



City Council Agenda

City Manager:

Nancy Newton

City Recorder:

Allyson Pulido
541-726-3700

City Hall
225 Fifth Street
Springfield, Oregon 97477

541-726-3700

Online at www.springfield-or.gov

Mayor

Sean VanGordon

City Council

Michelle Webber, Ward 1

Steve Moe, Ward 2

Kori Rodley, Ward 3

Beth Blackwell, Ward 4

Victoria Doyle, Ward 5

Alan Stout, Ward 6

These meetings will be available via phone, internet using Zoom and in person. Members of the public wishing to attend these meetings electronically can call in or attend virtually by following the directions below. This information can also be found on the City's website.

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available, as well as an Induction Loop for the benefit of hearing aid users.

To arrange for these services, call 541-726-3700.

Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

February 3, 2025

Monday

6:00 p.m. Work Session

Council Meeting Room

or

Virtual Attendance

Registration Required:

Attend from your computer, tablet or smartphone:

Zoom

Meeting ID: 837 7984 5354

https://us06web.zoom.us/webinar/register/WN_xrq6PqbLSrqHMBNkHjID-A

To dial in using your phone in Listen Only Mode:

Dial 1 (971) 247-1195

Toll Free 1 (877) 853-5247

Oregon Relay/TTY: 711 or 800-735-1232

(Council work sessions are reserved for discussion between Council, staff and consultants; therefore, Council will not receive public input during work sessions. Opportunities for public input are given during all regular Council meetings)

CALL TO ORDER

ROLL CALL -- Mayor VanGordon____, Councilors Webber____, Moe____, Rodley____, Blackwell____, Doyle____, and Stout____.

1. Springfield Pavement Management Report
[Chris Zeitner and Ben Gibson]

(45 mins)

ADJOURNMENT

7:00 p.m. Regular Meeting

Council Meeting Room

or

Virtual Attendance

Registration Required:
Attend from your computer, tablet or smartphone:
Zoom
Meeting ID: 837 7984 5354
https://us06web.zoom.us/webinar/register/WN_xrq6PqbLSrqHMBNkHjID-A
To dial in using your phone in Listen Only Mode:
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Oregon Relay/TTY: 711 or 800-735-1232

CALL TO ORDER

ROLL CALL -- Mayor VanGordon___, Councilors Webber ___, Moe___, Rodley___, Blackwell ___, Doyle ___, and Stout___.

PLEDGE OF ALLEGIANCE

SPRINGFIELD UPBEAT

1. 2024 - 2025 Springfield Public Library Bookmark Contest Winners
[Abigail Craig and Emily David] (15 mins)

CONSENT CALENDAR

1. **Claims**
2. **Minutes**
 - a. May 6, 2024 City Council Regular Session Meeting Minutes
 - b. May 20, 2024 City Council Regular Session Meeting Minutes
 - c. May 20, 2024 City Council Work Session Minutes
 - d. May 28, 2024 City Council Work Session Minutes
3. **Resolutions**
 - a. Acceptance of Project P31083, Woodland Ridge Phase 4
4. **Ordinances**
5. **Other Routine Matters**
 - a. Liquor license application for a new license for McKenzie River Brewing Company, LLC, DBA: Hop Valley Brewing Company.
 - b. Liquor license application for a change of ownership for Lucky Buffet Inc., DBA: Lucky Buffet Inc.
 - c. Employee Health, Vision, and Prescription contract renewal.

MOTION: APPROVE/REJECT THE CONSENT CALENDAR

ITEMS REMOVED FROM THE CONSENT CALENDAR

PUBLIC HEARINGS - Please limit comments to 3 minutes. Request to speak cards are available at the entrance.

Please present cards to City Recorder. Speakers may not yield their time to others.

1. FY25 Supplemental Budget #2
[Jessica Mumme]

(5 mins)

MOTION: Adopt/Not Adopt A Resolution Adjusting Resources And Requirements In The Following Funds: General, Street, Special Revenue, Fire Local Option Levy, Regional Wastewater, Ambulance, Storm Drainage Operations, Booth-Kelly, and Vehicle & Equipment.

BUSINESS FROM THE AUDIENCE -Limited to 20 minutes. Please limit comments to 3 minutes. Request to speak cards are available at the entrance. Please present cards to City Recorder. Speakers may not yield their time to others.

COUNCIL RESPONSE

CORRESPONDENCE AND PETITIONS

BIDS

ORDINANCES

RESOLUTIONS

BUSINESS FROM THE CITY COUNCIL

BUSINESS FROM THE CITY MANAGER

BUSINESS FROM THE CITY ATTORNEY

ADJOURNMENT

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	02/03/2025
	Meeting Type:	Work Session
	Staff Contact/Dept:	Chris Zeitner/Operations Division
	Staff Phone No:	
	Estimated Time:	45 Minutes
	Council Goals:	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:

Springfield Pavement Management Report

ACTION REQUESTED:

City staff and Infrastructure Management Services, LP (IMS) will present the results of the recently completed Pavement Condition and Management Project. The presentation will include an overview of current pavement conditions as well as various modeled scenarios. Staff invites feedback and questions from Council to help guide future actions and decision-making.

ISSUE STATEMENT:

In August 2024, IMS Infrastructure Management Services, LP (IMS) utilized the state-of-the-art Integrated Road Information System (IRISpro Pave) to capture continuous, high-resolution pavement images. These images were used to assess pavement cracking, rutting, and roughness across 203 centerline miles of predominantly asphalt roadways in Springfield, OR. As part of this project, IMS also deployed its Fast-Falling Weight Deflectometer (FastFWD) to evaluate the structural integrity of the City's Arterial and Collector roadways.

This comprehensive analysis is an important component to shaping our approach to infrastructure maintenance and investment, enabling the prioritization of repairs and improvements in a cost-effective, data-driven manner. The findings from this project will inform long-term planning efforts, ensuring we maintain a safe, sustainable, and efficient transportation network for the residents of Springfield. The final report provided by IMS offers detailed data and insights into the current pavement conditions, along with actionable recommendations to guide future infrastructure management strategies. We encourage you to review these findings as we work collaboratively to enhance the quality and longevity of our roadway system.

DISCUSSION/FINANCIAL IMPACT:

Performing timely preventative pavement maintenance on the city street system is the optimal goal to avoid the higher cost of rehabilitation and replacement. Doing so is more cost effective toward the outcome of effectively extending the useful life of these city assets. The City has traditionally conducted pavement assessments by mobilizing city staff to visually inspect all streets, evaluating structural degradation in key areas such as cracking, rutting, raveling, and delamination. While this process yielded reliable and reportable data, it was time-consuming, labor-intensive, and diverted critical staff from other priority projects. The decision to partner with IMS Infrastructure Management Services was made primarily to establish a baseline model for future street preservation and rehabilitation efforts. This approach not only mitigates the impact on current staffing levels but also provides an unbiased assessment of the City's current street conditions. The results of this project will continue to evolve as staff and capital improvement projects are completed, enhancing the overall quality and longevity of Springfield's street infrastructure. There is no financial ask associated with this item.

Attachments

1. Executive Summary

1.0 EXECUTIVE SUMMARY

1.1 Project and Methods Overview

In August of 2024, IMS Infrastructure Management Services, LP (IMS) utilized a cutting-edge Integrated Road Information System (IRISpro Pavé) (**Figure 1**) to capture continuous, high-resolution pavement images that were used to assess pavement cracking, rutting, and roughness on 203 centerline miles of predominantly asphalt roadways in Springfield, OR (City). In this project, IMS also deployed its Fast-Falling Weight Deflectometer (FastFWD) to assess the structural integrity of the City's Arterials and Collectors. IMS followed the American Society for Testing and Materials (ASTM) D6433 standard to analyze the images and distress data collected by the IRISpro to determine the Pavement Condition Index (PCI) for each segment of the road. PCI values were recorded to provide an indication of the surface conditions and structural integrity of a pavement.

Using the Easy Street Analysis (ESA) pavement management system, IMS developed multi-year pavement maintenance and rehabilitation (M&R) recommendations for the roadways surveyed. The recommendations consider the severity, quantity, and type of pavement distresses, surface type, pavement strength, functional class, and the level of traffic. By utilizing these recommendations, the City can make informed decisions on how best to allocate their resources to ensure the longevity and safety of their roadways.



Figure 1 - IMS Integrated Road Information System platform (IRISPro Pavé)

The PCI method was used in accordance with the ASTM D6433 standards to assess the condition of the City's pavements. This method is considered an objective and repeatable approach to assess pavement condition, which is preferable to alternative methods that rely upon potentially biased human ratings. Based on the PCI results, ESA prioritizes funding using a cost-of-deferral approach, recommending M&R activities that optimize funding by selecting rehabilitation candidates only when they approach the critical point where a heavier maintenance activity will soon be needed to restore the roadway to full service.

The analysis and data presented in this report are based on the inspections performed by IMS in August 2024 on the City’s pavement network, using available work history and other assumptions that are elaborated on later in this report. Roadways that were rehabilitated or reconstructed after the field inspection was performed were assigned a PCI value of 94. All other segments were deteriorated using the defined pavement deterioration models to reflect the conditions of the roadways at the time of analysis, July 2025.

1.2 Results Overview and Recommendations

PCI values provide an indication of the surface conditions and structural integrity of a pavement. The 0–100 PCI range is commonly divided into categories using descriptive terms: *Very Poor*, *Poor*, *Marginal*, *Fair*, *Good*, *Very Good*, and *Excellent*. Divisions between the terms are not fixed but are meant to reflect common perceptions of pavement conditions. These divisions are discussed in more detail in Section 3.0.

The City’s roadways were generally found to be in *Very Good* condition **with an average PCI of 69**. **Figure 2** provides a visual breakdown of the distribution of pavement area across different PCI categories at the time of analysis. Approximately 58% of the City’s roadways were found to be in *Excellent* or *Very Good* condition. If structurally sound, these pavements are often suitable candidates for cost-effective preventive maintenance treatments. On the other hand, pavements with a PCI below 40 (i.e., pavements in *Poor* or *Very Poor* condition) comprise the City’s “backlog” of M&R. The **City’s backlog was found to be 11%**. These pavements typically require full or partial reconstruction. Pavements falling within the middle categories, such as *Fair* or *Marginal* condition, often benefit from mill and overlay projects. It’s important to note that these are general recommendations, and the specific M&R strategy may vary based on factors such as distress types, soil conditions, structural adequacy, and other project-specific details.

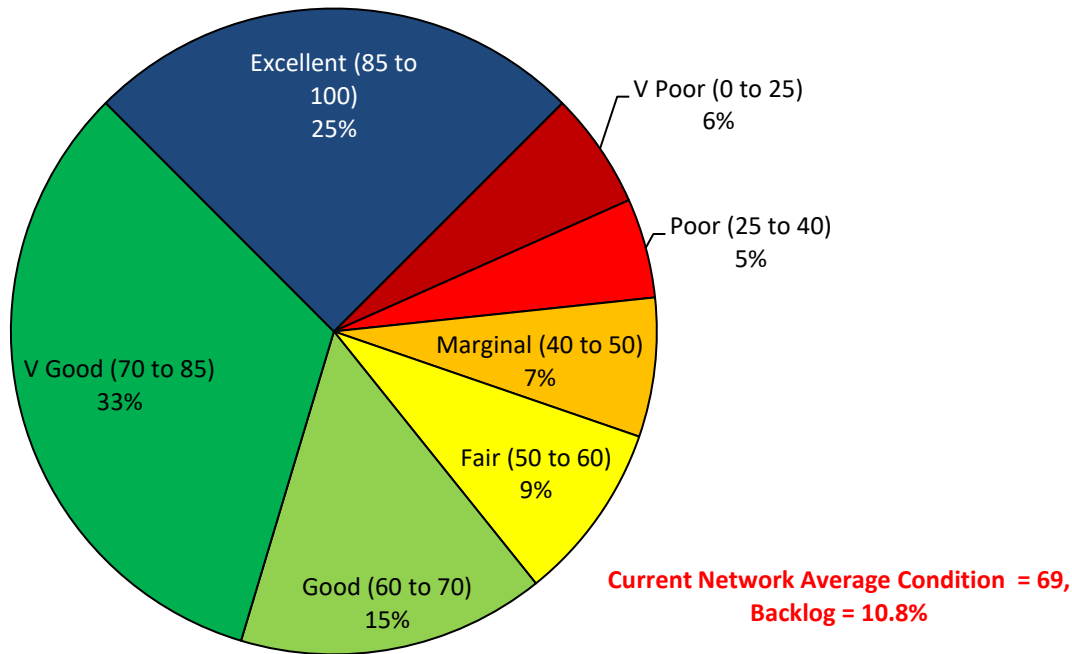


Figure 2 - Distribution of the City's Pavement System on a Condition Scale

Metrics of Health

The following three metrics are frequently used as indicators of overall pavement network health. The pavement analysis uses these metrics as benchmarks when determining budget goals, such as the backlog control, PCI control, and recommended funding levels.

Pavement Condition Index (PCI) – The PCI score is a ranking assessment on the overall health of a pavement segment on a scale of 0 to 100. The network average PCI is a good global indicator of a network's overall health.

Percent of Excellent Roads – Roads with a condition category of Excellent are those that score between a PCI of 85 to 100.

Backlog – Backlog is the Very Poor and Poor roads (between a PCI of 0 and 40) that represent a portion of the network in need of extensive rehabilitation such as full and partial reconstruction. Using sound pavement management and finance principles, a very healthy network will have a backlog of 10% or less.

The City met three out of three of the metrics for evaluating the quality of its roadway network.

- ✓ The network average pavement condition score exceeds the national average currently seen by IMS of 60 to 65, with the City's average scoring a **69**.
- ✓ The number of streets rated Excellent is above the minimum recommended target of 15% at **25%**.
- ✓ The backlog amount is below the average value of 12% at **11%**.

The analysis conducted by IMS using the ESA pavement management system has provided the City with valuable insights into the condition of its roadways. To assess the effect of annual budget on PCI over a ten-year period, **Figure 3** has been generated to depict the anticipated PCI in ten years relative to different annual budget allocations. The blue line allows the user to assess the effect of a given annual budget on the PCI in ten years, serving as a valuable tool for understanding the potential effects of budget decisions on future pavement conditions.

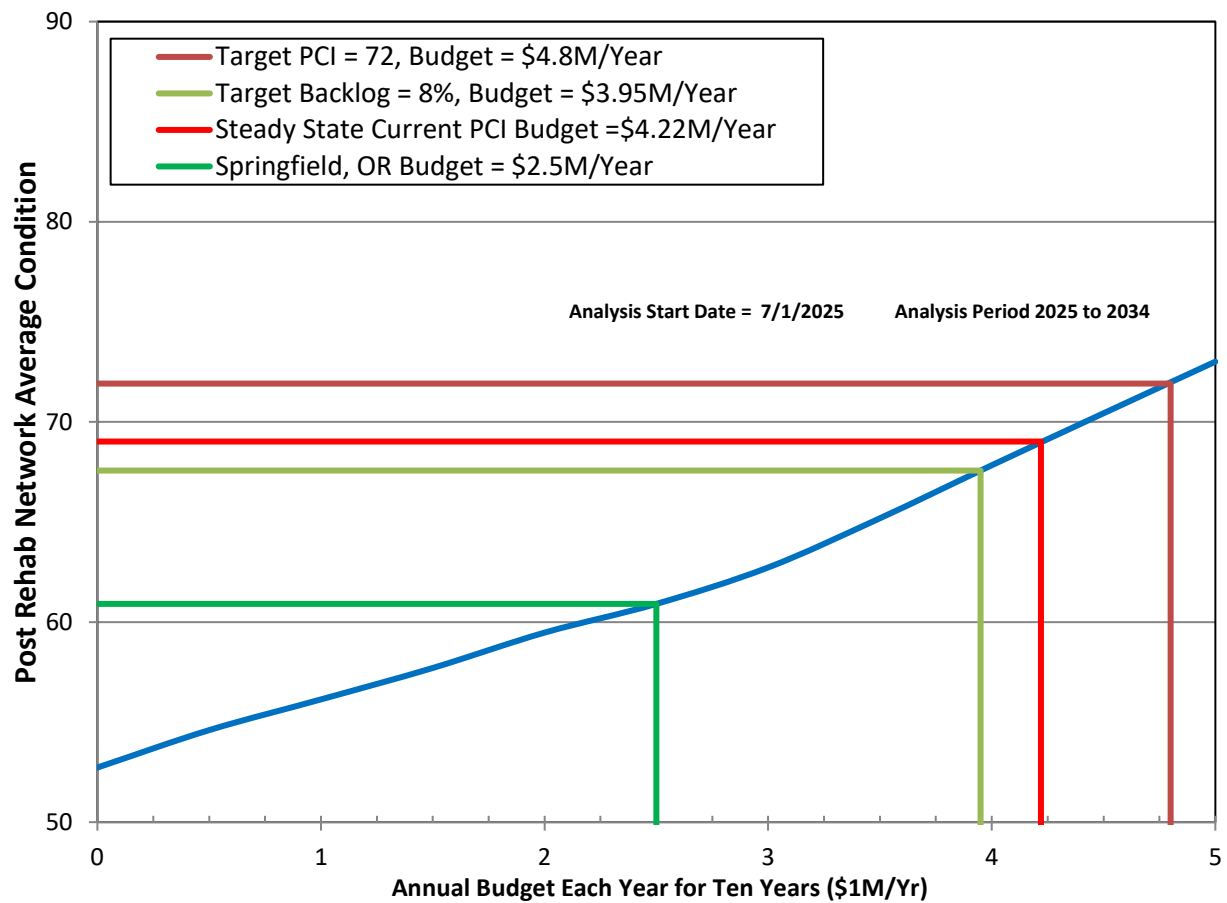


Figure 3 - PCI Based on Ten-Year Annual Budget Funding Models

It is important to note that the information presented in the Executive Summary is condensed from various sections of this report.

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	02/03/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Emily David/Library and Museum
	Staff Phone No:	
	Estimated Time:	15 Minutes
	Council Goals:	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:

2024 -- 2025 Springfield Public Library Bookmark Contest Winners

ACTION REQUESTED:

Information share, no action requested.

ISSUE STATEMENT:

Youth Services Librarian Abigail Craig & Library Director Emily David will present the eighteen young artists chosen as the winners of the 44th annual Springfield Public Library Bookmark Contest to the Mayor and Council.

This year, over 1,350 students from Springfield, in grades Kindergarten through 12th Grade entered the contest with their eye-catching and creative bookmark artwork.

DISCUSSION/FINANCIAL IMPACT:

Bookmark themes for this year range from books, reading, and libraries to the theme for the 2025 Summer Reading Program, "Level Up at Your Library", about games and gaming. All entries will be up on display in the Youth Gallery in Springfield City Hall during the month of March with an interactive "I Spy" game. The winning bookmark designs have been professionally printed and will be on display and distributed in the library all year long, thanks to support from the Springfield Arts Commission.

Tonight we honor this year's winners:

Olivia Thomas, Kindergarten, Elizabeth Page Elementary
Joscelynn Thomas, First Grade, Guy Lee Elementary
Kaycie Carr, First Grade, Walterville Elementary
Oliver Kling, Second Grade, Two Rivers- Dos Ríos Elementary
Jesus Flores-Ortiz, Second Grade, Two Rivers- Dos Ríos Elementary
Rowan Robinson, Third Grade, Maple Elementary
Sage Barr, Third Grade, Walterville Elementary
Julian Maxwell Garcia, Third Grade, Yolanda Elementary
Eliza Calkin, Fourth Grade, Douglas Gardens Elementary
Cailin Cole, Fourth Grade, Centennial Elementary
Georgia Brewer, Fourth Grade, Douglas Gardens Elementary
Thomas Haberstroh, Fifth Grade, Teach NW
Jessica Ward, Fifth Grade, Thurston Elementary
Camille Black-Williams, Fifth Grade, Ridgeview Elementary
Noah Savelich, Sixth Grade, Eugene Christian School
Jade Asumendi, Sixth Grade, Briggs Middle School
River Davidson, Seventh Grade, Briggs Middle School
Maxwell Britton, Twelfth Grade, Springfield High School

AGENDA ITEM SUMMARY

Meeting Date: 02/03/2025

Meeting Type: {@!@ud_rs1@!@}

**S P R I N G F I E L D
C I T Y C O U N C I L**

Estimated Time:

SUBJECT:
May 6, 2024 City Council Regular Session Meeting Minutes

Attachments

May 6, 2024 Regular Session Meeting Minutes

MINUTES OF THE MEETING OF
THE SPRINGFIELD CITY COUNCIL
HELD MONDAY MAY 6, 2024

The Springfield City Council met in person and via Zoom on Monday, May 6, 2024 at 7:00 pm., Mayor VanGordon presiding.

CALL TO ORDER

Mayor Van Gordon called the meeting to order at 7:00pm

ATTENDANCE

Present were Mayor VanGordon, Councilors Michelle Webber, Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Joe Pishioneri

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, Staff Liaison Allie Camp, and Allyson Pulido City Recorder

SPRINGFIELD UPBEAT

- a. Earth Day Art Competition: Thomas Gray explained the earth day art competition and announced the winners.
- b. Bike Month Proclamation: Mayor Sean VanGordon proclaimed May 2024 as Bike Month.
- c. Building Safety Month Proclamation: Mayor Sean VanGordon proclaimed May 2024 as Building Safety Month.

CONSENT CALENDAR

- 1. Claims
- 2. Minutes
- 3. Resolutions
- 4. Ordinances
 - a. Planning Commission Municipal Code Amendments
- 5. Other Routine Matters
 - a. Bicycle & Pedestrian Advisory Committee Appointments
 - b. Arts Commission Applicant Appointment
 - c. Springfield Police Advisory Committee Appointment
 - d. Budget Committee Applicant Appointment
 - e. Liquor License Application for a New Outlet for Hope Nguyen, DBA: Pro Nail Salon
 - f. Ratification of Amendment to the Downtown Urban Renewal Plan for Real Property Acquisition.

MOTION: Councilor Pishioneri moved to approve the Consent Calendar. Seconded by Councilor Rodley.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
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Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

PUBLIC HEARINGS

1. Wastewater and Stormwater User Fees FY 2024-25

Matt Stouder, Environmental Services Director presented Resolution No. 1: wastewater and Stormwater User Fees for FY2024-25. Mr. Stouder explained how the 2024-25 user fees would be used if the resolution is approved. He explained the rate increases and the individual household increases in cost. The Resolution will provide an increase of 5.0% for the local wastewater fees and a 3.0% increase in the stormwater user fees. The resolution will also adopt the Metropolitan Wastewater Management Commission's (MWMC) 5.5% rate increase.

MOTION: Councilor Pishioneri moved to adopt Resolution No. 1: A resolution of the City of Springfield setting local and regional wastewater (sewer) user fees and local stormwater (drainage) fees as set forth in the Springfield Municipal code. Seconded by Councilor Rodley.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

BUSINESS FROM THE AUDIENCE

Jeff Nelson- General Manager of the Springfield Utility Board (SUB) thanked the council for their discussion at his last appearance and the success of the meeting. He said while the city and the SUB have different goals, they want to work together. Mr. Nelson provided an overview of SUB's work in Glenwood.

The Council thanked Mr. Nelson for the updates and expressed a desire to learn more about current and future SUB projects.

Mayor VanGordon requested more information on SUB's current projects in Glenwood.

BUSINESS FROM THE CITY COUNCIL

Councilor Rodley acknowledged that it is teacher appreciation and nurses appreciation week.

Mayor VanGordon discussed that there are quite a few proclamations in the month of May. He also encouraged everyone to recognize different people and professions when they have the opportunity.

Councilor Pishioneri expressed his appreciation of the volunteers he works with, City Council.

BUSINESS FROM THE CITY MANAGER

1. Housing Diversity Tax Exemption

Katie Carroll the City's Housing Analyst gave a brief overview of the HDTE (Housing Diversity Tax Exemption). She said the council has had this under discussion since 2017. Ms. Carroll gave history of the previous hearings and additional readings of the Ordinance. Ms. Carroll explained the requested changes made by Council in past hearings.

MOTION: Councilor Pishioneri moved to adopt Ordinance No. 1: An ordinance adopting Springfield municipal code sections 3.550 through 3.558 to enact a property tax exemption for multiple-unit housing to increase housing diversity, adopting a severability clause, and providing an effective date. Seconded by Councilor Rodley.

The motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

MOTION: Councilor Pishioneri moved to adopt Resolution No. 2: a resolution adopting program guidelines for the Housing Diversity Tax Exemption (HDTE) to implement Springfield Municipal code sections 3.550 through 3.558. Seconded by Councilor Rodley.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

2. Ratification of the Metropolitan Wastewater Management Commission (MWMC) FY 2024-25 Regional Wastewater Program Budget and Capital Improvement Program (CIP)

Matt Stouder, Environmental Services Director and Executive Officer for the MWMC asked the Council to ratify the budget and explained some details. He explained the budget is set at 23 million dollars and

explained the details increases. He added they received a 4-million-dollar federal grant for the class A recycled water project through the Bureau of Reclamation.

MOTION: Councilor Pishioneri moved to adopt a motion ratifying the FY2024-25 regional wastewater program budget and capital improvement plan (CIP). Seconded by Councilor Rodley.

The motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

3. Fiscal Year 2025 Community Development Block Grant (CDBG) Annual Action Plan

Erin Fifield, Housing Programs Analyst spoke on the CDBG block grant action plan. She explained the action plan and gave a few highlights. She gave the estimate that next year the City is estimated to received \$555,345 and said that HUD had not yet given them their budget so the number remains an estimate. She explained the strategies they were planning to fund including the home repair program, SHOP Program, Lane County to assist with Human Services Support, and Grant Planning and support.

There were several questions from Council regarding a separate funding source where the funds were being reallocated.

Ms. Fifield said the funding plans had requirements and a previous conversation had been about funding a community shelter that was not ready to move forward so they were going to reallocate those funds. Part of the direction from council was to improve neighborhoods.

Ms. Fifield said they were going to look at older neighborhoods to see what the need was and if a project could be completed to address that need.

MOTION: Councilor Pishioneri moved to approve the fiscal year 2025 Community Development Block Grant Annual Action Plan, with proposed funding adjustments if the final allocation changes, and authorize the city manager to execute all documents needed to give affect to the city's agreement with the U.S. Department of Housing and Urban Development for these funds. Seconded by Councilor Rodley.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

4. Acceptance of Project P21151 Centennial Blvd Overlay (Aspen-Prescott)

Kristi Krueger the Capital Engineering Manager spoke on the road construction projects. She explained they completed their projects ahead of schedule and within budget. She asked the council to approve their new bond for further projects.

Councilor Doyle said she was on the budget committee back in 2018 and was excited to see the project completed and the roads were important.

Ms. Rodley appreciated the work done on Centennial Blvd. Being in ward 3 they benefitted from the work.

Mayor VanGordon expressed his appreciation for the work on the roads.

MOTION: Councilor Pishioneri moved to adopt a resolution to accept city bond project P21151, Centennial Blvd Overlay (Aspen-Prescott). Seconded by Councilor Rodley.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

BUSINESS FROM THE CITY ATTORNEY

None.

ADJOURNMENT

Sean VanGordon adjourned at 7:46pm

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY

Meeting Date: 02/03/2025

Meeting Type: {@!@ud_rs1@!@}

**S P R I N G F I E L D
C I T Y C O U N C I L**

Estimated Time:

SUBJECT:

May 20, 2024 City Council Regular Session Meeting Minutes

Attachments

May 20, 2024 Regular Session Meeting Minutes

MINUTES OF THE MEETING OF
THE SPRINGFIELD CITY COUNCIL
HELD MONDAY MAY 20, 2024

The Springfield City Council met in person and via Zoom on Monday, May 20 at 7:00 pm., Mayor VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the meeting to order at 7:00pm

Present were Mayor VanGordon, Councilors Michelle Webber, Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Joe Pishioneri

PLEDGE OF ALLEGIANCE

SPRINGFIELD UPBEAT

1. Mayor's Recognition

a. EMS Week Proclamation

Mayor VanGordon proclaimed May 19-25th as Emergency Medical Services Week.

b. Public Works Week Proclamation

Mayor VanGordon proclaimed May 19-25th as Public Works Week.

c. National Law Enforcement Week Proclamation

Mayor VanGordon proclaimed May 12-18th as National Law Enforcement Week.

CONSENT CALENDAR

1. Claims- none

2. Minutes- none

3. Resolutions- none

4. Ordinances- none

5. Other Routine Matters

a. Code Enforcement Tyler Software Contract

b. March 2024 Disbursements

c. April 2024 Disbursements

MOTION: Councilor Pishioneri moved, Councilor Rodley seconded, to approve the Consent Calendar.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

ITEMS REMOVED FROM THE CONSENT CALENDAR

none

PUBLIC HEARINGS

1. Amending the Springfield Municipal Code to Limit Liability for Use of Public Trails Per ORS 105.668

Kristina Kraaz, Assistant City Attorney explained the proposed ordinance to amend the municipal code to limit liability to bikers, hikers, and horseback riders on public land.

No action requested for this item, no public comments was heard.

2. Liquor License Endorsements for the Renewal Period of 2024-2025

Jeff Paschall, Community Development Manager presented the list for the 2024-2025 Renewal Period.

MOTION: Councilor Pishioneri Moved, Councilor Rodley seconded, to approve the Liquor License Renewal List.

The Public Hearing was opened and closed.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

BUSINESS FROM THE AUDIENCE

Mayor VanGordon said if the community was here to speak on the Finley Hights (Heights) annexation, the public hearing had been closed and no more commentary would be allowed to influence their final decision.

Peter Defazio, property owner, spoke about the Finley Heights Annexation

Rona Frank, property owner, spoke about the Finley Heights Annexation

Katharine Fraz, property owner, spoke about the Finley Heights Annexation

Carlan Kephart, property owner, spoke about the Finley Heights Annexation

Royal Mortier, the owner of Finley Heights, spoke about the Annexation

Cecelia Tomcal, property owner, spoke about the Finley Heights Annexation

RESOLUTIONS

1. Resolution of Necessity: Jasper Trunk Sanitary Sewer Extension – Phase 3 (P21065)

Jesse Jones, Senior Civil Engineer sought approval for the Jasper Trunk Sanitary Sewer Extension.

MOTION: Councilor Pishioneri moved, and Councilor Rodley seconded, to adopt Resolution No. 1, a resolution exercising the power of eminent domain and authorizing a resolution pursuant to ORS 223.005. ORS 223.105 and ORS 35.600-625 concerning acquisition of easements and/or right of way necessary for the Jasper Trunk Sanitary Sewer Extension – Phase 3 Project (P21065).

The Motion passed with a vote of 5 for and 1 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	N
Pishioneri	Y

2. Federal Aid Projects IGA/Amendment Delegation

Amanda Clinton, Senior Contracts Analyst explained the projects included in the Federal Aid Projects IGA and requested the Council adopt the resolution and allow them to keep public service uninterrupted.

Before the roll call vote, Councilor Webber asked how the projects included were chosen for this IGA specifically 5th Street. Kristi Krueger, Civil Engineer explained that 5th street is not part of the federal funding and so therefore it would be a separate project.

MOTION: Councilor Pishioneri moved, Councilor Rodley seconded to adopt Resolution No. 2. A Resolution authorizing the City Manager to enter into a local agency certification program agreement with ODOT and delegating authority to the city manager to execute supplemental project authorizations for federal-aid projects adopted into the statewide transportation improvement program (STIP) for the funding period ending September 30th, 2027.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

BUSINESS FROM THE CITY COUNCIL

Councilor Rodley said she wanted to show support to all groups recognized in a proclamation this evening, second, she explained tomorrow is the last day to vote and ballots can also be post-marked by 8pm tomorrow evening.

Mayor VanGordon invited the community to attend a Memorial Day event on May 27th at the Veteran's Plaza this weekend to honor Airman Trinity Reinhart.

BUSINESS FROM THE CITY MANAGER

1. Glenwood Land Use Application Initiation

Allie Camp, Economic Development Manager, presented the item including additional information from the landowner which was previously requested from the City Council.

MOTION: Councilor Pishioneri moved, Councilor Rodley seconded, to initiate the applicant's type 4 metro plan amendment and type 3 zoning map amendment for 2.9 acres of real property located on Newman Street at tax map 18-03-03-14, Tax Lot 200.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

2. Property Management Contract

Allie Camp, Economic Development Manager, explained the contract with Campbell Commercial Real Estate that would be \$235,400 over three years. She proposed this be a shared contract between City of Springfield and SEDA as a part of their Cooperative Service Agreement.

MOTION: Councilor Pishioneri moved, Councilor Rodley seconded, to direct the city manager to enter into an agreement, substantially in the form provided, with Campbell Commercial Real Estate for commercial property management services.

The Motion passed unanimously with a vote of 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

3. Annexation of Territory to the City of Springfield- Annex 7 Acres of Vacant Residential Property Located at Map 18-02-02-00, Portion of Tax Lot 00500.

Mayor VanGordon explained that this was a second reading on the annexation of Finley Heights asked for any ex parte contact with council.

Councilors Webber, Moe, Rodley, Blackwell, and Mayor VanGordon had none. Councilor Doyle shared that she spoke to the property owner but it did not cover new information. Councilor Pishioneri had some contact with a constituent, but did not discuss any information that was not already part of the record.

Mayor VanGordon said staff recommended a denial of the ordinance. He said they had three choices before hearing from staff. They could approve the ordinance, deny the ordinance, or take no action and conduct another public hearing.

Tom Sievers, Senior Planner, provided the staff report and second reading of the ordinance.

Council Deliberations:

Councilor Doyle asked about the timeline. She asked why the decision was made to approve the application at the first hearing (April 2024) and now the recommendation is to deny the application.

Mr. Sievers responded, between the first hearing and now, they had a completeness check meeting and expressed their concerns with the site to the applicant. Staff was not aware of the status of any formal plans the applicant had to provide any additional information.

Councilor Doyle stated that if staff's intent was to recommend a denial of the application, they should have made the applicant aware of that.

Nancy Newton, City Manager, said it has been a complicated manner. She said staff was supposed to bring recommendations based on the information they have at the time, and this is why they have public meetings.

Councilor Doyle asked if the applicant could reapply if the ordinance was denied. Tom Sievers confirmed they could reapply.

Councilor Moe said he is in support of development but that the current application does not provide the answers needed to approve the application.

Councilor Rodley said she visited the site today and has concerns about the ecological considerations, landslides, and concerns about services to the development. Councilor Rodley also expressed her pro-housing feelings but does not feel this project is right at this time.

Councilor Webber thanked everyone who provided public comment. She said she is not supportive of the annexation at this time.

Councilor Doyle said she is not in support of the annexation at this time, but she would like to have the public hearing reopened until fall 2024.

Councilor Blackwell is in support of housing and development and she would like to have the hearing reopened brought back to council in fall 2024.

Councilor Pishioneri said that he is in support of a denial because the applicant can reapply at a later date.

Mayor VanGordon said after review the application should be denied because there are too many outstanding questions about slope of land, services, and infrastructure.

Before the roll call was read made – what is this meaning to say? Ms. Kraaz clarified for the record a vote of Yes is denying the application, the final decision would be produced in writing as a notice of final decision with staff report and findings attached to that which would be mailed off to the mayor to sign.

MOTION: Councilor Pishioneri moved, Councilor Rodley seconded, to deny application 811-24-000004 Type 2IP or Type 4 annexing certain territory (map 18-02-02-00, Portion of Tax Lot 00500) to the City of Springfield based on the staff report and findings in the agenda packet as attachment 2, exhibit D with the supplemental findings dated May 20, 2024.

The motion passed unanimously 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Pishioneri	Y

Additional business from the City Manager

Ms. Newton expressed her appreciation to the City Council and the members of the public who participated in public comment.

Ms. Newton also said she was proud that our nation and our city is open to having difficult conversations openly and respectfully and have them informed by data and reason.

Spring clean-up was last Saturday, Ms. Newton thanked the community and volunteers who participated.

Springfield Police Department received accreditation the NW Accreditation Alliance, Ms. Newton said they are showing professionalism, dedication, transparency, and accountability. She praised Chief Shearer and Deputy Chief Resch for their work in the police department.

BUSINESS FROM THE CITY ATTORNEY

none

ADJOURNMENT

Mayor VanGordon adjourned the meeting at 8:25pm

Minutes Recorder- Lydia Harvey LCOG

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY

Meeting Date: 02/03/2025

Meeting Type: {@!@ud_rs1@!@}

**S P R I N G F I E L D
C I T Y C O U N C I L**

Estimated Time:

SUBJECT:
May 20, 2024 City Council Work Session Minutes

Attachments

May 20, 2024 Work Session Meeting Minutes

MINUTES OF THE MEETING OF THE
SPRINGFIELD CITY COUNCIL WORK SESSION
HELD MONDAY MAY 20, 2024

The Springfield City Council met in person and via Zoom on Monday, May 20, 2024 at 6:00 pm., Mayor VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the meeting to order at 6:00pm

Present were Mayor VanGordon, Councilors Michelle Webber, Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Joe Pishioneri

1. SPD Accreditation Award

Chief Shearer and Lieutenant George Crolly spoke on the accreditation of the Springfield Police Department. They were presented accreditation from Scott Hayes, an executive Director of the Northwest Accreditation Alliance.

The City Council congratulated the Springfield Police Department on their achievement.

2. Review of City Council Operating Policies and Procedures

Mary Bridget Smith gave a presentation via PowerPoint on the Council Operating Policies and Procedures for 2024 and answered questions from the Council.

Additional topics that were discussed in detail:

- Virtual Attendance
- Alternates on Boards Commissions and Committees
- Letters of Support
- Discussion of legislative priorities
- Remove providing information to the media
- Changes in the way Ordinances are scheduled on the Council Calendar

ADJOURNMENT

Mayor VanGordon adjourned the meeting at 6:40pm

Minutes Recorder- Lydia Harvey LCOG

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY

Meeting Date: 02/03/2025

Meeting Type: {@!@ud_rs1@!@}

**S P R I N G F I E L D
C I T Y C O U N C I L**

Estimated Time:

SUBJECT:

May 28, 2024 City Council Work Session Minutes

Attachments

May 28, 2024 Work Session Meeting Minutes

MINUTES OF THE MEETING OF THE
SPRINGFIELD CITY COUNCIL WORK SESSION
HELD TUESDAY MAY 28, 2024

The Springfield City Council met in person and via Zoom on Tuesday, May 28, 2024 at 5:30 pm., Mayor VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the work session to order at 5:30p.m.

ATTENDANCE

Present were Mayor VanGordon, Councilors Michelle Webber, Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Joe Pishioneri, councilor Pishioneri arrived at 5:40pm.

STAFF PRESENT

City Manager Nancy Newton, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido, Erin Fifield, Mark Rust, Haley Campbell, and Jeff Paschal.

1. Human Services Commission Intergovernmental Agreement (IGA)

Ms. Fifield referred to information in the City Council's agenda packet. She reiterated the purposes of the IGA aimed at funding a variety social service programs and outlined the decisions and recommendations related to the use of the targeted funds. She announced that participating jurisdictions had reimagined the work of the Human Services Commission and new bylaws were adopted in February 2024. She added that she would return to the City Council in the fall for approval of the IGA.

Councilor Rodley and Mayor VanGordon complimented the diligent progress on the IGA. There were no questions.

2. Planning and Engineering Development Fees

Mr. Rust introduced himself as the City's Planning Manager and Jeff Paschal- Paschall as Community Development Director. He provided a PowerPoint presentation as a check-in on the work undertaken since his June 2023 report relating to a Portland State University (PSU) fee funding study of cost recovery related to City development activities. He touched upon what was not included in the PSU study and state law requirements for cost recovery.

Mr. Rust referred to a memo provided in the agenda packet and responded to questions from City Councilor Doyle and Mayor VanGordon related to fee description, collection detail, and next steps in the development of the plan. He clarified that the work was not aimed at the development of a new proposal but would build on information obtained from the last report. He said staff would make every effort to include fee comparable with neighboring jurisdictions. He referred to delays resulting from staff vacancies and postulated that the use of a consultant may be needed to complete the work.

Mayor VanGordon suggested staff delineate hours associated with development fees and produce a basic financial model that would illustrate the City of Springfield's intent to be competitive in recovering costs as fee transparency was needed for developers. He requested that staff make tangible steps forward and

return in the fall with an update.

City Councilor Pishioneri suggested staff contact developer associations such as the Homebuilder Association and discuss cost statistics on a sampling of development projects across jurisdictions, then identify why fees may or may not be comparable across jurisdictions. Mr. Rust agreed and had a good meeting with the Insurance Guild of Eugene, but an “apples-to-apples” comparison remains a large lift.

3. Springfield Development Code Amendments: Housing Opportunities in Non-Residential Areas

Haley Campbell introduced herself as a City Planner and shared a PowerPoint presentation that highlighted statistics relating to the unhoused population in the area. She identified two legislative bills passed in the 2024 session which created additional flexibility in the conversion of buildings without zone changes, and which promoted an increase in manufactured housing: HB2984 and HB 3151. She explained amendments to Springfield Code would be prepared to comply with both bills. She said she would return to the City Council before July 1, 2024 for review and adoption of the code amendments, after a public hearing by the Planning Commission. She added that similar Code amendments would be adopted by Lane County Board of Commissioners.

Ms. Campbell responded to a question from Councilor Blackwell about building height requirements in R1 and R2 zones. She said there were existing code provisions not subject to change as a result of the two legislative bills, such as R1 and R2 height requirements.

Mayor VanGordon referenced the code amendment work resulting from the two legislative bills and asked if there was an anticipation of additional local responses to state legislation. She said that was not known at present, but the two pieces of legislation made qualifying uses clearer and were intended to allow developers to more easily apply for funding.

Ms. Rodley cited her appreciation of the work and remarked it was a perfect example of the details that staff must work with to develop plans from adopted legislation.

ADJOURNMENT

Mayor VanGordon adjourned the meeting at 6:31 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	02/03/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Mariah Kimpton/Community Development
	Staff Phone No:	
	Estimated Time:	Consent Calendar
	Council Goals:	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:

Acceptance of Project P31083, Woodland Ridge Phase 4

ACTION REQUESTED:

Adopt or reject the following resolution:

A Resolution Accepting Public Improvements for Woodland Ridge Phase 4, P31083

ISSUE STATEMENT:

The work on this project has been completed by Developer Hayden Homes, LLC and their Contractor, Kipco Construction, LLC. The City Staff and developer's consulting engineer, A&O Engineering, LLC, have completed a final inspection, paperwork, and approval. The project is now ready for formal City Council acceptance.

DISCUSSION/FINANCIAL IMPACT:

The Woodland Ridge Phase 4 project consists of site work (within right-of-way), striping, grading, installing pavement, sanitary and stormwater facilities, sidewalks, landscaping and streetlights required for the new subdivision. All construction work has been paid for by the developer, Hayden Homes, LLC, and constructed by Kipco Construction, LLC. All work done under the permit project has been completed and inspected by the City Engineer or designee and has been found to be satisfactory. This project has no final construction cost, as it was privately engineered, built, and financed. There is no financial impact to the City other than typical future maintenance responsibilities for public infrastructure.

Attachments

1. P31083 - Woodland Ridge Phase 4 - Resolution
2. P31083 - Woodland Ridge Phase 4 - Vicinity Map

**CITY OF SPRINGFIELD, OREGON
RESOLUTION NO. _____**

ACCEPTANCE

WHEREAS, work on the improvement described below has been fully completed and has been duly inspected by the City Engineer of the City of Springfield: P31083, Woodland Ridge Phase 4;

WHEREAS, said work was found to be in conformance with the terms of the Public Improvement Permit and plans submitted by the Engineer of Record and approved by the City Engineer; and

WHEREAS, it is the recommendation of the City Engineer that this Public Improvement Project be accepted and permanently included in the improvement maintenance program of the City of Springfield.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD:

Section 1: The Common Council of the City of Springfield does hereby accept for future maintenance the above-described project and accepts said improvement from the Developer involved.

Section 2: This Resolution will take effect upon adoption by the Council and approval by the Mayor.

ADOPTED by the Common Council of the City of Springfield this 3rd day of February 2021, by a vote of _____ for and _____ against.

ATTEST:

City Recorder

**REVIEWED & APPROVED
AS TO FORM**

Kristina Kraaz

DATE: **Feb. 9, 2021**
SPRINGFIELD CITY ATTORNEY'S OFFICE

Attachment #2 – P31083, Woodland Ridge Phase 4



AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	02/03/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Robin Holman/Community Development
	Staff Phone No:	541-726-3662
	Estimated Time:	Consent Calendar
	Council Goals:	Mandate

ITEM TITLE:

Liquor license application for a new license for McKenzie River Brewing Company, LLC, DBA: Hop Valley Brewing Company.

ACTION REQUESTED:

Endorsement of OLCC Liquor License Application for Hop Valley Brewing Company, located at 980 Kruse Way, Springfield, OR 97477.

ISSUE STATEMENT:

The owner McKenzie River Brewing Company, LLC has requested the City Council to endorse its OLCC Liquor License Application.

DISCUSSION/FINANCIAL IMPACT:

The license endorsement for McKenzie River Brewing Company, LLC, DBA: Hop Valley Brewing Company is for a New License for a Brewery-Public House. The license application has been reviewed and approved by the appropriate City Departments.

Attachments

1. Liquor License Application

**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**

Legal Entity/Individual Applicant Name(s): McKenzie River Brewing Company, LLC

Proposed Trade Name: Hop Valley Brewing Company

Premises Address: 980 Kruse Way

Unit:

City: Springfield

County: Lane

Zip: 97477

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of LocationLicense Type: Brewery Public House ☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: Allen Yee

Phone: 470-637-3151

Mailing Address: 195 NE Ottley Drive

City: Atlanta

State: GA

Zip: 30324

Email Address: Tilray@drinkslaw.com

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☐ Retail Off-Premises Sales☐ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☐ Indoor Consumption☐ Outdoor Consumption☐ Proposing to Allow Minors**Section 1 continued on next page**



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): MCKENZIE RIVER BREWING COMPANY, LLC

Proposed Trade Name: HOP VALLEY BREWING COMPANY

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: City of Springfield

Optional Date Received Stamp

Date Application Received: 1/10/2025

Received by: Robin Holman

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	02/03/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Robin Holman/Community Development
	Staff Phone No:	541-726-3662
	Estimated Time:	Consent Calendar
	Council Goals:	Mandate

ITEM TITLE:

Liquor license application for a change of ownership for Lucky Buffet Inc., DBA: Lucky Buffet Inc.

ACTION REQUESTED:

Endorsement of OLCC Liquor License Application for Lucky Buffet Inc., located at 3260 Gateway Street, Springfield, OR 97477.

ISSUE STATEMENT:

The owner Lucky Buffet Inc. has requested the City Council to endorse its OLCC Liquor License Application.

DISCUSSION/FINANCIAL IMPACT:

The license endorsement for Lucky Buffet Inc., DBA: Lucky Buffet Inc. is for a Change of Ownership for a Limited On-Premises Sales. The license application has been reviewed and approved by the appropriate City Departments.

Attachments

1. Liquor License Application

**Local Government Recommendation – Liquor License****Annual Liquor License Types**

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:**License Information**

Legal Entity/Individual Applicant Name(s): Lucky Buffet Inc

Proposed Trade Name: Lucky Buffet Inc

Premises Address: 3260 Gateway Street

Unit:

City: Springfield

County: Lane

Zip: 97477

Application Type: ☐ New License Application ☒ Change of Ownership ☐ Change of LocationLicense Type: Limited On-Premises Sales ☐ Additional Location for an Existing License**Application Contact Information**

Contact Name: Judy Chen

Phone: 5415176896

Mailing Address: 3260 Gateway Street

City: Springfield

State: OR

Zip: 97477

Email Address: luckybuffet_2024@yahoo.com

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☐ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption☐ Outdoor Consumption☐ Proposing to Allow Minors**Section 1 continued on next page**



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Lucky Buffet Inc

Proposed Trade Name: Lucky Buffet Inc

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: City of Springfield

Optional Date Received Stamp

Date Application Received: 1/13/2025

Received by: Robin Holman

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	02/03/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Jamie Iboa/Human Resources
	Staff Phone No:	
	Estimated Time:	Consent Calendar
	Council Goals:	Financially Responsible and Stable Government Services

ITEM TITLE:

Employee Health, Vision, and Prescription contract renewal.

ACTION REQUESTED:

Authorize the City Manager to execute 2025 contract renewal for third-party administration and stop-loss services for the City's self-funded medical, prescription, and vision coverage.

ISSUE STATEMENT:

The City's existing contract with PacificSource Health Plans for third-party administration and stop-loss coverage is due for renewal. The contract exceeds \$100,000 and requires Council approval.

DISCUSSION/FINANCIAL IMPACT:

The City provides a comprehensive self-funded health, prescription, and vision insurance plan for eligible employees, dependents, and retirees.

PacificSource is the City's third-party administrator (TPA) for the self-funded benefits. The TPA fees are increasing by 3% per employee annually.

PacificSource also provides the City's stop-loss insurance to cover claims in excess of \$175,000. The stop-loss fee is increasing by 7% per employee annually.

Overall renewal rates are favorable and staff recommends Council authorize the City Manager to sign the renewal contract with PacificSource.

Attachments

C#3457 ASA Amendment #1

THIRD PARTY ADMINISTRATIVE SERVICES AGREEMENT AMENDMENT #1

Client Name: City of Springfield
Group Number: G0020720

Effective 1/1/2025, the Third Party Administrative Services Agreement is amended as follows, all other language and sections remains the same:

2.1 Effective Date and Term

The Effective Date of this Agreement is the 1st day of January, 2025. The initial term of this Agreement shall be a twelve (12) month period commencing on the Effective Date, unless terminated earlier in accordance with the terms of this Agreement. After the initial term, this Agreement may be renewed for successive one-year periods by the mutual, written agreement of the Parties.

Exhibit II: Coverage Services Addendum

Please see the attached Exhibit.

“Sponsor”
City of Springfield

“PacificSource”
PacificSource Health Plans

By: _____

Print: _____

Title: _____

Date: _____

By:



Print: John Espinola, MD

Title: President and Chief Executive Officer

Date: 12/12/2024


REVIEWED & APPROVED
AS TO FORM

DATE: 1/22/2025
OFFICE OF CITY ATTORNEY



EXHIBIT II: COVERAGE SERVICES ADDENDUM

Between
City of Springfield
and
PacificSource Health Plans

Agreement Period: 01/01/2025 through 12/31/2025

I. INTRODUCTION

This Exhibit II: Coverage Services is effective as of the date noted in Section 2.1 of the Third Party Administrative Services Agreement entered into by and between City of Springfield ("Sponsor") and PacificSource Health Plans ("PacificSource"), and to which this Exhibit is attached. In the event of any discrepancy or contradiction between the terms of the Agreement and this Exhibit, the terms of this Exhibit shall control.

II. FEES

The fees and costs payable for the services provided under this Exhibit II shall be as follows:

Number of Employees on Effective Date	437
Required Claim Fund Deposit Received in 2013	\$200,000

Administrative Fees

Claims Administration	PEPM
Medical / RX	\$49.90
Vision	Included in Medical/RX Fee

Broker Fees

Coverage	PEPM
Medical/RX	\$0

Network Fees

Network	Fee
Medical Access Fee	\$4.75 PEPM

Travel Wrap Network	Fee
First Choice of Washington	12.75% of Savings
Aetna Signature Administrators	16.75% of Savings

Travel Wrap programs are available for coverage when members travel outside of your chosen network(s). Travel Wrap Network Fees are per PacificSource agreement with the Travel Wrap Network, and are subject to change. The Fees noted above are pass through costs.

Aetna Signature Administrators percent of savings fee applies to all services received outside of PacificSource's four state service area and billed in addition to medical network access fee as a pass through cost in the Register of Paid Claims.

Optional Programs

Programs		Accept /Decline
Assist America – Global Emergency Services	\$0.40 PEPM	Accept
Biometric Screening	Pass through	Decline
Health Education Programs	Pass through	Accept
Medicare Part B Premium Reimbursement - (dialysis program)	Pass through	Accept
Teladoc	\$ PEPM	Decline
Weight Watchers	Pass through	Accept

Other

Coordination of Benefits - True	1/1/25– 7/31/25	1/1/25– 12/31/25	Assessment Basis
Comprehensive COB – One time fee per identified member	\$36.05	\$37.13	Per Validation Fee

Renewal Notification -	Days
Advanced Renewal Notification	120 days

III. PHARMACY

Pharmacy Benefit Manager (PBM) - Caremark	
Pharmacy Rebates	100% of rebates shared with Sponsor

IV. INCLUDED SERVICES FOR COVERAGES ADMINISTERED BY PACIFICSOURCE

Services
Condition Support and AccordantCare – Rare Disease Management
Prenatal Management
Standard Documents:
<ul style="list-style-type: none"> Plan Documents Plan Amendments Summary of Benefits and Coverage (SBC)

Standard Identification Cards
 Utilization Review & Large Case Management
 Wellness Programs Level I

V. STANDARD ADDITIONAL FEES

Other	Fee
Applicable taxes, surcharges and assessments	Pass through cost to Sponsor
Claim audits, vendor set-up and similar charges	Pass through cost to Sponsor
Custom Ad Hoc Reporting	\$175 per hour
Custom Programming*	\$150 per hour
Independent Medical Review (IMR)	Pass through cost to Sponsor
Federal No Surprises Act Independent Dispute Resolution Fees	Pass through cost to Sponsor
Independent Review Organization (IRO)	Pass through cost to Sponsor
Run-In Claims Processing	Not Available
Run-Out Claims Processing	Two months claims administration fees for 12 months of run-out services
SBC & SPD Printing and Shipping	Pass through cost to Sponsor
State Surprise Billing Program/Arbitration Fees	Pass through cost to Sponsor

**Custom Programming available to groups with 500 or more enrolled Employees. This is defined as programming beyond implementation that 1) is specific to Customer's operations or benefits; or 2) results in the need for system enhancements.*

VI. PACIFICSOURCE CONTACT INFORMATION

- Any correspondence mailed to PacificSource will be mailed to: PacificSource Health Plans
 Attn: Sales
 PO Box 7068
 Springfield, OR 97475-0068
 Phone: 541-686-1242

- Any Enrollment Information, billing information, and payments mailed to PacificSource will be mailed to:

All payments mailed to PacificSource will be mailed to:

PO Box 35123
Seattle, WA 98124-5123

Enrollment information and Billing inquiries:

Email: MembershipSelfFunded@PacificSource.com

Fax: 541-225-3621

Mail: PO Box 7068

Springfield OR 97475-0068

Phone: 541-284-7960



STOP LOSS POLICY

Between

City of Springfield

and

PacificSource Health Plans

WITNESSETH:

In consideration of the Policyholder's payment of monthly premium in the amounts and at the time required, PacificSource will provide stop loss insurance for each Covered Participant in accordance with the provisions and subject to the conditions of this Stop Loss Policy.

This Stop Loss Policy, including all certificates of coverage, application, endorsements, schedules, or amendments affixed hereto, shall be the entire policy of stop loss insurance fully as if recited over the signature affixed hereto.

IN WITNESS WHEREOF, PacificSource has caused this Self-Funded Group Health Plan Policy (the "Plan") to be executed as of 12:00:01 a.m. this 1st day of January, 2025.

PacificSource Health Plans

A handwritten signature in black ink, appearing to read "John S. Espinola", is written over a horizontal line.

By:

Johns Espinola, MD
President Chief Executive Officer

POLICYHOLDER'S ACCEPTANCE

Payment of premium will constitute acceptance of this policy and the changes contained within.

PacificSource Health Plans
PO Box 7068, Springfield OR 97475-0068

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STOP LOSS POLICY

I. INTRODUCTION

This Stop Loss Policy is entered into by and between the City of Springfield (the “Plan Sponsor”) and PacificSource Health Plans (“PacificSource”).

WHEREAS, Plan Sponsor has established the City of Springfield Employee Benefit Plan, a self-funded group health plan (“SFGHP”) for its **Covered Participants** (as defined below);

WHEREAS, Plan Sponsor has retained **Claim Administrator** to provide claim processing and other administrative services for the SFGHP during the Term (defined below) as set forth in an agreement entitled “Administrative Services Agreement” (“ASA”);

WHEREAS, Plan Sponsor assumes liability for and funds all benefits under the SFGHP, except as otherwise provided in this Stop Loss Policy;

THEREFORE, in consideration of the mutual agreements and covenants contained herein and other good and valuable consideration, the Parties agree as set forth herein.

Policy Period: 01/01/2025 through 12/31/2025

II. DEFINITIONS

Aggregate Attachment Point means the sum of the Monthly Aggregate Claims Factors that is multiplied by the number of monthly **Covered Participants** each month during the Policy Period.

Aggregate Reimbursement Maximum means the limit of PacificSource liability in excess of the **Aggregate Stop Loss Attachment Point** per Policy Period under the Stop Loss Provision of this Policy. The **Aggregate Stop Loss** Limit of Liability is shown in Stop loss Fee Schedule. Expenses that are the responsibility of the **Covered Participant**, such as deductibles and coinsurance, do not count toward this maximum. Covered services in excess of the **Aggregate Reimbursement Maximums** are the responsibility of the Plan Sponsor.

Aggregating Specific means an additional deductible applied to the Individual Specific Deductible. Claims in excess of the Specific Deductible, during the term of the contract, will be added until the cumulative total exceeds the **Aggregating Specific** amount. The **Aggregating Specific** must be satisfied prior to reimbursements on any Individual Specific Deductible.

Aggregate Stop Loss means the stop loss provided by PacificSource under the Stop Loss Provision of this Policy. Additionally, it is a form of stop loss coverage that provides protection for the employer against the accumulation of total claims for the group as a whole exceeding a stated level.

Aggregate Stop Loss Attachment Point is the total amount of **Paid Claims** for which the Plan Sponsor shall be liable while this Policy and the Third Party Administrative Services Agreement remain in effect. The **Aggregate Stop Loss Attachment Point** must be met in each Policy Period and will be determined at the end of each Policy Period.

Claim Administrator means PacificSource Health Plans. The term “**Claim Administrator**” as used in this Policy does not refer to the Plan Administrator used in the Employee Retirement Income Security Act (ERISA) of 1974.

Covered Expenses means the eligible charges payable under the terms of the Plan. Covered Expenses do not include the following:

1. Amounts in excess of Plan benefits, or services not covered by the Plan; or
2. Amounts or Services specifically excluded or limited by this Policy, the Stop Loss and Aggregate Monthly Premiums, any endorsements, or any amendments to the Plan.

Covered Participant means an eligible individual and that individual's dependents that become covered for benefits under the terms of the Plan.

Disclosure Statement means the signed statement outlining any and all potential **Large Claims** from the Plan Sponsor. This is provided to and accepted by PacificSource that proves certain **Underwriting** information regarding Covered Participants which include disabled persons.

Domestic Expenses means any hospital Inpatient, hospital outpatient, clinic or staff physician charges **Incurred** in a facility that is a parent, subsidiary or affiliate of the Plan Sponsor. Domestic reimbursement percentages are applied to existing contracted rates.

Domestic Partnership means individuals of any gender ages 18 or older who are joined in a domestic partnership and share jointly the same permanent residence; have an exclusive domestic partnership; and are not in a legally binding marriage.

Expected Claim means an estimate of the dollar value of claims to be paid during a policy period.

Incurred means the date on which services for **Covered Expenses** were rendered for a **Covered Participant** according to the terms of the Plan Sponsor's Plan.

Incurred and Paid period means the period of time specified in the Schedule benefit plan in which a **Covered Expense** must be **Incurred** by a **Covered Participant** and paid by the Plan to be eligible for reimbursement under this Policy. This period does not alter the Effective Date, Policy Period, or waive this Policy's eligibility requirements.

Individual Specific Stop Loss Deductible means the amount shown on the Stop Loss Fee Schedule for which the Plan Sponsor is responsible to pay. The **Individual Specific Stop Loss Deductible** applies separately to each **Covered Participant** for each Policy Period.

Large Claim means paid or pending **Covered Expenses** greater than or equal to 50% of the **Individual Specific Stop Loss Deductible**.

Lasering means a situation where a higher **Individual Specific Stop Loss Deductible** is assigned to a **Covered Participant** ("Lasered Deductible"). Lasered Participants will be identified in the Stop loss Fee Schedule.

Minimum Aggregate Margin Attachment Point means the minimum claims level (deductible) at which the **Aggregate Stop Loss** insurance policy applies. This level is determined by multiplying the enrollment in the first month of the policy times 12 months the Aggregate Claim Factors.

Paid Claims means that:

1. The Covered Expense is adjudicated according to the terms of the Plan;
2. A check is written and mailed or electronically deposited directly to the payee within the Policy Period; and
3. Funds are available to honor the check. To be sure those funds are available; they must be on deposit no later than the first working day following the end of the Policy Period.

Reimbursement Percentage means the rate at which PacificSource will reimburse the Plan Sponsor.

Specific Stop Loss shall mean the stop loss provided by PacificSource under the Fees section of this Policy.

Specific Stop Loss Attachment Point is the total amount of **Paid Claims** per covered individual that is not subject to reimbursement or credit by PacificSource under the **Specific Stop Loss** provision during the period when the Third Party Administrative Services Agreement and this Policy remain in effect, for each covered insured of the Plan Sponsor.

Spouse means any individuals who are lawfully married under any state law, including individuals married to a person of the same sex who were legally married in a state that recognizes such marriages, but who are domiciled in your policy's state of issuance. Similarly, the term 'marriage' will be read to include a same-sex marriage that is legally recognized as a marriage under any state law. The terms 'spouse' and 'marriage,' however, do not include individuals in a domestic partnership. (See definition for Domestic Partnership.)

Stop Loss Benefit means the excess risk coverage that provides protection for the Plan Sponsor against a high claim on any one **Covered Participant**.

Stop Loss Premium means the fees due to PacificSource each month for the specific and **Aggregate Stop Loss** insurance provided under the Stop Loss Provision section of this Policy. The **Stop Loss Premium** shall be computed and paid in accordance with the Payment section of this Policy.

Underwriting means the review of prospective and renewing cases for appropriate pricing, risk assessment and administrative feasibility.

III. FEES SCHEDULE

The fees and costs payable for the services provided under this Policy shall be as follows:

Number Covered Participants on Effective Date 437

Specific Stop Loss Coverage: Yes

- Policy Period 24/12
- Claims must be **Incurred and Paid** within the following dates:
Claims **Incurred** from January 1st, 2024 through December 31st, 2025
Claims **Paid** from January 1st, 2025 through December 31st, 2025
- **Covered Expenses** eligible for **Specific Stop Loss** Coverage include:

Medical	Yes
Prescription Drug Card	Yes
Dental	No
Vision	No
- Specific Stop-loss Deductible per **Covered Participant**: \$175,000
- **Aggregating Specific** Stop-loss Deductible: Not applicable

- Plan expenses **Incurred** prior to the effective date of the Policy Period are limited to:
Not applicable
- **Specific Stop Loss Reimbursement Percentage** in excess of Stop Loss deductible: 100%
- **Specific Stop Loss Monthly Premiums:** Per employee per month
Composite \$170.74
- **Specific Stop Loss Agent Commission:** Not applicable
- Are any **Covered Participants** lasered and assigned a higher Specific Stop-loss Deductible?
Not applicable
- Specific Terminal Liability: Not applicable

Aggregate Stop Loss Coverage: Not Applicable

IV. STOP LOSS PROVISIONS

Individual Specific Stop Loss Deductible. Upon acceptance of proof of loss, PacificSource will reimburse the Plan Sponsor for payments made by the Plan Sponsor that PacificSource determines are **Covered Expenses**; provided that such payments exceed the Individual Specific **Stop Loss Deductible** as shown in this Policy and are:

1. **Incurred** while the Plan is in force;
2. Paid for **Covered Participants** according to the terms of the Plan; and
3. **Incurred** during the Policy Period or during the **Incurred** Period and paid during the Policy Period or during the Paid Period as shown in this Policy.

Payments for **Covered Expenses** that are eligible for more than one Policy Period will apply toward the Policy Period in which **Covered Expenses** were actually **Incurred**.

The benefit reimbursed by PacificSource will be at the **Reimbursement Percentage** shown in this Policy.

Individual Specific Stop Loss Deductible Exclusion and Limitations. The following exclusions and limitations apply to all **Individual Specific Stop Loss Deductible** provisions.

PacificSource will not reimburse the Plan Sponsor for **Paid Claims** that:

1. Have been reimbursed by another insurance company or reinsurance company;
2. Are **Incurred** after the Individual Specific Stop Loss Benefit terminates;

Disclosure Statement. For new business, PacificSource **Underwriting** procedures requires the Plan Sponsor to complete and sign a **Disclosure Statement**. Upon receipt of the initial individual request for reimbursement, PacificSource will review the **Disclosure Statement** to determine if the claimant is listed. When listed, PacificSource will continue with our normal pricing process. When the claimant is not listed, PacificSource may review the documentation received with the claim submission or request additional information to determine coverage and pricing. This form may also be required at the time of reinstatement for terminated groups.

Aggregate Reimbursement Maximum. This benefit applies only if indicated in this Policy.

Aggregate Reimbursement Maximum Benefit. Upon acceptance of proof of loss, PacificSource will reimburse the Plan Sponsor for payments made by the Plan Sponsor that PacificSource determines are **Covered Expenses**; provided that such payments exceed the **Aggregate Stop Loss Attachment Point** for **Paid Claims** and are:

1. **Incurred** while the Plan is in force;
2. Paid for **Covered Participants** according to the terms of the Plan; and
3. **Incurred** during the Policy Period or during the **Incurred** Period and paid during the Policy Period or during the Paid Period shown in this Policy.

Payments for **Covered Expenses** that are eligible for more than one Policy Period will apply toward the Policy Period in which **Covered Expenses** are actually **Incurred**.

Reimbursement will be subject to the **Incurred** Limit or Paid Limit shown in this Policy.

The benefit reimbursement by PacificSource will be at the **Reimbursement Percentage** shown in this Policy and will not exceed the Aggregated Liability Reimbursement Maximum shown in this Policy.

Aggregate Stop Loss Attachment Point. The Aggregated Stop Loss Attachment Point is equal to or the greater of:

1. The sum of the **Aggregate Stop Loss Attachment Points** for the Policy Period shown in this Policy; or
2. The Aggregate Minimum Attachment Point shown in this Policy.

If the **Aggregate Stop Loss Benefit** terminates before the end of the Policy Period, the **Minimum Aggregate Margin Attachment Point** is equal to or the greater of:

1. The sum of the **Aggregate Stop Loss Attachment Points** to the date of termination; or
2. The **Minimum Aggregate Margin Attachment Point** as shown in this Policy.

Calculation of the Monthly Aggregate Stop Loss Attachment Point. **Aggregate Stop Loss Attachment Point** is calculated by multiplying the number of **Covered Participants** for that month by the Aggregate Attachment Rates as shown in this Policy.

If any of the **Covered Participants** are absent from work due to strike, lock out, or work stoppage, the number of **Covered Participants** will remain at the same level as the month before such **Covered Participants** interruption began.

Aggregate Stop Loss Attachment Point Exclusions and Limitations. The following exclusions and limitations apply to all **Aggregate Stop Loss Attachment Point** provisions.

PacificSource will not reimburse the **Plan Sponsor** for **Paid Claims** that:

1. Have been reimbursed by another insurance company or reinsurance company;
2. Are **Incurred** after the **Aggregate Stop Loss Benefit** terminates;
3. Have been reimbursed by under the Individual Stop Loss Deductible benefit;
4. Exceed the **Aggregate Reimbursement Maximum** Per Plan Year as shown in this Policy.

V. GENERAL EXCLUSIONS AND LIMITATIONS.

PacificSource will not reimburse the Plan Sponsor for **Covered Expenses Incurred** by **Covered Participants** that qualify as potential **Large Claims**, unless disclosed prior to policy issuance and accepted by PacificSource.

In the event of nondisclosure by the Plan Sponsor, PacificSource reserves the right to:

1. Change or modify any all Stop Loss or Aggregate Premiums, Aggregate Claim Factors, or **Individual Specific Stop Loss Deductible** level(s);
2. Adjust the terms of the Aggregate and Individual **Specific Stop Loss Benefits**; or
3. Adjust the **Individual Specific Stop Loss Deductible** of non-disclosed **Covered Participant(s)**.

PacificSource will not reimburse any loss or expense caused by, or resulting from, any of the following;

1. Have been reimbursed by another insurance company or reinsurance company;
2. Payment for treatment or services which are considered experimental or investigational as defined by the Plan;
3. Payment for treatment or services which are excluded as defined by the Plan; or
4. Deductibles, co-payment amounts, or any other charges which are not payable under the terms of the Plan or charges which are payable to the Plan Sponsor from any other source.
5. Exceed PacificSource's **Aggregate Reimbursement Maximum** Per Plan Year as shown in this Policy.

Covered Participant Benefit Plan Changes or Amendments. PacificSource must be notified of any change to the Plan. Notices of changes must be in writing and provided to PacificSource prior to the effective date of the changes. PacificSource must approve changes in writing before the benefits provided by the changes will be included as **Covered Expenses** and the Plan Sponsor has agreed to pay any additional premium to accept a higher Aggregate Claim Attachment Rate(s) as a result of the benefit change.

If notice is not received prior to the effective date of the change, PacificSource will determine the date, if any, that the benefits approved by this change will be considered **Covered Expenses**.

If PacificSource does not approve a submitted change, PacificSource will not consider the benefits provided by the change as **Covered Expenses**.

Only those **Covered Expenses** for benefits provided under the most current PacificSource approved Plan will be considered for reimbursement.

Changes in Fees and Monthly Aggregate Stop Loss Claims Factor(s). PacificSource has the right to establish new Stop Loss or Aggregate Monthly Premiums, and Monthly **Aggregate Stop Loss** Claims Factor(s) each Policy Period.

PacificSource reserves the right to change the Stop Loss and Policy Fees and/or Monthly Aggregate Attachment Factors for a Policy Period if the average **Paid Claims** for the last two Policy Months of the immediately preceding Policy Period exceeds 125% of the average **Paid Claims** for all prior Policy Months in that preceding Policy Period.

PacificSource has the right to establish new Stop Loss and Aggregate Monthly Premiums, and Monthly Aggregate Claims Factor(s) at any time during a Policy Period if:

1. The number of enrolled in **Covered Participant** changes by more than 10% from the enrollment at beginning of Policy Period as shown in this Policy;
2. PacificSource discovers a **Covered Participant** who was not disclosed and whom PacificSource determines to be an unacceptable risk; or
3. Any amendment is made to the Plan.

Adjudication of Claims. PacificSource will provide payment for benefits under the Policy, and the direction of the Plan Sponsor, if the Plan Sponsor directs PacificSource to:

1. Pay a Claim, which in the opinion of PacificSource is not for a Covered Service according to the Plan Document; or
2. Pay a Claim on behalf of an individual who, in the opinion of PacificSource, would otherwise not be eligible for participation in the Plan.

PacificSource agrees to pay such Claims provided, however, that such Claim will not be included in the accumulation of the Claims expense toward the Individual Stop Loss or **Aggregate Stop Loss Attachment Point**. These claims will be a separate and additional liability of the Plan Sponsor, and PacificSource will have no liability, either directly or indirectly, for such claims.

Should a dispute arise with respect to Claims paid under the paragraphs above, and should either the Individual Stop Loss or **Aggregate Stop Loss Attachment Point** be reached by the inclusion of the disputed Claims in the accumulation of the Claims expense, the Plan Sponsor and PacificSource will meet and agree upon a procedure for submission of the dispute for decision by a neutral third party, including the criteria upon which the third party's decision shall be based, whereby the third party will determine whether the disputed Claims should not be included in the accumulation of the Claims expense. The cost of the neutral third party used in this procedure will be split equally between the parties.

Third-Party Recovery. It is understood that the Plan, or the Plan Sponsor, may become entitled to partial or full recovery from a third party with respect to a Claim paid under the Plan, whether directly through subrogation or indirectly through reimbursement from the **Covered Participant** or otherwise ("Recovery"), and that any Recovery by the Plan, and/or the Plan Sponsor, for Claims paid during the Term of this Policy may occur during or after the Term of this Policy. Unless PacificSource has agreed to perform such services as outlined in this Policy or a separate agreement, the Plan Sponsor shall promptly undertake to prosecute any and all valid claims for such Recoveries that the Plan may have against **Covered Participants** and/or third parties. It is agreed that the net amount of such recoveries, whether recovered by the Plan Sponsor, PacificSource, or other third party, remaining after deduction of the reasonable cost of prosecuting the recoveries, shall be treated as a reduction of the Plan's Claim expense as hereinafter provided. Such amounts, recovered during the same Term or renewal Term of this Policy in which the related Claims were paid, shall be applied to reduce the amount of **Paid Claims** applied toward the **Specific Stop Loss** and **Aggregate Stop Loss**. Should this Policy have been terminated at the time one or more such recoveries occur, or if the recovery or recoveries occur in a renewal Term after a Term in which (1) the related Claims were paid and (2) PacificSource has reimbursed the Plan Sponsor for Claims reported in excess of the **Specific Stop Loss** or **Aggregate Stop Loss**, the Plan Sponsor agrees to reimburse PacificSource in the aggregate net amount recovered, up to the amount of such Claims paid by PacificSource.

Liability and Indemnification. Except as specifically provided in any rider or endorsement, attached to and forming part of this Policy, PacificSource has no obligation to any third party. Our liability under this Policy is limited to reimbursing the Plan Sponsor, pursuant to the terms of this Policy, for payments the Plan Sponsor makes on behalf of **Covered Participants** for expenses covered under this Policy

Fiduciary Responsibility. PacificSource is acting only as a provider of insurance to the Plan Sponsor. PacificSource is not and will not be considered to have any discretion in the administration or management of the SFGHP's operation. PacificSource assumes no obligation required by the Employer Retirement Income Security Act (ERISA) of 1974, as amended.

PacificSource has no responsibility or obligation to directly reimburse any **Covered Participant**. This Policy will not create any right or legal relationship between PacificSource and any **Covered Participant**. PacificSource's sole obligation under this Policy is to the Plan Sponsor.

VI. TERMINATION

Automatic

Unless specifically agreed to otherwise in a written amendment to this Stop Loss Policy, this Stop Loss Policy shall automatically terminate as of the earliest of the following:

1. The end of the Policy period;
2. The effective date of any legislation which makes the Plan and/or this Policy illegal;
3. The date either party becomes insolvent, bankrupt, subject to liquidation, receivership, or conservatorship; or
4. The termination date of the Plan, subject to any policy between the Plan Sponsor and PacificSource regarding payment of benefits after the Plan is terminated.

Discretionary

This Plan may be terminated as of the earliest of the following:

1. By PacificSource upon the failure of the Plan Sponsor to pay any charges within ten (10) business days after they are due and payable;
2. By PacificSource upon the failure of the Plan Sponsor to perform its obligations in accordance with this Policy;
3. By the Plan Sponsor upon the failure of PacificSource to perform its obligations in accordance with this Policy; or
4. By the Plan Sponsor in a written request

The Plan shall not be liable to reimburse the Plan Sponsor under Section III for any claims not specifically defined in Section III.

VII. PLAN CONTACT INFORMATION

- | | |
|---|--|
| 1. Any correspondence mailed to the Plan Sponsor will be mailed to: | City of Springfield
Attn: Chaim Hertz
225 5 th St
Springfield, OR 97477
Phone: 541-726-3724
E-Mail: CHertz@Springfield-OR.gov |
| 2. Any copy of correspondence and invoices mailed to the Administrator will be mailed to: | City of Springfield
Attn: Christina Aaron and Deedee Judd
225 5 th St
Springfield, OR 97477
Phone: 541-726-2242
E-Mail: CCasey@Springfield-OR.gov
DJudd@Springfield-OR.gov |

3. Any correspondence mailed to PacificSource will be mailed to:

PacificSource Health Plans
Attn: Sales
PO Box 7068
Springfield, OR 97475-0068
Phone: 541-686-1242

4. Any Enrollment Information, billing information, and payments mailed to PacificSource will be mailed to:

All payments mailed to PacificSource will be mailed to:

PO Box 35123
Seattle, WA 98124-5123

Enrollment information and Billing inquiries:

E-Mail: MembershipSelfFunded@PacificSource.com

Fax: 541-225-3621

Mail: PO Box 7068

Springfield, OR 97475-0068

Phone: 541-284-7960

The Plan Sponsor agrees to notify PacificSource within twenty-four (24) hours of any changes to the Plan Contact Information contained in this Policy.

IN WITNESS WHEREOF, Plan Sponsor and PacificSource have caused this Stop Loss Policy to be executed in their names by their undersigned officers, who are duly authorized to do so.

“Plan Sponsor”

City of Springfield

By: _____

Print: _____

Title: _____

Date: _____

“PacificSource”


PacificSource Health Plans

By: 

Print: John Espinola, MD

Title: President and Chief Executive Officer

Date: 12/12/2024

REVIEWED & APPROVED
AS TO FORM

DATE: 1/22/2025
OFFICE OF CITY ATTORNEY



STOP LOSS RATE CAP RENEWAL GUARANTEE

Plan Sponsor: City of Springfield

Effective Date: January 1, 2025

Stop Loss Renewal Provisions:

Stop Loss Premium Rate Cap: A renewal rate guarantee will apply to the 2026 Stop Loss Premiums if the Plan Sponsor renews coverage as of the Policy Period as outlined in the Stop Loss Policy. A renewal rate increase cap not to exceed 50% of the 2025 Plan Period premium may be applied to the Specific Premium Rate Per Month Premium subject to the Renewal Exceptions provision below.

Renewal Exceptions:

The Stop Loss Renewal Provisions assume there are no material changes to the Plan Sponsor's Plan or the Stop Loss Policy. PacificSource will adjust the Stop Loss Renewal Provisions accordingly before applying any renewal rate increase or rate caps if the:

1. Plan Sponsor changes the terms of the Benefit Plan; and/or
2. Any provisions of the Stop Loss Policy change.

ACCEPTED BY:

"Plan Sponsor"
City of Springfield

By: _____

Print: _____

Title: _____

Date: _____


"PacificSource"
PacificSource Health Plans

By: 

Print: John Espinola, MD

Title: President and Chief Executive Officer

Date: 12/12/2024

REVIEWED & APPROVED
AS TO FORM

DATE: 1/22/2025
OFFICE OF CITY ATTORNEY

AGENDA ITEM SUMMARY S P R I N G F I E L D C I T Y C O U N C I L	Meeting Date:	02/03/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Jessica Mumme/Finance
	Staff Phone No:	
	Estimated Time:	5 Minutes
	Council Goals:	Financially Responsible and Stable Government Services

ITEM TITLE:

FY25 Supplemental Budget #2

ACTION REQUESTED:

Conduct a public hearing and adopt/not adopt the following resolutions:

A Resolution Adjusting Resources And Requirements In The Following Funds: General, Street, Special Revenue, Fire Local Option Levy, Regional Wastewater, Ambulance, Storm Drainage Operations, Booth-Kelly, and Vehicle & Equipment.

ISSUE STATEMENT:

At various times during the fiscal year, the Council is requested to adjust the annual budget to reflect needed changes in planned activities, to recognize new revenues, or to make other required changes. These adjustments to resources and requirements change the current budget and are processed through supplemental budget requests scheduled by the Finance department. This is the second of three scheduled FY25 supplemental budget requests to come before Council.

The City Council is asked to approve the attached Supplemental Budget Resolution.

DISCUSSION/FINANCIAL IMPACT:

The overall financial impact of the Supplemental Budget Resolution is to adjust department operating expenditures by \$1,080,518, capital expenditures by \$600,000, and interfund transfer expense by \$89,046. These are offset by new revenue of \$688,750, a reduction in Reserves of \$925,544, and a reduction in Contingency of \$155,271.

Attachments

1. Council Briefing Memo FY25 Supplemental Budget #2
2. Resolution with Exhibit A

MEMORANDUM

City of Springfield

Date: 2/3/2025

To: Nancy Newton, City Manager

COUNCIL

From: Nathan Bell, Finance Director
Jessica Mumme, Budget & Procurement Manager

BRIEFING

Subject: FY25 SUPPLEMENTAL BUDGET #2

MEMORANDUM

ISSUE:

At various times during the fiscal year, the Council is requested to adjust the annual budget to reflect needed changes in planned activities, to recognize new revenues, or to make other required changes. These adjustments to resources and requirements change the current budget and are processed through supplemental budget requests scheduled by the Finance Department. This is the second of three scheduled FY25 supplemental budget requests to come before Council.

The City Council is asked to approve the attached Supplemental Budget Resolution.

COUNCIL GOALS/

MANDATE:

Financially Responsible and Stable Government Services

BACKGROUND:

Supplemental budgets may be used to meet unexpected needs or to spend revenues not anticipated at the time the original budget was adopted. In accordance with Oregon budget law, notification of this supplemental budget and a hearing is made no later than five calendar days before the public meeting. A public hearing is only required when a supplemental budget request changes total appropriations within a fund by 10% or greater. Notification of this public hearing was published in The Chronicle at least five days prior to the public hearing. The attached information identifies the individual items that are included in the February 3, 2025, supplemental budget #2 request.

Changes to the budget included in this request fall into two general categories: reallocations and new appropriation requests.

Reallocations move existing approved budget authority between already appropriated spending categories, such as appropriations transfer from a contingency account to operating expense.

New appropriation requests include both expenditure items that are funded by new revenue, such as a new grant, and expenditure items that are requested to be funded out of reserves.

Summary of Proposed Changes by Fund:

General Fund (Fund 100):

- Increase City Manager's Office operating expenditures by \$70,125, offset by a reduction in contingency, to support the Mayor's Fiscal Stability Task Force with a facilitator to support in planning and facilitating the Task Force meetings.
- Increase City Manager's Office operating expenditures by \$68,000, offset by a transfer from the Special Revenue Fund Parking Program revenue in the amount of \$50,796, a decrease in contingency of \$7,205, and an increase in parking program fine permit revenue of \$10,000, to move the Parking Program to the General Fund due to the expiration of ARPA funding.
- Increase Finance Department operating expenditures by \$64,741, offset by a reduction in contingency, to support the Mayor's Fiscal Stability Task Force with analytical and report writing support for the Task Force.

- Decrease Fire & Life Safety operating expenditures by \$750,000, offset by an increase in reserves. The Fire Local Option Levy tax revenues have been higher than anticipated, providing the ability to fund more levy qualified expenditures that are currently being funded by the General Fund.
- Increase Fire & Life Safety operating expenditures by \$103,018, offset by State Conflagration revenue received for the wildfire conflagration deployment between July 1, 2024 and December 31, 2024.

Special Revenue Fund (Fund 204):

- Increase Police Department operating expenditures by \$114,770, offset by grant revenue from the Oregon Criminal Justice Commission, to support a ‘Jail Based Medications for Opioid Use Disorder’ program for the Springfield Municipal Jail.

Fire Local Option Levy Fund (Fund 235):

- Increase Fire & Life Safety operating expenditures by \$88,178, offset by State Conflagration revenue received for the wildfire conflagration deployment between July 1, 2024, and December 31, 2024.
- Increase Fire & Life Safety operating expenditures by \$750,000, offset by a reduction in reserves. The Fire Local Option Levy tax revenues have been higher than anticipated, providing the ability to fund more levy qualified expenditures that are currently being funded by the General Fund.

Regional Wastewater Fund (Fund 612):

- Increase Development & Public Works operating expenditures by \$400,000, offset by reserves, to cover rising utility rates, increased utility usage, and increases associated from the City of Eugene’s internal charges.

Ambulance Fund (Fund 615):

- Increase Fire & Life Safety operating expenditures by \$15,608, offset by State Conflagration revenue received for the wildfire conflagration deployment between July 1, 2024, and December 31, 2024.

Booth-Kelly Fund (Fund 618):

- Transfer \$192,925 from the SEDA Glenwood General Fund reserve to the City’s Booth-Kelly Fund reserve. Rental income receipts from Brooklyn Street properties were going to SEDA instead of the City. The properties were purchased by the City.

Vehicle and Equipment Fund (Fund 713):

- Increase Information Technology operating expenditures by \$189,190, offset by reserves, to enhance the City’s endpoint protection software licensing to meet CJIS and cybersecurity insurance requirements.
- Increase Development & Public Works operating expenditures by \$400,000, offset by reserves, to purchase a new electric street sweeper.
- Increase Police Department operating expenditures by \$68,000, offset by reserves, to purchase a new police patrol vehicle to replace one involved in a collision.

RECOMMENDED ACTION:

Conduct a public hearing and adopt/not adopt the following resolutions:

A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: GENERAL, STREET, SPECIAL REVENUE, FIRE LOCAL OPTION LEVY, REGIONAL WASTEWATER, AMBULANCE, STORM DRAINAGE OPERATIONS, BOOTH-KELLY, and VEHICLE & EQUIPMENT.

**CITY OF SPRINGFIELD, OREGON
RESOLUTION NO. _____**

SUPPLEMENTAL BUDGET #2 AND APPROPRIATIONS TRANSFER

A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: GENERAL, STREET, SPECIAL REVENUE, FIRE LOCAL OPTION LEVY, REGIONAL WASTEWATER, AMBULANCE, STORM DRAINAGE OPERATIONS, BOOTH-KELLY, AND VEHICLE & EQUIPMENT.

WHEREAS, the Common Council has adopted the budget and made appropriations for Fiscal Year 2024-2025 through Resolution No. 2024-17 adopted June 17, 2024, and as amended by Resolution 2024-29 on October 7, 2024.

WHEREAS, ORS 294.471(1)(a), (b), (c) and (f) permit a supplemental budget due to an occurrence or condition that was not known at the time the budget was prepared that requires a change in financial planning; due to a pressing necessity that creates a need for prompt action, that was not reasonably foreseen when preparing the original budget; due to budget funds that are made available by another unit of federal, state, or local government, which funds were not reasonably foreseen when preparing the original budget; or Ad valorem property taxes that are received during the fiscal year or budget period in an amount sufficiently greater than the amount estimated to be collected such that the difference will significantly affect the level of government operations to be funded by the taxes as provided in the original budget or a previous supplemental budget for the current year or current budget period;

WHEREAS, the Common Council is requested to make adjustments to the Fiscal Year 2024-2025 budget and appropriations to meet unexpected needs and to allow appropriations of new revenues pursuant to ORS 294.471(1)(a), (b), (c) and (f) as justified in Exhibit A, which is attached and incorporated by reference;

WHEREAS, ORS 294.463 allows transfers of appropriations within a fund when authorized by ordinance or resolution of the governing body, stating the need for the transfer, the purpose of the authorized expenditure, and the amount transferred;

WHEREAS, this supplemental budget and adjustments to appropriations are being presented at a public hearing at which the public may comment on such requests; and

WHEREAS, notice of a public hearing, including information regarding such revenues and expenditures was published in a newspaper of general circulation not less than 5 days prior to the public meeting,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD:

Section 1: The Fiscal Year 2024-2025 budget and appropriations, as adopted by Resolution No. 2024-17 and amended by Resolution 2024-29, are hereby adjusted as provided in Exhibit A.

Section 2: This Resolution will take effect upon adoption by the Council.

ADOPTED by the Common Council of the City of Springfield this ____ day of _____, _____,
by a vote of _____ for and _____ against.

ATTEST:

City Recorder

Exhibit A
FY 2024-25
Supplemental Budget #2

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
General Fund - 100						
Department Operating						
City Manager's Office	\$ 1,759,484	\$ -	\$ 138,125	\$ -	\$ 1,897,609	(1,2)
Development & Public Works	3,682,133	-	(17,907)	-	3,664,226	(3)
Finance	2,801,586	-	(414,059)	-	2,387,527	(3-5)
Fire and Life Safety	14,271,424	-	(646,982)	-	13,624,442	(6,7)
Human Resources	829,394	-	-	-	829,394	
Information Technology	1,670,423	-	-	-	1,670,423	
Legal Services	1,045,115	-	-	-	1,045,115	
Library	2,207,834	-	-	-	2,207,834	
Police	17,824,949	-	-	-	17,824,949	
Total Department Operating	46,092,342	-	(940,823)	-	45,151,519	
Non-Departmental						
Transfers	624,496	-	38,250	-	662,746	(8)
Contingency	1,000,000	-	(155,271)	-	844,729	(1,2,4,5)
Reserves*	10,107,704	1,602,194	1,221,657	-	12,931,555	(3,6,8)
Total Non-Departmental	11,732,200	1,602,194	1,104,636	-	14,439,030	
Total General Fund	\$ 57,824,542	\$ 1,602,194	\$ 163,813	\$ -	\$ 59,590,549	

General Fund Commentary:

- 1.) Increase City Manager's Office operating expenditures by \$70,125, offset by a reduction in contingency, to support the Mayor's Fiscal Stability Task Force with a facilitator to support in planning and facilitating the Task Force meetings.
- 2.) Increase City Manager's Office operating expenditures by \$68,000, offset by a transfer from the Special Revenue Fund (specifically American Rescue Plan Act (ARPA) funding) in the amount of \$50,796, a decrease in contingency of \$7,205, and an increase in parking program fine permit revenue of \$10,000, to move the Parking Program to the General Fund due to the expiration of ARPA funding.
- 3.) Decrease Finance Department operating expenditures by \$492,000, and decrease Development & Public Works Department operating by \$17,907, offset by an increase in reserves, to true-up ARPA expenditures incurred.
- 4.) Increase Finance Department operating expenditures by \$64,741, offset by a reduction in contingency, to support the Mayor's Fiscal Stability Task Force with analytical and report writing support for the Task Force.
- 5.) Increase Finance Department operating expenditures by \$13,200, offset by a reduction in contingency, to support the increased cost for PeopleSoft Financials and Human Resources software.
- 6.) Decrease Fire & Life Safety operating expenditures by \$750,000, offset by an increase in reserves. The Fire Local Option Levy tax revenues have been higher than anticipated, providing the ability to fund more levy qualified expenditures that are currently being funded by the General Fund.
- 7.) Increase Fire & Life Safety operating expenditures by \$103,018, offset by State Conflagration revenue received for the wildfire conflagration deployment between July 1, 2024 and December 31, 2024.
- 8.) Transfer \$38,250 from General Fund reserves to the Special Revenue Fund reserves to account for prepaid expenses that will extend beyond the ARPA grant timeline.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
Street Fund - 201						
Department Operating						
City Manager's Office	\$ 59,960	\$ -	\$ -	\$ -	\$ 59,960	
Development & Public Works	7,639,660	90,000	493,992	-	8,223,652	(1-3)
Finance	75,128	-	-	-	75,128	
Total Department Operating	7,774,748	90,000	493,992	-	8,358,740	
Non-Departmental						
Transfers	-	-	-	-	-	
Contingency	150,000	-	-	-	150,000	
Reserves*	187,539	1,602,705	(493,992)	-	1,296,252	(1-3)
Total Non-Departmental	337,539	1,602,705	(493,992)	-	1,446,252	
Total Street Fund	\$ 8,112,287	\$ 1,692,705	\$ -	\$ -	\$ 9,804,992	

Street Fund Commentary:

- 1.) Increase Development & Public Works Department operating expenditures by \$42,776, offset by a reduction in reserves, due to the January 2024 ice storm. Invoice was received in late 2024 from Oregon Dept. of Forestry for supplemental emergency operations center (EOC) mutual aid staffing, which may be reimbursed by FEMA at 75%.
- 2.) Increase Development & Public Works Department operating expenditures by \$400,000, offset by a reduction in reserves, due to the January 2024 ice storm. Invoice was received in late 2024 for replacement streetlight system components, which may be reimbursed by FEMA at 75%.
- 3.) Increase Development & Public Works Department operating expenditures by \$51,216, offset by a reduction in reserves, due to the January 2024 ice storm. Invoice was received in late 2024 from Oregon Dept. of Forestry for supplemental field crew assistance for tree damage, which may be reimbursed by FEMA at 75%.

	<u>FY25 Adopted</u>	<u>Supplemental</u>	<u>Supplemental</u>	<u>Appropriations</u>	<u>FY25 Revised</u>	
	<u>Budget</u>	<u>Budget 1</u>	<u>Budget 2</u>	<u>Transfers &</u>	<u>Budget</u>	
				<u>Adjustments</u>		
Special Revenue Fund - 204						
Department Operating						
City Manager's Office	\$ 2,267,892	\$ (1,181,192)	\$ (72,590)	\$ -	\$ 1,014,110	(1)
Development & Public Works	3,191,099	302,569	(400,765)	-	3,092,903	(1)
Finance	315,292	1,116,044	(195,590)	-	1,235,746	(1)
Fire and Life Safety	175,381	-	(15,911)	-	159,470	(1)
Human Resources	56,845	-	(6,783)	-	50,062	(1)
Information Technology	134,379	(27,115)	4,762	-	112,026	(1)
Library	152,805	92,991	63,250	-	309,046	(2,3)
Police	1,320,230	967,835	156,175	-	2,444,240	(1,4-6)
Total Department Operating	7,613,923	1,271,132	(467,452)	-	8,417,603	
Non-Departmental						
Transfers	-	-	50,796	-	50,796	(7)
Reserves*	3,191,642	417,233	644,881	-	4,253,756	(1,7,8)
Total Non-Departmental	3,191,642	417,233	695,677	-	4,304,552	
Total Special Revenue Fund	\$ 10,805,565	\$ 1,688,365	\$ 228,225	\$ -	\$ 12,722,155	

Special Revenue Fund Commentary:

- 1.) True-up ARPA expenditures due to the expiration of ARPA funding.
- 2.) Increase Library operating expenditures by \$59,010, offset by gift and grant revenues received.
- 3.) Increase Library operating expenditures by \$4,420, offset by gift and grant revenues received for museum programming.
- 4.) Increase Police Department operating expenditures by \$10,455, offset by grant funding from the Bureau of Justice Assistance to support a 40% reimbursement grant for the purchase of bulletproof vests for police officers.
- 5.) Increase Police Department operating expenditures by \$1,500, offset by grant funding from CityCounty Insurance Services for the purchase of traction devices to be worn when responding to calls in icy or snowy conditions.
- 6.) Increase Police Department operating expenditures by \$114,770, offset by grant funding from the Oregon Criminal Justice Commission, to support a 'Jail-Based Medications for Opioid Use Disorder' program for the Springfield Municipal Jail.
- 7.) Increase City Manager's Office operating expenditures by \$68,000, offset by a transfer from the Special Revenue Fund Parking Program revenue in the amount of \$50,796, a decrease in contingency of \$7,205, and an increase in parking program fine permit revenue of \$10,000, to move the Parking Program to the General Fund due to the expiration of ARPA funding.
- 8.) Transfer \$38,250 from General Fund reserves to the Special Revenue Fund reserves to account for prepaid expenses that will extend beyond the ARPA grant timeline.

	<u>FY25 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY25 Revised Budget</u>
<u>Transient Room Tax Fund - 208</u>					
Department Operating					
City Manager's Office	\$ 247,571	\$ -	\$ -	\$ -	\$ 247,571
Development & Public Works	30,765	-	-	-	30,765
Library	287,807	624	-	-	288,431
Total Department Operating	566,143	624	-	-	566,767
Non -Departmental					
Transfers	1,100,000	-	-	-	1,100,000
Reserves*	2,522,451	165,200	-	-	2,687,651
Total Non-Departmental	3,622,451	165,200	-	-	3,787,651
Total Transient Room Tax Fund	\$ 4,188,594	\$ 165,824	\$ -	\$ -	\$ 4,354,418

Transient Room Tax Fund Commentary:

- No current activity.

	<u>FY25 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Supplemental Budget 2</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY25 Revised Budget</u>
<u>Community Development Fund - 210</u>					
Department Operating					
Development & Public Works	\$ 1,579,269	\$ -	\$ -	\$ -	\$ 1,579,269
Finance	33,367	-	-	-	33,367
Total Department Operating	1,612,636	-	-	-	1,612,636
Non-Departmental					
Reserves*	7,891	50,162	-	-	58,053
Total Non-Departmental	7,891	50,162	-	-	58,053
Total Community Development Fund	\$ 1,620,527	\$ 50,162	\$ -	\$ -	\$ 1,670,689

Community Development Fund Commentary:

- No current activity.

	<u>FY25 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Supplemental Budget 2</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY25 Revised Budget</u>
<u>Building Code Fund - 224</u>					
Department Operating					
City Manager's Office	\$ 24,111	\$ -	\$ -	\$ -	\$ 24,111
Development & Public Works	1,651,522	-	-	-	1,651,522
Fire & Life Safety	96,795	-	-	-	96,795
Total Department Operating	1,772,428	-	-	-	1,772,428
Non -Departmental					
Contingency	35,000	-	-	-	35,000
Reserves*	6,252,172	537,513	-	-	6,789,685
Total Non-Departmental	6,287,172	537,513	-	-	6,824,685
Total Building Code Fund	\$ 8,059,600	\$ 537,513	\$ -	\$ -	\$ 8,597,113

Building Code Fund Commentary:

- No current activity.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
Fire Local Option Levy Fund - 235						
Department Operating						
Fire and Life Safety	\$ 1,833,986	\$ -	\$ 838,178	\$ -	\$ 2,672,164	(1,2)
Total Department Operating	1,833,986	-	838,178	-	2,672,164	
Non -Departmental						
Contingency	45,000	-	-	-	45,000	
Reserves*	2,419,162	(514,884)	(750,000)	-	1,154,278	(1)
Total Non-Departmental	2,464,162	(514,884)	(750,000)	-	1,199,278	
Total Fire Local Option Levy Fund	\$ 4,298,148	\$ (514,884)	\$ 88,178	\$ -	\$ 3,871,442	

Fire Local Option Levy Fund Commentary:

- 1.) Increase Fire & Life Safety operating expenditures by \$750,000, offset by an increase in reserves. The Fire Local Option Levy tax revenues have been higher than anticipated, providing the ability to fund more levy qualified expenditures that are currently being funded by the General Fund.
- 2.) Increase Fire & Life Safety operating expenditures by \$88,178, offset by State Conflagration revenue received for the wildfire conflagration deployment between July 1, 2024, and December 31, 2024.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
Police Local Option Levy Fund - 236						
Department Operating						
Finance	\$ 765,675	\$ -	\$ -	\$ -	\$ 765,675	
Legal Services	95,101	-	-	-	95,101	
Police	8,344,345	-	-	-	8,344,345	
Total Department Operating	9,205,121	-	-	-	9,205,121	
Non -Departmental						
Transfers	-	-	-	-	-	
Contingency	150,000	-	-	-	150,000	
Reserves*	2,941,791	123,790	-	-	3,065,581	
Total Non-Departmental	3,091,791	123,790	-	-	3,215,581	
Total Police Local Option Levy Fund	\$ 12,296,912	\$ 123,790	\$ -	\$ -	\$ 12,420,702	

Police Local Option Levy Fund Commentary:

- No current activity.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
Bond Sinking Fund - 306						
Non-Departmental						
Debt Service	\$ 6,965,805	\$ -	\$ -	\$ -	\$ 6,965,805	
Unappropriated Ending Fund Balance*	421,013	75,412	-	-	496,425	
Total Non-Departmental	7,386,818	75,412	-	-	7,462,230	
Total Bond Sinking Fund	\$ 7,386,818	\$ 75,412	\$ -	\$ -	\$ 7,462,230	

Bond Sinking Fund Commentary:

- No current activity.

	<u>FY25 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Supplemental Budget 2</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY25 Revised Budget</u>
Development Assessment Capital Fund - 419					
Non-Departmental					
Reserves*	\$ 493,276	\$ 522,556	\$ -	\$ -	\$ 1,015,832
Total Non-Departmental	493,276	522,556	-	-	1,015,832
Total Development Assessment Capital Fund	\$ 493,276	\$ 522,556	\$ -	\$ -	\$ 1,015,832

Development Assessment Capital Fund Commentary:

- No current activity.

	<u>FY25 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Supplemental Budget 2</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY25 Revised Budget</u>
Development Projects Fund - 420					
Total Development & Public Works Capital Projects	\$ 437,000	\$ 267,725	\$ -	\$ -	\$ 704,725
Non-Departmental					
Transfers	1,605,000	-	-	-	1,605,000
Reserves*	2,717,601	617,998	-	-	3,335,599
Total Non-Departmental	4,322,601	617,998	-	-	4,940,599
Total Development Projects Fund	\$ 4,759,601	\$ 885,723	\$ -	\$ -	\$ 5,645,324

Development Projects Fund Commentary:

- No current activity.

	<u>FY25 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Supplemental Budget 2</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY25 Revised Budget</u>
Regional Wastewater Capital Fund - 433					
Department Operating					
Development & Public Works	\$ 4,149,000	\$ 3,717,810	\$ -	\$ -	\$ 7,866,810
Total Department Operating	4,149,000	3,717,810	-	-	7,866,810
Total Development & Public Works Capital Projects	69,120,000	6,545,472	-	-	75,665,472
Non-Departmental					
Transfers	27,722	-	-	-	27,722
Reserves*	47,077,437	2,255,814	-	-	49,333,251
Total Non-Departmental	47,105,159	2,255,814	-	-	49,360,973
Total Regional Wastewater Capital Fund	\$ 120,374,159	\$ 12,519,096	\$ -	\$ -	\$ 132,893,255

Regional Wastewater Capital Fund Commentary:

- No current activity.

	<u>FY25 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Supplemental Budget 2</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY25 Revised Budget</u>
Street Capital Fund - 434					
Department Operating					
Development & Public Works	\$ -	\$ 110,756	\$ -	\$ -	\$ 110,756
Total Department Operating	<u>-</u>	<u>110,756</u>	<u>-</u>	<u>-</u>	<u>110,756</u>
 Total Development & Public Works Capital Projects	 <u>4,487,500</u>	 <u>22,098,726</u>	 <u>-</u>	 <u>-</u>	 <u>26,586,226</u>
 Non-Departmental					
Transfers	-	90,000	-	-	90,000
Misc. Fiscal Transaction	-	136,000	-	-	136,000
Reserves*	14,962,060	5,005,978	-	-	19,968,038
Total Non-Departmental	<u>14,962,060</u>	<u>5,231,978</u>	<u>-</u>	<u>-</u>	<u>20,194,038</u>
 Total Street Capital Fund	 <u>\$ 19,449,560</u>	 <u>\$ 27,441,459</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ 46,891,019</u>

Street Capital Fund Commentary:

- No current activity.

	<u>FY25 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Supplemental Budget 2</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY25 Revised Budget</u>
Sanitary Sewer Operations Fund - 611					
Department Operating					
City Manager's Office	\$ 88,897	\$ -	\$ -	\$ -	\$ 88,897
Development & Public Works	5,639,842	211,032	-	-	5,850,874
Finance	66,734	-	-	-	66,734
Total Department Operating	<u>5,795,473</u>	<u>211,032</u>	<u>-</u>	<u>-</u>	<u>6,006,505</u>
 Total Development & Public Works Capital Projects	 <u>8,097,350</u>	 <u>5,713,576</u>	 <u>-</u>	 <u>-</u>	 <u>13,810,926</u>
 Non-Departmental					
Debt Service	1,706,800	-	-	-	1,706,800
Contingency	150,000	-	-	-	150,000
Reserves*	24,776,159	2,472,513	-	-	27,248,672
Total Non-Departmental	<u>26,632,959</u>	<u>2,472,513</u>	<u>-</u>	<u>-</u>	<u>29,105,472</u>
 Total Sewer Operations Fund	 <u>\$ 40,525,782</u>	 <u>\$ 8,397,121</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ 48,922,903</u>

Sanitary Sewer Operations Fund Commentary:

- No current activity.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
Regional Wastewater Fund - 612						
Department Operating						
City Manager's Office	\$ 18,232	\$ -	\$ -	\$ -	\$ 18,232	
Development & Public Works	25,224,848	545,197	450,000	-	26,220,045	(1,2)
Finance	193,181	-	-	-	193,181	
Total Department Operating	25,436,261	545,197	450,000	-	26,431,458	
Non-Departmental						
Transfers	15,100,000	-	-	-	15,100,000	
Debt Service	4,107,750	-	-	-	4,107,750	
Reserves*	10,707,149	998,355	(450,000)	-	11,255,504	(1,2)
Total Non-Departmental	29,914,899	998,355	(450,000)	-	30,463,254	
Total Regional Wastewater Fund	\$ 55,351,160	\$ 1,543,552	\$ -	\$ -	\$ 56,894,712	

Regional Wastewater Fund Commentary:

- 1.) Increase Development & Public Works Department operating expenditures by \$50,000, offset by reserves, to purchase software to streamline the process of receiving reports from industrial users and enhance tracking, compliance and enforcement.
- 2.) Increase Development & Public Works operating expenditures by \$400,000, offset by reserves, to cover rising utility rates, increased utility usage, and increases associated from the City of Eugene's internal charges.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
Ambulance Fund - 615						
Department Operating						
Fire and Life Safety	\$ 6,857,495	\$ -	\$ 15,608	\$ -	\$ 6,873,103	(1)
Total Department Operating	6,857,495	-	15,608	-	6,873,103	
Non-Departmental						
Contingency	150,000	-	-	-	150,000	
Reserves*	530,866	(685,444)	-	-	(154,578)	
Total Non-Departmental	680,866	(685,444)	-	-	(4,578)	
Total Ambulance Fund	\$ 7,538,361	\$ (685,444)	\$ 15,608	\$ -	\$ 6,868,525	

Ambulance Fund Commentary:

- 1.) Increase Fire & Life Safety operating expenditures by \$15,608, offset by State Conflagration revenue received for the wildfire conflagration deployment between July 1, 2024, and December 31, 2024.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
<u>Storm Drainage Operations Fund - 617</u>						
Department Operating						
City Manager's Office	\$ 89,158	\$ -	\$ -	\$ -	\$ 89,158	
Development & Public Works	8,047,499	34,214	-	-	8,081,713	
Finance	66,734	-	-	-	66,734	
Total Department Operating	8,203,391	34,214	-	-	8,237,605	
Total Development & Public Works Capital Projects	5,065,000	3,721,589	600,000	-	9,386,589	(1)
Non-Departmental						
Debt Service	552,241	-	-	-	552,241	
Contingency	200,000	-	-	-	200,000	
Reserves*	15,344,717	3,580,172	(600,000)	-	18,324,889	(1)
Total Non-Departmental	16,096,958	3,580,172	(600,000)	-	19,077,130	
Total Storm Drainage Operations Fund	\$ 29,365,349	\$ 7,335,975	\$ -	\$ -	\$ 36,701,324	

Storm Drainage Operations Fund Commentary:

1.) Increase Development & Public Works Capital Projects expenditures by \$600,000, offset by reserves, for the 42nd Street Levee feasibility study.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
<u>Booth-Kelly Fund - 618</u>						
Department Operating						
City Manager's Office	\$ 119,669	\$ -	\$ -	\$ -	\$ 119,669	
Development & Public Works	528,476	-	-	-	528,476	
Total Department Operating	648,145	-	-	-	648,145	
Total Development & Public Works Capital Projects	190,000	-	-	-	190,000	
Non-Departmental						
Transfers	100,000	-	-	-	100,000	
Contingency	15,000	-	-	-	15,000	
Reserves*	835,978	166,192	192,925	-	1,195,095	(1)
Total Non-Departmental	950,978	166,192	192,925	-	1,310,095	
Total Booth-Kelly Fund	\$ 1,789,123	\$ 166,192	\$ 192,925	\$ -	\$ 2,148,240	

Booth-Kelly Fund Commentary:

1.) Transfer \$192,925 from the SEDA Glenwood General Fund reserve to the City's Booth-Kelly Fund reserve. Rental income receipts from Brooklyn Street properties were going to SEDA instead of the City. The properties were purchased by the City.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>
Regional Fiber Consortium - 629					
Department Operating					
Finance	\$ 236,060	\$ -	\$ -	\$ -	\$ 236,060
Total Department Operating	<u>236,060</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>236,060</u>
Non-Departmental					
Reserves*	523,092	77,739	-	-	600,831
Total Non-Departmental	<u>523,092</u>	<u>77,739</u>	<u>-</u>	<u>-</u>	<u>600,831</u>
Total Regional Fiber Consortium Fund	<u>\$ 759,152</u>	<u>\$ 77,739</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 836,891</u>

Regional Fiber Consortium Fund Commentary:

- No current activity.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>
Insurance Fund - 707					
Department Operating					
Human Resources	\$ 618,222	\$ -	\$ -	\$ -	\$ 618,222
Health Insurance	8,136,869	-	-	-	8,136,869
Property & Liability	2,134,936	-	-	-	2,134,936
Worker's Compensation	1,330,851	-	-	-	1,330,851
Total Department Operating	<u>12,220,878</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,220,878</u>
Non-Departmental					
Contingency	200,000	-	-	-	200,000
Reserves*	16,776,798	1,171,930	-	-	17,948,728
Total Non-Departmental	<u>16,976,798</u>	<u>1,171,930</u>	<u>-</u>	<u>-</u>	<u>18,148,728</u>
Total Insurance Fund	<u>\$ 29,197,676</u>	<u>\$ 1,171,930</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,369,606</u>

Insurance Fund Commentary:

- No current activity.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
Vehicle and Equipment Fund - 713						
Department Operating						
Development & Public Works	\$ 1,442,238	\$ 502,198	\$ 425,000	\$ -	\$ 2,369,436	(1-2)
Fire & Life Safety	741,062	1,041,965	-	-	1,783,027	
Information Technology	970,084	-	189,190	-	1,159,274	(3)
Legal Services	-	-	8,825	-	8,825	(4)
Library	8,000	-	-	-	8,000	
Police	85,000	544,000	68,000	-	697,000	(5)
Total Department Operating	3,246,384	2,088,163	691,015	-	6,025,562	
Non-Departmental						
Debt Service	209,190	-	-	-	209,190	
Reserves*	7,409,997	(688,161)	(691,015)	-	6,030,821	(1-5)
Total Non-Departmental	7,619,187	(688,161)	(691,015)	-	6,240,011	
Total Vehicle and Equipment Fund	\$ 10,865,571	\$ 1,400,002	\$ -	\$ -	\$ 12,265,573	

Vehicle and Equipment Fund Commentary:

- 1.) Increase Development & Public Works operating expenditures by \$25,000, offset by reserves, to purchase new computers.
- 2.) Increase Development & Public Works operating expenditures by \$400,000, offset by reserves, to purchase a new electric street sweeper.
- 3.) Increase Information Technology operating expenditures by \$189,190, offset by reserves, to enhance the City's endpoint protection software licensing to meet CJIS and cybersecurity insurance requirements.
- 4.) Increase Legal Services operating expenditures by \$8,825, offset by reserves, to install a security window at the City Prosecutor's Office.
- 5.) Increase Police Department operating expenditures by \$68,000, offset by reserves, to purchase a new police patrol vehicle to replace one involved in a collision.

	<u>FY25 Adopted</u> <u>Budget</u>	<u>Supplemental</u> <u>Budget 1</u>	<u>Supplemental</u> <u>Budget 2</u>	<u>Appropriations</u> <u>Transfers &</u> <u>Adjustments</u>	<u>FY25 Revised</u> <u>Budget</u>	
SDC Administration Fund - 719						
Department Operating						
Development & Public Works	\$ 437,183	\$ -	\$ -	\$ -	\$ 437,183	
Finance	48,693	-	-	-	48,693	
Total Department Operating	485,876	-	-	-	485,876	
Non-Departmental						
Contingency	10,000	-	-	-	10,000	
Reserves*	476,796	141,661	-	-	618,457	
Total Non-Departmental	486,796	141,661	-	-	628,457	
Total SDC Administration Fund	\$ 972,672	\$ 141,661	\$ -	\$ -	\$ 1,114,333	

SDC Administration Fund Commentary:

- No current activity.

TOTAL RESOLUTION	\$ 436,034,435	\$ 66,338,643	\$ 688,749	\$ -	\$ 503,061,827
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*Reserves and Unappropriated Ending Fund Balance are not appropriated for spending and are shown for information purposes only.