

## CITY OVERVIEW

### ***City Government Organization***

The City of Springfield, incorporated in 1885, is a home rule charter city. This charter is the basic law under which the City operates. Amendments to the charter can only be made by a vote of the people and can be placed on the ballot by the Council or by the voters through an initiative process. The City of Springfield has a Council-Manager form of government.

The **Mayor** is the formal representative of the City of Springfield and is elected to a four-year term by the voters at large on a non-partisan ballot. The Mayor presides over Council meetings and does not vote, except in the case of a tie. The Mayor can veto any Council decision, but a two-thirds vote of the Council can override the veto. As the chief elected officer, the Mayor is responsible for providing political and policy leadership for the community.

The six-member **City Council** sets overall City policy and goals. The City Council also makes laws, or ordinances, which govern the City of Springfield. Councilors are nominated from one of six wards and are elected at large for four-year staggered terms. Councilors are elected to represent citizens' interests on the Council. The Council takes official action at regular Council meetings which are open to the public. The Council supervises, and is responsible for selecting, the City Manager.

The **City Manager** supervises the operations of all City departments. City departments include the City Manager's Office, Development Services, Finance, Fire and Life Safety, Human Resources, Information Technology, Legal and Judicial Services, Library, Police and Public Works Departments. As chief administrator, the City Manager has no vote in the Council, but may take part in discussions of matters coming before the legislative body.

### ***Citizen Involvement***

Our citizens are the most important part of the City organization. City services are directed to meet the needs of the citizens. Public hearings are held so that citizens can contribute to the planning and budgeting process of the City. Citizens may express their concerns and requests to their representatives on the City Council, City Budget Committee and other City committees. Citizens are also encouraged to attend the various public hearings held regarding City actions. Notices of all City public hearings are published in the Public Notices section of the Register-Guard. Upcoming meeting agenda items are listed in the City Region section of the local newspapers.

Date	Time and Place	Agenda Items
Tuesday April 29, 2008	6:00 p.m. Library Meeting Room	<ul style="list-style-type: none"> <li>♦ Election of Officers</li> <li>♦ Presentation of FY09 Proposed Budget</li> <li>♦ Financial Overview</li> <li>♦ Public Hearing – State Shared Revenues</li> <li>♦ Departmental Presentations</li> </ul>
Tuesday May 6, 2008	6:00 p.m. Library Meeting Room	<ul style="list-style-type: none"> <li>♦ Public Comment</li> <li>♦ Outside Agencies Presentations</li> <li>♦ Transient Room Tax Recommended Projects</li> <li>♦ Departmental Presentations</li> </ul>
Tuesday May 13, 2008	5:30 p.m. Library Meeting Room	<ul style="list-style-type: none"> <li>♦ Presentation of SEDA Budget</li> <li>♦ Departmental Presentation</li> <li>♦ Presentation of Capital Budget</li> <li>♦ Deliberation on Outstanding Issues</li> <li>♦ Public Hearing and Council Adoption of FY09 Annual Budget</li> </ul>

## ***City Services***

Under the direction of the City Manager, nine departments and one service area provide services to the citizens of Springfield: City Manager's Office, Development Services, Finance, Fire and Life Safety, Human Resources, Information Technology, Legal and Judicial Services, Library, Police and Public Works Departments.

The **City Manager's Office** is responsible for directing and coordinating the work plans of all City Departments in conformance with the goals and objectives established by the Mayor and City Council.

The **Development Services Department** provides urban planning services to the community, mandates building permitting and inspection, responds to property nuisance complaints and manages City-owned real estate.

The **Finance Department** provides financial management services to all City Departments, the City Council, Budget Committee, the Metropolitan Wastewater Management Commission, the Regional Fiber Consortium, and the Springfield Economic Development Agency.

The **Fire and Life Safety Department** acts as first responder in medical and fire-related emergencies, reviews buildings and construction plans to ensure fire safety, and provides FireMed and ambulance billing services for many different agencies.

The **Human Resources Department** serves other City Departments by providing technical advice, service, leadership, and training for issues related to the City's work force.

The **Information Technology Department** is responsible for the purchasing, repair and maintenance of the City's telecommunications and computer networks and systems.

The **Legal and Judicial Service Area** is responsible for functions provided by the City Attorney, the City Prosecutor and the Municipal Court.

The **Library Department** provides a wide range of informational, educational, cultural and recreational materials to more than 20,000 patrons in our community.

The **Police Department** responds to the emergency and law enforcement needs of the community through response to calls for service, police patrols, traffic law enforcement, and investigation of crimes.

The **Public Works Department** plans, designs, constructs, operates, and maintains public improvements, facilities and equipment owned by the City and the public.

Please refer to the Operating Budget section of this document for more detailed information about the departments and service area listed above.

## ***City Services***

**Purpose of an Annual Budget** – The budget represents the financial plan of the City. It is a policy tool for the Mayor and City Council to express the targets and priorities for the next fiscal year and an implementation tool that translates the targets into action plans which are reflected in each program's goals, objectives and performance measures.

The budget serves other functions as well. It is a financial tool which enables the City to allocate its resources. As a public document, it is a tool for elected officials and administrators to communicate decisions to the citizens and staff. As a decision-making document, staff uses the budget both as an accounting tool to ensure financial integrity and a management auditing tool to measure performance.

**Budget Process Overview** – Oregon's local budget law, as set forth in Chapter 294 of the Oregon Revised Statutes, requires local governments to prepare and adopt an annual budget. The law establishes standard procedures for preparing, presenting, and administering the budget. The law requires citizen involvement in the preparation of the budget and public disclosure of the budget before final adoption.

**Preparation** – The City of Springfield operates on a fiscal year calendar (July 1 to June 30 of the following year). Preparation of the City budget usually begins in January by projecting annual resources and requirements for the coming fiscal year. Resources include revenues received in the current fiscal year, such as property tax receipts, user fees, grants and inter-governmental revenues, as well as reserves and working capital carried forward from the previous fiscal year. Requirements include wages, materials

and services and other known costs. This comparison of resources and requirements establishes the context in which the Budget Committee provides policy direction for the preparation of the budget.

Before City staff begin preparing the budget for the upcoming fiscal year, the Budget Committee is asked to establish general guidelines that will govern the preparation process. After the Budget Committee approves the guidelines, staff prepares a proposed budget which the City manager presents to the Budget Committee, usually in April.

The Budget Committee, consisting of the City Council and an equal number of citizens, reviews and revises the budget during a series of meetings in April and May. After the Budget Committee approves the budget, it is forwarded to the City Council for final adoption, usually in late June. A summary of the budget is published in the local newspaper prior to a City Council public hearing. The City Council has final authority to adopt or change the budget. If a change occurs during the review and adoption of the budget (after the public notice of the budget) increasing the property tax levy or increasing expenditures in any fund by more than 10%, the budget must be referred back to the Budget Committee.

### ***City of Springfield Annual Budget Process and Timeline***

A summary of the City's annual budget process timeline is as follows:

#### **December 2007**

- ♦ The citizen members of the City of Springfield Budget Committee are appointed by Council.
- ♦ The City of Springfield Five-Year Capital Improvement Program update begins.
- ♦ Springfield City Council adopts goals for the next fiscal year.
- ♦ The Budget Committee meets to provide guidance to City Manager.

#### **January – March 2008**

- ♦ The City Council adopts the Five Year Capital Improvement Program.
- ♦ The City Council reviews the Community Development Block Grant projects for budget preparation.
- ♦ The City Manager prepares the recommended FY09 Proposed Budget for consideration of the Budget Committee.

#### **April – May 2008**

- ♦ The City Manager's budget message and the Proposed Budget are presented to the Budget Committee.
- ♦ The Budget Committee meets and deliberates on the Proposed Budget.

### **May 2008**

- ♦ The Budget Committee recommends its FY09 Approved Budget to the City Council.

### **June 2008**

- ♦ The City Council holds hearings and adopts the FY09 Annual Budget.

### **July 2008**

- ♦ The FY09 Adopted Budget is implemented and Tax Levy certified.

### ***Adjusting the Adopted Budget***

The budget may be amended during the fiscal year. Amending a budget means that the original resolution adopted by Council will be changed based on updated information and/or unanticipated revenues or expenditures occurring after the adoption. Changes to the original resolution that alter legal spending levels must be approved by the City Council before any action can occur. Changes to the resolution are processed through supplemental budget action.

A supplemental budget must be prepared and adopted before any expenditures are made in excess of a department's legal budget appropriation. Regardless of the magnitude of the budget change, the City of Springfield holds a public hearing before adopting any supplemental budget changes.

Notices of all budget hearings are published in the Register Guard using guidelines in the Oregon Budget Law manual. Public hearings are also held on the possible use of State Revenue Sharing funds.

## CITY OVERVIEW - Continued

### FY09 Adopted Budget

#### Total Operating Budget and Debt Service - Last Four Fiscal Years

Budget Data	Actual FY06	Actual FY07	Amended FY08*	Adopted FY09
<b>Operating Budget - All Funds</b>	<b>\$ 62,626,657</b>	<b>\$ 67,516,204</b>	<b>\$ 78,348,449</b>	<b>\$ 77,519,518</b>
Cost per Capita	\$ 1,121.24	\$ 1,183.15	\$ 1,366.86	\$ 1,332.41
% Change (cost per capita)		5.5%	15.5%	-2.5%
<b>Debt Service *</b>	<b>\$ 957,618</b>	<b>\$ 1,671,951</b>	<b>\$ 3,222,729</b>	<b>\$ 3,223,118</b>
Cost per Capita	\$ 17.14	\$ 29.30	\$ 56.22	\$ 55.40
% Change (cost per capita)		70.9%	91.9%	-1.5%
<b>Population</b>	<b>55,855</b>	<b>57,065</b>	<b>57,320</b>	<b>58,180</b>

\* Tax-supported

#### Total Operating Revenue by Source - Last Four Fiscal Years

Source	Actual FY06	Actual FY07	Amended FY08*	Adopted FY09
Taxes	\$ 19,817,297	\$ 21,004,680	\$ 21,868,057	\$ 27,024,238
Licenses and Permits	6,753,675	6,704,605	6,193,445	5,577,225
Intergovernmental	9,295,108	10,514,282	10,603,715	10,202,339
Charges for Service	37,916,496	43,081,660	41,420,100	46,615,176
Fines and Forfeitures	1,060,399	1,172,783	1,110,900	1,308,193
Use of Money and Property	3,019,674	7,977,872	6,013,868	6,206,803
Special Assessments	1,692,859	521,770	9,630,000	5,926,382
Miscellaneous Receipts	559,604	1,032,690	1,143,646	995,820
Other Financing Sources	46,341,190	102,861,804	124,922,070	141,628,129
Cash Carry-Over	<u>76,450,072</u>	<u>84,357,363</u>	<u>161,398,385</u>	<u>122,824,565</u>
<b>Total</b>	<b>\$202,906,373</b>	<b>\$279,229,509</b>	<b>\$384,304,186</b>	<b>\$368,308,870</b>

#### Staffing Summaries Citywide Full-Time Authorized Positions - Last Four Years

Source	Actual FY06	Actual FY07	Amended FY08*	Adopted FY09
Total Personnel (FTE)	412.70	420.75	439.25	449.45
Employees/1,000 Population	7.39	7.37	7.66	7.73
% Change in Emp/1,000 Population		-0.21%	3.93%	0.81%

\* Amended as of June 16, 2008