

CITY MANAGER'S OFFICE

Mary Bridget Smith, City Manager Pro-Tem cmomail@springfield-or.gov

541.726.3700

Department Overview

The City Manager's Office provides leadership and guidance in implementing the city-wide policies and objectives developed by the Mayor and Council. To achieve these goals, the City Manager's Office continues to invest in efforts and strategies to support a high-level of customer service and efficiency in providing City Council support, policy implementation, organizational oversight, economic development, community outreach and networking with our local, state and federal partners to bring needed funding and services to our City.

The City Manager is the chief administrative officer for the City and is responsible for informing and advising the City Council regarding services the City provides to the community, ensuring that appropriate administrative processes are in place to facilitate effective and efficient provision of City services. Staff in the City Manager's Office support the Mayor and City Council and are responsible for city recorder functions, economic development, legislative and intergovernmental relations, city elections, media relations and public outreach, management of boards, commissions and committees as well as website maintenance, administration of the City budget and staffing of the Springfield Economic Development Agency.

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
5 PERSONNEL SERVICES	944,170	994,973	987,136	1,013,848
6 MATERIALS & SERVICES	665,812	696,910	1,206,737	1,006,102
Grand Total	\$ 1,609,983	\$ 1,691,883	\$ 2,193,873	\$ 2,019,950

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021

Staffing

The City Manager's Office includes seven FTE across seven positions.

Department Funding

Funding within the City Manager's Office is supported through the use of multiple funds including:

- General Fund 100 in areas of general oversight and city-wide services.
- Transient Room Tax 208 Fund to support those programs and staffing needs to support investments in tourism industry growth initiatives.
- Urban Renewal Fund 229 for activities to promote and grow the Glenwood area economy.
- Urban Renewal Fund 230 for activities to promote and grow the Downtown area economy.
- Special Revenue Funds when applicable to allow for fundraising of special projects like art installations and special events.

Service Level Changes

There are no service level changes proposed or anticipated for FY21.

Accomplishments FY2020

- **Mission, Vision, Values Update-** Developed and initiated the City's Mission, Vision and Values Community Engagement Program
- **Business Retention** - Engaged over 50 employers (as of February 2020) by providing technical assistance and support for growing in Springfield
- **Business Expansion and Recruitment** - Directly supported recruitment and expansion projects adding over 760 new jobs to Springfield's employment base to be realized during FY2020 and FY2021
- **Manufactured Dwelling Park Legislation** - With the passage of HB 2896, the City of Springfield realized its top priority for the 2019 legislative session and secured \$3 million in funding for the development of a new manufactured dwelling park in Springfield
- **East Main Entry Art** - Installed substantial entryway artwork at the East Main Street entry to Springfield
- **City Website Implementation** - Completed phase one of the new City website, which went live in January
- **Economic Development Website Launch** - Launched the first City economic development website in partnership with the Springfield Area Chamber of Commerce
- **Boards Commissions Committees** - Revision of structures and recruitment to encourage increased and diverse community participation.
- **Elections:** Coordination and execution of elections for the four seats up for election, including Mayor.

Initiatives FY2021

- **City Manager** - Successful welcome of a new City Manager
- **Council Priority Projects** - Continued to Council guidance of priority projects including assessments and potential investments into a Springfield Indoor Track facility, Glenwood redevelopment, and a Springfield conference center.
- **Mission, Vision, Values Update** – Continued development of the Springfield Community Vision and Branding Project
- **City Strategic Plan** - City-wide strategic planning is expected to follow the completion of the Community Visioning Project
- **Economic Development and Urban Renewal Projects** – Continued efforts in business retention, expansion and recruitment projects with focus on opportunity site development and projects and investments in the Springfield Economic Development Agency urban renewal areas
- **City Website Implementation** – Implementation of Phase II of the City's website update
- **2020 Olympic Trials** – Continued support of the 2020 Olympic trials

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Three Year Considerations FY2022-FY2024

- **City Manager Leadership** - The new City Manager may choose to make changes to the City Manager's Office structure, roles, programs and/or operations which may be reflected in future budgets and activities
- **Council Priority Projects** – Continued direction and refinement on Council priority projects will further inform future investments and strategies within the City Manager's Office programs
- **Councilor Resources** - Councilor support and training resources continue to be areas of anticipated need in the coming years with Council requests for improved communications and tracking systems, technology, meeting support, training and networking opportunities
- **Council Security** - The City Manager's Office will be facing challenges and budget needs around providing adequate built Council security measures in the current Council and Jesse Maine Meeting Rooms Make this #3 consideration

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Financial Summary by Fund

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
100 General Fund	1,281,950	1,425,108	1,716,355	1,552,858
204 Special Revenue Fund	34,777	130,267	35,730	38,230
208 Transient Room Tax Fund	293,255	136,508	441,788	428,862
Grand Total	\$ 1,609,983	\$ 1,691,883	\$ 2,193,873	\$ 2,019,950

Financial Summary by Program

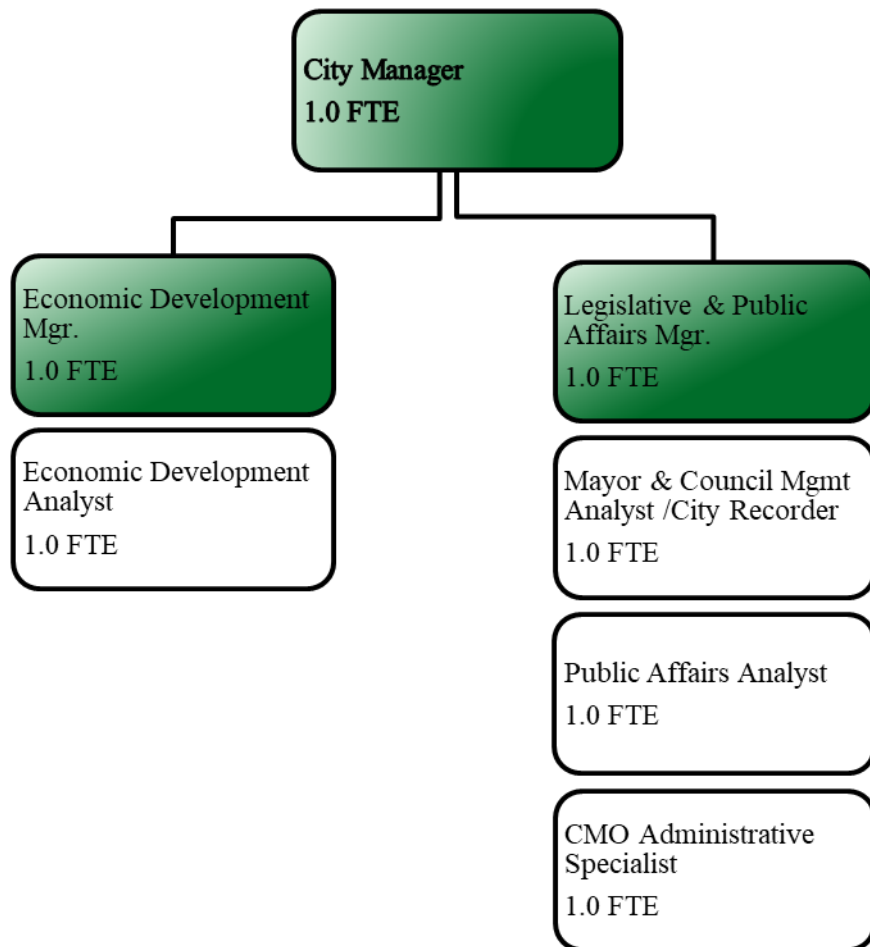
	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
0000 Revenues	407	-	-	-
1001 Legislative Support	38,211	30,399	-	-
1002 External Public Communication	49,358	86,733	114,631	228,919
1003 Community Event Coordination & Promotions	168,816	128,634	201,012	-
1004 Outside Agency Contracts	268,005	287,293	441,791	433,955
1005 Economic Development	141,632	144,560	200,726	242,111
1006 Economic Development Agency Funding	186,813	159,366	-	-
1008 Enterprise Zone	25,781	27,687	35,253	-
1009 Transient Room Tax Management	49,852	54,385	81,498	129,998
1011 Elections	5,376	-	-	-
1013 Intergovernmental and Legislative Management	-	81,370	151,821	161,222
7000 Department Administration	143,491	167,553	179,853	179,367
7001 Mayor & Council	62,247	113,635	459,753	348,469
7002 Council Meeting Support	72,726	-	-	-
7003 Council, Board & Commission Meeting Support	13,318	-	-	-
7004 Intergovernmental Relations Management	126,355	64,915	-	-
7005 City-Wide Management & Oversight	154,195	270,458	327,535	295,909
7006 City-Wide Employee Communication	55,479	51,222	-	-
7007 Organizational Development	27,420	23,674	-	-
7009 Records Retention, Management & Destruction	20,501	-	-	-
Grand Total	\$ 1,609,983	\$ 1,691,883	\$ 2,193,873	\$ 2,019,950

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Organizational Structure



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Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Admin Aide/City Recorder	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	--	--	--
Administrative Specialist	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Community Development Mgr.	1.00	1.00	1.00	1.00
Legislative & Public Affairs Manager	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Public Affairs Analyst	1.00	1.00	1.00	1.00
Grand Total	7.50	7.00	7.00	7.00




Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
100 General Fund	7.05	6.55	6.55	6.55
208 Transient Room Tax Fund	0.45	0.45	0.45	0.45
Grand Total	7.50	7.00	7.00	7.00



































Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
1001 Legislative Support	0.23	0.00	0.00	0.00
1002 External Public Communication	0.39	0.39	0.39	0.88
1003 Community Event Coordination & Promotions	0.49	0.49	0.49	0.00
1004 Outside Agency Contracts	0.15	0.15	0.35	0.35
1005 Economic Development	1.22	1.22	1.22	1.45
1006 Economic Development Agency Funding	0.20	0.20	0.00	0.00
1008 Enterprise Zone	0.23	0.23	0.23	0.00
1009 Transient Room Tax Management	0.35	0.35	0.35	0.35
1011 Elections	0.05	0.00	0.00	0.00
1013 Intergovernmental and Legislative Management	0.00	0.68	0.68	0.68
7000 Department Administration	1.05	1.05	1.05	1.05
7001 Mayor & Council	0.35	0.85	0.85	0.85
7002 Council Meeting Support	0.40	0.00	0.00	0.00
7003 Council, Board & Commission Meeting Support	0.25	0.00	0.00	0.00
7004 Intergovernmental Relations Management	0.45	0.00	0.00	0.00
7005 City-Wide Management & Oversight	0.70	1.40	1.40	1.40
7006 City-Wide Employee Communication	0.45	0.00	0.00	0.00
7007 Organizational Development	0.20	0.00	0.00	0.00
7009 Records Retention, Management & Destruction	0.35	0.00	0.00	0.00
Grand Total	7.50	7.00	7.00	7.00

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 01100 City Manager's Office

			FY18	FY19	FY20	FY21 Proposed	% Change - FY20
Fund	Major Object 2	Account Object	Actuals	Actuals	Amended	Budget	Amended to FY21 Proposed
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries	584,768	616,564	589,848	608,615	 3%
		560000 Fringe Benefits	49,826	51,177	51,667	52,936	 2%
		560001 Medical/Dental Insurance	136,767	113,114	132,518	134,216	 1%
		560003 PERS/OPSRP	102,240	120,183	134,396	137,038	 2%
		560004 Medical/Dental Insurance	(0)	(0)			
		560005 Workers Compensation	499	502	525	539	 3%
		564001 Car allowance	6,406	6,499	6,246	5,394	 -14%
		564005 Cell phone allowance	4,000	3,508	3,757	1,917	 -49%
		576000 Internal PERS side account		19,521			
		5 PERSONNEL SERVICES Total	884,507	931,067	918,957	940,656	 2%
	6 MATERIALS & SERVICES	611008 Contractual Services	27,241	69,969	162,150	137,150	 -15%
		611016 Attorney Fees		2,199			
		632001 Telephone, Cellular, Pager	899	940	4,397	4,397	 0%
		632005 Computer Equipment	671	5,656	1,500	1,500	 0%
		633001 Advertising	357	1,900	3,000	3,000	 0%
		635001 Travel & Meeting Expenses	11,836	11,824	38,400	38,400	 0%
		635005 Council Reimbursement	10,227	10,994	12,000	12,000	 0%
		635006 Community Events	8,951	1,121	2,000	2,000	 0%
		636009 Government ethics Comm charges	760	760	670	670	 0%
		642001 Gasoline & Oil	156	25			
		642002 Utilities	4,857	4,278	3,384	4,184	 24%
		644002 Memberships, Books, Subscrips	3,385	5,029	5,303	800	 -85%
		645002 Postage & Shipping Charges	233	311	400	3,903	 876%
		647009 Program Expense	32,536	36,682	114,900	85,300	 -26%
		650035 League Of Oregon Cities	41,422	42,999	43,000	43,000	 0%
		650036 Intergvt Human Srvc	135,252	135,252	135,252	135,252	 0%
		650040 Mayor'S Promo Items			200		 -100%
		650043 L-Cog	24,056	25,048	24,262	24,262	 0%
		650046 Chamber Of Commerce			10,000	10,000	 0%
		650058 Air Pollution-Lrapa	24,610	26,870	27,584	27,584	 0%
		650098 Team Springfield	5,480	7,915	15,000	15,000	 0%
		650130 Regional Economic Development	696	10,000			
		650143 Buckley House Sobering Service	25,000	25,000	25,000	25,000	 0%
		650157 Council's Mission Branding			125,000		 -100%
		650160 State of the City					
		660004 Equipment Maintenance	197	249	300	300	 0%
		660016 Vehicle Maintenance		104			
		671002 City Ee Recognition	3,468	6,699	4,900	4,900	 0%
		671006 Employee Development	7,265	3,978	8,400	8,400	 0%
		673001 Recruitment Expense		30,664			
		680001 Internal Insurance Chgs	6,132	6,288	11,028	5,472	 -50%
		680005 Int Computer Equip Chgs	1,032	1,032	1,032	1,032	 0%
		680011 Internal Veh & Equip Rent	756	756			

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 01100 City Manager's Office

							% Change - FY20 Amended to FY21	
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget		Proposed
100 General Fund	6 MATERIALS & SERVICES	680014 Internal Employee Benefit Chg	6,012	5,028	5,256	5,256	●	0%
		680018 Internal MS Enterprise Agreemt	6,240	4,908	4,932		●	-100%
		680019 Internal Shared IT Charges				6,156		
		680027 Internal Workers Comp Chrgs	3,516	5,244	3,600	2,256	●	-37%
		680029 Internal Salary Study Charges				480		
		680030 Int Bldng Preservation Chrgs	4,200	4,320	4,548	4,548	●	0%
	6 MATERIALS & SERVICES Total		397,444	494,041	797,398	612,202	●	-23%
100 General Fund Total			1,281,950	1,425,108	1,716,355	1,552,858	●	-10%
204 Special Revenue Fund	6 MATERIALS & SERVICES	635001 Travel & Meeting Expenses	1,768	2,619	5,000	5,000	●	0%
		642008 Local Org Event Attendance			5,000		●	-100%
		650121 Mohawk Open Banners			730	730	●	0%
		650151 US Ignite NSF Grant Exp	18,127	126,865				
		651040 Community Relations Prgrm Exp	14,882	784	25,000	32,500	●	30%
	6 MATERIALS & SERVICES Total		34,777	130,267	35,730	38,230	●	7%
204 Special Revenue Fund Total			34,777	130,267	35,730	38,230	●	7%
208 Transient Room Tax Fund	5 PERSONNEL SERVICES	510000 Salaries	41,349	44,190	46,146	48,645	●	5%
		560000 Fringe Benefits	3,295	3,576	3,794	4,053	●	7%
		560001 Medical/Dental Insurance	9,067	7,795	9,104	9,221	●	1%
		560003 PERS/OPSRP	5,917	6,438	8,691	9,420	●	8%
		560004 Medical/Dental Insurance		0				
		560005 Workers Compensation	36	39	41	44	●	8%
		564001 Car allowance			161	1,566	●	875%
		564005 Cell phone allowance		529	243	243	●	0%
		576000 Internal PERS side account		1,341				
		5 PERSONNEL SERVICES Total		59,664	63,907	68,179	73,192	●
	6 MATERIALS & SERVICES	611008 Contractual Services	156,925	9,315	25,000		●	-100%
		635001 Travel & Meeting Expenses		7				
		644002 Memberships, Books, Subscrips	195	195				
		647009 Program Expense	31,038	17,199	98,150	33,150	●	-66%
		650046 Chamber Of Commerce	40,000	40,000	43,709	70,770	●	62%
		650048 Hist Dist Signage			750	750	●	0%
		650050 Room Tax Collect	5,434	5,885	6,000	6,000	●	0%
		650107 Olympic Trials			200,000	200,000	●	0%
		650161 Urban Art				45,000		
		6 MATERIALS & SERVICES Total		233,592	72,601	373,609	355,670	●
208 Transient Room Tax Fund Total			293,255	136,508	441,788	428,862	●	-3%
Grand Total			1,609,983	1,691,883	2,193,873	2,019,950	●	-8%

DEVELOPMENT & PUBLIC WORKS

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541.726.3753

Department Overview

Development & Public Works (DPW) is responsible for land use and infrastructure planning, zoning, development review, building permits, code enforcement, capital construction, emergency management, and the stewardship of the city's infrastructure systems – public buildings, transportation, wastewater, stormwater and waterways – to ensure a safe and healthy community.

Community Development Division

The Community Development Division (CMD) is responsible for the long term livability of the community within the Urban Growth Boundary and City Limits. CMD staff implement the City's Development Code, the statewide Building Safety Codes, and sections of the Springfield Municipal Code; develop and deliver engineering capital projects across the City's infrastructure systems of streets, drainage, wastewater and buildings/facilities; complete long range land use and infrastructure plans required by state law and to support efficient and functional infrastructure systems; advance the City's Housing Strategy and Community Development Block Grant and HOME investment partnership programs. Our core functional areas are: Development Review, Land Development Engineering, Comprehensive Planning, Building Permits, Business Licenses, Capital Project Development and Delivery, and Survey. Division staff support the Planning Commission, Historic Commission, Community Development Advisory Committee, and the Bicycle and Pedestrian Advisory Committee.

Environmental Services Division

The Environmental Services Division (ESD) is responsible for implementation of regional wastewater program functions associated with the Metropolitan Wastewater Management Commission (MWMC). The MWMC is a partnership between the Cities of Eugene, Springfield and Lane County, and has been operating as such since 1977. Under the MWMC's Intergovernmental Agreement, the City of Springfield is responsible for administrative services, and the City of Eugene is responsible for operations and maintenance services for regional assets. Administrative functions that Springfield performs include:

- Facilities planning
- Capital Project Delivery
- Public Education and Outreach
- NPDES Wastewater Permit Compliance
- Financial Planning and Management
- Sewer User Fee Implementation
- Property Management
- Commission Management

The ESD also manages regulated stormwater and pretreatment functions for the City of Springfield. These activities include:

- Illicit Discharge and Detection
- Water Quality Facility Inspection
- MS4 Stormwater Permit Compliance
- Storm Sewer User Fee Implementation
- Industrial Permitting
- Public Education and Outreach

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Operations Division

The Operations Division (Ops) is responsible for operating and maintaining the City's infrastructure systems which includes streets maintenance and traffic control management, wastewater conveyance, surface and subsurface storm drainage, street trees and landscape maintenance, fleet maintenance and acquisition, and building facilities and lease property maintenance.

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
5 PERSONNEL SERVICES	13,154,475	13,487,750	14,841,347	15,548,526
6 MATERIALS & SERVICES	22,127,749	22,727,473	26,544,546	27,769,974
7 CAPITAL OUTLAY	2,224,347	1,123,215	3,682,727	3,322,984
Grand Total	\$ 37,506,571	\$ 37,338,438	\$ 45,068,620	\$ 46,641,485

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021

Staffing

Community Development Division

After a series of reorganizations prompted by the departure of the Development and Public Works Director in February 2018, the Community Development Division began FY 2020 with 46.35 FTE which represents the consolidation of Community Development, Current Development, Engineering and 5.2 positions from the Office of the Director. In mid-year FY2020 the Council approved a 7.0 FTE position add package aimed at effective infrastructure management, which added 2.5 FTE to Community Development for a FY 2021 total of 48.85 FTE.

Environmental Services Division

Total staffing includes 22.45 FTE in FY 2021. Regional staffing levels in Environmental Services include a total of 15.85 FTE supporting the regional Metropolitan Wastewater Management Commission (MWMC) with 12.6 FTE in Regional Wastewater Administration and 3.25 FTE in Industrial Pretreatment in the Regional Wastewater Fund. In FY 2020, the MWMC approved the addition of 1.0 FTE to expand regional Public Information and Education programs. Local program staffing levels include 5.47 FTE dedicated to Water Resources Services in the Stormwater Drainage Operations Fund, and 1.13 FTE support local Wastewater Services in the Sanitary Sewer Operations Fund.

Operations Division

Council approval of a mid-year FY2020 FTE increase in DPW included 4.50 FTE for the Operations Division. This increase brings Operations staffing to 61.25 FTE. This additional staffing included 4.0 FTE Maintenance Technician Apprentice positions staffing field crews, and .50 FTE for Public Information Officer to promote community engagement objectives.

Department Funding

While the DPW operating budget for FY2021 shows a bottom line of \$46,641,485 it is important to understand that \$22,664,899 of that total represents the Metropolitan Wastewater Management Commission (MWMC) operational funding which passes through the Springfield DPW budget. The DPW operating budget for City services is \$23,976,586.

DPW is primarily funded through five funds: Street Operations, Sanitary Sewer Operations, Storm Drainage Operations, the General Fund and the Regional Wastewater Fund. The Street Fund revenue sources are primarily composed of state and federal dollars including gas tax, highway apportionment,

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right of way fees, system development charge revenue, and various other smaller revenue sources. The Street Fund has shown an increase in revenue due to HB 2017 which increased fuel taxes and car registrations across the state to fund state, county and city street preservation work. The Sanitary Sewer and the Storm Drainage operating funds are comprised of local user fees and system development charges. The revenue from these two funds has increased slightly to keep up with inflation. These operating funds also support transfers to the Capital Program to fund projects to preserve, improve and add new capacity to the City's infrastructure systems. General Fund revenues in DPW are budgeted primarily for land development review and approval, and fleet acquisition and ongoing maintenance for Fire and Police fleet and the City Hall general purpose vehicles. Regional wastewater fund revenues are primarily composed of regional wastewater user fees, along with fees from mobile waste haulers and regional system development charges.

There are a variety of other funds that supplement the revenue for DPW. Some of the larger sources provide revenues to the community development fund and the building code fund. The community development fund manages over a \$550,000 of federal funding the City receives annually from the Community Development Block Grant (CDBG) and HOME Investment Partnership Program from the Federal Department of Housing and Urban Development (HUD). The building code fund receives revenue from construction permits and inspections. There is also a group of funds with smaller, specific revenues. This includes special revenue, like the State Historic Preservation Grant, and the Booth Kelly Fund's lease revenue. Another fund the City manages is the Regional Fiber Consortium Fund, which brings in money from the region for identified purposes. The last funding source, much of which does not pass through the City's budget other than the required local match, are federal dollars awarded to specific transportation projects either by the Central Lane Metropolitan Planning Organization or other direct federal grant opportunities. These funds range from \$4,000,000 to \$6,000,000 every three years, and may be supplemented by state grant dollars.

Service Level Changes

Development and Public Works (DPW) has adopted structural changes impacting the Community Development, Office of the Director, Engineering, and Current Development Divisions into the FY 21 budget. DPW consolidated five divisions to three, with Operations and Environment Services largely unaffected. Community Development merged with Engineering and Current Development and 5.2 FTE from Office of the Director. The DPW Director position remains vacant, and each of the three Divisions is managed by Deputy Directors who report directly to the Assistant City Manager. This structure consolidates service delivery for development customers and projects, and supports coordination among planning and engineering as we look to the future growth of the City.

Community Development Division

The end of FY 20 and all of FY 21 will see the largest annual capital project delivery season by dollar volume in modern times. Driving this capital delivery portfolio are the \$10 million Street Bond projects approved by voters in November 2018, the back log of federally funded transportation projects through the Central Lane Metropolitan Planning Organization, and planned spending on street preservation funded by the 2017 Statewide Transportation Package, HB 2017. Related to this is the renewed focus on maintaining and preserving public infrastructure in streets, storm water and waste water. Council's mid-year approval to increase DPW staff in Operations 4.5 FTE and Community Development 2.5 FTE is aimed at adding an Operations field crew that is supported by engineering and community engagement staff to restart the residential street preservation program, complete pipe rehabilitation projects, and work on the storm water drainage system.

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Environmental Services Division

Increased service level changes are anticipated with the planned renewal of the City's Municipal Separate Storm Sewer (MS4) Phase II Stormwater Permit issued by the Oregon Department of Environmental Quality. This includes focused staff and legal efforts to resolve litigation associated with the City's MS4 stormwater permit. Upon litigation resolution and permit renewal, staff anticipates an increased level of effort to meet more stringent requirements associated with water quality requirements.

The MWMC is expected to receive an updated National Permit Discharge Elimination System (NPDES) wastewater discharge permit in 2021. Staff anticipates an increased level of service and capital program investment to meet new water quality requirements associated with this permit.

Operations Division

The additional staffing provided by the Council's mid-year approval of 4.5 FTE, mentioned above, will focus on resurrecting preventive maintenance treatments on City residential streets including crack and slurry sealing; address surface stormwater bioswales and subsurface pipe maintenance needs to improve operational efficiency; perform repair and construction on wastewater pipe and manholes; support flow monitoring and system hydraulic modeling to provide system conveyance data that will be used to update the sanitary sewer master plan; implement a public community engagement program to provide important community outreach related to Operations and Engineering program objectives. Materials and Services funding for Street and Sewer maintenance materials and contractual services will increase by \$130,000 to support the Council approved staffing initiative.

Accomplishments FY2020

Community Development

- **Developed and delivered the first Street Bond projects** - Before the voter-approved Street Bond levy was assessed on property, engineering staff had contracted design and construction services for several projects, and completed improvements to Commercial Avenue west of 42nd Street and 14th Street from Main to A and E to G.
- **Springfield Development Code Amendments adopted to implement 2030 Transportation System Plan (TSP)** - City Council and the Board of Lane County Commissioners adopted code amendments to implement transportation policies in the TSP, providing more options for street cross sections, off street parking, and system connectivity to support safe walking and biking.
- **Completed the Federal 2020-2025 Consolidated Plan** - Eugene and Springfield are on track to adopt the joint five-year plan that sets priorities and target areas as a requirement for CDBG, HOME Investment Partnership, and other HUD funding.
- **City Affordable Housing Strategy - Accessory Dwelling Unit Initiative** - After a slow start in year one property owners in Springfield are increasingly looking at adding or converting existing space to an ADU. By the end of FY 2020 we expect 25 new ADUs to be in construction or completed.
- **Springfield Development Code Update** - Project responded to State legislative direction regarding missing middle housing and has released a first public review draft for Residential development. The residential code section will be vetted by the public and development community, and reviewed and adopted by the City Council with Planning Commission input.
- **Main Street Safety Project** - Project completed future no-build baseline analysis, advanced through key principles and solutions evaluation criteria, early concept evaluation for elements of potential solutions, and is preparing to analyze solution packages.
- **Franklin Boulevard Phase 2 BUILD grant** - Eugene and Springfield staff will submit a joint grant request to USDOT for \$25 million for Franklin phase 2 in Springfield and Franklin phase 1 in Eugene. This request was the priority project on the United Front lobbying trip to Washington DC in January 2020.

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Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Environmental Services Division

- **Clean Water University** - Delivered Clean Water University, a two-day event at the regional wastewater treatment plant with over 600 fifth graders attending, from 10 schools in the Eugene / Springfield school districts.
- **New Construction and Expansion** - Constructed a new Water Quality Laboratory and Maintenance Building expansion at the Eugene-Springfield regional wastewater treatment plant.
- **Renewable Natural Gas Project** - Initiated design and engineering work associated with the MWMC's Renewable Natural Gas (RNG) project.
- **Upstream Art Contest** - Delivered the City of Springfield's 4th Annual Upstream Art Contest to promote education and protection of stormwater quality in Springfield.
- **Public Works Week** - Conducted Public Works Week activities for over 500 Springfield third graders.
- **Complaints and Inspections** - Responded to 81 Illicit Discharge Detection and Elimination (IDDE) complaints and inspected 137 water quality sites.
- **Industrial Pretreatment Program** - Managed the City's industrial pretreatment program, ESD staff educated and regulated 18 permitted industries.
- **NPDES Wastewater Permit** – Negotiations with DEQ regarding NPDES Wastewater Permit renewal and associated requirements for the jointly held permit issued to MWMC, Springfield and Eugene.

Operations

- **Collaboration with Springfield Utility Board (SUB)** - Continued effective collaboration with Springfield Utility Board (SUB) to replace failed direct-buried wire that energizes City streetlight systems. SUB provided \$50K toward this important functional upgrade.
- **Catenary Cables and Decorative String Lights** - Installed catenary cable and decorative string lights across the sidewalks on 9 block faces in downtown with outstanding support from businesses and property owners using Springfield Economic Development Agency (SEDA) funding for materials.
- **Traffic Control plans for Autzen Stadium** - Collaborated with University of Oregon Athletics, Oregon Department of Transportation, and Springfield Police Department to develop and implement effective traffic control plans for Autzen Stadium game and concert events that reduces driver confusion, and increases driver, officer, and DPW worker safety.
- **City Vehicle Procurement** - Achieved substantial cost savings through effective procurement of several City vehicles and equipment.
- **Booth Kelly Repairs** - Replaced dilapidated water lines and completed roof repairs at Booth Kelly leased complex.
- **Springfield Museum remodel** - Completed Museum remodel which enhanced ADA accessibility, increased footprint of display area, and increased onsite storage.
- **Facility Projects** - Completed several minor facility projects that improved staff safety, operations and business functionality, i.e., Fire & Life Safety (FLS) apparatus doors, turnout/lockout storage, modified jail beds, and repaired leaking roof and minor damage in the Library.
- **Lighting Projects** - Interior and exterior lighting enhancement at several facilities, etc,
- **New Springfield Sign** - Installed "Springfield Welcomes You" sign at the east Main Street city entrance.
- **Standard Operating Procedure and Policy (SOPP) Implementation** - Led the creation and implementation of a SOPP for addressing homeless camps reporting, remediation, and compliance with law.

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541.726.3753

- **Regional Fuel Facility Tank** - Developing project to replace dilapidated 20,000 gallon diesel fuel tank at the Regional Fuel Facility (RFF).

Initiatives FY2021

Community Development

- **Continue Street Bond project design and delivery** - The engineering capital group is poised to issue bids for construction in FY 2021 for Olympic Street from Mohawk to 28th, Centennial Boulevard from Aspen to Prescott, 42nd Street from Main to International Paper, and Mohawk from G Street to Oregon 126.
- **Inventory and assess wetland and riparian resources in the Urban Growth Boundary (UGB) expansion areas** - Staff secured a state technical assistance grant to conduct this work which is one of the requirements of urbanization planning for both the North Gateway and Mill Race new employment land areas added to the UGB in 2019.
- **Complete Franklin Boulevard Phase 2 Design** - Use federal dollars previously secured through the Central Lane Metropolitan Planning Organization to complete final design for Phase 2 of the Franklin improvement project. Potentially work to obligate awarded federal BUILD grant dollars for construction.
- **Continue to pursue ODOT Federal Aid Certification** - Process involves staff training, and document and process changes to prepare for ability and authority to deliver a transportation test project as a pre-certified agency. Managing the test project is likely to occur in 2022.
Implement New Residential Development Code provisions - Communicate with the development community about code changes, train to implement changes, update forms, templates and processes, and establish the electronic interface with the new code on-line.
- **Complete Funds Transfer for HB2017 42nd Street \$12 million Earmark** - The City and ODOT must reach agreement about ODOT's desire to transfer its ownership of Pioneer Parkways East and West from S. A street to Oregon 126 to the City before releasing the legislated earmark for 42nd St. ODOT is currently refusing to upgrade the ADA ramps in the corridor prior to a transfer, leaving that \$1.5 million estimated cost to come from the 42nd St money.

Environmental Services Division

- **Regional Capital Construction** - Initiate \$21 million in funded regional wastewater capital construction projects for FY20-21.
- **RNG Facilities Construction** - Begin construction of the RNG facilities at the wastewater treatment plant.
- **McKenzie Watershed Partnership** - Initiate pilot riparian shade projects in the McKenzie watershed in partnership with the Eugene Water and Electric Board.
- **Biocycle Farm** - Initiate harvest and replanting of 117 acres of poplar trees at the Biocycle Farm.
- **Clean Water University** - Expand public education and outreach associated with the Clean Water University.
- **MS4 Permit** - Resolve litigation associated with Municipal Separate Storm Sewer (MS4) Phase II Stormwater Permit issued by the Oregon Department of Environmental Quality.

Operations

- **Main Street Safety Project Facility Plan** - Continue Main Street Safety Project to complete the Facility Plan as part of the All Roads Transportation Safety funding program in partnership with the Oregon Department of Transportation.
- **ODOT All Roads Transportation Safety** - Improve Main Street traffic, pedestrian, and bicycle safety in partnership with the Oregon Department of Transportation using the All Roads

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541.726.3753

Transportation Safety funding program to implement actions prior to and complimentary of the anticipated adoption of the Main Street Facility Plan.

- **Radio Communication Project** - Complete traffic systems radio communication project using State Funded Local Project (SFLP) funding.
- **LED Streetlight Updates** - Complete Citywide LED streetlight replacement project for energy savings using Energy Service Company (ESCO) project management and financing strategy generating energy, operations, and maintenance savings.
- **Streetlight Maintenance Renegotiation** - Renegotiate the streetlight maintenance agreement with Springfield Utility Board and include direct metering of street lights using the control system implemented in the LED street light replacement ESCO project.
- **Springfield Utility Board Partnership** - Continue collaboration with Springfield Utility Board (SUB) to replace failed direct-buried wire that energizes City streetlight systems. SUB provided \$75K toward this important functional upgrade in past years and has committed \$25K to \$50K for this endeavor in calendar year 2020.
- **Lane Transit District Partnership** - Coordinate with Lane Transit District for maintenance and payment of restriping the EmX lane lines.
- **RFF Partnerships** - Worked with RFF partners to determine funding apportionment as relates to implementation of sinking fund for future facility upgrades such as pumps, tanks, containment etc.
- **Brought Back Crack Seal Program** - Reinstitute a comprehensive crack seal program to extend the useful life of street assets. This work is done in conjunction with preventive slurry seal projects.
- **Winter Weather Preparedness** - Improve ability to effectively respond to winter weather events through continued process improvements and procurement of specialized equipment.
- **2020 Street Survey**. Complete 2020 street survey condition rating as required by HB2017.
- **Asset Management Analysis** - Complete asset management systems analysis and evaluate potential replacement options.

Future Year Considerations FY2022-FY2025

Community Development

- **Development Code Re-Write** - Complete the Development Code re-write project.
- **Main Street Safety Project** - Complete the Main Street Safety Project with a solution acceptable to ODOT and Springfield.
- **Oregon Department of Transportation (ODOT) Federal Aid Certification** - Achieve ODOT Federal Aid Certification to develop and deliver federally funded transportation projects in-house, and provide that service to smaller jurisdictions.
- **North Gateway Planning** - Complete planning for north Gateway to prepare for development, including an intersection solution at Gateway/Beltline.
- **Increased Online Presence** - Implement robust on-line tools for the development community.
- **Modernizing City Planning Procedures** - Modernized City Planning procedures and products would improve customer service and staff efficiency, including a parcel specific comprehensive plan map, elimination of plan/zone conflicts, and begin to address woefully outdated neighborhood refinement plans.
- **Modernize the City's Business License Program** – A modern City's Business License Program would improve customer service and staff efficiency.
- **Street Bond** - Prepare for the potential to renew the five-year Street Bond to preserve another set of highly travelled commercial streets.

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Environmental Services Division

- **MS4 Stormwater Permit** - Implementation of compliance requirements associated with the new MS4 Stormwater Permit and associated programmatic updates.
- **NPDES Wastewater Permit** - Implementation of compliance requirements associated with a new NPDES Wastewater Permit, issued jointly to the MWMC, the City of Eugene, and the City of Springfield. The target date set by DEQ for permit issuance is by the end of calendar year 2021.
- **Update the Comprehensive Facilities Plan Update** - the MWMC expects to update its 20-year facilities plan as a result of a new NPDES Wastewater Permit.
- **Update Regional Wastewater System Development Charges** - Regional Wastewater Program Systems Development Charge Update; to occur upon completion of a comprehensive facilities plan update.

Operations

- **City Street Repair Backlog** - In 2016 the City had a \$30 million backlog of needed street repairs and limited funding to address it. As of 2019 the current backlog continues to grow and is approaching \$50 million. New state gas tax revenue associated with House Bill 2017 has helped to stabilize the Street Fund and ensure continuation of existing services. Staff will be reassessing street conditions to meet biennial reporting requirements to ODOT as required by HB2017, and it is likely that the cost of the backlog has grown. Financial projections indicate that the new revenue will not be sufficient to eliminate the capital backlog directly though it should enhance the City's ability to provide local match for federal and state transportation dollars.
- **City Facilities Repair and Replacement Funding** - As City-owned facilities such as City Hall, Justice Center and Booth Kelly age it will become necessary to identify resources 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 internal conversations about how to address the project list and will seek guidance from budget team and City Council regarding strategies.

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Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Financial Summary by Fund

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
100 General Fund	2,339,817	2,449,380	2,731,218	2,763,831
201 Street Fund	4,954,035	5,536,363	6,054,758	6,047,893
204 Special Revenue Fund	4,249	3,793	12,800	15,500
208 Transient Room Tax Fund	109,759	102,642	95,421	39,897
210 Community Development Fund	423,441	404,755	1,434,603	1,697,948
224 Building Code Fund	1,067,488	1,129,374	1,183,168	1,224,985
433 Regional Wastewater Capital Fund	1,870,041	1,045,643	2,138,000	3,064,000
434 Street Capital Fund	148,585	-	124,584	148,726
611 Sanitary Sewer Operations Fund	3,391,549	3,316,339	3,909,066	4,301,895
612 Regional Wastewater Fund	16,534,998	17,105,822	18,684,457	19,600,899
617 Storm Drainage Operations Fund	4,809,014	4,743,234	5,626,902	5,952,670
618 Booth-Kelly Fund	487,208	440,355	576,367	550,317
629 Regional Fiber Consortium Fund	84,136	133,347	-	-
713 Vehicle & Equipment Fund	917,791	577,580	2,101,064	825,018
719 SDC Administration Fund	364,460	349,809	396,212	407,906
Grand Total	\$ 37,506,571	\$ 37,338,438	\$ 45,068,620	\$ 46,641,485

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541.726.3753

Financial Summary by Program

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
1006 Economic Development Agency Funding	26	-	-	-
1014 Engineering	-	-	-	2,592,356
1015 Infrastructure Planning	-	-	-	198,162
1021 Emergency Management	328,350	350,637	472,930	314,149
1022 Intergovernmental Relations	40,444	32,106	38,477	36,846
1023 Community Events	200,460	183,591	249,049	246,959
1024 Survey	468,510	386,630	500,191	529,893
1025 Operations Training and Safety Programs	36,822	35,788	50,755	48,510
1026 Buildings & Facilities Planning	13,791	6,759	5,667	14,575
1027 Building and Facility Architectural & Engineering	7,452	4,662	5,667	5,259
1028 Business Licensing	49,612	56,458	60,765	62,540
1029 Licensing and Franchising	14,946	12,988	-	-
1030 Building Plan Review	263,595	281,869	272,530	276,843
1031 Mechanical Inspections	143,363	135,998	163,053	-
1032 Building Field Inspections	148,054	138,713	163,523	843,643
1033 Electrical Inspections	260,254	260,966	270,110	-
1034 Plumbing Inspections	249,242	232,337	240,803	-
1035 Affordable Housing	291,600	247,988	1,154,212	-
1036 Housing and Community Development	108,348	115,378	228,338	1,705,099
1037 Social Services	86,565	125,744	78,589	-
1038 Comprehensive Land Use Planning	342,895	289,393	389,441	329,358
1039 Development Review	806,671	899,237	776,392	858,368
1040 Development Code Updates and Maintenance	98,028	160,433	239,937	243,960
1041 Code Enforcement	321,811	335,891	350,125	329,455
1042 Floodplain Management	44,986	30,531	19,857	-
1043 Historic Preservation	11,927	7,180	29,493	-
1044 Stormwater Fiscal Management and Customer Services	397,935	407,314	571,190	618,859
1045 Stormwater Regulatory Administration	492,782	689,209	811,909	798,454
1046 Stormwater Planning	43,806	48,523	64,553	-
1047 Stormwater Engineering	644,377	621,474	818,524	-
1048 Land Drainage & Alteration Permit	259,996	248,382	251,335	271,894
1049 Surface Drainage Vegetation Management	523,550	387,059	413,110	472,560
1050 Landscape Tree Maintenance	351,935	440,436	376,654	361,924
1051 Landscape Maintenance	374,803	419,836	484,280	497,808
1052 Surface Drainage Maintenance	753,822	741,752	851,555	858,444
1053 Subsurface Drainage Preventive Maintenance	453,421	466,443	581,628	682,666
1054 Subsurface Drainage Repair	151,320	114,605	178,602	227,012
1055 Stormwater Illicit Discharge	170,963	999	-	-
1056 Regional Wastewater Administration	2,991,588	3,028,020	3,622,596	3,688,319
1057 Industrial Pretreatment	445,108	459,381	484,885	517,188
1058 Regional Wastewater Operations	15,003,800	14,646,253	16,695,557	18,439,200
1059 Wastewater Fiscal Management and Customer Services	451,732	458,366	631,999	684,482

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Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Financial Summary by Program, Continued

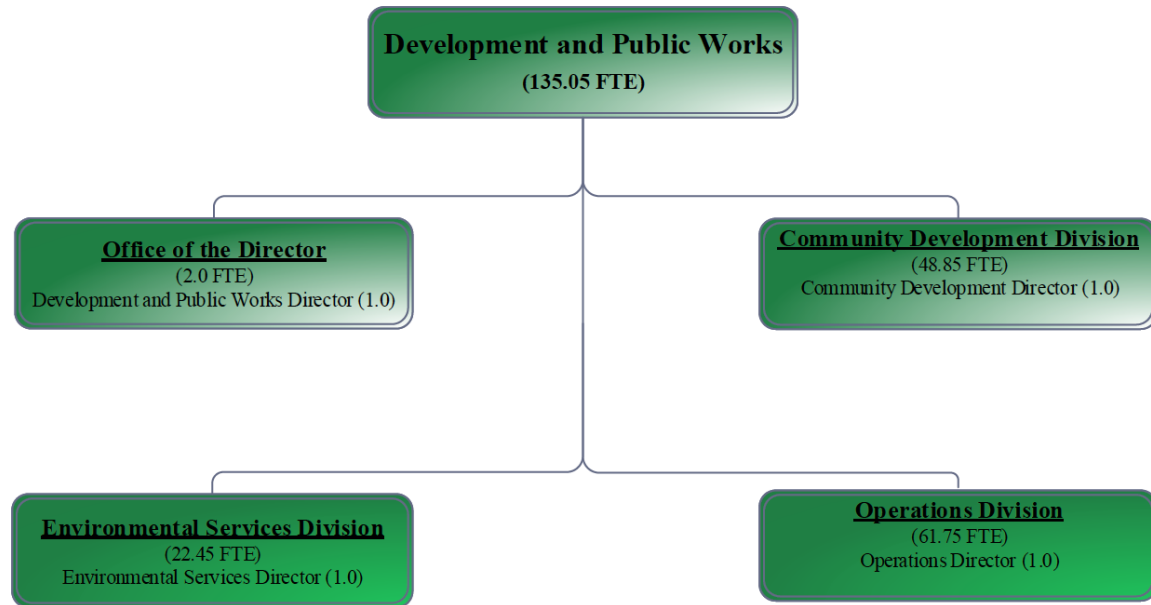
	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
1060 Wastewater Planning	67,098	63,803	89,893	-
1061 Wastewater Engineering	663,977	661,900	708,408	-
1062 Wastewater Preventive Maintenance	1,355,121	1,423,257	1,428,531	1,580,585
1063 Wastewater Maintenance Repair	163,497	157,918	193,730	227,014
1064 Capacity Management Operations & Maintenance (CMOM)	69,708	73,878	91,271	82,135
1065 Transportation Planning	225,754	195,493	403,307	380,002
1066 Street Engineering	614,850	716,614	740,384	-
1067 Street Sweeping	487,014	516,717	555,370	561,559
1068 Bicycle Facilities and Programs	74,201	83,940	92,790	105,631
1069 Locates and Encroachments	323,317	333,644	340,024	342,391
1070 Street Maintenance and Preservation	857,515	1,077,483	1,032,841	1,190,294
1071 Street Sidewalk Maintenance and Preservation	98,214	79,439	119,500	114,603
1072 Traffic Operations - Engineering	334,739	334,297	466,215	454,424
1073 Traffic Operations -Signal Maintenance and Repair	535,895	604,662	548,887	556,733
1074 Traffic Operations -Signs and Pavement Markings	272,767	342,139	351,096	359,179
1075 Street Lighting	473,766	461,848	497,860	484,354
1077 Transient Related Issues	-	40	37,000	37,000
1091 Community Risk Reduction	21	3	-	-
1096 Fire Suppression Operations	-	21	-	-
1144 Patrol - Sworn	3	-	-	-
7000 Department Administration	713,040	710,084	1,343,443	574,724
7004 Intergovernmental Relations Management	60	-	-	-
7020 Real Property Management	58,108	14	-	14,777
7021 Real Property Maintenance	113,439	899	-	-
7022 Facilities Maintenance - City	509,815	573,375	627,011	657,532
7023 Facilities Maintenance-Custodial Services	212,070	205,824	187,724	193,024
7024 Fuel Facility Operations and Management	418,898	459,214	624,187	538,984
7025 Vehicle & Equipment Services	78,873	31	-	555
7026 Vehicle & Equipment Preventive Maintenance	187,117	234,452	265,537	258,244
7031 Annual Audit, CAFR and Internal Reporting	5,350	10,750	-	-
7035 Municipal Court Administration	-	(188)	-	-
7065 Payroll Administration	50	-	-	-
7076 Community Development Systems	-	24	-	-
7078 Shared Systems	-	139	-	-
7100 City Attorney	94	48	-	-
7150 Fiber Consortium	84,136	133,347	-	-
7900 Real Property Management	-	130,165	510,523	497,974
7901 Miscellaneous Leased Property	-	5,725	-	-
7902 Booth Kelly	210,261	204,788	16,960	-
7903 Carter Building	23,828	24,369	-	-
7904 Depot	10,892	7,686	-	-
8800 Capital Projects	375,034	337	375,000	384,950
8810 MWMC Capital	39,359	517	4,000	4,000
9000 Non-Program	-	-	818,848	286,034
Grand Total	\$ 37,506,571	\$ 37,338,030	\$ 45,068,620	\$ 46,641,485

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Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Organizational Chart



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Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Admin Specialist-Annexation	1.00	1.00	1.00	1.00
Administrative Specialist	7.00	7.00	7.00	7.00
Bldg & Land Development Mgr	1.00	--	--	--
Bldg Maint Worker	2.00	2.00	2.00	2.00
Building Inspector	3.00	3.00	3.00	3.00
Building Official	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00
Civil Engineer	6.00	6.00	6.00	6.00
Civil Engineer, Managing	3.00	3.00	3.00	3.00
Code Enforce Officer	2.00	2.00	2.00	2.00
Communications Coordinator	1.00	1.00	1.00	3.00
Community Development Analyst	1.00	1.00	1.00	1.00
Comprehensive Planning Manager	1.00	1.00	1.00	1.00
Construction Inspector	3.00	3.00	3.00	3.00
Custodian	2.00	2.00	2.00	2.00
Data Management Specialist	1.00	1.00	1.00	1.00
Design & Construction Coord	2.00	2.00	2.00	2.00
DPW Director	1.00	1.00	1.00	1.00
DPW Division Director	3.00	3.00	3.00	3.00
Emergency Management Manager	1.00	1.00	1.00	1.00
Engineering Assistant	--	--	--	1.00
Engineering Division Manager	1.00	1.00	1.00	1.00
Engineering Support Specialist	1.00	1.00	1.00	1.00
Engineering Tech	0.83	1.00	1.00	--
Engineering Technician	4.00	4.00	4.00	6.00
Environ Svcs Program Manager	1.00	1.00	1.00	1.00
Environ Svcs Super	2.00	2.00	2.00	2.00
Environmental Mngmnt Analyst	1.00	1.00	1.00	1.00
Environmental Services Tech	5.00	5.00	5.00	5.00
Finance Management Analyst	1.00	1.00	1.00	--
Housing Programs Assistant	1.00	1.00	1.00	1.00

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Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Summary of Full-Time Equivalent by Position Cont.

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Infrastructure Systems Spc	1.00	1.00	1.00	1.00
Infrastructure Systems Tech	1.00	1.00	1.00	1.00
Lead Communications Coord	1.00	1.00	1.00	1.00
Maint Tech Crew Chief	3.00	3.00	3.00	3.00
Maint Tech, Apprentice	1.00	1.00	1.00	5.00
Maint Tech, Journey	25.00	25.00	25.00	25.00
Maintenance Supervisor	4.00	4.00	4.00	4.00
Maintenance Worker	2.50	2.50	2.50	2.50
Maintenance Worker, Seasonal	0.25	0.25	0.25	0.25
Management Analyst	3.00	3.00	3.00	3.00
Mechanic	2.00	2.00	2.00	2.00
MWMC Communications Coordinator	--	--	1.00	--
Office Supervisor	1.00	1.00	1.00	1.00
Permit Specialist	1.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	2.00	2.00
Planner	2.00	2.00	2.00	2.00
Planner, Senior	4.80	4.80	5.80	5.80
Planning Supervisor	1.00	1.00	1.00	1.00
Plans Examiner	2.00	2.00	2.00	2.00
Program Coordinator	1.00	1.00	1.00	1.00
Security Attendant	1.00	1.00	1.00	1.50
Survey Party Chief	1.00	1.00	1.00	1.00
Surveyor	1.00	1.00	1.00	1.00
Traffic Engineer	1.00	1.00	1.00	1.00
Traffic Engineering Technician	1.00	1.00	1.00	1.00
Traffic Maintenance Technician	2.00	2.00	2.00	2.00
Traffic Signal Electrician	1.00	1.00	1.00	1.00
Grand Total	127.38	126.55	128.55	135.05

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Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
100 General Fund	20.77	20.23	20.18	21.18
201 Street Fund	28.65	28.51	30.05	31.18
208 Transient Room Tax Fund	0.85	0.85	0.75	0.24
210 Community Development Fund	2.10	2.10	2.10	2.00
224 Building Code Fund	7.53	7.49	7.54	7.54
611 Sanitary Sewer Operations Fund	17.70	17.68	17.62	20.68
612 Regional Wastewater Fund	14.68	14.68	15.68	15.90
617 Storm Drainage Operations Fund	31.27	31.21	31.13	32.88
618 Booth-Kelly Fund	1.25	1.25	1.25	1.25
719 SDC Administration Fund	2.59	2.55	2.25	2.20
Grand Total	127.38	126.55	128.55	135.05

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Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
1014 Engineering	0.00	0.00	0.00	16.34
1015 Infrastructure Planning	0.00	0.00	0.00	1.00
1021 Emergency Management	0.95	1.00	1.00	1.00
1022 Intergovernmental Relations	0.10	0.10	0.05	0.05
1023 Community Events	1.68	1.78	1.55	1.54
1024 Survey	2.79	2.82	3.00	3.00
1025 Operations Training and Safety Programs	0.20	0.20	0.20	0.20
1026 Buildings & Facilities Planning	0.10	0.08	0.04	0.08
1027 Building and Facility Architectural & Engineering	0.05	0.04	0.04	0.04
1028 Business Licensing	0.61	0.61	0.61	0.61
1029 Licensing and Franchising	0.01	0.03	0.00	0.00
1030 Building Plan Review	1.77	1.88	1.83	1.83
1031 Mechanical Inspections	0.99	0.92	1.03	0.00
1032 Building Field Inspections	1.04	0.98	1.03	5.27
1033 Electrical Inspections	1.83	1.76	1.72	0.00
1034 Plumbing Inspections	1.62	1.55	1.49	0.00
1035 Affordable Housing	1.45	1.45	1.45	0.00
1036 Housing and Community Development	0.70	0.70	0.70	2.05
1038 Comprehensive Land Use Planning	2.66	2.49	2.34	2.28
1039 Development Review	7.49	7.84	6.32	6.69
1040 Development Code Updates and Maintenance	0.82	0.84	1.37	1.47
1041 Code Enforcement	2.76	2.64	2.44	2.44
1042 Floodplain Management	0.26	0.18	0.13	0.00
1043 Historic Preservation	0.10	0.10	0.15	0.00
1044 Stormwater Fiscal Management and Customer Services	0.86	0.87	0.87	0.87
1045 Stormwater Regulatory Administration	3.31	4.85	4.85	4.60
1046 Stormwater Planning	0.49	0.47	0.34	0.00
1047 Stormwater Engineering	4.69	4.41	5.04	0.00
1048 Land Drainage & Alteration Permit	1.70	1.72	1.70	1.70
1049 Surface Drainage Vegetation Management	3.35	3.35	3.35	3.82
1050 Landscape Tree Maintenance	2.48	2.48	2.27	2.06
1051 Landscape Maintenance	2.89	2.86	3.01	2.93
1052 Surface Drainage Maintenance	5.33	5.33	5.31	5.20
1053 Subsurface Drainage Preventive Maintenance	3.63	3.63	3.51	4.47
1054 Subsurface Drainage Repair	0.89	0.89	0.86	1.20
1055 Stormwater Illicit Discharge	1.55	0.00	0.00	0.00
1056 Regional Wastewater Administration	11.43	11.43	12.43	12.65
1057 Industrial Pretreatment	3.25	3.25	3.25	3.25
1059 Wastewater Fiscal Management and Customer Services	1.13	1.13	1.13	1.13

DEVELOPMENT & PUBLIC WORKS

Tom Boyatt, Matt Stouder, Brian Conlon DPW@springfield-or.gov

541.726.3753

Summary of Full-Time Equivalent by Program Cont.

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
1060 Wastewater Planning	0.67	0.66	0.47	0.00
1061 Wastewater Engineering	4.47	4.27	4.88	0.00
1062 Wastewater Preventive Maintenance	7.54	7.38	7.30	8.54
1063 Wastewater Maintenance Repair	0.93	0.94	0.93	1.24
1064 Capacity Management Operations & Maintenance (CMOM)	0.42	0.41	0.34	0.38
1065 Transportation Planning	1.65	1.72	1.85	2.01
1066 Street Engineering	3.47	3.25	4.41	0.00
1067 Street Sweeping	2.86	2.92	2.92	3.12
1068 Bicycle Facilities and Programs	0.60	0.52	0.42	0.41
1069 Locates and Encroachments	2.26	2.41	2.26	2.41
1070 Street Maintenance and Preservation	5.60	5.66	5.66	6.63
1071 Street Sidewalk Maintenance and Preservation	0.60	0.57	0.57	0.70
1072 Traffic Operations - Engineering	2.35	2.42	2.41	2.40
1073 Traffic Operations -Signal Maintenance and Repair	2.55	2.23	2.32	2.59
1074 Traffic Operations -Signs and Pavement Markings	0.77	1.25	2.02	1.93
1075 Street Lighting	1.12	0.80	0.69	0.69
7000 Department Administration	2.96	2.84	3.06	2.09
7020 Real Property Management	0.22	0.20	0.00	0.00
7021 Real Property Maintenance	0.69	0.69	0.00	0.00
7022 Facilities Maintenance - City	4.17	4.73	4.75	5.25
7023 Facilities Maintenance-Custodial Services	2.43	2.00	2.00	2.00
7025 Vehicle & Equipment Services	0.65	0.00	0.00	0.00
7026 Vehicle & Equipment Preventive Maintenance	1.45	2.00	2.00	2.00
7900 Real Property Management	0.00	0.00	0.89	0.89
Grand Total	127.38	126.55	128.55	135.05

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FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries	1,173,749	1,241,617	1,302,581	1,407,538	● 8%
		540000 Overtime	10,848	14,381	11,512	11,141	● -3%
		560000 Fringe Benefits	95,235	98,441	107,358	115,632	● 8%
		560001 Medical/Dental Insurance	388,299	341,757	402,654	430,447	● 7%
		560003 PERS/OPSRP	221,306	216,795	294,463	320,980	● 9%
		560004 Medical/Dental Insurance	4,315	3,722			
		560005 Workers Compensation	6,208	5,941	6,878	7,288	● 6%
		564002 Pager allowance			144	144	● 0%
		564005 Cell phone allowance	2,340	2,149	2,297	2,635	● 15%
		576000 Internal PERS side account		60,290			
		5 PERSONNEL SERVICES Total	1,902,299	1,985,092	2,127,886	2,295,804	● 8%
	6 MATERIALS & SERVICES	611008 Contractual Services	84,405	84,922	108,305	64,008	● -41%
		611009 Legal Expense		1,272	5,000	3,500	● -30%
		611019 Merchant fees	4,017	8,754	9,000	8,500	● -6%
		611021 Planning Commission Expenses	1,333	1,396	1,500	1,500	● 0%
		620001 Cleaning Services	1,159	2,686	2,200	2,200	● 0%
		620003 Equipment Rental			150	50	● -67%
		632001 Telephone, Cellular, Pager	5,782	6,549	7,713	7,752	● 1%
		632002 Ris/Airs/Geo Charges	17,410	19,054	17,100		● -100%
		632005 Computer Equipment	13,586	5,925	1,972	1,972	● 0%
		632007 LRIG - SW7 System	29,373	27,216	13,132	12,954	● -1%
		633001 Advertising	6,210	5,826	4,550	6,472	● 42%
		634003 Duplicating Supplies	3,073	3,062	1,138	1,578	● 39%
		634006 Printing & binding	3,192	304	3,355	4,055	● 21%
		635001 Travel & Meeting Expenses	3,390	466	6,760	6,905	● 2%
		635002 Internal meeting	27		160	100	● -38%
		635006 Community Events					
		636001 Software License Fee	8,368	8,013	9,618	8,442	● -12%
		636009 Government ethics Comm charges			340	60	● -82%
		641005 Code Enforce Supply	35				
		641008 Safety Clothing/Eq	1,436	1,075	1,750	2,740	● 57%
		642001 Gasoline & Oil	4,427	3,587	5,900	5,025	● -15%
		642002 Utilities	20,778	12,409	13,895	13,592	● -2%
		644002 Memberships, Books, Subscrips	5,191	4,121	4,844	4,000	● -17%
		645001 Direct Mail		269			
		645002 Postage & Shipping Charges	5,057	6,933	23,600	24,850	● 5%
		645003 Office & Computer Supplies	3,457	3,491	3,820	3,760	● -2%
		645005 Computer Software	65	149	3,647	3,647	● 0%

FY21 Operating Expenditure Detail
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DPW all divisions

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Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	6 MATERIALS & SERVICES	645006 Small Furniture & appliances	2,427	2,213	3,375	2,800	● -17%
		646002 Clothing Allowance	516	2,056	1,100	1,100	● 0%
		646003 Commuter Trip Reduction	218	265	330		● -100%
		647001 Parts & Materials	11,613	15,204	11,590	11,500	● -1%
		647007 Cleang/Maint Materials	15,054	14,763	17,000	17,000	● 0%
		647009 Program Expense	6,206	11,743	18,592	18,045	● -3%
		650163 Covid19 Response			100,000		● -100%
		651015 Neighborhood Improvements		36			
		651048 Homeless Overnight Parking Pgm	6,492	20,448	27,000	37,000	● 37%
		651060 CDBG AffordableHousingProjects		155			
		651061 Egan Warming Center			10,000		● -100%
		660004 Equipment Maintenance	336	674	2,300	2,300	● 0%
		660013 Bldg Maintenance	31,228	42,895	26,600	26,600	● 0%
		660016 Vehicle Maintenance	2,546	2,099	1,700	1,700	● 0%
		671001 Training Aids			100	100	● 0%
		671006 Employee Development	4,724	5,217	11,850	8,900	● -25%
		671007 Organization Development	320	282	795	795	● 0%
		671009 City Ee Recognition - Taxable			75	75	● 0%
		671016 LTD Bus Pass Reimb Program	15				
		673001 Recruitment Expense	478	2,492	550	550	● 0%
		680001 Internal Insurance Chgs	45,672	41,359	42,000	45,132	● 7%
		680005 Int Computer Equip Chgs	21,732	13,596	14,084	15,135	● 7%
		680011 Internal Veh & Equip Rent	12,084	17,988	15,828	14,071	● -11%
		680014 Internal Employee Benefit Chg	16,872	17,724	15,204	15,696	● 3%
		680015 Internal Lease Payments	3,444	3,444	3,438	3,438	● 0%
		680018 Internal MS Enterprise Agreemt	8,412	9,571	9,120		● -100%
		680019 Internal Shared IT Charges				31,392	
		680027 Internal Workers Comp Chrgs	11,340	17,251	6,768	11,124	● 64%
		680029 Internal Salary Study Charges				936	
		680030 Int Bldng Preservation Chrgs	14,016	15,334	14,484	14,976	● 3%
		680033 Internal PERS side account		-			
6 MATERIALS & SERVICES Total			437,518	464,287	603,332	468,027	● -22%
100 General Fund Total			2,339,817	2,449,380	2,731,218	2,763,831	● 1%

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
201 Street Fund	5 PERSONNEL SERVICES	510000 Salaries	1,990,074	2,182,345	2,184,111	2,248,452	● 3%
		540000 Overtime	39,145	23,478	55,821	54,435	● -2%
		560000 Fringe Benefits	162,751	178,403	183,402	188,166	● 3%
		560001 Medical/Dental Insurance	546,435	478,093	585,354	616,512	● 5%
		560003 PERS/OPSRP	400,637	433,003	545,400	556,917	● 2%
		560004 Medical/Dental Insurance	(0)	(0)			
		560005 Workers Compensation	25,182	28,501	28,808	30,323	● 5%
		564001 Car allowance	2,075				
		564002 Pager allowance	28,001	28,805	8,827	7,445	● -16%
		564005 Cell phone allowance	4,646	4,849	4,237	3,987	● -6%
		576000 Internal PERS side account		82,880			
		5 PERSONNEL SERVICES Total	3,198,946	3,440,356	3,595,960	3,706,237	● 3%
	6 MATERIALS & SERVICES	611008 Contractual Services	161,496	162,033	394,929	237,229	● -40%
		611009 Legal Expense			2,525	2,525	● 0%
		611013 Education/Outreach	95	475	1,000	9,500	● 850%
		611019 Merchant fees	249	479	700	700	● 0%
		611022 Fuel Tax Administration	5,460	3,952	7,650	7,650	● 0%
		611042 NESC Compliance			3,000	2,000	● -33%
		620001 Cleaning Services	758	3,266	2,550	3,550	● 39%
		620003 Equipment Rental		775	5,575	5,575	● 0%
		632001 Telephone, Cellular, Pager	10,482	9,035	7,630	9,578	● 26%
		632002 Ris/Airs/Geo Charges	22,342	23,503	23,316		● -100%
		632005 Computer Equipment	3,478	2,503	420	620	● 48%
		632007 LRIG - SW7 System		9,092	11,647	11,647	● 0%
		633001 Advertising	433	178	1,830	2,030	● 11%
		634003 Duplicating Supplies	1,907	1,952	1,750	1,950	● 11%
		634006 Printing & binding	871	4,606	695	1,245	● 79%
		635001 Travel & Meeting Expenses	10,024	5,701	13,361	16,693	● 25%
		635002 Internal meeting	312	721	1,050	740	● -30%
		636001 Software License Fee	21,509	19,304	34,006	25,208	● -26%
		636002 Recording Fees	198	477	281	281	● 0%
		636009 Government ethics Comm charges			165	165	● 0%
		641003 Eng/Survey Supplies	884	318	1,660	1,760	● 6%
		641008 Safety Clothing/Eq	4,768	4,615	5,431	7,531	● 39%
		642001 Gasoline & Oil	44,827	53,191	72,501	59,448	● -18%
		642002 Utilities	55,758	74,418	63,305	80,515	● 27%
		642005 Street Lighting Electricity	199,582	217,413	170,000	165,000	● -3%
		642006 Traffic Signal Electricity	32,188	27,411	33,000	32,000	● -3%

FY21 Operating Expenditure Detail
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Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
201 Street Fund	6 MATERIALS & SERVICES	644002 Memberships, Books, Subscrips	15,344	7,868	5,976	5,366	● -10%
		645002 Postage & Shipping Charges	890	5,873	1,265	1,265	● 0%
		645003 Office & Computer Supplies	3,950	2,090	5,235	5,185	● -1%
		645004 Computer Supplies			200	200	● 0%
		645005 Computer Software	2,616	1,012	6,666	6,289	● -6%
		645006 Small Furniture & appliances	2,677	198	2,355	2,605	● 11%
		646002 Clothing Allowance	7,700	8,439	10,300	9,800	● -5%
		646003 Commuter Trip Reduction	358	304	730	730	● 0%
		647001 Parts & Materials	14	49			
		647002 Street Maint Materials	55,663	38,424	65,000	138,800	● 114%
		647003 Sweeper Supplies	2,152	11,949	7,500	7,500	● 0%
		647004 Gravel		60			
		647009 Program Expense	8,338	27,574	77,712	80,108	● 3%
		647010 Traff Maint Materials	102,918	144,311	90,725	95,000	● 5%
		647011 Land Maint Materials	17,295	19,841	19,000	18,700	● -2%
		647017 Street Tree Replacement	4,350	3,805	12,000	12,000	● 0%
		650015 Permit Project Exp			35,000	35,000	● 0%
		650097 Spring Clean-Up	528	318	1,000	1,000	● 0%
		650201 ADA - Compliance Sidewalks	2,494	3,775	5,000	5,000	● 0%
		660002 Street Light Maint	124,820	111,735	125,000	100,000	● -20%
		660004 Equipment Maintenance	6,441	7,397	18,860	18,510	● -2%
		660016 Vehicle Maintenance	25,821	21,463	17,900	20,150	● 13%
		660023 Signal Detector Repair	4,306	54,076	50,000	40,000	● -20%
		660024 Sidewalk Repair	8,094	7,961	17,500	17,500	● 0%
		660025 Guard Rail Repair			2,500	2,500	● 0%
		671001 Training Aids			100	100	● 0%
		671006 Employee Development	9,649	6,889	21,260	19,935	● -6%
		671007 Organization Development	330	282	600	600	● 0%
		671009 City Ee Recognition - Taxable			75	75	● 0%
		671016 LTD Bus Pass Reimb Program	177	112	400	100	● -75%
		672004 HRA Adjustment	1,386				
		673001 Recruitment Expense	152	7,300	550	800	● 45%
		680001 Internal Insurance Chgs	61,944	59,669	62,604	58,764	● -6%
		680002 Internal Veh Mt Chgs	68,796	59,892	58,188	60,600	● 4%
		680004 Internal Fac Rent	35,004	57,204	59,760	53,208	● -11%
		680005 Int Computer Equip Chgs		24,252	19,820	18,658	● -6%
		680007 Internal Bldg Maint Chgs	39,948	47,400	44,256	17,400	● -61%
		680011 Internal Veh & Equip Rent		148,896	140,085	118,485	● -15%
		680012 Indirect Costs	484,488	491,364	534,600	573,660	● 7%

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City of Springfield
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							% Change - FY20 Amended to FY21 Proposed	
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget		
201 Street Fund	6 MATERIALS & SERVICES	680014 Internal Employee Benefit Chg	22,872	21,931	22,920	22,548	● -2%	
		680015 Internal Lease Payments	7,812	7,812	7,807	7,807	● 0%	
		680018 Internal MS Enterprise Agreemt	11,856	12,936	13,740		● -100%	
		680019 Internal Shared IT Charges				40,944		
		680027 Internal Workers Comp Chrgs	15,384	23,256	10,200	14,508	● 42%	
		680029 Internal Salary Study Charges				1,080		
		680030 Int Bldng Preservation Chrgs	20,904	22,872	24,432	24,036	● -2%	
	6 MATERIALS & SERVICES Total			1,755,089	2,096,007	2,458,798	2,341,656	● -5%
201 Street Fund Total			4,954,035	5,536,363	6,054,758	6,047,893	● 0%	
204 Special Revenue Fund	6 MATERIALS & SERVICES	611019 Merchant fees				3,500		
		632005 Computer Equipment			800		● -100%	
		635001 Travel & Meeting Expenses		1,376				
		647009 Program Expense	4,249	2,417	12,000	12,000	● 0%	
	6 MATERIALS & SERVICES Total			4,249	3,793	12,800	15,500	● 21%
204 Special Revenue Fund Total			4,249	3,793	12,800	15,500	● 21%	
208 Transient Room Tax Fund	5 PERSONNEL SERVICES	510000 Salaries	62,014	59,764	53,170	18,032	● -66%	
		540000 Overtime	3,276	1,140	822	790	● -4%	
		560000 Fringe Benefits	5,777	4,688	4,405	1,546	● -65%	
		560001 Medical/Dental Insurance	15,247	13,914	15,174	4,918	● -68%	
		560003 PERS/OPSRP	15,780	10,734	12,359	5,081	● -59%	
		560004 Medical/Dental Insurance	(0)					
		560005 Workers Compensation	621	394	437	308	● -29%	
		564002 Pager allowance	36	131	29	101	● 250%	
		564005 Cell phone allowance			25	50	● 100%	
		576000 Internal PERS side account		2,533				
		5 PERSONNEL SERVICES Total			102,750	93,297	86,421	30,827
	6 MATERIALS & SERVICES	611008 Contractual Services	1,500	4,900	4,000	4,000	● 0%	
		635001 Travel & Meeting Expenses		42				
		647009 Program Expense	5,509	4,403	5,000	5,000	● 0%	
		680005 Int Computer Equip Chgs				70		
6 MATERIALS & SERVICES Total			7,009	9,345	9,000	9,070	● 1%	
208 Transient Room Tax Fund Total			109,759	102,642	95,421	39,897	● -58%	

FY21 Operating Expenditure Detail
City of Springfield
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Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed	
210 Community Development Fund	5 PERSONNEL SERVICES	510000 Salaries	115,492	109,859	157,808	148,803	<div></div> -6%	
		540000 Overtime			230	230	<div></div> 0%	
		560000 Fringe Benefits	9,395	8,948	12,887	12,151	<div></div> -6%	
		560001 Medical/Dental Insurance	3,014	21,434	41,287	39,782	<div></div> -4%	
		560003 PERS/OPSRP	21,520	20,830	35,415	33,647	<div></div> -5%	
		560004 Medical/Dental Insurance	18,418	(3,296)				
		560005 Workers Compensation	101	116	138	130	<div></div> -6%	
	5 PERSONNEL SERVICES Total		167,940	157,892	247,764	234,742	<div></div> -5%	
	6 MATERIALS & SERVICES	611008 Contractual Services	62,787	69,801	113,363	113,363	<div></div> 0%	
		633001 Advertising	198	330	400	1,200	<div></div> 200%	
		635001 Travel & Meeting Expenses	1,626	675	2,000	600	<div></div> -70%	
		644002 Memberships, Books, Subscrips			100	100	<div></div> 0%	
		645001 Direct Mail		269				
		645002 Postage & Shipping Charges	27	132	300	150	<div></div> -50%	
		645003 Office & Computer Supplies	44	36	100	100	<div></div> 0%	
		647009 Program Expense	61	22,341				
		650026 1st Time Homebuyers	52,887	7,000	91,623	28,000	<div></div> -69%	
		650036 Intergvt Human Srvcs	72,935	94,202	78,589	95,000	<div></div> 21%	
		651015 Neighborhood Improvements	12,319		113,456	250,000	<div></div> 120%	
		651025 Section 108 Repayment Xfr	43,390	42,306	41,170	39,992	<div></div> -3%	
		651060 CDBG AffordableHousingProjects			735,830	932,879	<div></div> 27%	
		671006 Employee Development	350	100	500	250	<div></div> -50%	
		671016 LTD Bus Pass Reimb Program	10					
		680001 Internal Insurance Chgs	4,536	4,176	3,864		<div></div> -100%	
		680007 Internal Bldg Maint Chgs	2,340	2,952	2,472		<div></div> -100%	
		680014 Internal Employee Benefit Chg			1,500	1,572	<div></div> 5%	
		680018 Internal MS Enterprise Agreemt	864	912	900		<div></div> -100%	
		680027 Internal Workers Comp Chrgs	1,128	1,632	672		<div></div> -100%	
		6 MATERIALS & SERVICES Total		255,502	246,863	1,186,839	1,463,206	<div></div> 23%
		210 Community Development Fund Total			423,441	404,755	1,434,603	1,697,948

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Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
224 Building Code Fund	5 PERSONNEL SERVICES	510000 Salaries	535,713	557,010	581,064	571,512	● -2%
		540000 Overtime		29	11,931	11,931	● 0%
		560000 Fringe Benefits	42,095	44,398	48,303	47,458	● -2%
		560001 Medical/Dental Insurance	140,194	128,024	151,107	153,242	● 1%
		560003 PERS/OPSRP	91,363	97,622	131,284	127,261	● -3%
		560004 Medical/Dental Insurance	(0)	(0)			
		560005 Workers Compensation	1,633	1,720	1,824	1,800	● -1%
		564005 Cell phone allowance			117	54	● -54%
		576000 Internal PERS side account		22,322			
		5 PERSONNEL SERVICES Total	810,998	851,124	925,630	913,257	● -1%
	6 MATERIALS & SERVICES	611008 Contractual Services			2,500	12,500	● 400%
		611019 Merchant fees	16,899	27,486	14,000	14,000	● 0%
		620003 Equipment Rental			25	25	● 0%
		632001 Telephone, Cellular, Pager	3,597	3,645	3,328	3,328	● 0%
		632002 Ris/Airs/Geo Charges	5,644	6,176	4,500		● -100%
		632005 Computer Equipment		260	100	100	● 0%
		632007 LRIG - SW7 System		331	424	424	● 0%
		633001 Advertising			180	180	● 0%
		634003 Duplicating Supplies	825	901	300	300	● 0%
		634006 Printing & binding	322		100	100	● 0%
		635001 Travel & Meeting Expenses	562		1,200	1,200	● 0%
		635002 Internal meeting			100	100	● 0%
		636001 Software License Fee	149		880	880	● 0%
		641008 Safety Clothing/Eq	367				
		642001 Gasoline & Oil	3,671	3,573	4,400	4,400	● 0%
		642002 Utilities	2,170	2,028	2,282	2,282	● 0%
		644002 Memberships, Books, Subscrips	3,128	1,346	125	125	● 0%
		645001 Direct Mail		269			
		645002 Postage & Shipping Charges	428	309	520	520	● 0%
		645003 Office & Computer Supplies	1,806	375	580	580	● 0%
		645005 Computer Software		790	150	150	● 0%
		645006 Small Furniture & appliances	14	30	1,000	1,000	● 0%
		646003 Commuter Trip Reduction	16	79	83	83	● 0%
		647009 Program Expense	2,846	1,036	3,815	3,815	● 0%

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

Minimal increase or reduction (up to + 2.99%) ●
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Substantial increase (6% or greater) ●

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
224 Building Code Fund	6 MATERIALS & SERVICES	660004 Equipment Maintenance			250	250	0%
		660016 Vehicle Maintenance	249	675			
		671001 Training Aids			100	100	0%
		671006 Employee Development	349	1,898	2,825	7,900	180%
		671007 Organization Development	146	188	530	530	0%
		671009 City Ee Recognition - Taxable			75	75	0%
		671021 Emp development bldg education	3,280	2,878	7,000		-100%
		673001 Recruitment Expense	48	2,492	200	200	0%
		680001 Internal Insurance Chgs	16,272	15,660	6,581	14,760	124%
		680002 Internal Veh Mt Chgs	2,820	3,636	3,528	3,672	4%
		680004 Internal Fac Rent	21,876	12,276	12,624	47,940	280%
		680005 Int Computer Equip Chgs	10,800	5,472	4,198	5,481	31%
		680007 Internal Bldg Maint Chgs	8,388	11,028	9,528	11,304	19%
		680011 Internal Veh & Equip Rent	3,192	15,072	12,711	10,868	-14%
		680012 Indirect Costs	127,344	135,924	138,072	135,720	-2%
		680014 Internal Employee Benefit Chg	6,012	5,748	5,916	5,664	-4%
		680015 Internal Lease Payments	672	672	676	676	0%
		680018 Internal MS Enterprise Agreemt	3,120	3,600	3,372		-100%
		680019 Internal Shared IT Charges				10,272	
		680027 Internal Workers Comp Chrgs	4,020	6,084	2,508	3,636	45%
		680029 Internal Salary Study Charges				564	
		680030 Int Bldng Preservation Chrgs	5,460	6,312	6,252	6,024	-4%
		680033 Internal PERS side account		-			
		6 MATERIALS & SERVICES Total			256,491	278,249	257,538
224 Building Code Fund Total			1,067,488	1,129,374	1,183,168	1,224,985	4%
433 Regional Wastewater Capital Fd	6 MATERIALS & SERVICES	611019 Merchant fees	530	517	4,000	4,000	0%
	6 MATERIALS & SERVICES Total		530	517	4,000	4,000	0%
	7 CAPITAL OUTLAY	744000 Equipment Replacement	422,424	339,321	711,000	2,450,000	245%
		745000 Major Rehab	277,681	698,546	1,223,000	610,000	-50%
		745001 MWMC Capital Outlay	1,169,406	7,260	200,000		-100%
	7 CAPITAL OUTLAY Total		1,869,512	1,045,127	2,134,000	3,060,000	43%
433 Regional Wastewater Capital Fd Total			1,870,041	1,045,643	2,138,000	3,064,000	43%

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
434 Street Capital Fund	5 PERSONNEL SERVICES	510000 Salaries	(0)				
		560000 Fringe Benefits	(0)				
		560001 Medical/Dental Insurance	0				
		560003 PERS/OPSRP	(0)				
		560004 Medical/Dental Insurance	(0)				
		560005 Workers Compensation	0				
	5 PERSONNEL SERVICES Total		(0)				
	6 MATERIALS & SERVICES	611019 Merchant fees	0			700	
		680017 Internal Admin Fee	148,585		124,584	148,026	19%
	6 MATERIALS & SERVICES Total		148,585		124,584	148,726	19%
434 Street Capital Fund Total			148,585		124,584	148,726	19%
611 Sanitary Sewer Operations Fund	5 PERSONNEL SERVICES	510000 Salaries	1,174,573	1,209,399	1,265,683	1,444,844	14%
		540000 Overtime	12,589	15,207	22,658	24,464	8%
		560000 Fringe Benefits	95,208	98,561	105,193	119,720	14%
		560001 Medical/Dental Insurance	336,728	300,917	353,506	421,012	19%
		560003 PERS/OPSRP	215,317	222,417	296,367	334,993	13%
		560004 Medical/Dental Insurance	(0)	0			
		560005 Workers Compensation	12,245	13,052	13,562	16,457	21%
		564002 Pager allowance			2,678	3,197	19%
		564005 Cell phone allowance	2,340	2,771	2,266	2,162	-5%
		576000 Internal PERS side account		52,929			
	5 PERSONNEL SERVICES Total		1,849,000	1,915,254	2,061,915	2,366,849	15%
	6 MATERIALS & SERVICES	611007 Billing & Coll Exp	85,121	85,318	93,000	132,000	42%
		611008 Contractual Services	273,952	279,847	287,500	305,100	6%
		611009 Legal Expense			22,600	22,600	0%
		611013 Education/Outreach			400	300	-25%
		611019 Merchant fees	(0)		700	700	0%
		620001 Cleaning Services	330	1,420	2,350	2,350	0%
		620003 Equipment Rental	845		1,075	1,075	0%
		632001 Telephone, Cellular, Pager	3,478	3,687	3,623	3,996	10%
		632002 Ris/Airs/Geo Charges	13,653	14,480	13,404		-100%
632005 Computer Equipment		3,791	2,741	586	620	6%	
632007 LRIG - SW7 System		5,216	6,682	6,682	0%		

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
611 Sanitary Sewer Operations Fund	6 MATERIALS & SERVICES	633001 Advertising		360	1,030	1,030	● 0%
		634003 Duplicating Supplies	2,844	2,871	2,352	2,350	● 0%
		634006 Printing & binding	725	77	550	550	● 0%
		635001 Travel & Meeting Expenses	5,906	728	10,403	10,103	● -3%
		635002 Internal meeting	151	192	925	925	● 0%
		636001 Software License Fee	10,397	8,789	18,004	18,004	● 0%
		636002 Recording Fees	250	296	272	272	● 0%
		636010 Right of Way Fees	224,176	223,483	383,000	389,750	● 2%
		641003 Eng/Survey Supplies	791	369	1,670	1,720	● 3%
		641008 Safety Clothing/Eq	2,673	1,908	3,631	3,756	● 3%
		642001 Gasoline & Oil	21,204	23,810	34,700	24,765	● -29%
		642002 Utilities	37,064	34,511	38,941	37,211	● -4%
		644002 Memberships, Books, Subscrips	11,268	3,960	7,645	10,070	● 32%
		645002 Postage & Shipping Charges	1,492	1,159	2,100	2,100	● 0%
		645003 Office & Computer Supplies	2,535	1,815	4,280	4,320	● 1%
		645005 Computer Software	5,750	363	5,513	5,513	● 0%
		645006 Small Furniture & appliances	427	114	2,147	2,172	● 1%
		646002 Clothing Allowance	6,899	7,977	9,250	9,000	● -3%
		646003 Commuter Trip Reduction	228	185	330	330	● 0%
		647001 Parts & Materials	22				
		647005 Drainage Maint Materials	484	871			
		647006 Sewer Maint Materials	25,019	30,754	34,500	61,100	● 77%
		647009 Program Expense	3,244	4,999	14,418	14,736	● 2%
		660004 Equipment Maintenance	3,763	15,510	14,370	13,570	● -6%
		660014 Internal Bk Maint	22				
		660016 Vehicle Maintenance	14,123	10,197	8,650	8,450	● -2%
		660024 Sidewalk Repair		4			
		671001 Training Aids			100	100	● 0%
		671006 Employee Development	6,126	4,404	14,808	13,618	● -8%
		671007 Organization Development	353	282	795	795	● 0%
		671009 City Ee Recognition - Taxable			75	75	● 0%
		671016 LTD Bus Pass Reimb Program	19	30	300	115	● -62%
		672013 PERS Adjustment	207				
		673001 Recruitment Expense	149	4,654	550	550	● 0%
		680001 Internal Insurance Chgs	38,112	36,989	36,000	34,572	● -4%
		680002 Internal Veh Mt Chgs	40,584	44,256	42,996	44,796	● 4%
		680004 Internal Fac Rent	27,192	40,332	40,236	53,952	● 34%

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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							% Change - FY20 Amended to FY21 Proposed	
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget		
611 Sanitary Sewer Operations Fund	6 MATERIALS & SERVICES	680005 Int Computer Equip Chgs	13,752	13,404	10,074	12,311	22%	
		680007 Internal Bldg Maint Chgs	24,588	31,411	27,924	17,568	-37%	
		680011 Internal Veh & Equip Rent	110,568	97,440	87,895	74,254	-16%	
		680012 Indirect Costs	298,128	304,793	307,548	363,780	18%	
		680014 Internal Employee Benefit Chg	14,088	13,608	13,176	13,212	0%	
		680015 Internal Lease Payments	4,836	4,836	4,834	4,834	0%	
		680017 Internal Admin Fee	171,580		201,412	155,918	-23%	
		680018 Internal MS Enterprise Agreemt	7,296	8,040	7,908		-100%	
		680019 Internal Shared IT Charges				24,012		
		680027 Internal Workers Comp Chrgs	9,492	14,388	5,856	8,508	45%	
		680029 Internal Salary Study Charges				768		
		680030 Int Bldng Preservation Chrgs	12,852	14,208	14,064	14,088	0%	
		6 MATERIALS & SERVICES Total			1,542,549	1,401,085	1,847,151	1,935,046
611 Sanitary Sewer Operations Fund Total			3,391,549	3,316,339	3,909,066	4,301,895	10%	
612 Regional Wastewater Fund	5 PERSONNEL SERVICES	510000 Salaries	1,106,204	1,167,139	1,267,748	1,280,416	1%	
		540000 Overtime	3,144		5,741	5,741	0%	
		560000 Fringe Benefits	89,254	94,140	103,969	104,580	1%	
		560001 Medical/Dental Insurance	292,391	251,629	314,834	322,806	3%	
		560003 PERS/OPSRP	189,130	199,370	274,208	277,817	1%	
		560004 Medical/Dental Insurance	0	0				
		560005 Workers Compensation	4,507	4,865	5,081	4,660	-8%	
		564005 Cell phone allowance	5,861	5,940	5,015	4,311	-14%	
		576000 Internal PERS side account		43,750				
		5 PERSONNEL SERVICES Total			1,690,491	1,766,832	1,976,595	2,000,331
	6 MATERIALS & SERVICES	611007 Billing & Coll Exp	618,129	642,074	645,000	716,000	11%	
		611008 Contractual Services	26,672	31,962	102,600	103,000	0%	
		611009 Legal Expense			80,505	80,505	0%	
611013 Education/Outreach		7,171	20,336	82,182	30,000	-63%		
611016 Attorney Fees		39,091	43,992	104,500	104,500	0%		
613001 Personal Services Reimbursemen		8,660,685	8,388,146	9,736,062	9,970,160	2%		
620003 Equipment Rental				25	25	0%		
631001 Insurance Premiums		322,812	297,904	320,000	335,000	5%		
632001 Telephone, Cellular, Pager		966	1,241	1,200	1,300	8%		
632002 Ris/Airs/Geo Charges		11,009	12,049	11,208		-100%		

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
612 Regional Wastewater Fund	6 MATERIALS & SERVICES	632005 Computer Equipment			525	525	● 0%
		632007 LRIG - SW7 System		1,158	1,484	1,484	● 0%
		633001 Advertising	976	303	2,658	2,581	● -3%
		634003 Duplicating Supplies	1,429	1,686	1,850	1,950	● 5%
		634006 Printing & binding	4,127	557	2,682	2,592	● -3%
		635001 Travel & Meeting Expenses	14,746	15,215	20,800	26,200	● 26%
		635002 Internal meeting			100	100	● 0%
		636001 Software License Fee	297		200	200	● 0%
		636005 Property Taxes	4,452	4,934	7,000	7,000	● 0%
		636008 WPCF/NPDES permits	126,536	134,517	137,000	165,800	● 21%
		636009 Government ethics Comm charges	665	665	700	839	● 20%
		641007 Pretreatment Supplies	1,821	2,102	4,000	4,000	● 0%
		641008 Safety Clothing/Eq	564	668	600	700	● 17%
		642001 Gasoline & Oil	1,367	1,103	2,200	2,200	● 0%
		642002 Utilities	1,595	1,453	1,675	1,685	● 1%
		644002 Memberships, Books, Subscrips	30,969	30,491	32,272	37,622	● 17%
		645002 Postage & Shipping Charges	1,798	1,836	2,710	2,710	● 0%
		645003 Office & Computer Supplies	4,262	2,771	7,227	6,780	● -6%
		645005 Computer Software	2,678	39,319	11,050	4,950	● -55%
		646003 Commuter Trip Reduction	33	159	203	203	● 0%
		647009 Program Expense	18,133	3,368	22,130	25,130	● 14%
		650062 Eugene Operations	3,442,760	4,197,317	3,730,395	4,289,040	● 15%
		650063 Eugene Indirect Costs	928,669	938,501	998,000	998,000	● 0%
		650084 Eugene Capital Outlay	141,149	77,162	97,100	122,000	● 26%
		650152 Small home SDC MWMC		6,350	93,650		● -100%
		660004 Equipment Maintenance			300	300	● 0%
		660016 Vehicle Maintenance	510	674	800	840	● 5%
		671001 Training Aids			100	100	● 0%
		671002 City Ee Recognition	77				
		671006 Employee Development	15,010	5,876	19,875	22,175	● 12%
		671007 Organization Development	147	188	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	143	1,994	200	200	● 0%
		680001 Internal Insurance Chgs	15,240	13,884	15,192	16,404	● 8%
		680002 Internal Veh Mt Chgs	3,696	3,648	3,552	3,696	● 4%

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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							% Change - FY20 Amended to FY21 Proposed	
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget		
612 Regional Wastewater Fund	6 MATERIALS & SERVICES	680004 Internal Fac Rent	49,692	42,804	41,520	99,696	140%	
		680005 Int Computer Equip Chgs	6,960	5,376	1,107	8,364	656%	
		680007 Internal Bldg Maint Chgs	16,308	21,624	18,672	23,496	26%	
		680012 Indirect Costs	280,224	299,700	307,968	323,286	5%	
		680014 Internal Employee Benefit Chg	11,736	11,268	11,016	11,760	7%	
		680015 Internal Lease Payments	2,232	2,232	2,230	2,230	0%	
		680018 Internal MS Enterprise Agreemt	6,072	6,660	6,600		-100%	
		680019 Internal Shared IT Charges				21,372		
		680027 Internal Workers Comp Chrgs	7,884	11,952	4,896	7,572	55%	
		680029 Internal Salary Study Charges				1,152		
		680030 Int Bldng Preservation Chrgs	10,704	11,772	11,736	12,540	7%	
		6 MATERIALS & SERVICES Total		14,844,507	15,338,990	16,707,862	17,600,569	5%
612 Regional Wastewater Fund Total			16,534,998	17,105,822	18,684,457	19,600,899	5%	
617 Storm Drainage Operations Fund	5 PERSONNEL SERVICES	510000 Salaries	1,927,338	1,817,096	2,082,249	2,187,499	5%	
		540000 Overtime	16,241	10,489	42,095	42,011	0%	
		560000 Fringe Benefits	154,783	145,755	173,427	181,799	5%	
		560001 Medical/Dental Insurance	566,559	492,013	584,551	626,419	7%	
		560003 PERS/OPSRP	359,961	338,444	477,530	497,854	4%	
		560004 Medical/Dental Insurance	(0)	0				
		560005 Workers Compensation	22,004	20,389	23,907	25,656	7%	
		564002 Pager allowance			2,722	3,514	29%	
		564005 Cell phone allowance	2,340	1,789	2,711	3,004	11%	
		576000 Internal PERS side account		87,261				
		5 PERSONNEL SERVICES Total		3,049,226	2,913,235	3,389,191	3,567,757	5%
		6 MATERIALS & SERVICES	611007 Billing & Coll Exp	80,903	81,617	86,000	123,000	43%
611008 Contractual Services	95,878		86,051	153,638	151,638	-1%		
611009 Legal Expense				22,725	22,725	0%		
611013 Education/Outreach	6,372		5,761	10,000	10,600	6%		
611016 Attorney Fees	2,100		21,655	50,000	40,000	-20%		
611019 Merchant fees	1,828		1,282	1,500	1,500	0%		
620001 Cleaning Services	560		2,414	2,100	2,100	0%		
620003 Equipment Rental				1,175	1,175	0%		
632001 Telephone, Cellular, Pager	8,781		10,285	8,306	7,630	-8%		
632002 Ris/Airs/Geo Charges	23,944		25,589	24,060		-100%		

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
617 Storm Drainage Operations Fund	6 MATERIALS & SERVICES	632005 Computer Equipment	3,665	2,718	552	515	● -7%
		632007 LRIG - SW7 System		7,204	9,229	9,229	● 0%
		633001 Advertising	1,038	2,386	3,380	3,580	● 6%
		634003 Duplicating Supplies	2,728	2,873	2,090	2,090	● 0%
		634006 Printing & binding	5,470	5,694	7,045	7,045	● 0%
		635001 Travel & Meeting Expenses	10,771	4,326	15,904	14,854	● -7%
		635002 Internal meeting	132	135	775	675	● -13%
		636001 Software License Fee	10,132	13,256	19,215	19,215	● 0%
		636002 Recording Fees	165	378	272	272	● 0%
		636008 WPCF/NPDES permits	1,133	6,827	7,100	8,000	● 13%
		636010 Right of Way Fees	206,145	212,523	360,000	366,500	● 2%
		641003 Eng/Survey Supplies	791	316	570	520	● -9%
		641008 Safety Clothing/Eq	5,106	3,357	4,327	4,363	● 1%
		642001 Gasoline & Oil	24,927	31,298	46,101	26,761	● -42%
		642002 Utilities	37,784	35,308	41,900	42,856	● 2%
		643003 SUB Water	1,945	3,476			
		644002 Memberships, Books, Subscrips	11,647	4,856	4,256	5,156	● 21%
		645002 Postage & Shipping Charges	1,068	1,331	1,945	1,945	● 0%
		645003 Office & Computer Supplies	3,074	1,714	5,171	4,871	● -6%
		645005 Computer Software	4,018	1,745	6,415	5,670	● -12%
		645006 Small Furniture & appliances	662	92	2,148	2,147	● 0%
		645007 Stormwater Sampling Expenses	5,826	7,576	10,000	9,000	● -10%
		646002 Clothing Allowance	2,491	994	3,700	3,700	● 0%
		646003 Commuter Trip Reduction	268	331	330	330	● 0%
		647002 Street Maint Materials	2,092	68	7,000	7,000	● 0%
		647003 Sweeper Supplies	2,329	891	6,000	6,000	● 0%
		647005 Drainage Maint Materials	60,740	59,779	66,035	114,135	● 73%
		647006 Sewer Maint Materials					
		647009 Program Expense	19,188	16,062	33,191	29,928	● -10%
		650097 Spring Clean-Up	528	318	1,000	2,000	● 100%
		660004 Equipment Maintenance	8,442	10,371	11,695	11,495	● -2%
		660016 Vehicle Maintenance	13,976	12,508	17,950	17,850	● -1%
		660027 Stream and Channel O&M	16,315	53,825	65,000	65,000	● 0%
		671006 Employee Development	13,526	13,306	20,636	23,266	● 13%
		671007 Organization Development	381	287	795	795	● 0%
		671009 City Ee Recognition - Taxable			75	75	● 0%
		671016 LTD Bus Pass Reimb Program	43	16	300	100	● -67%

FY21 Operating Expenditure Detail
City of Springfield
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							% Change - FY20 Amended to FY21 Proposed		
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget			
617 Storm Drainage Operations Fund	6 MATERIALS & SERVICES	673001 Recruitment Expense	129	4,654	550	550	0%		
		680001 Internal Insurance Chgs	67,392	65,292	64,236	60,876	-5%		
		680002 Internal Veh Mt Chgs	67,236	61,267	59,532	62,004	4%		
		680004 Internal Fac Rent	50,616	57,768	57,900	97,596	69%		
		680005 Int Computer Equip Chgs	21,000	18,900	17,096	17,900	5%		
		680007 Internal Bldg Maint Chgs	43,500	51,331	45,444	27,864	-39%		
		680011 Internal Veh & Equip Rent	145,332	184,128	170,546	145,583	-15%		
		680012 Indirect Costs	526,248	537,953	551,040	606,960	10%		
		680014 Internal Employee Benefit Chg	24,924	23,964	23,616	23,352	-1%		
		680015 Internal Lease Payments	7,272	7,272	7,269	7,269	0%		
		680017 Internal Admin Fee	54,835		49,004	74,013	51%		
		680018 Internal MS Enterprise Agreemt	12,924	14,160	14,160		-100%		
		680019 Internal Shared IT Charges				42,420			
		680027 Internal Workers Comp Chrgs	16,752	25,440	10,512	15,036	43%		
		680029 Internal Salary Study Charges				1,284			
		680030 Int Bldng Preservation Chrgs	22,716	25,068	25,200	24,900	-1%		
		6 MATERIALS & SERVICES Total			1,759,788	1,829,998	2,237,710	2,384,912	7%
		617 Storm Drainage Operations Fund Total			4,809,014	4,743,234	5,626,902	5,952,670	6%
		618 Booth-Kelly Fund	5 PERSONNEL SERVICES	510000 Salaries	68,847	56,389	82,965	81,805	-1%
540000 Overtime	428			607	805	872	8%		
560000 Fringe Benefits	5,539			4,541	6,821	6,750	-1%		
560001 Medical/Dental Insurance	24,297			20,466	25,170	25,494	1%		
560003 PERS/OPSRP	11,664			9,216	16,792	18,068	8%		
560005 Workers Compensation	704			415	952	941	-1%		
564005 Cell phone allowance					209	194	-7%		
576000 Internal PERS side account				3,725					
5 PERSONNEL SERVICES Total			111,479	95,360	133,714	134,124	0%		
6 MATERIALS & SERVICES	611008 Contractual Services		60,083	45,884	91,000	91,000	0%		
	611009 Legal Expense			5,000	5,000	0%			
	620003 Equipment Rental			500	500	0%			
	632001 Telephone, Cellular, Pager	106	283	316	185	-42%			
	632002 Ris/Airs/Geo Charges	934	1,022	948		-100%			
	633001 Advertising	100		2,600	2,600	0%			
	634003 Duplicating Supplies	803	829						
	634006 Printing & binding	1		50	50	0%			
	635001 Travel & Meeting Expenses	705		600	600	0%			

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
618 Booth-Kelly Fund	6 MATERIALS & SERVICES	636005 Property Taxes	74,973	78,272	81,000	87,459	● 8%
		641009 Cleaning Supplies		133	200	200	● 0%
		642002 Utilities	96,209	98,206	100,884	105,201	● 4%
		645002 Postage & Shipping Charges	122	227	250	250	● 0%
		645003 Office & Computer Supplies	29		125	125	● 0%
		645006 Small Furniture & appliances	7				
		647007 Cleang/Maint Materials		44			
		647009 Program Expense		3	2,000	2,000	● 0%
		660004 Equipment Maintenance			5,000	5,000	● 0%
		660013 Bldg Maintenance	15,047	9,145	23,500	23,500	● 0%
		671006 Employee Development	75	8			
		671007 Organization Development	147	188			
		673001 Recruitment Expense	4	997			
		680001 Internal Insurance Chgs	2,700	2,628	2,568	2,448	● -5%
		680004 Internal Fac Rent	5,892	7,176	5,964	2,928	● -51%
		680005 Int Computer Equip Chgs	960	276	108	123	● 14%
		680007 Internal Bldg Maint Chgs	92,604	74,592	78,288	60,228	● -23%
		680012 Indirect Costs	21,144	21,528	21,876	22,500	● 3%
		680014 Internal Employee Benefit Chg	996	960	936	936	● 0%
		680018 Internal MS Enterprise Agreemt	516	564	564		● -100%
		680019 Internal Shared IT Charges				1,704	
		680027 Internal Workers Comp Chrgs	660	1,032	420	612	● 46%
		680029 Internal Salary Study Charges				48	
		680030 Int Bldng Preservation Chrgs	912	996	996	996	● 0%
		6 MATERIALS & SERVICES Total	375,729	344,994	425,693	416,193	● -2%
	7 CAPITAL OUTLAY	741000 Equipment			16,960		● -100%
	7 CAPITAL OUTLAY Total				16,960		● -100%
618 Booth-Kelly Fund Total			487,208	440,355	576,367	550,317	● -5%

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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




							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
629 Regional Fiber Consortium Fund	6 MATERIALS & SERVICES	611008 Contractual Services	61,115	90,136			
		631001 Insurance Premiums	21,954	21,952			
		635001 Travel & Meeting Expenses	382	5,574			
		636009 Government ethics Comm charges	76	76			
		644002 Memberships, Books, Subscrips	610	610			
		650144 RFC Grant Award Exp		15,000			
	6 MATERIALS & SERVICES Total		84,136	133,347			
629 Regional Fiber Consortium Fund Total			84,136	133,347			
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	632005 Computer Equipment	57,733	40,278	45,110	23,050	🟢 -49%
		642001 Gasoline & Oil	409,576	448,823	506,400	521,600	🟡 3%
		642002 Utilities	2,787	2,291	2,787	2,384	🟢 -14%
		642007 Fuel facilities expenses	6,595	8,100	15,000	15,000	🟢 0%
		647001 Parts & Materials	2,076				
		647009 Program Expense	84,188				
	6 MATERIALS & SERVICES Total		562,956	499,492	569,297	562,034	🟢 -1%
	7 CAPITAL OUTLAY	723001 Vehicles	143,088	47,074	1,095,496	251,484	🟢 -77%
		741011 Program Equipment		9,290			
		741024 Street Sweeper		113	295,000		🟢 -100%
		741043 Fleet Maint. Equipment		5,002			
		741046 Surface Maintenance Equipment	149,868				
		741048 Survey Equipment	56,280				
		741049 Fuel Facility Equipment			100,000		🟢 -100%
		751001 Computer Equipment	5,599	11,152	18,000	11,500	🟢 -36%
		771000 Purchased Copier Equipment			23,271		🟢 -100%
		771001 Copier Equipment					
		771002 Digital Copiers		5,458			
	7 CAPITAL OUTLAY Total		354,835	78,088	1,531,767	262,984	🟢 -83%
713 Vehicle & Equipment Fund Total			917,791	577,580	2,101,064	825,018	🟢 -61%

FY21 Operating Expenditure Detail
City of Springfield
DPW all divisions

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

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
719 SDC Administration Fund	5 PERSONNEL SERVICES	510000 Salaries	179,302	169,310	190,317	191,956	● 1%
		540000 Overtime			1,050	1,050	● 0%
		560000 Fringe Benefits	13,896	13,827	15,551	15,690	● 1%
		560001 Medical/Dental Insurance	44,929	42,028	44,741	44,420	● -1%
		560003 PERS/OPSRP	32,654	31,742	43,690	44,581	● 2%
		560004 Medical/Dental Insurance	(0)	0			
		560005 Workers Compensation	567	517	554	561	● 1%
		564001 Car allowance		4,283			
		564005 Cell phone allowance			367	342	● -7%
		576000 Internal PERS side account		7,600			
		5 PERSONNEL SERVICES Total	271,349	269,306	296,271	298,599	● 1%
	6 MATERIALS & SERVICES	611008 Contractual Services	12,993	1,817	16,820	16,820	● 0%
		611009 Legal Expense			2,020	2,020	● 0%
		611019 Merchant fees	8,486	5,502	10,600	10,600	● 0%
		620003 Equipment Rental			50	50	● 0%
		632002 Ris/Airs/Geo Charges	1,818	1,990	1,704		● -100%
		632005 Computer Equipment			53	53	● 0%
		633001 Advertising			25	25	● 0%
		634003 Duplicating Supplies	1,194	1,248	660	660	● 0%
		634006 Printing & binding	111		20	20	● 0%
		635001 Travel & Meeting Expenses	947		420		● -100%
		635002 Internal meeting			100	100	● 0%
		636001 Software License Fee			5,160	5,160	● 0%
		642002 Utilities	931	870	978	971	● -1%
		644002 Memberships, Books, Subscrips	272	312	210	210	● 0%
		645002 Postage & Shipping Charges	122	77	130	130	● 0%
		645003 Office & Computer Supplies	379	264	750	750	● 0%
		645005 Computer Software			150	150	● 0%
		645006 Small Furniture & appliances	395	21			
		646003 Commuter Trip Reduction	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	40	24	600	600	● 0%

FY21 Operating Expenditure Detail
City of Springfield
 DPW all divisions

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

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
719 SDC Administration Fund	6 MATERIALS & SERVICES	671007 Organization Development	152	188	530	530	<div></div> 0%
		671009 City Ee Recognition - Taxable			75	75	<div></div> 0%
		673001 Recruitment Expense	56	3,038	300	300	<div></div> 0%
		680001 Internal Insurance Chgs	5,232	5,330	4,620	4,380	<div></div> -5%
		680004 Internal Fac Rent	7,392	4,800	4,728	12,396	<div></div> 162%
		680005 Int Computer Equip Chgs	3,108	480	773	1,098	<div></div> 42%
		680007 Internal Bldg Maint Chgs	2,688	3,775	2,856	2,928	<div></div> 3%
		680012 Indirect Costs	40,944	43,920	39,396	40,500	<div></div> 3%
		680014 Internal Employee Benefit Chg	1,956	1,932	1,692	1,692	<div></div> 0%
		680018 Internal MS Enterprise Agreemt	960	1,140	1,008		<div></div> -100%
		680019 Internal Shared IT Charges				3,060	
		680027 Internal Workers Comp Chrgs	1,296	2,095	744	1,080	<div></div> 45%
		680029 Internal Salary Study Charges				180	
		680030 Int Bldng Preservation Chrgs	1,476	1,680	1,464	1,464	<div></div> 0%
		6 MATERIALS & SERVICES Total		93,111	80,503	99,941	109,307
719 SDC Administration Fund Total			364,460	349,809	396,212	407,906	<div></div> 3%
Grand Total			37,506,571	37,338,438	45,068,620	46,641,485	<div></div> 3%

Capital Budget Summary:

The FY21 Capital Budget is based on the City's Capital Improvement Program (CIP), A Community Reinvestment Plan, which is a five-year outlook of the City's planned physical improvements. The CIP includes cost estimates and projected financing for maintaining, improving, or adding to the City's increasing investment in fixed assets. These estimates, in turn, are derived from long term facilities master plans designed to anticipate City needs over a 20 year horizon. The City's fixed assets include streets, sidewalks, traffic signs and signals, streetlights, sanitary sewer and drainage systems, stormwater quality facilities, and city-owned buildings and property. The City's actual commitment to expend public funds occurs in the annual City budget process, with the CIP acting as a guide for the capital portion of the budget.

The Capital Budget also includes projects proposed for the Regional Wastewater Collection and Treatment Systems. These projects are included based on the actions of the Metropolitan Wastewater Management Commission (MWMC), which owns and oversees the Regional Wastewater Facilities serving the Eugene-Springfield metropolitan area. The Springfield Capital Budget includes appropriations for these items to fulfill the City's responsibilities under the Intergovernmental Agreement between the City, the City of Eugene, and Lane County, which created the MWMC, and assigns financial and capital management functions to the City of Springfield.

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

Major funding sources include State and local fuel taxes, loans, revenue bonds, general obligation bonds, sewer and drainage user fees, assessments, and, as appropriate, revenues from System Development Charges (SDCs) previously collected. Additionally, from time to time the City receives grants, loans and other revenues from other levels of government and from private entities, which are targeted to specific capital improvements. The Capital Budget appropriates these revenues if they pass through the City's accounts; in cases where another agency, i.e. ODOT, pays for work directly the Capital Budget will not show those funds even though they are spent on City projects. Because of limited revenues, many projects are either partially funded or simply cannot be funded during the next five years. Thus, projects that appear in the first and second year of the 2020-2024 CIP may not be included in the FY21 Capital Budget.

The proposed FY21 Capital Budget of \$46.2 million is nearly \$7.7 million greater than the adopted FY20 Capital Budget, and reflects both City and Metropolitan Wastewater Management Commission capital programming. The MWMC approves its Capital Budget, and that budget also passes through the City of Springfield budget as noted above. The proposed FY21 City of Springfield Capital Budget is \$25.5 million and the FY21 MWMC capital budget is \$20.7 million. While projects were completed during the FY20 budget year, the increase of the overall budget represents new projects programmed in both the local (City) and regional (MWMC) FY21 capital budgets as well as additional funds programmed to existing projects. Several projects funded in FY20 were completed including school crossing safety improvements, a stormwater/wastewater upgrade at the Regional Fuel Facility, construction of a Pedestrian Hybrid Beacon at 66th and Main Street, and the first two bond-funded street preservation projects.

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A key effort represented in the FY21 capital budget is street preservation projects funded by voter approval of a \$10 million street bond during the FY19 budget year. In FY20, preservation of two of the eight street segments identified in the bond were completed, and the rest of the projects will be completed during the FY21 and FY22 budget years. While the City has responded with a \$10 million capital bond to repair eight important city streets over the next five years, and gas tax revenue has increased from the 2017 state Transportation Package (HB2017), the streets asset liability must be tracked to inform future investments in this important City infrastructure. The City began receiving an increase in the State apportionment from state fuel taxes and registration fees revenue in the fourth quarter of FY2019 that has provided a needed boost in Street Fund reserves. The current fiscal condition of the Wastewater and Stormwater Funds are also healthy. Given the magnitude of infrastructure operations and maintenance responsibility of the City, the Finance and DPW departments asked and received City Council approval during FY20 to add seven staff positions to address outstanding public infrastructure systems and program needs in Capital Engineering and Operations.

The City continues to face several critical building/facilities operations, maintenance and preservation issues. A growing list of deferred/backlog facilities repairs has been identified at about \$60 million, in addition to an ongoing annual maintenance and preservation need of \$300,000. In FY09, the City implemented an Internal Building Preservation Charge with intent to program \$300,000 annually for ongoing preservation. Since inception, the Internal Building Preservation Charge on average has generated just over \$260,000 per year dedicated to projects, through FY20. Staff has developed the City Buildings/Facilities Work Plan inclusive of all City Fire Stations, City Hall, Springfield Justice Center, Development and Public Works operations facilities, Springfield Depot, Booth Kelly Site, and the Carter Building. For example, the 2020-2024 Capital Improvement Program includes an unfunded project to replace the City Hall HVAC System at a projected cost of over \$1.65 million. The last major update or replacement to the system was nearly 20 years ago and the current units are nearing the end of the serviceable life. In FY20, a Building Capital Reserves of \$400,000 was established to address emergent needs as well as plans for future repair and replacement.

Major Projects:

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

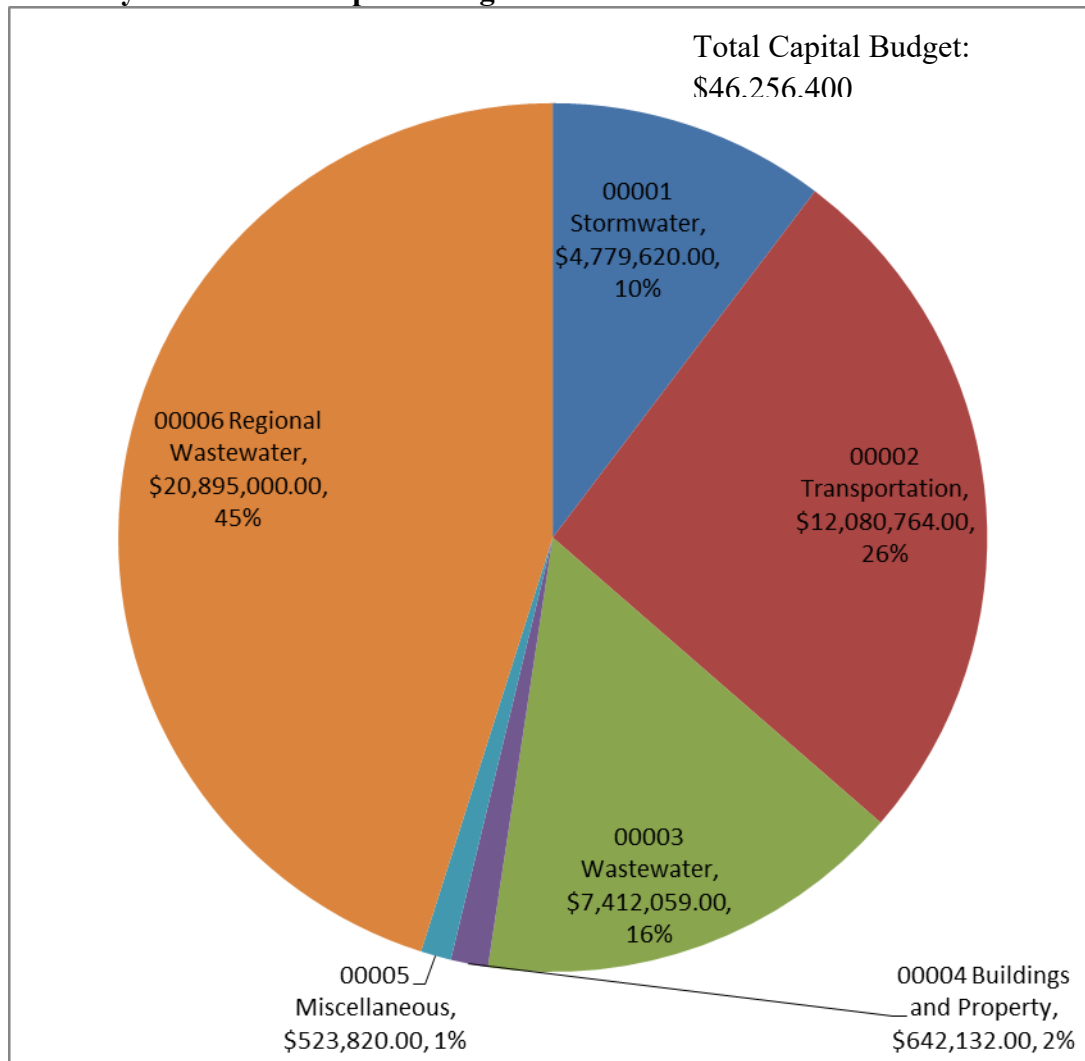
- South 28th Street Paving – The City of Springfield received Congestion Mitigation Air Quality funding to be utilized for paving the gravel portion of S. 28th St. from South F St. to the city limits (approximately .25 miles). In addition to paving, the project will include extension of the existing gravity wastewater pipeline from F Street south to the City limits, and new stormwater features to manage and improve stormwater quality. Due to Oregon Department of Transportation and Federal Highway Administration requirements, the City must utilize a certified agency to deliver the project. For this project the City is working with Lane County, and planning and design kicked off in FY20.
- 2018 Street Bond Preservation Projects – In the fall of 2018, Springfield voters approved a \$10 million street preservation bond. Work began immediately on the first couple of projects (14th Street and Commercial), with construction completed on those in the summer of 2019. The City secured design consultant services to assist in delivery of the larger projects (Mohawk Boulevard, Olympic Street, High Banks and Thurston Road), with the anticipation that first construction solicitations will be released in the 4th quarter of FY20.

CAPITAL BUDGET

- Jasper Trunk Sewer – Phase 3 – The City Council approved funding for the extension of the Jasper Trunk Sewer with adoption of the 2020-2024 Capital Improvement Program. Phase 3 will extend wastewater service approximately 5,280 feet southeast across Bob Straub Parkway terminating near Brand S Road. Further extension of the Jasper Trunk Sewer provides a key City service for urban level development of the Jasper-Natron area.
- Local Sewer Extensions – Within the City of Springfield's city limits and urban growth boundary (UGB) are several areas that are fully developed, but lack wastewater service. This project would fund the design and construction of wastewater main line pipes to these areas upon request of affected property owners or annexation, with some or all of the cost possibly reimbursable through assessments.

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

Summary of the FY21 Capital Budget:



Operating Impact of the Capital Budget:

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

Many capital projects that are classified as preservation projects are intended to limit increases in operating and maintenance expenditures by preserving and extending the useful life of the City's infrastructure assets. Long-term financial plans prepared for the City's operating funds consider the impact of these improvements on efficiency when forecasting growth in operating expenditures for the next several years. Other capital improvement projects that involve development of new facilities or new and expanded infrastructure may result in additional operating costs or savings in future years.

For example, while new fire station construction will result in additional staffing and operations costs, repaving a street, or bringing it to full City standards typically results in a reduced need for maintenance. These costs or savings are not included in the capital budget estimates, and are instead incorporated into the operating budget beginning in the year that the facility is anticipated to become operational. An important element of the CIP process is the consideration of any future increases in operating costs that may result from capital activity so that estimates of those costs can be incorporated in the appropriate long-term financial plans for the affected funds. In a governmental setting, these operating impacts often occur in funds other than those in which the capital expenditure is recorded. As projects move from the CIP into the Capital Budget, they are reviewed to evaluate the impact on the appropriate operating fund budget.

Analysis of the local Springfield FY21 Capital Budget indicates that a large number of projects do not have a measurable operating impact. In many cases, these projects are planning activities, which do not result in additional infrastructure or equipment. The Capital Budget includes approximately \$1.1 million in the category of projects that have no significant operational impact. For example, projects that do not have any impact on the City's operational budget include expenditures to plan for future infrastructure needs through either the Stormwater or Wastewater Master Plan updates, and to complete base map updating. A second category of capital projects that are not estimated to have operating impacts are those where the capital expenditure is designed to replace or upgrade existing systems. In many cases, there may be operating efficiencies or future cost avoidance that results from the improvements, but these impacts are not presently quantifiable and are believed to be marginal. Examples in this project category include preservation projects for streets, drainage and sanitary sewers where the only operating impact is potential avoidance of future costs that might occur if repairs or replacement does not occur on a timely basis. Approximately \$11 million is budgeted for such projects. Projects such as the \$2.5 million budgeted for the Thurston Road Overlay may have little or no operational impact, but instead prevent the need to make significant capital investments that might otherwise be required by a full reconstruction of the road base.

A third category of projects not presently estimated to have an impact on the operating budget includes those where the scope of the project is not sufficiently defined to develop an estimate. An example of this category of projects where definition is inadequate to determine operational impact is the \$167,000 budgeted for City participation in private projects. These expenditures will be used to support a variety of capital improvements such as streets and sewers that are

CAPITAL BUDGET

Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

constructed by private developers. The City's participation pays for portions of those capital expenditures which are principally for the benefit of the general public, not the particular development. While there will be an operating impact to the City after these projects are completed by developers and the infrastructure is donated to the City, the maintenance impact of the City participation portion of project costs is not calculated.

In dollar terms, the cost of capital projects expected to result in increased operating expenditures, excluding MWMC projects and dedicated reserves, totals approximately \$4.7 million. The increased operating costs resulting from these capital improvements are estimated to be about \$280,000 annually. The majority of this cost is for projects that will result in the need to increase staffing in future years as the infrastructure asset base grows. However, it is typical that not all projects are constructed in the same year they are funded. Therefore, the project and operating values are typically less than stated above.

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Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Capital Project Detail:

Transportation and Street Projects		FY20 Adopted	FY21 Proposed
<u>P21114 Virginia/Daisy Bikeway</u>	SDC Improvement	\$ 225,120	\$ 225,150
The City of Springfield partnered with the University of Oregon's 2011-2012 Sustainable City Year to plan Virginia/Daisy corridor bike boulevard improvements. Safety treatments along the entirety of the corridor include: increased signage to slow vehicles and identify the space as a bicycle boulevard, striping of bicycle lanes, sharrows, traffic calming infrastructure (e.g., bulbouts), and intersection treatments (e.g., mini-roundabouts). Phase 1 of the project will include construction of a RRFB at 32nd Street as well as construction of planned improvements between 42nd Street and Bob Straub parkway. This project also includes nearly \$1.2 million in state and federal funding that does not pass through the City budget.	Street Capital Fund	\$ 130,000	\$ 190,000
	Storm Drainage Fund	\$ 600,000	\$ 881,850
	Total Project Budget	\$ 955,120	\$ 1,297,000
<u>P21137 2017 Traffic Signal Modernization</u>	Street Capital Fund	\$ 50,000	\$ -
As technology advances, the equipment in Signal Controller Cabinets becomes more advanced. These advancements offer certain advantages operationally but they also have impacts on the availability of replacement parts that are currently in use. Some recent advances that are occurring include the upgrade to 2070 controllers, IP addressable conflict monitors, remote video detection integration, pan-tilt-zoom cameras, adaptive signal controls and a host of other equipment. Funding is set aside in this program, and as projects are identified that fit into this category they are given an individual account and another source of funding will be identified to match the allowable SDC funds. Local match funds are programmed as available.	Total Project Budget	\$ 50,000	\$ -
<u>P21147 Filling the Gaps-SRTS</u>	Storm Drainage Fund	\$ 210,540	\$ 150,000
Approximately 2,500 linear feet of separated walking facilities will be added to the walking network and 32 new ADA ramps will be built within city owned right of way. Five gaps in the walking network to schools will be filled and a ramp at L St will be constructed to improve bicycle access to Centennial Elementary School. Following is the list of priority locations: Rainbow (west side) - west M St to Centennial, 31st St (east side) - EWEB Multi-use Path to V St, 21st (west side) - L St to Centennial, E St (south side) - 51st St to 52nd St, E St (north side) - 51st St to E St cul-de-sac, L St Curb Cut - Centennial Elementary School Access. Total Project budget including federal dollars: \$638,000.	Sanitary Sewer Fund	\$ -	\$ 75,000
	Total Project Budget	\$ 210,540	\$ 225,000
<u>P21150 14th St. & Commercial Overlay (Complete)</u>	Street Capital Fund	\$ 415,000	\$ -
	Total Project Budget	\$ 415,000	\$ -
Pavement preservation of approximately 1,700 ft.; on 14th Street from Main St. to A St. and E St. to F St.; On Commercial St. from 42nd St. west approximately 450 ft. Project includes re-design and reconstruction of non-compliant ADA facilities to current standards. Project is funded through 2018 Street Bond funds.			
<u>P21151 Centennial Overlay Aspen to Prescott</u>	Street Capital Fund	\$ 750,000	\$ 730,000
Pavement preservation of approximately 2,600 ft. from Aspen Street east to Prescott Street. Project includes re-design and reconstruction of non-compliant ADA facilities to current standards. Project is funded through 2018 Street Bond funds.	Total Project Budget	\$ 750,000	\$ 730,000

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Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Transportation and Street Projects, continued		FY20 Adopted	FY21 Proposed
<u>P21152 High Banks/58th St. Overlay</u>	Street Capital Fund	\$ 1,700,000	\$ 1,400,000
Pavement preservation of approximately 5,800 ft. from OR 126 east to 58th St, and 58th St south to Thurston Rd. Project includes re-design and reconstruction of non-compliant ADA facilities to current standards. Project is funded through 2018 Street Bond funds.	Total Project Budget	\$ 1,700,000	\$ 1,400,000
<u>P21153 Mohawk Boulevard Overlay</u> <u>(Combinded with Olympic Street P21157 below)</u>	Street Capital Fund	\$ 2,100,000	\$ -
Pavement preservation of approximately 3,800 ft. from G Street north to highway 126. Project includes re-design and reconstruction of the islands, and updating ADA facilities to current standards. Project is funded through 2018 Street Bond funds.	Total Project Budget	\$ 2,100,000	\$ -
<u>P21154 Thurston Road Overlay</u>	Street Capital Fund	\$ 2,500,000	\$ 2,050,000
Pavement preservation of approximately 5,800 ft. from 58th Street east to 69th St. Project includes re-design and reconstruction of non-compliant ADA facilities to current standards. Project is funded through 2018 Street Bond funds.	Total Project Budget	\$ 2,500,000	\$ 2,050,000
<u>P21155 S. 28th St. Paving - CMAQ</u>	Sanitary Sewer Fund	\$ 1,150,000	\$ -
The City of Springfield received Congestion Mitigation Air Quality funding to be utilized for paving the gravel portion of S. 28th St. from South F St. to the city limits (approximately .25 miles). In addition to paving, the project will include extension of the existing gravity wastewater pipeline from F Street south to the City limits, and new stormwater features to manage and improve stormwater quality. Total project budget including federal funding is \$2.6 million.	Storm Drainage Fund	\$ 195,000	\$ 1,296,500
	Total Project Budget	\$ 1,345,000	\$ 1,296,500
<u>P21156 Mill Street Reconstruction</u>	Street Capital Fund	\$ 82,000	\$ 82,000
Mill Street, a major collector in Springfield, is in need of reconstruction (S. A Street to Centennial Boulevard). The street has fallen beyond the feasibility of maintenance treatments. Mill Street serves as a collector for residences and some commercial use, and provides access to Centennial Boulevard and Main Street, two key Springfield arterial streets. Access along Mill Street serves an office park, medium and high density developments, mixed use commercial development, and Meadow Park. The reoconstructed corridor will include ADA upgrades as well as Bike and Pedestrian facilites per Springfield Transportation System Plan Project PB-20). Total Project budget including federal dollars is \$5.5 million.	Total Project Budget	\$ 82,000	\$ 82,000
<u>P21157 Mohawk and Olympic Street Overlay</u>	Street Capital Fund	\$ 330,000	\$ 2,988,900
Pavement preservation of approximately 3,700 ft. from Mohawk Boulevard east to 28th Street. Project includes re-design and reconstruction of non-compliant ADA facilities to current standards. Project is funded through 2018 Street Bond funds.	Total Project Budget	\$ 330,000	\$ 2,988,900
<u>P21159 Virginia/Daisy Bikeway Phase 2</u>	SDC Improvement	\$ 604,000	\$ 604,000
The City of Springfield partnered with the University of Oregon's 2011-2012 Sustainable City Year to plan Virginia/Daisy corridor bike boulevard improvements. Safety treatments along the entirety of the corridor include: increased signage to slow vehicles and identify the space as a bicycle boulevard, striping of bicycle lanes, sharrows, traffic calming infrastructure (e.g., bulbouts), and intersection treatments (e.g., mini-roundabouts). Phase 2 will include construction of a roundabout at the 42nd St./Daisy St. intersection. Total project budget including federal funding is \$990,000.	Total Project Budget	\$ 604,000	\$ 604,000

CAPITAL BUDGET

Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Transportation and Street Projects, continued		FY20 Adopted	FY21 Proposed
<u>P21160 Virginia/Daisy Bikeway Phase 3</u>	Street Capital Fund	\$ 60,000	\$ -
The City of Springfield partnered with the University of Oregon's 2011-2012 Sustainable City Year to plan Virginia/Daisy corridor bike boulevard improvements. Safety treatments along the entirety of the corridor include: increased signage to slow vehicles and identify the space as a bicycle boulevard, striping of bicycle lanes, sharrows, traffic calming infrastructure (e.g., bulbouts), and intersection treatments (e.g., mini-roundabouts). Phase 3 includes pavement preservation, ADA upgrades, and safety improvements between 32nd Street and 42nd Street. This project has been postponed with funding from Phase 3 moved to Phase 1. Total Project cost for phase 3 is estimated at \$1.25 Million in 2018 dollars.	Total Project Budget	\$ 60,000	\$ -
<u>P61003 ADA Transition Projects</u>	SDC Reimbursement	\$ 131,364	\$ 131,364
The Americans with Disabilities Act of 1990 requires the City to maintain a "Transition Plan" that details how it will bring facilities that were not in compliance at the adoption of the act into compliance. Currently, the City policy is to correct defects as projects occur and to make improvements as requests are received from Citizens who make their need known. This project will set aside funds to be used for high priority locations that are identified, and will allow the City to respond in a timely manner to those requests. Additionally, the City must conduct a detailed inventory of existing and missing facilities within the right of way.	Street Capital Fund	\$ 110,000	\$ 110,000
	Total Project Budget	\$ 241,364	\$ 241,364
<u>P61007 Transportation Demand</u>	SDC Improvement	\$ 116,000	\$ 116,000
The project includes match funding for other transportation options projects to enhance non-auto travel links in the community like the 60th and "E" Street multi-use path, park and ride facilities coordinated with transit stations, and other activities that promote non-single auto travel choices.	Total Project Budget	\$ 116,000	\$ 116,000
<u>P61008 Traffic Control Projects</u>	SDC Improvement	\$ 395,000	\$ 430,000
This project is for installation of new traffic signals and modification of existing signals or installation of roundabouts at various City intersections. Example intersections include: Thurston Rd. & 66th St., 42nd St. & Marcola Road, South 42nd & Daisy St., South 40th & Daisy St., and 28th St. & Centennial Blvd. Signal modifications may include changing phase order, adding overlaps, and other enhancements to safety or efficiency like improved pedestrian crossings. Various striping and signing improvements may also be implemented under the Traffic Control Projects. Funding is set aside in this program and as projects are identified that fit into this category they are given an individual account and at that time another source of funding will be identified to match the allowable SDC funds.	Total Project Budget	\$ 395,000	\$ 430,000
<u>P61009 Gateway Traffic Improvements</u>	SDC Improvement	\$ 735,000	\$ 620,000
Transportation improvements at various locations in the Gateway area to increase capacity, relieve congestion, and improve safety. Funding is set aside in this program and as projects are identified that fit into this category they are given an individual account and at that time another source of funding is identified to match the allowable SDC funds.	Total Project Budget	\$ 735,000	\$ 620,000

Total Transportation and Street Capital Budget \$12,589,024 \$12,080,764

CAPITAL BUDGET

Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Sanitary Sewer Projects		FY20 Adopted	FY21 Proposed
<u>P21065 Jasper Trunk Sewer - Phase 3</u>	SDC Improvement	\$ -	\$ 825,000
Installation of 5,280 feet of 10 to 27 inch diameter sewer along Jasper Road from the current termination point (approximately 1,600 feet southeast of Mt. Vernon Road) to the south side of Bob Straub Parkway near Brand S Road.	Sanitary Sewer Fund	\$ -	\$ 1,662,059
	Total Project Budget	\$ -	\$ 2,487,059
 <u>P21166 28th St. Sanitary Sewer Extension</u>	Sanitary Sewer Fund	\$ -	\$ 1,000,000
The City received Congestion Mitigation Air Quality (CMAQ) Funds to pave South 28th Street from F Street south to the City limits (the Mill race Bridge). This project will extend the Sanitary Sewer line ahead of the paving project.	Total Project Budget	\$ -	\$ 1,000,000
 <u>P41041 Flow Monitoring Analysis/Plan</u>	Sanitary Sewer Fund	\$ 60,000	\$ 225,000
The City of Springfield's obligations in the 2001 Wet Weather Flow Management Plan (WWFMP) were completed by January 2010; however it is necessary for the City to continue to fund wastewater system rehabilitation and Inflow and Infiltration (I/I) reduction projects. These additional projects will be identified through the Wastewater Master Plan Update project and the Capacity, Management, Operations and Maintenance (CMOM) program that will likely be included in the next NPDES permit for the wastewater system.	SDC Improvement	\$ 35,000	\$ -
	Total Project Budget	\$ 95,000	\$ 225,000
 <u>P61000 CMOM Planning & Implementation</u>	Sanitary Sewer Fund	\$ 2,200,000	\$ 2,200,000
The City of Springfield's obligations in the 2001 Wet Weather Flow Management Plan (WWFMP) were completed by January 2010; however it is necessary for the City to continue to fund wastewater system rehabilitation and Inflow and Infiltration (I/I) reduction projects. These additional projects will be identified through the Wastewater Master Plan Update project and the Capacity, Management, Operations and Maintenance (CMOM) program that will likely be included in the next NPDES permit for the wastewater system.	Total Project Budget	\$ 2,200,000	\$ 2,200,000
 <u>P61001 Wastewater Repair</u>	Sanitary Sewer Fund	\$ 500,000	\$ 500,000
This project involves the contracted repair or replacement of sanitary sewers that require either emergency rehabilitation as a result of Sanitary Sewer Overflows or the prospect of impending system failures. The DPW Operations Division addresses an average of four (4) emergency repairs of this nature annually.	Total Project Budget	\$ 500,000	\$ 500,000
 <u>P61013 Local Sewer Extension</u>	Sanitary Sewer Fund	\$ -	\$ 1,000,000
Within the City of Springfield's city limits and Urban Growth Boundary (UGB) are several areas that are fully developed, but lack wastewater service. The project would fund extending wastewater pipes to these areas upon request of affected property owners or annexation, with some or all of the cost possibly reimbursable through assessments.	Total Project Budget	\$ -	\$ 1,000,000
Total Sanitary Sewer Capital Budget		\$2,795,000	\$7,412,059

CAPITAL BUDGET

Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Stormwater Projects		FY20 Adopted	FY21 Proposed
<u>P21124 5th St./EWEB Storm Pipe</u>	Storm Drainage Fund	\$ 111,500	\$ 111,500
Approximately 170 feet of stormwater pipe running west along the EWEB path from N. 5th Street requires will be upsized to a 30-inch diameter pipe from its current size of 18-inches.	Total Project Budget	\$ 111,500	\$ 111,500
<u>P21131 2016 Manhole Surface Repair (Anticipated Completion 2020)</u>	Sanitary Sewer Fund	\$ 19,250	\$ -
This project replaces manhole rings and lids in addition to repairing the failing travelway surface. This work will be conducted on both stormwater and wastewater manholes.	Total Project Budget	\$ 19,250	\$ -
<u>P21138 Irving Slough Improvements</u>	Storm Drainage Fund	\$ 785,000	\$ 785,000
The project consists of open channel improvements in multiple locations for flood control and the construction of a stormwater storage facility. Water quality improvements will be incorporated into the project where applicable to meet regulatory requirements.	Total Project Budget	\$ 785,000	\$ 785,000
<u>P41020 Channel 6 Master Plan</u>	Storm Drainage Fund	\$ 799,000	\$ 799,000
Using consulting services, prepare a scope document for a new flood plain study to update the Flood Insurance Rate Map (FIRM) for SCS Channel 6 from 10th Street to the I-5 Channel to incorporate numerous construction changes that have occurred along SCS Channel 6 in the past 40 years. with FEMA approval of the FIRM update, the project is moving into the implementation phase.	Total Project Budget	\$ 799,000	\$ 799,000
<u>P41021 Storm Sewer Mstr Plan Up 2013</u>	SDC Improvement	\$ 100,000	\$ 100,000
Update of the 2008 Stormwater Facility Master Plan. The plan itself identified areas where additional study work is needed. There is also a need to address the adopted UGB expansion area for employment land. The plan project list will be re-prioritized and costs will be revised to represent current values. New technology for sustainable development and stormwater management at the source is available to reduce overall system requirements and long term costs.	Storm Drainage Ops Fund	\$ 100,000	\$ 100,000
	Total Project Budget	\$ 200,000	\$ 200,000
<u>P41042 Glenwood Stormwater Master Plan</u>	SDC Improvement	\$ -	\$ 100,000
To improve the stormwater system including pipe and open channel improvements, for flood control and water quality improvements at various locations within Glenwood as identified in the Stormwater Facilities Master Plan (SWFMP), and to support implementation of the existing refinement plan for Glenwood. The project will also involve evaluation and construction/enhancement of stormwater outfall structures to the Willamette River. Specific projects will be implemented as development occurs, consistent with the Public Facilities and Services Plan (PFSP).	Storm Drainage Fund	\$ -	\$ 100,000
	Total Project Budget	\$ -	\$ 200,000

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Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Stormwater Projects, continued		FY20 Adopted	FY21 Proposed
<u>P41044 42nd Street Levee Study</u>	Storm Drainage Fund	\$ 544,470	\$ 534,470
Conduct a study of the condition of the High Banks Road (42nd Street) Levee to identify any structural or non-structural deficiencies and to evaluate the potential for obtaining federal accreditation of this levee as a flood control facility under the National Flood Insurance Program and for compliance with the National Levee Safety Program.	Total Project Budget	\$ 544,470	\$ 534,470
<u>P41045 Glenwood Park Blocks</u>	SDC Improvement	\$ 4,000	\$ 25,000
It is anticipated that the Glenwood Park Blocks are to be constructed as development occurs within the Glenwood refinement area. It is intended that the park blocks will become publicly owned infrastructure and incorporate stormwater treatment and Parks and Open Space upon completion. This project is intended to work with Willamalane and a consultant to develop design and landscape standards for stormwater treatment and open space.	Storm Drainage Fund	\$ 46,000	\$ 25,000
	Total Project Budget	\$ 50,000	\$ 50,000
<u>P61002 Stormwater Repair</u>	Storm Drainage Fund	\$ 150,000	\$ 200,000
This program involves the rehabilitation of Springfield drainage system to repair or replace older pipe in the system and solve flooding problems and reduce street surface failures due to poor drainage. This program also includes rehabilitation of catch basins and culverts to prevent flooding, and the contractual cleaning of large storm sewer pipe. Projects include: Repair West B St. storm outfall to Willamette River; Restore capacity in culverts on 69th St., Channel 6, 72nd St. and 48th St. canals; Repair damaged gutter bars causing localized flooding at 1105 S St., 1500 B St., and Olympic St., F St. - 9th to 10th.; Repair catch basins at various locations; Replace catch basin at 717 71st St. with combination catch basin/curb inlet; Replace storm line segments at Centennial Blvd at 10th St. intersection, A St. at 26th St. intersection, Centennial Blvd at 12th St. to Mohawk Blvd; Install storm line catch basin from intersection of 17th and S St. to storm system at 17th and T St.; Remove abandoned catch basin vault at 1482 T St.; Drainage repairs on Quarry Street and Park Street.	SDC Reimbursement	\$ 50,000	\$ 200,000
	Total Project Budget	\$ 200,000	\$ 400,000
<u>P61004 Channel Improvement</u>	SDC Improvement	\$ 7,920	\$ 7,920
This project is intended to provide improvements to key drainage ways to address barriers to fish passage, and to correct previous channel modifications that have caused deterioration of flow capacity, water quality, and fish habitat functions. These improvements include culvert replacements or retrofits, road crossing and outfall modifications, and channel restoration. The adoption of the Springfield Total Maximum Daily Load Implementation Plan identifies an additional temperature benefit from channel restoration and shading.	SDC Reimbursement	\$ 40,000	\$ 60,000
	Storm Drainage Fund	\$ 944,080	\$ 1,024,080
	Total Project Budget	\$ 992,000	\$ 1,092,000
<u>P61005 MS4 Permit Implementation</u>	SDC Reimbursement	\$ 15,000	\$ 15,000
Develop and implement programs and projects to comply with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Discharge requirements.	Storm Drainage Fund	\$ 15,000	\$ 15,000
	Total Project Budget	\$ 30,000	\$ 30,000

CAPITAL BUDGET

Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Stormwater Projects, continued		FY20 Adopted	FY21 Proposed
<u>P61006 Riparian Land Management</u>	SDC Improvement	\$ 255,650	\$ 199,000
This project provides funding to purchase riparian area lands from private property owners where needed to meet City and regulatory objectives for stormwater management, flood control and habitat protection. It also provides funding for consultant services to evaluate riparian buffer areas, City and other activities affecting them. Property acquisitions will typically result in increased operational spending to maintain city owned property. Projects developed on property acquired may, however, produce savings through reduced spending for flood control and water quality improvement activities. Project funding levels have been reduced to conform to eligibility levels for improvement SDCs. Council adoption and implementation of a reimbursement SDC may permit restoration of prior funding levels.	SDC Reimbursement	\$ 82,650	\$ 97,650
	Storm Drainage Fund	\$ 166,000	\$ 196,000
	Total Project Budget	\$ 504,300	\$ 492,650
<u>P61012 HOA Water Quality Facilities</u>	Storm Drainage Fund	\$ 85,000	\$ 85,000
There are approximately 40 WQFs in subdivisions that were built between 1993 and 2010 that are privately owned by HOAs or another private entity (individual residents, the original developer, etc.). The City has taken a progressively more active role in maintaining these facilities over the past five years. With the approval of Council in 2013, the City's Operations Division hires a temporary work crew each summer to manage vegetation in the facilities and ensure they are functioning properly. This capital program will begin setting aside funds to take over and bring into compliance selected privately owned water quality facilities.	Total Project Budget	\$ 85,000	\$ 85,000
Total Stormwater Capital Budget		\$4,320,520	\$4,779,620

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541.726.3753

Buildings and Facilities		FY20 Adopted	FY21 Proposed
<u>P21075 Firing Range Decommissioning</u>	Storm Drainage Fund	\$ 25,000	\$ 25,000
This project involves the clean-up of the outdoor firing range formerly used by the Police Department. Cleanup activities include lead mining, removal of miscellaneous materials, and overall environmental assessment of the site.		Total Project Budget	\$ 25,000
<u>P21082 Booth Kelly Building Repair</u>	Booth-Kelly Fund	\$ 40,000	\$ 40,000
Repair or removal of the building structure referred to as Building D, Suite 188 open cover.		Total Project Budget	\$ 40,000
<u>P21083 BK Water Isolation and Repair (Complete)</u>	Booth-Kelly Fund	\$ 6,000	\$ -
This project will consist of a water isolation analysis to the Booth Kelly Complex grounds in order to locate a slow water leakage.		Total Project Budget	\$ 6,000
<u>P21084 Booth Kelly Roof Repair</u>	Booth-Kelly Fund	\$ 100,000	\$ 100,000
Roof replacement or epoxy over coating of the existing roof decking of the "Saw-tooth" building, commonly referred to as Building G at the Booth-Kelly Center.		Total Project Budget	\$ 100,000
<u>P21121 Regional Fuel Facility Stormwater Upgrade (Complete)</u>	Storm Drainage Fund	\$ 45,000	\$ -
The Regional Fuel Facility was commissioned in 1990 in partnership with the Springfield School District, Willamalane Park and Recreation, Rainbow Water District and the City of Springfield. Minimal on-going maintenance has been performed over the years and there is currently some upgrades required to keep the facility in compliance with Federal, State and Local regulatory mandates and codes regarding water quality. The facilities current storm system does not isolate collection of water in the pump area from the remaining system. This project will connect the collection system in the pump area to the sanitary sewer per code, and install an updated oil/water separator. Costs for the upgrades will be shared between the partner agencies through Intergovernmental Agreements.		Sanitary Sewer Fund	\$ 45,000
		Total Project Budget	\$ 90,000
<u>P41029 BK Facilities Assessment Plan</u>	Booth-Kelly Fund	\$ 30,000	\$ 30,000
Assess Booth Kelly buildings for necessary repairs and prepare plan describing needs with potential anticipated costs		Total Project Budget	\$ 30,000
<u>P50234 BK Site Stormwater Master Plan</u>	Booth-Kelly Fund	\$ 50,000	\$ 50,000
Drainage master plan implementation for the Booth-Kelly site.		Storm Drainage Fund	\$ 100,000
		Total Project Budget	\$ 150,000
<u>P61011 Building Preservation Projects</u>	Building Pres. Fund	\$ 218,427	\$ 297,132
Perform preservation, capital maintenance and repair projects on City-owned buildings, including but not limited to City Hall, 5 Fire Stations, Museum, Justice Center, Jail, Depot, Carter Building and Maintenance Facilities. Projects can include the repair, renovation or replacement of structural, mechanical, electrical, and plumbing systems. Other projects can include systems preservation such as, painting, roofing, lighting, alarm and elevator projects as well as repair and/or upgrades to aesthetic and architectural elements.		Total Project Budget	\$ 218,427
Total Buildings and Facilities Capital Budget		\$659,427	\$642,132

CAPITAL BUDGET

Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Miscellaneous		FY20 Adopted	FY21 Proposed
<u>P61010 City Participation</u>	SDC Improvement (Street)	\$ 35,000	\$ -
City cost participation in public improvements constructed in private	Sanitary Sewer Fund	\$ 33,000	\$ 33,000
developments under the City's Construction Permit process. To respond to	SDC Improvement (Sewer)	\$ 34,000	\$ 34,000
known and potential private development projects, it is necessary to budget	SDC Reimbursement (Sewer)	\$ 33,000	\$ 33,000
\$100,000 each fiscal year in each infrastructure program area, i.e.	SDC Improvement (Storm)	\$ 28,000	\$ -
Transportation, Local Wastewater and Stormwater.	SDC Reimbursement (Storm)	\$ 33,000	\$ 33,000
	Storm Drainage Fund	\$ 34,000	\$ 34,000
	Total Project Budget	\$ 230,000	\$ 167,000
<u>P41043 Topographic Remapping</u>	SDC Improvement (Storm)	\$ 14,151	\$ 14,455
Replace out-of-date topographic maps (base maps) for the entire City that	Storm Drainage Fund	\$ 11,748	\$ 12,000
were last developed in 2000; replace orthoimagery and LiDAR data on a 3	Sanitary Sewer Fund	\$ 11,748	\$ 12,000
year cycle. New maps will address development induced changes that have	SDC Improvement (Sewer)	\$ 30,705	\$ 31,365
occurred across the City and will include updating full topography (e.g.,	SDC Reimbursement (Sewer)	\$ 11,748	\$ 12,000
elevation, structures, surface facilities, vegetation, surface waterways and	Total Project Budget	\$ 80,100	\$ 81,820
transportation appurtenances) on all City base maps used to support key City			
functions by all Departments. New orthoimagery and LiDAR data will inform			
and enhance the creation of new base maps. Proposing full remapping in 2013			
and then incremental remapping every 2 years to assure that from 2014			
forward, base maps for all areas of the City are current to within 3 years - all			
areas are remapped every three years.			
<u>P41024 Asset Mgmt System</u>	Sanitary Sewer Fund	\$ 137,500	\$ 137,500
Replace failing Geographic Information Systems (GIS) and Facilities	Storm Drainage Fund	\$ 137,500	\$ 137,500
Management (FM) systems that manage electronic inventories of City	Total Project Budget	\$ 275,000	\$ 275,000
infrastructure and provide reliable and well integrated information for asset			
management and mapping functions. Functions serve activities such as			
planning, designing, constructing, maintaining, reporting, accounting,			
forecasting and operating City facilities, i.e., managing City facilities valued at			
approximately one billion dollars. Proposing a phased approach with 1)			
targeted replacement of existing system FY 12-FY 13 for \$984,000; 2)			
integration of Street system information FY 14 for \$200,000; 3) Transportation			
appurtenance integration FY 15-FY 16 for \$219,000 (\$39,000 from FY 15 and			
\$180,000 FY 16) and then ongoing system maintenance and software licensing			
fees are shown for informational purposes as Operational Impact for \$242,000			
per year plus adjustments for inflation beyond - note these costs are not			
included in the Funding Sources.			
Total Miscellaneous Capital Budget		\$585,100	\$523,820
Total Local Capital Budget		\$20,949,071	\$25,438,395

CAPITAL BUDGET

Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Regional Wastewater Program		FY20 Adopted	FY21 Proposed
<u>P80062 Thermal Load Pre-Implementation</u>	Regional Capital Fund	\$295,000	\$ -
This project includes the study and planning of thermal load mitigation measures including recycled water feasibility studies, riparian shading projects, and water quality trading credit development, as well as associated permit negotiation and legal strategy related to the temperature total maximum daily loads (TMDL) and NPDES permit renewal.	Total Project Budget	\$295,000	\$0
<u>P80064 Glenwood Pump Station Upgrade</u>	Regional Capital Fund	\$ -	\$850,000
Expand Glenwood pump station capacity. The existing pump station is built to be expandable in capacity when the need arises. Two pumps are installed with the expandability to add up to two additional pumps when needed.	Total Project Budget	\$0	\$850,000
<u>P80080 Riparian Shade Credit Program</u>	Regional Capital Fund	\$416,000	\$500,000
This project facilitates the generation of water quality trading credits for temperature through implementation of riparian shade restoration projects	Total Project Budget	\$416,000	\$500,000
<u>P80083 Poplar Harvest Mgmt Svcs</u>	Regional Capital Fund	\$425,000	\$450,000
The Biocycle Farm comprises nearly 400 acres of hybrid poplar trees, which were planted as three management units (MUs). The MUs were initially planted in 2004, 2007, and 2009 and are managed on regulated 12-year rotations. This project develops a harvest management plan for the Biocycle Farm through market collaboration and refinement of poplar harvest and planting practices. The project ensures the timely harvest of the initial planting in each MU within the regulatory 12-year rotation limit and subsequent replantings.	Total Project Budget	\$425,000	\$450,000
<u>P80085 Operations & Maint Bldg Impvmt</u>	Regional Capital Fund	\$800,000	\$ -
This project will update and expand the Operations and Maintenance (O&M) support facilities at the Water Pollution Control Facility (WPCF). The support facilities to be updated and expanded on include the Maintenance Building, Administrative/Operations Building, and the temporary Industrial Source Control (ISC) building. The improvements will include a new laboratory building located where the temporary ISC building is currently.	Total Project Budget	\$800,000	\$0
<u>P80090 Facility Pln Eng Srvc 2015-2018</u>	Regional Capital Fund	\$90,000	\$15,000
Engineering services for analysis, project definition, cost estimating, and general consultation regarding the 20-Year Facilities Plan.	Total Project Budget	\$90,000	\$15,000
<u>P80093 Decommission WPCF Onsite Lagoon</u>	Regional Capital Fund	\$4,700,000	\$ -
This project decommissions the existing biosolids lagoon at the Water Pollution Control Facility (WPCF).	Total Project Budget	\$4,700,000	\$0

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Tom Boyatt, Community Development tboyatt@springfield-or.gov

541.726.3753

Regional Wastewater Program, continued		FY20 Adopted	FY21 Proposed
<u>P80095 Renewable Natural Gas Upgrades</u>	Regional Capital Fund	<u>\$6,065,000</u>	<u>\$8,570,000</u>
This project provides the planning, decision support, and potentially design and construction of Renewable Natural Gas (RNG) Upgrades consisting of biogas purification facilities at the Water Pollution Control Facility (WPCF) and an interconnection with the NW Natural utility grid.		Total Project Budget	\$6,065,000 \$8,570,000
<u>P80096 Resiliency Planning</u>	Regional Capital Fund	<u>\$88,000</u>	<u>\$ -</u>
Given a range of disaster scenarios including a Cascadia Subduction Zone Earthquake, this planning project will identify critical system vulnerabilities, and provide engineering and operational strategies to mitigate vulnerabilities in order of priority.		Total Project Budget	\$88,000 \$0
<u>P80098 Class A Disinfection Facility</u>	Regional Capital Fund	<u>\$2,300,000</u>	<u>\$ 7,750,000</u>
Provides disinfection facilities needed (along with filtration provided by existing facilities) to achieve Class A standards for pilot recycled water uses on non-MWMC sites. Includes the design, construction, and permitting of Class A recycled water disinfection facilities.		Total Project Budget	\$2,300,000 \$7,750,000
<u>P80099 Recycled Water Demonstration</u>	Regional Capital Fund	<u>\$180,000</u>	<u>\$110,000</u>
Design, construction, permitting, and implementation of recycled water delivery systems to pilot recycled water uses at demonstration scale.		Total Project Budget	\$180,000 \$110,000
<u>P80100 Aeration Basin Improvements-Ph2</u>	Regional Capital Fund	<u>\$1,000,000</u>	<u>\$1,550,000</u>
Aeration Basin (Phase 2): Recent recommendations are to evaluate and consider improving some of the secondary treatment systems. Upcoming early work items to be evaluated are changes to the existing air piping, change to the diffuser/mixing systems, and consider upgrading older blower equipment. Future upgrades include adding step feed, anoxic selectors, and fine bubble diffusers to 4 of the 8 cells of the aeration basins and make hydraulic improvements. This project was originally the North Aeration Basin Improvements project; however, the Phase 1 study/design phase showed that improvements to the four eastern most basins as a first phase would allow for better hydraulics and more operational flexibility.		Total Project Budget	\$1,000,000 \$1,550,000
<u>P80101 Comprehensive Facilities Plan</u>	Regional Capital Fund	<u>\$ -</u>	<u>\$200,000</u>
This Comprehensive Facilities Plan Update effort will include permit renewal and facilities planning technical services to assess capital improvement requirements over a 20-year planning horizon.		Total Project Budget	\$0 \$200,000
<u>P80104 Admin Building Improvements</u>	Regional Capital Fund	<u>\$1,000,000</u>	<u>\$600,000</u>
The project will upgrade the Administration/Operations Building at the Water Pollution Control Facility (WPCF). This project is a follow up to the 2018-2019 construction that is underway to build a new laboratory and expand the existing maintenance building.		Total Project Budget	\$1,000,000 \$600,000
<u>P80109 Resiliency Follow-Up</u>	Regional Capital Fund	<u>\$ -</u>	<u>\$300,000</u>
This project provides follow-up evaluation and some implementation of the P80096 Resiliency Study (Disaster Mitigation and Recovery Plan - draft dated December 2019). The 2019 study recommended seismic and flooding mitigation projects estimated at \$34.6-million to be coordinated with the MWMC ongoing infrastructure/facilities construction program. The main objective is to address "level of service" goals before a natural disaster such as 9.0 magnitude earthquake or major flooding. Also, the MWMC should continue to communicate with the agencies that prepare for natural disasters that can impact the Eugene/Springfield community.		Total Project Budget	\$0 \$300,000

Total Regional Wastewater Program Budget \$17,359,000 \$20,895,000

Total Capital Budget \$38,308,071 \$46,333,395

FY21 Capital Project Expenditure Detail
City of Springfield

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

Fund	Project	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Proposed Budget	% Change - FY20 Adopted to FY21 Proposed
100 General Fund	P11009 City Hall Generator Upgrade		477			
100 General Fund Total			477			
420 Development Projects Fund	P11008 City Attny Office and Security	98,325	7,769			
	P30495 Jasper Meadows 5th, 6th & 7th		30,000			
	P61011 Building Preservation Projects	123,055	126,090	218,427	297,132	● 36%
420 Development Projects Fund Total		221,380	163,858	218,427	297,132	● 36%
433 Regional Wastewater Capital Fd	P80062 Thermal Load Pre-Implementatn	45,194	100,127	295,000		● -100%
	P80063 Thermal Load Implementation 1	53,911	(45,477)			
	P80064 Glenwood Pump Station Upgrades				850,000	
	P80080 Riparian Shade Credit Program		172,119	416,000	500,000	● 20%
	P80083 Poplar Harvest Mgmt Svcs	435,573	138,388	425,000	450,000	● 6%
	P80084 Increase Digestion Capacity	4,565,908	2,521,585			
	P80085 Operations & Maint Bldg Impvmt	3,143,767	7,682,334	800,000		● -100%
	P80090 Facilty Pln Eng Srvs 2015-2018	32,367	41,308	90,000	15,000	● -83%
	P80092 Elec Distb Sys Repl & Upgrade	1,019,005	2,021,451			
	P80093 Decommission WPCF Onste Lagoon	234	42,163	4,700,000		● -100%
	P80094 Brown Property Acquisition	888,178				
	P80095 Renewable Natural Gas Upgrades	258,334	1,246,389	6,065,000	8,570,000	● 41%
	P80096 Resiliency Planning	10,964	585,768	88,000		● -100%
	P80097 DO NOT USE		0			
	P80098 Class A Disinfection Facilitie		836	2,300,000	7,750,000	● 237%
	P80099 Recycled Water Demonstration			180,000	110,000	● -39%
	P80100 Aeration Basin Improvemnts-Ph2			1,000,000	1,550,000	● 55%
	P80101 Comprehensive Facilities Plan		35,701		200,000	
	P80104 Admin Building Improvements			1,000,000	600,000	● -40%
	P80109 Resiliency Follow-up				300,000	
433 Regional Wastewater Capital Fd Total		10,453,434	14,542,691	17,359,000	20,895,000	● 20%
434 Street Capital Fund	000000 No Project ID			664,000		-100%
	P21063 Glenwood Connector Path		61,300			
	P21066 Franklin NEPA	322,745	16,083			
	P21114 Virginia-Daisy Bikeway	78,940	5,162	355,120	415,150	17%
	P21118 42nd & Jasper Rndbt Whitetoppg	156,098	90			
	P21137 2017 Traffic Sig Modernization			50,000		-100%

FY21 Capital Project Expenditure Detail
City of Springfield

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

Fund	Project	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Proposed Budget	% Change - FY20 Adopted to FY21 Proposed
434 Street Capital Fund	P21141 Virginia Daisy Tree Removal	25,050				
	P21142 McK Hwy 66th St Ped Hybrd Beac		1,149			
	P21145 S 54th Path-Construction Phase		27,210			
	P21149 Bike/Ped Safety RRFB/Crossing		25,790			
	P21150 14th St & Commercial Ave Ovlay		66,061	415,000		-100%
	P21151 Centennial Ovrly Aspen-Prescot		20,625	750,000	730,000	-3%
	P21152 High Banks/58th St Overlay			1,700,000	1,400,000	-18%
	P21153 Mohawk Blvd Overlay-DO NOT USE			2,100,000		-100%
	P21154 Thurston Rd Overlay			2,500,000	2,050,000	-18%
	P21156 Mill Street Reconstruction			82,000	82,000	0%
	P21157 Mohawk and Olympic Overlay			330,000	2,988,900	806%
	P21159 Virginia-Daisy Bikeway Phase 2				604,000	
	P21162 42nd Overlay & E St Sewer Xing		7,464			
	P41057 Street Design Services		58,690			
	P50539 Asphalt Job Mixes	4,252	6,377			
	P61003 ADA Transition Projects	10,582		241,364	241,364	0%
	P61007 Transportation Demand			116,000	116,000	0%
	P61008 Traffic Control Projects			395,000	430,000	9%
	P61009 Gateway Traffic Improvements			735,000	620,000	-16%
	P61010 City Participation			35,000		-100%
434 Street Capital Fund Total		597,666	296,002	10,468,484	9,677,414	-8%
611 Sanitary Sewer Operations Fund	P21065 Jasper Trunk Sewer - Phase 3				1,737,059	
	P21121 Regnl Fuel Fac Stmwatr Upgrade		1,390	45,000		-100%
	P21130 2018 Sanitary Sewer Rehab - A	99,311	672,196			
	P21131 Maintenance Hole Surface Rep		1,046	19,250		-100%
	P21132 2017 Sanitary Sewer Rehab - C	594,658	823			
	P21133 2017 Sanitary Sewer Rehab - B	463,475	187			
	P21144 Sewer Easement Repair Work		15,000			
	P21147 Filling the Gaps-SRTS				75,000	
	P21155 S 28th St Paving CMAQ			1,150,000		-100%
	P21166 S 28th St Sanitary Sewer Exten				1,000,000	
	P31038 R Street Sewer Extension	106,294				
	P41024 Asset Mgmt System Replacement			137,500	137,500	0%
	P41041 Flow Monitoring Analysis/Plan	80,456	156,380	95,000	225,000	137%
	P41043 Topographic Remapping			54,201	55,365	2%

FY21 Capital Project Expenditure Detail
City of Springfield

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

Fund	Project	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Proposed Budget	% Change - FY20 Adopted to FY21 Proposed
611 Sanitary Sewer Operations Fund	P50539 Asphalt Job Mixes	4,231				
	P51042 Pump Station Maintenance	29,000				
	P61000 CMOM Planning & Implementation			2,200,000	2,200,000	0%
	P61001 Wastewater Repair	27,780	788	500,000	500,000	0%
	P61010 City Participation			100,000	100,000	0%
	P61013 Local Sewer Extensions				1,000,000	
611 Sanitary Sewer Operations Fund Total		1,405,204	847,810	4,300,951	7,029,924	63%
617 Storm Drainage Operations Fund	P11012 Booth Kelly Building Removal		4,274			
	P21052 Mill Race Stormwater Facility	30,160	7,862			
	P21065 Jasper Trunk Sewer - Phase 3				750,000	
	P21066 Franklin NEPA	76,871				
	P21075 Firing Range Decommissioning			25,000	25,000	0%
	P21106 Over/Under CMP Pipe Replacemnt	665,728	2,446			
	P21114 Virginia-Daisy Bikeway	35		600,000	881,850	47%
	P21121 Regnl Fuel Fac Stmwatr Upgrade		1,379	45,000		-100%
	P21123 Hamlin Channel Restoration	266,847	4,726			
	P21124 5th St./EWEB Path Storn Pipe	11,732		111,500	111,500	0%
	P21131 Maintenance Hole Surface Rep		1,046			
	P21138 Irving Slough Improvements			785,000	785,000	0%
	P21139 L St Curb and Gutter Construct	18,505				
	P21140 Mill Race Path Sign Bases	16,660				
	P21147 Filling the Gaps-SRTS			210,540	150,000	-29%
	P21155 S 28th St Paving CMAQ			195,000	1,296,500	565%
	P21158 Brooklyn Stormwater Facility		8,308			
	P41020 Channel 6 Master Plan	676	419	799,000	799,000	0%
	P41021 Storm Sewer Mstr Plan Up 2013			200,000	200,000	0%
	P41024 Asset Mgmt System Replacement			137,500	137,500	0%
	P41042 Glenwood Stormwater Master Pln	55,850	141,275		200,000	
	P41043 Topographic Remapping			25,899	26,455	2%
	P41044 42nd Street Levee Study	1,367		544,470	534,470	-2%
	P41045 Glenwood Park Blocks			50,000	50,000	0%
	P41055 Channel 6 Pipe Upgrade Design		14,896			
	P50234 BK Site Stormwater Master Plan			100,000	100,000	0%
	P50539 Asphalt Job Mixes	4,231				
	P61002 Stormwater Repair			200,000	400,000	100%

FY21 Capital Project Expenditure Detail
City of Springfield

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

Fund	Project	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Proposed Budget	% Change - FY20 Adopted to FY21 Proposed
617 Storm Drainage Operations Fund	P61004 Channel Improvement			992,000	1,092,000	10%
	P61005 MS4 Permit Implementation		7,868	30,000	30,000	0%
	P61006 Riparian Land Management			504,300	492,650	-2%
	P61010 City Participation			95,000	67,000	-29%
	P61012 HOA Water Quality Facilities			85,000	85,000	0%
617 Storm Drainage Operations Fund Total		1,148,659	194,500	5,735,209	8,213,925	● 43%
618 Booth-Kelly Fund	P21082 Booth Kelly Building Repair			40,000	40,000	0%
	P21083 BK Water Isolation and Repair			6,000		-100%
	P21084 Booth Kelly Roof Repair			100,000	100,000	0%
	P41029 BK Facilities Assessment Plan			30,000	30,000	0%
	P50234 BK Site Stormwater Master Plan			50,000	50,000	0%
618 Booth-Kelly Fund Total				226,000	220,000	● -3%
Grand Total		13,826,343	16,045,337	38,308,071	46,333,395	● 21%

Department Overview

The Finance Department provides professional oversight and consultation to City programs and services regarding financial, accounting, and budgetary practices. The Department's focus is to ensure compliance with all relevant financial and budgetary regulations, including Oregon Budget Law and State statutes governing financial information.

In addition to financial services, the operations of the Municipal Court report to the Finance Director. Municipal Court strives to maintain public confidence in the ability of the legal judicial system to uphold the rule of law, fairly and impartially resolve legal contests in a timely manner, and to compel compliance with the laws that protect the safety and quality of life in the community.

	FY18	FY19	FY20	FY21
	Actuals	Actuals	Amended	Proposed
5 PERSONNEL SERVICES	1,942,245	2,038,856	2,179,757	2,340,979
6 MATERIALS & SERVICES	1,062,951	1,068,094	1,183,546	1,316,854
7 CAPITAL OUTLAY	-	-	70,000	10,000
Grand Total	\$ 3,005,196	\$ 3,106,950	\$ 3,433,302	\$ 3,667,833

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021**Staffing**

The Finance Department is made up of 19.74 FTE, an increase of one FTE over the prior year due to the embedding of a DPW Analyst within the Finance Department. This was not a new position, but rather the moving of a position across departments and resulted from collaboration between the two departments to create efficiency and a synergy of skills and understanding. The position was vacated when the former analyst was hired into the Budget Manager position in the Finance Department. The idea of embedding analysts in Finance from the other departments had been talked about for years and the two departments took the initiative to test out the concept. The new position was filled in the Fall of 2019 and results have been promising and could be replicated with other departments in the future.

The Finance Department is split into two divisions, Municipal Court with eight FTE and the Finance Division with 11.74 FTE.

Department Funding

The resources necessary to support the department are either tax supported (subsidized) or internal service charges levied against the City's enterprise and special revenue funds for services provided. The exception to this is the \$1.8 M in revenue generated through the Municipal Court and resulting from the cooperative effort of our Police Department, the City's Prosecutor's Office, and the Municipal Court. Additionally, the embedded analyst position is funded directly by the Street, Sewer, and Drainage Funds and an accountant position is funded directly by the Regional Sewer Fund.

Service Level Changes

The Finance Department took over the responsibility of managing the Licensing and Franchise Program as well as the Regional Fiber Program in FY20 when the former DPW analyst was hired as the City's Budget Manager. Additionally, with the addition of the embedded DPW analyst position within the Department, Finance is now responsible for the DPW budget.

Accomplishments FY2020

- **Budget Process Improvements** – Staff have completed the first phase of a project to simplify the annual budget process. In the Fall of 2019, staff reviewed options with the Council for how to reduce complexity of the annual budget process while improving the organization's ability to achieve the outcomes desired by Council. Using guidance received during that work session, staff have completed the initial simplification projects which include: discontinuation of the Priority Based Budgeting (PBB) framework, general ledger simplification through the elimination of unneeded program cost centers, and reduced redundancy in the budget committee materials. This will be an ongoing effort that will span many years as there are still many opportunities for additional consolidation and simplification in many departments.
- **Municipal Court Text Notification Pilot Program** – Court staff were asked to help test a new text notification feature through Tyler Technologies software. The notifications were configured to go out as court date and payment reminders to defendants. The results were positive for the Court, resulting in higher appearance rates, and an increase in on-time monthly payments.
- **Municipal Court Virtual Court Pilot Program** – Court staff were asked to test and provide feedback on a new Virtual Court feature through Tyler Technologies software. The testing has resulted in the development of a new potential remote court option in Springfield for individuals with traffic citations to appear before a judge, even if they are unable to physically appear in person.
- **Video Arraignment Equipment** – Replaced an outdated and failing video arraignment system with new technology that will be easier to operate and maintain.

Initiatives FY2021

- **Budget and Accounting Process Improvements** – Continue efforts to streamline and simplify the City's budget and accounting systems in an effort to provide more meaningful information to managers in the most cost effective way.
- **Court Security** – The City Council has made court security a high priority and in the coming year we will be looking at courtroom security options that meet our goal of protecting all individuals within the court while minimizing the impact on the Court's budget.
- **Court Website Update** – Court staff is working with Tyler Technologies to provide more significant online options for individuals with traffic citations. Providing better online information, and easier online access to the court and traffic safety programs for a safer community.

Three Year Considerations FY2022-FY2024

- **Mental Health Impact on the Courts** – Individuals that are caught up in the justice system and struggling with mental illness generally require more time and assistance, which results in greater costs to the City. In this time of limited resources, we will need to get creative to prevent individuals from being left without options and cycling through the system repeatedly. The role the Springfield Municipal Court will play in this process will be a topic of discussion in the upcoming years.

- **Long Range Financial Modeling** – Improve upon the City’s long range financial modeling to better identify longer range trends and produce more accurate forecasts. Improving the accuracy of our forecasts will aid City management in maximizing the use of the City’s limited resources so as to continue delivering the level of service our citizens have come to expect.
- **PeopleSoft Upgrade** – The City’s Oracle financial reporting software has been in use since 1998 and should be scheduled for a software version upgrade. Done as an in-house project, it will require significant Finance and IT staff resources to complete, diverting staff resources from other needed initiatives and projects.
- **Performance Measures and Benchmarks** – With the discontinuation of the PBB framework, staff recognizes that a strategic framework is essential in guiding the budget development process. With efforts underway in the City Manager’s Office to pursue a community branding and visioning initiative that will eventually lead to a strategic plan, Finance staff will use the strategic plan as a foundation to develop performance measures and benchmarks, which allow us to demonstrate that we are maximizing the use of City resources in the delivery of services.
- **Procurement Improvements** – The City’s procurement and contract effort is still operating without adequate technology to maximize its efficiency. Software that could streamline the contract development effort by providing on-line access to all users across the City would benefit all departments. The addition of appropriate software to the program would greatly benefit the pre-purchase activity (RFP’s, RFQ’s, contract development) and post-purchase activity (contract management, post-acquisition analysis), saving the City both time and money.
- **Legislation Impacting Court Operations** – Pending legislation may take away the Court’s ability to suspend driving privileges for non-payment of fines/fees. If passed, this will have a negative impact on both the Court’s compliance levels and revenues that support the Court’s operations.
- **Franchising and Licensing** – We believe there may be the potential for increasing franchising and licensing revenues through regular audits and financial reviews of utility license holders. With the shift of this program into the Finance Department staff will evaluate the benefit of conducting more regular reviews and how to resource such an effort.

FINANCE

Nathan Bell, Finance Director

finance@springfield-or.gov

541.726.3700

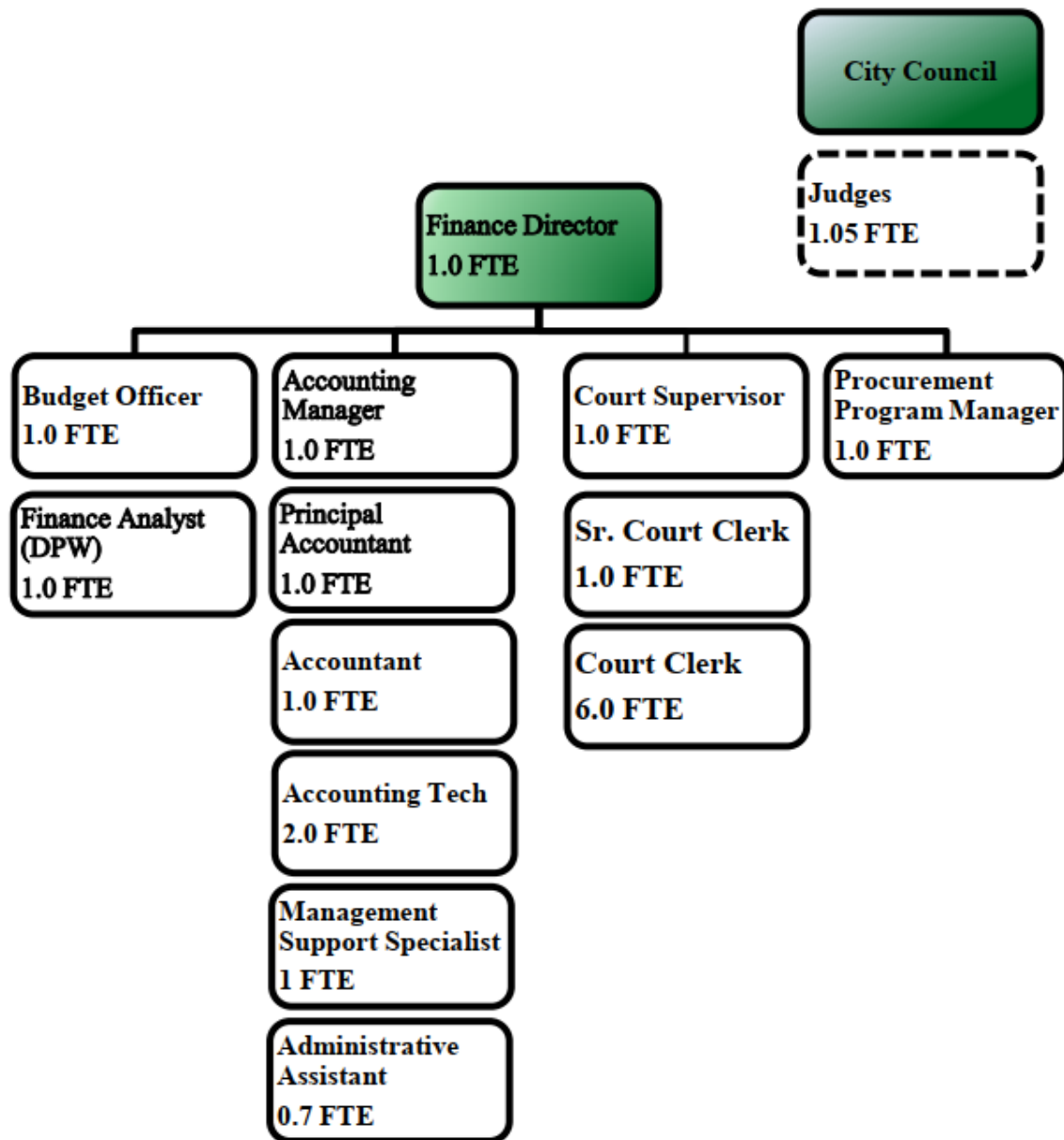
Financial Summary by Fund

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
100 General Fund	2,096,863	2,238,366	2,388,253	2,435,194
201 Street Fund	-	-	-	39,659
210 Community Development Fund	18,701	19,894	22,010	22,278
236 Police Local Option Levy Fund	659,668	620,689	667,092	667,541
419 Development Assessment Capital	36,934	41,210	-	-
611 Sanitary Sewer Operations Fund	14,737	14,833	16,655	42,277
612 Regional Wastewater Fund	134,997	134,734	163,084	169,100
617 Storm Drainage Operations Fund	14,716	14,672	16,655	42,278
629 Regional Fiber Consortium Fund	-	-	131,650	205,449
713 Vehicle & Equipment Fund	6,970	4,132	5,000	10,000
719 SDC Administration Fund	21,611	18,419	22,905	34,056
Grand Total	\$ 3,005,196	\$ 3,106,950	\$ 3,433,302	\$ 3,667,833

Financial Summary by Program

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
1012 City Prosecutor	(17,846)	-	-	-
1029 Licensing and Franchising	-	244	11,876	376
1044 Stormwater Fiscal Management	14,716	14,672	16,655	17,366
1056 Regional Wastewater Administration	125,035	130,469	163,084	169,100
1059 Wastewater Fiscal Management	14,737	14,833	16,655	17,366
1200 Municipal Court Services	-	-	1,504,447	1,582,019
7000 Department Administration	20,044	26,411	5,000	-
7030 Accounts Payable	221,203	245,588	271,625	281,068
7031 Annual Audit, CAFR and Internal Reporting	376,043	321,066	354,268	390,453
7032 Budget Development, Forecasting/Analysis	380,908	452,687	384,047	487,755
7033 Procurement and Contracts	140,707	141,260	164,975	163,640
7034 Treasury Management	71,375	66,280	78,483	79,334
7035 Municipal Court Administration	204,727	219,127	330,538	263,907
7036 Case Management	918,752	950,429	-	-
7037 Court Accounts Receivables	357,220	356,493	-	-
7038 General Services & Customer Support	159,675	167,179	-	-
7052 Employee and Labor Relations	14	-	-	-
7053 Talent Acquisition	40	212	-	-
7100 City Attorney	17,846	-	-	-
7150 Fiber Consortium	-	-	131,650	205,449
9000 Non-Program	-	-	-	10,000
Grand Total	\$3,005,196	\$3,106,950	\$3,433,302	\$3,667,833

Organizational Structure



Note: Municipal Court Judges report to the City Council and do not appear on any departmental organization chart, although the positions are funded through Finance.

FINANCE

Nathan Bell, Finance Director

finance@springfield-or.gov

541.726.3700

Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Accountant	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Administrative Assistant	0.70	0.70	0.70	0.70
Associate Program Manager	2.00	2.00	2.00	2.00
Budget Officer	1.00	1.00	1.00	1.00
Court Clerk	6.00	6.00	6.00	6.00
Court Supervisor	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Finance Management Analyst	--	--	--	1.00
Judge	0.50	0.70	0.70	0.70
Judge Pro-Tem	0.34	0.34	0.34	0.34
Management Analyst	1.00	--	--	--
Management Support Specialist	2.00	2.00	2.00	2.00
Grand Total	19.54	18.74	18.74	19.74

Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
100 General Fund	15.68	14.79	15.09	15.09
201 Street Fund	0.00	0.00	0.00	0.40
210 Community Development Fund	0.22	0.22	0.22	0.22
236 Police Local Option Levy Fund	2.23	2.23	2.23	2.23
611 Sanitary Sewer Operations Fund	0.10	0.10	0.10	0.35
612 Regional Wastewater Fund	0.88	0.88	0.88	0.88
617 Storm Drainage Operations Fund	0.10	0.10	0.10	0.35
719 SDC Administration Fund	0.13	0.13	0.13	0.23
419 Development Assessment Capital	0.20	0.30	0.00	0.00
Grand Total	19.54	18.74	18.74	19.74

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finance@springfield-or.gov

541.726.3700

Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
1044 Stormwater Fiscal Management	0.10	0.10	0.10	0.10
1056 Regional Wastewater Administration	0.88	0.88	0.88	0.88
1059 Wastewater Fiscal Management	0.10	0.10	0.10	0.10
1200 Municipal Court Services	0.00	0.00	7.83	7.83
7030 Accounts Payable	2.42	2.38	2.44	2.44
7031 Annual Audit, CAFR and Internal Reporting	2.71	2.89	2.74	2.74
7032 Budget Development, Forecasting & Analysis	3.14	2.22	2.29	3.29
7033 Procurement and Contracts	1.19	0.98	0.99	0.99
7034 Treasury Management	0.12	0.11	0.12	0.12
7035 Municipal Court Administration	0.96	0.91	1.26	1.26
7036 Case Management	3.98	4.23	0.00	0.00
7037 Court Accounts Receivables	2.05	2.10	0.00	0.00
7038 General Services & Customer Support	1.90	1.85	0.00	0.00
Grand Total	19.54	18.74	18.74	19.74

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FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 04100 Finance

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries	987,597	1,100,919	1,141,884	1,184,242	● 4%
		540000 Overtime		262			
		560000 Fringe Benefits	78,692	86,301	92,791	95,805	● 3%
		560001 Medical/Dental Insurance	290,421	251,756	304,889	312,444	● 2%
		560003 PERS/OPSRP	143,757	159,294	219,586	227,415	● 4%
		560004 Medical/Dental Insurance	0	0			
		560005 Workers Compensation	852	937	1,000	645	● -36%
		564005 Cell phone allowance	101	540	967	540	● -44%
		576000 Internal PERS side account		44,614			
		5 PERSONNEL SERVICES Total	1,501,420	1,644,623	1,761,118	1,821,091	● 3%
	6 MATERIALS & SERVICES	611005 Interpreter Fees	4,767	2,833	5,000	5,000	● 0%
		611007 Billing & Coll Exp	82,638	90,377	90,000	90,000	● 0%
		611008 Contractual Services	74,972	77,020	80,225	77,975	● -3%
		611012 Indigent Representation	121,743	94,500	94,500	163,450	● 73%
		611019 Merchant fees	13,758	12,130	3,000	3,000	● 0%
		611031 Mental Health Evaluations	9,600	6,850	5,000	5,000	● 0%
		611040 Bank Charges	30,608	31,146	30,000	30,000	● 0%
		632001 Telephone, Cellular, Pager	2,334	2,202	1,766	1,766	● 0%
		632005 Computer Equipment	641	1,254	6,000	6,000	● 0%
		633001 Advertising	1,414	1,896	2,400	2,400	● 0%
		634003 Duplicating Supplies	4,824	3,348	1,256	1,506	● 20%
		634006 Printing & binding		1,622	250		● -100%
		635001 Travel & Meeting Expenses	4,626	3,592	4,640	4,640	● 0%
		636001 Software License Fee	160,785	139,953	128,944	128,944	● 0%
		636003 Subpoena & Jury Fees	1,493	1,185	1,000	1,000	● 0%
		644002 Memberships, Books, Subscrips	8,781	8,885	12,374	12,374	● 0%
		645002 Postage & Shipping Charges	4	8	5,500	5,500	● 0%
		645003 Office & Computer Supplies	3,327	4,004	6,000	6,000	● 0%
		645006 Small Furniture & appliances	102	1,449	240	240	● 0%
		647009 Program Expense	7,906	5,052	9,840	9,840	● 0%
		660004 Equipment Maintenance	198		1,080	1,080	● 0%
		671002 City Ee Recognition		70	364	364	● 0%
		671006 Employee Development	3,417	2,826	10,000	10,000	● 0%
		671016 LTD Bus Pass Reimb Program	79	38			
		673001 Recruitment Expense	1,193	24,342			
		680001 Internal Insurance Chgs	11,244	11,976	9,600	6,504	● -32%
		680005 Int Computer Equip Chgs	3,516				
		680014 Internal Employee Benefit Chg	12,468	11,196	11,088	11,316	● 2%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 04100 Finance

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	6 MATERIALS & SERVICES	680018 Internal MS Enterprise Agreemt	9,912	10,980	10,992		● -100%
		680019 Internal Shared IT Charges				12,060	
		680027 Internal Workers Comp Chrgs	9,720	33,360	16,320	7,080	● -57%
		680029 Internal Salary Study Charges				1,116	
		680030 Int Bldng Preservation Chrgs	9,372	9,648	9,756	9,948	● 2%
	6 MATERIALS & SERVICES Total		595,443	593,743	557,135	614,103	● 10%
	7 CAPITAL OUTLAY	761006 Audio Video Equipment			70,000		● -100%
7 CAPITAL OUTLAY Total					70,000		● -100%
100 General Fund Total			2,096,863	2,238,366	2,388,253	2,435,194	● 2%
201 Street Fund	5 PERSONNEL SERVICES	510000 Salaries				24,528	
		560000 Fringe Benefits				2,000	
		560001 Medical/Dental Insurance				8,196	
		560003 PERS/OPSRP				4,579	
		560005 Workers Compensation				21	
	5 PERSONNEL SERVICES Total					39,326	
	6 MATERIALS & SERVICES	671006 Employee Development				333	
6 MATERIALS & SERVICES Total						333	
201 Street Fund Total						39,659	
210 Community Development Fund	5 PERSONNEL SERVICES	510000 Salaries	10,822	12,105	12,767	13,869	● 9%
		560000 Fringe Benefits	840	950	1,041	1,131	● 9%
		560001 Medical/Dental Insurance	528	3,252	4,451	4,508	● 1%
		560003 PERS/OPSRP	870	1,743	2,384	2,589	● 9%
		560004 Medical/Dental Insurance	3,148	70			
		560005 Workers Compensation	10	11	11	12	● 9%
	5 PERSONNEL SERVICES Total		16,217	18,130	20,654	22,110	● 7%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 04100 Finance

							% Change - FY20 Amended to FY21 Proposed	
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget		
210 Community Development Fund	6 MATERIALS & SERVICES	680001 Internal Insurance Chgs	156	180	144	168	🟢 -100%	
		680007 Internal Bldg Maint Chgs	240	564	636		🟢 -100%	
		680014 Internal Employee Benefit Chg	1,680	168	168		🟢 0%	
		680018 Internal MS Enterprise Agreemt	144	168	168		🟢 -100%	
		680027 Internal Workers Comp Chrgs	132	504	240		🟢 -100%	
		680030 Int Bldng Preservation Chrgs	132	180				
	6 MATERIALS & SERVICES Total			2,484	1,764	1,356	168	🟢 -88%
210 Community Development Fund Total			18,701	19,894	22,010	22,278	🟢 1%	
236 Police Local Option Levy Fund	5 PERSONNEL SERVICES	510000 Salaries	173,844	136,574	153,628	151,034	🟢 -2%	
		560000 Fringe Benefits	13,550	10,856	12,528	12,316	🟢 -2%	
		560001 Medical/Dental Insurance	43,223	34,102	40,464	40,982	🟢 1%	
		560003 PERS/OPSRP	12,712	11,706	19,508	19,024	🟢 -2%	
		560004 Medical/Dental Insurance	0	0				
		560005 Workers Compensation	151	119	134		🟢 -100%	
	576000 Internal PERS side account		5,960					
5 PERSONNEL SERVICES Total			243,480	199,319	226,262	223,355	🟢 -1%	
	6 MATERIALS & SERVICES	611005 Interpreter Fees	570	2,888	1,500	1,500	🟢 0%	
		611007 Billing & Coll Exp	95,636	77,832	40,000	40,000	🟢 0%	
		611008 Contractual Services			5,000		🟢 -100%	
		611012 Indigent Representation	304,040	311,426	329,600	339,600	🟡 3%	
		611019 Merchant fees			5,000	5,000	🟢 0%	
		611031 Mental Health Evaluations	600	9,000	18,500	18,500	🟢 0%	
		632005 Computer Equipment			250	250	🟢 0%	
		634003 Duplicating Supplies			560	1,860	🔴 232%	
		634006 Printing & binding			1,000	1,000	🟢 0%	
		635001 Travel & Meeting Expenses	1,098	1,334	2,070	1,570	🟢 -24%	
		636001 Software License Fee			15,000	15,000	🟢 0%	
		636003 Subpoena & Jury Fees			1,000	1,000	🟢 0%	
		644002 Memberships, Books, Subscrips		40	1,030	730	🟢 -29%	
		645002 Postage & Shipping Charges	6,325	6,075	5,025	5,025	🟢 0%	
		645003 Office & Computer Supplies	94	644	1,070	1,070	🟢 0%	
		647009 Program Expense			1,790	1,790	🟢 0%	
		660004 Equipment Maintenance			65	65	🟢 0%	
		671002 City Ee Recognition			10	10	🟢 0%	
		671006 Employee Development				3,200	2,700	🟢 -16%
		671007 Organization Development				160	160	🟢 0%

FY21 Operating Expenditure Detail
City of Springfield

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 Substantial increase (6% or greater) ●

Organizational Unit 04100 Finance

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
236 Police Local Option Levy Fund	6 MATERIALS & SERVICES	680001 Internal Insurance Chgs	1,608	1,848	1,440	948	● -34%
		680014 Internal Employee Benefit Chg	1,788	1,704	1,668	1,668	● 0%
		680018 Internal MS Enterprise Agreemt	1,416	1,692	1,656		● -100%
		680019 Internal Shared IT Charges				1,752	
		680027 Internal Workers Comp Chrgs	1,404	5,100	2,460	1,032	● -58%
		680029 Internal Salary Study Charges				168	
		680030 Int Bldng Preservation Chrgs	1,608	1,788	1,776	1,788	● 1%
	6 MATERIALS & SERVICES Total		416,188	421,371	440,830	444,186	● 1%
236 Police Local Option Levy Fund Total			659,668	620,689	667,092	667,541	● 0%
419 Development Assessment Capital	5 PERSONNEL SERVICES	510000 Salaries	20,694	22,276			
		560000 Fringe Benefits	1,577	1,740			
		560001 Medical/Dental Insurance	3,163	5,041			
		560003 PERS/OPSRP	3,027	3,188			
		560005 Workers Compensation	25	19			
		576000 Internal PERS side account		894			
	5 PERSONNEL SERVICES Total		28,485	33,158			
	6 MATERIALS & SERVICES	611009 Legal Expense	37				
		680001 Internal Insurance Chgs	216	252			
		680004 Internal Fac Rent	1,980	516			
		680007 Internal Bldg Maint Chgs	336	768			
		680012 Indirect Costs	5,076	5,172			
		680014 Internal Employee Benefit Chg	240	228			
		680018 Internal MS Enterprise Agreemt	192	228			
		680027 Internal Workers Comp Chrgs	192	684			
		680030 Int Bldng Preservation Chrgs	180	204			
	6 MATERIALS & SERVICES Total		8,449	8,052			
419 Development Assessment Capital Total			36,934	41,210			

FY21 Operating Expenditure Detail
City of Springfield

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 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Organizational Unit 04100 Finance

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
611 Sanitary Sewer Operations Fund	5 PERSONNEL SERVICES	510000 Salaries	8,396	8,178	9,458	24,367	🔴 158%
		560000 Fringe Benefits	668	643	771	1,987	🔴 158%
		560001 Medical/Dental Insurance	2,017	1,740	2,023	7,172	🔴 254%
		560003 PERS/OPSRP	1,201	1,244	1,766	5,361	🔴 204%
		560005 Workers Compensation	7	6	8	21	🔴 158%
		576000 Internal PERS side account		298			
	5 PERSONNEL SERVICES Total		12,289	12,109	14,027	38,908	🔴 177%
	6 MATERIALS & SERVICES	671006 Employee Development				333	
		680001 Internal Insurance Chgs	72	84	60	48	🟢 -20%
		680004 Internal Fac Rent	300	204	192	420	🔴 119%
		680007 Internal Bldg Maint Chgs	108	252	288	468	🔴 63%
		680012 Indirect Costs	1,692	1,728	1,752	1,800	🟢 3%
		680014 Internal Employee Benefit Chg	84	72	72	72	🟢 0%
		680018 Internal MS Enterprise Agreemt	60	72	72		🟢 -100%
		680019 Internal Shared IT Charges				84	
		680027 Internal Workers Comp Chrgs	60	228	108	48	🟢 -56%
		680029 Internal Salary Study Charges				12	
		680030 Int Bldng Preservation Chrgs	72	84	84	84	🟢 0%
		6 MATERIALS & SERVICES Total		2,448	2,724	2,628	3,369
	611 Sanitary Sewer Operations Fund Total			14,737	14,833	16,655	42,277
612 Regional Wastewater Fund	5 PERSONNEL SERVICES	510000 Salaries	75,022	70,488	83,789	80,852	🟢 -4%
		560000 Fringe Benefits	6,010	5,596	6,836	6,594	🟢 -4%
		560001 Medical/Dental Insurance	17,751	15,257	17,804	18,032	🟢 1%
		560003 PERS/OPSRP	10,736	10,686	15,652	21,587	🔴 38%
		560004 Medical/Dental Insurance	0	(0)			
		560005 Workers Compensation	65	52	73	71	🟢 -4%
		564005 Cell phone allowance			43		🟢 -100%
		576000 Internal PERS side account		2,623			
	5 PERSONNEL SERVICES Total		109,584	104,702	124,197	127,136	🟢 2%
	6 MATERIALS & SERVICES	611008 Contractual Services	400	400	6,000	6,000	🟢 0%
		611040 Bank Charges			500	500	🟢 0%
		635001 Travel & Meeting Expenses			1,545	1,500	🟢 -3%

FY21 Operating Expenditure Detail
City of Springfield

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 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Organizational Unit 04100 Finance

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
612 Regional Wastewater Fund	6 MATERIALS & SERVICES	644002 Memberships, Books, Subscrips			500	500	0%
		645003 Office & Computer Supplies		26	250	250	0%
		645005 Computer Software	60	60	200	232	16%
		645006 Small Furniture & appliances	318				
		647009 Program Expense		583	1,000	500	-50%
		671006 Employee Development	719	415	800	1,300	63%
		680001 Internal Insurance Chgs	636	720	576	372	-35%
		680004 Internal Fac Rent	2,592	2,052	1,872	3,648	95%
		680007 Internal Bldg Maint Chgs	984	2,268	2,532	4,140	64%
		680012 Indirect Costs	17,232	19,452	20,112	20,490	2%
		680014 Internal Employee Benefit Chg	708	672	660	660	0%
		680018 Internal MS Enterprise Agreemt	564	660	660		-100%
		680019 Internal Shared IT Charges				696	
		680027 Internal Workers Comp Chrgs	552	2,016	972	408	-58%
		680029 Internal Salary Study Charges				60	
		680030 Int Bldng Preservation Chrgs	648	708	708	708	0%
		6 MATERIALS & SERVICES Total			25,413	30,032	38,887
612 Regional Wastewater Fund Total			134,997	134,734	163,084	169,100	4%
617 Storm Drainage Operations Fund	5 PERSONNEL SERVICES	510000 Salaries	8,378	8,037	9,458	24,367	158%
		560000 Fringe Benefits	666	631	771	1,987	158%
		560001 Medical/Dental Insurance	2,017	1,740	2,023	7,172	254%
		560003 PERS/OPSRP	1,199	1,224	1,766	5,361	204%
		560005 Workers Compensation	7	6	8	21	158%
		576000 Internal PERS side account		298			
		5 PERSONNEL SERVICES Total			12,268	11,936	14,027
6 MATERIALS & SERVICES	671006 Employee Development				334		
	680001 Internal Insurance Chgs	72	84	60	48	-20%	
	680004 Internal Fac Rent	300	216	192	420	119%	
	680007 Internal Bldg Maint Chgs	108	252	288	468	63%	
	680012 Indirect Costs	1,692	1,728	1,752	1,800	3%	
	680014 Internal Employee Benefit Chg	84	72	72	72	0%	




FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 04100 Finance

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
617 Storm Drainage Operations Fund	6 MATERIALS & SERVICES	680018 Internal MS Enterprise Agreemt	60	72	72		<div></div> -100%
		680019 Internal Shared IT Charges				84	
		680027 Internal Workers Comp Chrgs	60	228	108	48	<div></div> -56%
		680029 Internal Salary Study Charges				12	
		680030 Int Bldng Preservation Chrgs	72	84	84	84	<div></div> 0%
	6 MATERIALS & SERVICES Total		2,448	2,736	2,628	3,370	<div></div> 28%
617 Storm Drainage Operations Fund Total			14,716	14,672	16,655	42,278	<div></div> 154%
629 Regional Fiber Consortium Fund	6 MATERIALS & SERVICES	611008 Contractual Services			99,500	99,500	<div></div> 0%
		631001 Insurance Premiums			25,000	25,000	<div></div> 0%
		635001 Travel & Meeting Expenses			6,000	6,000	<div></div> 0%
		636009 Government ethics Comm charges			100	100	<div></div> 0%
		644002 Memberships, Books, Subscrips			550	550	<div></div> 0%
		647009 Program Expense			500		<div></div> -100%
		650144 RFC Grant Award Exp				50,000	
		650162 CenturyLink Commercial ISP Pmt				24,299	
	6 MATERIALS & SERVICES Total				131,650	205,449	<div></div> 56%
629 Regional Fiber Consortium Fund Total					131,650	205,449	<div></div> 56%
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	632005 Computer Equipment	6,970	4,132	5,000		<div></div> -100%
	6 MATERIALS & SERVICES Total		6,970	4,132	5,000		<div></div> -100%
	7 CAPITAL OUTLAY	771002 Digital Copiers				10,000	
	7 CAPITAL OUTLAY Total					10,000	
713 Vehicle & Equipment Fund Total			6,970	4,132	5,000	10,000	<div></div> 100%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 04100 Finance

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
719 SDC Administration Fund	5 PERSONNEL SERVICES	510000 Salaries	13,001	10,071	13,201	20,038	<div></div> 52%
		560000 Fringe Benefits	1,008	789	1,082	1,634	<div></div> 51%
		560001 Medical/Dental Insurance	2,622	2,171	2,630	4,713	<div></div> 79%
		560003 PERS/OPSRP	1,860	1,452	2,478	3,741	<div></div> 51%
		560005 Workers Compensation	11	9	12	18	<div></div> 51%
		564005 Cell phone allowance			70		<div></div> -100%
		576000 Internal PERS side account		387			
	5 PERSONNEL SERVICES Total		18,503	14,879	19,473	30,144	<div></div> 55%
	6 MATERIALS & SERVICES	680001 Internal Insurance Chgs	84	96	84	60	<div></div> -29%
		680004 Internal Fac Rent	384	324	276	540	<div></div> 96%
		680007 Internal Bldg Maint Chgs	132	336	372	612	<div></div> 65%
		680012 Indirect Costs	2,196	2,232	2,280	2,340	<div></div> 3%
		680014 Internal Employee Benefit Chg	96	84	96	96	<div></div> 0%
		680018 Internal MS Enterprise Agreemt	72	84	96		<div></div> -100%
		680019 Internal Shared IT Charges				108	
		680027 Internal Workers Comp Chrgs	72	312	144	60	<div></div> -58%
		680029 Internal Salary Study Charges				12	
		680030 Int Bldng Preservation Chrgs	72	72	84	84	<div></div> 0%
	6 MATERIALS & SERVICES Total		3,108	3,540	3,432	3,912	<div></div> 14%
719 SDC Administration Fund Total			21,611	18,419	22,905	34,056	<div></div> 49%
Grand Total			3,005,196	3,106,950	3,433,302	3,667,833	<div></div> 7%

FIRE & LIFE SAFETY

Chris Heppel, Interim Fire Chief

firelife@springfield-or.gov

541-682-5411

Department Overview

The Cities of Springfield and Eugene consolidated their fire departments via an intergovernmental agreement. Operating as Eugene Springfield Fire, the three-battalion system provides services that prevent the loss of life and property and protect the environment not only within the boundaries of those two cities, but services extend to the urban growth boundaries and East Lane Ambulance Services areas. The City of Springfield contracts to provide fire, rescue, and emergency services to the Glenwood and Rainbow Water Districts and a portion of the Willakenzie Fire Protection District, providing fire suppression services to 20 square miles and an ambulance service area of 1,452 square miles.

Departmental services include fire protection and prevention; firefighting; basic and advanced life support and ambulance transportation; illness and injury prevention; special rescue; hazardous materials control; fire safety education; code enforcement; and fire investigation. Additionally, the department performs ambulance billing services for 11 jurisdictions throughout the State.

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
5 PERSONNEL SERVICES	14,734,651	15,505,094	16,071,096	15,791,034
6 MATERIALS & SERVICES	4,238,905	4,153,899	4,923,001	4,767,700
7 CAPITAL OUTLAY	177,846	411,562	1,542,000	1,765,000
Grand Total	\$ 19,151,403	\$ 20,070,555	\$ 22,536,097	\$ 22,323,734

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021

Staffing

There is an overall reduction of 7.65 FTE in the Department's FTE count in FY21 as a result of changes within three Fire & Life Safety programs. A reduction of 5.9 FTE in the Basic Life Support (BLS) program reflects an adjustment to the way in which personnel are represented in the budget. There is no impact to staffing levels or to BLS Operations service delivery. The administrative services associated with the FireMed program will be delivered by a third-party vendor, which reduces the FTE count by .75 FTE. Finally, the EMS Billing program is reduced by 1.0 FTE to account for the reduced workload from four billing service contracts that did not renew in FY20.

Department Funding

Fire Operations are funded through general fund sources, the Fire Local Option Levy, providing fire suppression services for other fire districts, ambulance transport fees, ambulance transport billing services, FireMed membership fees, and various building permits and inspection fees.

Service Level Changes

Although the FTE count has been reduced, services to Springfield citizens are expected to remain consistent. The BLS program will remain unchanged, the reduction of FTE is an accounting function to better reflect how Eugene hires all BLS staff in limited duration positions. FireMed will continue to be a service delivered to Springfield citizens with policy and program management remaining with the City. Only administrative services related to marketing, outreach, and member enrollment efforts will be moved to a third-party.

Accomplishments FY20

- **Implemented a revised work schedule for line personnel.** On July 1, 2019 a new schedule was implemented for line personnel of 24 hours on, 48 hours off followed by 48 hours on, 72 hours off and implemented a new rostering system to accommodate the new schedule.
- **Completed a Community Risk Assessment.** The Fire Marshal's Office completed a Community Risk Assessment funded through an Assistance to Firefighters Grant. This Risk Assessment helped accurately identify the commercial occupancy inventory and highlight areas of service delivery gaps.
- **Ground Emergency Medical Transport Program.** The Department completed FY18 and FY19 filing documents for the Ground Emergency Medical Transport (GEMT) program, bringing in additional revenue. GEMT began in Oregon on February 25, 2016 with House Bill 4030 (2016). In FY20 Oregon Health Authority (OHA) implemented GEMT retroactive to FY18. This program makes supplemental payments to eligible GEMT providers who furnish qualifying emergency ambulance services to OHA Medicaid recipients.
- **Implemented Mobile Emergency Responder Radio Coverage (MERRC) program.** MERRC is a program for collecting fees to pay or reimburse the cost of acquisition, installation, operation, maintenance, or replacement of equipment that enables emergency responder radio communication within buildings in the response area.

Initiatives FY2021

- **Records Management Software.** The Department is transitioning multiple records management software solutions to one platform. This process will be a gradual migration of existing systems.
- **Replace Self Contained Breathing Apparatus (SCBA).** The Department is working on replacing its inventory of SCBA's for all line staff in FY21.
- **Transition FireMed administration to third-party vendor.** FireMed will be administered by a third-party vendor for services related to marketing, outreach, and member enrollment efforts.
- **2020 Olympic Trials and 2021 World Games.** The Department is actively planning and preparing for the 2020 Olympic Trials and 2021 World Games being held in our community and the anticipated additional people these events will bring into our cities.
- **Radio System Replacement.** Strategic Services is exploring solutions to replace the current radio system with one better suited to operate in our urban environment which is growing increasingly structurally dense.
- **2019 Fire Code permit and inspection fee alignment.** The Fire Marshall's Office is working on aligning permit and inspection fees that need to be amended to coincide with the adoption of new 2019 Fire Code using consistent methodology within the Department

Three Year Considerations FY2022-FY2024

- **Population and Call Volume.** There has been an increase in emergency responses over the last five years of 7.3% with a population increase of 4.3% in this same timeframe. This trend in increasing response volume is expected to continue with population growth and an aging population. The department is working on updating our Standards of Cover which will serve as the basis for strategic future growth planning, including future land acquisition needs and station placement.
- **Ambulance Transport Fund.** Even with an increase in call volume, revenues within the Ambulance Fund do not keep pace with rising expenditures. Nearly 80% of all patients transported are covered by Medicare or Medicaid, which establish capitated fee schedules. These fee schedules have remained flat or shown only moderate increases (less than 2% annually) in the last few years. The implementation of GEMT by Oregon Health Authority in FY20 will help capture more revenue for the Ambulance Fund and is anticipated to continue in the future. However, expenditures are projected to continue outpacing revenues in the coming years leaving a gap that will need to be funded.
- **Fire Inspection Resources.** The Fire Marshal Office is evaluating restructuring its staffing model through the creation of an entry level fire inspector classification. With only 2.0 FTE funded in the City of Springfield, it is difficult for staff to complete all high-hazard occupancies in a timely fashion, (i.e. assisted living facilities, memory care facilities, hazard material operations, etc.). The primary job duty of the fire inspector classification would be fire code inspections differing from the multifaceted responsibilities of a deputy fire marshal. This would increase inspection capacity beyond mandated or complaint-initiated inspections, allowing us to prioritize inspections based on risk. The Fire Marshal's Office will continue to evaluate options for improving inspection rates and reducing community risks with current available staff, but additional staffing will be needed to make a significant impact.
- **Eugene Springfield Consolidation Evaluation.** The Cities of Springfield and Eugene consolidated their fire departments via an intergovernmental agreement in 2010. This consolidation of departments created a Three Battalion System to provide an integrated response to fire-service related emergencies regardless of the emergency's location while each City retains full budget authority over its expenditures. This consolidation has worked smoothly in many operational areas and presented challenges in many administrative areas. The Department needs to continually evaluate the consolidation and areas for improvement.

FIRE & LIFE SAFETY

Chris Heppel, Interim Fire Chief

firelife@springfield-or.gov

541.726.3700

Financial Summary by Fund

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
100 General Fund	11,412,497	11,543,031	12,076,623	12,218,101
224 Building Code Fund	58,097	57,915	62,600	77,340
235 Fire Local Option Levy Fund	1,427,840	1,513,175	1,502,147	1,540,916
615 Ambulance Fund	6,084,456	6,542,731	7,352,728	6,648,376
713 Vehicle & Equipment Fund	168,513	413,703	1,542,000	1,839,000
Grand Total	\$ 19,151,403	\$ 20,070,555	\$ 22,536,097	\$ 22,323,734

Financial Summary by Program

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
1006 Economic Development Agency Funding	-	277,077	-	-
1030 Building Plan Review	97,247	94,104	102,659	118,796
1039 Development Review	31,300	28,947	32,034	33,146
1090 Fire & Arson Investigation	147,501	65,177	70,966	67,984
1091 Community Risk Reduction	226,369	148,079	208,524	163,804
1092 Plan Review	1,100	378	-	-
1093 Apparatus & Equipment Maintenance	379,318	261,853	1,783,209	366,000
1096 Fire Suppression Operations	11,297,491	11,345,980	11,551,647	11,772,110
1097 Dispatch and Communication	713,550	763,874	880,641	880,641
1098 Training & Development	405,014	453,190	607,552	502,890
1099 EMS Operations	4,217,064	4,628,110	4,114,880	4,285,454
1100 Fire Logistics	167,582	435,882	338,500	453,000
1102 EMS Billing - Enterprise	278,783	282,261	515,007	680,172
1103 EMS Billing - Springfield	477,721	471,313	756,595	-
1104 FireMed	547,355	405,035	428,991	172,849
1105 Community Outreach	3,000	10,000	16,000	10,000
1106 BLS Operations	-	108,513	584,974	303,500
7000 Department Administration	161,010	290,783	543,917	674,387
9000 Non-Program	-	-	-	1,839,000
Grand Total	\$ 19,151,403	\$ 20,070,555	\$ 22,536,097	\$ 22,323,734

Notes:

- Program 1006 FY19 Actuals of \$277,077 represents a coding error. This amount should have been coded to program 1106 BLS Operations.
- Program 1103 FY21 Proposed is reduced to zero to reflect merging this program into program 1102.
- Program 9000 FY21 Proposed reflects an accounting change for recording Fund 713 vehicle and equipment replacement items.

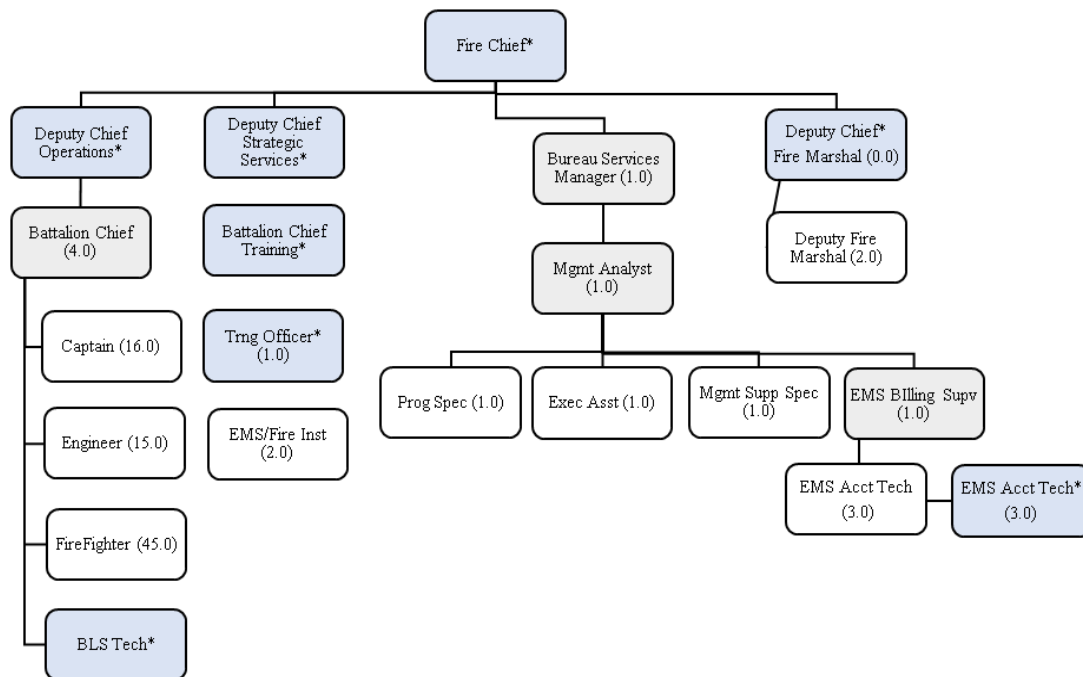
FIRE & LIFE SAFETY

Chris Heppel, Interim Fire Chief

firelife@springfield-or.gov

541.726.3700

Organizational Structure



Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
2018-03-20	--	5.90	5.90	--
Deputy Fire Marshal 2	2.00	2.00	2.00	2.00
Ems Accounting Tech	4.00	4.00	4.00	3.00
EMS Instructor	1.00	1.00	1.00	1.00
EMS/Fire Instructor	1.00	--	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Fire Battalion Chief (Ops)	4.00	4.00	4.00	4.00
Fire Captain	16.00	16.00	16.00	16.00
Fire Engineer	15.00	15.00	15.00	15.00
Firefighter	36.00	36.00	36.00	36.00
Firefighter 53	8.00	8.00	8.00	8.00
Firemed Temp	0.75	0.75	0.75	--
Management Analyst	1.00	1.00	1.00	1.00
Management Support Specialist	1.00	1.00	1.00	1.00
Office Supervisor	1.00	1.00	1.00	1.00
Program Specialist	1.00	1.00	1.00	1.00
Services Bureau Manager	2.00	1.00	1.00	1.00
Training Officer	1.00	1.00	1.00	1.00
Firefighter 40	1.00	1.00	1.00	1.00
Grand Total	96.75	100.65	101.65	94.00

FIRE & LIFE SAFETY

Chris Heppel, Interim Fire Chief

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Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
100 General Fund	58.80	57.60	58.60	58.60
224 Building Code Fund	0.40	0.40	0.40	0.40
235 Fire Local Option Levy Fund	7.00	7.00	7.00	7.00
615 Ambulance Fund	30.55	35.65	35.65	28.00
Grand Total	96.75	100.65	101.65	94.00

Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
1030 Building Plan Review	0.65	0.65	0.65	0.65
1039 Development Review	0.20	0.20	0.20	0.20
1090 Fire & Arson Investigation	0.55	0.35	0.35	0.35
1091 Community Risk Reduction	1.60	0.80	0.80	0.80
1096 Fire Suppression Operations	62.00	61.00	61.00	61.00
1098 Training & Development	2.00	2.00	3.00	3.00
1099 EMS Operations	20.00	20.00	19.00	19.00
1102 EMS Billing - Enterprise	2.00	2.00	3.05	4.00
1103 EMS Billing - Springfield	3.00	3.00	1.95	0.00
1104 FireMed	2.75	2.75	1.75	0.00
1106 BLS Operations	0.00	5.90	5.90	0.00
7000 Department Administration	2.00	2.00	4.00	5.00
Grand Total	96.75	100.65	101.65	94.00

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 05100 Fire and Life Safety

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries	5,321,472	5,717,123	5,826,438	5,967,046	● 2%
		510001 Medic Ride Pay	(0)	(0)			
		540000 Overtime	1,224,012	1,123,616	1,057,638	1,011,558	● -4%
		560000 Fringe Benefits	542,564	540,081	541,295	549,361	● 1%
		560001 Medical/Dental Insurance	1,116,811	982,121	1,175,861	1,190,627	● 1%
		560003 PERS/OPSRP	1,001,602	1,079,494	1,387,983	1,419,414	● 2%
		560004 Medical/Dental Insurance	(0)	0			
		560005 Workers Compensation	72,901	76,188	74,698	76,206	● 2%
		564005 Cell phone allowance	2,626	2,671	2,484	2,484	● 0%
		576000 Internal PERS side account		171,662			
	5 PERSONNEL SERVICES Total		9,281,988	9,692,955	10,066,397	10,216,695	● 1%
	6 MATERIALS & SERVICES	611006 Dispatch Contract	519,042	496,406	572,400	572,400	● 0%
		611008 Contractual Services	120,866	62,381	119,200	140,765	● 18%
		611016 Attorney Fees		589			
		611019 Merchant fees	332	405	250	250	● 0%
		632001 Telephone, Cellular, Pager	8,465	9,810	27,480	10,550	● -62%
		632002 Ris/Airs/Geo Charges	35,678	39,046	33,480		● -100%
		632005 Computer Equipment	2,041				
		633001 Advertising		763			
		634003 Duplicating Supplies	64	58	750	100	● -87%
		634006 Printing & binding		132			
		635001 Travel & Meeting Expenses	3,425	1,951	6,400	3,700	● -42%
		641006 Medical Supplies	68,031	211,673	65,000	70,400	● 8%
		641008 Safety Clothing/Eq	16,983	838	37,000	19,000	● -49%
		641009 Cleaning Supplies	4,605	2,059	5,000	2,100	● -58%
		641020 Uniforms	53,201	19,379	33,000	20,000	● -39%
		642001 Gasoline & Oil	45,000	44,486	64,400	64,000	● -1%
		642002 Utilities	60,221	60,788	63,160	61,683	● -2%
		644002 Memberships, Books, Subscrips	1,341	116	4,000	1,450	● -64%
		645002 Postage & Shipping Charges	19	14	400		● -100%
		645003 Office & Computer Supplies	1,047	1,724	3,100	2,000	● -35%
		645006 Small Furniture & appliances		1,836			
		647007 Cleang/Maint Materials	1,018				
		647009 Program Expense	28,913	71,690	62,300	17,500	● -72%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 05100 Fire and Life Safety

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	6 MATERIALS & SERVICES	660001 Fire Station Maintenance	57,901	11,722	25,000	30,000	● 20%
		660004 Equipment Maintenance	3,238	2,487	25,000	4,000	● -84%
		660006 Communicate EQ Maint	20,218	10,987	18,000	18,000	● 0%
		660010 Small Tool Maint		55			
		660011 Breathing App Maint	1,321	189	10,000		● -100%
		660016 Vehicle Maintenance	131,682	134,432	77,084	177,000	● 130%
		671006 Employee Development	6,678	5,239	26,500	27,000	● 2%
		671020 Fire Mileage Reimb	5,261	5,199	5,000	5,500	● 10%
		672002 Retiree Medical Premium		6,901			
		672004 HRA Adjustment	1,582	200			
		673002 Hiring & Promotion Expense	1,354		22,000		● -100%
		680001 Internal Insurance Chgs	123,576	86,424	69,612	69,816	● 0%
		680005 Int Computer Equip Chgs	51,672	51,672	45,000	40,000	● -11%
		680011 Internal Veh & Equip Rent	207,924	207,972	314,974	315,000	● 0%
		680014 Internal Employee Benefit Chg	48,612	45,312	43,200	43,956	● 2%
		680015 Internal Lease Payments	341,232	127,632	127,628	127,628	● 0%
		680018 Internal MS Enterprise Agreemt	20,676	27,348	25,488		● -100%
		680019 Internal Shared IT Charges				59,664	
		680027 Internal Workers Comp Chrgs	91,380	61,356	40,980	59,712	● 46%
		680029 Internal Salary Study Charges				144	
		680030 Int Bldng Preservation Chrgs	36,576	38,808	37,440	38,088	● 2%
		698001 Unexpended Target					
		6 MATERIALS & SERVICES Total	2,121,175	1,850,076	2,010,226	2,001,406	● 0%
	7 CAPITAL OUTLAY	791002 Public Safety Info System	9,333				
	7 CAPITAL OUTLAY Total		9,333				
100 General Fund Total			11,412,497	11,543,031	12,076,623	12,218,101	● 1%
224 Building Code Fund	5 PERSONNEL SERVICES	510000 Salaries	39,957	39,795	41,781	43,246	● 4%
		540000 Overtime	(0)	113			
		560000 Fringe Benefits	3,278	3,245	3,427	3,547	● 3%
		560001 Medical/Dental Insurance	7,573	6,358	7,613	7,716	● 1%
		560003 PERS/OPSRP	6,769	6,762	9,092	9,409	● 3%
		560005 Workers Compensation	521	450	470	486	● 3%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 05100 Fire and Life Safety

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
224 Building Code Fund	5 PERSONNEL SERVICES	564005 Cell phone allowance			216	216	● 0%
		576000 Internal PERS side account		1,192			
		5 PERSONNEL SERVICES Total	58,097	57,915	62,600	64,620	● 3%
	6 MATERIALS & SERVICES	680001 Internal Insurance Chgs				480	
		680004 Internal Fac Rent				2,040	
		680007 Internal Bldg Maint Chgs				1,560	
		680012 Indirect Costs				7,200	
		680014 Internal Employee Benefit Chg				300	
		680019 Internal Shared IT Charges				408	
		680027 Internal Workers Comp Chrgs				408	
		680030 Int Bldng Preservation Chrgs				324	
	6 MATERIALS & SERVICES Total					12,720	
	224 Building Code Fund Total		58,097	57,915	62,600	77,340	● 24%
235 Fire Local Option Levy Fun	5 PERSONNEL SERVICES	510000 Salaries	639,829	674,066	661,503	689,241	● 4%
		510001 Medic Ride Pay	100	(0)			
		540000 Overtime	234,459	242,129	180,000	180,000	● 0%
		560000 Fringe Benefits	56,347	59,219	65,606	66,975	● 2%
		560001 Medical/Dental Insurance	131,841	118,781	140,422	142,237	● 1%
		560003 PERS/OPSRP	111,768	123,743	173,514	178,939	● 3%
		560004 Medical/Dental Insurance		(0)			
		560005 Workers Compensation	8,170	8,613	9,419	9,729	● 3%
		576000 Internal PERS side account		20,862			
	5 PERSONNEL SERVICES Total		1,182,515	1,247,413	1,230,465	1,267,122	● 3%
	6 MATERIALS & SERVICES	611006 Dispatch Contract	159,762	152,740	176,138	176,138	● 0%
		611008 Contractual Services		16			
		632001 Telephone, Cellular, Pager		832			
		632002 Ris/Airs/Geo Charges	5,723	6,263	4,068		● -100%
		641006 Medical Supplies	17,271	16,377	16,000	15,700	● -2%
		641008 Safety Clothing/Eq			2,000		● -100%
		641009 Cleaning Supplies	373	288	500	300	● -40%
		642001 Gasoline & Oil		4,128	10,000	10,000	● 0%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 05100 Fire and Life Safety

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed		
235 Fire Local Option Levy Fun	6 MATERIALS & SERVICES	642002 Utilities	1,076	1,121	1,075	1,500	40%		
		647009 Program Expense	3,093	1,968	2,000	3,750	88%		
		660001 Fire Station Maintenance	2,227	2,597	3,000	3,000	0%		
		660004 Equipment Maintenance			2,500	1,500	-40%		
		660006 Communicate EQ Maint	350	178					
		660016 Vehicle Maintenance	16,855	46,955	26,125	27,650	6%		
		671006 Employee Development							
		671020 Fire Mileage Reimb	710	510	1,000	800	-20%		
		680001 Internal Insurance Chgs	14,244	10,248	8,400	8,340	-1%		
		680014 Internal Employee Benefit Chg	5,604	5,376	5,256	5,256	0%		
		680018 Internal MS Enterprise Agreemt	2,400	3,264	3,072		-100%		
		680019 Internal Shared IT Charges				7,128			
		680027 Internal Workers Comp Chrgs	10,536	7,284	4,944	7,128	44%		
		680030 Int Bldng Preservation Chrgs	5,100	5,616	5,604	5,604	0%		
		6 MATERIALS & SERVICES Total			245,324	265,762	271,682	273,794	1%
235 Fire Local Option Levy Fund Total			1,427,840	1,513,175	1,502,147	1,540,916	3%		
615 Ambulance Fund	5 PERSONNEL SERVICES	510000 Salaries	2,191,346	2,335,224	2,616,266	2,399,783	-8%		
		510001 Medic Ride Pay	126,124	132,347	164,220	168,000	2%		
		540000 Overtime	623,847	627,665	355,903	293,418	-18%		
		560000 Fringe Benefits	229,276	235,655	249,938	230,995	-8%		
		560001 Medical/Dental Insurance	578,233	584,310	702,712	565,876	-19%		
		560003 PERS/OPSRP	435,306	458,149	595,033	556,470	-6%		
		560004 Medical/Dental Insurance	0	(0)					
		560005 Workers Compensation	27,377	28,612	27,024	27,515	2%		
		564005 Cell phone allowance	542	540	540	540	0%		
		576000 Internal PERS side account		104,308					
		5 PERSONNEL SERVICES Total			4,212,050	4,506,811	4,711,635	4,242,596	-10%
		6 MATERIALS & SERVICES	611006 Dispatch Contract	34,562	114,555	132,103	132,103	0%	
			611008 Contractual Services	66,181	44,075	393,178	698,495	78%	
			611019 Merchant fees	80,989	94,731	95,000	70,000	-26%	
			632001 Telephone, Cellular, Pager	22,037	19,574	16,500	25,250	53%	
632002 Ris/Airs/Geo Charges	19,483		21,322	21,300		-100%			

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 05100 Fire and Life Safety

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
615 Ambulance Fund	6 MATERIALS & SERVICES	632005 Computer Equipment	67,153		25,000		● -100%
		633001 Advertising	239,035	122,207	205,000	6,800	● -97%
		634003 Duplicating Supplies	1,521	1,357	4,650	1,750	● -62%
		634006 Printing & binding	554	419	700	300	● -57%
		635001 Travel & Meeting Expenses	2,397	1,227	7,625	3,300	● -57%
		636001 Software License Fee	83,163	59,175	203,765	85,000	● -58%
		641006 Medical Supplies	89,208	187,933	92,500	149,550	● 62%
		641008 Safety Clothing/Eq			9,000		● -100%
		641009 Cleaning Supplies	535	412	1,000	450	● -55%
		642001 Gasoline & Oil	37,643	41,338	62,600	62,600	● 0%
		642002 Utilities	9,816	10,307	9,905	12,300	● 24%
		644002 Memberships, Books, Subscrips	6,067	5,657	5,700	6,150	● 8%
		645002 Postage & Shipping Charges	8,280	8,372	10,150	4,000	● -61%
		645003 Office & Computer Supplies	2,282	1,930	4,400	1,550	● -65%
		645006 Small Furniture & appliances			1,000		● -100%
		647009 Program Expense	29,599	285,717	53,569	4,500	● -92%
		650009 Rural Life Support Exp		10,000	10,000	10,000	● 0%
		660001 Fire Station Maintenance	8,519	1,755	10,000	5,200	● -48%
		660004 Equipment Maintenance	2,695	1,424	14,500	14,500	● 0%
		660006 Communicate EQ Maint	140	2,375			
		660016 Vehicle Maintenance	58,317	68,734	112,500	112,500	● 0%
		671006 Employee Development	2,682	2,931	15,200	16,750	● 10%
		671007 Organization Development	60				
		671020 Fire Mileage Reimb	1,809	1,884	2,000	2,000	● 0%
		680001 Internal Insurance Chgs	61,020	43,584	43,992	42,468	● -3%
		680002 Internal Veh Mt Chgs	1,176	948	912	960	● 5%
		680004 Internal Fac Rent	17,244	14,100	11,940		● -100%
		680005 Int Computer Equip Chgs	3,288		50,000	53,900	● 8%
		680007 Internal Bldg Maint Chgs	40,140	31,476	60,444	27,372	● -55%
		680011 Internal Veh & Equip Rent	232,272	232,272	232,272	232,272	● 0%
		680012 Indirect Costs	541,116	512,604	623,880	504,000	● -19%
		680014 Internal Employee Benefit Chg	24,000	22,836	27,492	22,308	● -19%
		680018 Internal MS Enterprise Agreeemt	10,296	13,896	16,104		● -100%
		680019 Internal Shared IT Charges				36,300	
		680027 Internal Workers Comp Chrgs	45,144	30,936	25,896	36,324	● 40%

FY21 Operating Expenditure Detail
City of Springfield

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 Moderate increase (3%-5.99%) ●
 Substantial increase (6% or greater) ●

Organizational Unit 05100 Fire and Life Safety

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
615 Ambulance Fund	6 MATERIALS & SERVICES	680029 Internal Salary Study Charges				1,032	
		680030 Int Bldng Preservation Chrgs	21,984	23,856	29,316	23,796	● -19%
	6 MATERIALS & SERVICES Total		1,872,406	2,035,920	2,641,093	2,405,780	● -9%
615 Ambulance Fund Total			6,084,456	6,542,731	7,352,728	6,648,376	● -10%
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	632005 Computer Equipment		2,141		74,000	
		660004 Equipment Maintenance					
	6 MATERIALS & SERVICES Total			2,141		74,000	
	7 CAPITAL OUTLAY	723001 Vehicles	44,145		1,265,000	1,090,000	● -14%
		741002 Personal Safe Equip	71,484	4,726	25,000	675,000	● 2600%
		741011 Program Equipment		37,864			
		741033 Portable Defibrillator		355,148			
		744000 Equipment Replacement	19,542		145,000		● -100%
		751001 Computer Equipment	24,241	4,956	107,000		● -100%
		761003 Radios	9,102	8,868			
	7 CAPITAL OUTLAY Total		168,513	411,562	1,542,000	1,765,000	● 14%
713 Vehicle & Equipment Fund Total			168,513	413,703	1,542,000	1,839,000	● 19%
Grand Total			19,151,403	20,070,555	22,536,097	22,323,734	● -1%

HUMAN RESOURCES

Department Overview

The Human Resources Department (HR) serves as a support system and strategic partner with other City departments by providing all major employment, risk, and benefit services for the City. These services are delivered through ten service areas: Human Resources Administration, Class and Compensation, Employee and Labor Relation, Talent Acquisition, Employee Training, Benefit Administration, Leave Administration, Risk Administration, Workers' Compensation Administration, and Payroll Administration.

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
5 PERSONNEL SERVICES	847,089	839,184	885,468	909,182
6 MATERIALS & SERVICES	8,022,723	8,168,614	9,739,346	11,604,974
7 CAPITAL OUTLAY	54,194	103,191	16,800	-
9 NON-DEPARTMENTAL	914,802	981,514	1,062,380	-
Grand Total	\$ 9,838,807	\$ 10,092,502	\$ 11,703,994	\$ 12,514,156

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021

Staffing

The Department's 7 FTE count for FY21 will remain the same as FY20. The Department's day-to-day activities are performed by staff with a reliance on technology support to handle the daily work volume.

Department Funding

The resources necessary to support the Department are primarily either tax supported (subsidized) or internal service charges levied against the City's enterprise and special revenue funds for services provided.

Service Level Changes

The Human Resource Department budget is increasing by just over six percent (6%). Roughly two percent (2%) of this increase is a result of insurance rate adjustments to both Workers Compensation and Property and Liability insurances. The remaining four percent (4%) is for projected cost increases to the City's self-funded medical insurance benefits, as a result of higher than expected utilization in FY20.

Accomplishments FY2020

- **HR Administrative Regulations development**– HR finalized and adopted 12 administrative regulations (i.e. policies). This included completion of the City's leave policies, three (3) regulations regarding the use of vehicles, two (2) regulations related to position classification and compensation, and one (1) regulation regarding animals in the workplace.
- **Implemented a replacement for the City's on-line recruitment system** – As outlined under service level changes, HR replaced the software program used to manage recruitments. This replacement was not successful so we will be implementing a third-party-hosted solution. This new tool will improve the application experience for recruitment by allowing on-line notification

for new job postings, streamlining the application process, and producing new efficiencies for both advertisements and interview scheduling.

- **Completed phase 1 of implementing a vendor solution for pre-employment background checks** – HR completed an initial vendor review, necessary for selecting a service provider to conduct new hire criminal history background checks. Currently the Department uses the Springfield Police Department, but SPD cannot provide specific information around criminal convictions to HR. Pursuant to Law Enforcement Data Systems (LEDS) regulations, SPD can only indicate ‘adverse’ or ‘non-adverse’ criminal convictions which limit the Department’s ability to be in compliance with ORS 659A3.36 “Ban-the-Box” legislation.
- **League of Oregon Cities Silver Safety Award for the 4th consecutive year** – This important recognition not only memorializes the City’s dedication to employee safety and injury prevention, but also the outcome of having a low injury rate helps to control annual insurance rate cost increases.

Initiatives FY2021

- **Compensation market study for general service positions** – The City’s collective bargaining agreement with SEIU requires the City to conduct a compressive market survey. The results of the survey are used to determine pay range adjustments in July 2021 for both SEIU and non-represented positions.
- **Job description redesigned** – The HR Department has received multiple comments regarding a lack of overall understanding of the City’s classification and compensation program. During FY21, the Department will take some initial steps to address those concerns. The first step in the process is a refresh and review of the current job descriptions which have not been updated in nearly 10 years. The primary objective is to develop a document that adds clarification regarding the distinguishing characteristics between the classification and position pay grades. The initial design work and some leadership level training on this subject have already begun.
- **Feasibility review for implementing a vendor solution for administering protected leave** – The HR Department needs to ensure compliance with its administration of protected leaves including Oregon’s new paid leave law. The Department has neither the current technology nor staffing levels to keep up with regulatory compliance, and as a result, will complete a review and make a recommendation for changes to be made in FY22.
- **Shift to a single deferred compensation provider** – Currently the City offers employees three vendors for voluntary participation in deferred compensation. This requires increased HR administration, including maintaining three contracts, scheduling three vendors for site visits, and reporting and payments to each vendor biweekly. HR intends to complete an RFP to move to a single vendor to help manage costs, reduce administrative overhead, and offer more robust plan options.
- **Implement a new background check vendor** – Last year the HR Department received funding approval to outsource pre-employment background checks. HR completed a review of potential vendors during the prior year and is planning to complete the RFP process during the FY21 fiscal year.
- **Implementation of a Risk Management Information System (RMIS)** – The Department has started the implementation of a new Risk Management Information System. Once fully implemented, this will improve the efficiency of managing liability claims including workplace injuries. The system will help the City ensure compliance with required federal and state reporting and potentially increase the City’s ability to collect reimbursements related to damage of City-owned property.

HUMAN RESOURCES

- **Complete a Probable Maximum Loss (PML) Study** – The study is needed to ensure adequate property coverage and reserves to account for losses related to a catastrophic event.

Future Year Considerations FY2022-FY2025

- **Benefit Cost** – For the last seven (7) years the City's benefit design plan has successfully kept costs flat with no rate increases. Future work to continue to keep cost increases under control will include looking for opportunities to reduced administrative expenses, exploring lower cost health care options for retirees, managing prescription costs, mental health care, and on-going wellness initiatives.
- **Turnover & Recruitment** – The City has seen continual increase in both voluntary and retirement turnover which puts more strain on the City's recruitment efforts. During FY22, the City will implement the outcome of the market wage study. Maintaining competitive wages are important for both recruitment and retention. Additionally HR is working to resolve leadership and staff level confusion regarding the City's classification and compensation philosophy which will include staff/leader education, redesign of the job descriptions (as outlined in FY21 initiatives), and working with department leadership to create both development opportunities to support hard-to-fill positions and develop future City leaders. Additionally, HR will need to develop education programs to develop and strengthen leadership competencies.
- **Insurance Costs** – As part of the effort to ensure the City is making informed decisions, the HR Department needs to complete an evaluation of workers compensation funding, review the Property Insurance Program to determine if the City should purchase excess coverage outside of the region, complete a probable maximum loss (PML) study for property coverage, and partner with Emergency Management on a business continuity plan with regards to major disaster events. Additionally the Department will need to develop a proposal to increase City funding for ergonomic workstations.
- **Administration of Leaves** – Management of protected leaves, coordination of short and long term disability plans, and management of return to work initiatives is an administrative challenge that will continue to grow in complexity. The passing of HB 2005, Oregon Family and Medical Leave Insurance program, will add additional administrative burden. It is critical for HR to implement operational changes which may include an outsource option to meet compliance with current and upcoming regulatory requirements.
- **Technology** – The HR Department will continue to rely heavily on technology solutions to continue its work. This includes solutions to track and monitor protected leaves, recruitment, benefit administration, payroll, time keeping, and risk management. Additionally the HR Department needs to assess the feasibility and cost/benefit analysis of requesting and implementing a Learning Management System, Employee and Labor Relations System, and a software product for Performance Evaluation.

HUMAN RESOURCES

Chaim Hertz, Human Resources Director Chertz@springfield-or.gov

541.726.3787

Financial Summary by Fund

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
100 General Fund	578,842	644,449	592,290	657,730
707 Insurance Fund	9,256,965	9,448,053	11,111,704	11,852,426
713 Vehicle & Equipment Fund	3,000	-	-	4,000
Grand Total	\$ 9,838,807	\$ 10,092,502	\$ 11,703,994	\$ 12,514,156

Financial Summary by Program

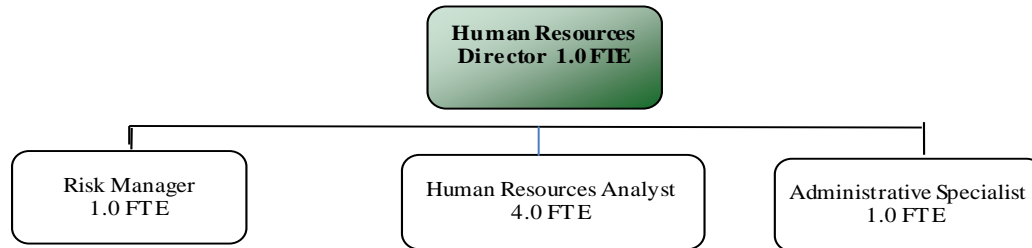
	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
7000 Department Administration	249,750	38,180	577,465	1,084,888
7050 Organizational Development	52,758	125,400	-	-
7051 Class and Compensation	23,873	28,261	71,541	-
7052 Employee and Labor Relations	72,525	144,357	62,419	-
7053 Talent Acquisition	125,826	160,290	137,163	-
7056 Employee Training	20,791	24,775	7,219	-
7057 Benefit Administration	182,769	319,220	(0)	-
7058 Health and Wellness Program	63,397	-	-	-
7059 Leave Administration	44,300	46,902	0	-
7060 Property & Liability	81,344	252,032	346,780	1,222,548
7061 Safety & Loss Prevention	106,849	-	-	-
7062 Workers Compensation	395,365	509,107	612,527	990,737
7063 Liability & Property Claims	250,109	(0)	-	-
7064 Volunteer Administration	36,563	290	-	-
7065 Payroll Administration	138,625	122,708	136,314	-
8300 Self-Funded Medical	6,168,575	6,430,765	7,604,940	8,126,708
8301 Self-Funded Dental	573,287	561,243	740,444	689,600
8350 Wellness Clinic	337,300	347,459	344,802	395,675
9000 Non-Program	914,802	981,514	1,062,380	4,000
Grand Total	\$ 9,838,807	\$ 10,092,502	\$ 11,703,994	\$ 12,514,156

HUMAN RESOURCES

Chaim Hertz, Human Resources Director Chertz@springfield-or.gov

541.726.3787

Organizational Structure



Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Administrative Specialist	1.00	1.00	1.00	1.00
Human Resources Analyst	5.00	3.00	3.00	3.00
Human Resources Director	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Payroll Analyst	1.00	1.00	1.00	1.00
Grand Total	9.00	7.00	7.00	7.00

Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
100 General Fund	4.90	4.00	4.00	4.00
707 Insurance Fund	4.10	3.00	3.00	3.00
Grand Total	9.00	7.00	7.00	7.00

HUMAN RESOURCES

Chaim Hertz, Human Resources Director Chertz@springfield-or.gov

541.726.3787

Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
7000 Department Administration	1.68	0.20	2.00	5.50
7050 Organizational Development	0.25	0.20	0.00	0.00
7051 Class and Compensation	0.15	0.20	0.50	0.00
7052 Employee and Labor Relations	0.74	1.00	0.50	0.00
7053 Talent Acquisition	1.16	1.20	1.00	0.00
7056 Employee Training	0.15	0.20	0.00	0.00
7057 Benefit Administration	0.60	1.10	0.50	0.00
7058 Health and Wellness Program	0.42	0.00	0.00	0.00
7059 Leave Administration	0.45	0.40	0.50	0.00
7061 Safety & Loss Prevention	0.45	0.00	0.00	0.00
7062 Workers Compensation	0.22	0.50	0.00	0.75
7063 Liability & Property Claims Management	0.44	0.00	0.00	0.00
7064 Volunteer Administration	0.62	0.00	0.00	0.00
7065 Payroll Administration	1.24	1.00	1.00	0.00
7060 Property & Liability	0.47	1.00	1.00	0.75
Grand Total	9.00	7.00	7.00	7.00

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 02100 Human Resources

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed	
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries	303,021	324,139	324,307	376,860	16%	
		560000 Fringe Benefits	27,250	26,724	26,126	29,931	15%	
		560001 Medical/Dental Insurance	93,510	66,543	77,927	79,564	2%	
		560003 PERS/OPSRP	50,623	45,909	61,024	71,211	17%	
		560004 Medical/Dental Insurance	0	(0)	-	-		
		560005 Workers Compensation	293	284	286	334	17%	
		564001 Car allowance	3,480	3,480	1,740	3,480	100%	
		564005 Cell phone allowance	540	1,046	810	1,080	33%	
		576000 Internal PERS side account	-	11,921	-	-		
	5 PERSONNEL SERVICES Total		478,717	480,046	492,221	562,459	14%	
	6 MATERIALS & SERVICES	611008 Contractual Services	27,758	12,991	16,999	22,192	31%	
		620003 Equipment Rental	1,093	-	1,000	-	-100%	
		632001 Telephone, Cellular, Pager	625	604	1,546	-	-100%	
		632005 Computer Equipment	8,203	-	-	-		
		634003 Duplicating Supplies	3,069	2,514	5,291	2,500	-53%	
		635001 Travel & Meeting Expenses	2,019	4,233	12,000	10,000	-17%	
		636001 Software License Fee	255	-	-	-		
		644002 Memberships, Books, Subscrips	3,360	4,885	6,957	5,721	-18%	
		645002 Postage & Shipping Charges	3,151	2,895	6,510	4,340	-33%	
		645003 Office & Computer Supplies	1,336	542	6,199	7,599	23%	
		645005 Computer Software	50	185	500	500	0%	
		647009 Program Expense	1,820	9,675	10,775	1,000	-91%	
		660004 Equipment Maintenance	297	-	1,400	-	-100%	
		671006 Employee Development	1,764	1,676	6,500	5,000	-23%	
		673001 Recruitment Expense	2,527	23	8,000	22,607	183%	
		680001 Internal Insurance Chgs	4,332	4,320	3,168	3,612	14%	
		680005 Int Computer Equip Chgs	2,004	2,004	2,004	-	-100%	
		680014 Internal Employee Benefit Chg	3,924	3,084	3,000	3,000	0%	
		680018 Internal MS Enterprise Agreemt	1,968	2,148	2,136	-	-100%	
		680019 Internal Shared IT Charges	-	-	-	2,340		
		680027 Internal Workers Comp Chrgs	2,292	6,792	3,480	1,956	-44%	
		680029 Internal Salary Study Charges	-	-	-	300		
		680030 Int Bldng Preservation Chrgs	2,952	2,640	2,604	2,604	0%	
6 MATERIALS & SERVICES Total		74,800	61,212	100,069	95,271	-5%		

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 02100 Human Resources

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund							
	7 CAPITAL OUTLAY	791003 Software Upgrade	25,326	103,191	-	-	
	7 CAPITAL OUTLAY Total		25,326	103,191	-	-	
100 General Fund Total			578,842	644,449	592,290	657,730	● 11%
707 Insurance Fund	5 PERSONNEL SERVICES	510000 Salaries	249,806	240,138	256,248	220,888	● -14%
		560000 Fringe Benefits	17,509	19,152	20,574	18,054	● -12%
		560001 Medical/Dental Insurance	62,904	50,155	58,895	59,073	● 0%
		560003 PERS/OPSRP	37,410	40,004	54,754	47,974	● -12%
		560004 Medical/Dental Insurance	0	(0)	-	-	
		560005 Workers Compensation	192	208	226	194	● -14%
		564001 Car allowance	-	-	1,740	-	● -100%
		564005 Cell phone allowance	551	540	810	540	● -33%
		576000 Internal PERS side account	-	8,941	-	-	
	5 PERSONNEL SERVICES Total		368,372	359,137	393,247	346,723	● -12%
	6 MATERIALS & SERVICES	611008 Contractual Services	252,172	195,110	192,217	250,434	● 30%
		611009 Legal Expense	-	-	50,000	-	● -100%
		632005 Computer Equipment	-	2,326	-	-	
		635001 Travel & Meeting Expenses	1,966	1,076	3,000	3,000	● 0%
		636001 Software License Fee	-	-	56,000	56,000	● 0%
		644002 Memberships, Books, Subscrips	1,203	295	1,400	1,400	● 0%
		645003 Office & Computer Supplies	34	301	250	250	● 0%
		647009 Program Expense	4,076	3,566	4,600	4,600	● 0%
		647012 Claims Expense	516,204	487,802	550,000	-	● -100%
		647022 EAIP Program expense	22,159	-	15,000	20,000	● 33%
		647023 EAIP Worksite modification	-	13,871	5,000	10,000	● 100%
		671001 Training Aids	-	16,600	-	-	
		671006 Employee Development	2,114	633	4,700	4,700	● 0%
		671010 Employ-At-Injury Program	5,147	-	-	-	
		671011 Health & Wellness	-	-	1,000	20,000	● 1900%
		671013 Wellness Fair	5,314	4,843	5,000	5,000	● 0%
		672001 Unemployment Reimburse	27,065	930	30,000	30,000	● 0%
		673001 Recruitment Expense	-	45	-	-	

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 02100 Human Resources

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
707 Insurance Fund	6 MATERIALS & SERVICES	680001 Internal Insurance Chgs	3,636	3,240	2,376	2,712	<div></div> 14%
		680004 Internal Fac Rent	10,764	18,576	16,356	12,456	<div></div> -24%
		680007 Internal Bldg Maint Chgs	4,560	7,728	3,780	4,680	<div></div> 24%
		680010 Internal Phone Chgs	-	-	798	-	<div></div> -100%
		680014 Internal Employee Benefit Chg	3,288	2,304	2,256	2,256	<div></div> 0%
		680018 Internal MS Enterprise Agreemt	1,656	1,584	798	-	<div></div> -100%
		680019 Internal Shared IT Charges	-	-	-	1,764	
		680027 Internal Workers Comp Chrgs	1,932	5,112	2,604	1,464	<div></div> -44%
		680029 Internal Salary Study Charges	-	-	-	228	
		680030 Int Bldng Preservation Chrgs	2,472	1,992	1,956	1,956	<div></div> 0%
	6 MATERIALS & SERVICES Total		865,761	767,936	949,091	432,900	<div></div> -54%
	7 CAPITAL OUTLAY	751009 eRecruit System	28,868	-	16,800	-	<div></div> -100%
	7 CAPITAL OUTLAY Total		28,868	-	16,800	-	<div></div> -100%
707 Insurance Fund Total			1,263,002	1,127,073	1,359,138	779,623	<div></div> -43%
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	632005 Computer Equipment	3,000	-	-	4,000	
	6 MATERIALS & SERVICES Total		3,000	-	-	4,000	
	713 Vehicle & Equipment Fund Total			3,000	-	-	4,000
Grand Total			1,844,844	1,771,522	1,951,428	1,441,353	<div></div> -26%

FY21 Operating Expenditure Detail
City of Springfield

Health and Insurance Orgs

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

Organizational Unit	Fund	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Requested
31000 Health Insurance	707 Insurance Fund	611008 Contractual Services	-	-	300,000	355,000	● 18%
		642002 Utilities	-	-	5,654	5,275	● -7%
		647009 Program Expense	-	-	1,000	1,000	● 0%
		672007 SF Medical Admin Fee	-	-	213,500	269,924	● 26%
		672008 SF Med Stop Loss Prem	-	-	680,000	809,772	● 19%
		672110 SF Dental Admin Fee	-	-	68,500	92,264	● 35%
		672119 2019 Dental Claims	-	-	335,972	-	● -100%
		672120 2020 Dental Claims	-	-	335,972	298,668	● -11%
		672121 2021 Dental Claims	-	-	-	298,668	
		672219 2019 Medical Claims	-	-	3,355,720	-	● -100%
		672220 2020 Medical Claims	-	-	3,355,720	3,523,506	● 5%
		672221 2021 Medical Claims	-	-	-	3,523,506	
		680004 Internal Fac Rent	-	-	34,944	59,400	● 70%
		680030 Int Bldng Preservation Chrgs	-	-	3,204	-	● -100%
31000 Health Insurance Total			-	-	8,690,186	9,236,983	● 6%
31100 Health Insurance Active	707 Insurance Fund	672004 HRA Adjustment	12,531	(19,627)	-	-	
		672007 SF Medical Admin Fee	188,011	195,567	-	-	
		672008 SF Med Stop Loss Prem	591,473	635,532	-	-	
		672110 SF Dental Admin Fee	57,334	72,718	-	-	
		672117 2017 Dental Claims	196,841	-	-	-	
		672118 2018 Dental Claims	276,177	202,959	-	-	
		672119 2019 Dental Claims	-	251,472	-	-	
		672217 2017 Medical Claims	2,533,939	-	-	-	
		672218 2018 Medical Claims	2,374,141	2,778,486	-	-	
		672219 2019 Medical Claims	-	2,364,593	-	-	
31100 Health Insurance Active Total			6,230,447	6,481,701	-	-	

FY21 Operating Expenditure Detail City of Springfield

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

Health and Insurance Orgs

Organizational Unit	Fund	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Requested
31200 Health Insurance Retiree	707 Insurance Fund	672007 SF Medical Admin Fee	15,077	14,330	-	-	
		672008 SF Med Stop Loss Prem	47,393	46,574	-	-	
		672110 SF Dental Admin Fee	2,670	2,152	-	-	
		672117 2017 Dental Claims	27,152	-	-	-	
		672118 2018 Dental Claims	12,458	14,463	-	-	
		672119 2019 Dental Claims	-	17,399	-	-	
		672217 2017 Medical Claims	209,088	-	-	-	
		672218 2018 Medical Claims	149,240	246,154	-	-	
		672219 2019 Medical Claims	-	154,833	-	-	
31200 Health Insurance Retiree Total			463,077	495,904	-	-	
31300 Health Insurance Cobra	707 Insurance Fund	672007 SF Medical Admin Fee	1,429	504	-	-	
		672008 SF Med Stop Loss Prem	4,462	1,642	-	-	
		672110 SF Dental Admin Fee	155	79	-	-	
		672117 2017 Dental Claims	499	-	-	-	
		672217 2017 Medical Claims	39,068	-	-	-	
		672218 2018 Medical Claims	2,724	3,021	-	-	
		672219 2019 Medical Claims	-	9,156	-	-	
31300 Health Insurance Cobra Total			48,337	14,403	-	-	
31500 Wellness Clinic	707 Insurance Fund	611008 Contractual Services	290,830	304,053	-	-	
		642002 Utilities	5,381	4,694	-	-	
		680004 Internal Fac Rent	36,696	36,060	-	-	
		680030 Int Bldng Preservation Chrgs	4,392	2,652	-	-	
31500 Wellness Clinic Total			337,300	347,459	-	-	
32100 Worker's Compensation	707 Insurance Fund	647012 Claims Expense	-	-	-	430,000	
		670012 Worker's Comp Premium	-	-	-	377,322	
32100 Worker's Compensation Total			-	-	-	807,322	
32200 Property & Liability	707 Insurance Fund	647012 Claims Expense	-	-	-	120,000	
		670001 Property/Casualty Premium	-	-	-	908,498	
32200 Property & Liability Total			-	-	-	1,028,498	

FY21 Operating Expenditure Detail
City of Springfield

Health and Insurance Orgs

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

							% Change - FY20 Amended to FY21 Requested
Organizational Unit	Fund	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
93100 Statutory Payments	707 Insurance Fund	970001 Property/Casualty Premium	694,195	687,672	772,380	-	🟢 -100%
		970012 Worker's Comp Premium	200,056	273,949	290,000	-	🟢 -100%
		970013 Premium Taxes	20,551	19,894	-	-	
		970018 Workers' Comp Claims	0	-	-	-	
93100 Statutory Payments Total			914,802	981,514	1,062,380	-	🟢 -100%
Grand Total			7,993,963	8,320,980	9,752,566	11,072,803	🔴 14%

INFORMATION TECHNOLOGY

Brandt Melick, IT Director

IT@springfield-or.gov

541.726.3751

Department Overview

The Information Technology (IT) Department provides IT service strategy, design, transition, operation, and continual process improvement based on internationally recognized best practices and standards. Primary IT industry standards include the IT Infrastructure Library (ITIL), IT Service Management (ITSM), International Organization for Standards (ISO), and National Institute for Standards and Technology (NIST).

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
5 PERSONNEL SERVICES	1,774,596	2,009,944	2,210,056	2,176,979
6 MATERIALS & SERVICES	888,637	900,516	1,337,431	1,545,933
7 CAPITAL OUTLAY	29,937	-	350,000	-
Grand Total	\$ 2,693,169	\$ 2,910,461	\$ 3,897,486	\$ 3,722,912

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021

Staffing

The IT Department is composed of three divisions and sixteen employees (15.8 FTE). The first division contains the department director, five positions dedicated to enterprise applications, one to databases administration and one to information security. The second division manages geographic information systems (GIS) and contains three GIS Analysts, one GIS Database Administrator and one GIS Manager. The third division is composed of one Network Manager, two Network Analysts, one Service Desk Specialist and one Programmer Analyst.

Department Funding

The resources necessary to support the department are either tax supported (subsidized) or internal service charges levied against the City's enterprise and special revenue funds for services provided. The exception to this is the GIS Division with positions (4.8 FTE) funded by the Street, Sewer, Drainage, and System Development Charge funds.

Service Level Changes

The most significant change in IT's budget this year is the modification of internal charges across the City. IT collaborated with Finance to move multiple internal charges into a single pool of resources under IT's budget. While IT has a significant increase in Fund 713 expenses for RIS/GEO/Telecom (Account 6332), the overall net impact across the City is an increase of approximately 9% to cover anticipated on-going maintenance of the new phone system. This modification of internal charges will significantly improve transparency and tracking of the costs impacting this internal charge.

Accomplishments FY2020

- **Network Highlights** – Deployed Windows10 operating system City-wide; migrated all City devices to Office365; implemented mobile-device management for improved asset mgmt.; and completed planning phase of City-wide phone system replacement.
- **Application Highlights** – Upgraded BOARD with single sign-on to improve security; improved authentication in PeopleSoft HCM; updated Zoll; and automated police reporting to the State of Oregon.

- **GIS Highlights – Refine work processes and data quality for Facilities Mgmt. System** – The GIS and Operations divisions assessed the needs and requirements for a City facilities management system in FY20. In FY21 they will refine workflow processes to achieve greater value from the mobile field tools and undertake projects to improve the quality and coverage of the facility data sets.
- **Security Highlights** – Drafted and secured adoption of City’s security charter; implemented the cross-departmental Information Security Committee; created the Executive Security Team; and advanced adoption of the NIST Cybersecurity Framework.
- **Management Highlights** – Initiated project portfolio management strategy; applied for emergency management grants; initiated regional security and policy framework; assisted with State information policy development; and created new regional technology frameworks to support internal needs in niche IT service areas.
- **Increase Value with Database Management Contract** – IT renewed a multi-year database administration (DBA) services contract that reduced database server maintenance costs from \$8,637 to \$2,677 per server. Contract supports all City databases 24 hours a day, 7 days a week.

Initiatives FY2021

- **Implement New Phone System** – The City’s phone system is past its useful life by almost a decade and is unsupportable (replacement components are unavailable). Last year, IT completed the planning phase of the City-wide phone replacement. IT will complete the migration to a new phone system in FY21.
- **Implement New Facilities Mgmt. Process** – The GIS and Operations divisions assessed the needs and requirements for a City facilities management system in FY20. In FY21 GIS will support Operations in the development of improved work process, better field tools and to improve the quality and coverage of the City’s facility inventories
- **Upgrade PeopleSoft Financials** – The City’s major financials application is eligible for upgrade. In FY21, IT and Finance will evaluate the security and functionality needs for an upgrade and schedule an upgrade if needed.

Three Year Considerations FY2022-FY2024

- **IT Hardware Replacement** – IT will work with Finance to establish hardware replacement schedules for core network infrastructure to assure timely and adequate replacement.
- **Renew Enterprise Software Agreements** – The City relies heavily on long-term enterprise software agreements with major software vendors such as Microsoft, VMWare, Dell, and others to provide essential computer functionality. These agreements need to be updated competitively and on a roughly three-year basis.
- **Additional Technology Needs** – Technology needs at the City steadily outpace the capacity of the IT department to meet service needs. Drivers include information security compliance and resiliency, complex-hybrid cloud technologies, applications integration and support for the ever increasing number of devices used by employees. To support these needs, IT anticipates increased needs for resources moving forward.

INFORMATION TECHNOLOGY

Brandt Melick, IT Director

IT@springfield-or.gov

541.726.3751

Financial Summary by Fund

	FY18	FY19	FY20	FY21
	Actuals	Actuals	Amended	Proposed
100 General Fund	1,704,777	1,954,744	2,162,350	2,003,089
201 Street Fund	253,061	269,841	381,908	374,485
204 Special Revenue Fund	-	-	19,500	22,000
611 Sanitary Sewer Operations Fund	247,547	257,145	366,889	359,866
617 Storm Drainage Operations Fund	187,002	198,297	287,650	279,518
713 Vehicle & Equipment Fund	250,379	176,726	608,831	612,292
719 SDC Administration Fund	50,402	53,708	70,357	71,661
Grand Total	\$ 2,693,169	\$ 2,910,461	\$ 3,897,486	\$ 3,722,912

Financial Summary by Program

	FY18	FY19	FY20	FY21
	Actuals	Actuals	Amended	Proposed
7000 Department Administration	509,067	562,345	466,555	543,026
7022 Facilities Maintenance - City	10	-	-	-
7056 Employee Training	215	-	-	-
7070 Financial Systems	170,267	160,972	272,285	144,679
7071 Human Resource Systems	201,747	280,264	321,513	300,336
7072 Land Management Systems	92,674	151,726	259,186	302,162
7073 Facilities Management Systems	245,031	249,850	439,336	333,808
7074 Criminal Justice Systems	145,163	182,490	273,175	225,130
7075 Fire and Life Safety Systems	52,349	36,641	92,932	51,966
7076 Community Development Systems	165,725	134,696	294,618	231,667
7077 Public Library Systems	53,688	43,123	20,657	35,004
7078 Shared Systems	947,613	939,296	1,172,401	719,866
7079 Information Security Compliance	103,621	169,059	284,828	222,975
7090 Building and Security Maintenance	6,000	-	-	-
9000 Non-Program	-	-	-	612,292
Grand Total	\$ 2,693,169	\$ 2,910,461	\$ 3,897,486	\$ 3,722,912

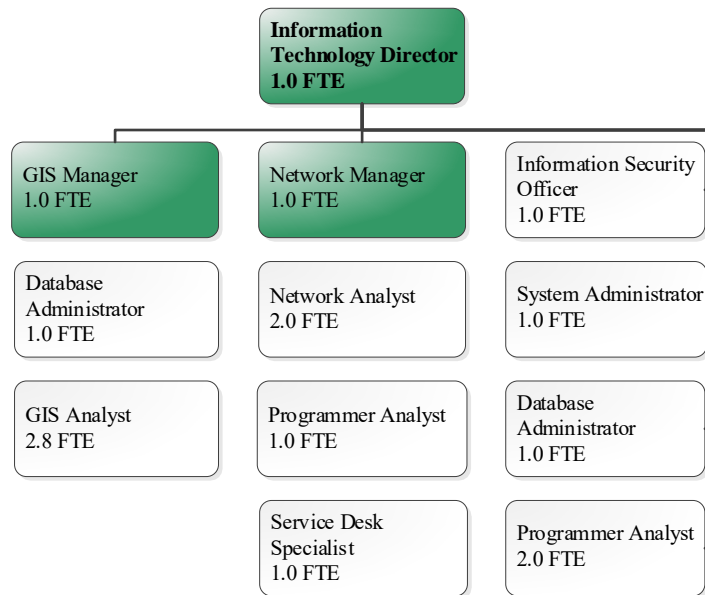
INFORMATION TECHNOLOGY

Brandt Melick, IT Director

IT@springfield-or.gov

541.726.3751

Organizational Structure



INFORMATION TECHNOLOGY

Brandt Melick, IT Director

IT@springfield-or.gov

541.726.3751

Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Database Administrator	1.00	1.00	1.00	1.00
GIS Analyst	2.80	2.80	2.80	2.80
GIS Database Administrator	1.00	1.00	1.00	1.00
GIS Manager	1.00	1.00	1.00	1.00
Information Technology Dir.	1.00	1.00	1.00	1.00
Network Analyst	2.00	2.00	2.00	2.00
Network Manager	1.00	1.00	1.00	1.00
Programmer Analyst	4.00	4.00	4.00	4.00
Service Desk Specialist	1.00	1.00	1.00	1.00
IT Security Analyst	--	1.00	1.00	1.00
Grand Total	14.80	15.80	15.80	15.80

Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
100 General Fund	10.33	11.33	11.33	11.33
201 Street Fund	1.49	1.49	1.49	1.49
611 Sanitary Sewer Operations Fund	1.49	1.49	1.49	1.49
617 Storm Drainage Operations Fund	1.18	1.18	1.18	1.18
719 SDC Administration Fund	0.30	0.30	0.30	0.30
Grand Total	14.80	15.80	15.80	15.80

Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
7000 Department Administration	1.95	2.17	2.17	2.37
7070 Financial Systems	1.40	1.39	1.39	0.81
7071 Human Resource Systems	1.66	1.67	1.67	2.06
7072 Land Management Systems	0.89	0.93	0.93	1.46
7073 Facilities Management Systems	1.80	1.80	1.80	1.26
7074 Criminal Justice Systems	1.58	1.51	1.51	1.38
7075 Fire and Life Safety Systems	0.45	0.43	0.43	0.27
7076 Community Development Systems	1.18	1.27	1.27	1.09
7077 Public Library Systems	0.08	0.09	0.09	0.20
7078 Shared Systems	3.51	3.50	3.50	3.55
7079 Information Security Compliance	0.30	1.04	1.04	1.35
Grand Total	14.80	15.80	15.80	15.80

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FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 03100 Information Technology

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries	841,121	952,751	1,028,134	996,197	● -3%
		560000 Fringe Benefits	68,246	77,326	83,558	80,771	● -3%
		560001 Medical/Dental Insurance	196,857	191,120	225,957	228,901	● 1%
		560003 PERS/OPSRP	181,162	204,037	264,038	255,558	● -3%
		560004 Medical/Dental Insurance	0	0			
		560005 Workers Compensation	740	832	908	879	● -3%
		564001 Car allowance	3,480	3,480	3,480	3,480	● 0%
		564002 Pager allowance	4,660	4,920	3,360	3,360	● 0%
		564005 Cell phone allowance	1,834	1,980	2,520	1,620	● -36%
		576000 Internal PERS side account		33,855			
	5 PERSONNEL SERVICES Total		1,298,100	1,470,301	1,611,956	1,570,766	● -3%
	6 MATERIALS & SERVICES	611008 Contractual Services	111,524	119,021	194,470	124,500	● -36%
		632001 Telephone, Cellular, Pager	4,228	4,578	6,187	4,000	● -35%
		632002 Ris/Airs/Geo Charges	59,097	71,238	43,164		● -100%
		632005 Computer Equipment	3,171	34,208	15,584	15,584	● 0%
		635001 Travel & Meeting Expenses	4,208	3,646	4,872	4,872	● 0%
		636001 Software License Fee	43,006	47,676	33,578	33,578	● 0%
		642002 Utilities	14,570	13,240	12,362	12,651	● 2%
		644002 Memberships, Books, Subscrips		376	55,828	828	● -99%
		645002 Postage & Shipping Charges	21	5	100	100	● 0%
		645003 Office & Computer Supplies	649	797	400	400	● 0%
		645004 Computer Supplies	405	1,163	10,000	10,000	● 0%
		645005 Computer Software	991	20,838	5,142	5,142	● 0%
		645006 Small Furniture & appliances		1,897	500	500	● 0%
		647009 Program Expense	1,201	2,368	500	500	● 0%
		660004 Equipment Maintenance	251		9,000	9,000	● 0%
		671003 City Wide Training		14			
		671006 Employee Development	27,278	29,230	25,600	25,600	● 0%
		671016 LTD Bus Pass Reimb Program	29	10			
		680001 Internal Insurance Chgs	7,788	8,112	7,392	7,980	● 8%
		680005 Int Computer Equip Chgs	100,020	99,996	100,000	100,000	● 0%
		680014 Internal Employee Benefit Chg	8,268	7,944	8,496	8,508	● 0%
		680018 Internal MS Enterprise Agreeemt	5,268	3,912	4,008		● -100%
		680019 Internal Shared IT Charges				56,712	

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 03100 Information Technology

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	6 MATERIALS & SERVICES	680027 Internal Workers Comp Chrgs	4,824	7,308	5,844	3,660	● -37%
		680029 Internal Salary Study Charges				840	
		680030 Int Bldng Preservation Chrgs	6,216	6,864	7,368	7,368	● 0%
		6 MATERIALS & SERVICES Total	403,012	484,442	550,395	432,323	● -21%
	7 CAPITAL OUTLAY	751008 Network Infrastructure	3,665				
	7 CAPITAL OUTLAY Total		3,665				
100 General Fund Total			1,704,777	1,954,744	2,162,350	2,003,089	● -7%
201 Street Fund	5 PERSONNEL SERVICES	510000 Salaries	105,893	118,546	128,441	130,137	● 1%
		560000 Fringe Benefits	8,748	9,679	10,474	10,613	● 1%
		560001 Medical/Dental Insurance	27,702	26,141	30,687	31,089	● 1%
		560003 PERS/OPSRP	18,922	21,724	29,378	29,797	● 1%
		560004 Medical/Dental Insurance	(0)	0			
		560005 Workers Compensation	92	103	112	114	● 1%
		576000 Internal PERS side account		4,619			
		5 PERSONNEL SERVICES Total	161,357	180,812	199,093	201,749	● 1%
	6 MATERIALS & SERVICES	611008 Contractual Services	15,702	15,771	70,150	55,984	● -20%
		632001 Telephone, Cellular, Pager	129	177	345	183	● -47%
		632002 Ris/Airs/Geo Charges	1,488	1,628	5,688		● -100%
		635001 Travel & Meeting Expenses	551	1,310	1,220	1,220	● 0%
		636001 Software License Fee	28,173	21,128	54,579	54,578	● 0%
		644002 Memberships, Books, Subscrips		47	428	428	● 0%
		645003 Office & Computer Supplies	8	24	729	729	● 0%
		645005 Computer Software	1,277		1,480	1,481	● 0%
		645006 Small Furniture & appliances			125	125	● 0%
		650006 GIS Program Expense	105		500	500	● 0%
		660004 Equipment Maintenance	622		432	432	● 0%
		671006 Employee Development	550	2,959	3,675	3,675	● 0%
		672004 HRA Adjustment	188				
		680001 Internal Insurance Chgs	1,128	1,176	972	1,056	● 9%
		680004 Internal Fac Rent	4,476	4,776	4,248	6,192	● 46%
		680005 Int Computer Equip Chgs	6,648	6,648	6,648	6,649	● 0%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 03100 Information Technology

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
201 Street Fund	6 MATERIALS & SERVICES	680007 Internal Bldg Maint Chgs	1,656	3,756	1,884	2,328	24%
		680012 Indirect Costs	25,224	25,668	26,112	26,820	3%
		680014 Internal Employee Benefit Chg	1,200	1,128	1,116	1,116	0%
		680018 Internal MS Enterprise Agreemt	768	564	528		-100%
		680019 Internal Shared IT Charges				7,464	
		680027 Internal Workers Comp Chrgs	708	1,068	768	480	-38%
		680029 Internal Salary Study Charges				108	
		680030 Int Bldng Preservation Chrgs	1,104	1,200	1,188	1,188	0%
	6 MATERIALS & SERVICES Total			91,703	89,029	182,815	172,736
201 Street Fund Total			253,061	269,841	381,908	374,485	-2%
204 Special Revenue Fund	6 MATERIALS & SERVICES	611008 Contractual Services			19,500	2,000	-90%
		636001 Software License Fee				20,000	
	6 MATERIALS & SERVICES Total				19,500	22,000	13%
204 Special Revenue Fund Total					19,500	22,000	13%
611 Sanitary Sewer Operations F	5 PERSONNEL SERVICES	510000 Salaries	102,726	118,348	128,441	130,137	1%
		560000 Fringe Benefits	8,322	9,663	10,474	10,613	1%
		560001 Medical/Dental Insurance	27,593	26,102	30,687	31,089	1%
		560003 PERS/OPSRP	18,933	21,691	29,378	29,797	1%
		560004 Medical/Dental Insurance	(0)	0			
		560005 Workers Compensation	89	102	112	114	1%
		576000 Internal PERS side account		4,619			
		5 PERSONNEL SERVICES Total		157,663	180,527	199,093	201,749
	6 MATERIALS & SERVICES	611008 Contractual Services	14,545	14,404	76,174	62,007	-19%
		632001 Telephone, Cellular, Pager	129	177	120	183	53%
		632002 Ris/Airs/Geo Charges	1,578	1,727	5,688		-100%
		635001 Travel & Meeting Expenses	555	1,222	1,220	1,220	0%
		636001 Software License Fee	21,489	9,911	26,781	26,779	0%
		644002 Memberships, Books, Subscrips	188		428	428	0%
		645003 Office & Computer Supplies	201	84	833	833	0%
645005 Computer Software		6,707	185	8,440	8,440	0%	

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 03100 Information Technology

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
611 Sanitary Sewer Operations F	6 MATERIALS & SERVICES	645006 Small Furniture & appliances			125	125	0%
		650006 GIS Program Expense	95		500	500	0%
		660004 Equipment Maintenance	485		336	336	0%
		671006 Employee Development	690	2,959	3,675	3,675	0%
		680001 Internal Insurance Chgs	1,128	1,176	972	1,056	9%
		680004 Internal Fac Rent	4,596	4,548	4,068	6,192	52%
		680005 Int Computer Equip Chgs	6,840	6,840	6,840	6,839	0%
		680007 Internal Bldg Maint Chgs	1,656	3,756	1,884	2,328	24%
		680012 Indirect Costs	25,224	25,668	26,112	26,820	3%
		680014 Internal Employee Benefit Chg	1,200	1,128	1,116	1,116	0%
		680018 Internal MS Enterprise Agreeemt	768	564	528		-100%
		680019 Internal Shared IT Charges				7,464	
		680027 Internal Workers Comp Chrgs	708	1,068	768	480	-38%
		680029 Internal Salary Study Charges				108	
		680030 Int Bldng Preservation Chrgs	1,104	1,200	1,188	1,188	0%
		6 MATERIALS & SERVICES Total			89,885	76,618	167,796
611 Sanitary Sewer Operations Fund Total			247,547	257,145	366,889	359,866	-2%
617 Storm Drainage Operations	5 PERSONNEL SERVICES	510000 Salaries	77,970	90,880	99,868	101,454	2%
		560000 Fringe Benefits	6,283	7,401	8,144	8,274	2%
		560001 Medical/Dental Insurance	21,361	20,747	24,427	24,749	1%
		560003 PERS/OPSRP	14,363	16,560	22,751	23,121	2%
		560004 Medical/Dental Insurance		(0)			
		560005 Workers Compensation	68	79	87	89	2%
		576000 Internal PERS side account		3,695			
5 PERSONNEL SERVICES Total			120,044	139,362	155,278	157,687	2%
6 MATERIALS & SERVICES		611008 Contractual Services	11,980	12,126	67,107	52,940	-21%
		632001 Telephone, Cellular, Pager	129	177	120	183	53%
		632002 Ris/Airs/Geo Charges	1,275	1,396	4,500		-100%
		635001 Travel & Meeting Expenses	357	743	742	742	0%
		636001 Software License Fee	13,717	5,983	16,204	16,203	0%
		644002 Memberships, Books, Subscrips	215		428	428	0%
		645003 Office & Computer Supplies	113	54	417	417	0%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 03100 Information Technology

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
617 Storm Drainage Operations	6 MATERIALS & SERVICES	645005 Computer Software	4,152	185	5,344	5,343	0%
		645006 Small Furniture & appliances			125	125	0%
		650006 GIS Program Expense	80	25	500	500	0%
		660004 Equipment Maintenance	137		96	96	0%
		671006 Employee Development	435	1,850	2,325	2,325	0%
		680001 Internal Insurance Chgs	888	924	768	828	8%
		680004 Internal Fac Rent	3,684	3,528	3,168	4,908	55%
		680005 Int Computer Equip Chgs	5,496	5,496	5,484	5,485	0%
		680007 Internal Bldg Maint Chgs	1,296	2,976	1,488	1,848	24%
		680012 Indirect Costs	20,004	20,328	20,688	21,240	3%
		680014 Internal Employee Benefit Chg	948	912	888	888	0%
		680018 Internal MS Enterprise Agreeemt	624	444	420		-100%
		680019 Internal Shared IT Charges				5,916	
		680027 Internal Workers Comp Chrgs	552	840	612	384	-37%
		680029 Internal Salary Study Charges				84	
		680030 Int Bldng Preservation Chrgs	876	948	948	948	0%
6 MATERIALS & SERVICES Total			66,958	58,935	132,372	121,831	-8%
617 Storm Drainage Operations Fund Total			187,002	198,297	287,650	279,518	-3%
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	632005 Computer Equipment	69,674	28,998	100,000	100,000	0%
		632008 Shared IT Charges				512,292	
		636001 Software License Fee	154,433	147,728	158,831		-100%
	6 MATERIALS & SERVICES Total		224,107	176,726	258,831	612,292	137%
	7 CAPITAL OUTLAY	751001 Computer Equipment	26,272				
		791004 Telephone system upgrade 2020			350,000		-100%
	7 CAPITAL OUTLAY Total		26,272		350,000		-100%
713 Vehicle & Equipment Fund Total			250,379	176,726	608,831	612,292	1%
719 SDC Administration Fund	5 PERSONNEL SERVICES	510000 Salaries	24,622	25,779	29,093	29,315	1%
		560000 Fringe Benefits	1,979	2,077	2,372	2,391	1%
		560001 Medical/Dental Insurance	5,888	5,009	5,950	6,027	1%
		560003 PERS/OPSRP	4,921	5,160	7,195	7,269	1%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 03100 Information Technology

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
719 SDC Administration Fund	5 PERSONNEL SERVICES	560005 Workers Compensation	21	22	25	26	● 1%
		576000 Internal PERS side account		894			
	5 PERSONNEL SERVICES Total		37,431	38,942	44,635	45,027	● 1%
	6 MATERIALS & SERVICES	611008 Contractual Services	1,060	970	7,278	7,278	● 0%
		632002 Ris/Airs/Geo Charges	429	470	1,140		● -100%
		635001 Travel & Meeting Expenses	336	209	171	171	● 0%
		636001 Software License Fee	1,116	1,458	4,390	4,390	● 0%
		644002 Memberships, Books, Subscrips			428	428	● 0%
		645003 Office & Computer Supplies	6	17	521	521	● 0%
		645005 Computer Software			181	181	● 0%
		671006 Employee Development	436	1,850	2,325	2,325	● 0%
		680001 Internal Insurance Chgs	216	228	192	216	● 13%
		680004 Internal Fac Rent	1,320	912	804	1,248	● 55%
		680005 Int Computer Equip Chgs	1,980	1,968	1,968	1,968	● 0%
		680007 Internal Bldg Maint Chgs	324	756	384	468	● 22%
		680012 Indirect Costs	5,064	5,184	5,256	5,400	● 3%
		680014 Internal Employee Benefit Chg	216	228	228	228	● 0%
		680018 Internal MS Enterprise Agreemt	156	96	108		● -100%
		680019 Internal Shared IT Charges				1,500	
		680027 Internal Workers Comp Chrgs	132	216	156	96	● -38%
		680029 Internal Salary Study Charges				24	
		680030 Int Bldng Preservation Chrgs	180	204	192	192	● 0%
	6 MATERIALS & SERVICES Total		12,971	14,765	25,722	26,634	● 4%
719 SDC Administration Fund Total			50,402	53,708	70,357	71,661	● 2%
Grand Total			2,693,169	2,910,461	3,897,486	3,722,912	● -4%

LEGAL SERVICES

Nate Bell, Finance Director
Mary Bridget Smith, City Attorney

finance@springfield-or.gov
cao@springfield-or.gov

541.726.3704
541.744.4061

Department Overview

The City Attorney and City Prosecutor comprise the service area identified as Legal Services.

The City Attorney program is overseen directly by the City Council. The City Attorney is responsible for attending all City Council and Planning Commission meetings and for supplying the City Council and staff with legal analysis and opinions regarding existing or proposed City operations and activities. All ordinances, resolutions, contracts, and activities having legal implications are reviewed and approved by the City Attorney to assure compliance with intent, Charter, State, and Federal laws as well as the possibility of liability exposure or litigation.

The City Prosecutor services are managed via contract with local law firm Leahy Cox, LLP. The City Prosecutor represents the City in Municipal Court. Prosecution services are provided for all misdemeanor criminal and traffic crimes and for any violation cases in which the defendant has retained counsel. The City Prosecutor represents the City in trials by court or by jury.

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
5 PERSONNEL SERVICES	-	360,286	406,643	426,199
6 MATERIALS & SERVICES	698,363	354,083	424,876	404,417
7 CAPITAL OUTLAY	-	6,058	-	-
Grand Total	\$ 698,363	\$ 720,427	\$ 831,519	\$ 830,616

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021

Staffing

The City Attorney's Office has three full-time FTE including a City Attorney, Assistant City Attorney, and Paralegal.

The Prosecutor's Office does not have FTE because the services are provided pursuant to a contract between the City and the law firm Leahy Cox, LLP.

Department Funding

The City Attorney's Office program is supported from general revenue sources.

The Prosecutor's Office program is supported from the general revenue sources and the Police and Jail Local Option Levy Fund.

Service Level Changes

No significant changes to these programs are expected.

LEGAL SERVICES

Nate Bell, Finance Director
Mary Bridget Smith, City Attorney

finance@springfield-or.gov
cao@springfield-or.gov

541.726.3704
541.744.4061

Accomplishments FY2020

- **City Manager Pro Tem** - City Attorney acted as liaison with City Council in second recruiting effort for new City Manager and took on the role of City Manager Pro Tem while continuing to serve as City Attorney. City Attorney staff provided additional administrative support and service during this timeframe as well.
- **Springfield Development Code and Transportation System Plan** - Participated on staff team and supported adoption of the Springfield Development Code and Transportation System Plan amendments.
- **Municipal Code Change** - Drafted changes to nuisance abatement and chronic disorderly Municipal Code along with filing a Lane County Circuit Court action to stop a property owner from having sewage spill on the property.
- **Gateway Zone Change** - Provide legal advice for Development Services including contested zone change in Gateway area.
- **Glenwood Urban Renewal Validation** - Successful result of statutory Validation proceeding of Glenwood Urban Renewal Plan amendment.

Initiatives FY2021

- **Economic Development** – Assist with bringing some of the Council’s specifically identified economic development goals to fruition.
- **Transition of New City Manager** – Assist with the transition of a new City Manager.
- **Development Code Update Project** – Continuing to assist with drafting a updated Development Code.

Three Year Considerations FY2022-FY2024

- **Economic Development** – Continue to assist with legal aspects of economic development efforts in urban renewal areas and the revitalization of Downtown, Glenwood, and throughout the City.
- **Development Code Update Project** – Continue to assist with Development Code Update Project.
- **Franchise and Utility Licensing** – Renegotiate Comcast Cable franchise and bring forward changes to Municipal Code for a utility regulation and licensing.

LEGAL SERVICES

Nate Bell, Finance Director
Mary Bridget Smith, City Attorney

finance@springfield-or.gov
cao@springfield-or.gov

541.726.3704
541.744.4061

Financial Summary by Fund

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
100 General Fund	644,794	646,479	747,373	740,916
236 Police Local Option Levy Fund	53,568	73,949	83,243	89,700
713 Vehicle & Equipment Fund	-	-	903	-
Grand Total	\$ 698,363	\$ 720,427	\$ 831,519	\$ 830,616

Financial Summary by Program

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
1012 City Prosecutor	214,830	324,610	343,580	370,400
7000 Department Administration	-	-	-	-
7100 City Attorney	483,532	395,817	487,036	460,216
9000 Non-Program	-	-	903	-
Grand Total	\$ 698,363	\$ 720,427	\$ 831,519	\$ 830,616

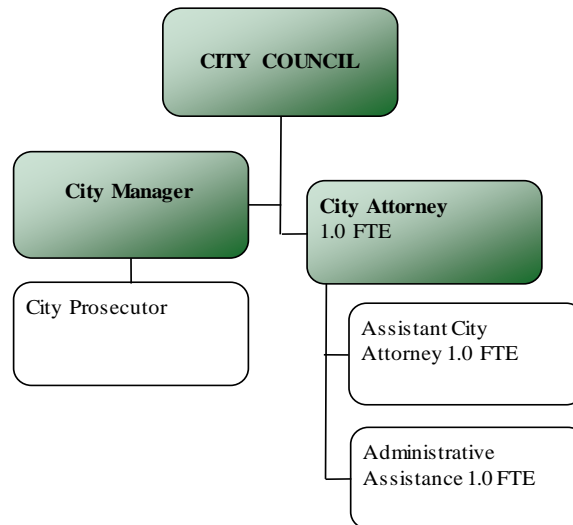
LEGAL SERVICES

Nate Bell, Finance Director
Mary Bridget Smith, City Attorney

finance@springfield-or.gov
cao@springfield-or.gov

541.726.3704
541.744.4061

Organizational Structure



Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Assistant City Attorney	--	1.00	1.00	1.00
City Attorney/ProTem City Mgr.	--	1.00	1.00	1.00
Departmental Assistant	--	1.00	1.00	1.00
Grand Total	--	3.00	3.00	3.00

Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
100 General Fund	0.00	3.00	3.00	3.00
Grand Total	0.00	3.00	3.00	3.00

Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
7100 City Attorney	0.00	3.00	3.00	3.00
Grand Total	0.00	3.00	3.00	3.00

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 09100 City Attorney

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries		250,499	268,480	283,649	● 6%
		540000 Overtime		20			
		560000 Fringe Benefits		25,064	20,766	21,529	● 4%
		560001 Medical/Dental Insurance		51,904	60,695	61,473	● 1%
		560003 PERS/OPSRP		18,193	51,122	53,954	● 6%
		560004 Medical/Dental Insurance		(0)			
		560005 Workers Compensation		222	240	253	● 6%
		564001 Car allowance		4,892	4,800	4,800	● 0%
		564005 Cell phone allowance		551	540	540	● 0%
		576000 Internal PERS side account		8,941			
	5 PERSONNEL SERVICES Total			360,286	406,643	426,199	● 5%
	6 MATERIALS & SERVICES	611008 Contractual Services		69	52,000	2,000	● -96%
		611009 Legal Expense		152			
		632005 Computer Equipment	6,223	6,101			
		634003 Duplicating Supplies		108	500	300	● -40%
		635001 Travel & Meeting Expenses		176	1,500	1,600	● 7%
		636001 Software License Fee		3,915	400	500	● 25%
		642002 Utilities		1,391	2,600	2,600	● 0%
		644002 Memberships, Books, Subscrips		5,159	6,877	6,577	● -4%
		645002 Postage & Shipping Charges		14	200	200	● 0%
		645003 Office & Computer Supplies		3,512	2,000	2,000	● 0%
		647009 Program Expense			300	300	● 0%
		671006 Employee Development		1,449	2,200	2,500	● 14%
		680001 Internal Insurance Chgs			2,640	4,884	● 85%
		680005 Int Computer Equip Chgs		2,004	2,300	2,300	● 0%
		680014 Internal Employee Benefit Chg		2,304	2,256	2,256	● 0%
		680018 Internal MS Enterprise Agreeemt		1,116	1,116		● -100%
		680019 Internal Shared IT Charges				1,236	
		680027 Internal Workers Comp Chrgs			1,548	2,580	● 67%
		680029 Internal Salary Study Charges				228	
		680030 Int Bldng Preservation Chrgs		2,004	1,956	1,956	● 0%
	6 MATERIALS & SERVICES Total		6,223	29,473	80,393	34,017	● -58%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 09100 City Attorney

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	7 CAPITAL OUTLAY	771002 Digital Copiers		6,058			
	<i>7 CAPITAL OUTLAY Total</i>			6,058			
100 General Fund Total			6,223	395,817	487,036	460,216	● -6%
Grand Total			6,223	395,817	487,036	460,216	● -6%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 09000 Legal Services

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
100 General Fund	6 MATERIALS & SERVICES	611008 Contractual Services	619,961	247,717	256,637	277,000	8%
		611009 Legal Expense	17,964				
		632001 Telephone, Cellular, Pager			300	300	0%
		634003 Duplicating Supplies		918	1,000	1,000	0%
		636001 Software License Fee	47	19			
		636004 Witness Fees			400	400	0%
		645002 Postage & Shipping Charges			200	200	0%
		645003 Office & Computer Supplies			200	200	0%
		647009 Program Expense		1,408	1,000	1,000	0%
		680005 Int Computer Equip Chgs	600	600	600	600	0%
6 MATERIALS & SERVICES Total			638,572	250,661	260,337	280,700	8%
100 General Fund Total			638,572	250,661	260,337	280,700	8%
236 Police Local Option Levy F	6 MATERIALS & SERVICES	611008 Contractual Services	53,538	73,883	81,043	87,500	8%
		636004 Witness Fees			1,000	1,000	0%
		644002 Memberships, Books, Subscrips			500	500	0%
		645002 Postage & Shipping Charges	30	66	200	200	0%
		647009 Program Expense			500	500	0%
		6 MATERIALS & SERVICES Total			53,568	73,949	83,243
236 Police Local Option Levy Fund Total			53,568	73,949	83,243	89,700	8%
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	632005 Computer Equipment			903		-100%
	6 MATERIALS & SERVICES Total					903	-100%
713 Vehicle & Equipment Fund Total					903		-100%
Grand Total			692,140	324,610	344,483	370,400	8%

LIBRARY SERVICES

Emily David, Library Director

library@springfield-or.gov

541.726.3766

Department Overview

The Library department includes the Springfield Museum and together the Library and Museum provide residents of all ages, backgrounds, and economic statuses access to services for personal enrichment, enjoyment, and lifelong learning, as well as the opportunity to make community connections. The Library department's strategic plan has three main objectives:

- Be a hub for information and innovation
- Foster an environment of cultural and economic diversity in Springfield
- Expand access to library services

The Library and Museum strive to meet these objectives by providing: access to information, exhibits and archival materials; a variety of databases and digital literacy help; job development and business resources; early literacy training; and, a wide range of educational and cultural programs for all. The Library provides high-speed internet access as well as the ability to download digital content from home twenty-four-seven. In addition to our early literacy efforts focused on ensuring that every Springfield child enters school "ready to read", the Library supports Springfield School District's teachers and students by purchasing and making available resources to support classroom curriculum and student learning including *Brainfuse*, a tutoring database with live homework help.

The Library and Museum excel at enlisting the support of community members through the active volunteer program and community-member supported fundraising groups. We continue to partner with other area libraries in expanding access to materials for all of our patrons through our shared, online catalog and inter-library loan program. We actively search out the underserved in our community and work to make library access available to them. We provide remote book drops, virtual access, training for staff on working with people experiencing trauma, and actively pursue outreach opportunities to meet patrons where they are. We continue to provide services in Spanish. In addition, the Library and Museum continue to be an anchor for downtown, and per the door count bring over 174,000 visits to the library and museum each year.

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
5 PERSONNEL SERVICES	1,176,202	1,385,945	1,526,319	1,575,483
6 MATERIALS & SERVICES	351,301	406,574	437,428	328,708
7 CAPITAL OUTLAY	128,373	123,687	153,907	134,300
Grand Total	\$ 1,655,876	\$ 1,916,205	\$ 2,117,654	\$ 2,038,491

*5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021

Staffing

The Library department current staff includes 15 regular staff and 1.03 in temporary and limited duration staff. The eight credentialed librarians include the director, library manager, and library associate manager. In addition, there are seven current full-time library technicians, including a Library Technology Specialist. One full-time curator is the only staff dedicated solely to the Museum. In FY20 library staff included a grant funded .4 FTE position to manage a grant-funded outreach program, and .63 FTE accounts for library substitutes who help cover public desks for vacations and sick time as well as assist with cataloging.

Department Funding

In our proposed budget, the library is funded by the: General Fund (100), Special Revenue Fund (204) from grants and donations, and Transient Room Tax (TRT) Fund (208).

Gift and Memorial (G&M) funds tracked in the 204 Fund come from grants, funding from the Springfield Library Foundation and Friends of the Springfield Library, and community donations from individuals and organizations. 19% of our proposed discretionary budget comes from Fund 204, which supports library programs and additional online subscriptions.

TRT Funds support the Springfield Museum personnel and materials & services and a budget for the Springfield Arts Commission.

Service Level Changes

Increased Staffing:

- **Library Technician temporary increase from .5 FTE to 1FTE:** The library made a decision in December 2019 to use Library G&M funding to increase the .5 library technician position to 1 FTE at a cost of \$26,089. The .5 FTE Library Tech position performs essential duties such as retrieving materials from the remote book drops, but unfortunately is where we have experienced the greatest issue with retention. Three different people have held this position in the last three years, resulting in nine months of vacancy within three years for staff to infill. We hope to maintain this full-time position using a combination of G&M and general fund to make up the additional .5. It is not sustainable for us to use G&M to sustain funding of the full .5.
- **Grant-funded Outreach Staff:** For use in FY20, the Library received a grant for \$27,000 to fund the *Get On Board* program. This grant funds a .4 FTE Outreach Specialist position.

Accomplishments FY2020

- **Improved patron service:** This year, the library: opened remote book drops, started auto-renewals on loaned materials, increased access from two to four hours for public computer sessions, and expanded database options. Funding from SEDA provided 69 Glenwood households library cards. Updated communications included: the installation of an electronic billboard behind the reference desk to promote library and museum events, an updated bilingual library brochure, automatically-generated letters alerting a library card is about to expire, and a series of handouts on local services for easy referrals created by our reference team. All these efforts enhance patrons' understanding of our services and promote the active use of their cards.
- **Get on Board Program:** This program funded by the MillsDavis Foundation is focused on eliminating the barrier of transportation that can keep some families with school-age children from accessing the library. The program builds on the LTD free bus pass program for school-age kids by providing bus passes to parents so they can bring their children to the library.
- **Museum remodel project:** Renovations are underway to move the permanent exhibits from upstairs to downstairs, making it more accessible and safer for the public. This will also create room upstairs for artifact storage and work space, allowing the entire Museum collection to be under one roof for the first time in many years.

Initiatives FY2021

- **Digital Initiatives:**
 - **Launch new website.** The library seeks to improve online service offerings to the public. The library has already selected and begun customizing a software service and is internally building the structure and content of our new, device-friendly website.

LIBRARY SERVICES

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library@springfield-or.gov

541.726.3766

- **New Self-check machines.** The five-year service contract for our self-check machines expires at the end of FY20. The process for procuring new machines started in FY20 to prepare for installation in July 2020.
- **Patron and print management software.** Software better aligned to our City network to manage logging into our public computers as well as wireless printing from any device is the desired result. Printing is a high demand service that the library provides and we receive daily requests for wireless printing options.
- **Renewal of our library catalog/patron database provider contract and new components** – To be negotiated in FY21 and begin FY22, our Integrated Library System (ILS) will be a multi-year service contract in coordination with an intergovernmental agreement among the Lane Council of Libraries. The new contract will involve a new mobile app for patron access and the possibility of other shared data services.
- **Maximize use of library space – rework children’s area** – The children’s area is a popular destination for families looking for a place to work, learn, and play with their children. The current space is very crowded and does not allow enough room for programming. We intend to remove the tiered seating in the storytime area to eliminate the tripping hazard and increase the usability of the space. Instead of being used once per week, the renovated area will be used for multiple children’s programs. The project will be funded by the Library Foundation.
- **Expanding *Get On Board*** – The current *Get On Board* program is specifically targeted at Springfield families in Title 1 schools. However, many families in need do not have children in these schools. We intend to expand the program to include Head Start preschools, subsidized housing locations and health clinics to increase the number of families helped. We requested increased funding in the grant renewal application to cover the additional staff time and expenses.

Three Year Considerations FY2022-FY2024

- **FTE** – The library will continue to advocate for additional FTE for both library and museum services. While FTE has remained at the same level since 2005, we are open ten additional hours per week and the current level of staffing prevents the library from offering all the services requested from the community. We are also responding to an increased need from people experiencing trauma and mental health issues, as well as to an aging population who have distinct service needs. In the museum, a second, full-time, professionally trained staff member who can assist the Curator will help museum operations, according to the Collections Assessment for Preservation program conducted by the Institute for Museum and Library Services.
- **Technology**– In order to best meet community needs, the library, working with other City departments, is looking to expand public wifi access. To plan for the future replacement of our public computers, we do need additional funding to put in reserve. The cost of replacing the 40 computers would be about \$12,000.
- **Updating space:** As we continue to work toward a new library facility, we will look for ways to optimize the space we are in by evaluating the way space is used. We will also be adding new ADA-compatible furniture to meet patrons’ needs.
- **Collections budget increase:** Electronic subscriptions average a 5% annual increase and print books inflation is about 3.6% over the last three years. The cost of books and subscriptions have increased faster than our CPI. We supplement our collections with Gift & Memorial funding, but downloadable books and databases are part of core services that patrons expect from libraries along with print titles.
- **Museum building** – The Museum building needs safety and environmental updates, including ADA updates, fire suppression, ADA entrance, secure external doors, seismic upgrades, emergency plan, and temperature and lighting control for collection preservation.

LIBRARY SERVICES

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library@springfield-or.gov

541.726.3766

Financial Summary by Fund

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
100 General Fund	1,491,649	1,654,622	1,717,912	1,738,421
204 Special Revenue Fund	96,074	97,034	132,572	112,301
208 Transient Room Tax Fund	61,712	157,288	259,170	179,769
713 Vehicle & Equipment Fund	6,441	7,261	8,000	8,000
Grand Total	\$ 1,655,876	\$ 1,916,205	\$ 2,117,654	\$ 2,038,491

Financial Summary by Program

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
1120 Reference and Reader Advisory Services	265,460	286,896	311,741	-
1121 Digital Services	116,721	175,834	156,795	-
1122 Borrower Services	344,551	374,220	326,198	-
1123 Collection Management	412,271	409,675	394,586	-
1124 Library Volunteer Program	25,352	23,849	29,313	-
1125 Library Development & Marketing	146,745	173,896	201,608	-
1126 Adult Programs	48,251	54,474	63,239	-
1127 Youth and Family Programs	109,552	136,581	89,749	-
1128 Latino Outreach	27,824	31,192	32,034	-
1129 Arts Commission	36,282	52,619	76,224	59,985
1130 Museum	26,639	107,239	195,460	119,784
1131 Library Operations	-	-	13,500	1,396,052
1132 Library Collections	-	-	43,500	178,520
1133 Library Services	-	-	45,847	88,269
7000 Department Administration	96,182	89,729	137,860	187,881
7022 Facilities Maintenance - City	46	-	-	-
9000 Non-Program	-	-	-	8,000
Grand Total	\$ 1,655,876	\$ 1,916,205	\$ 2,117,654	\$ 2,038,491

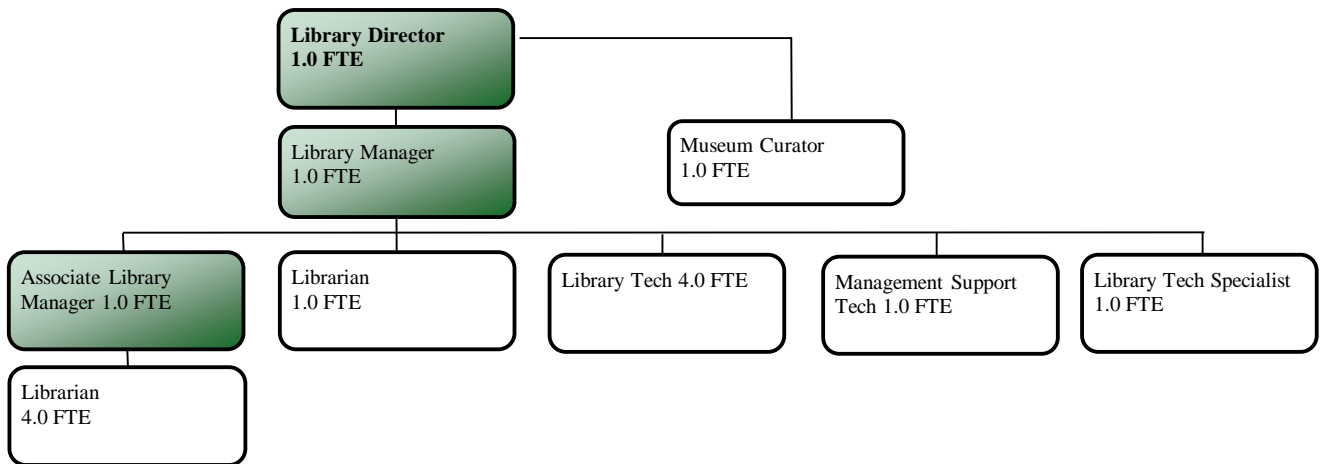
LIBRARY SERVICES

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library@springfield-or.gov

541.726.3766

Organizational Structure



Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Lib Tech Specialist	1.00	1.00	1.00	1.00
Librarian	5.00	5.00	5.00	5.00
Library Associate Manager	1.00	1.00	1.00	1.00
Library Director	1.00	1.00	1.00	1.00
Library Manager	1.00	1.00	1.00	1.00
Library Technician	3.50	3.50	3.50	4.00
Management Support Tech	1.00	1.00	1.00	1.00
Museum Curator	--	1.00	1.00	1.00
Temp - Librarian	0.42	0.35	0.35	0.28
Temp - Library	0.14	0.14	0.21	0.28
Temp - Library Technician	0.07	0.07	0.07	0.07
Outreach Specialist	--	--	--	0.40
Grand Total	14.13	15.06	15.13	16.03

Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
100 General Fund	13.63	13.56	13.63	13.88
208 Transient Room Tax Fund	0.50	1.50	1.50	1.50
204 Special Revenue Fund	0.00	0.00	0.00	0.65
Grand Total	14.13	15.06	15.13	16.03

LIBRARY SERVICES

Emily David, Library Director

library@springfield-or.gov

541.726.3766

Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
1120 Reference and Reader Advisory Services	3.04	2.94	3.10	0.00
1121 Digital Services	0.94	1.02	1.13	0.00
1122 Borrower Services	3.41	3.34	3.09	0.00
1123 Collection Management	2.43	2.37	2.26	0.00
1124 Library Volunteer Program	0.22	0.22	0.21	0.00
1125 Library Development & Marketing	1.18	1.46	1.57	0.00
1126 Adult Programs	0.44	0.42	0.55	0.00
1127 Youth and Family Programs	0.72	0.65	0.62	0.00
1128 Latino Outreach	0.23	0.22	0.20	0.00
1129 Arts Commission	0.51	0.51	0.50	0.50
1130 Museum	0.00	1.00	1.00	1.00
7000 Department Administration	1.04	0.94	0.92	0.92
1131 Library Operations	0.00	0.00	0.00	13.61
Grand Total	14.13	15.06	15.13	16.03

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 08100 Library

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries	727,281	824,909	877,114	897,194	● 2%
		560000 Fringe Benefits	57,831	66,075	71,366	73,019	● 2%
		560001 Medical/Dental Insurance	233,511	219,191	258,663	266,255	● 3%
		560003 PERS/OPSRP	106,877	116,205	172,400	166,885	● -3%
		560004 Medical/Dental Insurance		(0)			
		560005 Workers Compensation	633	710	767	785	● 2%
		576000 Internal PERS side account		38,743			
	5 PERSONNEL SERVICES Total		1,126,133	1,265,834	1,380,310	1,404,138	● 2%
	6 MATERIALS & SERVICES	611008 Contractual Services	108,409	69,365	84,281	76,403	● -9%
		632001 Telephone, Cellular, Pager	1,169	1,215	1,060	1,252	● 18%
		632003 Audio Visual Communications	10,054	11,529	5,500	5,500	● 0%
		632005 Computer Equipment	1,912	6,894	2,520	2,520	● 0%
		634005 Library Xerox	1,775	3,678	4,664	4,500	● -4%
		635001 Travel & Meeting Expenses	3,429	2,749	3,430	3,430	● 0%
		636001 Software License Fee	2,838	15,050	2,900	8,757	● 202%
		641002 Processing Supplies	7,823	8,122	9,300	6,300	● -32%
		642002 Utilities	42,379	37,950	44,524	42,653	● -4%
		644001 Periodicals	3,286	4,965	3,150	3,130	● -1%
		644002 Memberships, Books, Subscrips	570	598			
		645002 Postage & Shipping Charges	3,201	2,503	2,520	2,520	● 0%
		645003 Office & Computer Supplies	7,560	3,871	4,760	7,000	● 47%
		645005 Computer Software	1,400	1,442			
		647009 Program Expense	19,159	61,639	4,322	6,000	● 39%
		650008 Arts Comm Operations		34			
		671006 Employee Development	1,465	2,840	1,000	1,000	● 0%
		671016 LTD Bus Pass Reimb Program	100	29			
		672004 HRA Adjustment		200			
		673001 Recruitment Expense	1,810				
		680001 Internal Insurance Chgs	22,404	22,524	17,544	21,732	● 24%
		680005 Int Computer Equip Chgs	5,796	5,796	5,800	8,766	● 51%
		680014 Internal Employee Benefit Chg	11,316	11,628	11,352	11,352	● 0%
		680018 Internal MS Enterprise Agreeemt	6,840	5,556	5,556		● -100%
		680019 Internal Shared IT Charges				11,484	
		680027 Internal Workers Comp Chrgs	6,624	9,636	8,172	4,884	● -40%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 08100 Library

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	6 MATERIALS & SERVICES	680029 Internal Salary Study Charges				960	
		680030 Int Bldng Preservation Chrgs	8,496	10,044	9,840	9,840	<div></div> 0%
	6 MATERIALS & SERVICES Total		279,814	299,858	232,195	239,983	<div></div> 3%
	7 CAPITAL OUTLAY	781001 Adult Books	49,562	49,782	64,606	54,700	<div></div> -15%
		781002 Reference Books	8,097	8,006	8,194	8,100	<div></div> -1%
		781003 Children's Books	23,829	21,861	25,430	24,500	<div></div> -4%
		781004 Young Adult Books	4,213	9,223	7,177	7,000	<div></div> -2%
		781005 Lib Gift & Mem Books		57			
	7 CAPITAL OUTLAY Total		85,701	88,930	105,407	94,300	<div></div> -11%
100 General Fund Total			1,491,649	1,654,622	1,717,912	1,738,421	<div></div> 1%
204 Special Revenue Fund	5 PERSONNEL SERVICES	510000 Salaries			13,500	28,272	<div></div> 109%
		560000 Fringe Benefits				2,306	
		560001 Medical/Dental Insurance				4,973	
		560005 Workers Compensation				25	
	5 PERSONNEL SERVICES Total				13,500	35,576	<div></div> 164%
	6 MATERIALS & SERVICES	645003 Office & Computer Supplies		882			
		647009 Program Expense	25,354	39,282	53,847	20,000	<div></div> -63%
		650134 Child Srvc Imprv Grant	6,165	5,813	7,225	7,225	<div></div> 0%
		650135 Gray Hoffman Grant Exp	589	561	2,500	2,500	<div></div> 0%
		650136 Cressey Grant	4,471	7,739	7,000	7,000	<div></div> 0%
		650139 Gray Hoffman Voyagers Gr Exp	7,399				
		650142 OR LSTA Library Proj Grant	14,521	8,000			
	6 MATERIALS & SERVICES Total		58,499	62,277	70,572	36,725	<div></div> -48%
	7 CAPITAL OUTLAY	781005 Lib Gift & Mem Books	37,576	34,757	48,500	40,000	<div></div> -18%
	7 CAPITAL OUTLAY Total		37,576	34,757	48,500	40,000	<div></div> -18%
204 Special Revenue Fund Total			96,074	97,034	132,572	112,301	<div></div> -15%

FY21 Operating Expenditure Detail **City of Springfield**

Organizational Unit

08100 Library

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

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed	
208 Transient Room Tax Fund	5 PERSONNEL SERVICES	510000 Salaries	35,873	75,880	80,498	82,759	<div><div></div></div> 3%	
		560000 Fringe Benefits	2,905	6,120	6,563	6,750	<div><div></div></div> 3%	
		560001 Medical/Dental Insurance	8,908	25,951	30,348	30,736	<div><div></div></div> 1%	
		560003 PERS/OPSRP	2,353	7,623	15,029	15,451	<div><div></div></div> 3%	
		560005 Workers Compensation	31	66	70	72	<div><div></div></div> 3%	
		576000 Internal PERS side account		4,470				
	5 PERSONNEL SERVICES Total		50,069	120,110	132,509	135,769	<div><div></div></div> 2%	
	6 MATERIALS & SERVICES	632005 Computer Equipment			546			
		635001 Travel & Meeting Expenses			222			
		641002 Processing Supplies	254		553			
		642002 Utilities			7,343			
		644002 Memberships, Books, Subscrips	783		455			
		645003 Office & Computer Supplies	1,098		14,018			
		647009 Program Expense	1,987		1,124	96,929	26,000	<div><div></div></div> -73%
		650007 Art Alley Repair			300	13,700	7,000	<div><div></div></div> -49%
		650008 Arts Comm Operations	7,021		12,118	15,532	10,500	<div><div></div></div> -32%
		650113 Art Alley Special Project	500		500	500	500	<div><div></div></div> 0%
	6 MATERIALS & SERVICES Total		11,643	37,178	126,661	44,000	<div><div></div></div> -65%	
208 Transient Room Tax Fund Total			61,712	157,288	259,170	179,769	<div><div></div></div> -31%	
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	632005 Computer Equipment	1,345	7,261	8,000	8,000	<div><div></div></div> 0%	
	6 MATERIALS & SERVICES Total		1,345	7,261	8,000	8,000	<div><div></div></div> 0%	
	7 CAPITAL OUTLAY	751001 Computer Equipment	5,096					
	7 CAPITAL OUTLAY Total		5,096					
	713 Vehicle & Equipment Fund Total			6,441	7,261	8,000	8,000	<div><div></div></div> 0%
Grand Total			1,655,876	1,916,205	2,117,654	2,038,491	<div><div></div></div> -4%	

POLICE

Richard Lewis, Chief of Police

police@springfield-or.gov

541.726.3729

Department Overview

The Police Department consists of the Office of the Chief, the Patrol Division, the Investigative Services & Records Division, and the Detention Division. The divisions work together to maintain public safety and enforce law in a fair and impartial manner.

The Police Department responds to emergency and law enforcement needs of the community through response to prioritized calls for service, visible police patrols, investigation of crime, enforcement of traffic laws, animal control enforcement, and providing detention services for municipal offenders. The Police Department also performs community outreach and provides crime prevention education.

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
5 PERSONNEL SERVICES	16,654,318	17,284,406	18,395,727	19,016,587
6 MATERIALS & SERVICES	3,071,646	3,541,036	3,944,453	3,854,209
7 CAPITAL OUTLAY	247,140	852,143	435,000	381,000
Grand Total	\$ 19,973,105	\$ 21,677,586	\$ 22,775,180	\$ 23,251,796

*Budgeted Employee FTE reduced by 2FTE FY18 and FY19 through City vacancy management efforts.

**5,6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.

Budget Summary – FY2021

Staffing

The Police Department has 123.5 full time employees (FTE), 84.43 FTE supported by General Fund and 39.08 FTE supported by the Police and Jail Local Option Levy Fund. The Police Department has emphasized the importance of recruitment and hiring. Hiring has remained a challenge for agencies throughout the law enforcement industry.

The Police Department anticipates implementation of a body-worn camera system mid fiscal year 2020-21 and one FTE will be added for approximately half of the year to manage the program.

A potential additional position within the Police Department would be a third School Resource Officer (SRO) funded by the Springfield School District. The Police Department has tentatively identified a third SRO position for the 2020-21 school year, pending adequate sworn officer staffing.

Department Funding

The Police Department is funded through resources in the General Fund, Special Revenue Fund, and Police and Jail Local Option Levy Fund. General Fund revenue is realized primarily through providing police services, including the cost of one of two School Resource Officers that support the Springfield School District, University of Oregon event support, bike patrol sponsored by TEAM Springfield, and other area events. Additional General Fund revenue is generated through City fees such as animal licensing, vehicle impound fees, and fees related to records requests. Special Revenue Fund revenue is supported by grant funds, drug forfeiture funds, or donations to the K9, CHETT or CHETT Pet programs. The Police and Jail Local Option Levy Fund revenue is primarily supported by jail bed rental to other agencies, as well as smaller revenue sources such as commissions from inmate phone and commissary usage.

Service Level Changes

There are no significant changes in service level planned for FY2021.

Accomplishments FY2020

- **Developed and implemented process to fulfil officer-initiated stops data gathering and reporting in accordance with State of Oregon House Bill 2355 requirements** - Oregon House Bill 2355 requires law enforcement agencies to record and report specific data for officer-initiated pedestrian and traffic stops to assist with identifying patterns or practices of profiling. Springfield Police adopted new data collection and reporting processes as of July 1, 2019 to fulfill HB2355 requirements. From July to December 2019, the Springfield Police Department (SPD) reported 6491 professional stops to the State of Oregon and approximately 108 hours of additional data entry for SPD officers to implement the process during a six month period.
- **New community outreach and crime prevention events** - SPD Community Outreach has been active in implementing fresh community outreach and crime prevention events. SPD will sponsor a community shred event to assist with identify theft prevention and awareness, as well as an inaugural youth camp in summer 2020 to foster positive interactions between local youth and law enforcement.
- **Initiated 13 hiring processes from July 2019 to January 2020** - As recruitment and hiring for law enforcement related positions continues to be challenging, SPD has partnered with the Human Resources Department to administer quality hiring processes that are efficient and responsive to candidates. Additional hiring processes are expected in the remaining months of fiscal year 2019-20.
- **Introduced a “Get Fit/Stay Fit” program for Springfield Police Department personnel** - The Get Fit/Stay Fit program was initiated to support SPD personnel in their physical and mental health. The program will include training, information and encouragement in physical fitness, nutrition, mental health, and technique to assist with fatigue. The Get Fit/Stay Fit is loosely modeled after Bend Police Department’s successful employee wellness program.
- **Supported Springfield Police Association request for a trial and implementation of a 12 hour shift patrol schedule** - The Springfield Police Association (SPA) requested a trial of a 12 hour shift schedule for patrol officers. Officers impacted by the 12 hours shift voted to request a change from the five on-three off, nine hour shift to a 12 hour shift schedule. SPD Command Staff evaluated and approved SPA’s request for continued use of a 12 hour shift schedule effective February 2020.

Initiatives FY2021

- **Implementation of a body-worn camera system** - With the support of City Council, SPD will implement a body-worn camera system for patrol officers. SPD will assist in identifying funding opportunities (i.e. grant opportunities), finalizing implementation costs, and identification of a project implementation team, plan, and schedule. Best efforts will be made to implement the program by the end of calendar year 2020, however the project may be impacted by funding requirements and resource availability.
- **Implementation of a youth police academy program** - SPD and the Springfield School District are exploring the opportunities and logistics of a youth police academy program during the 2020-21 school year. The intent of a youth police academy is to share information and incentivize Springfield high school aged students to seek careers in law enforcement. There are hopes that this effort may help with long term hiring goals, as well as provide an opportunity to enhance community relations.
- **Continued emphasis on recruitment and hiring of quality applicants for open positions** - SPD will continue to explore new recruitment opportunities, as well as emphasizing efficient hiring processes to onboard quality employees at SPD.

Future Year Considerations FY2022-FY2025

- **The current Police and Jail Local Option Levy funding is active through FY23** - SPD and the City will need to prepare for the renewal of the Police and Jail Local Option Levy during a general election in May or November 2022. The Police Department has been making a concerted effort to control costs and responsibly identify revenue opportunities to control future levy costs.
- **Identify sustainable funding for mobile mental health services** - Lane County committed to partial grant funding for CAHOOTS mobile mental health services, with a 25% (\$207,000/year) match from the City of Springfield through fiscal year 2020-21. Lane County indicated that the partial grant funding could continue in fiscal years 2021-22 and 2022-23, but with a potential increase in match from City of Springfield up to 50% (\$415,000/year). SPD and the City will continue to research funding solutions and program models to identify a financially sustainable solution for mental health crisis services.
- **Establish a second computer forensics specialist position** – Due to the increasing trend of criminal investigations requiring computer forensic support, SPD will be evaluating the need for a second computer forensics specialist position. A second computer forensics specialist position would likely utilize an open investigations detective position. Additional cost considerations include specialized training, professional certifications and software licenses.
- **Key equipment within the department and facilities nearing end of useful life** - Several relatively higher cost equipment and facility systems will require replacement or upgrade in the next three fiscal years (fingerprint machine, SWAT van, SWAT body armor, dispatch phone system, Tasers, etc.). SPD attempts to accommodate equipment replacement within existing budget, grant or forfeiture funds, however the number of high cost item requiring replacement may require additional General Fund support.
- **The increased cost of new vehicles requires increased contribution to vehicle reserve funds to adequately save for future purchases** - The average price of a new vehicle has increased 2-3% each year for the last few years. SPD has realized the impact of increasing vehicle costs most notably in the purchase of patrol vehicles. SPD's purchase price of a new Ford Police Interceptor Utility Vehicle increased 12% from FY2018-19 (purchase price \$34,187.23) to FY 2019-20 (purchase price \$38,312.00). As City General Fund discretionary budgets have remained flat for several years, SPD's contribution to vehicle reserve funds have also remained flat. Flat contributions to vehicle reserve funds are unable to accommodate the increased cost of new vehicles. To mitigate increasing costs, SPD attempts to replace vehicles in a practical, yet cost conscious manner. Prior to vehicle replacement, SPD evaluates vehicle, mileage, and vehicle condition. For patrol vehicles, SPD reviews available police grade vehicles on the market. Any change in patrol fleet model must consider cost-benefit variables, including the ability to efficiently service the vehicle, properly equip the vehicle, ability to reuse owned equipment, and impacts on required emergency vehicle operations training.
- **The Springfield Police Department's primary suite of applications may require migration to another application platform** - Central Square Technologies acquired SPD's primary software applications in 2018 (formerly Superion and SunGard). Central Square communicated their intent to encourage customers to migrate to a compatible suite of applications in a three-to-five-year timeline. Central Square will continue to support and make select upgrades to the current software suite, however, significant upgrades are not planned. Central Square advised they intend to make migrations available to their other software options at little to no cost, however, project management, training, and technical support would be used heavily during a migration and may have budgetary impact.

POLICE

Richard Lewis, Chief of Police

police@springfield-or.gov

541.726.3729

Financial Summary by Fund

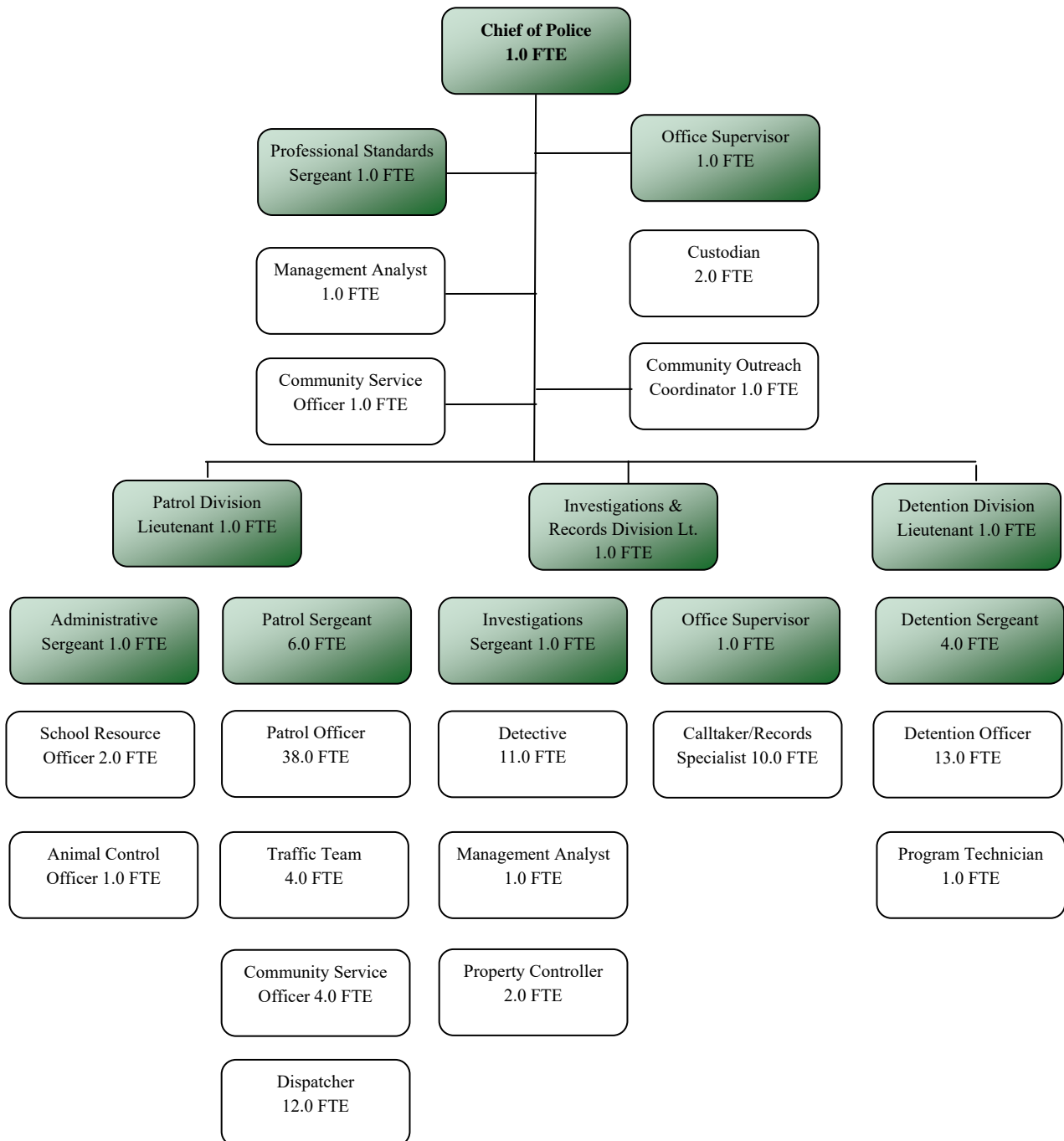
	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
100 General Fund	13,979,389	14,626,384	15,557,892	16,152,892
204 Special Revenue Fund	80,563	465,802	591,666	175,300
236 Police Local Option Levy Fund	5,666,012	6,042,942	6,348,122	6,542,604
713 Vehicle & Equipment Fund	247,140	542,458	277,500	381,000
Grand Total	\$ 19,973,105	\$ 21,677,586	\$ 22,775,180	\$ 23,251,796

Financial Summary by Program

	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed
1070 Street Maintenance and Preservation	133	-	-	-
1096 Fire Suppression Operations	(1)	2	-	-
1141 Hiring & Professional Standards	201,896	452,613	322,874	321,260
1142 Training/Professional Standards and Certifications	191,912	2,016	-	-
1143 Internal Investigations	35,987	163	-	-
1144 Patrol - Sworn	7,304,069	8,546,855	9,783,451	9,475,496
1145 Patrol - Non-Sworn	420,603	395,954	561,311	587,329
1146 Traffic Team	377,121	368,778	652,594	615,620
1147 DUI Enforcement	135,885	124,912	-	-
1148 K-9 Unit	336,861	408,674	412,823	411,324
1149 Drug Dog	35,955	41,533	40,085	40,896
1150 Major Accident Investigation Team (MAIT)	12,156	40,247	31,663	32,797
1151 Bicycle Patrols	15,101	4,122	-	-
1152 Special Events Coordination - Police Department	47,029	598	-	-
1154 Investigations	1,918,135	1,980,115	1,958,353	2,199,107
1157 Interagency Narcotics Enforcement Team (INET)	57,572	3,238	-	-
1159 Computer Forensics	200,338	193,099	213,625	213,094
1160 SWAT	53,528	38,691	128,188	129,950
1161 School Resource Officers	266,182	308,138	333,985	344,964
1162 Animal Control	159,716	172,459	189,567	197,177
1163 Crime Prevention and Community Relations	141,456	269,316	362,507	376,851
1164 Reserve Police Officers	7,455	-	-	-
1166 CAHOOTS	27,844	25,154	238,274	239,502
1167 Dispatch	1,421,436	1,607,322	1,596,053	1,702,526
1168 Records & Calltaking	669,663	996,054	1,286,769	1,336,803
1169 Business Line Call-taking	471,449	15,614	-	-
1170 Property/Evidence	251,596	257,086	299,616	334,404
1171 Municipal Jail - Book-in	775,246	14,079	-	-
1172 Municipal Jail - Housing	1,398,925	2,429	-	-
1173 Municipal Jail - Central Control	420,047	27,677	-	-
1174 Municipal Jail - Court Support	297,086	99,286	129,202	132,502
1175 Jail - Operation	781	2,898,151	3,027,818	3,119,044
1176 Jail - Records	268,171	286,385	305,774	316,299
7000 Department Administration	1,680,066	1,613,822	248,049	246,392
7090 Building and Security Maintenance	371,705	482,378	652,600	497,459
7060 Property & Liability	-	627	-	-
9000 Non-Program	-	-	-	381,000
Grand Total	\$ 19,973,105	\$ 21,677,586	\$ 22,775,180	\$ 23,251,796

*Some programs have been consolidated in to other programs or removed. See following program pages for details.

Organizational Structure



POLICE

Richard Lewis, Chief of Police

police@springfield-or.gov

541.726.3729

Summary of Full-Time Equivalent by Position

	FY18 FTE	FY19 FTE	FY20 FTE	FY21 Proposed FTE
Comm Svcs Officer 2	5.00	4.00	5.00	5.00
Comm Svcs Officer 2 AnSvc	1.00	1.00	1.00	1.00
Custodian	2.00	2.00	2.00	2.00
Deputy Police Chief	1.00	--	--	--
Detention Clerk	1.00	1.00	1.00	1.00
Detention Officer	13.00	13.00	13.00	13.00
Detention Sergeant (Non-sworn)	4.00	4.00	4.00	4.00
Management Analyst	2.00	2.00	2.00	2.00
Office Supervisor	1.00	1.00	1.00	1.00
Police Call Taker/Records Clk	10.00	9.00	10.00	10.00
Police Chief	1.00	1.00	1.00	1.00
Police Comm Outreach Coord	1.00	1.00	1.00	1.00
Police Detective	8.00	8.00	8.00	8.00
Police Dispatcher	12.00	12.00	12.00	12.00
Police K-9	6.00	6.00	6.00	6.00
Police Lieutenant - ISB	1.00	1.00	1.00	1.00
Police Lieutenant - Jail	1.00	1.00	1.00	1.00
Police Lieutenant - Patrol	1.00	1.00	1.00	1.00
Police Motors	2.00	2.00	2.00	2.00
Police Office Supervisor	1.00	1.00	1.00	1.00
Police Officer	35.00	37.00	37.00	37.00
Police School Resource Officer	2.00	2.00	2.00	2.00
Police Sergeant	--	--	1.00	--
Police Sergeant- ISB	1.00	1.00	1.00	1.00
Police Sergeant Patrol	6.00	6.00	5.00	6.00
Property Controller	2.00	2.00	2.00	2.00
Police Admin Sergeant	1.00	1.00	1.00	1.00
Standards & Training Sergeant	1.00	1.00	1.00	1.00
Video Evidence Property Controller	--	--	--	0.50
Grand Total	122.00	121.00	123.00	123.50

Summary of Full-Time Equivalent by Fund

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
100 General Fund	82.90	81.93	83.93	84.43
236 Police Local Option Levy Fund	39.10	39.08	39.08	39.08
Grand Total	122.00	121.00	123.00	123.50

*Budgeted Employee FTE reduced by 2 FTE in FY18 and FY19 for City vacancy management efforts.

POLICE

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police@springfield-or.gov

541.726.3729

Summary of Full-Time Equivalent by Program

	FY18 FTE	FY19 FTE	FY20 FTE	Proposed FTE
1141 Hiring & Professional Standards	0.45	1.35	1.30	1.30
1142 Training/Professional Standards and Certification	0.60	0.00	0.00	0.00
1143 Internal Investigations	0.50	0.00	0.00	0.00
1144 Patrol - Sworn	41.64	41.52	44.83	42.83
1145 Patrol - Non-Sworn	5.52	3.47	4.43	4.43
1146 Traffic Team	2.53	3.78	3.78	3.73
1147 DUI Enforcement	0.85	0.00	0.00	0.00
1148 K-9 Unit	2.00	2.10	2.15	2.15
1149 Drug Dog	0.25	0.20	0.20	0.20
1150 Major Accident Investigation Team (MAIT)	0.17	0.22	0.19	0.19
1151 Bicycle Patrols	0.13	0.00	0.00	0.00
1152 Special Events Coordination - Police Department	0.80	0.00	0.00	0.00
1154 Investigations	10.56	13.41	10.34	12.34
1157 Interagency Narcotics Enforcement Team (INET)	1.15	0.00	0.00	0.00
1159 Computer Forensics	1.15	1.20	1.20	1.20
1160 SWAT	0.92	1.02	0.81	0.81
1161 School Resource Officers	1.55	2.05	2.10	2.10
1162 Animal Control	1.00	1.05	1.10	1.10
1163 Crime Prevention and Community Relations	1.98	2.74	2.69	2.69
1164 Reserve Police Officers	0.05	0.00	0.00	0.00
1166 CAHOOTS	0.05	0.05	0.05	0.05
1167 Dispatch	12.59	12.39	12.34	12.39
1168 Records & Calltaking	6.60	10.10	11.15	11.15
1169 Business Line Call-taking	4.50	0.00	0.00	0.00
1170 Property/Evidence	2.10	2.05	2.05	2.55
1171 Municipal Jail - Book-in	5.60	0.00	0.00	0.00
1172 Municipal Jail - Housing	4.20	0.00	0.00	0.00
1173 Municipal Jail - Central Control	5.08	0.00	0.00	0.00
1174 Municipal Jail - Court Support	2.07	1.15	1.05	1.05
1175 Jail - Operation	0.00	15.70	15.87	15.87
1176 Jail - Records	1.90	2.05	2.05	2.05
7000 Department Administration	1.39	1.21	1.19	1.19
7090 Building and Security Maintenance	2.15	2.20	2.15	2.15
Grand Total	122.00	121.00	123.00	123.50

*Budgeted Employee FTE reduced in FY18 and FY19 for City vacancy management efforts.

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FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 06100 Police

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
100 General Fund	5 PERSONNEL SERVICES	510000 Salaries	6,444,862	6,574,225	7,147,068	7,440,221	● 4%
		540000 Overtime	519,234	632,772	393,744	393,744	● 0%
		560000 Fringe Benefits	571,023	589,081	614,108	636,313	● 4%
		560001 Medical/Dental Insurance	1,540,629	1,389,768	1,683,550	1,715,691	● 2%
		560002 City Retirement Plan	497,889	394,487	399,555	455,475	● 14%
		560003 PERS/OPSRP	1,017,536	1,130,827	1,502,066	1,569,178	● 4%
		560004 Medical/Dental Insurance	0	(0)			
		560005 Workers Compensation	67,896	71,307	71,464	75,687	● 6%
		560040 CRP Interest Guarantee	1,370,928	1,370,928	1,352,004	1,352,004	● 0%
		564001 Car allowance	1,138				
		564003 Uniform allowance	113,382	115,447	128,170	123,151	● -4%
		564005 Cell phone allowance	4,689	4,534	4,280	5,360	● 25%
		576000 Internal PERS side account		244,156			
		5 PERSONNEL SERVICES Total	12,149,205	12,517,531	13,296,008	13,766,823	● 4%
	6 MATERIALS & SERVICES	611008 Contractual Services	48,489	42,445	45,000	143,369	● 219%
		611019 Merchant fees	9,832	10,002	9,000	9,000	● 0%
		632001 Telephone, Cellular, Pager	57,117	70,710	62,000	74,750	● 21%
		632002 Ris/Airs/Geo Charges	48,393	52,961	42,984		● -100%
		632004 Info System Operations	117,807	88,786	96,000	105,000	● 9%
		632005 Computer Equipment	8,728	9,594	16,800	16,000	● -5%
		632007 LRIG - SW7 System	103,650	100,311	116,935	124,750	● 7%
		634006 Printing & binding		24			
		635001 Travel & Meeting Expenses	3,560	3,350	5,000	5,000	● 0%
		636001 Software License Fee	14,092	20,732	41,500	45,300	● 9%
		641006 Medical Supplies	2,474	3,625	5,000	5,000	● 0%
		641008 Safety Clothing/Eq	3,260	11,045	10,000	10,000	● 0%
		641015 Police Weapons	795		35,000	35,000	● 0%
		642001 Gasoline & Oil	133,479	142,427	200,600	162,000	● -19%
		642002 Utilities	81,084	87,411	84,000	93,500	● 11%
		644002 Memberships, Books, Subscrips	2,671	3,591	5,000	5,000	● 0%
		645002 Postage & Shipping Charges	10,891	11,008	10,000	10,000	● 0%
		645003 Office & Computer Supplies	44,531	37,065	36,000	36,000	● 0%
		646002 Clothing Allowance	17,043	35,565	24,500	28,500	● 16%
		647007 Cleang/Maint Materials	10,186	12,222	13,000	13,000	● 0%

FY21 Operating Expenditure Detail
City of Springfield

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

Organizational Unit 06100 Police

							% Change - FY20			
			FY18	FY19	FY20	FY21	Amended to			
Fund	Major Object 2	Account Object	Actuals	Actuals	Amended	Proposed Budget	FY21	FY21		
100 General Fund	6 MATERIALS & SERVICES	647009 Program Expense	102,136	184,072	66,995	70,666	🟡	5%		
		647012 Claims Expense	4,486	7,641						
		650041 Region Training Plan	5,000	5,000	5,000	5,000	🟢	0%		
		650065 Hazmat	4,373	2,092	11,000	11,000	🟢	0%		
		650153 Cahoots Services			210,000	210,000	🟢	0%		
		651009 Lockout Crime Project	2,257	236	2,500	2,500	🟢	0%		
		660004 Equipment Maintenance	11,656	62,256	28,000	28,000	🟢	0%		
		660013 Bldg Maintenance	9,147	52,475	40,000	40,000	🟢	0%		
		660016 Vehicle Maintenance	48,430	52,331	50,000	52,500	🟡	5%		
		671002 City Ee Recognition	3,021	6,050	500	500	🟢	0%		
		671006 Employee Development	34,055	49,337	45,000	40,000	🟢	-11%		
		671008 Tuition Reimbursement	38,484	19,809	30,000	30,000	🟢	0%		
		672004 HRA Adjustment	1,248							
		673001 Recruitment Expense	12,670	19,462	10,000	10,000	🟢	0%		
		680001 Internal Insurance Chgs	247,308	324,960	343,500	374,196	🔴	9%		
		680005 Int Computer Equip Chgs	36,000	26,496	38,500	38,500	🟢	0%		
		680011 Internal Veh & Equip Rent	234,300	209,100	244,100	244,100	🟢	0%		
		680014 Internal Employee Benefit Chg	67,932	64,452	62,940	62,940	🟢	0%		
		680018 Internal MS Enterprise Agreemt	25,284	28,920	28,908		🟢	-100%		
		680019 Internal Shared IT Charges				79,692				
		680024 Public Safety System Cntributin	12,000	14,500	14,550	14,550	🟢	0%		
		680027 Internal Workers Comp Chrgs	161,184	145,236	107,520	94,872	🟢	-12%		
		680029 Internal Salary Study Charges				1,332				
		680030 Int Bldng Preservation Chrgs	51,132	55,560	54,552	54,552	🟢	0%		
		6 MATERIALS & SERVICES Total			1,830,184	2,072,860	2,251,884	2,386,069	🟡	6%
			7 CAPITAL OUTLAY	751001 Computer Equipment			10,000		🟢	-100%
				761003 Radios		35,993				
			7 CAPITAL OUTLAY Total				35,993	10,000		🟢 -100%
	100 General Fund Total			13,979,389	14,626,384	15,557,892	16,152,892	🟡	4%	




FY21 Operating Expenditure Detail
City of Springfield

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





























Organizational Unit 06100 Police

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
204 Special Revenue Fund	5 PERSONNEL SERVICES	510000 Salaries	3,539				
		540000 Overtime	8,763	19,493	32,175		🟢 -100%
	5 PERSONNEL SERVICES Total		12,303	19,493	32,175		🟢 -100%
	6 MATERIALS & SERVICES	611014 Drug Prevention/Ed	9,957	10,000	10,000		🟢 -100%
		632007 LRIG - SW7 System			250,000		🟢 -100%
		641008 Safety Clothing/Eq	5,438	17,863	3,892		🟢 -100%
		641015 Police Weapons				90,300	
		647009 Program Expense		9,982	10,000		🟢 -100%
		647014 Canine Donations Expenditures	29,717	30,000	30,000	30,000	🟢 0%
		650132 CHETT Expenditures	9,882	10,582	15,000	15,000	🟢 0%
		650146 CHETT Pet Expenditures	905	200	10,000	10,000	🟢 0%
		650148 2016 JAG Expenditures	11,430				
		650149 2018 JAG Expenditures			28,707		🟢 -100%
		650155 Forfeiture - Federal				20,000	
		650156 Forfeiture - State				10,000	
		650158 2017 JAG Expenditures			25,280		🟢 -100%
		650159 2019 JAG Expenditures			24,812		🟢 -100%
		660004 Equipment Maintenance			1,000		🟢 -100%
		671006 Employee Development	931	1,000	800		🟢 -100%
		6 MATERIALS & SERVICES Total		68,260	79,627	409,491	175,300
	7 CAPITAL OUTLAY	731007 Security upgrade			150,000		🟢 -100%
		761003 Radios		300,000			
		761005 Police Equipment		66,682			
	7 CAPITAL OUTLAY Total			366,682	150,000		🟢 -100%
204 Special Revenue Fund Total			80,563	465,802	591,666	175,300	🟢 -70%
236 Police Local Option Levy Fi	5 PERSONNEL SERVICES	510000 Salaries	2,640,997	2,736,224	2,942,584	3,062,066	🟡 4%
		540000 Overtime	249,344	301,031	243,280	243,280	🟢 0%
		560000 Fringe Benefits	238,938	255,579	259,781	268,457	🟡 3%
		560001 Medical/Dental Insurance	717,811	667,179	785,756	798,284	🟢 2%
		560002 City Retirement Plan	76,275	76,158	77,940	91,892	🔴 18%
		560003 PERS/OPSRP	495,443	517,328	675,976	705,975	🟡 4%




FY21 Operating Expenditure Detail
City of Springfield

Minimal increase or reduction (up to + 2.99%) 
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 Substantial increase (6% or greater) 

Organizational Unit 06100 Police

Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	% Change - FY20 Amended to FY21 Proposed
236 Police Local Option Levy F	5 PERSONNEL SERVICES	560004 Medical/Dental Insurance	0	0			
		560005 Workers Compensation	28,558	29,842	30,668	31,810	 4%
		564003 Uniform allowance	44,903	47,046	50,977	47,418	 -7%
		564005 Cell phone allowance	542	542	581	581	 0%
		576000 Internal PERS side account		116,453			
		5 PERSONNEL SERVICES Total	4,492,811	4,747,382	5,067,544	5,249,764	 4%
	6 MATERIALS & SERVICES	611011 Prisoner Exp Medical	359,044	467,974	540,000	549,000	 2%
		632002 Ris/Airs/Geo Charges	22,284	24,387	20,016		 -100%
		632004 Info System Operations	79,929	45,136	41,250	43,750	 6%
		632005 Computer Equipment		289	5,500	5,500	 0%
		632006 SunGard Contingency Exp			21,000	21,000	 0%
		632007 LRIG - SW7 System	11,306	23,044	15,946	11,650	 -27%
		635001 Travel & Meeting Expenses	68	239	500	500	 0%
		636001 Software License Fee	7,258	11,737	6,350	6,670	 5%
		641002 Processing Supplies	193				
		641006 Medical Supplies	869	452	1,000	1,000	 0%
		641008 Safety Clothing/Eq	5,983	9,839	10,500	10,500	 0%
		641022 Inmate Supplies	20,531	13,960	22,000	22,000	 0%
		641023 Prisoner Meal Expense	135,382	130,481	150,000	150,000	 0%
		642001 Gasoline & Oil	7,855	7,946	11,000	7,700	 -30%
		642002 Utilities	29,077	31,229	30,000	33,500	 12%
		644002 Memberships, Books, Subscrips	187	63	500	500	 0%
		645002 Postage & Shipping Charges	446	186			
		645003 Office & Computer Supplies	10,462	9,850	15,000	15,000	 0%
		646002 Clothing Allowance	7,601	7,139	13,500	13,500	 0%
		647007 Cleang/Maint Materials	14,155	8,254	20,000	15,000	 -25%
		647009 Program Expense	7,441	2,654	10,500	7,800	 -26%
		647012 Claims Expense	1,000				
		650013 Elections Expense	40,215				
		660004 Equipment Maintenance	33,094	12,011	12,000	12,000	 0%
		660013 Bldg Maintenance	44,505	34,386	20,000	20,000	 0%
		660016 Vehicle Maintenance	1,392	936	3,000	3,000	 0%
		671002 City Ee Recognition			500	500	 0%
		671006 Employee Development	902	3,050	5,000	5,000	 0%

FY21 Operating Expenditure Detail
City of Springfield

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Organizational Unit 06100 Police

							% Change - FY20 Amended to FY21 Proposed
Fund	Major Object 2	Account Object	FY18 Actuals	FY19 Actuals	FY20 Amended	FY21 Proposed Budget	
236 Police Local Option Levy F	6 MATERIALS & SERVICES	671008 Tuition Reimbursement			2,500	2,500	<div></div> 0%
		672004 HRA Adjustment	1,196				
		673001 Recruitment Expense	3,525	4,783	3,000	3,000	<div></div> 0%
		680001 Internal Insurance Chgs	159,972	188,568	159,936	174,228	<div></div> 9%
		680002 Internal Veh Mt Chgs	3,444	3,672	3,564	3,708	<div></div> 4%
		680011 Internal Veh & Equip Rent	18,228	17,868	12,436	12,410	<div></div> 0%
		680014 Internal Employee Benefit Chg	31,260	30,000	29,304	29,304	<div></div> 0%
		680018 Internal MS Enterprise Agreemt	11,664	13,452	13,452		<div></div> -100%
		680019 Internal Shared IT Charges				37,104	
		680027 Internal Workers Comp Chrgs	74,220	67,632	50,064	44,172	<div></div> -12%
		680029 Internal Salary Study Charges				84	
		680030 Int Bldng Preservation Chrgs	28,512	31,344	31,260	31,260	<div></div> 0%
	6 MATERIALS & SERVICES Total		1,173,201	1,202,560	1,280,578	1,292,840	<div></div> 1%
	7 CAPITAL OUTLAY	761003 Radios		93,000			
7 CAPITAL OUTLAY Total			93,000				
236 Police Local Option Levy Fund Total			5,666,012	6,042,942	6,348,122	6,542,604	<div></div> 3%
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	632005 Computer Equipment		185,989	2,500		<div></div> -100%
		6 MATERIALS & SERVICES Total			185,989	2,500	
	7 CAPITAL OUTLAY	723001 Vehicles	247,140	256,468	245,000	381,000	<div></div> 56%
		751001 Computer Equipment			30,000		<div></div> -100%
		761003 Radios		100,000			
	7 CAPITAL OUTLAY Total		247,140	356,468	275,000	381,000	<div></div> 39%
713 Vehicle & Equipment Fund Total			247,140	542,458	277,500	381,000	<div></div> 37%
Grand Total			19,973,105	21,677,586	22,775,180	23,251,796	<div></div> 2%