City Council
101 W 10th Ave., Suite 203
Eugene, OR 97401
541-682-5010 • 541-682-5414 Fax
www.eugene-or.gov

# EUGENE CITY COUNCIL AGENDA

**June 27, 2022**

**7:30 p.m. CITY COUNCIL MEETING**

As the state and community recover from the COVID-19 pandemic, City Council meetings will continue to be held in 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 June 27, 2022;**
**Her Honor Mayor Lucy Vinis Presiding**

**Councilors**

| | |
|---|---|
| Claire Syrett, President | Matt Keating, Vice President |
| Mike Clark | Greg Evans |
| Randy Groves | Emily Semple |
| Jennifer Yeh | Alan Zelenka |

---

**7:30 p.m. CITY COUNCIL MEETING**

1. **PLEDGE OF ALLEGIANCE TO THE FLAG**

2. **CEREMONIAL MATTERS**

3. **COMMITTEE REPORTS AND ITEMS OF INTEREST**

4. **CONSENT CALENDAR 1**

   A. **Approval of City Council Minutes**
   - May 16, 2022 Work Session
   - May 16, 2022 Public Hearing

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

   C. **Approval of Motion Correcting Planning Commission Appointments**

5. **PUBLIC FORUM**

6. **PUBLIC HEARING AND ACTION- FY22 SUPPLEMENTAL BUDGET**

7. **PUBLIC HEARING AND ACTION- FY23 BUDGET ADOPTION**

8. **PUBLIC HEARING AND ACTION- URBAN RENEWAL AGENCY BUDGET ADOPTION**

9. **ACTION: PUBLIC CONTRACTING PROVISIONS AND EXCEPTIONS, EC 2.1400 to 2.1451**

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

## Pledge of Allegiance to the Flag

Meeting Date: June 27, 2022 | Agenda Item Number: 1
Department: Central Services | Staff Contact: Sara McKinney
*www.eugene-or.gov* | Contact Telephone Number: 541-682-8497

**ISSUE STATEMENT**
In honor of Independence Day on July 4th, there will be a reciting of the Pledge of Allegiance to the Flag.

**BACKGROUND**
The City Council voted at its June 27, 2011, work session to begin formal council meetings with a voluntary recitation of the Pledge of Allegiance to the Flag at those meetings closest to the following holidays: Memorial Day, Veterans Day, Flag Day, and the Fourth of July. In addition, the council voted to begin a practice of reading the Declaration of Independence and/or from the Constitution of the United States at the beginning of its meeting closest to the Fourth of July.

According to the United States Code, Title 4 (U.S. Flag Code), the Pledge "…should be rendered by standing at attention and facing the flag with the right hand over the heart. When not in uniform, men should remove any non-religious headwear with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute."

The Pledge is as follows: *"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."*

**CITY MANAGER'S RECOMMENDATION**
No recommendation is necessary.

**SUGGESTED MOTION**
No motion is necessary.

**FOR MORE INFORMATION**
Staff Contact: Sara McKinney
Telephone: 541-682-8497
Staff E-Mail: smckinney@eugene-or.gov

# EUGENE CITY COUNCIL
# AGENDA ITEM SUMMARY

Ceremonial Matters

Meeting Date: June 27, 2022
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-8497

**ISSUE STATEMENT**
This item is to acknowledge awards and achievements and inform the public of proclamations signed by the Mayor. No action is required by the City Council.

**BACKGROUND**
At its 1997 fall process session, the council agreed to include a monthly agenda item entitled "Ceremonial Matters." From time to time, the Mayor is asked to sign proclamations or acknowledge awards received, which serve to encourage and educate the community about important issues and events.

**CITY MANAGER'S RECOMMENDATION**
This is an information item only.

**ATTACHMENTS**
None.

**FOR MORE INFORMATION**
Staff Contact: Sara McKinney
Telephone: 541-682-8497
Staff E-Mail: smckinney@eugene-or.gov

# EUGENE CITY COUNCIL
# AGENDA ITEM SUMMARY

## Approval of City Council Minutes

Meeting Date: June 27, 2022
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 4A
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-8497

**ISSUE STATEMENT**
This is a routine item to approve City Council minutes.

**SUGGESTED MOTION**
Move to approve the minutes for the Work Session on May 16, 2022 and the Public Hearing on May 16, 2022.

**ATTACHMENTS**
A. May 16, 2022 Work Session
B. May 16, 2022 Public Hearing

**FOR MORE INFORMATION**
Staff Contact: Sara McKinney
Telephone: 541-682-8497
Staff E-Mail: smckinney@eugene-or.gov

**MINUTES**

**Eugene City Council**
**Hybrid In-Person/Virtual Work Session**
**Eugene, Oregon 97401**

**May 16, 2022**
**5:00 p.m.**

**Councilors Present:** Emily Semple, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Claire Syrett, Randy Groves, Greg Evans

Council President Claire Syrett opened the May 16, 2022, work session of the Eugene City Council in hybrid in-person and virtual format.

1. **Boards and Commission Interviews**
   City councilors heard from applicants for open positions on the City's advisory boards and commissions. Each candidate gave a prepared statement about their interest in and qualifications for the position they applied for.

   **Toxics Board:**
   1. Tom Stedman
   2. Olena Hornberger

   **Budget Committee:**
   1. Ryan Moore
   2. Jennifer Groth
   3. Zach Mulholland
   4. Kevin Cronin

   **Civilian Review Board:**
   1. Monique Griffin
   2. Richard Roseta
   3. Johnnie Terwillegar

   **Human Rights Commission:**
   1. Blake Burrell
   2. Monique Griffin
   3. Thomas Hiura
   4. Johnnie Terwillegar
   5. Sarai Johnson
   6. Julie Lambert

   **Planning Commission:**
   1. Ian Curtis
   2. Gabriele Hayden
   3. Jason Lear

Council Discussion:

- Councilor Zelenka – inquired about the people who could not attend; asked if there will be a second opportunity for interviews.
- Councilor Keating – commented that a second opportunity to interview sounds reasonable for people who were not able to make it; said he appreciated the individuals who could not attend that submitted written testimony and reminded council that they can reach out to individuals for further discussion.
- Councilor Groves – asked for clarification on the actual ballots and if those are the documents that directly follow the AIS; asked if that is what needs to be returned.
- Councilor Syrett – directed staff and the City Manager to reach out to the remaining applicants to schedule a second interview opportunity.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(*Recorded by Niyah Ross*)

Link to the webcast of this City Council meeting here.

# MINUTES

## Eugene City Council
## Virtual Public Hearing
## Eugene, Oregon 97401

**May 16, 2022**
**7:30 p.m.**

**Councilors Present:** Emily Semple, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Randy Groves, Claire Syrett, Greg Evans

Mayor Vinis opened the May 16, 2022, meeting of the Eugene City Council in a virtual format.

1. **PUBLIC HEARING: An Ordinance Concerning the Use of Electric Micromobility Devices in the Whilamut Natural Area of Alton Baker Park; Amending the East Alton Baker Plan; and Amending Section 5.160 of the Eugene Code, 1971.**

City Manager Sarah Medary introduced the topic.

1. Drew Simrin - supported the amendments and adding signage to show what is allowed.
2. Claire Roth - supported the amendments to allow micromobility devices in East Alton Baker.
3. Vicky Mello- said the main use of this area is for passive recreation; preserve the natural area.
4. Jennifer Gordon - said she opposes the amendments and supports preserving the area.
5. Kevin Schaper - said he uses an electric bike, and the path network through Alton Baker Park is essential.
6. David Sonnichsen - said humans do not have dominion over land; opposed the amendments.

Council Discussion

- Councilor Syrett - asked staff if the electric scooters are geofenced from going into the Springfield area of the Whilamut connector; clarified the allowable scooter area based on the map and stated that the wider paved areas are where the electric scooters will be allowed; asked staff to elaborate on where e-mobility devices are allowed and what happens when one enters Springfield.
- Councilor Keating - shared testimony that was emailed from Vicky Mello on April 19 opposing the e-mobility pilot program in East Alton Baker Park.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

*(Recorded by Niyah Ross)*

Link to the webcast of this City Council meeting here.

# EUGENE CITY COUNCIL
# AGENDA ITEM SUMMARY

Approval of Tentative Working Agenda

Meeting Date: June 27, 2022
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 4B
Staff Contact: Brooke Freed
Contact Telephone Number: 541-682-5010

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

**BACKGROUND**
On July 31, 2000, the City Council held a process session and discussed the Operating Agreements. Section 2 notes, in part, that "The City Manager shall recommend monthly to the council which items should be placed on the council agenda. This recommendation shall be placed on the consent calendar at the regular City Council meetings (regular meetings are those meetings held on the second and fourth Monday of each month in the Council Chamber). If the recommendation contained in the consent calendar is approved, the items shall be brought before the council on a future agenda. If there are concerns about an item, the item may be pulled from the consent calendar at the request of any councilor or the Mayor. A vote shall occur to determine if the item should be included as future council business." Scheduling of this item is in accordance with the Council Operating Agreements.

**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. Tentative Working Agenda

**FOR MORE INFORMATION**
Staff Contact: Brooke Freed
Telephone: 541-682-5010
Staff E-Mail: bfreed@eugene-or.gov

# City Council Tentative Agenda

**Updated June 23, 2022**

****SPECIAL NOTICE ****
As our state and community recover from the COVID-19 pandemic, City Council meetings will continue to be held using hybrid and virtual meeting technology. Information about how to access these meetings will be available at https://www.eugene-or.gov/3360/Webcasts-and-Meeting-Materials.

| June 2022 | | | | | |
|---|---|---|---|---|---|
| **Date** | **Day** | **Time** | **Title** | **Length** | **Dept. Contact** |
| 27-June | Monday | 5:30 pm | Police Auditor and CRB Annual Reports (Work Session) | 45 mins | Leia Pitcher, PA |
| | | | Executive Session Pursuant to ORS 192.660(2)(e), Real Property Transaction | 45 mins | Sarah Medary, CMO |
| | | 7:30 pm | Pledge of Allegiance | | |
| | | | Committee Reports and Items of Interest | | |
| | | | Public Forum | | |
| | | | FY22 Supplemental Budget (Public Hearing and Action) | | Elizabeth Butterfield, CS |
| | | | FY23 Budget Adoption (Public Hearing and Action) | | Vicki Silvers, CS |
| | | | FY23 URA Budget Adoption (Public Hearing and Action) | | Vicki Silvers, CS |
| | | | Public Contracting Provisions and Exceptions, EC 2.1400 to 2.1451 (Possible Action) | | Becky Wheeler, CS |
| *Expected absences for 6/27: none* | | | | | |
| 29-June | Wednesday | 12 pm | Street Bond Renewal (Work Session) | 90 mins | Matt Rodrigues, PW |
| *Expected absences for 6/29: none* | | | | | |

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

| July 2022 | | | | | |
|---|---|---|---|---|---|
| **Date** | **Day** | **Time** | **Title** | **Length** | **Dept. Contact** |
| 11-July | Monday | 5:30 pm | Sale and Use of Personal Fireworks (Work Session) | 45 mins | Scott Cockrum, ESF |
| | | | UO Project Proposal (Work Session) | 45 mins | Denny Braud, PDD |
| | | 7:30 pm | Committee Reports and Items of Interest | | |
| | | | Public Forum | | |
| | | | Resolution Annexing Land at River Loop 1 Road and River Loop 2 Road for the Santa Clara Community Park (Consent Calendar 2) | | Althea Sullivan, PDD |
| | | | Renter Protections – Phase 1 (Possible Action) | | Genevieve Middleton, PDD |
| *Expected absences for 7/11: none* | | | | | |
| 13-July | Wednesday | 12 pm | Street Bond Renewal Follow-up (Work Session, Possible Action) | 45 mins | Jenifer Willer, PW |
| | | | City Manager Compensation (Work Session) | 45 mins | Keri Beraldo, CS |
| *Expected absences for 7/13: none* | | | | | |
| 18-July | Monday | 5:30 pm | Ordinance Extending Sunset Date of Safe Tent and Vehicle Sites (Public Hearing) | | Staff |
| | | | Discussion regarding Irkutsk, Russia Sister City (Work Session) | 45 mins | Jason Dedrick, CS |
| *Expected absences for 7/18: none* | | | | | |
| 20-July | Wednesday | 12 pm | Decarbonization Roadmap (Work Session) | 90 mins | Matt Rodrigues, PW |
| *Expected absences for 7/20: none* | | | | | |
| 25-July | Monday | 5:30 pm | Building Electrification Follow-up (Work Session) | 90 mins | Lydia Bishop, PDD |
| | | 7:30 pm | Committee Reports and Items of Interest | | |
| | | | Public Forum | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | Resolution Annexing Land at the southwest corner of the intersection of Loretta Way and Denis Drive (Consent Calendar 2) | | Althea Sullivan, PDD |
| *Expected absences for 7/25: none* | | | | | |
| 27-July | Wednesday | 12 pm | Public Health Overlay Zone (Work Session)<br>Riverfront Projects (Work Session) | 45 mins<br>45 mins | Allie Camp, PDD<br>Amanda D'Souza |
| *Expected absences for 7/27: none* | | | | | |

## Council Break: July 28 – September 11

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

| Approved Work Session Polls to be Scheduled | Councilor | Date Approved |
|---|---|---|
| "Housing Status" as a Protected Class – *follow-up session TBD* | Semple | 03/12/20 |
| Reparations (two-part work session) – *follow-up session TBD* | Evans | 03/18/21 |
| Funding Source for Climate Change and Homelessness – *follow-up session TBD* | Zelenka | 05/10/21 |
| Fossil Fuel Risk Bonds – TBD | Groves, Syrett | 10/21/21 |
| Addressing Chronic Toxic Polluters – *follow-up session TBD* | Groves | 12/2/21 |
| Urban Renewal Districts – *6/13/22* | Groves | 2/25/22 |
| Sale and Use of Personal Fireworks – *7/11/22* | Syrett | 4/15/22 |
| Gas Stations – TBD | Keating | 4/15/22 |

| UPCOMING PUBLIC HEARINGS | | | |
|---|---|---|---|
| **Date** | **Topic** | **Description** | **Staff Contact** |
| **July 18, 5:30 pm** | **Ordinance Extending Sunset Date of Safe Tent and Vehicle Sites** | The City Council will hold a public hearing to consider an ordinance amending Ordinance no. 20650 (temporary establishment of "safe parking" and "safe tent" sites that are larger than allowed under section 4.816 of the Eugene Code, 1971); and extending its sunset date. | Peter Chavannes, 541-682-5371 |

# EUGENE CITY COUNCIL
# AGENDA ITEM SUMMARY

## Action: Planning Commission Appointments

Meeting Date: June 27, 2022
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 4C
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-8497

**ISSUE STATEMENT**

This item is to correct the term lengths for the appointments of Tiffany Edwards and Jason Lear for the Planning Commission.

**BACKGROUND**

At its June 13, 2022 meeting, Council voted to appoint candidates nominated during the annual recruitment for boards, commissions, and committees. The materials and motions provided to Council for the Planning Commission reappointment of Tiffany Edwards and appointment of Jason Lear were errantly listed as three-year terms, beginning July 1, 2022, and ending June 30, 2025 rather than four-year terms beginning July 1, 2022 and ending June 30, 2026. The motions to appoint Tiffany Edwards and Jason Lear to the Planning Commission passed unanimously.

Eugene Code 2.330 states that the Planning Commission terms are four years in length. This item serves to correct the appointments to align with Eugene Code 2.330.

**SUGGESTED MOTIONS**

1. *Move to reappoint Tiffany Edwards to the Planning Commission for a four-year term beginning July 1, 2022 and ending on June 30, 2026.*
2. *Move to appoint Jason Lear to the Planning Commission for a four-year term beginning July 1, 2022 and ending on June 30, 2026.*

**ATTACHMENTS**

A. AIS from June 13, 2022 for Advisory Group Appointments
B. Eugene Code 2.330

**FOR MORE INFORMATION**

Staff Contact: Sara McKinney
Telephone: 541-682-8497
Staff E-Mail: smckinney@eugene-or.gov

# EUGENE CITY COUNCIL AGENDA ITEM SUMMARY

Action: Appointments to Boards, Commissions and Committees

Meeting Date: June 13, 2022
Department: Central Services
*www.eugene-or.gov*

Agenda Item Number: 7
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-8497

**ISSUE STATEMENT**
This is an action item to appoint members to the City's boards, commissions, and committees.

**BACKGROUND**
Each year, the City Council makes appointments to boards, committees, and commissions. Chapter 2 of the Eugene Code addresses standing committees to the Council as well as the appointment process for each body. For most standing committees created in the code, Council is the appointing authority.

The annual recruitment for boards, committees, and commissions this year was initiated on March 16 and concluded on April 15. The recruitment was publicized on the internet, in newspapers, and through distribution of electronic flyers.

Interviews for boards and commissions were held on May 16 and May 23. Members of the council then voted on which candidates to nominate for appointment. Incumbent candidates who received five or more votes are included in the staff-prepared motions to nominate (below). For all other vacancies for which no candidate receives at least five votes, the Council President will consider the votes cast and make a recommended nomination.

**COUNCIL OPTIONS**
1. Appoint applicants who have been nominated.
2. Appoint other applicants from the pool.
3. Seek additional candidates for these positions.

**SUGGESTED MOTIONS**

***Budget Committee***
The Budget Committee has two vacancies this year. Council voted to hear statements from one incumbent (Ryan Moore) and three new applicants. The Council President considered the votes cast and made recommended nominations for the vacancies.

*Move to reappoint Ryan Moore to the Budget Committee for a three-year term beginning July 1, 2021 and ending on June 30, 2025.*

*Move to appoint Zach Mullholland to the Budget Committee for a three-year term beginning July 1, 2021 and ending on June 30, 2025.*

***Civilian Review Board***

The Civilian Review Board has three vacancies this year, with one incumbent (Bernadette Conover) applying for reappointment. Council voted to hear statements from four new applicants. The incumbent applicant (Bernadette Conover) and one new applicant (Richard Roseta) received enough votes to be nominated. Council President considered the votes cast and made a recommended nomination for the remaining vacancy.

*Move to reappoint Bernadette Conover to the Civilian Review Board for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Richard Roseta to the Civilian Review Board for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Monique Griffin to the Civilian Review Board for a three-year term beginning July 1, 2020 and ending on June 30, 2025.*

***Human Rights Commission***

The Human Rights Commission has five vacancies this year, with one incumbent (Heather Marek) eligible and applying for reappointment. The vacancies include four 3-year term seats and one unexpired term ending June 30, 2023. Council voted to hear statements from six new applicants. The incumbent applicant (Heather Marek) and one new applicant (Daniel 'Drae" Charles) received enough votes to be nominated. Council President considered the votes cast and made a recommended nomination for the remaining vacancies.

*Move to appoint Sarai Johnson to the Human Rights Commission for the unexpired term beginning July 1, 2022 and ending on June 30, 2023.*

*Move to reappoint Heather Marek to the Human Rights Commission for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Daniel 'Drae' Charles to the Human Rights Commission for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Blake Burrell to the Human Rights Commission for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Thomas Hiura to the Human Rights Commission for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

***Planning Commission***

The Planning Commission has two vacancies this year, with one incumbent (Tiffany Edwards) eligible and applying for reappointment. The incumbent applicant (Tiffany Edwards) received enough votes to be nominated. Council voted to hear statements from five new applicants. The Council President considered the votes cast and made a recommended nomination for the remaining vacancy.

*Move to reappoint Tiffany Edwards to the Planning Commission for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Jason Lear to the Planning Commission for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

***Toxics Board***

The Toxics Board has two vacancies this year (1 advocacy, 1 neutral), with no incumbents eligible for reappointment. Council voted to hear statements from three new applicants (3 advocacy). One new applicant (Olena Hornberger) received enough votes to be nominated. Council President considered the votes cast and made a recommended nomination for the remaining vacancy. Recruitment will continue for the remaining neutral position vacancy.

*Move to appoint Olena Hornberger to an Advocacy position on the Toxics Board for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

***Historic Review Board***

The Historic Review Board has two vacancies, with one incumbent eligible and applying for reappointment (Daniel Lombardi). Per Eugene Code 2.368, the mayor nominates candidates to Council for this group. Mayor Vinis' nominations are included in the following suggested motions.

*Move to reappoint Daniel Lombardi to the Historic Review Board for a four-year term beginning July 1, 2022 and ending on June 30, 2026.*

*Move to appoint James Boyd to the Historic Review Board for a four-year term beginning July 1, 2021 and ending on June 30, 2026.*

***Whilamut Citizen Planning Committee***

The Whilamut Citizen Planning Committee has four vacancies, with no incumbents eligible for reappointment. Four new applicants applied. The mayor nominates candidates to Council for this group. Mayor Vinis' nominations are contained in the following suggested motions.

*Move to appoint Thomas Hiura to the Whilamut Citizen Planning Committee for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Michael LeCompte to the Whilamut Citizen Planning Committee for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Paul Von Der Mehden to the Whilamut Citizen Planning Committee for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

*Move to appoint Josh White to the Whilamut Citizen Planning Committee for a three-year term beginning July 1, 2022 and ending on June 30, 2025.*

**ATTACHMENTS**

A. Results of Council ballots for nominations
B. Mayoral nomination materials

**FOR MORE INFORMATION**

Staff Contact: Sara McKinney
Telephone: 541-682-8497
Staff E-Mail: smckinney@eugene-or.gov

# 2.330 Planning Commission – Composition – Term – Vacancies – Etc.

(1) The commission shall consist of seven members to be appointed by the council.

(2) The members of the commission shall hold office for four years.

(3) Any member who misses more than six consecutive regular meetings without having been given a leave of absence by the council shall be removed by the council, and another member shall be appointed by the council to complete the unexpired term of such member.

(4) Commission members shall receive no compensation but shall be reimbursed for duly authorized expenses.

(5) Any vacancy in the commission shall be filled by the council for the unexpired term of the predecessor in office.

(Section 2.330 amended by Ordinance No. 16973, enacted January 28, 1974; Ordinance No. 18421, enacted June 20, 1979; Ordinance No. 19303, enacted January 9, 1985; and Ordinance No. 20410, enacted June 9, 2008, effective July 11, 2008.)

---

**The Eugene Code is current through Ordinance 20659, passed September 15, 2021.**

Disclaimer: The city recorder's office has the official version of the Eugene Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

**Note:** This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, MS Edge or Safari.

City Website: www.eugene-or.gov
Code Publishing Company

# EUGENE CITY COUNCIL
# AGENDA ITEM SUMMARY

Public Forum

Meeting Date: June 27, 2022
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 5
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-8497

**ISSUE STATEMENT**

This segment allows citizens the opportunity to express opinions and provide information to the council. Testimony presented during the Public Forum should be on city-related issues and should not address items which have already been heard by a Hearings Official or are on the present agenda as a public hearing item.

**SUGGESTED MOTION**

No action is required; this is an informational item only.

**FOR MORE INFORMATION**

Staff Contact: Sara McKinney
Telephone: 541-682-8497
Staff E-Mail: smckinney@eugene-or.gov

# EUGENE CITY COUNCIL
# AGENDA ITEM SUMMARY

Public Hearing and Action: Resolution Adopting a Supplemental Budget; Making Appropriations for the City of Eugene for the Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022

Meeting Date: June 27, 2022
Department: Central Services
*www.eugene-or.gov*

Agenda Item Number: 6
Staff Contact: Vicki Silvers
Contact Telephone Number: 541-682-5082

**ISSUE STATEMENT**

Council approval of the second Supplemental Budget (SB2) for Fiscal Year 2021-2022 (FY22) is requested. Oregon Local Budget Law (ORS 294.471) allows for supplemental budgets in the event of "an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning." ORS 294.471 also allows for a supplemental budget if there are, "funds that are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget." This Supplemental Budget does not authorize any increase in the property tax levy and has been published in compliance with the Oregon Local Budget Law.

**BACKGROUND**

This second supplemental budget of FY22 recognizes new revenues and authorizes changes in legal levels of appropriations for the current fiscal year (FY22). A summary of items included in this supplemental budget is presented below:

**General Fund Items**

General Fund items included in this supplemental budget include revenue-backed items or requests for one-time funding.

| ***Revenue-Backed Items*** | | Amount |
|---|---|---|
| Revenue-Backed | Crisis Negotiation Vehicle and St. Mark's Church Project | $575,000 |
| | Eugene/Springfield Fire and EMS Staff | 517,000 |
| | Out of the Cold Homeless Services Grant | 314,411 |
| | Health Preparedness Grant | 10,000 |
| | *Total Revenue-Backed Items* | $1,416,411 |

Crisis Negotiation Vehicle and St. Mark's Church Project

State Senator James Manning helped the City receive $575,000 in State Fiscal Recovery Funds for two important efforts: $375,000 for the purchase of a Crisis Negotiation Team (CNT) vehicle and $200,000 to St. Mark's Church for facility upgrades. The CNT vehicle will be used to respond to a variety of mental health related calls dealing with subjects in crisis. St. Mark's Church is receiving funding via the state through the City for reroofing and improvements on a future youth/community building.

Personnel Cross Bill for Springfield Fire Positions

The City of Eugene has an Intergovernmental Agreement with the City of Springfield which allows Eugene Fire and Emergency Medical Services staff to fill Springfield positions as necessary. This appropriation recognizes reimbursement of $517,000 for Eugene Fire staff filling Springfield positions, including a Deputy Fire Marshall, two Battalion Chiefs, a Training Captain, and other personnel. This supplemental budget item provides appropriation for the expense and corresponding revenue billed to the City of Springfield.

Out of the Cold Homeless Services Grant

The City received a grant from the State for $314,411 to support the sheltering needs of unhoused Eugene residents by providing infrastructure, operation, and support service for emergency shelters. This supplemental budget item recognizes grant revenues and increases appropriations in the Homeless Services Program to cover safe sleep site infrastructure and other costs.

Health Preparedness Grant

This item recognizes $10,000 in state grant revenue and increases expenses by the same amount for Hazmat Personal Protective Equipment related to infectious disease.

| ***General Fund Requests*** | | Amount |
|---|---|---|
| General Fund | LCC Council Chamber Technology Costs (ARPA funds) | $243,000 |
| | IAFF Contract Adjustment | 100,000 |
| | City Manager's Office May 2022 Election Costs (Council Contingency funds) | 26,000 |
| | City Council Ukraine Relief Motion (Council Contingency funds) | 10,000 |
| | *Total One-time Funding Requests* | $379,000 |

Lane Community College (LCC) Council Chamber Technology Costs (American Rescue Plan Act funds)

City Council remained engaged safely with the public through the pandemic and move to the LCC building through the use of new platforms and technology. This supplemental budget item includes $243,000 for audiovisual equipment, computer hardware, installation, phone and data cabling, and other technology costs for the City Council chamber and Council work room in the LCC building. Funding will come from American Rescue Plan Act funds. The new equipment will provide functionality needed for broadcasting City Council and other public meetings and for conducting meetings in a hybrid format.

International Association of Fire Fighters Contract Adjustment

This item increases appropriations by $100,000 for a personnel services adjustment due to increased contract costs over what was estimated during the FY22 budget preparation. Funding will come from the Reserve for Revenue Shortfall. The International Association of Fire Fighters

contract was ratified in September 2021.

City Manager's Office May 2022 Election Costs (Council Contingency funds)
This item increases appropriation by $26,000 for May 2022 election costs which include printing and mailing of the City of Eugene voter pamphlet, as approved by the City Council on June 13, 2022. Funding will come from City Council Contingency funds.

City Council Ukraine Relief Motion (Council Contingency funds)
Pursuant to Council motion, in April 2022 a $10,000 contribution for humanitarian aid and relief in Ukraine was made to Direct Relief, a non-profit humanitarian organization that provides emergency medical assistance and disaster relief in the United States and internationally. Funding will come from City Council Contingency funds.

| ***General Fund Main Subfund Reserves and Contingency Reconciliation*** | | | Amount |
|---|---|---|---|
| Reserve for Revenue Shortfall | FY22 Authorized Budget as of 12/31/21 | | $13,814,241 |
| | FY22 June SB Requests | | (100,000) |
| | | *Total Reserve for Revenue Shortfall* | $13,714,241 |
| ARPA Reserve | FY22 Authorized Budget as of 12/31/21 | | $3,343,339 |
| | FY22 June SB Requests | | (243,000) |
| | | *Total ARPA Reserve* | $3,100,339 |
| | | *Total General Fund Main Subfund Reserves Reconciliation* | $16,814,580 |
| Contingency | FY22 Authorized Budget as of 12/31/21 | | $100,000 |
| | FY22 June SB Requests | | (36,000) |
| | | *Total Contingency Reconciliation* | $64,000 |

Supplemental budget requests impact General Fund Reserves and City Council Contingency. Reserves include the Reserve for Revenue Shortfall (RRSF) and the American Rescue Plan Act Reserve. The General Fund RRSF acts as the City's "savings account" and provides stability and flexibility in uncertain economic times. The City Council Contingency provides a resource for emerging needs, and appropriations must be authorized by City Council. The supplemental budget action will reduce the RRSF by $100,000, the American Rescue Plan Act Reserve by $243,000, and the City Council Contingency by $36,000.

**Non-General Fund Items**
The following table summarizes the Non-General Fund items included in this supplemental budget.

| ***Non-General Fund Requests*** | | Amount |
|---|---|---|
| Community Safety Fund (136) | EMS Alternative Response Vehicles | $700,000 |
| Library, Parks, and Recreation Special Revenue Fund (180) | Arts & Business Alliance of Eugene (ABAE) Loan Liquidation | 100,000 |
| General Capital Projects Fund (310) | Arbitrage Adjustment | 42,800 |
| Transportation Capital Projects Fund (340) | COVID Relief Funding for Transportation Projects (Revenue-backed) | 591,000 |
| Ambulance Transport Fund (592) | GEMT Coordinated Care Organization Program (Revenue-backed) | 791,000 |
| | Increased Personnel Costs Due to COVID-19 and Vacancies | 500,000 |
| | Eugene/Springfield Fire and EMS Staff (Revenue-backed) | 275,000 |
| | Health Preparedness Grant (Revenue-backed) | 42,000 |
| Parking Fund (520) | Balance Available Correction | (350,390) |
| | *Total Non-General Fund Requests* | $2,691,410 |

Community Safety Fund (136): Emergency Medical Services Alternative Response Vehicles
This item increases budget authority by $700,000 to fund the purchase and upfit of three ambulance vehicles that will support the new Emergency Medical Services Alternative Response Strategy. The budget for this strategy was not included in the original FY22 Adopted Budget or FY23 Proposed Budget because vehicle requirements and strategy specifics were not yet fully defined in time to be included in the City Manager's FY23 Proposed Budget.

Art Loan Fund (183): Arts and Business Alliance of Eugene Loan Liquidation
The ABAE plans to terminate its loan fund program due to low activity and outcomes for the program not being met. Funds donated previously to the City for the Art Loan Program are being returned to the Arts and Business Alliance of Eugene. This action transitions authority from loan payments to the Library, Recreation and Cultural department operating budget so remittance of the $100,000 initial donation can be completed.

General Capital Projects Fund (310): Arbitrage Rebate
This supplemental budget item increases debt service by $42,800 for an arbitrage rebate payment to the IRS. Tax exempt borrowings are subject to IRS restrictions while bonds are outstanding. When the investment yield on bond proceeds is higher than the yield of the bond, these arbitrage earnings must be rebated to the Federal government.

Transportation General Capital Fund (341): COVID Relief Funding for Transportation Projects
This supplement budget item recognizes Coronavirus Response and Relief Supplemental Appropriations grant revenue and establishes budget authority of $591,000 for transportation related capital project expenditures such as streetlights, street trees, shared use paths, pedestrian bridge and path lighting, and Americans with Disabilities Act ramps.

Ambulance Transport Fund (592): Increased Personnel Costs Due to COVID-19 and Vacancies
Due to a high number of vacant positions and ongoing impacts from the COVID-19 pandemic, the Fire and Emergency Medical Services department has $500,000 in increased overtime costs to

cover shifts. This budget item increases the personnel services budget authority to cover these costs, offset by Ground Emergency Medical Transport Coordinated Care funds.

Ambulance Transport Fund (592): Ground Emergency Medical Transport Coordinated Care Organization
The state created a new Ground Emergency Medical Transport program this year called Coordinated Care Organization which creates a new revenue stream for the City. This item recognizes the $2.4 million in increased Ground Emergency Medical Transport revenue and includes $791,000 in offsetting expenses needed for the revenue match and related program costs. The remaining funds will go to the Ambulance Transport Fund (592) Balance Available.

Ambulance Transport Fund (592): Personnel Cross Bill for Springfield Fire Positions
The City of Eugene has an Intergovernmental Agreement with the City of Springfield which allows Eugene Fire and Emergency Medical Services staff to fill Springfield positions as necessary. This appropriation recognizes reimbursement of $275,000 for Eugene Fire staff filling Springfield positions, including a Deputy Fire Marshall, Battalion Chiefs, Training Captain, and other personnel. This supplemental budget item provides appropriation for the expense and corresponding revenue billed to the City of Springfield.

Ambulance Transport Fund (592): Health Preparedness Grant
This item recognizes $42,000 in state grant revenue and increases expenses by the same amount for an Ebola Response training, as recommended by the State Office Emergency Management for infectious disease control.

Parking Services Fund (520): Parking Services Fund Balance Available Correction
This item corrects a previous adjustment from the FY22 December Supplemental Budget that incorrectly reduced Balance Available by $350,390 as the offset to Marginal Beginning Working Capital. The Parking Services Fund did not have enough Balance Available to cover this adjustment. This budget change decreases Capital Carryover and brings Balance Available from a negative position to zero.

**PREVIOUS COUNCIL DIRECTION**
The supplemental budget includes some budget changes as a result of previous Council direction and discussion. Some of the recent Council meetings that have resulted in supplemental budget appropriations include, but are not limited to:

December 13, 2021, FY22 December Supplemental Budget Adoption
Council adopted the FY22 December Supplemental Budget, recognizing new revenue and changes in legal levels of appropriations for the current fiscal year (FY22).

March 14, 2022, Ukraine Relief Funding
During a City Council meeting, Council passed a motion to direct the City Manager to contribute $10,000 from the City Council Contingency to the nonprofit Direct Relief for humanitarian aid and relief in Ukraine.

June 13, 2022, May Election Costs
City Council approved a motion to offset May 2022 election costs from the Council Contingency, which include printing and mailing of the City of Eugene voter pamphlet.

**COUNCIL OPTIONS**
Particular requests requiring more information or discussion may be removed from the supplemental budget and delayed for action to a future supplemental budget in the next fiscal year. In certain cases, there may be a financial or legal impact to delaying budget approval. These impacts may include Oregon Local Budget Law violations due to exceeding the legal appropriation levels. Council may also adopt amended appropriation amounts or funding sources for specific requests in the supplemental budget.

**CITY MANAGER'S RECOMMENDATION**
Approve the attached resolution adopting the Supplemental Budget.

**SUGGESTED MOTION**
Move to adopt a resolution adopting a Supplemental Budget; making appropriations for the City of Eugene for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

**ATTACHMENTS**
A. Transaction Summary
B. Resolution

**FOR MORE INFORMATION**
Staff Contact: Vicki Silvers
Telephone: 541-682-5082
Staff E-Mail: vsilvers@eugene-or.gov

# Transaction Summary

## 010 General Fund

| | FY22 Adopted | FY22 SB1 Action | FY22 SB2 Action | | FY22 Revised |
|---|---|---|---|---|---|
| **I. RESOURCES** | | | | | |
| **BEGINNING WORKING CAPITAL** | 44,949,444 | 26,517,290 | 0 | | 71,466,734 |
| **CHANGE TO WORKING CAPITAL** | | | | | |
| REVENUE | | | | | |
| Taxes | 131,283,000 | 0 | 0 | | 131,283,000 |
| Licenses/Permits | 8,957,679 | 0 | 0 | | 8,957,679 |
| Intergovernmental | 5,974,000 | 9,071,476 | 899,411 | a,b,c | 15,944,887 |
| Rental | 532,008 | 0 | 0 | | 532,008 |
| Charges for Services | 15,898,186 | 522,849 | 0 | | 16,421,035 |
| Fines/Forfeitures | 1,434,000 | 0 | 0 | | 1,434,000 |
| Miscellaneous | 1,016,000 | 0 | 517,000 | d | 1,533,000 |
| Interfund Transfers | 12,493,640 | 0 | 0 | | 12,493,640 |
| Total Revenue | 177,588,513 | 9,594,325 | 1,416,411 | | 188,599,249 |
| **TOTAL RESOURCES** | **222,537,957** | **36,111,615** | **1,416,411** | | **260,065,983** |
| **II. REQUIREMENTS** | | | | | |
| Department Operating | | | | | |
| Central Services | 28,083,427 | 12,593,938 | 593,411 | b,e,f,g | 41,270,776 |
| Fire and Emergency Medical Services | 33,368,695 | 1,586,392 | 627,000 | c,d,h | 35,582,087 |
| Library, Recreation and Cultural Services | 36,595,758 | 1,420,547 | 0 | | 38,016,305 |
| Planning and Development | 8,932,176 | 4,312,365 | 0 | | 13,244,541 |
| Police | 58,740,765 | 972,889 | 575,000 | a | 60,288,654 |
| Public Works | 7,146,287 | 1,248,698 | 0 | | 8,394,985 |
| Total Department Operating | 172,867,108 | 22,134,829 | 1,795,411 | | 196,797,348 |
| Non-Departmental | | | | | |
| Interfund Transfers | 7,925,000 | 5,572,267 | 0 | | 13,497,267 |
| Contingency | 12,000 | 88,000 | (36,000) | f,g | 64,000 |
| Special Payments | 500,000 | 0 | 0 | | 500,000 |
| Reserves | 8,557,854 | 12,552,514 | (343,000) | e,h | 20,767,368 |
| Reserve for Encumbrances | 4,235,995 | (4,235,995) | 0 | | 0 |
| UEFB | 28,440,000 | 0 | 0 | | 28,440,000 |
| Total Non-Departmental | 49,670,849 | 13,976,786 | (379,000) | | 63,268,635 |
| **TOTAL REQUIREMENTS** | **222,537,957** | **36,111,615** | **1,416,411** | | **260,065,983** |

## 010 General Fund

**Main Subfund (011):**

a) **Revenue-Backed** : Increase Intergovernmental revenue by $575,000 and increase the Police department operating budget by the same amount for State grant funds for a Crisis Negotiation Team Vehicle and funding for St. Mark's Church facility upgrades.

b) **Revenue-Backed** : Increase Intergovernmental revenue by $314,411 and increase the Central Services department operating budget by the same amount for the Out of the Cold Homeless Services Grant to help support the sheltering needs of homeless Oregonians by providing infrastructure, operation and support service for emergency shelters.

c) **Revenue-Backed** : Increase Intergovernmental revenue by $10,000 and increase the Fire and Emergency Services department operating budget by the same amount for a Health Preparedness Grant for the purchase of Hazmat Personal Protective Equipment related to infections disease.

d) **Revenue-Backed** : Increase Miscellaneous revenue by $517,000 and Increase Fire and Emergency Services department operating budget by the same amount for Eugene Fire and Emergency Medical Services staff filling Springfield positions, per an Intergovernmental agreement. Staff time is reimbursed by the City of Springfield.

e) **One-Time Funding Request** : Increase the Central Services department operating budget by $243,000 and decrease the American Rescue Plan Act (ARPA) Reserves by the same amount for technology costs associated with the City Council chamber and Council work room upgrades in the Lane Community College building downtown.

f) **One-Time Funding Request** : Increase the Central Services department operating budget by $26,000 and decrease the City Council Contingency by the same amount for May 2022 elections costs.

g) **One-Time Funding Request** : Increase the Central Services department operating budget by $10,000 and decrease the City Council Contingency by the same amount for a contribution to Direct Relief to support humanitarian aid in Ukraine.

**Main Subfund (011) (continued from previous page):**

h) **One-Time Funding Request** : Increase the Fire and Emergency Medical Services department operating budget by $100,000 and decrease Reserves by the same amount for a personnel services adjustment due to increased contract costs for the recently ratified IAFF contract.

**Summary of Changes in Reserves**

| | | |
|---|---|---|
| Reserve for Revenue Shortfall (RRSF) | FY22 Authorized Budget as of 12/31/21 | $13,814,241 |
| | FY22 June SB Requests | (100,000) |
| | | 13,714,241 |
| Reserve for ARPA Funding | FY22 Authorized Budget as of 12/31/21 | $3,343,339 |
| | FY22 June SB Requests | (243,000) |
| | | 3,100,339 |
| | *Total General Fund Main Subfund Reserves Reconciliation* | $16,814,580 |

## 136 Community Safety Fund

| | FY22 Adopted | FY22 SB1 Action | FY22 SB2 Action | | FY22 Revised |
|---|---|---|---|---|---|
| **I. RESOURCES** | | | | | |
| **BEGINNING WORKING CAPITAL** | 7,249,926 | (3,776,503) | 0 | | 3,473,423 |
| **CHANGE TO WORKING CAPITAL** | | | | | |
| REVENUE | | | | | |
| Taxes | 17,900,000 | 0 | 0 | | 17,900,000 |
| Total Revenue | 17,900,000 | 0 | 0 | | 17,900,000 |
| **TOTAL RESOURCES** | **25,149,926** | **(3,776,503)** | **0** | | **21,373,423** |
| **II. REQUIREMENTS** | | | | | |
| Department Operating | | | | | |
| Central Services | 5,505,220 | (333,383) | 0 | | 5,171,837 |
| Fire and Emergency Medical Services | 0 | 218,556 | 700,000 | a | 918,556 |
| Police | 4,694,740 | 1,955,922 | 0 | | 6,650,662 |
| Library, Recreation and Cultural Services | 260,000 | 555,000 | 0 | | 815,000 |
| Total Department Operating | 10,459,960 | 2,396,095 | 700,000 | | 13,556,055 |
| Non-Departmental | | | | | |
| Interfund Transfers | 400,000 | 0 | 0 | | 400,000 |
| Special Payments | 4,700,000 | (2,700,000) | 0 | | 2,000,000 |
| Balance Available | 9,589,966 | (3,472,598) | (700,000) | a | 5,417,368 |
| Total Non-Departmental | 14,689,966 | (6,172,598) | (700,000) | | 7,817,368 |
| **TOTAL REQUIREMENTS** | **25,149,926** | **(3,776,503)** | **0** | | **21,373,423** |

**136 Community Safety Fund**

a) **One-Time Funding Request :** Increase the Fire and Emergency Medical Services department operating budget by $700,000 and decrease Balance Available by the same amount for the purchase and upfit of three ambulance vehicles that will support alternative response.

## 180 Library, Parks, and Recreation Special Revenue Fund

| | FY22 Adopted | FY22 SB1 Action | FY22 SB2 Action | | FY22 Revised |
|---|---|---|---|---|---|
| **I. RESOURCES** | | | | | |
| **BEGINNING WORKING CAPITAL** | 5,988,231 | 219,770 | 0 | | 6,208,001 |
| **CHANGE TO WORKING CAPITAL** | | | | | |
| REVENUE | | | | | |
| Rental | 34,920 | 0 | 0 | | 34,920 |
| Charges for Services | 12,500 | 0 | 0 | | 12,500 |
| Miscellaneous | 524,500 | 0 | 0 | | 524,500 |
| Total Revenue | 571,920 | 0 | 0 | | 571,920 |
| **TOTAL RESOURCES** | **6,560,151** | **219,770** | **0** | | **6,779,921** |
| **II. REQUIREMENTS** | | | | | |
| Department Operating | | | | | |
| Library Recreation and Cultural Svcs | 385,500 | 0 | 100,000 | a | 485,500 |
| Total Department Operating | 385,500 | 0 | 100,000 | | 485,500 |
| Capital Projects | | | | | |
| Capital Projects | 60,010 | 0 | 0 | | 60,010 |
| Capital Carryover | 642,692 | (7,524) | 0 | | 635,168 |
| Total Capital Projects | 702,702 | (7,524) | 0 | | 695,178 |
| Non-Departmental | | | | | |
| Reserves | 4,209,042 | 197,440 | 0 | | 4,406,482 |
| Special Payments | 107,523 | 707 | (100,000) | a | 8,230 |
| Balance Available | 1,155,384 | 29,147 | 0 | | 1,184,531 |
| Total Non-Departmental | 5,471,949 | 227,294 | (100,000) | | 5,599,243 |
| **TOTAL REQUIREMENTS** | **6,560,151** | **219,770** | **0** | | **6,779,921** |

**180 Library, Parks, and Recreation Special Revenue Fund**

a) **One-Time Funding Request** : Increase the Library, Recreation and Cultural Services department operating budget by $100,000 and decrease special payments by the same amount to liquidate a loan to the Arts & Business Alliance of Eugene (ABAE). The ABAE plans to terminate its loan fund program due to low activity and outcomes for the program not being met. Funds donated previously to the City for the Art Loan Program are being returned to the ABAE.

## 310 General Capital Projects Fund

| | FY22 Adopted | FY22 SB1 Action | FY22 SB2 Action | | FY22 Revised |
|---|---|---|---|---|---|
| **I. RESOURCES** | | | | | |
| **BEGINNING WORKING CAPITAL** | 39,217,675 | 1,068,366 | 0 | | 40,286,041 |
| **CHANGE TO WORKING CAPITAL** | | | | | |
| REVENUE | | | | | |
| Miscellaneous | 309,000 | 0 | 0 | | 309,000 |
| Interfund Transfers | 3,569,000 | 900,000 | 0 | | 4,469,000 |
| Special Payments | 10,700,000 | 0 | 0 | | 10,700,000 |
| Total Revenue | 14,578,000 | 900,000 | 0 | | 15,478,000 |
| **TOTAL RESOURCES** | **53,795,675** | **1,968,366** | **0** | | **55,764,041** |
| **II. REQUIREMENTS** | | | | | |
| Department Operating | | | | | |
| Library, Recreation and Cultural Services | 20,000 | 0 | 0 | | 20,000 |
| Total Department Operating | 20,000 | 0 | 0 | | 20,000 |
| Capital Projects | | | | | |
| Capital Projects | 14,981,584 | 3,376,561 | 0 | | 18,358,145 |
| Capital Carryover | 28,722,585 | 1,938,564 | (42,800) | a | 30,618,349 |
| Total Capital Projects | 43,704,169 | 5,315,125 | (42,800) | | 48,976,494 |
| Non-Departmental | | | | | |
| Debt Service | 0 | 0 | 42,800 | a | 42,800 |
| Reserve | 1,776,560 | 0 | 0 | | 1,776,560 |
| Balance Available | 8,294,946 | (3,346,759) | 0 | | 4,948,187 |
| Total Non-Departmental | 10,071,506 | (3,346,759) | 42,800 | | 6,767,547 |
| **TOTAL REQUIREMENTS** | **53,795,675** | **1,968,366** | **0** | | **55,764,041** |

**310 General Capital Projects Fund**

a) **One-Time Funding Request :** Decrease Capital Carryover by $42,800 for an arbitrage rebate payment to the IRS. Tax exempt borrowings are subject to IRS restrictions while bonds are outstanding. When the investment yield on bond proceeds is higher than the yield of the bond, these arbitrage earnings must be rebated to the Federal government.and increase Debt Service by the same amount for an arbitrage payment.

## 340 Transportation Capital Projects Fund

| | FY22 Adopted | FY22 SB1 Action | FY22 SB2 Action | | FY22 Revised |
|---|---|---|---|---|---|
| **I. RESOURCES** | | | | | |
| **BEGINNING WORKING CAPITAL** | 44,096,597 | (20,257,084) | 0 | | 23,839,513 |
| **CHANGE TO WORKING CAPITAL** | | | | | |
| REVENUE | | | | | |
| Taxes | 2,800,000 | 0 | 0 | | 2,800,000 |
| Intergovernmental | 3,651,000 | 19,095,904 | 591,000 | a | 23,337,904 |
| Rental | 35,000 | 0 | 0 | | 35,000 |
| Charges for Services | 41,000 | 0 | | | 41,000 |
| Miscellaneous | 100,000 | 0 | 0 | | 100,000 |
| Interfund Transfers | 650,000 | 200,000 | 0 | | 850,000 |
| Special Payments | 10,230,000 | 0 | 0 | | 10,230,000 |
| Total Revenue | 17,507,000 | 19,295,904 | 591,000 | | 37,393,904 |
| **TOTAL RESOURCES** | **61,603,597** | **(961,180)** | **591,000** | | **61,233,417** |
| **II. REQUIREMENTS** | | | | | |
| Capital Projects | | | | | |
| Capital Projects | 17,466,000 | 5,380,867 | 591,000 | a | 23,437,867 |
| Capital Carryover | 42,415,576 | (4,821,336) | 0 | | 37,594,240 |
| Total Capital Projects | 59,881,576 | 559,531 | 591,000 | | 61,032,107 |
| Non-Departmental | | | | | |
| Balance Available | 1,722,021 | (1,520,711) | 0 | | 201,310 |
| Total Non-Departmental | 1,722,021 | (1,520,711) | 0 | | 201,310 |
| **TOTAL REQUIREMENTS** | **61,603,597** | **(961,180)** | **591,000** | | **61,233,417** |

**340 Transportation Capital Projects Fund**

a) **One-Time Funding Request :** Increase Intergovernmental revenue by $591,000 and increase Capital Projects by the same amount for transportation projects funded by the Coronavirus Response and Relief Supplemental Appropriations Act of 2021.

## 520 Parking Services Fund

| | FY22 Adopted | FY22 SB1 Action | FY22 SB2 Action | | FY22 Revised |
|---|---|---|---|---|---|
| **I. RESOURCES** | | | | | |
| **BEGINNING WORKING CAPITAL** | 732,984 | (426,086) | 0 | | 306,898 |
| **CHANGE TO WORKING CAPITAL** | | | | | |
| REVENUE | | | | | |
| Rental | 598,700 | 0 | 0 | | 598,700 |
| Charges for Services | 4,846,000 | 0 | 0 | | 4,846,000 |
| Fines/Forfeitures | 727,200 | 0 | 0 | | 727,200 |
| Miscellaneous | 58,500 | 0 | 0 | | 58,500 |
| Interfund Transfers | 0 | 1,775,000 | 0 | | 1,775,000 |
| Total Revenue | 6,230,400 | 1,775,000 | 0 | | 8,005,400 |
| **TOTAL RESOURCES** | **6,963,384** | **1,348,914** | **0** | | **8,312,298** |
| **II. REQUIREMENTS** | | | | | |
| Department Operating | | | | | |
| Central Services | 422,772 | 0 | 0 | | 422,772 |
| Planning and Development | 5,393,565 | 698,443 | 0 | | 6,092,008 |
| Public Works | 96,554 | 0 | 0 | | 96,554 |
| Total Department Operating | 5,912,891 | 698,443 | 0 | | 6,611,334 |
| Capital Projects | | | | | |
| Capital Projects | 50,000 | 1,000,000 | 0 | | 1,050,000 |
| Capital Carryover | 460,354 | 0 | (350,390) | a | 109,964 |
| Total Capital Projects | 510,354 | 1,000,000 | (350,390) | | 1,159,964 |
| Non-Departmental | | | | | |
| Debt Service | 8,000 | 8,000 | 0 | | 16,000 |
| Interfund Transfers | 415,000 | 0 | 0 | | 415,000 |
| Special Payments | 110,000 | 0 | 0 | | 110,000 |
| Balance Available | 7,139 | (357,529) | 350,390 | a | 0 |
| Total Non-Departmental | 540,139 | (349,529) | 350,390 | | 541,000 |
| **TOTAL REQUIREMENTS** | **6,963,384** | **1,348,914** | **0** | | **8,312,298** |

**520 Parking Services Fund**

a) **One-Time Funding Request :** Decrease Capital Carryover by $350,390 and increase Balance Available by the same amount for a correction from the FY22 December Supplemental Budget. This budget action brings Balance Available from a negative position to zero.

## 592 Ambulance Transport Fund

| | FY22 Adopted | FY22 SB1 Action | FY22 SB2 Action | | FY22 Revised |
|---|---|---|---|---|---|
| **I. RESOURCES** | | | | | |
| **BEGINNING WORKING CAPITAL** | 126,836 | (441,359) | 0 | | (314,523) |
| **CHANGE TO WORKING CAPITAL** | | | | | |
| REVENUE | | | | | |
| Intergovernmental | 1,013,000 | 0 | 2,446,000 | a,b | 3,459,000 |
| Charges for Services | 9,797,900 | 66,059 | 0 | | 9,863,959 |
| Miscellaneous | 600,000 | 0 | 275,000 | c | 875,000 |
| Interfund Transfers | 1,650,000 | 604,523 | 0 | | 2,254,523 |
| Total Revenue | 13,060,900 | 670,582 | 2,721,000 | | 16,452,482 |
| **TOTAL RESOURCES** | **13,187,736** | **229,223** | **2,721,000** | | **16,137,959** |
| **II. REQUIREMENTS** | | | | | |
| Department Operating | | | | | |
| Fire and Emergency Medical Services | 11,389,873 | 324,606 | 1,608,000 | a,b,c,d | 13,322,479 |
| Total Department Operating | 11,389,873 | 324,606 | 1,608,000 | | 13,322,479 |
| Non-Departmental | | | | | |
| Interfund Transfers | 1,472,640 | 0 | 0 | | 1,472,640 |
| Balance Available | 325,223 | (95,383) | 1,113,000 | a,c,d | 1,342,840 |
| Total Non-Departmental | 1,797,863 | (95,383) | 1,113,000 | | 2,815,480 |
| **TOTAL REQUIREMENTS** | **13,187,736** | **229,223** | **2,721,000** | | **16,137,959** |

**592 Ambulance Transport Fund**

a) **Revenue-Backed** : Increase Intergovernmental revenue by $2,404,000, increase the Fire and Emergency Medical Services department operating budget by $791,000, and increase Balance Available by $1,613,000 for the Ground Emergency Medical Transport (GEMT) Coordinated Care Organization program. The state created a new GEMT program this year which creates a new revenue stream for the City. This action recognizes the increased GEMT revenue and the offsetting expenses need for the revenue match and added program costs.

b) **Revenue-Backed** : Increase Intergovernmental revenue by $42,000 and increase the Fire and Emergency Services department operating budget by the same amount for a Health Preparedness Grant to train staff in Ebola Response and purchase of additional Hazmat PPE related to infections disease.

c) **Revenue-Backed** : Increase Miscellaneous revenue by $275,000 and Increase Fire and Emergency Services department operating budget by the same amount for Eugene Fire and Emergency Medical Services staff filling Springfield positions, per an Intergovernmental agreement. Staff time is reimbursed by the City of Springfield.

d) **One-Time Funding Request** : Increase Fire and Emergency Services department operating budget by $500,000 and decrease Balance Available by the same amount for increased personnel services costs due to a high number of vacant positions and ongoing impacts of the COVID-19 pandemic.

**Resolution Number XXXX**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET; MAKING APPROPRIATIONS FOR THE CITY OF EUGENE FOR THE FISCAL YEAR BEGINNING JULY 1, 2021, AND ENDING JUNE 30, 2022.**

The City Council of the City of Eugene finds that Adopting the Supplemental Budget and Making Appropriations is necessary under ORS 294.471.

**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.
That the Supplemental Budget for the City of Eugene, Oregon, for the fiscal year beginning July 1, 2021, and ending June 30, 2022, as set forth in attached Exhibit A is hereby adopted.

Section 2.
The supplemental amounts for the fiscal year beginning July 1, 2021, and ending June 30, 2022, and for the purposes shown in attached Exhibit A are hereby appropriated.

Section 3.
That this Supplemental Budget is prepared in accordance with ORS 294.471(1), which authorizes the formulation of a supplemental budget resulting from "An occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning." This Supplemental Budget was published in accordance with ORS 294.471(3).

Section 4.
This resolution complies with ORS 294.471(4), and does not authorize an increase in the levy of property taxes above the amount in the Adopted Budget publication.

_____
City Recorder

**EXHIBIT A**

| | | Amounts in dollars |
|---|---|---|
| **GENERAL FUND** | | |
| **Department Operating** | | |
| | Central Services | 593,411 |
| | Fire and Emergency Medical Services | 627,000 |
| | Police | 575,000 |
| **Total Department Operating** | | 1,795,411 |
| **Non-Departmental** | | |
| | Contingency | (36,000) |
| * | Reserves | (343,000) |
| **Total Non-Departmental** | | (379,000) |
| **TOTAL GENERAL FUND** | | **1,416,411** |
| **COMMUNITY SAFETY FUND** | | |
| **Department Operating** | | |
| | Fire and Emergency Medical Services | 700,000 |
| **Total Department Operating** | | 700,000 |
| **Non-Departmental** | | |
| * | Balance Available | (700,000) |
| **Total Non-Departmental** | | (700,000) |
| **TOTAL COMMUNITY SAFETY FUND** | | **0** |
| **LIBRARY, PARKS AND RECREATION SPECIAL REVENUE FUND** | | |
| **Department Operating** | | |
| | Library Recreation and Cultural Svcs | 100,000 |
| **Total Department Operating** | | 100,000 |
| **Non-Departmental** | | |
| | Special Payments | (100,000) |
| **Total Non-Departmental** | | (100,000) |
| **TOTAL LIBRARY, PARKS AND REC. SPECIAL REVENUE FUND** | | **0** |

## GENERAL CAPITAL PROJECTS FUND

| | |
|---|---|
| **Capital Projects** | |
| Capital Projects | (42,800) |
| **Total Capital Projects** | (42,800) |
| | |
| **Non-Departmental** | |
| Debt Service | 42,800 |
| **Total Non-Departmental** | 42,800 |
| | |
| **TOTAL GENERAL CAPITAL PROJECTS FUND** | **0** |

## TRANSPORTATION CAPITAL PROJECTS FUND

| | |
|---|---|
| **Capital Projects** | |
| Capital Projects | 591,000 |
| **Total Capital Projects** | 591,000 |
| | |
| **TOTAL TRANSPORTATION CAPITAL FUND** | **591,000** |

## PARKING SERVICES FUND

| | |
|---|---|
| **Capital Projects** | |
| Capital Projects | (350,390) |
| **Total Capital Projects** | (350,390) |
| | |
| **Non-Departmental** | |
| * Balance Available | 350,390 |
| **Total Non-Departmental** | 350,390 |
| | |
| **TOTAL PARKING SERVICES FUND** | **0** |

## AMBULANCE TRANSPORT FUND

| | |
|---|---|
| **Department Operating** | |
| Fire and Emergency Medical Services | 1,608,000 |
| **Total Department Operating** | 1,608,000 |
| | |
| **Non-Departmental** | |
| * Balance Available | 1,113,000 |
| **Total Non-Departmental** | 1,113,000 |
| | |
| **TOTAL AMBULANCE TRANSPORT FUND** | **2,721,000** |
| | |
| **TOTAL REQUIREMENTS - ALL FUNDS** | **4,728,411** |

* Reserves and Balance Available are not appropriated for spending and are shown for informational purposes only.

# EUGENE CITY COUNCIL
# AGENDA ITEM SUMMARY

Public Hearing and Action: A Resolution Adopting the Budget, Making Appropriations, Determining, Levying and Categorizing the Annual Ad Valorem Property Tax Levy for the City of Eugene for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023; a Resolution Electing to Receive State Revenue Sharing Funds Pursuant to Section 221.770 of Oregon Revised Statutes; and a Resolution Certifying that the City of Eugene Provides the Municipal Services Required by Oregon Revised Statutes Section 221.760 in Order to Receive State Shared Revenues

Meeting Date: June 27, 2022
Department: Central Services
*www.eugene-or.gov*

Agenda Item Number: 7
Staff Contact: Vicki Silvers
Contact Telephone Number: 541-682-5082

**ISSUE STATEMENT**
This meeting is to conduct a public hearing and take action to adopt the Fiscal Year 2022-2023 (FY23) budget for the City of Eugene. Oregon Local Budget Law requires the City to conduct a public hearing to receive testimony on the FY23 City of Eugene budget as recommended by the Budget Committee and on the proposed uses of the State Revenue Sharing funds. Resolutions electing to receive State Revenue Sharing funds and certifying that the City of Eugene provides municipal services required for receipt of state-shared revenues are also required in order to continue receiving those funds under ORS 221.760 and 221.770. Finally, ORS 294.456 requires the City Council to pass a resolution adopting the budget, making appropriations, and determining, levying and categorizing the ad valorem property taxes for the next fiscal year.

**BACKGROUND**
The City Council has consistently met the provision of the Oregon Local Budget Law which requires that a jurisdiction adopts an annual budget by June 30 of each year. If a jurisdiction elects to receive State Revenue Sharing funds, it also must hold a public hearing on the proposed uses of the funds and adopt resolutions or ordinances electing to receive the funds and certifying that the City provides qualifying municipal services.

**Financial and Resource Considerations**
Financial and resource considerations are detailed in the FY23 Proposed Budget document, available at www.eugene-or.gov/budget, and in the Budget Committee meeting materials, which are available at www.eugene-or.gov/budgetcommittee.

**FY23 Proposed Budget and Budget Committee Changes**
The City Manager presented the FY23 Proposed Budget to the Budget Committee for

consideration on April 27, 2022. The Budget Committee review of the FY23 Proposed Budget consisted of four meetings held on April 27, May 11, May 18 and May 25. A public comment period was held at the May 11, May 18, and May 25 meetings. The Budget Committee recommendation consists of the City Manager's FY23 Proposed Budget with amendments. A summary of the Budget Committee changes to the FY23 Proposed Budget is provided in Attachment A.

The Budget Committee's final recommendation, approved on May 25, 2022, is as follows:

Move that the Budget Committee recommend to the Eugene City Council the FY23 Budget for the City of Eugene that consists of the City Manager's Proposed FY23 Budget, including the property tax levies and/or rates contained therein, amended to reflect appropriations for prior year encumbrances and prior year capital projects with the following amendments:

- Move to recommend that the city manager add $300,000 from ARPA reserves for the purchase and installation of a downtown public bathroom and $10,000 ongoing for operational costs, funded by the Reserve for Revenue Shortfall and included in the base budget beyond FY23.
- Move to recommend to City Council direct the City Manager to include $500,000 in the FY23 budget allocated from ARPA funds for completion of Striker Field Park phase 2.

Attachment A reconciles the FY23 Proposed Budget to the FY23 Budget Committee recommended budget. All approved motions and the committee votes are shown in Attachment B.

The Budget Committee recommendation includes appropriations for prior fiscal year encumbrances and estimated unexpended capital project funds. Encumbrance carryover is for operating budget items contracted for, but not expended, in FY22. Capital project carryover is for capital appropriations that are estimated to remain unexpended at the end of FY22. Attachment A provides information on encumbrance and capital project carryover by fund.

**State Revenue Sharing**
The FY23 estimated revenues from State Revenue Sharing are $2,526,000. The proposed use of these revenues is to support General Fund services. Attachment C includes the resolution requesting state revenue sharing funds, and Attachment D certifies that the City provides the services required in order to receive state revenue sharing funds.

**Timing**
Under Oregon Local Budget Law, the FY23 City of Eugene budget must be adopted by June 30, 2022, and a copy of the adopting resolution must be filed with the Lane County Assessor by July 15, 2022. Additionally, the City must elect to receive State Revenue Sharing funds and file a copy of the corresponding resolution with the State of Oregon Department of Administrative Services by July 31, 2022.

**Other Background Information**
The FY23 Proposed Budget document, Budget Committee meeting materials and Budget Committee FY23 budget motions are available on the City's website at www.eugene-or.gov/budget.

## COUNCIL OPTIONS

After the public hearing on the FY23 budget as recommended by the Budget Committee has been held, the City Council may make changes to the FY23 budget. City Council may reduce budgeted appropriations in any fund by any amount, as long as resources and requirements remain in balance. No additional process steps are required when appropriations are reduced by the City Council.

Budgeted appropriations may also be increased by the City Council. If the total appropriation increase in any of the reporting funds is less than $5,000 or 10% of the fund's appropriations as recommended by the Budget Committee, whichever is greater, then no additional process steps are required. However, if the appropriations in any fund are increased by more than those limits, the City Council must publish a revised budget notice and hold another public hearing before the adjusted budget can be adopted. Due to the timing requirements associated with the budget notice publication, the last option would effectively not be possible, assuming adoption of the FY23 budget by June 30, 2022.

If the City Council decides to amend the FY23 budget resolutions, the motion must contain specific appropriation line(s) being altered in the resolution, and each motion must be self-balancing, meaning that a resource and a requirement must exactly offset each other.

## CITY MANAGER'S RECOMMENDATION

The City Manager recommends passage of the two State Revenue Sharing resolutions and the resolution adopting the Budget Committee's recommended budget for the City of Eugene.

## SUGGESTED MOTIONS

- Move to approve a Resolution electing to receive State Revenue Sharing funds pursuant to Section 221.770 of Oregon Revised Statutes.

- Move to approve a Resolution certifying that the City of Eugene provides the municipal services required by Oregon Revised Statues Section 221.760.

- Move to approve a Resolution adopting the budget, making appropriations, and determining, levying and categorizing the annual ad valorem property tax levy for the City of Eugene for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

## ATTACHMENTS

A. Summary of Changes to the FY23 Proposed Budget
   - Exhibit A: FY23 Proposed Budget Changes
B. Budget Committee Motions to Amend the FY23 Proposed Budget
C. Resolution Electing to Receive State Revenue Sharing
D. Resolution Certifying Municipal Services Provided
E. Resolution Adopting the FY23 City of Eugene Budget

- Exhibit A: Expenditure Appropriations by Fund
- Exhibit B: Fund Names

**FOR MORE INFORMATION**

Staff Contact: Vicki Silvers
Telephone: 541-682-5082
Staff E-Mail: VSilvers@eugene-or.gov

# Summary of Changes to the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | Misc. Actions | | Encumbrances Reserve/Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|---|
| | | | <---------- Budget Committee Actions ----------> | | | | | |
| **A.** | **General Fund** | | | | | | | |
| | Central Services | 41,086,587 | 10,000 | a | | | 41,096,587 | 41,096,587 |
| | Fire and Emergency Medical Services | 35,513,983 | | | | | 35,513,983 | 35,513,983 |
| | Library, Recreation and Cultural Services | 39,846,000 | | | | | 39,846,000 | 39,846,000 |
| | Planning and Development | 10,174,629 | | | | | 10,174,629 | 10,174,629 |
| | Police | 63,937,242 | | | | | 63,937,242 | 63,937,242 |
| | Public Works | 7,634,641 | | | | | 7,634,641 | 7,634,641 |
| | Interfund Transfers | 13,963,300 | 800,000 | a,b | | | 14,763,300 | 14,763,300 |
| | Special Payments | 500,000 | | | | | 500,000 | 500,000 |
| | Contingency | 100,000 | | | | | 100,000 | 100,000 |
| | Reserve | 14,104,233 | (810,000) | a,b | 10,868,763 | | 24,162,996 | 24,162,996 |
| | Unappropriated Ending Fund Balance | 29,590,000 | | | | | 29,590,000 | 29,590,000 |
| | **Total** | **$ 256,450,615** | **-** | | **$ 10,868,763** | **-** | **$ 267,319,378** | **$ 267,319,378** |

a) Increase the Central Services budget ongoing by $10,000 for operational costs of a new downtown bathroom; increase Interfund Transfers by $300,000 for a transfer to the General Capital Projects Fund (310) for the purchase and installation of a new downtown bathroom. Funds for the purchase and installation of the downtown bathroom will come from the American Rescue Plan Act (ARPA) Reserve. Funds for the ongoing operational costs will come from the Reserve for Revenue Shortfall (RRSF).

b) Increase Interfund Transfers by $500,000 for a transfer to the General Capital Projects Fund (310) to fund the completion of Striker Field Park Phase 2. Funds to come from the American Rescue Plan Act (ARPA) Reserve.

# Summary of Changes to the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | Misc. Actions | Encumbrances Reserve/Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|
| | | | <---------- Budget Committee Actions ----------> | | | | |
| **B.** | **Special Assessment Management Fund** | | | | | | |
| | Central Services | 108,927 | | | | 108,927 | 108,927 |
| | Interfund Transfers | 12,000 | | | | 12,000 | 12,000 |
| | Special Payments | 30,000 | | | | 30,000 | 30,000 |
| | Reserve | 50,000 | | | | 50,000 | 50,000 |
| | Balance Available | 278,579 | | | | 278,579 | 278,579 |
| | **Total** | **$ 479,506** | **-** | **-** | **-** | **$ 479,506** | **$ 479,506** |
| **C.** | **Library Local Option Levy Fund** | | | | | | |
| | Library, Recreation and Cultural Services | 3,116,041 | | 50,000 | | 3,166,041 | 3,166,041 |
| | Reserve | 2,725,491 | | | | 2,725,491 | 2,725,491 |
| | **Total** | **$ 5,841,532** | **-** | **$ 50,000** | **-** | **$ 5,891,532** | **$ 5,891,532** |
| **D.** | **Parks and Recreation Local Option Levy Fund** | | | | | | |
| | Central Services | - | | 5,601 | | 5,601 | 5,601 |
| | Library, Recreation and Cultural Services | 610,000 | | | | 610,000 | 610,000 |
| | Police | 412,286 | | 737 | | 413,023 | 413,023 |
| | Public Works | 3,290,682 | | 629,132 | | 3,919,814 | 3,919,814 |
| | Balance Available | 11,517 | | | | 11,517 | 11,517 |
| | **Total** | **$ 4,324,485** | **-** | **$ 635,470** | **-** | **$ 4,959,955** | **$ 4,959,955** |
| **E.** | **Road Fund** | | | | | | |
| | Public Works | 15,981,188 | | 685,030 | | 16,666,218 | 16,666,218 |
| | Interfund Transfers | 1,642,000 | | | | 1,642,000 | 1,642,000 |
| | Balance Available | 5,850,814 | | | | 5,850,814 | 5,850,814 |
| | **Total** | **$ 23,474,002** | **-** | **$ 685,030** | **-** | **$ 24,159,032** | **$ 24,159,032** |
| **F.** | **Public Safety Communications Fund** | | | | | | |
| | Police | 3,201,428 | | 8,700 | | 3,210,128 | 3,210,128 |
| | Interfund Transfers | 388,000 | | | | 388,000 | 388,000 |
| | Budget Reserves* | 152,000 | | | | 152,000 | 152,000 |
| | Balance Available | 1,576,598 | | | | 1,576,598 | 1,576,598 |
| | **Total** | **$ 5,318,026** | **-** | **$ 8,700** | **-** | **$ 5,326,726** | **$ 5,326,726** |

# Summary of Changes to the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | Misc. Actions | Encumbrances Reserve/Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|
| | | | <---------- Budget Committee Actions ----------> | | | | |
| **G.** | **Telecommunications Registration/Licensing Fund** | | | | | | |
| | Central Services | 2,554,480 | | 183,750 | | 2,738,230 | 2,738,230 |
| | Debt Service | 25,000 | | | | 25,000 | 25,000 |
| | Interfund Transfers | 44,000 | | | | 44,000 | 44,000 |
| | Special Payments | 120,000 | | | | 120,000 | 120,000 |
| | Reserve | 1,468,128 | | | | 1,468,128 | 1,468,128 |
| | Balance Available | 641,529 | | | | 641,529 | 641,529 |
| | **Total** | **$ 4,853,137** | **-** | **$ 183,750** | **-** | **$ 5,036,887** | **$ 5,036,887** |
| **H.** | **Community Safety Fund** | | | | | | |
| | Central Services | 6,137,014 | | 1,079,207 | | 7,216,221 | 7,216,221 |
| | Fire and Emergency Medical Services | 1,590,777 | | 714,000 | | 2,304,777 | 2,304,777 |
| | Library, Recreation and Cultural Services | 850,372 | | 193,661 | | 1,044,033 | 1,044,033 |
| | Police | 12,485,050 | | 871,134 | | 13,356,184 | 13,356,184 |
| | Interfund Transfers | 420,000 | | | | 420,000 | 420,000 |
| | Balance Available | 8,655,532 | | | | 8,655,532 | 8,655,532 |
| | **Total** | **$ 30,138,745** | **-** | **$ 2,858,002** | **-** | **$ 32,996,747** | **$ 32,996,747** |
| **I.** | **Housing Programs and Construction Fund** | | | | | | |
| | Fire and Emergency Medical Services | 404,225 | | | | 404,225 | 404,225 |
| | Planning and Development | 9,778,987 | | 114,136 | | 9,893,123 | 9,893,123 |
| | Public Works | 657,888 | | | | 657,888 | 657,888 |
| | Interfund Transfers | 1,083,000 | | | | 1,083,000 | 1,083,000 |
| | Special Payments | 4,711,016 | | | | 4,711,016 | 4,711,016 |
| | Balance Available | 9,283,696 | | | | 9,283,696 | 9,283,696 |
| | **Total** | **$ 25,918,812** | **-** | **$ 114,136** | **-** | **$ 26,032,948** | **$ 26,032,948** |
| **J.** | **Solid Waste and Recycling Fund** | | | | | | |
| | Planning and Development | 1,405,543 | | 205,614 | | 1,611,157 | 1,611,157 |
| | Interfund Transfers | 190,000 | | | | 190,000 | 190,000 |
| | Balance Available | 837,737 | | | | 837,737 | 837,737 |
| | **Total** | **$ 2,433,280** | **-** | **$ 205,614** | **-** | **$ 2,638,894** | **$ 2,638,894** |

# Summary of Changes to the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | Misc. Actions | Encumbrances Reserve/Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|
| | | | <---------- Budget Committee Actions ----------> | | | | |
| **K.** | **Community Development Fund** | | | | | | |
| | Planning and Development | 4,893,520 | | 420,739 | | 5,314,259 | 5,314,259 |
| | Capital Projects | - | | | 1,005 | 1,005 | 1,005 |
| | Debt Service | 356,871 | | | | 356,871 | 356,871 |
| | Interfund Transfers | 89,000 | | | | 89,000 | 89,000 |
| | Special Payments | 8,742,290 | | | | 8,742,290 | 8,742,290 |
| | Reserve | 1,643,664 | | | | 1,643,664 | 1,643,664 |
| | **Total** | **$ 15,725,345** | **-** | **$ 420,739** | **$ 1,005** | **$ 16,147,089** | **$ 16,147,089** |
| **L.** | **Library, Parks and Recreation Fund** | | | | | | |
| | Library, Recreation and Cultural Services | 399,000 | | | | 399,000 | 399,000 |
| | Capital Projects | 50,155 | | | 624,563 | 674,718 | 674,718 |
| | Special Payments | 7,572 | | | | 7,572 | 7,572 |
| | Reserve | 4,456,482 | | | | 4,456,482 | 4,456,482 |
| | Balance Available | 1,394,034 | | | | 1,394,034 | 1,394,034 |
| | **Total** | **$ 6,307,243** | **-** | **-** | **$ 624,563** | **$ 6,931,806** | **$ 6,931,806** |
| **M.** | **General Obligation Debt Service Fund** | | | | | | |
| | Debt Service | 13,782,432 | | | | 13,782,432 | 13,782,432 |
| | **Total** | **$ 13,782,432** | **-** | **-** | **-** | **$ 13,782,432** | **$ 13,782,432** |
| **N.** | **Miscellaneous Debt Service Fund** | | | | | | |
| | Debt Service | 1,323,658 | | | | 1,323,658 | 1,323,658 |
| | Balance Available | 121,314 | | | | 121,314 | 121,314 |
| | **Total** | **$ 1,444,972** | **-** | **-** | **-** | **$ 1,444,972** | **$ 1,444,972** |
| **O.** | **Special Assessment Bond Debt Fund** | | | | | | |
| | Debt Service | 117,400 | | | | 117,400 | 117,400 |
| | Interfund Transfers | 10,000 | | | | 10,000 | 10,000 |
| | Reserve | 60,061 | | | | 60,061 | 60,061 |
| | **Total** | **$ 187,461** | **-** | **-** | **-** | **$ 187,461** | **$ 187,461** |

# Summary of Changes to the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | Misc. Actions | | Encumbrances Reserve/Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|---|
| | | | <---------- Budget Committee Actions ----------> | | | | | |
| **P.** | **General Capital Projects Fund** | | | | | | | |
| | Library, Recreation and Cultural Services | 20,000 | | | | | 20,000 | 20,000 |
| | Capital Projects | 10,964,841 | 800,000 | a,b | | 41,190,524 | 52,955,365 | 52,955,365 |
| | Reserve | 26,560 | | | | | 26,560 | 26,560 |
| | Balance Available | 6,863,503 | | | | | 6,863,503 | 6,863,503 |
| | **Total** | **$ 17,874,904** | **$ 800,000** | | **-** | **$ 41,190,524** | **$ 59,865,428** | **$ 59,865,428** |
| | a) Increase Capital Projects by $300,000 for the purchase and installation of a new downtown bathroom. Funds to come from the American Rescue Plan Act (ARPA) Reserve. | | | | | | | |
| | b) Increase Capital Projects by $500,000 to fund the completion of Striker Field Park Phase 2. Funds to come from the American Rescue Plan Act (ARPA) Reserve. | | | | | | | |
| **Q.** | **Systems Development Capital Projects Fund** | | | | | | | |
| | Planning and Development | 194,698 | | | 568 | | 195,266 | 195,266 |
| | Public Works | 478,220 | | | 8,181 | | 486,401 | 486,401 |
| | Capital Projects | 7,169,446 | | | | 25,002,820 | 32,172,266 | 32,172,266 |
| | Interfund Transfers | 89,000 | | | | | 89,000 | 89,000 |
| | Balance Available | 14,795,415 | | | | | 14,795,415 | 14,795,415 |
| | **Total** | **$ 22,726,779** | **-** | | **$ 8,749** | **$ 25,002,820** | **$ 47,738,348** | **$ 47,738,348** |
| **R.** | **Transportation Capital Projects Fund** | | | | | | | |
| | Capital Projects | 14,748,529 | | | | 43,389,425 | 58,137,954 | 58,137,954 |
| | Balance Available | 1,733,946 | | | | | 1,733,946 | 1,733,946 |
| | **Total** | **$ 16,482,475** | **-** | | **-** | **$ 43,389,425** | **$ 59,871,900** | **$ 59,871,900** |
| **S.** | **Special Assessments Capital Projects Fund** | | | | | | | |
| | Interfund Transfers | 20,000 | | | | | 20,000 | 20,000 |
| | Balance Available | 23,885 | | | | | 23,885 | 23,885 |
| | **Total** | **$ 43,885** | **-** | | **-** | **-** | **$ 43,885** | **$ 43,885** |

# Summary of Changes to the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | Misc. Actions | Encumbrances Reserve/Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|
| | | | <---------- Budget Committee Actions ----------> | | | | |
| T. | **Municipal Airport Fund** | | | | | | |
| | Fire and Emergency Medical Services | 1,418,194 | | | | 1,418,194 | 1,418,194 |
| | Police | 1,211,749 | | 1,474 | | 1,213,223 | 1,213,223 |
| | Public Works | 10,905,274 | | 721,176 | | 11,626,450 | 11,626,450 |
| | Capital Projects | 11,963,008 | | | 27,041,295 | 39,004,303 | 39,004,303 |
| | Interfund Transfers | 748,000 | | | | 748,000 | 748,000 |
| | Reserve | 8,704,486 | | | | 8,704,486 | 8,704,486 |
| | Balance Available | 31,560,032 | | | | 31,560,032 | 31,560,032 |
| | **Total** | **$ 66,510,743** | **-** | **$ 722,650** | **$ 27,041,295** | **$ 94,274,688** | **$ 94,274,688** |
| U. | **Parking Services Fund** | | | | | | |
| | Central Services | 432,396 | | | | 432,396 | 432,396 |
| | Planning and Development | 7,406,649 | | 520,375 | | 7,927,024 | 7,927,024 |
| | Public Works | 45,000 | | | | 45,000 | 45,000 |
| | Capital Projects | 50,000 | | | 714,522 | 764,522 | 764,522 |
| | Debt Service | 15,000 | | | | 15,000 | 15,000 |
| | Interfund Transfers | 240,000 | | | | 240,000 | 240,000 |
| | Special Payments | 150,000 | | | | 150,000 | 150,000 |
| | Balance Available | 322,651 | | | | 322,651 | 322,651 |
| | **Total** | **$ 8,661,696** | **-** | **$ 520,375** | **$ 714,522** | **$ 9,896,593** | **$ 9,896,593** |
| V. | **Wastewater Utility Fund** | | | | | | |
| | Public Works | 30,694,625 | | 1,309,414 | | 32,004,039 | 32,004,039 |
| | Capital Projects | 1,940,000 | | | 6,005,021 | 7,945,021 | 7,945,021 |
| | Interfund Transfers | 1,725,000 | | | | 1,725,000 | 1,725,000 |
| | Special Payments | 31,500,000 | | | | 31,500,000 | 31,500,000 |
| | Balance Available | 955,120 | | | | 955,120 | 955,120 |
| | **Total** | **$ 66,814,745** | **-** | **$ 1,309,414** | **$ 6,005,021** | **$ 74,129,180** | **$ 74,129,180** |
| W. | **Stormwater Utility Fund** | | | | | | |
| | Public Works | 19,638,206 | | 442,803 | | 20,081,009 | 20,081,009 |
| | Capital Projects | 2,755,000 | | | 7,215,694 | 9,970,694 | 9,970,694 |
| | Interfund Transfers | 1,181,000 | | | | 1,181,000 | 1,181,000 |
| | Special Payments | 15,000 | | | | 15,000 | 15,000 |
| | Balance Available | 8,484,029 | | | | 8,484,029 | 8,484,029 |
| | **Total** | **$ 32,073,235** | **-** | **$ 442,803** | **$ 7,215,694** | **$ 39,731,732** | **$ 39,731,732** |

# Summary of Changes to the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | Misc. Actions | Encumbrances Reserve/Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|
| | | | <---------- Budget Committee Actions ----------> | | | | |
| **X.** | **Ambulance Transport Fund** | | | | | | |
| | Fire and Emergency Medical Services | 12,136,339 | | 73,863 | | 12,210,202 | 12,210,202 |
| | Interfund Transfers | 1,561,233 | | | | 1,561,233 | 1,561,233 |
| | Balance Available | 742,995 | | | | 742,995 | 742,995 |
| | **Total** | **$ 14,440,567** | **-** | **$ 73,863** | **-** | **$ 14,514,430** | **$ 14,514,430** |
| **Y.** | **Fleet Services Fund** | | | | | | |
| | Public Works | 10,848,018 | | 1,593,670 | | 12,441,688 | 12,441,688 |
| | Interfund Transfers | 495,000 | | | | 495,000 | 495,000 |
| | Special Payments | 2,000,000 | | | | 2,000,000 | 2,000,000 |
| | Reserve | 7,691,387 | | | | 7,691,387 | 7,691,387 |
| | Balance Available | 1,393,221 | | | | 1,393,221 | 1,393,221 |
| | **Total** | **$ 22,427,626** | **-** | **$ 1,593,670** | **-** | **$ 24,021,296** | **$ 24,021,296** |
| **Z.** | **Information Systems and Services Fund** | | | | | | |
| | Central Services | 10,688,329 | | 621,342 | | 11,309,671 | 11,309,671 |
| | Interfund Transfers | 275,000 | | | | 275,000 | 275,000 |
| | Reserve | 3,439,274 | | | | 3,439,274 | 3,439,274 |
| | Balance Available | 1,773,876 | | | | 1,773,876 | 1,773,876 |
| | **Total** | **$ 16,176,479** | **-** | **$ 621,342** | **-** | **$ 16,797,821** | **$ 16,797,821** |
| **AA.** | **Facilities Services Fund** | | | | | | |
| | Central Services | 12,232,579 | | 932,901 | | 13,165,480 | 13,165,480 |
| | Planning and Development | 641,645 | | 42,516 | | 684,161 | 684,161 |
| | Capital Projects | 200,000 | | | 719,258 | 919,258 | 919,258 |
| | Interfund Transfers | 528,000 | | | | 528,000 | 528,000 |
| | Reserve | 200,000 | | | | 200,000 | 200,000 |
| | Balance Available | 2,949,028 | | | | 2,949,028 | 2,949,028 |
| | **Total** | **$ 16,751,252** | **-** | **$ 975,417** | **$ 719,258** | **$ 18,445,927** | **$ 18,445,927** |

# Summary of Changes to the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | Misc. Actions | Encumbrances Reserve/Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|
| | | | <---------- Budget Committee Actions ----------> | | | | |
| **AB.** | **Risk and Benefits Fund** | | | | | | |
| | Central Services | 47,767,141 | | 392,709 | | 48,159,850 | 48,159,850 |
| | Debt Service | 8,437,400 | | | | 8,437,400 | 8,437,400 |
| | Interfund Transfers | 371,000 | | | | 371,000 | 371,000 |
| | Reserve | 4,749,241 | | | | 4,749,241 | 4,749,241 |
| | Balance Available | 22,953,760 | | | | 22,953,760 | 22,953,760 |
| | **Total** | **$ 84,278,542** | **-** | **$ 392,709** | **-** | **$ 84,671,251** | **$ 84,671,251** |
| **AC.** | **Professional Services Fund** | | | | | | |
| | Public Works | 10,315,712 | | 31,633 | | 10,347,345 | 10,347,345 |
| | Interfund Transfers | 932,000 | | | | 932,000 | 932,000 |
| | Reserve | 312,149 | | | | 312,149 | 312,149 |
| | Balance Available | 189,950 | | | | 189,950 | 189,950 |
| | **Total** | **$ 11,749,811** | **-** | **$ 31,633** | **-** | **$ 11,781,444** | **$ 11,781,444** |
| | **TOTAL CITY OF EUGENE BUDGET** | **$ 793,692,332** | **$ 800,000** | **$ 22,722,829** | **$ 151,904,127** | **$ 969,119,288** | **$ 969,119,288** |

**FY23 Proposed Budget Changes**
The City of Eugene FY23 Proposed Budget was presented to the Budget Committee for consideration on April 27, 2022. Concurrent with the Budget Committee's review of the Proposed Budget, the FY23 Proposed Budget was published on the City website and made available in hard copy format for public review.

The following tables include a summary of ongoing and limited duration General Fund Budget Changes in the FY23 Proposed Budget as presented to the Budget Committee.

## FY23 Proposed General Fund Budget Changes

| **Main Subfund (Subfund 011)** | | |
|---|---|---|
| **Ongoing Funding Changes** | **FTE** | **Amount** |
| Recreation Programming Expansion (revenue-backed)[1] | 0.00 | 290,000 |
| Downtown: Farmer's Market Pavilion and Plaza Maintenance and Custodial (FY23) | 2.00 | 275,000 |
| Police Auditor Diversity, Equity and Inclusion Officer | 1.00 | 134,000 |
| City Council Contingency | 0.00 | 88,000 |
| Climate Analyst | 0.50 | 80,000 |
| Corporate Software System Support[1] | 0.00 | (237,000) |
| Unhoused Response Communications Position | 1.00 | - |
| Employee Resource Center Compensation/Class Analyst | 1.00 | - |
| PERS Payroll Accountant | 1.00 | - |
| Central Services Sr. Management Analyst | 0.50 | - |
| **Total** | **7.00** | **$630,000** |
| | | |
| **Limited Duration Funding Changes (End Date)** | **FTE** | **Amount** |
| State Funded Homelessness Response (revenue-backed) (FY23) | 0.00 | 5,152,000 |
| Downtown Management (FY23) | 0.00 | 1,000,000 |
| State-Mandated Planning Work (FY23) | 0.00 | 400,000 |
| Riverfront Urban Renewal Project Support (revenue-backed) (FY24) | 0.00 | 260,000 |
| HSC Contributions - CDBG Gap and Contractor Wages (FY23) | 0.00 | 125,000 |
| Police Auditor Office Backfill (FY23) | 0.00 | 54,000 |
| Midtown Arts Center SDC Repayment from Property Taxes (FY32) | 0.00 | 16,163 |
| **Total** | **0.00** | **$7,007,163** |

[1]See Other Funds Changes for additional changes

FTE represents budgeted positions. See the Personnel section of the FY23 Proposed Budget for additional information about FTE.

The following section describes limited duration General Fund investments removed in the FY23 Proposed Budget:

## FY22 Limited Duration General Fund Investments Removed in FY23

| | FTE | Amount |
|---|---|---|
| **Ambulance Transport Fund** | | |
| Ambulance Transport Fund Structural Gap Coverage | 0.00 | (1,250,000) |
| **Total Ambulance Transport Fund Investments** | **0.00** | **(1,250,000)** |
| **Downtown** | | |
| Downtown Safety | 0.00 | (590,000) |
| Downtown Ambassadors | 0.00 | (490,000) |
| Downtown Programming | 0.00 | (146,000) |
| Downtown Weekend Custodial and Storage Pods | 0.00 | (28,500) |
| Downtown Communications | 0.00 | (11,500) |
| **Total Downtown Investments** | **-** | **(1,266,000)** |
| **Homelessness** | | |
| Homelessness Services | 0.00 | (450,000) |
| **Total Homelessness Investments** | **0.00** | **(450,000)** |
| **CAHOOTS** | | |
| CAHOOTS Hours Increase | 0.00 | (125,000) |
| **Total CAHOOTS Investments** | **0.00** | **(125,000)** |
| **Climate** | | |
| Climate Recovery Ordinance Implementation | 0.00 | (65,000) |
| **Total Climate Investments** | **0.00** | **(65,000)** |
| **Human Services Commission** | | |
| Human Services Commission - Subcontractor Salary Increase | 0.00 | (75,000) |
| Human Services Commission - CDBG Funding Gap | 0.00 | (50,000) |
| **Total HSC Investments** | **0.00** | **(125,000)** |
| **Bethel Neighborhood Capacity Building** | | |
| Bethel Neighborhood Capacity Building | 0.00 | (20,000) |
| **Total Bethel Neighborhood Investments** | **0.00** | **(20,000)** |
| | | |
| **Total FY22 Limited Duration General Fund Investments Removed in FY23** | **0.00** | **($3,301,000)** |

The FY22 Adopted Budget included both budget reduction strategies and investments. The following are one-time reductions made in FY22 that are added back in the FY23 Proposed Budget:

## FY22 General Fund Reductions Added Back in FY23

| | FTE | Amount |
|---|---|---|
| **Central Services** | | |
| Information Services Vacancy | 0.00 | 165,000 |
| Facilities Project Manager Vacancy | 0.00 | 81,000 |
| Spay and Neuter Clinic Materials & Services | 0.00 | 77,000 |
| Municipal Court Materials & Services | 0.00 | 76,000 |
| City Manager's Office Materials & Services | 0.00 | 20,000 |
| **Total Central Services Reductions** | 0.00 | 419,000 |
| | | |
| **Library, Recreation and Cultural Services** | | |
| Library: Materials Budget Transfer to Library Levy | 0.00 | 266,000 |
| Recreation: Sheldon Pool Vacancies | 0.00 | 93,106 |
| Library: Materials and Services and Publications | 0.00 | 37,894 |
| Recreation: Aquatics Transfer Equipment Replacement Funds to Parks and Recreation Bond | 0.00 | 20,000 |
| **Total Library, Recreation and Cultural Services Reductions** | 0.00 | 417,000 |
| | | |
| **Planning and Development** | | |
| Permit Information Center Personnel Reallocation | 0.00 | 51,400 |
| Pause Contract Services | 0.00 | 35,000 |
| Temporarily Reduce Business Outreach | 0.00 | 21,600 |
| Department Materials and Services | 0.00 | 10,000 |
| **Total Planning and Development Reductions** | 0.00 | 118,000 |
| | | |
| **Police** | | |
| Personnel Savings | 0.00 | 1,424,311 |
| Materials and Services | 0.00 | 234,000 |
| **Total Police Reductions** | 0.00 | 1,658,311 |
| | | |
| **Public Works** | | |
| Parks and Open Space Vacancies | 0.00 | 118,000 |
| **Total Public Works Reductions** | 0.00 | 118,000 |
| | | |
| **Total FY22 General Fund Reductions Added Back in FY23** | **0.00** | **$2,730,311** |

The FY23 Proposed Budget, as presented, included the following changes to Non-General Funds:

# FY23 Proposed Budget - Other Funds Changes

| | | |
|---|---|---|
| **Parks and Recreation Local Option Levy (Fund 112)** | | |
| Recreation Programming Expansion and Facility Expanses (revenue- | 0.00 | 610,000 |
| State-Funded Homelessness Response | 0.00 | 115,000 |
| **Assessment Management (Fund 115)** | | |
| Transient Lodging Tax Administration Efficiency | (1.00) | (101,812) |
| **Road (Fund 131)** | | |
| Transportation Team: Transportation Planner and Sr. Management Analyst (revenue-backed) | 1.85 | 284,850 |
| Parks and Open Space Financial Analyst (revenue-backed) | 0.30 | 51,000 |
| Urban Forestry - Address Sidewalk Conflicts (revenue-backed) | 0.00 | 37,500 |
| Urban Forestry - Tree Planting (revenue-backed) | 0.00 | 25,000 |
| State-Funded Homelessness Response | 0.00 | 17,800 |
| Roosevelt Yard Facilities Manager (revenue-backed) | 0.25 | - |
| Roosevelt Yard Information Technology Team (RITS) Application Systems Analyst (revenue-backed) | 0.20 | - |
| Public Works Front Office Positions (part time to full time) (revenue-backed) | 0.08 | - |
| **Community Safety (Fund 136)[2]** | | |
| New Community Safety Initiative (CSI) Strategies (revenue-backed) | 23.00 | 7,310,391 |
| Continuation of CSI Strategies Approved on FY22 December Supplemental Budget (revenue-backed) | 16.00 | 3,307,370 |
| Ongoing CSI Implementation (revenue-backed) | 1.00 | 180,000 |
| **Construction Permits (Fund 151)** | | |
| Coordinated Services Manager (revenue-backed) | 1.00 | 130,000 |
| Sr. Application Support Technician (revenue-backed) | 0.50 | 55,000 |
| **Municipal Airport (Fund 510)** | | |
| Airport Electrician (revenue-backed) | 1.00 | 140,000 |
| Airport FTE Increase (revenue-backed) | 5.50 | - |
| **Parking Services (Fund 520)** | | |
| Sr. Application Support Technician (revenue-backed) | 0.50 | 55,000 |
| **Wastewater Utility (Fund 530)** | | |
| Renewable Natural Gas Hydrogen (RNG) System Media Filters (revenue-backed) | 0.00 | 275,000 |
| Parks and Open Space Financial Analyst (revenue-backed) | 0.05 | 8,500 |
| Roosevelt Yard Information Technology (RITS) Team Application Systems Analyst (revenue-backed) | 0.32 | - |
| Roosevelt Yard Facilities Manager (revenue-backed) | 0.25 | - |
| Public Works Front Office Positions (part time to full time) (revenue-backed) | 0.25 | - |

# FY23 Proposed Budget - Other Funds Changes Continued

| | | |
|---|---|---|
| **Stormwater Utility (Fund 539)** | | |
| State-Funded Homelessness Response | 0.00 | 465,200 |
| Green Infrastructure (revenue-backed) | 1.00 | 310,000 |
| Parks and Open Space Financial Analyst (revenue-backed) | 0.35 | 59,500 |
| Urban Forestry - Address Sidewalk Conflicts (revenue-backed) | 0.00 | 37,500 |
| Urban Forestry - Tree Planting (revenue-backed) | 0.00 | 25,000 |
| Roosevelt Yard Information Technology (RITS) Team Application Systems Analyst (revenue-backed) | 0.48 | - |
| Public Works Front Office Positions (part time to full time) (revenue-backed) | 0.42 | - |
| Roosevelt Yard Facilities Manager (revenue-backed) | 0.25 | - |
| **Fleet (Fund 600)** | | |
| Parks and Open Space Financial Analyst (revenue-backed) | 0.05 | 8,500 |
| Roosevelt Yard Facilities Manager (revenue-backed) | 0.25 | - |
| **Information Systems and Services (Fund 610)** | | |
| Corporate Software System Support[1] | 2.00 | 681,113 |
| **Facilities Services (Fund 615)** | | |
| Facility Maintenance for Bond-Funded Building Expansions | 0.00 | 481,000 |
| **Professional Services Fund (Fund 630)** | | |
| Capital Projects Team (revenue-backed) | 4.00 | 600,000 |
| Capital Project Management Software (revenue-backed) | 0.00 | 200,000 |
| Development Review Team Assc. Engineering Tech (revenue-backed) | 1.00 | 145,000 |
| Parks and Open Space Financial Analyst (revenue-backed) | 0.25 | 42,500 |
| Transportation Team: Transportation Planner and Sr. Management Analyst (revenue-backed) | 0.15 | 21,150 |
| Landscape Architect FTE Increase (revenue-backed) | 0.40 | - |
| **Total** | **61.65** | **15,577,062** |

[1] See General Fund Budget Changes for additional changes.

[2] See the City Focus: Community Safety Initiative for more information.

FTE represents budgeted positions. See the Personnel section of the FY23 Proposed Budget for additional information about FTE.

The FY23 Proposed Budget also includes $17.8 million of budget investments made possible through American Rescue Plan Act (ARPA) funding. The following table summarizes ARPA investments made in FY22 and FY23. More information on ARPA investments can be found in the City Focus: American Rescue Plan Act.

# American Rescue Plan Act Funding

| Program/Activity | FY22 at 12/31/21 | FY23 Proposed | Total Funding |
|---|---|---|---|
| **Community and Organizational Investments** | | | |
| Body Worn Cameras/In-car videos | | $1,660,000 | $1,660,000 |
| Childcare Assistance | 300,000 | | 300,000 |
| ARPA position | 120,000 | 150,000 | 270,000 |
| Fire Services Stabilization | 200,000 | | 200,000 |
| Financial Resilience - budget process | 300,000 | 300,000 | 600,000 |
| Broadband study (State directed)* | 150,000 | | 150,000 |
| Cybersecurity | 250,000 | 350,000 | 600,000 |
| Alternative response implementation | | 175,000 | 175,000 |
| Alternative response study | 150,000 | | 150,000 |
| **Shelter and Unhoused Response** | | | |
| Housing Implementation Pipeline Work | | 150,000 | 150,000 |
| Unhoused Response | 7,359,157 | 8,075,000 | 15,434,157 |
| Unhoused Response (State directed)* | 3,500,000 | | 3,500,000 |
| Fee Support for Affordable Housing | 2,287,000 | | 2,287,000 |
| **COVID Response** | | | |
| COVID-19 Response | 390,000 | 250,000 | 640,000 |
| **Budget Committee Motions** | | | |
| Urban Forestry - BC Motion | 50,000 | | 50,000 |
| Fire Station 2 - BC Motion | 1,000,000 | 1,000,000 | 2,000,000 |
| **Facility Repairs and Infrastructure** | | | |
| Hult Center Roof | | 1,000,000 | 1,000,000 |
| Library Roof | | 375,000 | 375,000 |
| Fire Station Roof(s) | | 1,000,000 | 1,000,000 |
| Multiple Parks | | 1,000,000 | 1,000,000 |
| MLK/M Reynolds Parks | | 2,000,000 | 2,000,000 |
| ALS to BLS | 290,000 | 290,000 | 580,000 |
| Fund stabilization - Ambulance Transport Fund | 314,523 | | 314,523 |
| PW Facility | 600,000 | | 600,000 |
| Parking/PW Facility | 1,000,000 | | 1,000,000 |
| **Total** | **18,260,680** | **17,775,000** | **36,035,680** |
| | | Direct ARPA Allocation | **35,908,037** |
| | | *State ARPA Allocation | **3,650,000** |
| | | **Total ARPA Awards** | **39,558,037** |
| | | **Remaining ARPA Reserve** | **3,522,357** |

**Budget Committee Motions to Amend the FY23 Proposed Budget**

Attachment B

| | | | FY23 Budget Changes | | | | | |
|---|---|---|---|---|---|---|---|---|
| **#** | **Source** | **Motion** | **Revenue Change** | **Expenditure Change** | **Net Amount** | **1X$/OG*** | **Vote** | **Opposed, Abstained, and Absent Members** |
| 1 | Semple | Move to recommend that the city manager add $300,000 from ARPA reserves for the purchase and installation of a downtown public bathroom and $10,000 ongoing for operational costs, funded by the Reserve for Revenue Shortfall and included in the base budget beyond FY23. | $0 | $310,000 | $310,000 | 1X$/ OG** | 12-2, passed | Opposed: E. Kashinsky, R. Jackson<br><br>Abstained: M. Clark<br><br>Absent: G. Evans |
| 2 | Clark | Move to recommend to City Council direct the City Manager to include $500,000 in the FY23 budget allocated from ARPA funds for completion of Striker Field Park phase 2. | $0 | $500,000 | $500,000 | 1X$ | 8-7, passed | Opposed: E. Kashinsky, R. Jackson, K. Ryan, S. Cancel, R. Kounovsky, M. Keating, R. Moore<br><br>Absent: G. Evans |
| | | | | | | | | |
| **Total Budget Committee Approved FY23 General Fund Ongoing Motions** | | | **$0** | **$10,000** | **$10,000** | | | |
| **Total Budget Committee Approved FY23 General Fund One-Time Motions** | | | **$0** | **$800,000** | **$800,000** | | | |

*Funds are appropriated one-time (1X$) or ongoing (OG).
**Of the $310,000 for the downtown public bathroom, $300,000 is one-time and $10,000 is ongoing.

**RESOLUTION NO. XXXX**

**A RESOLUTION ELECTING TO RECEIVE STATE REVENUE SHARING FUNDS PURSUANT TO SECTION 221.770 OF OREGON REVISED STATUTES**

**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 City of Eugene, Oregon, for the fiscal year starting July 1, 2022, and ending June 30, 2023, elects to receive distribution of funds from State Revenue Sharing pursuant to Oregon Revised Statutes Section 221.770.

**Section 2.** The Finance Director of the City of Eugene is hereby requested to file a copy of this Resolution with the Department of Administrative Services of the State of Oregon as prescribed by Oregon Revised Statutes Section 221.770.

**The foregoing Resolution adopted the 27th day of June, 2022.**

_____

**City Recorder**

**RESOLUTION NO. XXXX**

**A RESOLUTION CERTIFYING THAT THE CITY OF EUGENE PROVIDES THE MUNICIPAL SERVICES REQUIRED BY OREGON REVISED STATUTES SECTION 221.760 IN ORDER TO RECEIVE STATE SHARED REVENUES**

**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 City of Eugene, Oregon, recognizes the desirability of assisting the State officer responsible for determining the eligibility of cities to receive State Shared Revenues under Oregon Revised Statutes Sections 323.455, 366.785 to 366.820 and 471.805.

**Section 2.** The City of Eugene, Oregon, declares its eligibility to receive such funds as a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census that provides four or more of the following municipal services, as required by Oregon Revised Statutes Subsection 221.760(1):

(a) Police protection.

(b) Fire protection.

(c) Street construction, maintenance, and lighting.

(d) Sanitary sewers.

(e) Storm sewers.

(f) Planning, zoning and subdivision control.

**The foregoing Resolution adopted the 27th day of June, 2022.**

_____

**City Recorder**

**RESOLUTION NO. XXXX**

**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DETERMINING, LEVYING AND CATEGORIZING THE ANNUAL AD VALOREM PROPERTY TAX LEVY FOR THE CITY OF EUGENE FOR THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023**

**The City Council of the City of Eugene finds that Adopting the Budget and Making Appropriations is necessary under ORS 294.305 to 294.565.**

**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.** That the budget for the City of Eugene, Oregon, for the fiscal year commencing July 1, 2022 and ending June 30, 2023, as set forth in attached Exhibit A is hereby adopted.

**Section 2.** That the City Council of the City of Eugene, Oregon makes appropriations for the purposes as set forth in attached Exhibit A.

**Section 3.** That a total levy in the amount of $7.0058 per $1,000 of Assessed Value be made against all taxable property within the City of Eugene in general, a Library Local Option Levy of $2,850,000, a Parks and Recreation Operations and Maintenance Local Option Levy of $3,150,000 and a Bonded Debt Levy of $14,087,017 for the purpose of deriving funds necessary to carry on the different programs and to meet the expenses of the government of the City of Eugene for the fiscal year beginning July 1, 2022 and ending June 30, 2023; and to create and provide sinking funds and interest funds for the various outstanding bonds and obligations of the City.

**Section 4.** That the following allocation and categorization subject to the limits of section 11b, Article XI of the Oregon Constitution constitute the above levy:

| | Subject to the General Government Limitation | Excluded from the Limitation |
|---|---|---|
| General Fund | $7.0058 per $1,000 of Assessed Value | $0 |
| Library Local Option Levy Fund | $2,850,000 | $0 |
| Parks and Recreation Operations and Maintenance Local Option Levy Fund | $3,150,000 | $0 |
| Bonded Debt Fund | $0 | $14,087,017 |

**Section 5.** That the Finance Director of the City of Eugene is hereby requested to certify the levies as herein made and set forth to the County Assessor of Lane County, Oregon, and shall file with the Lane County Assessor and the Lane County Clerk a copy of the adopted budget for Fiscal Year 2022-2023, and such other documents as required by ORS 294.458.

**Section 6.** That the list of fund numbers and fund titles set forth in attached Exhibit B is hereby adopted, and any fund numbers and fund titles in conflict herewith are hereby repealed.

**The foregoing Resolution adopted this 27th day of June, 2022.**

_____

**City Recorder**

# City of Eugene
# Expenditure Appropriations by Fund

| General Fund | $ |
|---|---|
| **Department Operating** | |
| Central Services | 41,096,587 |
| Fire and Emergency Medical Services | 35,513,983 |
| Library, Recreation and Cultural Services | 39,846,000 |
| Planning and Development | 10,174,629 |
| Police | 63,937,242 |
| Public Works | 7,634,641 |
| **Total Department Operating** | 198,203,082 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 14,763,300 |
| Special Payments | 500,000 |
| Contingency | 100,000 |
| Reserve* | 24,162,996 |
| Unappropriated Ending Fund Balance* | 29,590,000 |
| **Total Non-Departmental** | 69,116,296 |
| | |
| **Total General Fund** | **267,319,378** |

| Special Assessment Management Fund | |
|---|---|
| **Department Operating** | |
| Central Services | 108,927 |
| **Total Department Operating** | 108,927 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 12,000 |
| Special Payments | 30,000 |
| Reserve* | 50,000 |
| Balance Available* | 278,579 |
| **Total Non-Departmental** | 370,579 |
| | |
| **Total Special Assessment Management Fund** | **479,506** |

| Library Local Option Levy Fund | $ |
|---|---|
| **Department Operating** | |
| Library, Recreation and Cultural Services | 3,166,041 |
| **Total Department Operating** | 3,166,041 |
| | |
| **Non-Departmental** | |
| Reserve* | 2,725,491 |
| **Total Non-Departmental** | 2,725,491 |
| | |
| **Total Library Local Option Levy Fund** | **5,891,532** |

| Parks and Recreation Local Option Levy Fund | |
|---|---|
| **Department Operating** | |
| Central Services | 5,601 |
| Library, Recreation and Cultural Services | 610,000 |
| Police | 413,023 |
| Public Works | 3,919,814 |
| **Total Department Operating** | 4,948,438 |
| | |
| **Non-Departmental** | |
| Balance Available* | 11,517 |
| **Total Non-Departmental** | 11,517 |
| | |
| **Total Parks and Recreation Local Option Levy Fund** | **4,959,955** |

| Road Fund | |
|---|---|
| **Department Operating** | |
| Public Works | 16,666,218 |
| **Total Department Operating** | 16,666,218 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 1,642,000 |
| Balance Available* | 5,850,814 |
| **Total Non-Departmental** | 7,492,814 |
| | |
| **Total Road Fund** | **24,159,032** |

| **Public Safety Communications Fund** | **$** |
|---|---|
| **Department Operating** | |
| Police | 3,210,128 |
| **Total Department Operating** | 3,210,128 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 388,000 |
| Budget Reserves | 152,000 |
| Balance Available* | 1,576,598 |
| **Total Non-Departmental** | 2,116,598 |
| | |
| **Total Public Safety Communications Fund** | **5,326,726** |
| | |
| **Telecommunications Registration/Licensing Fund** | |
| **Department Operating** | |
| Central Services | 2,738,230 |
| **Total Department Operating** | 2,738,230 |
| | |
| **Non-Departmental** | |
| Debt Service | 25,000 |
| Interfund Transfers | 44,000 |
| Special Payments | 120,000 |
| Reserve* | 1,468,128 |
| Balance Available* | 641,529 |
| **Total Non-Departmental** | 2,298,657 |
| | |
| **Total Telecommunications Registration/Licensing Fund** | **5,036,887** |

| **Community Safety Fund** | **$** |
|---|---|
| **Department Operating** | |
| Central Services | 7,216,221 |
| Fire and Emergency Medical Services | 2,304,777 |
| Library, Recreation and Cultural Services | 1,044,033 |
| Police | 13,356,184 |
| **Total Department Operating** | 23,921,215 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 420,000 |
| Balance Available* | 8,655,532 |
| **Total Non-Departmental** | 9,075,532 |
| | |
| **Community Safety Fund** | **32,996,747** |

| **Housing Programs and Construction Fund** | |
|---|---|
| **Department Operating** | |
| Fire and Emergency Medical Services | 404,225 |
| Planning and Development | 9,893,123 |
| Public Works | 657,888 |
| **Total Department Operating** | 10,955,236 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 1,083,000 |
| Special Payments | 4,711,016 |
| Balance Available* | 9,283,696 |
| **Total Non-Departmental** | 15,077,712 |
| | |
| **Total Housing Programs and Construction Fund** | **26,032,948** |

| **Solid Waste and Recycling Fund** | **$** |
|---|---|
| **Department Operating** | |
| Planning and Development | 1,611,157 |
| **Total Department Operating** | 1,611,157 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 190,000 |
| Balance Available* | 837,737 |
| **Total Non-Departmental** | 1,027,737 |
| | |
| **Total Solid Waste and Recycling Fund** | **2,638,894** |
| | |
| **Community Development Fund** | |
| **Department Operating** | |
| Planning and Development | 5,314,259 |
| **Total Department Operating** | 5,314,259 |
| | |
| **Total Capital Projects** | 1,005 |
| | |
| **Non-Departmental** | |
| Debt Service | 356,871 |
| Interfund Transfers | 89,000 |
| Special Payments | 8,742,290 |
| Reserve* | 1,643,664 |
| **Total Non-Departmental** | 10,831,825 |
| | |
| **Total Community Development Fund** | **16,147,089** |
| | |
| **Library, Parks and Recreation Fund** | |
| **Department Operating** | |
| Library, Recreation and Cultural Services | 399,000 |
| **Total Department Operating** | 399,000 |
| | |
| **Total Capital Projects** | 674,718 |
| | |
| **Non-Departmental** | |
| Special Payments | 7,572 |
| Reserve* | 4,456,482 |
| Balance Available* | 1,394,034 |
| **Total Non-Departmental** | 5,858,088 |
| | |
| **Total Library, Parks and Recreation Fund** | **6,931,806** |

| General Obligation Debt Service Fund | $ |
|---|---|
| **Non-Departmental** | |
| Debt Service | 13,782,432 |
| **Total Non-Departmental** | 13,782,432 |
| | |
| **Total General Obligation Debt Service Fund** | **13,782,432** |

| Miscellaneous Debt Service Fund | |
|---|---|
| **Non-Departmental** | |
| Debt Service | 1,323,658 |
| Balance Available* | 121,314 |
| **Total Non-Departmental** | 1,444,972 |
| | |
| **Total Miscellaneous Debt Service Fund** | **1,444,972** |

| Special Assessment Bond Debt Fund | |
|---|---|
| **Non-Departmental** | |
| Debt Service | 117,400 |
| Interfund Transfers | 10,000 |
| Reserve* | 60,061 |
| **Total Non-Departmental** | 187,461 |
| | |
| **Total Special Assessment Bond Debt Fund** | **187,461** |

| General Capital Projects Fund | |
|---|---|
| **Department Operating** | |
| Library, Recreation and Cultural Services | 20,000 |
| **Total Department Operating** | 20,000 |
| | |
| **Total Capital Projects** | 52,955,365 |
| | |
| **Non-Departmental** | |
| Reserve* | 26,560 |
| Balance Available* | 6,863,503 |
| **Total Non-Departmental** | 6,890,063 |
| | |
| **Total General Capital Projects Fund** | **59,865,428** |

| Systems Development Capital Projects Fund | $ |
|---|---|
| **Department Operating** | |
| Planning and Development | 195,266 |
| Public Works | 486,401 |
| **Total Department Operating** | 681,667 |
| | |
| **Total Capital Projects** | 32,172,266 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 89,000 |
| Balance Available* | 14,795,415 |
| **Total Non-Departmental** | 14,884,415 |
| | |
| **Total Systems Development Capital Projects Fund** | **47,738,348** |
| | |
| **Transportation Capital Projects Fund** | |
| **Total Capital Projects** | 58,137,954 |
| | |
| **Non-Departmental** | |
| Balance Available* | 1,733,946 |
| **Total Non-Departmental** | 1,733,946 |
| | |
| **Total Transportation Capital Projects Fund** | **59,871,900** |
| | |
| **Special Assessments Capital Projects Fund** | |
| **Non-Departmental** | |
| Interfund Transfers | 20,000 |
| Balance Available* | 23,885 |
| **Total Non-Departmental** | 43,885 |
| | |
| **Total Special Assessments Capital Projects Fund** | **43,885** |

| Municipal Airport Fund | $ |
|---|---|
| **Department Operating** | |
| Fire and Emergency Medical Services | 1,418,194 |
| Police | 1,213,223 |
| Public Works | 11,626,450 |
| **Total Department Operating** | 14,257,867 |
| | |
| **Total Capital Projects** | 39,004,303 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 748,000 |
| Reserve* | 8,704,486 |
| Balance Available* | 31,560,032 |
| **Total Non-Departmental** | 41,012,518 |
| | |
| **Total Municipal Airport Fund** | **94,274,688** |

| Parking Services Fund | |
|---|---|
| **Department Operating** | |
| Central Services | 432,396 |
| Planning and Development | 7,927,024 |
| Public Works | 45,000 |
| **Total Department Operating** | 8,404,420 |
| | |
| **Total Capital Projects** | 764,522 |
| | |
| **Non-Departmental** | |
| Debt Service | 15,000 |
| Interfund Transfers | 240,000 |
| Special Payments | 150,000 |
| Balance Available* | 322,651 |
| **Total Non-Departmental** | 727,651 |
| | |
| **Total Parking Services Fund** | **9,896,593** |

| Wastewater Utility Fund | $ |
|---|---|
| **Department Operating** | |
| Public Works | 32,004,039 |
| **Total Department Operating** | 32,004,039 |
| | |
| **Total Capital Projects** | 7,945,021 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 1,725,000 |
| Special Payments | 31,500,000 |
| Balance Available* | 955,120 |
| **Total Non-Departmental** | 34,180,120 |
| | |
| **Total Wastewater Utility Fund** | **74,129,180** |

| Stormwater Utility Fund | |
|---|---|
| **Department Operating** | |
| Public Works | 20,081,009 |
| **Total Department Operating** | 20,081,009 |
| | |
| **Total Capital Projects** | 9,970,694 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 1,181,000 |
| Special Payments | 15,000 |
| Balance Available* | 8,484,029 |
| **Total Non-Departmental** | 9,680,029 |
| | |
| **Total Stormwater Utility Fund** | **39,731,732** |

| Ambulance Transport Fund | |
|---|---|
| **Department Operating** | |
| Fire and Emergency Medical Services | 12,210,202 |
| **Total Department Operating** | 12,210,202 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 1,561,233 |
| Balance Available* | 742,995 |
| **Total Non-Departmental** | 2,304,228 |
| | |
| **Total Ambulance Transport Fund** | **14,514,430** |

| **Fleet Services Fund** | **$** |
|---|---|
| **Department Operating** | |
| Public Works | 12,441,688 |
| **Total Department Operating** | 12,441,688 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 495,000 |
| Reserve* | 7,691,387 |
| Balance Available* | 1,393,221 |
| **Total Non-Departmental** | 11,579,608 |
| | |
| **Total Fleet Services Fund** | **24,021,296** |
| | |
| **Information Systems and Services Fund** | |
| **Department Operating** | |
| Central Services | 11,309,671 |
| **Total Department Operating** | 11,309,671 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 275,000 |
| Reserve* | 3,439,274 |
| Balance Available* | 1,773,876 |
| **Total Non-Departmental** | 5,488,150 |
| | |
| **Total Information Systems and Services Fund** | **16,797,821** |
| | |
| **Facilities Services Fund** | |
| **Department Operating** | |
| Central Services | 13,165,480 |
| Planning and Development | 684,161 |
| **Total Department Operating** | 13,849,641 |
| | |
| **Total Capital Projects** | 919,258 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 528,000 |
| Reserve* | 200,000 |
| Balance Available* | 2,949,028 |
| **Total Non-Departmental** | 3,677,028 |
| | |
| **Total Facilities Services Fund** | **18,445,927** |

| Risk and Benefits Fund | $ |
|---|---|
| **Department Operating** | |
| Central Services | 48,159,850 |
| **Total Department Operating** | 48,159,850 |
| | |
| **Non-Departmental** | |
| Debt Service | 8,437,400 |
| Interfund Transfers | 371,000 |
| Reserve* | 4,749,241 |
| Balance Available* | 22,953,760 |
| **Total Non-Departmental** | 36,511,401 |
| | |
| **Total Risk and Benefits Fund** | **84,671,251** |

| Professional Services Fund | |
|---|---|
| **Department Operating** | |
| Public Works | 10,347,345 |
| **Total Department Operating** | 10,347,345 |
| | |
| **Non-Departmental** | |
| Interfund Transfers | 932,000 |
| Reserve* | 312,149 |
| Balance Available* | 189,950 |
| **Total Non-Departmental** | 1,434,099 |
| | |
| **Total Professional Services Fund** | **11,781,444** |

| | |
|---|---|
| **Total Resolution** | **969,119,288** |

* Reserve, Balance Available, and Unappropriated Ending Fund Balance amounts are not appropriated for spending and are shown for informational purposes only.

**City of Eugene**
**Fund Names**

| Reporting Fund* | Managing Fund | Fund Title |
|---|---|---|
| 010 | (011, 031, 041) | General Fund Reporting Fund |
| | 011 | General Fund Main Subfund |
| | 031 | Cultural Services Fund |
| | 041 | Equipment Replacement Fund |
| 110 | (114 - 117) | Special Assessment Management Reporting Fund |
| | 114 | Local Improvement Assistance Fund |
| | 115 | Assessment Management Fund |
| | 117 | City Sewer Deferral Fund |
| 111 | 111 | Library Local Option Levy Fund |
| 112 | 112 | Parks and Recreation Local Option Levy Fund |
| 131 | 131 | Road Fund |
| 130 | (132 - 134) | Public Safety Communications Reporting Fund |
| | 132 | Public Safety Answering Point Fund |
| | 134 | Regional Radio Systems Fund |
| 135 | 135 | Telecommunications Registration/Licensing Fund |
| 136 | 136 | Community Safety Fund |
| 150 | (151 - 153) | Housing Programs and Construction Fund |
| | 151 | Construction Permits Fund |
| | 152 | Rental Housing Program Fund |
| | 153 | Affordable Housing Trust Fund |
| 155 | 155 | Solid Waste and Recycling Fund |
| 170 | (171 - 178) | Community Development Reporting Fund |
| | 171 | Community Development Block Grant Fund |
| | 172 | CDBG-108/Brownfields Economic Development Initiative Fund |
| | 174 | Historic Preservation Loan Fund |
| | 175 | Low-Income Housing Fund |
| | 176 | Community Revitalization Loan Fund |
| | 177 | CDBG Loan Program Revolving Fund |
| | 178 | HOME Fund |
| 180 | (181 - 187) | Library, Parks and Recreation Reporting Fund |
| | 181 | Library Miscellaneous Trust Fund |
| | 183 | Art Loan Program Fund |
| | 185 | Parks and Recreation Miscellaneous Trust Fund |
| | 186 | Hayes Trust Fund |
| | 187 | Parks Maintenance Fund |
| 211 | 211 | General Obligation Debt Service Fund |
| 230 | (230-231) | Miscellaneous Debt Service Fund |
| | 231 | 2020 Development Bonds Fund |
| 250 | (251 - 278) | Special Assessment Bond Debt Reporting Fund |
| | 251 | In-City Assessment Bond Reserve Fund |
| | 278 | Special Assessment Bonds, Series 2011 Fund |
| 310 | (311 - 328) | General Capital Projects Reporting Fund |
| | 311 | General Capital Projects Fund |
| | 314 | Housing Capital Projects Fund |
| | 319 | Public Art Fund |
| | 323 | City Hall Complex Fund |
| | 324 | 2006 PROS Bond Projects Fund |
| | 325 | 2019 Parks and Recreation Bond Series A Fund |
| | 326 | 2019 Parks and Recreation Bond Series B Fund |
| | 327 | 2021 Parks and Recreation Bonds Fund |
| | 328 | 2023 Parks and Recreation Bonds Fund |

* City of Eugene appropriates and reports to these combined funds.

**City of Eugene**
**Fund Names**

| Reporting Fund* | Managing Fund | Fund Title |
|---|---|---|
| 330 | (332 - 336) | Systems Development Capital Projects Reporting Fund |
| | 332 | Systems Development Capital Administration Fund |
| | 333 | Transportation Systems Development Capital Projects Fund |
| | 334 | Wastewater Systems Development Capital Projects Fund |
| | 335 | Stormwater Systems Development Capital Projects Fund |
| | 336 | Parks Systems Development Capital Projects Fund |
| 340 | (341 - 345) | Transportation Capital Projects Reporting Fund |
| | 341 | Road General Capital Fund |
| | 342 | Pavement Preservation Program Fund |
| | 344 | 2012 Street Bond Fund |
| | 345 | 2017 Street Bond Fund |
| 350 | (351 - 352) | Special Assessments Capital Projects Reporting Fund |
| | 351 | Special Assessments Capital Fund |
| | 352 | Delayed Assessments Fund |
| 510 | (511 - 512) | Municipal Airport Reporting Fund |
| | 511 | Airport Fund |
| | 512 | Airport Construction Fund |
| 520 | (525 - 527) | Parking Services Reporting Fund |
| | 525 | On-Street Parking Fund |
| | 527 | Off-Street Parking Fund |
| 530 | (532 - 534) | Wastewater Utility Reporting Fund |
| | 532 | Wastewater Utility - Capital Fund |
| | 533 | Wastewater Utility - Treatment Fund |
| | 534 | Wastewater Utility - Collection Fund |
| 539 | (531, 535, 536) | Stormwater Utility Reporting Fund |
| | 531 | Stormwater Utility - Capital Fund |
| | 535 | Stormwater Utility - Operation Fund |
| | 536 | Wetlands Mitigation Bank Fund |
| 592 | 592 | Ambulance Transport Fund |
| 600 | (616, 619) | Fleet Services Reporting Fund |
| | 616 | Fleet Replacement and Acquisition Fund |
| | 619 | Fleet Operations Fund |
| 610 | (611 - 613) | Information Systems and Services Reporting Fund |
| | 611 | Information Systems and Services Fund |
| | 612 | Public Safety Information Systems Fund |
| | 613 | Corporate Software Fund |
| 615 | (617, 618, 635) | Facilities Services Reporting Fund |
| | 617 | Atrium Fund |
| | 618 | Facilities Maintenance Fund |
| | 635 | Facilities Professional Services Fund |
| 620 | (622 - 625) | Risk and Benefits Reporting Fund |
| | 622 | Risk Management Fund |
| | 623 | Employee Health and Benefits Fund |
| | 624 | Pension Bond Fund |
| | 625 | Other Post Employment Benefits (OPEB) Fund |
| 630 | (631) | Professional Services Fund |

* City of Eugene appropriates and reports to these combined funds.

# EUGENE URBAN RENEWAL AGENCY
# AGENDA ITEM SUMMARY

Public Hearing and Action: A Resolution of the Urban Renewal Agency of the City of Eugene Adopting the Budget, Making Appropriations, and Declaring the Amount of Tax to be Certified for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023

Meeting Date: June 27, 2022
Department: Central Services
*www.eugene-or.gov*

Agenda Item Number: 8
Staff Contact: Vicki Silvers
Contact Telephone Number: 541-682-5082

**ISSUE STATEMENT**

This meeting is to conduct a public hearing and take action to adopt the Fiscal Year 2022-2023 (FY23) budget for the Urban Renewal Agency of the City of Eugene. Oregon Local Budget Law requires the Urban Renewal Agency Board of Directors to conduct a public hearing to receive testimony on the FY23 Urban Renewal Agency budget as recommended by the Budget Committee. ORS 294.456 requires the Urban Renewal Agency Board of Directors to pass a resolution adopting the budget, making appropriations, and declaring the amount of tax to be certified for the next fiscal year.

**BACKGROUND**

**Financial and Resource Considerations**

Financial and resource considerations are detailed in the FY23 Urban Renewal Agency Proposed Budget document, available at www.eugene-or.gov/budget, and in the Budget Committee meeting materials, which are available at www.eugene-or.gov/budgetcommittee.

**Budget Committee Recommendation**

The Budget Committee's final recommendation on the FY23 Urban Renewal Agency budget, approved on May 27, 2022, is as follows:

Move that the Budget Committee recommend to the Eugene City Council, acting as the Urban Renewal Agency Board of Directors, the FY23 Budget for the Eugene Urban Renewal Agency that consists of the City Manager's FY23 Proposed Budget, including the property tax levies and/or rates contained therein, amended to reflect appropriations for prior year encumbrances and prior year capital projects.

The Budget Committee recommendation includes appropriations for prior fiscal year encumbrances and estimated unexpended capital project funds. Encumbrance carryover is for operating budget items contracted for, but not expended, in FY22. Capital project carryover is for capital appropriations that are estimated to remain unexpended at the end of FY22. A summary of

the Budget Committee changes to the FY23 Urban Renewal Agency Proposed Budget is provided in Attachment A.

**Timing**
Under Oregon Local Budget Law, the FY23 Urban Renewal Agency budget must be adopted by June 30, 2022, and a copy of the adopting resolution must be filed with the Lane County Assessor by July 15, 2022.

**Other Background Information**
The FY23 Proposed Budget document, Budget Committee meeting materials and Budget Committee FY23 budget motions are available on the City's website at www.eugene-or.gov/budget.

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS OPTIONS**
After the public hearing on the FY23 Urban Renewal Agency budget as recommended by the Budget Committee has been held, the Urban Renewal Agency Board of Directors may make changes to the FY23 budget. The Board may reduce budgeted appropriations in any fund by any amount if resources and requirements remain in balance. No additional process steps are required when appropriations are reduced by the Board.

Budgeted appropriations may also be increased by the Board. If the total appropriation increase in any of the reporting funds is less than $5,000 or 10% of the fund's appropriations as recommended by the Budget Committee, whichever is greater, then no additional process steps are required. However, if the appropriations in any fund are increased by more than those limits, the Urban Renewal Agency Board of Directors must publish a revised budget notice and hold another public hearing before the adjusted budget can be adopted. Due to the timing requirements associated with the budget notice publication, the last option would effectively not be possible, assuming adoption of the FY23 budget by June 30, 2022.

If the Urban Renewal Agency Board of Directors decides to amend the FY23 budget resolution, the motion must contain specific appropriation line(s) being altered in the resolution, and each motion must be self-balancing, meaning that a resource and a requirement must exactly offset each other.

**AGENCY DIRECTOR'S RECOMMENDATION**
The Agency Director recommends adoption of the FY23 Urban Renewal Agency budget as recommended by the Budget Committee.

**SUGGESTED MOTION**
Move to approve a Resolution of the Urban Renewal Agency of the City of Eugene adopting the budget, making appropriations, and declaring the amount of tax to be certified for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

**ATTACHMENTS**

A. Summary of Changes to the FY23 Urban Renewal Agency Proposed Budget
B. Resolution Adopting the FY23 Urban Renewal Agency Budget
   - Exhibit A: Expenditure Appropriations by Fund
   - Exhibit B: Fund Names

**FOR MORE INFORMATION**

Staff Contact: Vicki Silvers
Telephone: 541-682-5082
Staff E-Mail: vsilvers@eugene-or.gov

# Summary of Changes to the Urban Renewal Agency of the City of Eugene FY23 Proposed Budget

| | Fund / Department | FY23 Proposed Budget | <---------- Budget Committee Actions ----------> Misc. Actions | Encumbrances Carryover | Capital Carryover | Budget Comm. Recommend. | FY23 Adopted Budget |
|---|---|---|---|---|---|---|---|
| **A.** | **Downtown General Fund** | | | | | | |
| | Planning and Development | 617,337 | | 138,434 | | 755,771 | 755,771 |
| | Special Payments | 4,164,670 | | | | 4,164,670 | 4,164,670 |
| | Balance Available | 879,890 | | | | 879,890 | 879,890 |
| | **Total** | **$ 5,661,897** | **-** | **$ 138,434** | **-** | **$ 5,800,331** | **$ 5,800,331** |
| **B.** | **Downtown Debt Service Fund** | | | | | | |
| | Interfund Transfers | 1,833,130 | | | | 1,833,130 | 1,833,130 |
| | Balance Available | 997,152 | | | | 997,152 | 997,152 |
| | **Total** | **$ 2,830,282** | **-** | **-** | **-** | **$ 2,830,282** | **$ 2,830,282** |
| **C.** | **Downtown Capital Projects Fund** | | | | | | |
| | Capital Projects | 53,126 | | | 5,630,435 | 5,683,561 | 5,683,561 |
| | Debt Service | 96,000 | | | | 96,000 | 96,000 |
| | Intergovernmental Loan Repayments | 1,066,667 | | | | 1,066,667 | 1,066,667 |
| | Balance Available | 17,000 | | | | 17,000 | 17,000 |
| | **Total** | **$ 1,232,793** | **-** | **-** | **$ 5,630,435** | **$ 6,863,228** | **$ 6,863,228** |
| **D.** | **Riverfront General Fund** | | | | | | |
| | Planning and Development | 685,410 | | | | 685,410 | 685,410 |
| | Special Payments | 1,323,658 | | | | 1,323,658 | 1,323,658 |
| | Balance Available | 4,834,975 | | | | 4,834,975 | 4,834,975 |
| | **Total** | **$ 6,844,043** | **-** | **-** | **-** | **$ 6,844,043** | **$ 6,844,043** |
| **E.** | **Riverfront Capital Projects Fund** | | | | | | |
| | Capital Projects | 3,630,000 | | | 6,428,316 | 10,058,316 | 10,058,316 |
| | Balance Available | 1,622,814 | | | | 1,622,814 | 1,622,814 |
| | **Total** | **$ 5,252,814** | **-** | **-** | **$ 6,428,316** | **$ 11,681,130** | **$ 11,681,130** |
| **F.** | **Riverfront Program Revenue Fund** | | | | | | |
| | **Total*** | **-** | **-** | **-** | **-** | **-** | **-** |
| | **TOTAL URBAN RENEWAL AGENCY BUDGET** | **$ 21,821,829** | **-** | **$ 138,434** | **$ 12,058,751** | **$ 34,019,014** | **$ 34,019,014** |

*The Riverfront Program Revenue Fund has no budget appropriations in FY23.

**RESOLUTION NO. XXXX**

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF EUGENE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE AMOUNT OF TAX TO BE CERTIFIED FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023**

**The Urban Renewal Agency of the City of Eugene finds that adopting the budget and making appropriations is necessary under ORS 294.305 to ORS 294.565.**

**NOW, THEREFORE,**

**BE IT RESOLVED by the Urban Renewal Agency of the City of Eugene, as follows:**

**Section 1.** The budget for the Urban Renewal Agency of the City of Eugene for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023, set forth in attached Exhibit A is hereby adopted.

**Section 2.** The amounts for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023, and for the purposes shown in the attached Exhibit A are hereby appropriated.

**Section 3.** That the following be certified to the County Assessor of Lane County, Oregon:

The Downtown Plan Area shall receive the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX, of the Oregon Constitution. This plan shall be certified under Part 4, Other Reduced Rate Plans.

The Riverfront Plan Area shall receive the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX, of the Oregon Constitution. This plan shall be certified under Part 3, Other Standard Rate Plans.

**Section 4.** That the City of Eugene Finance Director is hereby requested to certify the levies as herein made and set forth to the County Assessor of Lane County, Oregon, and shall file with the Lane County Assessor and the Lane County Clerk a copy of the adopted budget for fiscal year 2022-2023, and such other documents as required by ORS 294.458.

**Section 5.** The list of fund numbers and fund titles set forth in attached Exhibit B is hereby adopted, and any fund numbers or fund titles in conflict herewith are hereby repealed.

**The foregoing Resolution adopted this 27th day of June, 2022.**

_____

**City Recorder**

# Urban Renewal Agency of the City of Eugene
# FY23 Expenditure Appropriations by Fund

| Downtown General Fund | $ |
|---|---|
| **Department Operating** | |
| Planning and Development | 755,771 |
| **Total Department Operating** | 755,771 |
| | |
| **Non-Departmental** | |
| Special Payments | 4,164,670 |
| Balance Available* | 879,890 |
| **Total Non-Departmental** | 5,044,560 |
| | |
| **Total Downtown General Fund** | **5,800,331** |
| | |
| **Downtown Debt Service Fund** | |
| **Non-Departmental** | |
| Interfund Transfers | 1,833,130 |
| Balance Available* | 997,152 |
| **Total Non-Departmental** | 2,830,282 |
| | |
| **Total Downtown Debt Service Fund** | **2,830,282** |
| | |
| **Downtown Capital Projects Fund** | |
| **Total Capital Projects** | 5,683,561 |
| | |
| **Non-Departmental** | |
| Debt Service | 96,000 |
| Intergovernmental Loan Repayments | 1,066,667 |
| Balance Available* | 17,000 |
| **Total Non-Departmental** | 1,179,667 |
| | |
| **Total Downtown Capital Projects Fund** | **6,863,228** |
| | |
| **Riverfront General Fund** | |
| **Department Operating** | |
| Planning and Development | 685,410 |
| **Total Department Operating** | 685,410 |
| | |
| **Non-Departmental** | |
| Special Payments | 1,323,658 |
| Balance Available* | 4,834,975 |
| **Total Non-Departmental** | 6,158,633 |
| | |
| **Total Riverfront General Fund** | **6,844,043** |

| **Riverfront Capital Projects Fund** | **$** |
|---|---|
| **Total Capital Projects** | 10,058,316 |
| | |
| **Non-Departmental** | |
| Balance Available* | 1,622,814 |
| **Total Non-Departmental** | 1,622,814 |
| | |
| **Total Riverfront Capital Projects Fund** | **11,681,130** |
| | |
| **Riverfront Program Revenue Fund** | |
| **Total Riverfront Program Revenue Fund**** | **-** |
| | |
| **Total Resolution** | **34,019,014** |

*Reserve and Balance Available amounts are not appropriated for spending and are shown for informational purposes only.

**The Riverfront Program Revenue Fund has no budget appropriations in FY23.

# Urban Renewal Agency
# Fund Names

| Reporting Fund | Managing Fund | Fund Title |
|---|---|---|
| 817 | 817 | Downtown General Fund |
| 812 | 812 | Downtown Debt Service Fund |
| 813 | 813 | Downtown Capital Projects Fund |
| 821 | 821 | Riverfront General Fund |
| 823 | 823 | Riverfront Capital Projects Fund |
| 824 | 824 | Riverfront Program Revenue Fund |

# EUGENE CITY COUNCIL
# AGENDA ITEM SUMMARY

Action: An Ordinance Concerning Public Contracts and Amending Sections 2.1400, 2.1405, 2.1415, 2.1420, 2.1425, 2.1430 and 2.1451 of the Eugene Code, 1971.

Meeting Date: June 27, 2022
Department: Central Services
*www.eugene-or.gov*

Agenda Item Number: 9
Staff Contact: Becky Wheeler
Contact Telephone Number: 541-682-5056

**ISSUE STATEMENT**
The City Council is scheduled to take action on proposed changes to Eugene City Code concerning public contracting. Proposed amendments include the addition of several new exemptions of certain classes of special procurements from competitive bidding requirements, modifications of several existing exempt classes, and overall clean up to remove duplicate references between state law and City code. As required by Oregon State Public Contracting law, the filing of findings for exemptions is included. The council held a public hearing concerning the proposed ordinance on June 21, 2022, at which there was no public testimony.

**BACKGROUND**
The City of Eugene, as an Oregon public entity, is subject to the Public Contracting Laws of the State of Oregon. The City adopts its own public contracting regulations to meet the needs of our community and to maintain fairness (in both price & competition), propriety, transparency, and legality. The regulations are in place to provide opportunities for staff to obtain best value as stewards of public resources.

Central Purchasing staff consulted with staff in all departments to discuss proposed changes that directly impacts their work, hear their concerns, and incorporate their ideas.

In 2014, the Eugene City Public Contracting Code was amended in accordance with State Legislative changes in public contracting laws. Since that time additional state legislation has been enacted that warrants additional changes to the City's Code. The proposed amended Code will update the City's current Public Contracting Code provisions and exemptions, and authorize the City Manager, acting as the City's Purchasing Agent, to adopt updated rules to implement the code and exemptions in compliance with current state public contracting law.

Public procurement and contracting requires the interpretation and application of state law, City code, and City Administrative Rules. City purchasing staff and the City Attorney's Office have been working to amend the city's public contracting code provisions to comply with statutory changes made since 2014. During this process, staff identified other areas in the city's public contracting code provisions that are duplicative or inconsistent with State Public Contracting Laws. The proposed code amendments include these changes in addition to aligning our code with current

state statues. This process has also included a review and draft update of City Public Contract Administrative Rules, for many of the same reasons.

Amending City code by removing language that is already included in statute reduces the need for Council to adopt code amendments as the Oregon Legislature changes public contracting law. Where code has outlined specific business practices, moving those to the updated Administrative Rules will allow the City to be more flexible and responsive when legislative changes or new City goals are identified, (i.e., Administrative Rules don't require a code change and the lengthy process involved with amending code).

*Summary of Changes*
The proposed ordinance concerning public contracts amends the City's public contracting Code provisions. The sections modifying the Code provisions by this ordinance are as follows with a brief description.

- 2.4100 Public Contracts – City Policy. Clarifies that the Oregon Attorney General's model public contracting rules ("AG model rules") do not apply to the City, instead, the city's purchasing agent is adopting administrative rules specific to the City of Eugene, which may include portions of the AG model rules.
- 2.1405 Public Contracts – Exemption from Public Contracting Regulations. Clarifies exemptions to public contracting regulations are specifically described in the administrative rules adopted by the purchasing agent.
- 2.1415 Public Contracts – Authority of Purchasing Agent. Clarifies city manager or designee has authority as purchasing agent and removes unnecessary language.
- 2.1420 Public Contracts – Definitions. Unnecessary language removed, including definitions of terms that are defined in state law. Clarifies the definition of Personal Services, adds Social Service Provider definition.
- 2.1425 Public Contracts – Process for Approval of Special Solicitation Methods and Exemptions. Updates language to clarify when a public improvement solicitation may be issued.
- 2.1430 Public Contracts – Solicitation Methods for Classes of Contracts. Unnecessary language removed, including classes that are exempt by state law. Modifications and additions made to exempt classes outlined in attached findings. Adds the following to Special Procurement Class Exemptions:
    - Information Technology
    - Memberships
    - Personal Services
    - Printing Services
    - Social Services Providers
- 2.1451 Model Cost Accounting Guidelines. Unnecessary language removed. Additionally, state law requires the city to adopt DAS's model cost accounting guidelines for public improvements, or something substantially similar, to construct a public improvement project that exceeds $5,000 with the City's own personnel or equipment. The City previously adopted DAS's guidelines in 2014, but they have since been updated in 2017. Exhibit B contains DAS's current

model cost accounting guidelines, which are proposed for Council's adoption with this ordinance.

**PREVIOUS COUNCIL DIRECTION**
Council previously adopted the current ordinance concerning public contracts October 27, 2014. The motion to adopt passed 8:0.

**COUNCIL OPTIONS**
1. Approve the ordinance.
2. Revise and approve the ordinance.

**CITY MANAGER'S RECOMMENDATION**
The City Manager recommends the adoption of the Public Contracting ordinance as provided in Attachment A.

**SUGGESTED MOTION**
Move to adopt the ordinance concerning Public Contracting.

**ATTACHMENTS**
A. Proposed Ordinance & Findings in Support of Ordinance and Cost Accounting Guidelines for Public Improvement Projects

**FOR MORE INFORMATION**
Staff Contact: Becky Wheeler
Telephone: 541-682-5056
Staff E-Mail: bwheeler@eugene-or.gov

**ORDINANCE NO. _____**

**AN ORDINANCE CONCERNING PUBLIC CONTRACTS AND AMENDING SECTIONS 2.1400, 2.1405, 2.1415, 2.1420, 2.1425, 2.1430, AND 2.1451 OF THE EUGENE CODE, 1971.**

**THE CITY OF EUGENE DOES ORDAIN AS FOLLOWS:**

**Section 1.** Subsection (3) of Section 2.1400 of the Eugene Code, 1971, is amended and a new subsection (4) is added, to provide as follows:

**2.1400 Public Contracts – City Policy.**

*****

(3) *Interpretation.* In furtherance of the purpose of the objectives set forth in subsection (2), it is the city's intent that City of Eugene Public Contracting Regulations ~~sections 2.1400 to 2.1451~~ be interpreted to authorize the ~~full use of all contracting powers and authorities described in ORS Chapters 279A, 279B and 279C (the Oregon Public Contracting Code)~~ city to possess the full contracting powers of an Oregon local contracting agency and to act to the full extent permitted by state law.

(4) *Administrative Rules.* The Oregon Attorney General's Model Public Contracting Rules, OAR Chapter 137, Divisions 46, 47, 48, and 49 (the Oregon Model Rules) do not apply to the city's public contracting activities. Instead, the city's purchasing agent is authorized and directed to adopt administrative rules and procedures relating to public contracts and the public contract process, which may include portions of the Oregon Model Rules.

**Section 2.** Section 2.1405 of the Eugene Code, 1971, is amended to provide as follows:

**2.1405 Public Contracts – Exemption from Public Contracting Regulations.**

The City of Eugene Public Contracting Regulations apply to all public contracts of the city except for the classes of contracts that are declared exempt ~~from the Oregon Public Contracting Code,~~ as set forth herein and as specifically described in the administrative rules adopted by the purchasing agent.

**Section 3.** Subsection (1) of Section 2.1415 of the Eugene Code, 1971, is amended to provide as follows:

**2.1415 Public Contracts – Authority of Purchasing Agent.**

(1) *General Authority.* The city manager or designee shall be the purchasing agent for the city and is hereby authorized to award all city contracts for which there is an appropriation. Subject to the provisions of sections 2.1400 to 2.1451 of this code, the purchasing agent may adopt and

amend all rules, regulations, procedures and forms required or permitted to be adopted by contracting agencies ~~under the Oregon Public Contracting Code~~ or otherwise convenient for the city's contracting needs. Without limiting the generality of the foregoing, the purchasing agent shall adopt public contracting rules for the award of personal services contracts and concession agreements and shall hear all solicitation and award protests.

**Section 4.** The lead in sentence of Section 2.1420 of the Eugene Code, 1971, and the definition of "Personal services contract" are amended; the definition of "Emergency" is deleted; and the definition of "Social service provider" is added to provide as follows:

**2.1420 Public Contracts – Definitions.**

The following terms used in sections 2.1400 to 2.1451 shall have the meanings set forth below~~, and if not defined here, the meanings set forth in the Oregon Public Contracting Code.~~.

*****

~~*Emergency.* Circumstances that could not have been reasonably foreseen; create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and require prompt execution of a contract to remedy the condition.~~

*****

*Personal services contract.* A contract with an ~~independent contractor~~individual or group predominantly for services that require special training or certification, skill, technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to the services of architects, engineers, land surveyors, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants and property managers. The purchasing agent shall have discretion to determine whether additional types of services not specifically mentioned in this paragraph fit within the definition of personal services.

*****

*Social service provider.* Public or private providers of services intended to aid disadvantaged, distressed, or vulnerable persons or groups.

*****

**Section 5.** Section 2.1425 of the Eugene Code, 1971, is amended to provide as follows:

**2.1425 Public Contracts – Process for Approval of Special Solicitation Methods and Exemptions.**

(1) *Special Procurements.* Special procurement requests, approvals, and protests shall be made in accordance with rules adopted by the purchasing agent. ~~and ORS 279B.085~~.

(2) *Public Improvement Contract Exemptions.* Public improvement contract exemption shall be adopted in accordance with rules adopted by the purchasing agent. ~~and ORS 279C.335~~.

(3) *Commencement of Public Improvement Solicitation Prior to Approval.* A solicitation may be issued prior to the approval of a public improvement contract exemption if the purchasing agent must act promptly because of circumstances beyond the purchasing agent's control that do not constitute an emergency, notification of the public hearing may be published simultaneously with the city's solicitation of contractors for the alternative public contracting method, as long as responses to the solicitation are due at least five days after the hearing and approval of the findings. ~~pursuant to ORS 279C.335(5)(e).~~

**Section 6.** Subsections (3)(c), (4), and (5) of Section 2.1430 of the Eugene Code, 1971, are amended to provide as follows:

**2.1430 Public Contracts – Solicitation Methods for Classes of Contracts.**

The following solicitation methods and exempt classes of contracts are hereby established by the city council.

*****

(3) *Hybrid Contracts.* The following classes of contracts include elements of construction of public improvements as well as personal services and may be awarded as described below and subject to rules adopted by the purchasing agent.

*****

(c) *Construction Manager/General Contractor (CM/GC) contracts.* Contracts for the construction of public improvements using a Construction Manager/General Contractor Construction Method shall be awarded pursuant to City of Eugene Public Contracting Regulations. ~~ORS 279C.337 and Attorney General~~Oregon ~~Model Rules adopted thereunder.~~

(4) *Special Procurement Class Exemptions.* Subject to regulation described herein and under rules adopted by the purchasing agent, the following classes of contracts may be awarded in any manner which the solicitation agent deems appropriate to the city's needs, including by direct appointment or purchase.

(a) *Advertising.* Contracts for the placing of notice or advertisements in any medium.

(b) *Amendments.* Contract amendments shall not be considered to be separate contracts if made in accordance with rules adopted by the purchasing agent.

(c) *Animals.* Contracts for the purchase of animals.

(d) ~~*Copyrighted and library materials.*~~ *Copyrighted, library, and other materials of the creative process* ~~-~~. Contracts for the acquisition of materials, whether in hardcopy or electronic form, entitled to copyright, including, but not limited to, works of art and design, ~~literature~~books, periodicals, reference materials, audio and visual media, ~~music~~ and library lending materials.

(e) *Equipment maintenance and repair.* Contracts for equipment maintenance, repair or overhauling, provided either: (i) the service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; (ii) immediate repairs are necessary to maintain City services; or (iii) the service or parts requires specialized training or are available from only one source.~~.~~

(f) *Fuel and oil.* Contracts for gasoline, diesel fuel, heating oil, lubricants and asphalt, subject to an intermediate procurement process.

(g) *Goods for resale.* Contracts for goods purchased for resale to consumers.

(h) *Government regulated items.* Contracts for the purchase of items for which prices or selection of suppliers are regulated by a governmental authority.

(i) *Information Technology*. The procurement of, and contracts for the maintenance, support, or upgrade of, computer software, software as a service, and all information technology equipment, including without limitation computer hardware, telecommunications devices, network equipment, and other information technology systems, shall be made in accordance with rules adopted by the purchasing agent.

(~~i~~j) *Insurance.* ~~Insurance and service contracts as provided for under ORS 414.115, 414.125, 414.135 and 414.145, and The purchasing agent will adopt rules for the award of~~ L~~l~~iability insurance contracts.

(~~j~~k) *Manufacturer direct supplies.* Contracts for goods purchased directly from the manufacturer~~, subject to rules adopted by the purchasing agent~~.

(l) *Memberships*. Procurement of membership in professional associations and organizations.

(~~k~~m) *Non-owned property.* Contracts or arrangements for the sale or other disposal of used abandoned property or other personal property not owned by the city.

(n) Personal Services. The procurement of, and contracts for Personal Services, shall be made in accordance with rules adopted by the purchasing agent.

(o) *Printing Services*. Procurement of printing services.

(~~l~~p) *Renewals.* Contracts that are being renewed in accordance with their terms are not considered to be newly issued contracts and are not subject to competitive procurement procedures.

(q) *Social Service Providers*. For procurements equal to or less than $150,000 the purchasing agent may award a contract to social service providers without a competitive solicitation. For procurements greater than $150,000, the purchasing agent shall adopt rules for awarding contracts to social service providers.

(~~m~~r) *Sole source contracts.* Contracts for goods or services which are available from a single source ~~may be awarded without competition~~. ~~Pursuant to ORS 279B.075,~~ T~~t~~he

purchasing agent shall adopt rules under which a determination of sole source availability may be made.

(~~r~~s) *Sponsorship agreements.* Sponsorship agreements, under which the city receives a gift or donation in exchange for recognition of the donor.

(~~o~~t) *Structures.* Contracts for the disposal of structures located on city-owned property, other than structures suitable for residential use.

(~~p~~u) *Temporary extensions or ~~renewals~~ reinstatement of contracts.* ~~Contracts for a single period of one year or less, for the temporary extension or renewal of an expiring and non-renewable, or recently expired, contract, other than a contract for public improvements~~. Except for public improvement contracts, non-renewable contracts may be temporarily extended or recently expired contracts may be reinstated.

(~~q~~v) *Temporary use of city-owned property.* The city may negotiate and enter into a license, permit or other contract for the temporary use of city-owned property without using a competitive selection process if:

1. The contract results from an unsolicited proposal to the city based on the unique attributes of the property or the unique needs of the proposer;

2. The proposed use of the property is consistent with the city's use of the property and the public interest; and

3. The city reserves the right to terminate the contract without penalty, in the event that the city determines that the contract is no longer consistent with the city's present or planned use of the property or the public interest.

(~~r~~w) *Used property.* A solicitation agent, for procurements up to $20,000, and the purchasing agent, for procurements in excess of $20,000 may contract for the purchase of used property by negotiation if such property is suitable for the city's needs and can be purchased for a lower cost than substantially similar new property. For this purpose the cost of used property shall be based upon the life-cycle cost of the property over the period for which the property will be used by the city. A record shall be made of the findings that support any purchase over $10,000.

(~~s~~x) *Utilities.* Contracts for the purchase of steam, power, heat, water, telecommunications services, and other utilities, including in-kind telecommunications services pursuant to EC 3.415(6).

(5) *Contracts Required by Emergency Circumstances.* The purchasing agent may declare that an emergency exists ~~pursuant to ORS 279B.080~~. The purchasing agent shall document the nature of the emergency and describe the method used for the selection of the particular contractor. The purchasing agent shall notify the city council of the declaration of emergency for contract awards over the applicable intermediate procurement threshold.

*****

**Section 7.** Section 2.1451 of the Eugene Code, 1971, is amended to provide as follows:

**2.1451 Model Cost Accounting Guidelines.**

The model cost accounting guidelines developed by the Oregon Department of Administrative Services for Public Improvements by Contracting Agencies~~, pursuant to Section 3, Chapter 869, Oregon Laws, 1979,~~ are hereby adopted as the city's cost accounting system to apply to public improvement projects exceeding $5,000 and constructed with city's own equipment or personnel. ~~ORS 279C.310. For such public improvement projects estimated to cost more than $125,000, city shall also comply with the requirements of ORS 279C.305(3).~~

**Section 8.** The Findings set forth in Exhibit A attached to this Ordinance are adopted as findings in support of this Ordinance.

**Section 9.** The cost accounting guidelines for public improvement projects referred to in Section 7. of this Ordinance are set forth in Exhibit B attached to this Ordinance and are adopted in support of this Ordinance.

**Section 10.** The City Recorder, at the request of, or with the consent of the City Attorney, is authorized to administratively correct any reference errors contained herein, or in other provisions of the Eugene Code, 1971, to the provisions added, amended or repealed herein.

**Passed by the City Council this**

**____ day of _____, 2022**

**_____**
**City Recorder**

**Approved by the Mayor this**

**____ day of _____, 2022**

**_____**
**Mayor**

Exhibit A

**FINDINGS IN SUPPORT OF ORDINANCE NO. XXXXX**
**AMENDING PUBLIC CONTRACTING CODE PROVISIONS**

State public contracting law, ORS 279B.085 and 279C.335, authorize the City Council, upon adoption of appropriate findings, to establish special selection, evaluation, and award procedures for, or exempt from competition, the award of a specific contract or classes of contracts, including public improvement contracts.

Pursuant to that authority, in 2014, the City Council, after a public hearing thereon, previously adopted Ordinance 20542, which established classes of contracts and the solicitation methods for their award, as set forth in Section 2.1430 of the Eugene Code, 1971.

Pursuant to that same authority, the City Council has, after a public hearing thereon, adopted Ordinance No. xxxxx, which modifies several previously established classes and solicitation methods, and also establishes several additional classes of contracts and the solicitation methods for their award, as set forth in Section 2.1430 of the Eugene Code, 1971, together with the following specific findings in support thereof. (No findings are required for the previously established classes that were not modified or changed by Ordinance No. xxxxx.)

**For Public Improvement Exemptions**

Specifically, the Council finds that no new findings are needed for the following previously established classes:

**EC 2.1430(1) – Request for Proposals for Public Improvement Contracts.** No change to class or its solicitation method; no findings required.

**EC 2.1430(2) – City funded privately-constructed public improvements.** No change to class or its solicitation method; no findings required.

**EC 2.1430(3)(a) Hybrid Contracts – Design/build contracts.** No change to class or its solicitation method; no findings required.

**EC 2.1430(3)(b) – Hybrid Contracts – Energy savings performance contracts.** No change to class or its solicitation method; no findings required.

**EC 2.1430(3)(c) – Hybrid Contracts - Construction Manager/General Contractor (CM/GC) contracts.** No change to class or its solicitation method (provision amended only to update reference to City Regulations); no findings required.

**Specific Findings for Special Classes and Methods of Award for Contracts Other Than Public Improvements.**

The City Council approves the specific findings for the establishment of special solicitation methods for the classes of public contracts described below and finds that the establishment of each class of contracts and methods approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because such exemptions still require alternative contracting procedures, ensuring: (A) reasonable competition; (B) the best contract price for the public; and (C) a cost-effective process for both contractors and the city;

2. The awarding of public contracts under the exemption will result in substantial cost savings to the city because the city will avoid costs associated with unnecessary documentation and procedures, where it is unmerited by the type and/or relatively low cost of the project; and

3. The awarding of public contracts pursuant to any of the requested exemptions also substantially promotes the public interest in a manner that could not practicably be realized by formal competitive solicitation procedures, given the fact that such exemptions facilitate smooth operation of city's administration and operations, include procedures and mechanisms to ensure the best product, service or outcome is obtained at the least cost to the public and city, and identified classes address areas of public contracting left unresolved by state statute which are essential for city operations, such as the purchase of used personal property, and the disposition of surplus personal property.

Specifically, the Council finds the following Special Class of Contracts are subject to award at the Purchasing Agent's Discretion:

**2.1430(4)(a). Advertising.** No change to class or solicitation method; no findings required.

**2.1430(4)(b). Amendments.** No change to class or solicitation method; no findings required.

**2.1430(4)(c). Animals.** No change to class or solicitation method; no findings required.

**2.1430(4)(d). Copyrighted, library, and other materials of the creative process.**
**Alternate Award Process.** Solicitation agent's discretion.

**Cost Savings and Other Benefits.** Necessary to allow city to acquire products that are from a single source, copyrighted, and/or cannot be reasonably obtained using a solicitation process.

**Effect on Competition.** None. The materials covered by are generally acquired from a sole-source copyright holder; therefore, competition does not generally exist for such products.

**No Favoritism.** This special procurement is not expected to encourage favoritism or substantially diminish competition because copyrighted and proprietary products may not be duplicated by others without permission.

**Other Factors.** This exemption was in the city's prior contracting code and has been expanded to meet today's market needs and respond to trends, including the prevalence of electronic media formats. The exemption title has changed to clarify the scope of the class, and additional examples have been included in the description.

**2.1430(4)(e). Equipment Maintenance and Repair**
**Alternate Award Process.** Solicitation agent's discretion.

**Cost Savings and Other Benefits.** Pre-contract pricing is usually impossible because of the unique nature of each instance that necessitates equipment repair or maintenance. Delay required for solicitation would impair city's ability to respond to equipment breakdown and be injurious to the public interest. Experience with contractor is crucial because reliability over the course of several projects is important.

**Effect on Competition.** Allows contractor to be selected based on ability to provide accurate, reliable, and fast service. In addition, there is often limited competition because the manufacturer requires repair and maintenance to be performed in accordance with associated warranties.

**Effect on Favoritism.** Favoritism will not be greater than if statutory request for proposals process is used.

**Other Factors.** This exemption was in the city's prior contracting code, with the exception of adding "maintenance." The title has changed and definition now includes maintenance and conditions of use.

**2.1430(4)(f). Fuel and Oil.** No change to class or solicitation method; no findings required.

**2.1430(4)(g). Goods for Resale.** No change to class or solicitation method; no findings required.

**2.1430(4)(h). Government Regulated Items.** No change to class or solicitation method; no findings required.

**2.1430(4)(i). Information Technology**
**Alternative Contracting Procedure.** Subject to Purchasing Agent rules.

**Cost Savings and Other Benefits.** Ensures appropriate evaluation of organizational risk and cost that cannot be otherwise obtained using prescribed RFP method. Avoids unnecessary solicitation costs, including supplier and staff time.

**Effect on Competition.** It is unlikely that awarding contracts under this process will encourage favoritism or substantially diminish competition. Once a software or hardware product is selected there is virtually no competition available for maintenance services.

**No Favoritism.** Low impact. Responds to unique opportunities.

**Other Factors.** An alternative contracting process allows the city to take risk and cost into consideration prior to major staff or supplier commitments, thereby reducing costs and increasing trust and confidence with suppliers. It is in the public interest to secure contracts for support and maintenance services in a timely manner and for the best value available in the marketplace.

All software under license to the City is proprietary and subject to intellectual property restrictions. This means the software owner controls the distribution of the software and support or maintenance agreement rights. The City purchases a license agreement in which the software creator owns the software and gives the City the right to use it under specific conditions.

Certain computer hardware is also proprietary. This means that the availability of support or maintenance may be controlled exclusively by the manufacturer.

Software and hardware maintenance agreements provide support, version updates and software fixes necessary to maintain the City's software systems and hardware infrastructure which directly affects the City's ability to deliver services. In most cases, the software or hardware manufacturer or authorized reseller is the only vendor authorized or qualified to provide maintenance.

In addition, it is difficult to determine if a prospective vendor is qualified to provide maintenance. There is a benefit to have continuity of service by the same provider who has a proven track record with the city.

**2.1430(4)(j). Insurance.**
**Alternate Award Process. Purchasing Agent's discretion.**

**Cost Savings and Other Benefits.** Ensures appropriate evaluation of organizational risk and cost that cannot be otherwise obtained using prescribed RFP method. Avoids unnecessary solicitation costs, including supplier and staff time.

**Effect on Competition.** Provider market is limited and specialized. Little, if no effect on competition.

**No Favoritism.** Low or no impact. Responds to unique organizational need.

**Other Factors.** An alternative contracting process allows the city to take unique factors such as coverage, premium cost, and services into consideration prior to major staff or provider commitments, thereby reducing costs.

**2.1430(4)(k). Manufacturer direct supplies.** Removed duplicative language. No substantive changes to class or solicitation method; no findings required.

**2.1430(4)(l). Memberships.**
**Alternate Award Process.** Subject to Solicitation Agent discretion.

**Cost Savings and Other Benefits.** Memberships and professional associations are unique services that cannot reasonably be expected to be procured using a solicitation method.

**Effect on Competition.** None.

**No Favoritism.** No impact. Responds to unique circumstances.

**Other Factors.** City of Eugene employees may join professional associations and organizations when such membership will enhance professionalism, encourage networking with other professionals, or otherwise provide access to valuable and necessary information to accomplish their jobs or maintain their professional standing.

**2.1430(4)(m). Non-owned property.** No change to class or solicitation method; no findings required.

**2.1430(4)(n). Personal Services**
**Alternate Award Process.** Subject to Purchasing Agent rules.

**Cost Savings and Other Benefits.** Personal Services are unique services that cannot reasonably be expected to be procured using a single method the same as Division 47 Goods or Services, and selection of the best or most suitable contractor is highly dependent upon the specific circumstances and needs

for the particular situation . Oftentimes the expense of a solicitation process outweighs the contract cost and can inflate total project cost.

**Effect on Competition.** Little to no effect on competition as many short-term contracts are awarded through qualified pools.

**No Favoritism.** Low or no impact. Responds to varied and unique contracting opportunities.

**2.1430(4)(o). Printing Services**
**Alternate Award Process.** Subject to Purchasing Agent rules.

**Cost Savings and Other Benefits.** This exemption allows the city to determine the required method of solicitation for printing services based on the expected cost of a particular purchase and scope of project, not the total cost of all printing services procured in a single year. Because the city typically pays more than $10,000 a year for all printing services, the absence of this provision could lead to a requirement that even the smallest outside printing purchase be awarded only after following a full formal competitive solicitation process or procuring services from a single provider.

**Effect on Competition.** Little or none.

**No Favoritism.** Low impact. Responds to unique purchase of goods and services for the particular situation.

**Other Factors.** Variations in the type, quantity, and quality of printing required to meet immediate needs are too large to have this class of contracts governed by a single solicitation method or to require the use of contract with a single supplier. The City's cumulative procurement of printing services generally exceeds $10,000 per annum, but the cumulative amount is comprised of multiple individual contracts for printing services, few of which exceeds $10,000 and most of which are only a few dollars in value.

**2.1430(4)(p). Renewals.** No change to class or solicitation method; no findings required.

**2.1430(4)(q). Social Services Provider**
**Alternate Award Process.** Purchasing Agent's discretion (for procurements equal to or less than $150,000, may award without a competitive solicitation; for procurements greater than $150,000, shall adopt rules for award).

**Cost Savings and Other Benefits.**

1. Avoids unnecessary solicitation expense for both the Provider and City by allowing Purchasing Agent to determine whether cost of solicitation is justified.
2. Allows Purchasing Agent to meet immediate community and organizational needs by facilitating rapid contracting opportunities.

**Effect on Competition.** Local provider market is small, specialized, and overburdened. Little, if no effect on competition.

**No Favoritism.** Low or no impact. Responds to unique opportunities.

**Other Factors.** Variations in the type, quantity, quality, and opportunities for services to meet immediate needs are too large to have this class of contracts governed by a single solicitation method.

**2.1430(4)(r). Sole Source Contracts.** No change to class or solicitation method; no findings required (provision amended only to remove reference to state statute).

**2.1430(4)(s). Sponsorship Agreements.** No Change to class or solicitation method; no findings required.

**2.1430(4)(t). Structures.** No change to class or solicitation method; no findings required.

**2.1430(4)(u). Temporary Extensions or Reinstatement of contracts.**
**Alternate Award Process.** Extension or reinstatement of contract. No selection process required.

**Cost Savings and Other Benefits.** Gives staff time to prepare for competitive solicitation when existing contracts expire without notice by staff. Deals with administrative errors. Protects the public interest against employee error.

**Effect on Competition.** Delays competition by not more than one year.

**Effect on Favoritism.** No impact. At expiration of temporary period, standard competitive procedure will apply.

**Other Factors.** This exemption was in the city's prior contracting code. Changes made provide clarity of applicability and define timeframe in which exemption may be used.

**2.1430(4)(v). Temporary Use of City-Owned Property.** No change to class or solicitation method; no findings required.

**2.1430(4)(w). Used Property.** No change to class or solicitation method; no findings required.

**2.1430(4)(x). Utilities.** No change to class or solicitation method; no findings required.

**2.1430(5). Contracts Required by Emergency Circumstances.** No changes to class or solicitation method; no findings required (provision amended only to remove reference to state statute and to add requirement to document nature of emergency).

**2.1430(6). Surplus Property.** No changes to class or solicitation method; no findings required.

**2.1430(7). Concession Agreements.** No changes to class or solicitation method; no findings required.

DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Exhibit B

# COST ACCOUNTING GUIDELINES FOR PUBLIC IMPROVEMENTS BY CONTRACTING AGENCIES

ORS 279C.310 prohibits a contracting agency constructing a public improvement with the contracting agency's own equipment or personnel if the cost exceeds $5,000, unless the contracting agency adopts and applies a cost accounting system that substantially complies with the model cost accounting guidelines developed by the Oregon Department of Administrative Services pursuant to section 3, chapter 869, Oregon Laws 1979, as determined by an accountant qualified to perform audits required by ORS 297.210 and 297.405 to 297.555 (Municipal Audit Law).

One objective of the law is to provide more accurate financial information for projects constructed by public agencies' own personnel and equipment. In addition to the advantages of obtaining more accurate information for managerial purposes, the agencies' ability to comply with minimal financial reporting standards requires cost accounting procedures.

The National Committee on Governmental Accounting in its publication "Governmental Accounting, Auditing and Financial Reporting," commonly known by its acronym GAAFR, requires that when a governmental unit's own personnel perform construction "...a complete accounting of costs of labor, materials, equipment usage, and overhead must form the basis for entries in the General Fixed Assets Group of Accounts."

Reporting in financial statements of "public domain" fixed assets - roads, bridges, drainage systems, and similar assets dedicated directly to public service other than used in providing public services - is optional. The agency's accounting policy in this respect should be disclosed in the Summary of Significant Accounting Policies, and consistently applied.

DAS cost accounting guidelines are not intended to serve as an accounting manual, but as a listing of general procedures necessary to comply with Oregon Statutes and Generally Accepted Accounting Principles.

## COST ACCOUNTING GUIDELINES

I. NUMERIC CODING SYSTEM

A numeric coding system for accounting purposes should be developed. Each project will be assigned an account number.

Entities with automated accounting systems are encouraged to establish cost centers for accumulating project costs. Many related costs may be incurred long before construction actually begins. Projects accounting codes are, therefore, essential to ensure that all chargeable costs are recorded.

II. PERSONAL SERVICES COSTS

A. The use of detailed time records is a fundamental requirement for accurately accumulating labor costs. Employee time records should provide information at an hourly level for type of activity and by project.

B. The costs of employee vacation, sick leave, employer paid insurance and/or retirement benefits, and all other employer paid benefits should be reflected in hourly charge rates. Workers' Compensation costs used in this calculation shall be based on actual rates paid.

C. Travel time to and from the job site should be charged to the project.

III. MATERIALS

A. Materials issuance from inventory or stores for use on a particular project should be documented by requisition forms.

B. Direct material purchases for use on a specific project should be documented by purchase orders and invoices.

C. Costs of other supplies not directly chargeable to a specific project should be considered in overhead calculation. See Section V.

IV. EQUIPMENT USAGE RATES

A. Agencies may develop internal usage rates based on depreciation schedules, investment cost (ORS 279.023(3) (now ORS 279C.305(3)), and operating costs such as fuel, oil, and repairs.

B. Agencies may use widely accepted rate schedules such as those used by the Oregon State Highway Division for "external" work such as force account or price agreement.

V. OVERHEAD AND RELATED COSTS

A. All general administrative and other "overhead" expenses directly or indirectly applicable to construction activities should be identified and charged. The use of formula or percentage charge rates is acceptable if those rates are supported by documentation. Documentation would consist of work papers showing the rationale and computations for allocating general administrative expenses.

B. Accounting principles require the capitalization of a wide range of ancillary costs. Examples are engineering, legal and other professional fees, acquisition costs, freight and transportation, and site preparation.

VI. FINANCIAL REPORTING

The final project costs will be closed to the appropriate ledger account. Public agencies are encouraged to prepare cost reports on completion of each project.

**Reference:**

1979 Oregon Laws, Chapter 869
1981 Oregon Laws, Chapter 281, Section 2
1993 Oregon Laws, Chapter 500, Sections 2b(1) and 54(2)
ORS 279C.305(3) and 279C.310

Find these Cost Accounting Guidelines on the DAS Procurement website at:
http://www.oregon.gov/das/Procurement/Pages/Guideline.aspx

Send questions to: egs.pscustomercare@oregon.gov