

**CITY OF SPRINGFIELD  
BUDGET COMMITTEE MEETING**

Tuesday, May 7th, 2013, 6:15 p.m.  
Library Meeting Room, Springfield City Hall  
225 Fifth Street  
Springfield, Oregon

**AGENDA**

- A.) COMMITTEE OPENING REMARKS** 10 minutes
  - 1. Welcome from the Chair Chair Paul Selby
  - 2. Roll Call Staff
  
- B.) NEW BUSINESS**
  - Department presentations
  - 1. Human Resources Greta Utecht 30 minutes
  - 2. Finance Bob Duey 30 minutes
  
- BREAK** 15 minutes
  
- C.) NEW BUSINESS CONTINUED**
  - Department presentations
  - 1. Legal/Judicial Services Bob Duey 20 minutes
  - 2. Police Chief Lewis 40 minutes
  - 3. Capital Budget Jeff Paschall\Troy Mcallister
  
- D.) BUSINESS FROM THE AUDIENCE** 10 minutes
  
- E.) ANNOUNCE NEXT BUDGET COMMITTEE MEETING** Chair
  - 1. Tuesday, May 14, 2013 – 5:30 PM, Springfield City Hall – Library Meeting Room

**F.) ADJOURN**

Citizens’ comments are normally scheduled under the agenda item “Business from the Audience” and are limited to three (3) minutes each. All subsequent meetings will have time scheduled for citizen input and anyone wishing to make a longer presentation should contact the City Manager’s Office at 726-3700, so that the presentation can be included separately on the agenda.

**ATTACHMENTS**

- 1) May 7th, 2013 Agenda Memo

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**CITY OF SPRINGFIELD/FINANCE DEPARTMENT  
MEMORANDUM**

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**Date:** May 02, 2013  
**To:** Springfield Budget Committee Members  
**From:** Bob Duey

**Subject:** May 07, 2013 – First Budget Meeting for the Springfield Economic Development Agency and the Second Meeting of the Springfield Budget Committee

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In discussing the results from the first meeting, staff would like to compliment committee members on your quick engagement into the process at the first meeting. The interest level and knowledge behind the questions shows the benefit of having a committee of veterans back from previous years. We have worked hard for several months putting together the best possible proposed budget and welcome the opportunity to answer questions and, despite the economy, be able to show all the things that we are still able to accomplish.

The SEDA meeting is scheduled to begin at 5:30 pm with dinner being provided. Without planning for a break, we will be prepared to go right into the City Budget Committee meeting at approximately 6:15 pm.

The meeting of the SEDA Budget Committee is historically pretty short due to the limited resources available to the agency. SEDA is recognized as a separate agency from the City and must adhere to all the same budget requirements: including a budget message, a presented proposed budget and official action by the Budget Committee to approve a budget that will then be taken to SEDA for a public hearing and final adoption. We are not attempting to rush the process by scheduling only one meeting, for a limited time, but history tells us that process can be completed in this allotted time.

The original agenda for the meeting on May 7th includes presentations from our Human Resources, Finance (including Legal and Judicial) and Police Departments. To address the issue of the number of meetings that may be necessary to complete the Budget Committee work we are having the presentation for our Capital Projects budget that is currently scheduled for meeting #4 ready to go on Tuesday if the Committee wants to review it that evening.

The presentation material for HR, Finance and Police are behind the May 7<sup>th</sup> tab of your budget binders that was delivered as part of the main packet for last week's meeting. The presentation material for the capital projects program is behind the May 21st tab and is the last section in the presentation material for the Development & Public Works department.

If after this evenings meeting the schedule appears to still be on track for four meetings, we will continue to follow the original agenda that is the first page of the budget binder that was delivered for last week's meeting. If after our second meeting it looks as if the third meeting could be scheduled to have the Committee begin deliberations and possibly complete the process. That schedule would be:

**Tuesday, May 14th– 5:30 pm to 8:30 pm** (additional meeting can be scheduled if necessary)  
Business from the Audience  
City Manager's Office Presentation  
Outside Agency Presentations  
Development & Public Works Department

Budget Committee Meeting  
May 07, 2013

Staff Overview of Operating, Capital Projects and Non-Departmental Budgets  
Budget Committee Discussion on Deliberation Process  
Budget Committee Deliberations  
Budget Committee Approval of Budget (recommendation to City Council)

As always, if you have questions about the packets or you have questions about something you would like to address at the next meeting please contact myself at 541-726-3740/rduey@springfield-or.gov or Paula Davis at 541-726-3698/pldavis@springfield-or.gov. We will make every effort to get you an answer in a timely manner.