



Eugene City Council

500 E 4th Ave., Suite 302
Eugene, OR 97401
541-682-5010 • 541-682-5414 Fax
www.eugene-or.gov

EUGENE CITY COUNCIL AGENDA

April 28, 2025

7:30 p.m. CITY COUNCIL MEETING

City Council meetings are held in a hybrid format using in person and virtual meeting technology. Information about online or other options for access and participation will be available at <https://www.eugene-or.gov/3360/Webcasts-and-Meeting-Materials>

Meeting of April 28, 2025;

Her Honor Mayor Kaarin Knudson Presiding

Councilors

Greg Evans, President
Alan Zelenka
Randy Groves
Matt Keating

Lyndsie Leech, Vice President
Jennifer Yeh
Mike Clark
Eliza Kashinsky

7:30 p.m. CITY COUNCIL MEETING

1. COMMITTEE REPORTS AND ITEMS OF INTEREST

2. CONSENT CALENDAR 1

A. Approval of City Council Minutes

- February 24, 2025 Work Session
- March 10, 2025 Work Session
- March 10, 2025 Meeting
- April 9, 2025 Work Session

B. Approval of City Council Tentative Agenda

C. Authorizing the City Manager to Execute Contracts to Take on Debt for a Clean Water State Revolving Fund Loan

3. ACTION: An Ordinance Adopting Hazardous Substance User Fees

4. PUBLIC COMMENT

The Eugene City Council welcomes your interest in these agenda items. This meeting location is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact the receptionist at 541-682-5010. City Council meetings are telecast live on Metro Television, Comcast channel 21, and rebroadcast later in the week.

El consejo de la Ciudad de Eugene agradece su interés en estos asuntos de la agenda. El lugar de la reunión tiene acceso para sillas de ruedas. Se puede proveer a un intérprete para las personas con discapacidad auditiva si avisa con 48 horas de anticipación. También se puede proveer interpretación para español si avisa con 48 horas de anticipación. Para reservar estos servicios llame al 541-682-5010. Las reuniones del consejo de la ciudad se transmiten en vivo por Metro Television, Canal 21 de Comcast y son retransmitidas durante la semana.

For more information, contact the Council Coordinator at 541-682-5010,
or visit us online at www.eugene-or.gov.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Committee Reports and Items of Interest

Meeting Date: April 28, 2025
Department: Central Services
www.eugene-or.gov

Agenda Item Number:1
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-5042

ISSUE STATEMENT

This portion of the agenda provides an opportunity for the Mayor and councilors to raise issues, present ad hoc, options, introduce resolution and report on committee activities and actions. The time allotted for “Items” is subject to change to accommodate emerging needs.

BACKGROUND

In the Council Operating Agreements adopted on October 23, 2023 (Resolution 5387) Council agreed that at work sessions meetings on the second and fourth Mondays of each month, the first item on the agenda shall be “Committee Reports and Items of Interest from Mayor, City Council and City Manager”.

CITY MANAGER’S RECOMMENDATION

This is an information item only.

ATTACHMENTS

None.

FOR MORE INFORMATION

Staff Contact: Sara McKinney, Deputy City Recorder
Telephone: 541-682-5042
Staff E-Mail: smckinney@eugene-or.gov

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of City Council Minutes

Meeting Date: April 28, 2025
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2A
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-5042

ISSUE STATEMENT

This is a routine item to approve City Council minutes.

BACKGROUND

Per City Council Operating Agreements, written minutes shall be taken for all City Council meetings in accordance with the Oregon Attorney General's Public Records and Meetings Manual. The minutes must give a true reflection of the matters discussed but need not be a full transcript, verbatim or recording.

As a matter of courtesy and efficiency a councilor should notify the Mayor and other councilors that they intend to propose an amendment to the minutes and should propose replacement text in advance of the meeting at which those minutes are scheduled to be approved. If the proposed amendment is a simple factual, grammatical, or spelling correction, the amendment may be proposed without consulting the minutes recorder. If the proposed amendment is substantive in nature or seeks to clarify the speaker's intent, the councilor should notify the minutes recorder and request verification of the proposed amendment.

SUGGESTED MOTION

Move to approve the minutes for the meetings and work sessions on February 24, 2025, March 10, 2025 and April 9, 2025.

ATTACHMENTS

- A. February 24, 2025 Work Session
- B. March 10, 2025 Work Session
- C. March 10, 2025 Meeting
- D. April 9, 2025 Work Session

FOR MORE INFORMATION

Staff Contact: Sara McKinney, Deputy City Recorder

Telephone: 541-682-5042

Staff E-Mail: smckinney@eugene-or.gov

MINUTES**Eugene City Council Meeting
Eugene, Oregon 97401****February 24, 2025
7:30 p.m.**

Councilors Present: Eliza Kashinsky, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Lyndsie Leech, and Randy Groves

Mayor Knudson opened the February 24, 2025, meeting of the Eugene City Council in hybrid in-person and virtual format at 500 E. 4th Avenue, Eugene, OR 97401, North Building.

1. COMMITTEE REPORTS AND ITEMS OF INTEREST

- Councilor Keating – noted the recent passing of his dog, Vegas; encouraged the community to adopt a pet.

2. CONSENT CALENDAR 1**A. Approval of City Council Minutes**

- December 9, 2024 Work Session
- February 18, 2025 Public Hearing

B. Approval of City Council Tentative Agenda

MOTION: Councilor Evans, seconded by Councilor Leech, moved to approve the items on Consent Calendar 1.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, and Groves.

OPPOSED: None.

3. CONSENT CALENDAR 2**A. A Resolution Requesting That Jurisdiction Over Portions Of County Road Nos. 113, 2249, 1080, 1226, 1008, 1072, 1413, 18, 644, And Wilkes Drive Be Transferred To The City Of Eugene.**

MOTION: Councilor Evans, seconded by Councilor Leech, moved to approve the items on Consent Calendar 2.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, and Groves.

OPPOSED: None.

4. ACTION: An Ordinance Extending The Sunset Date Of Ordinance No. 20701 (Temporary Establishment Of “Safe Parking” And “Safe Tent” Sites That Are Larger Than Allowed Under Section 4.816 Of The Eugene Code, 1971).

City Manager, Sarah Medary, introduced the topic and provided background information.

MAIN MOTION: Councilor Evans, seconded by Councilor Leech, moved to adopt an Ordinance Extending the Sunset Date of Ordinance No. 20701 (Temporary Establishment of “Safe Parking” and “Safe Tent” Sites that are Larger than Allowed Under Section 4.816 of the Eugene Code, 1971).

Council Discussion:

- Councilor Keating – asked why the sunset date was set for one year out as opposed to two to five years.
- Councilor Kashinsky – stated her intent to make a motion extending the sunset date; noted the ordinance does not commit funds to the sites, it only provides the legal permitting infrastructure needed to continue the sites; stated her proposed motion will save time.
- Councilor Clark – stated he will vote against the amendment; stated extending the motion extends the expectation the policy will be continued whether there is available funding.
- Councilor Leech – asked if amending the ordinance will require another hearing.
- Councilor Groves – asked if the amendment obligates the City to spend any funds.

MOTION TO AMEND: Councilor Kashinsky, seconded by Councilor Keating, moved to amend recital D and Section 1 to extend the sunset date by three years, making the extended sunset date June 30, 2028.

VOTE ON MOTION TO AMEND: 7:1 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Evans, Leech, and Groves.

OPPOSED: Clark.

VOTE ON MAIN MOTION AS AMENDED: 7:1 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Evans, Leech, and Groves.

OPPOSED: Clark.

5. ACTION: An Ordinance Concerning State Traffic Laws; Amending Section 5.005 of the Eugene Code, 1971; and Providing an Immediate Effective Date.

City Manager, Sarah Medary, introduced the topic and provided background information.

MOTION: Councilor Evans, seconded by Councilor Leech, moved to adopt An Ordinance Concerning State Traffic Laws; Amending Section 5.005 of the Eugene Code, 1971; and Providing an Immediate Effective Date.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, and Groves.

OPPOSED: None.

6. PUBLIC COMMENT

1. Lin Woodrich – spoke in favor of a police substation in the Bethel area; spoke against a fuel storage facility in the Trainsong neighborhood.
2. Rich Locke – spoke against the fire service fee.
3. Danny Patch – spoke against the fire service fee.
4. Josh Easterlund – spoke in favor of legalizing psychedelics.
5. David Igl – spoke about local historical figures.
6. Misty Bowman – spoke in favor of addressing light pollution.
7. Seth Sadofsky – spoke about the importance of sidewalk safety.
8. Athena Aguiar – spoke in favor of taxing large corporations.

Council Discussion:

- Councilor Zelenka – spoke about the transparent process to purchase the new City Hall building; stated the City Manager deserves credit for her effective negotiation and leadership.
- Councilor Yeh – stated City staff are honest and hard-working; stated differing opinions are healthy in decision-making; expressed strong support for the City Manager.
- Councilor Clark – noted his agreement that the purchase of the new City Hall building was a transparent process; stated his confidence in the City Manager's integrity and professionalism.

Mayor Knudson adjourned the meeting at 8:12 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)

Link to the webcast of this City Council meeting [here](#).

MINUTES

**Eugene City Council
Work Session
Eugene, Oregon 97401**

**March 10, 2025
5:30 p.m.**

Councilors Present: Eliza Kashinsky, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Lyndsie Leech, and Randy Groves

Mayor Knudson opened the March 10, 2025, work session of the Eugene City Council in hybrid in-person and virtual format at 500 E. 4th Avenue, Eugene, OR 97401, North Building.

1. WORK SESSION AND POSSIBLE ACTION: MUPTE Applications – Riverfront Parcels 9A and 10A

City Manager Sarah Medary introduced Dylan Huber-Heidorn, Development Analyst, Will Dowdy, Community Development Director, and Anne Fifield, Economic Development Section Manager, to present on the two proposed Multiple-Unit Property Tax Exemptions (MUPTE) for Downtown Riverfront Parcel 9A and Parcel 10A.

Councilor Discussion:

- Councilor Groves – asked about the effects of recent national natural disasters on the price of building materials; asked how many new projects were built during the time the MUPTE was suspended; stated the tax exemption does not reduce existing revenues; clarified the project will provide significant tax revenue when it does come to the tax rolls.
- Councilor Kashinsky – asked about the factors affecting the scale of the development; noted the banks determined the financial feasibility of the project.
- Councilor Zelenka – noted enthusiasm for the increase in projects in downtown; stated his support for the use of MUPTE's for affordable housing projects; asked about the utilities for the building's amenities; asked if there are setbacks around the buildings for landscaping; asked if it has ever been shown that a property receiving a MUPTE could have been built without the subsidy.
- Councilor Clark – noted the historical underutilization of the riverfront area; expressed gratitude for staff efforts to revitalize it; noted the long-term tax base benefits of the project; stated his support for the MUPTE.
- Councilor Groves – asked if Council only received MUPTE applications for projects that would not pencil out without the subsidy; asked if the projects being considered today would be financially feasible without a MUPTE.
- Mayor Knudson – noted the quality of the construction work; stated the benefits of adding shading and vegetation around the buildings; asked about the height

of the first floor as compared to other nearby buildings; noted the long-term tax benefit to these projects moving forward.

MOTION: Councilor Evans, seconded by Councilor Leech, moved to adopt A Resolution Approving a Multiple-Unit Property Tax Exemption for Residential Property Located on Lot 12 of the Town Run Plat in Eugene, Oregon (Assessor's Map 17-03-32-22, Tax Lot 02800) (Applicant ERD Block 9, LLC) and moved to adopt A Resolution Approving a Multiple-Unit Property Tax Exemption for Residential Property Located on Lot 13 of the Town Run Plat in Eugene, Oregon (Assessor's Map 17-03-32-22, Tax Lot 02900) (Applicant ERD Block 10, LLC).

VOTE: 7:1 PASSED

IN FAVOR: Kashinsky, Keating, Yeh, Clark, Evans, Leech, and Groves.

OPPOSED: Zelenka.

The meeting was adjourned at 6:06 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)

Link to the webcast of this City Council meeting [here](#).

MINUTES**Eugene City Council Meeting
Eugene, Oregon 97401****March 10, 2025
7:30 p.m.**

Councilors Present: Eliza Kashinsky, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Lyndsie Leech, and Randy Groves

Mayor Knudson opened the March 10, 2025, meeting of the Eugene City Council in hybrid in-person and virtual format at 500 E. 4th Avenue, Eugene, OR 97401, North Building.

1. CEREMONIAL MATTERS

Mayor Knudson mentioned the proclamations for Women's History Month, Women in Construction Week, Spring Equinox Day, and Transgender Day of Visibility.

2. COMMITTEE REPORTS AND ITEMS OF INTEREST

- Councilor Groves – shared updates from the Intergovernmental Relations Committee regarding legislative priorities and policies and preparation for the upcoming legislative session.
- Councilor Yeh – noted the reactivation of the Harlow Neighbors Association and their upcoming meeting.
- Councilor Keating – noted his recent attendance at the Lane Council of Governments (LCOG) awards dinner; congratulated Tai Pruce-Zimmerman for winning Outstanding Up-and-Coming Leader and Senator James Manning for winning Outstanding Elected Official; noted the work LCOG does in the community to support seniors.
- Mayor Knudson – noted the recent conclusion of the DisOrient Asian American Film Festival; spoke about the new Contemporary Indigenous Art Gallery hosted at the Hult Center.

3. CONSENT CALENDAR 1**A. Approval of City Council Minutes**

- December 09, 2024, Meeting and Public Hearing
- January 22, 2025, Work Session
- January 29, 2025, Work Session
- February 12, 2025, Work Session

B. Approval of City Council Tentative Agenda**Council Discussion:**

- Councilor Keating – noted his recent absence due to the death of his mother; asked about updating the format of the minutes to indicate whether an absence was excused.
- Councilor Evans – indicated he is willing to discuss the proposal at a later date; noted there is a difference between excused or unexcused absences.

- Councilor Zelenka – stated he does not recall an unexcused absence in the last 18 years; believes there is not a benefit to differentiating between the types of absences.
- Councilor Clark – stated if the process was updated, it should be part of a process session.

MOTION: Councilor Evans, seconded by Councilor Leech, moved to approve the items on Consent Calendar 1.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, and Groves.

OPPOSED: None.

4. PUBLIC HEARING AND ACTION: 2025-2031 Capital Improvement Program.

City Manager, Sarah Medary, introduced the topic and provided background information.

Mayor Knudson opened the Public Hearing.

There were no speakers for the Public Hearing.

Mayor Knudson closed the Public Hearing.

MOTION: Councilor Evans, seconded by Councilor Leech, moved to adopt the Proposed 2025-2031 Capital Improvement Program as recommended by the Budget Committee.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, and Groves.

OPPOSED: None.

5. ACTION: An Ordinance Concerning Stormwater Management Facilities; Amending Sections 7.010 and 7.143 of the Eugene Code, 1971; and Providing an Effective Date.

City Manager, Sarah Medary, introduced the topic and provided background information.

Council Discussion:

- Councilor Clark – thanked staff for addressing the public’s concerns from the public hearing for this topic.

MOTION: Councilor Evans, seconded by Councilor Leech moved to adopt the ordinance at Attachment A to this AIS entitled “An Ordinance Concerning Stormwater Management Facilities; Amending Sections 7.010 and 7.143 of the Eugene Code, 1971; and Providing an Effective Date.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, and Groves.

OPPOSED: None.

6. ACTION: An Ordinance Concerning Stormwater Management; Amending Sections 9.6791, 9.6792, 9.6793, and 9.8030 of the Eugene Code, 1971; And Providing An Effective Date.

City Manager, Sarah Medary, introduced the topic and provided background information.

MOTION: Councilor Evans, seconded by Councilor Leech moved to adopt the ordinance at Attachment A to this AIS entitled “An Ordinance Concerning Stormwater Management; Amending Sections 9.6791, 9.6792, 9.6793, and 9.8030 of the Eugene Code, 1971; and Providing an Effective Date.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, and Groves.

OPPOSED: None.

7. PUBLIC COMMENT

1. Lin Woodrich – spoke in favor of a police substation in Bethel.
2. Josh Easterlund – spoke in favor of decriminalizing psychedelics.
3. Joel Vaughan – spoke in support of alternative revenue streams.
4. Robin Bloomgarden – spoke in favor of reintroducing emergency sirens.
5. Stefan Strek – spoke against the mismanagement of city property sales.
6. Scott Oakley – spoke in favor of the fire service fee.
7. Scott Fife – spoke against MUPTEs.
8. Claudette De Claudio Vera – spoke in favor of the decriminalization of psychedelics.
9. Aya Cockram – spoke in support building electrification.
10. Misty Bowman – spoke in favor of addressing light pollution.
11. David Igl – spoke about local historical events.
12. Joann ZumBrunnen – spoke in favor of decriminalizing psychedelics.
13. Danny Patch – spoke in favor of an audit of city finances.
14. Walker Mort – spoke in favor of the decriminalization of psychedelics.
15. Alexander Chamberlin – spoke in favor of preserving CAHOOTS' contract.
16. Mike McFarlane – spoke in favor of restoring three-minute public testimony.
17. Rich Locke – spoke about the downtown initiative and Eugene's public image.
18. Sarah Boom – spoke in favor of policing serious crimes over minor offenses.

Council Discussion:

- Councilor Keating – expressed appreciation for those who provided public comment; thanked Misty Bowman for her continued advocacy for dark skies.
- Mayor Knudson – noted the county has an Emergency Alert System (EAS) which broadcasts over various media such as radio, television, cable television, satellite radio and satellite television when there is an emergency; noted there is concern about reaching community members without a cell phone during an emergency.

Mayor Knudson adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)

Link to the webcast of this City Council meeting [here](#).

MINUTES

Eugene City Council Work Session and Urban Renewal Agency Meeting Eugene, Oregon 97401

**April 9, 2025
12:00 p.m.**

Councilors Present: Eliza Kashinsky, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Lyndsie Leech, and Randy Groves

Mayor Knudson opened the April 9, 2025, Eugene City Council Work Session in a virtual format.

1. WORK SESSION: Presentation of Referendum Petition 2025-1 to Council

City Manager, Sarah Medary, introduced City Recorder, Katie LaSala, who joined the City Manager in presenting the Referendum Petition 2025-1 and options for further action..

Councilor Discussion:

- Mayor Knudson – stated a desire for Council to work together toward shared outcomes and help to build understanding about pressures the community is facing.
- Councilor Yeh – noted her discussions with community members about the issues at hand and the work that needs to be done; noted the importance of working together as a community; clarified when another work session could be held to have further discussion regarding the subject; asked if there would be a public comment period before the next work session on this topic.
- Councilor Groves – noted a desire for more information on the subject before making a decision; wants to respect the elections process and the work of the petitioners; does not want to see a significant reduction in City services; noted that listening to the community is an important part of leadership.
- Councilor Evans – stated interest in another work session on the subject; requested a retreat for a broader conversation on budget priorities and their ranking and other options for closing the funding gap; stated his interest in cutting the budget in the least harmful way to basic City services like Police, Fire and Public Works.
- Councilor Clark – asked what the budget proposal plan and timeline; asked if the amended budget option would include the additional \$8 million in reductions; asked if the budget committee will have further discussions after the proposed budget is provided; asked if there will be an opportunity for Council to make alternative proposals for cuts; asked if it possible to schedule a retreat prior to the presentation of the proposed budget on April 30, 2025; asked when a retreat would be possible to schedule.

- Councilor Kashinsky – noted the importance of respecting the process the petitioners completed; would be uncomfortable with repealing or replacing the ordinance; believes that the public should have the opportunity to vote; asked to clarify if two version of the budget will be provided: one that assumes the fire service fee passes and one without the funds from the fire service fee; asked if there would be a supplemental budget provided to restore some services if the fire service fee passed; asked for information regarding the impacts of a November election versus an emergency election.
- Councilor Keating – believes further discussion is part of the process; would like to explore options in another work session, that help to move the community forward without derailing the work done by Council or the petitioners; is in support of a follow-up work session on April 21; wants to move forward and recognizes the challenges the community will face with both heavy service cuts or a divisive ballot item; would like to hear from the community at the next public comment period regarding this subject.
- Councilor Leech – believes the ordinance as written is the best option to sustain critical services; is concerned that the timing of the vote will make it difficult to maintain or restore any services that are cut; would be in favor of looking at possible changes or alternative options to the ordinance as written that would make the community more supportive of it; is concerned that this subject may create conflicts with other upcoming bond and levy renewals; would like another work session to discuss other viable alternatives.
- Councilor Clark – noted he previously moved for a May 2025 election on this matter; asked staff to outline any limitations on the subject due to election and public meetings laws; asked to clarify if public meetings law applies to in-person, email, text or otherwise; asked to clarify that any further communications on the matter must be done in a public meeting.
- Councilor Zelenka – noted concern over staff and services that will need to be cut to balance the budget before the fire service fee can be voted on; stated that the cuts will be hard to recover from; is willing to have further discussions on the subject.

MOTION: Councilor Evans, seconded by Councilor Clark, moved to direct the City Manager to schedule a work session on April 21, 2025 for further discussion of Council's options.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, Groves

OPPOSED: None

Mayor Knudson closed the April 9, 2025 Eugene City Council Work Session and opened the April 9, 2025 Meeting of the Eugene Urban Renewal Agency.

2. WORK SESSION: North Butterfly Lot Redevelopment

Agency Director, Sarah Medary, introduced Downtown Manager, Eric Brown who presented the agency with information on the proposed disposition process and criteria for the redevelopment of the property known as the North Butterfly Lot, located on the southwest corner of Oak Street and East 7th Avenue.

Agency Discussion:

- Councilor Keating – stated his support for the recommendation; provided information about an upcoming event downtown; stated the recommendation embraces the pro-housing values of the Board for investments in Downtown Eugene.
- Councilor Yeh – asked what questions are planned for the community interest meeting; asked how information gathered at the meeting will be used; asked how the City will determine if the responses are a fair representation of the community; asked if the information from the sessions will be brought back to the Board for the request for qualifications (RFQ) process; asked how community feedback will impact the process; asked how the criteria for minority-owned business would be determined; asked how the community benefit is determined; asked if the project would be a rental or owner-occupied space; is in favor of the proposed process for this property.
- Councilor Groves – noted excitement for development of this property; asked how construction cost and material supply will be impacted by recent natural disasters; asked if there is any assistance the City can provide for storing and securing materials and supplies for the project developer; noted that space for staging and storing materials is a significant issue for projects in the downtown area.
- Councilor Leech – is supportive of this project and excited to see the end result; asked what kind of project would be developed on this property without a multi-unit property tax exemption (MUPTE); noted this project is a part of the long-term planning for future tax revenue; noted all aspects of this project meet the long-term goals for the Downtown District.
- Councilor Zelenka – noted that one of the large apartment buildings on Franklin was built without a MUPTE; asked how to prevent developers from pulling out of the project after selection; asked if the Urban Renewal District will retain the land ownership; asked if there are claw back provisions; asked how the Urban Renewal District can ensure the selected project gets completed; noted that a property on Agate and Franklin stalled years ago and has not moved forward; is in support of the proposed process for this project.
- Councilor Clark – asked staff to confirm that interest rates are the biggest difference between projects built in the past versus current proposed projects; asked if the Urban Renewal District will be receptive to creative financing assistance for developers; noted that gathering private investors for this type of project is very difficult; asked if the District's funds are sufficient for a project of this size; asked how receptive the District is to being a partner in financial support of the project;

noted the risk is higher than the reward for investors to develop in downtown; asked if the housing would be market rate.

- Councilor Yeh – asked if there is a pre-defined funding amount for this project; asked to clarify if the level of funding can be determined when the proposals are received; would prefer to support a more impressive project for this space; does not believe more retail space would be ideal for the location.

MOTION: Councilor Evans, seconded by Councilor Leech, moved to approve the use of an RFQ process and criteria for disposition of the North Butterfly Lot in Attachment A.

VOTE: 8:0 PASSED

IN FAVOR: Kashinsky, Keating, Zelenka, Yeh, Clark, Evans, Leech, Groves

OPPOSED: None

Councilor Mayor Knudson adjourned the meeting at 1:50p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Sara McKinney)

Link to the webcast of this City Council meeting [here](#).

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of Tentative Working Agenda

Meeting Date: April 28, 2025
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2B
Staff Contact: Katie LaSala
Contact Telephone Number: 541-682-5010

ISSUE STATEMENT

This is a routine item to approve the City Council Tentative Working Agenda.

BACKGROUND

Per City Council Operating Agreements, at each regular meeting of the Council, the City Manager shall present the Tentative Agenda. This shall be placed on the Consent Calendar. If there are any concerns about the items on the Tentative Agenda, it may be removed at the request of any councilors from the Consent Calendar and discussed separately.

COUNCIL OPTIONS

The council may choose to approve, amend or not approve the tentative agenda.

SUGGESTED MOTION

Move to approve the items on the Tentative Working Agenda.

ATTACHMENTS

A. City Council Tentative Working Agenda

FOR MORE INFORMATION

Staff Contact: Katie LaSala, City Recorder
Telephone: 541-682-5010
Staff E-Mail: klasala@eugene-or.gov



City Council Tentative Agenda

Updated April 24, 2025

Materials and information about how to access meetings available at <https://www.eugene-or.gov/3360/Webcasts-and-Meeting-Materials>

April 2025					
Date	Day	Time	Title	Length	Dept Contact
28-April	Monday	5:30 pm	 Eugene-Springfield 2025 HUD Consolidated Plan for Affordable Housing and Community Development (Work Session and Possible Action)	45 min	Genevieve Middleton, PDD
			 Eugene-Springfield 2025 HUD Annual Action Plan (Work Session and Possible Action)		
			 Continued discussion of Referendum Petition 2025-1 (Work Session)	45 min	Sarah Medary, CMO
Location: City Hall Council Chambers and Virtual					
28-April	Monday	7:30 pm	 Committee Reports and Items of Interest		Rachael Vaicunas, PW
			 Authorization to Execute Contracts for a Clean Water State Revolving Fund Loan (Consent Calendar 1)		
			 Ordinance Adopting Hazardous Substance User Fees (Action)		
			 Public Comment		
Location: City Hall Council Chambers and Virtual					
30-April	Wednesday	5:30 pm	Budget Committee Meeting (Budget Committee)		Christina Wozniak, CS
Location: City Hall Council Chambers and Virtual					

May 2025					
Date	Day	Time	Title	Length	Dept Contact
12-May	Monday	5:30 pm	Executive Session – ORS 192.660(2)(f) (Exempt Public Records, ORS 192.355(1) (Internal Advisory Communications) and ORS 192.355(2) (Personal Privacy Exemption)) and ORS 192.660(2)(a) (Employment of Public Officers, Employees, and Agents) (Executive Session)	15 min	

Work Session
 Action
 Public Hearing
 Public Comment
 Consent Calendar
 Committee Reports/Items of Interest
 Ceremonial Matters
 Pledge of Allegiance

			 Police Auditor Recruitment (Work Session)	30 min	Keri Beraldo, CS
			 City Manager Recruitment Process (Work Session)	45 min	Mia Cariaga, CS Kathryn Brotherton, CS
<i>Location: City Hall Council Chambers and Virtual</i>					
12-May	Monday	7:30 pm	 Pledge of Allegiance (Memorial Day)  Ceremonial Matters  Committee Reports and Items of Interest  FY26 Metropolitan Wastewater Management Commission (MWMC) Annual Budget (Consent Calendar 1)  Resolution Annexing Land at 1708 River Road (A 25-1 1708 River Road, LLC) (Consent Calendar 2)  Resolution Annexing Land at 3335 River Road (A 25-2 3335 River Road) (Consent Calendar 2)  Resolution Annexing Land at River Road and Blazer Avenue (A 25-4 Messiah Luther Church) (Consent Calendar 2)  Resolution Annexing Right-of-Way Identified as La Porte Drive; Portions of Crow Road, West 11th Avenue, and Green Hill Road; and Voluntarily Annexing Adjacent Privately Owned Parcels to the City of Eugene (Crow Rd; A 25-05) (Consent Calendar 2)  Resolution Annexing Golden Gardens Park Property and Voluntarily Annexing an Adjacent Privately Owned Parcel to the City of Eugene (Golden Gardens Park; A 25-03) (Consent Calendar 2)  Adoption of the City of Eugene Annex to the Lane County Multi-Jurisdictional Natural Hazards Mitigation Plan (Action)  Public Comment		Michelle Miranda, PW Nick Gioello, PDD Nick Gioello, PDD Nick Gioello, PDD Brai Black, PDD Brai Black, PDD Jennifer Lleras Van Der Haeghen, CS
<i>Location: City Hall Council Chambers and Virtual</i>					
14-May	Wednesday	12:00 pm	 Continued Discussion of Referendum Petition 2025-1 (Work Session)	90 min	Sarah Medary, CMO
<i>Work Session Location: Virtual Only</i>					
14-May	Wednesday	5:30 pm	Budget Committee Meeting (Budget Committee)		Christina Wozniak, CS

Location: City Hall Council Chambers and Virtual					
19-May	Monday	5:30 pm	 Pioneer Resources Business Park Right-of-Way Vacation (Public Hearing)		Jeff Gepper, PDD
			 Moss Alley Right-of-Way Vacation (Public Hearing)		Brai Black, PDD
Location: City Hall Council Chambers and Virtual					
21-May	Wednesday	12:00 pm	 Police Auditor and Civilian Review Board Annual Reports (Work Session)	45 min	Lindsey Foltz, PA
			 Topic Pending Confirmation (Work Session)	45 min	Staff
Work Session Location: Virtual Only					
21-May	Wednesday	5:30 pm	Budget Committee Meeting (Budget Committee)		Christina Wozniak, CS
Location: City Hall Council Chambers and Virtual					
26-May	Monday		Memorial Day Holiday - no meetings		
28-May	Wednesday	12:00 pm	 Annual Street Repair Bond & Pavement Management Report (Work Session)	45 min	Katie Marwitz, PW
			 Housing Implementation Pipeline (HIP) 2- Year Report (Work Session)	45 min	Amber Friedman, PDD
Work Session Location: Virtual Only					
28-May	Wednesday	5:30 pm	Budget Committee Meeting (Budget Committee)		Christina Wozniak, CS
Location: City Hall Council Chambers and Virtual					

June 2025					
Date	Day	Time	Title	Length	Dept Contact
9-June	Monday	5:30 pm	 Vehicle Repair Program (Work Session)	45 min	Jeff Petry, PDD
			 City Manager Update (Work Session)	45 min	Sarah Medary, CMO
Location: City Hall Council Chambers and Virtual					

9-June	Monday	7:30 pm	 Pledge of Allegiance (Flag Day)  Ceremonial Matters  Committee Reports and Items of Interest  Affordable Housing Trust Fund Award (Priority Goal Action)  Consent Calendar 1  Boards and Commission Annual Appointments for 2025 (Action)		<p>Laura Hammond, PDD</p> <p>Katie LaSala, CS</p>
			 Public Comment		
<i>Location: City Hall Council Chambers and Virtual</i>					
11-June	Wednesday	12:00 pm	 Parks and Rec Bond/Levy Update (Work Session)  TBD (Work Session)	<p>45 min</p> <p>45 min</p>	<p>Craig Carnagey, PW</p> <p>Staff</p>
<i>Work Session Location: Virtual Only</i>					
16-June	Monday	5:30 pm	 TBD (Public Hearing)		
<i>Location: City Hall Council Chambers and Virtual</i>					
18-June	Wednesday	12:00 pm	 Eugene Airport Terminal Expansion Funding Process (Work Session)  Public Health Standards Update (Work Session)	<p>45 min</p> <p>45 min</p>	<p>Cathryn Stephens, PW</p> <p>Reid Verner, PDD</p>
<i>Work Session Location: Virtual Only</i>					
23-June	Monday	5:30 pm	 Urban Growth Strategies - Policies and Actions Update (Work Session)	90 min	Terri Harding, PDD
<i>Location: City Hall Council Chambers and Virtual</i>					

23-June	Monday	7:30 pm	 Pledge of Allegiance (4 th of July)  Committee Reports and Items of Interest  Consent Calendar 1  Eugene 2023-2025 Fourth Supplemental Budget (Public Hearing and Action)  City of Eugene 2025-2027 Biennial Budget Adoption (Public Hearing and Action)  Urban Renewal Agency 2025-2027 Biennial Budget Adoption (Public Hearing and Action)  Pioneer Resources Business Park Right-of-Way Vacation (Action)  Moss Alley Right-of-Way Vacation (Action)  Public Comment		Christina Wozniak, CS Christina Wozniak, CS Christina Wozniak, CS Jeff Gepper, PDD Brai Black, PDD
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Location: City Hall Council Chambers and Virtual

25-June	Wednesday	12:00 pm	 Definition of Residential Character (Work Session)  Sidewalk Program Update (Work Session)	45 min 45 min	Staff, PDD Jenifer Willer, PW
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*Work Session Location: **Virtual Only***

UPCOMING PUBLIC HEARINGS

Date/Time	Topic/Title	Description	Staff Contact
Mon. May 19, 5:30pm	Pioneer Resources Business Park Right-of-Way Vacation	This public hearing will provide opportunity for public comment on an ordinance vacating a portion of the First Avenue West public right-of-way, located within the Pioneer Resources Business Park in West Eugene. The proposed ordinance will be posted online: https://www.eugene-or.gov/1781/Proposed-Ordinances	Jeff Gepper JGepper@eugene-or.gov 541-682-5282
Mon. May 19, 5:30pm	Moss Alley Right-of-Way Vacation	This public hearing will provide opportunity for public comment on an ordinance vacating a portion of the Moss Alley public right-of-way, located south of East 17 th Avenue and north of East 19 th Avenue. The proposed ordinance will be posted online: https://www.eugene-or.gov/1781/Proposed-Ordinances	Brai Black BBlack@eugene-or.gov 541-682-5437

Approved Work Session Polls to be Scheduled	Councilor	Date Approved
Gas Stations – Oct 18, 2023; follow-up work session - TBD	Keating	4/15/22
USD Clean Fuels Transloading Project - TBD	Leech	11/1/24

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Authorizing the City Manager to Execute Contracts to Take on Debt for a Clean Water State Revolving Fund Loan

Meeting Date: April 28, 2025
Department: Public Works Engineering
www.eugene-or.gov

Agenda Item Number: 2C
Staff Contact: Rachael Vaicunas
Contact Telephone Number: 541-729-2963

ISSUE STATEMENT

This item is a recommendation to the City Council to approve a resolution to take on debt through a Clean Water State Revolving Fund (CWSRF) loan in the amount of \$1,650,000 for the Prairie Road South of Beltline Highway Wastewater Extension project. The City's low-income assistance program, which is administered through Eugene Water and Electric Board (EWEB), would qualify the City for up to 50 percent loan forgiveness which is finalized at the time of loan signing.

BACKGROUND

On August 8, 2024, the City submitted an application to the Oregon Department of Environmental Quality (DEQ) to fund the Prairie Road South of Beltline Highway Wastewater Extension project through a CWSRF Loan. The project is identified in the City of Eugene's 2020 Wastewater Master Plan and involves providing wastewater service to approximately 27 industrial zoned properties with frontage along Prairie Road (approximately 84 acres).

On November 26, 2024, DEQ published the 2025 Third Edition of the Oregon CWSRF Proposed Intended Use Plan which included the proposed project. The estimated cost of the project is \$1,650,000. The City anticipates that the CWSRF Program will provide principal forgiveness of up to 50 percent of the project cost. The City has already budgeted \$895,000 of wastewater utility fees and SDC fees for the project in the adopted 2025-2031 Capital Improvement Plan.

The standard term of a CWSRF loan ranges from 5-30 years. Interest rates are calculated based on criteria defined in OAR 340-054-0065 and are adjusted quarterly as published by the Federal Reserve. Once a loan is signed, the interest rate is fixed for the life of the loan. A fee of 0.5% of the unpaid balance is collected once annually. Staff anticipate paying off the loan upon completion of the project with wastewater utility fees and/or SDC fees, unless Finance determines there are advantages to extending the payment.

The duties assigned to the City Manager under [City Charter Chapter IV Section 16](#) do not include taking on debt, and therefore the City Manager needs a resolution from City Council authorizing the City Manager to sign the loan agreement and any other business transactions associated with this financing.

RELATED CITY POLICIES

This item supports [Envision Eugene](#), the Comprehensive Plan that is the City's long range land use plan that serves as the guiding policy document for land use planning in Eugene's urban growth boundary and addresses the future of Eugene through goals and regulatory policies regarding land use. This subsidized low interest loan will help the City affordably meet the goals of the Comprehensive Plan.

This item supports the Council goal to "Improve support for local business and the business environment" in the [City of Eugene Strategic Plan](#). Installing a wastewater mainline along Prairie Road will allow industrial properties in the corridor to connect to the public wastewater system and decommission their private septic systems that are currently in place. Decommissioning private septic systems will eliminate potential sources of contamination of groundwater, for instance bacteria and nutrients. The groundwater in this location feeds into the Willamette River which is a drinking water source for municipalities downstream of Eugene.

PREVIOUS COUNCIL DIRECTION

None.

COUNCIL OPTIONS

1. Approve the resolution as proposed in Attachment A to this AIS.
2. Take no action.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends approval of the resolution in Attachment A to this AIS, authorizing the City to undertake the CWSRF loan.

SUGGESTED MOTION

Move to approve a resolution Authorizing the Clean Water State Revolving Fund loan agreement.

ATTACHMENTS

- A. Resolution Authorizing Clean Water State Revolving Fund Loan Agreement

FOR MORE INFORMATION

Staff Contact: Rachael Vaicunas, Principal Civil Engineer
Telephone: 541-729-2963
Staff E-Mail: rvaicunas@eugene-or.gov

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING CLEAN WATER STATE REVOLVING
FUND LOAN AGREEMENT**

The City Council of the City of Eugene finds that:

A. On August 8, 2024, the City submitted an application to the Oregon Department of Environmental Quality (“DEQ”) to fund the South of Beltline Highway Wastewater Extension (“the Project”).

B. The estimated cost of the Project to be funded by DEQ is \$1,650,000 and DEQ is willing to issue a loan to the City of Eugene in that amount for the Project.

NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EUGENE, a
Municipal Corporation of the State of Oregon, as follows:**

Section 1. The Eugene City Manager is hereby authorized to undertake the loan and is authorized and directed to negotiate the final terms and conditions of the loan documents, to execute and deliver the final loan documents, and to do any other acts necessary or appropriate to obtain the above-described Clean Water State Revolving Fund Loan on behalf of the City of Eugene.

Section 2. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution adopted and effective the __ day of _____, 2025.

City Recorder

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Action: An Ordinance Adopting Hazardous Substance User Fees.

Meeting Date: April, 28, 2025
Department: Fire Services
www.eugene-or.gov

Agenda Item Number: 3
Staff Contact: Travis Worthington
Contact Telephone Number: 541-682-8428

ISSUE STATEMENT

In accordance with provisions of Section 54, Article VII of the Eugene City Charter and Section 3.694 of the City Code, the cost of running the Eugene Toxics Right-to-Know Program must be fully funded by fees assessed to local manufacturing businesses that are hazardous substance users. The proposed ordinance would adopt a rate of \$85.62 per full-time-equivalent employee (FTE), up to the maximum of \$2,000 per entity as provided by State law.

BACKGROUND

Each year, beginning in 1998, Council has approved fees to support the Eugene Toxics Right-to-Know Program, first by resolution, and later by ordinance due to changes in state law. Throughout the life of this program, the City has always assessed fees based on the number of individuals employed by businesses required to be in the program. This is because the City is prohibited by State law from charging fees based on the quantity of chemicals used.

Until 2004, the methodology was to poll businesses at the beginning of each calendar year and ask them to calculate and report their FTE for the preceding calendar year, then divide the program's revenue requirement for the upcoming fiscal year by the total number of FTE reported, and bill accordingly. In 2004, a state-imposed fee cap of \$2,000 per entity took effect (in accordance with ORS 453.370(2)(b)). Since that time, businesses are still polled for their FTE figures, and revenue requirements are still divided by the total number of FTE reported, and businesses are billed accordingly.

To help balance the financial impact on businesses that have not yet reached the state-imposed \$2,000 fee cap, while also supporting appropriate staffing levels in the Fire Marshal's Office the Toxics Board voted on March 11, 2025, to recommend a fee of \$85.62 per FTE for Fiscal Year 2026. This rate increase is largely the result of a smaller pool of businesses under the \$2000 fee cap and generates approximately \$10,000 of additional program revenue. This recommended rate supports a program budget of \$125,398.00 for FY26, which provides the needed resources to conduct facility surveys and maintain the hazardous substance user database.

RELATED CITY POLICIES

In alignment with the focus areas of the City's strategic plan, the Eugene Toxics Right-to-Know Program and Toxics Board support all people and aid in responsibly managing our physical assets and natural resources. They address urgent community needs by providing timely information on

environmental hazards, enhance public awareness through communication and outreach, promote inclusivity in decision-making, and ensure efficient and effective operations. Through prudent management of people, time, and money, the Toxics Board fosters sustainable stewardship of Eugene's natural resources.

Section 54, Article I of the City Charter reads as follows:

The people of Eugene do hereby find that:

- A. Exposure to toxic chemicals can damage human health and the environment; and*
- B. Citizens have a fundamental right to know the identity and amounts of toxic chemicals that are released into the workplaces, air, water, soil, and environment of their community.*

The Eugene Toxics Right-to-Know Program requires businesses who meet certain criteria to provide information to the public concerning the use and disposition of federally listed hazardous substances. The program is overseen by the Toxics Board, which makes policy recommendations governing the program and is authorized to enforce the reporting requirements and impose penalties.

PREVIOUS COUNCIL DIRECTION

[April 21, 2025 Public Hearing and Work Session](#)

A public hearing was conducted to receive comments on An Ordinance Adopting Hazardous Substance User Fees. One public comment in support of the ordinance was received. Councilors Clark and Groves asked clarifying questions of the ESF Fire Chief and the Fire Marshal.

COUNCIL OPTIONS

1. Adopt the ordinance as proposed in Attachment A to this AIS.
2. Direct the City Manager to make specific modifications to the ordinance and to schedule City Council action on the modified ordinance.
3. Take no action.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends Option 1, adoption of the ordinance as provided in Attachment A.

SUGGESTED MOTION

Move to adopt An Ordinance Adopting Hazardous Substance User Fees as provided in Attachment A to this AIS.

ATTACHMENTS

- A. An Ordinance Adopting Hazardous Substance User Fees.
- B. Toxics Right-to-Know Program Workplan for the fiscal year commencing July 1, 2025
- C. Toxics Right-to-Know Program User Fee History

FOR MORE INFORMATION

Staff Contact: Travis Worthington, Deputy Chief Fire Marshal
Telephone: 541-682-8428
Email: wworthington@eugene-or.gov

ORDINANCE NO. _____**AN ORDINANCE ADOPTING HAZARDOUS SUBSTANCE USER FEES.****The City Council of the City of Eugene finds that:**

A. Pursuant to Article VII of Amendment IV to the Eugene Charter of 2002 (the “Amendment”), the City Council has previously adopted a series of Resolutions and Ordinances establishing fees to be paid by hazardous substance users within the City with the most recent being Ordinance No. 20711.

B. In accordance with other requirements of the Amendment, the City Council, by ordinance, has adopted the City’s Hazardous Substance Tracking Instructions, which provide guidance to hazardous substance users in completing and submitting the reports required by the Amendment.

C. Pursuant to ORS 453.370(2)(a), the City must adopt the hazardous substance user fee schedule via ordinance after notice and public hearing. The City published and posted notice of the public hearing to be held on April 21, 2025, concerning the proposed ordinance adopting hazardous substance user fees, and such hearing was held before the Eugene City Council on that date.

D. Pursuant to ORS 453.370(2)(b), the City cannot adopt a fee schedule that imposes a fee of more than \$2,000 for any single facility in any calendar year.

E. The Toxics Board has recommended a fee of \$85.62 per FTE, not to exceed \$2,000 for any single facility for the 2025 calendar year, in order to cover the expenses of the program for the fiscal year commencing July 1, 2025.

THE CITY OF EUGENE DOES ORDAIN AS FOLLOWS:

Section 1. A fee of \$85.62 per FTE, not to exceed \$2,000 for any single facility for the 2025 calendar year, is hereby imposed as the fee to be paid by hazardous substance users within the City of Eugene.

Section 2. No enforcement action shall be taken against any reporting company for failure to pay until after July 1, 2025.

Section 3. As used in this Ordinance, the terms “FTE” and “hazardous substance users” have the meanings ascribed to them in Section 3.692 of the Eugene Code, 1971.

Section 4. The fees collected pursuant to this Ordinance shall be used for the purpose of operating the Toxics Right-to-Know Program created by Amendment IV to the Eugene Charter of 2002 and implemented by subsequent ordinances of the City.

Passed by the City Council this

___ day of April, 2025

City Recorder

Approved by the Mayor this

___ day of April, 2025

Mayor

TOXICS RIGHT-TO-KNOW WORKPLAN

Fiscal Year '26

Travis Worthington - Deputy Chief Fire Marshal

Program Manager, City of Eugene
1320 Willamette St., Eugene, OR 97401

Introduction

The Toxics Right-to-Know Program started in 1996 by amendment to the Eugene City Charter. The Program was created to facilitate the collection and distribution of information related to the use and disposition of federally listed hazardous substances, by qualifying businesses. Since 1998 the program has been funded through the assessment of fees paid by businesses which are: physically located within the Eugene city limits, use any quantity of listed hazardous substances, have at least 10 full time equivalent (FTE) employees, and operate within the #2,000-3,999 SIC codes.

Each of the first six section of the workplan has a summary, a list of general tasks, and an estimate of staff time allotment. Tasks are grouped by similarity and by synergy (a decrease in time spent on one can lead to an increase in another). Due to the interaction between tasks the time allotment is given by section. The seventh section covers proposed projects to be worked on or explored during the course of the year.

For fiscal year '26, the Workplan has been created with a 100% staffing model. The Toxics Program will fully fund 100 percent (100%) of staffing personnel costs (e.g. wages, benefits, taxes) and receive a direct proportional amount of staff time over the course of the fiscal year.

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Budget, Fees, & Workplan

The Program facilitates the Toxics Board's annual requirement to recommend a fee schedule to the City Council. In coordination with Fire Administration, the Program prepares the annual budget; in partnership with the Fire Marshal's Office and the Toxics Board, it also develops the Annual Workplan. These documents, along with the proposed fee schedule, are submitted to the Toxics Board for approval and serve as supporting documentation in the fee recommendation process. As mandated by the Charter, the approved fee schedule must fully fund the Program through collected fees.

1. Facilitate the process to support the Toxics Board in recommending the annual hazardous substance user fees.¹
2. Collaborate with the Fire Marshal and the Toxics Board to develop the Annual Workplan and coordinate the process for providing a fee recommendation to the City Manager and City Council.²
3. Support the City Council's approval of the annual hazardous substance user fees by preparing and submitting required documentation and attending relevant public hearings and meetings.³

Estimated Budget, Fees, & Workplan Total = 20%

¹ Article VI, Section 6.2.B.1

² Article VI, Section 6.3

³ Article VII, Section 7.A

Education, Outreach & PR

Providing orientations and educational sessions with new businesses and board members along with informational presentations to community members is a critical element of the program. By ensuring full understanding of the scope and purpose of the program, businesses are more likely to comply with the mandate of the program.

1. Maintain content on the Toxics Board and Toxics Program's webpages.⁴
2. Provide an orientation of the Toxics Program for new Toxics Board members, manufacturing business representatives, environmental justice and advocacy representatives and interested members of the public.⁴
3. Build and maintain good working relationships between the Toxics Program Manager and Toxics Board members, the manufacturing business community, the environmental justice and advocacy community and other program stakeholders.⁴
4. Conduct public education and outreach efforts to increase transparency, understanding and awareness of the program; including issue news releases to keep the media and community informed; collaborate with the University of Oregon and Oregon State University, and to provide graduate students with internship opportunities; hold ongoing informational work sessions to give businesses and the community opportunities to learn and ask questions about the program, and provide feedback; Monitor the Toxics Board's email box, and facilitate responses accordingly.⁴

Estimated Education, Outreach, & PR Total = 20%

⁴ Necessary to support charter amendment

Compliance and Auditing

As much as possible, the program attempts to proactively encourage compliance. Through proper guidance and education, provided to businesses within the program, coupled with auditing of submitted data the need for more extreme activities from non-compliance has been kept to a minimum. The charter mandated activities, for when a business is non-compliant, have been budgeted at under 1% of program staff time since they are on an as needed basis and rarely needed.

1. Work with businesses in the program to assist them in successfully meeting Charter Amendment hazardous substance reporting requirements and Charter mandated deadline of April 1st: including providing information and assistance.⁵
2. Report to the Fire Marshal the names of any hazardous substance users in non-compliance with hazardous materials balance reports requirements.⁶
3. Publish names of non-complying entities in the daily newspaper.⁷
4. Investigate evidence of reports not filed in compliance with the Charter Amendment.⁸
5. Audit the accuracy of hazardous materials balance reports for the Fire Marshal: including follow-up work with businesses to assist them in reconciling errors accurately (site audits are permitted, not required); Conduct site visits of newly identified businesses as part of Toxics Program representative orientation; Work with the Toxics Board to update procedure to implement a more comprehensive audit process, including cross-referencing data reported under other programs. Conduct a mid-year audit to verify contact information for all participants in the program; Provide reminder and status update letters to participants who are not meeting reporting metrics to encourage timely compliance during the reporting phase of the year.⁹
6. Work with businesses in the program to assist them in reporting FTE, which the annual fee is based upon; Work with Toxics Board to implement procedure to verify accuracy of number of reported FTE; Perform data entry, print and send invoices to businesses in the program; and Assist businesses in the program meeting the Charter-mandated deadline of May 1st for payment of invoices.¹⁰
7. Enforce reporting requirements and impose penalties for noncompliance.¹¹
8. Order non-complying repeat offenders to cease and desist using hazardous substances in the City of Eugene.¹²
9. Members of the Public: Petition the Toxics Board against hazardous substance users or persons for failure to comply with the Charter Amendment.¹³

Estimated Compliance & Auditing Total = 20%

⁵ Article IV, Section 4

⁶ Article VI, Section 6.2.C

⁷ Article VI, Section 6.2.D

⁸ Article VI, Section 6.2.E

⁹ Article VI, Section 6.2.F

¹⁰ Article VII, Section 7.A

¹¹ Article VIII, Section 8.1

¹² Article VII Section 8.2.E

¹³ Article VIII, Section 8.3

Program Management

Beyond the previous sections there are many tasks that must be completed to maintain an effective and efficient program. The Program operates in a balance between needs of the Board, facilitating the program mandates, and needs of the Fire Marshal's Office. Annual reporting, process evaluation and improvement, program research, and much more must take place for the program to operate and optimum efficacy.

1. Facilitate process to assist Toxics Board provide forms for hazardous materials balance reports to be filed electronically that are compatible with the Eugene Public Library's computer systems; and work with Information Technology staff to build or purchase a more efficient records and data management program/system.¹⁴
2. Collaborate with other City staff and community organizations on relevant citywide projects and processes (e.g.: participate as a member of the Lane County Local Emergency Planning Committee (LEPC); participate in the Envision Eugene planning process).¹⁵
3. Facilitate process to assist Toxics Board make hazardous materials balance reports available at the Eugene Public Library.¹⁶
4. Facilitate process to help Toxics Board file an annual report on the effectiveness of the program, and any recommendations for improvements: including preparing draft report for Toxics Board review, edits and approval, and submitting to City Council on the Toxics Board's behalf.¹⁷
5. Monitor applicable Federal regulatory program websites and state program databases to keep related local program information current and accurate.¹⁵
6. Conduct inventory processes to identify covered entities and implement processes and procedures to proactively identify covered entities in the future because with each business that is successfully identified, it extends the financial burden across industry more fairly and equitably and lowers the cost per full-time equivalent (FTE) employee and the cost to smaller businesses.¹⁵
7. Conduct ongoing continuous improvement program and process analyses and make recommendations to Toxics Board for improvements as necessary.¹⁵

Estimated Program Management Total = 20%

¹⁴ Article IV, Section 4

¹⁵ Necessary to support charter amendment

¹⁶ Article V, Section 5.1.F

¹⁷ Article VI, Section 6.2.B.3

Board Support

A critical element of the program operations is to support the Toxics Right-to-Know Board to facilitate effective operation. The Program facilitates: communication of recommendations from the Board to the City Council and City Manager, posting and filling of Board vacancies, coordination of Board meetings, and other special projects as developed by the Board.

1. Facilitate process to ensure Toxics Board members are appointed; including filling vacancies on the Toxics Board due to mid-term resignations; Prepare and submit necessary paperwork and attend City Council Public Hearings and Meetings for new Toxics Board member candidate interviews and appointments.¹⁸
2. Facilitate process to assist City Council enact reasonable ordinances necessary for carrying into execution the provisions of the Charter Amendment upon recommendation of the Toxics Board (not already specifically shown above).¹⁹
3. Facilitate Toxics Board meetings and completion of projects and processes to ensure compliance with the Charter Amendment (including Toxics Board meeting preparation, attendance and follow-up).²⁰
4. Facilitate process to assist the Toxics Board recommend and the City Manager conduct Administrative Rule processes for updates to the Hazardous Substance Tracking Instructions and List of Reportable Chemicals in alignment with the Oregon Department of the State Fire Marshal; and publish and distribute Hazardous Substance Tracking Instructions and List of Reportable Chemicals to reporting businesses in the program; publish corresponding Citizen Guide.²⁰

Estimated Board Support Total = 20%

¹⁸ Article VI, Section 6.1

¹⁹ Article X, Section 10

²⁰ Necessary to support charter amendment.

Appendix A – Program Task Matrix

EXPLICITLY MANDATED BY SECTION 54, AMENDMENT IV OF THE EUGENE CHARTER; OR NECESSARY TO SUPPORT CHARTER AMENDMENT	STAFF TASKS	APPROXIMATE % OF STAFF TIME	PROGRAM AREA AND TASK NUMBER
Charter Mandate – Article VI, Section 6.2.B.1 and Article VII, Section 7.B: Toxics Board: Recommend annual hazardous substance user fees	Facilitate process to assist Toxics Board recommend the annual hazardous substance user fees	3%	Budget, Fees, & Workplan #1
Charter Mandate – Article VI, Section 6.3: City Manager: Work with the Toxics Board jointly to determine the appropriate support services for the program	Work with Fire Marshal and the Toxics Board to develop a work plan, and facilitate process to provide recommendation to City Manager and City Council for adoption as part of the annual hazardous substance user fee	6%	Budget, Fees, & Workplan #2
Charter Mandate – Article VII, Section 7.B: City Council: Approve and amend as necessary annual hazardous substance user fees	Facilitate process to assist City Council approve the annual hazardous substance user fees; and prepare and submit necessary paperwork and attend associated City Council Public Hearings and Meetings	5%	Budget, Fees, & Workplan #3
Necessary to Support Charter Amendment	Maintain content on the Toxics Board and Toxics Program’s webpages	4%	Education, Outreach, & PR #1
Necessary to Support Charter Amendment	Provide an orientation of the Toxics Program for new Toxics Board members, manufacturing business representatives, environmental justice and advocacy representatives and interested members of the public	3%	Education, Outreach, & PR #2
Necessary to Support Charter Amendment	Build and maintain good working relationships between the Toxics Program Manager and Toxics Board members, the manufacturing business community, the environmental justice and advocacy community and other program stakeholders	3%	Education, Outreach, & PR #3
Necessary to Support Charter Amendment	Conduct public education and outreach efforts to increase transparency, understanding and awareness of the program; including issue news releases to keep the media and community informed; collaborate with the University of Oregon and Oregon State University, and to provide graduate students with internship opportunities; hold ongoing informational work sessions to give businesses and the community opportunities to learn and ask questions about the program, and provide feedback; Monitor the Toxics Board’s email box, and facilitate responses accordingly	5%	Education, Outreach, & PR #4
Charter Mandate – Article IV, Section 4: Hazardous Substance Users: File annual, public, hazardous materials balance report; and File a signed declaration certifying that the hazardous materials balance reports filed are accurate and complete	Work with businesses in the program to assist them in successfully meeting Charter Amendment hazardous substance reporting requirements and Charter-mandated deadline of April 1 st : including providing information and assistance	6%	Compliance and Auditing #1

EXPLICITLY MANDATED BY SECTION 54, AMENDMENT IV OF THE EUGENE CHARTER; OR NECESSARY TO SUPPORT CHARTER AMENDMENT	STAFF TASKS	APPROXIMATE % OF STAFF TIME	PROGRAM AREA AND TASK NUMBER
Charter Mandate – Article VI, Section 6.2.C: Toxics Board: Report to the Fire Marshal the names of any hazardous substance users in non-compliance with hazardous materials balance reports requirements	Percentage of staff time is currently zero because work is done to assist businesses understanding program requirements on a proactive basis to avoid this situation from occurring	3%	Compliance and Auditing #2
Charter Mandate – Article VI, Section 6.2.D: Toxics Board: Publish names of non-complying entities in the daily newspaper	Percentage of staff time is currently zero because work is done to assist businesses understanding program requirements on a proactive basis to avoid this situation from occurring	3%	Compliance and Auditing #3
Charter Mandate – Article VI, Section 6.2.E: City Fire Marshal: Investigate evidence of reports not filed in compliance with the Charter Amendment	Percentage of staff time is currently zero because work is done to assist businesses understanding program requirements on a proactive basis to avoid this situation from occurring	3%	Compliance and Auditing #4
Charter Mandate – Article VI, Section 6.2.F: City Fire Marshal: Audit the accuracy of the reporting processes of each hazardous substance user in an order such that all hazardous substance users are audited in a random order at least once every three years	Audit the accuracy of hazardous materials balance reports for the Fire Marshal: including follow-up work with businesses to assist them in reconciling errors accurately (site audits are permitted, not required); Conduct site visits of newly identified businesses as part of Toxics Program representative orientation; Work with Toxics Board to update procedure to implement a more comprehensive audit process, including cross-referencing data reported under other programs	3%	Compliance and Auditing #5
Charter Mandate – Article VII, Section 7.A and Article VII, Section 7.C: Hazardous Substance Users: Pay an annual fee to cover program expenses	Work with businesses in the program to assist them in reporting FTE, which the annual fee is based upon; Work with Toxics Board to implement procedure to verify accuracy of number of reported FTE; Perform data entry, print, and send invoices to businesses in the program; and Assist businesses in the program meeting the Charter-mandated deadline of May 1 st for payment of invoices	5%	Compliance and Auditing #6
Charter Mandate – Article VIII, Section 8.1: Toxics Board: Enforce reporting requirements and impose penalties for noncompliance	Percentage of staff time is currently zero because work is done to assist businesses understanding program requirements on a proactive basis to avoid this situation from occurring	3%	Compliance and Auditing #7
Charter Mandate – Article VIII, Section 8.2.E: City Manager: Order non-complying repeat offenders to cease and desist using hazardous substances in the City of Eugene	Percentage of staff time is currently zero because work is done to assist businesses understanding program requirements on a proactive basis to avoid this situation from occurring	3%	Compliance and Auditing #8
Charter Mandate – Article VIII, Section 8.3: Members of the Public: Petition the Toxics Board against hazardous substance users or persons for failure to comply with the Charter Amendment	Percentage of staff time is currently zero because historically, this situation has not occurred; however, if it were to occur, staff time would need to be reallocated accordingly to manage the process	3%	Compliance and Auditing #9

EXPLICITLY MANDATED BY SECTION 54, AMENDMENT IV OF THE EUGENE CHARTER; OR NECESSARY TO SUPPORT CHARTER AMENDMENT	STAFF TASKS	APPROXIMATE % OF STAFF TIME	PROGRAM AREA AND TASK NUMBER
Charter Mandate – Article V, Section 5.1.C and Article VI, Section 6.2.A: Toxics Board: Provide forms for hazardous materials balance reports to be filed electronically that are compatible with the Eugene Public Library’s computer systems	Percentage of staff time is currently zero because online data entry system for hazardous materials balance reports has been developed and implemented	3%	Program Management #1
Necessary to Support Charter Amendment	Facilitate process to assist Toxics Board provide forms for hazardous materials balance reports to be filed electronically that are compatible with the Eugene Public Library’s computer systems; and work with Information Technology staff to build or purchase a more efficient records and data management program/system	3%	Program Management #1
Necessary to Support Charter Amendment	Collaborate with other City staff and community organizations on relevant citywide projects and processes (e.g.: participate as a member of the Lane County Local Emergency Planning Committee (LEPC); participate in the Envision Eugene planning process)	3%	Program Management #2
Charter Mandate – Article V, Section 5.1.F: Toxics Board: Make hazardous materials balance reports available at the Eugene Public Library for seven years	Facilitate process to assist Toxics Board make hazardous materials balance reports available at the Eugene Public Library	3%	Program Management #3
Charter Mandate – Article VI, Section 6.2.B.3: Toxics Board: File an annual report on the effectiveness of the program, and any recommendations for improvements	Facilitate process to help Toxics Board file an annual report on the effectiveness of the program, and any recommendations for improvements: including preparing draft report for Toxics Board review, edits and approval, and submitting to City Council on the Toxics Board’s behalf	3%	Program Management #4
Necessary to Support Charter Amendment	Monitor applicable Federal regulatory program websites and state program databases to keep related local program information current and accurate	3%	Program Management #5
Necessary to Support Charter Amendment	Conduct inventory processes to identify covered entities, and implement processes and procedures to proactively identify covered entities in the future because with each business that is successfully identified, it extends the financial burden across industry more fairly and equitably and lowers the cost per full-time equivalent (FTE) employee and the cost to smaller businesses	3%	Program Management #6

ATTACHMENT B

EXPLICITLY MANDATED BY SECTION 54, AMENDMENT IV OF THE EUGENE CHARTER; OR NECESSARY TO SUPPORT CHARTER AMENDMENT	STAFF TASKS	APPROXIMATE % OF STAFF TIME	PROGRAM AREA AND TASK NUMBER
Necessary to Support Charter Amendment	Facilitate Toxics Board meetings and completion of projects and processes to ensure compliance with the Charter Amendment (including Toxics Board meeting preparation, attendance and follow-up); and conduct ongoing continuous improvement program and process analyses, and make recommendations to Toxics Board for improvements as necessary	8%	Program Management #7 Board Support #3
Charter Mandate – Article VI, Section 6.1: City Council: Appoint Toxics Board members	Facilitate process to ensure Toxics Board members are appointed; including filling vacancies on the Toxics Board due to mid-term resignations; Prepare and submit necessary paperwork and attend City Council Public Hearings and Meetings for new Toxics Board member candidate interviews and appointments	3%	Board Support #1
Charter Mandate – Article X, Section 10: City Council: Enact reasonable ordinances necessary and proper for carrying into execution the provisions of the Charter Amendment upon recommendation of the Toxics Board	Facilitate process to assist City Council enact reasonable ordinances necessary for carrying into execution the provisions of the Charter Amendment upon recommendation of the Toxics Board (not already specifically shown above)	3%	Board Support #2
Necessary to Support Charter Amendment	Facilitate process to assist the Toxics Board recommend and the City Manager conduct Administrative Rule processes for updates to the Hazardous Substance Tracking Instructions and List of Reportable Chemicals; and publish and distribute Hazardous Substance Tracking Instructions and List of Reportable Chemicals to reporting businesses in the program; publish corresponding Citizen Guide	3%	Board Support #4
TOTAL APPROXIMATE % OF STAFF TIME		100%	



Program Fee History

November 1996 Eugene City Charter, Section 54, Amendment IV adopted (Section 54, Amendment IV, Article VII, Section 7(D)). For the fiscal year 1997 and 1998 – The program was supported by the City of Eugene’s General Fund in accordance with the Eugene City Charter (Section 54, Amendment IV, Article VII, Section 7(D)).

- ❖ 1998 fee -- \$500/facility + \$16.12/FTE (Charged to reporting businesses)¹
- ❖ 1999 fee -- \$500/facility + \$7.92/FTE (Charged to reporting businesses)²
- ❖ 2000 fee -- \$14.31/FTE³
- ❖ 2001 fee -- \$12.54/FTE
- ❖ 2002 fee -- \$10.79/FTE
- ❖ 2003 fee -- \$13.92/FTE
- ❖ 2004 fee -- \$31.65/FTE up to \$2,000⁴
- ❖ 2005 fee -- \$30.94/FTE up to \$2,000
- ❖ 2006 fee -- \$31.30/FTE up to \$2,000
- ❖ 2007 fee -- \$37.38/FTE up to \$2,000
- ❖ 2008 fee -- \$46.20/FTE up to \$2,000
- ❖ 2009 fee -- \$52.38/FTE up to \$2,000
- ❖ 2010 fee -- \$55.48/FTE up to \$2,000
- ❖ 2011 fee -- \$53.34/FTE up to \$2,000
- ❖ 2012 fee -- \$79.00/FTE up to \$2,000
- ❖ 2013 fee -- \$82.69/FTE up to \$2,000
- ❖ 2014 fee -- \$56.75/FTE up to \$2,000
- ❖ 2015 fee -- \$56.08/FTE up to \$2,000
- ❖ 2016 fee -- \$48.29/FTE up to \$2,000
- ❖ 2017 fee -- \$63.12/FTE up to \$2,000
- ❖ 2018 fee -- \$65.43/FTE up to \$2,000
- ❖ 2019 fee -- \$62.23/FTE up to \$2,000
- ❖ 2020 fee -- \$56.13/FTE up to \$2,000
- ❖ 2021 fee -- \$62.80/FTE up to \$2,000
- ❖ 2022 fee -- \$26.10/FTE up to \$2,000
- ❖ 2023 fee -- \$62.28/FTE up to \$2,000
- ❖ 2024 fee -- \$62.28/FTE up to \$2,000
- ❖ 2025 fee -- \$85.62/FTE up to \$2,000

¹ Beginning spring 1998, program is supported by fees assessed each spring, per the City Charter. This continues to be the case.

² Because of the 05/05/99 Oregon Court of Appeals decision, all fees paid in 1998 and 1999 were refunded; due to the City assessing fees based on quantity.

³ In 2000 an additional class of businesses that did not meet the 2,640-pound reporting threshold but did meet the other three criteria to be considered hazardous substance users. This class of businesses are categorized as non-reporting businesses under the program. From then all fees were assessed to both reporting and non-reporting businesses.

⁴ State-imposed fee cap of \$2,000 per facility took effect 7/1/03 (ORS 453.370(2)(b)).

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Public Comment

Meeting Date: April 28, 2025
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 4
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-5042

ISSUE STATEMENT

This item allows members of the public the opportunity to express opinions and provide information to the council. Comments presented during the public comment period should be on city-related issues and should not address items which have already been heard by a Hearings Official, items on the present agenda as a public hearing item, or items related to a quasi-judicial matter after the official record has been closed.

BACKGROUND

Per City Council's operating agreement, speakers at the public comment period will be limited to two and a half minutes and the total time will be limited to 90 minutes total. Speakers will be randomized, and no persons will be allowed to submit a "Request to Speak" form more than 30 minutes prior to the start of the meeting. Persons wishing to speak must sign up to do so not later than 5 minutes after the meeting has been opened by the Mayor or presiding officer.

At the end of the public comment period each member of the Council has the opportunity to respond to comments made. The time allocated to each member of the Council for such responses shall be up to three minutes.

FOR MORE INFORMATION

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Staff E-Mail: smckinney@eugene-or.gov