

**CITY OF SPRINGFIELD
BUDGET COMMITTEE MEETING**

These meetings will be available via phone, internet using Zoom and in person. Members of the public wishing to attend these meetings electronically can call in or attend virtually by following the directions below. This information can also be found on the City's website

Tuesday, April 25th, 2023, 5:30 p.m.

**Registration Required:
From your computer, tablet or smartphone:
Zoom Webinar
Webinar ID: 842 8459 8942**

<https://us06web.zoom.us/j/84284598942>

**To dial in using your phone in listen only mode:
1 (971) 247-1195
Toll Free 1 (877) 853-5247
Oregon Relay/TTY: 711 or 800-735-1232**

Meeting Materials: <https://www.springfield-or.gov/city/finance/budget-committee-meetings-agendas/>

AGENDA

A.) BUDGET COMMITTEE ORIENTATION	Nathan Bell	25 minutes
INTERMISSION		5 minutes
B.) COMMITTEE OPENING REMARKS		10 minutes
1. Welcome from the Budget Committee Secretary	Darlene Raish	
2. Roll Call	Staff	
3. Election of Chairperson, Vice Chairperson and Secretary	Darlene Raish	
C.) STAFF OPENING REMARKS	Nancy Newton	20 minutes
1. Welcome from the City Manager		
2. Delivery of Budget Message		
D.) INTRODUCTION OF BUDGET	Nathan Bell	30 minutes
1. Budget Overview		
INTERMISSION		10 minutes
E.) QUESTIONS & DISCUSSION ON THE BUDGET		30 minutes
F.) BUSINESS FROM THE AUDIENCE		20 minutes
G.) ADJOURN		

ATTACHMENTS

Citywide Budget Overview

- 1) Budget Message
- 2) Budget Overview Memo
- 3) Overview Presentation
- 4) Budget Committee Bylaws and Charge

Department Operating Budgets

- 5) City Manager's Office Department Summary & Presentation
- 6) Development and Public Works Department Summary & Presentations
- 7) Capital Budget Summary
- 8) Finance Department Summary & Presentation
- 9) Fire & Life Safety Department Summary & Presentation
- 10) Human Resources Department Summary & Presentation
- 11) Information Technology Department Summary & Presentation
- 12) Legal Services Department Summary & Presentation
- 13) Library Department Summary & Presentation
- 14) Police Department Summary & Presentation

Appendix 1 – Expenditure Detail Reports

City Motions for Approval

- 15) City Motions Required for Approval of Proposed Budget

FY24 Proposed Budget Document

- 16) City of Springfield Proposed Budget Fiscal Year 2023/2024

METHODS FOR PUBLIC COMMENT

Citizen comments are normally scheduled under the agenda item “Business from the Audience” and are limited to three (3) minutes each. Multiple options will be provided for the public to ask questions and comment on the budget. Below are the methods which will be provided.

1.) Using Zoom Webinar participation functionality

Zoom Webinar software provides functionality for the organizer to allow attendees to speak during the meeting, provided the attendee is utilizing a computer or tablet with a microphone. During Business from the Audience, the meeting organizer will look for attendees to ‘raise their hand’ and will then unmute the attendees’ microphone, allowing them to provide comment or ask a question.

2.) Written email comment in advance of the meeting

Written comment may be received via email sent to Budget@Springfield-or.gov through 3:00 p.m. the day of the Budget Committee meeting. Written comment will be read by staff during the business from the audience section of the Budget Committee meeting and will be given a three minute time limit per submission. Responses must list the name and Ward of the individual providing the comment.

3.) Written comment provided by regular mail

Members of the public may send written comment by regular mail to: Finance Department, Attn: Neil Obringer, City of Springfield, 225 Fifth Street, Springfield, Oregon 97477. Written comment will be read by staff during the business from the audience section of the Budget Committee meeting and will be given a three minute time limit per submission. Responses must list the name and Ward of the individual providing the comment. In order for comment to be submitted items must be postmarked by May 3, 2023.

4.) Attend and provide comment in person at City Hall