

**CITY OF SPRINGFIELD
BUDGET COMMITTEE MEETING**

Tuesday, May 7th, 2019, 5:30 p.m.
Library Meeting Room, Springfield City Hall
225 Fifth Street
Springfield, Oregon

REVISED AGENDA

- | | | |
|----------------|--|--------------------------|
| A.) | COMMITTEE OPENING REMARKS | 10 minutes |
| | 1. Welcome from the Chair | Victoria Doyle |
| | 2. Roll Call | Staff |
|
B.) |
NEW BUSINESS | |
| | Department presentations | |
| | 1. Police Department | Rick Lewis 45 minutes |
| |
BREAK | 10 minutes |
| | 2. Library Department | Emily David 20 minutes |
| | 3. Development & Public Works Department | Tom Boyatt 45 minutes |
| |
BREAK | 10 minutes |
| | 4. Capital Budget | Jeff Paschall 30 minutes |
| | 5. Finance* | Nathan Bell 20 minutes |
|
D.) |
BUSINESS FROM THE AUDIENCE | 10 minutes |
|
E.) |
ANNOUNCE NEXT BUDGET COMMITTEE MEETING | Victoria Doyle |
| | 1. Tuesday, May 14th – 6:00 PM, Springfield City Hall – Library Meeting Room | |

Note:

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

G.) ADJOURN

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

Attachments for May 7th Budget Committee:

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

*Finance Department attachments (ATT 13-15) may be found in the April 30th Budget Committee Agenda Packet.

DEPARTMENT BUDGET MEMO**City of Springfield, Oregon****To:** Budget Committee**From:** Richard L. Lewis, Chief of Police**Date:** April 8, 2019**Department:** Police Department

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
<u>Revenue by Category</u>				
Licenses, Permits & Fees	N/A	(86,756)	(86,500)	(82,000)
Intergovernmental	N/A	(242,894)	(242,728)	(197,500)
Charges For Service	N/A	(455,286)	(361,600)	(552,100)
Fines and Forfeitures	N/A	(40,086)	-	-
Use of Money & Property	N/A	(5,373)	-	-
Miscellaneous Receipts	N/A	(114,376)	(34,000)	(30,000)
Total Budgeted Revenue	N/A	\$ (944,771)	\$ (724,828)	\$ (861,600)
<u>Expenditures by Category</u>				
Personnel Services	16,098,295	16,654,318	17,413,313	18,363,551
Materials & Services	3,012,467	3,071,646	3,770,223	3,859,962
Capital Outlay	638,701	247,140	802,000	285,000
Total Budgeted Expenditures	\$ 19,749,463	\$ 19,973,105	\$ 21,985,536	\$ 22,508,513
Full-Time Budgeted Employees	124.00 *	124.00*	123.00*	123.00

*Budgeted Employee FTE reduced to 122.00 for FY17 and to 121.00 for FY18, FY19 through City vacancy management efforts.

Department Budget Summary:

Throughout fiscal year 2019-20 the Springfield Police Department will maintain current service levels to the community, with a continued emphasis on safe neighborhoods, as well as increasing community outreach, education, and crime prevention opportunities. Due to the relatively flat operations budget, the Police Department will have limited resources to implement new programs, services, or large technology projects. New or increased budget requests include a 25% cost share contribution for Springfield CAHOOTS 24x7 services, an increase to police personnel overtime budget, a contractually obligated cost share contribution to Lane Radio Interoperability Group (LRIG), inmate medical services and planned vehicle replacement purchases.

Review of calendar year 2018 crime statistics revealed person, property and society crime categories are below five year averages, however there was a 9.8% increase in reported person crimes when compared to 2017. Springfield Police Department will continue to emphasize community safety and committing resources to aggressively investigate person crimes, as well as coordinating community education opportunities regarding personal safety.

Police Department staff had been researching program funding opportunities for CAHOOTS or a new mental health crisis intervention model, as current CAHOOTS grant funding ends June 2019. Lane County Mental Health grant management personnel recently advised they anticipate grant funding for mobile crisis intervention to continue to be available to Lane County and partially available to the City of Springfield after June 2019. Lane County grant management personnel communicated support for 75% of CAHOOTS services to the City of Springfield for FY19-20 and FY20-21, as grant funding allows. Lane County grant funding is contingent on the

City of Springfield providing the remaining 25% or \$207K/year for CAHOOTS services, plus CAHOOTS van maintenance and fuel costs. Springfield Police Department and City of Springfield personnel acknowledge the distinct value of CAHOOTS services to the Springfield community and are committed to fulfilling the 25% match requirement. Lane County indicated they would continue partial funding for CAHOOTS in FY21-22 and FY 22-23, but at an increased match rate from the City. It should be noted that the referenced Lane County grant funding has not been finalized and is subject to federal and state timelines and requirements.

The Police Department's overtime costs have exceeded the flat overtime budget for over five years. Over the last three fiscal years, overtime costs have trended at \$275,000 over the budgeted amount. Vacancy management has been actively utilized to account for overtime costs, which has impacted the timing and number of new hires. The fiscal year 2019-20 budget increased general fund overtime by \$120,000 and the jail and police levy fund by \$40,000, in an initial step to right size the overtime budget. Police Department management will continue efforts to minimize the amount of discretionary overtime. The budget increase will assist with overtime costs that are challenging to control due to the need for police services for unanticipated incidents, court, and personnel illness or extended leave. Budget monitoring and hiring efforts should be improved with the fiscal year 2019-20 increase in overtime budget and funding of all 123 FTE employees. The overtime budget will continue to be reviewed to identify the necessary budget in future years.

The Police Department's proposed jail levy operational budget includes a \$135,000 increase for inmate medical expense. The Springfield Municipal Jail established a new contracted service provider for inmate medical, dental, and mental health services as of October 2018. The new service provider has an increased cost due to increased service hours, licensure of medical providers, and emphasis on adherence to industry best practices (NCCHC, ACA standards). Additional larger budgetary obligations include a contribution to LRIG for a share of costs associated with a contracted hardware update to regional radio base stations. The City's share of the cost is \$250,000 and was planned to be funded with marijuana apportionment funds. The Police Department also proposes to utilize vehicle reserve funds to fulfill planned vehicle replacement purchases.

Accomplishments FY2018-19:

- Upgrade of the Justice Center and Jail security camera system, scheduled for completion May 2019.
- Replacement of the patrol vehicle computer solution with increased connectivity and security features.
- Purchase of new mobile and portable radios for key department personnel. The total cost of new radios was notably under initial cost estimates due to a significant negotiated discount and re-evaluation of department needs for radio functionality over the next ten years.
- Continued increase in jail and police levy fund revenue due to jail bed lease contracts and agreements.
- Awarded overtime grants to increase focused traffic safety efforts regarding speed, distracted driving, driving under the influence, and safety belts.

Significant Changes:

- CAHOOTS anticipated to continue service to City of Springfield under partial grant funding.
- Preparation of professional stops data gathering in accordance with House Bill 2355.
- Reclassification of the Professional Standards role from a lieutenant to a sergeant
- Five police officers promoted to sergeants from March to July 2018
- Springfield School District request for a third School Resource Officer, to be funded by the School District
- Evaluation of 12 hour shifts for patrol officers after a six month trial period, at request of the Springfield Police Association.

Three Year Considerations FY2021-2023:

The Police Department continues to encounter a number of challenges and opportunities, including new statutory and security requirements, technology (body cameras, digital evidence, complex public safety applications),

hiring, and building maintenance and equipment replacement in accordance with best practice. The following provides more information on key decision points in future years.

As previously noted, partial grant funding for CAHOOTS mobile mental health services is anticipated for fiscal years 2019-20 and 2020-21 with a 25% match from the City of Springfield (estimated at \$207K/year). Lane County indicated that partial grant funding could continue in fiscal years 2021-22 and 2022-23, but with a possible increased match requirement up to 50% or \$415K/year. Springfield Police and City of Springfield personnel must continue to research funding solutions and models for long-term mental health crisis assistance services.

The company supporting the Police Department's primary suite of applications used for computer aided dispatch, mobile computing, mobile reporting, and records management was acquired by Central Square Technologies in 2018. Central Square Technologies has communicated its intent to actively support the current suite of applications until a smooth migration to other software platforms is perfected. Central Square Technologies estimates a three to five year time period until they recommend migration to a compatible suite of applications. The vendor advises that efforts will be made for migrations to be available at little to no cost, however project management, training, and personnel implementation resources will be utilized heavily during the migration and may have a budgetary impact.

As the City's long range strategic plan is under development, the Police Department postponed development of a department long range strategic plan to allow for the alignment of department and city objectives. Police Department Command Staff, with input from City leadership and the Springfield Police Advisory Board, will continue to evaluate the best time to proceed with the development of a department long range strategic plan.

After more than ten years of occupancy, with 24x7 use, the physical appearance and key building systems of the Springfield Justice Center and Springfield Municipal Jail are in need of long-term maintenance or replacement. This maintenance exceeds the current budget developed for short-term building maintenance needs. The Police Department, in partnership with other departments occupying the Justice Center and DPW, must prioritize key long-term maintenance projects for planning and budget considerations. The building security systems are requiring significant maintenance and upgrades as equipment and software approach the end of their useful life. The Police Department intends to replace a key security system in FY18-19 (surveillance cameras, storage and software), however other components of the security system require updating which may require additional funding in future years.

The Police Department will continue making a concerted effort to reduce the cost of future jail and police levy funding by controlling costs and responsibly identifying revenue opportunities.



Police Department

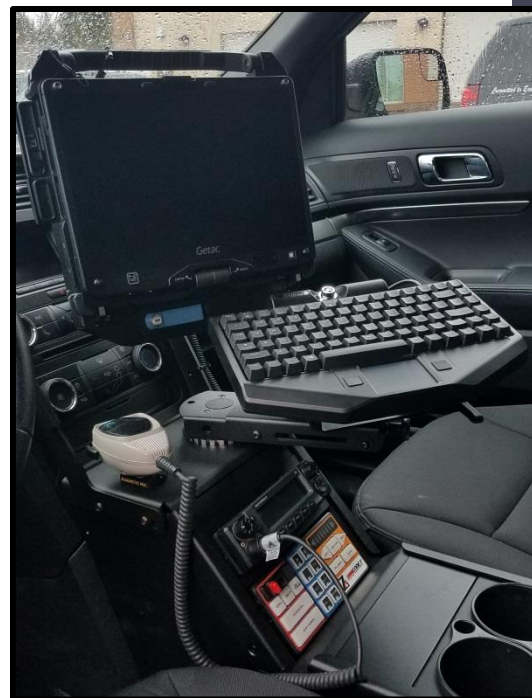
FY 2020



Serve with Honor
Uphold the Law
Protect the Community

FY2019 Accomplishments:

- Replacement of patrol vehicle computer solution
- Purchased new mobile and portable radios.
- Upgrading the Justice Center and Jail security camera system is scheduled for May 2019
- Continued increase in jail bed lease revenue



Facts:

- Realized a \$204K or 27.8% savings on regional contract pricing for mobile and portable radios by coordinating the purchase with regional partners.

Significant changes in FY2019:

- **Reclassification of the Professional Standards role from a lieutenant to a sergeant, June 2018.**
- **Five police officers promoted to sergeants from March to July 2018.**

Facts:

- **Four employees retired from SPD from June 2018 to January 2019 with a combined 123 years of service.**



Significant changes in FY2020:

Facts:

- CAHOOTS averages 14.5 calls per day

- Budgetary funding for all 123 FTE police positions
- Increased overtime budget to better align with historical cost trends and reduce reliance on vacancy management.
- CAHOOTS to continue mobile crisis services to the City of Springfield under partial grant funding





Police Department

FY 2020

FY2020 Department Objectives

- Ongoing enhancement of community safety through policing, investigation, and community education
- Continued emphasis on recruitment and hiring of quality employees
- Implement program for professional stops gathering in accordance with HB2355
- Evaluate third School Resource Officer position
- Complete six month pilot of 12 hour shift for patrol officers

Facts:

- 10%+ decrease in property and society crime categories from 2017 to 2018
- 9.81% increase in person crimes from 2017 to 2018

Crime Category	2015 Offenses	2016 Offenses	2017 Offenses	2018 Offenses
Person	967	1020	838	918
Property	4267	4569	4030	3444
Society	2576	2855	3183	2730
Society - Oregon	2776	2927	3386	3035
Totals	10586	11371	11437	10127

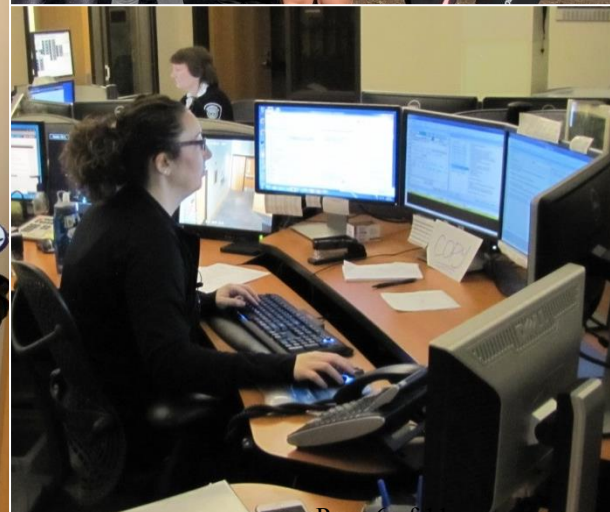
	2015	2016	2017	2018
Number of Calls for Service	47790	49084	50255	47817



Police Department

FY 2020

The Springfield Police Department FY20 budget consists of 22 programs.



Police Program Highlights

- **Hiring & Professional Standards (1141)** – The program managed # hiring processes and 12 new hires in FY2019 to date.
- **Patrol - Sworn (1144)** – Implementing professional stops gathering and reporting program in accordance with HB2355. Six month pilot of 12 hour shifts.
- **K-9 Unit (1148)** – A new police dog and handler will be selected and trained in Spring 2019.



Facts:

- SPD patrol were dispatched to 40,185 calls for service in 2018.
- SPD estimates 565 hours per year will be dedicated to adhering to HB2355 professional stops reporting .
- The SPD K9 team will host the annual K9 Competition on June 15th. Free Admission!

Police Program Highlights, continued

- School Resource Officers (1161) – Evaluating staffing a third school resource officer in FY20.
- Crime Prevention and Community Relations (1163) – The Community Outreach Coordinator has actively established relationships throughout the community.

Facts:

- The 2019 Citizen's Police Academy takes place April 3rd through June 5th



Police Program Highlights, continued

- **CAHOOTS (1166) – Partial grant funding available to support ongoing mobile crisis services to the City of Springfield.**
- **Jail Operations (1175) – Continued increase in jail and police levy fund revenue due to jail bed lease contracts.**

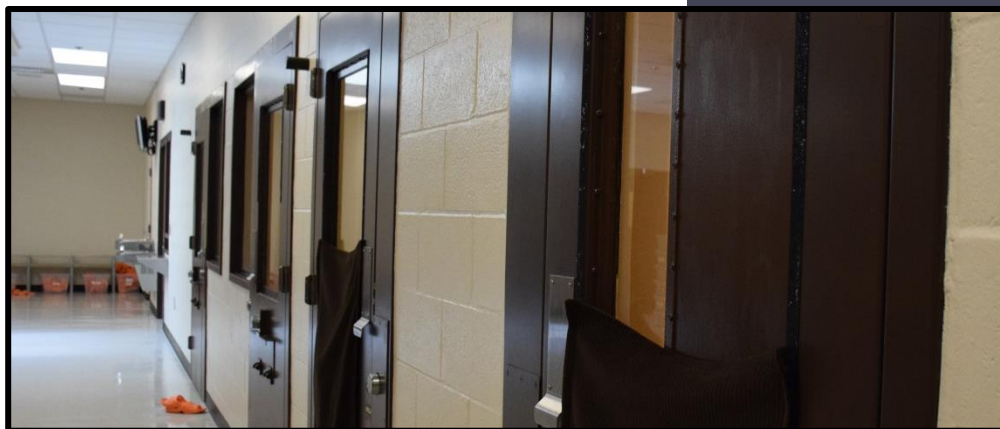


Facts:

- **Springfield Jail's 2018 average daily population was 47**
- **Jail Sergeant Clontz was voted SPD's 2018 Employee of the Year by his peers**

Future Challenges:

- Future funding solution for mobile mental health crisis services
- Facility long-term maintenance and system replacement
- Funding of overtime costs
- Reduce the cost of future jail and police levy



Police Department

FY 2020



Thank you!

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Police 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	6,315,820	6,444,862	6,937,715	7,147,068	●	3%
540000 Overtime	528,996	519,234	273,744	393,744	●	44%
560000 Fringe Benefits	563,068	571,023	601,044	614,108	●	2%
560001 Medical/Dental Insurance	1,578,033	1,540,629	1,642,352	1,683,550	●	3%
560002 City Retirement Plan	490,596	497,889	492,127	399,555	●	-19%
560003 PERS/OPSRP	782,436	1,017,536	1,117,823	1,502,066	●	34%
560004 Medical/Dental Insurance	1,283	0	-	-		
560005 Workers Compensation	62,920	67,896	69,730	71,464	●	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	3,493	1,138	-	-		
564003 Uniform allowance	112,824	113,382	123,188	128,170	●	4%
564005 Cell phone allowance	4,912	4,689	4,640	4,280	●	-8%
576000 Internal PERS side account	-	-	-	-		
Personnel Services	11,870,916	12,149,205	12,614,366	13,296,008	●	5%
611008 Contractual Services	116,965	48,489	42,870	45,000	●	5%
611019 Merchant fees	10,347	9,832	9,000	9,000	●	0%
632001 Telephone, Cellular, Pager	43,372	57,117	55,900	62,000	●	11%
632002 Ris/Airs/Geo Charges	33,565	48,393	43,788	42,984	●	-2%
632004 Info System Operations	188,993	117,807	89,700	96,000	●	7%
632005 Computer Equipment	37,573	8,728	16,539	16,800	●	2%
632007 LRIG - SW7 System	-	103,650	102,956	116,935	●	14%
633001 Advertising	453	-	-	-		
634003 Duplicating Supplies	4,824	-	-	-		
634006 Printing & binding	10,547	-	-	-		
635001 Travel & Meeting Expenses	36,333	3,560	10,000	5,000	●	-50%
636001 Software License Fee	5,445	14,092	40,090	41,500	●	4%
641006 Medical Supplies	5,573	2,474	5,000	5,000	●	0%
641008 Safety Clothing/Eq	14,239	3,260	10,000	10,000	●	0%
641015 Police Weapons	-	795	35,000	35,000	●	0%
642001 Gasoline & Oil	115,181	133,479	200,600	200,600	●	0%
642002 Utilities	32,516	81,084	75,225	84,000	●	12%

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Police 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	
643003 SUB Water	4,546	-	-	-		
643004 SUB Sewer & Drainage	7,799	-	-	-		
643007 SUB Electricity	33,496	-	-	-		
644002 Memberships, Books, Subscrips	4,891	2,671	5,000	5,000	●	0%
645002 Postage & Shipping Charges	9,331	10,891	10,000	10,000	●	0%
645003 Office & Computer Supplies	13,889	44,531	36,000	36,000	●	0%
645005 Computer Software	8,682	-	-	-		
645006 Small Furniture & appliances	1,764	-	-	-		
646002 Clothing Allowance	27,067	17,043	24,500	24,500	●	0%
647007 Cleang/Maint Materials	13,353	10,186	15,000	13,000	●	-13%
647009 Program Expense	178,737	102,136	88,000	66,995	●	-24%
647012 Claims Expense	-	4,486	-	-		
650016 Citizen Survey	-	-	1,500	-	●	-100%
650041 Region Training Plan	5,000	5,000	5,000	5,000	●	0%
650065 Hazmat	7,761	4,373	11,000	11,000	●	0%
650153 Cahoots Services	-	-	-	210,000	●	100%
651009 Lockout Crime Project	-	2,257	2,500	2,500	●	0%
660004 Equipment Maintenance	15,756	11,656	33,000	28,000	●	-15%
660006 Communicate EQ Maint	218	-	-	-		
660013 Bldg Maintenance	9,614	9,147	45,000	40,000	●	-11%
660016 Vehicle Maintenance	74,103	48,430	50,000	50,000	●	0%
671002 City Ee Recognition	464	3,021	500	500	●	0%
671006 Employee Development	16,971	34,055	40,000	45,000	●	13%
671008 Tuition Reimbursement	11,851	38,484	35,000	30,000	●	-14%
672004 HRA Adjustment	-	1,248	-	-		
673001 Recruitment Expense	12,697	12,670	10,000	10,000	●	0%
Material & Service	1,113,914	995,044	1,148,668	1,357,314	●	18%
680001 Internal Insurance Chgs	245,904	247,308	324,960	343,500	●	6%
680005 Int Computer Equip Chgs	36,000	36,000	26,500	38,500	●	45%
680011 Internal Veh & Equip Rent	232,704	234,300	209,100	244,100	●	17%
680014 Internal Employee Benefit Chg	67,920	67,932	64,464	62,940	●	-2%
680018 Internal MS Enterprise Agreemt	13,224	25,284	28,908	28,908	●	0%

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Police 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	
680024 Public Safety Systm Cntributin	12,000	12,000	14,500	14,550	●	0%
680027 Internal Workers Comp Chrgs	215,220	161,184	145,248	107,520	●	-26%
680030 Int Bldng Preservation Chrgs	54,528	51,132	55,560	54,552	●	-2%
Internal Charges	877,500	835,140	869,240	894,570	●	3%
751001 Computer Equipment	-	-	-	10,000	●	100%
761004 LRIG Radio Replacement	108,730	-	-	-		
Capital Outlay	108,730	-	-	10,000	●	100%
Total Expenditures F100	\$ 13,971,060	\$ 13,979,389	\$ 14,632,274	\$ 15,557,892	●	6%

Department Account Summary
FY20 Operating Stoplight - Special Revenue Fund 204
Police 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	-	3,539	-	-		
540000 Overtime	6,992	8,763	29,801	-	●	-100%
Personnel Services	6,992	12,303	29,801	-	●	-100%
611014 Drug Prevention/Ed	5,246	9,957	10,000	10,000	●	0%
632005 Computer Equipment	8,472	-	-	-		
632007 LRIG - SW7 System	-	-	100,000	250,000	●	150%
641008 Safety Clothing/Eq	19,264	5,438	21,427	-	●	-100%
641015 Police Weapons	8,167	-	-	-		
647009 Program Expense	-	-	160,000	10,000	●	-94%
647014 Canine Donations Expenditures	29,594	29,717	30,000	30,000	●	0%
650131 2015 JAG Expenditures	3,167	-	-	-		
650132 CHETT Expenditures	7,203	9,882	15,000	15,000	●	0%
650146 CHETT Pet Expenditures	-	905	5,000	10,000	●	100%
650148 2016 JAG Expenditures	-	11,430	-	-		
671006 Employee Development	6,821	931	1,000	-	●	-100%
Material & Service	87,934	68,260	342,427	325,000	●	-5%
723001 Vehicles	165,150	-	-	-		
761003 Radios	-	-	300,000	-	●	-100%
761005 Police Equipment	-	-	74,000	-	●	-100%
Capital Outlay	165,150	-	374,000	-	●	-100%
Total Expenditures F204	\$ 260,076	\$ 80,563	\$ 746,228	\$ 325,000	●	-56%

Department Account Summary
FY20 Operating Stoplight - Police Local Option Levy Fund 236
Police 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	2,555,665	2,640,997	2,834,256	2,942,584	●	4%
540000 Overtime	212,880	249,344	203,280	243,280	●	20%
560000 Fringe Benefits	228,083	238,938	251,393	259,781	●	3%
560001 Medical/Dental Insurance	728,601	717,811	786,495	785,756	●	0%
560002 City Retirement Plan	66,626	76,275	68,856	77,940	●	13%
560003 PERS/OPSRP	386,360	495,443	544,438	675,976	●	24%
560004 Medical/Dental Insurance	405	(0)	-	-		
560005 Workers Compensation	26,205	28,558	29,618	30,668	●	4%
564003 Uniform allowance	41,873	44,903	50,229	50,977	●	1%
564005 Cell phone allowance	518	542	581	581	●	0%
570000 Personal Services Adjustments	(26,828)	-	-	-		
576000 Internal PERS side account	-	-	-	-		
Personnel Services	4,220,387	4,492,811	4,769,146	5,067,544	●	6%
611008 Contractual Services	12,996	-	-	-		
611011 Prisoner Exp Medical	333,184	359,044	415,000	540,000	●	30%
632002 Ris/Airs/Geo Charges	15,434	22,284	20,388	20,016	●	-2%
632004 Info System Operations	-	79,929	60,500	41,250	●	-32%
632005 Computer Equipment	232	-	1,000	5,500	●	450%
632006 SunGard Contingency Exp	-	-	20,070	21,000	●	5%
632007 LRIG - SW7 System	-	11,306	14,039	15,946	●	14%
634003 Duplicating Supplies	105	-	-	-		
634006 Printing & binding	2,302	-	-	-		
635001 Travel & Meeting Expenses	828	68	500	500	●	0%
636001 Software License Fee	-	7,258	6,350	6,350	●	0%
641002 Processing Supplies	300	193	-	-		
641006 Medical Supplies	2,758	869	2,000	1,000	●	-50%
641008 Safety Clothing/Eq	6,208	5,983	10,500	10,500	●	0%
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	4,074	7,855	12,800	11,000	●	-14%
642002 Utilities	5,542	29,077	27,165	30,000	●	10%
643003 SUB Water	1,515	-	-	-		

Department Account Summary
FY20 Operating Stoplight - Police Local Option Levy Fund 236
Police 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	
643004 SUB Sewer & Drainage	2,600	-	-	-		
643007 SUB Electricity	10,913	-	-	-		
644002 Memberships, Books, Subscrips	150	187	500	500	●	0%
645002 Postage & Shipping Charges	-	446	-	-		
645003 Office & Computer Supplies	4,452	10,462	15,000	15,000	●	0%
646002 Clothing Allowance	4,696	7,601	13,500	13,500	●	0%
647007 Cleang/Maint Materials	16,944	14,155	20,000	20,000	●	0%
647009 Program Expense	1,606	7,441	10,250	10,500	●	2%
647012 Claims Expense	-	1,000	-	-		
650013 Elections Expense	-	40,215	-	-		
660004 Equipment Maintenance	10,858	33,094	12,000	12,000	●	0%
660013 Bldg Maintenance	23,226	44,505	15,000	20,000	●	33%
660016 Vehicle Maintenance	6,896	1,392	5,672	3,000	●	-47%
671002 City Ee Recognition	-	-	100	500	●	400%
671006 Employee Development	37	902	2,500	5,000	●	100%
671008 Tuition Reimbursement	-	-	2,500	2,500	●	0%
672004 HRA Adjustment	-	1,196	-	-		
673001 Recruitment Expense	338	3,525	3,000	3,000	●	0%
Material & Service	584,315	845,901	862,334	980,562	●	14%
680001 Internal Insurance Chgs	159,312	159,972	188,568	159,936	●	-15%
680002 Internal Veh Mt Chgs	3,480	3,444	3,672	3,564	●	-3%
680011 Internal Veh & Equip Rent	17,304	18,228	17,862	12,436	●	-30%
680014 Internal Employee Benefit Chg	31,284	31,260	30,012	29,304	●	-2%
680018 Internal MS Enterprise Agreemt	13,224	11,664	13,464	13,452	●	0%
680027 Internal Workers Comp Chrgs	99,120	74,220	67,632	50,064	●	-26%
680030 Int Bldng Preservation Chrgs	25,080	28,512	31,344	31,260	●	0%
Internal Charges	348,804	327,300	352,554	300,016	●	-15%

Department Account Summary

FY20 Operating Stoplight - Police Local Option Levy Fund 236

Police 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	
761003 Radios	-	-	93,000	-	●	-100%
Capital Outlay	-	-	93,000	-	●	-100%
Total Expenditures F236	\$ 5,153,506	\$ 5,666,012	\$ 6,077,034	\$ 6,348,122	●	4%

Department Account Summary
FY20 Operating Stoplight - Vehicle & Equipment Fund 713
Police 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	-	-	195,000	2,500	●	-99%
723001 Vehicles	364,821	247,140	235,000	245,000	●	4%
751001 Computer Equipment	-	-	-	30,000	●	100%
761003 Radios	-	-	100,000	-	●	-100%
Total Expenditures F713	\$ 364,821	\$ 247,140	\$ 530,000	\$ 277,500	●	-48%

DEPARTMENT BUDGET MEMO

City of Springfield, Oregon

To: Budget Committee**From:** Emily David, Director**Date:** 3/15/19**Department:** Library

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
Revenue by Category				
Licenses, Permits & Fees	-	(33,859)	(38,000)	(38,000)
Intergovernmental	-	(21,906)	(15,000)	(19,072)
Charges For Service	-	(57,886)	(64,200)	(63,742)
Fines And Forfeitures	-	(25,875)	(26,000)	(26,000)
Miscellaneous Receipts	-	(75,960)	(23,757)	(31,000)
Total Budgeted Revenue	-	\$ (215,486)	\$ (166,957)	\$ (177,814)
Expenditures by Category				
Personnel Services	1,315,559	1,176,202	1,433,126	1,512,819
Materials & Services	400,271	351,301	468,265	301,920
Capital Outlay	138,041	128,373	152,423	99,300
Total Budgeted Expenditures	\$1,853,872	\$1,655,876	\$2,053,814	\$1,914,039
Full-Time Budgeted Employees	13.50	14.13	15.06	15.13

Department Budget Summary:

The Library general fund budget remains essentially flat for FY20 apart from a slight differential in personnel costs. In FY20, the library will evaluate sustainable library service levels for our current location with the current staffing level. This procedure will depend in part on whether we are pursuing a bond measure on the fall ballot. The Library has been in the present location for 35 years. During this time, the public's expectations of library services have changed. In addition to responding to community requests for programming and technology access at the library, the library also provides a virtual presence that can be accessed 24 hours a day, seven days a week. This increased service benefits our community but because we are working with the same staffing level as in 2005, it has also increased staff workload significantly. As part of this evaluation process, we will survey patrons on the satisfaction of services provided.

Our FY20 budget reflects our desire to continue to seek out innovative ways to provide the very best service and to increase efficiencies. Using the Strategic Plan adopted in 2017 as our guide, our library work groups continue to develop work plans and best practices in four services areas – technology, outreach, marketing, and reference. Our Public Services team continues to find innovative ways to respond to community requests for programming. Using the Beanstack online platform, they have engaged more participants in reading and learning activities than in past years.

Fortunately, we are able to rely on our dependent library fundraising groups, grants, and community donations to allow us to continue to respond to community requests for services. In 2019, we received over \$98,000 from these sources, representing nearly 5% of our annual budget. We anticipate similar funding from these sources in FY20. The Museum will use the rollover from the FY18 budget to complete the first phase of the Museum reorganization in spring on 2019. For the second phase of this project, we will be seeking grants and donations.

Accomplishments FY2018-19:

- **Community engagement/partnerships**
 - The Library secured a third and final year of the LSTA, *For Every Student, A Library* Grant. Having reached 88% of the target audience, Springfield Library won the LSTA Grant project of the Year from the State Library. We are working to secure sustainable funding to continue this important program. With funding from this program we are able to provide an online tutor program that all Springfield Public School students can access with their library cards.
 - BOSS (Business Owners Serving Springfield) cards are now available. Persons who own a business in Springfield, but live outside of the City limits, can now get a library card.
 - The Library provided Glenwood cards at no cost to the residents for one year through funding from Glenwood Urban Renewal. Ninety-one households signed up for cards.
- **New Library Project:**
 - The Library engaged in a comprehensive marketing plan with Verb PR and Marketing to highlight library accomplishments, challenges, and the need for a new facility.
 - The Library Foundation hired a consultant to complete a feasibility study and help with capital campaign readiness.
- **Technology:**
 - Developed a new website with SpringShare software; public launch by June 2019
 - Created staff efficiencies with VMWare installation for the public computers
- **The Museum:**
 - The Collections Assessment for Preservation (CAP) site visits and report were completed, providing direction for Museum needs and projects.
 - A remodel and reorganization of the Museum will bring all the exhibits to the first floor and allow for collection and work spaces on the second floor.
 - A Two-year Strategic Plan for the Museum was developed and adopted by the Museum Committee.
- **Arts Commission:**
 - By early 2019, the Arts Commission awarded five Heritage Arts Grants totaling \$4600.
 - Held monthly Art Walk receptions in the City Hall Gallery and installed lights over the recently installed Testa statues at Booth Kelly.

Significant Changes:

- The Library is busier than ever. Comparisons from July & August 2017 to July and August 2018 show 5,000 more items a month being checked out and 800 more visits per month.
- The Museum is in the process of a building reconfiguration to move the permanent exhibit to the first floor and collection storage and work spaces to the second floor. This will provide better access for the public and greater security for the Museum and staff.
- The Library had five staff recruitments in FY19. Open positions caused increased workloads for staff and often mean projects have to be shifted to address immediate public service needs. Materials processing slowed down, causing a backlog. The development of the new library website and an online credit card payment option were delayed due to staffing levels. As the result of one staff change we were able to change the Arts Commission Liaison position to a technician level position and away from a librarian position. We were thus able to hire a full-time adult services librarian to address business outreach and the increasing adult programming needs.
- In collaboration with the City IT department the library public access computers were updated and VM Ware was added. This saves time by allowing updates to the public internet computers to happen all at the same time. Updated computers also changed the terms of service because the new terminals are reliable and compatible with current technology needs. The outdated computers were malfunctioning and we were unable to help patrons with many issues. This is significant as we anticipate over 22,000 logons to these computers this year.

- Working in collaboration with Willamalane and the City Public Works department, remote book drops will be installed in late spring 2019 at the Bob Keefer Center and Splash Aquatic Center expanding library service to neighborhoods further east.
- A broken water heater flooded most of the work areas of the library causing us to close the library for 2.5 days. Luckily, few materials were lost. Water on the carpet squares did cause some sparking of the wires that run underneath the carpet, an indication of the need for an updated infrastructure that accommodates today's technology.

Three Year Considerations FY2021-FY2023

In the three-year period of FY2021-FY2023, the library will continue to look at how to update the library facility, either with a new building or using the current location, depending on direction from City Council. Library staffing will continue to be a challenge. Libraries today face greater demands from their community. Not only is our library a location to access information, but we provide community programs and technology, act as a meeting and gathering space, and provide a virtual library which allows 24 hours access to library services. The library has the same FTE as in 2005, but the demands on what are expected of that FTE has grown exponentially. According to the Public Library Statistics report compiled by The State Library of Oregon, our staffing level is approximately half of the statewide average for communities of our population size. Depending on the direction that the library goes regarding the new facility, we will need to evaluate what services we can provide at current staffing levels. The Museum will need additional staff for collections and database care to complete the needs of the Museum workload and meet the recommendations of the CAP report.

- The Library will continue to focus on the priorities outlined in the three areas of focus in the Strategic Plan:
 - Be a hub for information and innovation
 - Foster an environment of cultural and economic diversity in Springfield
 - Expand access to library services
- Specifically, the library, in collaboration with community partners, will:
 - continue to identify and reach out to residents who are not accessing library services
 - work with the business community to ensure that we are offering resources for job readiness and business support
 - continue our award-winning early literacy efforts and support of our schools, as well as activities that encourage life-long learning
 - evaluate our physical collections and digital offerings to ensure that we are meeting the needs of our community
- The Library/Museum will work with our support groups and also actively seek grants to fund projects that align with our Strategic Plan but are not covered by the City General Fund.
- A user survey will be conducted and we will continue to evaluate our statistics collection and analysis to ensure that we dedicate resources to provide services that meet the specific needs of our growing and diversifying community with the greatest efficiency.

Site of the first Springfield Library



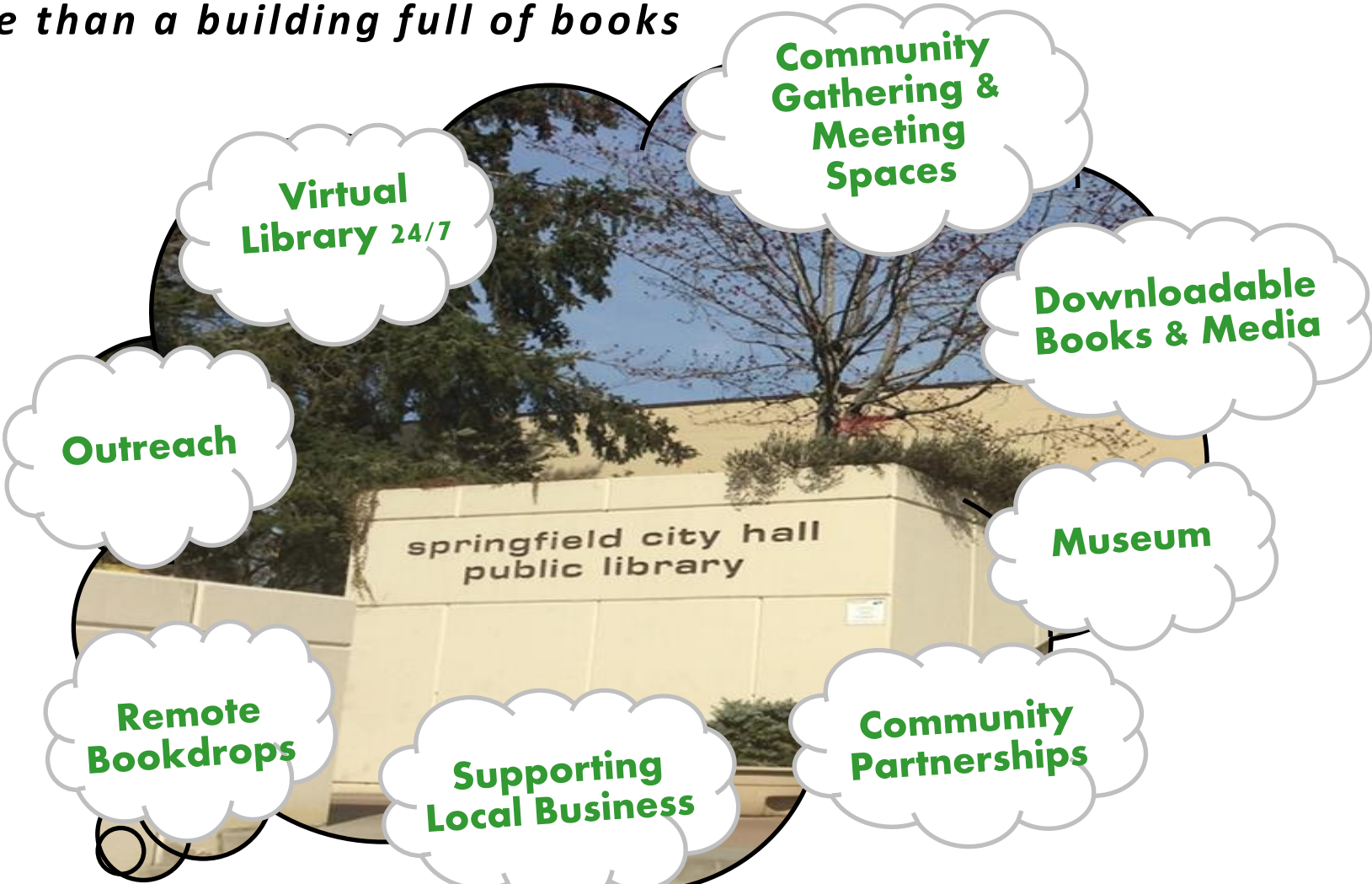
Today's Springfield Library



**Proposed FY20 Budget:
\$1,914,039**

Libraries = Strong Communities

More than a building full of books





Library

Where Minds Grow

FY 2020

Active Library Cards as of March 2019:
16,818 or about 28% of the population





Library

Where Minds Grow

FY 2020

Library Staff

Library FTE:
15.13

Personnel Services
FY20 Proposed:
\$1,512,819



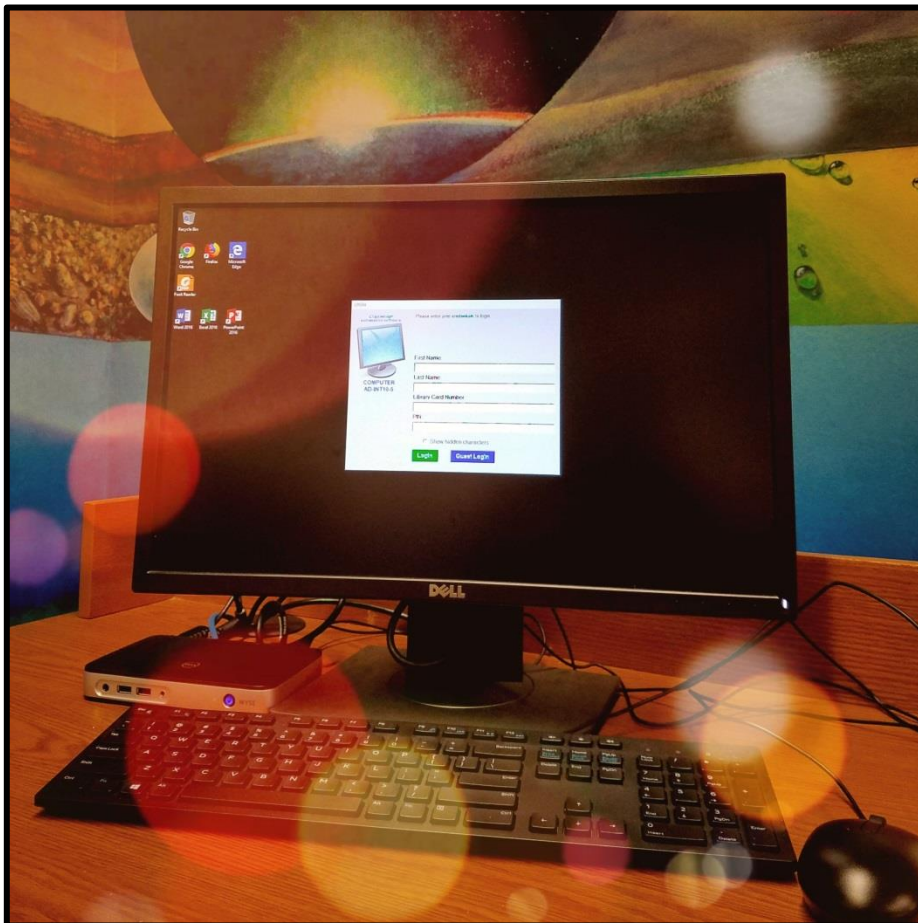


Public Computer Uses:
22,674

The Springfield Library offers everyone free access to computers, Internet and *expertise and support to use these tools.*



New Computers, Happy Patrons



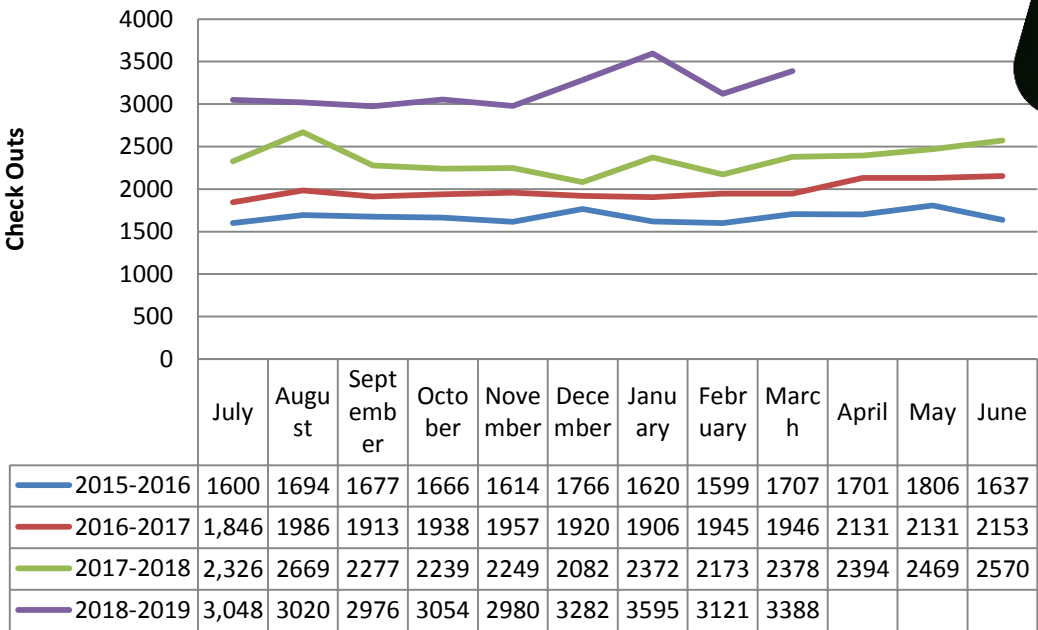
The VMWare project created efficiencies that:

- make updates quickly
- login/logout smoothly
- improved ease of use for patrons & staff

Program: Digital Services
FY20 Proposed M&S: \$43,058

Library2Go Chart

Monthly Library2Go Usage



Number of downloads of books: 37,952

Responding to Our Library Users



During community feedback sessions, we heard requests for tutoring services.

- *Brainfuse* provides live, online tutors everyday from 1-10pm, accessible by library card anywhere you are online.
- Includes valuable job seeker help, including resume templates & editing.

**Funded by our
LSTA grant
\$8,000**

Program: Reference & Reader's Advisory Services
FY20 Proposed M&S: \$21,027

Website Improvements

Overall service improvements will include an ADA-compatible, mobile-friendly design



Springfield Public Library / LibCal / Library Events Calendar / UpperEL After School - Poetry is definitely not boring and can actually be quite awesome!



UpperEL After School - Poetry is definitely not boring and can actually be quite awesome!



Poetry gets a bad rap; it's so much more than ooey gooeey kissing stuff! Come spend an hour playing with poetry. We'll be reading a bit from "I'm Just No Good at Rhyming" by Chris Harris and trying our hands at a few poems of our own.

UpperEL After School

STEAM, Books & Culture Workshops for kids ages 9-12.

- Age range is firm - must be 9-12 to participate
- Registration required - register on our web calendar or call our Jr. Info Desk at 541-726-3779
- Walk-ins welcome IF class is not full (Max 20)
- Instruction begins right at 4:00pm
- No admittance after 4:10pm
- Parents do not need to stay in the room with their child - feel free to explore the library!

Date: Wednesday, April 24, 2019
Time: 4:00pm - 5:00pm
Location: Library Meeting Room (_SP_ConfRmLibrary1)
Audience: Ages 9-12

The new library website is under construction, and our first release is the new events calendar.

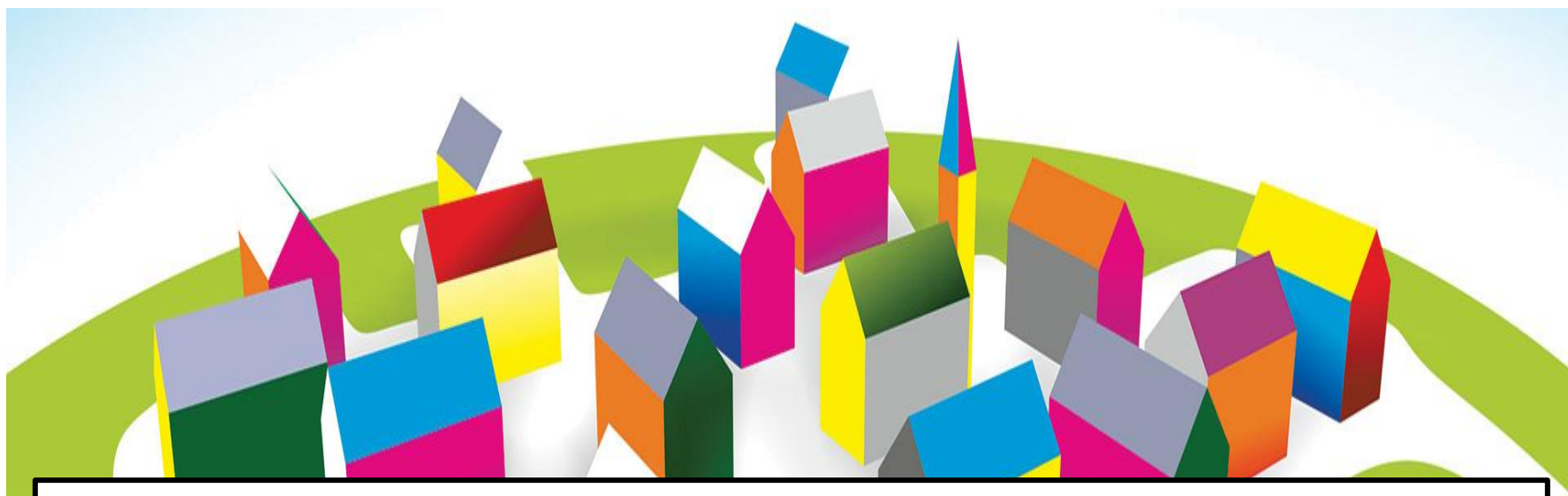
Efficiencies include:

- better stats collection
- ease of use for uploading information
- patrons can register for programs online

Program: Digital Services

FY20 Proposed M&S: \$43,058

Social Infrastructure...



...the physical places and organizations that shape the way we interact. And when it's robust, we are much more likely to engage one another and build relationships. When it's degraded and neglected, we're much more likely to hunker down and be on our own. - *Places for the People: How Social Infrastructure Can Help Fight Inequity, Polarization, and the decline of Civic Life* by Eric Klinenberg

The Library as Social Infrastructure



I think of the **library** as the best possible kind of social infrastructure. It's a remarkable institution that has a physical space that welcomes everyone regardless of your age or race or even your citizenship status. And it's got all kinds of programs that draw people into situations that they might not otherwise have a chance to participate in. - Eric Klinenberg

Programming Takes Off

Día de los Niños

Last year, our Día event brought over 1,000 people to City Hall, our highest turnout ever. This is the City’s largest community celebration of diversity.



Program: Latino Outreach
FY20 Proposed M&S: \$9,395

Programming Takes Off

Tech help, community engagement and recreational reading soars



868 Adults participated in Summer Reading, up from 113
Over 100 people attended each screening for Springfilm

Program: Adult Programs
FY20 Proposed
M&S: \$7,666





PLEASE BOTHER ME!

DROP-IN TECH & COMPUTER HELP

- Basic computer skills
- Cell phone setup
- Database navigation
- Facebook help
- Gadget setup
- Job websites
- Kindle/Nook
- Libby/Overdrive
- Library apps
- Online forms (DHS/GOV/W2)
- Research help
- Resume/Cover letter
- Website help
- Anything else you need....(within reason!)



Programming Takes Off



91 Teens attended *Harry Potter Academy*

2964 Kids & Teens participated in the 2018
Summer Reading Program: Libraries Rock!

Program: Youth & Family Programs
FY20 Proposed M&S: \$25,783



Programming Takes Off



Program: Youth & Family Programs
FY20 Proposed M&S: \$25,783

\$22,783 in grants and donations support programming

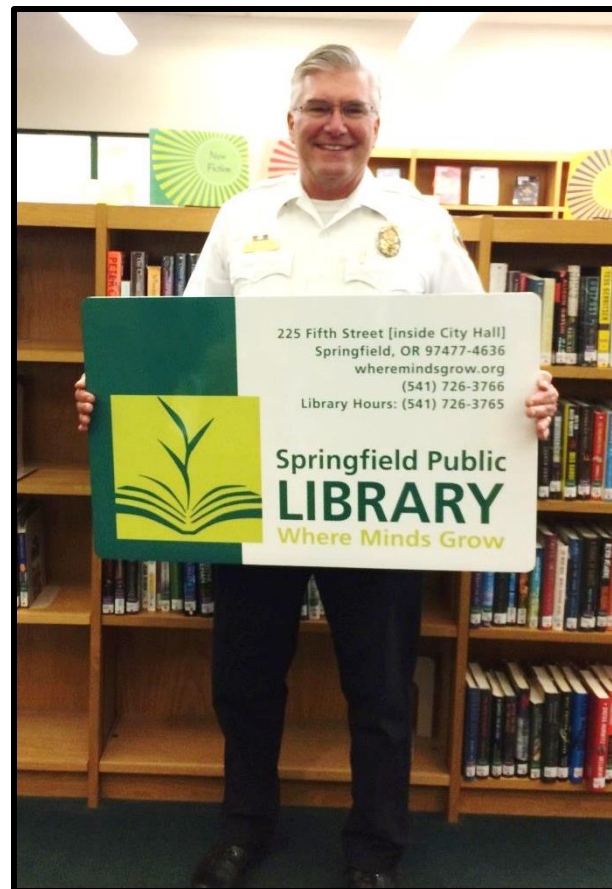
Borrower's Services

Efficiencies

- Started monthly renewal letters, reminding patrons to come and renew their library cards

Better Service

- Created sustainable funding for "For Every Student, A Library" program
- Received approval for Glenwood resident library cards for a second year



Program: Borrower's Services:
FY20 Proposed M&S: \$60,021

Total Circulation FY18: 365,763
Patron Visits FY18: 166,486

Museum

Looking to the future - Connecting with the past



Rethinking
old spaces
for new uses



Program: Museum
FY20 Proposed: M&S \$26,000

Investment in the Arts

*Old City Artists LLC
set to restore
Oregon Trail Mural*



Program: Arts Commission

FY20 Proposed:

M&S \$23,515

Personnel \$40,978

Improved staff efficiency
by reassigning the
Arts Commission Liaison
duties from a librarian to
a management support
technician.

Volunteers & Support Groups



**Volunteers Hours:
7,440 = 3.6 FTE**

**Program: Volunteer
Program
FY20 Proposed:
M&S \$7,327**



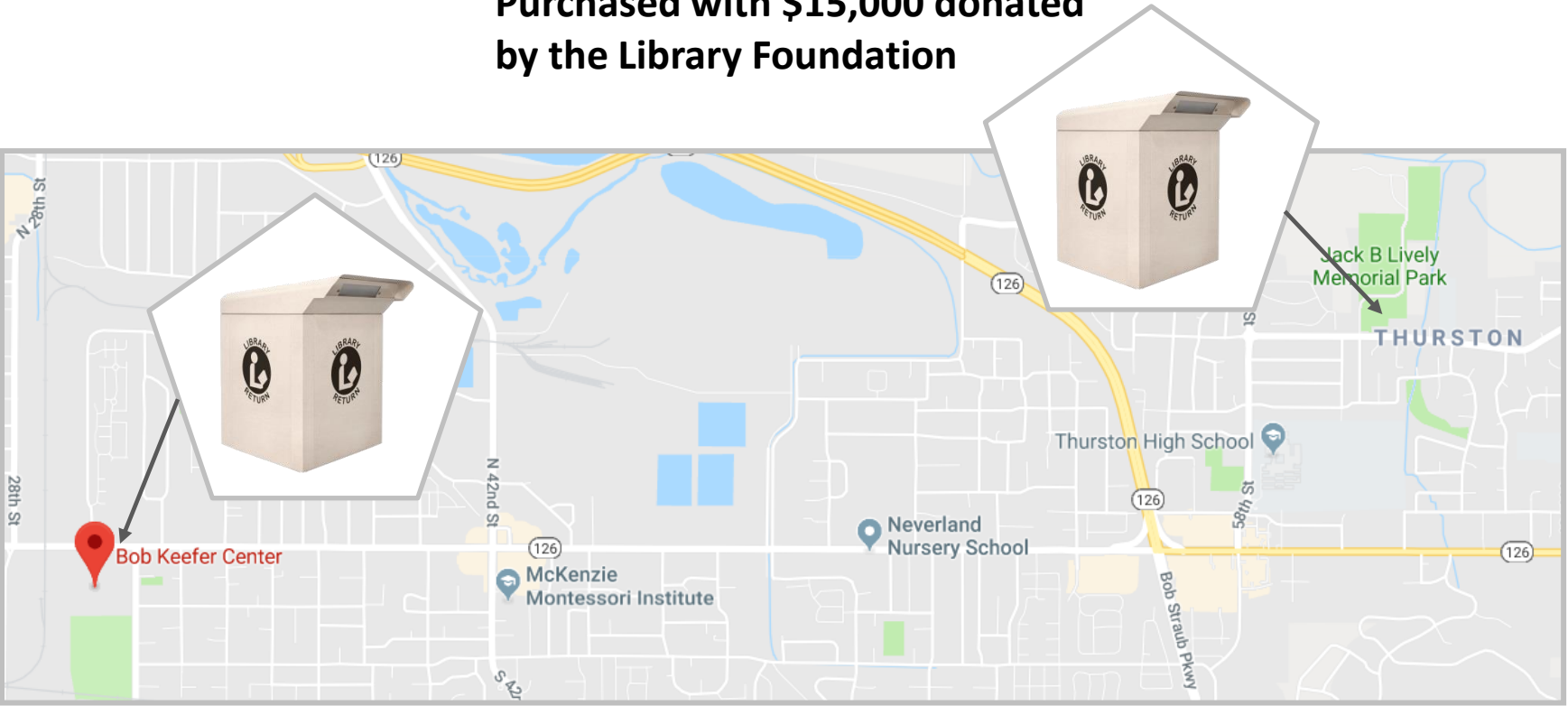
**Friend of the
Library: \$14,000**



**Library Foundation:
\$35,000**

Remote Book Drops!

Purchased with \$15,000 donated
by the Library Foundation



A collaboration with Willamalane

Planning for the Future



Communication Plan:

- Comprehensive review of Library Marketing and Social Media
- New Library Logos
- Community Outreach efforts:
 - 7 Community Presentations, 4 Library Open Houses
 - Over 300 people reached and informed about Library services, challenges, and the new library project

Feasibility Study/Capital Campaign Consultant:

- 33 interviews conducted
- Institutional preparedness for a big capital project
- Implemented donor management software

Library Bond Survey:

- The Library received a 4 out of 5 rating from survey respondents with 22% giving a rating of 5 out of 5
- 47.5% were a likely yes vote of a library bond
- The survey gives a baseline for future planning

Thank you!



Department Account Summary
FY20 Operating Stoplight - General Fund 100
Library

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	832,794	727,281	842,113	877,114	●	4%
510020 Seasonal & Intern Wages	26,558	-	-	-		
560000 Fringe Benefits	66,807	57,831	68,528	71,366	●	4%
560001 Medical/Dental Insurance	244,864	233,511	261,708	258,663	●	-1%
560003 PERS/OPSRP	103,159	106,877	129,518	172,400	●	33%
560004 Medical/Dental Insurance	331	0	-	-		
560005 Workers Compensation	685	633	737	767	●	4%
564005 Cell phone allowance	24	-	-	-		
570000 Personal Services Adjustments	-	-	-	-		
Personnel Services	1,275,223	1,126,133	1,302,603	1,380,310	●	6%
611008 Contractual Services	58,816	108,409	76,026	84,281	●	11%
632001 Telephone, Cellular, Pager	1,101	1,169	1,057	1,060	●	0%
632003 Audio Visual Communications	10,600	10,054	5,220	5,500	●	5%
632005 Computer Equipment	27,446	1,912	7,151	2,520	●	-65%
634003 Duplicating Supplies	2,107	-	-	-		
634005 Library Xerox	2,900	1,775	2,059	4,664	●	127%
635001 Travel & Meeting Expenses	2,877	3,429	-	3,430	●	100%
636001 Software License Fee	1,758	2,838	1,575	2,900	●	84%
641002 Processing Supplies	2,666	7,823	6,300	9,300	●	48%
642002 Utilities	-	42,379	40,000	44,524	●	11%
643003 SUB Water	1,000	-	-	-		
643004 SUB Sewer & Drainage	1,812	-	-	-		
643007 SUB Electricity	35,536	-	-	-		
644001 Periodicals	4,339	3,286	3,150	3,150	●	0%
644002 Memberships, Books, Subscrips	900	570	-	-		

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Library

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	
645002 Postage & Shipping Charges	3,544	3,201	3,600	2,520	●	-30%
645003 Office & Computer Supplies	10,782	7,560	7,760	4,760	●	-39%
645005 Computer Software	1,011	1,400	1,350	-	●	-100%
646003 Commuter Trip Reduction	19	-	-	-		
647009 Program Expense	40,701	19,159	78,804	4,322	●	-95%
660004 Equipment Maintenance	467	-	-	-		
671006 Employee Development	1,208	1,465	810	1,000	●	23%
671016 LTD Bus Pass Reimb Program	-	100	-	-		
673001 Recruitment Expense	-	1,810	-	-		
Material & Service	211,590	218,338	234,862	173,931	●	-26%
680001 Internal Insurance Chgs	21,984	22,404	22,524	17,544	●	-22%
680005 Int Computer Equip Chgs	3,000	5,796	5,800	5,800	●	0%
680014 Internal Employee Benefit Chg	11,196	11,316	11,616	11,352	●	-2%
680018 Internal MS Enterprise Agreemt	8,508	6,840	5,556	5,556	●	0%
680027 Internal Workers Comp Chrgs	8,292	6,624	9,636	8,172	●	-15%
680030 Int Bldng Preservation Chrgs	8,424	8,496	10,020	9,840	●	-2%
Internal Charges	61,404	61,476	65,152	58,264	●	-11%
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%
Capital Outlay	102,028	85,701	100,036	94,300	●	-6%
Total Expenditures F100	\$ 1,650,245	\$ 1,491,649	\$ 1,702,653	\$ 1,706,805	●	0%

Department Account Summary
FY20 Operating Stoplight - Special Revenue Fund 204
Library

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	
647009 Program Expense	70,233	25,354	23,200	1,000	●	-96%
650134 Child Srvc Imprv Grant	6,908	6,165	7,362	7,225	●	-2%
650135 Gray Hoffman Grant Exp	573	589	2,000	2,500	●	25%
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	-	-		
650142 OR LSTA Library Proj Grant	27,587	14,521	8,000	-	●	-100%
781005 Lib Gift & Mem Books	28,014	37,576	52,387	5,000	●	-90%
Material & Service	147,610	96,074	99,449	22,725	●	-77%
Total Expenditures F204	\$ 147,610	\$ 96,074	\$ 99,449	\$ 22,725	●	-77%

Department Account Summary
FY20 Operating Stoplight - Transient Room Tax Fund 208
Library

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	25,755	35,873	81,680	80,498	● -1%
560000 Fringe Benefits	2,055	2,905	6,661	6,563	● -1%
560001 Medical/Dental Insurance	9,573	8,908	30,422	30,348	● 0%
560003 PERS/OPSRP	2,933	2,353	11,688	15,029	● 29%
560004 Medical/Dental Insurance	-	-	-	-	
560005 Workers Compensation	21	31	71	70	● -1%
Personnel Services	40,336	50,069	130,523	132,508	● 2%
641002 Processing Supplies	-	254	-	-	
644002 Memberships, Books, Subscrips	-	783	-	-	
645003 Office & Computer Supplies	-	1,098	-	-	
647009 Program Expense	-	1,987	88,539	26,000	● -71%
650007 Art Alley Repair	-	-	7,000	7,000	● 0%
650008 Arts Comm Operations	7,680	7,021	17,150	10,500	● -39%
650113 Art Alley Special Project	-	500	500	500	● 0%
Material & Service	7,680	11,643	113,189	44,000	● -61%
Total Expenditures F208	\$ 48,017	\$ 61,712	\$ 243,712	\$ 176,508	● -28%

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

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	-	1,345	8,000	8,000	● 0%
Material & Service	-	1,345	8,000	8,000	● 0%
751001 Computer Equipment	8,000	5,096	-	-	
Capital Outlay	8,000	5,096	-	-	
Total Expenditures F713	\$ 8,000	\$ 6,441	\$ 8,000	\$ 8,000	● 0%

DEPARTMENT BUDGET MEMO

City of Springfield, Oregon

To: Budget Committee**From:** Tom Boyatt, Interim Directory**Date:** 4/9/2019**Department:** Development & Public Works

	FY17 Actuals	FY18 Actuals	FY19 Amended	FY20 Proposed
<u>Revenue by Category</u>				
Licenses, Permits & Fees	N/A	(2,226,443)	(2,250,500)	(2,148,500)
Intergovernmental	N/A	(690,218)	(1,663,479)	(1,676,444)
Charges For Service	N/A	(2,689,520)	(2,705,896)	(36,613,633)
Fines And Forfeitures	N/A	(200)	-	(700)
Use Of Money & Property	N/A	-	-	(180,000)
Miscellaneous Receipts	N/A	(183,338)	(42,306)	(741,170)
Total Budgeted Revenue	N/A	\$ (5,789,720)	\$ (6,662,181)	\$ (41,360,447)
<u>Expenditures by Category</u>				
Personnel Services	12,442,864	13,154,475	14,061,986	14,861,232
Materials & Services	21,478,614	22,043,613	25,327,508	26,174,917
Capital Outlay	1,901,708	2,224,347	3,321,433	1,764,829
Total Budgeted Expenditures	\$35,823,187	\$ 37,422,435	\$ 42,710,927	\$ 42,800,978
Full-Time Employees	123.00	126.38	126.55	128.55
Full-Time Budgeted Employees	123.00	126.38	126.55	128.55

Department Budget Summary:

The Development and Public Works Department operating budget is relatively flat in terms of services provided and funding sources, with four exceptions. 1) Springfield voters approved Measure 20-296 providing a five year \$10 million capital bond to repair eight identified priority roadway segments with projects beginning in late summer 2019; 2) New revenue from House Bill 2017, the recent State Transportation Package, will help to maintain existing service levels and is projected to be available in varying amounts in 2020 and beyond, to apply to items such as the street preservation backlog, matching funds for federal dollars, ADA upgrades, traffic system improvements, winter storm response, and increased landscape maintenance responsibilities; 3) General Fund budget increases to account for the Council-approved increase in the Overnight Parking Program and additional funds identified for the state-required notice mailings for the Code Update Project; and 4) A shift in Franchise fee revenue of approximately \$2 million from the DPW budget to the Finance budget.

Also of note this year is the amount of money shown in the Charges for Service line above and elsewhere in the Department budget. The majority of this increase, or about \$34 million, is the inclusion of Metropolitan Wastewater Management Commission (MWMC) revenue from across the metro region. In FY2019 these funds were not categorized as DPW revenue, but were still captured in the overall City budget. Because City of Springfield provides administrative services to the MWMC as specified by MWMC's Intergovernmental Agreement (IGA) with Springfield, Eugene and Lane County, this revenue passes through the Springfield budget. As in prior years, the MWMC operating expense continues to be captured in DPW operating costs. These costs represent a significant portion of the DPW Materials and Services line, and are paid to Eugene each year per the MWMC IGA to operate the regional wastewater program facilities.

The Department continues to focus on providing excellent customer service and identifying improvements to the development review and permitting processes. Staff implemented a customer feedback loop into the planning application process through exit surveys in FY2019 and is now identifying ways to improve the information exchange processes with customers. Additionally, in FY2019 the Department launched the Development Code Update Project to modernize and streamline regulatory requirements and processes for development review and approval. The Department will also continue to work with the Information Technology Department to leverage business analytics software, such as Power BI, Infor, and field tools that provide real-time data analysis in FY2020.

The Department continues to pursue the following key initiatives:

- Develop and deliver the first set of Street Capital Bond projects as approved by voters in 2018.
- Improve Main Street traffic, pedestrian, and bicycle safety in partnership with ODOT by continuing the Main Street Facility Plan process to prepare for state funded improvements.
- Continue to implement affordable housing strategies as directed and funded by Council.
- Continue the development code update as directed and funded by Council.
- Continue to implement the ADA Transition Plan within the right of way and other public facilities.
- Deliver funded priority capital construction projects.
- Continue work on City-wide LED street light replacement project.
- Achieve a workable Oregon DEQ Phase II MS4 (Municipal Separate Storm Sewer System) Permit.
- Update warrant procedures in the municipal code to address the most impactful nuisance cases.
- Implement a new program to track time spent on homeless transient camping and related issues.
- Shift Customer Service Project resources to the web site and explore new ways to communicate with customers.
- Work with the State of Oregon to implement electronic building permit plans submittal and review.

Accomplishments FY2018-19:

- Voters approved Measure 20-296, a five-year, \$10 million bond to repair eight major city streets.
- Completed Phase 1 construction of Franklin Boulevard ahead of schedule.
- Obtained a State Homeland Security Program grant for \$98,000 for a larger back-up power generator for City Hall.
- Reinstated the Low-Income Rental Property Tax Exemption and granted the property tax exemption to the Myrtlewood, Saint Vincent de Paul's 35 apartments for low-income households at 1072 Main Street.
- Constructed offices in City Hall for new in-house City Attorney staff.
- Completed security upgrades in all City Hall citizen access areas to include customer service windows in City Manager's Office and Administrative Services, and employee-only access doors and locks in all offices, including remotes locks for additional employee safety.
- Replaced over 3,300 feet of sanitary sewer pipe that had reached the end of its useful life.
- Designed and constructed a multiuse path connecting South 54th Street and Daisy Street in an unimproved section of the South 54th Street right of way.
- Substantially completed initial stormwater analysis and stormwater basin identification work in Glenwood.
- Planning Commission recommended to City Council Transportation System Plan (TSP) updates and development code amendments to implement adopted policies.
- Supported a number of high profile development projects, including an updated approval of the Marcola Meadows Master Plan to meet changing residential and mixed use commercial needs, a new medium and high density residential development north of downtown to help address missing middle housing, and added the UGB to the list of areas where an ADU can be built for rental or generational housing needs.

- Continued collaboration with Springfield Utility Board (SUB) to identify and replace failed direct-buried wire that energizes City street light systems. SUB provided \$50K toward this important functional upgrade that has improved both the light system and illumination.
- Conducted wastewater monitoring and hydraulic modeling of City's wastewater conveyance system, obtained dry and wet weather data for 10-inch pipe and larger. This information will be used in the system wide pipe analysis and development of the comprehensive hydraulic flow model which will be integral toward updating the Wastewater Masterplan over the next three years.
- Expanded Clean Water University to include Eugene schools, conducted two day event at the Water Pollution Control Facility for over 700 fifth graders.
- Conducted Public Works Week activities with 550 Springfield third graders.
- Conducted 18 public outreach presentations and events on emergency preparedness and natural hazard mitigation that reached over 1,500 residents in Springfield and Eugene.
- Responded to significant winter snow storm, with over 3,800 staff hours and non-labor expenses estimated at \$298,000.
- Supported Oregon Department of Geology and Mineral Industries (DOGAMI) with completing a new landslide inventory and risk assessment for the Eugene-Springfield metro area.
- Supported the US Army Corps of Engineers with inspection and risk assessment of the City's 42nd Street Levee.
- Continued to implement data management field tools for Operations staff to enhance efficiency and better track activities and resources.

Significant Changes:

- The passage of Measure 20-296 by Springfield voters authorized the City to levee additional property taxes for five years to pay for a \$10 million capital bond for street repair. Getting started on the Bond projects is a top priority for the Department, and may slow down capital project delivery on other projects and in other systems.
- Springfield Urban Growth Boundary expansion was approved by the Land Conservation and Development Commission, and the new boundary became final after the 21 day appeal period with no appeals filed.
- DPW has implemented a new program to track staff time and other resources spent on homeless transient camping and related issues including homeless camp clean up, winter sheltering, and other services. In establishing this program, operations staff will be tracking their efforts in responding to transient camp clean-ups separate from general surface drainage vegetation management. By tracking these costs as well as financial support for the Overnight Parking Program and other homeless response, the City will be in a better position in future years to make prioritization decisions about how to fund homelessness related services.
- FTE increased by 2.0 (126.55 to 128.55) resulting from the 2019 replacement of 1.0 civil engineer with 2.0 engineering technicians to better address internal project delivery needs, and the MWMC added a 1.0 public information officer in their 2020 budget as approved by the Commission.

Three Year Considerations FY2020-2022:

After several years of delay, the Oregon Department of Environmental Quality has issued its Phase II MS4 (Municipal Separate Storm Sewer System) Permit, and Springfield is one of the jurisdictions subject to this permit. Along with several other Cities, Springfield is pursuing legal action to seek permit revisions. The permit goes beyond federal requirements, contains standards that are technically infeasible to achieve, and takes away flexibility from local jurisdictions to treat stormwater runoff. The permit needs to change to reflect community differences and to allow for longer implementation timelines. Requirements must be based on the Clean Water Act “maximum extent practicable” standard. Implementing the permit as currently written will significantly impact development, and lead to significant cost increases for City rate payers.

City-owned facilities such as City Hall, Justice Center and Booth Kelly continue to age and resources have not been set aside to provide for major building system replacement/renovation/repair. Department staff has developed a comprehensive project list and estimated costs but limited capital dollars are available to address the need. Staff will continue to seek guidance from the Budget Committee and City Council regarding strategies ranging from increased internal charges to creating a General Obligation Bond Project.

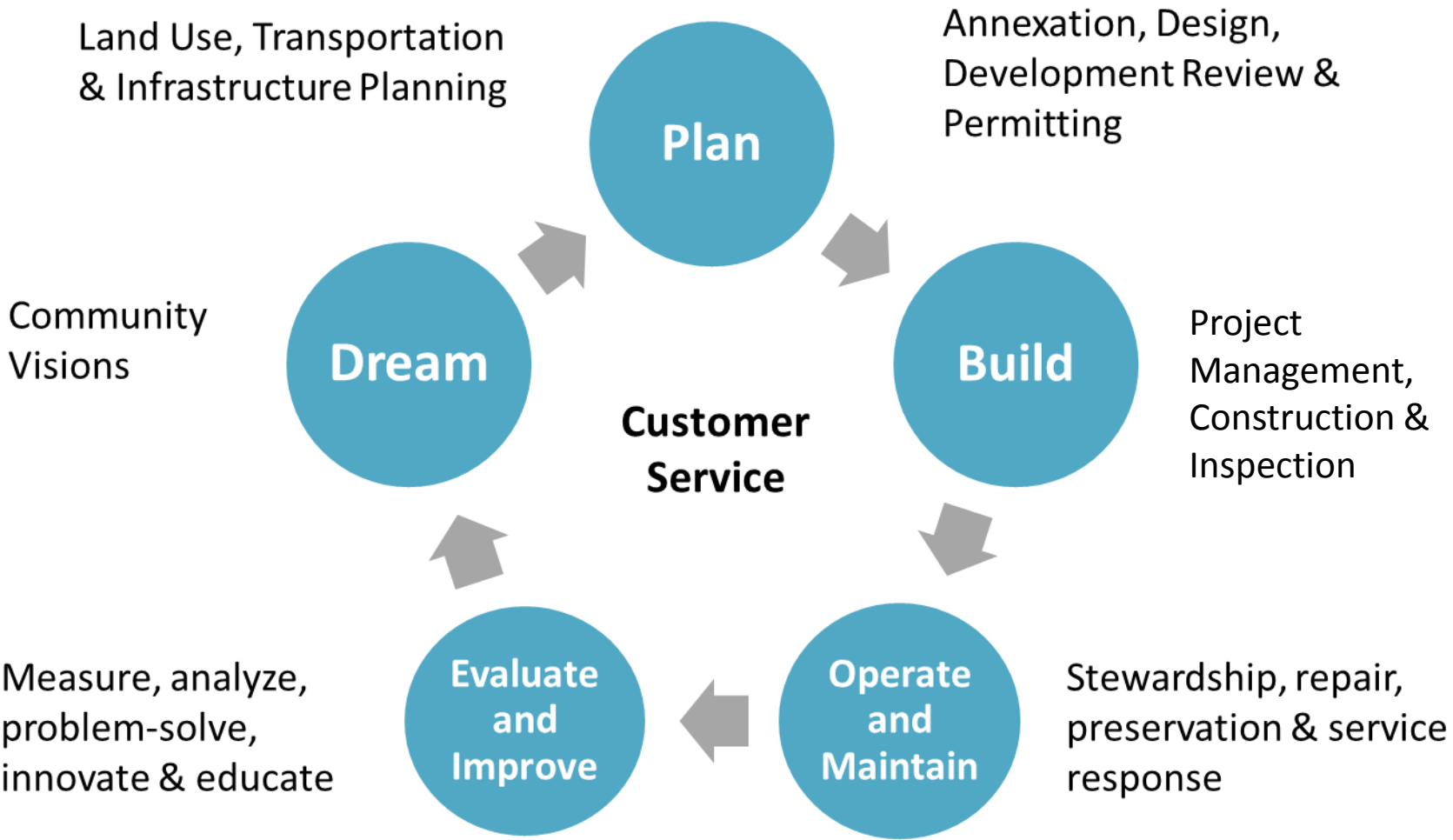
Initial flow monitoring of the wastewater collection system is complete and the update of the hydraulic model will be complete. Following this work, an update to the City’s Wastewater Master Plan will be initiated.

Initial planning and design work is anticipated to begin on Mill Street ahead of the reconstruction of the street between S. A Street and Centennial Boulevard. In addition, the Department will begin other street upgrade and construction efforts utilizing transportation funding awarded through the Central Lane MPO.

The comprehensive update/rewrite of the Development Code will be a major initiative of the Department, Springfield Planning Commission and City Council for the next several years. This is a complex project that will require a robust public process. In FY2020 the department has increased the materials and services budget by \$22,300 for the cost of the Measure 56 public notice and required public outreach.

Delivering Community Services





2018/2019 Major Accomplishments

The background of the slide features a photograph of a street with several cars parked along the side. The foreground shows a close-up of a cracked asphalt road surface. A green horizontal bar is positioned behind the title text.

Bond Measure 20-296

for Proposed Street Repair Projects

Bond Measure 20-296 proposes a five-year \$10 million general obligation bond to fund repairs for a list of proposed streets.

If passed by Springfield voters, it would:

Cost an estimated tax of \$.50 cents per \$1,000 of assessed value each year for five years.

Fund street repairs only.

Fix a list of proposed streets first.

Restart City Street Preservation and Repair Program.

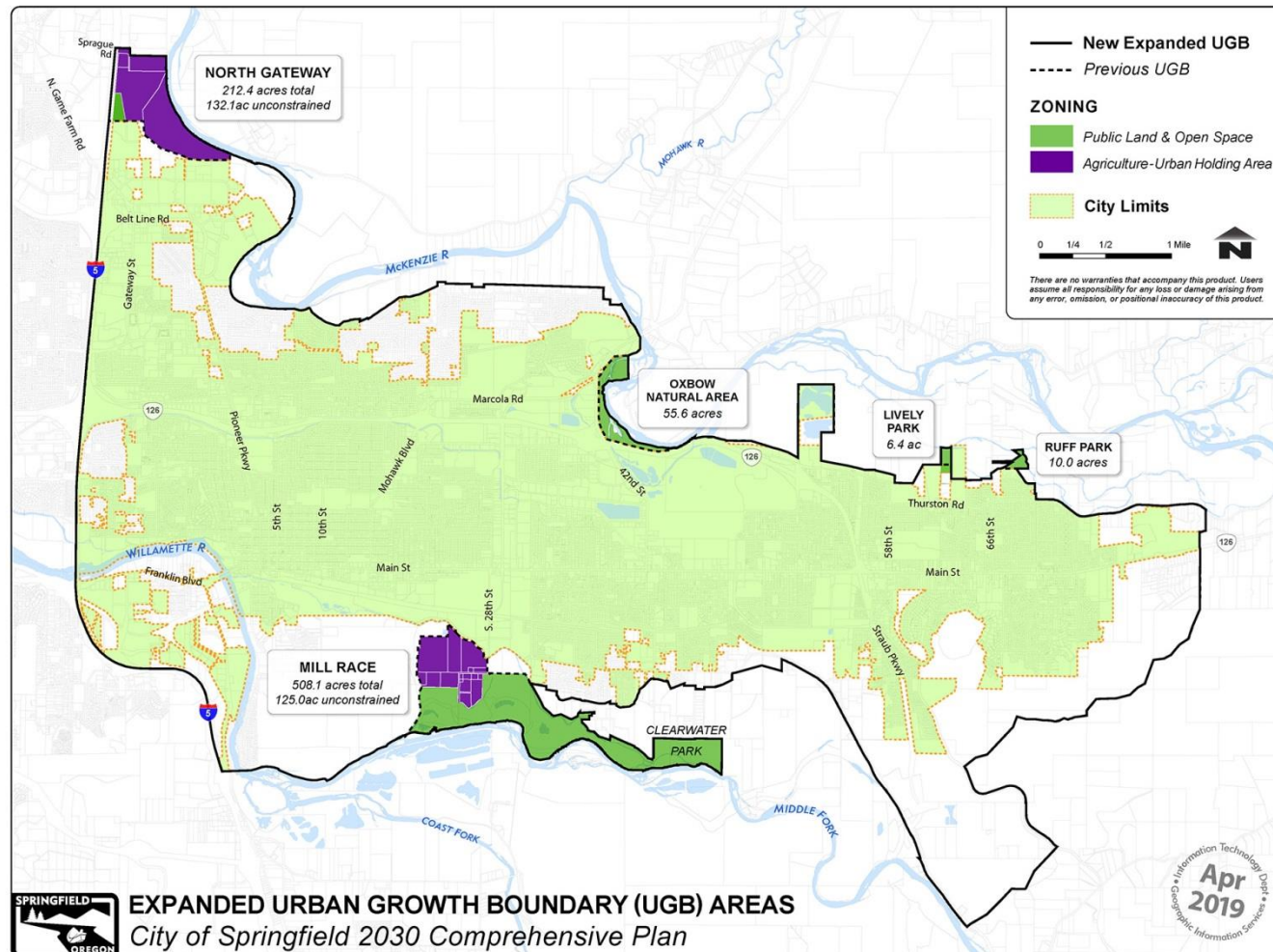
Provide an annual report of repairs completed.

If the measure does not pass, the list of proposed street repair projects would not be completed and the estimated additional tax assessment would not be made.

[Click here to learn more about Bond Measure 20-296](#)



2030 Urban Growth Boundary Expansion Acknowledged



Franklin Boulevard Phase 1 Project Complete





Development & Public Works

FY 2020

Department Operating Budget - \$27,175,522

	FY20 DPW Operating Budget	FY20 MWMC - Springfield Reimbursement	FY20 MWMC - Regional	Total
<u>Revenue by Category</u>				
Total Revenue Sources	\$ (5,184,247)	\$ (4,016,378)	\$ (32,125,822)	\$ (41,326,447)
<u>Expenditures by Category</u>				
Personnel Services	12,884,637	1,976,595		14,861,232
Materials & Services	9,650,687	2,039,773	14,484,457	26,174,917
Capital Outlay	623,829	-	1,141,000	1,764,829
Total Budgeted Expenditures	\$ 23,159,153	\$ 4,016,368	\$ 15,625,457	\$ 42,800,978
Full-Time Budgeted Employees	112.87	15.68	-	128.55

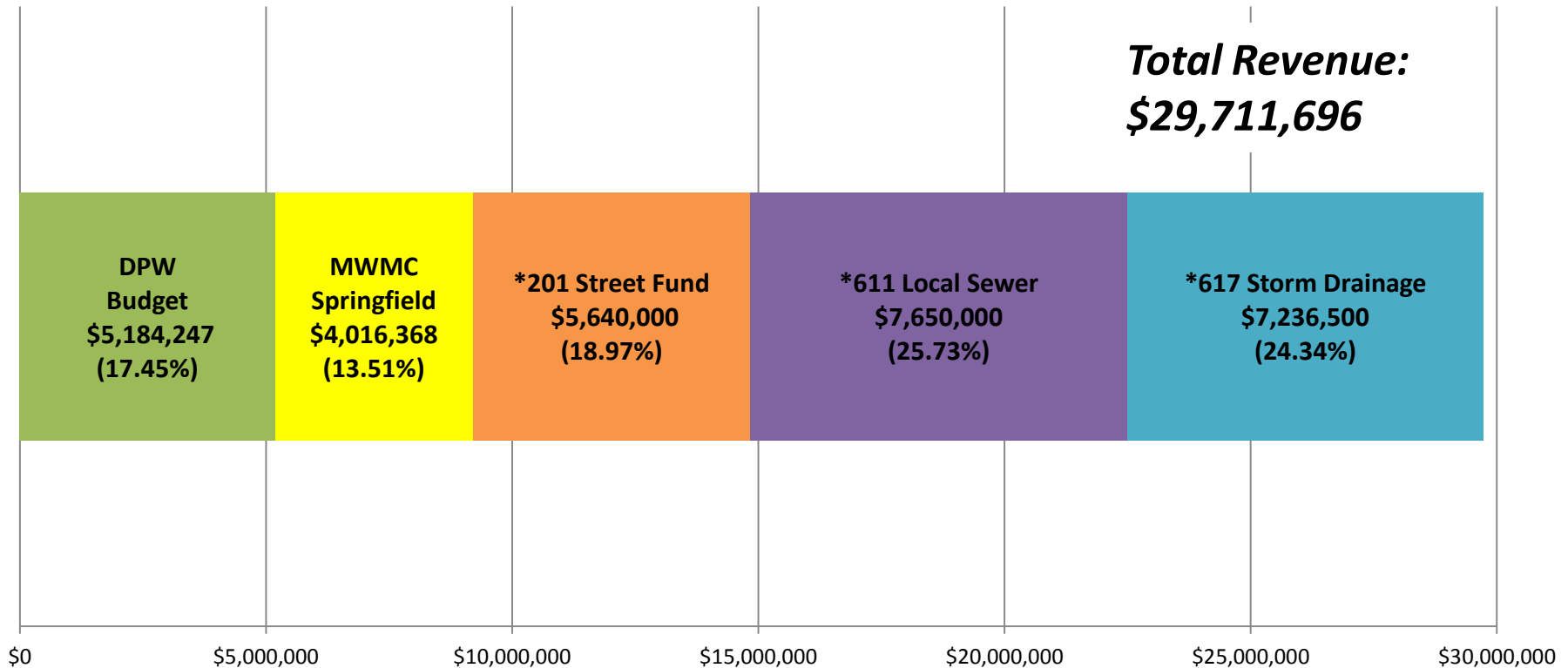
Springfield MWMC & DPW Combined Operating Budget: \$27,175,522



Development & Public Works

FY 2020

Department Revenue Sources



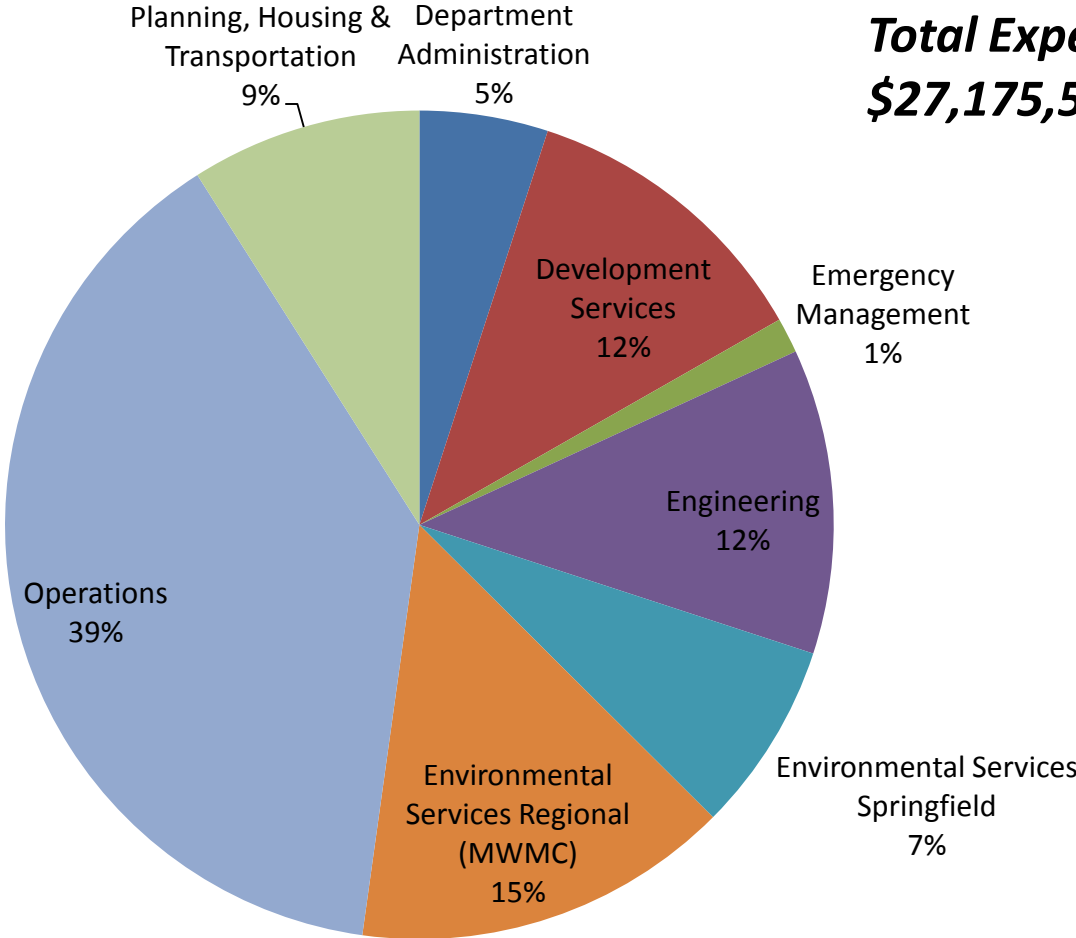
***Revenue captured in overall City budget, not in DPW budget pages**



Development & Public Works

FY 2020

Department Expenditures By Service Area





Development & Public Works

FY 2020

HB 2017 - New Revenue to the Street Fund

Draft Priorities FY2019-FY2025	Proposed %	FY2019	FY2020	*FY2021	*FY2022	*FY2023	Totals
Pavement Preservation - crack/slurry seal	50%	\$325,000	\$252,790	\$190,080	\$42,039	\$103,567	\$913,476
ADA Transition Plan/Sidewalk Program	10%	\$65,000	\$50,558	\$38,016	\$8,408	\$20,713	\$182,695
Match Dollars, Federal and State Money	30%	\$195,000	\$151,674	\$114,048	\$25,224	\$62,140	\$548,086
**Other Projects (TBD)	10%	\$65,000	\$50,558	\$38,016	\$8,408	\$20,713	\$182,695
	100%	\$650,000	\$505,581	\$380,160	\$84,079	\$207,133	\$1,826,952

***Next step increase in gas tax revenue**

****Other Projects (TBD) could include**

- Traffic Engineering Projects
- Landscaping
- Wire Theft
- Signals - \$1.5 M + 11.5% Match
- Open Streets

HB 2017:

2018 2020 2022 2024
4 cents + 2 cents + 2 cents + 2 cents

Operations and Maintenance

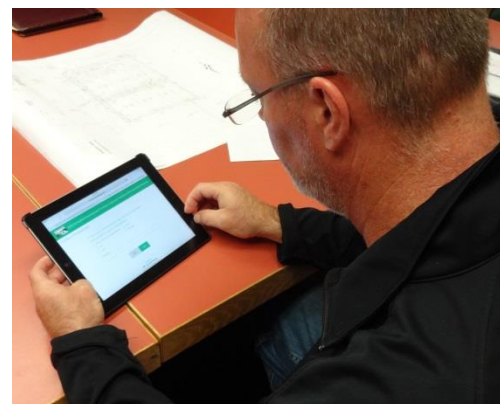
- March 2019 Snow Fight – 3,800 hours
- City Hall Security Upgrades, City Attorney Offices
- 54th Street Path Construction
- Operate and Maintain City's Capital Assets
 - 430 Street Lane Miles
 - 82 Water Quality Structures
 - 210 Miles of Stormwater pipes
 - 237 Miles of Wastewater Pipes
 - 15 Bridges
 - 570,000 Square Feet of Buildings and Facilities



Development Services

Review and Approvals for New Buildings and Uses

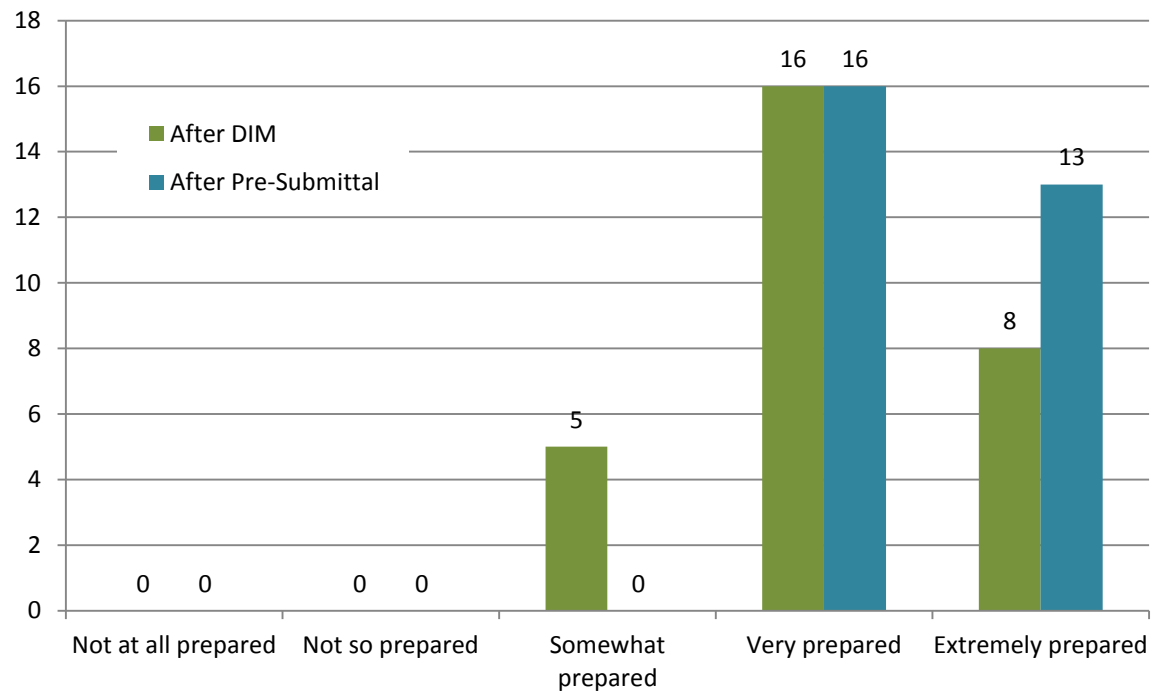
- Planning Counter Customers – 11,750
 - Building Permits – 1,500
 - Public Works Permits – 386
 - Code Compliance Complaints – 773
-
- Customer Service Project – Applicant Survey
 - Implement Electronic Plan Review



Customer Service Project Highlights

- One year of data
- **80%** felt either “Extremely Prepared” or “Very Prepared”
- **90%** agreed Springfield staff were either “Extremely responsive” or “Very responsive”
- **SDCs** communication problematic. New communication effort targeted to SDCs

*How prepared do you feel to submit an application **after** your DIM/Pre-Submittal?*



Comprehensive Planning, Housing and Transportation

- Downtown Sign Code Update (Downtown Design Standards)
- Launched Development Code Update Project
- Low Income Rental Property Tax Exemption Reinstated
- Emergency Home Repair and Down Payment Assistance
- Multi-Family Housing Diversity Property Tax Exemption
- Federal/State Transportation Program



Engineering

- Developing Bond-Funded Projects for 2019
 - 14th St. Overlay - Main St. to B St.; E St. to G St.
 - Commercial St. Overlay - 42nd St. West to Curve
- Other 2019 Projects
 - Virginia Daisy Bikeway Phase 1
 - Safe Pedestrian Crossings at Schools
- Replaced 3,300 Feet of Sanitary Sewer Pipe



Emergency Management

- Winter Storm Response and Cost Recovery
- 42nd St. Levee Inspection and Risk Assessment
- Public Outreach/Events for Preparedness and Hazards
- Landslide Inventory and Risk Assessment
- City Hall Back-up Generator Grant Award
- Community Emergency Response Team Coordination and Training



Environmental Services – Springfield Stormwater Program

- Negotiate new MS4 Stormwater permit with DEQ
- Water Quality Facilities Inspection
- Illicit Discharge Detection and Elimination
- Clean Water University – 700 Fifth Graders (Springfield and Eugene)
- Stream Team Clean Up Events



Environmental Services – Metropolitan Waste Water Commission (MWWC)

- MWWC Administration, Financial Management, Project Delivery
 - Resiliency Planning for MWWC Facilities – Cascadia Earthquake
 - Renewable Natural Gas Project – Biogas to RNG
 - Industrial Pre-Treatment Program
 - Clean Water University - +700 Fifth Graders (Springfield and Eugene)
 - Operations & Maintenance Building Project
 - Fourth Digester Project



Attachment 26



DPW FY 20 Presentation



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Key Efforts for 2020 and Forward

- Buildings & Facilities:
 - 2017 \$59 Million Repair/Replace Backlog
- Urban Growth Boundary
 - Parcel Specific Plan/Zone Designation
 - Resolve Plan/Zone Conflicts
- Development Code Project
- Main Street Safety Project



More Key Efforts for 2020 and Forward

- Achieve workable MS4 Stormwater Permit
- Wrap Up Downtown Design Standards
- Implement Transportation Policies in Code
- Significant Capital Project Delivery



Why We Do What We Do



Questions?



Department Account Summary
FY20 Operating Stoplight - General Fund 100
Development & Public Works 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	1,285,070	1,173,749	1,315,914	1,315,826	●	0%
540000 Overtime	16,651	10,848	11,523	11,512	●	0%
560000 Fringe Benefits	105,831	95,235	108,333	108,346	●	0%
560001 Medical/Dental Insurance	367,217	388,299	406,596	404,677	●	0%
560003 PERS/OPSRP	193,162	221,306	251,642	298,045	●	18%
560004 Medical/Dental Insurance	7,586	4,315	-	-		
560005 Workers Compensation	6,387	6,208	6,989	6,889	●	-1%
564001 Car allowance	-	-	348	-	●	-100%
564002 Pager allowance	-	-	144	144	●	0%
564005 Cell phone allowance	2,657	2,340	2,306	2,333	●	1%
Sub-Total Personnel Services	\$ 1,984,561	\$ 1,902,299	\$ 2,103,795	\$ 2,147,771	●	2%
611008 Contractual Services	62,799	84,405	71,164	88,420	●	24%
611009 Legal Expense	631	-	5,000	5,000	●	0%
611019 Merchant fees	11,693	4,017	9,000	9,000	●	0%
611021 Planning Commission Expenses	443	1,333	1,500	1,500	●	0%
620001 Cleaning Services	1,012	1,159	2,200	2,200	●	0%
620003 Equipment Rental	49	-	150	150	●	0%
632001 Telephone, Cellular, Pager	4,557	5,782	6,657	7,713	●	16%
632002 Ris/Airs/Geo Charges	13,768	17,410	14,664	17,100	●	17%
632005 Computer Equipment	2,508	13,586	5,900	1,972	●	-67%
632007 LRIG - SW7 System	-	29,373	22,664	13,132	●	-42%
633001 Advertising	5,700	6,210	4,550	4,550	●	0%
634003 Duplicating Supplies	4,293	3,073	1,138	1,138	●	0%
634006 Printing & binding	973	3,192	555	3,355	●	505%
635001 Travel & Meeting Expenses	2,083	3,390	6,260	6,760	●	8%
635002 Internal meeting	20	27	160	160	●	0%
636001 Software License Fee	18,102	8,368	9,414	9,618	●	2%
636009 Government ethics Comm charges	-	-	340	340	●	0%
641005 Code Enforce Supply	-	35	-	-		
641008 Safety Clothing/Eq	154	1,436	1,750	1,750	●	0%

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Development & Public Works 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
642001 Gasoline & Oil	5,371	4,427	7,300	5,900	● -19%
642002 Utilities	2,872	20,778	12,127	13,895	● 15%
643003 SUB Water	2,218	-	-	-	
643004 SUB Sewer & Drainage	1,428	-	-	-	
643007 SUB Electricity	13,865	-	-	-	
644002 Memberships, Books, Subscrips	5,284	5,191	4,844	4,844	● 0%
645002 Postage & Shipping Charges	6,107	5,057	5,600	23,600	● 321%
645003 Office & Computer Supplies	3,181	3,457	3,760	3,820	● 2%
645005 Computer Software	348	65	3,882	3,647	● -6%
645006 Small Furniture & appliances	729	2,427	3,375	3,375	● 0%
646002 Clothing Allowance	1,137	516	1,100	1,100	● 0%
646003 Commuter Trip Reduction	245	218	330	330	● 0%
647001 Parts & Materials	8,807	11,613	11,590	11,590	● 0%
647007 Cleang/Maint Materials	16,611	15,054	17,000	17,000	● 0%
647009 Program Expense	6,219	6,206	19,345	18,592	● -4%
651048 Homeless Overnight Parking Pgm	5,000	6,492	37,000	37,000	● 0%
660004 Equipment Maintenance	869	336	2,300	2,300	● 0%
660013 Bldg Maintenance	25,022	31,228	24,000	26,600	● 11%
660016 Vehicle Maintenance	2,594	2,546	1,700	1,700	● 0%
660018 Wildland EQ Repair	238	-	-	-	
671001 Training Aids	-	-	100	100	● 0%
671006 Employee Development	3,039	4,724	11,850	11,850	● 0%
671007 Organization Development	238	320	795	795	● 0%
671009 City Ee Recognition - Taxable	-	-	75	75	● 0%
671016 LTD Bus Pass Reimb Program	-	15	-	-	
673001 Recruitment Expense	1,013	478	550	550	● 0%
698001 Unexpended Target	-	-	-	-	
Sub-Total Material & Services	\$ 241,221	\$ 303,946	\$ 331,689	\$ 362,521	● 9%

Department Account Summary
FY20 Operating Stoplight - General Fund 100
Development & Public Works 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	40,788	45,672	41,328	42,000	●	2%
680005 Int Computer Equip Chgs	12,528	21,732	13,603	14,084	●	4%
680011 Internal Veh & Equip Rent	10,728	12,084	17,989	15,828	●	-12%
680014 Internal Employee Benefit Chg	15,744	16,872	17,772	15,204	●	-14%
680015 Internal Lease Payments	3,432	3,444	3,438	3,438	●	0%
680018 Internal MS Enterprise Agreemt	6,672	8,412	9,588	9,120	●	-5%
680027 Internal Workers Comp Chrgs	15,096	11,340	17,232	6,768	●	-61%
680030 Int Bldng Preservation Chrgs	12,276	14,016	15,312	14,484	●	-5%
Sub-Total Internal Charges	\$ 117,264	\$ 133,572	\$ 136,262	\$ 120,926	●	-11%
771000 Purchased Copier Equipment	-	-	15,000	-	●	-100%
Sub-Total Capital Outlay	\$ -	\$ -	\$ 15,000	\$ -	●	-100%
Total Expenditures F100	\$ 2,343,046	\$ 2,339,817	\$ 2,586,747	\$ 2,631,218	●	2%

Department Account Summary
FY19 Operating Stoplight - Street Fund 201
Development & Public Works 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	2,062,362	1,990,074	2,020,881	2,184,111	● 8%
510020 Seasonal & Intern Wages	23,093	-	-	-	-
540000 Overtime	50,963	39,145	54,855	55,821	● 2%
560000 Fringe Benefits	177,312	162,751	170,067	183,402	● 8%
560001 Medical/Dental Insurance	531,758	546,435	556,297	585,354	● 5%
560003 PERS/OPSRP	340,488	400,637	413,459	545,400	● 32%
560004 Medical/Dental Insurance	810	0	-	-	-
560005 Workers Compensation	26,428	25,182	26,648	28,808	● 8%
564001 Car allowance	3,493	2,075	696	-	● -100%
564002 Pager allowance	27,461	28,001	8,827	8,827	● 0%
564005 Cell phone allowance	4,862	4,646	4,073	4,237	● 4%
Sub-Total Personnel Services	\$ 3,249,030	\$ 3,198,946	\$ 3,255,804	\$ 3,595,960	● 10%
611008 Contractual Services	169,797	161,496	220,208	219,929	● 0%
611009 Legal Expense	-	-	2,525	2,525	● 0%
611013 Education/Outreach	1,954	95	1,000	1,000	● 0%
611019 Merchant fees	596	249	700	700	● 0%
611022 Fuel Tax Administration	5,460	5,460	7,650	7,650	● 0%
611042 NESC Compliance	-	-	3,000	3,000	● 0%
620001 Cleaning Services	3,418	758	2,550	2,550	● 0%
620003 Equipment Rental	20	-	5,575	5,575	● 0%
632001 Telephone, Cellular, Pager	7,274	10,482	5,106	7,630	● 49%
632002 Ris/Airs/Geo Charges	18,894	22,342	20,604	23,316	● 13%
632005 Computer Equipment	3,139	3,478	920	420	● -54%
632007 LRIG - SW7 System	-	-	11,648	11,647	● 0%
633001 Advertising	165	433	1,962	1,830	● -7%
634003 Duplicating Supplies	1,973	1,907	1,750	1,750	● 0%
634006 Printing & binding	9,235	871	695	695	● 0%
635001 Travel & Meeting Expenses	7,015	10,024	13,328	13,361	● 0%
635002 Internal meeting	156	312	1,050	1,050	● 0%
636001 Software License Fee	20,259	21,509	35,229	34,006	● -3%

Department Account Summary
FY19 Operating Stoplight - Street Fund 201
Development & Public Works 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	
636002 Recording Fees	206	198	281	281	●	0%
636009 Government ethics Comm charges	-	-	165	165	●	0%
641003 Eng/Survey Supplies	157	884	1,660	1,660	●	0%
641008 Safety Clothing/Eq	4,669	4,768	5,131	5,431	●	6%
642001 Gasoline & Oil	37,139	44,827	63,010	72,501	●	15%
642002 Utilities	-	55,758	47,164	63,305	●	34%
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%
643003 SUB Water	29,247	-	-	-		
643004 SUB Sewer & Drainage	3,055	-	-	-		
643007 SUB Electricity	13,370	-	-	-		
644002 Memberships, Books, Subscrips	15,763	15,344	5,685	5,976	●	5%
645002 Postage & Shipping Charges	1,617	890	1,265	1,265	●	0%
645003 Office & Computer Supplies	2,598	3,950	4,985	5,235	●	5%
645004 Computer Supplies	-	-	200	200	●	0%
645005 Computer Software	13,563	2,616	12,036	6,666	●	-45%
645006 Small Furniture & appliances	88	2,677	2,455	2,355	●	-4%
646002 Clothing Allowance	8,857	7,700	10,100	10,300	●	2%
646003 Commuter Trip Reduction	171	358	1,130	730	●	-35%
647001 Parts & Materials	138	14	-	-		
647002 Street Maint Materials	39,745	55,663	58,000	65,000	●	12%
647003 Sweeper Supplies	270	2,152	7,500	7,500	●	0%
647005 Drainage Maint Materials	125	-	-	-		
647007 Cleang/Maint Materials	724	-	-	-		
647009 Program Expense	6,856	8,338	77,708	77,712	●	0%
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%
647017 Street Tree Replacement	6,300	4,350	12,000	12,000	●	0%
650015 Permit Project Exp	-	-	35,000	35,000	●	0%
650064 Bicycle Program Supplies	1,120	-	-	-		
650097 Spring Clean-Up	-	528	1,000	1,000	●	0%

Department Account Summary
FY19 Operating Stoplight - Street Fund 201
Development & Public Works 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	
650201 ADA - Compliance Sidewalks	3,000	2,494	5,000	5,000	●	0%
660002 Street Light Maint	118,496	124,820	119,000	125,000	●	5%
660004 Equipment Maintenance	8,091	6,441	18,860	18,860	●	0%
660016 Vehicle Maintenance	17,240	25,821	17,900	17,900	●	0%
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%
660026 Wire Theft Remediation	4,161	-	-	-		
671001 Training Aids	-	-	100	100	●	0%
671006 Employee Development	6,160	9,649	20,860	21,260	●	2%
671007 Organization Development	193	330	795	600	●	-25%
671009 City Ee Recognition - Taxable	-	-	75	75	●	0%
671016 LTD Bus Pass Reimb Program	-	177	-	400	●	100%
672004 HRA Adjustment	-	1,386	-	-		
673001 Recruitment Expense	775	152	550	550	●	0%
Sub-Total Material and Service Charges	\$ 974,010	\$ 986,081	\$ 1,247,840	\$ 1,285,386	●	3%
680001 Internal Insurance Chgs	64,560	61,944	59,652	62,604	●	5%
680002 Internal Veh Mt Chgs	69,660	68,796	59,892	58,188	●	-3%
680004 Internal Fac Rent	34,992	35,004	57,216	59,760	●	4%
680005 Int Computer Equip Chgs	21,408	-	24,258	19,820	●	-18%
680007 Internal Bldg Maint Chgs	46,944	39,948	47,388	44,256	●	-7%
680011 Internal Veh & Equip Rent	151,668	-	148,897	140,085	●	-6%
680012 Indirect Costs	452,388	484,488	491,400	534,600	●	9%

Department Account Summary
FY19 Operating Stoplight - Street Fund 201
Development & Public Works 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
680014 Internal Employee Benefit Chg	23,100	22,872	21,912	22,920	● 5%
680015 Internal Lease Payments	7,812	7,812	7,807	7,807	● 0%
680018 Internal MS Enterprise Agreemt	9,708	11,856	12,924	13,740	● 6%
680027 Internal Workers Comp Chrgs	22,152	15,384	23,232	10,200	● -56%
680030 Int Bldng Preservation Chrgs	24,972	20,904	22,884	24,432	● 7%
Sub-Total Internal Charges	\$ 929,364	\$ 769,008	\$ 977,462	\$ 998,412	● 2%
Total Expenditures F201	\$ 5,152,404	\$ 4,954,035	\$ 5,481,106	\$ 5,879,758	● 7%

Department Account Summary
FY20 Operating Stoplight - Special Revenue Fund 204
Development & Public Works 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	
647009 Program Expense	4,169	4,249	12,000	12,000	●	0%
Total Expenditures F204	\$ 4,169	\$ 4,249	\$ 12,000	\$ 12,000	●	0%

Department Account Summary
FY20 Operating Stoplight - Transient Room Tax Fund 208
Development & Public Works 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	64,950	62,014	67,319	53,170	● -21%
540000 Overtime	4,489	3,276	1,015	822	● -19%
560000 Fringe Benefits	5,795	5,777	5,576	4,405	● -21%
560001 Medical/Dental Insurance	15,809	15,247	16,783	15,174	● -10%
560003 PERS/OPSRP	11,638	15,780	15,121	12,359	● -18%
560004 Medical/Dental Insurance	3	(0)	-	-	
560005 Workers Compensation	627	621	536	437	● -18%
564002 Pager allowance	6	36	29	29	● 0%
564005 Cell phone allowance	-	-	25	25	● 0%
Sub-Total Personnel Services	\$ 103,317	\$ 102,750	\$ 106,405	\$ 86,421	● -19%
611008 Contractual Services	-	1,500	4,000	4,000	● 0%
643003 SUB Water	4	-	-	-	
643004 SUB Sewer & Drainage	7	-	-	-	
643007 SUB Electricity	133	-	-	-	
645003 Office & Computer Supplies	3	-	-	-	
647009 Program Expense	6,519	5,509	5,000	5,000	● 0%
Sub-Total Material and Service Charges	\$ 6,666	\$ 7,009	\$ 9,000	\$ 9,000	● 0%
680005 Int Computer Equip Chgs	1,644	-	-	-	
Sub-Total Internal Charges	\$ 1,644	\$ -	\$ -	\$ -	
Total Expenditures F208	\$ 111,627	\$ 109,759	\$ 115,405	\$ 95,421	● -17%

Department Account Summary
FY20 Operating Stoplight - Community Development Fund 210
Development & Public Works 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	102,126	115,492	152,735	157,808	●	3%
540000 Overtime	-	-	230	230	●	0%
560000 Fringe Benefits	8,402	9,395	12,471	12,887	●	3%
560001 Medical/Dental Insurance	2,697	3,014	41,271	41,287	●	0%
560003 PERS/OPSRP	15,788	21,520	28,218	35,415	●	26%
560004 Medical/Dental Insurance	14,970	18,418	-	-		
560005 Workers Compensation	83	101	134	138	●	3%
Sub-Total Personnel Services	\$ 144,066	\$ 167,940	\$ 235,058	\$ 247,764	●	5%
611008 Contractual Services	76,762	62,787	110,975	113,363	●	2%
633001 Advertising	975	198	-	400	●	100%
635001 Travel & Meeting Expenses	600	1,626	1,500	2,000	●	33%
644002 Memberships, Books, Subscrips	100	-	-	100	●	100%
645002 Postage & Shipping Charges	19	27	-	300	●	100%
645003 Office & Computer Supplies	50	44	-	100	●	100%
645005 Computer Software	109	-	-	-		
645006 Small Furniture & appliances	1,244	-	-	-		
647009 Program Expense	39,688	61	-	-		
650026 1st Time Homebuyers	50,700	52,887	82,790	91,623	●	11%
650036 Intergvt Human Svcs	73,204	72,935	94,202	78,589	●	-17%
651015 Neighborhood Improvements	-	12,319	-	240,554	●	100%
651025 Section 108 Repayment Xfr	44,412	43,390	42,306	41,170	●	-3%
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%
671006 Employee Development	114	350	250	500	●	100%
671016 LTD Bus Pass Reimb Program	-	10	-	-		
Sub-Total Material and Service Charges	\$ 464,452	\$ 246,634	\$ 1,084,364	\$ 1,304,529	●	20%

Department Account Summary
FY20 Operating Stoplight - Community Development Fund 210
Development & Public Works 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	-	4,536	4,176	3,864	●	-7%
680007 Internal Bldg Maint Chgs	-	2,340	2,952	2,472	●	-16%
680014 Internal Employee Benefit Chg	-	-	-	1,500	●	100%
680018 Internal MS Enterprise Agreemt	-	864	912	900	●	-1%
680027 Internal Workers Comp Chrgs	-	1,128	1,632	672	●	-59%
Sub-Total Internal Charges	\$ -	\$ 8,868	\$ 9,672	\$ 9,408	●	-3%
Total Expenditures F210	\$ 608,517	\$ 423,441	\$ 1,329,094	\$ 1,561,701	●	18%

Department Account Summary
FY20 Operating Stoplight - Building Code Fund 224
Development & Public Works 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	464,533	535,713	569,665	581,064	●	2%
540000 Overtime	-	-	11,919	11,931	●	0%
560000 Fringe Benefits	37,616	42,095	47,341	48,303	●	2%
560001 Medical/Dental Insurance	121,214	140,194	150,648	151,107	●	0%
560003 PERS/OPSRP	64,658	91,363	102,726	131,284	●	28%
560004 Medical/Dental Insurance	(0)	0	-	-		
560005 Workers Compensation	1,459	1,633	1,791	1,824	●	2%
564001 Car allowance	-	-	348	-	●	-100%
564005 Cell phone allowance	-	-	54	117	●	117%
Sub-Total Personnel Services	\$ 689,480	\$ 810,998	\$ 884,492	\$ 925,630	●	5%
611008 Contractual Services	2,648	-	2,500	2,500	●	0%
611019 Merchant fees	17,013	16,899	14,000	14,000	●	0%
620003 Equipment Rental	-	-	25	25	●	0%
632001 Telephone, Cellular, Pager	2,807	3,597	3,461	3,328	●	-4%
632002 Ris/Airs/Geo Charges	4,091	5,644	5,688	4,500	●	-21%
632005 Computer Equipment	707	-	105	100	●	-5%
633001 Advertising	-	-	155	180	●	16%
634003 Duplicating Supplies	970	825	310	300	●	-3%
634006 Printing & binding	145	322	90	100	●	11%
635001 Travel & Meeting Expenses	524	562	1,200	1,200	●	0%
635002 Internal meeting	20	-	100	100	●	0%
636001 Software License Fee	5	149	880	880	●	0%
632007 LRIG - SW7 System	-	-	424	424	●	0%
641008 Safety Clothing/Eq	-	367	-	-		
642001 Gasoline & Oil	3,182	3,671	4,400	4,400	●	0%
642002 Utilities	-	2,170	1,857	2,282	●	23%
643003 SUB Water	110	-	-	-		
643004 SUB Sewer & Drainage	199	-	-	-		
643007 SUB Electricity	3,893	-	-	-		

Department Account Summary
FY20 Operating Stoplight - Building Code Fund 224
Development & Public Works 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	1,311	3,128	125	125	●	0%
645002 Postage & Shipping Charges	758	428	520	520	●	0%
645003 Office & Computer Supplies	454	1,806	580	580	●	0%
645005 Computer Software	-	-	150	150	●	0%
645006 Small Furniture & appliances	-	14	1,000	1,000	●	0%
646003 Commuter Trip Reduction	-	16	83	83	●	0%
647009 Program Expense	1,577	2,846	3,815	3,815	●	0%
660004 Equipment Maintenance	-	-	250	250	●	0%
660016 Vehicle Maintenance	639	249	-	-		
671001 Training Aids	-	-	100	100	●	0%
671006 Employee Development	396	349	2,825	2,825	●	0%
671007 Organization Development	129	146	530	530	●	0%
671009 City Ee Recognition - Taxable	-	-	75	75	●	0%
671021 Emp development bldg education	5,639	3,280	7,000	7,000	●	0%
673001 Recruitment Expense	898	48	200	200	●	0%
Sub-Total Material & Service Charges	\$ 48,112	\$ 46,515	\$ 52,448	\$ 51,572	●	-2%
680001 Internal Insurance Chgs	14,772	16,272	15,672	6,581	●	-58%
680002 Internal Veh Mt Chgs	2,880	2,820	3,636	3,528	●	-3%
680004 Internal Fac Rent	21,888	21,876	12,288	12,624	●	3%
680005 Int Computer Equip Chgs	3,384	10,800	5,460	4,198	●	-23%
680007 Internal Bldg Maint Chgs	9,636	8,388	11,028	9,528	●	-14%
680011 Internal Veh & Equip Rent	3,504	3,192	15,047	12,711	●	-16%
680012 Indirect Costs	103,560	127,344	135,936	138,072	●	2%
680014 Internal Employee Benefit Chg	5,292	6,012	5,748	5,916	●	3%

Department Account Summary
FY20 Operating Stoplight - Building Code Fund 224
Development & Public Works 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	
680015 Internal Lease Payments	672	672	676	676	●	0%
680018 Internal MS Enterprise Agreement	2,220	3,120	3,588	3,372	●	-6%
680027 Internal Workers Comp Chrgs	5,076	4,020	6,108	2,508	●	-59%
680030 Int Bldng Preservation Chrgs	624	5,460	6,336	6,252	●	-1%
Sub-Total Internal Charges	\$ 173,508	\$ 209,976	\$ 221,523	\$ 205,966	●	-7%
Total Expenditures F224	\$ 911,100	\$ 1,067,488	\$ 1,158,463	\$ 1,183,168	●	2%

Department Account Summary
FY20 Operating Stoplight - Regional Wastewater Capital Fund 433
Development & Public Works 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	
611019 Merchant fees	607	530	4,000	4,000	●	0%
Sub-Total Material and Service Charges	\$ 607	\$ 530	\$ 4,000	\$ 4,000	●	0%
744000 Equipment Replacement	411,199	422,424	884,000	621,000	●	-30%
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%
Sub-Total Capital Outlay	\$ 1,658,837	\$ 1,869,512	\$ 2,562,300	\$ 1,141,000	●	-55%
Total Expenditures F433	\$ 1,659,445	\$ 1,870,041	\$ 2,566,300	\$ 1,145,000	●	-55%

Department Account Summary
FY20 Operating Stoplight - Street Capital Fund 434
Development & Public Works 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
680017 Internal Admin Fee	145,417	148,585	97,543	124,584	● 28%
Sub-Total Material and Service Charges	\$ 145,417	\$ 148,585	\$ 97,543	\$ 124,584	● 28%
Total Expenditures F434	\$ 145,417	\$ 148,585	\$ 97,543	\$ 124,584	● 28%

Department Account Summary

FY20 Operating Stoplight - Sanitary Sewer Operations Fund 611

Development & Public Works 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	1,052,886	1,174,573	1,244,744	1,265,683	●	2%
540000 Overtime	6,900	12,589	23,140	22,658	●	-2%
560000 Fringe Benefits	87,228	95,208	103,604	105,193	●	2%
560001 Medical/Dental Insurance	328,144	336,728	356,357	353,506	●	-1%
560003 PERS/OPSRP	154,812	215,317	235,593	296,367	●	26%
560004 Medical/Dental Insurance	203	(0)	-	-		
560005 Workers Compensation	10,186	12,245	13,303	13,562	●	2%
564001 Car allowance	-	-	626	-	●	-100%
564002 Pager allowance	-	-	2,678	2,678	●	0%
564005 Cell phone allowance	2,606	2,340	2,324	2,266	●	-2%
576000 Internal PERS side account	-	-	-	-		
Sub-Total Personnel Services	\$ 1,642,965	\$ 1,849,000	\$ 1,982,371	\$ 2,061,915	●	4%
611007 Billing & Coll Exp	85,224	85,121	94,500	93,000	●	-2%
611008 Contractual Services	243,534	273,952	287,400	287,500	●	0%
611009 Legal Expense	-	-	22,600	22,600	●	0%
611013 Education/Outreach	19	-	-	400	●	100%
611019 Merchant fees	-	0	700	700	●	0%
620001 Cleaning Services	1,787	330	2,350	2,350	●	0%
620003 Equipment Rental	-	845	1,075	1,075	●	0%
632001 Telephone, Cellular, Pager	2,607	3,478	3,437	3,623	●	5%
632002 Ris/Airs/Geo Charges	11,385	13,653	12,768	13,404	●	5%
632005 Computer Equipment	1,972	3,791	1,420	586	●	-59%
632007 LRIG - SW7 System	-	-	6,683	6,682	●	0%
633001 Advertising	32	-	1,030	1,030	●	0%
634003 Duplicating Supplies	2,748	2,844	2,350	2,352	●	0%
634006 Printing & binding	215	725	550	550	●	0%
635001 Travel & Meeting Expenses	7,709	5,906	10,370	10,403	●	0%
635002 Internal meeting	233	151	925	925	●	0%
636001 Software License Fee	8,230	10,397	16,223	18,004	●	11%
636002 Recording Fees	155	250	272	272	●	0%

Department Account Summary
FY20 Operating Stoplight - Sanitary Sewer Operations Fund 611
Development & Public Works 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	
636010 Right of Way Fees	215,830	224,176	225,300	383,000		70%
641003 Eng/Survey Supplies	156	791	1,670	1,670		0%
641008 Safety Clothing/Eq	1,794	2,673	3,631	3,631		0%
642001 Gasoline & Oil	16,892	21,204	27,700	34,700		25%
642002 Utilities	-	37,064	33,170	38,941		17%
643003 SUB Water	12,123	-	-	-		
643004 SUB Sewer & Drainage	2,351	-	-	-		
643007 SUB Electricity	26,983	-	-	-		
644002 Memberships, Books, Subscrips	12,303	11,268	7,349	7,645		4%
645002 Postage & Shipping Charges	793	1,492	2,100	2,100		0%
645003 Office & Computer Supplies	1,875	2,535	4,270	4,280		0%
645005 Computer Software	2,031	5,750	5,691	5,513		-3%
645006 Small Furniture & appliances	253	427	2,148	2,147		0%
646002 Clothing Allowance	8,220	6,899	9,250	9,250		0%
646003 Commuter Trip Reduction	171	228	630	330		-48%
647001 Parts & Materials	-	22	-	-		
647005 Drainage Maint Materials	662	484	-	-		
647006 Sewer Maint Materials	26,853	25,019	34,500	34,500		0%
647007 Cleang/Maint Materials	379	-	-	-		
647009 Program Expense	4,603	3,244	14,301	14,418		1%
660004 Equipment Maintenance	4,121	3,763	14,370	14,370		0%
660014 Internal Bk Maint	-	22	-	-		
660016 Vehicle Maintenance	9,310	14,123	8,650	8,650		0%
671001 Training Aids	-	-	100	100		0%
671006 Employee Development	4,774	6,126	14,007	14,808		6%
671007 Organization Development	199	353	795	795		0%
671009 City Ee Recognition - Taxable	-	-	75	75		0%
671016 LTD Bus Pass Reimb Program	-	19	-	300		100%
672013 PERS Adjustment	-	207	-	-		
673001 Recruitment Expense	601	149	550	550		0%
Sub-Total Material & Services	\$ 719,124	\$ 769,481	\$ 874,910	\$ 1,047,229		20%

Department Account Summary
FY20 Operating Stoplight - Sanitary Sewer Operations Fund 611
Development & Public Works 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	40,704	38,112	36,984	36,000		-3%
680002 Internal Veh Mt Chgs	41,088	40,584	44,256	42,996		-3%
680004 Internal Fac Rent	27,192	27,192	40,332	40,236		0%
680005 Int Computer Equip Chgs	8,988	13,752	13,400	10,074		-25%
680007 Internal Bldg Maint Chgs	31,644	24,588	31,416	27,924		-11%
680011 Internal Veh & Equip Rent	110,652	110,568	97,436	87,895		-10%
680012 Indirect Costs	285,216	298,128	304,788	307,548		1%
680014 Internal Employee Benefit Chg	14,568	14,088	13,584	13,176		-3%
680015 Internal Lease Payments	4,836	4,836	4,834	4,834		0%
680017 Internal Admin Fee	251,339	171,580	210,260	201,412		-4%
680018 Internal MS Enterprise Agreemt	6,120	7,296	8,016	7,908		-1%
680027 Internal Workers Comp Chrgs	13,968	9,492	14,400	5,856		-59%
680030 Int Bldng Preservation Chrgs	5,712	12,852	14,196	14,064		-1%
Sub-Total Internal Charges	\$ 842,027	\$ 773,068	\$ 833,902	\$ 799,923		-4%
Total Expenditures F611	\$ 3,204,116	\$ 3,391,549	\$ 3,691,183	\$ 3,909,066		6%

Department Account Summary
FY20 Operating Stoplight - Regional Wastewater Fund 612
Development & Public Works 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	1,048,381	1,106,204	1,171,642	1,267,748	●	8%
540000 Overtime	-	3,144	5,741	5,741	●	0%
560000 Fringe Benefits	84,682	89,254	96,332	103,969	●	8%
560001 Medical/Dental Insurance	273,831	292,391	295,751	314,834	●	6%
560003 PERS/OPSRP	140,507	189,130	201,680	274,208	●	36%
560004 Medical/Dental Insurance	76	0	-	-		
560005 Workers Compensation	3,724	4,507	4,895	5,081	●	4%
564001 Car allowance	-	-	278	-	●	-100%
564005 Cell phone allowance	4,968	5,861	5,029	5,015	●	0%
570000 Personal Services Adjustments	-	-	1,940	-	●	-100%
576000 Internal PERS side account	-	-	-	-		
Sub-Total Personnel Services	\$ 1,556,169	\$ 1,690,491	\$ 1,783,288	\$ 1,976,595	●	11%
611007 Billing & Coll Exp	602,729	618,129	630,000	645,000	●	2%
611008 Contractual Services	29,435	26,672	107,600	102,600	●	-5%
611009 Legal Expense	-	-	100,505	80,505	●	-20%
611013 Education/Outreach	1,625	7,171	26,950	69,300	●	157%
611016 Attorney Fees	36,813	39,091	84,000	104,500	●	24%
613001 Personal Services Reimbursemen	8,111,555	8,660,685	9,204,678	9,736,062	●	6%
620003 Equipment Rental	-	-	25	25	●	0%
631001 Insurance Premiums	317,146	322,812	350,000	320,000	●	-9%
632001 Telephone, Cellular, Pager	537	966	603	1,200	●	99%
632002 Ris/Airs/Geo Charges	9,594	11,009	10,608	11,208	●	6%
632005 Computer Equipment	1,620	-	525	525	●	0%
632007 LRIG - SW7 System	-	-	1,484	1,484	●	0%
633001 Advertising	1,323	976	2,908	2,658	●	-9%
634003 Duplicating Supplies	1,116	1,429	2,000	1,850	●	-7%
634006 Printing & binding	754	4,127	2,710	2,682	●	-1%
635001 Travel & Meeting Expenses	16,203	14,746	20,300	20,800	●	2%
635002 Internal meeting	20	-	100	100	●	0%
636001 Software License Fee	20	297	200	200	●	0%

Department Account Summary
FY20 Operating Stoplight - Regional Wastewater Fund 612
Development & Public Works 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	
636005 Property Taxes	4,643	4,452	7,000	7,000	●	0%
636008 WPCF/NPDES permits	125,780	126,536	137,000	137,000	●	0%
636009 Government ethics Comm charges	555	665	-	700	●	100%
641007 Pretreatment Supplies	782	1,821	4,000	4,000	●	0%
641008 Safety Clothing/Eq	417	564	900	600	●	-33%
642001 Gasoline & Oil	1,054	1,367	1,900	2,200	●	16%
642002 Utilities	-	1,595	2,000	1,675	●	-16%
643003 SUB Water	138	-	-	-		
643004 SUB Sewer & Drainage	251	-	-	-		
643007 SUB Electricity	4,913	-	-	-		
644002 Memberships, Books, Subscrips	28,220	30,969	29,575	32,272	●	9%
645002 Postage & Shipping Charges	1,798	1,798	3,393	2,710	●	-20%
645003 Office & Computer Supplies	3,172	4,262	7,580	7,227	●	-5%
645005 Computer Software	1,938	2,678	47,900	11,050	●	-77%
646003 Commuter Trip Reduction	122	33	203	203	●	0%
647009 Program Expense	20,574	18,133	22,130	22,130	●	0%
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%
650084 Eugene Capital Outlay	48,479	141,149	163,706	20,000	●	-88%
650152 Small home SDC MWMC	-	-	100,000	-	●	-100%
660004 Equipment Maintenance	-	-	300	300	●	0%
660016 Vehicle Maintenance	44	510	600	800	●	33%
671001 Training Aids	-	-	100	100	●	0%
671002 City Ee Recognition	-	77	-	-		
671006 Employee Development	6,310	15,010	20,475	19,875	●	-3%
671007 Organization Development	129	147	530	530	●	0%
671009 City Ee Recognition - Taxable	-	-	75	75	●	0%
671016 LTD Bus Pass Reimb Program	-	229	-	-		
672004 HRA Adjustment	-	2,082	-	-		
673001 Recruitment Expense	123	143	200	200	●	0%
Sub-Total Material & Services	\$ 13,806,857	\$ 14,433,759	\$ 15,922,830	\$ 16,099,741	●	1%

Department Account Summary
FY20 Operating Stoplight - Regional Wastewater Fund 612
Development & Public Works 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	17,856	15,240	13,884	15,192		9%
680002 Internal Veh Mt Chgs	3,756	3,696	3,648	3,552		-3%
680004 Internal Fac Rent	49,692	49,692	42,804	41,520		-3%
680005 Int Computer Equip Chgs	6,168	6,960	5,376	1,107		-79%
680007 Internal Bldg Maint Chgs	22,596	16,308	21,624	18,672		-14%
680011 Internal Veh & Equip Rent	2,328	-	6,900	-		-100%
680012 Indirect Costs	275,688	280,224	299,700	307,968		3%
680014 Internal Employee Benefit Chg	12,408	11,736	11,268	11,016		-2%
680015 Internal Lease Payments	2,232	2,232	2,230	2,230		0%
680018 Internal MS Enterprise Agreemt	5,208	6,072	6,660	6,600		-1%
680027 Internal Workers Comp Chrgs	11,892	7,884	11,952	4,896		-59%
680030 Int Bldng Preservation Chrgs	13,404	10,704	11,772	11,736		0%
Sub-Total Internal Charges	\$ 423,228	\$ 410,748	\$ 437,818	\$ 424,489		-3%
Total Expenditures F612	\$ 15,786,254	\$ 16,534,998	\$ 18,143,936	\$ 18,500,825		2%

Department Account Summary

FY20 Operating Stoplight - Storm Drainage Operations Fund 617

Development & Public Works 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	1,701,054	1,927,338	2,041,092	2,082,249	●	2%
510020 Seasonal & Intern Wages	18,859	-	-	-		
540000 Overtime	23,018	16,241	42,385	42,095	●	-1%
560000 Fringe Benefits	140,845	154,783	170,185	173,427	●	2%
560001 Medical/Dental Insurance	541,320	566,559	587,119	584,551	●	0%
560003 PERS/OPSRP	247,953	359,961	377,684	477,530	●	26%
560004 Medical/Dental Insurance	520	(0)	-	-		
560005 Workers Compensation	17,658	22,004	23,417	23,907	●	2%
564001 Car allowance	-	-	626	-	●	-100%
564002 Pager allowance	-	-	2,722	2,722	●	0%
564005 Cell phone allowance	1,963	2,340	3,323	2,711	●	-18%
576000 Internal PERS side account	-	-	-	-		
Sub-Total Personnel Services	\$ 2,693,191	\$ 3,049,226	\$ 3,248,553	\$ 3,389,191	●	4%
611007 Billing & Coll Exp	79,817	80,903	86,000	86,000	●	0%
611008 Contractual Services	91,817	95,878	154,138	147,138	●	-5%
611009 Legal Expense	-	-	22,725	22,725	●	0%
611013 Education/Outreach	7,881	6,372	10,000	10,000	●	0%
611016 Attorney Fees	4,117	2,100	14,000	50,000	●	257%
611019 Merchant fees	841	1,828	1,500	1,500	●	0%
620001 Cleaning Services	2,334	560	2,100	2,100	●	0%
620003 Equipment Rental	-	-	1,175	1,175	●	0%
632001 Telephone, Cellular, Pager	5,591	8,781	5,513	8,306	●	51%
632002 Ris/Airs/Geo Charges	17,910	23,944	22,560	24,060	●	7%
632005 Computer Equipment	3,262	3,665	1,235	552	●	-55%
632007 LRIG - SW7 System	-	-	9,230	9,229	●	0%
633001 Advertising	416	1,038	3,543	3,380	●	-5%
634003 Duplicating Supplies	2,729	2,728	2,090	2,090	●	0%
634006 Printing & binding	7,338	5,470	7,045	7,045	●	0%
635001 Travel & Meeting Expenses	7,948	10,771	14,070	15,904	●	13%

Department Account Summary

FY20 Operating Stoplight - Storm Drainage Operations Fund 617

Development & Public Works 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	
635002 Internal meeting	112	132	775	775	●	0%
636001 Software License Fee	7,847	10,132	19,318	19,215	●	-1%
636002 Recording Fees	156	165	272	272	●	0%
636008 WPCF/NPDES permits	875	1,133	7,800	7,100	●	-9%
636010 Right of Way Fees	198,870	206,145	211,800	360,000	●	70%
641003 Eng/Survey Supplies	1,182	791	570	570	●	0%
641008 Safety Clothing/Eq	4,884	5,106	3,477	4,327	●	24%
642001 Gasoline & Oil	20,426	24,927	29,450	46,101	●	57%
642002 Utilities	409	37,784	32,419	41,900	●	29%
643003 SUB Water	1,877	1,945	-	-		
643004 SUB Sewer & Drainage	2,717	-	-	-		
643007 SUB Electricity	10,773	-	-	-		
644002 Memberships, Books, Subscrips	7,709	11,647	4,109	4,256	●	4%
645002 Postage & Shipping Charges	2,392	1,068	1,945	1,945	●	0%
645003 Office & Computer Supplies	2,740	3,074	4,970	5,171	●	4%
645005 Computer Software	6,103	4,018	9,160	6,415	●	-30%
645006 Small Furniture & appliances	252	662	2,148	2,148	●	0%
645007 Stormwater Sampling Expenses	14,530	5,826	10,000	10,000	●	0%
646002 Clothing Allowance	3,393	2,491	3,700	3,700	●	0%
646003 Commuter Trip Reduction	188	268	630	330	●	-48%
647002 Street Maint Materials	501	2,092	7,000	7,000	●	0%
647003 Sweeper Supplies	4,675	2,329	6,000	6,000	●	0%
647005 Drainage Maint Materials	53,521	60,740	62,535	66,035	●	6%
647007 Cleang/Maint Materials	494	-	-	-		
647009 Program Expense	12,291	19,188	36,461	33,191	●	-9%
650097 Spring Clean-Up	-	528	1,000	1,000	●	0%
660004 Equipment Maintenance	7,295	8,442	11,795	11,695	●	-1%
660016 Vehicle Maintenance	11,465	13,976	17,950	17,950	●	0%
660027 Stream and Channel O&M	69,918	16,315	65,000	65,000	●	0%
671001 Training Aids	-	-	100	-	●	-100%


Department Account Summary






















FY20 Operating Stoplight - Storm Drainage Operations Fund 617

Development & Public Works 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	
671006 Employee Development	13,539	13,526	19,036	20,636		8%
671007 Organization Development	200	381	795	795		0%
671009 City Ee Recognition - Taxable	-	-	75	75		0%
671016 LTD Bus Pass Reimb Program	-	43	-	300		100%
673001 Recruitment Expense	902	129	550	550		0%
Sub-Total Material & Services	\$ 694,237	\$ 699,041	\$ 927,764	\$ 1,135,655		22%
680001 Internal Insurance Chgs	65,952	67,392	65,292	64,236		-2%
680002 Internal Veh Mt Chgs	68,076	67,236	61,284	59,532		-3%
680004 Internal Fac Rent	50,616	50,616	57,768	57,900		0%
680005 Int Computer Equip Chgs	14,328	21,000	18,898	17,096		-10%
680007 Internal Bldg Maint Chgs	48,108	43,500	51,348	45,444		-11%
680011 Internal Veh & Equip Rent	143,124	145,332	184,119	170,546		-7%
680012 Indirect Costs	470,268	526,248	537,924	551,040		2%
680014 Internal Employee Benefit Chg	23,604	24,924	23,976	23,616		-2%
680015 Internal Lease Payments	7,272	7,272	7,269	7,269		0%
680017 Internal Admin Fee	78,244	54,835	67,197	49,004		-27%
680018 Internal MS Enterprise Agreemt	9,924	12,924	14,148	14,160		0%
680027 Internal Workers Comp Chrgs	22,632	16,752	25,428	10,512		-59%
680030 Int Bldng Preservation Chrgs	25,512	22,716	25,080	25,200		0%
Sub-Total Internal Charges	\$ 1,027,660	\$ 1,060,747	\$ 1,139,731	\$ 1,095,555		-4%
Total Expenditures F617	\$ 4,415,088	\$ 4,809,014	\$ 5,316,048	\$ 5,620,402		6%

Department Account Summary
FY20 Operating Stoplight - Booth-Kelly Fund 618
Development & Public Works 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	70,558	68,847	85,424	82,965	●	-3%
540000 Overtime	485	428	805	805	●	0%
560000 Fringe Benefits	5,794	5,539	7,010	6,821	●	-3%
560001 Medical/Dental Insurance	36,876	24,297	25,232	25,170	●	0%
560003 PERS/OPSRP	8,558	11,664	15,257	16,792	●	10%
560005 Workers Compensation	603	704	1,050	952	●	-9%
564001 Car allowance	-	-	139	-	●	-100%
564005 Cell phone allowance	-	-	216	209	●	-3%
Sub-Total Personnel Services	\$ 122,873	\$ 111,479	\$ 135,134	\$ 133,714	●	-1%
611008 Contractual Services	65,343	60,083	91,000	91,000	●	0%
611009 Legal Expense	-	-	5,000	5,000	●	0%
620003 Equipment Rental	-	-	525	500	●	-5%
632001 Telephone, Cellular, Pager	106	106	119	316	●	166%
632002 Ris/Airs/Geo Charges	1,323	934	900	948	●	5%
632005 Computer Equipment	244	-	53	-	●	-100%
633001 Advertising	275	100	2,600	2,600	●	0%
634003 Duplicating Supplies	919	803	310	-	●	-100%
634006 Printing & binding	141	1	70	50	●	-29%
635001 Travel & Meeting Expenses	29	705	900	600	●	-33%
636005 Property Taxes	96,714	74,973	75,000	81,000	●	8%
641009 Cleaning Supplies	57	-	200	200	●	0%
642002 Utilities	9,053	96,209	91,948	100,884	●	10%
643003 SUB Water	7,600	-	-	-		
643004 SUB Sewer & Drainage	23,630	-	-	-		
643007 SUB Electricity	43,058	-	-	-		
644002 Memberships, Books, Subscrips	6	-	85	-	●	-100%
645002 Postage & Shipping Charges	758	122	380	250	●	-34%
645003 Office & Computer Supplies	63	29	300	125	●	-58%
645005 Computer Software	-	-	100	-	●	-100%
645006 Small Furniture & appliances	-	7	-	-		

Department Account Summary
FY20 Operating Stoplight - Booth-Kelly Fund 618
Development & Public Works 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	
647009 Program Expense	-	-	2,565	2,000	●	-22%
660004 Equipment Maintenance	-	-	5,250	5,000	●	-5%
660013 Bldg Maintenance	7,449	15,047	23,500	23,500	●	0%
671001 Training Aids	-	-	100	-	●	-100%
671006 Employee Development	28	75	250	-	●	-100%
671007 Organization Development	129	147	530	-	●	-100%
673001 Recruitment Expense	-	4	-	-		
Sub-Total Material & Services	\$ 256,925	\$ 249,345	\$ 301,685	\$ 313,973	●	4%
680001 Internal Insurance Chgs	4,776	2,700	2,628	2,568	●	-2%
680004 Internal Fac Rent	5,892	5,892	7,176	5,964	●	-17%
680005 Int Computer Equip Chgs	1,380	960	274	108	●	-61%
680007 Internal Bldg Maint Chgs	68,016	92,604	74,592	78,288	●	5%
680012 Indirect Costs	33,504	21,144	21,528	21,876	●	2%
680014 Internal Employee Benefit Chg	1,716	996	960	936	●	-3%
680018 Internal MS Enterprise Agreemt	720	516	564	564	●	0%
680027 Internal Workers Comp Chrgs	1,644	660	1,032	420	●	-59%
680030 Int Bldng Preservation Chrgs	1,848	912	996	996	●	0%
Sub-Total Internal Charges	\$ 119,496	\$ 126,384	\$ 109,750	\$ 111,720	●	2%
Total Expenditures F618	\$ 499,294	\$ 487,208	\$ 546,569	\$ 559,407	●	2%


Department Account Summary
FY20 Operating Stoplight - Regional Fiber Consortium 629
Development & Public Works 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	93,557	61,115	99,625	-	●	-100%
631001 Insurance Premiums	21,177	21,954	25,000	-	●	-100%
635001 Travel & Meeting Expenses	3,641	382	3,800	-	●	-100%
636009 Government ethics Comm charges	32	76	100	-	●	-100%
644002 Memberships, Books, Subscrips	580	610	550	-	●	-100%
650144 RFC Grant Award Exp	45,000	-	50,000	-	●	-100%
Sub-Total Material & Services	\$ 163,987	\$ 84,136	\$ 179,075	\$ -	●	-100%
Total Expenditures F629	\$ 163,987	\$ 84,136	\$ 179,075	\$ -	●	-100%

Department Account Summary
FY20 Operating Stoplight - Vehicle & Equipment Fund 713
Development & Public Works 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	44,973	57,733	94,313	34,200		-64%
642001 Gasoline & Oil	349,638	409,576	375,000	506,400		35%
642002 Utilities	-	2,787	3,228	2,787		-14%
642007 Fuel facilities expenses	1,325	6,595	15,000	15,000		0%
643003 SUB Water	254	-	-	-		
643007 SUB Electricity	2,074	-	-	-		
647001 Parts & Materials	-	2,076	-	-		
647009 Program Expense	-	84,188	-	-		
Sub-Total Mterial & Services	\$ 398,264	\$ 562,956	\$ 487,541	\$ 558,387		15%
723001 Vehicles	213,607	143,088	432,533	605,829		40%
741011 Program Equipment	-	-	11,500	-		-100%
741043 Fleet Maint. Equipment	-	-	5,100	-		-100%
741024 Street Sweeper	-	-	295,000	-		-100%
741046 Surface Maintenance Equipment	-	149,868	-	-		
741048 Survey Equipment	-	56,280	-	-		
751001 Computer Equipment	29,264	5,599	-	18,000		100%
Sub-Total Capital Outlay	\$ 242,871	\$ 354,835	\$ 744,133	\$ 623,829		-16%
Total Expenditures F713	\$ 641,135	\$ 917,791	\$ 1,231,674	\$ 1,182,216		-4%

Department Account Summary
FY20 Operating Stoplight - SDC Administration Fund 719
Development & Public Works 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	172,364	179,302	214,932	190,317	●	-11%
540000 Overtime	-	-	1,050	1,050	●	0%
560000 Fringe Benefits	13,815	13,896	17,537	15,551	●	-11%
560001 Medical/Dental Insurance	44,756	44,929	51,238	44,741	●	-13%
560003 PERS/OPSRP	25,769	32,654	40,772	43,689	●	7%
560004 Medical/Dental Insurance	(0)	(0)	-	-		
560005 Workers Compensation	510	567	670	554	●	-17%
564001 Car allowance	-	-	418	-	●	-100%
564005 Cell phone allowance	-	-	470	367	●	-22%
Sub-Total Personnel Services	\$ 257,214	\$ 271,349	\$ 327,087	\$ 296,271	●	-9%
611008 Contractual Services	7,083	12,993	16,820	16,820	●	0%
611009 Legal Expense	-	-	2,020	2,020	●	0%
611019 Merchant fees	6,241	8,486	10,600	10,600	●	0%
620003 Equipment Rental	-	-	50	50	●	0%
632002 Ris/Airs/Geo Charges	1,539	1,818	1,836	1,704	●	-7%
632005 Computer Equipment	275	-	53	53	●	0%
633001 Advertising	-	-	25	25	●	0%
634003 Duplicating Supplies	1,120	1,194	660	660	●	0%
634006 Printing & binding	141	111	20	20	●	0%
635001 Travel & Meeting Expenses	196	947	420	420	●	0%
635002 Internal meeting	-	-	100	100	●	0%
636001 Software License Fee	-	-	5,160	5,160	●	0%
642002 Utilities	-	931	797	978	●	23%
643003 SUB Water	59	-	-	-		
643004 SUB Sewer & Drainage	113	-	-	-		
643007 SUB Electricity	1,553	-	-	-		
644002 Memberships, Books, Subscrips	126	272	210	210	●	0%
645002 Postage & Shipping Charges	960	122	130	130	●	0%
645003 Office & Computer Supplies	148	379	750	750	●	0%
645005 Computer Software	-	-	150	150	●	0%

Department Account Summary
FY20 Operating Stoplight - SDC Administration Fund 719
Development & Public Works 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	
645006 Small Furniture & appliances	-	395	-	-		
646003 Commuter Trip Reduction	163	163	165	165	●	0%
647009 Program Expense	-	-	565	565	●	0%
660004 Equipment Maintenance	-	-	475	475	●	0%
671001 Training Aids	-	-	100	100	●	0%
671006 Employee Development	28	40	600	600	●	0%
671007 Organization Development	129	152	530	530	●	0%
671009 City Ee Recognition - Taxable	-	-	75	75	●	0%
673001 Recruitment Expense	-	56	300	300	●	0%
Sub-Total Material and Services	\$ 19,874	\$ 28,059	\$ 42,611	\$ 42,660	●	0%
680001 Internal Insurance Chgs	5,556	5,232	5,328	4,620	●	-13%
680004 Internal Fac Rent	7,392	7,392	4,800	4,728	●	-2%
680005 Int Computer Equip Chgs	2,040	3,108	483	773	●	60%
680007 Internal Bldg Maint Chgs	3,636	2,688	3,756	2,856	●	-24%
680012 Indirect Costs	38,976	40,944	43,932	39,396	●	-10%
680014 Internal Employee Benefit Chg	1,992	1,956	1,944	1,692	●	-13%
680018 Internal MS Enterprise Agreeemt	840	960	1,152	1,008	●	-12%
680027 Internal Workers Comp Chrgs	1,908	1,296	2,076	744	●	-64%
680030 Int Bldng Preservation Chrgs	2,148	1,476	1,692	1,464	●	-13%
Sub-Total Internal Charges	\$ 64,488	\$ 65,052	\$ 65,163	\$ 57,281	●	-12%
Total Expenditures F719	\$ 341,576	\$ 364,460	\$ 434,861	\$ 396,212	●	-9%

CAPITAL BUDGET MEMO

City of Springfield, Oregon

To: Budget Committee**From:** Tom Boyatt, Interim Director**Date:** February 27, 2019**Department:** Development & Public Works

		FY19 Adopted	FY20 Proposed
City of Springfield Capital Budget			
420 - Development Projects Fund	Building Preservation Fund	\$253,473	\$218,427
Total		\$253,473	\$218,427
434 - Street Capital Fund	Street Capital	\$155,000	\$8,227,000
	SDC Improvement	\$1,545,000	\$2,110,120
	SDC Reimbursement	\$131,364	\$131,364
Total		\$1,831,364	\$10,468,484
611 - Sanitary Sewer Fund	Wastewater Capital	\$4,547,473	\$4,156,498
	SDC Improvement	\$93,067	\$99,705
	SDC Reimbursement	\$42,973	\$44,748
Total		\$4,683,513	\$4,300,951
617 - Storm Drainage Fund	Stormwater Capital	\$4,218,023	\$5,104,838
	SDC Improvement	\$460,234	\$409,721
	SDC Reimbursement	\$290,650	\$220,650
Total		\$4,968,907	\$5,735,209
618 - Booth-Kelly Fund	Booth-Kelly Capital	\$226,000	\$226,000
Total		\$226,000	\$226,000
429 -SEDA Glenwood	SEDA Glenwood Capital	\$0	\$137,000
Total		\$0	\$137,000
Total Budgeted City of Springfield Capital Expenditures		\$ 11,963,257	\$ 21,086,071

Regional Wastewater Capital Budget

433 - Regional Wastewater Capital Fund	\$31,076,000	\$17,359,000
Total Budgeted Regional Wastewater Capital Expenditures	\$ 31,076,000	\$ 17,359,000

TOTAL Capital Budget Expenditures \$43,039,257 \$38,445,071

Capital Budget Summary:

The proposed FY20 Capital Budget of \$38.5 million is nearly \$4.5 million less than the adopted FY19 Capital Budget. This represents a \$13.7 million decrease in the Metropolitan Wastewater Management Commission (MWMC) capital budget from FY19, while the local FY20 capital

budget increased over \$9.2 million more than FY19. Also included as part of the City's capital budget is \$137,000 in SEDA funds for projects in Glenwood. This funding will be adopted as part of the SEDA budget, but is shown here as the projects will be delivered as part of the capital program.

Accomplishments FY2018-2019:

- Construction of Phase 1 of Franklin Boulevard completed ahead of schedule.
- Replaced over 3,300 linear feet of wastewater pipe that had reached the end of its useful life.
- Significant progress complete on wastewater flow monitoring plan and hydraulic model update.
- Hamlin stormwater channel improved in coordination with the school district.
- Consultant hired to design and deliver street preservation projects funded through the voter approved street bond.
- MWMC – Completed fourth digester to increase capacity and installed new boiler.
- MWMC – Completed maintenance building expansion and constructing new water quality lab
- MWMC Completed plant electrical distribution system upgrades
- MWMC – Development of MWMC Resiliency Planning study and recommended projects.
- MWMC – Negotiating partnership agreements for Renewable Natural Gas (RNG) product and designing the infrastructure for product quality monitoring and delivery.

Significant Changes:

- The MWMC acquired bond funding in 2006 and 2008 to pay for capital improvements at the Water Pollution Control Facility. The bond funding was fully expended in FY18. Beginning in FY19, planned regional investments in capital improvements are primarily funded through the MWMC capital reserves.

Three Year Considerations FY2021-2023:

- Need to identify over \$350,000 to match federal aid awarded to the City for transportation projects
- Deliver street preservation projects identified in the voter approved \$10 million street bond.
- The City has over \$12 million in state and federal aid supported transportation projects to deliver (e.g., Mill Street Reconstruction).
- Continued need to identify sustainable funding to support street preservation and rehabilitation stemming from the anticipated growth of the repair backlog currently estimated at more than \$30 million.
- Funding will need to be identified for major City owned building system replacement/renovation/repair.
- With completion of the wastewater collection system hydraulic model expected in FY20, the City's Wastewater Master Plan will need to be updated. This will inform capital investment needs in future budget cycles.
- Complete capital projects identified in the Channels 6 Master Plan.
- More stringent water quality standards under renewed NPDES Permit may increase capital investment in repair and water quality projects throughout the City.
- MWMC – Anticipating Permit Renewal with more stringent water quality standard requirements and update the MWMC facility/infrastructure planning document.
- MWMC – Renewable Natural Gas (RNG) product delivery based on negotiated partnership agreements..
- MWMC – Initial pilot implementation of recycled water demonstration projects.



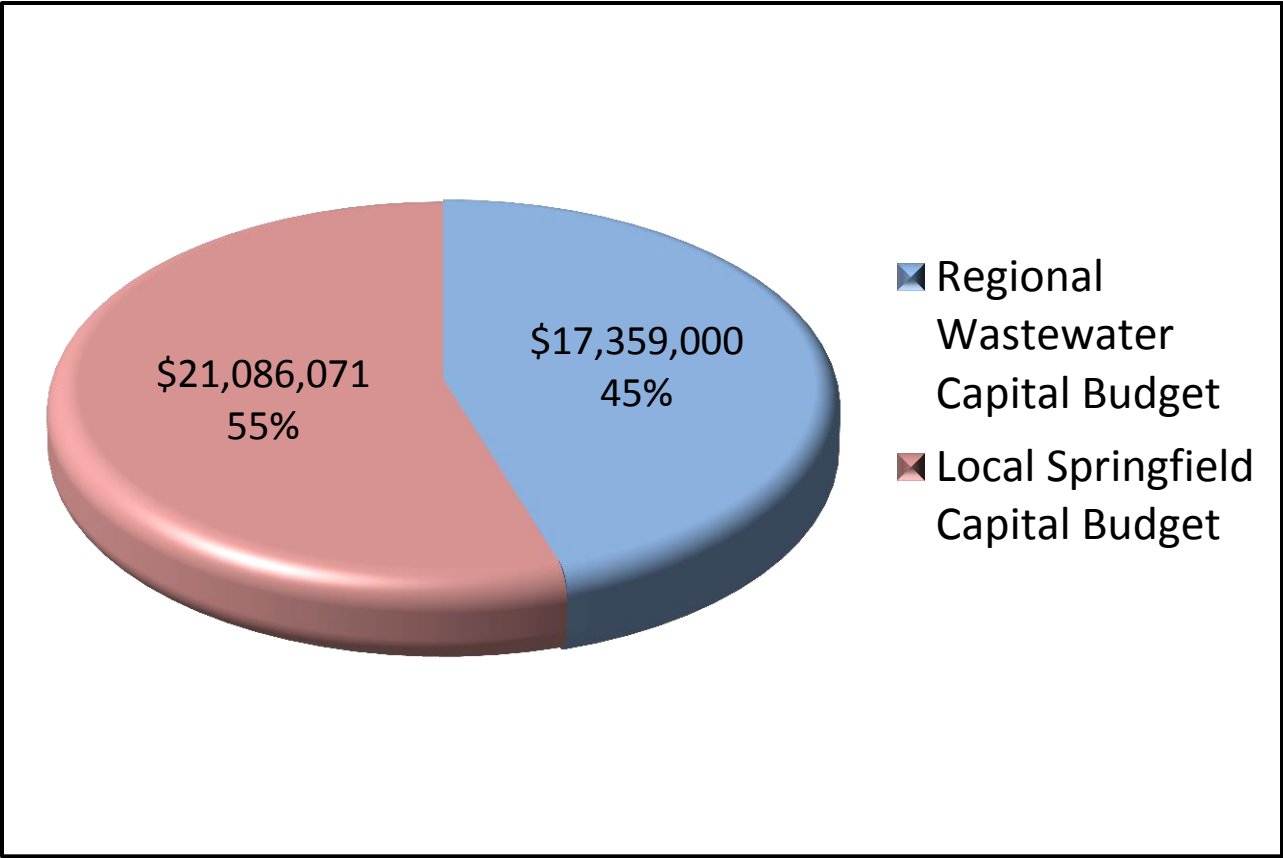
Development and Public Works Department

FY 2020

Capital Budget: *Maintain and Improve Infrastructure Facilities*

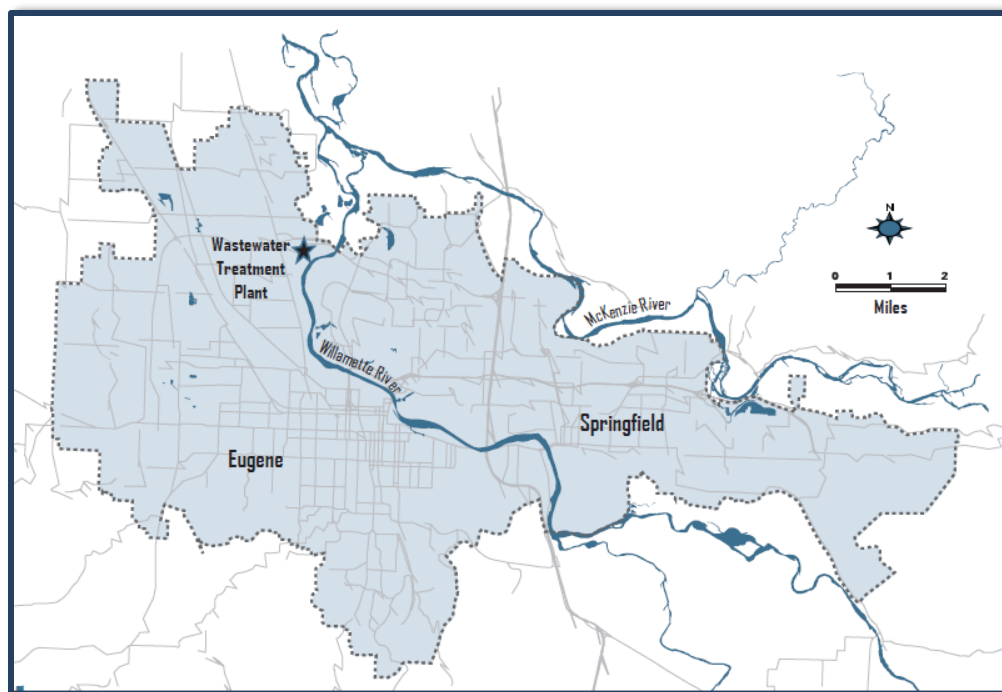
❖ City of Springfield

❖ Regional Wastewater (MWMC)



Capital Budget: *Maintain and Improve Infrastructure Facilities*

Metropolitan Wastewater Management Commission



City of Springfield: *Administration & Capital Programs*

City of Eugene: *Operations & Maintenance*

Lane County: *Unincorporated Eugene & Springfield UGB*

Metropolitan Wastewater
MANAGEMENT COMMISSION





Development and Public Works Department

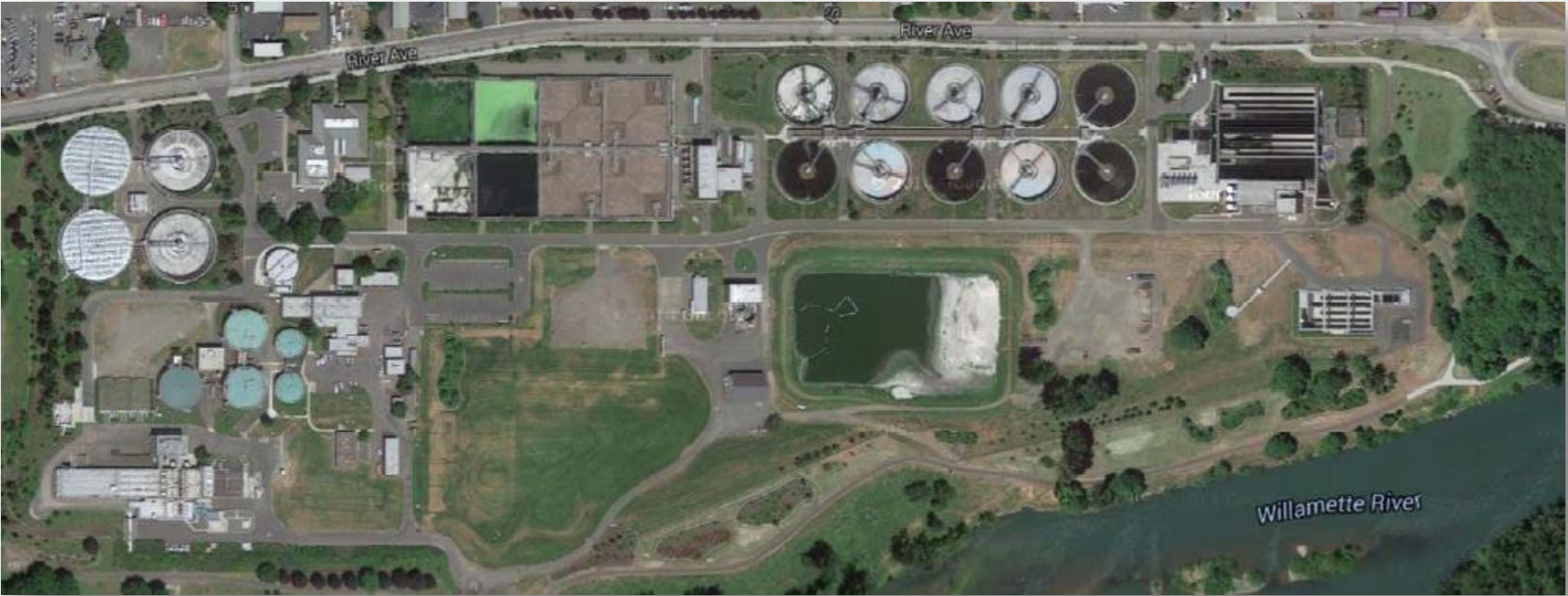
FY 2020

Metropolitan Wastewater
MANAGEMENT COMMISSION

Treatment Facility



partners in wastewater management



Attachment 29



FY20 Capital Presentation



Page 3 of 19



Development and Public Works Department

FY 2020

Biosolids Management Facility & Poplar Farm



MWMC 2018 Construction



Metropolitan Wastewater
MANAGEMENT COMMISSION



partners in wastewater management

Biogas Product – Renewable Natural Gas (P80095)



Decommission Lagoon (P80093)



Metropolitan Wastewater
MANAGEMENT COMMISSION



partners in wastewater management

Aeration Basin Improvements – Phase 2 (P80100)



Resiliency Planning (P80096)



Thermal Load Mitigation Projects

- Riparian Shade Credit Program
- Class A Disinfection Facilities
- Recycled Water Demonstration Project





Development and Public Works Department

FY 2020

Capital Budget: *Planning and Improving MWMC Infrastructure*

MWMC Projects FY 19-20	
Renewable Natural Gas (RNG) Upgrades	\$ 6,065,000
Decommission WPCF Lagoon	\$ 4,700,000
Class A Disinfection Facilities	\$ 2,300,000
Aeration Basin Improvements (phased work)	\$ 1,000,000
Administration Building Improvements	\$ 1,000,000
Operations & Maintenance Building Improvements	\$ 800,000
Poplar Harvest Management Services	\$ 425,000
Riparian Shade Credit Program	\$ 416,000
Thermal Load Mitigation Pre-Implementation	\$ 295,000
Recycled Water Demonstration Project	\$ 180,000
Facilities Plan Engineering Services	\$ 90,000
Resiliency Planning	\$ 88,000
TOTAL Capital Projects	\$ 17,359,000

Metropolitan Wastewater
MANAGEMENT COMMISSION



FY20 Capital Presentation
partners in wastewater management

Capital Budget: *Maintain and Improve Infrastructure Facilities*



City of Springfield Capital Budget

Agenda:

- Overview
- Highlights
- Looking Ahead



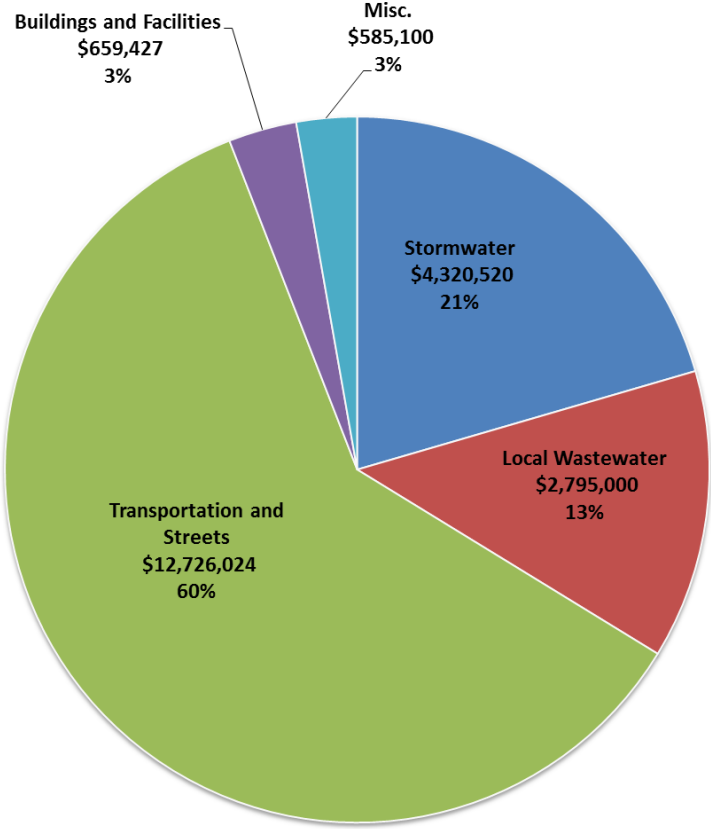
Development and Public Works Department

FY 2020

Overview

The Five Components of the Local Capital Budget:

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



Overview

Projects are classified into several categories

Examples:

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



Attachment 29 Franklin Blvd.



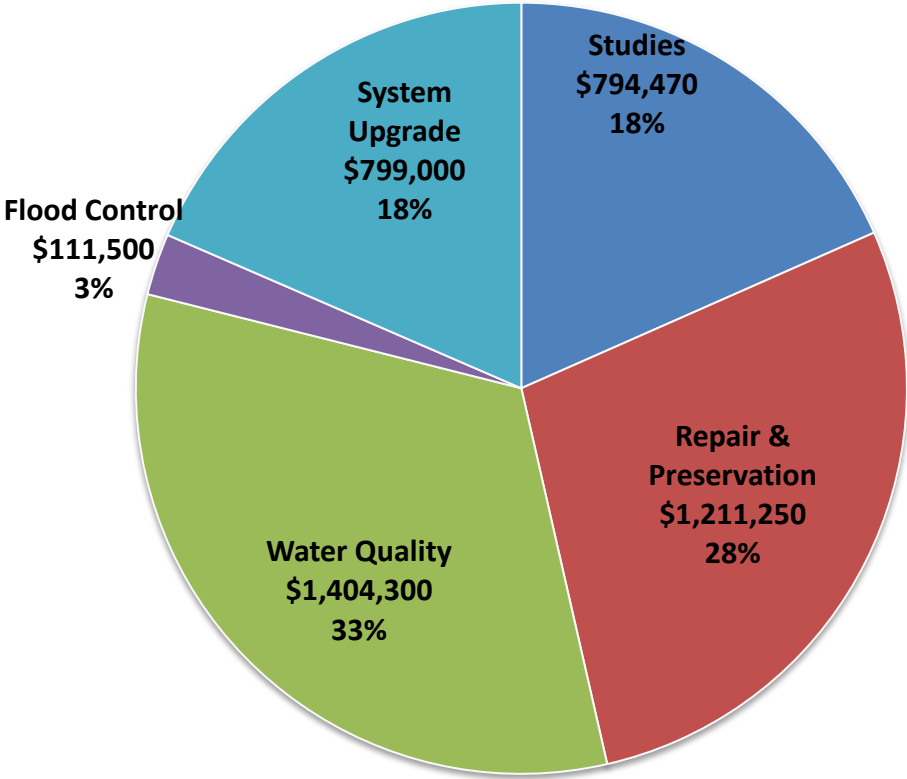
S. 54th Street Path Page 14 of 19

Highlights

Stormwater System Capital Investment

FY 2020 Goals

- Channel Restoration Projects
- Channel 6 Master Plan Implementation
- 42nd Street Levee





Development and Public Works Department

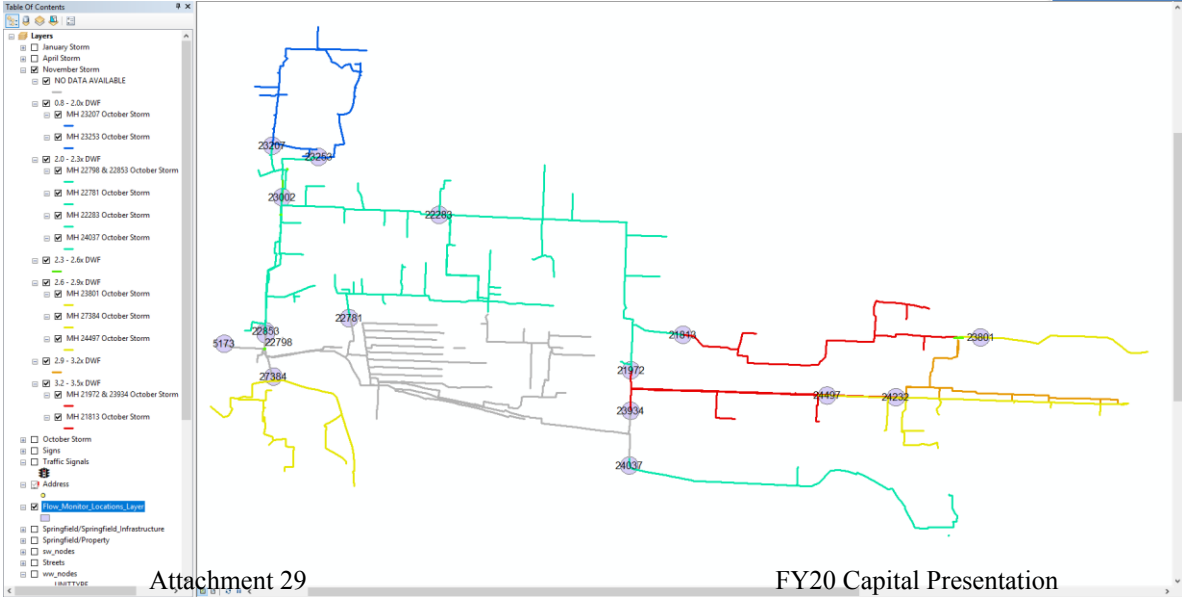
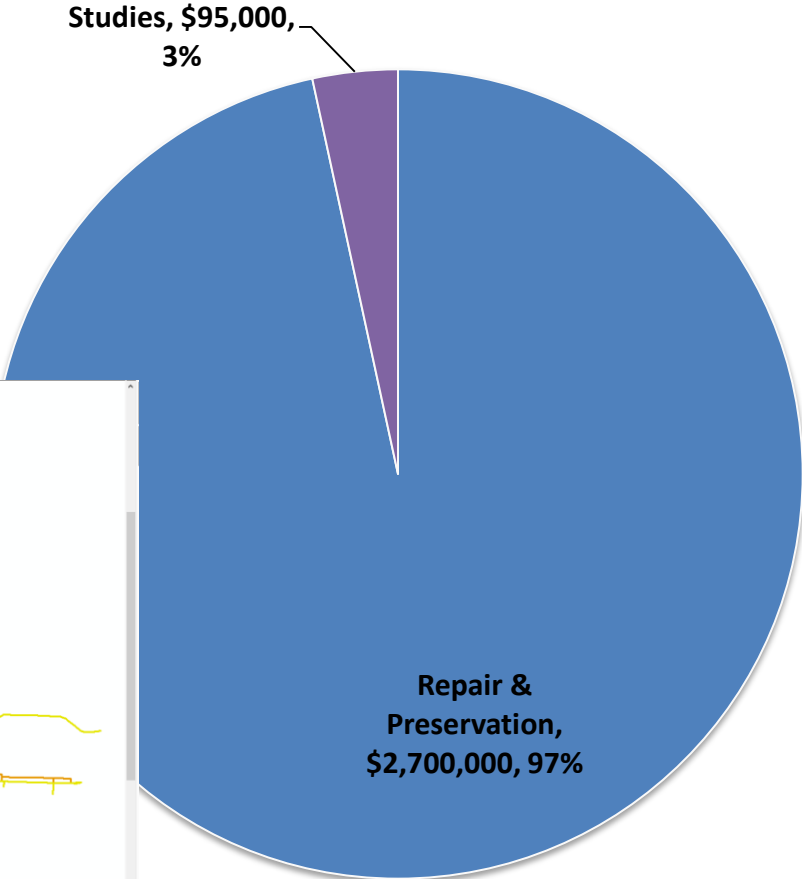
FY 2020

Highlights

Wastewater System Capital Investment

FY 2020 Goals

- System Rehabilitation and Preservation
- Complete Hydraulic Model
- Initiate Master Plan Update

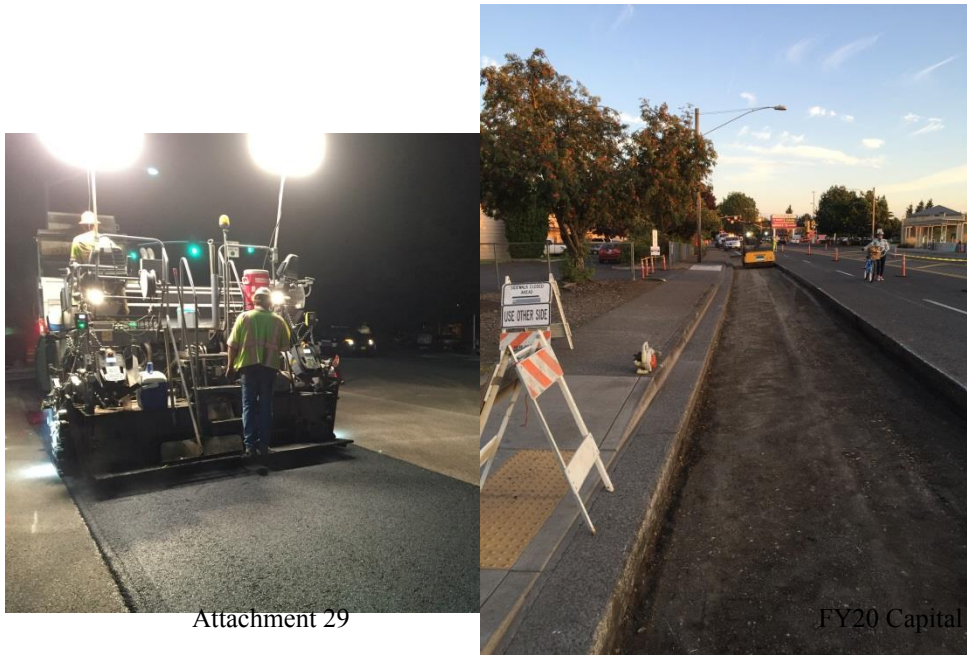
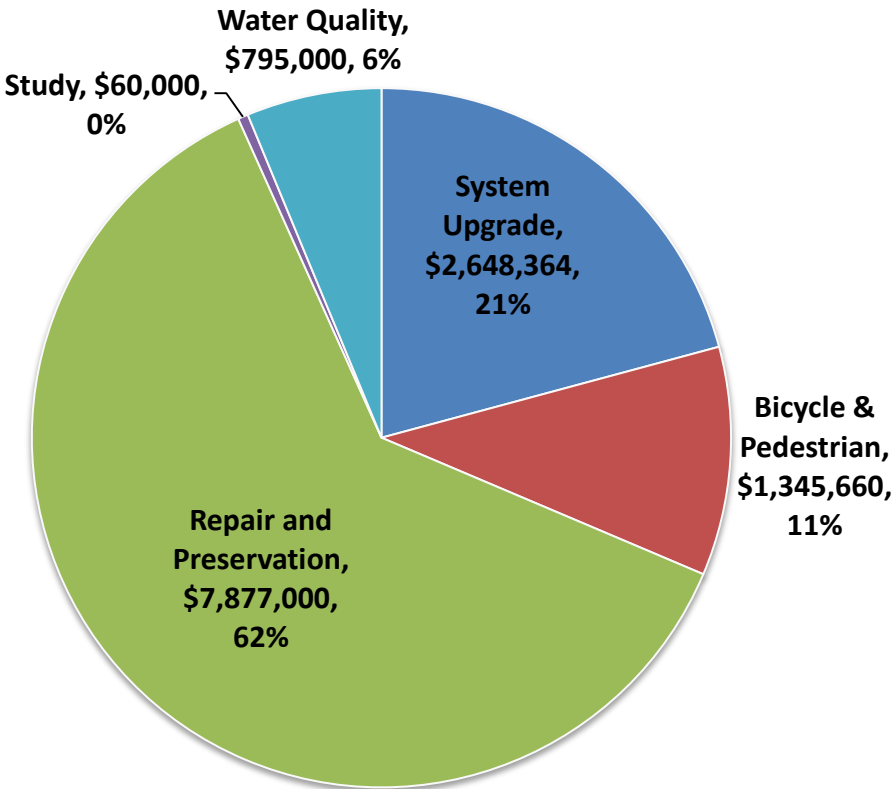


Highlights

Transportation and Street System Capital Investment

FY 2020 Goals

- 2018 Street Bond Projects
- Virginia/Daisy Bike Boulevard
- Sidewalk In-fill Projects



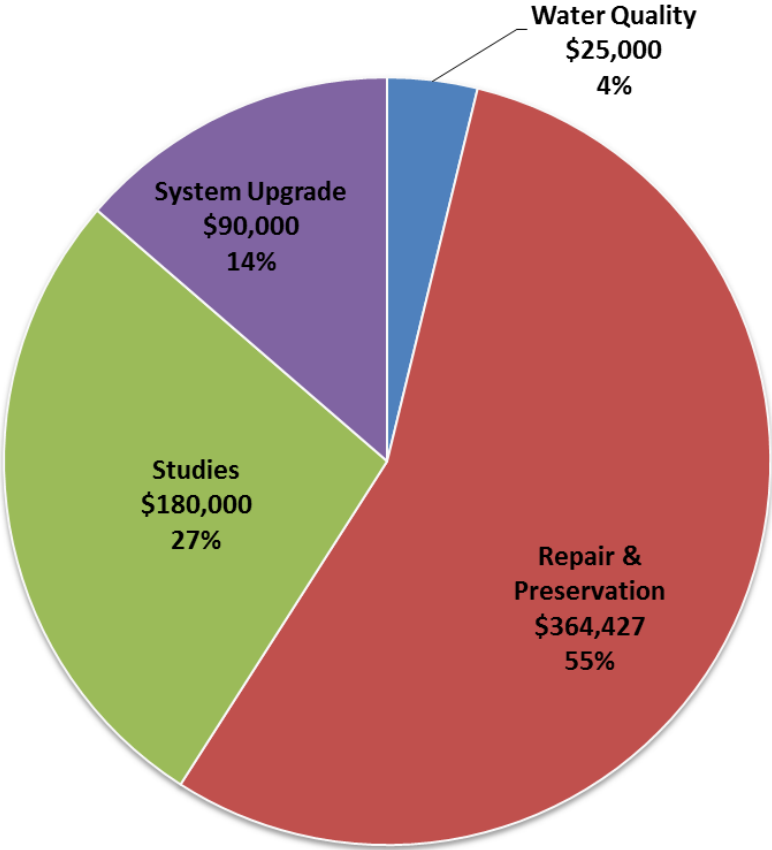


Highlights

Building and Facilities Capital Investment

FY 2020 Goals

- Stormwater Upgrade at the Fuel Facility
- Booth Kelly Facilities Assessment
- Various Facilities Repairs and Improvements



Looking Ahead

- Identifying Funds to leverage future grants
- Update Stormwater and Wastewater Master Plans

