



Eugene 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

May 13, 2024

7:30 p.m. CITY COUNCIL MEETING

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 May 13, 2024;
Her Honor Mayor Lucy Vinis Presiding**

Councilors

Matt Keating, President
Jennifer Yeh
Mike Clark
Lyndsie Leech

Randy Groves, Vice President
Alan Zelenka
Greg Evans
Emily Semple

7:30 p.m. CITY COUNCIL MEETING

- 1. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 2. CEREMONIAL MATTERS**
 - A. Mental Health Awareness Month Proclamation**
 - B. Public Works Week Proclamation**
 - C. World Day of Cultural Diversity Proclamation**
- 3. COMMITTEE REPORTS AND ITEMS OF INTEREST**
- 4. CONSENT CALENDAR 1**
 - A. Approval of City Council Minutes**
 - March 12, 2024 Joint Public Hearing
 - March 13, 2024 Work Session
 - April 8, 2024 Work Session
 - April 8, 2024 Meeting
 - April 10, 2024 Work Session
 - B. Approval of City Council Tentative Agenda**
 - C. Ratification of FY 2024-25 Metropolitan Wastewater Management Commission (MWMC) Regional Wastewater Program Budget and Capital Improvements Program**

5. CONSENT CALENDAR 2

- A. Approval of a Resolution Annexing Land to the City of Eugene (Assessor's Map 17-04-02-34, Tax Lot 05800 Located on Irvington Drive West of River Road) (City File: Irvington Drive; A 24-1))**
- B. Approval of a Resolution Annexing Land to the City of Eugene (Assessor's Map 17-04-04-44, Tax Lot 00100 and Assessor's Map 17-04-03-33, Tax Lot 01700, Located at 29960 East Enid Road)(City File: A 24-2)**

6. ACTION: A Resolution Adopting A Neighborhood Recognition Policy And Model Charter Repealing Resolution No. 2554, Resolution No. 3745, Resolution No. 3746, Resolution No. 5140, And Resolution No. 514,1 And Amending Resolution No. 4705.

7. PUBLIC COMMENT

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

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

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

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EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Pledge of Allegiance to the Flag

Meeting Date: May 13, 2024
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 1
Staff Contact: Cherish Bradshaw
Contact Telephone Number: 541-682-8340

ISSUE STATEMENT

In honor of Memorial Day on May 27, there will be a reciting of the Pledge of Allegiance to the Flag during the May 13, 2024 meeting.

BACKGROUND

In alignment with Council's Operating Agreements, council begins 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.

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."*

FOR MORE INFORMATION

Staff Contact: Cherish Bradshaw, Assistant, Mayor and City Council
Telephone: 541-682-8340
Staff E-Mail: cabradshaw@eugene-or.gov

EUGENE CITY COUNCIL

AGENDA ITEM SUMMARY



Ceremonial Matters

Meeting Date: May 13, 2024
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2
Staff Contact: Cherish Bradshaw
Contact Telephone Number: 541-682-8340

ISSUE STATEMENT

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

BACKGROUND

Per City Council Operating Agreements, at the first regular meeting of each month, the first agenda item shall be used to acknowledge special recognition or awards given to the City of Eugene or for the Mayor to read proclamations which serve to encourage and educate the community. Proclamations shall be made and placed on the agenda at the discretion of the Mayor.

The following proclamations for the month of May will be read during the May 13 meeting:

- May 1, 2024 – Mental Health Awareness Month
- May 19, 2024 – Public Works Week
- May 21, 2024 – World Day of Cultural Diversity

Current and previous proclamations are available on the City's [Proclamation webpage](#).

ATTACHMENTS

- A) Mental Health Awareness Month Proclamation
- B) Public Works Week Proclamation
- C) World Day of Cultural Diversity Proclamation

FOR MORE INFORMATION

Staff Contact: Cherish Bradshaw, Assistant, Mayor and City Council
Telephone: 541-682-8340
Staff E-Mail: cabradshaw@eugene-or.gov

OFFICE OF THE MAYOR
City of Eugene, Oregon

PROCLAMATION

WHEREAS: May marks Mental Health Awareness Month, dedicated to supporting individuals with mental health challenges and combating stigma worldwide. It's a month that unites us in empathy and action, inspiring hope and fostering positive change for all affected; and

WHEREAS: Since 1949, Mental Health America, its affiliates, and countless others have observed May as Mental Health Awareness Month by reaching out to millions of people to spread the word that mental health is something everyone should care about. The 2024 theme is "Where to Start: Mental Health in a Changing World," highlighting the challenges faced in a constantly evolving world, where pressures from work, relationships, and societal factors can significantly impact our mental well-being. It encourages us to take action, build coping skills, and advocate for improved mental health in our communities; and

WHEREAS: Even before the COVID-19 pandemic, millions of Americans were experiencing stress, trauma, anxiety, and heightened levels of depression. The pandemic has magnified those conditions, creating an unprecedented mental health crisis across the United States. Fewer than half of Americans who struggle with mental illness receive the treatment they need. Many Americans feel ashamed to reach out for help, or are stigmatized for seeking care; and

WHEREAS: Each of us has an important role to play in supporting others who are living with mental health conditions. We can learn the warning signs, engage affected loved ones in a supportive dialogue, and fight the stigma and prejudice around seeking mental health support. Let us collectively ensure all adults and children experiencing mental health challenges are treated with the compassion, respect, and understanding they deserve; and

NOW, THEREFORE, I, Lucy Vinis, Mayor of the City of Eugene, Oregon, do hereby proclaim May 2024, to be

"Mental Health Awareness Month"

in Eugene and encourage all community members to join in activities and take action to strengthen the mental and behavioral health of all our community members.

Mayor Lucy Vinis
City of Eugene
May 1, 2024

OFFICE OF THE MAYOR
City of Eugene, Oregon

PROCLAMATION

WHEREAS: Since 1960, The American Public Works Association (APWA) has observed an annual National Public Works Week to recognize the Public Works professionals who focus on infrastructure, facilities, and services that are of vital importance to the public health, quality of life, and well-being of the people of Eugene; and

WHEREAS: This year's Public Works Week theme, "Advancing Quality of Life for All," recognizes how Public Works contributes to advancing and enhancing our quality of life for all Eugeneans; and

WHEREAS: Each day, residents depend on Public Works for: streets that are safe for people walking, biking, rolling, taking transit, and driving, effective stormwater management to reduce flooding and pollution of our natural waterways, well-maintained parks and open spaces to support and enhance our quality of life, our safe and affordable Eugene Airport which provides a gateway to our country, and efficient wastewater collection and treatment to keep our community clean and sanitary; and

WHEREAS: The continued delivery of these vital services in Eugene would not be possible without the dedication and tireless efforts of hundreds of public works professionals, engineers, and administrators across the City of Eugene; and

WHEREAS: The City of Eugene is pleased to join in the celebration of National Public Works Week as a tribute to the hardworking staff that make Eugene one of the best places in the nation to live, work, play, and raise a family, and to increase public awareness about the important role that Public Works has in our community.

NOW, THEREFORE, I, Lucy Vinis, Mayor of the City of Eugene, Oregon, do hereby proclaim May 19 – 25th, 2024 as

“Public Works Week”

Mayor Lucy Vinis
City of Eugene
May 19, 2024

OFFICE OF THE MAYOR
City of Eugene, Oregon

PROCLAMATION

WHEREAS: In 2001, the United Nations Educational, Scientific, and Cultural Organization (UNESCO) adopted the Universal Declaration of Cultural Diversity. In December 2002, the UN General Assembly declared May 21 to be the World Day of Cultural Diversity; and

WHEREAS: The observance of this Day provides us with an opportunity to deepen our understanding of the values of cultural diversity and to advance four goals: (1) Support sustainable systems of governance for culture; (2) Achieve a balanced flow of cultural goods and services and increase mobility of artists and cultural professionals; (3) Integrate culture in sustainable development frameworks; & (4) Promote human rights and fundamental freedoms; and

WHEREAS: In September 2022, culture was affirmed as a “global public good” at the largest world conference devoted to culture. The adopted Declaration for Culture defines a set of cultural rights that need to be considered in public policies such as social and economic rights of artists, rights of indigenous communities to safeguard their ancestral knowledge, and both the protection and promotion of cultural and natural heritage; and

WHEREAS: Much of the world’s major conflicts have a cultural dimension. Bridging the gap between cultures is urgent and necessary for peace, stability, and development. Cultural diversity is a driving force of development, not only with respect to economic growth, but also as a means of leading a more fulfilling intellectual, emotional, moral, and spiritual life. Cultural diversity is an asset that is indispensable for poverty reduction and the achievement of sustainable development; and

WHEREAS: The City of Eugene strives to break down barriers, seen or unseen, that can hinder cultural diversity, especially through its Cultural Services division, Intergovernmental Tribal Relations (IGTR) work, and Office of Equity & Community Engagement (OECE). The City continues to make efforts to promote a sense of belonging by all community members.

NOW, THEREFORE, I, Lucy Vinis, Mayor of the City of Eugene, Oregon, do hereby proclaim
May 21, 2024, to be

“World Day of Cultural Diversity”

in Eugene and encourage all people to work together to foster a more diverse and welcoming
environment for people of all cultures.

Mayor Lucy Vinis
City of Eugene
May 21, 2024

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of City Council Minutes

Meeting Date: May 13, 2024
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 4A
Staff Contact: Natalie Venhuda
Contact Telephone Number: 541-682-8497

ISSUE STATEMENT

This is a routine item to approve City Council minutes.

BACKGROUND

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

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

SUGGESTED MOTION

Move to approve the minutes for the public hearing, work sessions, and meetings on March 12, 2024, March 13, 2024, April 08, 2024, and April 10, 2024.

ATTACHMENTS

- A. March 12, 2024 Joint Public Hearing
- B. March 13, 2024 Work Session
- C. April 8, 2024 Work Session
- D. April 8, 2024 Meeting
- E. April 10, 2024 Work Session

FOR MORE INFORMATION

Staff Contact: Natalie Venhuda, City Council Coordinator

Telephone: 541-682-8497

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

MINUTES

**Eugene City Council and
Lane County Board of Commissioners
Virtual Public Hearing
Eugene, Oregon 97401**

**March 12, 2024
6:00 p.m.**

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

Commissioners Present: Laurie Trieger, David Loveall, Heather Buch, Pat Farr, and Ryan Ceniga

Mayor Lucy Vinis opened the March 12, 2024, public hearing of the Eugene City Council in virtual format.

Lane County Board of Commissioners Chair Laurie Trieger opened the March 12, 2024, public hearing of the Lane County Board of Commissioners in virtual format.

1. JOINT PUBLIC HEARING:

An Ordinance Amending The Eugene-Springfield Metropolitan Area General Plan; Adopting The River Road-Santa Clara Neighborhood Plan; And Providing An Effective Date.

-and-

An Ordinance Amending Sections 9.2160, 9.2161, 9.2170, 9.2740, 9.2741, 9.8010, And 9.8030 Of The Eugene Code, 1971; Adding Maps 9.2161(11) And 9.2170(3)(D) To That Code; Amending Figure 9.2170(4)(C)6. And Map 9.8010 Of That Code; And Providing An Effective Date.

City of Eugene Principal Planner, Terri Harding, and Lane County Senior Planner, Jared Bauder, gave a brief overview of the proposed ordinance.

Mayor Vinis opened the public hearing for the Eugene City Council.

Commissioner Trieger opened the public hearing for the Lane County Board of Commissioners.

Testimony

1. Bill Kloos – outlined concerns with code amendments aligning with Envision Eugene.
2. Teresa Bishow – outlined concerns with code amendments aligning with Envision Eugene, the adopted refinement plan, and Statewide Goal 9.
3. Tiffany Edwards – noted the Eugene Planning Commission’s support for adopting the code amendments.

4. Micheal M. Reeder – outlined concerns with code amendments aligning with Envision Eugene.
5. Louie Vidmar – noted support for the River Road Santa Plan and code amendments.
6. Chuck Meeker – spoke of his business.
7. Louisa de Heer – noted support for the code amendments.
8. Jon Belcher – outlined concerns with code amendments aligning with Envision Eugene.
9. Jolene Siemsen – noted support for the River Road Santa Plan and code amendments.
10. Dawn Lesley – noted support for the code amendments.
11. Hillary Kittleson – noted support for the code amendments.
12. Kate Perel – noted support for the River Road Santa Plan and code amendments.

Mayor Vinis and Commissioner Trieger closed the public hearing.

Discussion:

- Councilor Clark – noted his support for the plan and interest in the code amendments; asked staff to address questions from the public regarding the justification of the code amendments promoting business growth; noted interest in the staff memo addressing concerns that the code amendments may harm businesses.
- Commissioner Trieger – asked why commercial designation was removed from the final plan; noted support of mixed-use.
- Councilor Groves – asked to keep the public record open for another week; noted support of mixed-use; thinks the carve-out in the River Avenue area is great for commercial and light industrial use; thinks it's important for the River Road corridor to include restaurants and services, so residents don't have to travel far; noted preference for a shorter timeline.
- Commissioner Farr – asked staff to address the lack of parking requirements for multi-family units in their memo.
- Commissioner Ceniga – likes the mixed-use, commercial zone; asked for building height, parking, and public transit issues to be addressed; noted interest in having the staff memo address incentives to attract builders and businesses.
- Councilor Zelenka – noted he is in favor of excluding existing businesses from the plan so they are not impacted; noted he is in favor of moving forward with the plan and code amendments.
- Commissioner Loveall – asked how mixed-use will be tracked; noted interest in having the staff memo address incentives to attract builders and businesses.
- Councilor Groves – noted concern with parking and building height issues; noted support for raising downtown height limits overall.

LANE COUNTY MOTION AND VOTE: Vice Chair Loveall, seconded by Commissioner Buch, moved to approve the second reading, set a third reading and deliberations on April 23, 2024 at 1:30pm. **PASSED 5:0**

Mayor Vinis adjourned the Eugene City Council meeting at 7:06 p.m.

Commissioner Trieger adjourned the Lane County Board of Commissioners meeting at 7:06 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Natalie Venhuda)

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

MINUTES

Eugene City Council Work Session Eugene, Oregon 97401

**March 13, 2024
12:00 p.m.**

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

Mayor Vinis opened the March 13, 2024, work session of the Eugene City Council in a virtual format.

1. WORK SESSION: Lane County Multi-Use Stadium Discussion

Mayor Vinis provided information regarding previous Council direction on the Lane County Multi-Use Stadium and opened the floor for conversation.

Councilor Discussion:

- Councilor Semple – noted Council saved this work session to review if the County agreed to support the project and get answers to some of Council’s questions; noted concern with the City being blamed if the project fails; noted the County has not provided the information Council requested, and the board has indicated it doesn’t want to make a decision right now; asked about impacts to the project if Council postpones or revisits the bond for the November ballot; noted other events held at the stadium will impact the surrounding neighborhood; indicated she does not think the Lane County Fairgrounds is the best location; noted she thinks baseball is good and public-private partnerships can be great, but this project is for private profit; noted she would like to be on the team that writes the voters’ pamphlet and that she would like it to be presented as neutrally as possible.
- Councilor Groves – encouraged Council to remain informed as they go forward because there are nuances to this topic; asked staff to confirm that the City would not collect the bond money until there is confirmation the stadium project is moving forward, if the bond passes; noted he prefers to let the public weigh in; indicated the proponents seem to be willing to accept the results of a public vote, while the opponents prefer to keep the bond off the ballot; noted he is in favor approaching this issue as neutrally as possible.
- Councilor Yeh – noted she continues to want more information about the project; stated Council’s voters’ pamphlet statement cannot be neutral as it is not a neutral process.
- Councilor Zelenka – noted the Eugene Emeralds are a valuable asset to the community, but stated concerns with a publicly funded stadium; noted he has seen similar projects fail in other communities; thinks it is unfortunate that Lane County Board did not take a stronger stance on the project; noted he is concerned with the

project remaining incomplete, especially with the current finances and lack of commitments from the County; does not like putting the bond before the community for a project that might not happen; noted concern for the impact on potential revenue asks; stated he was an early supporter of putting the project on the ballot if the requested information had been received; noted he will consider placing the bond measure on the ballot with the understanding the City will only give the money if the public votes for it.

- Councilor Keating – noted the potential for more matching funds from the State for a total of \$15 million, which Eugene voters would be asked to approve with a general obligation bond; read to Council the current draft of the proponent committee’s voters’ pamphlet statement; believes Eugene voters should have the opportunity to vote on this issue.
- Councilor Evans – noted he thinks voters should be able to make the decision on the bond; asked if this is the last ask for City to support the facility, based on the conversations the County Commissioners had.
- Councilor Clark – asked if Council will vote on the statement; asked the proponent committee to consider using the word “consider” instead of “support”; noted he would like to be neutral in this process; indicated his preference to see the funds go to other priorities, but is interested in knowing what the community wants to build; requested the statement ask voters to consider the bond rather than asking them to support it.
- Councilor Leech – noted she is torn on the topic; indicated the easiest path is to let the voters decide while the harder choice is to have Council decide; noted concern with having State support but not the County’s; noted Council already agreed to let the voters decide, so she is leaning towards following through on that decision.
- Councilor Zelenka – asked who was on the proponent committee for the voters’ pamphlet statement; asked when the statement deadline is; asked if the committee would send the statement to Council for review before finalization; noted the word “support” stood out to him.
- Councilor Groves – noted Council does not have any meetings or work sessions before the statement is due; indicated the statement should be as neutral as possible and that he supports letting the public decide; noted Council cannot meet together without forming quorum and that circulating a document would not go well.
- Councilor Zelenka – asked staff if it would be considered deliberating towards a decision, if the statement was sent out by email and Councilors provided comment.
- Councilor Evans – asked if the statement can be shared on the screen and if “support” can be replaced with “consider”; thinks the statement needs to be dealt with now and not postponed.
- Councilor Zelenka – indicated the statement should say “We ask for your consideration of the issuance” and “matter of financially assisting the development”.
- Councilor Keating – questioned the need for the proposed edits as the point of a general obligation bond is financial assistance.

- Councilor Zelenak – noted the edits were critical for clarity purposes regarding the City’s contributions to the project; noted the final cost is still unknown and therefore cannot say if the City’s potential contribution amounts to 15 percent.
- Councilor Keating – discussed striking the section regarding the estimated percentage of contribution.
- Mayor Vinis – noted the County has not agreed to the final price because it includes \$10 million for livestock.
- Councilor Clark – recommended changing the word “development” to “construction” in the first sentence of the second paragraph.
- Councilor Zelenka – noted that matching funds are usually a one-for-one and recommended additional language around matching funds.
- Councilor Keating – asked if Council is limited to only having three Councilors listed on the statement or if there can be more.
- Councilor Semple – noted it is important for the people to know that the State and City are providing equal numbers.
- Councilor Yeh – asked if the bond were to fail from the public vote if the County could pay the matching funds to the project; noted the statement’s wording appears to be inaccurate.
- Mayor Vinis – asked if a specific phrase was being struck.
- Councilor Keating – indicated he was making a note to adjust the language based on the resolution in order to capture the language from the State exactly; noted he thinks it is important to include the State’s contribution.
- Councilor Zelenka – noted the statement suggests there is only \$30 million in potential funding when there is actually more; noted it would be useful to layout the financial plan instead of just State dollars.
- Councilor Semple – stated the public should know that the State is willing to put money toward the project regardless of the matching potential with the City.
- Councilor Keating – stated the public should know of the State’s support to help them make an informed decision.
- Councilor Yeh – noted the use of a percentage is not good as the total project cost is not confirmed; noted the statement does not provide a scope of the project financially.
- Councilor Evans – noted there is not a full plan; noted Council is trying to be supportive of the project but believes the statement should not provide percentages of project cost when the County does not have that information.
- Councilor Clark – noted he thinks there will be information available to the public on the project; indicated he supports the statement and wants Council to focus on the ask.
- Councilor Groves – asked if a specific location on the Lane County Fairgrounds should be included; asked if it would make the money unavailable if the project was moved to a different part of the Lane County Fairgrounds.

MOTION: Councilor Keating, seconded by Councilor Groves, moved to add Councilor Evans to the Voter's Pamphlet Proponents Committee for the GO Bond measure to help fund the Lane County Multi-Use Stadium.

VOTE: 8:0 PASSED

2. WORK SESSION: City Manager Updates

City Manager, Sarah Medary, provided the Council with updates regarding the City Hall move and ongoing revenue discussions.

Councilor Discussion:

- Councilor Semple – noted Councilors will have cubicles not offices at the new City Hall.

Mayor Vinis adjourned the meeting at 12:59 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Natalie Venhuda)

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

MINUTES

Eugene City Council Work Session Eugene, Oregon 97401

**April 8, 2024
5:30 p.m.**

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

Mayor Lucy Vinis: Present

City Council President opened the April 8, 2024, work session of the Eugene City Council in a hybrid format at 101 W 10th Avenue, Eugene OR 97401.

1. Interviews: Applicant Statements for 2024 Annual Boards and Commissions Recruitment

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.

Budget Committee:

1. David Burke
2. Britni D'Elsio
3. Morgan Mann
4. Genevieve Schaack
5. Wendy Simmons
6. Sandy Weintraub

Civilian Review Board:

1. Britni D'Elsio
2. Emeilia Foulkes

Human Rights Commission:

1. Martha Baldwin
2. John Bradley
3. Alaire Fajardo
4. William Parham
5. Tonya Valadez

Sustainability Commission:

1. John Fischer

Toxics Board:

1. Anthony Baronti
2. David McNeer

Council Discussion:

- Councilor Zelenka – inquired about the process for candidates who were not able to attend; asked how the new rule limiting membership to one council-appointed position on a board or commission will affect those currently serving.

The meeting was adjourned at 6:19 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)

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

MINUTES

**Eugene City Council
Meeting
Eugene, Oregon 97401**

**April 8, 2024
7:30 p.m.**

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

Mayor Vinis opened the April 8, 2024, meeting of the Eugene City Council in a hybrid in-person and virtual format at 101 W. 10th Avenue, Suite 114, Eugene, OR 97401.

1. CEREMONIAL MATTERS

Mayor Vinis read proclamations for Fair Housing Month and Earth Day.

2. COMMITTEE REPORTS AND ITEMS OF INTEREST

- Councilor Semple – noted the City’s online Newsroom was live; stated it would improve community engagement; noted the dog park at Washington Jefferson Park had opened; stated the importance of communal green spaces as urban density increases.
- Councilor Evans – noted concerning reductions in the availability of healthcare services locally; stated the Council should work to address healthcare availability issues at the state level.
- Councilor Keating – noted Representative Nathanson recently addressed the decline in community healthcare access; noted he was a phone operator in KLCC’s radiothon; noted Portland had voted to phase out gas-powered leaf blowers; stated he hopes to do the same in Eugene.
- Mayor Vinis – noted her Blue Ribbon Business Panel had concluded and the final recommendations would be formally presented in June.

3. CONSENT CALENDAR 1

A. Approval of City Council Minutes

- January 22, 2024 Work Session
- February 12, 2024 Work Session
- February 12, 2024 Meeting
- February 20, 2024 Public Hearing
- February 21, 2024 Work Session
- February 26, 2024 Meeting

B. Approval of City Council Tentative Agenda

C. Approval of a Resolution Annexing Land to the City of Eugene (Assessor’s Map 17-04-12-20, Tax Lots 03003 and 03009 Located at 214 Grizzly Avenue) (City File: A 23-8)

D. Appointment to the Human Rights Commission

MOTION: Councilor Keating, seconded by Councilor Groves, moved to approve the minutes for the public hearing, work session, and meetings on January 22, 2024, February 12, 2024, February 20, 2024, February 21, 2024, and February 26, 2024, with corrections to the minutes for February 26, 2024 to change the phrase “community shelters” to “Community Supported Shelters” on page 26 of the packet. **VOTE: 8:0 PASSED**

MOTION: Councilor Keating, seconded by Councilor Groves, moved to approve items B, C, and D Consent Calendar 1. **VOTE: 8:0 PASSED**

4. PUBLIC COMMENT

1. Ralph McDonald – asked the City to adopt a socially responsible investment policy.
2. Madison Lusk – asked the City to adopt a socially responsible investment policy.
3. Katie Preston – asked the City to adopt a socially responsible investment policy.
4. Natalie Crowder – spoke about the issue of homelessness in the River Road area.
5. Christa Knittle – asked the City to adopt a socially responsible investment policy.
6. Kyle Purdy – asked the City to adopt a socially responsible investment policy.
7. Alfredo Gormezano – spoke against forced installation of smart meters.
8. Nancy Ahnert – spoke in favor of adopting an electrification policy.
9. David Igl – spoke about local historical figures.
10. Ashley Wright – asked the City to adopt a socially responsible investment policy.
11. John Crowder – spoke in favor of a balanced budget and services-based policies.
12. Scott Fife – asked the City to adopt a socially responsible investment policy.
13. Rebecca Amodeo – asked the City to adopt a socially responsible investment policy.
14. Aya Cockram – spoke in favor of adopting an electrification policy.
15. Rudy Preston – asked the City to adopt a socially responsible investment policy.
16. Sam Cook – asked the City to adopt a socially responsible investment policy.
17. Janet Ayres – asked the City to adopt a socially responsible investment policy.
18. Kaleigh Bronson-Cook – asked the City to adopt a socially responsible investment policy.
19. Leilani Sabzalian – asked the City to adopt a socially responsible investment policy.
20. Felicia Figueroa Carnine – asked the City to adopt a socially responsible investment policy.
21. John Monroe – asked the City to adopt a socially responsible investment policy.
22. Geoffrey Gordon – asked the City to adopt a socially responsible investment policy.
23. Todd Boyle – asked the City to adopt a socially responsible investment policy.
24. Lori Harmon – asked the City to adopt a socially responsible investment policy.
25. Carl D. – spoke about the issue of homelessness in the Whiteaker area.
26. Eric Howanietz – asked the City to adopt a socially responsible investment policy.

Council Discussion:

- Mayor Vinis – noted the City has previously done work around socially responsible investing.
- Councilor Zelenka – spoke about the City’s history with investment policy; noted the City has no direct investments in any corporate securities or stocks and the majority of City cash is in the State pool, managed by the Oregon Treasurer and Oregon Investment Council; stated it may be more appropriate to pursue a socially

responsible investment policy at the State level; noted City Council had voted against a proposal to ban gas-powered leaf blowers five years ago; noted the City is required by law to balance its budget annually.

- Councilor Yeh – noted it is important to acknowledge history because it affects the present day; stated land acknowledgements are still relevant because they reflect current City efforts to engage with and learn from local tribal governments.
- Councilor Leech – noted she hopes to learn more about how the City can support socially responsible investing; spoke about her availability to meet with ward constituents.
- Councilor Semple – noted her appreciation for the evening’s speakers.
- Councilor Groves – noted the local police do issue traffic citations; stated the traffic control unit’s purpose is to raise awareness and reduce speeding.

Mayor Vinis adjourned the meeting at 8:53 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)

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

MINUTES

Eugene City Council Work Session Eugene, Oregon 97401

**April 10, 2024
12:00 p.m.**

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

Mayor Vinis opened the April 10, 2024, work session of the Eugene City Council in a virtual format.

1. WORK SESSION: Review of 2023 Implementation of Bond Measure to Fix Streets and 2024 Pavement Management Report

City Manager, Sarah Medary, introduced Principal Civil Engineer, Katie Marwitz, who presented the citizen Street Repair Review Panel (SRRP) 2023 Annual Report and Pavement Management System Report.

Councilor Discussion:

- Councilor Groves – asked if Council will have the opportunity to provide input on the Franklin Boulevard Project; asked how much input Council will have over decisions that have already been made.
- Councilor Clark – noted the community feedback regarding the Franklin roundabouts; stated he is not in favor of having many roundabouts on Franklin and wants to vote on them; asked how much advanced notice is given to those impacted and where an impact schedule can be found; asked how communications and updates are shared; asked if there is a centralized online location for impact updates.
- Councilor Semple – noted appreciation for the City’s focus on carbon impacts of projects and on roads being more accessible, walkable, and bikeable; noted concern for impacts on residents and businesses; noted community complaints regarding the downtown swales’ concrete use and impact on road space; asked how the swales are funded; indicated her support for the swales as they provide clean water.
- Councilor Zelenka – stated he likes the swales as they are good for the environment and enhance infrastructure; noted the current downtown construction is difficult to navigate; noted the success on the road bond is threefold: (1) promises made, promises kept (2) the City had a specific list of what it was buying and people were supportive (3) everybody benefits equally; indicated rough equity is a necessity for continued voter support for road bonds; expressed interest in progress tracking for traffic deaths and asked where the information is located; asked for a Vision Zero synopsis.
- Councilor Leech – noted excitement in seeing the projects come to fruition; asked whether bond funding in the future could pay for the repair and jurisdictional

transfer of County streets into City streets; noted the River Road corridor is one of the City's highest crash corridors.

- Councilor Keating – noted the Vision Zero 2019-2020 Report indicated 50 percent of severe crashes in 2019 and 2020 killed or severely injured people while walking and biking; noted desire for illuminated crosswalks in the Amazon and Hilyard corridors; asked if the City reached its goal in renovating sidewalk ramps and if there are resources to improve other sidewalks or for traffic calming measures; asked if there is a plan to delay construction between different progress points on Franklin Boulevard to limit impacts on surrounding businesses and neighborhoods.
- Councilor Clark – asked for a maintenance backlog estimate on unimproved roads in the City; asked if streets can be brought to a City standard without creating a local improvement district; asked if community members had been assessed \$15,000-\$20,000 each to have road curbs added to address water issues; noted support for a larger voluntary annexation plan in the River Road and Santa Clara area before adding to the City's expenses with County roads.
- Councilor Groves – suggested before the next road bond goes out, Council form a subgroup to work on equity of road project distribution; noted he does not think lane miles is a fair measure as some wards have smaller lane miles while also having more heavy freight truck travel.
- Councilor Keating – noted he is unaware of what the public process was for the Franklin Boulevard project as it started before he was on Council; asked what the public process will be like for Franklin Boulevard.

2. WORK SESSION: River Road-Santa Clara Neighborhood Plan Adoption Package

City Manager, Sarah Medary, introduced Principal Planner, Terri Harding, who provided an overview of the River Road-Santa Clara Neighborhood Plan Adoption Package.

Councilor Discussion:

- Councilor Clark – stated general favor of the Neighborhood Plan; noted the area is still a mix of County and City area and voluntary annexations could transition households into the City; asked if there is data from outreach that delineates the number of County residents from City residents who gave public input on this; noted concern with the division of the Planning Commission on parts of the project; asked how many Code Amendment suggestions were driven by County versus City residents; noted County residents have reasons to use the City's Library and other services, but he wants to be sensitive to the City residents' needs.
- Councilor Evans – asked if there was previous discussion on what could not be improved due to jurisdictional issues for Division Avenue; noted the City currently has jurisdictional issues deciding what the City and County are each responsible for improving.
- Councilor Leech – noted her support for the plan; noted the area is primarily industrial and the carve-out makes sense for what the City wants to see for the neighborhood and River Road corridor; noted community concerns with the parking; noted many parking officers are only functional during the day; noted

concern with achieving the desired impact from commercial and mixed-use property if there is not a proper mix; asked if incentives can be created for commercial spaces.

- Councilor Groves – noted support for the plan and motion; noted parking is one of his major concerns, specifically reducing the requirements for off-street parking and for narrow, unimproved streets that have drop-offs; expressed interest in having a concrete plan to address parking concerns and preventable issues; stated he does not want the plan to be delayed.

Motion: Councilor Keating, seconded by Councilor Groves moved to direct the City Manager to revise the ordinance attached as Attachment B to exempt properties located along River Avenue from the proposed changes in sections 1-3 of the ordinance and to return the revised ordinance for action.

Vote: 8:0 PASSED

Mayor Vinis adjourned the meeting at 1:22 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Natalie Venhuda)

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

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of Tentative Working Agenda

Meeting Date: May 13, 2024
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 4B
Staff Contact: Katie LaSala
Contact Telephone Number: 541-682-5010

ISSUE STATEMENT

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

BACKGROUND

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

COUNCIL OPTIONS

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

SUGGESTED MOTION

Move to approve the items on the Tentative Working Agenda.

ATTACHMENTS

A. City Council Tentative Working Agenda

FOR MORE INFORMATION

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



City Council Tentative Agenda

Updated May 9, 2024

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

May 2024						
Date	Day	Time	Title		Length	Dept. Contact
13-May	Monday	5:30 pm		Executive Session Pursuant to ORS 192.660(2)(i)	45 mins	Keri Beraldo, CS
				Police Auditor Annual Evaluation (Work Session)		
				Sustainable Budget - Parks and Fire (Work Session)	45 mins	Twylla Miller, CS
Work Session Location: Public via Virtual Only						
13-May	Monday	7:30 pm		Pledge of Allegiance		Michelle Miranda, PW
				Ceremonial Matters		
				Committee Reports and Items of Interest		
				FY25 MWMC Budget (Consent Calendar 1)		
				Resolution Annexing Land on Irvington Drive west of River Road (Irvington Drive; A 24-1) (Consent Calendar 2)		
				Resolution Annexing Land on East Enid Road (29960 East Enid Road; A 24-2) (Consent Calendar 2)		
				Resolution to update the Neighborhood Organization Recognition Policy (NORP) (Possible Action)		
				Public Comment		
Meeting Location: Public via Virtual & Council Chambers, Room 114						
15-May	Wednesday	12 pm		Urban Growth Strategies Project Overview (Joint City Council and Planning Commission Work Session)	90 mins	Alissa Hunter, PDD
Work Session Location: Virtual Only						



Work Session



Action



Public Hearing



Public Comment



Consent Calendar



Committee Reports/Items of Interest



Ceremonial Matters



Pledge of Allegiance

20-May	Monday	5:30 pm	 PUBLIC HEARING CANCELED		
22-May	Wednesday	12 pm	 Downtown Core Housing Initiative (URA Work Session)  Charter Review Follow-up Discussion (Work Session)	45 mins 45 mins	Amanda D'Souza, PDD Brooke Freed, CS
<i>Work Session Location: Virtual Only</i>					
22-May	Wednesday	5:30 pm	Budget Committee Meeting		Staff, CS
<i>Budget Committee Location: Virtual Only</i>					

June 2024					
Date	Day	Time	Title	Length	Dept. Contact
10-June	Monday	5:30 pm	 Executive Session Pursuant to ORS 192.660(2)(i)  Municipal Court Judge Annual Evaluation (Work Session)	90 mins	Keri Beraldo, CS
<i>Work Session Location: Virtual Only</i>					
10-June	Monday	7:30 pm	 Pledge of Allegiance  Ceremonial Matters  Committee Reports and Items of Interest  Affordable Housing Trust Fund Awards (Priority Goal Action)  Resolution to update Transportation SDC Project List (Consent Calendar 1)  2024 Code Maintenance Initiation (Action)  Boards and Commissions Appointments (Action)  Public Comment		Laura Hammond, PDD Rob Inerfeld, PW Jeff Gepper, PDD Natalie Venhuda, CS
<i>Meeting Location: Virtual Only*</i>					
12-June	Wednesday	12 pm	 Tree Preservation & Solar Standards Overview (Work Session)	45 mins	Gabe Flock, PDD

			 Franklin Boulevard Transformation Project update (Work Session)	45 mins	Rob Inerfeld, PW
Work Session Location: Virtual Only					
17-June	Monday	5:30 pm	 Toxics Program Fees (Public Hearing)		ESF
Public Hearing Location: Virtual and New City Hall					
19-June	Wednesday		No meetings – Holiday		
24-June	Monday	5:30 pm	 Mayor's Blue Ribbon Panel on Economic Development (Work Session)	45 mins	Michael Bradley, PDD
			 Downtown Core Housing Initiative (Work Session)	45 mins	Amanda D'Souza, PDD
Work Session Location: Virtual and New City Hall					
24-June	Monday	7:30 pm	 Ceremonial Matters		Liz Butterfield, CS
			 Committee Reports and Items of Interest		
			 City of Eugene Supplemental Budget (Public Hearing and Action)		
			 City of Eugene Tax Certification (Public Hearing and Action)		
			 Urban Renewal Agency Supplemental Budget (Public Hearing and Action)		
			 Urban Renewal Agency Tax Certification (Public Hearing and Action)		
			 Public Comment		
Meeting Location: Virtual and New City Hall					
26-June	Wednesday	12 pm	 Urgent Community Needs: Emergency Management & Resiliency (Work Session/Council Workshop)	90 mins	Mia Cariaga, CS Chief Caven, ESF
Work Session Location: Virtual Only					

**Virtual Only due to City Hall construction and transition*

July 2024					
Date	Day	Time	Title	Length	Dept. Contact
8-July	Monday	5:30 pm	 ESF Governance (Work Session)	90 mins	Kristie Hammitt, CS Chief Caven, ESF
<i>Work Session Location: New City Hall</i>					

8-July	Monday	7:30 pm	 Committee Reports and Items of Interest  Public Comment		
<i>Meeting Location: New City Hall</i>					
10-July	Wednesday	12 pm	 <i>Topic Pending Confirmation</i> (Work Session)	45 mins	Staff
			 Results and Insights from Community Engagement on Building Decarbonization (Work Session)	45 mins	Ian Penn, PW
<i>Work Session Location: Virtual Only</i>					
15-July	Monday	5:30 pm	 TBD (Public Hearing)		Staff
<i>Public Hearing Location: New City Hall</i>					
17-July	Wednesday	12 pm	 Overview of New Construction Decarbonization and Fossil Fuel Reduction Strategies (Work Session)	45 mins	Ian Penn, PW
			 <i>Topic Pending Confirmation</i> (Work Session)	45 mins	Staff
<i>Work Session Location: Virtual Only</i>					
22-July	Monday	5:30 pm	 Executive Session Pursuant to ORS 192.660(2)(i)		Staff
			 City Manager Annual Evaluation (Work Session)		
<i>Work Session Location: New City Hall</i>					
22-July	Monday	7:30 pm	 Committee Reports and Items of Interest  Public Comment		
<i>Meeting Location: New City Hall</i>					
24-July	Wednesday	12 pm	 Strategic Plan Annual Report (Work Session)	60 mins	Jason Dedrick, CS
			 <i>Topic Pending Confirmation</i> (Work Session)	30 mins	Staff
<i>Work Session Location: Virtual Only</i>					

Note: Council Summer Break July 25 – September 8

UPCOMING PUBLIC HEARINGS			
Date/Time	Topic/Title	Description	Staff Contact
June 17, 5:30pm	Toxics Program Fees	The City Council will hold a public hearing to consider the approval of the Eugene Toxics Right to Know Program FY 2025 Budget. The proposed ordinance will be posted online: https://www.eugene-or.gov/1781/Proposed-Ordinances	Deputy Chief Travis Worthington WWorthington@eugene-or.gov 541-682-8428
June 24, 7:30pm	City of Eugene Supplemental Budget	The City Council will hold a public hearing and take action on the second supplemental budget for the City of Eugene's 2023-2025 biennial budget.	Liz Butterfield EButterfield@eugene-or.gov 541-682-5512
June 24, 7:30pm	City of Eugene Tax Certification	The City Council will hold a public hearing and take action to adopt the annual ad valorem property tax levy for the City of Eugene for the fiscal year beginning July 1, 2024, and ending June 30 2025.	Christina Wozniak CWozniak@eugene-or.gov 541-682-5704
June 24, 7:30pm	Urban Renewal Agency Supplemental Budget	The Agency Board will hold a public hearing and take action on the second supplemental budget for the Urban Renewal Agency's 2023-2025 biennial budget.	Liz Butterfield EButterfield@eugene-or.gov 541-682-5512
June 24, 7:30pm	Urban Renewal Agency Tax Certification	The Agency Board will hold a public hearing and take action to declare the amount of tax to be certified for the Urban Renewal Agency for the fiscal year beginning July 1, 2024, and ending June 30 2025.	Christina Wozniak CWozniak@eugene-or.gov 541-682-5704

Approved Work Session Polls to be Scheduled	Councilor	Date Approved
Gas Stations – Oct 18, 2023; <i>follow-up work session TBD</i>	Keating	4/15/22
Mental Health and Substance Abuse (MH/SA) Services/Programs in Oregon - <i>TBD</i>	Zelenka/Leech	2/29/24

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Ratification of FY 2024-25 Metropolitan Wastewater Management Commission (MWMC) Regional Wastewater Program Budget and Capital Improvements Program

Meeting Date: May 13, 2024
Department: Public Works
www.eugene-or.gov

Agenda Item Number 4C
Staff Contact: Michelle Miranda
Contact Telephone Number: (541) 682-8615

ISSUE STATEMENT

This agenda item is regarding the ratification of the Fiscal Year 2024-25 (FY25) budget for the regional wastewater program, serving the Eugene-Springfield metro area, as established under the 1977 Intergovernmental Agreement between the City of Eugene, City of Springfield, and Lane County. The regional wastewater program is managed by the Metropolitan Wastewater Management Commission (MWMC) pursuant to the provisions of the Intergovernmental Agreement. The Regional Wastewater Program budget and Capital Improvements Program (CIP) provides funds for all operations, maintenance, administration, and capital improvements of all MWMC owned regional facilities.

BACKGROUND

The purpose of the regional wastewater program is to protect public health and safety and the environment by providing high quality wastewater management services to the metropolitan region. The MWMC and its regional partners are committed to providing these services in a manner that will achieve, sustain and promote balance between community, environmental, and economic needs while also meeting customer service expectations.

The MWMC and wastewater program staff have established the following key outcomes:

1. *High environmental standards.*
2. *Fiscal management that is effective and efficient.*
3. *A successful intergovernmental partnership.*
4. *Maximum reliability and useful life of regional assets and infrastructure.*
5. *Public awareness and understanding of MWMC, the regional wastewater system, and MWMC's objectives of maintaining water quality and a sustainable environment.*

These key outcomes and goals are in alignment with the City of Eugene council goals.

Every year, MWMC develops a budget that covers resource needs of the operations, maintenance

May 13, 2024 Meeting – Item 4C

and capital improvement activities for the regional wastewater program. These services are provided by Eugene and Springfield in accordance with the intergovernmental agreement. The regional budget combines the portions of the City of Eugene and City of Springfield budgets that are dedicated to the regional wastewater program. On April 12, 2024, the Commission conducted a public hearing on the proposed draft budget for FY25 and subsequently approved the budget. The MWMC's approved budget is attached for council consideration (See Attachment A). The budget reflects the continuing focus on design and construction of capital improvements in the approved 2004 MWMC Facilities Plan (and 2014 MWMC Facilities Plan update) that are needed to ensure that the operation of the Regional Wastewater Facilities meets increasing environmental regulations, and that the collection and treatment capacity will be available to provide for growth in the service region. The approved budget includes the financial resources necessary to support the regional program. The personnel, operations and maintenance, and capital outlay budget increases by 5.9 percent from the Fiscal Year 2024 (FY24) adopted budget.

On April 12, the MWMC reviewed and discussed the proposed schedule of regional wastewater program user rates and the preliminary Regional Wastewater Program budget and Capital Improvements Program, and the commission subsequently approved a 5.5 percent rate increase in the regional wastewater user fee for FY25. Commensurate with approving the Regional Wastewater Program budget and Capital Improvements Program, the MWMC directed staff to refer them to the governing bodies for ratification in accordance with the intergovernmental agreement.

PREVIOUS COUNCIL DIRECTION

[May 10, 2021 Meeting](#)

MWMC Budget Ratification is requested annually. Council ratified the FY22 MWMC Budget.

Passed 8:0

[May 9, 2022 Meeting](#)

MWMC Budget Ratification is requested annually. Council ratified the FY23 MWMC Budget.

Passed 8:0

[May 8, 2023 Meeting](#)

MWMC Budget Ratification is requested annually. Council ratified the current FY24 MWMC Budget

Passed 8:0

COUNCIL OPTIONS

1. Approve motion to ratify the FY25 MWMC Budget as outlined in Attachment A
2. Return the FY25 Regional Wastewater Program Budget and Capital Improvements Program to MWMC with specific requests for modification and reconsideration.

May 13, 2024 Meeting – Item 4C

CITY MANAGER'S RECOMMENDATION

The City Manager recommends ratification of the proposed FY25 MWMC Budget and Capital Improvements Program.

SUGGESTED MOTION

Move to ratify the FY25 MWMC Budget as outlined in Attachment B.

ATTACHMENTS

- A. MWMC Transmittal letter
- B. FY25 Preliminary Regional Wastewater Program Budget and Capital Improvements Program

FOR MORE INFORMATION

Staff Contact: Michelle Miranda, Director, PW-Wastewater Division

Telephone: 541-682-8615

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

Staff Contact: James McClendon, Department Services Manager, PW-Wastewater Division

Telephone: 541-682-8608

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



Metropolitan Wastewater MANAGEMENT COMMISSION



partners in wastewater management

MWMC Commission

Jennifer Yeh
Eugene City Councilor
MWMC President

Joe Pishioneri
Springfield City Councilor
MWMC Vice President

Pat Farr
Lane County Commissioner

Christopher Hazen
Eugene Citizen

Doug Keeler
Springfield Citizen

Peter Ruffier
Eugene Citizen

Bill Inge
Lane County Citizen

Administration

Matt Stouder
MWMC Executive Officer
City of Springfield
225 Fifth Street
Springfield, Oregon 97477
(541) 726-3694
FAX (541) 726-2309

Operations

Michelle Miranda
Wastewater Director
City of Eugene
410 River Avenue
Eugene, Oregon 97404
(541) 682-8600
FAX (541) 682-8601

April 19, 2024

Ms. Sarah Medary, City Manager
City of Eugene
101 West 10th Avenue
Eugene, Oregon 97401

Subject: Metropolitan Wastewater Management Commission (MWMC) 2024-25
Regional Wastewater Program (RWP) Budget and Capital Improvements
Program (CIP).

Dear Ms. Medary:

On April 12, 2024, the MWMC held a public hearing on the fiscal year (FY) 2024-25 Regional Wastewater Program (RWP) Budget and CIP were approved. The RWP Budget funds operating and capital project requirements, and maintains targeted contributions to reserves.

Consistent with the Intergovernmental Agreement, the RWP Budget and CIP need to be ratified by the governing bodies of Eugene, Springfield, and Lane County prior to final adoption by MWMC. Please forward the enclosed budget and CIP document to the Eugene City Council for their consideration on May 13, 2024. If I can be of any additional assistance, please contact me at 541-726-3694.

Thank you for your consideration and assistance in this matter.

Sincerely,

Matt Stouder
MWMC Executive Director

Preliminary **Regional Wastewater Program Budget and Capital Improvements Program**



Metropolitan Wastewater
MANAGEMENT COMMISSION



partners in wastewater management

Fiscal Year 2024-2025

REGIONAL WASTEWATER PROGRAM BUDGET and CAPITAL IMPROVEMENTS PROGRAM Fiscal Year 2024-25

The Metropolitan Wastewater Management Commission is scheduled to adopt the Operating Budget and Capital Improvements Program (CIP) for FY 24-25 on April 12, 2024. The Budget and CIP is scheduled to be ratified by the Springfield City Council on May 6, 2024, the Eugene City Council on May 13, 2024, and the Lane County Board of Commissioners on May 14, 2024. The Commission will give final ratification of the Budget and CIP on June 14, 2024.

COMMISSION MEMBERS:

Jennifer Yeh, President (Eugene)
TBD, Vice President (TBD)
Joe Pishioneri, (Springfield)
Pat Farr, (Lane County)
Doug Keeler, (Springfield)
Peter Ruffier, (Eugene)
Christopher Hazen, (Eugene)
Bill Inge, (Lane County)

STAFF:

Matthew Stouder, MWMC Executive Officer/General Manager
Michelle Miranda, Wastewater Director
Nathan Bell, MWMC Finance Officer

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INTRODUCTION

INTRODUCTION

The MWMC was formed by the cities of Eugene, Springfield, and Lane County through an intergovernmental agreement (IGA) in 1977 to provide wastewater collection and treatment services for the Eugene-Springfield metropolitan area. The seven-member Commission, appointed by the City Councils of Eugene and Springfield and the Lane County Board of Commissioners, is responsible for oversight of the Regional Wastewater Program. Since 1983, the Commission has contracted with the cities of Springfield and Eugene to provide all staffing and services necessary to maintain and support the Regional Wastewater Program.

The MWMC has been providing high-quality wastewater services to the metropolitan area for 47 years. The service area for the MWMC consists of approximately 250,000 customers, including 82,000 residential and commercial accounts. The MWMC is committed to clean water, the community's health, the local environment, and to providing high quality services in a manner that will achieve, sustain, and promote balance between community, environmental, and economic needs.

Mission: To protect our community's health and the environment by providing high-quality wastewater services to the Eugene-Springfield metropolitan area in partnership with Eugene, Springfield, and Lane County.

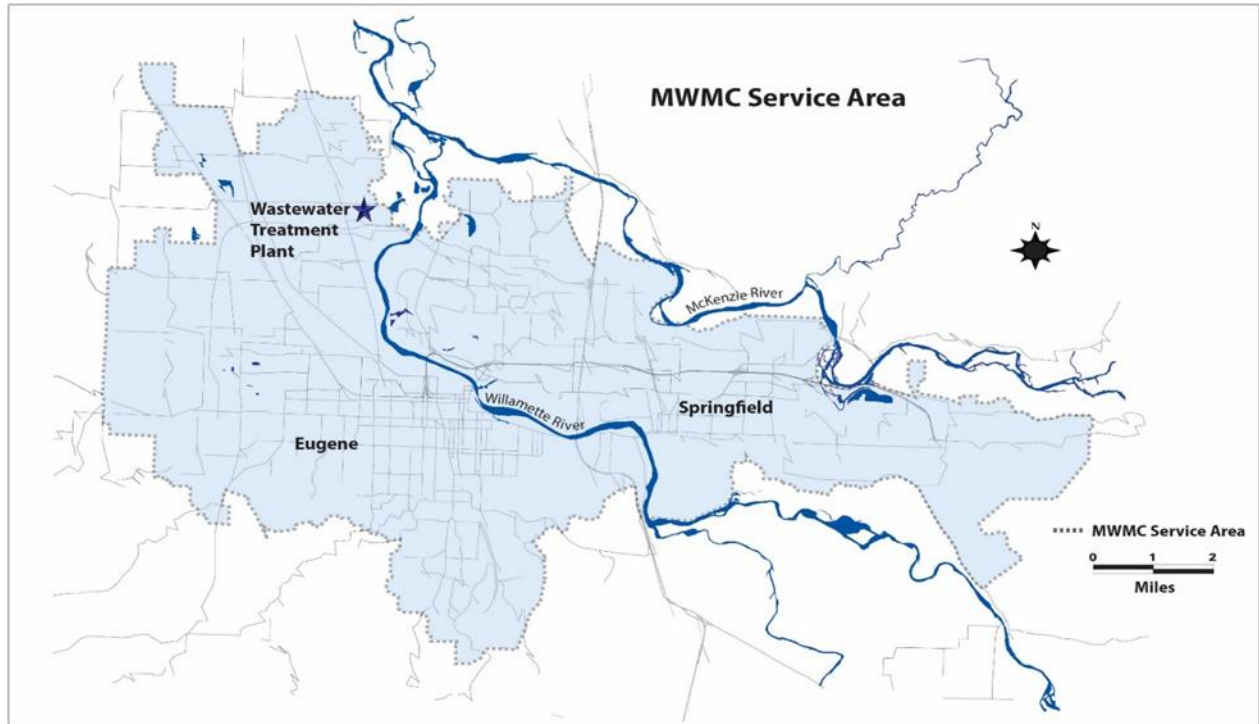
Vision: The MWMC will be recognized as a leader in protecting water quality through sustainable and fiscally responsible practices.

Values Statement: The MWMC strives to provide high-quality services that achieve, sustain, and promote balance between community, environmental and economic needs while meeting customer service expectations.

Values

Clean Water
Protecting Community Health
Providing Excellent Customer Service
Sustain Environmental Stewardship
Collaboration with Partners

Regulatory Permit Status - The MWMC's renewed NPDES permit was issued on November 1, 2022, and is effective through September 30, 2027. As we continue efforts to renew our Facilities Master Plan, we are preparing for more stringent requirements from the new permit. The MWMC continues to reduce debt obligations, while planning financially to be positioned for the NPDES permit requirements.



BUDGET MESSAGE

BUDGET MESSAGE

Members of the Metropolitan Wastewater Management Commission (MWMC), MWMC Customers and Partnering Agencies

It is my pleasure to present the Metropolitan Wastewater Management Commission's (MWMC) budget for fiscal year 2024-25. This budget funds operations, administration, and capital projects planned for the Regional Wastewater Program in the coming year. In compliance with Oregon Budget Law, this budget is balanced, with revenues and expenditures being equal.

Budget Development Process

The MWMC's budget development schedule begins in January, with a budget kick-off to review key outcomes the Commission strives to achieve, with associated performance indicators that measure results of annual workplans over time. In February, staff provides a presentation of the draft Capital Improvement Program (CIP) budget and five-year capital plan and discusses anticipated impacts. The operating budget programs are presented in March, along with user fee rate scenarios to provide an overall look at anticipated revenues and expenditures.

In April, the Commission holds public hearings on the Preliminary Regional Wastewater Program (RWP) Budget and CIP, and regional wastewater user rates. In May, the RWP budget is forwarded to the three governing bodies of Springfield, Eugene and Lane County for their review, input and ratification. The RWP Budget and CIP returns to the MWMC in June for final approval, with budget implementation occurring July 1.

As outlined in the MWMC's intergovernmental agreement, Administration and CIP components reflected in the City of Springfield's RWP budget, while operations, maintenance, equipment replacement, major rehabilitation, and major capital outlay components are reflected in the City of Eugene's RWP budget. Both cities' Industrial Pretreatment Programs are managed locally in compliance with the MWMC Model Ordinance and are also included in the RWP budget.

Fiscal Year 2024-25 Budget

The upcoming fiscal year will present opportunities and challenges for the regional wastewater program. The FY 2024-25 budget is balanced with resources equal to or greater than expenditures. The budget is based on a 4.6% increase over FY 2023-24 with the addition of 2.98 FTE to help address operational and administrative needs. Primary drivers associated with expenditures include rising inflationary and construction costs, regulatory requirements associated with meeting the MWMC's recently reissued National Pollution Discharge Elimination System (NPDES) Permit, and aging infrastructure needs associated with assets that are approaching 45 years old.

User fee revenues are projected at \$40.6 million, with additional revenue sources from septage haulers, renewable natural gas sales, property leases, Systems Development Charges, and other sources at \$3.6 million. Operating expenditures are projected at \$25.3 million, and the FY 2024-25 CIP includes approximately \$69.1 million dedicated to facilities planning efforts, conveyance system upgrades and plant performance improvements. Another \$4.1 million is proposed for equipment replacement, major rehabilitation, and major capital outlay.

Accomplishments

Every year, MWMC staff show incredible professionalism and commitment to our community. Significant accomplishments:

- The Clean Water University (CWU) program received two high-profile awards. The National Association of Clean Water Agencies (NACWA) recognized CWU with a *National Environmental Achievement Award* at their winter conference in Austin, TX. The program also received the Watermark Award from the Pacific Northwest Clean Water Association at their annual conference in Tacoma, WA.
- Todd Miller, Environmental Services Supervisor with the City of Springfield, was awarded with the Oregon Association of Clean Water Agencies' *2023 Outstanding Individual Award* for his work on temperature compliance strategies in NPDES permitting.
- The Regional Water Pollution Control Facility was awarded a 16th consecutive *Platinum Peak Performance Award* from NACWA for 100% compliance with the effluent limits of the MWMC's permit.
- Staff working at the Water Pollution Control Facility oversaw the successful treatment of over 12 billion gallons of wastewater, ensuring continued protection of our community's public health and safety, as well as that of the local environment and the Willamette River.

In summary, the FY 24-25 budget implements the Commission's adopted 2019 Financial Plan policies, funding operations and administration sufficiently to maintain service levels and to meet the environmental performance necessary for compliance with the National Pollutant Discharge Elimination System (NPDES) permit issued jointly to the MWMC and the two cities.

Development of the RWP budget is a significant effort and would not be possible without the dedicated commitment from staff working on behalf of the MWMC. I would like to thank Lou Allocco, Katherine Bishop, Troy McAllister, James McClendon, and Michelle Miranda.

Respectfully submitted,



Matt Stouder
MWMC Executive Officer & General Manager

PROGRAM OVERVIEW

ACRONYMS AND EXPLANATIONS

AMCP – Asset Management Capital Program. The AMCP implements the projects and activities necessary to maintain functionality, lifespan, and effectiveness of the MWMC facility assets on an ongoing basis. The AMCP is administered by the City of Eugene for the MWMC.

BMF – Biosolids Management Facility. The Biosolids Management Facility is an important part of processing wastewater where biosolids generated from the treatment of wastewater are turned into nutrient rich, beneficial organic materials.

CIP – Capital Improvements Program. This program implements projects outlined in the 2004 Facilities Plan and includes projects that improve performance or expand treatment or hydraulic capacity of existing facilities.

CMOM – Capacity Management and Maintenance Program. The CMOM program addresses wet weather issues such as inflow and infiltration with the goal to eliminate sanitary sewer overflows to the extent possible and safeguard the hydraulic capacity of the regional wastewater treatment facility.

CWSRF – Clean Water State Revolving Fund. The Clean Water State Revolving Fund loan program is a federal program administered by the Oregon DEQ that provides low-cost loans for the planning, design and construction of various water pollution control activities. (DEQ)

EMS – Environmental Management System. An EMS is a framework to determine the environmental impacts of an organization's business practices and develop strategies to address those impacts.

ESD – Environmental Services Division. The ESD is a division of the City of Springfield's Development and Public Works Department that promotes and protects the community's health, safety, and welfare by providing professional leadership in the protection of the local environment, responsive customer service, and effective administration for the Regional Wastewater Program.

IGA – Intergovernmental Agreement. Pursuant to ORS 190.010, ORS 190.080, and ORS 190.085, the IGA is an agreement between the cities of Eugene and Springfield and Lane County that created the MWMC as an entity with the authority to provide resources and support as defined in the IGA for the Regional Wastewater Program.

MWMC – Metropolitan Wastewater Management Commission. The MWMC is the Commission responsible for the oversight of the Regional Wastewater Program. In this role, the MWMC protects the health and safety of our local environment by providing high-quality management of wastewater conveyance and treatment to the Eugene-Springfield community. The Commission is responsible for the oversight of the Regional Wastewater Program.

NPDES – National Pollutant Discharge Elimination System permit. The NPDES permit program is administered by the Oregon Department of Environmental Quality (DEQ) in fulfillment of federal Clean Water Act requirements. The NPDES permit includes planning and technology requirements as well as numeric limits on effluent water quality.

RNG – Renewal Natural Gas Upgrades consisting of biogas purification facilities at the treatment plant and connection to the Northwest Natural utility grid. Together, the system allows the MWMC to sell the upgraded gas (RNG) as a renewable fuel through offtake agreements.

RWP – Regional Wastewater Program. Under the oversight of the MWMC, the purpose of the RWP is to protect public health and safety and the environment by providing high quality wastewater management services to the Eugene-Springfield metropolitan area. The MWMC and the regional partners are committed to providing these services in a manner that will achieve, sustain, and promote balance between community, environmental, and economic needs while meeting customer service expectations.

SDC – System Development Charge. SDCs are charges imposed on development so that government may recover the capital needed to provide sufficient capacity in infrastructure systems to accommodate the development.

SRF – Clean Water State Revolving Fund. The Clean Water State Revolving Fund loan program is a federal program administered by the Oregon DEQ that provides low-cost loans for the planning, design and construction of various water pollution control activities. (DEQ)

SSO – Sanitary Sewer Overflows. Discharges of raw sewage.

TMDL – Total Maximum Daily Load. The federal Clean Water Act defines *Total Maximum Daily Load* as the maximum amount of any pollutant that can be safely assimilated by a waterway in one day without significant degradation of water quality.

TSS – Total Suspended Solids. Organic and inorganic materials that are suspended in water.

WPCF – Regional Water Pollution Control Facility. The WPCF is a state-of-the-art facility providing treatment of the wastewater coming from the Eugene/Springfield metropolitan area. The WPCF is located on River Avenue in Eugene. The treatment plant and 49 pump stations distributed across Eugene and Springfield operate 24 hours a day, 7 days a week, 365 days a year to collect and treat wastewater from homes, businesses and industries before returning the cleaned water, or effluent, to the Willamette River. Through advanced technology and processes, the facility cleans, on average, up to 30 million gallons of wastewater every day.

WWFMP – Wet Weather Flow Management Plan. This plan evaluated and determined the most cost-effective combination of collection system and treatment facility upgrades needed to manage excessive wet weather wastewater flows in the Eugene/Springfield metropolitan area.

REGIONAL WASTEWATER PROGRAM OVERVIEW

The Metropolitan Wastewater Management Commission

The Metropolitan Wastewater Management Commission (MWMC) was formed by Eugene, Springfield, and Lane County through an intergovernmental agreement (IGA) in 1977 to provide wastewater collection and treatment services for the Eugene-Springfield metropolitan area. The seven-member Commission is composed of members appointed by the City Councils of Eugene (3 representatives), Springfield (2 representatives) and the Lane County Board of Commissioners (2 representatives). Since its inception, the Commission, in accordance with the IGA, has been responsible for oversight of the Regional Wastewater Program (RWP) including: construction, maintenance, and operation of the regional sewerage facilities; adoption of financing plans; adoption of budgets, user fees and connection fees; adoption of minimum standards for industrial pretreatment and local sewage collection systems; and recommendations for the expansion of regional facilities to meet future community growth. Staffing and services have been provided in various ways over the 47 years of MWMC's existence. Since 1983, the Commission has contracted with the Cities of Springfield and Eugene for all staffing and services necessary to maintain and support the RWP. Lane County's partnership has involved participation on the Commission and authority for wastewater services and support for customers that are served by the MWMC in the Santa Clara unincorporated area.

Regional Wastewater Program Purpose and Key Outcomes

The purpose of the RWP is to protect public health and safety and the environment by providing high quality wastewater management services to the Eugene-Springfield metropolitan area. The MWMC and the regional partners are committed to providing these services in a manner that will achieve, sustain, and promote balance between community, environmental, and economic needs while meeting customer service expectations. Since the mid-1990s, the Commission and RWP staff have worked together to identify key outcome areas within which to focus annual work plan and budget priorities. The FY 24-25 RWP work plans and budget reflect a focus on the following key outcomes or goals. In carrying out the daily activities of managing the regional wastewater system, we will strive to achieve and maintain:

- 1. High environmental standards;***
- 2. Fiscal management that is effective and efficient;***
- 3. A successful intergovernmental partnership;***
- 4. Maximum reliability and useful life of regional assets and infrastructure;***
- 5. Public awareness and understanding of MWMC, the regional wastewater system, and MWMC's objectives of maintaining water quality and a sustainable environment.***

The Commission believes that these outcomes, if achieved in the long term, will demonstrate success of the RWP in carrying out its purpose. In order to help determine whether we are successful, indicators of performance and targets have been identified for each key outcome. Tracking performance relative to identified targets over time assists in managing the RWP to achieve desired results. The following indicators and performance targets provide an important framework for the development of the FY 24-25 RWP Operating Budget, Capital Improvements Program, and associated work plans.

Outcome 1: *Achieve and maintain high environmental standards.*

Indicators:		Performance:		
		FY 22-23 Actual	FY 23-24 Estimated Actual	FY 24-25 Target
•	Maximize RNG Runtime	--	Design and procure a Waste Gas Burner (WGB); 70% Runtime	Complete construction of a WGB; 80% Runtime
•	Optimize heat-loop efficiency	--	Complete heat-loop optimization study	Implement optimization study recommendations
•	Average removal efficiency of carbonaceous biochemical oxygen demand (CBOD) and total suspended solids (TSS) (permit limit 85%)	Achieved 97%	Achieve 97%	Achieve 95%
•	High quality biosolids (pollutant concentrations less than 50% of EPA exceptional quality criteria)	Arsenic 21% Cadmium 33% Copper 35% Lead 17% Mercury 5% Nickel 5% Selenium 11% Zinc 36%	Arsenic 25% Cadmium 35% Copper 35% Lead 20% Mercury 10% Nickel 10% Selenium 20% Zinc 35%	Arsenic <50% Cadmium <50% Copper <50% Lead <50% Mercury <50% Nickel <50% Selenium <50% Zinc <50%
•	ISO14001 Environmental Management System – Continual Improvement of Environmental Performance	All objectives were met and no major non-conformities; Evaluated an electric dredge; completed new laboratory information management system	All objectives met with no major non-conformities	All objectives met with no major non-conformities

Outcome 1: *Achieve and maintain high environmental standards (continued)*

- | | | | |
|---|---|---|---|
| <ul style="list-style-type: none"> Climate Action Planning | <p>Completed FY 2022-23 Greenhouse Gas Emissions Inventory; presented to Commission on 11/17/2023</p> | <p>GHG Emissions data gathering and protocol documents review</p> | <p>Complete FY 2024-25 Greenhouse Gas Emissions Inventory; present to Commission in fall 2025</p> |
|---|---|---|---|

Outcome 2: *Achieve and maintain fiscal management that is effective and efficient.*

Indicators:	Performance:		
	FY 22-23 Actual	FY 23-24 Estimated Actual	FY 24-25 Target
<ul style="list-style-type: none"> Annual budget and rates align with the MWMC Financial Plan 	Policies were met	Policies met	Policies met
<ul style="list-style-type: none"> Annual audited financial statements 	Clean audit	Clean audit	Clean audit
<ul style="list-style-type: none"> Uninsured bond rating 	AA	AA	AA
<ul style="list-style-type: none"> Reserves funded at target levels 	Yes	Yes	Yes
<ul style="list-style-type: none"> Maintain Sound Financial Practices per the MWMC Financial Plan 	Yes	Yes	Minor updates to the Financial Plan
<ul style="list-style-type: none"> Ensure rates and rate changes are planned, moderate and incremental 	3.5% Increase	4.5% Increase	≤ 5.5% Increase
<ul style="list-style-type: none"> MWMC utility billing collection rate at or above 98% 	Achieved 99.79%	Achieve > 98%	Achieve > 98%

Outcome 3: Achieve and maintain a successful intergovernmental partnership.

Indicators:	Performance:		
	FY 22-23 Actual	FY 23-24 Estimated Actual	FY 24-25 Target
<ul style="list-style-type: none"> Update MWMC Facilities Plan (Project P80101) 	Started Project P80101	Work in progress	Complete by Winter 2025
<ul style="list-style-type: none"> Implement and approve revised local limits and an updated MWMC pretreatment model ordinance; implement and adopt model ordinance into Eugene and Springfield Codes 	Local limits approved by DEQ; adopted and implemented local limits in Eugene and Springfield; adopted local ordinances in Eugene and Springfield	Local ordinances final approval from DEQ; Begin implementation	Complete implementation
<ul style="list-style-type: none"> Partnership Assessment Tool 	Scope assessment tool options; present concepts/options for Commission consideration; Create RFP and select consultant	Begin data collection; report first round results to Commission	Begin implementation of approved recommendations as next steps
<ul style="list-style-type: none"> Presentations regarding MWMC partnership, services and outcomes delivered jointly 	Three presentations delivered by staff	Three presentations delivered by staff	Two presentations delivered by staff
<ul style="list-style-type: none"> Leverage inter-organizational and community partnerships to advance MWMC objectives 	Enrolled new shade credits sites via Pure Water Partners; collaborated with Urban Waters & Wildlife Partnership on biochar stormwater treatment	Continued enrollment and establishment of PWP shade credit sites; co-promoted biochar opportunities with UWWP	Identify MWMC One Water partnership project roles and outcomes

Outcome 4: *Maximize reliability and useful life of regional assets and infrastructure.*

Indicators:	Performance:		
	FY 22-23 Actual	FY 23-24 Estimated Actual	FY 24-25 Target
<ul style="list-style-type: none"> Preventive maintenance completed on time (best practices benchmark is 90%) 	96% (9,037 PMs)	96%	90%
<ul style="list-style-type: none"> Preventive maintenance to corrective maintenance ratio (benchmark 4:1-6:1) 	6.0:1 (8,380 PMs: 1,408 CMs)	4.9:1	5:1
<ul style="list-style-type: none"> Emergency maintenance required (best practices benchmark is less than 2% of labor hours) 	0.9% (233 hours / 26,862 hrs)	0.3%	< 2%
<ul style="list-style-type: none"> Asset management (AM) processes and practices review and development 	Completed 4 of the identified improvements in the AM plan	Investigate assets not captured in Maximo, e.g., pipe, roadways, fences	Identify “critical” assets
<ul style="list-style-type: none"> MWMC Resiliency Plan 	Conveyance system pipe repair kits	Emergency supplies storage containers	Design building seismic improvements on select buildings

Outcome 5: Achieve and maintain public awareness and understanding of MWMC, the regional wastewater system, and MWMC's objectives of maintaining water quality and a sustainable environment.

Indicators:	Performance:		
	FY 22-23 Actual	FY 23-24 Estimated Actual	FY 24-25 Target
<ul style="list-style-type: none"> Communications Plan 	Continued implemented 2021 Communications Plan	Update 2021 Plan as needed based on market trends	Update 2021 Plan as needed based on digital advertising campaign results & market trends
<ul style="list-style-type: none"> Promote MWMC social media channels and website 	Grew Facebook followers to 1,200, Twitter to 215 and Instagram to 825; website visitors to 9,100 with 13,000 pageviews	Implement strategies to grow Facebook/Meta followers to 1,400, X (Twitter) to 200 and Instagram to 950; and website visitors to 10,000 with 14,000 pageviews	Implement strategies to grow Facebook/Meta followers to 1,500, X to 225 and Instagram to 1,100 and website visitors to 11,000 with 15,000 pageviews
<ul style="list-style-type: none"> Create and distribute MWMC e-newsletters 	Distributed monthly and increased distribution to 610 subscribers with an open rate of 38% and a click-through rate of 3%	Distribute monthly and increase distribution to 750 subscribers with an open rate of 40% and a click-through rate of 5%	Distribute monthly and increase distribution to 875 subscribers with an open rate of 45% and a click-through rate of 8%
<ul style="list-style-type: none"> Pollution prevention/ sponsorships campaigns 	Completed 2 campaigns, 4 sponsorships; reaching 40% of residents in the service area	Complete 2 campaigns, 5 sponsorships; reaching 40% of residents in the service area	Complete 2 campaigns, 5 sponsorships; reaching +40% of residents in the service area
<ul style="list-style-type: none"> Provide tours of the MWMC Facilities 	Provided tours for greater than 1,000 people	Provide tours for greater than 1,000 people	Provide tours for greater than 1,250 people
<ul style="list-style-type: none"> Clean Water University 	Reached 25% of 5 th Graders in the service area	Reach >25% of 5 th Graders in the service area	Reach 40% of 5 th Graders in the service area

Roles and Responsibilities

In order to effectively oversee and manage the RWP, the partner agencies provide all staffing and services to the MWMC. The following sections describe the roles and responsibilities of each of the partner agencies, and how intergovernmental coordination occurs on behalf of the Commission.

City of Eugene

The City of Eugene supports the RWP through representation on the MWMC, provision of operation and maintenance services, and active participation on interagency project teams and committees. Three of the seven MWMC members represent Eugene – two citizens and one City Councilor. Pursuant to the Intergovernmental Agreement (IGA), the Eugene Wastewater Division operates and maintains the Regional Water Pollution Control Facility (WPCF), the Biosolids Management Facility (BMF) and associated residuals and reclaimed water activities, along with regional wastewater pumping stations and transmission sewers. In support of the RWP, the Division also provides technical services for wastewater treatment; management of equipment replacement and infrastructure rehabilitation; biosolids treatment and recycling; industrial source control (in conjunction with Springfield staff); and regional laboratory services for wastewater and water quality analyses. These services are provided under contract with the MWMC through the regional funding of 81.68 full-time equivalent (FTE) employees.

City of Springfield

The City of Springfield supports the RWP through representation on the MWMC, provision of MWMC administration services, and active coordination of and participation on interagency project teams and committees. Two MWMC members represent Springfield – one citizen and one City Councilor. Pursuant to the IGA, the Springfield Development and Public Works Department, provides staff to serve as the MWMC Executive Officer / General Manager, respectively. The Environmental Services Division and Finance Department staff provide ongoing staff support to the Commission and administration of the RWP in the following areas: legal and risk management services; financial management and accounting; coordination and management of public policy; regulatory and permit compliance issues; coordination between the Commission and the governing bodies; long-range capital project planning, design, and construction management; coordination of public information, education, and citizen involvement programs; and coordination and development of regional budgets, rate proposals, and revenue projections. Springfield staff also provides local implementation of the Industrial Pretreatment Program, as well as billing coordination and customer service. These services are provided under contract with the MWMC through the regional funding of 16.90 FTE of Development and Public Works Department staff and .88 FTE of Finance Department staff, and .03 FTE of City Manager's Office for a total 17.81 FTE as reflected in the FY 24-25 Budget.

Lane County

Lane County supports the RWP through representation on the MWMC, including two MWMC members that represent Lane County – one citizen and one County Commissioner. Lane County's partnership initially included providing support to manage the proceeds and repayment of the RWP general obligation bonds to finance the local share of the RWP facilities construction. These bonds were paid in full in 2002. The County, while not presently providing sewerage, has the authority under its charter to do so. The Urban Growth Boundary includes the two Cities (urban lands) and certain unincorporated areas surrounding the Cities which lies entirely within the County. Federal funding policy requires sewage treatment and disposal within the Urban Growth Boundary to be provided on a unified, metropolitan basis.

Interagency Coordination

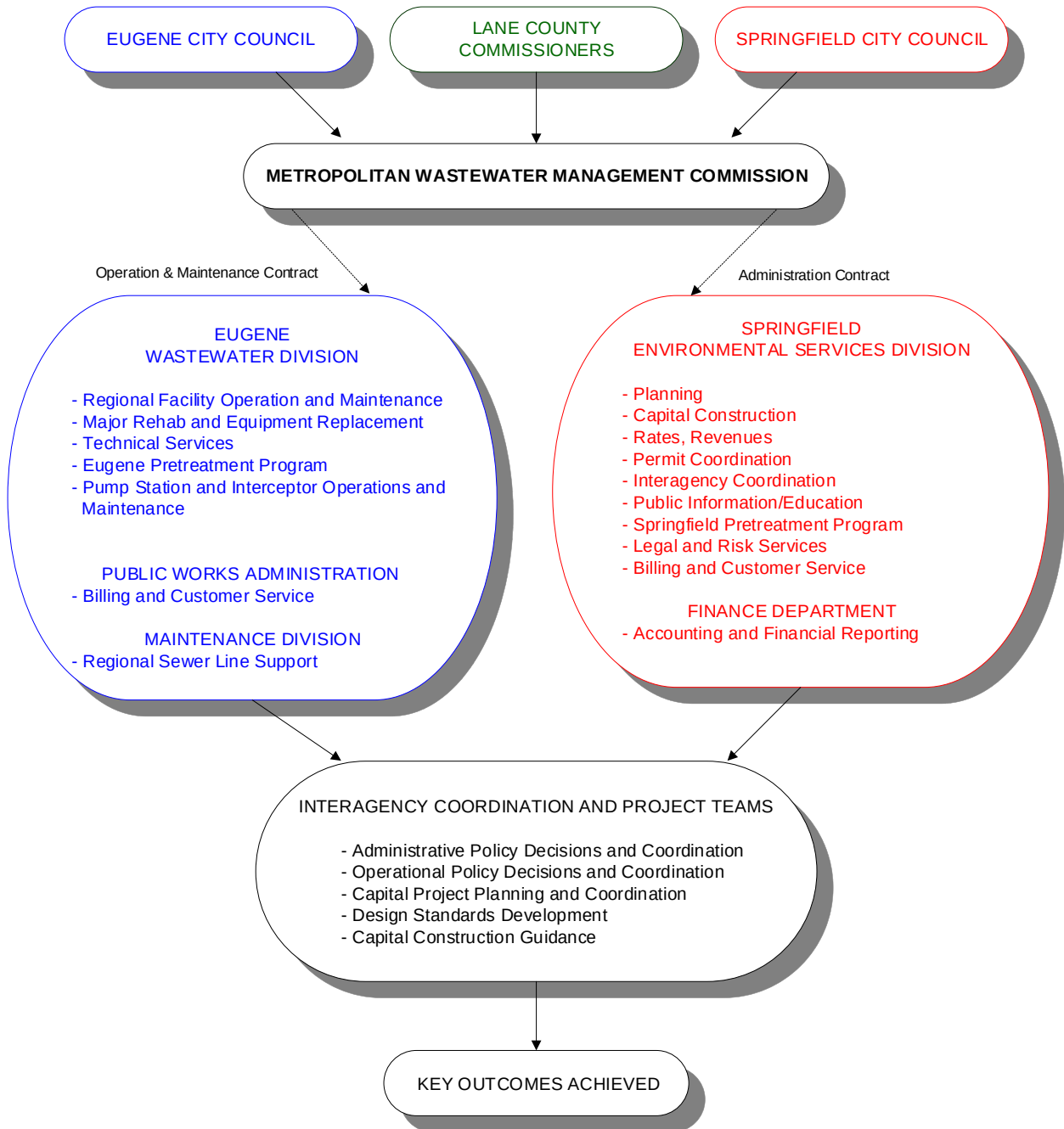
The effectiveness of the MWMC and the RWP depends on extensive coordination, especially between Springfield and Eugene staff, who provide ongoing program support. This coordination occurs in several ways. The Springfield MWMC Executive Officer / MWMC General Manager, together with the Eugene Wastewater Division Director coordinate regularly to ensure adequate communication and consistent implementation of policies and practices as appropriate. The Eugene and Springfield Industrial Pretreatment Program supervisors and staff meet regularly to ensure consistent implementation of the Model Industrial Pretreatment Ordinance. In addition, interagency project teams provide input on and coordination of ongoing MWMC administration issues and ad hoc project needs.

Exhibit 1 on the following page reflects the interagency coordination structure supporting the RWP. Special project teams are typically formed to manage large projects such as design and construction of new facilities. These interagency staff teams are formulated to provide appropriate expertise, operational knowledge, project management, and intergovernmental representation.

Relationship to Eugene and Springfield Local Sewer Programs

The RWP addresses only part of the overall wastewater collection and treatment facilities that serve the Eugene-Springfield metropolitan area. The Cities of Eugene and Springfield both maintain sewer programs that provide for construction and maintenance of local collection systems and pump stations, which discharge to the regional system. Sewer user fees collected by the two Cities include both local and RWP rate components.

EXHIBIT 1
REGIONAL WASTEWATER PROGRAM
INTERAGENCY COORDINATION STRUCTURE



BUDGET SUMMARY

REGIONAL WASTEWATER PROGRAM FY 24-25 BUDGET

The MWMC's RWP Operating Budget provides the Commission and governing bodies with an integrated view of the RWP elements. Exhibit 2 provides a summary of the overall Operating Budget. Separate Springfield and Eugene agency budgets and staffing also are presented within this budget document. Major program areas supported by Springfield and Eugene are described in the pages that follow and are summarized in Exhibit 3 on page 18. Finally, Exhibit 4 on page 19 combines revenues, expenditures, and reserves to illustrate how funding for all aspects of the RWP is provided. It should also be noted that the "Amended Budget FY 23-24" column in all budget tables represents the updated FY 23-24 RWP budget as of February 9, 2024, which reconciled actual beginning balances at July 1, 2023, and approved budget transfers and supplemental requests.

EXHIBIT 2

REGIONAL OPERATING BUDGET SUMMARY INCLUDING RESERVE CONTRIBUTIONS

	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25	CHANGE (1) INCR/(DECR)	
Full-Time Equivalent Staffing Level	99.49	99.49	102.47	2.98	3.0%
Personnel Services (2)	\$13,886,087	\$13,886,087	\$14,049,147	\$163,060	1.2%
Materials & Services (2)	9,646,461	9,890,618	10,162,557	516,096	5.4%
Capital Outlay (2, 3)	380,000	465,000	1,105,000	725,000	90.8%
Equip Replacement Contributions (4)	1,500,000	1,500,000	2,250,000	750,000	50.0%
Capital Contributions (5)	12,800,000	12,800,000	13,000,000	200,000	1.6%
Debt Service (6)	4,113,000	4,113,000	4,107,750	(5,250)	-0.1%
Working Capital Reserve (7)	900,000	900,000	900,000	-	0%
Rate Stability Reserve (8)	2,000,000	2,000,000	2,000,000	-	0%
Insurance Reserve (9)	1,500,000	1,500,000	1,500,000	-	0%
Operating Reserve (10)	4,158,782	5,869,537	4,240,707	81,925	2.0%
Rate Stabilization Reserve (11)	2,000,000	2,000,000	2,000,000	-	0%
SRF Loan Reserve (12)	50,000	50,000	50,000	-	0%
Budget Summary	\$52,934,330	\$54,974,242	\$55,365,160	\$2,430,831	4.6%

Notes:

1. The Change column and Percent Change column compare the Proposed FY 24-25 Budget with the originally Adopted FY 23-24 Budget column.
2. Personnel Services, Materials and Services, and Capital Outlay budget amounts represent combined Springfield and Eugene Operating Budgets that support the RWP.
3. Capital Outlay does not include CIP, Equipment Replacement, Major Capital Outlay, or Major Rehabilitation, which are capital programs.

4. The Equipment Replacement Contribution is a budgeted transfer of operating revenues to reserves for scheduled future equipment replacement, including all fleet equipment and other equipment, with an original cost over \$10,000, and with a useful life expectancy greater than one year. See table on page 25 for year-end balance.
5. The Capital Reserve Contribution is a budgeted transfer of operating revenues to reserves. Capital is passed through the Springfield Administration Budget. See table on page 26 for year-end balance.
6. The Debt Service line item is the sum of annual interest and principal payments on the Revenue Bonds and Clean Water State Revolving Fund (SRF) loans made from the Operating Budget (derived from user rates). The total amount of Debt Service budgeted in FY 24-25 is \$4,107,750.
7. The Working Capital Reserve acts as a revolving account which is drawn down and replenished on a monthly basis to fund Eugene's and Springfield's cash flow needs.
8. The Rate Stability Reserve is used to set aside revenues available at year-end after the budgeted Operating Reserve target is met. Internal policy has established a level of \$2 million for the Rate Stability Reserve. See Exhibit 5 on page 24 for year-end balance.
9. The Insurance Reserve was established to set aside funds to cover the insurance deductible amount for property and liability insurance coverage, for losses per occurrence. The Insurance Reserve is set at \$1.5 million.
10. The Operating Reserve is used to account for the accumulated operating revenues net of operations expenditures. The Commission's adopted policy provides minimum guidelines to establish the Operating Reserve balance at approximately two months operating expenses of the adopted Operating Budget. The Operating Reserve provides for contingency funds in the event that unanticipated expenses or revenue shortfalls occur during the budget year.
11. The Rate Stabilization Reserve contains funds to be used at any point in the future when net revenues are insufficient to meet the bond covenant coverage requirements. The Commission shall maintain the Rate Stabilization Reserve account as long as bonds are outstanding. This reserve is set at \$2 million.
12. The Clean Water SRF loan reserve is budgeted as required per loan agreements.

EXHIBIT 3

REGIONAL WASTEWATER PROGRAM OPERATING BUDGET
LINE ITEM SUMMARY BY PROGRAM AREA

	ACTUALS	ADOPTED	AMENDED	PROPOSED	CHANGE	
SPRINGFIELD	FY 22-23	BUDGET	BUDGET	BUDGET	INCR/(DECR)	
MWMC ADMINISTRATION		FY 23-24	FY 23-24	FY 24-25		
Personnel Services	\$1,766,173	\$1,980,562	\$1,980,562	\$2,123,288	\$142,726	7.2%
Materials & Services	2,126,724	2,555,605	2,640,438	2,782,286	226,681	8.9%
Capital Outlay	65,612.96	-	88,070	-	-	--
TOTAL	\$3,958,510	\$4,536,166	\$4,709,069	\$4,905,574	\$369,407	8.1%
INDUSTRIAL PRETREATMENT						
Personnel Services	\$389,798	\$427,427	\$427,428	\$438,337	\$10,910	2.6%
Materials & Services	146,418	170,407	314,564	167,195	(3,212)	-1.9%
Capital Outlay	-	-	55,000	-	-	--
TOTAL	\$536,217	\$597,834	\$796,992	\$605,532	\$7,698	1.3%
ACCOUNTING						
Personnel Services	\$125,469	\$134,761	\$134,761	\$144,185	\$9,424	7.0%
Materials & Services	38,626	47,113	47,113	49,812	2,699	5.7%
Capital Outlay	-	-	-	-	-	--
TOTAL	\$164,096	\$181,874	\$181,874	\$193,997	\$12,123	6.7%
TOTAL SPRINGFIELD						
Personnel Services	\$2,281,441	\$2,542,750	\$2,542,751	2,705,810	\$163,060	6.4%
Materials & Services	2,311,769	2,773,125	3,002,115	2,999,293	226,168	8.2%
Capital Outlay	65,612.96	-	143,070	-	-	NA
TOTAL	\$4,658,823	\$5,315,875	\$5,687,936	\$5,705,103	\$389,227	7.3%
EUGENE						
ADMINISTRATIVE SERVICES						
Personnel Services	\$1,240,413	\$2,731,560	\$2,731,560	\$2,731,560	\$0	0.0%
Materials & Services	395,016	1,053,755	1,053,755	978,160	(75,595)	-7.2%
Capital Outlay	-	-	-	-	-	NA
TOTAL	\$1,635,430	\$3,785,315	\$3,785,315	\$3,709,720	(\$75,595)	-2.0%
ADMIN CHARGES - EWEB						
Personnel Services	\$0	\$0	\$0	\$0	0	NA
Materials & Services	727,710	0	0	791,330	791,330	NA
Capital Outlay	0	0	0	0	0	NA
TOTAL	\$727,710	\$0	\$0	\$791,330	\$791,330	NA
BIOSOLIDS MANAGEMENT						
Personnel Services	\$1,699,203	\$1,543,151	\$1,543,151	\$1,543,151	\$0	0.0%
Materials & Services	1,088,591	1,034,814	1,034,814	959,123	(75,691)	-7.3%
Capital Outlay	0	0	0	0	-	NA
TOTAL	\$2,787,794	\$2,577,965	\$2,577,965	\$2,502,274	(\$75,691)	-2.9%
INDUSTRIAL SOURCE CONTROL						
Personnel Services	\$605,941	\$728,992	\$728,992	\$728,992	\$0	0.0%
Materials & Services	102,648	234,248	234,248	217,572	(16,676)	-7.1%
Capital Outlay	0	0	0	0	-	--
TOTAL	\$708,589	\$963,240	\$963,240	\$946,564	(\$16,676)	-1.7%
TREATMENT PLANT						
Personnel Services	\$5,819,422	\$5,679,660	\$5,679,660	\$5,679,660	\$0	0.0%
Materials & Services	4,136,703	4,103,697	4,103,697	3,803,013	(300,684)	-7.3%
Capital Outlay	96,930	380,000	380,000	1,105,000	725,000	190.8%
TOTAL	\$10,053,054	\$10,163,357	\$10,163,357	\$10,587,673	\$424,316	4.2%
REGIONAL PUMP STATIONS						
Personnel Services	\$348,327	\$308,886	\$308,886	\$308,886	\$0	0.0%
Materials & Services	364,068	341,745	341,745	316,507	(25,238)	-7.4%
Capital Outlay	0	0	0	0	-	--
TOTAL	\$712,395	\$650,631	\$650,631	\$625,393	(\$25,238)	-3.9%
BENEFICIAL REUSE SITE						
Personnel Services	\$345,339	\$351,087	\$351,087	\$351,087	\$0	0.0%
Materials & Services	106,475	105,005	105,005	97,559	(7,446)	-7.1%
Capital Outlay	0	0	0	0	-	--
TOTAL	\$451,814	\$456,092	\$456,092	\$448,646	(\$7,446)	-1.6%
TOTAL EUGENE						
Personnel Services	\$10,058,645	\$11,343,336	\$11,343,336	\$11,343,336	\$0	0.0%
Materials & Services	6,921,211	6,873,264	6,873,264	7,163,264	290,000	4.2%
Capital Outlay	96,930	380,000	380,000	1,105,000	725,000	190.8%
TOTAL	\$17,076,786	\$18,596,600	\$18,596,600	\$19,611,600	\$1,015,000	5.5%
TOTAL REGIONAL BUDGET	\$21,735,609	\$23,912,475	\$24,284,536	\$25,316,703	\$1,404,228	5.9%

NOTE: Does not include Major Rehabilitation, Equipment Replacement or Major Capital Outlay

EXHIBIT 4

REGIONAL WASTEWATER PROGRAM
BUDGET SUMMARY AND COMPARISON

	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25	CHANGE* INC(DEC)
<u>OPERATING BUDGET</u>				
Administration	\$5,315,875	\$5,687,936	\$5,705,103	\$389,228
Operations	18,596,600	18,596,600	19,611,600	1,015,000
Capital Contribution & Transfers	12,800,000	12,800,000	13,000,000	200,000
Equipment Replacement - Contribution	1,500,000	1,500,000	2,250,000	750,000
Operating & Revenue Bond Reserve	10,594,782	12,305,538	10,676,707	81,925
Debt Service	4,113,000	4,113,000	4,107,750	(5,250)
Total Operating Budget	\$52,920,257	\$55,003,074	\$55,351,160	\$2,430,903
<u>Funding:</u>				
Beginning Balance	\$11,599,893	\$13,682,710	\$11,089,438	(510,455)
User Fees	38,500,000	38,500,000	41,348,000	2,848,000
Other	2,820,364	2,820,364	2,913,722	93,358
Total Operating Budget Funding	\$52,920,257	\$55,003,074	\$55,351,160	\$2,430,903
<u>CAPITAL PROGRAM BUDGET</u>				
Poplar Harvest Management Services	50,000	128,891	0	NA
Administration Building Improvements	18,700,000	18,454,853	22,200,000	3,500,000
Electrical Switchgear & Transformer Replacement	19,400,000	19,882,462	16,600,000	(2,800,000)
Water Quality Trading Program	12,100,000	12,239,974	11,470,000	(630,000)
Class A Disinfection Facilities	6,790,000	6,825,572	8,100,000	1,310,000
Aeration System Upgrades (2023 to 2026)	3,200,000	4,195,765	3,200,000	0
Glenwood Pump Station Upgrade	1,500,000	1,898,846	1,700,000	200,000
Comprehensive Facilities Plan Update	1,800,000	3,215,206	1,450,000	(350,000)
WPCF Stormwater Infrastructure	310,000	400,000	520,000	210,000
Resiliency Follow-Up	500,000	1,289,367	300,000	(200,000)
Recycled Water Demonstration Projects	330,000	334,621	80,000	(250,000)
Waste Activated Sludge Thickening	-	-	1,500,000	NA
Repair Clarifiers & Final Treatment	-	-	1,500,000	NA
Facility Plan Engineering Services	-	-	500,000	NA
<u>Asset Management:</u>				
Equipment Replacement Purchases	1,835,000	3,412,918	1,415,000	(420,000)
Major Rehab	630,000	1,071,682	1,820,000	1,190,000
Major Capital Outlay	-	208,430	900,000	NA
Total Capital Projects	\$67,145,000	\$73,558,587	\$73,255,000	\$6,110,000
<u>Funding:</u>				
Equipment Replacement	\$1,835,000	\$3,412,918	\$1,415,000	(420,000)
SDC Improvement Reserve	6,654,320	6,920,594	9,096,280	2,441,960
Capital Reserve	58,655,680	63,225,075	62,743,720	4,088,040
Total Capital Projects Funding	\$67,145,000	\$73,558,587	\$73,255,000	\$6,110,000

Note: * The Change compares the proposed FY 24-25 budget to the originally adopted FY 23-24 budget column.

BUDGET AND RATE HISTORY

The graphs on page 21 show the regional residential wastewater service costs over a 5-year period, and a 5-year Regional Operating Budget Comparison. Because the Equipment Replacement, Major Rehabilitation and Major Capital Outlay programs are managed in the Eugene Operating Budget, based on the size, type and budget amount of the project these programs are incorporated into either the 5-year Regional Operating Budget Comparison graph or the 5-Year Capital Programs graph on page 22. The Regional Wastewater Capital Improvement Programs graph on page 20 shows the expenditures over the recent five years in the MWMC's Capital Program and including Asset Management projects. A list of capital projects is located in Exhibit 13 on page 54.

As shown on the Regional Residential Sewer Rate graph on page 21, regional sewer user charges have incrementally increased to meet the revenue requirements necessary to fund facility improvements as identified in the 2004 MWMC Facilities Plan. This Plan and the subsequent 2014 Partial Facilities Plan Update demonstrated the need for a significant capital investment in new and expanded facilities to meet environmental performance requirements and capacity to serve the community.

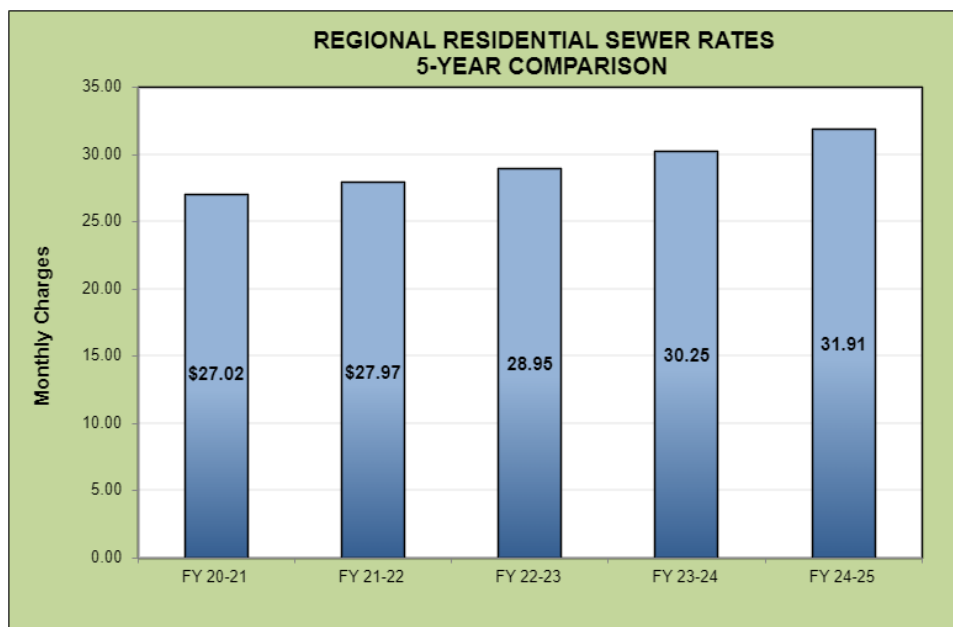
On November 1, 2022, the Department of Environmental Quality (DEQ) issued a National Pollutant Discharge Elimination System Permit (NPDES). Although a portion of these capital improvements can be funded through system development charges (SDCs), much of the funding for capital improvements over the approximately 5-year period will come from user charges. This has become a major driver of the MWMC's need to increase sewer user rates, moderately and incremental on an annual basis.

The National Association of Clean Water Agency (NACWA) publishes an annual Cost of Clean Water Index, which indicates the national average charges for wastewater services. The index includes average wastewater charges by Environmental Protection Agency (EPA) regions. Of the EPA regions, Region 10, which includes Oregon, Washington and Idaho, reflects the second highest wastewater expenses nationwide, based on demographics, geography, regulatory requirements, and a range of other issues. Within Region 10, the annual change in the cost of clean water index reflected a 3.46% average increase over the past 3 years.

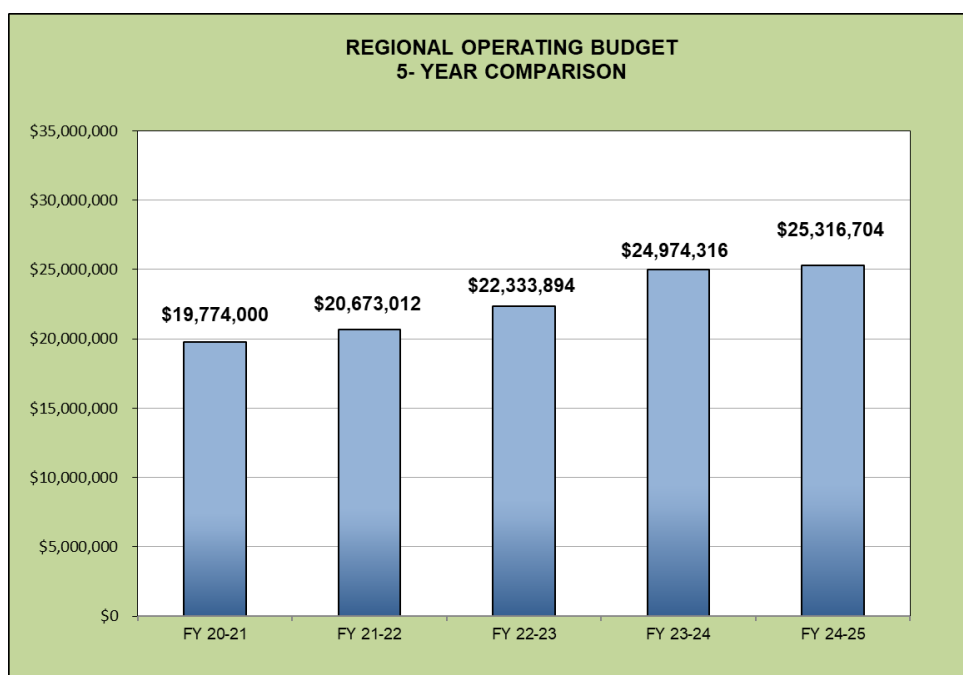
In FY 23-24 the MWMC regional user rates increased by 4.5% over the prior year rates. The FY 24-25 Budget is based on a 5.5% user rate increase over the FY 23-24 rates. This increase will provide for Operations, Administration, Capital programs, reserves and debt service, continuing to meet capital and operating requirements and supporting the Commission's Financial Plan policies, as well as financially positioning for future investments in capital assets.

The following chart displays the regional component of a residential monthly bill when applying the base and flow rates to 5,000 gallons of wastewater treated, which includes a 5.5% or \$1.66 increase effective July 1, 2024.

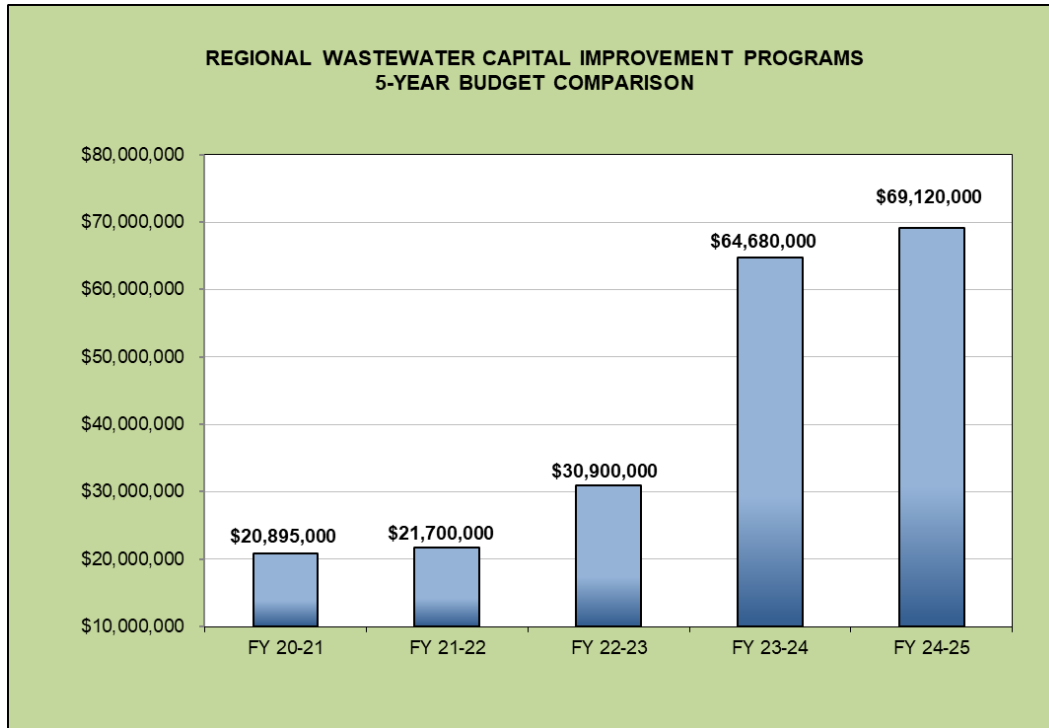
The graph below displays the regional component of a residential monthly bill, when applied to 5,000 gallons of wastewater treated for the recent 5-year period.



The graph below displays the Regional Operating Budget amounts for the recent 5-year period.



The graph below displays the Regional Wastewater Capital Improvement Program Budget amounts for the recent 5-year period.



RESERVE FUNDS

**REGIONAL WASTEWATER PROGRAM
RESERVES**

The RWP maintains reserve funds for the dedicated purpose to sustain stable rates while fully funding operating and capital needs. Commission policies and guidance, which direct the amount of reserves appropriated on an annual basis, are found in the MWMC Financial Plan. Further details on the FY 24-25 reserves are provided below.

OPERATING RESERVES

The MWMC Operating Budget includes six separate reserves: the Working Capital Reserve, Rate Stability Reserve, Rate Stabilization Reserve, State Revolving Fund (SRF) Reserve, Insurance Reserve and the Operating Reserve. Revenues are appropriated across the reserves in accordance with Commission policy and expenditure needs. Each reserve is explained in detail below.

WORKING CAPITAL RESERVE

The Working Capital Reserve acts as a revolving account that is drawn down and replenished on a monthly basis to provide funds for payment of Springfield Administration and Eugene Operations costs prior to the receipt of user fees from the Springfield Utility Board and Eugene Water and Electric Board. The Working Capital Reserve is set at \$900,000 for FY 24-25, \$200,000 of which is dedicated to Administration and \$700,000 is dedicated to Operations.

RATE STABILITY RESERVE

The Rate Stability Reserve was established to implement the Commission's objective of maintaining stable rates. It is intended to hold revenues in excess of the current year's operating and capital requirements for use in future years, in order to avoid potential rate spikes. The amount budgeted on an annual basis has been set at \$2 million, with any additional net revenues being transferred to the capital reserve for future projects.

RATE STABILIZATION RESERVE

The Rate Stabilization Reserve contains funds to be used at any point in the future when net revenues are insufficient to meet the bond covenant coverage requirement. The Commission shall maintain the Rate Stabilization account as long as bonds are outstanding. In FY 24-25 no additional contribution to this reserve is budgeted and the balance at June 30, 2024, will remain at \$2 million.

CLEAN WATER STATE REVOLVING FUND (SRF) RESERVE

The Clean Water SRF Reserve was established to meet revenue coverage requirements for SRF loans. The SRF Reserve is set at \$50,000 for FY 24-25.

INSURANCE RESERVE

The Insurance Reserve was established to set aside funds to cover the insurance deductible amount for property and liability insurance coverage, for losses per occurrence. The Insurance Reserve is set at \$1.5 million for FY 24-25.

OPERATING RESERVE

The Operating Reserve is used to account for accumulated operating revenues net of operating expenditures (including other reserves). The Commission's adopted policy provides guidelines to establish the Operating Reserve at a minimum target of two months expenses. For FY 24-25, the Operating Reserve is budgeted at \$4,240,707, which includes approximately two months of total Personnel Services, Materials and Services, and Capital Outlay in accordance with Commission policy.

EXHIBIT 5

	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25
OPERATING RESERVES			
Beginning Balance	\$11,599,893	\$13,682,709	\$11,089,438
User Fee Revenue	37,800,000	37,800,000	40,620,000
Septage Revenue	700,000	700,000	728,000
Other Revenue	2,244,460	2,244,460	2,236,000
Interest	200,000	200,000	300,000
RNG Revenue	350,000	350,000	350,000
Transfer from Reimbursement SDCs	25,904	25,904	27,722
Personnel Services	(13,886,086)	(13,886,087)	(14,049,146)
Materials & Services	(9,632,389)	(10,004,449)	(10,148,557)
Capital Outlay	(380,000)	(380,000)	(1,105,000)
Interfund Transfers	(14,300,000)	(14,300,000)	(15,250,000)
Debt Service - SRF Loan	(103,250)	(103,250)	(102,750)
Debt Service - 2016 Revenue Bond	(4,009,750)	(4,009,750)	(4,005,000)
Working Capital	(900,000)	(900,000)	(900,000)
Insurance Reserve	(1,500,000)	(1,500,000)	(1,500,000)
SRF Loan Reserve	(50,000)	(50,000)	(50,000)
Rate Stability Reserve	(2,000,000)	(2,000,000)	(2,000,000)
Rate Stabilization Reserve	(2,000,000)	(2,000,000)	(2,000,000)
Operating Reserve	\$4,158,782	\$5,869,537	\$4,240,707

CAPITAL RESERVES

The MWMC Capital Budget includes four reserves: the Equipment Replacement Reserve, SDC Reimbursement Reserves, SDC Improvement Reserves, and the Capital Reserve. These reserves accumulate revenue to help fund capital projects including equipment replacement and major rehabilitation. They are funded by annual contributions from user rates, SDCs, and loans. Each reserve is explained in detail below.

EQUIPMENT REPLACEMENT RESERVE

The Equipment Replacement Reserve accumulates replacement funding for three types of equipment: 1) major/stationary equipment items valued over \$10,000 with life expectancy greater than one year; 2) fleet vehicles maintained by the Eugene Wastewater Division; and 3) computer servers that serve the Eugene Wastewater Division. Contributions to the Equipment Replacement Reserve in the FY 24-25 budget total \$2,250,000, additional budget details are provided below.

The Equipment Replacement Reserve is intended to accumulate funds necessary to provide for the timely replacement or rehabilitation of equipment and may also be borrowed against to provide short-term financing of capital improvements. An annual analysis is performed on the Equipment Replacement Reserve. Estimates used in the analysis include replacement costs, interest earnings, inflation rates and useful lives for the equipment.

	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25
EQUIPMENT REPLACEMENT RESERVE			
Beginning Balance	12,982,786	14,172,383	12,880,662
Annual Equipment Contribution	1,500,000	1,500,000	2,250,000
Interest	68,586	68,586	271,904
Equipment Purchases	(1,835,000)	(3,412,918)	(1,415,000)
Equipment Replacement Reserve	\$12,716,372	\$12,328,051	\$13,987,566

SYSTEM DEVELOPMENT CHARGE (SDC) RESERVES

SDCs are required as part of the MWMC IGA. They are connection fees charged to new users to recover the costs related to system capacity and are limited to funding Capital Programs. The purpose of the SDC Reserves is to collect and account for SDC revenues separately from other revenue sources, in accordance with Oregon statutes. The Commission's SDC structure includes a combination of "Reimbursement" and "Improvement" fee components. Estimated SDC revenues for FY 24-25 are approximately \$2,500,000. The projected beginning SDC Reserve balance on July 1, 2024 is \$11,706,912.

	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25
REIMBURSEMENT SDC RESERVE			
Beginning Balance	\$2,110,321	\$2,240,650	\$2,437,714
Reimbursement SDCs Collected	200,000	200,000	270,000
Interest	9,918	9,918	52,300
SDC Compliance Charge	7,000	7,000	8,000
Transfer to Fund 612	(25,904)	(25,904)	(27,722)
Materials & Services	(4,000)	(4,000)	(4,000)
Reimbursement SDC Reserve	\$2,297,335	\$2,427,664	\$2,736,292

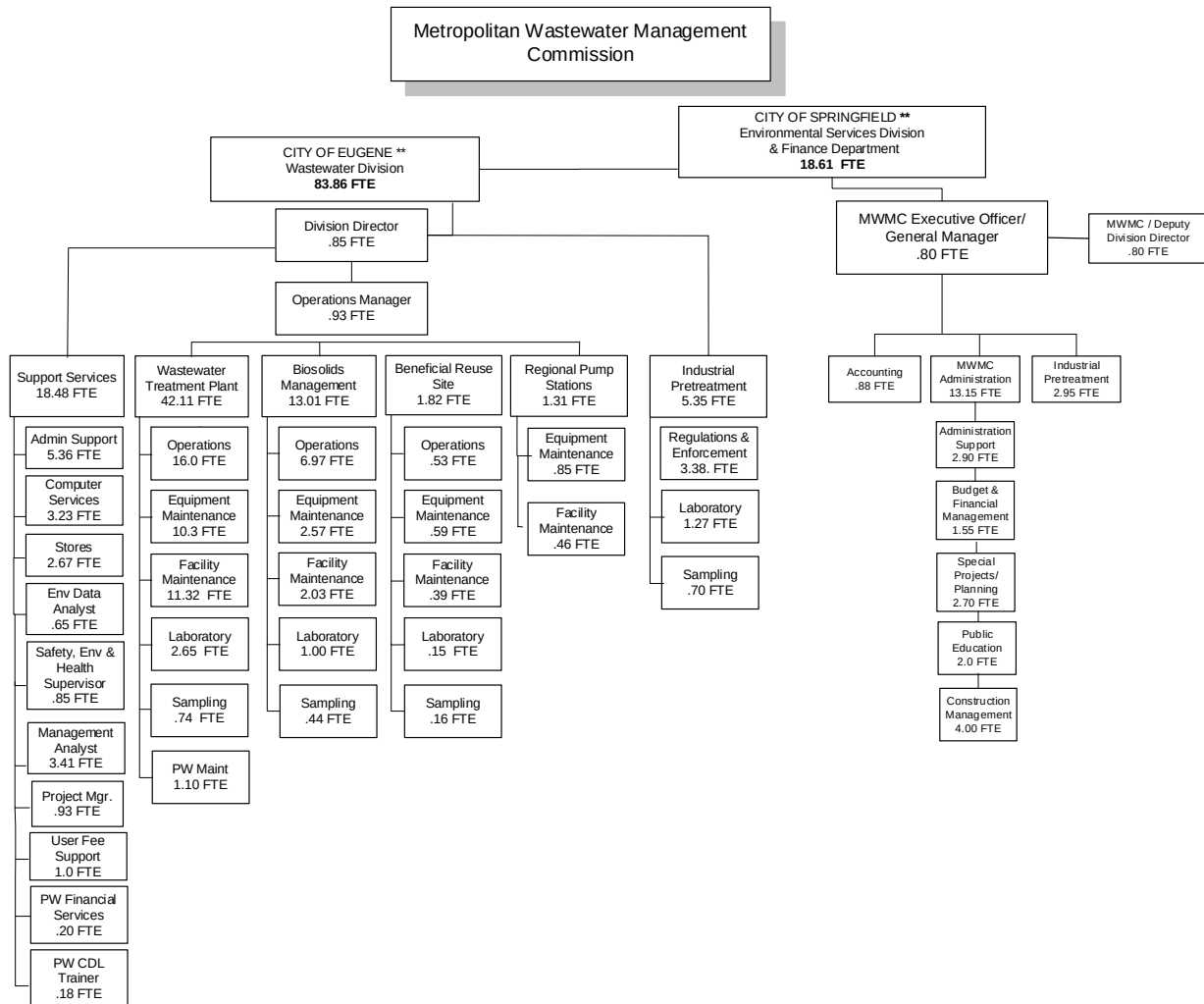
	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25
IMPROVEMENT SDC RESERVE			
Beginning Balance	\$9,262,612	\$10,907,458	\$11,269,198
Improvement SDCs Collected	1,800,000	1,800,000	2,500,000
Interest	42,554	42,554	177,662
Materials & Services	(10,000)	(10,000)	(10,000)
Funding for Capital Improvement Projects	(6,654,320)	(6,920,594)	(9,096,280)
Improvement SDC Reserve	\$4,440,846	\$5,819,418	\$4,840,580

CAPITAL RESERVE

The Capital Reserve accumulates funds transferred from the Operating Reserve for the purpose of funding the CIP, Major Capital Outlay and Major Rehabilitation Program costs. The intent is to collect sufficient funds over time to construct a portion of planned capital projects with cash in an appropriate balance with projects that are funded with debt financing. The FY 24-25 Budget includes a contribution from the Operating Reserve of \$13,000,000. The beginning balance on July 1, 2024, is projected to be \$74,407,785. Additional budget detail on the CIP, Major Capital Outlay and Major Rehabilitation Program reserves is provided below.

	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25
CAPITAL RESERVES			
Beginning Balance	\$68,841,769	\$72,613,300	\$74,407,785
Transfer from Operating Reserve	12,800,000	12,800,000	13,000,000
Interest	298,942	298,942	998,134
Other Income	800	800	800
Funding For Capital Improvement Projects	(58,025,680)	(61,944,963)	(60,023,720)
Funding For Major Rehabilitation	(630,000)	(1,071,682)	(1,820,000)
Funding For Major Capital Outlay	-	(208,430)	(900,000)
Capital Reserve	\$23,285,831	\$22,487,967	\$25,662,999

EXHIBIT 6
REGIONAL WASTEWATER PROGRAM*
ORGANIZATION CHART FY 24-25



Notes:

- * Full-Time Equivalent (FTE) figures represent portions of Eugene and Springfield staff funded by regional wastewater funds.
- ** The chart represents groups of staff dedicated to program areas rather than specific positions.

EXHIBIT 7**REGIONAL WASTEWATER PROGRAM
POSITION SUMMARY**

CLASSIFICATION	ADOPTED	AMENDED	PROPOSED	FTE CHANGE
	BUDGET FY 23-24	BUDGET FY 23-24	BUDGET FY 24-25	
SPRINGFIELD ENVIRONMENTAL SERVICES & FINANCE				
Accountant	0.80	0.80	0.80	-
Accounting Manager	0.08	0.08	0.08	-
Administrative Specialist	2.70	2.70	2.70	
Assistant City Manager	0.03	0.03	0.03	-
Civil Engineer	2.00	2.00	2.00	
Design & Construction Coordinator	1.00	1.00	1.00	-
Deputy Division Director	0.00	0.00	0.80	0.80
Environmental Analyst	1.00	1.00	1.00	-
Environmental Management Analyst	0.90	0.90	0.90	-
Environmental Services Program Manager	0.80	0.80	0.80	-
Environmental Services Supervisor	1.95	1.95	1.95	-
Environmental Services Technician	2.00	2.00	2.00	-
ESD Division Director/MWMC Executive Officer	0.80	0.80	0.80	-
Management Analyst	0.75	0.75	0.75	-
MWMC Managing Engineer	1.00	1.00	1.00	-
Public Information & Education Analyst	2.00	2.00	2.00	-
TOTAL SPRINGFIELD	17.81	17.81	18.61	0.80

EXHIBIT 7 (Continued)REGIONAL WASTEWATER PROGRAM
POSITION SUMMARY

CLASSIFICATION	ADOPTED	AMENDED	PROPOSED	FTE CHANGE
	BUDGET FY 23-24	BUDGET FY 23-24	ADOPTED FY 24-25	
EUGENE WASTEWATER DIVISION & OTHER PW				
Administrative Specialist	0.95	0.95	0.95	0.00
Administrative Specialist, Sr	1.78	1.78	1.78	0.00
Application Support Technician, Sr	0.95	0.95	0.95	0.00
Application Systems Analyst 2	1.78	1.78	2.28	0.50
Custodian	2.00	2.00	2.00	0.00
Division Director	0.85	0.85	0.85	0.00
Environmental Compliance Specialist	4.64	4.64	4.64	0.00
Environmental Svs Supervisor (Lab, Sampling, ISC)	1.71	1.71	1.71	0.00
Facilities Project Manager	0.65	0.65	0.65	0.00
Finance & Administrative Manager	0.89	0.89	0.89	0.00
Laboratory Assistant	0.82	0.82	0.82	0.00
Laboratory Specialist	2.15	2.47	2.47	0.00
Laboratory Specialist, Sr	1.72	1.72	1.72	0.00
Maintenance Manager	0.93	0.93	0.93	0.00
Maintenance Mechanic	8.20	8.20	8.20	0.00
Maintenance Supervisor	2.88	2.88	2.88	0.00
Maintenance Worker	13.25	13.25	13.25	0.00
Management Analyst	2.67	2.67	2.67	0.00
Management Analyst, Sr	0.00	0.00	1.50	1.50
Operations Manager	0.93	0.93	0.93	0.00
Operations Supervisor (Plant and Residuals)	2.00	2.00	2.00	0.00
Operator (Plant and Residuals)	19.00	20.00	20.00	0.00
Operator, Process Controls Specialist	1.00	1.00	1.00	0.00
PW Engineering Associate	0.35	0.35	0.35	0.00
PW Heavy Equipment and CDL Trainer	0.00	0.00	0.18	0.18
PW Financial Services Manager	0.20	0.20	0.20	0.00
PW Utility Billing Coordinator	1.00	1.00	1.00	0.00
Supply Specialist	1.78	1.78	1.78	0.00
Systems Electrician	4.28	5.28	5.28	0.00
TOTAL EUGENE	79.36	81.68	83.86	2.18
GRAND TOTAL	97.17	99.49	102.47	2.98

CITY OF SPRINGFIELD REGIONAL WASTEWATER PROGRAM RESPONSIBILITIES

The City of Springfield manages administration services for the RWP under the Intergovernmental Agreement for the Metropolitan Wastewater Management Commission (MWMC). The programs maintained by Springfield to support the RWP are summarized below and are followed by Springfield's regional wastewater budget summaries. Activities, and therefore program budgets, for the MWMC administration vary from year to year depending upon the major construction projects and special initiatives underway. A list of the capital projects Springfield staff will support in FY 24-25 is provided in Exhibit 12 on page 47.

Program Responsibilities

- Administration & Management
- Financial Planning & Management
- Long-Range Capital Project Planning
- Project and Construction Management
- Coordination between the Commission and governing bodies
- Coordination and Management of:
 - Risk Management & Legal Services
 - Public Policy Issues
 - Regulatory and Permit Compliance
- Public Information, Education and Outreach
- Industrial Pretreatment Source Control
- Customer Service

MWMC ADMINISTRATION

The Springfield Environmental Services Division (ESD) and Finance Department provide ongoing support and management services for the MWMC. The ESD Director serves as the MWMC Executive Officer and General Manager. Springfield provides the following administration functions: financial planning management, accounting and financial reporting; risk management and legal services; coordination and management of public policy; coordination and management of regulatory and permit compliance issues; coordination between the Commission and the governing bodies; long-range capital project planning and construction management; coordination of public information, education, and citizen involvement programs; sewer user customer service; and coordination and development of regional budgets, rate proposals, and revenue projections.

INDUSTRIAL PRETREATMENT (SOURCE CONTROL) PROGRAM

The Industrial Pretreatment Program is a regional activity implemented jointly by the Cities of Eugene and Springfield. The Industrial Pretreatment section of the ESD is charged with administering the program for the regulation and oversight of wastewater discharged to the sanitary collection system by industries in Springfield. This section is responsible for ensuring that these wastes do not damage the collection system, interfere with wastewater treatment processes, result in the pass-through of harmful pollutants to treated effluent or biosolids, or threaten worker health or safety.

This responsibility is fulfilled, in part, by the use of a permit system for industrial dischargers. This permit system, common to both Eugene and Springfield, implements necessary limitations on waste characteristics and establishes inspection, monitoring, and reporting requirements for documenting waste quality and quantity controls. The Industrial Pretreatment section is also responsible for locating new industrial discharges in Springfield and evaluating the impact of those discharges on the regional WPCF. The Industrial Pretreatment Program also addresses the wastewater discharges of some commercial/industrial businesses through the development and implementation of Pollution Management Practices. Pretreatment program staff also coordinates pollution prevention activities in cooperation with the Pollution Prevention Coalition of Lane County.

ACCOUNTING AND FINANCIAL REPORTING

Accounting and financial reporting services for the RWP are provided by the Accounting division in the Springfield Finance Department, in coordination with ESD. Springfield Accounting staff provides oversight of financial control systems, ensures compliance with all local, state and federal accounting requirements for MWMC including debt management and treasury management services. This division also assists ESD with preparation of the MWMC budget, capital financing documents, sewer user rates, and financial policies and procedures.

PROGRAMS AND SIGNIFICANT SERVICE/EXPENDITURE CHANGES

In FY 24-25, the City of Springfield will support the following major regional initiatives in addition to ongoing Commission administration and industrial pretreatment activities:

- Continue public information, education and outreach activities focused on the MWMC's Key Outcomes and Communication Plan objectives to increase awareness of the MWMC's ongoing efforts in maintaining water quality and a sustainable environment.
- Implement Capital Financing strategies necessary to meet current debt obligations, prepare for additional debt financing, and ensure sufficient revenues in accordance with the MWMC Financial Plan.
- Continue implementation of the 2004 MWMC Facilities Plan and 2014 Partial Facilities Plan Update to meet all regulatory requirements and capacity needs. Considering emerging environmental regulations that may impact the operation of the WPCF.
- Protect the Regional Wastewater Program (RWP) interests through participation in Association of Clean Water Agencies activities.
- Coordinate temperature Total Maximum Daily Load (TMDL) compliance through continued development and implementation of the thermal load mitigation strategy, including but not limited to a recycled water program.
- Continue participation with the Association of Clean Water Agencies and the Department of Environmental Quality on regulatory permitting strategies and the development of water quality trading rules.
- Implement resiliency planning to ensure protection of public health and safety following natural disasters such as earthquakes and floods.
- Planning operationally and financially to continue the MWMC's NPDES permit requirements, the DEQ permit was issued on November 1, 2022 and will expire on September 30, 2027.

BUDGET CHANGES FOR FY 24-25

The budget for Springfield Personnel Services, Materials and Services, and Capital Outlay for FY 24-25 totals \$5,705,104 representing an overall increase of \$389,157 or 7.3% from the adopted FY 23-24 budget, as displayed in Exhibit 8 on page 33.

Personnel Services

Personnel Services totaling \$2,705,811 represents a FY 24-25 increase of \$163,060 or 6.4% above the originally adopted FY 23-24 budget. The notable changes are summarized below:

Staffing

The FY 24-25 staffing budget includes a relatively flat number of Full Time Equivalents (FTEs) resulting in a total staffing level at 18.61 FTE in Springfield which increased by 0.80 as summarized below:

Regular Salaries and Overtime - \$1,769,254 an increase of \$123,740 or 7.5%

Salaries are based upon the negotiated management/labor contracts as approved by the Springfield City Council, and staffing levels.

Employee Benefits - \$516,394 an increase of \$47,507 or 9.2%

The employee benefits consist mainly of PERS/OPSRP retirement system costs, FICA and Medicare contributions.

Health Insurance - \$353,456, a decrease of \$9,896 or 0.2%

The small increase is based on group claims experience and cost projections. Costs are calculated based on the number of employees.

Materials and Services

The Materials and Services budget total is \$2,999,293 in FY 24-25, representing an increase of \$226,168 or 8.2% above the adopted FY 23-24 budget. The notable changes are summarized below:

Billing & Collection Expense - \$927,000, an increase of \$27,000 or 3.0%

The \$27,000 increase includes contracted billing services for Eugene and Springfield utility billing services combined, as funded through the Springfield portion of the regional budget. The increase reflects growth in customer transactions and billing service contracts.

Property & Liability Insurance - \$540,000, an increase of \$90,000 or 20.0%

The \$90,000 increase reflects insurance on newly constructed infrastructure and maintaining incremental increases on existing assets for property insurance coverage. Including services provided by the MWMC Agent of Record for property/liability coverage.

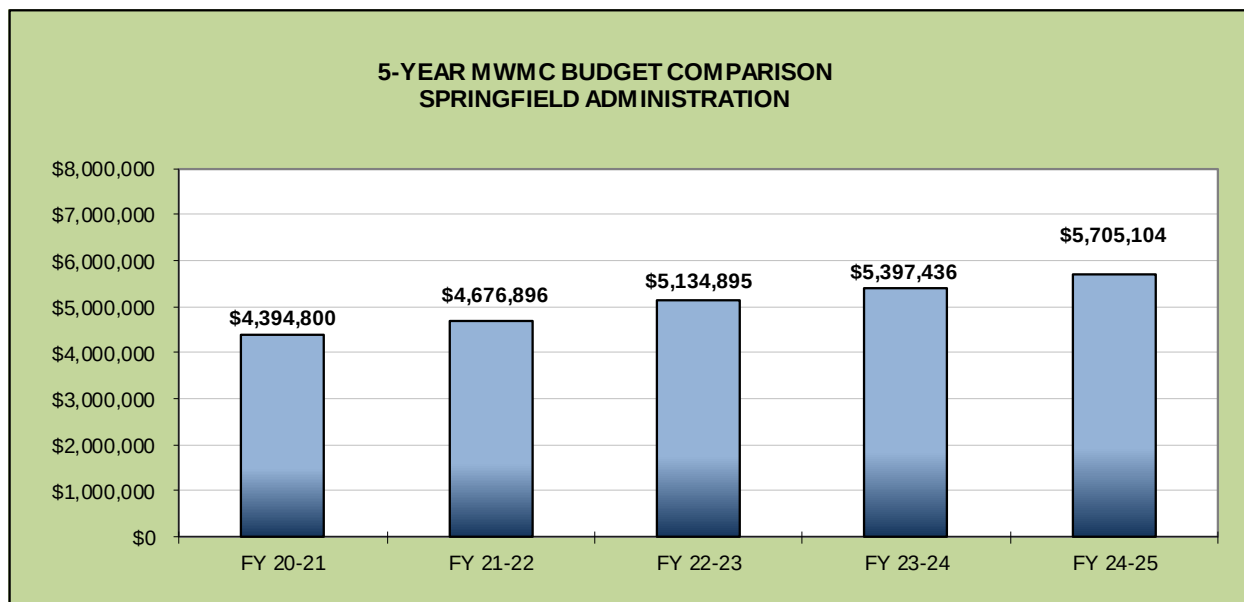
Internal & Indirect Charges Combined - \$665,908, a decrease of \$18,052 or 7.4%

The \$18,052 decrease is based on changes in overhead costs as programmed in the FY 24-25 budget, when compared FY 23-24. Internal charges are determined by the City of Springfield, and indirect costs are based on a methodology approved by the federal government, which is outlined in the MWMC Intergovernmental Agreement.

EXHIBIT 8

SPRINGFIELD ADMINISTRATION PROGRAM
PROPOSED FY 24-25
BUDGET SUMMARY

	ACTUALS FY 22-23	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25	CHANGE * INCR/(DECR)	
Personnel Services	\$2,278,315	\$2,542,751	\$2,542,751	\$2,705,811	\$163,060	6.4%
Materials & Services	2,309,230	2,773,197	3,017,354	2,999,293	226,096	8.2%
Capital Outlay	0	0	85,000	0	0	0.0%
Budget Summary	\$4,587,545	\$5,315,948	\$5,645,105	\$5,705,104	\$389,157	7.3%



Note: * Change column compares the adopted FY 24-25 Budget to the adopted FY 23-24 Budget.

EXHIBIT 9

SPRINGFIELD ADMINISTRATION
LINE ITEM BUDGET SUMMARY

	ACTUALS FY 22-23	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25	CHANGE INCR/(DECR)	
<u>PERSONNEL SERVICES</u>						
Regular Salaries	\$1,463,144	\$1,639,623	\$1,639,623	\$1,763,228	\$123,605	7.5%
Overtime	0	5,891	5,891	6,026	135	2.3%
Employee Benefits	509,985	533,885	533,885	583,101	49,216	9.2%
Health Insurance	305,186	363,352	363,352	353,456	(9,896)	-2.7%
Total Personnel Services	\$2,278,315	\$2,542,751	\$2,542,751	\$2,705,811	\$163,060	6.4%
FTE	16.56	17.81	17.81	18.61	0.80	4.5%
<u>MATERIALS & SERVICES</u>						
Billing & Collection Expense	\$821,832	\$900,000	\$900,000	\$927,000	\$27,000	3.0%
Property & Liability Insurance	418,993	450,000	450,000	540,000	90,000	20.0%
Contractual Services	52,010	206,373	206,373	281,373	75,000	36.3%
Attorney Fees and Legal Expense	48,959	184,522	184,522	184,522	0	0.0%
WPCF/NPDES Permits	184,711	185,000	185,000	190,550	5,550	3.0%
Materials & Program Expense	95,664	96,890	341,047	142,725	45,835	47.3%
Computer Software & Licenses	11,413	16,382	16,382	16,532	150	0.9%
Employee Development	6,438	24,616	24,616	25,193	577	2.3%
Travel & Meeting Expense	14,034	25,454	25,454	25,490	36	0.1%
Internal Charges	279,456	281,292	281,292	254,045	(27,247)	-9.7%
Indirect Costs	375,720	402,668	402,668	411,863	9,195	2.3%
Total Materials & Services	\$2,309,230	\$2,773,197	\$3,017,354	\$2,999,293	\$226,096	8.2%
<u>CAPITAL OUTLAY</u>						
Total Capital Outlay	\$0	\$0	\$85,000	\$0	\$0	0.0%
TOTAL	\$4,587,545	\$5,315,948	\$5,645,105	\$5,705,104	\$389,156	7.3%

**CITY OF EUGENE
REGIONAL WASTEWATER PROGRAM RESPONSIBILITIES**

The Wastewater Division for the City of Eugene manages all regional wastewater pollution control facilities serving the areas inside the Eugene and Springfield Urban Growth Boundaries under the Intergovernmental Agreement for the Metropolitan Wastewater Management Commission (MWMC). These regional facilities include the Eugene/Springfield Regional Water Pollution Control Facility (WPCF), the Biosolids Management Facility, the Beneficial Reuse Site, the Biocycle Farm site, and regional wastewater pumping stations and transmission sewers.

Program Responsibilities

- Facility Operations
- Facility Maintenance
- Biosolids Management
- Environmental Services
- Management Information Services
- Administration and Management

In support of the water pollution control program, the division provides technical services for wastewater treatment, management of equipment replacement and infrastructure rehabilitation, biosolids land application, regional laboratory services, resource recovery operations, and an industrial source control and pretreatment program in collaboration with environmental services staff at City of Springfield.

REGIONAL WASTEWATER TREATMENT - FACILITY OPERATIONS

The Wastewater Division operates the WPCF to treat residential, commercial, and industrial wastes to achieve an effluent quality that protects the beneficial uses of the Willamette River. The Operations section optimizes wastewater treatment processes to ensure effluent quality requirements are met in an efficient and cost effective manner. In addition, the Operations section provides continuous monitoring of the alarm functions for all plant processes, regional and local pump stations, the Biosolids Management Facility (BMF), and the Beneficial Reuse Site (BRS).

REGIONAL WASTEWATER TREATMENT - FACILITY MAINTENANCE

The mechanical, electrical, and facilities maintenance sections of the Wastewater Division are responsible for preservation of the multi-million-dollar investment in the equipment and infrastructure of the WPCF, regional pump stations, pressure sewers, as well as the BMF, BRS, and Biocycle Farm. These sections provide a preventative maintenance program to maximize equipment life and reliability; a corrective maintenance program to repair unanticipated failures; and a facility maintenance program to maintain the buildings, treatment structures, and grounds.

BIOSOLIDS AND RECYCLED WATER MANAGEMENT

The Residuals Management section of the Wastewater Division operates the BMF and Biocycle Farm to process and land apply biological solids (biosolids) produced as a result of the activated sludge treatment of wastewater. After further processing the biosolids from the WPCF, the dried material is applied to approved agricultural land. Biosolids are also applied on poplar trees at the Biocycle Farm as a beneficial nutrient and soil conditioner. In addition, this section utilizes recycled water for the processing of biosolids and for irrigation. This section also operates the BRS, which formerly served to treat wastewater from food processing operations.

ENVIRONMENTAL SERVICES

Environmental Services is comprised of Industrial Source Control (Pretreatment), Analytical Services, and Sampling Team.

Industrial Source Control (ISC) - The pretreatment program is a regional activity implemented jointly by the cities of Eugene and Springfield. The ISC group of the Wastewater Division is charged with administering the pretreatment program for the regulation and oversight of commercial and industrial wastewaters discharged to the wastewater collection system by fixed-site industries in Eugene and by mobile waste haulers in the Eugene and Springfield areas. This group is also responsible for ensuring that these wastes do not damage the collection system, interfere with wastewater treatment processes, result in the pass-through of harmful pollutants to treated effluent or biosolids, or threaten worker health or safety.

This responsibility is fulfilled through the use of a permit and discharge authorization system for industrial and commercial users of the wastewater collection system. This permit system, common to both Eugene and Springfield, implements necessary prohibitions and limitations on waste characteristics and establishes inspection, monitoring, and reporting requirements for documenting waste quality and quantity controls. The staff is also responsible for locating new industrial and commercial discharges in Eugene and evaluating the impact of their discharges on the WPCF. The section also has responsibilities related to environmental spill response activities.

Analytical Services - The Analytical Services group provides analytical laboratory work in support of wastewater treatment, residuals management, industrial source control, stormwater monitoring, and special project activities of the Wastewater Division. The laboratory's services include sample handling and analyses of influent sewage, treated wastewater, biosolids, industrial wastes, stormwater, surface water, and groundwater. Information from the laboratory is used to evaluate the performance of the treatment process, make treatment process control decisions, document compliance with regulatory requirements, demonstrate environmental protection, and ensure worker health and safety.

Sampling Team - The Sampling Team is responsible for sampling and field monitoring activities related to regional wastewater program functions. These include the Eugene pretreatment program, wastewater treatment process control, effluent and ambient water quality, groundwater quality, facultative sludge lagoons, biosolids, application site soils, stormwater samples, and natural gas quality samples.

MANAGEMENT INFORMATION SERVICES (MIS)

The MIS section provides services for electronic data gathering, analysis, and reporting in compliance with regulatory requirements and management functions. This section also maintains the network communication linkages with the City of Eugene and supplies technical expertise and assistance in the selection, operation, and modification of computer systems (hardware and software) within the division.

ADMINISTRATIVE AND MANAGEMENT SERVICES

Administrative Services provides management, administrative, and office support to the Wastewater Division. This support includes the general planning, directing, and managing of the activities of the division; development and coordination of the budget; administration of personnel records; and processing of payroll, accounts payable, and accounts receivable. This section also provides tracking and monitoring of all assets for the regional wastewater treatment facilities and support for reception, customer service, and other administrative needs. The administrative services include oversight and coordination of the division's Environmental Management System (EMS), safety, and training programs, and an inventory/storeroom section that purchases and stocks parts and supplies and assists with professional services contracting. The administrative services section also collaborates and coordinates with partner agencies on the local and regional billing and rate activities.

PROGRAMS AND SIGNIFICANT SERVICE/EXPENDITURE CHANGES

In FY 24-25, Eugene staff will support the following major regional initiatives in addition to ongoing operations and maintenance activities.

- Manage the Operations & Maintenance (O&M) responsibilities of the NPDES wastewater discharge permit for the treatment of wastewater and the Lane Regional Air Protection Agency (LRAPA) air emissions permit for the regional wastewater treatment plant.
- Manage the O&M responsibilities of the Renewable Natural Gas (RNG) facility to maximize production of renewable fuel and the associated renewable fuel standard credits.
- Provide technical input and O&M assessments related to proposed/newly adopted environmental regulations, renewable energy objectives, and operational resiliency. This includes impact evaluations of the regulatory actions upon operational responsibilities such as the federal sanitary sewer overflows (SSO), blending policy development, Willamette River TMDLs implementation, and any newly adopted state water quality standards.
- Complete scheduled major rehabilitation, equipment replacement, and other capital projects in an efficient and timely manner.
- Work cooperatively on CIP elements and effectively integrate capital project work with ongoing O&M activities with an emphasis on maintaining an effective CIP management and coordination program with Springfield staff.
- Manage the O&M aspects of the BMF and the Biocycle Farm, continuing biosolids land application practices and poplar tree management.

SIGNIFICANT CHANGES IN THE O&M BUDGET FOR FY 24-25

The FY 24-25 budget for Operations and Maintenance of the regional wastewater treatment facilities (i.e., personnel, materials and services, and capital outlay) totals \$19,611,600. The amount represents a grand-total increase of \$1,015,000 or 5.5% from the FY 23-24 operating budget.

Important to note that for FY 24-25, the largest line-item change to planned expenses is for Capital Outlay (new) operating items, which totals \$1,105,000 or a \$725,000 increase (90.8%) over the prior budget year. By excluding capital outlay from the planned operating expenses for FY 24-25, the increase for only Personnel and Materials & Services is \$290,000 or 1.6% over FY 23-24.

In the Materials & Services section of the Line Item Budget Summary for Eugene O&M, significant adjustments are shown for itemized expenses due to the inclusion of a new line item for Administrative Charges-EWEB. Historically, the administrative charges for EWEB had been included as a distribution across the M&S line-item expenses, such as Contractual Services, Materials and Program Expense, Computer Equipment and Supplies, etc. This adjustment shows the actual and budgeted expenses more clearly. For FY 24-25 and going forward, by including the line item for Administrative Charges-EWEB, there will be greater transparency upon reviewing all of the planned line-item expenses in the O&M budget and for comparison of budget-to-actual expenses in prior fiscal years.

Aside from the M&S adjustments due to the inclusion of a line item for Administrative Charges-EWEB, the significant changes in the O&M budget for FY 24-25 are described below in detail.

Personnel Services

Personnel Services totaling \$11,343,336 for FY 24-25 represents no change from the amount budgeted for FY 23-24. The City of Eugene prepares two-year budgets (i.e., two fiscal years as one biennium), whereas the MWMC prepares single fiscal-year budgets, so the Eugene O&M portion of the FY 24-25 MWMC budget represents the second half of Eugene's 2023-2025 fiscal biennium.

The personnel expenses in the City of Eugene budget were adopted for two fiscal years, including expenses for the addition of 4.5 Full-Time Equivalent (FTE) positions over the course of two years. The Eugene O&M portion of the FY 23-24 MWMC budget included the first year (one half) of the personnel expenses and inclusion of 2.32 FTE, and the FY 24-25 budget includes the second half of the personnel expenses and inclusion of 2.18 FTE. Therefore, the 8.4% increase for personnel expenses documented in the FY 23-24 MWMC budget for Eugene O&M represented the increase for two fiscal years with the addition of 4.5 FTE.

The change in Full-Time Equivalent (FTE) positions increased from 79.36 to 81.68 FTE in the FY 23-24 budget year and will increase again from 81.68 to 83.86 FTE in the FY 24-25 budget year. Adjustments to Eugene O&M staffing occurred in FY 23-24 and are planned for FY 24-25, which are summarized and described as follows:

The 2.32 FTE positions added in the FY 23-24 budget year for Eugene O&M included:

1.0 FTE – Systems Electrician 1

Addition of one electrician was in response to the additional workload caused by capital improvements at MWMC facilities and increased maintenance needs for aging infrastructure.

1.0 FTE – WW Operator 1

Adding one operator was needed due to the added workload from the Renewable Natural Gas (RNG) facility and the increased staff time needed for process control and facility optimization resulting from the capital improvements and process changes.

0.32 FTE – Laboratory Specialist

The laboratory Specialist position was staffed at 0.5 FTE and needed to be increased to 0.82 FTE due to added workload resulting from the new NPDES permit requirements.

The 2.18 FTE positions planned for FY 24-25 budget year will include:

0.85 FTE – Emergency Preparedness and Safety Manager (MA, Sr)

This position was filled by existing staff in 2023 as a term-limited career development opportunity, and recruitment for the full-time regular position was postponed until 2024. Senior Management Analyst position is needed to fully implement the safety programs at MWMC facilities, including services related to health and safety in an industrial setting, emergency preparedness, and disaster response and recovery.

0.50 FTE – Application Systems Analyst 2

Addition of an Application Systems Analyst position is due to greater need for more support specific to software and applications, database maintenance and debugging, cybersecurity, and systems development. New utility billing software is also currently in development and used by Eugene Public Works to load user accounts and billing data into the EWEB billing system, which includes MWMC/regional wastewater user-fee charges. ASAs from the Wastewater Division are collaborating on portions of the software development and will then provide system support once the new software goes live in 2025.

0.65 FTE – Regulatory and Data Analyst (MA, Sr.)

Professional services are contracted throughout the year to provide NPDES related reporting, LRAPA reporting, RNG reporting, stormwater monitoring and reporting on MWMC facilities, and the annual groundwater monitoring report for the BMF. Additional staffing of 0.65 FTE for Senior Management Analyst (Regulatory and Data Analyst) will replace the need for contracted services to provide the required reporting for compliance with local, state, and federal requirements.

0.18 FTE – Heavy Equipment and CDL Training Instructor

Eugene Public Works has distributed the personnel expense for 1.0 FTE across the department for a Heavy Equipment and Commercial Driver License (CDL) Trainer position. The distributed cost share is 0.18 FTE, as much of the heavy equipment is used at MWMC facilities (i.e., dump trucks, semi tractor-trailers, cranes, etc.).

Materials and Services

The Materials and Services budget totaling \$7,163,264 represents an FY 24-25 increase of \$290,000 or 4.2%. Aside from the adjustments due to inclusion of the line item for Administrative Charges-EWEB, other significant changes for M&S are planned as follows:

Utilities – \$1,450,000, a net increase of \$28,000 or 2.0%

An increase in planned utility expenditure is needed, anticipating more uptime from the RNG facility and considering utility rate increases for large general service customers in FY 24-25.

Fleet Operating Charges – \$593,000, a net increase of \$38,895 or 7.0%

The internal rates and charges from Public Works Fleet Services are budgeted to increase due to economic factors for fuel, automotive electronics, parts and equipment.

Chemicals – \$885,000, a net increase of \$84,500 or 10.6%

The costs for hypochlorite, sodium bisulfite, and polymer (both dry and liquid) have increased due to economic factors. Unit prices are established through regional competitive price agreements, and resupply orders are placed depending on the timing of treatment process and O&M activity. Planned expenditure for the H2S filter media specific to the Renewable Natural Gas (RNG) facility is also budgeted within the chemicals line item.

Parts & Components – \$635,000, a net increase of \$217,000 or 51.9%

Capital improvements have increased the type and quantity of parts and components needed for O&M in addition to the increase in unit costs for parts and components due to economic factors.

Indirect Charges – \$1,225,000, a net decrease of \$75,000 or -5.8%

This line item has been budgeted high for several years and will be decreased for FY 24-25 to better align budget to actual expenses.

Capital Outlay - Budget

The FY 24-25 Capital Program budget includes \$1,105,000 for the Capital Outlay items listed below:

Capital Outlay	
Project Description	FY 24-25 Proposed Budget
Fire Alarm System Upgrade, Design Engineering, Plant and BMF	\$250,000
Seismic Upgrades – Phase 1	200,000
Facilities O&M Manuals/Training Software	200,000
Hot Water Loop Optimization, Plant	200,000
Ops-Admin Furniture, Computers and Media Equipment, Phase 1	120,000
RNG Instrumentation Upgrade	85,000
pH and Conductivity Probes, Regional Pump Stations	50,000
Total	\$1,105,000

Fire Alarm System Upgrade – Replacement of in-house assembled alarm systems in the outlying buildings at the treatment plant with an industry-standard package system.

Seismic Upgrades, Phase 1 – Engineering design for the initial seismic improvements to buildings identified in the Resiliency Planning Project (P80096).

Facilities O&M Manuals/Training Software – O&M software integration would enable more comprehensive training for new operators and provide on-demand information to operate and maintain the facility.

Hot Water Loop Optimization – Optimization of the digester heating loop at the plant to improve efficiency and evaluate compliance with DEQ redundancy requirements.

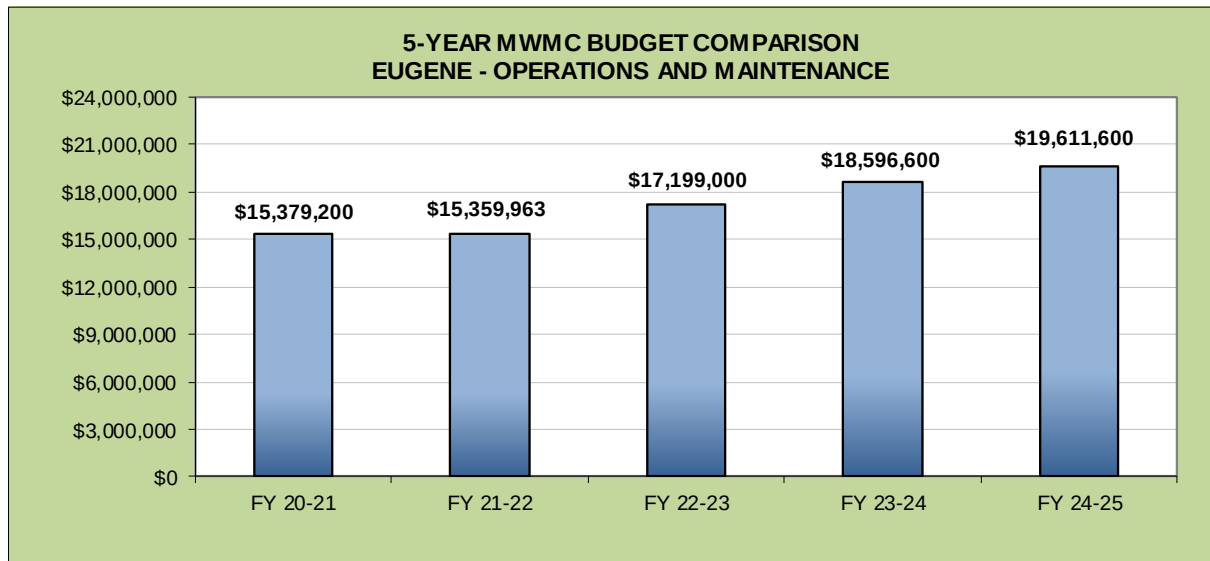
Ops-Admin Furniture, Computers and Media Equipment – Furnishings and media equipment for the larger building space and additional conference rooms once the Ops-Admin Building Project (P80104) is completed.

RNG Instrumentation Upgrade – Instrumentation is required to comply with new EPA Renewable Fuel Standard Set Rule.

pH and Conductivity Probes – Additional instrumentation to expand collection system monitoring.

EXHIBIT 10EUGENE - OPERATIONS AND MAINTENANCE PROGRAM
PROPOSED FY 24-25
BUDGET SUMMARY

	ACTUALS FY 22-23	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25	CHANGE * INCR/(DECR)	
Personnel Services	\$10,058,646	\$11,343,336	\$11,343,336	\$11,343,336	\$0	0.0%
Materials & Services	6,921,210	6,873,264	6,873,264	7,163,264	290,000	4.2%
Capital Outlay	96,930	380,000	380,000	1,105,000	725,000	N/A
Budget Summary	\$17,076,786	\$18,596,600	\$18,596,600	\$19,611,600	\$1,015,000	5.5%



NOTE: Does not include Major Rehabilitation or Equipment Replacement

EXHIBIT 11

EUGENE - OPERATIONS & MAINTENANCE
LINE ITEM BUDGET SUMMARY

	ACTUAL FY 22-23	ADOPTED BUDGET FY 23-24	AMENDED BUDGET FY 23-24	PROPOSED BUDGET FY 24-25	CHANGE INCR/(DECR)	
<u>PERSONNEL SERVICES</u>						
Regular Salaries	\$5,956,034	\$6,457,996	\$6,457,996	\$6,437,646	(\$20,350)	-0.3%
Overtime	78,277	57,650	57,650	78,000	20,350	35.3%
Employee Benefits	2,553,016	2,858,032	2,858,032	2,858,032	-	0.0%
Paid Family Med Leave Insurance	0	32,288	32,288	32,288	-	0.0%
Workers' Comp/Unemploy Ins	122,808	130,292	130,292	130,292	-	0.0%
Health Insurance	\$1,348,511	\$1,807,078	\$1,807,078	\$1,807,078	-	0.0%
Total Personnel Services	\$10,058,646	\$11,343,336	\$11,343,336	\$11,343,336	\$0	0.0%
FTE	79.36	81.68	81.68	83.86	2.18	2.7%
<u>MATERIALS & SERVICES</u>						
Utilities	\$1,378,962	\$1,422,000	\$1,422,000	\$1,450,000	\$28,000	2.0%
Fleet Operating Charges	592,395	554,141	554,141	593,000	38,859	7.0%
Maintenance-Equip & Facilities	227,162	237,789	237,789	236,264	(1,525)	-0.6%
Contractual Services	408,521	747,400	443,102	410,000	(337,400)	-45.1%
Materials & Program Expense	532,079	752,231	551,977	532,000	(220,231)	-29.3%
Administrative Charges - EWEB	680,002	0	659,900	730,000	730,000	0.0%
Chemicals	882,785	800,500	800,500	885,000	84,500	10.6%
Parts & Components	635,351	418,000	418,000	635,000	217,000	51.9%
Risk Insurance - Employee Liability	61,869	71,203	71,203	63,000	(8,203)	-11.5%
Computer Equip, Supplies, Maint	402,556	570,000	414,652	404,000	(166,000)	-29.1%
Indirects	1,119,528	1,300,000	1,300,000	1,225,000	(75,000)	-5.8%
Total Materials & Services	\$6,921,210	\$6,873,264	\$6,873,264	\$7,163,264	\$290,000	4.2%
<u>CAPITAL OUTLAY</u>						
Capital Outlay - Other	\$96,930	\$380,000	\$380,000	\$1,105,000	\$725,000	90.8%
Total Capital Outlay	\$96,930	\$380,000	\$380,000	\$1,105,000	\$725,000	90.8%
TOTAL	\$17,076,786	\$18,596,600	\$18,596,600	\$19,611,600	\$1,015,000	5.5%

CAPITAL PROGRAM

**REGIONAL WASTEWATER PROGRAM
CAPITAL PROGRAMS****Overview**

The Regional Wastewater Program (RWP) includes two components: the Capital Improvement Program (CIP) and the Asset Management Capital Program (AMCP). The FY 24-25 CIP Budget, the FY 24-25 AMCP Budget, and the associated 5-Year Capital Plan are based on the following: 2004 MWMC Facilities Plan (2004 FP), 2014 Partial Facilities Plan Update, Resiliency Planning Study (Disaster Mitigation & Recovery Plan – March 2020), and recent 2023 infrastructure evaluation. The 2004 FP was approved by the MWMC, the governing bodies of the City of Eugene, the City of Springfield, Lane County, and the Oregon Department of Environmental Quality (DEQ). The 2004 FP and its 20-year capital project list was the result of a comprehensive evaluation of the regional wastewater treatment facilities serving the Eugene-Springfield metropolitan area. The DEQ renewed the MWMC NPDES permit #102486 that became effective on November 1, 2022.

The 2004 FP built on previous targeted studies, including the 1997 Master Plan, 1997 Biosolids Management Plan, 2001 Wet Weather Flow Management Plan (WWFMP), and the 2003 Management Plan for a dedicated biosolids land application site. The 2004 FP was intended to meet changing regulatory and wet weather flow requirements and to serve the community's wastewater capacity and treatment needs through 2025. Accordingly, the 2004 FP established the CIP project list to provide necessary facility enhancements and expansions over the planning period. The CIP is administered by the City of Springfield for the MWMC. The AMCP implements the projects and activities necessary to maintain functionality, lifespan, and effectiveness of the MWMC facility assets on an ongoing basis. The AMCP is administered by the City of Eugene for the MWMC and consists of three sub-categories:

- Equipment Replacement Program
- Major Rehabilitation Program
- Major Capital Outlay

The MWMC has established these capital programs to achieve the following RWP objectives:

- Compliance with applicable local, state, and federal laws and regulations
- Protection of the health and safety of people and property from exposure to hazardous conditions such as untreated or inadequately treated wastewater
- Provision of adequate capacity to facilitate community growth in the Eugene-Springfield metropolitan area consistent with adopted land use plans
- Construction, operation, and management of MWMC facilities in a manner that is as cost-effective, efficient, and affordable to the community in the short and long term
- Mitigation of potential negative impacts of the MWMC facilities on adjacent uses and surrounding neighborhoods (ensuring that the MWMC facilities are “good neighbors” as judged by the community)

Capital Program Funding and Financial Planning Methods and Policies

This annual budget document presents the FY 24-25 CIP Budget, the FY 24-25 AMCP Budget, and 5-Year Capital Plan which includes the CIP and AMCP Capital Plan. The MWMC CIP financial planning and funding methods are in accordance with the financial management policies put forth in the MWMC 2019 Financial Plan.

Each of the two RWP capital programs relies on funding mechanisms to achieve the objectives described above. The CIP is funded primarily through Capital Reserves, which may include proceeds from revenue bond sales, financing through the State of Oregon DEQ Clean Water State Revolving Fund loan program, System Development Charges, and transfers from the Operating Fund to Capital Reserves.

The RWP's operating fund is maintained to pay for operations, administration, debt service, equipment replacement contributions and capital contributions associated with the RWP. The operating fund derives most of its revenue from regional wastewater user fees that are collected by the City of Eugene and City of Springfield from their respective customers. In accordance with the MWMC Financial Plan, funds remaining in excess of budgeted operational expenditures can be transferred from the Operating Fund to the Capital Reserve fund. The Capital Reserve accumulates revenue to fund capital projects, including major rehabilitation, to reduce the amount of borrowing necessary to finance capital projects. In addition, the CIP is funded with System Development Charges for the projects that qualify.

The AMCP consists of three programs managed by the City of Eugene and funded through regional wastewater user fees. The *Equipment Replacement Program*, which funds replacement of equipment valued at or over \$10,000 with a life expectancy greater than one year; the *Major Rehabilitation Program*, which funds rehabilitation of the MWMC infrastructure such as roof replacements, structure coatings, etc.; and the *Major Capital Outlay Program* for the initial purchase of major equipment that will be placed on the equipment replacement list, or a one-time large capital expense. Some projects are created with a CIP project sheet due to the nature and complexity of the project. The MWMC assets are tracked throughout their lifecycle using asset management tracking software. Based on this information, the three AMCP program annual budgets are established and projected for the 5-Year Capital Plan.

For planning purposes, MWMC considers market changes that drive capital project expenditures. Specifically, the MWMC capital plan reflects projected price changes over time that affect cost of materials, supply chain impacts, and services. Accordingly, the 2004 FP projections were based on the 20-city average *Engineering News Record Construction Cost Index* (ENRCCI). In addition, City of Springfield staff and MWMC design consultants monitor construction trends in Oregon and supply chain issues.

Regional Wastewater Capital Program Status and Budget**CIP Project Status and Budget**

The FY 24-25 CIP Budget is comprised of the individual budgets for each of the active (carryover) or starting (new) projects in the first year of the 5-Year Capital Plan. The total of these FY 24-25 project budgets is \$69,120,000. Each capital project represented in the FY 24-25 Budget is described in detail in a CIP project sheet that can be found at the end of this document. Each project sheet provides a description of the project, the project's purpose/driver (the reason for the project), the funding schedule for the project, and the project's expected final cost and cash flow information. For those projects that are in progress, a short status report is included on the project sheet. In 2019, the MWMC Resiliency Planning consultant study focused on seismic (Cascadia magnitude 9.0 earthquake) and major flooding event(s) and recommended some infrastructure multi-year improvements for consideration during the CIP Budgeting process.

Completed Capital Projects

The following capital projects were completed in FY 23-24:

- Poplar Harvest Management Services - P80083

Carryover Capital Projects

All or a portion of remaining funding for active capital projects are carried forward to the MWMC FY 24-25 budget. The on-going carryover projects are:

- Administration Building Improvements - P80104
- Electrical Switchgear & Transformer Replacement - P80115
- Water Quality Trading Program - P80112
- Class A Disinfection Facilities - P80098
- Aeration Basin Upgrades (2023-2026) - P80113
- Glenwood Pump Station Upgrade - P80064
- Comprehensive Facility Plan Update - P80101
- WPCF Stormwater Infrastructure - P80111
- Resiliency Follow-Up - P80109
- Recycled Water Demonstration Projects - P80099

Overall, the budgeting for these projects follows, and is consistent with, the estimated cost of the listed capital projects and new information gathered during the MWMC design development process.

New Projects for FY 24-25

- Waste Activated Sludge Thickening - P80078
- Repair Clarifiers & Final Treatment - P80118
- Facility Plan Engineering Services - P80110

FY 24-25 Capital Budget Summary (Exhibit 12)

Exhibit 12 displays the adjusted budget and end-of-year expenditure estimates for FY 23-24, the amount of funding projected to be carried over to FY 24-25 and additional funding for existing and/or new projects in FY 24-25.

EXHIBIT 12**Summary of FY 24-25 MWMC Construction Program Capital Budget**

	FY 23-24 ADJUSTED BUDGET	FY 23-24 ESTIMATED ACTUALS	FY 23-24 CARRYOVER TO FY 24-25	NEW FUNDING FOR FY 24-25	TOTAL FY 24-25 BUDGET
Project to be Completed in FY 23-24					
Poplar Harvest Management Services	258,891	258,800	0	0	0
Projects to be Carried Over to FY 24-25					
Administration Building Improvements	18,454,853	4,254,853	14,200,000	8,000,000	22,200,000
Electrical Switchgear & Transformer Replacement	19,882,462	3,282,462	16,600,000	0	16,600,000
Water Quality Trading Program	12,239,974	769,974	11,470,000	0	11,470,000
Class A Disinfection Facilities	6,825,572	225,572	6,600,000	1,500,000	8,100,000
Aeration System Upgrades (2023 to 2026)	4,195,765	1,595,765	2,600,000	600,000	3,200,000
Glenwood Pump Station Upgrade	1,898,846	198,846	1,700,000	0	1,700,000
Comprehensive Facilities Plan Update	3,215,206	1,765,206	1,450,000	0	1,450,000
WPCF Stormwater Infrastructure	400,000	80,000	320,000	200,000	520,000
Resiliency Follow-Up	1,289,367	230,000	300,000	0	300,000
Recycled Water Demonstration Projects	334,621	34,621	80,000	0	80,000
New Projects in FY 24-25					
Waste Activated Sludge Thickening	0	0	0	1,500,000	1,500,000
Repair Clarifiers & Final Treatment	0	0	0	1,500,000	1,500,000
Facility Plan Engineering Services	0	0	0	500,000	500,000
TOTAL Capital Projects	\$68,995,557	\$12,696,099	\$55,320,000	\$13,800,000	\$69,120,000

FY 24-25 Asset Management Capital Program and Budget

The AMCP consists of the following three programs:

- Equipment Replacement
- Major Rehabilitation
- Major Capital Outlay

The FY 24-25 budget of each program is described below.

Equipment Replacement Program - Budget

The FY 24-25 Capital Programs budget includes \$1,415,000 in Equipment Replacement purchases that are identified on the table below.

Equipment Replacement	
Project Description	FY 24-25 Proposed Budget
Gravity Belt Thickener (x2)	\$400,000
Bar Screen (x2), Pretreatment	300,000
Actuator, Gate (x11), Pretreatment	110,000
Grit Channel Drive Chain (x1), Pretreatment	100,000
Polymer Feeder, Dewatering Facility, BMF	90,000
Hypochlorite Tank #3 Rebuild, Final	80,000
Hypochlorite (SHC) Metering Pump, Final (x4)	80,000
Bisulfite (SBS) Metering Pump, Final (x3)	60,000
Gate, Slide (x6), Pretreatment	60,000
Gearbox, Helical Gear Reducer (x4), Pretreatment	60,000
Drive, Variable Frequency (x2), Digester	30,000
Truck, Micro, Facilities	25,000
Air Compressor, Pretreatment	20,000
Total	\$1,415,000

Gravity Belt Thickener (x2) – Scheduled major rebuild of both GBT units, including all wear parts.

Bar Screen (x2), Pretreatment – Major rebuild of main components due to increased corrective maintenance.

Actuator, Gate (x11), Pretreatment – Need to replace due to obsolete replacement parts.

Grit Channel Drive Chain (x1), Pretreatment – Scheduled major rebuild, and will be using plastic components to increase longevity in a corrosive environment.

Polymer Feeder, Dewatering Facility, BMF – Rebuild key components rather than a complete replacement.

Hypochlorite Tank #3 Rebuild – Rebuild the failed bottom and inner lining of the storage tank.

Hypochlorite (SHC) Metering Pump, Final (x4) – Connections between mechanical and electrical components need replacement to ensure permit compliance.

Bisulfite (SBS) Metering Pump, Final (x3) – Connections between mechanical and electrical components need replacement to ensure permit compliance.

Gate, Slide (x6), Pretreatment – Original 1980s gates are corroded, failing, not sealing properly, and need to be replaced.

Gearbox, Helical Gear Reducer (x4), Pretreatment – Original 1980s gearboxes for the slide gates are beyond repair and need to be replaced.

Drive, Variable Frequency (x2), Digester – These are older series models used for digested sludge pumps and parts are difficult to acquire.

Truck, Micro, Facilities – This truck has become unsafe and parts are no longer available for repairs.

Air Compressor, Pretreatment – As the backup source of compressed air to the west side of the plant, this compressor is not reliable and greater capacity is needed.

Major Rehabilitation Program - Budget

The FY 24-25 Capital Programs budget includes \$1,820,000 for Major Rehabilitation projects that are identified on the table below.

Major Rehabilitation	
Project Description	FY 24-25 Proposed Budget
Asphalt Rehabilitation, Plant and BMF	\$1,300,000
Dewatering Facility, Roof Replacement, BMF	175,000
Hypochlorite Delivery System Rebuild, Phase 2	110,000
Groundwater Monitoring Wells, Biocycle Farm and BRS	100,000
Roof Replacement, Control Building, BRS	75,000
Interior Remodeling, MWMC Project Trailer, Plant	30,000
Operations/Maintenance Building Improvements	30,000
Total	\$1,820,000

Asphalt Rehabilitation, Plant and BMF – Implementation of the condition assessment recommendations to repair the Air-Drying Beds (ADB) at the Biosolids Management Facility (BMF), as well as roadways and parking lots at the main plant, BMF, and regional pump stations.

Dewatering Facility, Roof Replacement – Condition assessment by staff and contractor have determined the need to reapply liquid waterproofing product.

Hypochlorite Delivery System Rebuild – Existing hypochlorite piping is damaged, creating operational and safety concerns. This will simplify piping manifolds, upsize piping to match pump manufacturer recommendations, and repair drain piping.

Groundwater Monitoring Wells – Evaluation and maintenance of the groundwater monitoring well networks at the Biocycle Farm and BRS to support groundwater protection programs.

Roof Replacement, Control Building, BRS – Condition assessment by staff and contractor is recommending installation of a new roofing assembly over the existing roof.

Interior Remodeling, MWMC Project Trailer – The office spaces and amenities in the project trailer need to be upgraded or replaced.

Operations/Maintenance Building Improvements – Allocation for small-scale facility improvements.

Major Capital Outlay

The FY 24-25 Capital Program budget includes \$900,000 for the Major Capital items listed below.

Major Capital	
Project Description	FY 24-25 Proposed Budget
Waste Gas Burner, RNG Facility	\$ 550,000
Comprehensive Security Upgrade, Design Engineering	350,000
Total	\$ 900,000

Waste Gas Burner, RNG Facility – Originally eliminated during value engineering, a flare dedicated to burning waste gas from the Renewable Natural Gas process will increase uptime of the facility.

Comprehensive Security Upgrade, Design Engineering – This project will focus on conducting a comprehensive security assessment of the main plant, Biosolids Management Facility, Poplar Farm, Beneficial Reuse Site, and regional pump stations, and the design for recommended improvements.

Asset Management Capital Budget Summary

The following table summarizes the FY 24-25 Asset Management Capital Program Budget by project type showing a total AMCP budget of \$4,135,000.

Asset Management Capital Project Budget	
Project Description	FY 24-25 Proposed Budget
Equipment Replacement	\$1,415,000
Major Rehabilitation	1,820,000
Major Capital	900,000
Total	\$4,135,000

FY 25-26 Asset Management Capital Program Status and Budget

The AMCP consists of the following programs:

- Equipment Replacement
- Major Rehabilitation
- Major Capital Outlay

The FY 25-26 budget and status of each program is described below.

Equipment Replacement Program – Budget Forecast

The FY 25-26 Capital Programs budget includes \$2,375,000 in Equipment Replacement purchases that are identified in the table below.

Equipment Replacement	
Project Description	FY 25-26 Planned Budget
Screw Pumps, Pretreatment (x4)	\$1,000,000
Motor Control Centers, Screw Pumps, Pretreatment (x4)	500,000
Tractor Loader, Integrated Tool Carrier, BMF	400,000
Hypochlorite Tank #1 Rebuild, Final	85,000
ICP System, High Metals, ESB Laboratory	75,000
Pickup Truck, 3/4 Ton, Longbox, Maintenance	70,000
Pickup Truck, 4WD, Facilities	65,000
Pickup Truck, Crew Cab, BMF	60,000
Passenger Vehicle, SUV, Maintenance	60,000
TOC Analyzer, Nutrients, ESB Laboratory	40,000
Acid Distillation System, ESB Labs	20,000
Total	\$2,375,000

Screw Pumps, Pretreatment – Following a condition assessment scheduled for 2024, this could entail rebuilding the screw flights and regrouting the screw trough.

Motor Control Centers, Pretreatment – The motor control centers that operate the screw pumps have degraded due to exposure to hydrogen sulfide gas. There may be a project to relocate them to a less corrosive environment.

Tractor Loader, Integrated Tool Carrier, BMF – The ITC is beyond repair and needs replacing.

Hypochlorite Tank Rebuild, Final – Replace the failing false bottom and inner lining of the tank.

ICP System, High Metals, Lab – The current system has reached end of service life. This system is used to perform regulatory, permit required water quality analysis.

Pickup Truck, ¾ Ton, Longbox, Maintenance – All vehicle replacements are following the recommendations from City of Eugene Fleet staff based on the cost of ownership which includes aspects like frequency and cost of repairs, availability of parts, age, mileage, and fuel economy.

Pickup Truck, 4WD, Facilities – See above.

Pickup Truck, Crew Cab, BMF – See above.

Passenger Vehicle, SUV, Maintenance – See above.

TOC Analyzer, Nutrients, Lab – The current system has reached end of service life. This system is used to perform permit required water quality analysis.

Acid Distillation System, Lab – This system is used to reduce contamination in trace metals analysis and new equipment will reduce the cost of purchasing commercially prepared acids to meet the permit-required detection limits.

Major Rehabilitation Program - Budget

The FY 25-26 Capital Programs budget includes \$1,120,000 for Major Rehabilitation projects that are identified in the table below.

Major Rehabilitation	
Project Description	FY 25-26 Planned Budget
Spot Repairs and Recoating, Clarifier Rake Arms, Secondary (x4)	\$600,000
Coating, Raw Sewage Pumps, Pretreatment (x4)	240,000
Coating, Grit Channels, Pretreatment (x2)	150,000
Coating, Interior Dome #1, Digesters	80,000
Operations/Maintenance Building Improvements	50,000
Total	\$1,120,000

Spot Repairs and Recoating, Secondary Rake Arms (x4) – Periodic spot repairs to the coatings are necessary to continue to protect the steel structure.

Coating, Raw Sewage Pumps – Following a condition assessment scheduled for 2024, this would reapply a protective industrial coating to the steel screws.

Coating, Grit Channels – Remove and reapply an industrial coating to protect the structural concrete from corrosive hydrogen sulfide gas.

Coating, Digester #1 Interior Dome – Following a condition assessment scheduled for 2024, the interior coating of the digester may need to be replaced. This budget request is to supplement the reappropriated (unspent) allocation from FY23 due to cost increases.

Operations/Maintenance Building Improvements – Allocation for small-scale facility improvements.

Major Capital - Budget

The FY 25-26 Capital Program budget includes \$1,000,000 for the Major Capital items listed below.

Major Capital	
Project Description	FY 25-26 Planned Budget
Comprehensive Security Upgrade, Regional Facilities	\$ 1,000,000
Total	\$ 1,000,000

Comprehensive Security Upgrade – Based on previous security assessment work, funding will be needed for the construction of selected security improvements to the main plant, Biosolids Management Facility, Poplar Farm, Beneficial Reuse Site, and regional pump stations.

Summary of FY 25-26 Asset Management Capital Program Budget

Asset Management Capital Project Budget	
Project Description	FY 25-26 Planned Budget
Equipment Replacement	\$2,375,000
Major Rehabilitation	1,120,000
Major Capital Outlay	1,000,000
Total	\$4,495,000

5-Year Capital Plan (Exhibit 13)

For each fiscal planning cycle, only the first year of budget authority is appropriated. The remaining four years of the CIP and AMCP Capital Plans are important and useful for fiscal and work planning purposes. However, it is important to note that the funds in the outer years of the Capital Plan are only planned and not appropriated. Also, the full amount of obligated multi-year project costs is often appropriated in the first year of the project, unless a smaller subset of the project, such as project design, can be identified and funded without budgeting the full estimated project cost. For these multi-year contracts, unspent funds from the first fiscal year will typically be carried over to the next fiscal year until the project is completed. Accordingly, the RWP Capital Plan presented herein is a subsequent extension of the plan presented in the adopted FY 23-24 Budget that has been carried forward by one year to FY 24-25. Changes to the 5-Year Plan typically occur from year to year as more information becomes available and evaluated.

Exhibit 13 displays the MWMC 5-Year Capital Plan programs budget, which includes \$138,630,000 in planned capital projects and \$15,623,000 planned asset management capital projects for an overall 5-Year Capital Plan Budget of \$154,253,000.

EXHIBIT 13**Regional Wastewater 5-Year Capital Programs**

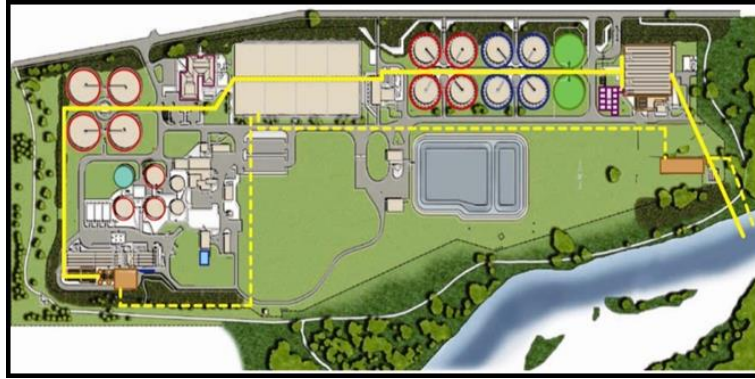
	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	TOTAL
CAPITAL PROJECTS						
Non-Process Facilities and Facilities Planning						
Comprehensive Facilities Plan Update	1,450,000					1,450,000
Facility Plan Engineering Services	500,000	160,000	160,000	160,000	160,000	1,140,000
Partial Facility Plan Update				650,000		650,000
Conveyance Systems						
Glenwood Pump Station Upgrade	1,700,000					1,700,000
Plant Performance Improvements						
Administration Building Improvements	22,200,000					22,200,000
Electrical Switchgear & Transformer Replacement	16,600,000					16,600,000
Water Quality Trading Program	11,470,000					11,470,000
Class A Disinfection Facilities	8,100,000					8,100,000
Aeration System Upgrades (2023 to 2026)	3,200,000	24,400,000				27,600,000
Waste Activated Sludge Thickening	1,500,000	5,000,000				6,500,000
Repair Clarifiers & Final Treatment	1,500,000	3,500,000	5,000,000			10,000,000
WPCF Stormwater Infrastructure	520,000					520,000
Resiliency Follow-Up	300,000	800,000	800,000	2,000,000	3,000,000	6,900,000
Recycled Water Demonstration Projects	80,000	220,000				300,000
Owosso Bridge Seismic Upgrades		1,000,000	5,500,000			6,500,000
Tertiary Filtration - Phase 2				7,000,000	10,000,000	17,000,000
TOTAL CAPITAL PROJECTS	\$69,120,000	\$35,080,000	\$11,460,000	\$9,810,000	\$13,160,000	\$138,630,000
ASSET MANAGEMENT						
Equipment Replacement	1,415,000	2,375,000	1,037,000	1,499,000	2,547,000	8,873,000
Major Rehabilitation	1,820,000	1,120,000	990,000	505,000	415,000	4,850,000
Major Capital Outlay	900,000	1,000,000	-	-	-	1,900,000
TOTAL ASSET MANAGEMENT	\$4,135,000	\$4,495,000	\$2,027,000	\$2,004,000	\$2,962,000	\$15,623,000
TOTAL CAPITAL IMPROVEMENTS	\$73,255,000	\$39,575,000	\$13,487,000	\$11,814,000	\$16,122,000	\$154,253,000

CAPITAL PROJECT DETAIL

Metropolitan Wastewater Management Commission

Capital Improvement Program

COMPREHENSIVE FACILITIES PLAN UPDATE (P80101)

**Description:**

This will be the first MWMC Comprehensive Facilities Plan Update since the 2004 Facilities Plan. The Comprehensive Facilities Plan comprises three distinct volumes: MWMC Integrated Plan, Process Facilities Plan, and MWMC Opportunities Plan. Together, these volumes address the current environment and drivers for the MWMC, the regulatory and operational considerations for wastewater services, and the cross-community opportunities to advance the MWMC's work. The update includes WPCF stormwater planning, capital/facilities planning, system development charge evaluation, technical services, and cost estimating for a 20-year planning horizon. The update will draw on the most recent plant data, permit compliance requirements, and available technology able to ensure the MWMC continues to meet future regulations, environmental standards, and community growth. The MWMC's November 1, 2022 NPDES permit was the next permit update since May 1, 2002.

Status:

As of December 2023, consultant task order work began in December 2022 for P80101 Facilities Planning and some evaluation of MWMC existing infrastructure occurred in 2023. The WPCF stormwater master plan information is dated December 2021.

Justification:

Evaluate and plan for future MWMC conveyance and treatment upgrades and solutions to meet regulatory requirements, preserve public health, support community growth, protect the Willamette River, and provide financial responsible wastewater services.

Project Driver:

Provide MWMC comprehensive facilities planning to develop the capital program and recommendations for the upcoming 20-years. Provide information for the MWMC 2019 Financial Plan policies related to Capital Planning and Financing. A current Facilities Plan is required for certain project financial approvals.

Project Trigger:

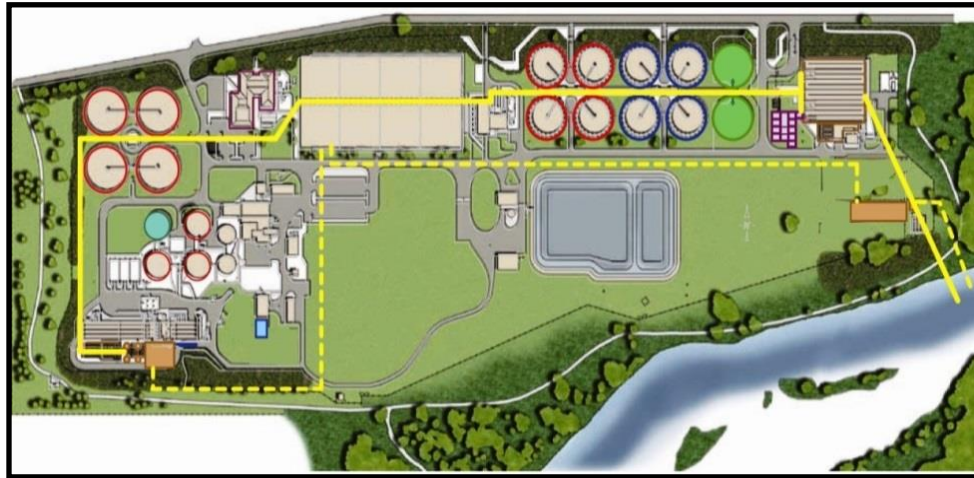
The 2021 stormwater planning portion for the WPCF was triggered to address local building permit requirements for MWMC upcoming construction projects. The remaining project scope is focusing on MWMC planning for the next 20 years and beyond.

Estimated Project Cost: \$3,550,000

Estimated Cash Flow: FY 18-19 = \$35,701; FY 19-20 = \$15,174; FY 20-21 = \$70,567;
FY 21-22 = \$2,136; FY 22-23 = \$211,217; FY 23-24 = \$1,765,205;
FY 24-25 = \$1,450,000

Expenditure/Category:	Prior	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	Total
	Years	Est. Act.						
Design/Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$334,795	\$1,765,205	\$1,450,000	\$0	\$0	\$0	\$0	\$3,550,000
Total Cost	\$334,795	\$1,765,205	\$1,450,000	\$0	\$0	\$0	\$0	\$3,550,000

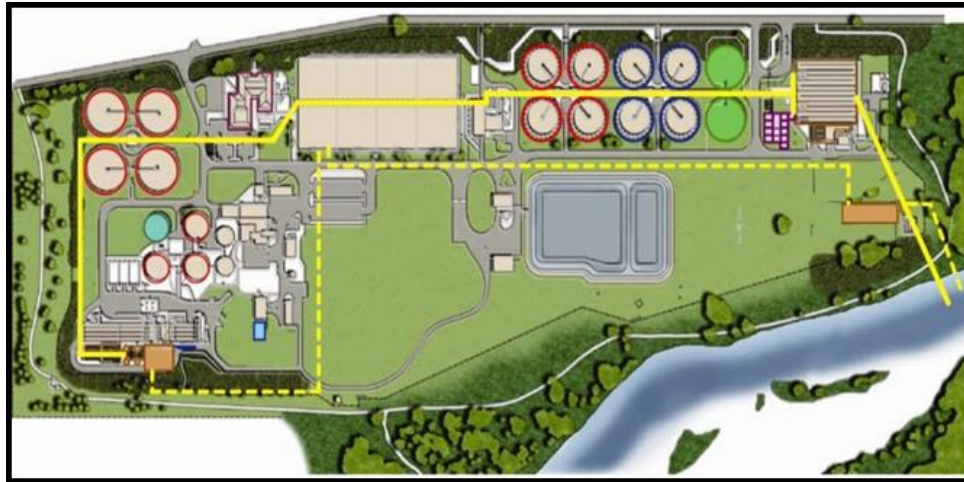
FACILITY PLAN ENGINEERING SERVICES (P80110)



Description:	Engineering/technical/vendor services for analysis, project definition, cost estimating, design feedback, follow up approvals, and general consultation regarding the MWMC Facilities Plan follow up support. The related project P80090 for consultant services closed out in FY 21-22.
Status:	Pursuant to the issuance of the 2022 NPDES permit, MWMC representatives began updating the Facilities Plan under P80101 and will need follow up support via P80110 Facility Plan Engineering Services. As required by the NPDES permit #102486 (page 12 and 38) and before September 15, 2025, the MWMC must provide an inspection report to the DEQ of the treatment plant outfall system. The P80110 funding will support the inspection and evaluation of the MWMC outfall system.
Justification:	Consultant services to provide ongoing technical and engineering services as needed after the MWMC Comprehensive Facilities Plan Update (P80101).
Project Driver:	Ongoing engineering/technical/vendor services via P80110.
Project Trigger:	Ongoing need.
Estimated Cost:	\$1,140,000 (2024 to 2029)
Estimated Cash Flow:	FY 24-25 = \$500,000; FY 25-26 = \$160,000; FY 26-27 = \$160,000; FY 27-28 = \$160,000; FY 28-29 = \$160,000

<u>Expenditure/Category:</u>	<u>Prior Years</u>	<u>2023-24</u> <u>Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$500,000	\$160,000	\$160,000	\$160,000	\$160,000	\$1,140,000
Total Cost	\$0	\$0	\$500,000	\$160,000	\$160,000	\$160,000	\$160,000	\$1,140,000

PARTIAL FACILITY PLAN UPDATE (P80103)



Description: This project provides a 5-year update to the Comprehensive Facilities Plan (P80101) that will help verify and re-evaluate the MWMC assumptions, projections, and project cost estimates. The Partial Facilities Plan Update (P80103) reviews the new and evolving regulatory drivers, identifies technology changes/opportunities, evaluates needed adjustments, and provides new recommendations. The next MWMC NPDES permit renewal date is September 30, 2027.

Status: Anticipate starting work in FY 27-28 or as needed.

Justification: The information and basis of the Comprehensive Facilities Plan requires regular updating to ensure knowledge, data, regulations, and performance issues behind Facilities Plan recommendations are current and recommended projects are adapted and adopted based on the newest available information.

Project Driver: Ongoing goal to keep MWMC planning up to date.

Project Trigger: Scheduled update. The next MWMC NPDES permit renewal date is September 30, 2027.

Estimated Project Cost: \$650,000 (continue to evaluate before 2027)

Estimated Cash Flow: FY 27-28 = \$320,000; FY 28-29 = \$330,000

<u>Expenditure/Category:</u>	<u>Prior Years</u>	<u>2023-24 Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$650,000	\$0	\$650,000
Total Cost	\$0	\$0	\$0	\$0	\$0	\$650,000	\$0	\$650,000

GLENWOOD PUMP STATION UPGRADE (P80064)

- Description:** Expand Glenwood pump station capacity to accommodate growth and meet Oregon Department of Environmental Quality (DEQ) wastewater pump station design requirements. The pump station was designed with stalls for additional pumps. Two pumps were installed in 1995 with space for two additional pumps to be added when wastewater flow to the pump station increases with development of the Glenwood and Laurel Hill basins. In 2019, the P80096 Resiliency Planning study recommended onsite geotechnical evaluation and additional improvements.
- Status:** As of December 2023, the Commission approved moving forward with consultant services for design phase work in 2024. One existing pump can provide peak output around 3,500 GPM (5.04 MGD). The Eugene/Springfield subbasin future peak output needed is estimated to be around 7.5 MGD for Glenwood pump station with the largest pump out of service.
- Justification:** Additional pumping capacity will be required at this MWMC pump station to handle increasing flows in the Glenwood area (Springfield) and the Laurel Hill area (Eugene).
- Project Driver:** Oregon DEQ wastewater pump station redundancy requirements and 2019 Resiliency study recommendations.
- Project Trigger:** Information from 2023 onsite testing of existing pump/pipe system identified the need to upgrade the Glenwood pump station.
- Estimated Project Cost:** \$2,050,000 (continue to evaluate project cost estimates in 2024 and 2025)
- Estimated Cash Flow:** FY 20-21 = \$1,426; FY 21-22 = \$43,259; FY 22-23 = \$106,469; FY 23-24 = \$198,846; FY 24-25 = \$1,700,000

<u>Expenditure/Category:</u>	<u>Prior Years</u>	<u>2023-24 Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$151,154	\$198,846	\$1,700,000	\$0	\$0	\$0	\$0	\$2,050,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$151,154	\$198,846	\$1,700,000	\$0	\$0	\$0	\$0	\$2,050,000

ADMINISTRATION BUILDING IMPROVEMENTS (P80104)**Description:**

This project will address the Administration/Operations Building workspace needs at the Water Pollution Control Facility (WPCF). It is a follow up to the 2018-2019 construction of the P80085 new laboratory building and expansion of the existing maintenance building. In 2019, the P80096 Resiliency Planning study recommended: a) constructing a new building for immediate occupancy/use after a major natural disaster, or b) upgrade the existing building for immediate occupancy post-earthquake (magnitude 9.0 event). Alternatives were studied to meet workspace needs and a decision to construct a new building in the existing building's footprint was selected by the MWMC. A new Administration/Operations Building is in the final stages of design with temporary operations space planned in the existing Maintenance Building for operations during construction.

Status:

As of December 2023, the project team and design consultant are at 90% design development, have submitted for permitting, and anticipate construction bidding in the first half of 2024. The MWMC was updated on December 8, 2023, and provided with construction cost estimates.

Justification:

The original design and construction of the WPCF Administration/Operations Building was completed February 1982 under older building codes. Since that time, use of the building and associated construction codes has changed substantially necessitating the need to re-evaluate the MWMC building options to address level of service goals after a natural disaster (earthquake or flooding).

Project Driver:

The need to update the existing Administration/Operations building is driven by the necessity to provide a safe and efficient work environment for the WPCF staff. Many of the planned changes stem from a changing wastewater/environmental business because of changing regulations since the WPCF was originally constructed in 1982. Also, address the P80096 recommended level of service goals to operate after a Cascadia Zone earthquake.

Project Trigger:

Expansion and changes needed for functionality, safety, and natural disaster resiliency.

Estimated Project Cost: \$28,000,000 (continue to evaluate project cost estimates prior to bidding)

Estimated Cash Flow: FY 20-21 = \$17,937; FY 21-22 = \$209,786; FY 22-23 = \$1,317,424.
FY 23-24 = \$4,254,853; FY 24-25 = \$19,000,000; FY 25-26 = \$3,200,000

Expenditure/Category:	Prior	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	Total
	Years	Est. Act.						
Design/Construction	\$1,545,147	\$4,254,853	\$22,200,000	\$0	\$0	\$0	\$0	\$28,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$1,545,147	\$4,254,853	\$22,200,000	\$0	\$0	\$0	\$0	\$28,000,000

ELECTRICAL SWITCHGEAR & TRANSFORMER REPLACEMENT (P80115)

- Description:** The main electrical switchgear at the Water Pollution Control Facility (WPCF) and Willakenzie Pump Station (WPS) were installed in 1983 during construction of the regional facilities. The purpose of the equipment is to take utility power and provide it to various process areas with the use of switches. Within the switchgear are medium voltage breakers to safely isolate the facility from the electricity provider (EWEB), as well as protect the utility from electrical faults at the site. This project will replace and upgrade the existing switchgears and medium voltage transformers.
- Status:** As of December 2023, consultant is developing the 60% design and estimating project costs. On November 17, 2023, the MWMC approved continuing design consultant services to create a P80115 construction bid package. Bidding of the work is anticipated in late 2024.
- Justification:** The main electrical switchgear for the WPCF and the WPS have reached the end of their service life and need to be replaced. Eighteen (18) medium voltage (MV) transformers throughout both sites are in similar condition. Major delays in equipment delivery times have placed a sense of urgency on procuring this equipment. Streamlining project delivery, design and construction, the impact of outages to plant operations can be minimized if all equipment is replaced together through one project.
- Project Driver:** Main switchgear and MV transformers are of paramount importance to plant operations. Replacing switchgear is a major undertaking that involves large temporary power sources, specialized contractors, long equipment lead times, manufacturer field testing, and significant coordination to reduce disruption to plant operation.
- Project Trigger:** The September 2022 condition assessment, coupled with recent arcing events, has concluded the switchgear at the WPCF and WPS have reached the end of their useful life and need to be replaced, and it is anticipated that the MV transformers are not far behind.
- Estimated Project Cost:** \$20 million (additional cost estimating anticipated in 2024)
- Estimated Cash Flow:** FY 22-23 = \$117,538; FY 23-24 = \$3,282,462; FY 24-25 = \$8,500,000; FY 25-26 = \$4,100,000; FY 26-27 = \$4,000,000

	<u>Prior</u>	<u>2023-24</u>						
<u>Expenditure/Category:</u>	<u>Years</u>	<u>Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$117,538	\$3,282,462	\$16,600,000	\$0	\$0	\$0	\$0	\$20,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$117,538	\$3,282,462	\$16,600,000	\$0	\$0	\$0	\$0	\$20,000,000

WATER QUALITY TRADING PROGRAM (P80112)

**Description:**

The MWMC Water Quality Trading Program secures regulatory credits for meeting thermal load reduction through watershed restoration. The program fulfills the objectives of the MWMC Water Quality Trading Plan under the MWMC NPDES permit as approved November 2022, which defines the MWMC eligible trading area in the upper Willamette basin. The program is implemented principally through the MWMC's membership in the Pure Water Partners collaborative via the MWMC's contractor-provided Credit Program Manager services and MWMC's IGA with EWEB. Water quality trading credits comprise the MWMC's primary strategy for thermal load limit compliance and may provide ancillary future water quality and/or carbon benefits.

Status:

The MWMC with consultant help has developed a Water Quality Trading Plan for NPDES permit compliance and has fully evaluated the credit capacity, effectiveness, and scale of eligible lands in the upper Willamette basin. As of March 2019, the MWMC procured The Freshwater Trust (www.thefreshwatertrust.org) as the MWMC Credit Program Manager. As of November 2022, the MWMC has an active agreement with The Freshwater Trust to implement the permit-compliance water quality trading program scope of work to meet the 5-year credit timeline of the NPDES permit Compliance Schedule. As of December 2023, the MWMC has recorded 48.64 Mkal/day of credits out of a 5-year target of 200 Mkal/day.

Justification:

The Water Quality Trading Program will help provide cost-effective strategies for most of the thermal load compliance dates as required under the MWMC NPDES permit renewed in November 2022.

Project Driver:

Implementation of updated thermal load limits in the MWMC's 2022 NPDES permit.

Project Trigger:

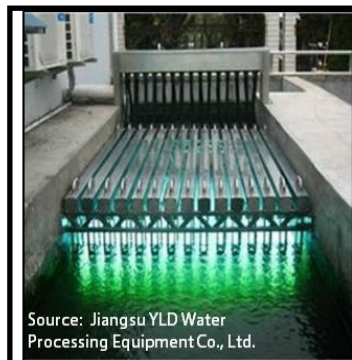
The NPDES permit renewal includes a 15-year Compliance Schedule with a 5-year milestone of 200 Mkal/day of credits due by October 2027.

Estimated Project Cost: \$13 million (timing estimate from 2022 to 2033)

Estimated Cash Flow: FY 22-23 = \$760,026; FY 23-24 = \$769,974; FY 24-25 = \$1,200,000; FY 25-26 = \$3,000,000; FY 26-27 = \$3,000,000; FY 27-28 = \$1,150,000; FY 28-29 = \$10,000; FY 29-30 = \$10,000; FY 30-31 = \$1,000,000; FY 31-32 = \$1,000,000; FY 32-33 = \$1,100,000.

	<u>Prior</u>	<u>2023-24</u>						
<u>Expenditure/Category:</u>	<u>Years</u>	<u>Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$760,026	\$769,974	\$11,470,000	\$0	\$0	\$0	\$0	\$13,000,000
Total Cost	\$760,026	\$769,974	\$11,470,000	\$0	\$0	\$0	\$0	\$13,000,000

CLASS A DISINFECTION FACILITIES (P80098)



- Description:** Provides disinfection, storage, and distribution facilities needed to bring tertiary filtered effluent to Class A standards on a consistent and reliable basis for initial demonstration of recycled water uses on- and off-site of the MWMC treatment site. The P80098 project includes the design, bidding, construction, and permitting of Class A recycled water disinfection facilities.
- Status:** As of January 2024, the project team is evaluating the MWMC existing filtration system and has active grant applications for potential funding in Fall of 2024. The P80098 design package is at 100% completion to submit for construction permits and construction bidding phase.
- Justification:** Class A recycled water is necessary to expand recycled water to landscaping, street tree, and industrial uses. Demonstration of Class A quality and reliability is necessary for stakeholder acceptance and future adoption of expanded recycled water uses.
- Project Driver:** The Thermal Load Mitigation Alternatives Evaluation, Recycled Water Program Implementation Planning, Phase 2 Study (dated August 2014) recommended demonstration scale use of Class A recycled water to address stakeholder acceptability issues identified as barriers to full-scale recycled water uses. The May 2023 MWMC Thermal Load Mitigation Study submitted to DEQ for NPDES permit compliance requirements identifies the 1.3 million gallon per day (MGD) Class A recycled water facilities as an asset strategy towards meeting final effluent thermal load limits.
- Project Trigger:** Pilot recycled water demonstration sites with willing, ready-to-proceed partners have been identified, including City of Eugene (street tree watering) and industrial aggregate sites for equipment washing.
- Estimated Project Cost:** \$9.5 million (recycled water Class A infrastructure and upgrade one structure for 9.0 magnitude earthquake preparedness related to MWMC P80096 level of service goals)
- Estimated Cash Flow:** FY 18-19 = \$836; FY 19-20 = \$15,934; FY 20-21 = \$339,068; FY 21-22 = \$761,685; FY 22-23 = \$56,904; FY 23-24 = \$225,573; FY 24-25 = \$7,400,000; FY 25-26 = \$700,000

Expenditure/Category:	Prior	2023-24		2024-25	2025-26	2026-27	2027-28	2028-29	Total
	Years	Est.	Act.						
Design/Construction	\$1,174,427	\$225,573		\$8,100,000	\$0	\$0	\$0	\$0	\$9,500,000
Other	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$1,174,427	\$225,573		\$8,100,000	\$0	\$0	\$0	\$0	\$9,500,000

RECYCLED WATER DEMONSTRATION PROJECTS (P80099)



- Description:** This project provides for stakeholder engagement, community communication/outreach, and any additional design, construction, permitting, and implementation of recycled water point-of-use needs beyond the MWMC's point-of-delivery of Class A recycled water product.
- Status:** As of 2023: Pilot Class A recycled water demonstration sites with ready-to-proceed partners have been identified, including City of Eugene street-tree watering and industrial aggregate site uses. Letters of intent from these partners were secured in 2020. Regulatory readiness was addressed with DEQ during the NPDES 2022 permit renewal in anticipation of project launch during the 2022-2027 permit cycle. A consultant-led outreach strategy was developed, including engaging a recycled water use advisory network in tandem with the Class A Disinfection Facilities (P80098) construction phase.
- Justification:** Recycled water use may be an important strategy for diverting effluent from the Willamette River to meet NPDES permit discharge limits for temperature and other water quality benefits. Development of Class A recycled water is an identified water resource strategy in EWEB's *Water Management and Conservation Plan* (July 2018) and the *Eugene/Springfield Area Multi-Jurisdictional Natural Hazards Mitigation Plan* (January 2020). The MWMC project is a case example for DEQ's advancement of Oregon recycled water regulatory approvals.
- Project Driver:** The Thermal Load Mitigation Alternatives Evaluation-Recycled Water Program Implementation Planning, Phase 2 Study (dated August 2014) identified demonstration scale use of Class A recycled water was needed to address stakeholder acceptability issues identified as barriers to full-scale recycled water uses. The project is identified as a permit compliance strategy with DEQ.
- Project Trigger:** The MWMC 2022 NPDES permit included new temperature limits and imposes a 15-year compliance schedule to fully meet new effluent limits. The permit requires identification of a long-term strategy to meet the compliance schedule.
- Estimated Project Cost:** \$410,000 (continue to monitor P80099 costing)
- Estimated Cash Flow:** FY 19-20 = \$27,899; FY 20-21 = \$16,859; FY 21-22 = \$11,121; FY 22-23 = \$19,501; FY 23-24 = \$34,620; FY 24-25 = \$75,000; FY 25-26 = \$85,000; FY 26-27 = \$140,000

Expenditure/Category:	<u>Prior</u> <u>Years</u>	<u>2023-24</u> <u>Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$75,380	\$34,620	\$80,000	\$220,000	\$0	\$0	\$0	\$410,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$75,380	\$34,620	\$80,000	\$220,000	\$0	\$0	\$0	\$410,000

AERATION SYSTEM UPGRADES [2023-2026] (P80113)

Description:	In 2020 and 2021, Brown and Caldwell evaluated the existing aeration systems and provided recommendations in January 2022 via project P80100. The P80113 project will implement the design and construction of additional upgrades/changes to the existing aeration systems by year 2027. Upgrades to the westerly existing aeration basins are anticipated after year 2031.
Status:	As of January 2024, the consultant submitted the 60% design package for P80113 project team review. Construction cost estimates are anticipated in early 2024.
Justification:	Update aging (1984) equipment/systems such as piping, electrical, communication technology, blowers, HVAC, and other components related to the aeration system which is part of the secondary treatment process.
Project Driver:	Ongoing efforts to keep MWMC existing systems reliable and achieve required performance outcomes to address the National Pollution Discharge Elimination System (NPDES) permit #102486.
Project Trigger:	Need to address aging aeration systems for reliability and performance upgrades.
Estimated Project Cost:	\$30,000,000 (continue to evaluate cost estimates during the P80113 design development)
Estimated Cash Flow:	FY 22-23 = \$804,235; FY 23-24 = \$1,595,765; FY 24-25 = \$3,200,000; FY 25-26 = \$4,100,000; FY 26-27 = \$9,000,000; FY 27-28 = \$9,000,000; FY 28-29 = \$2,300,000

<u>Expenditure/Category:</u>	<u>Prior Years</u>	<u>2023-24 Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$804,235	\$1,595,765	\$3,200,000	\$24,400,000	\$0	\$0	\$0	\$30,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$804,235	\$1,595,765	\$3,200,000	\$24,400,000	\$0	\$0	\$0	\$30,000,000

Metropolitan Wastewater Management Commission

Capital Improvement Program

WASTE ACTIVATED SLUDGE THICKENING (P80078)



Description:	Third Gravity Belt Thickener (GBT) with associated at-grade building. Assumes additional basement floor space is not required. Treatment plant staff would like to reconsider the P80078 solution/technology moving forward.
Status:	Continue to monitor the timing of this project and P80101 facility planning findings in 2024/2025.
Justification:	Provide additional capacity for Waste Activated Sludge (WAS) thickening process.
Project Driver:	Additional capacity to provide WAS thickening with one unit offline at upper limit flow projections.
Project Trigger:	Exceeding solids and hydraulic loading rate design criteria.
Estimated Project Cost:	\$6,500,000 (evaluate cost estimates during P80078 design development phase)
Estimated Cash Flow:	FY 24-25 = \$1,300,000; FY 25-26 = \$3,000,000; FY 26-27 = \$2,200,000

<u>Expenditure/Category:</u>	<u>Prior</u> <u>Years</u>	<u>2023-24</u> <u>Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$0	\$1,500,000	\$5,000,000	\$0	\$0	\$0	\$6,500,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$1,500,000	\$5,000,000	\$0	\$0	\$0	\$6,500,000

REPAIR CLARIFIERS & FINAL TREATMENT (P80118)

Description:	In 2023, condition assessment efforts found existing structures needing repair work related to primary clarifiers (1980) and final treatment (1983). This project will look for solutions to repair and/or replace existing concrete and other systems related to MWMC past construction contracts C2 (primary treatment) and C6 (final treatment).
Status:	As of January 2024, staff is seeking P80118 budgeting to begin July 1, 2024 to start-up the project (scoping, consultant selection, pre-design/evaluation, design, etc.).
Justification:	Need to continue fixing aging infrastructure based on existing conditions and risk.
Project Driver:	Repair and/or replace existing infrastructure.
Project Trigger:	Fix structural system issues before impacting the MWMC treatment plant process.
Estimated Project Cost:	\$10,000,000 (evaluate cost estimates during design development)
Estimated Cash Flow:	FY 24-25 = \$1,000,000; FY 25-26 = \$4,000,000; FY 26-27 = \$4,400,000; FY 27-28 = \$600,000

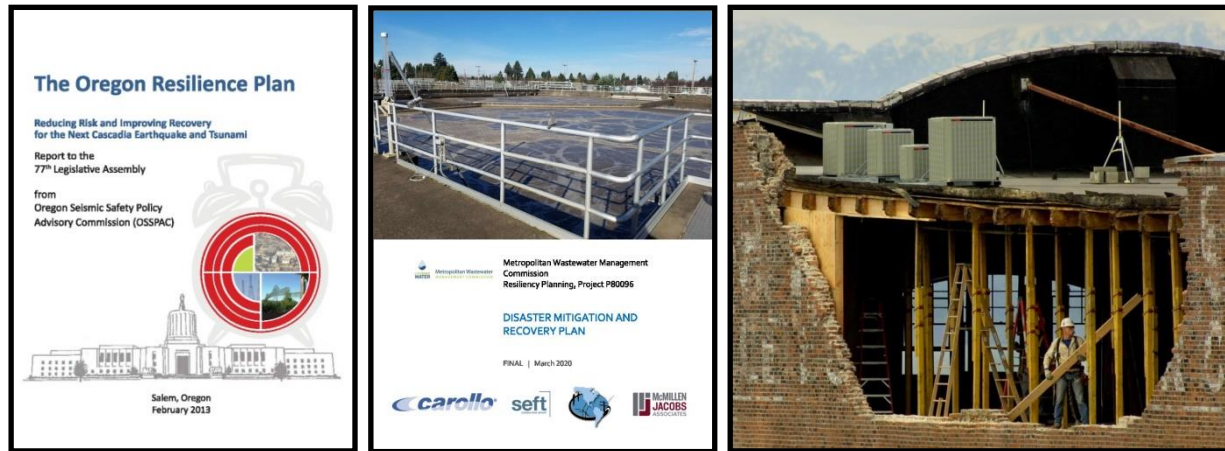
<u>Expenditure/Category:</u>	<u>Prior Years</u>	<u>2023-24 Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$0	\$1,500,000	\$3,500,000	\$5,000,000	\$0	\$0	\$10,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$1,500,000	\$3,500,000	\$5,000,000	\$0	\$0	\$10,000,000

WPCF STORMWATER INFRASTRUCTURE (P80111)

Description:	Retrofit and/or change existing stormwater infrastructure at the Water Pollution Control Facility (WPCF). Also, update the WPCF Conditional Use Permit (CUP) related to stormwater infrastructure planning for upcoming construction.
Status:	As of December 2023, Jacobs staff provided a Stormwater Master Plan (SWMP) dated December 16, 2021 with consultant recommendations including the need to update the WPCF existing CUP related to stormwater systems. Staff continues to monitor the MWMC upcoming construction projects and facilities planning work via project P80101.
Justification:	WPCF existing stormwater and drainage systems need to be retrofitted and/or changed for upcoming construction permit approvals.
Project Driver:	Maintain compliance with local and state stormwater requirements at the WPCF.
Project Trigger:	Each infrastructure hard surface change at the WPCF can trigger stormwater quality and quantity onsite controls related to project permit requirements.
Estimated Project Cost:	\$600,000 (update WPCF CUP for stormwater, retrofit existing three bioswales to rain gardens, and add new rain gardens)
Estimated Cash Flow:	FY 23-24 = \$80,000; FY 24-25 = \$450,000; FY 25-26 = \$70,000

<u>Expenditure/Category:</u>	<u>Prior Years</u>	<u>2023-24 Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$80,000	\$520,000	\$0	\$0	\$0	\$0	\$600,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$80,000	\$520,000	\$0	\$0	\$0	\$0	\$600,000

RESILIENCY FOLLOW-UP (P80109)

**Description:**

This project provides follow-up evaluation and some implementation of the P80096 Resiliency Study (Disaster Mitigation and Recovery Plan - dated March 2020). The 2019 study recommended seismic and flooding mitigation projects estimated at \$34.6 million to be coordinated with the MWMC ongoing infrastructure/facilities construction program. The main objective is to address “level of service” goals before a natural disaster such as a 9.0 magnitude earthquake or major flooding. Also, the MWMC should continue to communicate with the agencies that prepare for natural disasters that relate to the Eugene/Springfield community.

Status:

As of January 2024, consultants completed geotechnical assessments near the Owosso Bridge, Willakenzie pump station, WPCF Headworks structures, and Glenwood pump station. Received consultant cost estimates for seismic retrofits to the Owosso Bridge.

Justification:

The MWMC’s facilities and wastewater conveyance and treatment services are integral to protection of the community and public health following a major disaster such as the anticipated Cascadia Subduction Zone Earthquake and/or major flooding.

Project Driver:

Cost effectively ensure reasonable recovery of MWMC’s core facilities and services following major disaster impacts after earthquake or flooding.

Project Trigger:

Per Commission direction, consultant work began in July 2018. The MWMC plan with consultant recommendations is dated March 2020. Established consultant agreements in 2021 with four engineering consultants for on-call services through March 2026.

Estimated Project Cost: Mitigation recommendations estimate: \$34.6 million (2019 dollars)

Estimated Cash Flow: FY 20-21 = \$4,092; FY 21-22 = \$173,133; FY 22-23 = \$13,408; FY 23-24 = \$230,000; FY 24-25 = \$300,000; FY 25-26 = \$800,000; FY 26-27 = \$800,000; FY 27-28 = \$2,000,000; FY 28-29 = \$3,000,000; and continue the MWMC mitigation work estimated over \$34 million.

<u>Expenditure/Category:</u>	<u>Prior Years</u>	<u>2023-24</u> <u>Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$230,000	\$300,000	\$800,000	\$800,000	\$2,000,000	\$3,000,000	\$7,130,000
Other	\$190,633	\$0	\$0	\$0	\$0	\$0	\$0	\$190,633
Total Cost	\$190,633	\$230,000	\$300,000	\$800,000	\$800,000	\$2,000,000	\$3,000,000	\$7,321,000

OWOSSO BRIDGE SEISMIC UPGRADES (P80116)

Description:	This project was identified in the Disaster Mitigation and Recovery Plan (March 2020). The MWMC owns the Owosso Bridge (constructed in 1982) and has infrastructure attached to the bridge.
Status:	Under the MWMC project P80109 work related to the Owosso Bridge, the MWMC received a geotechnical seismic analysis consultant report dated June 23, 2022. In August 2022, an engineering consultant provided updated cost estimates for Owosso Bridge seismic retrofits.
Justification:	The MWMC's facilities and wastewater conveyance/treatment services are integral to protection of the community and public health following a major disaster such as the anticipated Cascadia Subduction Zone Earthquake.
Project Driver:	Cost effectively ensure reasonable recovery of MWMC's core facilities and services following major disaster impacts after earthquake and/or river flooding.
Project Trigger:	Ongoing effort to address level of service recommendations/improvements from the Disaster Mitigation and Recovery Plan dated March 2020 (older Project P80096).
Estimated Project Cost:	\$6,500,000 (evaluate cost estimating during design development)
Estimated Cash Flow:	FY 25-26 = \$800,000; FY 26-27 = \$2,700,000; FY 27-28 = \$2,800,000; FY 28-29 = \$200,000

<u>Expenditure/Category:</u>	<u>Prior</u> <u>Years</u>	<u>2023-24</u> <u>Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$0	\$0	\$1,000,000	\$5,500,000	\$0	\$0	\$6,500,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$1,000,000	\$5,500,000	\$0	\$0	\$6,500,000

TERTIARY FILTRATION - PHASE 2 (P80102)**Description:**

The phased work program anticipates installing infrastructure/support facilities for 30 MGD of filters for tertiary filtration of secondary treated effluent. Phase 2 is planned to install filter system technology sufficient for another 10 MGD of treatment that will increase the total filtration capacity to 20 MGD. The Phase 3 project will install the remaining filtration technology to meet the capacity needs identified in the 2004 MWMC Facilities Plan and evaluate any new planning information.

In January 2016, the project scope and cost (estimate \$530K in 2015) increased to include updating electrical switchgear and installing tertiary filter flushing headers/pipe vents.

Status:

Tertiary Filtration (Phase 2) project is anticipated to start P80102 design development in FY 27-28. Continue to evaluate timing based on upcoming P80101 planning information.

Justification:

The 2004 MWMC Facilities Plan proposes filters on a phased work program. Filtration provides high quality secondary effluent to help meet permit requirements and potential Class A recycled water product for public and/or private partnerships.

Project Driver:

Performance reliability to meet the dry weather NPDES Permit total suspended solids limits, reuse development, and compliance with effluent limits during peak flow conditions.

Project Trigger:

NPDES permit compliance for total suspended solids (TSS): Dry weather maximum month flow in excess of 49 MGD. Also, provide higher quality effluent so that reuse options can be developed. Continue to evaluate the project timing based on the MWMC upcoming P80101 Facilities Planning information.

Estimated Project Cost: \$17,000,000 (re-evaluate during the P80101 Comprehensive Facilities Plan Update)

Estimated Cash Flow: FY 27-28 = \$5,500,000; FY 28-29 = \$5,600,000; FY 29-30 = \$5,600,000;
FY 30-31 = \$300,000

<u>Expenditure/Category:</u>	<u>Prior Years</u>	<u>2023-24 Est. Act.</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Total</u>
Design/Construction	\$0	\$0	\$0	\$0	\$0	\$7,000,000	\$10,000,000	\$17,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0	\$0	\$7,000,000	\$10,000,000	\$17,000,000

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of a Resolution Annexing Land to the City of Eugene
(Assessor's Map 17-04-02-34, Tax Lot 05800
Located on Irvington Drive West of River Road)
(City File: Irvington Drive; A 24-1)

Meeting Date: May 13, 2024
Department: Planning and Development
www.eugene-or.gov

Agenda Item Number: 5A
Staff Contact: Nicholas Gioello
Contact Telephone Number: 541-682-5453

ISSUE STATEMENT

This item is a request to annex approximately .29 acres (12,632 square feet) of vacant land located on Irvington Drive, west of River Road. No public rights-of-way are proposed for annexation as part of this request and there is no formal deadline for Council action on this item. A vicinity map is provided as Attachment A.

The subject property is currently zoned R-1 Low-Density Residential with /UL Urbanizable Land Overlay and /CAS Commercial Airport Safety Overlay. The subject property is located within the Urban Growth Boundary (UGB) and is contiguous on its north and south boundaries to other properties within the City limits. Both the Metro Plan and the applicable refinement plan, the River Road - Santa Clara Urban Facilities Plan, designate the subject property for low-density residential use. Annexation will allow for future development consistent with the property's residential land use designation and the Eugene Code. Specific plans for future development of the site are not included as part of this annexation application.

BACKGROUND

To encourage compact urban growth and sequential development within Eugene's UGB, the Metro Plan provides that ultimately all land within the UGB will be annexed into the City and provided with a minimum level of urban services.

Approval of annexation requests are based on the criteria at Eugene Code (EC) 9.7825 which require that (1) the land proposed to be annexed is within the City's UGB and is contiguous to the City limits or separated from City limits only by a right-of-way or water body; (2) the proposed annexation is consistent with the applicable policies in the Metro Plan and in any applicable refinement plans; and (3) the proposed annexation will result in a boundary in which the minimal level of key urban facilities and services can be provided in an orderly, efficient, and <https://www.eugene-or.gov/DocumentCenter/View/5448/Tentative-Working-Agendatimely> manner. Findings demonstrating that the annexation request is consistent with these approval criteria are included as Exhibit C of the attached resolution (see Attachment B).

May 13, 2024 Meeting – Item 5A

To provide nearby property owners and residents an opportunity to review and comment on this annexation request, public notice was provided to all owners and occupants of property within 500 feet of the subject property and the affected neighborhood association (Santa Clara Community Organization) consistent with Eugene Code requirements. No testimony has been received to date regarding the proposed annexation of this property.

Referral comments were provided by affected agencies including City of Eugene Public Works and Eugene Water & Electric Board. These referral comments confirm there are no concerns with the proposed annexation and the property can be provided with the minimum level of key urban services consistent with the approval criteria. Given the findings and recommendation included in Exhibit C of Attachment B, demonstrating the ability for the provision of key urban services and the absence of any testimony, a public hearing is not recommended in this instance.

Additional background information regarding this request, including relevant application materials, is included for reference as Attachment C. A full copy of all materials in the record is also available at the Permit and Information Center located at 99 West 10th Avenue, which is open from 12 pm to 4 pm Monday through Friday. To view materials at another time, please contact the listed staff representative to schedule an appointment. Copies may be also obtained at a reasonable cost.

PREVIOUS COUNCIL DIRECTION

None.

COUNCIL OPTIONS

City Council may consider the following options:

1. Adopt the resolution
2. Adopt the resolution with specific modifications as determined by the City Council
3. Deny the resolution
4. Defer action until after the council holds a public hearing on the proposed annexation

CITY MANAGER'S RECOMMENDATION

The City Manager recommends that the City Council find that the request complies with all applicable approval criteria, adopt the resolution, and approve the annexation.

SUGGESTED MOTION

Move to adopt a Resolution Annexing Land to the City of Eugene (Assessor's Map 17-04-02-34, Tax Lot 05800 Located on Irvington Drive West of River Road).

ATTACHMENTS

- A. Vicinity Map
- B. Proposed Annexation Resolution with Exhibits A through C
 - Exhibit A: Site Plan
 - Exhibit B: Legal Description
 - Exhibit C: Planning Director Findings
- C. Application Materials for Annexation Request

FOR MORE INFORMATION

Staff Contact: Nicholas R. Gioello, Associate Planner
Telephone: 541-682-5453
Staff E-Mail: NGioello@eugene-or.gov



Vicinity Map

Irvington Drive (A 24-1)

Attachment A



-  Subject Property
-  Eugene City Limits
-  Taxlots



Caution: This map is based on imprecise source data, subject to change, and for general reference only.

Created on 4/8/2024
by City of Eugene Planning Division

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RESOLUTION NO. _____

**RESOLUTION ANNEXING LAND TO THE CITY OF EUGENE
(ASSESSOR'S MAP 17-04-02-34, TAX LOT 05800 LOCATED ON
IRVINGTON DRIVE WEST OF RIVER ROAD)**

The City Council of the City of Eugene finds that:

A. An annexation application was submitted on February 1, 2024, by Janice M. Rush Trust, in accordance with the provisions of Section 9.7810 of the Eugene Code, 1971, ("EC") to annex property identified as Assessor's Map 17-04-02-34 Tax Lot 05800, to the City of Eugene.

B. The property proposed to be annexed is depicted on the map attached as Exhibit A to this Resolution. The legal description of the property proposed to be annexed is attached to this Resolution as Exhibit B.

C. The City's Planning Director has submitted a written recommendation that the application be approved based on the criteria of EC 9.7825. The Planning Director's Findings and Recommendation are attached as Exhibit C.

D. On April 10, 2024, a notice containing the street address, the assessor's map and tax lot number for the property, a description of the land proposed to be annexed, and the Planning Director's preliminary recommendation was mailed to the applicant, owners and occupants of properties located within 500 feet of the perimeter of the subject property, and the Santa Clara Community Organization. The notice advised that the City Council would consider the Planning Director's full recommendation on the proposed annexation on May 13, 2024.

E. After considering the Planning Director's recommendation, the City Council finds that the application should be approved.

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. Based on the above findings and the Planning Director's Findings and Recommendation which are attached as Exhibit C and are adopted in support of this Resolution, it is ordered that the land identified as Assessor's Map 17-04-02-34, Tax Lot 05800, which is more particularly described in the attached Exhibit B, is annexed to the City of Eugene.

Section 2. This Resolution is effective immediately upon its passage by the City Council. The annexation and the automatic rezoning of the land pursuant to EC 9.7820(3) from R-1 Low-Density Residential with /UL Urbanizable Land Overlay and /CAS Commercial Airport Safety Overlay to R-1 Low-Density Residential with /CAS Commercial Airport Safety Overlay shall become effective in accordance with State law.

The foregoing Resolution adopted the ____ day of May, 2024.

City Recorder

Exhibit A

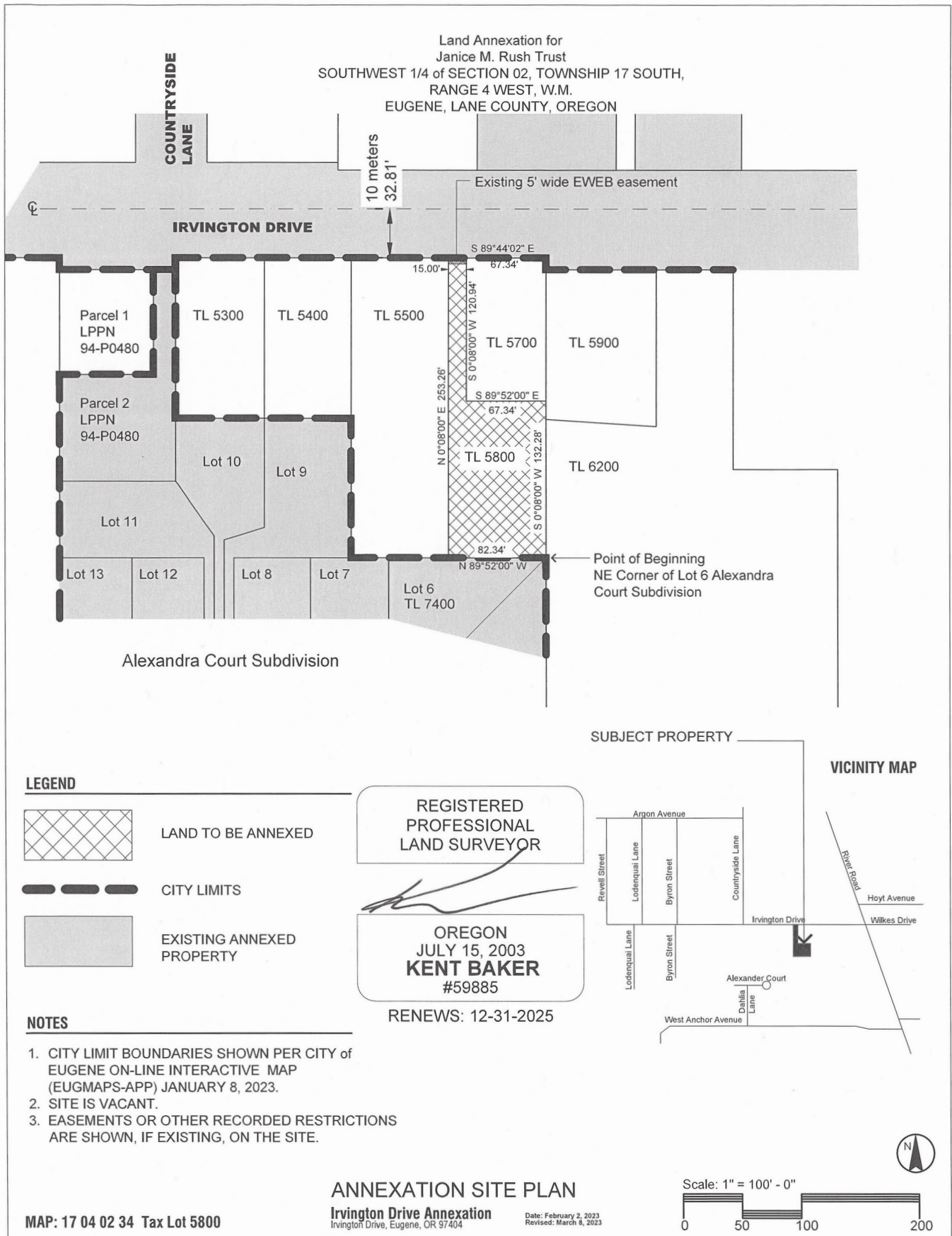


Exhibit B

**Legal Description of Affected Territory to be Annexed
(Tax Lot #5800)**

A unit of land being situated in the Southwest 1/4 of Section 2, Township 17 South, Range 4 West of the Willamette Meridian, said unit of land being more particularly described as follows:

Beginning at the Northeast corner of Lot 6, ALEXANDRA COURT SUBDIVISION, as platted and recorded in File 75, Slides 124 - 126, Lane County Plat Records, in Lane County, Oregon;

Thence along the northerly boundary of said Lot 6, North 89°52'00" West a distance of 82.34 feet;

Thence leaving the northerly boundary of said Lot 6, North 00°08'00" East a distance of 253.26 feet to the northerly margin of Irvington Road, said northerly margin being 10 meters (32.81 feet) from the centerline;

Thence along the northerly margin of Irvington Road parallel with and 10 meters southerly of the centerline, South 89°44'02" East a distance of 15.00 feet;

Thence leaving the northerly margin of Irvington Road, South 00°08'00" West a distance of 120.94 feet;

Thence South 89°52'00" East a distance of 67.34 feet;

Thence South 00°08'00" West a distance of 132.28 feet to the point of beginning, all in Lane County, Oregon and containing 12,706 square feet (0.29 acres) of land, more or less.



**Planning Director's Findings and Recommendation:
Annexation Request for IRVINGTON DRIVE
(City File: A 24-1)**

Exhibit C

Application Submitted: February 1, 2024
Applicant: Janice M. Rush Trust
Property Included in Annexation Request: Tax Lot 05800 of Assessor's Map 17-04-02-34
Zoning: R-1 Low-Density Residential with an /UL Urbanizable Land Overlay and /CAS Commercial Airport Safety Overlay
Location: South side of Irvington Drive, west of River Road
Lead City Staff: Nicholas Gioello, Associate Planner, City of Eugene Planning Division, 541-682-5453

EVALUATION:

Based on the information provided by the applicant, the City has determined that this request complies with Eugene Code (EC) Section 9.7805 Annexation - Applicability. As such, it is subject to review and approval in accordance with the requirements, application criteria and procedures of EC 9.7800 through 9.7835. The applicable approval criteria are presented below in bold typeface with findings and conclusions following each.

EC 9.7825(1) The land proposed to be annexed is within the city's urban growth boundary and is: (a) Contiguous to the city limits; or (b) Separated from the city only by a public right of way or a stream, bay, lake or other body of water.	
Complies	Findings: The subject property is within the Urban Growth Boundary and is contiguous to City limits on its northern and southern borders, consistent with subsection (a).
☒ YES	☐ NO
EC 9.7825(2) The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plans.	
Complies	Findings: Several policies from the Metro Plan provide support for this annexation by encouraging compact urban growth to achieve efficient use of land and urban service provisions within the UGB, including the following policies from the Growth Management section (in <i>italic text</i>):
☒ YES	☐ NO
	<p><i>Policy 8. Land within the UGB may be converted from urbanizable to urban only through annexation to a city when it is found that:</i></p> <p><i>a. A minimum level of key urban facilities and services can be provided to the area in an orderly and efficient manner.</i></p> <p><i>b. There will be a logical area and time within which to deliver urban services and facilities. Conversion of urbanizable land to urban shall also be consistent with the Metro Plan. (page II-C-4)</i></p> <p><i>Policy 10. Annexation to a city through normal processes shall continue to be the highest priority. (page II-C-5).</i></p>

		<p><i>Policy 15. Ultimately, land within the UGB shall be annexed to a city and provided with the required minimum level of urban facilities and services. While the time frame for annexation may vary, annexation should occur as land transitions from urbanizable to urban. (page II-C-5)</i></p> <p>The following policy from the Residential Element of the Metro Plan is also applicable:</p> <p><i>Policy A.2 Residentially designated land within the UGB should be zoned consistent with the Metro Plan, and applicable plans and policies; however, existing agricultural zoning may be continued within the area between the city limits and UGB until rezoned for urban uses.</i></p> <p>The Metro Plan designates the annexation area as appropriate for low-density residential use. The River Road - Santa Clara Urban Facilities Plan (RR/SC UFP) is the adopted refinement plan for the subject property, which also designates the area for low density residential use, consistent with the subject property's existing R-1 Low-Density Residential zoning. The /UL overlay will be automatically removed from the property upon approval of the annexation.</p> <p>Regarding applicable policies of the RR/SC UFP, the subject property is not within a defined subarea. Further, none of the general "Residential Land Use Policies" at Section 2.2 appear to be directly applicable to the subject request. The "Public Facilities and Services Element" policies of the RR/SC UFP are directed at local government; however, the premise of these policies (regarding the provision of urban services) is the assumption that property within the UGB will be annexed.</p> <p>As previously discussed in this subsection, and further detailed under subsection (3) below, the proposed annexation is consistent with Metro Plan growth management policies and can be served by the minimum level of key urban services. The annexation procedures beginning at EC 9.7800 are consistent with State law and therefore, as found throughout this report, the annexation is consistent with State law.</p> <p>Based on the findings above, the proposal is consistent with the applicable policies of the Metro Plan and RR/SC UFP refinement plan.</p>
EC 9.7825(3)		The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services, as defined in the Metro Plan, can be provided in an orderly, efficient, and timely manner.
Complies ☒ YES ☐ NO		Findings: Consistent with this criterion, the proposed annexation will result in a boundary in which the minimum level of key urban facilities and services can be provided in an orderly, efficient, and timely manner as detailed below:

Wastewater

Public wastewater is available via a 12-inch line located in Irvington Drive and a 6-inch service line at the north property line that provides service to this tax lot and an adjacent tax lot.

As an informational item, there is a wastewater assessment for this tax lot which will need to be paid prior to any development on the site.

Stormwater

An 18-inch public stormwater line exists within Irvington Drive at this location, which increases to a 24-inch diameter pipe just east of the property. Future development on the site will be subject to stormwater standards in effect at that time. Service can be provided in an orderly, efficient, and timely manner.

Transportation

The property is located on Irvington Drive, which is classified as a minor arterial street and is owned and maintained by City of Eugene. It is an improved street with curb and gutter, setback sidewalks, street trees and streetlights. Access management and street standards will be evaluated at the time of future development.

Solid Waste

Collection service is provided by private firms. Regional disposal sites are operated by Lane County.

Water and Electric

Eugene Water and Electric Board (EWEB) Water staff confirm water and electric services can be extended to the subject property in accordance with EWEB policies and procedures.

Public Safety

Police protection can be extended to this site upon annexation consistent with service provision through the City. Fire protection will be provided by Eugene Springfield Fire. Emergency medical services are currently provided on a regional basis and will continue in the same manner upon annexation.

Parks and Recreation

Parks and recreation programs are provided on a City-wide basis. The inclusion of the subject property in the City is sufficient evidence to demonstrate the minimum level of this key urban service is met.

Planning and Development Services

Planning and building permit services are provided for all properties located within the Urban Growth Boundary by the City of Eugene. The Eugene Code, Chapter 9, will provide the required land use controls for future development of the subject property upon annexation.

		<p><u>Communications</u></p> <p>A variety of telecommunications providers offer communications services throughout the Eugene/Springfield area.</p> <p><u>Public Schools</u></p> <p>The subject property is within Eugene School District 4J and is located within the district boundary of Spring Creek Elementary School, Madison Middle School, and North Eugene High School. As access to schools is evaluated on a district-wide basis, the property's location within the school district is sufficient evidence to demonstrate the minimum level of this key urban service is met.</p>
--	--	---

CONCLUSION:

Based on the above findings, information submitted to date, and the criteria set forth in EC 9.7825, the proposed annexation is consistent with the applicable approval criteria. A map and legal description showing the area subject to annexation are included in the application file for reference. The effective date of the annexation will be set in accordance with State law.

INFORMATIONAL ITEMS:

- Upon approval of the annexation, the base zoning of R-1 Low-Density Residential and /CAS Commercial Airport Safety Overlay will remain; however, the /UL Urbanizable Lands overlay will be automatically removed from the annexation area. Please contact the Permit Information Center, Planner-on-Duty at 541-682-5377 for more information.
- Approval of this annexation does not relieve the applicant from complying with applicable codes and statutory requirements.



ANNEXATION

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541)682-5377, 99 West 10th Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers of the property included in the request.

Assessor's Map	Tax Lot	Zoning	Acreage
17 04 02 34	5800	R-1/UL	.29 acres

Property Address: N/A (lot is vacant)

Plans for Future Development & Permit Number (if applicable):

Public Service Districts:

Name			
Parks:	City of Eugene Parks		
Electric:	EWEB (Eugene Water and Electric Board)		
Water:	EWEB (Eugene Water and Electric Board)		
Sanitary Sewer:	City of Eugene		
Fire:	Santa Clara Rural Fire Protection District		
Schools:	Elementary: Spring Creek	Middle: Madison Middle School	High: North Eugene High School
Other:	Ambulance: Eugene Springfield Fire		

Filing Fee

- ☒ A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check website at www.eugeneplanning.org

Written Statement *(Submit 5 copies)*

- ☒ Submit a detailed written statement describing **how** this request is consistent with all applicable criteria (Section 9.7825 of the Eugene Code).

Site Plan Requirements

Submit 3 paper copies and 1 digital copy of a site plan, drawn to an engineer's scale on 8 ½" x 11" sheet of paper. Site plans shall include the following information:

- ☒ Show the date & north arrow on site plan.
- ☒ Show the Assessor's Map and Tax Lot number(s) on the site plan.
- ☒ Show a vicinity map on the site plan (vicinity map does not need to be to scale).
- ☒ Show city limits & UGB (if applicable)
- ☒ Clearly label the affected territory and any public right of ways to be annexed.
- ☒ Show all adjacent streets, alleys, and accessways.
- ☒ Show all dimensions of existing public utility easements and any other areas restricting use of the parcels, such as conservation areas, slope easements, access easements, etc.
- ☒ Show the location of all existing structures.

Other Application Requirements (Submit 3 paper copies and 1 digital copy of all)

- ☒ Petition for Annexation form listing all owners, including partial owners, and electors. This form includes the Certification of Electors which must be signed by the Lane County Elections/Voter Registration Department and also includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant.*
- ☒ Notarized Consent to Annexation form.
- ☒ A legal description of the land proposed for annexation, including any public right of way prepared by a registered land surveyor. Oregon Revised Statutes (ORS) 308.225 requires submittal of a closing metes and bounds description or subdivision block and lot number description. Please see example of acceptable legal descriptions contained in the application packet. The legal description must exactly correspond with the map included with the application or the Assessor's map.
- ☒ Summary of Urban Service Provision form.
- ☒ Census Information Sheet.

Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

PROPERTY OWNER OF TAX LOT: 5800

Name (print): Janice M. Rush Trust

Address: 94 Irvington Drive

Email: kxrush@gmail.com

City/State/Zip: Eugene, OR 97404

Phone: 541.650.5407 Fax:

Signature: *Jan M. Rush*

Date: 1/22/24

PROPERTY OWNER OF TAX LOT: _____

Name (print):

Address:

Email:

City/State/Zip:

Phone:

Fax:

Signature:

Date:

PROPERTY OWNER OF TAX LOT: _____

Name (print):

Address:

Email:

City/State/Zip:

Phone:

Fax:

Signature:

Date:

SURVEYOR:

Name (print): Kent Baker

Company/Organization: Roberts Surveying, Inc.

Address: 2811 Lydick Way

City/State/Zip: Eugene, OR 97401

Phone: 541.345.1112 Fax:

E-mail: kent@robertssurvey.com

Signature:

Date:

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

PROPERTY OWNER OF TAX LOT: 5800

Name (print): Janice M. Rush Trust

Address: 94 Irvington Drive

Email: lorush@gmail.com

City/State/Zip: Eugene, OR 97404

Phone: 541.850.5407 Fax:

Signature: _____

Date: _____

PROPERTY OWNER OF TAX LOT: _____

Name (print): _____

Address: _____

Email: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Signature: _____

Date: _____

PROPERTY OWNER OF TAX LOT: _____

Name (print): _____

Address: _____

Email: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Signature: _____

Date: _____

SURVEYOR:

Name (print): Kent Baker

Company/Organization: Roberts Surveying, Inc.

Address: 2811 Lydick Way

City/State/Zip: Eugene, OR 97401

Phone: 541.345.1112 Fax:

E-mail: kent@robertssurvey.com

Signature: 

Date: 01/23/2024

REPRESENTATIVE (If different from Surveyor):

Attachment C

Name (print): Carol Schirmer

Company/Organization: Schirmer Consulting, LLC

Address: PO Box 10424

City/State/Zip: Eugene, OR 97440 Phone: 541.234.5108 Fax:

E-mail: schirmer@schirmerconsulting.com

Signature:



Date:

****Attached additional sheets if necessary.**

February 1, 2024

**Irvington Drive
Annexation Application
Map 17 04 02 34 Tax Lot 5800**

WRITTEN STATEMENT

In accordance with EC 9.7800, Annexation Application Procedures and Criteria, the applicant is requesting that the City of Eugene review this annexation request and determine that the proposal complies with criteria contained in EC 9.7825 and that the requested annexation can be approved.

I. Description of Proposal

A. Overview

The applicant requests annexation approval to increase opportunities for future use of the property. The property is located inside the City of Eugene Urban Growth Boundary and is zoned Low Density Residential (R-1) with an Urbanizable Land Overlay (UL). The Metro Plan designation is Low Density Residential.

B. Subject Site

There is one property in this annexation application and it is in the Santa Clara Community Organization area. The property is primarily adjacent to and abutting single unit dwellings.



II. Annexation – Approval Criteria

Annexation Approval Criteria are found in Section 9.7825 of the Eugene Code. Applicable sections of the Code are in plain text, followed by proposed findings of facts in *italics*.

9.7825 Annexation – Approval Criteria. The city council shall approve, modify and approve, or deny a proposed annexation based on the application's consistency with the following:

(1) The land proposed to be annexed is within the city's urban growth boundary and is:

(a) Contiguous to the city limits.

The property to be annexed is within the city's urban growth boundary and is contiguous to the city limits. The property abuts both Irvington Drive and 235 Alexandra Court, both of which are annexed.

(2) The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plans.

The property is within the Metro Plan and the River Road-Santa Clara Urban Facilities Plan. The property is currently zoned R-1 (Low Density Residential) with a UL overlay (Urbanizable Land). The Metro Plan and the River Road-Santa Clara Urban Facilities Plan designate the property for low density residential. The /UL overlay will automatically be removed upon annexation approval.

METRO PLAN: *Applicable Metro Plan policies and findings in support of this annexation request are as follows:*

C. Growth Management

- Policy 8. Land within the UGB may be converted from urbanizable to urban only through annexation to a city when it is found that:
 - a. A minimum of key urban facilities and services can be provided to the area in an orderly and efficient manner.

Response: Minimum key urban facilities and services as defined in the Metro Plan includes wastewater, stormwater, transportation, solid waste management, water service, fire and emergency medical service, police protection, city-wide parks and recreation programs, electric service, land use controls, communication facilities and public schools on a district-wide basis (Metro Plan, Chapter V, Glossary, definition 24). As documented elsewhere in this Written Statement these key urban facilities and services can be provided to the subject sites in an orderly and efficient manner.

- Policy 10. Annexation to a city through normal processes shall continue to be the highest priority.

Response: Annexation into the corporate limits of the City of Eugene is codified in the Eugene Code (EC) 9.7800-9.7835. Processes and procedures regarding application, annexation, approval criteria, effective date and notice, and withdrawal from special districts are, by submittal and processing of this Annexation Application, being followed.

- Policy 15. Ultimately, land within the UGB shall be annexed to a city and provided with the required minimum level of urban facilities and services.

Response: The subject sites are inside the Eugene jurisdiction of the metro area's Urban Growth Boundary. By this Annexation Application land within the UGB (the subject sites) are being annexed and as required by applicable approval criteria, will be provided with the minimum level of urban facilities and services.

- Policy 17. Eugene and Springfield and their respective utility branches, Eugene Water & Electric Board (EWEB) and Springfield Utility Board (SUB), shall be the water and electrical service providers within the UGB.

Response: EWEB currently provides service to the surrounding properties and will provide service to the property once annexed.

APPLICABLE REFINEMENT PLAN: The applicable refinement plan is River Road-Santa Clara Urban Facilities Plan.

None of the policies in the River Road-Santa Clara Urban Facilities Plan are directly applicable to the annexation of the property.

The property is not in any of the sub areas in the plan.

The 'Public Facilities and Services Element' policies of the River Road-Santa Clara Urban Facilities Plan are directed at local government; however, the premise of these policies (regarding the provision of urban services) is the assumption that the properties within the UGB will be annexed.

- (3) The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services, as defined in the Metro Plan, can be provided in an orderly, efficient, and timely manner.

Response: The proximity of key urban facilities and services to the properties show that services can be provided in an orderly, efficient, and timely manner. These services are as follows:

Wastewater

An 12" public gravity wastewater service is available adjacent to the site in Irvington Drive. When there is a development proposal the property will connect to public wastewater.

Stormwater

An 18" stormwater line is available in Irvington Drive. The vacant property, when developed, will either connect to this pipe or gravity feed through a weephole in the curb.

No construction is proposed as part of this application. Any development plans will be required to meet current City of Eugene Stormwater Management criteria and will be evaluated by staff for compliance.

Water and Electric Service

Water and electric service is currently available to the lot and provided by EWEB. There is an 8" water main adjacent to the site in Irvington Drive. The vacant lot, when developed will be served by EWEB. There is electric service to the site as evidenced by these utilities being provided to the surrounding homes.

Transportation

The property has frontage on Irvington Drive. To the east, (approximately 600 feet) is River Road. River Road provides direct access to Belt Line and then I-5.

Transit – Lane Transit District has regular bus service on River Road traveling both north and south.

There are bike paths on both sides of River Road.

Solid Waste Management

Solid waste collection is provided by private firms, whose franchise territory granted by the City of Eugene includes the site.

Fire and Emergency Medical Services

Emergency medical and fire are currently provided by Santa Clara Rural Fire Protection District. After annexation emergency medical and fire will be provided by Eugene, Springfield and Lane Rural Fire/Rescue to central Lane County.

Police Protection

City of Eugene will provide police protection to this site upon annexation.

Parks and Recreation

Per the City of Eugene 2017 'Parks, Open Space & Rec Map' the following parks are located within one mile of the subject property: Fern Dale Park, Bobolink Park, Arrowhead Park, Filbert Meadows Park and Awbrey Park.

Land Use Controls

The subject property is inside the Eugene portion of the Metro Plan Urban Growth Boundary. The city of Eugene provides land use controls for the site.

Communication Facilities

A variety of telecommunications providers offer communication services throughout the Eugene/Springfield Area.

Public Schools on a District-Wide Basis

The property is within the Eugene 4J School District and is within the district boundaries of Spring Creek Elementary School, Madison Middle School and North Eugene High School.

Given the above regarding public and private facility availability, this criterion is met.

III. Attachments

The following attachments are included with this application.

1. Site Plan
2. Petition Signature Sheet
3. Consent for Annexation
4. Legal Description of Affected Territory to be Annexed
5. Certification of Description
6. Summary of Urban Service Provision
7. Census Information Sheet

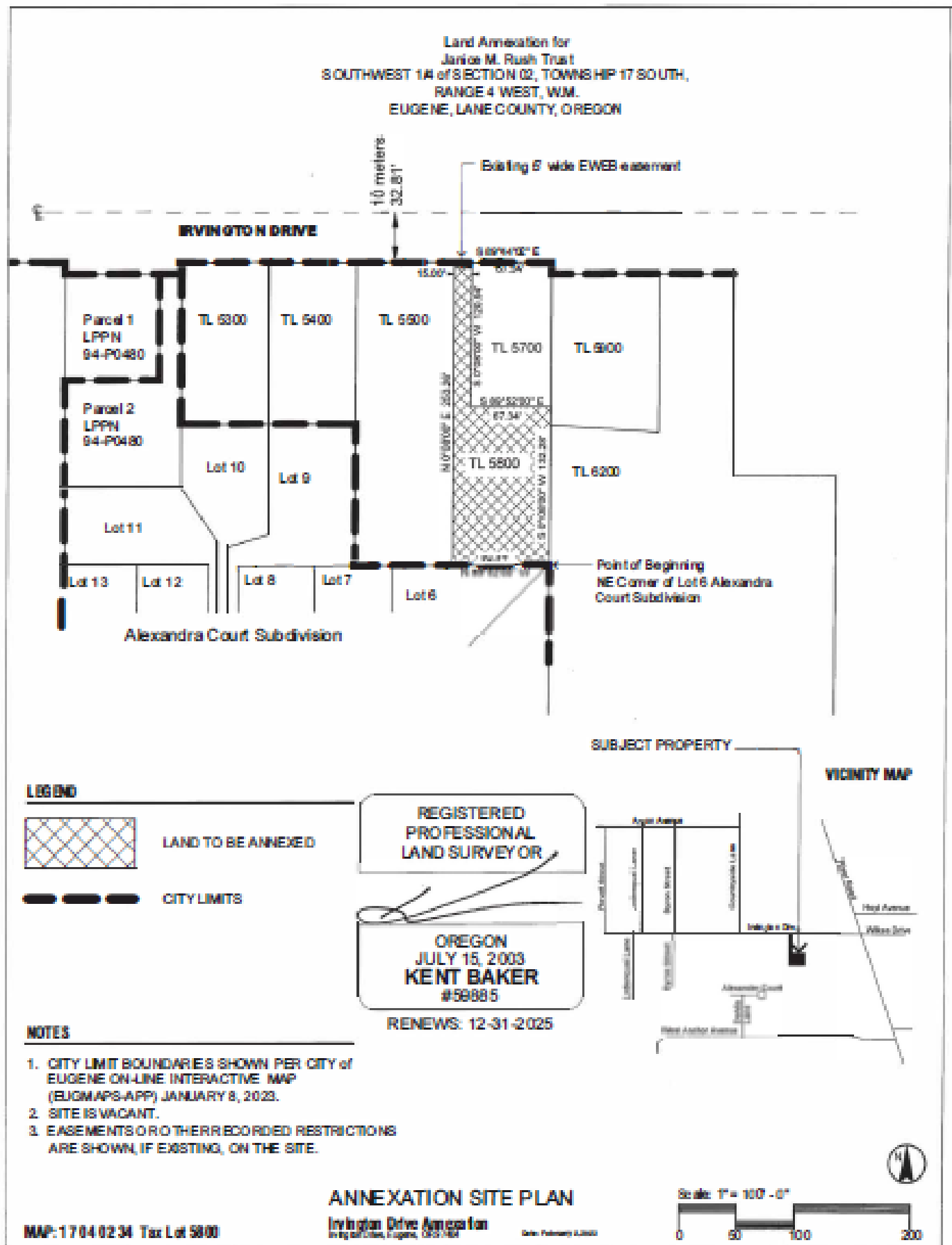
IV. Conclusion

Based on the available information and supporting materials the annexation request is consistent with all applicable approval criteria.

Sincerely,
Schirmer Consulting, LLC



Carol Schirmer
Principal



Application #: C * 2008 - _____

For City Use Only

Attachment C

- * CB = Coburg
- CR = Creswell
- FL = Florence
- OA = Oakridge
- CG = Cottage Grove
- EJ = Eugene
- JC = Junction City
- SP = Springfield

PETITION

Petition Signature Sheet Annexation by Individuals

We, the following property owners/electors, consent to the annexation of the following territory to the City of (Insert Name of City):

Signature	Date Signed m/d/yr	Print Name	Residence Address (street, city, zip code)	Map and Tax Lot Number (example: 17-04-03-00-00100)	Land Owner	Ballot Voter	Acres (est.)
1. <u>Jan M. Rush</u>	<u>1/22/24</u>	<u>Jan M. Rush</u>	<u>94 IRVINGTON DR EUGENE OR 97404</u>	<u>17-01-02-24-5800</u>	☒	☐	<u>2.30</u>
2.							
3.							
4.							
5.							

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. (Attach evidence of such authorization when applicable.)

I, KARI SMITH (printed name of circulator), hereby certify that every person who signed this sheet did so in my presence.

X Kari Smith (signature of circulator)

CERTIFICATION OF PROPERTY OWNERS

The total landowners in the proposed annexation are 1 (qty). This petition reflects that 1 (qty) landowners (or legal representatives) listed on this petition represent a total of 100 (%) of the landowners and 100 (%) of the acres as determined by the map and tax log attached to the petition. A&T is not responsible for subsequent deed activity which may not yet be reflected on the A&T computerized tax roll.

CERTIFICATION OF ELECTORS

The total active registered voters in the proposed annexation are 1. I hereby certify that this petition includes 0 valid signatures representing 0 (%) of the total active registered voters that are registered in the proposed annexation.

Page 1

S. Quenall
Lane County Department of Assessment and Taxation
1/31/2024
Date Certified

[Signature]
Lane County Clerk or Deputy Signature
1-25-2024
Date Certified

Consent to Annexation

Consent is hereby given to the annexation by the City of Eugene, Oregon of the following described real property:

Map and Tax Lot: 17 04 02 34 Address: N/A (vacant lot)

Legal Description:

See Attachment A

In the corporate limits of said city, which is owned by the undersigned

DATED this 26th day of January, 2024.

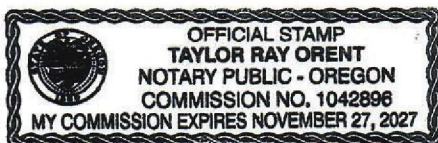
Janice M. Rush

STATE OF OREGON)

County of Lane)ss
)

On this 26th day of January, 2024, before me, the undersigned, a notary public in and for the said county and state, personally appeared the within-named, Janice Rush, who is known to me to be the identical individual described herein and who executed the same freely and voluntarily.

Seal:



IN TESTIMONY WHEREOF, I have hereunto set my hand and seal the day and year last above written.

T. Orent
Notary Public for Oregon
My Commission Expires 11-27-27

Attachment A

**Legal Description of Affected Territory to be Annexed
(Tax Lot #5800)**

A unit of land being situated in the Southwest 1/4 of Section 2, Township 17 South, Range 4 West of the Willamette Meridian, said unit of land being more particularly described as follows:

Beginning at the Northeast corner of Lot 6, ALEXANDRA COURT SUBDIVISION, as platted and recorded in File 75, Slides 124 - 126, Lane County Plat Records, in Lane County, Oregon;

Thence along the northerly boundary of said Lot 6, North 89°52'00" West a distance of 82.34 feet;

Thence leaving the northerly boundary of said Lot 6, North 00°08'00" East a distance of 253.26 feet to the northerly margin of Irvington Road, said northerly margin being 10 meters (32.81 feet) from the centerline;

Thence along the northerly margin of Irvington Road parallel with and 10 meters southerly of the centerline, South 89°44'02" East a distance of 15.00 feet;

Thence leaving the northerly margin of Irvington Road, South 00°08'00" West a distance of 120.94 feet;

Thence South 89°52'00" East a distance of 67.34 feet;

Thence South 00°08'00" West a distance of 132.28 feet to the point of beginning, all in Lane County, Oregon and containing 12,706 square feet (0.29 acres) of land, more or less.

Legal Description of Affected Territory to be Annexed
(Tax Lot #5800)

A unit of land being situated in the Southwest 1/4 of Section 2, Township 17 South, Range 4 West of the Willamette Meridian, said unit of land being more particularly described as follows:

Beginning at the Northeast corner of Lot 6, ALEXANDRA COURT SUBDIVISION, as platted and recorded in File 75, Slides 124 - 126, Lane County Plat Records, in Lane County, Oregon;

Thence along the northerly boundary of said Lot 6, North 89°52'00" West a distance of 82.34 feet;

Thence leaving the northerly boundary of said Lot 6, North 00°08'00" East a distance of 253.26 feet to the northerly margin of Irvington Road, said northerly margin being 10 meters (32.81 feet) from the centerline;

Thence along the northerly margin of Irvington Road parallel with and 10 meters southerly of the centerline, South 89°44'02" East a distance of 15.00 feet;

Thence leaving the northerly margin of Irvington Road, South 00°08'00" West a distance of 120.94 feet;

Thence South 89°52'00" East a distance of 67.34 feet;

Thence South 00°08'00" West a distance of 132.28 feet to the point of beginning, all in Lane County, Oregon and containing 12,706 square feet (0.29 acres) of land, more or less.

Certification of Description

Pursuant to EC 9.7810(7), Annexation Application Requirements, I hereby certify the metes and bounds description of the real property proposed for annexation closes; and the map outlining the boundary is a true representation of the description.

Signature:



Registered Land Surveyor

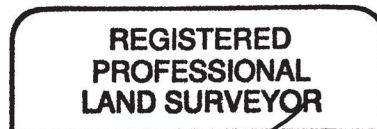
Print Name:

Kent Baker

Date:

01/23/2024

Seal:



RENEWS: 12-31-2025

Summary of Urban Service Provision

This form is intended as a guide to assist applicants in demonstrating that a minimum level of key urban services can be provided to the area proposed for annexation. Space is provided on this form for you to provide detailed information on service provision. Please add additional pages if necessary to provide details of servicing issues related to the area you are annexing. To assist you in providing this information, some contacts are listed below. For large or difficult to serve properties, you may wish to contact a private land use planning consultant to prepare your application.

Property Owner(s) Name: Janice M. Rush Trust (Tax Lots 5800)

Assessor's Map and Tax Lot Numbers for Properties Proposed for Annexation
(For example: Map 17-03-19-31, Tax Lot 100)

Map 17-04-02-34 Tax Lot 5800

Wastewater -- All new development must connect to the wastewater (sanitary sewer) system. Is wastewater service available to serve the area proposed for annexation? (For more information, contact the Engineering staff at the City of Eugene Permit and Information Center or call 541-682-8400.)

The property(ies) in this annexation request:

☒ will be served from an existing gravity wastewater line.

Location and size of existing wastewater line:

12" wastewater line in Irvington Drive

_____ will be served by an extension of an existing gravity wastewater line.

Where will a wastewater line be extended from? When will it be extended? By whom?

Stormwater -- Site plans for all new development must provide for drainage to an approved system consistent with the Comprehensive Stormwater Management Plan. City approval for storm drainage will be required as part of the development process. (For more information, contact the Engineering staff at the City of Eugene Permit and Information Center or call 541-682-8400.)

Is the site currently served by an approved stormwater system?

Yes.

If yes,
location? 18" stormwater line in Irvington Drive.

If no, how will stormwater be handled after development? -

Streets – What existing streets provide access to this site. List existing streets that provide access to this site from River Road, the Northwest Expressway, or Beltline Highway. _____

Subject property is 600 feet directly west of River Road.

Will dedication for additional street right-of-way be required upon further development of this site?

_____ Yes x No _____ Unknown

Will existing streets be extended or new streets constructed upon further development of this site?

_____ Yes x No _____ Unknown

Parks, Recreation, and Cultural Services

Systems Development revenues generated by new development and Ballot Measure 20-30, which authorized the issuance of \$25.3 million in general revenue bonds, will help to fund future City park acquisition and development in this area and throughout the city. Please list the parks and recreation facilities that already exist or are planned in the general vicinity of the property(ies) included in this annexation:

Existing Parks: Fern Dale Park, Bobolink Park, Arrowhead Park,
Filbert Meadows Park, and Awbrey Park.

Key services, defined by the Metropolitan Plan as parks and recreation programs, will be available to new city residents in this area on an equal basis with residents throughout the city.

Public Safety

Police services - Police protection can be extended to this site upon annexation consistent with service provision throughout the city.

For River Road/Santa Clara area-

Police services - Police protection can be extended to this site upon annexation consistent with service provision throughout the city. Police currently travel along River Road to provide service to areas throughout the River Road and Santa Clara area. Infill annexations and development in this area will increase the efficiency of service delivery to this area.

Fire and emergency services (Please indicate which fire district serves subject property.)

 x Santa Clara - Fire protection services are currently provided to the subject property by the Santa Clara Rural Fire Protection District.

_____ River Road - Fire and emergency services - Fire protection is currently provided to the subject property by the River Road Water District under contract with the City of Eugene. Upon annexation, fire protection will be provided directly by the City of Eugene Fire & EMS Department.

Emergency medical transport (i.e., ambulance) services are currently provided on a regional basis by Eugene, Springfield, and Lane Rural Fire/Rescue to central Lane County, including the River Road and Santa Clara areas. After annexation, this service will continue to be provided by the current provider. All ambulance service providers have mutual aid agreements and provide back-up service into the other providers' areas.

Planning and Development Services -- Planning and building permit services are provided to the area outside the city limits but within the urban growth boundary by the City of Eugene. This service would continue after annexation.

EWEB (Eugene Water and Electric Board) currently provides water and electric service in the Eugene area and can provide service to new development in the River Road and Santa Clara area upon annexation. Some properties in northern Eugene receive electric service from EPUD (Emerald People's Utility District). Some properties in south Eugene receive electric services from the Lane Electric Cooperative; please note if this is the case for your property. For more information contact EWEB, ph. 484- 2411, EPUD, ph. 746-1583 or Lane Electric Co-op, 484-1151.

Electric Service – Which electric company will serve this site?

EWEB

Water Service -- Please provide the size and location of the water main closest to your property._____.

8" water main in Irvington Drive

Solid Waste -- Solid waste collection service is provided by private firms. Regional disposal sites and the Short Mountain Landfill are operated by Lane County.

Natural Gas -- Northwest Natural Gas can extend service to new development in this area.

Communications -- US West Communications and a variety of other telecommunications providers offer communications services throughout the Eugene/Springfield Area.



STATUS OF RECORD TITLE REPORT

SCHIRMER CONSULTING, LLC
ATTN: CAROL SCHIRMER
PO BOX 10424
EUGENE, OR 97440

Date: JANUARY 12, 2024
Our No: CT-0342232
Your No: --
Charge: \$300.00

As requested, Cascade Title Co. has searched our tract indices as to the following described real property:

(A T T A C H E D)

and as of: DECEMBER 29, 2023 at 8:00 A.M., we find the following:

Vestee:

JANICE M. RUSH,
Trustee of
THE JANICE M. RUSH TRUST

Said property is subject to the following on record matters:

1. City Lien, as levied by the City of Eugene, for sanitary sewer, Master Project No. 1991-01004, Job No. 93002787, Account ID 15426, "ON HOLD".
2. City Lien, as levied by the City of Eugene, for sanitary sewer, Master Project No. 1991-01004, Job No. 93002787, Account ID 15427, "ON HOLD".
3. Rights of the public in and to any portion lying within streets, roads and highways.
4. Dedication of public road easement, including the terms and provisions thereof, recorded June 25, 1970, Reception No. 1970-010410, Lane County Official Records.
5. Grant of Easement and Maintenance Agreement, including the terms and provisions thereof, recorded October 1, 1998, Reception No. 1998-078789, Lane County Official Records.
6. The terms, provisions, rights of the beneficiaries, and powers of the Trustee under the Janice M. Rush Trust, and any amendments thereto, under which the vestee herein holds title.
7. Our examination of the title to the subject property discloses no open Trust Deeds or Mortgages of record.

MAIN OFFICE

811 WILLAMETTE ST.
EUGENE, OREGON 97401
PH: (541) 687-2233 * FAX: (541) 485-0307

FLORENCE OFFICE

715 HWY 101 * FLORENCE, OREGON 97439
MAILING: PO BOX 508 * FLORENCE, OREGON 97439
PH: (541) 997-8417 * FAX: (541) 997-8246

VILLAGE PLAZA OFFICE

4750 VILLAGE PLAZA LOOP SUITE 100
EUGENE, OREGON 97401
PH: (541) 653-8622 * FAX: (541) 844-1626

Order No. 0342232
Page 2

NOTE: Taxes, Account No. 0341378, Assessor's Map No. 17 04 02 3 4, #5800, Code 4-17, 2023-2024, in the amount of \$601.81, PAID IN FULL.

This report is to be utilized for information only. This report is not to be used as a basis for transferring, encumbering or foreclosing the real property described.

The liability of Cascade Title Co. is limited to the addressee and shall not exceed the premium paid hereunder.

CASCADE TITLE CO., by:

ec/rh: Title Officer: DEBBIE FORSTROM

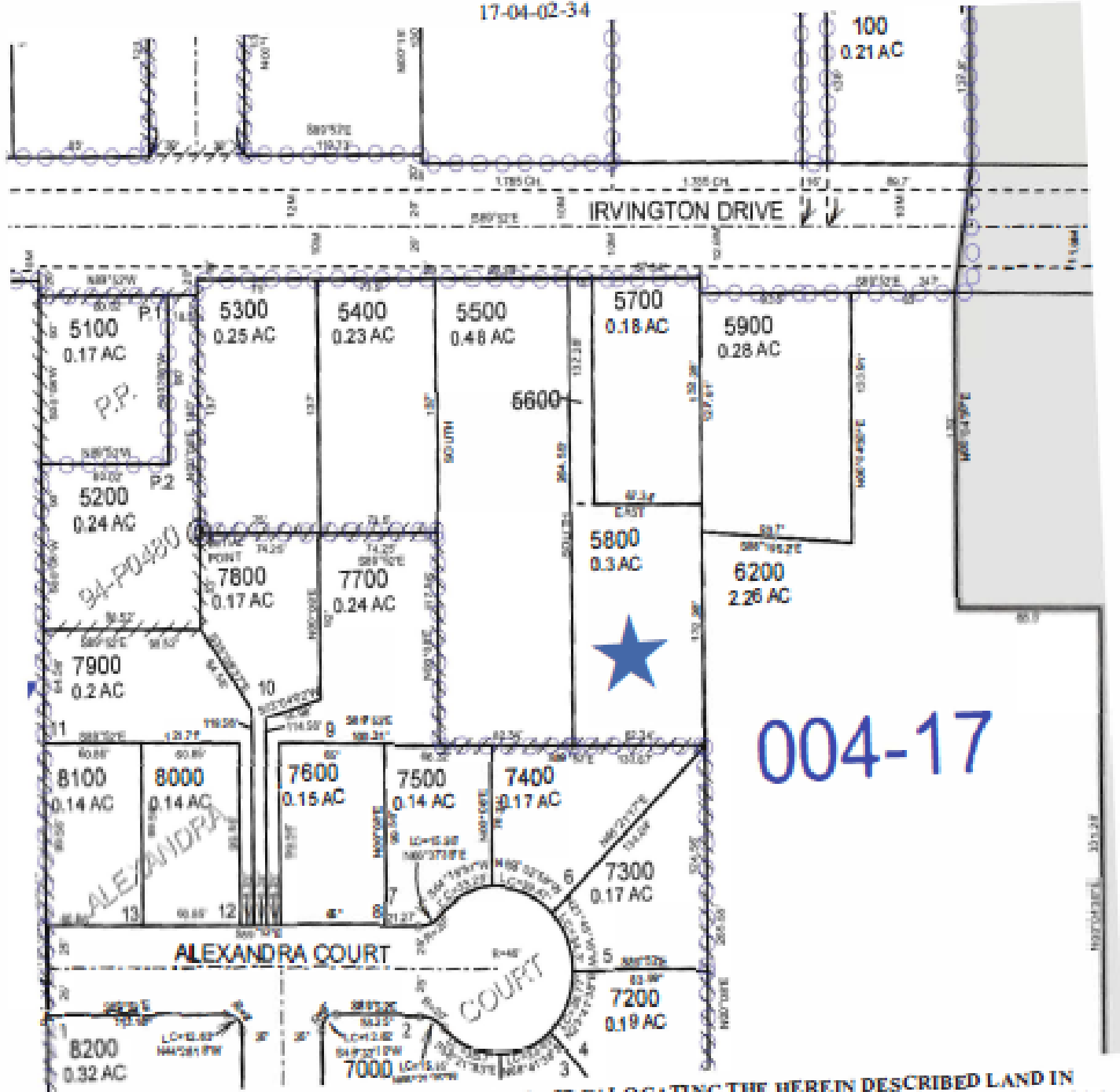
PROPERTY DESCRIPTION

Beginning at a point on the Southerly margin of Irvington Road, said point being South 0° 08' 00" West 1205.72 feet and South 89° 52' 00" East 3311.36 feet from the Northwest corner of the A. Peek Donation Land Claim No. 51, in Township 17 South, Range 4 West of the Willamette Meridian; thence along said Southerly margin, South 89° 52' 00" East 15.00 feet; thence leaving said Southerly margin, South 0° 08' 00" West 112.28 feet; thence South 89° 52' 00" East 67.34 feet; thence South 0° 08' 00" West 132.28 feet; thence North 89° 52' 00" West 82.34 feet; thence North 0° 08' 00" East 244.56 feet to the point of beginning, in Lane County, Oregon.

EXCEPT that portion described in Stipulated Judgment entered November 26, 2003, in Lane County Circuit Court Case No. 16-03-05803, in Lane County, Oregon.



MAP NO.
17-04-02-34



THIS MAP/PLAT IS BEING FURNISHED AS AN AID IN LOCATING THE HEREIN DESCRIBED LAND IN RELATION TO ADJOINING STREETS, NATURAL BOUNDARIES AND OTHER LAND, AND IS NOT A SURVEY OF THE LAND DEPICTED. EXCEPT TO THE EXTENT A POLICY OF TITLE INSURANCE IS EXPRESSLY MODIFIED BY ENDORSEMENT, IF ANY, THE COMPANY DOES NOT INSURE DIMENSIONS, DISTANCES, LOCATION OF EASEMENTS, ACREAGE OR OTHER MATTERS SHOWN THEREON.

10410

DEDICATION
OF PUBLIC ROAD EASEMENTMeryl M. Loy and Dora M. Loy

grant and dedicate to LANE COUNTY, a political subdivision of the State of Oregon,
a public road easement on and over the following described property:

A parcel of land lying in the Southwest one-quarter of Section 2, Township 17 South, Range 4 West, Willamette Meridian, and being a portion of that tract of land conveyed to Meryl M. Loy and Dora M. Loy, husband and wife, by that certain deed recorded February 28, 1964 on Reel 237-D, Recorder's Reception No. 45469, Lane County Oregon Deed Records, and being described as follows:

Beginning at a point 17.88 chains South and 3642.42 feet East of the Northwest corner of the Abraham Peck Donation Land Claim No. 51, Township 17 South, Range 4 West, Willamette Meridian; run thence South 20.00 feet; thence West 247.00 feet; thence North 20.00 feet; thence East 247.00 feet to the place of beginning in Lane County, Oregon.

It being the intent herein to widen County Road No. 540 (Irvington Drive) to 40.0 feet from centerline on the Southerly side as said roadway abuts the Grantor's property.

Said parcel being hereby forever dedicated to the use of the public for road purposes and granting a public road easement.

There is no consideration for this dedication.

DATED this 3rd day of June, 1970.



STATE OF OREGON)
) ss.
County of Lane)

Meryl M. Loy

Dora M. Loy

On June 3, 1970, personally appeared the above named

Meryl M. Loy and Dora M. Loy

and acknowledged the foregoing instrument to be their voluntary act.

Before me:

Barbara L. Brattley
Notary Public for Oregon
My commission expires: Oct. 1, 1970

LO:kk
6/1/70

PAGE - 1 - DEDICATION

10410

4 1337 Log

4 44

State of Oregon,
County of Lane—ss.

I, D. M. Penfold, Director of the
Department of Records and Elections,
in and for the said County, do hereby
certify that the within instrument was
received for record at

1970 JUN 25 AM 9 40 3

Reel 485 R

Lane County OFFICIAL Records.

D. M. PENFOLD, Director of the
Department of Records & Elections.

By Fern Fomauy
Deputy

C29-083-05

To Log

AFTER RECORDING RETURN TO:

25
10
20

Varnier Jay Johns, III
Luvaas, Cobb, Richards & Fraser, P.C.
777 High Street, Suite 300
Eugene, Oregon 97401

9878789

10270CT.01*98#07REC 25.00
10270CT.01*98#07PFUND 10.00
10270CT.01*98#07A&T FUND 20.00

<u>Parcel No.</u>	<u>Tax Account No.</u>	<u>Description</u>
Property A	341386	Access Strip
Property B	1447554	House
Property C	341378	Lot

GRANT OF EASEMENT AND MAINTENANCE AGREEMENT

In consideration of the mutual promises herein, the Parties hereto, CHARLES RUSH and JANICE M. RUSH (the "Parties"), their heirs, successors, and assigns, declare a perpetual non-exclusive easement for the right of the Property B and C described in Exhibit 1 attached hereto to use and maintain the existing sewer line system located on Property A described in Exhibit 1 and owned by the Parties.

The Parties hereto are currently the owners of all the real property described in attached Exhibit 1 (the "Properties"). The Parties wish to create a perpetual right for both Properties B and C to use and maintain the existing sewer line on Property A. Property C has not yet been connected to the sewer line as Property C currently has no improvements.

1. This easement is not personal or engrossed, but is to be appurtenant to each and every portion of the property described in Exhibit 1.

2. The Parties acknowledge and agree that at the time of creating this mutual Easement and Maintenance Agreement the Parties believe the sewer line is wholly located on Property A, but acknowledge that they wish to create a mutual right to continue to share the sewer line regardless of its actual location.

3. This grant is made upon the following terms:

3.1 The Parties grant to each other the right to use and maintain the sewer line for use on the Properties described in paragraph 1 above and currently owned by the Parties. The Parties are further granted the right to use, connect to, and repair the sewer line as may be needed to serve the Properties described in paragraph 1 above, or any portion thereof.

3.2 The cost of maintenance and repairs as are necessary to maintain the existing sewer line or any extension to Property C, or to repair or replace the same shall be borne by Property B until such time as Property C is connected to the sewer line, after which time the cost shall be borne equally between Properties B and C and shall be paid by the owners of the respective Properties.

1 - GRANT OF EASEMENT AND MAINTENANCE AGREEMENT

9878789

Any repair shall include the cost of repair and replacement of the asphalt.

3.3 The Parties believe the existing sewer line is located near the centerpoint of the 15 foot roadway located on Property A. The Parties shall have the right to access, for maintenance and repair purposes, all portions of the sewer line. Provided, however, that access to Property C is acknowledged to be on the roadway located on Property A. Accordingly, in the event maintenance to the sewer line is required, the Parties shall take all steps reasonably necessary to minimize the disruption of the access to Property C. The Parties shall specifically not be considered to have unreasonably disrupted access to the roadway if any excavation is completed and all repairs to the roadway have been made within 72 hours.

3.4 The Parties to this Easement and Maintenance Agreement recorded an Easement in Lane County Deed Records on September 28, 1998, Reel No. 2468R, Document No. 9877343. The Parties are re-recording this Easement to correct, amend, and fully restate the easement referred to above. This Easement as recorded shall fully supersede the previous Easement which was recorded in error.

3.5 This grant of easement shall run with the land and shall bind on and shall enure to the benefit of the Parties and the Parties' heirs, successors, and assigns.

IN WITNESS THEREOF, we have executed this Grant of Easement and Maintenance Agreement on this 1st day of October, 1998.

Charles Rush
CHARLES RUSH

Janice M. Rush
JANICE M. RUSH

STATE OF OREGON)
) ss.
County of Lane)

On the 1st day of October, 1998, personally appeared the above named Charles Rush and acknowledged the foregoing to be his voluntary act and deed. Before me.



Julie A. Grubley
Notary Public for Oregon
My Commission Expires: 5/30/2000

On the 1st day of October, 1998, personally appeared the above named Janice M. Rush and acknowledged the foregoing to be her voluntary act and deed. Before me.



Julie A. Grubley
Notary Public for Oregon
My Commission Expires: 5/30/2000

2 - GRANT OF EASEMENT AND MAINTENANCE AGREEMENT

PROPERTY "A"**9878789**

Beginning at a point on the South side of a County Road 1180.08 feet South and 3313.08 feet East of the Northwest corner of the A. Peek Donation Land Claim No. 51, in Township 17 South, Range 4 West of the Willamette Meridian, and running thence South 132.28 feet; thence East 82.34 feet; thence North 132.28 feet to the South side of said County Road; thence West along the South side of said County Road 82.34 feet to the point of beginning, in Lane County, Oregon.

EXCEPTING: Beginning at a point on the Southerly margin of County Road No. 540, said point being South 1180.08 feet and East 3328.08 feet from the Northwest corner of the A. Peek Donation Land Claim No. 51, in Township 17 South, Range 4 West of the Willamette Meridian; thence leaving said margin South 132.28 feet; thence East 67.34 feet; thence North 132.28 feet to the Southerly margin of County Road No. 540; thence along said margin West 67.34 feet to the point of beginning, in Lane County, Oregon.

PROPERTY "B"

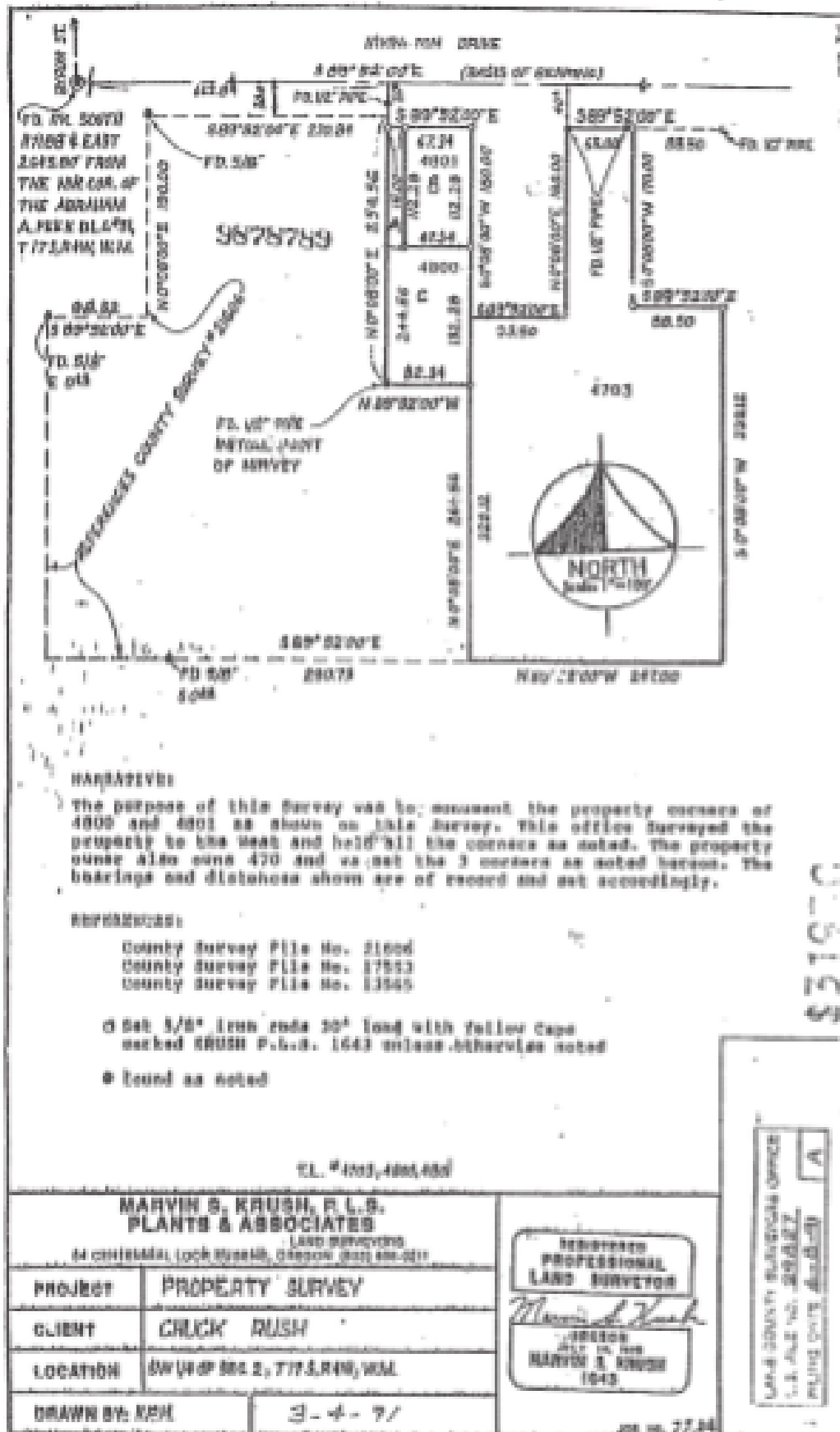
Beginning at a point on the Southerly margin of County Road No. 540, said point being South 1180.08 feet and East 3328.08 feet from the Northwest corner of the A. Peek Donation Land Claim No. 51, in Township 17 South, Range 4 West of the Willamette Meridian; thence leaving said margin South 132.28 feet; thence East 67.34 feet; thence North 132.28 feet to the Southerly margin of County Road No. 540; thence along said margin West 67.34 feet to the point of beginning, in Lane County, Oregon.

PROPERTY "C"

The following described tract of land in the Southwest 1/4 of Section 2, Township 17 South, Range 4 West of the Willamette Meridian, Lane County, Oregon, to-wit:

Beginning at a point that is 1312.36 feet South and 3313.08 feet East of the Northwest corner of the A. Peek Donation Land Claim No. 51, in Township 17 South, Range 4 West of the Willamette Meridian, and running thence South 132.28 feet; thence East 82.34 feet; thence North 132.28 feet; thence West 82.34 feet to the point of beginning, in Lane County, Oregon.

3 - GRANT OF EASEMENT AND MAINTENANCE AGREEMENT



9878789

State of Oregon
County of Lane — ss.
I, the County Clerk, in and for the said
County, do hereby certify that the within
instrument was received for record at

'98 OCT 1 AM 10:48

Reel **2470R**
Lane County OFFICIAL Records
Lane County Clerk

By: Donal S. Luchas
County Clerk

**INVOICE**

SCHIRMER CONSULTING, LLC
 PO BOX 10424
 EUGENE, OR 97440

OUR NO: 0342232
YOUR NO: --
DATE: 01/12/2024

ATTN: CAROL SCHIRMER

OFFICER: DEBBIE FORSTROM

SELLER:

BUYER: JANICE M. RUSH TRUST

<u>Description</u>	<u>Policy Amount</u>	<u>Premium Amount</u>
01/08/24 Status of Record Title Rep		300.00
Grand Total		300.00

PLEASE SHOW OUR NUMBER ON YOUR REMITTANCE

Please Remit to:

811 Willamette Street ♦ Eugene, Oregon 97401
 Phone: (541) 687-2233 ♦ Fax: (541) 485-0307 ♦ email: info@cascadetitle.com

City of Eugene Planning

2/1/2024

☐ Cash
☐ Check
☒ Visa/MC

Name	Janice M. Rush Trust
Address	94 Irvington Dr. Eugene, OR 97402
Project	Annexation 1704023405800

\$5,155.70

Staff Receiving Application

CITY OF EUGENE
 BUILDING & PERMIT SERVICE
 99 WEST 10TH AVE 682-5086
 REG-RECEIPT:1-0000235 Feb 01 2024
 CASHIER: RXS

Annexation Fee \$4,730.00
 1704023405800 (Ck #01-0102)
 Admin Fee-Auto Calc \$425.70

TOTAL DUE: \$5,155.70
 RECEIVED FROM:
 KARI X SMITH

Check: \$5,155.70
 Total tendered: \$5,155.70
 Change due: \$.00

www.eugene-or.gov/bldgpermittracking

Please take our customer survey at:
www.surveymonkey.com/s/COEPermitSurvey

March 8, 2024

Nicholas Gioello
Associate Planner
City of Eugene
Planning and Development
99 W 10th Avenue
Eugene, OR 97401

RE: Irvington Drive Annexation
Completeness Review Response (A 24-1)

Nick:

Thank you for your thorough review of the project. The following are the responses to the Completeness Review items. The City items are in regular typeface and my responses are in italics.

PLANNING

Site Plan Requirements

4. Show location of existing City Limits & UGB (if applicable).
 4. Please articulate with shading the properties and street right of way within the City limits versus the properties outside the City limits which should remain unshaded (except for the subject property which is acceptable with hatching). You may want to show the entire width of Irvington Drive to provide additional context.

See revised Site Plan. Shading has been added to both the right-of-way and nearby properties that are annexed.

PUBLIC WORKS

Wastewater Requirements

There appears to be an error in the legal description, as noted in the attached markup.

See attached corrected legal description.

3. Have all Site Plan and Exhibit Requirements been provided as noted in Annexation Packet for Applicant? Verified with COE Surveyor.
Exhibit map isn't consistent with requirements (see page 21 of Annexation Packet, items 7 and 10).
 - Add tax lot number to "lot 6" adjacent to the site's southern property line.
 - Hatch or shade properties within the city limits. City limits line alone does not designate which properties are in/out.

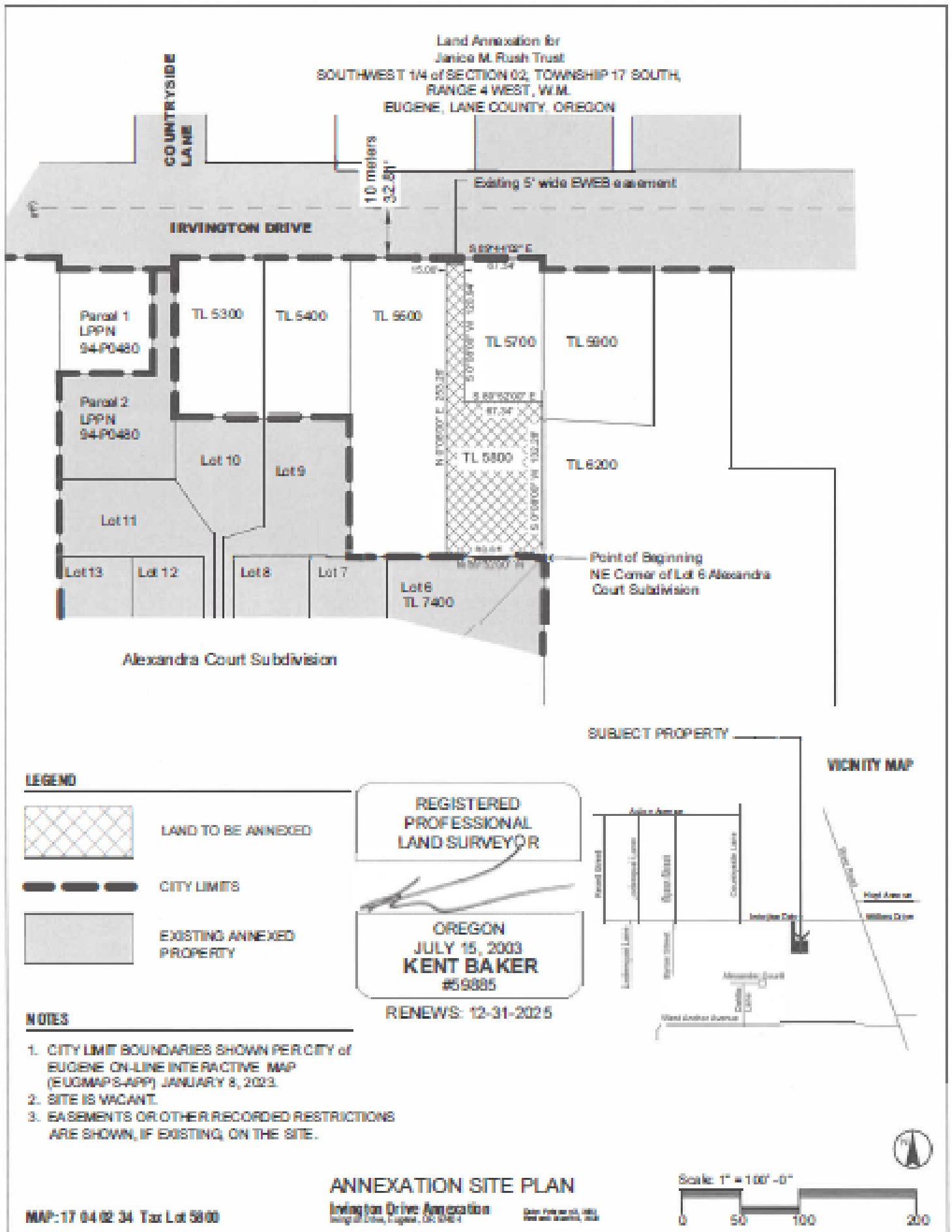
See revised Site Plan. Tax Lot number has been added to Lot 6 adjacent to the site's southern property line. Shading has been added to both the right-of-way and nearby properties that are annexed.

Please call if you have any questions, comments or need any additional information. I believe this responds to all incomplete items and issues.

Sincerely,
Schirmer Consulting, LLC



Carol Schirmer



Application #: C * 2008 - _____

For City Use Only

* CB = Coburg CG = Cottage Grove
 CR = Creswell EU = Eugene
 FL = Florence JC = Junction City
 OA = Oakridge SP = Springfield

PETITION

Petition Signature Sheet
 Annexation by Individuals

 We, the following property owners/electors, consent to the annexation of the following territory to the City of *(Insert Name of City)*:

Signature	Date Signed m/d/y	Print Name	Residence Address (street, city, zip code)	Map and Tax Lot Number (example: 17-04-03-00-00100)	Land Owner	Reg Voter	Acres (qty)
1. <u>Jan M Rush</u>	<u>1/22/24</u>	<u>Jan M RUSH</u>	<u>94 IRVINGTON DR EUGENE OR 97404</u>	<u>17 04 02 34 5800</u>	☒	☐	<u>2.30</u>
2.							
3.							
4.							
5.							

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. (Attach evidence of such authorization when applicable.)

 I, KARI SMITH (printed name of circulator), hereby certify that every person who signed this sheet did so in my presence.

 X Kari Smith (signature of circulator)

CERTIFICATION OF PROPERTY OWNERS

 The total landowners in the proposed annexation are 1 (qty). This petition reflects that 1 (qty) landowners (or legal representatives) listed on this petition represent a total of 100 (%) of the landowners and 100 (%) of the acres as determined by the map and tax lots attached to the petition. A&T is not responsible for subsequent deed activity which may not yet be reflected on the A&T computerized tax roll.

CERTIFICATION OF ELECTORS

 The total active registered voters in the proposed annexation are 1. I hereby certify that this petition includes 0 valid signatures representing 0 (%) of the total active registered voters that are registered in the proposed annexation.

[Signature]
 Lane County Department of Assessment and Taxation

1/31/2024
 Date Certified

[Signature]
 Lane County Clerk or Deputy Signature

1-25-2024
 Date Certified

Consent to Annexation

Consent is hereby given to the annexation by the City of Eugene, Oregon of the following described real property:

Map and Tax Lot: 17 04 02 34 Address: N/A (vacant lot)

Legal Description:

See Attachment A

In the corporate limits of said city, which is owned by the undersigned

DATED this 26th day of January, 2024.

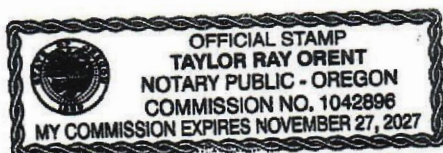
Janice Rush

STATE OF OREGON)

County of Lane)ss
)

On this 26th day of January, 2024, before me, the undersigned, a notary public in and for the said county and state, personally appeared the within-named, Janice Rush, who is known to me to be the identical individual described herein and who executed the same freely and voluntarily.

Seal:



IN TESTIMONY WHEREOF, I have hereunto set my hand and seal the day and year last above written.

T Orent

Notary Public for Oregon
My Commission Expires 11-27-27

Legal Description of Affected Territory to be Annexed
(Tax Lot #5800)

A unit of land being situated in the Southwest 1/4 of Section 2, Township 17 South, Range 4 West of the Willamette Meridian, said unit of land being more particularly described as follows:

Beginning at the Northeast corner of Lot 6, ALEXANDRA COURT SUBDIVISION, as platted and recorded in File 75, Slides 124 - 126, Lane County Plat Records, in Lane County, Oregon;

Thence along the northerly boundary of said Lot 6, North 89°52'00" West a distance of 82.34 feet;

Thence leaving the northerly boundary of said Lot 6, North 00°08'00" East a distance of 253.26 feet to the southerly margin of Irvington Road, said southerly margin being 10 meters (32.81 feet) from the centerline;

Thence along the southerly margin of Irvington Road parallel with and 10 meters southerly of the centerline, South 89°44'02" East a distance of 15.00 feet;

Thence leaving the southerly margin of Irvington Road, South 00°08'00" West a distance of 120.94 feet;

Thence South 89°52'00" East a distance of 67.34 feet;

Thence South 00°08'00" West a distance of 132.28 feet to the point of beginning, all in Lane County, Oregon and containing 12,706 square feet (0.29 acres) of land, more or less.

Certification of Description

Pursuant to EC 9.7810(7), Annexation Application Requirements, I hereby certify the metes and bounds description of the real property proposed for annexation closes; and the map outlining the boundary is a true representation of the description.

Signature:



Registered Land Surveyor

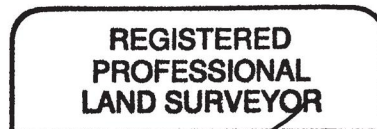
Print Name:

Kent Baker

Date:

01/23/2024

Seal:



RENEWS: 12-31-2025

Summary of Urban Service Provision

This form is intended as a guide to assist applicants in demonstrating that a minimum level of key urban services can be provided to the area proposed for annexation. Space is provided on this form for you to provide detailed information on service provision. Please add additional pages if necessary to provide details of servicing issues related to the area you are annexing. To assist you in providing this information, some contacts are listed below. For large or difficult to serve properties, you may wish to contact a private land use planning consultant to prepare your application.

Property Owner(s) Name: Janice M. Rush Trust (Tax Lots 5800)

Assessor's Map and Tax Lot Numbers for Properties Proposed for Annexation
(For example: Map 17-03-19-31, Tax Lot 100)

Map 17-04-02-34 Tax Lot 5800

Wastewater -- All new development must connect to the wastewater (sanitary sewer) system. Is wastewater service available to serve the area proposed for annexation? (For more information, contact the Engineering staff at the City of Eugene Permit and Information Center or call 541-682-8400.)

The property(ies) in this annexation request:

 x will be served from an existing gravity wastewater line.

Location and size of existing wastewater line:

12" wastewater line in Irvington Drive

 will be served by an extension of an existing gravity wastewater line.

Where will a wastewater line be extended from? When will it be extended? By whom?

Stormwater -- Site plans for all new development must provide for drainage to an approved system consistent with the Comprehensive Stormwater Management Plan. City approval for storm drainage will be required as part of the development process. (For more information, contact the Engineering staff at the City of Eugene Permit and Information Center or call 541-682-8400.)

Is the site currently served by an approved stormwater system?

Yes.

If yes,
location? 18" stormwater line in Irvington Drive.

If no, how will stormwater be handled after development? -

Streets – What existing streets provide access to this site. List existing streets that provide access to this site from River Road, the Northwest Expressway, or Beltline Highway. _____

Subject property is 600 feet directly west of River Road. _____

Will dedication for additional street right-of-way be required upon further development of this site?

_____ Yes x No _____ Unknown

Will existing streets be extended or new streets constructed upon further development of this site?

_____ Yes x No _____ Unknown

Parks, Recreation, and Cultural Services

Systems Development revenues generated by new development and Ballot Measure 20-30, which authorized the issuance of \$25.3 million in general revenue bonds, will help to fund future City park acquisition and development in this area and throughout the city. Please list the parks and recreation facilities that already exist or are planned in the general vicinity of the property(ies) included in this annexation:

Existing Parks: Fern Dale Park, Bobolink Park, Arrowhead Park,
Filbert Meadows Park, and Awbrey Park.

Key services, defined by the Metropolitan Plan as parks and recreation programs, will be available to new city residents in this area on an equal basis with residents throughout the city.

Public Safety

Police services - Police protection can be extended to this site upon annexation consistent with service provision throughout the city.

For River Road/Santa Clara area-

Police services - Police protection can be extended to this site upon annexation consistent with service provision throughout the city. Police currently travel along River Road to provide service to areas throughout the River Road and Santa Clara area. Infill annexations and development in this area will increase the efficiency of service delivery to this area.

Fire and emergency services (Please indicate which fire district serves subject property.)

 x Santa Clara - Fire protection services are currently provided to the subject property by the Santa Clara Rural Fire Protection District.

 River Road - Fire and emergency services - Fire protection is currently provided to the subject property by the River Road Water District under contract with the City of Eugene. Upon annexation, fire protection will be provided directly by the City of Eugene Fire & EMS Department.

Emergency medical transport (i.e., ambulance) services are currently provided on a regional basis by Eugene, Springfield, and Lane Rural Fire/Rescue to central Lane County, including the River Road and Santa Clara areas. After annexation, this service will continue to be provided by the current provider. All ambulance service providers have mutual aid agreements and provide back-up service into the other providers' areas.

Planning and Development Services -- Planning and building permit services are provided to the area outside the city limits but within the urban growth boundary by the City of Eugene. This service would continue after annexation.

EWEB (Eugene Water and Electric Board) currently provides water and electric service in the Eugene area and can provide service to new development in the River Road and Santa Clara area upon annexation. Some properties in northern Eugene receive electric service from EPUD (Emerald People's Utility District). Some properties in south Eugene receive electric services from the Lane Electric Cooperative; please note if this is the case for your property. For more information contact EWEB, ph. 484- 2411, EPUD, ph. 746-1583 or Lane Electric Co-op, 484-1151.

Electric Service – Which electric company will serve this site?

EWEB.

Water Service -- Please provide the size and location of the water main closest to your property. _____.

8" water main in Irvington Drive

Solid Waste -- Solid waste collection service is provided by private firms. Regional disposal sites and the Short Mountain Landfill are operated by Lane County.

Natural Gas -- Northwest Natural Gas can extend service to new development in this area.

Communications -- US West Communications and a variety of other telecommunications providers offer communications services throughout the Eugene/Springfield Area.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of a Resolution Annexing Land to the City of Eugene
(Assessor's Map 17-04-04-44, Tax Lot 00100 and Assessor's Map 17-04-03-33, Tax
Lot 01700, Located at 29960 East Enid Road)
(City File: A 24-2)

Meeting Date: May 13, 2024
Department: Planning and Development
www.eugene-or.gov

Agenda Item Number: 5B
Staff Contact: Brai Black
Contact Telephone Number: 541-682-5437

ISSUE STATEMENT

This item is a request to annex property located at 29960 East Enid Road. The property to be annexed is approximately 7.14 acres. No public right-of-way is proposed for annexation as part of this request and there is no formal deadline for Council action on this item. A vicinity map is provided as Attachment A.

The property is zoned I-2 Light-Medium Industrial with the /CAS Commercial Airport Safety Overlay and the /UL Urbanizable Land Overlay. The Metro Plan designates the subject property for light medium industrial use. The area of annexation is located within the City's Urban Growth Boundary (UGB) and is contiguous to City limits on its western and southern borders. Annexation will allow for future development consistent with the property's industrial land use designation and the Eugene Code. Specific plans for future development of the site are not included as part of this annexation application.

BACKGROUND

To encourage compact urban growth and sequential development within Eugene's UGB, the Metro Plan provides that ultimately all land within the UGB will be annexed into the City and provided with a minimum level of urban services.

Approval of annexation requests is based on the criteria at Eugene Code Section 9.7825 which require that (1) the land proposed to be annexed is within the City's UGB and is contiguous to the City limits or separated from City limits only by a right-of-way or water body; (2) the proposed annexation is consistent with the applicable policies in the Metro Plan and in any applicable refinement plans; and (3) the proposed annexation will result in a boundary in which the minimal level of key urban facilities and services can be provided in an orderly, efficient, and timely manner. Findings demonstrating that the annexation request is consistent with these approval criteria are included as Exhibit C to the attached draft resolution (see Attachment B).

May 13, 2024 Meeting – Item 5B

To provide nearby property owners and residents an opportunity to review and comment on this annexation request, public notice was provided to all owners and occupants of property within 500 feet of the subject property and the affected neighborhood association (Industrial Corridor Community Organization) consistent with Eugene Code requirements. The City did not receive any testimony in response to the public notice.

Referral comments were provided by affected agencies, including City of Eugene Public Works and Eugene Water & Electric Board. These referral comments confirm that the property can be provided with the minimum level of key urban services consistent with the approval criteria. Given the findings of compliance, ability for the provision of key urban services, and absence of public testimony, a public hearing is not recommended in this instance.

Additional background information regarding this request, including relevant application materials, is included for reference as Attachment C. A full copy of all materials in the record is also available at the Permit and Information Center located at 99 West 10th Avenue, which is open from 12 pm to 4 pm Monday through Friday. To view materials at another time, please contact the listed staff representative to schedule an appointment. Copies may be also obtained at a reasonable cost.

PREVIOUS COUNCIL DIRECTION

None.

COUNCIL OPTIONS

City Council may consider the following options:

1. Adopt the draft resolution
2. Adopt the draft resolution with specific modifications as determined by the City Council
3. Deny the draft resolution
4. Defer action until after the council holds a public hearing on the proposed annexation

CITY MANAGER'S RECOMMENDATION

The City Manager recommends that the City Council adopt the resolution by finding that the request complies with all applicable approval criteria, and that the annexation be approved.

SUGGESTED MOTION

Move to adopt a Resolution Annexing Land to the City of Eugene (Assessor's Map 17-04-04-44, Tax Lot 00100 and Assessor's Map 17-04-03-33, Tax Lot 01700, Located at 29960 East Enid Road).

ATTACHMENTS

- A. Vicinity Map
- B. Draft Annexation Resolution with Exhibits A through C
 - Exhibit A: Legal Description
 - Exhibit B: Map of Annexation Area
 - Exhibit C: Planning Director Findings and Recommendation
- C. Application Materials for Annexation Request

FOR MORE INFORMATION

Staff Contact: Brai Black, Assistant Planner
Telephone: 541-682-5437
Staff E-Mail: BBlack@Eugene-or.gov



Vicinity Map

29960 East Enid (A 24-2)

Attachment A



- Subject Property
- Eugene City Limits
- Taxlots



Caution: This map is based on imprecise source data, subject to change, and for general reference only.

Created on 3/20/2024
by City of Eugene Planning Division



RESOLUTION NO. _____

**RESOLUTION ANNEXING LAND TO THE CITY OF EUGENE
(ASSESSOR'S MAP 17-04-04-44, TAX LOT 00100 AND ASSESSOR'S MAP
17-04-03-33, TAX LOT 01700, LOCATED AT 29960 EAST ENID ROAD).**

The City Council of the City of Eugene finds that:

A. An annexation application was submitted on February 20, 2024, by Branch Engineering, Inc., in accordance with the provisions of Section 9.7810 of the Eugene Code, 1971, ("EC") to annex property identified as Assessor's Map 17-04-04-44, Tax Lot 00100, and Assessor's Map 17-04-03-33, Tax Lot 01700, to the City of Eugene.

B. The legal description of the property proposed to be annexed is attached to this Resolution as Exhibit A. A map depicting the annexation area is attached to this Resolution as Exhibit B.

C. The City's Planning Director has submitted a written recommendation that the application be approved based on the criteria of EC 9.7825. The Planning Director's Findings and Recommendation are attached as Exhibit C.

D. On April 12, 2024, a notice containing the street address, the assessor's map and tax lot number for the property, a description of the land proposed to be annexed, and the Planning Director's preliminary recommendation was mailed to the applicant, owners and occupants of properties located within 500 feet of the perimeter of the subject property, and the Industrial Corridor Community Organization. The notice advised that the City Council would consider the Planning Director's full recommendation on the proposed annexation on May 13, 2024.

E. After considering the Planning Director's recommendation, the City Council finds that the application should be approved.

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. Based on the above findings and the Planning Director's Findings and Recommendation which are attached as Exhibit C and are adopted in support of this Resolution, it is ordered that the land identified as Assessor's Map 17-04-04-44, Tax Lot 00100, and Assessor's Map 17-04-03-33, Tax Lot 01700, which is more particularly described in the attached Exhibit A, is annexed to the City of Eugene.

Section 2. This Resolution is effective immediately upon its passage by the City Council. The annexation and the automatic rezoning of the land pursuant to EC 9.7820(3) from Light-Medium Industrial Zone (I-2) with /UL Urbanizable Land Overlay and /CAS Commercial Airport Safety Overlay to Light-Medium Industrial Zone (I-2) with /CAS Commercial Airport Safety Overlay shall become effective in accordance with State law.

The foregoing Resolution adopted the ____ day of May, 2024.

City Recorder

EXHIBIT A

LEGAL DESCRIPTION

ANNEXATION

TM 17- 04- 04- 44 TL 100 & 17- 04- 03- 33 TL 1700

Branch Engineering Inc. Project No. 23-302

ALL THOSE LANDS CONVEYED IN STATUTORY WARRANTY DEED RECORDED AUGUST 2, 2023 IN DOCUMENT NO. 2023-022277, LANE COUNTY DEEDS AND RECORDS, LANE COUNTY, OREGON, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF THE JAMES PEEK DONATION LAND CLAIM NO. 50, TOWNSHIP 17 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN, 1070.52 FEET EAST OF THE NORTHWEST CORNER THEREOF;

THENCE NORTH, ALONG THE WESTERLY LINE OF SAID LANDS, 447.48 FEET TO THE SOUTHERLY RIGHT OF WAY OF THE COUNTY ROAD NO. 618;

THENCE EAST ALONG THE SOUTHERLY RIGHT OF WAY OF SAID COUNTY ROAD, 680.00 FEET;

THENCE SOUTH, ALONG THE EASTERLY LINE OF SAID LANDS, 453.00 FEET TO THE NORTH LINE OF SAID PEEK CLAIM;

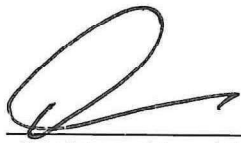
THENCE WESTERLY ALONG THE NORTH LINE OF SAID PEEK CLAIM 680.00 FEET TO THE PLACE OF BEGINNING, IN LANE COUNTY, OREGON.

THIS LEGAL DESCRIPTION HAS BEEN CHECKED FOR CONSISTENCY WITH THE VESTING DEED AND TAX MAP. THIS LEGAL DESCRIPTION IS SUITABLE FOR USE IN ANNEXATION PROCEEDINGS, BUT IS NOT SUITABLE FOR ACTIVITIES NEEDING A SURVEYED BOUNDARY.

Certification of Description

Pursuant to EC 9.7810(7), Annexation Application Requirements, I hereby certify the metes and bounds description of the real property proposed for annexation closes; and the map outlining the boundary is a true representation of the description.

Signature:



Registered Land Surveyor

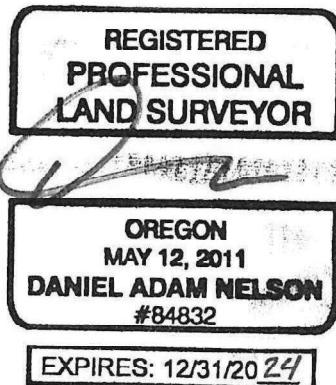
Print Name:

Dan Nelson

Date:

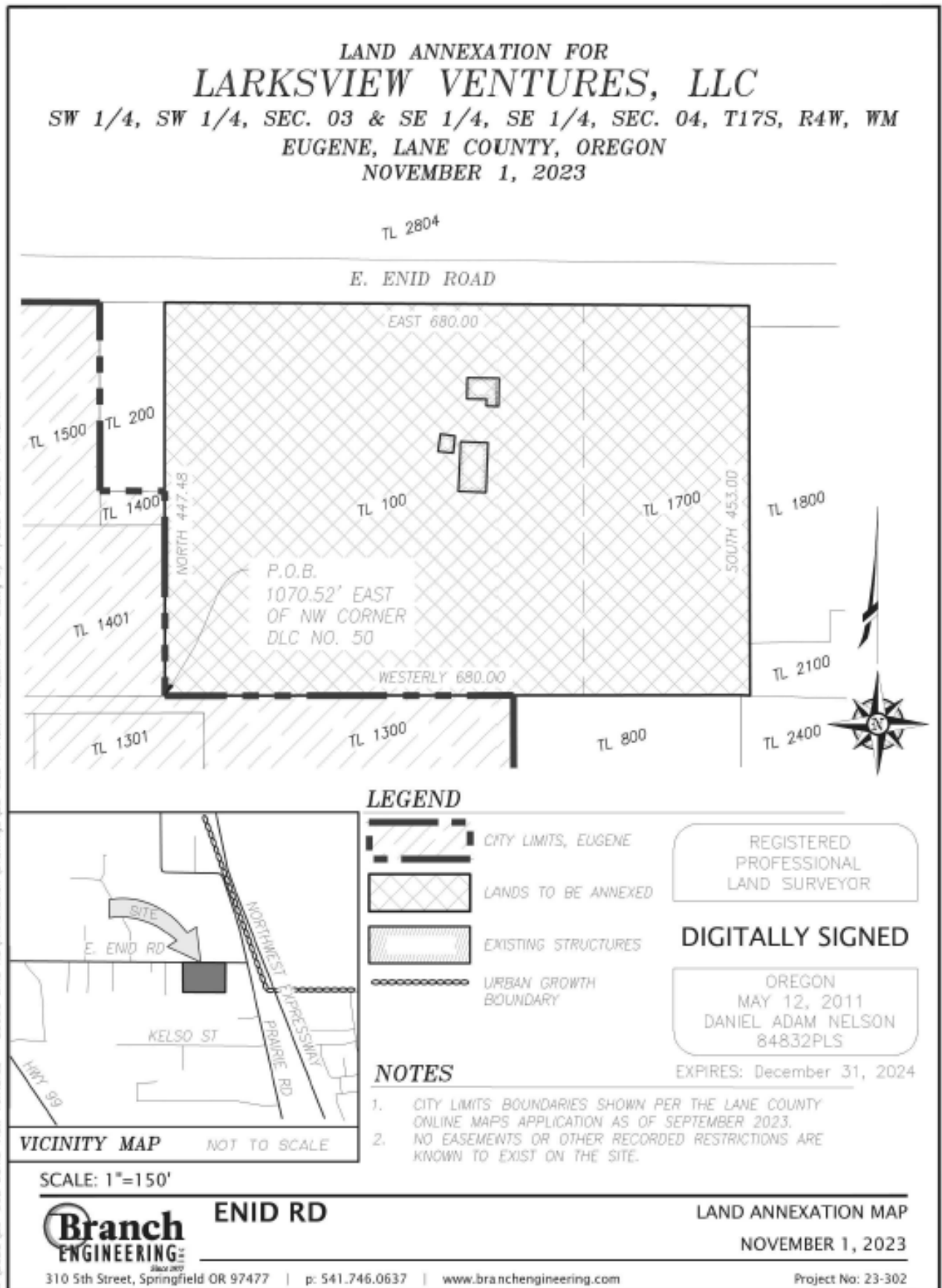
2-19-2024

Seal:



ASSESSOR'S MAP(S) TAX MAPS 17-04-03-33 & 17-04-04-44, TAX LOTS 01700 & 00100

Z:\2023\23-302 Larks View Ventures - 29980 Enid Rd\Annexation\Drawings\23-302 ANNEXATION_EXHIBIT B.dwg 3/11/2024 12:07 PM HEATHM





**Planning Director's Findings and Recommendation:
Annexation Request for 29960 East Enid
(City File: A 24-2)**

Exhibit C

Application Submitted: February 20, 2024
Applicant: Dan Nelson, Branch Engineering, Inc.
Property Included in Annexation Request: Tax Lot 00100 of Assessor's Map 17-04-04-44, and Tax Lot 01700 of Assessor's Map 17-04-03-33
Zoning: Light-Medium Industrial (I-2) with a /CAS Commercial Airport Safety Overlay and a /UL Urbanizable Land Overlay
Location: 29960 East Enid Road
Lead City Staff: Brai Black, Assistant Planner, City of Eugene Planning Division, 541-682-5437

EVALUATION:

Based on the information provided by the applicant, the City has determined that this request complies with Eugene Code (EC) Section 9.7805 Annexation - Applicability. As such, it is subject to review and approval in accordance with the requirements, application criteria and procedures of EC 9.7800 through 9.7835. The applicable approval criteria are presented below in bold typeface with findings and conclusions following each.

EC 9.7825(1) The land proposed to be annexed is within the city’s urban growth boundary and is: (a) Contiguous to the city limits; or (b) Separated from the city only by a public right of way or a stream, bay, lake or other body of water.		
Complies		Findings: The subject property is within the Urban Growth Boundary and is contiguous to City Limits on its western and southern borders, consistent with subsection (a).
☒	☐	
YES	NO	
EC 9.7825(2) The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plans.		
Complies		Findings: Several policies from the <u>Metro Plan</u> provide support for this annexation by encouraging compact urban growth to achieve efficient use of land and urban service provisions within the UGB, including the following policies from the Growth Management section (in <i>italic text</i>): <i>Policy 8. Land within the UGB may be converted from urbanizable to urban only through annexation to a city when it is found that:</i> <i>a. A minimum level of key urban facilities and services can be provided to the area in an orderly and efficient manner.</i> <i>b. There will be a logical area and time within which to deliver urban services and facilities. Conversion of urbanizable land to urban shall also be consistent with the Metro Plan. (page II-C-4)</i> <i>Policy 10. Annexation to a city through normal processes shall continue to be the highest priority. (page II-C-5).</i>
☒	☐	
YES	NO	

		<p><i>Policy 15. Ultimately, land within the UGB shall be annexed to a city and provided with the required minimum level of urban facilities and services. While the time frame for annexation may vary, annexation should occur as land transitions from urbanizable to urban. (page II-C-5)</i></p> <p>The <u>Metro Plan</u> designates the annexation area as appropriate for light medium industrial use. The property is currently zoned I-2 Light-Medium Industrial with a /UL Urbanizable Land Overlay and a /CAS Commercial Airport Safety Overlay. The /UL Overlay will be automatically removed from the property upon approval of the annexation. There is no applicable refinement plan for the subject property.</p> <p>As previously discussed in this subsection, and further detailed under subsection (3) below, the proposed annexation is consistent with <u>Metro Plan</u> growth management policies and can be served by the minimum level of key urban services. The annexation procedures beginning at EC 9.7800 are consistent with State law and therefore, as found throughout this report, the annexation is consistent with State law.</p> <p>Based on the findings above, the proposal is consistent with the applicable policies of the <u>Metro Plan</u>.</p>
EC 9.7825(3) The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services, as defined in the Metro Plan, can be provided in an orderly, efficient, and timely manner.		
<p>Complies</p> <p>☒ YES ☐ NO</p>		<p>Findings: Consistent with this criterion, the proposed annexation will result in a boundary in which the minimum level of key urban facilities and services can be provided in an orderly, efficient, and timely manner as detailed below:</p> <p><u>Wastewater</u> The subject property is currently served by the public wastewater system as verified by the City's Public Works Department.</p> <p><u>Stormwater</u> At the time of further development of the property, treatment of stormwater will be evaluated for consistency with City of Eugene policies and plans for treatment. With a variety of options available to provide stormwater treatment, service can be provided in an orderly, efficient, and timely manner.</p> <p><u>Transportation</u> The property has frontage on East Enid Road, which is a public street. In the event further development occurs, additional evaluation of access to the public street system will take place.</p> <p><u>Solid Waste</u> Collection service is provided by private firms. Regional disposal sites are operated by Lane County.</p>

		<p><u>Water and Electric</u> Eugene Water and Electric Board (EWEB) Water staff confirm that water and electric services are available to the property. Water and electric services can be extended to the subject property in accordance with EWEB policies and procedures.</p> <p><u>Public Safety</u> Police protection can be extended to this site upon annexation consistent with service provision throughout the City. Fire protection will be provided by Eugene Springfield Fire. Emergency medical services are currently provided on a regional basis and will continue in the same manner upon annexation.</p> <p><u>Parks and Recreation</u> Parks and recreation programs are provided on a City-wide basis. The inclusion of the subject property in the City is sufficient evidence to demonstrate the minimum level of this key urban service is met.</p> <p><u>Planning and Development Services</u> Planning and building permit services are provided for all properties located within the Urban Growth Boundary by the City of Eugene. The Eugene Code, Chapter 9, will provide the required land use controls for future development of the subject property upon annexation.</p> <p><u>Communications</u> A variety of telecommunications providers offer communications services throughout the Eugene/Springfield area.</p> <p><u>Public Schools</u> The subject property is within Bethel School District, and is within the district boundary of Irving Elementary School, Shasta Middle School, and Willamette High School. As access to schools is evaluated on a district-wide basis, the property's location within the school district is sufficient evidence to demonstrate the minimum level of this key urban service is met.</p>
--	--	--

CONCLUSION:

Based on the above findings, information submitted to date, and the criteria set forth in EC 9.7825, the proposed annexation is consistent with the applicable approval criteria. A map and legal description showing the area subject to annexation are included in the application file for reference. The effective date of the annexation will be set in accordance with State law.

INFORMATIONAL ITEMS:

- Upon approval of the annexation, the base zoning of I-2 (Light-Medium Industrial) and the /CAS Commercial Airport Safety Overlay will remain. However, the /UL Urbanizable Land Overlay will be automatically removed from the annexation area. Please contact the Permit Information Center, Planner-on-Duty at 541-682-5377 for more information.

- Approval of this annexation does not relieve the applicant from complying with applicable codes and statutory requirements.

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541)682-5377, 99 West 10th Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers of the property included in the request.

Assessor's Map	Tax Lot	Zoning	Acreage
17-04-04-44	00100	I-2	5.12
17-04-03-33	01700	I-2	2.02

Property Address: 29960 East Enid Road Eugene, OR 97402 _____

Plans for Future Development & Permit Number (if applicable): N/A _____

Public Service Districts:

Name			
Parks:	River Road Santa Clara Parks and Recreation		
Electric:	Eugene Water and Electric Board		
Water:	Eugene Water and Electric Board		
Sanitary Sewer:	City of Eugene		
Fire:	Lane Fire Authority		
Schools:	Elementary: Irving	Middle: Shasta	High: Willamette
Other:			

Filing Fee

- ☒ A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check website at www.eugeneplanning.org

Written Statement (Submit 5 copies)

- ☒ Submit a detailed written statement describing **how** this request is consistent with all applicable criteria (Section 9.7825 of the Eugene Code).

Planning & Development

Updated: December 2016

Planning Division

99 W. 10th Avenue, Eugene, OR 97401

Phone: 541.682.5377 or E-mail: eugeneplanning@ci.eugene.or.us

Page 1 of 4

Site Plan Requirements

Submit 3 paper copies and 1 digital copy of a site plan, drawn to an engineer's scale on 8 ½" x 11" sheet of paper. Site plans shall include the following information:

- ☒ Show the date & north arrow on site plan.
- ☒ Show the Assessor's Map and Tax Lot number(s) on the site plan.
- ☒ Show a vicinity map on the site plan (vicinity map does not need to be to scale).
- ☒ Show city limits & UGB (if applicable)
- ☒ Clearly label the affected territory and any public right of ways to be annexed.
- ☒ Show all adjacent streets, alleys, and accessways.
- ☒ Show all dimensions of existing public utility easements and any other areas restricting use of the parcels, such as conservation areas, slope easements, access easements, etc.
- ☒ Show the location of all existing structures.

Other Application Requirements (Submit 3 paper copies and 1 digital copy of all)

- ☒ Petition for Annexation form listing all owners, including partial owners, and electors. This form includes the Certification of Electors which must be signed by the Lane County Elections/Voter Registration Department and also includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant.*
- ☒ Notarized Consent to Annexation form.
- ☒ A legal description of the land proposed for annexation, including any public right of way prepared by a registered land surveyor. Oregon Revised Statutes (ORS) 308.225 requires submittal of a closing metes and bounds description or subdivision block and lot number description. Please see example of acceptable legal descriptions contained in the application packet. The legal description must exactly correspond with the map included with the application or the Assessor's map.
- ☒ Summary of Urban Service Provision form.
- ☒ Census Information Sheet.

Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.

Planning & Development
Planning Division

99 W. 10TH Avenue, Eugene, OR 97401

Phone: 541.682.5377 or E-mail: eugeneplanning@ci.eugene.or.us

Updated: December 2016

Page 2 of 4

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

PROPERTY OWNER OF TAX LOT: 0100

Name (print): Larksvew Ventures LLC

Address: 3025 West 7th Place

Email: _____

City/State/Zip: Eugene, OR 97402

Phone: _____

Fax: _____

Signature: 

Date: 2/19/24

PROPERTY OWNER OF TAX LOT: 1700

Name (print): Larksvew Ventures LLC

Address: 3025 West 7th Place

Email: _____

City/State/Zip: Eugene, OR 97402

Phone: _____

Fax: _____

Signature: 

Date: 2/19/24

PROPERTY OWNER OF TAX LOT: _____

Name (print): _____

Address: _____

Email: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Signature: _____

Date: _____

SURVEYOR:

Name (print): Dan Nelson

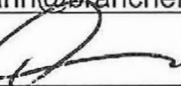
Company/Organization: Branch Engineering, Inc.

Address: 310 5th Street

City/State/Zip: Springfield, OR 97477

Phone: (541) 746-0637 Fax: _____

E-mail: dann@branchengineering.com

Signature: 

Date: 2-19-2024

Planning & Development
Planning Division

99 W. 10TH Avenue, Eugene, OR 97401

Phone: 541.682.5377 or E-mail: eugeneplanning@ci.eugene.or.us

Updated: December 2016

Page 3 of 4

REPRESENTATIVE (If different from Surveyor):

Attachment C

Name (print):

Company/Organization:

Address:

City/State/Zip:

Phone:

Fax:

E-mail:

Signature:

Date:

****Attached additional sheets if necessary.**

Planning & Development

Planning Division

99 W. 10TH Avenue, Eugene, OR 97401

Phone: 541.682.5377 or E-mail: eugeneplanning@ci.eugene.or.us

Updated: December 2016

Page 4 of 4

Application #: C * 2008 - ____
For City Use Only

* CB = Coburg CG = Cottage Grove
CR = Creswell EU = Eugene
FL = Florence JC = Junction City
OA = Oakridge SP = Springfield

PETITION

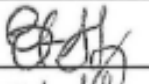
Petition Signature Sheet Annexation by Individuals

RECEIVED

FEB 20 2024

Lane County
Assessment & Taxation

We, the following property owners/electors, consent to the annexation of the following territory to the City of *(Insert Name of City)*:

Signature	Date Signed m/d/y	Print Name	Residence Address (street, city, zip code)	Map and Tax Lot Number (example: 17-04-03-00-00100)	✓ Land Owner	✓ Reg. Voter	Acres (qty)
1. 	2/19/24	Brent S Lauz	29960 East Enid Road Eugene, 97402	170404440-00100	✓		5.12
2. 	2/19/24	Brent S Lauz		17040333-01700	✓		2.02
3.							
4.							
5.							

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. (Attach evidence of such authorization when applicable.)

1. Jillian Wilson (printed name of circulator), hereby certify that every person who signed this sheet did so in my presence.
* Jillian Wilson (signature of circulator)

CERTIFICATION OF PROPERTY OWNERS

The total landowners in the proposed annexation are 1 (qty). This petition reflects that 1 (qty) landowners (or legal representatives) listed on this petition represent a total of 100 (%) of the landowners and 100 (%) of the acres as determined by the map and tax lots attached to the petition. A&T is not responsible for subsequent deed activity which may not yet be reflected on the A&T computerized tax roll.

CERTIFICATION OF ELECTORS

The total active registered voters in the proposed annexation are 0. I hereby certify that this petition includes 0 valid signatures representing 0 (%) of the total active registered voters that are registered in the proposed annexation.

Page 1

J. Z. H.
Lane County Department of Assessment and Taxation
2/20/2024
Date Certified

Jessica Booth
Lane County Clerk or Deputy Signature
2/20/24
Date Certified

Consent to Annexation

Consent is hereby given to the annexation by the City of Eugene, Oregon of the following described real property:

Map and Tax Lot: 170404440-00100 and 170403330-1700 Address: 29960 East Enid Road Eugene, 97402

Legal Description: Exhibit A, attached hereto and made a part hereof

In the corporate limits of said city, which is owned by the undersigned

DATED this 19 day of February, 2024.

B. L. Lanz
Brent Lanz

STATE OF OREGON)

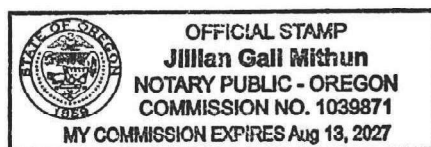
)ss

County of)

On this 19 day of February, 2024, before me, the undersigned, a notary public in and for the said county and state, personally appeared the within-named,

Brent Lanz,
who is known to me to be the identical individual described herein and who executed the same freely and voluntarily.

Seal:



IN TESTIMONY WHEREOF, I have hereunto set my hand and seal the day and year last above written.

Jillian Gail Mithun
Notary Public for Oregon
My Commission Expires 8/13/2027

EXHIBIT A

LEGAL DESCRIPTION

ANNEXATION

TM 17- 04- 04- 44 TL 100 & 17- 04- 03- 33 TL 1700

Branch Engineering Inc. Project No. 23-302

ALL THOSE LANDS CONVEYED IN STATUTORY WARRANTY DEED RECORDED AUGUST 2, 2023 IN DOCUMENT NO. 2023-022277, LANE COUNTY DEEDS AND RECORDS, LANE COUNTY, OREGON, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF THE JAMES PEEK DONATION LAND CLAIM NO. 50, TOWNSHIP 17 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN, 1070.52 FEET EAST OF THE NORTHWEST CORNER THEREOF;

THENCE NORTH, ALONG THE WESTERLY LINE OF SAID LANDS, 447.48 FEET TO THE SOUTHERLY RIGHT OF WAY OF THE COUNTY ROAD NO. 618;

THENCE EAST ALONG THE SOUTHERLY RIGHT OF WAY OF SAID COUNTY ROAD, 680.00 FEET;

THENCE SOUTH, ALONG THE EASTERLY LINE OF SAID LANDS, 453.00 FEET TO THE NORTH LINE OF SAID PEEK CLAIM;

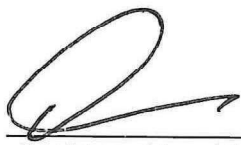
THENCE WESTERLY ALONG THE NORTH LINE OF SAID PEEK CLAIM 680.00 FEET TO THE PLACE OF BEGINNING, IN LANE COUNTY, OREGON.

THIS LEGAL DESCRIPTION HAS BEEN CHECKED FOR CONSISTENCY WITH THE VESTING DEED AND TAX MAP. THIS LEGAL DESCRIPTION IS SUITABLE FOR USE IN ANNEXATION PROCEEDINGS, BUT IS NOT SUITABLE FOR ACTIVITIES NEEDING A SURVEYED BOUNDARY.

Certification of Description

Pursuant to EC 9.7810(7), Annexation Application Requirements, I hereby certify the metes and bounds description of the real property proposed for annexation closes; and the map outlining the boundary is a true representation of the description.

Signature: _____



Registered Land Surveyor

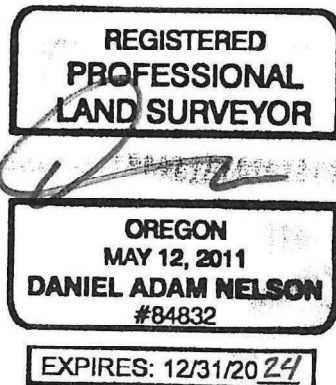
Print Name: _____

Dan Nelson

Date: _____

2-19-2024

Seal: _____



Property Owner(s) Name:
Larksvue Ventures LLC

17-04-04-44, Tax Lot 00100

17-04-03-33, Tax lot 0170

The property(ies) in this annexation request:

 X will be served from an existing gravity wastewater line.

Under the northern traffic lane of E Enid Road, Line ID 28903, Diameter 21", Length 404.70'

_____ will be served by an extension of an existing gravity wastewater line.

Is the site currently served by an approved stormwater system?

yes

If yes,
location? Ditch on south side of Enid Road

If no, how will stormwater be handled after development? -

Streets – What existing streets provide access to this site. List existing streets that provide access to this site from River Road, the Northwest Expressway, or Beltline Highway. Northwest Express Way to Irvington Drive exit to Prairie Road, left hand turn on to Enid Road

Will dedication for additional street right-of-way be required upon further development of this site?

_____ Yes _____ No X Unknown

Will existing streets be extended or new streets constructed upon further development of this site?

_____ Yes _____ No X Unknown

Parks, Recreation, and Cultural Services

Systems Development revenues generated by new development and Ballot Measure 20-30, which authorized the issuance of \$25.3 million in general revenue bonds, will help to fund future City park acquisition and development in this area and throughout the city. Please list the parks and recreation facilities that already exist or are planned in the general vicinity of the property(ies) included in this annexation:

Arrowhead

Key services, defined by the Metropolitan Plan as parks and recreation programs, will be available to new city residents in this area on an equal basis with residents throughout the city.

Public Safety

Police services - Police protection can be extended to this site upon annexation consistent with service provision throughout the city.

For River Road/Santa Clara area-

Police services - Police protection can be extended to this site upon annexation consistent with service provision throughout the city. Police currently travel along River Road to provide service to areas throughout the River Road and Santa Clara area. Infill annexations and development in this area will increase the efficiency of service delivery to this area.

Fire and emergency services (Please indicate which fire district serves subject property.)

_____ Santa Clara - Fire protection services are currently provided to the subject property by the Santa Clara Rural Fire Protection District.

_____ River Road - Fire and emergency services - Fire protection is currently provided to the subject property by the River Road Water District under contract with the City of Eugene. Upon annexation, fire protection will be provided directly by the City of Eugene Fire & EMS Department.

Emergency medical transport (i.e., ambulance) services are currently provided on a regional basis by Eugene, Springfield, and Lane Rural Fire/Rescue to central Lane County, including the River Road and Santa Clara areas. After annexation, this service will continue to be provided by the current provider. All ambulance service providers have mutual aid agreements and provide back-up service into the other providers' areas.

Planning and Development Services -- Planning and building permit services are provided to the area outside the city limits but within the urban growth boundary by the City of Eugene. This service would continue after annexation.

EWEB (Eugene Water and Electric Board) currently provides water and electric service in the Eugene area and can provide service to new development in the River Road and Santa Clara area upon annexation. Some properties in northern Eugene receive electric service from EPUD (Emerald People's Utility District). Some properties in south Eugene receive electric services from the Lane Electric Cooperative; please note if this is the case for your property. For more information contact EWEB, ph. 484- 2411, EPUD, ph. 746-1583 or Lane Electric Co-op, 484-1151.

Electric Service -- Which electric company will serve this site?

Eugene Water and Electric Board.

Water Service -- Please provide the size and location of the water main closest to your property. _____.

12" ductile iron along N Side of Enid Road and 8' South of a adjacent property

_____.

Solid Waste -- Solid waste collection service is provided by private firms. Regional disposal sites and the Short Mountain Landfill are operated by Lane County.

Natural Gas -- Northwest Natural Gas can extend service to new development in this area.

Communications -- US West Communications and a variety of other telecommunications providers offer communications services throughout the Eugene/Springfield Area.



March 6, 2024

**WRITTEN STATEMENT
ANNEXATION**

TM 17-04-04-44, TL 00100

TM 17-04-03-33, TL 01700

Branch Engineering Inc. Project No. 23-302

This application proposes an annexation for Tax Map 17-04-04-44, Tax Lot 00100 and Tax Map 17-04-03-33, Tax Lot 01700. The property is located inside the City of Eugene Urban Growth Boundary and is zoned I-2 Light – Medium Industrial with an Urbanizable Land Overlay and Commercial Airport Safety Overlay. The purpose of the annexation is to increase options for future use of the property.

The following describes how the proposed annexation conforms to the Eugene Code:

9.7825 Annexation – Approval Criteria. The city council shall approve, modify and approve, or deny a proposed annexation based on the application’s consistency with the following:

- (1) The land proposed to be annexed is within the city’s urban growth boundary and is:

- (a) Contiguous to the city limits; or

- (b) Separated from the city only by a public right of way or a stream, bay, lake or other body of water.

The property to be annexed is within the urban growth boundary and is contiguous to the city limits on the west and south sides.

- (2) The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plans.

The property is currently zoned I-2/Light-Medium Industrial with an Urbanizable Land Overlay and Commercial Airport Safety Overlay. The Metro Plan designates the property for light medium industrial. The /UL overlay zoning will be automatically removed upon annexation approval.

As further detailed in subsection (3), the proposed annexation is consistent with Metro Plan growth management policies and can be served by the minimum level of key urban services.

Several other policies from the Metro Plan provide support for this annexation by encouraging compact urban growth to achieve efficient use of land and urban service provisions within the UGB, including the

following policies from the Growth Management section:

Policy 8: Land within the UGB may be converted from urbanizable to urban only through annexation to a city when it is found that:

- a. A minimum level of key urban facilities and services can be provided to the area in an orderly and efficient manner*
- b. There will be a logical area and time within which to deliver urban services and facilities. Conversion of urbanizable land to urban shall also be consistent with the Metro Plan (page 11-C-4).*

Policy 10: Annexation to a city through normal processes shall continue to be the highest priority (page 11-C-5).

Policy 15: Ultimately, land within the UGB shall be annexed to a city and provided with the required minimum level of urban facilities and services. While the time frame for annexation may vary, annexation should occur as land transitions from urbanizable to urban (page 11-C-5).

- (3) The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services, as defined in the Metro Plan, can be provided in an orderly, efficient, and timely manner.

As discussed below, public services are in place and readily available to the property proposed for annexation. Because of the proximity to the surrounding urban facilities, services can be provided in an orderly, efficient, and timely manner.

- Electrical service is provided by EWEB. Overhead wires are available for connection along East Enid Road.*
- Water service is provided by EWEB. A 12-inch water main is available for connection along East Enid Road.*
- A 21" wastewater main exists along East Enid Road and is available for connection along the North side of the property.*
- Stormwater lines are available as roadside ditches along East Enid Road along the north end of the property. Stormwater can be discharged to the ditches at the current runoff flowrate. Treatment, and possibly on-site detention, will occur onsite per the applicable stormwater development standards at the time of development.*
- The Lane Fire Authority currently provides fire service to the area. Jurisdiction will transfer to Eugene-Springfield Fire upon annexation.*

- *The property is within the Bethel School District 52 and is within the district boundaries of Irving Elementary, Shasta Middle School and Willamette High School.*
- *Garbage collection service is provided by private firms. Regional disposal sites and the Short Mountain Landfill are operated by Lane County.*
- *Police protection can be extended to this site upon annexation consistent with service provision throughout the City.*
- *Emergency medical services are currently provided on a regional basis by the Cities of Eugene and Springfield to central Lane County and will continue in the same manner upon annexation.*
- *A minimum level of park service can be provided to the proposal area as prescribed in the Metro Plan.*
- *Planning and building permit services are provided for all properties located within the urban growth boundary by the City of Eugene. The Eugene Code, Chapter 9, will provide the required land use controls for future development of the subject property upon annexation.*
- *A variety of telecommunications providers offer communications services throughout the Eugene/Springfield area.*
- *East Enid Road abuts the northerly property boundary. East Enid Road is classified by the city as a major collector, but is currently under Lane County jurisdiction.*



PRELIMINARY TITLE REPORT

CASCADE ESCROW
ATTN: NADJA JUDISH
811 WILLAMETTE STREET
EUGENE, OR 97401

June 05, 2023
Report No: 0339764
Your No: EU23-0781
Seller: THOMPSON
Buyer: LANZ TRUST

PRELIMINARY REPORT FOR:
Owner's Standard Policy \$1,100,000.00

PREMIUMS:
Owner's Standard Premium \$2,250.00
Gov. Lien/Inspect Fee \$35.00

We are prepared to issue 2006 (6/17/06) ALTA title insurance policy(ies) of OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, in the usual form insuring the title to the land described as follows:

(A T T A C H E D)

Vestee:

SUSAN J. THOMPSON

Estate:

FEE SIMPLE

DATED AS OF: MAY 25, 2023 at 8:00 A.M.

Schedule B of the policy(ies) to be issued will contain the following general and special exceptions unless removed prior to issuance:

GENERAL EXCEPTIONS (Standard Coverage Policy Exceptions):

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.

No liability is assumed hereunder until policy has been issued and full policy premium has been paid.

MAIN OFFICE

811 WILLAMETTE ST.
EUGENE, OREGON 97401

PH: (541) 687-2233 * FAX: (541) 485-0307

FLORENCE OFFICE

715 HWY 101 * FLORENCE, OREGON 97439
MAILING: PO BOX 508 * FLORENCE, OREGON 97439

PH: (541) 997-8417 * FAX: (541) 997-8246

VILLAGE PLAZA OFFICE

4750 VILLAGE PLAZA LOOP SUITE 100
EUGENE, OREGON 97401

PH: (541) 653-8622 * FAX: (541) 844-1626

Order No. 0339764
Page 2

4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

SPECIAL EXCEPTIONS:

6. Rights of the public in streets, roads and highways.
7. Assignment of vendee's interest for collateral security, including the terms and provisions thereof, from Susan J. Thompson to George N. Thompson dated November 18, 1980, recorded November 24, 1980, Reception No. 1980-059628, Lane County Official Records, to secure payment of a note in the amount of \$7,000.00

NOTE: The property address as shown on the Assessor's Roll is:

29960 East Enid Road
Eugene, OR 97402

NOTE: Taxes, Account No. 0346120, Assessor's Map No. 17 04 03 3 3, #1700, Code 52-29, 2022-2023, in the amount of \$1,449.62, PAID IN FULL.

Taxes, Account No. 0348902, Assessor's Map No. 17 04 04 4 4, #100, Code 52-29, 2022-2023, in the amount of \$2,888.51, PAID IN FULL.

NOTE: A judgment search has been made on the above named Vestee(s), and we find NONE except as set forth above.

NOTE: As of the date hereof, there are no matters against BRENT AND LORI LANZ TRUST, which would appear as exceptions in the policy to issue, except as shown herein.

NOTE: Terms, provisions, rights of beneficiaries, and powers of the Trustee(s) under the BRENT AND LORI LANZ TRUST, and any amendments thereto, under which the purchaser herein will acquire title. **An adequate certification of Trust must be furnished for our examination.**

NOTE: According to the public record, the following deed(s) affecting the property herein described have been recorded within 24 months of the effective date of this report: NONE

This report is preliminary to the issuance of a policy of title insurance and shall become null and void unless a policy is issued and the full premium paid.

Cascade Title Co.

rmh/rh: Title Officer: CRISTEN SHOPE

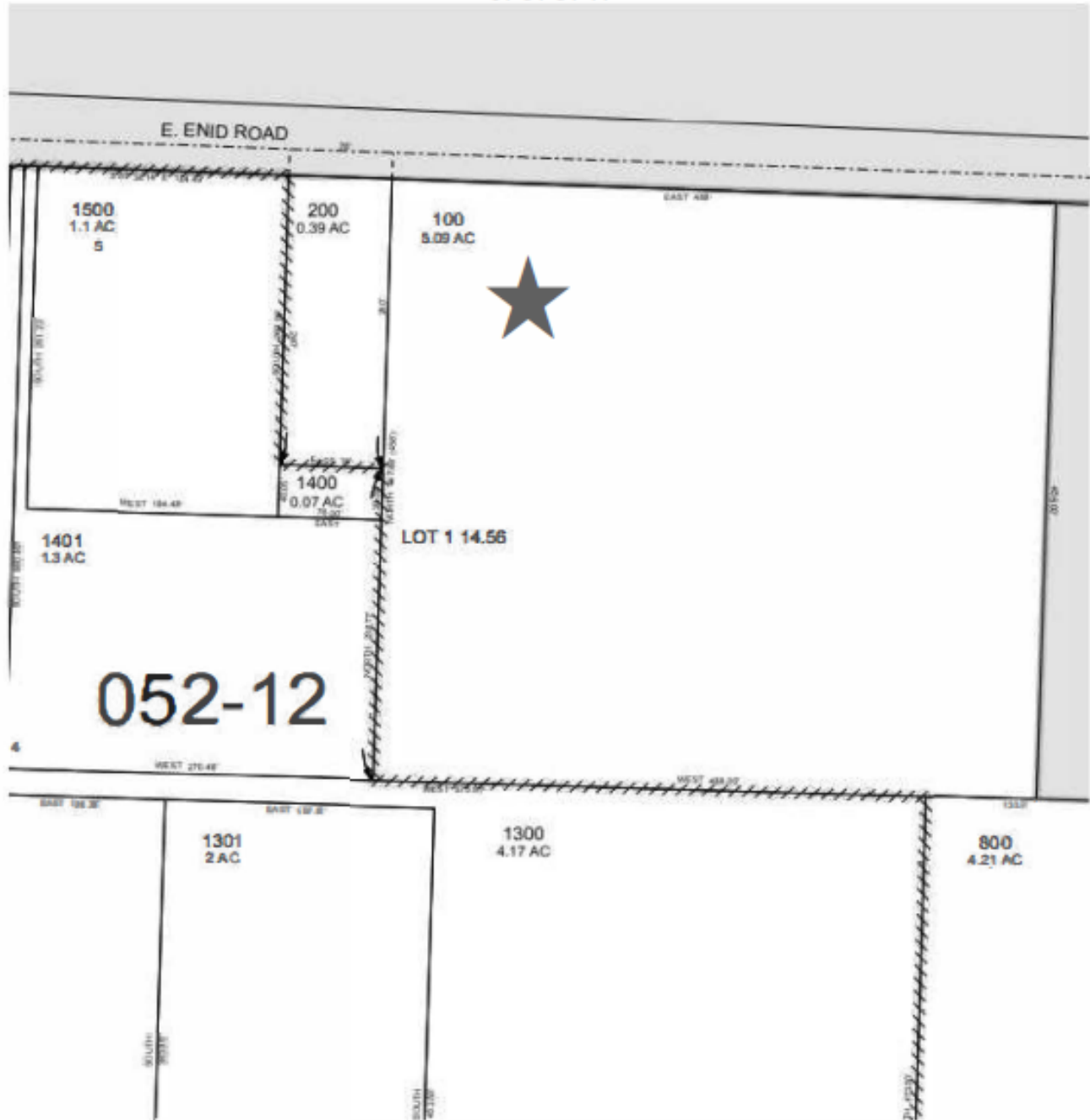
PROPERTY DESCRIPTION

Beginning at a point on the North line of the James Peek Donation Land Claim No. 50, Township 17 South, Range 4 West of the Willamette Meridian, 16.22 chains East of the Northwest corner thereof; and running thence North 447.48 feet to the Southerly right of way of the County Road; thence East along the Southerly right of way of said county road, 488.0 feet; thence South 461.0 feet to the North line of said Peek Claim; thence Westerly along the North line of said Peek Claim 488.0 feet to the place of beginning, in Lane County, Oregon.

ALSO: Beginning at a point 1559.0 feet East of the Northwest corner of the James Peek and wife Donation Land Claim No. 50, Notification No. 2082, in Township 17 South, Range 4 West of the Willamette Meridian; thence North 456.0 feet to the Southerly right of way of the County Road; thence East along the Southerly right of way of said County Road, 192.0 feet; thence South 453.0 feet to the North line of said Peek claim; thence Westerly along North side of said Peek claim, 192.0 feet to the place of beginning, in Lane County, Oregon.



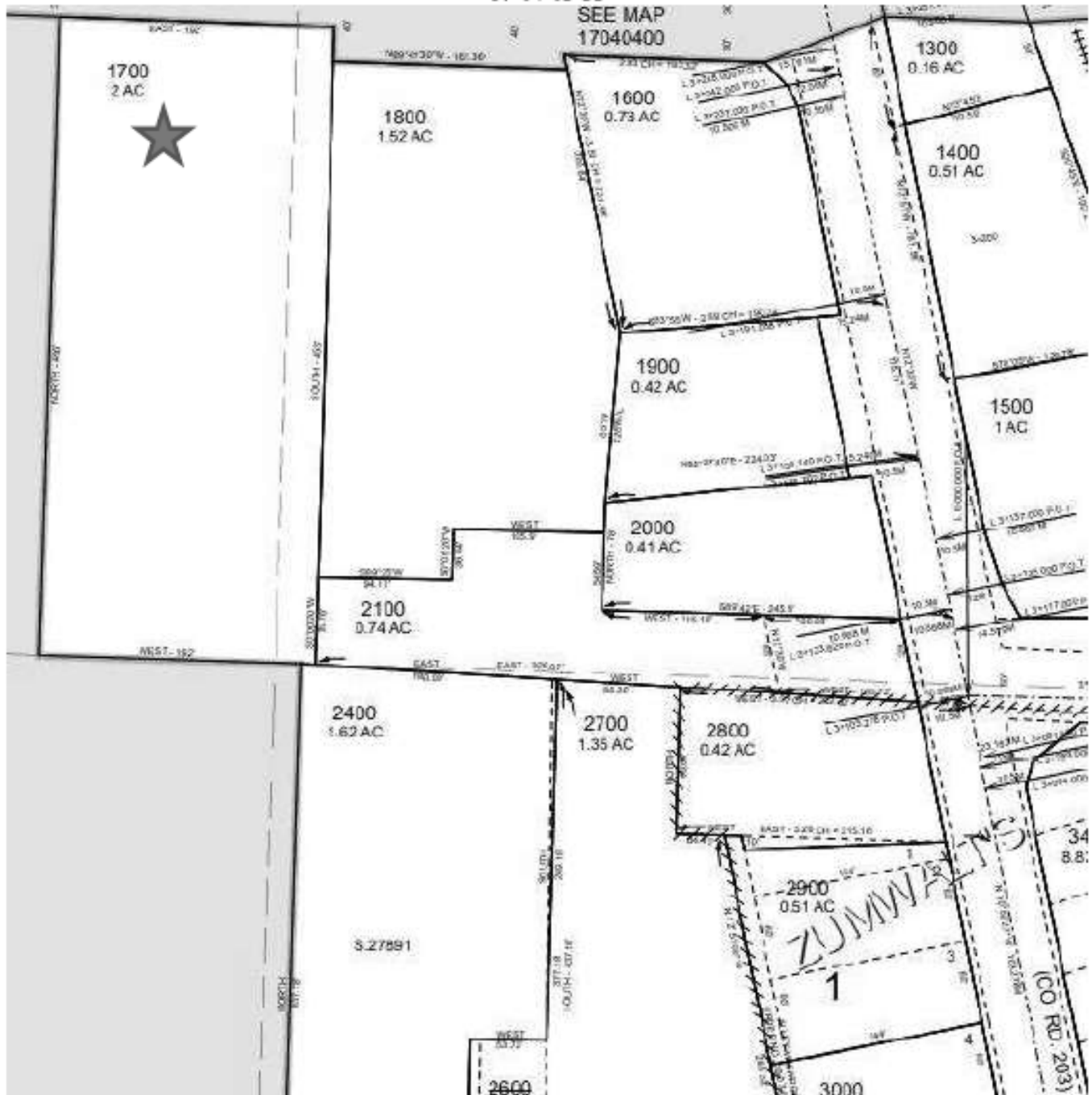
MAP NO.
17-04-04-44



THIS MAP/PLAT IS BEING FURNISHED AS AN AID IN LOCATING THE HEREIN DESCRIBED LAND IN RELATION TO ADJOINING STREETS, NATURAL BOUNDARIES AND OTHER LAND, AND IS NOT A SURVEY OF THE LAND DEPICTED. EXCEPT TO THE EXTENT A POLICY OF TITLE INSURANCE IS EXPRESSLY MODIFIED BY ENDORSEMENT, IF ANY, THE COMPANY DOES NOT INSURE DIMENSIONS, DISTANCES, LOCATION OF EASEMENTS, ACREAGE OR OTHER MATTERS SHOWN THEREON.



MAP NO.
17-04-03-33



THIS MAP/PLAT IS BEING FURNISHED AS AN AID IN LOCATING THE HEREIN DESCRIBED LAND IN RELATION TO ADJOINING STREETS, NATURAL BOUNDARIES AND OTHER LAND, AND IS NOT A SURVEY OF THE LAND DEPICTED. EXCEPT TO THE EXTENT A POLICY OF TITLE INSURANCE IS EXPRESSLY MODIFIED BY ENDORSEMENT, IF ANY, THE COMPANY DOES NOT INSURE DIMENSIONS, DISTANCES, LOCATION OF EASEMENTS, ACREAGE OR OTHER MATTERS SHOWN THEREON.

350
8059628ASSIGNMENT OF VENDEE'S INTEREST IN
A CONTRACT FOR COLLATERAL PURPOSES

L24co #8430-C

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Assignor, for the consideration hereinafter stated, has sold and assigned, and hereby does grant, bargain, sell, assign and set over unto:

-----GEORGE H. THOMPSON-----

his heirs, successors and assigns, all of the Vendee's right, title and interest in and to that certain contract for sale of real estate dated December 16, 1974, 19 , recorded December 23, 1974. Reel Number , Reception No. 53638, Official Records of Lane County, Oregon, Between Albert Vogel and Fay E. Vogel Seller, and Susan J. Thompson and Dinah Pflingrad Buyer,

for the purpose of securing a certain promissory note in the amount of \$7,000.00. This is a collateral assignment of a Vendee's interest in a contract, and upon payment of said note, the undersigned Assignee herein agrees to re-assign the Vendee's interest in the following described real property to the Assignor herein:

B 5 - 018 9660 0000354

Beginning at a point 1559.0 feet East of the Northwest corner of the James Perk and wife Donation Land Claim No. 50, Notification No. 2082, in Township 17 South, Range 4 West of the Willamette Meridian; thence North 456.0 feet to the Southerly right of way of the County Road; thence East along the Southerly right of way of said County Road, 192.0 feet; thence South 453.0 feet to the North line of said Perk claim; thence Westerly along North side of said Perk claim, 192.0 feet to the Place of Beginning, in Lane County, Oregon.

IN WITNESS WHEREOF, the undersigned Assignor and Assignee have set their hands and seals this 18th day of November, 1980.

Susan J. Thompson
Susan J. Thompson

STATE OF OREGON } ss.
COUNTY OF Lane }

On this 18th day of November, 1980, personally appeared the above named Susan J. Thompson

and acknowledged the foregoing instrument to be her voluntary act and deed.

Theresa J. O'Connell
Notary Public for Oregon

0. 2. 25. 1981
My commission expires

8059528

State of Oregon,
County of Lane—ss.

I, D.M. Peasfield, Director of Records and
Elections Division, do and for the said County,
do hereby certify that the within instrument was
received for record at

74-53638-722

24 NOV 80 142 10

Ref: 1106R

Lane County OFFICIAL Records.

D.M. Peasfield, Director of Records and Elec-
tions Division.

By: Saewardo
Deputy

CR 11

EUGENE CITY COUNCIL

AGENDA ITEM SUMMARY



Action: A Resolution Adopting A Neighborhood Recognition Policy And Model Charter Repealing Resolution No. 2554, Resolution No. 3745, Resolution No. 3746, Resolution No. 5140, And Resolution No. 514,1 And Amending Resolution No. 4705.

Meeting Date: May 13, 2024
Department: Central Services
www.eugene-or.gov/neighborhoods

Agenda Item Number: 6
Staff Contact: Cindy Koehler
Contact Telephone Number: 541-682-5272

ISSUE STATEMENT

The current Neighborhood Organization Recognition Policy (NORP) was written in 1976, amended in 1983 and again in 2015. Staff and neighborhood association board members have worked together to identify the need to update the NORP and Model Charter to better support the work of formally recognized neighborhood associations; to reflect changes in Oregon state law; modernize current policy and/or guidelines; to simplify processes; and to provide policy direction on issues not addressed in existing policy and/or guidelines.

BACKGROUND

Since 1976, the City of Eugene has recognized and supported neighborhood organizations as important partners in the formulation of plans and proposals that affect the lives of all residents. The current neighborhood boundaries map includes 23 formally recognized associations. However, Eugene currently has more than 9,000 residential addresses for community members who do not have an opportunity to engage through an active neighborhood association.

Attempts to reactivate some neighborhood associations have faced challenges attributed to the nature of the population residing in those areas: some areas have too few residents as they are largely industrial; some have more transient populations, such as renters; and some include almost exclusively college students with short tenancy. In all of them, there are permanent residents who are not receiving information or given equal chance to engage with the City of Eugene or broader community interests.

The existing NORP does not include a process for adjusting neighborhood organization boundaries to accommodate population shifts. Currently, some neighborhood associations have boundaries that are not in compliance with the existing policy. The NORP is also silent on processes for merging, splitting, and for supporting associations that are no longer operational. Some of the guidelines adopted by the City of Eugene to help with understanding the relationship defined in the NORP may also be outdated and in need of revision.

May 13, 2024 Meeting – Item 6

In late 2021, to better understand the needs of the neighborhoods and broader community, the Office of Equity & Community Engagement (OECE) invited community members and neighborhood leaders to join an advisory committee tasked with designing a process to engage members of existing neighborhood organization boards and the broader community in reviewing the policies and programs that support community engagement through neighborhood organizations. The advisory committee met several times in 2022 and again in the fall of 2023. Drafts of the proposed NORP and Model Charter were sent electronically to all neighborhood association board members for comments and feedback. The final draft was shared and discussed at the Neighborhood Summit held in January 2024. Most suggestions were incorporated into the version enclosed, except for one suggestion that would create the need for a separate policy document, which goes against the goal set for this project: simplifying and unifying all policy guidance for the Neighborhood Association Program.

All planning materials are available in the project page on Engage Eugene (<https://engage.eugene-or.gov/neighborhood-association>).

PREVIOUS COUNCIL DIRECTION

[August 23, 1976 Meeting](#)

City Council repealed the Neighborhood Organization Policy for Citizen Planning Groups (adopted August 28, 1973) and adopted the new Neighborhood Organization Recognition Policy ([Resolution 2554](#)).

Passed 6:0

[January 26, 1983 Meeting](#)

City Council adopted guidelines for the City of Eugene's Neighborhood Organization Recognition Policy (Resolution 3746)

Passed 7:0

[February 25, 2002 Meeting](#)

City Council adopted Limited Neighborhood Recognition Policy for Organizations in the River Road and Santa Clara Areas ([Resolution 4705](#))

Passed 8:0

[October 12, 2015 Meeting](#)

City Council amended ([Resolution 3745](#)) the Model Charter for Eugene Neighborhood Organizations, adopted by City Council on January 26, 1983, with [Resolution 5140](#), and [5141](#) adopted by City Council on October 12, 2015.

Passed 7:0

City Council amended the Neighborhood Organization Recognition Policy (Resolution 2554) and the Guidelines for the Neighborhood Organization Recognition Policy ([Resolution 3746](#)).

Passed 7:0

RELATED CITY POLICIES

The [City of Eugene Strategic Plan](#) outlines direction and organizational priorities for the 2023-2026 period. The strategic plan identifies four key focus areas: Urgent Community Needs, Culture of

May 13, 2024 Meeting – Item 6

Belonging Communication and Outreach and Organizational Wellbeing.

The Neighborhood Program and the work of the formally recognized neighborhood organizations align with Urgent Community Needs, Culture of Belonging, and Communication and Outreach.

COUNCIL OPTIONS

City Council may approve, amend, or take no action on the proposed resolution revising the Neighborhood Recognition Policy and Model Charter for neighborhood associations.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends adopting the proposed resolution revising the Neighborhood Recognition Policy and Model Charter; repealing Resolutions Nos 2554, 3745, 3746, 5140, 5141; and amending Resolution No. 4705.

SUGGESTED MOTION

Move to approve a Resolution Adopting a Neighborhood Recognition Policy and Model Charter, Repealing Resolution No. 2554, Resolution No. 3745, Resolution No. 3746, Resolution No. 5140, and Resolution No. 5141, and Amending Resolution No. 4705.

ATTACHMENTS

A. Proposed Resolution

Exhibit A: Neighborhood Recognition Policy and Model Charter

FOR MORE INFORMATION

Staff Contact: Cindy Koehler, Neighborhood & Community Liaison

Telephone: 541-682-5272

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

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A NEIGHBORHOOD
RECOGNITION POLICY AND MODEL CHARTER
REPEALING RESOLUTION NO. 2554, RESOLUTION NO. 3745,
RESOLUTION NO. 3746, RESOLUTION NO. 5140, AND
RESOLUTION NO. 5141, AND AMENDING RESOLUTION
NO. 4705.**

The City Council of the City of Eugene finds that:

A. On August 23, 1976, the City Council adopted Resolution No. 2554, adopting a Neighborhood Organization Recognition Policy (NORP).

B. On January 26, 1983, the City Council adopted Resolution No. 3745 adopting the Model Charter for Neighborhood Organizations (Model Charter). On that same date, the City Council adopted Resolution No. 3746, adopting Guidelines for the City of Eugene's Neighborhood Recognition Policy (Guidelines).

C. On February 25, 2002, the City Council adopted Resolution No. 4705, adopting a Limited Neighborhood Recognition Policy for Organizations in the River Road and Santa Clara Areas (Limited Recognition Policy).

D. Following their adoption, the NORP, Guidelines, Model Charter, and Limited Recognition Policy have been amended; most recently by Resolutions 5018, 5140 and 5141.

E. Community engagement is the act of sharing in the formulation of policies and proposals which affect the lives of all residents.

F. Local government has a responsibility to encourage community engagement, including community engagement in the planning process, both for the betterment of local decision-making and to satisfy requirements of state and federal planning programs.

G. Local government must broaden engagement beyond merely asking the public to comment on a process, aiming to actively involve the public in collaborative roles.

H. The City of Eugene recognizes that community engagement through neighborhood organizations can produce benefits for the inclusion, general health, welfare, and pride of everyone in our community.

I. The City of Eugene encourages the formation of neighborhood organizations and their involvement in local government's decision-making processes.

J. For the last two years, Neighborhood Association Program staff has collaborated with members of city-recognized neighborhood associations and members of the general public to update, strengthen, and streamline the NORP and Model Charter to create a more useable, understandable, and equitable framework for city-recognized neighborhood associations in Eugene.

K. For the reasons articulated above, it is in the public interest to amend the NORP, Model Charter, and Limited Recognition Policy and to repeal the Guidelines as provided in this Resolution.

NOW, THEREFORE,

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

Section 1. The City Council hereby adopts the Neighborhood Recognition Policy and Model Charter attached as Exhibit A to this Resolution and incorporated herein by reference.

Section 2. Resolution No. 2554, Resolution No. 3745, Resolution No. 3746, Resolution No. 5140, and Resolution No. 5141 are hereby repealed.

Section 3. Paragraph (1) of the Limited Neighborhood Organization Recognition Policy adopted by Resolution No. 4705 is hereby amended as follows:

(1) Community organizations within the River Road and Santa Clara areas desiring to be recognized by the City shall submit their charters to City Council. To the extent possible, charters for those organizations shall comply with the Model Charter approved by the City Council and subsequent Council policy adopted for neighborhood associations. The City's Neighborhood Association Program staff will assist with charter revisions and adoptions as provided in the Neighborhood Organization Recognition Policy adopted by the City Council.

Section 4. The City Manager is directed to provide copies of this Resolution to all City-recognized neighborhood organizations.

Section 5. This Resolution is effective immediately upon its passage by the City Council.

The foregoing Resolution adopted the 13th day of May, 2024.

City Recorder

Neighborhood Organization Recognition Policy

Section 1. Neighborhood Association Purpose and Responsibilities

- a) Neighborhood Associations are advisory to the Eugene City Council and other City boards and commissions on matters affecting their area. Those matters can include land use, zoning, parks, open space and recreation, annexation, housing, community facilities, transportation and traffic, public safety, sanitation, and other activities and public services which affect their neighborhoods. Before being issued, opinions representing the views of a neighborhood association on those matters must be discussed in a meeting that is open to all residents and/or members. Approval of such opinions should follow the procedures adopted in the neighborhood association governing documents. Neighborhood Associations are not City boards or commissions subject to the requirements of section 2.013 of the Eugene Code (EC).
- b) Neighborhood Associations may address themselves to all matters which affect them and may establish relations, not in conflict with city-neighborhood relations set forth in this Policy, with any agency or jurisdiction with which they have mutual concerns. This Policy governs only the relationship between recognized neighborhood organizations and the City of Eugene.
- c) Each neighborhood association shall be governed by an elected board comprised of members of that neighborhood association.
- d) All neighborhood associations shall be governed by a charter adopted by the City Council. Neighborhood associations recognized by the City Council after the effective date of this Neighborhood Recognition Policy shall use the Model Charter attached as Attachment A to this policy. Board elections should be stated and held in accordance with the neighborhood charter with elections held between one and not more than three years for each board position. Notice of elections shall be promoted broadly so as to encourage any and all members to participate.
- e) All neighborhood associations (both new and existing) must include an equity statement in their charters. Neighborhood associations in existence as of the effective date of this Neighborhood Recognition Policy shall have until October 31, 2024 to provide the City Council with a proposed resolution amending their charters to include an equity statement.
- f) Neighborhood associations may work to develop plans and proposals for their area. Assistance from staff will be offered if City staff has capacity to assist neighborhood associations with such planning efforts.
- g) Neighborhood associations must inform residents about plans, proposals, and activities affecting their area.
- h) Neighborhood associations may use public funds to organize or sponsor neighborhood events and produce printed or electronic outreach in accordance with applicable policies for the use of public Funds.
- i) Neighborhood associations can submit requests or proposals for projects needed in their area to City staff. Those submissions must be filed with staff assigned to the Neighborhood Association Program to enable record keeping. They do not include

requests for maintenance of existing infrastructure and questions regarding existing services, which should be submitted to the department and/or division responsible for the respective service provision.

- j) When the City has timely, neighborhood specific information that the City wishes to include in a specific neighborhood association's newsletter, that association must allow the City use of up to 25% of available space in printed and online communications that are financed with city funds and sent to residents.
- k) Neighborhood associations may fundraise and/or include advertising in publications consistent with local and federal laws to finance association activities.

Section 2. City of Eugene responsibilities

- a) The city will provide funding and staff assistance to aid neighborhood association outreach and activities as long as funding is available and allocated through the City's budget process.
- b) The City will provide training for neighborhood association board members including an annual orientation to acquaint neighborhood leaders with City resources and functions.
- c) The City will notify neighborhood associations of land use, annexations, and development applications within their neighborhood boundary in accordance with the requirements in the City Code.
- d) The City will notify neighborhood associations of public hearings on land use, annexations, and development within their neighborhood boundary as required by the City Code.
- e) The City will notify neighborhood associations of proposed changes in City policies, projects, services, and activities with significant impact to their area with enough time to allow public participation in the decision-making process, according to general guidelines for community engagement or the community engagement plan adopted for specific policy change or project.
- f) Neighborhood Association Program staff will conduct a review of services and policies of the Neighborhood Association Program every five years.

Section 3. Outreach to residents

- a) Neighborhood associations should distribute a minimum of 4 communications to members of their neighborhood area each year. A minimum of one communication shall be printed and mailed to every address within the boundary of the neighborhood association annually. In a year in which neighborhood association board elections are held, communications to members should include timely information on how to run for a board position, voting rights, and the election process and date.
- b) If a neighborhood association publishes content that significantly misrepresents official positions and proposals submitted for consideration by the City Council, staff will request that timely corrections be distributed to members. For background on any projects or policies included in the tentative agenda for upcoming City Council meetings, the neighborhood association can at its discretion request that staff provide statements of the official position or proposal. This request needs to be made at least three business days before the content is needed for inclusion in the neighborhood association's print or online communications.

- c) Neighborhood associations may present advocacy positions in an editorial format and must allow for the timely distribution of opposing neighborhood viewpoints from residents of the area and or members of the association.

Section 4. Requirements for Maintaining Active Status and City Recognition

- a) Neighborhood associations must organize a minimum of two general meetings per year.
- b) Neighborhood associations must maintain at least the minimum level of communication with residents as described in Section 3.
- c) Neighborhood associations must submit a report of activities annually. A format for reporting to the City will be provided by Neighborhood Association Program staff.
- d) Neighborhood associations are required to hold elections consistent with their Charter and Bylaws and notify Neighborhood Association Program staff of any changes to their board, including contact information, within 14 days of change to board.
- e) If Neighborhood Association Program staff believes that a neighborhood association is at risk of becoming inactive, Neighborhood Association Program staff will notify the association and work with the association to develop a plan to help the association maintain its active status before using the procedures for listing the association under inactive status as described in this Section 4.
- f) If a neighborhood association fails to meet the requirements listed in subsections (a) through (d) of this Section 4, Neighborhood Association Program staff will:
 - i. Notify members within the boundary of the neighborhood association that the neighborhood association is at risk of being labeled as “Inactive” and could lose formal city recognition status.
 - ii. Organize a neighborhood meeting to discuss maintaining recognition and moving towards securing active status.
 - iii. If a neighborhood association cannot meet the requirements listed in subsections (a) through (d) of this Section 4 within ninety days of the neighborhood meeting Neighborhood Association Program staff will move the association into inactive status. When a neighborhood association is moved to inactive status, the City is not required to provide official communication to the association and the association's access to program funding will be suspended.
 - iv. A process to merge the inactive association with an active neighboring association can be considered if the criteria in Section 5 of this policy is maintained and it has been voted on by the general membership of the neighboring association.

Section 5. Establishment and Recognition of Neighborhood Associations

- a) Interested parties must notify Neighborhood Association Program staff and schedule a publicized meeting for the purpose of creating, merging, or splitting a neighborhood association. Public notice must be given at least 30 days prior to such a meeting.
- b) The notification to Neighborhood Association Program staff described above must include the names and addresses of at least five people leading the effort to create a

new neighborhood association, merge two neighborhood associations or split an existing neighborhood association.

- c) The notice and proposal for the creation of a new neighborhood association, the merger of two or more neighborhood associations or the splitting up of an existing neighborhood association must identify the boundaries that will result from the proposal.
- d) Neighborhood boundaries should not be defined by a sole private sector collective. (i.e. apartment complex, homeowners association or gated communities, etc.). There should be no fewer than 500 residential units within a proposed neighborhood association boundary. Neighborhood boundaries should not divide major natural or artificial barriers (i.e. river, major highway, etc.). New neighborhood boundaries cannot overlap existing recognized neighborhood boundaries without a vote of the existing neighborhood association.
- e) The neighborhood association shall be open to the total area and diversity of interests present in their area.
- f) Any resident, renter, or owner of property or a business located within a boundary of a neighborhood association may participate fully in that association without conditions. Neighborhood associations may choose to extend membership to employees of businesses and non-profits located within their boundaries.
- g) A new neighborhood association must create and submit a neighborhood charter with proof that the document was widely circulated in the proposed neighborhood association area. The charter will include the identification of the neighborhood association, its boundaries, criteria for membership, an equity statement, and its governing structure. The charter will be reviewed and adopted by the City Council as part of the recognition process. A model charter is included as Attachment A to this policy.
- h) Neighborhood associations will develop Bylaws that govern their operations and the implementation of their Charter. Neighborhood associations Bylaws do not need to be approved by City staff or the City Council but must be consistent with approved charters.
- i) If an existing neighborhood association boundary is not in compliance with the requirements of this policy, Neighborhood Association Program staff will:
 - i. Propose a discussion of the criteria for neighborhood boundaries at a neighborhood general meeting and discuss options for the neighborhood association, which could include splitting, merging, establishing conditions to maintain current boundaries or timelines for future boundary reviews.
 - ii. Work in collaboration with the neighborhood association to create a public engagement plan for feedback on any proposed actions to bring the association into compliance with this policy.
 - iii. If compliance is not achieved through the process described above, staff may recommend the matter for consideration by City Council.

Section 6. (Effective Date)

This Neighborhood Organization Recognition Policy shall take effect on May 13, 2024.

Attachment A:

Model Neighborhood Association Charter

ARTICLE I. NAME

The name of this organization shall be_____.

ARTICLE II. GEOGRAPHIC BOUNDARIES

The _____ (Name of Neighborhood Organization) Shall encompass that area...

ARTICLE III. PURPOSE

Section 1: The _____ Neighborhood Association is advisory to the City Council and other City boards and commissions on matters affecting its area. Those matters can include land use, zoning, parks, open space and recreation, annexation, housing, community facilities, transportation and traffic, public safety, sanitation, and other activities and public services which affect their neighborhoods. The _____ Neighborhood Association is not a City board or commission subject to the requirements of section 2.013 of the Eugene Code (EC).The _____ Neighborhood Association must allow all residents and/or members to participate in discussions before issuing an opinion on those matters.

Section 3: The _____ Neighborhood Association opposes any act of discrimination and condemns bias on the basis of gender, race, ethnicity, national origin, age, sexual orientation or identity, education, economic or social status, or disability and will advocate for an equitable and welcoming neighborhood in which all can freely and safely participate, live, differ, debate, and grow. The _____ Neighborhood Association supports the City of Eugene's goals of being a safe and welcoming community for everyone.

Section 4: The _____ Neighborhood Association shall serve in an educational capacity to inform, listen, and seek to understand the needs and desires of the neighborhood. The organization will encourage and facilitate communication and participation among the members on matters of common concern.

ARTICLE IV. MEMBERSHIP

Section 1: Membership is open to any resident, property owner, or business owner [18 years of age or older] within the boundaries described in Article II. [Neighborhood may extend membership to others living/working in the neighborhood]

Section 2: Each property owner who is an individual shall be entitled to one vote. Each corporation, partnership, nonprofit agency, or business member shall be limited to one vote.

Section 3: The voting process shall be inclusive and open to all members and articulated in the bylaws of the organization.

Section 4: There shall be no absentee voting or voting by proxy.

ARTICLE V. GENERAL MEMBERSHIP MEETINGS

Section 1. General membership meetings shall be held at a time and place to be established by the Neighborhood Association Board. Such meetings shall be held twice each year at a minimum. An annual event may be considered as one of the general meetings.

Section 2. A quorum of the general membership shall be as stated in the bylaws.

Section 4. All members shall have an opportunity to participate in the general membership meetings.

Section 5: Notice of general membership meetings shall be given by way of electronic outreach, social media, posted signs, printed materials, website, or any combination of outreach mechanisms.

ARTICLE VI. NEIGHORHOOD ASSOCIATION BOARD

Section 1:

- a. The Neighborhood Association Board (Board) shall consist of the officers of the organization elected democratically during a general membership meeting that has been publicized to the general membership. Officer descriptions and roles shall be outlined in the bylaws.
- b. The Board shall include a minimum of 5 (five) members.
- c. The Board elections process and timeline shall be articulated in the bylaws and must occur every _____year(s). [Select between 1 and 3].
- d. Subcommittees may be formed at the discretion of the Board.

Section 2: The Board shall strive for inclusivity and equitable access to processes and decision making. Meetings shall be posted and accessible, including virtual access if requested or decided on by the membership.

Section 3. The Board may present the Neighborhood Association's opinions to the City Council, Planning Commission, and/or other appropriate decision-makers. Such advisory opinions will specify whether the position is one of the general membership, the Board, a committee, or by organization members present and lacking a quorum. If there is a minority position on the issue, represented by at least one-third of those voting, this shall also be presented.

Section 3. The Board will be responsible for: establishing the time, place, and agenda for board meetings, general meetings, and events; ensuring reasonable advance notice to members; and providing an opportunity to participate in the planning and organizing of these activities.

ARTICLE VII. NOMINATION, ELECTION AND REMOVAL OF OFFICERS AND BOARD MEMBERS

Section 1. The officers of the organization and any additional Board members shall be elected by a majority of those in attendance at a general or annual meeting. The membership will be notified of the meeting and invited to participate in the election a minimum of 30 days in advance of the meeting. The terms of office, including elections, filling vacancies and removal of officers, will be identified in the organization bylaws.

ARTICLE VIII. BYLAWS

Section 1. Bylaws shall be established by the Neighborhood Association that define how the Neighborhood Association conducts business. Items addressed in the bylaws shall include at a minimum:

- Board Member positions and descriptions for each position.
- Timing and process for elections.
- Process for filling vacancies and for vacating positions mid-term.
- Meetings:
 - Definition of quorum:
 - General Meeting
 - Board Meeting
 - Process for conducting the business of the meeting. (Robert's Rules of Order is recommended.)
 - Number of general meetings each year.
 - How often the board will meet.

Section 2: Bylaws shall be approved and adopted by vote at a publicized general membership meeting.

ARTICLE IX. OUTREACH

Section 1: The Board shall have the ultimate responsibility for content included in outreach materials and media, both electronic and in print.

ARTICLE X. FINANCES

Section 1: The Board shall establish a fiscal process including budgeting, expenditures, authorizations, and an internal fiscal control system.

Section 2: The process for approving and allocating Neighborhood Association funds outside of funding that may be allocated by the City shall be outlined in the bylaws.

ARTICLE XI. AMENDMENTS AND CHARTER REVIEW

Section 1. This charter may be amended by a two-thirds vote at any general membership meeting. Written notice of the proposed charter amendment shall be given to the general membership prior to the meeting. Charter amendments shall not take effect unless and until approved and accepted by resolution of the City Council.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Public Comment

Meeting Date: May 13, 2024
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 7
Staff Contact: Natalie Venhuda
Contact Telephone Number: 541-682-8497

ISSUE STATEMENT

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

BACKGROUND

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

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

FOR MORE INFORMATION

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