

**CITY OF SPRINGFIELD
BUDGET COMMITTEE MEETING**

Tuesday, April 30, 2019, 5:30 p.m.
Library Meeting Room, Springfield City Hall
225 Fifth Street
Springfield, Oregon

AGENDA

- | | | |
|---|---------------------------------|----------------|
| A.) COMMITTEE OPENING REMARKS | | 10 minutes |
| 1. Welcome from the Budget Committee Chair | Gabrielle Guidero | |
| 2. Roll Call | Staff | |
| 3. Election of Chairperson and Vice Chairperson | Gabrielle Guidero | |
|
B.) STAFF OPENING REMARKS |
Gino Grimaldi |
15 minutes |
| 1. Welcome from the City Manager | | |
| 2. Delivery of Budget Message | | |
|
C.) INTRODUCTION OF BUDGET |
Nathan Bell & Neil Obringer |
30 minutes |
| 1. Budget Committee Bylaws and Process | | |
| 2. Budget Overview | | |
|
BREAK | |
15 minutes |
|
D.) NEW BUSINESS | | |
| Department presentations | | |
| 1. Human Resources | Chaim Hertz | 20 minutes |
| 2. Information Technology | Brandt Melick | 20 minutes |
|
BREAK | | |
| 3. Finance | Nathan Bell | 20 minutes |
| 4. Legal Services | Mary Bridget Smith | 15 minutes |
|
E.) BUSINESS FROM THE AUDIENCE | |
10 minutes |
|
F.) ANNOUNCE NEXT BUDGET COMMITTEE MEETING | | |
| 1. Tuesday, May 7th – 5:30 PM, Springfield City Hall – Library Meeting Room | | |
|
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 30, 2019 Budget Overview Memo
- 2) Overview Presentation
- 3) Budget Committee Bylaws and Charge
- 4) FY20 Program Operating Expenditures and Revenues
- 5) City of Springfield FY20 Revenue Detail by Fund
- 6) City of Springfield FY20 Total Operating Expenditures Detail

April 30th Department Presentations

- 7) Human Resources FY20 Budget Summary Memo
- 8) Human Resources FY20 Presentation
- 9) Human Resources FY20 Total Operating Expenditures Detail
- 10) Information Technology FY20 Budget Summary Memo
- 11) Information Technology FY20 Presentation
- 12) Information Technology FY20 Total Operating Expenditures Detail
- 13) Finance FY20 Budget Summary Memo
- 14) Finance FY20 Presentation
- 15) Finance FY20 Total Operating Expenditures Detail
- 16) Legal Services FY20 Budget Summary Memo
- 17) Legal Services FY20 Budget Presentation
- 18) Legal Services FY20 Total Operating Expenditures Detail

May 7th Department Presentations

- 19) Police FY20 Budget Summary Memo
- 20) Police FY20 Presentation
- 21) Police FY20 Total Operating Expenditures Detail
- 22) Library FY20 Budget Summary Memo
- 23) Library FY20 Presentation
- 24) Library FY20 Total Operating Expenditures Detail
- 25) Development & Public Works FY20 Budget Summary Memo
- 26) Development & Public Works FY20 Presentation
- 27) Development & Public Works FY20 Total Operating Expenditures Detail
- 28) Capital FY20 Budget Summary Memo
- 29) Capital FY20 Presentation

May 14th Department Presentations

- 30) City Manager's Office FY20 Budget Summary Memo
- 31) City Manager's Office FY20 Presentation
- 32) City Manager's Office FY20 Total Operating Expenditures Detail
- 33) Fire & Life Safety FY20 Budget Summary Memo
- 34) Fire & Life Safety FY20 Presentation
- 35) Fire & Life Safety FY20 Total Operating Expenditures Detail

City Motions for Approval

- 36) City Motions Required for Approval of FY20 Proposed Budget

FY20 Proposed Budget Document

- 37) City of Springfield Proposed Budget Fiscal Year 2019/2020

CITY OF SPRINGFIELD/FINANCE DEPARTMENT
MEMORANDUM

Date: April 17, 2019
To: Members of the Springfield Budget Committee
From: Nate Bell, Finance Director
Subject: Agenda Packets for April 30th, 2019

I would like to thank each of you in advance for volunteering your time to help review the Proposed Budget for the City. The first meeting is scheduled for Tuesday, April 30th at 5:30 p.m. in the Library Meeting Room of Springfield City Hall. Dinner will be served and ready for you at 5:00 p.m.

Committee Roster, Officers and Bylaws

On the second page of your FY20 Proposed Budget document (Attachment 37) there is a listing of the members of this year's committee. This year's Budget Committee has ten of its twelve members from last year's Committee returning to help with the process. New to the Committee is Councilor Steve Moe, joining the Council in January of this year as a representative to ward two. Councilor Moe will be a valuable addition to the Committee having served on the SEDA Budget Committee in years past. Our new community member appointed by the Council to represent Ward six this year is Paul Selby. Paul has served on the Budget Committee in years past and should be a valuable addition to this year's Committee.

As every year, the Committee is required by Oregon Budget Law to elect a chairperson for the year. Our Committee historically has also chosen to elect a vice-chair to be available when the chair is absent. Gabrielle Guidero is currently our chairperson from last year and will be asked to open the meeting. Victoria Doyle is the vice-chair from last year. Upon election, the chair will preside over the remainder of the meetings.

You are also being asked again to serve on the Budget Committee for the Springfield Economic Development Agency (SEDA). As a separate agency, SEDA is required to follow Oregon budget law in the manner similar to your role on the City's Budget Committee for the City's two urban renewal districts. The SEDA Board is comprised of the six City Councilors, the City's Mayor, and one County Commissioner. To ensure equal representation between elected officials and appointed members, the SEDA Budget Committee is comprised of those 8 individuals plus the six community members from the City's Budget Committee plus two additional members. This meeting generally takes only 30 minutes on one evening and is currently scheduled for 5:30 pm on Tuesday May 14th.

Bylaws for the Budget Committee are established by the Council and were last reviewed and updated in March of 2016 (Attachment 3). Bylaws set forth the structure of the committee in the organization. They state what rights the members have within the organization and what limits of power are put on boards and officers. The bylaws address the attendance policy that matches the language in the

Council Operating Policies and Procedures document and are in accordance with Local Budget Law ORS294.414.

Agenda Packet Information

This agenda packet you have received contains a lot of information that will be discussed over the three scheduled meetings. It is not anticipated that you will have reviewed all of the information prior to the first meeting. The packet is organized around the following guidelines:

The first item of the evening is the presentation of the annual budget message by the City Manager. The budget message is included as part of the legal document (Attachment 37) published by the City that contains both a complete overview of the budget as well as departmental detail. The written budget message is located immediately after the Reader's Guide on Page 3 of the document.

The first 13 pages after the budget message of Attachment 37 are intended to inform the reader of the structure of the budget and the comparison with previous years. The middle section and bulk of this document is a more detailed look at the budget by each department and the Committee's review is spread out over the entire three meetings. Each section of the document for a department will match up with listed agenda item attachments and are scheduled for a specific evening. Behind the department sections of this document is again city-wide information that can inform the reader about such topics as property tax levies, use of reserves, total City FTE, and a glossary.

Attachments 7-35: These attachments are specific to each department and are copies of the department's power point presentation you will be presented with over the coming weeks. For example, on April 30th, the Human Resource Department will present from Attachments 7-9 and refer to information that is contained in Attachment 37 for the Human Resource Department. The Information Technology Department (Attachments 10-12), the Finance Department (Attachments 13-15), and the Legal Services Department (Attachments 16-18) are also scheduled to present that same evening. They should also be referring to the special section for their department in the larger Fiscal Year 2020 Proposed Budget document (Attachment 37). Other departments and other attachments are scheduled for subsequent evenings, but they are all delivered at the same time for those who like to read ahead.

Attachments 1-6: These six attachments, including this memo, are intended to be overviews of the entire budget and help explain how the overall budget is organized. Views can be by accounting fund, by department, by program, or by revenue or expense categories. They are intentionally high level views which by themselves do not really lead to any conclusions. The organization of the information and how it relates to the presentations by departments will be discussed at the first meeting. This level of information will be similar to and may be helpful when looking at the first 12 pages of the actual Fiscal Year 2020 Proposed Budget document (Attachment 37).

Budget Overview

In a Council work session this past October, Finance Department staff shared a five-year General Fund forecast that contained a significant structural budget deficit that would seriously impact City services in the outer years unless proactive action was taken in the early years. The main drivers of that deficit were slow revenue growth, increasing personnel costs largely related to increasing pension costs, and a struggling Ambulance Fund that would require growing support from the General Fund as time progressed. Along with this outlook, staff put forward three scenarios for addressing the structural deficit. Under the direction of the Mayor and Council, City staff have begun implementing some of the actions from the favored scenario and, as addressed by the City Manager in his budget message, new revenues, a larger than expected increase in current year property tax revenues, and a continued focus on controlling expenditures has immediately paid off with a five-year forecast that changes the narrative from crisis to opportunity. While many challenges still remain, I feel confident that these challenges can be overcome with ingenuity, discipline, and fortitude.

In approaching the Fiscal Year 2020 Budget, our focus has been on long-term sustainability. We are fortunate to have inherited a budgetary starting point that has a healthy General Fund Reserve and which allows us some time to study the underlying issues and make course correcting adjustments in future years rather than crisis-cuts in the present. For this we can thank the steady hands and fiscally responsible leadership of two seasoned individuals – Bob Duey, the former Finance Director, and Gino Grimaldi, our out-going City Manager.

With a few exceptions, we have been referring to the FY20 budget as a status quo budget, essentially no significant additions or reductions. We asked departments to keep their materials and services budgets flat and that unmet needs requests would have to pass a high bar of serious/and or significant need. I think you will all agree that the unmet needs addressed in the City Manager's Budget Memo will meet that high bar. While the FY20 budget does draw down the General Fund reserves by almost \$700,000, the projected ending reserve balance is still within the range of best practice for a healthy reserve balance and above our target of 20% of operating expenditures.

Based on our current projections and assuming the continuation of a status quo budget, the City's reserve will dip into an unhealthy range in FY22 and only get worse over subsequent years. It will be our challenge to find efficiencies and savings so as to continue our current service levels well into the future, to adequately save for and maintain City assets, and to invest in new infrastructures to meet the needs of our growing community, all the while maintaining adequate reserves to protect our fiscal health.

As you read through this document and listen to department presentations, please keep in mind some of the challenges we are facing, such as:

- Backlog of deferred maintenance on infrastructure (buildings and streets)
- Addressing the unfunded liability of the City's retirement plan
- Expenditure growth outpacing revenue growth
- Infrastructure needs related to UGB expansion

- The Silver Tsunami (aging workforce retiring with an exodus of knowledge)
- A shortage of affordable housing
- The next recession ?

These are big challenges, but not insurmountable. In Finance, we take our role as the fiscal stewards of the City seriously. We recognize that we have to operate under the limits of the revenues we are expecting and need to learn to live within our budget. While we may strive for perfection, we also need to learn to accept good enough and that newer isn't always better. We need to size the services and solutions to the size of our community and tax base. It will be our role in Finance and your role on this committee to assure we are delivering the right level of service in an economical and sustainable way. It is our job to ask questions, challenge the status quo, and hold departments accountable for the dollars they spend and the services they deliver.

Conclusion

If you have any questions about the information or the process prior to the first meeting on Tuesday, April 30th, please do not hesitate to contact either myself by phone at 726-2364 or e-mail at nbell@springfield-or.gov or contact our Budget Officer, Neil Obringer, by phone at 736-1032 or e-mail at nobringer@springfield-or.gov. Either of us would be more than willing to meet with you prior to that time.



Budget Overview

FY 2020

CITY OF SPRINGFIELD BUDGET COMMITTEE APRIL 30, 2019



SCHEDULE

- Tuesday, April 30th @ 5:30 pm
 - ❖ *Human Resources*
 - ❖ *Information Technology*
 - ❖ *Finance*
 - ❖ *Legal Services*

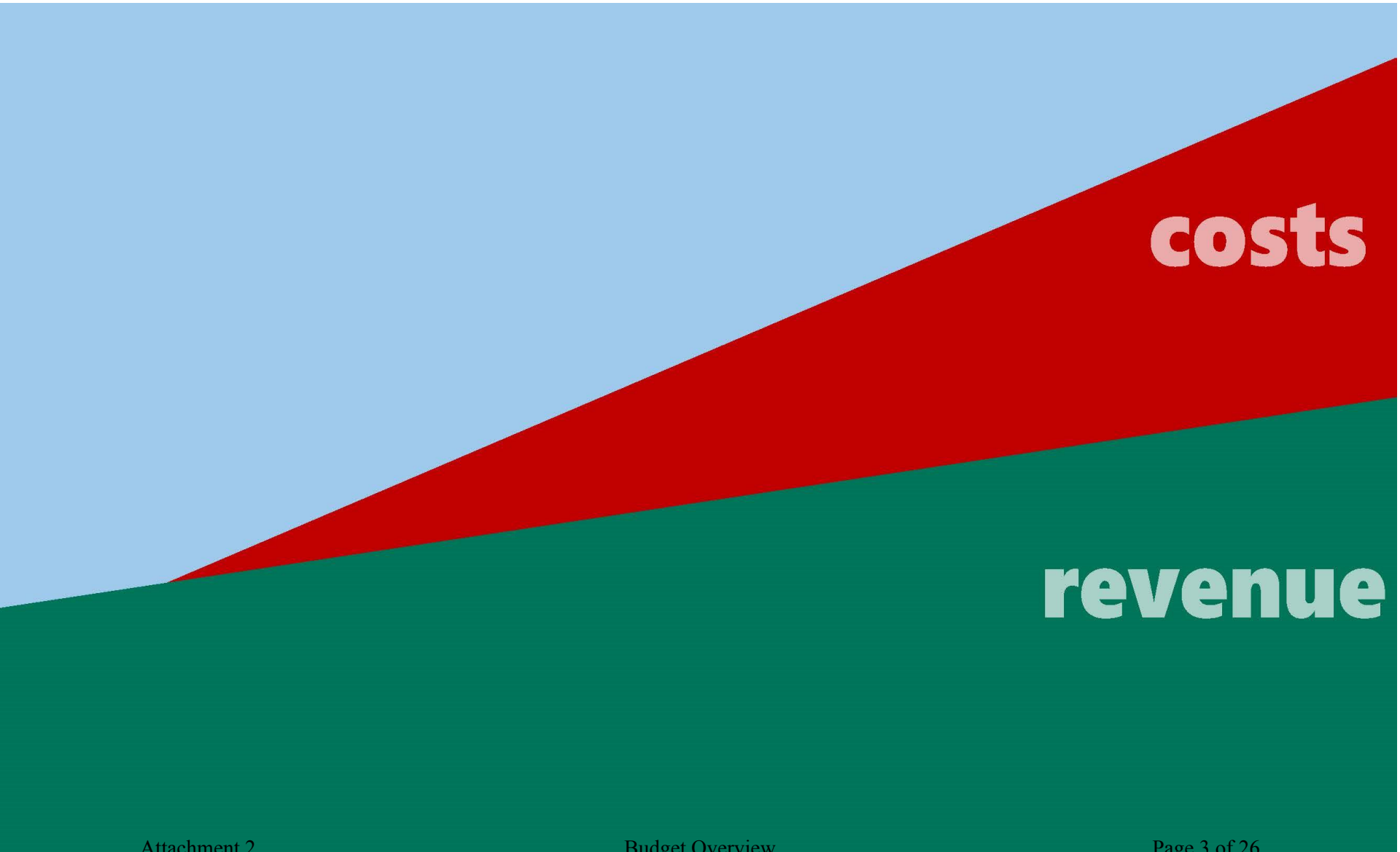
- Tuesday, May 7th @ 5:30 pm
 - ❖ *Police*
 - ❖ *Library*
 - ❖ *Development & Public Works*
 - ❖ *Capital*

- Tuesday, May 14th @ 5:30 pm
 - ❖ *Springfield Economic Development Agency*
 - ❖ *City Manager's Office*
 - ❖ *Fire & Life Safety*

Council Members Ward Public Members

Sean VanGordon	1	Luke Lundberg
Steve Moe	2	Robert Rivas
Sheri Moore	3	Kori Rodley
Leonard Stoehr	4	Gabrielle Guidero
Marilee Woodrow	5	Victoria Doyle
Joe Pishioneri	6	Paul Selby

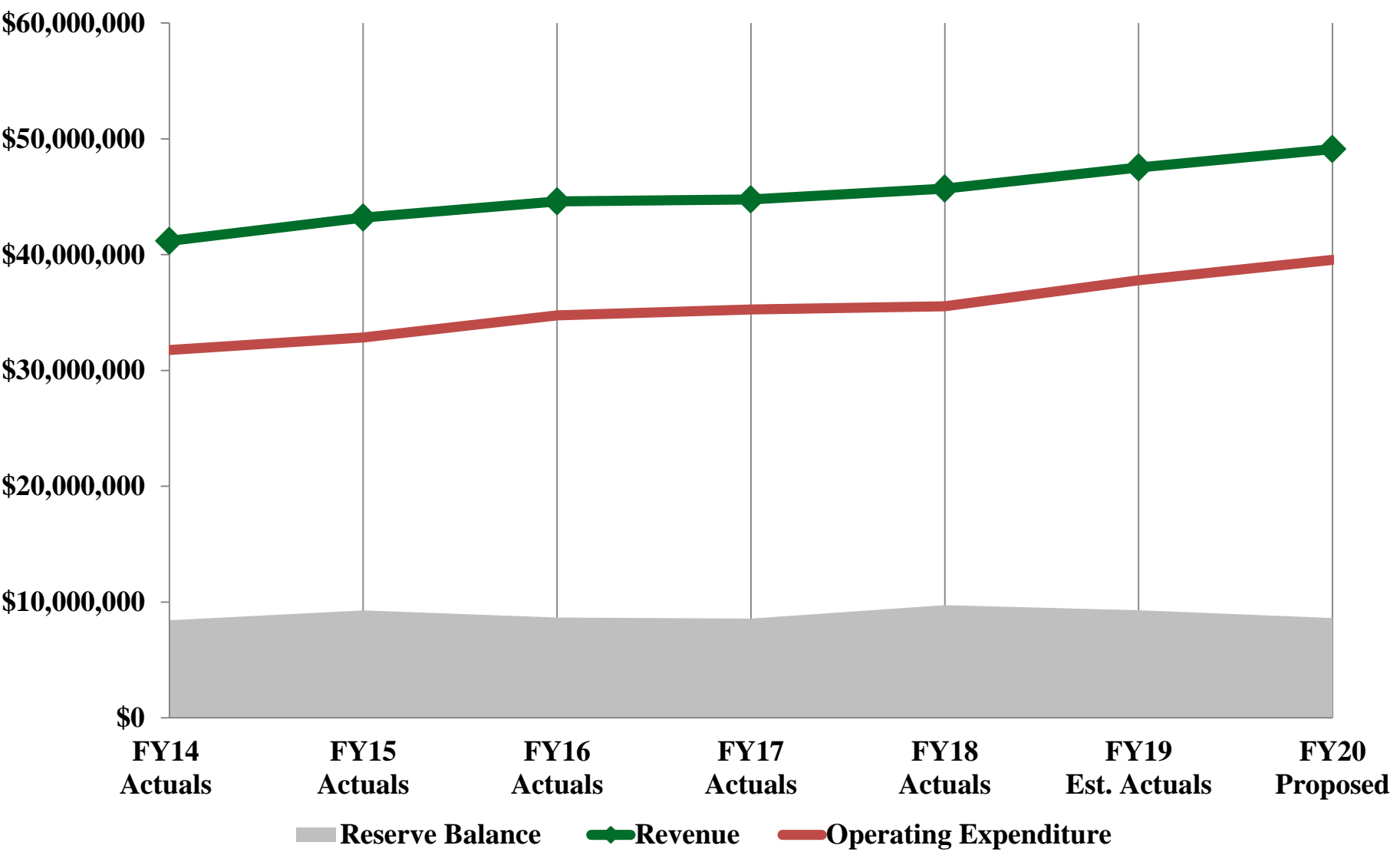






General Fund

FY 2020





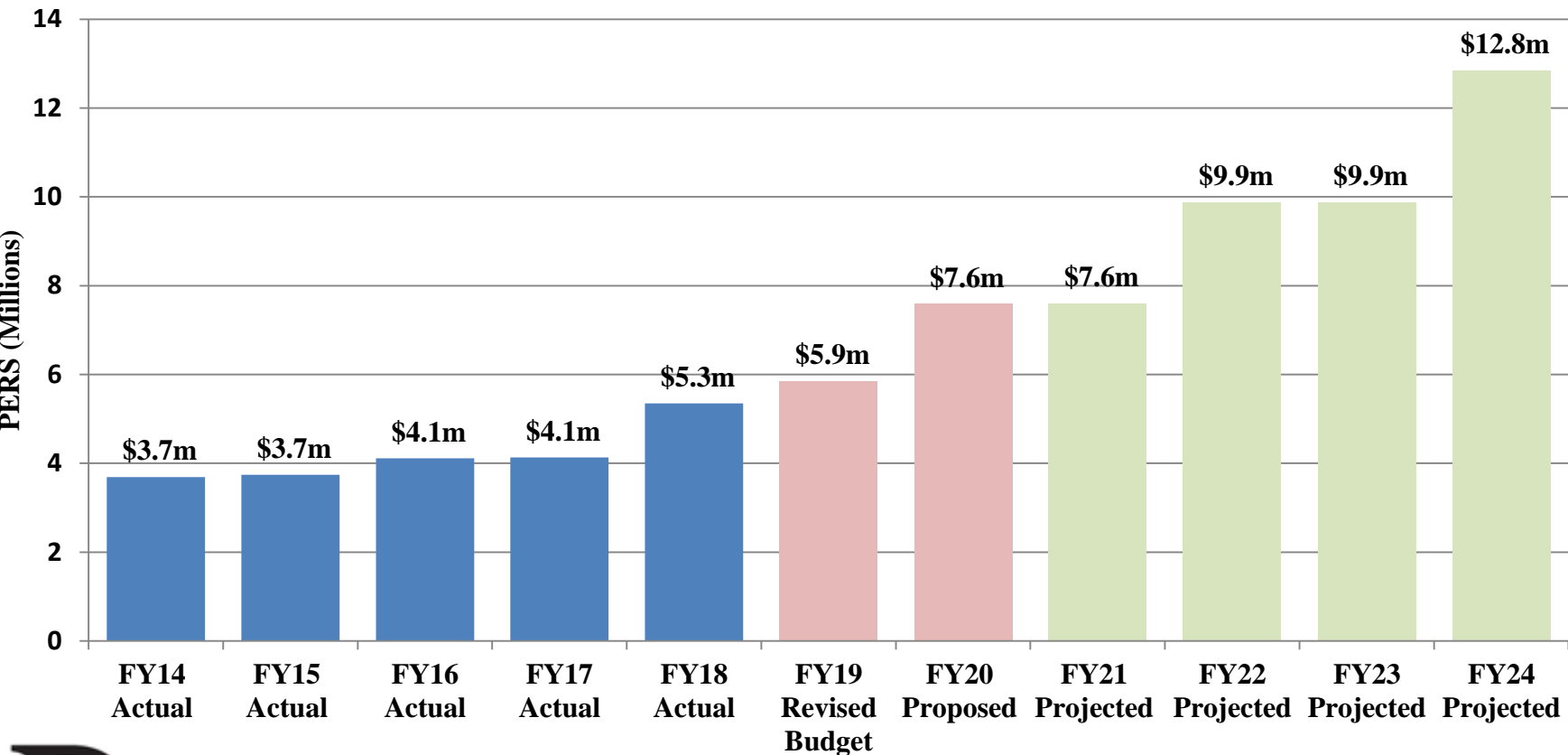
General Fund Forecast

FY 2020

	FY20 Proposed	FY21 Forecast	FY22 Forecast	FY23 Forecast	FY24 Forecast
Operating Revenue	\$ 39,817,414	\$ 40,812,849	\$ 41,833,171	\$ 42,879,000	\$ 43,950,975
Operating Expenditures	39,544,357	40,564,227	42,851,173	44,163,247	46,912,473
Fiscal Transactions	945,800	460,353	479,040	494,527	511,835
Total Expenditures	\$ 40,490,157	\$ 41,024,580	\$ 43,330,213	\$ 44,657,774	\$ 47,424,308
Change in Net Position	\$ (672,743)	\$ (211,731)	\$ (1,497,043)	\$ (1,778,774)	\$ (3,473,333)
Beginning Cash	9,322,811	8,650,068	8,438,337	6,941,294	5,162,520
Ending Cash	8,650,068	8,438,337	6,941,294	5,162,520	1,689,187
Reserves as % of Operating	22%	21%	16%	12%	4%



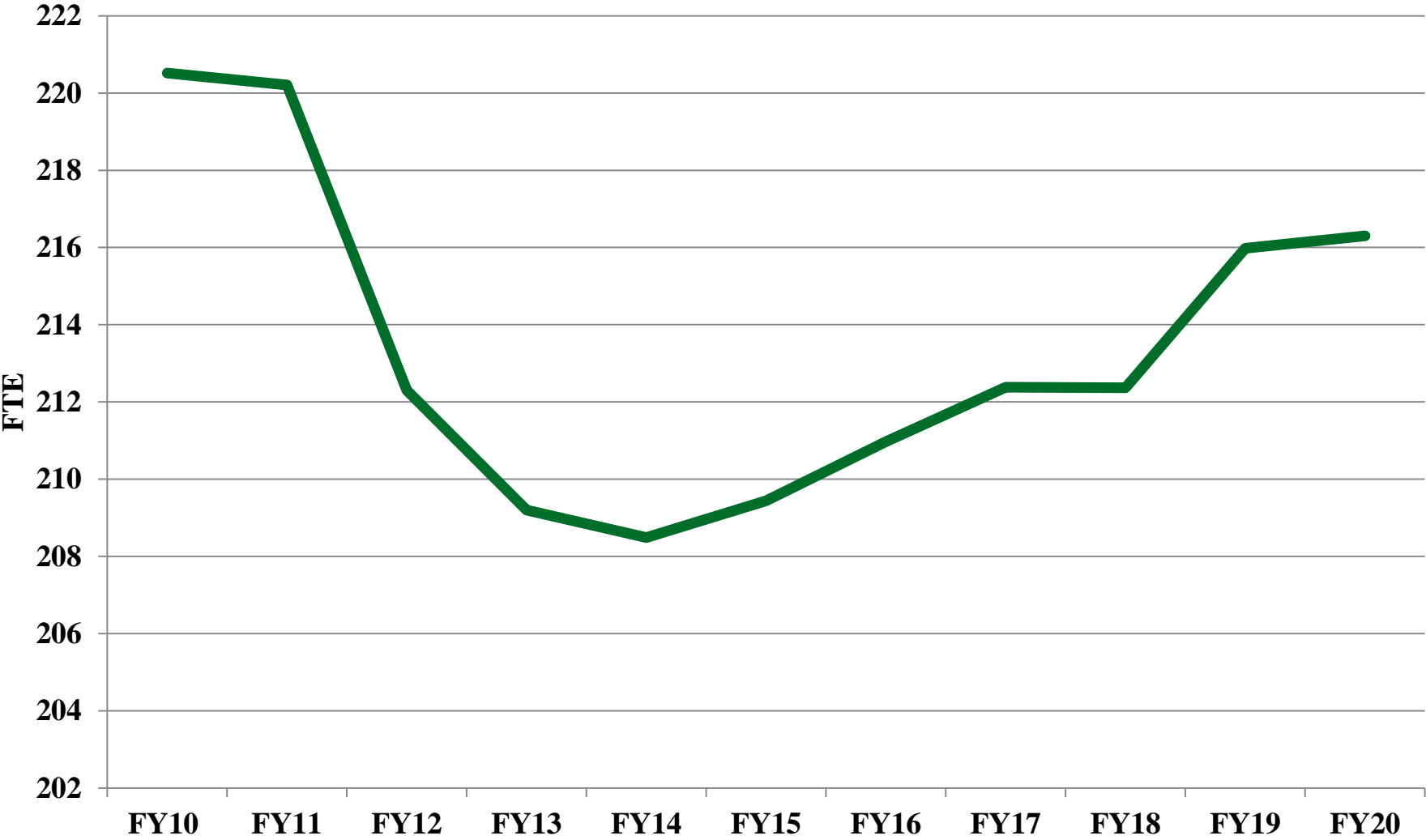
Total PERS/OPSRP Cost - FY14 Actual to FY24 Projected





General Fund FTE – FY10 to FY20

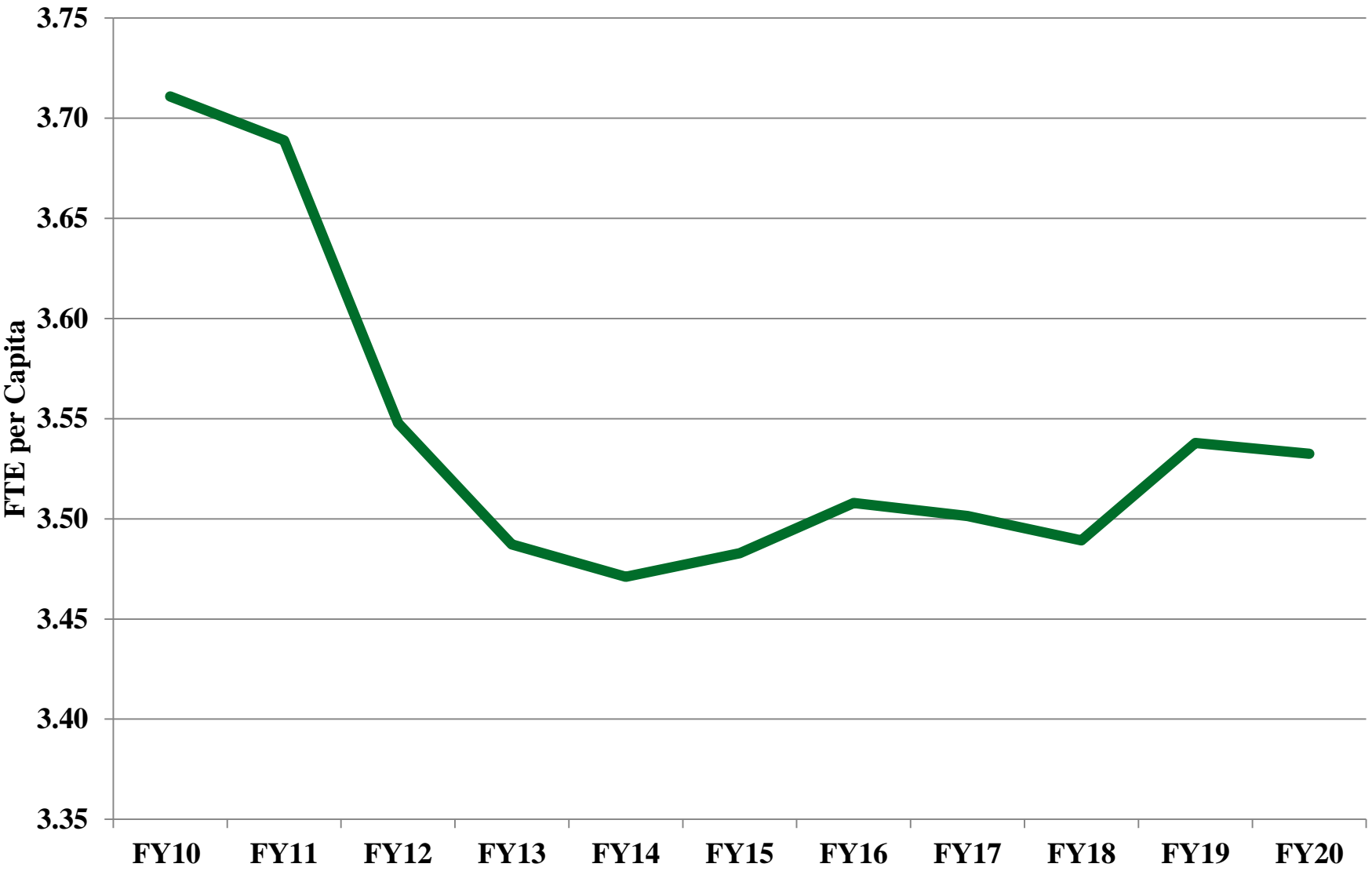
FY 2020





General Fund FTE Per Capita

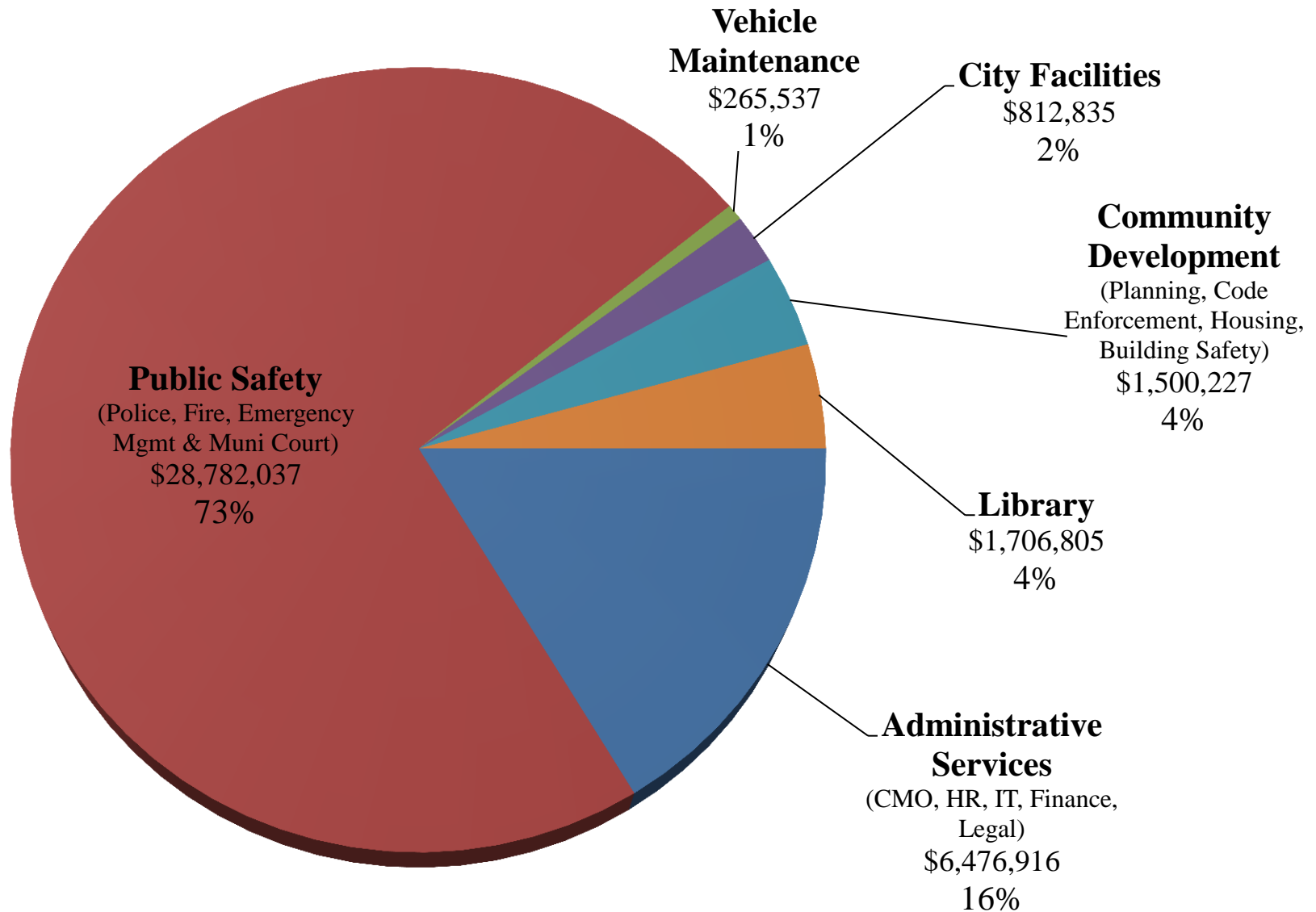
FY 2020



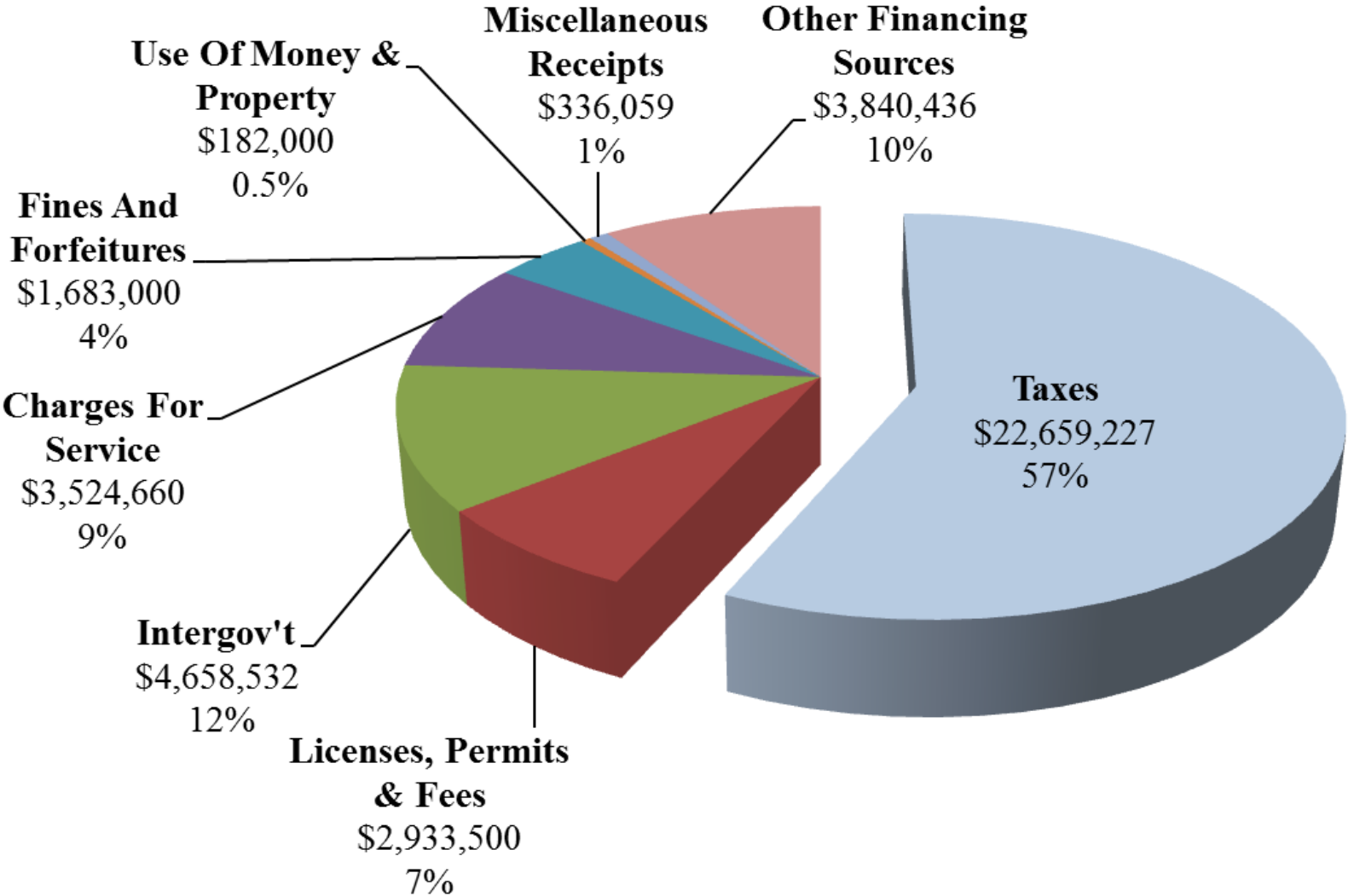


General Fund

FY 2020



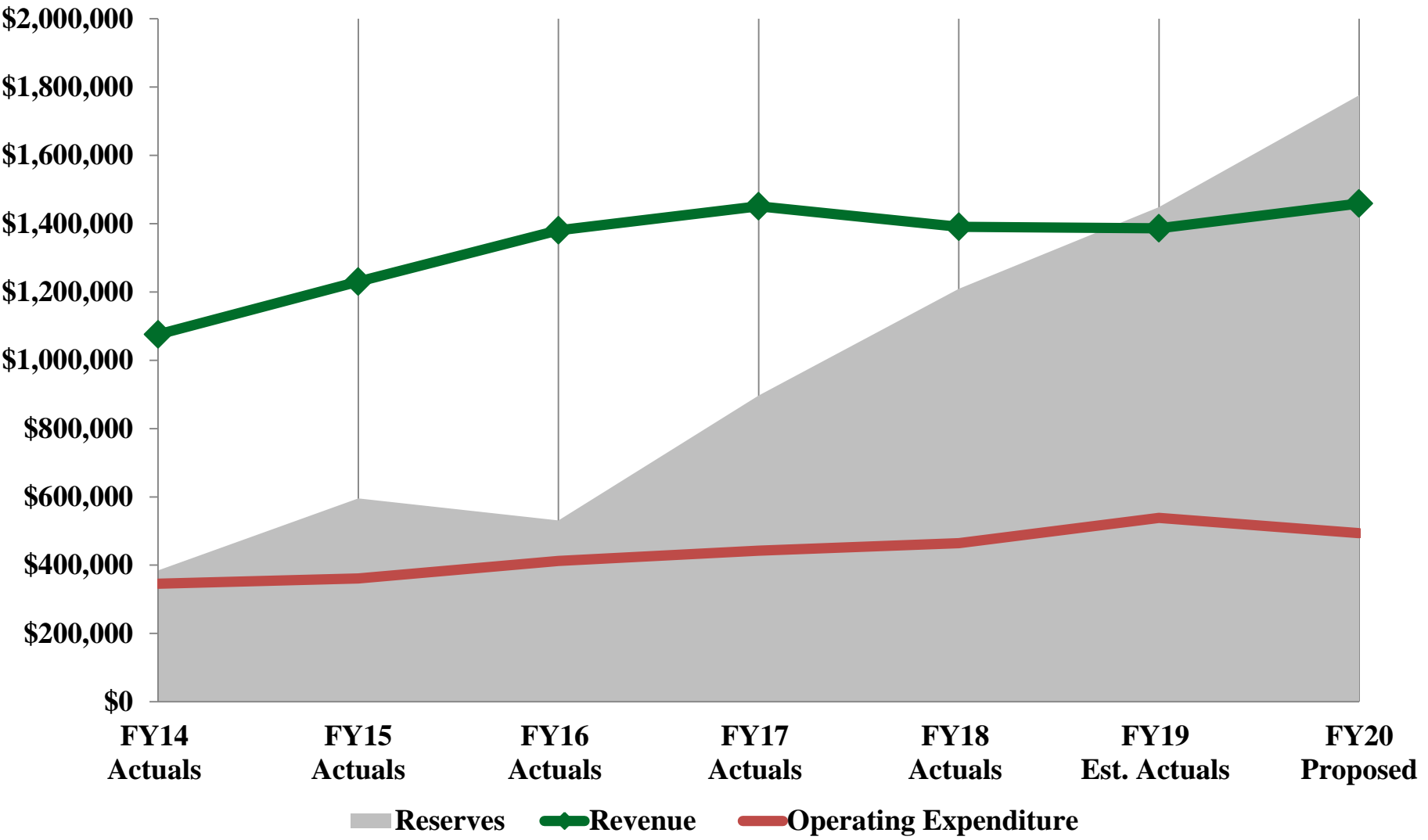
General Fund Current Revenues (excluding beginning cash)





Transient Room Tax Fund

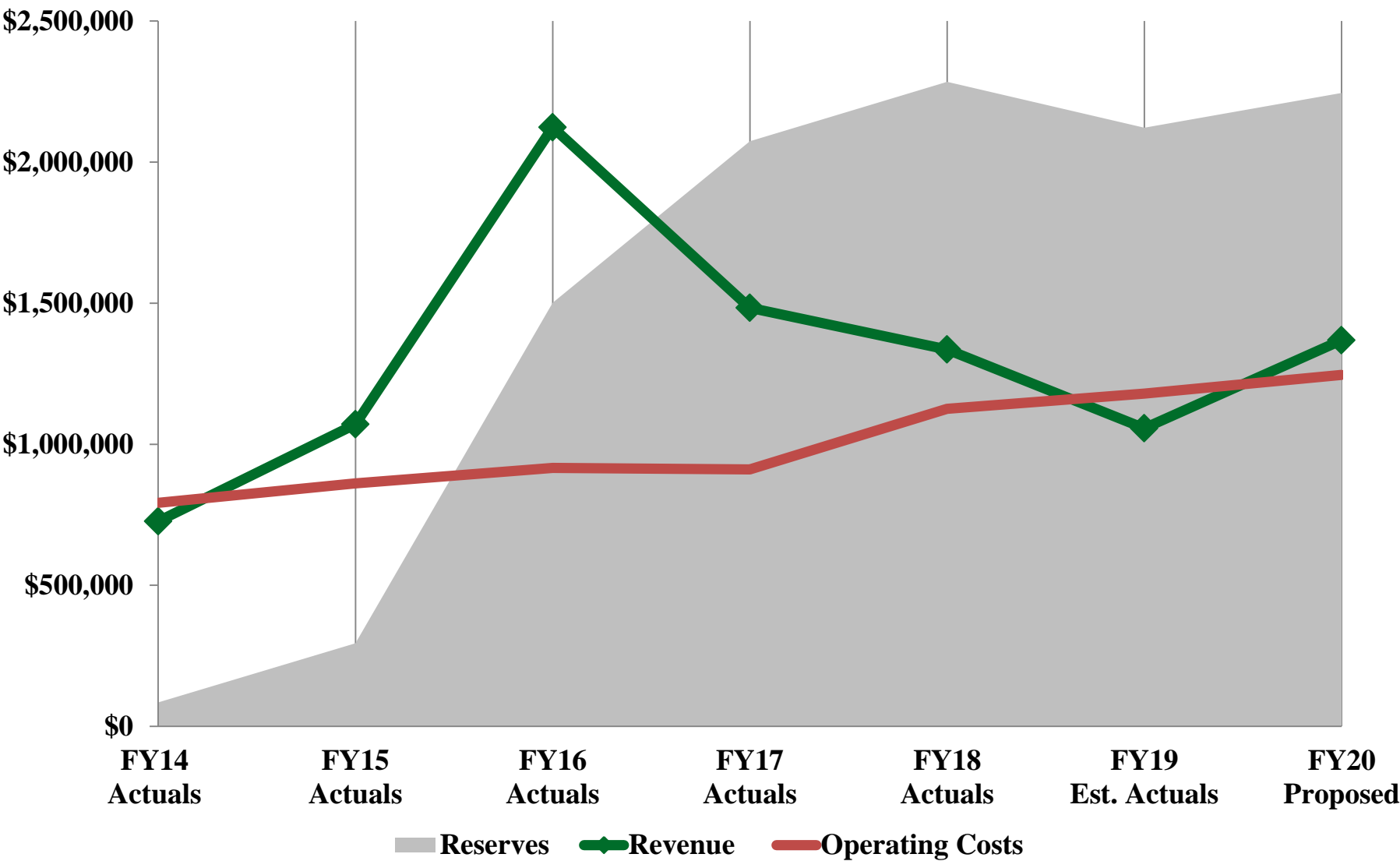
FY 2020





Building Safety Fund

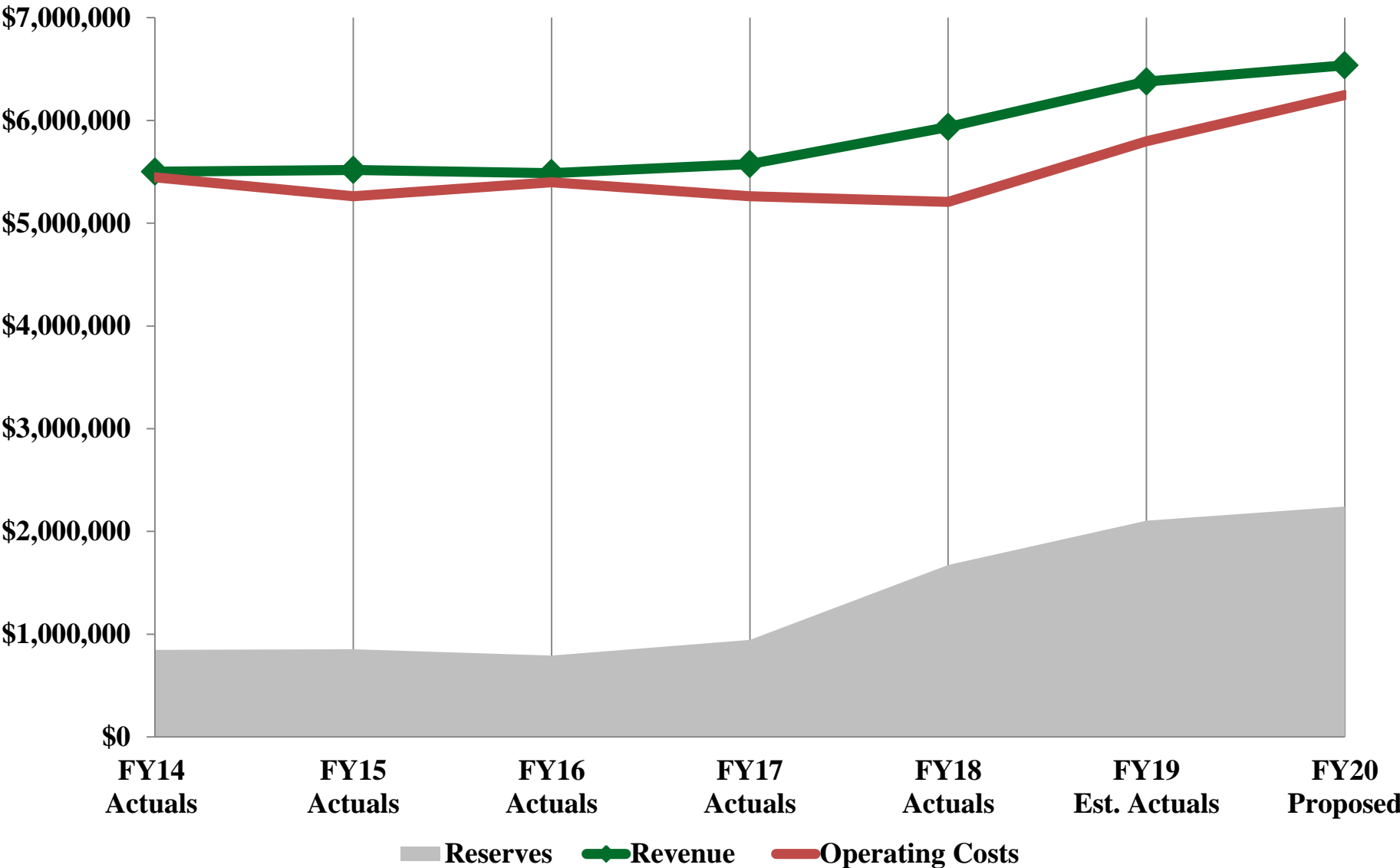
FY 2020





Street Operating Fund

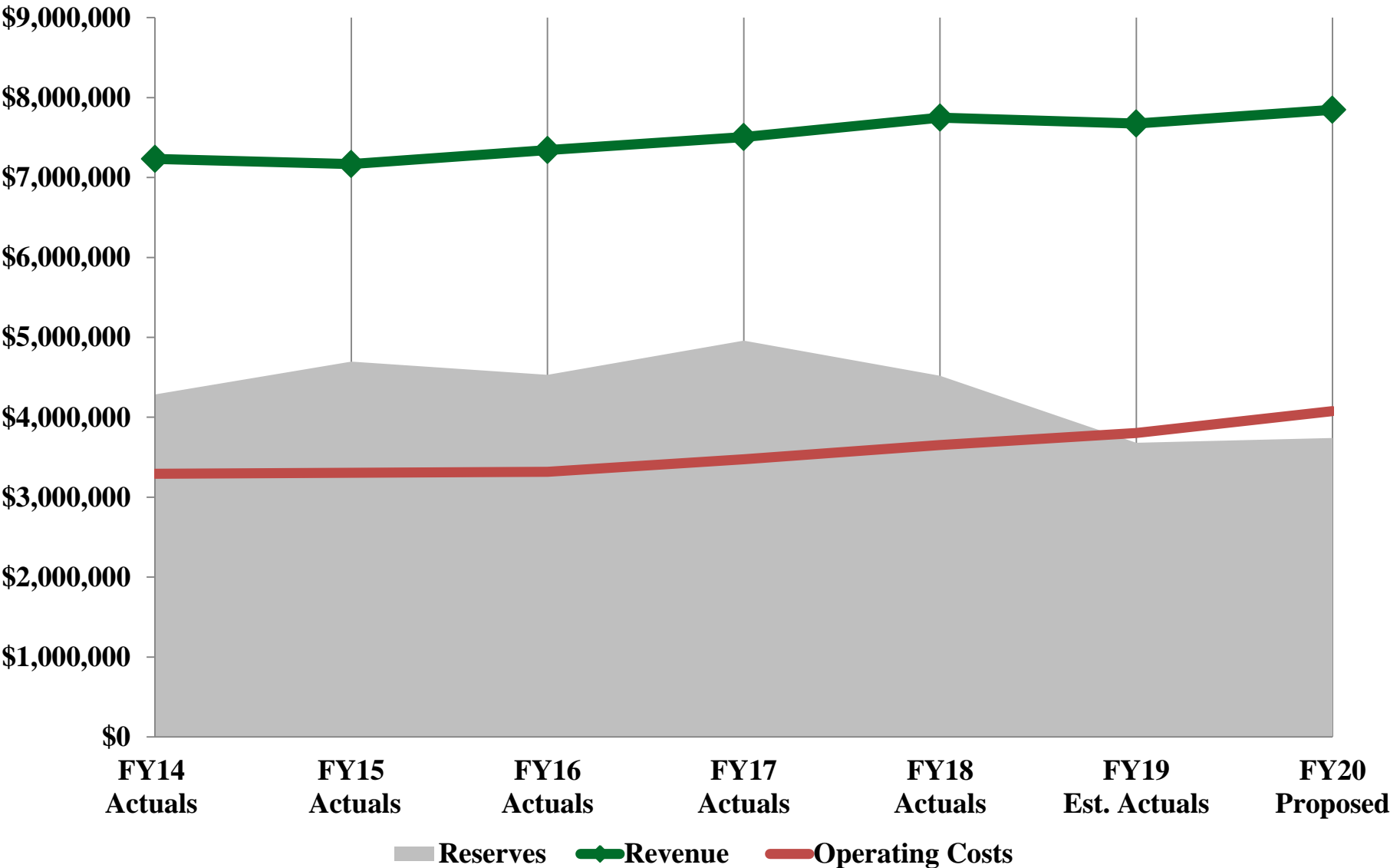
FY 2020





Local Sewer Operating Fund

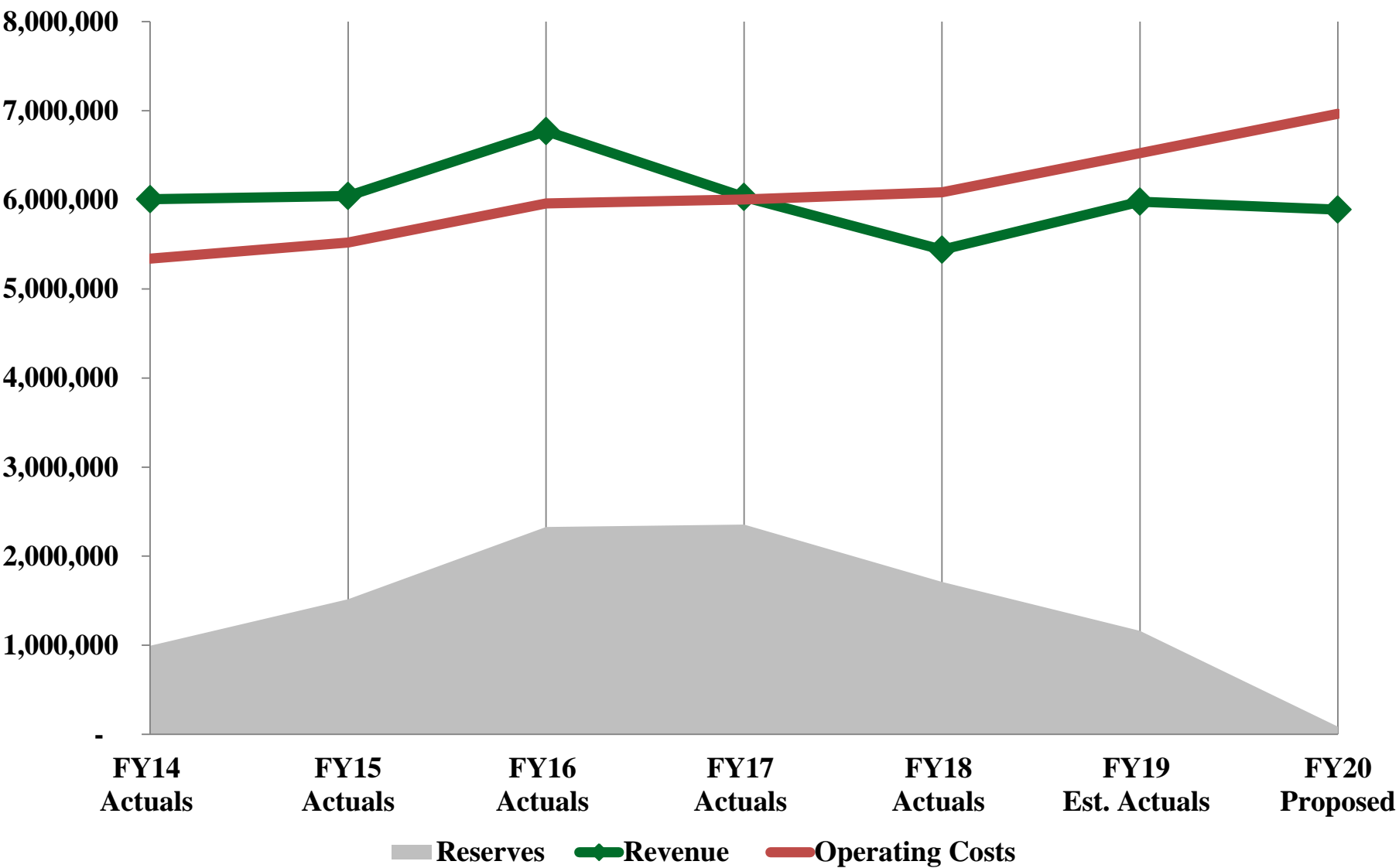
FY 2020





Ambulance Fund

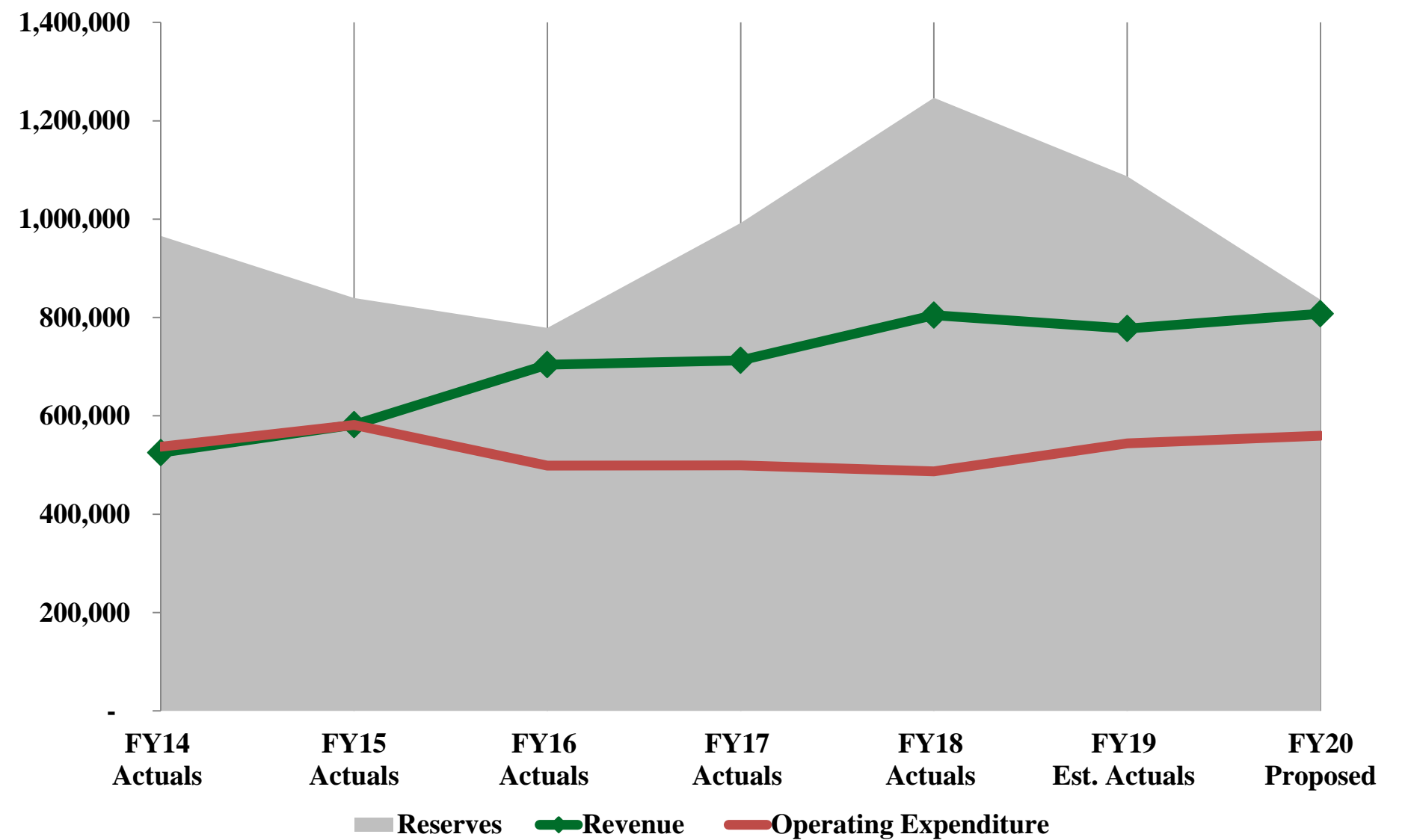
FY 2020





Booth Kelly / Leased Property Fund

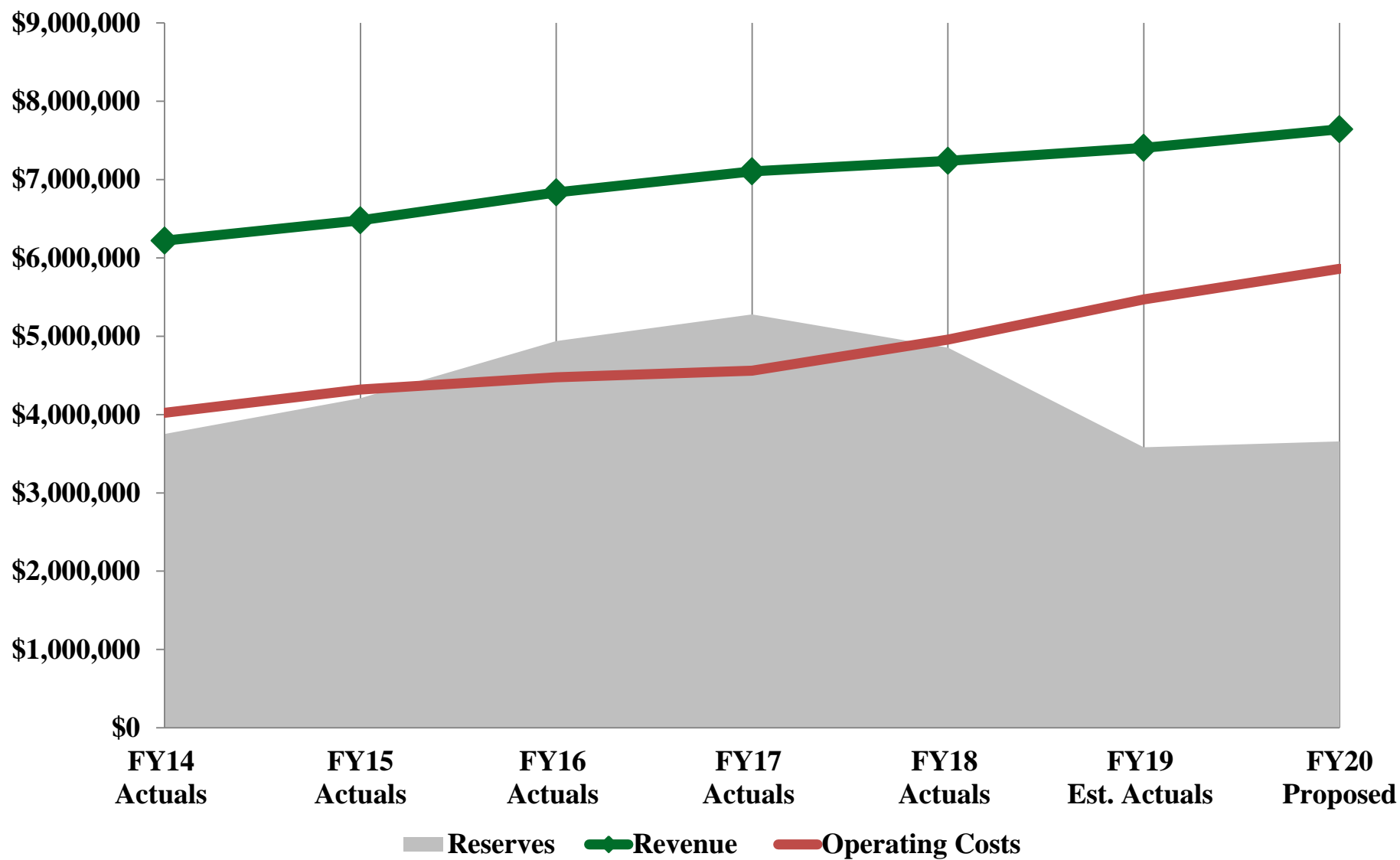
FY 2020





Stormwater Operating Fund

FY 2020





FY20 Budget - All Funds

FY 2020

Total Requirements

	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed
Expenditures by Category				
Personal Services	49,471,335	51,227,747	54,606,724	57,369,192
Materials & Services	40,033,639	41,128,086	47,628,608	48,300,692
Capital Outlay	3,772,340	2,861,838	4,864,030	4,361,129
Total All Funds	\$ 93,277,314	\$ 95,217,671	\$107,099,362	\$110,031,014
Capital	13,784,873	22,229,208	48,837,354	38,308,071
Non-Departmental	54,197,545	39,917,795	181,726,265	201,308,853
Total All Funds	\$161,259,732	\$157,364,675	\$337,662,981	\$349,647,938

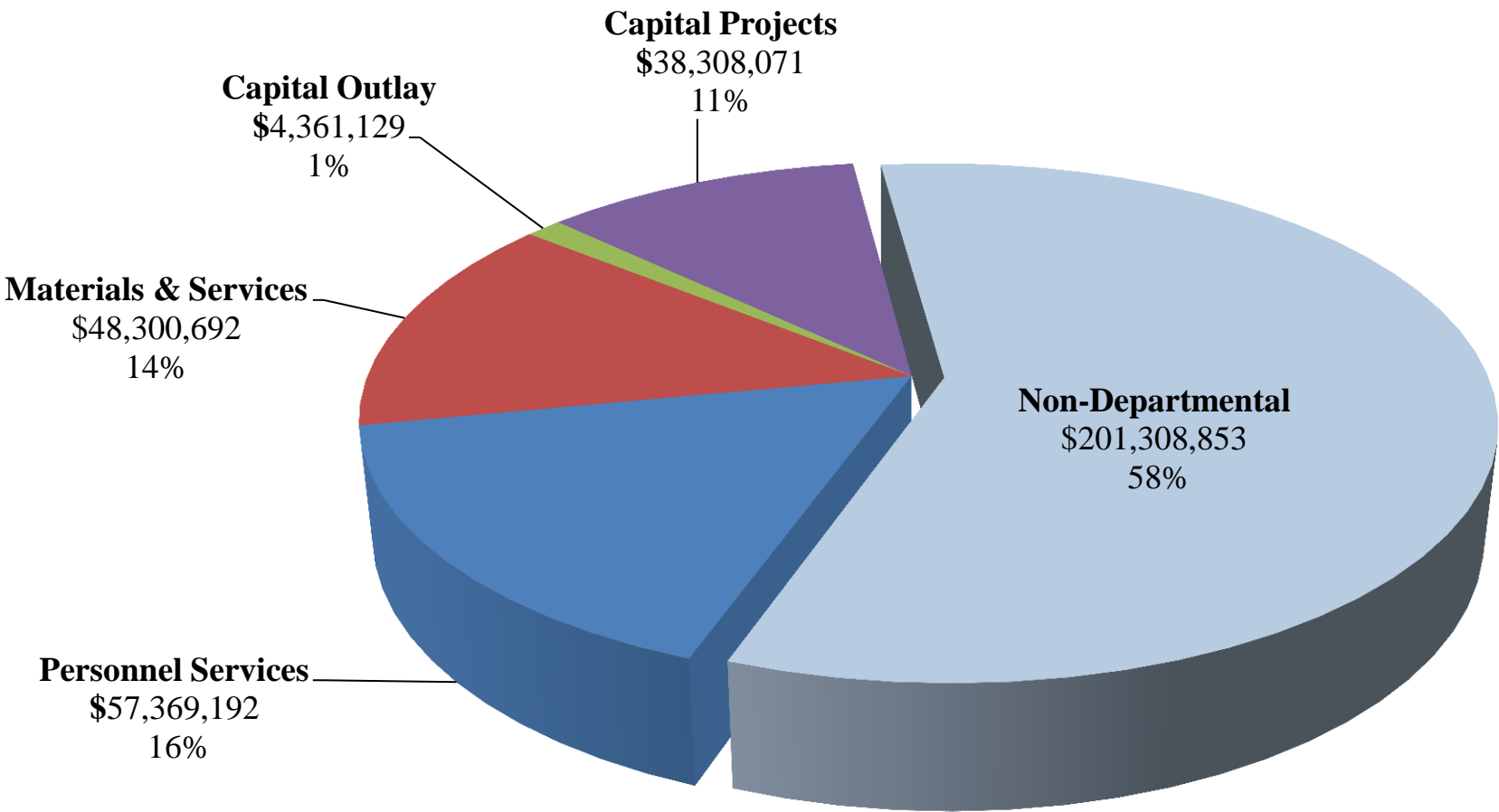
	FY17 Actuals	%	FY18 Actuals	%	FY19 Amended	%	FY20 Proposed	%
Salaries	\$ 30,036,423	61%	\$ 30,133,714	59%	\$ 32,970,682	60%	\$ 33,861,605	59%
Med/ Dental	7,672,701	16%	7,662,679	15%	8,247,252	15%	8,336,459	15%
PERS/OPSRP Retirement	4,129,199	8%	5,346,840	10%	5,852,970	11%	7,588,050	13%
Overtime	2,579,281	5%	2,945,328	6%	2,206,628	4%	2,274,664	4%
Other Fringe Benefits	2,872,761	6%	2,953,581	6%	3,171,531	6%	3,228,701	6%
City Retirement Plan	1,970,686	4%	1,945,091	4%	1,912,987	4%	1,829,499	3%
Supplemental Pays	210,284	0%	240,513	0%	244,675	0%	250,214	0%
	\$ 49,471,335		\$ 51,227,747		\$ 54,606,724		\$ 57,369,192	



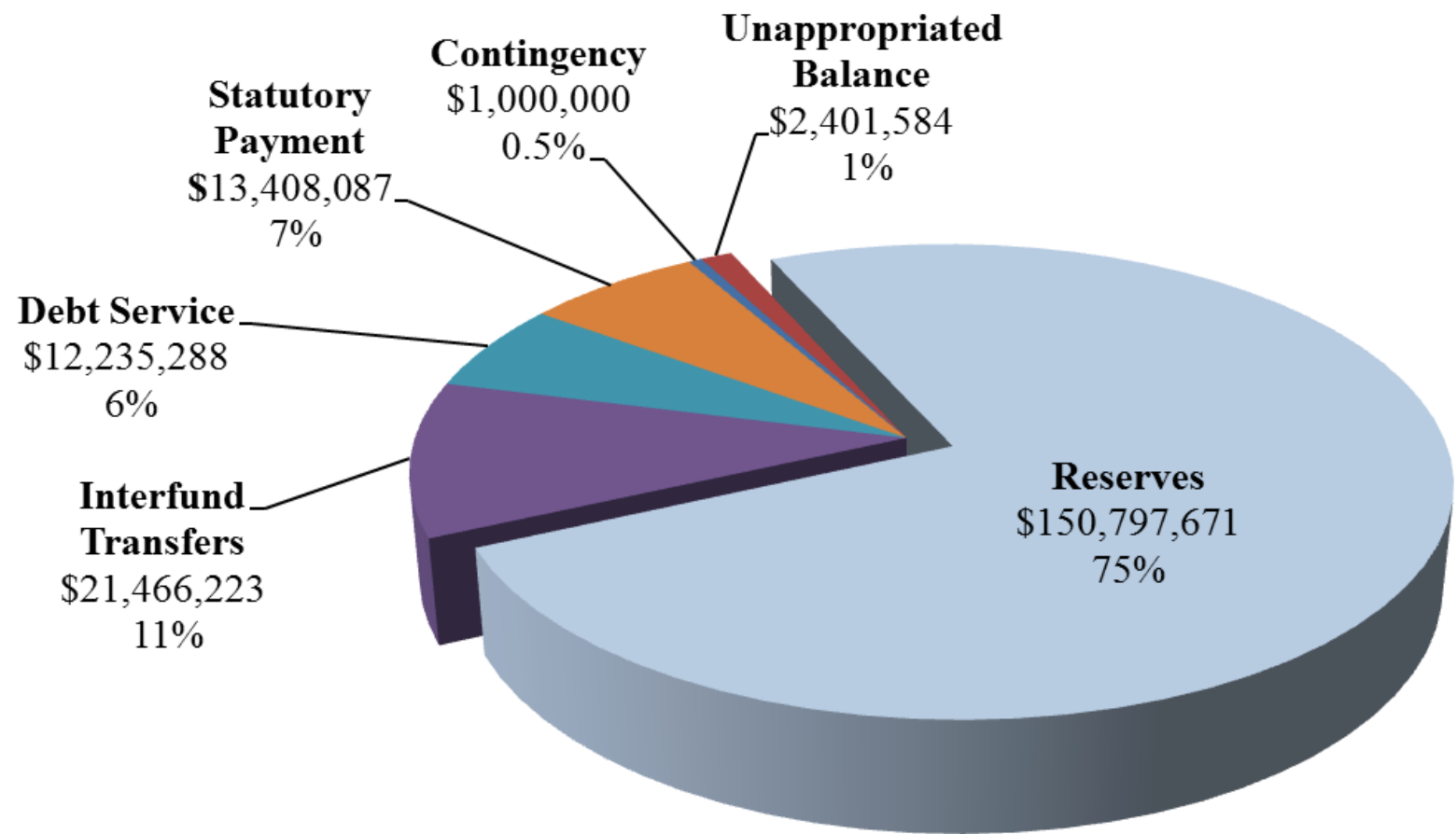
FY20 Budget

FY 2020

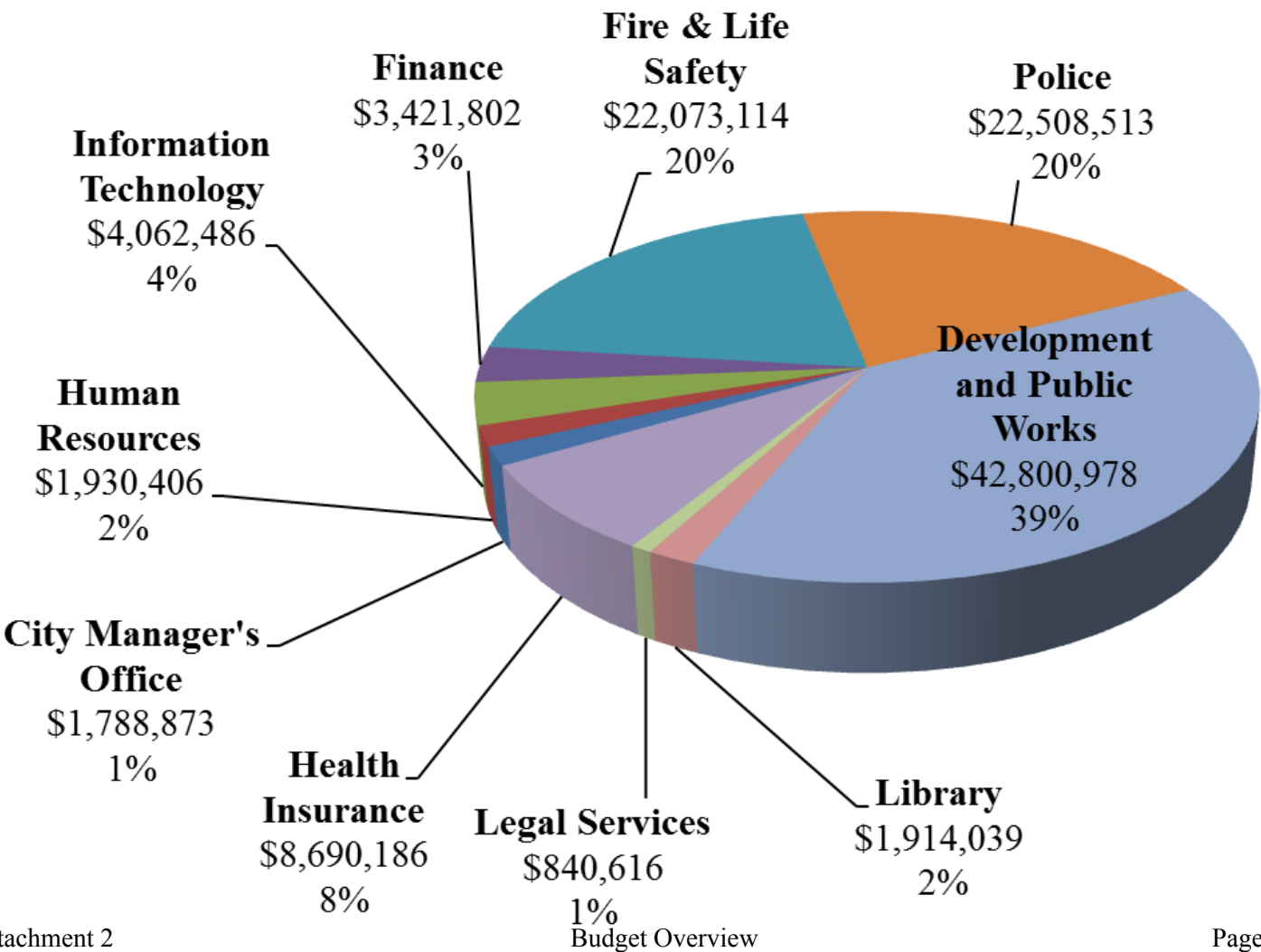
Total Requirements



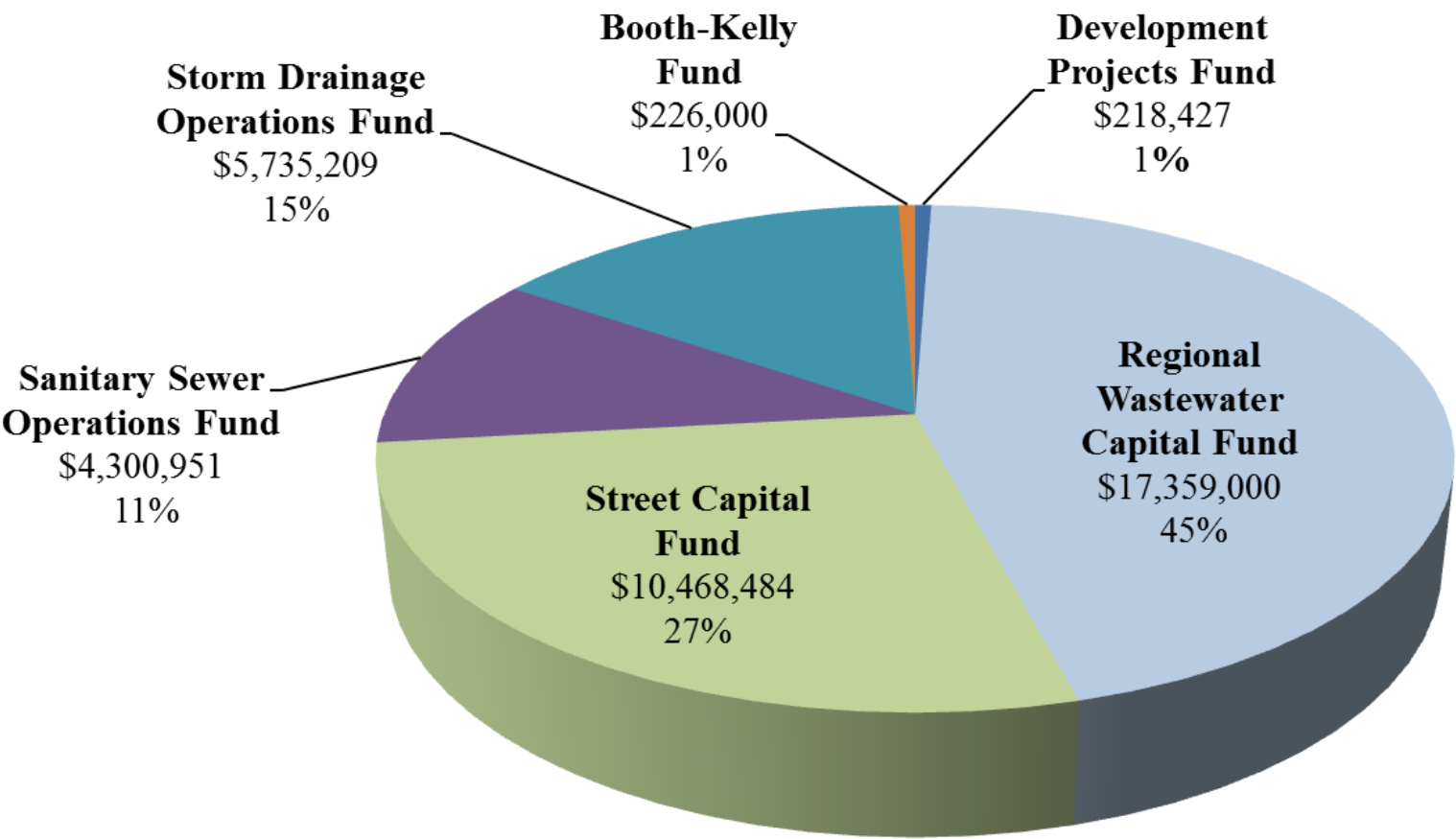
Total Non-Departmental Cost by Category



Total Operating Cost by Department



Total Capital Budget by Fund



FY20 Highlights

The proposed budget for FY20 keeps ongoing community services in place while addressing the most pressing issues. High level changes include:

Department	Addition	Amount	Duration
Police	Cahoots	\$ 210,000	Ongoing
Police	Overtime	120,000	Ongoing
IT	Phone System Replacement	700,000	One-time
IT	Phone System Maintenance	55,000	Ongoing
DPW	Security Services	30,000	Ongoing
DPW	Capital Replacement Reserve	400,000	One-time
DPW	Street Bond	10,000,000	One-time
DPW	City Facilities ADA Upgrades	100,000	One-time
DPW	Public Education & Outreach Position	105,000	Ongoing
CMO	Chamber of Commerce	25,000	One-time
CMO	Website Maintenance	30,000	Ongoing
Finance	Video Arraignment Equipment	70,000	One-time

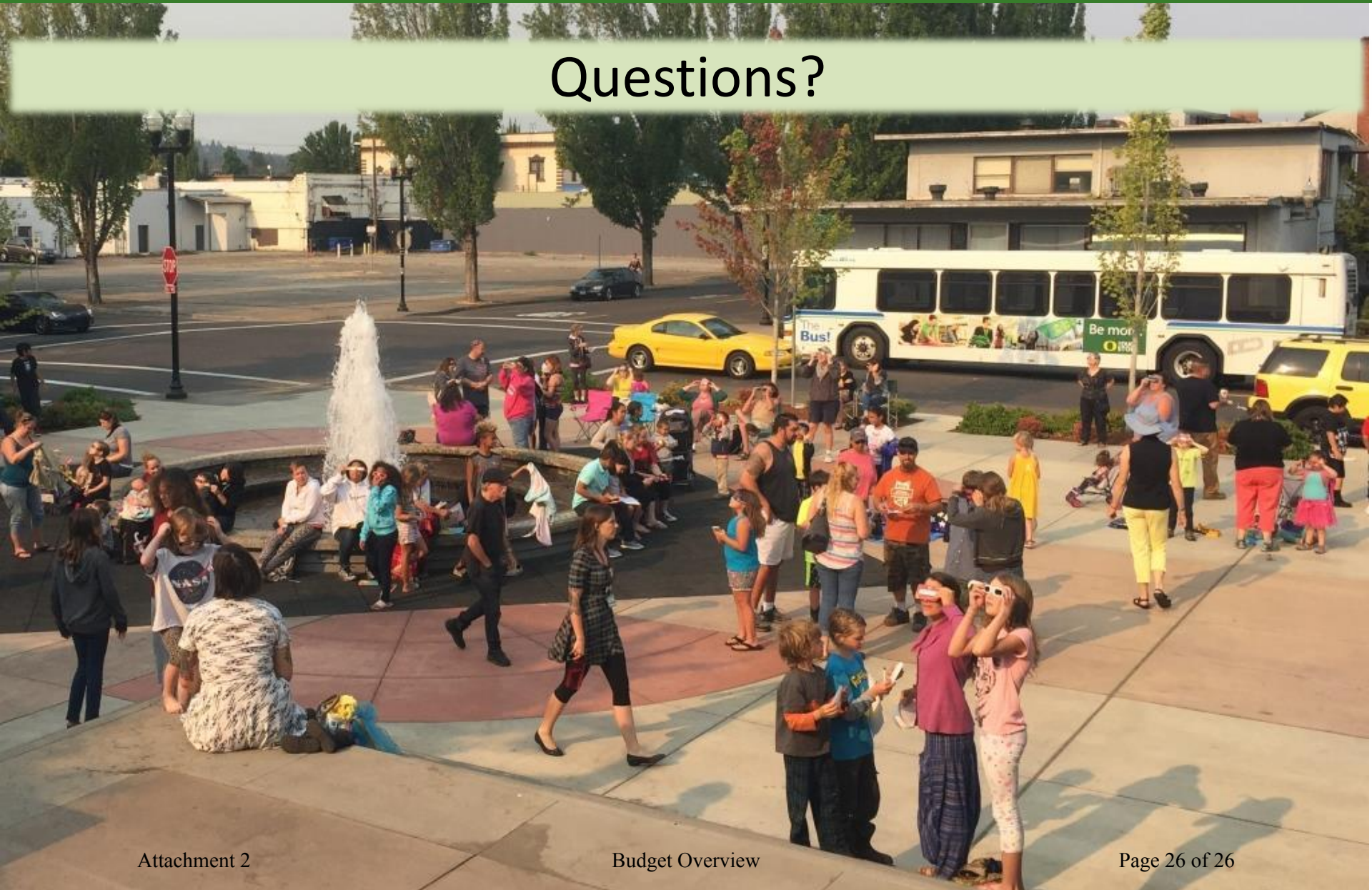
Challenges

- Backlog of deferred maintenance on infrastructure (buildings and streets)
- Addressing the unfunded liability of the City's retirement plan
- Expenditure growth outpacing revenue growth
- Infrastructure needs related to UGB expansion
- The Silver Tsunami (aging workforce retiring with an exodus of knowledge)
- A shortage of affordable housing
- The next recession ?

Solutions

- **Grow economic base** – Continue economic development efforts to create priority sites, build business retention and expansion
- **Encourage population growth** – Affordable housing efforts, job creation
- **Increase revenue base** – develop cost recovery models for existing services and explore new revenue options via taxes, fees, or charges
- **Service level changes and efficiencies** – changes to code or policies that would encourage alternative service delivery models, right-sizing service levels to budget, community needs, and peer benchmarks
- **Cost containment of current services** – Process improvement initiatives and changes to employee benefits

Questions?



City of Springfield

Budget Committee Bylaws

ARTICLE I. Establishment

The Budget Committee is established pursuant to ORS 294.414 in accordance with Local Budget Law.

ARTICLE II. Purpose and Objectives

The Budget Committee acts as a fiscal policy and budget review committee for the City of Springfield as follows:

- a) Conducts a review of the City Manager's proposed budget and makes a recommendation to City Council regarding the proposed funding, service level, and configuration.
- b) Reviews the Capital Improvement Program and forwards comments to the City Council.
- c) Responds to ad hoc requests by the City Council.

ARTICLE III. Membership, Terms of Office and Voting.

Section 1. The Budget Committee consists of all members of the City Council and a like number of electors, totaling 12 members. Each member has an equal vote.

Section 2. Citizen members of the Budget Committee are appointed as follows:

- a) In or before March of each year, City Council appoints citizen members to fill vacancies in the appointive membership of the Budget Committee.
- b) Appointive members of the Budget Committee serve three-year terms. The terms are staggered such that one-third of the appointive members' appointments end each year.
- c) Any appointive member may be reappointed for an additional term with no individual allowed to be appointed to more than two consecutive full terms. One may re-apply after being off the Budget Committee for one year.

Section 3. Budget Committee decisions are made by an affirmative vote of a majority of the Committee members.

Section 4. Committee members do not receive compensation, but may be reimbursed for duly authorized expenditures.

ARTICLE IV. Officers' Duties

Section 1. The Budget Committee elects two officers at the first meeting: a Chairperson and a Vice-Chairperson. The officers serve a one-year term.

Section 2. The Chairperson presides at all meetings and is eligible to vote on all matters.

Section 3. The Vice-Chairperson performs all the duties of the Chairperson in the event the Chairperson is absent.

Section 4. The Committee shall be staffed by the City Manager or his/her designee.

ARTICLE V. Meetings of Committee

Section 1. The Chairperson calls the Budget Committee meetings to order.

Section 2. A majority of the present Committee members constitutes a quorum.

Section 3. Budget Committee members are expected to attend all regular meetings and standing subcommittee meetings. If a member is unable to attend a meeting, said member is expected to notify Budget Office staff. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences. The Chairperson, in consultation with City staff, may recommend to the Council that a member be removed from the Committee if said member is found not to meet the Guidelines.

Section 4. All appointees of the Budget Committee serve at the pleasure of the Council and are expected to abide by the City of Springfield BCC Guidelines for Meeting Conduct.

Section 5. All Budget Committee members are given at least 24 hours' notice of any meeting called. Study materials and agenda will be delivered at least 24 hours prior to a meeting.

ARTICLE VI. Subcommittees

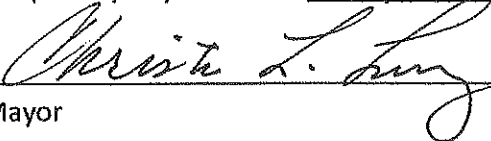
Section 1. The Chairperson shall appoint subcommittees as needed.

Section 2. The Chairperson of the Budget Committee may appoint a chairperson for each subcommittee.

ARTICLE VII. Amendment of the Bylaws

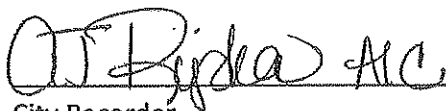
These bylaws may be amended by an affirmative vote of a majority of the membership of the Budget Committee at any regular meeting. Prior notice of such amendment must be given at a preceding regular meeting, or in an agenda packet, unless all Committee members are present.

Adopted by City Council on March 21, 2016



Mayor

Attest:



City Recorder

Last Revised: March 15, 2016.

CHARGE

The Budget Committee is provided for in State Law. It is responsible for reviewing the financial plans and policies of the City, including the review of the Annual Budget and the recommendation of the Annual Budgets to the City Council.

Source of Existence:	State/Council
Bylaws:	No
Code:	No
Sunset Date:	Mandatory
Membership	
Number:	12
In City:	12
Out of City:	None
Terms (2 max):	3-Years staggered terms
Ward:	Yes (not required by State Law)
Qualifier:	6 members from the Council and 6 citizens by Ward (Citizen members may not be officers, agents or employees of the City, per ORS 294.336(4).)
Appointed By:	Council application and interview
Meeting Time:	Varies through Budget Season
Funding Source:	General Fund
Staff Liaison:	Gino Grimaldi, City Manager, 726-3700 Nathan Bell, Finance Director, 726-2364
Council Liaison:	All Council (Note: the Mayor may participate with the approval of the Budget Committee as an ex-officio, non-voting member.)

FY20 Program Operating Expenditures vs. Revenues

All Funds

(Excludes SEDA)

Department	Program	FTE	Proposed Expenditures	Proposed Revenues	Shared Revenue - Support (Surplus)
City Manager's Office	1002 External Public Communication & Multi-Media	0.39	114,631	-	114,631
City Manager's Office	1003 Community Event Coordination & Promotions	0.49	156,012	(25,000)	131,012
City Manager's Office	1004 Agency Funding Management - City Manager	0.35	441,791	-	441,791
City Manager's Office	1005 Community Business Development	1.22	200,726	-	200,726
City Manager's Office	1008 Enterprise Zone	0.23	35,253	(86,059)	(50,806)
City Manager's Office	1009 Transient Room Tax Management	0.35	81,498	(1,435,000)	(1,353,502)
City Manager's Office	1012 City Prosecutor		343,580	-	343,580
City Manager's Office	1013 Intergovernmental and Legislative Support Management	0.68	151,821	-	151,821
Development & Public Works	1021 Emergency Management	1.00	372,930	-	372,930
Development & Public Works	1022 Intergovernmental Relations	0.05	38,477	-	38,477
Development & Public Works	1023 Community Events	1.55	249,049	-	249,049
Development & Public Works	1024 Survey	3.00	500,191	-	500,191
Development & Public Works	1025 Operations Training and Safety Programs	0.20	50,756	-	50,756
Development & Public Works	1026 Buildings & Facilities Planning	0.04	5,667	-	5,667
Development & Public Works	1027 Building and Facility Architectural & Engineering	0.04	5,667	-	5,667
Development & Public Works	1028 Business Licensing	0.61	60,765	(180,000)	(119,235)
Development & Public Works	1029 Licensing and Franchising		376	(2,035,500)	(2,035,124)
Development & Public Works	1030 Building Plan Review	2.48	374,789	(899,000)	(524,211)
Development & Public Works	1031 Mechanical Inspections	1.03	163,053	(135,000)	28,053
Development & Public Works	1032 Structural Inspections	1.03	163,523	-	163,523
Development & Public Works	1033 Electrical Inspections	1.72	270,110	(200,000)	70,110
Development & Public Works	1034 Plumbing Inspections	1.49	240,803	(125,000)	115,803
Development & Public Works	1035 Affordable Housing	1.45	1,154,212	(51,170)	1,103,042
Development & Public Works	1036 Community Development	0.70	335,551	(1,326,855)	(991,304)
Development & Public Works	1037 Social Services		78,589	(78,589)	0
Development & Public Works	1038 Comprehensive Land Use Planning	2.34	309,768	-	309,768
Development & Public Works	1039 Development Review	6.52	808,426	(500,000)	308,426
Development & Public Works	1040 Development Code Updates and Maintenance	1.37	239,937	-	239,937
Development & Public Works	1041 Code Enforcement	2.44	349,725	-	349,725
Development & Public Works	1042 Floodplain Management	0.13	19,857	-	19,857
Development & Public Works	1043 Historic Preservation	0.15	29,493	(12,000)	17,493
Development & Public Works	1044 Stormwater Fiscal Management and Customer Services	0.97	587,845	-	587,845
Development & Public Works	1045 Stormwater Regulatory Administration	4.85	805,409	(34,000)	771,409

Department	Program	FTE	Proposed Expenditures	Proposed Revenues	Shared Revenue - Support (Surplus)
Development & Public Works	1046 Stormwater Planning	0.34	64,553	-	64,553
Development & Public Works	1047 Stormwater Engineering	5.04	818,524	-	818,524
Development & Public Works	1048 Land Drainage & Alteration Permit	1.70	251,335	(90,000)	161,335
Development & Public Works	1049 Surface Drainage Vegetation Management	3.35	413,110	-	413,110
Development & Public Works	1050 Landscape Tree Maintenance	2.27	376,654	-	376,654
Development & Public Works	1051 Landscape Maintenance	3.01	484,280	(45,000)	439,280
Development & Public Works	1052 Surface Drainage Maintenance	5.31	851,555	-	851,555
Development & Public Works	1053 Subsurface Drainage Preventive Maintenance	3.51	581,628	-	581,628
Development & Public Works	1054 Subsurface Drainage Repair	0.86	178,602	-	178,602
Development & Public Works	1056 Regional Wastewater Administration	13.31	3,679,148	(36,132,700)	(32,453,552)
Development & Public Works	1057 Industrial Pretreatment	3.25	484,885	(9,500)	475,385
Development & Public Works	1058 Regional Wastewater Operations		15,625,457	-	15,625,457
Development & Public Works	1059 Wastewater Fiscal Management and Customer Services	1.23	648,653	-	648,653
Development & Public Works	1060 Wastewater Planning	0.47	89,893	-	89,893
Development & Public Works	1061 Wastewater Engineering	4.88	708,408	-	708,408
Development & Public Works	1062 Wastewater Preventive Maintenance	7.30	1,428,531	-	1,428,531
Development & Public Works	1063 Wastewater Maintenance Repair	0.93	193,730	-	193,730
Development & Public Works	1064 Capacity Management Operations & Maintenance (CMOM)	0.34	91,271	-	91,271
Development & Public Works	1065 Transportation Planning	1.85	308,307	(45,000)	263,307
Development & Public Works	1066 Street Engineering	4.41	740,384	(60,000)	680,384
Development & Public Works	1067 Street Sweeping	2.92	555,370	-	555,370
Development & Public Works	1068 Bicycle Facilities and Programs	0.42	92,790	(45,000)	47,790
Development & Public Works	1069 Locates and Encroachments	2.26	340,024	(30,000)	310,024
Development & Public Works	1070 Street Maintenance and Preservation	5.66	1,032,841	-	1,032,841
Development & Public Works	1071 Street Sidewalk Maintenance and Preservation	0.57	119,500	-	119,500
Development & Public Works	1072 Traffic Operations - Engineering	2.41	466,215	-	466,215
Development & Public Works	1073 Traffic Operations -Signal Maintenance and Repair	2.32	548,887	(92,681)	456,206
Development & Public Works	1074 Traffic Operations -Signs and Pavement Markings	2.02	351,096	-	351,096
Development & Public Works	1075 Street Lighting	0.69	497,860	-	497,860
Development & Public Works	1077 Transient Related Issues		37,000	-	37,000
Fire & Life Safety	1090 Fire & Arson Investigation	0.35	70,966	-	70,966
Fire & Life Safety	1091 Community Risk Reduction	0.80	208,524	(165,000)	43,524
Fire & Life Safety	1093 Apparatus & Equipment Maintenance		1,783,209	-	1,783,209
Fire & Life Safety	1096 Fire Suppression Operations	61.00	11,475,567	(4,158,373)	7,317,194
Fire & Life Safety	1097 Dispatch and Communication		880,641	-	880,641
Fire & Life Safety	1098 Training & Development	3.00	607,552	-	607,552
Fire & Life Safety	1099 EMS Operations	19.00	4,052,395	(4,645,000)	(592,605)




Department	Program	FTE	Proposed Expenditures	Proposed Revenues	Shared Revenue - Support (Surplus)
Fire & Life Safety	1100 Fire Logistics		338,500	-	338,500
Fire & Life Safety	1102 EMS Billing - Enterprise	3.05	515,007	(362,400)	152,607
Fire & Life Safety	1103 EMS Billing - Springfield	1.95	432,177	(78,650)	353,527
Fire & Life Safety	1104 FireMed	1.75	428,991	(798,140)	(369,149)
Fire & Life Safety	1105 Community Outreach		16,000	-	16,000
Fire & Life Safety	1106 BLS Operations	5.90	584,974	-	584,974
Library	1120 Reference and Reader Advisory Services	3.10	311,741	(4,462)	307,279
Library	1121 Digital Services	1.13	156,795	(28,962)	127,833
Library	1122 Borrower Services	3.09	326,198	(102,004)	224,193
Library	1123 Collection Management	2.26	383,479	(17,386)	366,093
Library	1124 Library Volunteer Program	0.21	29,313	-	29,313
Library	1125 Library Development & Marketing	1.57	201,608	-	201,608
Library	1126 Adult Programs	0.55	63,239	(4,000)	59,239
Library	1127 Youth and Family Programs	0.62	89,749	(19,000)	70,749
Library	1128 Latino Outreach	0.20	32,034	(2,000)	30,034
Library	1129 Arts Commission	0.50	64,492	-	64,492
Library	1130 Museum	1.00	117,531	-	117,531
Police	1141 Hiring & Professional Standards	1.30	322,074	-	322,074
Police	1144 Patrol - Sworn	44.83	9,699,760	(74,000)	9,625,760
Police	1145 Patrol - Non-Sworn	4.43	561,311	-	561,311
Police	1146 Traffic Team	3.78	620,419	-	620,419
Police	1148 K-9 Unit	2.15	412,823	(30,000)	382,823
Police	1149 Drug Dog	0.20	40,085	-	40,085
Police	1150 Major Accident Investigation Team (MAIT)	0.19	31,663	-	31,663
Police	1154 Investigations	10.34	1,958,353	-	1,958,353
Police	1159 Computer Forensics	1.20	213,625	-	213,625
Police	1160 SWAT	0.81	128,188	-	128,188
Police	1161 School Resource Officers	2.10	333,985	(175,000)	158,985
Police	1162 Animal Control	1.10	189,567	(52,000)	137,567
Police	1163 Crime Prevention and Community Relations	2.69	362,507	-	362,507
Police	1166 CAHOOTS	0.05	238,274	-	238,274
Police	1167 Dispatch	12.34	1,596,053	-	1,596,053
Police	1168 Records & Calltaking	11.15	1,286,769	-	1,286,769
Police	1170 Property/Evidence	2.05	299,616	-	299,616
Police	1174 Municipal Jail - Court Support	1.05	129,202	-	129,202
Police	1175 Jail - Operation	15.87	3,027,818	(530,600)	2,497,218
Police	1176 Jail - Records	2.05	305,774	-	305,774
Finance	1200 Municipal Court Services	7.83	1,504,447	(1,978,000)	(473,553)





























Department	Program	FTE	Proposed Expenditures	Proposed Revenues	Shared Revenue - Support (Surplus)
City of Springfield	7000 Department Administration	14.39	3,252,629	-	3,252,629
City Manager's Office	7001 Mayor & Council Support	0.85	134,753	-	134,753
City Manager's Office	7005 City-Wide Management & Oversight	1.40	292,535	-	292,535
Development & Public Works	7022 Facilities Maintenance - City	4.75	627,011	-	627,011
Development & Public Works	7023 Facilities Maintenance-Custodial Services	2.00	187,724	(304,284)	(116,560)
Development & Public Works	7024 Fuel Facility Operations and Management		524,187	-	524,187
Development & Public Works	7026 Vehicle & Equipment Preventive Maintenance	2.00	265,537	(172,272)	93,265
Finance	7030 Accounts Payable	2.44	271,625	-	271,625
Finance	7031 Annual Audit, CAFR and Internal Reporting	2.74	354,267	-	354,267
Finance	7032 Budget Development, Forecasting & Analysis	2.29	384,047	-	384,047
Finance	7033 Procurement and Contracts	0.99	164,975	-	164,975
Finance	7034 Treasury Management	0.12	78,483	-	78,483
Finance	7035 Municipal Court Administration	1.26	330,538	-	330,538
Human Resources	7051 Class and Compensation	0.50	71,541	-	71,541
Human Resources	7052 Employee and Labor Relations	0.50	62,419	-	62,419
Human Resources	7053 Talent Acquisition	1.00	137,163	-	137,163
Human Resources	7056 Employee Training		7,219	-	7,219
Human Resources	7057 Benefit Administration	0.50	242,895	(314,184)	(71,289)
Human Resources	7059 Leave Administration	0.50	63,370	-	63,370
Human Resources	7060 Risk Administration	1.00	404,814	(957,313)	(552,499)
Human Resources	7062 Workers Compensation		496,277	(655,783)	(159,506)
Human Resources	7065 Payroll Administration	1.00	136,314	-	136,314
Information Technology	7070 Financial Systems	1.39	272,285	-	272,285
Information Technology	7071 Human Resource Systems	1.67	321,513	-	321,513
Information Technology	7072 Land Management Systems	0.93	259,186	-	259,186
Information Technology	7073 Facilities Management Systems	1.80	439,336	-	439,336
Information Technology	7074 Criminal Justice Systems	1.51	273,175	-	273,175
Information Technology	7075 Fire and Life Safety Systems	0.43	92,932	-	92,932
Information Technology	7076 Community Development Systems	1.27	294,618	-	294,618
Information Technology	7077 Public Library Systems	0.09	20,657	-	20,657
Information Technology	7078 Shared Systems	3.50	1,422,401	-	1,422,401
Information Technology	7079 Information Security Compliance	1.04	199,828	-	199,828
Police	7090 Building and Security Maintenance	2.15	502,600	-	502,600
Legal Services	7100 City Attorney	3.00	497,036	-	497,036

Department	Program	FTE	Proposed Expenditures	Proposed Revenues	Shared Revenue - Support (Surplus)
Finance	7150 Fiber Consortium		131,650	(150,528)	(18,878)
Development & Public Works	7900 Real Property Management	0.89	510,523	-	510,523
Development & Public Works	7901 Miscellaneous Leased Property		-	(18,000)	(18,000)
Development & Public Works	7902 Booth Kelly		-	(667,601)	(667,601)
Development & Public Works	7903 Carter Building		-	(95,442)	(95,442)
Development & Public Works	7904 Depot		-	(11,353)	(11,353)
Sub-Total Operating Programs		419.87	100,961,828	(60,244,791)	40,717,037
Non-Department	8300 Self-Funded Medical		7,604,940	(7,490,584)	114,356
Non-Department	8301 Self-Funded Dental		740,444	(738,820)	1,624
Non-Department	8350 Wellness Clinic		344,802	(18,636)	326,166
Non-Department	8800 Capital Projects		375,000	-	375,000
Non-Department	8810 MWMC Capital		4,000	-	4,000
Subtotal Non-Departmental Programs		-	9,069,186	(8,248,040)	821,146
Total All Programs		419.87	110,031,014	(68,492,831)	41,538,183




Reconciliation of Program Budget with Entire City Budget	<u>Revenues Not Allocated to a Program</u>	<u>(281,155,106)</u>
	TOTAL Revenues	(349,647,937)
	Capital Project Expenditures	38,308,071
	<u>Non-Departmental Expenditures</u>	<u>201,308,853</u>
	TOTAL Expenditures	349,647,938



























FY20 Citywide Revenue Detail by Type & Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) 
 Moderate increase (3%-5.99%) 
 Substantial increase (6% or greater) 

Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
41 Taxes	411111 Current Taxes	(28,592,275)	(29,296,387)	(30,395,376)	(34,669,488)	 14%
	411211 Delinquent Taxes	(651,089)	(574,815)	(615,000)	(610,000)	 -1%
	414115 Transient Room Tax	(1,445,031)	(1,377,810)	(1,435,000)	(1,435,000)	 0%
	415001 Telecom Business Tax	(53,413)	(46,320)	(52,000)	(52,000)	 0%
	417001 Local Fuel Tax	(1,071,487)	(1,081,791)	(1,120,000)	(1,140,000)	 2%
41 Taxes Total		\$ (31,813,296)	\$ (32,377,123)	\$ (33,617,376)	\$ (37,906,488)	 13%
42 Licenses, Permits & Fees	420101 Sanipac Franchise	(451,232)	(526,073)	(460,000)	(550,000)	 20%
	420111 Comcast Franchise	(735,256)	(728,434)	(725,000)	(725,000)	 0%
	420121 QWest Franchise	(178,627)	(170,790)	(200,000)	(175,000)	 -13%
	420131 NW Natural Gas Franchise	(348,877)	(349,680)	(360,000)	(360,000)	 0%
	420141 Sprint Franchise	(33,388)	(33,388)	(33,000)	(33,000)	 0%
	420144 Lane Forest Hauler License		(2,796)			
	420145 ROW Fee Revenue	(53)				
	420151 Integra Right-Of-Way Fees			(1,000)	(1,000)	 0%
	420161 EPUD Right-Of-Way Fees	(14,648)	(14,897)	(14,000)	(14,500)	 4%
	420162 Comcast Digital Voice ROW Fee	(124,492)	(125,497)	(115,000)	(125,000)	 9%
	421101 Library Receipts	(31,404)	(25,957)	(30,000)	(30,000)	 0%
	421111 Library Photocopy Charges	(1,435)	(7,397)	(8,000)	(8,000)	 0%
	423001 Inmate Housing Fee	(5,512)	(1,416)	(4,500)	(1,000)	 -78%
	423141 Animal Licenses/Impound	(43,390)	(43,496)	(52,000)	(52,000)	 0%
	423142 Police Impound Fees	(32,354)	(43,241)	(30,000)	(30,000)	 0%
	423501 Offense Surcharge	(12,594)	(14,333)	(10,000)	(10,000)	 0%
	424001 Fire Code Permits	(181,864)	(171,039)	(180,000)	(165,000)	 -8%
	424002 FLS Safety Systems Plan Review	(28,622)	(16,936)			
	424005 FLS New Constr Sq Footage Fee	(41,560)	(31,950)			
	424006 Fire Code Plan Check	(33,761)	(85)			
	424007 Ambulance Remuneration				(80,000)	
	425002 Planning Fees	(529,965)	(458,484)	(530,000)	(490,000)	 -8%
	425505 DSD Postage Fees	(17,723)	(9,055)	(12,500)	(10,000)	 -20%
	425602 Building Fees	(976,029)	(825,783)	(960,000)	(875,000)	 -9%
	425603 Plumbing Fees	(130,331)	(119,385)	(120,000)	(125,000)	 4%
	425604 Mechanical Fees	(141,191)	(132,622)	(138,000)	(135,000)	 -2%
	425605 Technology Fee	(121,222)	(107,995)	(90,000)	(100,000)	 11%
	425606 Continuing Education Fee	(7,195)	(6,880)	(7,000)		 -100%

FY20 Citywide Revenue Detail by Type & Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) 
 Moderate increase (3%-5.99%) 
 Substantial increase (6% or greater) 




Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
42 Licenses, Permits & Fees	426102 Electrical Inspection Fee	(214,375)	(220,901)	(205,000)	(200,000)	 -2%
	426604 SDC Admin Fee	(154,466)	(125,848)	(101,010)	(101,010)	 0%
	426605 Bldg Fee Admin	(4,451)	(3,224)	(4,500)	(4,000)	 -11%
	426606 Court Conviction Surcharge	(112,990)	(103,691)	(165,000)	(120,000)	 -27%
	426607 SDC compliance charge	(9,069)	(5,887)	(5,000)	(5,000)	 0%
	426702 Business License Fees	(164,818)	(185,830)	(155,000)	(180,000)	 16%
	428020 Land Alt. And Fill Permit	(120,281)	(103,681)	(93,000)	(160,000)	 72%
	428040 Pretreatment Permits	(12,103)	(11,684)	(9,500)	(9,500)	 0%
	428060 ROW Permit Fees	(31,873)	(27,936)	(30,000)	(30,000)	 0%
42 Licenses, Permits & Fees Total		\$ (5,047,149)	\$ (4,756,289)	\$ (4,848,010)	\$ (4,904,010)	 1%
43 Intergovernmental	431111 CDBG Federal Grants	(782,894)	(357,458)	(1,297,679)	(1,405,444)	 8%
	431137 HUD Home Grants	(16,145)	(17,053)	(10,000)	(10,000)	 0%
	431170 SHPO 16-18	(4,169)	(4,249)	(12,000)		 -100%
	431186 Team Spfld Bicycle Patrol	(23,431)	(18,301)	(22,500)	(22,500)	 0%
	431218 STP Planning	(45,000)	(45,000)	(45,000)	(45,000)	 0%
	431257 Safety Belt OT Enforcement Gr	(4,000)				
	431258 Justice Assistance Grant 2015	(3,167)				
	431259 2016 Speed Enforcement Grant	(4,555)				
	431260 OSL LSTA Grant	(27,587)	(14,522)	(8,000)		 -100%
	431261 Justice Assistance Grant 2016	(6,821)	(11,430)			
	431264 Pedestrian Safety Grant 2017	(1,977)	(2,336)			
	431265 FEMA Grants	(145,900)	(53,407)			
	431266 BVP Award 2017		(938)	(9,598)		 -100%
	431267 DUH HVE OT Grant 2017-2018		(4,878)	(3,849)		 -100%
	431268 ODOT Speed Grant 2018		(302)	(4,698)		 -100%
	431269 ODOT Safety Belt OT Grant 2018		(1,247)	(2,754)		 -100%
	431270 BVP Award 2018			(8,829)		 -100%
	431271 SHPO Grant 18-19				(12,000)	
	431272 DUH OT Grant 2019			(4,000)		 -100%
	431273 Distracted Driving OT 2019			(6,000)		 -100%
	431274 Safety Belt OT Grant 2019			(3,500)		 -100%
	431275 ODOT Speed Grant 2019			(5,000)		 -100%
	431404 US Ignite NSF Grant Rev		(48,127)	(96,874)		 -100%
	433131 ODOT - Bike & Ped Safety Impr					
































FY20 Citywide Revenue Detail by Type & Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●




Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
43 Intergovernmental	433215 2016 Veterans Memorial Grant	(52,405)				
	433250 SHSP GRANT 18-251			(98,000)		● -100%
	433288 Child Services Improv Grant	(7,285)	(7,384)	(7,000)	(7,000)	● 0%
	433411 Liquor Apportionment	(921,360)	(870,285)	(919,200)	(930,000)	● 1%
	433412 Cigarette Apportionment	(76,591)	(74,707)	(80,200)	(80,200)	● 0%
	433413 State Revenue Sharing	(670,108)	(698,933)	(680,000)	(690,000)	● 1%
	433414 Marijuana Apportionment		(566,337)	(192,000)	(466,000)	● 143%
	433421 Highway Apportionment	(3,567,098)	(3,866,652)	(4,250,000)	(4,500,000)	● 6%
	433422 Bicycle Apportionment	(36,031)	(39,057)	(42,500)	(45,000)	● 6%
	433511 OR Sig Maint Contract		(145,031)	(75,000)	(75,000)	● 0%
	433513 State Conflagration Funds		(125,088)	(132,335)		● -100%
	434002 ODOT IGA	(256,492)				
	435521 OR Employ-At-Injury	(7,821)	(35,589)	(30,000)	(30,000)	● 0%
	435523 EAIP Worksite Modification Rev		(11,349)	(5,000)	(5,000)	● 0%
	435551 County Service District	(217)	(345)	(10)	(10)	● 0%
	435552 Lane County NPDES	(33,310)	(33,796)	(33,300)	(34,000)	● 2%
	435556 District 19-School Res. Prog.	(167,297)	(188,462)	(157,000)	(175,000)	● 11%
	435700 Team Springfield				(7,500)	
	435702 Mohawk Banner Program	(150)				
	435911 SUB In-Lieu-Of-Tax	(1,728,575)	(1,751,458)	(1,794,881)	(1,812,830)	● 1%
	435912 EWEB In-Lieu-Of-Tax	(592,118)	(625,786)	(593,500)	(599,430)	● 1%
	435913 Electric Co-ops In-Lieu-Of-Tax	(28,447)	(13,556)	(28,000)	(28,000)	● 0%
	435915 HACSA Mckenzie Vill. In-Lieu-O		(18,550)			
	435917 LTD Maintenance Contract	(46,992)	(49,060)	(50,000)	(50,000)	● 0%
	436004 City of Eugene IGA Reimb	(280,093)	(337,547)	(204,000)	(78,650)	● -61%
	436005 Park Patrol Services	(29,534)	(15,000)	(15,000)		● -100%
	436007 Willamalane Contribution	(4,824)				
	436008 Library Courier Contributions	(3,450)		(4,140)	(4,572)	● 10%
	436009 District 19 Wellness Center		(13,977)		(18,636)	
	436010 Springfield SD 19 Contribution		(100,000)			
43 Intergovernmental Total		\$ (9,575,844)	\$ (10,167,196)	\$ (10,931,347)	\$ (11,131,772)	● 2%





























FY20 Citywide Revenue Detail by Type & Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) 
 Moderate increase (3%-5.99%) 
 Substantial increase (6% or greater) 




Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
44 Charges For Service	440007 Int Facility Rent	(282,384)	(282,000)	(308,196)	(300,504)	 -2%
	440011 Int Bldg Maint Chgs	(288,360)	(281,904)	(299,028)	(304,284)	 2%
	440013 Int Vehicle Maint Chgs	(190,128)	(187,752)	(177,336)	(172,272)	 -3%
	440015 Int Computer Eq Chgs	(296,148)	(303,204)	(292,300)	(333,436)	 14%
	440016 Int Admin Fee	(475,000)	(375,000)	(375,000)	(375,000)	 0%
	440018 Fire Engine Lease	(213,612)	(341,232)	(127,628)	(127,628)	 0%
	440021 Int Tele Lease Contr	(26,256)	(26,268)	(26,254)	(26,254)	 0%
	440022 Int Microsoft Enterprise Chrg	(130,284)	(159,048)	(179,280)	(179,268)	 0%
	440024 Int Public Safety System Contr		(12,000)		(14,550)	
	440025 Int Insurance Chgs	(920,400)	(924,960)	(964,824)	(922,313)	 -4%
	440026 Internal Benefits Charges	(327,972)	(330,384)	(315,096)	(314,184)	 0%
	440027 Workers Comp Chgs	(306,632)	(302,816)	(293,826)	(300,563)	 2%
	440030 Int Bldng Preservation Chrgs	(274,788)	(276,492)	(300,276)	(304,284)	 1%
	440031 Internal Fuel Revenue- RFF	(252,492)	(303,380)	(280,000)	(385,000)	 38%
	440032 Int Worker's Comp Chrgs	(645,636)	(483,900)	(495,276)	(320,220)	 -35%
	440033 Internal PERS side account					
	440101 Bad Debt Recovery	(68,605)	(72,601)	(65,000)	(65,000)	 0%
	440201 Dental Contrib - Employer	(594,199)	(593,574)	(621,852)	(669,150)	 8%
	440202 Dental Contrib - Employee	(38,209)	(42,003)	(53,800)	(39,520)	 -27%
	440203 Dental Contrib - Retiree	(25,416)	(26,702)	(29,800)	(26,290)	 -12%
	440204 Dental Contrib - Cobra	(9,202)	(1,459)	(2,400)	(3,860)	 61%
	440205 Dental Contrib - CAO	(1,545)				
	440211 Medical Contrib - Employer	(6,218,327)	(6,211,364)	(6,623,684)	(6,752,429)	 2%
	440212 Medical Contrib - Employee	(414,713)	(450,121)	(492,800)	(425,805)	 -14%
	440213 Medical Contrib - Retiree	(287,419)	(294,002)	(392,600)	(292,220)	 -26%
	440214 Medical Contrib - Cobra	(35,402)	(19,429)	(30,000)	(20,130)	 -33%
	440215 Medical Contrib - CAO	(19,673)				
	441001 ROW Fee - Sanitary Sewer	(215,830)	(224,176)	(225,300)	(383,000)	 70%
	441002 ROW Fee - Storm Drainage	(198,870)	(206,145)	(211,800)	(360,000)	 70%
	442001 Meeting Room Use Fee	(468)	(4,433)	(5,000)	(5,000)	 0%
	442100 Lease income	(210,215)	(211,110)	(215,000)	(218,528)	 2%
	442101 Lease - Carter Building	(89,407)	(92,161)	(90,000)	(95,442)	 6%
	442102 Lease - Springfield Depot	(13,578)	(11,474)	(14,000)	(11,353)	 -19%
	442103 Lease - BLM revenue	(835,032)	(835,032)	(835,032)		 -100%
	442104 Lease - B Kelly rent	(536,388)	(626,782)	(615,000)	(667,601)	 9%
















FY20 Citywide Revenue Detail by Type & Account
City of Springfield

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 Moderate increase (3%-5.99%) 
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Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
44 Charges For Service	442105 Lease B Kelly Utilities	(4,850)				
	442106 Lease - BK taxes	(30,635)	(43,613)			
	442107 Lease - B Kelly insurance	(14,354)				
	443005 Police Srvcs U of O	(36,853)	(37,890)	(35,000)	(7,500)	 -79%
	443007 Special Events Services	(38,410)	(37,601)	(39,000)	(24,000)	 -38%
	443011 Jail Phone Commission	(7,062)	(9,268)	(12,000)	(10,000)	 -17%
	443012 Jail Commissary Revenue	(473)	(532)	(600)	(600)	 0%
	443014 Jail Medical Service Fee		(458)			
	443020 HR Training Revenue		(3,214)			
	443101 Jail Lease	(186,720)	(384,245)	(305,000)	(520,000)	 70%
	444007 Rainbow Fire Protection	(1,205,137)	(1,202,111)	(1,202,111)	(1,238,831)	 3%
	444008 Glenwood Fire Protection	(142,746)	(142,050)	(143,608)	(170,358)	 19%
	444009 Willakenzie Fire Protecti	(337,771)	(345,468)	(345,468)	(356,733)	 3%
	444029 Int Equipment Chgs	(1,046,880)	(964,656)	(1,138,350)	(1,230,846)	 8%
	444030 MVA First Response	(7,558)	(6,913)	(5,000)	(7,500)	 50%
	444031 Fire License Facility Inspect			(3,000)		 -100%
	444032 GEMT First Response			(250,000)		 -100%
	444106 Ambulance Fees	(4,409,398)	(3,924,758)	(4,350,000)	(4,500,000)	 3%
	444111 FM Membership Fees	(618,806)	(615,041)	(575,000)	(577,640)	 0%
	444117 FM Adm Srvs Reimbursement	(349,909)	(208,172)	(215,000)	(215,000)	 0%
	444121 Billing Service Fees	(325,411)	(245,737)	(250,000)	(362,400)	 45%
	445017 Will Collection Fee	(23,763)	(27,040)	(20,000)	(20,000)	 0%
	446002 Library Automation	(64,551)	(57,886)	(64,200)	(63,742)	 -1%
	448021 IP/Weyco Traf Sig Maint	(3,017)	(2,886)	(2,500)	(2,681)	 7%
	448024 SDC Sanitary Sewer-Reimb	(968,294)	(697,065)	(785,000)	(790,000)	 1%
	448025 SDC Sanitary Sewer-Imp	(2,207,303)	(2,406,918)	(1,920,000)	(1,920,000)	 0%
	448026 SDC Transportation-Reimb	(43,662)	(51,649)	(50,000)	(30,000)	 -40%
	448027 SDC Transportation-Improvement	(836,640)	(1,021,177)	(400,000)	(570,000)	 43%
	448028 SDC Storm - Improvement	(227,514)	(134,285)	(180,000)	(140,000)	 -22%
	448029 SDC Storm - Reimbursement	(159,289)	(91,174)	(130,000)	(96,000)	 -26%
	448030 Int Engineering Fees	(771,385)	(786,911)	(645,000)	(865,000)	 34%
	448031 Intra-City Staff Reimb - UR	(130,242)	(109,825)	(102,429)	(108,936)	 6%
	448033 Bid document charges	(715)	(30)			
	448035 Staff Reimbursement - RFC	(12,000)	(12,000)	(12,000)	(12,000)	 0%
	448040 Prior Year Engineering Revenue	(135,198)	(90,739)			



















FY20 Citywide Revenue Detail by Type & Account
City of Springfield

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Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
44 Charges For Service	448051 In Lieu Of Assessments	(89,799)	(21,605)			
	449011 Local Sewer User Fees	(7,209,581)	(7,498,605)	(7,510,000)	(7,650,000)	 2%
	449012 EWEB Renewable Energy	(1,758)	(521)	(2,000)	(2,000)	 0%
	449013 Regional Sewer User Fees	(31,617,918)	(32,504,929)	(33,260,000)	(34,050,000)	 2%
	449015 Septage Revenue	(744,314)	(787,056)	(485,000)	(650,000)	 34%
	449017 Drainage User Fees	(6,645,684)	(6,890,302)	(7,060,000)	(7,220,000)	 2%
	449020 Fuel Sales -RFF School Dist	(56,405)	(63,499)	(60,000)	(75,000)	 25%
	449022 Fuel Sales -RFF Willamalane	(34,866)	(41,929)	(40,000)	(50,000)	 25%
	449023 Fuel Sales -RFF Rainbow Water	(8,787)	(9,100)	(10,000)	(12,000)	 20%
44 Charges For Service Total		\$ (75,198,250)	\$ (75,991,767)	\$ (76,564,654)	\$ (77,963,855)	 2%
45 Fines And Forfeitures	451111 Muni Court Revenues	(1,578,074)	(1,656,859)	(1,632,000)	(1,656,000)	 1%
	451115 Library Fines	(23,522)	(25,875)	(26,000)	(26,000)	 0%
	451311 Restitution	(674)	(1,966)	(1,000)	(1,000)	 0%
	451316 Pretreatment Fines	(2,300)	(200)	(600)	(700)	 17%
	452112 Federal Forfeitures		(40,058)	(45,000)		 -100%
	452118 Drug Forfeits Post 1/1/02	(12,108)	(48,508)		(10,000)	
	452120 Unclaimed/Forfeited Property	(5,636)	(4,436)			
45 Fines And Forfeitures Total		\$ (1,622,314)	\$ (1,777,902)	\$ (1,704,600)	\$ (1,693,700)	 -1%












FY20 Citywide Revenue Detail by Type & Account
City of Springfield

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Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
46 Use Of Money & Property	461001 Interest Income	(364,515)	(772,496)	(598,719)	(708,960)	 18%
	461002 Variance in FMV of Investments	(249,976)	(34,444)			
	461003 Unsegregated Tax Interest	4,915	22,940			
	461004 Interest Income - Police	(4,963)	(5,373)			
	461005 Land Sale Interest	(18,000)	(14,610)	(11,118)		 -100%
	461021 Capital Interest	(315,881)	(1,060,443)	(842,000)	(1,312,000)	 56%
	461022 Operations Interest	(54,403)	(160,905)	(150,000)	(180,000)	 20%
	461023 Equipment Replace Interes	(39,545)	(176,202)	(30,000)	(250,000)	 733%
	461024 Reimbursement SDC Interest	(21,209)	(54,332)	(40,000)	(58,000)	 45%
	461027 Improvement SDC Interest	(42,257)	(111,513)	(53,000)	(85,000)	 60%
	461030 MWMC LGIP Interest	(441,660)	(72,181)			
	461040 Int Earnings - Interfund Loans	(620)			(75,000)	
	461101 Unbonded Assessment Inter	(54)	(80)	(200)		 -100%
	461103 County Assess Interest	(13,254)	(16,510)	(7,000)	(7,000)	 0%
	461105 Cherokee LID Assessment Int	(951)	(973)	(1,200)	(1,200)	 0%
	461106 Q St. Sewer Extension Int	(87)	(70)	(150)	(75)	 -50%
46 Use Of Money & Property Total		\$ (1,562,459)	\$ (2,457,191)	\$ (1,733,387)	\$ (2,677,235)	 54%
47 Special Assessments	471101 Unbonded Assessments	(462)	(652)	(1,200)		 -100%
	471105 Cherokee LID Assessment	(13,283)	(11,410)	(18,000)	(18,000)	 0%
	471106 Q St. Sewer Extension	(921)	(1,020)	(1,000)	(800)	 -20%
	471119 Series AA Assessments	(4,324)				
47 Special Assessments Total		\$ (18,989)	\$ (13,082)	\$ (20,200)	\$ (18,800)	 -7%
48 Miscellaneous Receipts	480212 W.C. Prem Refunds & Dividends	(22,311)				
	480213 W.C. Wage Reimbursements	(23,888)				
	480215 Claims Recovery	(3,672)	(136,581)	(28,508)	(30,000)	 5%
	480219 Premium Refunds					
	480220 Eugene Working Capital			(700,000)	(700,000)	 0%





















FY20 Citywide Revenue Detail by Type & Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) 
 Moderate increase (3%-5.99%) 
 Substantial increase (6% or greater) 

Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
48 Miscellaneous Receipts	480311 Cash Over/Short	(671)	(452)			
	481001 Miscellaneous Receipts	(279,250)	(400,250)	(138,870)	(70,500)	 -49%
	481004 Testing	(8,075)	(2,195)			
	481008 Muni Court -Int on Delinq	(201,286)	(188,523)	(195,000)	(190,000)	 -3%
	481011 Community Relations Prgrm Rev	(30,599)	(13,209)	(25,000)	(25,000)	 0%
	481012 Prof. Affiliation Travel Reimb	(2,430)	(1,768)	(5,000)	(5,000)	 0%
	481016 Enterprise Zone Exempt Fee	(64,359)	(64,395)	(64,359)	(86,059)	 34%
	481020 Miscellaneous capital revenue	(9,996)	(9,770)			
	481021 Street Light donor program		(3,000)			
	482131 Gain or Loss Disposal Assets					
	482154 Cressey Grant	(6,500)	(7,000)	(6,500)	(7,000)	 8%
	482160 Canine donations	(24,018)	(47,961)	(30,000)	(30,000)	 0%
	482161 CHETT Donations	(14,054)	(18,171)		(15,000)	
	482162 CHETT Pet Donations	(10,150)	(1,925)		(10,000)	
	482170 Firemed donations	(4,708)	(7,272)	(3,000)	(4,000)	 33%
	482183 Library Gift Funds	(36,082)	(64,524)	(74,387)	(22,000)	 -70%
	482185 Museum Donations		(6,437)			
	483100 Property Sales	(113,013)	(116,403)	(119,895)		 -100%
	483101 Equipment sales	(1,500)	(3,170)			
	483102 Vehicle sales	(158,559)	(58,878)			
	484100 House Rehab Loan payment		(900)			
	484103 Section 108 Repay	(44,412)	(43,390)	(42,306)	(41,170)	 -3%

FY20 Citywide Revenue Detail by Type & Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) 
 Moderate increase (3%-5.99%) 
 Substantial increase (6% or greater) 

Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
48 Miscellaneous Receipts	484105 NSP Loan Repayments		(20,000)			
	484106 CDBG Loan Repay sub recipients	(5,146)		(2,573)		 -100%
	486004 Gray Hoffman Grant	(2,000)	(2,000)	(2,000)	(2,000)	 0%
	486005 Gray Hoffman Voyagers Grant	(15,000)				
48 Miscellaneous Receipts Total		\$ (1,081,680)	\$ (1,218,174)	\$ (1,437,398)	\$ (1,237,729)	 -14%
49 Other Financing Sources	491101 Indirect Chgs: Fund 201	(477,348)	(509,712)	(517,068)	(560,712)	 8%
	491105 Indirect Chgs: Fund 305	(2,100)				
	491111 Indirect Chgs: Fund 611	(311,784)	(325,044)	(332,184)	(335,412)	 1%
	491112 Indirect Chgs: Fund 612	(291,636)	(297,456)	(319,152)	(328,080)	 3%
	491115 Indirect Chgs: Fund 615	(511,320)	(541,116)	(512,592)	(623,880)	 22%
	491117 Indirect Chgs: Fund 617	(491,844)	(547,944)	(559,980)	(573,480)	 2%
	491118 Indirect Chgs: Fund 618	(33,504)	(21,144)	(21,528)	(21,876)	 2%
	491119 Indirect Chgs: Fund 419	(10,788)	(5,076)	(5,172)	(5,256)	 2%
	491124 Indirect Chgs: Fund 224	(103,560)	(127,344)	(135,936)	(138,072)	 2%
	491161 Employee Benefits	(9,007,982)	(9,861,608)	(10,579,373)	(12,345,707)	 17%
	491191 Indirect Chgs: Fund 719	(45,912)	(48,204)	(51,348)	(46,932)	 -9%
	491200 XFR From Fund 100	(415,501)	(437,123)	(427,000)	(945,800)	 121%
	491201 XFR From Fund 201			(150,000)	(150,000)	 0%
	491205 XFR From Fund 305	(17,380)	(30,000)			
	491207 XFR From Fund 707	(369,742)		(35,000)		 -100%
	491208 XFR From Fund 208	(642,407)	(613,794)	(637,778)	(798,000)	 25%
	491212 XFER From Fund 612	(11,300,000)	(14,000,000)	(14,000,000)	(15,000,000)	 7%
	491215 XFR From Fund 615			(250,000)		 -100%
	491218 XFR From Fund 618		(63,000)	(67,548)	(272,879)	 304%
	491219 XFR From Fund 419	(179,766)				

FY20 Citywide Revenue Detail by Type & Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 3	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
49 Other Financing Sources	491220 XFR From Fund 420	(78,336)	(85,538)	(81,803)	(435,857)	● 433%
	491221 XFR from fund 433	(2,020,191)	(2,021,350)	(2,022,845)	(2,023,909)	● 0%
	491222 XFR From Fund 612 OP-EQ Repl	(250,000)	(850,000)	(1,000,000)	(2,000,000)	● 100%
	491302 Bond Proceeds GO				(10,000,000)	
	491306 Refunding Bond Proceeds	(15,129,039)				
	491412 Xfr from Fund 412			(35,067)		● -100%
	492100 Interfund Loan Received			(2,500,000)		● -100%
	492200 Interfund Loan Repayment	(125,906)			(2,500,000)	
	499999 Beginning Cash Balance	(164,308,836)	(170,785,133)	(172,564,637)	(163,008,496)	● -6%
49 Other Financing Sources Total		\$ (206,124,883)	\$ (201,170,586)	\$ (206,806,011)	\$ (212,114,348)	● 3%
Grand Total		\$ (332,044,865)	\$ (329,929,310)	\$ (337,662,983)	\$ (349,647,937)	● 4%

FY20 Citywide Operating Expenditure Detail by Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 2	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
5 PERSONNEL SERVICES	510000 Salaries	\$29,827,904	\$30,007,491	\$32,810,158	\$33,697,385	● 3%
	510001 Medic Ride Pay	\$127,816	\$126,223	\$160,524	\$164,220	● 2%
	510020 Seasonal & Intern Wages	\$80,703				
	540000 Overtime	\$2,579,281	\$2,945,328	\$2,206,628	\$2,274,664	● 3%
	560000 Fringe Benefits	\$2,603,122	\$2,670,562	\$2,878,305	\$2,928,158	● 2%
	560001 Medical/Dental Insurance	\$7,640,623	\$7,636,798	\$8,247,252	\$8,336,459	● 1%
	560002 City Retirement Plan	\$557,222	\$574,163	\$560,983	\$477,495	● -15%
	560003 PERS/OPSRP	\$4,129,199	\$5,346,840	\$5,852,970	\$7,588,050	● 30%
	560004 Medical/Dental Insurance	\$32,078	\$25,881			
	560005 Workers Compensation	\$256,569	\$283,019	\$293,226	\$300,543	● 2%
	560040 CRP Interest Guarantee	\$1,413,464	\$1,370,928	\$1,352,004	\$1,352,004	● 0%
	560050 VEBA	\$13,069				
	564001 Car allowance	\$17,420	\$16,579	\$16,847	\$18,167	● 8%
	564002 Pager allowance	\$32,164	\$32,697	\$17,760	\$17,760	● 0%
	564003 Uniform allowance	\$154,697	\$158,285	\$173,417	\$179,147	● 3%
	564005 Cell phone allowance	\$32,832	\$32,952	\$34,711	\$35,140	● 1%
	570000 Personal Services Adjustments	-\$26,828		\$1,940		● -100%
	576000 Internal PERS side account					
5 PERSONNEL SERVICES Total		\$49,471,335	\$51,227,747	\$54,606,724	\$57,369,192	5%
6 MATERIALS & SERVICES	611005 Interpreter Fees	\$5,783	\$5,337	\$6,500	\$6,500	● 0%
	611006 Dispatch Contract	\$739,639	\$713,366	\$838,749	\$880,641	● 5%
	611007 Billing & Coll Exp	\$926,434	\$962,427	\$940,500	\$954,000	● 1%
	611008 Contractual Services	\$2,573,131	\$2,843,435	\$2,985,506	\$2,905,461	● -3%
	611009 Legal Expense	\$308,536	\$18,001	\$270,375	\$250,375	● -7%
	611011 Prisoner Exp Medical	\$333,184	\$359,044	\$415,000	\$540,000	● 30%
	611012 Indigent Representation	\$361,605	\$425,783	\$424,128	\$424,100	● 0%
	611013 Education/Outreach	\$11,479	\$13,638	\$37,950	\$80,700	● 113%
	611014 Drug Prevention/Ed	\$5,246	\$9,957	\$10,000	\$10,000	● 0%
	611016 Attorney Fees	\$40,931	\$41,191	\$98,000	\$154,500	● 58%
	611017 Contractual Temporary Help	\$1,260				
	611019 Merchant fees	\$138,574	\$136,919	\$123,750	\$152,750	● 23%
	611021 Planning Commission Expenses	\$443	\$1,333	\$1,500	\$1,500	● 0%
	611022 Fuel Tax Administration	\$5,460	\$5,460	\$7,650	\$7,650	● 0%
	611031 Mental Health Evaluations	\$15,200	\$10,200	\$23,500	\$23,500	● 0%
	611040 Bank Charges	\$29,293	\$30,608	\$30,500	\$30,500	● 0%

FY20 Citywide Operating Expenditure Detail by Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 2	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
6 MATERIALS & SERVICES	611042 NESC Compliance			\$3,000	\$3,000	● 0%
	613001 Personal Services Reimbursemen	\$8,111,555	\$8,660,685	\$9,204,678	\$9,736,062	● 6%
	620001 Cleaning Services	\$8,551	\$2,807	\$9,200	\$9,200	● 0%
	620003 Equipment Rental	\$1,381	\$1,938	\$11,163	\$9,575	● -14%
	631001 Insurance Premiums	\$338,323	\$344,766	\$375,000	\$345,000	● -8%
	632001 Telephone, Cellular, Pager	\$103,552	\$130,453	\$128,286	\$153,937	● 20%
	632002 Ris/Airs/Geo Charges	\$254,585	\$292,180	\$274,368	\$278,268	● 1%
	632003 Audio Visual Communications	\$10,600	\$10,054	\$5,220	\$5,500	● 5%
	632004 Info System Operations	\$188,993	\$197,736	\$150,200	\$137,250	● -9%
	632005 Computer Equipment	\$213,743	\$261,986	\$537,175	\$227,062	● -58%
	632006 SunGard Contingency Exp			\$20,070	\$21,000	● 5%
	632007 LRIG - SW7 System		\$144,329	\$269,128	\$425,479	● 58%
	633001 Advertising	\$299,463	\$249,760	\$227,173	\$227,053	● 0%
	634003 Duplicating Supplies	\$31,731	\$24,279	\$23,738	\$24,147	● 2%
	634005 Library Xerox	\$2,900	\$1,775	\$2,059	\$4,664	● 127%
	634006 Printing & binding	\$33,983	\$15,372	\$12,885	\$16,447	● 28%
	635001 Travel & Meeting Expenses	\$128,768	\$91,260	\$150,658	\$176,783	● 17%
	635002 Internal meeting	\$601	\$621	\$3,210	\$3,210	● 0%
	635005 Council Reimbursement	\$11,484	\$10,227	\$12,000	\$12,000	● 0%
	635006 Community Events	\$6,946	\$8,951	\$2,000	\$2,000	● 0%
	636001 Software License Fee	\$360,143	\$581,223	\$832,501	\$836,305	● 0%
	636002 Recording Fees	\$517	\$613	\$825	\$825	● 0%
	636003 Subpoena & Jury Fees	\$826	\$1,493	\$2,000	\$2,000	● 0%
	636004 Witness Fees			\$1,400	\$1,400	● 0%
	636005 Property Taxes	\$101,357	\$79,426	\$82,000	\$88,000	● 7%
	636008 WPCF/NPDES permits	\$126,655	\$127,669	\$144,800	\$144,100	● 0%
	636009 Government ethics Comm charges	\$586	\$1,501	\$1,275	\$1,975	● 55%
	636010 Right of Way Fees	\$414,700	\$430,321	\$437,100	\$743,000	● 70%
	641002 Processing Supplies	\$2,966	\$8,270	\$6,300	\$9,300	● 48%
	641003 Eng/Survey Supplies	\$1,495	\$2,466	\$3,900	\$3,900	● 0%
	641005 Code Enforce Supply		\$35			
	641006 Medical Supplies	\$194,304	\$177,854	\$146,000	\$179,500	● 23%
	641007 Pretreatment Supplies	\$782	\$1,821	\$4,000	\$4,000	● 0%
	641008 Safety Clothing/Eq	\$135,081	\$46,578	\$106,816	\$84,239	● -21%
	641009 Cleaning Supplies	\$6,092	\$5,513	\$6,900	\$6,700	● -3%
	641015 Police Weapons	\$8,167	\$795	\$35,000	\$35,000	● 0%

FY20 Citywide Operating Expenditure Detail by Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 2	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
6 MATERIALS & SERVICES	641020 Uniforms	\$35,532	\$53,201	\$18,000	\$33,000	● 83%
	641022 Inmate Supplies	\$13,267	\$20,531	\$22,000	\$22,000	● 0%
	641023 Prisoner Meal Expense	\$102,854	\$135,382	\$150,000	\$150,000	● 0%
	642001 Gasoline & Oil	\$616,143	\$734,133	\$812,760	\$1,020,802	● 26%
	642002 Utilities	\$63,828	\$503,538	\$471,378	\$524,111	● 11%
	642005 Street Lighting Electricity	\$192,519	\$199,582	\$170,000	\$170,000	● 0%
	642006 Traffic Signal Electricity	\$28,153	\$32,188	\$33,000	\$33,000	● 0%
	642007 Fuel facilities expenses	\$1,325	\$6,595	\$15,000	\$15,000	● 0%
	643003 SUB Water	\$69,186	\$1,945			
	643004 SUB Sewer & Drainage	\$51,806				
	643007 SUB Electricity	\$263,116				
	644001 Periodicals	\$4,339	\$3,286	\$3,150	\$3,150	● 0%
	644002 Memberships, Books, Subscrips	\$105,218	\$107,374	\$100,115	\$162,859	● 63%
	645002 Postage & Shipping Charges	\$52,667	\$43,604	\$60,056	\$74,025	● 23%
	645003 Office & Computer Supplies	\$56,800	\$92,284	\$117,028	\$105,195	● -10%
	645004 Computer Supplies	\$1,120	\$405	\$10,200	\$10,200	● 0%
	645005 Computer Software	\$46,343	\$29,763	\$101,706	\$54,878	● -46%
	645006 Small Furniture & appliances	\$5,496	\$7,030	\$13,240	\$13,140	● -1%
	645007 Stormwater Sampling Expenses	\$14,530	\$5,826	\$10,000	\$10,000	● 0%
	646002 Clothing Allowance	\$53,370	\$42,250	\$62,150	\$62,350	● 0%
	646003 Commuter Trip Reduction	\$1,078	\$1,284	\$3,171	\$2,171	● -32%
	647001 Parts & Materials	\$8,956	\$13,726	\$11,590	\$11,590	● 0%
	647002 Street Maint Materials	\$40,247	\$57,755	\$65,000	\$72,000	● 11%
	647003 Sweeper Supplies	\$4,945	\$4,481	\$13,500	\$13,500	● 0%
	647005 Drainage Maint Materials	\$54,308	\$61,224	\$62,535	\$66,035	● 6%
	647006 Sewer Maint Materials	\$26,853	\$25,019	\$34,500	\$34,500	● 0%
	647007 Cleang/Maint Materials	\$48,505	\$40,413	\$52,000	\$50,000	● -4%
	647009 Program Expense	\$563,977	\$448,224	\$1,171,508	\$590,964	● -50%
	647010 Traff Maint Materials	\$131,759	\$102,918	\$90,725	\$90,725	● 0%
	647011 Land Maint Materials	\$14,842	\$17,295	\$19,000	\$19,000	● 0%
	647012 Claims Expense	\$9,496	\$521,690	\$613,000	\$550,000	● -10%
	647014 Canine Donations Expenditures	\$29,594	\$29,717	\$30,000	\$30,000	● 0%
	647017 Street Tree Replacement	\$6,300	\$4,350	\$12,000	\$12,000	● 0%
	647022 EAIP Program expense		\$22,159	\$15,000	\$15,000	● 0%
	647023 EAIP Worksite modification			\$5,000	\$5,000	● 0%
	650006 GIS Program Expense		\$279	\$1,500	\$1,500	● 0%

FY20 Citywide Operating Expenditure Detail by Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 2	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
6 MATERIALS & SERVICES	650007 Art Alley Repair			\$7,000	\$7,000	● 0%
	650008 Arts Comm Operations	\$7,680	\$7,021	\$17,150	\$10,500	● -39%
	650009 Rural Life Support Exp	\$10,000		\$10,000	\$10,000	● 0%
	650013 Elections Expense		\$40,215			
	650015 Permit Project Exp			\$35,000	\$35,000	● 0%
	650016 Citizen Survey			\$1,500		● -100%
	650026 1st Time Homebuyers	\$50,700	\$52,887	\$82,790	\$91,623	● 11%
	650035 League Of Oregon Cities	\$40,206	\$41,422	\$43,000	\$43,000	● 0%
	650036 Intergvt Human Svcs	\$205,804	\$208,187	\$229,454	\$213,841	● -7%
	650040 Mayor'S Promo Items	\$200		\$200	\$200	● 0%
	650041 Region Training Plan	\$5,000	\$5,000	\$5,000	\$5,000	● 0%
	650043 L-Cog	\$24,054	\$24,056	\$24,262	\$24,262	● 0%
	650046 Chamber Of Commerce	\$40,000	\$40,000	\$40,000	\$78,709	● 97%
	650048 Hist Dist Signage			\$750	\$750	● 0%
	650050 Room Tax Collect	\$4,847	\$5,434	\$6,000	\$6,000	● 0%
	650058 Air Pollution-Lrapa	\$43,470	\$24,610	\$27,110	\$27,584	● 2%
	650062 Eugene Operations	\$3,521,041	\$3,442,760	\$3,835,782	\$3,730,395	● -3%
	650063 Eugene Indirect Costs	\$905,887	\$928,669	\$992,285	\$998,000	● 1%
	650064 Bicycle Program Supplies	\$1,120				
	650065 Hazmat	\$7,761	\$4,373	\$11,000	\$11,000	● 0%
	650084 Eugene Capital Outlay	\$48,479	\$141,149	\$163,706	\$20,000	● -88%
	650097 Spring Clean-Up		\$1,056	\$2,000	\$2,000	● 0%
	650098 Team Springfield	\$7,352	\$5,480	\$15,000	\$15,000	● 0%
	650099 Springfield Museum	\$45,000				
	650107 Olympic Trials	\$75,000				
	650113 Art Alley Special Project		\$500	\$500	\$500	● 0%
	650121 Mohawk Open Banners			\$730	\$730	● 0%
	650130 Regional Economic Development	\$50,000	\$696	\$50,000		● -100%
	650131 2015 JAG Expenditures	\$3,167				
	650132 CHETT Expenditures	\$7,203	\$9,882	\$15,000	\$15,000	● 0%
	650134 Child Svcs Imprv Grant	\$6,908	\$6,165	\$7,362	\$7,225	● -2%
	650135 Gray Hoffman Grant Exp	\$573	\$589	\$2,000	\$2,500	● 25%

FY20 Citywide Operating Expenditure Detail by Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 2	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
6 MATERIALS & SERVICES	650136 Cressey Grant	\$5,610	\$4,471	\$6,500	\$7,000	● 8%
	650137 LCCC Grant	\$1,150				
	650139 Gray Hoffman Voyagers Gr Exp	\$7,536	\$7,399			
	650141 Veterans & War Memorial	\$52,405				
	650142 OR LSTA Library Proj Grant	\$27,587	\$14,521	\$8,000		● -100%
	650143 Buckley House Sobering Service		\$25,000	\$25,000	\$25,000	● 0%
	650144 RFC Grant Award Exp	\$45,000		\$50,000		● -100%
	650146 CHETT Pet Expenditures		\$905	\$5,000	\$10,000	● 100%
	650148 2016 JAG Expenditures		\$11,430			
	650151 US Ignite NSF Grant Exp		\$18,127	\$126,874		● -100%
	650152 Small home SDC MWMC			\$100,000		● -100%
	650153 Cahoots Services				\$210,000	
	650201 ADA - Compliance Sidewalks	\$3,000	\$2,494	\$5,000	\$5,000	● 0%
	651009 Lockout Crime Project		\$2,257	\$2,500	\$2,500	● 0%
	651015 Neighborhood Improvements		\$12,319		\$240,554	
	651025 Section 108 Repayment Xfr	\$44,412	\$43,390	\$42,306	\$41,170	● -3%
	651040 Community Relations Prgrm Exp	\$25,849	\$14,882	\$25,000	\$25,000	● 0%
	651048 Homeless Overnight Parking Pgm	\$5,000	\$6,492	\$37,000	\$37,000	● 0%
	651052 NEDCO BUS DEV 405 MAIN ST14/15	\$8,009				
	651054 SRDC DWNTWN DEMO PROJ 14/15	\$0				
	651056 Sprout! Code Improvements 2015	\$142,500				
	651057 G Street Oasis	\$25,965				
	651060 CDBG AffordableHousingProjects			\$752,341	\$735,830	● -2%
	660001 Fire Station Maintenance	\$37,315	\$68,646	\$23,000	\$38,000	● 65%
	660002 Street Light Maint	\$118,496	\$124,820	\$119,000	\$125,000	● 5%
	660004 Equipment Maintenance	\$183,217	\$71,851	\$165,274	\$147,959	● -10%
	660006 Communicate EQ Maint	\$11,393	\$20,708	\$18,000	\$18,000	● 0%
	660011 Breathing App Maint	\$10,567	\$1,321	\$10,000	\$10,000	● 0%
	660013 Bldg Maintenance	\$65,310	\$99,927	\$107,500	\$110,100	● 2%
	660014 Internal Bk Maint		\$22			
	660016 Vehicle Maintenance	\$357,741	\$313,901	\$297,827	\$315,709	● 6%
	660018 Wildland EQ Repair	\$238				
	660019 Water Res EQ Repair	\$50				
	660023 Signal Detector Repair	\$4,417	\$4,306	\$50,000	\$50,000	● 0%
	660024 Sidewalk Repair	\$9,068	\$8,094	\$17,500	\$17,500	● 0%
	660025 Guard Rail Repair			\$2,500	\$2,500	● 0%

FY20 Citywide Operating Expenditure Detail by Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 2	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
6 MATERIALS & SERVICES	660026 Wire Theft Remediation	\$4,161				
	660027 Stream and Channel O&M	\$69,918	\$16,315	\$65,000	\$65,000	● 0%
	671001 Training Aids			\$800	\$600	● -25%
	671002 City Ee Recognition	\$3,795	\$6,566	\$5,884	\$6,274	● 7%
	671006 Employee Development	\$113,621	\$141,230	\$238,063	\$258,454	● 9%
	671007 Organization Development	\$1,345	\$2,035	\$5,460	\$4,735	● -13%
	671008 Tuition Reimbursement	\$11,851	\$38,484	\$37,500	\$32,500	● -13%
	671009 City Ee Recognition - Taxable			\$525	\$525	● 0%
	671010 Employ-At-Injury Program	\$13,737	\$5,147			
	671011 Health & Wellness	\$687		\$1,000	\$1,000	● 0%
	671013 Wellness Fair	\$3,000	\$5,314	\$5,000	\$5,000	● 0%
	671016 LTD Bus Pass Reimb Program		\$701		\$1,000	
	671020 Fire Mileage Reimb	\$7,466	\$7,779	\$8,000	\$8,000	● 0%
	671021 Emp development bldg education	\$5,639	\$3,280	\$7,000	\$7,000	● 0%
	672001 Unemployment Reimburse	\$21,685	\$27,065	\$30,000	\$30,000	● 0%
	672002 Retiree Medical Premium	\$10,758		\$10,000		● -100%
	672004 HRA Adjustment		\$20,212			
	672007 SF Medical Admin Fee	\$202,989	\$204,517	\$202,300	\$213,500	● 6%
	672008 SF Med Stop Loss Prem	\$619,724	\$643,328	\$625,400	\$680,000	● 9%
	672009 SF Med Aggregate SL Prem	\$24,259				
	672013 PERS Adjustment		\$207			
	672110 SF Dental Admin Fee	\$43,719	\$60,159	\$35,840	\$68,500	● 91%
	672116 2016 Dental Claims	\$265,285				
	672117 2017 Dental Claims	\$305,040	\$224,492			
	672118 2018 Dental Claims		\$288,635	\$335,972	\$335,972	● 0%
	672119 2019 Dental Claims			\$335,972	\$335,972	● 0%
	672216 2016 Medical Claims	\$2,356,963				
	672217 2017 Medical Claims	\$2,895,393	\$2,782,095			
	672218 2018 Medical Claims		\$2,526,104	\$3,355,720	\$3,355,720	● 0%
	672219 2019 Medical Claims			\$3,355,720	\$3,355,720	● 0%
	673001 Recruitment Expense	\$21,967	\$22,884	\$40,900	\$23,900	● -42%
	673002 Hiring & Promotion Expense	\$2,208	\$1,354	\$25,000	\$22,000	● -12%
	680001 Internal Insurance Chgs	\$920,400	\$924,960	\$961,920	\$922,121	● -4%
	680002 Internal Veh Mt Chgs	\$190,128	\$187,752	\$177,336	\$172,272	● -3%
	680004 Internal Fac Rent	\$282,384	\$282,000	\$308,196	\$300,792	● -2%
	680005 Int Computer Equip Chgs	\$296,148	\$303,204	\$292,300	\$333,436	● 14%

FY20 Citywide Operating Expenditure Detail by Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 2	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
6 MATERIALS & SERVICES	680007 Internal Bldg Maint Chgs	\$288,360	\$281,904	\$299,028	\$303,420	● 1%
	680011 Internal Veh & Equip Rent	\$1,046,880	\$964,656	\$1,138,350	\$1,230,846	● 8%
	680012 Indirect Costs	\$2,279,796	\$2,423,040	\$2,454,960	\$2,628,444	● 7%
	680014 Internal Employee Benefit Chg	\$327,972	\$330,384	\$315,096	\$313,956	● 0%
	680015 Internal Lease Payments	\$239,868	\$367,500	\$153,882	\$153,882	● 0%
	680017 Internal Admin Fee	\$475,000	\$375,000	\$375,000	\$375,000	● 0%
	680018 Internal MS Enterprise Agreemt	\$130,284	\$159,048	\$179,280	\$179,040	● 0%
	680024 Public Safety System Cntributin	\$12,000	\$12,000	\$14,500	\$14,550	● 0%
	680027 Internal Workers Comp Chrgs	\$645,636	\$483,900	\$495,276	\$319,884	● -35%
	680030 Int Bldng Preservation Chrgs	\$274,788	\$276,492	\$300,276	\$304,284	● 1%
	695013 Default Purchase Card Chg	\$0	\$0			
	698001 Unexpended Target					
6 MATERIALS & SERVICES Total		\$40,033,639	\$41,128,086	\$47,628,608	\$48,300,692	1%
7 CAPITAL OUTLAY	723001 Vehicles	\$1,515,275	\$434,373	\$692,533	\$2,115,829	● 206%
	741002 Personal Safe Equip	\$52,202	\$71,484	\$70,000	\$25,000	● -64%
	741011 Program Equipment			\$261,500		● -100%
	741024 Street Sweeper			\$295,000		● -100%
	741043 Fleet Maint. Equipment			\$5,100		● -100%
	741046 Surface Maintenance Equipment		\$149,868			
	741048 Survey Equipment		\$56,280			
	744000 Equipment Replacement	\$411,199	\$441,966	\$914,000	\$766,000	● -16%

FY20 Citywide Operating Expenditure Detail by Account
City of Springfield

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Major Object 2	Account Object	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Requested Budget	% Change FY19 Amended to FY20 Requested
7 CAPITAL OUTLAY	745000 Major Rehab	\$353,591	\$277,681	\$1,463,300	\$520,000	● -64%
	745001 MWMC Capital Outlay	\$894,047	\$1,169,406	\$215,000		● -100%
	751001 Computer Equipment	\$72,137	\$61,209	\$33,200	\$165,000	● 397%
	751008 Network Infrastructure	\$53,124	\$3,665			
	751009 eRecruit System	\$876	\$28,868	\$16,800		● -100%
	761003 Radios		\$9,102	\$493,000		● -100%
	761004 LRIG Radio Replacement	\$108,730				
	761005 Police Equipment			\$74,000		● -100%
	761006 Audio Video Equipment				\$70,000	
	771000 Purchased Copier Equipment			\$15,000		● -100%
	771002 Digital Copiers	\$6,071				
	781001 Adult Books	\$56,015	\$49,562	\$59,688	\$54,700	● -8%
	781002 Reference Books	\$12,958	\$8,097	\$8,100	\$8,100	● 0%
	781003 Children's Books	\$25,938	\$23,829	\$22,791	\$24,500	● 7%
	781004 Young Adult Books	\$7,116	\$4,213	\$9,457	\$7,000	● -26%
	781005 Lib Gift & Mem Books	\$28,014	\$37,576	\$52,387	\$5,000	● -90%
	791001 Computer Software	\$165,712		\$58,500		● -100%
	791002 Public Safety Info System	\$9,333	\$9,333			
	791003 Software Upgrade		\$25,326	\$104,674		● -100%
	791004 Telephone system upgrade 2020				\$600,000	
7 CAPITAL OUTLAY Total		\$3,772,340	\$2,861,838	\$4,864,030	\$4,361,129	-10%
Grand Total		\$93,277,314	\$95,217,671	\$107,099,362	\$110,031,014	● 3%

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon****To:** Budget Committee**From:** Chaim Hertz, Human Resources Director**Date:** 2/27/19**Department:** Human Resources

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
<u>Revenue by Category</u>				
Intergovernmental	N/A	(46,938)	(35,000)	(35,000)
Charges For Service	N/A	(306,030)	(2,069,022)	(1,857,280)
Use Of Money & Property	N/A	-	(65,000)	-
Miscellaneous Receipts	N/A	(72,079)	(30,000)	(35,000)
Total Budgeted Revenue	N/A	\$ (425,048)	\$ (2,199,022)	\$ (1,927,280)
<u>Expenditures by Category</u>				
Personnel Services	905,199	847,089	854,531	885,468
Materials & Services	363,562	943,561	1,096,268	1,044,938
Capital Outlay	876	54,194	121,474	-
Total Budgeted Expenditures	\$ 1,269,638	\$ 1,844,844	\$ 2,072,273	\$ 1,930,406
Full-Time Budgeted Employees	8.00	9.00	7.00	7.00

Department Budget Summary:

The City of Springfield's HR Department provides support and is a knowledge partner to leadership and City employees in the areas of classification and compensation, employee/labor relations, talent acquisition, training, benefits, leave administration, risk administration, workers compensation, and payroll.

During the past fiscal year HR worked with IT to complete a major software upgrade to the HR and payroll systems. The software upgrade was required by the vendor to ensure ongoing support and to move forward on updating the application and hire process. The department also reached agreement on three separate labor contracts, partnered with the Diversity Committee to implement a leadership development mentor program, a City-wide education series related to implicit bias in the workplace, and rolled out a new "Know Your Numbers" wellness campaign.

For the remaining part of FY19 and during FY20, the HR Department plans to complete the implementation of applicant and new hire software which will improve the online job application experience and the department's efficiencies related to hiring and onboarding employees. HR is working with IT to begin the implementation of a risk management information system which will automate incident and claims management, improve subrogation recovery, and provide improved information reports to departments.

Accomplishments FY2018-2019:

- Implemented and/or updated 6 City-wide Administrative Regulations.
- Reached agreement and ratified collective bargaining agreements with AFSCME, IAFF, and IAFF Battalion Chief labor unions.
- Received the Silver Star Safety Award from the League of Oregon Cities for the 3rd consecutive year.

- Rolled out a new performance evaluation tool.
- Started a new wellness initiative with a 40% participation rate.
- Completed the PeopleSoft 9.2 upgrade.

Significant Changes:

- The Supreme Court decision regarding Janus v. AFSCME changes the rules regarding employee and union representation requirements often called “fair share”. We anticipate that this ruling could increase the amount of issues related to labor relations and strain the collective bargaining process.
- The HR Department has not yet realized the automation efficiencies needed to support the recent FTE reductions and there is both a City Council request and a regulatory need to implement a learning management system.
- Liability insurance premium rates have had a significant rate increase of 20% primarily due to jail liability.
- The Oregon Equal Pay Act has resulted in more applicants rejecting our job offers because of the inability to negotiate wages.

Three Year Considerations FY2020-2022:

There are a number of opportunities for the Human Resources Department to improve on over the next three fiscal years. In particular HR will work towards the development of an overall strategic plan. Parts of the plan would include:

- Continued emphasis on evaluating current health plan design with a goal of maintaining comparable plans while controlling/containing costs and complying with governmental regulations.
- Improve and enhance the coordination and return-to-work of employees on both work and non-work related leaves. Anticipating ongoing and increasing complexities of leave administration while (1) staying in compliance with State and Federal laws, (2) managing multiple policies with outside carriers, and (3) recognizing and supporting the individualized needs of employees.
- Improve and enhance recruitment efforts (including diversity of qualified applicants) recognizing an increasing number of retirement eligible employees, low unemployment rates, and a nation-wide shortage of qualified public safety applicants.
- Keeping current with technology which requires adequate labor and budget resources. This is important because of regulatory requirements, automated reporting, union labor agreements, recruitment, performance management, data reporting, employee access and overall HR efficiencies.
- Potential insurance cost increases as a result of cyber activity and police & jail services.



Budget Presentation April 30, 2019



Department Services Summary

The City of Springfield's HR Department provides support and is a knowledge partner to leadership and City employees in the areas of:

1. **Employee/labor relations**
2. **Classification and compensation**
3. **Benefits**
4. **Talent Acquisition**
5. **City-wide training**
6. **Risk management**
7. **Leave administration**
8. **Use of Volunteers**
9. **Payroll**





Budget Summary

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
Revenue by Category				
Intergovernmental	N/A	\$ (46,938)	\$ (35,000)	\$ (35,000)
Charges For Service	N/A	\$ (306,030)	\$ (2,069,022)	\$ (1,857,280)
Use Of Money & Property	N/A	\$ -	\$ (65,000)	\$ -
Miscellaneous Receipts	N/A	\$ (72,079)	\$ (30,000)	\$ (35,000)
Total Budgeted Revenue	\$ -	\$ (425,048)	\$ (2,199,022)	\$ (1,927,280)
Expenditures by Category				
Personnel Services	\$ 905,199	\$ 847,089	\$ 854,531	\$ 885,468
Materials & Services	\$ 363,562	\$ 943,561	\$ 1,096,268	\$ 1,044,938
Capital Outlay	\$ 876	\$ 54,194	\$ 121,474	\$ -
Total Budgeted Expenditures	\$ 1,269,638	\$ 1,844,844	\$ 2,072,273	\$ 1,930,406
Full-Time Budgeted Employees	8.00	9.00	7.00	7.00

Budget Highlights

- **3.6% increase to Personnel Services**
 - 1.2% Wages
 - 2.6% PERS/OPSRP
- **5.7% reduction in Materials & Services**
 - Reduction in Claims Expense
 - Added on-going expense for Emp Background Checks
 - Added on-going expense for RMIS Software



FY19 ACCOMPLISHMENTS

HR Administration - 7000:

- Completed the PeopleSoft 9.2 upgrade

Employee and Labor Relations - 7052:

- Implemented and/or updated 10 City-wide Administrative Regulations.
- Rolled out a new performance evaluation tool.
- Reached agreement and ratified collective bargaining agreements with AFSCME, IAFF, and IAFF Battalion Chief labor unions.

Workers Compensation - 7062:

- Silver Star safety award from the League of Oregon Cities for the 3rd consecutive year.

Benefits - 7057:

- New wellness initiative with a 40% participation rate.
- Network plan change which lowered rate increase by 4%.





FY19 Significant Changes

- The Supreme Court decision regarding Janus v. AFSCME.
- The HR Department has not yet realized the automation efficiencies needed to support the recent FTE reductions and there is both a City Council request and a regulatory need to implement a learning management system.
- Liability insurance premium rates have had a significant rate increase of 20% (FY20) primarily due to jail liability.
- The Oregon Equal Pay Act has resulted in more applicants rejecting our job offers because of the inability to negotiate wages.





Three Year Considerations FY2020-2022



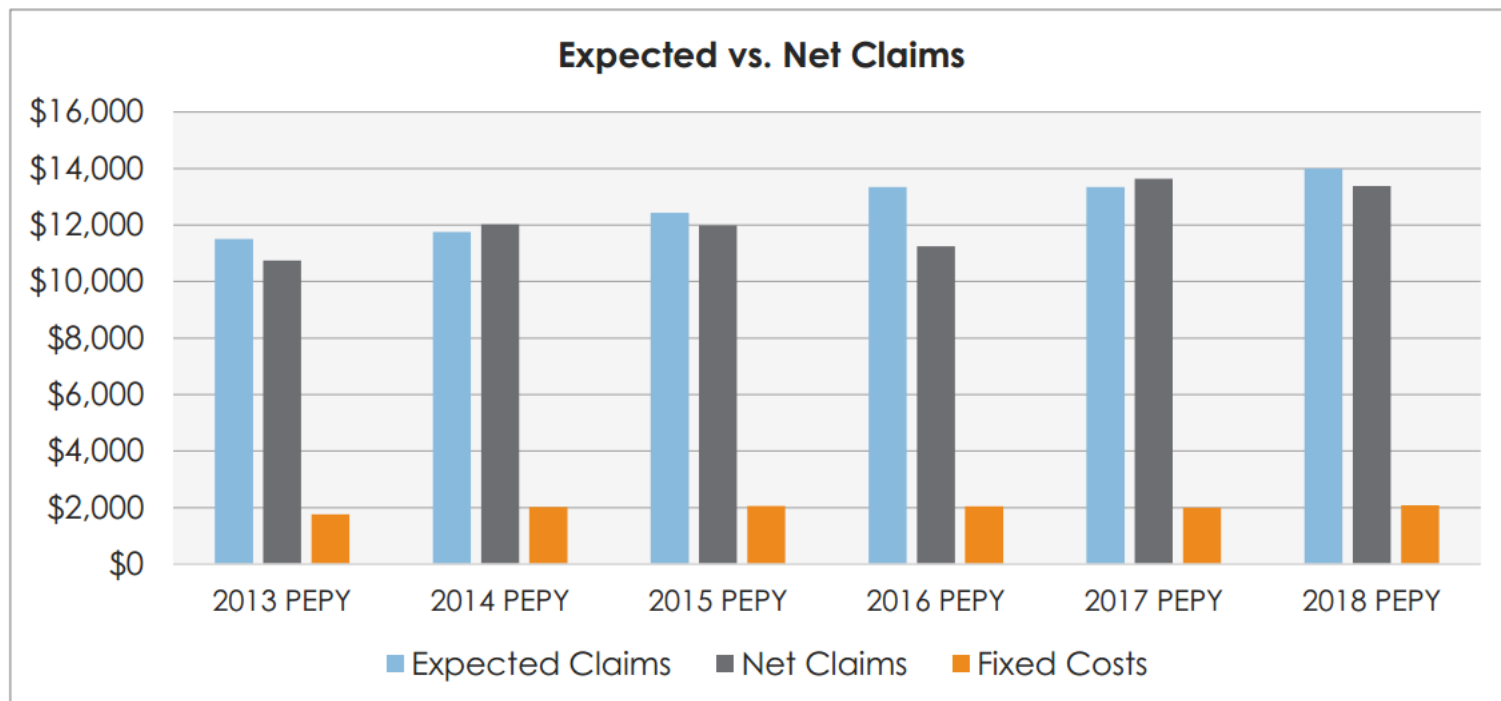
1. Benefit Costs
2. Administration of Leaves
3. Turnover & Recruitment
4. Technology
5. Insurance Costs

*HR Staffing and Resource Needs



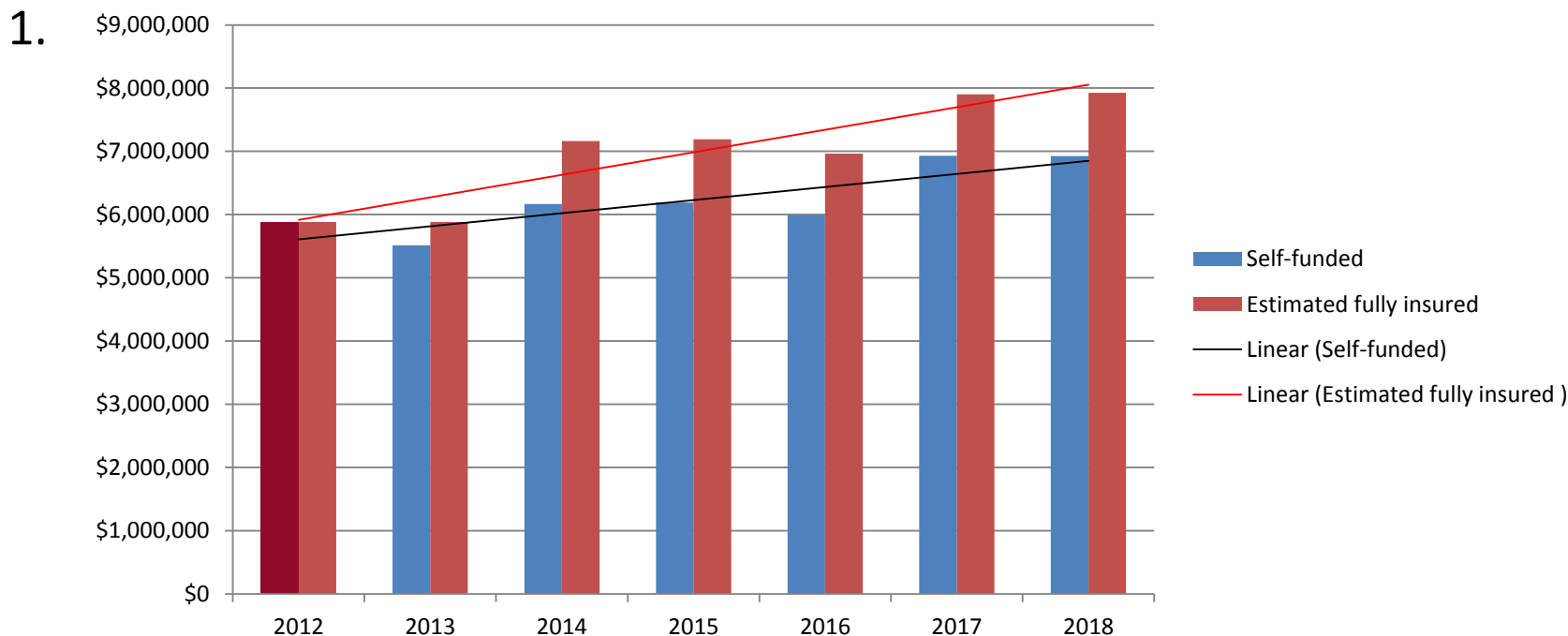
Three Year Considerations FY2020-2022

1. Continued emphasis on evaluating current health plan design with a goal of maintaining comparable plans while controlling/containing costs and complying with governmental regulations.





Three Year Considerations FY2020-2022



- 2013 City transitioned to a self-funded plan
- We have experienced a 5.3% average increase in annual medical costs since going self-funded. This is a savings of 1.6% per year over the estimated 6.9% we would have seen if fully-insured. Market is 8%.

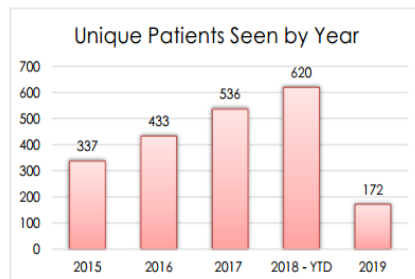


Three Year Considerations FY2020-2022

1. Onsite Clinic office Visits

Unique Patients Seen	
	# Patients
2015	337
2016	433
2017	536
2018 - YTD	620
2019	172
Grand Total	2098

# of Visits	
	# Visits
2015	789
2016	1068
2017	1343
2018 - YTD	1740
2019	235
Grand Total	5175



City of Springfield

Impact of Onsite Clinic to Office Visits

	PacificSource % of Change Since 2014	City of Springfield % of Change Since 2014
Allowed Claims Utilized - Visits per 1,000 members		
Office Visits	5.6%	-12.6%
Urgent Care	55.0%	-23.4%
Paid Claims PMPM ²		
Office Visits	22.8%	1.5%
Urgent Care	60.2%	-27.5%

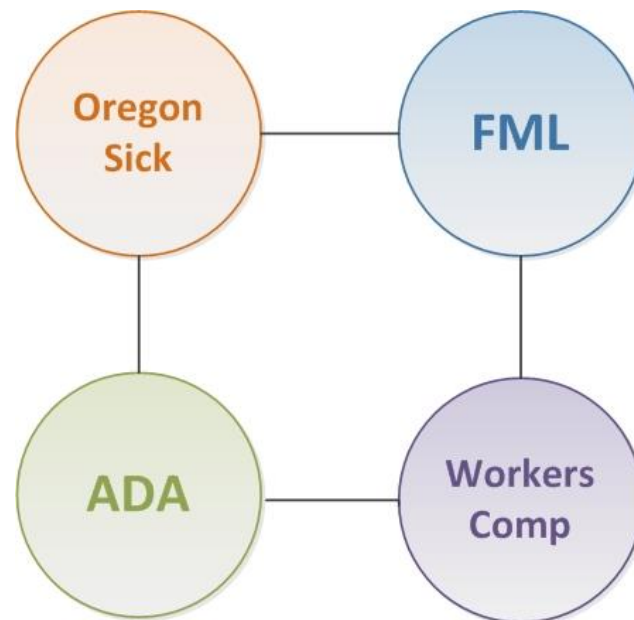
* Result's of City effort to encourage employee medical to the lowest cost provider (i.e. The Wellness Clinic)



Three Year Considerations FY2020-2022

2. Improve and enhance the coordination and return-to-work of employees on both work and non-work related leaves. Anticipating ongoing and increasing complexities of leave administration while (1) staying in compliance with State and Federal laws, (2) managing multiple policies with outside carriers, and (3) recognizing and supporting the individualized needs of employees.

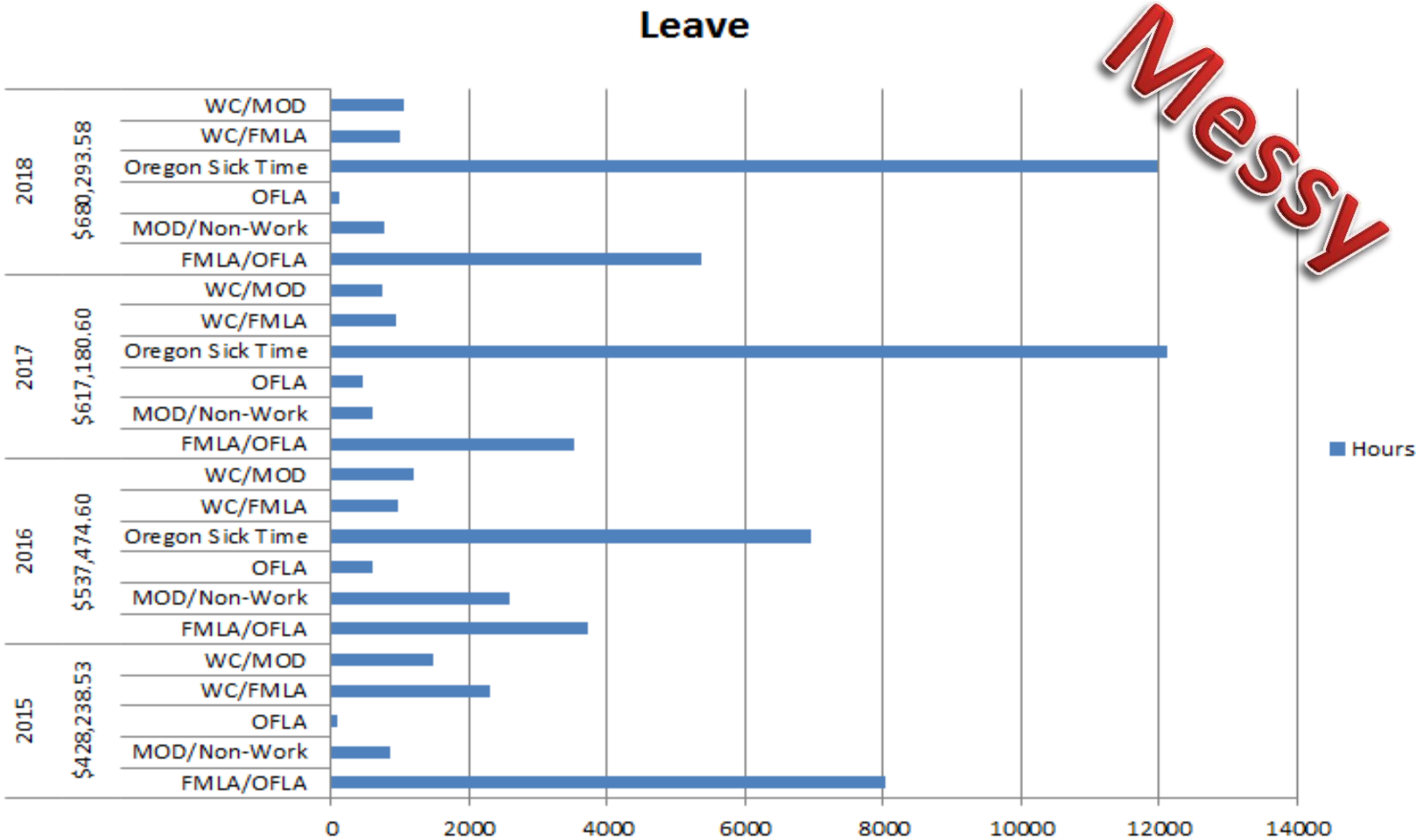
Mess or Manageable?





Three Year Considerations FY2020-2022

2.

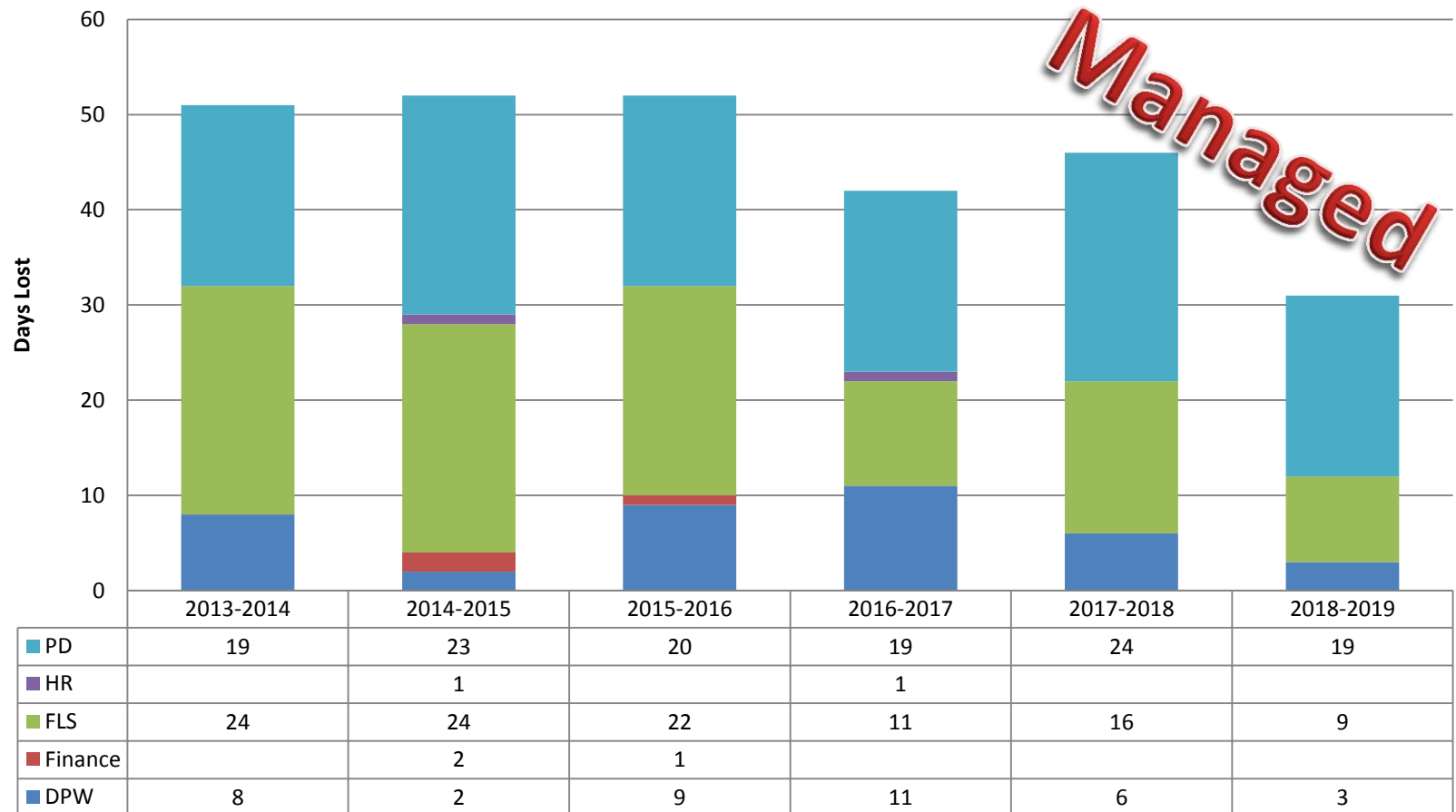




Three Year Considerations FY2020-2022

2.

Work Place Injury - Days Lost

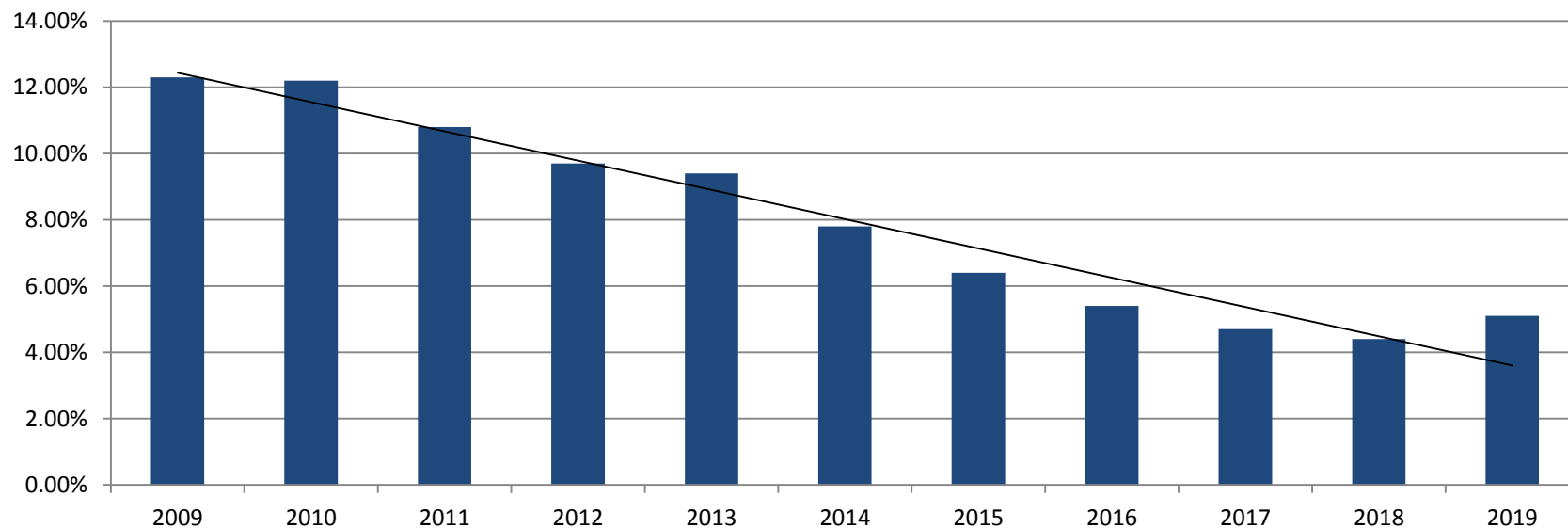




Three Year Considerations FY2020-2022

3. Improve and enhance recruitment efforts (including diversity of qualified applicants) recognizing an increasing number of retirement eligible employees, low unemployment rates, and a nation-wide shortage of qualified public safety applicants.

Lane County Unemployment Rates

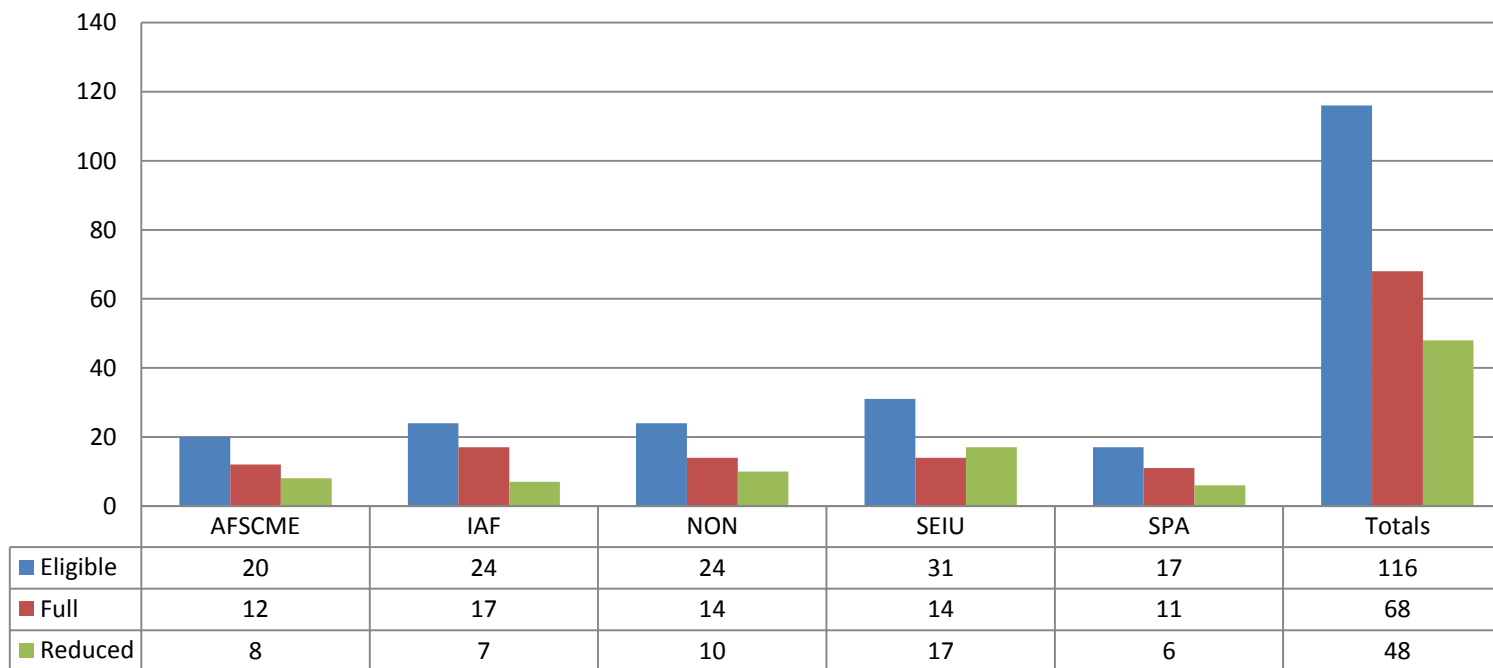




Three Year Considerations FY2020-2022

3. Improve and enhance recruitment efforts (including diversity of qualified applicants) recognizing an increasing number of retirement eligible employees, low unemployment rates, and a nation-wide shortage of qualified public safety applicants.

32% of Workforce is Retirement Eligible

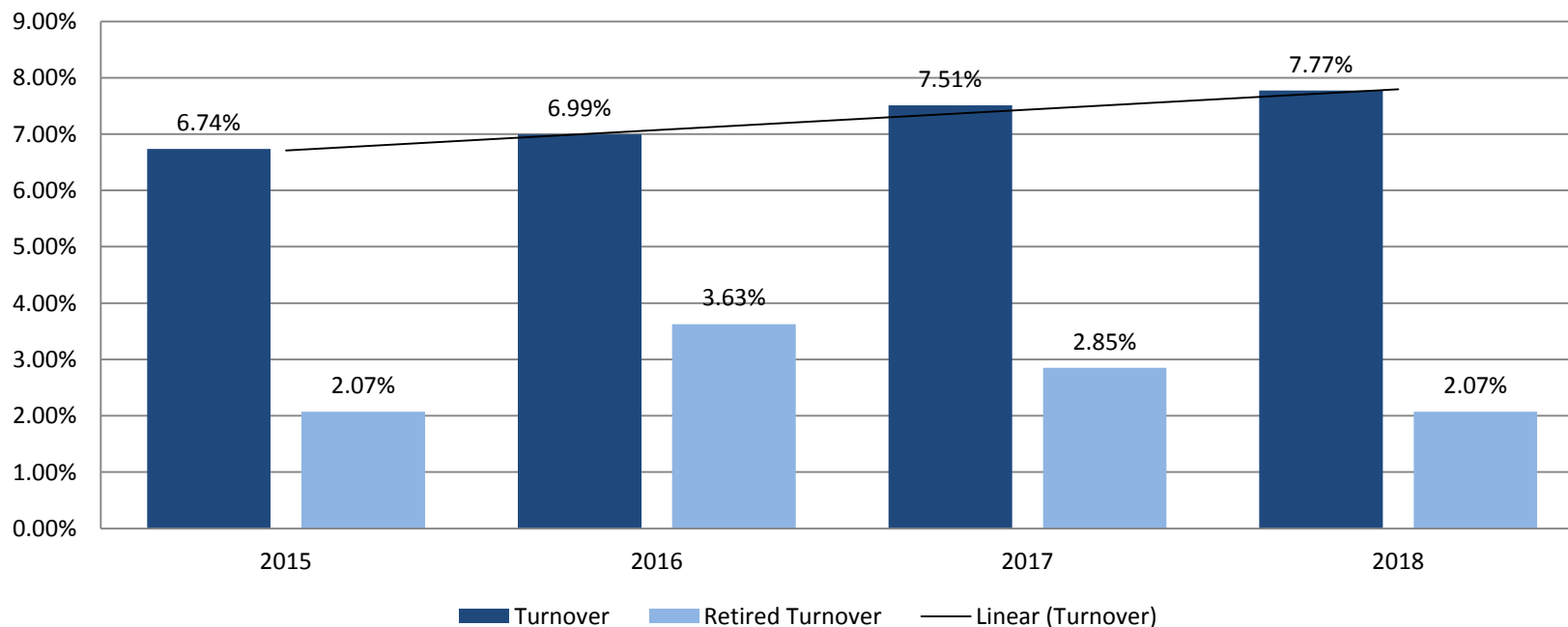




Three Year Considerations FY2020-2022

3. Improve and enhance recruitment efforts (including diversity of qualified applicants) recognizing an increasing number of retirement eligible employees, low unemployment rates, and a nation-wide shortage of qualified public safety applicants.

Annual Turnover Data

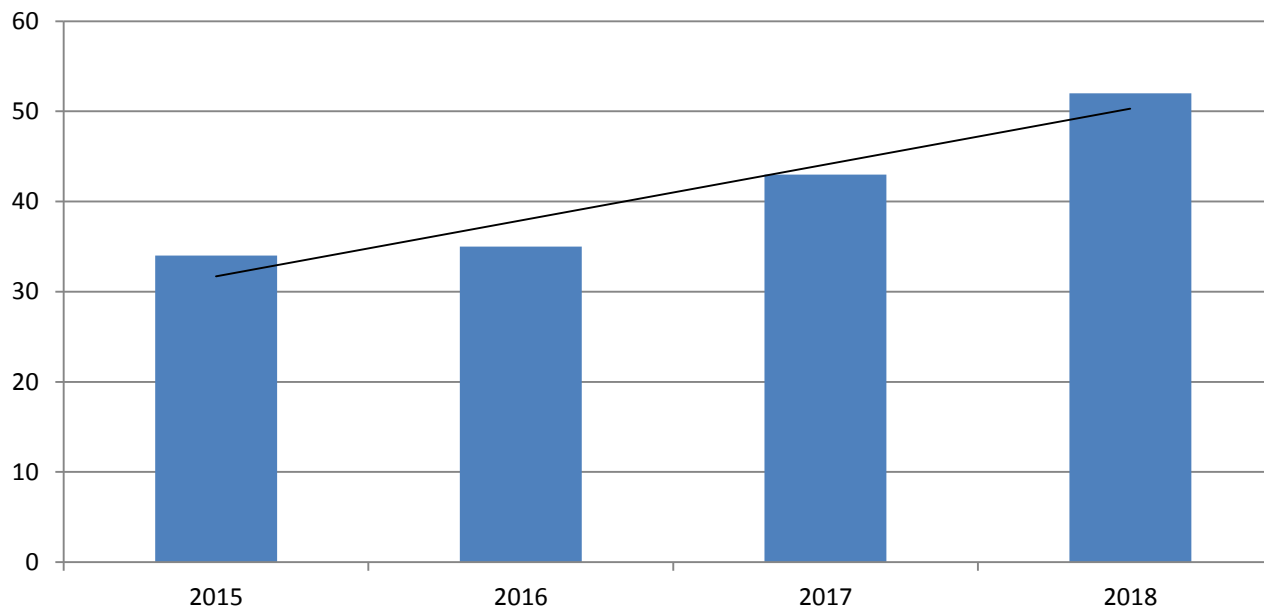




Three Year Considerations FY2020-2022

3. Improve and enhance recruitment efforts (including diversity of qualified applicants) recognizing an increasing number of retirement eligible employees, low unemployment rates, and a nation-wide shortage of qualified public safety applicants.

of Recruitments Per Year





Three Year Considerations FY2020-2022

3. Improve and enhance recruitment efforts (including diversity of qualified applicants) recognizing an increasing number of retirement eligible employees, low unemployment rates, and a nation-wide shortage of qualified public safety applicants.

Police Shortages Hit Across The Country

by Law Officer | Mar 18, 2017 | Recruiting | 0 comments



Short-term Strategies Examples:

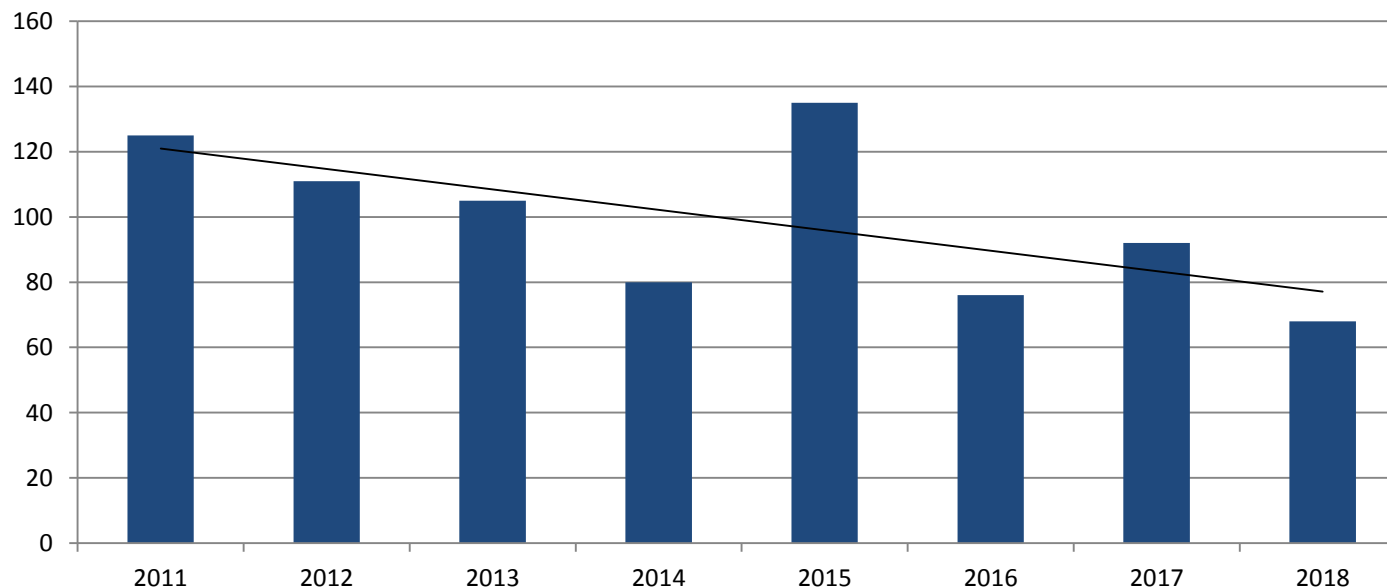
- Traveling and/or advertising outside typical recruitment area.
- Lowering Requirements
- Increasing pay and benefits
- Referral rewards
- Mentoring applicants through the process
- Modern and creative communication tactics.



Three Year Considerations FY2020-2022

3. Improve and enhance recruitment efforts (including diversity of qualified applicants) recognizing an increasing number of retirement eligible employees, low unemployment rates, and a nation-wide shortage of qualified public safety applicants.

Average # of Applicant Per Officer Recruitment



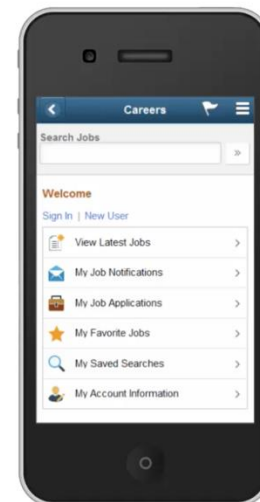
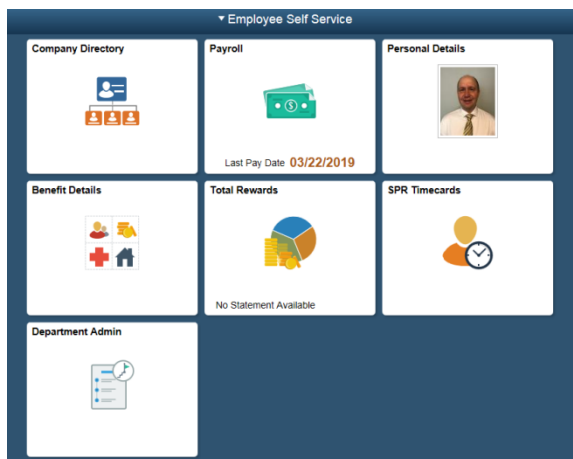


Three Year Considerations FY2020-2022

4. Keeping current with technology which requires adequate labor and budget resources. This is important because of regulatory requirements, automated reporting, union labor agreements, recruitment, performance management, data reporting, employee access and overall HR efficiencies.



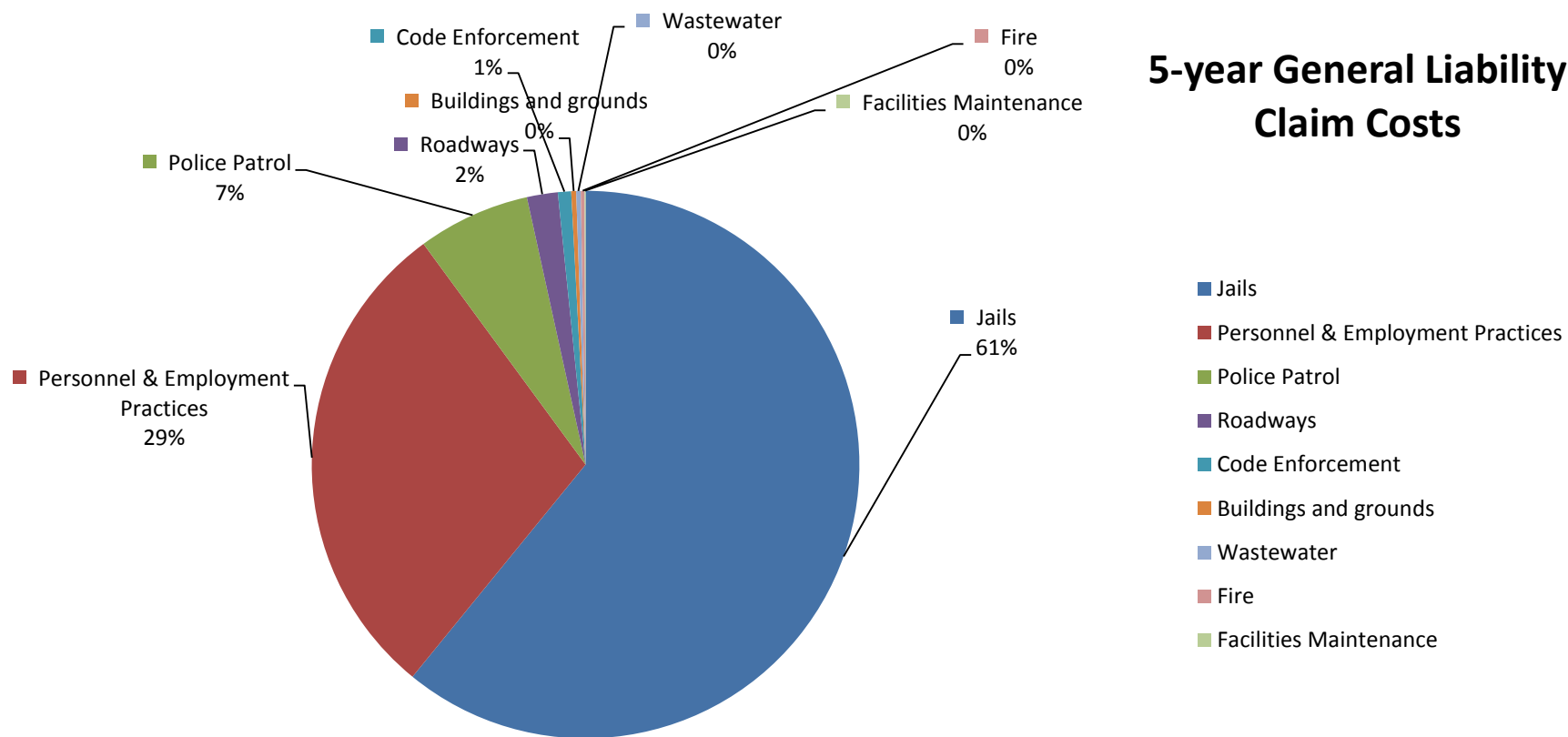
Laserfiche®





Three Year Considerations FY2020-2022

- Insurance cost increases as a result of cyber activity, employment practices, and police & jail services.





Human Resources



FY 2020

Questions?

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Human Resources

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	327,674	303,021	329,271	324,307	●	-2%
560000 Fringe Benefits	26,950	27,250	26,564	26,126	●	-2%
560001 Medical/Dental Insurance	90,001	93,510	78,966	77,927	●	-1%
560003 PERS/OPSRP	36,574	50,623	50,508	61,024	●	21%
560004 Medical/Dental Insurance	237	0	-	-		
560005 Workers Compensation	271	293	291	286	●	-2%
564001 Car allowance	1,539	3,480	2,784	1,740	●	-38%
564005 Cell phone allowance	1,231	540	432	810	●	88%
Personnel Services	484,478	478,717	488,815	492,221	●	1%
611008 Contractual Services	13,945	27,758	19,500	16,999	●	-13%
620003 Equipment Rental	1,312	1,093	2,000	1,000	●	-50%
632001 Telephone, Cellular, Pager	633	625	1,546	1,546	●	0%
632005 Computer Equipment	-	8,203	-	-		
634003 Duplicating Supplies	2,448	3,069	5,291	5,291	●	0%
635001 Travel & Meeting Expenses	3,327	2,019	11,500	12,000	●	4%
636001 Software License Fee	-	255	-	-		
644002 Memberships, Books, Subscrips	3,326	3,360	3,957	6,957	●	76%
645002 Postage & Shipping Charges	5,109	3,151	6,510	6,510	●	0%
645003 Office & Computer Supplies	1,536	1,336	1,977	1,977	●	0%
645005 Computer Software	420	50	500	500	●	0%
647009 Program Expense	4,258	1,820	17,275	10,775	●	-38%
660004 Equipment Maintenance	754	297	1,400	1,400	●	0%
671006 Employee Development	1,178	1,764	-	6,500	●	100%
673001 Recruitment Expense	4,272	2,527	-	8,000	●	100%
Material & Service	42,517	57,328	71,456	79,455	●	11%

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Human Resources

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
680001 Internal Insurance Chgs	3,204	4,332	4,308	3,168	●	-26%
680005 Int Computer Equip Chgs	2,004	2,004	2,004	2,004	●	0%
680014 Internal Employee Benefit Chg	2,676	3,924	3,072	3,000	●	-2%
680018 Internal MS Enterprise Agreemt	1,656	1,968	2,136	2,136	●	0%
680027 Internal Workers Comp Chrgs	1,824	2,292	6,816	3,480	●	-49%
680030 Int Bldng Preservation Chrgs	2,016	2,952	2,652	2,604	●	-2%
Internal Charges	13,380	17,472	20,988	16,392	●	-22%
791003 Software Upgrade	-	25,326	104,674	-	●	-100%
Capital Outlay	-	25,326	104,674	-	●	-100%
Total Expenditures F100	\$ 540,375	\$ 578,842	\$ 685,933	\$ 588,068	●	-14%

Department Account Summary
FY20 Operating Stoplight - Insurance Fund 707
Human Resources

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	280,402	249,806	241,377	256,248	●	6%
560000 Fringe Benefits	22,613	17,509	19,654	20,574	●	5%
560001 Medical/Dental Insurance	77,104	62,904	60,604	58,895	●	-3%
560003 PERS/OPSRP	39,545	37,410	42,525	54,754	●	29%
560004 Medical/Dental Insurance	295	-	-	-		
560005 Workers Compensation	231	192	212	226	●	7%
564001 Car allowance	-	-	696	1,740	●	150%
564005 Cell phone allowance	531	551	648	810	●	25%
576000 Internal PERS side account	-	-	-	-		
Personnel Services	420,721	368,372	365,717	393,247	●	8%
611008 Contractual Services	211,070	252,172	164,350	192,217	●	17%
611009 Legal Expense	-	-	50,000	50,000	●	0%
635001 Travel & Meeting Expenses	2,313	1,966	3,000	3,000	●	0%
636001 Software License Fee	-	-	56,000	56,000	●	0%
644002 Memberships, Books, Subscrips	2,386	1,203	1,400	1,400	●	0%
645003 Office & Computer Supplies	329	34	250	250	●	0%
647009 Program Expense	3,929	4,076	4,600	4,600	●	0%
647012 Claims Expense	9,496	516,204	613,000	550,000	●	-10%
647022 EAIP Program expense	-	22,159	15,000	15,000	●	0%
647023 EAIP Worksite modification	-	-	5,000	5,000	●	0%
671006 Employee Development	2,335	2,114	4,700	4,700	●	0%
671001 Training Aids	-	-	-	-		
671010 Employ-At-Injury Program	13,737	5,147	-	-		
671011 Health & Wellness	687	-	1,000	1,000	●	0%
671013 Wellness Fair	3,000	5,314	5,000	5,000	●	0%
672001 Unemployment Reimburse	21,685	27,065	30,000	30,000	●	0%
672002 Retiree Medical Premium	-	-	10,000	-	●	-100%
Material & Service	270,966	837,453	963,300	918,167	●	-5%
680001 Internal Insurance Chgs	3,480	3,636	3,228	2,376	●	-26%
680004 Internal Fac Rent	10,776	10,764	18,564	16,356	●	-12%

Department Account Summary
FY20 Operating Stoplight - Insurance Fund 707
Human Resources

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
680007 Internal Bldg Maint Chgs	8,952	4,560	7,728	3,780	●	-51%
680014 Internal Employee Benefit Chg	2,916	3,288	2,304	2,256	●	-2%
680018 Internal MS Enterprise Agreemt	1,800	1,656	1,596	1,596	●	0%
680027 Internal Workers Comp Chrgs	1,980	1,932	5,112	2,604	●	-49%
680030 Int Bldng Preservation Chrgs	2,208	2,472	1,992	1,956	●	-2%
Internal Charges	32,112	28,308	40,524	30,924	●	-24%
751009 eRecruit System	876	28,868	16,800	-	●	-100%
Capital Outlay	876	28,868	16,800	-	●	-100%
Total Expenditures F707	\$ 724,675	\$ 1,263,002	\$ 1,386,341	\$ 1,342,338	●	-3%

Department Account Summary
FY20 Operating Stoplight - Vehicle and Equipment Fund 713
Human Resources

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

					% FY19 Change Amended
Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	
632005 Computer Equipment	4,588	3,000	-	-	
Material & Service	4,588	3,000	-	-	
Total Operating Expenditures Fund 713	\$ 4,588	\$ 3,000	\$ -	\$ -	

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon****To:** Budget Committee**From:** Brandt Melick, Information Technology Department Director**Date:** April 10, 2019**Department:** Information Technology

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
<u>Expenditures by Category</u>				
Personnel Services	1,718,349	1,774,596	2,014,757	2,210,056
Materials & Services	798,409	888,637	1,390,765	1,252,431
Capital Outlay	53,124	29,937	-	600,000
Total Budgeted Expenditures	\$ 2,569,883	\$ 2,693,169	\$ 3,405,522	\$ 4,062,486
Full-Time Budgeted Employees	15.00	14.80	15.80	15.80

Department Budget Summary:

The Information Technology (IT) Department supports the organization with IT service strategy, service design, service transition, service operation and continual service improvement.

The Department services IT assets and protects them from misuse and (cyber) attack with continued efforts to monitor, catch, quarantine, patch, replace and upgrade. IT assets include personal computers (PCs such as workstations, laptops, tablets, phones, etc.), network infrastructure (e.g., servers, switches, cables, etc.), applications (e.g. Infor Public Sector, PeopleSoft, Microsoft, etc.), databases, and people.

Similar to Cybersecurity spending trends across the nation, Springfield's FY19 IT budget reflects a linear progression in system upgrade costs, system maintenance costs and personnel services costs.

FY18 into FY19 and again into FY20 shows a marginal increase in Materials & Services amounts. This owes largely to the need to carry forward funds earmarked for contractual services. Due to current staffing levels and project and maintenance loads, The IT Department is heavily reliant on these services to advance many of the City's critical business initiatives. Aside from these carryovers, the Materials & Services budget has remained flat over this same period.

Significant Changes:

- **Continued Reliance on Contractual Services** – As the need and demand for IT services continues to increase and IT staffing levels remain constant, The IT Department will rely heavily on the services of outside contractors to perform many key IT support roles. This model has already been tested through the contracting of many key database management functions to a contractor that can provide high-level services around the clock. As the organization assess the need for 24 / 7 support services, this model will have to again be leveraged in order to provide City Business units with the continuity of support that is required for their operations. Currently the IT Department is working with several regional partners for a way in which the costs of this service can be distributed among multiple agencies creating the potential for significant cost savings.

- **Project Portfolio Management (PPM)** – IT administrators oversee a project environment in which the organizational demand for new products and services outweigh department resource capacity to deliver. As a result, IT starts many projects, but struggles to finish. Constant difficulties delivering results on time, on budget, in scope and of high quality result in too much work in progress (WIP) as well as incomplete and/or insufficient solutions. The outcome is technological debt, a situation where the implied cost of additional rework increases with each project rather than decreases. To address these issues, IT has begun implementing a project portfolio management (PPM) strategy to help bring order to IT's project activity. The first steps, accomplished in FY19 include the development of tools to aid with intake of the project pipeline.
- **Information Security (InfoSec)** –InfoSec continues to consume considerable administration and technical resource. Of significance this year, IT was able to hire a new IT InfoSec analyst to address compliance (CJIS, PCI-DSS, HIPAA/HiTech, PII, PPI, etc.), security policy, employee training, asset management, interagency coordination and security KPI's.
- **Regional Partnerships** – Due to previous contract negotiation (FY17-18), contractual obligation with regional partners have remained flat and, in some cases, have decreased. For example, FY20 will be the second year in a row that Springfield's share of the Lane County Technical Services Regional Budget has decreased, decreases include -3% from FY18 to FY19 and -4% from FY19 to FY20. Given the increased cost of labor, software licensing and other external factors such as InfoSec, these decreased are noteworthy. IT will pursue further advantage in FY20.
- **Communication** – Communication with technical teams remains a challenge. This year IT sought feedback from line departments and solicited support from Senior Counselors at Cascade Health (Directions) to enhance communication with external customers (customers outside of IT) and enhance communication internal customers (staff within the IT Department). Although in the early stages of identifying and clarifying expectations, these efforts will have broad positive impacts on general IT service delivery, protection and security of IT assets (InfoSec), and Project Portfolio Management (PPM).

Three Year Considerations FY2020-2023:

- **Information Security and Compliance:** As each new year passes, security compliance becomes more and more a part of the business challenge to providing information services to customers and will continue to be a significant challenge. In 2018, it is estimated that more than 446,000,000 digital records were subject to a data breach of some kind worldwide. Government regulators and financial institutions continue to more tightly regulate "best practices" for businesses working in the information technology landscape including the requirements for frequent third party auditing. IT's challenge will be to work with the Cybersecurity Team on how best to treat the risks associated with cybersecurity against the business and financial constraints of the City. This may result in some project delays.
- **Phone System Replacement:** As core network security controls fall into place (e.g. security policy, IT asset inventory, network segmentation, etc.), the City plans to move forward with the replacement of the City's 22 year old phone system. The old system is at risk of failing and vendor support is becoming increasingly difficult to secure. The replacement system will use Voice over IP (VoIP) technology. Basic system requirements have already been identified. Once funding is secured implementation will proceed over the next fiscal year. Given the age of the existing phone system, further delaying replacement creates considerable risk. Once phone system is replaced, the City will be in a position to implement Unified Communication.
- **Unified Communications:** Coming out of the phone system replacement in FY20, the City will phase in 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 the first step in this direction. As a result of postponing phone system replacement, consideration of UC will be pushed to FY20 or beyond.

- **Consolidation of Enterprise Resource Planning Systems (ERP):** As it has for many years in the past, 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. IT has been in the process of using our program KPIs to monitor the true administration cost of these systems and propose options to consolidate systems, thereby reducing administrative and licensing costs.
- **Business Intelligence:** Business Intelligence (BI) increases value of existing information to enhance decisions across the organization. BI is a set of 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. In FY18 a team of IT and DPW business and data analysts explored methods to better analyze application data in the Accela system. In FY19 projects using financial and facilities data are also being developed, and this trend will continue through FY20.
- **Mobile Work Environment:** The demand for the City’s work force to work away from the office continues to increase. Code inspectors and Operations field crews are relying on mobile technology more and more to efficiently manage their work from the field. For many groups this has saved one or more hours per day previously dedicated to data retrieval, duplication and reentry from an office based workstation. As City staffing continues to be financially constrained, investment in this type of efficiency gaining technology becomes increasingly critical to maintaining basic service levels. The IT Department is in the process of implementing network based infrastructure that will allow expansion of the mobile workforce to move into additional business areas. As these tools are deployed, the City can achieve additional efficiencies by employees being able to work from multiple remote locations, including home, more advantages in trip reduction and making the City more attractive for new employees seeking better work/life balance. The IT Department will be working closely with HR as these new technologies are deployed.
- **Software Licensing:** In the past the City purchased software licenses from vendors and had fairly liberal rights to share and move software licenses between workstations to accommodate changing business needs. However, an increasing number of software companies are switching to software as a service licensing models, where customers “rent” software on an as needed basis. Many of these models are structured such that the only a specified “named user” customer can access the software. This limits opportunities to bank and share a single license among several occasional users. IT will be monitoring the progressing of this trend and is already in the process of identifying where the City can save software costs in lower need areas and shift existing funds to cover increasing license costs in higher need areas. Please see **Overcoming Resource Challenges** below for examples.

- **Disaster Recovery and Business Continuity:** Following the City's continued investment in Emergency Management Operations and Response, it has been increasingly apparent that the lack of a comprehensive IT Business Continuity and Disaster Recovery plan will inhibit the City's ability to aid citizens in the event of a significant natural disaster. Several supporting activities are currently underway such as the installation of an emergency generator to provide power to the City Hall server room, and the implementation of virtual servers that can be recovered much more quickly. However basic questions such as, which systems are most critical in which types of events, or where do we host IT services if the City Hall server room is unavailable, remain unanswered. The IT Department will continue working with emergency operations management, the IT Steering Committee and the Executive Team to identify appropriate risk treatment and to then prioritize and fund a comprehensive plan.
- **Overcome Resource Challenges:** As staff funding becomes increasingly constrained, City departments look to IT for new application tools that increase remaining staff efficiency and maintain basic service levels. While these new tools are beneficial to the line departments and customers they serve, they also create support and staffing challenges for IT to maintain. Newer applications are built on multiple layers rather than the single executable files as were used just a few years ago. Virtual servers, networked storage, database, messaging, business logic and etc. are just a few examples of the component's comprising modern application architectures. Each application can have different technologies providing these layers (please see Consolidation of Enterprise Resource Planning Systems (ERP) above), and each layer requires specialty knowledge and skills to implement and maintain. It is difficult for a small department, like Springfield IT, to maintain the required depth and breadth of expertise in all these layers. Also, each new application, especially mobile applications, increases the endpoints to secure from inherent risks of cybersecurity threats (please see Information Security and Compliance above). Furthermore, customers are becoming increasingly frustrated with the lack of control and protections service providers are applying to their personal, sensitive information. As a result the number of law suits, regulatory requirements and breach penalties are increasing (please see <https://www.databreachtoday.com/equifax-confirms-probable-breached-data-was-indeed-stolen-a-10644>). The IT Department cannot keep pace without additional help and therefore is increasing, and will continue to increase, the use of external contracts to acquire the additional expertise.

Conclusion:

The IT Department has worked diligently over the last few years to overcome a significant backlog of deferred network infrastructure maintenance and compliance work. This work, metaphorically, represents a kind of technical debt, a debt resulting from the accumulation of deferred maintenance, updates, hardware replacement, technical training, and undone policy and compliance work.

Just as financial debt weighs down a normal household budget; IT debt inhibits an organization from moving business initiatives forward. With the large volume of technical debt the IT Department has been managing, adding new software and hardware systems essential to our customers has been challenging, as has been keeping up with the ever-changing compliance and regulatory environment imposed on the City's Business units.

Through careful management of scarce resources and partnership with other public agencies as well as private contractors, IT has managed to eliminate a large share of this debt. The challenge now facing the IT Department is how to move forward the technology necessary to advance the business objectives of the organization while not re-accumulating technical debt.

With the addition of a key IT staff role, a new project planning / prioritization procedure, updated policy and procedure, and continued hardware cost savings through extensive use of virtualization, the IT department will prudently advance technology for the organization.

FY2020 Budget

Information Technology Department

CITY OF SPRINGFIELD
IT DEPARTMENT

PRESENTED BY: **BRANDT MELICK**

APRIL 30, 2019

Technical Debt

“[Technical debt] is not being paid down. It comes from taking shortcuts, which may make sense in the short-term. But like financial debt, the compounding interest costs grow over time. If an organization doesn’t pay down its technical debt, every calorie in the organization can be spent just paying interest, in the form of unplanned work.”

Gene Kim

The Phoenix Project: A Novel About IT, DevOps, and Helping Your Business Win



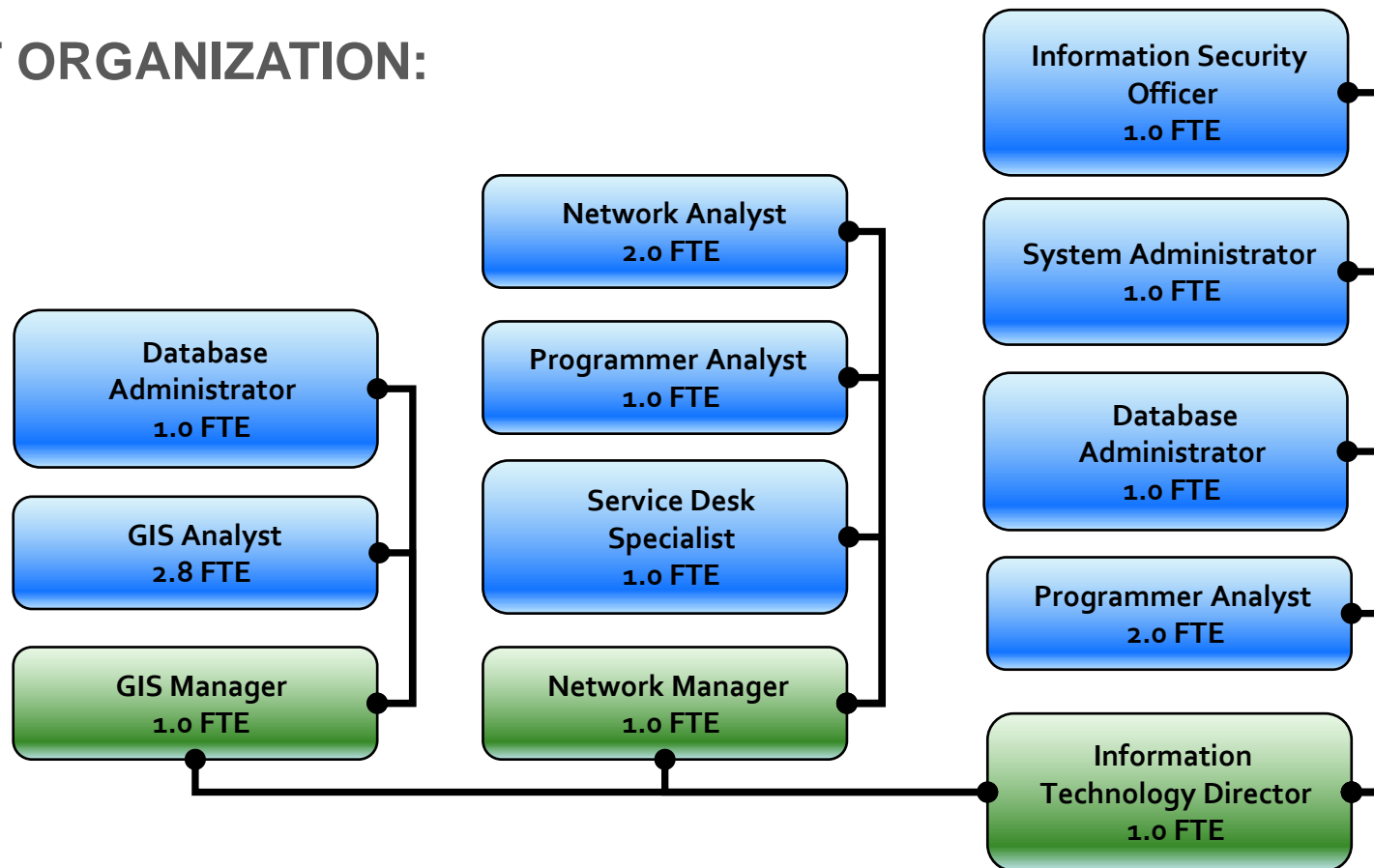
FY2020 Budget: IT Department

AGENDA

- **IT Department Overview** - Organization, fund and service allocation
- **Innovation** – Reducing technical debt, advancing return on investment, and increasing value to the organization
- **Significant Changes** – Information Security position, phone system replacement, and related budget impacts
- **Question and Answer**

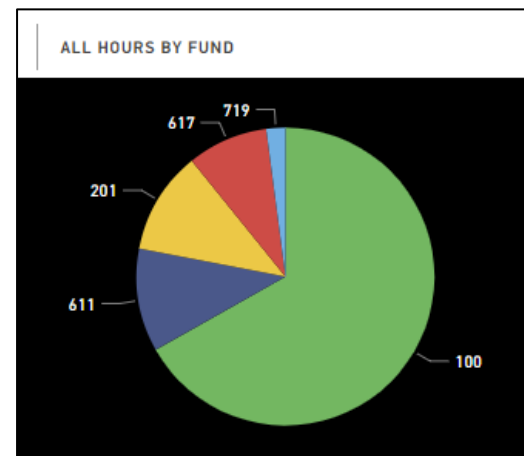
FY2020 Budget: IT Department

IT ORGANIZATION:



FY2020 Budget: IT Department

FUND ALLOCATION:



	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Proposed
100 General Fund	10.36	10.33	11.33	11.33
201 Street Fund	1.55	1.49	1.49	1.49
611 Sanitary Sewer Operations Fund	1.55	1.49	1.49	1.49
617 Storm Drainage Operations Fund	1.24	1.18	1.18	1.18
719 SDC Administration Fund	0.30	0.30	0.30	0.30
Total FTE	15.00	14.80	15.80	15.80

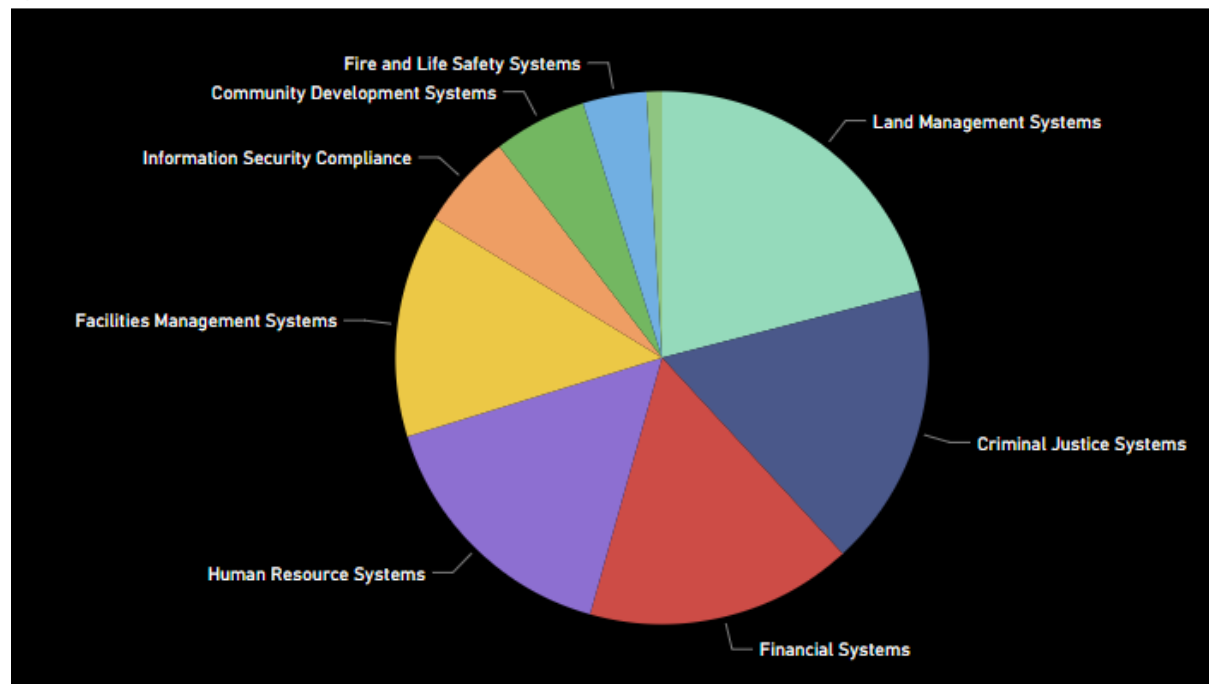
FY2020 Budget: IT Department

SERVICE ALLOCATION:

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
<u>Expenditures by Program</u>				
7000 Department Administration	2,569,883	509,067	401,708	466,555
7070 Financial Systems	-	170,267	322,528	272,285
7071 Human Resource Systems	-	201,747	323,871	321,513
7072 L and Management Systems	-	92,674	264,236	259,186
7073 Facilities Management Systems	-	245,031	459,863	439,336
7074 Criminal Justice Systems	-	145,163	257,222	273,175
7075 Fire and Life Safety Systems	-	52,349	91,138	92,932
7076 Community Development Systems	-	165,725	287,708	294,618
7077 Public Library Systems	-	53,688	19,512	20,657
7078 Shared Systems	-	947,613	827,030	1,422,401
7079 Information Security Compliance	-	103,621	150,705	199,828
Total Budgeted Expenditures	\$ 2,569,883	\$ 2,686,944	\$ 3,405,522	\$ 4,062,486

FY2020 Budget: IT Department

ALL HOURS BY PROGRAM



Program	Program Name	Hours
7070	Financial Systems	3,380.63
7071	Human Resource Systems	3,309.95
7072	Land Management Systems	4,372.54
7073	Facilities Management Systems	2,823.11
7074	Criminal Justice Systems	3,585.02
7075	Fire and Life Safety Systems	803.94
7076	Community Development Systems	1,178.82
7077	Public Library Systems	195.29
7079	Information Security Compliance	1,210.83
Total		20,860.12

3/16/2018 through 3/16/2019

2019

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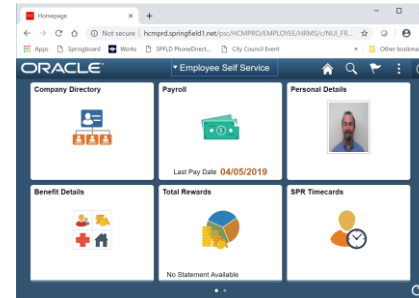
FY2020 Budget: IT Department

INNOVATION: REDUCING DEBT

ZOLL Software Upgrades – Upgraded both the electronic patient care and ambulance-billing systems to current versions.

Infor System Assessment – Completed Infor needs assessment and submitted recommendation on platform enhancements.

PeopleSoft Software Upgrades – Upgraded Human Capital Management and implemented Candidate Gateway & Talent Acquisition Manager. Upgrade brings mobile access and multi-device access, streamlines back office workflow for HR staff, enhances the efficiency of the hiring and onboarding process, and provides a modern experience for candidates.



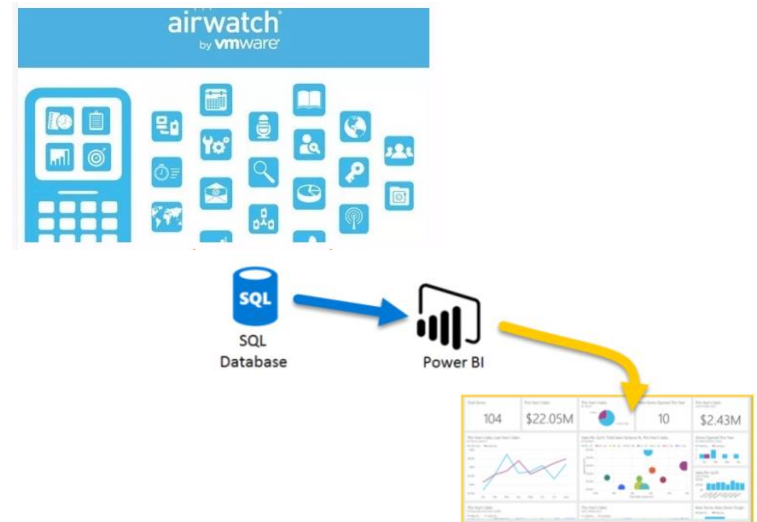
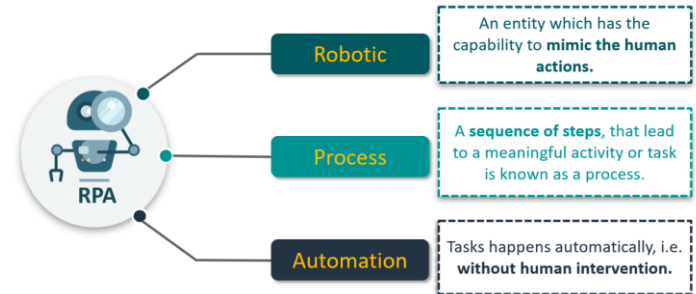
FY2020 Budget: IT Department

INNOVATION: ADVANCING RETURN

Mobile Device Management – Collaborating with the Development and Public Works and Police, IT is advancing solutions to manage mobile computing, secure City assets, and more efficiently provision service to customers.

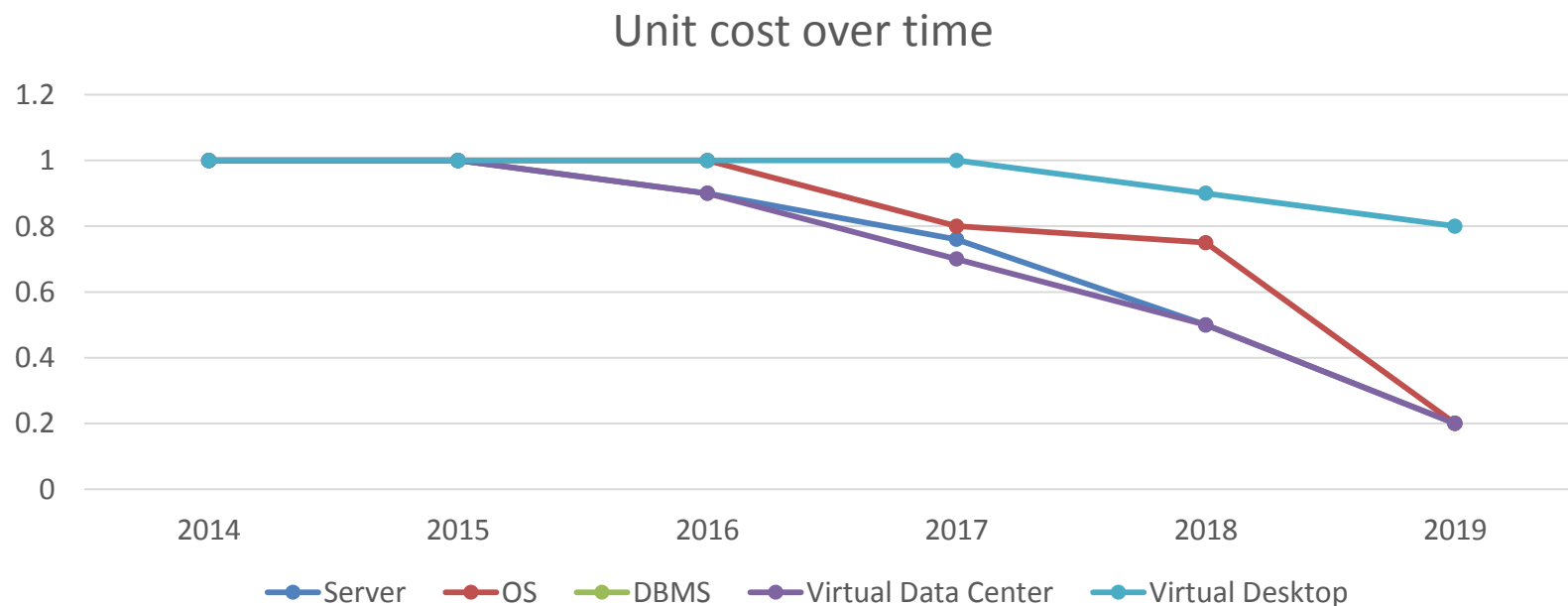
Robotic Office Automation (BOTs) – Working with Eugene Springfield Fire and consultants, IT will implement a proof of concept using robotic office automation in FY19.

Business Intelligence (BI) – IT will leverage reporting platforms and dashboards in the BOARD platform and Microsoft BI tools to provide flexible real-time financial reporting to City staff.



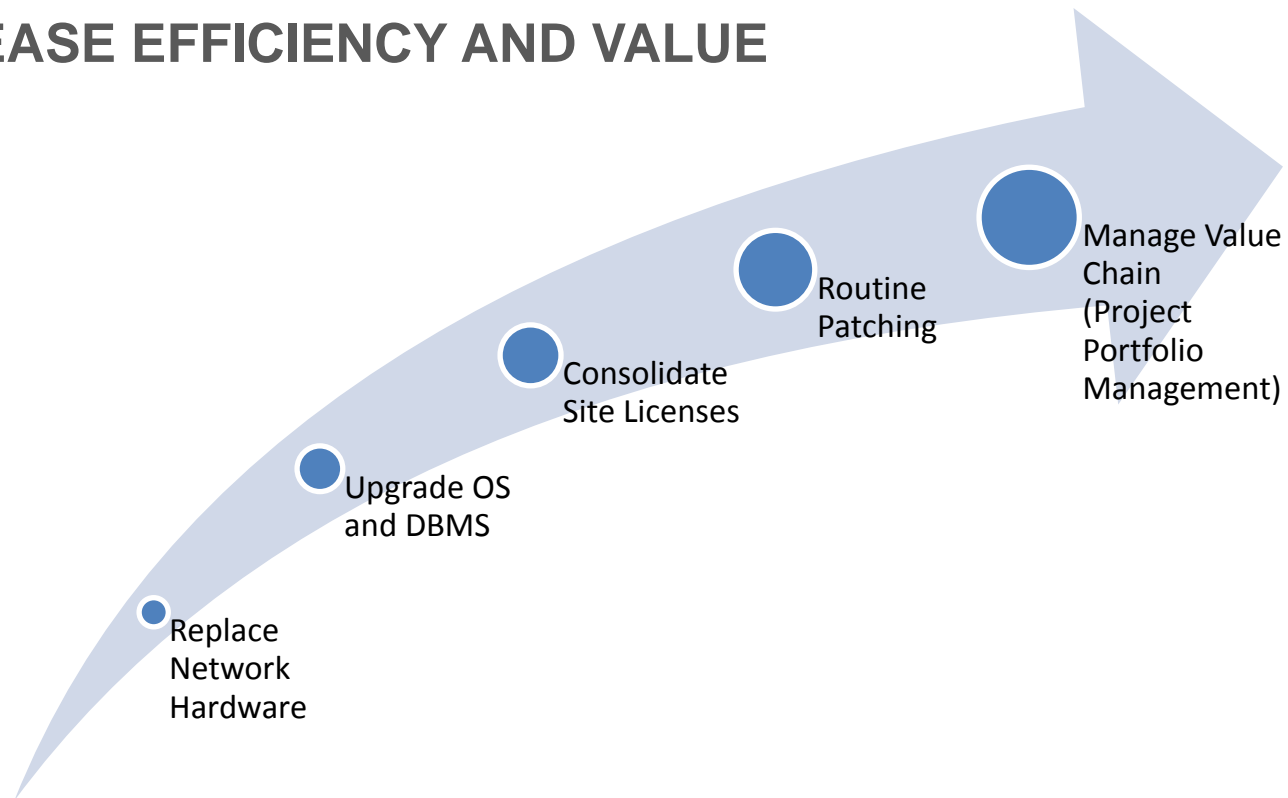
FY2020 Budget: IT Department

ROADMAP: OUT OF TECHNICAL DEBT



FY2020 Budget: IT Department

ROADMAP: INCREASE EFFICIENCY AND VALUE



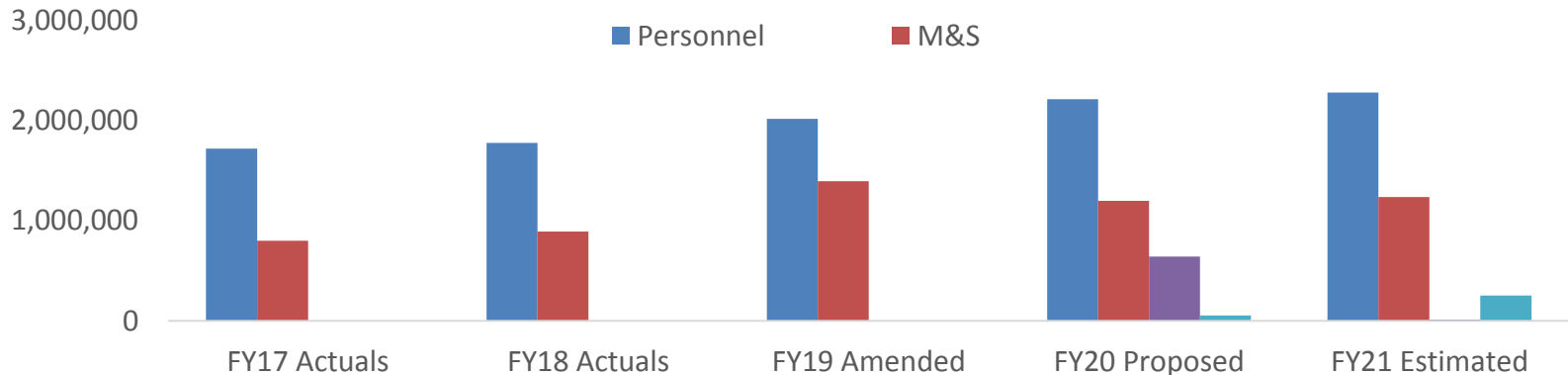
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FY2020 Budget: IT Department

PHONE PROJECT IMPACTS



<u>Total Cost to purchase, install and cover under maintenance</u>	
1. Base system cost	\$641,536.62
2. HD Capital Reserve	\$10,000
3. PM Cost	\$52,089.16
4. Software/HD Maint.	\$44,280
	<u>\$747,905.72</u>
<u>Cost to support users and systems 24/7</u>	
1. Phone support agreement	\$200,000
2. Extended Server Support agreement	\$50,000
	<u>\$250,000</u>

FY2020 Budget: IT Department

QUESTION & ANSWER

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
Expenditures by Category				
Personnel Services	1,718,349	1,774,596	2,014,757	2,210,056
Materials & Services	798,409	882,411	1,390,765	1,252,431
Capital Outlay	53,124	29,937	-	600,000
Total Budgeted Expenditures	\$ 2,569,883	\$ 2,686,944	\$ 3,405,522	\$ 4,062,486
Full-Time Budgeted Employees				
	15.00	14.80	15.80	15.80

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
Expenditures by Program				
7000 Department Administration	2,569,883	509,067	401,708	466,555
7070 Financial Systems	-	170,267	322,528	272,285
7071 Human Resource Systems	-	201,747	323,871	321,513
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7078 Shared Systems	-	947,613	827,030	1,422,401
7079 Information Security Compliance	-	103,621	150,705	199,828
Total Budgeted Expenditures	\$ 2,569,883	\$ 2,686,944	\$ 3,405,522	\$ 4,062,486

Total Cost to purchase, install and cover under maintenance

1. Base system cost	\$641,536.62
2. HD Capital Reserve	\$10,000
3. PM Cost	\$52,089.16
4. Software/HD Maint.	\$44,280
	\$747,905.72

Cost to support users and systems 24/7

1. Phone support agreement	\$200,000
2. Extended Server Support agreement	\$50,000
	\$250,000

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	811,751	841,121	953,496	1,028,134	●	8%
560000 Fringe Benefits	65,810	68,246	77,692	83,558	●	8%
560001 Medical/Dental Insurance	191,448	196,857	218,069	225,957	●	4%
560003 PERS/OPSRP	136,736	181,162	201,513	264,038	●	31%
560004 Medical/Dental Insurance	1	0	-	-		
560005 Workers Compensation	668	740	841	908	●	8%
564001 Car allowance	3,493	3,480	3,480	3,480	●	0%
564002 Pager allowance	4,697	4,660	3,360	3,360	●	0%
564005 Cell phone allowance	1,670	1,834	2,295	2,520	●	10%
Personnel Services	1,216,273	1,298,100	1,460,747	1,611,956	●	10%
611008 Contractual Services	57,277	111,524	320,892	171,470	●	-47%
632001 Telephone, Cellular, Pager	5,506	4,228	6,187	6,187	●	0%
632002 Ris/Airs/Geo Charges	68,365	59,097	38,868	43,164	●	11%
632005 Computer Equipment	6,879	3,171	15,584	15,584	●	0%
635001 Travel & Meeting Expenses	3,322	4,208	4,872	4,872	●	0%
635002 Internal meeting	40	-	-	-		
636001 Software License Fee	63,206	43,006	33,578	33,578	●	0%
642002 Utilities	-	14,570	12,362	12,362	●	0%
643003 SUB Water	311	-	-	-		
643004 SUB Sewer & Drainage	564	-	-	-		
643007 SUB Electricity	11,068	-	-	-		
644002 Memberships, Books, Subscrips	-	-	828	55,828	●	6642%
645002 Postage & Shipping Charges	63	21	100	100	●	0%
645003 Office & Computer Supplies	1,315	649	400	400	●	0%
645004 Computer Supplies	1,120	405	10,000	10,000	●	0%
645005 Computer Software	8,930	991	5,142	5,142	●	0%
645006 Small Furniture & appliances	-	-	500	500	●	0%
647009 Program Expense	1,799	1,201	500	500	●	0%

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
660004 Equipment Maintenance	-	251	9,000	9,000	●	0%
671006 Employee Development	8,758	27,278	25,600	25,600	●	0%
671016 LTD Bus Pass Reimb Program	-	29	-	-		
Material & Service	238,523	270,628	484,413	394,287	●	-19%
680001 Internal Insurance Chgs	7,812	7,788	8,100	7,392	●	-9%
680005 Int Computer Equip Chgs	101,052	100,020	100,000	100,000	●	0%
680014 Internal Employee Benefit Chg	8,184	8,268	7,944	8,496	●	7%
680018 Internal MS Enterprise Agreemt	3,156	5,268	3,912	4,008	●	2%
680027 Internal Workers Comp Chrgs	4,368	4,824	7,332	5,844	●	-20%
680030 Int Bldng Preservation Chrgs	6,240	6,216	6,840	7,368	●	8%
Internal Charges	130,812	132,384	134,128	133,108	●	-1%

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
751008 Network Infrastructure	50,000	3,665	-	-		
791004 Telephone system upgrade 2020	-	-	-	250,000	●	100%
Capital Outlay	50,000	3,665	-	250,000	●	100%
Total Operating Expenditures F100	\$ 1,635,608	\$ 1,704,777	\$ 2,079,288	\$ 2,389,350	●	15%

Department Account Summary
FY20 Operating Stoplight - Street Fund 201
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	107,891	105,893	121,509	128,441	●	6%
560000 Fringe Benefits	8,780	8,748	9,910	10,474	●	6%
560001 Medical/Dental Insurance	28,725	27,702	30,764	30,687	●	0%
560003 PERS/OPSRP	15,549	18,922	22,120	29,378	●	33%
560004 Medical/Dental Insurance	0	(0)	-	-		
560005 Workers Compensation	89	92	106	112	●	6%
Personnel Services	161,034	161,357	184,410	199,093	●	8%
611008 Contractual Services	30,904	15,702	55,984	55,984	●	0%
632001 Telephone, Cellular, Pager	307	129	345	345	●	0%
632002 Ris/Airs/Geo Charges	853	1,488	5,604	5,688	●	1%
635001 Travel & Meeting Expenses	1,134	551	1,220	1,220	●	0%
636001 Software License Fee	31,541	28,173	54,579	54,579	●	0%
644002 Memberships, Books, Subscrips	-	-	428	428	●	0%
645003 Office & Computer Supplies	255	8	729	729	●	0%
645005 Computer Software	235	1,277	1,480	1,480	●	0%
645006 Small Furniture & appliances	-	-	125	125	●	0%
650006 GIS Program Expense	-	105	500	500	●	0%
660004 Equipment Maintenance	-	622	432	432	●	0%
671006 Employee Development	533	550	3,675	3,675	●	0%
672004 HRA Adjustment	-	188	-	-		
Material & Service	65,762	48,791	125,101	125,185	●	0%

Department Account Summary
FY20 Operating Stoplight - Street Fund 201
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
680001 Internal Insurance Chgs	1,164	1,128	1,164	972	●	-16%
680004 Internal Fac Rent	4,452	4,476	4,764	4,248	●	-11%
680005 Int Computer Equip Chgs	6,648	6,648	6,648	6,648	●	0%
680007 Internal Bldg Maint Chgs	3,804	1,656	3,768	1,884	●	-50%
680012 Indirect Costs	24,960	25,224	25,668	26,112	●	2%
680014 Internal Employee Benefit Chg	1,212	1,200	1,140	1,116	●	-2%
680018 Internal MS Enterprise Agreemt	468	768	564	528	●	-6%
680027 Internal Workers Comp Chrgs	660	708	1,056	768	●	-27%
680030 Int Bldng Preservation Chrgs	1,128	1,104	1,200	1,188	●	-1%
Internal Charges	44,496	42,912	45,972	43,464	●	-5%
Total Operating Expenditures F201	\$ 271,291	\$ 253,061	\$ 355,483	\$ 367,742	●	3%

Department Account Summary

FY20 Operating Stoplight - Sanitary Sewer Operations Fund 611

Information Technology

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	110,027	102,726	121,509	128,441	●	6%
560000 Fringe Benefits	8,896	8,322	9,910	10,474	●	6%
560001 Medical/Dental Insurance	28,766	27,593	30,764	30,687	●	0%
560003 PERS/OPSRP	15,930	18,933	22,120	29,378	●	33%
560005 Workers Compensation	90	89	106	112	●	6%
Personnel Services	163,710	157,663	184,410	199,093	●	8%
611008 Contractual Services	28,352	14,545	82,007	62,007	●	-24%
632001 Telephone, Cellular, Pager	107	129	120	120	●	0%
632002 Ris/Airs/Geo Charges	877	1,578	5,604	5,688	●	1%
635001 Travel & Meeting Expenses	1,143	555	1,220	1,220	●	0%
636001 Software License Fee	11,833	21,489	26,781	26,781	●	0%
644002 Memberships, Books, Subscrips	-	188	428	428	●	0%
645003 Office & Computer Supplies	366	201	833	833	●	0%
645005 Computer Software	1,334	6,707	8,440	8,440	●	0%
645006 Small Furniture & appliances	-	-	125	125	●	0%
650006 GIS Program Expense	-	95	500	500	●	0%
660004 Equipment Maintenance	-	485	336	336	●	0%
671006 Employee Development	535	690	3,675	3,675	●	0%
Material & Service	44,546	46,661	130,069	110,153	●	-15%

Department Account Summary
FY20 Operating Stoplight - Sanitary Sewer Operations Fund 611
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
680001 Internal Insurance Chgs	1,164	1,128	1,164	972	●	-16%
680004 Internal Fac Rent	4,596	4,596	4,548	4,068	●	-11%
680005 Int Computer Equip Chgs	6,840	6,840	6,840	6,840	●	0%
680007 Internal Bldg Maint Chgs	3,804	1,656	3,768	1,884	●	-50%
680012 Indirect Costs	24,960	25,224	25,668	26,112	●	2%
680014 Internal Employee Benefit Chg	1,248	1,200	1,140	1,116	●	-2%
680018 Internal MS Enterprise Agreemt	480	768	564	528	●	-6%
680027 Internal Workers Comp Chrgs	660	708	1,056	768	●	-27%
680030 Int Bldng Preservation Chrgs	1,128	1,104	1,200	1,188	●	-1%
Internal Charges	44,880	43,224	45,948	43,476	●	-5%
Total Operating Expenditures F611	\$ 253,136	\$ 247,547	\$ 360,427	\$ 352,722	●	-2%

Department Account Summary

FY20 Operating Stoplight - Storm Drainage Operations Fund 617

Information Technology

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	94,006	77,970	94,947	99,868	●	5%
540000 Overtime	-	-	-	-		
560000 Fringe Benefits	7,793	6,283	7,744	8,144	●	5%
560001 Medical/Dental Insurance	23,263	21,361	24,489	24,427	●	0%
560003 PERS/OPSRP	12,803	14,363	17,199	22,751	●	32%
560005 Workers Compensation	75	68	83	87	●	5%
Personnel Services	137,941	120,044	144,462	155,278	●	7%
611008 Contractual Services	24,065	11,980	72,940	52,940	●	-27%
632001 Telephone, Cellular, Pager	107	129	120	120	●	0%
632002 Ris/Airs/Geo Charges	1,211	1,275	4,440	4,500	●	1%
635001 Travel & Meeting Expenses	667	357	742	742	●	0%
636001 Software License Fee	6,479	13,717	16,204	16,204	●	0%
644002 Memberships, Books, Subscrips	-	215	428	428	●	0%
645003 Office & Computer Supplies	145	113	417	417	●	0%
645005 Computer Software	852	4,152	5,344	5,344	●	0%
645006 Small Furniture & appliances	-	-	125	125	●	0%
650006 GIS Program Expense	-	80	500	500	●	0%
660004 Equipment Maintenance	-	137	96	96	●	0%
671006 Employee Development	337	435	2,325	2,325	●	0%
Material & Service	33,862	32,590	103,681	83,741	●	-19%

Department Account Summary

FY20 Operating Stoplight - Storm Drainage Operations Fund 617

Information Technology

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
680001 Internal Insurance Chgs	936	888	924	768	●	-17%
680004 Internal Fac Rent	3,684	3,684	3,540	3,168	●	-11%
680005 Int Computer Equip Chgs	5,484	5,496	5,484	5,484	●	0%
680007 Internal Bldg Maint Chgs	3,048	1,296	2,976	1,488	●	-50%
680012 Indirect Costs	19,968	20,004	20,328	20,688	●	2%
680014 Internal Employee Benefit Chg	996	948	912	888	●	-3%
680018 Internal MS Enterprise Agreemt	384	624	444	420	●	-5%
680027 Internal Workers Comp Chrgs	528	552	840	612	●	-27%
680030 Int Bldng Preservation Chrgs	900	876	948	948	●	0%
Internal Charges	35,928	34,368	36,396	34,464	●	-5%
Total Operating Expenditures F617	\$ 207,731	\$ 187,002	\$ 284,539	\$ 273,483	●	-4%

Department Account Summary
FY20 Operating Stoplight - Vehicle & Equipment Fund 713
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
632005 Computer Equipment	55,187	69,674	100,000	100,000	●	0%
636001 Software License Fee	86,241	154,433	158,831	158,831	●	0%
Material & Service	141,428	224,107	258,831	258,831	●	0%
751001 Computer Equipment	-	26,272	-	-		
751008 Network Infrastructure	3,124	-	-	-		
791004 Telephone system upgrade 2020	-	-	-	350,000	●	100%
Capital Outlay	3,124	26,272	-	350,000	●	100%

Department Account Summary
FY20 Operating Stoplight - Vehicle & Equipment Fund 713
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

					% Change FY19 Amended to FY20 Proposed
Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	
Total Operating Expenditures F713	\$ 144,552	\$ 250,379	\$ 258,831	\$ 608,831	● 135%

Department Account Summary
FY20 Operating Stoplight - SDC Administration Fund 719
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	27,119	24,622	27,102	29,092	●	7%
560000 Fringe Benefits	2,258	1,979	2,211	2,372	●	7%
560001 Medical/Dental Insurance	5,633	5,888	5,964	5,950	●	0%
560004 Medical/Dental Insurance	(0)	-	-	-		
560003 PERS/OPSRP	4,360	4,921	5,427	7,195	●	33%
560005 Workers Compensation	22	21	24	25	●	7%
Personnel Services	39,392	37,431	40,728	44,635	●	10%
611008 Contractual Services	3,801	1,060	7,278	7,278	●	0%
632002 Ris/Airs/Geo Charges	252	429	1,128	1,140	●	1%
635001 Travel & Meeting Expenses	652	336	171	171	●	0%
636001 Software License Fee	2,494	1,116	4,390	4,390	●	0%
644002 Memberships, Books, Subscrips	-	-	428	428	●	0%
645003 Office & Computer Supplies	-	6	521	521	●	0%
645005 Computer Software	727	-	181	181	●	0%
671006 Employee Development	334	436	2,325	2,325	●	0%
Material & Service	8,260	3,383	16,422	16,434	●	0%
680001 Internal Insurance Chgs	228	216	240	192	●	-20%
680004 Internal Fac Rent	1,332	1,320	912	804	●	-12%
680005 Int Computer Equip Chgs	1,968	1,980	1,968	1,968	●	0%
680007 Internal Bldg Maint Chgs	732	324	756	384	●	-49%
680012 Indirect Costs	4,836	5,064	5,172	5,256	●	2%

Department Account Summary
FY20 Operating Stoplight - SDC Administration Fund 719
Information Technology

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
680014 Internal Employee Benefit Chg	360	216	228	228	●	0%
680018 Internal MS Enterprise Agreemt	144	156	108	108	●	0%
680027 Internal Workers Comp Chrgs	132	132	216	156	●	-28%
680030 Int Bldng Preservation Chrgs	180	180	204	192	●	-6%
Internal Charges	9,912	9,588	9,804	9,288	●	-5%
Total Operating Expenditures F719	\$ 57,564	\$ 50,402	\$ 66,954	\$ 70,357	●	5%

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon****To:** Budget Committee**From:** Nathan Bell, Department Director**Date:** March 13, 2019**Department:** Finance

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
<u>Revenue by Category</u>				
Taxes	N/A	(37,019)	(52,000)	(52,000)
Licenses, Permits & Fees	N/A	(1,789,336)	(2,083,000)	(2,114,500)
Charges For Service	N/A	(140,049)	(147,000)	(150,528)
Fines And Forfeitures	N/A	(1,658,831)	(1,633,000)	(1,657,000)
Use Of Money & Property	N/A	-	(1,500)	-
Miscellaneous Receipts	N/A	(205,454)	(195,000)	(190,000)
Total Budgeted Revenue	N/A	\$ (3,830,689)	\$ (4,111,500)	\$ (4,164,028)
<u>Expenditures by Category</u>				
Personnel Services	1,909,969	1,942,245	2,146,191	2,179,756
Materials & Services	1,118,903	1,147,087	1,285,618	1,172,046
Capital Outlay	171,783	-	58,500	70,000
Total Budgeted Expenditures	\$ 3,200,655	\$ 3,089,332	\$ 3,490,309	\$ 3,421,802
Full-Time Budgeted Employees	20.54	18.54	18.74	18.74

Department Budget Summary:

The Finance Department has seven programs used for tracking activities and accounting for the 18.74 FTE in the department. The staff is equally divided between the Finance division and the Municipal Court division. Of the seven programs in the budget, five are in the Finance division (accounts payable, audit & reporting, budget development, procurement, and treasury) and the remaining two are associated with Municipal Court.

The resources necessary to support the department are primarily either tax supported (subsidized) or internal service charges levied against the City's enterprise and special revenue funds for services provided. The exception to this is the \$1.7M in revenue generated through the Municipal Court and resulting from the cooperative effort of our Police Department, the City Prosecutor's Office, and the Municipal Court.

The department's FTE count for FY20 will remain the same as the count for FY19. The department's day-to-day activities are performed by staff with a heavy reliance on technology support to handle the volume of transactions (both accounting and court) that now occur. Proper internal controls also rely on appropriate technology safeguards. Often times, special projects (strategic planning, urban renewal) require the assistance of outside support in contractual services.

The department's General Fund and Special Levy Fund material and service's budget is closely tied to existing contracts that have little flexibility once approved, although every effort is made to review each contract on a regular basis. The following five accounts account for 82% of the department's discretionary material and services budget.

Billing & Collection	\$130,000	Collection fees paid offset by revenue generated for Court
Indigent Representation	424,100	Court appointed attorneys for approximated 3,000 cases annually
Software License Fees	143,944	Tyler Court, PeopleSoft Financials & Human Resources, Board Budget
Contractual Services	73,725	Auditors, Investment Custodial Services, Financial Advisors, Arbitrage Compliance
Banking Fees	30,000	Monthly bank fees offset by interest earnings
	<u>\$801,769</u>	

Accomplishments FY2018-2019:

- Successfully completed recruitments for six positions, four of those in Finance and two in the Municipal Court.
- Expanded the Municipal Court's online accessibility to defendants and attorneys. This included adding online record search accessibility to defense attorneys, adding an automated phone payment system that allows individuals to make payments by phone 24/7, and added the ability for individuals to set up online auto-pay or schedule payments.
- In an effort to improve the Court Appointed Attorney process, the City Prosecutor and defense attorneys are now included in the Municipal Court's in-custody arraignments, streamlining the appointment process and ensuring defendants have contact with their attorney in a timely manner.
- Submitted new Treasury Policy to Oregon State Treasury – Investment Division. The current policy in effect was last approved in November 1997. When then new policy is approved by the State, the City will have the ability to take advantage of longer-term investments and enjoy better returns.

Significant Changes:

- FY19 was a year of change for the Finance Department with the turnover of three of the four management positions. After 24 years as the Finance Director for the City of Springfield, Bob Duey retired in October 2018 and an executive recruiting firm was contracted to perform a national search for a new Finance Director. Nate Bell, the City's Accounting Manager, was selected from a pool of five finalists to be the next Finance Director. The recruitment for an Accounting Manager resulted in another internal placement and another recruitment process that is currently ongoing. In December of 2018, the City's Budget Officer of ten years accepted a position with a neighboring agency and the recruitment resulted in the position being offered to Neil Obringer who had previously served as the Senior Analyst for the Development and Public Works Department for the past five years.
- Our courtroom technology is outdated, having surpassed ten years in age. We have pieced together equipment from both courtrooms to get us one functioning courtroom, but it too is now failing. This equipment is essential for our video arraignments with the jail, security, and evidence presentation during trials. Municipal Court staff is currently researching options for replacing the equipment and, based on preliminary estimates, \$70,000 has been programmed into the FY20 budget.

Three Year Considerations FY2020-2022:

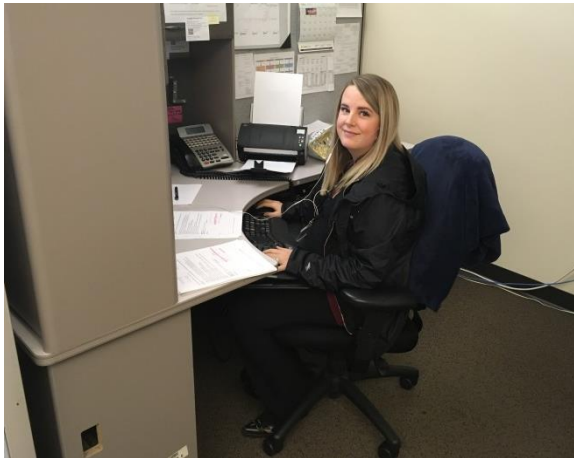
- Currently, the Program Managers in budget and procurement are responsible for all day-to-day activities within their programs. This limits their availability to perform high-level analysis work or expand the programs beyond the current scope. Considerations for an additional staff should be considered to allow the Finance Department to manage and optimize its financial and human resources.
- Long-range financial planning involves the Council and staff from all departments. To effectively merge the Council's strategic vision with fiscal planning, the additional dedication of resources towards staff support and outside expertise should receive consideration. Additional in-house support for software upgrades and performance measurement training would also be part of the program.
- The City's Oracle financial reporting software has been in use since 1998 and should be scheduled for a software version upgrade. Done as an in-house project, it will require significant Finance and IT staff resources to complete, diverting staff resources from other needed initiatives and projects.
- The City's procurement and contract effort is still operating without adequate technology to maximize its efficiency. Software that could streamline the contract development effort by providing on-line access to all users across the City would benefit all departments. The addition of appropriate software to the program would greatly benefit the pre-purchase activity (RFP's, RFQ's, contract development) and post-purchase activity (contract management, post-acquisition analysis), saving the City both time and money.
- Pending legislation may take away the Court's ability to suspend driving privileges for non-payment of fines/fees. If passed, this will have an impact on the Court's compliance levels. Pending legislation may also change the way courts handle mental health cases and creating a need for more creative solutions and alternatives to jail.



Finance Department

FY 2020

WELCOME



Our Mission



- To provide professional oversight and consultation to City departments regarding financial, accounting, & budgetary practices
- To ensure compliance with all financial & budgetary regulations
- To maintain public confidence in the ability of the legal judicial system to uphold the rule of law
- To fairly & impartially resolve legal contests in a timely manner
- To compel compliance with the laws that protect the safety & quality of life in the community





Finance Department

FY 2020

Programs

Finance

- **Accounts Payable**
Expenditure \$271,625
- **Annual Audit, CAFR & Internal Reporting**
Expenditure \$354,267
- **Budget Development, Forecasting, & Analysis**
Expenditure \$384,047
- **Procurements & Contracts**
Expenditure \$164,975
- **Treasury Management**
Expenditure \$78,483
- **Licensing & Franchising**
Expenditure \$376 / Revenue \$2,035,500
- **Regional Fiber Consortium**
Expenditure \$131,650 / Revenue \$150,528

Municipal Court

- **Municipal Court Services**
Expenditure \$1,504,447 / Revenue \$1,978,000
- **Municipal Court Administration**
Expenditure \$330,538

Finance Division

Accomplishments

- Received GFOA recognition for outstanding reporting
- New Treasury Policy submitted to the State of Oregon
- Continue to reach out to women & minority owned business vendors in solicitations
- Created a PERS reserve

Significant Changes

- A retirement & four recruitments

Future Considerations

- Staffing levels
- Complexity & Process Improvement
- Program Budgeting, Performance Measures, & Benchmarks
- Long-term Forecasting & PERS



Municipal Court Division

Accomplishments

- Expanded the Municipal Courts online accessibility
- Improved the Court Appointed Attorney process

Significant Changes

- Discontinued the DUII alternative court

Future Considerations

- Mental health & the courts
- Pending legislation
- Court security





Finance Department

FY 2020

Budget Summary

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
<u>Revenue by Category</u>				
Taxes	N/A	(37,019)	(52,000)	(52,000)
Licenses, Permits & Fees	N/A	(1,789,336)	(2,083,000)	(2,114,500)
Charges For Service	N/A	(140,049)	(147,000)	(150,528)
Fines And Forfeitures	N/A	(1,658,831)	(1,633,000)	(1,657,000)
Use Of Money & Property	N/A	-	(1,500)	-
Miscellaneous Receipts	N/A	(205,454)	(195,000)	(190,000)
Total Budgeted Revenue	N/A	\$ (3,830,689)	\$ (4,111,500)	\$ (4,164,028)

<u>Expenditures by Category</u>				
Personnel Services	1,909,969	1,942,245	2,146,191	2,179,756
Materials & Services	1,118,903	1,147,087	1,285,618	1,180,038
Capital Outlay	171,783	-	58,500	-
Total Budgeted Expenditures	\$ 3,200,655	\$ 3,089,332	\$ 3,490,309	\$ 3,359,794

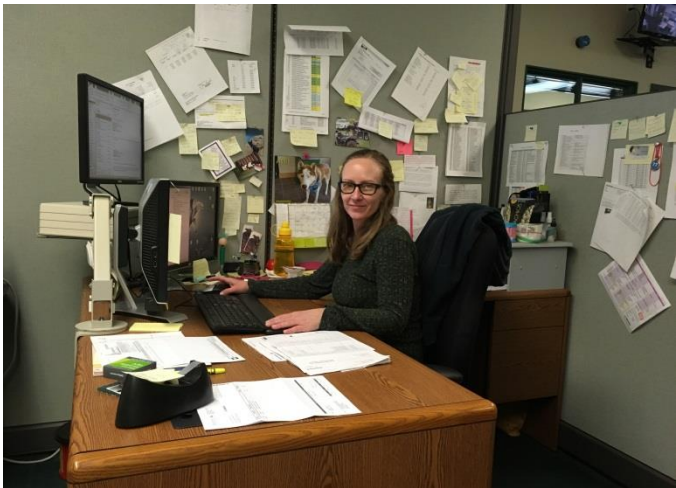
Full-Time Budgeted Employees	20.54	18.54	18.74	18.74
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Finance Department

FY 2020

Questions?



City of Springfield
FY20 Operating Stoplight - General Fund 100
Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	997,194	987,597	1,138,988	1,141,884	●	0%
560000 Fringe Benefits	77,118	78,692	89,789	92,791	●	3%
560001 Medical/Dental Insurance	281,881	290,421	299,562	304,889	●	2%
560003 PERS/OPSRP	116,258	143,757	171,930	219,586	●	28%
560004 Medical/Dental Insurance	591	-	-	-		
560005 Workers Compensation	788	852	971	1,000	●	3%
564005 Cell phone allowance	509	101	-	967	●	100%
Sub-Total Personnel Services	\$ 1,474,339	\$ 1,501,420	\$ 1,701,240	\$ 1,761,117	●	4%
611005 Interpreter Fees	5,363	4,767	5,000	5,000	●	0%
611007 Billing & Coll Exp	89,780	82,638	90,000	90,000	●	0%
611008 Contractual Services	104,237	74,972	68,725	68,725	●	0%
611012 Indigent Representation	79,486	121,743	94,500	94,500	●	0%
611017 Contractual Temporary Help	1,260	-	-	-		
611019 Merchant fees	13,014	13,758	3,000	3,000	●	0%
611031 Mental Health Evaluations	1,100	9,600	5,000	5,000	●	0%
611040 Bank Charges	29,293	30,608	30,000	30,000	●	0%
632001 Telephone, Cellular, Pager	2,542	2,334	1,766	1,766	●	0%
632005 Computer Equipment	8,128	641	6,000	6,000	●	0%
633001 Advertising	1,511	1,414	2,400	2,400	●	0%
634003 Duplicating Supplies	1,957	4,824	1,256	1,256	●	0%
634006 Printing & binding	1,568	-	250	250	●	0%
635001 Travel & Meeting Expenses	4,046	4,626	4,640	4,640	●	0%
636001 Software License Fee	94,516	160,785	128,944	128,944	●	0%
636003 Subpoena & Jury Fees	826	1,493	1,000	1,000	●	0%

City of Springfield
FY20 Operating Stoplight - General Fund 100
Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
644002 Memberships, Books, Subscrips	9,228	8,781	11,998	12,374	●	3%
645002 Postage & Shipping Charges	1,598	4	5,500	5,500	●	0%
645003 Office & Computer Supplies	6,081	3,327	6,000	6,000	●	0%
645006 Small Furniture & appliances	-	102	240	240	●	0%
647009 Program Expense	3,145	7,906	9,840	9,840	●	0%
660004 Equipment Maintenance	248	198	1,080	1,080	●	0%
671002 City Ee Recognition	-	-	364	364	●	0%
671006 Employee Development	2,899	3,417	10,000	10,000	●	0%
673001 Recruitment Expense	348	1,193	25,000	-	●	-100%
671016 LTD Bus Pass Reimb Program	-	79	-	-		
Sub-Total Material & Services	\$ 462,171	\$ 539,211	\$ 512,503	\$ 487,879	●	-5%
680001 Internal Insurance Chgs	12,060	11,244	11,976	9,600	●	-20%
680005 Int Computer Equip Chgs	3,504	3,516	-	-		
680014 Internal Employee Benefit Chg	12,576	12,468	11,208	11,088	●	-1%
680018 Internal MS Enterprise Agreemt	7,668	9,912	10,968	10,992	●	0%
680027 Internal Workers Comp Chrgs	12,312	9,720	33,348	16,320	●	-51%
680030 Int Bldng Preservation Chrgs	9,492	9,372	9,660	9,756	●	1%
Sub-Total Internal Charges	\$ 57,612	\$ 56,232	\$ 77,160	\$ 57,756	●	-25%
791001 Computer Software	165,712	-	58,500	-	●	-100%
761006 Audio Video Equipment	-	-	-	70,000	●	100%
Sub-Total Capital Outlay	\$ 165,712	\$ -	\$ 58,500	\$ 70,000	●	20%
Total Expenditures F100	\$ 2,159,834	\$ 2,096,863	\$ 2,349,403	\$ 2,376,752	●	1%

City of Springfield

FY20 Operating Stoplight - Community Development Fund 210

Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	14,903	10,822	11,966	12,767	●	7%
560000 Fringe Benefits	1,149	840	975	1,041	●	7%
560001 Medical/Dental Insurance	510	528	4,462	4,451	●	0%
560003 PERS/OPSRP	1,666	870	1,712	2,384	●	39%
560004 Medical/Dental Insurance	4,169	3,148	-	-		
560005 Workers Compensation	12	10	10	11	●	7%
576000 Internal PERS side account	-	-	-	-		
Sub-Total Personnel Services	\$ 22,410	\$ 16,217	\$ 19,126	\$ 20,654	●	8%
680001 Internal Insurance Chgs	168	156	180	144	●	-20%
680007 Internal Bldg Maint Chgs	540	240	564	636	●	13%
680014 Internal Employee Benefit Chg	180	1,680	168	168	●	0%
680018 Internal MS Enterprise Agreemt	72	144	168	168	●	0%
680027 Internal Workers Comp Chrgs	192	132	504	240	●	-52%
680030 Int Bldng Preservation Chrgs	132	132	180	-	●	-100%
Sub-Total Internal Charges	\$ 1,284	\$ 2,484	\$ 1,764	\$ 1,356	●	-23%
Total Expenditures F210	\$ 23,694	\$ 18,701	\$ 20,890	\$ 22,010	●	5%

City of Springfield
FY20 Operating Stoplight - Police Levy 236
Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	132,475	173,844	155,785	153,628	●	-1%
540000 Overtime	-	-	-	-		
560000 Fringe Benefits	13,262	13,550	12,662	12,528	●	-1%
560001 Medical/Dental Insurance	41,847	43,223	39,363	40,464	●	3%
560003 PERS/OPSRP	11,056	12,712	14,080	19,508	●	39%
560004 Medical/Dental Insurance	0	(0)	-	-		
560005 Workers Compensation	140	151	136	134	●	-1%
Sub-Total Personnel Services	\$ 198,780	\$ 243,480	\$ 222,026	\$ 226,262	●	2%
611005 Interpreter Fees	420	570	1,500	1,500	●	0%
611007 Billing & Coll Exp	68,884	95,636	40,000	40,000	●	0%
611008 Contractual Services	-	-	5,000	5,000	●	0%
611012 Indigent Representation	282,120	304,040	329,628	329,600	●	0%
611019 Merchant fees	-	-	5,000	5,000	●	0%
611031 Mental Health Evaluations	14,100	600	18,500	18,500	●	0%
632005 Computer Equipment	-	-	250	250	●	0%
634003 Duplicating Supplies	-	-	560	560	●	0%
634006 Printing & binding	-	-	100	1,000	●	900%
635001 Travel & Meeting Expenses	631	1,098	1,210	2,070	●	71%
636001 Software License Fee	2,168	-	15,000	15,000	●	0%
636003 Subpoena & Jury Fees	-	-	1,000	1,000	●	0%
644002 Memberships, Books, Subscrips	-	-	550	1,030	●	87%
645002 Postage & Shipping Charges	5,570	6,325	5,025	5,025	●	0%
645003 Office & Computer Supplies	-	94	1,070	1,070	●	0%
647009 Program Expense	-	-	2,000	1,790	●	-11%
660004 Equipment Maintenance	-	-	65	65	●	0%
671002 City Ee Recognition	-	-	10	10	●	0%
671006 Employee Development	-	-	3,200	3,200	●	0%
671007 Organization Development	-	-	80	160	●	100%
Sub-Total Mterial & Services	\$ 373,893	\$ 408,364	\$ 429,748	\$ 431,830	●	0%

City of Springfield
FY20 Operating Stoplight - Police Levy 236
Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
680001 Internal Insurance Chgs	1,572	1,608	1,836	1,440	●	-22%
680014 Internal Employee Benefit Chg	1,596	1,788	1,716	1,668	●	-3%
680018 Internal MS Enterprise Agreemt	1,536	1,416	1,680	1,656	●	-1%
680027 Internal Workers Comp Chrgs	1,272	1,404	5,100	2,460	●	-52%
680030 Int Bldng Preservation Chrgs	1,464	1,608	1,788	1,776	●	-1%
Sub-Total Internal Charges	\$ 7,440	\$ 7,824	\$ 12,120	\$ 9,000	●	-26%
Total Expenditures F236	\$ 580,113	\$ 659,668	\$ 663,894	\$ 667,092	●	0%

City of Springfield
FY20 Operating Stoplight - Bancroft Fund 305
Finance Department

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed
510000 Salaries	6,963	-	-	-	
560000 Fringe Benefits	541	-	-	-	
560001 Medical/Dental Insurance	2,378	-	-	-	
560005 Workers Compensation	6	-	-	-	
560003 PERS/OPSRP	776	-	-	-	
Sub-Total Personnel Services	\$ 10,663	\$ -	\$ -	\$ -	
680001 Internal Insurance Chgs	96	-	-	-	
680004 Internal Fac Rent	384	-	-	-	
680007 Internal Bldg Maint Chgs	324	-	-	-	
680012 Indirect Costs	2,100	-	-	-	
680014 Internal Employee Benefit Chg	108	-	-	-	
680018 Internal MS Enterprise Agreemt	36	-	-	-	
680027 Internal Workers Comp Chrgs	120	-	-	-	
680030 Int Bldng Preservation Chrgs	84	-	-	-	
Sub-Total Internal Charges	\$ 3,252	\$ -	\$ -	\$ -	
Total Expenditures F305	\$ 13,915	\$ -	\$ -	\$ -	

City of Springfield

FY20 Operating Stoplight - Development Assessment Capital 419

Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed
510000 Salaries	41,162	20,694	29,677	-	● -100%
560000 Fringe Benefits	3,196	1,577	2,421	-	● -100%
560001 Medical/Dental Insurance	12,401	3,163	6,084	-	● -100%
560003 PERS/OPSRP	4,092	3,027	4,247	-	● -100%
560005 Workers Compensation	33	25	26	-	● -100%
564005 Cell phone allowance	-	-	-	-	-
Sub-Total Personnel Services	\$ 60,885	\$ 28,485	\$ 42,455	\$ -	● -100%
611008 Contractual Services	-	-	5,000	-	● -100%
611009 Legal Expense	-	37	-	-	-
632005 Computer Equipment	-	-	250	-	● -100%
634003 Duplicating Supplies	-	-	60	-	● -100%
634006 Printing & binding	-	-	100	-	● -100%
635001 Travel & Meeting Expenses	-	-	210	-	● -100%
644002 Memberships, Books, Subscrips	-	-	500	-	● -100%
645002 Postage & Shipping Charges	-	-	25	-	● -100%
645003 Office & Computer Supplies	-	-	350	-	● -100%
647009 Program Expense	-	-	500	-	● -100%
660004 Equipment Maintenance	-	-	65	-	● -100%
671002 City Ee Recognition	-	-	10	-	● -100%
671006 Employee Development	-	-	700	-	● -100%
671007 Organization Development	-	-	80	-	● -100%
Sub-Total Mterial & Services	\$ -	\$ 37	\$ 7,850	\$ -	● -100%

City of Springfield

FY20 Operating Stoplight - Development Assessment Capital 419

Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed
680001 Internal Insurance Chgs	516	216	252	-	● -100%
680004 Internal Fac Rent	1,980	1,980	516	-	● -100%
680007 Internal Bldg Maint Chgs	1,644	336	768	-	● -100%
680012 Indirect Costs	10,788	5,076	5,172	-	● -100%
680014 Internal Employee Benefit Chg	552	240	228	-	● -100%
680018 Internal MS Enterprise Agreemt	216	192	228	-	● -100%
680027 Internal Workers Comp Chrgs	600	192	684	-	● -100%
680030 Int Bldng Preservation Chrgs	408	180	204	-	● -100%
Sub-Total Internal Charges	\$ 16,704	\$ 8,412	\$ 8,052	\$ -	● -100%
Total Expenditures F419	\$ 77,589	\$ 36,934	\$ 58,357	\$ -	● -100%

City of Springfield
FY20 Operating Stoplight - Local Sanitary Sewer 611
Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	9,998	8,396	8,971	9,458	●	5%
560000 Fringe Benefits	812	668	732	771	●	5%
560001 Medical/Dental Insurance	1,901	2,017	2,028	2,023	●	0%
560003 PERS/OPSRP	903	1,201	1,284	1,766	●	38%
560005 Workers Compensation	7	7	8	8	●	5%
Sub-Total Personnel Services	\$ 13,620	\$ 12,289	\$ 13,022	\$ 14,027	●	8%
680001 Internal Insurance Chgs	84	72	84	60	●	-29%
680004 Internal Fac Rent	300	300	204	192	●	-6%
680007 Internal Bldg Maint Chgs	240	108	252	288	●	14%
680012 Indirect Costs	1,608	1,692	1,728	1,752	●	1%
680014 Internal Employee Benefit Chg	84	84	72	72	●	0%
680018 Internal MS Enterprise Agreemt	36	60	72	72	●	0%
680027 Internal Workers Comp Chrgs	84	60	228	108	●	-53%
680030 Int Bldng Preservation Chrgs	72	72	84	84	●	0%
Sub-Total Internal Charges	\$ 2,508	\$ 2,448	\$ 2,724	\$ 2,628	●	-4%
Total Expenditures F611	\$ 16,128	\$ 14,737	\$ 15,746	\$ 16,655	●	6%

City of Springfield
FY20 Operating Stoplight - Regional Wastewater 612
Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	67,707	75,022	80,116	83,789	●	5%
560000 Fringe Benefits	5,502	6,010	6,535	6,836	●	5%
560001 Medical/Dental Insurance	16,724	17,751	17,848	17,804	●	0%
560003 PERS/OPSRP	8,183	10,736	11,465	15,652	●	37%
560005 Workers Compensation	59	65	70	73	●	5%
564005 Cell phone allowance	-	-	-	43	●	100%
Sub-Total Personnel Services	\$ 98,175	\$ 109,584	\$ 116,033	\$ 124,197	●	7%
611008 Contractual Services	400	400	6,000	6,000	●	0%
611040 Bank Charges	-	-	500	500	●	0%
635001 Travel & Meeting Expenses	-	-	2,100	1,545	●	-26%
644002 Memberships, Books, Subscrips	-	-	500	500	●	0%
645003 Office & Computer Supplies	-	-	250	250	●	0%
645005 Computer Software	60	60	200	200	●	0%
645006 Small Furniture & appliances	-	318	-	-	●	
647009 Program Expense	-	-	1,000	1,000	●	0%
671006 Employee Development	-	719	800	800	●	0%
Sub-Total Mterial & Services	\$ 460	\$ 1,497	\$ 11,350	\$ 10,795	●	-5%
680001 Internal Insurance Chgs	684	636	720	576	●	-20%
680004 Internal Fac Rent	2,592	2,592	2,052	1,872	●	-9%
680007 Internal Bldg Maint Chgs	2,160	984	2,268	2,532	●	12%
680012 Indirect Costs	15,948	17,232	19,452	20,112	●	3%
680014 Internal Employee Benefit Chg	720	708	672	660	●	-2%
680018 Internal MS Enterprise Agreemt	288	564	660	660	●	0%
680027 Internal Workers Comp Chrgs	792	552	2,016	972	●	-52%
680030 Int Bldng Preservation Chrgs	648	648	708	708	●	0%
Sub-Total Internal Charges	\$ 23,832	\$ 23,916	\$ 28,548	\$ 28,092	●	-2%
Total Expenditures F612	\$ 122,467	\$ 134,997	\$ 155,931	\$ 163,084	●	5%

City of Springfield
FY20 Operating Stoplight - Stormwater 617
Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●


Substantial increase (6% or greater) ●


Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	9,998	8,378	8,971	9,458	●	5%
560000 Fringe Benefits	812	666	732	771	●	5%
560001 Medical/Dental Insurance	1,901	2,017	2,028	2,023	●	0%
560003 PERS/OPSRP	903	1,199	1,284	1,766	●	38%
560005 Workers Compensation	7	7	8	8	●	5%
Sub-Total Personnel Services	\$ 13,620	\$ 12,268	\$ 13,022	\$ 14,027	●	8%
680001 Internal Insurance Chgs	84	72	84	60	●	-29%
680004 Internal Fac Rent	300	300	216	192	●	-11%
680007 Internal Bldg Maint Chgs	240	108	252	288	●	14%
680012 Indirect Costs	1,608	1,692	1,728	1,752	●	1%
680014 Internal Employee Benefit Chg	84	84	72	72	●	0%
680018 Internal MS Enterprise Agreemt	36	60	72	72	●	0%
680027 Internal Workers Comp Chrgs	84	60	228	108	●	-53%
680030 Int Bldng Preservation Chrgs	72	72	84	84	●	0%
Sub-Total Internal Charges	\$ 2,508	\$ 2,448	\$ 2,736	\$ 2,628	●	-4%
Total Expenditures F617	\$ 16,128	\$ 14,716	\$ 15,758	\$ 16,655	●	6%


City of Springfield









FY20 Operating Stoplight - Regional Fiber Consortium 629

Finance Department

Minimal increase or reduction (up to + 2.99%) 

Moderate increase (3% - 5.99%) 

Substantial increase (6% or greater) 

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
611008 Contractual Services	-	-	-	99,500		100%
631001 Insurance Premiums	-	-	-	25,000		100%
635001 Travel & Meeting Expenses	-	-	-	6,000		100%
636009 Government ethics Comm charges	-	-	-	100		100%
644002 Memberships, Books, Subscrips	-	-	-	550		100%
647009 Program Expense	-	-	-	500		100%
Sub-Total Internal Charges	\$ -	\$ -	\$ -	\$ 131,650		100%
Total Expenditures F629	\$ -	\$ -	\$ -	\$ 131,650		100%

City of Springfield
FY20 Operating Stoplight - Vehicle & Equipment 713
Finance Department

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed
632005 Computer Equipment	-	6,970	8,400	5,000	● -40%
771002 Digital Copiers	6,071	-	-	-	
Total Expenditures F713	\$ 6,071	\$ 6,970	\$ 8,400	\$ 5,000	● -40%

City of Springfield
FY20 Operating Stoplight - SDC Admin 719
Finance Department

Minimal increase or reduction (up to + 2.99%) ●

Moderate increase (3% - 5.99%) ●

Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed	
510000 Salaries	12,578	13,001	13,570	13,201	●	-3%
560000 Fringe Benefits	985	1,008	1,107	1,082	●	-2%
560001 Medical/Dental Insurance	2,471	2,622	2,637	2,630	●	0%
560003 PERS/OPSRP	1,432	1,860	1,942	2,478	●	28%
560005 Workers Compensation	10	11	12	12	●	-2%
564005 Cell phone allowance	-	-	-	70	●	100%
Sub-Total Personnel Services	\$ 17,476	\$ 18,503	\$ 19,267	\$ 19,473	●	1%
680001 Internal Insurance Chgs	96	84	108	84	●	-22%
680004 Internal Fac Rent	384	384	324	276	●	-15%
680007 Internal Bldg Maint Chgs	324	132	336	372	●	11%
680012 Indirect Costs	2,100	2,196	2,244	2,280	●	2%
680014 Internal Employee Benefit Chg	108	96	96	96	●	0%
680018 Internal MS Enterprise Agreemt	36	72	96	96	●	0%
680027 Internal Workers Comp Chrgs	120	72	300	144	●	-52%
680030 Int Bldng Preservation Chrgs	84	72	84	84	●	0%
Sub-Total Internal Charges	\$ 3,252	\$ 3,108	\$ 3,588	\$ 3,432	●	-4%
Total Expenditures F719	\$ 20,728	\$ 21,611	\$ 22,855	\$ 22,905	●	0%

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon****To:** Budget Committee**From:** Mary Bridget Smith, City Attorney**Date:** March 13, 2019**Department:** Legal Services

	FY17	FY18	FY19	FY20
	Actuals	Actuals	Amended	Proposed
<u>Expenditures by Category</u>				
Personnel Services	-	-	376,800	406,643
Materials & Services	952,426	698,363	425,436	433,973
Total Budgeted Expenditures	\$ 952,426	\$ 698,363	\$ 802,236	\$ 840,616
Full-Time Budgeted Employees	-	-	3.00	3.00

Department Budget Summary:

Representation of the City of Springfield was brought in-house with the creation of the Springfield City Attorney's Office effective July 1, 2018. The City Attorney's Office has three full time employees which include two full time attorney positions and one support staff position. The City Attorney is appointed by the City Council while the Assistant City Attorney and Departmental Assistant report to the City Attorney. With the bringing of the city attorney function in-house, the City realized significant additional attorney hours dedicated to the representation of Springfield in addition to improved accessibility on a day-to-day basis.

City Prosecutor services continue to be provided via a contract managed by the City Manager's Office.

Accomplishments:

- "Open" in-house City Attorney Office by relocating office from Leahy Cox, LLP and establishing new office in City Hall.
- Enhanced representation of the City of Springfield through increased dedicated attorney hours and improved accessibility and efficiencies.
- Shepherded through Development Code changes in response to federal law direction regarding small cell telecommunication facilities.
- Worked to become a subject matter expert in telecommunications law to assist City with franchise agreements and utility licenses.
- Acting as liaison with City Council in recruitment for City Manager vacancy.

Significant Changes:

- Hiring of three FTE
- Relocating physical office from private law firm to City Hall
- City Attorney joined the Executive Team

Three Year Considerations FY2021-2023:

- The City Attorney's Office has continued to provide professional legal services and counsel on a wide range of legal issues confronting the City Council, departments, employees and boards and commissions. As a newly created department, the City Attorney's Office plans to use this initial timeframe to learn more about the City, and improve the delivery of legal services.
- Assist with right-of-way acquisition for Franklin Blvd., Phase II.
- Assist with Development Code rewrite project.
- Assist with economic development efforts in urban renewal areas.

The background of the slide is a close-up photograph of a light-colored wooden surface. Scattered across the surface are numerous small, white, square letter tiles. Some tiles have letters in a teal color, while others are plain white. The tiles are arranged in a somewhat random pattern, with some showing letters like 'O', 'I', 'S', 'A', 'Z', 'E', 'L', 'A', 'W', and 'F'.

City Attorney's Office

Budget Presentation

April 30, 2019



City Attorney's Office



Who we are:

Mary Bridget Smith, City Attorney

Kristina Schmunk Kraaz, Assistant
City Attorney

Linda Craig, Paralegal/Department
Assistant





In –House City Attorney



- The City Attorney's Office was brought in-house July 1, 2018
- City realized significant additional attorney hours dedicated to the representation of Springfield
- Improved accessibility and efficiency on a daily basis



Office Structure



- City Attorney is appointed directly by the City Council
- Assistant City Attorney and Paralegal/Department Assistant report to the City Attorney
- The City Attorney's Office's client is the City of Springfield as an entity



What we do



- City Attorney's Office is an internal support department
- We deal with a wide range of issues for all departments citywide
 - Revise library unattended child policy
 - Draft and bring forward proposed Municipal Code changes
 - Participate on team to rewrite Development Code
 - Legal research on City Administrative Regulations for employee social media use
 - Represent City in unfair labor practice complaint before state administrative law judge



FY19 Objectives and Accomplishments



- “Open” in-house City Attorney Office by relocating office from Leahy Cox, LLP and establishing new office in City Hall
- Learn about City’s procedures and process, and insert CAO office in most efficient and seamless way possible
- Shepherded through Development Code changes in response to federal law direction regarding small cell telecommunication facilities
- Worked to become a subject matter expert in telecommunications law to assist Springfield with franchise agreements and utility licenses
- Acting as liaison with City Council in recruitment for City Manager vacancy



FY20 Objectives



- Take knowledge we have gained in the first year of being in-house to see if we can realize efficiencies by improving or changing some process and/or procedures
- Continue to work on Development Code update project
- City Manager recruitment and orientation



Three Year Considerations



- Continue to provide professional legal services and advice on a wide range of legal issues in a cost efficient manner
- Assist with right-of-way acquisition for Franklin Blvd., Phase II
- Assist with Development Code Update project
- Assist with economic development efforts in urban renewal areas
- Continue to gain subject matter expertise on telecommunications law
- Increase labor law knowledge



QUESTIONS?



Department Account Summary
FY20 Operating Stoplight - All Funds
City Attorney's Office

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed	% Change FY19 Amended to FY20 Proposed
510000 Salaries	-	-	257,567	268,480	● 4%
560000 Fringe Benefits	-	-	20,098	20,766	● 3%
560001 Medical/Dental Insurance	-	-	60,844	60,695	● 0%
560003 PERS/OPSRP	-	-	37,009	51,122	● 38%
560005 Workers Compensation	-	-	226	240	● 6%
564001 Car allowance	-	-	-	4,800	● 100%
564005 Cell phone allowance	-	-	1,056	540	● -49%
Personnel Services	-	-	376,800	406,643	● 8%
611008 Contractual Services	-	459,346	-	2,000	● 100%
611009 Legal Expense	-	17,964	60,000	60,000	● 0%
620003 Equipment Rental	-	-	563	-	● -100%
632001 Telephone, Cellular, Pager	-	-	3,300	-	● -100%
632005 Computer Equipment	-	6,223	8,777	-	● -100%
634003 Duplicating Supplies	-	-	563	500	● -11%
635001 Travel & Meeting Expenses	-	-	-	1,500	● 100%
636001 Software License Fee	-	-	-	400	● 100%
642002 Utilities	-	-	2,600	2,600	● 0%
644002 Memberships, Books, Subscrips	-	-	3,885	6,877	● 77%
645002 Postage & Shipping Charges	-	-	1,913	200	● -90%
645003 Office & Computer Supplies	-	-	7,375	2,000	● -73%
647009 Program Expense	-	-	-	300	● 100%
660004 Equipment Maintenance	-	-	300	-	● -100%
671006 Employee Development	-	-	2,000	2,200	● 10%
Material & Service	-	483,532	91,276	78,577	● -14%
680001 Internal Insurance Chgs	-	-	-	2,640	● 100%
680005 Int Computer Equip Chgs	-	-	2,000	2,300	● 15%
680014 Internal Employee Benefit Chg	-	-	2,304	2,256	● -2%
680018 Internal MS Enterprise Agreemt	-	-	1,116	1,116	● 0%
680027 Internal Workers Comp Chrgs	-	-	-	1,548	● 100%
680030 Int Bldng Preservation Chrgs	-	-	2,004	1,956	● -2%

Department Account Summary
FY20 Operating Stoplight - All Funds
City Attorney's Office

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

					% Change FY19 Amended to FY20 Proposed	
Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed		
Internal Charges	-	-	7,424	11,816	●	59%
Total All Funds	\$ -	\$ 483,532	\$ 475,500	\$ 497,036	●	5%

Department Account Summary
FY20 Operating Stoplight - All Funds
City Prosecutor

Minimal increase or reduction (up to + 2.99%) ●
 Moderate increase (3% - 5.99%) ●
 Substantial increase (6% or greater) ●

					% Change FY19 Amended to FY20 Proposed	
Account	FY17 Actual	FY18 Actual	FY19 Amended	FY20 Proposed		
611008 Contractual Services	-	214,154	321,231	337,680	●	5%
632001 Telephone, Cellular, Pager	-	-	305	300	●	-2%
634003 Duplicating Supplies	-	-	-	1,000	●	100%
636001 Software License Fee	-	47	-	-		
636004 Witness Fees	-	-	1,400	1,400	●	0%
644002 Memberships, Books, Subscrips	-	-	500	500	●	0%
645002 Postage & Shipping Charges	-	30	700	400	●	-43%
645003 Office & Computer Supplies	-	-	500	200	●	-60%
647009 Program Expense	-	-	1,500	1,500	●	0%
Material & Service	-	214,230	326,136	342,980	●	5%
680005 Int Computer Equip Chgs	-	600	600	600	●	0%
Internal Charges	-	600	600	600	●	0%
Total All Funds	\$ -	\$ 214,830	\$ 326,736	\$ 343,580	●	5%