

**CITY OF SPRINGFIELD
BUDGET COMMITTEE MEETING**

Tuesday, May 6th, 2014, 6:15 p.m.
Library Meeting Room, Springfield City Hall
225 Fifth Street
Springfield, Oregon

AGENDA

- A.) COMMITTEE OPENING REMARKS** 5 minutes
 - 1. Welcome from the Chair Chair Chris Stole
 - 2. Roll Call Staff

- B.) NEW BUSINESS**
 - Department presentations
 - 1. Human Resources Greta Utecht 20 minutes
 - 2. Finance Bob Duey 20 minutes

- C.) BUSINESS FROM THE AUDIENCE** 10 minutes

- BREAK** 15 minutes

- D.) NEW BUSINESS CONTINUED**
 - Department presentations
 - 1. Legal/Judicial Services Bob Duey 20 minutes
 - 2. Police Chief Tim Doney 30 minutes

- E.) ANNOUNCE NEXT BUDGET COMMITTEE MEETING** Chair
 - 1. Tuesday, May 13, 2014 – 5:30 PM, Springfield City Hall – Library Meeting Room

F.) ADJOURN

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

ATTACHMENTS

- 1) May 6th, 2014 Agenda Memo

MEMORANDUM

City of Springfield

Date: 4/30/2014**To:** Gino Grimaldi**COMMUNICATION****From:** Bob Duey, finance Director
Paula Davis, Budget Officer**PACKET****Subject:** Priority Based Budgeting**MEMORANDUM**

We want to express our appreciation for your interest and questions at our first Budget Committee meeting, April 29th, 2014. The interest level and knowledge behind the questions shows the benefit of having a committee of veterans back from previous years. We value your willingness to look at the issues we anticipate needing to address and be able to show all the things that we are still able to accomplish. Thank you for lending us your time and expertise.

The SEDA meeting is scheduled to begin at 5:30 pm with dinner being provided and available by 5:00 pm. At the conclusion of the SEDA meeting, we will be prepared to go right into the City Budget Committee meeting at approximately 6:15 pm.

The meeting of the SEDA Budget Committee is historically pretty short due to the limited resources available to the agency. SEDA is recognized as a separate agency from the City and must adhere to all the same budget requirements: including a budget message, a presented proposed budget and official action by the Budget Committee to approve a budget that will then be taken to SEDA for a public hearing and final adoption. We are not attempting to rush the process by scheduling only one meeting, for a limited time, but history tells us that process can be completed in this allotted time.

The agenda for the meeting on May 6th includes presentations from our Human Resources, Finance, Legal & Judicial Services and Police Departments. The presentation material for these departments is behind the May 6th tab of your budget binders that was delivered as part of the main packet for last week's meeting.

The following are questions that have been asked by Committee members and the responses by the Rob Everett Library Director:

1. What is the cost breakdown of the PBB program Development (#56)?

The Library Development Program is meant to encompass those activities involved in developing private sector and grant derived funding support. This non-general fund outside revenue is essential to be able to offer our current level of services. Of all the dollars spent on adult and youth programming only \$3,000 is generated out of the General fund while \$26,000 comes from private fundraising and grants. It is also where community advocacy and marketing are funded from. The major portion of this allocation reflects the staff salaries of those individuals involved in supporting the activity from the staff member who takes the minutes at the Library Board meetings to the Library Director recruiting new foundation members. We have included the Teen advisory board because it serves the dual purpose of serving teens in the community and enlisting their support and advocacy for library services. While the library "bottom line" does receive some immediate benefit (\$28,500 from Friends & Foundation this year) from this activity its real goal is developing stable, long-term, fundraising capacity capable of supporting a capital campaign or major endowment fund. Below is a summary level of the total cost of this program.

Personnel	\$80,249
Material & Services	26,516
<u>Administrative Support</u>	<u>34,678</u>
Total	\$141,443

2. What resources are needed to add additional open hours to the Library?

Additional library open hours have been the service change most requested by citizens since Rob Everett has been the director of Library. For example four additional open hours would allow us to be open in the morning on Friday and Saturday. It would create additional opportunities for library programs on those days and it would increase library access for all citizens. We would be sure to poll our patrons before determining the specific changes to our schedule. We believe by employing some creative staffing configurations and by moving forward on our patron self-service initiative we could cover those additional open hours by adding one .50 FTE Library Technician only, \$33,300. Below we have included the breakdown of the FTE open hour cost. We are grateful for the support we are receiving in providing the library service Springfield's citizens want and deserve.

2 Librarian I's	\$72.06/hr.
3 Library Technician II's	80.29/hr.
<u>1 Security guard</u>	<u>20.22/hr.</u>
One open hour = \$172.57 + utilities and other building fees	
One year = \$8,974 per year	
Four open hours = \$690.28	
One year = \$35,896	

As always, if you have questions about the packets or you have questions about something you would like to address at the next meeting please contact myself at 541-726-3740/rduely@springfield-or.gov or Paula Davis at 541-726-3698/ pldavis@springfield-or.gov. We will make every to get you an answer in a timely manner.