FISCAL | 20
YEAR | 24

City of Springfield, OR Proposed Budget

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, 2022

Christopher P. Morrill

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, 2022**. 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

Members of the Budget Committee

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

Ward 4
Vacant

Ward 5
Victoria Doyle

Ward 6
Joe Pishioneri

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, City TTY users dial Oregon Relay Services at 711.

CITY OF SPRINGFIELD, OREGON

ACKNOWLEGEMENTS

Special thanks go to the following individuals for their assistance with the compilation of the FY24 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 and IT Director
Chaim Hertz..Human Resources Director
Neil Obringer ....Budget & Procurement Manager

Finance Staff

Meg Allocco..Accounting Manager
David Held...Administrative Assistant
Lynn Kief..Accountant
Yueyin Lin ....Finance Analyst
Sally Mckay ....Accounting Specialist
Kevin Vanderwall ....MWMC Accountant

Department Budget Coordinators

Linda Craig ....City Attorney's Office
Sam Kelly-Quattrocchi ....City Managers Officer
Nicholas Riolo ....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

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CITY OF SPRINGFIELD, OREGON

City Manager's Office

225 FIFTH STREET
SPRINGFIELD, OR 97477
541.726.3700
www.springfield-or.gov

It is my pleasure to present the City of Springfield's proposed Fiscal Year 2024 (FY24) 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 while 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.

We experienced a healthy increase in assessed value (AV) in FY23 of 7.4% over the previous year, well above our projection of 3.0%. This increase in assessed value is due to strong growth in both the industrial and housing sectors. Industrial AV growth has been driven in part by the impact of inflation on the valuation of materials & equipment, along with a significant enterprise zone exemption coming back onto the tax roles. Housing sector AV has been impacted by significant development, such as the Marcola Meadows subdivision, resulting in the addition of new residential units being added to the tax rolls.

For the upcoming fiscal year, the primary driver of expenditures will be the anticipated increased personnel costs due to inflation and a competitive labor market. Springfield continues to have very lean staffing levels and this budget includes some appropriate additions to meet needs in both administrative and service areas.

The following table outlines those additions to the FY 2024 budget.

Department	Change	FY24 Add	Fund Source
Public Works	Add five FTE Maintenance Technician Apprentice positions to address deferred maintenance of Storm and Sanitary Sewer facilities.	$ 423,194	Stormwater and Sanitary Sewer Operations Funds
Human Resources	Add Management Analyst to provide employee training coordination.	118,874	General Fund
Human Resources	Add Performance & Learning Management software. This will allow for tracking of professional development and performance evaluations.	43,000	General Fund
Police	Add an annual contribution to an equipment replacement reserve to allow for future replacement of the jail's security system.	27,500	Police & Jail Levy Fund
Library	Add Materials & Services and temporary staffing budget for the Springfield Museum.	10,000	Transient Room Tax Fund
Total		**$ 622,568**	

Looking Ahead
It is important to be vigilant regarding the issues and needs that impact the future of the City. The following are some of those issues:

Eugene Springfield Fire: The cities of Eugene and Springfield operate within a combined structure for fire services. Last year, the Eugene Springfield Fire Governance Review Panel began its review of the department's structure. The Panel has not yet completed its process for this very complex issue. For more information on the Eugene Springfield Fire Governance Review Panel, please visit Governance Review Panel | Eugene, OR Website (eugene-or.gov).

Fiscal Stability: Although the addition of ARPA funding created a short-term buffering effect, for the long-term, the City of Springfield's structural imbalance within its General Fund remains. 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. CPS has experience in conducting similar research for local government in Oregon and will provide their expertise and academic rigor to the project.

Police: The City is fortunate to have the support of the Springfield community, who renewed the existing five-year levy of $1.40 per $1,000 of assessed property in November, 2023. Thank you for your support of public safety in our community!

Although the Police Department has made progress in hiring, sworn staffing levels remain at about 75% of capacity. There is great demand for new recruits and increased competition among police departments in the labor market. This issue is exacerbated by losing officers due to retirement or leaving law enforcement.

Every year, City employees show incredible professionalism and commitment to our community. Check out some the accomplishments that the Mayor outlined in his State of the City Address ([2023 State of the City Address - City of Springfield Oregon (springfield-or.gov)](https://www.springfield-or.gov)). I want to acknowledge the two employees that Mayor Van Gordon recognized as Employee of the Year for 2023:

- Niel Laudati, Assistant City Manager
- Kristina Kraaz, Assistant City Attorney

Congratulations Niel and Kristina on this well-deserved honor. Springfield is fortunate to have you here.

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

I formally submit the Fiscal Year 2024 budget for your consideration.

Nancy Newton
City Manager

CITY OVERVIEW & STATISTICAL INFORMATION

CITY OVERVIEW & STATISTICAL INFORMATION

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

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 plans 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

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

City of Springfield Annual Budget Process and Timeline

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

January - March
- 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.

April – 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

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.

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.

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

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

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
General Fund	**Street Fund**	**Bond Sinking Fund**	**Sanitary Sewer Fund**	**Insurance Fund**
Department Operating	Department Operating	Non-Departmental	Department Operating	Department Operating
City Manager's Office	*City Manager's Office*	*Debt Service*	*City Manager's Office*	*Human Resources*
Human Resources	*Finance*	*UEFB*	*Finance*	*Health Insurance*
Information Tech.	*Dev. and Public Works*		*Dev. and Public Works*	*Property & Liability*
Finance	Non-Departmental	**4 - CAPITAL**	Non-Departmental	*Workers Compensation*
Fire & Life Safety	*Interfund Transfer*	**Development Assessment**	*Debt Service*	Non-Departmental
Police	*Contingency*	Non-Departmental	*Contingency*	*Contingency*
Dev. and Public Works	**Special Revenue Fund**	**Development Projects**	**Regional Wastewater Fund**	**Vehicle & Equipment Fund**
Library	Department Operating	Capital Projects	Department Operating	Department Operating
Legal Services	*City Manager's Office*	*Dev. and Public Works*	*City Manager's Office*	*Human Resources*
Non-Departmental	*Human Resources*	**Reg. Wastewater Capital**	*Finance*	*Information Technology*
Interfund Transfer	*Information Technology*	Department Operating	*Dev. and Public Works*	*Finance*
Contingency	*Finance*	*Dev. and Public Works*	Non-Departmental	*Fire & Life Safety*
	Fire & Life Safety	Capital Projects	*Interfund Transfer*	*Police*
	Police	*Dev. and Public Works*	*Debt Service*	*Dev. and Public Works*
	Dev. and Public Works	Non-Departmental	**Ambulance Fund**	*Library*
	Library	*Interfund Transfer*	Department Operating	*Legal Services*
	Transient Room Tax Fund	**Street Capital Fund**	*Fire & Life Safety*	**System Dev. Charge Admin.**
	Department Operating	Department Operating	Non-Departmental	Department Operating
	City Manager's Office	*Dev. and Public Works*	*Contingency*	*Finance*
	Dev. and Public Works	Capital Projects	**Storm Drainage Ops. Fund**	*Dev. and Public Works*
	Library	*Dev. and Public Works*	Department Operating	Non-Departmental
	Non-Departmental		*City Manager's Office*	*Contingency*
	Interfund Transfer		*Finance*	
	Community Dev. Fund		*Dev. and Public Works*	
	Department Operating		Non-Departmental	
	Finance		*Debt Service*	
	Dev. and Public Works		*Contingency*	
	Building Code Fund		**Booth-Kelly Fund**	
	Department Operating		Department Operating	
	City Manager's Office		*City Manager's Office*	
	Fire & Life Safety		*Dev. and Public Works*	
	Dev. and Public Works		Non-Departmental	
	Non-Departmental		*Interfund Transfer*	
	Contingency		*Contingency*	
	Fire Local Option Levy		**Regional Fiber Consortium**	
	Department Operating		Department Operating	
	Fire & Life Safety		*Finance*	
	Non-Departmental			
	Contingency			
	Police Local Option Levy			
	Department Operating			
	Finance			
	Police			
	Legal Services			
	Non-Departmental			
	Contingency			

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	5,834,524	345,796,754	6.3%
MCKENZIE WILLAMETTE MEDICAL CTR	Healthcare	1,618,934	88,670,820	1.6%
BRFI GATEWAY LLC	Shopping Mall	1,502,141	82,295,371	1.5%
SWANSON GROUP MFG LLC	Wood products	941,826	76,863,180	1.4%
PEACEHEALTH	Healthcare	798,052	535,672,326	9.8%
ROSBORO COMPANY LLC	Wood products	728,744	41,422,921	0.8%
PACIFICSOURCE PROPERTIES LLC	Healthcare	717,581	57,640,933	1.1%
KINGSFORD MANUFACTURING CO	Manufacturing	678,684	39,177,420	0.7%
BORDEN CHEMICAL INC	Chemical Industry	617,796	35,615,905	0.6%
HSRE NW SPEC CLINICS MOB LLC	Healthcare	603,300	32,717,797	0.6%
		TOTAL	**1,335,873,427**	

Total 2022-23 Taxable Assessed Valuation (Value Used to Computer Rate) for the City of Springfield was $5.48M
Source: Lane County Assesor's Office

Average Household Income

	Springfield	**Lane County**	**Oregon**
Median Household Income (in 2021 dollars), 2017-2021	$ 54,503	$ 59,016	$ 70,084
Persons in Poverty (%)	16.0%	14.4%	12.2%

Source: United States Census, QuickFacts

CITY OVERVIEW & STATISTICAL INFORMATION

Population

Springfield has a population of 62,189, which makes it the 9th largest City in the State of Oregon as of 2022. Springfield is located within Lane County which has a total population in 2022 of 383,958.

City/County Population Trends
Source: Portland State University Population Research Center
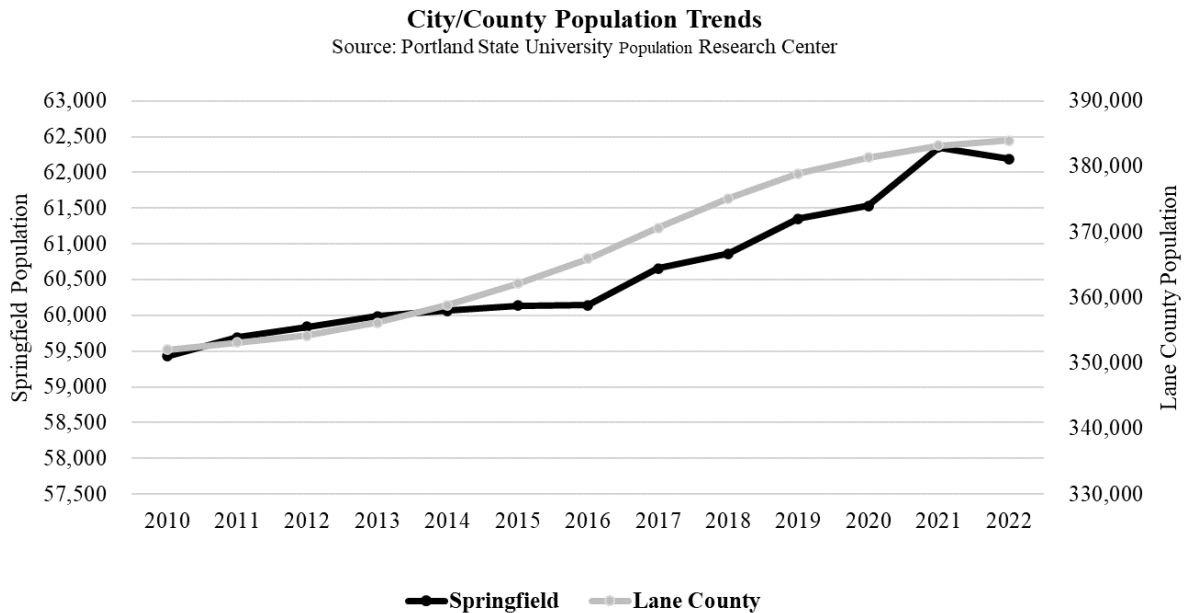
City/County/State Population Details

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%

Source: Portland State University Population Research Center

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)

FINANCIAL SUMMARIES

FINANCIAL SUMMARIES

Economic Factors & Assumptions Influencing the FY24 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 FY24 budget:

Revenue Assumptions:

- Property Tax Receipts - Assessed (taxable) value for the City is projected to increase by 3.0%, in-line with the historical average. The collection rate after discounts and delinquencies are accounted for is assumed to be 95.5%. Compression loss is assumed to have no impact on General Fund tax revenue, but some compression loss is projected in the levy funds with about $100,000 loss in the Fire Levy Fund and $400,000 in the Police & Jail Levy Fund.

- 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 FY23 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, 2023 by 2.5% and 3% respectively for the fiscal year through June 30, 2024.

- Transient Room Tax Revenues - Transient room tax receipts have returned to pre-pandemic levels and are expected to increase by about 6% over FY23 levels.

- Interest Income - The Federal Reserve's decision to increase interest rates is expected to have a positive impact on the City's investments, resulting in projected interest earnings of around 3%.

Expenditure Assumptions:

- Personnel Services Inflation - Inflation has remained at a historically high level over the past year. We are now seeing its impact on the wages of peer agencies and expect it to impact future contract negotiations. However, with only one bargaining unit in active negotiations, inflation will not be a significant factor in the FY24 budget.

- Materials & Services Inflation - Inflation is projected to continue to filter into the next fiscal year's budget. As a result a 3.5% increase to General Fund M&S was approved to allow departments to respond to increased operating costs.

- 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, the City continues to pick-up the employees 6% contribution except for members of IAFF. For FY24, 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.

FINANCIAL SUMMARIES

- 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 positive. For January 1, 2023, the City held rates flat. For the plan year beginning January 1, 2024, 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 6/30/24. The stated rate does not include the employer's pick-up of the employees 6%. The additional lump sum contribution of $1,352,000 will not change.

Personnel Services Assumptions by Labor Group:

- AFSCME - FY23 is the second year of a 3-year agreement which will end on 6/30/24. As per contract agreement, wage rates shall increase each year on July 1st by 2.50%.

- SEIU - Wages are adjusted every three years based a market survey conducted by an outside consultant. The most recent market survey was implemented effective July 1, 2022. Contract language for SEIU indicates that individuals move on to the new pay plans to the closest step that provides a minimum of 3% increase. The next market study is scheduled to occur in FY24 with implementation in FY25.

- Non-Union - The City has adopted a compensation strategy for non-union staff that establishes pay plans which are more representative of market forces and which are adjusted regularly using market survey data. The next market survey will follow the timing of the SEIU market study, so no impact is expected in FY24.

- Springfield Police Association (SPA) - FY23 was the last year of a 3-year agreement which will end on 6/30/23. The wage rates after expiration are unknown at this time.

- The International Association of Fire Fighters (IAFF) - FY23 was the second year of a 3-year agreement which will end on 6/30/24. As per contract agreement wage rates shall increase each year on July 1st by the following amounts: FF and Engineers 2.25%, Captains 3.50%, 40 hr. positions 3.00%.

FY24 Projected Fund Balances

	July 1, 2023 Beginning Cash	New Revenue	Transfers-In & Indirect Charges
	Resources		
100 General Fund	**11,447,631**	**40,464,148**	**3,856,116**
Special Revenue Funds			
201 Street Fund	3,002,717	6,853,382	485,130
204 Special Revenue Fund	15,880,072	582,215	493,418
208 Transient Room Tax Fund	2,073,698	1,835,000	-
210 Community Development Fund	250,000	1,186,975	-
224 Building Code Fund	4,330,281	1,556,500	-
235 Fire Local Option Levy Fund	1,972,720	2,069,542	-
236 Police Local Option Levy Fund	2,807,658	8,527,380	-
Total Special Revenue Funds	**30,317,146**	**22,610,994**	**978,548**
Debt Service Funds			
306 Bond Sinking Fund	629,815	3,878,000	-
Total Debt Service Funds	**629,815**	**3,878,000**	**-**
Capital Projects Funds			
419 Development Assessment Capital	785,359	21,300	56,312
420 Development Projects Fund	4,230,387	403,884	900,000
433 Regional Wastewater Capital Fd	93,197,489	2,427,800	14,300,000
434 Street Capital Fund	21,084,815	1,030,000	150,000
Total Capital Projects	**119,298,050**	**3,882,984**	**15,406,312**
Enterprise Funds			
611 Sanitary Sewer Fund	35,193,185	9,907,000	-
612 Regional Wastewater Fund	11,599,893	41,294,460	25,904
615 Ambulance Fund	91,892	6,870,000	50,767
617 Storm Drainage Fund	25,397,322	9,410,000	-
618 Booth-Kelly Fund	990,526	619,145	-
629 Regional Fiber Consortium Fund	498,620	138,171	-
Total Enterprise Funds	**73,771,438**	**68,238,776**	**76,671**
Internal Service Funds			
707 Insurance Fund	13,753,107	12,477,307	-
713 Vehicle & Equipment Fund	9,508,170	2,943,712	27,500
719 SDC Administration Fund	249,070	483,000	-
Total Internal Service Funds	**23,510,347**	**15,904,019**	**27,500**
Total All Funds	**258,974,427**	**154,978,921**	**20,345,147**

	Expenses					
Operating	Capital	Transfers Out	Debt Service	Projected June 30, 2024 Cash Balance	Percent Change Beginning Balance to Ending Balance	Footnote for changes > 10%
44,338,745	**-**	**1,095,497**	**-**	**10,333,653**	**-10%**	(1)
7,258,023	-	150,000	-	**2,933,206**	**-2%**	
11,376,239	-	-	-	**5,579,466**	**-65%**	(2)
538,925	-	1,100,000	-	**2,269,773**	**9%**	
1,186,975	-	-	-	**250,000**	**0%**	
1,640,823	-	-	-	**4,245,958**	**-2%**	
1,725,722	-	-	-	**2,316,540**	**17%**	(3)
8,777,217	-	27,500	-	**2,530,321**	**-10%**	(4)
32,503,925	**-**	**1,277,500**	**-**	**20,125,263**		
-	-	-	4,019,570	**488,245**	**-22%**	(5)
-	**-**	**-**	**4,019,570**	**488,245**		
-	-	-	-	**862,971**	**10%**	(6)
-	313,884	-	-	**5,220,387**	**23%**	(7)
2,479,000	64,680,000	25,904	-	**42,740,385**	**-54%**	(8)
118,785	17,208,277	-	-	**4,937,753**	**-77%**	(9)
2,597,785	**82,202,161**	**25,904**	**-**	**53,761,496**		
5,348,424	11,391,962	-	1,706,000	**26,653,799**	**-24%**	(10)
23,912,475	-	14,300,000	4,113,000	**10,594,782**	**-9%**	
6,862,659	-	-	-	**150,000**	**63%**	(11)
7,795,269	9,892,797	-	553,641	**16,565,615**	**-35%**	(12)
741,341	190,000	86,772	-	**591,558**	**-40%**	(13)
224,686	-	-	-	**412,105**	**-17%**	(14)
44,884,854	**21,474,759**	**14,386,772**	**6,372,641**	**54,967,859**		
11,762,705	-	-	-	**14,467,709**	**5%**	
3,318,419	-	-	-	**9,160,963**	**-4%**	
460,646	-	-	-	**271,424**	**9%**	
15,541,770	**-**	**-**	**-**	**23,900,096**		
139,867,078	**103,676,920**	**16,785,673**	**10,392,211**	**163,576,612**		

Footnotes detailing changes of greater than 10%:

1.) General Fund - In FY24, staff have budgeted a transfer of $493,418 from the General Fund to the Special Revenue Fund. These funds represent the balance remaining of a one-time payment to the City resulting from a settlement between the State of Oregon and Comcast from a dispute over the valuation of Comcast assets for the purposes of calculating their property tax liability. These funds have been earmarked for use on special projects of a one-time nature. Accounting for these one-time dollars in the Special Revenue Fund will provide for easier tracking and greater transparency than if they were to remain in the General Fund.

2.) Special Revenue Fund - A 65% reduction in fund balance is projected due to the projected expenditure of funds related to several American Recovery Act Plan (ARPA) projects approved by City Council.

3.) Fire Local Option Levy - Available cash is anticipated to increase by 17% due to an increase in estimated property tax receipts.

4.) Police Local Option Levy - An 10% reduction in available cash is projected for the coming year due to the impact of a recent change to the jail medical contract which now provides 24/7 coverage, normal personnel services and materials and services cost increases, and the creation of a security system reserve fund.

5.) Bond Sinking Fund - A 22% reduction in available cash is due to the fact that prior year property tax delinquency rates were lower than anticipated, resulting in higher than budget revenues. Therefore, staff have reduced the FY24 levy amount in order to maintain a reasonable reserve balance in this fund.

6.) Development Assessment Capital - A 10% increase in available cash is the result of a projected increase in interest income in FY24.

7.) Development Projects Fund - A 23% increase in available cash is the result of a $900k loan repayment related to an interfund loan from Fund 420 to the Springfield Economic Development Agency.

8.) Regional Wastewater Capital - A 54% decrease in available cash is due to the fact that each year the City budgets the complete cost for large capital projects that may take many years to complete. This practice makes it appear that there will be significant decrease in available cash when in fact the cost for these projects is spread over many years and the impact on available cash is less significant.

9.) Street Capital Fund - A 77% reduction in available cash is due to capital project expenditures.. See justification #8 Regional Wastewater Capital.

10.) Sanitary Sewer Fund - A 24% reduction in available cash is due to capital project expenditures. See justification from #8 Regional Wastewater Capital.

11.) Ambulance Fund - A 63% increase in available cash is due to an interfund transfer from the General Fund to maintain a reasonable Contingency Reserve.

12.) Storm Drainage Fund - A 35% reduction in available cash. See Justification from #8 Regional Wastewater Capital.

13.) Booth Kelly Fund - A 40% reduction in available cash is related to the structural challenges facing this fund stemming from the loss of a major tenant several years ago as well as the addition of a position for property management.

14.) Regional Fiber Consortium - A reduction of 12% in available cash is the result of an increase in grant expense in FY24 of $50,000. In addition, the lease with LinkOregon is expected to end resulting in a significant reduction in revenue.

FINANCIAL SUMMARIES

Requirements by Fund & Category

Fund	Category	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
100 General Fund	5 PERSONNEL SERVICES	31,920,348	32,755,018	34,588,573	35,722,931
	6 MATERIALS & SERVICES	7,947,872	8,249,216	8,564,459	8,522,513
	7 CAPITAL OUTLAY	76,156	100,771	106,720	93,300
	9 NON-DEPARTMENTAL	1,051,278	1,236,818	10,175,706	11,429,150
100 General Fund Total		**40,995,654**	**42,341,823**	**53,435,457**	**55,767,895**
201 Street Fund	5 PERSONNEL SERVICES	3,920,526	3,854,345	4,251,841	4,308,786
	6 MATERIALS & SERVICES	2,453,652	2,732,958	2,825,994	2,949,237
	9 NON-DEPARTMENTAL	150,000	150,000	2,524,475	3,083,206
201 Street Fund Total		**6,524,178**	**6,737,302**	**9,602,310**	**10,341,229**
204 Special Revenue Fund	5 PERSONNEL SERVICES	85,986	77,227	1,656,953	1,572,811
	6 MATERIALS & SERVICES	1,317,541	375,145	14,520,016	9,778,506
	7 CAPITAL OUTLAY	43,145	45,987	186,669	24,922
	8 CAPITAL	-	-	40,000	-
	9 NON-DEPARTMENTAL	191,452	-	6,878,792	5,579,466
204 Special Revenue Fund Total		**1,638,123**	**498,358**	**23,282,430**	**16,955,705**
208 Transient Room Tax Fund	5 PERSONNEL SERVICES	235,640	298,860	313,187	323,608
	6 MATERIALS & SERVICES	348,079	172,701	219,207	215,317
	8 CAPITAL	347,458	-	-	-
	9 NON-DEPARTMENTAL	472,961	826,349	2,957,735	3,369,773
208 Transient Room Tax Fund Total		**1,404,137**	**1,297,909**	**3,490,129**	**3,908,698**
210 Community Development Fund	5 PERSONNEL SERVICES	237,051	246,023	285,538	292,432
	6 MATERIALS & SERVICES	918,667	325,309	1,727,432	894,543
	8 CAPITAL	238,588	-	-	-
	9 NON-DEPARTMENTAL	-	-	206,643	250,000
210 Community Development Fund Total		**1,394,306**	**571,332**	**2,219,613**	**1,436,975**
224 Building Code Fund	5 PERSONNEL SERVICES	833,376	973,092	1,095,107	1,217,168
	6 MATERIALS & SERVICES	346,801	385,601	407,980	423,655
	9 NON-DEPARTMENTAL	-	-	4,028,274	4,245,958
224 Building Code Fund Total		**1,180,177**	**1,358,693**	**5,531,361**	**5,886,781**
235 Fire Local Option Levy Fund	5 PERSONNEL SERVICES	1,304,919	1,373,258	1,371,952	1,428,208
	6 MATERIALS & SERVICES	245,429	260,494	296,796	297,514
	9 NON-DEPARTMENTAL	-	-	1,698,601	2,316,540
235 Fire Local Option Levy Fund Total		**1,550,348**	**1,633,752**	**3,367,349**	**4,042,262**
236 Police Local Option Levy Fund	5 PERSONNEL SERVICES	5,215,390	5,214,064	5,787,252	5,983,277
	6 MATERIALS & SERVICES	1,596,648	1,766,538	2,630,732	2,793,941
	7 CAPITAL OUTLAY	21,242	-	-	-
	9 NON-DEPARTMENTAL	-	-	2,311,038	2,557,821
236 Police Local Option Levy Fund Total		**6,833,280**	**6,980,602**	**10,729,022**	**11,335,038**
306 Bond Sinking Fund	9 NON-DEPARTMENTAL	6,194,850	4,012,778	4,473,994	4,507,815
306 Bond Sinking Fund Total		**6,194,850**	**4,012,778**	**4,473,994**	**4,507,815**
419 Development Assessment Capital	8 CAPITAL	34,538	-	-	-
	9 NON-DEPARTMENTAL	-	-	790,508	862,971
419 Development Assessment Capital Total		**34,538**	**-**	**790,508**	**862,971**

Requirements by Fund & Category

Fund	Category	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
420 Development Projects Fund	8 CAPITAL	124,934	129,173	313,812	313,884
	9 NON-DEPARTMENTAL	400,000	1,300,000	4,231,631	5,220,387
420 Development Projects Fund Total		**524,934**	**1,429,173**	**4,545,443**	**5,534,271**
433 Regional Wastewater Capital Fd	6 MATERIALS & SERVICES	6,179	10,810	14,000	14,000
	7 CAPITAL OUTLAY	1,504,252	1,561,896	5,158,580	2,465,000
	8 CAPITAL	10,170,594	3,077,421	65,330,431	64,680,000
	9 NON-DEPARTMENTAL	24,710	23,172	33,506,044	42,766,289
433 Regional Wastewater Capital Fd Total		**11,705,735**	**4,673,300**	**104,009,055**	**109,925,289**
434 Street Capital Fund	6 MATERIALS & SERVICES	162,474	166,026	137,069	118,785
	8 CAPITAL	3,517,904	4,650,628	5,085,323	17,208,277
	9 NON-DEPARTMENTAL	-	-	4,565,468	4,937,753
434 Street Capital Fund Total		**3,680,378**	**4,816,654**	**9,787,860**	**22,264,815**
611 Sanitary Sewer Fund	5 PERSONNEL SERVICES	2,356,666	2,577,586	2,857,181	2,935,850
	6 MATERIALS & SERVICES	1,842,466	2,033,431	2,300,141	2,412,574
	8 CAPITAL	870,100	510,772	10,421,782	11,391,962
	9 NON-DEPARTMENTAL	1,710,600	1,707,800	28,365,247	28,359,799
611 Sanitary Sewer Fund Total		**6,779,831**	**6,829,589**	**43,944,351**	**45,100,185**
612 Regional Wastewater Fund	5 PERSONNEL SERVICES	1,961,746	2,121,439	2,474,896	2,542,750
	6 MATERIALS & SERVICES	15,440,601	17,787,923	19,945,000	21,369,725
	7 CAPITAL OUTLAY	-	-	85,000	-
	9 NON-DEPARTMENTAL	17,448,028	14,660,375	30,704,546	29,007,782
612 Regional Wastewater Fund Total		**34,850,375**	**34,569,737**	**53,209,442**	**52,920,257**
615 Ambulance Fund	5 PERSONNEL SERVICES	4,063,855	4,334,937	4,397,786	4,326,602
	6 MATERIALS & SERVICES	2,544,147	2,950,360	2,575,280	2,536,057
	7 CAPITAL OUTLAY	-	-	93,341	-
	9 NON-DEPARTMENTAL	-	-	16,423	150,000
615 Ambulance Fund Total		**6,608,002**	**7,285,297**	**7,082,830**	**7,012,659**
617 Storm Drainage Fund	5 PERSONNEL SERVICES	3,396,184	3,435,067	4,108,411	4,617,124
	6 MATERIALS & SERVICES	2,243,560	2,398,247	3,237,920	3,178,145
	8 CAPITAL	1,401,447	515,151	7,564,464	9,892,797
	9 NON-DEPARTMENTAL	6,526,175	551,641	17,678,374	17,119,256
617 Storm Drainage Fund Total		**13,567,366**	**6,900,106**	**32,589,168**	**34,807,322**
618 Booth-Kelly Fund	5 PERSONNEL SERVICES	93,569	90,000	158,902	159,881
	6 MATERIALS & SERVICES	305,186	379,141	721,626	381,460
	7 CAPITAL OUTLAY	-	-	-	200,000
	8 CAPITAL	51,564	-	190,000	190,000
	9 NON-DEPARTMENTAL	73,626	80,651	1,066,504	678,330
618 Booth-Kelly Fund Total		**523,946**	**549,792**	**2,137,032**	**1,609,671**
629 Regional Fiber Consortium Fund	6 MATERIALS & SERVICES	123,659	114,623	252,150	224,686
	9 NON-DEPARTMENTAL	-	-	476,313	412,105
629 Regional Fiber Consortium Fund Total		**123,659**	**114,623**	**728,463**	**636,791**

Requirements by Fund & Category

Fund	Category	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
707 Insurance Fund	5 PERSONNEL SERVICES	347,298	365,368	399,955	390,370
	6 MATERIALS & SERVICES	9,111,274	9,520,575	13,496,998	11,372,335
	9 NON-DEPARTMENTAL	-	-	11,940,824	14,467,709
707 Insurance Fund Total		**9,458,572**	**9,885,944**	**25,837,777**	**26,230,414**
713 Vehicle & Equipment Fund	6 MATERIALS & SERVICES	905,002	1,136,177	1,380,065	1,656,918
	7 CAPITAL OUTLAY	1,857,999	1,980,740	2,657,495	1,661,501
	9 NON-DEPARTMENTAL	153,883	-	8,971,113	9,160,963
713 Vehicle & Equipment Fund Total		**2,916,884**	**3,116,916**	**13,008,673**	**12,479,382**
719 SDC Administration Fund	5 PERSONNEL SERVICES	334,341	341,803	372,198	331,902
	6 MATERIALS & SERVICES	97,470	95,584	142,495	128,744
	9 NON-DEPARTMENTAL	-	-	494,624	271,424
719 SDC Administration Fund Total		**431,811**	**437,388**	**1,009,317**	**732,070**
Grand Total		**$ 158,921,083**	**$ 146,041,068**	**$ 414,811,583**	**$ 434,298,495**

FINANCIAL SUMMARIES

Requirements by Department and Major Object

Department	Major Object 2	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
01 City Manager's Office	5 PERSONNEL SERVICES	1,024,745	1,086,099	1,441,518	1,470,247
	6 MATERIALS & SERVICES	877,415	767,623	1,098,623	4,335,283
	7 CAPITAL OUTLAY	-	-	-	200,000
	8 CAPITAL	347,458	-	-	-
01 City Manager's Office Total		**2,249,618**	**1,853,722**	**2,540,141**	**6,005,530**
02 Human Resources	5 PERSONNEL SERVICES	911,691	1,003,744	1,147,768	1,264,646
	6 MATERIALS & SERVICES	412,221	408,251	583,876	343,066
02 Human Resources Total		**1,323,912**	**1,411,995**	**1,731,644**	**1,607,712**
03 Information Technology	5 PERSONNEL SERVICES	2,053,510	2,198,303	1,541,604	1,344,376
	6 MATERIALS & SERVICES	1,248,485	1,227,642	1,094,807	1,218,336
	7 CAPITAL OUTLAY	204,303	407,680	-	-
03 Information Technology Total		**3,506,298**	**3,833,625**	**2,636,411**	**2,562,712**
04 Finance	5 PERSONNEL SERVICES	2,169,923	2,239,521	2,489,917	2,553,763
	6 MATERIALS & SERVICES	1,089,644	1,167,708	4,523,851	2,354,116
	7 CAPITAL OUTLAY	8,366	-	-	-
04 Finance Total		**3,267,933**	**3,407,229**	**7,013,768**	**4,907,879**
05 Fire & Life Safety	5 PERSONNEL SERVICES	15,605,426	16,053,396	16,780,321	17,196,488
	6 MATERIALS & SERVICES	5,336,804	5,631,815	5,582,392	4,910,839
	7 CAPITAL OUTLAY	587,492	270,240	1,263,823	221,500
05 Fire & Life Safety Total		**21,529,722**	**21,955,451**	**23,626,536**	**22,328,827**
06 Police	5 PERSONNEL SERVICES	18,129,318	18,397,418	20,148,376	20,924,862
	6 MATERIALS & SERVICES	4,153,595	4,660,737	5,711,958	5,753,704
	7 CAPITAL OUTLAY	311,249	143,073	662,685	498,500
06 Police Total		**22,594,163**	**23,201,228**	**26,523,019**	**27,177,066**
07 Dev. and Public Works	5 PERSONNEL SERVICES	14,384,830	14,818,950	18,127,576	18,909,326
	6 MATERIALS & SERVICES	25,334,136	27,021,666	44,545,052	38,157,607
	7 CAPITAL OUTLAY	2,272,083	2,727,293	6,216,848	3,406,501
	8 CAPITAL	16,409,668	8,883,146	88,945,812	103,676,920
07 Dev. and Public Works Total		**58,400,718**	**53,451,054**	**157,835,288**	**164,150,354**
08 Library	5 PERSONNEL SERVICES	1,595,348	1,784,171	1,933,528	1,969,942
	6 MATERIALS & SERVICES	343,986	367,405	567,404	430,748
	7 CAPITAL OUTLAY	119,301	141,107	144,449	118,222
08 Library Total		**2,058,635**	**2,292,683**	**2,645,381**	**2,518,911**

FINANCIAL SUMMARIES

Requirements by Department and Major Object

Department	Major Object 2	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
09 Legal Services	5 PERSONNEL SERVICES	432,103	476,484	509,120	520,050
	6 MATERIALS & SERVICES	398,142	415,054	668,315	535,392
09 Legal Services Total		**830,245**	**891,538**	**1,177,435**	**1,055,442**
31 Health Insurance	6 MATERIALS & SERVICES	7,170,994	7,311,995	8,589,515	8,535,823
31 Health Insurance Total		**7,170,994**	**7,311,995**	**8,589,515**	**8,535,823**
32 Risk Services	6 MATERIALS & SERVICES	1,591,284	1,880,966	2,429,567	2,693,742
92 Debt Principal Total		**16,617,628**	**10,382,594**	**10,385,148**	**10,392,211**
91 Interfund Transfers	9 NON-DEPARTMENTAL	17,779,935	14,166,990	17,094,642	16,785,673
91 Interfund Transfers Total		**17,779,935**	**14,166,990**	**17,094,642**	**16,785,673**
96 Reserves	9 NON-DEPARTMENTAL	-	-	148,129,151	160,933,368
96 Reserves Total		**-**	**-**	**148,129,151**	**160,933,368**
Grand Total		**$ 158,921,083**	**$ 146,041,068**	**$ 414,811,583**	**$ 434,298,495**

FINANCIAL SUMMARIES

Requirements by Fund and Department

Fund	Department	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
100 General Fund	01 City Manager's Office	1,473,740	1,419,279	1,680,521	1,665,389
	02 Human Resources	624,412	715,594	750,152	969,736
	03 Information Technology	1,921,777	1,914,691	1,856,407	1,652,478
	04 Finance	2,240,963	2,356,341	2,595,074	2,660,599
	05 Fire & Life Safety	12,686,131	12,678,949	12,707,910	13,151,343
	06 Police	15,665,158	16,565,495	17,336,526	18,079,228
	07 Dev. and Public Works	2,886,553	2,759,733	3,170,437	3,095,222
	08 Library	1,704,316	1,892,930	2,074,990	2,104,887
	09 Legal Services	741,325	801,993	1,087,735	959,862
	91 Interfund Transfers	1,051,278	1,236,818	1,254,717	1,095,497
	96 Reserves	-	-	8,008,323	9,333,653
	95 Contingencies	-	-	912,666	1,000,000
100 General Fund Total		**40,995,654**	**42,341,823**	**53,435,457**	**55,767,895**
201 Street Fund	01 City Manager's Office	-	37,925	57,912	55,784
	03 Information Technology	297,933	339,261	-	-
	04 Finance	38,982	43,127	68,156	70,456
	07 Dev. and Public Works	6,037,264	6,166,988	6,951,767	7,131,784
	91 Interfund Transfers	150,000	150,000	150,000	150,000
	96 Reserves	-	-	2,174,475	2,733,206
	95 Contingencies	-	-	200,000	200,000
201 Street Fund Total		**6,524,178**	**6,737,302**	**9,602,310**	**10,341,229**
204 Special Revenue Fund	01 City Manager's Office	64,240	70,458	304,910	3,583,770
	02 Human Resources	-	-	103,622	104,835
	03 Information Technology	16,563	16,563	143,889	133,866
	04 Finance	-	-	1,014,000	816,705
	05 Fire & Life Safety	-	-	936,232	266,209
	06 Police	451,189	170,857	928,314	479,800
	07 Dev. and Public Works	743,243	94,038	12,667,589	5,866,836
	08 Library	171,437	146,442	305,083	124,218
	91 Interfund Transfers	191,452	-	-	-
	96 Reserves	-	-	6,878,792	5,579,466
204 Special Revenue Fund Total		**1,638,123**	**498,358**	**23,282,430**	**16,955,705**
208 Transient Room Tax Fur	01 City Manager's Office	711,638	202,330	242,212	235,194
	07 Dev. and Public Works	39,893	17,088	32,874	29,923
	08 Library	179,645	252,143	257,308	273,807
	91 Interfund Transfers	472,961	826,349	944,444	1,100,000
	96 Reserves	-	-	2,013,291	2,269,773
208 Transient Room Tax Fund Total		**1,404,137**	**1,297,909**	**3,490,129**	**3,908,698**

FINANCIAL SUMMARIES

Requirements by Fund and Department

Fund	Department	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
210 Community Development	04 Finance	21,106	23,506	26,041	27,516
	07 Dev. and Public Works	1,373,200	547,826	1,986,929	1,159,459
	96 Reserves	-	-	206,643	250,000
210 Community Development Fund Total		**1,394,306**	**571,332**	**2,219,613**	**1,436,975**
224 Building Code Fund	01 City Manager's Office	-	11,614	22,647	23,185
	05 Fire & Life Safety	76,248	79,641	84,213	85,645
	07 Dev. and Public Works	1,103,928	1,267,438	1,396,226	1,531,993
	96 Reserves	-	-	3,993,274	4,210,958
	95 Contingencies	-	-	35,000	35,000
224 Building Code Fund Total		**1,180,177**	**1,358,693**	**5,531,361**	**5,886,781**
235 Fire Levy Fund	05 Fire & Life Safety	1,550,348	1,633,752	1,668,748	1,725,722
	96 Reserves	-	-	1,666,337	2,271,540
	95 Contingencies	-	-	32,264	45,000
235 Fire Levy Fund Total		**1,550,348**	**1,633,752**	**3,367,349**	**4,042,262**
236 Police Levy Fund	04 Finance	557,995	569,255	701,355	754,400
	06 Police	6,187,808	6,321,803	7,626,929	7,929,538
	09 Legal Services	87,476	89,545	89,700	93,280
	91 Interfund Transfers	-	-	-	27,500
	96 Reserves	-	-	2,161,038	2,380,321
	95 Contingencies	-	-	150,000	150,000
236 Police Levy Fund Total		**6,833,280**	**6,980,602**	**10,729,022**	**11,335,038**
306 Bond Sinking Fund	91 Interfund Transfers	2,175,000	-	-	-
	95 Contingencies	-	-	457,114	488,245
	92 Debt Principal	4,019,850	4,012,778	4,016,880	4,019,570
306 Bond Sinking Fund Total		**6,194,850**	**4,012,778**	**4,473,994**	**4,507,815**
419 Dev. Assessment Capital	07 Dev. and Public Works	34,538	-	-	-
	96 Reserves	-	-	790,508	862,971
419 Dev. Assessment Capital Total		**34,538**	**-**	**790,508**	**862,971**
420 Dev. Projects Fund	07 Dev. and Public Works	124,934	129,173	313,812	313,884
	91 Interfund Transfers	400,000	1,300,000	-	-
	96 Reserves	-	-	4,231,631	5,220,387
420 Dev. Projects Fund Total		**524,934**	**1,429,173**	**4,545,443**	**5,534,271**

Requirements by Fund and Department

Fund	Department	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
433 Reg. Wastewater Capital	07 Dev. and Public Works	11,681,025	4,650,128	70,503,011	67,159,000
	91 Interfund Transfers	24,710	23,172	24,744	25,904
	96 Reserves	-	-	33,481,300	42,740,385
433 Reg. Wastewater Capital Fd Total		**11,705,735**	**4,673,300**	**104,009,055**	**109,925,289**
434 Street Capital Fund	07 Dev. and Public Works	3,680,378	4,816,654	5,222,392	17,327,062
	96 Reserves	-	-	4,565,468	4,937,753
434 Street Capital Fund Total		**3,680,378**	**4,816,654**	**9,787,860**	**22,264,815**
611 Sanitary Sewer Fund	01 City Manager's Office	-	50,645	81,907	83,600
	03 Information Technology	282,196	317,469	-	-
	04 Finance	41,775	44,273	61,922	62,704
	07 Dev. and Public Works	4,745,260	4,709,402	15,435,275	16,594,082
	96 Reserves	-	-	26,507,247	26,503,799
	95 Contingencies	-	-	150,000	150,000
	92 Debt Principal	1,710,600	1,707,800	1,708,000	1,706,000
611 Sanitary Sewer Fund Total		**6,779,831**	**6,829,589**	**43,944,351**	**45,100,185**
612 Reg. Wastewater Fund	01 City Manager's Office	-	10,237	17,223	17,649
	04 Finance	158,703	174,939	187,593	181,874
	07 Dev. and Public Works	17,243,644	19,724,187	22,300,080	23,712,953
	91 Interfund Transfers	13,187,108	10,550,000	14,600,000	14,300,000
	96 Reserves	-	-	11,995,996	10,594,782
	92 Debt Principal	4,260,920	4,110,375	4,108,550	4,113,000
612 Reg. Wastewater Fund Total		**34,850,375**	**34,569,737**	**53,209,442**	**52,920,257**
615 Ambulance Fund	05 Fire & Life Safety	6,608,002	7,285,297	7,066,407	6,862,659
	96 Reserves	-	-	(75,469)	-
	95 Contingencies	-	-	91,892	150,000
615 Ambulance Fund Total		**6,608,002**	**7,285,297**	**7,082,830**	**7,012,659**
617 Storm Drainage Fund	01 City Manager's Office	-	51,234	82,228	83,921
	03 Information Technology	217,596	243,574	-	-
	04 Finance	41,775	44,273	61,923	62,717
	07 Dev. and Public Works	6,781,819	6,009,383	14,766,644	17,541,429
	91 Interfund Transfers	53,800	-	-	-
	96 Reserves	-	-	16,926,656	16,365,615
	95 Contingencies	-	-	200,000	200,000
	92 Debt Principal	6,472,375	551,641	551,718	553,641
617 Storm Drainage Fund Total		**13,567,366**	**6,900,106**	**32,589,168**	**34,807,322**

FINANCIAL SUMMARIES

Requirements by Fund and Department

Fund	Department	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
618 Booth-Kelly Fund	01 City Manager's Office	-	-	50,583	257,038
	07 Dev. and Public Works	450,320	469,141	1,019,946	674,304
	91 Interfund Transfers	73,626	80,651	84,237	86,772
	96 Reserves	-	-	967,267	576,558
	95 Contingencies	-	-	15,000	15,000
618 Booth-Kelly Fund Total		**523,946**	**549,792**	**2,137,032**	**1,609,671**
629 Reg.l Fiber Consortium	04 Finance	123,659	114,623	252,150	224,686
	96 Reserves	-	-	476,313	412,105
629 Reg.l Fiber Consortium Fund Total		**123,659**	**114,623**	**728,463**	**636,791**
707 Insurance Fund	02 Human Resources	696,294	692,984	877,871	533,140
	04 Finance	-	-	2,000,000	-
	31 Health Insurance	7,170,994	7,311,995	8,589,515	8,535,823
	32 Risk Services	1,591,284	1,880,966	2,429,567	2,693,742
	96 Reserves	-	-	11,740,824	14,267,709
	95 Contingencies	-	-	200,000	200,000
707 Insurance Fund Total		**9,458,572**	**9,885,944**	**25,837,777**	**26,230,414**
713 Vehicle & Equip. Fund	02 Human Resources	3,206	3,417	-	-
	03 Information Technology	709,289	939,213	636,115	776,368
	04 Finance	8,951	-	500	-
	05 Fire & Life Safety	608,992	277,811	1,163,027	237,250
	06 Police	290,007	143,073	631,250	688,500
	07 Dev. and Public Works	1,137,876	1,752,233	1,598,668	1,598,001
	08 Library	3,236	1,168	8,000	16,000
	09 Legal Services	1,444	-	-	2,300
	91 Interfund Transfers	-	-	36,500	-
	96 Reserves	-	-	8,934,613	9,160,963
	92 Debt Principal	153,883	-	-	-
713 Vehicle & Equip. Fund Total		**2,916,884**	**3,116,916**	**13,008,673**	**12,479,382**

FINANCIAL SUMMARIES

Requirements by Fund and Department

Fund	Department	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
719 SDC Admin. Fund	03 Information Technology	60,944	62,854	-	-
	04 Finance	34,023	36,891	45,054	46,223
	07 Dev. and Public Works	336,844	337,642	469,638	414,423
	96 Reserves	-	-	484,624	261,424
	95 Contingencies	-	-	10,000	10,000
719 SDC Admin. Fund Total		**431,811**	**437,388**	**1,009,317**	**732,070**
Grand Total		**$ 158,921,083**	**$ 146,041,068**	**$ 414,811,583**	**$ 434,298,495**

FINANCIAL SUMMARIES

Revenue by Fund & Category

Fund	Category	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
100 General Fund	41 Taxes	(23,171,809)	(23,831,507)	(24,226,814)	(26,138,568)
	42 Licenses, Permits & Fees	(2,945,851)	(3,069,154)	(2,924,188)	(2,847,790)
	43 Intergovernmental	(5,992,936)	(5,703,422)	(6,022,616)	(6,219,166)
	44 Charges For Service	(3,833,131)	(3,719,697)	(4,068,612)	(3,889,624)
	45 Fines And Forfeitures	(1,289,694)	(998,349)	(936,600)	(895,200)
	46 Use Of Money & Property	(90,960)	173,072	(140,600)	(161,500)
	48 Miscellaneous Receipts	(776,785)	(942,041)	(437,000)	(312,300)
	49 Other Financing Sources	(14,447,703)	(15,238,943)	(14,679,028)	(15,303,747)
100 General Fund Total		**(52,548,869)**	**(53,330,042)**	**(53,435,458)**	**(55,767,895)**
201 Street Fund	41 Taxes	(860,440)	(874,718)	(850,000)	(900,000)
	42 Licenses, Permits & Fees	(224,486)	(229,796)	(175,000)	(211,773)
	43 Intergovernmental	(4,878,541)	(5,213,622)	(5,133,000)	(5,542,786)
	44 Charges For Service	(150,205)	(197,400)	(120,515)	(170,823)
	46 Use Of Money & Property	(9,395)	13,984	(25,000)	(18,000)
	48 Miscellaneous Receipts	(2,107)	(88,115)	(10,000)	(10,000)
	49 Other Financing Sources	(2,891,484)	(2,965,430)	(3,288,795)	(3,487,847)
201 Street Fund Total		**(9,016,659)**	**(9,555,098)**	**(9,602,310)**	**(10,341,229)**
204 Special Revenue Fund	42 Licenses, Permits & Fees	(140,800)	(185,051)	(200,000)	(200,000)
	43 Intergovernmental	(8,227,984)	(10,018,595)	(4,128,042)	(306,093)
	45 Fines And Forfeitures	(23,237)	(126,892)	-	-
	46 Use Of Money & Property	(1,722)	(704)	-	-
	48 Miscellaneous Receipts	(269,689)	(143,244)	(205,432)	(76,122)
	49 Other Financing Sources	(1,704,020)	(8,735,329)	(18,748,956)	(16,373,490)
204 Special Revenue Fund Total		**(10,367,452)**	**(19,209,815)**	**(23,282,430)**	**(16,955,705)**
208 Transient Room Tax Fund	41 Taxes	(1,032,879)	(1,845,309)	(1,700,000)	(1,800,000)
	43 Intergovernmental	(3,153)	(56)	-	-
	44 Charges For Service	0	0	-	-
	46 Use Of Money & Property	(6,926)	8,709	(12,000)	(35,000)
	48 Miscellaneous Rec.	-	(450)	-	-
	49 Other Financing Sources	(1,600,112)	(1,238,932)	(1,778,129)	(2,073,698)
208 Transient Room Tax Fund Total		**(2,643,070)**	**(3,076,038)**	**(3,490,129)**	**(3,908,698)**
210 Community Development F	43 Intergovernmental	(805,511)	(363,291)	(1,886,102)	(1,150,828)
	44 Charges For Service	(0)	(0)	-	-
	48 Miscellaneous Receipts	(491,005)	(178,077)	(37,464)	(36,147)
	49 Other Financing Sources	(423,802)	(326,012)	(296,047)	(250,000)
210 Community Development Fund Total		**(1,720,318)**	**(867,379)**	**(2,219,613)**	**(1,436,975)**

FINANCIAL SUMMARIES

Revenue by Fund & Category

Fund	Category	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
224 Building Code Fund	42 Licenses, Permits & Fees	(1,488,862)	(2,135,826)	(1,504,000)	(1,501,500)
	43 Intergovernmental	(5,835)	-	-	-
	44 Charges For Service	(0)	0	-	-
	46 Use Of Money & Property	(16,427)	22,026	(24,000)	(55,000)
	48 Miscellaneous Receipts	(188)	(2,613)	-	-
	49 Other Financing Sources	(2,914,507)	(3,245,641)	(4,003,361)	(4,330,281)
224 Building Code Fund Total		**(4,425,818)**	**(5,362,054)**	**(5,531,361)**	**(5,886,781)**
235 Fire Local Option Levy Fun	41 Taxes	(1,714,991)	(1,844,389)	(1,886,320)	(2,059,542)
	43 Intergovernmental	(34,621)	(43,193)	(8,917)	-
	44 Charges For Service	0	0	-	-
	46 Use Of Money & Property	(7,176)	9,283	(10,000)	(10,000)
	48 Miscellaneous Rec.	-	(59)	-	-
	49 Other Financing Sources	(1,011,065)	(1,217,506)	(1,462,112)	(1,972,720)
235 Fire Local Option Levy Fund Total		**(2,767,854)**	**(3,095,864)**	**(3,367,349)**	**(4,042,262)**
236 Police Local Option Levy Fi	41 Taxes	(6,665,943)	(6,798,821)	(6,902,493)	(7,540,680)
	42 Licenses, Permits & Fees	(82,720)	(64,478)	(71,000)	(71,000)
	43 Intergovernmental	(16,750)	(5,738)	-	-
	44 Charges For Service	(543,489)	(509,647)	(428,200)	(875,700)
	45 Fines And Forfeitures	(325)	-	-	-
	46 Use Of Money & Property	(17,582)	24,627	(20,000)	(40,000)
	48 Miscellaneous Receipts	(3,327)	(1,101)	-	-
	49 Other Financing Sources	(2,435,917)	(2,932,774)	(3,307,329)	(2,807,658)
236 Police Local Option Levy Fund Total		**(9,766,053)**	**(10,287,932)**	**(10,729,022)**	**(11,335,038)**
305 Bancroft Redemption Fund	41 Taxes	(0)	-	-	-
305 Bancroft Redemption Fund Total		**(0)**	**-**	**-**	**-**
306 Bond Sinking Fund	41 Taxes	(4,079,461)	(4,124,619)	(3,840,000)	(3,860,000)
	43 Intergovernmental	-	(3,484)	-	-
	46 Use Of Money & Property	(13,830)	14,154	(5,000)	(18,000)
	49 Other Financing Sources	(2,629,382)	(527,823)	(628,994)	(629,815)
306 Bond Sinking Fund Total		**(6,722,673)**	**(4,641,773)**	**(4,473,994)**	**(4,507,815)**
419 Development Assessment C	41 Taxes	(241)	(180)	-	-
	46 Use Of Money & Property	(4,028)	2,807	(7,300)	(18,800)
	47 Special Assessments	(6,621)	(18,111)	(5,000)	(2,500)
	49 Other Financing Sources	(673,748)	(706,412)	(778,208)	(841,671)
419 Development Assessment Capital Total		**(684,637)**	**(721,896)**	**(790,508)**	**(862,971)**

FINANCIAL SUMMARIES

Revenue by Fund & Category

Fund	Category	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
420 Development Projects Fund	43 Intergovernmental	(12,767)	(295,233)	-	-
	44 Charges For Service	(297,137)	(307,632)	(313,812)	(313,884)
	46 Use Of Money & Property	(22,956)	23,139	(25,000)	(90,000)
	49 Other Financing Sources	(4,433,150)	(4,641,077)	(4,206,631)	(5,130,387)
420 Development Projects Fund Total		**(4,766,011)**	**(5,220,804)**	**(4,545,443)**	**(5,534,271)**
433 Regional Wastewater Capit	42 Licenses, Permits & Fees	(5,229)	(8,282)	(4,000)	(7,000)
	43 Intergovernmental	(812)	(811)	(10)	(800)
	44 Charges For Service	(3,218,913)	(2,538,031)	(1,800,000)	(2,000,000)
	46 Use Of Money & Property	(421,910)	494,141	(420,000)	(420,000)
	49 Other Financing Sources	(87,314,232)	(89,805,361)	(101,785,045)	(107,497,489)
433 Regional Wastewater Capital Fd Total		**(90,961,096)**	**(91,858,345)**	**(104,009,055)**	**(109,925,289)**
434 Street Capital Fund	43 Intergovernmental	(74,096)	(361,318)	-	-
	44 Charges For Service	(870,569)	(1,275,001)	(1,060,000)	(850,000)
	46 Use Of Money & Property	(71,211)	50,326	(122,000)	(180,000)
	48 Miscellaneous Receipts	(15,932)	(7,064)	-	-
	49 Other Financing Sources	(13,772,265)	(11,278,118)	(8,605,860)	(21,234,815)
434 Street Capital Fund Total		**(14,804,073)**	**(12,871,175)**	**(9,787,860)**	**(22,264,815)**
611 Sanitary Sewer Fund	42 Licenses, Permits & Fees	(1,745)	(2,860)	(2,000)	(2,000)
	43 Intergovernmental	(91,914)	(1,037)	-	-
	44 Charges For Service	(8,910,438)	(10,442,376)	(9,240,000)	(9,550,000)
	46 Use Of Money & Property	(160,344)	192,392	(355,000)	(355,000)
	48 Miscellaneous Receipts	(2,035)	(7)	-	-
	49 Other Financing Sources	(28,532,073)	(30,923,052)	(34,347,351)	(35,193,185)
611 Sanitary Sewer Fund Total		**(37,698,548)**	**(41,176,941)**	**(43,944,351)**	**(45,100,185)**
612 Regional Wastewater Fund	42 Licenses, Permits & Fees	(13,015)	(14,715)	(14,706)	(16,000)
	43 Intergovernmental	(158,826)	(41,317)	-	-
	44 Charges For Service	(34,662,896)	(36,770,930)	(38,916,421)	(40,378,460)
	45 Fines And Forfeitures	(1,100)	(700)	-	-
	46 Use Of Money & Property	(40,218)	52,180	(80,000)	(200,000)
	48 Miscellaneous Receipts	(149,473)	(40,960)	(700,000)	(700,000)
	49 Other Financing Sources	(11,028,540)	(11,226,865)	(13,498,315)	(11,625,797)
612 Regional Wastewater Fund Total		**(46,054,068)**	**(48,043,307)**	**(53,209,442)**	**(52,920,257)**

Revenue by Fund & Category

Fund	Category	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
615 Ambulance Fund	42 Licenses, Permits & Fees	(47,100)	(37,480)	(50,000)	-
	43 Intergovernmental	(30,290)	(27,455)	(197,322)	-
	44 Charges For Service	(4,805,272)	(7,205,164)	(6,503,942)	(6,865,000)
	46 Use Of Money & Property	(3,337)	(5,473)	-	-
	48 Miscellaneous Receipts	(5,536)	(16,464)	(6,500)	(5,000)
	49 Other Financing Sources	(1,008,172)	6,739	(325,066)	(142,659)
615 Ambulance Fund Total		**(5,899,707)**	**(7,285,297)**	**(7,082,830)**	**(7,012,659)**
617 Storm Drainage Fund	42 Licenses, Permits & Fees	(183,607)	(245,543)	(100,000)	(200,000)
	43 Intergovernmental	(141,170)	(51,201)	(35,000)	(40,000)
	44 Charges For Service	(7,915,395)	(8,542,804)	(8,440,000)	(8,940,000)
	46 Use Of Money & Property	(113,779)	132,663	(236,000)	(230,000)
	48 Miscellaneous Receipts	(375)	(71,057)	-	-
	49 Other Financing Sources	(27,113,372)	(21,900,333)	(23,778,168)	(25,397,322)
617 Storm Drainage Fund Total		**(35,467,699)**	**(30,678,275)**	**(32,589,168)**	**(34,807,322)**
618 Booth-Kelly Fund	43 Intergovernmental	(820)	-	-	-
	44 Charges For Service	(545,645)	(545,293)	(472,700)	(611,345)
	46 Use Of Money & Property	(8,982)	9,954	(7,622)	(7,800)
	48 Miscellaneous Receipts	(188)	(8,470)	-	-
	49 Other Financing Sources	(1,631,003)	(1,662,693)	(1,656,710)	(990,526)
618 Booth-Kelly Fund Total		**(2,186,638)**	**(2,206,502)**	**(2,137,032)**	**(1,609,671)**
629 Regional Fiber Consortium	44 Charges For Service	(232,545)	(184,121)	(190,114)	(133,640)
	46 Use Of Money & Property	(2,419)	2,925	(3,494)	(4,531)
	49 Other Financing Sources	(356,976)	(468,282)	(534,855)	(498,620)
629 Regional Fiber Consortium Fund Total		**(591,941)**	**(649,478)**	**(728,463)**	**(636,791)**
707 Insurance Fund	43 Intergovernmental	(85,650)	(23,080)	(50,560)	(51,382)
	44 Charges For Service	(10,324,846)	(11,200,474)	(12,087,112)	(12,281,018)
	46 Use Of Money & Property	(66,127)	77,735	(104,897)	(139,407)
	48 Miscellaneous Receipts	(25,453)	(87,420)	(5,500)	(5,500)
	49 Other Financing Sources	(11,198,909)	(12,242,412)	(13,589,708)	(13,753,107)
707 Insurance Fund Total		**(21,700,984)**	**(23,475,651)**	**(25,837,777)**	**(26,230,414)**

Revenue by Fund & Category

Fund	Category	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
713 Vehicle & Equipment Fund	43 Intergovernmental	(3,963)	-	-	-
	44 Charges For Service	(2,558,899)	(2,754,411)	(2,756,112)	(2,850,831)
	46 Use Of Money & Property	(54,738)	56,117	(64,006)	(92,881)
	48 Miscellaneous Receipts	(71,892)	(152,096)	-	-
	49 Other Financing Sources	(10,682,473)	(10,455,081)	(10,188,555)	(9,535,670)
713 Vehicle & Equipment Fund Total		**(13,371,965)**	**(13,305,472)**	**(13,008,673)**	**(12,479,382)**
719 SDC Administration Fund	42 Licenses, Permits & Fees	(140,976)	(240,206)	(100,000)	(103,000)
	43 Intergovernmental	(11,354)	(45)	-	-
	44 Charges For Service	(375,279)	(377,758)	(375,000)	(375,000)
	46 Use Of Money & Property	(954)	3,079	(2,000)	(5,000)
	48 Miscellaneous Receipts	(188)	-	-	-
	49 Other Financing Sources	(257,835)	(354,775)	(532,317)	(249,070)
Grand Total		**$ (374,952,718)**	**$ (387,888,843)**	**$ (414,811,585)**	**$ (434,298,495)**

FINANCIAL SUMMARIES

Revenue by Fund (excludes beginning cash)

Fund	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
100 General Fund	(43,698,581)	(41,776,827)	(42,447,239)	(44,320,264)
201 Street Fund	(6,614,525)	(7,062,617)	(6,784,515)	(7,338,512)
204 Special Revenue Fund	(8,669,048)	(10,480,486)	(4,570,974)	(1,075,633)
208 Transient Room Tax Fund	(1,042,958)	(1,837,106)	(1,712,000)	(1,835,000)
210 Community Development Fund	(1,296,516)	(541,367)	(1,923,566)	(1,186,975)
224 Building Code Fund	(1,511,311)	(2,116,413)	(1,528,000)	(1,556,500)
235 Fire Local Option Levy Fund	(1,756,789)	(1,878,358)	(1,905,237)	(2,069,542)
236 Police Local Option Levy Fund	(7,330,136)	(7,355,158)	(7,421,693)	(8,527,380)
306 Bond Sinking Fund	(4,093,291)	(4,113,950)	(3,845,000)	(3,878,000)
419 Development Assessment Capital	(67,202)	(71,796)	(68,612)	(77,612)
420 Development Projects Fund	(432,861)	(979,727)	(753,812)	(1,303,884)
433 Regional Wastewater Capital Fd	(16,833,973)	(12,602,984)	(16,824,010)	(16,727,800)
434 Street Capital Fund	(1,181,808)	(1,747,480)	(1,733,339)	(1,180,000)
611 Sanitary Sewer Fund	(9,166,476)	(10,258,224)	(9,597,000)	(9,907,000)
612 Regional Wastewater Fund	(35,050,238)	(36,839,615)	(39,735,871)	(41,320,364)
615 Ambulance Fund	(4,891,535)	(7,993,592)	(7,082,830)	(6,920,767)
617 Storm Drainage Fund	(13,554,263)	(8,777,942)	(8,811,000)	(9,410,000)
618 Booth-Kelly Fund	(555,635)	(543,809)	(480,322)	(619,145)
629 Regional Fiber Consortium Fund	(234,964)	(181,196)	(193,608)	(138,171)
707 Insurance Fund	(10,502,075)	(11,233,240)	(12,248,069)	(12,477,307)
713 Vehicle & Equipment Fund	(3,089,492)	(2,850,390)	(2,820,118)	(2,971,212)
719 SDC Administration Fund	(528,751)	(614,930)	(477,000)	(483,000)
Grand Total	**$ (172,102,425)**	**$ (171,857,207)**	**$ (172,963,815)**	**$ (175,324,068)**

FINANCIAL SUMMARIES

FY24 ASSESSED VALUATION, LEVY & TAX REVENUE SUMMARY

	Rate Per $1,000	Assessed Valuation	Levy	Net Tax Revenue
General Fund				
FY23 Assessed Valuation		$ 5,697,206,576		
Plus: 3% Increase from Added Value		170,916,197		
Est. Assessed Value FY24 Pre UR		**5,868,122,773**		
Less: Urban Renewal Excess (estimated)		(221,724,633)		
Total Estimated Assessed Valuation net of Urban Renewal		**$ 5,646,398,140**		
City of Springfield Permanent Rate Levy	$ 4.7403			
Estimated Taxes Raised for FY24 (rate x AV/1,000)			**26,765,621**	
Less Allowances for Discounts, Delinquencies, & Appeals*:			(1,204,453)	
Total Available General Fund Tax Revenue for Appropriation				$ 25,561,168
Fire Local Option Levy Fund				
City of Springfield Five-Year Tax Rate (FY22 – FY26)	$ 0.3800			
Estimated Taxes Raised for FY24 (rate x AV/1,000)			**2,229,887**	
Less Allowances for Discounts, Delinquencies & Compression*:			(200,345)	$ 2,271,540
Total Available Tax Revenue for Appropriation				$ 2,029,542
Police Local Option Levy Fund				
City of Springfield Five-Year Tax Rate (FY24 - FY28)	$ 1.4000			
Estimated Taxes Raised for FY24 (rate x AV/1000)			**8,215,372**	
Less Allowances for Discounts, Delinquencies & Compression*:			(784,692)	
Total Available Tax Revenue for Appropriation				$ 7,430,680
Bond Sinking Fund				
Levy Required for 2016 General Obligation Bonds			**1,952,481**	
Estimated Tax Rate (Levy/AV)	$ 0.3458			
Less Allowances for Discounts, Delinquencies*:			(87,862)	
Subtotal				*$ 1,864,619*
Levy Required for 2019 General Obligation Bond (Streets)			**2,026,577**	
Estimated Tax Rate (Levy/AV)	$ 0.3589			
Less Allowances for Discounts, Delinquencies*:			(91,196)	
Subtotal	*$ 0.7047*			*$ 1,935,381*
Total Available Bond Sinking Fund Tax Revenue for Appropriation				$ 3,800,000
Est. Total Tax Rate and Tax Revenue Collection	**$ 7.2250**			**$ 38,821,390**

FINANCIAL SUMMARIES

FY24 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 56% 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	$ 1,725,722	7.00
Fire levy dedicated reserve	2,316,540	
Fire Services Local Option Levy Funding	**$ 4,042,262**	
Police and Jail Services operating costs	$ 7,929,538	39.00
Legal and Judicial Services operating costs	847,680	2.23
Interfund Transfers & Contingency	177,500	
Public Safety levy dedicated reserve	2,380,321	
Police Local Option Levy Funding	**$ 11,335,039**	
Total Funding Provided by Levies	**$ 15,377,301**	**48.23**
Detail by Type of Costs Funded:		
Departmental Operating costs	$ 10,502,940	48.23
Interfund Transfers & Contingency	$ 177,500	
Dedicated Reserves	4,696,861	
Total Funding Provided by Levies	**$ 15,377,301**	**48.23**

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.

	FY21 Actual	FY22 Actual	FY23 Est Actual	FY24 Proposed
Tax Base/Rate Levy*	(22,621,340)	(23,369,417)	(24,816,668)	(25,561,168)
Fire Local Option	(2,435,917)	(2,932,774)	(3,307,329)	(2,029,542)
Police Local Option	(6,530,214)	(6,691,221)	(6,792,000)	(7,430,680)
Subtotal Taxes	(31,587,471)	(32,993,413)	(34,915,997)	(35,021,390)
Bonds	(4,007,958)	(4,063,447)	(3,932,700)	(3,800,000)
Total	**$ (35,595,429)**	**$ (37,056,860)**	**$ (38,848,697)**	**$ (38,821,390)**
Assessed Value**	$ 5,122,187,950	$ 5,303,194,951	$ 5,697,206,576	$ 5,868,122,773
Rate for Operations	6.5003	6.5003	6.5203	6.5203
Bonds (estimate)	0.8927	0.8196	0.7585	0.7047
Total Rate	**$ 7.3930**	**$ 7.3199**	**$ 7.2788**	**$ 7.2250**

* 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
FY23 Assessed Valuation (AV)	$5,697,206,576
Add Estimated 3% Increase in Value	170,916,197
Total City Assessed Valuation for all Levies	**$5,868,122,773**
Less: Urban Renewal Growth	($221,724,633)
Total City AV for Permanent Rate net of UR	**$ 5,646,398,140**

FINANCIAL SUMMARIES

FY24 Tax Rates

The City of Springfield's revised property tax rate per thousand is $7.2250 (estimated), consisting of the following funding sources. (See above for details on the Bond Sinking Fund rate.)

<u>**Tax Levy for Operations:**</u>

General Fund	$4.7403
Fire Local Option Levy Fund	0.3800
Police Local Option Levy Fund	1.4000
Rate for Operations	**$6.5203**
Bond Sinking Fund (Est.)	**$0.7047**
Total City Rate	**$7.2250**

Tax and Assessed Valuation History

Fiscal Year	Tax Rate	Taxable Value
FY24	7.2250	$ 5,868,122,773
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: FY24 begins July 1, 2023 and ends June 30, 2024.

FINANCIAL SUMMARIES

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

Real Market Value for City of Springfield	$12,438,521,879
General Obligation Debt Limit – 3% of Real Market Value	373,155,656
Net Debt Subject to 3% Limitation	7,244,000
Legal Debt Margin for General Obligation Debt	$365,911,656

Debt Summary

	Outstanding debt as of 7/1/2023
Governmental activities:	
General obligation bonds	$ 7,244,000
Notes payable	700,000
Business-type activities:	
Revenue bonds	$21,699,528

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 2019 General Obligation bond was issued with an original amount of $10,000,000. This issue was a direct placement with an effective interest rate of 1.8% and is subject to an interest rate increase of 1.5% in the event of an uncured default. The purpose of this issue was to construct and perform major repair work to street infrastructure. The debt service is supported by a property tax levy that was approved by voters in an election.

Fiscal Year for Debt Service	2016 G.O. Bond Principal	2016 G.O Bond Interest	2019 G.O. Bond Principal	2019 G.O. Bond Interest	Total G.O. Bond Principal	Total G.O. Bond Interest
2023-24	1,765,000	209,400	2,009,000	36,162	3,774,000	245,562
2024-25	1,830,000	138,800			1,830,000	138,800
2025-26	1,640,000	65,600			1,640,000	65,600
2026-27						
	$ 5,235,000	$ 413,800	$ 2,009,000	$ 36,162	$ 7,244,000	$ 449,962

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
2023-24	1,480,000	226,000	506,164	47,477	1,986,164	273,477
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
2028-29			536,466	16,276	536,466	16,276
2029-30			541,835	9,806	541,835	9,806
2030-31			546,264	3,278	546,264	3,278
	$ 5,650,000	$ 539,000	$ 4,209,528	$ 205,103	$ 9,859,528	$ 744,103

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 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Projected FY 22-23	Projected FY 23-24
Sewer Operating Revenues	7,977,879	8,156,447	7,777,838	7,807,108	8,061,826	8,223,063	8,387,524
Storm Operating Revenues	7,612,361	7,780,623	7,637,340	7,869,883	8,463,684	8,632,958	8,805,617
Misc Income	-	-	12,000	2,410	-	-	
Gross Revenues (1)	15,590,240	15,937,070	15,427,178	15,679,401	16,525,510	16,856,020	17,193,141
Storm SDCs	232,070	275,047	243,278	390,573	508,560	225,000	225,000
Sewer SDCs	873,080	920,124	1,103,610	1,205,044	2,441,836	800,000	800,000
Operating Expenses	9,430,586	9,117,789	9,955,541	11,031,158	10,314,375	10,726,950	11,156,028
Net Revenues (without SDCs)	6,159,654	6,819,281	5,471,637	4,648,243	6,211,135	6,129,070	6,037,113
Net Revenues (with SDCs)	7,264,804	8,014,452	6,818,525	6,243,860	9,161,531	7,154,070	7,062,113
Series 2005 Debt Service	-	-	-	-	-	-	-
Series 2009 Debt Service	-	-	-	-	-	-	-
Series 2010 Debt Service	706,325	708,050	704,400	-	-		
Series 2017 Debt Service	1,705,084	1,711,350	1,709,000	1,710,600	1,707,800	1,708,000	1,706,000
Series 2020 Debt Service				618,189	551,641	551,717	553,641
Total Senior Lien Bond Debt Service	2,411,409	2,419,400	2,413,400	2,328,789	2,259,441	2,259,717	2,259,641
Senior Lien Coverage (without SDCs)	**2.55**	**2.82**	**2.27**	**2.00**	**2.75**	**2.71**	**2.67**
Senior Lien Coverage (with SDCs) (2)	**3.01**	**3.31**	**2.83**	**2.68**	**4.05**	**3.17**	**3.13**
Net Revenues after Sr. Lien debt service	4,853,395	5,595,052	4,405,125	3,915,071	6,902,090	4,894,353	4,802,472

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 $4million 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
2023-24	3,590,000	419,750	100,000	3,250	3,690,000	423,000	4,113,000
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
	$11,840,000	$ 788,750	$ 700,000	$ 12,250	$12,540,000	$ 801,000	$13,341,000

FINANCIAL SUMMARIES

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

|	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Projected FY 22-23	Projected FY 23-24
User fees[1]	33,475,730	34,422,276	34,490,604	34,379,034	36,715,418	34,379,034	35,066,615
SDCs	1,865,696	2,501,192	1,814,410	3,199,151	2,330,188	1,500,000	1,500,000
Interest	1,337,547	2,160,534	1,763,924	471,463	(493,275)	850,000	850,000
Miscellaneous	243,822	227,257	255,622	169,460	141,085	85,000	85,000
Total Revenue	36,922,795	39,311,259	38,324,560	38,219,108	38,693,416	36,814,034	37,501,615
Operating Expenses[2]	18,739,703	17,842,894	18,591,596	19,556,143	18,681,759	20,240,608	20,949,029
Net Revenues	18,183,092	21,468,365	19,732,964	18,662,965	20,011,657	16,573,426	16,552,585
Net Revenues less SDC's	16,317,396	18,967,173	17,918,554	15,463,814	17,681,469	15,073,426	15,052,585
Series 2016 Debt Service	4,007,850	4,006,650	4,010,850	4,009,500	4,006,125	4,004,750	4,009,750
Debt Service Coverage	4.54	5.36	4.92	4.65	5.00	4.14	4.13
Debt Service Coverage (excluding SDCs)	4.07	4.73	4.47	3.86	4.41	3.76	3.75
Subordinate Debt Service[3,4]	1,438,421	6,390,331	5,778,205	251,420	104,250	103,750	103,250
Debt Service coverage (excluding SDC, includes subordinate)	3.00	1.82	1.83	1.43	4.30	3.67	3.66

OPERATING BUDGET SUMMARY

OPERATING BUDGET

Total Operating Fund Summary

Expenditures by Department	FY24 Proposed		
Development and Public Works	$	60,473,434	43%
Police		27,177,066	19%
Fire & Life Safety		22,328,827	16%
Health Insurance		8,535,823	6%
Information Technology		2,562,712	2%
Finance		4,907,879	4%
Risk Services		2,693,742	2%
Library		2,518,911	2%
City Manager's Office		6,005,530	4%
Human Resources		1,607,712	1%
Legal Services		1,055,442	1%
Total All Funds	**$**	**139,867,078**	

Expenditures by Category	FY24 Proposed	
Personal Services	$	66,153,700
Materials & Services		69,268,655
Capital Outlay		4,444,723
Total All Funds	**$**	**139,867,078**
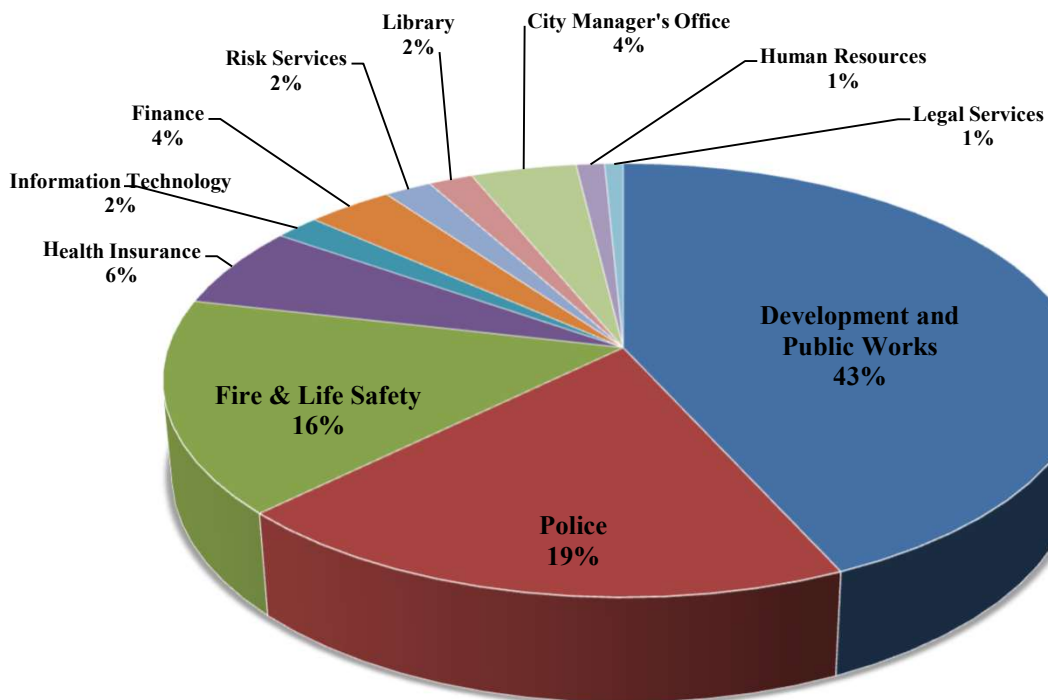
OPERATING BUDGET

Total Operating Budget Summary All Funds

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Expenditures by Department				
City Manager's Office	1,902,160	1,853,722	2,540,141	6,005,530
Development and Public Works	41,991,050	44,567,908	68,889,476	60,473,434
Finance	3,267,933	3,407,229	7,013,768	4,907,879
Fire & Life Safety	21,529,722	21,955,451	23,626,536	22,328,827
Human Resources	1,323,912	1,411,995	1,731,644	1,607,712
Information Technology	3,506,298	3,833,625	2,636,411	2,562,712
Legal Services	830,245	891,538	1,177,435	1,055,442
Library	2,058,635	2,292,683	2,645,381	2,518,911
Police	22,594,163	23,201,228	26,523,019	27,177,066
Health Insurance	7,170,994	7,311,995	8,589,515	8,535,823
Risk Services	1,591,284	1,880,966	2,429,567	2,693,742
Total All Funds	**$ 107,766,394**	**$ 112,608,339**	**$ 147,802,894**	**$ 139,867,078**
Expenditures by Fund				
100 General Fund	39,944,376	41,105,005	43,259,751	44,338,745
201 Street Fund	6,374,178	6,587,302	7,077,835	7,258,023
204 Special Revenue Fund	1,446,671	498,358	16,363,638	11,376,239
208 Transient Room Tax Fund	583,719	471,560	532,394	538,925
210 Community Development Fund	1,155,718	571,332	2,012,970	1,186,975
224 Building Code Fund	1,180,177	1,358,693	1,503,087	1,640,823
235 Fire Local Option Levy Fund	1,550,348	1,633,752	1,668,748	1,725,722
236 Police Local Option Levy Fund	6,833,280	6,980,602	8,417,984	8,777,217
433 Regional Wastewater Capital Fd	1,510,431	1,572,707	5,172,580	2,479,000
434 Street Capital Fund	162,474	166,026	137,069	118,785
611 Sanitary Sewer Fund	4,199,131	4,611,017	5,157,322	5,348,424
612 Regional Wastewater Fund	17,402,347	19,909,362	22,504,896	23,912,475
615 Ambulance Fund	6,608,002	7,285,297	7,066,407	6,862,659
617 Storm Drainage Fund	5,639,744	5,833,313	7,346,330	7,795,269
618 Booth-Kelly Fund	398,756	469,141	880,528	741,341
629 Regional Fiber Consortium Fund	123,659	114,623	252,150	224,686
707 Insurance Fund	9,458,572	9,885,944	13,896,953	11,762,705
713 Vehicle & Equipment Fund	2,763,001	3,116,916	4,037,560	3,318,419
719 SDC Administration Fund	431,811	437,388	514,693	460,646
Total All Funds	**$ 107,766,394**	**$ 112,608,339**	**$ 147,802,894**	**$ 139,867,078**
Expenditures by Category				
Personal Services	56,306,894	58,058,087	64,119,729	66,153,700
Materials & Services	47,956,707	50,860,859	75,395,359	69,268,655
Capital Outlay	3,502,794	3,689,394	8,287,805	4,444,723
Total All Funds	**$ 107,766,394**	**$ 112,608,339**	**$ 147,802,894**	**$ 139,867,078**

Note: FY23 Amended as of March 13th, 2023

PERSONNEL DETAIL

PERSONNEL

Organizational Structure

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                    │ Citizens of Springfield │
                    └─────────────────────┘
                              │
  ┌──────────────┐    ┌─────────────────┐    ┌──────────────┐
  │ Municipal Judges │──│  CITY COUNCIL   │──│ City Attorney │
  └──────────────┘    └─────────────────┘    └──────────────┘
                              │
                    ┌─────────────────┐    ┌──────────────┐
                    │  City Manager   │──│ City Prosecutor │
                    └─────────────────┘    └──────────────┘
                              │
  ┌──────────────────┐          ┌──────────────────────────┐
  │ City Manager's Office │      │ Development & Public       │
  └──────────────────┘          │ Works Department           │
                                └──────────────────────────┘
  ┌──────────────────┐          ┌──────────────────────────┐
  │ Finance Department │         │ Fire & Life Safety          │
  └──────────────────┘          │ Department                 │
                                └──────────────────────────┘
  ┌──────────────────┐          ┌──────────────────────────┐
  │ Human Resources    │         │ Information Technology      │
  │ Department         │         │ Department                 │
  └──────────────────┘          └──────────────────────────┘
  ┌──────────────────┐          ┌──────────────────────────┐
  │ Library Department │         │ Police Department          │
  └──────────────────┘          └──────────────────────────┘
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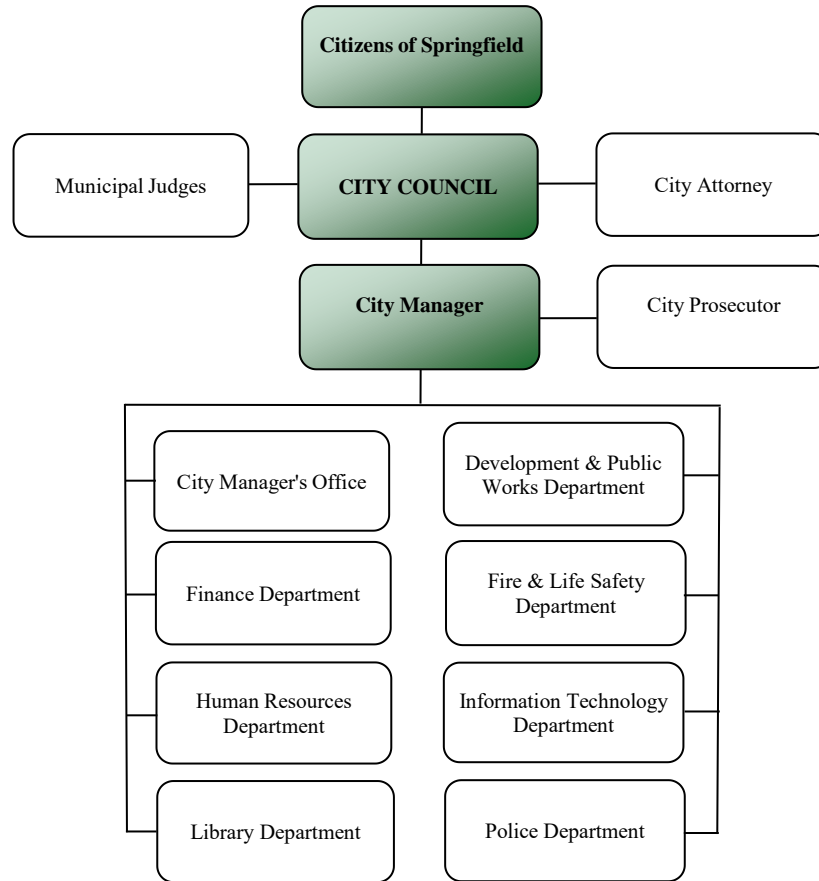
Department Staffing Full-Time Budgeted Positions

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE	Change
City Manager's Office	7.00	7.00	9.00	9.00	-
Development and Public Works	134.05	135.88	144.85	150.85	6.00
Finance	19.04	19.04	19.14	19.14	-
Fire & Life Safety	92.00	91.00	93.00	93.00	-
Human Resources	7.00	7.00	8.00	9.00	1.00
Information Technology	14.80	14.80	10.00	9.00	(1.00)
Legal Services	3.00	3.00	3.00	3.00	-
Library	16.03	16.63	16.00	16.30	0.30
Police	123.50	122.00	124.00	124.00	-
Total Personnel (FTE)	**416.42**	**416.35**	**426.99**	**433.29**	**6.30**

PERSONNEL

FY24 Position Detail

Division	Position	FY21 FTE	FY22 FTE	FY23 FTE	FY24 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
City Attorney Total		**3.00**	**3.00**	**3.00**	**3.00**
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
	City Manager	1.00	1.00	1.00	1.00
	Economic Development Mgr.	1.00	1.00	1.00	1.00
	Legislative and Public Affairs Analyst	-	-	1.00	1.00
	Legislative and Public Affairs Manager	1.00	-	-	-
	Management Analyst	1.00	1.00	1.00	1.00
	Project Manager (ARPA)	-	-	1.00	1.00
	Public Affairs Analyst	1.00	1.00	1.00	1.00
City Manager's Office Total		**7.00**	**7.00**	**9.00**	**9.00**
DPW - Community Development	Administrative Specialist II	1.35	1.35	1.35	1.10
	Building Inspector I	-	-	-	1.00
	Building Inspector III	3.00	3.00	3.00	3.00
	Building Official	1.00	1.00	1.00	1.00
	City Surveyor	1.00	1.00	1.00	1.00
	Civil Engineer II	2.00	2.00	2.00	2.00
	Civil Engineer, Managing	2.00	2.00	2.00	2.00
	CMD Business Systems Analyst	-	1.00	1.00	1.00
	Code Enforce Officer	2.00	2.00	2.00	2.00
	Communications Coordinator	0.60	0.60	0.60	0.60
	Community Dev Admin Spec II	1.00	1.00	1.00	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 II	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
	Engineering Assistant	1.00	1.00	1.00	1.00
	Engineering Division Manager	1.00	1.00	1.00	1.00
	Engineering Technician	2.00	2.00	2.00	2.00
	Engineering Technician I	1.00	1.00	1.00	1.00
	Engineering Technician II	2.00	2.00	2.00	2.00
	Engineering Technician III	1.00	1.00	1.00	1.00
	Engineer-In-Training	1.00	1.00	1.00	1.00

PERSONNEL

FY24 Position Detail

Division	Position	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
DPW - Community Development	Housing Analyst II (ARPA)	-	-	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
	Lead Communications Coord.	0.10	0.10	0.10	0.10
	Management Analyst	1.00	1.00	1.00	1.00
	Office Supervisor	1.00	1.00	1.00	1.00
	Permit Specialist	2.00	2.00	2.00	2.00
	Permit Technician	1.00	1.00	1.00	1.00
	Planner I	2.00	2.00	2.00	2.00
	Planner II	1.00	1.00	1.00	1.00
	Planner II (ARPA)	-	-	2.00	2.00
	Planner, Senior	4.80	4.80	4.80	4.80
	Planning Section Manager	1.00	1.00	1.00	1.00
	Plans Examiner II	2.00	2.00	2.00	2.00
	Survey Party Chief	1.00	1.00	1.00	1.00
	Surveyor	1.00	1.00	1.00	1.00
DPW - Community Development Total		**48.85**	**49.85**	**52.85**	**53.60**
DPW - Environmental Services	Administrative Specialist II	3.65	3.65	3.65	3.90
	Civil Engineer II	2.00	2.00	2.00	2.00
	Communications Coordinator	1.90	1.90	1.90	1.90
	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
	Lead Communications Coord.	0.90	0.90	0.90	0.90
	Management Analyst	1.00	1.00	1.00	1.00
	MWMC Environmental Mgmt Analyst	-	1.00	1.00	1.00
	MWMC Managing Engineer	1.00	1.00	1.00	1.00
DPW - Environmental Services Total		**22.45**	**23.45**	**23.45**	**23.70**
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	6.00	6.00	6.00	6.00
	Court Supervisor	1.00	1.00	1.00	1.00

FY24 Position Detail

Division	Position	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Finance	DPW Budget Manager	-	-	1.00	1.00
	DPW Management Analyst	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	0.70	0.80	0.80
	Judge Pro-Tem	0.34	0.34	0.34	0.34
	Management Support Specialist	2.00	2.00	2.00	2.00
	MWMC Accountant	1.00	1.00	1.00	1.00
Finance Total		**19.04**	**19.04**	**19.14**	**19.14**
Fire and Life Safety	Administrative Specialist II	1.00	1.00	1.00	1.00
	Application Tech Specialist	1.00	1.00	1.00	1.00
	Deputy Fire Marshal 2	2.00	2.00	1.00	1.00
	Ems Accounting Tech	3.00	2.00	2.00	2.00
	EMS Instructor	1.00	1.00	1.00	1.00
	EMS/Fire Instructor	-	-	1.00	1.00
	Fire Admin Div Mgr	1.00	1.00	1.00	1.00
	Fire Battalion Chief - Ops	3.00	3.00	3.00	3.00
	Fire Battalion Chief (Ops)	1.00	1.00	1.00	1.00
	Fire Captain - Shift	16.00	16.00	16.00	16.00
	Fire Engineer - 40L	1.00	1.00	1.00	1.00
	Fire Engineer - Shift	14.00	14.00	14.00	14.00
	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
	Firefighter - Shift	30.00	30.00	30.00	30.00
	Firefighter (40L)	3.00	3.00	3.00	3.00
	Firefighter (Shift)	12.00	12.00	12.00	12.00
	Program Specialist	1.00	1.00	1.00	1.00
	Training Officer	1.00	1.00	1.00	1.00
Fire and Life Safety Total		**92.00**	**91.00**	**93.00**	**93.00**
Human Resources	Human Resources Analyst II	2.00	2.00	2.00	3.00
	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	-
	Human Resources Specialist II	1.00	1.00	1.00	1.00
	Human Resources Specialist, Senior	-	-	-	1.00
	Payroll Analyst	1.00	1.00	1.00	1.00
	Risk Manager	1.00	1.00	1.00	1.00
Human Resources Total		**7.00**	**7.00**	**8.00**	**9.00**

PERSONNEL

FY24 Position Detail

Division	Position	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Information Technology	Database Administrator	1.00	1.00	1.00	1.00
	GIS Analyst	2.80	2.80	-	-
	GIS Architect	1.00	1.00	-	-
	GIS Manager	1.00	1.00	-	-
	Information Technology Director	1.00	1.00	1.00	-
	IT Applications Manager	1.00	1.00	1.00	1.00
	Network Analyst I	1.00	1.00	1.00	1.00
	Network Analyst II	1.00	1.00	1.00	1.00
	Network Manager	1.00	1.00	1.00	1.00
	Programmer Analyst	2.00	2.00	2.00	1.00
	Programmer Analyst, Senior	1.00	1.00	1.00	1.00
	Service Desk Specialist	1.00	1.00	1.00	2.00
Information Technology Total		**14.80**	**14.80**	**10.00**	**9.00**
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
	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	4.00	4.00	4.00	5.00
	Management Support Tech	1.00	1.00	1.00	-
	Museum Curator	1.00	1.00	1.00	1.00
	Outreach Specialist	0.40	1.00	1.00	1.00
	Temp - Librarian	0.63	0.63	-	-
Library Total		**16.03**	**16.63**	**16.00**	**16.30**
DPW - Office of the Director	DPW Director	1.00	-	-	-
	Emergency Management Manager	1.00	-	-	-
DPW - Office of the Director Total		**2.00**	**-**	**-**	**-**
DPW - Operations	Administrative Specialist II	2.00	2.00	2.00	2.00
	Bldg Maint Worker	2.00	2.00	2.00	2.00
	Civil Engineer II	2.00	3.00	3.00	3.00
	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

PERSONNEL

FY24 Position Detail

Division	Position	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
DPW - Operations	GIS Analyst	-	-	2.80	2.80
	GIS Architect	-	-	1.00	1.00
	GIS Manager	-	-	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	14.00	14.00	14.00	19.00
	Maint Tech, Journey	13.00	13.00	13.00	13.00
	Maintenance Supervisor I	1.00	1.00	1.00	1.00
	Maintenance Supervisor II	2.00	2.00	2.00	2.00
	Maintenance Worker	1.25	1.25	1.25	1.25
	Maintenance Worker, Seasonal	1.00	1.00	1.00	1.00
	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
	Programmer Analyst	1.00	1.00	1.00	1.00
	Safety & Training Coord I	1.00	1.00	1.00	1.00
	Seasonal Maintenance Worker	0.50	0.50	0.50	0.50
	Security Attendant	1.50	1.50	1.50	1.50
	Traffic Engineering Technician	1.00	1.00	1.00	1.00
	Traffic Maintenance Tech I	2.00	2.00	2.00	2.00
	Traffic Signal Electrician	1.00	1.00	1.00	1.00
DPW - Operations Total		**60.75**	**62.75**	**68.55**	**73.55**
Police	Comm Srvcs Officer 2	4.00	3.00	3.00	3.00
	Comm Srvcs Officer 2 AnSvc	1.00	1.00	1.00	1.00
	Crime Analyst I	'"/	"/	1.00	1.00
	Custodian	2.00	2.00	2.00	2.00
	Deputy Police Chief	-	-	1.00	1.00
	Detention Officer	13.00	13.00	13.00	13.00
	Detention Sergeant - Non-sworn	4.00	4.00	4.00	4.00
	Management Analyst	4.00""""""""4.00		1.00	1.00
	Office Supervisor	1.00	1.00	1.00	1.00
	Police Business Services Mgr	-	-	1.00	1.00
	Police Call Taker/Records Clerk	10.00	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 Detective	9.00	9.00	9.00	9.00
	Police Digital Evidence Tech	0.50	1.00	1.00	1.00
	Police Dispatcher	12.00	12.00	12.00	12.00
	Police K-9	7.00	7.00	7.00	7.00

PERSONNEL

FY24 Position Detail

Division	Position	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Police	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	34.00	34.00	34.00	34.00
	Police Program Tech	1.00	1.00	1.00	1.00
	Police School Resource Officer	3.00	3.00	3.00	3.00
	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
Police Total		**123.50**	**122.00**	**124.00**	**124.00**
Grand Total		**416.42**	**416.52**	**426.99**	**433.29**

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
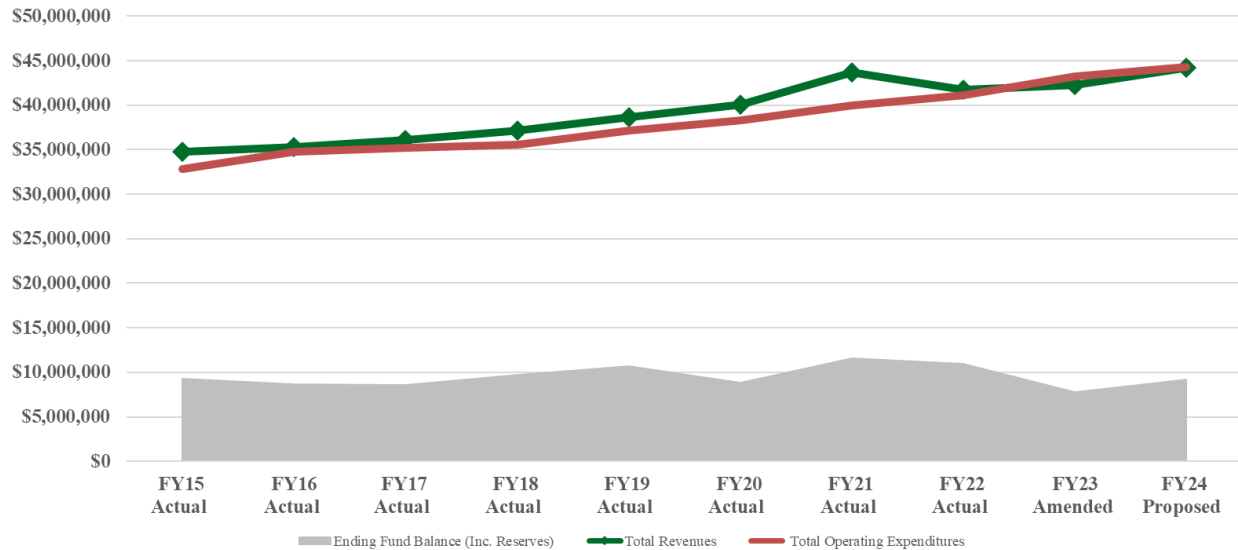
General Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
011 City Manager's Office	6.55	6.05	6.25	6.25
021 Human Resources	4.00	4.00	4.00	5.00
031 Information Technology	10.33	10.33	9.00	8.00
041 Finance	14.39	14.39	14.49	14.49
051 Fire and Life Safety	57.60	57.60	57.60	57.60
061 Police	84.43	82.93	83.93	84.00
071 Office of the Director DPW	0.12	-	-	-
073 Operations	8.66	8.68	9.96	9.96
076 Community	11.75	11.80	11.09	11.14
081 Library	13.63	14.13	14.00	14.00
091 City Attorney	3.00	3.00	3.00	3.00
Total	**214.45**	**212.90**	**213.31**	**213.44**

GENERAL FUND

Resources and Requirements by Fund

100 - General Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	**(8,850,288)**	**(11,553,215)**	**(10,988,219)**	**(11,447,631)**
Current Revenues				
41 Taxes	(23,171,809)	(23,831,507)	(24,226,814)	(26,138,568)
42 Licenses, Permits & Fees	(2,945,851)	(3,069,154)	(2,924,188)	(2,847,790)
43 Intergovernmental	(5,992,936)	(5,683,383)	(6,022,616)	(6,219,166)
44 Charges For Service	(3,833,131)	(3,719,697)	(4,068,612)	(3,889,624)
45 Fines And Forfeitures	(1,289,694)	(998,349)	(936,600)	(895,200)
46 Use Of Money & Property	(90,960)	173,072	(140,600)	(161,500)
48 Miscellaneous Receipts	(776,785)	(942,041)	(437,000)	(312,300)
49 Other Financing Sources	(5,597,415)	(3,685,728)	(3,690,809)	(3,856,116)
Total Revenues	**(43,698,581)**	**(41,756,788)**	**(42,447,239)**	**(44,320,264)**
Total Resources	**(52,548,869)**	**(53,310,002)**	**(53,435,458)**	**(55,767,895)**
Requirements by Category				
Operating Expenditures				
01 City Manager's Office	1,473,740	1,419,279	1,680,521	1,665,389
02 Human Resources	624,412	715,594	750,152	969,736
03 Information Technology	1,921,777	1,914,691	1,856,407	1,652,478
04 Finance	2,240,963	2,356,341	2,595,074	2,660,599
05 Fire & Life Safety	12,686,131	12,678,949	12,707,910	13,151,343
06 Police	15,665,158	16,565,495	17,336,526	18,079,228
07 Development and Public Works	2,886,553	2,759,733	3,170,437	3,095,222
08 Library	1,704,316	1,892,930	2,074,990	2,104,887
09 Legal Services	741,325	801,993	1,087,735	959,862
Total Operating Expenditures	**39,944,376**	**41,105,005**	**43,259,751**	**44,338,745**
Non-Departmental Expenditures				
91 Contingency	-	-	912,666	1,000,000
94 Interfund Transfers	1,051,278	1,236,818	1,254,717	1,095,497
Total Non-Departmental Expenditure	**1,051,278**	**1,236,818**	**2,167,383**	**2,095,497**
Total Requirements	**40,995,654**	**42,341,823**	**45,427,134**	**46,434,242**
Ending Fund Balance (Inc. Reserves)	**(11,553,215)**	**(10,968,180)**	**(8,008,323)**	**(9,333,653)**

GENERAL FUND

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 58% 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 in order to help pay for their share of administrative service departments.

General Fund Expenditure Summary

Personnel Services account for $35.7M in the FY2023-24 budget, an increase of 3.6% since the General Fund supports Police, Fire, Administrative Services and Court, and the majority of its 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 budgets a $1M 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.

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 and traffic signals. 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
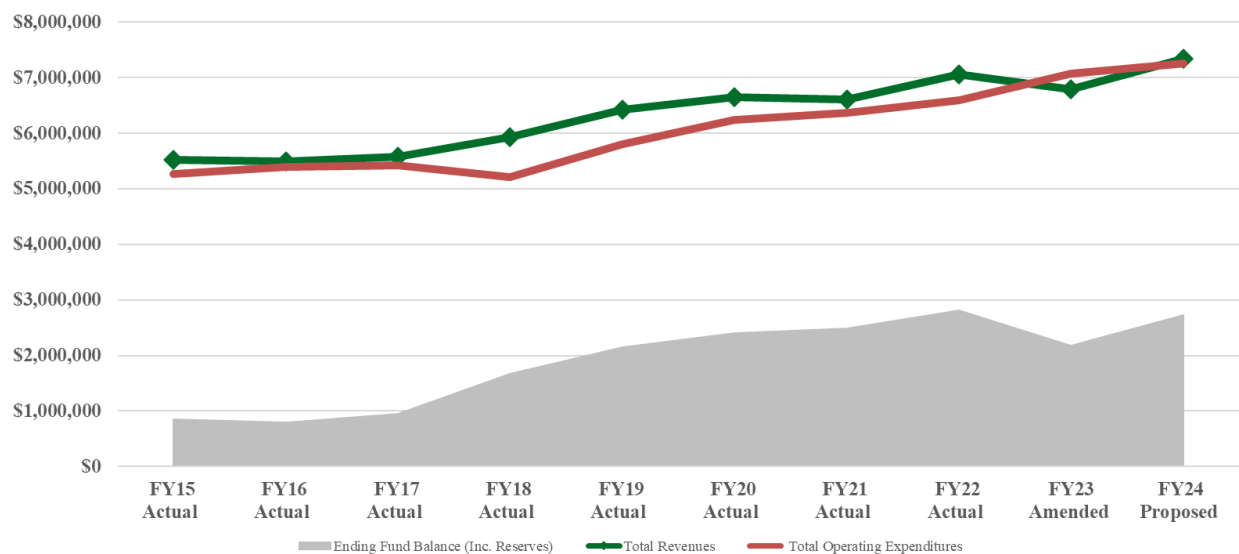
Street Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
011 City Manager's Office	-	0.10	0.10	0.10
031 Information Technology	1.49	1.49	-	-
041 Finance	0.40	0.40	0.40	0.40
071 Office of the Director (DPW)	0.50	-	-	-
073 Operations	22.86	23.46	24.43	24.43
076 Community	7.82	8.72	8.03	8.14
Total	**33.07**	**34.17**	**32.96**	**33.07**

STREET FUND

Resources and Requirements by Fund

201 - Street Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	**(2,402,134)**	**(2,492,481)**	**(2,817,795)**	**(3,002,717)**
Current Revenues				
41 Taxes	(860,440)	(874,718)	(850,000)	(900,000)
42 Licenses, Permits & Fees	(224,486)	(229,796)	(175,000)	(211,773)
43 Intergovernmental	(4,878,541)	(5,213,622)	(5,133,000)	(5,542,786)
44 Charges For Service	(150,205)	(197,400)	(120,515)	(170,823)
46 Use Of Money & Property	(9,395)	13,984	(25,000)	(18,000)
48 Miscellaneous Receipts	(2,107)	(88,115)	(10,000)	(10,000)
49 Other Financing Sources	(489,350)	(472,950)	(471,000)	(485,130)
Total Revenues	**(6,614,525)**	**(7,062,617)**	**(6,784,515)**	**(7,338,512)**
Total Resources	**(9,016,659)**	**(9,555,098)**	**(9,602,310)**	**(10,341,229)**
Requirements by Category				
Operating Expenditures				
01 City Manager's Office	-	37,925	57,912	55,784
03 Information Technology	297,933	339,261	-	-
04 Finance	38,982	43,127	68,156	70,456
07 Development and Public Works	6,037,264	6,166,988	6,951,767	7,131,784
Total Operating Expenditures	**6,374,178**	**6,587,302**	**7,077,835**	**7,258,023**
Non-Departmental Expenditures				
91 Contingency	-	-	200,000	200,000
94 Interfund Transfers	150,000	150,000	150,000	150,000
Total Non-Departmental Expenditures	**150,000**	**150,000**	**350,000**	**350,000**
Total Requirements	**6,524,178**	**6,737,302**	**7,427,835**	**7,608,023**
Ending Fund Balance (Inc. Reserves)	**(2,492,481)**	**(2,817,795)**	**(2,174,475)**	**(2,733,206)**

STREET FUND

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 84% 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. 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
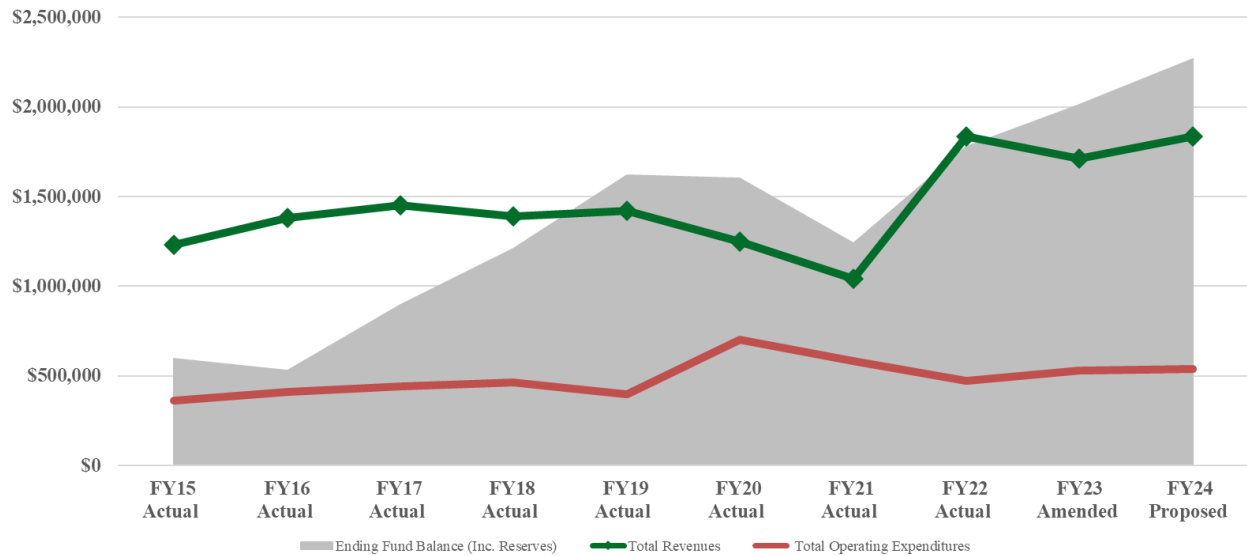
Transient Room Tax Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
011 City Manager's Office	0.45	0.45	0.45	0.45
073 Operations	0.24	0.12	0.17	0.17
081 Library	1.50	2.24	2.00	2.00
Total	**2.19**	**2.81**	**2.62**	**2.62**

TRANSIENT ROOM TAX FUND

Resources and Requirements by Fund

208 - Transient Room Tax Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	**(1,600,112)**	**(1,238,932)**	**(1,778,129)**	**(2,073,698)**
Current Revenues				
41 Taxes	(1,032,879)	(1,845,309)	(1,700,000)	(1,800,000)
43 Intergovernmental	(3,153)	(56)	-	-
46 Use Of Money & Property	(6,926)	8,709	(12,000)	(35,000)
Total Revenues	**(1,042,958)**	**(1,836,656)**	**(1,712,000)**	**(1,835,000)**
Total Resources	**(2,643,070)**	**(3,075,588)**	**(3,490,129)**	**(3,908,698)**
Requirements by Category				
Operating Expenditures				
01 City Manager's Office	364,180	202,330	242,212	235,194
07 Development and Public Works	39,893	17,088	32,874	29,923
08 Library	179,645	252,143	257,308	273,807
Total Operating Expenditures	**583,719**	**471,560**	**532,394**	**538,925**
Total Capital Project Expenditures	**347,458**	**-**	**-**	**-**
Non-Departmental Expenditures				
94 Interfund Transfers	472,961	826,349	944,444	1,100,000
Total Non-Departmental Expenditures	**472,961**	**826,349**	**944,444**	**1,100,000**
Total Requirements	**1,404,137**	**1,297,909**	**1,476,838**	**1,638,925**
Ending Fund Balance (Inc. Reserves)	**(1,238,932)**	**(1,777,679)**	**(2,013,291)**	**(2,269,773)**

TRANSIENT ROOM TAX FUND

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.

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

Covid-19 had a significant impact on the Transient Room Tax revenues in the 4th quarter of fiscal year 2020, and revenues were still down 28% for the fiscal year 2021. However, in fiscal year 2022, the revenues seem to have recovered and are currently on track to meet budgeted targets.

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

Legend: Ending Fund Balance (Inc. Reserves) — Total Revenues — Total Operating Expenditures
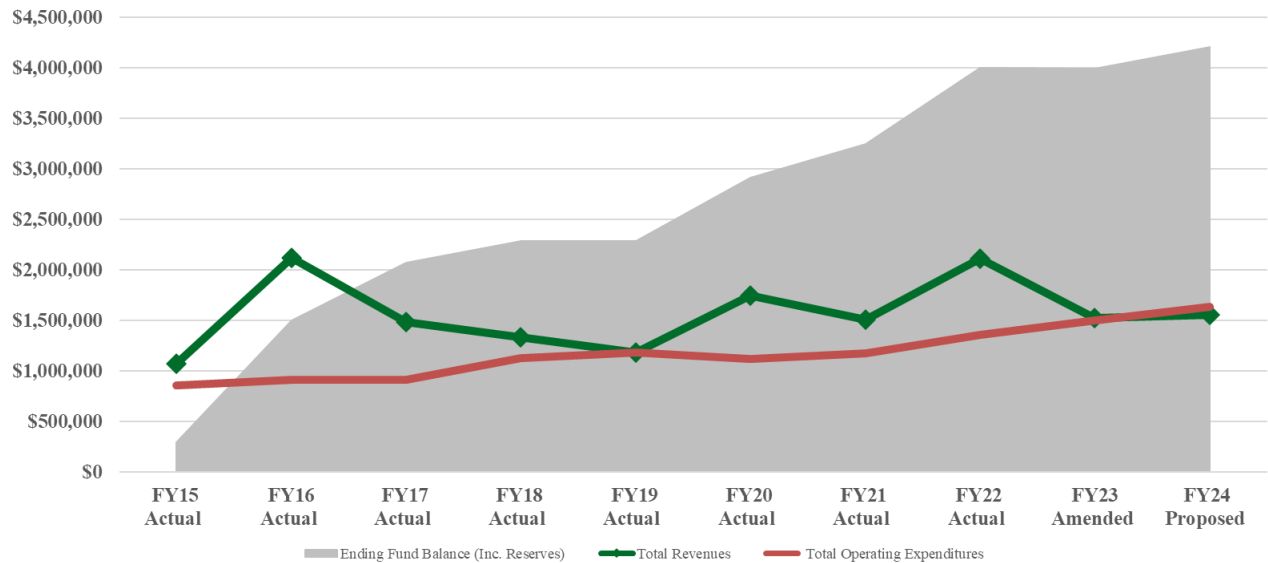
Building Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
011 City Manager's Office	-	0.05	0.05	0.05
051 Fire and Life Safety	0.40	0.40	0.40	0.40
071 Office of the Director (DPW)	0.10	-	-	-
076 Community	7.44	7.59	7.79	8.74
Total	**7.94**	**8.04**	**8.24**	**9.19**

BUILDING FUND

Resources and Requirements by Fund

224 - Building Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	**(2,914,507)**	**(3,245,641)**	**(4,003,361)**	**(4,330,281)**
Current Revenues				
42 Licenses, Permits & Fees	(1,488,862)	(2,135,826)	(1,504,000)	(1,501,500)
43 Intergovernmental	(5,835)	-	-	-
46 Use Of Money & Property	(16,427)	22,026	(24,000)	(55,000)
48 Miscellaneous Receipts	(188)	(2,613)	-	-
Total Revenues	**(1,511,311)**	**(2,116,413)**	**(1,528,000)**	**(1,556,500)**
Total Resources	**(4,425,818)**	**(5,362,054)**	**(5,531,361)**	**(5,886,781)**
Requirements by Category				
Operating Expenditures				
01 City Manager's Office	-	11,614	22,647	23,185
05 Fire & Life Safety	76,248	79,641	84,213	85,645
07 Development and Public Works	1,103,928	1,267,438	1,396,226	1,531,993
Total Operating Expenditures	**1,180,177**	**1,358,693**	**1,503,087**	**1,640,823**
Non-Departmental Expenditures				
91 Contingency	-	-	35,000	35,000
Total Non-Departmental Expenditures	**-**	**-**	**35,000**	**35,000**
Total Requirements	**1,180,177**	**1,358,693**	**1,538,087**	**1,675,823**
Ending Fund Balance (Inc. Reserves)	**(3,245,641)**	**(4,003,361)**	**(3,993,274)**	**(4,210,958)**

BUILDING FUND

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 75% personal services and 25% materials services since the activities of the Building Fund rely primarily on staff providing direct customer service though 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
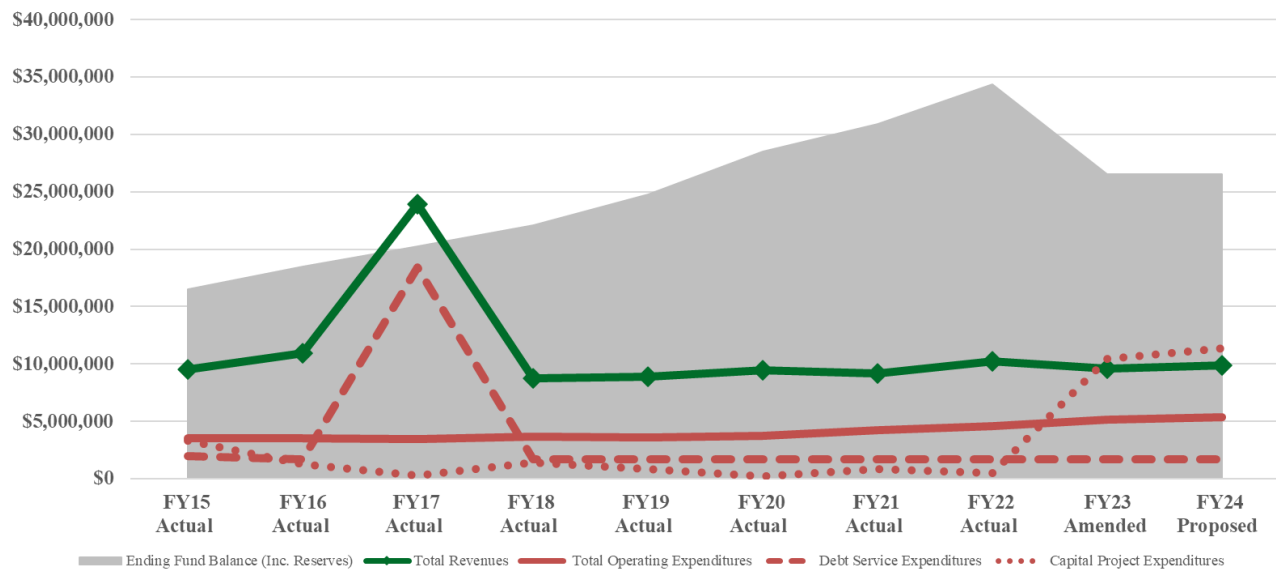
Sanitary Sewer Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
011 City Manager's Office	-	0.16	0.16	0.16
031 Information Technology	1.49	1.49	-	-
041 Finance	0.35	0.35	0.35	0.35
071 Office of the Director (DPW)	0.53	-	-	-
073 Operations	11.16	11.77	13.71	14.21
075 Environmental Services	1.13	1.13	1.13	1.23
076 Community	7.86	7.34	7.69	7.66
Total	**22.53**	**22.24**	**23.04**	**23.61**

SANITARY SEWER FUND

Resources and Requirements by Fund

611 - Sanitary Sewer Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	(28,532,073)	(30,918,717)	(34,347,351)	(35,193,185)
Current Revenues				
42 Licenses, Permits & Fees	(1,745)	(2,860)	(2,000)	(2,000)
43 Intergovernmental	(91,914)	(1,037)	-	-
44 Charges For Service	(8,910,438)	(10,442,376)	(9,240,000)	(9,550,000)
46 Use Of Money & Property	(160,344)	192,392	(355,000)	(355,000)
48 Miscellaneous Receipts	(2,035)	(7)	-	-
Total Revenues	**(9,166,476)**	**(10,253,889)**	**(9,597,000)**	**(9,907,000)**
Total Resources	**(37,698,548)**	**(41,172,606)**	**(43,944,351)**	**(45,100,185)**
Requirements by Category				
Operating Expenditures				
01 City Manager's Office	-	50,645	81,907	83,600
03 Information Technology	282,196	317,469	-	-
04 Finance	41,775	44,273	61,922	62,704
07 Development and Public Works	3,875,160	4,198,630	5,013,493	5,202,120
Total Operating Expenditures	**4,199,131**	**4,611,017**	**5,157,322**	**5,348,424**
Total Capital Project Expenditures	**870,100**	**510,772**	**10,421,782**	**11,391,962**
Non-Departmental Expenditures				
91 Contingency	-	-	150,000	150,000
96 Debt Service	1,710,600	1,707,800	1,708,000	1,706,000
Total Non-Departmental Expenditures	**1,710,600**	**1,707,800**	**1,858,000**	**1,856,000**
Total Requirements	**6,779,831**	**6,829,589**	**17,437,104**	**18,596,386**
Ending Fund Balance (Inc. Reserves)	**(30,918,717)**	**(34,343,017)**	**(26,507,247)**	**(26,503,799)**

SANITARY SEWER FUND

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 $2.9 million (55%) in the FY2023-24 budget, while Materials and Services comprise $2.4 million (45%) 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 in order 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
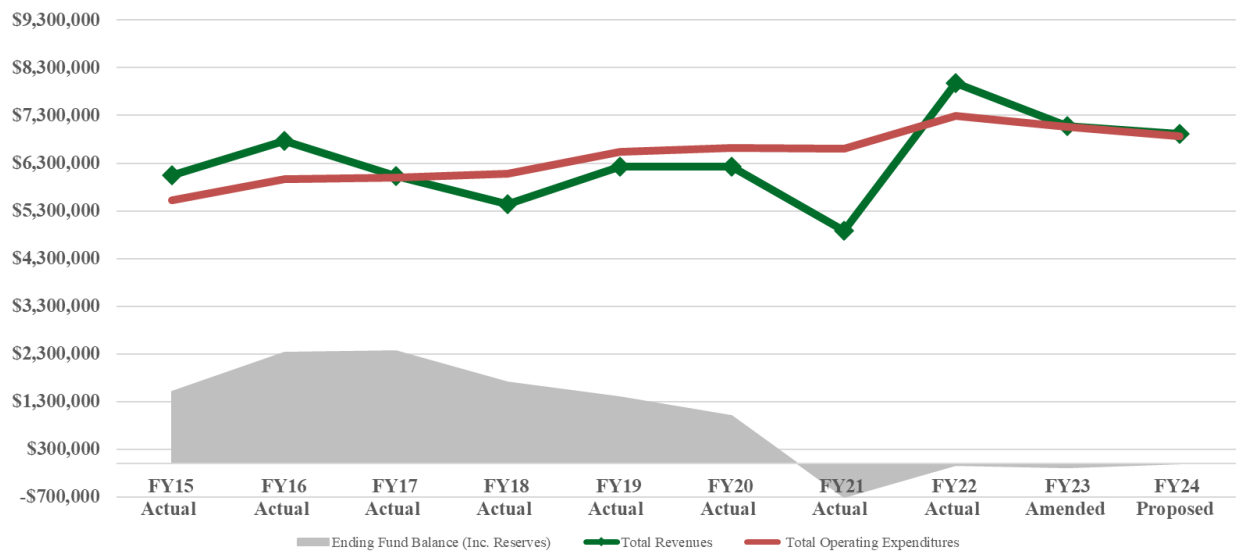
Ambulance Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
051 Fire and Life Safety	27.00	26.00	26.00	26.00
Total	**27.00**	**26.00**	**26.00**	**26.00**

AMBULANCE FUND

Resources and Requirements by Fund

615 - Ambulance Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	**(1,008,172)**	**708,295**	**-**	**(91,892)**
Current Revenues				
42 Licenses, Permits & Fees	(47,100)	(37,480)	(50,000)	-
43 Intergovernmental	(30,290)	(5,283)	(197,322)	-
44 Charges For Service	(4,805,272)	(7,205,164)	(6,503,942)	(6,865,000)
46 Use Of Money & Property	(3,337)	(5,473)	-	-
48 Miscellaneous Receipts	(5,536)	(16,464)	(6,500)	(5,000)
49 Other Financing Sources	-	(701,556)	(325,066)	(50,767)
Total Revenues	**(4,891,535)**	**(7,971,420)**	**(7,082,830)**	**(6,920,767)**
Total Resources	**(5,899,707)**	**(7,263,125)**	**(7,082,830)**	**(7,012,659)**
Requirements by Category				
Operating Expenditures				
05 Fire & Life Safety	6,608,002	7,285,297	7,066,407	6,862,659
Total Operating Expenditures	**6,608,002**	**7,285,297**	**7,066,407**	**6,862,659**
Non-Departmental Expenditures				
91 Contingency	-	-	91,892	150,000
Total Non-Departmental Expenditures	**-**	**-**	**91,892**	**150,000**
Total Requirements	**6,608,002**	**7,285,297**	**7,158,299**	**7,012,659**
Ending Fund Balance (Inc. Reserves)	**708,295**	**22,172**	**75,469**	**(0)**

AMBULANCE FUND

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, and FireMed program membership fees.

Ambulance Fund Expenditure Summary

Personnel Services account for $4.3 million (63%) in the FY2023-24 budget, while Materials and Services comprise $2.5 million (37%) 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 has not increased annual membership fees since FY14 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
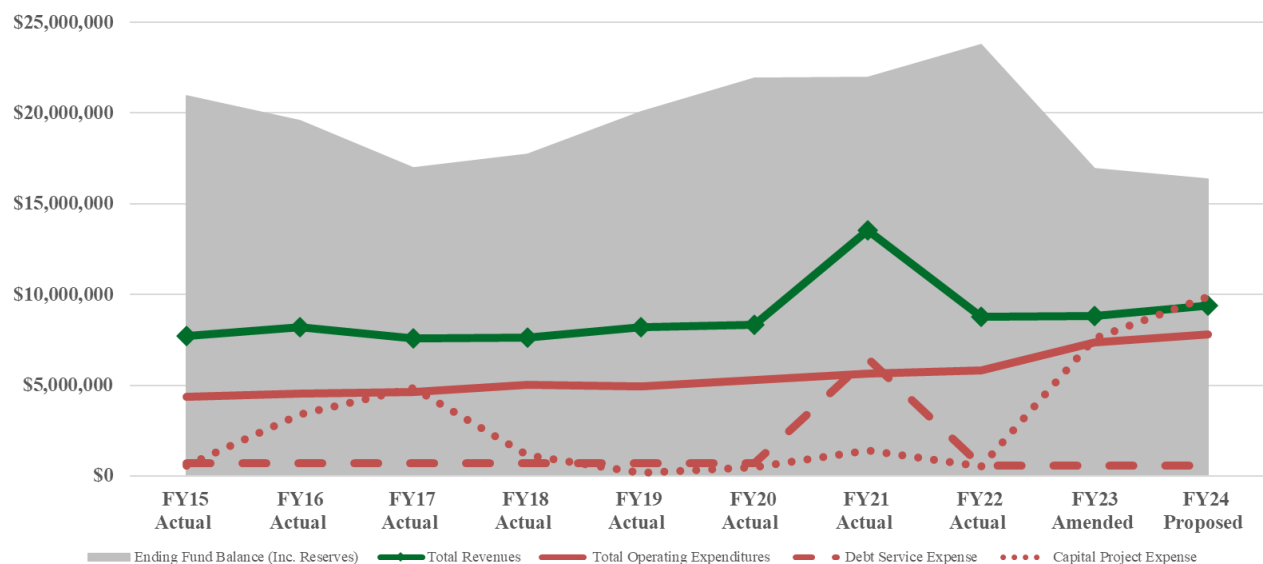
Stormwater Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
011 City Manager's Office	-	0.16	0.16	0.16
031 Information Technology	1.18	1.18	-	-
041 Finance	0.35	0.35	0.35	0.35
071 Office of the Director (DPW)	0.54	-	-	-
073 Operations	17.09	17.98	19.23	23.73
075 Environmental Services	5.47	5.47	5.47	5.57
076 Community	9.78	9.66	9.74	9.61
Total	**34.41**	**34.80**	**34.95**	**39.42**

STORMWATER FUND

Resources and Requirements by Fund

617 - Storm Drainage Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	(21,913,436)	(21,900,333)	(23,778,168)	(25,397,322)
Current Revenues				
42 Licenses, Permits & Fees	(183,607)	(245,543)	(100,000)	(200,000)
43 Intergovernmental	(141,170)	(51,201)	(35,000)	(40,000)
44 Charges For Service	(7,915,395)	(8,542,804)	(8,440,000)	(8,940,000)
46 Use Of Money & Property	(113,779)	132,663	(236,000)	(230,000)
48 Miscellaneous Receipts	(375)	(71,057)	-	-
49 Other Financing Sources	(5,199,936)	-	-	-
Total Revenues	**(13,554,263)**	**(8,777,942)**	**(8,811,000)**	**(9,410,000)**
Total Resources	**(35,467,699)**	**(30,678,275)**	**(32,589,168)**	**(34,807,322)**
Requirements by Category				
Operating Expenditures				
01 City Manager's Office	-	51,234	82,228	83,921
03 Information Technology	217,596	243,574	-	-
04 Finance	41,775	44,273	61,923	62,717
07 Development and Public Works	5,380,372	5,494,231	7,202,180	7,648,632
Total Operating Expenditures	**5,639,744**	**5,833,313**	**7,346,330**	**7,795,269**
Total Capital Project Expenditures	**1,401,447**	**515,151**	**7,564,464**	**9,892,797**
Non-Departmental Expenditures				
91 Contingency	-	-	200,000	200,000
96 Debt Service	6,472,375	551,641	551,718	553,641
Total Non-Departmental Expenditures	**6,472,375**	**551,641**	**751,718**	**753,641**
Total Requirements	**13,513,566**	**6,900,106**	**15,662,512**	**18,441,707**
Ending Fund Balance (Inc. Reserves)	**(21,954,133)**	**(23,778,169)**	**(16,926,656)**	**(16,365,615)**

STORMWATER FUND

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 $4.6M (59%) in the FY2023-24 budget, Materials and Services total $3.2M (41%) which include, professional services, supplies, right of way use fees, and indirect charges. Additionally, capital project expenditures total $9.9M.

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 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
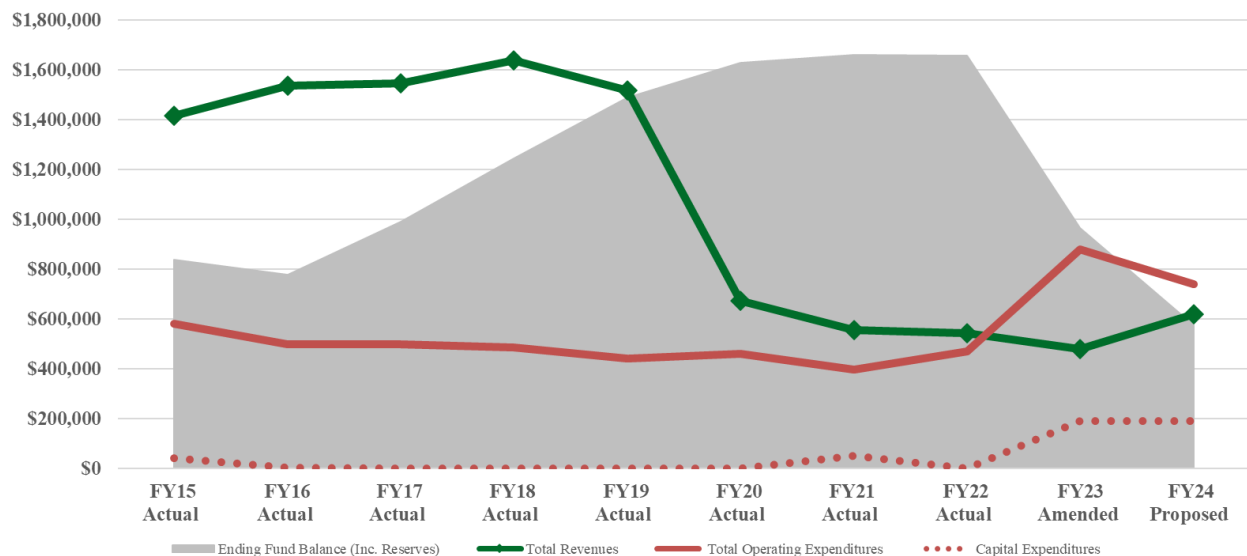
Booth Kelly Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
011 City Manager's Office	-	-	0.40	0.40
071 Office of the Director (DPW)	0.04	-	-	-
073 Operations	0.44	0.44	0.44	0.44
076 Community	0.42	0.42	0.42	0.42
Total	**0.90**	**0.86**	**1.26**	**1.26**

BOOTH KELLY FUND

Resources and Requirements by Fund

618 - Booth-Kelly Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	**(1,631,003)**	**(1,662,693)**	**(1,656,710)**	**(990,526)**
Current Revenues				
43 Intergovernmental	(820)	-	-	-
44 Charges For Service	(545,645)	(545,293)	(472,700)	(611,345)
46 Use Of Money & Property	(8,982)	9,954	(7,622)	(7,800)
48 Miscellaneous Receipts	(188)	(8,470)	-	-
Total Revenues	**(555,635)**	**(543,809)**	**(480,322)**	**(619,145)**
Total Resources	**(2,186,638)**	**(2,206,502)**	**(2,137,032)**	**(1,609,671)**
Requirements by Category				
Operating Expenditures				
01 City Manager's Office	-	-	50,583	257,038
07 Development and Public Works	398,756	469,141	829,946	484,304
Total Operating Expenditures	**398,756**	**469,141**	**880,528**	**741,341**
Total Capital Project Expenditures	**51,564**	**-**	**190,000**	**190,000**
Non-Departmental Expenditures				
91 Contingency	-	-	15,000	15,000
94 Interfund Transfers	73,626	80,651	84,237	86,772
Total Non-Departmental Expenditures	**73,626**	**80,651**	**99,237**	**101,772**
Total Requirements	**523,946**	**549,792**	**1,169,765**	**1,033,113**
Ending Fund Balance (Inc. Reserves)	**(1,662,693)**	**(1,656,710)**	**(967,267)**	**(576,558)**

BOOTH KELLY FUND

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.

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.

Significant Issues & Changes

The Booth Kelly facilities are aging and in need of significant modernizations and improvements. 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 accounts 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
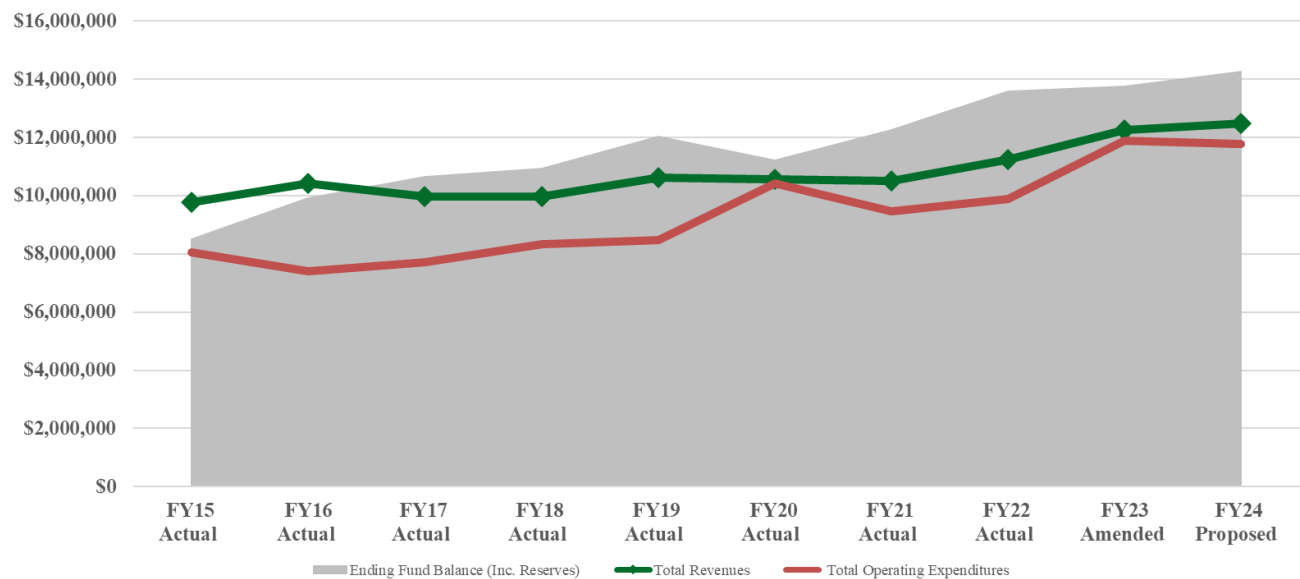
Insurance Fund Table 2 – Fund Staffing Summary

Division	FY21 FTE	FY22 FTE	FY23 FTE	FY24 Proposed FTE
021 Human Resources	3.00	3.00	3.00	3.00
Total	**3.00**	**3.00**	**3.00**	**3.00**

INSURANCE FUND

Resources and Requirements by Fund

707 - Insurance Fund

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
Resources by Category				
Beginning Fund Balance	**(11,198,909)**	**(12,242,412)**	**(13,589,708)**	**(13,753,107)**
Current Revenues				
43 Intergovernmental	(85,650)	(23,080)	(50,560)	(51,382)
44 Charges For Service	(10,324,846)	(11,200,474)	(12,087,112)	(12,281,018)
46 Use Of Money & Property	(66,127)	77,735	(104,897)	(139,407)
48 Miscellaneous Receipts	(25,453)	(87,420)	(5,500)	(5,500)
Total Revenues	**(10,502,075)**	**(11,233,240)**	**(12,248,069)**	**(12,477,307)**
Total Resources	**(21,700,984)**	**(23,475,651)**	**(25,837,777)**	**(26,230,414)**
Requirements by Category				
Operating Expenditures				
02 Human Resources	696,294	692,984	877,871	533,140
31 Health Insurance	7,170,994	7,311,995	8,589,515	8,535,823
32 Risk Services	1,591,284	1,880,966	2,429,567	2,693,742
Total Operating Expenditures	**9,458,572**	**9,885,944**	**11,896,953**	**11,762,705**
Non-Departmental Expenditures				
91 Contingency	-	-	200,000	200,000
Total Non-Departmental Expenditures	**-**	**-**	**200,000**	**200,000**
Total Requirements	**9,458,572**	**9,885,944**	**12,096,953**	**11,962,705**
Ending Fund Balance (Inc. Reserves)	**(12,242,412)**	**(13,589,708)**	**(13,740,824)**	**(14,267,709)**

INSURANCE FUND

Insurance Fund Revenue Summary

The primary sources of revenue for the Insurance Fund are contributions by City departments in support of the programs 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, and claims paid on the self-insurance health program and deductible and claim costs for property and liability insurance.

Significant Issues & Changes

The City initiated a self-funded health insurance program beginning in January 2013 and has successfully kept claim costs flat resulting in no rate increases to employees while maintaining a healthy reserve. One reason for the success of the City's self-funded health insurance program can be tied to the opening of the on-site Wellness Center in 2015, which allows for convenient access to primary and acute care services at negotiated rates. However, these costs continue to rise at a rate greater than inflation and with the City having maximized the benefits of having a wellness center, we may again need to increase rates to account for this inflation trend.

Beginning in FY23, the City is transitioning away from the previous self-insured workers' compensation paid-loss retro plan to a new carrier with a guaranteed cost coverage plan. The City anticipates financial savings beginning in FY24 as outstanding claims are closed out over the coming years.

 The City is entering the second year of its implementation of an Enterprise Risk Management (ERM) program which will employ systematic methods and processes to proactively identify and manage risk and seize opportunities related to the achievement of City-wide objectives. To assist in this effort the City is implementing a Risk Management Information System (RMIS) to inform and improve the efficiency of managing incidents and claims and allow for a more equitable distribution of internal costs across departments.

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.

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
5 PERSONNEL SERVICES	1,024,745	1,086,099	1,441,518	1,470,247
6 MATERIALS & SERVICES	877,415	767,623	1,098,623	4,335,283
7 CAPITAL OUTLAY	-	-	-	200,000
Grand Total	**$ 1,902,160**	**$ 1,853,722**	**$ 2,540,141**	**$ 6,005,530**

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

Budget Summary – FY2024

Staffing

The City Manager's Office includes nine (9) FTE, including one limited duration position managing the ARPA Projects. The City Manager's Office hired an Economic Development Manager after having the position open for the first half of FY23.

Department Funding

Funding within the City Manager's Office is supported through multiple funds including:
- General Fund 100 in areas of general oversight and city-wide services.
- Transient Room Tax Fund 208 to support those programs and staffing needs to support investments in tourism industry growth initiatives.
- Urban Renewal Fund 229 for activities to promote and grow the Glenwood area economy.
- Urban Renewal Fund 230 for activities to promote and grow the Downtown area economy.
- Special Revenue Funds when applicable to allow for fundraising of special projects such as art installations and special events.

- Street Fund 201, Building Code Fund 204, Sanitary Sewer Operations Fund 611, Regional Wastewater Fund 612 and Storm Drainage Operations Fund were added to the CMO budget in response to the reporting restructuring of Development and Public Works to the Assistant City Manager.

Service Level Changes

In the second half of FY23, the City Manager's Office became fully staffed with all 9 FTE positions filled.

Accomplishments FY2023

- **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: Contractor chosen to supply and install system at City Hall.
  - Council Chambers and Municipal Courts security project architect hired.
  - Library and City Manager's Office project architect chosen.
  - Justice Center Roof analysis and design contracted.

- **Oregon Long session** – City staff tracked hundreds of bills during the Oregon Long Session focusing on housing, economic development, climate change, public health and safety, and industrial development. The final budgetary impacts of these bills will not be felt until session ends in late June.
- **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 FY24.
- **DEI work in the City** – The City Manager was appointed co-Chair of the Equity and Community Consortium (ECC). Both the City Manager and Assistant City Manager actively participate in the City's internal Diversity Committee. The City has made positive gains in recruiting underrepresented groups to improve the diversity of our workforce.
- **City Manager's Office Art Program** – The new two-story *Welcome to Springfield, Oregon* mural was designed and installed on the Fry and Rankin Building in June, 2022. This served as the main welcome for visitors as part of the World Track and Field Championships.
- **State of the City -** The State of the City Address offered as a hybrid experience this year, with the in-person event streamed and recorded. The event had over 500 viewers and was translated into Spanish.

Initiatives FY2024

- **American Rescue Plan Act Construction-** ARPA approved projects are managed through the City Manager's Office. Construction on the following City Council approved ARPA projects is scheduled to be complete:
  - Council Chambers Upgrades/Security, Municipal Court Security Upgrades, Library and City Manager's office relocation, Legacy streetlight project, Museum elevator upgrade, City Hall Security Camera System, Justice Center roof replacement.
- **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.

- **Customer Service Request Tracking –** CMO is working to implement a software solution allowing better tracking of council and community members requests, from initial call or email to final completion.
- **Eugene-Springfield Fire Governance Final Phase –** CMO will lead Springfield's continued work on the next phases of the ESF Fire Governance review with a final outcome planned for 2023/2024.
- **Outreach and Communication** – CMO will continue to increase communication and outreach and proactively monitory issues facing the community.

Future Year Considerations
- **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 Blue McKenzie project will break ground downtown in summer 2023, and the Glenwood Riverfront Master Planning efforts beginning in winter 2023 will tee up the area for future vertical construction. 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.
- **Long-Term Budget Strategies** – In coordination with the City's Finance Department, work 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.
- **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.
- **Mission, Vision, Values Update –** As part of completing a strategic plan, the Mission, Vision, Values update will be revisited and prepared to move forward during the next fiscal year.
- **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. Staff have complied all projects together and identified costs but due to revenue constraints potential funding sources are limited.

CITY MANAGER'S OFFICE

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Financial Summary by Fund

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	1,473,740	1,419,279	1,680,521	1,665,389
201 Street Fund	-	37,925	57,912	55,784
204 Special Revenue Fund	64,240	70,458	304,910	3,583,770
208 Transient Room Tax Fund	364,180	202,330	242,212	235,194
224 Building Code Fund	-	11,614	22,647	23,185
612 Regional Wastewater Fund	-	10,237	17,223	17,649
618 Booth-Kelly Fund	-	-	50,583	257,038
617 Storm Drainage Fund	-	51,234	82,228	83,921
611 Sanitary Sewer Fund	-	50,645	81,907	83,600
Grand Total	**$ 1,902,160**	**$ 1,853,722**	**$ 2,540,141**	**$ 6,005,530**

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	1002 External Public Communication	102,477	127,410	225,268	295,851
	1004 Outside Agency Contracts	326,409	390,551	415,489	456,355
	1005 Economic Development	218,852	170,267	294,138	295,488
	1009 Transient Room Tax Management	64,577	119,193	137,340	129,547
	1013 Intergovernmental and Legislative Management	43,886	162,854	134,944	138,346
	1056 Regional Wastewater Administration	-	6,552	7,735	8,161
	7000 Department Administration	162,307	408,648	668,358	3,907,683
	7001 Mayor & Council	372,554	177,947	283,647	194,910
	7003 Council, Board & Commission Meeting Support	-	-	-	500
	7005 City-Wide Management & Oversight	198,855	223,942	322,640	321,651
	7902 Booth Kelly	-	-	50,583	257,038
Active Programs Total		**1,489,917**	**1,787,364**	**2,540,141**	**6,005,530**
Inactive Programs	1001 Legislative Support	35,583	(18,942)	-	-
	1003 Community Event Coordination & Promotions	60,418	15,638	-	-
	1006 Economic Development Agency Funding	21,297	16,994	-	-
	1007 Urban Renewal Management	833	6,205	-	-
	1008 Enterprise Zone	25,667	19,621	-	-
	1021 Emergency Management	111,998	9	-	-
	7004 Intergovernmental Relations Management	78,037	(41,224)	-	-
	7006 City-Wide Employee Communication	53,415	38,640	-	-
	7007 Organizational Development	24,994	29,376	-	-
	7050 Organizational Development	-	40	-	-
Inactive Programs Total		**412,243**	**66,358**	**-**	**-**
Grand Total		**$1,902,160**	**$1,853,722**	**$2,540,141**	**$6,005,530**

Organizational Structure

City Manager's Office

9 FTE

FY2023
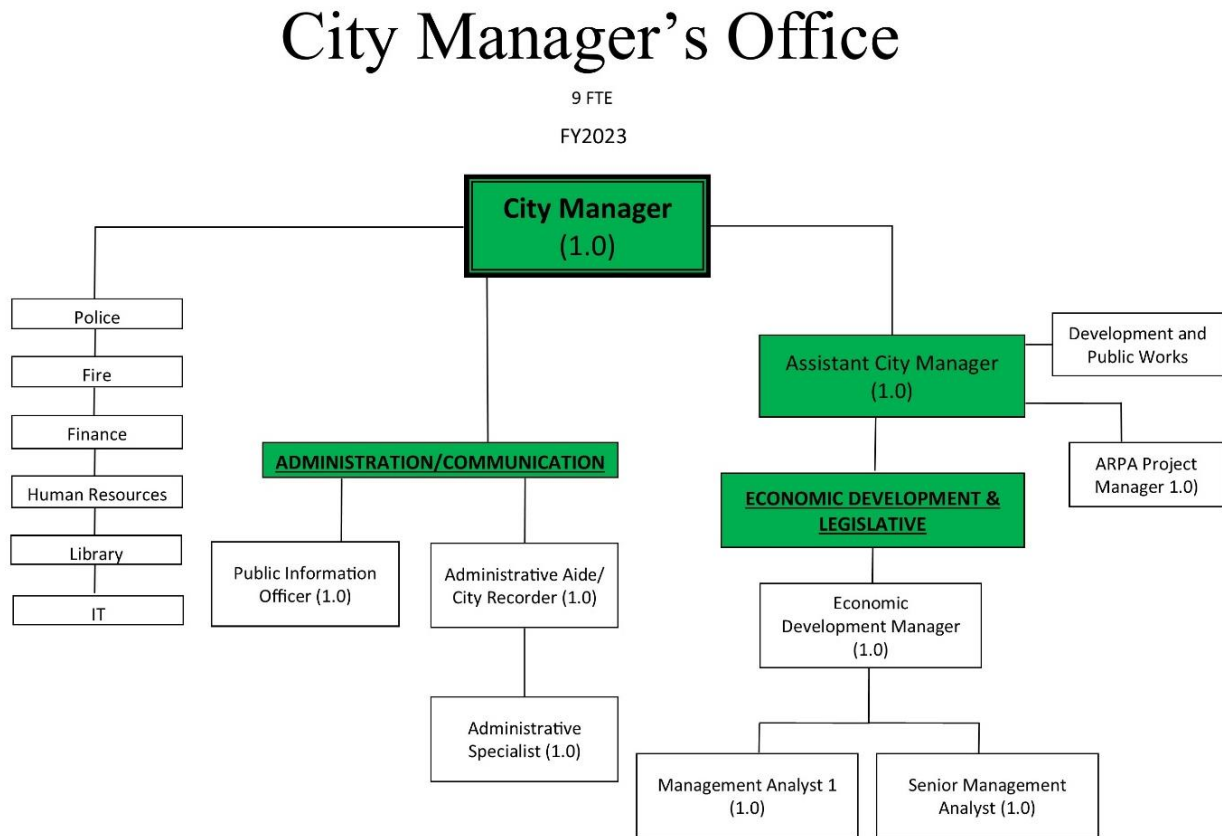
Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 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
City Manager	1.00	1.00	1.00	1.00
Economic Development Mgr.	1.00	1.00	1.00	1.00
Legislative and Public Affairs Analyst	-	-	1.00	1.00
Legislative and Public Affairs Manager	1.00	-	-	-
Management Analyst	1.00	1.00	1.00	1.00
Project Manager (ARPA)	-	-	1.00	1.00
Public Affairs Analyst	1.00	1.00	1.00	1.00
Grand Total	**7.00**	**7.00**	**9.00**	**9.00**

Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
100 General Fund	6.55	6.05	6.25	6.25
201 Street Fund	-	0.10	0.10	0.10
208 Transient Room Tax Fund	0.45	0.45	0.45	0.45
224 Building Code Fund	-	0.05	0.05	0.05
612 Regional Wastewater Fund	-	0.03	0.03	0.03
618 Booth-Kelly Fund	-	-	0.40	0.40
204 Special Revenue Fund	-	-	1.40	1.40
611 Sanitary Sewer Fund	-	0.16	0.16	0.16
617 Storm Drainage Fund	-	0.16	0.16	0.16
Grand Total	**7.00**	**7.00**	**9.00**	**9.00**

Summary of Full-Time Equivalent by Program

		FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Active Programs	1002 External Public Communication	0.88	0.78	0.78	0.78
	1004 Outside Agency Contracts	0.35	0.35	0.35	0.35
	1005 Economic Development	1.45	1.45	1.65	1.65
	1009 Transient Room Tax Management	0.35	0.35	0.35	0.35
	1013 Intergovernmental and Legislative Management	0.68	0.30	0.30	0.30
	1056 Regional Wastewater Administration	-	0.03	0.03	0.03
	7000 Department Administration	1.05	1.52	2.92	2.92
	7001 Mayor & Council	0.85	0.85	0.85	0.85
	7005 City-Wide Management & Oversight	1.40	1.37	1.37	1.37
	7902 Booth Kelly	-	-	0.40	0.40
Active Programs Total		**7.00**	**7.00**	**9.00**	**9.00**
Grand Total		**7.00**	**7.00**	**9.00**	**9.00**

CITY MANAGER'S OFFICE

Performance Measures

Measure	FY23 Target	FY23 Est. Actual	FY24 Target
1.) Timely and accurate posting and accessibility of Council packets.	100%	95%	100%
Why this measure is important: 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.	100%	75%	100%
Why this measure is important: 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%
Why this measure is important: 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%
Why this measure is important: 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%
Why this measure is important: 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.			

DEVELOPMENT & PUBLIC WORKS

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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; advance the City's Housing Strategy and Community Development Block Grant and HOME investment partnership programs. Our core functional areas are Development Review, Land Development Engineering, Comprehensive Planning, Building Permits, Business Licenses, Capital Project Development and Delivery, and Survey. 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 implementation of regional wastewater program functions associated with the Metropolitan Wastewater Management Commission (MWMC). The MWMC is a partnership between the Cities of Eugene, Springfield, and Lane County, and has been operating as such since 1977. Under the MWMC's Intergovernmental Agreement, the City of Springfield is responsible for administrative services, and the City of Eugene is responsible for operations and maintenance services for regional assets. Administrative functions that Springfield performs include Facilities Planning, Capital Project Delivery, Contract Management, Public Education and Outreach, NPDES Wastewater Permit Compliance, Budget and Financial Planning, User Fees and Systems Development Charges Implementation, Insurance and Risk Services, Property Management, Legislative, Intergovernmental and Public Affairs Coordination, and Commission Management. In addition, ESD also manages regulated stormwater and pretreatment functions for the City of Springfield, these activities include Illicit Discharge and Detection, Water Quality Facility Inspection, MS4 Stormwater Permit Compliance, Total Maximum Daily Load (TMDL) Compliance, Storm Sewer and Local Wastewater User Fee Implementation, Industrial Permitting, and Public Education and Outreach.

Operations Division

The Operations Division (OPS) primary charge is to operation and maintain the City's public infrastructure systems and assets valued approximately $2.5 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, preparedness, response, and recovery of the community and city government services to effectively manage unforeseen emergencies and disasters.

DEVELOPMENT & PUBLIC WORKS

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	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
5 PERSONNEL SERVICES	14,384,830	14,818,950	18,127,576	18,909,326
6 MATERIALS & SERVICES	25,334,136	27,021,666	44,545,052	38,157,607
7 CAPITAL OUTLAY	2,272,083	2,727,293	6,216,848	3,406,501
Grand Total	**$41,991,050**	**$44,567,908**	**$68,889,476**	**$60,473,434**

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

Budget Summary – FY24
Staffing
Community Development Division
For FY24, the DPW Community Development budget proposes 53.60 full-time equivalent (FTE) positions to support the five key service areas, including Community Service, Building Permits, Comprehensive Planning, Development Review and Code Enforcement, and Engineering.

Environmental Services Division
Total staffing includes 23.70 FTE for FY24. Regional staffing levels in Environmental Services include a total of 17.81 FTE supporting the MWMC, with 14.56 FTE in Regional Wastewater Administration and 3.25 FTE in Industrial Pretreatment in the Regional Wastewater Fund. Local program staffing levels include 5.67 FTE dedicated to Water Resources Services in the Stormwater Drainage Operations Fund, and 1.33 FTE to support local Wastewater Services in the Sanitary Sewer Operations Fund.

Operations Division
The Operations budget proposed 73.55 FTE for FY24. This represents 5.0 FTE addition in Surface Stormwater Maintenance Program.

Department Funding
In FY24, 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.

DPW receives funding from five primary funds:

1. Street Operations,
2. Sanitary Sewer Operations,
3. Storm Drainage Operations,
4. The General Fund, and
5. 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, which have slightly increased to keep up with inflation. General Fund revenues within DPW are mainly for comprehensive planning, land development review, 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.

DEVELOPMENT & PUBLIC WORKS

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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

It is expected that Community Development will face significant challenges in maintaining service levels for the foreseeable future, including in FY24 and beyond. Efforts are underway 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 development application numbers are lower than last year's (2022) record-breaking figures, they remain robust and on track to rank in the top five for activity in recent history. However, Community Development continues to prioritize customer service needs in addition to the mandates over other planning and project work. The vacancy rate has remained steady around 10-15% due to general attrition and difficult to fill positions. As a result, staff are managing day-to-day work along with state mandates, funding awards, and urban renewal projects. Given ongoing staffing challenges, prioritization has required careful consideration, creativity, and patience as we navigate new territory in FY24.

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 Department of Environmental Quality (DEQ). In June 2021, after a multiple year work effort to resolve permit litigation, the City was reissued an updated NPDES Phase II Stormwater Permit. Increased regulatory requirements contained within the reissued permit will result in additional level of effort across the department, including infrastructure maintenance, code/ordinance updates, implementation of new development standards, and other water quality programmatic requirements. Additionally, the MWMC received a renewed NPDES wastewater permit in November of 2022. Staff anticipates this renewed permit to result in additional work effort in the coming budget year, including tasks to update the MWMC's 20-year Facilities Plan and regional wastewater System Development Charge methodology. Staff also expects additional effort related to the MWMC's Capital Improvement Program, Pretreatment program, and public education and outreach efforts.

Operations Division

The proposed five (5.0) FTE staffing increase will enable Operations to implement necessary surface stormwater support activities to properly operate and maintain the City's water quality facilities (WQF's). Operations is responsible for the maintenance of over 140 bioswales, raingardens, and infiltration basins, and that number continues to rapidly grow with each new private development and public improvement. Enhancing the stormwater programs will provide year-round operation and maintenance that will improve the functionality of City water quality facilities designed to reduce risk of flooding, mitigate invasive plants, and provide better functionality and environmental protection.

Accomplishments FY23

Community Development Division

- **Springfield Development Code Update** – Successfully integrated new state legislation into the Development Code amendments. Conducted the public hearing process with the Joint Lane County and Springfield Planning Commissions. Council adoption completed June 2022. Implementation ongoing, resulting in streamlined application processing.
- **2018 GO Bond funded street preservation work –** Completed the final project funded with voter approved GO Bond funds nearly 3 years ahead of initial project schedule.

- **Development Center Customer Service Improvements** – Using revenue from the technology fee implemented the following improvements to enhance the customer experience and create efficiencies with the goal of streamlining application processing:
  - Install a kiosk placed in the City Hall lobby to make Development Center services available when office is busy or closed. Some of the features include access to applications and information; ability to scan and print; ability to submit for permits and applications; serve as a payment portal; provide a phone link for customers to speak with on duty techs for development questions.
  - A new online customer interface for obtaining permits will provide a more intuitive user experience and easier process for obtaining trade permits.
  - Development of external dashboards will provide a high-level view of development in Springfield.
  - Internal dashboards will be developed to increase efficiency in staff workflows with the goal of improving review times.
- **Capital 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
- **NPDES Wastewater Permit** – The DEQ reissued the jointly held NPDES wastewater permit for the MWMC, Springfield and Eugene on November 1, 2022. A significant level of effort from Springfield staff, along with staff from the City of Eugene and the MWMC Legal Counsel ensured that the reissued permit is implementable and will not place an unreasonable burden on existing ratepayers.
- **Renewable Natural Gas Project** – Construction was completed for the MWMC's Renewable Natural Gas (RNG) project, and the system is up and running. This project will allow the MWMC to sell upgraded biogas derived from anerobic digesters at the wastewater plant as renewable fuel through offtake agreements. The MWMC will receive revenue from environmental credits associated with the RNG as well as through sale of the gas. A ribbon cutting ceremony was held to celebrate the completion of the project with two videos produced in conjunction with the event; one to capture the event and speaker remarks, the other to provide an overview of the project including its sustainability attributes and benefits to the community.
- **National Awards –** The MWMC was recognized by the National Association of Clean Water Agencies at their winter conference in Sonoma, CA, winning one National Environmental Achievement Awards. The MWMC received an award in the Water Resources Utility of the Future category for its new Renewable Natural Gas (RNG) Facility.
- **Upstream Art Contest** – The City of Springfield's 7th Annual Upstream Art Contest was held to promote education and protection of stormwater quality in Springfield.
- **Clean Water University** – Clean Water University was successfully delivered once again in-person at the regional wastewater treatment plant in partnership with the cities of Springfield and Eugene, and the Springfield Utility Board. The program was also offered virtually for the third year in a row. Seven 5th grade classes from Eugene 4J, Springfield, and Bethel School Districts paired the virtual content with their attendance completing it either before or after the event.

DEVELOPMENT & PUBLIC WORKS

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Operations Division
- **Street Maintenance Management**
  - Completed approximately 6 miles of crack and slurry seal on residential roads.
  - Completed 2022 city street system condition survey to meet HB2017 requirements.
  - Completed approximately 2,800 linear feet of thin lift overlay on 52nd Street, 52nd Place and 54th Street between A Street and E Street.
- **Open Spaces (Street Tree and Surface Drainage Management)**
  - Completed over 500 labor hours of vegetation restoration work on the Glenwood Roundabout Water Quality Facilities.
  - Received $75K grant funding for street tree planting in designated medium to low-income neighborhoods that will occur in FY23 and FY24.
- **LED Streetlight Upgrades**
  - Completed selection of an Energy Service Company (ESCO) and contracted with McKinstry Essention, LLC.
  - Technical energy audit and the project development plan was completed.
  - Engineering, pre-construction, and materials procurement will be ongoing April - July 2023.
- **Fleet Software Implementation –** Purchased and implemented a Fleet Management Software program that documents vehicle metrics including routine maintenance, parts inventory, warranty track and monitors performance.
- **Oregon 22/World Athletic Championships** – Successfully supported the delivery of city services for the first World Athletic Championships for Track and Field held in the United States.

Initiatives FY24

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** – Execute Federal Grant Agreement with Eugene, complete Springfield Phase 2 design, begin scoping right of way needs.
- **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.
- **Comprehensive Plan Map Clarification Project** – Finalize the draft property-specific Plan Map after feedback from the project's advisory bodies, property owners, and the general public. Coordinate with Lane County and City of Eugene on plan amendments and process adoption.
Jasper Trunk Phase 3 – Finalize design work for Phase 3 of the Jasper Trunk Sewer and solicit bids and begin construction.

Environmental Services Division
- **Regional Capital Construction** – Initiate a $64.7 million capital improvement program for the MWMC that funds regional wastewater planning and capital projects for FY24. Projects include Electrical Switchgear and Transformer Replacement, an upgraded Administrative Operations Building, Water Quality Trading Program, Class A Disinfection Facilities, Aeration Basin Improvements, Glenwood Pump Station Upgrades, and Comprehensive Facility Plan Updates.
- **Pure Water Partnership –** To meet thermal load (temperature) requirements associated with wastewater discharges at the treatment plant, the MWMC will continue participation with the Eugene Water and Electric Board to restore riparian areas along the McKenzie River by planting shade trees on select sites, including those burned in the Holiday Farm fire.

- **Comprehensive Facility Plan Update** – In FY24, the MWMC expects to update the MWMC Facilities Plan. This is an intensive, consultant led effort with staff oversight, and will result in a new 20-year Project List.
- **Clean Water University –** Clean Water University will continue to be offered in-person and virtually with encouragement for teachers to complete both. The MWMC has a goal to expand public education and outreach associated with the Clean Water University to reach 25% or more of all 5th grade students in Eugene/Springfield service area.
- **NPDES Permit Implementation** – In FY24, staff will continue to implement requirements associated with the recently issued MS4 Phase II General Stormwater Permit. Additionally, the MWMC is beginning implementation of requirements associated with its renewed NPDES Wastewater Permit.

Operations Division
- **LED Streetlight Upgrades**
  - Complete Citywide LED lighting project including engineering, pre-construction, materials procurement, construction, commissioning, and final energy savings guarantee/audit by December 31, 2023.
- **Comprehensive Traffic Signal Operational Modernization**
  - Upgrade approximately five intersections. Upgrades may include:
    - Traffic signal controllers
    - Vehicle detection systems
    - Signal Communications
    - Complete traffic signal cabinet upgrade
- **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 2024 slurry seal.
  - Plant 100 street trees utilizing Operations staff and contractual services in medium to low-income neighborhoods with $75K in grant funding.
- **ESRI's ArcGIS Hub**
  - GIS is developing a mapping and data Hub for both staff and public use.
  - Version one of Springfield's Hub will be available to City staff in the spring of 2023. Public release will follow in summer of 2023.
  - Future Hub releases will target specific internal business or community needs.

Future Year Considerations FY25-FY27
Community Development Division
- **Housing Strategy** – The City of Springfield lacks housing to meet current demand. While several multi-unit housing projects have been constructed or initiated in the last five years, there is a lack of housing diversity within the city's market to meet needs. The city has put in place several tools through the Housing Strategy to incentivize market diversity. Following this implementation, 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.
- **Springfield Development Code Update** – Complete Phase 3, the "everything else" phase of the Development Code Update Project. Implement Phase 3 code changes.
- **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.

- **Federal Certification –** Changes to the way the Oregon Department of Transportation (ODOT) manages federal transportation funds has required the city to become Federally Certified. This certification will create efficiency and potential cost savings as the city will not need to rely on ODOT or another certified agency to deliver a Springfield project. Much of the work to align standards and processes to align with state and federal requirements has been complete. The next step will be for the city to deliver a federally funded project to complete certification.
- **Code Enforcement Program** – The Code Enforcement Program currently operates in a reactionary mode only responding to complaints. The city has outgrown this operational method and to improve effectiveness in responding and enforcing code compliance issues the program needs to be updated. In FY24, the process of modernizing and the Code Enforcement Program to meet a nationally recognized standard will begin.
- **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.
- **ARPA Funded FTE –** To address the aggressive timelines required by the state mandated planning requirements (e.g., Climate-Friendly and Equitable Communities), three new full time equivalent (FTE) positions were approved for comprehensive planning activities. These positions are funded with ARPA funding through June 2025. However, State mandated planning work will continue beyond this date requiring these FTE positions currently funded with ARPA and conducting this work to transition to an alternate funding source. The funds impacted by the exhaustion of the ARPA funds would be the General Fund and the Street Fund.

Environmental Services Division

- **NPDES Stormwater Permit –** The DEQ "reissues" the City's NPDES Stormwater Permit every 5 years. Each reissued permit contains additional water quality standards and requirements the City is mandated to meet. Springfield is required to make application for a "new" reissued permit by September 2023. Staff expects the City will receive a "new" reissued NPDES Stormwater Permit in 2024.
- **Stormwater Codes/Standards Update –** Requirements in the MS4 Stormwater permit for stormwater runoff will need to be implemented. An increased level of service associated with staffing across DPW will be felt, including areas such as water quality facility maintenance, inspections, development code updates, etc.
- **TMDL IP –** Compliance requirements associated with Springfield's Total Maximum Daily Load Implementation Plan and associated programs will need to be implemented. Program requirements to meet load associations to reduce temperature, bacteria, and mercury from stormwater discharges. Implementation of education and outreach programs designed to educate general public and businesses, enhance code to protect water quality and riparian areas, ensure sediment control at development sites and maintain pollution prevent and good housekeeping in City operations.
- **Resiliency Follow-Up** – The MWMC expects to continue to implement the recommendations outlined in the MWMC's Disaster Recovery and Mitigation Plan for major regional wastewater infrastructure, following the guidance outlined in the state's Oregon Resilience Plan.
- **SDC Methodology –** Upon completion of the MWMC's updated Comprehensive Facility Plan, the regional wastewater Systems Development Charge Methodology will need to be updated.

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 woefully inadequate. As these city assets continue to age, it is necessary to identify resources to provide for major building system replacement/renovation/repair.
- **42nd Street Levee** – Obtained State Homeland Security Grants to supplement local funding to prepare an Emergency Action Plan (EAP). The EAP will provide needed response framework to address potential levee breach/flood emergencies. The US Army Corps of Engineers appropriated funding for a levee feasibility study to perform comprehensive levee assessment which will develop alternatives for modernizing the levee to current federal standards. Initial work on this project began in FY23 and is anticipated to continue for about three years. Future funding will be requested to support project design and construction.

Financial Summary by Fund

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	2,886,553	2,759,733	3,170,437	3,095,222
201 Street Fund	6,037,264	6,166,988	6,951,767	7,131,784
204 Special Revenue Fund	743,243	94,038	12,627,589	5,866,836
208 Transient Room Tax Fund	39,893	17,088	32,874	29,923
210 Community Development Fund	1,134,612	547,826	1,986,929	1,159,459
224 Building Code Fund	1,103,928	1,267,438	1,396,226	1,531,993
433 Regional Wastewater Capital Fund	1,510,431	1,572,707	5,172,580	2,479,000
434 Street Capital Fund	162,474	166,026	137,069	118,785
611 Sanitary Sewer Fund	3,875,160	4,198,630	5,013,493	5,202,120
612 Regional Wastewater Fund	17,243,644	19,724,187	22,300,080	23,712,953
617 Storm Drainage Fund	5,380,372	5,494,231	7,202,180	7,648,632
618 Booth-Kelly Fund	398,756	469,141	829,946	484,304
713 Vehicle & Equipment Fund	1,137,876	1,752,233	1,598,668	1,598,001
719 SDC Administration Fund	336,844	337,642	469,638	414,423
Grand Total	**$41,991,050**	**$44,567,908**	**$68,889,476**	**$60,473,434**

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	1014 Engineering	2,295,721	2,377,830	2,958,326	2,886,587
	1015 Infrastructure Planning	254,903	325,936	1,177,404	477,459
	1021 Emergency Management	7,060	263,966	386,508	271,620
	1023 Community Events	170,213	178,382	254,358	247,596
	1024 Survey	440,277	379,842	561,798	559,807
	1025 Operations Training and Safety Programs	14,399	49,038	52,598	53,268
	1028 Business Licensing	66,413	70,496	75,386	79,469
	1030 Building Plan Review	201,967	304,530	297,232	348,242
	1032 Building Field Inspections	810,188	873,830	962,804	1,056,043
	1036 Housing and Community Development	1,143,118	591,051	7,252,465	2,977,807
	1038 Comprehensive Land Use Planning	341,717	343,708	755,134	580,602
	1039 Development Review	829,420	913,732	1,148,187	1,148,436
	1040 Development Code Updates and Maintenance	228,215	226,364	262,774	247,019
	1041 Code Enforcement	311,559	329,137	511,651	407,817
	1045 Stormwater Regulatory Administration	750,295	762,917	929,910	1,683,677
	1048 Land Drainage & Alteration Permit	293,812	313,962	299,910	303,462
	1049 Surface Stormwater Management	459,118	1,262,422	1,794,344	1,941,113
	1050 Open Spaces	375,892	696,724	892,434	933,616
	1053 Subsurface Drainage and Repair	487,891	756,228	995,798	1,268,635
	1056 Regional Wastewater Administration	3,217,723	3,567,578	4,531,812	4,517,033
	1057 Industrial Pretreatment	490,358	518,950	566,693	597,836
	1058 Regional Wastewater Operations	15,019,115	17,196,628	22,357,580	21,061,600
	1059 Wastewater Fiscal Mgmt and Customer Services	645,969	679,962	779,724	816,745
	1062 Wastewater, Repair, Locates and CMOM	1,402,108	1,775,170	2,018,622	2,102,260
	1064 Capacity Management Operations & Maintenance	10,385	3,922	10,718	10,954
	1065 Transportation Planning	354,537	312,689	463,445	523,077
	1067 Street Sweeping	600,529	564,895	455,889	467,711
	1068 Bicycle Facilities and Programs	81,914	73,700	110,838	116,044
	1069 Locates and Encroachments	352,024	437,651	414,514	419,295
	1070 Street and ROW Management	1,169,942	1,277,463	1,288,810	1,295,838
	1072 Traffic System Engineering and Management	445,152	2,266,476	2,165,295	2,240,054
	1077 Transient Related Issues	34,675	35,381	37,000	32,000
	7000 Department Administration	272,894	316,862	565,321	568,848
	7022 City Facilities, Maintenance and Custodial Services	559,391	800,019	953,007	977,375
	7024 Fuel Facility Operations and Management	494,776	563,683	573,700	607,180
	7026 Vehicle & Equipment Services	243,349	272,000	448,369	425,232
	7082 GIS	-	-	1,046,634	1,102,438
	7900 Real Property Management	131,578	79,497	152,681	102,328
	7902 Booth Kelly	180,487	291,665	313,450	316,150
	7904 Depot	8,615	9,300	13,500	13,500
	8800 Capital Projects	423,118	552,494	5,989,889	3,682,840
	8810 MWMC Capital	6,179	10,810	14,000	14,000
	9000 Non-Program	643,100	1,188,550	1,024,968	990,821
Active Programs Total		**36,270,097**	**43,815,441**	**67,865,480**	**60,473,434**

Financial Summary by Program, Continued

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Inactive Programs	0000 Revenues	100	-	-	-
	1014 Engineering	(35)	(0)	-	-
	1015 Infrastructure Planning	-	1,387	-	-
	1021 Emergency Management	1,321,116	0	-	-
	1022 Intergovernmental Relations	39,455	10,124	-	-
	1023 Community Events	92	508	-	-
	1024 Survey	-	(0)	-	-
	1026 Buildings & Facilities Planning	7,617	6	-	-
	1027 Building and Facility Architectural & Engineering	5,425	83	-	-
	1028 Business Licensing	70	-	-	-
	1029 Licensing and Franchising	2	-	-	-
	1031 Mechanical Inspections	445	4	-	-
	1033 Electrical Inspections	1,930	331	-	-
	1034 Plumbing Inspections	71	-	-	-
	1035 Affordable Housing	22	3	-	-
	1038 Comprehensive Land Use Planning	15,210	5,000	-	-
	1040 Development Code Updates and Maintenance	2,595	1,407	-	-
	1042 Floodplain Management	816	-	-	-
	1043 Historic Preservation	3,897	15,441	-	-
	1044 Stormwater Fiscal Mgmt and Customer Services	613,984	644,964	723,996	-
	1045 Stormwater Regulatory Administration	15	-	-	-
	1046 Stormwater Planning	95	-	-	-
	1047 Stormwater Engineering	17,641	12,955	-	-
	1049 Surface Stormwater Management	-	23	-	-
	1051 Landscape Maintenance	434,649	32	-	-
	1052 Surface Drainage Maintenance	864,140	(0)	-	-
	1054 Subsurface Drainage Repair	139,752	-	-	-
	1056 Regional Wastewater Administration	525	12	-	-
	1057 Industrial Pretreatment	7,588	-	-	-
	1059 Wastewater Fiscal Mgmt and Customer Services	7,938	-	-	-
	1060 Wastewater Planning	95	4,144	-	-
	1061 Wastewater Engineering	9,730	3	-	-
	1062 Wastewater, Repair, Locates and CMOM	-	1,118	-	-
	1063 Wastewater Maintenance Repair	182,065	-	-	-
	1064 Capacity Management Operations & Maintenance	54,241	-	-	-
	1065 Transportation Planning	(0)	0	-	-
	1066 Street Engineering	12,988	13,596	-	-
	1071 Street Sidewalk Maintenance and Preservation	90,417	-	-	-
	1072 Traffic System Engineering and Management	10,538	13,390	-	-
	1073 Traffic Operations -Signal Maintenance and Repair	504,851	0	-	-
	1074 Traffic Operations -Signs and Pavement Markings	386,358	(0)	-	-
	1075 Street Lighting	745,934	60	-	-
	1105 Community Outreach	4	-	-	-
	7000 Department Administration	18,184	231	-	-
	7005 City-Wide Management & Oversight	276	-	-	-
	7020 Real Property Management	14,732	-	-	-
	7023 Facilities Maintenance-Custodial Services	183,347	(0)	-	-
	7025 Vehicle & Equipment Services	552	-	-	-
	7031 Annual Audit	350	-	-	-
	7901 Miscellaneous Leased Property	3,821	3,936	-	-
	7903 Carter Building	17,314	23,710	300,000	-
	8800 Capital Projects	0	-	-	-
Inactive Programs Total		**5,720,953**	**752,467**	**1,023,996**	**-**
Grand Total		**$41,991,050**	**$44,567,908**	**$68,889,476**	**$60,473,434**

Organizational Chart
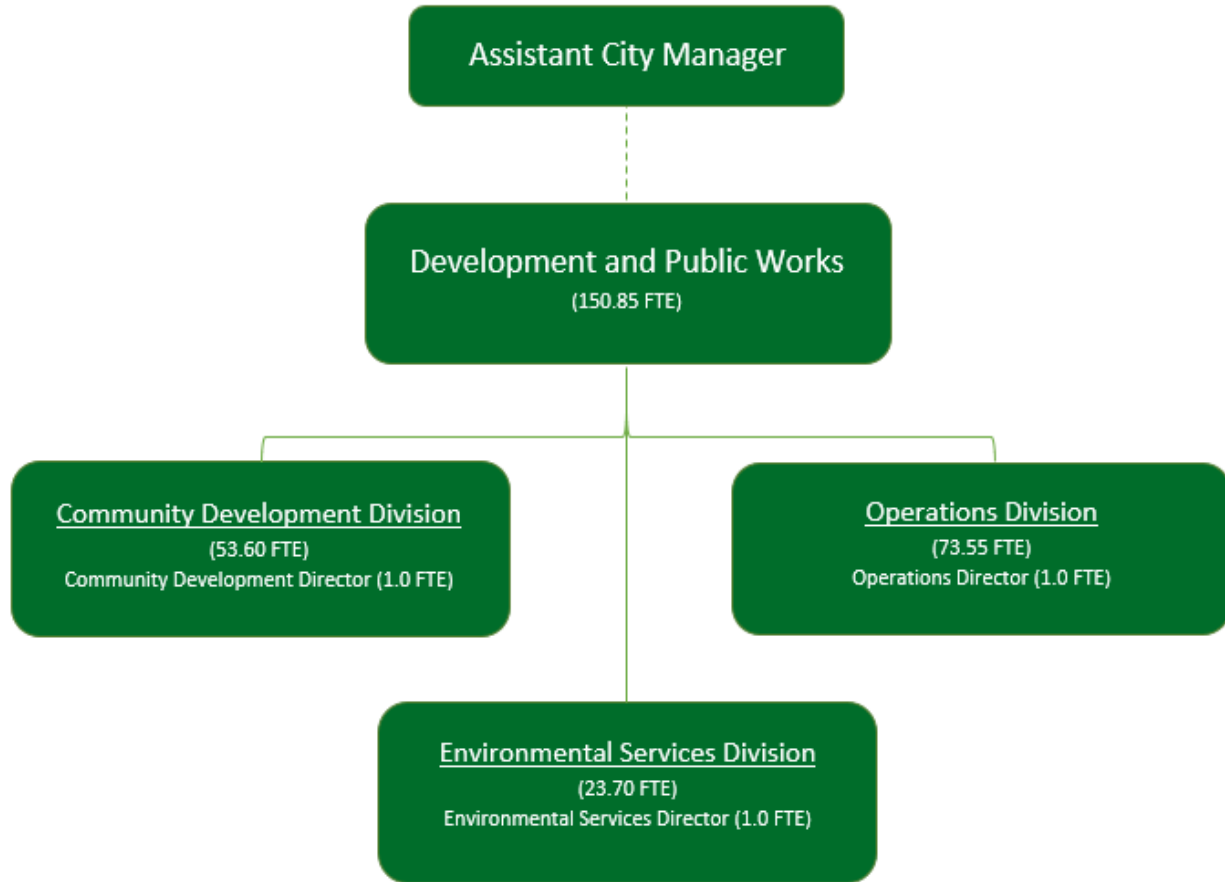
Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Administrative Specialist II	7.00	7.00	7.00	7.00
Bldg Maint Worker	2.00	2.00	2.00	2.00
Building Inspector I	-	-	-	1.00
Building Inspector III	3.00	3.00	3.00	3.00
Building Official	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00
Civil Engineer II	6.00	7.00	7.00	7.00
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
Community Dev Admin Spec II	1.00	1.00	1.00	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 II	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
Engineering Assistant	1.00	1.00	1.00	1.00
Engineering Division Manager	1.00	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00	2.00
Engineering Technician I	1.00	1.00	1.00	1.00
Engineering Technician II	2.00	2.00	2.00	2.00
Engineering Technician III	1.00	1.00	1.00	1.00
Engineer-In-Training	1.00	1.00	1.00	1.00
Environ Svcs Program Manager	1.00	1.00	1.00	1.00
Environ Svcs Supervisor	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
GIS Analyst	-	-	2.80	2.80
GIS Architect	-	-	1.00	1.00
GIS Manager	-	-	1.00	1.00
Housing Analyst II (ARPA)	-	-	1.00	1.00

Summary of Full-Time Equivalent by Position Cont.

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Housing Programs Analyst	1.00	1.00	1.00	1.00
Housing Programs Assistant	1.00	1.00	1.00	1.00
Infrastructure Systems Spc	1.00	1.00	1.00	1.00
Lead Communications Coord	1.00	1.00	1.00	1.00
Maint Tech Crew Chief	5.00	5.00	5.00	5.00
Maint Tech, Apprentice	14.00	14.00	14.00	19.00
Maint Tech, Journey	13.00	13.00	13.00	13.00
Maintenance Supervisor I	1.00	1.00	1.00	1.00
Maintenance Supervisor II	2.00	2.00	2.00	2.00
Maintenance Worker	1.25	1.25	1.25	1.25
Maintenance Worker, Seasonal	1.00	1.00	1.00	1.00
Management Analyst	2.00	2.00	2.00	2.00
Mechanic	2.00	2.00	2.00	2.00
MWMC Environmental Managemer	-	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
Operations Maintenance Manager	1.00	1.00	1.00	1.00
OPS Custodial Staff	1.00	-	1.00	-
Permit Specialist	2.00	2.00	2.00	2.00
Permit Technician	1.00	1.00	1.00	1.00
Planner I	2.00	2.00	2.00	2.00
Planner II	1.00	1.00	1.00	1.00
Planner II (ARPA)	-	-	2.00	2.00
Planner, Senior	4.80	4.80	4.80	4.80
Planning Section Manager	1.00	1.00	1.00	1.00
Plans Examiner II	2.00	2.00	2.00	2.00
Programmer Analyst	1.00	1.00	1.00	1.00
Safety & Training Coord I	1.00	1.00	1.00	1.00
Seasonal Maintenance Worker	0.50	0.50	0.50	0.50
Security Attendant	1.50	1.50	1.50	1.50
Survey Party Chief	1.00	1.00	1.00	1.00
Surveyor	1.00	1.00	1.00	1.00
Traffic Engineering Technician	1.00	1.00	1.00	1.00
Traffic Maintenance Tech I	2.00	2.00	2.00	2.00
Traffic Signal Electrician	1.00	1.00	1.00	1.00
Grand Total	**134.05**	**136.05**	**144.85**	**150.85**

DEVELOPMENT & PUBLIC WORKS

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Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
100 General Fund	20.53	20.48	21.05	21.10
201 Street Fund	31.18	32.18	32.46	32.57
204 Special Revenue Fund	-	0.50	4.50	4.50
208 Transient Room Tax Fund	0.24	0.12	0.17	0.17
210 Community Development Fund	2.00	2.00	2.00	2.00
224 Building Code Fund	7.54	7.59	7.79	8.74
611 Sanitary Sewer Fund	20.68	20.24	22.53	23.10
612 Regional Wastewater Fund	15.90	16.85	16.85	16.90
617 Storm Drainage Fund	32.88	33.11	34.44	38.91
618 Booth-Kelly Fund	0.90	0.86	0.86	0.86
719 SDC Administration Fund	2.20	2.13	2.20	2.00
Grand Total	**134.05**	**136.05**	**144.85**	**150.85**

DEVELOPMENT & PUBLIC WORKS

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Summary of Full-Time Equivalent by Program

		FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Active Programs	1014 Engineering	16.34	16.65	16.58	16.48
	1015 Infrastructure Planning	1.00	1.10	1.00	1.00
	1021 Emergency Management	1.00	1.00	1.00	1.00
	1023 Community Events	1.54	1.42	1.47	1.47
	1024 Survey	3.00	3.00	3.00	3.00
	1025 Operations Training and Safety Programs	0.20	0.20	0.20	0.20
	1028 Business Licensing	0.61	0.61	0.61	0.61
	1030 Building Plan Review	1.83	1.83	1.83	1.83
	1032 Building Field Inspections	5.27	5.27	5.27	6.27
	1036 Housing and Community Development	2.05	2.05	3.05	2.00
	1038 Comprehensive Land Use Planning	2.28	2.13	4.14	3.09
	1039 Development Review	6.69	6.69	6.85	7.78
	1040 Development Code Updates and Maintenance	1.47	1.55	1.54	1.53
	1041 Code Enforcement	2.44	2.38	2.37	2.77
	1045 Stormwater Regulatory Administration	4.60	4.60	4.60	5.57
	1048 Land Drainage & Alteration Permit	1.70	1.70	1.70	1.70
	1049 Surface Stormwater Management	3.82	9.03	9.26	10.56
	1050 Open Spaces	2.06	4.94	4.94	4.94
	1053 Subsurface Drainage and Repair	4.47	6.21	6.21	9.40
	1056 Regional Wastewater Administration	12.65	13.60	13.60	13.65
	1057 Industrial Pretreatment	3.25	3.25	3.25	3.25
	1059 Wastewater Fiscal Management and Customer Services	1.13	1.13	1.13	1.23
	1062 Wastewater Preventive, Repair, Locates and CMOM	8.54	10.28	10.40	10.90
	1064 Capacity Management Operations & Maintenance (CMOM)	0.38	0.07	0.07	0.07
	1065 Transportation Planning	2.01	1.94	1.74	2.37
	1067 Street Sweeping	3.12	3.27	2.77	2.77
	1068 Bicycle Facilities and Programs	0.41	0.42	0.44	0.44
	1069 Locates and Encroachments	2.41	2.41	2.41	2.41
	1070 Street and ROW Management	6.63	7.22	6.37	6.37
	1072 Traffic System Engineering and Management	2.40	7.92	7.92	7.92
	7000 Department Administration	2.09	2.09	2.29	2.29
	7022 City Facilities Operations, Maintenance and Custodial Services	4.60	6.68	7.63	7.63
	7026 Vehicle & Equipment Services	2.00	2.00	3.00	3.00
	7082 GIS	-	-	4.80	4.80
	7900 Real Property Management	0.54	0.54	0.54	0.54
Active Programs Total		**114.54**	**135.18**	**143.98**	**150.85**

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Summary of Full-Time Equivalent by Program Cont.

		FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Inactive Programs	1022 Intergovernmental Relations	0.05	-	-	-
	1026 Buildings & Facilities Planning	0.08	-	-	-
	1027 Building and Facility Architectural & Engineering	0.04	-	-	-
	1044 Stormwater Fiscal Management and Customer Services	0.87	0.87	0.87	-
	1051 Landscape Maintenance	2.93	-	-	-
	1052 Surface Drainage Maintenance	5.20	-	-	-
	1054 Subsurface Drainage Repair	1.20	-	-	-
	1063 Wastewater Maintenance Repair	1.24	-	-	-
	1071 Street Sidewalk Maintenance and Preservation	0.70	-	-	-
	1073 Traffic Operations -Signal Maintenance and Repair	2.59	-	-	-
	1074 Traffic Operations -Signs and Pavement Markings	1.93	-	-	-
	1075 Street Lighting	0.69	-	-	-
	7023 Facilities Maintenance-Custodial Services	2.00	-	-	-
Inactive Programs Total		**19.51**	**0.87**	**0.87**	**-**
Grand Total		**134.05**	**136.05**	**144.85**	**150.85**

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Performance Measures

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

Environmental Services

Measure	FY23 Target	FY23 Est. Actual	FY24 Target
1. Resource Recovery: Renewable Natural Gas (RNG) plant and Class A Disinfection Facility	Full scale production of RNG with $1.5M annual revenue	Full scale production RNG	Construction of Class A Disinfection Facilities
Why this measure is important: Eliminates flaring of methane gas from the treatment facility; additional revenue source for the regional wastewater program; Supports elements of the MWMC's Strategic Plan.			
2. Number of Illicit Discharge technical education and assistance sessions provided to target audiences	20	50	20
Why this measure is important: Protects sensitive environmental areas from illegal or overuse; required element of the City's NPDES Stormwater Permit.			
3. Community presentations regarding MWMC partnership, services and outcomes delivered jointly	2 community presentations delivered by staff to groups in the service area	4 community presentations delivered by staff to groups in the service area	2 community presentations delivered by staff to groups in the service area
Why this measure is important: Achieves and maintains public awareness and understanding of the MWMC and the regional wastewater systems.			
4. Clean Water University	Reach 25% of 5th Graders in the service area	Reach 25% of 5th Graders in the service area	Reach >25% of 5th Graders in the service area
Why this measure is important: Promotes stormwater awareness in Springfield as required in NPDES Permit; Promotes partnership with the MWMC.			
5. Provide tours of regional MWMC facilities	Provide tours for greater than 1,000 people	Provide tours for greater than 1,000 people	Provide tours for greater than 1,500 people
Why this measure is important: Achieve and maintain public awareness and understanding of the MWMC and the regional wastewater systems; Supports elements of the MWMC's Strategic Plan.			

DEVELOPMENT & PUBLIC WORKS

Jeff Paschall, Matt Stouder, Brian Conlon   DPW@springfield-or.gov   541.726.3753

Operations

Measure	FY23 Target	FY23 Est. Actual	FY24 Target
1. Number of Safety/Training provided annually	12	15	15
Why this measure is important: Maintain OSHA compliance and ensure a safe/skilled workforce.			
2. Number of trees planted	14 trees	80 trees	100 trees
Why this measure is important: 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. % of Wastewater Collection System TV inspected annually	15	20	22
Why this measure is important: Follows guidelines for Springfield's CMOM plan and ensures proper stewardship of city infrastructure.			
4. Number of kilowatt-hours per fixture per year	600	558	490
Why this measure is important: 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	6 miles
Why this measure is important: Crack Seal and Slurry Seal increased the useful life of City assets.			

FINANCE

Nathan Bell, Finance Director   finance@springfield-or.gov   541.726.3704

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.

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
5 PERSONNEL SERVICES	2,169,923	2,239,521	2,489,917	2,553,763
6 MATERIALS & SERVICES	1,089,644	1,167,708	4,523,851	2,354,116
7 CAPITAL OUTLAY	8,366	-	-	-
Grand Total	**$ 3,267,933**	**$ 3,407,229**	**$ 7,013,768**	**$ 4,907,879**

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

Budget Summary – FY2024

Staffing

The Finance Department is made up of 19.14 FTE. No changes are proposed to staffing in the FY24 budget.

The Finance Department is split into two divisions, Municipal Court with eight FTE and the Finance Division with 11.14 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 FY24 Finance Department budget.

Accomplishments FY2023

- **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 FY21 Comprehensive Annual Financial Report. This is the forty-first consecutive year that the City has achieved this prestigious award.

- **Distinguished Budget Presentation Award** – Finance staff have restructured content of the Budget document to better align with budget document best practices and have received the Distinguished Budget Presentation Award from the GFOA.
- **Purchase Card Electronic Receipt Imaging** – Staff have implemented a combination of software and business process change in order to automate processing of purchase cards receipts and to allow for back-up documentation to be stored and reviewed electronically instead of in paper format.
- **Enhanced Court Online Accessibility** – The Springfield Municipal Court revamped their website to provide more accessible self-service information for the public. This includes access to commonly used forms, useful links, court guidelines, and other important information. The goal of this initiative is to free up staff resources to handle more complex in-person customer service needs.

Initiatives FY2024

- **Contracts Module Software –** Implement a software solution to increase the level of automation in the procurement and contracting process.
- **Long-Term Budget Strategies** – In coordination with the City Manager's Office, work 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.
- **Court Security/Safety –** Staff conducted an evaluation and will be working on implementation of courtroom security/safety modifications that meet the Council's goal of providing a safe environment for court operations. This work will be completed in early FY24.
- **Treatment Court -** The Springfield Municipal Court is working towards a treatment court pilot program that will be able to address high-risk, high-need offenders within our community who have a substance abuse or a co-occurring disorder. The goal is to reduce substance abuse, reduce recidivism, and encourage the rehabilitation of participants using community based treatment.

Three Year Considerations FY2025-FY2027

- **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 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
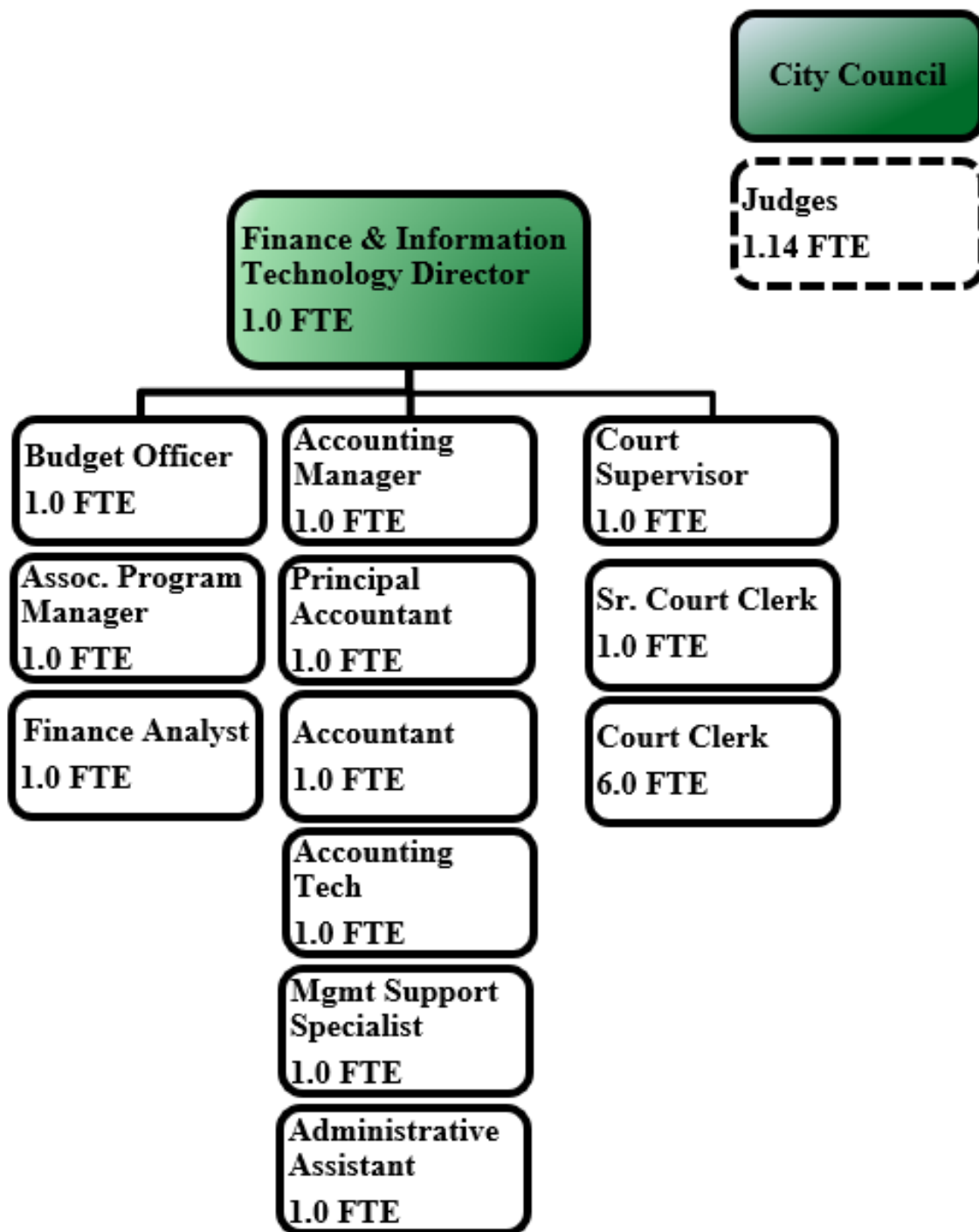
Financial Summary by Fund

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	2,240,963	2,356,341	2,595,074	2,660,599
201 Street Fund	38,982	43,127	68,156	70,456
204 Special Revenue Fund	-	-	1,014,000	816,705
210 Community Development Fund	21,106	23,506	26,041	27,516
236 Police Local Option Levy Fund	557,995	569,255	701,355	754,400
611 Sanitary Sewer Fund	41,775	44,273	61,922	62,704
612 Regional Wastewater Fund	158,703	174,939	187,593	181,874
617 Storm Drainage Fund	41,775	44,273	61,923	62,717
629 Regional Fiber Consortium Fund	123,659	114,623	252,150	224,686
707 Insurance Fund	-	-	2,000,000	-
713 Vehicle & Equipment Fund	8,951	-	500	-
719 SDC Administration Fund	34,023	36,891	45,054	46,223
Grand Total	**$ 3,267,933**	**$ 3,407,229**	**$ 7,013,768**	**$ 4,907,879**

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	1045 Stormwater Regulatory Administration	-	-	-	18,735
	1056 Regional Wastewater Administration	158,645	174,804	187,593	181,874
	1059 Wastewater Fiscal Management	17,423	25,009	19,380	18,732
	1200 Municipal Court Services	863,475	1,049,908	2,013,726	2,103,817
	7000 Department Administration	762	2,305	3,224,027	977,064
	7030 Accounting and Audit division	192,575	262,263	831,789	856,163
	7032 Budget and Procurement	444,147	492,942	465,224	526,808
	7150 Fiber Consortium	123,659	114,623	252,150	224,686
Active Programs Total		**1,800,686**	**2,121,853**	**6,993,888**	**4,907,879**
Inactive Programs	1012 City Prosecutor	140	140	-	-
	1029 Licensing and Franchising	3,496	1,726	-	-
	1032 Building Field Inspections	-	286	-	-
	1044 Stormwater Fiscal Management	17,365	25,009	19,380	-
	7031 Annual Audit	443,133	475,183	-	-
	7033 Procurement and Contracts	99,799	40,368	-	-
	7034 Treasury Management	53,837	27,813	-	-
	7035 Municipal Court Administration	248,280	215,486	-	-
	7036 Case Management	376,791	293,864	-	-
	7037 Court Accounts Receivables	110,643	106,442	-	-
	7038 General Services & Cust. Support	103,357	99,059	-	-
	7053 Talent Acquisition	1,455	-	-	-
	9000 Non-Program	8,951	-	500	-
Inactive Programs Total		**1,467,247**	**1,285,376**	**19,880**	**-**
Grand Total		**$3,267,933**	**$3,407,229**	**$7,013,768**	**$4,907,879**

FINANCE

Nathan Bell, Finance Director   finance@springfield-or.gov   541.726.3700

Organizational Structure

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

FINANCE

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Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 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	6.00	6.00	6.00	6.00
Court Supervisor	1.00	1.00	1.00	1.00
DPW Budget Manager	-	-	1.00	1.00
DPW Management Analyst	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	0.70	0.80	0.80
Judge Pro-Tem	0.34	0.34	0.34	0.34
Management Support Specialist	2.00	2.00	2.00	2.00
MWMC Accountant	1.00	1.00	1.00	1.00
Grand Total	**19.04**	**19.04**	**19.14**	**19.14**

Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
100 General Fund	14.39	14.39	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
612 Regional Wastewater Fund	0.88	0.88	0.88	0.88
719 SDC Administration Fund	0.23	0.23	0.23	0.23
611 Sanitary Sewer Fund	0.35	0.35	0.35	0.35
617 Storm Drainage Fund	0.35	0.35	0.35	0.35
Grand Total	**19.04**	**19.04**	**19.14**	**19.14**

FINANCE

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Summary of Full-Time Equivalent by Program

		FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Active Programs	1045 Stormwater Regulatory Administration	-	-	-	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	7.83	7.63	9.14	9.14
	7000 Department Administration	-	-	1.00	1.00
	7030 Accounting and Audit division	1.71	1.95	5.27	5.27
	7032 Budget and Procurement	3.29	3.37	2.65	2.65
Active Programs Total		**13.81**	**13.93**	**19.04**	**19.14**
Inactive Programs	1044 Stormwater Fiscal Management and Customer Services	0.10	0.10	0.10	-
	7033 Procurement and Contracts	0.99	0.67	-	-
	7034 Treasury Management	0.12	0.12	-	-
	7035 Municipal Court Administration	1.26	1.46	-	-
	7031 Annual Audit - program folded to 7030	2.77	2.77	-	-
Inactive Programs Total		**5.23**	**5.11**	**0.10**	**-**
Grand Total		**19.04**	**19.04**	**19.14**	**19.14**

FINANCE

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Performance Measures

Measure	FY23 Target	FY23 Est. Actual	FY24 Target
1.) Court- Age of Active Pending Cases	25% < 0-90 Days Old 90% < 365 Days Old	32% < 90 Days Old 95% < 365 Days Old	30% < 0-90 Days Old 95% < 365 Days Old
Why this measure is important: Having an accurate inventory of active pending cases as well as tracking their age is important to ensure cases are brought to completion within reasonable timeframes.			
2.) Court- Time To Disposition	75% within 90 days 90% within 180 days	82% within 90 days 93% within 180 days	75% within 90 days 90% within 180 days
Why this measure is important: This measure is a fundamental management tool that assesses the length of time it takes a court to process cases. It compares a court's performance with the national guidelines for timely case processing to ensure timely justice standards are being met.			
3.) Percent variance between budgeted General Fund revenue and actual	<3.0% Variance	2.4%	<3.0% Variance
Why this measure is important: Accurate revenue estimates serve as a basis for sound financial planning, support quality decision-making and inform the development of a fiscally responsible budget.			
4.) Operating reserves in the General Fund as a percent of operating expenses	>20%	27%	>20%
Why this measure is important: Appropriate reserves levels provide for sufficient working capital, allow the City to accommodate emergency expenditures, and respond to unanticipated fluctuations in revenues or expenditures			
5.) Receive the Certificate of Achievement for Excellence in Financial Reporting	Receive Award	Expect to Receive	Receive Award
Why this measure is important: Provide assurance of regulatory and policy compliance to minimize and mitigate risk.			
6.) Receive unmodified opinion on the City annual audit	Receive Unmodified Opinion	Expect to Receive	Receive Unmodified Opinion
Why this measure is important: Provide assurance of regulatory and policy compliance to minimize and mitigate risk.			

FIRE & LIFE SAFETY

Michael Caven, Fire Chief   firelife@springfield-or.gov   541-682-5411

Department Overview

The Cities of Springfield and Eugene consolidated their fire departments via an intergovernmental agreement in 2010. Operating as Eugene Springfield Fire, the three-battalion system provides services that prevent the loss of life and property and protect the environment not only within the boundaries of those two cities, but services extend to the urban growth boundaries and East Lane Ambulance Services areas. The City of Springfield contracts to provide fire, rescue, and emergency services to the Glenwood and Rainbow Water Districts and a portion of the Willakenzie Fire Protection District, providing fire suppression services to 20 square miles and an ambulance service area of 1,452 square miles.

Departmental services include fire protection and prevention; firefighting; basic and advanced life support and ambulance transportation; illness and injury prevention; special rescue; hazardous materials control; fire safety education; code enforcement; and fire investigation. Administration in the department supports the direct departmental services for finances, technology, logistics and facilities, as well as ambulance billing services.

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
5 PERSONNEL SERVICES	15,605,426	16,053,396	16,780,321	17,196,488
6 MATERIALS & SERVICES	5,336,804	5,631,815	5,582,392	4,910,839
7 CAPITAL OUTLAY	587,492	270,240	1,263,823	221,500
Grand Total	**$ 21,529,722**	**$ 21,955,451**	**$ 23,626,536**	**$ 22,328,827**

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

Budget Summary – FY2024

Staffing

FY24 staffing levels for Springfield Fire and Life Safety will remain the same.

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

No service level changes to the Springfield community are anticipated in FY24.

FIRE & LIFE SAFETY

Michael Caven, Fire Chief   firelife@springfield-or.gov   541.726.3700

Accomplishments FY2023

- **Ground Emergency Medical Transport Program** (GEMT) – GEMT was enacted by Oregon Health Authority (OHA) in FY20 to help address revenue shortfalls for ambulance services provided to Medicaid fee for service (FFS) transports. OHA expanded GEMT in FY22 to include Medicaid consolidated care organization (CCO) transports. The Department is expected to receive $140,000 in additional revenue through the GEMT FFS program and $800,000 in additional revenue through the GEMT CCO program in FY23.

- **Assistance to Firefighters Grant** – The Department was awarded an Assistance to Firefighters Grant to purchase 6 Lund University Cardiopulmonary Assist System (LUCAS) devices for Springfield apparatus. Springfield's share of this grant totaled just over $100,000 in equipment, batteries, and service agreements. LUCAS devices maintain chest compressions while traveling and have shown to increase the survivability from heart attack which further advances the Department's efforts to make our community a Heart Safe Community.

- **Wildfire season** – The Department provided resources in the Summer and Fall of 2022 to six separate wildfires and Hurricane Ian. Eugene Springfield Fire invoiced the Oregon State Fire Marshal's office over $45,000 for Springfield's share of these efforts, the largest of which was the Elbow Creek Fire which accounted for $24,000 of the reimbursement packet. ESF leveraged grant funding for overtime staffing to ensure the communities were better protected during critical fire weather.

- **Apparatus Updates** – The Department replaced a Springfield fire engine which was ordered in FY21 and put into service in FY23. The Department also acquired a reserve ladder for Springfield to help extend the life cycle of the main ladder when the main ladder goes in for service and preventative maintenance.

- **2022 Special Events** – In the early summer of 2022 the Department simultaneously participated in the 2022 World Games, the Lane County Fair, and the Oregon Country Fair by providing standby services for events and extra unit coverage for the additional visitors the Games brought into our community. These events stretched the Department thin, but staff stepped up to the challenge and provided exceptional service to our community members and visitors.

- **Fuels Reduction** – The Department worked with North West Youth Corps on various fuels mitigation and defensible space projects around Eugene and Springfield. The Department also provided an opportunity for Youth to visit a large scale wildfire exercise in the Thurston Hills Natural Area for exposure to the job.

Initiatives FY2024

- **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 Department continued work on the formal evaluation of the consolidation in FY23 and this work will continue into FY24 including next steps for a path forward to resolving remaining consolidation issues.

- **Single Role Paramedics/EMS Redesign** – The Department began an EMS redesign project in FY23 to help align revenue and costs for ambulance transports. 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 lower cost FTE than the traditional Dual Roll Firefighter Paramedics that have historically staffed medic units. The transition will be complete in FY24 with long term deployment between the cities still in the planning phase.
- **Non-Emergent Transports** – The Department historically has contracted out non-emergent transports. The current vendor recently informed the department that they will not be renewing their contract at the end of FY23. A request for proposal (RFP) is being issued to find a replacement vendor with the department prepared to assume the work under the City of Eugene in the event there is no interest.
- **Fire Marshall updating fire code and fee structure -** The Fire Marshall's Office is working on aligning permit and inspection fees that need to be amended to coincide with the adoption of new 2022 Fire Code using consistent methodology within the Department.

Three Year Considerations FY2025-FY2027

- **Population and Call Volume** –Emergency response has steadily increased over the last five years except for a temporary dip in call volume due to the COVID-19 pandemic. Call volume started to return to pre-COVID levels in FY22 and is expected to continue to increase 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.
- **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. These fee schedules have remained flat or shown only moderate increases with the ambulance inflation factor (historically less than 2% annually, except 2023 was at 6%). With this recent increase in the ambulance inflation factor, the Department will also be updating the ambulance transport rate fee schedule. Fire staff will continue evaluating the EMS system design for potential expense savings in the coming years.
- **Single Entity –** In its current form Eugene Springfield Fire has staff allocated to 10 different funds, providing services for the cities of Springfield and Eugene and several contracts for service. This arrangement makes transparent tracking and containment of costs next to impossible. A single entity such as a district streamlines the books for improved budget transparency at a programmatic level. ESF already services a large part of our region with ambulance services and supports regional fire incidents through mutual aid. Threat of climate driven urban conflagrations are real, and these incidents are likely to start and grow initially unchecked in neighboring jurisdictions due to lack of resources. Positioning governance to a fire district will allow ESF to leverage regional resources to a more coordinated and aligned regional fire service model. A regional district allows for savings in overhead to be applied as staffing in underserved and high-risk areas. Near-future infrastructure investments (fire stations) are needed in areas where the cost and service should be shared beyond city boundaries.

FIRE & LIFE SAFETY

Michael Caven, Fire Chief   firelife@springfield-or.gov   541.726.3700

Financial Summary by Fund

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	12,686,131	12,678,949	12,707,910	13,151,343
204 Special Revenue Fund	-	-	936,232	266,209
224 Building Code Fund	76,248	79,641	84,213	85,645
235 Fire Local Option Levy Fund	1,550,348	1,633,752	1,668,748	1,725,722
615 Ambulance Fund	6,608,002	7,285,297	7,066,407	6,862,659
713 Vehicle & Equipment Fund	608,992	277,811	1,163,027	237,250
Grand Total	**$ 21,529,722**	**$ 21,955,451**	**$ 23,626,536**	**$ 22,328,827**

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	1030 Building Plan Review	116,976	127,599	132,113	133,204
	1039 Development Review	32,557	34,051	35,694	36,424
	1090 Fire & Arson Investigation	93,417	70,757	77,300	92,258
	1091 Community Risk Reduction	342,737	245,460	237,900	391,109
	1093 Apparatus & Equipment Maintenance	334,090	341,539	347,200	373,900
	1096 Fire Suppression Operations	12,303,052	12,636,885	13,378,634	13,055,651
	1097 Dispatch and Communication	796,700	725,736	881,641	881,641
	1098 Training & Development	467,742	376,615	579,753	565,048
	1099 EMS Operations	4,763,575	5,342,457	4,889,390	4,736,228
	1100 Fire Logistics	155,225	219,388	179,860	175,003
	1102 EMS Billing - Enterprise	480,525	496,056	460,610	476,454
	1104 FireMed	221,152	151,607	135,200	125,000
	1105 Community Outreach	-	-	8,200	8,000
	1106 BLS Operations	294,424	336,662	302,300	350,000
	7000 Department Administration	498,318	569,654	817,713	691,657
	9000 Non-Program	608,992	277,811	1,163,027	237,250
Active Programs Total		**21,509,483**	**21,952,277**	**23,626,536**	**22,328,827**
Inactive Programs	1006 Economic Development Agency Funding	20,099	-	-	-
	1092 Plan Review	-	40	-	-
	1103 EMS Billing - Springfield	(0)	-	-	-
	7005 City-Wide Management & Oversight	100	-	-	-
	7022 City Facilities Operations, Maintenance and Custodial Services	40	3,134	-	-
Inactive Programs Total		**20,239**	**3,174**	**–**	**–**
Grand Total		**$ 21,529,722**	**$ 21,955,451**	**$ 23,626,536**	**$ 22,328,827**

Notes:
- Program 1103 was merged into program 1102 in FY21.
- Program 9000 FY21 Actuals reflects an accounting change for recording Fund 713 vehicle and equipment replacement items.

FIRE & LIFE SAFETY

Organizational Structure

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                              Fire Chief*
   ┌──────────────┬──────────────┴──────────────┬──────────────┐
Deputy Chief   Deputy Chief              Admin Division      Fire Marshal
Operations*    Strategic                  Manager (1.0)        (1.0)
               Services*

Battalion Chief   Battalion          Mgmt Analyst   EMS Acct Tech   Deputy Fire
    (4.0)       Training Chief*          (1.0)          (2.0)       Marshal 2 (1.0)

Captain (16.0)  Training Officer    Admin Ops       Tech Svcs       Fire Inspector
                    (1.0)           Manager*        Manager*          (1.0)

Engineer (15.0)  EMS/Fire Inst       Prog Spec (1.0)  Application
                     (1.0)                            Support Tech
                                                         (1.0)

Firefighter      EMS Inst (1.0)                       Admin Specialist
  (45.00)                                                 (1.0)

BLS Tech*
```

*City of Eugene positions

FIRE & LIFE SAFETY

Michael Caven, Fire Chief   firelife@springfield-or.gov   541.726.3700

Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Administrative Specialist II	1.00	1.00	1.00	1.00
Application Tech Specialist	1.00	1.00	1.00	1.00
Deputy Fire Marshal 2	2.00	2.00	1.00	1.00
Ems Accounting Tech	3.00	2.00	2.00	2.00
EMS Instructor	1.00	1.00	1.00	1.00
EMS/Fire Instructor	-	-	1.00	1.00
Fire Admin Div Mgr	1.00	1.00	1.00	1.00
Fire Battalion Chief - Ops	3.00	3.00	3.00	3.00
Fire Battalion Chief (Ops)	1.00	1.00	1.00	1.00
Fire Captain - Shift	16.00	16.00	16.00	16.00
Fire Engineer - 40L	1.00	1.00	1.00	1.00
Fire Engineer - Shift	14.00	14.00	14.00	14.00
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
Firefighter - Shift	30.00	30.00	30.00	30.00
Firefighter (40L)	3.00	3.00	3.00	3.00
Firefighter (Shift)	12.00	12.00	12.00	12.00
Program Specialist	1.00	1.00	1.00	1.00
Training Officer	1.00	1.00	1.00	1.00
Grand Total	**92.00**	**91.00**	**93.00**	**93.00**

FIRE & LIFE SAFETY

Michael Caven, Fire Chief   firelife@springfield-or.gov   541.726.3700

Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
100 General Fund	57.60	57.60	57.60	57.60
224 Building Code Fund	0.40	0.40	0.40	0.40
235 Fire Local Option Levy Fund	7.00	7.00	7.00	7.00
615 Ambulance Fund	27.00	26.00	26.00	26.00
204 Special Revenue Fund	-	-	2.00	2.00
Grand Total	**92.00**	**91.00**	**93.00**	**93.00**

Summary of Full-Time Equivalent by Program

		FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Active Programs	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	0.80	1.80
	1096 Fire Suppression Operations	61.00	61.00	61.00	61.00
	1098 Training & Development	2.00	2.00	3.00	3.00
	1099 EMS Operations	19.00	19.00	19.00	19.00
	1102 EMS Billing - Enterprise	3.00	2.00	2.00	2.00
	7000 Department Administration	5.00	5.00	6.00	5.00
Active Programs Total		**92.00**	**91.00**	**93.00**	**93.00**
Grand Total		**92.00**	**91.00**	**93.00**	**93.00**

HUMAN RESOURCES

Chaim Hertz, Human Resources Director   Chertz@springfield-or.gov   541.726.3787

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.

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
5 PERSONNEL SERVICES	911,691	1,003,744	1,147,768	1,264,646
6 MATERIALS & SERVICES	9,174,499	9,601,211	11,602,958	11,572,631
Grand Total	**$10,086,190**	**$10,604,955**	**$12,750,726**	**$12,837,277**

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

Budget Summary – FY2024

Staffing

The Department's FTE count for FY24 will increase from eight (8) to nine (9). The Department's day-to-day activities are performed by staff with a reliance on technology support to handle the daily work volume.

Department Funding

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

Service Level Changes

At the request of the City Manager, a Training Coordinator position is being added to the FY2024 budget. This position will be responsible for developing training programs and materials to support employee, leadership, and organizational development and effectiveness. Additionally, it will serve as the subject matter expert in areas of diversity, equity, and inclusion (DEI) to include supporting the design, development and implementation of City-wide DEI trainings.

Accomplishments FY2023

- **Vendor Solution for Administering Protected Leave –** The HR Department selected and reached a contract agreement to utilize a vender (Lincoln Financial) to administer statutory leaves (e.g., FMLA, OFLA, USERRA, and Paid Leave Oregon) on behalf of the City. The City is working through the implementation steps with a targeted go-live of June 2023. The cost of the agreement was roughly $12k below initial budget estimates. Additionally, by packaging the services to include life, accidental death and dismemberment, and long term disability insurance, HR was able to save the City another $35k as compared to current insurance costs.

HUMAN RESOURCES

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- **Implementation of the New Oregon Paid Family Leave Law** – The HR Department implemented the payroll tax in January as required by law, with go-live starting in September. By selecting a 3rd party solution to administer an equivalent plan, this will result in additional $14k a year savings as compared to utilizing the State plan.

- **RFP for City's Deferred Compensation** – The HR Department in partnership with an employee committee, completed an RFP process and selected a new deferred compensation vendor. The goal of the project was to (1) reduce the number of vendors that we currently use, (2) add a Roth option, (3) ensure that our employees are being charged competitive service fees, and (4) ensure our employees are receiving the best investment options possible to meet their retirement needs. At the completion of the project, we achieved all four of our initial objectives.

- **Enterprise Risk Management (ERM)** – Risks identified and discussed in the ERM Committee have brought awareness and contributed to several safety and loss-prevention projects currently underway. These include secure vehicle parking, the council chambers remodel, and the addition of security cameras and monitoring at City Hall. Liability claim costs are the lowest they have been in the last 15 years.

- **Diversity, Equity, and Inclusion (DEI)** – The HR Department has continued its positive efforts in expanding the diversity of the workforce. Statistics pulled from the FY22 annual hiring report showed that 22% of all external hires, self-identified as a person of color. This was an increase of 9% over the prior year. Overall, the City's population of minority workers increased to 11.2%, which is still significantly below the overall population (20.1%) for Springfield.

Initiatives FY2024

- **Technology** – Over the first part of the next fiscal year the HR Department will implement new software technology to enhance support for training and education, employee performance evaluations, and organizational policies and procedures.

- **Employee Wellness -** The HR Department in partnership with our benefit administrator completed an employee wellness survey during FY23. During FY24, HR will evaluate the results of the survey and recommend changes for the City to consider. HR will also transition the current Know Your Numbers campaign to a more comprehensive annual physical/exam program at the recommendation of our medical advisors. Lastly, HR will refresh its intranet website to include a wellness page that offers wellness activities, education, and resources.

- **DEI** – Over the next year the HR Department will develop interview training to include implicit bias and improve its data tracking.

Future Year Considerations FY2025-FY2028

- **Benefit Cost** – For the last ten (10) 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.

HUMAN RESOURCES

Chaim Hertz, Human Resources Director   Chertz@springfield-or.gov   541.726.3787

- **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 business continuity plan with regards to major disaster events. Additionally, the Department will need to develop a proposal to increase City funding for ergonomic workstations.

- **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

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	624,412	715,594	750,152	969,736
204 Special Revenue Fund	-	-	103,622	104,835
707 Insurance Fund	9,458,572	9,885,944	11,896,953	11,762,705
713 Vehicle & Equipment Fund	3,206	3,417	-	-
Grand Total	**$10,086,190**	**$10,604,955**	**$12,750,726**	**$12,837,277**

HUMAN RESOURCES

Chaim Hertz, Human Resources Director   Chertz@springfield-or.gov   541.726.3787

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	7000 Department Administration	989,248	1,386,085	1,701,644	1,607,712
	7060 Property & Liability	886,305	1,034,684	1,687,609	2,003,254
	7062 Workers Compensation	655,623	846,282	741,958	690,488
	8300 Self-Funded Medical	-	-	7,563,738	7,443,376
	8301 Self-Funded Dental	-	-	633,806	633,010
	8350 Wellness Center	-	-	391,971	459,437
Active Programs Total		**2,531,176**	**3,267,051**	**12,720,726**	**12,837,277**
Inactive Programs	_ Not Available	-	-	-	-
	7000 Department Administration	27,002	23,141	-	-
	7005 City-Wide Mgmt. & Oversight	300	-	-	-
	7051 Class and Compensation	291	-	-	-
	7052 Employee and Labor Relations	351	-	-	-
	7053 Talent Acquisition	8,885	5,736	-	-
	7059 Leave Administration	(0)	-	-	-
	7060 Property & Liability	185,458	-	-	-
	7062 Workers Compensation	184,327	16,757	30,000	-
	7065 Payroll Administration	1,203	-	-	-
	8301 Self-Funded Dental	611,532	600,120	-	-
	8350 Wellness Center	378,181	384,696	-	-
	9000 Non-Program	3,206	3,417	-	-
Inactive Programs Total		**7,555,013**	**7,337,904**	**30,000**	**-**
Grand Total		**$10,086,190**	**$10,604,955**	**$12,750,726**	**$12,837,277**

Organizational Structure
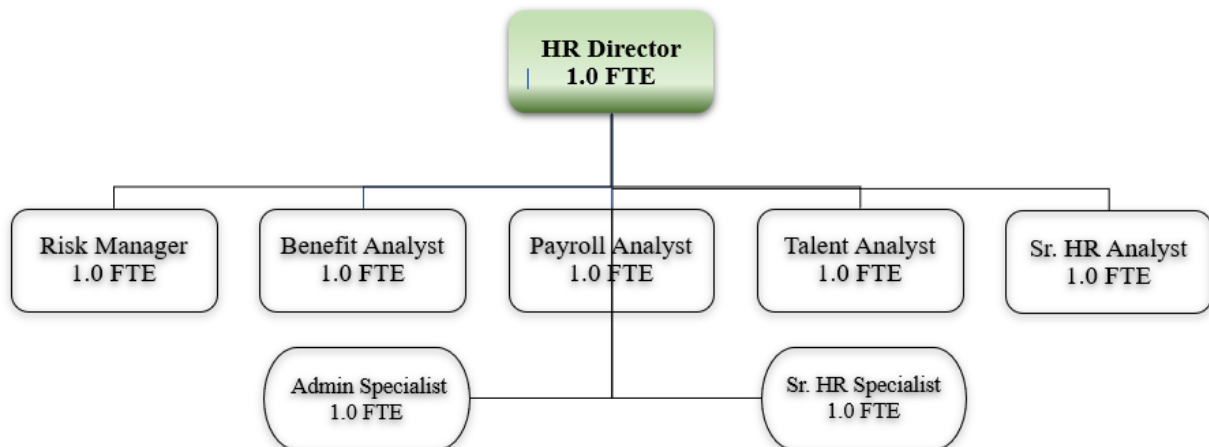
HUMAN RESOURCES

Chaim Hertz, Human Resources Director   Chertz@springfield-or.gov   541.726.3787

Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Human Resources Analyst II	2.00	2.00	2.00	3.00
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	-
Human Resources Specialist II	1.00	1.00	1.00	1.00
Human Resources Specialist, Senior	-	-	-	1.00
Payroll Analyst	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Grand Total	**7.00**	**7.00**	**8.00**	**9.00**

Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22	FY23	FY24
100 General Fund	4.00	4.00	4.00	5.00
707 Insurance Fund	3.00	3.00	3.00	3.00
204 Special Revenue Fund	-	-	1.00	1.00
Grand Total	**7.00**	**7.00**	**8.00**	**9.00**

Summary of Full-Time Equivalent by Program

		FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Active Programs	7000 Department Administration	5.50	7.00	8.00	9.00
Active Programs Total		**5.50**	**7.00**	**8.00**	**9.00**
Inactive Programs	7062 Workers Compensation	0.75	-	-	-
	7060 Property & Liability	0.75	-	-	-
Inactive Programs Total		**1.50**	**-**	**-**	**-**
Grand Total		**7.00**	**7.00**	**8.00**	**9.00**

HUMAN RESOURCES

Chaim Hertz, Human Resources Director   Chertz@springfield-or.gov   541.726.3787

Performance Measures

Measure	FY23 Target	FY23 Est. Actual	FY24 Target
1.) Percent of turnover, excluding limited duration, temp positions, and retirements	5%	11.95%	5%
Why this measure is important: Turnover is a common data point used to evaluate employee culture and business health. **Why was this target not met:** The City's unusually high turnover is similar to what is being seen nationally with a high number of retirements and what has been labeled as the "great resignation" with individuals re-evaluating their career choices as a result of the pandemic.			
2.) General Liability Loss Ratio	<60%	208%	<60%
Why this measure is important: 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. **Why was this target not met:** Claims in the last five years have been significantly high but recent changes have resulted in noticeable reduction in claim frequency and cost.			
3.) Workers' Compensation Mod Factor	<1.0	.94	<1.0
Why this measure is important: This measures how much the City pays in WC premiums compared to similar organizations. Industry average is reflected by 1.0			
4.) Percent of minorities employed at the City	13.5%	11.2%	20.1%
Why this measure is important: The City is committed to fostering an environment that values diversity and inclusion. The target of 20.1% is reflective of the diverse community that we are here to serve. **Why was this target not met:** This is an on-going process, and the 11.2% workforce diversity is an improvement from prior years. The City is making efforts to improve diversity, equity, and inclusion in such areas as hiring, retention, workplace culture, and community outreach.			

INFORMATION TECHNOLOGY

Nathan Bell, IT Director   IT@springfield-or.gov   541.726.4645

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 in order to ensure the availability and integrity of all data managed by the City's IT systems.

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
5 PERSONNEL SERVICES	2,053,510	2,198,303	1,541,604	1,344,376
6 MATERIALS & SERVICES	1,248,485	1,227,642	1,094,807	1,218,336
7 CAPITAL OUTLAY	204,303	407,680	-	-
Grand Total	**$ 3,506,298**	**$ 3,833,625**	**$ 2,636,411**	**$ 2,562,712**

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

Budget Summary – FY2024

Staffing

The IT Department is composed of nine employees (9 FTE), a decrease of 1 FTE from the prior year and due to the retirement of the IT Director in late FY22 and a restructuring that occurred in FY23 that involved eliminating the director position and moving the department under the management of the Finance Director.

The Department has two divisions: 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 FY24 IT Department budget.

Accomplishments FY2023

- **Implemented Two Factor Authentication** – Implemented the use of multi-factor authentication for multiple Internet-facing IT assets to provide significantly improved protection from outside attacks. This technology has already thwarted multiple attacks by bad actors that would have otherwise been successful.

- **Replaced Core Routing Infrastructure** – Replaced core switching and routing hardware in both City Hall and at the Springfield Justice Center to enable better reliability as well as significantly increased uptime and network availability.

- **Implemented Advanced E-mail Protection** – Implemented multiple new technologies to ensure secure delivery of e-mail, significantly cutting down on the volume of "spoofed" e-mails, which have been found to be one of the most significant sources of Cybersecurity compromises.

- **Launched a City-Wide Anti-Phishing Training Campaign** – The IT Department conducted several campaigns to identify City staff's vulnerability to phishing attacks. Using the results of these campaigns, a comprehensive Cybersecurity awareness training campaign has been created and deployed specific to the vulnerabilities identified within each City workgroup.

Initiatives FY2024

- **Cybersecurity Work** – The IT Department will continue to evaluate and enhance the City's cybersecurity posture, ensuring that City systems are reliable and protected in the most efficient and cost-effective means possible. The IT Department will complete the remediation of any security deficiencies identified in its most recent threat analysis. IT will also ensure that the Information Security Officer completes the first milestone in the SANS Security Management Program.

- **City Website Modernization** – The IT Department will take the lead in a City-wide project to update the City's website. This will include improving improve functionality, navigation, and features to provide better online customer service and access to information. Positioning the website to further support our community's needs is an important effort as we continue to adapt and modernize the way we do business.

- **Replace City-Wide Switching Infrastructure** – The IT Department will replace the group switches in all City locations creating a 10x increase in network speed between City facilities. This will be essential to meet future demand on City network infrastructure including enhanced use of telephony, increasingly large data sets, and new workloads including security cameras, alarms, and other remote network devices.

Three Year Considerations FY2025-FY2027

- **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.
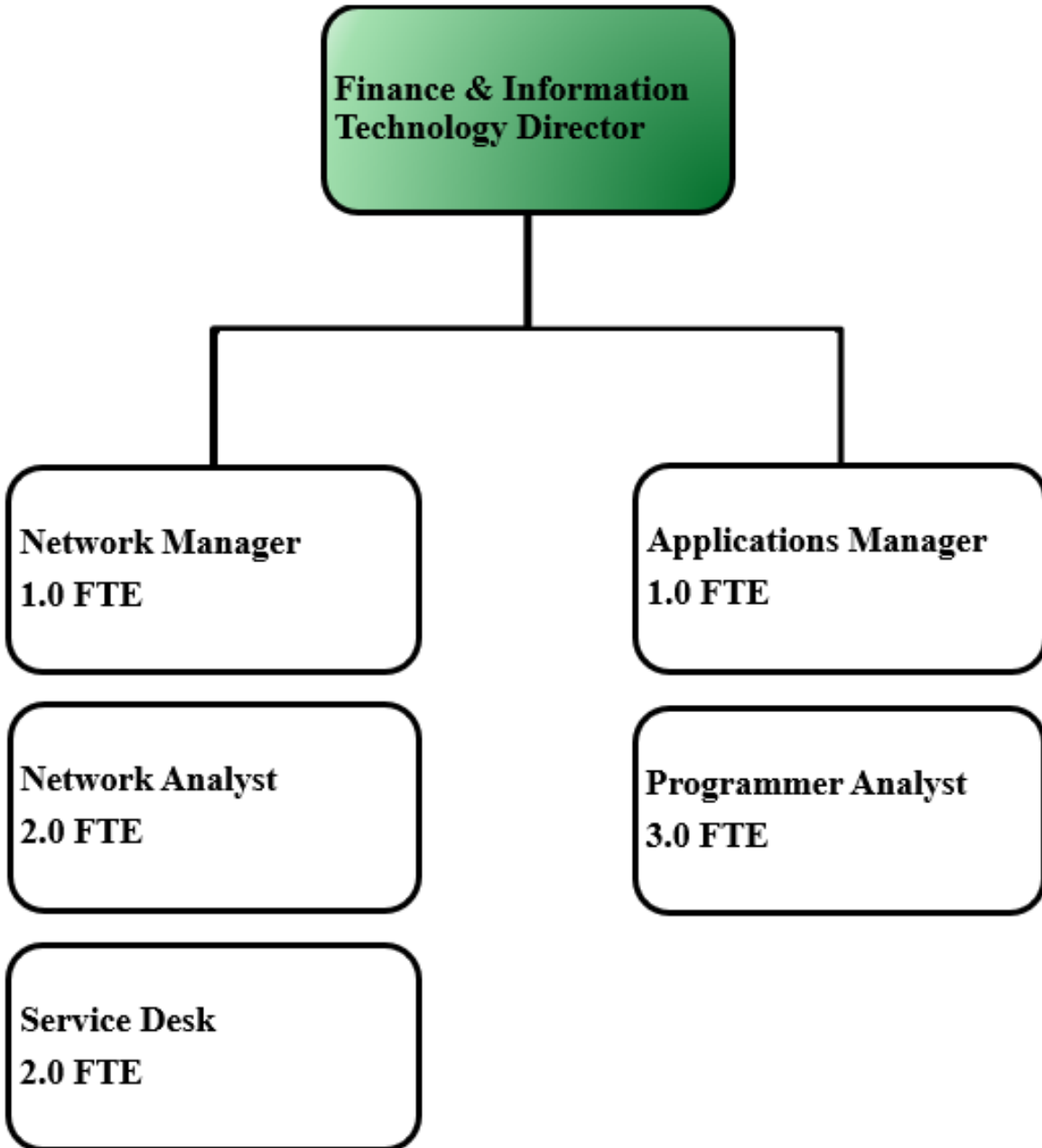
Financial Summary by Fund

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	1,921,777	1,914,691	1,856,407	1,652,478
201 Street Fund	297,933	339,261	-	-
204 Special Revenue Fund	16,563	16,563	143,889	133,866
713 Vehicle & Equipment Fund	709,289	939,213	636,115	776,368
719 SDC Administration Fund	60,944	62,854	-	-
617 Storm Drainage Fund	217,596	243,574	-	-
611 Sanitary Sewer Fund	282,196	317,469	-	-
Grand Total	**$ 3,506,298**	**$ 3,833,625**	**$ 2,636,411**	**$ 2,562,712**

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	7000 Department Administration	644,093	696,939	245,996	7,581
	9000 Non-Program	530,738	939,213	636,115	776,368
	7080 Network	-	2,640	966,808	1,000,986
	7081 Applications	-	237	787,491	777,777
Active Programs Total		**1,174,831**	**1,639,030**	**2,636,411**	**2,562,712**
Inactive Programs	1170 Property/Evidence	1,011	-	-	-
	7005 City-Wide Mgmt & Oversight	80	-	-	-
	7070 Financial Systems	141,050	152,143	-	-
	7071 Human Resource Systems	208,111	237,513	-	-
	7072 Land Management Systems	170,600	251,106	-	-
	7073 Facilities Management Systems	248,770	269,273	-	-
	7074 Criminal Justice Systems	197,198	189,524	-	-
	7075 Fire and Life Safety Systems	23,063	11,817	-	-
	7076 Community Development Systems	106,324	120,000	-	-
	7077 Public Library Systems	12,748	7,830	-	-
	7078 Shared Systems	1,048,358	846,385	-	-
	7079 Information Security Compliance	174,154	105,956	-	-
	7082 GIS	-	3,049	-	-
Inactive Programs Total		**2,331,467**	**2,194,596**	**-**	**-**
Grand Total		**$ 3,506,298**	**$ 3,833,625**	**$ 2,636,411**	**$ 2,562,712**

INFORMATION TECHNOLOGY

Nathan Bell, IT Director   IT@springfield-or.gov   541.726.3751

Organizational Structure

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                    ┌─────────────────────────┐
                    │  Finance & Information  │
                    │  Technology Director    │
                    └─────────────────────────┘
                                │
              ┌─────────────────┴─────────────────┐
              │                                   │
    ┌───────────────────┐             ┌───────────────────┐
    │ Network Manager   │             │ Applications Manager│
    │ 1.0 FTE           │             │ 1.0 FTE            │
    └───────────────────┘             └───────────────────┘

    ┌───────────────────┐             ┌───────────────────┐
    │ Network Analyst   │             │ Programmer Analyst │
    │ 2.0 FTE           │             │ 3.0 FTE            │
    └───────────────────┘             └───────────────────┘

    ┌───────────────────┐
    │ Service Desk      │
    │ 2.0 FTE           │
    └───────────────────┘
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INFORMATION TECHNOLOGY

Nathan Bell, IT Director   IT@springfield-or.gov   541.726.3751

Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Database Administrator	1.00	1.00	1.00	1.00
GIS Analyst	2.80	2.80	-	-
GIS Architect	1.00	1.00	-	-
GIS Manager	1.00	1.00	-	-
Information Technology Dir.	1.00	1.00	1.00	-
IT Applications Manager	1.00	1.00	1.00	1.00
Network Analyst I	1.00	1.00	1.00	1.00
Network Analyst II	1.00	1.00	1.00	1.00
Network Manager	1.00	1.00	1.00	1.00
Programmer Analyst	2.00	2.00	2.00	1.00
Programmer Analyst, Senior	1.00	1.00	1.00	1.00
Service Desk Specialist	1.00	1.00	1.00	2.00
Grand Total	**14.80**	**14.80**	**10.00**	**9.00**

Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
100 General Fund	10.33	10.33	9.00	8.00
201 Street Fund	1.49	1.49	-	-
719 SDC Administration Fund	0.30	0.30	-	-
204 Special Revenue Fund	-	-	1.00	1.00
611 Sanitary Sewer Fund	1.49	1.49	-	-
617 Storm Drainage Fund	1.18	1.18	-	-
Grand Total	**14.80**	**14.80**	**10.00**	**9.00**

Summary of Full-Time Equivalent by Program

		FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Active Programs	7000 Department Administration	2.32	2.42	1.00	-
	7080 Network	-	-	5.00	5.00
	7081 Applications	-	-	4.00	4.00
Active Programs Total		**2.32**	**2.42**	**10.00**	**9.00**
Inactive Programs	7070 Financial Systems	1.06	1.06	-	-
	7071 Human Resource Systems	1.46	1.46	-	-
	7072 Land Management Systems	1.46	1.46	-	-
	7073 Facilities Management Systems	1.26	1.26	-	-
	7074 Criminal Justice Systems	1.38	1.38	-	-
	7075 Fire and Life Safety Systems	0.27	0.27	-	-
	7076 Community Development Systems	1.09	1.09	-	-
	7077 Public Library Systems	0.20	0.20	-	-
	7078 Shared Systems	3.70	3.70	-	-
	7079 Information Security Compliance	0.60	0.50	-	-
Inactive Programs Total		**12.48**	**12.38**	**-**	**-**
Grand Total		**14.80**	**14.80**	**10.00**	**9.00**

LEGAL SERVICES

Mary Bridget Smith, City Attorney   cao@springfield-or.gov   541.744.4061

Department Overview

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

The City Attorney Office (CAO) is overseen directly by the City Council. CAO is responsible for attending all City Council and Planning Commission meetings and for supplying the City Council and staff with legal analysis and opinions regarding existing or proposed City operations and activities. All ordinances, resolutions, 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.

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 filed, negotiations for settlement of cases, and representation of 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.

	FY21 Actuals		FY22 Actuals		FY23 Amended		FY24 Proposed
5 PERSONNEL SERVICES		432,103		476,484		509,120	520,050
6 MATERIALS & SERVICES		398,142		415,054		668,315	535,392
Grand Total	**$**	**830,245**	**$**	**891,538**	**$**	**1,177,435**	**$ 1,055,442**

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

Budget Summary – FY2024

Staffing

CAO has three FTE including a City Attorney, Assistant City Attorney, and Paralegal.

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

Department Funding

CAO is supported from general revenue sources.

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

Limited Duration Revenue Account

CAO has a limited duration revenue account created 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.

Service Level Changes
No significant changes to these programs are expected.

LEGAL SERVICES

Mary Bridget Smith, City Attorney   cao@springfield-or.gov   541.744.4061

Accomplishments FY2023

- **Economic Development** – Assisted SEDA and the City with real property transactions to support economic development projects. Supported City Manager's Office in providing a $10,000,000 construction loan for the Blue McKenzie project in downtown Springfield. Also assisted in drafting and executing the Memorandum of Understanding with adjacent property owners and the request for proposals for the Master Plan work related to Glenwood Riverfront Area.
- **Climate Friendly and Equitable Communities Rules** – Coordinated with other affected local governments to hire special legal counsel and public communications consultant to assist with a joint appeal; drafted and executed intergovernmental agreement with thirteen other cities to jointly appeal rules to Oregon Court of Appeals; advised city staff regarding initial implementation of CFEC mandates.
- **HB 3115/Camping Code –** Facilitated Council deliberations on revising City's camping code and sheltering efforts to be consistent with HB 3115 and recent court rulings.
- **Claim Response** – Assisted City staff and outside counsel to best position City for pending liability claims and assist with internal investigations and complaints.
- **Policy Review** – Assisted Human Resources and Police Department in development and review of internal policies for legal compliance and to minimize liability.
- **Police Operating Levy** – Provided advice on legal aspects of police levy.

Initiatives FY2024

- **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.
- **Housing** – Provide legal advice about Governor's Executive Orders addressing housing and homelessness, HB 2003(Housing Production Strategy) and anticipated legislation from 2023 Oregon Legislative 2023 Regular Session.
- **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 on settlement negotiations with DLCD as they arise, and advise City regarding efforts in Oregon Legislature to supersede CFEC rules. Also provide legal advice about the Comprehensive Plan Project and the MS4 Stormwater Permit.
- **Fire Governance Support** – Provide advice on process and substantive legal issues for intergovernmental fire governance discussions and meetings.
- **Liability Prevention/Claim Response** – Continue to invest in relationship with City County Insurance Services, advise Human Resources and Police Departments on new policies and process improvements in employment matters and continue to assist City staff and outside counsel to best position City for pending liability claims.

Three Year Considerations FY2025-FY2027

- **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 legislation and state rulemaking about climate change.

LEGAL SERVICES

Mary Bridget Smith, City Attorney   cao@springfield-or.gov   541.744.4061

- **Liability Prevention –** Assist Council and staff in minimizing City liability through revising and implementing City policies and providing legal advice to Human Resources and Police Departments.
- **Effective & Efficient City Services** – Continue to assist in streamlining and improving internal City processes and evaluating legal aspects of providing City services with new technologies, methods, and requirements.

Financial Summary by Fund

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	741,325	801,993	1,087,735	959,862
236 Police Local Option Levy Fund	87,476	89,545	89,700	93,280
713 Vehicle & Equipment Fund	1,444	-	-	2,300
Grand Total	**$ 830,245**	**$ 891,538**	**$ 1,177,435**	**$ 1,055,442**

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	1012 City Prosecutor	370,574	378,125	376,014	390,412
	7100 City Attorney	458,228	513,338	801,421	665,030
Active Programs Total		**828,801**	**891,463**	**1,177,435**	**1,055,442**
Inactive Programs	1012 City Prosecutor	-	5	-	-
	7000 Department Administration	-	70	-	-
	9000 Non-Program	1,444	-	-	-
Inactive Programs Total		**1,444**	**75**	**-**	**-**
Grand Total		**$ 830,245**	**$ 891,538**	**$ 1,177,435**	**$ 1,055,442**

LEGAL SERVICES

Mary Bridget Smith, City Attorney   cao@springfield-or.gov   541.744.4061

Organizational Structure

```
        City Attorney
          1.0 FTE
            |
            |----------- Assistant City
            |              Attorney
            |              1.0 FTE
            |
            |----------- Administrative
                           Assistant
                           1.0 FTE
```
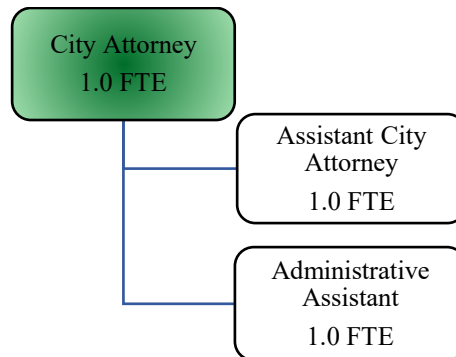
Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
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
Grand Total	**3.00**	**3.00**	**3.00**	**3.00**

Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
100 General Fund	3.00	3.00	3.00	3.00
Grand Total	**3.00**	**3.00**	**3.00**	**3.00**

Summary of Full-Time Equivalent by Program

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
7100 City Attorney	3.00	3.00	3.00	3.00
Grand Total	**3.00**	**3.00**	**3.00**	**3.00**

Performance Measures

CAO is still formulating performance measures for Legal Services.

LIBRARY SERVICES

Emily David, Library Director   library@springfield-or.gov   541.726.3766

Department Overview

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, enjoyment, and lifelong learning, as well as the opportunity to make community connections. In addition, the library provides a virtual library website that allows patrons 24/7 access to digital content including databases, downloadable books and their user accounts. 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 100,000 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 card holders and community. The library works to meet 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 an archival collection; the Arts Commission provides unique events, grants and ongoing programs for Springfield artists and residents and is staffed out of the Library Department.

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
5 PERSONNEL SERVICES	1,595,348	1,784,171	1,933,528	1,969,942
6 MATERIALS & SERVICES	343,986	367,405	567,404	430,748
7 CAPITAL OUTLAY	119,301	141,107	144,449	118,222
Grand Total	**$ 2,058,635**	**$ 2,292,683**	**$ 2,645,381**	**$ 2,518,911**

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

Budget Summary – FY2024

Staffing

The library has 16 FTE. Library temporary staff funding for the library was .64FTE in FY23 but will be reduced to .30FTE for FY24 due to the amount of funding we have secured so far. The temporary or on-call staff play an important role in the library helping cover service desk openings due to protected leave, illness, vacation or vacancies. We are currently seeking grant funding to help fund on-call staff for the coming fiscal year. Museum budgeted $2,300 for temporary staff funding as well and hope to continue a limited duration museum tech position with grant support.

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 community donations from individuals and organizations. Thirty-six percent of our proposed discretionary budget comes from the Special Revenue Fund, which supports library programs, staffing, furnishings and additional online subscriptions. TRT Funds support the Springfield History Museum and provide a budget for the Springfield Arts Commission.

LIBRARY SERVICES

Emily David, Library Director   library@springfield-or.gov   541.726.3766

Service Level Changes

Operations:
- In FY24, the museum M&S budget increased $10,000, specifically to cover utilities, on-call staff coverage and additional programming and exhibit supplies.

Staffing:
- Hired six additional on-call staff to help cover library service desks; two of those staff resigned, one was hired to fill the open library technician position.
- The Museum hired a grant-funded, temporary duration museum tech.

Accomplishments FY2023
- **Implement a new five-year strategic plan** – Consultant funded by the Springfield Library Foundation and created with community and staff input in FY23.
- **Technology updates:**
  - **Purchased and installed new self-check machines** – They create efficiencies for staff and patrons alike. Funding provided by the Springfield Library Foundation.
  - **Replaced our public computers with a new system** – The previous system's cost became unsustainable and created the need to replace VMWare with new computers and software.
  - New mobile catalog app launched in September 2022, added additional password-protected and boosted Wi-Fi support in the library, and updated patron accessibility by adding screen-reading software with grant funding.
- **Library Remodel** – With funding designated from the America Recovery Plan Act, the library worked on a continuity of services plan as well as a design concept for expanding and updating parts of the library.
- **Fundraising**
  - **LSTA grant –** A Library Services and Technology Act (LSTA) grant was received to increase the technical support to the Lane Council of Libraries that share our Integrated Library System and replaced the Springfield temporary staff budget for FY23. On-call staff covered the service desks shifts of the Technical Specialist and others assisting with library tech projects.
  - **Mills Davis grant –** This grant financed focus group sessions with underserved demographic groups to identify needs that the library can address through services as well as barriers to access.
  - **For Every Student a Library (FESAL) funding** – Northwest Community Credit Union and Springfield Public School District pledged financial support for the program that provides library card access to all Springfield Schools students not residing inside city property tax limits.
  - **Additional Grants:** The Cressey grant, Child Services Improvement grant, Springfield Public Schools Oregon Department of Education funding, and a Network of the National Library of Medicine (NNLM) grant combined to total $41,600 in support of programming and collections.

- o **Library support groups:** the Springfield Library Foundation and the Friends of the Springfield Library continued to support library programs and collections with major fundraising activities, including the first endowment established for the library. Both groups incorporated the museum into their scope of support.
  - o **At the Museum:** an Oregon Heritage Commission Museum Grant and a Lane County Cultural Coalition grant funded a Museum Collections Tech position. Great progress has been made on the project with most photos being rehoused and digitized.
- **Museum accomplishments**:
  - o Museum Haunted House fundraiser – over 1,000 people attended, raising over $4,000 for the Museum and also raising the profile of the Museum in the community.
  - o The first part of a comprehensive historic atlas of Springfield was completed; includes previously unpublished content from the Museum's collection. It will also be tied into a digital platform to allow for broad access.

Initiatives FY2024

- **Budgeting for IDEAA initiatives** – Identify in our department budget ways we financially support initiatives for inclusion, diversity, equity, accessibility and anti-racism (IDEAA). Build upon the statement and plan developed in FY23.

  - o **Programs**: multicultural plaza performances, bilingual storytime, adult Spanish language book group, Illumination exhibit, and more.

  - o **Collections**: Spanish language adult and children's collection, expanding offerings in other languages, collecting diverse stories through Illumination.

  - o **Staff**: Dedicated position to the Spanish-speaking community and a bilingual library technician.

- **Building updates** – Optimize the space we are in by evaluating the way space is used.
  - o Remodeling of the library likely in FY24, merging three library access points into a centralized service desk.
  - o Adding three additional public meeting/study rooms.
  - o Expanding the teen area.
  - o Increasing collection space for children's picture books.
  - o Creating a more efficient workspace for processing library materials and for back of house work.
  - o Relocating the Friends on-going book sale, which helps fund library services, to a more visible location.
- **Museum staffing** – Secure 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** – Applied for a 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 will allow 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.

- **Website** – Transfer and build a new museum website with the library website's software.
- **Outreach**
  - **Library van** –, identify strategic locations to reach underserved community for pop-up library events.
  - **Remote book drop** – Select additional Springfield site to place second remote book drop.
- **Refine our story** – Share the library's revamped Mission, Vision and Values and evaluate our connection with the community via stats collection tools and other metrics.

Three-Year Considerations FY2025-FY2027

- **Building updates** –
  - Optimize and evaluate remodeled spaces.
  - ADA-compatibility – The library will continue to add new ADA-compatible furniture to meet patrons' needs. The Museum needs an ADA entrance.
  - Safety and environmental upgrades to Museum, including fire suppression, secure external doors, seismic upgrades and temperature and lighting control for collection preservation.
- **Community Support:** The library and museum face challenges in meeting community needs for services.
  - There is a need to go out to meet people where they are while maintaining the library's main location.
  - Additional access points to Museum collections are needed.
  - In tough economic times, demands on library services and spaces increase. A high-water mark for public library visits was in the aftermath of the recession in 2012 (PEW Research 2016).
- **Collections budget considerations** –
  - eCollections are now core library offerings yet about 71% of our overall circulation remains physical materials. Offering multiple formats and access points allows the library to meet the diverse needs of our community. Making cuts to less used parts of our print collections does not equal the costs of the eCollection additions. The variety and demand outpace our budget.
    - To fund these collections, the library uses the established book budgets and supplements from our support groups and grants to provide subscriptions to language learning online, and research resources such as Consumer Reports and the Register Guard.
    - The Library will continue to partner for cost savings, such as with the Oregon Digital Library Consortium to offer a sizable downloadable book collection and the State Library offerings for online magazine and research resources.

LIBRARY SERVICES

Emily David, Library Director   library@springfield-or.gov   541.726.3766

Financial Summary by Fund

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	1,704,316	1,892,930	2,074,990	2,104,887
204 Special Revenue Fund	171,437	146,442	305,083	124,218
208 Transient Room Tax Fund	179,645	252,143	257,308	273,807
713 Vehicle & Equipment Fund	3,236	1,168	8,000	16,000
Grand Total	**$ 2,058,635**	**$ 2,292,683**	**$ 2,645,381**	**$ 2,518,911**

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	1121 Digital Services	9	713	-	-
	1123 Collection Management	48	-	-	-
	1125 Library Development & Marketing	30	-	-	-
	1129 Arts Commission	26,298	18,882	75,623	72,154
	1130 Museum	70,619	59,897	203,315	208,253
	1131 Library Operations	1,688,759	1,964,824	1,812,260	1,783,010
	1132 Library Collections	159,700	171,192	160,117	150,929
	1133 Library Services	47,823	52,353	211,548	108,727
	7000 Department Administration	62,292	24,303	174,518	179,838
	9000 Non-Program	3,236	1,168	8,000	16,000
Active Programs Total		**2,058,814**	**2,293,332**	**2,645,381**	**2,518,911**
Inactive Programs	0000 Revenues	-	(163)	-	-
	1125 Library Development & Marketing	(30)	-	-	-
	1126 Adult Programs	4	-	-	-
	1127 Youth and Family Programs	55	-	-	-
	1154 Detectives	(309)	-	-	-
	7005 City-Wide Mgmt & Oversight	100	-	-	-
	7030 Accounting and Audit division	-	(486)	-	-
Inactive Programs Total		**(180)**	**(649)**	**-**	**-**
Grand Total		**$ 2,058,635**	**$ 2,292,683**	**$ 2,645,381**	**$ 2,518,911**

LIBRARY SERVICES

Emily David, Library Director   library@springfield-or.gov   541.726.3766

Organizational Structure
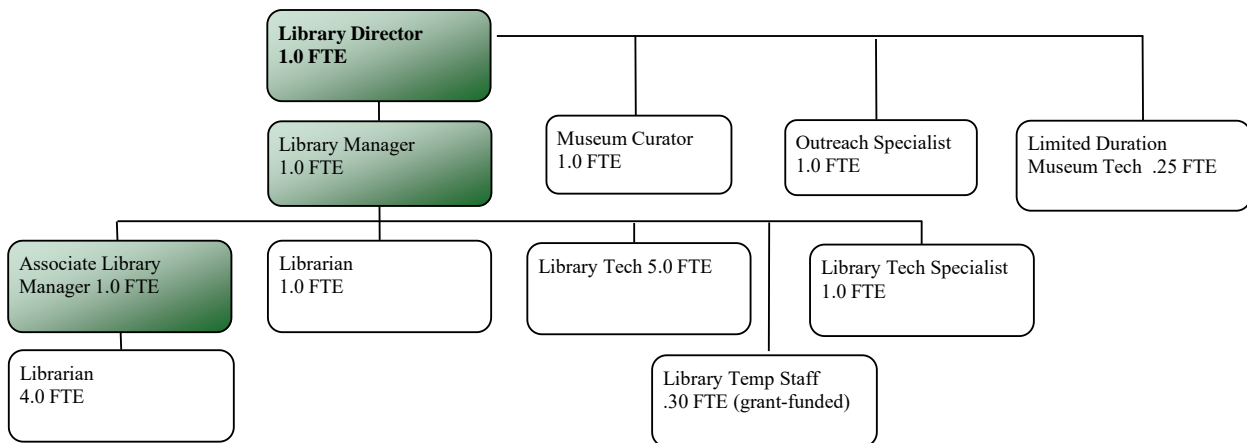
Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 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
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	4.00	4.00	4.00	5.00
Management Support Tech	1.00	1.00	1.00	-
Museum Curator	1.00	1.00	1.00	1.00
Outreach Specialist	0.40	1.00	1.00	1.00
Temp - Librarian	0.63	0.63	-	-
Grand Total	**16.03**	**16.63**	**16.00**	**16.30**

Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
100 General Fund	13.63	14.13	14.00	14.00
208 Transient Room Tax Fund	1.50	2.24	2.00	2.00
204 Special Revenue Fund	0.90	0.26	-	0.30
Grand Total	**16.03**	**16.63**	**16.00**	**16.30**

LIBRARY SERVICES

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Summary of Full-Time Equivalent by Program

		FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Active Programs	1129 Arts Commission	0.50	0.50	0.50	0.50
	1130 Museum	1.00	1.74	1.50	1.50
	1131 Library Operations	13.61	13.47	13.08	13.38
	7000 Department Administration	0.92	0.92	0.92	0.92
Active Programs Total		**16.03**	**16.63**	**16.00**	**16.30**
Grand Total		**16.03**	**16.63**	**16.00**	**16.30**

Performance Measures

Measure	FY23 Target	FY23 Est. Actual	FY24 Target
1.) Number of patron visits to the Museum	2,000	3,500	3,500
Why this measure is important: Museum attendance shows how the exhibits contribute to the vibrancy of downtown during the Second Friday Artwalk. Reflects community engagement with the museum goal to connect history to the present day.			
2.) Total Circulation of Library Collection	400,000	412,000	415,000
Why this measure is important: Tracking circulation of collections purchased – both physical and digital titles – shows good stewardship when purchasing. Also reflects a collection that serves the community needs.			
3.) Number of patron visits to the Library	100,000	116,000	120,000
Why this measure is important: Library attendance helps show the impact of bringing community downtown through program and collection offerings.			
4.) Total Average Active Users Per Month	16,700	11,700	13,000
Why this measure is important: Tracks how many residents have active accounts, giving them access to library collections. The goal is to increase number of active users since tax dollars pay for this service. **Why was the target not met:** Temporary digital cards issued during COVID restrictions were not automatically renewed.			
5.) Participation in Library and Museum Programs	5,200	9,000	9,000
Why this measure is important: 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 mission of the library.			

POLICE

Andrew Shearer, Chief of Police   police@springfield-or.gov   541.726.3729

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, twenty-four-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.

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
5 PERSONNEL SERVICES	18,129,318	18,397,418	20,148,376	20,924,862
6 MATERIALS & SERVICES	4,153,595	4,660,737	5,711,958	5,753,704
7 CAPITAL OUTLAY	311,249	143,073	662,685	498,500
Grand Total	$22,594,163	$23,201,228	$26,523,019	$27,177,066

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

Budget Summary – FY2024

Staffing

The Springfield Police Department Fiscal Year 2024 proposed budget has 124 full time employee (FTE) positions, 84 FTE supported by the General Fund, 39 FTE supported by the Police and Jail Local Option Levy Fund, and one (1) FTE supported by the Special Revenue Fund.

Fiscal Year 2024 will be the first full year incorporating all aspects of the department reorganization, including the Deputy Chief and Training Sergeant positions filled in January 2023.

Hiring for existing open positions will remain a priority throughout Fiscal Year 2024. The department did realize a slight improvement in staffing levels when compared to the same time last year, however the impact of the industry wide staffing challenge continues. The department has emphasized recruitment of experienced "lateral" officers and staff, as well as individuals new to the public safety industry. Improved recruitment web site content, increased recruitment outreach, and continued partnership with Human Resources to optimize the efficiency of hiring processes, demonstrate the department's focused efforts to encourage quality applicants to join the Springfield Police Department for their public safety profession.

POLICE

Andrew Shearer, Chief of Police   police@springfield-or.gov   541.726.3729

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

There are no significant changes in service level planned for fiscal year 2024.

Adherence to Oregon Measure 114, which requires local law enforcement manage issuance of firearm permits, will expand the department's scope of service and require dedication of staff to support the unfunded mandate. It is unclear if the required staffing to support the mandate will require a reduction of existing services.

Accomplishments FY2023

- **Police and Jail Local Option Levy** – The Police and Jail Local Option levy was passed by voters in November 2022 with over 65% of voters supporting the levy renewal. The levy will continue to support key public safety services including municipal jail operations, police positions, and a portion of municipal court operations support.
- **Awarded Grant Supporting the Accreditation Project** – The Springfield Police Department received a $147,120 award sponsored by the U.S. Department of Justice, Office of Community Oriented Policing Services to support our agency's effort to seek accreditation. Becoming an accredited agency is a department goal and the grant funds will provide contracted project management support, training and supplies to support the accreditation effort.
- **Expanded Training Program** – To improve alignment with industry best practices and support agency objectives, the department prioritized training throughout the year. In person trainings were developed to incorporate de-escalation strategies and active threat response, Supervisors, trainers, and staff attended specialized trainings utilizing best practices and risk reduction, such as CALM training which provides force reduction training. Expanded training fills a significant role in the department's goal of continual improvement, which is aligning with a trend of lower liability claims. Additionally, the Training Sergeant position was filled in January 2023 to provide additional support and structure to the department's training program.
- **Increased Interagency Cooperation** – The Springfield Police Department increased interagency cooperation in multiple special programs, including Critical Incident Response, Metro Drone Team, and a pilot Trauma Intervention Program. Additionally, School Resource Officers coordinated ALICE training for Springfield partners.
- **Hiring Efforts** – To support hiring efforts and address staffing shortages, the Springfield Police Department expanded its recruitment efforts to work towards equitable outcomes in hiring. Examples include a "Join SPD" webpage with a fresh look and current information, designated personnel were identified to perform focused recruitment outreach, and ORPAT physical test equipment was purchased to provide improved flexibility in the timing of hiring process testing, as well as provide expanded opportunities to prospective applicants to be exposed to the ORPAT in advance.
- **Demonstrated Transparency** – The department has utilized available data to assist in program and employee management, as well as share summary data with the community to demonstrate the department's commitment to transparency. The 2022 Complaints and Commendations Report and Community Outreach Report are available on the department's webpage and are recent examples of the department's intent for increased transparency and communication with the community.

POLICE

Andrew Shearer, Chief of Police   police@springfield-or.gov   541.726.3729

Initiatives FY2024

- **Additional Training –** The department seeks to improve outcomes through improved training. Training to be supported include:
    - Leadership training to support career development, succession planning, and risk mitigation.
    - Outside training for department trainers and specialty skills to avoid stagnation and support industry standards. For example, the department is coordinating with Oregon State Police to participate in crowd control training; Oregon State Police is deemed to be the Oregon industry leader in Oregon for crowd control management.
    - Incorporate ABLE (Active Bystandership for Law Enforcement) training into the department training plan.

  The department is also partnering with Human Resources to implement a learning management system.

- **Accreditation -** The Department is pursuing accreditation to demonstrate commitment to continuous improvement, identify opportunities for reduced risk, and emphasize alignment with recognized best practices. Oregon legislation will require an agency of SPD's current size to become accredited no later than July 1, 2026, however SPD has identified a goal to achieve accreditation by Spring 2024.

- **Hiring -** Filling vacancies has continued to be a challenge experienced throughout the law enforcement industry. The Department will continue to focus efforts on attracting high caliber experienced law enforcement professionals, as well as quality applicants new to law enforcement.

Future Year Considerations

- **Adequate Staffing –** Adequate staffing in all positions is critical for our ability to build trust with the Springfield community. The people we serve expect an immediate response when they call the police and that criminal cases will be investigated thoroughly and completely. Police response, crime reduction, and community outreach support a community policing partnership that can effectively solve problems and build trust. As of February 2023, the department's sworn staffing levels were at 82% of authorized strength. Several sworn staff are becoming retirement eligible, which will eventually impact staffing levels. There is a continuing trend of fewer applicants for open sworn police positions. Agencies across the region, state, and nation find themselves in fierce competition for a relatively small number of qualified candidates. Oregon agencies are no longer allowed to offer financial incentives, however agencies attempt to provide benefits such as additional vacation time to attract sworn officers to leave their home agency and join a new one. 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. The city must also remain competitive with the total compensation package current members receive to retain people we have invested in and to recruit others to join this agency.

- **Policing Industry Trends –** Policing and public safety initiatives continue to evolve nationally and locally. The Springfield Police Department continues to adapt to many changes within the policing industry while focusing efforts to improve the agency's stature as a model policing organization through establishment of a culture of professionalism and excellence. We must provide opportunity for our people to develop professionally. We must consistently deliver high quality training, so our members have the tools to successfully navigate the challenges of police work. We must focus on the health and well-being of our members as they are the most valuable component of ability to deliver public safety service. We must provide opportunities for non-enforcement engagement and community interaction to develop and maintain public trust.

- **Mental Health –** Providing mental health crisis services to the community continues to be a priority for the city, department and Springfield community members. The city currently partners with Lane County to fund a 24-hour, 7 day a week White Bird Clinic CAHOOTS team to provide mobile mental

health support to Springfield and the urban growth boundary. Lane County has indicated their grant sponsored funding for the Springfield area program will be modified from a 50/50 cost split, transitioning more cost to the city in the near future. The Springfield Police Department and City of Springfield will need to evaluate funding solution and program model options to support long-term mental health crisis services.

- **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, to 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. A tangible but often overlooked cost and impact to service is the additional staff time required to properly utilize and manage new technology. For example, officers, sergeants, and lieutenants spend additional time each day to review body worn camera videos and enter detailed information into the related software. This additional workload is justified due to the improved investigative, transparency and accountability opportunities the technology provides. New equipment affords the opportunity to streamline processes, reduce risk, and meet service needs. With recent 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.

POLICE

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Financial Summary by Fund

	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	15,665,158	16,565,495	17,336,526	18,079,228
204 Special Revenue Fund	451,189	170,857	928,314	479,800
236 Police Local Option Levy Fund	6,187,808	6,321,803	7,626,929	7,929,538
713 Vehicle & Equipment Fund	290,007	143,073	631,250	688,500
Grand Total	**$22,594,163**	**$23,201,228**	**$26,523,019**	**$27,177,066**

Financial Summary by Program

		FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
Active Programs	1141 Hiring & Professional Standards	515,333	363,235	666,432	675,608
	1144 Patrol - Sworn	9,662,936	9,507,842	10,226,778	10,161,570
	1145 Patrol - Non-Sworn	652,441	407,677	433,563	459,572
	1146 Traffic Team	380,989	746,623	702,433	722,371
	1148 K-9 Unit	467,349	735,858	758,971	801,531
	1149 Drug Dog	83,799	190,115	150,454	172,519
	1154 Detectives (fka Investigations)	2,009,354	1,966,526	2,551,788	2,731,090
	1160 Critical Incident Response (fka SWAT)	34,036	76,338	3,500	2,000
	1161 School Resource Officers	336,507	335,499	329,531	340,590
	1162 Animal Control	171,020	180,346	180,849	183,358
	1163 Community Outreach (fka Crime Prevention and Community Relations)	223,217	304,249	361,889	380,233
	1166 CAHOOTS	270,358	464,027	590,185	494,890
	1167 Dispatch	1,661,095	1,697,769	1,789,014	1,916,842
	1168 Records & Calltaking	1,065,427	1,054,838	1,283,862	1,365,843
	1170 Property/Evidence	322,536	393,976	395,163	418,155
	1175 Jail - Operation	3,133,586	3,444,008	4,514,141	4,703,553
	7000 Department Administration	290,263	334,726	446,543	465,422
	7090 Building and Security Maintenance	461,161	497,007	506,676	493,418
	9000 Non-Program	290,007	143,073	631,250	688,500
Active Programs Total		**22,031,417**	**22,843,732**	**26,523,019**	**27,177,066**
Inactive Programs	1044 Stormwater Fiscal Management and Customer Services	(3,092)	-	-	-
	1045 Stormwater Regulatory Administration	(1,235)	-	-	-
	1142 Training/Professional Standards and Certifications	4	4	-	-
	1150 Major Accident Investigation Team (MAIT)	4,048	1,794	-	-
	1159 Computer Forensics	214,701	240,299	-	-
	1174 Municipal Jail - Court Support	59,000	45,167	-	-
	1176 Jail - Records	289,253	67,974	-	-
	7005 City-Wide Management & Oversight	20	-	-	-
	7022 City Facilities Operations, Maintenance and Custodial Services	47	2,259	-	-
Inactive Programs Total		**562,746**	**357,496**	**-**	**-**
Grand Total		**$22,594,163**	**$23,201,228**	**$26,523,019**	**$27,177,066**

POLICE

Organizational Structure

- Chief of Police — 1 FTE
  - Deputy Chief — 1 FTE
  - Office Supervisor — 1 FTE
    - Public Information Coordinator-CSO — 1 FTE
    - Community Outreach Coordinator-CSO — 1 FTE
    - Custodian — 2 FTE
  - Operations Support Lieutenant — 1 FTE
    - Detective Sergeant — 1 FTE
    - Detective — 10 FTE
    - Management Analyst — 1 FTE
    - School Resource Officer — 2 FTE
    - Animal Control — 1 FTE
    - Property Controller — 2 FTE
    - Digital Evidence Tech — 1 FTE
  - Operations Lieutenant — 1 FTE
    - Patrol Sergeant — 6 FTE
    - Patrol Officer — 39 FTE
    - Traffic Team — 4 FTE
    - Patrol CSO — 3 FTE
  - Detention Services Lieutenant — 1 FTE
    - Detention Sergeant — 4 FTE
    - Detention Officer — 13 FTE
    - Records Tech — 1 FTE
  - Professional Standards Unit
    - Training Sergeant — 1 FTE
    - Professional Stnds Sergeant — 1 FTE
    - Crime Analyst — 1 FTE
  - Business Services Manager — 1 FTE
    - Records Manager — 1 FTE
    - Calltaker/ Records — 9 FTE
    - Dispatch — 12 FTE

POLICE

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Summary of Full-Time Equivalent by Position

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
Comm Srvcs Officer 2	4.00	3.00	3.00	3.00
Comm Srvcs Officer 2 AnSvc	1.00	1.00	1.00	1.00
Crime Analyst I	-	-	1.00	1.00
Custodian	2.00	2.00	2.00	2.00
Deputy Police Chief	-	-	1.00	1.00
Detention Officer	13.00	13.00	13.00	13.00
Detention Sergeant - Non-sworn	4.00	4.00	4.00	4.00
Management Analyst	2.00	2.00	1.00	1.00
Office Supervisor	1.00	1.00	1.00	1.00
Police Business Services Mgr	-	-	1.00	1.00
Police Call Taker/Records Clk	10.00	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 Detective	9.00	9.00	9.00	9.00
Police Digital Evidence Tech	0.50	1.00	1.00	1.00
Police Dispatcher	12.00	12.00	12.00	12.00
Police K-9	7.00	7.00	7.00	7.00
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	34.00	34.00	34.00	34.00
Police Program Tech	1.00	1.00	1.00	1.00
Police School Resource Officer	3.00	3.00	3.00	3.00
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
Grand Total	**123.50**	**122.00**	**124.00**	**124.00**

Summary of Full-Time Equivalent by Fund

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
100 General Fund	84.43	82.93	83.93	84.00
236 Police Local Option Levy Fund	39.08	39.08	39.08	39.00
204 Special Revenue Fund	-	-	1.00	1.00
Grand Total	**123.50**	**122.00**	**124.00**	**124.00**

POLICE

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Summary of Full-Time Equivalent by Program

	FY21 FTE	FY22 FTE	FY23 FTE	FY24 FTE
1141 Hiring & Professional Standards	1.30	1.30	3.30	3.30
1144 Patrol - Sworn	42.83	42.12	41.76	41.80
1145 Patrol - Non-Sworn	4.43	3.13	3.00	3.00
1146 Traffic Team	3.73	4.08	4.00	4.00
1148 K-9 Unit	2.15	4.00	4.00	4.00
1149 Drug Dog	0.20	1.00	1.00	1.00
1150 Major Accident Investigation Team (MAIT)	0.19	-	-	-
1154 Detectives (fka Investigations)	12.34	11.54	13.39	13.40
1159 Computer Forensics	1.20	1.20	-	-
1160 Critical Incident Response (fka SWAT)	0.81	0.05	-	-
1161 School Resource Officers	2.10	2.05	2.00	2.00
1162 Animal Control	1.10	1.05	1.00	1.00
1163 Community Outreach (fka Crime Prevention and Community Relations)	2.69	2.69	2.29	2.30
1166 CAHOOTS	0.05	-	-	-
1167 Dispatch	12.39	12.25	12.25	12.30
1168 Records & Calltaking	11.15	10.15	10.25	10.30
1170 Property/Evidence	2.55	3.05	3.10	3.00
1174 Municipal Jail - Court Support	1.05	1.05	-	-
1175 Jail - Operation	15.87	16.87	19.38	19.30
1176 Jail - Records	2.05	1.05	-	-
7000 Department Administration	1.19	1.24	1.29	1.30
7090 Building and Security Maintenance	2.15	2.15	2.00	2.00
Grand Total	**123.50**	**122.00**	**124.00**	**124.00**

Performance Measures

Measure	CY22* Target	CY22* Actuals	CY23* Target
1.) Maintain or reduce the number of property crimes.	< 3034	3396	< 3396
Why this measure is important: Demonstrates level of safety as it pertains to property crime.			
2.) Maintain or reduce the number of person crimes.	< 910	927	< 927
Why this measure is important: Demonstrates level of safety as it pertains to person crime.			
3.) Maintain or improve property crime clearance rate.	> 22.55%	19.52%	> 19.52%
Why this measure is important: Demonstrates level of resolved property crimes.			
4.) Maintain or improve person crime clearance rate.	> 65.49%	62.03%	> 62.03%
Why this measure is important: Demonstrates level of resolved person crimes.			
5.) Less than a 4 minute response to Priority 1 incidents.	< 4 minutes	1.40 minutes	< 4 minutes
Why this measure is important: Measures operational responsiveness.			

*CY= Calendar Year

CAPITAL BUDGET

CAPITAL BUDGET

Jeff Paschall, Community Development jpaschall@springfield-or.gov   541.726.3753

Capital Budget Summary:

The FY24 Capital Budget is based on the City's Capital Improvement Program (CIP), A Community Reinvestment Plan, 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, the City of Eugene, and Lane County, which created the MWMC, and assigns financial and capital management functions to the City of Springfield.

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

Major funding sources include State and local fuel taxes, loans, revenue bonds, general obligation bonds, sewer and drainage user fees, assessments, and, as appropriate, revenues from System Development Charges (SDCs) previously collected. Additionally, from time to time the City receives grants, loans, and other revenues from other levels of government and from private entities, which are targeted to specific capital improvements. The Capital Budget appropriates these revenues if they pass through the City's accounts; in cases where another agency (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 FY24 Capital Budget of $103.4 Million is $51.9 Million greater than the adopted FY23 Capital Budget and reflects both City and Metropolitan Wastewater Management Commission capital programing. The MWMC approves its Capital Budget, and that budget also passes through the City of Springfield budget as previously noted. The proposed FY24 City of Springfield Capital Budget is $37.1 Million and the FY24 MWMC capital budget is $64.7 Million. While projects were completed during the FY23 budget year, the FY24 capital budget represents both new projects programmed in the local (City) and regional (MWMC) capital budgets as well as additional funds programmed to previously planned or adopted programs or projects. Several projects funded in the FY23 City of Springfield capital budget were completed including the last general obligation street bond preservation projects (Centennial Boulevard), Gateway-Kruse Traffic Improvements, S. 28th Street Sewer Extension, and the rehabilitation of a large wastewater trunkline between 42nd and 48th Streets.

A key effort represented in the FY24 capital budget will be finalizing design and soliciting construction bids for completing the extension of wastewater pipelines in the Jasper/Natron, the Reconstruction of Mill Street and continuing design Franklin Boulevard Phase 2. There are also several projects programmed in the FY24 capital for which the design phase will begin with construction 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/facilities operations, maintenance, and preservation issues. In preparation of the FY21 Capital budget, a $59 Million list of deferred/backlog facilities repairs were identified, along with a $300k annual need for routine maintenance needs as well as ongoing annual maintenance/preservation needs. In FY09, the City implemented an Internal Building Preservation Charge with intent to program $300k annually for ongoing preservation. Since inception, the Internal Building Preservation Charge on average has generated just over $270k per year dedicated to projects, through FY22. Staff has developed the City Buildings/Facilities Work Plan inclusive of all City Fire Stations, City Hall, Springfield Justice Center, Development and Public Works operations facilities, Springfield Depot, and the Carter Building. For example, the FY23 – FY27 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 the serviceable life.

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

- South 28th 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 extension of the existing gravity wastewater pipeline from F Street south to the City limits, and new stormwater features to manage and improve stormwater quality. Due to Oregon Department of Transportation and Federal Highway Administration requirements, the City must utilize a certified agency to deliver the project. For this project the City is working with Lane County, and planning and design kicked off in FY20 and design work is in progress with construction of the wastewater elements were completed in FY23 and the street work anticipated in FY24.

- 70th 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 potential 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 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 with adoption of the 2020-2024 Capital Improvement Program. Phase 3 will extend wastewater service approximately 5,280 feet southeast across Bob Straub Parkway terminating near Brand S Road. Further extension of the Jasper Trunk Sewer provides a key City service for urban level development of the Jasper-Natron area.

- Mill Street Reconstruction – with 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 FY24.

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.

CAPITAL BUDGET

Summary of the FY24 Capital Budget:

Total Capital Budget:
$103,419,227

Stormwater,
$5,470,500 , 5%

Transportation,
$18,881,887 , 18%

Regional Wastewater,
$64,680,000 , 63%

Wastewater,
$10,683,880 , 11%

Buildings and Property,
$315,000 , 0%

Miscellaneous,
$3,387,960 , 3%
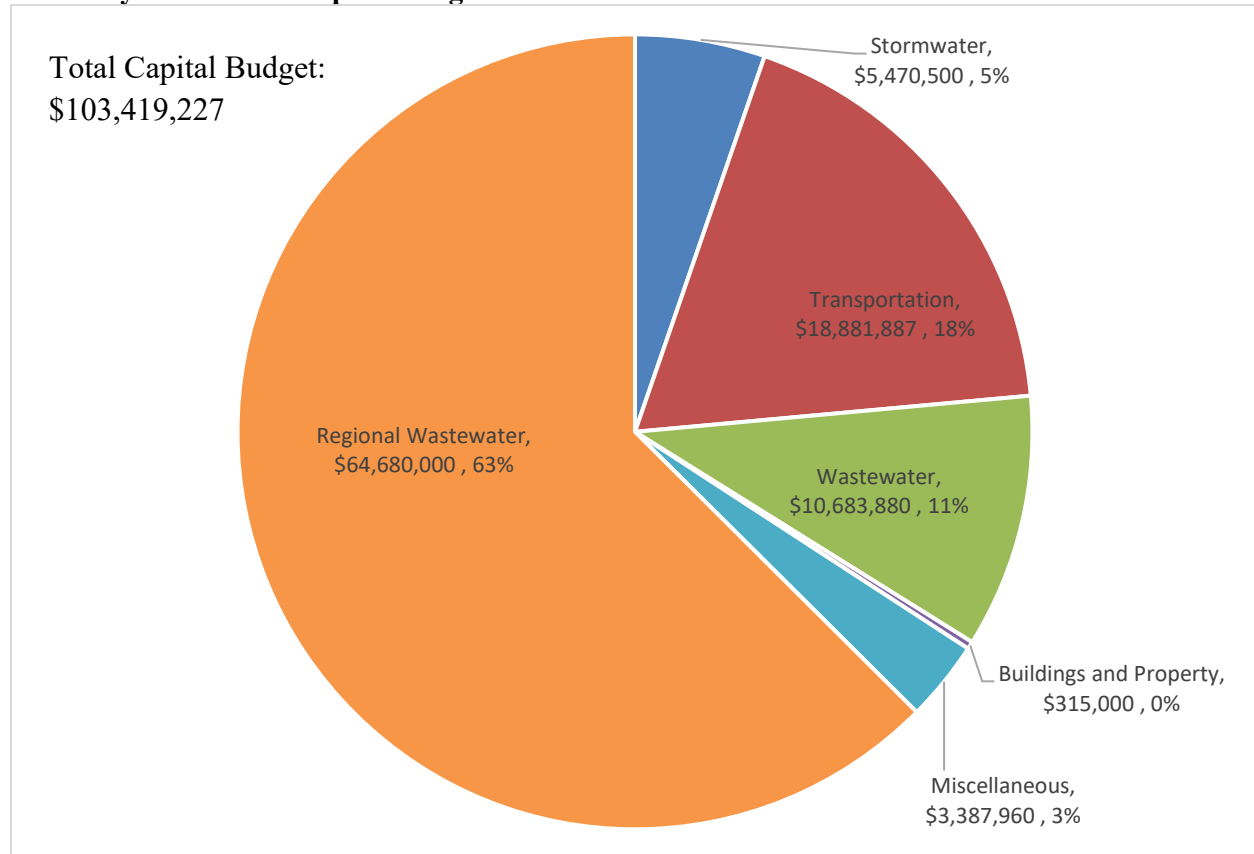
Operating Impact of the Capital Budget:

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

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

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

projects move from the CIP into the Capital Budget, they are reviewed to evaluate the impact on the appropriate operating fund budget.

Analysis of the local Springfield FY24 Capital Budget indicates that several of the proposed projects do not have a measurable operating impact. In many cases, these projects are planning activities, which do not result in additional infrastructure or equipment. The Capital Budget includes approximately $1.2 Million in the category of projects that have no significant operational impact. For example, projects that do not have any impact on the City's operational budget include expenditures to plan for future infrastructure needs through Master Plan updates, and to complete base map updating. A second category of capital projects that are not estimated to have operating impacts are those where the capital expenditure is designed to replace or upgrade existing systems. In many cases, there may be operating efficiencies or future cost avoidance that results from the improvements, but these impacts are not presently quantifiable and are believed to be marginal. Examples in this project category include preservation projects for streets, drainage, and sanitary sewers where the only operating impact is potential avoidance of future costs that might occur if repairs or replacement does not occur on a timely basis. Approximately $7.6 Million is budgeted for such projects. Projects such as the $3.5 Million budgeted for the 70th and 72nd 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 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 to the City after these projects are completed by developers and the infrastructure is donated to the City, the maintenance impact of the City participation portion of project costs is not calculated.

In dollar terms, the cost of capital projects expected to result in increased operating expenditures, excluding MWMC projects and dedicated reserves, totals approximately $12.1 Million. The increased 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 typically less than stated above.

CAPITAL BUDGET

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Capital Project Detail:

Transportation and Street Projects		FY23 Adopted	FY24 Proposed
P21137 2017 Traffic Sig Modernization	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.	**Total Project Budget**	**$ -**	**$ 80,946**
P21147 Filling the Gaps-SRTS	Storm Drainage Fund	$ 217,000	$ 151,302
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: $638,000.	**Total Project Budget**	**$ 217,000**	**$ 151,302**
P21151 Centennial Overlay Aspen to Prescott	Street Capital Fund	$ 230,000	$ -
Pavement preservation of approximately 2,600 ft. from Aspen Street east to Prescott Street. Project includes re-design and reconstruction of non-compliant ADA facilities to current standards. Project is funded through 2018 Street Bond funds.	**Total Project Budget**	**$ 230,000**	**$ -**
P21155 S. 28th St. Paving - CMAQ	Storm Drainage Fund	$ 1,214,000	$ 1,171,251
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 $2.6 million.	**Total Project Budget**	**$ 1,214,000**	**$ 1,171,251**
P21156 Mill Street Reconstruction	SDC Improvement (Transportation)	$ 15,000	$ 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 reoconstructed corridor will include ADA upgrades as weill as Bike and Pedestrian facilites per Springfield Transportation System Plan Project PB-20). Total Project budget including federal dollars is $5.5 million.	Sanitary Sewer Fund Storm Drainage Fund Street Capital Fund **Total Project Budget**	$ 200,000 $ 300,000 $ 50,000 **$ 565,000**	$ 200,000 $ 297,000 $ 45,097 **$ 557,097**
P21159 Virginia/Daisy Bikeway Phase 2	SDC Improvement (Transportation)	$ 604,000	$ 594,000
The City of Springfield partnered with the University of Oregon's 2011-2012 Sustainable City Year to plan Virginia/Daisy corridor bike boulevard improvements. Safety treatments along the entirety of the corridor include: increased signage to slow vehicles and identify the space as a bicycle boulevard, striping of bicycle lanes, sharrows, traffic calming infrastructure (e.g., bulbouts), and intersection treatments (e.g., mini-roundabouts). Phase 2 will include construction of a roundabout at the 42nd St./Daisy St. intersection. Total project budget including federal funding is $990,000.	**Total Project Budget**	**$ 604,000**	**$ 594,000**
P21176 Franklin OR225:end of City Jur	SEDA Glenwood Capital Projects	$ -	$ 56,191
NEPA analysis and horizontal layout for Franklin (Hwy 225).	**Total Project Budget**	**$ -**	**$ 56,191**
P21184 Q Street Recon - 5th to Pion PK	Street Capital Fund	$ 73,000	$ 73,000
Reconstruct Q Street from 5th Street west to Pioneer Parkway East including ADA	**Total Project Budget**	**$ 73,000**	**$ 73,000**

CAPITAL BUDGET

		FY23 Adopted	FY24 Proposed
Transportation and Street Projects, continued			
P21193 42nd St Mobility-Safety Improv	Street Capital Fund	$ -	$ 12,000,000
42nd St Mobility and Saftey Improvements: Upgrades to address safety and operations, in particular for feight accessing the OR 126 Expressway- Freight Route and OR 126B Main	**Total Project Budget**	**$ -**	**$ 12,000,000**
P21194 2023 Slurry Seal	Street Capital Fund	$ -	$ 234,000
2023 Slurry Seal on Local Streets, Joint Contract w/Lane County and City of Eugene.	**Total Project Budget**	**$ -**	**$ 234,000**
P21195 42nd Overlay IP to Marcola	Street Capital Fund	$ -	$ 1,650,000
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.	**Total Project Budget**	**$ -**	**$ 1,650,000**
P41049 West D St. Bike Improvements	Street Capital Fund	$ 39,100	$ 34,100
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.	**Total Project Budget**	**$ 39,100**	**$ 34,100**
P61003 ADA Transition Projects	SDC Reimbursement (Transportation)	$ -	$ 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	Street Capital Fund	$ 125,000	$ 175,000
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	**Total Project Budget**	**$ 125,000**	**$ 225,000**
P61007 Transportation Demand	SDC Improvement (Transportation)	$ 130,000	$ 140,000
The project includes match funding for other transportation options projects to enhance non-auto travel links in the community like the 60th and "E" Street multi-use path, park and ride facilities coordinated with transit stations, and other activities that promote non-single auto travel choices.	**Total Project Budget**	**$ 130,000**	**$ 140,000**
P61008 Traffic Control Projects	SDC Improvement (Transportation)	$ 485,000	$ 520,000
This project is for installation of new traffic signals and modification of existing signals or installation of roundabouts at various City intersections. Example intersections include: Thurston Rd. & 66th St., 42nd St. & Marcola Road, South 42nd & Daisy St., South 40th & Daisy St., and 28th St. & Centennial Blvd. Signal modifications may include changing phase order, adding overlaps, and other enhancements to safety or efficiency like improved pedestrian crossings. Various striping and signing improvements may also be implemented under the Traffic Control Projects. Funding is set aside in this program and as projects are identified that fit into this category they are given an individual account and at that time another source of funding will be identified to match the allowable SDC funds.	**Total Project Budget**	**$ 485,000**	**$ 520,000**
P61009 Gateway Traffic Improvements	SDC Improvement (Transportation)	$ 845,000	$ 1,070,000
Transportation improvements at various locations in the Gateway area to increase capacity, relieve congestion, and improve safety. Funding is set aside in this program and as projects are identified that fit into this category they are given an individual account and at that time another source of funding is identified to match the allowable SDC funds.	**Total Project Budget**	**$ 845,000**	**$ 1,070,000**
P61014 Street Preservation & Maint.	Street Capital Fund	$ 150,000	$ 300,000
Funds set aside in this ongoing programming are traditionally used for an annual slurry seal project on local/residential streets.	**Total Project Budget**	**$ 150,000**	**$ 300,000**
P61015 Regional ITS Communications	SDC Improvement (Transportation)	$ -	$ 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.	**Total Project Budget**	**$ -**	**$ 25,000**

Total Transportation and Street Capital Budget $4,677,100 $18,881,887

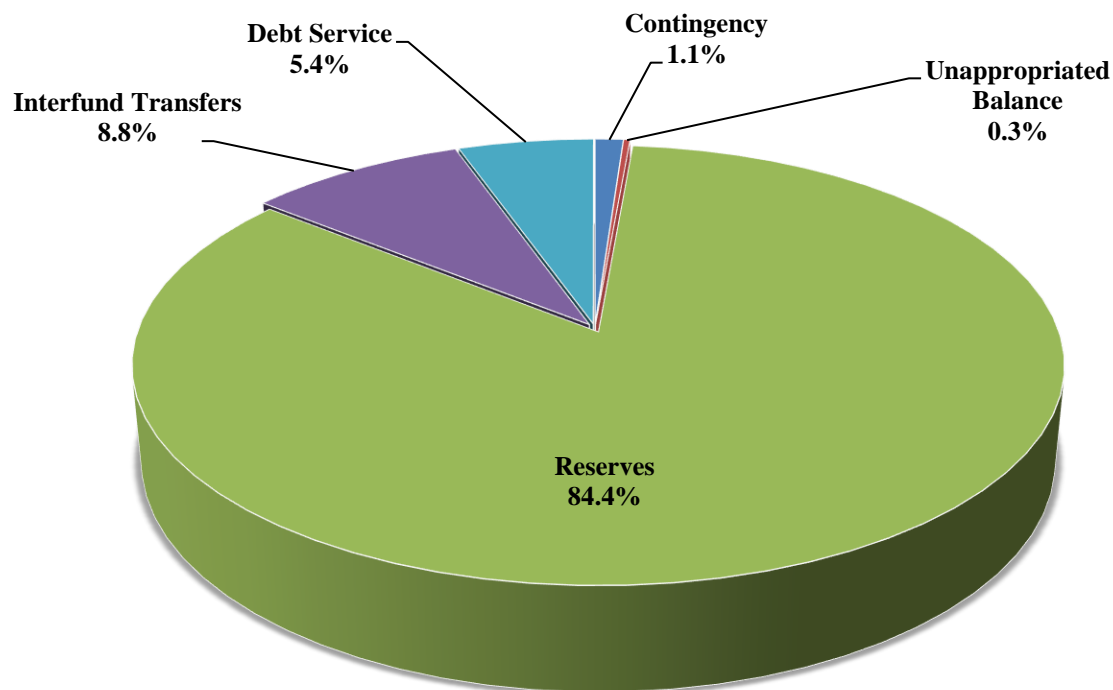# NON-DEPARTMENTAL BUDGET

NON-DEPARTMENTAL

Non-Departmental:

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

Total Non-Departmental

Categories	FY24 Proposed	
Contingency	2,155,000	1.1%
Unappropriated Balance	488,245	0.3%
Reserves	160,933,368	84.4%
Interfund Transfers	16,785,673	8.8%
Debt Service	10,392,211	5.4%
Total All Funds	**$ 190,754,497**	

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

	FY21 Adopted	FY22 Adopted	FY23 Amended	FY24 Proposed
100 General Fund	1,000,000	1,000,000	912,666	1,000,000
201 Street Fund	-	-	200,000	200,000
224 Building Code Fund	-	-	35,000	35,000
235 Fire Local Option Levy Fund	-	-	32,264	45,000
236 Police Local Option Levy Fund	-	-	150,000	150,000
611 Sanitary Sewer Fund	-	-	150,000	150,000
615 Ambulance Fund	-	-	91,892	150,000
617 Storm Drainage Fund	-	-	200,000	200,000
618 Booth-Kelly Fund	-	-	15,000	15,000
707 Insurance Fund	-	-	200,000	200,000
719 SDC Administration Fund	-	-	10,000	10,000
Total All Funds	**$ 1,000,000**	**$ 1,000,000**	**$ 1,996,822**	**$ 2,155,000**

Note: FY23 Amended as of March 13, 2023

NON-DEPARTMENTAL

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

	FY21 Adopted	FY22 Adopted	FY23 Amended	FY24 Proposed
306 Bond Sinking Fund	456,159	518,185	457,114	488,245
Total All Funds	**$ 456,159**	**$ 518,185**	**$ 457,114**	**$ 488,245**

Note: FY23 Amended as of March 13, 2023

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.

Total Summary by Funds

Fund	Account Object	FY21 Adopted	FY22 Adopted	FY23 Amended	FY24 Proposed
100 General Fund	930001 Reserves	2,931,484	4,330,981	3,508,323	4,833,653
	930005 Working Capital Reserve	4,500,000	4,500,000	4,500,000	4,500,000
100 General Fund Total		**7,431,484**	**8,830,981**	**8,008,323**	**9,333,653**
201 Street Fund	930004 Operating Reserve	1,410,332	2,888,060	2,174,475	2,733,206
201 Street Fund Total		**1,410,332**	**2,888,060**	**2,174,475**	**2,733,206**
204 Special Revenue Fund	930001 Reserves	165,991	193,268	155,664	772,426
	930011 Pol. Forfeit Res. Pre-12/06/00	17,586	189,057	100,979	311,263
	930018 Gifts & Mem Reserve	93,020	102,568	77,535	63,939
	930064 Police Forfeits Post 1/1/02	47,111	39,389	66,433	80,791
	930092 Technology Fee Reserve	695,032	609,603	821,879	870,969
	930116 State Marijuana Apportionment	639,254	323,636	636,900	719,997
	930122 American Recovery Plan Reserve	-	-	5,019,402	2,760,081
204 Special Revenue Fund Total		**1,657,994**	**1,457,521**	**6,878,792**	**5,579,466**
208 Transient Room Tax Fund	930003 Tourism Promotion Reserve	866,491	1,551,526	2,013,291	2,269,773
208 Transient Room Tax Fund Total		**866,491**	**1,551,526**	**2,013,291**	**2,269,773**
210 Community Development Fund	930002 CDBG Reserves	823,665	896,988	206,643	250,000
210 Community Development Fund Total		**823,665**	**896,988**	**206,643**	**250,000**
224 Building Code Fund	930004 Operating Reserve	3,017,754	3,150,541	3,993,274	4,210,958
224 Building Code Fund Total		**3,017,754**	**3,150,541**	**3,993,274**	**4,210,958**
235 Fire Local Option Levy Fund	930004 Operating Reserve	1,333,028	976,304	1,666,337	2,271,540
235 Fire Local Option Levy Fund Total		**1,333,028**	**976,304**	**1,666,337**	**2,271,540**
236 Police Local Option Levy Fund	930004 Operating Reserve	1,953,525	2,183,283	2,161,038	2,380,321
236 Police Local Option Levy Fund Total		**1,953,525**	**2,183,283**	**2,161,038**	**2,380,321**

NON-DEPARTMENTAL

Total Summary by Funds

Fund	Account Object	FY21 Adopted	FY22 Adopted	FY23 Amended	FY24 Proposed
305 Bancroft Redemption Fund	930038 Series 92-A Reserve	-	5,690	-	-
305 Bancroft Redemption Fund Total		**-**	**5,690**	**-**	**-**
419 Development Assessment Capital	930006 Assessment Srvc Reserve	42,875	37,050	61,719	63,520
	930013 Assmnts Finance Reserve	679,937	661,283	728,789	799,451
419 Development Assessment Capital Total		**722,812**	**698,333**	**790,508**	**862,971**
420 Development Projects Fund	930001 Reserves	3,849,456	4,335,333	4,196,431	5,185,187
	930086 Corporate Way Pond Rehab Res	35,200	35,200	35,200	35,200
420 Development Projects Fund Total		**3,884,656**	**4,370,533**	**4,231,631**	**5,220,387**
433 Reg. Wastewater Cap. Fd	930019 Equipment Replacement Reserve	13,866,952	13,559,629	12,237,619	12,716,372
	930034 Capital Reserve	46,201,945	45,240,999	14,333,740	23,285,831
	930048 SDC Reserve-reimbursement	1,900,214	1,576,200	2,113,403	2,297,336
	930049 SDC Reserve-Improvement	1,225,263	1,717,795	4,796,538	4,440,846
433 Reg. Wastewater Cap. Fd Total		**63,194,374**	**62,094,623**	**33,481,300**	**42,740,385**
434 Street Capital Fund	930034 Capital Reserve	4,330,505	2,699,187	2,285,883	44,729
	930048 SDC Reserve-reimbursement	266,451	153,971	592,549	361,860
	930049 SDC Reserve-Improvement	2,771,581	31,972	1,687,036	4,531,164
434 Street Capital Fund Total		**7,368,537**	**2,885,130**	**4,565,468**	**4,937,753**
611 Sanitary Sewer Fund	930025 Sanitary/Storm Capital Reserve	14,117,226	9,330,464	13,957,171	13,431,158
	930048 SDC Reserve-reimbursement	4,346,958	4,181,446	6,980,336	7,551,756
	930049 SDC Reserve-Improvement	1,838,632	1,453,737	2,204,543	2,156,186
	930051 Operating Reserve-sanitary	930,641	1,830,047	1,290,197	1,289,699
	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
611 Sanitary Sewer Fund Total		**23,308,457**	**18,870,694**	**26,507,247**	**26,503,799**
612 Regional Wastewater Fund	930004 Operating Reserve	4,215,639	3,124,598	5,545,996	4,144,782
	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	186,616	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
612 Regional Wastewater Fund Total		**10,802,255**	**9,711,214**	**11,995,996**	**10,594,782**
615 Ambulance Fund	930005 Working Capital Reserve	-	341,823	(75,469)	-
615 Ambulance Fund Total		**-**	**341,823**	**(75,469)**	**-**

Total Summary by Funds

Fund	Account Object	FY21 Adopted	FY22 Adopted	FY23 Amended	FY24 Proposed
617 Storm Drainage Fund	930025 Sanitary/Storm Capital Reserve	11,234,820	7,100,910	9,293,304	9,539,906
	930048 SDC Reserve-reimbursement	454,252	25,136	772,798	232,361
	930049 SDC Reserve-Improvement	1,480,498	71,200	1,898,573	2,086,670
	930050 Operating Reserve-drainage	2,146,771	2,264,642	2,886,981	2,431,678
	930052 Working Capital Reserve-drain	75,000	75,000	75,000	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	-	708,050	-	-
617 Storm Drainage Fund Total		**17,391,341**	**12,244,938**	**16,926,656**	**16,365,615**
618 Booth-Kelly Fund	930004 Operating Reserve	71,299	85,827	72,294	86,220
	930033 BK Renovate Reserve	905,204	1,040,326	666,482	241,148
	930056 Lease Income Reserve	207,790	183,065	228,491	249,190
618 Booth-Kelly Fund Total		**1,184,293**	**1,309,218**	**967,267**	**576,558**
629 Regional Fiber Consortium Fund	930004 Operating Reserve	454,345	343,083	476,313	412,105
629 Regional Fiber Consortium Fund Total		**454,345**	**343,083**	**476,313**	**412,105**
707 Insurance Fund	930009 Insurance Reserve	1,444,535	1,158,845	1,791,720	1,748,639
	930010 Workcomp Reserve	1,324,703	1,026,753	1,365,184	1,188,890
	930061 Benefits Reserve	(195,168)	99,679	(192,537)	133,812
	930114 SF Health Insur Reserve	5,519,804	4,248,389	6,376,545	8,141,942
	930118 PERS Side Account Reserve	2,552,808	2,529,377	2,399,912	3,054,426
707 Insurance Fund Total		**10,646,682**	**9,063,043**	**11,740,824**	**14,267,709**
713 Vehicle & Equipment Fund	930043 Telephone Lease Reserve	29,251	37,817	-	-
	930065 Computer Res. CMO	12,237	11,224	13,180	13,305
	930066 Computer Res Court	31,202	34,061	31,554	31,345
	930067 Computer Res HR	22,732	21,970	20,629	22,346
	930068 Computer Res Finance	9,405	4,813	8,235	8,822
	930069 Computer Res IT	395,662	420,277	187,258	169,173
	930070 Computer Res Fire	455,747	292,334	606,695	643,796
	930071 Computer Res Police	126,315	84,479	78,319	39,591
	930072 Computer Res Library	11,614	9,784	23,106	15,291
	930073 Computer Reserve PW	446,548	435,757	405,598	372,209
	930075 Veh & Eq. Reserve Fire	2,847,347	2,184,450	3,430,514	4,402,280
	930076 Veh & Eq. Res Police	499,824	521,079	531,942	284,081
	930077 Veh & Eq Reserve PW	2,401,774	3,649,525	2,539,001	2,125,561
	930085 Veh & Eq Res CMO	6,658	6,664	6,592	11,502
	930091 MS Ent. Charge Reserve	169,044	179,826	-	-
	930112 Lease Payment Reserve	-	86	-	-
	930117 Computer Res CAO	9,181	6,878	9,980	10,076
	930119 Building Capital Reserve	810,556	807,000	804,938	812,127
	930120 Shared IT Reserve	-	-	122,415	124,159
	930124 Public Safety System Res.	70,310	56,446	86,888	19,392
	930190 Fuel Reserve	20,644	(84,488)	27,769	28,269
	930126 Jail Security System Reserve	-	-	-	27,638
713 Vehicle & Equipment Fund Total		**8,376,051**	**8,679,982**	**8,934,613**	**9,160,963**

Total Summary by Funds

Fund	Account Object	FY21 Adopted	FY22 Adopted	FY23 Amended	FY24 Proposed
719 SDC Administration Fund	930004 Operating Reserve	224,205	163,272	484,624	261,424
719 SDC Administration Fund Total		**224,205**	**163,272**	**484,624**	**261,424**
Grand Total		**166,052,281**	**152,716,780**	**148,129,151**	**160,933,368**

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	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
100 General Fund	940201 XFR To Fund 201	472,950	489,350	471,000	495,000
	940204 XFR To Fund 204	6,000	5,616	1,000	493,418
	940419 XFR To Fund 419	56,312	56,312	56,312	56,312
	940420 XFR To Fund 420	-	100,000	-	-
	940434 Xfr to fund 434	-	-	401,339	-
	940615 XFR To Fund 615	701,556	-	325,066	50,767
	940713 XFR To Fund 713	-	400,000	-	-
100 General Fund Total		**1,236,818**	**1,051,278**	**1,254,717**	**1,095,497**
201 Street Fund	940434 Xfr to fund 434	150,000	150,000	150,000	150,000
201 Street Fund Total		**150,000**	**150,000**	**150,000**	**150,000**
204 Special Revenue Fund	940100 XFR To Fund 100	-	191,452	-	-
204 Special Revenue Fund Total		**-**	**191,452**	**-**	**-**
208 TRT Fund	940100 XFR To Fund 100	817,591	472,961	944,444	1,100,000
	940434 Xfr to fund 434	4,423	-	-	-
	940611 XFR To Fund 611	4,335	-	-	-
208 TRT Fund Total		**826,349**	**472,961**	**944,444**	**1,100,000**
420 Dev. Projects Fund	941230 Interfund Loan to Fund 230	1,300,000	400,000	-	-
420 Dev. Projects Fund Total		**1,300,000**	**400,000**	**-**	**-**
433 Reg. Wastewater Cap. Fd	940612 XFR To Fund 612	23,172	24,710	24,744	25,904
433 Reg. Wastewater Cap. Fd Total		**23,172**	**24,710**	**24,744**	**25,904**
612 Reg. Wastewater Fund	940433 Xfr to Fund 433	9,800,000	12,437,108	13,000,000	12,800,000
	940632 XFR To Fd 433 Eqp Replace	750,000	750,000	1,600,000	1,500,000
612 Reg. Wastewater Fund Total		**10,550,000**	**13,187,108**	**14,600,000**	**14,300,000**
618 Booth-Kelly Fund	940100 XFR To Fund 100	80,651	73,626	84,237	86,772
618 Booth-Kelly Fund Total		**80,651**	**73,626**	**84,237**	**86,772**

NON-DEPARTMENTAL

Total Summary by Funds

Fund	Account Object	FY21 Actuals	FY22 Actuals	FY23 Amended	FY24 Proposed
713 Vehicle & Equip. Fund	940204 XFR To Fund 204	-	-	36,500	-
713 Vehicle & Equip. Fund Total		**-**	**-**	**36,500**	**-**
236 Police Local Option Levy Fund	940713 XFR To Fund 713	-	-	-	27,500
236 Police Local Option Levy Fund Total		**-**	**-**	**-**	**27,500**
Grand Total		**$ 14,166,990**	**$ 15,551,135**	**$ 17,094,642**	**$ 16,785,673**

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

		FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
306 Bond Sinking Fund	961089 GO Bond 2016 series principal	1,570,000	1,625,000	1,695,000	1,765,000
	961093 GO Bond 2019 Principal Street	1,904,000	1,939,000	1,973,000	2,009,000
	965004 Interfund Loan Repayments	2,175,000	-	-	-
	966089 GO Bond 2016 Interest expense	405,000	342,200	277,200	209,405
	966093 GO Bond 2019 Interest Street	140,850	106,578	71,680	36,165
306 Bond Sinking Fund Total		**6,194,850**	**4,012,778**	**4,016,880**	**4,019,570**
611 Sanitary Sewer Fund	961090 Swr Rev Bond 17 principal	1,320,000	1,370,000	1,425,000	1,480,000
	966090 Swr Rev Bond 17 Interest exp	390,600	337,800	283,000	226,000
611 Sanitary Sewer Fund Total		**1,710,600**	**1,707,800**	**1,708,000**	**1,706,000**
612 Regional Wastewater Fund	961088 MWMC Rev Bond Principal 2016	3,090,000	3,245,000	3,410,000	3,590,000
	964015 SRF Loan R64841 Principal	145,759	-	-	-
	964016 SRF Loan R06648 Principal	100,000	100,000	100,000	100,000
	966088 MWMC Rev Bond Interest 2016	919,500	761,125	594,800	419,750
	967015 SRF Loan R64841 Interest	911	-	-	-
	967016 SRF Loan R06648 Interest	4,750	4,250	3,750	3,250
612 Regional Wastewater Fund Total		**4,260,920**	**4,110,375**	**4,108,550**	**4,113,000**
617 Storm Drainage Fund	961079 Fund Refunding Escrow	5,854,185	-	-	-
	961084 Drainage Rev bond principal	475,000	492,195	498,213	506,164
	966084 Drainage Rev Bond interest	143,190	59,446	53,505	47,477
617 Storm Drainage Fund Total		**6,472,375**	**551,641**	**551,718**	**553,641**
713 Vehicle & Equipment Fund	960001 Debt Service Interest	3,496	-	-	-
	960002 Debt Service Principal	150,386	-	-	-
713 Vehicle & Equipment Fund Total		**153,883**	**-**	**-**	**-**
Grand Total		**$ 18,792,628**	**$ 10,382,594**	**$ 10,385,148**	**$ 10,392,211**

NON-DEPARTMENTAL

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

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Proposed
617 Storm Drainage Fund	53,800	-	-	-
Total All Funds	**$ 53,800**	**$ -**	**$ -**	**$ -**

Note: FY23 Amended as of March 13, 2023

GLOSSARY

GLOSSARY

DESCRIPTION OF BUDGET TERMS

Accrual: An accounting method that records revenue and expenses when they are earned or incurred, regardless of when payment is received or made.

Ad Valorem Tax: A tax based on the assessed value of a property.

Adopted Budget: Is a financial plan which forms the basis and limits for appropriations and is adopted by the City Council.

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

Appropriation: Legal authorization granted by the City Council for spending a specific amount of money for a specific purpose during a specific period of time.

Assessed Valuation (AV): Is the value set on taxable property as a basis for levying property taxes.

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: An audit is an independent and systematic examination of an organization's financial records, transactions, operations, and controls to assess its compliance with laws, regulations, and internal policies.

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 Committee: Fiscal planning board of the City consisting of City Council members plus an equal number of lay members appointed by the Council.

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 the budget and the City's financial priorities for the next fiscal year; prepared by the City Manager

GLOSSARY

Budget Officer: Person appointed by the City Council to assemble the budget; 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.

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.)

Cash Basis: A basis of accounting under which transactions are recognized only when cash changes hands.

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.

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: A special appropriation set aside for unforeseen and unplanned expenses. 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.

GLOSSARY

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.

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: Funds that are usually self-supporting and are operated and financed in a manner that is similar to private business enterprises. Enterprise funds are usually financed through some type of user charges.

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

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: Twelve month period from July 1 to June 30 of the following year.

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

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 budgetary and accounting entity with balancing revenues and appropriations.

Fund Balance: Is the difference between a fund's resources and its requirements. 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

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: 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.

HOME: A grant supported program with the purpose of developing viable urban communities by providing decent, safe and affordable housing for persons of low income.

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.

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.

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".

Intergovernmental Revenue: Includes grants from federal, state and local governments as well as state cigarette and liquor taxes.

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.

GLOSSARY

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.

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.

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.

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.

GLOSSARY

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 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.)

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.

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.

GLOSSARY

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.

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.

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.

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: Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget may not increase the tax levy.

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.

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.

GLOSSARY

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"*.

GLOSSARY

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
CMO	City Manager's Office
CPI	Consumer Price Index
DARE	Drug Abuse Resistance Education
DEI	Diversity, Equity & Inclusion
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
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 Rave and Equity
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GRAC	Glenwood Redevelopment Advisory Committee
HAZ-MAT	Hazardous Materials
HOME	Home Investment Partnership Program
HR	Human Resources

GLOSSARY

HUD..Housing and Urban Development
ICMA.......................................International City Managers Association
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
ORS..Oregon Revised Statutes
OSPWF ....Oregon Special Public Works Fund
OTIA..Oregon Transportation Improvement Act
PS...Personal Services
P/T..Part-time position
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
TDD ....Telecommunications Device for the Deaf
UB..Unappropriated Balance
UEFB ....Unappropriated Ending Fund Balance

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	l005	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

Dept.	Number	Name	Description
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	l067	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.

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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.

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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.

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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.

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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	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. 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 or exhibits and programs; assisting with community outreach and publicity, fundraising, and approving Museum policies.
Library Services	1131	Library Operations	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. 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.
Library Services	1132	Library Collections	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.
Library Services	1133	Library Services	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.

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 Forensics	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.