



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

Vacant, 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.

October 6, 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: 895 7802 3271

Copy the address below into your browser to register

https://us06web.zoom.us/webinar/register/WN_uQGZqhTjSNCIqvXAXAkAQww

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___, and Stout___.

1. Eugene Springfield Fire Updates
[Chief Mike Caven] (30 minutes)
2. Housing + Design Initiative Code and Plan Update
[Haley Campbell] (30 Minutes)

ADJOURNMENT

7:00 p.m. Regular Meeting

Council Meeting Room
or
Virtual Attendance
Registration Required:
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Zoom
Meeting ID: 895 7802 3271
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https://us06web.zoom.us/webinar/register/WN_uQGZqhTjSNCIqvXAkAQww
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CALL TO ORDER

ROLL CALL -- Mayor VanGordon ___, Councilors Webber ___, Moe ___, Rodley ___, Blackwell ___, and Stout ___.

PLEDGE OF ALLEGIANCE

SPRINGFIELD UPBEAT

CONSENT CALENDAR

1. **Claims**
2. **Minutes**
 - a. April 7, 2025 Draft City Council Work Session Minutes
 - b. April 7, 2025 Draft City Council Regular Session Minutes
 - c. April 14, 2025 Draft City Council Work Session Minutes
 - d. April 21, 2025 Draft City Council Work Session Minutes
 - e. April 21, 2025 Draft Joint Elected Officials Meeting Minutes
 - f. April 21, 2025 Draft City Council Regular Session Meeting Minutes
 - g. April 28, 2025 Draft City Council Work Session Meeting Minutes
3. **Resolutions**
4. **Ordinances**
5. **Other Routine Matters**
 - a. Award Contract To Morganic Roots Ego Firm for the Franklin Phase 1 Maintenance, P51073
 - b. Liquor license application for a new license for Richard E. Wildish Community Theater, DBA: Richard E. Wildish Community Theater.
 - c. Liquor license application for a new license for TNT Pizza LLC, DBA: Track Town Pizza.
 - d. Liquor license application for a new license for Bartolotti Management LLC, DBA: Sophia's.

- e. August 2025 Disbursements for Approval.
- f. Armored Rescue Vehicle Purchase.

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. FY26 Supplemental Budget #1
[Jessica Mumme] (5 Minutes)

MOTION: Adopt/ Not Adopt a Resolution Adjusting Resources and Requirements in the Following Funds: General, Street, Special Revenue, Transient Lodging Tax, Community Development, Building Code, Fire Local Option Levy, Police Local Option Levy, Bond Sinking, Development Assessment Capital, Development Projects, Regional Wastewater Capital, Street Capital, Sanitary Sewer Operations, Regional Wastewater, Ambulance, Storm Drainage Operations, Booth-kelly, Regional Fiber Consortium, Insurance, Vehicle & Equipment, And Sdc Administration.

- 2. Springfield Municipal Code Update - Public Contracts
[Jessica Mumme] (10 Minutes)

MOTION: Adopt/ not adopt an Ordinance Adopting its Own Code for Public Contracting and Purchasing by Repealing and Replacing Springfield Municipal Code Sections 2.700-2.722 With New Sections 2.700-2.713.

- 3. City-initiated Street Annexation - Segments of Aspen Street and Menlo Loop Public Right-of-Way (ROW) Only.
[Tom Sievers] (10 Minutes)

FIRST READING ONLY, NO ACTION REQUESTED

- 4. City-initiated Street Annexation - Segment of Laura Street Public Right-of-Way (ROW) Only.
[Tom Sievers] (10 Minutes)

FIRST READING ONLY, NO ACTION REQUESTED

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

- 1. An Ordinance Annexing Certain Territory Addressed As 1035 Kintzley Avenue And Identified As Assessor's Map 18-02-06-24, Tax Lot 2500 And Concurrently Annexing An Approximately 65-foot Long By 22.5-foot Wide Segment Of Kintzley Avenue to The City of Springfield and Willamalane Park & Recreation District; Withdrawing Said Territory from the Willakenzie Rural Fire Protection District; Adopting a Severability Clause; and Providing an Effective Date.
[Andy Limbird] (5 Minutes)

MOTION: adopt/ not adopt an Ordinance Annexing Certain Territory Addressed as 1035 Kintzley Avenue and Identified as Assessor's Map 18-02-06-24, Tax Lot 2500 And Concurrently Annexing an Approximately 65-foot Long

By 22.5-foot Wide Segment Of Kintzley Avenue to the City of Springfield and Willamalane Park & Recreation District; Withdrawing Said Territory from the Willakenzie Rural Fire Protection District; Adopting a Severability Clause; and Providing an Effective Date.

RESOLUTIONS

1. Approving City Council Operating Policies and Procedures
[Mary Bridget Smith] (10 minutes)

MOTION: Adopt/Not adopt a Resolution Approving the City Council Operating Policies and Procedures

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:	10/06/2025
	Meeting Type:	Work Session
	Staff Contact/Dept:	Allyson Pulido/City Manager's Office
	Staff Phone No:	541-726-3700
	Estimated Time:	30 Minutes
	Council Goals:	Enhance Public Safety

ITEM TITLE:

Eugene Springfield Fire Updates

ACTION REQUESTED:

No action requested

ISSUE STATEMENT:

Eugene Springfield Fire (ESF) staff will provide updates on the following topics: Review of department structure and service area, 2025 wildfire season, service demand, ambulance service stability, staffing and recruitment.

DISCUSSION/FINANCIAL IMPACT:

There are no financial impacts at this time and the information provide is to update the Council and answer any questions they may have.

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:	10/06/2025
	Meeting Type:	Work Session
	Staff Contact/Dept:	Haley Campbell/Community Development
	Staff Phone No:	541-726-3647
	Estimated Time:	30 Minutes
	Council Goals:	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:

Housing + Design Initiative Code and Plan Update

ACTION REQUESTED:

Review and provide guidance to the project team on the Draft Code and Plan Concepts to inform next steps for outreach and recommendation of code and plan amendments.

ISSUE STATEMENT:

The Housing + Design Initiative Code and Plan Update is continuing the ongoing work of Springfield's [Housing Strategy](#) by helping the City come into compliance with State housing-related statutes and rules. This project aligns with the City's goals for facilitating housing production, affordability, and choice by reducing regulatory barriers. Particular attention is focused on amending the City's Development Code to include clear and objective standards for Mixed-Use Districts as expressed in Springfield City Council Resolution No. [2023-28](#). The Consultant, Cascadia Partners, prepared a [Code and Plan Concepts Report](#) for Council's review (included as Attachment 2 in the September 22, 2025 Council meeting packet).

DISCUSSION/FINANCIAL IMPACT:

Background

On September 22, 2025, the Council reviewed Recommendations 2 and 3 from the code and plan concepts report. At the meeting, Council requested more information on the following concepts:

- What transportation access requirements are for pedestrians and vehicles (concept 2.1 and 2.2);
- Utility infrastructure needs down Main Street (concept 2.1);
- If developers would choose to build the ground floor of a building as a commercial-ready space or if they would prefer to develop a building with a reduced ground floor commercial space or as a horizontal mixed-use (concept 3.1);
- If we should adjust the maximum height step-down adjacent to residential (concept 3.3); and
- If we should increase the maximum height in the Neighborhood Commercial district to 3-4 stories instead of matching the height of the abutting residential district which is generally a maximum of 35 feet when abutting low-density residential (concept 3.4).

These concerns are addressed in the Briefing Memo and Presentation Slides.

This next phase, the code and plan concepts, articulates conceptual proposals for updating the development code to address the barriers and issues identified in the code audit. The recommendations outlined in the report include:

- Recommendation 1: Reduce Barriers to Housing in Mixed-Use Districts
- Recommendation 2: Expand Opportunities for Housing in Commercial Districts
- Recommendation 3: Recalibrate Development Standards to Align with Housing Goals
- Recommendation 4: Streamline and Simplify the Code

Specific concepts are proposed to implement each recommendation and are discussed in more detail in the Briefing Memo and Code and Plan Concepts Report.

Discussion

To promote and enhance meaningful discussion and feedback, staff will continue to provide an overview of the code and plan concepts, highlight the findings, and be available for questions. Some questions for discussion can be found in the Briefing Memo.

Attachments

1. Council Briefing Memo
2. Presentation Slides

MEMORANDUM

City of Springfield

Date: 10/6/2025
To: Nancy Newton
From: Haley Campbell, Senior Planner
Jeff Paschall, Community Development Director
Subject: Housing + Design Initiative Code and Plan Concepts

COUNCIL BRIEFING MEMORANDUM

ISSUE: The Housing + Design Initiative Code and Plan Update is continuing the ongoing work of Springfield's [Housing Strategy](#) by helping the City come into compliance with State housing-related statutes and rules. This project aligns with the City's goals for facilitating housing production, affordability, and choice by reducing regulatory barriers. Particular attention is focused on amending the City's Development Code to include clear and objective standards for Mixed-Use Districts as expressed in Springfield City Council Resolution No. [2023-28](#). The Consultant, Cascadia Partners, prepared a Code and Plan Concepts Report for Council's review.

COUNCIL GOALS/

MANDATE:

Promote and Enhance our Hometown Feel While Focusing on Livability and Environmental Quality

CODE AND PLAN CONCEPT RECOMMENDATIONS

This memo summarizes the concepts presented in the [Code and Plan Concepts Report](#) to help focus the Commission's discussion. Where Council provided direction at the Sept. 22 meeting, staff has summarized Council's direction (shown in italics). In some cases, Council asked for additional information, also noted below. This work session will provide time to address some of those questions and for Council to provide direction on the remaining design concepts.

Recommendation 1: Reduce Barriers to Housing in Mixed-Use Districts

These recommendations apply to Climate-Friendly Areas and which Council previously addressed outside the Housing + Design Initiative.

Recommendation 2: Expand Opportunities for Housing in Commercial Districts

Concept 2.1: Expand opportunities for housing on the Main Street Corridor

This concept proposes to create new allowances for housing development in commercial districts on the properties currently zoned CC on the Main Street Corridor.

- **Alternative A: Allow Housing on Sites that Meet Certain Criteria (Most Flexible).** Alternative A would expand opportunities for standalone housing, commercial, and mixed-use to properties under one acre throughout the Main Street Corridor. The criteria could allow for standalone housing on these smaller sites, while requiring that sites over one acre continue to include a commercial use. This approach balances the desire for more flexibility for housing while protecting the employment land supply. For example, there is currently a surplus of employment sites that are under one acre.
- **Alternative B: Allow Housing in Mixed-Use Areas on Main Street (Moderately Flexible).** Under this concept, the City would expand the approach used in the East Main Refinement Plan to allow housing on certain segments of the Main Street Corridor, or "Mixed Use Areas". The existing Mixed-Use Area on Main Street between 43rd and 54th, defined in the East Main Refinement Plan, would be one of these Mixed-Use Areas. A second area on Main Street and South A Street between 14th and 23rd was identified in the

Main Street Corridor Vision Plan as a conceptual Mixed-Use Area. Within these areas, standalone housing, commercial, and mixed-use development would be allowed in the CC district. Outside of these areas, housing would continue to be prohibited.

- **Alternative C: Allow Housing in Mixed-Use Centers on Main Street (Least Flexible).** Alternative C is similar to Alternative B, but limits housing opportunities to a narrower, more targeted set of areas, or “Mixed-Use Centers”. These centers would primarily be focused on intersections and are based on the currently adopted ND Overlay and Mixed-Use Comprehensive Plan designations as well as previous suggested locations for activity nodes from the Main Street Corridor Vision Plan. Within these centers, standalone housing, commercial, and mixed-use development would be allowed in the CC district. Outside of these centers, housing would continue to be prohibited.

Concept 2.2: Allow mixed-use housing in the Neighborhood Commercial (NC) district

The purpose of the NC district is to provide opportunities for neighborhood-serving commercial uses within close proximity (ideally walking distance) of residential areas, such as convenience stores, small groceries, coffee shops, restaurants, or other small businesses. This concept would modify the NC district to allow for housing only as part of a mixed-use development. This approach would provide the flexibility for housing to be developed on NC properties, while retaining the essential purpose of the district. Some type of commercial use would still be required to be included on the site, preserving the opportunity for neighborhood-serving commercial services and amenities within close distance of residential areas. Additionally, standalone commercial uses would continue to be permitted.

DISCUSSION:

- **Main Street.** Which (if any) alternatives do you support for allowing housing on Main Street? Do you think the Development Code should be more flexible than today with regards to housing on Main Street?
- **Neighborhood Commercial District.** Do you support the proposed change to allow mixed-use buildings in the Neighborhood Commercial district? Do you have any concerns about that change?

Council discussed concepts 2.1 and 2.2 at the September 22, 2025 Council meeting and were in favor of Alternative A to allow housing on arterial streets (including Main Street and 42nd Street) for properties under 1 acre. Council asked for more information regarding transportation access and infrastructure needs which are discussed in the Council Feedback section below.

Recommendation 3: Recalibrate Development Standards to Align with Housing Goals

Concept 3.1: Apply flexible and achievable standards for the minimum amount of non-residential space in mixed-use developments.

Where housing is required to be part of a mixed-use development in either mixed-use districts or commercial districts, the amount of commercial space that must be provided can have a significant impact on the economic feasibility of mixed-use development. Some ways that we could make mixed-use more feasible to build include:

- **Reduce the Ground Floor Commercial Requirement.** This could be accomplished in one of two ways: a minimum amount of commercial space as a portion of the total ground floor area of each building/development (with a minimum recommended range of 25-50%) or a minimum length of the street frontage of the property that must be occupied by a commercial space (a minimum 30-50% of the length of the street frontage is recommended).
 - **Allowing Horizontal Mixed-Use.** Often, when we think of mixed-use development we imagine a vertical mixed-use building where the ground floor is commercial and housing is located on the upper floors of the same building. Horizontal mixed-use on the other hand,
-

would allow commercial and residential to be spread across multiple buildings on the same site.

- **Require Commercial-Ready Space on the Ground Floor.** If there is a concern about the impact on the employment land supply by allowing standalone and mixed-use housing on the Main Street Corridor, we could require that standalone housing development be designed with ground floor spaces that are “commercial-ready”. This means that the space meets commercial building code requirements. Even if the space is used as a dwelling in the short-term, it could be converted to a commercial use in the future.

DISCUSSION:

- **Mixed-Use Feasibility.** Would these allowances make mixed-use development more feasible?
- **Considerations.** What should we keep in mind as we incorporate these approaches into the code?

Council discussed concept 3.1 at the September 22, 2025 Council meeting and were in favor of both reducing the ground floor commercial requirement and allowing horizontal mixed-use development. Council was uncertain about requiring commercial-ready space on the ground floor of a mixed-use development—Councilors wondered if it was just another way to restrict development and what the cost would be to build the ground floor to commercial-ready requirements. If clarification is needed on the cost to build to a commercial-ready space, staff can address it in the presentation.

Concept 3.2: Establish consistent minimum density standards

A minimum density standard requires that developments that include housing provide a minimum number of dwelling units per acre. The commercial districts generally do not allow for housing and therefore do not have a minimum density standard; however, if Recommendation 2 is implemented then housing will be allowed on some sites in certain commercial districts. It is therefore recommended that the City establish a minimum density standard in all districts where housing is a permitted use. In most districts, a minimum density of 15-20 units per gross acre would be appropriate (15 units/acre for mixed use development and 20 units/acre for standalone housing). This density level is achievable for a range of housing types. Nearly all low or mid-rise apartments/condos (3-5 stories) will exceed this density level.

Concept 3.3: Adjust maximum height step-down adjacent to residential

The CC, MUR, MUC, MUE, and Booth Kelly districts all require that the maximum height of buildings “step-down” to no more than 35-50 feet on the portion of a property that is within 50 feet of an adjacent R-1 or R-2 district. The current standard may present a significant barrier to high density housing development on lots that abut the R-1 or R-2 districts.. To reduce the negative impact of the current height step-down standard on housing development, a lower maximum height on any portion of a site within 25 feet (reduced from 50 feet) of an adjacent R-1 or R-2 district is recommended.

Concept 3.4: Increase maximum height in NC district

The NC district has a maximum building height standard of 20 feet. This effectively requires buildings in the NC district to be 1-2 stories. To address this barrier, increase the maximum height of the NC district to 45-50 feet. This height limit would allow for 3-4 story buildings.

Concept 3.5: Increase maximum lot coverage in NC and MUR districts

The NC and MUR districts apply maximum lot coverage standards of 35% and 45%, respectively. These lot coverages are more typical of low-intensity commercial uses (such as a convenience store with a large surface parking lot) or a lower density residential development. These standards would present barriers to high density mixed-use and standalone housing developments because it would require buildings with a relatively small floorplate, especially on

smaller lots. To address this barrier, increase the maximum lot coverage in the NC and MUR districts to 50-75%. This standard is more consistent with the intent to allow for high density, mixed-use development in these districts.

DISCUSSION:

- **Minimum Density.** Do you agree that a minimum density standard is important in these districts?
- **Height.** Do you agree with the proposed changes to maximum height regulations intended to reduce barriers to higher density housing?
- **Design Standards.** What design issues are most important to you when you think about development in the mixed-use districts?

Council discussed concepts 3.2, 3.3, 3.4, and 3.5 at the September 22, 2025 Council meeting and were in favor of establishing a maximum density standard and increasing the maximum lot coverage in the NC and MUR districts. Council was uncertain about adjusting the maximum height step-down adjacent to residential (concept 3.3) and increasing the maximum height in the NC district (concept 3.4). Council asked for more information regarding the step-down requirements, especially as it relates to solar access, and the market feasibility of taller buildings in the NC district. which are discussed in the Council Feedback section below.

Recommendation 4: Streamline and Simplify the Code

Concept 4.1: Simplify design standards in mixed-use districts

The mixed- use districts (MUC, MUR, and MUE) include a special set of design standards in SDC 3.2.625. These design standards are generally intended to promote pedestrian-oriented, appropriately scaled development with attention to design details. However, these standards may also present barriers and unnecessary complexity for housing and mixed use development. Specifically, the standards present the following issues:

- **Some standards are not clear and objective.** To meet ORS 197A.400, the City must provide a clear and objective approval pathway for all housing developments. This requirement extends to mixed-use developments that include housing.
- **The applicability of the standards is unclear and may need to be revised if standalone housing is permitted in more districts.** The applicability of the design standards in section 3.2.625 is often unclear and complex to determine. For instance, Standalone multiple unit housing and middle housing is not permitted in the MUC district today but may be allowed in some cases if Recommendation 1 is implemented.
- **Some standards are redundant with other standards in the code.** The Architectural Design Standards in SDC 4.7.375, and additional standards for Multiple Unit Housing in SDC 4.7.380 and SDC 4.7.385, are very similar to many of the design standards in the mixed-use districts. If these standards are largely similar, it would make the code easier to use and administer if the mixed-use districts were to reference these standards rather than apply a similar, but not quite identical, standard.
- **There are limited options for requesting an exemption or alternative to the standards.** Section 3.2.620(B) states that applicants may “propose an alternative that fulfills the intent of the standard to the Director’s satisfaction”. This is a useful provision that allows for flexibility in design approaches. However, it is unclear what procedure type would apply to this request and offers substantial discretion to the Director’s decision. This uncertainty may deter applicants from using the exemption process.

In summary, the standards in SDC 3.2.625 may deter developers because they are unnecessarily complex, which raises uncertainty and the risk of misinterpretation, delays, or added costs due to extra rounds of design modifications. The standards can be simplified and clarified in order to reduce uncertainty in the following ways:

- **Provide both a clear and objective and discretionary tract option.**

- **Apply the middle housing design standards of SDC 3.2.200 (Residential Districts) to standalone middle housing in the mixed-use districts.**
- **Reference existing standards rather than duplicating.**

Concept 4.2: Address compliance with CFEC Walkable Design standards in Commercial Districts

OAR 660-012-0330 (“CFEC Walkable Design Standards”) requires that the city establish land use regulations that promote mixed-use, compact, and pedestrian-friendly development patterns. The City must comply with this requirement before or concurrent with the adoption of our next Transportation System Plan (TSP) by 2029. The mixed-use districts largely comply with these requirements, but some regulations in the commercial districts are not consistent with the CFEC Walkable Design Standards.

- **Prohibit parking between the building and the street.** This standard is explicitly required by the state rules. The purpose of the standard is to create a more comfortable pedestrian experience and more convenient access to buildings from the public sidewalk.
- **Establish main entry orientation standards.** Require that buildings have a main entry that faces the street and is connected to the street by an accessible walkway. This is explicitly required by the rules.

The city could also choose to further encourage walkable design in the NC and CC districts by establishing a maximum building setback and a minimum window area and weather protection. The two additional standards place more limits on site and building design but do more to ensure a comfortable attractive environment for pedestrians. They are not explicitly required by the rules.

DISCUSSION:

- **Maximum building setback.** Should we consider requiring that buildings be built close to the street?
- **Windows and weather protection.** Should we require a certain percentage of window area and/or weather protection in certain situations?

Concept 4.3: Simplify the list of permitted use in mixed-use districts

The Schedule of Use Categories in the mixed-use districts (SDC 3.2.610) includes a very long list of specific uses. To align with the system of use categories that has been established for the residential, commercial, and industrial districts, the permitted uses would employ broader use categories. The intent of this change would be to maintain the same use regulations that apply today, but to make the code more well-organized, clear, and easier to use.

Concept 4.4: Replace Booth Kelly and Mixed-Use Light Medium Industrial/Community Commercial (MU LMI/CC) Districts with Mixed-Use Employment (MUE) District

There are three land use districts that generally allow for a mix of industrial and commercial uses in Springfield: the Booth Kelly Mixed Use Plan District (BKMU), the Mixed-Use Light-Medium Industrial/Community Commercial District (MU LMI/CC), and the Mixed-Use Employment District (MUE).

- **Booth Kelly Mixed-Use District:** Was established by the Downtown Refinement Plan (2005) and allows industrial and commercial uses with no limitation. Residential uses are allowed but limited to 35% of the district area. The Downtown District Urban Design Plan and Implementation Strategy (Design Plan, 2010) was another strategy to address land use, building types, and general circulation. The plan envisioned downtown as a destination rather than a thoroughfare. Both the Refinement Plan and Design Plan emphasized the need to identify catalyst projects or improved public and open spaces within and nearby downtown for further development activity – including the Booth Kelly Center. Today the 17-acre property and 200,000 square foot Booth Kelly Center building is owned and managed by the City of Springfield and houses large industrial and commercial warehouses,

storage, manufacturing, and office spaces, nonprofit operations, and small-scale commercial. The Booth Kelly Mixed-Use District on the other hand, is roughly 117 acres and the Refinement Plan/Springfield Development Code generally allows all permitted uses in the light-medium industrial district, office uses, tourist commercial uses (including restaurants, hotels, gift shops, and entertainment centers), service and retail commercial uses, medium density residential uses, park and recreational uses, educational facilities, and regional destination uses.

- **MU LMI/CC District:** Was established by the Gateway Refinement Plan but is not defined in the development code. Industrial and commercial uses are permitted, but there are limits on commercial uses. Residential is a prohibited use.
- **Mixed-Use Employment (not mapped):** Allows industrial, commercial, and residential; however, some types of commercial uses are prohibited, and industrial uses must make up no less than 60% of the floor area.

There may be an opportunity to streamline and simplify the City's land use districts and code regulations by rezoning properties currently zoned BKMU and MU LMI/CC to the MUE district. The BKMU district could be removed from the code and would simplify the number of land use/plan districts. It would also resolve issues with the enforceability and legal status of the MU LMI/CC district due to the regulations being located in a refinement plan and not in the development code. This would make the MU LMI/CC regulations easier to access and understand for applicants/users of the code. Currently, users of the code must refer to the LMI district, CC district, and Gateway Refinement Plan in order to retrieve information about the regulations that apply to MU LMI/CC properties.

There are some key implications for rezoning BKMU and MU LMI/CC to MUE. They are:

- Residential would be newly permitted in MU LMI/CC and would continue to be permitted in BKMU.
- Commercial uses would be more restrictive in both districts. Retail, certain office uses, and hotels would be prohibited.
- Industrial uses would continue to be permitted. However, there would be a new maximum height limit of 60 feet, where no maximum height currently applies and the design standards of SDC 3.2.625 would apply.

To mitigate the impact of rezoning BKMU and MU LMI/CC to MUE, it is recommended that the MUE district be modified prior to/concurrent with any rezoning. The following are recommended:

- **Reconsider requirement for industrial uses to be the primary use (a minimum of 60% of the district). If not removed, do not apply this requirement to Booth Kelly.**
- **Allow for the full range of retail, office, and institutional uses so as not to prohibit any uses that are currently allowed today.**
- **Ensure that allowing for residential (as part of a mixed-use development) is appropriate in the MU LMI/CC properties.**

DISCUSSION:

- **Move forward with addressing Booth Kelly now?** Depending on Council's priorities, the Housing + Design project can broadly address changes to the BKMU district now or amend the district at a later date. Considerations include:
 - The City is the primary landowner within the BKMU district – a 100+ acre property in City ownership with rail and downtown access which is an economic development opportunity.
 - The Council adopted Resolution No. [2022-14](#) for management of the Booth Kelly facility space as leased commercial space until July 1, 2027. This Resolution identifies that the areas not needed for public use within the next five years can be contracted for lease on a month-to-month basis. The end date of Resolution 2022-14 is less than two

years away. Campbell Commercial Real Estate indicates that tenants will typically start to inquire about leasing futures within this time frame. Council has not discussed plans for the property beyond July 1, 2027.

- **Rezoning LMI/CC and Booth Kelly:** If we do proceed with addressing BKMU as part of the Housing + Design project, do you anticipate any major concerns or issues with replacing/consolidating these districts with MUE?

Council discussed concept 4.1 at the September 22, 2025 Council meeting and were in favor of rezoning the BKMU and MU LMI/CC district to MUE if neighborhood compatibility was considered when revising the use and design standards in the MUE district (business operation needs, noise buffering, truck route locations, etc.).

COUNCIL FEEDBACK: Staff took the results of the Code and Plan Concepts report to the City Council on September 22, 2025. The Council had a number of questions regarding infrastructure availability (utilities and transportation), the public and landowner willingness to build, and the market economics of building mixed-use and standalone housing in the community commercial and neighborhood commercial districts along Main Street and throughout the City. To address these concerns staff will address the following in the presentation slides 38-42:

- **Infrastructure Availability:** Since the September 22, 2025 work session, Staff met with SUB Water and Electric and the Springfield Transportation staff to determine the status of various infrastructure needs along Main Street and in the Neighborhood Commercial properties throughout the City. The takeaways from those meetings will be summarized by staff in the work session presentation.
- **Community and Land Owner Willingness:** In August 2025, staff began the first round of community engagement by asking the public and the Housing + Design Initiative Technical Advisory Committee what their key priorities were when it came to making housing easier to build in the mixed-use and commercial districts. The options included:
 - **Economic Development** – Preserve land for job and business growth
 - **Context Sensitive Design** – Allow housing, but consider how it fits in with surroundings
 - **Strategic Growth** – Focus new dense housing near transit and walkable areas
 - **Build Homes Faster** – More housing is the priority, no matter where it goes

The Housing + Design Initiative survey was live from August 26-September 30, 2025. The results of the survey demonstrated that 45% of respondents said that Economic Development/Employment Space was important versus 43% said Strategic Growth was very important. Overall, 35% of participants were strongly in favor of providing as much flexibility to the design standards as possible along Main Street, 20% were in favor of allowing housing under one acre on Main Street, 17% were in favor of “mixed-use areas”/segments, and 7% were in favor of allowing more housing at key intersections/“mixed-use centers”. Fifty-nine percent of respondents supported allowing the Neighborhood Commercial district to be a mixed-use district. The Technical Advisory Committee noted that their key priorities were a combination of Strategic Growth and Build Homes Faster with an emphasis on affordable housing in the commercial districts and near transit; they also were in favor of providing as much flexibility as possible along Main Street for more housing development

Staff have a number of meetings scheduled with local developers and the impacted businesses and property owners along Main Street in the coming months. Feedback received at these meetings will be brought to the City Council for its consideration in December 2025.

- **Market Economics:** Cascadia Partners completed a market analysis in August 2024 to help the City of Springfield determine realistic, market-constrained housing capacity within

potential Climate-Friendly Areas (CFAs). This work was required to support compliance with OAR 660-012-0315, which mandates that Springfield's designated CFAs accommodate at least 30% of the city's projected 20-year housing needs, which is approximately 9,923 housing units. The analysis went beyond the state's prescribed methodology, which assumes full redevelopment at maximum allowed densities, and incorporated a utility infrastructure capacity study and outreach to major landowners. Together, these efforts provide a more accurate picture of where housing development is most likely to occur and what challenges could limit housing development capacity.

- Cascadia's market analysis found that the highest density building types (5-7 story apartments) are unlikely in the near term. Construction costs are at least 20-25% higher for a 5-7 story building than a 3-4 story building due to building code requirements. Market rents/prices in Springfield are not high enough to support these construction costs today. Lower cost construction types, such as 3-4 story apartment buildings and townhomes, are more financially feasible to build under current market conditions. Public investments could enhance market conditions, making higher-density developments more feasible in the future.
- The code changes proposed as part of the Housing + Design Project are intended to remove potential regulatory barriers to both the 3-4 story buildings that are potentially feasible today and to 5-7 story buildings that could be feasible if market conditions change over time. The proposed increase in maximum height in the Neighborhood Commercial (NC) district would allow for 3-4 story buildings. The current max height limit of 20 feet would prohibit any buildings over 2 stories. The proposed adjustments to the height step-down requirement would remove a potential barrier to 4-story buildings in commercial and mixed-use districts. Note that the Development Code Update Project in 2022 removed the Base Solar Development Standards in SDC 3.2.225 due to its potential to limit infill and density in the R-1 and R-2 districts. SDC 5.18.100 Solar Access Protection provides protection from shade cast by new vegetation and from new structures in all districts if an applicant chooses to install a solar energy system. The current height step-down would require a 4-story building to step-down to a 3-story building within 50 feet of an adjacent residential zone on some sites, or to leave that area of the site for parking or landscaping, which limits revenue-generating units/floor area. This same code change would also improve the feasibility of 5-7 story buildings (where permitted by the height limit of the district), though buildings of that height are unlikely in the near term. In other words, these changes are beneficial for 4-story buildings today but would be beneficial for taller buildings if market conditions change and those buildings are viable in the future.

RECOMMENDED ACTION: This meeting is an opportunity for the City Council to provide input and direction on the code and plan concepts. Of the code and plan concepts, is the City Council in favor of staff proceeding with any amendments to implement the code and plan concepts?

NEXT STEPS

The next work session to review these Code and Plan Amendments with Council is scheduled for December 1, 2025. Staff is also scheduled for a work session with the Planning Commission on December 2, 2025, to present the draft Code and Plan Amendments.



Housing + Design Initiative A Code and Plan Update Project

City Council Meeting

September 22 and October 6, 2025



Today's Agenda

3 min.	Background and Review of Code Audit Findings
50 min.	Ideas for New Housing in Mixed-Use and Commercial Districts Discussion
2 min.	Next Steps/Adjourn Discussion

Background and Review of Code Audit Findings

Springfield Has an Unmet Housing Need



IF HOUSING IS THE TOP PRIORITY,
OTHER GOALS NEED TO BE
CAREFULLY BALANCED

Springfield doesn't have enough housing, especially housing people can afford.

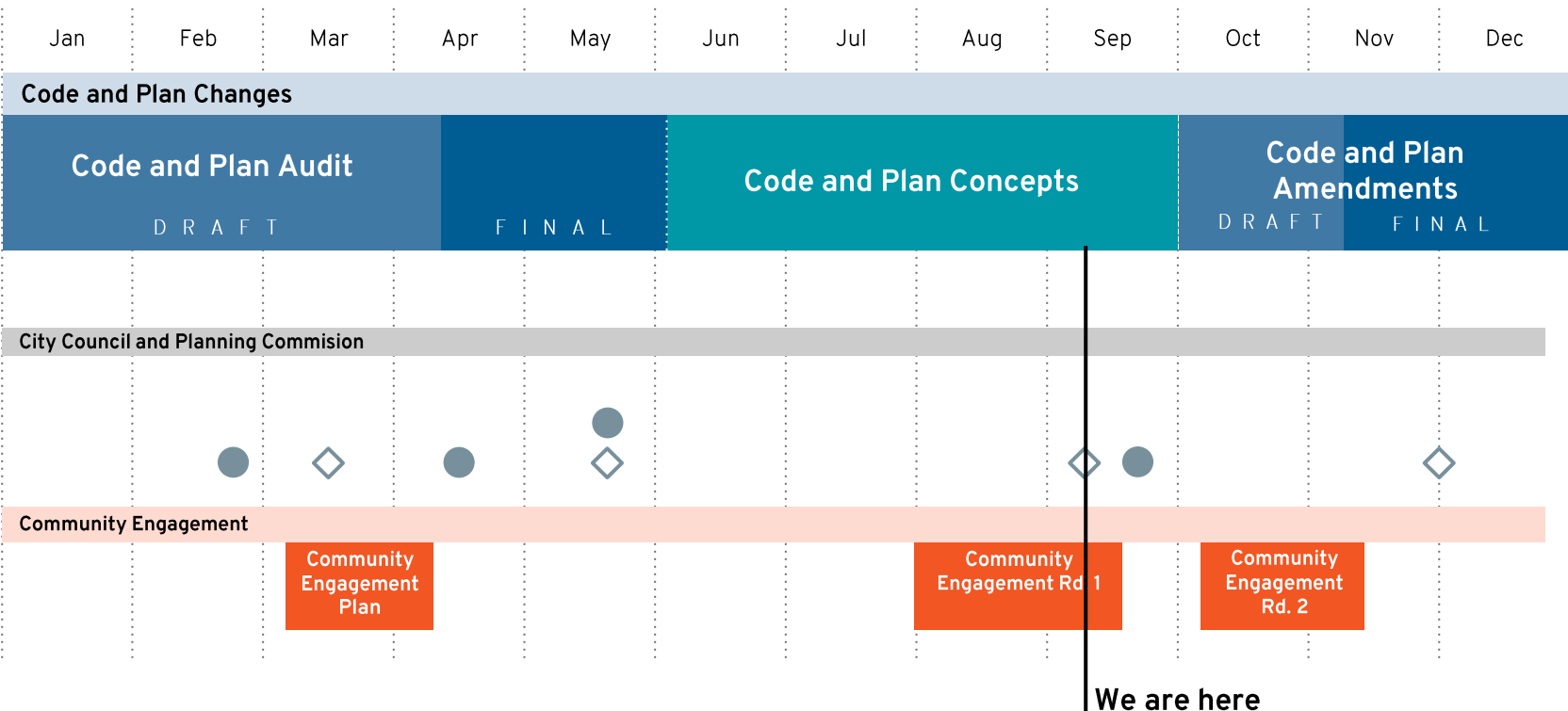
- **Too few homes are being built:**
Springfield needs 470 new homes every year to meet targets set by the State, but recent building activity has generally been much lower
- **Many households struggle to afford housing:** 44% of renters and 24% of homeowners spend more than 30% of their income on housing

Key Barriers to Housing Production

- Housing as a standalone use is not allowed in most mixed-use or commercial districts.
- Mixed-use development is allowed but is often economically infeasible.
- Most development standards would allow for high density housing, but adjustments may be needed to height, setbacks, and lot coverage.
- Design standards and regulations for how Springfield uses its land in the mixed-use districts could be simpler and more streamlined.



Project Timeline



**Start
Adoption
Process
in 2026**



City Council Meeting



Planning Commission Meeting

Ideas for New Housing in Commercial and Mixed-Use Districts

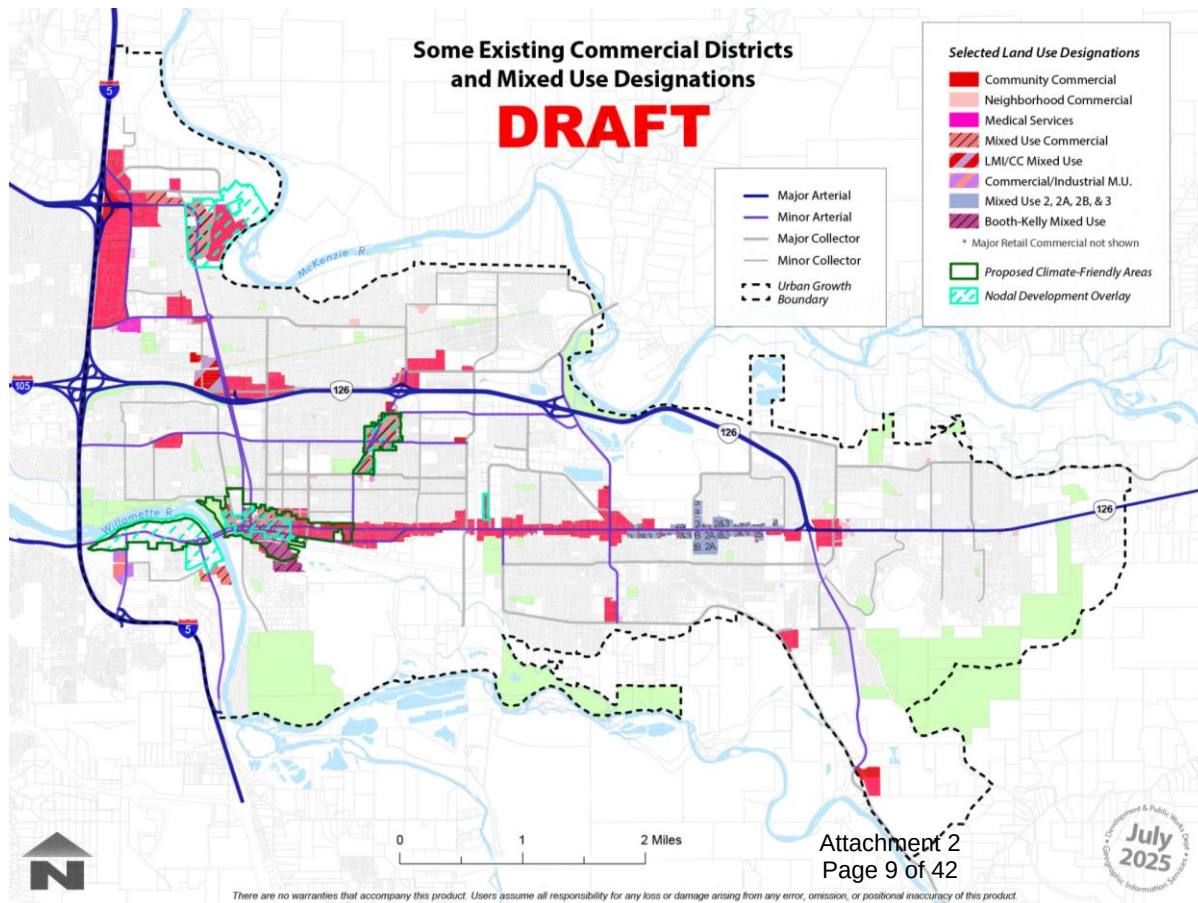
How can the City balance commercial and housing needs and reflect community priorities?

Overview of Recommendations

Key Changes to Facilitate Housing Production

1. Expand Opportunities for Housing in Commercial Districts
2. Reduce Barriers to Housing in Mixed-Use Districts
3. Recalibrate Development Standards to Align with Housing Goals
4. Streamline and Simplify the Code

Why Consider Existing Commercial and Mixed-Use Districts?



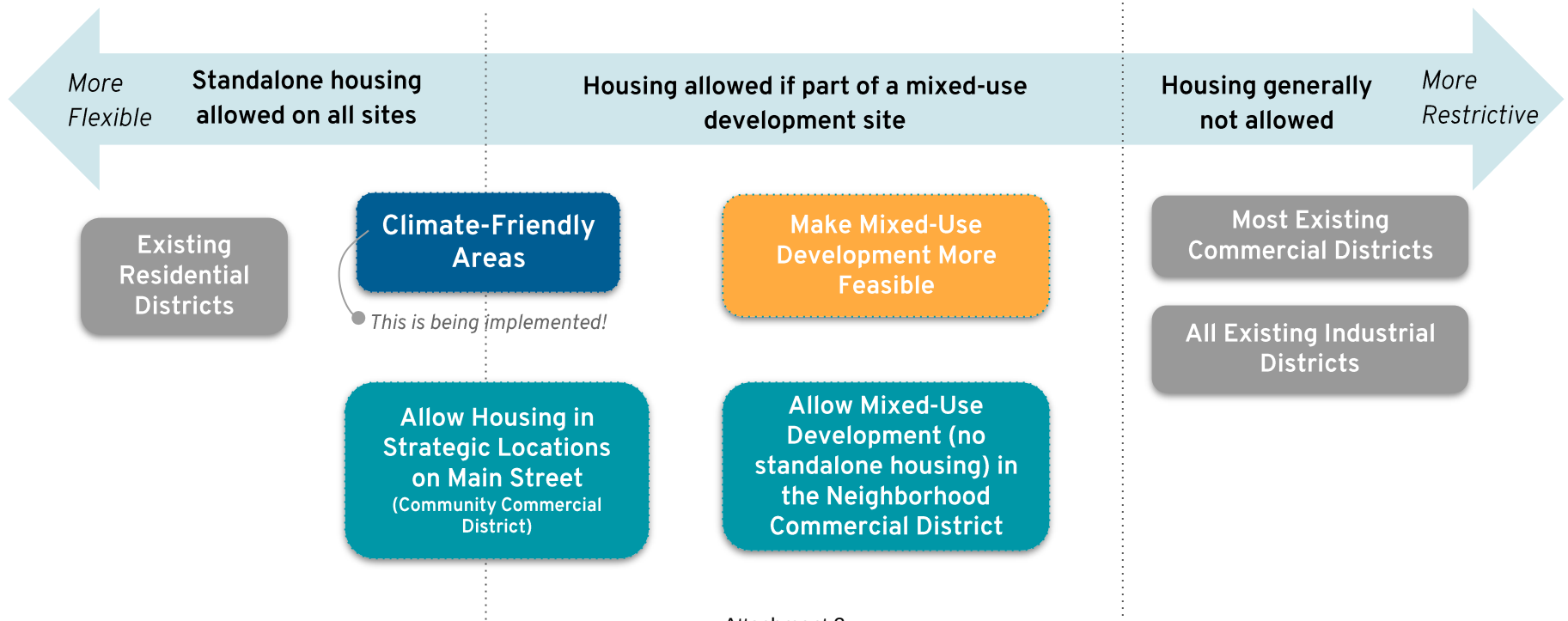
These areas are already planned for shops, businesses, and a mix of uses. That makes them logical places to consider adding more housing near existing jobs and services without major changes to how Springfield uses its land.

Current Regulation of Housing in Commercial/Mixed-Use Districts



Approaches to Remove Barriers to Housing

Existing Code, no changes Optional for commercial districts Proposal for mixed-use districts Applies to both districts

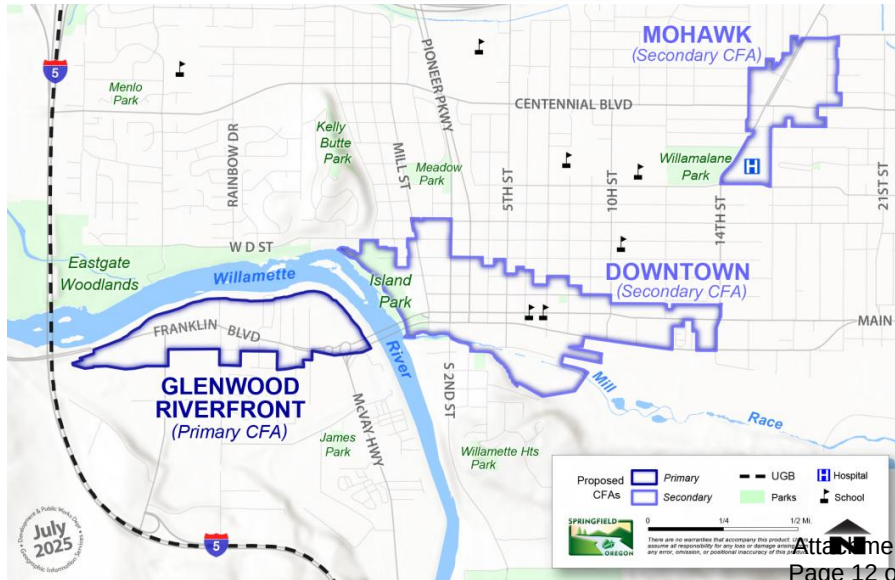


What the City is Already Doing

Implementing Climate-Friendly Areas

More Flexible **Standalone housing allowed on all sites** **Housing allowed if part of a mixed-use development site** **Housing generally not allowed** More Restrictive

Climate-Friendly Areas



Springfield is implementing new Climate-Friendly Areas (CFAs).

These areas allow for a variety of housing choices—like apartments, townhomes, and mixed-use buildings—in places close to jobs, services, amenities, and transportation options.

What the City is Already Doing Implementing Climate-Friendly Areas in Glenwood`

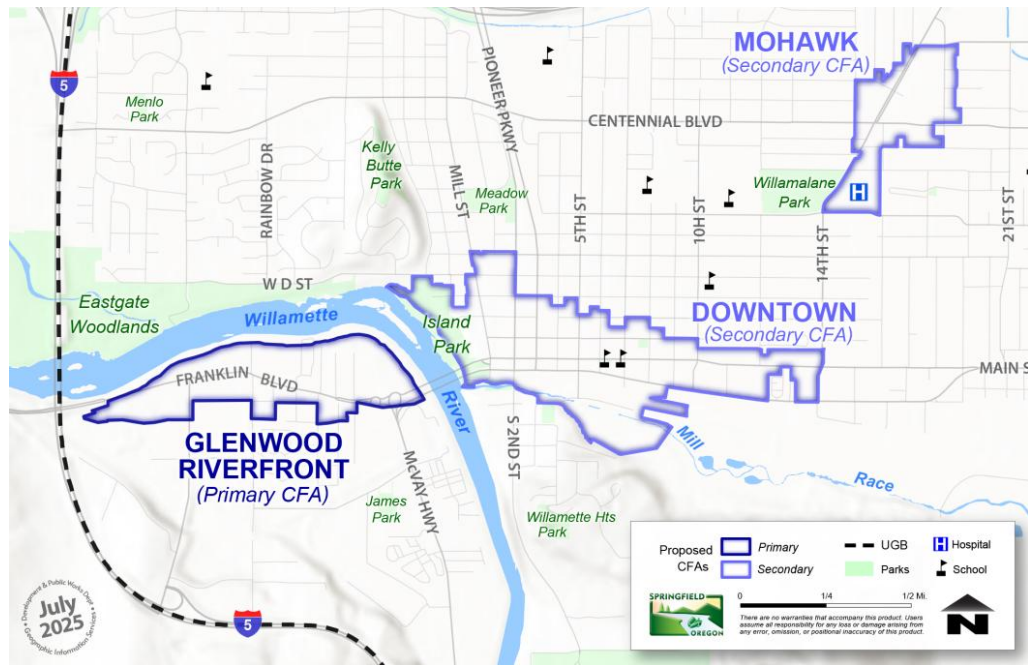


In the **Glenwood Riverfront CFA**, the City currently allows for high density residential uses (50 dwelling units per acre) and does not limit maximum building height.

The proposed CFA changes will create a new Glenwood Mixed Use district that increases flexibility to allow standalone housing, commercial, or mixed-use buildings within the riverfront area.

What the City is Already Doing

Implementing Climate-Friendly Areas in Downtown and Mohawk



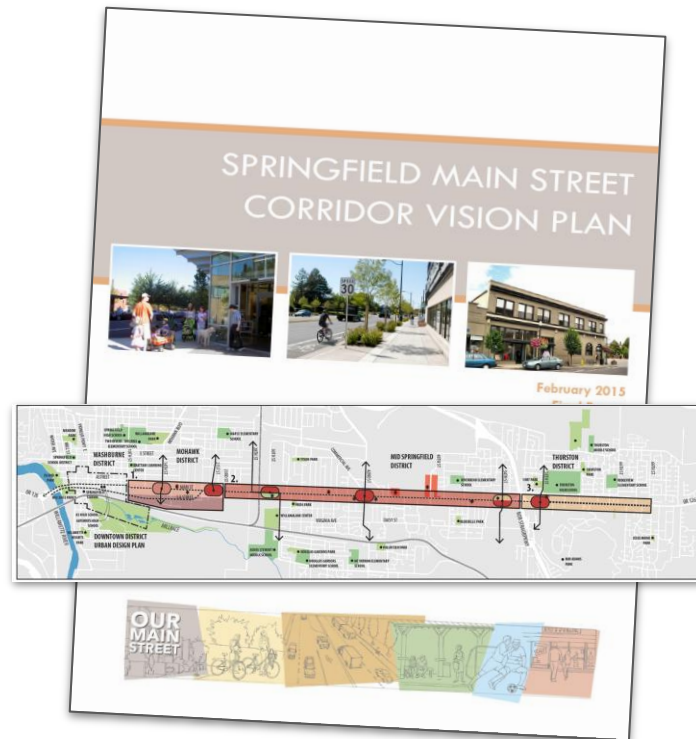
In the **Downtown and Mohawk CFAs**, the City is making changes to require minimum density of 15 units per net acre with no maximum densities.

- Along arterial streets: standalone housing is not allowed
- For other areas: standalone housing is allowed
- Mixed-use or standalone commercial: allowed throughout the Downtown and Mohawk CFAs

Why Focus on the Main Street Corridor?



- Housing already permitted in some specific areas
- Previous plans established a desire for more housing
- Concepts for allowing housing have been proposed
- More opportunity for redevelopment than many other commercial areas
- Allowing housing in multiple commercial districts throughout the city could put too much pressure on employment land supply



Where Would Housing be Allowed on Main Street?

Alternative A: Allow Housing on Sites that Meet Certain Criteria

More
Flexible

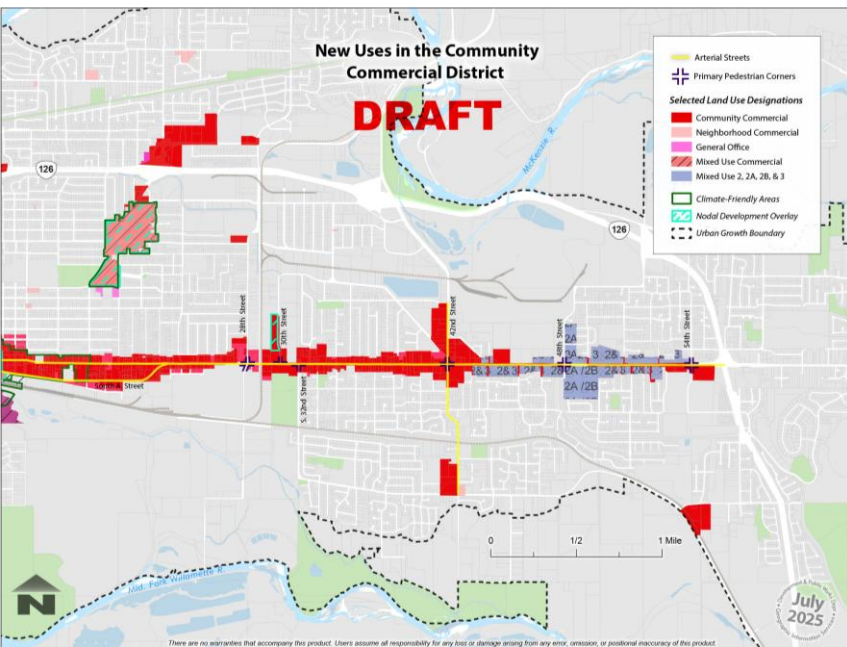
Standalone housing
allowed on all sites

Housing allowed if part of a mixed-use
development site

Housing generally
not allowed

More
Restrictive

Alternative A



Standalone or Mixed-Use Housing On Arterial Streets (The Most Flexible)

- **Under 1 acre:** standalone housing, commercial, and mixed-use allowed
- **Over 1 acre:** commercial required

How does this work?

We already have existing standalone and mixed-use housing in certain areas along Main Street. To preserve employment land we would limit new housing to certain areas and site sizes.

Where Would Housing be Allowed on Main Street?

Alternative B: Allow Housing in Certain Mixed-Use Areas on Main Street

More
Flexible

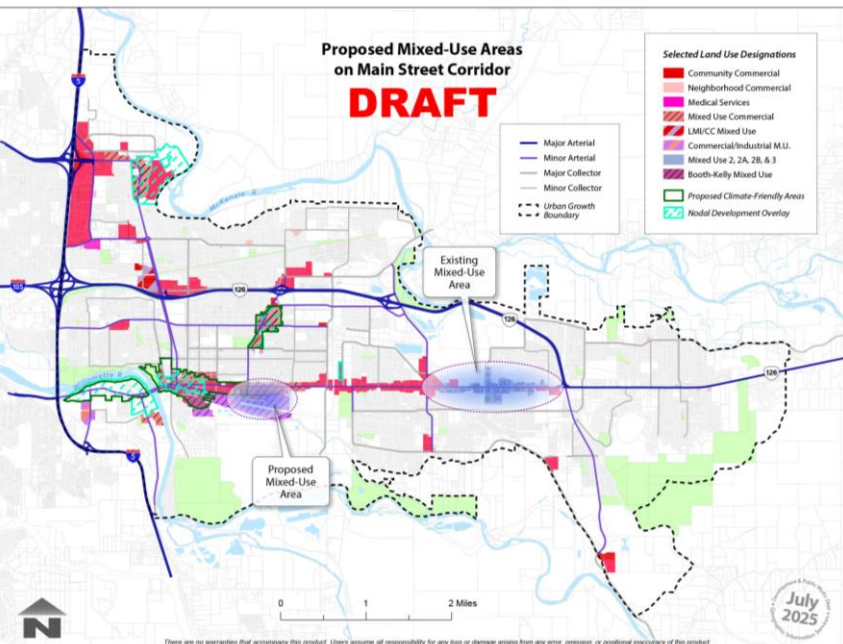
Standalone housing
allowed on all sites

Housing allowed if part of a mixed-use
development site

Housing generally
not allowed

More
Restrictive

Alternative B



Mixed-Use Areas (More Limiting than Alternative A)

East Main Refinement Plan (on Main Street between 42nd and 48th) is an existing Mixed-Use Area

Main Street Corridor Vision Plan (On Main Street and South A Street between 14th and 23rd) shows a conceptual Mixed-Use Area

- **Inside these areas:** Standalone housing, commercial, and mixed-use allowed
- **Outside these areas:** Commercial required

Where Would Housing be Allowed on Main Street?

Alternative C: Allow Housing in Certain Mixed-Use Centers on Main Street

More
Flexible

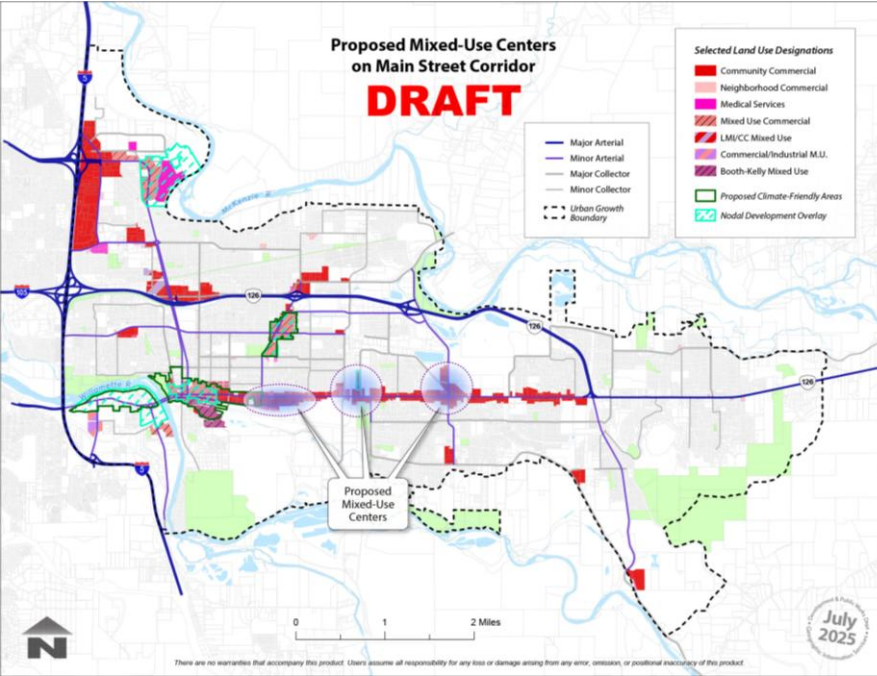
Standalone housing
allowed on all sites

Housing allowed if part of a mixed-use
development site

Housing generally
not allowed

More
Restrictive

Alternative C



Mixed-Use Centers at Key Intersections (The Most Limiting of the Alternatives)

Expand areas at key intersections/areas along Main Street that are designated for standalone or mixed-use housing.

- **Inside these areas:** Standalone housing, commercial, and mixed-use are allowed
- **Outside these areas:** Commercial required

Mixed Use Housing Allowed in NC District

*More
Flexible*

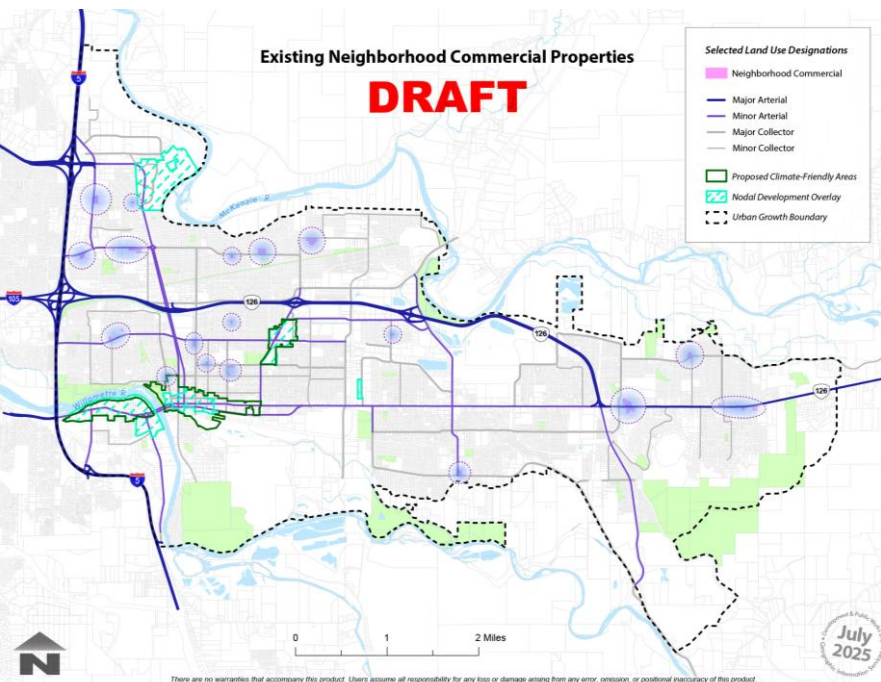
**Standalone housing
allowed on all sites**

**Housing allowed if part of a mixed-use
development site**

**Housing generally
not allowed**

*More
Restrictive*

**Allow Mixed-Use
Development in the
Neighborhood
Commercial District**



- Mixed-Use Allowed in the Neighborhood Commercial (NC) District throughout Springfield
- No standalone housing allowed

Discussion Questions

Concepts 2.1 and 2.2

- **Main Street.** Which (if any) alternatives do you support for allowing housing on Main Street? Do you think the Development Code should be more flexible than today with regards to housing on Main Street?
- **Neighborhood Commercial District.** Do you support the proposed change to allow mixed-use buildings in the Neighborhood Commercial district? Do you have concerns about that change?

How to Make Mixed-Use More Feasible?



Why Do This?

Mixed-use buildings help add more housing in areas that already have shops, services, and transit. This supports housing goals and creates more well-connected communities.

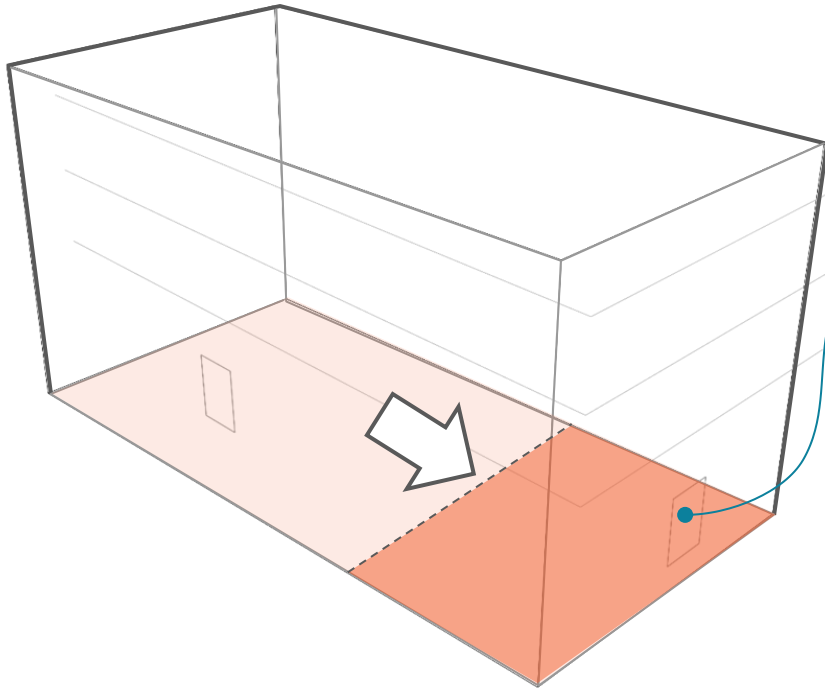
Key Challenges

Mixed-use buildings are difficult and more expensive to build. Lenders see ground floor commercial space as risky, making the project less financially viable without additional support.



Attachment 2
Page 21 of 42
The Royal Building located on Main Street is an example of a mixed-use development with retail on the ground floor and residential units above

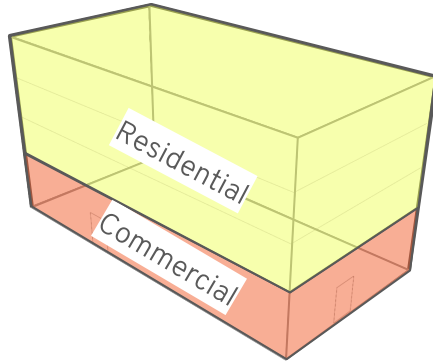
Reduce ground floor commercial requirement



Reducing the amount of ground floor commercial space that is required in mixed-use buildings can make it more feasible to develop these buildings.

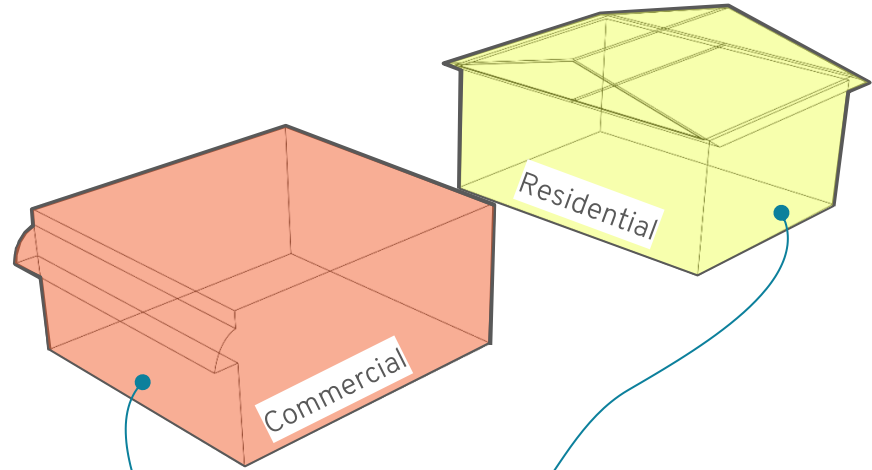
It gives developers more flexibility to decide how much retail to include, allowing them to better respond to market demand.

Allow horizontal mixed-use



Example of a **vertical mixed-use** building.

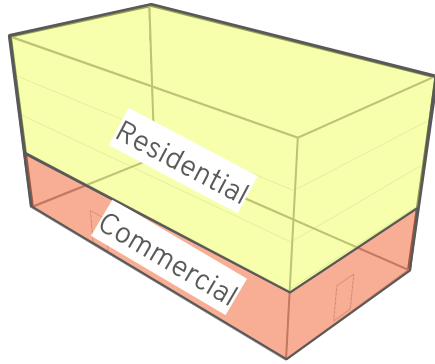
The ground floor is commercial, while housing is located on the upper floors of the same building.



Example of a **horizontal mixed-use** development.

Commercial and residential uses are spread across multiple buildings on the same site. This gives developers more flexibility and can increase economic feasibility.

Require commercial-ready on ground floor



Example of a **commercial-ready** building.

The ground floor is built to commercial standards but allowed to be used as residential until the market demand shifts to support a commercial use.



Discussion Questions

Concept 3.1

- **Mixed-Use Feasibility.** Would these allowances make mixed-use development more feasible?
- **Considerations.** What should we keep in mind as we incorporate these approaches into the code?

Establish consistent minimum density standards

A minimum density standard encourages a more efficient use of land and allows more people to live near businesses and amenities.

Current minimum density standards are inconsistent across districts and required in some mixed use and commercial zones, but not in others.

Minimum density in mixed use and commercial zones should be 15-20 units per gross acre to encourage middle housing scale development that results in more ownership housing.



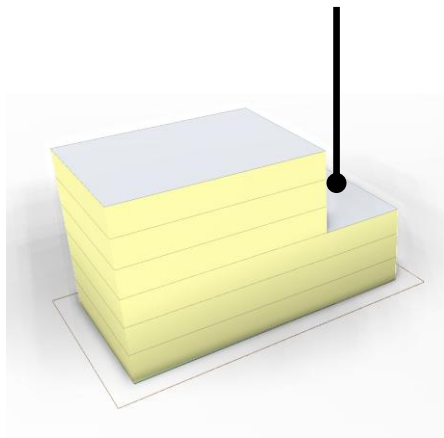
Adjust maximum height step-down adjacent to residential

The maximum height **steps down to 35-50 feet** when the building is **within 50 feet** of an adjacent R1 or R2 district.

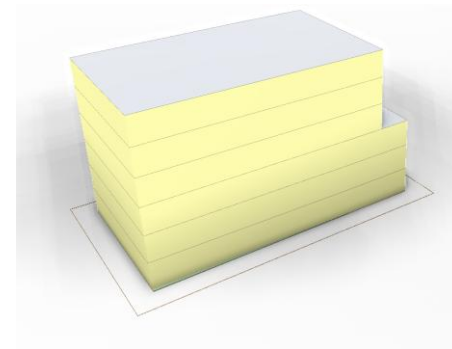
The 50 foot requirement often **covers a large portion of the site** and/or incentivizes developers to place the building wholly outside the step-down area, limiting buildable floor area on the site.

25 feet is the recommended standard to start the step down in order to balance compatibility with development feasibility.

Stepdown reduces buildable floor area by about 15%, eliminating about 8 units



Existing: Step-down starts 50 feet from adjacent R1 or R2



Proposed: Step-down starts at 25 feet from adjacent R1 or R2

Increase maximum height in NC district

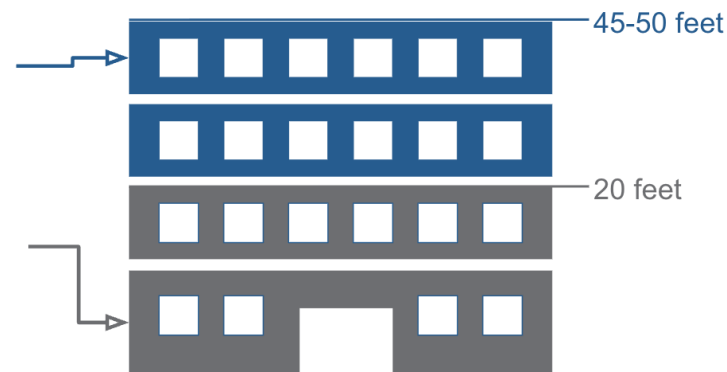
A maximum height of 20 feet in the NC zone is **not calibrated with the market realities of mixed use development.**

Two to three stories of residential is needed on top of a commercial ground floor for a mixed use development to be financial viable.

The recommended height is 45 to 50 feet or four stories to allow additional residential units.

Recommendation: The additional stories of residential units needed to allow the development to be financially feasible.

Existing: The one story of commercial and one story of residential currently allowed in the NC district.

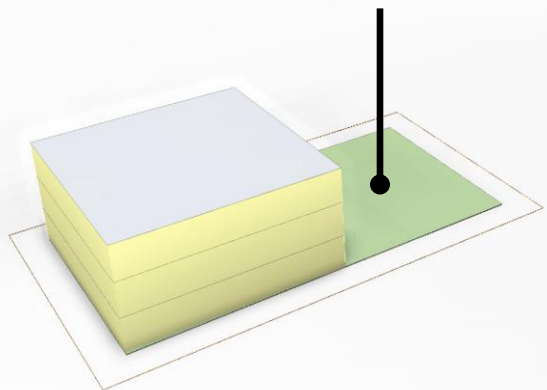


Increase maximum lot coverage in NC and MUR districts

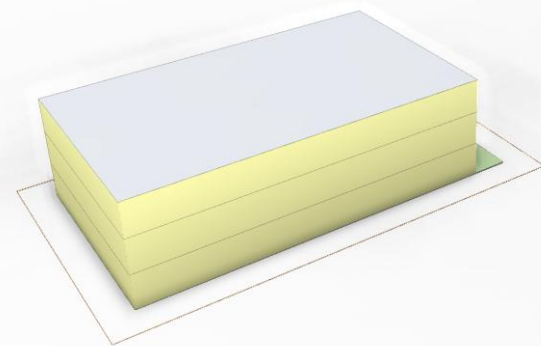
A 35-45% maximum lot coverage is **not aligned with the intent of the NC and MUR districts.**

The recommended maximum lot coverage is **50-75% to allow higher density and mixed-use development.**

Max lot coverage reduces buildable floor area by about 40%, eliminating about 10 units



Existing: 35% Lot Coverage



Proposed: 50-75% Lot Coverage

Discussion Questions

Concepts 3.2, 3.3, 3.4, and 3.5

- **Minimum Density.** Do you agree that a minimum density standard is important in these districts?
- **Height.** Do you agree with the proposed changes to maximum height regulations intended to reduce barriers to higher density housing?
- **Design Standards:** What design issues are most important to you when you think about development in the mixed-use districts?

Simplify design standards in mixed use districts

Current mixed-use design standards (section 3-2.625):

- Are not clear and objective
- Have no clear discretionary path
- Are redundant with some citywide design standards
- May be overly prescriptive in some cases

Increase ease of use and clarity by:

- Providing clear and objective standards with a clear discretionary path
- Referencing existing standards rather than duplicating
- Applying middle housing design standards in the mixed-use districts



Address compliance with CFEC Walkable Design standards in commercial districts

- CFEC Walkable Design Standards promote mixed-use, compact, pedestrian-friendly development patterns.
- Mixed-use districts are largely compliant.

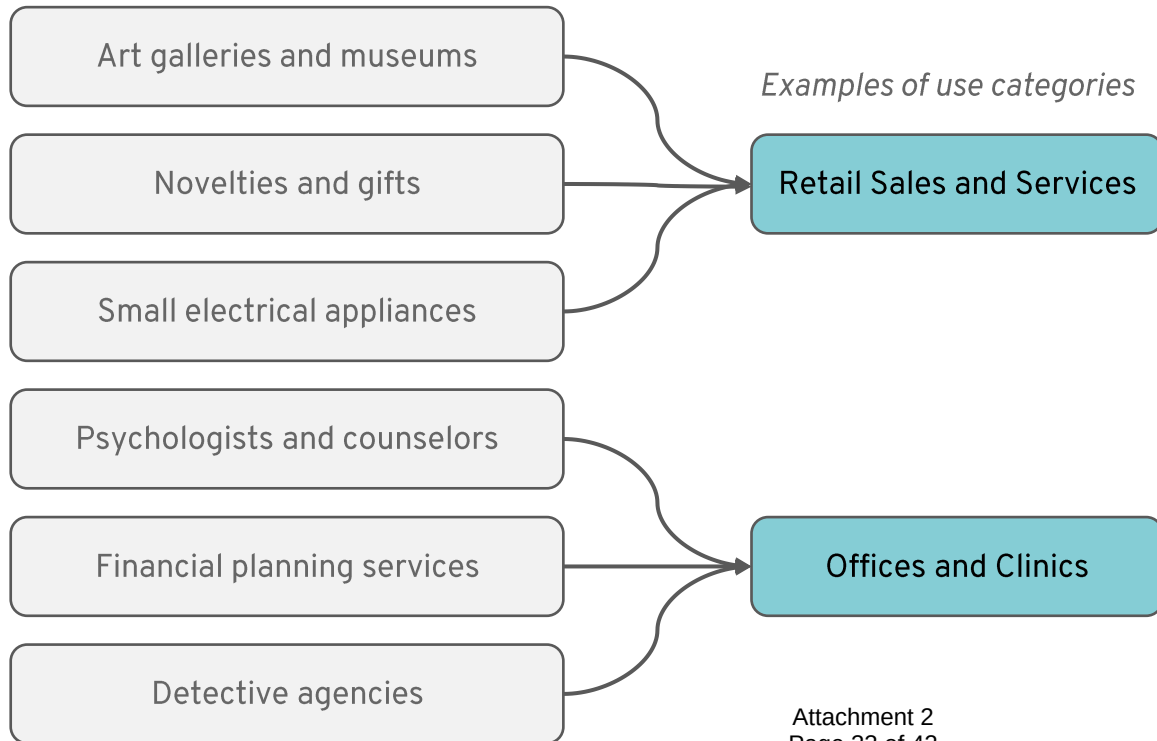
Changes needed in NC and CC districts

- Prohibit parking between building and the street.
- Establish main entry orientation standards.
- Could consider going further:
 - Establish maximum building setback
 - Adopt minimum window area and weather protection standards



Simplify the list of permitted uses in mixed use districts

Examples of current uses (3.2.610)

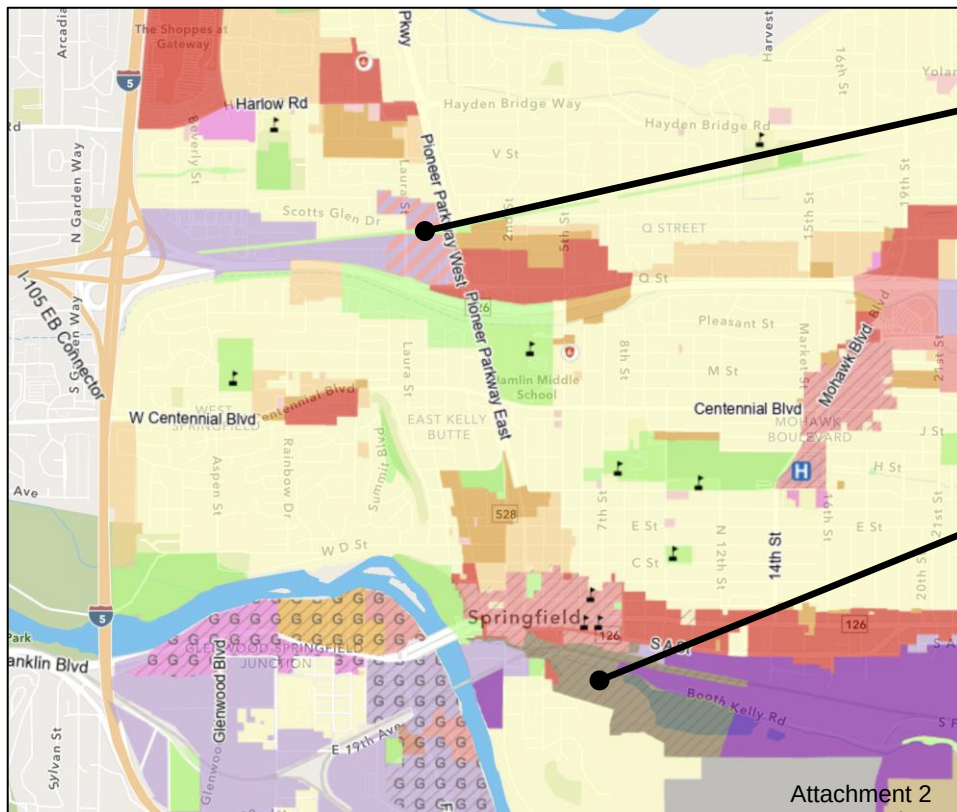


Examples of use categories

Benefits

- More clarity and certainty about how a specific use would be regulated
- More concise code: can reduce number of uses from ~245 to ~70
- Consistent with other land use districts
- Policy-neutral: substance of regulation is not modified

Replace Booth Kelly and MU LMI/CC Districts with MUE District



MU LMI/CC District

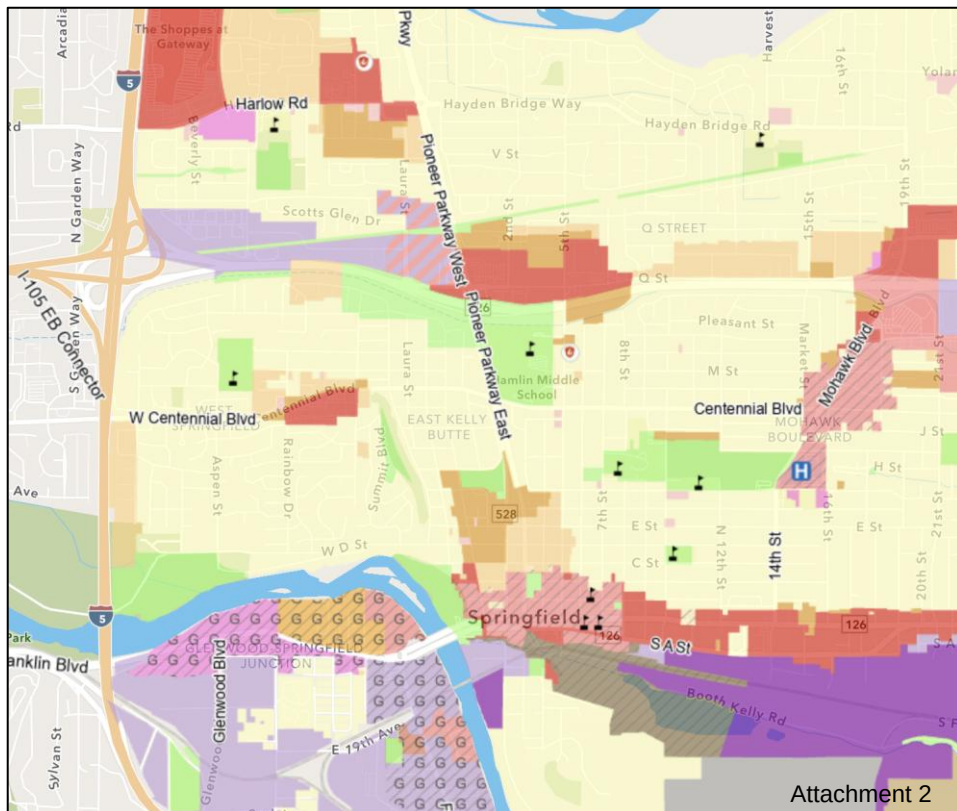
- Established by Gateway Refinement Plan
- Not defined in the development code
- Industrial and commercial uses permitted, with limitations on commercial
- Residential prohibited



Booth Kelly Plan District

- Established by Downtown Refinement Plan
- Industrial and commercial uses permitted with no limitations
- Residential uses allowed but limited

Replace Booth Kelly and LMI/CC Districts with MUE District



Mixed Use Employment (not mapped)

- Allows industrial, commercial, and residential
- Some types of commercial uses prohibited
- Industrial uses must make up 60% of floor area

Benefits of Rezoning:

- Reduce the number of land use districts
- Correct legal issues associated with LMI/CC
- Allow housing opportunities in LMI/CC

Replace Booth Kelly and MU LMI/CC Districts with MUE District

Key Implications of Rezoning Booth Kelly and MU LMI/CC to Mixed Use Employment (MUE):

- ☑ Residential newly permitted in MU LMI/CC
- ☑ Residential continue to be permitted in Booth Kelly
- ⚠ Commercial uses would be more restrictive in both districts. Retail, certain office uses, and hotels would be prohibited.
- ☑ Industrial uses would continue to be permitted.
- ⚠ A maximum height limit of 60 feet would apply. No maximum height applies today.
- ⚠ The design standards of section 3.2.625 would apply. The only design standards apply today in these districts are those that apply citywide.

Concurrent Strategies to Mitigate Impacts of Rezoning:

- Reconsider requirement for industrial uses to be primary use (min 60% of district). If not removed, do not apply this requirement to Booth Kelly.
- Allow for the full range of retail, office, and institutional uses so as not to prohibit any uses that are currently allowed today.
- Ensure that allowing for residential (as part of mixed-use development) is appropriate in the MU LMI/CC properties.
- Ensure height limit and design standards are appropriate or modify as needed

Discussion Questions

Concept 4.4

- **Rezoning LMI/CC and Booth Kelley: Do you anticipate any major concerns or issues with replacing/consolidating these districts with MUE?**

What Gets Built – A Housing Calculation Estimate



- Does existing infrastructure support additional development?
- What additional infrastructure might be needed?

- Do community members and the landowners in the Housing + Design area(s) support new development?
- Is there alignment between landowner vision and Housing + Design goals (to reduce barriers to housing production, affordability, and choice)?

- What types of development does the current and future market in Springfield support?
- What could realistically be built if Housing + Design standards were implemented?

Housing + Design Specific Infrastructure Needs

General

Stormwater

Infiltration is more challenging in an urban context

Electric

Costly to underground utilities which is true for all areas.

Water

Depending on location and type of development could require 1) new water infrastructure; 2) an analysis and new piping for existing services; 3) a water pump for buildings over 3-stories; 4) other options?

Wastewater

Capacity is based on current plans and doesn't account for increased density with the Housing + Design project which could impact potential infrastructure needs and associated costs

Transportation

The existing development code contains provisions for driveway access to or from higher classification streets, shared driveway access and for medians for pedestrian crossings.

Takeaways:

Haley Campbell, Senior Planner, will address in Presentation

Attachment 2
Page 39 of 42

What are Your Key Priorities?

Back in August, we started our first round of engagement by asking the public and our TAC, what their priorities were when it came to making housing easier to build in the mixed-use and commercial districts.

ECONOMIC DEVELOPMENT

Preserve land for job and
business growth



CONTEXT SENSITIVE DESIGN

Allow housing, but
consider how it fits in
with surroundings



STRATEGIC GROWTH

Focus new dense housing
near transit and walkable
areas



BUILD HOMES FASTER

More housing is the priority -
no matter where it goes



These priorities often overlap and can work together, but we wanted to hear which ones were most important to our TAC and community members!

Initial Public Survey Results



Springfield Housing + Design Initiative - Code Concepts Survey

Welcome!

About the Housing & Design Initiative

Springfield is updating its Development Code and guiding neighborhood refinement plans to make it easier to build more housing and to comply with recent State laws. The Development Code is our primary tool for implementing local, state, and federal land use, transportation, and environmental laws that apply to Springfield. The City regularly updates the Code to meet new requirements and to better respond to our community's needs. To be a welcoming community for all people in every phase of life, we need to look at ways to remove barriers to housing development and facilitate a variety of housing options. The Housing + Design Initiative is exploring a range of areas for more housing opportunities in Springfield, including those that have mixed-use or commercial zoning, we'll refer to these as "districts". [This map shows](#) where they are in Springfield. Please review the map before moving to the next page.

Your input will shape how much or little to update the Development Code and adopted plans, as well as how the City balances priorities such as housing supply and economic development. If you'd like to learn more about the project before taking the survey, visit our [project webpage](#).



Next

- 45% of respondents said Employment Space was important vs 43% said Smart Growth was very important
- For Main Street:
 - 35% said to provide as much flexibility as possible
 - 20% support properties under 1 acre
 - 17% support "Mixed-Use Areas"
 - 6% support "Mixed-Use Centers/Intersections"
- For Neighborhood Commercial
 - 59% strongly support mixed-use vs 9% strongly oppose

Market Economics

Existing Entitlements

What does existing zoning allow the market to produce today?

Small Lot Single Unit



Attached / Middle Housing



Garden Apartments



Moderate Density Apartments



Housing + Design Standards

What could the Housing + Design standards allow the market to deliver in the future?

These represent development types that could occur in areas where the Housing + Design regulations are implemented, if market conditions were supportive.

3-Story Apartment
(reduced parking)



4-Story Apartment
(reduced parking)



5-Story Mixed-Use
(reduced parking)



The code changes are intended to remove regulatory barriers 3-4 story buildings feasible today and 5-7 story building feasible if the market changes.

AGENDA ITEM SUMMARY**Meeting Date:****10/06/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:April 7, 2025 Draft City Council Work Session Minutes

Attachments

April 7, 2025 Draft City Council Work Session Minutes

MINUTES OF THE WORK SESSION OF
THE SPRINGFIELD CITY COUNCIL
HELD MONDAY, APRIL 7, 2025

The Springfield City Council met in person and via Zoom on Monday, April 7, 2025, at 6:00 p.m., Council President Webber presiding.

CALL TO ORDER

Council President Webber called the City Council work session to order at 6:00 p.m. and noted the absence of Mayor VanGordon.

ATTENDANCE

Council President Michelle Webber, and Councilors Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Alan Stout.

Absent: Mayor Sean VanGordon

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido, Administrative Specialist Jennifer Zarazua

1. Budget Committee Interviews

Jessica Mumme reported three candidates applied to fill one Budget Committee vacancy to represent Ward Six for a three-year term that would expire on December 31, 2027. One applicant, Veronique Deam, withdrew their application prior to interviews.

Persons interviewed were Joseph Wible and Bob Brew.

Council agreed that Bob Brew should move forward to appointment on the Budget Committee

2. Historic Commission Interviews

Tom Sievers stated there were four open vacancies on the Historic Commission due to term limits and resignations, and recruitment for these vacancies opened February 25, 2025, and closed March 21, 2025. He said the City received two applications, from Gary Jones and Charlotte Helmer.

Gary Jones was interviewed. Charlotte Helmer was not present to be interviewed, and Mr. Sievers noted the absence may have been unavoidable and added she had been a member of the Commission whose term ended December 2024.

Council requested that Charlotte Helmer's application be take to council leadership for reappointment.

Council President Webber affirmed there was Council consensus to appoint Gary Jones and take the discussion of Ms. Helmer's application to Council Leadership.

3. Bike Share Check-in

Drew Larson, Senior Transportation Planner stated the City Council approved a three-year pilot expansion program of the PeaceHealth Rides bike share program into downtown Springfield in April 2024 and had requested an annual check-in to review trip information and the operating budget. He said he also wanted to

explore plans for years two and three of the pilot program, which would include Lane Transit District's (LTD) efforts to improve the service. He said the City provided \$16,500 for the first year of the pilot and LTD re-committed funding of \$50,000 for 2025 and to increase the number of bikes in the area, including Gateway, and the MX station, possibly Meadow Park. He added bike valet services would be added at special events.

Members of council were encouraged by the number of users of the bike share program but would like to see the numbers increase. Council offered suggestions on how the program could be more user friendly and cost effective.

Mr. Larson confirmed he would report back on the program in a year.

ADJOURNMENT

Council President Webber adjourned the meeting at 6:45 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY**Meeting Date:****10/06/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:**April 7, 2025 Draft City Council Regular Session Minutes**

Attachments

April 7, 2025 Draft City Council Regular Session Minutes

MINUTES OF THE MEETING OF
THE SPRINGFIELD CITY COUNCIL
HELD MONDAY, APRIL 7, 2025

The Springfield City Council met in person and via Zoom on Monday, April 7, 2025, at 7:00 p.m., Council President Webber presiding.

CALL TO ORDER

Council President Webber called the City Council meeting to order at 7:00 p.m. and noted the absence of Mayor VanGordon.

ATTENDANCE

Council President Michelle Webber, and Councilors Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Alan Stout

Absent: Mayor Sean VanGordon

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido, Administrative Specialist Jennifer Zarazua

SPRINGFIELD UPBEAT

1. Fair Housing Month Proclamation 2025
2. National Library Week Proclamation 2025

CONSENT CALENDAR

1. Claims - None
2. Minutes
 - a. September 3, 2024, City Council Regular Session minutes
 - b. September 9, 2024, City Council Work Session minutes
 - c. September 16, 2024, City Council Work Session minutes
 - d. September 16, 2024, City Council Regular Session minutes
3. Resolutions
 - a. Acceptance of Project P 31087, Oxwood Subdivision
4. Ordinances – None
5. Other Routine Matters
 - a. Metropolitan Wastewater Management Commission Pretreatment Program Reporting Obligations for Tree Pretreatment Activities Outside of The Urban Growth Boundaries Intergovernmental Agreement

MOTION: COUNCILOR RODELEY MOVED, SECONDED BY COUNCILOR DOYLE, TO APPROVE THE CONSENT CALENDAR.

The motion was approved unanimously 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

ITEMS REMOVED FROM THE CONSENT CALENDAR - None

PUBLIC HEARINGS

1. Ordinance Adopting Administrative Civil Penalties (ACP) And Public Nuisance Code Amendments

Ordinance No. 1 - An Ordinance Amending Springfield Municipal Code Chapter 5 Regarding Public Nuisances and Adopting Standards and Procedures For Administrative Civil Penalties (ACP).

First reading only, no action requested

Charlie Kent said the Ordinance represented a significant update as to how the City handled nuisance code enforcement. He said currently, code enforcement was a one-size-fits-all program that primarily relied on the court system to resolve minor code violations. He said the updated Ordinance introduced a tool to resolve minor code violations that many cities have moved, the use of Administrative Civil Penalties (ACP).

Council President Webber opened the public hearing. There were no requests to speak. She closed the public hearing.

2. Liquor License Endorsements For Renewal 2025-2026

Robin Holman reported that 186 businesses were up for renewal of their liquor license endorsements and noted that liquor-related complaint call volumes were down compared to the same period last year.

Council President Webber opened the public hearing. There were no requests to speak. She closed the public hearing.

MOTION: COUNCILOR RODLEY MOVED, SECONDED BY COUNCILOR DOYLE TO RECOMMEND GRANTING LIQUOR LICENSE ENDORSEMENTS FOR RENEWAL 2025-2026 TO THE OREGON LIQUOR AND CANNABIS COMMISSION

The motion was approved unanimously, 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

BUSINESS FROM THE AUDIENCE

1. Lizzy Utterbuck, a resident of Ward 3, spoke in support of the library.
2. Jennifer Tucker spoke in support of library.
3. Owen Ott, a resident of Ward 3 spoke in support of the library
4. Mike Koivula, Ward 2, spoke about a wastewater line concern and he distributed written materials to the Council.
5. Heather Millehrer- Huerta, spoke in support of the library
6. Tim Olguin, a Springfield resident, said he was representing one of the middle housing code developers siting three apartment units in Springfield.
7. Elliott Harwell, a Ward 3 resident, spoke in support of Springfield Library.

CORRESPONDENCE - None

BIDS - None
ORDINANCES – None

1. Glenwood Riverfront Annexation - Second Reading

Tom Sievers introduced this agenda item and noted that he had made a correction by changing language relating to a Willakenzie Rural Fire Protection District at the suggestion of Councilor Moe.

MOTION: COUNCILOR RODELY MOVED, SECONDED BY COUNCILOR DOYLE TO APPROVE AN ORDINANCE ANNEXING CERTAIN TERRITORY IN THE GLENWOOD RIVERFRONT (MAP 17-03-34-41, TLs 400, 500, 700, 800, 900, 1000, 1300, & 1500; MAP 17-03-34-42, TLs 100, 200,300, 400, 500, 501, 502, 503, 504, 600, 700, 800, 900, 1000, 1200, 1300, 1400, 1500, 1600, 1700,1800, 1900, 2000, & 2100) TO THE CITY OF SPRINGFIELD; WITHDRAWING THE SAME TERRITORY FROM APPLICABLE SPECIAL DISTRICTS; ADOPTING A SEVERABILITY CLAUSE;AND PROVIDING AN EFFECTIVE DATE.

The motion was approved unanimously 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

RESOLUTIONS – None

BUSINESS FROM THE CITY COUNCIL

Councilor Doyle stated she had attended a meeting of the Planning Commission last week and would have more to report next week.

BUSINESS FROM THE CITY MANAGER

1. HOME-ARP Applications

Katie Carroll and Erin Fifield presented this item and stated the applicants were present to respond to questions about two HOME-ARP Applications involving property at 1577 Laura Street, a .17-acre parcel of land to be transferred from Lane County to the City of Springfield.

Ms. Carroll and Ms. Fifield described the two rental housing proposals, one submitted by Dev Northwest (Laura Apartments) and the other submitted by Porch House LLC (Laura Street Homes). Ms. Fifield recommended prioritization of the two projects because federal funding was complex, and prioritization would broaden the options for funding. She noted that Eugene would not close on the funding until all requirements were met.

Council confirmed their support for both projects but agreed that the project by Dev Northwest be prioritized over the project of Porch House LLC.

MOTION: COUNCILOR RODLEY MOVED, SECONDED BY COUNCILOR DOYLE TO RECOMMEND BOTH PROJECTS FOR HOME-ARP FUNDING TO THE HOME GOVERNING BOARD WITH A PRIORITY ON THE DEV NORTHWEST LAURA APARTMENTS PROPOSAL.

The motion was approved unanimously, 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

MOTION: COUNCILOR RODLEY MOVED SECONDED BY COUNCILOR DOYLE TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE ALL NECESSARY DOCUMENTS TO TRANSFER THE CITY-OWNED PROPERTY AT 1577 LAURA STREET (MAP AND TAX LOT # 17-03-27-41- 05200) TO THE APPLICANT AWARDED HOME-ARP FUNDS BY THE HOME GOVERNING BOARD.

The motion was approved unanimously 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

BUSINESS FROM THE CITY ATTORNEY – None

ADJOURNMENT

Council President Webber adjourned the City Council meeting at 8:05 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Attest:

Allyson Pulido
City Recorder

Sean VanGordon
Mayor

AGENDA ITEM SUMMARY**Meeting Date:****10/06/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:April 14, 2025 Draft City Council Work Session Minutes

Attachments

April 14, 2025 Draft City Council Work Session Minutes

MINUTES OF THE WORK SESSION
OF THE SPRINGFIELD CITY
COUNCIL HELD MONDAY, APRIL
14, 2025

The Springfield City Council met in person and via Zoom on Monday, April 14, 2025, at 6:00 p.m., Mayor Sean VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the City Council work session to order at 6:00 p.m.

ATTENDANCE

Mayor VanGordon, Council President Michelle Webber, and Councilors Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Alan Stout.

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido

GUESTS PRESENT

Anne Marie Levis, Funk Levis & Associates and Sarah Emmans, ECONorthwest

1. Wastewater and Stormwater User Fees FY 2025-26

Matt Stouder, Environmental Services Director, and Jeff Paschall, Community Development Director, presented this item and said staff sought Council direction establishing local wastewater and stormwater rates. He said user fees for local and regional wastewater and local stormwater services were reviewed by the Council annually as part of the City's budget process, and noted a public hearing was scheduled for May 5, 2025. He added that the Metropolitan Wastewater Management Commission (MWMC) approved a schedule of FY 25-26 regional wastewater user fees on April 11, 2025, and would forward them to the Cities of Springfield and Eugene.

After discussing the options, most of the council preferred option two as it allowed for more flexibility for future planning.

2. Springfield Fiscal Stability Task Force

Nathan Bell provided a slide presentation and said the Mayor convened a Fiscal Stability Task Force in late 2024 in response to long-standing structural budget pressures and the growing need to plan for the City's long-term fiscal health. He explained the task force was charged with developing a shared understanding of City's services and finances and providing City Council with community-driven recommendations for the sustainable funding of those services. The Task Force met January-March 2025. Mr. Bell explained the goal of this work session was to provide the Council with a clear understanding of the Task Force process and prepare for deeper discussions in May and June.

City Manager Newton referred to the 2020 the Portland State University Center for Public Service independent assessment. She said the assessment did not include a scope for Fire governance but found:

- The City was financially well managed

- The City had lean operations
- The City had reduced property tax revenue compared to other municipalities
- There were no easy decisions to fix the structural imbalance
- Public Safety was the largest tax demand
- Levies do not cover full costs
- Development and Public Works costs were offset by fee revenue
- The City's overhead rate was 10%, considered exceedingly low

City Manager Newton said she had a conversation with Mayor VanGordon and the decision was made to establish a 2025 task force and enlist consultants with expertise in economic development, public policy, and community engagement. She said Funk Levis and Associates and ECONorthwest were selected. She added that Funk Levis and Associates provided facilitation and meeting design support, and ECONorthwest conducted fiscal analysis, researched strategies, and would prepare the report that reflected the body of work and recommendations of the task force.

Anne Marie Levis, Funk Levis and Associates, described the facilitation of the task force and said its members were selected for their technical expertise. She emphasized that staff responded to task force member questions, and did not drive its work. She said the task force concentrated on four areas:

- Cost cutting
- Revenue options
- Economic development
- Legislative proposals

Ms. Levis described task force membership and said members took a deep dive into the City's finances, and developed a group consensus on its recommendations for the final report:

Sarah Emmans, ECONorthwest showed comparable Oregon city analysis, fiscal comparisons, and census data reflecting community and economic characteristics. She said the task force focused on operating budgets across departments and the City's major services. She provided a sample of the city-city comparisons:

- Population and household comparisons
- Race and Ethnicity (and found similarities across all comparable cities).
- Household income and poverty comparisons, also considering that Eugene and Corvallis were college communities.
- Employment and higher education comparisons
- Home values and rent
- Age and households with children
- Crime per 1,000
- Budget size and structure
- City taxes per capita; City revenues per capita; property tax rates/median assessed values

Council comments and questions

In response to council questions City Manager Newton explained that the charge to the task force was to recover \$4.5 million total over five years. She added that while the task force was meeting, she was developing the budget, and she provided them information about the proposed cuts. She added that the

task force was aware the City Council had decision authority over the recommendations and that all products of the task force were public record. She said the information would be placed on the City's website, including the video recordings of the meetings.

Mayor VanGordon suggested the City Council needed to choose the strategy to solve the issue and then decide on its communications about the strategy.

ADJOURNMENT

Mayor VanGordon adjourned the meeting at 7:22 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY**Meeting Date:****10/06/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:April 21, 2025 Draft City Council Work Session Minutes

Attachments

April 21, 2025 Draft City Council Work Session Minutes

MINUTES OF THE WORK SESSION
OF THE SPRINGFIELD CITY COUNCIL
HELD MONDAY, APRIL 21, 2025

The Springfield City Council met in person and via Zoom on Monday, April 21, 2025, at 6:00 p.m., Mayor Sean VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the City Council work session to order at 6:00 p.m.

ATTENDANCE

Mayor VanGordon, Council President Michelle Webber, and Councilors Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Alan Stout.

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido

1. Arts Commission Annual Report to City Council

Mindy Linder introduced Chair Keith Bennett and former member Uyen-Thi Nguyen. Mr. Bennett provided a slide presentation describing the make-up of the Commission and illustrating key activities such as the 2nd Friday Art Walk, the City Hall Art and Youth Gallery which uses a competitive selection process, its shared musicians list, its marketing committee, its heritage arts grants, and its mural restoration. Ms. Nguyen described the outside mural restoration program, as an example of the creativity and successes while working within constrained budgets and unexpected events.

Responding to a question from Council regarding funding, Ms. Linder explained that Transient Room Tax funds were used to fund the Springfield Arts Commission; approximately \$25,000 annually.

2. 2024 Annual Police Department Use of Force Report

Chief Jami Resch reflected on the Department's ongoing commitment to transparency. She introduced Sgt. Kyle Potter who managed the Professional Standards Division which included the work of Lily Wick. Sgt. Potter said the report was a summary of the use of force used during 2024 and included recommendations to further improve processes and training intended to reduce injuries, and the use of force. He advised the report was not just a snapshot, it was a foundational element of their work.

ADJOURNMENT

Mayor VanGordon adjourned the meeting at 6:59 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY**Meeting Date:****10/06/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:April 21, 2025 Draft Joint Elected Officials Meeting Minutes

Attachments

April 21, 2025 Draft Joint Elected Officials Meeting Minutes

MINUTES OF THE JOINT MEETING OF
THE SPRINGFIELD CITY COUNCIL AND
THE LANE COUNTY BOARD OF COMMISSIONERS
HELD MONDAY, APRIL 21, 2025

The Springfield City Council and the Lane County Board of Commissioners met in person and via Zoom on Monday, April 21, 2025 at 7:00 p.m., Mayor Sean VanGordon and Chair Dave Loveall presiding.

CALL TO ORDER

Mayor Sean VanGordon called the meeting to order at 7:05 p.m.

Board Chair Loveall called the meeting to order at 7:05 p.m.

ATTENDANCE

Mayor Sean VanGordon, Council President Michelle Webber, and Councilors Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Alan Stout

Chair David Loveall, Vice Chair Ryan Ceniga and Board Members Laurie Trieger and Heather Buch.

Absent: Board Member Pat Farr

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, Assistant City Attorney Kristina Kraaz, City Recorder Allyson Pulido, Senior Planner Andy Limbird, Lane County Planner Jared Bauder, and Lane County Counsel Rob Bovett

PUBLIC HEARING

1. Request for a Type 4 Amendment to Sections 3.2.40 (Campus Industrial District) and 6.1.110 (definitions) of the Springfield Development Code

Mr. Bovett, County Council suggested Board members disclose whether they had an actual or potential conflict of interest in this matter and noted it was a legislative action. Commissioners Trieger and Ceniga stated they had no actual or potential conflict of interest. Commissioner Buch stated she holds real estate in Springfield but did not think it was a conflict of interest. Chair Loveall stated he owned Masaka Properties and property in Springfield, and said it was a potential conflict of interest.

Councilor Rodley stated there was a potential conflict of interest as she owned property in the Gateway area. All other of the members of the Springfield City Council declared they had no actual or potential conflict of interest in the matter.

Andy Limbird, senior planner said the amendment request was initiated by the property owner. He said the applicant represented a business park and the amendment was sought because the applicant believed existing code provisions were too limited for the described office use.

Mayor VanGordon invited the representatives of the applicant to comment. Andrea Phelps and Teresa Bischoff stated they represented the applicant. Ms. Phelps stated that with medical clinics it may be difficult to limit hours, but they would not provide inpatient services. She added that outpatient services would benefit the nearby hospital and the general area. She said the building height, the setback, and the landscaping would remain the same. She said there would be no ambulances or big trucks accessing the space.

Mayor VanGordon opened the public hearing. Chair Loveall declared it was the second reading of the *Ordinance for a Request for a Type 4 Amendment to Sections 3.2.40 (Campus Industrial District) and 6.1.110 (definitions) of the Springfield Development Code*.

Public Testimony

1. Michael Gilardi, legal counsel for Richardson Sports, spoke in opposition to the code amendment. He referenced his written testimony which included a map illustrating how that zone is trending towards a medical dominant zone, that would further open the doors to medical uses. He said the amendment would refine the definition of *business park* and would allow secondary uses such as daycare, restaurants, and other uses and the City had not done the necessary facility planning for related to traffic or sanitation.

Staff had no response to this testimony.

Mayor VanGordon asked if the representatives of the applicant had a response. Ms. Bischoff provided an example of what she considered primary and secondary use and encouraged elected officials to support the Planning Commission's recommendation to allow clinic services that do not involve an overnight stay. Ms. Phelps provided an example of other allowed public uses in the area.

Comments and Questions

Ms. Kraaz and Mr. Bovett outlined the options for the elected officials to postpone the meeting, keeping the record open, and continuing the public hearing.

Mayor VanGordon determined the consensus of the Springfield City Council was to keep the public hearing open to the meeting of May 5, 2025, at 7:00 p.m. at Springfield City Hall.

Chair Lovell determined that there was consensus of the Lane County Board of Commissioners for the same. He said a vote was needed on the matter.

MOTION: COMMISSIONER TRIEGER MOVED. SECONDED BY VICE CHAIR CENIGA TO APPROVE THE SECOND READING OF ORDINANCE 25-03, CONTINUE THE PUBLIC HEARING, AND SET A THIRD READING TO A TIME AND DATE CERTAIN ON MAY 5, 2025 AT 7:00PM.

The motion was approved 4 for and 0 against, with Commissioner Farr absent

Loveall	Y
Ceniga	Y
Triegeer	Y
Buch	Y
Farr	Ab

ADJOURNMENT

Mayor VanGordon adjourned the Springfield City Council meeting at 7:54 p.m.

Chair Lovell adjourned the meeting of the Lane County Board of Commissioners at 7:54 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY

Meeting Date:

10/06/2025

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

SUBJECT:

April 21, 2025 Draft City Council Regular Session Meeting Minutes

Attachments

April 21, 2025 Draft City Council Regular Session Meeting Minutes

MINUTES OF THE MEETING OF THE
SPRINGFIELD CITY COUNCIL HELD
MONDAY, APRIL 21, 2025

The Springfield City Council met in person and via Zoom on Monday, April 21, 2025, Mayor Sean VanGordon presiding.

CALL TO ORDER

Mayor Sean VanGordon called the City Council meeting to order at 7:57 p.m.

ATTENDANCE

Mayor Sean VanGordon, Council President Michelle Webber, and Councilors Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Alan Stout

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido, Communications Coordinator Thomas Gray, Senior Planner Thomas Sievers, Code Enforcement Program Manager, Comprehensive Planning Manager Sandy Belson, and Human Resources Analyst Candace Steffen

PLEDGE OF ALLEGIANCE

SPRINGFIELD UPBEAT

1. Springfield Upbeat: Earth Day Art Competition

CONSENT CALENDAR

Assistant City Manager Niel Laudati announced that an item had been removed from the consent calendar, the Purchase of Radios for Police Officers.

1. Claims - None

2. Minutes

- a. October 7, 2024, City Council Regular Session minutes
- b. October 14, 2024, City Council Work Session minutes
- c. October 21, 2024, City Council Work Session minutes
- d. October 21, 2024, City Council Regular Session minutes

3. Resolutions - None

4. Ordinances

- a. Ordinance Adopting Administrative Civil Penalties and Public Nuisance Code Amendments

5. Other Routine Matters

- a. Budget Committee Applicant Appointment
- b. 2025 Slurry Seal IGA
- c. Historic Commission applicant appointments

MOTION: COUNCILOR WEBBER MOVED, SECONDED BY COUNCILOR RODLEY TO APPROVE THE CONSENT CALENDAR.

The motion was approved unanimously 6 for and 0 against.

Webber	Y
Moe	Y

Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

ITEMS REMOVED FROM THE CONSENT CALENDAR –

1. Purchase of Radios for Police Officers

PUBLIC HEARINGS

1. Request for a Street Name Change – Kiev Street to Kyiv Street

Ordinance No. 1: An Ordinance renaming Kiev Street, in the Uke Village Subdivision, to Kyiv Street, as platted and recorded in book 73, pages 98 And 99, plat records of Lane County Oregon in Township 17 South, Range 3 West of the Willamette Meridian.

First Reading Only, No Action Requested

Thomas Sievers stated the Uke Village Subdivision was platted in 1978 and residents of the street requested renaming to the geographically and culturally correct Ukrainian spelling of Kyiv.

Mayor VanGordon opened the public hearing.

1. Cheryl Limbo lives on Kiev Street and supports the ordinance.
2. Linda Gonzalez lives on an adjacent street and supports the ordinance.
2. Kathy Johns supports the ordinance.
3. Candance McDonald lives on an adjacent street and supports the ordinance.
4. Charlotte Behm and supports the ordinance.
5. Andrew Schulyar stated he approved the petition for the name change.

Mayor VanGordon closed the public hearing.

Mayor VanGordon explained that action could not be taken that night and would be scheduled for May 5th.

BUSINESS FROM THE AUDIENCE – None

COUNCIL RESPONSE – None

CORRESPONDENCE AND PETITIONS - None

BIDS - None

ORDINANCES – None

RESOLUTIONS

1. Special Procurement for Springfield Home Repair Program

Sandy Belson explained the changes to the program that had been in place for 7 years. She said the program used federal Community Development Block Grant (CDBG) funds to pay for home repairs and accessibility improvements for very-low-income citizens.

MOTION: COUNCILOR WEBBER MOVED, SECONDED BY COUNCILOR RODLEY TO APPROVE A RESOLUTION OF THE SPRINGFIELD CITY COUNCIL AS THE LOCAL CONTRACT REVIEW BOARD AMENDING A CLASS SPECIAL PROCUREMENT FOR SPRINGFIELD HOME REPAIR CONTRACTS APPROVED UNDER RESOLUTION 2018-22 AND ADOPTING FINDINGS IN SUPPORT.

The motion was approved unanimously 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

BUSINESS FROM THE CITY COUNCIL

Councilor Doyle reported she attended a meeting of the Springfield Utility Board (SUB) and explained Jeff Nelson was retiring. She added there was a presentation from Judge Tierney, representing Smart Court, requesting a \$6,000 one-time donation to assist new graduates with utility related gap funding. She reported that the SUB denied the request citing the existence of a current program to help people in need. She thanked staff for their efforts to make the request.

BUSINESS FROM THE CITY MANAGER

1. Ratification of Contract with International Association of Firefighters (IAFF) 851 representing the firefighter labor contract

Candace Steffen stated that staff concluded negotiations with IAFF for a three-year successor labor contract spanning July 1, 2024 – June 30, 2027, pending ratification by union membership and the City Council. She said the contract aligned with City Council guidance and described the changes in the agreement and the cost impact.

MOTION: COUNCILOR WEBBER MOVED, SECONDED BY COUNCILOR RODLEY TO AUTHORIZE THE CITY MANAGER TO RATIFY COLLECTIVE BARGAINING AGREEMENT WITH IAFF

The motion was approved; 5 for, 0 against, one absent (Councilor Moe stepped out of the room during the vote)

Webber	Y
Moe	Ab
Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

2. Ratification of Contract with International Association of Firefighters (IAFF) 851 Representing the Battalion Chief Labor Contract

Candace Steffen stated that staff had concluded negotiations with IAFF for a two-year successor labor contract spanning July 1, 2024, to June 30, 2026. She said the two-year agreement was pending notification by union membership in the City Council and that the contract aligned with council guidance and described the agreement and its cost.

MOTION: COUNCILOR WEBBER MOVED, SECONDED BY COUNCILOR RODLEY TO AUTHORIZE THE CITY MANAGER TO RATIFY COLLECTIVE BARGAINING AGREEMENT WITH IAFF.

The motion was approved unanimously 6 for and 0 against.

Webber	Y
Moe	Y
Rodley	Y
Blackwell	Y
Doyle	Y
Stout	Y

3. City Manager Newton acknowledged her five years of service as City Manager and stated she continued to be honored to be Springfield's City Manager and was delighted with the community and the professionalism of employees. She added that the interest of Ukrainian neighbors was just one example of what made Springfield rich and welcoming, and she thanked the City Council for all their contributions.

BUSINESS FROM THE CITY ATTORNEY – None

ADJOURNMENT

Mayor VanGordon adjourned the City Council meeting at 8:27 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Attest:

Allyson Pulido
City Recorder

Sean VanGordon
Mayor

AGENDA ITEM SUMMARY**Meeting Date:****10/06/2025****S P R I N G F I E L D
C I T Y C O U N C I L**

SUBJECT:April 28, 2025 Draft City Council Work Session Meeting Minutes

Attachments

April 28, 2025 Draft City Council Work Session Meeting Minutes

MINUTES OF THE WORK SESSION
OF THE SPRINGFIELD CITY COUNCIL
HELD MONDAY, APRIL 28, 2025

The Springfield City Council met in person and via Zoom on Monday, April 28, 2025, at 6:00 p.m., Mayor Sean VanGordon presiding.

CALL TO ORDER

Mayor VanGordon called the City Council work session to order at 6:00 p.m.

ATTENDANCE

Mayor VanGordon, Council President Michelle Webber, and Councilors Steve Moe, Kori Rodley, Beth Blackwell, Victoria Doyle, and Alan Stout.

STAFF PRESENT

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, City Recorder Allyson Pulido

1. Affordable Housing Department of Administrative Services Grant Funding Award Update

City Manager Newton stated that during the 2021 Oregon Legislative Session, the City was awarded \$620,000 in American Rescue Plan Act (ARPA) funds to support long-term affordable housing in Springfield. She said staff recommended allocating \$500,000 in ARPA funds to support two currently underway affordable housing developments by DevNW located at 190 S. 41st Street and 1577 Laura Street. She said DevNW would be responsible for verifying the eligibility of all residents living in the grant-funded units and has committed to fully expending the grant funds by December 31, 2026.

City Manager Newton said the remaining \$120,000 of the grant would be utilized for a future affordable home ownership development future opportunity, as defined by the grant intent.

Mayor VanGordon concluded the Council supported the bringing the item to the Council for approval on May 5th.

2. Sanipac Annual Rate Adjustment

Jeff Paschall stated that in accordance with the franchise agreement, Sanipac requested an 2.6% increase in rates effective July 1, 2025, based on the CPI increase and other operating cost increases such as increases to landfill tipping fees and labor rates. He added that staff would provide guidance and feedback on Sanipac's proposed fee increase as part of the City's Master Fees & Charges update for review at a later meeting. He introduced Aaron Donnelly from Sanipac, to provide information about the Oregon Community Recycling Modernization Recycling Act (the Act), to take effect July 2025.

Aaron Donnelly from Sanipac a presentation which included a 2017-18 overview of major changes in recycling markets when China refused to recycle many products, in part due to food contamination. He said the Act would standardize the list of recycling materials allowed in the recycling container, no matter the City or the company. He reviewed the new materials allowed such as plant container hard plastics, and metal pots, and pans, and noted items still not allowed, such as light bulbs, batteries, no plastic bags.

Mayor VanGordon concluded there was a City Council consensus for a 2.6% rate increase.

3. Bicycle Pedestrian Advisory Committee (BPAC) 2024 Report

Michael Liebler introduced Keith Dickey, BPAC Chair, to provide an overview of the report.

Keith Dickey stated it was his third year on the committee. He said the BPAC had a productive year in 2024 and made meaningful progress on several fronts, highlighted in the report, including conducting two Safe Street Audits (one for bicycle and one for walking) and engaging in community outreach at major Springfield events.

ADJOURNMENT

Mayor VanGordon adjourned the meeting at 7:00 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Sean VanGordon
Mayor

Attest:

Allyson Pulido
City Recorder

AGENDA ITEM SUMMARY

Meeting Date: 10/06/2025
Meeting Type: Regular Meeting
Staff Contact/Dept: Amanda Clinton/Community Development
Staff Phone No:
Estimated Time: Consent Calendar
Council Goals: Community and Economic Development and Revitalization

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

ITEM TITLE:

Award Contract To Morganic Roots Eco Firm for the Franklin Phase 1 Maintenance, P51073

ACTION REQUESTED:

Approve or reject the following motion:

Approve the contract with a not-to-exceed budget of \$112,650 for the Franklin Blvd Phase 1 maintenance and upkeep of the Franklin Phase 1 green infrastructure and authorize the City Manager to negotiate and execute all necessary documents to carry out the grant agreement with Morganic Roots Eco Firm.

ISSUE STATEMENT:

The proposed work involves ongoing landscape maintenance of the green infrastructure along Franklin Boulevard phase 1. The contract includes a two-year base term, with the possibility of up to three one-year extensions, for a maximum duration of five years. If approved, Morganic Roots Eco Firm will be responsible for maintaining the area in a consistently clean, orderly, and visually appealing condition while adhering to all applicable safety standards, environmental regulations, traffic control requirements, and jurisdictional guidelines. The City will perform routine inspections and annual evaluations to ensure compliance with performance expectations throughout the term of the contract.

DISCUSSION/FINANCIAL IMPACT:

It has been determined that the ongoing landscape maintenance of the green infrastructure along Franklin Boulevard phase 1 requires more consistent care and cleanup than City resources can currently provide. The landscaping was designed and installed to serve a dual purpose, beautification and cleaning stormwater. Maintaining this green infrastructure is critical to meeting requirements within the City's Municipal Separate Storm Sewer System (MS4) Permit issued by the Oregon Department of Environmental Quality. It is therefore recommended that the City enter into a contract for landscape services to bring the area to a maintainable condition while ensuring it remains clean, orderly, and visually appealing for City maintenance and beautification.

The City will conduct routine inspections, maintain regular communication with the maintenance contractor, and provide annual evaluations to ensure compliance with performance expectations throughout the contract term. Funding for this contract will be provided through local stormwater funds.

Attachments

1. Stamped Contract

CITY OF SPRINGFIELD PUBLIC IMPROVEMENT CONTRACT

FOR USE WITH OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION

PROJECT # P51073

Dated: 10/01/2025

Parties: City of Springfield "CITY"
A Municipal Corporation of the State of Oregon
225 5th Street
Springfield, OR 97477

and

Morganic Roots Eco Firm, LLC "Contractor"

Additional Contractor Information:

a) Type of Entity: ☐ Sole Proprietorship ☐ Partnership
☒ Limited Liability Comp ☐ Corporation

b) Address: 252 S M Street, Cottage Grove, OR 97424

c) Telephone: 541-953-4047

d) If Applicable, Listed among the Parties Excluded from Federal Procurement or Non-Procurement Programs found at: <https://www.sam.gov/portal/public/SAM/>: ☐ Yes ☐ No

City Account Number(s) To Be Charged (Include Percentages):

Account Number	Percentage
617-07300-8800-800000-P51073	100%

RECITALS

Contractor was the successful bidder for the contract for the construction of the public improvement project described in the plans and specifications for the project that were included in the bid documents and the 2021 Oregon Standard Specifications for Construction, issued by the Oregon Department of Transportation, as modified by the City's Amendments to the Specifications for the Project and any other Supplemental Specifications and Special Provisions included in the Bid Documents (all specifications, plans, Standard Drawings, Supplemental Specifications and Special Provisions included in the Contract are collectively referred to herein as the "Specifications") which form a part of the Contract.

AGREEMENT

- The Contract.** The Contract between the City and Contractor (the "Contract") includes this Document and its exhibits, together with all of the documents and materials included in the definition of the "Contract Documents" in 00110.20 of the Specifications. In addition, the Contract between the City and

Contractor shall be deemed to incorporate all reports, records, laws, rules and orders referenced in the Contract documents.

This Document includes and incorporates the following Exhibits:
Exhibit A - Solicitation Documents.

2. **Definitions.** Unless otherwise specifically defined in this Document, all capitalized terms which are not proper nouns shall have the meanings assigned thereto in the Specifications.
3. **Project.** The project is generally described as:

Landscaping maintenance for comprehensive care and upkeep of the green infrastructure on Franklin Blvd., as detailed in the bid materials. The awarded contract will have a base term of two (2) years, with the possibility of up to three (3) additional one-year extensions, for a maximum total term of five (5) years.
4. **Work to be Performed.** Contractor agrees to furnish all services, labor, materials and equipment for and to construct the improvement listed above (the "Project"), according to the Bid Documents ("the Work") and according to the provisions of the Contract. All parts of the Work are the sole responsibility of Contractor.
5. **Time of Commencement and Completion.** Time is of the Essence of the Contract. The time in which Contractor shall commence, prosecute and complete the Work is described in Section 00180 of the Specifications.
6. **Contract Amount.** The Contract Amount is **\$112,650** and consists of unit prices bid by Contractor multiplied by estimated quantities, together with lump sum amounts for portions of the Work, as described on Contractor's Bid attached hereto. The actual sum payable to Contractor for the Work shall be based on lump sum amounts and actual quantities, as modified by Change Orders and adjustments made in accordance with the Specifications. Payment will be made as provided in the Specifications.
7. **Indemnification and Hold Harmless.** To the fullest extent permitted by law, Contractor shall indemnify, defend (with counsel approved by City) and hold harmless the parties as described in 00170.72 of the Specifications.
8. **Insurance.** Contractor shall maintain in force for the duration of the Contract the insurance coverages specified in 00170.70 of the Specifications. Each policy required by these provisions shall be written as a primary policy, not contributing with or in excess of any coverage which City may carry. Unless otherwise specified, each policy shall be written on an "occurrence" form with an admitted insurance carrier licensed to do business in the state of Oregon. In the event the statutory limit of liability of a public body for claims arising out of a single accident or occurrence is increased above the combined single limit coverage requirements specified below, City shall have the right to require Contractor to increase Contractor's coverages by the amount of the statutory limit increase for such claims and to increase the aggregate coverage by an amount that is twice as large as the statutory increase. The adequacy of all insurance required under the Contract shall be subject to approval by City's Risk Manager. Failure to maintain any insurance coverage required by the Contract shall be cause for immediate termination of the Contract by City.
 - 8.1. **Evidence of Insurance Coverage.** Evidence of the required insurance coverages issued by an insurance company satisfactory to the City shall be provided to the City by way of a City approved certificate of insurance before any work or services commence.
 - 8.2. **Notice of Cancellation or Material Change in Coverage.** The certificate of insurance shall contain a requirement that the Insurance company notify the City 30 days prior to any cancellation

or material change in coverage. If the approved insurance company will not provide this 30 day notice, the Contractor shall provide written notice to the City contract manager within two days after the Contractor becomes aware that their coverage has been canceled or has been materially changed. The Contractor shall send notice or email it directly to Sr. Contract Analyst, Amanda Clinton at aclinton@springfield-or.gov. Regardless of what circumstances cause Contractor's insurance coverage to cease or be modified, it is the Contractor's responsibility to notify the City. Failure to maintain proper insurance or provide notice of cancellation or modification shall be grounds for immediate termination of this contract.

9. Performance and Payment Bonds. Prior to the commencement of the Work, Contractor shall provide good and sufficient performance and payment bonds as described in 00130.40 of the Specifications for approval by City and in the form of the bonds included in the Solicitation Documents.

10. Termination and Suspension. City may terminate the Contract or suspend the Work at any time as provided in 00180 of the Specifications.

11. Nonresident Contractors.

11.1. When a public contract is awarded to a nonresident bidder and the contract price exceeds \$10,000, the bidder shall promptly report to the Department of Revenue on forms to be provided by the department the total contract price, terms of payment, length of contract and such other information as the department may require before the bidder may receive final payment on the public contract. The contracting agency shall satisfy itself that the requirement of this subsection has been complied with before the contracting agency issues a final payment on a public contract.

11.2. As used in this paragraph, "nonresident contractor" means a contractor that: (A) has not paid unemployment taxes or income taxes in the state of Oregon during the 12 calendar months immediately preceding submission of the bid for the contract, (B) does not have a business address in this state and (C) stated in the bid for the contract that it was not a "resident bidder" under ORS 279A.120.

12. Default; Remedies. Upon Contractor's default or if in the public interest, City may terminate the Contract and take all other remedial actions available to City, as further specified in the 00180.90 of the Specifications. Without limiting the City's right to disqualify Contractor pursuant to ORS 279C.440, if Contractor willfully violates any of the provisions of sections EC 4.615 to 4.650 of The Eugene Code, 1971 or any of the provisions of State law or City's administrative rules governing public contracts, or if Contractor knowingly files false affidavits or certificates of compliance required under the Contract, Contractor shall waive for a period of one year any right to bid upon any public improvement project let by City. City's claims for damages and any other equitable relief available to City resulting from Contractor's breach shall survive a termination of the Contract.

13. Liquidated Damages. In the event the Work is not completed within the contract time as specified in the Contract, Contractor shall pay to City liquidated damages, as further specified in 00180.85 of the Specifications.

14. Notices. Any written notices permitted or required by the Contract shall be delivered according to 00150.30 of the Specifications to the attention of the representatives of the parties set for below, or such other address and/or numbers as either party may provide to the other by notice given in accordance with this provision.

Contractor: Morganic Roots Eco Firm, Arnold Emmanuel Morgan, Jr, Owner, 541-953-4047

City: Ben Gibson, Operations Maintenance Manager, City of Springfield, 541-726-2197

- 15.Contract Documents; Interpretation.** Where possible, all parts of the Contract shall be interpreted in a manner that avoids conflict between the various documents and their provisions. In the event that any provision of this Document conflicts with any provision of the Specifications, the discrepancy will be resolved in the order of precedence in 00150.10 of the Specifications.
- 16.Dispute Resolution.** All disagreements, protests, and claims relating to the Contract, including claims for additional compensation and time for performance and completion of the Work, must be resolved according to section 00199 of the Specifications.
- 17.Venue & Choice of Law.** The Contract shall be governed by and interpreted in accordance with the laws of the State of Oregon without regard to principles of conflict of laws. If federal funding is included in the Contract, applicable Federal requirements govern in the event of conflicts among Federal, State and local laws. Any dispute between the Agency and the Contractor that arises from or relates to this Contract and is not resolved under the provisions of 00199 of the Specifications, shall be brought in the forum described in 00170.00.
- 18.Force Majeure.** If Contractor is delayed by reason of weather, fire, riot, strikes, acts of God or other circumstances beyond Contractor's reasonable control, City may terminate this Agreement in writing to Contractor after determining such delay or default will unreasonably prevent successful performance of the Contract. If City elects not to terminate the Contract, Contractor will be entitled to additional time to complete the Contract equal to that lost by an or all of the above causes.
- 19.Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; the rights and obligations of the parties will be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 20.Waiver.** Failure of City to enforce any provision of this Agreement shall not constitute a waiver or relinquishment by City of the right to such performance in the future nor of the right to enforce any other provision of this Agreement.
- 21.Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, without prior written approval of City. No modification of this Agreement shall bind either party unless reduced to writing and subscribed by both parties, or ordered by a Court.
- 22.Assignment/Subcontract.** Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Agreement, in whole or in part, without the prior written approval of City. No such written approval shall relieve Contractor of any obligations of this Agreement, and any transferee or subcontractor shall be considered the agent of Contractor. Contractor shall remain liable as between the original parties to this Agreement as if no such assignment had occurred.
- 23.Compliance with All Government Regulations.** Contractor shall comply with all Federal, State and local laws, codes, regulations and ordinances applicable to the work performed under this Agreement. Failure to comply with such requirements shall constitute a breach of contract and shall be grounds for termination of this Agreement. Damages or costs resulting from noncompliance shall be the sole responsibility of Contractor. This section includes, but is not limited to, compliance with all applicable requirements of Federal and State civil rights statutes, rules, and regulations, and all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Section 12101 et seq. and Section 504 of the Rehabilitation Act of 1973.
- 24.Construction of Agreement.** This Contract shall not be construed more favorably to City due to the preparation of this Contract by City. The headings and subheadings in this Contract are for convenience, do not form a part of this Contract, and shall not be used in construing this Contract.

25. Entire Agreement. This Agreement signed by both parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.

26. Third Party Beneficiaries. The parties to the Contract do not intend to confer on any third party any rights under the Contract, except as otherwise described in 00170.79 of the Specifications. All Subcontractors are third parties.

27. Survival. Any obligation arising under the Contract which is not, or cannot be performed or paid prior to the expiration or termination of the Contract, including, but not limited to, all provisions concerning the quality of the Work, warranties and obligations for payment, indemnification, and reimbursement, shall survive termination or expiration of the Contract.

CITY OF SPRINGFIELD:

CONTRACTOR:

By: _____
 Name: _____
 Title: _____
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____

REVIEWED & APPROVED
 AS TO FORM

Kristina Kooz
 DATE: 9/29/2025
 SPRINGFIELD CITY ATTORNEY'S OFFICE

ATTACHMENT 1

2 Year General Cost Breakdown

Initial Cleanup	\$6,960 (<i>One time</i>)
Routine Maintenance	\$90,681 (<i>\$45,340.5/year</i>)
Additional Materials including Plants	\$6,000 - 8,250 (<i>\$3,000 - 4,125/year</i>)
Performance Bond	\$6,759
TOTAL	\$112,650

Attachment A:

Plant Bed Maintenance Schedule

Table 1

Maintenance Priorities	Fall	Winter	Spring	Summer	Notes
Pruning (Maintain natural appearance and plant health)	Varies	Varies	Varies	Varies	See Table 2: Pruning Schedule
Vegetation Replacement (Seasonal Planting)					Submit for approval before replacement Plants purchased from local nurseries
Weed Control (Manual and String Trimming)					No herbicides
Mulching (Top-dress and replenish)					Maintain 3" depth; ensure mulch is not mounded around stems
Fix Erosion Damage (Identify exposed soil or erosion channels)					Every visit as needed
Sediment Removal (Manually Clean Inlets, outflows and overflows)					Every visit as needed
Debris and litter (Regular trash removal)					Every visit as needed
Irrigation (Test, inspect, and adjust)					Check emitters for clogs, leaks, overspray
Pest & Disease Monitoring (Regular Inspections)					Any issues will be promptly reported to city

Table 2

Seasonal Pruning Schedule	Frequency
Trees	November - March
Shrubs	October - June
Ornamental Grasses	January - April
Perennials	July - September

Attachment B:

Lawn Area Maintenance Schedule

Table 1

Maintenance Priorities	Fall	Winter	Spring	Summer	Notes
Lawn Care <i>(Mowing, weeding, thatching, reseeding)</i>					Lawns will be inspected and maintained on every visit
Irrigation <i>(Routine inspections)</i>					Checking any irrigation present for leaks, clogs, or overspray
Weed Control <i>(Manual and String Trimming)</i>					No herbicides
Fix Erosion Damage <i>(Identify exposed soil or erosion channels)</i>					Every visit as needed
Debris and litter <i>(Regular trash removal)</i>					Every visit as needed
Hardscape Edging <i>(Cleaning up curbs and sidewalks)</i>					Every visit as needed
Pest & Disease Monitoring <i>(Regular Inspections)</i>					Any issues will be promptly reported to city staff

Attachment C:

Stormwater Facility Maintenance Schedule

Table 1

Maintenance Priorities	Fall	Winter	Spring	Summer	Notes
Pruning	Varies	Varies	Varies	Varies	See Table 2: Pruning Schedule
Weed Control (Manual and String Trimming)					No herbicides
Vegetation Replacement (Seasonal Planting)					Submit for approval before replacement Plants purchased from local nurseries
Mulching (Top-dress and replenish)					Maintain 3" depth with non-floating mulch; Spread evenly to avoid mounding around plants
Fix Erosion Damage (Identify exposed soil or erosion channels)					Every visit as needed
Sediment Removal (Manually Clean Inlets, outflows and overflows)					Every visit as needed
Debris and litter (Regular trash removal)					Every visit as needed
Irrigation (Test, inspect, and adjust)					Check emitters for clogs, leaks, overspray
Pest & Disease Management (Regular Inspections)					Any issues will be promptly reported to city

Table 2

Seasonal Pruning Schedule	Frequency
Trees	November - March
Shrubs	October - June
Ornamental Grasses	January - April
Perennials	July - September

Scope of Work for Franklin Boulevard Maintenance Area

1. Tailored Service Delivery

The Franklin boulevard maintenance area is a high-traffic, high visibility area. Our approach will center around maintaining a healthy, weed-free ecosystem that adds beauty and ecological resilience to the surrounding community.

Upon beginning the contract, we will spend 3 days performing a thorough initial cleanup on the area. During the cleanup we will take care of any problematic weeds, unhealthy plants, or other obvious issues. After the initial cleanup is finished, the Franklin Boulevard Area will be in an ideal state for us to begin our routine maintenance schedule. We will return at least once in the same month as our initial cleanup to begin regular maintenance.

This unique area features three types of installation: plant beds, lawns, and stormwater facilities. Each area has some unique requirements, but the core approach remains consistent across all three.

We will identify invasive plants and weeds, then remove them either by hand or with string trimmers and other tools. We will monitor plants for health, then report and take action to mitigate any issues. Irrigation systems will be regularly inspected wherever they're present.

Once or twice throughout the year we will bring in mulch and fertilizer to maintain plant health and reduce erosion. The costs of these landscape materials are included in our lump sum bid.

Each type of area has different plants with different needs, and we will apply our plant care expertise to properly prune and maintain each one. Our pruning techniques maintain the natural appearance of trees and shrubs, and we place great emphasis on keeping plants from encroaching on roads and sidewalks. We're also aware that some plants, such as *Juncus Patens*, don't need to be fully pruned. We simply rake out any dead foliage and trim them when they extend into walkways.

Plant Health Monitoring and Reporting

While conducting routine maintenance, our team of plant experts will carefully observe each plant to ensure they are all thriving. We will look for any signs of poor plant health such as discoloration, bad root structure, and limb damage.

Any time we see potential issues with plants, we will send photographs and a written description of the issue to the City of Springfield. We will also send the photos and descriptions to the Oregon State University extension program to collaborate with them on thorough diagnostics. There are numerous factors that can cause issues with plants including inadequate irrigation, poor soil health, and improper planting. We are well versed in identifying and addressing these issues.

Some plants struggle during hot parts of the year and thrive in the rainy season. We will leave such plants in place and allow them to go through their natural cycles throughout the year. Once it becomes clear that a plant is fully dead we will remove and replace it after receiving approval from city staff.

2. Safety Standards

Given the high levels of vehicle traffic in the area, we will keep safety at the top of our priorities. Road signs and cones will be deployed to maintain safe work zones and alert drivers of our presence. Pedestrian thoroughfares will be kept clear and accessible at all times.

In all of our work, we prioritize the health and safety of our employees. Working in small teams helps us keep an eye on each other and on potential safety hazards during the work day. All employees are required to wear high visibility work gear and take breaks throughout the day in accordance with Oregon labor policies.

We are certified in work zone traffic safety by the Oregon Department of Transportation and we have a strong safety record in our work on the City of Eugene's rain gardens. The Franklin Boulevard Maintenance Zone has a higher than typical level of vehicle traffic, so we will exercise extra caution in how we lay out our cones and warning signs and how we navigate the work area.

3. Work Schedule

Our work schedule will vary throughout the year based on weather, plant growth, and other factors. During the winter months, we will limit ourselves to one visit a month. Plant growth slows down during winter, so the necessary work may be limited to leaf removal, irrigation inspections, and minimal weeding.

During peak growth seasons, March through June, we will increase to two visits a month with extra visits for infrequent tasks such as mulching, seeding lawns, or replanting rain gardens. The hottest parts of the year, July and August, generally require fewer visits. We will carefully observe irrigated areas to evaluate whether they need extra work days to maintain. Based on our experience working on the City of Eugene's rain gardens, this maintenance schedule will be more than enough to maintain ecological and aesthetic standards.

General Work Schedule

Exact work days will vary based on weather and our other work. If additional work is needed, we will add extra days accordingly. Here is a general breakdown of how often we will work on the Franklin Boulevard Maintenance Zone with our full crew:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 day	1 day	1-2 days	2-3 days	2-3 days	2-3 days	1-2 days	1-2 days	1-2 days	2-3 days	2 days	1-2 days

4. Deviations & Enhancements

We do not plan to deviate from the plan laid out in the bid proposal. The goals outlined by the City of Springfield are a great foundation for a maintenance plan, and align well with our current approach to the City of Eugene's rain gardens. We may adjust our pruning and weeding schedule depending on the growth rate of plants, but the overall maintenance plan will remain the same.

Morganic Roots exclusively uses chemical-free eco-friendly practices in our work. We will apply the same approach to Franklin Boulevard. This way, we can maintain the health and visual appeal of this area without using any chemicals that could be hazardous for the surrounding community.



City of Springfield
225 Fifth Street
Springfield, OR 97477

Solicitation No. **S3950**

Lump Sum Submittal

Project Number: P51073

Project Title: Franklin Blvd. Phase 1 Maintenance

We, Morganic Roots Eco Firm LLC, hereby submit a **Lump Sum Quote for the Franklin Blvd. Maintenance project, Project #P51073** referenced above, in the amount of \$112650.

The undersigned Contractor affirms that this Quote covers all services required for an initial two-year maintenance term, with the possibility of up to three additional one-year extensions, for a potential total contract duration of five years. All work shall be performed in accordance with the terms and conditions specified herein. The Contractor agrees to furnish all labor, materials, equipment, and services necessary — including those reasonably inferred — to achieve the intended result. *The Quote amount may only be adjusted through an authorized Change Order or Contract Amendment.*

Terms, Declarations, and Submittal:

Prospective Contractor's Understanding

The Prospective Contractor, hereinafter referred to as Contractor, shall determine for themselves all the conditions and circumstances affecting the projected cost of the proposed work by personal examination of the site, Request for Competitive Price Quote documents, and by such other means they may deem to be necessary. It is understood and agreed that in the event the City has obtained information from data at hand regarding underground or other conditions or obstructions depicted in the Request for Competitive Price Quote documents, there is no expressed or implied agreement that such conditions are fully or correctly shown, and the Contractor must take into consideration the possibility that conditions affecting the cost or quantity of work may differ from those indicated.

The Contractor is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, and performance of the work.

Bid

The undersigned Bidder having examined the Specifications and Contractual Documents and having satisfied themselves as to all conditions to be encountered, hereby proposes to furnish all labor, material and equipment and perform all work necessary to complete the project in accordance with this Bid, the Contract Plans, Oregon Standard Specifications for Construction, with revisions specific to Springfield for Section 100, Parts 00200 through 03000 of the 2024 Oregon Standard Specifications for Construction, the Special Provisions, and all other Contractual Documents at the prices and on the terms herein contained.

The unit price Bids are submitted with the understanding that the quantities stated are approximate and are given only as the basis of calculation for comparison of Bids and determining that the unit prices are balanced and that final payment for all unit price items will be based on actual quantities.

It is understood that in the instance of a discrepancy between the unit price and the extension (total price extension) the unit price shall govern. The extension shall be determined by multiplying the unit price by the number of units (approximate quantity).

Bid Guarantee

As required by ORS 279C.365(5) each Bid shall be accompanied by a Bid Bond, cash, or a certified or cashier's check written upon a bank in good standing and in a form acceptable to the City, payable to the Finance Director of the City of Springfield, Oregon, in an amount equal to at least 10 percent of the total amount of the Bid. Bid Bonds shall be issued by a surety company registered to issue bonds in the State of Oregon, and utilizing a bond form acceptable to the City. The City will accept AIA Document A310-2010. The Bid Bond may not be altered.

Such Bid Guarantee shall be forfeited and become the property of the City in case the Bidder shall fail or neglect to furnish a satisfactory Performance and/or Payment Bond issued by a viable bond company acceptable to the City as required by ORS 279C.380 and to execute the Contract within ten (10) days (Saturday, Sunday, and holidays excepted) after receiving Contract from the City for execution. For information regarding Performance and Payment Bond requirements see City of Springfield Contract document, Section 5. City Bonding.

Bid Acceptance Period

This Bid will remain subject to acceptance for a period of 60 days after the bid opening, or for such longer period of time that the Bidder may agree to in writing upon request of the City.

Contract Award

Bids will be accepted and awarded in accordance with Oregon Public Contracting Law and the City's most recent version of the Standard Construction Specifications.

Prior to awarding the Contract, the City may, at its sole discretion, require Contractors and/or Subcontractors to demonstrate to the City's satisfaction that they have a complete and clear understanding of all requirements of the Prevailing Wage Rate Laws contained in ORS 279C.800 through 279C.870 and possess the expertise necessary for fulfilling their obligations pertaining to these requirements throughout the administration of the Contract. In determining competency, the City may consider Certified Payroll Reports submitted by the Contractor and/or Subcontractor for projects previously performed for the City, copies of Certified Payroll Reports submitted to other public entities, references from other public entities attesting to the Contractor's expertise, or an interview with the Contractor regarding their personnel resources and expertise or their ability to obtain the resources and expertise necessary to meet all contractual responsibilities in accordance with ORS 279C.375.

Time is of the Essence

Time is of the essence in the Contractor's performance of the Contract. Delays in the Contractor's performance of the work may inconvenience the public, interfere with business and commerce, and increase cost to the City. It is essential and in the public interest that the Contractor prosecute the work vigorously to Contract completion. The City does not waive any rights under the Contract by permitting the Contractor to continue to perform the Contract, or any part of it, after the Contract Time of Completion shown below, or as adjusted by Contract Change Order, has expired.

Liquidated Damages

The City of Springfield and the Contractor agree that; (a) the amounts so fixed are reasonable forecasts of just compensation for the harm that is caused by the breach; (b) the harm that is caused by the breach is one that is incapable of or very difficult of accurate estimation; and, (c) the amount so fixed is not fixed as a penalty to coerce performance of the Contract but is rather intended to be a genuine pre-estimation of injury to the City of Springfield in lieu of performance within the contract time by the Contractor.

a. Delay

It is agreed by the City of Springfield and by the Contractor that the need exists for a damage provision in the event the Contractor fails to complete the work within the Contract time specified, or any extension thereof, by the City of Springfield. The City of Springfield and the Contractor further agree that the Contractor shall be liable to the City of Springfield for fixed, agreed and liquidated damages for each and every calendar day of delay in the amount of \$500.00 per day in accordance with Subsection 180.85 of the Standard Construction Specifications.

b. Failure to Report Spills

The Contractor also agrees to liquidated damages in the amount of \$500.00 per incident for failure to report sewage spills plus an amount sufficient to reimburse the City for any civil and administrative penalties paid by the City as a result of the contractor's failure to report. Failure to report sewage spills may subject the City to (1) civil penalties of up to \$32,500.00 per day of violation pursuant to Section 309(d) of the Clean Water Act, 33 U.S.C. § 1319(d); (2) administrative penalties of up to \$11,000.00 per day for each violation, pursuant to Section 309(g) of the Clean Water Act, 33 U.S.C. § 1319(g); or (3) civil action in federal court for injunctive relief pursuant to Section 309(b) of the Clean Water Act, 33 U.S.C. § 1319(b).

Contract Time of Completion

The Contractor shall not begin work under this Bid until written Notice to Proceed has been received and a pre-construction meeting has been held. The Contractor shall complete the work on an ongoing basis and is subject to the terms outlined in Book #2.

The Contractor shall apply for any extensions of time as specified in Subsection 180.80 of the Standard Construction Specifications.

Certifications

The undersigned hereby certifies that:

- 1.) If awarded the Contract, that they shall fully comply with all provisions regarding the prevailing wage rates as required by ORS 279C.800 to 279C.870 and/or 40 U.S.C. 2762 as applicable.
- 2.) The Contractor, Subcontractor, suppliers of materials or services, and others engaged by the Contractors, shall comply at all times with and observe all such laws, ordinances, regulations, orders, and decrees; and shall hold harmless and indemnify the City of Springfield and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree.
- 3.) The Contractor, Subcontractor or other person doing, or contracting to do, or contracting for the whole or any part of the work on the Contract shall comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations.
- 4.) In conformance with OAR 137-049-0440(3) and ORS 279A.110(4) the Contractor has not, and will not, discriminate against a Subcontractor in the awarding of a subcontract because the Subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.
- 5.) In accordance with ORS 279C.505, the Contractor will;
 - a.) Make payment promptly, as due, to all persons supplying to the Contractor labor or material for the performance of the work provided for in the Contract.
 - b.) Promptly pay all contributions or amounts due the State Industrial Accident Fund, or private carrier of accident insurance, from such Contractor or Subcontractor incurred in the performance of the Contract. If a private carrier is used, the Contractor shall notify the Engineer as to the carrier's name and address before commencement of work.
 - c.) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
 - d.) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.
 - e.) Have an employee drug testing program in place at the time of signing the contract and will maintain such drug testing program in place over the life of the Contract. Upon request, the Contractor shall furnish a copy of the employee drug testing program to the City.
- 6.) In accordance with ORS 279C.510, If demolition is involved, the Contractor shall salvage or recycle construction and demolition debris, if feasible and cost-effective as required by ORS 279C.510(1).

If lawn or landscaping maintenance is involved, the Contractor shall compost or mulch yard waste in an approved site, if feasible and cost-effective as required by ORS 279C.510(2).

- 7.) In accordance with ORS 279C.520, no person will be employed by the Contractor or Subcontractor for more than 10 hours in any one day, or 40 hours in any one week except in cases of necessity, emergency, or where the public policy absolutely requires it, and in such cases the person so employed shall be paid at least time and one-half the regular rate of pay for all times worked in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and for all work performed on a Saturday, Sunday and on any legal holiday specified in ORS 279C.540.
- 8.) In compliance with ORS 279C.525, the Contractor has received and reviewed Federal, State and local agencies that may have enacted ordinances, rules or regulations dealing with the prevention of environmental pollution and the preservation of natural resources that may affect the performance of this Contract as identified under Section 13 of the Contract. Accordingly, if the Contractor is delayed or must undertake additional work by reason of ordinances, rules, or regulations relating to the prevention of environmental pollution and the protection of natural resources subsequent to the date of submission or the successful quote, the City may:
 - a.) Terminate the Contract,
 - b.) Complete the work itself,
 - c.) Use non-owner forces already under contract with the City of Springfield,
 - d.) Solicit bids for a new contractor to provide the necessary services under competitive bid requirements 279C,
 - e.) Issue the Contractor a change-order setting forth additional work that must be undertaken.
- 9.) In accordance with ORS 279C.530, the Contractor will;
 - a.) Promptly, as due, make payments to any person, co-partnership, association or corporation, furnishing medical, surgical, and hospital care or other needed care and attention, incidental to sickness or injury, to the employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor:
 1. May or shall have deducted from the wages of his employees for such services pursuant to the terms of Oregon Revised Statutes and any contract entered in pursuant thereto; or
 2. Collected or deducted from the wages of his employees pursuant to any law, contract, or agreement for the purpose of providing or paying for such service; and
 3. All employers working under the Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. The Contractor shall ensure that each of its Subcontractors complies with these requirements.
- 10.) No Contractor, Subcontractor or any firm, corporation, partnership or association in which the Contractor or Subcontractor has a financial interest who appears on the *List of Contractors Ineligible to Receive Public Works Contracts*, as established by the Bureau of Labor and Industries, will perform work under this Contract, as specified in ORS 279C.860.
- 11.) No Contractor, Subcontractor or any firm, corporation, partnership or association in which the Contractor or Subcontractor has a financial interest who appears on the Construction Contractor's Board *Not Qualified to Hold Public Contracts* list, will perform work under this Contract, as specified in ORS 701.227(4).
- 12.) The Contractor performing work on this project shall have a current, valid certificate of licensure issued by the Construction Contractor's Board in accordance with ORS 701 and, if performing work described in ORS 671.520, a current, valid certificate of licensure from the State Landscape Contractor's Board in accordance with ORS 671.560 as applicable in place at the time the quote is presented.

- 13.) Prior to performing any work under the Contract all Subcontractors shall have a current, valid certificate of licensure issued by the Construction Contractor's Board in accordance with ORS 701 and, if performing work described in ORS 671.520, a current, valid certificate of licensure from the State Landscape Contractor's Board in accordance with ORS 671.520 as applicable.
- 14.) In compliance with ORS 279C.836, the Contractor shall confirm that all Subcontractors have a valid public works bond on file with the Construction Contractors Board prior to allowing them to perform any work under the Contract.
- 15.) If the Contract specifies that the project includes Asbestos Abatement, the Contractor and all Subcontractors performing work on the project shall be licensed in accordance with ORS 467A.720 prior to performing any work on the project. Certification of compliance shall be presented to the City upon request.
- 16.) The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the City of Springfield for any purpose. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract.
- 17.) The Contractor and all Subcontractors shall comply with all applicable provisions of the Americans With Disabilities Act of 1990, 42 USC Section 12101 et seq. and Section 504 of the Rehabilitation Act of 1973.

Bid Addenda

All Addenda issued are considered to be part of the specifications of the Invitation to Bid and, as such, are as incorporated into the Contract as specified in Section 120.15 of the Standard Construction Specifications.

By signing below, I acknowledge the receipt of the following Addenda documents and certify that the specifications contained in each have been considered and incorporated into the Bid as presented. All Addenda must be included with the Bid submitted.

Addenda Number	Addenda Date
1	8-11-2025
2	8-13-2025

Declarations

As required by ORS 305.385(6), under penalty of perjury, by signing below the Contractor represents that, to the best of their knowledge, neither they nor any applicable Subcontractors performing work under the Contract are in violation of any tax laws as described in ORS 305.380(4) and have complied with the tax laws of this state or a political subdivision thereof including, but not limited to, ORS 305.620 and ORS Chapters 316, 317 and 318. The Contractor shall also covenant to continue to comply with the tax laws of this state or a political subdivision thereof during the term of the Contract and that Contractor's failure to comply with such laws prior to execution of the Contract or during the term thereof is a default for which the City may terminate the Contract and seek damages and other relief available under the terms of the Contract or under applicable law.

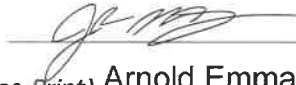
The undersigned Bidder declares that the only persons or parties interested in the Bid are those named herein, that this Bid is, in all respects, fair and without fraud, that it is made without collusion with any official of the City, and that the Bid is made without any connection or collusion with any person submitting another Bid on this project.

I have read, fully understand, and agree that as Bidder I, and all Subcontractors, will comply with all of the terms and conditions of the contract for which this Bid is presented. By signing below I attest that I am an

officer or a duly authorized representative of the business listed below and that I possess the legal authority to submit this Bid for consideration.

If the Bid is submitted by a joint venture and is in the name of the joint venture, by signing below I certify that all parties have examined this Bid, including all requirements and the Contract terms and conditions and, if successful, the joint venture shall execute a Contract which incorporates the stated requirements, terms and conditions.

Bidder's Signature



Bidder's Name *(Please Print)* Arnold Emmanuel Morgan, JR

Title Owner

Business Name Morganic Roots Eco Firm, LLC

Business Address 252 M Street

City Cottage Grove State OR Zip 97424

Phone Number (541) 953 - 4047 Cell Phone 541-953-4047

Date 8-13-2025 E-mail Address morganicroots@gmail.com

FIRST-TIER SUBCONTRACTOR DISCLOSURE STATEMENT

ORS 279C.370 requires that bidders disclose to the City of Springfield certain first-tier subcontractors. When the contract value for a public improvement is greater than \$100,000, the bidder shall list below the names, the Construction Contractors Board number and location of place of business of each subcontractor who will be furnishing labor or labor and materials in connection with the public improvement and whose contract value is equal to or greater than:

five percent of the total project bid or \$15,000, whichever is larger; or
\$350,000 regardless of the percentage of the total project bid.

This form must be submitted at the location specified in the Invitation to Bid on the advertised bid closing date and within 2 working hours after the advertised bid closing time. This form must be submitted regardless of the use of subcontractors. Mark "None" in the subcontractor list if there are no subcontractors that need to be disclosed. Failure to submit this form by the disclosure deadline will result in a nonresponsive bid. A nonresponsive bid may not be considered for award.

If the form is submitted separately from the bid it should be enclosed in an envelope marked:

"Subcontractor Disclosure Form Submitted for Project PXXXXX for (Bidder's Name)"

Project Number: P51073

Project Title: Franklin Blvd Ph 1 Maintenance

Bid Closing: Date: _____ Time: _____

Disclosure Deadline: Date: _____ Time: _____

Bidder's Name: _____

Bidder's Telephone Number: _____

Contact Person: _____

☐ Check here if the bid amount less deductive alternates, if any, is \$100,000 or less. If the bid amount less deductive alternates, if any, is less than \$100,000 the remainder of the form does not need to be completed, but the form must still be submitted.

List below the *Name, Address, Telephone Number, Contact Person, and Construction Contractor Board (CCB) number* for each subcontractor that will be furnishing labor or labor and materials that are required to be disclosed, the category of work that the subcontractor will be performing, and the dollar amount of the subcontract. *(If needed, please attach additional sheets.)*

Firm Name: <u>No Sub Contractors will be used on this maintenance work</u>	
Address: _____	Contact Person: _____
City, State, Zip: _____	CCB Number: _____
Telephone: _____	Dollar Value: _____
Category of Work Provided: _____	

Firm Name:	
Address:	Contact Person:
City, State, Zip:	CCB Number:
Telephone:	Dollar Value:
Category of Work Provided:	

Firm Name:	
Address:	Contact Person:
City, State, Zip:	CCB Number:
Telephone:	Dollar Value:
Category of Work Provided:	

Firm Name:	
Address:	Contact Person:
City, State, Zip:	CCB Number:
Telephone:	Dollar Value:
Category of Work Provided:	

Firm Name:	
Address:	Contact Person:
City, State, Zip:	CCB Number:
Telephone:	Dollar Value:
Category of Work Provided:	

Firm Name:	
Address:	Contact Person:
City, State, Zip:	CCB Number:
Telephone:	Dollar Value:
Category of Work Provided:	

PREVAILING WAGE RATE INFORMATION

Prevailing Wage Rates information can be found at the following website:

[BOLI : Prevailing Wage Rates : For Employers : State of Oregon](#)

For the proper Prevailing Wage Rates applicable to this project, please refer to the following publications:

1) *Prevailing Wage Rate Publication; Prevailing Wage Rates for Public Works Contracts in Oregon, effective July 5th, 2025.*

a) *PWR Apprenticeship Rates Effective July 5th, 2025*

Effective January 1, 2023, Senate Bill 588 removes the exemption of sick time for employees covered by a collective bargaining agreement. You can find a list of frequently-asked-questions at BOLI's website:

<https://www.oregon.gov/boli/employers/Documents/FAQ%20for%20SB%20588.pdf>. For any questions regarding sick time, please contact BOLI's Employer Assistance Program at 971-361-8400 or employer.assistance@boli.oregon.gov.

If you have prevailing wage rate questions, please contact the Wage and Hour Division's Prevailing Wage Rate Unit at 971-245-3844, Option 2, or PWR.Email@boli.oregon.gov.

CITY OF SPRINGFIELD
Public Improvement Contracts
ORS 279C.375

FINANCIAL RESPONSIBILITY FORM

Organization Name: Morganic Roots Eco Firm, LLC

Principal(s): Arnold Emannuel Morgan, JR
Name / Title

Address: 252 M Street

City: Cottage Grove State: OR Zip: 97434

Telephone: (542) 953 - 4047 FAX: _____

Email: morganicroots@gmail.com

The information provided in this form is part of the City's inquiry concerning Bidder responsibility pursuant to ORS 279C.375 for public works/public improvement projects. Please print clearly or type.

Answer all questions. Submission of a form with unanswered questions, incomplete, or illegible answers may result in a finding that you are not a responsible Bidder. This document will become part of your response to the solicitation and will be subject to Oregon Public Records laws. Any information that may be considered confidential must be marked according to instructions in the solicitation document.

1. Is your company a Resident Oregon Bidder as defined in ORS 279A.120?

☒ Resident ☐ Non-resident

Note: "Resident bidder" means a bidder that has paid unemployment taxes or income taxes in the state of Oregon during the 12 calendar months immediately preceding submission of the bid, has a business in this state and has stated in the bid whether the bidder is a "resident bidder".
ORS 279A.120(1)(b)

2. Contractor's Construction Board Number: LCB#100030 as required by ORS 701.055.
Expiration date: 4 - 18 - 2026
3. Companies from whom you obtain surety **bonds**:

Surety Company #1

Name: Travelers Casualty and Surety Company of America, Inc.
Contact Name: Joshua Kayser
Telephone: 1 (800) 308-4358 FAX: _____
Present Amount of Bonding Coverage (\$): \$10,000

Surety Company #2 (if needed)

Name: Capitol Indemnity Corporation
Contact Name: Todd Stein
Telephone: 608-829-4200 FAX: _____
Present Amount of Bonding Coverage (\$): \$11,265

4. Has your application for Surety Bond ever been declined within the past 10 years?

☐ Yes ☒ No

If yes, explain. _____

5. During the past two years, have you been charged with a failure to meet the claims of your subcontractors or suppliers?

☐ Yes ☒ No

If yes, explain. _____

6. Has a judgment been entered against your company within the past 15 years finding it to be in breach of any contract for unperformed or defective work?

☐ Yes ☒ No

If yes, explain. _____

7. Has any officer, employee or agent of your company ever been convicted of a criminal offense arising out of obtaining, attempting to obtain, or performing a public or private contract or subcontract?

☐ Yes ☒ No

If yes, explain. _____

8. Has any officer, employee or agent of your company been convicted under state or federal law of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty?

☐ Yes ☒ No

If yes, explain. _____

9. Has your company or any officer, employee or agent of your company been convicted under state or federal antitrust laws?

☐ Yes ☒ No

If yes, explain. _____

10. Has any officer or partner or principal of your organization ever been an officer, partner or principal of another Organization that failed to complete a construction contract?

☐ Yes ☒ No

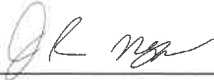
If yes, explain. _____

11. Indicate the total amount of work, expressed in dollars, your company reasonably believes it is capable of bonding at any one time: \$_____. What portion of this amount remains available at time of completion of this form? \$_____.
12. Has your firm ever been at any time in the last ten years the debtor in a bankruptcy proceeding?
- ☐ Yes ☒ No
- If yes, explain. _____
13. Does your firm or any first tier subcontractors have any outstanding judgments pending against it?
- ☐ Yes ☒ No
- If yes, explain. _____
14. In the past ten years, has your firm been a party to litigation, arbitration or mediation on a matter related to payment to subcontractors or work performance on a contract? Check "Yes" even if the matter proceeded to arbitration or mediation without court litigation.
- ☐ Yes ☒ No
- If yes, explain. _____
15. Has any officer, partner, or principal of your company discontinued business operation with outstanding debts?
- ☐ Yes ☒ No
- If yes, explain. _____
16. Have all officers, partners or principals of your company and, to the best to your knowledge, all applicable Subcontractors, complied with the tax laws of this state or a political subdivision thereof including, but not limited to, ORS 305.620 and ORS Chapters 316, 317 and 318?
- ☒ Yes ☐ No
- If no, explain. _____
17. Complete the attached Experience/ Reference form, Attachment 1, for your firm and submit with bid package.
18. Include with bid package a list of other business entities in which the Principles of your firm are currently or have previously been involved with or financially obligated to during the past 5-10 years.

19. At the sole discretion of City prior to award, responsive bidders may be required to submit Financial Statements including but not limited to one or more of the following: Balance Sheet, Profit and Loss Statement, Statement of Cash Flow, and/or past tax returns for the most recent past two (2) years.

Declaration and Signatures

The undersigned hereby declares that he or she is duly authorized to complete and submit this Organization/Responsibility Form and that the statements contained herein are true and correct as of the date set forth below. The undersigned further agrees to provide additional financial statements (described in #20 above) upon request by City's Finance Director. Incomplete, incorrect or misleading information may be reason for a determination by the City of non-responsibility.

By:  Date: 8-13-2025
(Signature of authorized official)

Name: Morganic Roots Eco Firm LLC Title: Owner
(Please type or print) (Please type or print)

For: Arnold Morgan Jr.
(Firm's name - Please type or print)

Business Organization: (Check one)

- | | |
|--|---|
| ☐ Corporation | ☒ Limited Liability Company |
| ☐ Partnership | ☐ Sole Proprietorship |
| ☐ Joint Venture | ☐ Other _____ |

Attachment 1

Current Contracts in Force/Previous Experience – minimum of three required of similar nature with public sector work.

Contract #1

Location (city/state)	City of Eugene
Owners Name	Christine Inglis
Type of Work	Rain Garden/Swale Maintenance
% Completed	40% of 5 year contract complete
Estimated Completion Date	July 2028

Contract #2

Location (city/state)	Willamette Christian Center
Owners Name	
Type of Work	Rain Garden Maintenance
% Completed	60%
Estimated Completion Date	Jan 2026

Contract #3

Location (city/state)	The Healthy Pet
Owners Name	Dorine Hock
Type of Work	Maintenance, Design and Installation
% Completed	Ongoing, had contract for the past 4 years
Estimated Completion Date	N/A

References – minimum of two project owner references and two subcontractor references. References may be contacted to discuss submitting Contractor's qualifications.

#1 Project Owner Reference

Reference Name	Christine Inglis
Business or Employer	City of Eugene
Telephone	(541) 915-9047
Project Name/\$ Amount	\$150,000 / year

#2 Project Owner Reference

Reference Name	Parker Coen
Business or Employer	The Healthy Pet
Telephone	(541) 729-0101
Project Name/\$ Amount	Ongoing Maintenance, 4th year, \$6,000 a year

#1 Subcontractor Reference

Reference Name	No Subcontractors
Business or Employer	
Telephone	
Project Name/\$ Amount	

#2 Subcontractor Reference

Reference Name	No Subcontractors
Business or Employer	
Telephone	
Project Name/\$ Amount	

CERTIFICATION OF COMPLIANCE STATEMENT OF NONDISCRIMINATION

The undersigned bidder hereby certifies that the bidder has not discriminated, and will not, discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055 as required by ORS 279A.110.

Morganic Roots Eco Firm, LLC

Company Name *(Please Print)*

Arnold Emannuel Morgan, JR

Bidder's Name *(Please Print)*

252 M Street

Cottage Grove

OR

97434

Bidder's Address

City

State

Zip


Bidder's Signature

Owner

8/13/25

Title

Date

Minority, Women, and Emerging Small Business/Disadvantaged Business Enterprise



MWESB/DBE Voluntary Self-Declaration for City Procurement # 13427 or Project No. P

The City of Springfield is seeking information on the various business entities that submit bids and proposals for working with the City. We request that you provide the following information to assist us with evaluating our efforts at reaching the underrepresented sectors of the business and construction communities. The City does not intend to use this data as criteria for selecting the successful bidders or proposers for city-funded procurements. For procurements with state or federal DBE requirements, the City will use the forms and criteria established by the state or federal agency for selecting the successful bidders or proposers.

Please include this form with your bid/proposal submittal to the City.

Business Name: Morganic Roots Eco Firm, LLC

Contact Person: Arnold Emannuel Morgan, JR

Business Address: 252 M Street Cottage Grove, OR 97434

Business Phone: (541) 953 - 4047

Please check each box indicating the business certification type that your firm has with the State of Oregon or the federal government, if any:

- ☒ Oregon Minority-owned Business
- ☐ Oregon Woman-owned Business
- ☐ Oregon Emerging Small Business
- ☐ Federal Disadvantaged Business Enterprise (DBE)
- ☐ None of the above

CONFLICT OF INTEREST (COI) DISCLOSURE FORM

Firms under Contract or proposing to enter into a Contract with Agency must make disclosures required by law and as required by this form. Governing standards include but are not limited to the following State and Federal laws:

*State Laws	*Federal Laws
• ORS Chapter 244 • ORS 279C.307 • OAR 137-048-0130 • OAR 199 Division 5	• 23CFR Part 636.116 • 40CFR Part 1506.5(c)

*Some areas of the above laws include COI concepts that apply to design-build or other procurement types; however, Agency adopts those COI concepts and requires disclosures herein.

A Firm shall assure that any COI Disclosure Form it submits includes any information required to be disclosed by its Subcontractors and other Associates, on behalf of the Firm. A Firm may submit either the Subcontractors' separate COI Disclosure Forms or incorporate Subcontractor information into its own COI Disclosure Form.

See PART IV for Definitions applicable to this COI Disclosure Form.

This COI Disclosure Form is submitted in response to (check only one):

☒ Agency RFP# S3950 [or] ITB# _____

☐ Contract # _____

☐ Price Agreement # _____ WOC# _____ [or] PO# _____

☐ Changes to COI Disclosure Form previously submitted for (RFP # _____, ITB # _____, Price Agreement # _____, WOC # _____, Contract # _____)

PART I - Certification

This COI Disclosure Form must be signed in ink by a principal of the Firm to certify that it is correct. My signature certifies that I am authorized to sign this COI Disclosure Form as a principal of the Firm and as disclosed on or attached to the present form:

- (a) the Firm's disclosures are complete, accurate, not misleading and do not omit any material information.
- (b) the Firm has provided the COI Disclosure Form to all Associates and Subcontractors (if any) and the present form includes or has attached any required COI disclosures from those sources.

Complete Legal Name of Firm: Morganic Roots Eco Firm, LLC

Address: 252 M Street Cottage Grove, OR 97434

Telephone: (541) 953 - 4047 Fax No: _____

Signature:  Date: 8/13/25

PART II - COI Disclosure Questions

Answer all questions "Yes", "No" or "N/A" (if uncertain answer "Yes.") in Part II. If the answer to any of the questions is "Yes," then use the applicable "Comments" fields to:

- (a) furnish all relevant facts that are necessary to make the response complete, accurate, and not misleading; and
- (b) identify any actions that must be taken to avoid, neutralize, or mitigate such conflict of interest (e.g. communications barriers, restraint or restriction upon future contracting activities, or other precaution)

1. a) Is any Associate of the Firm a former employee of Agency within the last year? No ☒ Yes ☐
b) Is any Associate of the Firm a Relative or Member of the Household of a current Agency employee that had or will have any involvement with this Procurement or Contract Authorization? No ☒ Yes ☐
If the answer to either of the above questions is "Yes", complete Part III - Relatives and Former Agency Employees -Roles and Signatures table (section A and/or section B, as applicable).
2. Does the Firm or any Associate of the Firm have an Actual, Apparent or Potential Conflict Of Interest ("Individual" or "Organizational") with regard to any known member of an Agency procurement evaluation or selection team? No ☒ Yes ☐ **Comments:**
3. Did the Firm or any Associate of the Firm conduct prior work on the Project described in the Procurement, or participate in preparing any part of the Procurement or any documents or reports related to the Procurement or to which the Procurement refers? No ☒ Yes ☐ **Comments:**
4. Does the Firm or any Associate of the Firm have any past, present or currently planned personal or financial interests which are an Actual, Apparent or Potential Conflict of Interest ("Individual" or "Organizational"), with respect to the Procurement or award of this Contract or performing the work for Agency? No ☒ Yes ☐ **Comments:**
5. Has the Firm or an Associate of the Firm offered to a Public Official, or is the Firm aware of any Public Official that has solicited or received, directly or indirectly, any pledge or promise of employment or other benefit based on the understanding that the Public Official's vote, official action or judgment would be influenced thereby? No ☒ Yes ☐ **Comments:**
6. Has (or will) the Firm or an Associate of the Firm provided a direct beneficial financial interest to any person within two years after the person ceased to hold a position as a Public Official who was involved in the Procurement or Authorization for the Contract, or is the Firm aware of any such person or Public Official who has or will receive a direct beneficial financial interest within the two year period? No ☒ Yes ☐ **Comments:**
7. Is the Firm aware of any current or former Public Official that has an Actual, Apparent or Potential Conflict Of Interest with respect to the Procurement or award of this Contract or performing the work for Agency? No ☒ Yes ☐ **Comments:**
8. Does the prospective Contract/WOC include development of an Environmental Assessment (EA) or Environmental Impact Statement (EIS)? No ☒ Yes ☐
If yes, in accordance with the disclosure statement requirements of Council on Environmental Quality Regulation, 40 C.F.R 1506.5(c), does the Firm have any financial or other interest in the outcome of this Project; and/or does the Firm have any agreement, enforceable promise, or guarantee to provide any future work on this Project? No ☐ Yes ☐ **Comments:**
9. Have Subcontractors or other Associates furnished COI Disclosure Forms, separate from the present form, which included conflicts or potential conflicts of interest? (If yes, attach the disclosures.) No ☒ Yes ☐ N/A ☐ **Comments:**
10. If the prospective Contract/WOC includes personal services for the purpose of administering, managing, monitoring, inspecting, evaluating compliance with or otherwise overseeing a public contract, is the Firm or an Associate or an Affiliate of the Firm a party to the subject public contract? No ☒ Yes ☐ N/A ☐ **Comments:**
11. Has the Firm or any Associate of the Firm entered into personal services contract(s) with Agency for the purpose of advising or assisting in developing specifications, a scope or statement of work, an invitation to bid, a request for proposals or other solicitation documents and materials related to this procurement? No ☒ Yes ☐ **Comments:**

PART III - Relatives and Former Agency Employees - Roles and Signatures

For each employee of the Firm that was employed by Agency within the last year, state in section A the job the employee performed for Agency, the role the employee now serves for the Firm and the date the employee left Agency. Use section B for Firm Associates with Relatives or Members of the Household working for Agency that had or will have involvement with this Procurement or Contract.

A: Employees that left Agency in the last year.			
Employee Name/Signature	Job Performed for Agency	Current Role with Firm	Date left Agency
Name: _____ Sign: _____ • Involved with this Procurement on behalf of Agency? No ☐ Yes ☐ • Involved with Proposal development for this Procurement? No ☐ Yes ☐			
Name: _____ Sign: _____ • Involved with this Procurement on behalf of Agency? No ☐ Yes ☐ • Involved with Proposal development for this Procurement? No ☐ Yes ☐			
Name: _____ Sign: _____ • Involved with this Procurement on behalf of Agency? No ☐ Yes ☐ • Involved with Proposal development for this Procurement? No ☐ Yes ☐			
B: Identify Associates of the Firm that are Relatives or Members of the Household of Agency employees currently working for Agency, if the Agency employee had or will have any involvement with this Procurement or Contract.			
Firm Associate's Name	Name and Relationship of Relative or Member of Household Employed at Agency	Role at Agency	Agency employee's Role with this Procurement

(Make copies of this form as needed to list additional employees.)

PART IV - Definitions applicable to this COI Disclosure Form

"Actual Conflict Of Interest" means that an individual or Firm is unable to render impartial assistance or advice to Agency, has impaired objectivity in performing the Project work, or has an unfair competitive advantage. For purposes of ORS Chapter 244, and as defined in ORS 244.020(1), "Actual Conflict of Interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which *would be* to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit

or detriment arises out of the circumstances described in the ORS Chapter 244 definition for "Potential Conflict of Interest" (see definition below).

"Affiliate" (of the Firm) means a person or entity that, directly or indirectly through one or more intermediaries, controls, is controlled by or is under common control of the Firm.

"Agency" means the city or county conducting the procurement for which this COI Disclosure Form is required.

"Apparent Conflict Of Interest" means that an individual or Firm may reasonably be perceived to have an Actual Conflict of Interest or a Potential Conflict Of Interest.

"Associate" (of the Firm) means an employee, executive, director, key project personnel, consultant, contractor or Subcontractor, or any immediate family member of the foregoing.

"Authorization" (of the Contract). A public contract is authorized by a Public Official if the Public Official performed a significant role in the selection of a Firm or the execution of the Contract. A *significant role includes* recommending approval or signing of the Contract, including serving as a reference, recommending selection or serving on a selection committee or team, or having the final authorizing authority for the Contract.

"Bidder" means a legally operating business entity submitting a bid in response to a Procurement.

"Conflict Of Interest" or **"COI"** means an Individual Conflict Of Interest or Organizational Conflict Of Interest and includes an Actual, Potential, or Apparent Conflict Of Interest.

"COI Disclosure Form" means a manually signed disclosure of any Actual Conflict Of Interest, Apparent Conflict Of Interest or Potential Conflict Of Interest documented in the form of Agency's COI Disclosure Form.

"Contract" means an Agreement to Agree (ATA), Price Agreement (PA), Work Order Contract (WOC), Purchase Order (PO), or any other contract with Agency.

"Firm" means a Proposer or Bidder under a Procurement, a consultant or contractor under a Contract, or a Subcontractor at any tier of a Proposer, consultant, or contractor. A Firm includes all persons, individual or corporate, without regard to form of legal entity.

"Member of the Household" (of the Public Official) means any person who resides with the Public Official.

"Individual Conflict Of Interest" means that an individual has a conflict of interest because of a financial interest, gift, or other activities or relationships with other persons including but not limited to individuals with whom the individual has business, familial or household relationships.

"Interest" (in the context of a conflict of interest) means a direct or indirect interest and includes a personal as well as financial interest.

"Low-Level Document" means A&E, non-A&E and IT program or Project related documents which provide a basic understanding of a specific aspect of the program or Project. As referred to in 23CFR 636.116 with regard to A&E and related services, "the role of the consultant or subconsultant was limited to provision of preliminary design, reports, or similar "low-level" documents that will be incorporated into the RFP, and did not include assistance in development of instructions to offerors or evaluation criteria".

"Organizational Conflict Of Interest" means that a relationship or situation exists whereby a Firm or any of its Associates has past, present, or currently planned interests or activities that either directly or indirectly (through a client, contractual, financial, organizational or other relationship) may relate to the work to be performed under the proposed Contract with Agency and which (a) diminish the Firm's or an Associate's capacity to give impartial, technically sound, objective assistance or advice, (b) may impair the Firm's or an Associate's objectivity in performing the Contract, (c) may impair Agency's objectivity in oversight of the Contractor's performance, or (d) may result in an unfair competitive advantage. It does not include the normal flow of benefits from the performance of the Contract.

"Potential Conflict Of Interest" means that an individual or Firm, as a result of current plans, may reasonably be expected to have an actual conflict of interest. For purposes of ORS Chapter 244, and as defined in ORS 244.020(11), "Potential Conflict of Interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which *could be* to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following: (a) an interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.; (b) any action in the person's official capacity which would affect, to the same degree, a class consisting of all inhabitants of the state or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged; or (c) membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

"Public Disclosure" means the work product or service (in connection with the preparation of a Procurement) is available for public review and analysis for a reasonable amount of time, typically at least thirty (30) calendar days.

"Public Official" means any person who is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee, agent or otherwise, irrespective of whether the person is compensated for the services. (All Agency employees are Public Officials.)

"Relative" (of a Public Official) means:

- the Public Official's spouse or domestic partner;
- the children, siblings, spouses of siblings or parents of the Public Official or the Public Official's spouse; or
- any individual for whom the Public Official has a legal support obligation or for whom the Public Official provides benefits arising from the Public Official's public employment or from whom the Public Official receives benefits arising from that individual's employment.

"Subcontractor" means a subcontractor or subconsultant at any tier.

"Transportation Project" or **"Project"** means any proposed or existing undertaking pertaining to highways, bridges, motor carriers, motor vehicles, public transit, rail, transportation safety, information systems, and such other programs related to transportation that are assigned to Agency under applicable law.



CITY OF SPRINGFIELD
Development and Public Works

NON-COLLUSION AFFIDAVIT

STATE OF Oregon)
) SS.
COUNTY OF Lane)

Arnold Emannuel Morgan, JR being first duly sworn, on oath says that the bid submitted to which this affidavit is a part, is a genuine and not a sham or collusion bid, or made in the interest of or on behalf of any person not therein named; and that the person, firm, association, joint venture, partnership, co-partnership or corporation herein named, has not directly or indirectly induced or solicited any Bidder to put in a sham bid, nor directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition bidding in the preparation and submission of a bid for consideration in the award of a Contract for the **"S. 28th Street Sanitary Sewer Extension"** sought by the **CITY OF SPRINGFIELD** described in the Contract Documents of which this affidavit is a part; and that said Bidder has not in any manner sought by collusion to secure to self an advantage over any other Bidder or Bidders.

Arnold Emannuel Morgan, JR

(Bidder)

SUBSCRIBED AND SWORN TO before this August day of 13, 2025.

Text

(Signature)

Arnold Morgan Jr

(Print Name)

Notary Public in and for the State of Oregon

My commission expires: _____

NOTE: This form must be completed and submitted with the bid.

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Morganic Roots Eco Firm LLC
252 South M Street
Cottage Grove, OR 97424

SURETY:

(Name, legal status and principal place of business)

Capitol Indemnity Corporation
P.O. Box 5900
Madison, WI 53705-0900
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

City of Springfield
225 5th Street
Springfield, OR 97477

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Franklin Blvd Phase 1 Maintenance, Project No. P51073

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 21st day of August, 2025.

(Witness)

Grace DelGiudice
(Witness) Grace DelGiudice

Morganic Roots Eco Firm LLC

(Principal)

(Seal)

By:

(Title)

Capitol Indemnity Corporation

(Surety)

(Seal)

By:

Todd A. Stein
(Title) Todd A. Stein

Attorney-in-Fact



**CAPITOL INDEMNITY CORPORATION
POWER OF ATTORNEY**

Bid Bond
Bond Number

KNOW ALL MEN BY THESE PRESENTS, That the **CAPITOL INDEMNITY CORPORATION**, a corporation of the State of Wisconsin, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

Todd A. Stein
Name of Individual

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

\$ See Bond Form for Bid Bond on behalf of Morganic Roots Eco Firm LLC
Bond Amount Bond Number Principal

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **CAPITOL INDEMNITY CORPORATION** at a meeting duly called and held on the 15th day of May, 2002.

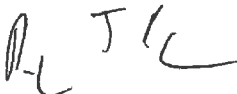
"RESOLVED, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

IN WITNESS WHEREOF, the **CAPITOL INDEMNITY CORPORATION** has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of September, 2022.

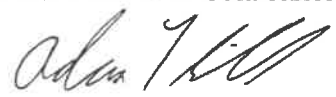
Attest:


Ryan J. Byrnes
Senior Vice President,
Chief Financial Officer and Treasurer


Todd Burrick
Chief Underwriting Officer

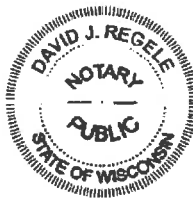


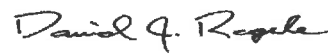
CAPITOL INDEMNITY CORPORATION


Adam L. Sills
Chief Executive Officer and President

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.:

On the 1st day of September, 2022 before me personally came Adam L. Sills, to me known, who being by me duly sworn, did depose and say: that he resides in the County of New York, State of New York; that he is Chief Executive Officer and President of **CAPITOL INDEMNITY CORPORATION**, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



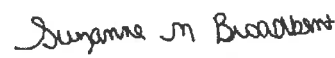

David J. Regele
Notary Public, Dane Co., WI
My Commission Is Permanent

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.:

I, the undersigned, duly elected to the office stated below, now the incumbent in **CAPITOL INDEMNITY CORPORATION**, a Wisconsin Corporation, authorized to make this certificate, **DO HEREBY CERTIFY** that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 21st day of August, 202025.




Suzanne M. Broadbent
Secretary

State of Oregon

Insurer's Certificate of Authority

CERTIFICATE NO.
2755

DATE ISSUED
NOVEMBER 9, 1988 - ORIGINAL
APRIL 11, 2005 - LAST AMENDED

INSURER	CAPITOL INDEMNITY CORPORATION
DOMICILE	WISCONSIN
INSURANCE AUTHORIZED	PROPERTY CASUALTY (EXCLUDING WORKERS' COMPENSATION) MARINE AND TRANSPORTATION SURETY HEALTH

This certifies that the named insurer has been granted authority this day to transact insurance in Oregon as stated above, in accordance with the Oregon Insurance Code.

This certificate shall continue in force as long as the insurer is entitled thereto under the Insurance Code or until suspended or revoked by the Department of Consumer and Business Services or terminated at the request of the insurer, subject however to continuance of the certificate by the insurer each year by fulfillment of Insurance Code requirements.



Joel Ario
Insurance Administrator
Insurance Division
Department of Consumer and Business Services

This certificate of authority is at all times the **PROPERTY OF THE STATE OF OREGON**. Upon any suspension, revocation or termination it shall be returned to the Department of Consumer and Business Services.

3/a (4/99/INS)



CAPITOL INDEMNITY CORPORATION
BALANCE SHEET
December 31, 2024

Admitted Assets

Cash and invested assets:	
Bonds	\$ 5,113,369
Common stocks	125,828,587
Cash, cash equivalents and short-term investments	532,405,346
Total cash and invested assets	<u>663,347,302</u>
Investment income due and accrued	29,125
Uncollected premiums and agents' balances in course of collection	80,783,002
Deferred premiums, agents' balances and installments booked but deferred and not yet due	4,563,543
Amounts recoverable from reinsurers	12,878,478
Other amounts receivable under reinsurance contracts	173,799
Net deferred tax asset	12,299,391
Electronic data processing equipment and software	777,545
Receivables from parent, subsidiaries and affiliates	152,766
Other admitted assets	89,432
Total admitted assets	<u>\$ 775,094,383</u>

Liabilities and Surplus as Regards Policyholders

Liabilities:	
Losses	\$ 216,962,687
Reinsurance payable on paid losses and loss adjustment expenses	49,064,738
Loss adjustment expenses	64,047,026
Commissions payable, contingent commissions and other similar charges	1,142,516
Other expenses (excluding taxes, licenses and fees)	12,623,642
Taxes, licenses and fees (excluding federal and foreign income taxes)	174,854
Current federal and foreign income taxes	45,139
Unearned premiums	84,844,952
Advance premium	17,761
Ceded reinsurance premiums payable (net of ceding commissions)	(11,551,010)
Amounts withheld or retained by company for account of others	15,082,393
Payable to parent, subsidiaries and affiliates	31,964,968
Other liabilities	1,585,098
Total liabilities	<u>466,004,764</u>
Surplus as regards policyholders:	
Common capital stock	4,201,416
Gross paid in and contributed surplus	103,923,753
Unassigned funds (surplus)	200,964,450
Surplus as regards policyholders	<u>309,089,619</u>
Total liabilities and capital and surplus	<u>\$ 775,094,383</u>

I, Adam L. Sills, CEO and President of Capitol Indemnity Corporation do hereby certify that to the best of my knowledge and belief, the foregoing is a full and true statutory Statement of Admitted Assets and Liabilities, Capital and Surplus of the Operation at December 31, 2024, prepared in conformity with the accounting practices prescribed by the Insurance Department of the State of Wisconsin. IN WITNESS WHEREOF, I have set my hand and affixed the seal of the Corporation at Middleton, Wisconsin.

Adam L. Sills

Adam L. Sills
CEO & President





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HOWARD M BURKHOLZ/PHS 34472173 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251		CONTACT NAME: PHONE (866) 467-8730 (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:																						
INSURED Morganic Roots Eco Firm LLC 252 S M ST COTTAGE GROVE OR 97424-1816		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC#</th></tr></thead><tbody><tr><td>INSURER A :</td><td>Property and Casualty Insurance Company of Hartford</td><td>34690</td></tr><tr><td>INSURER B :</td><td>Twin City Fire Insurance Company</td><td>29459</td></tr><tr><td>INSURER C :</td><td></td><td></td></tr><tr><td>INSURER D :</td><td></td><td></td></tr><tr><td>INSURER E :</td><td></td><td></td></tr><tr><td>INSURER F :</td><td></td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC#	INSURER A :	Property and Casualty Insurance Company of Hartford	34690	INSURER B :	Twin City Fire Insurance Company	29459	INSURER C :			INSURER D :			INSURER E :			INSURER F :		
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INSURER F :																								

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			34 SBM BR8AMB	05/24/2025	05/24/2026	EACH OCCURRENCE	\$2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	☒ General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$2,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						GENERAL AGGREGATE	\$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$4,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	☐ ANY AUTO						BODILY INJURY (Per person)	
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
	☐ AUTOS							
	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	
	☐ DED ☐ RETENTION \$							
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			34 WEC BR8AHG	05/24/2025	05/24/2026	☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE -EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000
A	Employment Practices Liability Insurance			34 SBM BR8AMB	05/24/2025	05/24/2026	Each Claim Limit	\$25,000
							Annual Aggregate Limit	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

City of Springfield
225 5TH ST
SPRINGFIELD OR 97477

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Suean L. Castaneda

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Monday, March 3, 2025

CONTINUATION CERTIFICATE

BOND NUMBER	BOND DESCRIPTION	BOND AMOUNT	EFFECTIVE DATE	EXPIRATION DATE
107414267	OR / Landscape Contractor Bond	\$10,000.00	4/2/2025	4/2/2026

Principal:

Morganic Roots Eco Firm LLC

Obligee:

Oregon Landscape Contractor Board

2111 Front Street NE 2-101

Salem , OR 97301

THIS BOND CONTINUES IN FORCE TO THE ABOVE EXPIRATION DATE CONDITIONED AND PROVIDED THAT THE LOSSES OR RECOVERIES IN IT AND ALL ENDORSEMENTS SHALL NEVER EXCEED THE PENALTY SET FORTH IN THE BOND AND WHETHER THE LOSSES OR RECOVERIES ARE WITHIN THE FIRST AND/OR SUBSEQUENT OR WITHIN ANY EXTENSION OR RENEWAL PERIOD, PRESENT, PAST OR FUTURE. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Signed and dated this 3 day of March, 2025.



Travelers Casualty and Surety Company of America, Inc.

Joshua Kayser , Attorney in Fact

Agent:

BROOKLYN VENTURES, LLC
803 E. WALNUT STREET., 5TH FLOOR
COLUMBIA, MO 65201

Morganic Roots Eco Firm, LLC



To whom it may concern,

Thank you for considering Morganic Roots Eco Firm for the Franklin Boulevard Phase 1 Maintenance contract. We believe we are the ideal choice for this contract due to our extensive experience with rain garden maintenance for both municipal and private clients.

Two years ago, the City of Eugene chose us to maintain their roadside rain garden infrastructure. We were chosen because of our expertise working with native plants and our commitment to high-quality work.

In our time maintaining Eugene's rain gardens, our work has always passed inspections from city personnel.

This experience with the City of Eugene has helped us develop a strong set of skills related directly to public roadside maintenance. Our skill set includes invasive plant removal, seasonal planting, plant care, and communication with city personnel.

We have also worked with many private clients and nonprofit organizations. Our work encompasses native plant stewardship, lawn care, irrigation and soil and water conservation. We strive to maintain healthy ecosystems that nourish the community and help mitigate the threat of climate change.

Municipal projects like this one are critical for healthy, thriving cities. The impact these rain gardens have on the communities and water systems that surround them cannot be understated. It's important to choose a contractor for this who understands the environmental and procedural nuances of this work.

We look forward to the opportunity to bring our expertise to this project and contribute to Springfield's vision for a sustainable, vibrant future.

Sincerely,

Arnold Morgan Jr.

Owner, Morganic Roots Eco Firm

(541) 953 - 4047 | morganicroots@gmail.com | morganicroots.com

Morganic Roots Eco Firm Maintenance Schedule and Scope of Work

With our 10 years of hands-on experience working in Lane county, we have developed a strong understanding of growth patterns and plant needs specific to this region. In particular, our rain garden experience with the City of Eugene has helped us develop an understanding of how the work requirements can change throughout the year.

We will adjust our workflow throughout the year as plant growth rates and other factors change. The tables below describe how our processes will change throughout the year for the different zones on Franklin Boulevard.

We are familiar as well with how climate change affects this region and we factor that into our plans for maintaining and stewarding these rain gardens.

Attachment A:

Plant Bed Maintenance Schedule

Table 1

Maintenance Priorities	Fall	Winter	Spring	Summer	Notes
Pruning (Maintain natural appearance and plant health)	Varies	Varies	Varies	Varies	See Table 2: Pruning Schedule
Vegetation Replacement (Seasonal Planting)					Submit for approval before replacement Plants purchased from local nurseries
Weed Control (Manual and String Trimming)					No herbicides
Mulching (Top-dress and replenish)					Maintain 3" depth; ensure mulch is not mounded around stems
Fix Erosion Damage (Identify exposed soil or erosion channels)					Every visit as needed
Sediment Removal (Manually Clean Inlets, outflows and overflows)					Every visit as needed
Debris and litter (Regular trash removal)					Every visit as needed
Irrigation (Test, inspect, and adjust)					Check emitters for clogs, leaks, overspray
Pest & Disease Monitoring (Regular Inspections)					Any issues will be promptly reported to city

Table 2

Seasonal Pruning Schedule	Frequency
Trees	November - March
Shrubs	October - June
Ornamental Grasses	January - April
Perennials	July - September

Attachment B:

Lawn Area Maintenance Schedule

Table 1

Maintenance Priorities	Fall	Winter	Spring	Summer	Notes
Lawn Care <i>(Mowing, weeding, thatching, reseeding)</i>					Lawns will be inspected and maintained on every visit
Irrigation <i>(Routine inspections)</i>					Checking any irrigation present for leaks, clogs, or overspray
Weed Control <i>(Manual and String Trimming)</i>					No herbicides
Fix Erosion Damage <i>(Identify exposed soil or erosion channels)</i>					Every visit as needed
Debris and litter <i>(Regular trash removal)</i>					Every visit as needed
Hardscape Edging <i>(Cleaning up curbs and sidewalks)</i>					Every visit as needed
Pest & Disease Monitoring <i>(Regular Inspections)</i>					Any issues will be promptly reported to city staff

Attachment C:

Stormwater Facility Maintenance Schedule

Table 1

Maintenance Priorities	Fall	Winter	Spring	Summer	Notes
Pruning	Varies	Varies	Varies	Varies	See Table 2: Pruning Schedule
Weed Control (Manual and String Trimming)					No herbicides
Vegetation Replacement (Seasonal Planting)					Submit for approval before replacement Plants purchased from local nurseries
Mulching (Top-dress and replenish)					Maintain 3" depth with non-floating mulch; Spread evenly to avoid mounding around plants
Fix Erosion Damage (Identify exposed soil or erosion channels)					Every visit as needed
Sediment Removal (Manually Clean Inlets, outflows and overflows)					Every visit as needed
Debris and litter (Regular trash removal)					Every visit as needed
Irrigation (Test, inspect, and adjust)					Check emitters for clogs, leaks, overspray
Pest & Disease Management (Regular Inspections)					Any issues will be promptly reported to city

Table 2

Seasonal Pruning Schedule	Frequency
Trees	November - March
Shrubs	October - June
Ornamental Grasses	January - April
Perennials	July - September

Scope of Work for Franklin Boulevard Maintenance Area

1. Tailored Service Delivery

The Franklin boulevard maintenance area is a high-traffic, high visibility area. Our approach will center around maintaining a healthy, weed-free ecosystem that adds beauty and ecological resilience to the surrounding community.

Upon beginning the contract, we will spend 3 days performing a thorough initial cleanup on the area. During the cleanup we will take care of any problematic weeds, unhealthy plants, or other obvious issues. After the initial cleanup is finished, the Franklin Boulevard Area will be in an ideal state for us to begin our routine maintenance schedule. We will return at least once in the same month as our initial cleanup to begin regular maintenance.

This unique area features three types of installation: plant beds, lawns, and stormwater facilities. Each area has some unique requirements, but the core approach remains consistent across all three.

We will identify invasive plants and weeds, then remove them either by hand or with string trimmers and other tools. We will monitor plants for health, then report and take action to mitigate any issues. Irrigation systems will be regularly inspected wherever they're present.

Once or twice throughout the year we will bring in mulch and fertilizer to maintain plant health and reduce erosion. The costs of these landscape materials are included in our lump sum bid.

Each type of area has different plants with different needs, and we will apply our plant care expertise to properly prune and maintain each one. Our pruning techniques maintain the natural appearance of trees and shrubs, and we place great emphasis on keeping plants from encroaching on roads and sidewalks. We're also aware that some plants, such as *Juncus Patens*, don't need to be fully pruned. We simply rake out any dead foliage and trim them when they extend into walkways.

Plant Health Monitoring and Reporting

While conducting routine maintenance, our team of plant experts will carefully observe each plant to ensure they are all thriving. We will look for any signs of poor plant health such as discoloration, bad root structure, and limb damage.

Any time we see potential issues with plants, we will send photographs and a written description of the issue to the City of Springfield. We will also send the photos and descriptions to the Oregon State University extension program to collaborate with them on thorough diagnostics. There are numerous factors that can cause issues with plants including inadequate irrigation, poor soil health, and improper planting. We are well versed in identifying and addressing these issues.

Some plants struggle during hot parts of the year and thrive in the rainy season. We will leave such plants in place and allow them to go through their natural cycles throughout the year. Once it becomes clear that a plant is fully dead we will remove and replace it after receiving approval from city staff.

2. Safety Standards

Given the high levels of vehicle traffic in the area, we will keep safety at the top of our priorities. Road signs and cones will be deployed to maintain safe work zones and alert drivers of our presence. Pedestrian thoroughfares will be kept clear and accessible at all times.

In all of our work, we prioritize the health and safety of our employees. Working in small teams helps us keep an eye on each other and on potential safety hazards during the work day. All employees are required to wear high visibility work gear and take breaks throughout the day in accordance with Oregon labor policies.

We are certified in work zone traffic safety by the Oregon Department of Transportation and we have a strong safety record in our work on the City of Eugene's rain gardens. The Franklin Boulevard Maintenance Zone has a higher than typical level of vehicle traffic, so we will exercise extra caution in how we lay out our cones and warning signs and how we navigate the work area.

3. Work Schedule

Our work schedule will vary throughout the year based on weather, plant growth, and other factors. During the winter months, we will limit ourselves to one visit a month. Plant growth slows down during winter, so the necessary work may be limited to leaf removal, irrigation inspections, and minimal weeding.

During peak growth seasons, March through June, we will increase to two visits a month with extra visits for infrequent tasks such as mulching, seeding lawns, or replanting rain gardens. The hottest parts of the year, July and August, generally require fewer visits. We will carefully observe irrigated areas to evaluate whether they need extra work days to maintain. Based on our experience working on the City of Eugene's rain gardens, this maintenance schedule will be more than enough to maintain ecological and aesthetic standards.

General Work Schedule

Exact work days will vary based on weather and our other work. If additional work is needed, we will add extra days accordingly. Here is a general breakdown of how often we will work on the Franklin Boulevard Maintenance Zone with our full crew:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 day	1 day	1-2 days	2-3 days	2-3 days	2-3 days	1-2 days	1-2 days	1-2 days	2-3 days	2 days	1-2 days

4. Deviations & Enhancements

We do not plan to deviate from the plan laid out in the bid proposal. The goals outlined by the City of Springfield are a great foundation for a maintenance plan, and align well with our current approach to the City of Eugene's rain gardens. We may adjust our pruning and weeding schedule depending on the growth rate of plants, but the overall maintenance plan will remain the same.

Morganic Roots exclusively uses chemical-free eco-friendly practices in our work. We will apply the same approach to Franklin Boulevard. This way, we can maintain the health and visual appeal of this area without using any chemicals that could be hazardous for the surrounding community.

2 Year General Cost Breakdown

Initial Cleanup	\$6,960 (<i>One time</i>)
Routine Maintenance	\$90,681 (<i>\$45,340.5/year</i>)
Additional Materials including Plants	\$6,000 - 8,250 (<i>\$3,000 - 4,125/year</i>)
Performance Bond	\$6,759
TOTAL	\$112,650



**OSU Extension Service - Lane County
Horticulture Proficiency/Master Gardener
Training: January-March 2019**

Topic: Botany, Soils, Plant ID, Compost, Fertilizers, Entomology, Pruning,
Water Quality, Vegetables, IPM, Pesticides, Wildlife, Native Trees,
Berries, Plant Pathology, Plant Diagnostics, Plant Propagation,
Weeds, Tree Fruits

**Oregon Landscape Contractors
Certificate of Completion**

Technical - Continuing Education Credit: 57 Credit Hours



Oregon State University
Extension Service
Master Gardener


Ross Penhallegon
Oregon State University
Extension Horticulture Faculty


Signature
Date 2019

Print Name Arnold Morgan Jr
Oregon Landscape Contractor

Perennial Patterns Design, Acorn Online Courses, and the
Oregon Landscape Contractor's Board Present this Certificate to

Arnold Morgan Jr

8 Hours of CEH Credit

For Successful Completion of

Raingarden Design & Construction

Noah Guadagni
Noah Guadagni, MLA

Perennial Patterns Design, Acorn Online Courses, and the Oregon Landscape Contractor's Board Present this Certificate to

Arnold Morgan Jr

12 Hours of CEH Credit

For Successful Completion of

Pacific Northwest Landscape Design

Noah *Guadagni*

Noah Guadagni, MLA



Advanced Permaculture Design Course Certificate

Certified by
Permaculture Institute of North America

ARNOLD EMANUEL MORGAN, JR.

has completed the internationally recognized Permaculture Design Course curriculum
Online Course; Corvallis, Oregon; Fall 2019



**Oregon State
University**
Department of Horticulture
4017 ALS Building
Corvallis, OR 97331-7304

 Andrew Millison, MA, Instructor, PINA	December 16, 2019 Date
 Javan Bernakevitch, Instructor	December 16, 2019 Date
 Neil Bertrando, MS, Instructor, PRI	December 16, 2019 Date
 Jamie Wallace, Instructor	December 16, 2019 Date



Permaculture Design Course Certificate

Certified by
Permaculture Institute of North America
ARNOLD E. MORGAN, JR.



Department of Horticulture
4017 ALS Building
Corvallis, OR 97331-7304

has completed the internationally recognized Permaculture Design Course curriculum
Online Course; Corvallis, Oregon; Spring 2019

Kelda Lorax

Kelda Lorax Miller, Instructor

Devon Bonady

Devon Bonady, Instructor

June 10, 2019

Date

June 10, 2019

Date

Andrew Millison

Andrew Millison, MA, Instructor, PINA

Javan Bernakevitch

Javan Bernakevitch, Instructor

Tao Orion

Tao Orion, Instructor

Jamie Wallace

Jamie Wallace, Instructor

June 10, 2019

Date

June 10, 2019

Date

June 10, 2019

Date

June 10, 2019

Date



Permaculture Design Course Certificate

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June 10, 2019

Date

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Andrew Millison

Andrew Millison, MA, Instructor, PINA

Javan Bernakevitch

Javan Bernakevitch, Instructor

Tao Orion

Tao Orion, Instructor

Jamie Wallace

Jamie Wallace, Instructor

June 10, 2019

Date

June 10, 2019

Date

June 10, 2019

Date

June 10, 2019

Date

TRAFFIC CONTROL FLAGGER
Oregon Work Zone Traffic Control
Certification of Completion



NAME: Arnold Morgan Jr
I.D. NUMBER: 49896
EXPIRATION DATE: 6/10/2026

Card Holder Must Provide Government Photo I.D.

Additional References

Noah Guadagni
Landscape Contractor LCB#9422
Owner of Perennial Patterns LLC
541-914-9240
PerennialPatterns.Design@gmail.com

Nick Smith
City of Eugene
Stormwater and Medians Maintenance Crew Lead
541-228-5533
NBSmith@eugene-or.gov



Perennial Patterns LLC

Custom Pacific Northwest Landscape Design

1765 E. 43rd Ave Eugene, OR 97405

(541) 914-9240

www.perennialpatterns.design

LCB # 9422

Letter of Recommendation

Worker Name: Arnold 'JR' Morgan

JR worked with my business on the construction and maintenance of three raingardens that were installed at new homes at 2726 Monroe, 2714 Monroe st., and 2708 Monroe st. in Eugene, OR.

He worked on the plumbing and overflow sections, the soil and rock installation, and the planting and irrigation setups. He has also worked for several years on the seasonal maintenance of these facilities to keep them in proper working order.

I would highly recommend JR as an expert in this type of work given his experience, knowledge, and professionalism in working with stormwater systems.

Supervisor Name: Noah Guadagni

Supervisor Contact Info: (541) 914-9240

perennialpatterns.design@gmail.com

Signed: Noah Guadagni

Noah Guadagni MLA

Owner, Perennial Patterns Design

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:	10/06/2025
	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 Richard E. Wildish Community Theater, DBA: Richard E. Wildish Community Theater.

ACTION REQUESTED:

Endorsement of OLCC Liquor License Application for Richard E. Wildish Community Theater, located at 630 Main Street, Springfield, OR 97477.

ISSUE STATEMENT:

The owner Richard E. Wildish Community Theater has requested the City Council to endorse its OLCC Liquor License Application.

DISCUSSION/FINANCIAL IMPACT:

The license endorsement for Richard E. Wildish Community Theater, DBA: Richard E. Wildish Community Theater is for a New License for Limited On-Premises Sales. The license application has been reviewed and approved by the appropriate City Departments.

Attachments

1. OLCC 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): Richard E. Wildish Community Theater

Proposed Trade Name: Richard E. Wildish Community Theater

Premises Address: 630 Main St

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: Camron Purdum

Phone: 5418680689

Mailing Address: PO Box 1260

City: Springfield

State: OR

Zip: 97477

Email Address: camron@wildishtheater.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): Richard E. Wildish Community Theater

Proposed Trade Name: Richard E. Wildish Community Theater

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: 9/23/2025

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:	10/06/2025
	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 TNT Pizza LLC, DBA: Track Town Pizza.

ACTION REQUESTED:

Endorsement of OLCC Liquor License Application for Track Town Pizza, located at 5809 A Street, Springfield, OR 97478.

ISSUE STATEMENT:

The owner TNT Pizza LLC has requested the City Council to endorse its OLCC Liquor License Application.

DISCUSSION/FINANCIAL IMPACT:

The license endorsement for TNT Pizza LLC, DBA: Track Town Pizza is for a New License for Limited On-Premises Sales. The license application has been reviewed and approved by the appropriate City Departments.

Attachments

OLCC Liquor License Application



OREGON LIQUOR & CANNABIS COMMISSION

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): TNT Pizza, LLC dba Track Town Pizza

Proposed Trade Name: Track Town Pizza

Premises Address: 5809 A Street

Unit:

City: Springfield

County: Lane

Zip: 97478

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location

License Type: Limited On-Premises Sales Liquor License ☒ Additional Location for an Existing License

Application Contact Information

Contact Name: Tim Hill

Phone: 541-284-8484

Mailing Address: 1809 Franklin Blvd.

City: Eugene

State: OR

Zip: 97403

Email Address: tracktownp@comcast.net

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): TNT Pizza, LLC dba Track Town Pizza

Proposed Trade Name: Track Town Pizza

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: 9/9/2025

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:	10/06/2025
	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 Bartolotti Management LLC, DBA: Sophia's.

ACTION REQUESTED:

Endorsement of OLCC Liquor License Application for Sophia's, located at 330 Main Street Unit B, Springfield, OR 97477.

ISSUE STATEMENT:

The owner Bartolotti Management LLC has requested the City Council to endorse its OLCC Liquor License Application.

DISCUSSION/FINANCIAL IMPACT:

The license endorsement for Bartolotti Management LLC, DBA: Sophia's is for a New License for Full On-Premises Sales. The license application has been reviewed and approved by the appropriate City Departments.

Attachments

OLCC 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): BARTOLOTTI MANAGEMENT LLC / STEVE SHINN

Proposed Trade Name: SOPHIA'S

Premises Address: 330 MAIN ST Unit: B

City: SPRINGFIELD County: LANE Zip: 97477

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location

License Type: FULL ON-PREMISES - COMMERCIAL ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: STEVE SHINN Phone: 541 754 3647

Mailing Address: 36421 SHERMAN LN

City: SPRINGFIELD State: OR Zip: 97478

Email Address: MRSTEVE@SHINN@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



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

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

Legal Entity/Individual Applicant Name(s):

Proposed Trade Name:

SOPHIA'S

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: 9/10/2025

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

Meeting Date: 10/06/2025
Meeting Type: Regular Meeting
Staff Contact/Dept: Vahana Horn/Finance
Staff Phone No:
Estimated Time: Consent Calendar
Council Goals: Financially Responsible and Stable Government Services

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

ITEM TITLE:

August 2025 Disbursements for Approval

ACTION REQUESTED:

Approve the following motion to: Approve the August 2025 Disbursements for Approval

ISSUE STATEMENT:

The August 2025 Disbursements for Approval is attached for your review and approval.

DISCUSSION/FINANCIAL IMPACT:

Checks totaling \$6,101,934.65 were issued in August 2025. Documentation supporting these payments has been reviewed.

Attachments

1. RS FIN Disbursements August 2025
2. Cert of Approval August 2025



Report ID: SPRA109-

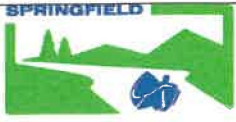
City of Springfield
Disbursement for Approvals
From 08/01/2025 Thru 08/31/2025

Page No: 1

Run Date: 9/2/2025

Run Time: 10:29:51 AM

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
0171211	8/7/25	Keefe Commissary Supply Company	5025171-3809149 5000285	C2020:CommissaryCredit 7/29/25 C2020:InmateCommissary 7/14/25	-2.51 66.92 <u>64.41</u>
0171212	8/7/25	Lane County Parole & Probation	4Q25-SMART	SMART Court Apr-Jun 25	17,148.59 <u>17,148.59</u>
0171213	8/7/25	Willamette Valley Awards, Inc.	64025	Plastic Name Plates	14.15 <u>14.15</u>
0171214	8/7/25	Rexius Forest By-Products, Inc.	861242	C2839: Jul Landscape Maint.	681.00 <u>681.00</u>
0171215	8/7/25	People Speak LLC	SPR-0059	C2688: spfldorspks 7/16-8/16	800.00 <u>800.00</u>
0171216	8/7/25	Brown & Brown	21310827	MWMC Insurance Renewal FY26	504,675.00 <u>504,675.00</u>
0171217	8/7/25	Harper Houf Peterson Righellis Inc	61333	C3535: P21196 (5/17-6/30)	92,238.86 <u>92,238.86</u>
0171218	8/7/25	Wildish Sand & Gravel Company	146421 146439 146482 146500 146402	Street Maint Mat: 7/10/25 Street Maint Mat: 7/11/25 Street Maint Mat: 7/15/25 Street Maint Mat: 7/16/25 Street Maint Mat: 7/9/25	3,160.96 4,829.86 559.11 225.35 2,253.47 <u>11,028.75</u>
0171219	8/7/25	FPW Media	21486	MWMC Dig Mkt-Phase 4	3,415.00 <u>3,415.00</u>



Report ID: SPRA109-

City of Springfield
Disbursement for Approvals
From 08/01/2025 Thru 08/31/2025

Page No: 3

Run Date: 9/2/2025

Run Time: 10:29:51 AM

<u>Check No</u>	<u>Check Dt</u>	<u>Vendor Name</u>	<u>Invoice ID</u>	<u>Line Description</u>	<u>Payment</u>
0171225	8/7/25	Ingram Library Services			
0171226	8/7/25	Rowell Brokaw Architects, Inc	7335	Quad Redesign: June 2025	6,745.80 <u>6,745.80</u>
0171227	8/7/25	GPS Insight LLC	INV1729082	Veh Tracker: 2025-2028	448.80 <u>448.80</u>
0171228	8/7/25	Auramates	000217 000215 000216	CH Laundry Service: 7/28/25 Ops Laundry Service: 7/24/25 Ops Laundry Service: 7/28/25	55.30 58.80 131.96 <u>246.06</u>
0171229	8/7/25	Comfort Flow Heating	811-25-001516-MECH	Permit Refund: 811-25-001516	143.40 <u>143.40</u>
0171230	8/7/25	Brown & Caldwell Engineers, Inc.	53571740	P80113: 4/25/25-6/30/25	18,185.79 <u>18,185.79</u>
0171231	8/7/25	Traffic Safety Supply Co., Inc.	INV082169	Sheeting Rolls/Drive Caps	10,083.54 <u>10,083.54</u>
0171232	8/7/25	Emerald People's Utility District	88414: 7/23/2025	S 57th St: 6/25/25-7/22/25	250.16 <u>250.16</u>
0171233	8/7/25	Lane Council of Governments	ACH Test	ACH Test	0.01 <u>0.01</u>



Report ID: SPRA109-

City of Springfield
Disbursement for Approvals
From 08/01/2025 Thru 08/31/2025Page No: 4
Run Date: 9/2/2025
Run Time: 10:29:51 AM

<u>Check No</u>	<u>Check Dt</u>	<u>Vendor Name</u>	<u>Invoice ID</u>	<u>Line Description</u>	<u>Payment</u>
0171234	8/7/25	Friends of the Springfield Library	FSPL SALES JULY 2025	FSPL SALES JULY 2025	974.15 <u>974.15</u>
0171235	8/7/25	DevNW	07282025	SHOP DPA Staff Time Mar-Jun 25	8,125.53 <u>8,125.53</u>
0171236	8/7/25	Carry It Forward	170	C3658: Overnight Park Q4FY25	479.71 <u>479.71</u>
0171237	8/7/25	SAIF CORPORATION	2405300 JULY	COMPENSATORY FINE 2405300	25.00 <u>25.00</u>
0171238	8/7/25	PacificSource Health Plans	MED ADMIN FEE AUG 2025	Med Admin Fee Aug 2025	101,379.71 <u>101,379.71</u>
0171239	8/7/25	MODA	252130000038 252140001639	Dental Claims 07/21-07/26/25 Dental Claims 08/01-08/02/25	5,697.00 5,138.60 <u>10,835.60</u>
0171240	8/7/25	Jones,Jesse	Reim Firemed Membership	Reim Firemed Membership	68.00 <u>68.00</u>
0171241	8/7/25	Judd, Deanna M	Wellness Summit Per Diem	Wellness Summit Per Diem	247.00 <u>247.00</u>
0171242	8/7/25	Emily Bradley	Reim Firemed Membership	Reim Firemed Membership	65.00 <u>65.00</u>



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0171243	8/7/25	Claudia Galbreath	Reim FireMed Membership	Reim FireMed Membership	60.00
					60.00
0171244	8/7/25	Willamalane	2303911 JULY 2025	COMP FINE DKT 2303911	8.33
					8.33
0171245	8/14/25	Keefe Commissary Supply Company	5010889	C2020:InmateCommissary 7/14/25	30.80
					30.80
0171246	8/14/25	Central Print & Reprographics	582692	(500) Vehicle Impound Reports	693.93
					693.93
0171247	8/14/25	National Business Solutions	IN149777 IN149806 IN149913	Copies: 9/23/25-7/22/25 overage charge 6/25-7/24/25 overage charge 6/27-7/26/25	155.33 7.45 28.52
					191.30
0171248	8/14/25	Hughes Fire Equipment, Inc.	251801-B 251801-B 251801-B 626887 626888 627013 627011 627070 627070 627103 627066 626714 6727072	5117 Vin #1FDUF4HT5RDA14841 5118 Vin #1FDUF4HTXRDA14978 5119 Vin #1FDUF4HT6RDA14931 E16/544; VEHICLE REPAIRS E4/5103; VEHICLE REPAIRS E4/5103; VEHICLE REPAIRS E5/536; VEHICLE REPAIRS M16/5108; REPL 4 REAR TIRES M16/5108; VEHICLE REPAIRS M16/510; PM SERVICE M36/596; VEHICLE REPAIRS M6/5102; VEHICLE REPAIRS T03/561; VEHICLE REPAIRS	809.02 809.03 809.03 700.81 157.05 972.44 809.24 2,170.08 1,347.03 1,578.54 110.85 427.98 148.45
					10,849.55
0171249	8/14/25	Beacon Application Services Corp	4803	PS Service C3818 June-July2025	21,250.00
					21,250.00



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0171250	8/14/25	Springfield Public School/Lane Co SD 19	69706 46164 46164 69749 69731	Business Cards - Officer Business Cards: S. Weaver Clean Water Gardens Brochures July 2025 Unleaded Fuel Steve Moe Business card	118.47 45.02 675.96 29,709.00 43.30 <u>30,591.75</u>
0171251	8/14/25	911 Supply Inc	INV-1-55284	Officer uniform	126.29 <u>126.29</u>
0171252	8/14/25	Fastenal Company	OREUG137634	Gloves & Masks	297.95 <u>297.95</u>
0171253	8/14/25	Joseph Burke	2025 IACP DRE CONF - PER DIEM	2025 IACP DRE Conf - Per Diem	346.00 <u>346.00</u>
0171254	8/14/25	WECO	CP-00318692 CP-00320866 CP-00319838	CFN FUEL PURCHASES 07/01-07/15 CFN FUEL PURCHASES 07/16-07/31 CNO#:Motorcycle Fuel 7/19-7/31	1,457.11 511.81 140.68 <u>2,109.60</u>
0171255	8/14/25	PacificSource Administrators	JUNE 2025	Jun 2025 HRA-Claim Activity	47,709.39 <u>47,709.39</u>
0171256	8/14/25	Kennedy/Jenks Consultants, Inc.	181627	P80098: Class A H2O 6/30/25	11,626.34 <u>11,626.34</u>
0171257	8/14/25	Airgas USA, LLC	9162937053	FS5: OXYGEN USP 125 CGA 540	7.44 <u>7.44</u>
0171258	8/14/25	Wise Psychological Consulting LLC	2502796, 2502814	Psych Eval 07/22/25	1,050.00 <u>1,050.00</u>



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0171259	8/14/25	Quality Research Associates	July 25	Jul 25 SMART Court	150.00 150.00
0171260	8/14/25	Meriwether Strategies LLC	July 31, 2025	C3927: July 25 Legislative	3,250.00 3,250.00
0171261	8/14/25	FPW Media	21586	Vimeo Subscription (monthly)	24.00 24.00
0171262	8/14/25	Alpha Company Marketing	D9D744F1-0006	8/1-9/1/25	4,813.00 4,813.00
0171263	8/14/25	Lane Council of Governments	97948 97914 98692 72812	April 2025 Legal Svs Jan-Mar 2025: Regional Fiber June 2025 Land Use Hearings TELCM ASST-APR-JUN 19	62.50 24,180.76 93.75 1,344.73 25,681.74
0171264	8/14/25	NW Natural	414994-4 STMT 07/29/25 2169456-7 STMT 07/29/25 2003187-8 STMT 07/29/25 540107-0 STMT 07/29/25 101 S. A: 7/28/2025 150 N. 6th: 7/29/25 293 S. 18th: 7/29/25 437 Main: 7/28/25 765 A St: 7/28/2025 JC GAS: 6/26/25-7/28/25	FS14; 06/27-07/29/25 FS16; 06/27-07/29/25 FS3; 06/27-07/29/25 FS5; 06/26-07/29/25 Gas @ 101 So. A: 6/26-7/28 Gas @ 150 N. 6th: 6/26-7/29 Gas @ 293 S. 18th: 6/27-7/29 Gas @ 437 Main: 6/26-7/28 Gas @ 765 A St: 6/26-7/28 JC Gas: 6/26/25-7/28/25	23.34 80.52 73.16 114.73 12.74 30.74 55.93 23.34 23.34 2,994.29 3,432.13
0171265	8/14/25	Correctional Industries Accounting	F191798	C2091: Inmate Food	3,245.20 3,245.20
0171266	8/14/25	Webber, Michelle	August 2025	August 2025 Cell/Internet	85.00 85.00



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0171267	8/14/25	Doyle, Victoria	August 2025	August 2025 Cell/Internet	85.00 <u>85.00</u>
0171268	8/14/25	Blackwell, Beth	August 2025	August 2025 Cell/Internet	85.00 <u>85.00</u>
0171269	8/14/25	Stout, Alan	August 2025	August 2025 Cell/Internet	85.00 <u>85.00</u>
0171270	8/14/25	Cascade Health Solutions	JUL 2025 EAP	C3397; Direction EAP Jul 25	1,296.90 <u>1,296.90</u>
0171271	8/14/25	iSecure Information Security	2073072125	FLS SHREDDING 07/21/25	51.70 <u>51.70</u>
0171272	8/14/25	Omlid & Swinney Fire Protection &	EU067711 983698	CH: Fire Alarm System Fixes CH: Fire Extinguisher Inspect	4,731.00 104.00 <u>4,835.00</u>
0171273	8/14/25	Oregon Dock N Door LLC	3797	FS14: Bay Door Spring Repair	1,770.00 <u>1,770.00</u>
0171274	8/14/25	Western Systems Refuse &	45469 45507 45517	Street Sweepers Street Sweepers Street Sweepers CREDIT	290.12 5,101.85 -1,692.00 <u>3,699.97</u>
0171275	8/14/25	Auramates	000218 000220	Ops Laundry Service: 7/31/25 Ops Laundry Service: 8/4/25	75.64 146.03 <u>221.67</u>



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0171276	8/14/25	Foshay Contracting	07222025_01	Deck/Ramp: 661 Lockhaven	8,654.71 <u>8,654.71</u>
0171277	8/14/25	Reese Landscapes Inc	ACH Test	ACH Test	0.01 <u>0.01</u>
0171278	8/14/25	Wellpath LLC	ACH Test 2025	ACH Test	0.01 <u>0.01</u>
0171279	8/14/25	Brown & Brown	21494154	25-28 Fee Agreement	36,687.00 <u>36,687.00</u>
0171280	8/14/25	Professional Credit Service	58429	Commissions	2,032.04 <u>2,032.04</u>
0171281	8/14/25	PacificSource Health Plans	91749	Medical Claims Ending 07/31/25	208,097.48 <u>208,097.48</u>
0171282	8/14/25	Rear's Manufacturing Company	461139 463069	Herbicide Truck Supplies Magnet Kit, Herbicide Truck	1,514.83 23.33 <u>1,538.16</u>
0171283	8/14/25	Novac Industries LLC	38	C2893: P41064 July 2025	21,650.00 <u>21,650.00</u>
0171284	8/14/25	Weaver, Sarah	Costco Reimb 8/3/2025	Reimb: Housing & Design Event	56.36 <u>56.36</u>



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0171285	8/14/25	MODA	252220000028	Dental Claims 08/03-08/09/25	11,987.80 <u>11,987.80</u>
0171286	8/14/25	Verified First LLC	INV-000557464	Jul 25 Background Checks	396.36 <u>396.36</u>
0171287	8/14/25	HazMat One, LLC	2076	Inc 25-158525 trailer	3,165.45 <u>3,165.45</u>
0171288	8/14/25	Firstline Communications, Inc.	185235	SIP TRUNK/911/DID:7/6-8/6/25	1,304.37 <u>1,304.37</u>
0171289	8/14/25	Govplace LLC	BD0002014b	C3929: FY26 Kiteworks MFT	26,167.30 <u>26,167.30</u>
0171290	8/14/25	TireHub, LLC	51397950	SPD: 12 Eagle Enforcer Tires	2,031.00 <u>2,031.00</u>
0171291	8/14/25	Gordon Truck Centers, Inc	PC251151378:01	Veh# 7164: Fuel Filter	149.81 <u>149.81</u>
0171293	8/14/25	Emma's Sewing Service	ACH Test	ACH Test	0.01 <u>0.01</u>
0171294	8/14/25	Robin Holman	ACH Test	ACH Test	0.01 <u>0.01</u>



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0171295	8/18/25	The Bank of America			
			07/25 SEDERLIN, R	#6145	10.80
			07/25 Burke, J	20 BAC Specimen Kits	261.85
			07/25 Keetle, B	2025 K9 Seminar- Training	1,475.00
			07/25 DZIERZEK, D	30041 Todd Miller - two, 27 in	440.62
			07/25 DZIERZEK, D	30057 / DPW - R.Holman / Dell.	317.24
			07/25 DZIERZEK, D	30066 PC Purchase / DPW - SEQ	1,162.52
			07/25 DZIERZEK, D	30067 PC Purchase / DPW - SEQ	1,162.52
			07/25 DZIERZEK, D	30069 / DPW - M.Healy / Dell.	308.42
			07/25 DZIERZEK, D	30069 Dock Purchase / DPW - M.	317.24
			07/25 DZIERZEK, D	30069 PC Purchase / DPW - M.He	1,162.52
			07/25 DZIERZEK, D	30073 Dock Purchase / DPW - CK	317.24
			07/25 DZIERZEK, D	30073 PC Purchase / DPW - CKen	1,222.56
			07/25 DZIERZEK, D	30074 Purchase + Dock / DPW -	317.24
			07/25 DZIERZEK, D	30075 PC Purchase / DPW - L.Mi	1,162.52
			07/25 DZIERZEK, D	30077 Dock Purchase / DPW - SE	317.24
			07/25 DZIERZEK, D	30077 PC Purchase / DPW - SEQ	1,162.52
			07/25 DZIERZEK, D	30083 PC Purchase / DPW - R.Ca	1,162.52
			07/25 DZIERZEK, D	30084 PC Purchase / DPW - S.Gr	1,162.52
			07/25 DZIERZEK, D	30089 PC Purchase / DPW - S.We	1,162.52
			07/25 DZIERZEK, D	30106 PC Purchase / CP - Lapto	1,162.52
			07/25 DZIERZEK, D	30108 PC Purchase / CP - M.Tal	1,162.51
			07/25 DZIERZEK, D	30134 Hardware Purchase / IT /	33.84
			07/25 DZIERZEK, D	30171 PC Purchase / PD - T.Mon	1,335.84
			07/25 SEDERLIN, R	5009	4.01
			07/25 SEDERLIN, R	5009	28.41
			07/25 SEDERLIN, R	5009	220.15
			07/25 SEDERLIN, R	6022	1,375.51
			07/25 SEDERLIN, R	6094	274.12
			07/25 SEDERLIN, R	6108	8.99
			07/25 SEDERLIN, R	6122	83.98
			07/25 SEDERLIN, R	6122	103.84
			07/25 SEDERLIN, R	6139	180.21
			07/25 SEDERLIN, R	6139	516.23
			07/25 SEDERLIN, R	6145 CRU Van	237.20
			07/25 DEEDON, G	62526 9486 SPEEDWAY - Purchase	38.59
			07/25 SEDERLIN, R	7102	78.78
			07/25 SEDERLIN, R	7102	166.38
			07/25 SEDERLIN, R	7119	20.00
			07/25 SEDERLIN, R	7119	437.99
			07/25 Ekelund, C	7164	89.93
			07/25 Ekelund, C	7164	152.90
			07/25 SEDERLIN, R	7164	168.84
			07/25 ROBINSON, B	ACWA Conference Lodging for Br	680.36
			07/25 MILLER, T	ACWA Conference Lodging for To	1,020.54
			07/25 MOSSEFIN, B	ACWA Lodging for Brooke Mossef	1,020.54
			07/25 Dorsey, K	ACWA Lodging for Katrina Dorse	1,034.82
			07/25 VAN ECKHOUT, M	ACWA Lodging for Mark Van Eeck	1,020.54
			07/25 STOUDEUR, M	ACWA Lodging for Matt Stouder	1,020.54
			07/25 MCALLISTER, T	ACWA Lodging for Troy McAllist	1,042.92
			07/25 SCHINDELE-CUPPLES, C	AD COL - AVOD Infobase FY26	4,916.77
			07/25 WILLIAMS, T	AD PROG - FB marketing	4.96
			07/25 WILLIAMS, T	AD PROG - FB marketing	15.00
			07/25 MAY, A	AFP APWA - Oregon Chap - Regis	455.00
			07/25 BELL, N	AICPA Annual Renewal-N. Bell	355.00
			07/25 Weaver, S	AMAZON MARK 1K4C77SL3 iPad St	7.99
			07/25 Casey, C	AMAZON MARK A49ZO2SI3 - Aaron	64.79
			07/25 Casey, C	AMAZON MARK L53P41CZ3 - Aaron	114.17
			07/25 Weaver, S	AMAZON MARK N36C00VO1 iPhone_	20.12
			07/25 Weaver, S	AMAZON MARK NL0O99C82 - iPhon	7.99
			07/25 Casey, C	AMAZON MARK NQ1I59731 - Aaron	9.95



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0171295	8/18/25	The Bank of America			
			07/25 POLEN, W	AMAZON MKTPL DN5GR6313 - Purch	253.37
			07/25 POLEN, W	AMAZON MKTPL HM44Y4VQ3 - Purch	20.36
			07/25 LUNDBERG, R	AMAZON MKTPL N307R00J0 - Water	305.93
			07/25 LUNDBERG, R	AMAZON MKTPL N38LV2912 - WRT	47.98
			07/25 FREY, E	AMAZON RETA NL5NR81L0 - Frey	78.69
			07/25 VAUGHT, M	APWA - Oregon Chap - Registrat	455.00
			07/25 VAUGHT, M	APWA - Oregon Chap - Registrat	455.00
			07/25 VAUGHT, M	APWA - Oregon Chap - Registrat	455.00
			07/25 VAUGHT, M	APWA - Oregon Chap - Registrat	455.00
			07/25 VAUGHT, M	APWA - Oregon Chap - Registrat	455.00
			07/25 VAUGHT, M	APWA - Oregon Chap - Registrat	455.00
			07/25 Velasco Jr, J	ASD Bathroom Fan repairs	35.00
			07/25 MONROE, T	ATT bill for ISB	44.16
			07/25 CMD Engineering 2, S	Advertisement for P21160 - BRI	189.90
			07/25 CMD Engineering 2, S	Advertisement for P21160 - SQ	75.84
			07/25 CMD Engineering 2, S	Advertisement for P21211 - BRI	323.70
			07/25 Weaver, S	American Assoc of Code - Train	40.00
			07/25 ALLOCCO, M	Animal Control CC Fees	31.20
			07/25 SPIRO, L	Annual subscription creating Q	89.95
			07/25 KENWORTHY, W	Anti static vacuum filters - I	19.75
			07/25 DONOHUE, J	BI-MART 649 - Purchase hitch p	7.98
			07/25 Keetle, B	BOOTS FOR K9 (2)	634.50
			07/25 SEDERLIN, R	Back Up Side View Camera - #71	33.64
			07/25 Storey, A	Backflow supplies for inspecti	1,340.44
			07/25 SCOTT, S	Batteries- Signals	105.60
			07/25 BARRAGER, G	Battery	14.58
			07/25 Ferguson, Z	Battery- Streets supplies	5.69
			07/25 Tavernier-Culver, B	Bee spray- bio swales	117.84
			07/25 DILLEY, H	Bee spray- bioswales	85.00
			07/25 POLEN, W	Benches for Lobby	419.98
			07/25 Kuk, M	Blade- landscape supplies	74.97
			07/25 POLEN, W	Blood Draws for June 2025	4,000.00
			07/25 BARRAGER, G	Boiler Repairs	1,805.00
			07/25 BARRAGER, G	Boot Allowance- Barrager, Greg	159.95
			07/25 Hull, I	Boot Allowance- Beasley, Alyss	233.96
			07/25 Blough, C	Boot Allowance- Blough, C	143.99
			07/25 Dodson, K	Boot Allowance- Dodson, K	139.99
			07/25 Ekelund, C	Boot Allowance- Ekelund, C	87.99
			07/25 Ferguson, Z	Boot Allowance- Ferguson, Zach	164.99
			07/25 Grimm, M	Boot Allowance- Grimm, M	109.94
			07/25 HAMBRIGHT, B	Boot Allowance- Hambright, Bri	258.00
			07/25 Henderson, T	Boot Allowance- Henderson, T	239.95
			07/25 Hull, I	Boot Allowance- Hull, I	170.96
			07/25 Lee, C	Boot Allowance- OBrien-Pacheco	239.98
			07/25 SCOTT, S	Boot Allowance- Scott, Shawn	144.98
			07/25 Alejandre, D	Boot Allowance- Segura, Jesus	200.00
			07/25 Standcliff, H	Boot Allowance- Standcliff, H	209.97
			07/25 Storey, A	Boot Allowance- Storey, Andy	190.95
			07/25 Brown, J	Boot Scraper- OPS	45.37
			07/25 Johnson, C	Boot allowance- Johnson, C	90.46
			07/25 Johnson, C	Boot allowance- Johnson, C	279.90
			07/25 Lee, C	Boot allowance- Lee, Caleb	135.99
			07/25 Lee, C	Boot allowance- Sitterley, Noa	279.98
			07/25 Stephens, J	Boot allowance- Stephens, J	143.99
			07/25 Velasco Jr, J	Boot allowance- Velasco, J	200.00
			07/25 WILSON, B	Boot allowance- Wilson, B	199.99
			07/25 ALLOCCO, M	Business Licensing CC Fees	52.40
			07/25 Henderson, T	CDL Testing Fee- Henderson, Tr	280.00
			07/25 Hull, I	CDL Testing Fee- Hull, Ian	280.00
			07/25 Keetle, B	CHETT-DOMESTIC VIOLENCE-INCIDE	113.57



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0171295	8/18/25	The Bank of America			
			07/25 DEEDON, G	CHEVRON 0305797 - Purchase	100.10
			07/25 DONOHUE, J	CHEVRON 0309028 - Purchase	21.40
			07/25 Quesada, A	CHICK-FIL-A #04987 - Purchase	57.04
			07/25 ANDERSON, K	CMD General Office Supplies	11.87
			07/25 ANDERSON, K	CMD General Office Supplies	13.48
			07/25 Zarazua, J	CMO staff name badges	35.34
			07/25 FREY, E	CRAIGSLIST.ORG - Frey job post	25.00
			07/25 FREY, E	CRAIGSLIST.ORG - Frey job post	25.00
			07/25 FREY, E	CRAIGSLIST.ORG - frey job post	25.00
			07/25 GUSTAVSON, L	CRESSEY - Common Sense media	30.00
			07/25 KINSEY, C	CRESSEY - SR kick-off lasertag	7.99
			07/25 KINSEY, C	CRESSEY - SR kick-off lasertag	92.88
			07/25 KINSEY, C	CRESSEY - YA PROG - summer sup	27.38
			07/25 KINSEY, C	CRESSEY - YA PROG - summer sup	32.97
			07/25 KINSEY, C	CRESSEY - YA PROG - summer sup	47.11
			07/25 KINSEY, C	CRESSEY - YA PROG - summer sup	93.87
			07/25 KINSEY, C	CRESSEY - YA PROG - summer sup	237.02
			07/25 Craig, A	CRESSEY - table runners	230.98
			07/25 Linder, M	CRESSEY -SR 07232S	135.49
			07/25 CONLON, B	Car wash- BC	18.00
			07/25 GIBSON, B	Car wash- Gibson, B	10.00
			07/25 DILLEY, H	Chain saw repairs	130.48
			07/25 KENWORTHY, W	Chat GPT - IT	20.00
			07/25 BARRAGER, G	City Hall misters	98.97
			07/25 BARRAGER, G	City Hall- digital thermostat	119.31
			07/25 Velasco Jr, J	City Hall- misters	139.96
			07/25 BARRAGER, G	City Hall-batteries	45.70
			07/25 Velasco Jr, J	City Key Machine	2,727.48
			07/25 Gray, I	Clean Water University Jeopard	20.00
			07/25 Kuk, M	Cleaning brush- landscape	9.99
			07/25 Brown, J	Cleaning supplies- OPS	3.94
			07/25 POLEN, W	Coffee Table for Chief's Lobby	159.99
			07/25 Community Development Ad	Coffee for One DPW Meeting	60.00
			07/25 Zarazua, J	Condolence flowers for John G/	49.95
			07/25 Dollarhide, B	Copy Printer Paper	79.98
			07/25 SEDERLIN, R	Credit- #7102	-78.78
			07/25 FARSET, M	Curb paint	60.00
			07/25 DZIERZEK, D	DIGICERT - Purchase wildcard	2,568.00
			07/25 DZIERZEK, D	DPW Tamara Beschoner 2 monito	687.36
			07/25 Keetle, B	DRONE FAA REQUIRMENT	10.00
			07/25 DZIERZEK, D	Dell SFP Cards For Hypervisor	1,175.55
			07/25 WILLIAMS, D	Desk mat for Emily Bradley	31.96
			07/25 Opdahl, O	Dig up repairs 37th ST	55.32
			07/25 SPIRO, L	Digital signage for TV inside	99.00
			07/25 SARRETT, C	Domain Name Renewal - Weccleanw	56.18
			07/25 SARRETT, C	Domain Name Renewal - bizsprin	22.19
			07/25 SARRETT, C	Domain Name Renewal - bizsprin	23.19
			07/25 SARRETT, C	Domain Name Renewal - bizsprin	25.19
			07/25 Community Development Ad	Donuts for One DPW Meeting	89.00
			07/25 Kuk, M	Drain opener- OPS	18.99
			07/25 KENWORTHY, W	Dreamweaver - IT	22.99
			07/25 Blough, C	Drinks for landscape crew	36.48
			07/25 WILSON, B	Drinks for paving crew	49.46
			07/25 CALLAHAN, S	Dump Card- landscape	50.00
			07/25 BARRAGER, G	Dump run- facilities	15.90
			07/25 KENWORTHY, W	Dusters for IT	54.88
			07/25 ALLOCCO, L	ESD/MWMC Central File Project	43.01
			07/25 Blough, C	Electrolytes- streets crews	43.00
			07/25 BARRAGER, G	Extension cord connectors	61.44
			07/25 Velasco Jr, J	F/S #14 Oven Door	59.95



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0171295	8/18/25	The Bank of America			
			07/25 Velasco Jr, J	F/S #16 Door Lock	133.59
			07/25 Velasco Jr, J	F/S #4 Drain clean	319.30
			07/25 BARRAGER, G	F/S #4 Exhaust Fan	283.63
			07/25 Velasco Jr, J	F/S #5 Gate repairs	1,254.60
			07/25 BARRAGER, G	F/S #5 Lights	30.98
			07/25 Storey, A	F/S #5- ant bait trays	112.70
			07/25 DEEDON, G	FAST BREAK BONANZA MAR - Purch	120.94
			07/25 MURRAY, T	FLIGHTS FOR TRAINING LEDA IN V	207.56
			07/25 VAUGHT, M	FY26 Clothing Orders	24.99
			07/25 Haigh, M	FY26 Clothing Orders	79.34
			07/25 Haigh, M	FY26 Clothing Orders	194.60
			07/25 VAUGHT, M	FY26 Clothing Orders	495.02
			07/25 Haigh, M	FY26 Clothing Orders	639.20
			07/25 Haigh, M	FY26 Clothing Orders	1,207.29
			07/25 Velasco Jr, J	Facilities- Keys	6.00
			07/25 Brown, J	Facilities- supplies	11.95
			07/25 CROLLY, G	Fee for Use of Force Training	24.95
			07/25 Blough, C	Filters for chainsaws	38.97
			07/25 BARRAGER, G	Fire Station #5 Lights	47.98
			07/25 MYERS, J	Firearm Rifle Mag	764.99
			07/25 MYERS, J	Firearms Optical Test	67.99
			07/25 MYERS, J	Firearms Optical Test	564.24
			07/25 MYERS, J	Firearms Range Eye	145.01
			07/25 FARSET, M	Fitting for paint truck hose r	2.76
			07/25 CRAIG, L	Foxit Editor 13-LJC	209.99
			07/25 PARDEE, E	Fuel for training in Bend	37.49
			07/25 Dunn, B	GAS FOR ISB	52.34
			07/25 Bazer, T	GAS FOR PATROL	48.04
			07/25 POLEN, W	GAS FOR PATROL	52.44
			07/25 Bazer, T	GAS FOR PATROL	61.77
			07/25 SELVEY, E	GC Reward-Smart Court	25.00
			07/25 BELL, N	GITHUB monthly subscription	19.00
			07/25 VOGENEY, K	GOOGLE GSUITE Recurring charge	100.80
			07/25 DZIERZEK, D	GoToCom GoToMeeting - Purchase	18.00
			07/25 DZIERZEK, D	Hardware Purchase / IT - HDMI	47.36
			07/25 WILSON, B	Homeless camp clean-up- trash	89.97
			07/25 FARSET, M	Hose reel clamp- paint truck	2.18
			07/25 Johnson, C	Hose reel- Jet	371.58
			07/25 NEWTON, M	Hotel for SRO Conference	864.60
			07/25 NEWTON, M	Hotel for SRO Conference	864.60
			07/25 NEWTON, M	Hotel for SRO Conference - One	216.15
			07/25 POTTER, K	IA Training for T. Murray thro	795.00
			07/25 Ditzel, Lydia E	IMPRINT.COM - Purchase	407.92
			07/25 Weaver, S	INTELIUS 888-245-1655 - ID loo	9.95
			07/25 McCormack, K	Inspect and repair evidence re	130.41
			07/25 Smith, M	Insulated coffee cups for inma	194.00
			07/25 SPIRO, L	International fee for Pagefree	8.90
			07/25 SPIRO, L	International fee for QRstuff	0.72
			07/25 McCormack, K	Inv 4-943-42747	18.09
			07/25 McCormack, K	Inv 4-950-14916 - Shipping for	15.85
			07/25 MONROE, T	Inv 60635 - Maint on gym equip	408.44
			07/25 Stephens, J	Irrigation flags	11.78
			07/25 DONOHUE, J	JERSEY MIKES ONLINE UC - Purch	57.15
			07/25 Craig, A	JR PROG - mushroom house tubin	12.39
			07/25 BARRAGER, G	Jail- Water filter	42.94
			07/25 BARRAGER, G	Justic Center door lock	382.09
			07/25 BARRAGER, G	Justice Center office paint	33.94
			07/25 BARRAGER, G	Justice center- hardware	295.36
			07/25 Keettle, B	K9 Boots	410.00
			07/25 Storey, A	Keys	6.50



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0171295	8/18/25	The Bank of America			
			07/25 SEDERLIN, R	LANDMARKFORD - Credit #6022	-1,335.45
			07/25 SEDERLIN, R	LANDMARKFORD - Credit #6122	-81.54
			07/25 SEDERLIN, R	LANDMARKFORD - Credit- #6139	-50.20
			07/25 SEDERLIN, R	LANDMARKFORD - Credit- 6139	-501.20
			07/25 Dodson, K	Landscape crew- supplies	28.78
			07/25 DILLEY, H	Landscape equipment	3,928.85
			07/25 DILLEY, H	Landscape equipment repairs- i	115.50
			07/25 DILLEY, H	Landscape equipment repairs- i	441.75
			07/25 DILLEY, H	Landscape equipment treatment	20.97
			07/25 Dodson, K	Landscape supplies	15.54
			07/25 CALLAHAN, S	Landscape supplies	29.44
			07/25 Zarazua, J	Laptop case for SF	25.99
			07/25 POLEN, W	Leashes for AC (100)	455.81
			07/25 CRAWFORD, J	Leave default-Will reimburse	109.99
			07/25 CRAWFORD, J	Leaving in default -This was s	1,029.98
			07/25 CRAWFORD, J	Leaving in default account. Wi	79.99
			07/25 Ferguson, Z	Lighter- streets supplies asph	1.99
			07/25 Standliff, H	Lights for car bay- OPS	81.28
			07/25 Storey, A	Line for misters- City Hall	8.99
			07/25 CRAIG, L	Living and Working with AI boo	17.79
			07/25 Velasco Jr, J	Lock set and keys	113.00
			07/25 NEWTON, M	Luggage Charge for SRO Confere	35.00
			07/25 NEWTON, M	Luggage charge for SRO Conf.	45.00
			07/25 NEWTON, M	Luggage for Newton SRO Confere	35.00
			07/25 Wick, L	MEMBERSHIP RENEWAL FOR WICK -I	25.00
			07/25 DZIERZEK, D	MSFT E0200WKIPO - Purchase A	468.51
			07/25 McGRAW, M	MUSEUM EXHIB - SUB exhibit sup	32.45
			07/25 McGRAW, M	MUSEUM EXHIB - SUB exhibit sup	32.45
			07/25 McGRAW, M	MUSEUM EXHIB - SUB exhibit sup	33.78
			07/25 McGRAW, M	MUSEUM EXHIB - SUB exhibit sup	38.98
			07/25 McGRAW, M	MUSEUM EXHIB - SUB exhibit sup	95.98
			07/25 McGRAW, M	MUSEUM EXHIB - SUB exhibit sup	146.99
			07/25 McGRAW, M	MUSEUM EXHIB - SUB exhibit sup	187.96
			07/25 McGRAW, M	MUSEUM EXHIB - SUB exhibit sup	212.00
			07/25 Linder, M	MUSEUM G&M -ATALM lodging depo	110.39
			07/25 Linder, M	MUSEUM G&M ATALM air	778.89
			07/25 McGRAW, M	MUSEUM MEMB - June 25 youtube	13.99
			07/25 McGRAW, M	MUSEUM MEMB - annual AASLH due	98.00
			07/25 McGRAW, M	MUSEUM MEMB -annual WMA dues	100.00
			07/25 McGRAW, M	MUSEUM PROG - Illum food	264.50
			07/25 McGRAW, M	MUSEUM PROG - art walk food	67.96
			07/25 Linder, M	MUSEUM PROG- Illum food	320.00
			07/25 McGRAW, M	MUSEUM SUPP - furniture for ex	67.98
			07/25 McGRAW, M	MUSEUM SUPP - furniture for ex	503.41
			07/25 McGRAW, M	MUSEUM SUPP - gift shop sticke	199.00
			07/25 SPIRO, L	MWMC Annual contact management	698.70
			07/25 SPIRO, L	MWMC archiving social media fo	1,112.36
			07/25 DZIERZEK, D	ManageEngine ServiceDesk Plus	4,065.00
			07/25 POLEN, W	Misc office furniture for Chie	1,683.85
			07/25 DILLEY, H	Mix fuel- Landscape	104.33
			07/25 MONROE, T	Monthly Fee Verizon Archive Ca	29.46
			07/25 MONROE, T	Monthly Fee for ISB	246.00
			07/25 Pulido, A	Monthly Subscription- Communic	26.50
			07/25 CRAIG, L	Monthly Westlaw Charges	427.52
			07/25 Pulido, A	Monthly subscription of The Re	9.99
			07/25 LAUDATI, N	Monthly subscrption of The Chr	6.00
			07/25 SPIRO, L	Mug for Commissioner Dawn Lesl	60.00
			07/25 KIRKPATRICK, P	NAME TAGS FOR PATROL	14.00
			07/25 Inman, M	NW Quad Cleaner	8.94
			07/25 Inman, M	NW Quad dish soap	8.98



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			07/25 Inman, M	NW Quad office supplies	14.66
			07/25 Inman, M	NW Quad office supplies	43.95
			07/25 KIRKPATRICK, P	Name Badges for Patrol	9.75
			07/25 Kuk, M	New trimmers- Landscape	1,223.99
			07/25 SEDERLIN, R	O'REILLY - Credit #6113	-9.51
			07/25 Pulido, A	OAMR Conference swag	45.99
			07/25 Zarazua, J	OAMR Conference- JZ	675.00
			07/25 CRAIG, L	OCAA CLE; OGEC Stance on Seria	60.00
			07/25 Keetle, B	ODOR PRINT NARCOTIC FOR TRAINI	106.00
			07/25 Henderson, T	ODOT DMV - CDL Test- Henderson	200.00
			07/25 VAUGHT, M	ODOT DMV- Title and registrati	90.00
			07/25 Weaver, S	ODOT DMV2U ODL Lookup	20.45
			07/25 MURRAY, T	ONE NIGHT DEPOSIT FOR LEDA TRA	100.91
			07/25 DZIERZEK, D	OPENAI CHATGPT SUBSCR - Purch	20.00
			07/25 Weaver, S	OREGONCODE.ORG - Purchase	90.00
			07/25 Weaver, S	OREGONCODE.ORG - Purchase	90.00
			07/25 Mumme, J	Office Fan-J Mumme	15.97
			07/25 Mumme, J	Office Fan-J Reinmer	15.97
			07/25 POLEN, W	Office Lamps for Chief's Lobby	149.99
			07/25 VAUGHT, M	Office Supplies	32.40
			07/25 CMD Engineering 2, S	Office Supplies - AMAZON MKTPL	12.40
			07/25 Clinton, A	Office Supplies - AMAZON MKTPL	35.48
			07/25 CRAIG, L	Office Supplies-Clips, Calenda	44.32
			07/25 CRAIG, L	Office Supplies-Pens	34.18
			07/25 VAUGHT, M	Office supplies	19.19
			07/25 LAUDATI, N	One day subscription, News Lib	9.95
			07/25 CROLLY, G	Online Newspaper for Lt. Croll	14.99
			07/25 KENWORTHY, W	Ops Printer	405.28
			07/25 Smith, M	Over the counter pain meds for	103.22
			07/25 Velasco Jr, J	P-card used in error- credit b	32.49
			07/25 Velasco Jr, J	P-card used in error- credit i	-32.49
			07/25 STOREY, M	P100 Cartridges- Safety (100/p	776.57
			07/25 Morris, C	PAINT SUPPLIES FOR WALLS	86.84
			07/25 DZIERZEK, D	PC Purchase + Dock / DPW - S.E	1,162.52
			07/25 DZIERZEK, D	PC Purchase / DPW - R.Holman /	1,162.51
			07/25 DZIERZEK, D	PC Purchase / DPW - T.Smith /	1,162.52
			07/25 SEDERLIN, R	PD Fleet	22.75
			07/25 Zarazua, J	PIZZA HUT 846 - Purchase	52.40
			07/25 Inman, M	PNCWA Conference Registration	796.90
			07/25 MARSONETTE, K	PROCESSING SUPP- jackets and t	346.56
			07/25 FREY, E	PSHRA PUBLIC SECTOR HR - Frey	1,137.00
			07/25 Velasco Jr, J	Padlock Keys	16.25
			07/25 MURRAY, T	Patrol gas purchase	175.00
			07/25 Zarazua, J	Pens for CMO	19.90
			07/25 Dollarhide, B	Pens, Whiteout	15.00
			07/25 Ditzel, Lydia E	Pens, city swag	384.75
			07/25 Standliff, H	Photo for LME application- Sta	16.84
			07/25 MONROE, T	Plaques for Weaver Retirement	41.00
			07/25 BARRAGER, G	Plumbing supplies	12.84
			07/25 KENWORTHY, W	Police ACO Printer	470.66
			07/25 Zarazua, J	Post it notes for CMO	17.99
			07/25 Inman, M	Pretreatment office supplies	22.97
			07/25 Zarazua, J	Privacy screen for Elyse's mon	27.99
			07/25 Storey, A	Prosecutors window supplies	200.32
			07/25 Morris, C	RECYCLING AND TRASH	14.24
			07/25 Morris, C	RECYCLING AND TRASH	23.45
			07/25 Morris, C	RECYCLING AND TRASH	23.45
			07/25 CRAWFORD, J	REFRIGERATOR FOR DISPATCH	749.99
			07/25 DONOHUE, J	RESCUE SOURCE - Purchase	263.35
			07/25 BLOMQUIST, M	RG online subscription- July 2	14.99



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0171295	8/18/25	The Bank of America			
			07/25 Sherer, J	ROW Training Course for Charle	565.00
			07/25 Petroff, S	Rainbow Lunch Meeting - SQ TO	16.10
			07/25 CMD Engineering 2, S	Rainbow Lunch Meeting for Joce	14.00
			07/25 CMD Engineering 2, S	Rainbow Lunch Meeting for Terr	22.00
			07/25 VOGENEY, K	Recurring charges- Vogeney, K	19.99
			07/25 Thomas, K	Recycling/trash of office furn	15.00
			07/25 Thomas, K	Recycling/trash of office furni	16.41
			07/25 Shriro, T	Reemay cloth and clothes pins	34.98
			07/25 MONROE, T	Refund for TXN00098159 less 6.	-77.72
			07/25 Zarazua, J	Refund for monitor privacy scr	-37.04
			07/25 POTTER, K	Registration for Training Conf	900.00
			07/25 BARKER, J	Replacement Air Filter for MWM	79.99
			07/25 GIBSON, B	Rotary membership dues- Gibson	175.00
			07/25 McVey, S	SPD-Scanner: Murray	802.25
			07/25 Wick, L	STANDARD SOFTWARE INVOICE31637	12.99
			07/25 MARSONETTE, K	SUPPLIES - avery labels	27.44
			07/25 MARSONETTE, K	SUPPLIES - post its	18.75
			07/25 MARSONETTE, K	SUPPLIES - receipt paper	99.95
			07/25 MARSONETTE, K	SUPPLIES - tape	14.81
			07/25 MARSONETTE, K	SUPPLIES - zip ties	6.52
			07/25 MARSONETTE, K	SUPPLIES -avery labels	12.55
			07/25 AUSTIN, B	SUPPLIES FOR VAN UPFIT	18.99
			07/25 AUSTIN, B	SUPPLIES FOR VAN UPFIT	91.92
			07/25 MARSONETTE, K	SUPPLIES- tape	12.61
			07/25 MARSONETTE, K	SUPPLIES- tape	15.10
			07/25 MYERS, J	SWAT Holsters	290.72
			07/25 MYERS, J	SWAT supplies	53.00
			07/25 Espinoza, M	Safety tactical vest- Hockema,	734.10
			07/25 Espinoza, M	Safety tactical vest- Stewart,	734.10
			07/25 Dodson, K	Safety- water- landscape crew	34.08
			07/25 Mai, T	Sanitizer- Jet	12.79
			07/25 BARRAGER, G	Security	14.44
			07/25 BARRAGER, G	Security	16.49
			07/25 BARRAGER, G	Security	50.07
			07/25 McCormack, K	Shipping from Property	15.87
			07/25 POLEN, W	Shipping to Sunbadge for badge	9.05
			07/25 POLEN, W	Shipping to Sunbadge for badge	14.72
			07/25 SEDERLIN, R	Shop Supplies	28.99
			07/25 SEDERLIN, R	Shop Supplies	290.51
			07/25 Grimm, M	Shop Tool	101.58
			07/25 SEDERLIN, R	Shop Tools	8.49
			07/25 SEDERLIN, R	Shop Tools	18.94
			07/25 SEDERLIN, R	Shop safety	47.56
			07/25 SEDERLIN, R	Shop software	1,908.00
			07/25 SEDERLIN, R	Shop supplies	29.00
			07/25 SEDERLIN, R	Shop supplies	276.99
			07/25 SEDERLIN, R	Shop supplies	385.66
			07/25 Grimm, M	Shop tool	24.15
			07/25 SEDERLIN, R	Shop tools	160.00
			07/25 SEDERLIN, R	Shop tools	206.69
			07/25 Storey, A	Sign stakes	5.75
			07/25 BARRAGER, G	Signs - SEDA	51.36
			07/25 MONROE, T	Sit to stand Mic	84.55
			07/25 Community Development Ad	Snacks for One DPW Meeting	48.55
			07/25 Gray, I	Social Media Advertising	3.40
			07/25 Gray, I	Social Media Advertising	100.00
			07/25 Gray, I	Social Media Advertising	100.00
			07/25 Gray, I	Social Media Contest Tool	29.00
			07/25 VAUGHT, M	Spill containment kits	725.52
			07/25 Stephens, J	Spring Clean Up- Debrief - foo	79.00



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			07/25 Stephens, J	Spring Clean Up- Debrief - foo	126.57
			07/25 Ditzel, Lydia E	Stickers, city swag	1,351.50
			07/25 HEALY, M	Stormwater sampling supplies	105.74
			07/25 Blough, C	Streets materials	34.08
			07/25 Brown, W	Streets supplies	6.96
			07/25 Brown, W	Streets- materials	32.91
			07/25 POLEN, W	Supplies for Tours and NNO - F	1,339.57
			07/25 AUSTIN, B	Supplies for Van Upfit	7.00
			07/25 AUSTIN, B	Supplies for Van Upfit	36.08
			07/25 CALLAHAN, S	Supplies- Boom Truck Landscape	61.26
			07/25 BARRAGER, G	Supplies- Facilities	34.86
			07/25 Brown, J	Supplies- Fleet	39.99
			07/25 Mai, T	Supplies- Jet	27.97
			07/25 Blough, C	Supplies- driver loop	57.98
			07/25 BARRAGER, G	Supplies- facilities	44.27
			07/25 STOREY, M	Supplies- streets	27.98
			07/25 DZIERZEK, D	TANGENT COMPUTER INC - Purchas	6,240.00
			07/25 Opdahl, O	TV Van cleaning supplies	10.44
			07/25 POLEN, W	Table for Chief Resch office	112.99
			07/25 POLEN, W	Table for restroom	95.99
			07/25 Pulido, A	The Chronicle Legal Notice Pub	145.44
			07/25 AUSTIN, B	Toggle Panel for Transit Van	50.00
			07/25 Dollarhide, B	Toner Cartridge	290.89
			07/25 BARRAGER, G	Tools- facilites	148.47
			07/25 FARSET, M	Traffic shop - tools	14.99
			07/25 FARSET, M	Traffic supplies	2.79
			07/25 VAUGHT, M	Traffic voltage tester	37.49
			07/25 VAUGHT, M	Traffic voltage tester	74.98
			07/25 SCOTT, S	Traffic- Paint	89.84
			07/25 VAUGHT, M	Traffic- Tamara desk supplies	34.50
			07/25 STOREY, M	Trailer rodeo belt buckle	96.65
			07/25 AUSTIN, B	Training for Blaser and Slabbe	150.00
			07/25 POLEN, W	Training for Lily and Lt. Pott	281.37
			07/25 CROLLY, G	Training for Use of Force	595.00
			07/25 AUSTIN, B	Transit Upfit - Wall Plates	59.96
			07/25 POLEN, W	Two night hotel for Lily and L	281.37
			07/25 ALLOCCO, L	USB Ports for ESD	30.58
			07/25 Garcia-Cerna, J	USB for Pretreatment Program	15.98
			07/25 Weaver, S	USPS PO 4079520477 Citation	9.68
			07/25 Weaver, S	USPS PO 4079520477 Citation	10.48
			07/25 Weaver, S	USPS PO 4079520477 Citations	9.68
			07/25 Weaver, S	USPS PO 4079520477 Citations	10.48
			07/25 Weaver, S	USPS PO 4079520477 Citations	20.96
			07/25 NEWTON, M	Uber from airport to hotel-SRO	56.16
			07/25 AUSTIN, B	Van Upfit	175.97
			07/25 Zarazua, J	Various office supplies	110.14
			07/25 SEDERLIN, R	Veh #6139 - bumper assembly an	585.92
			07/25 Weaver, S	WAL-MART #3239 - Purchase	54.94
			07/25 Morris, C	WINDOW WASHING KIT	1,336.47
			07/25 JUDD, D	WM SUPERCENTER #3239 - Judd sn	28.79
			07/25 CRAWFORD, J	WWW COSTCO COM - Purchase	36.99
			07/25 Casey, C	WWW.VOLGISTICS.COM - Aaron ser	290.00
			07/25 Smith, M	Water filters for jail	68.99
			07/25 Espinoza, M	Water- City Hall	40.00
			07/25 WILLIAMS, D	Webcam for Emily Bradley	7.99
			07/25 Dollarhide, B	Webcam, Laptop Bag	168.19
			07/25 ALLOCCO, L	Weed barrier fabric - Water Re	65.99
			07/25 SEDERLIN, R	Weld on jack and bracket - #70	179.99
			07/25 BARRAGER, G	Welding sticks	11.99
			07/25 BARRAGER, G	Welding sticks	24.82



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0171295	8/18/25	The Bank of America			
			07/25 Zarazua, J	White board eraser for SF	5.99
			07/25 Zarazua, J	White board for Elyse	5.62
			07/25 Zarazua, J	White board for SF	169.99
			07/25 Smith, M	White plastic sporks for inmat	43.98
			07/25 Dollarhide, B	Whiteout, Pens, Sharpies	139.92
			07/25 Keetle, B	Womens Pants for K9 Team	456.80
			07/25 KINSEY, C	YA BOOKS - Manga	9.48
			07/25 KINSEY, C	YA BOOKS - Manga	10.48
			07/25 Linder, M	YA PROG - SR Hospitality 7/9 -	64.40
			07/25 Linder, M	YA PROG - SR hospitality - MD	61.87
			07/25 Tavernier-Culver, B	Yard debris card	100.00
			07/25 DZIERZEK, D	ZOHO CORP - Purchase DC licens	709.00
			07/25 SARRETT, C	Zoom Cloud Recording Overage	99.00
			07/25 Rupp, T	FUEL FOR VEHICLE	55.29
			07/25 Keetle, B	KENNEL ROOF KIT FOR CARDWELL K	229.99
			07/25 Thomas, K	MISC BUILDING CLEANING SUPPLIE	181.80
			07/25 KIRKPATRICK, P	patrol earpieces	1,780.00
					<u>135,389.49</u>
0171296	8/21/25	Springfield Public School/Lane Co SD 19			
			69705	Bus Cards: S. Weaver	60.09
			69705	C St, 46/47th St, Mill St Post	703.83
			69705	CREDIT: SUB Billing Insert	-307.86
			69434	Clean Water Facts Sheet	129.62
			69733	ESD Envelopes	171.47
			69732	Housing & Design Bus Cards	50.71
			69732	Laura St/52nd Street	300.08
			69434	SUB Billing Insert	3,078.60
			69705	Vision Triangle Door Hanger	247.50
					<u>4,434.04</u>
0171297	8/21/25	Geotechnical Resources, Inc.	37235	C3901: P41044 through June 25	26,719.10
					<u>26,719.10</u>
0171298	8/21/25	Old City Artists LLC	1630	Kesey Overhaul 2025 Deposit	11,730.00
					<u>11,730.00</u>
0171299	8/21/25	Structured Communication Systems, Inc.	0255125-IN	6920w IP Phone	263.25
					<u>263.25</u>
0171300	8/21/25	National Business Solutions	IN150011	Copies: 6/29/25-7/28/25	49.04
					<u>49.04</u>



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0171301	8/21/25	Fastenal Company	OREUG137833 OREUG137716	Eyewear & Gloves Safety Clothing	73.88 246.96 <u>320.84</u>
0171302	8/21/25	Keefe Commissary Supply Company	5021218	C2020:InmateCommissary 7/29/25	69.40 <u>69.40</u>
0171303	8/21/25	Systems Design West LLC	20252513	Jun 25 EMS Billing	18,781.71 <u>18,781.71</u>
0171304	8/21/25	Airgas USA, LLC	5518419843 5518419843 9163413738 5518420137 5518420013 5518420013 9163199771	FS3: RENT CYL MED LRG OXYGEN FS3: RENT CYL SMALL OXYGEN FS4: OXYGEN USP 125 CGA 540 FS4: RENT CYL MED LRG OXYGEN FS5: RENT CYL MED LRG OXYGEN FS5: RENT CYL MED XS OXYGEN Shop Supplies: O-Rings	22.80 5.70 14.88 8.55 34.20 2.85 63.60 <u>152.58</u>
0171305	8/21/25	Wise Psychological Consulting LLC	2404068-2504071	Psych Eval 07/28/25	1,050.00 <u>1,050.00</u>
0171306	8/21/25	McKenzie Sewon	47839-1	Port& amp Tee	3,123.00 <u>3,123.00</u>
0171307	8/21/25	Omlid & Swinney Fire Protection &	EU067894	Fire Extinguisher Service	461.00 <u>461.00</u>
0171308	8/21/25	Jacobs Engineering Group,Inc.	D3710201-29	P80101-through 6/30/2025	70,159.35 <u>70,159.35</u>



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0171309	8/21/25	Access Information Management	11718502 11718530 11718531	CNO#:Jul 2025 Shredding-Police Jul 25 Shredding Svcs-Court Shredding-prosecutor 07-25	1,419.38 100.53 240.26 <u>1,760.17</u>
0171310	8/21/25	Hughes Fire Equipment, Inc.	627330 627400 627328 627556 627331 627490	E16/544; VEHICLE REPAIRS E5/536; PM SERVICE E5/536; VEHICLE REPAIRS M16/5108; VEHICLE REPAIRS M6/5102; PM SERVICE T03/561; PM SERVICE	76.69 1,685.04 1,018.41 1,078.69 1,150.36 1,887.09 <u>6,896.28</u>
0171311	8/21/25	One Call Concepts, Inc.	5070474	July 2025: 588 Regular Tickets	905.52 <u>905.52</u>
0171312	8/21/25	Auramates	000219 000222	CH: Laundry Service 8/4/25 Ops Laundry Service 8/12/25	55.30 82.60 <u>137.90</u>
0171313	8/21/25	John Hyland Construction, Inc.	PROGRESS PYMT #9	P80104: Pay Application #9	698,528.14 <u>698,528.14</u>
0171314	8/21/25	NW Natural	295 S. 18th: 7/29/2025	Gas @ 295 S 18th: 6/27-7/29	23.34 <u>23.34</u>
0171315	8/21/25	Bullfrog Enterprises, Inc.	213214	Print & Lamination: 7/29/25	11.00 <u>11.00</u>
0171316	8/21/25	Leahy Cox LLP	August 2025	C3086: City Prosecution 08/25	32,257.19 <u>32,257.19</u>



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0171317	8/21/25	TriTech Software Systems	442896	E Cite interface	1,950.25 <u>1,950.25</u>
0171318	8/21/25	Willamalane	FY26 01 July 2025	July 2025 SDC Fees	343,203.59 <u>343,203.59</u>
0171319	8/21/25	Lane Council of Governments	96442	C2840: Oct-Dec 2024	3,579.01 <u>3,579.01</u>
0171320	8/21/25	White Bird Clinic - HELP	1346	C3895:Jul 2025 CAHOOTS service	28,573.13 <u>28,573.13</u>
0171321	8/21/25	Above All Sanitation, Inc	202063	C3646: Trailer Unit 7/15-8/14	210.00 <u>210.00</u>
0171322	8/21/25	Sierra Springs	14317529 073025	Cooler Rentals & Water	62.46 <u>62.46</u>
0171323	8/21/25	Cascade Health Solutions	14160725COS1 14160725COS2 14160725COS1	C3397; Jul SWC Admin Fee C3397; Jul SWC Supplies C3397; Jul WC Physcl Therapy	24,276.00 3,351.55 7,020.00 <u>34,647.55</u>
0171324	8/21/25	Trupp HR, Inc.	14787	Compensation Consulting Svcs	7,762.50 <u>7,762.50</u>
0171325	8/21/25	Greenhill Humane Society	1168	C2841: Aug 2025 Sheltering Svcs	4,349.00 <u>4,349.00</u>



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0171326	8/21/25	Empire Concrete Cutting, Inc.	5533	Cut Location: 28th & Olympic	475.00 <u>475.00</u>
0171327	8/21/25	Brite Upstate Wholesale Supply, Inc.	INV40045	ICV Video screens	550.00 <u>550.00</u>
0171328	8/21/25	Verizon Wireless	6120741453	FIRE-MOBILE COMP 07/11-08/10	408.40 <u>408.40</u>
0171329	8/21/25	Coburg Road Quarry, LLC	95508	Drainage Materials: 7/24/25	231.18 <u>231.18</u>
0171330	8/21/25	Wildish Sand & Gravel Company	146565 146582 146605 146627 146663 146680 146706 146696	Street Maint Mat: 7/21/25 Street Maint Material: 7/22/25 Street Maint Materials 7/23/25 Street Maint Materials 7/24/25 Street Maint Materials 7/28/25 Street Maint Materials 7/29/25 Street Maint Materials 7/30/25 Street Maint Materials 7/30/25	339.18 10,874.74 5,599.92 319.82 265.00 14,717.21 465.41 13,551.81 <u>46,133.09</u>
0171331	8/21/25	HRA VEBA Trust	AUG 2025 RAPPE	VEBA HRA T Rappe	587.54 <u>587.54</u>
0171332	8/21/25	United Parcel Service	0000092363315	Outbound pickup 06/30/25	9.40 <u>9.40</u>
0171333	8/28/25	Midwest Tape	507561838 507466504 507532489 507175831 507498795	C914: AD COL C914: AD COL C914: AD COL C914: AD COL C914: AD COL	7.49 26.99 36.72 141.70 398.12 <u>611.02</u>



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0171334	8/28/25	SAIF CORPORATION	20252513	FY26 WC PREMIUM	31,926.84 <u>31,926.84</u>
0171335	8/28/25	L N Curtis & Sons aka Curtis Blueline	INV975940	Uniform pants	209.06 <u>209.06</u>
0171336	8/28/25	Neubrain, LLC	SPR080425	C3605: July 2025 BOARD	2,085.36 <u>2,085.36</u>
0171337	8/28/25	911 Supply Inc	INV-1-550070	Officer uniform	519.88 <u>519.88</u>
0171338	8/28/25	Keefe Commissary Supply Company	1975631 5031429	C2020: Inmate Hygiene Kits C2020:Inmate Commissary 8/4/25	55.00 149.74 <u>204.74</u>
0171339	8/28/25	National Business Solutions	IN150362 IN150361 IN150497 IN150360	C3544:STF &PUBL PRINTER/COPIES Copies: 7/3/25-8/2/25 Copies: 7/9/25-8/8/25 overage charge 7/4-8/3/25	342.69 135.67 20.34 33.13 <u>531.83</u>
0171340	8/28/25	Hughes Fire Equipment, Inc.	627726 627725 627726 627726 627726	E5/536; NFPA INSPECTION E5/536; PUMP TEST E5/536; REPL 4 REAR TIRES E5/536; TEST GRND LADDERS E5/536; VEHICLE REPAIRS	1,613.67 519.55 3,497.38 426.00 9,771.03 <u>15,827.63</u>
0171341	8/28/25	Professional Credit Service	60252 59992 59691 60285	Commissions Commissions Commissions Commissions	56.61 1,201.39 1,337.23 1,395.44 <u>3,990.67</u>



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0171342	8/28/25	White Bird Clinic - HELP	13235	June 2025 CAHOOTS services	40,497.56 <u>40,497.56</u>
0171343	8/28/25	Fastenal Company	OREUG137966	Gloves, Masks & Wipes	268.09 <u>268.09</u>
0171344	8/28/25	Springfield Public School/Lane Co SD 19	69803 69718 69742	Code Enforcement Envelopes SAC PRINTING RECRUITMENT SAC SPS PRINT RECRUITMENT	80.58 7.84 33.65 <u>122.07</u>
0171345	8/28/25	Verizon Wireless	6120015151 6120673773	Cell/iPad Chgs 07/02-08/01 Cell/iPad Chgs 07/11-07/10	4,952.55 2,227.54 <u>7,180.09</u>
0171346	8/28/25	Cathy Ouellette Attorney at Law LLC	505 505	Drug Court BJA Grant Jul 25 Drug Court ODOT Grant Jul 25	3,127.00 2,035.00 <u>5,162.00</u>
0171347	8/28/25	Coburg Road Quarry, LLC	95785	Drainage Materials: 8/4/25	120.40 <u>120.40</u>
0171348	8/28/25	EC Electric	287052	FS14: Wiring Repair	738.05 <u>738.05</u>
0171349	8/28/25	Lane Forest Products, Inc.	S866990 S869000 S869032 S865424 S865628	Loam-7/29/25 Loam: 8/5/25 Loam: 8/5/25 Prepaid \$50 Yard Debris GC Yard Debris & 2 \$50 YD GC	38.00 38.00 38.00 50.00 121.00 <u>285.00</u>



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0171350	8/28/25	Northwest Youth Corps	2605	C3824: Noxious Weed Removal	36,208.15
					<u>36,208.15</u>
0171351	8/28/25	Overhead Door Company, Inc.	IN-0380380	JC: Gate Repair	630.00
					<u>630.00</u>
0171352	8/28/25	Roto Rooter Eugene/Bend Oregon	320-181250804002 10498	FS#3: Backflow Repair Kitchen Sink Fix: 658 S 57th	495.00 435.17
					<u>930.17</u>
0171353	8/28/25	Wildish Sand & Gravel Company	146741 146759	Street Maint Materials 8/4/25 Street Maint Materials 8/5/25	319.82 81.31
					<u>401.13</u>
0171354	8/28/25	Ingram Library Services	89805244 89664478 89708982 89805247 89653624 89781191 89930001 89664469 89913800 89781189 89781188 89664475 89664472 89913797 89913799 89930004 89930000 89930003 89805246 89805245 89664474 89781187 89664476 89664470 89900320 89900322 89913796 89781190 89664471 89900319 89664473 89653623 89664477 89913798	C2969: ADULT FICTION C2969: ADULT FICTION C2969: ADULT FICTION C2969: ADULT FICTION C2969: ADULT FICTION C2969: ADULT FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: ADULT NON-FICTION C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: G&M JR BOOKS C2969: JR BOOKS C2969: JR BOOKS C2969: JR BOOKS C2969: YA BOOKS	16.63 17.66 23.99 29.06 30.94 46.10 8.25 10.88 12.47 15.32 15.48 18.37 26.85 76.97 83.29 155.85 471.22 567.86 4.64 13.77 16.80 24.93 26.27 30.99 31.93 32.85 49.69 86.12 115.78 822.89 10.43 10.59 11.73 46.37



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0171354	8/28/25	Ingram Library Services	89900321 89930002	C2969: YA BOOKS C2969: YA BOOKS	51.47 378.42 <u>3,392.86</u>
0171355	8/28/25	MODA	252280000552	Dental Claims 08/10-08/16/25	9,237.50 <u>9,237.50</u>
0171356	8/28/25	Auramates	000221 000225 000224 000223	CH Laundry Service 8/12/25 CH Laundry Service 8/18/25 Ops Laundry Service 8/18/25 Ops Laundry Service: 8/14/25	55.30 55.30 208.24 130.68 <u>449.52</u>
0171357	8/28/25	Cascade Health Solutions	102659 96318 97544	C3397; Occupational Med C3397; Occupational Med C3397; Occupational Med	1,520.00 2,515.00 3,789.00 <u>7,824.00</u>
0171358	8/28/25	EDMS Inc	035905	July Presort	2,380.49 <u>2,380.49</u>
0171359	8/28/25	WECO	WIN-0330500 CP-00323178 CP-00322183	8-25 Biodiesel CFN FUEL PURCHASES 08/01-08/15 CNO#: Motorcycle Fuel 8/1-8/15	18,311.08 685.59 82.45 <u>19,079.12</u>
0171360	8/28/25	Cornerstone Associates, Inc	2507LMD031	July 2025 Landscaping	2,689.43 <u>2,689.43</u>
0171361	8/28/25	Emerald People's Utility District	131059: 8/13/2025	BobS/MtVernon: 7/2/25-8/4/25	48.07 <u>48.07</u>



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0171362	8/28/25	TireHub, LLC	51660250 51849155 51552719 51625883	Veh# 6112: One Tire Veh# 7135: 2 Tires Veh# 7160: 2 Tires Veh# 7183: One Tire	153.36 260.44 120.00 115.22 <u>649.02</u>
0171363	8/28/25	PacificSource Health Plans	91777	Medical Claims Ending 08/30/25	294,083.00 <u>294,083.00</u>
0171364	8/28/25	Airgas USA, LLC	5518459972	FS16: RENT CYL MED LRG OXYGEN	11.40 <u>11.40</u>
0171365	8/28/25	Carollo Engineers, Inc	FB69928	P80064-Pay App# 17: 7-25	3,122.25 <u>3,122.25</u>
0171366	8/28/25	Lane Council of Governments	99120	DLCD UGB Expansion 7-25	450.00 <u>450.00</u>
0171367	8/28/25	Garten Services, Inc	INV055538	Aug 25 Shredding Svcs	120.08 <u>120.08</u>
0171368	8/28/25	Robin Holman	Reim Firemed Membership	Reim Firemed Membership	65.00 <u>65.00</u>
0171369	8/28/25	Quality Research Associates	JUL 25 BJA GRANT JUL 25 ODOT GRANT	Drug Court BJA Grant Jul 25 Drug Court ODOT Grant Jul 25	1,874.55 1,675.20 <u>3,549.75</u>
0171370	8/28/25	Emergence Addiction & Behavioral Therap	26013853	Drug Court BJA Grant Jul 25	2,100.00 <u>2,100.00</u>



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0171371	8/28/25	Thorp, Purdy, Jewett,Urness	July 31, 2025	MWMC Svs: July 2025	2,943.20 <u>2,943.20</u>
0171372	8/28/25	ALTA Language Services, Inc.	ACH Test	ACH Test	0.01 <u>0.01</u>
0171373	8/28/25	Sadow Engineering, LLC	ACH Test	ACH Test	0.01 <u>0.01</u>
0171374	8/28/25	Leland Consulting Group, Inc.	ACH Test	ACH Test	0.01 <u>0.01</u>
0171375	8/28/25	Geveko Markings Inc	ACH Test	ACH Test	0.01 <u>0.01</u>
0171376	8/28/25	Harvest Valley Electric	ACH Test	ACH Test	0.01 <u>0.01</u>
0171377	8/28/25	Viewpoint Appraisals-Callahan Valuation	ACH Test	ACH Test	0.01 <u>0.01</u>
0171378	8/28/25	Arbitrage Compliance Specialists, Inc.	ACH Test	ACH Test	0.01 <u>0.01</u>
0171379	8/28/25	Med-Tech Resources, Inc.	ACH Test	ACH Test	0.01 <u>0.01</u>



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0171380	8/28/25	Office World, Inc.	ACH Test	ACH Test	0.01
					<u>0.01</u>
171685	8/1/25	PacificSource Health Plans	SP13919C2	AMB REFUND SP13919C2	27.59
					<u>27.59</u>
171686	8/1/25	Life Flight Network, LLC	2026 FIREMED MEMBERSHIPS JUN IAFF FIREMED MEMBERSHIPS	FY26 FIREMED MEMBERSHIPS FY26 IAFF FIREMED MEMBERSHIPS	130.00 162.30
					<u>292.30</u>
171687	8/1/25	Kristi Kay Gustafson	P21147	ROW Payment for 2081 L St	4,170.00
					<u>4,170.00</u>
171688	8/1/25	Brian J Flanders	P21147-ROW	ROW Payment: 2114 Centennial	750.00
					<u>750.00</u>
171689	8/1/25	Katherine Persinger	P21147: ROW Payment	ROW Acquisition for P21147	750.00
					<u>750.00</u>
171690	8/1/25	Nan V Lindsay	ROW Payment	ROW Payment: 5104/5108 E St	750.00
					<u>750.00</u>
171691	8/1/25	David Ray Ralston	ROW Payment	ROW Payment for 2114 L St	750.00
					<u>750.00</u>
171692	8/1/25	Oliver, Leontine	SPS FY26 SR 08 06 25	SPS FY26 SR 08 06 25	300.00
					<u>300.00</u>



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171693	8/1/25	Aaron Weldon-Pineda	SPS FY26 SR 08 06 25	SPS FY26 SR 08 06 25	2,000.00 <u>2,000.00</u>
171694	8/1/25	Eugene Symphony Association	CRESSY SR 081325	CRESSY SR 081325	1,100.00 <u>1,100.00</u>
171695	8/1/25	Michael Dean Petrushkin	ROW Payment	ROW Pymt: 2065 Centennial	2,200.00 <u>2,200.00</u>
171696	8/1/25	Viewpoint Appraisals-Callahan Valuation	25-1192	C3760: Restricted Appraisal	3,900.00 <u>3,900.00</u>
171697	8/1/25	City County Insurance Services	PO-RFC-I2025-00 PO-SPR-I2025-00 GL-P-SPR-2025-07-08	FY26 PL Insur-Reg Fiber Cons FY26 Property/Liability Insur PL CLAIM GLSPR2020090196	21,614.29 1,268,887.40 104,116.96 <u>1,394,618.65</u>
171698	8/1/25	Galardi Consulting LLC	MWMC_SDC-2	2024 MWMC SDC Update	480.00 <u>480.00</u>
171699	8/1/25	Walter E Nelson Co of Eugene	INVEUG1116161 INVEUG1116248	CH: Paper Towels/TP/Soap CH: Trash Liners	821.38 99.08 <u>920.46</u>
171700	8/1/25	League Of Oregon Cities	2025-230208 13977	FY26 LOC Membership-SEDA Job Post Library Tech	665.00 35.00 <u>700.00</u>
171701	8/1/25	City of Eugene	Pre-Employment Physicals	Pre-Employment Physicals	9,118.00 <u>9,118.00</u>



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171702	8/1/25	Language Line Services, Inc.	11646912	Jun 2025 Translation Svs	163.80 <u>163.80</u>
171703	8/1/25	Cascade Moto Eugene LLC	6022388	Motorcycle maintenance	181.50 <u>181.50</u>
171704	8/1/25	Pacific Excavation, Inc.	P80115 PAY APP #2	P80115 Pay App #2: June 2025	271,937.50 <u>271,937.50</u>
171705	8/1/25	Ritz Safety LLC	7042684	C3839: Respiratory/Fit Testing	400.00 <u>400.00</u>
171706	8/1/25	Pacific Office Automation	430163 433307 434090 430612 406033	Black and Color Meters Copies: 6/1/25-7/1/25 Copies: 6/12/25-7/12/25 MUSEUM SUPP PRINTER USEAGE SUPP PUBLIC COPIER	68.42 13.39 114.22 15.73 9.39 <u>221.15</u>
171707	8/1/25	CenturyLink	07/17/2025 7/15/25-8/14/25	CenturyLink 07/17/25-08/16/25 SJC Phone & Fax Lines (12)	3,042.82 718.41 <u>3,761.23</u>
171708	8/1/25	CenturyLink	82596883	Fire phone 7/9/25/7/16/25	2.76 <u>2.76</u>
171709	8/1/25	State of Oregon Employment Department	L0011921255	Employment Tax: Qrt 2 2025	14,361.74 <u>14,361.74</u>
171710	8/1/25	Springfield Utility Board	2519995 STMT 7/10/25 485165 STMT 7/9/25 485165 STMT 7/9/25 JUL252025	C2839: Bio Swale water STREET LIGHT ELECTRIC STREET LIGHT MAINTENANCE SUB BILLS WK 4-JUL	134.07 8,942.25 7,788.76 596.20 <u>17,461.28</u>



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171710	8/1/25	Springfield Utility Board			
171711	8/1/25	Corrections Technology Group	4102	Access systems maintenance	1,950.00 <u>1,950.00</u>
171712	8/1/25	SHASTA LYNN BOOTS	2503200 JULY 2025	COMPENSATORY FINE DKT 2503200	500.00 <u>500.00</u>
171713	8/1/25	Lane Council of Governments	98653 98714	C2840: Apr-Jun 2025 UGB Expansion: June 2025	3,722.89 1,690.00 <u>5,412.89</u>
171714	8/1/25	ODP Business Solutions, LLC	429975525001	Office Supplies - Police	431.38 <u>431.38</u>
171715	8/1/25	MELISSA MARIE GRUBBS	2502223 2502224	BOND REFUND 2502223 2502224	426.00 <u>426.00</u>
171716	8/1/25	Acocella, Michael Robert	2503225	BAIL REFUND 2503225	255.00 <u>255.00</u>
171717	8/1/25	Comcast	7/18/25-8/17/25	Comcast Internet 7/18-8/17/25	278.85 <u>278.85</u>
171718	8/1/25	Union Pacific Railroad Company	341282678	Ped Xing: 8/7/24-8/6/25	70.00 <u>70.00</u>



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171719	8/1/25	State of Oregon	FY25 11 May 2025 FY25 12 June 2025	May 2025 State Surcharge State Surcharge: June 2025	24,410.94 11,704.74 <u>36,115.68</u>
171720	8/1/25	Lane County Waste Management	6/30/2025	May & June 2025 WM Svs	3,920.61 <u>3,920.61</u>
171721	8/1/25	Attny Conducted Workplace Investigations	202404322	Workplace Investigation	24,630.00 <u>24,630.00</u>
171722	8/1/25	SLATER, REILLY QUINN	BOND REFUND 2201413 & 2301245	BOND REFUND 2201413 & 2301245	600.00 <u>600.00</u>
171723	8/1/25	DANIEL CONNOLLY	2503138-39, 2503141-42	BOND REFUND 2503138-39	340.00 <u>340.00</u>
171724	8/1/25	MARTA CARMEN CHUCCHAYDECHUN	2405234	BOND REFUND DOCKET 2405234	750.00 <u>750.00</u>
171725	8/1/25	Springfield Tire Factory, Inc.	1079254	Veh# 6022: Alignment	135.00 <u>135.00</u>
171726	8/1/25	Pape' Machinery	16243885	Veh# 7119: Def Tank	1,473.86 <u>1,473.86</u>
171727	8/1/25	NAPA Auto Parts	476254 476398 473795	Butt Connectors Shop Tool: Bit Adaptor-Socket Veh# 5009: Light Lens	96.40 19.54 25.08 <u>141.02</u>



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171728	8/1/25	Cintas	4236439695 4235601724	Shop Towels/Work Clothes 7/10 Shop Towels/Work Clothes 7/2	149.63 159.74 <u>309.37</u>
171729	8/1/25	Parts Authority, LLC	273-882505 273-883729 273-882216 273-882767 273-882086 106-409433 273-881500 273-883033 273-881491 273-882797 273-882798 273-882046 273-881632	Veh# 5009: Air & Oil Filters Veh# 5029: Cap Asy-Fuel Veh# 6022: Axel Vent Veh# 6022: Oil Filter Veh# 6094: Additive Veh# 6108: Sparkplugs Veh# 6110: Cabin Air/Oil Fltrs Veh# 6122: Brake Line/Rotor Veh# 6125: Air & Oil Filters Veh# 6145: Wire Asy G31214 Veh# 7092: Air Filters Veh# 7102: Plugs/Filters/Belt Veh# 7142: Battery	14.34 20.95 5.21 34.90 7.93 58.92 11.45 247.72 9.68 64.74 36.09 228.86 120.00 <u>860.79</u>
171730	8/1/25	Parts Authority, LLC	273-885526 273-888346 273-887001 273-885571 273-883870 273-884991 273-886701 274-662232 273-887323 278-604886 273-885211 273-886592	Veh# 6005: Battery Veh# 6095: Air & Oil Filters Veh# 6108: Oil Filters Veh# 6136: Oil/Air/Cabin Fltrs Veh# 6139: Oil/Air/Cabin Fltrs Veh# 6141: Air/Cabin/Oil Fltrs Veh# 6142: Oil Filters Veh# 7026: Oil Filters Veh# 7102: Idler Pulley Veh# 7102: Kit Veh# 7163: Cabin Air Filter Veh# 7182: Oil Filters	106.80 36.11 3.52 35.24 19.38 19.38 3.52 3.53 69.53 44.66 10.17 30.37 <u>382.21</u>
171731	8/1/25	Wildish Community Theater	1048 1048	MUSEUM PROG JULY HIST. NIGHT C MUSUEM G&M HISTORY NIGHT SPACE	402.00 730.00 <u>1,132.00</u>
171732	8/1/25	AT&T Mobility	999208594X07142025	AT&T Cell Chrgs 06/07-07/06/25	83.24 <u>83.24</u>
171733	8/8/25	Inclusilife, Inc.	011224	Reim for Lost Pallet Jack	1,367.86 <u>1,367.86</u>



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171734	8/8/25	Michael Robert McLaughlin	ROW Payment	P21147: ROW 5120/5122 E Street	750.00 <u>750.00</u>
171735	8/8/25	Oregon Water Services	811-22-002417-ELEC REFUND	811-22-002417-ELEC REFUND	127.53 <u>127.53</u>
171736	8/8/25	McCloud, Julie Marie	2106443 2106443 DEC22	RESTITUTION - DOCKET #2106443 RESTITUTION REFUND CASE2108116	169.64 77.11 <u>246.75</u>
171737	8/8/25	Emma's Sewing Svc aka Emma J Patrick	802561 802573 802568 802563 802564 802565 300472 300470 802571/72 802562	Uniform Alterations Uniform Alterations Uniform Alterations Uniform Alterations Uniform Alterations Uniform Alterations Uniform Alterations Uniform Alterations Uniform Alterations Uniform Alterations	8.00 8.00 12.00 14.00 16.00 20.00 33.00 64.00 72.00 28.00 <u>275.00</u>
171738	8/8/25	JENNETT HOCH	2106443 APRIL 2023 2106443	RESTITUTION PD CASE 2108116 RESTITUTION REFUND PD 2108116	22.89 22.90 <u>45.79</u>
171739	8/8/25	McKenzie Animal Hospital, PC	664242936	Poker vet services	97.30 <u>97.30</u>
171740	8/8/25	City of Eugene	Project Fees: 3050 Goodpasture	Fees: 3050 Goodpasture Loop	7,056.31 <u>7,056.31</u>
171741	8/8/25	City of Eugene	EFD-002685 EFD-002691 EFD-002686 EFD-002688	FY25 APR-JUN BLS PROGRAM COSTS FY25 Q4 TRAINING COSTS JUN 25 FIRE MAIN WORKER NON REP EE 05/31/25-06/28/25	72,431.53 54,346.64 17,237.38 80,430.01 <u>224,445.56</u>



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171742	8/8/25	Springfield Utility Board	2463763 STMT 7/21/25 E4438 2406057 JULY 2025 AUG042025	C2839: Bio Swale water January 2024 Ice Storm Repairs RESTITUTION DOCKET 2406057 SUB BILLS WK 1-AUG	27.30 118,507.12 100.00 10,814.92 <u>129,449.34</u>
171743	8/8/25	LOI Environmental & Demo Services	258009-01	C3836: Asbestos abate 1577 Lau	2,500.00 <u>2,500.00</u>
171744	8/8/25	Walter E Nelson Co of Eugene	INVEUG1116341 INVEUG1116332 INVEUG1116348 INVEUG1116361	CH: Bath Tissue CH: Black Trash Liners CH: Liner Low-D/Mill Black White Towel Wall Mount	66.62 53.50 53.50 158.00 <u>331.62</u>
171745	8/8/25	SASHA WEINHOLD	2501031-37	BAIL REFUND 2501031-37	2,975.00 <u>2,975.00</u>
171746	8/8/25	Brix Paving Northwest, Inc.	25-7781-1	C3897: Mill Asphalt @ Franklin	7,105.00 <u>7,105.00</u>
171747	8/8/25	A & I Distributors	100408-00	Bulk Def, 110 Gallons	283.92 <u>283.92</u>
171748	8/8/25	Cintas	4237181932	Shop Towels/Work Clothes-7/17	149.63 <u>149.63</u>
171749	8/8/25	50 Plus Magazine LLC	2575	MUSEUM MEMB AUG/SEPT ADVERTISI	190.00 <u>190.00</u>
171750	8/8/25	City County Insurance Services	GL-P-SPR-2025-07-16 GL-P-SPR-2025-07-16 GL-P-SPR-2025-07-16 GL-P-SPR-2025-07-16 GL-P-SPR-2025-07-16	PL Claim ALSPR2024099671 PL Claim ALSPR2025100259 PL Claim GLSPR2025100656 PL Claim GLSPR2025100682 PL Claim GLSPR2025100700	2,402.68 2,907.46 500.00 363.95 50.00



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171750	8/8/25	City County Insurance Services	PO-SEDA-I2025-00	Property SEDA FY26 Renewal	31,347.51 <u>37,571.60</u>
171751	8/8/25	City Center Parking	6103002506	DT Parking Enforce: Jun 2025	9,567.33 <u>9,567.33</u>
171752	8/8/25	Lane Council of Governments	98744 98718	Apr-Jun 2025: Regional Fiber C3352: Cable Franch Apr-Jun 25	19,931.00 2,453.09 <u>22,384.09</u>
171753	8/8/25	Leland Consulting Group, Inc.	6727.1.1	C3886: RFP Affordable Housing	1,915.00 <u>1,915.00</u>
171754	8/8/25	Lane County Public Works Department	PWA00012534 PWA00012540	P21155: June 2025 Dust Mit. P21176: OR225/OR126-6-25	5,597.02 932.53 <u>6,529.55</u>
171755	8/8/25	Sadow Engineering, LLC	3988	Centennial Speed Hump Study	11,850.00 <u>11,850.00</u>
171756	8/8/25	Western Systems Inc	0000068017	Subscriber Unit/Dir Dual Slant	1,432.76 <u>1,432.76</u>
171757	8/8/25	Lane Co. Health & Human Services	CDBG-SPFD: 07/24/2025	CDBG-Q4 FY2025	10,749.82 <u>10,749.82</u>
171758	8/8/25	SCHON SKYLER TAYLOR	2407784	BAIL REFUND 2407784	340.00 <u>340.00</u>



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171759	8/8/25	NAPA Auto Parts	477230 478144 487149 477920	Veh# 6145: Bulk Trailer Wire Veh# 7020: Lamps Veh# 7020: Miniature Bulbs Veh# 7092: Chain Roller	32.39 21.27 8.28 33.71 <u>95.65</u>
171760	8/8/25	Parts Authority, LLC	118-390055 273-889984 273-890041 106-414772 273-889638	Veh# 6045: Air Filter Veh# 6045: Battery/Oil Filter Veh# 6128: Filters/Motor/Pump Veh# 7105: Knock Sensor Veh# 7164: Air & Cabin Filters	7.93 123.52 52.60 19.53 79.22 <u>282.80</u>
171761	8/8/25	ROCHELLE MARIE NAMA	2404506-JULY	RESTITUTION 2404506	5.00 <u>5.00</u>
171762	8/8/25	COLUMBIA DISTRIBUTING CO	2404909-JULY-1	RESTITUTION 2404909	49.56 <u>49.56</u>
171763	8/8/25	NATHAN HAASEDURBIN	2404909-JULY 2	RESTITUTION 2404909	0.44 <u>0.44</u>
171764	8/8/25	AARN BERGSTROM	2302549 JULY 2025	COMP FINE DOCKET 2302549	100.00 <u>100.00</u>
171765	8/8/25	Hinchman, Sanda Atina	2405631-JULY	COMPENSATORY FINE 2405631	50.00 <u>50.00</u>
171766	8/8/25	TARGET	2407735 JULY 2025 2502378 JULY 2025	RESTITUTION DOCKET 2407735 RESTITUTION DOCKET 2502378	25.00 50.00 <u>75.00</u>



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171767	8/8/25	JULIANNE IONE COBB	2502611 JULY 2025	RESTITUTION DOCKET 2502611	120.00 <u>120.00</u>
171768	8/8/25	Wal*Mart	2306048 JULY 2025 2500808 JULY 2025	RESTITUTION DOCKET 2306048 RESTITUTION DOCKET 2500808	50.00 25.00 <u>75.00</u>
171769	8/8/25	AURORA MUNOZTHOMPSON	2306224 JULY 2025	COMP FINE DOCKET 2306224	75.00 <u>75.00</u>
171770	8/8/25	CARMEN E SMITH	2307363 JULY 2025	COMP FINE DOCKET 2307363	50.00 <u>50.00</u>
171771	8/8/25	NORTHWEST SELF STORAGE	2405944-JULY	RESTITUTION 2405944	25.00 <u>25.00</u>
171772	8/8/25	TRAM NGUYEN	2406269-JULY	COMPENSATORY FINE 2406269	40.00 <u>40.00</u>
171773	8/8/25	TRUE VALUE HARDWARE	2407699-JULY	RESTITUTION 2407699	9.00 <u>9.00</u>
171774	8/8/25	ELIZABETH MAIE TUCKER	2501328-JULY	COMPENSATORY FINE 2501328	50.00 <u>50.00</u>
171775	8/8/25	JORDAN KALTSAS	2501345-JULY	COMPENSATORY FINE 2501345	160.00 <u>160.00</u>



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171776	8/8/25	LEDFOORD, MONIQUE	2501421-JULY-AUGUST	COMPENSATORY FINE 2501421	100.00 <u>100.00</u>
171777	8/8/25	Jerry's Home Improvement Center	2302508 JULY 2025 2407784-JULY 2501641 JULY 2025 2501637 JULY 2025	COMP FINE DKT 2302508 RESTITUTION 2407784 RESTITUTION DKT 2501641 RESTITUTION DOCKET 2501637	50.00 447.00 50.00 130.00 <u>677.00</u>
171778	8/8/25	GEORGE RODE	2502112-JULY	COMPENSATORY FINE 2502112	50.00 <u>50.00</u>
171779	8/8/25	JEFFERY ALDEN BAILEY	2502975 JULY 2025	RESTITUTION DOCKET 2502975	100.00 <u>100.00</u>
171780	8/8/25	JANET SHIRLEY PROUTY	2407748 JULY 2025	RESTITUTION DOCKET 2407748	25.00 <u>25.00</u>
171781	8/8/25	Sun Life Financial	Mandatory Life Aug 2025	Mandatory Life Aug 2025	93.46 <u>93.46</u>
171782	8/8/25	Minnesota Child Support Payment Ctr	Child Support 8/1/25	Child Support 8/1/25	501.78 <u>501.78</u>
171783	8/8/25	California State Disbursement Unit	Child Support 8/1/25	Child Support 8/1/25	37.38 <u>37.38</u>
171784	8/8/25	League Of Oregon Cities	13939	Job Post Des & Const Coord	25.00 <u>25.00</u>



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171785	8/8/25	JOSE RAMIRO ARREDONOULOPEZ	2502644	PAYMENT REFUND 2502644	245.00 <u>245.00</u>
171786	8/8/25	AUBREY JANAE CROSSLEY	2204093 JULY 2025	COMP FINE DKT 2204093	25.00 <u>25.00</u>
171787	8/8/25	KATHLEEN A. HENDERSONLUI	2204093 JULY 2025	COMP FINE DKT 2204093	25.00 <u>25.00</u>
171788	8/8/25	REXIUS FUEL	2307564 JULY 2025	RESTITUTION DKT 2307564	100.00 <u>100.00</u>
171789	8/8/25	True North Equipment	E00271	C3797: Comp Rackmnts/Wincan	7,011.04 <u>7,011.04</u>
171790	8/8/25	PENNY SUE MEADE	2407592 JULY 2025	RESTITUTION DKT 2407592	50.00 <u>50.00</u>
171791	8/8/25	MISTY A EDWARDS	2207417 JULY 2025	COMP FINE DKT 2207417	25.00 <u>25.00</u>
171792	8/8/25	BERNARD RAMOS	2400387 JULY 2025	COMP FINE DKT 2400387	500.00 <u>500.00</u>
171793	8/8/25	Lane Transit District	2303911 JULY 2025	COMP FINE DKT 2303911	8.34 <u>8.34</u>



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171794	8/8/25	McDonald's Restaurant-Mohawk	2303911 JULY 2025	COMP FINE DKT 2303911	8.33 <u>8.33</u>
171795	8/8/25	STEWART, MICHELLE MARIE	2401835 JULY 2025	COMP FINE DKT 2401835	50.00 <u>50.00</u>
171796	8/8/25	SMITH, KALLIE MARIE	2402408 JULY 2025	RESTITUTION DKT 2402408	100.00 <u>100.00</u>
171797	8/8/25	Lane County	431	Conveyance of Linda Lane	500.00 <u>500.00</u>
171798	8/15/25	Beverly Peck	328-25073157	AMB REFUND 328-25073157	1,951.50 <u>1,951.50</u>
171799	8/15/25	Dee Varnon	328-25068258	AMB REFUND 328-25068258	181.88 <u>181.88</u>
171800	8/15/25	Dorothy Cramer	328-25049683	AMB REFUND 328-25049683	125.00 <u>125.00</u>
171801	8/15/25	Lindsay Frentrop	328-23281688	AMB REFUND 328-23281688	129.79 <u>129.79</u>
171802	8/15/25	Bureau of Labor & Industries	P80113	P80113-Aeration System Upgrade	7,500.00 <u>7,500.00</u>



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171803	8/15/25	JOHANNA KING	1805638 & 1811029	BAIL REF (#1805638 & 1811029)	300.00 <u>300.00</u>
171804	8/15/25	MAKAYLAH A SCHUBRING	2302318 JAN 2024	COMP FINE 2302318	100.00 <u>100.00</u>
171805	8/15/25	WAXIE Sanitary Supply	83381844	Cleaning supplies	95.83 <u>95.83</u>
171806	8/15/25	HD Supply Formally Home Depot Pro	875480063 875249765	Janitorial Supplies - Police Janitorial Supplies - Police	43.76 110.58 <u>154.34</u>
171807	8/15/25	Arbitrage Compliance Specialists, Inc.	1039810	C3925: Arbit Rebate 9/24-6/25	775.00 <u>775.00</u>
171808	8/15/25	Lane Council of Governments	98660	Apr-Jun 25 LGDC Partner Shares	20,293.19 <u>20,293.19</u>
171809	8/15/25	Campbell Commercial Real Estate	July-2025	SEDA July 25 Property Mgmt Fee	2,277.00 <u>2,277.00</u>
171810	8/15/25	Walter E Nelson Co of Eugene	INVEUG1116571 INVEUG1116609	CH: Bath Tissue CH: Foam Hand Sanitizer	66.62 64.08 <u>130.70</u>
171811	8/15/25	Pacific Office Automation	461845 461230 461229 459738 459739	C2887: Copier Usage C3448: Monthly Base B&W Copies C3448:Mo.Overages since6/26/25 Copies: 6/26/25-7/26/25 Copies: 7/26/25-8/26/25	537.69 197.10 125.06 21.76 36.30 <u>917.91</u>



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171812	8/15/25	Cintas	4237908782	Work Clothes/Shop Towels	149.63 <u>149.63</u>
171813	8/15/25	ODP Business Solutions, LLC	430812421001	Office Supplies - Police	686.79 <u>686.79</u>
171814	8/15/25	Western Exterminator Company	78707874 80014745	Pest Control Service Pest Control Service	161.54 161.54 <u>323.08</u>
171815	8/15/25	Corey,David M. PH.D.,P.C.	5920 5898	Post-Offer Evals Apr-Jun 25' Post-Offer Evals Jan-Feb 25'	2,380.00 2,380.00 <u>4,760.00</u>
171816	8/15/25	Luvaas Cobb	444111	C3813: Legal Services	2,671.50 <u>2,671.50</u>
171817	8/15/25	CLIA Laboratory Program	01/01/26-12/31/27	LAB CERTIFICATION 2026-2027	248.00 <u>248.00</u>
171818	8/15/25	Geveko Markings Inc	10305018498	Upstream Art 10th Ann. Install	8,775.00 <u>8,775.00</u>
171819	8/15/25	Lane County	A&T 2955	Enterprise Zone Fee	500.00 <u>500.00</u>
171820	8/15/25	BRYAN DWAYNE MCCURRY	2106341 JULY	COMP FINE 2106341	50.00 <u>50.00</u>



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171821	8/15/25	GLY Investments LLC	P21065-36077	ROW Payment: 36077 Jasper Rd	80,000.00 <u>80,000.00</u>
171822	8/15/25	RITA MAY ELDER	2200406 JULY	COMP FINE 2200406	100.00 <u>100.00</u>
171823	8/15/25	State of Oregon-DEQ	WQSTM2600007	FY26 Permit# 14043 Renewal	1,573.52 <u>1,573.52</u>
171824	8/15/25	Springfield Utility Board	AUG2025 1401776 JULY 2405368 JULY AUG082025	August25 Fiber Optic Leases RESTITUTION 1401776 RESTITUTION 2405368 SUB BILLS WK 2-AUG	338.50 60.05 100.00 38,220.09 <u>38,718.64</u>
171825	8/15/25	KORI TAFOYA	2301466 JULY	RESTITUTION 2301466	50.00 <u>50.00</u>
171826	8/15/25	CHRISTOPHER SCHUSTER	2307870 JULY	RESTITUTION 2307870	50.00 <u>50.00</u>
171827	8/15/25	ROBERT HOLDING	2500350 JULY	COMP FINE 2500350	100.00 <u>100.00</u>
171828	8/15/25	MARIBEL LOMELI	2403715 JULY	RESTITUTION 2403715	100.00 <u>100.00</u>
171829	8/15/25	ALEX GROSS	2204189 JULY/AUGUST	RESTITUTION 2204189	100.00 <u>100.00</u>



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171830	8/15/25	TOMMY DAUGHTERY	2204456 JULY	COMP FINE 2204456	25.00 <u>25.00</u>
171831	8/15/25	EMILY ANNE BURR	2203922 JULY	RESTITUTION 2203922	50.00 <u>50.00</u>
171832	8/15/25	SHATES, MICHAEL GABRIEL	2202610 JULY/AUGUST	RESTITUTION 2202610	50.00 <u>50.00</u>
171833	8/15/25	CASCADE FARM STORE	2500720 JULY	RESTITUTION 2500720	50.00 <u>50.00</u>
171834	8/15/25	ROSEN SUNVISOR	2207415 JULY	COMP FINE 2207415	5.00 <u>5.00</u>
171835	8/15/25	PRICE, SANDRA KAY	BOND REFUND 2503222	BOND REFUND 2503222	680.00 <u>680.00</u>
171836	8/15/25	Kori Rodley	August 2025	August 2025 Cell/Internet	85.00 <u>85.00</u>
171837	8/15/25	First-Citizens Bank & Trust Company	47563200	C2887: Copier Lease	585.96 <u>585.96</u>
171838	8/15/25	Owen Equipment Company	00223470	Veh# 7164: Shoe, Drag 2 Pie	2,812.94 <u>2,812.94</u>



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171839	8/15/25	Pape' Machinery	16190467 16257830	Veh# 7119: Air Filters Veh# 7119: CREDIT Def Tank	250.79 -150.00 <u>100.79</u>
171840	8/15/25	GINNY LYNN YETTAW	2503699	BAIL REFUND 2503699	850.00 <u>850.00</u>
171841	8/15/25	League Of Oregon Cities	14002	Job Post Police Deputy Chief	35.00 <u>35.00</u>
171842	8/15/25	Northwest Association of Community	2025 Conf	Annual Conf & Membership Dues	1,000.00 <u>1,000.00</u>
171843	8/15/25	FORCUM, NICHELLE FAYE	BOND REFUND 2406799	BOND REFUND 2406799	300.00 <u>300.00</u>
171844	8/15/25	Garner Electric Company	25-6819	Electrical Repairs: 157 12th	935.00 <u>935.00</u>
171845	8/15/25	Advanced American Construction, Inc	9911	P80110-Dive Crew/MWMC Outfall	8,340.00 <u>8,340.00</u>
171846	8/15/25	The LR Visuals LLC	1000	2025SPD Awards Ceremony Photos	300.00 <u>300.00</u>
171847	8/15/25	Gannett Oregon LocaliQ	11466916 11466916 11466916	RG Des & Const Coor 2025-23 RG Detention Off 2025-12 RG Trans Prog Mgr 2025-27	81.43 81.43 81.43 <u>244.29</u>



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171848	8/15/25	Gannett Oregon LocaliQ	11485735 11485735	RG Library Tech 2025-25 RG Trans Prog Mgr 2025-27	119.75 119.75 <u>239.50</u>
171849	8/15/25	Gannett Oregon LocaliQ	11504243 11504243 11504243	RG Code Compliance Off 2025-16 RG Library Tech 2025-25 RG Police Deputy Chief 2025-24	81.43 81.43 81.43 <u>244.29</u>
171850	8/15/25	Gannett Oregon LocaliQ	11521296 11521296	RG Code Compliance Off 2025-16 RG Police Deputy Chief 2025-24	122.14 122.15 <u>244.29</u>
171851	8/15/25	PRINE, MELISSHA ANN	BOND REFUND 2503892/2504049/50	BOND REFUND 2503892/2504049/50	255.00 <u>255.00</u>
171852	8/15/25	Mallory Safety & Supply LLC	622885 6175891	Finance Charge Safety cones	56.44 3,815.25 <u>3,871.69</u>
171853	8/15/25	Springfield Tire Factory, Inc.	1079626	Veh# 7102: Alignment	135.00 <u>135.00</u>
171854	8/22/25	Life Flight Network, LLC	FY26 Firemed Memberships	FY26 FIREMED MEMBERSHIPS	68.00 <u>68.00</u>
171855	8/22/25	Tiffany Monroe or Jessica Crawford	POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25 POLICE PETTY CASH 8/13/25	Folding Tables-Water Gas for Unit 114 Gas for WSHNA NNO Raffle Per Diem Property Shipping Respirators-Case 25-4567 Respirators-Case 25-4567 Storage-CSO Vehicle Water at training	195.95 38.19 66.22 10.50 150.00 16.02 36.99 115.65 9.99 50.00 <u>689.51</u>



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171856	8/22/25	OFELIA GUTIERREZ	2202997	BOND REFUND 2202997	638.00 638.00
171857	8/22/25	City of Eugene	606-2023	BOOTH LC HOME SHOW	360.00 360.00
171858	8/22/25	DANIELLE REIL	2107327 OCT 2023	RESTITUTION 2107327	25.00 25.00
171859	8/22/25	MELISSA LEE ROUSKA	2401504 AUG	COMPENSATORY FINE 2401504	25.00 25.00
171860	8/22/25	Gibbins Kaplan Development LLC	001	Consulting Fee: 538 Main St.	3,675.00 3,675.00
171861	8/22/25	QSL Print Communications, Inc.	85567011	Ken Kesey 10 Anniversary Poste	825.00 825.00
171862	8/22/25	Wells Fargo Financial Leasing, Inc.	5035120852	CMO Copier Lease: 7/10-8/9/25	135.92 135.92
171863	8/22/25	McKinstry Essention LLC	20083685	C3074: LED Light Convert 6-25	94,776.02 94,776.02
171864	8/22/25	Lane Council of Governments	98801	C3508: June25 Point of presenc	2,595.60 2,595.60



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171865	8/22/25	Office World, Inc.	102363 102362	Office chairs conference room chairs	1,535.62 4,395.24 <u>5,930.86</u>
171866	8/22/25	Alpine Heating LLC	811-25-000052-TYP1	Permit Refund: 811-25-000052	1,272.60 <u>1,272.60</u>
171867	8/22/25	Walter E Nelson Co of Eugene	INVEUG1116815 INVEUG1116678	CH: Gloves, TP & Urinal Screen CH: Hose Versamatic	340.64 44.88 <u>385.52</u>
171868	8/22/25	Med-Tech Resources, Inc.	154669	Protective gloves	1,062.00 <u>1,062.00</u>
171869	8/22/25	Language Line Services, Inc.	11676577 11681950	July 2025 Translation July 2025 Translation Svs	335.40 561.60 <u>897.00</u>
171870	8/22/25	Day Wireless Systems	INV882823 INV884025 INV884041 INV884046 INV884051 INV884029	QUARRY HILL SITE RENT AUG 2025 Radio maintenance Radio maintenance Radio maintenance Radio maintenance Radio maintenance	742.64 100.00 100.00 100.00 100.00 399.50 <u>1,542.14</u>
171871	8/22/25	SME LLC	92	Fiscal Task Force (Material)	1,000.00 <u>1,000.00</u>
171872	8/22/25	Lane County Technology Svcs - PSB	IS00002866	LaneCounty Tech/Net. Serv. IGA	5,184.00 <u>5,184.00</u>



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171873	8/22/25	State of Oregon-DEQ	WQSTM2600090	MWMC Permit Renewal: FY25	1,573.52 <u>1,573.52</u>
171874	8/22/25	Ritz Safety LLC	7062115 7059260	Rain Gear: Bibs & Jackets Safety Clothing: Jackets/Bibs	357.59 930.51 <u>1,288.10</u>
171875	8/22/25	Baker's Shoes and Clothing	2104	K9 boots	233.96 <u>233.96</u>
171876	8/22/25	League Of Oregon Cities	14026 14027	Job Post Lateral Police Offcr Job Post Sen Srv Desk Spec	35.00 35.00 <u>70.00</u>
171877	8/22/25	Lexipol	INVPRA11256827	PoliceOne	7,201.10 <u>7,201.10</u>
171878	8/22/25	Sanipac, Inc.	5274228S013	July 2025 Code Enforce Refuse	43.85 <u>43.85</u>
171879	8/22/25	Springfield Utility Board	2406057 AUG 2025 485165 STMT 8/5/25 485165 STMT 8/5/25 AUG152025	RESTITUTION DOCKET 2406057 STREET LIGHT ELECTRIC STREET LIGHT MAINTENANCE SUB BILLS WK 3-AUG	100.00 8,958.16 7,797.96 1,652.77 <u>18,508.89</u>
171880	8/22/25	The Indoor Garden	202508-42	JC: Aug 2025 Plant Care	80.00 <u>80.00</u>
171881	8/22/25	Freedom Foundation	Jul 11, 2025	Refund of public request	78.03 <u>78.03</u>



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171882	8/22/25	SANDRA NORTH	2503496 2503881	BOND REFUND 2503496 2503881	411.00 <u>411.00</u>
171883	8/22/25	Emma's Sewing Service	61363	Uniform Pant Repair	20.00 <u>20.00</u>
171884	8/22/25	Harvest Valley Electric	777786326 777786444 777786325 777786329	CH: HVAC Repairs CH: HVAC Repairs FS16: HVAC Repair JC: HVAC Repair-EOC	707.00 1,210.00 190.00 225.00 <u>2,332.00</u>
171885	8/22/25	HD Fowler Co.	17076586	Florescent Green Marking Paint	660.00 <u>660.00</u>
171886	8/22/25	Robert Dannenhoffer MD	THIRD PARTY AUDIT	Third party audit	720.30 <u>720.30</u>
171887	8/22/25	JESSIE PAYNE	2407795, 2407794	BOND REFUND DKT 2407794-95	510.00 <u>510.00</u>
171888	8/22/25	ANGELINA DAVIS	2503505	BAIL REFUND 2503505	425.00 <u>425.00</u>
171889	8/22/25	Pape' Machinery	16314771 16314755	Veh# 7138: Motor Bearing Veh# 7138: Mower Bearing	457.92 30.13 <u>488.05</u>
171890	8/22/25	I 5 Glass Company	91106	Veh# 7192: Windshield Repair	45.00 <u>45.00</u>



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171891	8/22/25	HD Supply Formally Home Depot Pro	878393982 878393974	Janitorial Supplies - Police Janitorial Supplies - Police	57.54 119.40 <u>176.94</u>
171892	8/22/25	Jorgensen Bros Inc	BD124209	Kitchen repair	231.25 <u>231.25</u>
171893	8/22/25	Wal*Mart	2503881	RESTITUTION DOCKET 2503881	15.00 <u>15.00</u>
171894	8/22/25	Motorola Solutions Inc	8282171958	Radio antennas (10)	177.20 <u>177.20</u>
171895	8/22/25	DIANE HAMILTON	2402558 AUG 2025	RESTITUTION DOCKET 2402558	25.00 <u>25.00</u>
171896	8/22/25	RITA MAY ELDER	2200406 AUG 2025	COMP FINE DOCKET 2200406	100.00 <u>100.00</u>
171897	8/22/25	SHATES, MICHAEL GABRIEL	2202610 AUG 2025	RESTITUTION DOCKET 2202610	250.00 <u>250.00</u>
171898	8/22/25	JACKIE RIGGS	2404744 AUG 2025	COMP FINE DOCKET 2404744	100.00 <u>100.00</u>
171899	8/22/25	AARN BERGSTROM	2302549 AUG 2025	COMP FINE DOCKET 2302549	100.00 <u>100.00</u>



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171900	8/22/25	CARMEN E SMITH	2307363 AUG 2025	COMP FINE DOCKET 2307363	50.00 <u>50.00</u>
171901	8/22/25	JACKS AUTO WRECKING	2407481 AUG 2025	COMP FINE DOCKET 2407481	300.00 <u>300.00</u>
171902	8/22/25	JEFFERY ALDEN BAILEY	2502975 AUG 2025	RESTITUTION DOCKET 2502975	225.00 <u>225.00</u>
171903	8/22/25	Minnesota Child Support Payment Ctr	Child Support 8/15/25 Payroll	Child Support 8/15/25 Payroll	501.78 <u>501.78</u>
171904	8/22/25	California State Disbursement Unit	Child Support-8/15/25 Payroll	Child Support-8/15/25 Payroll	37.38 <u>37.38</u>
171905	8/22/25	Creditors Collection Service Inc	Garnishment-8/15/25 Payroll	Garnishment-8/15/25 Payroll	651.53 <u>651.53</u>
171906	8/22/25	Comcast	FLS 08/15/25-09/14/25 FLS 08/15/25-09/14/25 FLS 08/15/25-09/14/25 FLS 08/15/25-09/14/25 FLS 08/15/25-09/14/25	FS14 HS INTERNET 08/15-09/14 FS16 HS INTERNET 08/15-09/14 FS3 HS INTERNET 08/15-09/14 FS4 HS INTERNET 08/15-09/14 FS5 HS INTERNET 08/15-09/14	104.00 104.00 252.21 135.57 104.00 <u>699.78</u>
171907	8/22/25	Global Chem Source, LLC	13023	55 Gal Drum: Maxi-Kreme	897.25 <u>897.25</u>
171908	8/22/25	Parts Authority, LLC	273-891693 273-892105 273-891813 273-892112 273-892365 118-391346	SPD: Oil/Air/Cabin Filters Veh# 6003: Auto Trans Filter Veh# 6003: Cabin/Oil/Air Fltrs Veh# 6103: Battery Veh# 6117: Oil/Cabin Air Fltrs Veh# 6137: Air Filter	50.57 78.85 23.85 208.80 11.45 7.93



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171908	8/22/25	Parts Authority, LLC	273-893057	Veh# 6137: Cabin & Oil Filters	11.45
			273-891743	Veh# 7020: Wipers/Oil Filter	11.07
			273-894733	Veh# 7063: Battery	110.40
			273-894116	Veh# 7092: Air Filter	22.77
			273-894894	Veh# 7121: Air Filter	10.59
			273-894888	Veh# 7121: Oil/Cabin/Air Fltrs	28.49
			273-893181	Veh# Oil Filter	3.52
					<u>579.74</u>
171909	8/22/25	Parts Authority, LLC	273-897750	Shop Supplies: Astrogrip 3D	34.98
			275-070382	Veh# 6003: Light	163.01
			273-896007	Veh# 6106: Oil Filter	3.52
			273-896280	Veh# 6112: Cabin & Oil Filters	10.68
			273-897028	Veh# 6114: Cabin/Oil/Air Fltrs	21.47
			273-897117	Veh# 6114: Wiper Blades	7.52
			273-897792	Veh# 6132: Cabin/Air/Oil Fltrs	19.59
			273-895761	Veh# 6140: Wiper Blades	37.16
			274-666329	Veh# 7092: Oil Filter	7.77
			273-894913	Veh# 7121: Batw/Exch	187.20
			273-897117	Veh# 7148: Wiper Blades	7.52
			273-897693	Veh# 7168: Oil Filter	7.04
			273-895723	Veh# 7175: Battery	856.00
					<u>1,363.46</u>
171910	8/22/25	Parts Authority, LLC	275-070778	Veh# 6117: Air Filter	6.16
					<u>6.16</u>
171911	8/29/25	Eris Conflict Resolution	Separation 8-25	Separation 8-25	5,289.86
					<u>5,289.86</u>
171912	8/29/25	Nancy Jenkins	Separation 8-2025	Separation 8-2025	16,350.46
					<u>16,350.46</u>
171913	8/29/25	Matt Lindle	P21147-Tax Lot# 1702332402700	Temp ROE Permit: 5143 E	750.00
					<u>750.00</u>
171914	8/29/25	Camas Management LLC	ROW: 1220 21st Street	ROW P21147: TL# 1703254307100	830.00
					<u>830.00</u>



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<u>Check No</u>	<u>Check Dt</u>	<u>Vendor Name</u>	<u>Invoice ID</u>	<u>Line Description</u>	<u>Payment</u>
171915	8/29/25	City of Destiny Church	ROW: 2065 Centennial	P21147 ROW: 1703254301900	1,500.00 <u>1,500.00</u>
171916	8/29/25	McKenzie Animal Hospital, PC	664243970	Kirby vet services	10.03 <u>10.03</u>
171917	8/29/25	Able Card, LLC	0057236-IN	SUPP - LIBRARY CARDS 1,500	259.55 <u>259.55</u>
171918	8/29/25	Emerald Art Center	SAC EAC MAS 2025 SPONSORSHIP	SAC EAC MAS 2025 SPONSORSHIP	250.00 <u>250.00</u>
171919	8/29/25	Ask The Bug Man	241588	FS3: Aug 25 Pest Control	50.00 <u>50.00</u>
171920	8/29/25	Walter E Nelson Co of Eugene	INVEUG1116957 INVEUG1116826 INVEUG1116870	CH: Hand Sani/Paper Towels CH: Sanitary Napkin Liners CH: Trash Liners	323.94 35.96 36.10 <u>396.00</u>
171921	8/29/25	Campbell Commercial Real Estate	August-2025	SEDA Aug 25 Property Mgmt Fee	2,277.00 <u>2,277.00</u>
171922	8/29/25	Association of Oregon Counties	August 6,2025 25-26 Mbrship	2025-26 Insurance Membership	650.00 <u>650.00</u>
171923	8/29/25	Springfield Education Foundation	25-26-04	FY26 Night/ 11k Stars Sponsor	3,100.00 <u>3,100.00</u>



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<u>Check No</u>	<u>Check Dt</u>	<u>Vendor Name</u>	<u>Invoice ID</u>	<u>Line Description</u>	<u>Payment</u>
171924	8/29/25	HD Fowler Co.	17086571	8"x6" Coupling	81.72 <u>81.72</u>
171925	8/29/25	Ritz Safety LLC	7064255 7065290	Rain Gear Rain Gear, Boots	203.13 1,475.16 <u>1,678.29</u>
171926	8/29/25	Owen Equipment Company	00223782	Veh# 7163: Cartridge	460.91 <u>460.91</u>
171927	8/29/25	I 5 Glass Company	91175	Veh# 6106: Windshield Replace	565.00 <u>565.00</u>
171928	8/29/25	Lacal Equipment, Inc.	0435977-IN	Veh# 7164: Sweeper Drag Arm	1,001.24 <u>1,001.24</u>
171929	8/29/25	McGuire Bearing Company	2606664-00	Veh# 7163: PTO Seal	16.11 <u>16.11</u>
171930	8/29/25	Comcast	08/10/25-09/09/25 08/10/25-09/09/25	LEAF CHARGES 08/10-09/09/25 SPLD JSTC CNT 08/10-09/09/25	158.41 399.85 <u>558.26</u>
171931	8/29/25	Siar Rentals, Inc.	821921-21	Lift Rental	775.97 <u>775.97</u>
171932	8/29/25	TK Elevator Corporation	5003027183	CH: Emergency Elevator Repair	255.38 <u>255.38</u>



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171933	8/29/25	HD Supply Formally Home Depot Pro	878917772 879965374 890187883 879965382 879742070 879965366	Janitorial Supplies - Police Janitorial Supplies - Police Janitorial Supplies - Police Janitorial Supplies - Police Janitorial Supplies - Police Janitorial Supplies - Police	14.76 30.76 41.51 148.33 493.80 2,642.86 <u>3,372.02</u>
171934	8/29/25	Securitas Technology Corporation	6005182042 6005199353	CH: Sept 2025 Monitor & Maint JC: Sept 2025 Monitoring	77.56 68.05 <u>145.61</u>
171935	8/29/25	Pacific Office Automation	498727 500018	Copies: 7/1/25-8/1/25 Museum Supp Printer Usage	13.81 51.76 <u>65.57</u>
171936	8/29/25	Roberts Surveying, Inc.	11094	Wood Ginnies	200.00 <u>200.00</u>
171937	8/29/25	Lane County Public Works Department	PWA00012563	B21002-Bond Meas 20-351	171.09 <u>171.09</u>
171938	8/29/25	Dept of Administrative Svc./St of Or Inc	ARV00472	C1860: LESO Program	1,000.00 <u>1,000.00</u>
171939	8/29/25	ODP Business Solutions, LLC	434358125001	Office Supplies - Police	86.37 <u>86.37</u>
171940	8/29/25	Pagefreezer Software, Inc.	INV-19706	Pub Records Compliance: FY26	4,788.00 <u>4,788.00</u>
171941	8/29/25	CenturyLink	8/15/25-9/14/25	SJC Phone & Fax Lines (12)	718.41 <u>718.41</u>



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171942	8/29/25	Wal*Mart	2307361 AUG 2025 2500808 AUG 2025	RESTITUTION DOCKET 2307361 RESTITUTION DOCKET 2500808	1,824.49 25.00 <u>1,849.49</u>
171943	8/29/25	PAPA'S PIZZA 6	2501470 AUG 2025	RESTITUTION DOCKET 2501470	25.00 <u>25.00</u>
171944	8/29/25	TARGET	2407735 AUG 2025	RESTITUTION DOCKET 2407735	25.00 <u>25.00</u>
171945	8/29/25	NORTHWEST SELF STORAGE	2405944 AUG 2025	RESTITUTION DOCKET 2405944	25.00 <u>25.00</u>
171946	8/29/25	KATHLEEN A. HENDERSONLUI	2204093 AUG 2025	COMP FINE DOCKET 2204093	25.00 <u>25.00</u>
171947	8/29/25	AUBREY JANA E CROSSLEY	2204093 AUG 2025	COMP FINE DOCKET 2204093	25.00 <u>25.00</u>
171948	8/29/25	REXIOUS FUEL	2307564 AUG 2025	RESTITUTION DOCKET 2307564	100.00 <u>100.00</u>
171949	8/29/25	Ready Rooter Inc. & Chapman Plumbing	WO-5425 WO-5301	Drain Cleaning: 804 W N Street Toilet Replace: 860 B St	165.00 814.85 <u>979.85</u>
171950	8/29/25	Associated Heating & Air Condition Inc.	E100220	AC Wiring Repair: 2150 Laura	403.75 <u>403.75</u>



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171951	8/29/25	CALVIN WRIGHT	2301039	BAIL REFUND 2301039	500.00 <u>500.00</u>
171952	8/29/25	NAPA Auto Parts	481398 480841 478890 479590 481297	Shop Tool: Peak 30 All-in-1 Veh# 6114: Fuse Veh# 6145: Terminal Rings Veh# 7093: Air Filter Veh# 7168: Touch Up Tube	23.94 4.49 5.04 26.09 22.99 <u>82.55</u>
171953	8/29/25	Cintas	4238609394 4239377473	Work Gear & Shop Towels Work Gear & Shop Towels	149.63 149.63 <u>299.26</u>
171954	8/29/25	Ferrellgas	RN10971460	Gas Tank Rental: FY26	20.14 <u>20.14</u>
171955	8/29/25	Parts Authority, LLC	273-892224	Shop Tool Update: MS909 FY26	782.96 <u>782.96</u>
171956	8/29/25	AT&T Mobility	999208594X08142025	AT&T Cell Chrgs 07/07-08/06/25	83.24 <u>83.24</u>
171957	8/29/25	City of Eugene	EFD-002696 EFD-002696 EFD-002696 EFD-002696 EFD-002696	FITNESS EQUIPMENT JUN 25 EMS SUPPLIES JUN 25 EMS SUPPLIES & O2 JUN 25 LOGISTICS JUN 25 STATION SUPPLIES	4,331.95 630.67 13,888.83 25,607.31 4,277.93 <u>48,736.69</u>
171958	8/29/25	Oregon Department of Revenue	JULY 2025	Bail Assessment Jul 25	16,390.34 <u>16,390.34</u>



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171959	8/29/25	Lane County Finance Operations	JULY 2025 JULY 2025	County Bail Jul 25 County Bail Jul 25 Admin Fee	2,527.54 -2.57 <u>2,524.97</u>
171960	8/29/25	Ron Turley Associates	70026	SaaS Renewal: 10/1/25-9/30/26	10,435.72 <u>10,435.72</u>
171961	8/29/25	Les Schwab Tire Warehouse Center, Inc.	2701085836 2701090407	E14/5109; Repl Tire T03/5061; Repl Tire	874.97 778.98 <u>1,653.95</u>
171962	8/29/25	Lane County Waste Management	July 2025	July 2025 Waste Mgmt Needs	3,198.21 <u>3,198.21</u>
171963	8/29/25	Springfield Utility Board	2463763 STMT 8/19/25 470604 STMT 7/31/25 AUG222025	C2839: Bio Swale water RFF UTILITIES: 6/23/25-7/24/25 SUB BILLS WK 4-AUG	27.30 141.52 1,215.56 <u>1,384.38</u>
171964	8/29/25	Willamette Window Restoration LLC	1563	10 Window Restoration Kits	667.00 <u>667.00</u>
171965	8/29/25	B & K Greer LLC	498300	Permit Refund: Duplicate LDAP	737.45 <u>737.45</u>

Grand Total: 6,101,934.65

CITY OF SPRINGFIELD, OREGON
CERTIFICATE OF APPROVAL OF DISBURSEMENTS
AUGUST 2025

This is to certify that the documentation supporting City of Springfield Automated Clearing House payments 0171211 through 0171380 and General Account checks 171685 through 171965 in the amount of \$6,101,934.65 has been reviewed. I, therefore, recommend approval of these claims payments:

Nathan Bell, Finance Director

Approved and recommended for payment this 6TH day of October 2025.

Nancy Newton, City Manager

Approved and recommended for payment this 6TH day of October 2025.

Chair, Finance Committee

Member, Finance Committee

Member, Finance Committee

Approved by the Springfield City Council for payment this 6TH day of October 2025.

Nathan Bell, Finance Director

Sean VanGordon, Mayor

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:	10/06/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Jessica Crawford/Springfield Police Department
	Staff Phone No:	
	Estimated Time:	Consent Calendar
	Council Goals:	Enhance Public Safety

ITEM TITLE:

Armored Rescue Vehicle Purchase

ACTION REQUESTED:

Provide authorization for the purchase of an armored rescue vehicle and authorize the City Manager to negotiate and execute a Purchase Order for an armored rescue vehicle.

ISSUE STATEMENT:

The Springfield Police Department requests authorization to purchase an armored rescue vehicle to respond to high risk, critical incidents.

DISCUSSION/FINANCIAL IMPACT:

The Springfield Police Department requests authorization to purchase an armored rescue vehicle, which will be utilized when responding to high risk, critical incidents, which will have a positive impact on the safety of the community members, officers and other first responders.

The proposed purchase will utilize a cooperative agreement with an estimated cost of \$467,000. The purchase would be supported by Springfield Police Department federal forfeiture funds.

Attachments

1. CBM Armored Rescue Vehicle
2. Cooperative Procurement Purchase Order

MEMORANDUM

City of Springfield

Date:	9/26/2025	
To:	Springfield City Manager Springfield City Council	COUNCIL
From:	Lieutenant Justin Myers	BRIEFING
Subject:	Armored Rescue Vehicle Purchase	MEMORANDUM

ISSUE:

The Springfield Police Department requests approval to purchase an armored rescue vehicle to respond to high risk, critical incidents.

COUNCIL GOALS/

MANDATE:

Strengthen Public Safety by Leveraging Partnerships and Resources

BACKGROUND:

The Springfield Police Department is seeking approval to purchase an Armored Rescue Vehicle (ARV) to respond to high risk, critical incidents to provide enhanced safety to citizens, officers, and suspects. The Lenco Armored Vehicles (“Lenco”) BearCat G3 was identified as the ARV best suited to meet City required specifications. The proposed Lenco ARV can be purchased through a cooperative purchasing agreement and would be funded with Springfield Police Department federal forfeiture funds.

SPD currently has, and will continue to utilize, an armored Chevrolet Suburban. Outwardly, the armored Suburban appears no different than a standard SUV and provides some level of armor to incident response without the overt appearance of an ARV. Significant disadvantages have been identified in utilizing the armored Suburban as the only armored vehicle available to SPD officers. These limitations include a very limited off-road capability, slow and difficult ingress and egress due to the way the armor is installed, challenges with passengers occupying the vehicle while wearing helmets and/or rifle rated personal body armor, and the limitation of no more than 5 officers wearing personal body armor being effectively transported.

Regional partner agencies, including Lane County Sheriff’s Office (LCSO), Eugene Police Department (EPD), and the Oregon State Police (OSP), own ARVs that can be made available to SPD upon request under mutual aid support. However, reliance on borrowing a lifesaving vehicle during a critical incident increases the risk to community members and first responders due to increased response times or lack of availability.

Over the last several years, the City of Springfield has realized an increase in critical incidents supported by patrol staff and the Special Weapons and Tactics (SWAT) Team. Springfield is not immune to active violence, as demonstrated by the following examples: the 1998 Thurston High School shooting, the 2018 fire and shooting on Oakdale Avenue, the 2023 gunshot wound to SPD Officer Bragg, and the July 2025 structure fire and active gunshots on 36th Street. These are high-profile examples, with many lesser-known calls in-between, that demonstrate the increase in gun related incidents within our community.

The 36th Street fire incident on the night of July 3rd of this year is the catalyst to this request. Officers arrived at a growing house fire with gun shots actively being fired by a suspect, which was a detail confirmed by a victim who was able to flee the house before police arrival. Due to the extreme danger and fear of a fire set to draw responders into an ambush, officers did their best to safely evacuate neighboring residences. Eugene Springfield Fire responded but was forced to stage until police were able to provide safety for them to start battling the blaze. The currently fielded armored Suburban was deployed but due to its size was not useful in shielding fire apparatus from gun fire. ARVs were requested early in the call from EPD and LCSO, but due to logistics of other agency personnel and equipment availability and location, arrival of the other agency ARVs added approximately 20 minutes to their arrival time. During this delay, additional gun fire occurred and the house fire grew and nearly spread to neighboring homes. Once ARVs arrived, ESFD was able to safely approach the scene and fight the fire. A dedicated ARV in Springfield would have significantly reduced the response time and the delay in combating the fire.

Having a dedicated, purpose-built ARV would allow SPD to employ industry standard tactics to de-escalate situations and mitigate risk to involved community members, officers, and involved individuals. Fortunately, our partner agencies have been responsive of ARV related mutual aid requests. However, the ability to utilize an SPD owned and managed ARV will result in reduced response times to incidents, allowing quicker support for patient triage, intervention with active shooters, and even fire suppression efforts, which ultimately improve officer and community safety.

The Lenco BearCat G3 ARV meets the City's requirements and specification requests to provide enhanced protection to the community and officers. The Lenco BearCat G3 is highly regarded and considered a standard amongst law enforcement in the United States with numerous proprietary and/or patented features making it stand out from the competition. These features include NIJ Level IV equivalent armor designed to protect against rifle rounds up to .50 caliber BMG, a patented roof hatch counterbalance mechanism providing easy and reliable opening of the hatch, and a useful life of at least 20 years. In addition to enhanced ballistic protection, the BearCat G3 offers seating for 12 or more fully equipped officers with easy entry and exit from either side and the back of the vehicle. There is also room in the rear of the vehicle for a patient to be treated by officers or medics while safely behind protective armor.

BearCat G3s possess an enhanced offroad capability and have been used during natural disasters to rescue victims trapped by floods, heavy snow, and down trees. Properly equipped, the vehicle can safely navigate in up to 40 inches of water. Similar hazards have been faced by SPD officers in the past, including during mutual aid evacuation support provided during the Holiday Farm Fire.

The Eugene Police Department and Oregon State Police currently operate Lenco manufactured armored response vehicles. Maintaining similar vehicles as our regional partners has an additive effect for regional agencies due to familiarity with vehicle function, features and best practices.

SPD's deployment of the ARV would be limited to high-risk critical incidents, disaster scenarios, and community events (Touch-a-Truck). Deployment of the ARV will include supervisor and command level notification and approval if the situation is not exigent.

The Springfield Police Department proposes purchase of a Lenco BearCat G3 armored response vehicle. The department intends to utilize the HGAC Cooperative Agreement #AM10-23 at an estimated total cost of \$467,000. The proposed purchase would be fully supported by federal forfeiture funds reserved for Springfield Police Department use.

RECOMMENDED ACTION:

Springfield Police Department staff requests that Council authorize the purchase and authorize the City Manager to negotiate and execute a Purchase Order for an armored rescue vehicle.

**City of Springfield**

225 Fifth Street

Springfield, Oregon 97477

Phone: 541-726-3622

Fax: 541-726-3782

**Cooperative Procurement
Purchase Order**P.O Number **C4023**

[The P.O. number must appear on all related
correspondence, shipping papers, and
invoices]

VENDOR:

COMPANY NAME: Lenco Armored Vehicles

SALES CONTACT: Daniel Besemer

STREET ADDRESS: 10 Betnr Industrial Dr

CITY, ST, ZIP: Pittsfield, MA 01201

PHONE: 413-443-7359

F.O.B. DESTINATION:

DEPARTMENT: Police Department

RECIPIENT NAME: Lt. Justin Myers

STREET ADDRESS: 230 4th Street

CITY, ST, ZIP: Springfield, OR 97477

PHONE: 541-726-3714

This purchase is placed against the following Price Agreement:

State of Oregon (ORCPP) Price Agreement # _____

NPPGov Price Agreement # _____

Sourcewell (NJPA) Price Agreement # _____

Other: H-GAC # AM10-23

P.O. Date	Requisitioner	Shipped VIA	Terms
9/26/2025	Jessica Crawford, jcrawford@springfield-or.gov		Net 30

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	Lenco BearCat G3, 4-wheel off-road upgrade pkg. Additional options specified on attached quote 110778, dated 9/10/25	450,866	450,866
			-
			-
SUBTOTAL			450,866
SHIPPING & HANDLING			16,100
OTHER			
TOTAL			\$ 466,966

PAYMENT DETAILS**Voucher**G/L Account # 204-06100-1144-650155A/P Code # 362**ADDITIONAL NOTES**

Lenco Industries will abide by 2 CFR 200.322 domestic
preferences for procurements and 2 CFR 200.323
regarding procurement of recovered materials

Authorized Purchaser Signature_____
Date_____
Nancy Newton, City Manager_____
Name and Title (Print)_____
541-726-3700, cmo@springfield-or.gov_____
Phone Number and Email**Invoicing Address**

Email: ap@springfield-or.gov

Mailing: 225 5th Street

Springfield, OR 97477

nk you!



Protecting Our Nation's Defenders™

10 Betnr Industrial Drive - Pittsfield, MA 01201

PH: 413-443-7359 - FAX: 413-445-7865

Quotation 110778

Customer Code: SPLOR

Quotation Date: 09/10/25

Lenco Tax ID#: 04-2719777

Page #: 1 of 2

Bill To
Springfield Police Department 230 4th St. Springfield, OR 97477 USA

Ship To
Springfield Police Department 230 4th St. Springfield, OR 97477 USA

Payment Terms	Shipping Terms	Ship Via
Net 30 Days	FOB: Destination	Common Carrier
Estimated Completion	Lenco Contact	Inspection & Acceptance
18 Months (+ or -) ARO	Daniel Besemer	At Lenco's Facility, Pittsfield, MA

Item:	Product #	Qty	Unit Price	Total
Vehicle configuration	4488			
Lenco BearCat	BC55003-BASE	1	\$264,310.00	\$264,310.00
Options:				
LED Red and Blue	LED_RED_BLUE	1		
Exterior Paint Color: Lusterless Black	LUSTERLESS_BLACK	1		
BearCat G3 4-Wheel Off-Road Upgrade Pkg w/Run-Flats	BC3WOFFRD	1	\$38,454.00	\$38,454.00
Gasoline Engine	BCGSEN	1		
4-Door Configuration	BC4DR	1	\$9,823.00	\$9,823.00
(1) 7" Vertical GunPort Upgrade	BCGP7	8	\$228.00	\$1,824.00
360 Camera System	BC360DEG	1	\$4,422.00	\$4,422.00
Rear A/C - Heating System: High Capacity Upgrade	BCHACUP	1	\$8,250.00	\$8,250.00
Hydraulic Front Mounted Receiver with Ram Post and Plate	BCHYDRAM	1	\$16,975.00	\$16,975.00
Gas Injector Unit	BCGIU	1	\$14,552.00	\$14,552.00
Gas Injector Storage Basket	BCGISB	1	\$1,595.00	\$1,595.00
Break and Rake	BCBAR	1	\$1,800.00	\$1,800.00
VSP Style Low Profile & Scene Lighting Pkg	BCVSPL	1	\$6,102.00	\$6,102.00
Roof Mounted Remote Control Spot Light - LED	BCSLLED	4	\$1,404.00	\$5,616.00
High Intensity Driving Lights in Front Bumper	BCHIDL	1	\$1,840.00	\$1,840.00
Front Bumper Intersection Lights	BCBIL	1	\$1,800.00	\$1,800.00
Fender Intersection Lights	BCFIL	1	\$2,986.00	\$2,986.00
Take Down Light (Bumper Mounted)	BCTDL	1	\$1,853.00	\$1,853.00
Police Cupola w/ Glass & Barn Doors	BCPCUPOLA	1	\$33,585.00	\$33,585.00
Plasma Rope	BCPLAS1	1	\$1,006.00	\$1,006.00
Armored Oil Pan Guard	BCAOPG	1	\$1,936.00	\$1,936.00
Ballistic Skip Round Shield	BCBSRS	2	\$2,820.00	\$5,640.00
Front Skid Pan	BCFSP	1	\$1,713.00	\$1,713.00
2 Rear Area Electric Fans	BC2RELFAN	1	\$1,200.00	\$1,200.00
Interior Crew Compartment Exhaust Fan	BCICEF	1	\$2,800.00	\$2,800.00
LRAD Wiring Kit (For Internal controls)	BCLWP	1	\$8,100.00	\$8,100.00
LRAD Roof Rail Mount	BCLRRM	1	\$1,430.00	\$1,430.00
Extreme Heat Reducing Insulation & Sound Reduction Pkg	BCEXHT	1	\$5,000.00	\$5,000.00
(G3/G4) Spare Tire with Run-Flat	BC40STRF	1	\$6,254.00	\$6,254.00
Configuration Subtotal:				\$450,866.00
Lenco BearCat	NEWCONFIG	1	\$450,866.00	\$450,866.00
Freight Out - SWAT	FREIGHTOUT-VEHICLE	1	\$16,100.00	\$16,100.00
Net Total				\$466,966.00



Protecting Our Nation's Defenders™

10 Betnr Industrial Drive - Pittsfield, MA 01201

PH: 413-443-7359 - FAX: 413-445-7865

Quotation 110778

Customer Code: SPLOR

Quotation Date: 09/10/25

Lenco Tax ID#: 04-2719777

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Notes:

H-GAC - Ambulances, EMS, and Other Special Service Vehicles

Contract Number: AM10-23

Current Option Period End Date: September 30, 2027

WARNING: Information Subject to Export Control Laws

The written approval of the Directorate of US Defense Trade Controls and Lenco Industries, Inc. must be obtained before reselling, transferring, transshipping or disposing of a defense article to any end user, end use or destination other than as stated on this Lenco quote or the shipper's export declaration in cases where an exemption is claimed under this subchapter ITAR 123.9(A).

Acceptance of this quotation or entering into a purchase agreement with Lenco, the purchaser agrees to Lenco's full Terms and Conditions of Sale, available upon request. This quote will be valid for 60 days.

ACCEPTANCE OF PROPOSAL**Authorized**

Signature: _____

Please sign and return

Authorized

Signature: _____

Daniel Besemer

Daniel Besemer

Thank you

REVIEWED & APPROVED
AS TO FORM

Kristina Kraaz

DATE: 9/29/2025
SPRINGFIELD CITY ATTORNEY'S OFFICE

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:	10/06/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Jessica Mumme/Finance
	Staff Phone No:	541-736-1032
	Estimated Time:	5 Minutes
	Council Goals:	Financially Responsible and Stable Government Services

ITEM TITLE:

FY26 Supplemental Budget #1

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, Transient Lodging Tax, Community Development, Building Code, Fire Local Option Levy, Police Local Option Levy, Bond Sinking, Development Assessment Capital, Development Projects, Regional Wastewater Capital, Street Capital, Sanitary Sewer Operations, Regional Wastewater, Ambulance, Storm Drainage Operations, Booth-kelly, Regional Fiber Consortium, Insurance, Vehicle & Equipment, and Sdc Administration.

ISSUE STATEMENT:

At various times during the fiscal year, 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 first of three scheduled FY26 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 \$5,873,748, capital expenditures by \$801,882, interfund transfer expense by \$1,042,932, and reserves by \$24,437,925. These are offset by new revenue of \$31,807,725, adjustments to beginning cash of \$27,097,456, a reduction in unappropriated fund balance by \$3,538, and a reduction in Contingency of \$345,224.

Attachments

1. Council Briefing Memorandum
2. FY26 Supplemental Budget 1 Resolution and Exhibit A

MEMORANDUM

City of Springfield

Date: 10/6/2025
To: Nancy Newton, City Manager **COUNCIL**
From: Jessica Mumme, Budget & Procurement Manager **BRIEFING**
Subject: FY26 SUPPLEMENTAL BUDGET #1 **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 first of three scheduled FY26 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 October 6th, 2025 supplemental budget request.

Changes to the budget included in this request fall into three general categories: reallocations, carryforward requests, 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.

Re-appropriations or carryovers represent money that was committed by contract in the previous year, but the contracted work was not completed within the fiscal year. The prior year's remaining budget amount needs to be appropriated into this year's budget to allow final payments to be made in the current year. Re-appropriations also may include money for capital projects that were planned but not completed in the prior year. The projects are still scheduled, and funds are being carried forward to the current year's budget.

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:

All Funds

- **Beginning Cash Adjustment** - All funds beginning cash adjustments total \$27,097,456. Typically, beginning cash adjustments occur because prior year expenses were not as high as predicted, resulting in more money being available in the new fiscal year. In February, the budget preparers attempt to estimate the status of the City's expenditures as of the end of the fiscal year (June 30), but a variety of factors can result in costs being ahead or behind schedule. Proceeding is a list of beginning cash adjustments by fund.

Fund	Change in Beginning Cash
General - Fund 100	\$ 1,612,689
Street - Fund 201	630,623
Special Revenue - Fund 204	570,793
Transient Room Tax - Fund 208	480,094
Community Development - Fund 210	71,732
Building Code - Fund 224	1,064,570
Fire Local Option Levy - Fund 235	104,407
Police Local Option Levy - Fund 236	296,966
Bond Sinking - Fund 306	(3,538)
Development Assessment Capital - Fund 419	1,035
Development Projects - Fund 420	207,575
Regional Wastewater Capital - Fund 433	9,650,711
Street Capital - Fund 434	(321,331)
Sanitary Sewer Operations - Fund 611	11,381,399
Regional Wastewater - Fund 612	(3,611,617)
Ambulance - Fund 615	(1,040,730)
Storm Drainage Operations - Fund 617	3,969,640
Booth-Kelly - Fund 618	229,819
Regional Fiber Consortium - Fund 629	24,671
Insurance - Fund 707	126,711
Vehicle & Equipment - Fund 713	1,463,954
SDC Administration - Fund 719	187,283
TOTAL	\$ 27,097,456

General Fund 100

- Increase Ambulance Fund (Fund 615) reserves by \$1,040,730, offset by interfund transfer from the General Fund (Fund 100), to eliminate the deficit in the Ambulance Fund from FY25.
- Increase Fire & Life Safety operating expense by \$125,000, offset by a reduction in Contingency, to eliminate the need for station brown-outs.

Special Revenue Fund 204

- Increase Finance Department operating expense by \$596,037, offset by a reduction in reserves by \$358 and an increase in grant revenue of \$595,679, to adjust balances to actual carryforward amounts for donations and grants and to record a newly awarded ODOT grant for the Drug Court program.
- Increase Library operating expense by \$20,000, offset by grant revenue, to support museum initiatives and library collections.
- Increase Police Department operating expense by \$467,000, offset by a reduction in reserves, to support the purchase of an armored rescue vehicle.
- Increase Police Department operating expense by \$437,750, offset by an increase in grant revenue of \$189,215 and a reduction in reserves by \$248,535, to support the drone program and police volunteer program.
- Increase Police Department operating expense by \$60,500, offset by an increase in grant revenue from ODOT, for support of traffic safety enforcement and related equipment.

Development Projects Fund 420

- Increase the Development & Public Works operating expense by \$188,150, offset by a reduction in reserves, to support the City Hall west entrance bathroom upgrades to accommodate ADA standards.

Storm Drainage Operating Fund 617

- Increase Development & Public Works capital projects by \$300,000, offset by a reduction in reserves, to align the carryforward balances for P41044 (42nd Street Levee) project.
- Increase Development & Public Works operating expense by \$150,000, offset by a reduction in contingency, for cleanup, repair, and maintenance of the planter boxes on Franklin Blvd.

Vehicle and Equipment Fund 713

- Increase Fire & Life Safety operating expense by \$225,282, offset by a reduction in reserves, to support the purchase of three ambulances and Getac mobile devices.
- Increase Information Technology operating expense by \$73,681, offset by a reduction in reserves, to support the purchase of SQL Licensing to complete the PeopleSoft Financials upgrade.
- Increase the Development & Public Works department operating expense \$25,675, offset by a reduction in reserves, for the required grant match to purchase an alternative fuel mini street sweeper.
- Increase the Development & Public Works department operating expense by \$400,000, offset by a reduction in reserves, to purchase a street sweeper originally budgeted in FY25 but not yet received.
- Increase the Police department operating expense by \$61,000, offset by a reduction in reserves, to purchase a new police vehicle.

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, TRANSIENT LODGING TAX, COMMUNITY DEVELOPMENT, BUILDING CODE, FIRE LOCAL OPTION LEVY, POLICE LOCAL OPTION LEVY, BOND SINKING, DEVELOPMENT ASSESSMENT CAPITAL, DEVELOPMENT PROJECTS, REGIONAL WASTEWATER CAPITAL, STREET CAPITAL, SANITARY SEWER OPERATIONS, REGIONAL WASTEWATER, AMBULANCE, STORM DRAINAGE OPERATIONS, BOOTH-KELLY, REGIONAL FIBER CONSORTIUM, INSURANCE, VEHICLE & EQUIPMENT, AND SDC ADMINISTRATION.

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

SUPPLEMENTAL BUDGET #1

A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: GENERAL, STREET, SPECIAL REVENUE, TRANSIENT LODGING TAX, COMMUNITY DEVELOPMENT, BUILDING CODE, FIRE LOCAL OPTION LEVY, POLICE LOCAL OPTION LEVY, BOND SINKING, DEVELOPMENT ASSESSMENT CAPITAL, DEVELOPMENT PROJECTS, REGIONAL WASTEWATER CAPITAL, STREET CAPITAL, SANITARY SEWER OPERATIONS, REGIONAL WASTEWATER, AMBULANCE, STORM DRAINAGE OPERATIONS, BOOTH-KELLY, REGIONAL FIBER CONSORTIUM, INSURANCE, VEHICLE & EQUIPMENT, AND SDC ADMINISTRATION.

WHEREAS, the Common Council has adopted the budget and made appropriations for Fiscal Year 2025-2026 through Resolution No. 2025-19 adopted June 16, 2025.

WHEREAS, ORS 294.471(1)(a), and (b) 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; and 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;

WHEREAS, the Common Council is requested to make adjustments to the Fiscal Year 2025-2026 budget and appropriations to meet unexpected needs and to allow appropriations of new revenues pursuant to ORS 294.471(1)(a), (b) and (c) 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 2025-2026 budget and appropriations, as adopted by Resolution No. 2025-19, 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

REVIEWED & APPROVED
AS TO FORM

Kristina Kraaz

DATE: 9/29/2025
SPRINGFIELD CITY ATTORNEY'S OFFICE

Exhibit A
FY2025-26 (FY26)
SUPPLEMENTAL BUDGET #1

	<u>FY26 Adopted</u>	<u>Supplemental</u>	<u>Appropriations</u>	<u>FY26 Revised</u>
	<u>Budget</u>	<u>Budget 1</u>	<u>Transfers &</u>	<u>Budget</u>
			<u>Adjustments</u>	
<u>General Fund - 100</u>				
Department Operating				
City Manager's Office	\$ 1,877,832	\$ -	\$ -	\$ 1,877,832
Development & Public Works	3,945,302	-	-	3,945,302
Finance	2,847,431	54,356	-	2,901,787 (1,2)
Fire and Life Safety	14,723,434	125,000	-	14,848,434 (3)
Human Resources	952,944	15,000	-	967,944 (4)
Information Technology	1,894,529	-	-	1,894,529
Legal Services	978,008	-	-	978,008
Library	2,331,465	-	-	2,331,465
Police	17,907,700	-	-	17,907,700
Total Department Operating	47,458,645	194,356	-	47,653,001
Non-Departmental				
Transfers	710,170	1,040,730	-	1,750,900 (5)
Contingency	1,500,000	(140,000)	-	1,360,000 (3,4)
Reserves*	13,033,416	517,603	-	13,551,019 (1,2,5,6)
Total Non-Departmental	15,243,586	1,418,333	-	16,661,919
Total General Fund	\$ 62,702,231	\$ 1,612,689	\$ -	\$ 64,314,920

General Fund Commentary:

- 1.) Increase Finance Department operating expenses by \$2,356, offset by reserves, to carry-forward funds for a computer that was not ordered in FY25.
- 2.) Increase Finance Department operating expenses by \$52,000, offset by reserves, for a retirement payout.
- 3.) Increase Fire & Life Safety operating expenses by \$125,000, offset by a reduction in contingency, to eliminate the need for station brown-outs.
- 4.) Increase Human Resources Department operating expenses by \$15,000, offset by a reduction in contingency, to hire a third-party contractor to perform the City Manager's evaluation.
- 5.) Increase Ambulance Fund (Fund 615) reserves by \$1,040,730, offset by an interfund transfer from the General Fund (Fund 100), to eliminate the deficit in the Ambulance Fund from FY25.
- 6.) Beginning cash adjustment.

	<u>FY26 Adopted</u>	<u>Supplemental</u>	<u>Appropriations</u>	<u>FY26 Revised</u>
	<u>Budget</u>	<u>Budget 1</u>	<u>Transfers &</u>	<u>Budget</u>
			<u>Adjustments</u>	
<u>Street Fund - 201</u>				
Department Operating				
City Manager's Office	\$ 61,708	\$ -	\$ -	\$ 61,708
Development & Public Works	8,307,261	55,224	-	8,362,485 (1)
Finance	14,945	-	-	14,945
Total Department Operating	8,383,914	55,224	-	8,439,138
Non-Departmental				
Transfers	-	-	-	-
Contingency	300,000	(55,224)	-	244,776 (1)
Reserves*	279,516	632,406	-	911,922 (2-3)
Total Non-Departmental	579,516	577,182	-	1,156,698
Total Street Fund	\$ 8,963,430	\$ 632,406	\$ -	\$ 9,595,836

Street Fund Commentary:

- 1.) Increase Development & Public Works operating expenses by \$55,224, offset by a reduction in contingency, to complete work that was identified during the Legacy Street Light Replacement project but was not completed as part of the project.
- 2.) Increase reserves by \$1,783, offset by a transfer from the Special Revenue Fund (Fund 204), to reimburse for grant expenditures paid and are reimbursable under the Oregon Dept. of Administrative Services grant received for sanitation related services.
- 3.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
Special Revenue Fund - 204					
Department Operating					
City Manager's Office	\$ 11,110	\$ (610)	\$ -	\$ 10,500	(1)
Development & Public Works	1,778,892	215,525	-	1,994,417	(2-5)
Finance	327,650	596,037	-	923,687	(6)
Information Technology	20,000	-	-	20,000	
Library	254,305	(25,084)	-	229,221	(7-9)
Police	392,000	965,250	-	1,357,250	(10-12)
Total Department Operating	2,783,957	1,751,118	-	4,535,075	
Non-Departmental					
Transfers	493,418	2,202	-	495,620	(5)
Reserves*	3,848,442	(139,024)	-	3,709,418	(1,2,4,6,8,10, 11,13)
Total Non-Departmental	4,341,860	(136,822)	-	4,205,038	
Total Special Revenue Fund	\$ 7,125,817	\$ 1,614,296	\$ -	\$ 8,740,113	

Special Revenue Fund Commentary:

- 1.) Decrease City Manager's Office operating expenses by \$610, offset by an increase in reserves, to adjust balances of local events funding.
- 2.) Increase Development & Public Works operating expense by \$43,923, offset by a reduction in reserves, to carry over the broadband grant balance from FY25.
- 3.) Increase the Development & Public Works operating expenses by \$224,325, offset by an increase in grant revenue from the Federal Highway Administration – Oregon Division, to purchase an alternative fuel mini street sweeper.
- 4.) Decrease Development & Public Works operating expenditures by \$143,939, offset by an increase in reserves, to adjust the final balances of the Trestle Bridge, Affordable Housing, and Lane County Land Acquisition grant balances.
- 5.) Transfer \$1,783 to the Street Fund (Fund 201), \$127 to the Sanitary Sewer Operations Fund (Fund 611), and \$292 to the Storm Drainage Operations Fund (Fund 617) to reimburse for grant expenses paid by the funds, and are reimbursable under the Oregon Dept. of Administrative Services grant received for sanitation related services.
- 6.) Increase Finance Department operating expenses by \$596,037, offset by a reduction in reserves of \$358, and increase in the grant revenue of \$595,679, to adjust balances to actual carryforward amounts for donations and grants and to record a newly awarded Oregon Dept. of Transportation (ODOT) grant for the Drug Court program.
- 7.) Increase Library operating expense by \$20,000, offset by grant revenue, to support museum initiatives and library collections.
- 8.) Increase Library operating expenses by \$1,132, offset by a reduction in reserves due to funds budgeted but not used in FY25, to support Library programs and projects.
- 9.) Decrease Library operating expense by \$46,216, offset by a reduction in revenue, to remove discontinued grant funding.
- 10.) Increase Police Department operating expenses by \$467,000, offset by a reduction in reserves, to support the purchase of an armored rescue vehicle.
- 11.) Increase Police Department operating expenses by \$437,750, offset by an increase in grant revenue of \$189,215 and a reduction in reserves of \$248,535 due to unexpended grant funds budgeted but not used in FY25, to support the drone program and police volunteer program.
- 12.) Increase Police Department operating expenses by \$60,500, offset by an increase in grant revenue from ODOT, for support of traffic safety enforcement and related equipment.
- 13.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
Transient Lodging Tax Fund - 208					
Department Operating					
City Manager's Office	\$ 1,058,386	\$ -	\$ -	\$ 1,058,386	
Development & Public Works	32,782	-	-	32,782	
Library	325,383	729	-	326,112	(1)
Total Department Operating	1,416,551	729	-	1,417,280	
Non -Departmental					
Transfers	1,100,000	-	-	1,100,000	
Reserves*	1,994,235	479,365	-	2,473,600	(1-2)
Total Non-Departmental	3,094,235	479,365	-	3,573,600	
Total Transient Lodging Tax Fund	\$ 4,510,786	\$ 480,094	\$ -	\$ 4,990,880	

Transient Lodging Tax Fund Commentary:

- 1.) Increase Library operating expenses by \$729, offset by a reduction in reserves, to adjust the unspent Arts Commission operations funds that were budgeted toward Art Walk support and not used in FY25.
- 2.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Community Development Fund - 210</u>				
Department Operating				
Development & Public Works	\$ 1,124,519	\$ -	\$ -	\$ 1,124,519
Finance	36,114	-	-	36,114
Total Department Operating	<u>1,160,633</u>	<u>-</u>	<u>-</u>	<u>1,160,633</u>
Non-Departmental				
Reserves*	7,892	71,732	-	79,624 (1)
Total Non-Departmental	<u>7,892</u>	<u>71,732</u>	<u>-</u>	<u>79,624</u>
Total Community Development Fund	<u>\$ 1,168,525</u>	<u>\$ 71,732</u>	<u>\$ -</u>	<u>\$ 1,240,257</u>
Community Development Fund Commentary:				
1.) Beginning cash adjustment.				

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Building Code Fund - 224</u>				
Department Operating				
City Manager's Office	\$ 25,032	\$ -	\$ -	\$ 25,032
Development & Public Works	1,936,479	-	-	1,936,479
Fire & Life Safety	98,810	-	-	98,810
Total Department Operating	<u>2,060,321</u>	<u>-</u>	<u>-</u>	<u>2,060,321</u>
Non -Departmental				
Contingency	35,000	-	-	35,000
Reserves*	7,715,703	1,064,570	-	8,780,273 (1)
Total Non-Departmental	<u>7,750,703</u>	<u>1,064,570</u>	<u>-</u>	<u>8,815,273</u>
Total Building Fund	<u>\$ 9,811,024</u>	<u>\$ 1,064,570</u>	<u>\$ -</u>	<u>\$ 10,875,594</u>
Building Code Fund Commentary:				
1.) Beginning cash adjustment.				

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Fire Local Option Levy Fund - 235</u>				
Department Operating				
Fire and Life Safety	\$ 2,544,374	\$ -	\$ -	\$ 2,544,374
Total Department Operating	<u>2,544,374</u>	<u>-</u>	<u>-</u>	<u>2,544,374</u>
Non -Departmental				
Contingency	45,000	-	-	45,000
Reserves*	933,217	104,407	-	1,037,624 (1)
Total Non-Departmental	<u>978,217</u>	<u>104,407</u>	<u>-</u>	<u>1,082,624</u>
Total Fire Local Option Levy Fund	<u>\$ 3,522,591</u>	<u>\$ 104,407</u>	<u>\$ -</u>	<u>\$ 3,626,998</u>
Fire Local Option Levy Fund Commentary:				
1.) Beginning cash adjustment.				

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Police Local Option Levy Fund - 236</u>				
Department Operating				
Finance	\$ 896,958	\$ -	\$ -	\$ 896,958
Legal Services	95,101	-	-	\$ 95,101
Police	8,612,686	-	-	8,612,686
Total Department Operating	9,604,745	-	-	9,604,745
Non -Departmental				
Contingency	150,000	-	-	150,000
Reserves*	2,806,287	296,966	-	3,103,253 (1)
Total Non-Departmental	2,956,287	296,966	-	3,253,253
Total Police Local Option Levy Fund	\$ 12,561,032	\$ 296,966	\$ -	\$ 12,857,998

Police Local Option Levy Fund Commentary:

1.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Bond Sinking Fund - 306</u>				
Non-Departmental				
Debt Service	\$ 5,970,060	\$ -	\$ -	\$ 5,970,060
Unappropriated Ending Fund Balance*	672,158	(3,538)	-	668,620 (1)
Total Non-Departmental	6,642,218	(3,538)	-	6,638,680
Total Bond Sinking Fund	\$ 6,642,218	\$ (3,538)	\$ -	\$ 6,638,680

Bond Sinking Fund Commentary:

1.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Development Assessment Fund - 419</u>				
Non-Departmental				
Reserves*	\$ 1,064,875	\$ 1,035	\$ -	\$ 1,065,910 (1)
Total Non-Departmental	1,064,875	1,035	-	1,065,910
Total Development Assessment Fund	\$ 1,064,875	\$ 1,035	\$ -	\$ 1,065,910

Development Assessment Capital Fund Commentary:

1.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Development Projects Fund - 420</u>				
Total Development & Public Works Capital Projects	\$ 600,000	\$ 227,754	\$ -	\$ 827,754 (1-2)
Non-Departmental				
Transfers	116,726	-	-	116,726
Reserves*	4,631,725	(20,179)	-	4,611,546 (1-3)
Total Non-Departmental	4,748,451	(20,179)	-	4,728,272
Total Development Projects Fund	\$ 5,348,451	\$ 207,575	\$ -	\$ 5,556,026

Development Projects Fund Commentary:

- 1.) Increase the Development & Public Works operating expenses by \$39,604, offset by a reduction in reserves, to carryforward unspent budget for Building Preservation.
- 2.) Increase the Development & Public Works operating expense by \$188,150, offset by a reduction in reserves, to support the City Hall west entrance bathroom upgrades to accommodate ADA standards.
- 3.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
<u>Regional Wastewater Capital Fund - 433</u>					
Department Operating					
Development & Public Works	\$ 2,269,000	\$ 1,509,984	\$ -	\$ 3,778,984	(1)
Total Department Operating	<u>2,269,000</u>	<u>1,509,984</u>	<u>-</u>	<u>3,778,984</u>	
 Total Development & Public Works Capital Projects	 <u>98,425,000</u>	 <u>274,128</u>	 <u>-</u>	 <u>98,699,128</u>	 (1)
Non-Departmental					
Transfers	26,658	-	-	26,658	
Reserves*	31,123,960	7,866,599	-	38,990,559	(1)
Total Non-Departmental	<u>31,150,618</u>	<u>7,866,599</u>	<u>-</u>	<u>39,017,217</u>	
Total Regional Wastewater Capital Fund	<u>\$ 131,844,618</u>	<u>\$ 9,650,711</u>	<u>\$ -</u>	<u>\$ 141,495,329</u>	

Regional Wastewater Capital Fund Commentary:

1.) Increase beginning cash by \$9,650,711, offset by an increase in Development & Public Works capital projects carryforward and expenditures of \$274,128, an increase in Development & Public Works capital outlay carryforward and expenditures of \$1,509,984, and an increase in reserves of \$7,866,599.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
<u>Street Capital Fund - 434</u>					
Department Operating					
Development & Public Works	\$ 141,601	\$ -	\$ -	\$ 141,601	
Total Department Operating	<u>141,601</u>	<u>-</u>	<u>-</u>	<u>141,601</u>	
Total Development & Public Works Capital Projects	<u>21,531,134</u>	<u>-</u>	<u>-</u>	<u>21,531,134</u>	
Non-Departmental					
Reserves*	28,521,251	(51,331)	-	28,469,920	(1)
Total Non-Departmental	<u>28,521,251</u>	<u>(51,331)</u>	<u>-</u>	<u>28,469,920</u>	
Total Street Capital Fund	<u>\$ 50,193,986</u>	<u>\$ (51,331)</u>	<u>\$ -</u>	<u>\$ 50,142,655</u>	

Street Capital Fund Commentary:

1.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
<u>Sanitary Sewer Operations Fund - 611</u>					
Department Operating					
City Manager's Office	\$ 91,733	\$ -	\$ -	\$ 91,733	
Development & Public Works	6,559,121	-	-	6,559,121	
Finance	30,001	-	-	30,001	
Total Department Operating	<u>6,680,855</u>	<u>-</u>	<u>-</u>	<u>6,680,855</u>	
Total Development & Public Works Capital Projects	<u>6,679,350</u>	<u>-</u>	<u>-</u>	<u>6,679,350</u>	
Non-Departmental					
Debt Service	1,710,210	-	-	1,710,210	
Contingency	150,000	-	-	150,000	
Reserves*	27,212,530	11,381,526	-	38,594,056	(1-2)
Total Non-Departmental	<u>29,072,740</u>	<u>11,381,526</u>	<u>-</u>	<u>40,454,266</u>	
Total Sewer Operations Fund	<u>\$ 42,432,945</u>	<u>\$ 11,381,526</u>	<u>\$ -</u>	<u>\$ 53,814,471</u>	

Sanitary Sewer Operations Fund Commentary:

1.) Increase reserves by \$127, offset by a transfer from the Special Revenue Fund (Fund 204), to reimburse for grant expenditures paid and are reimbursable under the Oregon Dept. of Administrative Services grant received for sanitation related services.

2.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
<u>Regional Wastewater Fund - 612</u>					
Department Operating					
City Manager's Office	\$ 18,932	\$ -	\$ -	\$ 18,932	
Development & Public Works	27,371,354	1,426,699	-	28,798,053	(1)
Finance	209,039	-	-	209,039	
Total Department Operating	<u>27,599,325</u>	<u>1,426,699</u>	<u>-</u>	<u>29,026,024</u>	
Non-Departmental					
Transfers	14,350,000	-	-	14,350,000	
Debt Service	4,104,250	-	-	4,104,250	
Reserves*	11,752,501	(2,684,482)	-	9,068,019	(1-2)
Total Non-Departmental	<u>30,206,751</u>	<u>(2,684,482)</u>	<u>-</u>	<u>27,522,269</u>	
Total Regional Wastewater Fund	<u>\$ 57,806,076</u>	<u>\$ (1,257,783)</u>	<u>\$ -</u>	<u>\$ 56,548,293</u>	

Regional Wastewater Fund Commentary:

- 1.) Decrease beginning cash by \$3,611,617 and increase revenue from regional sewer user fees for FY25 that were received in FY26 by \$2,353,834 offset by an increase in Development & Public Works operating expenditures carryforward of \$1,426,699 and a decrease in reserves of \$2,684,482.
- 2.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
<u>Ambulance Fund - 615</u>					
Department Operating					
Fire and Life Safety	\$ 7,740,155	\$ -	\$ -	\$ 7,740,155	
Total Department Operating	<u>7,740,155</u>	<u>-</u>	<u>-</u>	<u>7,740,155</u>	
Non-Departmental					
Reserves*	-	-	-	-	(1-2)
Total Non-Departmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Ambulance Fund	<u>\$ 7,740,155</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,740,155</u>	

Ambulance Fund Commentary:

- 1.) Increase Ambulance Fund (Fund 615) beginning cash by \$1,040,730, offset by an interfund transfer from the General Fund (Fund 100), to eliminate the deficit in the Ambulance Fund from FY25.
- 2.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
<u>Storm Drainage Operating Fund - 617</u>					
Department Operating					
City Manager's Office	\$ 91,994	\$ -	\$ -	\$ 91,994	
Development & Public Works	8,620,972	150,000	-	8,770,972	(1)
Finance	30,001	-	-	30,001	
Total Department Operating	8,742,967	150,000	-	8,892,967	
Total Development & Public Works Capital Projects	2,224,000	300,000	-	2,524,000	(2)
Non-Departmental					
Debt Service	550,051	-	-	550,051	
Contingency	200,000	(150,000)	-	50,000	(1)
Reserves*	25,204,513	3,669,932	-	28,874,445	(2-4)
Total Non-Departmental	25,954,564	3,519,932	-	29,474,496	
Total Drainage Operating Fund	\$ 36,921,531	\$ 3,969,932	\$ -	\$ 40,891,463	

Storm Drainage Operations Fund Commentary:

- 1.) Increase Development & Public Works operating expenses by \$150,000, offset by a reduction in contingency, for cleanup, repair, and maintenance of the planter boxes on Franklin Blvd.
- 2.) Increase Development & Public Works capital projects by \$300,000, offset by a reduction in reserves, to align the carryforward balances for P41044 (42nd Street Levee) project.
- 3.) Increase reserves by \$292, offset by a transfer from the Special Revenue Fund (Fund 204), to reimburse for grant expenditures paid and are reimbursable under the Oregon Dept. of Administrative Services grant received for sanitation related services.
- 4.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
<u>Booth-Kelly Fund - 618</u>					
Department Operating					
City Manager's Office	\$ 264,299	\$ -	\$ -	\$ 264,299	
Development & Public Works	587,302	-	-	587,302	
Total Department Operating	851,601	-	-	851,601	
Non-Departmental					
Contingency	15,000	-	-	15,000	
Reserves*	1,079,045	229,819	-	1,308,864	(1)
Total Non-Departmental	1,094,045	229,819	-	1,323,864	
Total Booth-Kelly Fund	\$ 1,945,646	\$ 229,819	\$ -	\$ 2,175,465	

Booth-Kelly Fund Commentary:

- 1.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>	
<u>Regional Fiber Consortium - 629</u>					
Department Operating					
Finance	\$ 261,405	\$ -	\$ -	\$ 261,405	
Total Department Operating	261,405	-	-	261,405	
Non-Departmental					
Reserves*	622,358	24,671	-	647,029	(1)
Total Non-Departmental	622,358	24,671	-	647,029	
Total Regional Fiber Consortium Fund	\$ 883,763	\$ 24,671	\$ -	\$ 908,434	

Regional Fiber Consortium Fund Commentary:

- 1.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Insurance Fund - 707</u>				
Department Operating				
Human Resources	\$ 829,082	\$ -	\$ -	\$ 829,082
Health Insurance	8,768,828	-	-	8,768,828
Property & Liability	2,232,453	-	-	2,232,453
Worker's Compensation	1,321,121	-	-	1,321,121
Total Department Operating	13,151,484	-	-	13,151,484
Non-Departmental				
Transfers	1,935,857	-	-	1,935,857
Contingency	200,000	-	-	200,000
Reserves*	16,456,824	126,711	-	16,583,535 (1)
Total Non-Departmental	18,592,681	126,711	-	18,719,392
Total Insurance Fund	\$ 31,744,165	\$ 126,711	\$ -	\$ 31,870,876

Insurance Fund Commentary:

1.) Beginning cash adjustment.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>Appropriations Transfers & Adjustments</u>	<u>FY26 Revised Budget</u>
<u>Vehicle and Equipment Fund - 713</u>				
Department Operating				
Development & Public Works	\$ 906,600	\$ 425,675	\$ -	\$ 1,332,275 (1-2)
Fire & Life Safety	130,667	225,282	-	355,949 (3)
Information Technology	1,220,404	73,681	-	1,294,085 (4)
Legal	1,900	-	-	1,900
Library	10,000	-	-	10,000
Police	71,000	61,000	-	132,000 (5)
Total Department Operating	2,340,571	785,638	-	3,126,209
Non-Departmental				
Debt Service	209,190	-	-	209,190
Reserves*	7,858,111	678,316	-	8,536,427 (1-6)
Total Non-Departmental	8,067,301	678,316	-	8,745,617
Total Vehicle and Equipment Fund	\$ 10,407,872	\$ 1,463,954	\$ -	\$ 11,871,826

Vehicle and Equipment Fund Commentary:

- 1.) Increase Development & Public Works operating expenses by \$25,675, offset by a reduction in reserves, for the required grant match to purchase an alternative fuel mini street sweeper.
- 2.) Increase the Development & Public Works operating expenses by \$400,000, offset by a reduction in reserves, to purchase a street sweeper originally budgeted in FY25 but yet not received.
- 3.) Increase Fire & Life Safety operating expenses by \$225,282, offset by a reduction in reserves, to support the purchase of three ambulances and Getac mobile devices.
- 4.) Increase Information Technology operating expenses by \$73,681, offset by a reduction in reserves, to support the purchase of SQL Licensing to complete the PeopleSoft Financials upgrade.
- 5.) Increase in the Police Department operating expenses by \$61,000, offset by a reduction in reserves, to purchase a new police vehicle.
- 6.) Beginning cash adjustment.

	<u>FY26 Adopted</u>	<u>Supplemental</u>	<u>Appropriations</u>	<u>FY26 Revised</u>
	<u>Budget</u>	<u>Budget 1</u>	<u>Transfers &</u>	<u>Budget</u>
			<u>Adjustments</u>	
<u>SDC Administration Fund - 719</u>				
Department Operating				
Development & Public Works	\$ 499,569	\$ -	\$ -	\$ 499,569
Finance	35,580	-	-	35,580
Total Department Operating	535,149	-	-	535,149
Non-Departmental				
Contingency	10,000	-	-	10,000
Reserves*	582,690	187,283	-	769,973 (1)
Total Non-Departmental	592,690	187,283	-	779,973
Total SDC Administration Fund	\$ 1,127,839	\$ 187,283	\$ -	\$ 1,315,122
TOTAL RESOLUTION	\$ 496,469,576	\$ 31,807,725	\$ -	\$ 528,277,301

SDC Administration Fund Commentary:

1.) Beginning cash adjustment.

*Reserves and Unappropriated Ending Fund Balance are not appropriated for spending and are shown for information purposes only.

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:	10/06/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Jessica Mumme/Finance
	Staff Phone No:	541-736-1032
	Estimated Time:	10 Minutes
	Council Goals:	Financially Responsible and Stable Government Services

ITEM TITLE:

Springfield Municipal Code Update - Public Contracts

ACTION REQUESTED:

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

An Ordinance Adopting its Own Code for Public Contracting and Purchasing by Repealing and Replacing Springfield Municipal Code Sections 2.700-2.722 with New Sections 2.700-2.713.

ISSUE STATEMENT:

Procurement at the City of Springfield is subject to state laws and regulations. The Springfield Municipal Code for Public Contracts is outdated, creating inefficient processes for Council, staff, and the vendor community.

DISCUSSION/FINANCIAL IMPACT:

At the September 15, 2025, Council work session, staff presented several policy questions to Council about suggested changes to the Springfield Municipal Code (Public Contracts). The changes will have no impact to budgets but will change processes with the intent to improve efficiency. The proposed changes address updates to state law (SB 1047, 2023 Regular Session) and update the code to adjust practices surrounding public contracting to improve efficiencies for Council, staff, and our vendor community. Most Oregon cities and counties have already updated their public contract code to incorporate the changes to state law. The proposed changes to the code are consistent with the actions taken by other jurisdictions.

Staff return to Council with a revised Ordinance, capturing feedback provided by Council to staff at the work session. The revised Ordinance includes language being added back regarding emergency procurement (Section 2.710(3)).

The remaining milestones for this process is:

October 6, 2025: City Council, Public Hearing (First Reading)

October 20, 2025: City Council, (Second Reading)

Winter-Spring 2026: Implementation of code, and staff training.

Attachments

1. Public Contract Code Ordinance and Exhibit A

CITY OF SPRINGFIELD, OREGON
ORDINANCE NO. _____ (GENERAL)

**AN ORDINANCE ADOPTING ITS OWN CODE FOR PUBLIC CONTRACTING AND PURCHASING
BY REPEALING AND REPLACING SPRINGFIELD MUNICIPAL CODE SECTIONS 2.700-2.722
WITH NEW SECTIONS 2.700-2.713**

WHEREAS, the City of Springfield is a municipality in the State of Oregon and is subject to Oregon's public contracting laws;

WHEREAS, the State of Oregon enacted statutes known as the Public Contracting Code and the Attorney General adopted associated Model Rules specifying procedures for public contracting that reflects the marketplace and industry standards, instills public confidence through ethical and fair dealing, and promotes efficient use of government resources;

WHEREAS, on February 5, 2005, the City of Springfield adopted Ordinance 6115 adopting local contract rules not addressed in state law or administrative rule;

WHEREAS, the City of Springfield further amended Sections 2.700 through 2.722 in 2006 (Ordinance 6181); 2012 (Ordinance 6281); 2013 (Ordinance 6306); and 2015 (Ordinance 6340);

WHEREAS, the City of Springfield has determined that Springfield Municipal Code Sections 2.700 through 2.722 are outdated and must be superseded and replaced with provisions that are streamlined and consistent with the state Public Contracting Code and Model Rules;

WHEREAS, pursuant to ORS 279A.065(6)(a) the City of Springfield adopts its own code for public contracting, prescribes its own local rules of procedures and states that the Model Rules do not apply unless expressly stated in this ordinance;

WHEREAS, ORS 279A.070 provides that the City of Springfield may also adopt rules necessary to carry out the provisions of the Public Contracting Code;

WHEREAS, under the Public Contracting Code and this ordinance, the Springfield City Council is designated as the local contract review board; and

WHEREAS, the Common Council finds that the proposed code about public contracting will increase the efficiency of City operations, promote competition and fairness, and government efficiency,

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD ORDAINS AS FOLLOWS:

Section 1. Existing Springfield Municipal Code sections 2.700 through 2.722 are repealed; new sections 2.700 through 2.713 are adopted as set forth in Exhibit A, attached hereto and incorporated by this reference.

Section 2. The City Attorney is hereby specifically authorized to edit the code to change references to these renumbered sections to agree with this Ordinance, as provided in section 1.145.

Section 3. Savings Clause. Except as specifically provided herein, Chapter 2 shall continue in full force and effect.

Section 4. Severability Clause. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereof.

Section 5. Effective date of Ordinance. The effective date of this Ordinance is 30 days after adoption by the Council and approval by the Mayor.

ADOPTED by the Common Council of the City of Springfield this ____ day of October, 2025, by a vote of _____ for and _____ against.

APPROVED by the Mayor of the City of Springfield this _____ day of October, 2025.

Mayor

ATTEST:

City Recorder

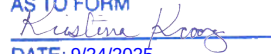
REVIEWED & APPROVED
AS TO FORM

DATE: 9/24/2025
OFFICE OF CITY ATTORNEY

EXHIBIT A

Article XIII PUBLIC CONTRACTS

2.700 Applicability of Model Rules.

Pursuant to ORS 279A.065(6), the City elects to establish its own policy for public contracting and purchasing. Except as provided herein, the Model Rules do not apply to the City.

2.701 Local Contract Review Board.

The Council is designated as the local contract review board of the City and has all the rights, powers, and authority necessary to carry out the provisions of this Code, the Public Contracting Code, and/or the Model Rules.

2.702 Definitions.

Unless context clearly requires otherwise, the terms used in this Code have the meanings set forth in this section, Springfield Municipal Code 1.105, ORS 279A.010(1), the statutes listed in ORS 279A.010(2), or the Model Rules:

- (1) Model Rules. The Attorney General's model rules of procedure for Public Contracting as required under ORS 279A.065, specifically Oregon Administrative Rules Chapter 137, divisions 46, 47, 48, and 49.
- (2) Code, This Code. Sections 2.700 to 2.713 of the Springfield Municipal Code.
- (3) Personal Services. Services, other than professional services, that require specialized skill, knowledge, and resources in the application of technical or scientific expertise or in the exercise of professional, artistic, or management discretion or judgment, including but not limited to, the following classes of contracts:
 - (a) Contracts for services performed in a professional capacity, including but not limited to, services of an accountant, attorney, auditor, court reporter, information technology consultant, physician or broadcaster;
 - (b) Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which the City is or may become interested;
 - (c) Contracts for services as an artist in the performing or fine arts, including any person identified as a photographer, film maker, actor, director, painter, weaver or sculptor;
 - (d) Contracts for services that are specialized, creative or research-oriented; and
 - (e) Contracts for services as a consultant.
- (4) Professional services. Architectural, engineering, land surveying, photogrammetric, transportation planning or related services, or any combination of these services, provided by a consultant.

EXHIBIT A

- (5) Public Contracting Code. ORS chapters 279A, 279B and 279C.
- (6) Related services. Personal services, other than architectural, engineering and land survey services, that are related to the planning, design, engineering or oversight of public improvement projects or components thereof, including but not limited to the following:
 - (a) Landscape architectural services;
 - (b) Facilities, energy, and space planning services;
 - (c) Environmental impact studies;
 - (d) Hazardous substances or hazardous waste or toxic substances testing services;
 - (e) Wetland delineation studies;
 - (f) Wetland mitigation services;
 - (g) Natural and historic resource services such as Native American/Alaskan Native studies, historical research, endangered species studies, rare plant studies, biological services, or archaeological services;
 - (h) Cost estimating and appraising services;
 - (i) Material testing services;
 - (j) Mechanical system balancing and commissioning services;
 - (k) Project management services, construction management services, and owner's representatives services; and/or
 - (l) Land use planning services.
- (7) Revenue generating agreements. Contracts or agreements for services that generate revenue and that are typically awarded to the offeror proposing the most advantageous or highest monetary return, except for liquidation sale and auction services for disposition of surplus property.
- (8) Scope. The range and attributes of the goods or services described in a procurement document.
- (9) Work. The furnishing of all materials, equipment, labor and incidentals necessary to successfully complete any individual item in a contract and successful completion of all duties and obligations imposed by the contract.
- (10) Written or in writing. Conventional paper documents, whether handwritten, typewritten or printed, in contrast to spoken words, including electronic transmissions or facsimile documents when required by applicable law or permitted by a solicitation document or contract.

2.703 **Exempt Contracts.**

This Code does not apply to the following:

- (1) Contracts or agreements to which the Public Contracting Code does not apply.
- (2) Contracts, intergovernmental and interstate agreements entered into pursuant to ORS Chapter 190.

EXHIBIT A

- (3)** Grants.
- (4)** Acquisitions or disposals of real property or interests in real property.
- (5)** Procurements from an Oregon Corrections Enterprise program.
- (6)** Contracts for employee benefit plans.
- (7)** Contracts for insurance.
- (8)** Revenue generating agreements.
- (9)** A development agreement entered into between the city of Springfield and a person or entity responsible for carrying out conditions of approval of a land use decision of the City of Springfield. The term "land use decision" has the meaning provided by ORS 197.015.
- (10)** Contracts with newspapers or other publications for the placement of advertising or for the purpose of giving public or legal notice.
- (11)** Contracts, agreements, or other documents entered into, issued or established in connection with:
 - (a)** The incurring of debt, including any associated contracts, agreements or other documents, regardless of whether the obligations that the contracts, agreements or other documents establish are general, special or limited;
 - (b)** The making of program loans and similar extensions or advance of funds, aid or assistance by the City to a public or private person for the purpose of carrying out, promoting or sustaining activities or programs authorized by law other than for the construction of public works or public improvements;
 - (c)** The investment of funds by the City as authorized by law; or
 - (d)** Banking, money management or other predominantly financial transactions that, by their character, cannot practically be established under the competitive contractor selection procedures, based upon the findings of the City Manager.
- (12)** Contracts for the purchase of goods or services where the rate or price for the goods or services being purchased is established by federal, state or local regulating authority and available from a single source or limited number of sources.
- (13)** Federal agreements where applicable federal statutes and regulations govern when federal funds are involved and the federal statutes or regulations conflict with any provision of the Public Contracting Code or this Code or require additional conditions in public contracts not authorized by the Public Contracting Code or this Code.
- (14)** Any contract exempted by the specific provisions of this Code.

EXHIBIT A

2.704 **Contracting Authority and Responsibilities.**

- (1)** Authority of the City Manager. For contracts and purchases covered by this Code, the City Manager is authorized to:
 - (a)** Award and enter into contracts and amendments, and purchase goods, services and/or property, without specific authorization by the Council, whenever the contract amount is \$250,000 or less and the proposed expenditure is included in the current fiscal year appropriations.
 - (b)** Delegate, in writing, the signature authority and purchasing powers described in subsection (a).
 - (c)** Consistent with this chapter, adopt forms, computer software, procedures, and administrative policies for all City purchases regardless of amount.
 - i.** The forms, computer software, procedures, and administrative policies adopted under this section must not encourage favoritism or substantially diminish competition, and must allow the City to take advantage of the cost-saving benefits of alternative contracting methods and practices.
 - ii.** The City must use the forms, procedures, computer software, and administrative rules unless they conflict with the Code.
- (2)** Purchasing from City Employees or Officials. Purchases of goods from or contracts for services with a City employee or official, a City employee's or official's relative or member of their household, or a business with which the employee or official or their relative or member of their household is associated with, must be authorized by the City Manager and must be in accordance with City administrative policies and the Oregon Government Ethics Law, ORS Chapter 244.
- (3)** Economies of Scale. Each department must plan purchase requirements sufficiently in advance so that orders can be placed in economical quantities.
- (4)** Favorable Terms Required. Purchases and contracts must be negotiated on the most favorable terms in accordance with this chapter, other adopted ordinances, state laws, policies and procedures.

2.705 **General Provisions.**

- (1)** Public Notice. Unless otherwise specifically provided by this Code, the Public Contracting Code, or Model Rules, any notice required to be published by this Code may be published using any method the City Manager deems appropriate, including but not limited to, mailing notice to persons that have requested notice in writing, placing notice on the City's website, or publishing in statewide trade or local publications.
- (2)** Procedure for Verbal Quotes and Proposals. Where allowed by this Code, solicitations by verbal quotes and proposals must be based on a description of the quantity of goods or services to be provided, and may be solicited and received by phone, facsimile, or email

EXHIBIT A

if authorized by the City Manager.

- (a)** A good faith effort must be made to contact at least three (3) prospective contractors.
 - (b)** If three (3) prospective contractors are not reasonably available, fewer will suffice, provided the reasons three prospective contractors are not reasonably available is documented as part of the procurement file.
 - (3)** Procedure for Informal Written Solicitation. Where allowed by this Code, informal written solicitations are made by a solicitation document sent to not less than three (3) prospective contractors.
 - (a)** The solicitation document must request competitive price quotes or competitive proposals, and include:
 - i.** The date, time and place that price quotes or proposals are due;
 - ii.** A description or quantity of the good or service required;
 - iii.** Any statement of period for which price quotes or proposals must remain firm, irrevocable, valid and binding on the offeror. If no time is stated in the solicitation document, the period is thirty (30) days;
 - iv.** Any required contract terms or conditions; and
 - v.** Any required bid form or proposed format.
 - (b)** Price quotes or proposals must be received by the City Manager at the date, time and place established in the solicitation document.
 - (c)** The City Manager will keep a written record of the sources of the quotes or proposals.
 - (d)** If three (3) quotes or proposals are not reasonably available, fewer will suffice, but the City Manager must make a written record of the effort made to obtain quotes or proposals as part of the procurement file.
- (4)** Retroactive Approval. Retroactive approval of a contract means the award or execution of a contract where work was commenced without final award or execution. The City Manager may make a retroactive approval of a contract only if the responsible employee submits a copy of the proposed contract to the City Manager, along with a written request for contract retroactive approval, that contains:
 - (a)** An explanation of the reason work was commenced before the contract was finally awarded or executed;
 - (b)** A description of steps being taken to prevent similar occurrences in the future;

EXHIBIT A

- (c) Evidence that, but for the failure to finally award or execute the contract, the employee complied with all other steps required to properly select a contractor and negotiate the contract; and
 - (d) A proposed form of contract.
- (5) No Artificial Division. The City may not artificially divide or fragment a public contract or procurement so as to constitute a less competitive level of procurement than required under this Code or to circumvent competitive procurement requirements under this Code.

2.706 Source Selection for Goods and Services other than Personal or Professional Services.

- (1) Small Procurements. Contracts for or purchases of goods or services with a contract price of \$25,000 or less are small procurements.
 - (a) Small procurements may be by any procurement method the City Manager deems practical or convenient, including direct selection or award, competitive verbal quotes, or informal written solicitations.
 - (b) Negotiations. The City Manager may negotiate with an offeror to clarify competitive verbal quotes or proposals or informal written proposals, or to make modifications that will make the quote or proposal acceptable or more advantageous to the City.
 - (c) Award. If a contract is awarded, the award must be made to the offeror whose verbal quote or proposal the City Manager determines will best serve the interests of the City, taking into account price as well as any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery, and contractor responsibility.
 - (d) Amendments. Small procurement contracts may be amended if the cumulative amendments do not increase the total contract price to greater than \$31,250.
 - (e) Public Notice. No public notice of small procurements is required.
- (2) Intermediate Procurements. Contracts for goods or services with a contract price greater than \$25,000 and less than or equal to \$250,000 are intermediate procurements.
 - (a) Intermediate procurements must be by informal written solicitation.
 - (b) Negotiations. The City Manager may negotiate with an offeror to clarify an informal written solicitation, or to make modifications that will make the quote, proposal or solicitation acceptable or more advantageous to the City.

EXHIBIT A

- (c) Award. If a contract is awarded, the award must be made to the offeror whose competitive verbal quote or proposal or informal written solicitation the City Manager determines will best serve the interests of the City, taking into account price or any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery and contractor responsibility.
 - (d) Amendments. Intermediate procurement contracts may be amended if the cumulative amendments do not increase the total contract price to greater than \$250,000 or one hundred twenty-five percent (125%) of the original contract price, whichever is greater.
 - (e) Public Notice. No public notice of intermediate procurements is required.
- (3) Large Procurements. Contracts for goods or services with a contract price greater than \$250,000 are large procurements.
- (a) The City Manager may use competitive sealed bidding as set forth in ORS 279B.055, or competitive sealed proposals as set forth in ORS 279B.060.
 - (b) When using either competitive sealed bidding or competitive sealed proposals, the City Manager must follow the applicable procedures set out in the Model Rules.
 - (c) Public notice requirements for large procurements will follow the applicable procedures for competitive sealed bidding or competitive sealed proposals as set out in the Model Rules.
 - (d) The City must apply the applicable procedure set out in the Model Rules for processing protests of large procurements.

2.707 **Personal Services Contracts.**

- (1) Classification of Services as Personal Services. In addition to the classes of personal service contracts identified in the definition of personal services contracts, the City Manager may classify additional specific types of services as personal services. The City Manager may classify a service as a personal service if it meets all of the following:
- (a) The work requires specialized skills, knowledge, and resources in the application of technical or scientific expertise, or the work requires the exercise of professional, artistic, or managerial discretion or judgment;
 - (b) The City intends to rely on the contractor's specialized skills, knowledge, and expertise to accomplish the work; and
 - (c) Selecting a contractor primarily on the basis of qualifications, rather than price, would most likely meet the City's needs and result in obtaining satisfactory contract performance and optimal value.

EXHIBIT A

- (2)** Request for Qualifications. At the City Manager's discretion, a request for qualifications may be used to determine whether competition exists to perform needed personal services or to establish a non-binding list of qualified contractors for direct selection, informal written solicitation, or requests for proposals.
- (a)** A request for qualifications must describe the particular type of personal services that will be sought, the qualifications the contractor must have to be considered, and the evaluation factors and their relative weight.
 - (b)** A request for qualifications may require information including, but not limited to:
 - i.** The contractor's particular capability to perform the required personal services;
 - ii.** The number of experienced personnel available to perform the required personal services;
 - iii.** The specific qualifications and experience of personnel;
 - iv.** A list of similar personal services the contractor has completed;
 - v.** References concerning past performance; and
 - vi.** Any other information necessary to evaluate the contractor's qualifications.
 - (c)** A voluntary or mandatory qualifications pre-submission meeting may be held for all interested contractors to discuss the proposed personal services. The request for qualifications must include the date, time and location of the meeting.
 - (d)** Unless the responses to a request for qualifications establish that competition does not exist, the request for qualifications is canceled, or all responses to the request for qualifications are rejected, and all respondents who meet the qualifications set forth in the request for qualifications must receive notice of any required personal services and have an opportunity to submit a proposal in response to request for proposals.
- (3)** Direct Selection.
- (a)** Personal services may be procured through direct selection if the contract price does not exceed \$250,000.
 - (b)** Personal services may be procured through direct selection at any contract price, if the personal services are of a confidential nature that are necessary to assist with pending or threatened litigation or other legal matters in which the City may have an interest, or if the nature of the personal service requires an ongoing, long-term relationship of knowledge and trust.

EXHIBIT A

- (c) Amendments. Personal services contracts procured by direct selection pursuant to this section may be amended, provided the amendment is within the scope of the original contract and the cumulative amount of the amendments does not increase the total contract price by more than one hundred twenty-five percent (125%) of the original contract price; or the amendment is necessary to complete the work being performed and it would be unreasonable or impracticable to seek another contractor within the time frames needed to complete the work.

- (4) Public Notice. No public notice of personal services contracts procured by direct selection is required.

2.708 Professional Services.

The City will apply the Public Contracting Code and the Model Rules when procuring professional services and processing protests thereof.

2.709 Public Improvement Contracts.

- (1) Small Procurements. Public improvement contracts for construction services with a contract price of \$25,000 or less are small public improvement procurements.
 - (a) Small public improvement procurements may be by any procurement method the City Manager deems practical or convenient, including direct selection or award, competitive verbal quotes, or informal written solicitations.
 - (b) Negotiations. The City Manager may negotiate with an offeror to clarify competitive verbal quotes or proposals or informal written proposals, or to make modifications that will make the quote or proposal acceptable or more advantageous to the City.
 - (c) Award. If a contract is awarded, the award must be made to the offeror whose verbal quote or proposal the City Manager determines will best serve the interests of the City, taking into account price as well as any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery, and contractor responsibility.
 - (d) Amendments. Small public improvement procurement contracts may be amended in accordance with the Model Rules.
 - (e) Public notice. No public notice of small procurements is required.
- (2) Intermediate Procurements. Public Improvement Contracts with a contract price greater than \$25,000 and less than or equal to \$100,000 are intermediate procurements.
 - (a) Intermediate public improvement procurements must be made by competitive quotes as set forth in ORS 279C.412 to ORS 279C.414.

EXHIBIT A

- (b) The City must apply the applicable procedure set out in the Model Rules for competitive quotes.
 - (c) Amendments. Intermediate public improvement procurement contracts may be amended as set forth in the Model Rules.
 - (d) Public notice. No public notice of intermediate public improvement procurements is required.
- (3) Large Procurements. Public improvement contracts with a contract price greater than \$100,000 are large procurements.
- (a) The City Manager must use competitive bids as set forth in ORS 279C.335, unless using another procurement method as set forth in that statute and consistent with the procedures of the Model Rules.
 - (b) The City Manager must follow the applicable procedures set out in the Model Rules for competitive bids.
 - (c) The City must apply the applicable procedure set out in the Model Rules for processing protests of large public improvement procurements.

2.710 **Alternative Source Selection.**

- (1) Sole-Source Procurements. The City Manager may award a contract for goods and services or for personal services as a sole-source procurement without competition pursuant the requirements in ORS 279B.075 and the Model Rules.
- (2) Special Procurements. The City Council, upon its own initiative or upon request of the City Manager, may create special selection, evaluation, and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in ORS 279B.075 or ORS 279C.335 and in accordance with the Model Rules.
- (3) Emergency Procurements. When the City Manager determines that an emergency exists, the City Manager may authorize emergency procurement as provided in ORS 279B.080 and in accordance with the Model Rules. Except for emergency procurements in response to a declared state of emergency, within 30 days of the emergency procurement, the City Manager will provide the City Council with a written report of the circumstances giving rise to the emergency procurement, the costs of the goods and/or services procured, and the method used for selecting the contractor. The City Manager will provide the City Council a written report at reasonable intervals of the circumstances giving rise to emergency procurements that occur in response to a declared state of emergency under the City's emergency management program.
- (4) Cooperative Procurement Contracts. Cooperative procurements may be made without competitive solicitation as provided in the Public Contracting Code.

2.711 **Electronic Proposals/Bidding.**

EXHIBIT A

- (1) The City may, but is not required to, conduct any or all portions of a procurement by electronic methods in accordance with the Model Rules.
- (2) The Uniform Electronic Transactions Act, ORS 84.001 to ORS 84.063, applies to all electronic records and electronic signatures relating to a transaction entered into by the City or its officers, employees, and agents, except as otherwise provided in said Act.

2.712 **Disposition of Surplus Property.**

- (1) General Methods. The City may dispose of surplus property by any of the following methods based upon the City Manager's determination that the method of disposal is in the best interest of the City. The City Manager may consider the costs of sale, administrative costs, public benefits to the City, and any other relevant factors.
 - (a) Governments. Without competition, by transfer or sale to another unit of government or public agency.
 - (b) Auction. By publicly advertised auction to the highest bidder.
 - (c) Bids. By publicly advertised invitation to bid.
 - (d) Liquidation Sale. By liquidation sale using a commercially recognized third-party liquidator selected as provided in section 2.708 for personal services contracts.
 - (e) Fixed Price Sale. For a price established by the City Manager based upon an independent appraisal or published schedule of values generally accepted by the insurance industry. The City Manager will schedule and advertise a sale date and sell to the first buyer meeting the specified sale terms.
 - (f) Trade-In. By trade-in, in conjunction with acquisition of other price-based items under a competitive selection. The solicitation must require the offer to state the total value assigned to the surplus property to be traded.
 - (g) Donation. By donation to any organization operating within or providing a service to the residents of the state of Oregon, which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
- (2) Disposal of Property with Minimal Value. Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds, may be disposed of by any means determined to be cost-effective, including by recycling or disposal as waste. The employee making the disposal must make a record of the value of the item and the manner of disposal.
- (3) Personal Use Items. An item or individual set of items for specialized and personal use with a current value less than \$100 may be sold to the present, retired, or terminated employee for whose use it was purchased. These items may be sold for fair market value as determined by the City Manager, without bid and by process deemed most efficient by the City Manager.

EXHIBIT A

- (4) Restriction on Sale to City Employees. City employees shall not compete as members of the public, for the purchase of publicly sold surplus property.
- (5) All Sales As-Is. All personal property sold pursuant to this section is to be sold "as-is" without any warranty, either expressed or implied, of any kind.
- (6) Conveyance to Purchaser. Upon the consummation of a sale of surplus personal property, the City shall make, execute and deliver a bill of sale or similar instrument signed on behalf of the City, conveying the property in question to the purchaser and delivering possession, or the right to take possession, of the property to the purchaser.

2.713 **Reserved.**

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:	10/06/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Thomas Sievers/Community Development
	Staff Phone No:	
	Estimated Time:	10 Minutes
	Council Goals:	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:

City-initiated Street Annexation - Segments of Aspen Street and Menlo Loop Public Right-of-Way (ROW) Only.

ACTION REQUESTED:

Conduct a legislative public hearing and first reading of the following ordinance:

An ordinance annexing public right-of-way to the City of Springfield consisting of a segment of Aspen Street and Menlo Loop; withdrawing the same territories from the Rainbow Water District; adopting a severability clause; and providing an effective date (first reading).

ISSUE STATEMENT:

The City Council is requested to consider an ordinance to annex segments of right-of-way (ROW) only identified as Aspen Street from its connection with Centennial Boulevard to 1380 Aspen Street, including the portion of Menlo Loop that extends easterly from 1370 Menlo Loop, crossing Tamarack Street to 1320 Menlo Loop. The proposed ROW annexation is requested to facilitate a jurisdictional transfer from Lane County and to perform infrastructure updates within the public ROW.

DISCUSSION/FINANCIAL IMPACT:

The subject right-of-way is outside the City limits but within the UGB and are owned by Lane County. Annexation and jurisdictional transfer must occur before the commencement of Capital Improvement Projects in the right-of-way. The City previously agreed to annex and take over jurisdiction of this right-of-way in an intergovernmental agreement with Lane County dated April 11, 2022; the agreement includes \$415,000 from Lane County for improvements to Aspen Street & Menlo Loop.

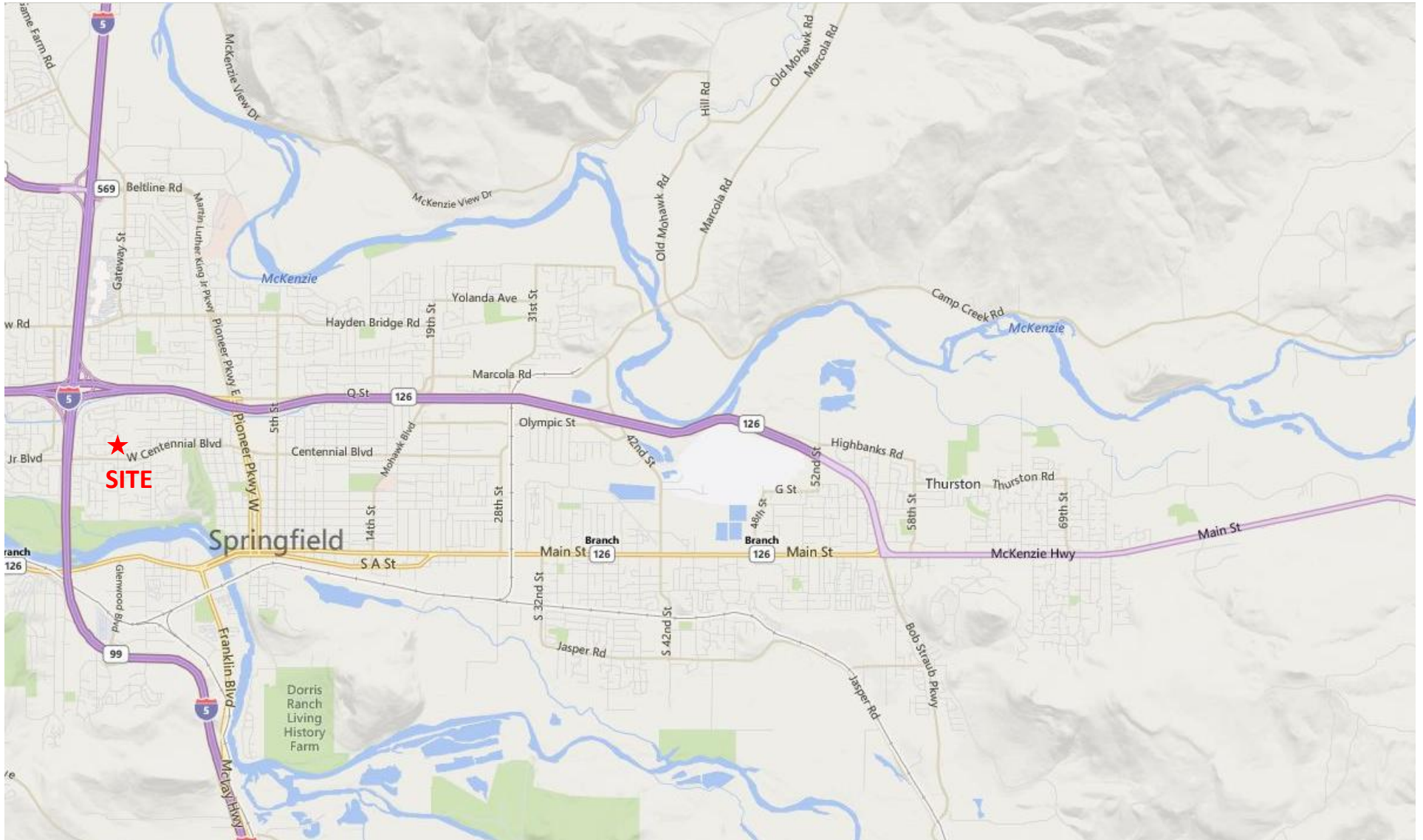
The Aspen Street ROW proposed for annexation is located beginning from its connection with Centennial Boulevard and extends north to approximately 1380 Aspen Street, and includes a portion of Menlo Loop that extends easterly from 1370 Menlo Loop, crossing Tamarack Street, to approximately 1320 Menlo Loop.

Recommendation: The subject rights-of-way comply with the standards and provisions of the SDC and applicable ORS for annexation. Council is requested to conduct the first reading and public hearing of the ordinance annexing the subject rights-of-way to the City and withdrawing from the Rainbow Water District.

Attachments

1. Location Maps Aspen-Menlo
2. Aspen-Menlo Ordinance
- 2A. Site Map and Legal Description
- 2B. Staff Report
3. Opposition Letter
4. Presentation

LOCATION OF PROPERTY SUBJECT TO ANNEXATION



CITY OF SPRINGFIELD, OREGON
ORDINANCE NO. _____

**AN ORDINANCE ANNEXING PUBLIC RIGHT OF WAY TO THE CITY OF SPRINGFIELD
CONSISTING OF A SEGMENT OF ASPEN STREET AND MENLO LOOP; WITHDRAWING THE
SAME TERRITORY FROM APPLICABLE SPECIAL DISTRICTS; ADOPTING A SEVERABILITY
CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City Council is authorized by Springfield Development Code (SDC) Article 5.7.100 and Oregon Revised Statutes (ORS) Chapter 222 to accept, process, and act upon annexations to the City;

WHEREAS, in accordance with SDC 5.7.125 and ORS 222.111, the City Council initiated annexation of certain territory by Resolution 2025-15 on June 2, 2025, said territory being Assessor's Map Township 17 South, Range 03 West, Section 27, Map 33, Tax Lot 00077, which is public right-of-way, and is generally depicted and more particularly described in **Exhibit A** to this Ordinance;

WHEREAS, the territory proposed for annexation is within the Springfield Comprehensive Plan Urban Growth Boundary and is contiguous to the city limits. (SDC 5.7.140(A));

WHEREAS, the annexation is consistent with the *Springfield 2030 Comprehensive Plan – Urbanization Element*;

WHEREAS, a Staff Report (**Exhibit B**) was presented to the City Council with the Director's recommendation to withdraw the subject territory from the Rainbow Water District as the Springfield Utility Board will provide water services directly to the area after it is annexed to the City;

WHEREAS, this action is consistent with the intergovernmental agreement between Lane County and Springfield regarding jurisdictional transfer of this street dated April 11, 2022; and

WHEREAS, on October 6, 2025, the Springfield Common Council conducted a public hearing and is now ready to take action on this application based on the recommendation and findings in support of approving the annexation request as set forth in the aforementioned Staff Report to the Council, incorporated herein by reference, and the evidence and testimony presented at this public hearing held in the matter of adopting this Ordinance,

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD ORDAINS AS FOLLOWS:

Section 1. The Common Council of the City of Springfield does hereby approve annexation of the following described territory to the City of Springfield, said territory being generally depicted and more particularly described in **Exhibit A** to this Ordinance.

Section 2. The Common Council of the City of Springfield does hereby approve withdrawal of the following described territory from the Willakenzie Rural Fire Protection District and the Glenwood Water District, said territory being generally depicted and more particularly described in **Exhibit A** to this Ordinance.

Section 3. The City Manager or the Development & Public Works Director or their designee shall send copies of this Ordinance to affected State and local agencies as required by SDC 5.7.155.

Section 4. Severability Clause. If any section, subsection, sentence, clause, phrase or portion

of this Ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereof.

Section 5. Effective Date of Ordinance. This Ordinance shall become effective on the day following the special election, November 5, 2025, or upon the of its filing with the Secretary of State as provided by ORS 222.180, whichever is later.

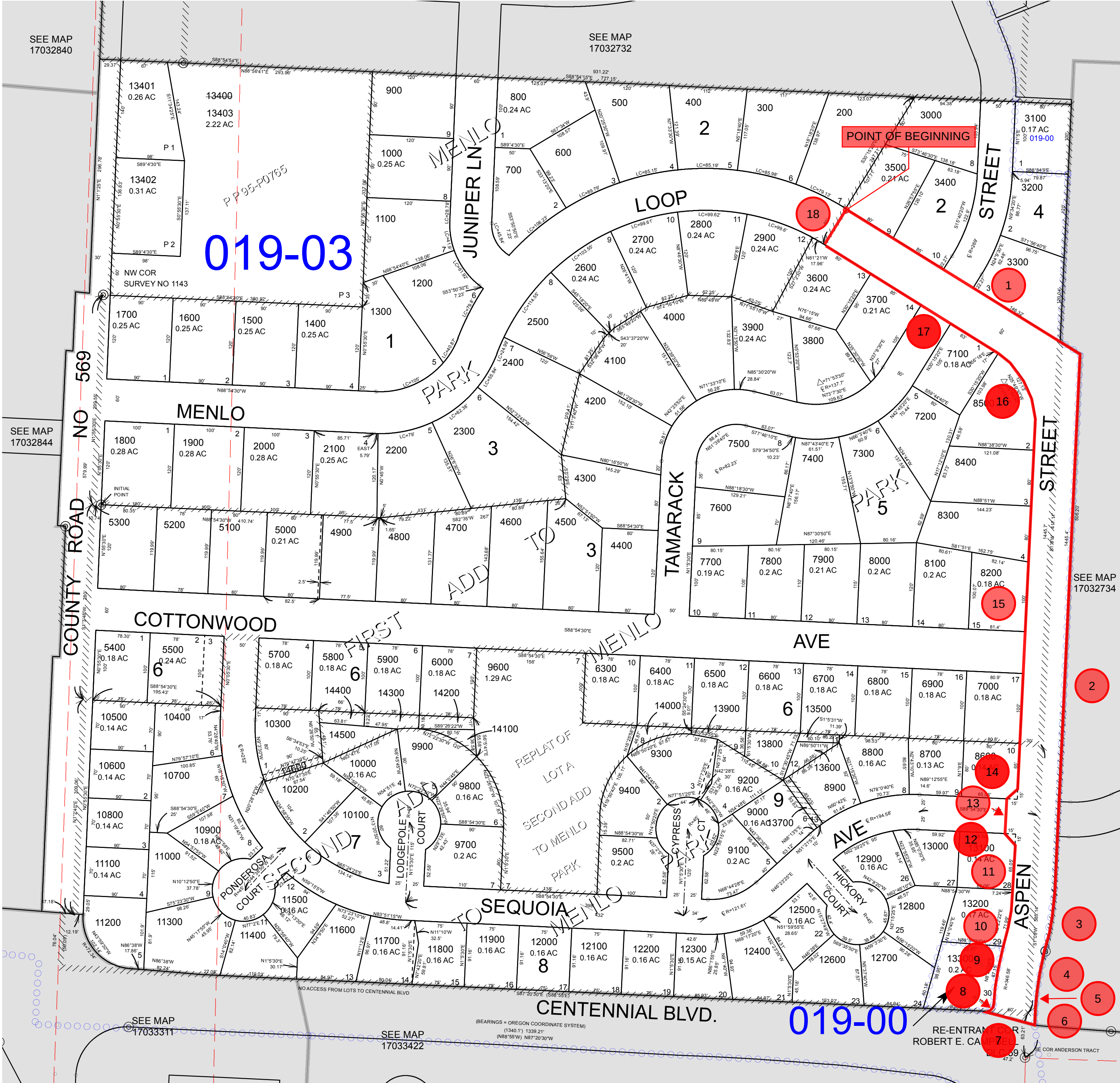
ADOPTED by the Common Council of the City of Springfield, this ____ day of _____, 2025, by a vote of ____ for and ____ against.

APPROVED by the Mayor of the City of Springfield this ____ day of _____, 2025.

ATTEST:

Mayor

City Recorder



CANCELLED
14600
13400

NOTE:
NUMBERED
COURSES
COINCIDE WITH
COURSE
NUMBERS
SHOWN ON THE
ANNEXATION
LEGAL
DESCRIPTION.

SEE MAP
17032734 FOR
MORE DETAIL ON
COURSES 1
THROUGH 7.

REVISIONS
08/03/2011 - LCAT155 - CONVERT MAP TO GIS
01/18/2019 - LCAT148 - CODE CHANGE TL 03100

ANNEXATION LEGAL DESCRIPTION

ASPEN STREET

Beginning at the southwest corner of Lot 9, Block 2, of the plat FIRST ADDITION TO MENLO PARK, as platted and recorded at Book 27, Page 26, Lane County Plat Records, in Lane County, Oregon, said point being on the northerly right of way of Menlo Loop, thence along the following fourteen (14) numbered courses:

- 1) **South 59° 44' 40" East a distance of 395.67 feet, more or less;**
- 2) thence **South 01° 09' West a distance of 777.70 feet, more or less**, to the beginning of a 346.28 foot radius curve to the right;
- 3) thence along said curve an arc distance of 87.31 feet, with a chord bearing and distance **South 08° 22' 22" West, 87.08 feet, more or less**, to the beginning of a 286.58 foot radius curve to the left;
- 4) thence along said curve an arc distance of 72.25 feet, with a chord bearing and distance **South 08° 22' 22" West, 72.06 feet, more or less;**
- 5) thence **South 01° 09' West a distance of 10.00 feet, more or less**, to the beginning of a 644.07 foot radius curve to the left;
- 6) thence along said curve an arc distance of 16.35 feet, with a chord bearing and distance **South 00° 25' 22" West, 16.35 feet, more or less** to a point on the northerly right of way of Centennial Boulevard;
- 7) thence along said right of way **North 75° 45' 11" West a distance of 72.08 feet, more or less**, to the beginning of a 10 foot radius curve to the left;
- 8) thence leaving said right of way and along said curve an arc distance of 15.71 feet, with a chord bearing and distance **North 46° 07' 15" East, 14.15 feet, more or less**, to the beginning of a 346.58 foot radius curve to the right;
- 9) thence along said curve an arc distance of 87.38 feet, with a chord bearing and distance **North 08° 22' 22" East, 87.15 feet, more or less**, to the beginning of a 286.28 foot radius curve to the left;

- 10) thence along said curve an arc distance of 72.18 feet, with a chord bearing and distance **North 08° 22' 22" East, 71.99 feet, more or less;**
- 11) thence **North 01° 09' East a distance of 72.29 feet, more or less;**
- 12) thence **North 43° 51' West a distance of 21.21 feet, more or less;**
- 13) thence **North 01° 09' East a distance of 50 feet, more or less;**
- 14) thence **North 46° 09' East a distance of 21.21 feet, more or less;**
- 15) thence **North 01° 09' East a distance of 507.78 feet, more or less,** to the beginning of a 140.12 foot radius curve to the left;
- 16) thence along said curve an arc distance of 148.96 feet, with a chord bearing and distance **North 29° 18' 18" West, 142.04 feet, more or less;**
- 17) thence **North 59° 44' 40" West a distance of 278.00 feet, more or less;**
- 18) thence **North 30° 15' 20" East a distance of 60 feet, more or less,** to the Point of Beginning.



TYPE 4 – ANNEXATION STAFF REPORT AND FINDINGS OF FACT

File Name: Aspen Street/Menlo Loop
Annexation

Applicant: City of Springfield

Case Number: 811-25-000049-TYP4

Proposal Location:

Assessor's Map 17-03-27-
33; TL: 00077

**Current Zoning & Comprehensive
Plan Designation:**

Urbanizable Fringe Overlay (UF-10)

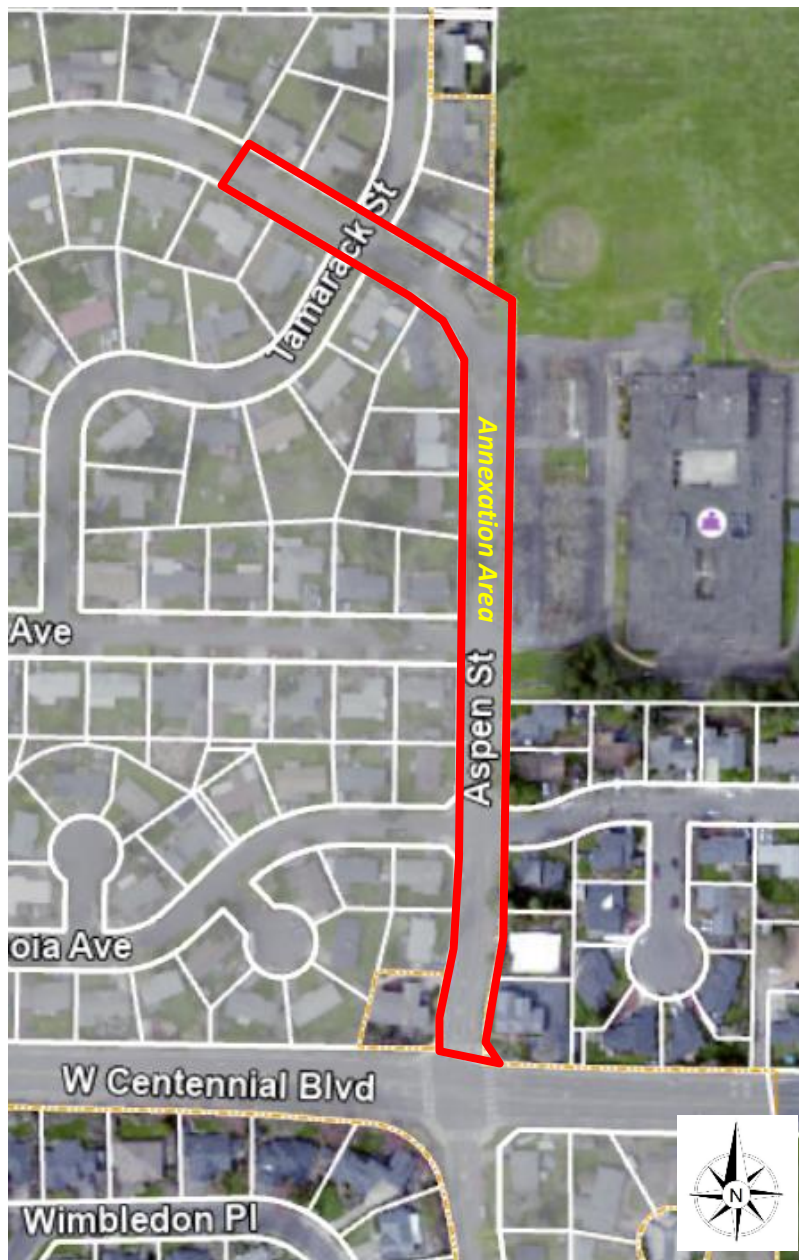
Applicable Comprehensive Plan: N/A

Application Submittal Date:

July 3, 2025

Associated Applications:

811-24-000257-PRE (Development Issues
Meeting); 811-25-000018-PRE
(Completeness Check)



CITY OF SPRINGFIELD'S DEVELOPMENT REVIEW COMMITTEE:

POSITION	REVIEW OF	NAME	PHONE
Project Manager	Planning	Tom Sievers	541-726-2333
Transportation Planning Engineer	Transportation	Michael Liebler	541-736-1034
Public Works Civil Engineer	Streets and Utilities	Clayton McEachern	541-726-1036
Deputy Fire Marshal	Fire and Life Safety	Gilbert Gordon	541-726-2293
Building Official	Building	Chris Carpenter	541-744-4153

Review Process (Springfield Development Code (SDC) 5.7.115): The subject annexation request is being reviewed under Type 4 procedures, as a legislative matter, without Planning Commission consideration.

Development Issues Meeting (SDC 5.7.120): A Development Issues Meeting (DIM) is required of all public agency and private landowner-initiated annexation applications, unless waived by the Director.

Finding 1: A Development Issues Meeting for the subject annexation request was held on December 5, 2024 (Case 811-24-000257-PRE).

Conclusion: The requirement in SDC 5.7.120 is met.

Annexation Initiation and Application Submittal (SDC 5.7.125): In accordance with SDC 5.7.125(A), an annexation application may be initiated by Council resolution or by written consents from electors or property owners.

Finding 2: On June 2, 2025, the City Council adopted Resolution 2025-15 (Attachment 2, Exhibit B) which initiated the annexation of the proposed area detailed in this report, to facilitate jurisdictional transfer of the subject right-of-way from Lane County jurisdiction to City of Springfield jurisdiction. Acting upon the Council resolution, the property owners (Lane County) who own all the land in unannexed segment of the right-of-way, via Stan Petroff (City Engineer) as their agent, filed an official application requesting annexation to the City of Springfield (Attachment 2, Exhibit C).

Finding 3: While the submitted application includes the required documents listed under SDC 5.7.125(B), these documents were not completed as the right-of-way contains no electors. ORS 222.170 supports this action by providing that when territory proposed for annexation is publicly owned, is right-of-way, or is exempt from ad valorem taxation, such property is not considered in determining the number of owners, land area, or assessed value required for annexation consent unless the public owner files a written statement of consent or opposition. In this case, the sole property owner, Lane County, has consented through its authorized agent, thereby satisfying the statutory consent requirements.

Conclusion: The application requirements in SDC 5.7.125 have been met.

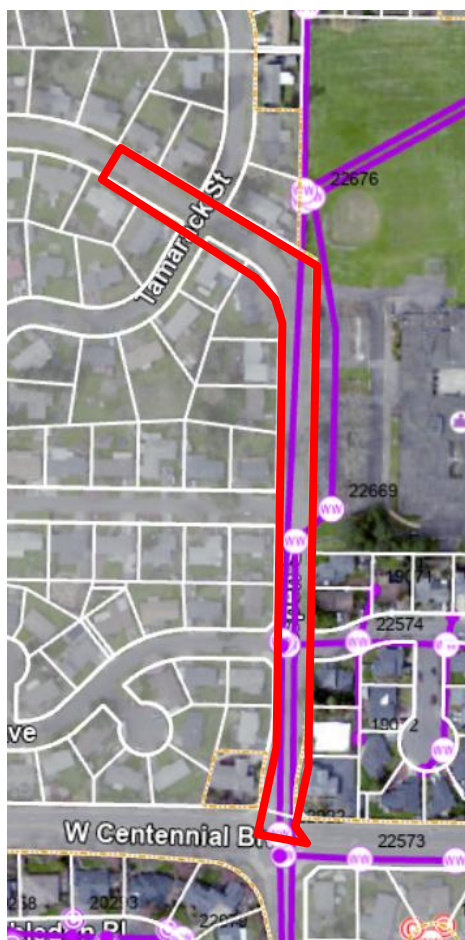
Site Information: The subject annexation is comprised of public right-of-way only. There are no privately owned properties associated with this request. The subject property is inside the Springfield Urban Growth Boundary (UGB) and is contiguous to the Springfield city limits primarily along its eastern boundary.

The public ROW associated with this annexation is not intended for development. ROW currently shows zoning within the GIS mapping system but is effectively not zoned because it is not a developable lot or parcel. Capital Improvement Projects (CIP) for infrastructure may occur, but ROW is precluded from development as traditionally exercised on a lot or parcel. However, it is encumbered by the Urbanizable Fringe Overlay (UF-10) because it has not yet been annexed. The result of this subject annexation is ultimately jurisdictional transfer from Lane County to the City of Springfield. A public sanitary sewer line is already located within the ROW, as shown in the image below (the purple lines and circles show the existing sanitary sewer system). An annexation agreement is not applicable in this instance as there will be a CIP for infrastructure improvement/extension in the annexation area.

The public ROW is not wholly dependent on public services as it only exists as a roadway containing infrastructure both above and below grade. Existing public services are provided to the annexation area as follows: police (Lane County Sheriff), schools (Springfield School District), roads (City of Springfield and Lane County), and ambulance services (Eugene/Springfield Fire)¹. The applicant currently receives water service and fire protection from the Rainbow Water District. SUB operates the existing electric service and will continue to after annexation. Upon annexation, the City of Springfield will be responsible for all urban services, including sewer, water (retained through SUB), electricity (retained through SUB), and police/fire response (through Eugene/Springfield Fire) to the subject

¹ The subject property currently receives emergency services from Eugene/Springfield Fire through long-standing contractual agreements. The standards of coverage can be found here: https://www.eugene-or.gov/DocumentCenter/View/56636/Standards-of-Response-Coverage_FY-2020?bidId=

area. The analysis of applicable public services is provided below in Criterion C. The approximately 82,400 square foot annexation area consists of public ROW only.



Notice Requirements (SDC 5.7.130): Consistent with SDC 5.7.130, notice was provided as follows:

Mailed Notice. Notice of the annexation application was mailed on September 10, 2025, which was at least 20 days prior to the public hearing date, to the affected property owner(s); owners and occupants of properties located within 100 feet of the perimeter of the proposed annexation territory; affected special districts (Eugene/Springfield Fire) and all other public utility providers (Springfield Utility Board, CenturyLink Telecommunications); and the Lane County Land Management Division, Lane County Elections, and the Lane County Board of Commissioners. The list of recipients of the mailed notice is included with the Affidavit of Mailing for this annexation application and is retained as part of the public record for Planning Case 811-25-000049-TYP4.

Newspaper Notice. Notice of the October 6, 2025, public hearing was published in *The Chronicle*, running for two consecutive weeks on September 18th and September 25th prior to the hearing.

Posted Notice. A total of five (5) notices were posted for the October 6th public hearing. Two (2) digital notices were posted on both the City of Springfield website and the Department of Public Works' Digital Display in City Hall on September 9th. One (1) notice was posted on the physical display board in the City Hall lobby on September 9th and two (2) notices were posted at the intersections of the subject right-of-way at W. Centennial Boulevard and Tamarack Street on September 11th.

Finding 4: Staff received written comments from the public at the time of this writing (9/24/25), as summarized below:

Resident of 1350 Menlo Loop

The resident wrote in opposition to annexing their neighborhood. However, the proposal does not include annexation of any private property, it is only annexing the public street right-of-way for jurisdictional transfer from Lane County. Therefore, staff considers the matter resolved.

Conclusion: Notice of the public hearing was provided consistent with SDC 5.7.130.

Recommendation to City Council (SDC 5.7.135): The Director shall forward a written recommendation on the annexation application to the City Council based on the approval criteria specified in SDC 5.7.140, which are provided as follows with the SDC requirements, findings, and conclusions. The Director's recommendation follows SDC 5.7.140, Criteria.

Criteria of Approval

Criteria (SDC 5.7.140): The application may be approved only if the City Council finds that the proposal conforms to the following criteria:

A. The affected territory proposed to be annexed is within the City's urban growth boundary; and is

- 1. Contiguous to the city limits; or**
- 2. Separated from the City only by a public right of way or a stream, lake, or other body of water.**

Finding 5: The subject annexation territory is located within the City of Springfield's acknowledged urban growth boundary (UGB). The public ROW requested for annexation abuts the Springfield city limits primarily along the eastern boundary. Therefore, this annexation application meets the statutory definition of contiguity as found in ORS 222.111(1).

Conclusion: The proposal meets and complies with Criterion A(1), Subsection 5.7.140.

B. The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plans or Plan Districts;

Finding 6: The annexation area is located within the acknowledged Springfield UGB and as more specifically delineated by the *Springfield 2030 Comprehensive Plan*. Territory within the delineated UGB ultimately will be within the City of Springfield.

Finding 7: The *Springfield 2030 Comprehensive Plan* amends the Eugene-Springfield Metropolitan Area General Plan (*Metro Plan*) through adoption of ordinances since 2011. Volume 1 of the *Springfield 2030 Comprehensive Plan* includes the following elements: Economic, Residential Land Use & Housing, Recreation, Transportation, and Urbanization. In December 2016, Springfield adopted the Urbanization Element in compliance with Statewide Planning Goal 14, Urbanization. The *Urbanization Element* explicitly retains the *Metro Plan*'s long-standing urbanization policy criteria for approving annexations.

Finding 8: The territory requested for annexation does not carry a plan designation in the Springfield Comprehensive Plan (which became effective March 1, 2024, replacing the Metro Plan Diagram within the Springfield UGB) because it is public ROW. The adopted elements of the *Springfield 2030 Comprehensive Plan* apply to areas within the Springfield UGB, particularly the *Urbanization Element* adopted by Ordinance 6361. There are no proposed changes to plan designation for the property, although the Urbanizable Fringe (UF-10) overlay will be removed upon annexation.

Finding 9: The continued annexation of properties to the City of Springfield is consistent with Policies 27 and 29 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, which will result in the elimination of special districts within the urbanizable area. The *Metro Plan* and the *Springfield 2030 Comprehensive Plan – Urbanization Element* recognize that as annexations to the City occur, the special district service areas within the UGB will diminish incrementally and eventually will be dissolved.

Finding 10: The territory requested for annexation is currently within the service area of the Rainbow Water District for water and fire protection service. After the public hearing and upon Council adoption of the Annexation Ordinance, the annexation area will remain in the combined fire and life safety departments of the Cities of Eugene & Springfield for fire protection and emergency medical service directly to the annexation area.

Finding 11: In accordance with Policy 33 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, SUB is the exclusive water service provider within the Springfield City Limits. The annexation area is currently served by the Rainbow Water District. As discussed below in more detail under Finding 18, water services provided by SUB for the annexation area are planned for the future jurisdictional transfer.

Finding 12: In accordance with Policy 34 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, when unincorporated territory within the UGB is provided with any new urban service, that service shall be provided by one of the following methods in this priority order: (a) Annexation to City; or (b) Contractual annexation agreements with City. If this annexation request is approved and executed, the subject property will be provided with updated urban services such as public sanitary sewer via a CIP.

Finding 13: In accordance with Policy 35 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, the City shall not extend water or wastewater service outside city limits to serve a residence or business without first obtaining a valid annexation petition, a consent to annex agreement, or when a health hazard abatement annexation is required. In conjunction with Council Resolution 2025-15 (Attachment 2, Exhibit B), the property owners applied for annexation to the City (Attachment 2, Exhibit C), and an annexation agreement is not applicable in this instance as there will be a CIP in the future for infrastructure improvements in the annexation area.

Finding 14: The annexation area is not located within a Refinement Plan Area.

Conclusion: The proposal meets and complies with Criterion B, SDC 5.7.140.

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

Finding 15: In accordance with Policy 29 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, annexation shall continue to be a prerequisite for urban development and the delivery of City services in accordance with the Springfield Comprehensive Plan and Springfield Development Code.

Finding 16: In accordance with Policy 31 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, key urban facilities and services are defined as wastewater service; stormwater service; transportation; solid waste management; water service; fire and emergency medical services; police protection; citywide park and recreation programs; electric service; land use controls; communication facilities; and public schools on a districtwide basis.

Finding 17: In accordance with Policy 32 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, urban services provided by the City upon annexation to Springfield include storm and sanitary sewer; water; transportation systems; police and fire protection; planning, building, code enforcement and library services; and public infrastructure maintenance of City owned or operated facilities.

Finding 18: The territory requested for annexation is contiguous with the City Limits primarily along its eastern boundary. Urban utilities including sanitary sewer, electricity, and water service, are located within the subject public ROW and can be extended to serve areas beyond the annexation area if needed to provide more convenient sewer connection to such properties. Therefore, the urban service delivery systems are already available and in

place or can be logically extended from points in the vicinity to serve the annexation area and future development. In addition to urban utilities, the following facilities and services are either available or can be extended to this annexation area in a timely, orderly, and efficient manner:

Water – As noted above, SUB is the exclusive water service provider for properties within the City limits. The annexation area currently receives water from Rainbow Water District. In a memo dated July 21, 2025, Rainbow Water District stated the following:

Aspen Street Water System Map Sheet 11-A

- In August 2025 Rainbow is installing approximately 200 feet of new 8” ductile iron pipe to replace a section of piping in front of Centennial Elementary School (in the curve adjacent to 1360 and 1380 Aspen Street). This project will relocate the water main out of the center of the travel lanes and make room for the city’s sanitary sewer project.
- Along with the new ductile iron pipe, Rainbow has 1100’ of 8” cast iron installed in 1961 on the west side of Aspen Street that will transfer to SUB along with roughly 2 fire hydrants and five valves.

SUB Water acknowledged this transfer of service in a memo dated July 15, 2025.

Electricity – SUB provides electric service to the neighborhoods within incorporated areas of Springfield. SUB owns and maintains electrical system infrastructure in neighborhoods they serve. SUB electric services are present in the area and service needs will be evaluated through the CIP.

Police Services – Springfield Police Department currently provides service to areas of Springfield that are already inside the City limits. The annexation territory is currently within the jurisdiction of the Lane County Sheriff’s Department. Upon annexation, this area will receive Springfield Police services on an equal basis with other properties inside the City.

Fire and Emergency Services – Fire protection is currently provided to the annexation area by the Rainbow Water District. Upon annexation, the Eugene/Springfield Fire Department will provide fire and emergency services directly to the subject territory. Per the Fire Marshal’s Office, the subject property is within the 5 minute response time of Fire Station 4 located at 1475 5th Street in Springfield. Water supply is not applicable at this time.

Emergency medical transport (ambulance) services are provided on a regional basis by the Eugene/Springfield Fire Department. The annexation area will continue to receive this service consistent with the adopted ambulance service area (ASA) plan. Mutual Aid Agreements have been adopted by the three regional ASA providers to provide backup coverage for each other’s jurisdictions.

Parks and Recreation – Park and recreation services are provided by the Willamalane Park & Recreation District. The park district operates several indoor recreation facilities, such as the Willamalane Park Swim Center, Lively Park Swim Center, Bob Keefer Center for Sports and Recreation, and Willamalane Adult Activity Center. The park district offers various after-school and other programs for children at schools and parks throughout the community. Also available are pathways and several categories of parks, including community parks, sports parks, special use parks, and natural area parks. Although it is ROW only, the annexation area is currently within the special district territory of Willamalane and will remain that way upon annexation. The subject public ROW does not contain dwellings and will not influence usage of parks.

Library Services – The subject area is ROW only and does not contain residents that would be served by the Springfield Public Library. This service provision is not applicable.

Schools – The annexation area will not generate a school-age population because it is ROW only. This service provision is not applicable.

Sanitary Sewer – An existing public sanitary sewer system is located within the subject ROW/annexation area. The public line will be extended in a future CIP. The sewer line has a depth of approximately 12-feet.

Stormwater – An existing public storm sewer system is located in Aspen Street. The stormwater system will be further developed as needed in the future CIP.

Streets – The annexation area contains street ROW only. A future CIP will determine needed improvements.

Solid Waste Management – The City and Sanipac have an exclusive franchise arrangement for garbage service inside the City limits. Upon annexation, solid waste disposal service would be provided by Sanipac.

Communication Facilities – Various providers, such as CenturyLink, offer both wired and wireless communication services in the Eugene-Springfield metropolitan area. Existing providers and those entering the market have the capability to provide service to this area.

Land Use Controls – The annexation area is within Springfield’s urban growth boundary (UGB). The city will acquire all rights to the public ROW upon jurisdictional transfer from Lane County.

Finding 19: The minimum level of key urban facilities and services, as outlined in the adopted *Metro Plan* and the *Springfield 2030 Comprehensive Plan – Urbanization Element* are immediately available and have the capacity to serve the site at the time of development.

Conclusion: Based on the findings above, the proposed annexation, if approved, will result in a boundary in which the minimum level of key urban facilities and services can be provided in an orderly efficient and timely manner because of their availability and capacity levels meet the City’s requirements. The proposal complies with Criterion C, SDC 5.7.140.

D. Where applicable, fiscal impacts to the City have been mitigated through an Annexation Agreement or other mechanism approved by the City Council.

Finding 20: This annexation has been initiated by the City Council on behalf of the City in order to formally exercise and jurisdictional transfer with Lane County and to facilitate a CIP for infrastructure upgrades. These fiscal impacts include costs of constructing public infrastructure internal to the site, such as public street improvements and paths, stormwater, water, sewer, and electricity. There is an existing intergovernmental agreement with Lane County setting forth the responsibility for payment for these improvements.

Conclusion: The proposal meets and complies with Criterion D, Subsection 5.7.140.

Withdrawal from Special Service Districts (SDC 5.7.160): Withdrawal from special districts may occur concurrently with the approved annexation Ordinance or after the effective date of the annexation of territory to the City. The Director shall recommend to the City Council for consideration of the withdrawal of the annexed territory from special districts as specified in ORS 222. In determining whether to withdraw the territory, the City Council shall determine whether the withdrawal is in the best interest of the City. Notice of the withdrawal shall be provided in the same manner as the annexation notice in SDC 5.7.150.

Finding 21: The annexation area is within the delineated service territory of SUB (electric), Rainbow Water District (Water & Fire). The Cities of Eugene/Springfield will directly provide fire and emergency services after annexation, and the City of Springfield by and through the Springfield Utility Board will provide water service after annexation. SUB will also retain electric service upon annexation. Consistent with SDC 5.7.130, posted notice in City Hall and the City of Springfield webpage was provided for the public hearing on September 9, 2025, and mailed notice on September 9, 2025. Withdrawal from the Rainbow Water District concurrently with annexation of the territory to the City of Springfield is in the best interest of the City. The withdrawal from the Rainbow Water District is

necessary to implement Policies 31 and 32 of the Springfield 2030 Comprehensive Plan – Urbanization Element whereby annexation is prioritized for the City of Springfield to provide urban services to its incorporated territory, and existing special service districts within the City’s UGB are to be dissolved over time.

DIRECTOR’S RECOMMENDATION: The proposal complies with the annexation criteria of approval listed in SDC 5.7.140, and Council is within its authority to approve annexation of the subject territory to the City of Springfield and withdrawal of the subject territory from the Rainbow Water District.

Patricia O'Neal
1350 Menlo Loop
Springfield, OR 97477

9/15/2025

Re: Opposition to Annexation

Members of the City Council,

As a homeowner in Lane County, I am writing to oppose the proposed annexation of our neighborhood into the city of Springfield.

From a practical standpoint, annexation does not make sense for residents like myself. The County already provides the services we need—such as [law enforcement, fire protection, etc.]—and these services meet the needs of our community. Annexation would not improve the quality of these services but would instead add unnecessary costs.

Annexation would mean:

- **Higher taxes** without guaranteed improvements in day-to-day services.
- **Duplicate or overlapping services**, creating inefficiency and confusion.
- **Additional regulations** that could limit property rights and increase costs for homeowners.

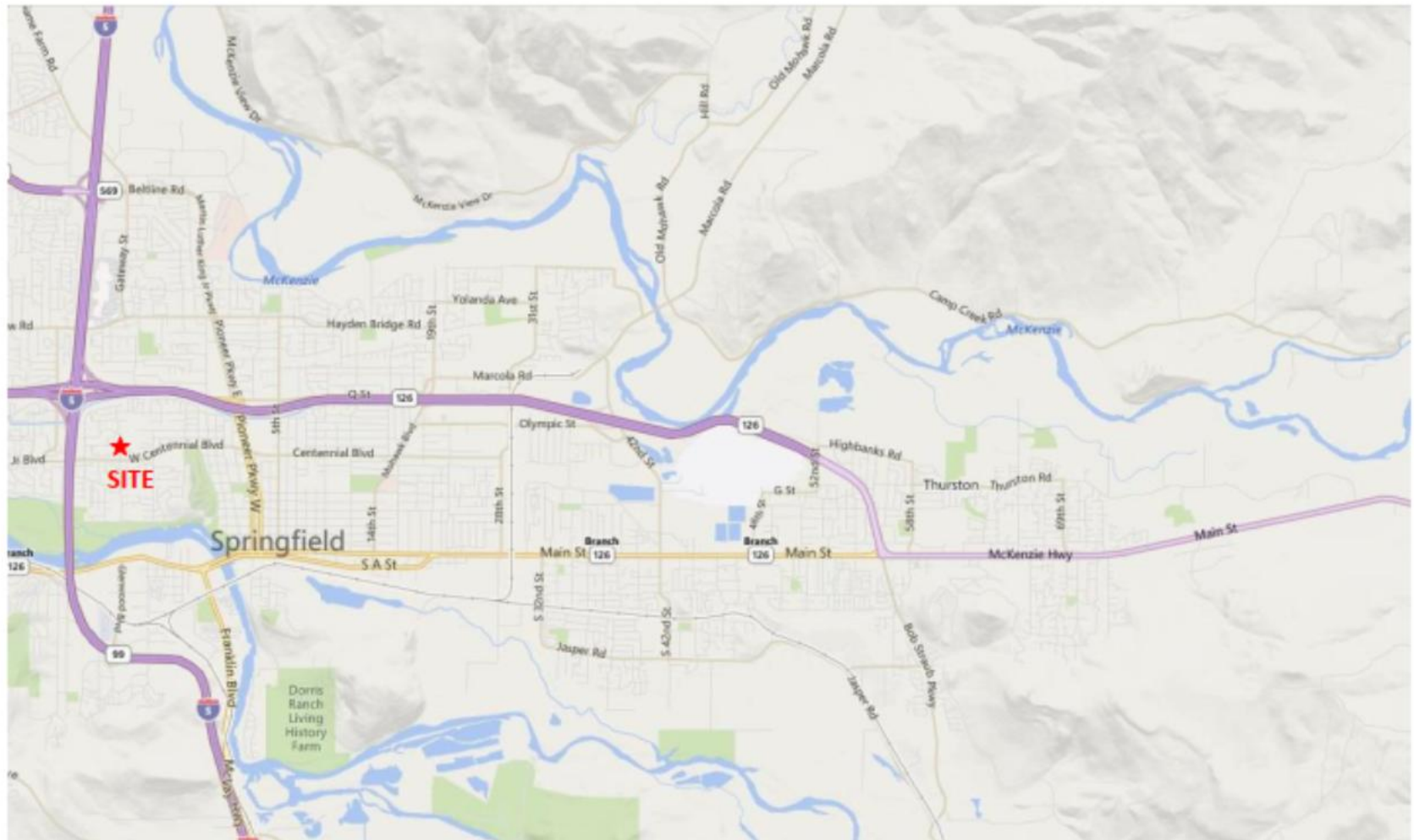
The people who live here should not be burdened with higher expenses or more red tape when the current system is already working. Many of us chose to live outside the city limits for financial and practical reasons, and annexation undermines that choice.

I respectfully ask the City Council to consider the financial and practical impacts on residents and to reject the proposed annexation.

Sincerely,

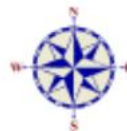
Patricia O'Neal

LOCATION OF PROPERTY SUBJECT TO ANNEXATION



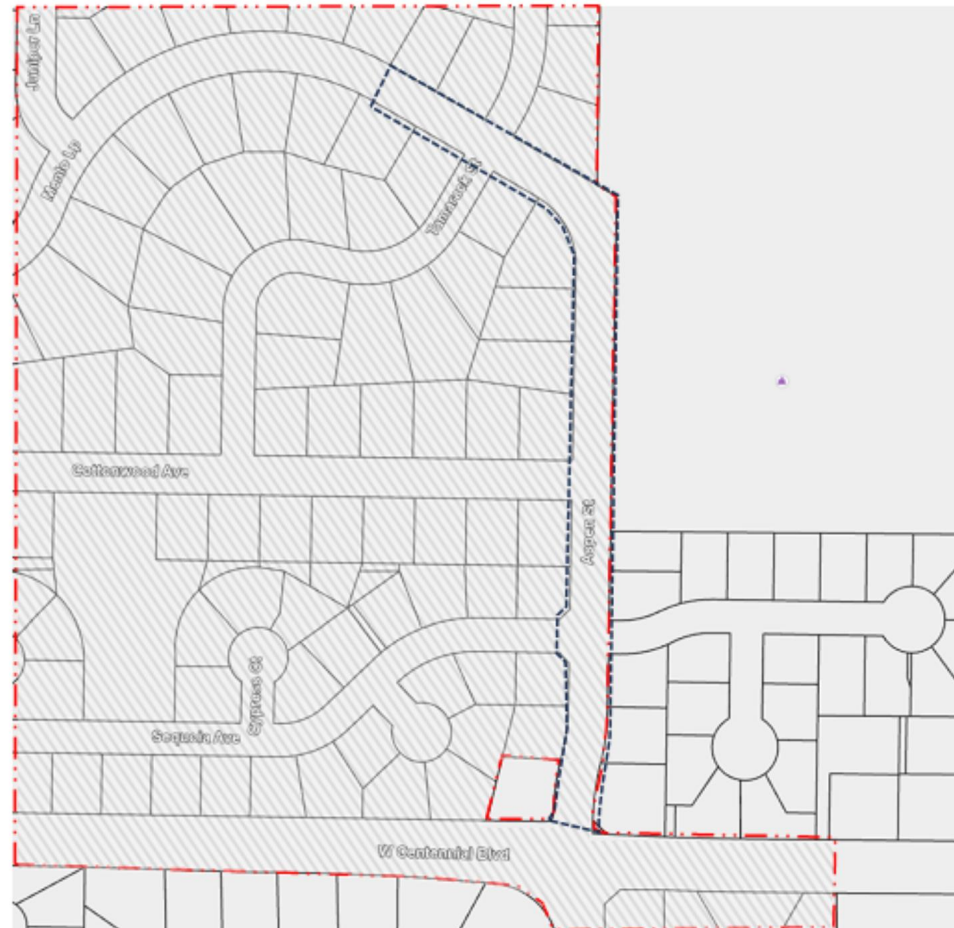
811-25-000049-TYP4 – PROPOSED ANNEXATION OF PUBLIC STREET RIGHT-OF-WAY ONLY (ASPEN STREET/MENLO LOOP SEGMENT)

SITE CONTEXT MAP



811-25-000049-TYP4 – PROPOSED ANNEXATION OF PUBLIC STREET RIGHT-OF-WAY ONLY
(ASPEN STREET/MENLO LOOP SEGMENT)

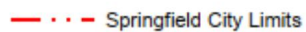
CURRENT ZONING (UF-10 ONLY)



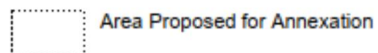
ZONING MAP LEGEND



Urbanizable Fringe Overlay District (UF-10)

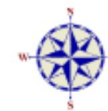


Springfield City Limits

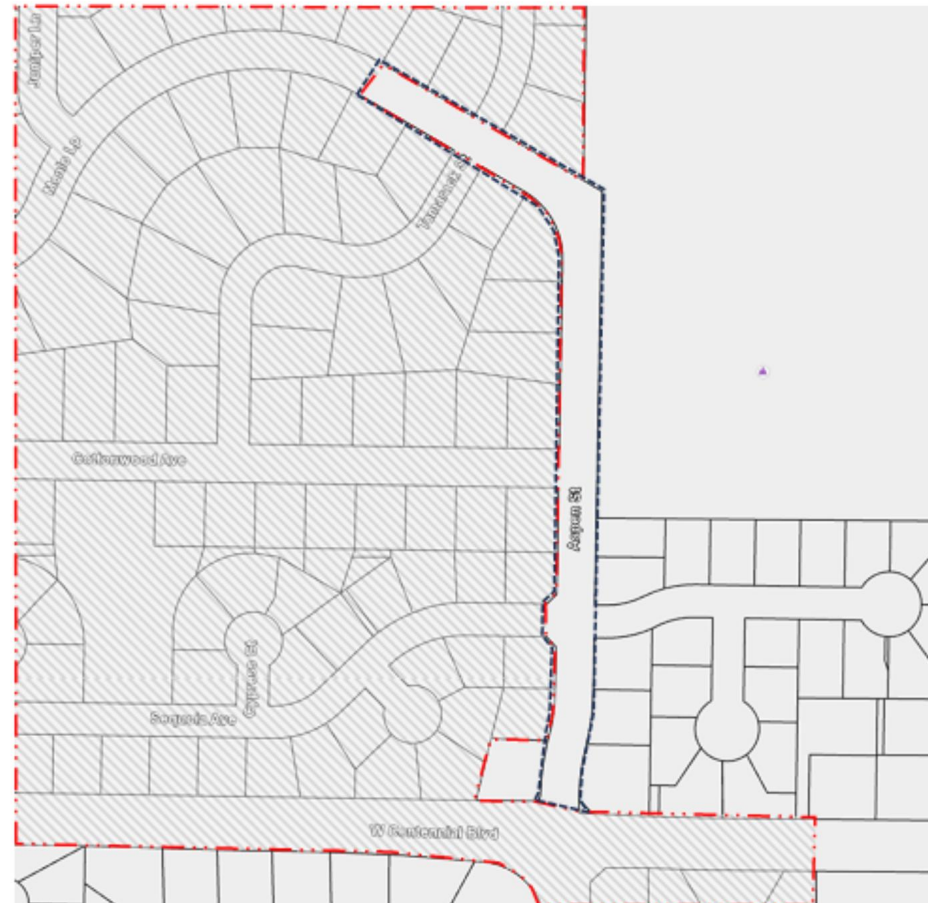


Area Proposed for Annexation

Property zoning is not shown in-full as the public right-of-way proposed for annexation does not carry a zone designation. Therefore, only the UF-10 is shown for clarity purposes.

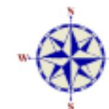


PROPOSED ZONING (UF-10 ONLY)



ZONING MAP LEGEND

-  Urbanizable Fringe Overlay District (UF-10)
-  Springfield City Limits
-  Area Proposed for Annexation



Property zoning is not shown in-full as the public right-of-way proposed for annexation does not carry a zone designation. Therefore, only the UF-10 is shown for clarity purposes.

SUMMARY OF APPROVAL CRITERIA

- Criterion A – Within UGB and Contiguous to City Limits
- Criterion B – Consistent with Policies of the Metro/Comp Plan
- Criterion C – Within Boundary for Minimum Level of Key Urban Facilities Provided in a Timely and Efficient Manner
- Criterion D – Joint Planning Agreement/Intergovernmental Agreement for Fiscal Impacts
- Staff Recommendation - APPROVAL

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:	10/06/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Thomas Sievers/Community Development
	Staff Phone No:	
	Estimated Time:	10 Minutes
	Council Goals:	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:

City-initiated Street Annexation - Segment of Laura Street Public Right-of-Way (ROW) Only.

ACTION REQUESTED:

Conduct a legislative public hearing and first reading of the following ordinance:

An ordinance annexing public right-of-way to the City of Springfield consisting of a segment of Laura Street; withdrawing the same territories from the Rainbow Water District; adopting a severability clause; and providing an effective date (first reading).

ISSUE STATEMENT:

The City Council is requested to consider an ordinance to annex segments of right-of-way (ROW) only identified as Laura Street from approximately 2145 Laura Street to 2320 Laura Street. The proposed ROW annexation is requested to facilitate a jurisdictional transfer from Lane County and to perform infrastructure updates within the public ROW.

DISCUSSION/FINANCIAL IMPACT:

The subject right-of-way is outside the City limits but within the UGB and is owned by Lane County. Annexation must occur before jurisdictional transfer. The City previously agreed to annex and take over jurisdiction of this right-of-way in an intergovernmental agreement with Lane County dated April 11, 2022;

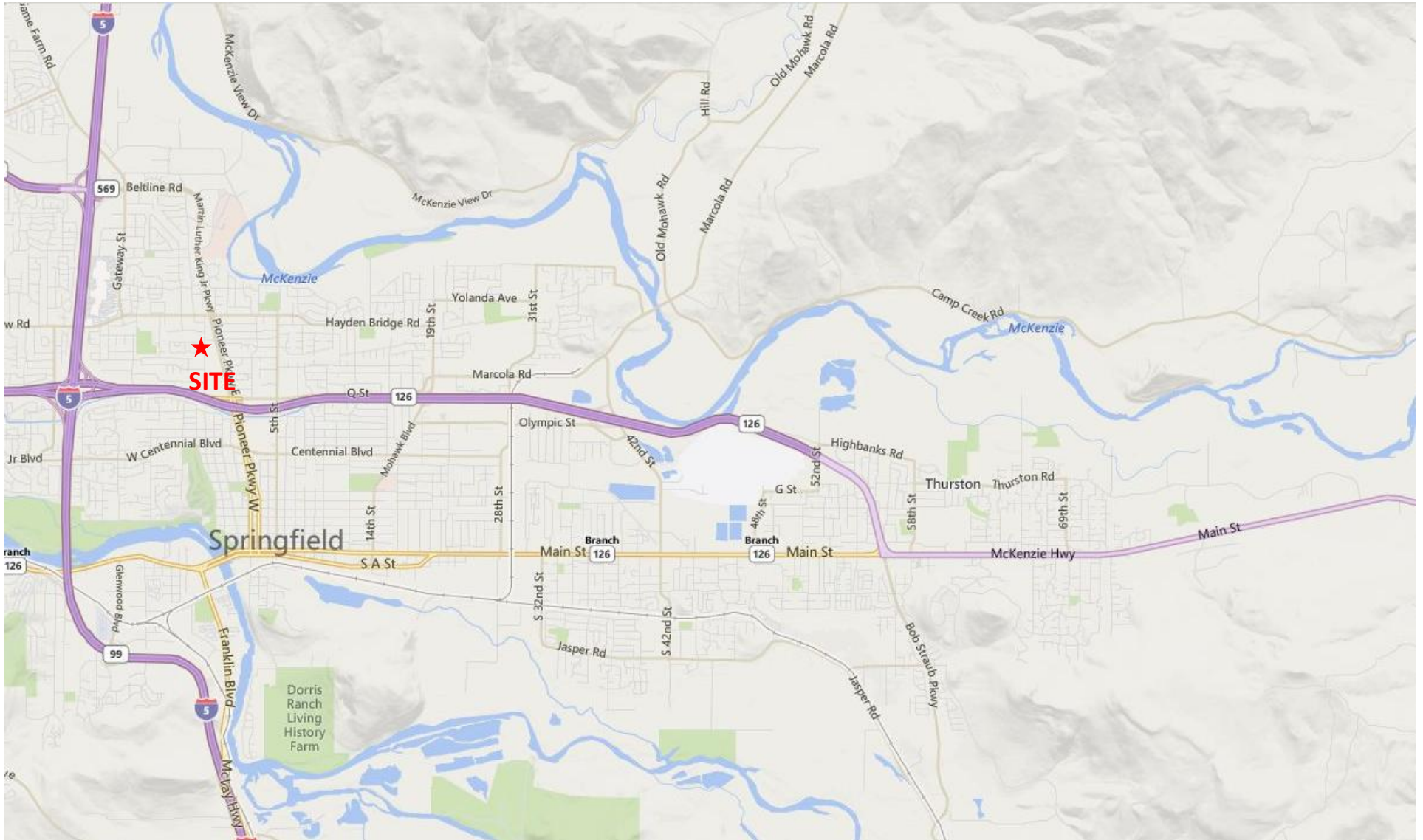
The Laura Street ROW is located mid-block from approximately 2145 Laura Street and extends to 2320 Laura Street.

Recommendation: The subject right-of-way complies with the standards and provisions of the SDC and applicable ORS for annexation. Council is requested to conduct the first reading and public hearing of the ordinance annexing the subject rights-of-way to the City and withdrawing from the Rainbow Water District.

Attachments

1. Location Maps Laura Street
2. Laura Street Ordinance
 - 2A. Site Map and Legal Description
 - 2B. Staff Report
3. Presentation

LOCATION OF PROPERTY SUBJECT TO ANNEXATION



CITY OF SPRINGFIELD, OREGON
ORDINANCE NO. _____

**AN ORDINANCE ANNEXING PUBLIC RIGHT OF WAY TO THE CITY OF SPRINGFIELD
CONSISTING OF A SEGMENT OF LAURA STREET; WITHDRAWING THE SAME TERRITORY
FROM APPLICABLE SPECIAL DISTRICTS; ADOPTING A SEVERABILITY CLAUSE; AND
PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City Council is authorized by Springfield Development Code (SDC) Article 5.7.100 and Oregon Revised Statutes (ORS) Chapter 222 to accept, process, and act upon annexations to the City;

WHEREAS, in accordance with SDC 5.7.125 and ORS 222.111, the City Council initiated annexation of certain territory by Resolution 2025-15 on June 2, 2025, said territory being Assessor's Map Township 17 South, Range 03 West, Section 33, Map 11, Tax Lot 00077, which is public right-of-way, and is generally depicted and more particularly described in **Exhibit A** to this Ordinance;

WHEREAS, the territory proposed for annexation is within the Springfield Comprehensive Plan Urban Growth Boundary and is contiguous to the city limits (SDC 5.7.140(A));

WHEREAS, the annexation is consistent with the *Springfield 2030 Comprehensive Plan – Urbanization Element*;

WHEREAS, a Staff Report (**Exhibit B**) was presented to the City Council with the Director's recommendation to withdraw the subject territory from the Rainbow Water District as the Springfield Utility Board will provide water services directly to the area after it is annexed to the City;

WHEREAS, this action is consistent with the intergovernmental agreement between Lane County and Springfield regarding jurisdictional transfer of this street dated April 11, 2022; and

WHEREAS, on October 6, 2025, the Springfield Common Council conducted a public hearing and is now ready to take action on this application based on the recommendation and findings in support of approving the annexation request as set forth in the aforementioned Staff Report to the Council, incorporated herein by reference, and the evidence and testimony presented at this public hearing held in the matter of adopting this Ordinance,

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD ORDAINS AS FOLLOWS:

Section 1. The Common Council of the City of Springfield does hereby approve annexation of the following described territory to the City of Springfield, said territory being generally depicted and more particularly described in **Exhibit A** to this Ordinance.

Section 2. The Common Council of the City of Springfield does hereby approve withdrawal of the following described territory from the Willakenzie Rural Fire Protection District and the Glenwood Water District, said territory being generally depicted and more particularly described in **Exhibit A** to this Ordinance.

Section 3. The City Manager or the Development & Public Works Director or their designee shall send copies of this Ordinance to affected State and local agencies as required by SDC 5.7.155.

Section 4. Severability Clause. If any section, subsection, sentence, clause, phrase or portion

of this Ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereof.

Section 5. Effective Date of Ordinance. This Ordinance shall become effective on the day following the special election, November 5, 2025, or upon the date of its filing with the Secretary of State as provided by ORS 222.180, whichever is later.

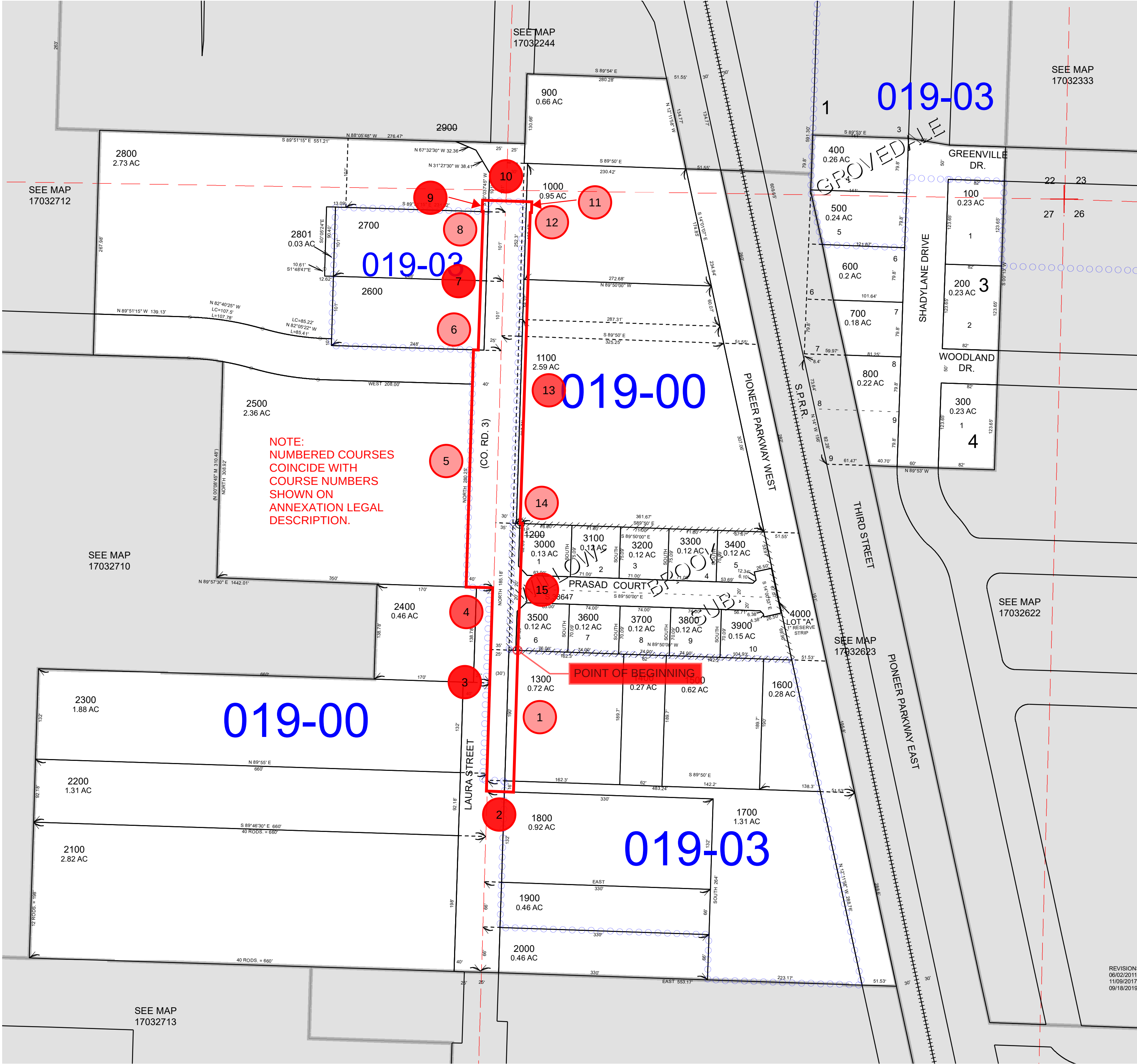
ADOPTED by the Common Council of the City of Springfield, this ____ day of _____, 2025, by a vote of ____ for and ____ against.

APPROVED by the Mayor of the City of Springfield this ____ day of _____, 2025.

ATTEST:

Mayor

City Recorder



REVISIONS
06/02/2011 - LCAT174 - CONVERT MAP TO GIS
11/09/2017 - LCAT155 - ANNEXATION TL 900
09/18/2019 - LCAT148 - ADJUST TL 2700, 2801, 2600 TO MATCH DESC

ANNEXATION LEGAL DESCRIPTION

LAURA STREET

Beginning at a point which is 2 feet distant (more or less) of the southwest corner of Lot 6 of the plat WILLOWBROOK SUBDIVISION, as platted and recorded at County Survey File 38647, Lane County Plat Records, and Instrument Number 2004-044748, Lane County Deeds and Records, in Lane County, Oregon, said point being on the current City Limits line and on the easterly right of way of Laura Street; thence along the following fifteen (15) numbered courses:

- 1) leaving the current city limits line and along the easterly right of way of Laura Street, **South a distance of 206 feet, more or less;**
- 2) thence leaving said easterly right of way, **West a distance of 37 feet, more or less;**
- 3) thence **North a distance of 296.09 feet, more or less,** to an angle point on the current City Limits line;
- 4) thence **East a distance of 40 feet, more or less** to an angle point on the current City Limits line;
- 5) thence **North a distance of 338.25 feet, more or less** to an angle point on the current City Limits line;
- 6) thence leaving the current City Limits line, **East a distance of 6.5 feet, more or less,** to a point on the westerly right of way of said Laura Street;
- 7) thence along said westerly right of way, **North a distance of 202 feet, more or less** to a point on the current City Limits line;
- 8) thence along said westerly right of way **Westerly a distance of 0.5 feet, more or less;**
- 9) thence along said westerly right of way **North a distance of 15 feet, more or less** to a point which is perpendicular to the westerly extension of the north line of the current City Limits line in Laura Street;

- 10) thence along said current City Limits line and its westerly and easterly extensions, **East a distance of 69.5 feet, more or less** to a point on the easterly right of way of said Laura Street;
- 11) thence along said easterly right of way **South a distance of 15 feet, more or less;**
- 12) thence along said easterly right of way **Easterly a distance of 0.5 feet, more or less;**
- 13) thence along said easterly right of way **South a distance of 426 feet, more or less**, to the northwest corner of Lot 1 of said WILLOWBROOK SUBDIVISION;
- 14) thence along the north line of said WILLOWBROOK SUBDIVISION **Easterly a distance of 2 feet, more or less;**
- 15) thence **South a distance of 185.18 feet, more or less** to the Point of Beginning.



TYPE 4 – ANNEXATION STAFF REPORT AND FINDINGS OF FACT

File Name: Laura Street Annexation

Applicant: City of Springfield

Case Number: 811-25-000050-TYP4

Proposal Location:

Assessor's Map 17-03-33-11, TL:00077

Current Zoning & Comprehensive Plan Designation:

Urbanizable Fringe Overlay (UF-10)

Applicable Comprehensive Plan: N/A

Application Submittal Date:

July 3, 2025

Associated Applications:

811-24-000258-PRE (Development Issues Meeting); 811-25-000017-PRE (Completeness Check)



CITY OF SPRINGFIELD'S DEVELOPMENT REVIEW COMMITTEE:

POSITION	REVIEW OF	NAME	PHONE
Project Manager	Planning	Tom Sievers	541-726-2333
Transportation Planning Engineer	Transportation	Michael Liebler	541-736-1034
Public Works Civil Engineer	Streets and Utilities	Clayton McEachern	541-726-1036
Deputy Fire Marshal	Fire and Life Safety	Gilbert Gordon	541-726-2293
Building Official	Building	Chris Carpenter	541-744-4153

Review Process (Springfield Development Code (SDC) 5.7.115): The subject annexation request is being reviewed under Type 4 procedures, as a legislative matter, without Planning Commission consideration.

Development Issues Meeting (SDC 5.7.120): A Development Issues Meeting (DIM) is required of all public agency and private landowner-initiated annexation applications, unless waived by the Director.

Finding 1: A Development Issues Meeting for the subject annexation request was held on December 5, 2024 (Case 811-24-000258-PRE).

Conclusion: The requirement in SDC 5.7.120 is met.

Annexation Initiation and Application Submittal (SDC 5.7.125): In accordance with SDC 5.7.125(A), an annexation application may be initiated by Council resolution or by written consents from electors or property owners.

Finding 2: On June 2, 2025, the City Council adopted Resolution 2025-15 (Attachment 2, Exhibit B) which initiated the annexation of the proposed area detailed in this report, to facilitate jurisdictional transfer of the subject right-of-way from Lane County jurisdiction to City of Springfield jurisdiction. Acting upon the Council resolution, the property owners (Lane County) who own all the land in unannexed segment of the right-of-way, via Stan Petroff (City Engineer) as their agent, filed an official application requesting annexation to the City of Springfield (Attachment 2, Exhibit C).

Finding 3: While the submitted application includes the required documents listed under SDC 5.7.125(B), these documents were not completed as the right-of-way contains no electors. ORS 222.170 supports this action by providing that when territory proposed for annexation is publicly owned, is right-of-way, or is exempt from ad valorem taxation, such property is not considered in determining the number of owners, land area, or assessed value required for annexation consent unless the public owner files a written statement of consent or opposition. In this case, the sole property owner, Lane County, has consented through its authorized agent, thereby satisfying the statutory consent requirements.

Conclusion: The application requirements in SDC 5.7.125 have been met.

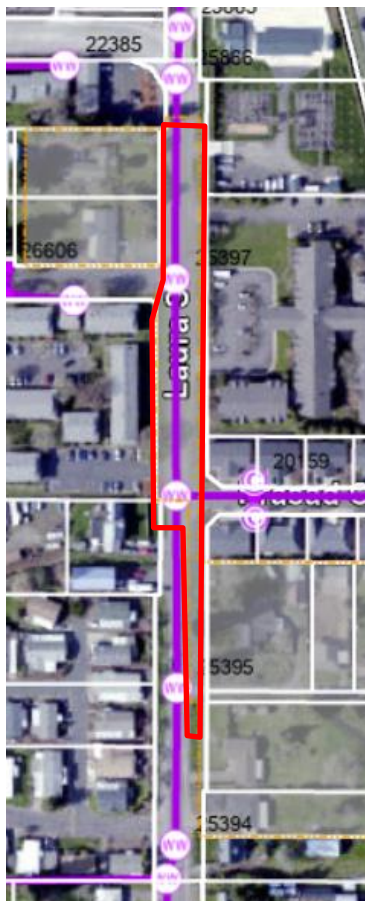
Site Information: The subject annexation is comprised of public right-of-way (ROW) only. There are no privately owned properties associated with this request. The subject property is inside the Springfield Urban Growth Boundary (UGB) and is contiguous to the Springfield city limits along each boundary heading.

The public ROW associated with this annexation is not intended for development. ROW currently shows zoning within the GIS mapping system but is effectively not zoned because it is not a developable lot or parcel. Capital Improvement Projects (CIP) for infrastructure may occur, but ROW is precluded from development as traditionally exercised on a lot or parcel. However, it is encumbered by the Urbanizable Fringe Overlay (UF-10) because it has not yet been annexed. The result of this subject annexation is ultimately jurisdictional transfer from Lane County to the City of Springfield. A public sanitary sewer line is already located within the ROW, as shown in the image below (the purple lines and circles show the existing sanitary sewer system). An annexation agreement is not applicable in this instance as there will be a CIP for infrastructure improvement/extension in the annexation area.

The public ROW is not wholly dependent on public services as it only exists as a roadway containing infrastructure both above and below grade. Existing public services are provided to the annexation area as follows: police (Lane County Sheriff), schools (Springfield School District), roads (City of Springfield and Lane County), and ambulance services (Eugene/Springfield Fire)¹. The area currently receives water service and fire protection from the Rainbow Water District. SUB operates the existing electric service and will continue to after annexation. Upon annexation,

¹ The subject property currently receives emergency services from Eugene/Springfield Fire through long-standing contractual agreements. The standards of coverage can be found here: https://www.eugene-or.gov/DocumentCenter/View/56636/Standards-of-Response-Coverage_FY-2020?bidId=

the City of Springfield will be responsible for all urban services, including sewer, water (retained through SUB), electricity (retained through SUB), and police/fire response (through Eugene/Springfield Fire) to the subject area. The analysis of applicable public services is provided below in Criterion C. The approximately 40,400 square foot annexation area consists of public ROW only. There are no lots or parcels associated with this annexation request.



Notice Requirements (SDC 5.7.130): Consistent with SDC 5.7.130, notice was provided as follows:

Mailed Notice. Notice of the annexation application was mailed on September 10, 2025, which was at least 20 days prior to the public hearing date, to the affected property owner(s); owners and occupants of properties located within 100 feet of the perimeter of the proposed annexation territory; affected special districts (Eugene/Springfield Fire) and all other public utility providers (Springfield Utility Board, CenturyLink Telecommunications); and the Lane County Land Management Division, Lane County Elections, and the Lane County Board of Commissioners. The list of recipients of the mailed notice is included with the Affidavit of Mailing for this annexation application and is retained as part of the public record for Planning Case 811-25-000050-TYP4.

Newspaper Notice. Notice of the October 6, 2025, public hearing was published in *The Chronicle*, running for two consecutive weeks on September 18th and September 25th prior to the hearing.

Posted Notice. A total of five (5) notices were posted for the October 6th public hearing. Two (2) digital notices were posted on both the City of Springfield website and the Department of Public Works' Digital Display in City Hall on September 9th. One (1) notice was posted on the physical display board in the City Hall lobby on September 9th and two (2) notices were posted at both ends of the subject right-of-way segment on September 11th.

Finding 4: Staff did not receive written comments from the public at the time of this writing (9/24/25).

Conclusion: Notice of the public hearing was provided consistent with SDC 5.7.130.

Recommendation to City Council (SDC 5.7.135): The Director shall forward a written recommendation on the annexation application to the City Council based on the approval criteria specified in SDC 5.7.140, which are provided as follows with the SDC requirements, findings, and conclusions. The Director's recommendation follows SDC 5.7.140, Criteria.

Criteria of Approval

Criteria (SDC 5.7.140): The application may be approved only if the City Council finds that the proposal conforms to the following criteria:

A. The affected territory proposed to be annexed is within the City's urban growth boundary; and is

- 1. Contiguous to the city limits; or**
- 2. Separated from the City only by a public right of way or a stream, lake, or other body of water.**

Finding 5: The subject annexation territory is located within the City of Springfield's acknowledged urban growth boundary (UGB). The public ROW requested for annexation abuts the Springfield city limits along all boundary headings. Therefore, this annexation application meets the statutory definition of contiguity as found in ORS 222.111(1).

Conclusion: The proposal meets and complies with Criterion A(1), Subsection 5.7.140.

B. The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plans or Plan Districts;

Finding 6: The annexation area is located within the acknowledged Springfield UGB and as more specifically delineated by the *Springfield 2030 Comprehensive Plan*. Territory within the delineated UGB ultimately will be within the City of Springfield.

Finding 7: The *Springfield 2030 Comprehensive Plan* amends the Eugene-Springfield Metropolitan Area General Plan (*Metro Plan*) through adoption of ordinances since 2011. Volume 1 of the *Springfield 2030 Comprehensive Plan* includes the following elements: Economic, Residential Land Use & Housing, Recreation, Transportation, and Urbanization. In December 2016, Springfield adopted the Urbanization Element in compliance with Statewide Planning Goal 14, Urbanization. The *Urbanization Element* explicitly retains the *Metro Plan*'s long-standing urbanization policy criteria for approving annexations.

Finding 8: The territory requested for annexation does not carry a plan designation in the Springfield Comprehensive Plan (which became effective March 1, 2024, replacing the Metro Plan Diagram within the Springfield UGB) because it is public ROW. The adopted elements of the *Springfield 2030 Comprehensive Plan* apply to areas within the Springfield UGB, particularly the *Urbanization Element* adopted by Ordinance 6361. There are no proposed changes to plan designation for the property, although the Urbanizable Fringe (UF-10) overlay will be removed upon annexation.

Finding 9: The continued annexation of properties to the City of Springfield is consistent with Policies 27 and 29 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, which will result in the elimination of special districts within the urbanizable area. The *Metro Plan* and the *Springfield 2030 Comprehensive Plan – Urbanization Element* recognize that as annexations to the City occur, the special district service areas within the UGB will diminish incrementally and eventually will be dissolved.

Finding 10: The territory requested for annexation is currently within the service area of the Rainbow Water District for water and fire protection service. After the public hearing and upon Council adoption of the Annexation

Ordinance, the annexation area will remain in the combined fire and life safety departments of the Cities of Eugene & Springfield for fire protection and emergency medical service directly to the annexation area.

Finding 11: In accordance with Policy 33 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, SUB is the exclusive water service provider within the Springfield City Limits. The annexation area is currently served by the Rainbow Water District. As discussed below in more detail under Finding 18, water services provided by SUB for the annexation area are planned for the future jurisdictional transfer.

Finding 12: In accordance with Policy 34 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, when unincorporated territory within the UGB is provided with any new urban service, that service shall be provided by one of the following methods in this priority order: (a) Annexation to City; or (b) Contractual annexation agreements with City. If this annexation request is approved and executed, the subject property will be provided with updated urban services such as public sanitary sewer via a CIP.

Finding 13: In accordance with Policy 35 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, the City shall not extend water or wastewater service outside city limits to serve a residence or business without first obtaining a valid annexation petition, a consent to annex agreement, or when a health hazard abatement annexation is required. In conjunction with Council Resolution 2025-15 (Attachment 2, Exhibit B), the property owners applied for annexation to the City (Attachment 2, Exhibit C), and an annexation agreement is not applicable in this instance as there will be a CIP in the future for infrastructure improvements in the annexation area.

Finding 14: The annexation area is not located within a Refinement Plan Area.

Conclusion: The proposal meets and complies with Criterion B, SDC 5.7.140.

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

Finding 15: In accordance with Policy 29 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, annexation shall continue to be a prerequisite for urban development and the delivery of City services in accordance with the Springfield Comprehensive Plan and Springfield Development Code.

Finding 16: In accordance with Policy 31 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, key urban facilities and services are defined as wastewater service; stormwater service; transportation; solid waste management; water service; fire and emergency medical services; police protection; citywide park and recreation programs; electric service; land use controls; communication facilities; and public schools on a districtwide basis.

Finding 17: In accordance with Policy 32 of the *Springfield 2030 Comprehensive Plan – Urbanization Element*, urban services provided by the City upon annexation to Springfield include storm and sanitary sewer; water; transportation systems; police and fire protection; planning, building, code enforcement and library services; and public infrastructure maintenance of City owned or operated facilities.

Finding 18: The territory requested for annexation is contiguous with the City Limits each boundary heading. Urban utilities including sanitary sewer, electricity, and water service, are located within the subject public ROW and can be extended to serve areas beyond the annexation area if needed to provide more convenient sewer connection to such properties. Therefore, the urban service delivery systems are already available and in place or can be logically extended from points in the vicinity to serve the annexation area and future development. In addition to urban utilities, the following facilities and services are either available or can be extended to this annexation area in a timely, orderly, and efficient manner:

Water – As noted above, SUB is the exclusive water service provider for properties within the City limits. The annexation area currently receives water from Rainbow Water District. In a memo dated July 21, 2025, Rainbow Water District stated the following:

Laura Street Water System Map Sheet 9-B

- SUB installed a new water main in preparation for the jurisdictional transfer. Due to age and capacity limitations, Rainbow will abandon nearly 1100' of 10" cast iron installed in 1950.
- An estimated six valves and three fire hydrants will be transferred from Rainbow to SUB.
- After the right-of-way is annexed, nine lots will remain in unincorporated Lane County outside the city limits. Four of these lots have active water services that have been switched to SUB's new main, and Rainbow will continue to serve the existing customers with water delivered via SUB piping just as some SUB customers receive water from Rainbow piping in other areas.

SUB Water acknowledged this transfer of service in a memo dated July 15, 2025.

Electricity – SUB provides electric service to the neighborhoods within incorporated areas of Springfield. SUB owns and maintains electrical system infrastructure in neighborhoods they serve. SUB electric services are present in the area and service needs will be evaluated through the CIP.

Police Services – Springfield Police Department currently provides service to areas of Springfield that are already inside the City limits. The annexation area is currently within the jurisdiction of the Lane County Sheriff's Department. Upon annexation, this area will receive Springfield Police services on an equal basis with other properties inside the City.

Fire and Emergency Services – Fire protection is currently provided to the annexation area by the Rainbow Water District. Upon annexation, the Eugene/Springfield Fire Department will provide fire and emergency services directly to the subject territory. Per the Fire Marshal's Office, the subject property is within the 5 minute response time of Fire Station 5 located at 2705 Pheasant Boulevard in Springfield. Water supply is not applicable at this time.

Emergency medical transport (ambulance) services are provided on a regional basis by the Eugene/Springfield Fire Department. The annexation area will continue to receive this service consistent with the adopted ambulance service area (ASA) plan. Mutual Aid Agreements have been adopted by the three regional ASA providers to provide backup coverage for each other's jurisdictions.

Parks and Recreation – Park and recreation services are provided by the Willamalane Park & Recreation District. The park district operates several indoor recreation facilities, such as the Willamalane Park Swim Center, Lively Park Swim Center, Bob Keefer Center for Sports and Recreation, and Willamalane Adult Activity Center. The park district offers various after-school and other programs for children at schools and parks throughout the community. Also available are pathways and several categories of parks, including community parks, sports parks, special use parks, and natural area parks. Although it is ROW only, the annexation area is currently within the special district territory of Willamalane and will remain that way upon annexation. The subject public ROW does not contain dwellings and will not influence usage of parks.

Library Services – The subject area is ROW only and does not contain residents that would be served by the Springfield Public Library.

Schools – The annexation area will not generate a school-age population because it is ROW only. This service provision is not applicable.

Sanitary Sewer – An existing public sanitary sewer system is located within the subject ROW/annexation area. The public line will be extended in a future CIP. The sewer line has a depth of approximately 8.41-feet.

Stormwater – An existing public storm sewer system is located in Laura Street. The stormwater system will be further developed as needed in the future CIP.

Streets – The annexation area contains street ROW only. A future CIP will determine needed improvements.

Solid Waste Management – The City and Sanipac have an exclusive franchise arrangement for garbage service inside the City limits. Upon annexation, solid waste disposal service would be provided by Sanipac.

Communication Facilities – Various providers, such as CenturyLink, offer both wired and wireless communication services in the Eugene-Springfield metropolitan area. Existing providers and those entering the market have the capability to provide service to this area.

Land Use Controls – The annexation area is within Springfield’s urban growth boundary (UGB). The city will acquire all rights to the public ROW upon jurisdictional transfer from Lane County.

Finding 19: The minimum level of key urban facilities and services, as outlined in the adopted *Metro Plan* and the *Springfield 2030 Comprehensive Plan – Urbanization Element* are immediately available and have the capacity to serve the site at the time of development.

Conclusion: Based on the findings above, the proposed annexation, if approved, will result in a boundary in which the minimum level of key urban facilities and services can be provided in an orderly efficient and timely manner because of their availability and capacity levels meet the City’s requirements. The proposal complies with Criterion C, SDC 5.7.140.

D. Where applicable, fiscal impacts to the City have been mitigated through an Annexation Agreement or other mechanism approved by the City Council.

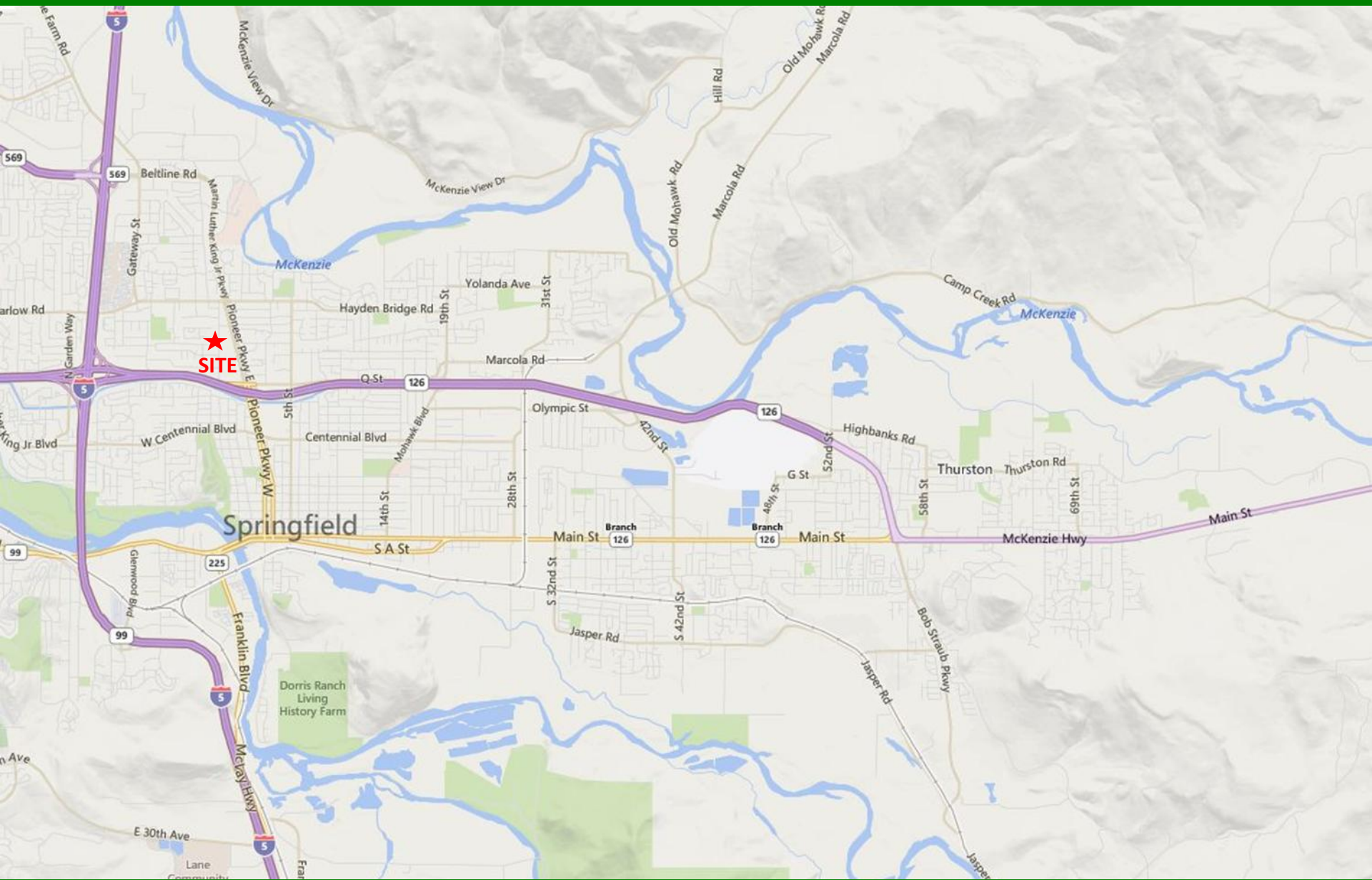
Finding 20: This annexation has been initiated by the City Council on behalf of the City in order to formally exercise and jurisdictional transfer with Lane County and to facilitate a CIP for infrastructure upgrades. These fiscal impacts include costs of constructing public infrastructure internal to the site, such as public street improvements and paths, stormwater, water, sewer, and electricity. There is an existing intergovernmental agreement with Lane County setting forth the responsibility for payment for these improvements.

Conclusion: The proposal meets and complies with Criterion D, Subsection 5.7.140.

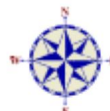
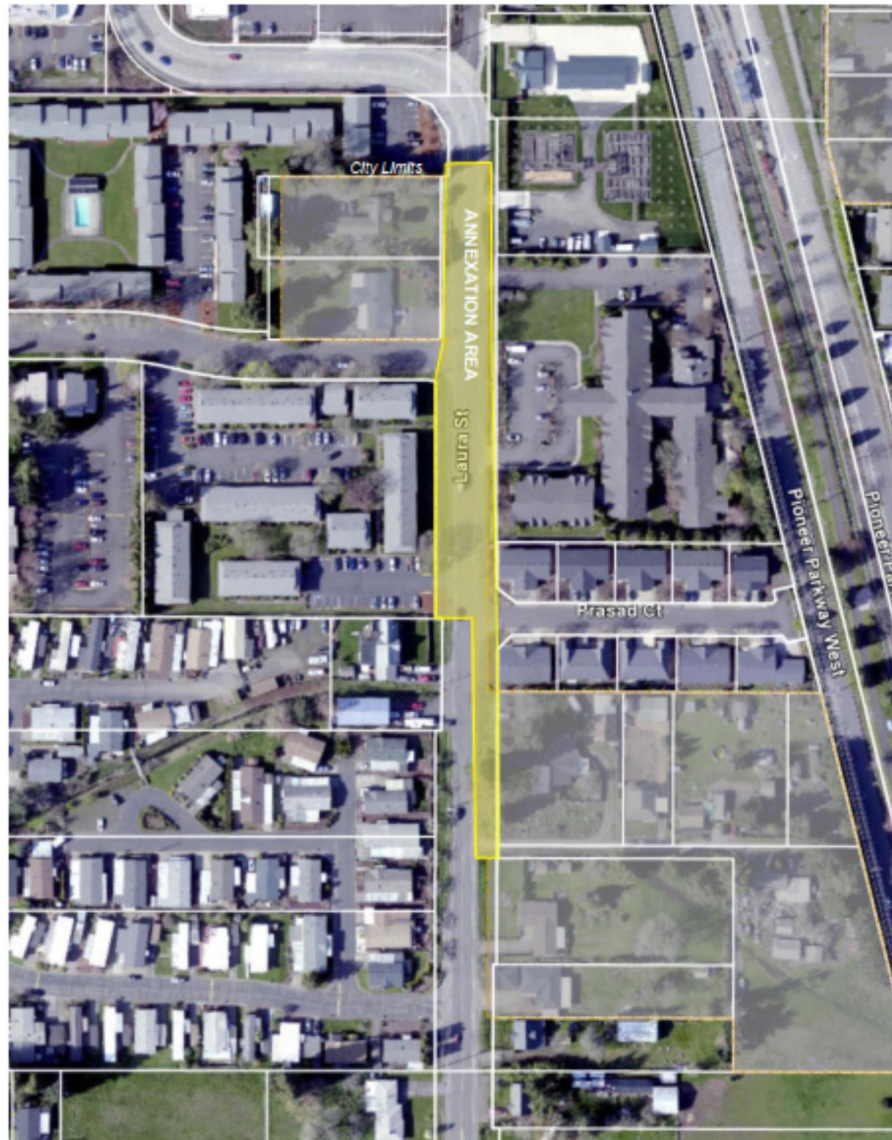
Withdrawal from Special Service Districts (SDC 5.7.160): Withdrawal from special districts may occur concurrently with the approved annexation Ordinance or after the effective date of the annexation of territory to the City. The Director shall recommend to the City Council for consideration of the withdrawal of the annexed territory from special districts as specified in ORS 222. In determining whether to withdraw the territory, the City Council shall determine whether the withdrawal is in the best interest of the City. Notice of the withdrawal shall be provided in the same manner as the annexation notice in SDC 5.7.150.

Finding 21: The annexation area is within the delineated service territory of SUB (electric), Rainbow Water District (Water & Fire). The Cities of Eugene/Springfield will directly provide fire and emergency services after annexation, and the City of Springfield by and through the Springfield Utility Board will provide water service after annexation. SUB will also retain electric service upon annexation. Consistent with SDC 5.7.130, posted notice in City Hall and the City of Springfield webpage was provided for the public hearing on September 9, 2025, and mailed notice on September 9, 2025. Withdrawal from the Rainbow Water District concurrently with annexation of the territory to the City of Springfield is in the best interest of the City. The withdrawal from the Rainbow Water District is necessary to implement Policies 31 and 32 of the Springfield 2030 Comprehensive Plan – Urbanization Element whereby annexation is prioritized for the City of Springfield to provide urban services to its incorporated territory, and existing special service districts within the City’s UGB are to be dissolved over time.

DIRECTOR’S RECOMMENDATION: The proposal complies with the annexation criteria of approval listed in SDC 5.7.140, and Council is within its authority to approve annexation of the subject territory to the City of Springfield and withdrawal of the subject territory from the Rainbow Water District.



SITE CONTEXT MAP



CURRENT ZONING



ZONING MAP LEGEND



Urbanizable Fringe Overlay District (UF-10)



Springfield City Limits



Area Proposed for Annexation

Property zoning is not shown in-full as the public right-of-way proposed for annexation does not carry a zone designation. Therefore, only the UF-10 is shown for clarity purposes.

PROPOSED ZONING



ZONING MAP LEGEND



Urbanizable Fringe Overlay District (UF-10)

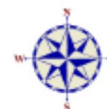


Springfield City Limits



Area Proposed for Annexation

Property zoning is not shown in-full as the public right-of-way proposed for annexation does not carry a zone designation. Therefore, only the UF-10 is shown for clarity purposes.



SUMMARY OF APPROVAL CRITERIA

- Criterion A – Within UGB and Contiguous to City Limits
- Criterion B – Consistent with Policies of the Metro/Comp Plan
- Criterion C – Within Boundary for Minimum Level of Key Urban Facilities Provided in a Timely and Efficient Manner
- Criterion D – Joint Planning Agreement/Intergovernmental Agreement for Fiscal Impacts
- Staff Recommendation - APPROVAL

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:	10/06/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Andy Limbird/Community Development
	Staff Phone No:	
	Estimated Time:	5 Minutes
	Council Goals:	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:

An Ordinance Annexing Certain Territory Addressed As 1035 Kintzley Avenue And Identified As Assessor's Map 18-02-06-24, Tax Lot 2500 And Concurrently Annexing An Approximately 65-foot Long By 22.5-foot Wide Segment Of Kintzley Avenue to The City of Springfield and Willamalane Park & Recreation District; Withdrawing Said Territory from the Willakenzie Rural Fire Protection District; Adopting a Severability Clause; and Providing an Effective Date.

ACTION REQUESTED:

Consider adopting an Ordinance annexing territory addressed as 1035 Kintzley Avenue and a segment of Kintzley Avenue right-of-way to the City of Springfield.

ISSUE STATEMENT:

The City of Springfield has received an owner-initiated request for annexation of territory addressed as 1035 Kintzley Avenue due to a septic failure on the property. Annexation of an R-1 parcel due to a septic system failure can be undertaken through adoption of an Ordinance without a public hearing in accordance with SDC 5.7.115(A)(1)(b).

DISCUSSION/FINANCIAL IMPACT:

On July 24, 2025 the City received an owner-initiated request for annexation of approximately 0.26-acres of property located at 1035 Kintzley Avenue. The property contains a single-unit dwelling and annexation is requested due to a failed septic system on the property. In accordance with OAR 340-071-0160(4)(f)(A), connection to City sewer is necessary to remedy a septic system failure because the system is readily accessible by way of a service lateral that was previously installed along the subject property frontage on Kintzley Avenue. To maintain habitability of the dwelling, the applicant has paid sewer assessment fees and system development charges to facilitate connection of the property to City sewer service while the annexation administrative process unfolds. Recent amendments to the City's Development Code allow for an owner-initiated annexation of R-1 territory to be accomplished through City Council adoption of an Annexation Ordinance without a public hearing (SDC 5.7.115(A)(1)(b)). Concurrent with annexation of the subject property, an approximately 65-foot long by 22.5-foot wide segment of Kintzley Avenue is recommended for annexation to Springfield and Willamalane Park & Recreation District. Adoption of the Annexation Ordinance would also withdraw the entire territory from the Willakenzie Rural Fire Protection District.

Attachments

1. Site Maps
2. Annexation Application
3. Annexation Ordinance
- 3a. Annexation Map and Legal Description
- 3b. Staff Report and Recommendations

Attachment 1
Page 1 of 2



**811-25-000144-TYP4 – PROPOSED ANNEXATION OF 0.26-ACRE RESIDENTIAL PARCEL AND
APPROXIMATELY 65 LINEAR FEET OF KINTZLEY AVENUE RIGHT-OF-WAY
1035 KINTZLEY AVENUE (MAP 18-02-06-24, TAX LOT 2500)
SITE CONTEXT MAP**





Annexation Application Type 4

Application Type		(Applicant: Check one)
Annexation Application Completeness Check:		☐
Annexation Application Submittal:		☒
Required Proposal Information		(Applicant: Complete This Section)
Property Owner: Venture 401 LLC/Dustin Johnson		Phone: (541)554-7606
Address: 827 Salmonberry St. Springfield, OR 97477		E-mail: dustin@venture401.com
Owner Signature:		
Owner Signature:		
Agent Name:		Phone:
Company:		E-mail:
Address:		
Agent Signature:		
If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his or her behalf, except where signatures of the owner of record are required, only the owner may sign the petition.		
ASSESSOR'S MAP NO:		TAX LOT NO(S): 18-02-06-24-02500
Property Address: 1035 Kintzley Ave. Springfield, OR 97478		
Area of Request:	Acres: 26	Square Feet: n/a
Existing Use(s): single family dwelling		Proposed Use: same
Required Property Information		(City Intake Staff: Complete This Section)
Case No.: 811-25-000144-TUP4	Date: 7/24/25	Reviewed By: L. Miller
Project No.:	Admin Fee: 553.88	Comp. Planning Fee: 260.00
Application Fee Deposit: \$7000.00		Total Fee: \$8198.88
*A deposit is collected and charged for Actual Cost of Service (COS)		Placard: 425

APPLICANTS SHOULD COMPLETE THE FOLLOWING STEPS PRIOR TO SUBMITTING AN APPLICATION. APPLICATIONS NOT HAVING ALL BOXES CHECKED WILL BE RETURNED TO THE APPLICANT AND WILL THEREFORE DELAY THE APPLICATION REVIEW PROCESS.

☐ **Application Fee [SDC 5.7.125(B)(1)(h)]**

Refer to the Master Fees & Charges Schedule for the appropriate fee calculation formula. Fees are based upon the Actual Cost of Service (ACS) for processing the application. A deposit is collected with the application submittal to cover the ACS and charged against for the time to process the application. In addition to the ACS there is a Comprehensive Planning Fee based on the acreage of the land being annexed. Copies of the fee schedule are available at the Development & Public Works Department. Fees are payable to the City of Springfield.

☐ **Petition Signature Sheet [SDC 5.7.125(A)]**

☐ **For Owner-Consent Annexation (ORS 222.125)**

Owner-Consent/Double Majority Petition. To initiate an owner-consent annexation, complete the Owner-Consent/Double Majority Petition form listing owners, including partial owners, and electors. This form includes the Certification of Electors which must be signed by the Lane County Elections/Voter Registration Department and also includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant. (Photocopies may be submitted at completeness check, with original copies at time of application submittal).*

☐ **For Triple Majority (ORS 222.170(1))**

Triple Majority Petition. To initiate a triple majority annexation, complete the Triple Majority Petition form listing owners, including partial owners. This form includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant. (Photocopies may be submitted at completeness check, with original copies at time of application submittal).*

Complete the Ownership Worksheet. To ensure that the necessary signatures are obtained, please complete the attached worksheet. ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal.)***

☐ **For Double Majority (ORS 222.170(2))**

Owner-Consent/Double Majority Petition. To initiate a double majority annexation, complete the Owner-Consent/Double Majority Petition form listing owners, including partial owners, and electors. This form includes the Certification of Electors which must be signed by the Lane County Elections/Voter Registration Department and also includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant. (Photocopies may be submitted at completeness check, with original copies at time of application submittal).*

☐ **Consent to Annexation Form.**

A Consent to Annexation form should be provided when the applicant's agent or legal representative signs the annexation application. To give consent for a particular piece of property, persons who own an interest in the property, or who are purchasers of property on a contract sale that is recorded with the county, must sign the annexation petition. Generally, this means that both husband and wife should sign. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the annexation petition. *Please provide evidence of such*

authorization.

- ☐ **Summary of Urban Service Provision Form** [SDC 5.7.125(B)(1)(a)-(b) and (e)]
The Summary of Urban Service Provision form provides additional information for the proposed annexation that is not requested on the Annexation Application form, such as special districts that currently provide services to the proposed annexation area. (**Photocopies may be submitted at completeness check, with original copies at time of application submittal**).
- ☐ **Census Information Sheet** (**required at application submittal**)
- ☐ **Proof of ownership in the form of a deed, or other recorded document.**
- ☐ **Legal Description** [SDC 5.7.125(B)(1)(d)]
A metes and bounds legal description of the territory to be annexed or withdrawn must be submitted electronically in Microsoft Word or a compatible software program. A legal description must consist of a series of courses in which the first course must start at a point of beginning. Each course must be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments. A lot, block and subdivision description may be substituted for the metes and bounds description if the area is platted. The Oregon Department of Revenue has the authority to approve or disapprove a legal description. A professionally stamped legal description does not ensure Department of Revenue approval.
- ☐ **Cadastral Map** [SDC 5.7.125(B)(1)(c)]
One (1) full-size paper copy and one (1) digital copy (in .pdf format) of the Lane County Assessor's tax map that shows the proposed annexation area in relationship to the existing city limits. Paper copy maps must be printed to scale. On all submitted maps the annexation area must be outlined in redline with survey courses and bearings labeled for cross-reference with the metes and bounds legal description. If the annexation area extends across more than one tax map, sufficient copies of each affected tax map must be provided. Please be aware that annexation redline closures must avoid creating gaps or overlaps, and may not necessarily correspond with the property legal description. Cadastral maps can be obtained from the Lane County Assessment and Taxation Office.
- ☐ **Waiver of Remonstrance Form for ORS 222.173** [SDC 5.7.140(D)]
The waiver form may be needed and signed by each owner within the proposed annexation area as allowed by ORS 222.173.
- ☐ **Public/Private Utility Plan** [SDC 5.7.125(B)(1)(f)]
A plan describing how the proposed annexation area can be served by key facilities and services must be provided with the annexation application.
- ☐ **Written Narrative** addressing approval criteria as specified below. All annexation requests must be accompanied with a narrative providing an explanation and justification of response with the criteria stated in the application (also stated below). [SDC 5.7.125(B)(1)(g)]
 - A. The affected territory proposed to be annexed is within the City's portions of the urban growth boundary and is contiguous to the city limits or separated from the City limits only by a public right-of-way or a stream lake or other body of water;
 - B. The proposed annexation is consistent with applicable policies in the Springfield Comprehensive Plan, Metro Plan and in any applicable refinement plan or Plan Districts;
 - C. The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services as defined in the Springfield Comprehensive Plan can be provided in an orderly efficient and timely manner; and

D. Where applicable fiscal impacts to the City have been mitigated through a signed Annexation Agreement, a development agreement per SDC 5.1.1200, a waiver of remonstrance, or other mechanism approved by the City Council.

☐ **One (1)** copy of the previously required information.

ALL PLANS AND ATTACHMENTS MUST BE FOLDED TO 8½" BY 11" AND BOUND BY RUBBER BANDS.

Owner Signatures

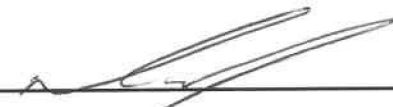
This application form is used for both the required pre-submittal meeting and subsequent complete application submittal. Owner signatures are required at both stages in the application process.

An application without the Owner's original signature will not be accepted.

Pre-Submittal

The undersigned acknowledges that the information in this application is correct and accurate for scheduling of the Pre- Submittal Meeting. If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf. I/we do hereby acknowledge that I/we are legally responsible for all statutory timelines, information, requests and requirements conveyed to my representative.

Owner:

 **Signature** **Date:** 7/24/2025

Dustin Johnson / Venture 401 LLC
Print

Submittal

I represent this application to be complete for submittal to the City. Consistent with the completeness check performed on this application at the Pre-Submittal Meeting, I affirm the information identified by the City as necessary for processing the application is provided herein or the information will not be provided if not otherwise contained within the submittal, and the City may begin processing the application with the information as submitted. This statement serves as written notice pursuant to the requirements of ORS 227.178 pertaining to a complete application.

Owner:

 **Signature** **Date:** 7/24/2025

Dustin Johnson / Venture 401 LLC
Print

Narrative for Annexation Application for City of Springfield

As of July 23, 2025

Prepared by Venture 401 LLC/Dustin Johnson dustin@venture401.com, (541)554-7606

The territory proposed to be annexed is a .26 acre parcel of land located 1035 Kintzley Ave Springfield, OR 97478. The property consists of a 1072 sq ft, 3 bedroom/2 bath home that currently has city water and a gravity septic system. The property tax lot is #1802062402500. The property is currently owned by Venture 401 LLC/Dustin L Johnson.

The reason for seeking annexation is due to a septic tank leak that was discovered by Royal Flush during a septic tank pump and inspection on 5/22/2025. It was reported that the tank had a leak and was not repairable. I was informed by officials of the City of Springfield that a septic permit for repair or replacement was not available. Essentially my only option was to annex the property to the City of Springfield and connect to the city sewer system (and decommission the current septic system) that is available at the SW corner of the property.

An Annexation Development Initiation Meeting (DIM) was held on June 24, 2025 (remotely) and attended by Steve Graham (City of Springfield Plumbing Inspector), Andy Limbird (City of Springfield Senior Planner) and Dustin Johnson (Venture 401 LLC) to discuss annexation process and connecting to city sewer. It was determined that a plumbing permit would be needed to perform the connection to the city sewer and because of the failed septic system report, an expedited process and connection could be performed prior to the formal annexation process to be completed that would require the city council that would not be in session until September 2025.

Dustin Johnson completed the application and received a plumbing permit #811-25-001314-PLM and paid required fees.

The property is already connected to City of Springfield water. As per Andy Limbird, the annexation process would **not** require sidewalks, storm water upgrades or other requirements besides the sewer connection. The work would simply be limited to the following:

1. Disconnecting and decommissioning existing septic tank and drain field
2. Adding approximately 100' of sewer line extending from SW corner of property (where city sewer connection already exists)
3. Connecting to city sewer line
4. Connecting to the existing sewer line exiting the foundation at the rear of the house before the septic tank.
5. **The sewer connection was completed on July 18, 2025.**

Note: Property is located within the 2 year Time of Travel Zone for the Willamette drinking water wellhead.

Venture 40111C
Dustin C. Johnson

1035 Kimbley Ave. Oregon
Springfield, OR 97478

CERTIFICATION OF PROPERTY OWNERS

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



Lane County Department of Assessment and Taxation

7/23/25

Date Certified

CERTIFICATION OF ELECTORS

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



Lane County Department of Assessment and Taxation

7/23/25

The County Clerk

Date Certified

RECEIVED

JUL 23 2025

Lane County
Assessment & Taxation

OWNERSHIP WORKSHEET

(This form is **NOT** the petition)

Please include the name and address of ALL owners regardless of whether they signed an annexation petition or not.

OWNERS

Property Designation (Map/Lot number)	Name of Owner	Acres	Assessed Value	Imp. Y / N	Signed Yes	Signed No
18-02-06-24-02500	Venture 401 LLC/Dustin L Johnson	.23	\$176,223.00		✓	
TOTALS:		.23	\$176,223.00			

TOTAL NUMBER OF OWNERS IN THE PROPOSAL	1
NUMBER OF OWNERS WHO SIGNED	1
PERCENTAGE OF OWNERS WHO SIGNED	100%
TOTAL ACREAGE IN PROPOSAL	.23
ACREAGE SIGNED FOR	.23
PERCENTAGE OF ACREAGE SIGNED FOR	100%
TOTAL VALUE IN THE PROPOSAL	\$176,223.00
VALUE CONSENTED FOR	\$176,223.00
PERCENTAGE OF VALUE CONSENTED FOR	100%

Original

Application # : C SP 2009 -

OWNER-CONSENT /DOUBLE MAJORITY PETITION
Petition Signature Sheet
Annexation by Individuals

We, the following property owners/electors, consent to the annexation of the following territory to the City of Springfield

Signature	Date Signed m/d/y	Print Name	Residence Address (street, city, zip code)	Map and Tax Lot Number (example: 17-04-03-00- 00100)	☒ Land Owner	☒ Reg Voter	Acres (qty)
	7/24/25	DUSTIN JOHNSON VENTURE 401 LLC	1035 Kintzley Ave Springfield, OR 97478	802062402500	☒	☒	.23
2.							
3.							
4.							
5.							

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

I, Dustin L. Johnson (printed name of circulator), hereby certify that every person who signed this sheet did so in my presence.
X  (signature of circulator)

CONSENT TO ANNEXATION

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

Map and Tax Lot: 18-02-06-24-02500 Address: 1035 Kintzley Ave.

Legal Description:

In the corporate limits of said city, which is owned by the undersigned
DATED this 25 day of JUNE, 2025.



Summary of Urban Service Provision

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

Property Owner(s) Name:

Venture 401 LLC/Dustin L Johnson

Assessor's Map and Tax Lot Numbers for Properties Proposed for Annexation (including the township, section, and range numbers) For example: Map 17-03-19-31, Tax Lot 100
18-02-06-24-02500

The street or site addresses within the affected territory as shown in the Lane County Regional Land Information Database system (RLID)
1035 KINTZLEY AVE. SPRINGFIELD, OR 97478

Wastewater – All new development must connect to the wastewater (sanitary sewer) system. Is wastewater service available to serve the area proposed for annexation? (For more information, contact the Engineering staff at the City of Springfield Engineering at 541-726-3753.)

The property(ies) in this annexation request: 1035 KINTZLEY AVE.

☐ will be served from an existing gravity wastewater line.

Location and size of existing wastewater line: _____

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

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

By whom? _____

Stormwater –All new development must provide for drainage to an approved system. City approval for storm drainage will be required as part of the development process. (For more information, contact the City of Springfield Engineering at 541-726-3753.)

Is the site currently served by an approved stormwater system? _____

If yes, location? _____

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

Streets – What existing streets provide access to this site? List existing streets that provide access to this site. _____

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

☐ Yes

☐ No

☐ Unknown

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

☐ Yes

☐ No

☐ Unknown

Schools – Please indicate which school district serves the subject property.

_____ Eugene School District

yes _____ Springfield School District

_____ Pleasant Hill School District

Parks, Recreation, and Cultural Services – Systems Development revenues generated by new development will help to fund future acquisition and development in this area and throughout the Willamalane Park and Recreation District. Please list the parks and recreation facilities that already exist or are planned in the general vicinity of the property(ies) included in this annexation:

Key services, defined by the Willamalane Comprehensive Plan as parks and recreation programs, will be available to residents in this area on an equal basis with residents throughout the Willamalane Park and Recreation District.

Public Safety

Police services – Police protection can be extended to this site upon annexation

consistent with service provision throughout the city.

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

☒	McKenzie Fire & Rescue
☐	Glenwood Water District
☐	Rainbow Water and Fire District
☐	Willakenzie Fire & Rescue

Upon annexation, fire protection will be provided directly by the City of Springfield Fire & EMS Department.

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

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

Water and Electric Services – Springfield Utility Board (SUB) currently provides water and electric service in the Springfield area and can provide service upon annexation. For more information contact EPUD, Glenwood Water District, Rainbow Water and Fire District, or SUB.

Water and electric services (Please indicate which utility provider serves the subject property.)

☐	Emerald People’s Utility District (EPUD)
☐	Glenwood Water District
☐	Rainbow Water and Fire District
☒	Springfield Utility Board

Electric Service – Which electric company will serve this site? Springfield Utility Board

Water Service – Please provide the size and location of the water main closest to your property. N/A. This property is already connected to city water.

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

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

Communications – A variety of telecommunications providers offer communications services throughout the Eugene/Springfield Area.

Census Information Sheet – CONFIDENTIAL

Please complete the attached survey and return it with your annexation application. It is not necessary to include the names of all individuals. Addresses and number of people living at each address is essential and sex and age information is helpful. If you have any questions, please contact Planning at 541-726-3753.

City of Springfield

Address: 1035 Kintzley Ave.

HOUSING TYPE		TENURE	
Single Unit Structure	☒	Owner-Occupied	
Multiple-Unit Structure	☐	Renter-Occupied	
Trailer or Mobile Home Seasonal	☐	Vacant	☒
RESIDENTS			

RESPONDENT	LAST NAME	FIRST NAME	SEX	AGE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Portland State University School of Urban and Public Affairs

Center for Population Research and Census (503) 725-3922

**WAIVER OF ONE YEAR TIME LIMIT
FOR ANNEXATION PURSUANT TO ORS 222.173**

This waiver of the time limit is for the following described property:

<u>18-02-06-24-02500</u>	<u>1035 Kintzley Ave.</u>
Map and Tax Lot Number assigned)	Street Address of Property (if address has been

ONE WAIVER OF TIME LIMIT FOR EACH PARCEL, PLEASE
We, the owner(s) of the property described above understand the annexation process
can take more than one year but desire to annex to have City services. Therefore,
we agree to waive the one-year time limitation on this petition to annex established
by Oregon Revised Statutes 222.173, and further agree that this contract shall be
effective ☒ indefinitely or ☐ until _____.

Signatures of Legal Owners

Please print or type name	Signature	Date Signed
		

*LCOG: L:\BC\2008 BOUNCHANGE TRANSITION\APPLICATION
FORMS\SPRINGFIELD\10-03-08 UPDATED FORMS\PRE-SUBMITTAL ANNEXATION
APPLICATION 10-07-08.DOC
Last Saved: October 30, 2024*

**CITY OF SPRINGFIELD, OREGON
ORDINANCE NO.**

(SPECIAL)

AN ORDINANCE ANNEXING CERTAIN TERRITORY ADDRESSED AS 1035 KINTZLEY AVENUE AND IDENTIFIED AS ASSESSOR'S MAP 18-02-06-24, TAX LOT 2500 AND CONCURRENTLY ANNEXING AN APPROXIMATELY 60-FOOT LONG BY 25.35-FOOT WIDE SEGMENT OF KINTZLEY AVENUE TO THE CITY OF SPRINGFIELD AND WILLAMALANE PARK & RECREATION DISTRICT; WITHDRAWING SAID TERRITORY FROM THE WILLAKENZIE RURAL FIRE PROTECTION DISTRICT; ADOPTING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council is authorized by Springfield Development Code (SDC) Article 5.7.100 and Oregon Revised Statutes (ORS) Chapter 222 to accept, process, and act upon annexations to the City;

WHEREAS, a request to annex certain territory was submitted on July 24, 2025, said territory being a developed residential parcel on the east side of Kintzley Avenue just to the south of the intersection with Jasper Road (Assessor's Map Township 18 South, Range 02 West, Section 06, Map 24, Tax Lot 2500) which is generally depicted and more particularly described in **Exhibit A** to this Ordinance;

WHEREAS, in accordance with SDC 5.7.125(A)(1) and ORS 222.111, the property owner of said territory initiated the annexation action by submittal of the required application forms and petition for annexation;

WHEREAS, the territory proposed for annexation is zoned R-1 residential and it has experienced a septic system failure such that connection to City sanitary sewer is necessary to maintain continuity of wastewater service to the existing house on the property;

WHEREAS, City sanitary sewer is readily available at the property frontage on Kintzley Avenue and connection to said urban service is contingent upon annexation to Springfield;

WHEREAS, owner-initiated annexation of R-1 residential territory to the City of Springfield due to a septic failure can be accomplished by adopting an Ordinance without a public hearing in accordance with SDC 5.7.115(A)(1)(b);

WHEREAS, the territory proposed for annexation is within the Springfield Comprehensive Plan Urban Growth Boundary and is contiguous to the City limits. (SDC 5.7.140(A));

WHEREAS, the annexation is consistent with the *Springfield Comprehensive Plan – Urbanization Element* requiring annexation to the City of Springfield as the highest priority for receiving urban services;

WHEREAS, the City Council has determined that the provision of City services to the subject area is necessary to maintain habitability of the property due to a septic system failure;

WHEREAS, all required urban services are immediately available or can be reasonably extended to serve the site and the applicant will be responsible for the connection or extension of public facilities and services to the property upon future urban development;

WHEREAS, in accordance with SDC 5.7.150(A), upon annexation the Urbanizable Fringe Overlay District (UF-10) will cease to apply to the property and the underlying R-1 Residential zoning will be retained;

WHEREAS, the City Council has determined that an approximately 60-foot long by 25.35-foot wide segment of Kintzley Avenue right-of-way that borders the subject territory is to be concurrently annexed to the City of Springfield;

WHEREAS, a Staff Report (**Exhibit B**) was presented to the City Council with the Director’s recommendation to concurrently annex the subject territory to the Willamalane Park and Recreation District, as this special district is a service provider for the City (SDC 5.7.140(B)), and to withdraw the subject territory from the Willakenzie Rural Fire Protection District as the Springfield Utility Board and the Eugene-Springfield Fire Department will provide water and emergency response services directly to the area after it is annexed to the City;

WHEREAS, this action is consistent with the intergovernmental agreement between Lane County and Springfield regarding boundary changes dated May 21, 2008; and

WHEREAS, on October 7, 2025, the Springfield Common Council convened and is now ready to take action on this application based on the recommendation and findings in support of approving the annexation request as set forth in the aforementioned Staff Report to the Council, incorporated herein by reference, in the matter of adopting this Ordinance,

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF SPRINGFIELD ORDAINS AS FOLLOWS:

Section 1. The Common Council of the City of Springfield does hereby approve annexation of the following described territory to the City of Springfield and Willamalane Park and Recreation District, said territory being generally depicted and more particularly described in **Exhibit A** to this Ordinance.

Section 2. Finding that it is in the best interest of the City of Springfield based on the foregoing recitals and the findings incorporated herein, the Common Council of the City of Springfield does hereby approve withdrawal of the territory described in **Exhibit A** to this Ordinance from the Willakenzie Rural Fire Protection District.

Section 3. The City Manager or the Development & Public Works Director or their designee shall send copies of this Ordinance to affected State and local agencies as required by SDC 5.7.155.

Section 4. Severability Clause. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereof.

Section 5. Effective Date of Ordinance. This Ordinance shall become effective on the day following the general election, November 5, 2025, or upon the date of its filing with the Secretary of State as provided by ORS 222.180, whichever is later.

ADOPTED by the Common Council of the City of Springfield, this ____ day of _____, 2025, by a vote of ____ for and ____ against.

APPROVED by the Mayor of the City of Springfield this ____ day of _____, 2025.

Mayor

ATTEST:

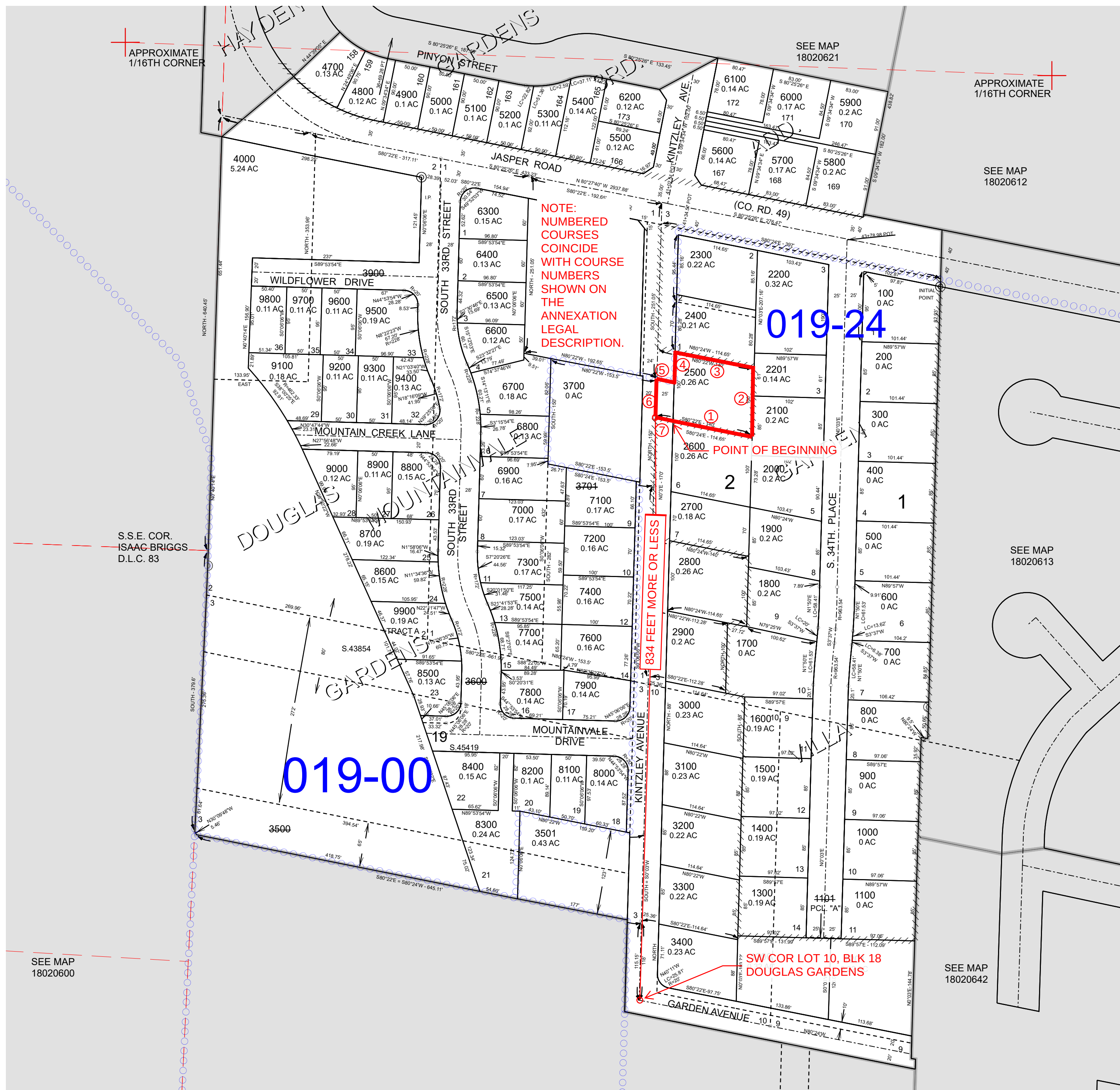
City Recorder

EXHIBIT A

ANNEXATION LEGAL DESCRIPTION

Beginning at a point on the center line of Kintzley Avenue, said point being South 80° 22' East 25.35 feet, more or less, from a point which is 834 feet North of the Southwest corner of Lot 10, Block 18, DOUGLAS GARDENS, as platted and recorded in Book 4, Page 73, Lane County Oregon Plat Records; thence along the following six (6) numbered courses:

- 1) **South 80° 22' East a distance of 114.65 feet, more or less;**
- 2) thence **North**, parallel to the center line of Kintzley Avenue, **a distance of 100 feet, more or less;**
- 3) thence **North 80° 22' West a distance of 114.65 feet, more or less**, to a point on the eastern right of way of Kintzley Avenue, said point being on the Current City Limits;
- 4) thence along said right of way and said City Limits, **South a distance of 40 feet, more or less**, to a point which is an angle point on said City Limits;
- 5) thence continuing along said City Limits leaving said eastern right of way of Kintzley Avenue, **North 80° 22' West a distance of 25.35 feet, more or less**, to said center line of Kintzley Avenue;
- 6) thence leaving said City Limits, **South a distance of 60 feet, more or less**, to a point which is North 80° 22' West 25.35 feet, more or less, from the Point of Beginning;
- 7) thence **South 80° 22' East 25.35 feet, more or less**, to the Point of Beginning.



REVISIONS

2009-08-03	-LCAT115 - CONVERT MAT TO GIS
2016-04-18	-LCAT174 - CODE CHANGE TLS 3500,3600,3701,3900,4000
2017-01-25	-LCAT174 - LLA BETWEEN TL 3600 & TL 4000
2017-01-25	-LCAT174 - LLA BETWEEN TL 3900 & TL 4000
2017-01-25	-LCAT714 - LLA BETWEEN TL 3500 & TL 3600
2017-03-03	-LCAT174 - CANGC TL 3500 INTO TL 4000
2018-01-07	-LCAT174 - CANGC 3600, 3701, 3900 INTO MOUNTAINVALE
2022-07-12	-LCAT174 - PTN OF TL 3500 - OUT TO ROAD
2024-03-01	-LCAT174 - PTN OF TL 3800 OUT TO ROAD
2024-06-13	-LCAT186 - CODE CHANGE TL 3800

TYPE 4 – ANNEXATION STAFF REPORT AND RECOMMENDATION

File Name: 1035 Kintzley Avenue Annexation

Case Number: 811-25-000144-TYP4

Proposal Location: Developed residential parcel on the east side of Kintzley Avenue just to the south of the intersection with Jasper Road (Map 18-02-06-24, TL 2500)

Current Zoning & Comprehensive Plan Designation: R-1 Residential

Applicable Comprehensive Plan:
Springfield Comprehensive Plan

Application Submittal Date:
July 24, 2025

City Council Meeting Date:
October 6, 2025



Associated Applications: 811-25-000104-PRE (Development Initiation Meeting); 811-25-000136-PRE (Completeness Check Meeting)

CITY OF SPRINGFIELD'S DEVELOPMENT REVIEW COMMITTEE

POSITION	REVIEW OF	NAME	PHONE
Project Manager	Planning	Andy Limbird	541-726-3784
Transportation Planning Engineer	Transportation	Michael Liebler	541-736-1034
Public Works Civil Engineer	Streets and Utilities	Clayton McEachern	541-736-1036
Deputy Fire Marshal	Fire and Life Safety	Gilbert Gordon	541-726-2293
Building Official	Building	Chris Carpenter	541-744-4153

Review Process (SDC 5.7.115): The subject annexation territory is zoned and designated R-1 and contains an existing dwelling with a failed septic system. The annexation territory does not include land affected by the Hillside Development Overlay District or the Floodplain Overlay District. Therefore, the request is being reviewed under Type 3 procedures without a public hearing in accordance with SDC 5.7.115(A)(1)(b).

In accordance with SDC 5.7.115(A)(2), the Director has provided a recommendation to the City Council under SDC 5.7.140 below.

Development Initiation Meeting (SDC 5.7.120): A Development Initiation Meeting (DIM) is required of all public agency and private landowner-initiated annexation applications, unless waived by the Director.

Finding: In response to the applicant's submittal, the City held a Development Initiation Meeting on June 24, 2025. Subsequently, a completeness check meeting for the annexation request was held on July 22, 2025 (File 811-25-000136-PRE).

Conclusion: The requirement in SDC 5.7.120 is met.

Annexation Initiation and Application Submittal (SDC 5.7.125): In accordance with SDC 5.7.125(A)(1) and ORS 222.125, an annexation application may be initiated by Owner Consent which includes submittal of a petition for annexation signed by all of the owners and not less than 50% of the eligible electors, if any, within the subject territory.

Finding: The property owner (Venture 401 LLC) who owns all of the land and real property, and full assessed value of real property comprising the territory, has filed an application and petition requesting annexation to the City of Springfield (Attachment 2).

Finding: The subject property contains a residential dwelling that is currently vacant and therefore no eligible electors reside in the territory.

Conclusion: The application requirements in SDC 5.7.125 have been met.

Site Information: The subject annexation area consists of a rectangular-shaped residential parcel on the east side of Kintzley Avenue, just to the south of the intersection with Jasper Road in south Springfield. The subject property is bordered on three sides by other residential properties and it has about 100 feet of frontage on Kintzley Avenue along the western boundary. The subject property contains an existing residential dwelling that is currently vacant. Annexation of the property was requested to remedy a failed septic system on the property. With construction of the nearby Mountainvale subdivision in 2020, a new public sanitary sewer main and service laterals were installed from Jasper Road southward along Kintzley Avenue to Mountainvale Drive. Because a service lateral exists along the subject property frontage, connection to City sanitary sewer service is feasible and necessary as required by Oregon law. Connection to public sanitary sewer requires payment of assessment fees and local permits and annexation to the City of Springfield. The property owner has paid the required fees and initiated the request for annexation to the City.

About 40 feet of the Kintzley Avenue frontage (as measured from the northern boundary of the property) has been annexed to the City of Springfield and the remainder is outside the City limits. Concurrently with annexation of the subject property, staff is recommending annexing an approximately 60-foot long by 25.35-foot wide segment of Kintzley Avenue that abuts the site. Annexation of the abutting segment of Kintzley Avenue (as measured to the centerline of the existing public right-of-way) can be accomplished without a public hearing; the fee title of this right of way is part of the applicant's property at 1035 Kintzley Drive.

Current zoning for the property is R-1 Residential with an Urbanizable Fringe Overlay District (UF-10) applied. After annexation, the UF-10 overlay will be removed and the subject property will remain within the R-1 District.

Existing public services are provided to the annexation area as follows: police (Lane County Sheriff), schools (Springfield School District), roads (Lane County and City of Springfield), and Fire (Eugene-Springfield Fire under contract with the Willakenzie Rural Fire Protection District). Springfield Utility Board (SUB) provides electrical and water service to incorporated areas of south Springfield. SUB Water operates a 6-inch water main within Kintzley Avenue that runs in a north-south orientation just outside the western boundary of the annexation area.

The property requires annexation for a wastewater service connection to be extended from the existing sewer lateral in the southwest corner of the property. The applicant has obtained necessary permits to connect the existing dwelling to public sanitary sewer located in Kintzley Avenue. Upon annexation, the City of Springfield will be responsible for all urban services, including sanitary sewer, water and electricity (through SUB), transportation and police/fire response to the subject area.

Notice Requirements (SDC 5.7.130): Consistent with SDC 5.7.130 and 5.1.425, notice was provided as follows:

Mailed Notice. Notice of the annexation application was mailed on September 12, 2025 to owners and occupants of properties located within 300 feet of the perimeter of the proposed annexation territory. The list of recipients of the mailed notice is included with the Affidavit of Mailing for this annexation application and is retained as part of the public record for Planning Case 811-25-000168-TYP4.

No other notice was provided because the annexation Ordinance is being presented to the City Council for adoption at the regular meeting on October 6, 2025. The annexation request was initiated in accordance with SDC 5.7.115(A)(1)(b) because of a failed septic system on the property and therefore no public hearing is required.

Public Testimony Received. Staff responded to one telephone inquiry regarding the annexation mailed notice. Upon explanation of the annexation process and the physical extent of the annexation territory (i.e. limited to the applicant's property and a small portion of fronting right-of-way for Kintzley Avenue and *not* extending to adjacent properties or the greater neighborhood) the caller seemed satisfied with staff's response.

Criteria (SDC 5.7.140): The application may be approved only if the City Council finds that the proposal conforms to the following criteria:

- A. The affected territory proposed to be annexed is within the City's urban growth boundary; and is**
- 1. Contiguous to the city limits; or**
 - 2. Separated from the City only by a public right of way or a stream, lake or other body of water.**

Finding: The subject annexation territory is located within the acknowledged urban growth boundary (UGB) of the City of Springfield. The property abuts the current City limits line along a 40-foot long portion of the northwestern boundary so it has contiguity in accordance with the requirements of SDC 5.7.140(A)(1). Therefore, this annexation application meets the statutory definition of contiguity as found in ORS 222.111(1).

Conclusion: The proposal meets and complies with Criterion (A)(1) of SDC 5.7.140.

- B. The proposed annexation is consistent with applicable policies in the Springfield Comprehensive Plan, Metro Plan, and in any applicable refinement plans or Plan Districts;**

Finding: In December 2016, Springfield adopted the *Springfield Comprehensive Plan - Urbanization Element* as a component of Springfield's comprehensive plan in compliance with Statewide Planning Goal 14, Urbanization. The *Urbanization Element* explicitly retains the *Metro Plan*'s long-standing urbanization policy criteria for approving annexations. The *Urbanization Element* has been acknowledged by LCDC.

Finding: In July 2024, the *Springfield Comprehensive Plan* was adopted as the City's Comprehensive Plan, effectively replacing and superseding many of the provisions of the *Metro Plan*. The *Springfield Comprehensive Plan – Land Use Element* and parcel-specific *Comprehensive Plan* Map has made the *Springfield Comprehensive Plan* the principal policy document that creates the broad framework for land use planning within the City of Springfield. Therefore, only the elements of the former *Metro Plan* that have not been superseded by the *Springfield Comprehensive Plan* and that would apply specifically to the subject site should be considered herein. In this case, the *Urbanization Element* of the *Springfield Comprehensive Plan* generally replaces and supersedes the policies of the *Metro Plan*. The *Residential Land and Housing Element* of the *Springfield Comprehensive Plan* expands upon and clarifies but does not replace the *Residential Land Use* element of the *Metro Plan*.

Finding: The territory requested for annexation is within an area that is zoned R-1 Residential which is consistent with the comprehensive plan designation. The adopted *Springfield Comprehensive Plan* applies to areas within the Springfield UGB, particularly the *Urbanization Element* adopted by Ordinance 6361. The Urbanizable Fringe (UF-10) overlay will be effectively removed upon annexation.

Finding: The continued annexation of properties to the City of Springfield is consistent with Policy 29 of the *Springfield Comprehensive Plan – Urbanization Element* which specifies annexation as the preferred mechanism for provision of urban services to properties within the UGB, which will result in the elimination of special districts within the urbanizable area.

Finding: More detailed discussion of Public Facilities and Services in the *Metro Plan* (Section III-G) and the *Eugene-Springfield Public Facilities and Services Plan* (PFSP) – a refinement plan of the *Metro Plan* – contemplates eventual elimination of special service districts within each city's UGB as annexation occurs incrementally. Policy G.9 of the Eugene-Springfield PFSP states that Eugene and Springfield and their respective utility branches, Eugene Water &

Electric Board (EWB) and Springfield Utility Board (SUB), shall ultimately be the water service providers within their respective urban growth boundary. The requested annexation is consistent with this adopted policy.

Finding: The territory requested for annexation is currently within the service area of the Willakenzie Rural Fire Protection District. The rural Fire District has a contractual service arrangement with Eugene-Springfield Fire Department for provision of fire response to unincorporated areas of south Springfield. Upon Council adoption of the annexation Ordinance, the annexation area will be withdrawn from the Willakenzie Rural Fire Protection District consistent with ORS 222.520 and 222.524 and the City of Springfield will provide fire and life safety services to the annexation area via the consolidated Eugene-Springfield Fire department.

Approval Standard: In accordance with Policy 33 of the *Springfield Comprehensive Plan – Urbanization Element*, SUB is the exclusive water service provider within the Springfield city limits.

Finding: There is no rural water district in this area of south Springfield. Therefore, upon annexation, the City by and through the Springfield Utility Board will provide water service to the annexation area.

Approval Standard: In accordance with Policy 34 of the *Springfield Comprehensive Plan – Urbanization Element*, when unincorporated territory within the UGB is provided with any new urban service, that service shall be provided by one of the following methods in this priority order: a) Annexation to City; or b) Contractual annexation agreements with City.

Approval Standard: In accordance with Policy 35 of the *Springfield Comprehensive Plan – Urbanization Element*, the City shall not extend water or wastewater service outside City limits to serve a residence or business without first obtaining a valid annexation petition, a consent to annex agreement, or when a health hazard abatement annexation is required.

Finding: The requested annexation is to facilitate connection of the existing dwelling to City sanitary sewer due to a failed septic system on the property. There is no proposal to extend sewer or water to a non-annexed area. Additionally, the applicant has submitted a valid petition for annexation and paid applicable sewer assessment fees to facilitate connection to City sewer service. The proposal is consistent with Policies 34 and 35 of the *Urbanization Element*.

Conclusion: The proposal meets and complies with Criterion B of SDC 5.7.140.

C. The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services as defined in the Springfield Comprehensive Plan can be provided in an orderly efficient and timely manner; and

Approval Standard: In accordance with Policy 29 of the *Springfield Comprehensive Plan – Urbanization Element*, annexation shall continue to be a prerequisite for urban development and the delivery of City services in accordance with the *Springfield Comprehensive Plan* and *Springfield Development Code*.

Approval Standard: In accordance with Policy 31 of the *Springfield Comprehensive Plan – Urbanization Element*, key urban facilities and services are defined as wastewater service; stormwater service; transportation; solid waste management; water service; fire and emergency medical services; police protection; citywide park and recreation programs; electric service; land use controls; communication facilities; and public schools on a districtwide basis.

Approval Standard: In accordance with Policy 32 of the *Springfield Comprehensive Plan – Urbanization Element*, urban services provided by the City upon annexation to Springfield include storm and sanitary sewer; water; transportation systems; police and fire protection; planning, building, code enforcement and library services; and public infrastructure maintenance of City owned or operated facilities.

Finding: Urban utilities including water, sanitary sewer and electricity are available within the Kintzley Avenue right-of-way along the subject property frontage. The urban service delivery systems are already available and in place or can be logically extended from points on the periphery to serve the subject property. The following urban utilities, facilities and services are either available or can be extended to this annexation area:

Water – The Springfield Utility Board operates the public water utility system within incorporated areas of south Springfield. As stated herein, SUB is the exclusive water service provider for properties within the City limits. Upon annexation, the subject property will be eligible to receive SUB Water service.

Electricity – SUB owns and operates underground and overhead electrical transmission lines that have been installed along Jasper Road and Kintzley Avenue. SUB Electric has the exclusive right to provide service to the subject property because it is within the SUB service territory. Because the subject property already receives SUB Electric service, annexation is not required for provision of electrical service to the site. Existing electrical system infrastructure within the public rights-of-way and easements will continue to be maintained by the affected utility provider.

Police Services – Springfield Police Department currently provides service to areas of south Springfield that are already inside the City limits. The annexation territory is currently within the jurisdiction of Lane County and served by the Sheriff's Department. Upon annexation, this area will receive Springfield Police services on an equal basis with other properties inside the City.

Fire and Emergency Services – Fire protection is currently provided to the annexation area by Eugene-Springfield Fire Department under contract with the Willakenzie Rural Fire Protection District. Upon annexation, the property will be withdrawn from the rural fire district and the Eugene-Springfield Fire Department will directly provide fire and emergency services to the subject territory.

Emergency medical transport (ambulance) services are provided on a metro-wide basis by the Eugene-Springfield Fire Department. The annexation area will continue to receive this service consistent with the adopted ambulance service area (ASA) plan. Mutual aid agreements have been adopted by the three regional ASA providers to provide backup coverage for each other's jurisdictions.

Parks and Recreation – Park and recreation services are provided within the City of Springfield by the Willamalane Park & Recreation District. The park district operates several indoor recreation facilities, such as the Willamalane Park Swim Center, Lively Park Swim Center, Bob Keefer Center for Sports and Recreation, and Willamalane Adult Activity Center. The park district offers various after-school and other programs for children at schools and parks throughout the community. Also available are pathways and several categories of parks, including community parks, sports parks, special use parks, and natural area parks. Because the annexation territory is zoned R-1 Residential, it is expected to generate a population that will be served by Willamalane facilities, including nearby parks and recreational amenities such as the Middle Fork Willamette River and Mill Race pathway systems.

Concurrent with annexation to the City of Springfield, the subject property will be annexed to the Willamalane Park & Recreation District consistent with City policy, an intergovernmental agreement between the City of Springfield and Lane County, and the adopted *2023 Willamalane Comprehensive Plan*.

Library Services – Upon annexation to the City of Springfield, the subject area will be served by the Springfield Public Library.

Schools – The Springfield School District serves this area of south Springfield. Because the property is zoned for residential use, it is expected that the annexation territory could generate a population requiring public school services.

Sanitary Sewer – The annexation territory is proximate to an existing 8-inch public sanitary sewer line in Kintzley Avenue. A service lateral is located inside the southwest corner of the property. Due to a failed septic system on the property, the owner is requesting annexation to facilitate connection of the existing house to City sewer to maintain habitability. The existing sanitary sewer line in Kintzley Avenue has been designed and sized to accommodate full buildout of the adjacent residential neighborhood. However, only a portion of the total development area on both sides of Kintzley Avenue has been annexed and connected to the City sewer system. Additionally, the sewer main in Kintzley Avenue connects directly to the high-volume Jasper Trunk Sewer in Jasper Road. For these reasons, the existing sewer lines should have sufficient excess capacity to accommodate normal sewage flows from the proposed annexation territory.

Stormwater – The subject annexation territory is not currently served by a fully developed public stormwater management system. There is a public stormwater line in Kintzley Avenue but the street is not fully developed with curb and gutter so much of the local stormwater conveyance is through roadside ditches. The applicant will be required to maintain a stormwater management system for the existing house and driveway within the annexation territory. Currently, the annexation territory is on level ground and contains landscaped lawn areas that can infiltrate stormwater runoff from the site. City regulations require stormwater runoff to be managed on-site to the greatest extent possible, including provision for treatment and infiltration. Overflow to the public stormwater system, if it can be accommodated at all, may be allowable as permitted under the City's stormwater development regulations.

Streets – The western boundary of the annexation territory is Kintzley Avenue which is classified as a Lane County Local Access Road. Along the subject property frontage, Kintzley Avenue is not fully developed to urban standards and lacks curb, gutter, sidewalk, continuous street trees, street lighting and piped stormwater facilities. There are no other existing or planned public streets within the annexation territory. The subject property will continue to derive legal and physical access from Kintzley Avenue. In the event that the subject property is subject to a land division in the future, public street frontage improvements such as curb, gutter and sidewalk could be required.

Solid Waste Management – The City and Sanipac have an exclusive franchise arrangement for garbage service inside the City limits. Upon annexation, solid waste disposal service would be provided by Sanipac.

Communication Facilities – Various providers offer both wired and wireless communication services in the Eugene-Springfield metropolitan area. Existing providers and those entering the market have the capability to provide service to this area.

Land Use Controls – The annexation area is within Springfield's urban growth boundary. Through an intergovernmental agreement between Lane County and the City of Springfield, the City already has planning and building jurisdiction for unincorporated areas of Springfield. The City will continue to administer land use controls after annexation.

Finding: The minimum level of key urban facilities and services, as outlined in the *Springfield Comprehensive Plan – Urbanization Element* are available to the site.

Conclusion: The proposal meets and complies with Criterion C of SDC 5.7.140.

D. Where applicable, fiscal impacts to the City have been mitigated through an Annexation Agreement, a Development Agreement per SDC 5.1.1200, a waiver of remonstrance, or other mechanism approved by the City Council.

Finding: The area proposed for annexation is a developed residential property currently zoned for R-1 use. The property owner has paid sewer assessment fees and obtained necessary permits to connect the house to City sewer service. There are no other obligations of the property owner at this time so it is not anticipated that any fiscal impact would be experienced by the City upon annexation of the subject territory because key urban services are already installed and operating at this location. For this reason, no Annexation Agreement is necessary to ensure mitigation of fiscal impacts.

Conclusion: The proposal meets and complies with Criterion D of SDC 5.7.140.

City Council Decision (SDC 5.7.145): City Council approval of the annexation application shall be by Ordinance.

Finding: The subject annexation is initiated by Owner Consent and the property is subject to septic system failure. The property does not contain natural resource areas and is not within the Hillside Development Overlay or Floodplain Overlay. For these reasons, the City Council is requested to process the request as a quasi-judicial land use action without holding a public hearing. The City Council is scheduled to give first reading of the Annexation Ordinance at the regular meeting on October 6, 2025. Based on the staff analysis and recommendations, the City Council may take action to approve, modify, or deny the Annexation Ordinance at a

subsequent meeting currently scheduled for October 20, 2025.

Zoning (SDC 5.7.150): The area requested for annexation is zoned and designated R-1 Residential district in accordance with the Springfield Zoning Map and the adopted *Springfield Comprehensive Plan* diagram. Properties that are outside the City limits have the Urbanizable Fringe Overlay District (UF-10) applied to the zoning. Upon the effective date of the annexation, the UF-10 overlay will be automatically removed and the property will retain the R-1 zoning.

Effective Date and Notice of Approved Annexation (SDC 5.7.155): The subject annexation request and adopting Ordinance is being presented to the City Council for consideration at a quasi-judicial meeting on October 6, 2025. Second reading and potential adoption of the annexation Ordinance is scheduled for October 20, 2025. Therefore, the annexation and special district withdrawal will become effective on the day following the general election, November 5, 2025, or upon acknowledgement of filing with the Secretary of State – whichever date is later.

Withdrawal from Special Service Districts (SDC 5.7.160): Withdrawal from special districts may occur concurrently with the approved annexation Ordinance or after the effective date of the annexation of territory to the City. The Director shall recommend to the City Council for consideration of the withdrawal of the annexed territory from special districts as specified in ORS 222. In determining whether to withdraw the territory, the City Council shall determine whether the withdrawal is in the best interest of the City. Notice of the withdrawal shall be provided in the same manner as the annexation notice in SDC 5.7.130.

Finding: The annexation area is within the delineated service territory of the Willakenzie Rural Fire Protection District. The Eugene/Springfield Fire Department will directly provide fire and emergency services after annexation. Consistent with SDC 5.7.160, notice was provided for the public meeting on October 6, 2025. Withdrawal from the Willakenzie Rural Fire Protection District concurrently with annexation of the territory to the City of Springfield is in the best interest of the City. The withdrawal from the rural water and fire districts is necessary to implement Policies 31 and 32 of the *Springfield Comprehensive Plan – Urbanization Element* whereby annexation is prioritized for the City of Springfield to provide urban services to its incorporated territory, and existing special service districts within the City's UGB are to be dissolved over time.

DIRECTOR'S RECOMMENDATION: The proposal complies with the annexation criteria of approval listed in SDC 5.7.140, and Council is within its authority to approve annexation of the subject territory to the City of Springfield and Willamalane Park and Recreation District and withdrawal of the subject territory from the Willakenzie Rural Fire Protection District.

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:	10/06/2025
	Meeting Type:	Regular Meeting
	Staff Contact/Dept:	Mary Bridget Smith/City Attorney's Office
	Staff Phone No:	541-744-4061
	Estimated Time:	10 Minutes
	Council Goals:	Mandate

ITEM TITLE:

Approving City Council Operating Policies and Procedures

ACTION REQUESTED:

Adopt/Not adopt the following Resolution: Resolution Approving the City Council Operating Policies and Procedures

ISSUE STATEMENT:

The Springfield Charter requires the Council to annually approve and maintain its Operating Policies and Procedures.

DISCUSSION/FINANCIAL IMPACT:

This item came before the Council in a work session on September 2, 2025, to review and discuss its current City Council Operating Policies and Procedures.

The Council discussed its current reimbursements for council business like travel and meal expenses and directed staff to return at a later date with more information so it can evaluate whether to amend the City Council Operating Policies and Procedures.

Chapter IV, Section 12 of the Springfield Charter requires that the City Council annually approve and maintain its Operating Policies and Procedures. The Council Operating Policies and Procedures require a 2/3 vote of the Councilors present for approval.

Attachments

1. Resolution Approving the City Council Operating Policies and Procedures
- 1a. Exhibit A: 2025 City Council Operating Policies and Procedures

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

**RESOLUTION APPROVING THE
CITY COUNCIL OPERATING POLICIES AND PROCEDURES**

WHEREAS, Chapter IV, Section 12 of the Springfield Charter provides that the Council shall approve and maintain its operating policies and procedures annually;

WHEREAS, Section 10.1.2 of the Springfield City Council Operating Policies and Procedures provides that the Council may amend their operating policies and procedures at a Council meeting with a two-thirds vote of the Councilors present at the meeting provided there is prior notice of the proposed changes; and

WHEREAS, the City Council reviewed its operating procedures and policies on September 2, 2025, and determined that no changes were necessary;

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

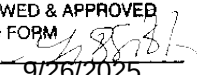
Section 1: The Springfield City Council Operating Policies and Procedures previously approved by Resolution No. 2024-40 will remain in effect and are attached hereto as Exhibit A.

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 October, 2025, by a vote of _____ for and _____ against.

ATTEST:

City Recorder

REVIEWED & APPROVED
AS TO FORM

DATE: 9/26/2025
OFFICE OF CITY ATTORNEY

SPRINGFIELD CITY COUNCIL OPERATING POLICIES AND PROCEDURES

UPDATED: October 2025

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SECTION 1 AUTHORITY

These operating policies and procedures are established and adopted under the authority granted in the Springfield Charter, Chapter IV, Section 12.

SECTION 2 OFFICERS OF THE COMMON COUNCIL

2.1 Election of President

At the first regular meeting of the Council in January of each odd-numbered year, the Council shall elect one of its members as President of the Common Council. The duties of President shall be those specified in the City Charter and any others expressly directed herein.

2.2 Other Seats

The City Manager, City Recorder, and City Attorney are hereby entitled to seats with the Common Council.

2.3 Council Vacancy Process

The Council will declare that a vacancy has occurred at a regular meeting.

Before filling a vacancy in an elective office as defined in the Springfield Charter and notwithstanding a situation where the Council appoints a councilor-elect to fill a vacancy in the seat to which they were elected before their term starts, the Council shall adopt a process that may include procedures such as determining qualifications, advertising and outreach regarding the vacancy, a standard application form, the interview process and public participation. The Council cannot adopt the process until the public has had an opportunity to provide comment about the process at a public hearing. The adopted process will not commence until after the vacating Councilor has vacated their position and ceased their role.

SECTION 3 REGULAR MEETINGS OF THE COMMON COUNCIL

3.1 Location

The regular meetings of the Common Council shall be held in the Springfield City Hall, Council Chambers, 225 Fifth Street. Changes of location must be in accordance with City Code Section 2.050.

3.2 Time

The regular meetings shall begin at 7:00 p.m. on the first and third Mondays of each month, except when that day falls on a legal holiday in which event the Council shall meet on the next following regular business day at the same time and location. If advised by the City Manager or when approved by the Mayor or three members of the Council, special meetings may be scheduled. Regular meetings may be canceled sometime during the months of March, June, July and August in order to provide a time for spring break or summer recess, and during the months of December and January to provide a time for a winter recess.

3.3 Mayor and Councilor Attendance

3.3.1 Notification. Councilors are expected to attend all Council work sessions and regular meetings. The City Charter provides that the position of Mayor or a Council member becomes vacant upon an incumbent's unexcused absence from four consecutive regular Council meetings (Springfield Charter Section 19(10)).

3.3.2 Excused Absences. Excused absences from Council meetings include:

- 3.3.2.1 Death in the family
- 3.3.2.2 Illness
- 3.3.2.3 Family emergency
- 3.3.2.4 Scheduled vacations; however, Councilors are encouraged, when possible, to schedule vacations during scheduled Council recesses.
- 3.3.2.5 On city business
- 3.3.2.6 Employment conflict
- 3.3.2.7 Other absences as excused by the Mayor or three members of the Council when the Mayor is not available.

3.3.3 Remote Participation. Councilors may, at their discretion, attend meetings, regular sessions, and work sessions in-person or virtually.

3.4 Public Meetings

3.4.1 Open to the Public. All meetings of the Council or the Boards, Committees, and Commissions of the City shall be open to the public and in conformance with Chapter 192, Oregon revised Statutes, Public Meetings.

3.4.2 Accommodation for Persons with Disabilities. The meeting location shall be accessible to persons with disabilities. Upon request of a person who is deaf or heard of hearing, the City will make a good faith effort to provide an interpreter at a regularly scheduled meeting. The request shall be made at least 48 hours in advance and include the name of the requester and sign language preference.

3.4.3 Deaf or Hard of Hearing Accommodation. For meetings in the Council Meeting Room, a “Personal PA Receiver” for the hearing impaired is available, as well as the Induction Loop for the benefit of hearing aid users.

3.5 Council Agenda

3.5.1 Agenda Items. Matters to be considered by the Council at its regular meetings shall be placed on an agenda to be prepared by the City Manager from the following materials:

3.5.1.1 All items considered by the Council from work sessions which require official action of the Council.

3.5.1.2 All items directed by the Mayor or a member of the Council to be listed on the agenda. Items recommended for discussion by the Mayor require approval of the Council President. Items recommended by the Council President require approval of the Mayor. If agreement is not reached, Council consensus is required in order to add the item to the agenda.

Items recommended for discussion by a Council member require approval of the Mayor and Council President. If agreement is not reached, a majority of the Council is required in order to add the item to the agenda.

3.5.1.3 All items deemed appropriate to the City Manager.

3.5.1.4 All items which are required by law to be presented to the Council.

3.5.2 Other Items. The Council may also consider any other item, proposed by the Mayor, a member of the Council or the City Manager, not included upon the written agenda.

3.5.2.1 Requests for Proclamation. Organizations or citizens requesting proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals on certain projects, shall be filed with the City Recorder. Upon receipt, the City Recorder will notify the Mayor of the request. If the Mayor approves the request, the City Recorder will prepare the proclamation for the Mayor’s signature.

3.5.2.2 Reading of Proclamations. It will be at the discretion of the Mayor if a proclamation will be read at a City Council meeting or presented to the organization or group. It is preferred that a representative of the requesting organization be present to receive the proclamation.

3.5.3 Time Limit. Items appearing on the Council agenda shall be assigned a time limit and the Mayor shall hold discussion to within the time limit, unless the

consensus of the Council is to extend the time limit until an issue or item is discussed and resolved.

3.6 Correspondence, Petitions, Etc.

Unsolicited written communications such as correspondence and petitions may be submitted to the City Manager's Office at any time.

3.6.1 Matters on the Agenda. Unsolicited communications to the mayor and/or Council concerning matters on an agenda received by 12:00 noon on the Wednesday preceding the Council meeting for which they are intended shall be forwarded to the Council in the agenda packet. Any communications submitted without the author's name may be put on an agenda but will not normally be accepted by the Council.

3.6.2 Matters Not on the Agenda. Unsolicited communications to the mayor and/or Council concerning matters that are not on an agenda shall be forwarded to the mayor and/or Council but shall not be included in an agenda packet.

3.6.3 Discretionary Matters. The City Manager may, in their discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by an Agenda Item Summary.

3.6.4 Withholding an Item. The City Manager may withhold any such item from an agenda so that they can study the issue, question or request.

3.7 Order of Business

The order of business of the Council meetings, unless the Mayor with the consent of a majority of the Council shall otherwise direct, shall be as follows:

- I – Call to Order
- II – Roll Call
- III – Pledge of Allegiance
- IV – Springfield Upbeat
 - a. Mayor's Recognition
 - b. Other
- V – Consent Calendar
 - a. Claims
 - b. Minutes
 - c. Resolutions
 - d. Ordinance (Second readings)
 - e. Other Routine Matters
- VI – Items Removed From the Consent Calendar
- VII – Public Hearing
 - a. Consideration of ordinances or resolutions related to public hearings.

- VIII – Business From the Audience (limited to 20 minutes total)
- IX – Council Response
- X – Correspondence and Petitioners
- XI – Ordinances (First readings and emergencies)
- XII – Bids
- XIII – Business From the Council
 - a. Committee Appointments
 - b. Committee Reports
 - c. Other Business
- XIV – Business From the City Manager
- XV – Business From the City Attorney

3.8 Recesses and Adjournments

The Mayor may recess regular meetings of the City Council for approximately 10 minutes as needed. The meeting will normally adjourn by 10:00 p.m. except upon vote of a majority of the Council members present to extend the meeting to a time certain or until an issue or item is discussed and resolved.

3.9 Presiding Officer

3.9.1 Call Meetings. The Mayor shall have the power to call meetings of the Council and shall preside over the deliberations of the Council which the Mayor attends and vote only in case of a tie.

3.9.2 Mayor Absence. The President of the Council shall preside over the meetings of the Council and perform the duties of Mayor when the Mayor is absent from a Council meeting or the Mayor is unable to function as Mayor. The President of the Council shall not lose a vote while presiding but shall not gain an additional vote by reason of presiding.

3.9.3 Mayor and President Absence. In the absence of the Mayor and the President, if a quorum of the Council is present, the senior member of the Council shall preside over the meeting as President Pro-Tem. If there is no one senior member of the Council, Council shall choose, by vote, a President Pro-Tem to preside at that meeting.

3.9.4 Limitations. The Council President or the Council President Pro-Tem, while serving as presiding officer, may move, second, and debate from the chair, subject only to the limitations of debate as are imposed on all members and shall not be deprived of any of the rights and privileges of a Councilor by reason of acting as presiding officer.

3.10 Appeal Hearings

3.10.1 Procedure. Appeals may be filed before the City Council on the action of any appointed body of the Council or staff as provided in the appropriate Code section governing such actions. In the absence of any procedures, an appeal must be filed within 10 days of the action.

3.10.2 Notice. All appeal hearings before the city Council shall be scheduled as soon as possible after the Council is notified of the appeal, allowing sufficient time for providing the required public notices.

3.11 Enactment of Ordinance

3.11.1 Procedure. The procedure and requirements for the enactment of ordinances shall be as provided in the Charter and in Section 2.105 of the Springfield Code. The City Manager or their designee will read ordinances by title only unless otherwise requested by Council.

3.11.2 Process. As provided in Section 2.105, the reading of an ordinance is considered to have taken place by it being placed on the Council agenda. Ordinances without the emergency clause will appear on the Council agenda at two consecutive regular meetings unless otherwise directed by the City Manager. Ordinances containing an emergency clause are considered to have received two readings by being placed on the Council agenda at a single meeting. The Council may, by motion, remove the emergency clause in any ordinance. In all cases, each councilor's vote shall be recorded for every ordinance.

SECTION 4 CONDUCT AT COUNCIL MEETINGS

4.1 Meeting Conduct

The conduct of all meetings of the Council or of any committee appointed by it shall be governed by Roberts' Rules of Order, Revised, unless otherwise provided.

4.2 Procedures

The Council will be clear and simple in its procedures and the consideration of matters coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and to cause audience or citizen misunderstanding of or misapprehension about actions taken at the meeting.

4.3 Parliamentary Procedure

The City Attorney is designated as parliamentarian for the Council. Questions of parliamentary rules may be referred, through the presiding officer, to the City Attorney for interpretation. However, the final ruling rests with the presiding officer.

4.4 Motions

Except as provided for in paragraph 5 below, the President of the Council should ordinarily present all main motions on business to come before the Council. The second may come from any member. All members may, however, present motions when appropriate.

4.5 Motions on Bids and Claims

Motions on bids and claims shall ordinarily appear on the consent calendar. However, the Chair of the Finance and Judiciary Committee of the Council may review bids and claims prior to adoption of these matters.

4.6 Informed Public

It is the policy of the Common Council of the City of Springfield to ensure an informed public, aware of the deliberations and decisions of this body and its sub-bodies, and of the information upon which decisions were made. It is further the policy of the City of Springfield that those decisions be arrived at openly. With the exception of items approved on the consent calendar, the Mayor and Council members shall be willing to explain the rationale for each vote during the Council meeting.

SECTION 5 COUNCIL WORK SESSIONS

5.1 Governing Rules

The City Council may have work sessions at which they shall have discussion on topics of importance to them. The work sessions shall normally be held on the second and fourth Monday of each month beginning at 5:30 p.m. and may also occur on the first and third Monday at 6:00 p.m.

5.1.1 Location. The Council shall meet at the same location as the regular Council meeting, unless otherwise provided by notice.

5.1.2 Agenda. The agenda for the work session shall be prepared by the City Manager from items:

- a. All items directed by the Mayor or any member of the Council to be listed on the agenda.
- b. All items deemed appropriate by the City Manager.

5.1.3 Work Sessions. Work sessions of the City Council will normally adjourn by 10:00 p.m. except upon consent of a majority of the Council members present to extend the meeting to a time certain or until an issue or item is discussed or resolved.

5.1.4 No Work Sessions on Fifth Monday. No regular work sessions shall be scheduled on the fifth Monday of any month or on the fourth Monday during

December. If advised by the City Manager and Council Leadership, special work sessions may be schedule. Work sessions may also be canceled sometime during the months of March, June, July and August in order to provide a time for spring break or summer recess, and during the months of December and January to provide a time for a winter recess.

5.1.5 Decisions at Work Sessions. Decisions made and actions taken at the work session are informal and must be ratified at a subsequent regular meeting.

SECTION 6 COUNCIL EXECUTIVE SESSIONS

6.1 Conduct

All Executive Sessions of the Common Council shall be called and conducted in accordance with Chapter 192, Oregon Revised Statutes.

6.2 Final Decisions/Actions

No Executive Session may be held for the purpose of taking any final action or making any final decision. Final actions and final decisions must be done in open, public meetings of the Council.

6.3 Attendance

Executive session attendance shall be determined by the Mayor (as the presiding officer) or the Council. The City Manager may select staff members to be present who have a demonstrable need for attendance.

6.4 News Media Attendance Policy

6.4.1 Exclusions to Attendance. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation, and the news media is a party to the litigation.

6.4.2 Recognized News Media Organizations. The following entities are recognized as news media organizations eligible to attend executive sessions:

- a. Daily newspapers, non-daily, and small-market newspapers/publications, as well as those publications that are released as digital and multiplatform products; or
- b. A newspaper or publication that the City uses for publication of public notices and that meets the requirements of ORS 193.020; or
- c. An entity that is organized and operated to regularly and continuously publish, broadcast, transmit via television, radio or the internet or otherwise

disseminate news to the public, and that regularly reports on activities of public concern.

6.4.3 Attendance at Executive Sessions. Representatives of news media organizations recognized pursuant to Section 6.4.2 shall be allowed to attend executive sessions, except as described section 6.4.1 pursuant to the following process:

a. The representative must provide substantial evidence persuading the City that he or she is a news reporter for the recognized news media organization. In making its determination whether to recognize the person as a representative of the news media organization, the City may require:

- (i) A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license); or
- (ii) A recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or
- (iii) A letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity; or
- (iv) Any other credentials or evidence sufficient to demonstrate that the individual is a representative of the news media.

6.4.4 Request Form. The City requires that requests to be recognized as a representative of a news media organization be made in writing on a form provided by the City. The form shall require disclosure of the person's name, and the entity for which he or she is a representative and shall require submission of evidence described in section 6.4.3(a). The form shall also include a certification that the person is a representative of a recognized news media organization, that the information given is true, and that the person agrees to comply with ORS 192.660(4). The form will be made available on the City's webpage and upon request by any individual.

6.4.5 Providing Credentials in Advance. The City Council is prohibited from making final decisions on any matter in executive session. Therefore, representatives are requested to provide the above evidence to persuade the City that they are a representative of the recognized news media organization in advance of the scheduled executive session. In the event that a person claiming to be a representative of the news media fails to provide advance evidence of their credentials, the representative should either be allowed to attend the executive session, or the executive session shall be postponed until a later time.

6.4.6 Recording Devices Prohibited. Cameras, tape recorders and other recording devices shall not be used in executive sessions, except for the official executive session recordings made by City staff.

6.4.7 Application to Boards and Commissions. These policies and procedures shall apply to the City Council and all of its boards and commissions.

SECTION 7

CONDUCT AT COUNCIL MEETINGS AND WORK SESSIONS

7.1 Responsibility for Order

The presiding officer of the Council shall be responsible for ensuring that order and decorum are maintained during all meetings of the Council. and the City Manager or designee shall be responsible for providing security at all meetings of the Council and is responsible for enforcing the rules of conduct as directed by the presiding officer.

7.2 Order and Decorum

7.2.1 Responsibility for Order. Any of the following shall be sufficient cause for the presiding officer to remove any person from a Council Meeting or City Hall, for the duration of the meeting:

7.2.1.1 The use of unreasonably loud, disruptive or profane language.

7.2.1.2 The making of loud or disruptive noise.

7.2.1.3 The engaging in violent or distracting action.

7.2.1.4 The willful damage of furnishings or of the interior of the Council Chamber or City Hall.

7.2.1.5 The refusal to obey any of the rules of conduct provided within this Section, including the limitations on occupancy and seating capacity.

7.2.1.6 The refusal to obey an order of the presiding officer or an order issued by any Council member which has been approved by a majority of the Council members present.

7.2.1.7 Any conduct which obstructs the work or the conducting of business of the Council.

7.2.2 Warning. Before any person is removed from the meeting for conduct described in subparagraph 7.2.1, that person shall be given a warning by the presiding officer to cease that conduct.

7.2.3 Clearing Council Chambers. If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council members present may order that the Council Chambers or City Hall be cleared.

7.3 Flags, Signs, Posters

No flags, posters, placards, signs or animals, unless authorized by the presiding officer, may be carried or placed in the Council Chamber, or any meeting hall in which a public hearing is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing or individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

7.4 Picture Taking and Filming

The taking of photographs in the Council Chamber or City Hall shall be allowed except when done in violation of Nos. 7.3 and 7.4 of this section.

7.5 Limitations on Public Debate

7.5.1 Time Limitation. Time for testimony by members of the audience at public hearings or any Council meeting at which the public is invited or allowed to address the Council may be limited for each speaker and for each subject by the presiding officer or by majority vote of the Council. In the interest of time, persons addressing the Council shall limit their remarks to three minutes or less. A person may request additional time to address the Council if the request is made to the City Manager's Office by 12 noon of the Wednesday preceding the Council meeting for which it is intended and approved by the Mayor.

7.5.2 Questions from Audience. All questions and discussions by members of the audience shall be directed to the presiding officer.

7.5.3 Directed Discussion. Directed discussion between members of the audience and Council members or city employees shall be permitted only at the discretion of the presiding officer.

7.5.4 Request to Speak. Persons attending a Council meeting in person shall give a completed "Request To Speak" card to the City Recorder. Persons attending a Council meeting virtually shall notify the City Recorder that they wish to speak by 'raising their hand' on the meeting platform application.

7.5.5 Business from the Audience. All public testimony at regular sessions and work sessions, except at public hearings, shall be under the agenda item, "Business from the Audience" unless specifically permitted by the presiding officer.

7.5.6 Acknowledgement. All persons addressing the Council shall do so after being acknowledged by the Presiding Officer. They shall clearly state their name and ward or location in the UGB, except for land use hearings where providing an address is necessary to receive notice of a decision for appeal rights. When speaking at public hearings, persons shall confine their comments to the issue under consideration.

7.5.7 Order of Testimony. For land use matters, the order of testimony shall be as prescribed by law. For all other matters, the presiding officer will recognize those attending the meeting in-person first and then those attending virtually who have notified the City Recorder that they wish to speak. The presiding officer may also recognize others in the audience.

7.6 Seating Capacity and Safety Requirements

7.6.1 Seating Capacity. The safe occupancy and seating capacity of the Council Chambers as determined by the Fire Marshal shall be posted within the Council Chamber. The limitations on occupancy and seating capacity so determined and posted shall be complied with at all times.

7.6.2 No Obstructions. Aisles shall be kept clear at all times and persons shall not obstruct the doorways.

7.7 News Media

7.7.1 Not Disruptive. The provisions of this Section shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.

7.7.2 Recording Equipment Usage. Representatives of news media organizations utilizing electronic recording equipment shall use the recording jacks made available in the Council Chamber for that purpose. Those persons shall not approach the Council table for the purpose of recording without permission of the presiding officer.

7.7.3 Video Tape Equipment Usage. Persons using television or video tape equipment shall set up such equipment and remove the equipment in such a manner as to cause no disruption or distraction in the meeting. The placement of video equipment shall be allowed anywhere in the Council Chamber with the exception of the Council platform.

7.7.4 Still Camera Usage. Persons using still cameras may take photographs from anywhere in the Council Chamber. Only one photographer may be on the Council platform at a time; additionally, while photographing from the Council platform, photographers will be discouraged from using automatic film advancing devices or flash units.

SECTION 8 MISCELLANEOUS CITY COUNCIL POLICIES AND PROCEDURES

8.1 Legal Opinions

Members of the City Council requesting a legal opinion from the City Attorney may do so directly provided the Mayor is aware of the inquiry or to the City Attorney at any official meeting of the Council.

8.2 Staff Time

The Mayor and City Council member shall refrain from using staff time and incurring unnecessary cost to the City.

8.3 Travel Expenses

Authorization is needed from the Mayor prior to a Council member taking a trip and incurring expenses on City-related business.

To receive authorization for attendance at a training or conference (with the exception of the League of Oregon Cities Conference) the Council member will contact the City Manager's office with their request with dates, location, cost and purpose of the training. The City Manager or their designee, will present the request to the Mayor for review and approval.

8.3.1 Reimbursement Request. The Mayor and Council members are encouraged to request reimbursement for actual expenses incurred in their duties as elected officials. Two methods of reimbursement are available for expenses incurred related to city business. See Section 8.3.2.

The following expenditure categories qualify for reimbursement:

- a. Out of town travel expenses including mileage, meals and lodging (not included in automatic reimbursement process).
- b. Long distance telephone costs (if not issued a city cell phone or cell phone reimbursement).
- c. Additional cellular phone costs related to calls made regarding City of Springfield business (if not receiving a city cell phone or cell phone reimbursement).
- d. Postage
- e. Local mileage and meal expense.

*None of the above items may be paid for by the City in connection with elections or campaigning for a specific office.

8.3.2 Reimbursement Process.

- a. The Mayor and Council may submit receipts or documentation for reimbursement related to city business. Receipts and documentation must be submitted within 60 days of when the city business expense occurred.
- b. Monthly Automatic Payments. The Mayor and Council may receive automatic payments for cell phone and internet services.

8.3.3 Accompanying Public Official. As of 2015, state ethics law allows public agencies to pay for the cost of admission to, or food or beverage for relatives of a public official accompanying the public official at a reception, meal or meeting held by an organization when the public official is there in their official capacity. For elected officials for the City of Springfield, the following provisions will be allowed:

- a. The City will pay for the spouse or relative of an elected official to attend an event with the elected official two times per fiscal year/per elected official for an amount not to exceed \$100 per event.

8.3.4 Expense Approval. The Mayor will review and approve expense claims submitted by Council members. The Council President should review and approve expenditures submitted by the Mayor.

8.3.5 Parking Pass. The City will issue the Mayor and City Council each a parking pass to allow them to park in City owned permitted parking lots while acting in their official capacities as Mayor or members of the Council.

8.3.6 Office Supplies. The City should purchase office supplies for the Mayor and City Council. Such purchases should, when practical, occur through the normal city purchasing procedures.

8.3.7 Cellular Telephone and Internet. The Mayor and Council may receive reimbursement for cellular and/or internet services, for city business, or the City may provide a cellular phone with service, for city use only. The Mayor and Council also have the option of receiving neither.

8.3.7.1 Internet Services: The Mayor and Council may receive reimbursement for internet services. Reimbursement will be at the rate of \$40.00 per month. This amount may be re-evaluated at any time staff or council leadership deems review is necessary (e.g., rate increases).

Policy Guidelines are applicable as noted in (1) City of Springfield Administrative Regulation No. 04-01.01, Acceptable Use of City Network Services and Computing Devices; and (2) State Archives Division guidelines regarding email and retention. Your email system may be subject to review by someone in the event of a public records request to determine what can be disclosed.

8.3.7.2 **Cellular Telephone:** The Mayor and Council can be provided with a city cell phone, for city use only. The phone is purchased by the City and the monthly plan fees are processed directly through the City, by the service provider.

A secondary option for the Mayor and Council is to use their own cell phone rather than a city issued telephone. A reimbursement amount of \$45 per month is available for use of personal cell phones. The amount may be re-evaluated at any time staff or the council leadership deems review is necessary (e.g., rate increase).

8.3.7.3 **Mileage Reimbursement:** Mileage reimbursement will be based on the IRS approved rate.

The Mayor/Council will be provided with a monthly travel report template which they may use to document their mileage, or they may create their own document listing mileage to and from meetings or events they attend in their capacity as an elected official. Once the mileage report is submitted by the Mayor/Council member and approved (see subsection 3.4 for approval process) the payment will be processed and provided either through direct deposit or sent directly to the Mayor/Council member's home.

8.4 Mayor and Council Members Speaking to Media or at Events

8.4.1 Interview or Press Conference. The Mayor and City Council members shall, if at all possible, notify the City Manager's Office and the Mayor if they are asked to do an interview or initiate a press conference relating to city business or policy prior to its occurrence. The Mayor or Council member shall clarify what, if any, official capacity they are representing when speaking to the media.

8.4.2 Speaking Engagement. City Council members shall notify the Council President if they plan to attend and speak at a community event in their role as a Council member. At the outset of the event, the Council member shall clarify that their comments are their own and do not represent that of the full Council.

8.5 Public Official Ethics, Public Records, Public Meetings and Unlawful Discrimination Laws

8.5.1 Legal Compliance. All members of the Common Council shall review and observe the requirements of state laws regarding public official ethics, public records, public meetings and unlawful discrimination against others because of race, color, religion, sex, sexual orientation, gender identity, national, origin marital status, age, disability or other protected class status as defined under Oregon law.

8.5.2 Statement of Economic Interest. Additionally, certain public officials are required to file "Statements of Economic Interest" with the Oregon Government

Ethics Commission by April 15 annually (ORS Chapter 244). In Springfield, this currently applies to the following:

Mayor and City Council
Planning Commission
Springfield Utility Board
Municipal Judges
City Manager

8.6 Letter of Support or Opposition

The Mayor and Council often receive requests for a letter of support or opposition on a particular issue. These requests should be addressed as follows:

8.6.1 Council Input. If the Mayor or a Councilor is being asked to provide the letter as the Mayor, an individual Councilor or simply as a citizen, they may choose to forward the request to the other Councilors for their input before submitting their response or providing the letter; however, it is not required.

8.6.2 Agenda Review. If the request is asking for a position by the entire Council, and there is sufficient time, the letter is to be provided to the City Manager's Office for review at the next available Agenda Review meeting for review by Council leadership who will provide a proposed response.

8.6.3 Council Meeting. The proposed response letter is to be brought to the next Council meeting by the City Manager with any objections or comments for discussion. Council will make a motion to approve/approve with changes/not approve the response letter.

- a. If the letter is unanimously approved by the Council as written or as amended, it is signed by the Mayor on behalf of the Council.
- b. If the letter is approved by the majority of the Council as written or amended, but not unanimously, the letter will list the number of "yes" and "no" votes and any abstentions, listing the respective Councilors' names by each of the votes.
- c. If Council chooses not to submit a response letter, a Councilor (preferably the one receiving the original request) will contact the requestor to let them know the Council does not wish to take a position on the matter. This would not preclude a Councilor from taking a position as an individual Councilor or citizen.

8.6.4 Council Discussion/Response. If there is not sufficient time for the process above, the letter will be brought directly to the Council for discussion and action on a response.

8.6.5 No Position on Quasi-Judicial Land Use Decisions. The Council shall not take any position on quasi-judicial land use matters which will be considered by the Planning Commission or City Council.

8.7 Condolences

Council may choose to authorize the purchase of flowers in circumstances where a community member or a member of the community member's family has died.

- a. The cost of the flowers will have a not to exceed amount of \$100, or as may be limited by the Oregon Government Ethics law and will be sent on behalf of the Mayor and Council.
- b. In lieu of flowers, a donation could be made on behalf of the Mayor and Council, with a not to exceed amount of \$100, or as may be limited by the Oregon Government Ethics law, to a non-profit organization with a 501(c)(3) designation.

SECTION 9 COUNCIL BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES

9.1 City Boards, Commissions and Committees

9.1.1 Citizen Participation. Springfield's boards, commissions, committees and task forces (BCCs) provide an invaluable service to the City and effective citizen participation is an invaluable tool for local government.

9.1.2 Authority. BCCs originate from different sources such as a state statute, the Springfield Charter or ordinance. Others are established by direction of the Council or the Mayor. It is Council discretion as to whether any BCC should be set forth in the Code by ordinance.

9.2 BCC Categories

9.2.1 Council Subcommittee. Council subcommittees are appointed by the Mayor. They consist of three members of the Council and may include other citizen representation. Examples of Council subcommittees include the Judiciary & Finance and Legislative Committees.

9.2.2 Council BCC. Any BCC that is appointed by the Council. Examples of Council BCCs include the Springfield Police Advisory Committee, Springfield Arts Commission, the Budget Committee and the Planning Commission.

9.2.3 Mayoral Committee. A committee appointed by the Mayor to carry out a particular project or task. The Mayor may dissolve the committee or request the Council to accept it as a permanent committee.

9.2.4 Intergovernmental BCC. A committee formed as a joint effort of more than one government agency often created through an intergovernmental agreement.

Examples of intergovernmental committees include the Human Services Commission, Metropolitan Wastewater Management Commission and the Lane Regional Air Protection Agency.

9.2.5 Other Ad Hoc Committee. The Council may nominate and appoint certain ad hoc committees to carry out a particular project or task.

9.3 BCC Structure

9.3.1 Statement of Purpose. Every BCC will have a specific statement of purpose, which will be re-examined periodically by the Mayor and Council to determine its effectiveness.

9.3.2 BCC Size. Unless otherwise provided by state law or the Springfield Charter, the Mayor will determine the size of the Mayor's Committees and the Council will determine the size of the City's other BCCs.

9.3.3 Council Liaison. The Mayor will appoint a Councilor Liaison to specific BCCs at the first regular meeting in January following a November general election. The Councilor Liaison is responsible for coordinating with the respective BCC liaison to establish a regular communication channel between the Council and the respective BCC.

9.3.4 BCC Liaison. Most BCCs will appoint a BCC Liaison to coordinate with the Council and Staff Liaisons. The BCC Liaison can be the BCC chair or someone else selected by the BCC.

9.3.5 Staff Liaison. Most BCCs will also have an assigned staff person whose role is to provide administrative support for the BCC and to coordinate with the Council and BCC Liaisons. Staff Liaison members are not employees of a BCC and are directly responsible to their department director and the City Manager.

9.3.6 Member List. A complete list of members of the City's various BCCs will be available in the City Manager's Office and will be updated and posted on the City's website.

9.3.7 Term of Appointment. Unless otherwise provided by law or BCC Bylaws, terms are four-year, overlapping terms of office with no individual allowed to be appointed to more than two consecutive full terms. If someone is appointed to fill a partial term, that term will not be considered a full term as it applies to this section and they will be eligible to serve two additional full terms. Individuals may re-apply after being off a BCC for one year.

9.3.8 No Alternate Voting Members. There shall be no designation or appointment of alternate voting members.

9.3.9 Dissolving BCCs. Unless otherwise provided by law, the appointing authority may dissolve a BCC that, in their opinion, has completed its working function.

9.4 Board, Commission and Committee Qualifications, Appointment and Removal

9.4.1 Qualifications. Unless otherwise noted in the Bylaws for specific expertise or residency requirements, all BCC members persons appointed shall be residents or property owners within Springfield. With the exception of students, all BCC members must also be registered voters.

9.4.2 Vacancies. BCC vacancies will be filled as needed. Notice of vacancies will be publicized as widely as practical throughout the community through means such as media releases, website and social media postings, and local advertising.

9.4.3 Written Application. All BCC applicants must submit a written application on the City's provided form to the City Manager's Office prior to consideration by the Council.

9.4.4 Interviews. The Mayor and Council will hold interviews of all Council BCC applicants for positions on all BCCs unless they are reapplying for a second consecutive term. In that case, the Mayor may determine that an interview is unnecessary and forward the applicants directly to the Council for approval.

9.4.5 Appointment Process. The Council will be provided with the applications and interview questions before the interview which will generally be conducted during work sessions. Following the interviews, the Council will deliberate and attempt to arrive at a consensus for all BCC member appointments. The Council will appoint the new BCC members at a subsequent regular meeting by majority vote.

9.4.6 Appointment Considerations. When appointing applicants, the Council will take into account whether the applicant is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another BCC. When possible, the Council will appoint applicants to serve only on one BCC and not appoint members of other governing bodies of another public body to serve on the Planning Commission or Budget Committee.

9.4.7 Member Removal. All BCC members appointees serve at the pleasure of the appointing authority. A position may be vacated by the Council when the appointee has two or more consecutive unexcused absences from BCC meetings in any twelve consecutive month period. The BCC Chair may also recommend to the Council that a BCC member be removed that person is found not to meet the BCC's Bylaws, Code of Conduct or Guidelines.

9.5 BCC Procedures

9.5.1 Supersede Previous Policies. These policies shall supersede contrary provisions of any previous resolutions or adopting bylaws of the various BCCs and shall be controlling policies for any subsequently adopted BCC until such time as expressly repealed, modified, or overruled. except for Intergovernmental BCCs who are subject to the terms of the applicable intergovernmental agreements and/or bylaws, where there is any conflict with these Council Operating Policies and Procedures.

9.5.2 BCC Bylaws. BCCs may adopt bylaws or may be subject to more specific guidelines in state law, municipal code, ordinance, or resolution. All BCC bylaws and related amendments will be approved by the Council.

9.5.3 Public Meetings Law. All BCCs described in these policies are subject to public meetings laws of the State of Oregon.

9.5.4 Notice of Meetings. Unless otherwise provided by law, the number of meetings related to business needs of a BCC may be set by the individual body. Notices of all meetings, including date, time, place, and principal subjects to be discussed will be published in accordance with the public meetings laws of the State of Oregon.

9.5.5 Agenda and Minutes. The Chair and/or Staff Liaison will be responsible for the agenda of all BCC meetings. Minutes will be kept in accordance with the public meetings laws of the State of Oregon and provided to the Mayor and Council.

9.5.6 Quorum. Unless otherwise provided by law, a quorum for conducting business is a simple majority of the membership of the BCC.

9.5.7 Public Official Ethics Laws. All BCC members must comply with Public Official Ethics laws.

9.5.8 Speaking on Behalf of the BCC or City. Unless specifically directed by the Council to state the City's official position on federal, state or county legislative matters, BCC members shall not lobby other elected bodies or their subcommittees. An individual member is free to voice a position on an issue as long as they make clear they are speaking on their own behalf. Violation of this provision may be cause for removal from a BCC.

9.5.9 New Members Briefing. Newly appointed members will receive a briefing regarding their duties and responsibilities as members of the body and a review of Oregon Public Official Ethics and Public Meetings laws.

9.5.10 Joint Meetings. The Board Member Liaison for the Arts Commission, Historic Commission, Library Board, and Springfield Police Advisory Committee shall be

responsible for scheduling a joint meeting of the respective board and the Council every two years.

9.5.11 Budget Requests. BCCs must communicate any budget requests to the Council through the City Manager consistent with the yearly budget preparation.

9.5.12 Council Meeting Attendance. BCC liaisons are encouraged to attend Council meetings to keep informed about Council actions. Board Member Liaisons are responsible for attending Council meetings when input from the respective BCC is requested.

SECTION 10

AMENDMENTS AND ADDITIONS TO OPERATING POLICIES AND PROCEDURES

10.1 Temporarily Suspended

10.1.1 Suspended by Vote. Unless otherwise superseded by law, any part of these operating procedures and policies may be temporarily suspended by a two-thirds vote of those members of the Council present and voting.

10.1.2 Amendments. These operating policies and procedures may be permanently amended at any meeting at which prior notice of the proposed change was provided to each member of the Council. A two-thirds vote of those members of the Council present, and voting is needed to affect an amendment or an addition to these operating policies and procedures.

Adopted by the Common Council on _____.

Mayor

ATTEST:

City Recorder