

# FISCAL | 20 YEAR | 25

City of Springfield, OR Proposed Budget

EMBRACING |  | JOURNEY



# Our Organizational Values Statement

## Passion • Integrity • Results

### Passion for Our Community

We are dedicated to providing exceptional service. We listen carefully and respond to the needs and expectations of our customers and our community. Each of us plays an important role in serving the community and making our city a great place to live and work. We encourage creativity and innovation as we constantly seek to improve our services and to enhance the quality of life in our community. At Springfield, each individual makes a difference.

### Integrity in Our Work

We are professional and honest in our working relationships. We strive for equity and fairness in our decision making and in our treatment of one another. We honor our commitments. We hold ourselves accountable to the highest ethical and performance standards.

### Results through Collaboration

As City of Springfield employees we are committed to working together with citizens, elected officials and each other. We get the job done.

We value our culture of participation, building strong partnerships across our organization and within our community. We respect individual differences, recognizing they are part of our strength as a team. We share ideas to inspire and learn from one another.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Springfield  
Oregon**

For the Fiscal Year Beginning

**July 01, 2023**

*Christopher P. Morill*

**Executive Director**

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Springfield, Oregon**, for its Annual Budget for the fiscal year beginning **July 01, 2023**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# CITY OF SPRINGFIELD, OREGON

## CITY ROSTER



*Mayor Sean VanGordon*



*Ward 1  
Michelle Webber*



*Ward 2  
Steve Moe*



*Ward 3  
Kori Rodley*



*Ward 4  
Beth Blackwell*



*Ward 5  
Victoria Dovel*



*Ward 6  
Joe Pishioneri*

### Members of the Budget Committee

Council Members	Ward	Public Members
Michelle Webber	1	Jason Miller
Steve Moe	2	Devin Marche-Duncan
Kori Rodley	3	Michael Roemen
Beth Blackwell	4	Ruth Linoz
Victoria Doyle	5	Arthur Ayre
Joe Pishioneri	6	Paul Selby

### ADA Statement

The City of Springfield operates without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, or disability in accordance with the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice and related statutes and regulations, including Title VI of the Civil Rights Act and Title II of the Americans with Disabilities Act. For accommodations, translations, or additional information, contact the ADA Coordinator at 541-726-3724 or [tmugleston@springfield-or.gov](mailto:tmugleston@springfield-or.gov), City TTY users dial Oregon Relay Services at 711.

# CITY OF SPRINGFIELD, OREGON

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## **ACKNOWLEDGEMENTS**

Special thanks go to the following individuals for their assistance with the compilation of the FY25 Adopted Budget Document.

### **Executive Team**

Nancy Newton ..... City Manager  
Niel Laudati ..... Assistant City Manager  
Mary Bridget Smith ..... City Attorney  
Jeff Paschall ..... DPW Community Development  
Brian Conlon ..... DPW Operations  
Matt Stouder ..... DPW Environmental Services  
Nathan Bell ..... Finance and IT Director  
Chaim Hertz ..... Human Resources Director  
Mike Caven ..... Fire Chief  
Emily David ..... Library Director  
Andrew Shearer ..... Police Chief

### **Budget Review Team**

Nancy Newton ..... City Manager  
Niel Laudati ..... Assistant City Manager  
Mary Bridget Smith ..... City Attorney  
Nathan Bell ..... Finance & IT Director  
Chaim Hertz ..... Human Resources Director  
Jessica Mumme ..... Budget & Procurement Manager

### **Finance Staff**

Meg Allocco ..... Accounting Manager  
David Held ..... Administrative Assistant  
Joanna Reinemer ..... Accounting Technician  
Kevin Vanderwall ..... MWMC Accountant  
Kristina Crandell ..... Senior Accountant  
Lynn Kief ..... Accountant  
Vahana Horn ..... Accounting Specialist  
Yueyin Lin ..... Finance Analyst

### **Department Budget Coordinators**

Linda Craig ..... City Attorney's Office  
Sam Kelly-Quattrocchi ..... City Managers Officer  
Lou Allocco, Amanda Clinton, Tonja Kling ..... DPW  
Tammy Smith ..... Eugene Springfield Fire  
Dan Haight ..... Information Technology  
Christina Aaron ..... Human Resources  
Carrie Shindele-Cupples ..... Library  
Jessica Crawford ..... Police

**Budget System Support - Kerrie Miller, Programmer Analyst**

# CITY OF SPRINGFIELD, OREGON

City Manager's Office



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SPRINGFIELD, OR 97477  
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[www.springfield-or.gov](http://www.springfield-or.gov)

It is my pleasure to present the City of Springfield's proposed Fiscal Year 2025 (FY25) budget.

In Oregon, cities are required to adhere to the state's local budget law, a group of statutes that requires local governments to prepare and adopt annual or biennial budgets following a very specific process. Budget laws have been written to accomplish these objectives, including:

- Setting standard procedures for preparing, presenting, and using budgets for most of Oregon's local governments;
- Encouraging citizen involvement in the preparation and deliberations of the budget before it's formally adopted;
- Providing a method for estimating expenditures, resources, and proposed taxes; and
- Offering a way of outlining the programs and services provided by the local government, and the fiscal policies used to carry them out.

Preparing a budget allows a city to look at its needs considering the funds available to meet those needs. In Oregon, all local governments must produce a balanced budget, meaning that the resources and requirements are equal.

The City of Springfield employs a conservative yet realistic approach to budgeting. When creating projections and estimates, the City uses multiple data sources to develop scenarios that are as close to "real time" as possible. We believe this methodology results in a more accurate representation of the City's financial condition.

This budget projects an increase of assessed value of 3.3%, which is in line with historical trends. FY25 is the last year the City will have federal American Rescue Plan Act (ARPA) revenue incorporated in the budget. Since being passed by Congress in 2021, ARPA has provided a stabilizing effect. However, that will no longer be the case beginning in FY2026 and the structural imbalance to the City's General Fund will require difficult choices to find additional revenues or make service level reductions.

## Expenditure and Reduction highlights

This budget contains expenditure reductions and revenue enhancements to key program areas. The Capital Engineering program has made targeted progress on stormwater and wastewater projects identified in the current and previously adopted capital improvement programs. However, due to staffing limitations, some projects have been on hold or postponed indefinitely.

The positive news is that our wastewater and stormwater utility funds are in excellent condition. Through careful analysis and planning, we are committed to keeping rate increases moderate while ensuring the maintenance of our existing assets and addressing critical infrastructure needs. The FY25 budget includes five new staff positions to the capital infrastructure engineering group, funded by sewer and stormwater operation funds.

In collaboration with the City of Eugene, the FY25 budget includes a Public Information Officer (PIO) position for Eugene Springfield Fire (ESF). ESF provides fire response to over 95 square miles in Eugene, Springfield and contract districts and has an ambulance service area of 1,735,000 square miles yet does not have a dedicated Public Information Officer. Our region has experienced severe weather emergencies, and this trend is likely to continue due to climate patterns. The 2024 ice storm significantly impacted approximately 20,000 trees in Springfield. There is still a large amount of burnable material (fuel) on the ground that is a fire risk. The PIO will administer a fuels reduction program to assist with this ongoing issue.

The following table provides some highlights of additions and reductions in the budget and their funding source:

<b>Department</b>	<b>Description</b>	<b>FY 25 Addition</b>	<b>FY 2025 Reduction</b>	<b>Fund Source(s)</b>
City Manager's Office	Eliminate ARPA Project Manager position		\$ 96,000	ARPA Funds
Public Works	Capacity Management Operations & Maintenance Program	\$ 540,000		Sewer & Stormwater Operation Funds
Public Works	Add two vehicles to Operations Division fleet	\$ 120,000		Sewer, Stormwater & Street Operation Funds
Fire	Public Information Officer	\$ 125,000		General Fund
Human Resources	Eliminate vacant Management Analyst position		\$ 124,000	General Fund
Police	City Retirement Plan unfunded liability funding		\$ 550,000	General Fund
Police	Tasers	\$ 45,000		Forfeiture Funds
<b>Total</b>		<b>\$ 860,000</b>	<b>\$ 770,000</b>	

In February 2024 the City Council voted to send a general obligation bond to the voters for street preservation and repair. The May 21, 2024, Primary Election includes Measure 20-351, which seeks approval for a \$20 million bond. If approved, this bond will be allocated towards the repair and preservation of a targeted list of collector and arterial roads, totaling nearly four miles.

If voters approve this bond package, the FY25 budget will need to be revised to reflect those changes.

#### Looking Ahead

It is important to be vigilant regarding the issues and needs that impact the future of the City, such as:

**Fiscal Stability:** In 2023, the City has retained the Center for Public Service (CPS) at Portland State University to research the fiscal stability of the City and make recommendations to address this issue. The report is anticipated to go to the Mayor and Council prior to their summer recess. This project has been challenging because the City has already done significant fiscal "belt tightening." Elected

leadership will need to have a policy discussion regarding tradeoffs and prioritization of City services and potential additional revenue sources.

Enterprise Risk Management: Nearly four years ago, the City was at risk of losing our insurance coverage for liabilities and I made a commitment to our insurance carrier, City County Insurance Services (CIS), that we would turn things around. With support from the Mayor and Council and enormous dedication from a citywide team, we have made significant improvements. For example, law enforcement liability claims have gone down by 62% since 2021. In February 2024, the City was recognized by CIS with an Excellence in Best Practices Award. I am incredibly proud of our department directors and employees for taking on this challenge and making real change. We will continue our focus so that change is sustained.

Preparation of the budget is a team effort. I would like to give special thanks to Nathan Bell, Niel Laudati, Chaim Hertz, Mary Bridget Smith, and Jessica Mumme for the leadership role they have played in the preparation of this budget. I also want to thank all the Department Directors and administrative staff who helped develop the budget.

I formally submit the Fiscal Year 2025 budget for your consideration.

Nancy Newton  
City Manager



# CITY OF SPRINGFIELD, OREGON

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## TABLE OF CONTENTS

### City of Springfield Values Statement

### GFOA Budget Award

### City Government Roster

### Acknowledgements

### Budget Message

### City Overview & Statistical Information

City Government Organization and Services.....	1
Budget Process.....	4
Fund Accounting.....	6
General Ledger Account Structure .....	8
Appropriation Categories.....	10
Basis of Budgeting.....	11
Statistical Information.....	12

### Financial Policies

Reserve Policies .....	15
Revenue Policies.....	20
Accounting, Auditing, and Financial Reporting Policies .....	24

### Financial Summaries

Economic Factors & Assumptions Influencing the Budget.....	27
Current and Projected Fund Balance .....	29
Requirements by Fund and Major Object.....	33
Requirements by Department and Major Object .....	35
Requirements by Fund and Department.....	37
Revenue by Fund and Category .....	41
Assessed Valuation and Tax Levy .....	45
Debt Overview and Analysis .....	49

### Operating Budget Summary

Operating Budget Summary .....	55
Operating Budget by Fund and Department .....	56

### Personnel Detail

Citywide Organizational Chart and Summary .....	58
Position Detail Report.....	59

### Budget by Fund (Major Funds Only)

General Fund.....	66
Street Fund.....	70
Transient Room Tax Fund .....	73
Building Safety Fund.....	76

# CITY OF SPRINGFIELD, OREGON

---

## TABLE OF CONTENTS, CONTINUED

Sanitary Sewer Fund.....	79
Ambulance Fund.....	82
Stormwater Fund.....	85
Booth Kelly Fund.....	88
Insurance Fund.....	91
<b>Budget by Department</b>	
City Manager’s Office .....	95
Development & Public Works Department .....	103
Finance Department.....	122
Fire & Life Safety Department .....	128
Human Resources Department .....	136
Information Technology .....	142
Legal Services.....	147
Library Department.....	152
Police Department.....	159
<b>Capital Budget</b>	
Overview.....	168
Capital Projects Detail .....	173
<b>Non-Departmental Budget</b>	
Total Non-Departmental Budget.....	183
Contingency .....	184
Unappropriated Balances .....	185
Reserves: Non-Dedicated and Dedicated.....	186
Interfund Transfers and Loans .....	190
Debt Activities .....	192
Miscellaneous Fiscal Transactions .....	193
<b>Glossary</b>	
Descriptions of Budget Terms .....	195
Budget Acronyms and Abbreviations.....	205
<b>Appendix</b>	
Program Descriptions.....	209
Resolution to Adopt the Budget.....	TBD
Form LB-1 .....	TBD
Form LB-50 .....	TBD

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# CITY OVERVIEW & STATISTICAL INFORMATION



# CITY OVERVIEW & STATISTICAL INFORMATION

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## CITY GOVERNMENT ORGANIZATION



The *City of Springfield*, incorporated in 1885, is a home rule charter city. This charter is the basic law under which the City operates. Amendments to the charter can only be made by a vote of the people and can be placed on the ballot by the Council or by the voters through an initiative process. The City of Springfield has a Council-Manager form of government.

The **Mayor** is the formal representative of the City of Springfield and is elected to a four-year term by the voters at large on a non-partisan ballot. The Mayor presides over Council meetings and does not vote, except in the case of a tie. The Mayor can veto any Council decision, but a two-thirds vote of the Council can override the veto. As the chief elected officer, the Mayor is responsible for providing political and policy leadership for the community.

The six-member **City Council** sets overall City policy and goals. The City Council also makes laws or ordinances, which govern the City of Springfield. Councilors are nominated from one of six wards and are elected at large for four-year staggered terms. Councilors are elected to represent citizens' interests on the Council. The Council takes official action at regular Council meetings which are open to the public. The Council supervises, and is responsible for selecting, the City Manager.

The **City Manager** supervises the operations of all City departments. City departments include the City Manager's Office, Development & Public Works, Finance, Fire and Life Safety, Human Resources, Information Technology, Library, and Police Departments. As chief administrator, the City Manager has no vote in the Council, but may take part in discussions of matters coming before the legislative body.

### **Citizen Involvement**

Our citizens are the most important part of the City organization. City services are directed to meet the needs of the citizens. Public hearings are held so that citizens can contribute to the planning and budgeting process of the City. Citizens may express their concerns and requests to their representatives on the City Council, City Budget Committee and other City committees. Citizens are also encouraged to attend the various public hearings held regarding City actions. Notices of all City public hearings are published in the Public Notices section of the Register Guard. Upcoming meeting agenda items are listed in the City Region section of the local newspapers.

# CITY OVERVIEW & STATISTICAL INFORMATION

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## CITY SERVICES

Under the direction of the City Manager, eight departments provide services to the citizens of Springfield: City Manager's Office, Development & Public Works, Finance, Fire and Life Safety, Human Resources, Information Technology, Library, and Police.

The **City Manager's Office** is responsible for directing and coordinating the work plans of all City Departments in conformance with the goals and objectives established by the Mayor and City Council.

The **Development & Public Works Department** provides urban planning services to the community, mandates building permitting and inspection, responds to property nuisance complaints, manages City-owned real estate; designs, constructs, operates, and maintains public improvements, facilities and equipment owned by the City and the public.

The **Finance Department** provides financial management services to all City Departments, the City Council, Budget Committee, the Metropolitan Wastewater Management Commission, the Regional Fiber Consortium, and the Springfield Economic Development Agency. In addition to financial services, the operations of the Municipal Court report to the Finance Director.

The **Fire & Life Safety Department** acts as first responder in medical and fire-related emergencies, reviews buildings and construction plan to ensure fire safety and provides FireMed and ambulance billing services for many different agencies.

The **Human Resources Department** serves other City Departments by providing technical advice, service, leadership, and training for issues related to the City's work force.

The **Information Technology Department** manages information technology service strategy, service design, service transition, service operation and continual service improvement for the City and co-manages these services with regional partner agencies.

The **Legal Services Area** is responsible for functions provided by the City Attorney and the City Prosecutor.

The **Library Department** provides a wide range of informational, educational, cultural and recreational materials to more than 18,000 patrons in our community.

The **Police Department** responds to the emergency and law enforcement needs of the community through response to calls for service, police patrols, traffic law enforcement and investigation of crimes.

Please refer to the Operating Budget section of this document for more detailed information about the departments and service area listed above.

# CITY OVERVIEW & STATISTICAL INFORMATION

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## THE BUDGET PROCESS

**Purpose of an Annual Budget** – The budget represents the financial plan of the City. It is a policy tool for the Mayor and City Council to express the targets and priorities for the next fiscal year and an implementation tool that translates the targets into action plans which are reflected in each program’s goals, objectives, and performance measures.

The budget serves other functions as well. It is a financial tool which enables the City to allocate its resources. As a public document, it is a tool for elected officials and administrators to communicate decisions to the citizens and staff. As a decision-making document, staff uses the budget both as an accounting tool to ensure financial integrity and a management auditing tool to measure performance.

**Budget Process Overview** – Oregon’s local budget law, as set forth in Chapter 294 of the Oregon Revised Statutes, requires local governments to prepare and adopt an annual budget. The law establishes standard procedures for preparing, presenting, and administering the budget. The law requires citizen involvement in the preparation of the budget and public disclosure of the budget before final adoption.

**Preparation** – The City of Springfield operates on a fiscal year calendar (July 1 to June 30 of the following year). Preparation of the City budget usually begins in January by projecting annual resources and requirements for the coming fiscal year. Resources include revenues received in the current fiscal year, such as property tax receipts, user fees, grants and inter-governmental revenues, as well as reserves and working capital carried forward from the previous fiscal year. Requirements include wages, materials and services and other known costs. This comparison of resources and requirements establishes the context in which the Budget Committee provides policy direction for the preparation of the budget.

Before City staff begins preparing the budget for the upcoming fiscal year, the Budget Committee or City Council are asked to establish general guidelines that will govern the preparation process. After the guidelines are established, staff prepares a proposed budget which the City manager presents to the Budget Committee, usually in late April.

The Budget Committee, consisting of the City Council and an equal number of citizens, reviews and revises the budget during a series of meetings in April and May. After the Budget Committee approves the budget, it is forwarded to the City Council for final adoption, usually in late June. A summary of the budget is published in the local newspaper prior to a City Council public hearing. The City Council has final authority to adopt or change the budget. If a change occurs during the review and adoption of the budget (after the public notice of the budget) that increases the property tax levy or increases expenditures in any fund by more than 10%, the budget must be referred back to the Budget Committee.

# CITY OVERVIEW & STATISTICAL INFORMATION

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## City of Springfield Annual Budget Process and Timeline

A summary of the City's annual budget process timeline is as follows:

### January - April

- The citizen members of the City of Springfield Budget Committee are appointed by Council.
- The Budget Committee or City Council provides guidance to City Manager.
- The City Manager prepares the recommended Proposed Budget for consideration by the Budget Committee.

### May

- The City Manager's budget message and the Proposed Budget are presented to the Budget Committee.
- The Budget Committee meets and deliberates on the Proposed Budget.
- The Budget Committee recommends its Approved Budget to the City Council.

### June

- The City Council holds hearings and adopts the Annual Budget.

### July

- The Adopted Budget is implemented, and Tax Levy certified.

### Adjusting the Adopted Budget

The budget may be amended during the fiscal year. Amending a budget means that the original resolution adopted by Council will be changed based on updated information, unanticipated revenues and/or expenditures occurring after the adoption. Changes to the original resolution that alter legal spending levels must be approved by the City Council before any action can occur. Changes to the resolution are processed through supplemental budget action.

A supplemental budget must be prepared and adopted before any expenditure is made in excess of a department's legal budget appropriation. Notices of all budget hearings are published in the Register-Guard using guidelines in the Oregon Budget Law manual.

# CITY OVERVIEW & STATISTICAL INFORMATION

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## FUND ACCOUNTING

For accounting purposes, a state or local government is not treated as a single entity. Rather, a government is viewed as a collection of smaller, separate businesses known as “funds”. A fund is a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, and expenditures, which are segregated for specific activities and objectives. All of the governmental and proprietary funds listed below require budget appropriations. The Agency Fund, a fiduciary fund, is the only City of Springfield fund that does not require budget appropriations. All of the funds used by a government must be classified into three types of activities, and further delineated into one of seven fund types:

### Governmental Funds (Governmental Activities):

Fund 100 - General Fund  
200 series - Special Revenue  
300 series - Debt Service  
400 series - Capital Projects

### Proprietary Funds (Business-Type Activities):

600 series - Enterprise  
700 series - Internal Service

### Fiduciary Funds (Fiduciary Activities):

800 series - Agency

## City of Springfield Fund Structure:

### **100 - General Fund**

The General Fund accounts for resources that are generally not dedicated for a specific purpose. Most services provided are basic to the everyday operation of a municipality.

**Major Revenues:** Property taxes, franchise fees, state shared revenues, internal charges to other funds.

**Primary Services:** Police, Fire & Life Safety, Land Use Planning, Library, Municipal Court, and Administrative Services.

### **200 - Special Revenue Funds**

These funds account for revenues that are dedicated for a specific purpose. Most of the time, the revenues are obtained through a grant or are controlled by legal agreement and must be restricted for such purposes. For example, the City is obligated by the Oregon Constitution to use gas tax revenues for use within the public right of way.

**Major Revenues:** Gas tax, Transient Room Tax, Building Permit Fees, Property Taxes, Grant Revenue.



# CITY OVERVIEW & STATISTICAL INFORMATION

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**Primary Services:** Police, Fire & Life Safety, Street Maintenance, Housing and Community Development, and Building Safety and Permitting.

**Funds:** 204 – Special Revenue Fund, 208 – Transient Room Tax, 210 – Community Development Fund, 224 – Building Safety Code Fund, 235 – Fire Local Option Levy Fund, 236 – Police Local Option Levy Fund.

## 300 - Debt Service Funds

These funds account for the payment of principal and interest on bond issues. The revenues used to retire debt can come from taxes or other revenue sources.

**Major Revenues:** Property taxes.

**Primary Services:** Payment of principal and interest on outstanding bonds.

**Funds:** 306 – Bond Sinking Fund

## 400 - Capital Project Funds

These funds record all revenues and expenditures used to finance the building or acquisition of capital facilities.

**Major Revenues:** System Development Charge (SDC) revenues, transfers-in from other funds.

**Primary Services:** Construction and improvement of City buildings, sanitary sewer, and public right of way facilities.

**Funds:** 419 – Development Assessment Capital Fund, 420 – Development Projects Fund, 433 – Regional Wastewater Capital Fund, 434 – Street Capital Fund.

## 600 - Enterprise Funds

These funds are created to finance and account for acquiring, operating, and maintaining facilities and services that are self-supporting.

**Major Revenues:** Stormwater user fees, sanitary sewer user fees, lease payments, ambulance transport revenue.

**Primary Services:** Wastewater collection and disposal, stormwater conveyance and treatment, emergency medical transport, and leased property management.

**Funds:** 611 – Local Sanitary Sewer Fund, 612 – Regional Wastewater Fund, 615 – Ambulance Fund, 617 – Stormwater Fund, 618 – Booth Kelly Fund, 629 – Regional Fiber Consortium Fund.

## 700 - Internal Service Funds

These funds account for the administration of the City's insurance programs, for the contributions departments make to save for the future replacement of vehicles and equipment, and the administration of System Development Charges.

**Major Revenues:** Internal charges to other funds, employee premium payments.

**Primary Services:** Insurance and System Development Charge administration.

**Funds:** 707 – Insurance Fund, 713 – Vehicle and Equipment Fund, 719 – System Development Charges Administration Fund.

# CITY OVERVIEW & STATISTICAL INFORMATION

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## GENERAL LEDGER ACCOUNT STRUCTURE

All financial transactions are assigned to a general ledger account code for budgetary tracking and for use when putting together the annual audited financial statements. The account code is a sequence of numbers that describes the transaction taking place.

The account code is made up of five sets of distinctly assigned numbers. The bolded segments shown below (Fund, Department, Account, and Program) are required, while the project is optional and primarily used for capital projects.

**Fund – Department – Program – Account – Project**

**Example: 100 – 04100 – 7032 – 611008 – P11111**

For example, the account code 100-04100-7032-611008 represents an account for the General Fund (100), Finance Department (Department 04100), Budget Development (Program 7032), and Contractual Services (account number 611008).

### Fund

The City's budgetary fund number sequence begins with Fund 100 and ends with Fund 719. The fund is the top-level legal spending limit and therefore the most important identifier. The money in some funds is restricted in its use; therefore, it is important to know what you are spending money on, and if the purpose is in keeping with the restrictions on the fund. For instance, the Street Fund (201) contains money that can only be spent on road projects and related expenses. It would be inappropriate, and illegal, to fund library services out of this fund.

### Department

The City uses department codes to describe and differentiate City Departments (and in some cases, transactions). Listed below are the primary department categories used by the City.

- 01100 - City Manager's Office
- 09100 - City Attorney's Office
- 02100 - Human Resources Department
- 04100 - Finance Department
- 03100 - Information Technology Department
- 05100 - Fire and Life Safety Department
- 06100 - Police Department
- 08100 - Library
- 07x00 - Development & Public Works Department
- 09X00 - Non-Departmental

# CITY OVERVIEW & STATISTICAL INFORMATION

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## ***Programs***

The City uses the program code to describe and differentiate City programs within each department. A program is described as a descriptive grouping of related activities to accomplish a major service or function for which the local government is responsible. Programs are not a legal appropriation level.

Summary programs are:

0000	Revenue
1000-6999	Community Service Programs
7000-7999	Governance
8000-8999	Special Programs
9000	Non-Programs

## **Account Number**

The first digit of the six-digit account number describes the type of account transaction involved. The summary account sequences are as follows:

Revenues – 4xxxxx  
Personnel Services – 5xxxxx  
Materials & Services – 6xxxxx  
Capital Outlay – 7xxxxx  
Capital Projects – 8xxxxx  
Non-departmental – 9xxxxx

The non-departmental category includes: Interfund Loans, Interfund Transfers, Debt Service, Statutory Payments, Contingencies, Unappropriated Fund Balance, Reserves

# CITY OVERVIEW & STATISTICAL INFORMATION

## APPROPRIATION CATEGORIES

The budget serves as the basis for appropriations, which create the authority to spend public money. The budget document and the resolution appropriating dollars for use utilizes the general ledger structure to aggregate expenditures according to their purpose or function. The summary table below shows an example of the relationship between Fund, Appropriations Category, and Department in defining the level at which funds are appropriated for spending.

Example:	Category Description
2 - SPECIAL REVENUE	(Fund Type)
Street Fund	(Fund)
Department Operating	(Appropriations Category)
City Manager's Office	(Department)

The following table provides a listing of those appropriations categories typically included in the budget:

1 - GENERAL FUND	2 - SPECIAL REVENUE	3 - DEBT	6 - ENTERPRISE	7 - INTERNAL SERVICE
<b>General Fund</b>	<b>Street Fund</b>	<b>Bond Sinking Fund</b>	<b>Sanitary Sewer Fund</b>	<b>Insurance Fund</b>
Department Operating City Manager's Office Human Resources Information Tech. Finance Fire & Life Safety Police Dev. and Public Works Library Legal Services Non-Departmental Interfund Transfer Contingency	Department Operating City Manager's Office Finance Dev. and Public Works Non-Departmental Interfund Transfer Contingency <b>Special Revenue Fund</b> Department Operating City Manager's Office Human Resources Information Technology Finance Fire & Life Safety Police Dev. and Public Works Library <b>Transient Room Tax Fund</b> Department Operating City Manager's Office Dev. and Public Works Library Non-Departmental Interfund Transfer <b>Community Dev. Fund</b> Department Operating Finance Dev. and Public Works <b>Building Code Fund</b> Department Operating City Manager's Office Fire & Life Safety Dev. and Public Works Non-Departmental Contingency <b>Fire Local Option Levv</b> Department Operating Fire & Life Safety Non-Departmental Contingency <b>Police Local Option Levv</b> Department Operating Finance Police Legal Services Non-Departmental Contingency	Non-Departmental Debt Service UEFB <b>4 - CAPITAL</b> <b>Development Assessment</b> Non-Departmental <b>Development Projects</b> Capital Projects Dev. and Public Works <b>Reg. Wastewater Capital</b> Department Operating Dev. and Public Works Capital Projects Dev. and Public Works Non-Departmental Interfund Transfer <b>Street Capital Fund</b> Department Operating Dev. and Public Works Capital Projects Dev. and Public Works	Department Operating City Manager's Office Finance Dev. and Public Works Non-Departmental Debt Service Contingency <b>Regional Wastewater Fund</b> Department Operating City Manager's Office Finance Dev. and Public Works Non-Departmental Interfund Transfer Debt Service <b>Ambulance Fund</b> Department Operating Fire & Life Safety Non-Departmental Contingency <b>Storm Drainage Ops. Fund</b> Department Operating City Manager's Office Finance Dev. and Public Works Non-Departmental Debt Service Contingency <b>Booth-Kelly Fund</b> Department Operating City Manager's Office Dev. and Public Works Non-Departmental Interfund Transfer Contingency <b>Regional Fiber Consortium</b> Department Operating Finance	Department Operating Human Resources Health Insurance Property & Liability Workers Compensation Non-Departmental Contingency <b>Vehicle &amp; Equipment Fund</b> Department Operating Human Resources Information Technology Finance Fire & Life Safety Police Dev. and Public Works Library Legal Services <b>System Dev. Charge Admin.</b> Department Operating Finance Dev. and Public Works Non-Departmental Contingency

# CITY OVERVIEW & STATISTICAL INFORMATION

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## BASIS OF BUDGETING

The City maintains accounting records on a budget basis as well as on a Generally Accepted Accounting Principles (GAAP) basis. For financial reporting purposes, governmental funds use the modified accrual basis of accounting where revenues are recognized when they are both measurable and available and expenditures are recognized when incurred. Proprietary funds use the full accrual basis of accounting where revenues are recorded when earned and expenses are recorded when incurred.

The City maintains its accounting records on the budget basis (modified accrual basis) throughout the year and makes adjustments at year-end for financial reporting to reflect GAAP basis as needed.

Examples of GAAP basis adjustments include:

- o Acquisition of capital assets or construction costs which are considered current expenditures under Oregon Local Budget Law but are reported as capital assets and depreciated over the life of the assets under GAAP.
  
- o Proceeds from debt issues are considered budgetary resources while under GAAP, debt issued is recorded as a liability. Likewise, debt principal payments are a reduction in the liability under GAAP reporting but show as expenditures for budget purposes.
  
- o Amortization and non-cash transactions are other examples of transactions that are not reported under the budget basis but are reported in GAAP-basis financial reporting.

**Budgets for all City funds are prepared on a modified accrual basis.**

# CITY OVERVIEW & STATISTICAL INFORMATION

## STATISTICAL INFORMATION

### Community Profile

Springfield, Oregon is a vibrant community located in the heart of the Willamette Valley. Founded in 1885, Springfield has a rich history of logging and manufacturing. Today, Springfield is a diverse community with a population of approximately 62,000 people. The Springfield community has rich cultural assets, such as the Springfield Museum and Historic Interpretive Center, Washburne Historic District, Springfield Railroad Depot, Oregon Trail Mural, and Dorris Ranch Living History Farm.

### Major Industries

Springfield's primary employment bases are health care, education, wood products and technology. The City is home to two hospitals employing approximately 4,400 employees, as well as PacificSource Health Plans and Wayfair call centers.

### Top 10 Taxpayers

Taxpayer	Type	Tax Amount	Taxable Assessed Value	Percent of Total Valuation
IP EAT THREE LLC	Manufacturing	5,894,044	342,012,364	6.0%
MCKENZIE WILLAMETTE MEDICAL CTR	Healthcare	1,673,658	91,330,944	1.6%
SWANSON GROUP MFG LLC	Wood products	1,263,259	77,637,249	1.4%
BRFI GATEWAY LLC	Shopping Mall	1,099,156	59,724,355	1.1%
PEACEHEALTH	Healthcare	827,861	552,468,983	9.7%
ROSBORO COMPANY LLC	Wood products	741,588	42,891,931	0.8%
PACIFICSOURCE PROPERTIES LLC	Healthcare	692,657	54,812,214	1.0%
BORDEN CHEMICAL INC	Chemical Industry	635,283	36,811,761	0.6%
HSRE NW SPEC CLINICS MOB LLC	Healthcare	623,766	33,699,330	0.6%
KINGSFORD MANUFACTURING CO	Manufacturing	571,909	33,187,880	0.6%
<b>TOTAL</b>			<b>1,324,577,011</b>	

Total 2023-24 Taxable Assessed Valuation (Value Used to Computer Rate) for the City of Springfield was \$5.68M  
Source: Lane County Assessor's Office

### Average Household Income

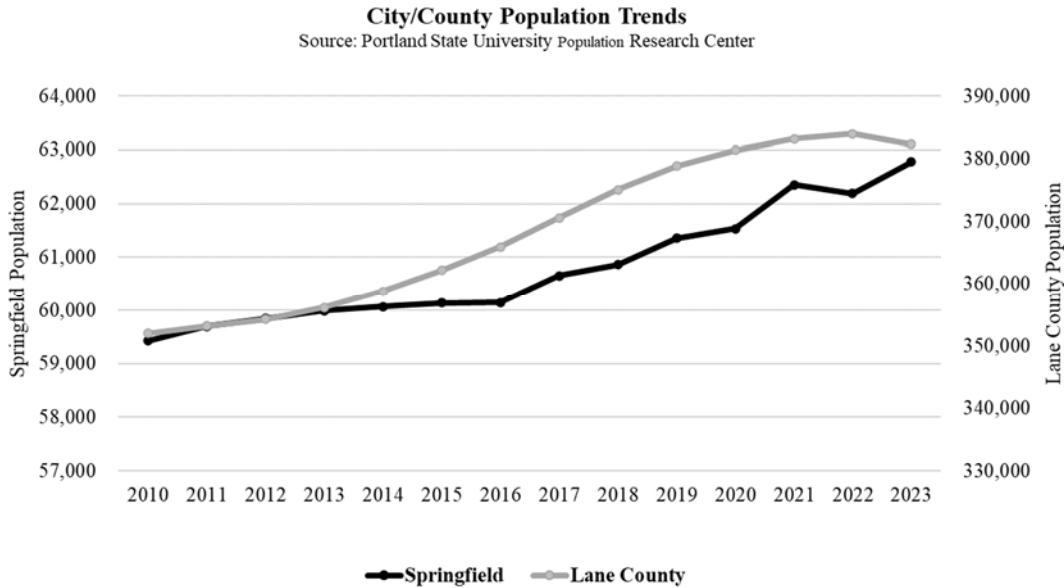
	Springfield	Lane County	Oregon
Median Household Income (in 2022 dollars), 2018-2022	\$ 60,982	\$ 65,157	\$ 76,632
Persons in Poverty (%)	16.4%	15.1%	12.1%

Source: United States Census, QuickFacts

# CITY OVERVIEW & STATISTICAL INFORMATION

## Population

Springfield has a population of 62,781, which makes it the 10<sup>th</sup> largest City in the State of Oregon as of 2023. Springfield is located within Lane County which has a total population in 2023 of 382,302.



## City/County/State Population Details

Population Estimate as of 7/1	Springfield	Percent Change	Lane County	Percent Change	Oregon	Percent Change
2010	59,425		352,010		3,837,300	
2011	59,695	0.45%	353,155	0.33%	3,857,625	0.53%
2012	59,840	0.24%	354,200	0.30%	3,883,735	0.68%
2013	59,990	0.25%	356,125	0.54%	3,919,020	0.91%
2014	60,065	0.13%	358,805	0.75%	3,962,710	1.11%
2015	60,135	0.12%	362,150	0.93%	4,013,845	1.29%
2016	60,140	0.01%	365,940	1.05%	4,076,350	1.56%
2017	60,655	0.86%	370,600	1.27%	4,141,100	1.59%
2018	60,865	0.35%	375,120	1.22%	4,195,300	1.31%
2019	61,355	0.81%	378,880	1.00%	4,236,400	0.98%
2020	61,535	0.29%	381,365	0.66%	4,268,055	0.75%
2021	62,352	1.33%	383,181	0.48%	4,243,791	-0.57%
2022	62,189	-0.26%	383,958	0.20%	4,278,910	0.83%
2023	62,781	0.95%	382,302	-0.43%	4,269,529	-0.22%

Source: Portland State University Population Research Center

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# FINANCIAL POLICIES







## Reserve Policy

### I. Purpose

The City of Springfield desires to maintain a prudent level of financial resources to guard its citizens against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this Policy is intended to document the appropriate Reserve levels to protect the City's creditworthiness. This Policy establishes the amounts the City will strive to maintain in its Operating Funds Reserves, how Reserves are funded, and the conditions under which Reserves may be used.

### II. Applicability & Scope

This policy applies to Operating Funds.

### III. Authority

The Budget Committee and City Council will amend or approve the recommended Reserve levels through adoption of the Adopted Budget. Unless otherwise noted, the City Manager must give prior approval before any actions are taken under this **Reserve Policy**.

### IV. Definitions & Acronyms

- A. Adopted Budget: as referred to in this Reserve Policy means the budget approved by Council and all subsequent amendments.
- B. Operating Funds: includes the General Fund and certain other Special Revenue and Enterprise Funds, which specifically track operating revenues and expenditures. This definition does not include strictly accounting activities within the funds, which are used to track resource inflows and outflows (e.g. sinking fund), but do not recognize operating revenue or expenditures.
- C. Reserve: the segregation of a portion of a fund balance to provide for cash-flow requirements (Working Capital), emergency situations (Contingency), unanticipated revenue or expenditure fluctuations (Revenue or Rate Stability), and future needs (Unrestricted Reserves).
- D. Structural Balance: a structurally balanced budget meets recurring requirements with recurring resources. A structural imbalance occurs when non-recurring resources are necessary to meet recurring requirements.

V. Policy

A. Reserve Levels

i. Determining Reserve Levels

Through the City Manager, and in conjunction with other department directors, the Finance Director will recommend the appropriate Reserve levels for the City's Operating Funds. Reserve levels will be sufficient to cover cash-flow requirements (Working Capital), emergency situations (Contingency), unanticipated revenue or expenditure fluctuations (Revenue or Rate Stability), and future needs (Unrestricted Reserves). Appropriate Reserve levels will be determined by:

Cash-flow requirements to support expenditures;

Relative rate stability from year-to-year for enterprise funds;

Susceptibility of the fund to emergency or unanticipated expenditures;

Creditworthiness and capacity to support debt-service requirements;

Legal or regulatory requirements affecting revenues, expenditures, and fund balances; and

Reliability of outside revenues.

ii. General Fund Reserve Levels

The City will maintain, at a minimum, the following Reserve levels:

A restricted Working Capital Reserve covering cash-flow requirements for at least five months; and

A restricted Contingency Reserve of three percent (3%) of General Fund operating expenditures for emergency expenditures; and

A restricted Revenue Stability Reserve to guard against susceptibility of the General Fund to unanticipated fluctuations in revenues or expenditures; and

Additional Unrestricted Reserves to plan for program development and future needs to continue to deliver the community's highest priority services.

iii. Reserves in Other Funds

Other Operating Funds will maintain Reserve levels sufficient to cover Working Capital, Contingency, and Unrestricted Reserves. Appropriate Reserve levels for these funds will be determined in accordance with this Policy.

iv. Monitoring Reserves

During the course of the year, the Finance Department will closely monitor the City's revenues and expenditures to ensure Reserves are not used beyond any planned. If, based on the staff's analysis and forecasting, the target levels of Reserves are not being met, or are likely to not be met at some point within a five-year time horizon, then fund balance levels will be provided to the Mayor and City Council. Should the projected year-end fund balances fall below the minimum Reserve levels established by this Policy, a plan to replenish the Reserves will be established based on the requirements outlined in this Policy.

B. Funding the Reserves

Funding of Reserves will generally come from excess revenues over expenditures or one-time revenues.

C. Conditions for Use of Reserves

It is the intent of the City to limit use of Reserves to address unanticipated, non-recurring needs. Reserves will not normally be applied to recurring annual operating expenditures. Reserves may, however, be used to allow time for the City to restructure its operations in a deliberate manner (as might be required in an economic downturn), but such use will only take place in the context of an adopted long-term plan.

Use of Contingency Reserves should be infrequent: for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. The City Council must authorize expenditure of any Contingencies via a resolution.

D. Authority over Reserves

The City Council may authorize the use of Reserves. City staff will report both current and projected Reserve levels to the City Council.

E. Replenishment of Reserves

In the event that Reserves are used resulting in a balance below the appropriate Reserve levels established by this Policy, a plan for Reserve replenishment will be

submitted to the City Council. A replenishment plan will include: (1) the time period over which the components of the Reserve will be replenished, and (2) the means by which they will be replenished.

i. Time Horizon

Generally, Reserves should be replenished within one to three years. Factors influencing the time horizon for replenishment include:

The budgetary reasons behind the Reserve targets

Recovering from an extreme event

Political continuity

Financial planning time horizons

Long-term forecasts and economic conditions

External financing expectations

ii. General Fund Replenishment

In the event Reserves are used resulting in a balance below two months (roughly 16%) of General Fund operating expenditures, the General Fund will be replenished with nonrecurring revenues, budget surpluses, or resources from other funds, over a period of one to three years, with targets of 80% of target in year one, 90% of target in year two, and 100% of target in year three.

F. Excess of Reserves

Target Reserve balances will be measured against three-year projections for the Operating Fund. In the event Reserves exceed the target balance requirements, any excess Reserves may be used in the following ways:

1. Fund accrued liabilities, including but not limited to debt service, pension, and other post-employment benefits as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
2. Appropriated to lower the amount of bonds or contributions needed to fund capital projects in the City's Capital Improvement Plan;
3. One-time expenditures that do not increase recurring operating costs and that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or

4. Start-up expenditures for new programs, provided that such action is approved by City Council and is considered in the context of multi-year projections of revenues and expenditures as prepared by the Finance Department.

G. Periodic Review of the Targets

At a minimum, during the budget process, the Finance Department will review the current and projected Reserves to ensure that they are appropriate given the economic and financial risk factors the City is subject to.

VI. Related Documents & References

Accounting, Auditing, and Financial Reporting Policy

VII. Quality Control & Quality Assurance

The City Manager is responsible to ensure the presence of procedures that provide sufficient guidance to affected City personnel to fulfill the intent of this Policy.

This Policy will be updated on an as-needed basis.

VIII. Version

*Version 1 (adopted April 4, 2016)*



City of Springfield  
Financial Policies

**Revenue Policy**

I. Purpose

The City of Springfield will maintain a stable and diverse revenue system to shelter programs and services from short-term fluctuations in any single revenue source.

II. Applicability & Scope

This Policy applies to Operating Funds.

III. Authority

Unless otherwise noted, the City Manager must give prior approval before any actions are taken under this **Revenue Policy**.

IV. Definitions & Acronyms

A. Operating Funds: includes the General Fund and certain other Special Revenue and Enterprise Funds, which specifically track operating revenues and expenditures. This definition does not include strictly accounting activities within the fund, which are used to track resource inflows and outflows (e.g. sinking fund), but do not recognize operating revenue or expenditures.

V. Policy

A. Revenue Structure:

The City must be sensitive to the balance between the need for services and the City's ability to raise fees, charges, and taxes to support those services.

i. Diversification and Stabilization:

The City should strive to maintain a diversified mix of revenues in order to balance the source of revenue amongst the taxpayers and to provide ongoing stability and predictability.

ii. Equity

The City will strive to equitably, fairly, and adequately fund its programs. Services having a citywide benefit shall be financed with revenue sources generated from a broad base, such as property taxes and state aids. Services where the customer determines the use shall be financed with user fees, charges, and assessments related to the level of service provided.

iii. Relation to Economic Development

The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments. The City will strive to keep a total revenue mix that encourages growth and keeps Springfield economically competitive and a city of choice for people to live and do business.

iv. Collections

The City will enforce its authority to collect revenue due the City, including litigation if necessary. The City will strive to efficiently collect accounts receivable, ensuring the largest possible margin of revenue-obtained to cost-of-collections.

B. Non-Recurring and Volatile Revenue

The City will avoid using unpredictable revenue for ongoing expenditures.

i. Non-Recurring Revenues

By definition, non-recurring revenues cannot be relied on in future budget years. Non-recurring revenues should only be used for non-recurring expenditures and not for recurring expenditures. The best use of non-recurring revenues is to invest in projects that will result in long-term operating cost savings.

Departments will distinguish non-recurring from recurring revenues to assist Finance in fiscal health and budget analysis.

ii. Volatile Revenues

Volatile revenues (recurring but unpredictable revenues) are highly dependent on economic conditions outside of the City's control and are susceptible to large fluctuations (both positive and negative). Therefore, volatile revenues should be used for non-recurring expenditures or to increase reserves for the inevitable economic downturns. Refer to the **Reserve Policy** for further discussion.

C. Revenue Estimates

The City will conduct its operations from existing or foreseeable revenue sources.

The City will prepare revenue forecasts for all Operating Funds. The City will estimate its annual revenues by an objective, analytical process. Since most revenues are sensitive to conditions outside the City's control, estimates will be conservative.

Departments will monitor and provide analysis regarding their revenues to Finance for reporting and budgeting purposes.

#### D. Earmarking

##### i. Restricted Revenue

Restricted revenues will only be used for their legally permissible purposes.

##### ii. Property Taxes

The Oregon Constitution (*see* ORS § 310) imposes limitations on property tax increases and distribution. As such, property tax allocation will be prioritized for use to support essential City services that benefit and are available to everyone in the community.

#### E. User Fees

The Master Fees & Charges Schedule will be updated at least annually to reflect cost-of-living adjustments and other fee updates.

##### i. Goals of User Fees

(1) Tax dollars should support essential City services that benefit and are available to everyone in the community.

(2) For services that largely or solely benefit individuals, the City should recover full or partial costs of service delivery through user fees.

##### ii. Cost recovery

Charges for services that benefit specific users should recover full or partial costs of service delivery, including all direct costs and overhead. User fee pricing policies should take into consideration:

Whether the service benefits the community in general or only the individual or group receiving the service;

Whether the service is provided only by the public sector, or also by the private sector;

Whether imposing the full cost fee would impose a hardship on specific service users;

Whether imposing the full cost fee would place the City at an economic disadvantage;

Whether not imposing a full cost fee would cause an unrealistic demand on the service.



iii. Review of Fees

In addition to the periodic update to the Master Fees & Charges Schedule, departments that impose fees or service charges will periodically prepare and update cost-of-service studies for such services to ensure ongoing equity and cost recovery ability. Departments will periodically examine new revenue possibilities.

VI. Related Documents & References

A. Reserve Policy

B. Accounting, Auditing, and Financial Reporting Policy

VII. Quality Control & Quality Assurance

The City Manager is responsible to ensure the presence of procedures that provide sufficient guidance to affected City personnel to fulfill the intent of this Policy.

This Policy will be updated on an as-needed basis.

VIII. Version

*Version 1 (adopted April 4, 2016)*



## Accounting, Auditing, and Financial Reporting Policy

### I. Purpose

The City will maintain a system of financial monitoring, control, and reporting for all operations and Funds in order to provide effective means of ensuring reliability, accuracy, consistency, timeliness, and compliance with legal requirements.

### II. Applicability & Scope

This Policy applies to all Funds.

### III. Authority

Unless otherwise noted, any actions taken under these **Accounting, Auditing, and Financial Reporting Policy** must be approved by the City Manager.

### IV. Definitions & Acronyms

- A. Accounting: is the process of assembling, analyzing, classifying, and recording data relevant to a government's finances.
- B. Adopted Budget: as referred to in this **Accounting, Auditing, and Financial Reporting Policy**, means the budget approved by Council and all subsequent amendments.
- C. Financial Reporting: process of taking accounting data and providing it in usable form to those who need it. It includes internal and external reporting (either special or general purpose).
- D. Fund: a self-balancing set of accounts, segregated for specific purposes, including compliance with laws and regulations or for special restrictions and limitations.

### V. Policies

#### A. Accounting Records and Reporting

The City will maintain its accounting records in accordance with state and federal law and regulations. Budgetary reporting will be in accordance with the state's budget laws and regulations. The City will report its financial condition and results of operations in accordance with state regulations and generally accepted accounting principles ("GAAP") applicable to governments as promulgated by the Government Accounting Standards Board ("GASB").

The Finance Department is responsible for producing timely and accurate financial data reflecting the status of actual revenues and expenditures compared to the Adopted Budget.

B. Auditing

The Finance Department is responsible for compiling and producing the Comprehensive Annual Financial Report (“CAFR”) in conformity with state and federal law and regulations and GAAP.

The City will annually seek to obtain the Government Finance Officers Association (“GFOA”) Certificate of Achievement for Excellence in Financial Reporting. The CAFR will be presented in a way designed to communicate with citizens about the financial affairs of the City.

C. Fund Structure

The City will establish and maintain Funds that are necessary as a matter of law and Funds that are necessary for sound financial administration. The Finance Director will periodically review the Fund structure and recommend changes to the City Manager to improve compliance with this Policy.

VI. Related Documents & References

This Policy affects all financial policies.

VII. Quality Control & Quality Assurance

The City Manager is responsible to ensure the presence of procedures that provide sufficient guidance to affected City personnel to fulfill the intent of these policies.

These policies will be updated on an as-needed basis.

VIII. Version

*Version 1 (adopted April 4, 2016)*

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# FINANCIAL SUMMARIES



# FINANCIAL SUMMARIES

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## **Economic Factors & Assumptions Influencing the FY25 Budget**

During the preparation of the budget for the ensuing fiscal year, the long-term impacts of the local economy were examined in conjunction with business decisions made by the City. The following are the major assumptions used in developing the FY25 budget:

### **Revenue Assumptions:**

- Property Tax Receipts - Assessed (taxable) value for the City is projected to increase by 3.3%, in-line with the historical average.
- Land Development Revenues - The revenue generated from land development is anticipated to remain steady in the upcoming fiscal year, with building permit and planning revenue expected to be consistent with FY24 revenues.
- Sanitary Sewer & Stormwater User Fees - User rates for both the City's sewer and storm water drainage programs are forecast to increase on July 1, 2024 by 5% and 3% respectively for the fiscal year through June 30, 2025.
- Transient Room Tax Revenues - Transient room tax receipts have returned to pre-pandemic levels and are now leveling off. FY24 receipts came in lower than anticipated, so we are anticipating no increase in FY25.
- Interest Income - The Federal Reserve's decision to hold interest rates steady is expected to have a positive impact on the City's investments, resulting in projected interest earnings of around 5%.

### **Expenditure Assumptions:**

- Personnel Services Inflation - While Inflation has come down from its historically high levels over the past few years, it remains higher than the historically low levels we experience in the decades leading up to the pandemic. We are now seeing the impact of those high inflation years in our contract negotiations. Inflation is a significant factor in the FY25 Personnel Services budgets.
- Materials & Services Inflation - We continue to experience inflation in contractual services and material purchases and have therefore built in a 3% increase into the Materials and Services budgets.
- Oregon Public Employees Retirement Program (PERS) - PERS set the City's new two-year rates beginning 7/01/23 (FY24) and those rates will remain in place through FY25. All rates have increased, though not as much as anticipated due to legislative changes to actuarial assumptions made in prior years. In addition to the rates shown below, the City continues to pick-up the employees 6% contribution except for members of IAFF. For FY25, the City had three separate PERS retirement rates for its employees with the lowest % rate increase being 6.6% (PERS Tier 1 / 2), 9.12% for OPSRP General Services, and the highest rate increase at 9.28% for OPSRP Public Safety. The estimated dollar impact over the two-year period (FY24-FY25) is \$3.4M as compared to the prior biennium.
- Health Insurance - The plan year for health insurance is the calendar year. Beginning January 2013, the City initiated a self-funded insurance program with the administration of the program contracted out to a private provider. The City's experience factors since becoming self-insured have been very

## FINANCIAL SUMMARIES

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positive. For January 1, 2024, the City held rates flat. For the plan year beginning January 1, 2025, the City is not projecting an increase.

- City Retirement Plan - The City contracts for an actuarial study every two years to determine the percentage of funding level and the contribution rates necessary for both current employees and retirees. The first year of the new rates (28.3%) will be effective on 7/1/23 and those same rates will remain in effect until 6/30/25. The stated rate does not include the employer's pick-up of the employees 6%. The additional lump sum contribution was reduced to \$800,000 in FY25.

### **Personnel Services Assumptions by Labor Group:**

- AFSCME employee's current contract expires June 30, 2024. Negotiations for a new contract are still ongoing and the full potential impacts on FY25 wages are unknown at this time.
- SEIU and non-represented employees will receive market pay adjustments July 1, 2024 based on a market survey that is currently in progress by the City's compensation consultants and implemented on a methodology agreed to in labor negotiation in the spring of 2021. While we have yet to see the preliminary results of this survey, an informal survey conducted by City staff show us below market in the range of 10-20% in many key positions. We are anticipating the implementation of the new compensation pay scales will result in a 5% increase in wages for these two groups in FY25.
- Springfield Police Association (SPA) employee's current contract covers the three-year period from July 1, 2023 to June 30, 2026. Negotiations for compensation with this labor group have expanded beyond the traditional cost of living adjustments to include additional steps, longevity pay, and various incentive pays. The total financial impact of all these additional forms of pay will result in an estimated 6% increase in wages in FY25.
- The International Association of Fire Fighters (IAFF) now has two contracts with the City as the battalion chiefs are now a separate represented unit. Both contracts expire June 30, 2024. Negotiations for new contracts are still ongoing and the full potential impacts on FY25 wages are unknown at this time.

# FINANCIAL SUMMARIES

## FY25 Projected Fund Balances

	<b>Resources</b>		
	<b>July 1, 2024 Beginning Cash</b>	<i>New Revenue</i>	<i>Transfers-In &amp; Indirect Charges</i>
<b>100 General Fund</b>	<b>11,433,854</b>	<b>42,063,692</b>	<b>4,226,548</b>
<b>Special Revenue Funds</b>			
201 Street Fund	1,647,087	5,940,200	525,000
204 Special Revenue Fund	9,935,729	869,836	-
208 Transient Room Tax Fund	2,338,594	1,850,000	-
210 Community Development Fund	7,891	1,612,636	-
224 Building Code Fund	6,008,600	2,051,000	-
235 Fire Local Option Levy Fund	2,131,820	2,166,328	-
236 Police Local Option Levy Fund	3,501,312	8,795,600	-
<b>Total Special Revenue Funds</b>	<b>25,571,033</b>	<b>23,285,600</b>	<b>525,000</b>
<b>Debt Service Funds</b>			
306 Bond Sinking Fund	498,818	6,888,000	-
<b>Total Debt Service Funds</b>	<b>498,818</b>	<b>6,888,000</b>	-
<b>Capital Projects Funds</b>			
419 Development Assessment Capital Fund	375,690	59,090	58,496
420 Development Projects Fund	4,140,269	544,332	-
433 Regional Wastewater Capital Fd	100,995,359	4,278,800	15,250,000
434 Street Capital Fund	14,653,960	4,795,600	150,000
<b>Total Capital Projects</b>	<b>120,165,278</b>	<b>9,677,822</b>	<b>15,458,496</b>
<b>Enterprise Funds</b>			
611 Sanitary Sewer Fund	29,471,238	11,054,544	-
612 Regional Wastewater Fund	11,089,438	44,234,000	27,722
615 Ambulance Fund	378,235	7,160,126	-
617 Storm Drainage Fund	19,801,949	9,563,400	-
618 Booth-Kelly Fund	1,133,111	656,012	-
629 Regional Fiber Consortium Fund	612,673	146,479	-
<b>Total Enterprise Funds</b>	<b>62,486,644</b>	<b>72,814,561</b>	<b>27,722</b>
<b>Internal Service Funds</b>			
707 Insurance Fund	17,129,659	12,068,017	-
713 Vehicle & Equipment Fund	7,303,538	3,562,033	-
719 SDC Administration Fund	552,673	420,000	-
<b>Total Internal Service Funds</b>	<b>24,985,870</b>	<b>16,050,050</b>	-
<b>Total All Funds</b>	<b>245,141,496</b>	<b>170,779,725</b>	<b>20,237,766</b>

# FINANCIAL SUMMARIES

<b>Expenses</b>						
<i>Operating</i>	<i>Capital</i>	<i>Transfers Out</i>	<i>Debt Service</i>	<b>Projected June 30, 2025 Cash Balance</b>	<b>Percent Change Beginning Balance to Ending Balance</b>	<b>Footnote for changes &gt; 10%</b>
<b>45,907,342</b>	-	<b>624,496</b>	-	<b>11,192,256</b>	<b>-2%</b>	
7,774,748	-	-	-	337,539	<b>-80%</b>	(1)
7,566,923	-	-	-	3,238,642	<b>-67%</b>	(2)
566,143	-	1,100,000	-	2,522,451	<b>8%</b>	
1,612,636	-	-	-	7,891	<b>0%</b>	
1,772,428	-	-	-	6,287,172	<b>5%</b>	
1,833,986	-	-	-	2,464,162	<b>16%</b>	(3)
9,205,122	-	-	-	3,091,790	<b>-12%</b>	(4)
<b>30,331,985</b>	-	<b>1,100,000</b>	-	<b>17,949,648</b>		
-	-	-	6,965,805	421,013	<b>-16%</b>	(5)
-	-	-	<b>6,965,805</b>	<b>421,013</b>		
-	-	-	-	493,276	<b>31%</b>	(6)
-	437,000	102,000	-	4,145,601	<b>0%</b>	
4,149,000	69,120,000	27,722	-	47,227,437	<b>-53%</b>	(7)
-	4,487,500	-	-	15,112,060	<b>3%</b>	
<b>4,149,000</b>	<b>74,044,500</b>	<b>129,722</b>	-	<b>66,978,374</b>		
5,795,473	8,097,350	-	1,706,800	24,926,159	<b>-15%</b>	(8)
25,436,261	-	15,100,000	4,107,750	10,707,149	<b>-3%</b>	
6,857,494	-	-	-	680,867	<b>80%</b>	(9)
8,203,390	5,065,000	-	552,241	15,544,718	<b>-21%</b>	(10)
648,146	190,000	100,000	-	850,977	<b>-25%</b>	(11)
236,060	-	-	-	523,092	<b>-15%</b>	(12)
<b>47,176,825</b>	<b>13,352,350</b>	<b>15,200,000</b>	<b>6,366,791</b>	<b>53,232,961</b>		
12,220,878	-	-	-	16,976,798	<b>-1%</b>	
3,246,384	-	-	209,190	7,409,997	<b>1%</b>	
485,876	-	-	-	486,797	<b>-12%</b>	(13)
<b>15,953,138</b>	-	-	<b>209,190</b>	<b>24,873,592</b>		
<b>143,518,289</b>	<b>87,396,850</b>	<b>17,054,218</b>	<b>13,541,786</b>	<b>174,647,844</b>		



## FINANCIAL SUMMARIES

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### Footnotes detailing changes greater than 10%:

**1.) Street Fund** – An 80% reduction in fund balance is projected due to a decrease in available beginning cash, and a decrease in revenues. Local Fuel Tax collections are anticipated to be lower than prior years, as is the highway apportionment received by the City of Springfield from the State of Oregon state shared revenue. Beginning cash decreased due to unanticipated expenditures from the January 2024 Ice Storm.

**2.) Special Revenue Fund** – A 67% reduction in fund balance is projected due to the anticipated expenditure of funds related to several American Recovery Act Plan (ARPA) projects that were approved by the City Council.

**3.) Fire Local Option Levy Fund** – A 16% increase in available cash is anticipated due to an increase in estimated property tax receipts.

**4.) Police Local Option Levy Fund** – A 12% reduction in available cash is anticipated due to an increase in medical and meal expenses for prisoners and increasing costs for indigent defense representation.

**5.) Bond Sinking Fund** – A 16% reduction in available cash is anticipated as budgeted reserves are adjusted down to reflect the actual 2016 bond requirements and the potential new bond requirements.

**6.) Development Assessment Capital Fund** – A 31% increase in available cash is anticipated due to interest earnings from an interfund loan made to the General Fund.

**7.) Regional Wastewater Capital Fund** – A 54% decrease in available cash is anticipated due to how the City budgets large capital projects. The complete cost for large capital projects is budgeted in one year, however, these projects take multiple years to complete. This makes it appear that there is a significant decrease in available cash. However, the cost for these projects is spread over many years, making the actual impact less significant.

**8.) Sanitary Sewer Fund** – A 15% decrease in available cash is anticipated due to how the City budgets large capital projects. The complete cost for large capital projects is budgeted in one year, however, these projects take multiple years to complete. This makes it appear that there is a significant decrease in available cash. However, the cost for these projects is spread over many years, making the actual impact less significant.

**9.) Ambulance Fund** – An 80% increase in available cash is due to an increase in working capital reserves to maintain a reasonable reserve balance.

**10.) Storm Drainage Fund** – A 21% decrease in available cash is anticipated due to how the City budgets large capital projects. The complete cost for large capital projects is budgeted in one year, however, these projects take multiple years to complete. This makes it appear that there is a significant decrease in available cash. However, the cost for these projects is spread over many years, making the actual impact less significant.

## FINANCIAL SUMMARIES

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**11.) Booth-Kelly Fund** – A 25% reduction in available cash is due to structural challenges facing this fund. Such challenges include the loss of a major tenant several years ago, as well as the addition of a contracted property manager for the site and capital costs for construction services.

**12.) Regional Fiber Consortium Fund** – A 25% reduction in available cash due to a decrease in lease income revenue, and an increase in grant expenditures for FY25.

**13. SDC Administration Fund** – A 12% reduction in available cash is due to an increase in salaries based on inflation, and a decrease in SDC administration fees.

# FINANCIAL SUMMARIES

## Requirements by Fund & Category

Fund	Category	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
100 General Fund	5 PERSONNEL SERVICES	32,755,018	32,821,378	36,406,050	37,618,078
	6 MATERIALS & SERVICES	8,249,216	9,210,499	8,729,479	8,195,964
	7 CAPITAL OUTLAY	100,771	115,566	104,079	93,300
	9 NON-DEPARTMENTAL	1,236,818	1,254,717	11,682,959	11,816,752
<b>100 General Fund Total</b>		<b>42,341,823</b>	<b>43,402,160</b>	<b>56,922,567</b>	<b>57,724,094</b>
201 Street Fund	5 PERSONNEL SERVICES	3,854,345	3,923,157	4,328,721	4,604,028
	6 MATERIALS & SERVICES	2,732,958	2,837,741	3,636,737	3,140,719
	7 CAPITAL OUTLAY	-	-	-	30,000
	9 NON-DEPARTMENTAL	150,000	150,000	2,338,226	337,539
<b>201 Street Fund Total</b>		<b>6,737,302</b>	<b>6,910,899</b>	<b>10,303,684</b>	<b>8,112,287</b>
204 Special Revenue Fund	5 PERSONNEL SERVICES	77,227	1,165,907	1,807,128	1,957,306
	6 MATERIALS & SERVICES	375,145	6,168,151	12,354,417	5,573,127
	7 CAPITAL OUTLAY	45,987	157,837	83,097	36,490
	8 CAPITAL	-	40,000	-	-
	9 NON-DEPARTMENTAL	-	-	5,180,488	3,238,642
<b>204 Special Revenue Fund Total</b>		<b>498,358</b>	<b>7,531,896</b>	<b>19,425,130</b>	<b>10,805,565</b>
208 Transient Room Tax Fund	5 PERSONNEL SERVICES	298,860	285,650	323,608	347,031
	6 MATERIALS & SERVICES	172,701	164,251	215,917	219,112
	9 NON-DEPARTMENTAL	826,349	753,793	3,462,139	3,622,451
<b>208 Transient Room Tax Fund Total</b>		<b>1,297,909</b>	<b>1,203,694</b>	<b>4,001,664</b>	<b>4,188,594</b>
210 Community Development Fund	5 PERSONNEL SERVICES	246,023	217,662	292,432	310,913
	6 MATERIALS & SERVICES	325,309	902,101	1,301,700	1,301,723
	9 NON-DEPARTMENTAL	-	-	352,266	7,891
<b>210 Community Development Fund Total</b>		<b>571,332</b>	<b>1,119,764</b>	<b>1,946,398</b>	<b>1,620,527</b>
224 Building Code Fund	5 PERSONNEL SERVICES	973,092	1,050,012	1,217,168	1,350,524
	6 MATERIALS & SERVICES	385,601	408,079	423,655	421,904
	9 NON-DEPARTMENTAL	-	-	5,423,807	6,287,172
<b>224 Building Code Fund Total</b>		<b>1,358,693</b>	<b>1,458,091</b>	<b>7,064,630</b>	<b>8,059,600</b>
235 Fire Local Option Levy Fund	5 PERSONNEL SERVICES	1,373,258	1,398,845	1,456,829	1,535,687
	6 MATERIALS & SERVICES	260,494	291,887	297,514	298,299
	9 NON-DEPARTMENTAL	-	-	2,173,596	2,464,162
<b>235 Fire Local Option Levy Fund Total</b>		<b>1,633,752</b>	<b>1,690,732</b>	<b>3,927,939</b>	<b>4,298,148</b>
236 Police Local Option Levy Fund	5 PERSONNEL SERVICES	5,214,064	5,152,612	6,058,277	6,405,185
	6 MATERIALS & SERVICES	1,766,538	2,517,459	2,793,941	2,799,937
	9 NON-DEPARTMENTAL	-	-	3,396,880	3,091,791
<b>236 Police Local Option Levy Fund Total</b>		<b>6,980,602</b>	<b>7,670,072</b>	<b>12,249,097</b>	<b>12,296,913</b>
306 Bond Sinking Fund	9 NON-DEPARTMENTAL	4,012,778	4,016,876	4,497,083	7,386,818
<b>306 Bond Sinking Fund Total</b>		<b>4,012,778</b>	<b>4,016,876</b>	<b>4,497,083</b>	<b>7,386,818</b>
419 Development Assessment Capital	6 MATERIALS & SERVICES	-	-	500,000	-
	9 NON-DEPARTMENTAL	-	-	376,715	493,276
<b>419 Development Assessment Capital Fund Total</b>		<b>-</b>	<b>-</b>	<b>876,715</b>	<b>493,276</b>
420 Development Projects Fund	6 MATERIALS & SERVICES	-	-	1,000,000	-
	8 CAPITAL	129,173	220,999	540,697	437,000
	9 NON-DEPARTMENTAL	1,300,000	-	5,081,219	4,247,601
<b>420 Development Projects Fund Total</b>		<b>1,429,173</b>	<b>220,999</b>	<b>6,621,916</b>	<b>4,684,601</b>

# FINANCIAL SUMMARIES

Fund	Category	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
433 Regional Wastewater Capital Fd	6 MATERIALS & SERVICES	10,810	8,201	14,000	14,000
	7 CAPITAL OUTLAY	1,561,896	3,194,139	4,693,030	4,135,000
	8 CAPITAL	3,077,421	4,015,506	68,995,557	69,120,000
	9 NON-DEPARTMENTAL	23,172	24,744	42,959,005	47,255,159
<b>433 Regional Wastewater Capital Fund Total</b>		<b>4,673,300</b>	<b>7,242,590</b>	<b>116,661,592</b>	<b>120,524,159</b>
434 Street Capital Fund	6 MATERIALS & SERVICES	166,026	88,352	118,785	-
	8 CAPITAL	4,650,628	2,251,776	17,608,277	4,487,500
	9 NON-DEPARTMENTAL	-	-	4,232,163	15,112,060
<b>434 Street Capital Fund Total</b>		<b>4,816,654</b>	<b>2,340,128</b>	<b>21,959,225</b>	<b>19,599,560</b>
611 Sanitary Sewer Fund	5 PERSONNEL SERVICES	2,577,586	2,505,762	2,954,937	3,426,036
	6 MATERIALS & SERVICES	2,033,431	2,236,693	2,412,574	2,339,437
	7 CAPITAL OUTLAY	-	-	-	30,000
	8 CAPITAL	510,772	2,664,239	11,391,962	8,097,350
	9 NON-DEPARTMENTAL	1,707,800	1,708,000	29,199,984	26,632,959
<b>611 Sanitary Sewer Fund Total</b>		<b>6,829,589</b>	<b>9,114,694</b>	<b>45,959,457</b>	<b>40,525,782</b>
612 Regional Wastewater Fund	5 PERSONNEL SERVICES	2,121,439	2,281,458	2,542,750	2,841,320
	6 MATERIALS & SERVICES	17,787,923	18,543,823	21,741,785	22,594,941
	7 CAPITAL OUTLAY	-	65,613	-	-
	9 NON-DEPARTMENTAL	14,660,375	18,708,500	30,718,538	29,914,899
<b>612 Regional Wastewater Fund Total</b>		<b>34,569,737</b>	<b>39,599,393</b>	<b>55,003,073</b>	<b>55,351,160</b>
615 Ambulance Fund	5 PERSONNEL SERVICES	4,334,937	3,898,093	4,217,621	4,080,815
	6 MATERIALS & SERVICES	2,950,360	3,436,272	2,736,057	2,776,679
	7 CAPITAL OUTLAY	-	93,341	-	-
	9 NON-DEPARTMENTAL	-	-	150,916	680,866
<b>615 Ambulance Fund Total</b>		<b>7,285,297</b>	<b>7,427,706</b>	<b>7,104,594</b>	<b>7,538,361</b>
617 Storm Drainage Fund	5 PERSONNEL SERVICES	3,435,067	3,415,523	4,638,106	4,975,727
	6 MATERIALS & SERVICES	2,398,247	2,682,177	3,178,145	3,167,663
	7 CAPITAL OUTLAY	-	-	-	60,000
	8 CAPITAL	515,151	261,688	9,892,797	5,065,000
	9 NON-DEPARTMENTAL	551,641	551,717	18,437,552	16,096,958
<b>617 Storm Drainage Fund Total</b>		<b>6,900,106</b>	<b>6,911,104</b>	<b>36,146,601</b>	<b>29,365,348</b>
618 Booth-Kelly Fund	5 PERSONNEL SERVICES	90,000	150,107	159,881	168,531
	6 MATERIALS & SERVICES	379,141	643,830	381,460	479,615
	7 CAPITAL OUTLAY	-	257,391	200,000	-
	8 CAPITAL	-	-	190,000	190,000
	9 NON-DEPARTMENTAL	80,651	84,237	838,444	950,978
<b>618 Booth-Kelly Fund Total</b>		<b>549,792</b>	<b>1,135,564</b>	<b>1,769,785</b>	<b>1,789,123</b>
629 Regional Fiber Consortium Fund	6 MATERIALS & SERVICES	114,623	80,760	224,686	236,060
	9 NON-DEPARTMENTAL	-	-	567,540	523,092
<b>629 Regional Fiber Consortium Fund Total</b>		<b>114,623</b>	<b>80,760</b>	<b>792,226</b>	<b>759,152</b>
707 Insurance Fund	5 PERSONNEL SERVICES	365,368	376,800	390,370	422,483
	6 MATERIALS & SERVICES	9,520,575	11,012,488	11,392,335	11,798,395
	9 NON-DEPARTMENTAL	-	5,534	15,261,778	16,976,798
<b>707 Insurance Fund Total</b>		<b>9,885,944</b>	<b>11,394,823</b>	<b>27,044,483</b>	<b>29,197,676</b>
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	1,136,177	1,253,013	2,223,418	1,733,444
	7 CAPITAL OUTLAY	1,980,740	2,122,074	5,238,817	1,512,940
	9 NON-DEPARTMENTAL	-	36,500	5,630,869	7,619,187
<b>713 Vehicle &amp; Equipment Fund Total</b>		<b>3,116,916</b>	<b>3,411,587</b>	<b>13,093,104</b>	<b>10,865,571</b>
719 SDC Administration Fund	5 PERSONNEL SERVICES	341,803	310,751	331,902	372,885
	6 MATERIALS & SERVICES	95,584	98,436	128,744	112,991
	9 NON-DEPARTMENTAL	-	-	588,184	486,797
<b>719 SDC Administration Fund Total</b>		<b>437,388</b>	<b>409,186</b>	<b>1,048,830</b>	<b>972,673</b>
<b>Grand Total</b>		<b>146,041,068</b>	<b>164,292,717</b>	<b>454,419,793</b>	<b>436,158,987</b>

# FINANCIAL SUMMARIES

## Requirements by Department and Major Object

Department	Major Object 2	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
01 City Manager's Office	5 PERSONNEL SERVICES	1,086,099	1,375,920	1,470,247	1,456,337
	6 MATERIALS & SERVICES	767,623	696,445	4,557,905	3,218,638
	7 CAPITAL OUTLAY	-	-	200,000	-
<b>01 City Manager's Office Total</b>		<b>1,853,722</b>	<b>2,072,365</b>	<b>6,228,152</b>	<b>4,674,975</b>
02 Human Resources	5 PERSONNEL SERVICES	1,003,744	1,087,022	1,264,646	1,222,700
	6 MATERIALS & SERVICES	408,251	453,096	347,066	281,761
<b>02 Human Resources Total</b>		<b>1,411,995</b>	<b>1,540,118</b>	<b>1,611,712</b>	<b>1,504,461</b>
03 Information Technology	5 PERSONNEL SERVICES	2,198,303	1,310,571	1,344,376	1,392,914
	6 MATERIALS & SERVICES	1,227,642	1,131,774	1,315,206	1,381,972
	7 CAPITAL OUTLAY	407,680	-	-	-
<b>03 Information Technology Total</b>		<b>3,833,625</b>	<b>2,442,345</b>	<b>2,659,582</b>	<b>2,774,886</b>
04 Finance	5 PERSONNEL SERVICES	2,239,521	2,290,256	2,662,434	2,699,024
	6 MATERIALS & SERVICES	1,167,708	3,594,543	2,505,668	1,903,425
<b>04 Finance Total</b>		<b>3,407,229</b>	<b>5,884,799</b>	<b>5,168,102</b>	<b>4,602,449</b>
05 Fire & Life Safety	5 PERSONNEL SERVICES	16,053,396	15,629,145	17,205,705	18,090,575
	6 MATERIALS & SERVICES	5,631,815	6,887,816	5,114,048	5,241,627
	7 CAPITAL OUTLAY	270,240	806,985	3,376,378	643,940
<b>05 Fire &amp; Life Safety Total</b>		<b>21,955,451</b>	<b>23,323,947</b>	<b>25,696,131</b>	<b>23,976,142</b>
06 Police	5 PERSONNEL SERVICES	18,397,418	18,831,342	21,486,155	21,994,263
	6 MATERIALS & SERVICES	4,660,737	5,701,972	6,386,848	5,445,262
	7 CAPITAL OUTLAY	143,073	608,800	762,500	85,000
<b>06 Police Total</b>		<b>23,201,228</b>	<b>25,142,114</b>	<b>28,635,503</b>	<b>27,524,525</b>
07 Development & Public Works	5 PERSONNEL SERVICES	14,818,950	16,076,909	19,181,872	20,875,721
	6 MATERIALS & SERVICES	27,021,666	34,275,749	43,321,463	37,281,813
	7 CAPITAL OUTLAY	2,727,293	4,452,025	5,826,724	5,039,000
	8 CAPITAL	8,883,146	9,454,208	108,619,290	87,396,850
<b>07 Development &amp; Public Works Total</b>		<b>53,451,054</b>	<b>64,258,891</b>	<b>176,949,350</b>	<b>150,593,384</b>
08 Library	5 PERSONNEL SERVICES	1,784,171	1,854,973	1,990,295	2,125,470
	6 MATERIALS & SERVICES	367,405	502,119	492,189	401,186
	7 CAPITAL OUTLAY	141,107	138,151	153,421	129,790
<b>08 Library Total</b>		<b>2,292,683</b>	<b>2,495,243</b>	<b>2,635,904</b>	<b>2,656,446</b>
09 Legal Services	5 PERSONNEL SERVICES	476,484	497,579	520,050	559,545
	6 MATERIALS & SERVICES	415,054	711,687	535,392	445,670
<b>09 Legal Services Total</b>		<b>891,538</b>	<b>1,209,266</b>	<b>1,055,442</b>	<b>1,005,215</b>
31 Health Insurance	6 MATERIALS & SERVICES	7,311,995	6,827,191	8,535,823	8,136,840
<b>31 Health Insurance Total</b>		<b>7,311,995</b>	<b>6,827,191</b>	<b>8,535,823</b>	<b>8,136,840</b>
32 Risk Services	6 MATERIALS & SERVICES	1,880,966	1,801,821	2,693,742	3,465,787
<b>32 Risk Services Total</b>		<b>1,880,966</b>	<b>1,801,821</b>	<b>2,693,742</b>	<b>3,465,787</b>

# FINANCIAL SUMMARIES

Fund	Category	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
91 Interfund Transfers	9 NON-DEPARTMENTAL	14,166,989	16,909,526	17,042,343	17,054,218
<b>91 Interfund Transfers Total</b>		<b>14,166,989</b>	<b>16,909,526</b>	<b>17,042,343</b>	<b>17,054,218</b>
92 Debt Principal & Interest	9 NON-DEPARTMENTAL	10,382,594	10,385,093	10,392,211	13,541,787
<b>92 Debt Principal &amp; Interest Total</b>		<b>10,382,594</b>	<b>10,385,093</b>	<b>10,392,211</b>	<b>13,541,787</b>
95 Contingencies	9 NON-DEPARTMENTAL	-	-	2,619,863	2,526,013
<b>95 Contingencies</b>		<b>-</b>	<b>-</b>	<b>2,619,863</b>	<b>2,526,013</b>
96 Dedicated Reserves	9 NON-DEPARTMENTAL	-	-	162,495,934	172,121,859
<b>96 Dedicated Reserves Total</b>		<b>-</b>	<b>-</b>	<b>162,495,934</b>	<b>172,121,859</b>
<b>Grand Total</b>		<b>146,041,068</b>	<b>164,292,718</b>	<b>454,419,793</b>	<b>436,158,987</b>

# FINANCIAL SUMMARIES

## Requirements by Fund and Department

Fund	Department	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
100 General Fund	01 City Manager's Office	1,419,279	1,470,433	1,664,389	1,759,484
	02 Human Resources	715,594	695,409	949,736	829,394
	03 Information Technology	1,914,691	1,774,779	1,652,478	1,670,423
	04 Finance	2,356,341	2,425,460	2,723,099	2,801,586
	05 Fire & Life Safety	12,678,949	12,537,426	13,240,919	14,271,425
	06 Police	16,565,495	17,163,848	18,535,694	17,774,949
	07 Dev. and Public Works	2,759,733	2,958,845	3,397,764	3,682,133
	08 Library	1,892,930	2,001,361	2,115,666	2,207,834
	09 Legal Services	801,993	1,119,883	959,862	910,115
	91 Interfund Transfers	1,236,818	1,254,717	1,154,167	624,496
	95 Contingencies	-	-	987,350	1,000,000
96 Reserves	-	-	9,541,442	10,192,256	
<b>100 General Fund Total</b>		<b>42,341,823</b>	<b>43,402,161</b>	<b>56,922,567</b>	<b>57,724,094</b>
201 Street Fund	01 City Manager's Office	37,925	33,741	55,784	59,960
	03 Information Technology	339,261	-	-	-
	04 Finance	43,127	58,853	70,456	75,128
	07 Dev. and Public Works	6,166,988	6,668,305	7,839,219	7,639,659
	91 Interfund Transfers	150,000	150,000	150,000	-
	95 Contingencies	-	-	200,000	150,000
	96 Reserves	-	-	1,988,226	187,539
<b>201 Street Fund Total</b>		<b>6,737,302</b>	<b>6,910,899</b>	<b>10,303,684</b>	<b>8,112,287</b>
204 Special Revenue Fund	01 City Manager's Office	70,458	240,725	3,807,392	2,267,892
	02 Human Resources	-	84,433	104,835	56,845
	03 Information Technology	16,563	102,691	230,736	134,379
	04 Finance	-	438,483	1,014,428	315,292
	05 Fire & Life Safety	-	867,822	303,173	175,381
	06 Police	170,857	452,749	1,142,771	1,320,230
	07 Dev. and Public Works	94,038	5,113,476	7,411,475	3,144,099
	08 Library	146,442	231,516	229,832	152,805
	91 Interfund Transfers	-	-	100,000	-
	96 Reserves	-	-	5,080,488	3,238,642
<b>204 Special Revenue Fund Total</b>		<b>498,358</b>	<b>7,531,896</b>	<b>19,425,130</b>	<b>10,805,565</b>
208 Transient Room Tax Fund	01 City Manager's Office	202,330	171,326	235,194	247,571
	07 Dev. and Public Works	17,088	24,209	29,923	30,765
	08 Library	252,143	254,366	274,407	287,807
	91 Interfund Transfers	826,349	753,793	1,100,000	1,100,000
	96 Reserves	-	-	2,362,139	2,522,451
<b>208 Transient Room Tax Fund Total</b>		<b>1,297,909</b>	<b>1,203,694</b>	<b>4,001,664</b>	<b>4,188,594</b>

# FINANCIAL SUMMARIES

Fund	Department	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
210 Community Development Fund	04 Finance	23,506	24,579	27,516	33,367
	07 Dev. and Public Works	547,826	1,095,185	1,566,616	1,579,269
	96 Reserves	-	-	352,266	7,891
<b>210 Community Development Fund Total</b>		<b>571,332</b>	<b>1,119,764</b>	<b>1,946,398</b>	<b>1,620,527</b>
224 Building Code Fund	01 City Manager's Office	11,614	12,135	23,185	24,111
	05 Fire & Life Safety	79,641	83,858	85,645	96,795
	07 Dev. and Public Works	1,267,438	1,362,098	1,531,993	1,651,522
	95 Contingencies	-	-	35,000	35,000
	96 Reserves	-	-	5,388,807	6,252,172
<b>224 Building Code Fund Total</b>		<b>1,358,693</b>	<b>1,458,091</b>	<b>7,064,630</b>	<b>8,059,600</b>
235 Fire Levy Fund	05 Fire & Life Safety	1,633,752	1,690,732	1,754,343	1,833,986
	95 Contingencies	-	-	45,000	45,000
	96 Reserves	-	-	2,128,596	2,419,162
<b>235 Fire Levy Fund Total</b>		<b>1,633,752</b>	<b>1,690,732</b>	<b>3,927,939</b>	<b>4,298,148</b>
236 Police Levy Fund	04 Finance	569,255	542,648	754,400	765,675
	06 Police	6,321,803	7,038,041	8,004,538	8,344,346
	09 Legal Services	89,545	89,383	93,280	95,101
	91 Interfund Transfers	-	-	27,500	-
	95 Contingencies	-	-	150,000	150,000
	96 Reserves	-	-	3,219,380	2,941,791
<b>236 Police Levy Fund Total</b>		<b>6,980,602</b>	<b>7,670,072</b>	<b>12,249,097</b>	<b>12,296,913</b>
306 Bond Sinking Fund	92 Debt Principal	4,012,778	4,016,876	4,019,570	6,965,805
	95 Contingencies	-	-	477,513	421,013
<b>306 Bond Sinking Fund Total</b>		<b>4,012,778</b>	<b>4,016,876</b>	<b>4,497,083</b>	<b>7,386,818</b>
419 Dev. Assessment Capital	07 Dev. and Public Works	-	-	500,000	-
	96 Reserves	-	-	376,715	493,276
<b>419 Dev. Assessment Capital Total</b>		<b>-</b>	<b>-</b>	<b>876,715</b>	<b>493,276</b>
420 Dev. Projects Fund	07 Dev. and Public Works	129,173	220,999	1,540,697	437,000
	91 Interfund Transfers	1,300,000	-	98,000	102,000
	96 Reserves	-	-	4,983,219	4,145,601
<b>420 Dev. Projects Fund Total</b>		<b>1,429,173</b>	<b>220,999</b>	<b>6,621,916</b>	<b>4,684,601</b>



# FINANCIAL SUMMARIES

Fund	Department	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
433 Reg. Wastewater Capital Fd	07 Dev. and Public Works	4,650,128	7,217,846	73,702,587	73,269,000
	91 Interfund Transfers	23,172	24,744	25,904	27,722
	96 Reserves	-	-	42,933,101	47,227,437
<b>433 Reg. Wastewater Capital Fd Total</b>		<b>4,673,300</b>	<b>7,242,590</b>	<b>116,661,592</b>	<b>120,524,159</b>
434 Street Capital Fund	07 Dev. and Public Works	4,816,654	2,340,128	17,727,062	4,487,500
	96 Reserves	-	-	4,232,163	15,112,060
<b>434 Street Capital Fund Total</b>		<b>4,816,654</b>	<b>2,340,128</b>	<b>21,959,225</b>	<b>19,599,560</b>
611 Sanitary Sewer Fund	01 City Manager's Office	50,645	43,822	83,600	88,897
	03 Information Technology	317,469	-	-	-
	04 Finance	44,273	54,130	62,704	66,733
	07 Dev. and Public Works	4,709,402	7,308,742	16,613,169	13,737,192
	92 Debt Principal	1,707,800	1,708,000	1,706,000	1,706,800
	95 Contingencies	-	-	150,000	150,000
	96 Reserves	-	-	27,343,984	24,776,159
<b>611 Sanitary Sewer Fund Total</b>		<b>6,829,589</b>	<b>9,114,694</b>	<b>45,959,457</b>	<b>40,525,782</b>
612 Reg. Wastewater Fund	01 City Manager's Office	10,237	9,320	17,649	18,232
	04 Finance	174,939	164,174	181,874	193,181
	07 Dev. and Public Works	19,724,187	20,717,399	24,085,013	25,224,848
	91 Interfund Transfers	10,550,000	14,600,000	14,300,000	15,100,000
	92 Debt Principal	4,110,375	4,108,500	4,113,000	4,107,750
	96 Reserves	-	-	12,305,538	10,707,149
<b>612 Reg. Wastewater Fund Total</b>		<b>34,569,737</b>	<b>39,599,393</b>	<b>55,003,073</b>	<b>55,351,160</b>
615 Ambulance Fund	05 Fire & Life Safety	7,285,297	7,427,706	6,953,678	6,857,494
	95 Contingencies	-	-	150,000	150,000
	96 Reserves	-	-	916	530,866
<b>615 Ambulance Fund Total</b>		<b>7,285,297</b>	<b>7,427,706</b>	<b>7,104,594</b>	<b>7,538,361</b>
617 Storm Drainage Fund	01 City Manager's Office	51,234	43,892	83,921	89,158
	03 Information Technology	243,574	-	-	-
	04 Finance	44,273	54,131	62,717	66,733
	07 Dev. and Public Works	6,009,383	6,261,364	17,562,411	13,112,498
	92 Debt Principal	551,641	551,717	553,641	552,241
	95 Contingencies	-	-	200,000	200,000
	96 Reserves	-	-	17,683,911	15,344,717
<b>617 Storm Drainage Fund Total</b>		<b>6,900,106</b>	<b>6,911,104</b>	<b>36,146,601</b>	<b>29,365,348</b>

# FINANCIAL SUMMARIES

Fund	Department	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
618 Booth-Kelly Fund	01 City Manager's Office	-	46,971	257,038	119,669
	07 Dev. and Public Works	469,141	1,004,356	674,304	718,476
	91 Interfund Transfers	80,651	84,237	86,772	100,000
	95 Contingencies	-	-	15,000	15,000
	96 Reserves	-	-	736,672	835,978
<b>618 Booth-Kelly Fund Total</b>		<b>549,792</b>	<b>1,135,564</b>	<b>1,769,785</b>	<b>1,789,123</b>
629 Regional Fiber Consortium Fund	04 Finance	114,623	80,760	224,686	236,060
	96 Reserves	-	-	567,540	523,092
<b>629 Regional Fiber Consortium Fund Total</b>		<b>114,623</b>	<b>80,760</b>	<b>792,226</b>	<b>759,152</b>
707 Insurance Fund	02 Human Resources	692,984	760,276	553,140	618,222
	04 Finance	-	2,000,000	-	-
	31 Health Insurance	7,311,995	6,827,191	8,535,823	8,136,869
	32 Risk Services	1,880,966	1,801,821	2,693,742	3,465,787
	91 Interfund Transfers	-	5,534	-	-
	95 Contingencies	-	-	200,000	200,000
	96 Reserves	-	-	15,061,778	16,776,798
<b>707 Insurance Fund Total</b>		<b>9,885,944</b>	<b>11,394,823</b>	<b>27,044,483</b>	<b>29,197,676</b>
713 Vehicle & Equip. Fund	02 Human Resources	3,417	-	4,000	-
	03 Information Technology	939,213	564,875	776,368	970,084
	05 Fire & Life Safety	277,811	716,403	3,358,373	741,062
	06 Police	143,073	487,475	952,500	85,000
	07 Dev. and Public Works	1,752,233	1,598,334	2,352,694	1,442,238
	08 Library	1,168	8,000	16,000	8,000
	09 Legal Services	-	-	2,300	-
	91 Interfund Transfers	-	36,500	-	-
	92 Debt Principal	-	-	-	209,190
	96 Reserves	-	-	5,630,869	7,409,997
	<b>713 Vehicle &amp; Equip. Fund Total</b>		<b>3,116,916</b>	<b>3,411,587</b>	<b>13,093,104</b>
719 SDC Admin. Fund	03 Information Technology	62,854	-	-	-
	04 Finance	36,891	41,581	46,223	48,693
	07 Dev. and Public Works	337,642	367,605	414,423	437,183
	95 Contingencies	-	-	10,000	10,000
	96 Reserves	-	-	578,184	476,797
<b>719 SDC Admin. Fund Total</b>		<b>437,388</b>	<b>409,186</b>	<b>1,048,830</b>	<b>972,673</b>
<b>Grand Total</b>		<b>146,041,068</b>	<b>164,292,718</b>	<b>454,419,793</b>	<b>436,158,987</b>

# FINANCIAL SUMMARIES

## Revenue by Fund & Category

Fund	De partment	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed	
100 General Fund	41 Taxes	(23,831,507)	(25,566,087)	(26,138,568)	(27,169,622)	
	42 Licenses, Permits & Fees	(3,069,154)	(3,018,265)	(2,847,790)	(3,090,131)	
	43 Intergovernmental	(5,703,422)	(6,192,470)	(6,308,742)	(6,379,067)	
	44 Charges For Service	(3,719,697)	(4,300,190)	(3,889,624)	(3,989,287)	
	45 Fines And Forfeitures	(998,349)	(817,969)	(895,200)	(859,879)	
	46 Use Of Money & Property	173,072	(913,438)	(161,500)	(260,000)	
	48 Miscellaneous Receipts	(942,041)	(504,192)	(312,300)	(315,706)	
	49 Other Financing Sources	(15,238,943)	(14,504,277)	(16,368,843)	(15,660,402)	
	<b>100 General Fund Total</b>		<b>(53,330,042)</b>	<b>(55,816,888)</b>	<b>(56,922,567)</b>	<b>(57,724,094)</b>
201 Street Fund	41 Taxes	(874,718)	(881,768)	(900,000)	(829,800)	
	42 Licenses, Permits & Fees	(229,796)	(231,982)	(211,773)	(208,800)	
	43 Intergovernmental	(5,213,622)	(5,090,121)	(5,542,786)	(4,675,000)	
	44 Charges For Service	(197,400)	(269,740)	(170,823)	(180,800)	
	46 Use Of Money & Property	13,984	(65,590)	(18,000)	(30,000)	
	48 Miscellaneous Receipts	(88,115)	(527)	(10,000)	(15,800)	
	49 Other Financing Sources	(2,965,430)	(3,288,795)	(3,450,302)	(2,172,087)	
	<b>201 Street Fund Total</b>		<b>(9,555,098)</b>	<b>(9,828,525)</b>	<b>(10,303,684)</b>	<b>(8,112,287)</b>
	204 Special Revenue Fund	42 Licenses, Permits & Fees	(185,051)	(187,517)	(232,000)	(230,000)
43 Intergovernmental		(10,018,595)	(4,383,721)	(2,115,037)	(526,086)	
45 Fines And Forfeitures		(126,892)	(309,225)	(102,000)	(15,000)	
46 Use Of Money & Property		(704)	(6,487)	-	-	
48 Miscellaneous Receipts		(143,244)	(253,755)	(123,909)	(98,750)	
49 Other Financing Sources		(8,735,329)	(18,748,956)	(16,852,184)	(9,935,729)	
<b>204 Special Revenue Fund Total</b>		<b>(19,209,815)</b>	<b>(23,889,661)</b>	<b>(19,425,130)</b>	<b>(10,805,565)</b>	
208 Transient Room Tax Fund	41 Taxes	(1,845,309)	(1,544,253)	(1,800,000)	(1,800,000)	
	43 Intergovernmental	(56)	56	-	-	
	46 Use Of Money & Property	8,709	(48,032)	(35,000)	(50,000)	
	48 Miscellaneous Receipts	(450)	-	-	-	
	49 Other Financing Sources	(1,238,932)	(1,778,129)	(2,166,664)	(2,338,594)	
<b>208 Transient Room Tax Fund Total</b>		<b>(3,076,038)</b>	<b>(3,370,358)</b>	<b>(4,001,664)</b>	<b>(4,188,594)</b>	
210 Community Development Fund	43 Intergovernmental	(363,291)	(1,027,453)	(1,557,985)	(1,577,834)	
	48 Miscellaneous Receipts	(178,077)	(148,529)	(36,147)	(34,802)	
	49 Other Financing Sources	(326,012)	(296,047)	(352,266)	(7,891)	
<b>210 Community Development Fund Total</b>		<b>(867,379)</b>	<b>(1,472,030)</b>	<b>(1,946,398)</b>	<b>(1,620,527)</b>	
224 Building Code Fund	42 Licenses, Permits & Fees	(2,135,826)	(2,850,792)	(1,501,500)	(1,976,000)	
	46 Use Of Money & Property	22,026	(111,764)	(55,000)	(75,000)	
	48 Miscellaneous Receipts	(2,613)	(303)	-	-	
	49 Other Financing Sources	(3,245,641)	(4,003,361)	(5,508,130)	(6,008,600)	
<b>224 Building Code Fund Total</b>		<b>(5,362,054)</b>	<b>(6,966,221)</b>	<b>(7,064,630)</b>	<b>(8,059,600)</b>	
235 Fire Levy Fund	41 Taxes	(1,844,389)	(1,981,451)	(2,059,542)	(2,121,328)	
	43 Intergovernmental	(43,193)	(30,970)	(28,621)	-	
	46 Use Of Money & Property	9,283	(45,975)	(10,000)	(45,000)	
	48 Miscellaneous Receipts	(59)	-	-	-	
	49 Other Financing Sources	(1,217,506)	(1,462,112)	(1,829,776)	(2,131,820)	
<b>235 Fire Levy Fund Total</b>		<b>(3,095,864)</b>	<b>(3,520,508)</b>	<b>(3,927,939)</b>	<b>(4,298,148)</b>	

# FINANCIAL SUMMARIES

Fund	Department	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
236 Police Levy Fund	41 Taxes	(6,798,821)	(7,303,388)	(7,540,680)	(7,766,900)
	42 Licenses, Permits & Fees	(64,478)	(55,161)	(71,000)	(61,000)
	43 Intergovernmental	(5,738)	-	-	-
	44 Charges For Service	(509,647)	(609,074)	(875,700)	(847,700)
	45 Fines And Forfeitures	-	(67)	-	-
	46 Use Of Money & Property	24,627	(113,970)	(40,000)	(120,000)
	48 Miscellaneous Receipts	(1,101)	(2,800)	-	-
	49 Other Financing Sources	(2,932,774)	(3,307,329)	(3,721,717)	(3,501,312)
<b>236 Police Levy Fund Total</b>		<b>(10,287,932)</b>	<b>(11,391,789)</b>	<b>(12,249,097)</b>	<b>(12,296,912)</b>
306 Bond Sinking Fund	41 Taxes	(4,124,619)	(3,939,111)	(3,860,000)	(6,853,000)
	43 Intergovernmental	(3,484)	-	-	-
	46 Use Of Money & Property	14,154	(67,853)	(18,000)	(35,000)
	49 Other Financing Sources	(527,823)	(628,995)	(619,083)	(498,818)
<b>306 Bond Sinking Fund Total</b>		<b>(4,641,773)</b>	<b>(4,635,959)</b>	<b>(4,497,083)</b>	<b>(7,386,818)</b>
419 Dev. Assessment Capital	41 Taxes	(180)	(50)	-	-
	46 Use Of Money & Property	2,807	(19,494)	(18,800)	(57,590)
	47 Special Assessments	(18,111)	(1,351)	(2,500)	(1,500)
	49 Other Financing Sources	(706,412)	(778,208)	(855,415)	(434,186)
<b>419 Dev. Assessment Capital Total</b>		<b>(721,896)</b>	<b>(799,103)</b>	<b>(876,715)</b>	<b>(493,276)</b>
420 Dev. Projects Fund	43 Intergovernmental	(295,233)	-	-	-
	44 Charges For Service	(307,632)	(306,865)	(313,884)	(344,332)
	46 Use Of Money & Property	23,139	(140,536)	(90,000)	(200,000)
	49 Other Financing Sources	(4,641,077)	(5,091,631)	(6,218,032)	(4,140,269)
<b>420 Dev. Projects Fund Total</b>		<b>(5,220,804)</b>	<b>(5,539,031)</b>	<b>(6,621,916)</b>	<b>(4,684,601)</b>
433 Reg. Wastewater Capital Fd	42 Licenses, Permits & Fees	(8,282)	(13,291)	(7,000)	(8,000)
	43 Intergovernmental	(811)	(124)	(800)	(800)
	44 Charges For Service	(2,538,031)	(2,953,212)	(2,000,000)	(2,770,000)
	46 Use Of Money & Property	494,141	(2,424,710)	(420,000)	(1,500,000)
	49 Other Financing Sources	(89,805,361)	(101,785,046)	(114,233,792)	(116,245,359)
<b>433 Reg. Wastewater Capital Fd Total</b>		<b>(91,858,345)</b>	<b>(107,176,382)</b>	<b>(116,661,592)</b>	<b>(120,524,159)</b>
434 Street Capital Fund	43 Intergovernmental	(361,318)	(12,830,587)	-	(3,472,000)
	44 Charges For Service	(1,275,001)	(1,281,138)	(850,000)	(1,143,600)
	46 Use Of Money & Property	50,326	(401,767)	(180,000)	(180,000)
	48 Miscellaneous Receipts	(7,064)	-	-	-
	49 Other Financing Sources	(11,278,118)	(8,605,860)	(20,929,225)	(14,803,960)
<b>434 Street Capital Fund Total</b>		<b>(12,871,175)</b>	<b>(23,119,353)</b>	<b>(21,959,225)</b>	<b>(19,599,560)</b>
611 Sanitary Sewer Fund	42 Licenses, Permits & Fees	(2,860)	(2,773)	(2,000)	(2,400)
	43 Intergovernmental	(1,037)	1,037	-	-
	44 Charges For Service	(10,442,376)	(9,887,915)	(9,550,000)	(10,452,144)
	46 Use Of Money & Property	192,392	(930,138)	(355,000)	(600,000)
	48 Miscellaneous Receipts	(7)	(10)	-	-
	49 Other Financing Sources	(30,923,052)	(34,347,352)	(36,052,457)	(29,471,238)
<b>611 Sanitary Sewer Fund Total</b>		<b>(41,176,941)</b>	<b>(45,167,151)</b>	<b>(45,959,457)</b>	<b>(40,525,782)</b>
612 Reg. Wastewater Fund	42 Licenses, Permits & Fees	(14,715)	(16,218)	(16,000)	(16,000)
	43 Intergovernmental	(41,317)	-	-	-
	44 Charges For Service	(36,770,930)	(39,391,549)	(40,378,460)	(43,218,000)
	45 Fines And Forfeitures	(700)	(400)	-	-
	46 Use Of Money & Property	52,180	(305,984)	(200,000)	(300,000)
	48 Miscellaneous Receipts	(40,960)	(68,651)	(700,000)	(700,000)
	49 Other Financing Sources	(11,226,865)	(13,498,314)	(13,708,613)	(11,117,160)
<b>612 Reg. Wastewater Fund Total</b>		<b>(48,043,307)</b>	<b>(53,281,116)</b>	<b>(55,003,073)</b>	<b>(55,351,160)</b>

# FINANCIAL SUMMARIES

Fund	Department	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
615 Ambulance Fund	42 Licenses, Permits & Fees	(37,480)	(37,010)	-	-
	43 Intergovernmental	(27,455)	(235,136)	-	-
	44 Charges For Service	(7,205,164)	(6,461,549)	(7,421,019)	(7,154,626)
	46 Use Of Money & Property	(5,473)	8,815	-	(500)
	48 Miscellaneous Receipts	(16,464)	(5,567)	(5,000)	(5,000)
	49 Other Financing Sources	6,739	(325,066)	321,425	(378,235)
<b>615 Ambulance Fund Total</b>		<b>(7,285,297)</b>	<b>(7,055,513)</b>	<b>(7,104,594)</b>	<b>(7,538,361)</b>
617 Storm Drainage Fund	42 Licenses, Permits & Fees	(245,543)	(183,099)	(200,000)	(176,200)
	43 Intergovernmental	(51,201)	(40,679)	(40,000)	(34,100)
	44 Charges For Service	(8,542,804)	(8,900,318)	(8,940,000)	(9,105,900)
	46 Use Of Money & Property	132,663	(645,423)	(230,000)	(247,200)
	48 Miscellaneous Receipts	(71,057)	(17)	-	-
	49 Other Financing Sources	(21,900,333)	(23,778,169)	(26,736,600)	(19,801,949)
<b>617 Storm Drainage Fund Total</b>		<b>(30,678,275)</b>	<b>(33,547,705)</b>	<b>(36,146,600)</b>	<b>(29,365,349)</b>
618 Booth-Kelly Fund	44 Charges For Service	(545,293)	(585,249)	(611,345)	(631,012)
	46 Use Of Money & Property	9,954	(44,244)	(7,800)	(25,000)
	48 Miscellaneous Receipts	(8,470)	-	-	-
	49 Other Financing Sources	(1,662,693)	(1,656,710)	(1,150,640)	(1,133,111)
<b>618 Booth-Kelly Fund Total</b>		<b>(2,206,502)</b>	<b>(2,286,204)</b>	<b>(1,769,785)</b>	<b>(1,789,123)</b>
629 Regional Fiber Consortium Fund	44 Charges For Service	(184,121)	(185,194)	(133,640)	(133,979)
	46 Use Of Money & Property	2,925	(14,766)	(4,531)	(12,500)
	49 Other Financing Sources	(468,282)	(534,855)	(654,054)	(612,673)
<b>629 Regional Fiber Consortium Fund Total</b>		<b>(649,478)</b>	<b>(734,815)</b>	<b>(792,225)</b>	<b>(759,152)</b>
707 Insurance Fund	43 Intergovernmental	(23,080)	(41,164)	(51,382)	(22,347)
	44 Charges For Service	(11,200,474)	(11,872,547)	(12,281,018)	(11,745,670)
	46 Use Of Money & Property	77,735	(378,597)	(139,407)	(300,000)
	48 Miscellaneous Receipts	(87,420)	(59,983)	(5,500)	-
	49 Other Financing Sources	(12,242,412)	(13,589,708)	(14,567,176)	(17,129,659)
<b>707 Insurance Fund Total</b>		<b>(23,475,651)</b>	<b>(25,941,999)</b>	<b>(27,044,483)</b>	<b>(29,197,676)</b>
713 Vehicle & Equip. Fund	44 Charges For Service	(2,754,411)	(2,899,504)	(2,850,831)	(3,362,033)
	46 Use Of Money & Property	56,117	(264,413)	(92,881)	(200,000)
	48 Miscellaneous Receipts	(152,096)	(175,472)	-	-
	49 Other Financing Sources	(10,455,081)	(10,194,089)	(10,149,392)	(7,303,538)
<b>713 Vehicle &amp; Equip. Fund Total</b>		<b>(13,305,472)</b>	<b>(13,533,479)</b>	<b>(13,093,104)</b>	<b>(10,865,571)</b>
719 SDC Admin. Fund	42 Licenses, Permits & Fees	(240,206)	(226,822)	(103,000)	(125,000)
	43 Intergovernmental	(45)	45	-	-
	44 Charges For Service	(377,758)	(203,064)	(375,000)	(275,000)
	46 Use Of Money & Property	3,079	(12,858)	(5,000)	(20,000)
	49 Other Financing Sources	(354,775)	(532,317)	(565,830)	(552,673)
<b>719 SDC Admin. Fund Total</b>		<b>(969,705)</b>	<b>(975,016)</b>	<b>(1,048,830)</b>	<b>(972,673)</b>
<b>Grand Total</b>		<b>(387,888,843)</b>	<b>(440,048,805)</b>	<b>(454,419,791)</b>	<b>(436,158,987)</b>

# FINANCIAL SUMMARIES

## Revenue by Fund (excluding beginning cash)

Fund	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
100 General Fund	(41,776,827)	(44,828,669)	(44,507,840)	(46,290,240)
201 Street Fund	(7,062,617)	(7,010,730)	(7,386,052)	(6,465,200)
204 Special Revenue Fund	(10,480,486)	(5,178,205)	(3,067,364)	(869,836)
208 Transient Room Tax Fund	(1,837,106)	(1,592,229)	(1,835,000)	(1,850,000)
210 Community Development Fund	(541,367)	(1,175,983)	(1,594,132)	(1,612,636)
224 Building Code Fund	(2,116,413)	(2,962,859)	(1,556,500)	(2,051,000)
235 Fire Local Option Levy Fund	(1,878,358)	(2,058,396)	(2,098,163)	(2,166,328)
236 Police Local Option Levy Fund	(7,355,158)	(8,084,459)	(8,527,380)	(8,795,600)
306 Bond Sinking Fund	(4,113,950)	(4,006,965)	(3,878,000)	(6,888,000)
419 Development Assessment Capital	(71,796)	(77,207)	(77,612)	(117,586)
420 Development Projects Fund	(979,727)	(1,747,400)	(1,303,884)	(544,332)
433 Regional Wastewater Capital Fund	(12,602,984)	(19,991,336)	(16,727,800)	(19,528,800)
434 Street Capital Fund	(1,747,480)	(15,064,832)	(1,180,000)	(4,945,600)
611 Sanitary Sewer Fund	(10,258,224)	(10,819,799)	(9,907,000)	(11,054,544)
612 Regional Wastewater Fund	(36,839,615)	(39,807,545)	(41,320,364)	(44,261,722)
615 Ambulance Fund	(7,993,592)	(7,055,513)	(7,476,786)	(7,160,126)
617 Storm Drainage Fund	(8,777,942)	(9,769,535)	(9,510,000)	(9,563,400)
618 Booth-Kelly Fund	(543,809)	(629,493)	(619,145)	(656,012)
629 Regional Fiber Consortium Fund	(181,196)	(199,960)	(138,171)	(146,479)
707 Insurance Fund	(11,233,240)	(12,352,291)	(12,497,307)	(12,068,017)
713 Vehicle & Equipment Fund	(2,850,390)	(3,344,924)	(2,971,212)	(3,562,033)
719 SDC Administration Fund	(614,930)	(442,699)	(483,000)	(420,000)
<b>Grand Total</b>	<b>(171,857,207)</b>	<b>(198,201,030)</b>	<b>(178,662,712)</b>	<b>(191,017,491)</b>

# FINANCIAL SUMMARIES

## FY25 ASSESSED VALUATION, LEVY & TAX REVENUE SUMMARY

	Rate Per \$1,000	Assessed Valuation	Levy	Net Tax Revenue
<b>General Fund</b>				
FY24 Assessed Valuation		\$ 5,924,175,891		
Plus: 3% Increase from Added Value		177,725,277		
<b>Est. Assessed Value FY25 Pre UR</b>		<b>6,101,901,168</b>		
Less: Urban Renewal Excess (estimated)		(247,236,851)		
<b>Total Estimated Assessed Valuation net of Urban Renewal</b>		<b>\$ 5,854,664,317</b>		
City of Springfield Permanent Rate Levy	\$ 4.7403			
<b>Estimated Taxes Raised for FY25 (rate x AV/1,000)</b>			<b>27,752,865</b>	
Less Allowances for Discounts, Delinquencies, & Appeals*:			(1,248,879)	
<b>Total Available General Fund Tax Revenue for Appropriation</b>				<b>\$ 26,503,986</b>
<b>Fire Local Option Levy Fund</b>				
City of Springfield Five-Year Tax Rate (FY22 – FY26)	\$ 0.3800			
<b>Estimated Taxes Raised for FY25 (rate x AV/1,000)</b>			<b>2,318,722</b>	
Less Allowances for Discounts, Delinquencies & Compression*:			(204,342)	
				\$ 2,267,543
<b>Total Available Tax Revenue for Appropriation</b>				<b>\$ 2,114,380</b>
<b>Police Local Option Levy Fund</b>				
City of Springfield Five-Year Tax Rate (FY24 - FY28)	\$ 1.4000			
<b>Estimated Taxes Raised for FY25 (rate x AV/1000)</b>			<b>8,542,662</b>	
Less Allowances for Discounts, Delinquencies & Compression*:			(799,420)	
<b>Total Available Tax Revenue for Appropriation</b>				<b>\$ 7,743,242</b>
<b>Bond Sinking Fund</b>				
Levy Required for 2016 General Obligation Bonds			2,012,942	
<b>Estimated Tax Rate (Levy/AV)</b>	\$ 0.3438			
Less Allowances for Discounts, Delinquencies*:			(90,582)	
<b>Subtotal</b>				<b>\$ 1,922,360</b>
Levy Required for 2024 General Obligation Bond (Streets)			5,107,476	
<b>Estimated Tax Rate (Levy/AV)</b>	\$ 0.8724			
Less Allowances for Discounts, Delinquencies*:			(229,836)	
<b>Subtotal</b>	\$ 1.2162			<b>\$ 4,877,640</b>
<b>Total Available Bond Sinking Fund Tax Revenue for Appropriation</b>				<b>\$ 6,800,000</b>
<b>Est. Total Tax Rate and Tax Revenue Collection</b>	<b>\$ 7.7365</b>			<b>\$ 43,161,607</b>

# FINANCIAL SUMMARIES

## FY25 ASSESSED VALUATION, LEVY & TAX REVENUE INFORMATION

The City has historically levied a local property tax each year to fund that portion of its operating budget not supported by other revenue sources. Since the General Fund is the general operating fund of the City, all property taxes collected for general governmental operating purposes are accounted for in the City’s General Fund. As with other jurisdictions throughout Oregon, the City of Springfield’s property tax is a primary source of revenue for City general operations. Current property taxes provide approximately 58% of the funding for the City’s General Fund operating activities.

General Operations include the following:

- City Council and City Administration
- Legal services, Municipal Court and Judicial services
- Basic Police services
- Fire First Response, Suppression and Fire Marshal services
- Development and Land Use Planning services
- Building and Structure Maintenance services
- Finance, Information Technology, and Human Resource services

### Local Option Levies

In November 2002, City of Springfield voters passed two public safety measures – one for Fire Services and one for Police and Court Services. In 2006, the Fire Services Levy was renewed for four years (FY08-FY11), in 2010 for five years (FY12-FY16), in 2015 for five years (FY17-FY21) and again in 2020 for five years (FY22-26). The Police Services Levy was renewed for five years (FY09-FY13) with added staff for the new Justice Center, in 2012 for five years (FY14-FY18), in 2017 for five years (FY19-FY23), and again in 2022 for five years (FY24-FY28). For the Police Levy there was a one-year separation (FY08) between the expiration of the old levy and the beginning of the new levy. The taxation information on the two levies is provided in this section of the budget document. For more detail on specific funding, see the Fire & Life Safety, Police, and Legal/Judicial Services pages in this budget document. Overall, funding from the two levies provided the following:

Local Option Levies	Amount	FTE
Fire Services operating costs	\$ 1,833,986	7.00
Fire levy dedicated reserve	2,464,161	
<b>Fire Services Local Option Levy Funding</b>	<b>\$ 4,298,147</b>	
Police and Jail Services operating costs	\$ 8,344,346	39.00
Legal and Judicial Services operating costs	860,776	2.23
Interfund Transfers & Contingency	150,000	
Public Safety levy dedicated reserve	2,941,791	
<b>Police Local Option Levy Funding</b>	<b>\$ 12,296,913</b>	
<b>Total Funding Provided by Levies</b>	<b>\$ 16,595,060</b>	<b>48.23</b>
<b>Detail by Type of Costs Funded:</b>		
Departmental Operating costs	\$ 11,039,108	48.23
Interfund Transfers & Contingency	150,000.00	
Dedicated Reserves	5,405,952	
<b>Total Funding Provided by Levies</b>	<b>\$ 16,595,060</b>	<b>48.23</b>



# FINANCIAL SUMMARIES

## Property Tax History

Effective July 1, 1997, Springfield began operating on a rate-based system for its operating levies. From 1997 (FY98) through FY00 the rate essentially remained within the same values. In response to Measure 50, in FY99 the state assigned the City a new permanent rate of \$4.7403.

## Overall City Levy Information: Historical and Current

The following are the amounts collected from previous levies and the estimated amount for current levies (all funds) by the City of Springfield over the past four years.

	FY22 Actual	FY23 Actual	FY24 Est Actual	FY25 Proposed
Tax Base/Rate Levy*	(23,369,417)	(24,965,456)	(25,790,000)	(26,637,723)
Fire Local Option	(2,932,774)	(3,307,329)	(3,721,717)	(2,090,428)
Police Local Option	(6,691,221)	(7,158,016)	(7,218,000)	(7,653,600)
Subtotal Taxes	(32,993,413)	(35,430,801)	(36,729,717)	(36,381,751)
Bonds	(4,063,447)	(3,850,912)	(3,800,000)	(6,800,000)
<b>Total</b>	<b>\$ (37,056,860)</b>	<b>\$ (39,281,714)</b>	<b>\$ (40,529,717)</b>	<b>\$ (43,181,751)</b>
Assessed Value**	\$ 5,122,187,950	\$ 5,303,194,951	\$ 5,697,206,576	\$ 5,924,175,891
Rate for Operations	6.5003	6.5003	6.5203	6.5203
Bonds (estimate)	0.8927	0.8196	0.7585	1.2162
<b>Total Rate</b>	<b>\$ 7.3930</b>	<b>\$ 7.3199</b>	<b>\$ 7.2788</b>	<b>\$ 7.7365</b>

\* Tax rate levy is for general operations in the General Fund

\*\* Includes Urban Renewal

The assessed valuation which applies to all levies is calculated as follows:

	Assessed Valuation
FY24 Assessed Valuation (AV)	\$5,924,175,891
Add Estimated 3% Increase in Value	177,725,277
<b>Total City Assessed Valuation for all Levies</b>	<b>\$6,101,901,168</b>
Less: Urban Renewal Growth	(\$247,236,851)
<b>Total City AV for Permanent Rate net of UR</b>	<b>\$ 5,854,664,317</b>

# FINANCIAL SUMMARIES

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## FY25 Tax Rates

The City of Springfield’s revised property tax rate per thousand is \$7.7365 (estimated), consisting of the following funding sources. (See above for details on the Bond Sinking Fund rate.)

<b><u>Tax Levy for Operations:</u></b>	
General Fund	\$4.7403
Fire Local Option Levy Fund	0.3800
Police Local Option Levy Fund	1.4000
<b>Rate for Operations</b>	<b>\$6.5203</b>
<b>Bond Sinking Fund (Est.)</b>	<b>\$1.2162</b>
<b><u>Total City Rate</u></b>	<b><u>\$7.7365</u></b>

## Tax and Assessed Valuation History

Fiscal Year	Tax Rate	Taxable Value
FY25	7.7365	\$ 6,101,901,168
FY24	7.2250	5,924,175,891
FY23	7.2788	5,697,206,576
FY22	7.3610	5,303,194,951
FY21	7.3366	5,122,187,950
FY20	7.4105	4,994,608,774
FY19	6.9011	4,857,115,762
FY18	6.7845	4,624,303,479
FY17	6.8830	4,471,924,355
FY16	6.8770	4,339,850,283
FY15	7.2501	4,253,901,084
FY14	7.2185	4,043,528,204
FY13	7.0103	3,998,513,269
FY12	7.0733	3,883,712,564
FY11	7.0923	3,747,745,557
FY10	7.1742	3,726,631,985
FY09	7.2281	3,502,295,304

Note: FY25 begins July 1, 2024 and ends June 30, 2025.

# FINANCIAL SUMMARIES

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## Summary of City of Springfield Indebtedness

The City is subject to the state constitutional limit for issuing debt. Oregon Revised Statute Chapter 287 provides a debt limitation of three percent of the real market value of all taxable properties within the city boundaries. The following tables provide a summary of current outstanding debt, and a computation of the most recent calculation of the debt limit.

### Computation of Legal Debt Margin

	<u>June 30, 2024</u>
Real Market Value for City of Springfield	\$13,322,558,734
General Obligation Debt Limit - 3% of Real Market Value	399,676,762
Net Debt Subject to 3% Limitation	<u>6,650,147</u>
Legal Debt Margin for General Obligation Debt	<u>\$ 393,026,615</u>

### Debt Summary

	<u>Outstanding debt as of 7/1/2024</u>
<u>Governmental activities:</u>	
General obligation bonds	\$ 6,650,147
Notes payable	600,000
<u>Business-type activities:</u>	
Revenue bonds	\$ 16,123,364

# FINANCIAL SUMMARIES

## Summary of City of Springfield Bond Issues

The Series 2016 General Obligation bond was issued with an original amount of \$14,690,000 and effective interest rate of 1.36%. This bond was issued in a competitive sale after the city received a rating of Aa3 from Moody's. The purpose of the 2016 Bond was to defease the previous Series 2005 and Series 2007 General Obligation Bonds. The net present value of the savings from the defeasement was \$2,035,422.

The Series 2022 General Obligation bond was issued with an original amount of \$5,000,000. There were draws against in the amount of \$2,250,000 in FY22-23, \$1,100,000 in FY23-24, and \$1,650,000 is expected in FY24-25. This issue was a direct placement with an effective interest rate of 5.73%. The purpose of this issue was to finance projects described in the Glenwood Urban Renewal Plan.

<b>Fiscal Year for Debt Service</b>	<b>2016 G.O. Bond Principal</b>	<b>2016 G.O. Bond Interest</b>	<b>2022 G.O. Bond Principal</b>	<b>2022 G.O. Bond Interest</b>	<b>Total G.O. Bond Principal</b>	<b>Total G.O. Bond Interest</b>
2024-25	\$ 1,830,000	\$ 138,800	\$ 171,363	\$ 182,222	\$ 2,001,363	\$ 321,022
2025-26	1,640,000	65,600	181,182	172,403	1,821,182	238,003
2026-27			191,564	162,022	191,564	162,022
2027-28			202,541	151,045	202,541	151,045
2028-37			2,433,497	748,774	2,433,497	748,774
	<u>\$ 3,470,000</u>	<u>\$ 204,400</u>	<u>\$ 3,180,147</u>	<u>\$ 1,416,466</u>	<u>\$ 6,650,147</u>	<u>\$ 1,620,866</u>

The 2017 Sewer Revenue Bond was issued with an original amount of \$13,610,000 with an effective interest rate of 1.725%. This issue was competitive issue after the City received a bond rating of AA- from S&P Global Ratings. The purpose of this bond was to refund the previous revenue bond Series 2009. The present value of the savings from the refunding was \$5,344,233.

The 2020 Sewer Revenue Bond was issued with an original amount of \$5,199,936. This issue was a direct placement with an effective interest rate of 1.2% and is subject to an interest rate increase of 4.0% in the event of an uncured default. The purpose of the Series 2020 bond was to refund the previous revenue bond Series 2010. The present value of the savings from the refunding was \$823,423.

## FINANCIAL SUMMARIES

Fiscal Year for Debt Service	2017 Sewer Revenue Bond Principal	2017 Sewer Revenue Bond Interest	2020 Sewer Revenue Bond Principal	2020 Sewer Revenue Bond Interest	Total Revenue Bond Principal	Total Revenue Bond Interest
2024-25	\$ 1,540,000	\$ 166,800	\$ 510,866	\$ 41,375	\$ 2,050,866	\$ 208,175
2025-26	1,605,000	105,200	514,820	35,221	2,119,820	140,421
2026-27	1,025,000	41,000	522,947	28,994	1,547,947	69,994
2027-28			530,166	22,676	530,166	22,676
2028-31			1,624,565	29,360	1,624,565	29,360
	<b>\$ 4,170,000</b>	<b>\$ 313,000</b>	<b>\$ 3,703,364</b>	<b>\$ 157,626</b>	<b>\$ 7,873,364</b>	<b>\$ 470,626</b>

Both sewer revenue bonds are secured by sewer system user fees. The debt service covenant requires that user fees, combined with other gross revenues, exceed that year's debt service by 125%.

The following table displays the debt service coverage for the combined sanitary sewer and storm sewer bonds for five years in the past and two years in the future.

	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Actual FY 22-23	Projected FY 23-24	Projected FY 24-25
Sewer Operating Revenues	8,156,447	7,777,838	7,807,108	8,060,782	8,234,651	9,824,542	9,505,400
Storm Operating Revenues	7,780,623	7,637,340	7,869,883	8,341,425	9,224,306	9,098,000	8,882,600
Misc Income	-	12,000	2,410	-	27		
Gross Revenues (1)	15,937,070	15,427,178	15,679,401	16,402,207	17,458,984	18,922,542	18,388,000
Storm SDCs	275,047	243,278	390,573	508,560	598,809	544,000	559,900
Sewer SDCs	920,124	1,103,610	1,205,044	2,441,836	3,415,924	1,477,500	1,743,100
Operating Expenses	9,117,789	9,955,541	11,031,158	10,314,375	11,133,048	11,578,370	12,041,505
Net Revenues (without SDCs)	6,819,281	5,471,637	4,648,243	6,087,832	6,325,936	7,344,172	6,346,495
Net Revenues (with SDCs)	8,014,452	6,818,525	6,243,860	9,038,228	10,340,669	9,365,672	8,649,495
Series 2010 Debt Service	708,050	704,400	-	-			
Series 2017 Debt Service	1,711,350	1,709,000	1,710,600	1,707,800	1,708,000	1,706,000	1,706,800
Series 2020 Debt Service			618,189	551,641	551,717	553,641	552,241
Total Senior Lien Bond Debt Service	2,419,400	2,413,400	2,328,789	2,259,441	2,259,717	2,259,641	2,259,041
<b>Senior Lien Coverage (without SDCs)</b>	<b>2.82</b>	<b>2.27</b>	<b>2.00</b>	<b>2.69</b>	<b>2.80</b>	<b>3.25</b>	<b>2.81</b>
<b>Senior Lien Coverage (with SDCs) (2)</b>	<b>3.31</b>	<b>2.83</b>	<b>2.68</b>	<b>4.00</b>	<b>4.58</b>	<b>4.14</b>	<b>3.83</b>
Net Revenues after Sr. Lien debt service	5,595,052	4,405,125	3,915,071	6,778,787	8,080,952	7,106,031	6,390,454

# FINANCIAL SUMMARIES

## Summary of Metropolitan Wastewater Management Commission (MWMC) Indebtedness

Metropolitan Wastewater Management Commission (MWMC) is a separate entity from the City of Springfield (City), however the MWMC contracts with the City for administrative services including budgeting and financial reporting. No City resources are committed to supporting the debt service of MWMC, which is supported by sewer user fees charged to all users in the MWMC district.

MWMC issued the Series 2016 bond for an original amount of \$32,725,000 at an interest rate of 1.461%. The purpose of this bond issue was to defease the previous revenue bond Series 2006 and Series 2008. This bond was issued in a competitive sale, which relied on the bond rating of AA from Standard & Poor’s. The Master Declaration for the Series 2016 bonds requires MWMC to set rates at an amount that will, when combined with other gross revenues, be sufficient to exceed 125% of debt service for that year. Savings on the defeasement was \$5,657,186.

The MWMC Note Payable was issued in the fiscal year ended 6/30/2010. The loan was made by the State of Oregon revolving fund for an original amount of \$4 million at an interest rate of 0%. The loan requires an annual fee to be paid which will amount to \$91,500 over the 20-year life of the loan. The purpose of this loan was to construct certain facilities at the Wastewater Treatment Plant that were required by the National Pollutant Discharge Elimination System (NPDES) regulatory permit issued by the Oregon Department of Environmental Quality. The loan also requires that MWMC budget a reserve equal to one principal payment, or \$50,000.

Fiscal Year for Debt Service	2016 Revenue Bond Principal	2016 Revenue Bond Interest	Note Payable Principal	Note Payable Interest	Total Principal	Total Interest	Total Debt Service
2024-25	3,750,000	255,000	100,000	2,750	3,850,000	257,750	4,107,750
2025-26	3,900,000	102,000	100,000	2,250	4,000,000	104,250	4,104,250
2026-27	600,000	12,000	100,000	1,750	700,000	13,750	713,750
2027-28			100,000	1,250	100,000	1,250	101,250
2028-29			100,000	750	100,000	750	100,750
2029-30			100,000	250	100,000	250	100,250
	<u>\$ 8,250,000</u>	<u>\$ 369,000</u>	<u>\$ 600,000</u>	<u>\$ 9,000</u>	<u>\$ 8,850,000</u>	<u>\$ 378,000</u>	<u>\$ 9,228,000</u>

## FINANCIAL SUMMARIES

The following table displays the debt service coverage for the MWMC Series 2016 revenue bonds:

	<b>Actual FY 18-19</b>	<b>Actual FY 19-20</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Actual FY 22-23</b>	<b>Projected FY 23-24</b>	<b>Projected FY 24-25</b>
User fees <sup>1</sup>	34,422,276	34,490,604	34,379,034	36,715,418	38,575,467	38,450,000	41,348,000
SDCs	2,501,192	1,814,410	3,199,151	2,330,188	3,231,012	1,500,000	1,500,000
Interest	2,160,534	1,763,924	471,463	(493,275)	2,380,731	300,000	300,000
Miscellaneous	227,257	255,622	169,460	141,085	215,901	85,000	85,000
Total Revenue	<u>39,311,259</u>	<u>38,324,560</u>	<u>38,219,108</u>	<u>38,693,416</u>	<u>44,403,111</u>	<u>40,335,000</u>	<u>43,233,000</u>
Operating Expenses <sup>2</sup>	<u>17,842,894</u>	<u>18,591,596</u>	<u>19,556,143</u>	<u>18,681,759</u>	<u>21,094,248</u>	<u>21,832,547</u>	<u>22,596,686</u>
Net Revenues	21,468,365	19,732,964	18,662,965	20,011,657	23,308,863	18,502,453	20,636,314
Net Revenues less SDC's	18,967,173	17,918,554	15,463,814	17,681,469	20,077,851	17,002,453	19,136,314
Series 2016 Debt Service	4,006,650	4,010,850	4,009,500	4,006,125	4,004,750	4,009,750	4,005,000
Debt Service Coverage	5.36	4.92	4.65	5.00	5.82	4.61	5.15
Debt Service Coverage (excluding SDCs)	4.73	4.47	3.86	4.41	5.01	4.24	4.78
Subordinate Debt Service <sup>3,4</sup>	6,390,331	5,778,205	251,420	104,250	103,750	103,250	102,750
Debt Service coverage (excluding SDC, includes subordinate)	1.82	1.83	1.43	4.30	4.89	4.13	4.66

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# OPERATING BUDGET SUMMARY

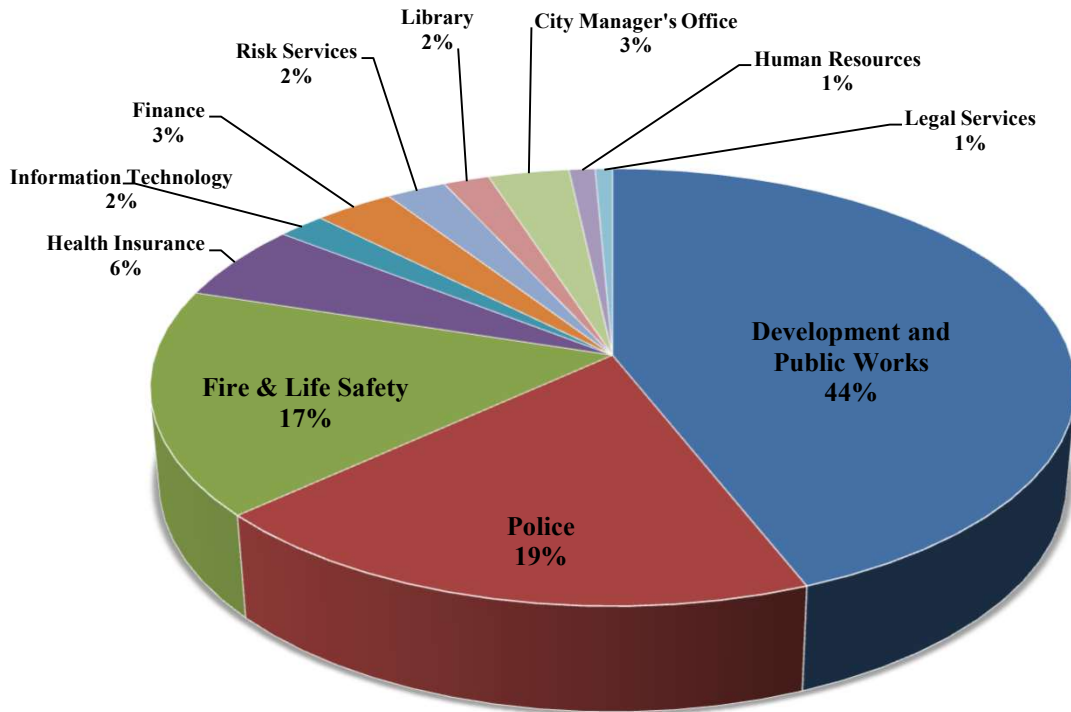




# OPERATING BUDGET

## Total Operating Fund Summary

	FY25 Proposed		FY25 Proposed	
<b>Expenditures by Department</b>			<b>Expenditures by Category</b>	
Development and Public Works	\$ 63,196,534	44%	Personal Services	\$ 70,416,549
Police	27,524,525	19%	Materials & Services	67,204,010
Fire & Life Safety	23,976,142	17%	Capital Outlay	5,897,730
Health Insurance	8,136,869	6%	<b>Total All Funds</b>	<b>\$ 143,518,289</b>
Information Technology	2,774,886	2%		
Finance	4,602,449	3%		
Risk Services	3,465,787	2%		
Library	2,656,446	2%		
City Manager's Office	4,674,975	3%		
Human Resources	1,504,461	1%		
Legal Services	1,005,215	1%		
<b>Total All Funds</b>	<b>\$ 143,518,289</b>			



# OPERATING BUDGET

## Total Operating Budget Summary All Funds

	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
<b>Expenditures by Department</b>				
City Manager's Office	1,853,722	2,072,365	6,228,152	4,674,975
Development and Public Works	44,567,908	54,804,683	68,330,060	63,196,534
Finance	3,407,229	5,884,799	5,168,102	4,602,449
Fire & Life Safety	21,955,451	23,323,947	25,696,131	23,976,142
Human Resources	1,411,995	1,540,118	1,611,712	1,504,461
Information Technology	3,833,625	2,442,345	2,659,582	2,774,886
Legal Services	891,538	1,209,266	1,055,442	1,005,215
Library	2,292,683	2,495,243	2,635,904	2,656,446
Police	23,201,228	25,142,114	28,635,503	27,524,525
Health Insurance	7,311,995	6,827,191	8,535,823	8,136,869
Risk Services	1,880,966	1,801,821	2,693,742	3,465,787
<b>Total All Funds</b>	<b>\$ 112,608,339</b>	<b>\$ 127,543,893</b>	<b>\$ 153,250,152</b>	<b>\$ 143,518,289</b>

## Expenditures by Fund

100 General Fund	41,105,005	42,147,444	45,239,608	45,907,342
201 Street Fund	6,587,302	6,760,899	7,965,458	7,774,748
204 Special Revenue Fund	498,358	7,491,896	14,244,642	7,566,923
208 Transient Room Tax Fund	471,560	449,901	539,525	566,143
210 Community Development Fund	571,332	1,119,764	1,594,132	1,612,636
224 Building Code Fund	1,358,693	1,458,091	1,640,823	1,772,428
235 Fire Local Option Levy Fund	1,633,752	1,690,732	1,754,343	1,833,986
236 Police Local Option Levy Fund	6,980,602	7,670,072	8,852,217	9,205,122
433 Regional Wastewater Capital Fd	1,572,707	3,202,340	4,707,030	4,149,000
434 Street Capital Fund	166,026	88,352	118,785	-
611 Sanitary Sewer Fund	4,611,017	4,742,455	5,367,511	5,795,473
612 Regional Wastewater Fund	19,909,362	20,890,893	24,284,535	25,436,261
615 Ambulance Fund	7,285,297	7,427,706	6,953,678	6,857,494
617 Storm Drainage Fund	5,833,313	6,097,700	7,816,251	8,203,390
618 Booth-Kelly Fund	469,141	1,051,327	741,341	648,146
629 Regional Fiber Consortium Fund	114,623	80,760	224,686	236,060
707 Insurance Fund	9,885,944	11,389,289	11,782,705	12,220,878
713 Vehicle & Equipment Fund	3,116,916	3,375,087	7,462,235	3,246,384
719 SDC Administration Fund	437,388	409,186	460,646	485,876
<b>Total All Funds</b>	<b>\$ 112,608,339</b>	<b>\$ 127,543,893</b>	<b>\$ 151,750,152</b>	<b>\$ 143,518,289</b>

## Expenditures by Category

Personal Services	58,058,087	58,953,717	67,125,780	70,416,549
Materials & Services	50,860,859	62,584,213	75,805,349	67,204,010
Capital Outlay	3,689,394	6,005,962	10,319,023	5,897,730
<b>Total All Funds</b>	<b>\$ 112,608,339</b>	<b>\$ 127,543,893</b>	<b>\$ 153,250,152</b>	<b>\$ 143,518,289</b>

Note: FY24 Amended as of March 21th, 2024

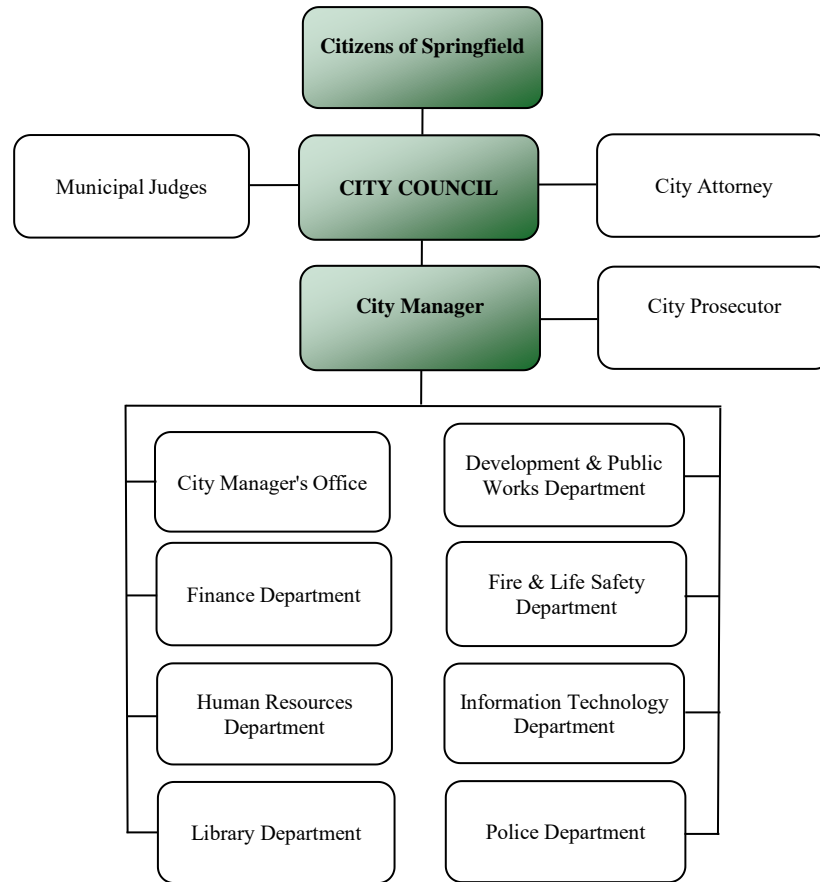
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# PERSONNEL DETAIL



# PERSONNEL

## Organizational Structure



### Department Staffing Full-Time Budgeted Positions

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE	Change
City Manager's Office	7.00	9.00	9.00	8.50	(0.50)
Development and Public Works	135.88	144.85	150.85	159.07	8.22
Finance	19.04	19.14	19.14	19.14	-
Fire & Life Safety	91.00	93.00	93.00	98.00	5.00
Human Resources	7.00	8.00	9.00	8.00	(1.00)
Information Technology	14.80	10.00	9.00	9.00	-
Legal Services	3.00	3.00	3.00	3.00	-
Library	16.63	16.00	16.30	17.30	1.00
Police	122.00	124.00	124.00	124.00	-
<b>Total Personnel (FTE)</b>	<b>416.35</b>	<b>426.99</b>	<b>433.29</b>	<b>446.01</b>	<b>12.72</b>

# PERSONNEL

## FY25 Position Detail

Division	Position	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
City Attorney	Assistant City Attorney	1.00	1.00	1.00	1.00
	City Attorney	1.00	1.00	1.00	1.00
	Legal Assistant	1.00	1.00	1.00	1.00
<b>City Attorney Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
City Manager's Office	Admin Aide/City Recorder	1.00	1.00	1.00	1.00
	Administrative Specialist II	1.00	1.00	1.00	1.00
	Assistant City Manager	1.00	1.00	1.00	1.00
	City Manager	1.00	1.00	1.00	1.00
	CMO Analyst	-	1.00	1.00	0.00
	Economic Development Mgr.	1.00	1.00	1.00	1.00
	Legislative & EcDev Analyst	-	-	0.00	1.00
	Management Analyst	1.00	1.00	1.00	1.00
	Management Support Specialist	-	-	0.00	0.00
	Project Manager (ARPA)	-	1.00	1.00	0.50
	Public Affairs Analyst	1.00	1.00	1.00	1.00
<b>City Manager's Office Total</b>		<b>7.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.50</b>
DPW - Community Development	Administrative Specialist II	1.35	1.35	1.10	1.10
	Building Inspector II	-	-	1.00	1.00
	Building Inspector III	3.00	3.00	3.00	3.00
	Building Official	1.00	1.00	1.00	1.00
	City Engineer	1.00	1.00	1.00	1.00
	City Surveyor	1.00	1.00	1.00	1.00
	Civil Engineer II	1.00	1.00	1.00	1.00
	Civil Engineer, Managing	2.00	2.00	2.00	2.00
	CMD Business Systems Analyst	1.00	1.00	1.00	0.00
	Code Enforce Officer	2.00	2.00	2.00	2.00
	Communications Coordinator	0.60	0.60	0.60	0.60
	Communications Supervisor	0.10	0.10	0.10	0.10
	Community Dev Admin Spec II	1.00	1.00	1.00	1.00
	Construction Associate Manager	1.00	1.00	1.00	1.00
	Construction Inspector	-	-	0.00	1.00
	Construction Inspector I	1.00	1.00	1.00	1.00
	Construction Inspector III	2.00	2.00	2.00	2.00
	Contract Analyst I	-	-	0.00	1.00
	Contract Analyst, Senior	1.00	1.00	1.00	1.00
	Current Planning Manager	1.00	1.00	1.00	1.00
	DPW Community Development Dir	1.00	1.00	1.00	1.00
	Engineer Technician	-	-	0.00	1.00
	Engineering Assistant	1.00	1.00	1.00	2.00
Engineering Technician	1.00	1.00	1.00	1.00	

# PERSONNEL

## FY25 Position Detail

Division	Position	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
DPW - Community Development	Engineering Technician II	1.00	1.00	1.00	1.00
	Engineering Technician III	3.00	3.00	3.00	3.00
	Engineer-in-Training	1.00	1.00	1.00	2.00
	Housing Analyst II	-	-	1.00	1.00
	Housing Programs Analyst	1.00	1.00	1.00	1.00
	Housing Programs Assistant	1.00	1.00	1.00	1.00
	Housing Specialist (ARPA)	-	1.00	0.00	0.00
	Management Analyst	1.00	1.00	1.00	0.80
	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 I	2.00	2.00	3.00	3.00
	Planner II	1.00	1.00	1.00	1.00
	Planner, Senior	4.80	4.80	5.80	5.80
	Planner, Senior (ARPA)	-	2.00	0.00	0.00
	Planning Section Manager	1.00	1.00	1.00	1.00
	Plans Examiner II	2.00	2.00	2.00	2.00
	Senior Civil Engineer	1.00	1.00	1.00	1.00
	Survey Party Chief	1.00	1.00	1.00	1.00
	Surveyor	1.00	1.00	1.00	2.00
Temp - Dev & PW	-	-	0.00	0.00	
<b>DPW - Community Development Total</b>		<b>49.85</b>	<b>52.85</b>	<b>53.60</b>	<b>58.40</b>
DPW - Environmental Services	Administrative Specialist II	3.65	3.65	3.90	3.90
	Civil Engineer II	1.00	1.00	1.00	1.00
	Communications Coordinator	1.90	1.90	1.90	1.90
	Communications Supervisor	0.90	0.90	0.90	0.90
	Deputy Director - ESD	-	-	0.00	1.00
	Design & Construction Coord II	1.00	1.00	1.00	1.00
	DPW Environmental Services Dir	1.00	1.00	1.00	1.00
	Environ Svcs Program Manager	1.00	1.00	1.00	1.00
	Environ Svcs Super	3.00	3.00	3.00	3.00
	Environmental Mngmnt Analyst	1.00	1.00	1.00	1.00
	Environmental Services Tech	4.00	4.00	4.00	4.00
	Environmental Svs Mgmt Analyst	1.00	1.00	1.00	1.00
	Management Analyst	1.00	1.00	1.00	1.00
	MWMC Environmental Mgmt Analyst	0.83	1.00	1.00	0.00
	MWMC Environmental Mgmt Analyst2	-	-	0.00	1.00
	MWMC Managing Engineer	1.00	1.00	1.00	1.00
	Senior Civil Engineer	1.00	1.00	1.00	1.00
<b>DPW - Environmental Services Total</b>		<b>23.28</b>	<b>23.45</b>	<b>23.70</b>	<b>24.70</b>

# PERSONNEL

## FY25 Position Detail

Division	Position	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
DPW - Operations	Administrative Specialist II	2.00	2.00	2.00	2.00
	Bldg Maint Worker	2.00	2.00	2.00	3.00
	Civil Engineer II	1.00	1.00	1.00	1.00
	Civil Engineer, Managing	1.00	1.00	1.00	1.00
	Communications Coordinator	0.50	0.50	0.50	0.50
	Construction Inspector III	1.00	1.00	1.00	1.00
	Custodian	2.00	2.00	2.00	2.00
	DPW Operations Director	1.00	1.00	1.00	1.00
	Emergency Management Manager	1.00	1.00	1.00	1.00
	GIS Analyst	-	2.80	2.80	2.80
	GIS Architect	-	1.00	1.00	1.00
	GIS Manager	-	1.00	1.00	1.00
	GIS Technician	1.00	1.00	1.00	1.00
	Infrastructure Systems Spc	1.00	1.00	1.00	1.00
	Maint Tech Crew Chief	5.00	5.00	5.00	5.00
	Maint Tech, Apprentice	16.00	16.00	21.00	21.00
	Maint Tech, Journey	11.00	11.00	11.00	11.00
	Maintenance Supervisor I	1.00	1.00	1.00	1.00
	Maintenance Supervisor II	2.00	2.00	2.00	2.00
	Maintenance Worker	1.00	1.00	1.00	1.33
	Maintenance Worker, Seasonal	1.00	1.00	1.00	1.33
	Mechanic	2.00	2.00	2.00	2.00
	Operations Maint Attendant	-	-	1.00	1.00
	Operations Maintenance Manager	1.00	1.00	1.00	1.00
	OPS Custodial Staff	-	1.00	0.00	0.00
	Safety & Training Coord I	1.00	1.00	1.00	1.00
	Seasonal Maintenance Worker	0.75	0.75	0.75	1.00
	Security Attendant	1.50	1.50	1.50	2.00
	Senior Civil Engineer	2.00	2.00	2.00	2.00
	Temp - DPW Engineering	-	-	0.00	0.00
	Traffic Engineering Technician	1.00	1.00	1.00	1.00
Traffic Maintenance Tech I	1.00	1.00	1.00	1.00	
Traffic Maintenance Tech II	1.00	1.00	1.00	1.00	
Traffic Signal Electrician	1.00	1.00	1.00	1.00	
<b>DPW - Operations Total</b>		<b>62.75</b>	<b>68.55</b>	<b>73.55</b>	<b>75.97</b>

# PERSONNEL

## FY25 Position Detail

Division	Position	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Finance	Accountant	1.00	1.00	1.00	1.00
	Accounting Manager	1.00	1.00	1.00	1.00
	Accounting Technician	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Budget & Procurement Mgr	1.00	1.00	1.00	1.00
	Court Clerk	5.00	5.00	5.00	5.00
	Court Clerk, Senior	1.00	1.00	1.00	1.00
	Court Supervisor	1.00	1.00	1.00	1.00
	DPW Budget Manager	1.00	1.00	1.00	1.00
	Finance Analyst I	1.00	1.00	1.00	1.00
	Finance Director	1.00	1.00	1.00	1.00
	Judge	0.70	0.80	0.80	0.80
	Judge Pro-Tem	0.34	0.34	0.34	0.34
	Management Analyst	1.00	1.00	1.00	1.00
	Management Support Specialist	1.00	1.00	1.00	1.00
	MWMC Accountant	1.00	1.00	1.00	1.00
<b>Finance Total</b>		<b>19.04</b>	<b>19.14</b>	<b>19.14</b>	<b>19.14</b>
Fire and Life Safety	Administrative Specialist II	-	1.00	1.00	1.00
	Application Tech Specialist	1.00	1.00	1.00	1.00
	Deputy Fire Marshal 2	1.00	1.00	1.00	1.00
	Ems Accounting Tech	2.00	2.00	2.00	1.00
	EMS Instructor	1.00	1.00	1.00	1.00
	Executive Assistant	1.00	-	0.00	0.00
	Fire Admin Div Mgr	1.00	1.00	1.00	1.00
	Fire Battalion Chief - Ops	4.00	4.00	4.00	4.00
	Fire Battalion Chief - Train	-	-	0.00	0.00
	Fire Captain - Shift	16.00	16.00	16.00	16.00
	Fire Engineer - Shift	15.00	15.00	15.00	15.00
	Fire Inspector	-	1.00	0.00	0.00
	Fire Instructor	-	1.00	1.00	1.00
	Fire Life Safety Inspector	-	-	1.00	1.00
	Fire Management Analyst 2	1.00	1.00	1.00	1.00
	Fire Marshal / Division Mgr	1.00	1.00	1.00	1.00
	Fire Support Specialist	1.00	1.00	1.00	1.00
	Firefighter - 40L	2.00	2.00	2.00	2.00
	Firefighter - Shift	30.00	30.00	30.00	26.00
	Firefighter (40L)	2.00	2.00	2.00	0.00
Firefighter (Shift)	11.00	11.00	11.00	0.00	
Public Information Officer	-	-	0.00	1.00	
Single Role EMT 24HR	-	-	0.00	11.00	
Single Role Paramedic 24HR	-	-	0.00	11.00	



# PERSONNEL

## FY25 Position Detail

Division	Position	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Fire and Life Safety	Training Officer	1.00	1.00	1.00	1.00
<b>Fire and Life Safety Total</b>		<b>91.00</b>	<b>93.00</b>	<b>93.00</b>	<b>98.00</b>
Human Resources	HR Specialist II	1.00	1.00	1.00	1.00
	HR Specialist, Senior	-	-	1.00	1.00
	HR Training Coordinator	-	-	1.00	0.00
	Human Resources Analyst II	2.00	2.00	2.00	2.00
	Human Resources Analyst, Sr	1.00	1.00	1.00	1.00
	Human Resources Director	1.00	1.00	1.00	1.00
	Human Resources Specialist	-	1.00	0.00	0.00
	Payroll Analyst	1.00	1.00	1.00	1.00
	Risk Manager	1.00	1.00	1.00	1.00
<b>Human Resources Total</b>		<b>7.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>
Information Technology	Database Administrator	1.00	1.00	1.00	1.00
	GIS Analyst	2.80	-	0.00	0.00
	GIS Architect	1.00	-	0.00	0.00
	GIS Manager	1.00	-	0.00	0.00
	Information Technology Director	1.00	1.00	0.00	0.00
	Network Analyst II	2.00	2.00	2.00	2.00
	Network Manager	1.00	1.00	1.00	1.00
	Programmer Analyst	-	1.00	1.00	1.00
	Programmer Analyst II	1.00	1.00	1.00	1.00
	Programmer Analyst, Senior	1.00	1.00	1.00	1.00
	Programmer Manager	1.00	-	0.00	0.00
	Service Desk Specialist	2.00	2.00	2.00	2.00
<b>Information Technology Total</b>		<b>14.80</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>
Library	Lib Tech Specialist	1.00	1.00	1.00	1.00
	Librarian	5.00	5.00	5.00	5.00
	Library Assistant - On-call	-	-	0.30	0.40
	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	5.00	5.00	5.00	5.00
	Management Analyst	-	1.00	1.00	1.00
	Museum Collections Technician	-	-	0.00	0.50
	Museum Curator	1.00	1.00	1.00	1.00
	Outreach Specialist	1.00	-	0.00	0.40
	Temp - Librarian	0.28	-	0.00	0.00
	Temp - Library	0.28	-	0.00	0.00
	Temp - Library Technician	0.07	-	0.00	0.00
<b>Library Total</b>		<b>16.63</b>	<b>16.00</b>	<b>16.30</b>	<b>17.30</b>

# PERSONNEL

## FY25 Position Detail

Division	Position	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Police	Comm Srvc Officer 2	3.00	3.00	3.00	3.00
	Comm Srvc Officer 2 AnSvc	1.00	1.00	1.00	1.00
	Crime Analyst I	1.00	1.00	1.00	1.00
	Custodian	2.00	2.00	2.00	2.00
	Deputy Police Chief	-	1.00	0.00	0.00
	Detention Officer	13.00	13.00	13.00	13.00
	Detention Sergeant - Non-sworn	4.00	4.00	4.00	4.00
	Management Analyst	1.00	1.00	1.00	1.00
	Office Supervisor	1.00	1.00	1.00	1.00
	Police Business Services Mgr	-	1.00	1.00	1.00
	Police Call Taker/Records Clerk	9.00	9.00	9.00	9.00
	Police Chief	1.00	1.00	1.00	1.00
	Police Comm Information Coord	1.00	1.00	1.00	1.00
	Police Comm Outreach Coord	1.00	1.00	1.00	1.00
	Police Deputy Chief	-	-	1.00	1.00
	Police Detective	9.00	9.00	9.00	9.00
	Police Digital Evidence Tech	-	1.00	1.00	1.00
	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	36.00	36.00	36.00	36.00
	Police Program Tech	1.00	1.00	1.00	1.00
	Police School Resource Officer	2.00	2.00	2.00	2.00
	Police Sergeant	2.00	2.00	2.00	2.00
	Police Sergeant- ISB	1.00	1.00	1.00	1.00
	Police Sergeant Patrol	6.00	6.00	6.00	6.00
	Property Controller	2.00	2.00	2.00	2.00
	Video Evidence Property Controller	1.00	-	0.00	0.00
<b>Police Total</b>		<b>122.00</b>	<b>124.00</b>	<b>124.00</b>	<b>124.00</b>
<b>Grand Total</b>		<b>416.35</b>	<b>426.99</b>	<b>433.29</b>	<b>446.01</b>

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# BUDGET BY FUND

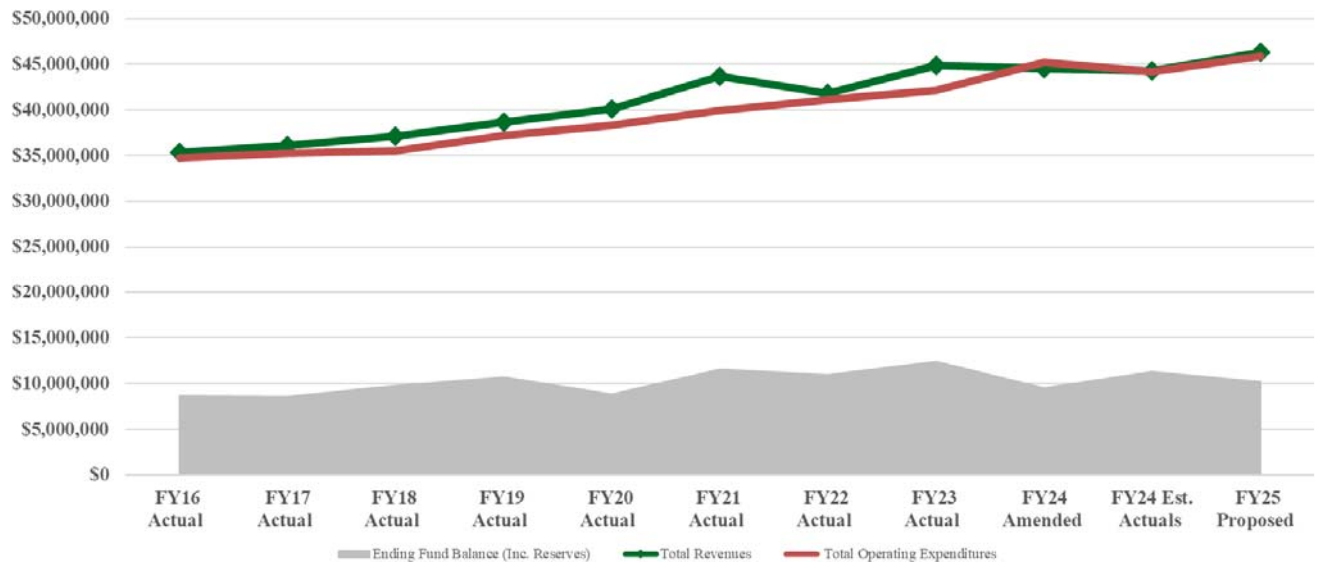


# GENERAL FUND

## General Fund Overview

The General Fund is the main operating fund of the City of Springfield and supports Police, Fire, Community Development, Municipal Court, Library, and Administrative Services.

**General Fund Table 1 – Fund Financial Summary**



**General Fund Table 2 – Fund Staffing Summary**

Division	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	Proposed FTE
011 City Manager's Office	6.05	6.25	6.25	6.45
021 Human Resources	4.00	4.00	5.00	4.50
031 Information Technology	10.33	9.00	8.00	8.50
041 Finance	14.39	14.49	14.49	14.49
051 Fire and Life Safety	57.60	57.60	57.60	60.60
061 Police	82.93	83.93	84.00	80.00
073 Operations	8.68	9.96	9.96	11.46
076 Community	11.80	11.09	11.14	13.22
081 Library	14.13	14.00	14.00	14.00
091 City Attorney	3.00	3.00	3.00	3.00
<b>Total</b>	<b>212.90</b>	<b>213.31</b>	<b>213.44</b>	<b>216.22</b>

# GENERAL FUND

## Resources and Requirements by Fund

100 - General Fund

	FY22 Actual	FY23 Actual	FY24 Amended	FY24 Est. Actuals	FY25 Proposed
<b>Resources by Category</b>					
Beginning Fund Balance	(11,553,216)	(10,988,219)	(12,414,727)	(12,414,727)	(11,433,854)
<b>Current Revenues</b>					
41 Taxes	(23,831,507)	(25,566,087)	(26,138,568)	(26,204,870)	(27,169,622)
42 Licenses, Permits & Fees	(3,069,154)	(3,018,265)	(2,847,790)	(3,046,449)	(3,090,131)
43 Intergovernmental	(5,703,422)	(6,192,470)	(6,308,742)	(6,063,573)	(6,379,067)
44 Charges For Service	(3,719,697)	(4,300,190)	(3,889,624)	(3,925,656)	(3,989,287)
45 Fines And Forfeitures	(998,349)	(817,969)	(895,200)	(761,375)	(859,879)
46 Use Of Money & Property	173,072	(913,438)	(161,500)	(130,732)	(260,000)
48 Miscellaneous Receipts	(942,041)	(504,192)	(312,300)	(326,306)	(315,706)
49 Other Financing Sources	(3,685,728)	(3,516,058)	(3,954,116)	(3,817,134)	(4,226,548)
<b>Total Revenues</b>	<b>(41,776,827)</b>	<b>(44,828,669)</b>	<b>(44,507,840)</b>	<b>(44,276,095)</b>	<b>(46,290,240)</b>
<b>Total Resources</b>	<b>(53,330,042)</b>	<b>(55,816,888)</b>	<b>(56,922,567)</b>	<b>(56,690,822)</b>	<b>(57,724,094)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
01 City Manager's Office	1,419,279	1,470,433	1,664,389	1,619,850	1,759,484
02 Human Resources	715,594	695,409	949,736	900,349	829,394
03 Information Technology	1,914,691	1,774,779	1,652,478	1,561,959	1,670,423
04 Finance	2,356,341	2,425,460	2,723,099	2,723,056	2,801,586
05 Fire & Life Safety	12,678,949	12,537,426	13,240,919	12,895,507	14,271,425
06 Police	16,565,495	17,163,848	18,535,694	18,122,683	17,774,949
07 Development and Public Works	2,759,733	2,958,845	3,397,764	3,263,496	3,682,133
08 Library	1,892,930	2,001,361	2,115,666	2,161,003	2,207,834
09 Legal Services	801,993	1,119,883	959,862	957,910	910,115
<b>Total Operating Expenditures</b>	<b>41,105,005</b>	<b>42,147,444</b>	<b>45,239,608</b>	<b>44,205,813</b>	<b>45,907,342</b>
<b>Total Capital Project Expenditures</b>	-	-	-	-	-
<b>Non-Departmental Expenditures</b>					
91 Contingency	-	-	987,350	-	1,000,000
94 Interfund Transfers	1,236,818	1,254,717	1,154,167	1,154,167	624,496
<b>Total Non-Departmental Expenditure</b>	<b>1,236,818</b>	<b>1,254,717</b>	<b>2,141,517</b>	<b>1,154,167</b>	<b>1,624,496</b>
<b>Total Requirements</b>	<b>42,341,823</b>	<b>43,402,161</b>	<b>47,381,125</b>	<b>45,359,980</b>	<b>47,531,838</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<b>(10,988,219)</b>	<b>(12,414,727)</b>	<b>(9,541,442)</b>	<b>(11,330,842)</b>	<b>(10,192,256)</b>

# GENERAL FUND

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## General Fund Revenue Summary

Revenues not designated for special purposes are recorded in the General Fund. The primary revenue in this fund is property taxes which comprise approximately 59% of the General Fund revenue. The other major revenue sources for this fund are in-lieu-of-tax payments, municipal court revenues, fire protection contracts, franchise fees, and state shared revenue. In addition to external revenues, other operating funds within the City pay indirect charges to the General Fund to help pay for their share of administrative service departments.

## General Fund Expenditure Summary

Personnel Services account for \$37.6 million in the FY2024-25 budget, an increase of 6% since the General Fund supports Police, Fire, Administrative Services and Court, and most of the expenses are related to Personal Services, approximately 80%. Materials and Services comprise the other 20% and include software licenses, office supplies, professional services, supplies, utilities, and other departmental expenses.

Interfund transfers are mainly budgeted to help fund the Street and Ambulance Funds in recent years with the remaining budget to reserves. The General Fund includes a \$1 million in the budget for Contingency Reserve each year, with the rest in Operating and Working Capital Reserves.

The main areas supported by the General Fund are:

**Administrative Services** – This includes Human Resources, Finance, Information Technology, and the City Manager’s Office. These functions support all other departments handling personnel issues, benefits, financial reporting, budgeting, and computer technical support. The City Manager’s Office handles city-wide issues and City Council activities.

**Fire & Life Safety** – Department services include fire protection and prevention, firefighting, basic and advanced life support and ambulance transportation, special rescue, hazardous materials control, code enforcement, and fire investigation.

**Police** – 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 and providing detention services for municipal offenders. The programs included in the police department include a K-9 unit, Bicycle Patrols, Investigations, SWAT, Animal Control, Dispatch, and DUI enforcement.

**Library** – The Library Department includes the Springfield History Museum. Together they provide residents of all ages, backgrounds and economic statuses, access to services for personal enrichment and lifelong learning. The Library and Museum provide access to information, early literacy training, high-speed internet access and job development and business resources.

## GENERAL FUND

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**Development and Public Works** – Staff in this department administer the Development Code and participate in economic development projects. Comprehensive planning activities include involvement in housing issues and transportation planning.

**Municipal Court** – The expenditures of the City’s municipal court are accounted for primarily in the General Fund. The Springfield Municipal Court provides for the resolution and collection of fines from minor traffic infractions, parking citations and city ordinance violations. The court services consist of all functions necessary to process cases from intake through final disposition.

### **Significant Issues & Changes**

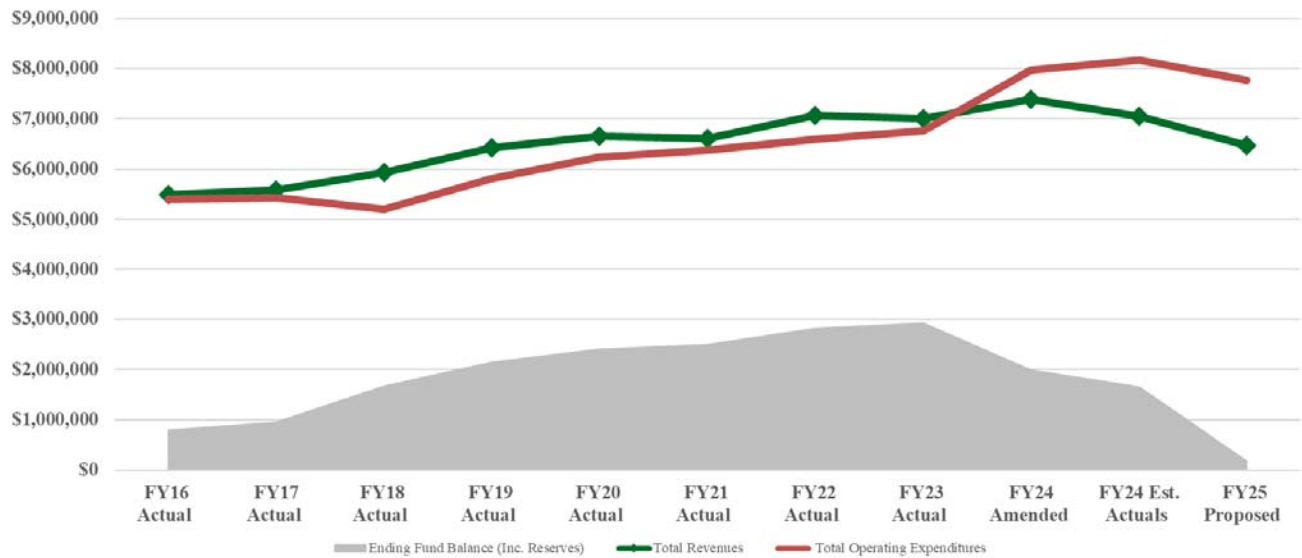
In the late 1990’s Oregon voters passed Measures 5 and 50 which put restraints on the growth of assessed value and a cap on the amount of property taxes paid per thousand of assessed value. The long-term impact of this has been revenue growth not keeping pace with expenditure growth. This structural imbalance makes it a challenge to adequately fund core government services at the level which the community expects. These challenges are common to most local governments across Oregon and a solution will most likely need to come through changes by the state legislature.

# STREET FUND

## Street Fund Overview

The Street Fund provides services for users of the transportation system so they can travel safely in Springfield, including walking, biking, transit, and motor vehicles. The Street Fund accounts for operations and maintenance of system facilities including 450 lane miles of streets (arterial, collector and local), as well as streetlights, traffic signals, signs, and striping. Services include mandated transportation planning, engineering, survey, the federal transportation program, and operations activities such as crack-sealing, pothole repair, street sweeping, and open space management. Historically, the Street Fund has also budgeted a transfer to the Street Capital fund to provide funding for capital projects.

**Street Fund Table 1 – Fund Financial Summary**



**Street Fund Table 2 – Fund Staffing Summary**

Division	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	Proposed FTE
011 City Manager's Office	0.10	0.10	0.10	0.10
031 Information Technology	1.49	-	-	-
041 Finance	0.40	0.40	0.40	0.40
073 Operations	23.46	24.43	24.43	25.30
076 Community	8.72	8.03	8.14	8.43
<b>Total</b>	<b>34.17</b>	<b>32.96</b>	<b>33.07</b>	<b>34.23</b>



# STREET FUND

## Resources and Requirements by Fund

201 - Street Fund

	FY22 Actual	FY23 Actual	FY24 Amended	FY24 Est. Actuals	FY25 Proposed
<b>Resources by Category</b>					
Beginning Fund Balance	(2,492,481)	(2,817,795)	(2,917,632)	(2,917,631)	(1,647,087)
<b>Current Revenues</b>					
41 Taxes	(874,718)	(881,768)	(900,000)	(907,561)	(829,800)
42 Licenses, Permits & Fees	(229,796)	(231,982)	(211,773)	(260,769)	(208,800)
43 Intergovernmental	(5,213,622)	(5,090,122)	(5,542,786)	(5,124,328)	(4,675,000)
44 Charges For Service	(197,400)	(269,740)	(170,823)	(152,200)	(180,800)
46 Use Of Money & Property	13,984	(65,590)	(18,000)	(60,000)	(30,000)
48 Miscellaneous Receipts	(88,115)	(527)	(10,000)	(10,000)	(15,800)
49 Other Financing Sources	(472,950)	(471,000)	(532,670)	(532,670)	(525,000)
<b>Total Revenues</b>	<b>(7,062,617)</b>	<b>(7,010,729)</b>	<b>(7,386,052)</b>	<b>(7,047,528)</b>	<b>(6,465,200)</b>
<b>Total Resources</b>	<b>(9,555,098)</b>	<b>(9,828,525)</b>	<b>(10,303,684)</b>	<b>(9,965,159)</b>	<b>(8,112,287)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
01 City Manager's Office	37,925	33,741	55,784	55,249	59,960
03 Information Technology	339,261	-	-	-	-
04 Finance	43,127	58,853	70,456	69,788	75,128
07 Development and Public Works	6,166,988	6,668,305	7,839,219	8,043,035	7,639,659
<b>Total Operating Expenditures</b>	<b>6,587,302</b>	<b>6,760,899</b>	<b>7,965,458</b>	<b>8,168,072</b>	<b>7,774,748</b>
<b>Total Capital Project Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-Departmental Expenditures</b>					
91 Contingency	-	-	200,000	-	150,000
94 Interfund Transfers	150,000	150,000	150,000	150,000	-
<b>Total Non-Departmental Expenditure</b>	<b>150,000</b>	<b>150,000</b>	<b>350,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Total Requirements</b>	<b>6,737,302</b>	<b>6,910,899</b>	<b>8,315,458</b>	<b>8,318,072</b>	<b>7,924,748</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<b>(2,817,795)</b>	<b>(2,917,626)</b>	<b>(1,988,226)</b>	<b>(1,647,087)</b>	<b>(187,540)</b>

# STREET FUND

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## Street Fund Revenue Summary

The primary revenue sources supporting activities of the Street Fund are the State of Oregon Highway Apportionment and the Local Gas Tax. Together these two revenue sources provided over 53% of total fund revenue in the most recent fiscal year. Other revenues include Right-of-Way fees, Permit Fees, and others. The gas tax has been showing a downward trend over the last 15 years, making it increasingly difficult for the Street Fund to support transportation capital projects, match federal and state dollars, as well as maintain and preserve existing infrastructure. There is an estimated \$60 million deferred maintenance liability on Springfield streets. One strategy successfully employed by the City was a \$10 million, five-year capital bond approved by the voters in 2018 and issued in 2019 to pay for upgrades on eight commercial street segments. The State of Oregon's passage of House Bill 2017 that same year provided additional transportation funding for municipalities statewide and increased the Springfield apportionment by over 8% the first year after enactment and has continued to increase each year.

## Street Fund Expenditure Summary

The direct costs of the Street Fund are all in the Development and Public Works Department and are reported in the Operations Division and the Community Development Division.

- The Operations Division includes such programs as Traffic Systems Engineering and Management, Street/Right-of-Way Management, Open Spaces, Street Sweeping, Emergency Management, Operations Training & Safety, Locates/Encroachments, Community Events and Bicycle Facilities and Management.
- The Community Development Division includes such programs as Capital Engineering, Transportation Planning, Survey, Land Development, and Bicycle Facilities and Management.

## Significant Issues & Changes

The revenue produced by the passage of House Bill 2017 is projected to increase over the next 10-years and forecasted to provide an additional \$1.5 million each year for City transportation programs.

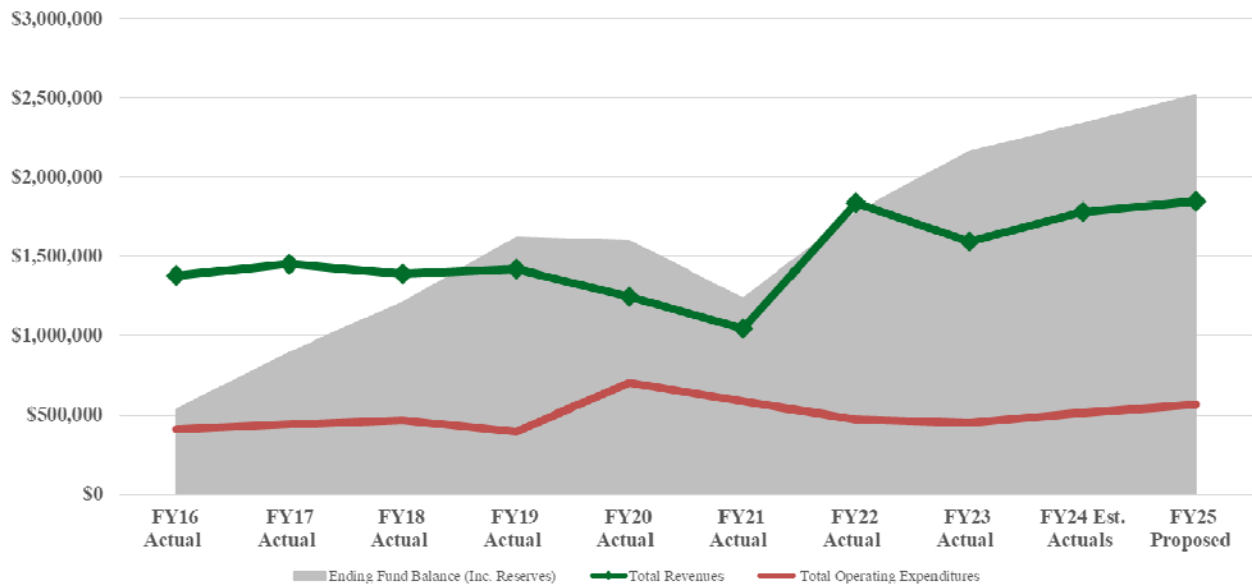
The passage of HB2017 has stabilized the Street Fund and allowed the City to bring back some core street operations functions such as the crack/slurry seal program. However, staff estimate there is still a \$60 million project backlog for those street segments requiring major preservation or reconstruction work. Federal discretionary dollars funded by the Central Lane Metropolitan Planning Organization is the largest resource available to support this capital work, but in order to truly address the backlog, alternative revenues sources such as a street utility fee or additional GO bonds will be necessary.

# TRANSIENT ROOM TAX FUND

## Transient Room Tax Fund Overview

The Transient Room Tax (TRT) Fund accounts for the revenues of transient room taxes collected on short term overnight stays in Springfield area hotels, motels, dwelling units on short term rental platforms such as houses, cabins, condominiums, apartments, or portions of these units, and overnight parking and placement areas for recreational vehicles and tents. Oregon State Law requires a portion of the TRT collection to be restricted for tourism infrastructure and promotion. Accordingly, the expenditures in this fund are used to support investments in tourism industry growth initiatives.

**Transient Room Tax Fund Table 1 – Fund Financial Summary**



**Transient Room Tax Fund Table 2 – Fund Staffing Summary**

Division	FY25			
	FY22 FTE	FY23 FTE	FY24 FTE	Proposed FTE
011 City Manager's Office	0.45	0.45	0.45	0.45
073 Operations	0.12	0.17	0.17	0.17
081 Library	2.24	2.00	2.00	2.00
<b>Total</b>	<b>2.81</b>	<b>2.62</b>	<b>2.62</b>	<b>2.62</b>

# TRANSIENT ROOM TAX FUND

## Resources and Requirements by Fund

208 Transient Room Tax Fund

	FY22 Actual	FY23 Actual	FY24 Amended	FY24 Est. Actuals	FY25 Proposed
<b>Resources by Category</b>					
Beginning Fund Balance	(1,238,932)	(1,778,129)	(2,166,664)	(2,166,664)	(2,338,594)
<b>Current Revenues</b>					
41 Taxes	(1,845,309)	(1,544,253)	(1,800,000)	(1,725,000)	(1,800,000)
43 Intergovernmental	(56)	56	-	-	-
46 Use Of Money & Property	8,709	(48,032)	(35,000)	(57,742)	(50,000)
48 Miscellaneous Receipts	(450)	-	-	-	-
<b>Total Revenues</b>	<b>(1,837,106)</b>	<b>(1,592,229)</b>	<b>(1,835,000)</b>	<b>(1,782,742)</b>	<b>(1,850,000)</b>
<b>Total Resources</b>	<b>(3,076,038)</b>	<b>(3,370,358)</b>	<b>(4,001,664)</b>	<b>(3,949,406)</b>	<b>(4,188,594)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
01 City Manager's Office	202,330	171,326	235,194	216,183	247,571
07 Development and Public Works	17,088	24,209	29,923	24,483	30,765
08 Library	252,143	254,366	274,407	270,147	287,807
<b>Total Operating Expenditures</b>	<b>471,560</b>	<b>449,901</b>	<b>539,525</b>	<b>510,812</b>	<b>566,143</b>
<b>Total Capital Project Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-Departmental Expenditures</b>					
94 Interfund Transfers	826,349	753,793	1,100,000	1,100,000	1,100,000
<b>Total Non-Departmental Expenditure</b>	<b>826,349</b>	<b>753,793</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>
<b>Total Requirements</b>	<b>1,297,909</b>	<b>1,203,694</b>	<b>1,639,525</b>	<b>1,610,812</b>	<b>1,666,143</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<b>(1,778,129)</b>	<b>(2,166,664)</b>	<b>(2,362,139)</b>	<b>(2,338,594)</b>	<b>(2,522,451)</b>

## **TRANSIENT ROOM TAX FUND**

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### **Transient Room Tax Fund Revenue Summary**

The primary revenue source for the TRT Fund are taxes collected on short term overnight stays in Springfield area hotels, motels, dwelling units such as houses, cabins, condominiums, apartments, or portions of these units, and overnight parking and placement areas for recreational vehicles and tents.

### **Transient Room Tax Fund Expenditure Summary**

The expenditures in the TRT Fund are made up of a combination of personal services, materials and services, and an interfund transfer to the General Fund in support of tourism related activities such as art installations, community events, and investments in Springfield quality of life features. This fund includes support for the Springfield Museum and funding for the Arts Commission, which supports exhibits, performances and collaborates with the Springfield Public Library on a youth arts program.

### **Significant Issues & Changes**

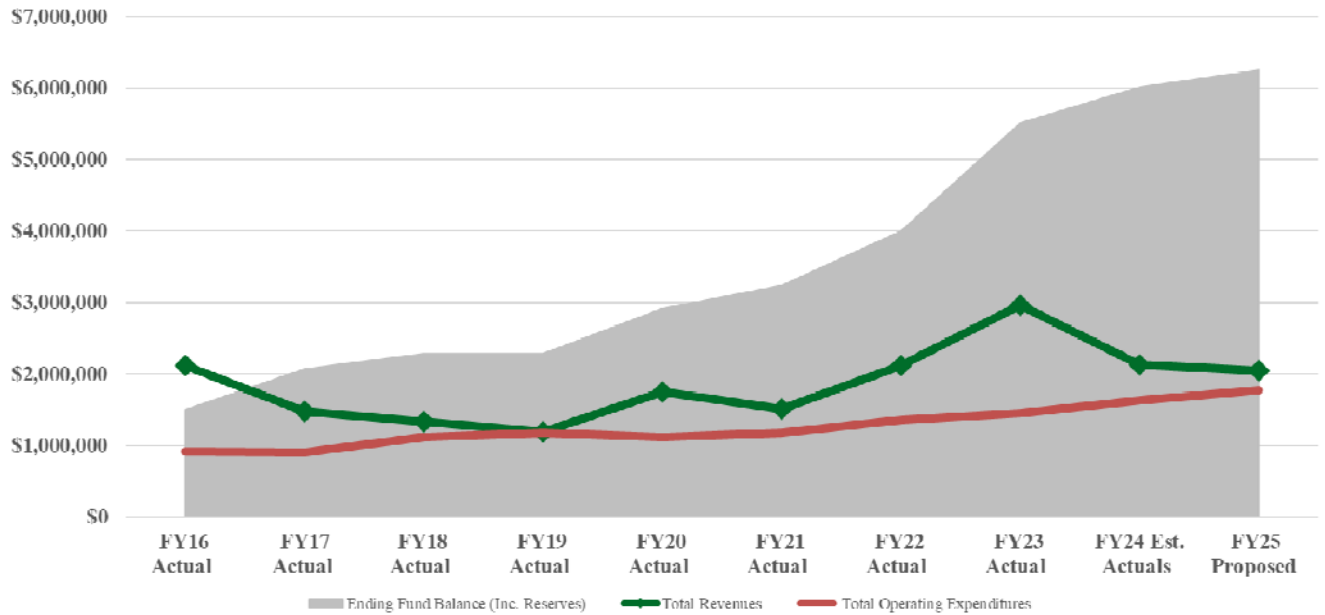
Transient Room Tax totals demonstrate the lows seen during the pandemic, and the highs of international sporting events. Quarterly reporting on taxes received are expected to return to more predictable levels.

# BUILDING FUND

## Building Fund Overview

The Building Fund provides for the administration of the building code through the Building Permit section of the Development & Public Works Department. This fund receives revenues from the sale of permits for construction within the City and incurs expenses related to intake, plans review, permitting, inspections, and final occupancy.

**Building Fund Table 1 – Fund Financial Summary**



**Building Fund Table 2 – Fund Staffing Summary**

Division	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	Proposed FTE
011 City Manager's Office	0.05	0.05	0.05	0.05
051 Fire and Life Safety	0.40	0.40	0.40	0.40
076 Community	7.59	7.79	8.74	9.09
<b>Total</b>	<b>8.04</b>	<b>8.24</b>	<b>9.19</b>	<b>9.54</b>

# BUILDING FUND

## Resources and Requirements by Fund

224 Building Code Fund

	FY22 Actual	FY23 Actual	FY24 Amended	FY24 Est. Actuals	FY25 Proposed
<b>Resources by Category</b>					
Beginning Fund Balance	(3,245,641)	(4,003,361)	(5,508,130)	(5,508,130)	(6,008,600)
<b>Current Revenues</b>					
42 Licenses, Permits & Fees	(2,135,826)	(2,850,793)	(1,501,500)	(2,028,000)	(1,976,000)
46 Use Of Money & Property	22,026	(111,764)	(55,000)	(107,869)	(75,000)
48 Miscellaneous Receipts	(2,613)	(303)	-	-	-
<b>Total Revenues</b>	<b>(2,116,413)</b>	<b>(2,962,860)</b>	<b>(1,556,500)</b>	<b>(2,135,869)</b>	<b>(2,051,000)</b>
<b>Total Resources</b>	<b>(5,362,054)</b>	<b>(6,966,221)</b>	<b>(7,064,630)</b>	<b>(7,643,999)</b>	<b>(8,059,600)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
01 City Manager's Office	11,614	12,135	23,185	17,644	24,111
05 Fire & Life Safety	79,641	83,858	85,645	85,762	96,795
07 Development and Public Works	1,267,438	1,362,098	1,531,993	1,531,993	1,651,522
<b>Total Operating Expenditures</b>	<b>1,358,693</b>	<b>1,458,091</b>	<b>1,640,823</b>	<b>1,635,399</b>	<b>1,772,428</b>
<b>Total Capital Project Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-Departmental Expenditures</b>					
91 Contingency	-	-	35,000	-	35,000
<b>Total Non-Departmental Expenditure</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>35,000</b>
<b>Total Requirements</b>	<b>1,358,693</b>	<b>1,458,091</b>	<b>1,675,823</b>	<b>1,635,399</b>	<b>1,807,428</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<b>(4,003,361)</b>	<b>(5,508,130)</b>	<b>(5,388,807)</b>	<b>(6,008,600)</b>	<b>(6,252,172)</b>

## **BUILDING FUND**

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### **Building Fund Revenue Summary**

The Building Fund is supported by building, plumbing, mechanical, and electrical permit, and inspection fees. The annual revenues generated within this fund are influenced by the level of development in the community and are cyclical in nature. The target reserve in the Building Fund differs from other operating funds in that we try to build up the reserve balance during times of robust development to allow the fund to maintain minimum staffing through downturns in development activity.

### **Building Fund Expenditure Summary**

The Building Fund supports the Building Permit Section of the Community Development Division (CMD) of the Development & Public Works Department manages construction activity regulated by the Building Code. The budget is approximately 76% personal services and 24% materials services since the activities of the Building Fund rely primarily on staff providing direct customer service through assistance at the development counter, plans review, building permits, and inspections and final approvals.

### **Significant Issues & Changes**

No significant issues or changes in this budget year.

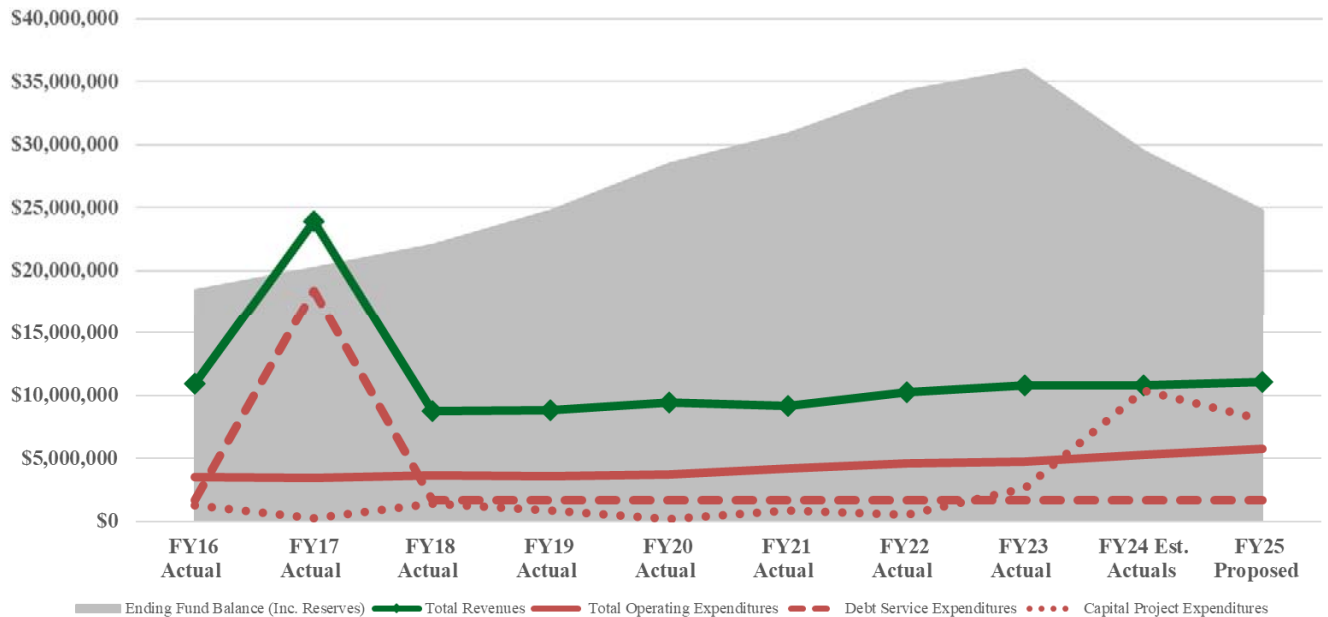


# SANITARY SEWER FUND

## Sanitary Sewer Fund Overview

The Sanitary Sewer Fund provides for the operations and maintenance of the City’s sewer system which includes facilities such as pipelines and pump stations for the purpose of transporting the City’s wastewater to the regional treatment facility. The Sanitary Sewer Fund also provides resources for capital construction of sanitary sewer infrastructure and for city staff to assist and regulate private developers.

**Sanitary Sewer Fund Table 1 – Fund Financial Summary**



**Sanitary Sewer Fund Table 2 – Fund Staffing Summary**

Division	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	Proposed FTE
011 City Manager's Office	0.16	0.16	0.16	0.16
031 Information Technology	1.49	-	-	-
041 Finance	0.35	0.35	0.35	0.35
073 Operations	11.77	13.71	14.21	14.06
075 Environmental Services	1.13	1.13	1.23	1.33
076 Community	7.34	7.69	7.66	10.63
<b>Total</b>	<b>22.24</b>	<b>23.04</b>	<b>23.61</b>	<b>26.53</b>

# SANITARY SEWER FUND

## Resources and Requirements by Fund

611 Sanitary Sewer Fund

	FY22 Actual	FY23 Actual	FY24 Amended	FY24 Est. Actuals	FY25 Proposed
<b>Resources by Category</b>					
<b>Beginning Fund Balance</b>	(30,918,717)	(34,347,352)	(36,052,457)	(36,052,457)	(29,471,238)
<b>Current Revenues</b>					
42 Licenses, Permits & Fees	(2,860)	(2,773)	(2,000)	(2,000)	(2,400)
43 Intergovernmental	(1,037)	1,037	-	-	-
44 Charges For Service	(10,442,376)	(9,887,915)	(9,550,000)	(9,822,542)	(10,452,144)
46 Use Of Money & Property	192,392	(930,138)	(355,000)	(1,000,000)	(600,000)
48 Miscellaneous Receipts	(7)	(10)	-	-	-
49 Other Financing Sources	(4,335)	-	-	-	-
<b>Total Revenues</b>	<u>(10,258,224)</u>	<u>(10,819,799)</u>	<u>(9,907,000)</u>	<u>(10,824,542)</u>	<u>(11,054,544)</u>
<b>Total Resources</b>	<b>(41,176,941)</b>	<b>(45,167,151)</b>	<b>(45,959,457)</b>	<b>(46,876,999)</b>	<b>(40,525,782)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
01 City Manager's Office	50,645	43,822	83,600	80,182	88,897
03 Information Technology	317,469	-	-	-	-
04 Finance	44,273	54,130	62,704	62,082	66,733
07 Development and Public Works	4,198,630	4,644,503	5,221,207	5,138,867	5,639,842
<b>Total Operating Expenditures</b>	<u>4,611,017</u>	<u>4,742,455</u>	<u>5,367,511</u>	<u>5,281,131</u>	<u>5,795,474</u>
<b>Total Capital Project Expenditures</b>	<b>510,772</b>	<b>2,664,240</b>	<b>11,391,962</b>	<b>10,418,630</b>	<b>8,097,350</b>
<b>Non-Departmental Expenditures</b>					
91 Contingency	-	-	150,000	-	150,000
96 Debt Service	1,707,800	1,708,000	1,706,000	1,706,000	1,706,800
<b>Total Non-Departmental Expenditure</b>	<u>1,707,800</u>	<u>1,708,000</u>	<u>1,856,000</u>	<u>1,706,000</u>	<u>1,856,800</u>
<b>Total Requirements</b>	<b>6,829,589</b>	<b>9,114,695</b>	<b>18,615,473</b>	<b>17,405,761</b>	<b>15,749,624</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<u><u>(34,347,352)</u></u>	<u><u>(36,052,457)</u></u>	<u><u>(27,343,984)</u></u>	<u><u>(29,471,238)</u></u>	<u><u>(24,776,157)</u></u>

# SANITARY SEWER FUND

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## Sanitary Sewer Fund Revenue Summary

The primary revenue source for supporting operations & maintenance activities is the Sanitary Sewer User Fee charged to residential, commercial, and industrial customers. User fees have been structured to allow for a transfer of approximately \$2 million per year to the Capital Reserve to decrease the reliance on debt to fund capital improvements. In addition to sewer fees this fund also collects System Development Charges (SDC's) which are used to fund the replacement of existing infrastructure as well as system expansion. SDC's are more cyclical in nature and fluctuate with the level of development in the community. The source of funds for stormwater capital construction costs are a combination of debt proceeds, SDC reserves and transfer of funds from operating surpluses.

## Sanitary Sewer Fund Expenditure Summary

The majority of expenditures in the Sanitary Sewer Fund are in the Development & Public Works Department and include the Operations, Community Development and Environmental Services divisions. Additionally, the Sanitary Sewer Fund partially supports the Information Technology Department's, Geographic Information System Division.

Personnel Services account for \$3.4 million (59%) in the FY2024-25 budget, while Materials and Services comprise \$2.4 million (41%) which include, professional services, supplies, right of way use fees, and indirect charges.

## Significant Issues & Changes

Two of the more significant issues or changes facing the Sanitary Sewer Fund are I & I (Inflow and Infiltration) and new limits and/or regulations on wastewater.

Inflow and Infiltration of rainwater into the sanitary sewer collection system can overwhelm the capacity of the system, creating sewage overflows in Springfield. Another consequence would be that the sewage treatment plant could be overwhelmed and consequently need to bypass one or more of the treatment processes to move the water through the treatment plant more quickly. This could result in a permit violation. Inflow and Infiltration can occur anywhere in the collection system. The City is working on a multi-year project to identify and repair the pipe sections that are experiencing the worst Inflow and Infiltration.

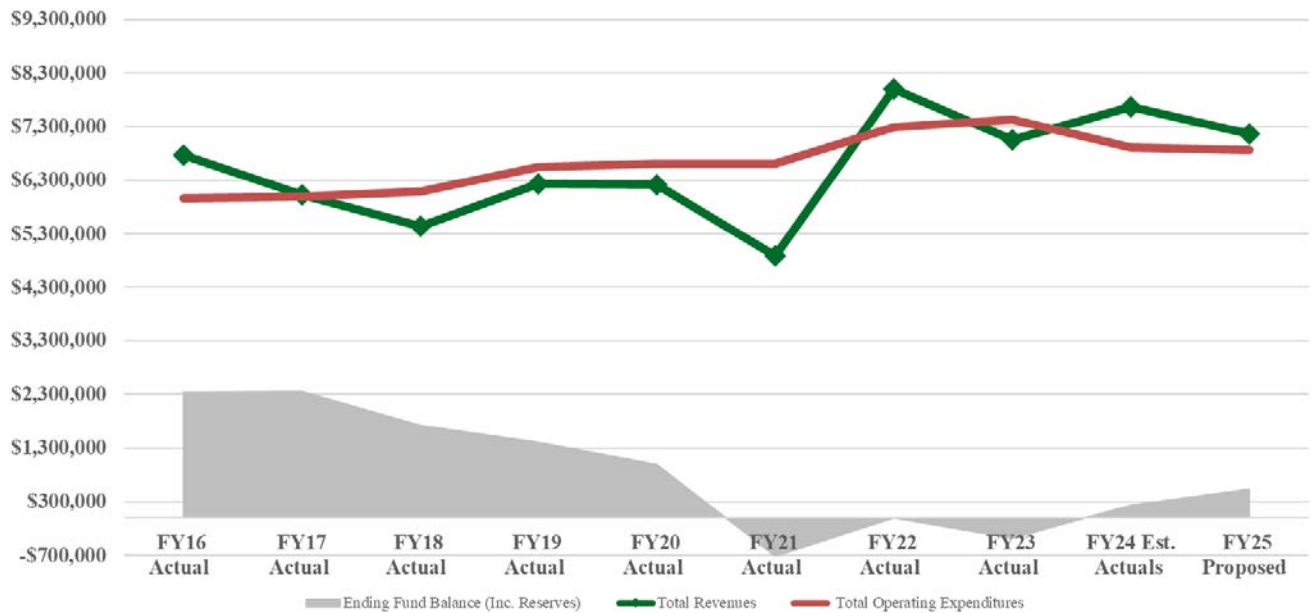
State regulation of wastewater discharged into Oregon rivers is managed by the Oregon Department of Environmental Quality (DEQ). The DEQ issues a permit to the regional wastewater treatment plant periodically and with it, usually come new requirements. The responsibility to keep certain pollutants out of the wastewater discharged to the river could fall on the locality from which the substance originates. Because of this, management of the City's Sanitary Sewer Fund must ensure that staff is paying attention to trends in regulation and has the capacity to quickly design and implement systems to respond to the most likely new permit requirements.

# AMBULANCE FUND

## Ambulance Fund Overview

The Ambulance Fund is an enterprise funds that accounts for the City’s ambulance operations which includes ambulance transportation services and associated pre-hospital life support care, ambulance billing services, and the FireMed program. The Cities of Springfield and Eugene consolidated their fire departments via an intergovernmental agreement in 2010 and provide services within a coverage area of approximately 1,452 square miles.

**Ambulance Fund Table 1 – Fund Financial Summary**



**Ambulance Fund Table 2 – Fund Staffing Summary**

Division	FY25			
	FY22 FTE	FY23 FTE	FY24 FTE	Proposed FTE
051 Fire and Life Safety	26.00	26.00	26.00	29.00
<b>Total</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>29.00</b>

# AMBULANCE FUND

## Resources and Requirements by Fund

615 Ambulance Fund

	FY22 Actual	FY23 Actual	FY24 Amended	FY24 Est. Actuals	FY25 Proposed
<b>Resources by Category</b>					
Beginning Fund Balance	708,295	-	372,193	372,193	(378,235)
<b>Current Revenues</b>					
42 Licenses, Permits & Fees	(37,480)	(37,010)	-	(6,760)	-
43 Intergovernmental	(27,455)	(235,136)	-	-	-
44 Charges For Service	(7,205,164)	(6,461,549)	(7,421,019)	(7,655,063)	(7,154,626)
46 Use Of Money & Property	(5,473)	8,815	-	3,184	(500)
48 Miscellaneous Receipts	(16,464)	(5,567)	(5,000)	(3,208)	(5,000)
49 Other Financing Sources	(701,556)	(325,066)	(50,767)	-	-
<b>Total Revenues</b>	<b>(7,993,592)</b>	<b>(7,055,513)</b>	<b>(7,476,786)</b>	<b>(7,661,847)</b>	<b>(7,160,126)</b>
<b>Total Resources</b>	<b>(7,285,297)</b>	<b>(7,055,513)</b>	<b>(7,104,593)</b>	<b>(7,289,654)</b>	<b>(7,538,361)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
05 Fire & Life Safety	7,285,297	7,427,706	6,953,678	6,911,419	6,857,494
<b>Total Operating Expenditures</b>	<b>7,285,297</b>	<b>7,427,706</b>	<b>6,953,678</b>	<b>6,911,419</b>	<b>6,857,494</b>
<b>Total Capital Project Expenditures</b>	-	-	-	-	-
<b>Non-Departmental Expenditures</b>					
91 Contingency	-	-	150,000	150,000	150,000
<b>Total Non-Departmental Expenditure</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Total Requirements</b>	<b>7,285,297</b>	<b>7,427,706</b>	<b>7,103,678</b>	<b>7,061,419</b>	<b>7,007,494</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<b>-</b>	<b>372,193</b>	<b>(915)</b>	<b>(228,234)</b>	<b>(530,866)</b>

# AMBULANCE FUND

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## **Ambulance Fund Revenue Summary**

The primary revenue sources to the Ambulance Fund are user fees, including Medicare and Medicaid reimbursements charged for ambulance transportation services, Ground Emergency Medical Transport Program (GEMT) and FireMed program membership fees.

## **Ambulance Fund Expenditure Summary**

Personnel Services account for \$4.1 million (60%) in the FY2024-25 budget, while Materials and Services comprise \$2.8 million (40%) which include, general contractual services, dispatch contract expense, medical supplies, vehicle maintenance, and internal charges for future vehicle replacement.

Emergency Medical Services (EMS) Operations provide high quality pre-hospital emergency treatment and ambulance transportation throughout the Springfield/Eugene area. The program also provides paramedic continuing education and training, assuring the ability to provide Advanced Life Support level of care to all patients when needed. Stand-by medical care coverage is also provided throughout the community for special events.

FireMed is a voluntary ambulance membership program which covers patient out-of-pocket expenses for medically necessary ambulance transportation to the nearest appropriate hospital. The program increased annual membership fees in FY23 and has an average monthly membership of 8,250 since the beginning of the 2020 membership period. Administration services for marketing, outreach, and enrollment are provided by a third-part vendor.

## **Significant Issues & Changes**

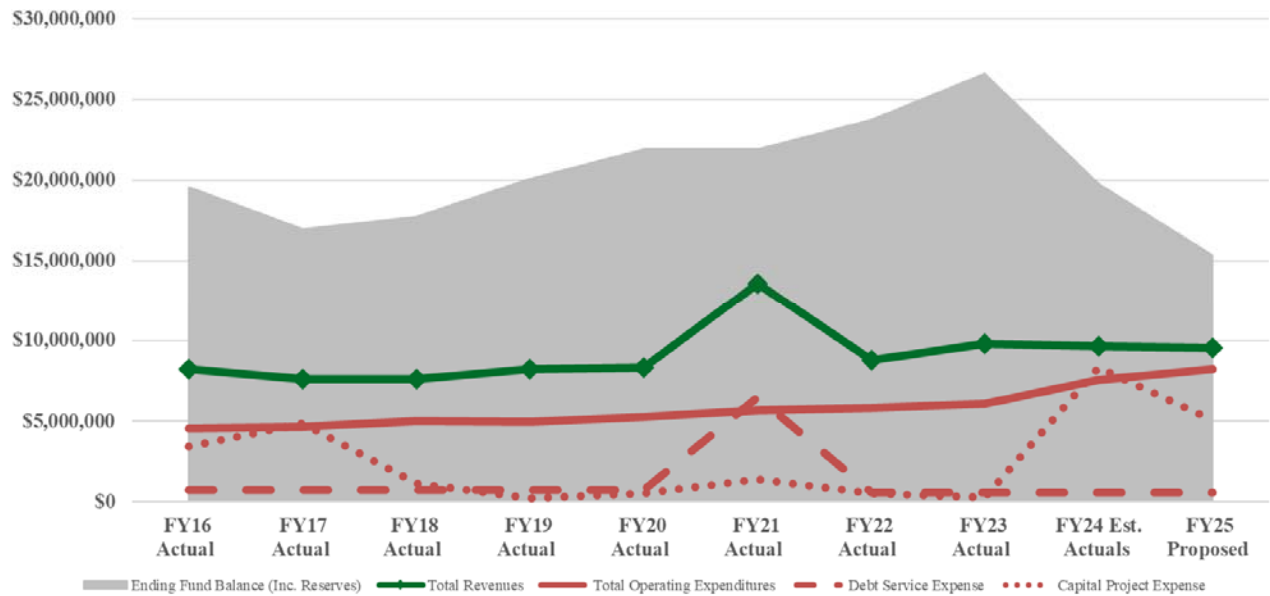
Revenues within the Ambulance Fund are not keeping pace with rising expenditures. Nearly 80% of all patients transported are covered by Medicare or Medicaid, which establish capitated fee schedules. These fee schedules have remained flat or shown only moderate increases (less than 2% annually) in recent years. The Ground Emergency Medical Transport (GEMT) program was enacted to address the resulting shortfall and its implementation by Oregon Health Authority in FY20 has helped capture more revenue for the Ambulance Fund and is anticipated to continue to do so. Expenditures are projected to continue outpacing revenues in the coming years, leaving a gap that will need to be funded.

# STORMWATER FUND

## Stormwater Fund Overview

The Stormwater Fund provides for the operations & maintenance of the City’s stormwater system. Activities include cleaning over 200 miles of pipeline and 6,500 catch basins, sweeping 6,000 miles of paved streets, maintaining and inspecting water quality facilities throughout the City, and providing community education about stormwater management. The Stormwater Fund also provides resources for capital construction of stormwater infrastructure.

**Stormwater Fund Table 1 – Fund Financial Summary**



**Stormwater Fund Table 2 – Fund Staffing Summary**

Division	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	Proposed FTE
011 City Manager's Office	0.16	0.16	0.16	0.16
031 Information Technology	1.18	-	-	-
041 Finance	0.35	0.35	0.35	0.35
073 Operations	17.98	19.23	23.73	23.93
075 Environmental Services	5.47	5.47	5.57	5.67
076 Community	9.66	9.74	9.61	10.76
<b>Total</b>	<b>34.80</b>	<b>34.95</b>	<b>39.42</b>	<b>40.87</b>

# STORMWATER FUND

## Resources and Requirements by Fund

617 Storm Drainage Fund

	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Amended</b>	<b>FY24 Est. Actuals</b>	<b>FY25 Proposed</b>
<b>Resources by Category</b>					
<b>Beginning Fund Balance</b>	<b>(21,900,333)</b>	<b>(23,778,169)</b>	<b>(26,636,600)</b>	<b>(26,615,620)</b>	<b>(19,801,949)</b>
<b>Current Revenues</b>					
42 Licenses, Permits & Fees	(245,543)	(183,099)	(200,000)	(170,000)	(176,200)
43 Intergovernmental	(51,201)	(40,679)	(40,000)	(34,000)	(34,100)
44 Charges For Service	(8,542,803)	(8,900,318)	(8,940,000)	(8,894,000)	(9,105,900)
46 Use Of Money & Property	132,663	(645,423)	(230,000)	(550,000)	(247,200)
48 Miscellaneous Receipts	(71,057)	(17)	-	-	-
49 Other Financing Sources	-	-	(100,000)	-	-
<b>Total Revenues</b>	<b>(8,777,941)</b>	<b>(9,769,536)</b>	<b>(9,510,000)</b>	<b>(9,648,000)</b>	<b>(9,563,400)</b>
<b>Total Resources</b>	<b>(30,678,275)</b>	<b>(33,547,705)</b>	<b>(36,146,600)</b>	<b>(36,263,620)</b>	<b>(29,365,349)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
01 City Manager's Office	51,234	43,892	83,921	80,464	89,158
03 Information Technology	243,574	-	-	-	-
04 Finance	44,273	54,131	62,717	62,095	66,733
07 Development and Public Works	5,494,231	5,999,677	7,669,614	7,428,033	8,047,498
<b>Total Operating Expenditures</b>	<b>5,833,313</b>	<b>6,097,701</b>	<b>7,816,251</b>	<b>7,570,592</b>	<b>8,203,389</b>
<b>Total Capital Project Expenditures</b>	<b>515,151</b>	<b>261,688</b>	<b>9,892,797</b>	<b>8,337,438</b>	<b>5,065,000</b>
<b>Non-Departmental Expenditures</b>					
91 Contingency	-	-	200,000	-	200,000
96 Debt Service	551,641	551,717	553,641	553,641	552,241
<b>Total Non-Departmental Expenditure</b>	<b>551,641</b>	<b>551,717</b>	<b>753,641</b>	<b>553,641</b>	<b>752,241</b>
<b>Total Requirements</b>	<b>6,900,106</b>	<b>6,911,105</b>	<b>18,462,689</b>	<b>16,461,671</b>	<b>14,020,630</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<b>(23,778,169)</b>	<b>(26,636,600)</b>	<b>(17,683,911)</b>	<b>(19,801,949)</b>	<b>(15,344,717)</b>



# STORMWATER FUND

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## **Stormwater Fund Revenue Summary**

The primary revenue source for supporting stormwater operations & maintenance activities is the Stormwater User Fee which is assessed on every property in the City. In addition to User Fees this fund also collects System Development Charges (SDC's) which are used to fund the replacement of existing infrastructure as well as system expansion. SDC's are more cyclical in nature and fluctuate with the level of development in the community. The source of funds for stormwater capital construction costs are a combination of debt proceeds, SDC reserves and transfer of funds from operating surpluses.

## **Stormwater Fund Expenditure Summary**

The majority of expenditures in the Stormwater Fund are in the Development & Public Works Department and include the Operations, Community Development and Environmental Services divisions. Additionally, the Sanitary Sewer Fund partially supports the Information Technology Department's, Geographic Information System Division.

Operating expenditures in the Stormwater Fund include Personnel Services of \$5 million (61%) in the FY2024-25 budget, Materials and Services total \$3.2 million (39%) which include, professional services, supplies, right of way use fees, and indirect charges. Additionally, capital project expenditures total \$5.1 million.

## **Significant Issues & Changes**

In November of 2020, the City refinanced the Series 2010 Stormwater Revenue Bonds. The Series 2010 bonds had an interest rate of 3.4% and the Series 2020 bonds have an interest rate of 1.2%. The net present value of the interest savings is \$823,423.

In November of 2018, the Oregon Department of Environmental Quality issued the MS4 Phase II General Permit (Municipal Separate Storm Sewer System) with which the City must comply. The Stormwater Fund is in the middle of a multiyear project to complete the permit implementation.

# BOOTH KELLY FUND

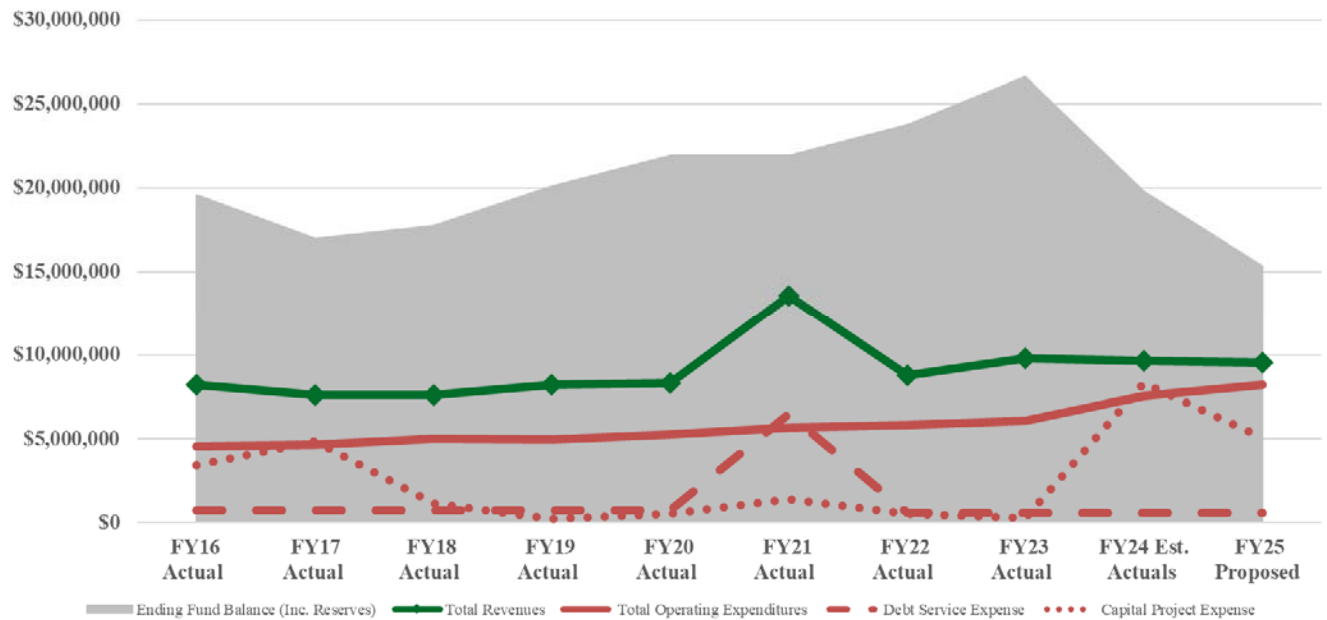
## Booth Kelly Fund Overview

The Booth Kelly Fund is an enterprise fund that accounts for the cost of operating leasable property owned and managed by the City. These properties primarily consist of the Booth Kelly Center, the historic Springfield Depot and other properties acquired by the City of Springfield for future development.

The Booth Kelly Center dates back to the early 1900's and was acquired by the City in 1986. The site consists of 17 acres of land and approximately 200,000 square feet of large industrial and commercial warehouse, storage, manufacturing, and office spaces.

The Springfield Depot, originally constructed in 1891, was acquired by the City in 2008, and has undergone some minor remodeling in 2009, and currently houses the Springfield Area Chamber of Commerce.

**Booth Kelly Fund Table 1 – Fund Financial Summary**



**Booth Kelly Fund Table 2 – Fund Staffing Summary**

Division	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	Proposed FTE
011 City Manager's Office	-	0.40	0.40	0.40
073 Operations	0.44	0.44	0.44	0.44
076 Community	0.42	0.42	0.42	0.42
<b>Total</b>	<b>0.86</b>	<b>1.26</b>	<b>1.26</b>	<b>1.26</b>

# BOOTH KELLY FUND

## Resources and Requirements by Fund

618 Booth-Kelly Fund

	FY22 Actual	FY23 Actual	FY24 Amended	FY24 Est. Actuals	FY25 Proposed
<b>Resources by Category</b>					
Beginning Fund Balance	(1,662,693)	(1,656,710)	(1,150,640)	(1,150,640)	(1,133,111)
<b>Current Revenues</b>					
44 Charges For Service	(545,293)	(585,249)	(611,345)	(615,635)	(631,012)
46 Use Of Money & Property	9,954	(44,244)	(7,800)	(28,932)	(25,000)
48 Miscellaneous Receipts	(8,470)	-	-	-	-
<b>Total Revenues</b>	<b>(543,809)</b>	<b>(629,493)</b>	<b>(619,145)</b>	<b>(644,567)</b>	<b>(656,012)</b>
<b>Total Resources</b>	<b>(2,206,502)</b>	<b>(2,286,203)</b>	<b>(1,769,785)</b>	<b>(1,795,207)</b>	<b>(1,789,123)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
01 City Manager's Office	-	46,971	257,038	72,900	119,669
07 Development and Public Works	469,141	1,004,355	484,304	487,424	528,476
<b>Total Operating Expenditures</b>	<b>469,141</b>	<b>1,051,326</b>	<b>741,341</b>	<b>560,324</b>	<b>648,145</b>
<b>Total Capital Project Expenditures</b>	<b>-</b>	<b>-</b>	<b>190,000</b>	<b>-</b>	<b>190,000</b>
<b>Non-Departmental Expenditures</b>					
91 Contingency	-	-	15,000	15,000	15,000
94 Interfund Transfers	80,651	84,237	86,772	86,772	100,000
<b>Total Non-Departmental Expenditure</b>	<b>80,651</b>	<b>84,237</b>	<b>101,772</b>	<b>101,772</b>	<b>115,000</b>
<b>Total Requirements</b>	<b>549,792</b>	<b>1,135,563</b>	<b>1,033,113</b>	<b>662,096</b>	<b>953,145</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<b>(1,656,710)</b>	<b>(1,150,640)</b>	<b>(736,672)</b>	<b>(1,133,111)</b>	<b>(835,978)</b>

## **BOOTH KELLY FUND**

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### **Booth Kelly Fund Revenue Summary**

The primary source of revenue for the Booth Kelly Fund is generated by the leasing of commercial and light-industrial space to local businesses. In 2022, City Council approved Resolution 2022-14 which directs for leasable space at Booth Kelly to be tenanted, managed, and brought up to market rate rents through April of 2027.

### **Booth Kelly Fund Expenditure Summary**

Expenditures for this fund vary from year to year and are primarily made up of materials and services and capital outlay for maintaining and improving facilities. There is roughly one full time equivalent supported by this fund for property management and maintenance. The budget for FY25 proposes to increase expenditures to hire a professional property management company to better mature this portfolio of properties.

### **Significant Issues & Changes**

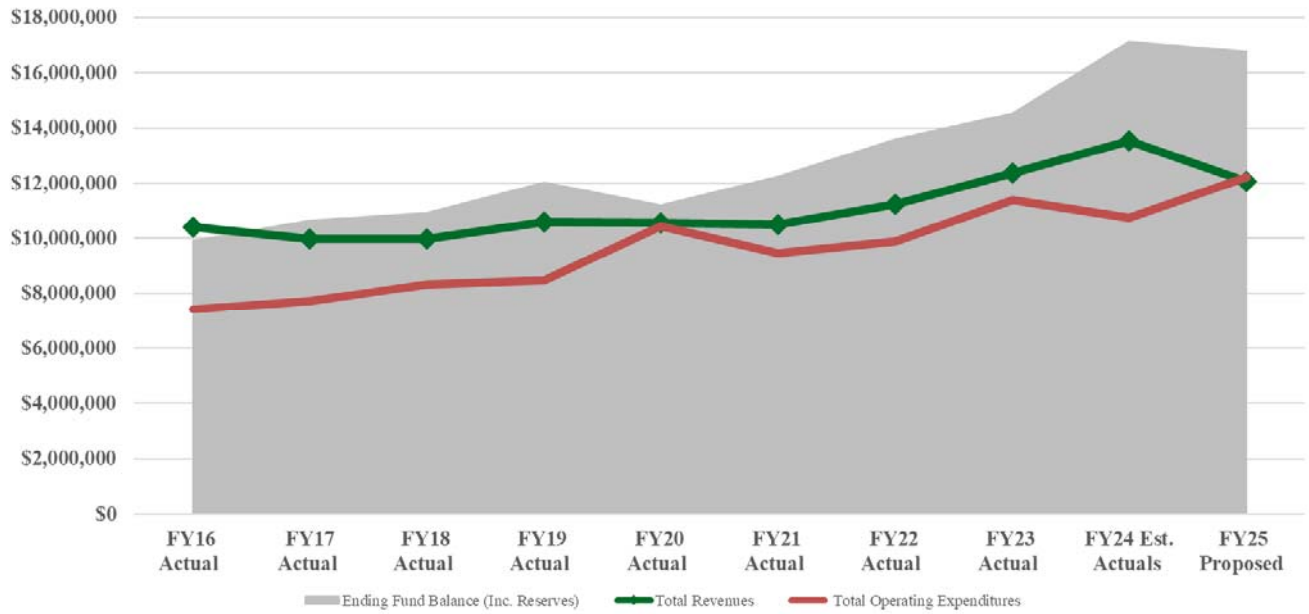
The Booth Kelly facilities are aging and in need of significant modernizations and improvements to support increases in rent over time. Staff is in the process of evaluating options for the future of the site and will be bringing that to the City Council for discussion.

# INSURANCE FUND

## Insurance Fund Overview

The Insurance Fund is an internal service fund that is responsible for the City’s self-insured health program, the property and liability insurance program, and the worker’s compensation program.

**Insurance Fund Table 1 – Fund Financial Summary**



**Insurance Fund Table 2 – Fund Staffing Summary**

Division	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	Proposed FTE
021 Human Resources	3.00	3.00	3.00	3.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

# INSURANCE FUND

## Resources and Requirements by Fund

707 Insurance Fund

	FY22 Actual	FY23 Actual	FY24 Amended	FY24 Est. Actuals	FY25 Proposed
<b>Resources by Category</b>					
Beginning Fund Balance	(12,242,412)	(13,589,708)	(14,547,176)	(14,547,176)	(17,129,659)
<b>Current Revenues</b>					
43 Intergovernmental	(23,080)	(41,164)	(51,382)	(88,430)	(22,347)
44 Charges For Service	(11,200,474)	(11,872,547)	(12,281,018)	(12,971,663)	(11,745,670)
46 Use Of Money & Property	77,735	(378,597)	(139,407)	(294,632)	(300,000)
48 Miscellaneous Receipts	(87,420)	(59,983)	(5,500)	(170,820)	-
49 Other Financing Sources	-	-	(20,000)	-	-
<b>Total Revenues</b>	<b>(11,233,240)</b>	<b>(12,352,291)</b>	<b>(12,497,307)</b>	<b>(13,525,545)</b>	<b>(12,068,017)</b>
<b>Total Resources</b>	<b>(23,475,651)</b>	<b>(25,941,999)</b>	<b>(27,044,483)</b>	<b>(28,072,721)</b>	<b>(29,197,676)</b>
<b>Requirements by Category</b>					
<b>Operating Expenditures</b>					
02 Human Resources	692,984	760,276	553,140	551,949	618,222
04 Finance	-	2,000,000	-	-	-
31 Health Insurance	7,311,995	6,827,191	8,535,823	7,428,835	8,136,869
32 Risk Services	1,880,966	1,801,821	2,693,742	2,762,278	3,465,787
<b>Total Operating Expenditures</b>	<b>9,885,944</b>	<b>11,389,289</b>	<b>11,782,705</b>	<b>10,743,062</b>	<b>12,220,878</b>
<b>Total Capital Project Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-Departmental Expenditures</b>					
91 Contingency	-	-	200,000	200,000	200,000
94 Interfund Transfers	-	5,534	-	-	-
<b>Total Non-Departmental Expenditure</b>	<b>-</b>	<b>5,534</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Total Requirements</b>	<b>9,885,944</b>	<b>11,394,823</b>	<b>11,982,705</b>	<b>10,943,062</b>	<b>12,420,878</b>
<b>Ending Fund Balance (Inc. Reserves)</b>	<b>(13,589,708)</b>	<b>(14,547,176)</b>	<b>(15,061,778)</b>	<b>(17,129,659)</b>	<b>(16,776,798)</b>

# INSURANCE FUND

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## **Insurance Fund Revenue Summary**

The primary sources of revenue for the Insurance Fund are contributions by City for self-insured health, property and liability insurance, and workers compensation, as well as fees paid by employees and retirees for health insurance.

## **Insurance Fund Expenditure Summary**

The expenditures for the Insurance Fund are made up of operating costs for the City's HR department to administer these programs, premiums paid for health, property and liability and workers compensation insurance, claims paid on the self-insured health program, and deductibles and claim costs for property and liability insurance.

## **Significant Issues & Changes**

The City initiated a self-funded health insurance program in January 2013 and has successfully kept claim costs flat, which has resulted in no rate increases to employees while maintaining healthy reserves. One reason for the success of the City's self-funded health insurance program can be attributed to operating an on-site Wellness Center beginning in 2015, which allows for convenient access to primary and acute care services at negotiated rates. In FY25, the City will explore the option of expanding services offered by the Wellness Center by offering physical therapy services.

In FY23, the City transitioned away from the previous self-insured workers' compensation paid-loss retro plan to SAIF Corporation, which provides a guaranteed cost coverage plan. The City has experienced financial savings due to this change, and because outstanding claims have been closed out and will continue to close out over the next several years.

The City will continue to proactively explore opportunities to manage and reduce risks, as well as claims experience.

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# BUDGET BY DEPARTMENT





# CITY MANAGER’S OFFICE

Nancy Newton, City Manager

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 administration of the City budget and staffing of the Springfield Economic Development Agency. Additionally, the divisions of Development and Public Works report to the Assistant City Manager.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	1,086,099	1,375,920	1,470,247	1,456,337
6 MATERIALS & SERVICES	767,623	696,445	4,557,905	3,218,638
7 CAPITAL OUTLAY	-	-	200,000	-
<b>Grand Total</b>	<b>\$ 1,853,722</b>	<b>\$ 2,072,365</b>	<b>\$ 6,228,152</b>	<b>\$ 4,674,975</b>

\*5, 6 & 7 indicated in table above are the numeric categories used in the general ledger to represent the different expense types.  
 \*\*Changes to M&S for FY24 & FY25 are due to moving America Rescue Plan Act funds from Operation’s budget to the City Manager’s Office’s Budget. These do not represent new dollars.

## Budget Summary – FY2025

### Staffing

The City Manager’s Office includes eight and one half (8.5) FTE, including one limited duration position managing the ARPA Projects. The limited duration position is funded by ARPA dollars that need to be expended by December 31, 2024. Once these funds are fully spent, the position will be eliminated from the City Manager’s Office.

### Department Funding

Funding within the City Manager’s Office is supported through multiple funds including:

- General Fund in areas of general oversight and city-wide services.
- Transient Room Tax Fund to support those programs and staffing needs to support investments in tourism industry growth initiatives.
- Urban Renewal Fund for activities to promote development in the Glenwood area.
- Urban Renewal Fund for activities to promote development in the Downtown area.

- Special Revenue Funds when applicable to allow for fundraising of special projects such as art installations and special events.
- Street Fund, Building Code Fund, Sanitary Sewer Operations Fund, Regional Wastewater Fund and Storm Drainage Operations Fund. These funds represent the reporting structure of Development and Public Works to the Assistant City Manager.

## Service Level Changes

The Economic Development Team will recruit a new analyst position with an increased focus on planning, land use, and real estate development.

## Accomplishments – FY2024

- **American Rescue Plan Act** – Managed, developed and implemented design, contracting and planning of projects approved by the council under ARPA. Those include:
  - City Hall Camera Security: project completed.
  - Council Chambers and Municipal Courts security updates: project completed.
  - Library and City Manager's Office relocation project: a contractor was selected, and construction began in early 2024.
  - Justice Center Roof Replacement: a contract was selected, and work began in fall 2023, weather permitting this work will finish in early FY25.
  - Museum Elevator: Upgrades and repairs to the south elevator are complete.
- **Oregon Short Session** – City staff tracked numerous bills during the Oregon Short Session focusing on housing, economic development, public health and safety, and industrial development. The Short Session work is generally a time to clean up issues from the previous Long Session, and legislators are limited in how many new bills they may introduce.
- **Eugene-Springfield Fire Governance Review** – In partnership with the City of Eugene, Springfield facilitated continued conversations and meetings regarding Fire Governance in Springfield and Eugene. This work is ongoing and will continue into FY25.
- **Customer Service Request Tracking** – Utilizing tools offered through Microsoft Teams, CMO implemented a software solution allowing better tracking of council and community members requests, from initial call or email to final completion.
- **January 2024 Ice Storm** – In response to the January 2024 Ice Storm, CMO led the city's response and supported the recovery efforts by serving in the Emergency Operations Center, coordinating health and safety checks, and coordinating and staffing the Community Resource Center held in City Hall. Recovery work will continue through FY24 or in FY25.
- **Long-Term Budget Strategies** – In coordination with the City's Finance Department, CMO worked with the Portland State University Center for Public Service to develop strategies to address the structural imbalance in the General Fund. Staff and consultants will bring options for new revenue and expense reductions to the Council for consideration.
- **Housing Density Tax Exemption** – The Economic Development team supported the development of the proposed Housing Density Tax Exemption. This program would reinvest property tax dollars in housing creation, an essential economic development strategy to retain and attract employers.

## Initiatives – FY2025

- **American Rescue Plan Act Construction** – ARPA approved projects are managed through the City Manager's Office. The final two projects, The Library and City Manager's Office relocation and the Justice Center Roof replacement, are scheduled to be completed in FY25.
- **City Strategic Plan** – City-wide strategic/business plan to be developed to clarify our organizational mission, establish goals and objectives, and provide a tool to help us effectively communicate with our employees and community.
- **Eugene-Springfield Fire Governance Final Phase** – In partnership with City of Eugene, CMO is responsible for leading the final phase of the governance process for Springfield, scheduled for FY 2025.
- **Outreach and Communication** – CMO will continue to increase communication and outreach and proactively monitor issues facing the community.
- **Agenda Management Software** – To streamline and create workflow efficiencies for all departments in the process of producing accurate materials for the council and public, the City Manager's Office will procure an agenda management software for city-wide use.
- **Replace Pioneer Parkway and Highway 126 Welcome to Springfield Sign** – During the January 2024 Ice Storm, falling tree debris destroyed the Welcome to Springfield sign – which was already scheduled for replacement as part of the CMO Art Program. CMO is using an existing, council-approved design for the replacement.
- **Mapping Value Project** – The Economic Development Team will work with a consultant to map out the current and potential property tax value of developable land across the City. With property tax dollars based on a finite resource, land, understanding what type of development to encourage and where is essential to a strategic economic development approach for Springfield.

## Three-Year Considerations – FY2026-FY2028

- **Urban Renewal Districts** – Urban Renewal is an essential resource to reinvestment in areas of the community ripe for redevelopment. Springfield has two existing Urban Renewal District areas- one in Downtown and one in Glenwood, established in 2005 and 2008 respectively. These two areas are at different stages of realizing their potential. The City and Springfield Economic Development Agency are beginning to research a third district's viability considering the need for continued leverage for new construction, the community's housing goals, and the positive future property tax implications.
- **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.
- **Future Workforce** – Continuation of focusing on our future workforce will be a portion of the work which will happen as part of our Strategic plan.
- **Citywide Deferred Maintenance** – Key City owned facilities and infrastructure are aging, and it will become necessary to identify resources to provide for major replacements, renovations, or repairs that staff have compiled.

# CITY MANAGER'S OFFICE

Nancy Newton, City Manager

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- Long-Term Fiscal Health** – The long-term fiscal health of the City is a high priority for the City Manager's Office. The City continues to have a structural imbalance in key funds such as the General Fund, Street Fund, and Ambulance Fund. This is an issue that will be on-going. The City Manager's Office will continue to work alongside Finance to initiate a Budget Strategies Project that will identify strategies to bring General Fund revenues in line with service costs.

## Financial Summary by Fund

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	1,419,279	1,470,433	1,664,389	1,759,484
201 Street Fund	37,925	33,741	55,784	59,960
204 Special Revenue Fund	70,458	240,725	3,807,392	2,267,892
208 Transient Room Tax Fund	202,330	171,326	235,194	247,571
224 Building Code Fund	11,614	12,135	23,185	24,111
611 Sanitary Sewer Fund	50,645	43,822	83,600	88,897
612 Regional Wastewater Fund	10,237	9,320	17,649	18,232
617 Storm Drainage Fund	51,234	43,892	83,921	89,158
618 Booth-Kelly Fund	0	46,971	257,038	119,669
<b>Grand Total</b>	<b>\$ 1,853,722</b>	<b>\$ 2,072,365</b>	<b>\$ 6,228,152</b>	<b>\$ 4,674,975</b>

## Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
1001 Legislative Support	(18,942)	-	-	54,334
1002 External Public Communication	127,410	108,608	295,851	290,241
1003 Community Event Coordination & Promotions	15,638	33,389	-	-
1004 Outside Agency Contracts	390,551	375,801	456,355	458,618
1005 Economic Development	170,267	166,023	295,488	268,459
1006 Economic Development Agency Funding	16,994	18,759	-	-
1007 Urban Renewal Management	6,205	1,333	-	-
1008 Enterprise Zone	19,621	21,581	-	-
1009 Transient Room Tax Management	119,193	70,906	129,547	140,221
1010 Downtown Parking Enforcement	-	-	142,800	130,000
1013 Intergovernmental and Legislative Management	162,854	148,991	138,346	153,641
1021 Emergency Management	9	-	-	-
1056 Regional Wastewater Administration	6,552	7,361	8,161	8,744
1144 Patrol - Sworn	-	7	-	-
7000 Department Administration	408,648	601,513	3,984,495	2,488,757
7001 Mayor & Council	177,947	172,579	195,410	208,784
7004 Intergovernmental Relations Management	(41,224)	20	-	-
7005 City-Wide Management & Oversight	223,942	259,198	324,661	353,507
7006 City-Wide Employee Communication	38,640	44,275	-	-
7007 Organizational Development	29,376	34,729	-	-
7050 Organizational Development	40	-	-	-
7902 Booth Kelly	-	7,295	257,038	119,669
<b>Grand Total</b>	<b>\$ 1,853,722</b>	<b>\$ 2,072,365</b>	<b>\$ 6,228,152</b>	<b>\$ 4,674,975</b>

# CITY MANAGER'S OFFICE

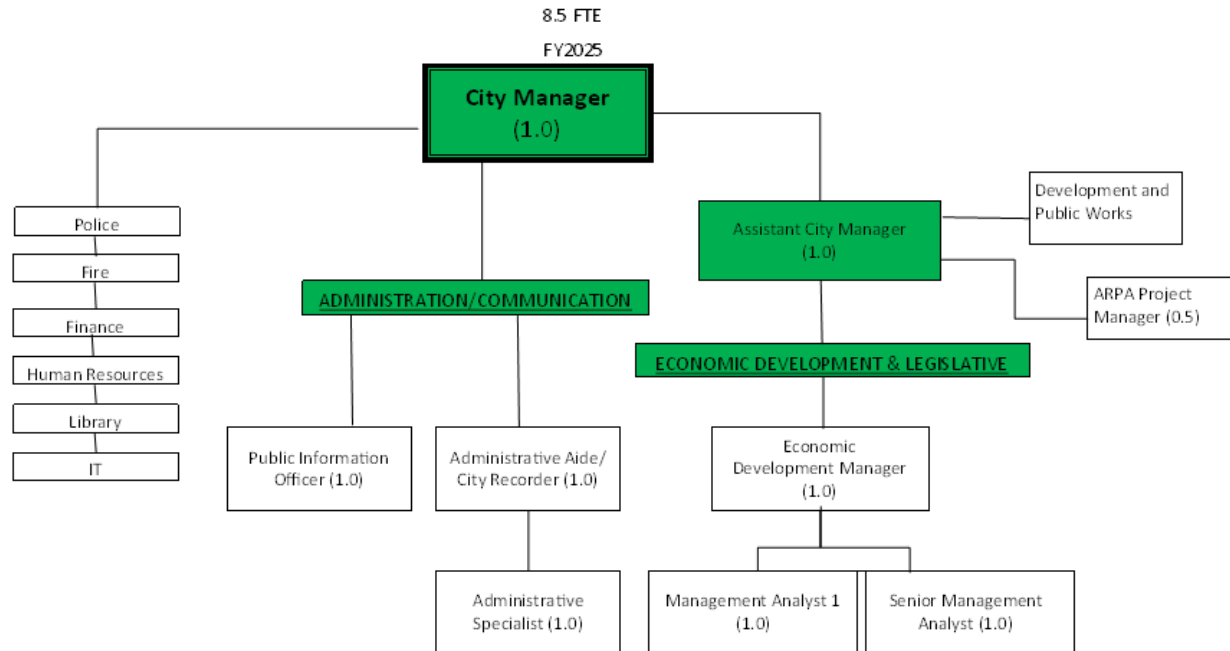
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## Organizational Structure

# City Manager's Office



### Summary of Full-Time Equivalent by Position

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
Admin Aide/City Recorder	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
CMO Analyst	-	1.00	1.00	-
Economic Development Mgr.	1.00	1.00	1.00	1.00
Legislative & EcDev Analyst	-	-	-	1.00
Management Analyst	1.00	1.00	1.00	1.00
Project Manager (ARPA)	-	1.00	1.00	0.50
Public Affairs Analyst	1.00	1.00	1.00	1.00
<b>Grand Total</b>	<b>7.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.50</b>

# CITY MANAGER'S OFFICE

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## Summary of Full-Time Equivalent by Fund

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
100 General Fund	6.05	6.25	6.25	6.45
201 Street Fund	0.10	0.10	0.10	0.10
204 Special Revenue Fund	-	1.40	1.40	0.70
208 Transient Room Tax Fund	0.45	0.45	0.45	0.45
224 Building Code Fund	0.05	0.05	0.05	0.05
611 Sanitary Sewer Fund	0.16	0.16	0.16	0.16
612 Regional Wastewater Fund	0.03	0.03	0.03	0.03
617 Storm Drainage Fund	0.16	0.16	0.16	0.16
618 Booth-Kelly Fund	-	0.40	0.40	0.40
<b>Grand Total</b>	<b>7.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.50</b>

## Summary of Full-Time Equivalent by Program

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
1001 Legislative Support	-	-	-	0.40
1002 External Public Communication	0.78	0.78	0.78	0.78
1004 Outside Agency Contracts	0.35	0.35	0.35	0.35
1005 Economic Development	1.45	1.65	1.65	1.45
1009 Transient Room Tax Management	0.35	0.35	0.35	0.35
1013 Intergovernmental and Legislative Management	0.30	0.30	0.30	0.30
1056 Regional Wastewater Administration	0.03	0.03	0.03	0.03
7000 Department Administration	1.52	2.92	2.92	2.22
7001 Mayor & Council	0.85	0.85	0.85	0.85
7005 City-Wide Management & Oversight	1.37	1.37	1.37	1.37
7902 Booth Kelly	-	0.40	0.40	0.40
<b>Grand Total</b>	<b>7.00</b>	<b>9.00</b>	<b>9.00</b>	<b>8.50</b>

# CITY MANAGER'S OFFICE

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## Performance Measures

Measure	FY24 Target	FY24 Est. Actual	FY25 Target
1.) Timely and accurate posting and accessibility of Council packets.	100%	95%	100%
<b>Why this measure is important:</b> To provide accurate and timely information to our council and community on public meetings and opportunities for public engagement.			
2.) City Leases updated each year to reflect tenants and market rates.	75%	35% (8 of 23 leases updated)	75%
<b>Why this measure is important:</b> To provide clear, and consistent financial records for our tenants and better transparency of City Owned property agreements.			
3.) Provide annual maintenance and inspection of City owned art installations and murals.	100%	80%	100%
<b>Why this measure is important:</b> Art installations designed and owned by the City provide a sense of place and pride for our community. Annual maintenance and inspection will protect the city's significant art investments.			
4.) Increase the engagement on social media platforms by 10% compared to the previous year.	100%	100%	100%
<b>Why this measure is important:</b> To continue providing engaging and informative content for community members.			
5.) Provide list of priority bills which need to be tracked in Oregon Legislature one week after the bills are published.	100%	100%	100%
<b>Why this measure is important:</b> To protect our community interests during the legislative session by accurately and strategically tracking all relevant legislation and providing our Council and community members with a voice on issues that impact local government.			

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# DEVELOPMENT & PUBLIC WORKS

## 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

Community Development (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; and 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, Survey, and Code Enforcement. CMD 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 protecting the public health and safety of the City's water resources by managing aspects of the City's stormwater and wastewater programs. ESD facilitates implementation of regulatory requirements for both the City's and the Metropolitan Wastewater Management Commission's (MWMC) National Pollution Discharge Elimination System (NPDES) permits issued by the Oregon Department of Environmental Quality. Functions include public education and outreach, public involvement, illicit discharge detection and elimination, post-construction runoff controls and Total Maximum Daily Load (TMDL) compliance. Additional functions include industrial and wastewater permitting, user-fee oversight and implementation, and utility billing.

Environmental Services also manages and oversees regional wastewater program functions for the MWMC. The MWMC is a regional partnership between the Cities of Eugene, Springfield, and Lane County, and has operated as such since 1977 under an Intergovernmental Agreement. ESD is responsible for administrative services to the MWMC while the City of Eugene operates and maintains regional assets including the Eugene/Springfield wastewater treatment facility. Functions provided to the MWMC by ESD include facilities planning, capital project delivery, contract management, public education, and outreach, NPDES permit compliance, budget and financial planning, regional user fees and systems development charge implementation, insurance and risk services, property management, legislative advocacy, intergovernmental and public affairs coordination, and Commission management.

### Operations Division

The Operations Division (OPS) primary charge is to operate and maintain the City's public infrastructure systems and assets with an estimated value of approximately \$3 billion. OPS central goal is to manage these systems and facilities with an aim to achieve high quality work standards and extend the useful life of these assets. A list of these assets includes street and traffic control systems, wastewater conveyance, surface and subsurface stormwater drainage, street trees and urban landscape maintenance, fleet and equipment maintenance and acquisition, Regional Fuel Facility administration, and city building/facilities operations and maintenance. The division provides technical support including asset data collection and infrastructure condition assessments that are integral in capital rehabilitation and city master plans outcomes. Emergency management program coordinates the City's efforts for the mitigation,

# DEVELOPMENT & PUBLIC WORKS

preparedness, response, and recovery of the community and city government services to effectively manage unforeseen emergencies and disasters.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	14,818,950	16,076,909	19,181,872	20,875,721
6 MATERIALS & SERVICES	27,021,666	34,275,749	43,321,463	37,281,813
7 CAPITAL OUTLAY	2,727,293	4,452,025	5,826,724	5,039,000
<b>Grand Total</b>	<b>\$ 44,567,908</b>	<b>\$ 54,804,683</b>	<b>\$ 68,330,060</b>	<b>\$ 63,196,534</b>

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

\*\*Changes to M&S for FY24 & FY25 due to America Rescue Plan Act funds. These do not represent new dollars.

## Budget Summary – FY25

### Staffing

#### Community Development Division

For FY25, the DPW Community Development budget includes 58.40 full-time equivalent (FTE) positions to support the six key service areas, including Community Service, Building Permits, Comprehensive Planning, Development Review, Code Enforcement, and Engineering. The proposed budget FTE includes five new positions to support wastewater and stormwater capital project needs identified through system master plans and the City Council adopted Capital Improvement Program.

#### Environmental Services Division

Total staffing includes 25.81 FTE for FY25. Regional staffing levels associated with MWMC include a total of 18.61 FTE, with 15.31 FTE in Regional Wastewater Administration and 3.30 FTE in Industrial Pretreatment. Local program staffing levels include 5.77 FTE dedicated to the Stormwater Drainage Operations Fund and 1.43 FTE to the Sanitary Sewer Operations Fund.

#### Operations Division

The Operations budget includes 75.96 FTE for FY25. This increase from FY24 allows for more hours for seasonal staff to work on City beautification projects during the summer months. Operations programs include Open Spaces, Surface Stormwater and Subsurface Drainage and Repair, Street and Right of Way Management, Traffic Systems Engineering & Management, City Facility Operations, Maintenance and Custodial Service, Fleet, Regional Fuel Facility oversight, Geographic Information Systems (GIS), and Emergency Management.

### Department Funding

In FY25, the DPW operating budget is \$60,473,434. However, \$28,711,411 of that amount is for the MWMC that runs through the DPW budget. Thus, the actual DPW operating budget for city services is \$31,762,023.

# DEVELOPMENT & PUBLIC WORKS

DPW receives funding from five primary funds:

- Street Operations,
- Sanitary Sewer Operations,
- Storm Drainage Operations,
- The General Fund, and
- The Regional Wastewater Fund.

The Street Operations Fund is mostly made up of state and federal dollars, including gas tax, highway apportionment, right-of-way fees, and system development charge revenue. However, the Street Operations Fund's revenue has decreased, and continues to decrease, due to declining highway apportionment revenues and stagnation of the State's gas tax. Sanitary Sewer and Storm Drainage operations funds are funded by local user fees and system development charges. General Fund revenues within DPW are mainly for comprehensive planning, land development review and approval, and fleet acquisition and maintenance for Fire and Police fleet and City Hall's general-purpose vehicles. Regional Wastewater Fund revenues come from regional wastewater user fees, mobile waste hauler fees, and system development charges.

DPW also receives revenue from various other funds, including the Community Development Fund, Building Code Fund, State Historic Preservation Grant, Booth Kelly Fund lease revenue, and the Regional Fiber Consortium Fund. DPW also receives federal dollars for specific transportation projects.

## Service Level Changes

### Community Development Division

At current proposed staffing levels, Community Development will be able to maintain service levels for the next couple of budget cycles. Efforts continue to address state-mandated climate change initiatives related to transportation and land use planning, as well as housing-related state mandates to analyze and address availability and affordability. While calendar year 2023 development application numbers were slightly lower than 2022 figures, they remain robust and on track to rank in the top five for activity in recent history. With the pace of development applications and the state mandated planning work, other planning project work (e.g., Downtown development requirements and North Gateway) will need to remain on an indefinite hold. The vacancy rate of staff positions experienced during FY24 improved from FY23 and was currently 7.3% at mid FY24. Given that all programs are not or have not been fully staffed prioritization of project and program priorities still requires careful consideration, creativity, and patience as we move into FY25 and beyond.

### Environmental Services Division

Increased service level changes are anticipated with two National Pollution Discharge Elimination System (NPDES) permits that have been issued by the Oregon DEQ. The City of Springfield holds a renewed NPDES Municipal Separate Storm Sewer (MS4) Phase II General Permit which authorizes stormwater discharges to the Willamette and McKenzie rivers and their tributaries. Regulatory requirements contained within this permit, which was renewed in 2021, have resulted in additional work tasks across DPW, including infrastructure maintenance, code/ordinance updates, and increased water quality facility inspection. This permit will expire February 29, 2024, and be placed on administrative extension by the DEQ. The City is expecting an updated permit from DEQ by the end of 2024.

The MWMC has been operating under a renewed NPDES wastewater permit since November of 2022. Permit requirements demand increased resources to ensure compliance with new monitoring, reporting, and effluent limit obligations. Revised requirements and community data are being considered for updating the MWMC's 20-year Facilities Plan and regional wastewater System Development Charge

# DEVELOPMENT & PUBLIC WORKS

methodology. Permit compliance and facilities plan needs will inform additional efforts related to the MWMC's Capital Improvement Program, Industrial Pretreatment program, and public education and outreach efforts. To meet these needs and accomplish other priorities of the MWMC, a 1.0 FTE increase is proposed.

## Operations Division

Operations anticipates being fully staffed in FY25. Operations continues to experience the challenge adjusting to staff retirements and departures that require more frequent recruitments. As long-term employees retire their position is filled, but it takes several years to regain the experience lost. Over half the field crew have three years or less experience. Consequently, training is a significant portion of their daily work. With the addition of five FTE in FY24, we have implemented a surface stormwater work group which has enhanced the stormwater programs and provides year-round operations and maintenance. This work improves the functionality of City water quality facilities designed to reduce risk of flooding, mitigate invasive plants, and provide better functionality and environmental protection.

## **Accomplishments – FY24**

### Community Development Division

- **Development Review Fees** – On going work to right size development application fees. This continued work includes evaluating the amount of time other staff work groups such as Engineering, Survey, Transportation, etc. spend on reviewing development applications and considering the need for fees associated with these other work groups efforts.
- **Technology** – The Development Center continues to benefit customers with technology improvements. One is the tool is the creation of a Planning “Dashboard” to help facilitate more timely management of development applications. This innovative tool created by the cities GIS department can ultimately be developed to be public facing and provide a more comprehensive customer service experience. The second is the efforts to modernize the Code Enforcement program to create and implement an Administrative Civil Penalties (ACP) program including the implementation of a software application to effectively and efficiently manage day to day code enforcement operation and case load. This will also have the added benefit of providing data to evaluate aspects of code enforcement cases that are currently not able to be tracked.
- **Protections in Urban Growth Boundary Expansion Areas** – Complete reports to include findings of the inventories, obtain input from project stakeholders on draft products, determine appropriate protections, update the Springfield Natural Resources Study, and prepare for adoption.
- **Adopted a Comprehensive Plan Map Update** – Created and co-adopted the Springfield Comprehensive Plan Map and Land Use Element - a property-specific Plan Map in coordinate with Lane County. Also brought all the Neighborhood Refinement Plans up to date and consistent with the Comprehensive Plan Map.
- **Adopted Code Updates** – Co-Adopted 3 sets of amendments to the Springfield Development Code in conjunction with Lane County:
  - Stormwater Post-Construction Requirements as required to comply with our permit from the Department of Environmental Quality
  - Parking Regulation as required by the Climate Friendly and Equitable Communities Rules
  - Minor Updates – correcting errors and providing clarification to amendments adopted in 2022
- **Home Program** – Revamped SHOP to better meet the needs of first-time homebuyers. Also acquired 3 properties for affordable housing: Two Lane County tax foreclosed lots transferred to

# DEVELOPMENT & PUBLIC WORKS

City and purchase of property at 16th and Main Street. Implement the Housing Diversity Tax Exemption program to incentivize the construction of multiple unit housing near transit.

- **Capital Infrastructure and Construction Program** – Worked on a large portfolio of projects in various stages of plan/design/bid/award/construct/inspect/acceptance activities. Initiated Wastewater Master Plan update to assess existing and future needs of the wastewater collection system. Continually improving and modernizing the capital construction program by systematizing processes, streamlining forms, improving ability to conduct business electronically, and upgrading the capital construction webpage.

## Environmental Services Division

- **Awards** – The MWMC was awarded with a National Environmental Achievement Award by the National Association of Clean Water Agencies at their winter conference in Austin, TX. The award was in the Public Information & Education Program category for the MWMC’s Clean Water University program in partnership with the City of Springfield. This program also won the Watermark Award from the Pacific Northwest Clean Water Association at their annual conference in Tacoma, WA.
- **Clean Water University** – ESD and DPW staff successfully delivered Clean Water University once again at the regional wastewater treatment plant in partnership with Springfield, Eugene, and the Springfield Utility Board. The program was also offered virtually for the third year in a row. Ten 5th grade classes from Eugene 4J, Springfield, and Bethel School Districts participated in the event.
- **Local Limits** – The regional pretreatment programs were required to perform a technical evaluation of their current local limits on pollutants in our incoming wastewater and update these local limits if necessary. The updated local limits will address the specific needs of our regional wastewater treatment plant, its sludge, and its receiving waters.
- **MWMC Capital Program** – ESD staff worked on several large design projects for the MWMC’s capital program and regional service area, including updating the Comprehensive Facilities Plan, planning for a new Operations and Maintenance building, Class A Disinfection facilities and more.
- **MS4 Permit** – DPW staff facilitated City Council adoption of new stormwater retention and treatment standards for development projects, new erosion and sediment control codes, and revised illicit discharge and detection and elimination code language to meet stormwater permit requirements. All requirements were achieved by the permit deadline of February 28, 2024. The City also made a timely renewal of this permit before the deadline.
- **Sewer Use Ordinances** – Staff facilitated City Council adoption of new industrial pretreatment standards in both Eugene and Springfield resulting from requirements in the MWMC’s NPDES permit that will aid in protecting the regional wastewater system. Ordinance approval is expected by the Oregon DEQ in 2024.
- **TMDL IP** – The City has completed all required tasks within its 2019 TMDL IP to reduce temperature, bacteria, and mercury in local waterways. In FY24, ESD and others submitted a five-year review of the 2019 TMDL IP to the Oregon DEQ, and also drafted a new 2024 TMDL IP that was submitted to DEQ for review.

## Operations Division

- **Street and Right of Way Management** – Completed approximately 8 lane miles of crack seal on residential roads and collector streets in preparation for FY26 slurry seal.
- **Open Spaces (Street Tree and Surface Drainage Management)** – Completed approximately 10,000 labor hours of tree debris cleanup citywide due to the January 2024 Ice Storm. Completed 4,000 work orders in roughly 3 months to complete initial debris clean up. Received \$75,000

# DEVELOPMENT & PUBLIC WORKS

grant funding for street tree planting in designated medium to low-income neighborhoods that will occur in FY23 and FY24.

- **LED Streetlight Upgrades** – LED Streetlight Upgrade will be complete. Traffic signal modernization project began in FY23 and will continue in FY25 that includes about 10 controller upgrades, two to three detection system upgrades, and upgraded communications at about 70% of signals. Repair and restoration of approximately 350 streetlight poles, wiring, mast arms, light fixtures, and controls that were damaged in the 2024 ice storm.
- **Geographic Information System (GIS) – Data Management** – Developed Springfield Employee Mapping Center, quick access to a multitude of programs. Completed implementation of the Springfield Public GIS Hub, an external tool to access a multitude of programs. Build a local data warehouse of permit records to improve data analysis efficiency. Developed improved tools to track work accomplishments for Operations.
- **42<sup>nd</sup> Street Levee** – Completed the Emergency Action Plan (EAP) for the 42<sup>nd</sup> Street Levee, which provides the response frameworks to address potential levee breach/flood emergencies. The city obtained State Homeland Security Grants to supplement local funding for this project.

## Initiatives – FY25

### Community Development Division

- **City of Springfield Wastewater Master Plan** – Complete hydraulic modeling and capacity needs analysis and present draft wastewater master plan to the City Council for adoption.
- **Franklin Blvd Phase 2** – Work with the City of Eugene to procure the Springfield Phase 2 design contract, complete design, and begin right of way acquisition.
- **Jasper Trunk Phase 3** – Finalize design work for Phase 3 of the Jasper Trunk Sewer project, solicit bids, and begin construction.
- **Mill Street Reconstruction** - Finalize design, complete right-of-way acquisition, solicit bids, and begin construction.
- **Laura Street** – Finalize design, complete right-of-way acquisition, solicit bids and begin construction.
- **42<sup>nd</sup> Overlay (IP to Marcola Rd.)** – Finalize design, complete right-of way acquisition, solicit bids, and begin construction.
- **S. 28<sup>th</sup> St. Paving** – Complete the paving and stormwater improvement portions of the project.
- **70<sup>th</sup> and 72<sup>nd</sup> Street Wastewater Basin Rehabilitation** – Design, solicit bids, and begin construction.
- **Federal Certification** – Start first Federal Certification project to assist with becoming Federally Certified through the Oregon Department of Transportation’s Local Public Agencies Federal Certification program.
- **Natural Resource Inventories & Protections in Urban Growth Boundary Expansion Areas** – Complete reports to include findings of the inventories, obtain input from project stakeholders on draft products, determine appropriate protections, update the Springfield Natural Resources Study, and prepare for adoption.
- **Select Climate Friendly Areas** – In compliance with the Climate-Friendly and Equitable Communities Rules.
- **Continue updates to the Development Code** – As required to incorporate requirements passed by the State Legislature and continue to support efficient, timely, and clear development review.
- **Public Facilities and Services Plan** – Adopt an updated Public Facilities and Services Plan for Eugene-Springfield.

# DEVELOPMENT & PUBLIC WORKS

## Environmental Services Division

- **Clean Water University** – Clean Water University will be offered again next year and will be expanded to add a third day to accommodate additional schools. The MWMC has a goal to expand this program to reach 40% or more of all 5th grade students in Eugene/Springfield service area. This program helps the City and the MWMC meet education and outreach requirements contained in their NPDES permits.
- **Comprehensive Facility Plan Update** – The MWMC will complete a Comprehensive Facilities Plan update that will result in a new 20-year project list for the MWMC. It includes a staff-led Integrated Plan and Opportunities Plan effort. The resulting documents will provide a roadmap for essential construction, upgrades, improvements, resiliency and resource recovery considerations, and community partnership endeavors to leverage cost-effective relationships in clean water outcomes.
- **MWMC Capital Program (FY25)** – Initiate a \$69.1 million Capital Improvement Program for the MWMC that funds regional wastewater planning and capital projects. Projects include Electrical Switchgear and Transformer Replacement, an upgraded Administrative Operations Building, Class A Disinfection Facilities, improvements to the Glenwood Pump Station and more.
- **NPDES Permits** – The City anticipates renewal of its MS4 permit by DEQ in FY24. Renewed permits typically come with increased regulatory requirements that necessitate additional resources/staff time to implement. For the MWMC’s NPDES Wastewater permit, staff will continue implementing requirements, to include revisions to the industrial pretreatment program.
- **TMDL IP** – The City expects approval of the 2024 TMDL IP from DEQ at the end of FY24. While some aspects of this plan are a continuation from prior years, many are new and will require additional staff time and resources to implement across DPW.

## Operations Division

- **Comprehensive Traffic Signal Operational Modernization** – Upgrade approximately five intersections. The upgrades may include traffic signal controllers, vehicle detection systems, signal communications, and complete traffic signal cabinet upgrades.
- **Street and Right of Way Management** – Complete ADA upgrades and street preservation to the 5800 block of Aster Street. Complete 14 lane miles of crack sealing on residential and collector streets in preparation for FY26 slurry seal. Plant 100 street trees utilizing Operations staff and contractual services in medium to low-income neighborhoods with \$75,000 in grant funding. Continue street tree inventory utilizing Tree Plotter software to gain a better understanding of tree inventory and conditions, such as damage caused by the January 2024 Ice Storm.
- **Geographic Information Systems (GIS)** – Implement a pavement management system (PMS). Enhance automation of the PIP/CIP asset creation process. Audit and update the inventories for traffic striping, legends, curb painting, street signs, streetlights, and traffic calming devices. Implement the ESRI (Environmental Systems Research Institute, Inc.) Image Server.
- **42<sup>nd</sup> Street Levee** – In FY23, the US Army Corps of Engineers (USACE) appropriated funding for a levee Feasibility Study and in FY24 approved its Federal Interest Determination Report to work with the city on this project. The City executed a cost share agreement with USACE in FY24 to officially launch the Feasibility Study project. Beginning in FY25, and continuing for two-to-three years, USACE and the City will use the Study to do a comprehensive levee assessment to develop alternatives for modernizing the levee to current federal standards. The Study scope also includes evaluating alternatives for stabilizing the on-going McKenzie River channel migration to mitigate potential future damage to the levee. Funding for the City’s cost share of the Feasibility Study is appropriated in the Stormwater Capital Fund. Future funding will be requested to support project design and construction.

## Three Year Considerations – FY2026-FY2028

### Community Development Division

- **Housing Strategy** – Despite increased housing production, the City of Springfield continues to lack housing to meet current demand. In the coming years, the City will reassess the city’s housing capacity and residential land supply, evaluate the effectiveness of the current tools implemented, and create a housing production strategy to address any identified housing needs.
- **North Gateway Planning** – Since bringing the North Gateway area into the urban growth boundary, there has been interest from property owners to develop. Prior to initiation of any development activity, several comprehensive planning activities need to be completed to identify capacity needs and impacts, including transportation and land use planning, wastewater planning, and revisiting the Gateway/Beltline intersection study. Due to staff resource limitations and the need to work on several state planning mandates several of these activities have not been prioritized.
- **Natural Resource Inventories & Protections in Urban Growth Boundary Expansion Areas** – Adopt: inventories for Springfield’s locally significant wetlands, riparian corridors, and (if applicable) wildlife; updates to the Springfield Natural Resources Study; and any necessary amendments to the Springfield Development Code.
- **Lower Mill Race Stormwater Planning** – To comply with federal regulations, Springfield needs to identify needed improvements to riparian habitat, water quality, and drainage on publicly-owned properties.
- **CFEC Amendments Related to Transportation and Land Use** – Climate-Friendly and Equitable Communities rules require updates to the Springfield Transportation System Plan and Springfield Development Code to address topics such as: prioritizing projects in the financially constrained project list based on achieving greenhouse gas reduction targets, multi-modal inventory of existing conditions, implementation of a new transportation model as the basis for land use decisions, cityside walkability, bicycle parking, and land use and design requirements in mixed use and commercial districts

### Environmental Services Division

- **MWMC 5-Year CIP and Aging Infrastructure** – The MWMC’s 5-year CIP, asset management, and equipment replacement budget, is projected at \$154.2 million. These funds are needed to meet regulatory obligations associated with the NPDES wastewater permit, as well as aging infrastructure for facilities that are over forty years old.
- **NPDES MS4 Permit Renewal** – The DEQ will reissue a new 5-year NPDES MS4 General Permit to the City in 2024. This permit will set the stage for programmatic changes and/or regulatory requirements the City must implement and meet over the next 5-year period. It is expected to necessitate an increase in resources/staffing levels over the life of the permit.
- **NPDES Wastewater Permit Renewal** – The MWMC expects to receive a renewed NPDES Wastewater Permit in FY27. Additional monitoring requirements with respect to temperature (thermal load) and chemicals of emerging concerns such as forever chemicals (per- and polyfluroalkyl substances) are expected to have a significant budgetary impact on the regional wastewater program.
- **SDC Methodology** – Upon completion of the MWMC’s updated Comprehensive Facility Plan, ESD staff will embark on updating the MWMC’s regional wastewater Systems Development Charge Methodology.
- **TMDL IP** – The City will implement its 2024 TMDL IP to reduce temperature, bacteria, and mercury in local waterways. This will include education and outreach programs for the public and businesses, and the enhancement of codes to protect water quality and riparian areas. Increased requirements for Capital Improvement Program (CIP) projects designed to enhance riparian area



## DEVELOPMENT & PUBLIC WORKS

shading is expected. Increased staff time for waterway maintenance, including transient camp clean ups and the planting of native trees, is also anticipated.

### Operations Division

- **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 2022, the current backlog continues to grow and is approaching \$60 million. State gas tax revenue associated with House Bill 2017 initially helped to stabilize the Street Fund. However, the current annual street fund revenues are insufficient to effectively operate and maintain the City’s 230 miles of streets. Furthermore, the capital backlog of streets will continue to grow without proper funding mechanisms in place. Staff will continue to assess street conditions to meet biennial reporting requirements.
- **City Facilities Repair and Replacement Funding** – Funding for City-owned facilities including City Hall, Justice Center, five Fire Stations, along with lease properties such as Booth Kelly is inadequate. As these city assets continue to age, it is necessary to identify resources to provide for major building system replacement, renovation, and repair.
- **Subsurface Repairs** – Create a Subsurface construction crew for pipeline repairs and small rehabilitation projects.
- **GIS Applications** - Continue to develop GIS and data management work products, data management tools, and services that allow better self-service for GIS customers – both City employee and the general public.
- **Fleet Fuel Alternatives** – Research fuel alternatives including potential grant funding available to purchase vehicles and equipment; investigate necessary infrastructure required with EV charging stations; reach to fuel purveyors to evaluate the feasibility of the purchasing of R99 diesel fuel.

# DEVELOPMENT & PUBLIC WORKS

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## Financial Summary by Fund

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	2,759,733	2,958,845	3,397,764	3,682,133
201 Street Fund	6,166,988	6,668,305	7,839,219	7,639,659
204 Special Revenue Fund	94,038	5,073,476	7,411,475	3,144,099
208 Transient Room Tax Fund	17,088	24,209	29,923	30,765
210 Community Development Fund	547,826	1,095,185	1,566,616	1,579,269
224 Building Code Fund	1,267,438	1,362,098	1,531,993	1,651,522
419 Development Assessment Capital	-	-	500,000	-
420 Development Projects Fund	-	-	1,000,000	-
433 Regional Wastewater Capital Fd	1,572,707	3,202,340	4,707,030	4,149,000
434 Street Capital Fund	166,026	88,352	118,785	-
611 Sanitary Sewer Fund	4,198,630	4,644,503	5,221,207	5,639,842
612 Regional Wastewater Fund	19,724,187	20,717,399	24,085,013	25,224,848
617 Storm Drainage Fund	5,494,231	5,999,676	7,669,614	8,047,498
618 Booth-Kelly Fund	469,141	1,004,356	484,304	528,476
713 Vehicle & Equipment Fund	1,752,233	1,598,334	2,352,694	1,442,238
719 SDC Administration Fund	337,642	367,605	414,423	437,183
<b>Grand Total</b>	<b>\$ 44,567,908</b>	<b>\$ 54,804,683</b>	<b>\$ 68,330,060</b>	<b>\$ 63,196,534</b>

# DEVELOPMENT & PUBLIC WORKS

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## Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
1014 Engineering	2,377,830	2,326,138	2,886,587	3,452,574
1015 Infrastructure Planning	327,323	371,737	477,459	475,905
1021 Emergency Management	263,966	218,156	371,620	272,622
1022 Intergovernmental Relations	10,124	10,080	-	20,966
1023 Community Events	178,890	182,901	249,351	289,039
1024 Survey	379,842	434,502	559,807	559,493
1025 Operations Training and Safety Programs	49,038	63,918	53,268	184,506
1026 Buildings & Facilities Planning	6	250	-	-
1027 Building and Facility Architectural & Engineering	83	-	-	-
1028 Business Licensing	70,496	73,417	79,332	82,389
1030 Building Plan Review	304,530	342,330	348,242	405,664
1031 Mechanical Inspections	4	114	-	-
1032 Building Field Inspections	873,830	937,640	1,056,043	1,118,571
1033 Electrical Inspections	331	20	-	-
1035 Affordable Housing	3	-	-	-
1036 Housing and Community Development	591,051	5,008,748	5,149,836	4,152,164
1038 Comprehensive Land Use Planning	348,708	576,138	539,809	461,391
1039 Development Review	913,732	929,258	1,350,820	1,441,500
1040 Development Code Updates and Maintenance	227,771	259,711	246,445	270,477
1041 Code Enforcement	329,137	291,982	546,329	506,765
1043 Historic Preservation	15,441	15,307	3,352	-
1044 Stormwater Fiscal Management and Customer Services	644,964	724,476	-	-
1045 Stormwater Regulatory Administration	762,917	853,242	1,683,677	1,768,827
1047 Stormwater Engineering	12,955	869	-	-
1048 Land Drainage & Alteration Permit	313,962	318,749	303,462	302,741
1049 Surface Stormwater Management	1,262,445	1,437,718	2,197,091	2,247,346
1050 Open Spaces	696,724	838,935	3,125,902	873,709
1051 Landscape Maintenance	32	-	-	-
1053 Subsurface Drainage and Repair	756,228	781,721	1,011,008	1,111,497
1056 Regional Wastewater Administration	3,567,590	3,949,863	4,744,936	5,010,398
1057 Industrial Pretreatment	518,950	536,946	741,993	601,332
1058 Regional Wastewater Operations	17,196,628	19,420,978	23,289,630	23,746,600
1059 Wastewater Fiscal Management and Customer Services	679,962	752,992	816,745	894,992
1060 Wastewater Planning	4,144	-	-	20,966
1061 Wastewater Engineering	3	8	-	20,966
1062 Wastewater Preventive, Repair, Locates and CMOM	1,776,288	1,832,442	2,121,347	2,258,221
1064 Capacity Management Operations & Maintenance (CMOM)	3,922	8,419	10,954	30,468
1065 Transportation Planning	312,689	394,685	523,077	375,653
1066 Street Engineering	13,596	975	-	-
1067 Street Sweeping	564,895	537,615	491,715	563,299
1068 Bicycle Facilities and Programs	73,700	77,013	116,044	123,431
1069 Locates and Encroachments	437,651	424,137	419,295	450,391
1070 Street and ROW Management	1,277,463	1,399,934	1,303,396	1,416,128
1072 Traffic System Engineering and Management	2,279,865	2,224,667	2,244,517	2,469,851
1075 Street Lighting	60	-	-	-
1077 Transient Related Issues	35,381	36,462	37,000	37,000
1141 Hiring & Professional Standards	-	53	-	-

# DEVELOPMENT & PUBLIC WORKS

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## Financial Summary by Program, Continued

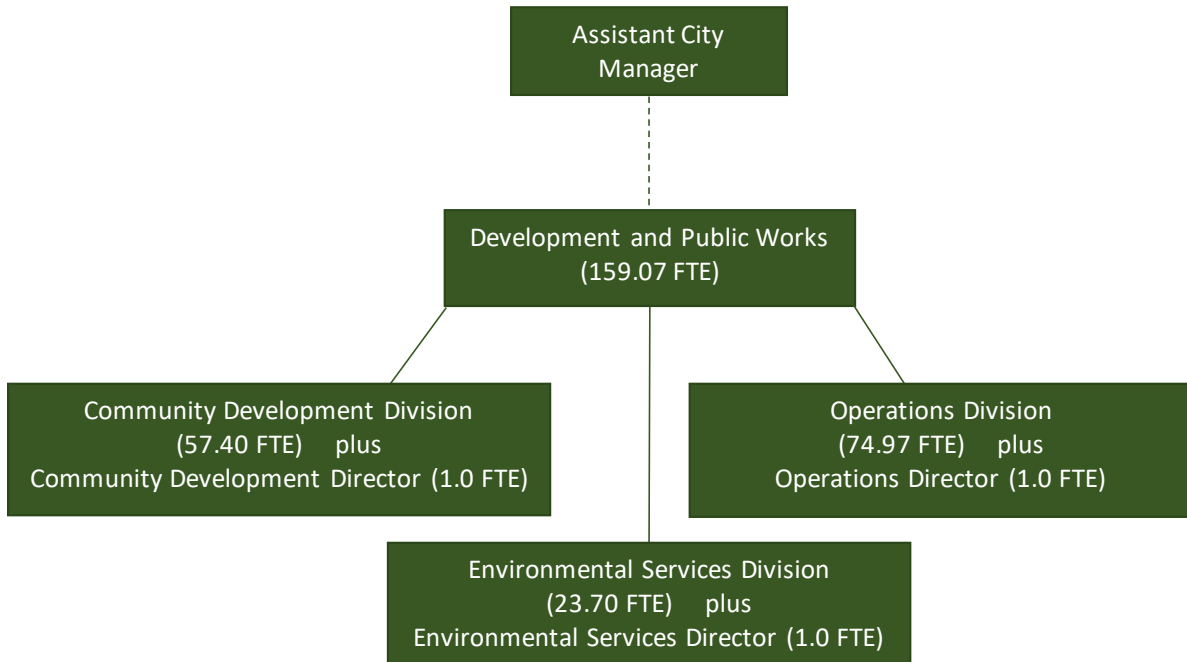
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Amended</b>	<b>Proposed</b>
7000 Department Administration	317,093	341,618	561,984	543,250
7022 City Facilities Operations, Maintenance and Custodial Services	800,019	886,996	1,114,917	1,150,827
7024 Fuel Facility Operations and Management	563,683	632,452	607,180	609,838
7026 Vehicle & Equipment Services	272,000	407,661	425,232	450,459
7082 GIS	-	889,554	1,102,438	1,082,251
7900 Real Property Management	79,497	88,332	102,328	142,337
7901 Miscellaneous Leased Property	3,936	-	-	-
7902 Booth Kelly	291,665	562,123	316,150	318,805
7903 Carter Building	23,710	276,299	-	-
7904 Depot	9,300	12,072	13,500	13,560
8800 Capital Projects	552,494	1,136,484	3,226,728	20,966
8810 MWMC Capital	10,810	8,201	14,000	14,000
9000 Non-Program	1,188,550	967,645	1,745,514	832,400
<b>Grand Total</b>	<b>\$ 44,567,908</b>	<b>\$ 54,804,683</b>	<b>\$ 68,330,060</b>	<b>\$ 63,196,534</b>

# DEVELOPMENT & PUBLIC WORKS

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## Organizational Chart



# DEVELOPMENT & PUBLIC WORKS

## Summary of Full-Time Equivalent by Position

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Administrative Specialist II	7.00	7.00	7.00	7.00
Bldg Maint Worker	2.00	2.00	2.00	3.00
Building Inspector II	-	-	1.00	1.00
Building Inspector III	3.00	3.00	3.00	3.00
Building Official	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00
Civil Engineer II	3.00	3.00	3.00	3.00
Civil Engineer, Managing	3.00	3.00	3.00	3.00
CMD Business Systems Analyst	1.00	1.00	1.00	-
Code Enforce Officer	2.00	2.00	2.00	2.00
Communications Coordinator	3.00	3.00	3.00	3.00
Communications Supervisor	1.00	1.00	1.00	1.00
Community Dev Admin Spec II	1.00	1.00	1.00	1.00
Construction Associate Manager	1.00	1.00	1.00	1.00
Construction Inspector	-	-	-	1.00
Construction Inspector I	1.00	1.00	1.00	1.00
Construction Inspector III	3.00	3.00	3.00	3.00
Contract Analyst I	-	-	-	1.00
Contract Analyst, Senior	1.00	1.00	1.00	1.00
Current Planning Manager	1.00	1.00	1.00	1.00
Custodian	2.00	2.00	2.00	2.00
Design & Construction Coord II	1.00	1.00	1.00	1.00
DPW Community Development Dir	1.00	1.00	1.00	1.00
DPW Environmental Services Dir	1.00	1.00	1.00	1.00
DPW Operations Director	1.00	1.00	1.00	1.00
Emergency Management Manager	1.00	1.00	1.00	1.00
Engineer Technician	-	-	-	1.00
Engineering Assistant	1.00	1.00	1.00	2.00
Engineering Technician	1.00	1.00	1.00	1.00
Engineering Technician II	1.00	1.00	1.00	1.00
Engineering Technician III	3.00	3.00	3.00	3.00
Engineer-in-Training	1.00	1.00	1.00	2.00
Environ Svcs Program Manager	1.00	1.00	1.00	1.00
Environ Svcs Super	3.00	3.00	3.00	3.00
Environmental Mngmnt Analyst	1.00	1.00	1.00	1.00
Environmental Services Tech	4.00	4.00	4.00	4.00
Environmental Svs Mgmt Analyst	1.00	1.00	1.00	1.00
Environmental Svs Deputy Director	-	-	-	1.00
GIS Analyst	-	2.80	2.80	2.80
GIS Architect	-	1.00	1.00	1.00
GIS Manager	-	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	1.00

# DEVELOPMENT & PUBLIC WORKS

## Summary of Full-Time Equivalent by Position Cont.

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Housing Analyst II	-	-	1.00	1.00
Housing Programs Analyst	1.00	1.00	1.00	1.00
Housing Programs Assistant	1.00	1.00	1.00	1.00
Housing Specialist (ARPA)	-	1.00	-	-
Infrastructure Systems Spc	1.00	1.00	1.00	1.00
Maint Tech Crew Chief	5.00	5.00	5.00	5.00
Maint Tech, Apprentice	16.00	16.00	21.00	21.00
Maint Tech, Journey	11.00	11.00	11.00	11.00
Maintenance Supervisor I	1.00	1.00	1.00	1.00
Maintenance Supervisor II	2.00	2.00	2.00	2.00
Maintenance Worker	1.00	1.00	1.00	1.33
Maintenance Worker, Seasonal	1.00	1.00	1.00	1.33
Management Analyst	2.00	2.00	2.00	1.80
Mechanic	2.00	2.00	2.00	2.00
MWMC Environmental Management Analyst	0.83	1.00	1.00	1.00
MWMC Managing Engineer	1.00	1.00	1.00	1.00
Office Supervisor	1.00	1.00	1.00	1.00
Operations Maint Attendant	-	-	1.00	1.00
Operations Maintenance Manager	1.00	1.00	1.00	1.00
OPS Custodial Staff	-	1.00	-	-
Permit Specialist	1.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	2.00	2.00
Planner I	2.00	2.00	3.00	3.00
Planner II	1.00	1.00	1.00	1.00
Planner, Senior	4.80	4.80	5.80	5.80
Planner, Senior (ARPA)	-	2.00	-	-
Planning Section Manager	1.00	1.00	1.00	1.00
Plans Examiner II	2.00	2.00	2.00	2.00
Safety & Training Coord I	1.00	1.00	1.00	1.00
Seasonal Maintenance Worker	0.75	0.75	0.75	1.00
Security Attendant	1.50	1.50	1.50	2.00
Senior Civil Engineer	4.00	4.00	4.00	4.00
Survey Party Chief	1.00	1.00	1.00	1.00
Surveyor	1.00	1.00	1.00	2.00
Traffic Engineering Technician	1.00	1.00	1.00	1.00
Traffic Maintenance Tech I	1.00	1.00	1.00	1.00
Traffic Maintenance Tech II	1.00	1.00	1.00	1.00
Traffic Signal Electrician	1.00	1.00	1.00	1.00
<b>Grand Total</b>	<b>135.88</b>	<b>144.85</b>	<b>150.85</b>	<b>159.07</b>

# DEVELOPMENT & PUBLIC WORKS

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## Summary of Full-Time Equivalent by Fund

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
100 General Fund	20.48	21.05	21.10	24.69
201 Street Fund	32.18	32.46	32.57	33.73
204 Special Revenue Fund	0.50	4.50	4.50	2.45
208 Transient Room Tax Fund	0.12	0.17	0.17	0.17
210 Community Development Fund	2.00	2.00	2.00	2.00
224 Building Code Fund	7.59	7.79	8.74	9.09
611 Sanitary Sewer Fund	20.24	22.53	23.10	26.02
612 Regional Wastewater Fund	16.68	16.85	16.90	17.70
617 Storm Drainage Fund	33.11	34.44	38.91	40.36
618 Booth-Kelly Fund	0.86	0.86	0.86	0.86
719 SDC Administration Fund	2.13	2.20	2.00	2.00
<b>Grand Total</b>	<b>135.88</b>	<b>144.85</b>	<b>150.85</b>	<b>159.07</b>



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## Summary of Full-Time Equivalent by Program

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
1014 Engineering	16.65	16.58	16.48	21.97
1015 Infrastructure Planning	1.10	1.00	1.00	1.00
1021 Emergency Management	1.00	1.00	1.00	1.00
1023 Community Events	1.42	1.47	1.47	1.52
1024 Survey	3.00	3.00	3.00	3.00
1025 Operations Training and Safety Programs	0.20	0.20	0.20	0.35
1028 Business Licensing	0.61	0.61	0.61	0.61
1030 Building Plan Review	1.83	1.83	1.83	2.28
1032 Building Field Inspections	5.27	5.27	6.27	6.10
1036 Housing and Community Development	2.05	3.05	2.00	2.50
1038 Comprehensive Land Use Planning	2.13	4.14	3.09	2.49
1039 Development Review	6.69	6.85	7.78	8.19
1040 Development Code Updates and Maintenance	1.55	1.54	1.53	1.53
1041 Code Enforcement	2.38	2.37	2.77	2.77
1044 Stormwater Fiscal Management and Customer Services	0.87	0.87	-	-
1045 Stormwater Regulatory Administration	4.60	4.60	5.57	5.67
1048 Land Drainage & Alteration Permit	1.70	1.70	1.70	1.70
1049 Surface Stormwater Management	9.03	9.26	10.56	14.21
1050 Open Spaces	4.94	4.94	4.94	3.76
1053 Subsurface Drainage and Repair	6.21	6.21	9.40	6.21
1056 Regional Wastewater Administration	13.44	13.60	13.65	14.41
1057 Industrial Pretreatment	3.25	3.25	3.25	3.29
1059 Wastewater Fiscal Management and Customer Services	1.13	1.13	1.23	1.33
1062 Wastewater Preventive, Repair, Locates and CMOM	10.28	10.40	10.90	10.70
1064 Capacity Management Operations & Maintenance (CMOM)	0.07	0.07	0.07	0.07
1065 Transportation Planning	1.94	1.74	2.37	1.28
1067 Street Sweeping	3.27	2.77	2.77	2.77
1068 Bicycle Facilities and Programs	0.42	0.44	0.44	0.34
1069 Locates and Encroachments	2.41	2.41	2.41	2.41
1070 Street and ROW Management	7.22	6.37	6.37	7.02
1072 Traffic System Engineering and Management	7.92	7.92	7.92	8.92
7000 Department Administration	2.09	2.29	2.29	2.19
7022 City Facilities Operations, Maintenance and Custodial Services	6.68	7.63	7.63	9.13
7026 Vehicle & Equipment Services	2.00	3.00	3.00	3.00
7082 GIS	-	4.80	4.80	4.80
7900 Real Property Management	0.54	0.54	0.54	0.54
<b>Grand Total</b>	<b>135.88</b>	<b>144.85</b>	<b>150.85</b>	<b>159.07</b>

# DEVELOPMENT & PUBLIC WORKS

## Performance Measures

### Community Development

Performance measures for the Community Development division will be added in a future budget year.

### Environmental Services

Measure	FY24 Target	FY24 Est. Actual	FY25 Target
1. Resource Recovery: Maximize Renewable Natural Gas (RNG) Runtime	70% Runtime	65% Runtime	80% Runtime
<b>Why this measure is important:</b> Eliminates flaring of methane gas from the treatment facility; Provides a stable revenue source in addition to user fees for the regional wastewater program. Advances objectives of the MWMC’s Strategic Plan and Key Outcomes.			
2. Inspect public and private stormwater treatment facilities to ensure long-term operation and maintenance	250 inspections	239 Inspections	250 Inspections
<b>Why this measure is important:</b> Meets MS4 permit requirements for long-term operation and maintenance of public and private stormwater treatment facilities; increases public awareness of these facilities and their role in improving water quality; provides for groundwater recharge and wildlife habitat.			
3. Presentations regarding MWMC partnership, services and outcomes delivered jointly	3 presentations delivered by staff	3 presentations delivered by staff	2 presentations delivered by staff
<b>Why this measure is important:</b> Achieves and maintains public awareness and understanding of the MWMC and the regional wastewater systems in the MWMC’s service area and to industry/trade organizations and professional groups the MWMC interacts with.			
4. Clean Water University	Reached 25% of 5 <sup>th</sup> Graders in the regional service area	Reached >25% of 5 <sup>th</sup> Graders in the regional service area	Reach 40% of 5 <sup>th</sup> Graders in the regional service area
<b>Why this measure is important:</b> Meets education and outreach components required in NPDES Permits to the City of Springfield and the MWMC. Advances the goals associated with the MWMC’s Key Outcomes and Strategic Plan.			
5. Provide tours of regional MWMC facilities	Provided tours for greater than 1,000 people	Provided tours for greater than 1,000 people	Provide tours for greater than 1,250 people
<b>Why this measure is important:</b> Achieves and maintains public awareness and understanding of the MWMC and the regional wastewater systems.			

# DEVELOPMENT & PUBLIC WORKS

## Operations

Measure	FY24 Target	FY24 Est. Actual	FY25 Target
1. Number of Safety Training provided annually	15	15	15
<b>Why this measure is important:</b> Maintain OSHA compliance and ensure a safe/skilled workforce.			
2. Number of trees planted	100 trees	60 trees	100 trees
<b>Why this measure is important:</b> To increase tree canopy which helps reduce urban heat, help reduce stormwater runoff, clean the air, and improve air quality and decrease circulation of greenhouse gases like carbon dioxide and ozone.			
3. Percentage of Wastewater Collection System TV inspected annually	22	7	22
<b>Why this measure is important:</b> Follows guidelines for Springfield’s CMOM plan and ensures proper stewardship of city infrastructure.			
4. Number of kilowatt-hours per fixture per year	490	380	315
<b>Why this measure is important:</b> Tracking energy use per fixture is an objective measure of energy consumption over time and reflects one cost to operate the street light system.			
5. Crack Seal and Slurry Seal City streets	6 miles	6 miles	0 miles
<b>Why this measure is important:</b> Crack Seal and Slurry Seal increased the useful life of City assets.			

# FINANCE

## 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 are under the authority of 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.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	2,239,521	2,290,256	2,662,434	2,699,024
6 MATERIALS & SERVICES	1,167,708	3,594,543	2,505,668	1,903,425
<b>Grand Total</b>	<b>\$ 3,407,229</b>	<b>\$ 5,884,799</b>	<b>\$ 5,168,102</b>	<b>\$ 4,602,449</b>

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

\*\*Changes to M&S for FY24 & FY25 due to America Rescue Plan Act funds. These do not represent new dollars.

## Budget Summary – FY2025

### Staffing

The Finance Department is made up of 19.14 FTE. No changes are proposed to staffing in the FY25 budget.

The Finance Department is split into two divisions, Municipal Court with 9.14 FTE and the Finance Division with 10 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 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

There are no service level changes proposed in the FY25 Finance Department budget.

## Accomplishments – FY2024

- **Certificate of Achievement for Excellence in Financial Reporting** – The Government Finance Officers Association (GFOA) awarded the City the Certificate of Achievement for Excellence in

Financial Reporting for its FY22 Comprehensive Annual Financial Report. This is the forty-second consecutive year that the City has achieved this prestigious award.

- **Distinguished Budget Presentation Award** – The Government Finance Officers Association (GFOA) awarded the City the Distinguished Budget Presentation Award. This is the second consecutive year that the City has achieved this prestigious award. Additionally, the City’s budget document received a special recognition for performance measures.
- **BOARD Budget System Upgrade** – In partnership with the IT Department, the Finance Department completed the upgrade of the BOARD budget system. The upgrade brings new and enhanced functionality that provides a more streamlined and efficient budget preparation process.
- **Court Security/Safety** – With funding from the American Rescue Plan Act of 2021, the City made security/safety upgrades in both courtrooms as well as the public counter. These modifications were in support of Council’s goal of providing a safe environment for court operations.
- **Treatment Court** – The Springfield Municipal Court successfully implemented a functional treatment court pilot program. The goal is to reduce substance abuse, reduce recidivism, and encourage the rehabilitation of participants using community-based treatment.

## Initiatives – FY2025

- **Long-Term Budget Strategies** – In FY24, the Finance Department, in partnership with the City Manager’s Office, engaged with the Portland State University Center for Public Service to develop strategies to address the structural imbalance in the City’s General Fund. Staff will be bringing the results of that study to Council for a conversation on strategies to address the long-term fiscal health of the City.
- **Treatment Court** – The Springfield Municipal Court will continue to focus on making this pilot program successful. We are actively engaging with high-risk, high-need offenders in the community who have a substance abuse or a co-occurring disorder. Individuals cannot complete the program until they are gainfully employed, have given back to their community, completed treatment, have documented clean time, and met their education goals.

## Three Year Considerations – FY2026-FY2028

- **Long-term Fiscal Health** – The long-term fiscal health of the City is the Finance Department’s top priority. We continue to have a structural imbalance in key funds such as the General Fund, Street Fund, and Ambulance Fund. This is an issue that will be on-going. We have initiated a Budget Strategies Project as described in the Initiatives section above that will identify strategies to bring General Fund revenues in line with service costs.
- **Mental Health Impact on the Courts** – Still a major consideration in upcoming years, Individuals who 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, the Court needs to get creative to prevent individuals from being left without options and cycling through the system repeatedly. The Court is seeking more evaluation providers, is

# FINANCE

currently working closely with Lane County to help develop the Crisis Stabilization Center, and is working with Lane County Circuit Court to more closely monitor Fitness to Proceed cases.

- Legislation Impacting Court Operations** – There is a continuing shift in the criminal justice system away from monetary penalties and more focus on providing substance abuse treatment, mental health resources, and community restoration options. Changes may increase operational costs while reducing the traditional revenues courts have previously seen. In the upcoming years, the Court will be monitoring and adapting to these changes.

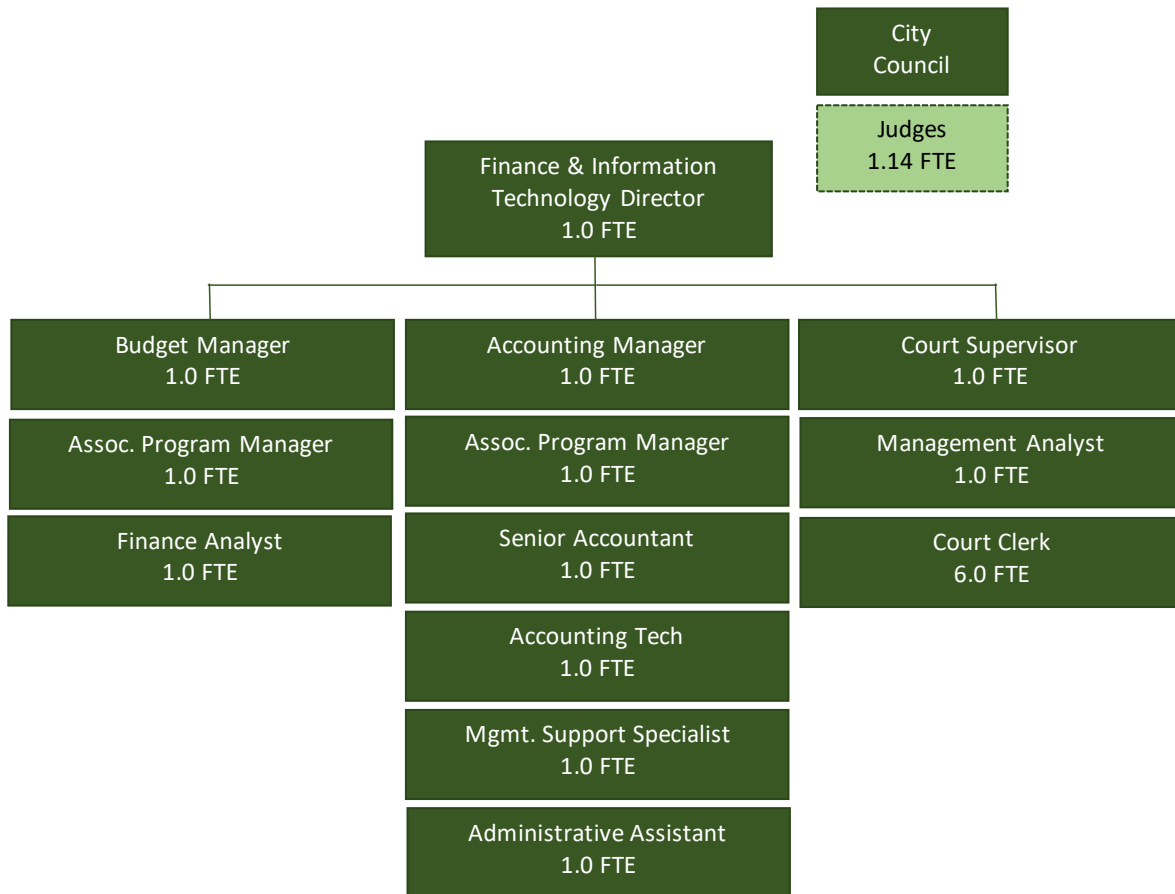
## Financial Summary by Fund

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	2,356,341	2,425,460	2,723,099	2,801,586
201 Street Fund	43,127	58,853	70,456	75,128
204 Special Revenue Fund	-	438,483	1,014,428	315,292
210 Community Development Fund	23,506	24,579	27,516	33,367
236 Police Local Option Levy Fund	569,255	542,648	754,400	765,675
611 Sanitary Sewer Fund	44,273	54,130	62,704	66,733
612 Regional Wastewater Fund	174,939	164,174	181,874	193,181
617 Storm Drainage Fund	44,273	54,131	62,717	66,733
629 Regional Fiber Consortium Fund	114,623	80,760	224,686	236,060
707 Insurance Fund	-	2,000,000	-	-
719 SDC Administration Fund	36,891	41,581	46,223	48,693
<b>Grand Total</b>	<b>\$3,407,229</b>	<b>\$5,884,799</b>	<b>\$5,168,102</b>	<b>\$4,602,449</b>

## Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
1012 City Prosecutor	140	-	-	-
1029 Licensing and Franchising	1,726	-	-	-
1032 Building Field Inspections	286	-	-	-
1044 Stormwater Fiscal Management and Customer Services	25,009	17,505	-	-
1045 Stormwater Regulatory Administration	-	-	18,735	19,959
1056 Regional Wastewater Administration	174,804	164,095	181,874	193,181
1059 Wastewater Fiscal Management and Customer Services	25,009	17,505	18,732	19,959
1200 Municipal Court Services	1,049,908	1,659,008	2,103,817	2,145,823
1202 Adult Treatment Court	-	-	184,542	287,000
7000 Department Administration	2,305	2,652,747	797,674	275,930
7030 Accounting and Audit division	262,263	750,546	912,163	918,551
7031 Annual Audit - program folded to 7030	475,183	77	-	-
7032 Budget and Procurement	492,942	465,131	725,879	505,986
7033 Procurement and Contracts	40,368	-	-	-
7034 Treasury Management	27,813	82	-	-
7035 Municipal Court Administration	215,486	392	-	-
7036 Case Management	293,864	76,786	-	-
7037 Court Accounts Receivables	106,442	91	-	-
7038 General Services & Customer Support	99,059	76	-	-
7150 Fiber Consortium	114,623	80,760	224,686	236,060
<b>Grand Total</b>	<b>\$3,407,229</b>	<b>\$5,884,799</b>	<b>\$5,168,102</b>	<b>\$4,602,449</b>

**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.

## Summary of Full-Time Equivalent by Position

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
Accountant	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Budget & Procurement Mgr	1.00	1.00	1.00	1.00
Court Clerk	5.00	5.00	5.00	5.00
Court Clerk, Senior	1.00	1.00	1.00	1.00
Court Supervisor	1.00	1.00	1.00	1.00
DPW Budget Manager	1.00	1.00	1.00	1.00
Finance Analyst I	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Judge	0.70	0.80	0.80	0.80
Judge Pro-Tem	0.34	0.34	0.34	0.34
Management Analyst	1.00	1.00	1.00	1.00
Management Support Specialist	1.00	1.00	1.00	1.00
MWMC Accountant	1.00	1.00	1.00	1.00
<b>Grand Total</b>	<b>19.04</b>	<b>19.14</b>	<b>19.14</b>	<b>19.14</b>

## Summary of Full-Time Equivalent by Fund

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
100 General Fund	14.39	14.49	14.49	14.49
201 Street Fund	0.40	0.40	0.40	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 Fund	0.35	0.35	0.35	0.35
612 Regional Wastewater Fund	0.88	0.88	0.88	0.88
617 Storm Drainage Fund	0.35	0.35	0.35	0.35
719 SDC Administration Fund	0.23	0.23	0.23	0.23
<b>Grand Total</b>	<b>19.04</b>	<b>19.14</b>	<b>19.14</b>	<b>19.14</b>

## Summary of Full-Time Equivalent by Program

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
1044 Stormwater Fiscal Management and Customer Services	0.10	0.10	-	-
1045 Stormwater Regulatory Administration	-	-	0.10	0.10
1056 Regional Wastewater Administration	0.88	0.88	0.88	0.88
1059 Wastewater Fiscal Management and Customer Services	0.10	0.10	0.10	0.10
1200 Municipal Court Services	7.63	9.14	9.14	9.14
7000 Department Administration	-	1.00	1.00	1.00
7030 Accounting and Audit division	1.95	5.27	5.27	5.27
7031 Annual Audit - program folded to 7030	2.77	-	-	-
7032 Budget and Procurement	3.37	2.65	2.65	2.65
7033 Procurement and Contracts	0.67	-	-	-
7034 Treasury Management	0.12	-	-	-
7035 Municipal Court Administration	1.46	-	-	-
<b>Grand Total</b>	<b>19.04</b>	<b>19.14</b>	<b>19.14</b>	<b>19.14</b>



## Performance Measures

Measure	FY24 Target	FY24 Est. Actual	FY25 Target
1.) Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting.	Target to receive the award.	The City expects to receive the award.	Target to receive the award.
<b>Why this measure is important:</b> Provide assurance of regulatory and policy compliance to minimize and mitigate risk.			
2.) Receive unmodified opinion on the City annual audit	Target to receive an unmodified opinion.	The City expects to receive an unmodified opinion.	Target to receive an unmodified opinion.
<b>Why this measure is important:</b> Provide assurance of regulatory and policy compliance to minimize and mitigate risk.			
3.) Receive the GFOA Distinguished Budget Presentation Award	Target to receive the award for the FY24 Budget.	Award received for the FY24 Budget.	Target to receive the award for the FY25 Budget.
<b>Why this measure is important:</b> Provide assurance of a that the City’s budget document meets the requirements of a policy document, financial plan, operation guide, and communications tool.			

# FIRE & LIFE SAFETY

Michael Caven, Fire Chief

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## Department Overview

The Cities of Springfield and Eugene consolidated their fire departments via an intergovernmental agreement in 2010. Operating as Eugene Springfield Fire (ESF), 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. Administration in the department supports the direct departmental services for finances, technology, logistics and facilities, as well as ambulance billing services.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	16,053,396	15,629,145	17,205,705	18,090,575
6 MATERIALS & SERVICES	5,631,815	6,887,816	5,114,048	5,241,627
7 CAPITAL OUTLAY	270,240	806,985	3,376,378	643,940
<b>Grand Total</b>	<b>\$ 21,955,451</b>	<b>\$ 23,323,947</b>	<b>\$ 25,696,131</b>	<b>\$ 23,976,142</b>

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

## Budget Summary – FY2025

### Staffing

FY25 staffing levels for Springfield Fire and Life Safety will increase by six FTE. The Department has reduced Ambulance Billing by one FTE, added one FTE Public Information Officer (PIO) for a new Wildfire Resilience program, and added a net increase of five FTE in the Ambulance Transport Fund. The additional five FTE in the Ambulance Transport Fund are cost neutral to the Department due to reducing higher cost dual-role Firefighters with lower cost single-role Emergency Medical Technician (EMT) Paramedics and single-role EMT-Basics.

### Department Funding

Fire Operations are funded through General Fund sources and the Fire Local Option Levy, as well as by fees for service including fire suppression services for other fire districts, ambulance transport fees, FireMed membership fees, building permit fees, and inspection fees.

### Service Level Changes

The Department is deploying a Wildfire Resilience program in FY25 that will add one FTE PIO to support public information and education related to emergency preparedness.

## Accomplishments – FY24

- **Ambulance Transport System Redesign** – The Department transitioned one of three ambulances from dual-role Firefighter/Paramedic staffing to single-role EMT/Paramedic staffing. This initiative opens the recruiting to a more diverse workforce among those who do not wish to fight fires and focus on emergency medical services. Savings realized in staffing costs are applied to system resource needs to meet service demand without further burdening the General Fund.
- **Recruitment** – The Department made changes to the minimum qualifications to enter the career in the wake of significant recruiting challenges. ESF now requires EMT-Basic as the minimum EMT level for employment. This action drew 270 applicants for our fall Fire Academy. To put this in perspective, ESF has averaged 50 or less applicants for more than a decade. ESF is staffed with an overwhelming majority of staff holding the EMT-Paramedic certification allowing recruitment of EMT-Basics without eroding response capabilities.
- **Training** – The Department has revamped and revitalized its fire training program to ensure staff are prepared to meet the rigorous demands of the job. This included establishing a regular and predictable schedule that culminates with skill evaluations and live fire exercises on an annual basis for all staff including Chief Officers.
- **Data** – The Department is making strides toward being more data informed in our response planning and execution. Our data team worked with response personnel and command staff to identify areas where ESF was over-resourcing calls. The outcome has improved response reliability by limiting the year-over-year growth in service demand which has grown unchecked. The Department is deploying a data analytics tool that will allow real-time decision making on staffing and station locations based on historical response and service data.
- **Wildfire Season** – The Department provided resources in the Summer and Fall of 2023 to five separate wildfires. Eugene Springfield Fire invoiced the Oregon State Fire Marshal's office over \$118,000 for Springfield's share of these efforts, the largest of which was the Tye Ridge Fire which accounted for \$60,550 of the reimbursement packet. ESF leveraged new Ford pickup trucks with inexpensive water pump/tank systems to assign existing crews as force multiplier in wildfire response. Previously a three-person engine crew would jump on a water tender for fire calls which was not efficient when only one person really needed to shuttle water. Now two people staff the type 6 wildland engine, and one person staffs the tender.
- **Apparatus Updates** – In keeping with the Council goal to Strengthen Public Safety by Leveraging Partnerships and Resources, the Department ordered three fire apparatus which will arrive in FY27/28, and the Department also ordered four ambulances this year with the expectation that the new vehicles will be in service in FY26. These pieces of equipment will ensure response reliability as ESF works to fulfil its mission.
- **Eugene Springfield Fire 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 Cities continued

work on the formal evaluation of the consolidation in FY24 receiving a final report to councils in May of 2024. In FY25, the City Councils and City Managers will be working with ESF staff on the final plan for the Department's future form of governance.

## Initiatives – FY2025

- **Wildfire Resilience** – In FY25, the Cities of Eugene and Springfield are funding a Wildfire Planning and Fuels Mitigation program through Eugene Springfield Fire. The City of Springfield will support this program through the addition of a Public Information Officer to disseminate information regarding active emergency incidents and public education and emergency preparedness. This program will enhance our community's preparedness and resilience in the face of a growing threat from wildfire.
- **Department Goals, Vision, Mission, Values and Guiding Document Updates** – The Department is working on updating organizational structures, modernizing assignments and vision titles. This work will transition to a review of our core values, and mission statement before transitioning to a regular update and revision of department policies. ESF has undergone many changes in leadership and workforce since these documents were last updated. The Department will also be refreshing its "Standards of Cover" and working toward a modern strategic plan.
- **Fire Station Resilience** – The Department will be working with Finance and Emergency Management to apply for State of Oregon seismic grants to bring four of five stations into compliance with seismic standards.
- **Ambulance Transport System Redesign** – The Department began an EMS redesign project in FY23 to help align revenue and costs for ambulance transport. As part of this redesign project the department created new single-role Paramedic positions and single-role EMT positions to only work on medic units. These new positions are a lower cost staffing than the traditional dual-role Firefighter Paramedics that have historically staffed medic units. This transition will be complete in early FY25. The Department is evaluating the efficacy of transitioning all ambulance transport services to single-role staff.

## Three Year Considerations – FY2026-FY2028

- **Population and Call Volume** – Emergency response has steadily increased over the last three years by 2.84% in FY21; 10.68% in FY22; and 1.2% in FY23. Call volume is expected to continue to increase by 2% with population growth and an aging population. The department will continue to update its Standards of Cover which will serve as the basis for strategic future growth planning, including future land acquisition needs and station placement.
- **Glenwood Fire Service** – As Glenwood redevelopment occurs, we anticipate increased service demand in the area. This is one part of our service area where we cannot provide a response within adopted time standards. Planning for a Glenwood fire station or realignment of existing stations will be necessary in the redevelopment planning.

# FIRE & LIFE SAFETY

Michael Caven, Fire Chief

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- **Threat from Natural Disaster** – The Department continues the development of plans to prepare for and respond to increasing severe weather events such as ice/snow, flooding, earthquake, and wildfire.
- **Ambulance Transport Fund** – Even with a projected 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. Fire staff will continue evaluating the EMS system design for potential expense savings in the coming years.

## Financial Summary by Fund

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	12,678,949	12,537,426	13,240,919	14,271,425
204 Special Revenue Fund	-	867,822	303,173	175,381
224 Building Code Fund	79,641	83,858	85,645	96,795
235 Fire Local Option Levy Fund	1,633,752	1,690,732	1,754,343	1,833,986
615 Ambulance Fund	7,285,297	7,427,706	6,953,678	6,857,494
713 Vehicle & Equipment Fund	277,811	716,403	3,358,373	741,062
<b>Grand Total</b>	<b>\$ 21,955,451</b>	<b>\$ 23,323,947</b>	<b>\$ 25,696,131</b>	<b>\$ 23,976,142</b>

## Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
1000 Default Community Services	-	1	-	-
1030 Building Plan Review	127,599	133,527	133,204	151,964
1039 Development Review	34,051	36,190	36,424	42,713
1090 Fire & Arson Investigation	70,757	100,478	92,258	74,903
1091 Community Risk Reduction	245,460	155,474	424,864	332,351
1092 Plan Review	40	-	-	-
1093 Apparatus & Equipment Maintenance	341,539	402,307	373,900	386,368
1096 Fire Suppression Operations	12,636,885	13,107,873	13,177,058	14,038,299
1097 Dispatch and Communication	725,736	758,699	881,641	880,641
1098 Training & Development	376,615	658,603	565,048	871,926
1099 EMS Operations	5,342,457	5,360,833	4,736,228	4,421,032
1100 Fire Logistics	219,388	355,717	175,003	171,003
1102 EMS Billing - Enterprise	496,056	399,026	567,473	516,992
1104 FireMed	151,607	110,937	125,000	125,000
1105 Community Outreach	-	8,000	8,000	8,000
1106 BLS Operations	336,662	373,598	350,000	350,000
1146 Traffic Team	-	230	-	-
7000 Department Administration	569,654	646,050	691,657	863,888
7022 City Facilities Operations, Maintenance and Custodial S	3,134	-	-	-
9000 Non-Program	277,811	716,403	3,358,373	741,062
<b>Grand Total</b>	<b>\$ 21,955,451</b>	<b>\$ 23,323,947</b>	<b>\$ 25,696,131</b>	<b>\$ 23,976,142</b>

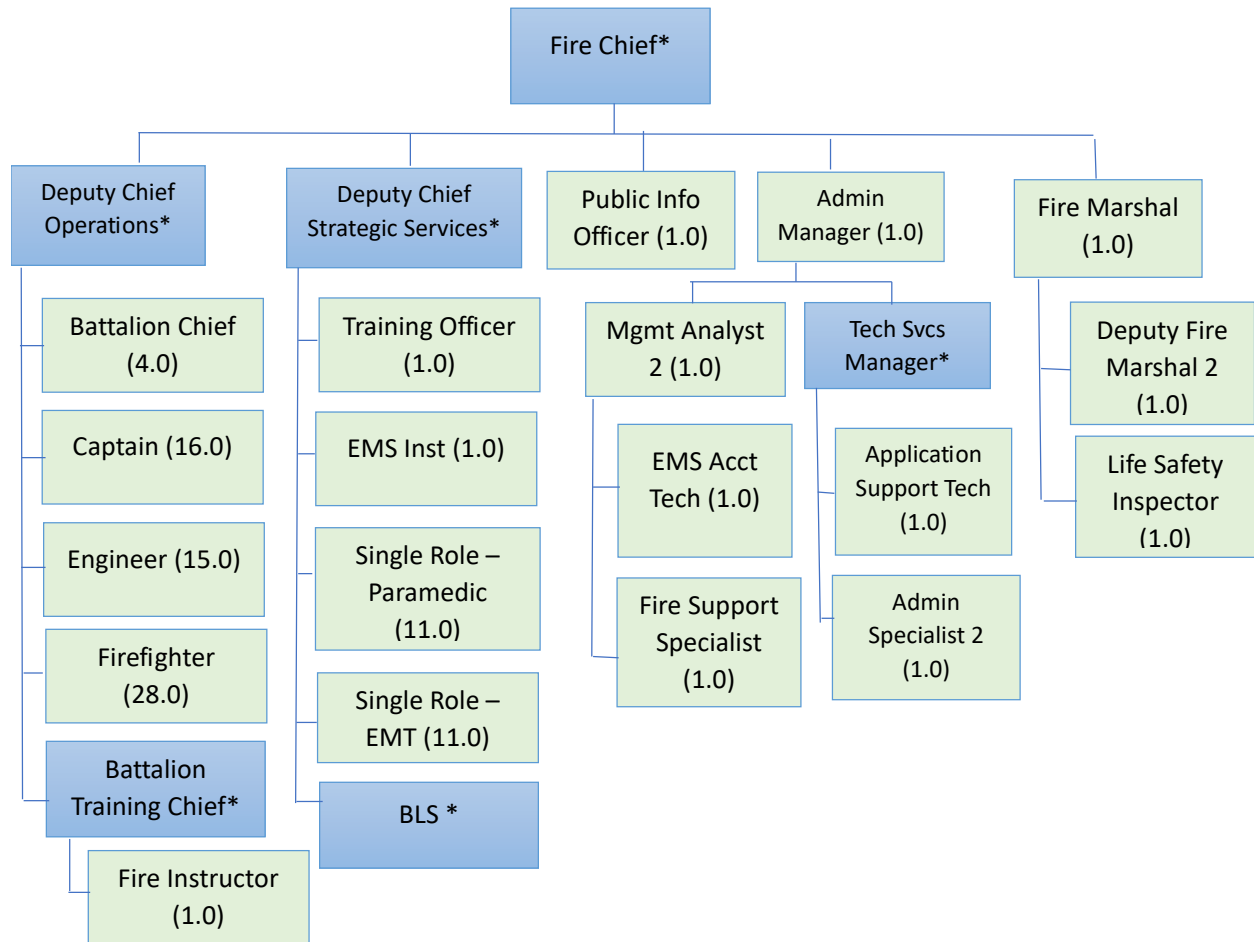
# FIRE & LIFE SAFETY

Michael Caven, Fire Chief

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## Organizational Structure



\*City of Eugene positions

# FIRE & LIFE SAFETY

Michael Caven, Fire Chief

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## Summary of Full-Time Equivalent by Position

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
Administrative Specialist II	-	1.00	1.00	1.00
Application Tech Specialist	1.00	1.00	1.00	1.00
Deputy Fire Marshal 2	1.00	1.00	1.00	1.00
Ems Accounting Tech	2.00	2.00	2.00	1.00
EMS Instructor	1.00	1.00	1.00	1.00
Executive Assistant	1.00	-	-	-
Fire Admin Div Mgr	1.00	1.00	1.00	1.00
Fire Battalion Chief - Ops	4.00	4.00	4.00	4.00
Fire Captain - Shift	16.00	16.00	16.00	16.00
Fire Engineer - Shift	15.00	15.00	15.00	15.00
Fire Inspector	-	1.00	-	-
Fire Instructor	-	1.00	1.00	1.00
Fire Life Safety Inspector	-	-	1.00	1.00
Fire Management Analyst 2	1.00	1.00	1.00	1.00
Fire Marshal / Division Mgr	1.00	1.00	1.00	1.00
Fire Support Specialist	1.00	1.00	1.00	1.00
Firefighter - 40L	2.00	2.00	2.00	2.00
Firefighter - Shift	30.00	30.00	30.00	26.00
Firefighter (40L)	2.00	2.00	2.00	-
Firefighter (Shift)	11.00	11.00	11.00	-
Public Information Officer	-	-	-	1.00
Single Role EMT 24HR	-	-	-	11.00
Single Role Paramedic 24HR	-	-	-	11.00
Training Officer	1.00	1.00	1.00	1.00
<b>Grand Total</b>	<b>91.00</b>	<b>93.00</b>	<b>93.00</b>	<b>98.00</b>

## Summary of Full-Time Equivalent by Fund

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
100 General Fund	57.60	57.60	57.60	60.60
204 Special Revenue Fund	-	2.00	2.00	1.00
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	26.00	26.00	26.00	29.00
<b>Grand Total</b>	<b>91.00</b>	<b>93.00</b>	<b>93.00</b>	<b>98.00</b>

# FIRE & LIFE SAFETY

Michael Caven, Fire Chief

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## Summary of Full-Time Equivalent by Program

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
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	0.35	0.35	0.35	0.35
1091 Community Risk Reduction	0.80	0.80	1.80	1.80
1096 Fire Suppression Operations	61.00	61.00	61.00	62.00
1098 Training & Development	2.00	3.00	3.00	3.00
1099 EMS Operations	19.00	19.00	19.00	23.00
1102 EMS Billing - Enterprise	2.00	2.00	2.00	1.00
7000 Department Administration	5.00	6.00	5.00	6.00
<b>Grand Total</b>	<b>91.00</b>	<b>93.00</b>	<b>93.00</b>	<b>98.00</b>



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# 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.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	1,003,744	1,087,022	1,264,646	1,222,700
6 MATERIALS & SERVICES	9,601,211	9,082,109	11,576,631	11,884,417
<b>Grand Total</b>	<b>\$ 10,604,955</b>	<b>\$ 10,169,131</b>	<b>\$ 12,841,277</b>	<b>\$ 13,107,117</b>

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

## Budget Summary – FY2025

### Staffing

The Department's day-to-day activities are performed by staff with a reliance on technology support to handle the daily work volume. The Department's FTE count for FY25 will reduce to eight (8) FTE by eliminating an unfilled training analyst position to support addressing a general deficit spend to the general fund.

### 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 HR department, in collaboration with the Springfield School District, is spearheading a pilot initiative to integrate physical therapy services into the City's employee wellness center. This strategic partnership aims to enhance employee well-being, promote holistic health, and improve productivity within our two agencies.

The City administration intends to optimize its Employee at Injury Program (EAIP) reserve funds to bolster employee wellness initiatives by incorporating exercise spaces within City Hall. This proactive measure not only fosters a healthier work environment but also underscores the City's commitment to employee welfare and engagement.

## Accomplishments – FY2024

- **Technology** – The HR Department successfully completed the initial implementation of NEOGOV’s software solutions for:
  - **Learn** – A training software module which assists the City in streamlining department and City-wide education and training plans.
  - **Perform** – A performance evaluation system which offers an automated and transparent approach to assessing employee performance. This technology solution facilitates continuous feedback, fosters talent development, tracks goals, and provides tools for leaders to ensure a fair and objective evaluation process.
  - **Power DMS** – A policy management software solution which, once fully implemented, will ensure that all employees have easy access to up-to-date administrative regulations, department policies, standard operating procedures, labor contracts, and forms.
- **Employee Wellness** – The HR Department advanced employee wellness by transitioning from the “Know Your Numbers” (i.e. basic biometrics) to a more comprehensive annual physical/exam program. This program included annual physicals for employees and specific physicals for fire suppression employees.
- **DEI** – The HR Department created a DEI page on the City’s website to increase transparency about City demographics, provide resources, and acknowledge our continued commitment to diversity, equity, and inclusion. The HR Department has also made changes to the Recruitment & Selection Administrative Regulation to reflect the City’s efforts to eliminate bias in hiring and further the monitoring of hiring demographics.

## Initiatives – FY2025

- **Benefit Costs** – Recognizing the importance of promoting employee wellness, HR will allocate funds from the Employee at Injury Program (EAIP) reserve fund to procure fitness equipment and build a space within City Hall for employees to prioritize their health and wellness. The department will also work with the Springfield School District and amend its contract with Cascade Health to add an on-site physical therapy service to the City’s Employee Wellness Center.
- **Turnover & Recruitment** – The City recognizes the critical importance of addressing turnover and recruitment challenges by innovating our compensation strategy. We aim to propose a new market-based compensation approach specifically tailored for non-represented employees. This initiative underscores our commitment to attract, retain, and motivate top talent while ensuring equitable and competitive compensation practices.
- **City-Wide Employee Development and Training** – With the successful implementation of the NEOGOV’s software suite, the HR team will work to further enhance services in the areas of continuous training, required annual trainings, and the tracking of licensures and certifications.

# HUMAN RESOURCES

## Future Year Considerations – FY2026-FY2028

- Benefit Cost** – For the last eleven (11) years, the City’s benefit plan design has successfully kept claim costs flat with no rate increases to employees. Future work to continue to keep cost increases under control will include looking for opportunities to reduce 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 increases in both voluntary and retirement turnover which puts more strain on the City’s recruitment efforts. Maintaining competitive wages is important for both recruitment and retention. HR is working to improve the classification system which will include staff/leader education, redesign of the job descriptions, and working with department leadership to create both development opportunities to support hard-to-fill positions and develop future City leaders. Additionally, HR will develop education programs to develop and strengthen competencies.
- Insurance** – 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, evaluate cyber security readiness, and partner with Emergency Management on a Continuity of Operations Plan with regards to major disaster events.
- City-wide Employee Development and Training** – Training and employee development are vital to the long-term sustainable success of City services. In addition to both regulatory requirements and risk management strategies, many City positions are hard-to-fill and require certifications by state statute. The addition of a city program dedicated to development and training will afford the City the opportunity to ensure compliance requirements, support department succession planning needs, and to develop programs to improve employee competencies.

### Financial Summary by Fund

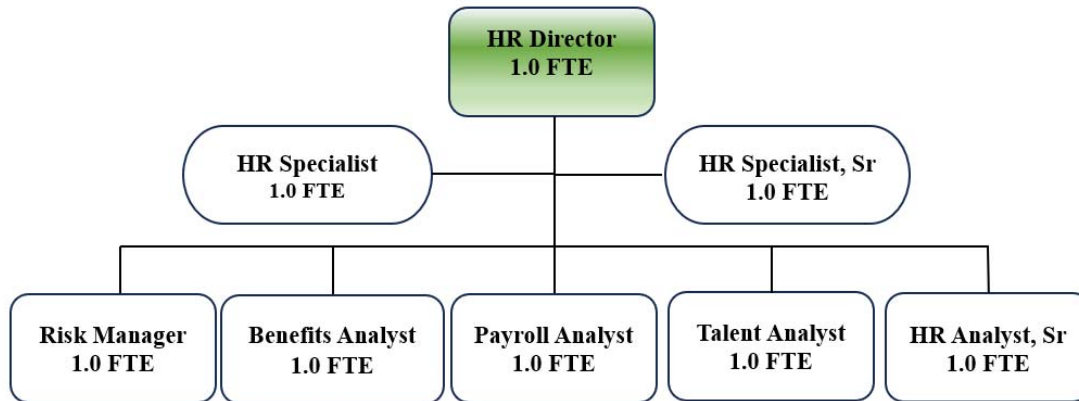
	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	715,594	695,409	949,736	829,394
204 Special Revenue Fund	-	84,433	104,835	56,845
707 Insurance Fund	9,885,944	9,389,289	11,782,705	12,220,878
713 Vehicle & Equipment Fund	3,417	-	4,000	-
<b>Grand Total</b>	<b>\$ 10,604,955</b>	<b>\$ 10,169,131</b>	<b>\$ 12,841,277</b>	<b>\$ 13,107,117</b>

### Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
7000 Department Administration	1,409,226	1,532,097	1,607,712	1,504,461
7053 Talent Acquisition	5,736	5,237	-	-
7060 Property & Liability	1,034,684	1,101,145	2,003,254	2,134,936
7062 Workers Compensation	863,039	726,503	690,488	1,330,851
8300 Self-Funded Medical	6,304,038	5,816,751	7,443,376	6,883,641
8301 Self-Funded Dental	600,120	591,678	633,010	642,620
8350 Wellness Center	384,696	395,720	459,437	610,608
9000 Non-Program	3,417	-	4,000	-
<b>Grand Total</b>	<b>\$ 10,604,955</b>	<b>\$ 10,169,131</b>	<b>\$ 12,841,277</b>	<b>\$ 13,107,117</b>

# HUMAN RESOURCES

## Organizational Structure



### Summary of Full-Time Equivalent by Position

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
HR Specialist II	1.00	1.00	1.00	1.00
HR Specialist, Senior	-	-	1.00	1.00
HR Training Coordinator	-	-	1.00	-
Human Resources Analyst II	2.00	2.00	2.00	2.00
Human Resources Analyst, Sr	1.00	1.00	1.00	1.00
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources Specialist	-	1.00	-	-
Payroll Analyst	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
<b>Grand Total</b>	<b>7.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>

### Summary of Full-Time Equivalent by Fund

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
100 General Fund	4.00	4.00	5.00	4.50
204 Special Revenue Fund	-	1.00	1.00	0.50
707 Insurance Fund	3.00	3.00	3.00	3.00
<b>Grand Total</b>	<b>7.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>

### Summary of Full-Time Equivalent by Program

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
7000 Department Administration	7.00	8.00	9.00	8.00
<b>Grand Total</b>	<b>7.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>

# HUMAN RESOURCES

## Performance Measures

Measure	FY24 Target	FY24 Est. Actual	FY25 Target
1.) Percent of turnover, excluding limited duration, temp positions, and retirements	5%	6.5%	5%
<p><b>Why this measure is important:</b> Turnover is a common data point used to evaluate employee culture and business health.</p> <p><b>Why was this target not met:</b> Recent inflation exacerbates the turnover issues over the last year as stagnant wages coupled with rising living costs prompt employees to seek better-paying opportunities elsewhere, compounding the challenges faced by the City in retaining its workforce.</p>			
2.) General Liability Loss Ratio	<60%	271%	<60%
<p><b>Why this measure is important:</b> This measures the ratio of claim costs to premiums paid over the last five years. Anything over 100% means that the carrier is paying more in claims than they are receiving in premiums. The 60% mark is usually the threshold where carriers evaluate future insurability.</p> <p><b>Why was this target not met:</b> Out of the previous five years FY19 was almost \$5M paid out, with the following four year total at 59% of FY19's. When FY19 drops off the loss ratio should drop significantly.</p>			
3.) Workers' Compensation Experience Modification Factor	<1.0	.90	<1.0
<p><b>Why this measure is important:</b> Your experience modification is a numerical representation of your claim's history. It is the ratio of the costs of your company's actual workers' compensation claims compared to the expected costs for companies of similar size in the same industry. It can be either above or below the industry average of 1.0. Above 1.0 means your claims history is worse than the industry's average for workers' compensation insurance while below 1.0 means it is better.</p>			
4.) Percent of minorities employed at the City	13.5%	12.55%	13.5%
<p><b>Why this measure is important:</b> The City is committed to fostering an environment that values diversity and inclusion. The long term target is 17.6% is reflective of the diverse community that we are here to serve.</p> <p><b>Why was this target not met:</b> This is an on-going process, and the 12.55% workforce diversity is an improvement from prior years. The City continues to make efforts to improve diversity, equity, and inclusion in such areas as hiring, retention, workplace culture, and community outreach.</p>			

# HUMAN RESOURCES

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# INFORMATION TECHNOLOGY

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## Department Overview

The Information Technology (IT) Department provides City staff with access to applications, data storage and other business resources. This includes the design, development, deployment, and retirement of IT services. The IT Department manages the IT infrastructure for all City-owned IT assets, as well as provides maintenance and support for the City's core business applications. The IT Department also leads the City-wide effort to protect the City's IT systems from cybersecurity threats to ensure the availability and integrity of all data managed by the City's IT systems.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	2,198,303	1,310,571	1,344,376	1,392,914
6 MATERIALS & SERVICES	1,227,642	1,131,774	1,315,206	1,381,972
7 CAPITAL OUTLAY	407,680	-	-	-
<b>Grand Total</b>	<b>\$ 3,833,625</b>	<b>\$ 2,442,345</b>	<b>\$ 2,659,582</b>	<b>\$ 2,774,886</b>

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

## Budget Summary – FY2025

### Staffing

The IT Department is made up of nine employees (9 FTE). No changes are proposed to the staffing level in the FY25 budget. However, in the on-going effort to maximize service delivery while containing costs, the Application Division Manager and Network Manager positions were merged into a single position. This new position will be classified as an IT Manager and responsible for both the Applications Division and the Network Division.

The Applications Division manages applications that support financial, human resource, document management, and other shared systems. The Network Division manages the Helpdesk requests as well as servers, switches, personal computers, and the networks upon which all IT services are provided.

### 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.

### Service Level Changes

There are no service level changes proposed in the FY25 IT Department budget.

## Accomplishments – FY2024

- **Replaced City-Wide Switching Infrastructure** – Replaced all City Ethernet switching devices to enable greater performance, reliability, and security. This was essential to continue to support the growing number of network-based devices including security cameras, traffic signal controls, telephony and video conferencing applications, and access control systems.



- **Completed City Website Modernization** – The IT Department completed the modernization of the City’s website. The new site brings better navigation, easier administration, and a more modern look and feel, prioritizing and emphasizing the content most used by the City’s patrons.
- **Implemented Dedicated 911 Call-Taking System** – In partnership with the Police Department, the IT Department completed the implementation and integration of the Intrado Viper emergency call taking phone system. This Dispatch-specific tool provides enhanced functionality and ease of use for Dispatchers as well as ensuring nearly continuous uptime of this mission critical service.

## Initiatives – FY2025

- **PeopleSoft Financials Upgrade** – The IT Department will upgrade PeopleSoft Financials to version 9.2. This upgrade will provide the City with a host of new tools and functionality within the Finance application, streamlining multiple staff-intensive Finance processes.
- **Mobile Device Management Replacement** – The IT Department will procure and implement a new Mobile Device Management tool for all City mobile devices that will provide cost savings, easier administration, enhanced security, and close integration with existing City network infrastructure.
- **Police MDT Replacement** – In coordination with the DPW Operations Division and the Police Department, the IT Department will be procuring and replacing the Mobile Data Terminals installed in all Police vehicles. These new devices will provide greater reliability and performance for Officers in the field. Police should also realize cost savings given the ability of the new devices to share a single cellular connection amongst all in-car devices, lowering the need for up to three cellular connections per vehicle to one.
- **PeopleSoft HCM Module Enhancements** – In partnership with the HR Department, the IT Department will conduct a comprehensive review of outstanding HR PeopleSoft needs. This initiative will involve a thorough assessment to identify pending fixes, updates, and enhancements critical to HR operations. This partnership underscores our commitment to optimizing PeopleSoft applications to better support HR functions and ultimately enhance organizational effectiveness.

## Three Year Considerations – FY2026-FY2028

- **IT Reserves** – IT will continue to work with Finance to ensure that IT reserves are adequately funded to provide replacement of Hardware and Software systems before the end of their useful life, eliminating significant risk.
- **Changing Technology Needs** – Needs for automation and technology steadily outpace the capacity of the IT Department. With telework, these trends have increased at a steeper rate. The move to a work environment of traditional office and telework hybrid schedules has created a different Cybersecurity threat landscape as well as significant changes and challenges to the traditional IT service delivery model. As a result, staff are increasingly stretched thin supporting significantly more types of endpoints in far more locations.
- **Cybersecurity** – As the IT cybersecurity landscape continues to change, the IT Department will need to adapt and update its approach to best protect the digital assets of the City. This could include investments in cybersecurity tools as well as City-wide staff training and education. Staying current with the cybersecurity threats the City faces will be critical to maintaining cybersecurity insurance coverage.
- **PeopleSoft Enhancements** – The City uses PeopleSoft for its Financial and Human Resource management software. Over the coming years, the IT Department, in partnership with the HR

# INFORMATION TECHNOLOGY

and Finance Departments, will focus on maximizing the efficiency and effectiveness of our PeopleSoft applications. We aim to address any outstanding issues and implement necessary fixes to ensure optimal performance and stability. Furthermore, we will explore opportunities for enhancements aimed at automating manual transactions, streamlining processes, and improving overall user experience. By leveraging innovative solutions within PeopleSoft, we aim to enhance productivity, reduce manual effort, and ultimately drive greater value across our organization.

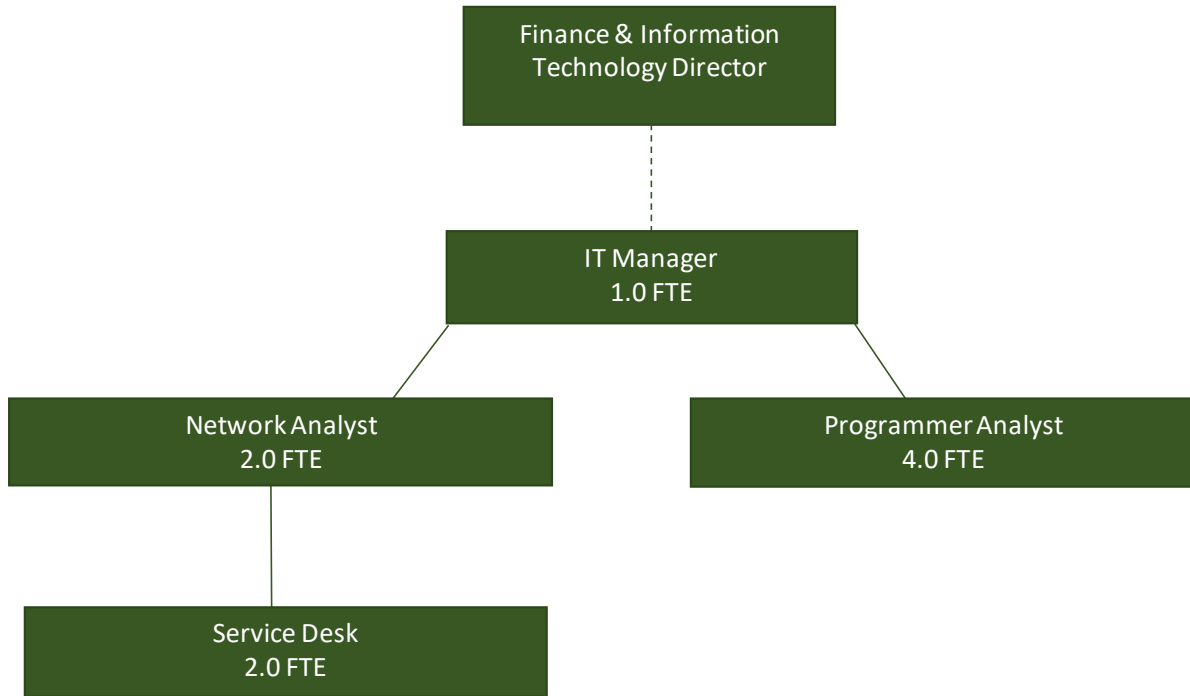
## Financial Summary by Fund

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	1,914,691	1,774,779	1,652,478	1,670,423
201 Street Fund	339,261	-	-	-
204 Special Revenue Fund	16,563	102,691	230,736	134,379
611 Sanitary Sewer Fund	317,469	-	-	-
617 Storm Drainage Fund	243,574	-	-	-
713 Vehicle & Equipment Fund	939,213	564,875	776,368	970,084
719 SDC Administration Fund	62,854	-	-	-
<b>Grand Total</b>	<b>\$ 3,833,625</b>	<b>\$ 2,442,345</b>	<b>\$ 2,659,582</b>	<b>\$ 2,774,886</b>

## Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
7000 Department Administration	696,939	85,453	7,581	6,468
7031 Annual Audit - program folded to 7030	-	4,785	-	-
7070 Financial Systems	152,143	15,377	-	-
7071 Human Resource Systems	237,513	6,741	-	-
7072 Land Management Systems	251,106	60	-	-
7073 Facilities Management Systems	269,273	119	-	-
7074 Criminal Justice Systems	189,524	11,028	-	-
7075 Fire and Life Safety Systems	11,817	269	-	-
7076 Community Development Systems	120,000	149	-	-
7077 Public Library Systems	7,830	10	-	-
7078 Shared Systems	846,385	116,864	-	-
7079 Information Security Compliance	105,956	80,042	-	-
7080 Network	2,640	948,798	1,097,856	1,011,503
7081 Applications	237	607,775	777,777	786,831
7082 GIS	3,049	-	-	-
9000 Non-Program	939,213	564,875	776,368	970,084
<b>Grand Total</b>	<b>\$ 3,833,625</b>	<b>\$ 2,442,345</b>	<b>\$ 2,659,582</b>	<b>\$ 2,774,886</b>

## Organizational Structure



# INFORMATION TECHNOLOGY

Nathan Bell, IT Director

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## Summary of Full-Time Equivalent by Position

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
Database Administrator	1.00	1.00	1.00	1.00
GIS Analyst	2.80	-	-	-
GIS Architect	1.00	-	-	-
GIS Manager	1.00	-	-	-
Information Technology Dir.	1.00	1.00	-	-
Network Analyst II	2.00	2.00	2.00	2.00
Network Manager	1.00	1.00	1.00	1.00
Programmer Analyst	-	1.00	1.00	1.00
Programmer Analyst II	1.00	1.00	1.00	1.00
Programmer Analyst, Senior	1.00	1.00	1.00	1.00
Programmer Manager	1.00	-	-	-
Service Desk Specialist	2.00	2.00	2.00	2.00
<b>Grand Total</b>	<b>14.80</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>

## Summary of Full-Time Equivalent by Fund

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
100 General Fund	10.33	9.00	8.00	8.50
201 Street Fund	1.49	-	-	-
204 Special Revenue Fund	-	1.00	1.00	0.50
611 Sanitary Sewer Fund	1.49	-	-	-
617 Storm Drainage Fund	1.18	-	-	-
719 SDC Administration Fund	0.30	-	-	-
<b>Grand Total</b>	<b>14.80</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>

## Summary of Full-Time Equivalent by Program

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
7000 Department Administration	2.42	1.00	-	-
7070 Financial Systems	1.06	-	-	-
7071 Human Resource Systems	1.46	-	-	-
7072 Land Management Systems	1.46	-	-	-
7073 Facilities Management Systems	1.26	-	-	-
7074 Criminal Justice Systems	1.38	-	-	-
7075 Fire and Life Safety Systems	0.27	-	-	-
7076 Community Development Systems	1.09	-	-	-
7077 Public Library Systems	0.20	-	-	-
7078 Shared Systems	3.70	-	-	-
7079 Information Security Compliance	0.50	-	-	-
7080 Network	-	5.00	5.00	4.50
7081 Applications	-	4.00	4.00	4.50
<b>Grand Total</b>	<b>14.80</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>

# LEGAL SERVICES

## Department Overview

The City Attorney and City Prosecutor Offices comprise Legal Services for the City of Springfield.

The City Attorney Office (CAO) is directly overseen by the City Council. CAO is responsible for attending all City Council and Planning Commission meetings and for providing the City Council and staff with legal analysis and opinions regarding existing or proposed City operations and activities. All ordinances, resolutions, agreements, and activities having legal implications are reviewed and approved by CAO to assure compliance with the Springfield Charter and local, state, and federal laws as well as the possibility of liability exposure or litigation. CAO also participates on City staff projects and claim response teams to help develop strategy, ensure legal compliance, and minimize liability for City initiatives and claims. Citycounty Insurance Services handles the City’s property and liability claims.

The City Prosecutor services are managed via contract with local law firm Leahy Cox, LLP. The City Prosecutor represents the City of Springfield in Municipal Court and in appeals heard in Lane County Circuit Court. Prosecution services are provided for all misdemeanor criminal and traffic crimes and for any violation cases in which the defendant has retained counsel. Services include screening of reports, negotiating case settlements, and representing the City in trial by court or by jury. The City Prosecutor also recommends revisions to the Springfield Municipal Code and provides legal advice and training for the Springfield Police Department.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	476,484	497,579	520,050	559,545
6 MATERIALS & SERVICES	415,054	711,687	535,392	445,670
<b>Grand Total</b>	<b>\$ 891,538</b>	<b>\$ 1,209,266</b>	<b>\$ 1,055,442</b>	<b>\$ 1,005,215</b>

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

## Budget Summary – FY2025

### Staffing

CAO has three FTE that includes a City Attorney, Assistant City Attorney, and Legal Assistant.

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. The last year of the three-year contract starts in July 2024 and includes a 3% increase.

### Department Funding

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

The Prosecutor’s Office program is supported from the General Fund and the Police and Jail Local Option Levy Fund.

## Limited Duration Revenue Account

In FY22, CAO created a limited duration revenue account for the purpose of pursuing the appeal of the Climate Friendly and Equitable Communities (CFEC) administrative rules. The City of Springfield is sharing the cost of this litigation with thirteen other local jurisdictions, and the City is responsible for the administrative tasks. This revenue account reflects the fees paid by the other local jurisdictions and is offset by CAO's contractual services account. This account will be terminated at the conclusion of the litigation. The parties are waiting for a final decision which is anticipated to occur before the end of FY25.

## **Service Level Changes**

No significant changes to these programs are expected.

## **Accomplishments – FY2024**

- **Economic Development** – Assisted staff with negotiations for potential purchase and/or development of downtown properties. Provided advice and legal review to the Economic Development Manager and SEDA's planning consultant for master planning for the Glenwood Riverfront Master Plan. Also assisted with SDC payment program and provided advice about management of City and SEDA owned real properties.
- **Measure 110** – Drafted and presented municipal code prohibiting drug use on public property and accompanying resolution about reforming Measure 110 for Council consideration and consulted with City's lobbyist, Springfield Police Department, and other jurisdictions about Measure 110 reform efforts during 2024 legislative session.
- **Climate Friendly and Equitable Communities Rules** – Participated in Department of Land Conservation & Development (DLCD) Technical Advisory Committee for new proposed CFEC rule amendments and advised City staff regarding implementation of CFEC parking reform mandates.
- **Housing** – Advised staff on developing new process for allocating state COVID funds to affordable housing and provided legal review and advice for Housing Diversity Tax Exemption program.
- **Comprehensive Planning** – Provided legal advice regarding significant comprehensive planning projects like the Springfield Comprehensive Plan Map project, stormwater code and parking reform.

## **Initiatives – FY2025**

- **Economic Development** – Assist with bringing SEDA and the Council economic development projects to fruition in particular the master planning and associated development agreements for the Glenwood Riverfront Area and other development projects in downtown.
- **Housing** – Provide legal advice about HB 2003 (Housing Production Strategy), spending of state COVID funding directed toward affordable housing, other affordable housing initiatives like land banking and tax exemption programs along with anticipated legislation from 2024 Oregon Legislative Session.

# LEGAL SERVICES

- **Comprehensive Planning Projects Support/Climate Friendly and Equitable Communities (CFEC) Litigation** – Coordinate with special counsel and coalition members regarding the ongoing appeal, advise City staff and coalition members once the Court of Appeals issues a decision, and advise City regarding efforts in Oregon Legislature to supersede CFEC rules.
- **Liability Prevention/Claim Response** – Continue to invest in relationship with Citycounty Insurance Services, advise Human Resources and on new policies and other departments on process improvements in employment matters and continue to assist City staff and outside counsel to best position City for pending and potential liability claims.
- **Prosecutor Contract** – Collect information and data about prosecution services in other jurisdictions in preparation for next contract negotiation and continue to work with staff to ensure that practices and procedures are consistent with Criminal Justice Information Security regulations.

### Three Year Considerations – FY2026-FY2028

- **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.
- **Housing** – Advise and participate in City efforts to increase housing supply, address issues surrounding the unhoused, and the housing continuum.
- **Equity Lens** – Assist City with overall efforts to promote diversity, equity and inclusion in City policies, practices, and procedures.
- **Climate Regulation** – Advise and participate in City efforts to respond to state and federal climate change legislation.
- **Liability Prevention** – Assist Council and staff in minimizing City liability through revising and implementing City policies and providing legal advice to departments as issues arise.

### Financial Summary by Fund

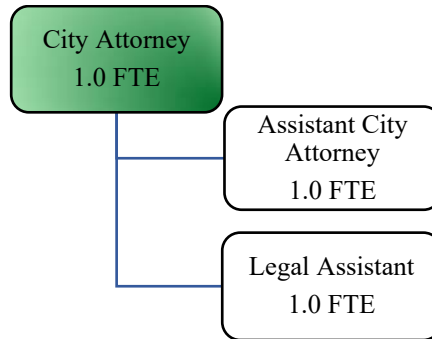
	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	801,993	1,119,883	959,862	910,115
236 Police Local Option Levy Fund	89,545	89,383	93,280	95,101
713 Vehicle & Equipment Fund	-	-	2,300	-
<b>Grand Total</b>	<b>\$ 891,538</b>	<b>\$ 1,209,266</b>	<b>\$ 1,055,442</b>	<b>\$ 1,005,215</b>

### Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
1012 City Prosecutor	378,130	383,455	390,412	401,146
7000 Department Administration	70	-	-	-
7100 City Attorney	513,338	825,811	665,030	604,069
<b>Grand Total</b>	<b>\$ 891,538</b>	<b>\$ 1,209,266</b>	<b>\$ 1,055,442</b>	<b>\$ 1,005,215</b>

# LEGAL SERVICES

## Organizational Structure



### Summary of Full-Time Equivalent by Position

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
<b>Grand Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

### Summary of Full-Time Equivalent by Fund

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
100 General Fund	3.00	3.00	3.00	3.00
<b>Grand Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

### Summary of Full-Time Equivalent by Program

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
7100 City Attorney	3.00	3.00	3.00	3.00
<b>Grand Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>



# LEGAL SERVICES

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# LIBRARY SERVICES

Emily David, Library Director

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## Department Overview

The Library Department includes the Springfield History Museum. The Library and Museum completed our first joint departmental strategic plan this past year. The new mission statement – Discover, Connect, Grow – reflects the work that the library and museum do to help our community discover and connect to resources for work, learning, and entertainment both in our physical buildings and through online access. We work to bridge the digital divide and to promote understanding of our shared history and diverse cultures to help our community grow together. The library provides a virtual library website that allows patrons 24/7 access to digital content including databases, downloadable books, their user accounts, as well as information about the museum exhibits and collections. Many of these services are also provided in Spanish. The Library and Museum continue to be an anchor for downtown, and per the door count bring over 110,000 visits to the library and museum in a typical year.

The Library Department consists of the following programs: Library Operations which covers the cost of running the library, from personnel to office supplies; Library Collections monitors the cost of providing a wide variety of resources to our library cardholders and community while meeting demands for print and online materials; Library Services includes providing borrowers’ services, programs and outreach; the Museum program features rotating biannual historical exhibits, a permanent exhibit, educational programming for our community and archival and artifact collections; the Arts Commission provides unique events, grants and ongoing programs for Springfield artists and residents and is staffed out of the Library Department.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	1,784,171	1,854,973	1,990,295	2,125,470
6 MATERIALS & SERVICES	367,405	502,119	492,189	401,186
7 CAPITAL OUTLAY	141,107	138,151	153,421	129,790
<b>Grand Total</b>	<b>\$ 2,292,683</b>	<b>\$ 2,495,243</b>	<b>\$ 2,635,904</b>	<b>\$ 2,656,446</b>

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

## Budget Summary – FY2025

### Staffing

The library has 16 FTE. Library on-call staff help us maintain our base level of services. We have secured funding for 0.4 FTE on-call staff for FY24. The temporary or on-call staff play an important role in the library covering the service desk openings due to protected leave, illness, vacation, or vacancies. We are working to maintain 0.4 FTE for on-call staff in FY25, dependent on grants and fundraising. We hired two limited duration grant-funded positions: A 0.5 FTE Collection Management Tech for the museum and a 0.4 FTE Outreach Specialist for the library.

### Department Funding

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

Gift and Memorial (G&M) funds tracked in the Special Revenue Fund come from grants, funding from the Springfield Library Foundation, Friends of the Springfield Library and History Museum, and community donations from individuals and organizations. Twenty-six percent of our proposed discretionary budget comes from the Special Revenue Fund, which supports library and museum programs, staffing, collections, furnishings, and additional online subscriptions. TRT Funds support the Springfield History Museum and provide a budget for the Springfield Arts Commission.

## Service Level Changes

### Operations

Remodel construction happening in the library will impact library users due to building closures, construction noise, and staff workspace interruptions, intermittently through August 2024.

### Staffing

Hired two limited duration, grant-funded positions: A .5FTE Collection Management Tech for the museum and a 0.4 FTE Outreach Specialist for the library.

## Accomplishments – FY2024

- **Building Updates** – Optimizing the space we are in by evaluating the way space is used.
  - Remodel pre-planning with architects and bid accepted.
  - Construction began to expand library operations through a redesigned back area, facilitating smoother inventory flow. Implements more efficient workflows for productivity, with a focus on ergonomics and enhanced visibility for safety at the circulation desk for staff and visitors. Also, to address community meeting space demands by introducing smaller meeting/study rooms and a spacious meeting area for City Staff and committees.
  - Pre-work complete and construction ready to begin in FY25 to create dedicated teen space, fostering focused study and social opportunities. Also, to expand the area for the Friends of the Library, contributing directly to library services and nurturing community engagement.
- **Museum Staffing** – Secured funding to continue the Museum Tech position to continue the update and correction of catalogue entries with the end goal of making photo and artifact images available online and increasing access to the collection.
- **LSTA Grant, Year 2** – Received a second Library Services and Technology Act (LSTA) grant to continue increased technical support to the Lane Council of Libraries that share our Integrated Library System. The funding allowed the library to redirect more of the Library Technical Specialist’s time to build on initiatives started in year one and support shared library initiatives by providing the Springfield library with a temporary staffing budget for FY24.
- **Outreach** – Identified strategic locations to reach underserved community for pop-up library events and hired an Outreach specialist with money from our Ready to Read and Oregon Community Foundation grant funds.
- **Refine Our Story** – Continued to increase coordination between the library and museum services with an emphasis on increased visibility and coordination and dedicated resources to IDEAA (Inclusion, Diversity, Equity, Accessibility and Anti-racism) initiatives.
  - Combined library and museum Mission, Vision, Values unifies and defines services.
  - Coordinated on large scale programming like multicultural plaza programming, Dia de Muertos and the Illuminations Project, including finding funding for these programs.
  - Website – Successfully created new museum webpages within the library website, sunsetting the previous museum website.
  - Working to diversify library and museum support groups.

## Initiatives – FY2025

- **Library Remodel** – Remodel to provide continuity of operations. Provides an opportunity to evaluate updated spaces, develop new procedures as needed, and define best uses.
- **Pop-Up Library** – Implement the pop-up library program through grant support.
- **Staff Training** – Provide staff with adequate training to address social support services we provide.
- **Library Staffing** – Evaluate library staffing and look at reclassifying a Library Technician position to a Circulation Specialist: creates opportunity for advancement, efficiencies in workflow and responsibilities, redistributes tasks to appropriate classification level. Funding will come from collections budget; we have found we can supplement collections funding from the Library Foundation Endowment and a small amount of grant support.
- **Data Collection** – Continue to refine our data collection process, working toward transparency, streamlining, and telling our story. Use BlueCloud Analytics and LibConnect software to collect and organize our data, creating efficiency and cost savings through consolidating our software platforms and refining our communications plan.
- **Museum Re-Opening** – Includes new programming such as History Museum nights at the Wildish Theatre and all collections under the same roof.

## Three-Year Considerations – FY2026-FY2028

- **Building Updates** –
  - ADA-compatibility – The library will continue to add new ADA-compatible furnishings to meet patrons' needs.
  - Safety and environmental upgrades to Museum, including roof leak repair, fire suppression, secure external doors, seismic upgrades and temperature and lighting control for collection preservation.
  - From strategic plan: focus on community partnerships and co-location opportunities.
  - Wayfinding to help people locate the library and museum more readily.
- **Community Support** – The library and museum face challenges meeting community needs for services.
  - Continue to evaluate and refine pop-up library program.
  - Find sustainable balance between open building hours and outreach and current staffing.
  - Continue to bring Museum collections online and integrate into library catalog. Work to make the museum photo and artifact collection accessible online.
  - Responding to emergency community needs for resources and space. For example, we saw this need during the recent ice storm, when we served over 5,100 people in the library from Jan. 17-27. Preparedness work to be able to offer help when needed.
- **Focus on Efficiency** – Continue to streamline internal information storage and access with consolidated platforms, enhanced data collection, and defined communication plans.
- **Collections Budget Considerations** –
  - Balance collection budgets with our needs and resources for other library services.
  - There continue to be core library materials that increase in cost every year, both as electronic and in print.
  - The library will continue to look for cost savings, such as with the Oregon Digital Library Consortium to offer a sizable downloadable book collection and the Lane Council of Libraries to share physical materials for free among our patrons.

# LIBRARY SERVICES

Emily David, Library Director

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## Financial Summary by Fund

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	1,892,930	2,001,361	2,115,666	2,207,834
204 Special Revenue Fund	146,442	231,516	229,832	152,805
208 Transient Room Tax Fund	252,143	254,366	274,407	287,807
713 Vehicle & Equipment Fund	1,168	8,000	16,000	8,000
<b>Grand Total</b>	<b>\$ 2,292,683</b>	<b>\$ 2,495,243</b>	<b>\$ 2,635,904</b>	<b>\$ 2,656,446</b>

## Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
0000 Revenues	(163)	-	-	-
1121 Digital Services	713	-	-	-
1129 Arts Commission	18,882	31,614	72,754	59,374
1130 Museum	59,897	72,191	215,948	266,372
1131 Library Operations	1,964,824	2,144,558	1,850,165	1,878,041
1132 Library Collections	171,192	167,747	186,472	169,726
1133 Library Services	52,353	44,911	114,727	82,278
7000 Department Administration	24,303	26,222	179,838	192,656
7030 Accounting and Audit division	(486)	-	-	-
9000 Non-Program	1,168	8,000	16,000	8,000
<b>Grand Total</b>	<b>\$ 2,292,683</b>	<b>\$ 2,495,243</b>	<b>\$ 2,635,904</b>	<b>\$ 2,656,446</b>

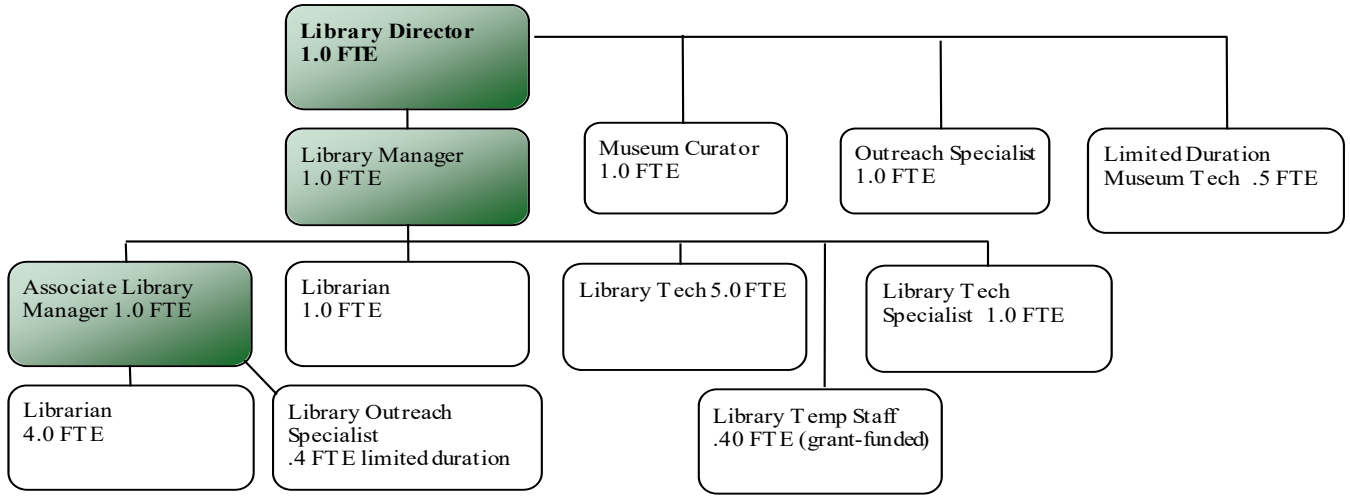
# LIBRARY SERVICES

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## Organizational Structure



## Summary of Full-Time Equivalent by Fund

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
100 General Fund	14.13	14.00	14.00	14.00
204 Special Revenue Fund	0.26	-	0.30	1.30
208 Transient Room Tax Fund	2.24	2.00	2.00	2.00
<b>Grand Total</b>	<b>16.63</b>	<b>16.00</b>	<b>16.30</b>	<b>17.30</b>

## Summary of Full-Time Equivalent by Position

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Lib Tech Specialist	1.00	1.00	1.00	1.00
Librarian	5.00	5.00	5.00	5.00
Library Assistant - On-call	-	-	0.30	0.40
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	5.00	5.00	5.00	5.00
Management Analyst	-	1.00	1.00	1.00
Museum Collections Technician	-	-	-	0.50
Museum Curator	1.00	1.00	1.00	1.00
Outreach Specialist	1.00	-	-	0.40
Temp - Librarian	0.28	-	-	-
Temp - Library	0.28	-	-	-
Temp - Library Technician	0.07	-	-	-
<b>Grand Total</b>	<b>16.63</b>	<b>16.00</b>	<b>16.30</b>	<b>17.30</b>

# LIBRARY SERVICES

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## Summary of Full-Time Equivalent by Program

	FY22	FY23	FY24	FY25
	FTE	FTE	FTE	FTE
1129 Arts Commission	0.50	0.50	0.50	0.50
1130 Museum	1.74	1.50	1.50	2.00
1131 Library Operations	13.47	13.08	13.38	13.88
7000 Department Administration	0.92	0.92	0.92	0.92
<b>Grand Total</b>	<b>16.63</b>	<b>16.00</b>	<b>16.30</b>	<b>17.30</b>

## Performance Measures

Measure	FY24 Target	FY24 Est. Actual	FY25 Target
1.) Number of patron visits to the Museum	3,500	2,121	4,000
<p><b>Why this measure is important:</b> Museum attendance shows daily visits and also how the exhibits contribute to the vibrancy of downtown such as during the Second Friday Artwalk. Reflects community engagement with the museum goal to connect history to the present day. These numbers include visitors for non-fundraising events.</p> <p><b>Why was the target not met:</b> In FY24, the museum closed for six months for collections care, though they were on track to pass the target if they were open.</p>			
2.) Total Circulation of Library Collection	262,000	354,500	380,000
<p><b>Why this measure is important:</b> Tracking circulation of collections purchased – both physical and digital titles – shows good stewardship when purchasing. Also reflects a collection that serves the community needs.</p>			
3.) Number of patron visits to the Library	107,000	108,000	112,000
<p><b>Why this measure is important:</b> Library attendance helps show the impact of bringing community downtown through program and collection offerings.</p>			
4.) Total Average Active Users Per Month	11,000	10,859	11,000
<p><b>Why this measure is important:</b> Tracks how many residents have active accounts giving them access to library collections. A library card for a City resident is good for three years before needing renewal. We offer many services that do not require a library card, such as a large Bring ‘em Back collection managed by the Friends of the Library, an hour guest pass for public computer use, printing services, programs, and meeting and study spaces.</p>			
5.) Participation in Library and Museum Programs	9,000	13,000	14,000
<p><b>Why this measure is important:</b> Shows the impact of bringing people downtown. Increased engagement helps gauge focus of programming offerings, helps support early learning initiatives, school-age educational support and the lifelong learning.</p>			

# LIBRARY SERVICES

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# POLICE

## Department Overview

The Police Department consists of the Office of the Chief, the Operations Division, the Operations Support Division, the Jail Services Division, and the Business Services Division. Policing services are part of the governmental process that provides for overall public safety through the protection of life, property, and community partnership. The Police Department is tasked with the responsibility of enforcing laws that are enacted by elected officials or by voter approved ballot measures and that are interpreted by the court system. Criminal conduct is regulated through strategies that include enforcement of state and local laws, ordinances and regulations, community engagement, community education, and collaborative problem solving.

The Police Department provides year-round, 24-hour service to the Springfield Community through response to prioritized calls for service, visible police patrols, investigation of crime, enforcement of traffic laws, animal control enforcement, and by providing detention services for municipal offenders. The Police Department also performs community outreach, provides crime prevention and safety education, and coordinates the dispatch of mobile mental health and crisis services. The organization is committed to its role as a community guardian by equally serving and protecting every member of the community in a equitable, fair, and just manner.

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
5 PERSONNEL SERVICES	18,397,418	18,831,342	21,486,155	21,994,263
6 MATERIALS & SERVICES	4,660,737	5,701,972	6,386,848	5,445,262
7 CAPITAL OUTLAY	143,073	608,800	762,500	85,000
<b>Grand Total</b>	<b>\$ 23,201,228</b>	<b>\$ 25,142,114</b>	<b>\$ 28,635,503</b>	<b>\$ 27,524,525</b>

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

## Budget Summary – FY2025

### Staffing

The Springfield Police Department FY2025 proposed budget has 124 full time employee (FTE) positions, 84.5 FTE supported by the General Fund, 39 FTE supported by the Police and Jail Local Option Levy Fund, and one half (0.5) FTE supported by the Special Revenue Fund.

Recruitment of experienced officers and staff, as well as individuals new to the public safety profession, has been a focus in recent years and the department has been successful in these efforts. The department intends to continue its focus on recruitment and retention.

### Department Funding

The Police Department is primarily funded by General Fund and Police and Jail Local Option Levy Fund tax revenue. The Police and Jail Local Option Levy Fund is also partially funded from revenue earned by providing outside agencies inmate housing services.

### Service Level Changes

Lane County Behavioral Health is actively developing a mobile crisis services program to support Lane County. For many years Lane County has financially supported a significant portion of the White Bird

CAHOOTS program cost for Springfield mobile crisis services. Lane County contributed 50% of CAHOOTS program cost in fiscal year 2024, totaling approximately \$523,000. Over the next few months, City of Springfield leadership will work with Lane County Behavioral Health regarding the plan for continued mobile crisis services to Springfield community members. The service level, scope of contracted services from White Bird CAHOOTS, and budgetary impact is still being determined.

## Accomplishments – FY2024

- **Department Accreditation** – The department has worked towards achieving accreditation status over the last year. The onsite accreditation assessment was completed by a Northwest Accreditation Alliance (NWAA) assessor in February 2024. The NWAA board will review the final report and vote on the department’s accreditation status in April 2024. Funding for contracted project management and other accreditation project costs was supported by a U.S. Department of Justice, Office of Community Oriented Policing Services grant.
- **Increased Training Opportunities** – The department had individuals attend trainings and conferences to enhance staff knowledge of specialized training that align with industry standards and encouraging career and leadership development. Examples of expanded training opportunities include crowd management training, specialized investigation training, and attendance at public safety conferences such as International Association of Chiefs of Police, Association of Public Safety Communication Officials, Northwest Peer Support, Western States Hostage Negotiators Association, and Crisis Intervention Team International.
- **Hiring Level Improvements** – In response to focused recruitment and hiring efforts, staffing levels have improved for both sworn and non-sworn positions. When comparing staffing levels for February 2023 and February 2024, sworn staffing levels improved from 81% to 90% of positions filled and overall staffing improved from 82% to 88% of positions filled.
- **Technology Improvements** – With support from Springfield IT staff, the department initiated several projects to improve efficiencies and resiliency, to include the implementation of a public safety grade phone system for police dispatch, an updated hosting model for the jail management system, and evaluation and procurement of new mobile computers for patrol. Additionally, the departments recently established Unmanned Aerial System (UAS or drone) program has been an extremely valuable tool that improves officer safety and enhances our ability to de-escalate potentially violent situations.

## Initiatives – FY2025

- **Focused Operations** – The department intends to continue focused operations benefiting the Springfield community to include focused missions by the Crime Reduction Unit (CRU) and involvement in regional efforts to combat internet crimes against children (ICAC).
- **Metro Drone Team** – The department will explore options to fund the UAS program and support continued partnership with Eugene Police Department and the Metro Drone Team.
- **Evaluate Online Crime Reporting** – The department will conduct a pilot program allowing the community to submit certain types of reports online. The pilot project would evaluate potential efficiencies provided for community members and evolving service expectations.
- **Jail Accreditation** – The jail is pursuing accreditation to align operations with recognized best practices and reduce risk. This will be a multi-year effort with a substantial portion of the work conducted in fiscal year 2025.

**Future Year Considerations – FY2026-FY2028**

- **Staffing – Adequate** staffing in all positions is critical to service and sustained trust with the Springfield community. We are working with the City to ensure we remain competitive in support of our recruiting and hiring efforts and incentives to attract future candidates.
- **Policing Industry Trends** –The Springfield Police Department continues to focus efforts to enhance the agency as a model policing organization through establishment of a culture of professionalism and excellence. To do so, opportunities to develop professionally must be provided to our employees accomplished in part by supporting participation in high quality training. We must focus on the health and well-being of our members as they are the most valuable component of our ability to deliver public safety service. We must provide opportunities for non-enforcement engagement and community interaction to develop and maintain public trust.
- **Technology and Equipment** - Leveraging new and existing technologies can improve transparency, trust, and data collection that will lead to innovation and improvement. Technology has been utilized to create efficiencies, access new information, and provide a framework for standardization, reporting, and data analysis. With new technologies comes additional expense for initial and ongoing licensing, storage, equipment, and future replacement. New equipment affords the opportunity to streamline processes, reduce risk, and meet service needs. With increased cost trends exceeding materials and service budgetary increases, replacement of existing equipment at the end of its useful life and adequately budgeting essential materials is challenging (i.e. vehicles and fuel). The department will need to continue mindful utilization of new and existing technologies and equipment to support goals and initiatives.

**Financial Summary by Fund**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Amended</b>	<b>Proposed</b>
100 General Fund	16,565,495	17,163,848	18,535,694	17,774,949
204 Special Revenue Fund	170,857	452,749	1,142,771	1,320,230
236 Police Local Option Levy Fund	6,321,803	7,038,041	8,004,538	8,344,346
713 Vehicle & Equipment Fund	143,073	487,475	952,500	85,000
<b>Grand Total</b>	<b>\$ 23,201,228</b>	<b>\$ 25,142,114</b>	<b>\$ 28,635,503</b>	<b>\$ 27,524,525</b>

# POLICE

Andrew Shearer, Chief of Police

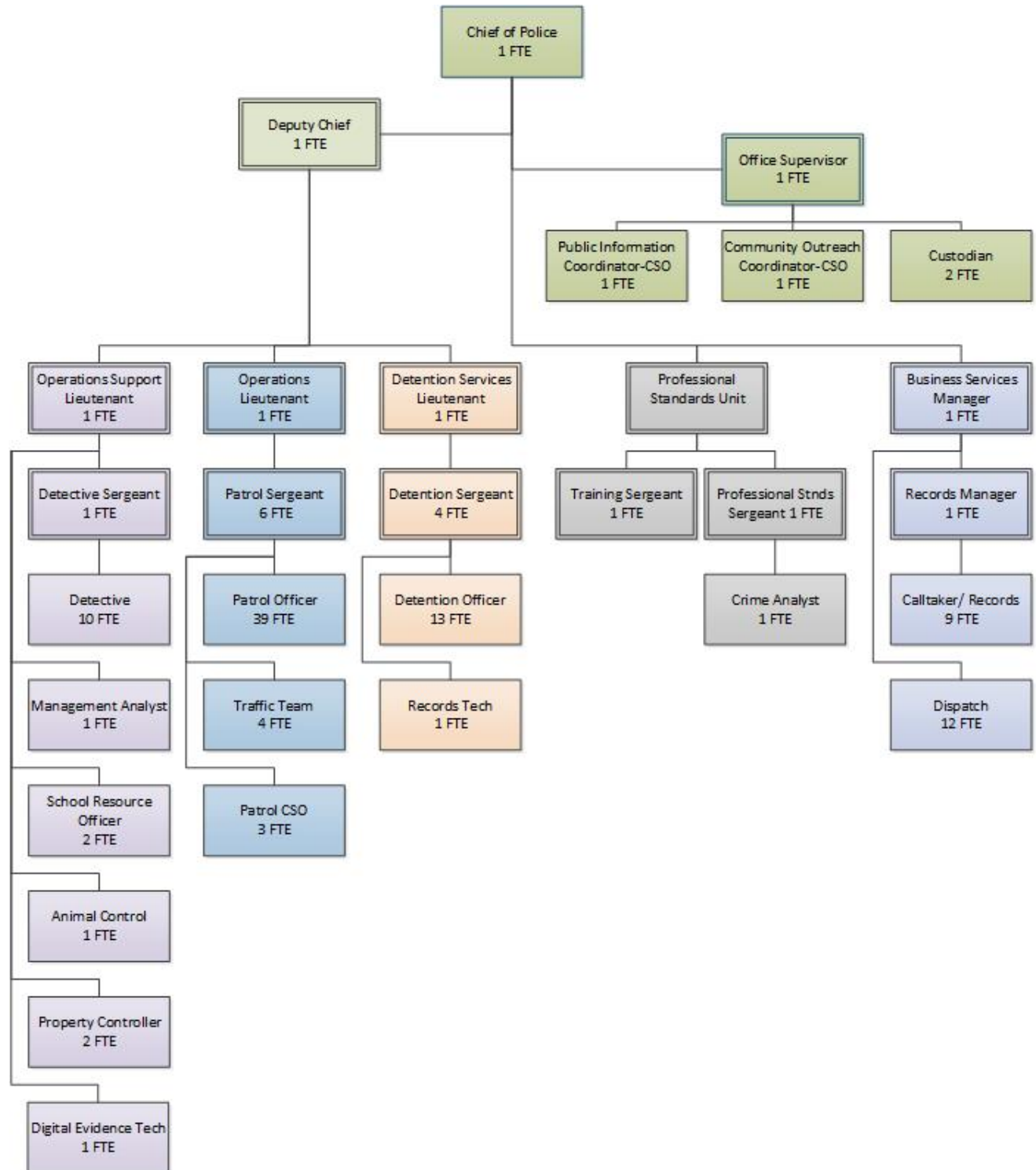
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## Financial Summary by Program

	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
1141 Hiring & Professional Standards	363,235	572,317	780,608	772,934
1142 Training/Professional Standards and Certifications	4	10	-	-
1144 Patrol - Sworn	9,507,842	9,749,498	10,655,684	9,862,318
1145 Patrol - Non-Sworn	407,677	374,695	459,572	463,833
1146 Traffic Team	746,623	654,207	810,875	739,547
1148 K-9 Unit	735,858	807,339	801,531	908,724
1149 Drug Dog	190,115	201,815	172,519	212,992
1150 Major Accident Investigation Team (MAIT)	1,794	1,574	-	-
1154 Detectives (fka Investigations)	1,966,526	2,009,499	2,731,090	2,939,118
1159 Computer Forensics	240,299	277,811	-	-
1160 Critical Incident Response (fka SWAT)	76,338	28,885	2,000	2,000
1161 School Resource Officers	335,499	365,425	340,590	373,814
1162 Animal Control	180,346	184,815	183,358	195,652
1163 Community Outreach (fka Crime Prevention and Community Relations)	304,249	340,751	386,233	421,246
1166 CAHOOTS	464,027	612,588	538,706	550,618
1167 Dispatch	1,697,769	1,815,297	2,268,942	2,135,317
1168 Records & Calltaking	1,054,838	1,081,885	1,365,843	1,467,927
1170 Property/Evidence	393,976	397,136	418,155	440,660
1174 Municipal Jail - Court Support	45,167	12,248	-	-
1175 Jail - Operation	3,444,008	4,398,710	4,778,553	5,004,323
1176 Jail - Records	67,974	13,905	-	-
7000 Department Administration	334,726	317,143	482,253	418,343
7022 City Facilities Operations, Maintenance and Custodial Services	2,259	61	-	-
7090 Building and Security Maintenance	497,007	437,023	506,490	530,160
9000 Non-Program	143,073	487,475	952,500	85,000
<b>Grand Total</b>	<b>\$ 23,201,228</b>	<b>\$ 25,142,114</b>	<b>\$ 28,635,503</b>	<b>\$ 27,524,525</b>

**Organizational Structure**



# POLICE

Andrew Shearer, Chief of Police

[police@springfield-or.gov](mailto:police@springfield-or.gov)

541.726.3729

## Summary of Full-Time Equivalent by Position

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
Comm Svcs Officer 2	3.00	3.00	3.00	3.00
Comm Svcs Officer 2 AnSvc	1.00	1.00	1.00	1.00
Crime Analyst I	-	1.00	1.00	1.00
Custodian	2.00	2.00	2.00	2.00
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	1.00	1.00	1.00
Office Supervisor	1.00	1.00	1.00	1.00
Police Business Services Mgr	-	1.00	1.00	1.00
Police Call Taker/Records Clk	9.00	9.00	9.00	9.00
Police Chief	1.00	1.00	1.00	1.00
Police Comm Information Coord	1.00	1.00	1.00	1.00
Police Comm Outreach Coord	1.00	1.00	1.00	1.00
Police Deputy Chief	-	1.00	1.00	1.00
Police Detective	10.00	10.00	10.00	10.00
Police Digital Evidence Tech	1.00	1.00	1.00	1.00
Police Dispatcher	12.00	12.00	12.00	12.00
Police K-9	5.00	5.00	5.00	5.00
Police Lieutenant - Detectives	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	3.00	3.00	3.00	3.00
Police Office Supervisor	1.00	1.00	1.00	1.00
Police Officer	35.00	35.00	35.00	35.00
Police Program Tech	1.00	1.00	1.00	1.00
Police School Resource Officer	2.00	2.00	2.00	2.00
Police Sergeant	2.00	2.00	2.00	2.00
Police Sergeant- Detectives	1.00	1.00	1.00	1.00
Police Sergeant Patrol	6.00	6.00	6.00	6.00
Property Controller	2.00	2.00	2.00	2.00
<b>Grand Total</b>	<b>122.00</b>	<b>124.00</b>	<b>124.00</b>	<b>124.00</b>

## Summary of Full-Time Equivalent by Fund

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
100 General Fund	82.93	83.93	84.00	80.00
204 Special Revenue Fund	-	1.00	1.00	5.00
236 Police Local Option Levy Fund	39.08	39.08	39.00	39.00
<b>Grand Total</b>	<b>122.00</b>	<b>124.00</b>	<b>124.00</b>	<b>124.00</b>

# POLICE

Andrew Shearer, Chief of Police

[police@springfield-or.gov](mailto:police@springfield-or.gov)

541.726.3729

## Summary of Full-Time Equivalent by Program

	FY22 FTE	FY23 FTE	FY24 FTE	FY25 FTE
1141 Hiring & Professional Standards	1.30	3.30	3.30	3.30
1144 Patrol - Sworn	42.12	41.76	41.80	41.90
1145 Patrol - Non-Sworn	3.13	3.00	3.00	3.00
1146 Traffic Team	4.08	4.00	4.00	4.00
1148 K-9 Unit	4.00	4.00	4.00	4.00
1149 Drug Dog	1.00	1.00	1.00	1.00
1154 Detectives (fka Investigations)	11.54	13.39	13.40	13.35
1159 Computer Forensics	1.20	-	-	-
1160 Critical Incident Response (fka SWAT)	0.05	-	-	-
1161 School Resource Officers	2.05	2.00	2.00	2.00
1162 Animal Control	1.05	1.00	1.00	1.00
1163 Community Outreach (fka Crime Prevention and Community Relations)	2.69	2.29	2.30	2.35
1167 Dispatch	12.25	12.25	12.30	12.30
1168 Records & Calltaking	10.15	10.25	10.30	10.30
1170 Property/Evidence	3.05	3.10	3.00	3.00
1174 Municipal Jail - Court Support	1.05	-	-	-
1175 Jail - Operation	16.87	19.38	19.30	19.15
1176 Jail - Records	1.05	-	-	-
7000 Department Administration	1.24	1.29	1.30	1.35
7090 Building and Security Maintenance	2.15	2.00	2.00	2.00
<b>Grand Total</b>	<b>122.00</b>	<b>124.00</b>	<b>124.00</b>	<b>124.00</b>

## Performance Measures

Measure	Calendar Year 2023 Target	Calendar Year 2023 Actuals	Calendar Year 2024 Target
1.) Maintain or reduce the number of property crimes.	< 3396	2513	<2513
<b>Why this measure is important:</b> Demonstrates level of safety as it pertains to property crime.			
2.) Maintain or reduce the number of person crimes.	< 927	840	< 840
<b>Why this measure is important:</b> Demonstrates level of safety as it pertains to person crime.			
3.) Maintain or improve property crime clearance rate.	> 19.52%	23.60%	>23.60%
<b>Why this measure is important:</b> Demonstrates level of resolved property crimes.			
4.) Maintain or improve person crime clearance rate.	> 62.03%	71.31%	>71.31%
<b>Why this measure is important:</b> Demonstrates level of resolved person crimes.			
5.) Less than a 4 minute response to Priority 1 incidents.	< 4 minutes	1.58 minutes	< 4 minutes
<b>Why this measure is important:</b> Measures operational responsiveness.			

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# CAPITAL BUDGET



# CAPITAL BUDGET

## Capital Budget Summary:

The FY25 Capital Budget is based on the City's Capital Improvement Program (CIP), *A Community Reinvestment Plan*, which is a five-year outlook that describes the near-term program for funding, evaluation, and construction of City owned and operated public facilities. The CIP includes cost estimates and projected financing for maintaining, improving, or adding to the City's increasing investment in fixed assets. These projects and 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 of Springfield, 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 and unfunded projects from prior years, and develops a proposed allocation of project funding including 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 (e.g., ODOT) pays for work directly, the Capital Budget will not show those funds even though they are spent on City projects.

The proposed FY25 Capital Budget of nearly \$87.1 million is \$16.2 million less than the adopted FY24 Capital Budget and reflects both City and Metropolitan Wastewater Management Commission capital programming. The MWMC approves its Capital Budget, which also passes through the City of Springfield budget, as previously noted. The proposed FY25 City of Springfield Capital Budget is \$18 million, and the FY25 MWMC capital budget is \$69.1 million. While projects were completed during the FY24 budget year, the FY25 Capital Budget represents new projects programmed in the local (City) and regional (MWMC) capital budgets, and additional funds programmed to previously planned or adopted programs or projects. Several projects funded in the FY24 City of Springfield capital budget were completed, including the last general obligation street bond preservation projects (Centennial Boulevard), Gateway-Kruse Traffic Improvements, S 37th St./S 38th St./Osage St./Janus St. Sewer Extension, S. 28th Street Sewer Extension, and the rehabilitation of a large wastewater trunkline between 42nd and 48th Streets. Upgrades to the council chambers were recently completed in 2023.

A key effort represented in the FY25 Capital Budget will be finalizing the design and soliciting construction bids to complete the extension of wastewater pipelines in the Jasper/Natron, the Reconstruction of Mill Street, and continuing the Franklin Boulevard Phase 2 design. Several projects are programmed in the FY25 Capital Budget for which the design phase will begin with construction that is

# CAPITAL BUDGET

anticipated in upcoming budget cycles. Those projects include wastewater rehabilitation projects as well as transportation projects that have been awarded federal aid grants.

The City continues to face several critical building/facility operations, maintenance, and preservation issues. In preparation for the FY21 Capital Budget, a list of \$59 million in deferred/backlog facilities repairs was identified, along with a \$300 thousand annual need for routine maintenance and ongoing annual maintenance/preservation needs. In FY09, the City implemented an Internal Building Preservation Charge with the intent to program \$300 thousand annually for ongoing preservation. Since inception, the Internal Building Preservation Charge, on average, has generated just over \$270 thousand per year dedicated to projects through FY22. Staff has developed the City Buildings/Facilities Work Plan, which includes all City Fire Stations, City Hall, Springfield Justice Center, Development and Public Works operations facilities, Springfield Depot, and the Carter Building. For example, the FY25 – FY29 Capital Improvement Program includes an unfunded project to replace the City Hall HVAC System at an estimated cost of \$1.8 million. The last major update or replacement to the system was more than 20 years ago, and the current units are nearing the end of their serviceable life.

## Major Projects:

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

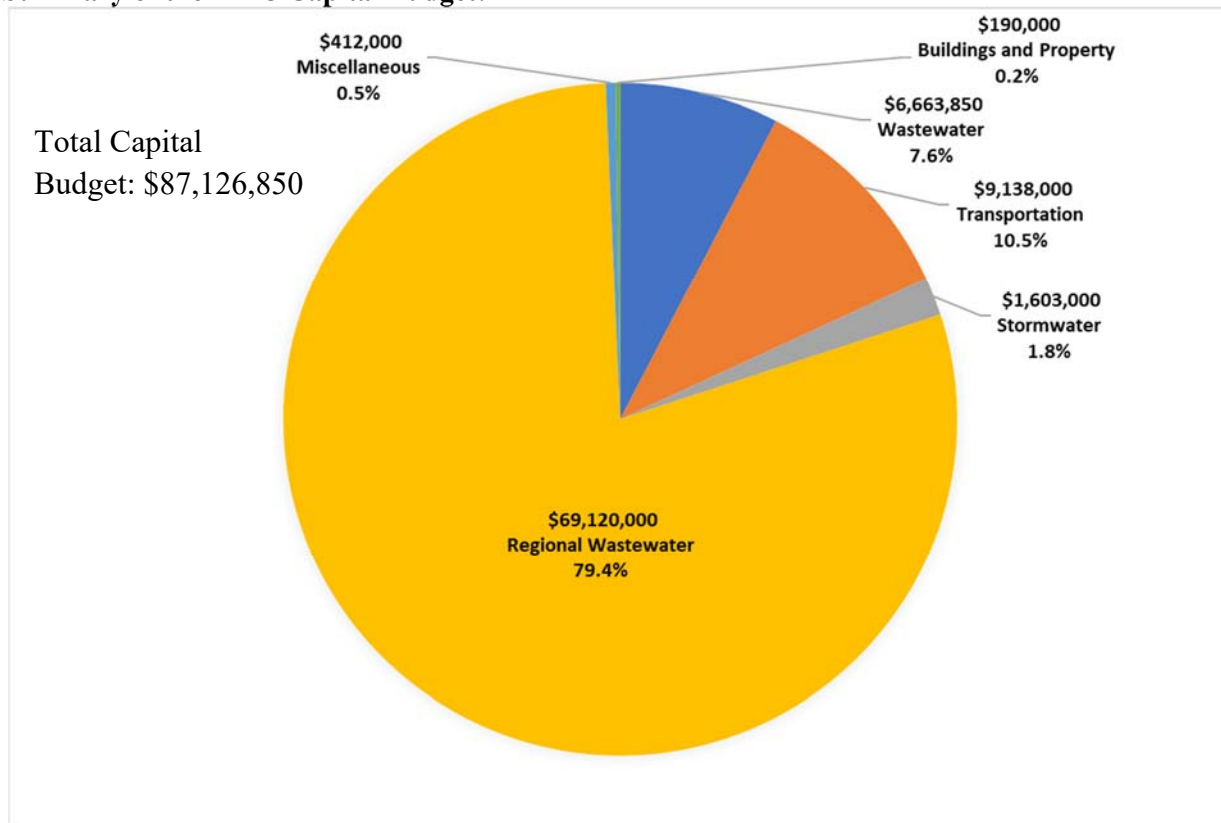
- South 28<sup>th</sup> Street Paving and Wastewater Pipe Extension – The City of Springfield received Congestion Mitigation Air Quality funding to be utilized for paving the gravel portion of S. 28th St. from South F St. to the city limits (approximately 0.25 miles). In addition to paving, the project will include an 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. The wastewater pipe extension portion of the project was completed in FY23, and the street paving/stormwater element is planned to begin at the end of FY25.
- 70<sup>th</sup> and 72nd Street Wastewater Basin Rehabilitation – One of the key goals of the Capacity, Management, Operations, and Maintenance Program is to eliminate inflow and infiltration (I/I) of groundwater into the sanitary sewer system. Utilizing the recently updated and calibrated hydraulic model, sanitary sewer basins with potentially high levels of I/I were identified. Two micro-basins (70th Street and 72nd Street) have been programmed for rehabilitation in the FY23-FY27 Capital Improvement Program, with the design of the 70th Street Basin planned to begin in FY23.
- Jasper Trunk Sewer – Phase 3 – The City Council approved funding for the extension of the Jasper Trunk Sewer by adopting 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 the urban-level development of the Jasper-Natron area. Construction is planned to begin at the end of FY24.
- Mill Street Reconstruction – The City of Springfield secured federal funds to reconstruct Mill Street from South A Street to Centennial Boulevard. The project is slated to reconstruct the roadway due to the pavement failure. The project will include American Disability Act (ADA) pedestrian ramp upgrades, lighting improvements, bicycle facilities, and stormwater treatment facilities. In addition, older wastewater and stormwater mains will be replaced. Construction is anticipated to begin in early FY25.

# CAPITAL BUDGET

- Laura Street Reconstruction** – As part of the reconstruction of Laura Street, the City will add a stormwater treatment system, including new curbs and gutters, inlets, pipes, and treatment swales. The project will also replace the failing 36-inch culvert, which carries Channel 6 under and across Laura Street, with a new 48-inch culvert, which is part of the larger Channel 6 improvements to reduce flooding in the area. The project is currently in design, with construction planned to begin at the end of FY24.
- Franklin Boulevard** – The Franklin Boulevard Reconstruction Project includes constructing modern urban standard improvements on the old Hwy 99 alignment in Glenwood called Franklin Boulevard between the Franklin Blvd./Glenwood Blvd. intersection, and the Franklin Blvd./ Franklin Blvd. (Hwy 225) intersection. The project aims to support Glenwood's redevelopment and regional safety and mobility for transit, bicycles/pedestrians, and automobiles. Phase 1 construction was completed in 2018. Phase 2 includes the remaining design and construction of the roundabout at the intersection of Mississippi Boulevard and Franklin Blvd. In partnership with the City of Eugene, the City of Springfield applied for, and received, a federal grant for the Phase 2 improvements. Phase 2 will include the construction of a roundabout at the Mississippi Blvd. intersection - the remaining portion from Mississippi to I-5. Phase 3 will be completed once additional funding is acquired, and Phase 2 is constructed.

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 FY25 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 the development of new facilities, or new and expanded infrastructure, may result in additional operating costs, or savings, in future years.

For example, while construction of a new fire station 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. Instead, they are incorporated into the operating budget beginning in the year that the facility is anticipated to become operational. A vital 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 into 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 FY25 Capital Budget indicates that several proposed projects do not have a measurable operating impact. In many cases, these projects are planning activities that do not result in additional infrastructure or equipment. The Capital Budget includes approximately \$1.2 million in projects with no significant operational impact. For example, projects that do not impact the City's operational budget include expenditures to plan for future infrastructure needs through 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 projects whose 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 \$7.6 million is budgeted for such projects. Projects such as the \$3.5 million budgeted for the 70<sup>th</sup> and 72<sup>nd</sup> Street Wastewater Basin Rehabilitation 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 a 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 constructed by private developers. The City's participation pays for portions of those capital expenditures, which are principally for the benefit of the public, not the particular development. While there will be an operating impact on 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 \$12.1 million. The increased

## CAPITAL BUDGET

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operating costs resulting from these capital improvements are estimated to be about \$750,000 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 historically less than stated above.

# CAPITAL BUDGET

## Capital Project Detail:

		FY24	FY25
		Adopted	Proposed
<b>Transportation and Street Projects</b>			
<b><u>P21137 2017 Traffic Sig Modernization</u></b>	Street Capital Fund	\$ 80,946	\$ -
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.	<b>Total Project Budget</b>	<b>\$ 80,946</b>	<b>\$ -</b>
<b><u>P21147 Filling the Gaps-SRTS</u></b>	Storm Drainage Fund	\$ 151,302	\$ 200,000
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.	<b>Total Project Budget</b>	<b>\$ 151,302</b>	<b>\$ 200,000</b>
<b><u>P21155 S. 28th St. Paving - CMAQ</u></b>	Sanitary Sewer Fund	\$ -	\$ 1,500,000
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	\$ 1,171,251	\$ 500,000
	Street Capital Fund	\$ -	\$ 100,000
	<b>Total Project Budget</b>	<b>\$ 1,171,251</b>	<b>\$ 2,100,000</b>
<b><u>P21156 Mill Street Reconstruction</u></b>	SDC Improvement (Transportation)	\$ 15,000	\$ -
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 reconstructed corridor will include ADA upgrades as well as Bike and Pedestrian facilities per Springfield Transportation System Plan Project PB-20). Total Project budget	Sanitary Sewer Fund	\$ 200,000	\$ -
	Storm Drainage Fund	\$ 297,000	\$ 2,000,000
	Street Capital Fund	\$ 45,097	\$ 351,000
	<b>Total Project Budget</b>	<b>\$ 557,097</b>	<b>\$ 2,351,000</b>
<b><u>P21159 Virginia/Daisy Bikeway Phase 2</u></b>	SDC Improvement (Transportation)	\$ 594,000	\$ 10,000
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.	Storm Drainage Fund	\$ -	\$ 15,000
	<b>Total Project Budget</b>	<b>\$ 594,000</b>	<b>\$ 25,000</b>
<b><u>P21173 COS Signal Enhancements</u></b>	Street Capital Fund	\$ -	\$ 140,000
The purpose of this project is to reduce fatal and serious intersection crashes by upgrading the equipment and using a combination of technology and visual enhancements. Signal enhancements may include: Replacing signal heads where needed, Installing reflective back plates behind the signals, Installing countdown signs for pedestrians so that they know how much time they have to cross safely, Adding flashing yellow left turn arrows. These safety enhancements will make it easier for drivers to see and understand the traffic signals and for pedestrians to know when it is safe to cross the street. Signal improvements will include intersections on Centennial Blvd., Mohawk Blvd., Olympic St., Pioneer Pkwy., Q St., Harlow Rd., Gateway St., 42nd St., MLK Blvd., 14th St., and 5th	<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 140,000</b>
<b><u>P21176 Franklin OR225 (end of City Jurisdiction)</u></b>	Storm Drainage Fund	\$ -	\$ 125,000
NEPA analysis and horizontal layout for Franklin (Hwy 225).	Street Capital Fund	\$ -	\$ 15,000
	<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 140,000</b>
<b><u>P21184 Q Street Recon - 5th to Pion PK</u></b>	Street Capital Fund	\$ 73,000	\$ -
Reconstruct Q Street from 5th Street west to Pioneer Parkway East including ADA	<b>Total Project Budget</b>	<b>\$ 73,000</b>	<b>\$ -</b>
<b><u>P21193 42nd St Mobility-Safety Improv</u></b>	Street Capital Fund	\$ 12,000,000	\$ 100,000
42nd St Mobility and Safety Improvements: Upgrades to address safety and operations, in particular for freight accessing the OR 126 Expressway- Freight Route and OR 126B Main	<b>Total Project Budget</b>	<b>\$ 12,000,000</b>	<b>\$ 100,000</b>

# CAPITAL BUDGET

		FY24	FY25
		Adopted	Proposed
<b>Transportation and Street Projects, continued</b>			
<b><u>P21194 2023 Slurry Seal</u></b>	Street Capital Fund	\$ 234,000	\$ 200,000
2023 Slurry Seal on Local Streets, Joint Contract w/Lane County and City of Eugene.	<b>Total Project Budget</b>	<b>\$ 234,000</b>	<b>\$ 200,000</b>
<b><u>P21195 42nd Overlay IP to Marcola</u></b>	Street Capital Fund	\$ 1,650,000	\$ 2,050,000
The 42nd Street Pavement Preservation Project will improve the travel surface of 42nd Street from the south entrance of International Paper to Marcola Road. The project consists of the following: (A) Pavement two-inch (2") overlay; (B) Americans with Disabilities Act (ADA) upgrades to existing ramps; and (C) Striping and signing. Design work is anticipated to start April 2023, with award of the construction contract by fall 2023, and construction completion by summer 2024.	<b>Total Project Budget</b>	<b>\$ 1,650,000</b>	<b>\$ 2,050,000</b>
<b><u>P21196 Walking and Biking Network Imp</u></b>	Storm Drainage Fund	\$ -	\$ 622,000
Various locations in Springfield have been identified by the Springfield Bicycle and Pedestrian Advisory Committee and were adopted into Springfield's 2035 Transportation System Plan and the Central Lane Regional Transportation System Plan as critical pedestrian crossing locations that need enhancements to improve safety.	<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 622,000</b>
<b><u>P21200 Aspen Street Improvements</u></b>	Street Capital Fund	\$ -	\$ 415,000
The City has negotiated jurisdictional on Aspen St. and Menlo Lp. Between Centennial Blvd. and Tamarack St. As part of the transfer agreement, the County is giving the City \$415,000 to facilitate pavement improvements as well as facilities upgrades (e.g.,	<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 415,000</b>
<b><u>P41049 West D St. Bike Improvements</u></b>	Street Capital Fund	\$ 34,100	\$ 250,000
A bicycle and pedestrian safety project that will include improving the transition for people riding bikes from the Northbank Path onto West D Street, enhancing bicycling conditions along West D Street to Mill Street, as well as other crossing enhancements.	<b>Total Project Budget</b>	<b>\$ 34,100</b>	<b>\$ 250,000</b>
<b><u>P61003 ADA Transition Projects</u></b>	SDC Reimbursement (Transportation)	\$ 50,000	\$ 50,000
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	Street Capital Fund	\$ 175,000	\$ 50,000
	<b>Total Project Budget</b>	<b>\$ 225,000</b>	<b>\$ 100,000</b>
<b><u>P61007 Transportation Demand</u></b>	SDC Improvement (Transportation)	\$ 140,000	\$ 10,000
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.	<b>Total Project Budget</b>	<b>\$ 140,000</b>	<b>\$ 10,000</b>
<b><u>P61008 Traffic Control Projects</u></b>	SDC Improvement (Transportation)	\$ 520,000	\$ 35,000
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.	<b>Total Project Budget</b>	<b>\$ 520,000</b>	<b>\$ 35,000</b>
<b><u>P61009 Gateway Traffic Improvements</u></b>	SDC Improvement (Transportation)	\$ 1,070,000	\$ 225,000
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.	<b>Total Project Budget</b>	<b>\$ 1,070,000</b>	<b>\$ 225,000</b>
<b><u>P61014 Street Preservation &amp; Maint.</u></b>	Street Capital Fund	\$ 300,000	\$ 150,000
Funds set aside in this ongoing programming are traditionally used for an annual slurry seal project on local/residential streets.	<b>Total Project Budget</b>	<b>\$ 300,000</b>	<b>\$ 150,000</b>
<b><u>P61015 Regional ITS Communications</u></b>	SDC Improvement (Transportation)	\$ 25,000	\$ 25,000
Intelligent Transporations Systems (ITS) projects in various locations to increase communications, capacity, safety and traveler information. 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.	<b>Total Project Budget</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>Total Transportation and Street Capital Budget</b>		<b>\$18,825,696</b>	<b>\$9,138,000</b>



# CAPITAL BUDGET

Sanitary Sewer Projects		FY24 Adopted	FY25 Proposed
<b><u>P21065 Jasper Trunk Sewer - Phase 3</u></b>			
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.	SDC Improvement (Sewer)	\$ 660,000	\$ -
	Sanitary Sewer Fund	\$ 1,683,157	\$ 1,500,000
	<b>Total Project Budget</b>	<b>\$ 2,343,157</b>	<b>\$ 1,500,000</b>
<b><u>P21166 28th St. Sanitary Sewer Extension</u></b>			
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.	Sanitary Sewer Fund	\$ 829,945	\$ -
	<b>Total Project Budget</b>	<b>\$ 829,945</b>	<b>\$ -</b>
<b><u>P21170 42nd - 48th Ssanitary Sewer Rehab</u></b>			
This project involves the rehabilitation of the sanitary sewer between 42nd and 48th St approximately around E St. The sewer has reached the end of its useful life and the rehabilitation is necessary to enable the City to maintain compliance with federal and state requirements to eliminate sanitary sewer overflows. Springfield has an obligation under the Environmental Protection Agency (EPA) order to maintain the wastewater system such that all sanitary sewer overflows are eliminated as well as assuring public health and	Sanitary Sewer Funds	\$ 510,778	\$ -
	<b>Total Project Budget</b>	<b>\$ 510,778</b>	<b>\$ -</b>
<b><u>P21181 S. 37th, S. 38th &amp; Osage Sewer</u></b>			
Install sanitary sewer extensions to make service available to lots along S. 37th St, S. 38th St, Osage St/ S. 40th Pl.	Sanitary Sewer Funds	\$ 300,000	\$ -
	<b>Total Project Budget</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b><u>P21185 70th St Wastewater Monitoring</u></b>			
Microbasin rehabilitation project that includes repair and/or replacement of the publicly maintained wastewater collection system serving the 70 <sup>th</sup> Street area.	Sanitary Sewer Funds	\$ 2,000,000	\$ 800,000
	<b>Total Project Budget</b>	<b>\$ 2,000,000</b>	<b>\$ 800,000</b>
<b><u>P21186 72nd St Wastewater Basin Rehab</u></b>			
Microbasin rehabilitation project that includes repair and/or replacement of the publicly maintained wastewater collection system serving the 72nd Street area.	Sanitary Sewer Fund	\$ 1,500,000	\$ 200,000
	<b>Total Project Budget</b>	<b>\$ 1,500,000</b>	<b>\$ 200,000</b>
<b><u>P21192 2023 Main. Hole Rehabilitation</u></b>			
Work consists 22 minor adjustment of maintenance holes at various locations in Springfield. Construction activities involves saw-cutting around existing maintenance holes,	Street Capital Fund	\$ -	\$ 60,000
	<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 60,000</b>
<b><u>P21204 Harbor Drive Pump Station</u></b>			
The S. 2nd St./Harbor Drive area currently does not have sanitary sewer service. The Council has directed staff to analyze areas within the UGB where investment in	SDC Improvement (Sewer)	\$ -	\$ 1,000,000
	<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b><u>P41062 Wastewater Master Plan</u></b>			
The Wastewater Master Plan identifies the needed improvements to the local wastewater system, based on current conditions and anticipated growth over the next 20 years. Springfield's Wastewater Master Plan was last updated in 2008, and all the capital improvements identified in that version of the plan have been constructed, so the City is updating the plan in collaboration with contractor Consor (formerly Murrysmith).	Street Capital Fund	\$ -	\$ 6,500
	<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 6,500</b>
<b><u>P41064 Comp Flow Monitoring 2022</u></b>			
Maintain and advance the current collection system and flow monitoring program for three years, starting April, 2022.	Sanitary Sewer Fund	\$ 176,000	\$ 97,350
	<b>Total Project Budget</b>	<b>\$ 176,000</b>	<b>\$ 97,350</b>
<b><u>P61000 CMOM Planning &amp; Implementation</u></b>			
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	Sanitary Sewer Fund	\$ 1,700,000	\$ 2,000,000
	<b>Total Project Budget</b>	<b>\$ 1,700,000</b>	<b>\$ 2,000,000</b>
<b><u>P61001 Wastewater Repair</u></b>			
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.	SDC Reimbursement (Sewer)	\$ 250,000	\$ 250,000
	Sanitary Sewer Fund	\$ 250,000	\$ 250,000
	<b>Total Project Budget</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
<b><u>P61013 Local Sewer Extension</u></b>			
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.	Sanitary Sewer Fund	\$ 1,000,000	\$ 500,000
	<b>Total Project Budget</b>	<b>\$ 1,000,000</b>	<b>\$ 500,000</b>
<b>Total Sanitary Sewer Capital Budget</b>		<b>\$10,859,880</b>	<b>\$6,663,850</b>

# CAPITAL BUDGET

		FY24	FY25
		Adopted	Proposed
<b>Stormwater Projects</b>			
<b><u>P21124 5th St./EWEB Storm Pipe</u></b>	Storm Drainage Fund	\$ 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-	<b>Total Project Budget</b>	<b>\$ 111,500</b>	<b>\$ -</b>
<b><u>P21138 Irving Slough Improvements</u></b>	Storm Drainage Fund	\$ 1,225,000	\$ 750,000
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.	<b>Total Project Budget</b>	<b>\$ 1,225,000</b>	<b>\$ 750,000</b>
<b><u>P21202 Lower Mill Race Design</u></b>	Storm Drainage Fund	\$ -	\$ 400,000
The Over-Under Channel ststm has approximately 2,200 linear feet of woodstave pipe, and 1,000 linear feet of corrugated metal pip (CMP) remaining under the existing channel. Phase 2 is intended to replace the existing woodstave and remaining CMP with a new pipe, as well as provide a parallel pipe for additional capacity as recommended in the 2008 Stormwater Facility mast Plan and the Over-Under Channgel investigative report. The remaining pipe to be replaced runs from 10th Street East to 14th Street across Springfield School DIstrict property and Willamalane Park property.	<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b><u>P41020 Channel 6 Master Plan</u></b>	Storm Drainage Fund	\$ 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.	<b>Total Project Budget</b>	<b>\$ 799,000</b>	<b>\$ -</b>
<b><u>P41042 Glenwood Stormwater Master Plan</u></b>	SDC Improvement (Storm)	\$ 70,000	\$ -
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	\$ 255,000	\$ -
	<b>Total Project Budget</b>	<b>\$ 325,000</b>	<b>\$ -</b>
<b><u>P41044 42nd Street Levee Study</u></b>	Storm Drainage Fund	\$ 600,000	\$ -
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.	<b>Total Project Budget</b>	<b>\$ 600,000</b>	<b>\$ -</b>
<b><u>P41045 Glenwood Park Blocks</u></b>	SDC Improvement (Storm)	\$ 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	Storm Drainage Fund	\$ 25,000	\$ -
	<b>Total Project Budget</b>	<b>\$ 50,000</b>	<b>\$ -</b>

# CAPITAL BUDGET

		FY24	FY25
		Adopted	Proposed
<b>Stormwater Projects, continued</b>			
<b><u>P61002 Stormwater Repair</u></b>	SDC Reimbursement (Storm)	\$ 100,000	\$ 50,000
<p>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</p>	Storm Drainage Fund	\$ 600,000	\$ 150,000
	<b>Total Project Budget</b>	<b>\$ 700,000</b>	<b>\$ 200,000</b>
	<b><u>P61004 Channel Improvement</u></b>	SDC Reimbursement (Storm)	\$ -
<p>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</p>	Storm Drainage Fund	\$ 1,192,000	\$ 80,000
	<b>Total Project Budget</b>	<b>\$ 1,192,000</b>	<b>\$ 100,000</b>
	<b><u>P61005 MS4 Permit Implementation</u></b>	SDC Reimbursement (Storm)	\$ 40,000
<p>Develop and implement programs and projects to comply with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Discharge requirements.</p>	Storm Drainage Fund	\$ 40,000	\$ 20,000
	<b>Total Project Budget</b>	<b>\$ 80,000</b>	<b>\$ 40,000</b>
	<b><u>P61006 Riparian Land Management</u></b>	SDC Improvement (Storm)	\$ 213,000
<p>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.</p>	SDC Reimbursement (Storm)	\$ 30,000	\$ 13,000
	Storm Drainage Fund	\$ 60,000	\$ 15,000
	<b>Total Project Budget</b>	<b>\$303,000</b>	<b>\$28,000</b>
	<b><u>P61012 HOA Water Quality Facilities</u></b>	Storm Drainage Fund	\$ 85,000
<p>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.</p>	<b>Total Project Budget</b>	<b>\$85,000</b>	<b>\$85,000</b>
	<b>Total Stormwater Capital Budget</b>		<b>\$5,470,500</b>

# CAPITAL BUDGET

Buildings and Facilities		FY24 Adopted	FY25 Proposed
<p><b><u>P21075 Firing Range Decommissioning</u></b>                      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.</p>	<p>Storm Drainage Fund  <b>Total Project Budget</b></p>	<p><u>\$ 25,000</u>  <b>\$ 25,000</b></p>	<p><u>\$ -</u>  <b>\$ -</b></p>
<p><b><u>P21082 Booth Kelly Building Repair</u></b>                      Repair or removal of the building structure referred to as Building D, Suite 188 open cover.</p>	<p>Booth-Kelly Fund  <b>Total Project Budget</b></p>	<p><u>\$ 40,000</u>  <b>\$ 40,000</b></p>	<p><u>\$ 190,000</u>  <b>\$ 190,000</b></p>
<p><b><u>P21084 Booth Kelly Roof Repair</u></b>                      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.</p>	<p>Booth-Kelly Fund  <b>Total Project Budget</b></p>	<p><u>\$ 100,000</u>  <b>\$ 100,000</b></p>	<p><u>\$ -</u>  <b>\$ -</b></p>
<p><b><u>P50234 BK Site Stormwater Master Plan</u></b>                      Drainage master plan implementation for the Booth-Kelly site.</p>	<p>Booth-Kelly Fund                      Storm Drainage Fund  <b>Total Project Budget</b></p>	<p><u>\$ 50,000</u>  <u>\$ 100,000</u>  <b>\$ 150,000</b></p>	<p><u>\$ -</u>  <u>\$ -</u>  <b>\$ -</b></p>
<b>Total Buildings and Facilities Capital Budget</b>		<b>\$315,000</b>	<b>\$190,000</b>

# CAPITAL BUDGET

Miscellaneous		FY24 Adopted	FY25 Proposed
<b>P21177 RFB S. 32nd St @ Virginia</b>			
Design and Construct a RRFB crossing with a ped refuge island on the South leg of the 32nd @ Virginia Ave intersection.	SDC Reimbursement (Transportation)	\$ 20,134	\$ -
	Street Capital Fund	\$ -	\$ 210,000
	<b>Total Project Budget</b>	<b>\$ 20,134</b>	<b>\$ 210,000</b>
<b>P21188 Laura Street Improvements</b>			
Change Laura Street to a three-lane cross-section with sidewalks and bicycle facilities and bring the current street up to urban standards which will include travel lanes.	SDC Improvement (Transportation)	\$ 72,800	\$ -
	Street Capital Fund	\$ 109,200	\$ 35,000
	<b>Total Project Budget</b>	<b>\$ 182,000</b>	<b>\$ 35,000</b>
<b>P21189 Franklin Blvd Phase 2</b>			
Complete preliminary & final design of Component 1 & 2. Component 1: Franklin Blvd East of I-5 - Complete Final Design, update NEPA clearance (previously obtained), as needed, & ROW acquisition. Component 2: Franklin Blvd West of I-5 - Complete Final Design & ROW acquisition. NEPA clearance will have been completed under separate project funded with MPO formulaic STP-BG funding in progress at the time of RAISE	SDC Reimbursement (Storm)	\$ 600,000	\$ -
	Storm Drainage Fund	\$ 1,898,000	\$ -
	<b>Total Project Budget</b>	<b>\$ 2,498,000</b>	<b>\$ -</b>
<b>P41024 Asset Mgmt System Replacement</b>			
Replace failing Geographic Information Systems (GIS) and Facilities Management (FM) systems that manage electronic inventories of City 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 FY12-FY13 for \$984,000; 2) integration of Street system information FY14 for \$200,000; 3) Transportation appurtenance integration FY15-FY16 for \$219,000 (\$39,000 from FY15 and \$180,000 FY16) 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	SDC Reimbursement (Sewer)	\$ 275,000	\$ -
	<b>Total Project Budget</b>	<b>\$ 275,000</b>	<b>\$ -</b>
<b>P41043 Topographic Remapping</b>			
Replace out-of-date topographic maps (base maps) for the entire City that were last developed in 2000; replace orthoimagery and LiDAR data on a 3 year cycle. New maps will address development induced changes that have occurred across the City and will include updating full topography (e.g., elevation, structures, surface facilities, vegetation, surface waterways and 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	SDC Improvement (Sewer)	\$ 26,433	\$ -
	SDC Reimbursement (Sewer)	\$ 10,325	\$ -
	SDC Improvement (Storm)	\$ 12,420	\$ -
	Sanitary Sewer Fund	\$ 10,324	\$ -
	Storm Drainage Fund	\$ 10,324	\$ -
	<b>Total Project Budget</b>	<b>\$ 69,826</b>	<b>\$ -</b>
<b>P61010 City Participation</b>			
City cost participation in public improvements constructed in private developments under the City's Construction Permit process. To respond to known and potential private development projects, it is necessary to budget \$100,000 each fiscal year in each infrastructure program area, i.e. Transportation, Local Wastewater and Stormwater.	SDC Improvement (Sewer)	\$ 34,000	\$ -
	SDC Reimbursement (Sewer)	\$ 33,000	\$ -
	SDC Reimbursement (Storm)	\$ 33,000	\$ -
	Sanitary Sewer Fund	\$ 33,000	\$ -
	Storm Drainage Fund	\$ 34,000	\$ -
	Development Projects Fund	\$ -	\$ 167,000
	<b>Total Project Budget</b>	<b>\$ 167,000</b>	<b>\$ 167,000</b>
<b>Total Miscellaneous Capital Budget</b>		<b>\$3,211,960</b>	<b>\$412,000</b>
<b>Total Local Capital Budget</b>		<b>\$38,683,036</b>	<b>\$18,006,850</b>

# CAPITAL BUDGET

		FY24		FY25		
		Adopted		Proposed		
<b>Regional Wastewater Program</b>						
<b><u>P80064 Glenwood Pump Station Upgrade</u></b>						
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.		Regional Capital Fund	\$ 927,000	\$ 1,050,600		
		SDC Improvement (Sewer)	\$ 573,000	\$ 649,400		
		<b>Total Project Budget</b>	<b>\$ 1,500,000</b>	<b>\$ 1,700,000</b>		
<b><u>P80078 Waste Activated Sludge Thickening</u></b>						
Provides additional capacity for Waste Activated Sludge (WAS) thickening process.		Regional Capital Fund	\$ -	\$ 1,500,000		
		<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>		
<b><u>P80083 Poplar Harvest Management Services</u></b>						
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.		Regional Capital Fund	\$ 50,000	\$ -		
		<b>Total Project Budget</b>	<b>\$ 50,000</b>	<b>\$ -</b>		
<b><u>P80098 Class A Disinfection Facilities</u></b>						
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.		Regional Capital Fund	\$ 5,017,810	\$ 5,985,900		
		SDC Improvement (Sewer)	\$ 1,772,190	\$ 2,114,100		
		<b>Total Project Budget</b>	<b>\$ 6,790,000</b>	<b>\$ 8,100,000</b>		
<b><u>P80099 Recycled Water Demonstration</u></b>						
Design, construction, permitting, and implementation of recycled water delivery systems to pilot recycled water uses at demonstration scale.		Regional Capital Fund	\$ 243,870	\$ 59,120		
		SDC Improvement (Sewer)	\$ 86,130	\$ 20,880		
		<b>Total Project Budget</b>	<b>\$ 330,000</b>	<b>\$ 80,000</b>		
<b><u>P80101 Comprehensive Facilities Plan</u></b>						
This will be the first MWMC Comprehensive Facilities Plan Update since the 2004 MWMC Facilities Plan. This Comprehensive Facilities Plan Update effort will consider a 20-year planning horizon and will draw on the most recent plant data, current regulatory landscape, and available technology in order to ensure the MWMC continues to meet future regulations, environmental standards, and customer needs.		Regional Capital Fund	\$ 1,429,200	\$ 1,151,300		
		SDC Improvement (Sewer)	\$ 370,800	\$ 298,700		
		<b>Total Project Budget</b>	<b>\$ 1,800,000</b>	<b>\$ 1,450,000</b>		
<b><u>P80104 Admin Building Improvements</u></b>						
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.		Regional Capital Fund	\$ 14,847,800	\$ 17,626,800		
		SDC Improvement (Sewer)	\$ 3,852,200	\$ 4,573,200		
		<b>Total Project Budget</b>	<b>\$ 18,700,000</b>	<b>\$ 22,200,000</b>		
<b><u>P80109 Resiliency Follow-Up</u></b>						
This project provides follow-up evaluation and some implementation of the P80096 Resiliency Study (Disaster Mitigation and Recovery Plan - draft dates 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.		Regional Capital Fund	\$ 500,000	\$ 300,000		
		<b>Total Project Budget</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>		

# CAPITAL BUDGET

Regional Wastewater Program, continued		FY24 Adopted	FY25 Proposed
<p><b><u>P80110 Facility Plan Engineering Services</u></b>                      Consultant services to provide ongoing technical and engineering services as needed after the MWMC Comprehensive Facilities Plan Update.</p>	<p>Regional Capital Fund  <b>Total Project Budget</b></p>	<p>\$ -  <b>\$ -</b></p>	<p>\$ 500,000  <b>\$ 500,000</b></p>
<p><b><u>P80111 WCPF Stormwater Infrastructure</u></b>                      Retrofit and/or chance existing stormwater infrastructure at the Water Pollution Control Facility (WPCF). Also, update the WPCF Conditional Use Permit (CUP) related to stormwater infrastructure planning for upcoming construction.</p>	<p>Regional Capital Fund  <b>Total Project Budget</b></p>	<p>\$ 310,000  <b>\$ 310,000</b></p>	<p>\$ 520,000  <b>\$ 520,000</b></p>
<p><b><u>P80112 Water Quality Trading Program</u></b>                      The MWMC Water Quality Trading Program secures regulatory credits for enhancing water quality through watershed restoration. The program fulfills the objectives of the MWMC Water Quality Trading Plan under the MWMC NPDES permit, which defines the MWMC eligible trading area in the upper Willamette basin. The program is implemented principally through the MWMC's membership in the Pure Water Partners collaborative via the MWMC's contractor-provided Credit Program Manager services and MWMC's IGA with EWEB. Water quality trading credits comprise the MWMC's primary strategy for thermal load limit compliance and may provide ancillary future water quality or carbon benefits.</p>	<p>Regional Capital Fund  <b>Total Project Budget</b></p>	<p>\$ 12,100,000  <b>\$ 12,100,000</b></p>	<p>\$ 11,470,000  <b>\$ 11,470,000</b></p>
<p><b><u>P80113 Aeration Basin Upgrade 2023-2026</u></b>                      In 2020 and 2021, Brown and Caldwell evaluated the existing aeration systems and provided recommendations in January 2022 via project P80100. The P80113 project will implement the design and construction of additional upgrades/changes to the existing aeration basins are anticipated after year 2031.</p>	<p>Regional Capital Fund                      SDC Improvement (Sewer)  <b>Total Project Budget</b></p>	<p>\$ 3,200,000                      \$ -  <b>\$ 3,200,000</b></p>	<p>\$ 1,760,000                      \$ 1,440,000  <b>\$ 3,200,000</b></p>
<p><b><u>P80115 Electrical Switchgear &amp; Transformer Replacement</u></b>                      The main electrical switchgear at the Water Pollution Control Facility (WPCF) and Willakenzie Pump Station (WPS) were installed in 1983 during construction of the regional facilities. The purpose of the equipment is to take utility power and provide it to various process areas with the use of switches. There is a main breaker to safely isolate the facility from the utility grid (EWEB), as well as protect the utility from electrical faults at the site. This project will upgrade the existing switchgear and medium voltage transformers.</p>	<p>Regional Capital Fund  <b>Total Project Budget</b></p>	<p>\$ 19,400,000  <b>\$ 19,400,000</b></p>	<p>\$ 16,600,000  <b>\$ 16,600,000</b></p>
<p><b><u>P80118 Repair Clarifiers &amp; Final Treatment</u></b>                      In 2023, condition assessment efforts found existing structures needing repair work related to primary clarifiers (1980) and final treatment (1983). This project will look for solutions to repair and/or replace existing concrete and other systems related to MWMC past construction contracts C2 (primary treatment) and C6 (final treatment).</p>	<p>Regional Capital Fund  <b>Total Project Budget</b></p>	<p>\$ -  <b>\$ -</b></p>	<p>\$ 1,500,000  <b>\$ 1,500,000</b></p>
<b>Total Regional Wastewater Program Budget</b>		<b>\$64,680,000</b>	<b>\$69,120,000</b>
<b>Total Capital Budget</b>		<b>\$103,363,036</b>	<b>\$87,126,850</b>

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# NON- DEPARTMENTAL BUDGET





# NON-DEPARTMENTAL

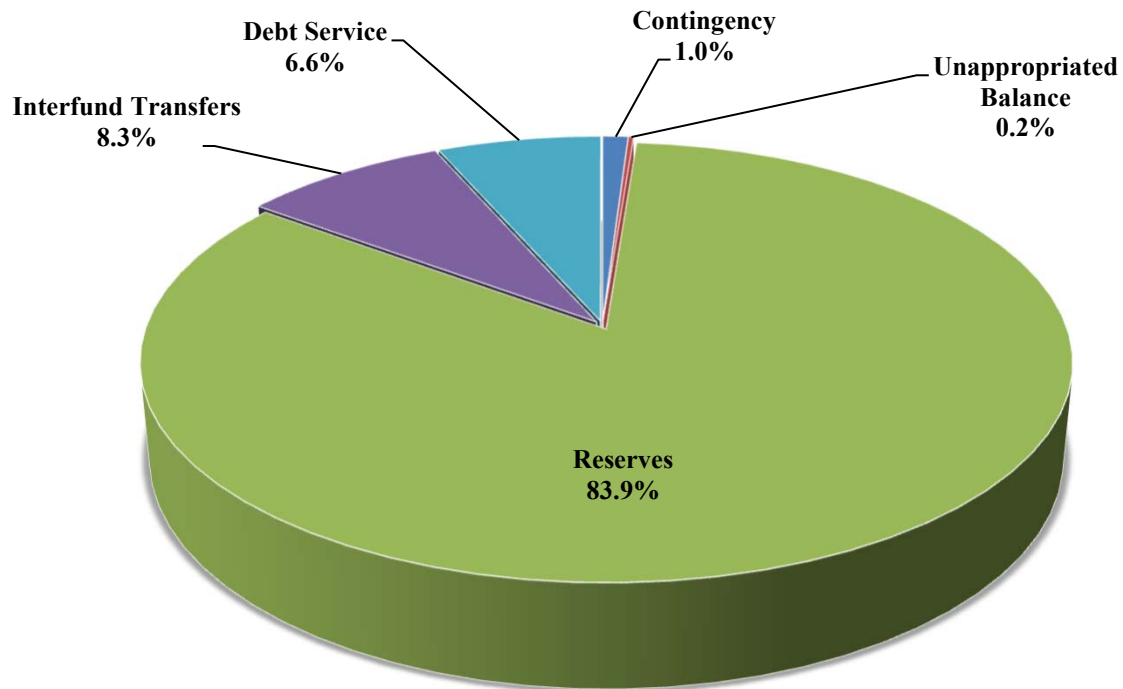
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**Non-Departmental:**

The City’s Non-Departmental Budget consists of Fund level appropriations pursuant to Local Budget Law consisting of Contingency, Unappropriated Fund Balance, Reserves, Interfund Loans and Transfers, Debt Service, and Misc Fiscal Transactions.

**Total Non-Departmental**

Categories	FY25 Proposed	
Contingency	2,105,000	1.0%
Unappropriated Balance	421,013	0.2%
Reserves	172,121,831	83.9%
Interfund Transfers	17,054,218	8.3%
Debt Service	13,541,786	6.6%
<b>Total All Funds</b>	<b>\$ 205,243,848</b>	



**NON-DEPARTMENTAL**

**CONTINGENCY**

An estimate for general operating contingency may be included in any operating fund. The estimate is based on the assumption that operations may necessitate spending during the year on items that cannot be specifically identified at the time the budget is being prepared. The contingency is a line item within an operating fund, separate from any of the other major object classifications. Its purpose and proper use are explained in Oregon Administrative Rule 150-294.352(8).

Each operating fund is allowed one appropriation for a general operating contingency. A non-operating fund cannot have an appropriation for a contingency.

A resolution adopted by the City Council is required in order to transfer Contingency into the operating budget where it can then be expended.

**Total Summary by Funds**

	<b>FY22 Adopted</b>	<b>FY23 Adopted</b>	<b>FY24 Amended</b>	<b>FY25 Proposed</b>
100 General Fund	1,000,000	1,000,000	987,350	1,000,000
201 Street Fund	-	200,000	200,000	150,000
224 Building Code Fund	-	35,000	35,000	35,000
235 Fire Local Option Levy Fund	-	45,000	45,000	45,000
236 Police Local Option Levy Fund	-	150,000	150,000	150,000
611 Sanitary Sewer Fund	-	150,000	150,000	150,000
615 Ambulance Fund	-	150,000	150,000	150,000
617 Storm Drainage Fund	-	200,000	200,000	200,000
618 Booth-Kelly Fund	-	15,000	15,000	15,000
707 Insurance Fund	-	200,000	200,000	200,000
719 SDC Administration Fund	-	10,000	10,000	10,000
<b>Total All Funds</b>	<b>\$ 1,000,000</b>	<b>\$ 2,155,000</b>	<b>\$ 2,142,350</b>	<b>\$ 2,105,000</b>

Note: FY24 Amended as of February 20, 2024

# NON-DEPARTMENTAL

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## UNAPPROPRIATED BALANCES

The purpose of an unappropriated ending fund balance is to provide the City with a working capital balance with which to begin the fiscal year following the one for which the budget is being prepared.

No expenditures can be made from an unappropriated ending fund balance during the year in which it is budgeted. The only exception to this is in an emergency situation arising during the year by involuntary conversion (theft, vandalism, accident, etc.), civil disturbance or natural disaster. If such an emergency occurs and the revenue in the unappropriated ending fund balance is needed to replace the damaged property, it may be appropriated with a resolution or ordinance or through a supplemental budget.

### Total Summary by Funds

	FY22 Adopted	FY23 Adopted	FY24 Amended	FY25 Proposed
306 Bond Sinking Fund	518,185	425,458	477,513	421,013
<b>Total All Funds</b>	<b>\$ 518,185</b>	<b>\$ 425,458</b>	<b>\$ 477,513</b>	<b>\$ 421,013</b>

Note: FY24 Amended as of February 20, 2024

# NON-DEPARTMENTAL

## RESERVES: NON-DEDICATED AND DEDICATED

A reserve for future expenditure identifies funds to be “saved” for use in future fiscal years. If the need arises during the fiscal year to spend this money, a supplemental budget may be adopted to appropriate the expenditure.

Non-Dedicated Balance accounts represent the estimated resources which remain undesignated for current or future appropriation. These accounts provide for cash flow requirements during the fiscal year. This estimate appears in the budget for balancing purposes only. These funds cannot be expended without specific authorization by the City Council.

Dedicated Balance accounts represent the estimated resources which have been established as the result of contributions to the specific reserve for future appropriation needs. Dedicated reserves provides for cash flow requirements during the fiscal year. This estimate appears in the budget for balancing purposes only. These funds can only be transferred for expenditure based on authorization by the City Council.

<b>Total Summary by Funds</b>					
<b>Fund</b>	<b>Account Object</b>	<b>FY22 Adopted</b>	<b>FY23 Adopted</b>	<b>FY24 Amended</b>	<b>FY25 Proposed</b>
100 General Fund	930001 Reserves	2,931,484	4,164,351	5,041,442	5,692,256
	930005 Working Capital Reserve	4,500,000	4,500,000	4,500,000	4,500,000
<b>100 General Fund Total</b>		<b>7,431,484</b>	<b>8,664,351</b>	<b>9,541,442</b>	<b>10,192,256</b>
201 Street Fund	930004 Operating Reserve	1,410,332	2,167,503	1,988,226	187,539
<b>201 Street Fund Total</b>		<b>1,410,332</b>	<b>2,167,503</b>	<b>1,988,226</b>	<b>187,539</b>
204 Special Revenue Fund	930001 Reserves	165,991	150,471	1,011,728	1,000,969
	930011 Pol. Forfeit Res. Pre-12/06/00	17,586	99,416	420,721	536,808
	930018 Gifts & Mem Reserve	93,020	59,174	81,625	28,539
	930064 Police Forfeits Post 1/1/02	47,111	55,112	56,500	1,500
	930092 Technology Fee Reserve	695,032	942,186	821,020	841,621
	930116 State Marijuana Apportionment	639,254	636,792	729,205	829,206
	930122 American Recovery Plan Reserve	-	2,382,612	1,959,689	-
<b>204 Special Revenue Fund Total</b>		<b>1,657,994</b>	<b>4,325,763</b>	<b>5,080,488</b>	<b>3,238,642</b>
208 Transient Room Tax Fund	930003 Tourism Promotion Reserve	866,491	1,772,561	2,362,139	2,522,451
<b>208 Transient Room Tax Fund Total</b>		<b>866,491</b>	<b>1,772,561</b>	<b>2,362,139</b>	<b>2,522,451</b>
210 Community Development Fund	930002 CDBG Reserves	823,665	6,991	352,266	7,891
<b>210 Community Development Fund Total</b>		<b>823,665</b>	<b>6,991</b>	<b>352,266</b>	<b>7,891</b>
224 Building Code Fund	930004 Operating Reserve	3,017,754	3,680,726	5,388,807	6,252,172
<b>224 Building Code Fund Total</b>		<b>3,017,754</b>	<b>3,680,726</b>	<b>5,388,807</b>	<b>6,252,172</b>
235 Fire Local Option Levy Fund	930004 Operating Reserve	1,333,028	1,639,130	2,128,596	2,419,162
<b>235 Fire Local Option Levy Fund Total</b>		<b>1,333,028</b>	<b>1,639,130</b>	<b>2,128,596</b>	<b>2,419,162</b>
236 Police Local Option Levy Fund	930004 Operating Reserve	1,953,525	2,104,665	3,219,380	2,941,791
<b>236 Police Local Option Levy Fund Total</b>		<b>1,953,525</b>	<b>2,104,665</b>	<b>3,219,380</b>	<b>2,941,791</b>

# NON-DEPARTMENTAL

## Total Summary by Funds

Fund	Account Object	FY22 Adopted	FY23 Adopted	FY24 Amended	FY25 Proposed
419 Development Assessment Capital	930006 Assessment Srvc Reserve	42,875	61,410	62,973	63,930
	930013 Assmnts Finance Reserve	679,937	737,406	313,742	429,346
<b>419 Development Assessment Capital Total</b>		<b>722,812</b>	<b>798,816</b>	<b>376,715</b>	<b>493,276</b>
420 Development Projects Fund	930001 Reserves	3,849,456	3,639,269	4,948,019	4,110,401
	930086 Corporate Way Pond Rehab Res	35,200	35,200	35,200	35,200
<b>420 Development Projects Fund Total</b>		<b>3,884,656</b>	<b>3,674,469</b>	<b>4,983,219</b>	<b>4,145,601</b>
433 Reg. Wastewater Cap. Fd	930019 Equipment Replacement Reserve	13,866,952	12,172,558	12,328,051	13,987,566
	930034 Capital Reserve	46,201,945	44,592,094	22,357,967	25,662,999
	930048 SDC Reserve-reimbursement	1,900,214	2,155,765	2,427,665	2,736,292
	930049 SDC Reserve-Improvement	1,225,263	3,801,612	5,819,418	4,840,580
<b>433 Reg. Wastewater Cap. Fd Total</b>		<b>63,194,374</b>	<b>62,722,029</b>	<b>42,933,101</b>	<b>47,227,437</b>
434 Street Capital Fund	930034 Capital Reserve	4,330,505	3,622,578	(479,269)	8,928,275
	930048 SDC Reserve-reimbursement	266,451	151,294	358,414	385,885
	930049 SDC Reserve-Improvement	2,771,581	3,423,740	4,353,017	5,797,900
<b>434 Street Capital Fund Total</b>		<b>7,368,537</b>	<b>7,197,612</b>	<b>4,232,163</b>	<b>15,112,060</b>
611 Sanitary Sewer Fund	930025 Sanitary/Storm Capital Reserve	14,117,226	14,409,973	12,752,492	8,929,354
	930048 SDC Reserve-reimbursement	4,346,958	6,245,893	7,964,563	9,352,728
	930049 SDC Reserve-Improvement	1,838,632	1,880,542	3,075,945	2,809,333
	930051 Operating Reserve-sanitary	930,641	1,021,124	1,475,984	1,609,744
	930053 Working Capital Reserve-sanita	75,000	75,000	75,000	75,000
	930055 Rate Stability Reserve-sanitar	2,000,000	2,000,000	2,000,000	2,000,000
<b>611 Sanitary Sewer Fund Total</b>		<b>23,308,457</b>	<b>25,632,532</b>	<b>27,343,984</b>	<b>24,776,159</b>
612 Regional Wastewater Fund	930004 Operating Reserve	4,215,639	4,310,277	5,855,538	4,257,149
	930005 Working Capital Reserve	900,000	900,000	900,000	900,000
	930009 Insurance Reserve	1,500,000	1,500,000	1,500,000	1,500,000
	930015 Srf Loan Reserve	186,616	50,000	50,000	50,000
	930047 Rate Stability Reserve	2,000,000	2,000,000	2,000,000	2,000,000
	930089 Rate Stabilization Reserve	2,000,000	2,000,000	2,000,000	2,000,000
<b>612 Regional Wastewater Fund Total</b>		<b>10,802,255</b>	<b>10,760,277</b>	<b>12,305,538</b>	<b>10,707,149</b>
615 Ambulance Fund	930005 Working Capital Reserve	203,611	5,683	916	530,866
<b>615 Ambulance Fund Total</b>		<b>203,611</b>	<b>5,683</b>	<b>916</b>	<b>530,866</b>

# NON-DEPARTMENTAL

## Total Summary by Funds

Fund	Account Object	FY22 Adopted	FY23 Adopted	FY24 Amended	FY25 Proposed
617 Storm Drainage Fund	930025 Sanitary/Storm Capital Reserve	11,234,820	10,060,349	9,704,384	5,144,522
	930048 SDC Reserve-reimbursement	454,252	705,802	555,756	659,859
	930049 SDC Reserve-Improvement	1,480,498	1,944,561	2,273,595	3,029,993
	930050 Operating Reserve-drainage	2,146,771	2,411,710	2,975,176	4,435,343
	930052 Working Capital Reserve-drain	75,000	75,000	175,000	75,000
	930054 Rate Stability Reserve-drainag	2,000,000	2,000,000	2,000,000	2,000,000
	930111 Storm Bond reserve 2011 series	-	72,394	-	-
<b>617 Storm Drainage Fund Total</b>		<b>17,391,341</b>	<b>17,269,816</b>	<b>17,683,911</b>	<b>15,344,717</b>
618 Booth-Kelly Fund	930004 Operating Reserve	71,299	706,748	76,024	77,759
	930033 BK Renovate Reserve	905,204	228,491	411,458	488,328
	930056 Lease Income Reserve	207,790	-	249,190	269,890
<b>618 Booth-Kelly Fund Total</b>		<b>1,184,293</b>	<b>935,239</b>	<b>736,672</b>	<b>835,978</b>
629 Regional Fiber Consortium Fund	930004 Operating Reserve	454,345	413,282	567,540	523,092
<b>629 Regional Fiber Consortium Fund Total</b>		<b>454,345</b>	<b>413,282</b>	<b>567,540</b>	<b>523,092</b>
707 Insurance Fund	930009 Insurance Reserve	1,444,535	1,798,948	2,461,747	1,591,052
	930010 Workcomp Reserve	1,324,703	1,263,765	1,273,413	1,217,067
	930061 Benefits Reserve	(195,168)	(232,845)	190,860	317,980
	930114 SF Health Insur Reserve	5,519,804	7,360,540	7,375,552	9,131,456
	930118 PERS Side Account Reserve	2,552,808	3,823,803	3,760,206	4,519,243
<b>707 Insurance Fund Total</b>		<b>10,646,682</b>	<b>14,014,211</b>	<b>15,061,778</b>	<b>16,776,798</b>
713 Vehicle & Equipment Fund	930043 Telephone Lease Reserve	29,251	-	-	-
	930065 Computer Res. CMO	12,237	13,327	13,545	14,154
	930066 Computer Res Court	31,202	31,928	32,391	31,979
	930067 Computer Res HR	22,732	20,274	18,722	19,519
	930068 Computer Res Finance	9,405	8,341	8,981	9,385
	930069 Computer Res IT	395,662	315,579	273,484	260,232
	930070 Computer Res Fire	455,747	599,516	678,973	634,061
	930071 Computer Res Police	126,315	80,202	9,896	78,424
	930072 Computer Res Library	11,614	16,512	15,713	18,479
	930073 Computer Reserve PW	446,548	374,592	388,839	344,281
	930075 Veh & Eq. Reserve Fire	2,847,347	3,394,996	1,371,395	2,812,471
	930076 Veh & Eq. Res Police	499,824	509,014	136,218	486,427
	930077 Veh & Eq Reserve PW	2,401,774	2,488,192	2,111,905	2,026,265
	930085 Veh & Eq Res CMO	6,658	6,674	11,734	12,303
	930091 MS Ent. Charge Reserve	169,044	-	-	-
	930117 Computer Res CAO	9,181	10,073	10,258	10,718
	930119 Building Capital Reserve	810,556	814,078	265,493	336,771
	930120 Shared IT Reserve	-	37,753	137,630	143,631
	930124 Public Safety System Res.	70,310	87,604	104,966	126,931
	930190 Fuel Reserve	20,644	21,529	13,056	13,454
	930126 Jail Security System Reserve	-	-	27,638	28,607
	930123 Computer Res City Prosecutor	-	-	32	1,907

## NON-DEPARTMENTAL

### Total Summary by Funds

Fund	Account Object	FY22 Adopted	FY23 Adopted	FY24 Amended	FY25 Proposed
<b>713 Vehicle &amp; Equipment Fund Total</b>		<b>8,376,051</b>	<b>8,830,184</b>	<b>5,630,869</b>	<b>7,409,997</b>
719 SDC Administration Fund	930004 Operating Reserve	224,205	380,710	578,184	476,797
<b>719 SDC Administration Fund Total</b>		<b>224,205</b>	<b>380,710</b>	<b>578,184</b>	<b>476,797</b>
<b>Grand Total</b>		<b>166,255,892</b>	<b>176,996,550</b>	<b>162,495,934</b>	<b>172,121,831</b>

# NON-DEPARTMENTAL

## INTERFUND TRANSFERS AND LOANS

Interfund transfers are budgeted transfers of resources from one fund to another and represent transfers of resources between funds for the repayment of costs incurred by one fund on behalf of another, or represent transfer of equity between funds.

Interfund loans are authorized by ORS 294.468 and represent loans made from one fund to another. Oregon Local Budget Law requires that loans appropriated for operating purposes be paid back in the following fiscal year, while capital loans must be repaid within ten years.

### Total Summary by Funds

Fund	Account Object	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
100 General Fund	940201 XFR To Fund 201	472,950	471,000	532,670	525,000
	940204 XFR To Fund 204	6,000	1,000	494,418	-
	940419 XFR To Fund 419	56,312	56,312	56,312	99,496
	940434 Xfr to fund 434	-	401,339	-	-
	940615 XFR To Fund 615	701,556	325,066	50,767	-
	940707 XFR To Fund 707	-	-	20,000	-
<b>100 General Fund Total</b>		<b>1,236,818</b>	<b>1,254,717</b>	<b>1,154,167</b>	<b>624,496</b>
201 Street Fund	940434 Xfr to fund 434	150,000	150,000	150,000	-
<b>201 Street Fund Total</b>		<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>
204 Special Revenue Fund	940617 XFR To Fund 617	-	-	100,000	-
<b>204 Special Revenue Fund Total</b>		<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>
208 TRT Fund	940100 XFR To Fund 100	817,591	753,793	1,100,000	1,100,000
	940434 Xfr to fund 434	4,423	-	-	-
	940611 XFR To Fund 611	4,335	-	-	-
<b>208 TRT Fund Total</b>		<b>826,349</b>	<b>753,793</b>	<b>1,100,000</b>	<b>1,100,000</b>
420 Dev. Projects Fund	940100 XFR To Fund 100	-	-	98,000	102,000
	941230 Interfund Loan to Fund 230	1,300,000	-	-	-
<b>420 Dev. Projects Fund Total</b>		<b>1,300,000</b>	<b>-</b>	<b>98,000</b>	<b>102,000</b>
433 Reg. Wastewater Cap. Fd	940612 XFR To Fund 612	23,172	24,744	25,904	27,722
<b>433 Reg. Wastewater Cap. Fd Total</b>		<b>23,172</b>	<b>24,744</b>	<b>25,904</b>	<b>27,722</b>
612 Reg. Wastewater Fund	940433 Xfr to Fund 433	9,800,000	13,000,000	12,800,000	13,000,000
	940632 XFR To Fd 433 Eqp Replacement	750,000	1,600,000	1,500,000	2,100,000
<b>612 Reg. Wastewater Fund Total</b>		<b>10,550,000</b>	<b>14,600,000</b>	<b>14,300,000</b>	<b>15,100,000</b>
618 Booth-Kelly Fund	940100 XFR To Fund 100	80,651	84,237	86,772	100,000
<b>618 Booth-Kelly Fund Total</b>		<b>80,651</b>	<b>84,237</b>	<b>86,772</b>	<b>100,000</b>



## NON-DEPARTMENTAL

### Total Summary by Funds

Fund	Account Object	FY22 Actuals	FY23 Actuals	FY24 Amended	FY25 Proposed
713 Vehicle & Equip. Fund	940204 XFR To Fund 204	-	36,500	-	-
<b>713 Vehicle &amp; Equip. Fund Total</b>		-	<b>36,500</b>	-	-
236 Police Local Option Levy Fund	940713 XFR To Fund 713	-	-	27,500	-
<b>236 Police Local Option Levy Fund Total</b>		-	-	<b>27,500</b>	-
707 Insurance Fund	940713 XFR To Fund 713	-	5,534	-	-
<b>707 Insurance Fund Total</b>		-	<b>5,534</b>	-	-
<b>Grand Total</b>		<b>\$ 14,166,990</b>	<b>\$ 16,909,525</b>	<b>\$ 17,042,343</b>	<b>\$ 17,054,218</b>

# NON-DEPARTMENTAL

## DEBT ACTIVITIES

Debt service appropriations provide for the payment of principal and interest on bonds, certificate of participation, notes, and lines of credit. The debt service budget also recognizes the repayment of interfund loans.

The City’s long-term debt is used to create or renovate capital infrastructure. The City does not borrow externally on a short-term basis to support operations. The City relies on property tax-supported bonds, revenue-backed general obligation bonds, or revenue for most long-term debt. General obligation bonds must be approved by the voters. Revenue backed general obligation bonds may be used in enterprise funds where fees and charges are used to service debt. Revenue bonds may be used to finance enterprise fund capital improvements if appropriate. Certain public improvements such as sidewalks, streets, and sewers are financed by assessments.

### Total Summary by Funds

		FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
306 Bond Sinking Fund	961089 GO Bond 2016 series principal	1,625,000	1,695,000	1,765,000	1,830,000
	961093 GO Bond 2019 Principal Street	1,939,000	1,973,000	2,009,000	-
	966089 GO Bond 2016 Interest expense	342,200	277,200	209,405	138,805
	966093 GO Bond 2019 Interest Street	106,578	71,676	36,165	-
	961096 GO Bond 2024 Principal Street	-	-	-	4,275,000
	966096 GO Bond 2024 Interest Street	-	-	-	722,000
<b>306 Bond Sinking Fund Total</b>		<b>4,012,778</b>	<b>4,016,876</b>	<b>4,019,570</b>	<b>6,965,805</b>
611 Sanitary Sewer Fund	961090 Swr Rev Bond 17 principal	1,370,000	1,425,000	1,480,000	1,540,000
	966090 Swr Rev Bond 17 Interest exp	337,800	283,000	226,000	166,800
<b>611 Sanitary Sewer Fund Total</b>		<b>1,707,800</b>	<b>1,708,000</b>	<b>1,706,000</b>	<b>1,706,800</b>
612 Regional Wastewater Fund	961088 MWMC Rev Bond Principal 2016	3,245,000	3,410,000	3,590,000	3,750,000
	964016 SRF Loan R06648 Principal	100,000	100,000	100,000	100,000
	966088 MWMC Rev Bond Interest 2016	761,125	594,750	419,750	255,000
	967016 SRF Loan R06648 Interest	4,250	3,750	3,250	2,750
<b>612 Regional Wastewater Fund Total</b>		<b>4,110,375</b>	<b>4,108,500</b>	<b>4,113,000</b>	<b>4,107,750</b>
617 Storm Drainage Fund	961079 Fund Refunding Escrow	-	-	-	-
	961084 Drainage Rev bond principal	492,195	498,213	506,164	510,866
	966084 Drainage Rev Bond interest	59,446	53,504	47,477	41,375
<b>617 Storm Drainage Fund Total</b>		<b>551,641</b>	<b>551,717</b>	<b>553,641</b>	<b>552,241</b>
713 Vehicle & Equipment Fund	960001 Debt Service Interest	-	-	-	98,790
	960002 Debt Service Principal	-	-	-	110,400
<b>713 Vehicle &amp; Equipment Fund Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>209,190</b>
<b>Grand Total</b>		<b>\$ 10,382,594</b>	<b>\$ 10,385,093</b>	<b>\$ 10,392,211</b>	<b>\$ 13,541,786</b>

# NON-DEPARTMENTAL

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## MISC FISCAL TRANSACTIONS

Miscellaneous fiscal transactions are accounts that represent specific bond or City expense other than debt service (such as bond sale expense or bond insurance). These expenditures are fund-specific and not department-specific, and therefore are identified as non-departmental costs.

### Total Summary by Funds

	FY22 Actual	FY23 Actual	FY24 Amended	FY25 Proposed
617 Storm Drainage Fund	-	-	-	-
<b>Total All Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Note: FY24 Amended as of February 20, 2024

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# GLOSSARY



# GLOSSARY

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## DESCRIPTION OF BUDGET TERMS

**Accrual basis:** Method of accounting recognizing transactions when they occur without regard toward cash flow timing [ORS 294.311(1)].

**Activity:** That portion of the work of an organizational unit relating to a specific function or class of functions, a project or program, a subproject or subprogram, or any convenient division of these [ORS 294.311(2)].

**Ad Valorem Tax:** A property tax computed as a percentage of the value of taxable property. See “Assessed Value”.

**Adopted Budget:** Financial plan that is the basis for appropriations. Adopted by the governing body [ORS 294.456].

**Amortization:** Refers to the gradual reduction of a debt or an intangible asset over time through regular payments or charges.

**Appropriation:** Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

**Approved budget:** The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing [ORS 294.428].

**Assessed Valuation (AV):** The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property’s maximum assessed value or real market value. The growth is limited to 3% unless an exception applies (e.g., new or enlarged structure).

**Assessment:** Any fee, charge or assessment that does not exceed the actual cost incurred by a unit of government for design, construction, and financing of local improvements such as street paving, sidewalks, and sewers.

**Assets:** Resources having a monetary value and that are owned or held by an entity.

**Audit:** The annual review and appraisal of a municipal corporation’s accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State [ORS 297.425].

**Audit Report:** A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government’s financial statements, and compliance with requirements, orders, and regulations.

## GLOSSARY

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**Beginning Cash Balance:** Includes unexpended resources from the previous years. A portion of these resources will appear in the Reserve balances of City funds. Reserves are dedicated and non-dedicated. The non-dedicated reserves portion is the amount available to fund City operations. For the General Fund and in some of the Special Revenue funds, reserves must fund operations until the first receipt of taxes, which may be as late as six months into the fiscal year.

**Bond or Bond Issue:** A certificate of debt guaranteeing payment of the original investment plus interest on specific dates.

**Budget:** Written document showing the local government's comprehensive financial plan for one fiscal year or biennium. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(5)].

**Budget Committee:** Fiscal planning board of a local government, consisting of the governing body plus an equal number of registered voters appointed from the district [ORS 294.414].

**Budget Document:** A written report showing a government's comprehensive financial plan for a specified period, usually one year, which includes both the capital and operating budgets.

**Budget Message:** Written explanation of a local government's budget and financial policies, including any changes from the prior fiscal year. It is prepared and presented under the direction of the executive officer or chairperson of the governing body [ORS 294.403]; prepared by the City Manager for the City of Springfield.

**Budget Officer:** Person appointed by the City Council to assemble the budget [ORS 294.331]; for the City of Springfield the City Manager serves in this role.

**Budget Review Team:** Team consisting of the City Manager, Assistant City Manager, Finance Director, and the Budget Manager.

**Capital Budget:** The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, traffic signals, sewers, drainage and buildings.)

**Capital Improvement:** A term defined in ORS 310.410(10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life longer than one year.

**Capital Improvement Program (CIP):** A major budgeting and planning tool through which needed capital projects are identified, evaluated, priced and discussed with the general public and the Budget Committee.

**Capital Outlay:** City policy requires the use of capital outlay for capital items with a cost of \$5,000 or more. It also allows, but does not require, the use of capital outlay for capital items which cost less than \$5,000.

## GLOSSARY

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**Capital Projects:** Major repairs, improvements, or additions to the City's fixed assets, including rental property. (Streets, sidewalks, traffic signals, sewers, drainage, and buildings, etc.)

**Carry Forward:** An annual process in which budgets are adjusted in August at the end of year to account for ending balances from the prior fiscal year.

**Cash Basis:** System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid [ORS 294.311(9)].

**Cash Carryover:** Cash that is remaining after subtracting prior year's actual expenditures from prior year's total resources. Cash carryover is classified as revenue. Referred to as Beginning Cash Balance.

**Cash Flow:** The net cash and cash equivalents transferred in and out of a company/organization.

**Charges for Service:** Includes a wide variety of fees charged for services provided to the public and other agencies.

**Comprehensive Annual Financial Report (CAFR):** The annual audited results of the City's financial position and activity.

**Contingency:** An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget. A general operating fund may contain one line for operating contingency [ORS 294.388]. Contingencies may not be spent without approval by resolution of the City Council.

**Debt Service:** The payment of general long-term debt, consisting of principal and interest.

**Deficit:** A financial situation where the total expenses of a city government exceed its total revenue and other sources of income during a given fiscal year.

**Depreciation:** The gradual decrease in the value of an asset over time due to wear and tear, obsolescence, or other factors. In accounting, depreciation is used to allocate the cost of a fixed asset over its useful life, which is the period of time over which the asset is expected to generate revenue or provide a benefit to the organization.

**Electors:** Qualified voters who have the right to vote for the adoption of any measure.

**Encumbrance:** A contractual commitment for which the payment is contingent upon the future delivery of specified goods or services.

**Encumbrance Cash Balance:** A cash carryover which is used as a resource to provide funds for prior year items which are re-budgeted in the new fiscal year.

## GLOSSARY

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**Ending Working Capital:** These are funds which allow the City to meet current cash flow requirements, shortfalls in revenue, or unexpected demands until tax revenue funds are available.

**Enterprise Funds:** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150- 294.352(1)].

**Executive Team:** The team consisting of the department executive directors and the City Manager.

**Expenditures:** Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis. Does not include amounts budgeted for interfund transfers, contingency, reserved for future expenditure or unappropriated ending fund balance. [ORS 294.311(16)].

**Fiduciary Fund:** A type of fund that is used to account for assets held by a government entity in a trustee or agency capacity, where the government is acting as a custodian or trustee of the assets for the benefit of others.

**Fines and Forfeitures Revenue:** Includes fines charged for traffic citations, library fines and fines for City Code violations.

**Fiscal Year:** A 12-month period to which the annual operating budget applies. The fiscal year is July 1 through June 30 for local governments [ORS 294.311(17)].

**Fixed Assets:** Are assets with a long-term character such as land, buildings, streets and major equipment.

**Franchise Fee:** Includes any tax, fee, or assessment of any kind imposed by a franchising authority or other governmental entity on a cable operator or cable subscriber, or both, solely because of their status as such.

**Full time Equivalent (FTE):** A full-time position is one that is 40 hours per week for the entire fiscal year and is designated as 1.0 FTE.

**Fund:** A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

**Fund Balance:** The excess of the assets of a fund over its liabilities and reserves. [ORS 294.311(18)]. In budget years, the resources must equal requirements. In actual years, the difference between resources and requirements is the fund balance's Ending Working Capital.

**Generally Accepted Accounting Procedures (GAAP):** Standards established by the American Institute of Certified Public Accountants for the conduct and reporting of financial audits.



## GLOSSARY

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**General Ledger (GL):** The bookkeeping system used to record the financial transactions an agency or organization conducts.

**General Government Tax Rate:** A category of tax rate defined by State of Oregon Ballot Measure 5. It includes revenues raised to fund general government operations, such as cities, counties and special districts. The total rate of tax for all entities on this category is limited to \$10 per \$1,000 of real market value.

**General Obligation Bonds (GO Bond):** Form of debt that is backed by the taxing power of the City of Springfield. General obligation bonds are issued to provide the capital needed to build structures and improvements that will be used by the entire community.

**Governmental Fund:** A financial account used by a government entity to record and track money that has been earmarked for a specific purpose, such as a particular program or service.

**Governing Body:** Is the City Council, board of trustees, board of directors, or other governing board of a local government.

**Grant:** A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose [ORS 294.311(21)].

**HOME:** The HOME Investment Partnership Program provides federal funds for the development of affordable housing for low- and very low- income households, and encourages partnerships among state agencies, local governments, non-profits, and for-profit originations.

**Impact Fees:** Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development (e.g., parks or sidewalks). See also System Development Charges.

**Inflation:** The overall general upward price movement of goods and services in an economy.

**Infrastructure:** Public domain fixed assets such as roads, bridges, streets and sidewalks and similar assets that are immovable and of value only to the government unit.

**Indirect Charges:** Administrative costs that are incurred in the General Fund to support the operations of other funds. These charges are shown as reimbursement revenue to the General Fund and an expense in all other funds.

**Interest Income:** The income a person receives from certain bank accounts or from lending money to someone else.

**Interfund Transfers:** Appropriation category used in the City's budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Transfers from the other funds appear as non-departmental expenditures called "Interfund Transfers".

## GLOSSARY

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**Intergovernmental Revenue:** Includes all revenues from federal, state and other local governments sources as well as state cigarette and liquor taxes. These funds came in the form of grants, shared revenues, and payments in lieu of taxes.

**Internal Services:** The responsibilities a government provides to supports its own internal operations. Common examples of internal services include information technology, payroll, budgeting, accounting, legal service, and human resources.

**Issue Papers:** Summary of departments requests for funding of services that are in addition to those services that have historically been funded through the base budget.

**Levy:** Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

**Licenses and Permits Revenue:** Includes revenues collected per City ordinance and state law including the collection of fees and franchises.

**Line Item Budget:** The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or division.

**Local government:** Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality [ORS 294.311(26)].

**Long Range Financial Projections:** A multi-year financial projection of revenues and expenditures for the General Fund that is an integral part of the City of Springfield's strategic planning and budget process. These projections enable the Council, Budget Committee and the City staff to evaluate the impact of service level changes, as well as to anticipate the effects of revenue and expenditure trends.

**Limited Tax General Obligation Bond:** A bond that is secured by the pledge of a government's taxing authority that is limited as to the rate or amount.

**Local Budget Law:** Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

**Local Option Levy:** Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at a general election occurring in an even-numbered year, or at any election with at least a 50 % voter turnout.

## GLOSSARY

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**Major Fund:** A significant fund within a government's budget that meets certain financial reporting requirements. To be considered a major fund, a fund must have total assets, liabilities, revenues, or expenditures that are at least 10% of the corresponding total for all funds of the government, or 5% for proprietary funds.

**Materials and Services:** An object classification which includes contractual and other services, consumable materials and supplies, and other operating costs, such as utilities, rent, liability insurance, repair parts, fuel, accountant's fees, etc.

**Maximum indebtedness:** The amount of the principal of the indebtedness necessary to complete an urban renewal plan. This does not include indebtedness incurred to refund or refinance existing indebtedness [ORS 457.190(3)(a)]. It is specified in dollars and cents and based on good faith estimates of the scope and costs of the anticipated project or projects. All existing plans are required to have an ordinance which establishes a maximum indebtedness.

**Measure 5:** On November 6, 1990, voters of Oregon passed Measure 5, a property tax limitation. Under M5, the combined property tax rate was split into a portion for schools and one for general governments (cities, counties, special districts). The combined rate limit for schools is \$5 per \$1,000 of real market value and the rate for general governments is \$10 per \$1,000 of real market value. These rates are not comparable to the tax rates under Measure 50 because those tax rates are applied to a lower assessed value. See *Assessed Valuation*.

**Measure 50:** On May 20, 1997, the voters of Oregon passed Measure 50, which fundamentally changed the Oregon property tax system. Under M50, each jurisdiction was assigned a permanent tax rate limit. In addition the assessed value of each property was reduced in Fiscal Year 1998 and future increases in assessed value were capped. See *Assessed Valuation and Permanent Tax Rate*.

**Millage:** An increment of taxation measured in units of one-tenth of one cent or 0.001 of one dollar. Millage is the rate used in calculating taxes based upon the value of property, expressed in mills per dollar of assessed value.

**Miscellaneous Revenue:** Includes a variety of miscellaneous revenues received by the City, the most significant being Special Assessments. In the budget document, miscellaneous revenues are more detailed in the "Combined Statement of Revenues, Expenditures and Changes in Fund Balance Statement". (See Financial Summaries and Statistics section of this document.)

**Modified Accrual:** Is a basis of accounting in which expenditures, other than accrued interest on general long-term debt, are recorded at the time liabilities are incurred and revenues are recorded when received, except for material and/or available revenues that should be accrued to reflect taxes levied or revenue earned.

**Non-Department Budget:** The part of the budget summarizing expenditures or reductions to reserve accounts that are not associated with, nor under the authority of, a department budget, including interfund

## GLOSSARY

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transfers, reserves, contingency, unappropriated fund balance , debt service payments, miscellaneous fiscal transactions, and statutory payments. See Non Department Expenditure.

**Non-Department Expenditure:** Non department identified expenditures of a fund that are not associated with, nor under the authority of, a department budget, including debt service, interfund transfers, contingency, reserves, balance available and unappropriated fund balance.

**Non-Operating Budget:** Part of the budget composed of the Insurance Fund and fiscal transactions (interfund transfers, reserves, contingency, unappropriated fund balance, insurance premiums and debt service payments.).

**Object classification:** A grouping of expenditures, such as personnel services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(29)].

**Objective:** The course of action to obtain a stated goal.

**Operating Budget:** The day to day departmental and program operating costs of the City. Includes expenditures for personal services, materials and services and capital outlay only.

**Organizational unit:** Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions such as a department, office or division. [ORS 294.311(31)].

**Overlapping Tax Rate:** This is the tax rate paid to several governments, such as a city, county and school district.

**Permanent Tax Rate:** Under Measure 50, each school district, local government and special district was assigned a permanent tax rate limit in FY98. This permanent tax rate applies to property taxes for operations. The City of Springfield's permanent tax rate is \$4.7403 per \$1,000 of assessed value.

**Personal Services:** Object classification for costs of employees, including salary, overtime, taxes and benefits.

**Property Tax:** A tax assessed equally against the assessed value of all taxable property within a government's boundaries. The first receipt of property taxes usually occurs in November or December of each year.

**Proposed Budget:** A financial and operating program prepared by the City Manager and submitted to the public and the Budget Committee for review.

**Proprietary Fund:** A type of accounting fund used by government entities to account for business-type activities that are primarily financed and operated for the benefit of the government itself or its constituents. These activities are often commercial in nature and involve charging fees for services provided, such as a sewer or stormwater utility.

## GLOSSARY

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**Public Hearing:** a formal proceeding held in order to receive testimony from all interested parties- including the general public- on a proposed issue or action.

**Real Market Value:** The real market value of a property was defined under Measure 50 to be the amount of cash that could reasonably be expected to be paid by an informed buyer to an informed seller; each acting without compulsion in an arm's length transaction occurring as of the assessment date for the tax year.

**Regional Fiber Consortium:** An intergovernmental agreement among a group of Oregon cities and counties and the agreement was subsequently amended as cities and counties joined or left the consortium. The Consortium was formed for the purpose of taking control of and managing certain fiber optic cable transferred to the Consortium by a number of fiber providers in consideration of right-of-way user fees payable to the cities who are members of the Consortium.

**Reserves:** An accumulation of funds for a specific future purpose. Reserves may only be spent by resolution of the City Council.

**Resolution:** A special or temporary order of a legislative body requiring City Council action.

**Revenue:** Funds received by the City from either tax or non-tax sources.

**Revenue sharing:** A government unit's apportioning of part of its tax income to other units of government.

**Special Assessment:** Charges imposed against property in a particular locality because that property receives a special benefit by virtue of some public improvement, separate and apart from the general benefit accruing to the public at large. Special assessments must be apportioned according to the value of the benefit received, rather than the cost of improvement and may not exceed the value of such benefit.

**Special Assessment Bond:** A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements, such as sidewalks or sewer systems.

**Supplemental Budget:** A revised financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize additional taxes. [ORS 294.471].

**System Development Charge (SDC):** Designed to finance the construction, extension, or enlargement of a park, street, storm sewer or sewerage or disposal system. SDC's are imposed by a governmental unit as a condition to issuance of any occupancy permit or imposed by a governmental unit at such other time as, by ordinance, it may determine.

## GLOSSARY

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**Tax:** Compulsory charges levied by a government for the purpose of raising revenue. Taxes are used to pay for services or improvements provided for the general public benefit.

**Tax Levy:** The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base, for example \$6.00 per \$1,000 of assessed value of taxable property.

**Tax Revenue:** Includes property taxes, local fuel taxes, 911 taxes, and hotel and motel room taxes.

**Tax Roll:** The official list showing the amount of taxes levied against each property. The Lane County Department of Assessment and Taxation compiles and maintains the tax roll for the City of Springfield.

**Unappropriated Balance:** An amount set aside as cash working capital for the next year's budget. Funds designated as unappropriated may not be spent within the current year.

**Use of Money and Property Revenue:** Includes a variety of revenues including interest on the City's investments and assessments.

**User Fees:** Charges or fees established to recover part or all of the costs incurred in the provision of services by a government; based on the philosophy that the recipient of the benefit should pay for the services. Reporting of the budget also refer to this as "*Charges for Service*".

**Working Capital:** The amount of cash and other current assets a business has available after all its current liabilities are accounted for.

# GLOSSARY

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## BUDGET ACRONYMS AND ABBREVIATIONS

ACWA	Association of Clean Water Agencies
ADA	Americans with Disabilities Act
ADMIN	Administration
A/R	Accounts Receivable
APRA	American Rescue Plan Act
AV	Assessed Value
BAN	Bond Anticipation Note
BLM	Bureau of Land Management
BPA	Bonneville Power Administration
CAFR	Comprehensive Annual Financial Report
CDAC	Community Development Advisory Committee
CDBG	Community Development Block Grant
CDC	Community Development Corporation
CIP	Capital Improvement Program
CMD	Community Development Division
CMO	City Manager's Office
CPI	Consumer Price Index
DARE	Drug Abuse Resistance Education
DEI	Diversity, Equity & Inclusion
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation and Development
DP	Data Processing
DPW	Development & Public Works Department
DUII	Driving Under the Influence of Intoxicants
ED	Economic Development
EEO	Equal Employment Opportunity
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EPA	Environmental Protection Agency
ERM	Enterprise Risk Management
ESD	Environmental Services Division
EWEB	Eugene Water and Electric Board
FIREMED	Ambulance Membership Program
FLS	Fire and Life Safety
FMLA	Family and Medical Leave Act
FRS	Federal Revenue Sharing
FTE	Full-Time Equivalent Employee
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principals
GARE	Government Alliance on Race and Equity
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association

## GLOSSARY

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GIS	Geographic Information System
GRAC	Glenwood Redevelopment Advisory Committee
GO	General Obligation
HAZ-MAT	Hazardous Materials
HOME	Home Investment Partnership Program
HR	Human Resources
HUD	Housing and Urban Development
ICMA	International City Managers Association
IGA	Intergovernmental Agreement
I/I	Inflow and Infiltration
IT	Information Technology
JR/YA	Junior / Young Adult
LAN	Local Area Network
LCC	Lane Community College
LCDC	Land Conservation and Development Commission
LCJ	Lane County Jail
LCOG	Lane Council of Governments
LOC	League of Oregon Cities
LRAPA	Lane Regional Air Pollution Authority
M5	Measure 5 – Tax Limitation Measure
M50	Measure 50 – Tax Limitation Measure
MGMT	Management
M&S	Materials and Services
MWMC	Metropolitan Wastewater Management Commission
NLC	National League of Cities
OCLC	On-line Computer Library Center
ODOT	Oregon Department of Transportation
O&M	Operations and Maintenance
OPS	Operations Division
ORS	Oregon Revised Statutes
OSPWF	Oregon Special Public Works Fund
OTIA	Oregon Transportation Improvement Act
PS	Personal Services
P/T	Part-time position
RMIS	Risk Management Information System
SCUSA	Springfield Comprehensive Urbanization Study and Annexation
SDC	System Development Charges
SEDA	Springfield Economic Development Agency
SHOP	Springfield Home Ownership Program
SHPO	State Historic Preservation Office
SOPP	Standard Operating Procedure Policy
SRF	State Revolving Fund
SUB	Springfield Utility Board
TCV	True Cash Value



# GLOSSARY

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TRT .....	Transient Room Tax Fund
TDD .....	Telecommunications Device for the Deaf
UB.....	Unappropriated Balance
UEFB .....	Unappropriated Ending Fund Balance

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# APPENDIX



## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
City Manager's Office	1002	External Public Comm.	The City of Springfield has established a professional, collaborative relationship with members of the media and will continue to maintain a positive, informative role in providing information. The City is also increasing its social media presence as it is often where people go to get information on news, events, job opportunities and more. Promotions of City produced and/or sponsored special events, coordination with internal departments, coordination with outside agencies and non-profits, design and production of promotional materials for events and for elected officials. Promotion of events/meetings for all City departments and boards and commissions.
City Manager's Office	1004	Outside Agency Contracts	Negotiates and manages ongoing partnership and funding contracts with other agencies. Examples include Lane Council of Governments, TEAM Springfield, League of Oregon Cities, the Springfield Area Chamber of Commerce and Huerto de la Familia. These contracts and partnerships facilitate efficient and effective delivery of services to the community and may utilize a mix of funds including, but not limited to, General Funds and Transient Room Tax (TRT) Funds. In FY22, some COVID/CARES funds may also be used to support partners.
City Manager's Office	1005	Economic Development	The Economic Development program supports implementation of Council priorities with specific focus to include Downtown redevelopment and Glenwood redevelopment, with focuses on Council and urban renewal agency Board priority projects. The program prioritizes support of city-wide industry promotion, business retention, expansion, and recruitment efforts, including management of the Springfield Enterprise Zone program, support of federal Opportunity Zones, traded-sector site visits, corporate partnerships, company leads, site development, redevelopment, acquisition and/or consolidation, asset management and general project management. This program facilitates retention and expansion of existing businesses in Springfield through relationship building, advertising, sponsorships and resource coordination efforts. The strong retention focus creates a desirable community for industry recruitment.
City Manager's Office	1009	Transient Room Tax Management	The Transient Room Tax Management program is focused on the direct management and promotion of tourism related businesses, programs, events and amenities which directly contribute to an increase in overnight visitors to Springfield. Projects include art program administration, promotion and investments in Springfield quality of life features, and advertising and promotion of Springfield outside of the region.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
City Manager's Office	1013	Intergoverntal and Legislative Management	Management of State and Federal legislative agendas, including advocacy, policy management, and intergovernmental relations. This program provides a professional interaction among the various local and state government and develops effective relationships to improve Springfield's ability to fulfill its goals
City Manager's Office	7000	Department Administration	The Department Administration Program guides the daily operations of the City Manager's Office including implementation of Council direction and priorities, budget development, overseeing of personnel matters, employee training and development, contract administration, business relationship management, and strategic planning.
City Manager's Office	7001	Mayor & Council	The Mayor and Council set City policy and make decisions regarding ordinances and resolutions, authorizing contracts, setting City goals, and adopting the City's annual budget. The Mayor and Council guide the City staff to provide the highest quality, lowest cost, service to the residents of Springfield. Staff in the City Manager's Office schedule and coordinate activities, community events and meetings for the Mayor and Council, and communicate their attendance to the appropriate agency or person. Additionally, this program supports the coordination and hosting of significant Mayor and Council community events like the annual State of the City.
City Manager's Office	7005	City-wide Management & Oversight	Provide oversight and ensure proper coordination and communication of all City operations. This program focuses on the overall operations and oversight of daily and long-term city organizational activities and priorities. Our new City Manager will set additional priorities and goals.
Development & Public Works	1014	Engineering	This program has three main subprograms: stormwater engineering, wastewater engineering, and street engineering. This program reviews and implements engineering design standards for the stormwater and wastewater facilities in alignment with the Springfield Development Code adopted policies; City Engineering Design Standards and Procedures Manual; requirements of the National Pollution Discharge Elimination System (NPDES); City engineering design standards for street facilities including bicycle, pedestrian and transit facilities in alignment with City's Transportation System Plan and state and federal requirements for public and private projects. The program also implements technical requirements of the City's Stormwater Master Plan and Wastewater Master Plan and through this, the regionally adopted Public Facilities and Services Plan.

## APPENDIX - PROGRAM DESCRIPTIONS

<b>Dept.</b>	<b>Number</b>	<b>Name</b>	<b>Description</b>
Development & Public Works	1015	Infrastructure Planning	This program maintains and updates wastewater and stormwater facility Master Plans, provides capital project identification and prioritization, assures regulatory compliance including federal permits and Oregon State Land Use Goal 11 (Public Facilities and Services), implements the regionally adopted Public Facilities and Services Plan, and prepares cost estimates for development, operations, and ongoing maintenance projects.
Development & Public Works	1021	Emergency Management	This program provides the City government and the City of Springfield at-large with a comprehensive Emergency Management program, consistent with federal, state, and local regulations. It accomplishes this through planning and coordinating with staff, community partners and volunteers, and numerous government agencies to prevent, protect, mitigate, respond to, and recover from all types of community emergencies and disasters, as well as for larger-scale planned community events
Development & Public Works	1023	Community Events	This program provides staffing, support, and traffic control for a variety of community events: Lights of Liberty, Spring Clean-up, Holiday Parade, Veteran's Parade, community festivals and special events, installation of holiday decorations, and other numerous events.
Development & Public Works	1024	Survey	This program performs plat review for property line adjustments, partitions, and subdivision proposals and approvals for final plats. Survey also provides Capital Improvement Project support with topographic surveys for design and construction staking services. The program does recordkeeping for easement and right of way for City owned property and provides property boundary and Survey customer service. This program provides City and Public owned boundary Survey services, and miscellaneous City project support including research and field services.
Development & Public Works	1025	Operations Training and Safety Programs	The program provides compliance with mandated OSHA, State/Regulatory Standards, Bloodborne Pathogens, Respiratory Program, and Work Zone Safety. The program provides a standardized and structured new employee training program, with the objective to train employees in occupational proficiency and safety, and provide the residents of Springfield with competent, skilled public employees. The program must meet BOLI compliance.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Development & Public Works	1028	Business Licensing	This program receives, reviews, processes, and approves business licenses applications, renewals, and related fees/charges. Staff also facilitates the expeditious review of required plans and specifications for Special Events and related licenses for a broad spectrum of the Springfield Community. The staff administering this program assists with municipal code interpretations and recommends changes to the municipal code upon request.
Development & Public Works	1030	Building Plan Review	This program is responsible for the review, permitting and occupancy approval of residential, commercial and industrial building permit applications. Staff administering this program are certified in structural, electrical, plumbing and mechanical plan reviews addressing compliance with Oregon Specialty Code. Staff also provide customer service to the public by assisting with questions about the permit process and Specialty Code Compliance.
Development & Public Works	1032	Building Field Inspections	This program is responsible for the inspection and approval of the mechanical, structural, electrical, and plumbing construction component for multi-family residential, single family dwellings and commercial/industrial building permits. The staff administering this program are certified in mechanical, structural, electrical, and plumbing inspections in compliance with Oregon Specialty Code. Staff also provides customer service to the public by assisting with questions about the inspection process and Specialty Code compliance.
Development & Public Works	1036	Community Development	This program manages federal funds from the US Department of Housing and Urban Development available for Community Development and Affordable Housing. Community Development Block Grant (CDBG) funds may be used to provide Low to Moderate Income Neighborhood Improvements, eliminate Slums and Blight, facilitate development projects including housing to benefit low to moderate income citizens and contribute to the general economic development of the City. Up to 15% of CDBG funds may be used for social services to underserved citizens in the community. Via the HOME Consortium with the City of Eugene, Springfield has access to HOME funds for new construction and acquisition of income-qualified and special needs housing.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Development & Public Works	1038	Comprehensive Land Planning	This program plans for the community's future by preparing, updating and implementing the Eugene Springfield Metropolitan Area General Plan (Metro Plan), 2030 Springfield Comprehensive Plan, refinement and district plans, special projects and federal and state land use mandates. The program coordinates regional and metropolitan wide comprehensive planning with Eugene, Lane County, the State and other governments and service providers. Program assists other divisions and departments in evaluating and implementing state and federal laws applicable to buildable lands, housing, economic development, natural resources and hazards, regional and local transportation plans, and the Public Facilities and Services Plan. The program addresses all Statewide Planning Goals applicable to Springfield as codified in statute and administrative rule and interpreted by case law.
Development & Public Works	1039	Development Review	This program is responsible for the administration and processing of land use and development review applications; front counter customer service on all land use and development issues; and implementation of federal, state and local regulations in partnership with outside agencies and the City's Development Review Committee. This program also reviews and signs off on Public Improvement Plans (PIPs) associated with site developments; is responsible for community programs that implement corrective and preventative flood protection pursuant to the National Flood Insurance Program, which allows the city and individuals to be able to purchase federally-backed flood insurance; and, administers grant funds for historic preservation and compliance with State and Federal historic preservation programs.
Development & Public Works	1040	Development Code Updates and Maintenance	This program is responsible for code revisions and updates to implement changes in state and federal regulatory requirements, new legislation and court decisions, new land use plans and amendments or City Council initiatives. This program includes code maintenance to keep printed and digital copies current and provide multi-media citizen access.
Development & Public Works	1041	Code Enforcement	This program is responsible for assuring compliance with the following codes and regulations and enforcement of decisions made under Department authority: Springfield Development Code, the Springfield Municipal Code, Stormwater and Environmental permit and program regulations, and Residential and Commercial Building Codes where applicable. Staff receives and responds to all citizen complaints, encourages voluntary compliance, and provides enforcement and legal support within all of Development and Public Works (DPW) as necessary.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Development & Public Works	1044	Stormwater Fiscal Management & Customer Services	This program provides for stormwater administrative and customer services including point-of-contact for Springfield stormwater customer billing account services. This program includes fiscal management, developing and monitoring budgets, and setting user fee rates and charges to ensure revenue stability to fund mandated programs and services. This program includes public information, education and outreach services.
Development & Public Works	1045	Stormwater Regulatory Administration	The program, in accordance with the National Pollutant Discharge Elimination System (NPDES) Stormwater MS4 Permit issued to the City, promotes public involvement/participation, provides pollution control manual development and administration, water quality monitoring, water quality facility/outfall inspection and enforcement, stormwater illicit discharge tracking/reporting/enforcement, pollution prevention in municipal operations, and post-construction stormwater management for new development and redevelopment. This program includes responsibilities for the NPDES Stormwater Discharge Permit and Stormwater Management Plan development and administration.
Development & Public Works	1048	Land Drainage & Alteration Permit	This program is responsible for the review, permitting, inspection and enforcement of all Land and Drainage Alteration Permits (LDAP) in order to minimize threats to persons, property, sensitive areas, flood plains and urban water quality from land and drainage alteration activities, which includes construction site stormwater run-off and control, as required by the City's MS4 Stormwater Permit. The staff administering this program also assists in development and refinement of city codes/regulations for the LDAP program and provides customer service to the public by assisting with questions in regard to the permit processes and code compliance, sewer connections, and systems development charges.
Development & Public Works	1049	Surface Stormwater Management	The program maintains surface stormwater quality by control of unwanted vegetation and invasive species through chemical, and manual vegetation measures and activities on water quality facilities such as: ditches, canals, bioswales, and the Mill Race. It also performing culvert cleaning, culvert repair/construction, canal reshaping, ditch/canal cleaning, flood control, drainage grading, high velocity culvert cleaning, inspections, shoulder repair, water quality features maintenance. This program facilitates the annual Leaf Pick-Up program.



## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Development & Public Works	1050	Open Spaces	This program manages public-owned trees through scheduled activities such as: tree removal, tree trimming, tree planting, and customer service inspections. The program maintains the City image by performing planter bed maintenance, chemical and manual vegetation control, turf mowing/maintenance, irrigation backflow test/repair, irrigation maintenance, customer service inspections at locations such as: public rights-of-way and City buildings, medians, entrances, roundabouts, multi-use paths and the Pioneer Parkway corridor.
Development & Public Works	1053	Subsurface Drainage and Repair	This program maintains subsurface waterway infrastructure through scheduled activities; by catch basin and storm ceptor cleaning, high velocity cleaning, inventory and conditions survey, maintenance access point inspections, root control sawing, and pipeline TV inspection. Additionally, the program performs repairs to the City's stormwater system along with dye testing, pipeline repair, riser repair, catch basin and access point repair.
Development & Public Works	1056	Regional Wastewater Administration	This program provides for budget development, rate setting, financial planning and management of the Regional Wastewater system. It coordinates intergovernmental activities and Commission support. It provides insurance and risk management, procures legal services and facilitates purchasing. The program provides for public policy issues, NPDES Permit administration, property management, grants administration, public information, education and outreach, and general customer service.
Development & Public Works	1057	Industrial Pretreatment	This program performs industrial wastewater discharge permit administration, industrial user monitoring, regulatory and permit compliance enforcement/follow-up, collections system monitoring, ongoing wastewater system user inventory, DEQ reporting and audit response, regional program administration, pollution management practices, general requirement administration, public outreach, regional/national rule and policy analysis, local discharge limitation development.
Development & Public Works	1058	Regional Wastewater Operations	This program is managed by the City of Eugene Wastewater Division, to operate and maintain the regional water pollution control facilities serving Eugene and Springfield, including wastewater treatment facilities and systems; biosolids management, industrial source control, water quality laboratory testing and analysis, septage and hauled waste services and customer service.
Development & Public Works	1059	Wastewater Fiscal Management and Customer Services	This program provides for local wastewater administrative and customer services including point-of-contact for Springfield wastewater customer billing account services. This program includes fiscal management, developing and monitoring budgets, and setting user fee rates and charges to ensure revenue stability to fund mandated programs and services. This program includes public information, education and outreach.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Development & Public Works	1062	Wastewater Preventive, Repair, and CMOM	This program maintains the flow and operations of sanitary sewer lines by performing high velocity cleaning. Infiltration and Inflow monitoring, TV inspections, Pump Station maintenance, performs dye testing, pipeline repair, riser repair, smoke testing, manhole repair, mapping and implementing Capacity Management Operations and Maintenance (CMOM).
Development & Public Works	1065	Transportation Planning	This program prepares, updates and implements local and regional transportation plans for motor vehicles, bicycles, pedestrians and transit; develops project ideas from concept to early design including community stakeholder and partner agency participation, National Environmental Policy Act documentation, and securing project funding; represents the City in required state and federal transportation planning processes with Eugene, Lane County, LCOG, ODOT, DLCD, and other governments and service providers. Mandates include Statewide Planning Goal 11 - Public Facilities and Services, and Goal 12 - Transportation, as codified in legislation, administrative rule, statute, and case law; and CFR Title 23, Transportation Federal Aide Requirements.
Development & Public Works	1067	Street Sweeping	This program performs regular sweeping services of City streets as mandated by regulations (NPDES permit), minimizes pollutants from entering stormwater facilities, maintains air quality, and promotes City image.
Development & Public Works	1068	Bicycle Facilities and Programs	This program enhances bicycle travel opportunities to complement with other travel modes through education and encouragement programs, and project development and delivery. Program provides for bike lane striping, improved safety, and convenience of existing routes, adding new on and off-street facilities for travel and parking, and staffs the City Bicycle and Pedestrian Advisory Committee. The program effectively utilizes the required 1% minimum of State Fuel Tax Revenue set aside.
Development & Public Works	1069	Locates and Encroachments	This program performs right-of-way and infrastructure systems inspections assuring the integrity of the City's infrastructure by locating and marking underground utilities to prevent damage. The program reviews and approves Encroachment permitting, which includes initial permit review assuring that submittal meets current development construction standards, as well as acceptable methods and inspections of construction.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Development & Public Works	1070	Street and Row Management	This program performs preservation and maintenance on City streets and rights-of-way to sustain and optimize the life cycle through activities such as: bridge repairs, crack sealing, customer service requests, ice and snow control, pothole patching, street rocking, skin patching, base repair, curb repair, overlays, shoulder repair. It provides street system communications and public outreach activities. This program also responds to citizen complaints on poor or hazardous conditions of sidewalks and involves property owner notification of City Code and inherent compliance. The program provides sidewalk grinding and repairs in the public right-of-way; ADA sidewalk upgrades/repair; and customer service requests inspections. When funds are available it provides support to citizens who are obligated to repair damaged sidewalks caused by public trees. It provides street system communications and public outreach activities.
Development & Public Works	1072	Traffic System Engineering and Management	This program designs, builds, operates, and maintains the City's traffic systems in compliance with federal and state law, and industry best practices. Traffic systems include traffic signals for City, ODOT, LTD, and International Paper (IP), pedestrian hybrid beacons, rapid flashing beacons, school speed zone beacons, radio and wired communication systems, streetlights, traffic signs and pavement markings. The program provides leadership and traffic engineering expertise to the Bicycle and Pedestrian Committee, manages bicycle, pedestrian, and transit facilities, reviews and approves encroachment and special event traffic control plans, and all capital construction, develops and delivers safety education and outreach programs, responds to citizen service requests, represents the City in cooperative programs with regional partners, negotiates and administers IGAs and contracts with other service providers.
Development & Public Works	1077	Transient Related Issues	The program is intended to reduce the number of transient camps that affect water quality. Camps are generally located in open spaces around drainage areas. The program is housed in the Operations Division; however Environmental Services and Community Development have significant roles including camp detection, developing affordable housing strategies, and providing social services.
Development & Public Works	7000	Department Administration	Management oversees the daily operations of the department; budget development, personnel matters; training and development, contract administration; business relationship management; strategic planning.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Development & Public Works	7022	City Facilities Operations, Maintenance and Custodial Services	City Facility Operations, Maintenance and City Facility Maintenance Custodial Services programs were merge in FY22 to create City Facilities Operations, Maintenance and Custodial Services program. The program provides electrical, mechanical, plumbing, and structural systems maintenance and repair of all City owned and staffed buildings and facilities. Support activities include maintenance of such items as HVACs, roofs, fire suppression/sprinklers, elevators, construction and remodels, painting, contract management, grounds keeping, asphalt and concrete surface maintenance. Program also includes cleaning, sanitizing and caretaking services to City Hall, Carter Building and Museum; may provide backup custodial services to Operations Complex. Orders all custodial supplies; select required/necessary cleaning projects. In addition, the program provides building security at City Hall and Museum.
Development & Public Works	7024	Fuel Facility Operations and Management	This program manages and provides financial oversight and day-to-day operations of the multi-agency owned fuel facility. It provides user access management to four agencies and manages all site upgrades.
Development & Public Works	7026	Vehicle and Equipment Services	This program performs preventive, scheduled and unscheduled maintenance and repairs on the City's 300+ fleet and equipment.
Development & Public Works	7900	Real Property Management	This program provides for the acquisition and sale of real property for municipal reason as well as its management and maintenance while owned. The program's intent is to assure that the property is operable and as fiscally sustainable as possible until put to another use or disposed of as surplus. This is done through landlord tenant relations through the rental of all or portions of these properties along with maintaining the facility's infrastructure, including systems such as HVACs, plumbing, electric, roofs, fire suppression/sprinklers, and elevators. It also oversees construction and remodels, painting, contract management, grounds keeping, and asphalt and concrete surface maintenance of the real property. Several programs (7901, 7902, 7903, 7904) for individual properties "roll-up" into this larger encompassing program rather than duplicating the same program multiple times.
Development & Public Works	8800	Capital Projects	This program implements the City's Capital Improvement Program for infrastructure systems including; transportation, streets, stormwater, wastewater and buildings/facilities. Activities include all aspects of project delivery from inception to completion of City construction projects. The program also maintains and updates capital construction contracting documentation and processes consistent with State statute and City policy.
Development & Public Works	8810	MWMC Capital	This program provides Capital project planning, design; bid process and contract award; Capital budget development, user rates and models; Capital project development, construction, inspections and construction management, capital project acceptance and recordkeeping for the Regional Wastewater system.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Finance	1029	Licensing and Franchising	This program reviews, approves, and processes utility licensing, franchising agreements, and public way use agreements. The staff administering this program, in coordination with the City Attorney's Office, makes municipal code interpretations and recommends changes to the municipal code. Staff provides customer service to the public by providing the necessary department staff to address citizen concerns of services provided by the various franchises.
Finance	1200	Municipal Court Services	Consists of all functions necessary to process cases from intake through final disposition, all collection actions and court accounts receivable, and any general services and customer support provided. This program includes a variety of activities such as processing automated data imports from police records system, manual data entry, filing, arraignment, appointment of counsel for indigent representation, scheduling of trials and hearings, jury management, and final disposition processes. This program includes judicial resources and clerical support for the judge and automated processing and balancing of payments received from private collections agencies on our behalf. Performs all accounting, payments, and balancing of cash drawers and compliance with City financial policies and City auditor recommendations
Finance	7030	Accounts Payable	The accounts payable program makes payments to all vendors on behalf of the City, including staff reimbursements. This includes check payments, ACH payments, and purchase cards. Maintenance of all vendor records, bank information, and payment addresses as well as 1099 reporting on subject payments. This program also includes reconciling purchase cards for staff with the bank invoices and proper coding of expenses to funds, departments, and programs.
Finance	7031	Annual Audit, CAFR and Internal Reporting	Work paper preparation, auditor fieldwork and inquiries, and CAFR preparation. Recording, monitoring, and analyzing of all City financial transactions, monthly financial reporting, budget, and special reporting.
Finance	7032	Budget Development, Forecasting, and Analysis	Lead planning, forecasting and oversight efforts that support the organization's financial health. Activities include: coordinate the City's annual budget process, revenue and expense forecasting, legal filing of required documents with the county/state, maintenance of the City's budget software (BOARD), monitor and analyze fund and department activities to verify they are within legal level limits, perform fund balancing activities, and manage the supplemental budget process.
Finance	7033	Procurement & Contracts	Procure goods and services at the best value for the City using the most efficient and effective methods possible while abiding by state and local rules and regulations and maintaining good stewardship of public funds. Draft Municipal Code, Administrative Guidelines, legislative review, contract administration, provide business and legal sufficiency review, and grant compliance.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Finance	7034	Treasury Management	Manage the City's investment portfolio and coordinate with cash flow and debt service requirements. Develop City program for the issuance of long-term debt and debt management (Issuance of Bonds)
Finance	7035	Municipal Court Administration	The Springfield Municipal Court Administration's mission is to oversee all operations and activities of the Municipal Court to ensure we are fairly and impartially upholding the rule of law in an accessible way. We strive to do this through innovations and new technology, while working collaboratively with other departments and agencies.
Finance	7150	Regional Fiber Consortium	City of Springfield is the contracted fiscal agent for the Regional Fiber Consortium. The Regional Fiber Consortium (Consortium) was established in 1999 through an intergovernmental agreement between a group of Oregon cities and counties for the purpose of taking and managing a system of fiber optic cable transferred to the Consortium by a number of fiber providers in consideration of right-of-way user fees. It is the goal of the Consortium to develop an appropriate level of communication services for the citizens of the member jurisdictions and to serve the public interest by stimulating economic development in the communities through which the fiber optic cable passes.
Fire & Life Safety	1030	Building Plan Review	This Program page represents the Fire Marshal's activity associated with supporting Development & Public Works to administer this program. A Deputy Fire Marshal assists with the review, permitting, and occupancy approval of residential, commercial and industrial permit applications. In addition to plan reviews, staff also provide customer service to the public by assisting with questions regarding the permit process and Specialty Code Compliance.
Fire & Life Safety	1039	Development Review	The Fire Marshal's office is responsible for a variety of activities to support Development & Public Works in administration of the Development Review program. This program is responsible for the administration and processing of land use and development review applications, including customer service support on all land use and development issues. Implementation of federal, state, and local regulations is conducted in partnership with outside agencies as well as the City's Development Review Committee, whose members include Police, Fire and Life Safety, Building, Transportation and Environmental Services. This program is also responsible for the review and approval of Public Improvement Plans (PIPs) associated with site developments.
Fire & Life Safety	1090	Fire & Arson Investigation	Deputy Fire Marshals respond to selected fire incidents and investigate fire cause and origin, document the scene, collect evidence, and report findings when completed. Documentation of findings is used for criminal follow-up and as a vital component in insurance claims for fire loss.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Fire & Life Safety	1091	Community Risk Reduction	The Fire Marshal's Office performs activities required by State Fire Marshal to maintain City exemption status, including: Fire Code Inspections, Maintenance of required Fire Protections Systems, Public Education, Juvenile Fire Setters Intervention, Land Use Planning, and participation on Development Review Committee. The Deputy Fire Marshal serves as liaison with Building Division on fire system plans for new/remodeled occupancies.
Fire & Life Safety	1093	Appratus & Equipment Maintenance	Fire suppression and emergency medical response apparatus are inspected daily, weekly, and monthly to ensure readiness, safety, and proper inventory. Routine NFPA inspections and necessary repairs are scheduled with a contracted vendor. Contributions to the Vehicle and Equipment Replacement Fund are utilized (Capital Outlay) to replace vehicles and equipment at the end of their useful life.
Fire & Life Safety	1096	Fire Suppression Operations	The Fire Suppression Operations program provides fire and rescue response to 911 calls for assistance in a variety of emergencies. This program provides the personnel, specialized vehicles, and equipment to respond to emergencies in the community that threaten life, property, and the environment. This includes fires, rescues, natural and man-made disasters, hazardous material incidents, and medical emergencies. The department provides a coordinated all-hazard response to all emergency calls.
Fire & Life Safety	1097	Disptach & Communications	Central Lane Communications Center (CLCC) provides Fire and EMS dispatch services for Eugene Springfield Fire and surrounding agencies. Services are performed under contract with City of Eugene Police Department. Actual charges from the City of Eugene are allocated based upon population, assessed property values, and call volume of the participating agencies in CLCC's services.
Fire & Life Safety	1098	Training & Development	The Fire Training program provides all uniformed department personnel with the training necessary to develop and maintain the skills, knowledge, abilities, and certifications required to provide safe and effective fire and emergency medical services. Training includes classroom and practical exercises using qualified and certified instructors. Internal career development programs continue to produce highly skilled employees that are ready for promotion within the department. The program provides the training necessary for successful, efficient, and safe service delivery to the community.
Fire & Life Safety	1099	EMS Operations	The Emergency Medical Services (EMS) program provides high-quality pre-hospital emergency medical treatment and ambulance transportation throughout the Eugene/Springfield metro area and much of eastern Lane County. This program provides for Quality Assurance, paramedic continuing education and training, and stand-by medical coverage at special events. Paramedics are trained to provide Advanced Life Support (ALS) level of care to all patients when needed.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Fire & Life Safety	1100	Fire Logistics	Under contract with the City of Eugene, Fire Logistics provides Springfield supply ordering and distribution for medical and station supplies; annual inspection and repair of Self-Contained Breathing Apparatus (SCBA) equipment; inspection, repair, and fitting of personal protective equipment (i.e. turnouts); annual fire hose inspections; and miscellaneous equipment repair and replacement.
Fire & Life Safety	1102	EMS Billing	Ambulance Account Services provides ambulance billing services for the City of Springfield ambulance operations and ambulance billing services for other public entities around the state for a per account fee. It includes full-cycle management of all accounts and is a revenue source for Springfield ambulance operations. Prior to FY21, Ambulance Account Services was represented by two program codes, 1102 & 1103. In FY21 these programs were merged to more accurately reflect the combined efforts of this billing department.
Fire & Life Safety	1104	Firemed	FireMed is a voluntary ambulance membership program which covers patient out-of-pocket expenses for medically necessary ambulance transportation to the nearest appropriate hospital. The FireMed reciprocal network covers nearly all corners of Oregon. Members may also subscribe to FireMed Plus and include Life Flight Network services as well.
Fire & Life Safety	1105	Community Outreach	Fire provides fire and life safety education through participation in community events throughout the year. Annual events include safety fairs, second grade classroom visits, and Young Women's Fire Camp. Past events have also included Teen Day, a Cooking Fire Safety Program, and Traveling Trunks to provide fire safety education materials to preschool and kindergarten age children. The Fire Marshal's Office reviews permits and inspects certain special events, providing opportunities to educate organizers of community events.
Fire & Life Safety	1106	Basic Life Support Operations	Eugene Springfield Fire's Basic Life Support System (BLS) creates a tiered ambulance system for 911 calls for service in the Eugene and Springfield metro areas. BLS ambulances respond to lower priority calls along with Advanced Life Support (ALS) fire engines. This allows each patient to receive a Paramedic assessment which determines the patient's need for a BLS or ALS transport. This tiered, flexible approach allows ALS ambulances to be more available for high-acuity calls within their own area and decreases their response time to aid patients who most need their service.
Fire & Life Safety	7000	Department Administration	Administrative staff oversee budget development, timekeeping and human resources, contract administration, and tech support.
Human Resources	7000	Department Administration	The program provides City-wide Human Resources support in the areas of personnel administration, class and compensation, employee and labor relation, talent acquisition, employee training, and payroll administration.



## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Human Resources	7060	Risk Administration	This program coordinates methods and processes used to manage risk and seize opportunities related to City objectives per state and Federal regulations and best practices. This program administers the insurance program which includes property, liability, safety, and loss control.
Human Resources	7062	Workers' Compensation Claims	The Workers' Compensation Program manages workers' compensation claims and facilitates employees' return from work-related injuries per state and Federal regulations.
Human Resources	8300	Self Funded Medical	The Self-Funded Medical Program is responsible for tracking and managing the City's fiduciary responsibility the City's self-funded medical insurance program.
Human Resources	8301	Self Funded Dental	The Self-Funded Dental Program is responsible for tracking and managing the City's fiduciary responsibility for the City's dental insurance program.
Human Resources	8350	Wellness Center	The Wellness Center is designed to keep health insurance cost increases lower than national and regional trends and increase employee productivity by shifting the high costs of urgent care and primary care services to a lower, fixed cost of the clinic.
Information Technology	7070	Financial Systems	This program includes systems that support general ledger, procurement, budgeting, financial reporting, financial forecasting, and financial regulatory compliance.
Information Technology	7000	Department Administration	Management oversees the daily operations of the department to include budget and contract administration, employee evaluations, training and development; business relationship management with vendors and regional partners; as well as IT project portfolio management and strategic planning.
Information Technology	7071	Human Resource Systems	The Human Resource (HR) Systems program includes systems that support payroll, position management, benefits administration, labor contract administration, recruitment, risk management and HR regulatory compliance.
Information Technology	7072	Land Management Systems	The Land Management Systems program includes systems that support property management, Right-Of-Way management, cadastral mapping, assessment and taxation, base mapping (elevation, vegetation, hydrography, structures, etc.), deeds and land records.
Information Technology	7073	Facilities Management Systems	The Facilities Management Systems program includes systems that support the design, construction, operation and maintenance of wastewater and storm water systems, transportation systems and municipal buildings.
Information Technology	7074	Criminal Justice Systems	The Criminal Justice Systems program includes systems that support community police, animal control, courts, and jail.
Information Technology	7075	Fire And Life Safety Systems	The Fire and Life Safety Systems program includes systems that support emergency patient transport, fire and hazardous materials response, etc.
Information Technology	7076	Community Development Systems	The Community Development Systems program includes systems that support planning, code enforcement, permitting, franchising, economic development, and housing program management.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Information Technology	7077	Public Library Systems	The program includes systems that support media control, digital literacy, public education, and Library administration functions. Specific systems include hosted library systems (SIRSI), locally hosted systems office software, purchase card systems and Wi-Fi services.
Information Technology	7078	Shared Systems	The Shared Systems program includes sub-programs that provide essential services to all other programs such as document management, emergency management, risk management, email, phones, productivity software (MS Office Software), etc.
Information Technology	7079	Information Security Compliance	The Information Security Compliance program includes systems that support regulatory compliance, liability management, risk management, access management, public records requests, litigation requests, employee investigation, and system security analysis.
Legal Services	1012	City Prosecutor	The City contracts for Prosecution Services with the firm of Leahy Cox, LLP. The City Prosecutor represents the City in Municipal Court and Appellate courts. Prosecution services are provided for all misdemeanor criminal and traffic crimes and for any violation cases in which the defendant has retained counsel. Services provided include screening of reports filed, negotiations for settlement of cases, and for representation of the City in trials by court or by jury. The City Prosecutor also recommends revisions to the Municipal Code to conform with case law and state statutes, and provides legal advice and training for the Police Department.
Legal Services	7100	City Attorney	The City Attorney's Office is responsible for procedural aspects of 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 to assure compliance with intent, Charter, State and Federal laws as well as the possibility of liability exposure or litigation.
Library Services	1129	Arts Commission	The Springfield Arts Commission (SAC) provides unique events and ongoing programs that result in opportunities for Springfield artists, enhanced quality of life for Springfield residents, and an increase in visitors to downtown Springfield. A Management Support Technician serves as the staff liaison to the commission, providing budget oversight, administration, and support to the commission.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Library Services	1130	Museum	<p>As a part of the Springfield Library, the mission of the Springfield History Museum is to foster an awareness of the history of Springfield, provide a link between our past and present, and promote an appreciation of the diverse communities that call Springfield and rural East Lane County home.</p> <p>The Museum features rotating biannual historical exhibits, a permanent exhibit, and educational programming for our community throughout the year. The Museum's children's area now includes space for interactive educational activities. The Museum relies heavily on volunteer help with guests, exhibits and collections. The Council-appointed Springfield History Museum Committee is responsible for making recommendations and assisting with implementation of exhibits and programs; assisting with community outreach and publicity, fundraising, and approving Museum policies.</p>
Library Services	1131	Library Operations	<p>Library Operations captures the cost of running the library, from personnel to office supplies, from supporting the volunteer program to our development and marketing. Most of library FTE are tracked under this program.</p> <p>Examples of the work covered under this program include: staff training, such as with State-provided resources on working with vulnerable populations; recruitment, training and management of a robust volunteer operation; assisting with Library Advisory Board directives such as work on a community survey; and, working to help expand the work of our support groups, the Springfield Library Foundation and the Friends of the Springfield Public Library.</p>
Library Services	1132	Library Collections	<p>Our Library Collections program monitors the cost of providing a wide variety of resources to our library card holders and community. The library works to meet demands for print and online materials. Budgeted here are our collection budgets for books, movies, periodicals, music, databases and downloadable ebooks and audiobooks. Through ordering, processing and curation, all library staff play a role in the materials the library provides our community.</p>
Library Services	1133	Library Services	<p>Library Services includes providing borrowers' services, programs and outreach. Considered here is the task management of checking items in and out, registering new library cardholders, and resolving patron issues such as lost or damaged item replacement. Staff works with patrons to find the information they seek, including referral services. The library reimagined library services during the COVID-19 shutdown and still provided educational and cultural programs for all ages. Regular programming includes tech help sessions, a monthly film discussion series, opportunities for civic and social engagement, STEM storytimes, afterschool programs, robust programming during school breaks, and programming in Spanish, all continued in a virtual world.</p>

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Library Services	7000	Department Administration	Management oversees the daily operations of the department including budget development, personnel matters, training and development, contract administration, business relationship management, and strategic planning. Examples of work represented under this program are: development and review of the library strategic plan, community-embedded librarians serving on community-wide Committees and Boards; twice-yearly in-service trainings for library staff; and, working on City department-wide initiatives, such as representation on the City Executive Team, IT Steering Committee, Information Security Committee, Emergency Management Team, Union bargaining negotiations, Committee for Diversity and Inclusion, and the Safety Committee.
Police	1141	Hiring & Professional Standards	This program oversees recruitment, hiring, training, Department of Public Safety Standards and Training (DPSST) certification, review of use of force, pursuit incidents, and oversight of personnel commendations and complaints from the public.
Police	1144	Patrol - Sworn	Sworn patrol officers enforce state and local laws and municipal codes, perform preventative community policing, respond to emergency and non-emergency calls for service in an effort to protect life and property, and maintain peace and safety in the community. Officers proactively generate calls for service through observation, prevention, and detection activities. As part of their duties, officers investigate crime, pursue, restrain, and arrest individuals, enforce traffic laws, prepare written reports, and interact with other law enforcement agencies in accordance with policy.
Police	1145	Patrol- Non-Sworn	Non-sworn patrol community service officers (CSOs) respond to non-emergency calls for service. CSOs perform a variety of services, to include retrieval of stolen and recovered property, processing and lodging of evidence, support at accident scenes, and arranging for the towing of vehicles. CSOs prepare written reports on incidents that are not in progress and do not require sworn officer presence, enforce parking control laws such as nuisance vehicle and traffic hazard removal, assist with local subpoena service, and provide operational support at major incident scenes.
Police	1146	Traffic Team	The traffic team consists of three motorcycle officers and one driving under the influence (DUI) enforcement officer. The motorcycle team emphasizes enforcement of traffic laws, including focus on speed, distracted driving, pedestrian safety, bike safety, and safety belts. The motorcycle team regularly participates in local and regional community events, to include traffic control for University of Oregon events, parades and marathons. The DUI enforcement officer is assigned an unmarked patrol car equipped with an in-car video system and emphasizes patrol efforts toward identification and enforcement of intoxicated drivers. Many officers selected for the DUI officer position are certified Drug Recognition Experts (DRE), which is an additional skillset for identifying non-alcohol related intoxicated driving.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Police	1148	K-9 Unit	The program is made up of four sworn K9 officers and their police dogs. The dogs are used for suspect apprehension, locating missing persons, and handler and officer protection. The K9 officers and their dogs perform public demonstrations and attend various community and special events throughout the year. The Springfield K9 unit also hosts a state-wide police dog competition each year, which is a free event for the community to attend.
Police	1149	Drug Dog	A specially trained officer and dog use their training to identify and intercept drug trafficking activity in Springfield and surrounding areas. The drug detection dog provides drug search and detection services for the execution of search warrants and regional law enforcement partners, schools, and businesses.
Police	1150	Major Accident Investigation Team (MAIT)	The Major Accident Investigation Team (MAIT) is an ad-hoc team of police officers responsible for the investigation of traffic accidents involving serious physical injury or death and major crime scene reconstruction in the City of Springfield. MAIT team members are specially trained in accident investigation, evidence collection, and reconstruction.
Police	1154	Investigations	The Investigations Services Division investigates and follows up on person, property, and drug crimes. The crimes investigated range from murder to minor theft. The team of detectives each have a primary criminal investigative focus, to include assault, robbery, and burglary crimes, property and auto theft, fraud, and local drug crimes. Two detectives are dedicated to sexual assault, child sexual or physical abuse, or elder abuse cases and receive specialized training due to the sensitive nature of the cases.
Police	1159	Computer Forenics	The Computer Forensics program consists of one detective with specialized training and certifications to provide expertise in the retrieval and recovery of data from cell phones, computers, hard disks, and internet sites related to criminal activity. Supported criminal activity includes the exploitation of children, financial fraud, and other major crimes.
Police	1160	Special Weapons and Tactics (SWAT)	The Special Weapons and Tactics (SWAT) team is an ad-hoc group of specially trained police officers who respond to crisis situations such as barricaded subjects, hostage situations, high-risk warrant service, or any situation where a suspect is considered armed and dangerous. The SWAT team is made up of department members who apply to serve on the team. Members are trained in crisis intervention, building entry, and the use of special weapons. The SWAT team includes a negotiations component consisting of five specially trained negotiators.
Police	1161	School Resource Officers	In partnership with the school district, the Police Department assigns two police officers as School Resource Officers (SROs). School Resource Officers provide law enforcement presence for the school district with focus towards the high schools.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Police	1162	Animal Control	The Animal Control program is staffed by one Animal Control Officer who is responsible for enforcing the City's dog license and animal control ordinances. The Animal Control Officer responds to animal related calls for service, including dog bites, animals at-large, and potential neglect cases. Animals found at large in the City jurisdiction are either returned to their owner or transported to Greenhill Humane Society, as needed.
Police	1163	Crime Prevention and Community Relations	This program fosters positive community interaction and coordinates community events, including National Night Out, Justice Center Open House, Safety Fairs, and the annual Citizens Police Academy. The program provides training, information, and crime prevention strategies to Neighborhood Watch groups. The program develops working relationships with key community stakeholder groups and acts as a liaison with independent groups, such as the Lock Out Crime Project (LOC), whose mission supports the work of the Department. The program is primarily supported by the Community Outreach Coordinator and Community Information Coordinator.
Police	1166	CAHOOTS	Partnership with CAHOOTS (Crisis Assistance Helping Out On The Streets) provides specialized response to persons experiencing a mental health crisis, intoxication, or minor medical support. The CAHOOTS team consists of a mental health care worker and a medic who assist at de-escalation and support, typically without a law enforcement response. In some instances, law enforcement and CAHOOTS partner on service calls to provide safety and support services.
Police	1167	Dispatch	Springfield Police dispatchers receive emergency and non-emergency phone calls and serves as the secondary Public Safety Answering Point (PSAP) in Lane County. Dispatchers guide callers through stressful situations and obtain and relay vital information to officers in the field. Dispatchers perform queries, enter data in local, regional, and national criminal justice computer systems, and provide additional support functions. Dispatchers maintain an ongoing awareness of the location and activity for all field units via radio communication and the computer-aided dispatch application, as well as monitoring the Springfield Justice Center security. Dispatchers are responsible for inter-agency communication regarding warrants, stolen vehicles, stolen property, and other criminal related information.

## APPENDIX - PROGRAM DESCRIPTIONS

Dept.	Number	Name	Description
Police	1168	Records and Calltaking	This program maintains law enforcement records and receives non-emergency phone calls for police services, as well as responds to in-person inquiries in the public lobby of the Springfield Justice Center. Records responsibilities include reporting the department's Oregon – National Incident Based Reporting System (O-NIBRS) crime statistics to the State of Oregon, as well as fulfilling requests for police reports from officers, law enforcement agencies, citizens, and other applicable agencies in accordance with department policy and statute requirements. Calltaking duties include creation of calls for service in the computer- aided dispatch application, writing police reports with no suspect information, and providing information such as referrals to other public resources.
Police	1170	Property & Evidence	Property and evidence personnel perform a variety of complex duties including the processing, receipt, storage, safekeeping, release, and disposal of property or evidence that comes into the custody and/or control of the Springfield Police Department. Property and evidence personnel ensure compliance with state and local laws, codes, and regulations while maintaining record keeping system related to property and evidence.
Police	1174	Springfield Municipal Jail-Court Support	The Jail Court Officer transports prisoners to and from the Lane County Jail, moves inmates to and from the Springfield Municipal Court, and provides periodic transport for the police patrol division. The Court Officer provides security and bailiff duties at all court hearings.
Police	1175	Springfield Municipal Jail-Operations	Springfield Municipal Jail operations includes book-in of incoming arrestees, housing inmates, and oversight of jail security and communications. Booking processing include supervision of arrestees and inmates in pre-book cells, initial classification of inmates, medical assessment, and identifying potential safety considerations. Housing of inmates includes the assignment of inmates to housing units based upon classification criteria, performing safety checks, coordinating inmate movement, providing food service, organizing inmate visitation, overseeing inmate workers, and ensuring a clean and healthful environment for both inmates and staff. Jail staff also monitor and control security systems, security cameras, and facility access to and from the jail facility.
Police	1176	Springfield Municipal Jail-Records	Jail staff maintain electronic and/or physical records of jail inmate files, inmate trust account activity, mail services, and visitor logs. Jail staff utilize a jail management system application to document the book in, housing, sentence computation, release, and other jail inmate processes.
Police	7000	Department Administration	Management oversees the daily operations of the department, including budget development, personnel matters, training and development, contract administration, business relationship management, and strategic planning.
Police	7090	Building Maintenance and Security	This program is responsible for building security, general maintenance, and custodial services for the Springfield Justice Center and Springfield Jail.

