

City Council Budget Workshop May 7, 2019



Proposed Annual Budget for
July 1, 2019 – June 30, 2020



Budget Workshop Schedule



1. Overview April 23
2. City Council Receives Budget April 26
3. Revenues April 30
4. Proposed Funding Priorities May 7
5. Proposed Funding Priorities Continued May 14
6. City Council First Reading May 20
7. City Council Second Reading June 3

Budget Workshop #3 May 7, 2019

Budget Workshop #3 provides a review of the City Manager's General Fund funding priorities for fiscal year 2019-2020 (July 1, 2019- June 30, 2020).



Today's Agenda:

Funding Priorities

1. Questions from the last meeting
2. General Fund funding priorities overview
3. Funding priorities by department

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Budget Workshop # 3

Questions from the Previous Meeting on Revenues:

How does property reassessments impact the property tax revenues and levy?

The State Auditor is required to review and approve all levies and determine that they meet the statutory test and the Constitutional Test or Hancock Amendment. These tests factor in growth in assessed value and the Consumer Price Index. After checking all relevant information, the State Auditor provides the City of Springfield with a statement showing the tax rate ceiling, which is the amount the levies cannot exceed without a vote of the people.

What are the General Fund forfeiture revenues? Forfeitures in the General Fund are from Municipal Court. These are relinquished bonds for failure to appear in court. Other forfeitures are received by Police for seized funds as a result of joint investigations with various federal partners. Per federal requirements those monies are tightly monitored and restricted as to their use.

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Questions from the Previous Meeting on Revenues:

Have we looked into electric vehicles?

- The Police Department has not explored electric police cars. Hybrids are now being made available for Police vehicles and will be considered as an option. They did explore CNG police cars a few years ago, but the additional cost without any significant tangible benefit did not warrant moving forward at that time.
- Public Works does have some hybrids that have performed well. The technology for electric cars is rapidly improving; this may be a viable option in just a few years for passenger vehicles. Some of the things which will need to be considered will be infrastructure for charging, training for mechanics to maintain and repair, limitations on range, and life cycle cost.

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Questions from the Previous Meeting on Revenues:

Are Gross Receipts Tax a pre-Hancock Amendment Tax? The Hancock Amendment was passed November 4, 1980. The telephone (telecommunication) 6% gross receipts tax was approved January 2, 1968 (City Code Sec. 70-452).

Are E-cigarettes included in the Cigarette Tax? Per the MO Department of Revenue: E-cigarettes, cartridges and kits are not taxed or regulated as tobacco products. These products are subject to state and local sales tax.

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Budget Workshop # 3

FY20 General Fund Proposed Appropriation Highlights:

- Ongoing total requests = \$5.6M (73% is proposed to be funded)
- One-time total requests = \$8.5M (13% is proposed to be funded)
- Additional one-time requests were approved for \$2.8M through FY18 Carryover.

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The proposed budget focuses on employee recruitment & retention, public safety, and fiscal sustainability.

FY20 Proposed Budget Priorities:

- 1. Employee Recruitment and Retention**
- 2. Public Safety**
- 3. Fiscal Sustainability**

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FY20 General Fund Priorities:

1.) Employee Recruitment and Retention

- Pay improvements for all employee groups
- Development opportunities
 - Funding career ladders
 - Professional training
 - In-house training opportunities
- Continued and progressive use of effective recruitment tools
 - Employee Referral Program
 - Police testing and relocation assistance

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FY20 General Fund Priorities:

2.) Public Safety

- Various Fire priorities
 - Funding a Firefighter position previously unfunded
 - Community Risk Reduction by funding Project Red Zone
 - Funding Sustainment items
- Police priority - Funding a grant support position
- Funding Dangerous Buildings Program of \$100,000 in ongoing funding
- Health – Animal Control Vehicle in ongoing funding

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FY20 General Fund Priorities:

3.) Fiscal Sustainability

- Balanced Budget
- Retain Aa1 Bond Rating
- Maintain 20% General Fund reserve balance

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3. **Funding priorities by department**

Building Development Services

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
BDS	2018 ICC Code Books	\$ 9,500				\$ 9,500
BDS	Professional Development: Situational Awareness, Verbal De-escalation	6,000				6,000
BDS	Safety Items: Hard Hats, Safety Glasses, Vests and Steel Toed Boots	2,000			5,000	7,000
BDS	Additional Contract Office Assistant		12,210			12,210
BDS	Demolition of Buildings		70,000		301,000	371,000
BDS	Other Professional Services (Dangerous Buildings)		30,000			30,000
BDS	Print Shop Charges: Posting forms and documents	2,500				2,500
BDS	Clothing Allowance: Departmental Shirts with City Logo	4,000			3,500	7,500
BDS	Membership Dues	1,200				1,200
BDS	Department Vehicles (20 vehicles)			158,000	123,000	281,000
BDS	Fuel Purchases for Department Vehicles	16,000				16,000
BDS	Service Center Charges for Department Vehicles	16,000				16,000
BDS	Non-Capital Computer Hardware (Tablets for Land Use Inspectors)	10,840				10,840
BDS	Weed and Nuisance Abatement subsidy				100,000	100,000
BDS Total		\$ 68,040	\$ 112,210	\$ 158,000	\$ 532,500	\$ 870,750

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Employee Recruitment and Retention
Public Safety
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City Attorney's Office

Department	Description	Proposed			Approved FY18	
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	Total Funded
City Attorney	Computer hardware upgrades / lease renewals	\$ 4,775				\$ 4,775
City Attorney	Requested Career Ladder (Established)		5,326			5,326
City Attorney	Requested Career Ladder (Established)		3,023			3,023
	City Attorney Total	\$ 4,775	\$ 8,349	\$ -	\$ -	\$ 13,124

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City Clerk's Office

Department	Description	Proposed			Approved FY18	
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	Total Funded
City Clerk	Requested Career Ladders and a Reclassification		19,860			19,860
City Clerk	Laserfiche software for City Wide Process Automation including Sunshine Requests (Requested by Human Resources also)		1,775	14,221		15,996
	City Clerk Total	\$ -	\$ 21,635	\$ 14,221	\$ -	\$ 35,856

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City Manager's Office

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
City Manager	Convert part-time contract to part-time FTE Administrative Assistant		\$ 1,242			\$ 1,242
City Manager	CAMP Program Supplies and Services	4,000				4,000
City Manager	2020 Intern Salary Expense			8,000		8,000
	City Manager Total	\$ 4,000	\$ 1,242	\$ 8,000	\$ -	\$ 13,242

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Finance

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Finance	Requested Reclassification		\$ 3,333			\$ 3,333
Finance	Accounting Division Equipment and Furniture	1,865				1,865
	Finance Total	\$ 1,865	\$ 3,333	\$ -	\$ -	\$ 5,198

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Fire

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Fire	Fund Firefighter Vacancy previously Unfunded		50,397			50,397
Fire	Community Risk Reduction: Project RED Zone			20,000		20,000
Fire	Turnout Gear Extractors				70,000	70,000
Fire	Breathing Air Program		15,000			15,000
Fire	Sustainment and Operation of Apparatus Fleet		12,500			12,500
Fire	Replacement of Portable Radios			100,000		100,000
Fire	Ventilation fans and rescue saws for fire operations				8,000	8,000
Fire	Requested Reclassification		3,330			3,330
Fire	Fire Annex Upgrades-Community Room and Training Space Improvements	45,000				45,000
	Fire Total	\$ 45,000	\$ 81,227	\$ 120,000	\$ 78,000	\$ 324,227

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Health

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Health	Facility grounds maintenance		\$ 2,500			\$ 2,500
Health	Replace animal control truck and carrier		45,000			45,000
Health	Interior Animal Shelter Surface rehabilitation				55,500	55,500
Health	Roadway repairs to Animal Shelter				10,000	10,000
	Health Total	\$ -	\$ 47,500	\$ -	\$ 65,500	\$ 113,000

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Human Resources

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Human Resources	Requested Career Ladders (Established)		\$ 2,168			\$ 2,168
Human Resources	Increase hours PT Human Resources Assistant		4,000			4,000
Human Resources	Executive Coaching		10,000			10,000
Human Resources	Police Recruitment & Relocation Assistance	20,000				20,000
Human Resources	Laserfiche software (Requested by City Clerk also)		680			680
Human Resources	Staff Training & Development		10,000			10,000
Human Resources	Cafeteria Plan Third Party Administrator		21,600			21,600
Human Resources	Cafeteria Plan Administration			20,000		20,000
Human Resources	Compensation Study			30,000	100,000	130,000
Human Resources Total		\$ 20,000	\$ 48,448	\$ 50,000	\$ 100,000	\$ 218,448

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Information Systems

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Information Systems	Continued INFOR phases				\$ 500,000	\$ 500,000
Information Systems	Maintenance Cost for Computer Systems		34,100			34,100
Information Systems	Project Dox Upgrades			60,000		60,000
Information Systems	INFOR Subscription fees (final half)		100,000			100,000
Information Systems Total		\$ -	\$ 134,100	\$ 60,000	\$ 500,000	\$ 694,100

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Municipal Court

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Municipal Court	Requested Career Ladders (Established)		\$ 6,411			\$ 6,411
Municipal Court	Vestibule repair and upgrade				41,000	41,000
Municipal Court	Overhire Computer System Administrator to implement new software			74,559		74,559
Municipal Court Total		\$ -	\$ 6,411	\$ 74,559	\$ 41,000	\$ 121,970

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Planning and Development

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Planning	Costs to implement IDEA Commons Project			\$ 69,750		\$ 69,750
Planning	Grants Administrator (85%) position	65,738				65,738
Planning	Professional Staff Development		13,500			13,500
Planning	Membership to SW MO Council of Governments		2,500			2,500
Planning	Replace (9) nine Planning and Zoning Commission iPad			2,970		2,970
Planning	Plotter Lease		1,680			1,680
Planning	Planning & Neighborhoods Printing / Postage		3,500			3,500
Planning	Great Neighborhoods Program		5,000			5,000
Planning	Rehabilitate the historic "Manor" into viable storage space	8,000				8,000
Planning Total		\$ 73,738	\$ 26,180	\$ 72,720	\$ -	\$ 172,638

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Police

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Police	Requested Career Ladder (Established)		6,050			\$ 6,050
Police	Grant support position: Accounting Clerk II	10,000	27,847			37,847
Police	SRT Gas Masks				25,000	25,000
Police	K9 Budget Additional Funding	15,000				15,000
Police	New Software for Background Investigators	15,925				15,925
Police Total		\$ 40,925	\$ 33,897	\$ -	\$ 25,000	\$ 99,822

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Public Information Office

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Public Information	Springfield Neighborhood News program			\$ 30,500		\$ 30,500
Public Information Total		\$ -	\$ -	\$ 30,500	\$ -	\$ 30,500

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Public Works

Department	Description	Proposed			Approved FY18	
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	Total Funded
Public Works	Requested Career Ladders (Established)		\$ 10,000			\$ 10,000
Public Works	Convert 3 existing contract positions to FTEs (Funded by the 1/4 Cent Capital Improvement Sales Tax)					-
Public Works	Service Center Labor Rate Adjustment	57,525	-			57,525
Public Works	Service Center Miscellaneous Shop Charge Adjustment to offset costs	12,765	18,700			31,465
Public Works	Service Center Diesel Markup Price Adjustment	1,244	6,300			7,544
Public Works	Building maintenance repair and preventative funding		115,000			115,000
Public Works	Annual Parking Lot Maintenance Program		190,000			190,000
Public Works	Maintenance of waterways and drainage easements (4 contract Maint. Workers)		190,000			190,000
Public Works	Floodway mowing - phased out from Level Property Tax funding		61,000			61,000
Public Works	Busch Building East side exterior envelope and main entrance renovation				350,000	350,000
Public Works	College Station and Heer's Parking Garage rehabilitation			310,000	512,000	822,000
Public Works	Boonville and Central parking lot repair after building demolitions			160,000		160,000
Public Works Total		\$ 71,534	\$ 591,000	\$ 470,000	\$ 862,000	\$ 1,994,534

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Workforce Development

Department	Description	Proposed			Approved FY18	
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	Total Funded
Workforce Development	MWA Contract April 19-June 19 Operating Costs				30,000	30,000
Workforce Development Total		\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000

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Other Requests

Department	Description	Proposed			Approved FY18	Total Funded
		Existing Resources	New Ongoing Resources	New One-Time Resources	Carryover One-Time	
Other Requests	Employee recruitment and retention initiatives		\$ 2,541,423			\$2,541,423
Other Requests	Airport route guarantee			15,000		15,000
Other Requests	MyCity Customer Service program-FTE requested and program supplies & services		98,000			98,000
Other Requests	Parks-Ice Park Cooling Tower				495,000	495,000
Other Requests	Parks-Founders Park Full Renovation				60,000	60,000
Other Requests	Risk Management/Parks Jordan Valley Park Fountain Vault Safety Issue				11,000	11,000
Non-Departmental Total		\$ -	\$ 2,639,424	\$ 15,000	\$ 566,000	\$3,220,424

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