

Department Overview

The City Manager’s Office (CMO) provides leadership and direction in executing the city-wide policies and objectives set forth by the Mayor and City Council. To achieve these goals, the office focuses on strategies that enhance customer service and operational efficiency, while supporting City Council activities, policy implementation, organizational oversight, economic development, community engagement, and fostering partnerships with local, state, and federal entities to secure vital funding and services for the City.

As the City’s chief administrative officer, the City Manager is responsible for advising the City Council on the services the City provides to the community, and ensuring the establishment of efficient and effective administrative processes for service delivery. Staff in the City Manager’s Office support the Mayor and City Council and handle a variety of essential functions, including city recorder



duties, economic development, legislative and intergovernmental relations, city elections, media relations, public outreach, and the management of boards, commissions, and committees. Additionally, the office oversees the City budget and staffing for the Springfield Economic Development Agency. The Assistant City Manager supervises the divisions of Development and Public Works.

Financial Summary by Object Level	FY23 Actuals	FY24 Actuals	FY25 Amended	FY26 Proposed
5 PERSONNEL SERVICES	1,375,920	1,314,388	1,428,488	1,456,766
6 MATERIALS & SERVICES	696,445	3,536,975	2,130,829	2,044,260
7 CAPITAL OUTLAY	-	1,692	-	-
Grand Total	\$ 2,072,365	\$ 4,853,054	\$ 3,559,317	\$ 3,501,026

Budget Summary – FY2026

Staffing

The City Manager’s Office consists of 8.0 full-time equivalents (FTEs).

Department Funding

The department is supported through multiple funds. The General Fund covers general oversight and city-wide services. The Transient Lodging Tax Fund supports tourism-related programs and staffing. Several Urban Renewal Funds support development initiatives in the Glenwood and Downtown urban renewal districts. Special Revenue Funds support fundraising for special projects, such as public art and events. Operational Funds, including the Street Fund, Building Code Fund, Sanitary Sewer Operations

Fund, Regional Wastewater Fund, and the Storm Drainage Operations Fund, reflect the Development and Public Works reporting structure to the Assistant City Manager.

Service Level Changes

The Economic Development Team will recruit and fill two existing positions. These positions are 1.0 FTE Legislative and Economic Development Analyst, and 1.0 FTE Urban Renewal Analyst.

Accomplishments – FY2025

- ✓ **American Rescue Plan Act (ARPA)** – Final implementation of Council-approved projects, including the relocation of the Library and City Manager's Office, and the Justice Center roof replacement. All ARPA funded projects are now complete.
- ✓ **Operations Improvements** – The following operational improvements were completed:
 - *Agenda Management Software* – To enhance workflow efficiency and accuracy, the City Manager's Office will procure city-wide software for agenda management.
 - *Oregon Short Session* – Staff monitored legislative bills affecting housing, economic development, public health, safety, and industrial development.
 - *Eugene-Springfield Fire Governance Review* – Continued collaboration with the City of Eugene on future fire governance strategies; next steps are in progress for FY26.
 - *Springfield Emergency Response Application (SERA)* – Developed a new GIS-based tool to visualize storm impacts at the ward and neighborhood levels following the January 2024 Ice Storm.
 - *Pioneer Parkway and Highway 126 Welcome Sign Replacement* – The City's Manager's Office oversaw the installation of a council-approved design after the previous sign was destroyed during the ice storm.

Initiatives – FY2026

- **Citywide Communications Task Force** – Launched to improve coordination across departments, including the Library, Museum, Police, Public Works, and CMO. Key improvements include the implementation of digital tools, such as Loomly, for content planning, standardization of press release templates and distribution schedules, enhanced collaboration on citywide events, including Veterans Day, Memorial Day, and the State of the City Address, and aligning messaging across platforms for clearer public communication.
- **Long-Term Budget Strategies** – The Mayor's Task Force is leading the next phase of strategic financial planning.
- **Housing Diversity Tax Exemption** – The Economic Development team supported the development of a proposed tax exemption to reinvest property tax dollars in housing creation, supporting economic growth and workforce housing.
- **Public Art and Infrastructure** – Complete Phase 2 of the Springfield Flame, pending site development in Gateway. The Ken Kesy Mural is scheduled for repair.
- **Economic Development and Land Use Planning** – A mapping value project will take place. Consultants will analyze property tax values to guide future development strategies.
- **Enhanced Outreach and Communication** – The City Manager's Office will continue to improve public engagement by:
 - Training staff to optimize advanced digital tools
 - Proactively monitoring community concerns and emerging issues



- Expanding engagement strategies to reach diverse audiences
- Strengthening crisis communication for rapid emergency response
- Increasing the use of video and visual storytelling to improve transparency and public engagement

Future Year Considerations – FY2027 → FY2029

- ‡ **Urban Renewal and Development** – Evaluating a potential third Urban Renewal District to support new construction and community housing goals.
- ‡ **City Council Support and Resources** – Improving council communication systems, meeting support, technology, and training.
- ‡ **Long-Term Fiscal Health** – Addressing structural imbalances in key funds, including the General Fund, Street Fund, and Ambulance Fund.
- ‡ **Public Engagement and Transparency** – Expanding initiatives to enhance community outreach, emergency communication, and public access to information.

	FY23	FY24	FY25	FY26
Financial Summary by Fund	Actuals	Actuals	Amended	Proposed
100 General Fund	1,470,433	1,444,849	1,897,609	1,877,832
201 Street Fund	33,741	40,311	59,960	61,708
204 Special Revenue Fund	240,725	2,993,487	1,014,110	11,110
208 Transient Room Tax Fund	171,326	171,094	247,571	1,058,387
224 Building Code Fund	12,135	12,847	24,111	25,032
611 Sanitary Sewer Fund	43,822	57,969	88,897	91,733
612 Regional Wastewater Fund	9,320	13,216	18,232	18,932
617 Storm Drainage Fund	43,892	58,354	89,158	91,994
618 Booth-Kelly Fund	46,971	60,928	119,669	264,299
Grand Total	\$ 2,072,365	\$ 4,853,054	\$ 3,559,317	\$ 3,501,026

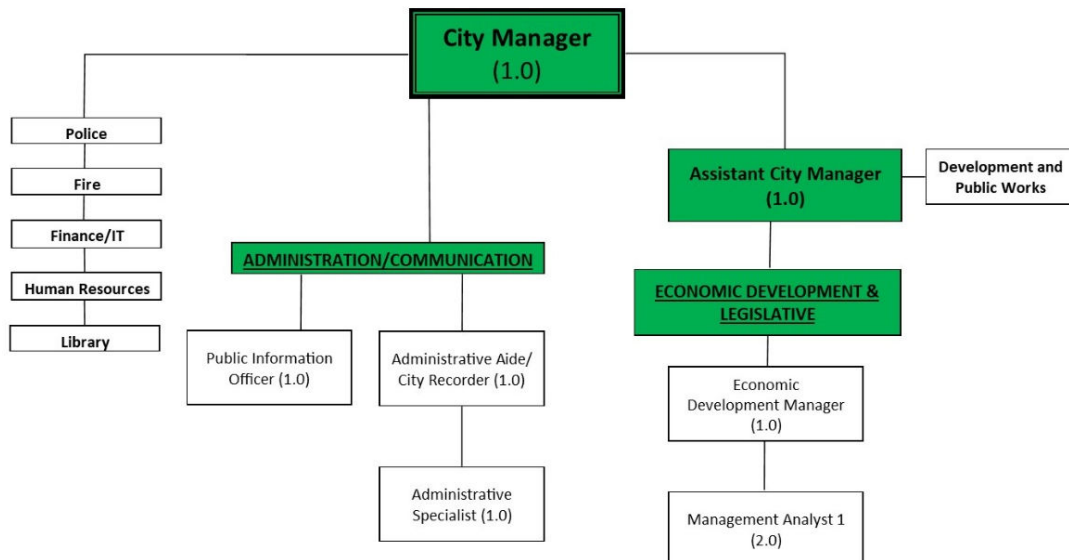


Financial Summary by Program	FY23 Actuals	FY24 Actuals	FY25 Amended	FY26 Proposed
1001 Legislative Support	-	-	54,333	73,281
1002 External Public Communication	108,608	82,481	290,242	251,035
1003 Community Event Coordination & Promotions	33,389	558	-	-
1004 Outside Agency Contracts	375,801	387,588	458,619	457,850
1005 Economic Development	166,023	156,356	268,460	282,198
1006 Economic Development Agency Funding	18,759	17,424	-	800,000
1007 Urban Renewal Management	1,333	7,104	-	-
1008 Enterprise Zone	21,581	21,649	-	-
1009 Transient Room Tax Management	70,906	78,387	140,220	146,731
1010 Downtown Parking Enforcement	-	130,728	133,477	-
1013 Intergovernmental and Legislative Management	148,991	152,237	153,639	212,036
1056 Regional Wastewater Administration	7,361	7,983	8,744	9,444
1144 Patrol - Sworn	7	-	-	-
7000 Department Administration	601,513	3,262,340	1,299,497	455,241
7001 Mayor & Council	172,579	178,791	208,784	201,636
7004 Intergovernmental Relations Management	20	93	-	-
7005 City-Wide Management & Oversight	259,198	285,776	423,633	347,274
7006 City-Wide Employee Communication	44,275	24,845	-	-
7007 Organizational Development	34,729	36,245	-	-
7902 Booth Kelly	7,295	13,814	119,669	264,299
8800 Capital Projects	-	8,655	-	-
Grand Total	\$ 2,072,365	\$ 4,853,054	\$ 3,559,317	\$ 3,501,026

Organizational Structure

City Manager's Office

8 FTE
FY2026





Summary of Full-Time Equivalents by Position	FY23 FTE	FY24 FTE	FY25 FTE	FY26 FTE
Admin Aide/City Recorder	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
CMO Analyst	1.00	1.00	-	-
Economic Development Mgr.	1.00	1.00	1.00	1.00
Legislative & EcDev Analyst	-	-	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Project Manager (ARPA)	1.00	1.00	0.50	-
Public Information Officer	1.00	1.00	1.00	1.00
Grand Total	9.00	9.00	8.50	8.00

Summary of Full-Time Equivalents by Fund	FY23 FTE	FY24 FTE	FY25 FTE	FY26 FTE
100 General Fund	6.25	6.25	6.45	6.55
201 Street Fund	0.10	0.10	0.10	0.10
204 Special Revenue Fund	1.40	1.40	0.70	-
208 Transient Lodging Tax Fund	0.45	0.45	0.45	0.45
224 Building Code Fund	0.05	0.05	0.05	0.05
611 Sanitary Sewer Fund	0.16	0.16	0.16	0.16
612 Regional Wastewater Fund	0.03	0.03	0.03	0.03
617 Storm Drainage Fund	0.16	0.16	0.16	0.16
618 Booth-Kelly Fund	0.40	0.40	0.40	0.50
Grand Total	9.00	9.00	8.50	8.00

Summary of Full-Time Equivalents by Program	FY23 FTE	FY24 FTE	FY25 FTE	FY26 FTE
1001 Legislative Support	-	-	0.40	0.50
1002 External Public Communication	0.78	0.78	0.78	0.78
1004 Outside Agency Contracts	0.35	0.35	0.35	0.35
1005 Economic Development	1.65	1.65	1.45	1.45
1009 Transient Room Tax Management	0.35	0.35	0.35	0.35
1013 Intergovernmental and Legislative Management	0.30	0.30	0.30	0.30
1056 Regional Wastewater Administration	0.03	0.03	0.03	0.03
7000 Department Administration	2.92	2.92	2.22	1.52
7001 Mayor & Council	0.85	0.85	0.85	0.85
7005 City-Wide Management & Oversight	1.37	1.37	1.37	1.37
7902 Booth Kelly	0.40	0.40	0.40	0.50
Grand Total	9.00	9.00	8.50	8.00



Performance Measures

Measure	FY25 Target	FY25 Est. Actual	FY26 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.	75%	20% (5 of 25 leases updated)	75%
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.			