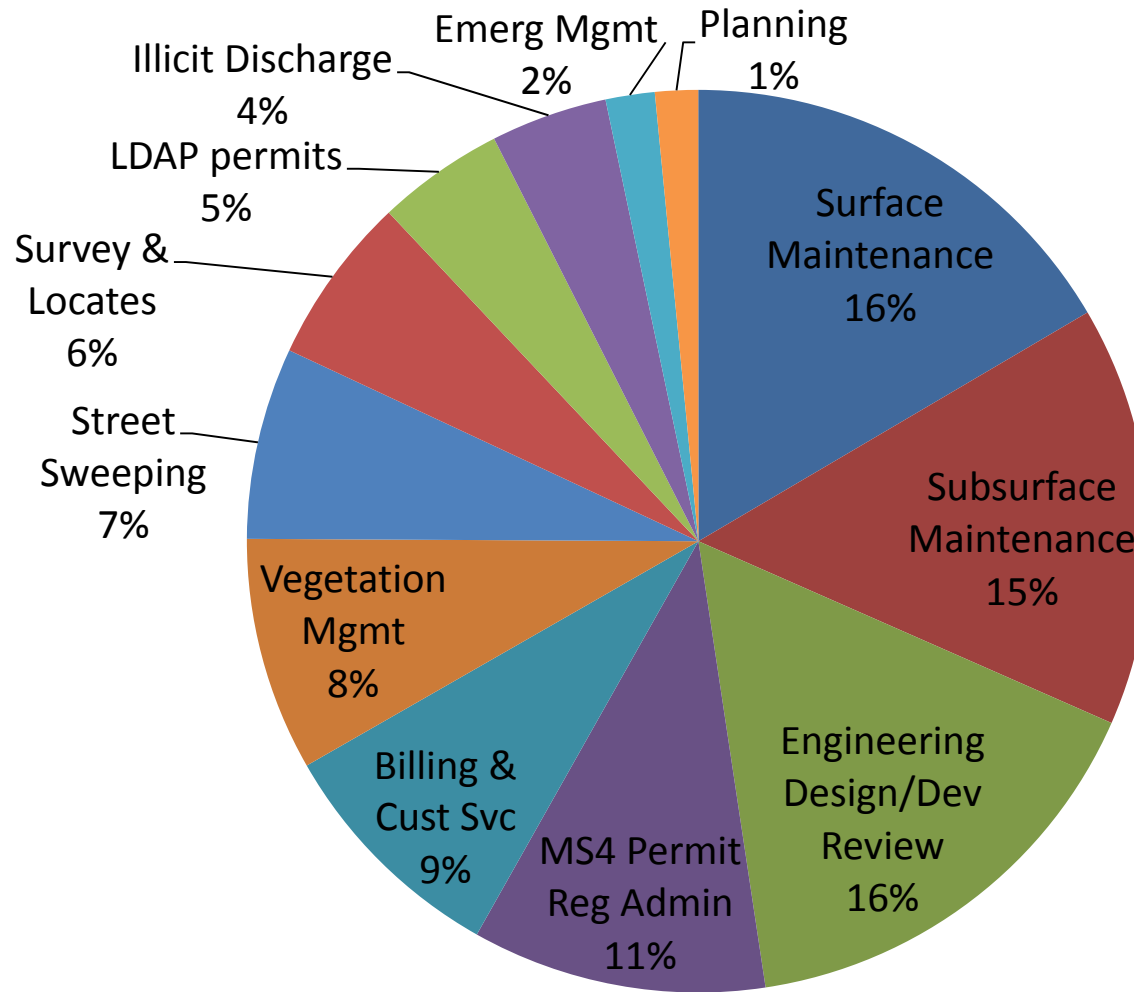




Development & Public Works

FY 2018

STORMWATER FUND PROGRAMS - \$5.1 Million 31.27 FTE





Development & Public Works

FY 2018

Questions?

Thank you!




Department Account Summary

FY18 Operating Expenditures - Total All Funds by Account

Development & Public Works Department



























































(Excludes SEDA)

Favorable  5%

 0%

Unfavorable  -5%








 -25%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year Projections	FY18 Proposed	% FY17 Amend Over FY17 Projection	% FY18 Change FY17 Amended
510000 Salaries	7,685,167	7,845,576	8,320,239	8,146,240	8,466,556	 2%	 -2%
510020 Seasonal & Intern Wages	36,232	67,831	90,000	63,000	-	 43%	
540000 Overtime	89,206	96,418	152,664	151,626	152,664	 1%	 0%
560000 Fringe Benefits	729,616	753,282	793,907	770,863	704,747	 3%	 13%
560001 Medical/Dental Insurance	1,988,582	2,209,525	2,442,204	2,474,546	2,469,395	 -1%	 -1%
560003 PERS/OPSRP	1,138,526	1,197,652	1,255,898	1,230,983	1,603,742	 2%	 -22%
560004 Medical/Dental Insurance	-	0	-	-	-		
560005 Workers Compensation	-	-	-	51,851	75,862	 -100%	 -100%
560050 VEBA	-	49,429	-	-	-		
564001 Car allowance	3,631	3,507	1,560	1,576	3,480	 -1%	 -55%
564002 Pager allowance	12,930	15,358	14,004	30,000	14,400	 -53%	 -3%
564005 Cell phone allowance	15,880	17,820	18,180	18,372	18,180	 -1%	 0%
570000 Personal Services Adjustments	-	-	5,362	-	-		
Sub-Total Personnel Services	\$ 11,699,770	\$ 12,256,400	\$ 13,094,018	\$ 12,939,058	\$ 13,509,027	 1%	 -3%
611007 Billing & Coll Exp	756,285	764,609	809,000	803,000	820,000	 1%	 -1%
611008 Contractual Services	926,132	792,511	1,219,738	1,059,142	1,094,266	 15%	 11%
611009 Legal Expense	69,891	54,734	181,375	95,290	180,375	 90%	 1%
611013 Education/Outreach	37,295	9,629	16,700	15,025	22,200	 11%	 -25%
611016 Attorney Fees	69,896	40,015	100,000	69,300	97,500	 44%	 3%
611019 Merchant fees	26,197	34,962	40,500	38,781	40,500	 4%	 0%
611021 Planning Commission Expenses	666	607	1,500	1,500	1,500	 0%	 0%
611022 Fuel Tax Administration	4,550	3,696	7,650	7,268	7,650	 5%	 0%
611042 NESC Compliance	-	-	3,000	3,000	3,000	 0%	 0%
613001 Personal Services Reimbursemen	7,522,408	7,952,997	8,578,239	8,151,000	8,992,185	 5%	 -5%
620001 Cleaning Services	7,189	6,107	8,500	7,434	8,190	 14%	 4%
620003 Equipment Rental	2,364	5,115	8,800	4,860	8,600	 81%	 2%
631001 Insurance Premiums	392,938	361,402	391,000	351,329	383,000	 11%	 2%
632001 Telephone, Cellular, Pager	19,109	21,497	22,012	23,972	21,619	 -8%	 2%
632002 Ris/Airs/Geo Charges	110,874	118,356	78,143	81,605	90,204	 -4%	 -13%
632005 Computer Equipment	26,672	38,806	61,828	59,952	70,881	 3%	 -13%
632007 LRIG - SW7 System	-	-	-	-	31,133		 -100%
633001 Advertising	14,507	9,424	18,002	14,658	17,693	 23%	 2%
634003 Duplicating Supplies	12,912	13,275	11,820	11,333	10,937	 4%	 8%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year		% FY17 Amend		% FY18 Change
				Projections	FY18 Proposed	Over FY17	Projection	FY17 Amended
634006 Printing & binding	6,975	4,103	10,675	9,529	10,935	●	12%	-2%
635001 Travel & Meeting Expenses	32,071	45,659	70,004	65,242	69,107	●	7%	1%
635002 Internal meeting	542	2,049	3,426	3,111	3,210	●	10%	7%
636001 Software License Fee	72,903	88,686	108,005	105,880	101,701	●	2%	6%
636002 Recording Fees	891	746	825	784	825	●	5%	0%
636005 Property Taxes	73,901	78,154	81,700	101,414	81,700	●	-19%	0%
636008 WPCF/NPDES permits	120,166	126,413	137,800	137,855	137,600	●	0%	0%
636009 Government ethics Comm charges	970	586	1,405	1,155	1,362	●	22%	3%
636010 Right of Way Fees	390,242	401,771	409,500	407,500	417,300	●	0%	-2%
641003 Eng/Survey Supplies	1,104	587	3,950	3,758	3,900	●	5%	1%
641007 Pretreatment Supplies	1,911	2,894	4,000	3,000	4,000	●	33%	0%
641008 Safety Clothing/Eq	10,623	11,848	14,764	13,905	14,989	●	6%	-2%
641009 Cleaning Supplies	230	325	200	200	200	●	0%	0%
642001 Gasoline & Oil	603,235	413,634	502,200	481,400	477,200	●	4%	5%
642002 Utilities	7,956	7,169	282,205	275,871	304,449	●	2%	-7%
642005 Street Lighting Electricity	178,259	186,951	170,000	170,000	170,000	●	0%	0%
642006 Traffic Signal Electricity	28,816	29,709	33,000	30,000	33,000	●	10%	0%
642007 Fuel facilities expenses	7,893	1,111	15,000	14,250	15,000	●	5%	0%
643003 SUB Water	59,440	72,072	1,150	25,100	150	●	-95%	667%
643004 SUB Sewer & Drainage	27,463	34,020	280	270	280	●	4%	0%
643007 SUB Electricity	100,259	105,234	7,020	9,070	5,021	●	-23%	40%
644002 Memberships, Books, Subscrips	31,628	28,876	64,343	74,246	79,233	●	-13%	-19%
645002 Postage & Shipping Charges	12,119	13,163	18,215	16,712	15,634	●	9%	17%
645003 Office & Computer Supplies	10,852	18,970	26,266	23,769	23,446	●	11%	12%
645004 Computer Supplies	-	-	200	200	200	●	0%	0%
645005 Computer Software	82,520	13,549	71,432	52,521	121,119	●	36%	-41%
645006 Small Furniture & appliances	2,031	3,792	10,800	10,631	10,675	●	2%	1%
645007 Stormwater Sampling Expenses	8,148	9,474	14,500	14,500	10,000	●	0%	45%
646002 Clothing Allowance	20,184	19,343	24,350	23,205	24,150	●	5%	1%
646003 Commuter Trip Reduction	1,919	2,108	4,851	3,853	3,171	●	26%	53%
647001 Parts & Materials	8,877	11,856	9,600	9,600	12,600	●	0%	-24%
647002 Street Maint Materials	85,470	25,631	65,000	45,000	65,000	●	44%	0%
647003 Sweeper Supplies	6,645	128	13,500	12,500	13,500	●	8%	0%
647005 Drainage Maint Materials	54,328	61,243	60,535	54,000	62,535	●	12%	-3%
647006 Sewer Maint Materials	18,241	17,537	34,150	30,000	34,500	●	14%	-1%
647007 Cleang/Maint Materials	19,183	18,812	17,000	18,998	18,000	●	-11%	-6%
647008 Dare Materials	-	74	-	-	-	●		
647009 Program Expense	37,824	51,726	123,594	81,758	127,580	●	51%	-3%
647010 Traff Maint Materials	118,189	127,611	104,725	95,000	104,725	●	10%	0%
647011 Land Maint Materials	13,709	15,968	19,000	18,000	19,000	●	6%	0%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year Projections	FY18 Proposed	% FY17 Amend Over FY17 Projection	% FY18 Change FY17 Amended
647012 Claims Expense	-	14,602	-	-	-		
647017 Street Tree Replacement	267	6,921	12,000	6,000	12,000	● 100%	● 0%
647021 Miscellaneous PIP expenses	-	217	-	-	-		
650006 GIS Program Expense	(0)	-	-	-	-		
650015 Permit Project Exp	97	-	35,000	35,000	35,000	● 0%	● 0%
650026 1st Time Homebuyers	-	7,000	133,000	41,970	50,000	● 217%	● 166%
650036 Intergvt Human Srvcs	-	-	73,204	83,372	72,000	● -12%	● 2%
650062 Eugene Operations	3,194,226	3,688,602	4,267,768	3,782,000	4,213,555	● 13%	● 1%
650063 Eugene Indirect Costs	872,928	805,869	1,020,000	907,000	1,032,700	● 12%	● -1%
650064 Bicycle Program Supplies	3,033	400	2,300	2,000	-	● 15%	
650084 Eugene Capital Outlay	26,865	24,756	163,100	163,100	107,860	● 0%	● 51%
650097 Spring Clean-Up	1,156	-	2,000	2,000	2,000	● 0%	● 0%
650100 Catholic Community Services	31,158	31,158	-	-	-		
650101 Food for Lane County	14,237	16,570	-	-	-		
650103 Relief Nursery	14,247	14,247	-	-	-		
650116 SDC Prior Year Refunds	-	-	3	3	-	● 0%	
650117 SDC Credits Paid	-	-	2	2	-	● 0%	
650144 RFC Grant Award Exp	-	-	-	-	50,000	●	● -100%
650201 ADA - Compliance Sidewalks	-	10,000	5,000	5,000	5,000	● 0%	● 0%
651009 Lockout Crime Project	1,870	1,060	10,732	-	-		
651015 Neighborhood Improvements	-	-	-	243,500	325,000	● -100%	● -100%
651025 Section 108 Repayment Xfr	33,692	36,194	35,000	35,000	-	● 0%	
651039 NEDCO Facade Improvement	409	2,663	2,766	8,051	-	● -66%	
651043 HACSA Glenwood Place	-	-	81,580	-	-		
651045 NEDCO SPROUT! EXTERIOR	-	20,353	-	-	-		
651048 Homeless Overnight Parking Pgm	5,000	5,000	5,000	5,000	5,000	● 0%	● 0%
651049 HSC Womenspace	8,029	8,029	-	-	-		
651050 EMERALD ART WINDOW LIGHT 14/15	-	3,900	-	-	-		
651051 CATH COMM SVCS FREZ/FRIG 14/15	27,615	-	-	-	-		
651052 NEDCO BUS DEV 405 MAIN ST14/15	-	18,915	56,379	26,412	-	● 113%	
651053 NEDCO RETAIL ASSIST MAIN 14/15	-	-	10,500	-	-		
651054 SRDC DWNTWN DEMO PROJ 14/15	28,162	3,101	-	-	-		
651056 Sprout! Code Improvements 2015	-	-	142,500	143,449	-	● -1%	
651057 G Street Oasis	-	-	36,500	20,000	-	● 83%	
660002 Street Light Maint	102,886	124,785	119,000	120,000	119,000	● -1%	● 0%
660004 Equipment Maintenance	39,950	25,098	60,850	54,328	58,882	● 12%	● 3%
660013 Bldg Maintenance	56,823	37,045	47,550	47,837	47,500	● -1%	● 0%
660016 Vehicle Maintenance	64,268	62,266	51,500	51,914	49,800	● -1%	● 3%
660023 Signal Detector Repair	61,946	555	50,000	10,000	50,000	● 400%	● 0%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year		% FY17 Amend		% FY18 Change	
				Projections	FY18 Proposed	Over FY17	Projection	FY17 Amended	FY18 Amended
660024 Sidewalk Repair	23,015	11,425	17,500	15,000	17,500		17%		0%
660025 Guard Rail Repair	-	-	2,500	-	2,500				0%
660026 Wire Theft Remediation	-	32,937	40,000	40,000	-		0%		0%
660027 Stream and Channel O&M	24,018	30,944	65,000	65,000	65,000		0%		0%
671001 Training Aids	-	45	800	800	800		0%		0%
671002 City Ee Recognition	-	60	400	200	400		100%		0%
671006 Employee Development	32,574	54,576	88,909	81,394	87,543		9%		2%
671007 Organization Development	3,922	1,694	5,300	5,062	5,300		5%		0%
671008 Tuition Reimbursement	10,870	10,369	-	-	-				
671009 City Ee Recognition - Taxable	388	45	525	525	525		0%		0%
671021 Emp development bldg education	4,265	7,095	5,500	5,775	7,000		-5%		-21%
672002 Retiree Medical Premium	0	-	-	-	-				
673001 Recruitment Expense	2,072	522	2,900	2,848	2,900		2%		0%
690002 Rehab Loans	-	-	41,143	-	-				
698001 Unexpended Target	-	-	-	(137,693)	-		-100%		
Sub-Total Material & Services	\$ 16,947,588	\$ 17,400,338	\$ 20,790,688	\$ 19,114,082	\$ 20,923,195		9%		-1%
680001 Internal Insurance Chgs	591,474	420,391	254,964	254,964	257,081		0%		-1%
680002 Internal Veh Mt Chgs	187,975	184,585	185,460	186,002	183,156		0%		1%
680004 Internal Fac Rent	198,466	196,460	197,664	197,664	197,664		0%		0%
680005 Int Computer Equip Chgs	71,640	72,504	71,868	69,752	78,294		3%		-8%
680007 Internal Bldg Maint Chgs	198,770	207,537	230,580	230,580	230,355		0%		0%
680011 Internal Veh & Equip Rent	416,328	430,512	422,004	422,571	274,536		0%		54%
680012 Indirect Costs	1,696,261	1,627,596	1,659,600	1,659,600	1,828,447		0%		-9%
680014 Internal Employee Benefit Chg	121,174	120,526	98,424	98,424	99,540		0%		-1%
680015 Internal Lease Payments	-	-	26,256	26,256	26,254		0%		0%
680017 Internal Admin Fee	475,000	475,000	475,000	475,001	375,000		0%		27%
680018 Internal MS Enterprise Agreemt	25,056	28,767	41,412	41,412	52,009		0%		-20%
680027 Internal Workers Comp Chrgs	-	-	94,368	94,368	67,968		0%		39%
680030 Int Bldng Preservation Chrgs	86,696	87,226	86,496	86,496	89,040		0%		-3%
Sub-Total Internal Charges	\$ 4,068,840	\$ 3,851,104	\$ 3,844,096	\$ 3,843,089	\$ 3,759,343		0%		2%
723001 Vehicles	338,720	861,451	216,275	216,275	186,081		0%		16%
741024 Street Sweeper	-	-	199,000	-	199,000				0%
741043 Fleet Maint. Equipment	1,699	-	-	-	-				
741045 Sewer Maint. Equipment	17,917	-	-	-	-				
741046 Surface Maintenance Equipment	-	-	200,000	200,000	-		0%		
741048 Survey Equipment	6,235	-	-	-	-				
744000 Equipment Replacement	199,744	546,064	497,098	497,098	715,000		0%		-30%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year		% FY17 Amend		% FY18 Change	
				Projections	FY18 Proposed	Over FY17	Projection	FY17 Amended	FY17 Amended
745000 Major Rehab	766,326	282,147	615,042	615,042	566,000		0%		9%
745001 MWMC Capital Outlay	-	400,103	2,262,979	1,640,979	622,000		38%		264%
751001 Computer Equipment	19,971	12,962	30,212	29,557	-		2%		
761003 Radios	159,000	-	-	-	-				
Sub-Total Capital Outlay	\$ 1,509,613	\$ 2,102,727	\$ 4,020,606	\$ 3,198,951	\$ 2,288,081		26%		76%
Total all Funds	\$ 34,225,811	\$ 35,610,568	\$ 41,749,408	\$ 39,095,180	\$ 40,479,646		7%		3%

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon**

To: City of Springfield Budget Committee;
Gino Grimaldi, City Manager

From: Anette Spickard, Director

Date: March 15, 2017

Department: Development & Public Works

Capital Budget Summary:

Expenditures by City of Springfield Capital Fund		FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
420 - Development Projects	Building Preservation Fund	N/A	N/A	N/A	\$ 300,000
	Total	N/A	N/A	N/A	\$ 300,000
434 - Street Capital Fund	Street Capital	N/A	N/A	N/A	\$ 240,000
	SDC Improvement	N/A	N/A	N/A	\$ 1,121,000
	SDC Reimbursement	N/A	N/A	N/A	\$ 162,000
	Total	N/A	N/A	N/A	\$ 1,523,000
611 - Sanitary Sewer Operations Fund	Wastewater Capital	N/A	N/A	N/A	\$ 3,568,000
	SDC Improvement	N/A	N/A	N/A	\$ 60,000
	SDC Reimbursement	N/A	N/A	N/A	\$ 43,000
	Total	N/A	N/A	N/A	\$ 3,671,000
617 - Storm Drainage Operations Fund	Stormwater Capital	N/A	N/A	N/A	\$ 4,022,000
	SDC Improvement	N/A	N/A	N/A	\$ 502,000
	SDC Reimbursement	N/A	N/A	N/A	\$ 286,000
	Total	N/A	N/A	N/A	\$ 4,810,000
618 - Booth-Kelly Fund	Booth-Kelly Capital	N/A	N/A	N/A	\$ 276,000
	Total	N/A	N/A	N/A	\$ 276,000
Total Budgeted City of Springfield Capital Expenditures		N/A	N/A	N/A	\$ 10,580,000
412 - Regional Wastewater Bond Fund	Capital Bond Fund	N/A	N/A	N/A	\$ 9,132,000
	Total	N/A	N/A	N/A	\$ 9,132,000
433 - Regional Wastewater Capital Fund	Regional Wastewater Capital	N/A	N/A	N/A	\$ 24,509,000
	Total	N/A	N/A	N/A	\$ 24,509,000
Total Budgeted Regional Wastewater Capital Expenditures		N/A	N/A	N/A	\$ 33,641,000
Total Capital Budget Expenditures		N/A	N/A	N/A	\$ 44,221,000

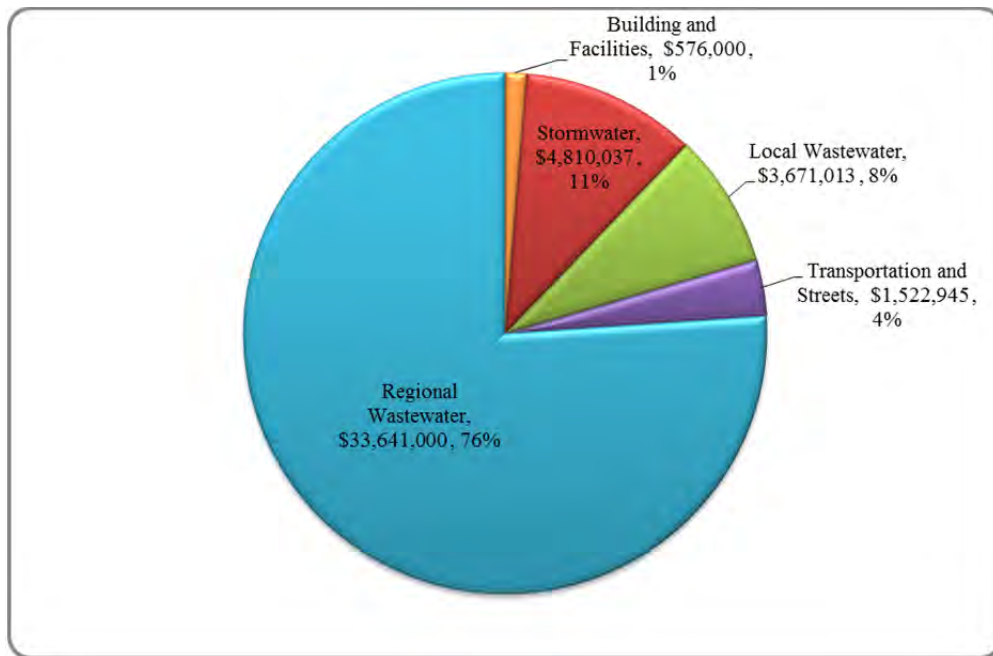
Department Budget Summary:

The proposed FY18 Capital Budget of \$44.2 million is \$5.3 million less than the adopted FY17 Capital Budget. This represents a nearly \$8 million decrease in the local capital budget. The Metropolitan Wastewater Management Commission FY18 capital budget is just over \$3 million more than FY17, which represents a planned spending increase at the regional Water Pollution Control Facility (WPCF).

Accomplishments FY2016-2017:

- Completed construction of the Mill Race Stormwater facility, Path and Trailhead at Booth Kelly
- Awarded contract for phase 1 of the Franklin Boulevard Reconstruction
- Began Construction of the Over/Under Project
- MWMC – Received bids for Operations & maintenance improvements
- MWMC – Completed planning for electrical system replacements and upgrades
- MWMC – Completed replanting of Poplar Management Unit No. 1 at the MWMC Biocycle Farm

Summary of FY18 Capital Budget



Current Year Needs Considerations:

- Funding for City Hall Council Chambers Upgrade
- Funding for CMAQ grant match requirements

Current Year Major Projects:

- CMOM Planning and Implementation – The City continues to make the repair, rehabilitation, or replacement of older wastewater pipes throughout the City to reduce leakage of ground water into the system as a high priority in the Capital Improvement Program. In 2010, The City completed rehabilitation of the basins identified in the Wet Weather Flow Management Plan (WWFMP) adopted in 2001 by the City and the Metropolitan Wastewater Management Commission (MWMC). Rather than update the WWFMP, the City, in conjunction with MWMC, is moving to a Capacity, Management, Operations, and Maintenance (CMOM) program to remain in compliance with both State and Federal regulations. This program will be utilized to identify future preservation needs, as may an update to the Local Wastewater Management Plan.
- Franklin Boulevard Reconstruction –The NEPA process is complete, with the project receiving a Categorical Exclusion (CE). The Franklin concept endorsed by Council in 2008 envisions sections of improved arterial and sections of a multi-way boulevard treatment that includes access lanes and parking adjacent to the arterial. Project elements include roundabout intersections, median control, relocated EmX station platforms, space preserved for future capacity, and provision of high quality bicycle and pedestrian facilities. The City received \$6 million through the Statewide Transportation Improvement Program (2015-2018 STIP), and is providing an additional \$6 million in jurisdictional transfer revenue, storm water capital funds, and transportation System Development Charge revenue to complete a Phase 1 improvement from the Franklin/McVey intersection to a logical terminus just east of the Mississippi intersection. Design is complete, and right of way acquisition and utility

Current Year Major Projects, continued

relocations are substantially complete. The construction contract has been awarded with construction anticipated to be started in late spring and be completed in 2018.

- Over-Under Channel Pipe Replacement – The Over-Under Channel is part of the City’s stormwater system serving mid-Springfield from 5th to 28th Streets and from Main Street to Highway 126. The name of the Channel comes from the configuration of the system where stormwater is collected and conveyed in both an open channel and in a large pipe located under and adjacent to the channel. A portion of the piped system, from the east side of Silke Field to the outfall of the system into the Q Street Channel at Moffitt School, is a corrugated metal arch pipe (CMP) installed in the late 1950’s and early 1960’s. Staff has found that this CMP has reached the end of its useful life and is showing signs of corrosion and minor failures. In FY 2011, the City Council approved funding to design a replacement pipe system and identify the amount of additional funds needed for construction. Construction began in the fall of 2016 and is expected to be complete in late summer 2017.

Three Year Considerations FY2019-2021:

- Identifying funding to support street preservation and rehabilitation stemming the anticipated growth of the repair backlog currently estimated at \$30 million.
- Identify funding for future transportation grants to meet local match requirements, currently (estimated need is \$500,000 to \$1 million)
- More stringent water quality standards under renewed NPDES Permit may increase capital investment in repair and water quality projects throughout the City.
- MWMC – Biocycle Farm MU2 harvest and replanting
- MWMC – Ongoing planning to explore enhanced resource recovery from wastewater and associated treatment processes. This may have the potential for cost savings, or mitigate the necessity for other regional improvements

Capital Expenditure Detail by Fund

Expenditures by City of Springfield Capital Fund		Capital Project	FY18 Proposed
420 - Development Projects	Building Preservation Fund	P61011 Building Preservation Projects	\$ 300,000
		Total	\$ 300,000
434 - Street Capital Fund	Street Capital	P21118 42nd & Jasper Rndbt Whitetoppg	\$ 240,000
		Subtotal	\$ 240,000
	SDC Improvement	P21114 Virginia/Daisy Bicycle Blvd	\$ 135,000
		P61007 Transportation Demand	\$ 91,000
		P61008 Traffic Control Projects	\$ 325,000
		P61009 Gateway Traffic Improvements	\$ 535,000
		P61010 City Participation	\$ 35,000
		Subtotal	\$ 1,121,000
	SDC Reimbursement	P21118 42nd & Jasper Rndbt Whitetoppg	\$ 20,000
		P61003 ADA Transition Projects	\$ 141,945
		Subtotal	\$ 161,945
		Total	\$ 1,522,945
611 - Sanitary Sewer Operations Fund	Wastewater Capital	P21109 19th St Sanitary Sewer Upgrade	\$ 620,000
		P21130 2017 Sewer Rehab - A	\$ 675,000
		P21131 2016 Manhole Surface Repair	\$ 60,000
		P21132 2017 Sewer Rehab - C	\$ 500,000
		P41024 Asset Mgmt System Replacement	\$ 125,000
		P41041 Flow Monitoring Analysis/Plan	\$ 95,000
		P41043 Topographic Remapping	\$ 9,973
		P61000 CMOM Planning & Implementation	\$ 1,200,000
		P61001 Wastewater Repair	\$ 250,000
		P61010 City Participation	\$ 33,000
		Subtotal	\$ 3,567,973
	SDC Improvement	P41043 Topographic Remapping	\$ 26,067
		P61010 City Participation	\$ 34,000
		Subtotal	\$ 60,067
	SDC Reimbursement	P41043 Topographic Remapping	\$ 9,973
		P61010 City Participation	\$ 33,000
		Subtotal	\$ 42,973
		Total	\$ 3,671,013
617 - Storm Drainage Operations Fund	Stormwater Capital	P21075 Firing Range Decommissioning	\$ 25,000
		P21106 Over/Under CMP Pipe Replacemnt	\$ 925,000
		P21123 Hamlin Channel Restoration	\$ 185,000
		P21124 5th St./WEB Path Storm Pipe	\$ 63,000
		P21131 2016 Manhole Surface Repair	\$ 60,000
		P21138 Irving Slough Improvements	\$ 150,000
		P41020 Channel 6 Master Plan	\$ 325,000
		P41021 Storm Sewer Mstr Plan Up 2013	\$ 100,000
		P41024 Asset Mgmt System Replacement	\$ 125,000
		P41042 Glenwood Stormwater Master Pln	\$ 220,000
		P41043 Topographic Remapping	\$ 9,973
		P41044 42nd Street Levee Study	\$ 350,000
		P41045 Glenwood Park Blocks	\$ 46,000
		P50234 BK Site Stormwater Master Plan	\$ 299,000
		P61002 Stormwater Repair	\$ 200,000
		P61004 Channel Improvement	\$ 784,080
		P61005 MS4 Permit Implementation	\$ 15,000
		P61006 Riparian Land Management	\$ 106,000
		P61010 City Participation	\$ 34,000
		Subtotal	\$ 4,022,053
	SDC Improvement	P21124 5th St./WEB Path Storm Pipe	\$ 63,000
		P41021 Storm Sewer Mstr Plan Up 2013	\$ 100,000
		P41042 Glenwood Stormwater Master Pln	\$ 31,750
		P41043 Topographic Remapping	\$ 12,014
		P41045 Glenwood Park Blocks	\$ 4,000
		P61004 Channel Improvement	\$ 7,920
		P61006 Riparian Land Management	\$ 255,650
		P61010 City Participation	\$ 28,000
		Subtotal	\$ 502,334
	SDC Reimbursement	P21052 Mill Race Stormwater Facility	\$ 185,000
		P61005 MS4 Permit Implementation	\$ 15,000
		P61006 Riparian Land Management	\$ 52,650
		P61010 City Participation	\$ 33,000
		Subtotal	\$ 285,650
		Total	\$ 4,810,037
618 - Booth-Kelly Fund	Booth Kelly Capital	P21082 Booth Kelly Building Repair	\$ 40,000
		P21083 BK Water Isolation and Repair	\$ 6,000
		P21084 Booth Kelly Roof Repair	\$ 100,000
		P41029 BK Facilities Assessment Plan	\$ 30,000
		P50234 BK Site Stormwater Master Plan	\$ 100,000
		Total	\$ 276,000
Total Budgeted City of Springfield Capital Expenditures			\$ 10,579,995

Capital Expenditure Detail by Fund, continued

Expenditures by Regional Wastewater Capital Fund		Capital Project	FY18 Proposed
412 - Regional Wastewater Bond Fund	Capital Bond Fund	P80084 Increase Digestion Capacity	\$ 5,000,000
		P80085 Operations & Maint Bldg Impvmt	\$ 4,132,069
Total			\$ 9,132,069
433 - Regional Wastewater Capital Fund	Regional Wastewater Capital	P80062 Thermal Load Pre-Implementatn	\$ 180,000
		P80063 Thermal Load Implementation 1	\$ 1,030,000
		P80083 Poplar Harvest Mgmt Svcs Ph 1	\$ 330,000
		P80084 Increase Digestion Capacity	\$ 8,534,000
		P80085 Operations & Maint Bldg Impvmt	\$ 8,387,931
		P80090 Facility Pln Eng Svc 2015-2018	\$ 80,000
		P80092 Elec Distb Sys Repl & Upgrade	\$ 5,875,000
		P80093 Decommission WPCF Onste Lagoon	\$ 92,000
Total			\$ 24,508,931
Total Budgeted Regional Wastewater Capital Expenditures			\$ 33,641,000

DEPARTMENT BUDGET MEMO

City of Springfield, Oregon

To: Budget Committee; Gino**From:** Bob Duey, Finance Director**Date:** 04/07/17**Department:** Finance Department

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
<u>Revenue by Category</u>				
Licenses, Permits & Fees	N/A	N/A	N/A	(128,992)
Fines And Forfeitures	N/A	N/A	N/A	(1,751,000)
Miscellaneous Receipts	N/A	N/A	N/A	(210,000)
Total Budgeted Revenue	N/A	N/A	N/A	\$ (2,089,992)

<u>Expenditures by Category</u>				
Personnel Services	1,847,131	1,965,189	2,027,222	1,997,930
Materials & Services	723,376	817,964	862,140	1,044,107
Capital Outlay	-	141,037	224,219	-
Total Budgeted Expenditures	\$2,570,508	\$2,924,190	\$3,113,581	\$ 3,042,037

Full-Time Employees	18.34	20.54	20.54	19.54
FY18 Proposed FTE Reduction				(1.00)
Full-Time Budgeted Employees	18.34	20.54	20.54	18.54

Department Budget Summary:

The city-wide change to a program based budget (in place of division/line item) has helped the department incorporate the municipal court budget into the finance department budget instead of remaining in a separate legal division budget. This will appear to double the size of the department budget but is strictly bringing all resources into one location. This is for both the dollars budgeted and the FTE available.

In addition to the combining of the two staff's into a single FTE count, the Finance Department is being reduced by 2.0 FTE from the adopted FY17 numbers. A 1.0 FTE position for payroll services was transferred to the HR Department along with the responsibilities for the payroll function to better align with other duties being performed by this employee. A second FTE loss is due to budget reduction for FY18. The Budget Management Analyst position was added in FY16 to assist in the city's effort to implement a priority based budgeting initiative.

The current year's budget included the cost of the new budget software package which will not be required in the proposed FY18 budget. This implementation cost is replaced with an ongoing annual software license fee of \$28K.

The City's contract for auditing services expired and a new contract was negotiated with the same firm under the City's bid waiver allowance. The overall price only increased slightly but the City will receive less service for its federal single audit requirement and could find additional charges if federal grant dollars received pass a certain threshold.

The Municipal Court continues to see higher than inflationary increase in the same three areas that it has experienced for several years. As the overall number of cases continues to raise the cost of indigent representation also increases with an expected rise of 15% in the number of court appointed attorney's cases since the last contract was negotiated. For similar reasons, the increase cost due to volume for mental health evaluations and the cost of performing collections is also increasing.

With the above mentioned exceptions, the cost of providing services by the finance department is flat or minor inflationary impacts.

Accomplishments FY2016-2017:

- Designed and went live with and budget software package that incorporates a priority based budget program that can be supported by changes to the City's general ledger accounting structure
- Collaborated with City Council and updated 6 out of 9 identified financial policies that needed to be reviewed and updated
- Implemented a DUII Court on a one year trial basis to test whether more active monitoring and required court check in times could increase the success rate of the current DUII diversion program.
- Added two additional collections to municipal court by authorizing the garnishment of wages and state income tax for unpaid court fines.
- Continue to improve court efficiencies by working to implement new features of the Tyler software package that results in less paper and more electronic handling of cases

Significant Changes FY18:

- The loss of funding for the 1.0 FTE Budget Management Analyst position will impact the department in two ways. The ongoing responsibilities (.3 FTE) that have monthly reporting requirements that others rely on will be re-assigned to others for completion. The loss of the second .7 FTE in financial planning responsibilities that would have been coordinated with other senior staff will result in a longer turn-around time for the department's major initiatives. These initiatives are:
 - Continuing the implementation of the next phase of the installed budget software by focusing on providing additional reporting capabilities to other departments and the identification and use of appropriate performance measurements to city programs
 - Work with Council and senior staff to transition and blend the current strategic planning effort for the City in with the budgeting for outcome model already in progress
 - Begin work on a two year budget for FY19 & FY20 that incorporates the elements on budgeting and planning outlined in the recently adopted city financial policies. FY20 will be focused on the next round of expected rate increases in the State retirement system.
- The municipal court is currently assisting the City Council with their recruitment and selection of a new presiding judge.
- Initiate Traffic School alternative sentencing for Municipal Court
- Annual audit effort continues to increase in complexity with new GASB requirements (governmental accounting standards board) including post-employment benefit reporting in part a result of the affordable care act.

Three Year Considerations FY2019-2021:

- Continue work on a fiscal sustainability plan for the City that incorporates elements of the ongoing operating needs, economic development, urban renewal and UBG expansion infrastructure needs of the community.
- The progress the finance department will make on many its planned efforts is tied to time and technology. In the near future increases in technology for the areas of procurement, forecasting and program reporting will be key to providing excellent service. As the City gets busier in all departments the day-to-day transaction activity volume increases also and requires technology efficiencies to timeline demands.



Finance

FY 2018

City of Springfield Finance Department Presentation

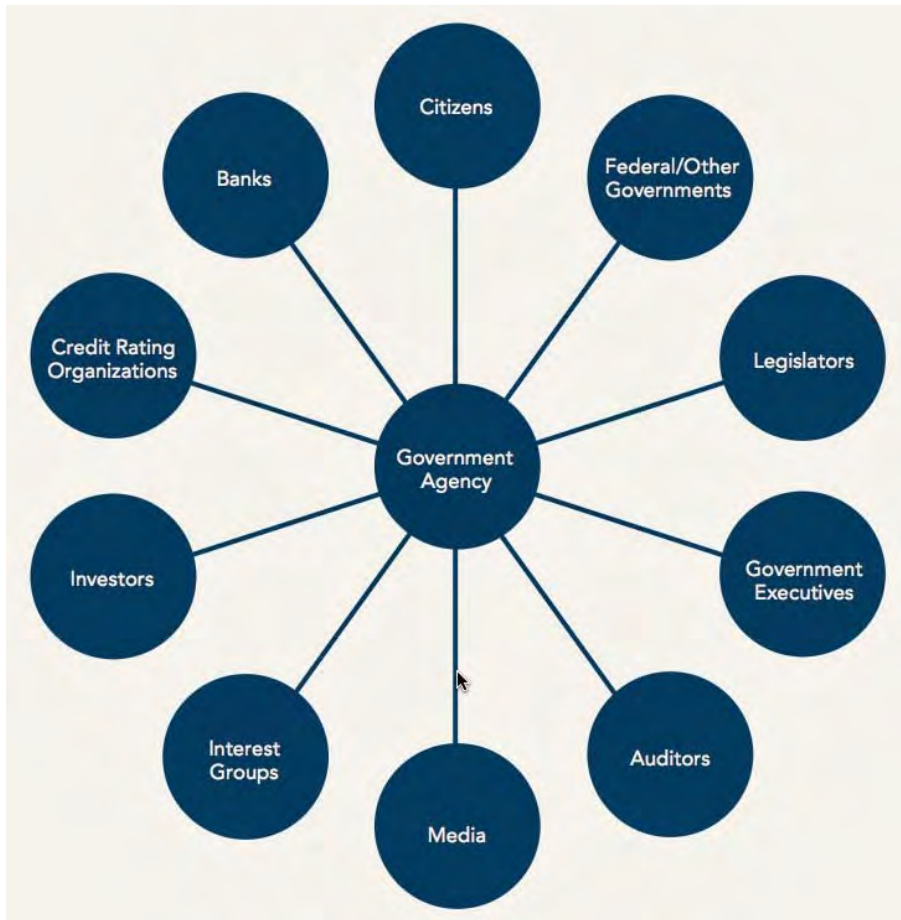


FY17 Department Accomplishments

- Implemented Board, a new budgeting and forecasting tool, lending to greater efficiency, strategic planning tools, and reporting capabilities
- City staff reviewed and updated general ledger account structure to better align with current program-based budgeting
- Established secure, electronic processes at Municipal Court, resulting in greater efficiency for staff, sustainability, and cost reductions
- Municipal Court created public email address for better public accessibility



FY18 Department Initiatives



- Council adoption of final three financial policies: Expenditure, Investment, and Long-Term Financial Planning
- Establish fund-specific reserves policies for major operating funds as part of the five-year plan
- Incorporate department performance measurement into the budget process
- Update City strategic plan with City Council
- Initiate Traffic School alternative sentencing program for Municipal Court

Program 7031: Annual Audit, CAFR, and Internal Reporting

Significant Changes:

- Address complexities of annual audit reporting requirements
- Implementation of Board budgeting software resulted in more time spent on budget-related activities and training department analysts on use of new software tools
- Switch to program-based budgeting means more complexity to the general ledger and subsidiary systems

Performance Measures

- Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA
- Receive an unmodified opinion on the City's annual audit



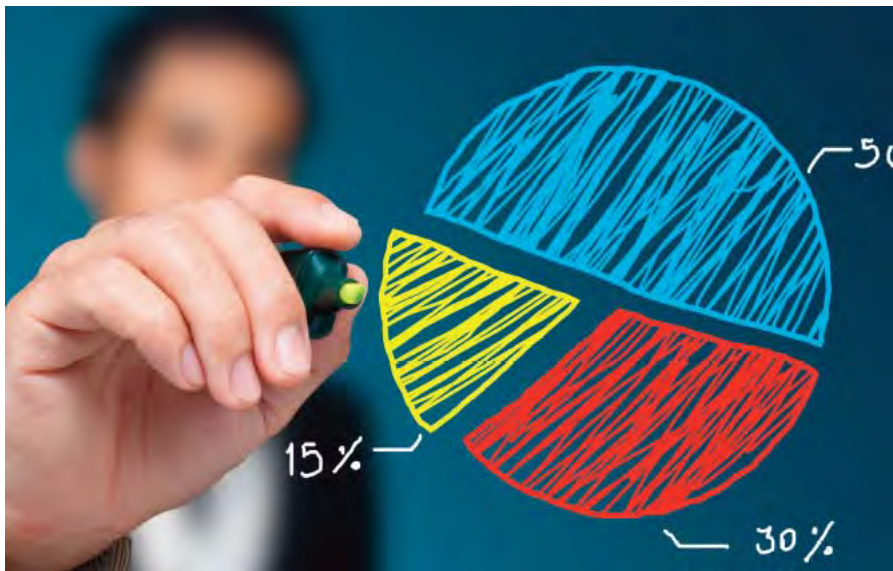
Program 7032: Budget Development, Forecasting, and Analysis

Significant Changes

- The City's strategic planning process will transition from CMO to Finance
- Strategic planning incorporated into annual budget development process; training provided City-wide
- FTE changes: reduction of 0.77

Performance Measures

- Percentage of accuracy in forecasts of General Fund revenues (Target: 2% margin)
- Operating reserves in General Fund (Target: >15% of operating expenses)
- GFOA Distinguished Budget Award rating (Target: 4, outstanding)



Program 7033: Procurement and Contracts

Significant Changes:

- Increased diversity and inclusion efforts through greater outreach to minority- and women-owned and emerging small business suppliers
- Contribution to potential legislative changes to reduce onboarding costs of certain classes of consultant
- Identification of contract management software solution



Program 7036: Misdemeanor Crimes and Violations



Significant Changes:

- Continue initiative of becoming paperless and utilizing tools available in court software, Tyler
- Evaluate first year of DUII court outcomes
- Continue first year of traffic school alternative sentencing program

Performance Measures:

- Violations: time to disposition within 90 days (Target: 100%)
- Misdemeanors: time to disposition within 180 days (Target: 100%)

Program 7037: Collections and Court Accounts Receivable

Significant Changes:

- Wage garnishment conducted by collection agency
- Evaluate first full year of case assignment by court to Oregon Department of Revenue

Performance Measures:

- Collection rate of imposed monetary penalties (Target: 50%)



Finance Budget Summary

Programs:

City-wide programs: 1
Finance programs: 5
Court programs: 4
Development and Public
Works programs: 3

Funds:

Ten funds






































































Department Account Summary

FY18 Operating Expenditures - Total All Funds by Account

Finance Department

(Excludes SEDA)

Favorable  5%
 0%
 Unfavorable  -5%
 -25%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year		% FY17 Amend		% FY18 Change	
				Projections	FY18 Proposed	Over FY17 Projection		FY17 Amended	
510000 Salaries	1,281,269	1,315,674	1,360,191	1,314,269	1,325,458		3%		3%
540000 Overtime	-	83	-	-	-				
560000 Fringe Benefits	109,551	111,425	115,042	106,720	107,393		8%		7%
560001 Medical/Dental Insurance	305,458	365,433	396,960	390,564	372,600		2%		7%
560003 PERS/OPSRP	150,311	153,128	154,489	146,433	190,779		6%		-19%
560005 Workers Compensation	-	-	-	807	1,160		-100%		-100%
560050 VEBA	-	18,902	-	-	-				
564005 Cell phone allowance	543	545	540	396	540		36%		0%
Sub-Total Personnel Services	\$ 1,847,131	\$ 1,965,189	\$ 2,027,222	\$ 1,959,189	\$ 1,997,930		3%		1%
611005 Interpreter Fees	5,355	6,045	7,500	5,245	6,500		43%		15%
611007 Billing & Coll Exp	126,781	138,073	131,000	118,411	130,000		11%		1%
611008 Contractual Services	52,928	76,139	77,700	65,424	85,200		19%		-9%
611012 Indigent Representation	251,845	283,640	236,500	307,012	424,128		-23%		-44%
611017 Contractual Temporary Help	1,408	1,177	-	1,293	-		-100%		
611019 Merchant fees	14,772	13,167	15,000	12,945	15,000		16%		0%
611031 Mental Health Evaluations	7,750	9,950	19,000	24,000	23,500		-21%		-19%
611040 Bank Charges	-	28,741	35,000	28,906	31,500		21%		11%
632001 Telephone, Cellular, Pager	1,547	1,674	1,703	1,779	1,765		-4%		-4%
632005 Computer Equipment	3,793	6,837	6,321	12,125	18,250		-48%		-65%
633001 Advertising	1,398	1,637	2,400	2,396	2,400		0%		0%
634003 Duplicating Supplies	3,161	2,450	4,360	1,398	1,860		212%		134%
634006 Printing & binding	52	-	600	100	350		500%		71%
635001 Travel & Meeting Expenses	5,114	2,812	8,710	7,315	8,310		19%		5%
636001 Software License Fee	99,497	97,618	146,274	133,561	139,386		10%		5%
636003 Subpoena & Jury Fees	629	688	2,000	1,177	2,000		70%		0%
644002 Memberships, Books, Subscrips	8,056	8,859	10,500	8,733	9,498		20%		11%
645002 Postage & Shipping Charges	7,056	7,328	5,525	6,518	6,525		-15%		-15%
645003 Office & Computer Supplies	6,646	7,490	10,100	8,101	8,100		25%		25%
645005 Computer Software	-	295	200	200	200		0%		0%
645006 Small Furniture & appliances	1,137	344	-	-	240				-100%
647009 Program Expense	5,380	6,020	8,000	2,929	7,000		173%		14%
660004 Equipment Maintenance	372	84	1,065	225	1,065		373%		0%
671002 City Ee Recognition	29	-	210	10	310		2000%		-32%
671006 Employee Development	11,459	7,618	14,000	10,094	14,000		39%		0%

Account	FY15 Actual	FY16 Actual	FY17 Amended	FY17 Current Year		% FY17 Amend		% FY18 Change
				Projections	FY18 Proposed	Over FY17	Projection	FY17 Amended
671007 Organization Development	-	-	80	80	80		0%	0%
673001 Recruitment Expense	-	1,005	-	74	-		-100%	
Sub-Total Mterial & Services	\$ 616,167	\$ 709,690	\$ 743,748	\$ 760,051	\$ 937,167		-2%	-21%
680001 Internal Insurance Chgs	25,646	22,965	15,360	15,360	14,112		0%	9%
680004 Internal Fac Rent	7,331	6,706	5,940	5,940	5,556		0%	7%
680005 Int Computer Equip Chgs	4,500	3,924	3,504	3,504	3,504		0%	0%
680007 Internal Bldg Maint Chgs	4,523	4,691	5,472	5,472	1,921		0%	185%
680012 Indirect Costs	30,274	33,615	34,152	34,152	27,883		0%	22%
680014 Internal Employee Benefit Chg	17,463	18,431	16,008	16,008	17,160		0%	-7%
680018 Internal MS Enterprise Agreeemt	6,228	6,113	9,924	9,924	12,432		0%	-20%
680027 Internal Workers Comp Chrgs	-	-	15,576	15,576	12,180		0%	28%
680030 Int Bldng Preservation Chrgs	11,244	11,829	12,456	12,456	12,192		0%	2%
Sub-Total Internal Charges	\$ 107,209	\$ 108,274	\$ 118,392	\$ 118,392	\$ 106,940		0%	11%
791001 Computer Software	-	141,037	224,219	224,219	-		0%	
Sub-Total Capital Outlay	\$ -	\$ 141,037	\$ 224,219	\$ 224,219	\$ -		0%	
Total all Funds	\$ 2,570,508	\$ 2,924,190	\$ 3,113,581	\$ 3,061,851	\$ 3,042,037		2%	2%

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon**

To: Budget Committee; Gino
From: Bob Duey, Finance Director
Date: 04/07/17
Department: Legal Department

	FY15 Actuals	FY16 Actuals	FY17 Amended	FY18 Proposed
<u>Expenditures by Category</u>				
Personnel Services	-	-	-	-
Materials & Services	489,660	573,675	951,259	783,625
Total Budgeted Expenditures	\$ 489,660	\$ 573,675	\$ 951,259	\$ 783,625

Department Budget Summary:

The Legal Department exists in name only and includes those services are contracted out to outside attorney firms but supervised by staff members in other departments. Through FY17 the Municipal Court was also part of the accounting arrangement but beginning in FY18 it has been moved accounting-wise into within the Finance Department budget which has always provided the supervision.

The two contracts that are an ongoing part of this department are the City Attorney's Office and the City Prosecutor's Office. For this next year, and possible more than just one year, there will be a contract with an outside firm to represent the City in actions with LUBA (Land Use Board of Appeals) as the City's 2030 Growth Plan looks to become fully implemented.

The City's Attorney's office is completing the first year of a two year contract which will expire June 30, 2018. In FY17 the City Attorney's Office request a 2 year contract with a phased in 2 year contract increase that looked back over the 7 years of a flat amount during the recession. The total increase for the 2 years was 30% with 20% included in FY17 budget and the remainder in FY18. The total contract for FY18 will be \$459,358.

The City Prosecutor's Office is also completing the first year of a two year contract which will expire June 30, 2018. The City Prosecutor's Office did not seek a contract increase for FY18. The contact for FY18 is for \$214,154.

The final contract included in FY18 is for the 2030 Growth Plan. The extent and timing of the need for legal services in the area is still unknown and it will be dependent upon the amount of effort and number of appeals that may be forth coming concerning Springfield's expansion on its urban growth boundary. It is anticipated that the process could be multiple years and at what pace is yet to be determined. For this first year, staff has included an amount of \$75,000 to begin the process.

Accomplishments FY2016-2017:

- The Finance and Judiciary Committee of the City Council completed a formal review of the City Attorney's office just recently with very positive results. The firm was consistently over 97% of the respondents indicating that the services received were highly satisfactory or satisfactory through all categories.
- The City Attorney's Office will put in over 2,100 hours of time into City business during this fiscal year.

Significant Changes FY18:

- The City administration is currently undertaking a review the City Attorney's Office to consider if the services currently being needed by the City could be performed more economically in-house verses being contracted out. If possible this could be a change for FY19.