



FOR IMMEDIATE RELEASE

February 9, 2016

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APPLICANTS SOUGHT FOR CITY BUDGET COMMITTEE

The City is seeking applications for three open positions on the Springfield Budget Committee. The deadline for submitting applications is **5:00 p.m., March 4, 2016**. Application forms are available in the City Manager's Office in City Hall, 225 Fifth Street, during regular business hours. Applicants are being sought to represent Wards 3, 5 and 6 where former committee members' terms expired or have resigned. Please visit <http://springfield-or.gov/council.htm> to see a Ward map.

Background: The Budget Committee reviews the City's financial plans and policies, including the annual budget. The 12 member Committee is comprised of the six elected City Councilors and six members from the community. Appointed by the City Council, each of the Committee's six community members must live in the ward they represent. Meetings are typically held between April and June, but the committee may also meet on an "as needed" basis.

One position is open to Ward 3 residents. The person appointed will serve a two-year term which will expire on December 31, 2017.

One position is open to Ward 5 residents. The person appointed will serve a three-year term which will expire on December 31, 2018.

One position is open to Ward 6 residents. The person appointed will serve a three-year term which will expire on December 31, 2018.

What: City accepting applications for three open positions on the City Budget Committee.

When: The deadline to apply is **5:00 p.m., March 4, 2016**

Where: Applications are available at City Hall in the City Manager's Office or by calling Paula Davis at 541-726-3698.



Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

2. What specific contribution do you hope to make?

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

Yes No

Comments: _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: _____ Date: _____

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477



City of Springfield
 225 Fifth Street
 Springfield, Oregon 97477
 Ph: (541)726-3705 Fax: (541)726-4614
 An Affirmative Action/Equal Opportunity Employer

Employee# _____
 Position # _____

NON-EMPLOYEE PROFILE

Request for Services

- VOLUNTEER
- TEEN VOLUNTEER
- INTERN / CONTRACTED LABOR

To be completed by **CANDIDATE** – All Information is **REQUIRED**

Full Legal Name: _____
 (First) (Middle) (Last)

Physical Address: _____
 (Street, Apt)

 (City) (State) (Zip)

DOB: _____

Preferred Phone #: _____ Cell Home

Type of Work:

Other Language(s) Spoken: _____ Willing to Translate? YES NO (High/Medium/Low)
 Language 1: _____ Speak? _____ Read? _____ Write? _____

Emergency Contacts – Please list in order of preference

Name / Relationship: _____	Name / Relationship: _____	Name / Relationship: _____
Primary Ph#: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Other	Primary Ph#: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Other	Primary Ph#: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Other
Alternate Ph#: _____	Alternate Ph#: _____	Alternate Ph#: _____
City, State _____	City, State _____	City, State _____

By signing, I authorize the City of Springfield to use and/or disclose the above information in the case of an emergency, accident or illness that affects me.

Candidate Signature: _____ **Date:** _____

INTERNSHIP ONLY

School/Organization Name: _____

Sponsor/Contact Name & Phone #: _____

Start & End Dates: _____

Department(s) of Interest

- City Manager's Office
- Finance
- Courts
- Information Technology
- Fire & Life Safety
- Police
- Library
- Development & PW
- Human Resources

To be completed by **FACILITATOR** **Assignment & Department/Duties:** _____

Facilitator Name: _____ **Start & End Dates:** _____

Ph Ext.: _____ **Staff Approving Time Card:** _____

Picture: Taken & Emailed Needed

Requested Access: Name Change Computer* Time Card Email Notify IT New Badge

Other: _____ Driving: _____

On Line Learning Center System Access Requested (Includes drivers Training Courses if applicable)

*When computer access is granted, volunteers and interns will receive access to the Volunteer Drive and an I:Drive.

Notes: _____

- Facilitator is responsible for ensuring candidate has read and signed the City Policy Acknowledgment page on their first day. Return signed page to Human Resources.
- Facilitator must contact Human Resources at the end of service to update personnel records.
- Facilitator is also responsible for the return of ID Badges to HR.

3. The Budget Committee meets on Tuesdays in April and May, generally for a total of four or five meetings. The meetings start at 5:30 or 6:00 and usually last three hours. There is occasionally a mid-year meeting in December or January. What are your time constraints and availability, which may affect service on the Budget Committee?

4. Please list current and past community groups you have been a member of.