

**CITY OF SPRINGFIELD
BUDGET COMMITTEE MEETING**

Tuesday, May 14th, 2013, 5:30 p.m.
Library Meeting Room, Springfield City Hall
225 Fifth Street
Springfield, Oregon

AGENDA

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| A.) COMMITTEE OPENING REMARKS | | 10 minutes |
| 1. Welcome from the Chair | Vice Chair Chris Stole | |
| 2. Roll Call | Staff | |
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B.) NEW BUSINESS | | |
| Department presentations | | |
| 1. Capital Budget | Jeff Paschall\Troy Mcallister | 30 minutes |
| 2. Information Technology | Rod Lathrop | 30 minutes |
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BREAK | | 15 minutes |
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C.) NEW BUSINESS CONTINUED | | |
| 3. City Manager's Office | Jeff Towery | 30 minutes |
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D.) BUSINESS FROM THE AUDIENCE | | |
| 1. NEDCO | Clair Seguin | 5 minutes |
| 2. Human Services | Steve Manela | 5 minutes |
| 3. Lane Metro Partnership | Jack Roberts | 5 minutes |
| 4. Springfield Chamber of Commerce | Dan Egan | 5 minutes |
| 5. LRAPA | Merlyn Hough | 5 minutes |
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E.) ANNOUNCE NEXT BUDGET COMMITTEE MEETING | Chair | |
| 1. Tuesday, May 21st, 2013 – 5:30 PM, Springfield City Hall – Library Meeting Room | | |
|
F.) ADJOURN | | |

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

ATTACHMENTS

- 1) May 14th, 2013 Agenda Memo

**CITY OF SPRINGFIELD/FINANCE DEPARTMENT
MEMORANDUM**

Date: May 08, 2013
To: Springfield Budget Committee Members
From: Bob Duey

Subject: May 14, 2012 - Third Meeting of the Springfield Budget Committee

First off, thank you all very much for your time and effort that has gone into the first two meetings of the Budget Committee this year. Committee members are again very engaged with excellent questions. We have attempted to answer as many of the questions as we can the same evenings as asked but there have been a few questions that have required additional research. Included in this memo will be answers to some of those questions and we will continue to work to have all questions answered prior to the final evening.

Currently, based upon the remaining schedule, it looks like there will 4 meetings this year. Each of the first 2 meetings has gone slightly over the time allotted and we have not been successful in moving any of the later items up in the schedule. As stated at the first meeting, staff came into the sessions expecting 4 meetings and we do not want to do anything that takes away time from members having their opportunity to fully address the entire budget. We are though recommending one change in the agenda that should help with the scheduling of the 4th meeting.

The current schedule looks as if the 3rd meeting would be the lighter of the two remaining meetings and that the deliberations would occur later in the evening of the 4th meeting. We are going to adjust the schedule for the 3rd meeting to bring Capital Projects into the that meeting so that the 4th meeting is the lighter time commitment and deliberation and decisions by the Committee can occur earlier in the evening. The new schedule will be:

Tuesday May 14

Capital Projects
Information Technology
City Manager's Office's
Outside Agencies

Tuesday May 21

Development & Public Works Presentation
Staff Wrap-Up
Committee Deliberations

As the schedule shows, this is the meeting we have invited any of the outside agencies that received funding or wish to receive funding from the City to attend and address the Committee. No final deliberations will be taking place at this meeting but the attendance of the outside agencies usually generates numerous clarifying questions.

Response to Questions from Committee Members

The following questions have been asked by Committee members either at one of the meetings, in conversation with staff members or sent into staff by e-mail. In case other members of the Committee might benefit from hearing the question and the same response, I will share these with the entire membership.

- 1) What is the \$25,000 for Drug Prevention/Education to be used for?
These are resources in the Police Department budget in #204 Special Revenue Fund. The source of the revenue is drug forfeiture money received by the department. Use of these funds does have some restrictions based upon federal or state guidelines. The funds are used by one of our community service officers when conducting drug education and awareness programs primarily in the schools.
- 2) What is contained in account Advertising for \$127,871?
The majority of this budget (\$98,500) is located in the Fire & Life Safety budget in #615 Ambulance Fund. The program is the annual FireMed renewal process and the City hires an outside firm to conduct the campaign... The remaining advertising expenses will primarily be for one of two reasons. Public notices required by law (e.g. pending land use notifications, public hearings notices, required budget and budget committee notices) or ads by departments when advertising to fill vacant positions.
- 3) What is the \$50,000 for the Olympic Trials?
This amount is in the City Manager's budget in #208 Transient Room Tax Fund. This is actually from the previous 2 years commitment (2 years at \$50K each) that the City budgeted to help with the Olympic Trials 2012. The source is the hotel/motel transient room tax collected from room stays. This amount should not have been re-budgeted for the FY14 year. When staff is working with the Committee for the final approval of next year's budget, we will recommend action that this amount be removed from the budget for FY14.
- 4) What is the line item Neighborhood Improvements for \$442,816?
This amount is in the Development and Public Works budget in #210 Community Development Block Grant (CDBG) Fund. The City still receives federal funding for its low income housing programs and other uses to address blighted conditions. There is a Council appointed community committee that reviews grant applications for various uses of the federal funds and makes a recommendation to the full Council on how to expend each year's allocation. As the budget is put together in the spring, the process of knowing how much funding is coming from the federal government for these programs and how these might be expended has not yet been determined. A single lump-sum place holder amount is included in the budget prepared by the City Manager and as decisions are made by the Council, a re-allocation of these dollars will be made to the individual projects that have been award grants.
- 5) What is the line item Community Relations for \$15,000 to be used for?
This is a new line item expense for next year that has been created by staff as a convenience factor for helping ourselves, our Team Springfield partners and other agencies to host special event activities throughout the year. In the past several years there have been numerous opportunities to promote Springfield when an unplanned activity surfaces. Recent examples are working with Willamalane on the Summer Solstice Dash and Bash, sponsoring the Nick Symmonds Springfield 800 Inaugural Run, and the recent Biggest Loser Run Walk. Many of these events will have revenue coming into the City to help offset the cost of the events but under Oregon budget law we do not have the appropriation to spend these time sensitive resources without a supplement budget process. What has been created for a trial case for next year is a recommended budget appropriation of \$15,000 with an offsetting revenue account of \$15,000 so that as our Community Relations program receives unexpected funding for helping to sponsor these events they will have the budget authority to expend these same funds on the event.

6) How many positions at the City are currently vacant and how long have they been vacant?

The proceeding list shows all currently vacant positions that are included in the FY14 Proposed budget. The Police department has identified two officers' positions that will remain open through FY14 to meet General Fund expenditure constraints.

<u>Department</u>	<u>Vacant Position</u>	<u>Days Open</u>
Court	Court Clerk	839
DPW	Asst ESD/MWMC Manager	735
DPW	Maint Tech, Journey	355
DPW	Environmental Svcs Mgr	39
DPW	Management Analyst	38
DPW	Bldg Maint Worker	36
FLS	Firefighter	546
FLS	Firefighter	490
FLS	Firefighter	282
FLS	Firefighter	167
FLS	Firefighter	127
FLS	Firefighter	125
FLS	Firefighter	125
Library	Library Manager	67
POL	Police Officer	309
POL	Police Records/Comm Specialist	248
POL	Police Officer	30
POL	Police Chief	27
Active but not funded		
POL	Police Officer	204
POL	Police Officer	148

7) How many volunteer hours does the City benefit from in a year?

Volunteers continue to be an important partner with the City of Springfield. They provide many services that cannot be easily quantified. They demonstrate the amount of support our organization has within our community, provide work for short periods of time, and provide support on a wide range of projects. Proceeding is a brief list by department of the number of volunteer hours received over the last year.

Department	Hours	Services
CMO	250	Write news releases, contact media, interview with media for stories, research, update ED webpage, research including phone calls for data, and projects related to Downtown Urban Renewal.
Court	520	Assisting with in-court processes. Filing, retrieval and updating of document, front counter public service assistance, phones and limited legal research.

DPW	3,145	Energy efficiency analysis, downtown revitalizations projects, housing policy goals, policy and budget goals for non-profits, affecting the use of walking and bicycling, historic overlay district land use applications, evaluate development standards and regulations and advisory recommendations.
FIN	387	Budget Committee, accounts payable assistance, filing, journal entries and data entry.
FLS	1,000	FireMed campaign staffing, data entry, customer support, mail handling, filing, shredding, and other clerical tasks.
HR	480	Filing, data entry, answer telephones, assist citizens at front counter, and assist with researching of emergency management.
Library	4,840	Materials processing, material mending, shelving library material, cleaning public computers, packaging interlibrary loans for mailing, and assisting with public programming.
POL	2,450	Reserve Officer program, fleet maintenance, graffiti abatement, Lock Out Crime program, animal control clerical support and Crime Prevention program.
	13,072	

The Independent Sector organization has estimated that the value of volunteer time, as an average wage for non-management staff, in Oregon at \$19.33 an hour. This is only a tool and only one way to show the immense value volunteers provide to our organization. During the past year volunteers have provided over 13,072 hours of time with a quantified value of \$252,682. This is a reminder of the immense contributions of volunteers to our organizations and our community.

These are the questions asked to date that we are able to answer for the Committee. If you have others that you have asked and feel that we might have missed providing a response, please do not hesitate to give us a reminder. 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 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.