City Council Agenda

City Manager:
Nancy Newton
City Recorder:
AJ Nytes 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
Damien Pitts, Ward 1
Steve Moe, Ward 2
Kori Rodley, Ward 3
Leonard Stoehr, Ward 4
Marilee Woodrow, Ward 5
Joe Pishioneri, Ward 6

Due to Statewide orders regarding social distancing and large gatherings, these meetings will only be available via phone and internet using Zoom. 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.

November 15, 2021

5:30 p.m. Work Session
Virtual Attendance Only
COVID-19 Precautions:

Registration Required:
Attend from your computer, tablet or smartphone:
Zoom
Meeting ID: 863 6327 5521
https://us06web.zoom.us/webinar/register/WN_tShWE59oQXyi_xuoGSKyOQ
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 Pitts___, Moe___, Rodley____, Stoehr___,Woodrow ___, and Pishioneri ___.

1. Arts Commission Applicant Interview
   [Emily David] (05 Minutes)

2. Library Advisory Board Applicant Interviews
   [Emily David] (10 Minutes)

3. Museum Advisory Committee Applicant Interviews
   [Madeline McGraw] (10 Minutes)

4. Community Development Advisory Committee Applicant Interviews
   [Erin Fifield] (15 Minutes)

5. Historic Commission Applicant Interview
   [Melissa Cariño] (05 Minutes)

ADJOURNMENT

7:00 p.m. Regular Meeting
Virtual Attendance Only
COVID-19 Precautions:

Registration Required:
Attend from your computer, tablet or smartphone:
Zoom
Meeting ID: 863 6327 5521
https://us06web.zoom.us/webinar/register/WN_tShWE59oQXyi_xuoGSKyOQ
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

CALL TO ORDER

ROLL CALL – Mayor VanGordon___, Councilors Pitts___, Moe___, Rodley____, Stoehr___, Woodrow ___, and Pishioneri ___.

PLEDGE OF ALLEGIANCE

SPRINGFIELD UPBEAT

1. Mayor's Recognition

2. Other

CONSENT CALENDAR

1. Claims

   a. October 2021 Disbursements for Approval

2. Minutes

3. Resolutions

4. Ordinances

   a. ORDINANCE NO. 1 - AN ORDINANCE ANNEXING CERTAIN TERRITORY (4012 JASPER ROAD) TO THE CITY OF SPRINGFIELD AND WILLAMALANE PARK AND RECREATION DISTRICT; WITHDRAWING THE SAME TERRITORY FROM THE WILLAKENZIE RURAL FIRE PROTECTION DISTRICT; ADOPTING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

5. Other Routine Matters

   a. Award RFP S2866 to ERP Analysists, Inc. and Authorize the City Manager to sign contract C2951 with ERPA for $80,000 and Execute all documents required to affect the transaction.
   b. Authorize the Assistant City Manager to enter into a short-term lease with the Springfield Economic Development Agency (SEDA) for the SEDA-owned property at 765 A Street, and to enter into a sub-lease with St. Vincent de Paul of Lane County (SVdP) to facilitate use as an emergency warming shelter by ST. Vincent de Paul.
   c. Authorize City Manager to Execute the Purchase and Sale Agreement for 34.09 Acres of Property (Tax Lot 18-02-04-00-01511) located in Southeast Springfield, for the purpose of Wetland Mitigation for the Jasper Trunk Sewer Extension Project.

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

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

COUNCIL RESPONSE

CORRESPONDENCE AND PETITIONS

BIDS

ORDINANCES

BUSINESS FROM THE CITY COUNCIL

1. Committee Appointments

2. Business from Council

    a. Committee Reports

    b. Other Business

BUSINESS FROM THE CITY MANAGER

1. Georgia Pacific Natural Area 2021 Master Plan
   [Monica Sather] (05 Minutes)

MOTION: APPROVE/NOT APPROVE A RESOLUTION ADOPTING THE GEORGIA PACIFIC NATURAL AREA 2021 MASTER PLAN

2. Other Business

BUSINESS FROM THE CITY ATTORNEY

1. Extension of Equestrian Pilot Project at the Georgia Pacific Natural Area
   [Kristina Kraaz] (05 Minutes)

MOTION: AUTHORIZE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT (IGA) FOR A PILOT PROJECT ALLOWING WILLAMALANE TO PROVIDE EQUESTRIAN SERVICES AT THE GEORGIA PACIFIC NATURAL AREA.

ADJOURNMENT

AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Emily David
	Staff Phone No:	541-726-2235
	Estimated Time:	05 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Mandate

ITEM TITLE:	ARTS COMMISSION APPLICANT INTERVIEWS
ACTION REQUESTED:	Interview one candidate for the 3 vacancies for membership on the Springfield Arts Commission and decide on appointments.
ISSUE STATEMENT:	One applicant applied for the vacancies created by the partial term expirations of Jose Antonio Huerta with expiration of 12/31/2021 and the early resignations of Alison Hennes as of December 31, 2021 and the early resignations of Joshua Melte term expiration of December 31, 2023.
ATTACHMENTS:	Attachment 1: Arts Commission Interviews-Schedule Questions Attachment 2: Application of Jose Antonio Huerta
DISCUSSION/ FINANCIAL IMPACT:	The City received one applications for the three vacancies during the four week recruitment for the Arts Commission which closed November 5, 2021. Jose Antonio Huerta, having filled a partial term, submitted an application for a full term ending December 31, 2025. The two remaining vacancies have expirations of December 31, 2023 and December 31, 2025. Members appointed to the Springfield Arts Commission shall be residents, property owners or business owners in Springfield, or specialists with expertise in the fields of visual, performance, literary, or multi-media art. No fewer than seven of the nine members must reside, own property, or own a business in Springfield (97477, 97478, or 97482). One commissioner, Uyen-thi Nguyen, resides outside Springfield. The Arts Commission requests the candidate be interviewed by the City Council. The Arts Commission believes the candidate is eligible and qualified to serve on the commission. Following the interview the Council may formally ratify the appointments during the Regular Meeting on December 6, 2021.

Arts Commission Interview Schedule & Questions

Schedule

2 minutes	Council preparation of interview questions for Arts Commission interviews
5 minutes	Interview of ***Jose Huerta***

Interview Questions for applicant

1. Why are you interested in serving on the Arts Commission?

2. Describe your understanding of the role you will have serving as an Arts Commissioner and how it relates to the work of the Council.

3. What do you see as current issues and challenges for the City of Springfield?

OCT 30 REC'D
AP

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- **When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.**
- **When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.**
- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for:

Arts Commission

(A separate application must be completed for each board / commission / committee)

Name: Jose (First) Antonio (Middle Initial) Huerta (Last)

Home address: [redacted] (Street) Springfield (City) 97477 (Zip)

Mailing address: Same As Above (Street) (City) (Zip)

Day Phone: [redacted] Evening phone: [redacted]

Email Address: [redacted]

Preferred Form of Contact: Email

Do you live within the Springfield city limits? ☑ Yes ☐ No ⇨ If yes, how long? 10 years

If no, do you live inside Springfield's Urban Growth Boundary? ☒ Yes ☐ No

Ward number (City residents only): Unknown

Are you a Springfield property owner? ☑ Yes ☐ No

Are you a Springfield business owner? ☐ Yes ☑ No

Are you a registered voter? ☑ Yes ☐ No

Occupation: Admissions Counselor Place of employment/School: University of Oregon

University of Oregon

Business address: Not Applicable

Education: Bachelor's Degree

Are you currently serving on any other board, committee, or commission? If so, please list them here:

Lane County Board, Comunidad y Herencia Cultural, SELCO Committee and Springfield Arts Commission

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice

☐ Word of mouth ☐ Board/Commission/Committee member ☑ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700

Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

   I am a Charro or Mexican Horseman and for the last six years, I have organized cultural community events such as Noche Cultural, Hispanic Heritage, and Charro attire exhibitions at the Springfield Museum, and other locations. I also collaborate with the Springfield Public Library and the Springfield Museum on cultural activities for families.

2. What specific contribution do you hope to make?

   My knowledge and experience as a Charro artist, as a member of the Latino community, as an immigrant, and as a person of color in a predominantly white community and state.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

   As previously stated, I participate in an advisory board to the Lane County Board of Commissioners called Lane County Equity and Access Advisory Board, I am the founder and board president of a cultural nonprofit organization called Comunidad y Herencia Cultural, I serve on a SELCO Community Credit Union Committee, and for the last year, I have served on the Springfield Arts Commission.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

   Lack of representation of people of color continues to be a concern. I want to stay on this board to continue building engagement with underserved communities.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   ◉ Yes ◯ No

   Comments:_____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature:_____ Date: 10/28/2021

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Emily David/Library
	Staff Phone No:	726-2235
	Estimated Time:	10 minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:

LIBRARY ADVISORY BOARD APPLICANT INTERVIEWS

ACTION REQUESTED:

Interview two applicants for the Library Advisory Board for two open positions and decide on appointments.

ISSUE STATEMENT:

The Library Advisory Board will have two vacant positions as of December 31, 2021 due to the early resignation of Board member Amy Lyons who moved out of the area in February 2021 and the expiration of Board member Mary Beth Phelps' term on December 31, 2021. There are two years remaining on the term vacated by Ms. Lyons, and then a full four-year term open. Three applications were received for the two openings. One applicant decided to withdraw their application due to a new job commitment. Applications are attached.

ATTACHMENTS:

ATT 1: Interview Schedule and Questions
ATT 2: 2021 Library Board Roster
ATT 3: Robyn Louden Application
ATT 4: Barbara von Diether Application

DISCUSSION/ FINANCIAL IMPACT:

The Library Advisory Board is seeking members for two vacant seats. In February, 2021, Board member Amy Lyons sent an email announcing her resignation from the Library Advisory Board. This opened a position on the Board for a term ending December 31, 2023. Board Member Mary Beth Phelps's Board term will end on December 31, 2021; this will open a full-term Board position that will end December 31, 2025. Applications for the Library Advisory Board were opened in October, 2021 and closed November 5, 2021. Three applications were received during that time; two applicants are presenting themselves for interviews. They are Robyn Louden and Barbara von Diether.

The Library Advisory Board asks that the Council interview the two applicants and appoint one person to complete the two years left on Ms. Lyon's tenure ending December 31, 2023, and one person to fill the four year term ending December 31, 2025.

Library Advisory Board Interviews

Schedule

Interview of ***Robyn Louden***

Interview of ***Barbara von Diether***

QUESTIONS

1. Why you are interested in serving on the Library Board?

2. Describe your understanding of the role you will have serving on the Library Board and how it relates to the work of the Council.

3. What do you see as current issues and challenges for the City of Springfield?

Springfield Library Board 2021

Board Chair:

Miller, Clyde ex. 12/31/22
[redacted]
Springfield, OR 97477
[redacted]

Mears, Linda ex 12/31/24
[redacted]
Springfield, OR 97477
[redacted]

Linneman, Ralene ex. 12/31/24
[redacted]
Springfield, Or 97477
[redacted]

Milleher-Huerta, Heather ex. 12/31/24
[redacted]
Springfield, OR 97477
[redacted]

Fuller, Kristine ex.12/31/24
[redacted]
Springfield, OR 97477
[redacted]

Phelps, Mary Beth ex. 12/31/21
[redacted]
Springfield, OR 97477
[redacted]

Rebbert, Carolyn ex. 12/31/23
[redacted]
Springfield, OR 97477
[redacted]

Vacant ex. 12/31/23

Miceli, Angela ex. 12/31/23
[redacted]
Springfield, OR 97478
[redacted]

Van Gordon, Sean (Council Liaison)
[redacted]
Springfield, OR 97477
[redacted]
svangordon@springfield-or.gov

updated 01/27/2020

SPRINGFIELD OREGON

OCT 04 REC'D AP 1:49 pm.

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

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- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for: Springfield Library Advisory Board

(A separate application must be completed for each board / commission / committee)

Name: Barbara A. von Diether
First Middle Initial Last

Home address: [redacted]
Street City Zip

Mailing address: same as above
Street City Zip

Day Pho[redacted] Evening phone: same

Email Address: [redacted]

Preferred Form of Contact: EMAIL

Do you live within the Springfield city limits? ☑ Yes ☐ No ⇨ If yes, how long? 5 years
If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 5

Are you a Springfield property owner? ☑ Yes ☐ No
Are you a Springfield business owner? ☐ Yes ☑ No
Are you a registered voter? ☑ Yes ☐ No

Occupation: retired Place of employment/School:

Business address:

Education: Doctor of Education

Are you currently serving on any other board, committee, or commission? If so, please list them here:

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice
☐ Word of mouth ☑ Board/Commission/Committee member ☐ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

Printed on Recycled Paper

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
   My working life has involved the written body of knowledge. As Assistant Dean, part of my job was to validate citations to the literature in dissertations. As Consultant, my job was to help people write research reports and governing documents. As Dean, I created a small library on a distance learning campus. I currently have an Internet business helping graduate students write their dissertations, in part suggesting specific literature searches

2. What specific contribution do you hope to make?
   As the nature of society changes, so must the library that serves it. Today's libraries have an increasingly diverse and changing patronage. The library of the future will have many group study rooms, hundreds of digital connection points, and other electronic applications that will allow students and patrons to share, connect, and better utilize library materials. Our Springfield library has a challenging future as needs increase to provide sufficient electronic services and solve location, staff, and space issues.
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
   I have been deeply engaged in community service for 40 years. Efforts include activities for an affirmative action advisory committee, a large 4-H program, Rotary, the Provo Canyon Advisory Committee, the Wasatch Economic Development Committee that brought 2002 Olympic venues to the Heber Valley, a master planning committee for a new college campus, and currently, the Jasper Meadows Homeowner's Association.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?
   I am currently in touch with graduate students around the world. Springfield is a cross section of ethnicities, cultures, needs, and expectations. Though they come from many backgrounds and have different ethics and values, universally, they all want the same thing: they want to be a meaningful part of a society. Alas, societies are changing globally, as is society in Springfield. I wish to be part of efforts to evolve our library resources and services to meet the needs of our changing library patronage.
5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   ◉ Yes ◯ No

   Comments:_____

   I have attached a brief resume.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature [redacted] Date: 9-30-21

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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RESUME

Barbara von Diether, EdD

E-M[redacted]

Credentials

EdD - Educational Administration, 1977, Brigham Young University
MEd - Education Technology, 1971, Utah State University
BS - English, Speech, and Drama, 1969, Southern Utah University
Secondary Teaching Certificate, State of Utah, 1969 to 2002
Elderhostel Instructor, Ethics, 1998 to 2002
College Instructor: Education 101; Ethics and Values; Business Communication. Utah Valley University 1994 to 2002
Security Clearance, SECRET, granted February 12, 1987

Experience

Self employed: 2014-present

Continuing work as a shadow doctoral dissertation advisor - by referral only.

Dissertationadvisors.com, 2002 - 2014
Dissertation Consultant

Assisted graduate students with their doctoral dissertations as a specialist in development of the research design, dissertation content, and strategic interactions with professors and the relevant university. Monitored compliance with style guides and graduate school formats and advised students about how to defend their research.

Utah Valley University, 1993 to 2002
Dean, and Assistant to the President for Special Projects

Created and operated the Wasatch Campus of the college in Heber City, Utah. Managed 46 instructors and 10 staff members, and a $2 million budget. Created a curriculum compatible with the area and student needs. Created a 50-acre campus by obtaining land donations from farmers, and raised $11 million from private donors and the state Legislature, with support from the college President and the community, to build a 57,000 sq. ft. building. Wrote numerous proposals. Raised awareness of the new campus in two counties through concentrated public relations and publicity. (College is now Utah Valley University, averaging 60,000 students per semester.) Participated as a committee member for graduate student dissertation exercises.

The Summit Institute, 1993 to 2002
President

Created and developed a non-profit organization with an international Board of Directors to promote the internationalization of the drug approval process. Met with FDA in Washington, and drug companies on the eastern seaboard and in Europe. Wrote proposals to obtain funds.

Shipley Associates, 1979 to 1993
Senior Consultant

Consulted with business, industry, and government clients (see client list at end of resume) to research and solve writing problems among senior and professional staff. Traveled 48 weeks a year across the United States, and in Europe, South America, and Canada, to deliver two-to-five day workshops about writing in several specific subject areas, such as the design and writing of competitive proposals in the defense industry ($16 billion in winning contracts), environmental impact statement writing for government agencies and private companies, and technical writing for specific industries, such as oil companies. Helped design win strategies with senior management, and wrote executive summaries and parts of proposals for clients. See list of companies who engaged her services at the end of this document.

"Dr. Von Diether was our most valued consultant for 12 years because of her ability to work with business, industry, and government leaders. She was a brilliant consultant strategist. One of her greatest strengths was her ability to work with people at every level of the organizations with which she worked. Her ability to work with clients was unparalleled among 60 consultants." Steve Shipley, President and CEO, Shipley Associates, 2007

Utah State University, 1969 to 1979
Graduate Research and Writing Coordinator

Administered graduate research writing program, including grants for research funds, thesis and dissertation writing. Set publication policy and procedures and recommended changes to the Graduate Dean and Graduate Council. Managed conflict resolution for the Graduate School. Helped students refine research proposals, and performed as a committee member on theses and dissertations. Performed final editorial review of over 300 theses and dissertations per year. Managed print and archival program for School of Graduate Studies. Implemented leadership role for faculty.

Publications on Request

Activities

Member	Utah State University Affirmative Action Advisory Committee, 1978-81
Member	American Association of University Professors (AAUP), 1975-80
President	AAUP, Utah State University, 1978
President	AAUP, Utah State Conference, 1980

Chair	AAUP, Committee W, 1980
Member	AAUP, Nominating Committee for National Executive Council, 1981
Leader	4-H Horse Program, 1968- 1978
Judge	4-H Horse Shows, 1968-1978
President	Heber Valley Rotary Club, 1997
Sgt. at Arms	Heber Valley Rotary Club, 1998
Member	Provo Canyon Advisory Committee, Utah Dept of Trans, 1994-97
Member	Wasatch Economic Development Committee, 1997-2002
Director	2002 Olympic Video Technical Support Program, 1999-2002
Chairman	Master Planning Committee, Wasatch Campus, 2001
President	Jasper Meadows Estates Homeowner's Association 2017-present

Clients I served as a
Shipley Associate

Aerojet; Allied Chemical Corporation; Allen Bradley; Applied Materials; Arco Oil; Arizona Power; Arkla Chemical Corporation; Amoco Oil; AT&T; Bectel; Beech Aircraft; Bell Labs; Bendix Field Engineering; Blue Cross-Blue Shield; Bureau of Indian Affairs; Bureau of Reclamation; California Department of Transportation; California United Metropolitan Transportation; Cameron Iron Works; Celenese Chemical Corporation; Central and Southwest Power; Central Intelligence Agency; Chevron Oil; Church of Jesus Christ of Latter-Day Saints; Clorox Research; Continental Rock Services; Chrysler Corporation; Diamond Shamrock Oil; Earth Technologies; EG&G; E-Systems; Eastman Kodak; Electronic Data Systems; Environmental Protection Agency; Esso Oil International; Exxon Oil; Federal Bureau of Investigation; FMC Corporation; Ford Aerospace; Frito-Lay; Garrett Air Research; General Electric Aircraft; General Motors; General Dynamics; Grumman Aircraft; Hewlett Packard; Honeywell; Hughes Aircraft; Hydrill Corporation; IBM; Kerr-McGee; Loral Electronics; Los Angeles Department of Water and Power; Los Angeles Times; Marian Labs; Martin Marietta; McDonnel Douglas; MCI; Milliman and Roberts; Merck Pharmaceutical; Mobil Oil; Motorola Corporation; NASA; Navaho Tribe; Northrop International; Occidental Oil Research; Occidental Oil International; Oregon Department of Employment; Oregon Department of Fish and Wildlife; Otis Elevator; Planning Research Corporation; Pullman-Torkelson Engineering; Rockwell International; Rust International; Shell Oil; Simon International; Singer-Link Aerospace; Stauffer Chemical Corporation; Sohio Oil; Southern California Gas Company; Standard Oil; Sun Microsystems; Teleco Oil; Texaco Oil; Texas Power and Light; Tri-State Generation Power; Tucson Electric Power Company; Union Oil; US Corp of Engineers; US Department of Energy; US Fish and Wildlife; US Forest Service; US Geological Survey; Unisys; Utah Power and Light; Western LNG Shipping Company; Wyatt Corporation

SPRINGFIELD OREGON

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

OCT 25 REC'D

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

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- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for:

Library Advisory Board

(A separate application must be completed for each board / commission / committee)

Name: Robyn Louden

First Middle Initial Last

Home address: [redacted]

Street City Zip

Mailing address: [redacted]

Street City Zip

Day Phone: [redacted] Evening phone: [redacted]

Email Address: [redacted]

Preferred Form of Contact: Email

Do you live within the Springfield city limits? ☑ Yes ☐ No ⇨ If yes, how long? 5 years

If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 3

Are you a Springfield property owner? ☑ Yes ☐ No

Are you a Springfield business owner? ☐ Yes ☑ No

Are you a registered voter? ☑ Yes ☐ No

Occupation: Special Education teacher Place of employment/School: Eugene 4j

Eugene 4j

Business address: 200 N Monroe St, Eugene OR 97402

Education: University of Oregon, B.A. Spanish 2010, University of Oregon M.S. Special Education 2016

Are you currently serving on any other board, committee, or commission? If so, please list them here:

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice

☐ Word of mouth ☐ Board/Commission/Committee member ☑ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700

Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
   As a special education teacher, I use the library and its resources to support and supplement literacy teaching, social/emotional learning, as well as life skills support (eg: navigating a new space, asking for support, signing up for a library card). Libraries are a critical component of community -- not only do they provide reading material and literacy support, they act like community centers supporting a wide variety of people and needs.

2. What specific contribution do you hope to make?
   I hope to bring my many years of teaching k-12th grade special education, literacy, and language arts to the board. As a special education case manager, I often support students and their families in accessing community resources and programs, which is at the core of what libraries do as well.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
   I have limited experience in volunteering and participating in community groups and activities. However, as a case manager and teacher, I often work with families in accessing community supports and library services.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?
   Early education and literacy, houselessness, career search access, equity and multi-lingual services.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   ◉ Yes ○ No

   Comments: Thank you for your consideration.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signat[redacted] Date: 10/19/2021

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Madeline McGraw/Museum
	Staff Phone No:	541-726-3677
	Estimated Time:	10 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:	MUSEUM ADVISORY COMMITTEE APPLICANT INTERVIEWS
ACTION REQUESTED:	Review applications for two candidates for positions on the Museum Advisory Committee. Interview candidates per requirement and make recommendation to appoint or not to appoint.
ISSUE STATEMENT:	In response to City Council's decision for boards, commissions, and committees have nine members, the Museum Committee opened recruitment for three positions. The Museum Committee is responsible for making recommendations for Museum exhibits and programs; assisting with implementation of exhibits and special events; assisting with community outreach and publicity; and approving Museum policies.
ATTACHMENTS:	ATT1: Springfield Museum Committee current roster ATT2: Gosa-Lewis Application ATT3: Roth Application ATT4: Museum Committee interview questions and schedule
DISCUSSION/ FINANCIAL IMPACT:	In response to a posting that closed November 5, 2021, two applications for the Museum Committee were received from Zak Gosa-Lewis and Stacy Roth. After review of the candidates' application and completion of the interviews, if the Council finds the current applicants eligible and qualified for the committee, they will need to appoint two applicants to three year terms (December 6, 2021-December 31, 2024).

Springfield Museum Committee 2021

Committee Chair: Howard , Adam	ex: 12/31/2023
Roth, Stacy	ex: 3/31/2021
Auxier, Matthew	ex: 12/31/2022
Puyat, Tara	ex: 12/31/2022
Fribley, Jenna	ex: 12/31/2022
Glass, Sarah	ex: 12/31/2022
England, Megan	ex: 12/31/2023

McGraw, Madeline (Staff)
mmcgraw@springfield-or.gov

Pitts, Damien Councilor (Council Liaison)
dpitts@springfield-or.gov

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- **When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.**
- **When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.**
- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for:

Springfield History Museum Committee

(A separate application must be completed for each board / commission / committee)

Name: Zakary P Gosa-Lewis
First Middle Initial Last

Home address: [redacted]
Street City Zip

Mailing address: [redacted]
Street City Zip

Day Phone: [redacted] Evening phone: [redacted]

Email Address: [redacted]

Preferred Form of Contact: Email

Do you live within the Springfield city limits? ☑ Yes ☐ No ⇨ If yes, how long? 3+ Years

If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 2

Are you a Springfield property owner? ☐ Yes ☑ No
Are you a Springfield business owner? ☐ Yes ☑ No
Are you a registered voter? ☑ Yes ☐ No

Occupation: Higher Education Administrator Place of employment/School: University of Oregon

University of Oregon

Business address: 1585 E 13th Avenue, Eugene, Oregon 97403

Education: Bachelors - Political Science / Masters - Corporate Communications

Are you currently serving on any other board, committee, or commission? If so, please list them here:

Lane Regional Air Protection Agency - Citizen Budget Committee

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice
☐ Word of mouth ☑ Board/Commission/Committee member ☐ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

   I've always had a deep appreciation for local history. My formal education and work within higher education provides me with a unique background that could greatly serve the committee. Additionally, I am used to committee participation and collaboration with folks of different backgrounds and investment levels.

2. What specific contribution do you hope to make?

   I hope to better advertise and share about the Museum to local residents. My background in communications and social media management in addition to event planning provides me with a variety of skills that could be of great use in growing visitor numbers as well as opening the space to more folks.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

   I serve on several committees via my position at UO: Veteran's Advisory Committee, First Generation Student Working Group, Wellness Ambassador Committee. Additionally, I'm involved with the LRP Black cultural center and serve as the advisor for several Culturally-Based student orgs.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

   I believe that in order for Springfield to grow as a community and retain its charm, we must remain attached and knowledgeable of our history. I've been to our museum several times, and it is almost always empty. I believe that our community members are missing out on what is a tremendous resource and incredible space. I'd love to work to connect more folks to the space and our city's history.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   ◉ Yes ○ No

   Comments:_____

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I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature:___[redacted]___ Date: 10/17/2021

For more information please call the City Manager's Office 541.726.3700
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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

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- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for:

Springfield History Museum Committee

(A separate application must be completed for each board / commission / committee)

Name: Stacy P Roth
First Middle Initial Last

Home address: [redacted]
Street City Zip

Mailing address: [redacted]
Street City Zip

Day Phone: [redacted] Evening phone: [redacted]

Email Address: [redacted]

Preferred Form of Contact: Email

Do you live within the Springfield city limits? ☑ Yes ☐ No

If yes, how long? 4mo (this address)

If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 6

Are you a Springfield property owner? ☑ Yes ☐ No

Are you a Springfield business owner? ☐ Yes ☑ No

Are you a registered voter? ☑ Yes ☐ No

Occupation: Contract Administrator Place of employment/School: Wildish Land Co

Wildish Land Co

Business address: 3600 Wildish Ln; Eugene OR 97408

Education: BA - History, University of Richmond

Are you currently serving on any other board, committee, or commission? If so, please list them here:

Springfield History Museum Committee

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice

☐ Word of mouth ☑ Board/Commission/Committee member ☐ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700

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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
   I am re-applying for the Museum Committee, which I have served on since 2018. Prior to joining the committee, I did some volunteering in the Museum. I currently volunteer at the Lane County History Museum. I hold a Bachelor of Arts degree in History, which I received after graduating from Thurston High School. I was raised in Springfield/East Lane County.

2. What specific contribution do you hope to make?
   I hope to continue to support the Museum and its Curator, to make the Museum more accessible to our community and to engage citizens with Springfield/East Lane County's history in meaningful ways.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
   I have been a member of the Springfield Museum Committee since its inception in 2018. Prior to that, I volunteered in the Museum. I have also been a volunteer at the Lane County History Museum since 2017. I am a member of the local DAR chapter, where I have served terms as the Chapter Historian and the Chapter Vice-Regent.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?
   The Museum has undergone a phenomenal change in the last three years. It is poised to become a pillar for our community and I'm excited for post-COVID opportunites to further the Museum's activities. I would like to extend my time on the Committee to see the hard work that has already been done bring about community partnerships, citizen engagement and inclusivity as we are able to move into a post-COVID world.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   (●) Yes ( ) No

   Comments:_____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature [redacted] Date: 11/1/2021

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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Museum Committee Interview Schedule & Questions

Schedule

2 minutes	Council preparation of interview questions for Museum Committee
5 minutes	Interview of ***Zakary Gosa-Lewis***
5 minutes	Interview of ***Stacy Roth***

Interview Questions for applicant

1. Why are you interested in serving on the Museum Committee?

2. Describe your understanding of the role you will have serving the Museum Committee and how it relates to the work of the Council.

3. What do you see as current issues and challenges for the City of Springfield?

AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Erin Fifield / DPW
	Staff Phone No:	541-726-2302
	Estimated Time:	15 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Encourage Economic Development and Revitalization through Community Partnerships

ITEM TITLE:	COMMUNITY DEVELOPMENT ADVISORY COMMITTEE APPLICANT INTERVIEWS
ACTION REQUESTED:	Interview three applicants for the Community Development Advisory Committee for four open positions and decide on appointments.
ISSUE STATEMENT:	The Community Development Advisory Committee will have four vacant positions as of January 1, 2022 due to the resignation of one board member, Stephanie Tabibian, and the expiration of the first term of three other board members: Kelly Mason, Bernice Pogue, and Itzel Sandoval. There are two years remaining on the position vacated by Stephanie Tabibian. All other positions will be starting a four-year term as of January 1, 2022. Three applications were received for four openings.
ATTACHMENTS:	ATT 1: CDAC Interview Schedule and Questions ATT 2: CDAC Roster ATT 3: Tinker Flom Application ATT 4: Savannah Olsen Application ATT 5: Seth Thompson Application
DISCUSSION/ FINANCIAL IMPACT:	The Community Development Advisory Committee (CDAC) provides recommendations to the City Council on the best use of the City's allotment of federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds. These funds support housing programs, social services, affordable rental and home ownership housing development, neighborhood revitalization activities, parks and street construction and downtown redevelopment.

Community Development Advisory Committee (CDAC) Interview & Questions

Schedule

Interview of ***Tinker Flom***

Interview of ***Savannah Olsen***

Interview of ***Seth Thompson***

Interview Questions for applicant

1. Why are you interested in serving on the CDAC?

2. Describe your understanding of the role you will have serving the CDAC and how it relates to the work of the Council.

3. What do you see as current issues and challenges for the City of Springfield?

City of Springfield
Community Development Advisory Committee

Name	Appointed	Reappointed	Expiration	Current status
Steve Moe City Councilor	At will of City Council (beginning 2020)			At will
Mike Koivula Planning Commissioner	At will of Planning Commission (beginning 2021)			At will
Sami Allen	11/18/2019		12/31/2023	1st term
Kelly Mason	1/1/2018 RESIGNED 9/20/2021		12/31/2021	1st term
Bernice Pogue	11/20/2017 (to fill a vacancy and serve 4 years)		12/31/2021	1st term
Stephanie Tabibian	11/18/2019 – RESIGNED 3/31/2021		12/31/2023	1st term
Itzel Sandoval	1/1/2018		12/31/2021	1st term
Isabelle Mathews	12/7/2015	11/18/2019	12/31/2023	2nd term

Updated: 12/5/2017

SPRINGFIELD OREGON

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

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PLEASE NOTE:

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Board / Commission / Committee applying for:

Community Development Advisory Committee

(A separate application must be completed for each board / commission / committee)

Name: Tinker D Flom

First Middle Initial Last

Home address: [redacted]

Street City Zip

Mailing address: same

Street City Zip

Day Phone: [redacted] Evening phone: [redacted]

Email Address [redacted]

Preferred Form of Contact: Day Phone

Do you live within the Springfield city limits? ☑ Yes ☐ No ⇨ If yes, how long? 5 years

If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 6

Are you a Springfield property owner? ☑ Yes ☐ No

Are you a Springfield business owner? ☑ Yes ☐ No

Are you a registered voter? ☑ Yes ☐ No

Occupation: Recreation Coordinator/Business Ow Place of employment/School: Willamalane Park and Recreation Dist

Willamalane Park and Recreation District/Co-owner Flom Distribution Services

Business address: 250 S 32nd St, Springfield, OR 97478

Education: Marketing Degree-Minnesota

Are you currently serving on any other board, committee, or commission? If so, please list them here:

No

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice

☐ Word of mouth ☐ Board/Commission/Committee member ☐ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700

Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
   My position with Willamalane allows me to serve our community by providing opportunities for engagement in activities & programs that are of interest & need to our patrons. My past experience with the American Cancer Society Relay For Life, has given me a unique perspective with community involvement and the benefits that people receive from engaging in mutual causes or interests. My background in marketing and event management along with managing a business, utilizes skills in finding creative solutions, managing a budget and finding ways to collorborate to achieve a mutual goal.
2. What specific contribution do you hope to make?
   To contribute to the ongoing development of the identity of Springfield and develop a conversation or vehicle for our individual neighborhoods and population groups to participate in that development.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
   Member of Obsidians, present and former member of women focused business groups, book club, cooking group, variety of community volunteering from foster families, single parents to sporting activities. Have participated in human trafficking forums and awareness. As a parent of, now adult children, volunteering and involvement in Scouts, sports & clubs were a part of our life.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?
   Promoting the pride of belonging to the Springfield community. Providing vehicles for our community members to engage in our city whether they are natives, new residents or going through a life transition.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   ◯ Yes ◯ No

   Comments: The link to the schedule was not working but I should be able to flex my schedule for meetings if necessary.

   Due to a prior commitment I was unable to attend the previous committee meeting. I will attend the next scheduled meeting.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: _____ Date: 11-04-2021

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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PULIDO Allyson

From: FIFIELD Erin
Sent: Sunday, November 07, 2021 9:24 PM
To: NYTES Amy (AJ)
Cc: PULIDO Allyson
Subject: Fw: CDAC Application
Attachments: BCC-Application-Flom.pdf

Hi AJ,

Here's another CDAC application.

I did not realize you weren't copied on this email. Sent last Thursday.

Thanks,
Erin

From[redacted]
Sent: Thursday, November 4, 2021 8:31 PM
To: FIFIELD Erin <efifield@springfield-or.gov>
Subject: CDAC Application

Erin:

Attached is my application for the Community Development Advisory Committee. If you have any questions, I can be reached at:
[redacted]

Thank you for your consideration.
All the best,
Tinker Flom

SPRINGFIELD OREGON

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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

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Board / Commission / Committee applying for:

Community Development Advisory Committee

(A separate application must be completed for each board / commission / committee)

Name: Savannah S Olsen
First Middle Initial Last

Home address: [redacted]
Street City Zip

Mailing address [redacted]
Street City Zip

Day Phone: [redacted] Evening phone: [redacted]

Email Address: [redacted]

Preferred Form of Contact: Email

Do you live within the Springfield city limits? ☑ Yes ☐ No ⇨ If yes, how long? 1 year

If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 2

Are you a Springfield property owner? ☐ Yes ☑ No
Are you a Springfield business owner? ☐ Yes ☑ No
Are you a registered voter? ☑ Yes ☐ No

Occupation: UO Administrator - Student Conduct Place of employment/School: University of Oregon

University of Oregon

Business address: 5126 University of Oregon, Eugene OR 97403

Education: Current Masters of Public Administration '23, Bachelors in Political Science, Business&Nonprofit Admin '17

Are you currently serving on any other board, committee, or commission? If so, please list them here:

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice
☑ Word of mouth ☐ Board/Commission/Committee member ☑ Internet

(Over, please)

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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

   Bachelors of Art in political science, current Masters of Public Administration student learning applicable skills that I would be very interested in applying in a more direct way. Current resident of a low income Springfield neighborhood. Professional experience in assessment and current educational experience in relevant areas like conducting surveys and analyzing qualitative data.

2. What specific contribution do you hope to make?

   My focus in my Masters of Public Administration is in building community resilience, and a huge component of that is meeting basic needs like housing needs. I hope to bring the duel roles of my educational focus and personal background to this committee, and apply the tools I'm learning in my program to help my community meet our collective needs.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

   Looking to get more involved in the Springfield community now that I'm settled! One community activity- ongoing work with Springfield's feral cat colonies, especially the one on Mill St and F.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

   I am keenly aware of the need for low income and moderate income resources in the Eugene/Springfield area. I have lived the majority of my life under the poverty line, live in a lower income neighborhood, and see the ongoing struggles of my neighbors. I'm from the Willamette Valley and am concerned with the trajectory of the cost of living here, and strongly believe in the benefit of urban planning to prevent displacement of our poverty line/minority/vulnerable residents.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   ◉ Yes ○ No

   Comments: That link is not working for me, but my work + school schedule are both very flexible, and I will be planning to attend the Nov 3rd meeting listed on the Springfield Gov site. Scheduling should not be an issue.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: Savannah Olsen Digitally signed by Savannah Olsen Date: 2021.10.09 21:01:13 -07'00' Date: 10/9/2021

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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NOV 01 REC'D

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- **When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.**
- **When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.**
- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for:

Community Development Advisory Committee (CDAC)

(A separate application must be completed for each board / commission / committee)

Name: Seth L Thompson
First Middle Initial Last

Home address: [redacted]
Street City Zip

Mailing address [redacted]
Street City Zip

Day Phone: [redacted] Evening phone: [redacted]

Email Address: [redacted]

Preferred Form of Contact: Email

Do you live within the Springfield city limits? ☑ Yes ☐ No ⇨ If yes, how long? 15 years prior to above ad
If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☑ No

Ward number (City residents only): Ward 1

Are you a Springfield property owner? ☑ Yes ☐ No
Are you a Springfield business owner? ☐ Yes ☑ No
Are you a registered voter? ☑ Yes ☐ No

Occupation: Planner Place of employment/School: Oregon Department of Aviation

Oregon Department of Aviation

Business address: 3040 25th Street SE Salem, OR 97302

Education: B.S.: Journalism and Communication, UO; Master of Community and Regional Planning, UO

Are you currently serving on any other board, committee, or commission? If so, please list them here:

No

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☑ Radio/TV ☐ Mail notice
☐ Word of mouth ☐ Board/Commission/Committee member ☐ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
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Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

   I bring to the CDAC five years of combined experience in Oregon land use planning, economic development and policy research. I am a dedicated public servant who has served three Oregon cities, two counties and one State agency in both paid and volunteer roles. I hold two years of professional experience administering Oregon's planning program in Marion County and Lane County, Oregon. I am currently an aviation planner for the Oregon Department of Aviation.

2. What specific contribution do you hope to make?

   I hold a Master of Community and Regional Planning from the University of Oregon, where my academic research focused on current challenges facing affordable housing in Oregon. I believe my academic research experience in Oregon housing policies would aid the CDAC in assessing the impacts of Oregon House Bills on current Springfield Municipal Code. My experience as an Oregon land use planner would aid the CDAC in developing recommendations for code adoption.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

   I was raised in Springfield and was an active member in 4-H and youth mentoring activities. In 2020, I was appointed to the Environmental Management Committee for the City of Silverton, where I helped develop policy recommendations for the City Council that promoted recycling, waste reduction and improved downtown environmental health. I also recommended strategies for the City Council to fulfill the public policies within the City of Silverton Solid Waste Ordinance.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

   As a public servant, my goal is to serve all members of the public and provide them with the resource knowledge to build and engage in sustainable, livable communities. As a CDAC member, I would strive to address challenges facing public and environmental health, housing affordability, transportation planning, and responsible land use planning. I want to be a CDAC member to ensure the needs of current and future Springfield citizens are addressed and improved where possible.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   ◉ Yes ○ No

   Comments: *As a note: I was raised in Springfield with my family for 15 years at 7572 Thurston Road, Springfield OR.

   As an adult, I moved to Silverton and Portland for work, but recently purchased a home in Springfield and returned with my wife.

   My wife and I believe that Springfield has a bright future and I would love to help contribute to Springfield's success.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: Seth Thompson Digitally signed by Seth Thompson Date: 2021.10.28 18:39:20 -07'00' Date: 10/28/2021

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Work Session
	Staff Contact/Dept.:	Melissa Cariño/DPW
	Staff Phone No:	541-744-4068
	Estimated Time:	05 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Encourage Economic Development and Revitalization through Community Partnerships

ITEM TITLE:	HISTORIC COMMISSION APPLICANT INTERVIEW
ACTION REQUESTED:	Conduct interview to fill a vacancy on the Historic Commission.
ISSUE STATEMENT:	There are two vacancies on the seven-member Historic Commission as a result of term expirations and a resignation. The recruitment for these vacancies opened on September 20, 2021 and closed on November 5, 2021. The City received one application from Leslie McLees.
ATTACHMENTS:	Attachment 1 – Candidate Application Attachment 2 – Current Historic Commission Roster Attachment 3 – Interview Questions

DISCUSSION/ FINANCIAL IMPACT:

The Historic Commission has had a vacancy for the past year and another vacancy became available when Commissioner Bruce Berg resigned in June 2021. The City received a candidate application from Leslie McLees.

Qualifications for membership on the Historic Commission include expertise in the fields of architecture, history, architectural history, planning, or archeology; residency within the *Metro Plan* boundaries; or as residents, electors, or property owners within Springfield.

State and Federal funding of the City's historic preservation activities stipulate that a majority of the Commissioners have professional qualifications in a field related to historic preservation. Three current members, as well as the applicant, possess these qualifications. The Historic Commission has also invested in additional Commissioner trainings with the National Alliance of Preservation Commissions (NAPC) for early 2022.

Council Operating Policies state in Section IX, Subsection 1.3, "Springfield's boards, commissions, committees, and task forces bring together citizen viewpoints which might not otherwise be heard. Persons of wide-ranging interests who want to participate in public service but not compete for public office may choose to be involved in advisory boards, commissions, committees and task forces instead. These bodies also serve as a training ground or stepping stone for qualified persons who are interested in seeking elected public office. They also help fulfill the goals of the City's adopted Citizen Involvement Program to have an informed and involved citizenry."

Springfield Municipal Code Section 2.506 states that any vacancy shall be filled for the unexpired portion of the term of the member creating the vacancy, and Section 2.504 states that appointed members shall hold office for four years with the terms staggered to provide overlapping and continuity.

NOV 02 REC'D

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

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- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for:

Historic Commission

(A separate application must be completed for each board / commission / committee)

Name: Leslie (First) A (Middle Initial) McLees (Last)

Home address: [redacted] (Street) Springfield (City) 97477 (Zip)

Mailing address: [redacted] (Street) Springfield (City) 97477 (Zip)

Day Phone: [redacted] Evening phone:

Email Address: [redacted]

Preferred Form of Contact: Day Phone

Do you live within the Springfield city limits? ☑ Yes ☐ No

If yes, how long? 5 years

If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): 2

Are you a Springfield property owner? ☑ Yes ☐ No

Are you a Springfield business owner? ☐ Yes ☑ No

Are you a registered voter? ☑ Yes ☐ No

Occupation: Undergraduate Director & Senior Instru Place of employment/School: University of Oregon

University of Oregon

Business address: 1251 University of Oregon, Condon 107, Eugene, OR 97403

Education: PhD: Geography; MA Geography; BS: Zoology

Are you currently serving on any other board, committee, or commission? If so, please list them here:

no

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice

☑ Word of mouth ☐ Board/Commission/Committee member ☐ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700

Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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Doc ID: 8af5d6065220605dc04b9c26ae3bb60043c7dad0

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
   I am a resident of the Washburne neighborhood, residing in a hisotric home, which first opened my eyes to the issues of articulating the hirsoty of the place. I also have extensive research and writing capacity through many years teaching and researching for my MA and PhD. I teach, I manage an undergradaute program, a network, I listen, I enjoy thinking throuhg problems and the various perpsectives of people in a place.

2. What specific contribution do you hope to make?
   Springfield is changing, societal expectations of how we understand history in places is changing. I want to be a part of the conversation of a community I have been around and seen change. I am too new to provide an extensive knowledge of this city's history (yet), but I am eager to learn it and to help make decision that bring together the priorities of the Historic Commission as well as otehr pressing issues (from social jsutice to cliamte change adaptation).

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
   I have children at the dual immesion program at Guy Lee Elementary and my family is active in using Willamalane services. I have taken several of my UO students to STEM and STEAM nights at the school and prepared presentations about mapping for classes. I also served on the parent board of my children's child care cetner for 5 yearsm the final two years as president.

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?
   As a Washburne homeowner, I certainly take an interst in my house (which is on the historic registery) and the neighborhood. I'm intersted in this idea of perserving the history to tell a story about a place. Things like the land acknowledgement and the rules governeing what we can do without houses are ways of representing and articulting the stories of our history. I am mainly intersted in learning more about the community for me and my kids and to have a voice in how Springfield is represented.

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at https://www.springfield-or.gov/city/newsroom/. Are you available to attend meetings on the dates listed for this committee?

   ○ Yes ◉ No

   Comments: I teach every week at the time of the meetings, and will for the foreseeable future.

   In an exchange with the chair of the commission, I was told it might be possible to alter the meeting times.

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: [redacted] Date: 11 / 02 / 2021

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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Doc ID: 8af5d6065220605dc04b9c26ae3bb60043c7dad0

Historic Commission

Volunteer	Address	Phone Number	Email	Assignment From	Assignment To
Helmer, Charlotte		(541) 515-0787	helmer.charlotte.m@gmail.com	01/01/2021	12/31/2024
Fribley, Jenna		(541) 914-0334 (Work)	Jenna@campfirelab.com	11/20/2019	11/19/2022
Josephson, Brian		(541) 778-6779	brian.a.josephson@gmail.com	01/01/2021	12/31/2024
Donavin, Kirkwood (Vice Chair)		(541) 485-8581	donavink@lanecc.edu	01/01/2021	12/31/2024
Koenig Boe, Kristina (Chair)		(541) 735-0138 (Cell)	kristinak@willamalane.org	12/02/2019	12/02/2023
Melissa Cariño ** Staff Liaison**	225 Fifth Street Springfield, OR 97477	(541) 744-4068 (Work) (541) 357-8167 (Cell)	mcarino@springfield-or.gov		
Drew Larson Land Use Planner	225 Fifth Street Springfield, OR 97477		alarson@springfield-or.gov		
Pitts, Damien **Council Liaison**	225 Fifth Street Springfield, OR 97477		dpitts@springfield-or.gov		

Historic Commission Interview Schedule & Questions

Schedule

2 minutes	Council preparation of interview questions for Historic Commission Interviews
5 minutes	Interview of ***Leslie McLees***

Interview Questions for applicant

1. Why are you interested in serving on the Historic Commission?

2. Describe your understanding of the role you will have serving as an Historic Commissioner and how it relates to the work of the Council.

3. What do you see as current issues and challenges for the City of Springfield?

AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Nathan Bell
	Staff Phone No:	(541) 726-2364
	Estimated Time:	Consent Calendar
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Mandate

ITEM TITLE:	OCTOBER 2021 DISBURSEMENTS FOR APPROVAL
ACTION REQUESTED:	Approval of the following motion to: Approve the October 2021 Disbursements for Approval
ISSUE STATEMENT:	The October 2021 Disbursements for Approval is attached for your review and approval.
ATTACHMENTS:	Attachment 1: October 2021 Disbursements for Approval
DISCUSSION/ FINANCIAL IMPACT:	Checks totaling $4,079,118.03 were issued in October 2021. Documentation supporting these payments has been reviewed.

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004315	10/7/21	WECO			
			CP-00166169	CNO#: Motorcycle Fuel 8/4-8/30	125.25
			CP-00167377	CNO#: Motorcycle Fuel 9/2-9/15	159.36
					284.61
1004316	10/7/21	Omlid & Swinney Fire Protection &			
			R100398	FIRE ALARM MONITORING-FS#16	540.00
			R100397	FIRE ALARM MONITORING-OPS	540.00
					1,080.00
1004317	10/7/21	Fix Pros Construction, LLC			
			1253	BLD WHELCHR RAMP/SHORTEN DECK	2,175.00
					2,175.00
1004318	10/7/21	911 Supply Inc			
			INV-1-14767	BLAUER 8446, 8565T & NAME TAPE	369.96
			INV-1-14812	Duty belts & accessories	582.00
			INV-1-14787	Uniform ties	213.80
					1,165.76
1004319	10/7/21	Keefe Commissary Supply Company			
			3141996-2438831	C2020: CommissaryCredit9/13/21	-11.64
			3141749-2437762	C2020:CommissaryCredit 9/13/21	-14.19
			3112252	C2020:Inmate Commissary 9/9/21	110.97
			3117435	C2020:Inmate Commissary9/13/21	183.06
					268.20
1004320	10/7/21	Hughes Fire Equipment, Inc.			
			215436	AMB VIN #1FDUF4HT5LDA13277	302,841.71
			567850	E5/536;VEHICLE REPAIRS	3,799.44
			567808	M16/5104; PM SERVICE	808.18
			567987	M16/5104; REPL BRAKES & ROTERS	937.13
			567919	M24/596; VEHICLE REPAIRS	63.22
			567907	M4/5101; VEHICLE REPAIRS	3,581.07
			567985	M75/597; VEHICLE REPAIRS	3,782.53
					315,813.28
1004321	10/7/21	TransFirst Group Inc/TSYS Merch Solution			
			2193114	AUG 2021 - MERCHANT FEES	409.97
			2193115	AUG 2021 - MERCHANT FEES	14,566.04
					14,976.01
1004322	10/7/21	Murraysmith, Inc.			
			20-2767.00 - 17	C2541; ENGINRNG SVC THRU 8/31	1,656.55
					1,656.55

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004323	10/7/21	Hansen,Dawn E.	CRITICAL INCIDENTTRAIN-PERDIEM	Critical IncidentTrain-PerDiem	136.85
			PEER SUPPORT TRAINING-PER DIEM	Training-Per Diem	136.85
					273.70
1004324	10/7/21	Thorp, Purdy, Jewett,Urness	AUGUST 2021 STMT	MWMC LEGAL SERVICE-AUG 2021	4,771.20
					4,771.20
1004325	10/7/21	Garitty Ventures, LLC dba FPW Media	8994	GLENWOOD RFQ DOCUMENT	7,000.00
					7,000.00
1004326	10/7/21	Emerald People's Utility District	88414 STMT 9/22/21	STREET LIGHT ELECTRIC	250.16
					250.16
1004327	10/7/21	Knight, Dorena (Nikki) N	UNIFORM REIMB 8/4/21	Uniform Reimb 8/4/21	129.60
					129.60
1004328	10/7/21	Copy Rite Inc dba Copy Rite Printing	35372	(8) Signs "Coffee with a Cop"	85.00
			35371	Printing	16.50
					101.50
1004329	10/7/21	Sign Pro, Inc.	25057	Police Vehicle Graphic, #60-91	250.00
					250.00
1004330	10/7/21	Friends of the Springfield Library	FSPL SALES SEPTEMBER 2021	FSPL SALES SEPTEMBER 2021	390.00
					390.00
1004331	10/7/21	Brown & Brown	ACH Test 2	ACH Test Transfer	0.01
					0.01

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004332	10/7/21	Kinsey, Cara	YA PROG-LA TEEN X REIMBURSE	YA PROG-LA TEEN X REIMBURSE	82.63
					82.63
1004333	10/7/21	City of Cascade Locks	093021CL	AMBULANCE REVENUE	7,365.57
					7,365.57
1004334	10/7/21	DUFUR AMBULANCE	093021DF	AMBULANCE REVENUE	862.10
					862.10
1004335	10/7/21	City of La Grande Ambulance	093021LG	AMBULANCE REVENUE	9,209.33
					9,209.33
1004336	10/7/21	LANE FIRE AUTHORITY	093021LR	AMBULANCE REVENUE	70.00
					70.00
1004337	10/7/21	Mid-Columbia Fire and Rescue	093021MC	AMBULANCE REVENUE	10.00
					10.00
1004338	10/7/21	North Douglas County Fire & EMS	093021NO	AMBULANCE REVENUE	13,238.75
					13,238.75
1004339	10/7/21	SHERMAN COUNTY AMBULANCE	093021SC	AMBULANCE REVENUE	2,986.84
					2,986.84
1004340	10/7/21	Umatilla Tribal Fire & Ambulance	093021UT	AMBULANCE REVENUE	1,269.87
					1,269.87

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004341	10/7/21	PacificSource Health Plans			
			MED ADMIN FEE OCT 2021	Med Admin Fee Oct 2021	85,002.47
					85,002.47
1004342	10/7/21	HRA VEBA Trust			
			OCT 2021-DAVIS	OCT 21 VEBA RETIREE SICK/VAC	1,124.99
			OCT 2021-KURTZ	OCT 21 VEBA RETIREE SICK/VAC	17,736.78
					18,861.77
1004343	10/14/21	Comfort Flow Heating			
			SVC256258	HEAT REPAIR 205 54TH ST S, #53	529.50
					529.50
1004344	10/14/21	National Business Solutions			
			IN92438	C2227; ADDTL COPIES 8/3-9/2/21	57.67
			IN92589	C558-B&W/Color Copies8/25-9/24	13.31
					70.98
1004345	10/14/21	Portland State University			
			22-040	OR Summer Fellowship Prgm	2,250.00
					2,250.00
1004346	10/14/21	Rexius Forest By-Products, Inc.			
			760937	C2839: Sep Landscape Maint.	625.00
					625.00
1004347	10/14/21	People Speak, LLC			
			SPR-0013	ASYNCHRONOUS MEETING SOFTWARE	800.00
					800.00
1004348	10/14/21	911 Supply Inc			
			INV-1-14987	BLAUER 8446; 8565T & NAME TAPE	369.96
			INV-1-14864	Quartermaster--ties, bag	350.00
			INV-1-14986	SILENT KEY HOLDER/EARPHONES	260.38
					980.34
1004349	10/14/21	Hughes Fire Equipment, Inc.			
			568255	540/E14: VEHICLE REPAIRS	1,099.27
			568203	BR16/541: VEHICLE REPAIRS	1,440.28
			568178	BR16/541; VEHICLE REPAIRS	816.16
			568059	M4/5101; VEHICLE REPAIRS	58.16
			568058	M5/536; VEHICLE REPAIRS	153.29
			568070	M75/597; PM SERVICE	690.21
					4,257.37

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004349	10/14/21	Hughes Fire Equipment, Inc.			
1004350	10/14/21	API National Service Group, Inc.	133075	C2474; MAINT SPRINKLER SYSTEMS	10,559.66
					10,559.66
1004351	10/14/21	Poulsen, Christoffer E	07/01/21-09/30/21	C2168; MED DIR JUL-SEP 21	5,458.00
					5,458.00
1004352	10/14/21	Verizon Wireless	9888109478	CELL / IPAD CHARGES	2,667.03
					2,667.03
1004353	10/14/21	Omlid & Swinney Fire Protection &	EU38498	Replace Broken Sprinkler Head	607.50
					607.50
1004354	10/14/21	DKS Associates, Inc.	0078706	C2503; MSSP OUTREACH-AUG	1,817.50
					1,817.50
1004355	10/14/21	The Freshwater Trust	115858	P80080; PROF SVCS-8/1-8/31/21	6,931.40
					6,931.40
1004356	10/14/21	Garten Services, Inc	P300162	Aug 21 Shrddng Svcs-Prosecutor	5.00
			P300159	Aug 21 Shredding Svcs-ASD	65.00
					70.00
1004357	10/14/21	Correctional Industries Accounting	FCR005103	C2020: Inmate Commissary	-126.84
			F177729	C2091: Inmate Meals 6/11/21	3,778.80
					3,651.96

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004358	10/14/21	Garitty Ventures, LLC dba FPW Media	9172	C2291; Vimeo Subscription	24.00
					24.00
1004359	10/14/21	Oregon Fence Company, Inc	28588	REPAIR CHAIN LINK FENCE	220.00
					220.00
1004360	10/14/21	Grunow, Kylie F	3	C2858: Legis/Govt Relation Sv	2,500.00
					2,500.00
1004361 - VO	10/14/21	Public Safety Center, Inc.	6028207	MK3 Stream Crossfire&Batteries	300.00
					0.00
1004362	10/14/21	Above All Sanitation, Inc	154195	C2850; SINGLE TRAILER UNITS	352.19
			154194	CRACK SEALING/JOB SITE 25164	93.75
					445.94
1004363	10/14/21	Tyree Oil, Incorporated	F76965-IN	SJC Generator Fuel	893.84
					893.84
1004364	10/14/21	Cunningham, Laura Marie	2108	Aug 21' Office Uni Alterations	8.00
			2108	Aug 21' Patrol Uni Alterations	30.00
					38.00
1004365	10/14/21	MODA	212740000045	Dental Claims 09/26 - 09/30/21	10,912.10
			212750000754	Dental Claims 10/01 - 10/02/21	1,511.70
					12,423.80
1004366	10/14/21	White Bird Clinic - HELP	SPFD 2437 0921	C2437: Sep 2021 Cahoots Fuel	1,157.84
			SPFD 2437 0921	C2437: Sep 2021 Cahoots Svs	34,531.00
					35,688.84

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004367	10/14/21	WECO			
			CP-00169473	CNO#:Motorcycle Fuel 9/16-9/30	164.43
					164.43
1004368	10/14/21	Pardee, Eric			
			2021 TRAFFICSAFETYCONF-PERDIEM	2021 TrafficSafetyConf-PerDiem	88.55
					88.55
1004369	10/14/21	SORBY, ERIC A			
			CANINE DETECTION TRAINING	Canine Detection Training	3,300.00
					3,300.00
1004370	10/14/21	NW Natural			
			3676970-1 STMT 9/28/21	725 S 57TH ST - GAS	17.82
			3099443-8 STMT 9/27/21	BK #155: UTILITIES - GAS	15.99
			2953029-2 STMT 9/27/21	CB: UTILITIES - GAS	37.43
			466497-5 STMT 9/28/21	CH GENERATOR-UTILITIES-GAS	23.44
			2143654-8 STMT 9/27/21	DP; UTILITIES - GAS	10.93
			717543-3 STMT 9/27/21	FLEET SHOP 8/26-9/27/21	33.07
			JC GAS: 8/25/21-9/27/21	JC Gas: 8/25/21-9/27/21	2,265.73
			1830585-4 STMT	WR; 8/26-9/27/21	43.51
					2,447.92
1004371	10/14/21	PacificSource Health Plans			
			88951	Medical Claims Ending 09/30/21	298,318.83
					298,318.83
1004372	10/14/21	GPS Insight LLC			
			1233961	GPSI-MONTHLY MONITORING OCT 21	246.35
					246.35
1004373	10/14/21	Sierra Springs			
			14317529 092921	WATER SERVICE - TRAFFIC	67.41
					67.41
1004374	10/20/21	The Bank of America			
			09/21 SEDERLIN, R	#6022 maintenance	2,678.38
			09/21 STUTESMAN, C	#6112 flat bar	20.00
			09/21 SEDERLIN, R	#6113 retrofit	869.99
			09/21 MCDONALD, G	1 American flag: 5'x8'	95.32
			09/21 VAUGHT, M	1 printer toner (returned)	-68.00
			09/21 ANDERSON, J	2 grease guns and 2 tips	47.13
			09/21 Benitez, E	2 keyboards for dispatch	79.98
			09/21 ANDERSON, J	2 pr. safety glasses	17.36
			09/21 KRUEGER, K	2021 OBSEELS Symposium Registr	100.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004374	10/20/21	The Bank of America			
			09/21 Brennan, J	2021 OSBEELS Symposium	100.00
			09/21 NAWALANIEC, R	32 gal. container	25.75
			09/21 NAWALANIEC, R	4 Hard hats	80.00
			09/21 NAWALANIEC, R	4 rubber tarp straps	5.96
			09/21 CURRIER, R	5 pre-paid dump cards	250.00
			09/21 WILSON, B	5th/Centennial:dig-up rehab	60.00
			09/21 WILSON, B	5th/Centennial:dig-up rehab	60.00
			09/21 WILSON, B	5th/Centennial:dig-up rehab	60.00
			09/21 WILSON, B	5th/Centennial:dig-up rehab	60.00
			09/21 WILSON, B	5th/Centennial:rock&dirt	68.00
			09/21 DILLEY, H	75 Hats/caps w/logo embroidere	1,045.00
			09/21 McCAFFERY, M	8th/C St: pipe repair	60.00
			09/21 McCAFFERY, M	8th/C St: pipe repair	60.00
			09/21 GREENE, K	APWA Membership for John Coggi	108.00
			09/21 KRUEGER, K	APWA Oregon Fall Conference Re	100.00
			09/21 DZIERZEK, D	Amazon Prime - Credit - Prime	-12.99
			09/21 ALLOCCO, M	Animal Control/Pet Licensing F	27.80
			09/21 LAUDATI, N	Annual DropBox Subscription-CM	431.13
			09/21 SARRETT, C	Annual NetMotion Renewal - FIn	4,200.00
			09/21 SARRETT, C	Annual NetMotion Renewal - PD	6,828.11
			09/21 VAUGHT, M	Apprentice classes:T.Gravon	990.31
			09/21 CRAIG, L	Art of Effective Delegation CL	29.00
			09/21 JAEGER, P	Artist coffee for upstream art	2.05
			09/21 JAEGER, P	Artist food for upstream art	34.95
			09/21 JAEGER, P	Artist food for upstream art	67.00
			09/21 SARRETT, C	Azure ADFS/O365 Monthly Charge	443.07
			09/21 JONES, B	B/W and Color Ink for Printing	83.78
			09/21 PETERSEN, S	B2B Prime 2G3YT5W41 - Purchase	179.00
			09/21 MANLEY, M	BK: security cameras	154.48
			09/21 CURRIER, R	Bar oil for chainsaws	80.05
			09/21 SPIRO, L	Basecamp highrise	24.00
			09/21 WILLIAMSON, J	Batteries for Locator	7.99
			09/21 HALGREN, J	Bibles for inmates	57.60
			09/21 KIMPTON, M	Binding Supplies for Engineeri	49.49
			09/21 BARRAGER, G	Building supplies	57.87
			09/21 Benitez, E	CHETT - CCS - Afghanistan Refu	471.96
			09/21 VAUGHT, M	COSHA regist: Massa,T-refund	-200.00
			09/21 AUSTIN, B	CPR for new patrol employees	76.00
			09/21 FREY, E	CRAIGSLIST.ORG - Finance Analy	25.00
			09/21 FREY, E	CRAIGSLIST.ORG - OPs IT System	25.00
			09/21 FREY, E	CRAIGSLIST.ORG - PESF Admin Sp	25.00
			09/21 POLEN, W	Car escape tool kit for patrol	397.65
			09/21 MACAULEY, L	Caution tape:Willam.path	28.00
			09/21 SEDERLIN, A	Certified Legal Document Trans	600.00
			09/21 Espinoza, M	Class Book: M.Espinoza	89.00
			09/21 Walker, S	Closet rack dividers /hangers	10.99
			09/21 McVey, S	Computer equipment	486.22
			09/21 Brennan, J	Construction Inspection Manual	100.00
			09/21 GREENE, K	Construction Inspection Worksh	350.00
			09/21 POLEN, W	Crowd Control per HB3355	1,650.00
			09/21 HELD, D	DEPOSIT TICKETS-FINANCE	386.87
			09/21 Brennan, J	Desks for Mariah and Amanda	305.98
			09/21 McVey, S	Dispatch	32.75
			09/21 McVey, S	Dispatch Computer	77.56
			09/21 SEDERLIN, R	Disposal: 230 tires	399.50
			09/21 GUSTAVSON, L	EMP DEV - Registration for CLC	35.00
			09/21 WORLEY, T	EMP DEV - staff train - EL con	40.00
			09/21 SCHINDELE-CUPPLES, C	EMP DEV Slack September 2021	128.00
			09/21 HAYES, J	EMS TRAINING SUPPLIES	9.99
			09/21 VOGENEY, K	EOC: 12 gmail accts	72.00

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1004374	10/20/21	The Bank of America			
			09/21 CRAWFORD, J	External hard drives	559.98
			09/21 MANLEY, M	FS14: Plbg/pipe: outside wall	495.00
			09/21 MCDONALD, G	FS16 fan motor	96.94
			09/21 DEEDON, G	FUEL FOR CONFLAG VEHICLE	57.44
			09/21 BARRAGER, G	Faucet fixture	1.29
			09/21 MYERS, J	Firearms St. Action - 9 mm	109.80
			09/21 MASSEY, M	Flight to Vegas for labor rela	98.98
			09/21 MONROE, T	Folders for Background investi	51.98
			09/21 LAUDATI, N	Framing of Key to the City	100.00
			09/21 GUSTAVSON, L	G&M -OCF PreK - carpet circles	275.90
			09/21 McGRAW, M	G&M ESPA PROG -LatinX Muertos	301.30
			09/21 McGRAW, M	G&M ESPA PROG -LatinX Muertos	662.93
			09/21 ALLOCCO, M	GOVERNMENT FINANCE OFF - GAAP	150.00
			09/21 OBRINGER, N	GOVERNMENT FINANCE OFF - Train	315.00
			09/21 HUMPHREYS, B	Gas for OPCA 2021 K9 Seminar -	30.00
			09/21 HUMPHREYS, B	Gas for OPCA 2021 K9 Seminar -	32.70
			09/21 HUMPHREYS, B	Gas for OPCA 2021 K9 Seminar -	55.00
			09/21 MYERS, J	Gas for SWAT vehicle	79.60
			09/21 SARRETT, C	GoToMeeting License	6.00
			09/21 SARRETT, C	GoToMeeting License	6.00
			09/21 SARRETT, C	GoToMeeting Licenses - Courts	18.00
			09/21 CRAIG, L	Government Law Review 2021 CLE	100.00
			09/21 ANDERSON, J	Grease gun	22.26
			09/21 ANDERSON, J	Grease gun	27.62
			09/21 FARSET, M	Green River class books:M.Fars	89.00
			09/21 Espinoza, M	Green River class: M.Espinoza	490.31
			09/21 FARSET, M	Green River class: M.Farset	490.31
			09/21 JONES, B	Green Tags for Building Progra	64.40
			09/21 BARRAGER, G	HVAC Tools: stick multimeter	162.35
			09/21 BARRAGER, G	HVAC repair tools	10.99
			09/21 BARRAGER, G	HVAC repair tools	11.94
			09/21 BARRAGER, G	HVAC repair tools	14.59
			09/21 BARRAGER, G	HVAC repair tools	32.97
			09/21 BARRAGER, G	HVAC repair tools	40.77
			09/21 BARRAGER, G	HVAC repair tools	65.99
			09/21 BARRAGER, G	HVAC repair tools	89.96
			09/21 BARRAGER, G	HVAC repair tools	129.00
			09/21 BARRAGER, G	HVAC repair tools	237.43
			09/21 BARRAGER, G	HVAC tools	13.99
			09/21 BARRAGER, G	HVAC tools	32.83
			09/21 BARRAGER, G	HVAC tools: digit.manifold/vac	526.00
			09/21 MANLEY, M	HVAC tools: oxy/acetylene	154.00
			09/21 BARRAGER, G	HVAC tools: vac.pump	262.12
			09/21 DZIERZEK, D	Hardware Purchase / PD - Dispa	135.72
			09/21 DZIERZEK, D	Hardware Purchase / PD - IA Pr	548.90
			09/21 KENWORTHY, W	Hardware Purchase / Police - C	189.50
			09/21 HUMPHREYS, B	Hotel for OPCA 2021 K9 Semina	338.40
			09/21 MASSEY, M	Hotel for Legal Updates - labo	159.02
			09/21 HUMPHREYS, B	Hotel for OPCA 2021 K9 Seminar	338.40
			09/21 HUMPHREYS, B	Hotel for OPCA 2021 K9 Seminar	340.90
			09/21 RANSOM, C	Hotel for Peer Support trainin	247.26
			09/21 Benitez, E	Hotel for Peer Support trainin	296.70
			09/21 Espinoza, M	Ice for street crew:jog path	2.99
			09/21 SARRETT, C	Identity Automation - Annual S	5,642.00
			09/21 SPIRO, L	Incentive for the MWMC Renamin	50.00
			09/21 Seibel, K	Int Fee for PIO software	2.39
			09/21 SPIRO, L	International Fee for Social M	1.59
			09/21 CORNELIUS, S	Irrigation parts	2.29
			09/21 CORNELIUS, S	Irrigation parts	15.45
			09/21 CORNELIUS, S	Irrigation parts	172.98

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1004374	10/20/21	The Bank of America			
			09/21 BARRAGER, G	JC HVAC REPAIR	333.65
			09/21 WORLEY, T	JR COLL - jpr - kidsbookabout	298.28
			09/21 WORLEY, T	JR PROG - Dec/Jan/Feb part mar	308.76
			09/21 NEIWERT, M	Jail Command Council Conferenc	560.49
			09/21 PENCE, J	Jail Medical - Inmate Medical	110.00
			09/21 Espinoza, M	Jogging path: Ice	2.99
			09/21 Espinoza, M	Jogging path: Ice	2.99
			09/21 MANLEY, M	Keys for 236 Main St.	28.36
			09/21 FARSET, M	LCC class books: M.Farset	132.50
			09/21 BARRAGER, G	LIB: door parts & AA batteries	42.46
			09/21 Benitez, E	Label maker for watch commande	14.99
			09/21 MURPHY, M	Leadership training	29.00
			09/21 DELCASTILLO, A	License for Drone -	50.00
			09/21 Seibel, K	License for music usage for vi	299.00
			09/21 Walker, S	Lithium batteries for patrol	37.20
			09/21 GRIESEL, C	Lunch for Developer's Meeting	73.26
			09/21 DELCASTILLO, A	Lunch for Patrol Oral Boards	68.00
			09/21 BELL, N	MCKENZIE S UNITED WAY - TShir	180.00
			09/21 GUSTAVSON, L	MILLS - Marketing pencils	133.62
			09/21 MARSONETTE, K	MILLS - outreach supplies	16.16
			09/21 MASSA, T	MSDS replacemt supplies	109.91
			09/21 MAYS, B	MU3 Biochar Pilot Purchase	33.97
			09/21 McGRAW, M	MUSEUM COLL- roll storage wood	22.99
			09/21 McGRAW, M	MUSEUM COLL- textile rack wood	79.96
			09/21 McGRAW, M	MUSEUM EXHIB - exhibit supplie	20.15
			09/21 McGRAW, M	MUSEUM EXHIB - exhibit supplie	30.84
			09/21 McGRAW, M	MUSEUM MEMB - datalogger accou	120.00
			09/21 McGRAW, M	MUSEUM PROG - DIA kit supplies	99.65
			09/21 McGRAW, M	MUSEUM SUPP - Cleaning supplie	24.97
			09/21 McGRAW, M	MUSEUM SUPP - Office supplies	57.48
			09/21 McGRAW, M	MUSEUM SUPP - office supplies	159.96
			09/21 DAGGETT, J	Manhole rpr:Thurston HS	13.38
			09/21 POLEN, W	Masks for COVID - Patrol and S	374.23
			09/21 SPIRO, L	Media Signage	99.00
			09/21 BARRAGER, G	Memorial Bldg:padlocks/rekeys	47.16
			09/21 CRAIG, L	Microsoft Word for Lawyers CLE	129.00
			09/21 DZIERZEK, D	Monitor Purchase / PD - ISB An	359.99
			09/21 DZIERZEK, D	Monitor Purchase / PD - ISB Mc	461.88
			09/21 DZIERZEK, D	Monitor Purchase / PD - ISB Po	461.88
			09/21 DZIERZEK, D	Monitor Purchase / PD - ISB Qu	461.88
			09/21 DZIERZEK, D	Monitor Purchase / PD - ISB Se	461.88
			09/21 ALLOCCO, M	Monthly License Fee	22.80
			09/21 FOSSEN, A	Monthly RG Subscription-CMO	9.99
			09/21 MONROE, T	Monthly charge for August 2021	400.00
			09/21 DRISCOLL, J	Mouse for computer/Ergonomic	89.95
			09/21 KENT, C	New Charger for Charlie Kent	39.95
			09/21 Keetle, B	Notary License for T. Komisar	40.00
			09/21 VOGENEY, K	OBEEL reg/K. Vogeney	100.00
			09/21 BELL, N	OGFOA MEMBERSHIP BELL	215.00
			09/21 BELL, N	OGFOA-JOB LISTING FIN ANALYST	100.00
			09/21 WILLIAMSON, J	OVMA reg./j. williamson	400.00
			09/21 NOTARY, K	Office Supplies for DPW SE Qua	4.76
			09/21 MELICK, B	Oracle PS Training - Purchase	2,433.60
			09/21 LAUDATI, N	PBOT - Bridge Dedication (no r	4.00
			09/21 DZIERZEK, D	PC Purchase / PD - PIO Seibel	2,072.13
			09/21 KENT, C	PCH INTELIUS Monthly Subscript	9.95
			09/21 KENWORTHY, W	PD RFID Reader	94.75
			09/21 MOSSEFIN, B	PNCWA Registration	195.00
			09/21 SPIRO, L	PNCWA Registration	195.00
			09/21 MILLER, T	PNCWA Registration	399.00

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1004374	10/20/21	The Bank of America			
			09/21 ROBINSON, B	PNCWA Registration	399.00
			09/21 STOUDER, M	PNCWA Registration	399.00
			09/21 BARRAGER, G	Paint supplies	29.01
			09/21 CUSHMAN, S	Paper bags for property	187.29
			09/21 FINSAND, B	Pavement marking supplies	59.43
			09/21 POLEN, W	Peer Support Training - handen	148.35
			09/21 MONROE, T	Pens	9.05
			09/21 MONROE, T	Pens paperclips divider tabs	183.64
			09/21 MONROE, T	Phone bill	63.86
			09/21 DILLEY, H	Pipe threader servicing	229.40
			09/21 MURPHY, M	Plants for day of caring work	697.00
			09/21 JAEGER, P	Plywood for upstream art	65.09
			09/21 Miller, A	Postage for River Festival giv	1.16
			09/21 KRUEGER, S	Postage for report to DEQ	26.95
			09/21 MACAULEY, L	Propane for thermolay	67.34
			09/21 OBRINGER, N	REGISTER GUARD Notice of Permi	80.00
			09/21 Manley, T	REPLACEMENT WINDOWS FOR RESCUE	120.00
			09/21 DEEDON, G	RETURN VEHICLE TO SERVICE POST	11.00
			09/21 BLOMQUIST, M	RG Online- Sept 2021	8.62
			09/21 Walker, S	Rack for patrol storage	98.95
			09/21 Brennan, J	Register Guard Annual Subscrip	436.80
			09/21 VOGENEY, K	Register Guard sub-K.Vogeney	12.95
			09/21 HUMPHREYS, B	Registration OPCA 2021 K9 Semi	400.00
			09/21 CORNELIUS, S	Round-up: 1/2 gal.	37.47
			09/21 JUDD, D	SHIRTWHOLESALER.COM - Staff Sw	130.40
			09/21 SCHWARTZ, T	STN3 SUPPLIES	33.02
			09/21 WILLIAMS, T	SUPPLIES - book processing ma	476.79
			09/21 WORLEY, T	SUPPLIES - binder organizers	32.40
			09/21 MARSONETTE, K	SUPPLIES - colored paper	13.96
			09/21 MARSONETTE, K	SUPPLIES - colored paper	97.72
			09/21 MARSONETTE, K	SUPPLIES - receipt paper	104.45
			09/21 MARSONETTE, K	SUPPLIES -zip ties	6.29
			09/21 MYERS, J	SWAT Rifle Ports	65.91
			09/21 MYERS, J	SWAT Rifle ports	485.85
			09/21 DILLEY, H	Safety supp: 36 pr. latex glov	95.76
			09/21 WEAVER, R	Screws and staples for ISB off	33.67
			09/21 McCAFFERY, M	Sewer mhole rehab:MtVernon/Jas	14.80
			09/21 McCAFFERY, M	Sewer mhole rehab:MtVernon/Jas	30.00
			09/21 McCAFFERY, M	Sewer mhole rehab:MtVernon/Jas	30.00
			09/21 CRAWFORD, J	Shipping AED trade	161.44
			09/21 Miller, A	Shipping for FOG kits sent to	12.00
			09/21 SEDERLIN, R	Shop supplies	83.55
			09/21 SEDERLIN, R	Shop supplies:tags/signs	84.69
			09/21 HEALY, M	Snacks for Upstream Art	14.96
			09/21 MURPHY, M	Snacks for day of caring work	9.67
			09/21 MURPHY, M	Snacks for day of caring work	11.99
			09/21 SPIRO, L	Social Media Course for MECOP	199.00
			09/21 KENWORTHY, W	Software Purchase / DPW - Ken	119.25
			09/21 POLEN, W	Software Renewal for Forensic	4,300.00
			09/21 Walker, S	Solid Brass Locks for Locker R	73.60
			09/21 PENCE, J	Space Heater	23.24
			09/21 VAUGHT, M	Spartan clean/odor elim.	66.00
			09/21 CROLLY, G	Subscription for Lt. Crolly	7.99
			09/21 KENWORTHY, W	Surface Charger purchase Kerri	147.24
			09/21 CURE, K	TECH - laptop bags	34.99
			09/21 FINSAND, B	TOOL FOR CHRIS	74.66
			09/21 LANE, E	TROPHY AWARDS annual complianc	202.76
			09/21 JONES, B	TUL paper punch	14.28
			09/21 Seibel, K	Teleprompter App for PIO	59.99
			09/21 STUTESMAN, C	Telescoping mirror	24.99

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1004374	10/20/21	The Bank of America			
			09/21 PENCE, J	Towing Case # 21-2655	365.00
			09/21 PENCE, J	Towing Case #092121	930.00
			09/21 PENCE, J	Towing Case #21-2372	310.00
			09/21 PENCE, J	Towing for Case 21-5276	175.00
			09/21 FINSAND, B	Traffic signal tools	30.78
			09/21 FINSAND, B	Traffic signal tools	125.63
			09/21 FINSAND, B	Traffic signal tools	247.85
			09/21 FINSAND, B	Traffic signal tools	254.66
			09/21 ANDERSON, J	Transient cleanup:trash bags	39.95
			09/21 BARKER, J	USB Drives for MWMC Trailer	44.97
			09/21 SEDERLIN, R	Veh.6034: tube assy.	65.52
			09/21 SEDERLIN, R	Veh.6086: Siren sys w/bracket	715.85
			09/21 SEDERLIN, R	Veh.6088: Compressor	301.52
			09/21 STUTESMAN, C	Veh.6112: 10' rectang. tube	78.00
			09/21 PHILLIPS, G	Veh.7130: tire repair	51.50
			09/21 SEDERLIN, R	Veh.inspection report 50 pk	145.00
			09/21 SARRETT, C	WIldcard SSL Certificate - IT	3,798.10
			09/21 FREY, E	WRIST-BAND CUSTOMLANY - COS L	385.00
			09/21 JUDD, D	WWW COSTCO COM - Wellness Fair	180.87
			09/21 JUDD, D	WWW COSTCO COM - Wellness Fair	314.79
			09/21 JUDD, D	WWW COSTCO COM -Wellness Fair	63.96
			09/21 STEFFEN, C	WWW.VOLGISTICS.COM - Sept - Oc	290.00
			09/21 HEALY, M	Water for Upstream Art	12.78
			09/21 BARNETT, B	Webinar: LED lightings effect	95.00
			09/21 MACAULEY, L	White marking paint	26.92
			09/21 NOTARY, K	Wireless Keyboard for Kelly No	81.25
			09/21 NOTARY, K	Wireless Mouse for Kelly Notar	76.92
			09/21 DILLEY, H	Work shirts & coveralls	782.68
			09/21 DILLEY, H	Workboots: C.Norman	135.98
			09/21 KINSEY, C	YA PROG - LaTEENx ordering	16.94
			09/21 KINSEY, C	YA PROG - LaTEENx ordering	25.00
			09/21 KINSEY, C	YA PROG - LaTEENx ordering	29.99
			09/21 KINSEY, C	YA PROG - LaTEENx ordering	48.40
			09/21 KINSEY, C	YA PROG - LaTEENx ordering	92.08
			09/21 KINSEY, C	YA PROG - LaTEENx ordering	92.87
			09/21 KINSEY, C	YA PROG - LaTEENx ordering	418.58
			09/21 KINSEY, C	YA PROG - LaTEENx switch billb	159.90
			09/21 KINSEY, C	YA PROG - teen snacks	9.69
			09/21 BAKER, E	Zip-ties for TV van	6.99
			09/21 Espinoza, M	apprentice classes/m. espinoza	464.02
			09/21 McGillivray, M	apwa conf/m. mcgillivray	100.00
			09/21 MANLEY, M	batteries/3 in 1 reader	31.12
			09/21 BARRAGER, G	business prime	179.00
			09/21 GRAVON, T	cdl drive test/j. segura	210.00
			09/21 DILLEY, H	clothing order	263.90
			09/21 DILLEY, H	clothing order	295.89
			09/21 McGillivray, M	communications conf/m. mcgilli	195.00
			09/21 SCOTT, S	continuing ed./s. scott	85.00
			09/21 MACAULEY, L	dewalt battery adapter	39.99
			09/21 BARRAGER, G	duct sealant	75.65
			09/21 DRISCOLL, J	eBay O 21-07547-19921 - Purcha	70.18
			09/21 WILSON, B	first aid supplies	71.80
			09/21 MCDONALD, G	flags	427.56
			09/21 PHILLIPS, G	flat repair/wheel change/misc	51.50
			09/21 DILLEY, H	forms and materials for 16th	307.06
			09/21 PARDEE, T	gas for training - Dispatch	50.27
			09/21 MACAULEY, L	grease gun for streets	169.00
			09/21 DILLEY, H	hardhat for chris	20.00
			09/21 CORNELIUS, S	irrigation parts	5.52
			09/21 CORNELIUS, S	irrigation parts	30.13

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004374	10/20/21	The Bank of America			
			09/21 CORNELIUS, S	irrigation tool	6.99
			09/21 MCDONALD, G	jc gate	195.97
			09/21 MCDONALD, G	jl paint	136.89
			09/21 SCOTT, S	license renewal/s. scott	100.00
			09/21 DILLEY, H	new tools for chris	204.88
			09/21 VAUGHT, M	office supplies	14.99
			09/21 VAUGHT, M	office supplies	44.97
			09/21 VAUGHT, M	office supplies	92.78
			09/21 VAUGHT, M	office supplies	188.87
			09/21 MCDONALD, G	oven spring/FS5	7.58
			09/21 WILSON, B	parts for small tank water spr	2.49
			09/21 WILSON, B	parts for small tank water spr	10.48
			09/21 SEDERLIN, R	pd stock	68.37
			09/21 SCOTT, S	photo cells	73.99
			09/21 McGillivray, M	power strip/adapter cable	30.60
			09/21 Miller, A	promoting MWMC River Festival	25.94
			09/21 DAGGETT, J	replacement parts for ERT port	493.49
			09/21 SEDERLIN, R	rubber flap	42.99
			09/21 DILLEY, H	safety recog	10.00
			09/21 RAIVO, D	seat cushion for locate van	24.88
			09/21 MANLEY, M	security cameras for booth kel	157.48
			09/21 SEDERLIN, R	shop supplies	8.10
			09/21 SEDERLIN, R	shop supplies	157.38
			09/21 BAKER, E	splicer for TV van	11.98
			09/21 SCOTT, S	spot lights	19.96
			09/21 FINSAND, B	street light jbox repair	10.00
			09/21 DILLEY, H	tools for chris	198.36
			09/21 SCOTT, S	traffic supplies	48.81
			09/21 SCOTT, S	traffic supplies	50.57
			09/21 BAKER, E	tv van supplies	15.96
			09/21 BARRAGER, G	video camera controller for op	55.99
			09/21 MCDONALD, G	water valve repair kits for jl	94.39
			09/21 STOREY, M	yard debris card x 1	50.00
					81,548.25
1004375	10/21/21	Omlid & Swinney Fire Protection &			
			844889	Fire extinguisher Maintenance	279.50
					279.50
1004376	10/21/21	Hughes Fire Equipment, Inc.			
			568634	5102/M5; VEHICLE REPAIRS	115.30
			568347	M75/597; VEHICLE REPAIRS	5,062.04
					5,177.34
1004377	10/21/21	National Business Solutions			
			IN92749	ADDITIONAL COPIES 08/09-09/08	39.41
			IN92786	ADDITIONAL COPIES 8/29-9/28	123.02
			IN92750	C2622; ADDTL COPIES 8/14-9/13	215.79
					378.22

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
1004378	10/21/21	Keefe Commissary Supply Company			
			3128304	C2020:Inmate Commissary9/22/21	86.19
			3135862	C2020:Inmate Commissary9/27/21	167.72
					253.91
1004379	10/21/21	Correctional Industries Accounting			
			F179065	C2091: Inmate Meals 9/24/21	2,827.90
					2,827.90
1004380	10/21/21	911 Supply Inc			
			INV-1-15151	Officer Uniform	549.94
			INV-1-15122	Officer Uniforms	669.93
			INV-1-15121	Officer uniforms	687.93
			CM-1-375821	Uniform Stock credit	-213.80
					1,694.00
1004381	10/21/21	Kennedy/Jenks Consultants, Inc.			
			149892	P80098 CLASS A DISINFECT PMT 7	69,377.59
					69,377.59
1004382	10/21/21	Overhead Door Company, Inc.			
			0207342-IN	FS #4; GATE REPAIR	125.00
					125.00
1004383	10/21/21	Firstline Communications, Inc.			
			170508	C2816; TELEPHONE SYS EQUIP	6,079.80
					6,079.80
1004384	10/21/21	Viewpoint Appraisals-Swartz ValuationLLC			
			21-71	C2911; Appraisal/Linda Lane	5,500.00
					5,500.00
1004385	10/21/21	Westates Flagman Inc.			
			32951	FLAGGING; 201 S 18TH	1,359.60
			33003	FLAGGING; 201 S 18TH	1,768.80
					3,128.40
1004386	10/21/21	Western Systems Refuse &			
			34453	PARTS FOR CCTV CAMERA	381.89
					381.89

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1004387	10/21/21	Willamette Family Inc	SPR1Q21-1	FY22 BUCKLEY SOBERING STATION	2,875.00
					2,875.00
1004388	10/21/21	Nation's Mini Mix, Inc.	207423	3500 PSI CONCRETE	317.00
					317.00
1004389	10/21/21	Quality Code Publishing, LLC	2021-345	C1606:Website Update/Pg Print	922.90
					922.90
1004390	10/21/21	NW Natural	414994-4 STMT 09/28/2021	FS14; 08/26-09/28/21	15.99
			2169456-7 STMT 09/28/2021	FS16; 08/26-09/28/21	53.60
			2003187-8 STMT 09/27/2021	FS3; 08/26-09/27/21	55.98
			540107-0 STMT 09/27/2021	FS5; 08/25-09/27/2021	73.68
					199.25
1004391	10/21/21	Blue McKenzie Apartments LLC	1004	C2827; DRAW BLUE MCKENZIE/SEDA	186,725.69
					186,725.69
1004392	10/21/21	Leahy Cox, LLP	OCTOBER 13 2021	C821; Oct City Prosc Svcs	30,396.67
					30,396.67
1004393	10/21/21	Cascade Health Solutions	287204	C2214; Direction EAP Sep 21	2,058.00
			14160921COS1	C2214; Sep SWC Admin Fee	22,720.00
			14160921COS2	C2214; Sep SWC Supplies	2,299.29
					27,077.29
1004394	10/21/21	MODA	212820000772	Dental Claims 10/03 - 10/09/21	12,072.10
					12,072.10
1004395	10/21/21	MES-Northwest	IN1600977	C2824: Vests	1,037.60
			IN1600978	C2824: Vests	1,037.60
			IN1600980	C2824: Vests	1,037.60
					3,112.80

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1004396	10/21/21	Travel Lane County	16680	MUSEUM MEMB TRAVEL LC DUES	260.00
					260.00
1004397	10/21/21	Comfort Flow Heating	SVC250566	FS #16; REPAIR COOLING SYSTEM	497.75
					497.75
1004398	10/21/21	Sign Pro, Inc.	25101	Graphic repair car 103,21-3138	135.00
					135.00
1004399	10/28/21	Smith Dawson & Andrews, Inc.	1010210	Professional Fees Q1 FY22	6,489.00
					6,489.00
1004400	10/28/21	Wilson Biochar Associates	MWMC.001	BIOCHAR FIELD TRAINING	1,000.00
					1,000.00
1004401	10/28/21	Peterson Machinery Co. aka Peterson CAT	PC510307942	VEH 7064; CLAMPS	30.06
			PC510307943	VEH 7064; CLAMPS	60.12
					90.18
1004402	10/28/21	Correctional Health Partners, LLC	2021-09.CM	C2172: Sep-Inmate Medical Svs	-18,544.00
			2021-09.ORSP	C2172: Sep-Inmate Medical Svs	21,272.50
					2,728.50
1004403	10/28/21	Tyree Oil, Incorporated	F76961-IN	FS14; DIESEL #2	269.76
			F769060-IN	FS16; DIESEL #2	165.75
			F76962-IN	FS3; DIESEL #2	661.18
			F76963-IN	FS4; DIESEL #2	250.61
			F76964	FS5; DIESEL #2	225.98
					1,573.28
1004404	10/28/21	Hughes Fire Equipment, Inc.	568904	540/E14; VEHICLE REPAIRS	236.39
			568680	540/E14; VEHICLE REPAIRS	856.29
			568679	T03/561; VEHICLE REPAIRS	379.32
					1,472.00

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1004404	10/28/21	Hughes Fire Equipment, Inc.			
1004405	10/28/21	Willamette Dental Insurance, Inc.	OCTOBER 2021	Oct 2021 WD Admin Fee	4,922.65
					4,922.65
1004406	10/28/21	OCLC, Inc.	1000165266	OCLC MONTHLY SUB OCT	1,486.46
					1,486.46
1004407	10/28/21	Stop Stick, Ltd	0022450-IN	Stop Stick Kits	3,731.00
					3,731.00
1004408	10/28/21	911 Supply Inc	INV-1-15343	(6) Earphone EP-EMLL	71.94
					71.94
1004409	10/28/21	North West HazMat, Inc.	1470	ASBESTOS TESTING	168.75
					168.75
1004410	10/28/21	Northwest Information Services, Inc.	199	COS INFRASTRUCTURE UPGRADE	164.80
					164.80
1004411	10/28/21	One Call Concepts, Inc.	1090493	294 REGULAR TICKETS	352.80
					352.80
1004412	10/28/21	Keefe Commissary Supply Company	3144748	C2020:Inmate Commissary10/4/21	107.14
					107.14

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1004413	10/28/21	National Business Solutions	IN93184	C650i-B&W/Color Copies9/4-10/3	18.71
			IN93116	CMO B&W Copies 8/27-9/26/21	1.37
					20.08
1004414	10/28/21	Samuel Novac dba	INVOICE PERIOD 9/1-9/30/21	C2521; P41041; PHASE 1	3,075.00
					3,075.00
1004415	10/28/21	Western Systems Refuse &	34459	PARTS FOR CCTV CAMERA	139.57
					139.57
1004416	10/28/21	Kennedy/Jenks Consultants, Inc.	150019	P80095-RNG UPGRADES-THRU 8/27	30,620.44
					30,620.44
1004417	10/28/21	Coburg Road Quarry, LLC	70238	3/4" MINUS	190.20
					190.20
1004418	10/28/21	Correctional Industries Accounting	F178467	C2091: Inmate meals	3,870.48
			F179158	C2091:Inmate Meals 10/1/21	2,950.00
					6,820.48
1004419	10/28/21	Woodrow, Marilee	NOVEMBER 2021	Nov 21 Cell & Internet Reimb	85.00
					85.00
1004420	10/28/21	TireHub, LLC	23084911	VEH 7088; TIRES	299.96
					299.96
1004421	10/28/21	Hershner Hunter, LLP	442058	C1100; Plan Adminstration	810.00
					810.00

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1004422	10/28/21	MODA			
			PDENT ADMIN FEE NOV 2021	C1596; Moda Admin Fee Nov 2021	2,812.00
			212890000477	Dental Claims 10/10 - 10/16/21	6,051.50
			212960000418	Dental Claims 10/17 - 10/23/21	7,467.00
					16,330.50
1004423	10/28/21	McKenzie Defense			
			10167	C2212; Sep 21 Indigent Rep	42,446.25
					42,446.25
1004424	10/28/21	Cascade Health Solutions			
			801-415	C2214:Sep21'PrePlacement Exams	1,499.75
			1873-272	C2214; Occupational Med	167.00
			805-535	C2214; Occupational Med	1,713.50
			801-415	Sep 21' After Hrs Drug Screen	1,100.00
					4,480.25
1004425	10/28/21	WECO			
			CP-00171226	CFN FUEL PURCHASES 10/01-10/15	22.23
			CP-00171531	CNO#:Motorcycle Fuel10/4-10/14	107.82
					130.05
1004426	10/28/21	Emerald People's Utility District			
			131059 STMT 10/13/21	PHB-BOB STRAUB/MT VERNON	47.99
					47.99
1004427	10/28/21	All Traffic Solutions, Inc.			
			SIN029802	Speed sign charger	260.00
					260.00
1004428	10/28/21	Verizon Wireless			
			9890386167	FIRE-MOBILE COMPUTERS	1,209.12
					1,209.12
1004429	10/28/21	Hansen,Dawn E.			
			NEGOTIATOR TRAINING-PER DIEM	Negotiator Training-Per Diem	113.85
					113.85
1004430	10/28/21	Knight, Dorena (Nikki) N			
			OAPEO ANNUAL CONF.-PER DIEM	OAPEO Annual Conf.-Per Diem	98.90
					98.90

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1004431	10/28/21	McMahon, Jamie A.	JUST CONFERENCE-PER DIEM	JuST Conference-Per Diem	197.80
					197.80
1004432	10/28/21	Murray, Terry J.	JUST CONFERENCE-PER DIEM	JuST Conference-Per Diem	197.80
					197.80
1004433	10/28/21	PacificSource Health Plans	88979	Medical Claims Ending 10/15/21	75,855.12
					75,855.12
1004434	10/28/21	HRA VEBA Trust	OCT 2021-KURTZ	VEBA HRA FOR L KURTZ	6,346.98
			OCT 2021-DAVIS	VEBA HRA FOR P DAVIS	17,466.88
			OCT 2021-MELANCON	VEBA HRA FOR R MELANCON	23,376.05
			OCT 2021-TRIEM	VEBA HRA FOR S TRIEM	2,257.34
					49,447.25
1004435	10/28/21	Cunningham, Laura Marie	2107	Jul 21' Police Uni Alterations	30.00
					30.00
1004436	10/28/21	Siemens Industry, Inc	5330064707	SJC Exterior camera replacemnt	5,404.75
					5,404.75
158840	10/1/21	MUDIE,LINDA	19-44605	AMBULANCE REFUND 19-44605	15.00
					15.00
158841	10/1/21	Emerald Valley Electric	811-21-0002151-ELEC204	811-21-0002151-ELEC204 REFUND	132.21
					132.21
158842	10/1/21	American Planning Association	387609	APA MEMBERSHIP-S MORRIS	55.00
					55.00

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158843	10/1/21	Ricoh USA, Inc	5062719676	ADDITIONAL IMAGES 8/1-8/31/21	466.24
					466.24
158844	10/1/21	#1 Northwest, Inc.	SEPTEMBER 9, 2021	2145 31ST ST #38; ROOF REPAIR	750.00
					750.00
158845	10/1/21	First Interstate Bank	OCTOBER 2021	SEDA 2018 Loan #804442630	37,087.87
					37,087.87
158846	10/1/21	Kimball Midwest	9192194	SHOP TOOL/BAND SAW BLADES	208.06
					208.06
158847	10/1/21	Proforce Law Enforcement	461039	Taser auto shutdown mags	5,722.50
					5,722.50
158848	10/1/21	Airgas USA, LLC	9117337403	FS4: OXYGEN USP 125 CGA 540	7.81
			9117337404	FS5: OXYGEN USP 125 CGA 540	23.43
					31.24
158849	10/1/21	Med-Tech Resources,Inc.	131099	Nitrile gloves	6,000.00
					6,000.00
158850	10/1/21	League Of Oregon Cities	9686	Job Post-Finance Analyst	20.00
					20.00
158851	10/1/21	Radler White Parks & Alexander LLP	29870	Professional Svcs thru 8/31/21	100.00
			29869	Professional Svcs thru 8/31/21	1,635.00
					1,735.00

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158852	10/1/21	Pacific Office Automation	630033	COPIES 8/1/21-9/1/21	36.42
					36.42
158853	10/1/21	OS Systems Incorporated	098798	Thermal Liners - Water Rescue	766.64
					766.64
158854	10/1/21	Joe Pishioneri	OCTOBER 2021	Oct 21 Cell & Internet Reimb	85.00
					85.00
158855	10/1/21	Leonard Stoehr	OCTOBER 2021	Oct 21 Cell & Internet Reimb	85.00
					85.00
158856	10/1/21	Kori Rodley	OCTOBER 2021	Oct 21 Cell & Internet Reimb	85.00
					85.00
158857	10/1/21	Pitts, Damien	OCTOBER 2021	Oct 21 Cell & Internet Reimb	85.00
					85.00
158858	10/1/21	RiverBend Construction, Inc	P21152-Retainage Refund	Retainage Refund on project P2	27,201.45
					27,201.45
158859	10/1/21	RiverBend Construction, Inc	P21152-August 2021	HIGH BANKS/THURS OVERLAY PMT 3	850,307.99
					850,307.99
158860	10/1/21	Niemeyer, Eric Lee	Traffic Signal Training 2021	Traffic Signal Training	300.00
					300.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158861 - VOI	10/1/21	Auto Craft, Inc.	19641	Repair vehicle 92,rept 21-4516	645.70
					0.00
158862	10/1/21	Springfield Public School/Lane Co SD 19	40405	BUSINESS CARDS-KENT	49.01
					49.01
158863	10/1/21	Barran Liebman LLP	95066	Labor Relations Training	1,200.00
					1,200.00
158864	10/1/21	Ask The Bug Man	158222	FS3: SEP 2021 PEST CONTROL	50.00
					50.00
158865	10/1/21	Crippen, Steven	REFUND ASPHALT DEPOSIT-473363	REFUND ASPHALT DEPOSIT-473363	1,061.00
					1,061.00
158866	10/1/21	Nathaniel Morse Contracting LLC	REF ASPHALT DEPOSIT-472987/88	REF ASPHALT DEPOSIT-472987/88	1,061.00
					1,061.00
158867	10/1/21	Wells Fargo Financial Leasing, Inc.	5016793018	KM Copier Lease 9/10-10/9/21	135.92
					135.92
158868	10/1/21	Stanley Convergent Security	6001753533	MONITORING CHRGS 9/1-9/30/21	271.44
					271.44
158869	10/1/21	DAN HYTREK	2001212	BOND REFUND DKT 2001212	1,635.00
					1,635.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158870	10/1/21	NEAL, DAN			
			REFUND ASPHALT DEPOSIT-464068	REFUND ASPHALT DEPOSIT-464068	972.00
					972.00
158871	10/1/21	Billie, Chad E			
			REFUND ASPHALT DEPOSIT-433982	REFUND ASPHALT DEPOSIT-433982	908.00
					908.00
158872	10/1/21	Midwest Tape			
			500925467	C914: AD COL	92.69
					92.69
158873	10/1/21	Lane Council of Governments			
			80621	IGA 2314; City Website Aug 21	1,815.00
					1,815.00
158874	10/1/21	Ingram Library Services			
			54706115	C827: JR BOOKS	4.17
			54706116	C827: JR BOOKS	4.79
			54761660	C827: JR BOOKS	8.59
			54870917	C827: JR BOOKS	10.73
			54726267	C827: JR BOOKS	19.09
			54726268	C827: JR BOOKS	29.34
			54726270	C827: JR BOOKS	36.87
			54706119	C827: JR BOOKS	58.60
			54870916	C827: JR BOOKS	78.90
			54726269	C827: JR BOOKS	244.42
			54761659	C827; ADULT FICTION	33.26
			54706118	C827; ADULT FICTION	55.39
			54706117	C827; YA BOOKS	43.15
					627.30
158875	10/1/21	Ingram Library Services			
			54870918	C824; ADULT FICTION	31.64
			54870921	C827: ADULT NON-FICTION	24.26
			54870927	C827: JR BOOKS	3.59
			54870928	C827: JR BOOKS	3.59
			54870925	C827: JR BOOKS	10.73
			54870919	C827: JR BOOKS	36.50
			54870926	C827: JR BOOKS	59.72
			54870922	C827: JR BOOKS	84.71
			54870920	C827: YA BOOKS	29.11
			54870923	C827: YA BOOKS	31.61
			54870924	C827; ADULT FICTION	128.77
			54870930	C827; ADULT NON FICTION	199.18
			54870929	C827; YA BOOKS	14.37
					657.78

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158876	10/1/21	Ingram Library Services	54870931	C827: JR BOOKS	261.50
					261.50
158877	10/1/21	ZEPHAN A SNAPP	2101431	OVERPAYMENT 2101431	75.00
					75.00
158878	10/1/21	Aramark Uniform Services, Inc.	509000107355	SHOP: LAUNDRY SERVICES	41.77
					41.77
158879	10/1/21	CenturyLink	242979099	Sep 2021 Fire Phone	118.21
			242979099	Sep 2021 Police Phone	24.31
					142.52
158880	10/1/21	Professional Credit Service	20321	Commissions	5,414.77
					5,414.77
158881	10/1/21	ERIC RANDALL ANDERSON	1907584	BOND REFUND DOCKET 1907584	50.00
					50.00
158882	10/1/21	ALICIA MARIE IVY	1907584 1907585	BAIL REFUND PD CASE 1907300	376.00
					376.00
158883	10/1/21	Comcast	09/24/21-10/23/21	FS3 HS INTERNET 09/24-10/23	118.40
					118.40
158884	10/1/21	Parts Authority, LLC	273-320324	FLEET GEN/OIL/FUEL FILTERS	13.52
			273-118871	PD STOCK CREDIT MEMO	-24.00
			106-578933	STOCK-V-BELT	19.48
			274-445258	STOCK; OIL FILTERS	8.49
			273-119050	VEH 6081 BATTERY CM	-24.00
			273-319517	VEH 7049 OIL/AIR FILTERS	52.56
					46.05

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158885	10/1/21	Springfield Utility Board	SEP272021	SUB BILLING WK 4-SEP	2,597.03
					2,597.03
158886	10/1/21	Baker, Erik	OVMA CONFERENCE 2021 - MEALS	OVMA CONFERENCE 2021 - MEALS	158.70
					158.70
158887	10/1/21	Williamson,John	OVMA CONFERENCE 2021 - MEALS	OVMA CONFERENCE 2021 - MEALS	158.70
					158.70
158888	10/8/21	HILL, JEFFERY	18-20330	AMBULANCE REFUND 18-20330	200.00
					200.00
158889	10/8/21	ABIORI, TONARI	18-25508	AMBULANCE REFUND 18-25508	50.00
					50.00
158890	10/8/21	HUNTING, JAMES	18-38466	AMBULANCE REFUND 18-38466	73.72
					73.72
158891	10/8/21	SMITH, DEANNA	16-44876	AMBULANCE REFUND	50.00
					50.00
158892	10/8/21	United Healthcare-Refunds	20-38718	AMBULANCE REFUND 20-38718	95.29
					95.29
158893	10/8/21	United Healthcare-Refunds	20-5878	AMBULANCE REFUND 20-5878	237.58
					237.58

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158894	10/8/21	United Healthcare-Refunds	20-31733	AMBULANCE REFUND 20-31733	224.90
					224.90
158895	10/8/21	United Healthcare-Refunds	19-27761	AMBULANCE REFUND 19-27761	558.57
					558.57
158896	10/8/21	United Healthcare-Refunds	20-39573	AMBULANCE REFUND 20-39573	517.45
					517.45
158897	10/8/21	United Healthcare-Refunds	19-18323	AMBULANCE REFUND 19-18323	146.78
					146.78
158898	10/8/21	Providence Health Plans	20-33811	AMBULANCE REFUND 20-33811	236.17
					236.17
158899	10/8/21	Providence Health Plans	18-42093	AMBULANCE REFUND 18-42093	2,050.02
					2,050.02
158900	10/8/21	HMS	18-14623	AMBULANCE REFUND 18-14623	127.88
					127.88
158901	10/8/21	Blue Cross Of Oregon	20-29195	AMBULANCE REFUND 20-29195	1,953.30
					1,953.30
158902	10/8/21	Blue Cross Of Oregon	20-17052	AMBULANCE REFUND 20-17052	2,248.31
					2,248.31

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158903	10/8/21	Blue Cross Of Oregon	20-18543	AMBULANCE REFUND 20-18543	1,769.13
					1,769.13
158904	10/8/21	KAISER PERMANENTE	SP3099	AMBULANCE REFUND SP3099	1,835.68
					1,835.68
158905	10/8/21	KAISER PERMANENTE	SP2980	AMBULANCE REFUND SP2980	1,835.68
					1,835.68
158906	10/8/21	PacificSource Health Plans	20-34763	AMBULANCE REFUND 20-34763	420.62
					420.62
158907	10/8/21	PacificSource Health Plans	21-941	AMBULANCE REFUND 21-941	70.21
					70.21
158908	10/8/21	PacificSource Health Plans	20-40380	AMBULANCE REFUND 20-40380	17.66
					17.66
158909	10/8/21	PacificSource Health Plans	20-24796	AMBULANCE REFUND 20-24796	186.04
					186.04
158910	10/8/21	PacificSource Health Plans	EU5549	AMBULANCE REFUND EU5549	73.61
					73.61
158911	10/8/21	PacificSource Health Plans	EU5588	AMBULANCE REFUND EU5588	73.61
					73.61

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158912	10/8/21	PacificSource Health Plans	EU8219	AMBULANCE REFUND EU8219	19.20
					19.20
158913	10/8/21	PacificSource Health Plans	20-28445	AMBULANCE REFUND 20-28445	33.75
					33.75
158914	10/8/21	PacificSource Health Plans	20-29291	AMBULANCE REFUND 20-29291	37.50
					37.50
158915	10/8/21	PacificSource Health Plans	20-25028	AMBULANCE REFUND 20-25028	18.75
					18.75
158916	10/8/21	PacificSource Health Plans	20-28762	AMBULANCE REFUND 20-28762	22.50
					22.50
158917	10/8/21	PacificSource Health Plans	20-28164	AMBULANCE REFUND 20-28164	3.75
					3.75
158918	10/8/21	PacificSource Health Plans	20-31266	AMBULANCE REFUND 20-31266	11.25
					11.25
158919	10/8/21	PacificSource Health Plans	20-32141	AMBULANCE REFUND 20-32141	11.25
					11.25
158920	10/8/21	PacificSource Health Plans	20-28314	AMBULANCE REFUND 20-28314	11.25
					11.25

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158921	10/8/21	PacificSource Health Plans	20-26076	AMBULANCE REFUND 20-26076	26.25
					26.25
158922	10/8/21	PacificSource Health Plans	20-27803	AMBULANCE REFUND 20-28703	3.75
					3.75
158923	10/8/21	PacificSource Health Plans	20-29680	AMBULANCE REFUND 20-29680	11.25
					11.25
158924	10/8/21	PacificSource Health Plans	20-25372	AMBULANCE REFUND 20-25372	30.00
					30.00
158925	10/8/21	PacificSource Health Plans	20-38365	AMBULANCE REFUND 20-38365	71.79
					71.79
158926	10/8/21	PacificSource Health Plans	20-34968	AMBULANCE REFUND 20-34968	1.00
					1.00
158927	10/8/21	PacificSource Health Plans	20-31370	AMBULANCE REFUND 20-31370	11.25
					11.25
158928	10/8/21	PacificSource Health Plans	20-25412	AMBULANCE REFUND 20-25412	15.00
					15.00
158929	10/8/21	PacificSource Health Plans	20-28424	AMBULANCE REFUND 20-28424	7.50
					7.50

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158930	10/8/21	PacificSource Health Plans	20-39278	AMBULANCE REFUND 20-39278	366.17
					366.17
158931	10/8/21	PacificSource Health Plans	20-17133	AMBULANCE REFUND 20-17133	17.66
					17.66
158932	10/8/21	PacificSource Health Plans	20-16860	AMBULANCE REFUND 20-16860	71.79
					71.79
158933	10/8/21	Trillium Community Health Plan, Inc.	EU4022	AMBULANCE REFUND EU4022	73.61
					73.61
158934	10/8/21	Trillium Community Health Plan, Inc.	20-17330	AMBULANCE REFUND 20-17330	397.60
					397.60
158935	10/8/21	Trillium Community Health Plan, Inc.	EU6196	AMBULANCE REFUND EU6196	73.61
					73.61
158936	10/8/21	Trillium Community Health Plan, Inc.	SP940	AMBULANCE REFUND SP940	19.20
					19.20
158937	10/8/21	Trillium Community Health Plan, Inc.	20-5272	AMBULANCE REFUND20-5272	23.54
					23.54
158938	10/8/21	Trillium Community Health Plan, Inc.	20-17340	AMBULANCE REFUND 20-17340	367.12
					367.12

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158939	10/8/21	Trillium Community Health Plan, Inc.	20-17206	AMBULANCE REFUND 20-17206	324.54
					324.54
158940	10/8/21	Trillium Community Health Plan, Inc.	20-9375	AMBULANCE REFUND 20-9375	420.62
					420.62
158941	10/8/21	Trillium Community Health Plan, Inc.	20-4751	AMBULANCE REFUND 20-4751	78.77
					78.77
158942	10/8/21	Bruce Foster	EU1285	AMBULANCE REFUND EU1285	179.19
					179.19
158943	10/8/21	Michael Rich	20-4429	AMBULANCE REFUND 20-4429	20.00
					20.00
158944	10/8/21	UMPQUA HEALTH ALLIANCE	20-5580	AMBULANCE REFUND 20-5580	311.42
					311.42
158945	10/8/21	Aspirus Arise	20-6310	AMBULANCE REFUND 20-6310	1,281.59
					1,281.59
158946	10/8/21	Medicare Refunds - OR	20-35196	AMBULANCE REFUND 20-35196	365.29
					365.29
158947	10/8/21	Phyllis Brown	20-21173	AMBULANCE REFUND 20-21173	363.00
					363.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158948	10/8/21	Kenneth Higgins	20-39126	AMBULANCE REFUND 20-39126	825.00
					825.00
158949	10/8/21	Lindsay Quan	20-24419	AMBULANCE REFUND 20-24419	19.59
					19.59
158950	10/8/21	Carolyn Blodgett	20-23305	AMBULANCE REFUND 20-23305	390.90
					390.90
158951	10/8/21	Sun Life Financial	MANDATORY LIFE-OCT 2021	Mandatory Life-Oct 2021	99.83
					99.83
158952	10/8/21	Elgin Ambulance Service	093021EL	AMBULANCE REVENUE	203.75
					203.75
158953	10/8/21	Hood River Fire Department	093021HR	AMBULANCE REVENUE	25.00
					25.00
158954	10/8/21	City of Oakridge	093021OK	AMBULANCE REVENUE	50.00
					50.00
158955	10/8/21	City of Union	093021UN	AMBULANCE REVENUE	406.03
					406.03
158956	10/8/21	WAMIC RFPD	093021WR	AMBULANCE REVENUE	462.05
					462.05

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158957	10/8/21	Dockendorf, Ann H.	BILINGUAL STORYTIME 7/31/18	BILINGUAL STORYTIME 7/31/18	50.00
					50.00
158958	10/8/21	TIFFANY BUSSE	1609516-1	JURY DUTY 1609516	10.00
					10.00
158959	10/8/21	Barrett, Kevin	LIQUOR LICENSE REFUND	LIQUOR LICENSE REFUND	125.00
					125.00
158960	10/8/21	DURAN, APARICIO	1705103	BAIL REFUND DKT 1705103	215.00
					215.00
158961	10/8/21	ODOT	1804572 121118	RESTITUTION 1804572	400.00
					400.00
158962	10/8/21	MELANIE MARIE STRUBE	1807256	VIC REST -- #1807256	1,250.00
					1,250.00
158963	10/8/21	RAYMOND MALGRA	1103527	RESTITUTION 1103527 CLEAN UP	25.00
					25.00
158964	10/8/21	CANO, LEYDA NATALE	1105256	RESTITUTION 1105256 CLEAN UP	165.00
					165.00
158965	10/8/21	FRASURE, BRADLEE	1607293	RESTITUTION 1607293 CLEAN UP	300.00
					300.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158966	10/8/21	SANGERMANO, ANNEMARIE FRANCES			
			1701960-AUGUST-SEPTEMBER	COMPENSATORY FINE	100.00
			1701960 MAY/JUNE	RESTITUTION	58.00
			1701960-OCT-NOV	RESTITUTION	62.00
			1701960 JULY	RESTITUTION 1701960	50.00
					270.00
158967	10/8/21	Proforce Law Enforcement			
			459485	C2744: Red Dot Sights	12,751.30
					12,751.30
158968	10/8/21	Buck's Sanitary Service, Inc.			
			A-173217	C2849; 1ST BAPTIST CHURCH	4,620.00
			A-173207	C2849; EBBERT MEM BUCKS RENTAL	110.00
			A-172569	C2849; LIBRARY BUCKS RENTAL	805.00
					5,535.00
158969	10/8/21	Dell			
			10517833870	MS ENTERPRISE ANNUAL RENEWAL	2,984.95
			10517845258	MS ENTERPRISE ANNUAL RENEWAL	115,126.40
					118,111.35
158970	10/8/21	McCain			
			INV0261319	TRAFFIC SIGNAL EQUIPMENT	380.00
					380.00
158971	10/8/21	Superior Tire Service Inc			
			140186525	VEH 6025; EAGLE ENFORCER TIRES	255.32
					255.32
158972	10/8/21	Greystone Partners, Inc. dba			
			202101385	Pepperball kit/projectiles	1,446.85
					1,446.85
158973	10/8/21	McKenzie Animal Hospital, PC			
			664179177	Flex vet services	182.73
			664179177	Kirby vet services	68.00
					250.73
158974	10/8/21	Home Depot USA Inc dbaThe Home Depot Pro			
			642866917	Janitorial Supplies - Police	-28.50
			642866925	Janitorial Supplies - Police	28.50
			640552352	Janitorial Supplies - Police	1,300.85
					1,300.85

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158974	10/8/21	Home Depot USA Inc dbaThe Home Depot Pro			
158975	10/8/21	Springfield Utility Board	1401776 SEPTEMBER	1401776 RESTITUTION	13.37
			OCT012021	SUB BILLING WK 1-OCT	6,432.02
					6,445.39
158976	10/8/21	Springfield Utility Board	E3810	REBUILD RISER, POLE 1858	104.47
					104.47
158977	10/8/21	Pacific Office Automation	643454	Black&Color Copies 8/10-9/10	90.57
			646341	C1826:Mo. Lease 8/1/21-8/31/21	777.04
					867.61
158978	10/8/21	Del Castillo, Tony	LEDA TRAINING IN BEND-PER DIEM	LEDA Training in Bend-Per Diem	223.10
					223.10
158979	10/8/21	Brian Keetle	LEDA TRAINING IN BEND-PER DIEM	LEDA Training in Bend-Per Diem	280.60
					280.60
158980	10/8/21	Benitez, Emily	PEER SUPPORT TRAINING-PER DIEM	Peer Support Training-Per Diem	136.85
			UNIFORM REIMB: WORK SLACKS	Uniform Reimb-Police	31.70
					168.55
158981	10/8/21	The Indoor Garden	20219-36	JC: Sep 2021 Plant Care	65.00
					65.00
158982	10/8/21	O'Leary, Conner James	BASIC SWAT SCHOOL-PER DIEM	Basic SWAT School-Per Diem	215.05
			PEER SUPPORT TRAINING-PER DIEM	Peer Support Training-Per Diem	88.55
					303.60

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158983	10/8/21	Jared Quinones	PEER SUPPORT TRAINING-PER DIEM	Peer Support Training-Per Diem	88.55
					88.55
158984	10/8/21	Ransom,Carrie A.	CRITICAL INCIDENTTRAIN-PERDIEM	Critical IncidentTrain-PerDiem	136.85
					136.85
158985	10/8/21	Wildish Sand & Gravel Company	127831	LEVEL3, 1/2" DENSE	160.59
					160.59
158986	10/8/21	DebtBook aka Fifth Asset, Inc.	1121	ANNUAL DEBT BOOK SUBSCRI/SETUP	9,750.00
					9,750.00
158987	10/8/21	Crawford, Kate	BASIC SWAT SCHOOL-PER DIEM	Basic SWAT School-Per Diem	215.05
					215.05
158988	10/8/21	Casarez, Daniel	BASIC SWAT SCHOOL-PER DIEM	Basic SWAT School-Per Diem	215.05
					215.05
158989	10/8/21	McComas, Kari	UNIFORM REIMB-MCCOMAS	Uniform Reimb-McComas	48.92
					48.92
158990	10/8/21	City of Eugene	EFD-002159	AUG 2021-EMS RX COSTS	1,565.86
			EFD-002159	AUG 2021-MEDBANK LEASE	281.80
			EFD-002160	AUG 21 FIRE MAIN WORKER	9,002.86
					10,850.52
158991	10/8/21	Midwest Tape	500961220	C914: AD COL	52.47
			500898678	C914: JR COLL AV-9212021	20.23
					72.70

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
158992	10/8/21	Kelley Connect	IN899019	COPIER BASE RENT & USAGE	173.51
					173.51
158993	10/8/21	Kendrick,Daren	15781	BOARD REIM-K9 STITCH	120.00
					120.00
158994	10/8/21	Brown & Caldwell Engineers, Inc.	53417709	MWMC P80100	17,414.00
					17,414.00
158995	10/8/21	Pardee, Tina	DE-ESCALATION TRAIN-HOTEL REIM	De-Escalation Train-Hotel Reim	256.26
					256.26
158996	10/8/21	Dunn, Brian	BASIC SWAT SCHOOL-PER DIEM	Basic SWAT School-Per Diem	215.05
					215.05
158997	10/8/21	PNG Environmental, Inc.	REFUND ASPHALT DEPOSIT-378328	REFUND ASPHALT DEPOSIT-378328	2,640.00
					2,640.00
158998	10/8/21	Liu, Helen H	HAG FY20 FALL LIU	HAG FY20 FALL LIU	187.50
					187.50
158999	10/8/21	Duxbury, Stephani	UNIFORM REIMBURSEMENT 9/24/21	Uniform Reimb-3 Sweaters	53.97
					53.97
159000	10/8/21	CenturyLink	9/16/21-10/16/21	Monthly Phone Charge- Sep 2021	4,461.69
					4,461.69

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159001	10/8/21	Stanley Convergent Security	6001790728	MONITORING CHRGS 10/1-10/31/21	271.44
					271.44
159002	10/8/21	Kimball Midwest	9177877	SHOP SUPPLIES	198.50
					198.50
159003	10/8/21	Lane Community College	78486	CNO#: Police RSR #10 envelopes	305.50
					305.50
159004	10/8/21	Office Depot, Inc.	194175551001	Office Supplies - Police	25.52
			194171418001	Office Supplies - Police	92.53
			192797553001	Office Supplies - Police	124.89
			194164712001	Office Supplies - Police	202.50
			192797584001	Office Supplies - Police	204.42
			192796709001	Office Supplies - Police	503.98
					1,153.84
159005	10/8/21	Auto Craft, Inc.	19558	Repair #103, 21-3138	16,191.09
			19748	Repair car 91	7,240.56
					23,431.65
159006	10/8/21	SHAWNA LIVELY	2007695 & 2007696	BOND REFUND 2007695 & 2007696	500.00
					500.00
159007	10/8/21	Sun Badge Company	405363	(2) Regular Twotone Badge	206.50
					206.50
159008	10/8/21	TK Elevator Corporation	3006189148	ELEV SVC 10/1-10/31/21	3,360.00
					3,360.00
159009	10/8/21	DSL Builders, LLC	P80095 PROG PMT #16	P80095; RNG UPGRADES	93,709.20
					93,709.20

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159010	10/8/21	MICHAEL D WRIGHT			
			2104159-2104165	BAIL REFUND 2104159-2104165	170.00
					170.00
159011	10/8/21	CHRISTY LYNN SANTOS			
			2005390-2005391-2005392	BAIL REFUND 2005390-2005391-20	66.00
					66.00
159012	10/8/21	Springfield Public School/Lane Co SD 19			
			40447	YA PROG: LA TEEN X SIGNS	307.67
					307.67
159013	10/8/21	Ingram Library Services			
			54893276	C827: ADULT FICTION	19.61
			54891551	C827: ADULT FICTION	24.88
			54891553	C827: ADULT NON-FICTION	33.90
			54891548	C827: JR BOOKS	5.39
			54891549	C827: JR BOOKS	5.64
			54921077	C827: JR BOOKS	10.73
			54893277	C827: JR BOOKS	12.11
			54891552	C827: JR BOOKS	20.32
			54893278	C827: JR BOOKS	32.54
			54891547	C827: JR BOOKS	59.11
			54891555	C827: JR BOOKS	102.64
			54891550	C827: YA BOOKS	7.80
			54891554	C827: YA BOOKS	284.92
					619.59
159014	10/8/21	Ingram Library Services			
			54935488	C827: ADULT FICTION	15.11
			54921079	C827: ADULT FICTION	47.46
			54921080	C827: ADULT NON-FICTION	18.08
			54950040	C827: ADULT NON-FICTION	20.38
			54950041	C827: JR BOOKS	3.59
			54935490	C827: JR BOOKS	4.37
			54950039	C827: JR BOOKS	10.16
			54921078	C827: JR BOOKS	11.29
			54950042	C827: JR BOOKS	11.29
			54921081	C827: JR BOOKS	12.73
			54921082	C827: JR BOOKS	57.33
			54935489	C827: YA BOOKS	50.54
					262.33
159015	10/8/21	Ingram Library Services			
			54950047	C827: ADULT NON-FICTION	41.21
			54950046	C827: ADULT NON-FICTION	539.17
			54950044	C827: JR BOOKS	10.16
			54950045	C827: JR BOOKS	21.43
			54950043	C827: YA BOOKS	10.73
					622.70

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159015	10/8/21	Ingram Library Services			
159016	10/8/21	State of Oregon-DEQ	WW APPLICATION OP-GRAVON	WSTWTR SYS OP -CERT-GRAVON	240.00
					240.00
159017	10/8/21	OLSON-ROWLANDS, STEPHANIE CAROL	1507455 100121	1507455 RESTITUTION	60.00
					60.00
159018	10/8/21	Abston,Vickie	0007103 100121	RESTITUTION REFUND	89.73
					89.73
159019	10/8/21	WILCO FARM STORE	1001233 100121	RESTITUTION REFUND 1001233	169.90
					169.90
159020	10/8/21	Lane Council of Governments	80635	ESRI SFTWRE LCNSE-JUL21-JUN 22	750.00
					750.00
159021	10/8/21	EMERGENCY VETERNIARY HOSPITAL	1112411 100121	RESTITUTION REFUND 1112411	46.19
					46.19
159022	10/8/21	ATTAK, SHERRY DENISE	1910848 100121	RESTITUTION REFUND 1910848	101.00
					101.00
159023	10/8/21	KATHLEEN DANIELS	2100728 100121	RESTITUTION REFUND 2100728	50.00
					50.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159024	10/8/21	DePaul Industries, Inc.	1009615	C2819; Svc month end 9/30/21	3,380.00
					3,380.00
159025	10/8/21	BETTER HORIZONS	2103548	RESTITUTION 2103548	40.00
					40.00
159026	10/8/21	LISA SIMONIS	2104341	BOND REFUND DKT 2104341	1,275.00
					1,275.00
159027	10/8/21	ESPRESSO & THE GIFT OF THE HEART	1910856	COMPENSATORY FINE 1910856	68.00
					68.00
159028	10/8/21	Harvey & Price Co., Inc.	1905080-SEPTEMBER	RESTITUTION 1905080	50.00
					50.00
159029	10/8/21	GREG GREEN	2104976-2104977	BAIL REFUND 2104976-4977	86.00
					86.00
159030	10/8/21	STEPHANIE NICHOLE WYATT	2002870- SEPTMEBER	COMPENSATORY FINE 2002870	65.00
					65.00
159031	10/8/21	RAELYNN VIRAMONTES	2101995-SEPTEMBER	RESTITUTION 2101995	100.00
					100.00
159032	10/8/21	ERINN ERNST	2004843 SEPTEMBER	RESTITUTION 2004843	50.24
					50.24

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159033	10/8/21	STEPHEN T KEEPORTS	2103412 SEPTEMBER	2103412 RESTITUTION	25.00
					25.00
159034	10/8/21	MARWA FAROOQUI	2007442 SEPTEMBER	2007442 RESTITUTION	100.00
					100.00
159035	10/8/21	JOYCE X CHEN	2101845 SEPTEMBER	2101845 RESTITUTION	500.00
					500.00
159036	10/8/21	Comcast	09/25/21-10/24/21	FS14 HS INTERNET 09/25-10/24	86.95
			10/01/21-10/31/21	FS5 HS INTERNET 10/01-10/31	87.00
					173.95
159037	10/8/21	Parts Authority, LLC	273-326166	POLICE STOCK: OIL/AIR/CABIN	718.08
			274-447984	STOCK; OIL/CABIN FILTERS	54.56
			273326021	VEH 6008; AIR FILTER	5.66
					778.30
159038	10/8/21	Professional Credit Service	20391	Commissions	1,854.92
					1,854.92
159039	10/8/21	RANDY FACKLER	2102190-SEPTEMEBER	RESTITUTION 2102190	400.00
					400.00
159040	10/8/21	BRIA MARIE LUND	2104338-SEPTEMBER	COMPENSATORY FINE 2104338	103.00
					103.00
159041	10/8/21	JOSHUA L NEHRING	2102107-SEPTMENBER	RESTITUTION 2102107	100.00
					100.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159042	10/8/21	MIA YVONNE BAKI	2000271-SEPTEMBER	RESTITUTION 2000271	25.00
					25.00
159043	10/8/21	TERRELL A WASHINGTON	2004858-SEPTEMBER	RESTITUTION 2004858	50.00
					50.00
159044	10/8/21	Davis,Patrick	Health Insurance Refund	Refund Retiree Health Insur	595.38
					595.38
159045	10/8/21	Ricoh USA, Inc	5062984364	C1861: STAFF COPIER-LIBRARY	122.76
					122.76
159046	10/8/21	SAMANTHA KELLY YOCOM	1802673	RESTITUTION DOCKET 1802673	100.00
					100.00
159047	10/8/21	DEANNA C IBRAHIMI	1805082	COMPENSATORY FINE DKT 1805082	100.00
					100.00
159048	10/8/21	ADAM STORRS	1805878	RESTITUTION DOCKET 1805878	100.00
					100.00
159049	10/8/21	FRANK POTWORA	2000006	RESTITUTION DOCKET 2000006	40.00
					40.00
159050	10/8/21	STEPHEN ALLEN TINDALL	2103633	COMPENSATORY DOCKET 2103633	500.00
					500.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159051	10/5/21	Kelly,Elizabeth M	Per Diem Powell/Frost	Per Diem D Frost-Trn the Trnr	244.00
			Per Diem Powell/Frost	Per Diem D Powell-Trn the Trnr	244.00
					488.00
159052	10/15/21	Medicare Refunds - OR	20-23509	AMBULANCE REFUND 20-23509	368.33
					368.33
159053	10/15/21	Medicare Refunds - OR	20-16099 2	AMBULANCE REFUND 20-16099	192.87
					192.87
159054	10/15/21	Medicare Refunds - OR	20-8398	AMBULANCE REFUND 20-8398	339.79
					339.79
159055	10/15/21	DMAP-REFUND	20-41972	AMBULANCE REFUND 20-41972	17.66
					17.66
159056	10/15/21	DMAP-REFUND	20-13362	AMBULANCE REFUND 20-13362	78.77
					78.77
159057	10/15/21	DMAP-REFUND	20-38553	AMBULANCE REFUND 20-38553	71.79
					71.79
159058	10/15/21	DMAP-REFUND	20-38411	AMBULANCE REFUND 20-38411	17.66
					17.66
159059	10/15/21	DMAP-REFUND	20-38470	AMBULANCE REFUND 20-38470	71.79
					71.79

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159060	10/15/21	Trillium Community Health Plan, Inc.	20-10508	AMBULANCE REFUND 20-10508	420.62
					420.62
159061	10/15/21	Trillium Community Health Plan, Inc.	20-15618	AMBULANCE REFUND 20-15618	420.62
					420.62
159062	10/15/21	Trillium Community Health Plan, Inc.	20-8735	AMBULANCE REFUND 20-8735	420.62
					420.62
159063	10/15/21	WPS Tricare For Life	20-16099	AMBULANCE REFUND 20-16099	246.22
					246.22
159064	10/15/21	INDIVIDUAL ASSURANCE CO	20-33058	AMBULANCE REFUND 20-33058	92.49
					92.49
159065	10/15/21	Judy Roberts	20-30937	AMBULANCE REFUND 20-30937	300.00
					300.00
159066	10/15/21	PACIFIC SOURCE MEDICARE	20-6645	AMBULANCE REFUND 20-6645	7.46
					7.46
159067	10/15/21	PACIFIC SOURCE MEDICARE	20-6703	AMBULANCE REFUND 20-6703	11.20
					11.20
159068	10/15/21	PACIFIC SOURCE MEDICARE	20-6731	AMBULANCE REFUND 20-6731	16.96
					16.96

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159069	10/15/21	PacificSource Health Plans	20-8440	AMBULANCE REFUND 20-8440	10.88
					10.88
159070	10/15/21	United Healthcare-Refunds	20-9172	AMBULANCE REFUND 20-9172	200.99
					200.99
159071	10/15/21	City of Eugene	FIRE CODE INSPECTION	Request Fire Code Inspection	425.00
					425.00
159072 - VOI	10/15/21	Department of Transportation-DMV Svcs	TITLE/REG TAHOE X39395	Title/Reg Tahoe x39395	132.50
					0.00
159073	10/15/21	Pape' Machinery	13078711	PARTS-2017 JOHN DEERE TRACTOR	276.60
			13080571	VEH 7119 JD TRACTOR PARTS	170.34
					446.94
159074	10/15/21	Cintas	5076620413	Jail Meds Stacked & Organized	76.91
			5076620413	SPD Meds Stacked & Organized	344.96
					421.87
159075	10/15/21	Ritz Safety, LLC	6192736	CAL GAS 34L 4 GAS BLEND	264.28
			6189911	ONSITE TRAINING FOR STAFF	1,175.00
					1,439.28
159076	10/15/21	Comcast	09/10/21-10/09/21	LEAF CHARGES 09/10-10/09	194.59
					194.59
159077	10/15/21	Western Exterminator	8953577	Sept 2021-Jail Pest Control	111.30
					111.30

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159078	10/15/21	Midwest Tape			
			500998528	C914: AD COL	26.24
			500999071	C914: AD COL	29.98
			500998529	C914: JR COLL AV-9212021	125.92
					182.14
159079	10/15/21	Day Wireless Systems			
			INV693269	OCT 2021-QUARRY HILL SITE RENT	622.52
					622.52
159080	10/15/21	Industrial Source			
			01933102	FIRE EXTINGUISHER INSPECTION	2,541.32
					2,541.32
159081	10/15/21	iSecure Information Security			
			106719	FLS SHREDDING 09/20/2021	39.00
					39.00
159082	10/15/21	Gallagher Benefit Services, Inc			
			202133870	Prof Svcs-Des & Const Coord	800.00
					800.00
159083	10/15/21	Superior Tire Service Inc			
			140186535	VEH 7034; TIRES	3,042.64
					3,042.64
159084	10/15/21	State of Oregon-Corp Division-Notary			
			2021 Notary Application	ALLYSON PULIDO NOTARY APPLICAT	40.00
					40.00
159085	10/15/21	Lane Council of Governments			
			80901	C2173; BLACK BOX MAINT JUL-SEP	5,554.98
					5,554.98
159086	10/15/21	Aramark Uniform Services, Inc.			
			509000112375	SHOP: LAUNDRY SERVICES	41.77
			509000117837	SHOP: LAUNDRY SERVICES	41.77
					83.54

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159087	10/15/21	MIG INC	0071461	P80099:MWMC REC WTR JUN-AUG	346.25
					346.25
159088	10/15/21	Ricoh USA, Inc	5062931980	ADDITIONAL IMAGES 9/1-9/30/21	279.12
			5062932041	CMO B&W Copies 9/1-9/30/21	25.55
					304.67
159089	10/15/21	Bohman,Mathew E.	2021TRAFFIC SAFETYCONF-PERDIEM	2021Traffic SafetyConf-PerDiem	88.55
					88.55
159090	10/15/21	Dicks Hillsboro Chevrolet Inc	MR439395	C2696: Chevy Tahoe vin/x39395	37,402.18
					37,402.18
159091	10/15/21	McKenzie Animal Hospital, PC	664175248	Nord vet services	415.54
					415.54
159092	10/15/21	Lane Community College	78015	CNO#: (2,500) Police Dept. LH	145.47
					145.47
159093	10/15/21	Frohnmayer, Deatherage, Jamieson, Moore,	27312	Litigation Services	38.00
					38.00
159094	10/15/21	MARANDA LYNN BURRELL	2101393	BOND REFUND DOCKET 2101393	839.00
					839.00
159095	10/15/21	KAYLA PERRY	2103780 2103771	BOND REFUND DKT2103780 2103771	2,550.00
					2,550.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159096	10/15/21	Pacific Office Automation	668480	Printer Repair	390.27
					390.27
159097	10/15/21	BRANDON PORRIA	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159098	10/15/21	ROCHELLE REHBERGER	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159099	10/15/21	CHRISTINE SCHROEDER	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159100	10/15/21	JOHN PETERSON	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159101	10/15/21	DAVID JONES	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159102	10/15/21	KRISTEN CHUNN	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159103	10/15/21	SHYLA KALI	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159104	10/15/21	SAMANTHA SCHRANTZ	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159105	10/15/21	KATHRYN BELL	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159106	10/15/21	TANNER PAUL	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159107	10/15/21	LE ANN BOYLE	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159108	10/15/21	MEACHAM, RAYNE LYNN	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159109	10/15/21	NICOLE PINO	2006298 & 2006299	JURY DUTY 2006298 & 2006299	10.00
					10.00
159110	10/15/21	Stanley Convergent Security	6001834232	MONITORING CHRGS 11/1-11/30/21	271.44
					271.44
159111	10/15/21	MICHAEL JOHNSGARD	1607539	BOND REFUND 1607539	1,405.00
					1,405.00
159112	10/15/21	KATHLEEN A INGLE	1909706 & 2103408	BOND REFUND 1909706 & 2103408	50.00
					50.00
159113	10/15/21	Lane County Public Works Department	PWA00010656	P21176; MCVAY HWY SURVEY WK	406.42
					406.42

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159114	10/15/21	KYLE T BRONLEEWE	2100773 & 2100774	BOND REFUND 2100773 & 2100774	270.00
					270.00
159115	10/15/21	Professional Credit Service	20661	Commissions	276.86
			20665	Commissions	938.33
					1,215.19
159116	10/15/21	Winger,Erica Nicole	0602345 & 0900199	BOND REFUND 0602345 & 0900199	510.00
					510.00
159117	10/15/21	Sedaghaty,Deborah Schrock	2105243 & 2104320	BOND REFUND 2105243 & 2104320	42.00
					42.00
159118	10/15/21	South Lane Fire Med	FM-MEMBERSHIP REVENUE	FIREMED REVENUE	65.00
					65.00
159119	10/15/21	Springfield Utility Board	470604 STMT 9/30/21	RFF UTILITIES: 8/23/21-9/22/21	129.82
			OCT082021	SUB BILLING WK 2-OCT	37,625.07
					37,754.89
159120	10/15/21	Corn, Patrick Wayne	1910261	OVERPAYMENT 1910261	15.00
					15.00
159121	10/15/21	Lane County Deeds And Records	JULY-SEPT RECEIPTS ACCT 210	RECORDING FEES THRU 9/30/21	490.00
					490.00
159122	10/22/21	Department of Veterans Affairs	09-6623 2	AMBULANCE REFUND 09-6623	31.97
					31.97

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159123	10/22/21	Trillium Community Health Plan, Inc.	EU5128	AMBULANCE REFUND EU5128	73.61
					73.61
159124	10/22/21	BLUE CROSS FEDERAL	EU6511	AMBULANCE REFUND EU6511	100.64
					100.64
159125	10/22/21	Ross Moran	18-21425 2	AMBULANCE REFUND 18-21425	91.29
					91.29
159126	10/22/21	Providence Health Plans	SP4318	AMBULANCE REFUND SP4318	1,061.93
					1,061.93
159127	10/22/21	KAISER PERMANENTE	EU2717	AMBULANCE REFUND EU2717	233.03
					233.03
159128	10/22/21	Breanna Jones	20-20157	AMBULANCE REFUND 20-20157	79.25
					79.25
159129	10/22/21	Gloria Ortega	11-6955	AMBULANCE REFUND 11-6955	24.20
					24.20
159130	10/22/21	Kay Anderson	20-30292	AMBULANCE REFUND 20-30292	300.00
					300.00
159131	10/22/21	PACIFIC SOURCE MEDICARE	20-30292 2	AMBULANCE REFUND 20-30292	120.54
					120.54

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159132	10/22/21	Oregon Department of Revenue	SEPTEMBER 2021	Bail Assessment - Sep 2021	15,419.14
					15,419.14
159133	10/22/21	Ohio Division of Unclaimed Funds	2021 UNCLAIMED PROPERTY	2021 Unclaimed Prop-City	175.00
					175.00
159134	10/22/21	Oklahoma State Treasurer	2021 UNCLAIMED PROPERTY	2021 UNCLAIMED PROPERTY	25.00
					25.00
159135	10/22/21	Hartford Life & Accident Insurance Co	0GL878796-ADD STD LTD OCT 2021	BASIC ADD STD LTD OCT 2021	20,843.92
					20,843.92
159136	10/22/21	Hartford Life & Accident Insurance Co	0GL878796 Supp Ins OCT 2021	0GL878796 Supp Ins Oct 2021	5,783.41
					5,783.41
159137	10/22/21	Ackerman, Kayla	ARTWALK FOOD REIMB 7/16/18	ARTWALK FOOD REIMB 7/16/18	25.66
					25.66
159138	10/22/21	GIBBONS, DEAN JAMES	1809930	BOND REFUND 1809930	16.00
					16.00
159139	10/22/21	LESLIE EDWIN FRYE	1803059-020419	RESTITUTION	50.00
			1803059-030819	RESTITUTION	50.00
			1803059-APRIL PAYMENT	RESTITUTION	300.00
			1803059 4-3-19	RESTITUTION 1803059	50.00
			1803059	VIC REST - #1803059	50.00
					500.00
159140	10/22/21	SWENSON, DONALD	2102597	BOND REFUND 2102597	510.00
					510.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159141	10/22/21	Advance Auto Parts			
			2818-890268	FLEET GEN SET	19.24
			2818-891950	FS #16 GENERATOR BATT CREDIT	-27.00
			2818-891912	FS #16 GENERATOR BATTERY	160.99
					153.23
159142	10/22/21	Ready Rooter Inc. & Chapman Plumbing			
			WO-9089	ADD'L REPAIR BID 399 S 51ST	550.00
					550.00
159143	10/22/21	Superior Tire Service Inc			
			140186985	TIRES-PATROL CARS	2,970.80
			140187085	VEH 7130; TIRE REPAIR	155.00
					3,125.80
159144	10/22/21	Pacific Office Automation			
			570248	C1694:SPD B&WCopies 8/1-9/1/21	24.01
			692736	C1694:SPDB&WCopies10/1-11/1/21	24.01
			669830	COPIER MAINT 06/21-09/21/21	70.73
			677573	Printer Repair	432.95
					551.70
159145	10/22/21	Buck's Sanitary Service, Inc.			
			A-175733	C2849; 1ST BAPTIST CHURCH	4,584.30
			A-175723	C2849; EBBERT MEM BUCKS RENTAL	115.00
			A-175100	C2849; LIBRARY BUCKS RENTAL	727.08
					5,426.38
159146	10/22/21	RAYNE ERIN PELHAM			
			MAYOR'S ART SHOW 2021 AWARD	MAYOR'S ART SHOW 2021 AWARD	100.00
					100.00
159147	10/22/21	Emery, Joneile			
			MAYOR'S ART SHOW 2021 AWARD	MAYOR'S ART SHOW 2021 AWARD	100.00
					100.00
159148	10/22/21	Bakalarova, Barbora			
			MAYOR'S ART SHOW 2021 AWARD	MAYOR'S ART SHOW 2021 AWARD	100.00
					100.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159149	10/22/21	Barran Liebman LLP	95067	Harassment Training	900.00
					900.00
159150	10/22/21	Springfield Utility Board	485165-10/5/21	STREET LIGHT ELECTRIC	26,151.02
			OCT152021	SUB BILLING WK 3-OCT	557.71
					26,708.73
159151	10/22/21	KAHLEE MADRID	2100244	BOND REFUND DOCKET 2100244	1,172.00
					1,172.00
159152	10/22/21	Andrade, Mija Marie	SP DDM ANDRADE	SP DDM ANDRADE	150.00
					150.00
159153	10/22/21	Springfield Public School/Lane Co SD 19	40479	MUSEUM EXHIB PHOTO PRINTING	104.22
			40475	UNLEADED FUEL: 10000 GALS	26,859.00
					26,963.22
159154	10/22/21	Jessica B. Zapata Mendoza	SP DDM ZAPATA	SP DDM ZAPATA	300.00
					300.00
159155	10/22/21	Lane County Public Works Department	PWA00010651	CENS PARTICIPATION SHARE	2,323.00
					2,323.00
159156	10/22/21	Home Depot USA Inc dbaThe Home Depot Pro	646273573	CH: CUSTODIAL SUP CREDIT MEMO	-70.32
			645989252	CH: CUSTODIAL SUPPLIES	527.23
					456.91
159157	10/22/21	Timberview Construction LLC	REFUND STORM DRAIN FEES	REFUND STORM DRAIN FEES DBL PM	21.62
					21.62

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159158	10/22/21	King Office Equipment & Designs	26253	ADJUSTABLE OFFICE EQUIPMENT	1,451.22
					1,451.22
159159	10/22/21	RG Media Co aka Gatehouse Eugene-Advert	JULY/SEPT NOTICE OF INTENT DPW	NOTICE OF INTENT/GRADALL/SWEEP	127.50
					127.50
159160	10/22/21	RG Media Co aka Gatehouse Eugene-Advert	0000248653	NOTICE OF INTENT	67.50
					67.50
159161	10/22/21	City of Cottage Grove	2-SAFARILAND VESTS	2-Safariland vests	760.00
					760.00
159162	10/22/21	Lane Council of Governments	80958	C2840: FY22-Q1 GIS CAD support	3,789.60
			80968	HEARINGS OFFICIAL-JUL-SEPT 21	1,490.45
					5,280.05
159163	10/22/21	Lane County Finance Operations	SEPTEMBER 2021	County Bail Sep 21	267.23
			SEPTEMBER 2021	County Bail Sep 21	2,675.23
			SEPTEMBER 2021	County Bail Sep 21 Admin Fee	-40.08
					2,902.38
159164	10/22/21	#1 Northwest, Inc.	OCTOBER 12, 2021	ROOF WORK; 1125 58TH, SP 104	5,940.00
					5,940.00
159165	10/22/21	First Interstate Bank	NOVEMBER 2021	SEDA 2016 Loan #3300001692	23,570.06
					23,570.06
159166	10/22/21	Ingram Library Services	54995152	C827: ADULT FICTION	56.06
			55044536	C827: ADULT FICTION	532.90
			54979888	C827: ADULT NON-FICTION	19.99
			54979887	C827: ADULT NON-FICTION	23.76
			54979886	C827: ADULT NON-FICTION	25.61
			54971130	C827: ADULT NON-FICTION	197.85
			54995150	C827: JR BOOKS	3.59
			54979885	C827: JR BOOKS	4.70

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159166	10/22/21	Ingram Library Services			
			54971128	C827: JR BOOKS	9.60
			54995151	C827: JR BOOKS	10.16
			55044537	C827: JR BOOKS	10.16
			54971129	C827: JR BOOKS	49.03
			55044538	C827: JR BOOKS	59.51
					1,002.92
159167	10/22/21	Ingram Library Services			
			55115168	C827: ADULT FICTION	15.81
			55044541	C827: ADULT FICTION	31.06
			55115167	C827: ADULT FICTION	32.78
			55059082	C827: ADULT FICTION	103.29
			55044543	C827: ADULT NON-FICTION	70.93
			55115169	C827: JR BOOKS	4.51
			55044542	C827: JR BOOKS	20.32
			55044544	C827: JR BOOKS	35.32
			55044539	C827: JR BOOKS	41.93
			55115170	C827: JR BOOKS	67.38
			55044545	C827: YA BOOKS	8.99
			55044540	C827: YA BOOKS	22.02
					454.34
159168	10/22/21	Ingram Library Services			
			55115174	C827: ADULT FICTION	127.15
			55115176	C827: ADULT NON-FICTION	25.42
			55115171	C827: JR BOOKS	9.60
			55115172	C827: JR BOOKS	19.74
			55115175	C827: JR BOOKS	23.86
			5515173	C827: YA BOOKS	11.29
			55115177	C827: YA BOOKS	12.99
					230.05
159169	10/22/21	Midwest Tape			
			501028443	C914: AD COL	105.70
			501028445	C914: JR COLL AV 10421	11.24
			501028446	C914: JR COLL AV 10421	37.47
			501047391	C914: JR-COLL-AV-10921	26.24
					180.65
159170	10/22/21	EDMS Inc			
			022098	September Presort	2,509.26
					2,509.26
159171	10/22/21	City of Eugene			
			EFD-002131	EMS RX COSTS 01/01-04/30/21	2,021.40
			EFD-002063	FY20 TRAINING COST SPLIT	0.03
			EFD-002130	FY21-JUN BLS PROGRAM COSTS	38,163.92
			EFD-002131	MEDBANK 05/01-06/30/21	2,919.34
			EFD-002167	SEP 21-FIRE MAIN WORKER	8,638.36
					51,743.05

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159171	10/22/21	City of Eugene			
159172	10/22/21	Comcast			
			10/01/21-10/31/2021	FS4 HS INTERNET 10/01-10/31	87.00
			10/10/21-11/09/21	LEAF CHARGES 10/10-11/09	194.59
					281.59
159173	10/22/21	Aramark Uniform Services, Inc.			
			509000122218	SHOP: LAUNDRY SERVICES	41.77
					41.77
159174	10/22/21	Parts Authority, LLC			
			274-450259	PD STOCK OIL FILTERS	62.16
			105-461378	PD STOCK/BREAK LING KITS	109.98
			273-331606	PD STOCK: AIR FILTERS/BRAKES	300.94
			273-330392	VEH 6015; MOTOR & PUMP	41.54
			273-328227	VEH 6025; OW20 SYN IQ OIL	55.08
			118-117976	VEH 6050; ATTACHING HDWR	48.56
			273-331324	VEH 6050; AXLE SHAFT SEAL	28.50
					646.76
159175	10/22/21	Skelton,Mark C			
			REIM DESTROYED PHONE	REIM DESTORYED PHONE	300.00
					300.00
159176	10/22/21	Mid Valley Ambulance			
			21-08	AUG 2021 MEMBERSHIP WRITEOFFS	1,743.85
					1,743.85
159177	10/22/21	Professional Credit Service			
			20887	Commissions	995.59
					995.59
159178	10/22/21	TAYLOR MICHELE BEST			
			2101037,2103078-79,2105206-09	BOND REFUND 2101037,2103078 ET	301.00
					301.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159179	10/22/21	John M. Morrell	TRANS SVCS SEP/OCT 2021	Translate Svcs Sep/Oct 2021	139.50
					139.50
159180	10/22/21	HANNA,MICHAEL DALE	2103634 2103635 2105233	BOND REFUND 2103634/35 2105233	129.00
					129.00
159181	10/22/21	Oregon State Treasury	2021 UNCLAIMED PROPERTY	2021 Unclaimed Prop-City	9,765.50
			2021 UNCLAIMED PROPERTY	2021 Unclaimed Prop-Jail	2,082.45
					11,847.95
159182	10/29/21	Lane County Technology Svcs - PSB	IS00002491	NETWORKS & CONNECTIVITY-OCT	7,856.00
					7,856.00
159183	10/29/21	Airgas USA, LLC	9983286077	FS16: RENT CYL MED LRG OXYGEN	17.28
			9983255972	FS3: RENT CYL MED LRG OXYGEN	23.04
			9983255972	FS3: RENT CYL SMALL OXYGEN	5.76
			9983256511	FS3: RENT CYL XS SMALL OXYGEN	2.88
			9983256510	FS4: RENT CYL MED LRG OXYGEN	8.64
			9983256511	FS5: RENT CYL MED LRG OXYGEN	28.80
					86.40
159184	10/29/21	NAPA Auto Parts	1741 STMT 9/30/21	MISC AUTO PARTS	378.35
					378.35
159185	10/29/21	Willamalane	614	C2393; MOWING 3/1/21-10/31/21	5,000.00
			613	SPONSORSHIP-HALLOWEEN EVENTS	500.00
					5,500.00
159186	10/29/21	Olsson Industrial Electric	110770	Svcs thru 9/19/21-JC Generator	171.50
					171.50
159187	10/29/21	Access Information Management	9016207	CNO#:Sep 2021 Shredding-Police	256.60
			9016243	SEP 21 Shredding/Prosecutor	142.90
			9016242	Sep 21 Shredding Svcs-Court	56.81
					456.31

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159187	10/29/21	Access Information Management			
159188	10/29/21	Language Line Services, Inc.	9020542104	Sep 2021 Translation Svs	284.70
			10345649	September 2021 Translation Svs	600.60
					885.30
159189	10/29/21	Milliman, Inc.	SPG/SPR2109	Prof Svcs Sept 21/GASB 75 Val	18,300.00
					18,300.00
159190	10/29/21	Roto Rooter Eugene/Bend Oregon	120129	157 12TH ST; #35 PIPEWORK/PLMB	225.00
					225.00
159191	10/29/21	Pacific Office Automation	697829	COPIES 9/1/21-10/1/21	23.84
					23.84
159192	10/29/21	Office Depot, Inc.	188448733001	Office Supplies - Police	2.92
			190118817001	Office Supplies - Police	40.98
			190128718001	Office Supplies - Police	59.51
			188455543001	Office Supplies - Police	152.34
			201315082001	Office Supplies - Police	312.80
					568.55
159193	10/29/21	Industrial Source	01939888	TRAINING FIRE EXT USE/HANDS ON	518.47
					518.47
159194	10/29/21	Ask The Bug Man	159719	FS3: OCT 2021 PEST CONTROL	50.00
					50.00
159195	10/29/21	City County Insurance Services	PO-SPR-I2021-02	2021-2022 PL Interim Inv	1,757.01
			ALSPR2020087602	Claim Ded #ALSPR2020087602	36,128.00
			GLSPR2021090944	Claim Ded #GLSPR2021090944	955.86
					38,840.87

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159196	10/29/21	Joe Pishioneri	NOVEMBER 2021	Nov 21 Cell & Internet Reimb	85.00
					85.00
159197	10/29/21	Leonard Stoehr	NOVEMBER 2021	Nov 21 Cell & Internet Reimb	85.00
					85.00
159198	10/29/21	Kori Rodley	NOVEMBER 2021	Nov 21 Cell & Internet Reimb	85.00
					85.00
159199	10/29/21	Pitts, Damien	NOVEMBER	Nov 21 Cell & Internet Reimb	85.00
					85.00
159200	10/29/21	Midwest Tape	501061663	C914: AD COL	124.71
			501088707	C914: AD COL	304.85
			500401923	C914: G&M-ADULT AV-AD COL	384.66
			501088709	C914: JR-COLL-AV-101221	7.49
			501061665	C914: JR-COLL-AV-10921	7.49
					829.20
159201	10/29/21	RiverBend Construction, Inc	P21152-September 2021	HIGH BANKS/THURS OVERLAY PMT 4	655,541.49
					655,541.49
159202	10/29/21	Lane County Waste Management	088089 STMT 9/30/21	VACYORCRS-PUB/LOOSE TN	614.70
					614.70
159203	10/29/21	Radler White Parks & Alexander LLP	31399	Professional Svcs thru 9/30/21	3,365.00
					3,365.00
159204	10/29/21	Six Robblees, Inc.	17-193028	SHOP SUPPLIES/REPAIR REFILL	35.92
					35.92

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159205	10/29/21	Northwest Fastener & Supply	15954	SNAP PINS/NYLOC/TRUSS	11.00
					11.00
159206	10/29/21	Professional Credit Service	2002220 101921	BOND REFUND 2002220	21.00
			20950	Commissions	1,878.76
			20892	Commissions	2,823.85
					4,723.61
159207	10/29/21	State of Oregon Employment Department	Qrt 3 2021	Employment Tax: Qrt 3 2021	23,536.29
					23,536.29
159208	10/29/21	A+ Towing	21-106805	C2562: SPD Tow-19' Subaru WRX	200.00
					200.00
159209	10/29/21	GARROW, TAMI SUE	1403820 1407021	BOND REFUND 1403820 1407021	100.00
					100.00
159210	10/29/21	CLARKE, ROBERT H	2005397 101921	BOND REFUND 2005397	736.00
					736.00
159211	10/29/21	DORMER, EVERETT MADISON	2001555 101921	BOND REFUND 2001555	1,485.00
					1,485.00
159212	10/29/21	AT&T Mobility	999208594X10142021	MAINT/DPW CELL CHARGES	164.89
					164.89
159213	10/29/21	Lane County Public Works Department	PWA00010655	STRIPING CITY STREETS-JULY 21	25,948.39
					25,948.39

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159214	10/29/21	SCOVELL, FRED WILLARD			
			0607215	BOND REFUND 0607215	200.00
					200.00
159215	10/29/21	Ingram Library Services			
			55208119	C827: ADULT FICTION	16.38
			55208122	C827: ADULT FICTION	86.44
			55208114	C827: ADULT FICTION	255.87
			55208125	C827: ADULT NON-FICTION	32.77
			55208116	C827: ADULT NON-FICTION	107.35
			55208115	C827: ADULT NON-FICTION	1,545.72
			55208120	C827: JR BOOKS	3.57
			55208118	C827: JR BOOKS	3.59
			55208121	C827: JR BOOKS	19.20
			55208123	C827: JR BOOKS	27.64
			55208117	C827: JR BOOKS	47.34
			55208124	C827: JR BOOKS	50.29
			55208126	C827: JR BOOKS	75.53
					2,271.69
159216	10/29/21	Ingram Library Services			
			55230001	C827: ADULT NON-FICTION	15.82
			55237012	C827: ADULT NON-FICTION	35.82
			55237011	C827: ADULT NON-FICTION	171.19
			55288511	C827: JR BOOKS	25.33
			55208127	C827: YA BOOKS	44.31
					292.47
159217	10/29/21	NATCO Development, LLC			
			5394-1	1503 Mohawk Sidewalk/drve work	1,627.30
					1,627.30
159218	10/29/21	GLENN M WISE			
			2105226 & 2105223	BOND REFUND 2105226 & 2105223	340.00
					340.00
159219	10/29/21	Spring Fed Media LLC			
			2172	OLYMPIC TRIAL RACEWALK VIDEO	1,800.00
					1,800.00
159220	10/29/21	Lane Council of Governments			
			80642	C2652;LGDC Partnr Sh 7/21-9/21	18,571.20
			81043	C2900; DLCD Plan Gr Jul-Sep21	1,499.01
					20,070.21

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159221	10/29/21	Ramsey-Waite Co, Inc.			
			LAND SURVEY/DEVELOPMT S. A ST	705 S A St. Prop/Survey/Devlop	9,886.51
					9,886.51
159222	10/29/21	Parts Authority, LLC			
			273-333454	PD STOCK-BATTERIES	194.84
			273-334073	VEH 6012; AIR FILTER	6.37
			273-333353	VEH 6022; AUTO LINK MI	46.31
			273-333317	VEH 6022; HEGO SENSOR	89.09
			274-451040	VEH 6050; AIR FILTER	4.24
			273-333432	VEH 7065; AILR/OIL FILTERS	57.67
			273-333333	VEH 7081; BATTERY	81.80
			273-332178	WIPER BLADE ASY(6) PD STOCK	60.00
					540.32
159223	10/29/21	STACEY M BALDWIN			
			2007936	BOND REFUND 2007936	85.00
					85.00
159224	10/29/21	ROBERTO C REYEZ			
			2007936 OCTOBER	RESTITUTION 2007936	1,000.00
					1,000.00
159225	10/29/21	Springfield Public School/Lane Co SD 19			
			40577	BUSINESS CARDS-HEALY	24.50
			40579	Broshure: Canines Clean Water	90.12
			40576	Bus. Cards Kraaz, Smith, Craig	73.50
					188.12
159226	10/29/21	Capital Firemed			
			FIREMED MEMBERSHIP(S)	FIREMED MEMBERSHIP(S)	420.00
					420.00
159227	10/29/21	PAT LITTLEFIELD			
			1500821	BOND REFUND 1500821	2,615.00
					2,615.00
159228	10/29/21	Live Oak Consulting aka Deana Dartt			
			2021SPFD	DECOLONIZATION TRAINING	3,000.00
					3,000.00

Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159229	10/29/21	Springfield Utility Board	OCT222021	SUB BILLING WK 4-OCT	1,739.49
					1,739.49
159230	10/29/21	Perdue, James D	FIREMED FEE REIMBURSEMENT	FIREMED MEMBERSHIP FEE REIM	65.00
					65.00
159231	10/29/21	Benitez, Emily	UNIFORM REIMB: SWEATERS	Uniform Reimb-Police	82.98
					82.98
159232	10/29/21	Ransom,Carrie A.	NEGOTIATOR TRAINING-PER DIEM	Negotiator Training-Per Diem	113.85
					113.85
159233	10/29/21	Miller, Michelle	NEGOTIATOR TRAINING-PER DIEM	Negotiator Training-Per Diem	113.85
					113.85
159234	10/29/21	Sollo-Diaz, Maria G.	SP DDM JARACHO	SP DDM JARACHO	150.00
					150.00
159235	10/29/21	TriZetto Provider Solutions	36D3102100	PATIENT STATEMENTS-OCT	289.19
					289.19
159236	10/29/21	CenturyLink	10/16/21-11/16/21	Monthly Phone Charge- Oct 2021	4,559.52
					4,559.52
159237	10/29/21	CenturyLink	246823910	Oct 2021 Fire Phone	153.08
			246823910	Oct 2021 Police Phone	30.63
					183.71

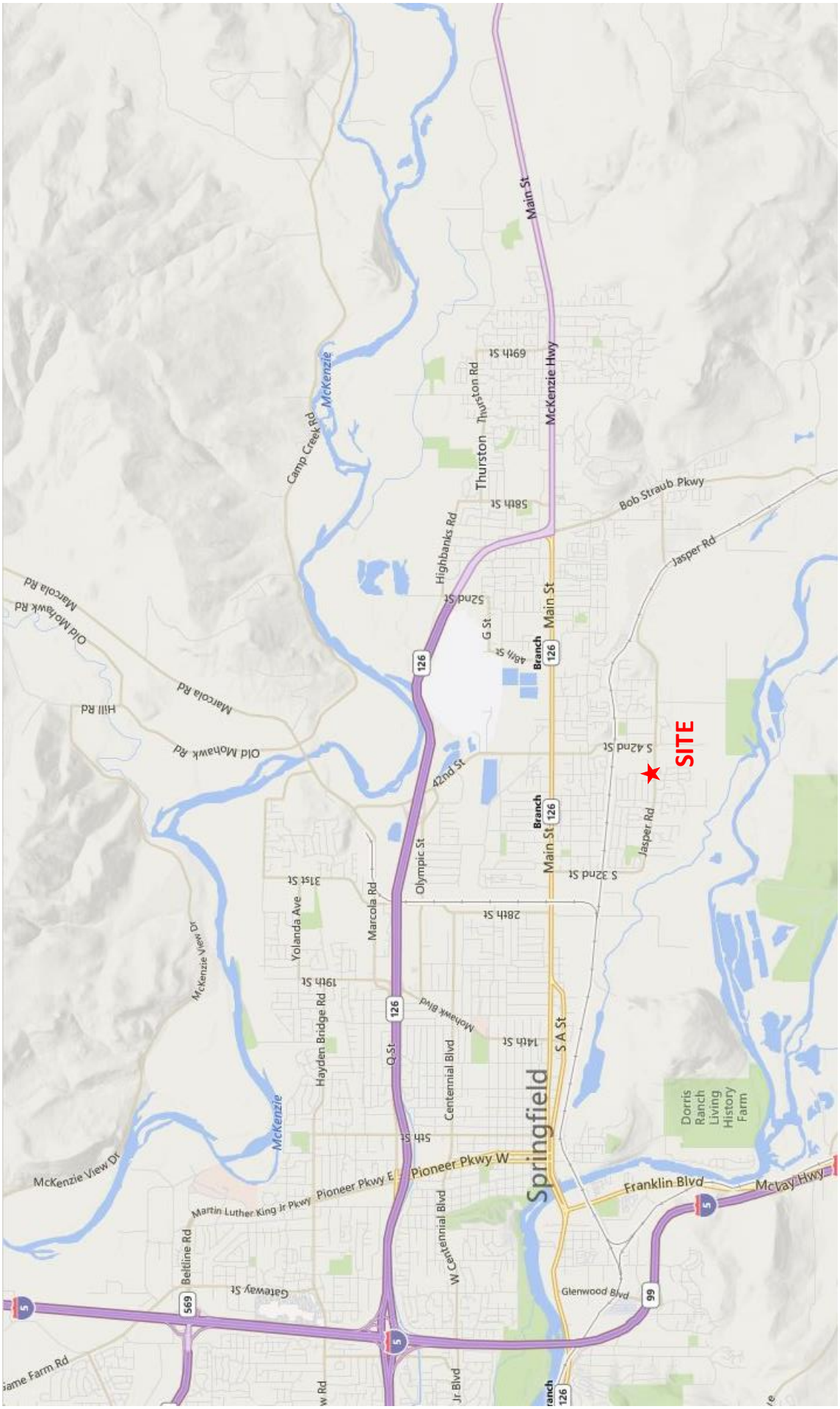
Check No	Check Dt	Vendor Name	Invoice ID	Line Description	Payment
159238	10/29/21	The Indoor Garden	202110-36	JC: Oct 2021 Plant Care	65.00
					65.00
159239	10/29/21	Rose City Label	154128	(10,000) Police Sticker Badges	492.00
					492.00
159240	10/29/21	Oregon State Sheriff's Association	41587	C2621: OSSA membership	1,500.00
					1,500.00
159241	10/29/21	MARLEY JADE BRUNSON	2105053	BAIL REFUND - #2105053	3.00
					3.00
159242	10/29/21	MAXWELL JAMES SMITH	2105673	BOND REFUND DKT 2105673	60.00
					60.00
159243	10/29/21	CHERYLL BRYNER	2102716	BOND REFUND DOCKET 2102716	85.00
					85.00
159244	10/29/21	Carpenter, Chris	PERS PCARD REIMB-CARPENTER	REIM ACCIDENTAL PER PCARD	415.20
					415.20

Grand Total: **4,079,118.03**

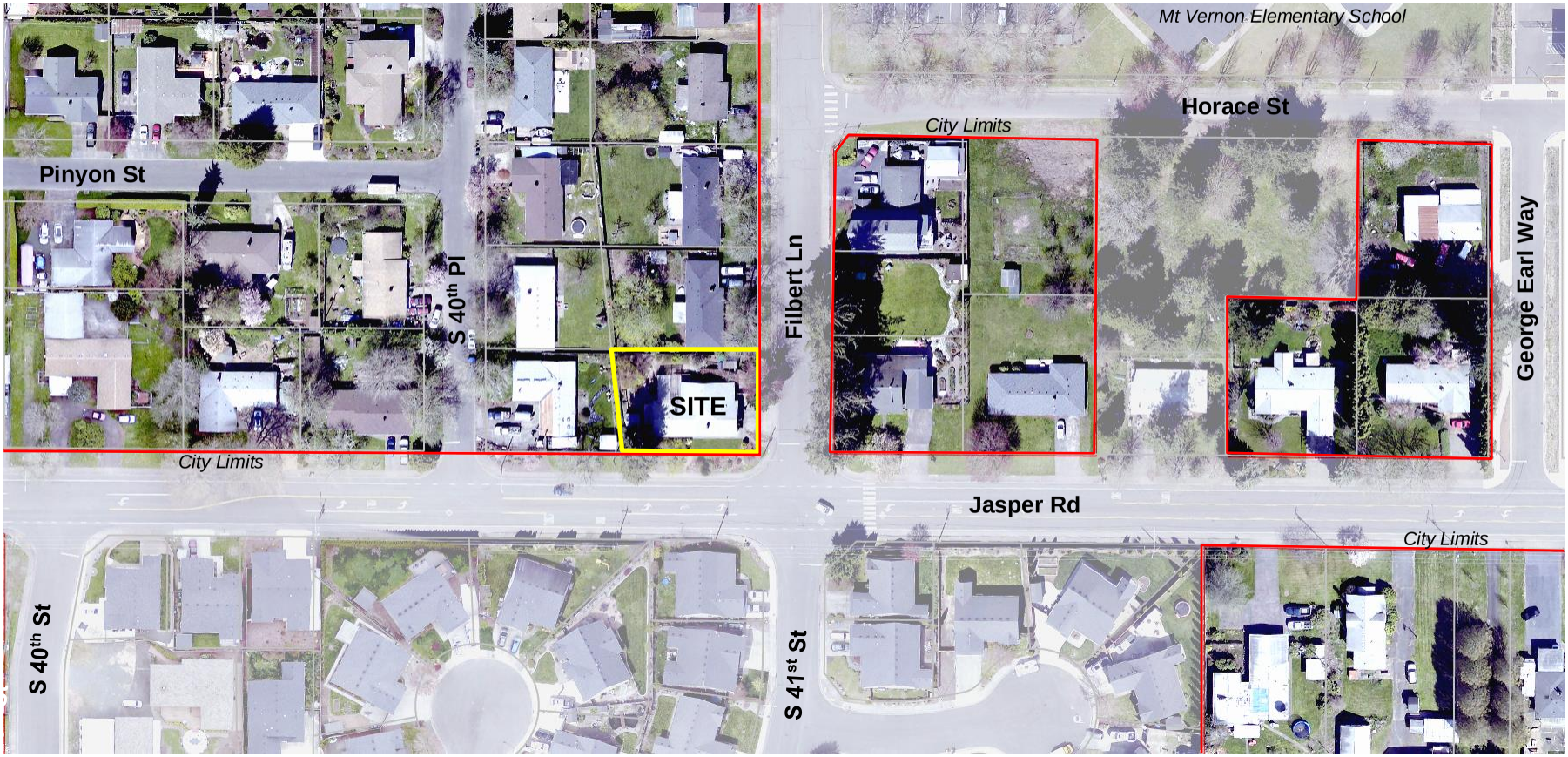
AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Andy Limbird, DPW
	Staff Phone No:	541/726-3784
	Estimated Time:	Consent Calendar
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:	ANNEXATION OF TERRITORY TO THE CITY OF SPRINGFIELD – ANNEX 0.22 ACRES OF RESIDENTIAL PROPERTY LOCATED AT 4012 JASPER ROAD (MAP 18-02-06-14, TAX LOT 7700).
ACTION REQUESTED:	Conduct a second reading and adopt/not adopt the following ordinance: AN ORDINANCE ANNEXING CERTAIN TERRITORY (4012 JASPER ROAD) TO THE CITY OF SPRINGFIELD AND WILLAMALANE PARK AND RECREATION DISTRICT; WITHDRAWING THE SAME TERRITORY FROM THE WILLAKENZIE RURAL FIRE PROTECTION DISTRICT; ADOPTING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE (SECOND READING).
ISSUE STATEMENT:	The City Council is requested to consider an ordinance to annex 0.22 acres of property zoned and designated Low Density Residential that is located at 4012 Jasper Road in south Springfield. The proposed annexation is requested to facilitate connection of an existing house to City sanitary sewer due to a failed septic system on the property.
ATTACHMENTS:	Attachment 1: Location Maps Attachment 2: Ordinance with Exhibits Exhibit A: Map and Legal Description Exhibit B: Annexation Application Exhibit C: Improvement and Sewer Hookup Agreement Exhibit D: Staff Report and Recommendations
DISCUSSION/ FINANCIAL IMPACT:	The City Council gave first reading and conducted a public hearing on the annexation Ordinance at the regular meeting on November 1, 2021. No testimony was submitted prior to or at the public hearing meeting. In accordance with SDC 5.7-155 and ORS 222.040, 222.180 and 222.465, if approved the annexation will become effective 30 days after signature by the Mayor or upon acknowledgement by the State, whichever date is later. The territory requested for annexation is a rectangular lot at the intersection of Jasper Road and Filbert Lane that contains an existing single-detached residential dwelling. The property is zoned and designated for Low Density Residential use with an Urbanizable Fringe Overlay (UF-10), and it is located inside the City's Urban Growth Boundary (UGB). As outlined in the attached staff report (Attachment 2D), the annexation area can be served with the minimum level of key urban facilities and services as required in the *Springfield 2030 Comprehensive Plan – Urbanization Element.* The attached staff report also confirms the request meets the criteria of approval for annexations established in Section 5.7-140 of the Springfield Development Code. An Improvement and Sewer Hookup Agreement has been executed by the property owners (Attachment 2C), and the applicant has paid sewer assessment and System Development Charge (SDC) fees apportioned to properties within the UGB that are requesting connection to the City's sanitary sewer system. The applicant has also obtained necessary permits for making the physical connection to an existing sanitary sewer lateral that is located at the northeast corner of the property frontage on Filbert Lane. <u>Recommendation</u>: The subject property complies with the standards and provisions of the SDC and applicable ORS for annexation; Council is requested to conduct the second reading of the ordinance annexing this property to the City and Willamalane Park & Recreation District, and withdrawing same from Willakenzie Rural Fire Protection District.

LOCATION OF PROPERTY PROPOSED FOR ANNEXATION



811-21-000234-TYP4 – PROPOSED ANNEXATION OF SINGLE RESIDENTIAL LOT
4012 JASPER ROAD (ASSESSOR'S MAP 18-02-06-14, TAX LOT 7700)
SITE CONTEXT MAP



CITY OF SPRINGFIELD, OREGON
ORDINANCE NO. _____

AN ORDINANCE ANNEXING CERTAIN TERRITORY (4012 JASPER ROAD) TO THE CITY OF SPRINGFIELD AND WILLAMALANE PARK AND RECREATION DISTRICT; WITHDRAWING THE SAME 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 August 31, 2021, said territory being Assessor's Map Township 18 South, Range 02 West, Section 6, Map 14, Tax Lot 7700, which is addressed as 4012 Jasper Road and is generally depicted and more particularly described in **Exhibit A** to this Ordinance;

WHEREAS, in accordance with SDC 5.7-125.A and ORS 222.111, the property owner initiated the annexation action by submittal of the required application forms and petition for annexation attached hereto as **Exhibit B** to this Ordinance;

WHEREAS, this annexation has been initiated in accordance with SDC 5.7-125.A and ORS 222;

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* requiring annexation to the City of Springfield as the highest priority for receiving urban services;

WHEREAS, the City Council of the City of Springfield has determined that the provision of City services to the subject area is necessary immediately for the health and safety of the public because the septic system on the property has failed;

WHEREAS, the applicant has executed an Improvement Agreement and Application for Sewer Hookup (**Exhibit C**) that addresses the timing and responsibility for provision of sanitary sewer service to the property;

WHEREAS, the public street frontages of the subject property are fully developed and all required urban services are immediately available to serve the site, and therefore the City has determined that no additional Annexation Agreement is necessary to address the timing and financial responsibility for provision of public facilities and services, other than sanitary sewer service;

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 Low Density Residential zoning will be retained;

WHEREAS, a Staff Report (**Exhibit D**) 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 City of Springfield will provide 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 November 1, 2021, 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 and Willamalane Park and Recreation District, 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, 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 30 days from the date of its passage by the City Council and approval by the Council President, 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 _____, 2021, by a vote of _____ for and _____ against.

APPROVED by the Mayor of the City of Springfield this ____ day of _____, 2021.

_____
Mayor

ATTEST:

_____
City Recorder

FOR ASSESSMENT AND TAXATION ONLY

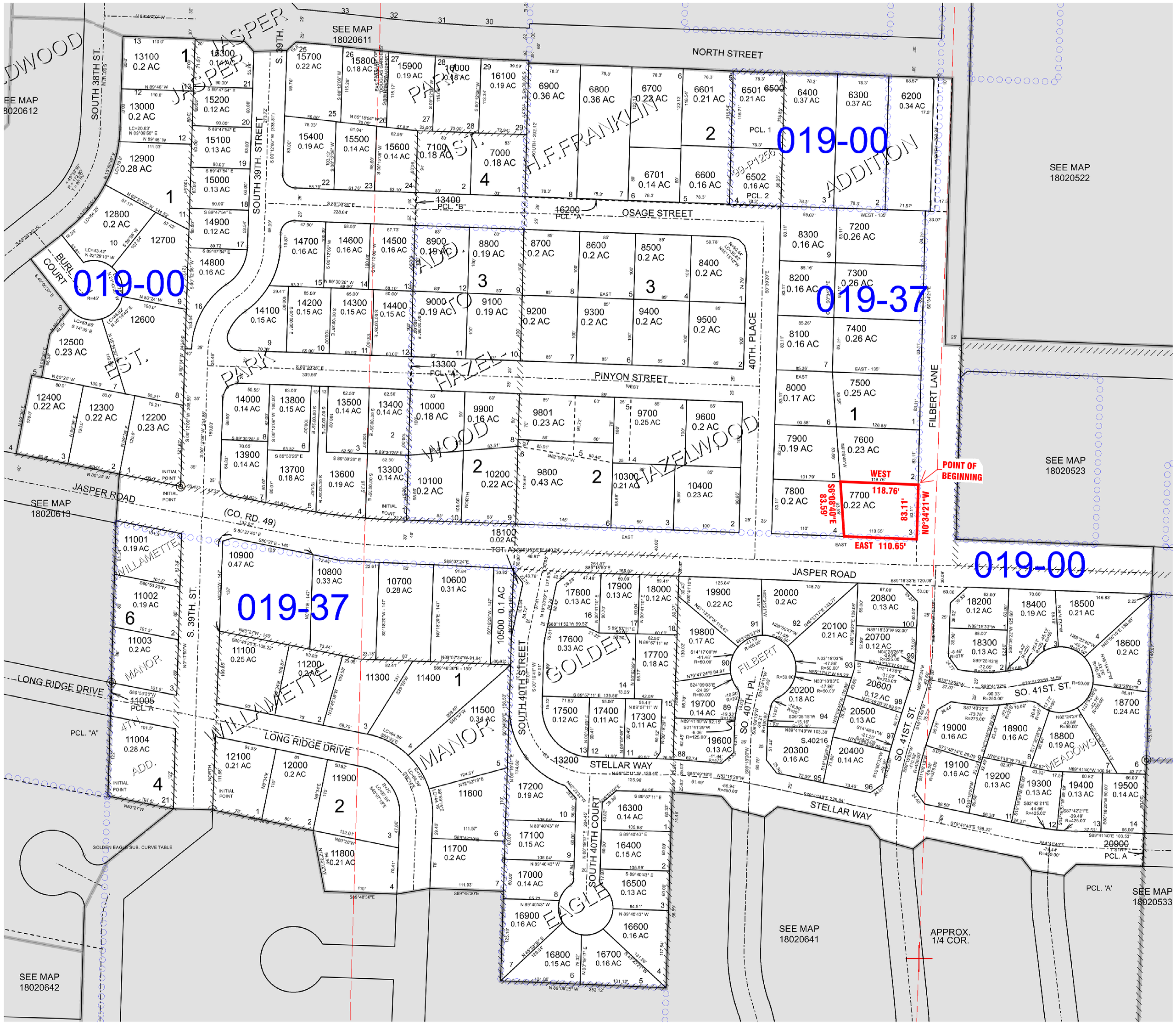
S.E.1/4 N.E.1/4 SEC. 6 T.18S. R.2W. W.M.
Lane County
1" = 100'

REVISIONS
08/03/2009 - LCAT166 - CONVERT MAP TO GIS
05/20/2016 - LCAT174 - CANC TL 20900 INTO STELLAR WAY
08/12/2020 - LCAT148 - FIX SUB ANNO
08/18/2020 - LCAT148 - CODE CHANGE TL 7000 & TL 7100

18020614
SPRINGFIELD

LCATSKP - 2020-08-18 16:37

CANCELLED
13400
11005
13200
13300
6500
16200
6100
100-6000
20900



SPRINGFIELD
18020614

ANNEXATION LEGAL DESCRIPTION

Lot 3, Block 1, HAZELWOOD, as platted and recorded in Book 33, Page 7, Lane County Oregon Plat Records; situated in Lane County, State of Oregon, in the Northeast quarter of Section 6, Township 18 South, Range 2 West, Willamette Meridian, being further described as follows:

Beginning at the northeast corner of Lot 3, Block 1, HAZELWOOD, as platted and recorded in Book 33, Page 7, Lane County Oregon Plat Records;

Thence on boundaries of Lot 3, Block 1, of said FIRST ADDITION TO MENLO PARK the following courses:

1. **West 118.76 feet**;
2. **South 06°08’40” East 83.59 feet** to the northerly right of way of Jasper Road and the current City Limits line;
3. Thence on said City Limits line **East 110.65 feet** to the westerly right of way of Filbert Lane;
4. Thence continuing on said City Limits line **North 0°34’21” West 83.11 feet**, to the **Point of Beginning.**

Containing 9,533 square feet.

City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477

3

SPRINGFIELD

Annexation Application Type IV

Application Type	(Applicant: Check one)
Annexation Application Pre-Submittal:	☐
Annexation Application Submittal:	☒

Required Proposal Information		(Applicant: Complete This Section)	
Property Owner:	Daryl and Patty Brisco	Phone:	308.672.2909 541.514.7601
Address:	4012 Jasper Road, Springfield, OR, 97478	Fax:	
		E-mail:	daryl.brisco@gmail.com plbrisco@gmail.com
Owner Signature:	Daryl R. Brisco		
Owner Signature:			
Agent Name:		Phone	
Company:		Fax:	
Address:		E-mail	
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:	18-02-06-14-07700	TAX LOT NO(S):	18-02-06-14-07700
Property Address:	4012 Jasper Road, Springfield, OR, 97478		
Area of Request:	Acres: 0.22	Square Feet:	
Existing Use(s) of Property:	Residential 1001		
Proposed Use of Property:	Residential 1001		

Required Property Information		(City Intake Staff: Complete This Section)			
Case No.:		Date:		Reviewed By: (initials)	
Application Fee:		Postage Fee:		Total Fee:	

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:

_____ **Date:** _____

Signature

_____

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: Daryl R. Brisco

8-27-2021

Date: 8/27/2021

Signature

Daryl R. Brisco
Patricia L. Brisco

Print

Application #: C SP 2009 - _____
For City Use Only

FORM 1

RECEIVED
AUG 10 2021
Lane County
Assessment & Taxation

PETITION/PETITION SIGNATURE SHEET
Annexation by Individuals
[SDC 5.7-125(2)(b)(i)/ORS 222.170(1)]

We, the following property owners of the following territory, consent to the annexation to the City of Springfield and concurrent annexation to Lane County Metropolitan Wastewater Service District and Willamalane Parks and Recreation District, as deemed necessary:

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	Acres (qty)
1.	8-10-21	Daryl R. Brisco	4012 Jasper Rd Springfield	18-02-06-14-07700	X	0.22
2.	8/10/21	Patricia Brisco	4012 Jasper Rd Springfield	18-02-06-14-07700	X	0.22
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, Daryl Brisco *(printed name of circulator)*, hereby certify that every person who signed this sheet did so in my presence.

x _____ *(signature of circulator)*

CERTIFICATION OF OWNERSHIP

The total landowners in the proposed annexation are 2 *(qty)*. This petition reflects that 2 *(qty)* landowners *(or legal representatives)* listed on this petition represent a total of 100 *(%)* of the landowners and 100 *(%)* of the acres as determined by the map and tax lots attached to the petition. *A&T is not responsible for subsequent deed activity that may not yet be reflected on the A&T computerized tax roll.*

_____
Lane County Department of Assessment and Taxation

8/10/2021
Date Signed and Certified

Revised 4/8/14 BJ

FORM 2

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
18-02-06-14-07700	Daryl Brisco	0.22	$189,929	Y	X	
18-02-06-14-07700	Patty Brisco	0.22	$189,929	Y	X	
TOTALS:		0.22	$189,929			

TOTAL NUMBER OF OWNERS IN THE PROPOSAL	2
NUMBER OF OWNERS WHO SIGNED	2
PERCENTAGE OF OWNERS WHO SIGNED	100%
TOTAL ACREAGE IN PROPOSAL	0.22
ACREAGE SIGNED FOR	0.22
PERCENTAGE OF ACREAGE SIGNED FOR	100%
TOTAL VALUE IN THE PROPOSAL	$189,929
VALUE CONSENTED FOR	$189,929
PERCENTAGE OF VALUE CONSENTED FOR	100%

FORM 3

SUPPLEMENTAL INFORMATION FORM

*(Complete **all** the following questions and provide all the requested information. Attach any responses that require additional space, restating the question or request for information on additional sheets.)*

Contact Person: Daryl or Patty Brisco

E-mail: daryl.brisco@gmail.com plbrisco@gmail.com

Supply the following information regarding the annexation area.

- Estimated Population **(at present)**: 2
- Number of Existing Residential Units: 1
- Other Uses: _____
- Land Area: 0.22 total acres
- Existing Plan Designation(s): _____
- Existing Zoning(s): Residential
- Existing Land Use(s): Residential
- Applicable Comprehensive Plan(s): Metro Plan
- Applicable Refinement Plan(s): _____
- Provide evidence that the annexation is consistent with the applicable comprehensive plan(s) and any associated refinement plans. _____

  Annexation required to connect to city sanitary sewer

- Are there development plans associated with this proposed annexation?

  Yes X No _____

  If yes, describe.

  Connecting to the city Sewer

- Is the proposed use or development allowed on the property under the current plan designation and zoning?

  Yes X No _____

- Please describe where the proposed annexation is contiguous to the city limits (non-contiguous annexations cannot be approved under 5.7-140, Criteria).

  Contiguous along Eastern and Southern boundaries

Does this application include all contiguous property under the same ownership?

Yes X No _____

If no, state the reasons why all property is not included:

_____

_____

- Check the special districts and others that provide service to the annexation area:

☐ Glenwood Water District	☐ Rainbow Water and Fire District
☐ Eugene School District	☐ Pleasant Hill School District
☒ Springfield School District	☐ McKenzie Fire & Rescue
☐ Pleasant Hill RFPD	☒ Willakenzie RFPD
☐ EPUD	☒ SUB
☒ Willamalane Parks and Rec District	☐ Other _____

- Names of persons to whom staff notes and notices should be sent, in addition to applicant(s), such as an agent or legal representative.

(Name)	***(Name)***
(Address)	*(Address)*
(City) *(Zip)*	*(City)* *(Zip)*
(Name)	***(Name)***
(Address)	*(Address)*
(City) *(Zip)*	*(City)* *(Zip)*

FOR ASSESSMENT AND TAXATION ONLY

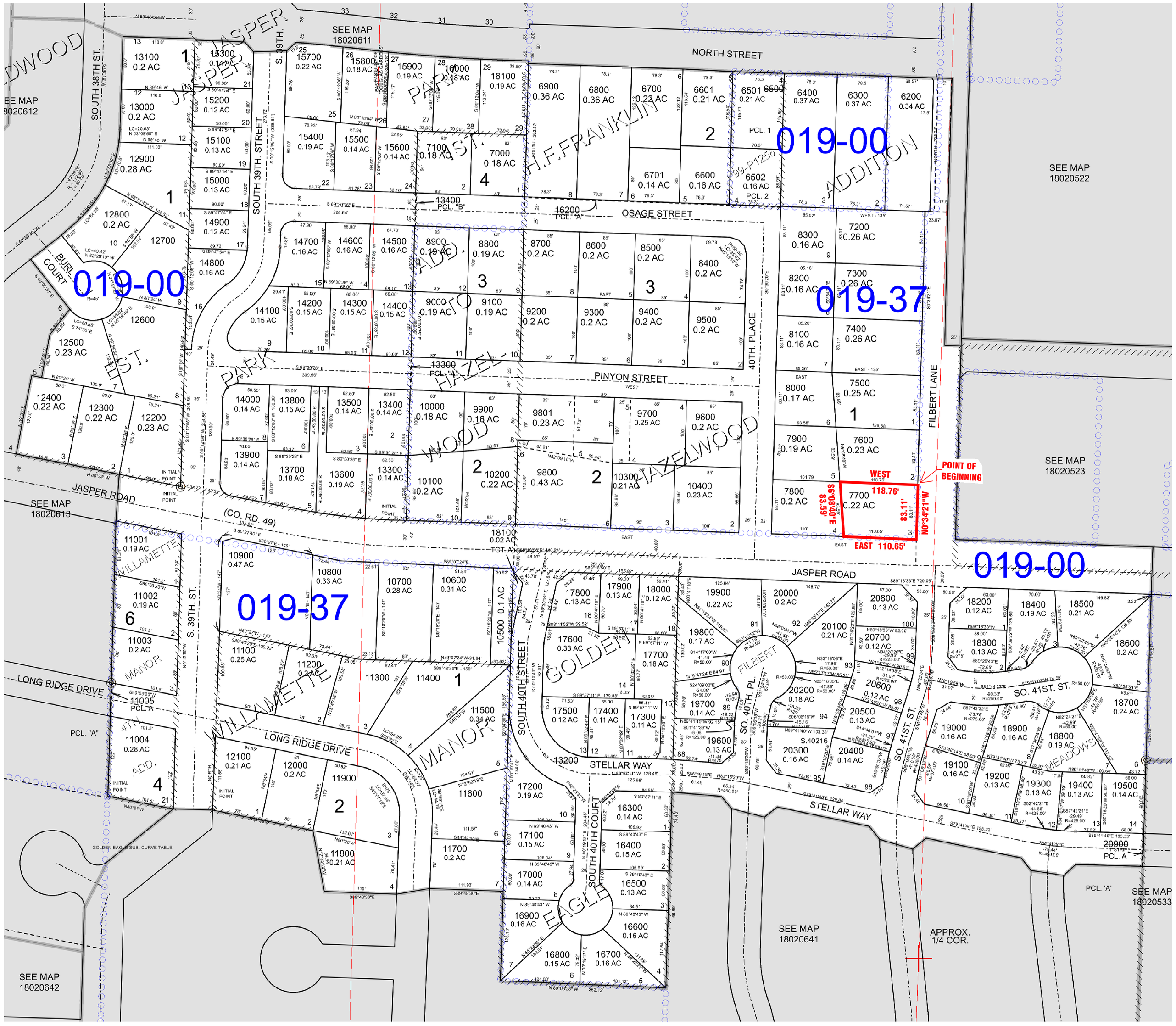
S.E.1/4 N.E.1/4 SEC. 6 T.18S. R.2W. W.M.
Lane County
1" = 100'

REVISIONS
08/03/2009 - LCAT166 - CONVERT MAP TO GIS
05/20/2016 - LCAT174 - CANC TL 20900 INTO STELLAR WAY
08/12/2020 - LCAT148 - FIX SUB ANNO
08/18/2020 - LCAT148 - CODE CHANGE TL 7000 & TL 7100

18020614
SPRINGFIELD

LCATSKP - 2020-08-18 16:37

CANCELLED
13400
11005
13200
13300
6500
16200
6100
100-6000
20900



Attachment 2, Page 11 of 21

EXHIBIT B, Page 7 of 8

SPRINGFIELD
18020614

ANNEXATION LEGAL DESCRIPTION

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Containing 9,533 square feet.

CITY OF SPRINGFIELD
IMPROVEMENT AGREEMENT AND APPLICATION FOR SEWER HOOKUP

Tax Map & Lot Numbers 18020614, 07700 (on the date of execution)

We, the undersigned property owners, Daryl R & Patricia L Brisco hereinafter referred to as Applicant(s), request permission to connect the following described property to the sanitary sewer owned and maintained by the City of Springfield, hereinafter referred as the City. We therefore agree to pay a charge of $0.72 per square foot of the benefiting property for the first 150 feet of depth as a deposit against future assessments for sanitary sewer. Area in excess of the above mentioned 150 feet of depth is charged $0.36 per square foot.

Address: 4012 Jasper Road Receipt No.:_____

PROPERTY DESCRIPTION:

Lot 3, Block 1, HAZELWOOD, as platted and recorded in Vol. 33, Pg. 7, Lane County Oregon Plat Records, in Lane County, Oregon.
EXCEPT: 13 square feet to the City of Springfield per Bargain and Sale Deed recorded July 11, 1997 in Document No. 97-46477, Lane County Oregon Official Records, in Lane County, Oregon.

FEE CALCULATION: 9,520	Sq. Ft. at $0.72 per Sq. Ft.	=	$ 6,854.40
_____	Sq. Ft. at $0.36 per Sq. Ft.	=	$
	Subtotal	=	$ 6,854.40
	5% TECH FEE = Subtotal x 0.05	=	$ 342.72
	TOTAL	=	$ 7,197.12

This agreement does not include the cost of a house connection to said City Sewer, sewer user charges, connection fees, plumbing permits or other such costs to be assumed by the property owner.

IT IS UNDERSTOOD that the Applicant understands that this agreement is enforceable by the State of Oregon, Lane County or the City. It is further understood that the applicant agrees to sign any and all waivers, petitions, consents and all other documents necessary to obtain the above said sanitary sewer improvement under any improvement act or proceeding of the State of Oregon, Lane County or the City as may be proposed or adopted. The applicant agrees to waive all right to remonstrate against an improvement project for sanitary sewer to be duly initiated by the City Council, but not the right to protest the amount or manner of spreading the assessment thereof, if the same shall appear to Applicant to bear inequitably or unfairly upon said property of Applicant. Applicant's acceptance of the non-remonstrance condition is in consideration for the City's waiver of the requirement for the immediate construction of the public improvements that the development necessitates. The improvement agreement waives the property owner's right to file written remonstrance. It does not waive a property owner's right to speak on the proposed district or any related matters orally or in writing.

NOW THEREFORE, the City agrees that if Applicant complies with the terms of this agreement, Chapter 3, Sections 3.350-3.356 of the Springfield Municipal Code and Ordinance 5584 along with all other applicable laws of the State of Oregon, Lane County, and the City, the said Applicant shall be entitled to connect the existing residence to the public sewer systems.

RETURN TO: CITY OF SPRINGFIELD
PUBLIC WORKS DEPT. - 225 FIFTH ST. –
SPRINGFIELD, OREGON 97477

The covenants herein contained shall run with the land herein described, and shall be binding upon the heirs, executors, assigns, administrators, and successors of the parties hereto, and shall be construed to be a benefit and a burden upon the property herein described. This agreement shall be recorded in the Lane County Deed Records.

WHEREFORE, the parties have hereunto set their hand this 15th day of April, 2021.

Signature(s): _____ _____

Daryl R Brisco
Print Name

Patricia L Brisco
Print Name

State of Oregon
County of Lane } ss

This instrument was acknowledged before me on April 15, 2021 by Kim M. Krause.

OFFICIAL STAMP
KIM KRAUSE
NOTARY PUBLIC-OREGON
COMMISSION NO. 997238
MY COMMISSION EXPIRES FEBRUARY 24, 2024

Kim M. Krause
Notary Public for Oregon

CITY OF SPRINGFIELD

By _____
Chris Moorhead - City Surveyor

State of Oregon
COUNTY OF LANE } ss

This instrument was acknowledged before me on _____

by CHRIS MOORHEAD as CITY SURVEYOR of the CITY OF SPRINGFIELD.

_____
Notary Public for Oregon

FINANCE DEPARTMENT INFORMATION:

Trunk Sewer_____ Lateral Sewer_____

TYPE IV – ANNEXATION
STAFF REPORT AND RECOMMENDATION

File Name: Daryl & Patty Brisco Annexation

Case Number: 811-21-000234-TYP4

Proposal Location: 4120 Jasper Road (Map 18-02-06-14, Tax Lot 7700)

Current Zoning & Comprehensive Plan Designation: Low Density Residential (LDR)

Applicable Comprehensive Plan: *Springfield 2030 Comprehensive Plan*

Application Submittal Date: August 31, 2021

Associated Applications: 811-21-000050-PRE (Development Issues Meeting); 811-21-000217-PRE (Pre-submittal 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	Eric Phillips-Meadow	541-726-2293
Building Official	Building	Chris Carpenter	541-744-4153

Review Process (SDC 5.7-115): The subject annexation request is being reviewed under Type IV procedures, 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: The property owners submitted an application for a Development Issues Meeting on March 5, 2021 and the meeting was held on April 1, 2021. Subsequently, a pre-submittal meeting for the annexation request was held on August 24, 2021 (Case 811-21-000217-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.B.2.b.i and ORS 222.170(1), an annexation application may be initiated by "more than half the owners of land in the territory, who also own more than half the land in the contiguous territory and of real property therein representing more than half the assessed value of all real property in the contiguous territory consent in writing to the annexation of their land."

Finding: The property owners who own all of the land and real property, and full assessed value of real property in the contiguous territory, have filed an application and petition requesting annexation to the City of Springfield (Attachment 2, Exhibit B).

Conclusion: The application requirements in SDC 5.7-125 have been met.

Site Information: The subject annexation area consists of a roughly rectangular-shaped residential lot that is approximately 0.22 acres in size and contains an existing single-detached dwelling. The property is located at the intersection of Jasper Road and Filbert Lane. The subject site is inside the Springfield Urban Growth Boundary (UGB) and is contiguous to the Springfield city limits along the eastern and southern boundaries in accordance with SDC 5.7-140.A.1.

Zoning for the property is Low Density Residential (LDR) with an Urbanizable Fringe Overlay (UF-10) applied. According to the applicant's submittal, the primary purpose of the annexation request is to facilitate connection of the existing house to City sanitary sewer due to a failed septic system on the property. There is an existing sanitary sewer lateral stubbed into the northeast corner of the property. Both the Filbert Lane and Jasper Road frontages of the property are considered improved to urban standards and all required public utilities, including sanitary sewer, are readily available to serve the site. For this reason, an Annexation Agreement that outlines the applicant's responsibilities and financial obligations for provision of public streets, utilities, and services to the property is not warranted for this request.

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) operates the existing electric infrastructure along the site frontages. There is no rural water service for unincorporated properties in the vicinity of this site. Upon annexation, the City of Springfield will be responsible for all urban services, including sanitary sewer, water (through SUB), electricity (through SUB), and police/fire response to the subject area.

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 October 14, 2021, which is at least 14 days prior to the public hearing date, to the affected property owner(s); owners and occupants of properties located within 300 feet of the perimeter of the proposed annexation territory; affected special districts and all other public utility providers; 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 811-21-000234-TYP4.

Newspaper Notice. Notice of the November 1, 2021 public hearing was published in *The Register-Guard* on October 18 and 25, 2021. The notification meets the requirements of SDC 5.7-130.B for two consecutive notices in the two-week period before the hearing.

Posted Notice. Notice of the November 1, 2021 public hearing was posted in three public places in the City: along both the Filbert Lane and Jasper Road frontages of the property; and on the electronic display in the foyer of the Development & Public Works office. Notice was also provided on the City of Springfield website.

Finding: Upon annexation of the subject territory to the City, the underlying Low Density Residential zoning will be retained, but the Urbanizable Fringe Overlay District (UF-10) will no longer apply. Due to this change, the Oregon Department of Land Conservation and Development (DLCD) was notified in writing of the annexation proceedings prior to the public hearing. Notification to DLCD regarding the proposed annexation was sent on September 7, 2021, which is 55 days prior to the initial public hearing on the matter.

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 Section 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 (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 (see additional discussion in Subsection B below). The property requested for annexation abuts the Springfield city limits along the eastern and southern boundaries (i.e. the Filbert Lane and Jasper Road rights-of-way). 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: The *Metro Plan* was acknowledged by the Land Conservation and Development Commission (LCDC) in August, 1982 and has been subsequently amended. The original *Metro Plan* UGB encompassed both Eugene and Springfield, with I-5 being the acknowledged boundary between Eugene and Springfield. With the passage of House Bill 3337 in 2007 and adoption of Ordinance 6268 in 2011, a separate and distinct UGB was created for Springfield using a tax lot by tax lot delineation. Springfield's UGB as delineated by Ordinance 6268 was subsequently revised and expanded upon adoption of Ordinance 6361 in 2016. The revised and expanded UGB is delineated on an individual tax lot basis and has been acknowledged by LCDC. Territory within the acknowledged UGB ultimately will be within the City of Springfield.

Finding: In December 2016, Springfield adopted the *Springfield 2030 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: The territory requested for annexation is within an area that is zoned and designated for Low Density Residential (LDR) use. The adopted elements of the *Springfield 2030 Comprehensive Plan* apply to areas within

the Springfield UGB, particularly the *Urbanization Element* adopted by Ordinance 6361. At present, there are no proposed changes to the zoning or plan designation for the property, although 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 2030 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 (EWEB) 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 service arrangement with Eugene-Springfield Fire Department for provision of fire response to unincorporated areas of south Springfield. After the public hearing and 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.

Finding: 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. There is no rural water district serving unincorporated properties in this area of south Springfield. Therefore, annexation is required to obtain SUB water service to the property.

Finding: 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.

Finding: 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.

Finding: The requested annexation is to facilitate connection of the existing house to City sanitary sewer due to a failed septic system on the property. Therefore, the subject annexation is a health hazard abatement action. Public sanitary sewer service is available at the northeast corner of the property along the Filbert Lane frontage of the site.

Finding: The applicant has submitted an application for annexation to the City (Attachment 2, Exhibit B), and has executed an Improvement Agreement and Application for Sewer Hookup (Attachment 2, Exhibit C). Further, the applicant has paid the applicable sewer assessment fees, System Development Charges (SDCs) and obtained necessary permits for connecting the house to the public sanitary sewer system. Because all other required public utilities are available to serve the property and the public street frontages have been improved to urban standards, staff advises that no additional Annexation Agreement is warranted for this request.

<u>Conclusion</u>: The proposal meets and complies with Criterion B, Subsection 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: 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: 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: 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: The territory requested for annexation is contiguous with the City limits line along the eastern and southern boundaries. Urban utilities have been extended along adjacent public streets (including the Filbert Lane frontage of the site) and are available to serve the subject property, adjacent properties, and areas beyond the annexation territory. 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 subject property. In addition to urban utilities, the following 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 noted above, SUB is the exclusive water service provider for properties within the City limits. Upon annexation, the property will be eligible to receive SUB Water service.

Electricity – SUB provides electric service to the neighborhoods in Springfield that are north of the Mt. Vernon Road alignment. SUB owns and maintains electrical system infrastructure along the Jasper Road frontage of the property. Existing electrical system infrastructure within the public rights-of-way 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 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 Eugene Springfield Fire Department under contract with Willakenzie Rural Fire Protection District. Upon annexation, 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 to 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.

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 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. Based on the existing use of the subject property as a single detached dwelling, it is expected that the annexation territory sustains permanent residents and could generate a school-age population in the future. The Springfield School District has capacity to serve the annexation area in its current configuration, and in the event the property redevelops in the future.

Sanitary Sewer – The annexation territory has an existing public sanitary sewer line along the Filbert Lane frontage. The applicant has obtained necessary permits to connect the existing house to the public sanitary sewer system. City records indicate that a service lateral was stubbed into the subject property frontage near the northeast corner of the property which facilitates connection of the existing house on the site.

Stormwater – The subject annexation territory is served by the public stormwater management system located in Filbert Lane and Jasper Road. Should further development or redevelopment of the site occur in the future, extension and expansion of public and private stormwater facilities necessary to serve the property will be done concurrently with construction of other site improvements and utilities.

Streets – The eastern boundary of the subject annexation area abuts Filbert Lane, which has been developed to urban standards with curb, gutter, paving, sidewalks, street lights, sanitary sewer, and piped stormwater facilities. Filbert Lane is classified as a local street and is developed with one vehicle travel lane in each direction. The pavement width also allows for vehicle parking on both sides of the street.

The southern boundary of the subject annexation area abuts Jasper Road, which is classified as a minor arterial street. The segment of Jasper Road abutting the subject property is developed with curb, gutter, paving, sidewalks, street lights, sanitary sewer, and piped stormwater facilities. Jasper Road is improved with one vehicle and bicycle lane in each direction with a bidirectional center turning lane and opposing dedicated left turn lanes for Filbert Lane and South 41st Street. Because the fronting public streets are fully improved, there is no requirement for physical street improvements or an executed Improvement Agreement for the subject annexation request.

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 2030 Comprehensive Plan – Urbanization Element* are immediately available to the site.

Conclusion: The proposal meets and complies with Criterion C, Subsection 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: The area proposed for annexation is a residential lot containing an existing single detached dwelling. The applicant has paid the applicable sewer assessment fees and SDCs for connection to the City's sanitary sewer system.

Because the required public utilities and services are immediately available to the site, and the public street frontages on Filbert Lane and Jasper Road have been improved to urban standards, an Annexation Agreement is not warranted.

Conclusion: The proposal meets and complies with Criterion D, Subsection 5.7-140.

City Council Decision (SDC 5.7-145): City Council approval of the annexation application shall be by Ordinance.

Finding: The City Council gave first reading and conducted a public hearing on the annexation Ordinance at the regular meeting on November 1, 2021. Based on the staff analysis and recommendations, and on the absence of testimony provided prior to or at the Public Hearing, the City Council approves the Annexation Ordinance.

Zoning (SDC 5.7-150): The area requested for annexation is zoned and designated Low Density Residential (LDR) in accordance with the Springfield Zoning Map and the adopted *Metro 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 LDR zoning.

Effective Date and Notice of Approved Annexation (SDC 5.7-155): The subject annexation request was presented to the City Council for consideration at the public hearing meeting on November 1, 2021. Council conducted the second reading and adopted the annexation Ordinance on November 15, 2021. The Ordinance will become effective 30 days later (on December 15, 2021), 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 Section 5.7-130.

Finding: The annexation area is within the delineated service territory of SUB (electric and water) and Willakenzie Rural Fire Protection District (contracted fire response). 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 can provide water service after annexation. Consistent with SDC 5.7-160, notice was provided for the public hearing on November 1, 2021. 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 Willakenzie Rural Fire Protection 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 Willamalane Park and Recreation District and withdrawal of the subject territory from the Willakenzie Rural Fire Protection District.

AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Brandt Melick/IT
	Staff Phone No:	541-726-4645
	Estimated Time:	Consent Calendar
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Financially Responsible and Stable Government Services

ITEM TITLE:	PEOPLESOFT MANAGED SERVICES WITH ERP ANALYSTS INC. (ERPA)
ACTION REQUESTED:	Award RFP S2866 to ERP Analysists, Inc and authorize the City Manager to sign contract C2951 with ERPA for $80,000 and execute all documents required to affect the transaction.
ISSUE STATEMENT:	To support the goal of providing financially responsible and innovative government services the Information Technology (IT) Department uses external service providers to supplement internal IT staffing in areas where additional expertise and resources are required.
ATTACHMENTS:	1) ATT1_C2951 ERPA-PeopleSoftS-MS_CAOreview_20211108.docx 2) ATT2_S2866-FY21-22_RFP_PeopleSoft-Managed-Services.pdf 3) ATT3_S2866-FY21-22_RFP_Response_ERPA.pdf

DISCUSSION/ FINANCIAL IMPACT:

The IT FY21 adopted budget includes funds for this contract. The contract provides IT support service for the PeopleSoft Human Resource (HCM) and Financial (SCM) systems and supports information security regulatory compliance.

Proposed contract provides critical patching, regulatory compliance (Tax Updates), tools upgrades and managed services of the PeopleSoft environments. Contract also continues a proven IT services cost containment strategy initiated in 2017 to provide specialized IT resource at affordable rates 24 hour a day, 7 day a week, 365 day a year. Accordingly, the IT Department requests these services through the execution of this new contract.

IT used competitive procurement RFP S2866 as the selection vehicle. Eight (8) proposals were received. ERPA received the highest point score and provided the best value, covering 100% of the business requirements requested in the RFP and at a fixed yearly price.

Additional justifications for selecting this company include:

1. Company focus on public sector customers and specific PeopleSoft products used by the City.
2. Company International Organization for Standards (ISO) 27001 certification, CMM Level 3, Center of excellence and 24/7 support model.
3. Headquartered in Dublin, OH, Company provides global services with quality and competing prices on timely manner.
4. This company has a strong track record of providing excellent service, customer satisfaction timely delivery of tasks.
5. This company provides service level agreement which meets our expectations and business needs.
6. ERP Analyst Inc. has positive presence in our regional community supporting both Lane County and City of Eugene.

One year contact of $80,000 is contingent upon approval of this AIS and continuation for a second year is contingent upon budget approval of $80,000 for FY23. Funds for this contract are included in the IT FY22 base budget.

Staff recommends Council award RFP S2866 to ERPA and authorize the City Manager to sign the contract in Attachment 1.

CITY OF SPRINGFIELD
INDEPENDENT CONTRACTOR AGREEMENT
(Type 3: For Personal Services Contracts Requiring Professional Liability Insurance)
Contract # 2951

Dated: November 19, 2021

Parties: The City of Springfield ("CITY")
A municipal corporation in the State of Oregon
225 Fifth Street
Springfield, Oregon 97477

and

ERP Analysts, Inc. ("Independent Contractor")
425 Metro Place North, Suite 510
Dublin, OH 43017

Additional Independent Contractor Information:

A. Type of Entity: ☐ Sole Proprietorship ☐ Partners ☐ Limited Liability Company ☐ Corporation

A. Address: 425 Metro Place North, Suite 510
Dublin, OH 43017
B. Telephone: (614) 932-2093
C. Fax No:
D. SSN or Fed. I.D. No: 31-1688884
E. Professional License(s) No:
F. Oregon Agency Issuing License:
G. Foreign Contractor ☐Yes ☒ No
(Foreign means not domiciled in or registered to do business in Oregon) See Exhibit B (11).

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

Account Number	Percentage
100-03100-7070-611008	50%
100-03100-7071-611008	50%

In consideration of the mutual covenants contained herein, the parties agree to the following terms, provisions, and conditions:

1. **Payment by CITY.** CITY shall pay Independent Contractor according to the sum and schedule described in Attachment 1 attached hereto and incorporated herein by this reference and in an amount not to exceed $ 80,000.

2. **Invoice.** Invoice to be sent to: Accounts Payable - City of Springfield, 225 5th Street, Springfield, OR 97477 or email to ap@springfield-or.gov. Invoice will be paid on net 30 day terms upon City acceptance of goods delivered, work or services performed. The invoice must reference this contract # C2951 and approval code #230.

3. **Services to be Performed by Independent Contractor.** Independent Contractor shall perform the services described on Attachment 1.

4. **Term.**

   4.1. This Agreement is effective as of the date first set forth above and shall continue until November 18, 2022 , unless earlier terminated in accordance with the provisions of this Agreement or by mutual consent of the parties.

   4.2 This Agreement may be extended for two additional one (1) one-year periods upon agreement of both parties, subject to the availability and appropriation of funds. Upon renewal, the terms and conditions of this Agreement remain in full force and effect, except as amended according to section 29 herein.

5. **Sourcing.** Independent Contractor was selected from RFP S2866 PeopleSoft Managed Services issued September 10, 2021.

6. **First Point of Contact.**
   Independent Contractor: Eric Novak, (614) 932-2093, eric.novak@erpa.com
   CITY: Kumar Pandy, (541) 726-3643, kpandey@springfield-or.gov

7. **Independent Contractor Status.** By its execution of this Agreement, Independent Contractor certifies its status as an "Independent Contractor" as that term is used under the laws of the State of

Oregon, and that all performance of any labor or services required to be performed by Independent Contractor under the terms of this Agreement shall be performed in accordance with the standards set forth in ORS 670.600, and as more specifically set forth on Exhibit "A" attached hereto and incorporated herein by this reference.

8. **Conformance with Oregon Public Contracts Law (ORS Chapter 279).** Independent Contractor shall comply with all applicable provisions of Oregon law for public contracts, including, but not limited to ORS 279B.110, ORS 279B.220, ORS 279B.225, ORS 279B.230, and ORS 279B.235, and as more fully set forth on Exhibits "B" and attached hereto and incorporated herein by this reference.

9. **Work Performed.** The work to be performed by Independent Contractor includes services generally performed by Independent Contractor in his/her/its usual line of business.

10. **Tax duties and Liabilities.** Independent Contractor shall be responsible for all federal, state and local taxes, if any, applicable to any payments received pursuant to this Agreement, including but not limited to income tax, payroll tax, social security and self-employment tax. CITY shall not withhold, pay, or in any other manner be responsible for payment of any taxes on behalf of Independent Contractor and as more specifically set forth in Exhibit "C".

11. **Reimbursement of Expenses.** Independent Contractor shall not be entitled to reimbursement by CITY for any expenses incurred by Independent Contractor unless otherwise agreed in writing.

12. **Materials and Supplies.** Independent Contractor shall supply all materials and supplies needed to perform the services required unless otherwise agreed in writing.

13. **No Authority To Bind CITY.** Independent Contractor shall have no authority to enter into contracts on behalf of CITY, its officers, agents and employees. This Agreement shall not create a partnership or joint venture of any sort between the parties.

14. **Federal Employment Status.** In the event payment made pursuant to this Agreement is to be charged against federal funds, Independent Contractor hereby certifies that it is not currently employed by the Federal Government and the amount charged does not exceed Independent Contractor's normal charge for the type of services provided

15. **Indemnification and Hold Harmless.** The Independent Contractor shall assume all responsibilities for the work, and bear all losses and damages directly or indirectly resulting to the Independent Contractor, the City, or to others on account of the character or performance of the work, unforeseen difficulties, accidents, or any other cause whatsoever. The Independent Contractor shall assume defense of, indemnify and save harmless the City, its officials, agents, and employees from all claims, liability, loss, damage and injury of every kind, nature and description, directly or indirectly resulting from activities in the performance of the Contract, the ownership, maintenance or use of motor vehicles in connection therewith, or the acts, omissions, operations, or conduct of the Independent Contractor or any Subcontractor under the Contract or any way arising out of the Contract.

irrespective of whether any act, omission or conduct of the City connected with the Contract is a condition or contributory cause of the claim, liability loss, damage or injury and irrespective of whether act, omission, or conduct of the Independent Contractor or Subcontractor is merely a condition rather than a cause of a claim, liability, loss damage or injury. The Independent Contractor shall not be liable for nor be required to defend or indemnify, the City relative to claims for damage or damages resulting solely from acts or omissions of the City, its officials, agents or employees. The absence of or inadequacy of the liability insurance required in section 16 below shall not negate Independent Contractor's obligations in this paragraph.

16. Insurance.

16.1. **General Insurance.** The Independent Contractor shall maintain in force for the duration of this agreement a Commercial General Liability insurance policy written on an occurrence basis with limits not less than $2,000,000 per occurrence and $3,000,000 in the aggregate for bodily injury or property damage. The policy will contain a "per project" Aggregate endorsement. Automobile Liability (owned, non-owned and hired) insurance with limits not less than $1,000,000 per occurrence shall be maintained. The City, its employees, officials and agents will be named as an Additional Insured where operations are being conducted related to this contract, on the General Liability policy as respects to work or services performed under this Agreement to the extent that the death or bodily injury to persons or damage to property arises out of the fault of the Independent Contractor or the fault of the Independent Contractor's agents, representatives or subcontractors. This insurance will be primary over any insurance the City may carry on its own. Independent Contractor understands that CITY is a public entity subject to the requirements of the Oregon Governmental Tort Claims Act, ORS 30.260 et seq. In the event that CITY'S financial obligations or liabilities are modified by any amendment to the liability limits imposed by the Oregon Governmental Tort Claims Act, Independent Contractor agrees that the limits regarding liability insurance set forth in this Section16.1 will be modified to conform to such limits. Independent Contractor and CITY shall sign an amendment to this Agreement incorporating such modification.

16.2. **Professional Liability.** Independent Contractor shall maintain in force during the duration of this Agreement (and, if it is a claims made policy, for a year following completion of the project) a professional liability policy, approved by the City's Risk Manager as to terms, conditions and limits.

16.3. **Cybersecurity.** Independent Contractor shall maintain in force during the duration of this agreement a cybersecurity policy with limits not less than $2,000,000. Independent Contractor to provide Certificate of Liability naming The City, its employees, officials and agents as an Additional Insured where operations are being conducted related to this contract within 30 days of contract execution.

16.4. **Asbestos Abatement.** (Only applicable to contracts where asbestos maybe present) The Commercial General Liability policy shall be written on a form that meets the following criteria and must be ASBESTOS SPECIFIC as follows:

- **a.** A full occurrence form, or
- **b.** A limited occurrence form with at least a three-year (3) tail, or
- **c.** A claim made form with a three-year (3) tail.

16.5. **Workers' Compensation.** Independent Contractor shall provide and maintain workers' compensation coverage with limits not less than $500,000 for its employees, officers, agents, or partners, as required by applicable workers' compensation laws as defined in ORS 656.027 and ORS 701.035(5). If Independent Contractor is exempt from coverage, a written statement signed by Independent Contractor so stating the reason for exemption shall be provided to the City.

16.6. **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.

16.7. **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 Independent Contractor shall provide written notice to the City contract manager within 2 calendar days after the Independent Contractor becomes aware that their coverage has been canceled or has been materially changed. The Independent Contractor shall either fax 541-726-3782 said notice or email it directly to purchasing@springfield-or.gov. Regardless of what circumstances caused Independent Contractors insurance coverage to cease or be modified, it is the Independent 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**._____(Independent Contractor initials)**

16.8. **Equipment and Material**. The Independent Contractor shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with the work.

16.9. **Subcontractors.** The Independent Contractor shall require all subcontractors to provide and maintain general liability, auto liability, professional liability (as applicable), and workers' compensation insurance with coverage's equivalent to those required of the general contractor in this contract. The Independent Contractor shall require certificates of insurance from all subcontractors as evidence of coverage.

16.10. **Exception or Waivers**. Any exception or waiver of these requirements shall be subject to review and approval from the City's Risk Manager.

16.11. **Railroad Protective Liability Coverage.** If work being performed under this agreement is near railroad tracks or a railroad right of way and the Railroad requires special insurance (for example: Railroad Protective Liability Coverage) Independent Contractor will be responsible for meeting the Railroad insurance requirements before any work commences. Any insurance required to be purchased by the Railroad is in addition to the insurance required by the City.

17. Termination. The performance of work under this Agreement may be terminated by CITY, in whole or in part, whenever for any reason CITY shall determine that such termination is in the best interest of CITY. Any such termination shall be effected by delivery to the Independent Contractor of a Notice of Termination specifying the extent to which performance of the work under the Agreement is terminated and the date on which such termination is effective. Upon delivery to the Independent Contractor of a Notice of Termination under this paragraph, the Independent Contractor and CITY shall, by agreement, make an appropriate written modification to this Agreement governing completion of portions of the Independent Contractor's work and payment therefore by CITY.

18. Rights In Data. All original written material, including programs, card decks, tapes, listings, and other documentation originated and prepared for CITY pursuant to this Agreement, shall become exclusively the property of CITY. The ideas, concepts, know-how, or techniques developed during the course of this Agreement by Independent Contractor personnel can be used by either party in any way it may deem appropriate. Material already in Independent Contractor's possession, independently developed by Independent Contractor outside the scope of this Agreement, or rightfully obtained by Independent Contractor from third parties, shall belong to Independent Contractor. This agreement shall not preclude Independent Contractor from developing materials which are competitive, irrespective of their similarity to materials which might be delivered to CITY pursuant to this Agreement. Independent Contractor shall not, however, use any written materials developed under this Agreement in developing materials for others, except as provided in this section.

19. Confidentiality/Protected Information. During the course of performance hereunder, Independent Contractor or its agent, employees, or contractors, may receive confidential information. Independent Contractor agrees to use its best efforts to maintain the confidentiality of such information and to inform each agent and employee performing services of the confidentiality obligation that pertains to such information. Regarding the receipt and handling of such information, Independent Contractor shall comply with the requirements of Exhibit D and E attached hereto and incorporated herein by this reference. The obligations of Exhibit E shall survive the termination of this Agreement and shall remain in perpetuity. The obligation of Exhibit D shall survive according the provisions of Exhibit D.

20. **Assignment/Subcontract.** Independent 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 Independent Contractor of any obligations of this Agreement, and any transferee or subcontractor shall be considered the agent of Independent Contractor. Independent Contractor shall remain liable as between the original parties to this Agreement as if no such assignment had occurred.

21. **Successors In Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to this Agreement and their respective successors and assigns.

22. **Compliance With All Government Regulations.** Independent 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 Independent Contractor.

23. **Attorney Fees.** In the event a lawsuit of any kind is instituted on behalf of CITY to enforce any provision of this Agreement, Independent Contractor shall pay such additional sums as the Court may adjudge reasonable for attorney fees plus all costs and disbursements at trial and on any appeal.

24. **Force Majeure.** Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. CITY may terminate this Agreement upon written notice after determining such delay or default will unreasonably prevent successful performance of the Agreement.

25. **Assistance Regarding Patent And Copyright Infringement.** In the event of any claim or suit against CITY on account of any alleged patent or copyright infringement arising out of the performance of this Agreement or out of the use of any material furnished or work or services performed hereunder, Independent Contractor shall defend CITY against any such suit or claim and hold CITY harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

26. **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 shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

27. **Access To Records.** CITY and its duly authorized representatives shall have access to books, documents, papers and records of Independent Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

28. **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.

29. **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.

30. **Nondiscrimination.** Independent Contractor shall comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations.

31. **Americans with Disabilities Act Compliance.** Independent Contractor will 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.

32. **Dual Payment.** Independent Contractor shall not be compensated for work performed under this contract from any CITY agency other than the agency which is a party to this contract.

33. **Choice of Law, Forum, Construction of Agreement.** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, apart from choice of law provisions. The parties agree that the Circuit Court for the County of Lane, State of Oregon, or the Federal District Court of the State of Oregon (Eugene) is the sole and proper forum for resolving any disputes involving this Agreement, any breach of this Agreement, or relating to its subject matter. The Parties agree to submit themselves to the jurisdiction of such courts without challenge to the jurisdiction of these courts. This Agreement shall not be construed more favorably to CITY due to the preparation of this Agreement by CITY. The headings and subheadings in this Agreement are for convenience, do not form a part of this Agreement, and shall not be used in construing this Agreement.

34. **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.

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the date first set forth above.

CITY OF SPRINGFIELD:	**INDEPENDENT CONTRACTOR**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT "A"

INDEPENDENT CONTRACTOR STATUS

Independent contractor states and represents that contractor is an independent contractor as that term is defined in Oregon Revised Statute 670.600 and more specifically represents, states and agrees that in providing the services and scope of work specified in this contract:

1. Independent contractor provides services for remuneration; and

2. Independent contractor is free from direction and control over the means and manner of providing the services and scope of work subject only to the right of City to specify the desired results; and

3. Independent contractor is customarily engaged in an independently established business; and

4. Independent contractor is licensed within the state of Oregon to provide any services for which a license is required under ORS Chapter 671 or 701 and is responsible for obtaining other licenses or certificates necessary to provide the service or scope of work; and

5. Independent contractor complies with at least three of the following requirements:

   (a) A business location is maintained that is separate from the business or work location of City; or is in a portion of the independent contractor's residence and that portion is used primarily for the business.

   (b) The independent contractor bears the risk of loss related to the provision of services or scope of work such as entering into a fixed price contract, defective work is required to be corrected, the services provided are warranted or indemnification agreements, liability insurance and performance bonds and errors and omissions insurance are provided.

   (c) Contracted services for two or more different persons or entities within a twelve month period have been obtained, or routinely engaged in business advertising, solicitation, or other marketing efforts reasonably calculated to obtain new contracts to provide similar services.

   (d) Significant investment in the business has been made such as purchasing tools or equipment, paying for premises or facilities where services are provided, paying for licenses, certificates or specialized training.

   (e) Possesses authority to hire other persons to assist in providing their services and has the authority to fire those persons.

6. Independent contractor will immediately inform City in the event that it fails to conduct its services in one or more particulars as represented in 1 through 5 above.

EXHIBIT "B"

City of Springfield
Public Contracts
Conformance with Oregon Public Contractors Laws

Pursuant to Oregon law, every public contract shall contain the following conditions:

1) 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. ORS 279B.220(1)

2) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract. ORS 279B.220(2).

3) 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. ORS 279B.220(3).

4) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. ORS 279B.220(4).

5) If the agreement is for lawn and landscape maintenance, it shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective. ORS 279B.225.

6) Promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services. All employers shall comply with ORS 656.017. ORS 279B.230.

7) A person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services designated under ORS 279A.055, the employee shall be paid at least time and a half pay:

   a) For all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days; or
   b) For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
   c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020.

   An employer must give notice in writing to employees who work on a public contract, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. ORS 279B.235(1)-(2).

8) If the agreement is for personal services, the contract shall contain a provision that the employee shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201-209 from receiving overtime. ORS 279B.235(3).

9) Contracts for services must contain a provision that requires that persons employed under contracts shall receive at least time and half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279B.020(1)(b)(B)-(G) and for all time worked in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater. Employer shall give notice in writing to employees who work on a contract for services, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number hours per day and days per week that the employees may be required to work. ORS 279B.235(5).

If this agreement is for a public improvement, the contract shall contain the following conditions:

10) 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. ORS 279C.505(1)(a).

11) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract. ORS 279C.505(1)(b).

12) 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. ORS 279C.505(1)(c).

13) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. ORS 279C.505(1)(d).

14) The contractor shall demonstrate that an employee drug testing program is in place. ORS 279C.505(2).

15) If the contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or subcontractor by any person in connection with the public improvement contract as the claim becomes due, the proper officer or officers representing the state or a county, school district, municipality, municipal corporation or subdivision thereof, as the case may be, may pay such claim to the person furnishing labor or services and charge the amount of the payment against the funds due or to become due the contract by reason of the contract. If the contractor or first-tier subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract within 30 days after receipt of payment from the contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the 10-day period that payment is due under ORS 279C.580(4) and is subject to a good faith dispute as defined in ORS 279C.580. If the contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. ORS 279C.515.

16) The payment of a claim does not relieve the contractor or the contractor's surety from obligation with respect to any unpaid claims. ORS 279C.515(4).

17) A person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services designated under ORS 279C.100, the employee shall be paid at least time and a half pay:

a) For all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days; or,
b) For all overtime in excess of 10 hours in anyone day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and,
c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020. ORS 279C.520(1).

An employer shall give notice in writing to employees who work on a public contract either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. ORS 279B.520(2).

18) If the agreement is for personal services, the contract shall contain a provision that the employee shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201-209 from receiving overtime. ORS 279C.520(3).

19) Contracts for services must contain a provision that requires that persons employed under contracts shall receive at least time and half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279C.540(1)(b)(B)-(G) and for all time worked in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater. An employer shall give notice in writing to employees who work on a contract for services, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. ORS 279C.520(5)

20) ENVIRONMENTAL MATTERS: In compliance with ORS 279C.525, the Contractor is made aware that the following federal, state, and local agencies have enacted ordinances or regulations relating to the prevention of environmental pollution or the preservation of natural resources which may affect performance of SUB contracts. This is not intended to be a complete listing of agencies. Other agencies may have enacted ordinances or regulations that may apply.
If the Contractor is delayed or must undertake additional work by reason of existing ordinances, rules or regulations of agencies not cited in the Contract or due to enactment of new or the amendment of existing statutes, ordinances, rules or regulations relating to the prevention of natural resources occurring after the submission of the successful quote, the contracting agency may, at its discretion, terminate the Contract, complete the work itself; use non-agency forces already under contract with the City, require that the underlying property owner be responsible for cleanup, solicit quotes for a new contractor to provide the necessary services or issue the Contractor a change order setting forth the additional work that must be undertaken.
If the Contractor encounters a condition not referred to in the Invitation to Bid documents, not caused by the Contractor or any subcontractor employed on the project and not discoverable pre-bid visual site inspection, and the condition requires compliance with the ordinances, rules or regulations referred to under this regulation, the contractor shall immediately notify SUB of the condition.

FEDERAL AGENCIES

Department of Agriculture
Forest Service
Soil Conservation Service
Department of the Army Corps of Engineers
Coast Guard
Department of Health and Human Services
Department of the Interior
Bureau of Indian Affairs
Bureau of Land Management
Bureau of Outdoor Recreation
Department of Commerce
Fish and Wildlife Services
Office of Surface Mining
Reclamation and Enforcement
Bureau of Reclamation
Department of Labor
Occupational Safety and Health Administration
Mine Safety and Health Administration
Department of Transportation
Federal Highway Administration
Environmental Protection Agency

STATE AGENCIES

Department of Agriculture
Department of Energy
Department of Environmental Quality
Department of Human Services
Land Conservation and Development Commission
Division of State Lands

Department of Fish and Wildlife
Department of Forestry
Department of Geology and Minerals
State Soil and Water Conservation Commission
Water Resources Department
Oregon Department of Transportation

LOCAL AGENCIES
Common Council, City of Springfield
Environmental Services, City of Springfield
Board of Commissioners, Lane County
Lane Regional Air Protection Agency
Willamalane Park & Recreation District
Rainbow Water District
Planning Commission, City of Springfield
Development Services Department, City of Springfield
Planning Commission, Lane County
Springfield Utility Board
Springfield Downtown & Glenwood Urban Renewal Districts

21) Promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services. All employers shall comply with ORS 656.017. ORS 279C.530.

22) A contract for public works shall contain a provision stating the existing state prevailing rate and wage and, if applicable, the federal prevailing rate of wage required. Every contract and subcontract shall contain a provision that workers shall be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.838. ORS 279C.830(1).

If this agreement is for demolition, the contract shall also contain the following conditions:

23) Contractor must salvage or recycle construction and demolition debris, if feasible and cost-effective. ORS 279C.510(1)

EXHIBIT "C"

OREGON TAX LAWS COMPLIANCE AND CERTIFICATION

A. Contractor's Compliance with Tax Laws.

1. Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. For the purposes of this Section, 'tax laws" includes all the provisions described in Subsection B. 1. (i) through (iv) of this Contract.

2. Any violation of Subsection 1 of this Section A shall constitute a material breach of this Contract. Further, any violation of Contractor's warranty, in Subsection B.1. of this Contract, that Contractor has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation shall entitle City to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to:

a. Termination of this Contract, in whole or in part;

b. Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Contractor, in an amount equal to State's setoff right, without penalty; and

c. Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. City shall be entitled to recover any and all damages suffered as the result of Contractor's breach of this Contract.

These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

B. Contractor's Representations and Warranties.

Contractor represents and warrants to City that:

1. Contractor (to the best of Contractor's knowledge, after due inquiry), for a period of no fewer than six calendar years preceding the [date of Closing of {bids/proposals}for/effective date of] this Contract, faithfully has complied with:

(i) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;

(ii) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor;

(iii) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and

(iv) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

Any [Goods/Items/Equipment/Components/Hardware/Software/Intellectual Property Rights, etc.] [delivered to/granted to] City under this Contract, and Contractor's Services rendered in the performance of Contractor's obligations under this Contract, shall be provided to City free and clear of any and all restrictions on or conditions of use, transfer, modification, or assignment, and shall be free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.

EXHIBIT "D"

Protected Information

1. ***"Protected Information"*** shall be defined as *data or information* that has been designated as private or confidential by law or by the City. *Protected Information* includes, but is not limited to, employment records, medical records, personal financial records (or other personally identifiable information), trade secrets, and classified government information. To the extent there is any uncertainty as to whether any *data* constitutes *Protected Information*, the *data* in question shall be treated as *Protected Information* until a determination is made by the City or proper legal authority.

2. **Data Confidentiality.** Independent Contractor shall implement appropriate measures designed to ensure the confidentiality and security of *Protected Information*, protect against any anticipated hazards or threats to the integrity or security of such information, protect against unauthorized access or disclosure of information, and prevent any other action of unauthorized disclosure that could result in substantial harm to the City or an individual identified with the data or information in Independent Contractor's custody or access.

   To the extent that Independent Contractor may have access to City protected health information (as the same is defined in the privacy regulations promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, and the implementing regulations known and referred to as Privacy Rule, Security Rule, Enforcement Rule and Breach Notification Rule, referred to herein collectively as "HIPAA"), Independent Contractor agrees to protect such information in compliance with HIPAA and represents that it has the processes, systems and training to assure compliance with the same.

3. **Data and Network Security**. Independent Contractor agrees at all times to maintain commercially reasonable network security that, at a minimum, includes: network firewall provisioning, intrusion detection/prevention and periodic third party penetration testing. Likewise Independent Contractor agrees to maintain network security that at a minimum conforms to current standards set forth and maintained by the National Institute of Standards and Technology, including those at: http://checklists.nist.gov/repository. Independent Contractor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

4. **Security Breach**. In the event of a security breach of data owned or developed by the City , Independent Contractor will notify the City IT Director without unreasonable delay and in no case later than 30 days after discovery of the breach or incident. Independent Contractor will be responsible for all remedial action necessary to correct the breach; provided however, that Independent Contractor will not undertake ligation on behalf of the City without prior written consent.

5. **Data Storage and Backup.** Independent Contractor agrees that any and all City data will be stored, processed, and maintained solely on designated servers and that no City data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the Independent Contractor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by an City officer with designated data, security, or signature authority. An appropriate officer with the necessary authority can be identified by the City Information Security Officer for any general or specific case.

   Independent Contractor agrees to store all City backup data stored as part of its backup and recovery processes in encrypted form, using no less than AES 256.

6. **Data Re-Use.** Independent Contractor agrees that any and all Customer data exchanged shall be used expressly and solely for the purposes enumerated in the Agreement. Customer data shall not be distributed,

repurposed or shared across other applications, environments, or business units of Independent Contractor. Independent Contractor further agrees that no Customer data of any kind shall be revealed, transmitted, exchanged or otherwise passed to other Independent Contractor or interested parties except on a case-by-case basis as specifically agreed to in writing by a City officer with designated data, security, or signature authority.

7. **PCI Compliance**. Independent Contractor agrees to comply with PCI DSS (Payment Card Industry Data Security Standard). As evidence of compliance, Independent Contractor shall provide upon request a current attestation of compliance signed by a PCI QSA (Qualified Security Assessor).

8. **End of Agreement Data Handling.** Independent Contractor agrees that upon termination of this Agreement it shall erase, destroy, and render unreadable all City data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of City whichever shall come first.

9. **Mandatory Disclosure of Protected Information**. If Independent Contractor becomes compelled by law or regulation (including securities' laws) to disclose any Protected Information, Independent Contractor will provide City with prompt written notice so that City may seek an appropriate protective order or other remedy. If a remedy acceptable to City is not obtained by the date that Independent Contractor must comply with the request, Independent Contractor will furnish only that portion of the Protected Information that it is legally required to furnish, and the Independent Contractor shall require any recipient of the Protected Information to exercise commercially reasonable efforts to keep the Protected Information confidential.

10. **Remedies for Disclosure of Confidential Information.** Independent Contractor and City acknowledge that unauthorized disclosure or use of the Protected Information may irreparably damage City in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any Protected Information shall give City the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorneys' fees). Independent Contractor hereby waives the posting of a bond with respect to any action for injunctive relief. Independent Contractor further grants City the right, but not the obligation, to enforce these provisions in Independent Contractor's name against any of Independent Contractor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.

11. **Non-Disclosure.** Independent Contractor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants and auditors have written confidentiality obligations to both Independent Contractor and City.

12. **Criminal Background Check.** City shall perform criminal background checks on all talent assigned to this project before a person is allowed to work on any of the City's Criminal Justice Information System (CJIS) protected data, software systems or facilities. For access to any area where CJI information is stored or transmitted Independent Contractor's employees shall possess Level 4 certification.

13. **Survival.** The confidentiality obligations shall survive termination of any agreement with Independent Contractor for a period of ten (10) years or for so long as the information remains confidential, whichever is longer and will inure to the benefit of City.

EXHIBIT "E"

City of Springfield Business Associate Agreement
Between - City of Springfield and INDEPENDENT CONTRACTOR

This Business Associate Agreement ("Agreement") between City of Springfield (Springfield) and INDEPENDENT CONTRACTOR is executed to ensure that INDEPENDENT CONTRACTOR will appropriately safeguard protected health information ("PHI") that is created, received, maintained, or transmitted on behalf of Springfield in compliance with the applicable provisions of Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq*., as amended ("HIPAA"), and with Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D – Privacy, Sections 13400, *et seq.*, the Health Information Technology and Clinical Health Act, as amended (the "HITECH Act").

A. General Provisions

1. **Meaning of Terms.** The terms used in this Agreement shall have the same meaning as those terms defined in HIPAA.

2. **Regulatory References**. Any reference in this Agreement to a regulatory section means the section currently in effect or as amended.

3. **Interpretation**. Any ambiguity in this Agreement shall be interpreted to permit compliance with HIPAA.

B. Obligations of Business Associate

INDEPENDENT CONTRACTOR agrees that it will:

1. Not use or further disclose PHI other than as permitted or required by this Agreement or as required by law;

2. Use appropriate safeguards and comply, where applicable, with Subpart C of 45 CFR Part 164 to prevent use or disclosure of PHI other than as provided for by this Agreement;

3. Report to Springfield any use or disclosure of PHI not provided for by this Agreement of which it becomes aware, including any security incident (as defined in 45 CFR 164.304) and any breaches of unsecured PHI as required by 45 CFR §164.410. Breaches of unsecured PHI shall be reported to Springfield without unreasonable delay but in no case later than 60 days after discovery of the breach;

4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of INDEPENDENT CONTRACTOR agree to the same restrictions, conditions, and

requirements that apply to INDEPENDENT CONTRACTOR with respect to such information;

5. Make available PHI in a designated record set to Springfield as necessary to satisfy Springfield's obligation under 45 CFR 164.524 in no more than 30 days of a request;

6. Make any amendment(s) to PHI in a designated record set as directed by Springfield, or take other measures necessary to satisfy Springfield's obligations under 45 CFR §164.526 in no more than 30 days of a request;

7. Maintain and make available information required to provide an accounting of disclosures to Springfield or an individual who has a right to an accounting within 60 days and as necessary to satisfy Springfield's obligations under 45 CFR §164.528;

8. To the extent that INDEPENDENT CONTRACTOR is to carry out any of Springfield's obligations under Subpart E of 45 CFR Part 164, INDEPENDENT CONTRACTOR shall comply with the requirements of Subpart E of 45 CFR Part 164 that apply to Springfield when it carries out that obligation;

9. Make its internal practices, books, and records available to the Secretary of the Department of Health and Human Services for purposes of determining compliance with the HIPAA rules;

10. Springfield shall notify INDEPENDENT CONTRACTOR of any restriction on the use or disclosure of PHI that Springfield has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect INDEPENDENT CONTRACTOR's use or disclosure of PHI; and

11. If Springfield is subject to the Red Flags Rule (found at 16 CFR §681.1 *et seq.*), INDEPENDENT CONTRACTOR agrees to assist Springfield in complying with its Red Flags Rule obligations by: (a) implementing policies and procedures to detect relevant Red Flags (as defined under 16 C.F.R. §681.2); (b) taking all steps necessary to comply with the policies and procedures of Springfield's Identity Theft Prevention Program; (c) ensuring that any agent or third party who performs services on its behalf in connection with covered accounts of Springfield agrees to implement reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft; and (d) alerting Springfield of any red flag incident (as defined by the Red Flag Rules) of which it becomes aware, the steps it has taken to mitigate any potential harm that may have occurred, and provide a report to Springfield of any threat of identity theft as a result of the incident.

12. If INDEPENDENT CONTRACTOR is part of a larger organization, INDEPENDENT CONTRACTOR will implement policies and procedures to protect PHI from unauthorized access by the larger organization.

C. Permitted Uses and Disclosures by Business Associate

The specific uses and disclosures of PHI that may be made by INDEPENDENTCONTRACTOR on behalf of Springfield are limited to:

1. The review of patient care information in the course of INDEPENDENT

CONTRACTORconducting risk and compliance assessment activities, or providing Springfield with aControl Activity Gap Analysis, or the review of PHI and other information necessary to assist Springfield in developing its HIPAA compliance program; and

2. Other uses or disclosures of PHI as permitted by the HIPAA rules as necessary toperform the services set forth in the Service Agreement.

3. Uses or disclosers of protected health information as required by law

D. Termination

1. Springfield may terminate this Agreement if Springfield determines that INDEPENDENT CONTRACTOR has violated a material term of the Agreement.

2. If either party knows of a pattern of activity or practice of the other party that constitutes a material breach or violation of the other party's obligations under thisAgreement, that party shall take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful, terminate the Agreement, if feasible.

3. Upon termination of this Agreement for any reason, INDEPENDENT CONTRACTOR shall return to Springfield or destroy all PHI received from Springfield, or created, maintained, or received by INDEPENDENT CONTRACTOR on behalf of Springfield thatINDEPENDENT CONTRACTOR still maintains in any form. INDEPENDENT CONTRACTOR shall retain no copies of the PHI. If return or destruction is infeasible, the protections of this Agreement will extend to such PHI.

4. The obligations under Section D are perpetual and shall survive termination of thisagreement.

ATTACHMENT 1

SERVICES LEVEL AGREEMENT & STATEMENT OF WORK

City of Springfield

PeopleSoft Managed Services

Statement of Work

October 06, 2021

www.ERPA.com

Submitted by:
ERP Analysts, Inc.
425 Metro Place North, Suite 510
Dublin, OH 43017

Proposal Point of Contact:
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Vice President of Sales, Mountain West
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STATEMENT OF WORK

This Statement of Work ("SOW"), effective on ____11/19/21_____ is incorporated into and is subject to the terms and conditions of the Independent Contractor Agreement (the "Contract") between ERP Analysts, Inc. ("ERPA" or "Vendor") and City of Springfield ("City" or "Client") dated _____11/19/21____ With regard to interpretation of this SOW, any inconsistency between this SOW, implementing documents incorporated into this SOW, the Contract, or any purchase orders or supplemental agreements, shall be decided in this order of precedence:

a. any approved Change Orders and implementing documents to the SOW in order from the most recent to the earliest date.
b. the SOW.
c. the Contract.
d. purchase orders and supplemental agreements.

GENERAL SCOPE

The scope of this engagement is to provide managed services for Client's PeopleSoft FSCM and HCM applications.

Application Details:
PeopleSoft FSCM Ver 9.1, PeopleTools Ver 8.58.06
PeopleSoft HCM Ver 9.2, PeopleTools Ver 8.58.06

Database / OS Details:
Database: SQL Server 2016
OS: Windows 2012 SP2

Module Details:
PeopleSoft HCM: Human Resources, Benefits, Payroll, eBenefits, eProfile, ePay.
PeopleSoft FSCM: General Ledger, Accounts Payable, Commitment Control, Cash Management, Asset Management, Project Costing and Purchasing.

IN-SCOPE ACTIVITIES

The following activities are in scope for this engagement:

Mandatory Activities:

Application Maintenance

- Perform PeopleTools Upgrade – Once a year per pillar
- Analyze and apply applicable CPU – Four (4) times a year per pillar
- Apply HCM Tax updates – Four (4) times a year for HCM pillar

ERPA will provide a bucket of 230 hours per year and the Client can utilize these hours towards any of the below activities. Client can request more hours on a T&M basis through a Request for Change (RFC)

Optional Activities:

Incident and Problem Management

- Analyze and resolve incidents and production issues
- Analyze and perform tasks assigned
- Perform root cause analysis (RCA) of priority 1 issues

Application Maintenance

- Perform PUM Updates
- Apply PeopleTools patches
- Apply Out of Band/emergency patches
- Apply local or Out of Band updates
- Apply 1099 updates

Application Support

- Provide break-fix support
- Resolve data issues and applying data fixes
- Troubleshooting and resolving application and process performance issues
- Work with Oracle Support to log and resolve software issues

Application Administration

- Create additional environments (temporary) as needed and requested by Client
- Perform periodic and adhoc environment refreshes as required by Client
- Perform system code/objects migration across environments
- Participate in capacity planning exercises with Client
- Monitor performance, availability and stability of applications and resolve any performance bottlenecks for the applications working in conjunction with the Database Administration team
- Support Client's business continuity and disaster recovery exercises as required

Application Development

- Design, develop and unit test (enhancements, interfaces, workflows, reports, queries)
- Retrofit customizations for PUM Updates and PeopleTools upgrade utilizing Oracle's framework and best practices

OUT-OF-SCOPE ACTIVITIES

The following activities are out of scope for this engagement and ERPA assumes these will be performed by the Client team:

- Hardware, infrastructure and network management and maintenance
- OS administration and patching
- Database administration, maintenance, and patching
- Configuration of new modules (to be executed under separate SOW)

ASSUMPTIONS

- Client will provide necessary documentation (i.e., application details, network topology or related diagrams, policies and procedures including test plans, etc.) to facilitate knowledge transfer
- Client will respond to ERPA requests, including user acceptance testing, in a timely manner to ensure services occur within the agreed upon timeline
- Client will provide ERPA with key knowledge transfer documentation for Managed Services (i.e., existing ticket details, customization documentation, unit test plans, etc.)
- ERPA will access Client systems through VPN
- Client will utilize ERPA's ServiceNow system to enter and track requests.
- Client will make designated Client staff available to assist ERPA and provide necessary access where required. ERPA anticipates assistance from the following Client roles:
  - Project Manager/Coordinator – facilitate the coordination between all vendors and Client stakeholders to establish timelines, project plans and serve as primary point of contact

ERPA PERSONNEL

ERPA is proposing a Global delivery model for the services specified in this SOW utilizing its Centers of Excellence in US and India.

HOURS OF OPERATION

ERPA will provide support during the business hours being 8 am to 5 pm PST (Monday through Friday). ERPA will be available on call support for non-business hours and weekend for P1 tickets and scheduled maintenance such as application of patches and updates.

ERPA MANAGED SERVICES GOVERNANCE PLAN

Our Managed Services Governance Plan is our approach to overseeing Managed Services engagements. This plan details the responsibilities and activities that span the entire lifecycle of the engagement, from transition to support, and focuses on:

- A Client engagement model that centers on communication, transparency, and shared accountability
- Establishing effective ways of working with the Client and ERPA teams
- Establishing the work plan and team structure, including the ongoing direction, monitoring, and controlling of the engagement

Our Client Engagement Model (**Figure**) focuses on seven (7) key areas, which are outlined below, and are supported by a dedicated account team.

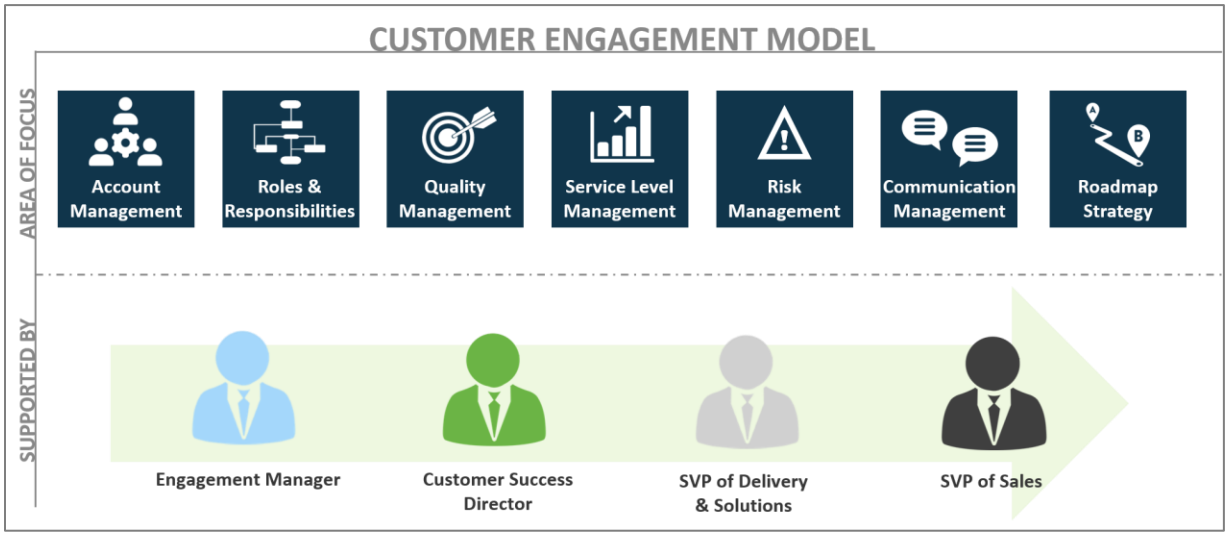

Figure 1 ERPA Client Engagement Model

Our approach to project governance is focused on engagement management and is comprised of responsibilities and activities that cross the entire life cycle of transition and support, from establishing effective ways of working with Client stakeholders, establishing the work plan and team structure, to the ongoing direction, monitoring and controlling of the project.

To ensure transparency, communication, best value, and service delivery, ERPA conducts several touch points with Client to discuss all areas of the engagement including, but not limited to, performance/metrics, ticket priorities, status of deliverables, risks/risk mitigation, issue resolution,

upcoming work, and recommendation. Members of the account management team will be key in communication and the overall partnership between Client and ERPA

SERVICE LEVEL AGREEMENT

ERPA will offer the following service level agreement for incident management only. SLA's will not apply towards maintenance activities such as applying patches/tax updates, applying PUM updates or other such activity.

PRIORITY DEFINITIONS

Priority Levels are categorizations of incidents on the impact an incident has on the business operations and are defined in the following table:

Table: Priority Definition

Priority	Business Impact
P1 Critical	An incident affecting a business-critical service or function that affects a high number of Users and for which a delay in restoration of service is not acceptable. Needs to be resolved as soon as possible. Production outage/unable to function, work stoppage with no work around, application unavailable. • Total loss of functionality • Multiple applications and/or business units • Impact to business functions impacting large Workgroups and/or multiple sites and/or critical users
P2 High	An incident affecting a business-important service or function is significantly degraded wherein a high number of Users cannot carry out normal work function, no alternative or work around is available, and for which a delay in restoration of service is not acceptable. • Major loss of functionality affecting for which preventive action must be taken immediately. • A major loss of functionality affecting a single business unit, or multiple small Workgroups
P3 Moderate	An incident affecting business-normal service or function. System or component is down or degraded, but users can carry out normal work function and/or temporary alternative or workaround is available. • Minor application errors • An impact limited to a single user; Does not involve a critical or important application. • A condition that may signal the need for preventative maintenance
P4 Low	An incident not affecting business-normal service or function. System is up and running, and users can carry out normal work. • Task or Service request

	• Request for information

SLA METRICS DEFINITION

The following table specifies the SLA metrics definition.

Table 10: SLA Metrics Definition

Response Time	Response time metric is the time between the reporting of a production incident to ERPA and the acknowledgment by ERPA that the notification has been received and is being worked on.	*Response Time = Time when ERPA acknowledges the ticket – Time when City reports an incident to ERPA*
Resolution Time	Resolution time is defined as the length of time within which ERPA resolves the production incident or restores affected production services. All times are measured from the receipt of the Service Request or report that an incident has occurred.	*Resolution Time = Time when ERPA resolves the ticket – Time when City reports an incident to ERPA*

RESPONSE TIME SERVICE LEVELS FOR PRRODUCTION

Table: Response Time

Priority	Response Time	Service Level
P1: Critical	15 minutes	98%
P2: High	30 minutes	98%
P3: Moderate	30 minutes	98%
P4: Low	60 minutes	98%

RESOLUTION TIME SERVICE LEVELS FOR PRODUCTION

Table: Resolution Time

Priority	Resolution Time	Service Level
P1: Critical	4 hours	98%
P2: High	16 business hours	98%
P3: Moderate	24 business hours	98%
P4: Low	40 business hours	98%

RACI MATRIX

ERPA has provided a RACI matrix below. Any changes required after the SOW is executed will be addressed through the Scope Change Process.

R = Responsible *A = Approver* *I = Informed* *C = Consulted*

Table 2 RACI Matrix

#	Activity	ERPA	City of Springfield
	Mandatory Activities		
1	Receive support requests and report cases/incidents in ERPA's ticketing system	I	R
2	Monitor the ticketing queue in the ticketing system	R	I
3	Apply CPU updates in accordance with the release schedule (PeopleSoft application servers excludes database server)	R	A, I
4	Apply HCM Tax/regulatory updates in accordance with the release schedule	R	A, I
5	Perform PeopleTools Upgrade	R	A, I
6	Perform database administration activities required by any of the above activities.	I	R
7	Apply CPU updates in accordance with the release schedule (database servers and other non-PeopleSoft servers)	C, I	R
8	Request scope changes to this agreement	I	R
9	Provide estimates and create change requests to this agreement	R	A, I
10	Conduct status review, quarterly business reviews, and annual executive meetings	R	I
	Optional Activities		
11	Analyze and resolve the cases/incidents and issues	R	I
12	Provide updates on the progress of the resolution on cases	R	I
13	Perform testing and validate the resolution of the case	I	R, A
14	Perform root cause analysis for P1 cases	R	I
15	Request additional environments as required	I	R
16	Create additional PeopleSoft environments as requested	R	A, I
17	Request environment refreshes as needed	I	R
18	Apply PeopleTools patches in accordance with the planned schedule	R	A, I
19	Perform PUM updates as defined in accordance with the planned schedule	R	A, I
20	Apply emergency and adhoc patches and fixes for P1 issues/security issues (application related)	R	A, I
21	Apply FSCM 1099/regulatory updates in accordance with the release schedule	R	A, I
22	Perform database upgrade as needed	C, I	R
23	Apply database patches, fixes and updates as needed	C, I	R
24	Perform OS system management and administration	C, I	R
25	Apply OS patches, fixes and updates as needed	C, I	R
26	Apply emergency and adhoc patches and fixes for P1 issues/security issues (database and OS related)	C, I	R
27	Perform application development for break-fix	R	A, I, R

28	Perform application development for creating new enhancements, interfaces, integrations, reports, and workflows	R	A, I, R
29	Perform code retrofits for PUM updates and PeopleTools upgrades	R	A, I, R
30	Perform application change control and application projects migration	R	A, I
31	Perform functional configuration of new functionality and features	I	R
32	Perform functional, integration and user acceptance testing	I	R
33	Provide all available documentation and resources that may be required to support the applications	I	R
34	Provide licenses for PeopleSoft, database, and other components in use		R

PRICING

Please find ERPA's Managed Services pricing in **Table 1**.

Table 1 ERPA Managed Services Pricing

Item Number	Description	Monthly Fees
1	PeopleSoft Managed Services	$ 6,667

For work outside the scope of this SOW, please find below the standard rate card in **Table 2** .

Table 2 ERPA Rate Card

Role	Rate (Hourly)
Application Developer (Onshore)	$125
PeopleSoft Administrator (Onshore)	$125
Functional Consultant (Onshore)	$155
Project Manager (Onshore)	$160
Cloud Infrastructure Consultant (Onshore)	$150
DBA (Onshore)	$125
PTF Developer	$125
Application Developer (Offshore)	$50
PeopleSoft Administrator (Offshore)	$50
DBA (Offshore)	$50
PTF Developer (Offshore)	$50

ERPA will execute this engagement on a fixed cost basis for the defined scope. ERPA will invoice Client, the fixed monthly fee at the beginning of each month. Payment Terms are Net 30. Any required and approved travel to Client's onsite location will be billed at actuals and in accordance with Client's travel and expense policy.

Client can engage in a change request process for work outside of the scope of this SoW.

Except as otherwise stated in this SOW, invoice and payment terms for this project are subject to the terms and conditions of the Contract. ERPA may suspend work on this SOW without penalty if Client fails to pay undisputed overdue amounts to ERPA within 15 days of ERPA's written notice specifying the undisputed amounts.

APPENDIX A: CHANGE REQUEST PROCESS

1. Notification of intended changes will be communicated in writing via a Request for Change (RFC) form and provide justification for the change and the impact to the project's scope, schedule, and cost.
2. The Client approver will approve or reject the change request within five (5) business days from the receipt of the RFC form.
3. If the Client approver does not approve or reject the change request within five (5) business days from the receipt of the RFC form and does not communicate a timeframe in which a decision will be made, the requested change will be considered deferred:
    a. The RFC status will be logged, tracked, and managed as a 'deferred' request.
    b. Work will progress without incorporating the requested change into the work plan.
    c. Where an approval or rejection decision is necessary for the managed services engagement to progress, the change request decision will be escalated as a project issue.
4. For RFCs outside the stated project scope, the Client approver will authorize budget allowance, on a time and materials basis, for ERPA to perform the initial analysis of a change request.
5. ERPA shall coordinate any changes in hardware, network, software, configuration, or services with Client. Client may defer the change based on impact to business operations.

IMPORTANT NOTICE!!

If you download these materials and wish to be added to the proposer contact list send an email to:

Thomas Tracy purchasing@springfield-or.gov

Information to be provided:

- "RFP# S2866 PeopleSoft Managed Services" in the subject line
- Company name
- Primary contact name
- Primary contact title
- Primary contact direct phone #
- Primary contact email

It will be the responsibility of each participating supplier to refer daily to the City of Springfield – Purchasing/Contracts website http://www.springfield-or.gov/city/finance/itbrfp to check for any available addendum to current opportunities, cancellations or intents to award posted.

Request for Proposal
#S2866

PeopleSoft Managed Services

City of Springfield
Information Technology Department
Springfield, Oregon 97477

September 10, 2021

CITY OF SPRINGFIELD
OREGON

Request for Proposals #2866
IT – PeopleSoft Managed Services

Sealed proposals will be received by the Finance Department, City of Springfield, 225 5th St., Springfield OR, 97477, Attn: Thomas Tracy until 2:00pm local time, the 10th of September, 2021 and opened at 3:00pm the same day. Sealed proposals must be marked **"RFP #2866 IT – PeopleSoft Managed Services"** along with the name and phone number of the proposing entity.

The City of Springfield seeks qualified contractors to provide managed services for PeopleSoft Human Capital Resource (HCM) and Financial Supply Chain Management (FSCM) products hosted by the City.

Proposal packets are available on the City's website at https://springfield-or.gov/city/finance/itbrfp/, or by appointment at the Springfield City Hall by contacting Thomas Tracy (Finance Analyst) at 541-726-3709, or by email at ttracy@springfield-or.gov.

The City of Springfield reserves the right to accept or reject any or all proposals or to waive any specifications or requirements, or to negotiate with any vendor submitting a proposal regarding any aspect of this Request for Proposals when doing so is deemed to be in the best interest of the City.

The City of Springfield encourages proposers who are minority, woman-owned or emerging small businesses to participate in City projects.

If any respondent requires special assistance or auxiliary aids during the proposal, evaluation, or award process, please contact Thomas Tracy at 541-726-3709 at least three (3) business days prior to the required assistance, TTY users dial Oregon Relay Services 711.

I. Project Overview

The City of Springfield seeks qualified contractors to provide managed services for PeopleSoft Human Capital Resource (HCM) and Financial Supply Chain Management (FSCM) products hosted by the City. Required scope includes applying tax updates and security patches according to Oracle PS best practice to development, test and then production environments; includes evaluating security patch releases, informing the City of risk and following City direction to deploy patches as the city deems necessary; and includes servicing break-fix associated with updating and patching. Optional scope includes major upgrades to PS applications and PS PeopleTools (PT).

At the City's option, the contract may be extended for up to two additional one-year fiscal year term's. The combined total value of work under the initial On Call Contracts should be within $125,000 per year. The application of each update, each security patch and each break-fix resolution will be at the City's sole discretion. The City will also determine whether a project shall be awarded to a single firm or if portions of a project shall be awarded to multiple firms.

II. Overall Project Description and Scope of Work

The City of Springfield's purpose for issuing this RFP is to establish a contract with IT software support services contractor for the PeopleSoft Managed Services. The scope of Managed Services is described in Attachment 1 - Scope of Work.

Service out of scope include:

- Server hosting and maintenance (VMware environment management)
- Database Management
- Adding new PeopleSoft modules

Although these items are currently out of scope, the City is interested in potential future adoption.

III. Proposal Submission Requirements

Your response to the Request for Proposal must contain all of the information requested in the Request for Proposal along with acknowledgement of all addenda. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions must include the items organized and numbered to correspond to each requirement below:

Content requirements

1. **General** – Proposals will be clear and concise. The City encourages green options and discourages the use of materials that cannot be recycled such as PVC and spiral binders, plastic or glossy covers and dividers. Further, the City encourages Proposers to print on both sides of a sheet of paper whenever possible.

2. **Cover Letter** – All Proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter into a contract on behalf of the proposing individual/firm.

a. The letter must introduce the Proposal, provide an overview of your representation according to the Attachment 1 Scope of Work.

b. Affirm that the Proposer accepts all terms and conditions of the Request for Proposals**,** including the Attachment 3 Sample Contract terms and conditions.

c. The letter must designate the Proposer's contact person during the Proposal review process.

d. Identify whether you qualify as resident bidder as described in ORS279A.120 (1) (b) and if you are licensed to do business in the State of Oregon.

e. Include a statement of the firm's ability to begin work October 1, 2021, and a statement that the submission is a firm offer for a 90-day period.

f. Pending Litigation: Identify any past, pending or threatened litigation or administrative or state ethics board or similar body proceedings to which you or any of your partners are a party and which would either materially impair your ability to perform the services enumerated herein, or, if decided in an adverse manner, materially adversely affect the financial condition of your firm. Any firm selected pursuant to this RFP will be required to advise the city of any developments during the term of this appointment with respect to existing and/or any new civil or criminal legal investigations, pertinent litigation and/or regulatory action involving the firm or its employees which could impact the firm's role or ability to perform the consulting services.

3. **Qualifications-** Include a detailed statement of the qualifications of the firm. This should include organizational history, clients presently served, and extent of PeopleSoft application support work.

   a. An understanding of PeopleSoft modules, applications and functionality with experience resolving issues that arise during implementation, particularly with regard to system integration.
   b. Demonstrated comprehensive experience with implementation of the Oracle PeopleSoft HCM and FSCM
   c. Knowledge and experience in the creation and/or execution of data conversion/validation methodologies and scripts to assure accurate data from existing systems to new systems.
   d. Proven ability to partner in implementing and upgrading Oracle/PeopleSoft products in a timely, efficient, and effective manner.
   e. Experience in carrying out PeopleSoft version upgrades in a public sector environment that demonstrates a full understanding of system lifecycle and integration issues.
   f. Ability to identify quickly and solve the technical issues that arise in a complex environment and provide adequate guidance to minimize implementation and operational risks.
   g. Demonstrated expertise in principles of change management to ensure high levels of communication and stakeholder participation.
   h. Willingness to fully adopt the City's PeopleSoft standards and procedures and to develop a supportive relationship with the City's project team to create a positive and productive team environment.
   i. Ability to provide on short notice consistent technical and functional resources that are fully qualified in the area of need for on-call services

4. **Resumes-** Include a resume for the PeopleSoft application support staff (PMs, Software Engineers, System administrators, etc.) assigned to this engagement.

5. **Approach -** The proposal should set forth a work plan, including an explanation of the Managed Services methodology to be followed, to perform the services required in this request for proposal.

   Proposers will be required to provide the following information on their PeopleSoft application support staff approach:

   a. Qualifications, Experience, Certification, Cost per hour Attachment 1, Scope of Work

b. Analysis, prioritization, notification and application of security patches, in and out of band patches.
c. Service Workflow (IT managers, IT programmer analysts, Department admins, Department specialists, Application Testers, etc.)
d. Oracle PeopleSoft Best Practice for applying tax update, security patches, application development, application upgrades and PeopleTools upgrades.
e. Customer support (escalation process, SLA details with fees at risk, root cause analysis, communication protocols, etc.)

6. **Fee Proposal** -The fee proposal must list the total hours, personnel costs, and out-of-pocket expenses for each of the following: Attachment 2, Price List. In addition, proposers are to break those hours down by type of employee that will be assigned to this engagement.

7. **Additional Services -** If it should become necessary for the City of Springfield to request the IT software Support Services Contractor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of Springfield and the firm. Any such additional work agreed to between the City of Springfield and the firm shall be performed at the same rates set forth in the Fee Proposal.

8. **References -** Provide a minimum of five (5) references for PeopleSoft Services for organizations for whom you have provided similar services. The references should include, at a minimum, the name of the organization, the address, the contact person, title, email address and a telephone number. References cannot include current City Staff.

9. **Attachment #3** – Sample Contract – in your cover letter acceptance of terms and conditions.

10. **Signed Attachment #4** – Authorization to Legally Bind Bidder

11. **Signed Attachment #5** – Minority Women Emerging Small Business Form (MWESB)

IV. Evaluation and Selection Criteria

A committee comprised of representatives from the City will review the Proposals for conformance with the requirements of the Request for Proposals. Conforming Proposals will be evaluated according to the criteria listed below.

1. **Proposal Review**

   a. The proposals will be examined to determine that the firm satisfies the mandatory elements as identified in section Qualifications (Section 3) and Approach (Section 5). Firms who do not meet the mandatory elements will be eliminated from further consideration.

   b. Next the committee will use the selection criteria as identified in section Attachment 1, Scope of Work to score each proposal. Based on the strength of the Proposals received, the committee may elect to identify finalists and schedule appointments for presentations and/or interviews. Following the presentations and/or interviews, if any, the committee will make a final selection based on the best overall interests of the City of Springfield. The committee will rely on information provided in the Proposals and during interviews, if any, as well as information provided by references.

2. **Evaluation Criteria**

Proposals will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represent the criteria which will be considered during the evaluation process.

a. Mandatory elements as listed in Attachment 1.

b. Proposal Evaluation Criteria

Criteria	**Possible Points**
Qualifications: Vendor's assessment of vendor talent to be assigned to the City. From Attachment 2 Price List, as well as Section III, Subsection 3 and 4 included in proposal.	20
Experience: Years of experience of talent to be assigned to the city. From Attachment 2 Price List as well as history of relevant company experience and Section III, Subsection 4 included in proposal.	20
Certification: Certifications identified in Attachment 2 Price List and Section III, Subsection 4 included in proposal.	20
Cost: Costs identified in Attachment 2 Price List as well as Section III, Subsection 6 Fee Proposal.	15
References: References from Section 8 References.	20
Completeness of RFP	5
Total	**100**
Oral Presentation for selected firms	20
Grand Total	**120**

c. Oral Presentations (if any) and Final Scoring

i. After the technical proposals have been evaluated and finalist firms have been identified, those firms will be invited to make an oral presentation to the committee.
ii. Presentations provide the firms an opportunity to answer any questions or provide clarifications to the committee; however, no changes are allowed to be made to the originally submitted cost.
iii. The committee will score the firm's presentations in the context of the criteria listed in Section III, Subsection 3 (Qualifications) and 4 (Resumes) of this document and whether the presentation and responses enhance the scoring of the written proposals. Firms may receive up to an additional 20 points on the presentation.
iv. Based upon the addition of the presentation scores to the written proposal scores, a final cumulative score for each finalist will be compiled, from which the selection of a firm will be made.

d. Tie Breaker

In the event of a tie during the evaluation process, the tie will be broken by taking the highest scoring proposer based on Cost. If these scores are also tied, then by taking the highest scoring proposer based on their Qualifications.

V. Schedule for Selection Process

RFP Package Available	**August 11, 2021**
Pre-Proposal Conference (explain needs)	**August 20, 2021, 1:30-3:00PM PST**
Proposals Due by:	**September 10, 2021, 2:00PM PST**
Vendor Presentation (explain proposals)	**September 14, 2021**
Intent to Award Notice (approximate)	**September 17, 2021**
(ORS - Right to Protest – 7 days)	
Contract Award (approximate)	**September 28, 2021**

Prospective Proposers may contact Thomas Tracy by email at purchasing@springfield-or.gov for further information regarding this process or to request clarification. **Contact with other City officials may be grounds for disqualification**. Please note that the City of Springfield has implemented this policy to ensure fairness and transparency in the selection process. Upon receipt of an inquiry from a prospective proposer, the message is promptly relayed to the project's lead staff person, who then prepares a written reply. City staff, in turn, posts the questions and responses in an Addendum. Follow-up questions and/or clarifications may continue to be submitted in this fashion until noon local time August 20, 2021.

VI. Instructions to Proposers

The Request for Proposals may be found on the City of Springfield website at www.springfield-or.gov (http://www.springfield-or.gov/city/finance/itbrfp select the document titled **RFP# S2866 and PeopleSoft Managed Services**).

Each Proposal must include one (1) original signed submission, clearly marked **"RFP# S2866 and PeopleSoft Managed Services"** and (1) electronic copy (PDF format) on a CD or thumb drive. Each original Proposal and required copies must be contained in a sealed envelope or box and must be received no later than 2pm, local time, September 10, 2021, at the following address:

City of Springfield
Finance Department
Attention: Thomas Tracy
225 Fifth Street,
Springfield, Oregon 97477

VII. Late Proposals Not Considered

Proposals must be received by the time specified at the address listed above. Any Proposal received after the deadline will not be considered. Faxed or emailed submissions will not be accepted.

VIII. Addenda to RFP

In the event that it is necessary to amend, revise, or supplement any part of the Request for Proposal, addenda will be posted on Springfield's website at www.springfield-or.gov (http://www.springfield-or.gov/city/finance/itbrfp select the document titled **RFP# S2866 and PeopleSoft Managed Services**). The City will make a reasonable effort to provide the addenda to all Proposers to whom the City provided the initial Proposal. This includes the amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the Proposal. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

In case of any doubt or differences of opinion as to the services to be furnished hereunder, or the interpretation of the provisions of the Proposal, the decision of the City shall be final and binding upon all parties.

IX. Contract

The successful Proposer will be expected to enter into a professional services contract with the City. The contract will specify the extent of services to be rendered, the means and methods of providing the services, and the amount of compensation. A sample contract is included as Attachment 2.

X. Negotiation of Price Agreement

Springfield reserves the right to negotiate a final contract which is in the best interest of the City considering cost effectiveness and quality central control. Once a tentative selection has been made by the evaluation committee, City staff will attempt to negotiate a contract with the preferred Proposer. If the negotiations are not successful, City staff will negotiate with other qualified Proposers in the order of their respective qualifications until an agreement is reached or City staff decides to terminate the selection process.

XI. City Selection Discretion

Springfield reserves the right to reject any or all bids and to waive irregularities and informalities in the selection process. Springfield further reserves the right to negotiate, amend, and refine bids in consultation with one or more of the prospective Proposers.

XII. Proposal Ownership

All material submitted by the Proposers shall be considered property of Springfield, and the City will not be required to return same to any Proposer. The material submitted by Proposer will be treated in the same manner as the City's own records.

After opening, all Proposals become part of the public record unless exempt under Oregon Public Records Law. Proposers wishing to exempt appropriate portions of their Proposals from disclosure as public records are encouraged to discuss their concerns with City's Finance Director (address listed below) prior to the submissions of their Proposals.

Nathan Bell Finance Director
City of Springfield Finance Department
225 Fifth Street
Springfield, OR 97477

XIII. Exceptions to Request for Proposal

If, for any reason, a Proposer should find fault with the structure of this Request for Proposal or with the evaluation process, concerns may be submitted in writing to:

Thomas Tracy
Springfield Finance Department
225 Fifth Street
Springfield, OR 97477
Phone: (541) 726-3708
purchasing@springfield-or.gov

The City will make every effort to answer questions and, if warranted, to amend the Request for Proposal. Responses to questions and amendments to the Proposal will be posted on the Springfield website www.springfield-or.gov (http://www.springfield-or.gov/city/finance/itbrfp select the document titled **RFP# S2866 and PeopleSoft Managed Services**. Proposers who are unable or unwilling to meet any of the requirements of this Request for Proposal must include, as part of their response, written exceptions to those requirements. Such request shall be delivered on or before 2:00pm local time **September 10, 2021.**

XIV. Comments Procedure

A prospective Proposer may deliver to Thomas Tracy, an email request sent to purchasing@springfield-or.gov for a change to any of the specifications listed in this Request for Proposal. This request must be delivered no later than 2:00pm local time **September 10, 2021**. A written request for change shall include:

- A detailed description of the legal and factual grounds for the request;
- A description of the resulting prejudice to the prospective Proposer; and
- A statement of the form of relief requested or any bid changes to the specifications.

The City will review the specification change request and notify the prospective Proposers of the decision in writing prior to the closing date. To the extent possible, the City will notify other prospective Proposers of any changes or modifications to the Request for Proposal.

XV. Protest Procedure

Any Proposer who has submitted a Proposal to the City and who is adversely affected by the City's award of the Contract to another Proposer has seven (7) days after issuance of the Notice of Intent to Award the Contract, to submit a written protest of the award to the City. This right to protest shall conform to the written requirements of OAR 137-047-0740 and specify the grounds upon which the protest is based.

An adversely affected Proposer must exhaust all avenues of administrative relief and review before seeking judicial review of City's Contract award. Concerns must be submitted to:

Nathan Bell
Finance Director
City of Springfield
225 Fifth Street
Springfield, OR 97477

XVI. Cost of Proposal

The City is not liable for any costs incurred by vendors for the preparation and presentation of their Request for Proposals. This includes any costs in the submission of a Proposal or in making necessary studies or designs for the preparation thereof.

XVII. AMERICANS WITH DISABILITIES ACT COMPLIANCE

If any respondent requires special assistance or auxiliary aids during the proposal, evaluation or award process, please contact Thomas Tracy, 541.726-3709 at least two (2) business days prior to the required assistance. TTY users dial Oregon Relay Services at 711.

ATTACHMENT 1
Scope of Work

Scope of Work

1.1 Scope of Work - Overview

City of Springfield, Oregon (the City) is soliciting proposals from qualified Proposers to provide software support and maintenance services for the City's PeopleSoft Enterprise Resource Planning (ERP) system which is comprised of Financial Management System (FSCM) 9.1, Human Capital Management (HCM) 9.2, the current installed version of PeopleTools, and any integrations and interfaces with related to systems.

A cost effective and sustainable solution is desired to support the optimum operation of the City's ERP system, with its current interfaces and customizations, as well as functionality to meet future business requirements, for the duration of the awarded contract.

Software support services are to include, but are not limited to, bug fixes, patches, tax and regulatory updates, expansion of system functionality, customizations support, third party software integration maintenance and support, and ERP infrastructure support, to ensure best practices and optimal performance of the ERP system. These services are to maintain and meet day-to-day operations of the City's PeopleSoft Enterprise Resource Planning (ERP) system.

1.2 Contractor Responsibilities

The Contractor will deliver the following services as determined and requested by the City to keep the City's ERP system free from bugs, functional failure, and current to all required patches, minor release and tax related upgrades.

- Support to City staff (as determined by the City) for overall integrity, availability and performance of the production PeopleSoft software and all interfaces and/or systems interfacing and/or interacting with PeopleSoft applications.
- Delivery of payroll tax, financial and any other updates as required by Federal, State of Oregon and local laws and accounting rules.
- Troubleshooting, problem management, and resolution of reported system problems.
- Resource for City staff as related to application system functionality.
- Documentation of all patches, releases, and changes.
- Twenty-four hour on call and support availability for resolution of high severity problems.
- Support for adjustments, installations, configurations, and implementations required for new releases of SQL Server, Windows OS, and/or HP server, related system software and/or hardware equipment which are at end of life cycles.
- Support to ensure that the PeopleSoft System meets performance requirements on new client workstation hardware, OS, and browser versions that may be adopted during the term of the support agreement, including mobile technologies.
- Support for City expansion of its Employee Self-Service implementation.
- Support for installation of PeopleSoft upgrades and releases that the City has available but not yet installed.
- Recommendations on optimizing the PeopleSoft System, which may include changes to business processes, expanded use of PeopleSoft functionality and configuration changes, and/or other industry best practices. This may also include "bolt-on" third party products complementary to the software.

- Use of best practice technology industry standard practices and methodologies for ERP software support services, including development lifecycle, quality control, version control, performance management, etc.
- Delivery of PeopleSoft training classes as needed for City staff to use and administer the system.
- Support for installation of PeopleSoft upgrades and releases that the City has available but not yet installed. The City plans to upgrade to FIN 9.2 during FY22 (before June 30, 2022).

1.3 City Deliverables

The City will be responsible for the following:

- Overall management of its ERP applications, systems, and environment
- Development of reports and custom pages
- Computer operations and related activities, such as database administration, installation of software updates, automated scheduling of batch jobs, and hardware administration
- Security policy and procedures
- First level end user support and point of contact
- Participation in testing cycles
- Strategic direction setting
- Business Continuity Planning and Management
- Disaster Recovery Planning and Management
- Business Processes
- Contract Management
- Periodic review and reporting of outstanding performance issues

1.4. City Operations

City normal operating:

- Work hours are 8:00am to 5:00pm Monday -Friday (except holidays)
- Check runs are every (2) weeks
- City IT HelpDesk is available during normal work hours (8-5, M-F)
- City HelpDesk software is ManageEngine ServiceDesk plus
- Current PS PeopleTools for FMSC is 8.58.06
- Current PS PeopleTools for HCM is 8.58.06
- City supports a Vmware environment with MS datacenter OS licensing and MS SQL site license of SQL Server.

ATTACHMENT 2
Price List

If needed: Key personnel intended to be used for work under this contract, shall be certified by the product manufacture as described below.

Item #	Requirements or Specifications	Qualified	Experience	Est. Hours	Total Cost
		High/Med/Low	No. of Years		
1	**Required - Oracel PS Security Patching**				
1	*1st Quarter PS FSMC Security Patch*				
2	*1st Quarter PS HCM Security Patch*				
3	*2nd Quarter PS FSMC Security Patch*				
4	*2nd Quarter PS HCM Security Patch*				
5	*3rd Quarter PS FSMC Security Patch*				
6	*3rd Quarter PS HCM Security Patch*				
7	*4th Quarter PS FSMC Security Patch*				
8	*4th Quarter PS HCM Security Patch*				
2	**Required - PS HCM Tax Upates**				
1	*1st Quarter PS HCM Tax Update*				
2	*2nd Quarter PS HCM Tax Update*				
3	*3rd Quarter PS HCM Tax Update*				
4	*4th Quarter PS HCM Tax Update*				
3	**Optional - Other Products and Services**				Cost Per Hour
1	*Oracel PS HCM PT Upgrade*				
2	*Oracel PS FSCM PT Upgrade*				
3	*Oracle PS HCM Application (PUM) Upgrade*				
4	*Oracle PS FSCM Application (PUM) Upgrade*				
5	*Oracle PS HCM Service Enhancements-Productivity Improvements*			NA	
6	*Oracle PS FSCM Service Enhancements-Productivity Improvements*			NA	
7	*Oracle PS Test Framework Implementation*				
8	*Out-of-band PS FSMC Security Patch*				
9	*Out-of-band PS HCM Security Patch*				
10	*Local or Out-of-Band Tax Updates*				
4	**Service Categories**				Cost Per Hour
1	*Systems Migration*			NA	
2	*Systems Integration*			NA	
3	*Systems Development*			NA	
4	*Systems Planning (e.g., systems security, business continuity and disaster recovery)*			NA	
5	*Break-Fix*			NA	
6	*Ehancements*			NA	
7	*Systems Documentation*			NA	
8	*Systems Testing (test and production servers)*			NA	

Out of Pocket Expenses

Type	Description, Amounts and Etc. of Expense	Estimated Cost
Software		
Hardware		
Other (Please Specify)		

Certification Information

Certification #	Description of Certification, name of Issuing Authority	Expiration Date

Prior Experience

Customer Name:	Description and $ Value of Project	Ph. #	Email	Contact Name

Special Instructions:

Valid for 90 Days from date submitted below.
Signer acknowledges that they have the legal authority to bind entity.

Signature of Proposer

Print Proposer Name

Title of Proposer

Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.

Proposer must clearly identify all products quoted. Brand name and model or number must be shown.

CITY reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of CITY.

CITY may reject any Quote not in compliance with the RFP, attachments, and addenda, or if it is in the best interest of CITY.

Submitted this _____ day of _____ 20_____

CITY OF SPRINGFIELD

PeopleSoft Managed Services

RFP #S2866

Submitted to:
Thomas Tracy

City of Springfield
Information Technology Department
Springfield, Oregon 97477

September 10, 2021, 2:00pm local time

Submitted by:
ERP Analysts, Inc.
425 Metro Place North, Suite 510
Dublin, OH 43017

Proposal Point of Contact:
Eric Novak
Vice President of Sales, Mountain West
(614) 932-2093
eric.novak@ERPA.com

ERPA

www.ERPA.com

425 Metro Place North
Suite 510
Dublin, OH 43017
(614) 718-9222

1. COVER LETTER (RFP SECTION III, SUBSECTION 2)

September 8, 2021

Thomas Tracy
City of Springfield
Information Technology Department
Springfield, Oregon 97477

Re: PeopleSoft Managed Services

Dear Thomas Tracy:

ERP Analysts, Inc. (ERPA) is grateful for the opportunity to respond to the City of Springfield (City) solicitation for PeopleSoft Managed Services (#S2866). ERPA's proposed solution meets all City requirements and has been developed based on the solicitation, all associated addenda and more than 22 years of providing PeopleSoft consulting services.

ERPA is a client-centered IT services firm that optimizes Oracle/PeopleSoft technology investments for its clients. ERPA provides Managed Services and hosting, technical and functional consulting, managed projects (upgrades, implementations, etc.) and staff augmentation for a broad range of public sector clients including: City of Boston, City of Chesapeake, City of Raleigh, Lower Colorado River Authority, King County, Lane County, Clackamas County, and a recent award from the City of Eugene.

In compliance with the solicitation, ERPA has outlined additional requirements below:

a. The letter must introduce the Proposal, provide an overview of your representation according to the Attachment 1 Scope of Work.

ERPA understands that the City is soliciting proposals from qualified vendors to provide software support and maintenance services for the City's PeopleSoft applications which include Financial Management System (FSCM) 9.1, Human Capital Management (HCM) 9.2, the current installed version of PeopleTools, and any integrations and interfaces with related to systems.

ERPA proposes a flexible PeopleSoft managed services solution to meet the City's required and optional needs through our PeopleSoft Center of Excellence team and Customer Success Program. This team provides deep expertise and experience to ensure quick response and resolution time, resource availability, clear communication and accountability to keep the City's systems operating at optimal levels.

b. Affirm that the Proposer accepts all terms and conditions of the Request for Proposals, including the Attachment 3 Sample Contract terms and conditions.

I, Sabrina Stover, have signed this letter to indicate my legal authority on ERPA's behalf and our understanding of the terms and conditions of the RFP including Attachment 3 Sample Contract Terms and Conditions. ERPA only has one exception to the terms and conditions which is that we are unable to accept liability for incidental or consequential damages. All other terms and conditions are acceptable.

c. The letter must designate the Proposer's contact person during the Proposal review process.

ERPA's designated contact regarding this proposal response is Eric Novak, Vice President of Sales, Mountain West whose contact information is below.

- Eric Novak, Vice President of Sales, Mountain West | (614) 932-2093 | eric.novak@ERPA.com

As the CFO & COO of ERPA, I am the authorized representative to contractually bind ERPA and will be the designated contact in that regard.

- Sabrina Stover, CFO & COO | (614) 695-6182 | sabrina.stover@ERPA.com

d. Identify whether you qualify as resident bidder as described in ORS279A.120 (1) (b) and if you are licensed to do business in the State of Oregon.

ERP Analysts, Inc. is a nonresident bidder licensed to do business in the State of Oregon with registry number 694547-98.

e. Include a statement of the firm's ability to begin work October 1, 2021, and a statement that the submission is a firm offer for a 90-day period.

I, Sabrina Stover, confirm that the ERPA team can begin work October 1, 2021. Additionally, I also state that the that the proposal is a firm offer for a 90-day period following the RFP closing date.

f. Pending Litigation: Identify any past, pending or threatened litigation or administrative or state ethics board or similar body proceedings to which you or any of your partners are a party and which would either materially impair your ability to perform the services enumerated herein, or, if decided in an adverse manner, materially adversely affect the financial condition of your firm. Any firm selected pursuant to this RFP will be required to advise the city of any developments during the term of this appointment with respect to existing and/or any new civil or criminal legal investigations, pertinent litigation and/or regulatory action involving the firm or its employees which could impact the firm's role or ability to perform the consulting services.

ERPA does not have any past, pending or threated litigation or administrative or state ethics board proceedings to disclose.

ERPA appreciates the opportunity to present its proposed solution and looks forward to working with the City team.

Sincerely,

Sabrina Stover
CFO & COO

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2. QUALIFICATIONS (RFP SECTION III, SUBSECTION 3)

2.1 COMPANY HISTORY AND QUALIFICATIONS

Include a detailed statement of the qualifications of the firm. This should include organizational history, clients presently served, and extent of PeopleSoft application support work.

About ERPA. ERP Analysts, Inc. (ERPA) is a client-centered IT services firm that has focused on Oracle/PeopleSoft consulting since 1999. Founded by two PeopleSoft consultants, it is ERPA's mission to deliver significant value by leveraging innovation and deep industry and technology expertise to maximize client PeopleSoft systems.

ERPA's core business focuses on optimizing client Peoplesoft systems through three (3) key offerings:

- **Managed Services.** ERPA Managed Services provide complete solutions from PeopleSoft application management to infrastructure hosting, including application migration to cloud services, to ensure clients meet the demands of changing technology and business needs through improved efficiency and reliability and reduced operational costs.
- **Professional Services**. ERPA provides a full range of consulting services to address business challenges with PeopleSoft systems at the core, including business consulting, implementations, upgrades, and software/operations optimization. ERPA has functional and technical consulting resources (domestically and globally) that are prepared to deliver services onsite or remotely to meet client requirements.
- **Staff Augmentation.** ERPA staff augmentation services provide customers with the expertise needed to execute day-to-day operations and/or special projects. ERPA has over 500 consultants that average 10 years of experience and are focused on PeopleSoft services and support. Over 60% are Oracle Certified and many have additional certifications (i.e., PMP, Microsoft, AWS, etc.). Additionally, our internal Talent Solutions Team maintains a network of 2,000+ prequalified consultants for specialized needs.

ERPA offers its portfolio of services outlined below through these offerings.

Figure 1 ERPA Portfolio of Services

Focused PeopleSoft Practice. ERPA is one of the largest PeopleSoft consulting firms focused on higher education and public sector organizations with clients ranging from single institutions to multi-college districts and university systems on the higher education side, to local, state, and federal agencies for public sector. ERPA is a privately held, organically grown company with continued profitability. ERPA has

been featured on the Inc. 500/5000 lists for fastest growing companies in the nation with over 500 employees.

ERPA's success is due in part to our dedicated PeopleSoft practice, which is headed by industry veteran, Bill Cage, EVP, who reports directly to ERPA's CFO & COO. This practice includes several different groups, including the Project Management and Customer Success organizations and department heads for Delivery, Sales and Staffing

Proven Experience. ERPA has successfully executed over 1,500 projects for more than 500 customers and continues to provide ongoing support and serve as their trusted ERP technology advisor. The depth and breadth of our PeopleSoft expertise has created a demand for our services across a broad range of clients such as:

- Attorney General of Texas
- Brazoria County (TX)
- City of Boston
- City of Chesapeake
- City of Raleigh
- Clackamas County (OR)
- King County (WA)
- Lane County (OR)
- Lawrence Livermore National Laboratory
- Lower Colorado River Authority
- Placer County (CA)
- State of North Dakota
- South Carolina Ports Authority
- Alabama State University
- Brandeis University
- California State University
- Daytona State College
- Florida State College at Jacksonville
- Illinois State University
- Los Angeles Community College District
- New Jersey City University
- University of California – Santa Barbara
- University of Maine System
- University of Texas System

Center of Excellence. Within ERPA's 500 employees is the PeopleSoft Center of Excellence (COE). ERPA's commitment to client focused, flexible, and expert Oracle/PeopleSoft support is highlighted by significant investment in this organization. The COE team is staffed with approximately 45 consultants who are experts in all aspects of ERP required tools from Oracle and other vendors including: Oracle/PeopleSoft applications (HCM, Finance, Campus Solutions, Portal), Oracle EPM, Oracle ETL, Oracle Business Intelligence, Oracle Fusion Middleware, Oracle Access Management, database technology (including Oracle, MS SQL Server, DB2), cloud hosting design and management (e.g.., AWS, OCI, Azure, etc.) and more.

The dedicated COE staff provides clients instant access to expertise in a multitude of disciplines with the option of bringing these resources on-site as desired. ERPA's COE handles support and also tackles specific initiatives ranging from full implementations to targeted, strategic changes.

Customer Success Model. ERPA employs a customer success model that is focused on streamlining delivery, anticipating, and resolving potential issues, and facilitating clear communications between ERPA and its customers. Key to this approach is assigning a dedicated Customer Success Director.

The Customer Success Director (CSD) works as an advocate for the customer within ERPA. In this role, the CSD has access to all resources within the organization to proactively address any (potential) issues. Key to their success, the CSD will arrange for a cadence of communication that typically includes weekly status calls and standing meetings with key stakeholders.

The focus on this aspect of the business has proven to be successful in driving satisfaction in the services provided by reducing issues and enabling clear two-way communications between organizations.

2.1.1 ERPA MANAGED SERVICES

ERPA's PeopleSoft Managed Services offering is structured to tap into its deep experience with PeopleSoft products, which is merged with evolving technology. ERPA understands the critical IT issues facing organizations today and the need to focus time, energy, and resources on core competencies.

ERPA has provided PeopleSoft Managed Services for over 15 years for organizations spanning a broad range of customers including the City of Raleigh, City of Boston, Lower Colorado River Authority, CorVel Corp, Papa John's, University of California – Santa Barbara, Florida State College at Jacksonville, University of Texas System, University of Maine System, and Alabama State University. These include clients whose applications reside on-premise, in an external data center or on cloud infrastructure.

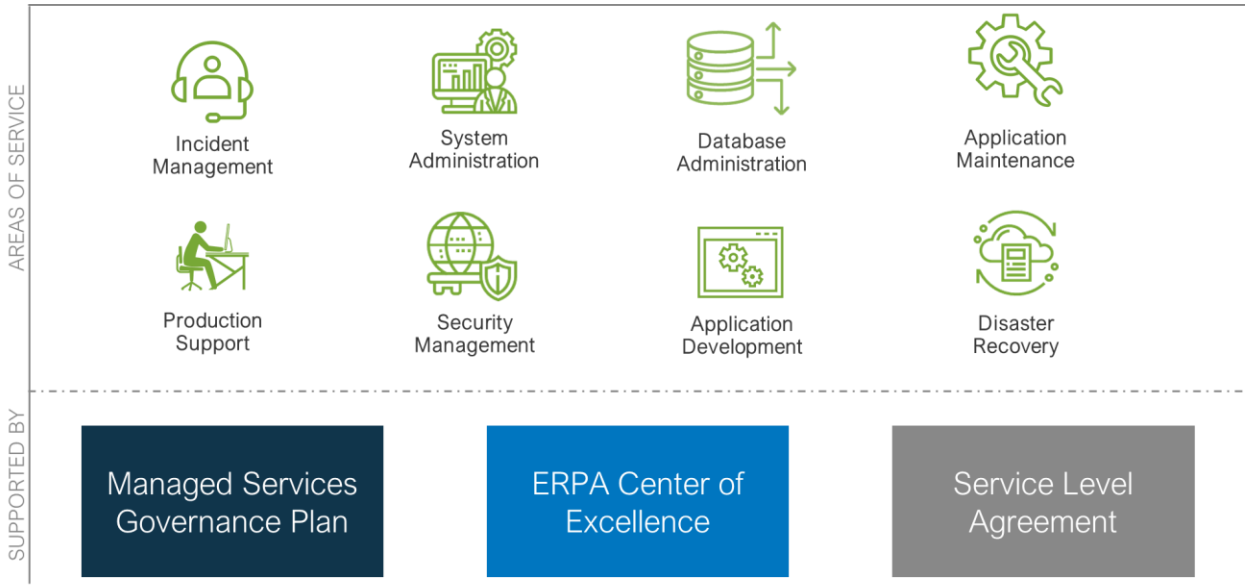

Figure 2 Managed Services Overview

ERPA's Managed Services offering allows each business and application function to be managed by experts in dedicated account teams leveraged across multiple clients or a single client depending on size and preference. These skilled resources provide improved services, competitive system advantages, cost reduction and the development and sustainment of industry best practices and are the core of our Managed Services Governance Plan.

To ensure 24x7x365 support and to reduce costs for our clients, ERPA's Center of Excellence in Dublin, Ohio and ERPA's global support team of experts perform day-to-day activities and ensure hosted environments and application management, maintenance and support are operating at optimal levels and in accordance with the agreed upon Service Level Agreement (SLA).

ERPA Managed Services provide customers with flexible billing arrangements ranging from fixed term/fixed monthly fee, time and materials, etc., and services that are backed by an enhanced SLA. These services are provided by an account team and through a dedicated Customer Success Director who works closely as the single point of contact with the client to ensure the highest quality service work products. Throughout the engagement, the dedicated Customer Success Director will communicate system performance data and SLA metrics in accordance with mutually agreed upon governance criteria, and work with the City team to proactively plan upcoming activities.

ERPA tailors its Managed Services to each client. All ERPA offerings are centered on our core values of Empathy, Responsibility, Passion and Agility to provide a frictionless, customer focused service experience.

Demonstrated Experience. ERPA has outlined an overview of its Managed Services clients below.

Table 1 Overview of ERPA Managed Services Client Sample

Client	PeopleSoft Scope	Hosting Platform	Managed Services Overview
City of Boston *One of largest employers in Massachusetts; 20,000 employees*	HCM & FSCM	Customer On-Premise	Application management and maintenance, database management, technical support, functional support
City of Raleigh *Capital city of North Carolina; 4,000 full-time employees*	HCM & FSCM	Customer On-Premise	Application maintenance, application development, technical support, functional support
Lower Colorado River Authority *A non-profit public utility company with over 1,700 employees*	HCM, FSCM	Customer On-Premise	Application Development, technical support, functional support
Illinois State University *Large state university with 20,600 students, 3,600 faculty/staff*	HCM, Campus Solutions (CS)	AWS	Application management and maintenance, database management, technical support, architecture management
University of California – Santa Barbara *Sixth largest in UC system; 22,000 students; 6,000 faculty/staff*	FSCM	AWS	Application management and maintenance, database management, technical support, architecture management
Alabama State University *Public higher education institution with 5,600 students*	HCM, FSCM, CS, Portal	AWS	Application management and maintenance, application development, database management, technical support, architecture management
Daytona State College *Community college of 13,500 students; 1,100 faculty/staff*	HCM, FSCM, CS, Portal	AWS/ CenturyLink Cloud	Application management and maintenance, database management, technical support, architecture management
Florida State College at Jacksonville *Community college with four (4) major campuses, 21,700 students, 2,700 faculty/staff*	HCM, FSCM, CS, Portal	AWS/ CenturyLink Cloud	Application management and maintenance, database management, technical support, architecture management
CorVel Corp *Health management services company with 3,500+ employees*	FSCM	Customer On-Premise	Application management and maintenance, database management, application development, technical support, functional support
Papa John's *Top pizza chain with nearly 20,000 employees*	HCM, FSCM, iHub & CRM	Customer On-Premise	Application management and maintenance, database management, application

			development, technical support, functional support
University of Texas System *14 institutions; 217,000 students; 20,000 faculty/staff*	HCM & FSCM	Customer On-Premise	Application development, technical support, functional support
Los Angeles Community College District *Largest community college district in U.S; 230,000 students*	HCM & CS	Customer On-Premise	Application maintenance, application development, technical support, functional support

Managed Services Governance Plan. As part of our Customer Success model, ERPA's Managed Services Governance Plan is a proven approach to overseeing managed services engagements. This plan details the responsibilities and activities that span the entire lifecycle of the engagement, from transition to support, and focuses on:

- A customer engagement model that centers on communication, transparency, and accountability of the day-to-day management of the project direction, key decisions, and tasks
- Establishing effective ways of working with the City
- Establishing the work plan and team structure, including the ongoing direction, monitoring, and controlling of the engagement

It is expected that the City will have in place a governance model for oversight of changes that will be adopted by the ERPA team. If this is not in place, ERPA will work with the City to establish one. This aspect of governance is focused on providing oversight and approval for changes that may be required or proposed to the supported environment. ERPA and representatives from the City will present proposed changes with information about anticipated benefits, costs, and impacts for approval prior to enacting changes.

The composition of approval governance structures varies widely across clients. As noted, ERPA will adopt the process that is in place currently or work with the client to establish an acceptable process.

ERPA's Customer Engagement Model focuses on seven (7) key areas of focus, which are outlined below, and are supported by an experienced account team.

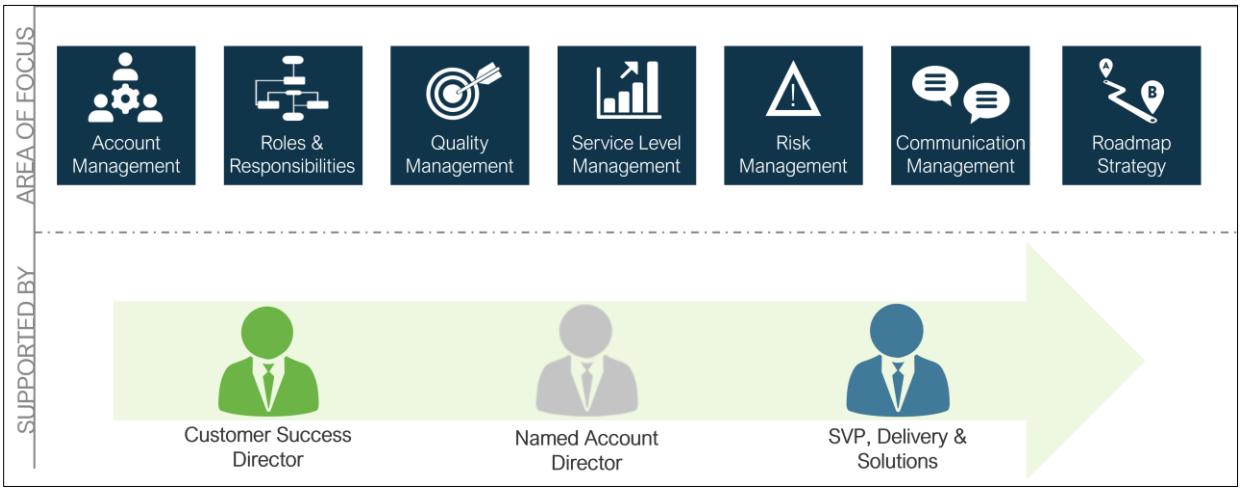

Figure 3 ERPA Customer Engagement Model

Account Management. ERPA provides a US-based account management structure for support and escalation purposes, which is outlined below:

Table 2 Account Management Team

Account Management Level	Overview
Tactical Level: Customer Success Director – Randy Partain	Serves as single point of contact (SPOC) for day-to-day operations. Conducts periodic stakeholder review of the managed services engagement with City stakeholders and Executive Steering Committee. The timing for these meetings is jointly agreed to by ERPA and the client. It typically consists of weekly ticket status meetings, monthly steering meetings, and quarterly business reviews.
Account Level: Account Director – Eric Novak	Manages account relationship; Primary point of contact for all matters relating to SOWs and other contractual terms.
Executive Level: SVP, Delivery & Solutions – Vishal Kothari	Serves as Executive Sponsor for the engagement and serves as executive point of escalation. Participates in e reviews, and any additional meeting requiring executive attention.

ERPA will incorporates several touch points throughout the year:

Annual Executive Sponsor Meeting – The ERPA Executive Sponsor, Customer Success Director and Account Director will meet with the City Executive Sponsor committee and designated attendees to review the overall engagement performance of service delivery, improvements made against the baseline, and partnering relationships. Meeting outcome will be updates to goals, objectives, and overall direction.

Quarterly Business Review – ERPA's Customer Success Director and Account Director will meet with designated City senior executives and IT managers will meet to review City satisfaction with the performance of the engagement related to the Agreement. Discussions will focus on performance against the SLAs, relationship quality, and City satisfaction. A review of improvement suggestions made and approved, and their status of adoption will also be reviewed.

Weekly/Monthly Service Performance and Project Reviews – The ERPA Customer Success Director will host a review of the performance of the engagement and key project activities with the City senior executives and IT managers. These meetings will cover review and discussion of: SLA performance metrics of the service; Change requests and their status of review, approval, implementation, and completion; Open issues and resolution steps being pursued, Open risks and progress of mitigation; Staffing plan for the upcoming 30/60/90 day windows and any changes desired by the City; Various projects in progress (i.e. PeopleTools upgrade, PUM updates, etc.), status of key deliverables, discussion of issues and risks, and a review of changes relevant to each project.

Roles & Responsibilities. ERPA outlines the roles and responsibilities of all parties as it related to the engagement. It is critical to meeting SLAs, and ensuring reliability, quality, and customer satisfaction. Upon contract award, the ERPA team will meet with the City to develop and review the RACI chart and identify any missing items or need for clarification.

Quality Management. Quality Management (QM) is an activity across the life of the Managed Services and engagement. Activities related to QM are continuous monitoring of responsiveness by the assigned team. Some points of focus for this monitoring are to evaluate the quality of the solutions implemented, identify recurring issues that may be a candidate for greater attention, and to identify opportunities for communication and training of the staff.

Service Level Management. ERPA's Customer Success Director is the primary point of contact for Service Level Management and will report on SLAs monthly to the City. Quarterly, executive teams meet to review

service level performance and adjust as necessary. Annually, executive teams meet to review account performance and evaluate whether SLA measurements are meeting business requirements.

Risk Management. ERPA's Customer Success Director will track, communicate, and discuss risks/issues as part of the Monthly Service Review.

Communication Management. ERPA will incorporate several touch points with City executives throughout the year that are listed in the engagement's Communication Plan. Our governance model provides a lens through which projects and processes may be viewed to ensure consistent business value is achieved by our Managed Services. ERPA will partner with the City to methodically deliver value that is strongly aligned with organizational and program/project goals and expectations as described above.

Roadmap Strategy. ERPA will work with the City to understand and facilitate the City's technology roadmap as part of our overall service improvement, consultative approach and in accordance with predicted City growth.

2.2 ERPA UNDERSTANDING, KNOWLEDGE & EXPERTISE

a. An understanding of PeopleSoft modules, applications and functionality with experience resolving issues that arise during implementation, particularly with regard to system integration.

ERPA resources have deep knowledge of and experience with PeopleSoft applications, including HCM, FSCM, and associated modules and functionality since their inception. Specifically, the ERPA team has extensive experience providing implementation and support services across various modules within the Oracle PeopleSoft HCM and FSCM suites.

Specific to integrations, PeopleSoft offers various tools for integrations and commonly used are Integration Broker and Application Engine/File Objects. Some of the common issues that we encounter with Integration Broker (IB) relate to configuration of IB services, Publish/Subscribe servers, message channels and node issues.

ERPA technical and functional consultants have deep industry working experience including federal, state, city and local governments and have an understanding of their business processes. ERPA works closely with client teams and their vendor teams to identify the integrations and interfaces that are required as well as perform discovery and mapping sessions to build new integrations and interfaces. From there, the technical and functional teams collaborate and prepare the respective design documents, outlining requirements and implementation for the integrations/interfaces with any third-party vendors or other internal systems of the customer. All implementation of integrations/interfaces follow the SDLC process and best practices.

ERPA has provided HCM module support services since its release and has outlined a summary of experience in **Table 3**.

Table 3 HCM Module Support

HCM Module	Clients
Human Resources	Alabama State University, Florida State University at Jacksonville, Daytona State College, Illinois State University, Detroit Public Schools, Lower Colorado River Authority, East Kentucky Power Cooperative, Arizona State University, University of Colorado, University of Puget Sound, Papa John's, University of Maine System, City of Raleigh, University of Texas System, Howard University
Benefits Administration	Alabama State University, Florida State University at Jacksonville, Daytona State College, Illinois State University, East Kentucky Power Cooperative, Arizona State University, University of Colorado, Detroit Public Schools, University of Maine

	System, City of Raleigh, Lower Colorado River Authority, University of Texas System, Howard University
Time & Labor	Detroit Public Schools, Lawrence Livermore National Laboratory, City of Raleigh, East Kentucky Power Cooperative, Southeastern Louisiana University, Lower Colorado River Authority, University of Texas System, Howard University
Payroll for NA	Alabama State University, Florida State University at Jacksonville, Daytona State College, Illinois State University, University of Colorado, Papa John's, East Kentucky Power Cooperative, University of Maine System, City of Raleigh, Lower Colorado River Authority, University of Texas System, Howard University

ERPA has provided HCM module support services since its release and has outlined a summary of experience in Table 4.

Table 4 FSCM Module Support

FSCM Module	Clients
Asset Management	South Carolina Ports Authority, Detroit Public Schools, University of Colorado, University of Maine, Papa John's, Frederick County Public Schools, University of California at Santa Barbara, Lower Colorado River Authority, Corvel, City of Raleigh, University of Texas System, Alaska Airlines, Alabama State University, City of Chesapeake
Accounts Payable	Alabama State University, Florida State University at Jacksonville, Daytona State College, South Carolina Ports Authority, Detroit Public Schools, University of Colorado, New Jersey City University, Papa John's, Frederick County Public Schools, University of California at Santa Barbara, Lower Colorado River Authority, Corvel, City of Raleigh, University of Texas System, Alaska Airlines, East Kentucky Power Cooperative, City of Chesapeake
Cash Management	Detroit Public Schools, Telecommunications Services of Trinidad &Tobago Limited
General Ledger	Alabama State University, Florida State University at Jacksonville, Daytona State College, South Carolina Ports Authority, Florida International University, University of Colorado, University of Maine, New Jersey City University, City of Raleigh, Papa John's, Frederick County Public Schools, University of California at Santa Barbara, Lower Colorado River Authority, Corvel, City of Raleigh, University of Texas System, Alaska Airlines, East Kentucky Power Cooperative, City of Chesapeake
Project Costing	South Carolina Ports Authority, B & W Pantex, Lower Colorado River Authority, Detroit Public Schools, Trinidad and Tobago Electricity Commission, University of Texas System
Purchasing	B & W Pantex, South Carolina Ports Authority, University of Colorado, University of Maine, Detroit Public Schools, New Jersey City University, Papa John's, , Frederick County Public Schools, Lower Colorado River Authority, Alabama State University, East Kentucky Power Cooperative, City of Chesapeake
Commitment Control	Telecommunications Services of Trinidad and Tobago Limited, Florida International University, University of Colorado, Detroit Public Schools, City of Raleigh, New Jersey City University, Frederick County Public Schools, Alabama State University, City of Chesapeake

b. Demonstrated comprehensive experience with implementation of the Oracle PeopleSoft HCM and FSCM

To date, ERPA has successfully completed over 1,500 successful projects for more than 500 customers such as City of Raleigh, City of Boston, City of Chesapeake, State of North Dakota, Clackamas County, King County, Lane County, Office of the Attorney General of Texas, University of Texas System, University of Maine System, University of Colorado, Detroit Public Schools, Frederick County Public Schools, Boston

Public Schools, Lower Colorado River Authority and South Carolina Ports Authority. These projects include over 230 PeopleSoft application upgrades, more than 250 PeopleTools upgrades, various functional projects such as assessments, module implementations, and business process optimization, and technical projects like rapid Fluid deployment, security assessments and automated testing services.

c. Knowledge and experience in the creation and/or execution of data conversion/validation methodologies and scripts to assure accurate data from existing systems to new systems.

ERPA has extensive knowledge of data conversion methodologies. ERPA's data conversion framework allows for accurate and optimized data conversion. This process is iterative and will undergo as many passes as needed to ensure that all data in the new system is accurate and complete. ERPA custom data conversion tools and accelerators provide fast and accurate data conversion. This toolset has been built using native PeopleTools technology that are a component of each PeopleSoft installation. This approach has numerous benefits including the ability to address security requirements using the full suite of capabilities within PeopleSoft.

Conversion Process Overview. The ERPA team works with customer business team to update the data mapping template which consists of source and target system records, fields, and their mappings. The template also captures business logic and transformation requirements. ERPA then works with the customer team to decide on the conversion approach and tool. The tool selected will be based on the conversion requirements and will be one of the following as appropriate: ERPA's conversion framework, Excel to CI, data mover scripts or possibly a custom program. The conversion process is run iteratively, and errors/issues are progressively corrected until it is error free and the processing time fits within the required time frame.

d. Proven ability to partner in implementing and upgrading Oracle/PeopleSoft products in a timely, efficient, and effective manner.

ERPA has been providing a full suite of services to support its clients' use of the PeopleSoft suite of applications for more than 22 years. During this time ERPA has performed hundreds of upgrades. Core to its business model is the ability to perform these activities in a timely, efficient, and effective manner so that each customer's experience is positive and ERPA's costs are managed to allow for a business outcome that is favorable to both.

ERPA's longevity and success is a testament to the effectiveness of this approach.

e. Experience in carrying out PeopleSoft version upgrades in a public sector environment that demonstrates a full understanding of system lifecycle and integration issues.

With PeopleSoft release 9.2, Oracle changed the model for delivering version upgrades. The new model is built on Selective Adoption and uses the PeopleSoft Update Manager (PUM) to help manage the process. This change was a sea change in the support model that has an overwhelmingly positive impact in process, costs, and outcomes.

Unfortunately, many customers have not grasped the concepts and have not benefitted from the change to the full extent. ERPA has fully adopted Selective Adoption and ensures its customers are receiving the full intended benefits. As a good citizen within the PeopleSoft community, ERPA routinely presents on the topics of Selective Adoption and upgrade system lifecycle best practices.

As discussed previously, the ERPA Center of Excellence (COE) brings full expertise to solving infrastructure and technical related challenges. Integrations are a key focus of this expertise. Supporting a diverse set of implementations means that many interfacing requirements are commonplace and the experience from one client can easily be applied to another (e.g., a deductions interface to Fidelity). The

same diversity of supported clients leads also to unique requirements (e.g., point to point, real time integrations between locally hosted systems and cloud-based solutions using MuleSoft).

Supporting public sector clients from the City of Boston to Clackamas County ensures that the ERPA team is highly experienced in the specific requirements of that industry vertical and is prepared to deliver successfully.

f. Ability to identify quickly and solve the technical issues that arise in a complex environment and provide adequate guidance to minimize implementation and operational risks.

This is an area where ERPA excels. To be successful in the managed services business, an organization must ensure its customer's needs are met and that their satisfaction is high while effectively managing costs.

Key to this is the ability to resolve technical issues efficiently and permanently. ERPA has structured its delivery to meet these goals.

First, ERPA created the Center of Excellence to bring the most effective individuals together into a team so that no problem every suffers from a lack of resources or targeted expertise. The COE is physically based in Dublin, OH and they work side by side and support each other.

Next, to ensure that each customer's unique aspects are recognized and knowledge of these are institutionalized, ERPA assigns specific resources and backups to each client. One of their responsibilities is to learn those unique requirements, attributes, and expectations and ensure that ERPA is well prepared to take those into account when an issue needs to be addressed.

ERPA's mantra is to solve problems permanently. The structure is designed to support that goal. Each resolved P1 problem goes through a root cause analysis (RCA) to understand the issue in a manner that allows for structural change (if required) to prevent recurrence. The results of these RCAs are then shared within the team to ensure that similar conditions are proactively addressed, and similar issues are prevented. Each client benefits from this.

Lastly, communication is key. ERPA's structure includes an assigned Customer Success Director that is responsible for ensuring that communication flows effectively between all parties for both routine items and impactful issues. Having an assigned individual with that responsibility greatly enhances the ability of the collective team to be aware, react appropriately, and manage risks.

ERPA has the scale to deliver a structure that delivers effectively for its clients to keep customer satisfaction high and efficiency so that costs are managed for the client and ERPA can be a profitable business.

g. Demonstrated expertise in principles of change management to ensure high levels of communication and stakeholder participation.

ERPA's Organizational Change Management (OCM) approach addresses stakeholder adoption through organizational leadership alignment, stakeholder engagement, communication, and training. The goals for OCM are to ensure that ***people are aware, people are consulted, and people are trained.*** One of the keys to project success is organizational support. This starts with executive leadership but extends throughout the organization.

ERPA works with each client to understand the OCM needs and co-develop a tailored OCM plan as required. To drive support, ERPA's plan is comprised of the following tasks:

- **Solicit engagement of key executives**. This is a key step to the process. Active, visible participation by key executives is key to gaining organizational buy-in of the changes that will be occurring. ERPA will assist these key executives in project messaging and communications.
- **Actively participate in building the governance structure**. The project managers rely on governance largely for decision making, but ERPA also views it as the core for project communications both outward to the impacted users and inward back to the project team. The OCM team will be embedded at each level of this structure to ensure that messaging out and feedback in flows freely.
- **Drive communication**. Experience has shown that adoption of change is more easily achieved when the impacted audience is highly aware of impending changes and feels engaged in the process by having opportunity to provide feedback. ERPA is aware that effective communications tactics vary across organizations and will work with the organization to structure the plan accordingly. The OCM team will craft a communication plan and work through the project team and representatives of the PASSHE to ensure that all impacted users and interested parties are well informed.
- **Structure and deliver training**. There are multiple audiences that will be impacted by the changes introduced by this project. These include casual users who will be impacted by changes to the interface through to power users who will have new features, changes to existing features, and business process change that could impact the manner in which their jobs are performed.
- **Reinforce skills required**. Change does not stop at go-live. Plans will be enacted to ensure that the owners of the training materials and coursework have methods in place to keep these updated as the organization evolves.

Table 5 ERPA OCM Approach

Phase	Goal	Overview
Leadership Alignment	• Visible, active participation in the project • Drive communication throughout organization • Minimize risk of introducing change into organization	• Provide clear communication about organizational goals and the role the project plays in achieving those. • Validate project goals & change scope. • Identify stakeholder groups & define plans for engagement throughout the project
Stakeholder Engagement	• Institutionalize change at all levels of the organization & optimize opportunities created by the new technology &/or processes	• Embed OCM as a part of the governance structure to facilitate communications. • Develop Communication & Change Management strategies • Identify change agents & build change team(s) • Define impacts, risks & benefits to the various user groups. • Define key messages required, delivery methods, & feedback mechanisms
Readiness Assessment	• Assess organizational readiness to adopt change. • Validate that the organization prepared for go live at the same time as new business processes/the system	• Identify tools & procedures for gathering data, administering surveys, analyzing results, and developing action plans. • Elicit individual perspectives on broad categories of: Project, culture, organizational impacts, pain points, communications, perceived risks. • Provide feedback to leadership; recommend approaches to build consensus & alignment
Organizational Change Impact	• Identify workforce concerns and structure	• Obtain user feedback to analyze the effectiveness of the communication & change management activities.

Phase	Goal	Overview
Assessment	change activities to address	• Develop action plans to close gaps & mitigate any concerns. • Capture lessons learned
Communicate & Coach	• Multi-directional communication; Capability transfer; User adoption	• Communicate process, responsibility, practice & policy changes. • Manage resistance
Post Go-Live Support	• Address OCM impacts due to organizational continuous improvement activities and PeopleSoft selective adoption activities	• Put in structures to support the process of managing continuous improvement and the associated change impact. • Define processes for maintaining change artifacts over time

h. Willingness to fully adopt the City's PeopleSoft standards and procedures and to develop a supportive relationship with the City's project team to create a positive and productive team environment.

Figure 4 ERPA's Core Values

Empathy, Responsibility, Passion, and Agility are the core values on which ERPA was founded and are embedded in everything that we do. These values define our culture, and guide our interactions with each other, and, most importantly, our customers. ERPA was founded on the premise that a strong company culture creates an environment that fosters innovation, and growth translates directly into employee satisfaction and customer service excellence.

As such, ERPA is committed to forming long-lasting partnerships with its clients which is why the Customer Success model and Managed Services Governance Plan (Section 2.1.1) were established. As part of this commitment, ERPA is willing to adopt the City's PeopleSoft standards and procedures and work closely and collaboratively with the City's project team.

i. Ability to provide on short notice consistent technical and functional resources that are fully qualified in the area of need for on-call services

ERPA can provide on short notice consistent technical and functional resources that are fully qualified in the area of need for on-call services needs through our pool of 500 employees, including the COE, and ERPA's robust network of over 2,000 pre-qualified independent consultants. Together they create the talent resource pool from which ERPA draws consulting experience and satisfies technical and functional resource needs.

Moreover, a key differentiator is ERPA's aforementioned COE team. This team was designed to provided flexible, agile PeopleSoft support to clients. ERPA proposes supporting the City with COE resources, which can be scaled up and down at a short notice without significantly impacting the City's timelines or budget.

3. RESUMES (RFP SECTION III, SUBSECTION 4)

Include a resume for the PeopleSoft application support staff (PMs, Software Engineers, System administrators, etc.) assigned to this engagement.

ERPA has the depth and breadth of resources, experience, and expertise to provide the best PeopleSoft Managed Services solution for the City. ERPA proposes a highly experienced team in all areas required by the City to successfully support its PeopleSoft applications, has also included sample resumes related to the optional work. Please refer to for **Appendix A: Resumes** for additional details.

Table 6 ERPA Staff Qualifications & Experience

ERPA Team Member	Al Howard – P S Admin	Wing Wong – PS Admin	Milind Engedy – PS Admin	Kiran Suravaram – PeopleSoft Architect	Rahul Tummula – PeopleSoft Developer	Sneha Lattupally – Sr. PTF Analyst
Years of Experience	36+	32+	15+	13+	13+	6+
HCM Administration (incl Tax Updates & Security Patches)	✔	✔	✔			
FSCM Administration (incl Security Patches)	✔	✔	✔			
PeopleTools Upgrades	✔	✔	✔			
PUM Updates	✔	✔	✔	✔	✔	
PeopleSoft 9.2 Upgrade	✔	✔	✔	✔	✔	
PeopleSoft Test Framework						✔
System Migration	✔	✔	✔			
Systems Integration				✔	✔	
Systems Development				✔	✔	
Systems Planning	✔	✔	✔	✔	✔	
Break-Fix	✔	✔	✔	✔	✔	

4. APPROACH (RFP SECTION III, SUBSECTION 5)

The proposal should set forth a work plan, including an explanation of the Managed Services methodology to be followed, to perform the services required in this request for proposal.

Proposers will be required to provide the following information on their PeopleSoft application support staff approach:

a. Qualifications, Experience, Certification, Cost per hour Attachment 1, Scope of Work

ERPA has outlined its qualifications and experience throughout this response. ERPA is an Oracle partner and its staff has various certifications including PeopleTools Advanced Developer Expert, PeopleTools Application Developer Expert and PeopleSoft Enterprise Human Resources Consult as well as others.

ERPA has outlined all pricing in **Section 5**, and detailed its approach to meeting the Scope of Work in **Section 4.1**.

b. Analysis, prioritization, notification and application of security patches, in and out of band patches.

ERPA proactively monitors the expected Oracle Critical Patch Update (CPU) calendar as well as adhoc emergency patches.

Oracle releases CPU and security patches quarterly. Oracle provides Common Vulnerability Scoring System (CVSS) Base Metrics to provide information about the severity of the vulnerabilities. The CVSS formula converts these metrics into a numerical Base Score which ranges between 0.0 and 10.0, where 10.0 reflects the greatest severity. ERPA will evaluate and assess the CPU patches with the customer and perform the recommended CPU patching (or all if requested) to keep applications and data secure. The decision to apply these updates depends on the severity and criticality of the updates and for which component (i.e., WebLogic, Tuxedo, database, OS, etc.) in the PeopleTools layer the update is delivered. ERPA will conduct periodic patch reviews and provide the City with recommendations on patches to apply. ERPA will apply patches accordingly.

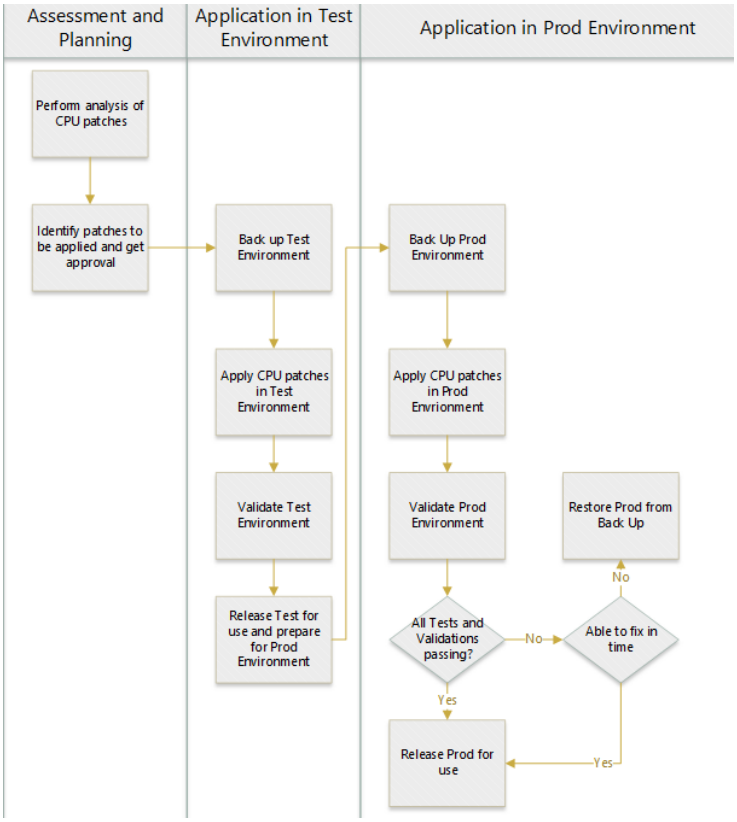

Figure 5 CPU Patching Process

c. Service Workflow (IT managers, IT programmer analysts, Department admins, Department specialists, Application Testers, etc.)

ERPA utilizes a standard service workflow that begins with a service request in ServiceNow and follows the request lifecycle as outlined in **Figure 6**. The appropriate resources are assigned based on the issue type.

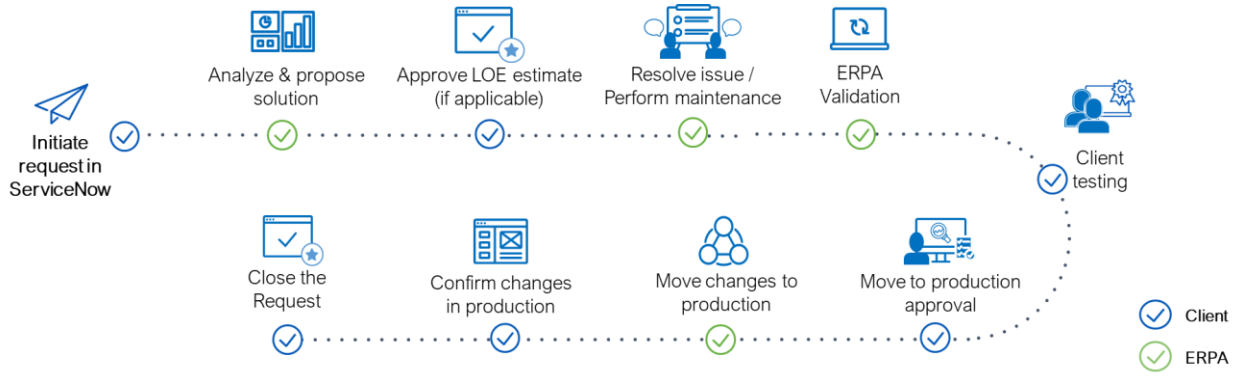

Figure 6 ERPA Service Workflow

d. Oracle PeopleSoft Best Practice for applying tax update, security patches, application development, application upgrades and PeopleTools upgrades.

ERPA leverages PeopleSoft best practices for all updates, patches, development work and upgrades. ERPA can provide all application maintenance, including application patch fixes, tax updates, regulatory patches as required. ERPA proactively monitors the expected Oracle PUM, PeopleTools release, PeopleSoft Release Patchset (PRP) and tax update release calendar for all customers. ERPA will review these dates with City to determine the preference for which changes should be applied.

ERPA has refined its processes for application updates, patches, upgrades and development by focusing on the following:

- ERPA is flexible and will work with the City to identify ideal maintenance and update windows. Our best practices focus on minimal downtime and/or disruption to end users, which is why planned outages can be scheduled in alignment with any blackout dates/the City's schedule (i.e., fiscal year-end, open enrollment, major projects, etc.). For non-production environments there are no blackout dates.
- Oracle releases CPU and security patches quarterly. ERPA will evaluate and perform the recommended maintenance (or all if requested) to keep applications and data secure. The decision to apply these updates depends on the severity and criticality of the updates and for which component (i.e., WebLogic, Tuxedo, database, OS, etc.) in the PeopleTools layer the update is delivered. ERPA will conduct periodic patch reviews and provide the City with recommendations on patches to apply. ERPA will apply patches accordingly.
- Application patching is performed using a variety of processes and methodologies depending on which layer of the application is getting patches. For PeopleSoft base software layers (i.e., Tuxedo, WebLogic, PeopleTools, etc.), a multi-pronged approach will be used. All application updates for version 9.2 are delivered using PUM based on a previously agreed upon schedule.

PUM Updates. ERPA delivers all application updates for version 9.2 version using PUM and can perform PUM upgrades to meet city needs. ERPA's high-level PUM Update Methodology (Error! Reference source not found.) is below. With PUM, the City has the option to pick and choose what to apply using a selective adoption methodology, with which ERPA can assist. ERPA assumes the City team will perform all retrofits and unit testing. All version 9.2 image updates are treated as PUM updates. ERPA can work with city to evaluate and provide options for updates.

ERPA will follow Oracle's standard PUM Update process to apply the latest acceptable PUM image update. The process comprises of the following steps:

1. Download the current PUM image when it is released.
2. Use the PeopleSoft Update Manager PIA Application delivered with the image to:
   - Select all updates not yet installed option for full install or specific updates for selective adoption.
   - Review the change package definition and the effects of the updates.
   - View bug fix details of the updates.
   - Review Compare Report impact of the updates compared to PeopleSoft delivered objects
   - Generate the custom change package definition.
3. Use Change Assistant to create the change package and review the Compare Report to understand the effect of the updates on customizations.
4. Use Change Assistant to apply the updates to the environment.
5. Reconcile customizations and reapply them as needed.
6. Generate a new custom change package, including customizations, from the environment.
7. Use automated testing to test before applying the changes to the production environment.

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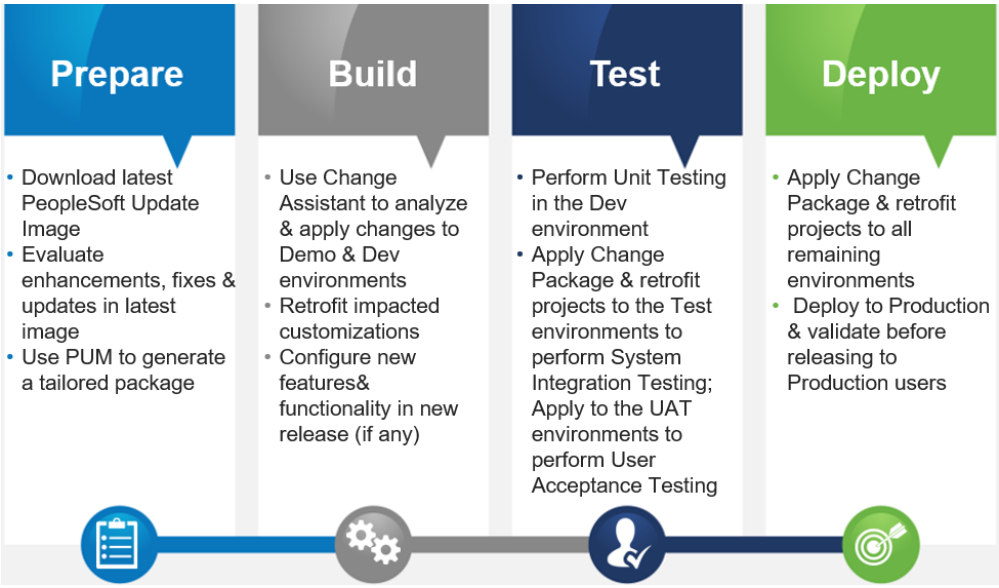

Figure 7 ERPA PUM Update Methodology

PeopleTools Upgrade. ERPA's PeopleTools upgrade approach is outlined in below. ERPA will install the media/tools required for the PeopleTools upgrade. The next step is to build and maintain all necessary environments. ERPA will execute the PeopleTools upgrade on the demo environment, followed by execution in the development environment. The ERPA team will provide and evaluate compare reports as part of the PeopleTools upgrade. Usually, the tools changes will be minor.

Figure 8 ERPA PeopleTools Upgrade Approach

The ERPA team will then verify the upgraded Peoplesoft development environment. The upgrade scripts will be optimized and fine-tuned for subsequent upgrade passes. After this, retrofit for customizations will be performed. ERPA will then execute the PeopleTools upgrade on the Test environment. ERPA will configure and complete Integration Broker settings and connectivity and work with the City to setup, configure, change interfaces and integrations to the new target PeopleTools upgrade, developing, configuring new objects as required. System integration and user acceptance testing will be performed by the City and defects, if any found during the testing, are rectified. ERPA will then execute the upgrade scripts for the final move to production after which the production system will be released to the users after initial validations.

e. Customer support (escalation process, SLA details with fees at risk, root cause analysis, communication protocols, etc.)

ERPA's customer support structure is tiered and based on the issue type as further outlined in Section 4.1. ERPA tailors all SLAs to client needs but offers a standard Priority 1/Urgent (P1) ticket response time of 30 minutes and resolution time of four (4) hours. ERPA will review these needs in depth with the City. ERPA performs a root cause analysis (RCA) on all P1 tickets and reoccurring issues.

Additionally, the Managed Services Governance Plan outlined in **Section 2.1.1** lists the account management team for the City (**Table 2**) which serves as a key layer of the customer support structure and escalation points of contact for the City.

4.1 CONTRACTOR RESPONSIBILITIES (ATTACHMENT #1 SCOPE OF WORK, SECTION 1.2)

The Contractor will deliver the following services as determined and requested by the City to keep the City's ERP system free from bugs, functional failure, and current to all required patches, minor release and tax related upgrades.

- *Support to City staff (as determined by the City) for overall integrity, availability and performance of the production PeopleSoft software and all interfaces and/or systems interfacing and/or interacting with PeopleSoft applications.*

The ERPA team will support the City team to ensure availability, performance and overall integrity of the PeopleSoft applications through proactive monitoring, timely and efficient patching, updates and general support as required by the City. The ERPA team monitors the health and performance of all components of the PeopleSoft applications including application servers, web servers and process scheduler servers. The ERPA team will identify poorly performing servers, application code and SQL statements and resolve any performance issues by isolating and analyzing performance bottlenecks.

- *Delivery of payroll tax, financial and any other updates as required by Federal, State of Oregon and local laws and accounting rules.*

ERPA will work with the City to apply all regulatory payroll tax updates and 1099 tax updates as they are made available by Oracle Support. These updates are made available by Oracle as part of the PUM image when they are released.

ERPA will download the PUM from Oracle Support site and extract all these updates from the PUM and apply them in Demo and Development environment first and provide a compare report for any retrofits that are required Code needs to be retrofitted where the PUM delivered changes overwrites the modifications made by the City. System Testing and User Acceptance Testing must be performed by the City functional and business users in the subsequent environments prior to them being deployed into Production. Any issues identified during the testing phase, both ERPA and City will work with Oracle to resolve them. ERPA team will work with City to define plan and timeline for each environment. Applying into the Production environment typically happens during a weekend or during the scheduled maintenance window as agreed between ERPA and City.

- *Troubleshooting, problem management, and resolution of reported system problems.*

ERPA proposes logging all incident reports or *cases* in our web-based ticketing system, ServiceNow. ServiceNow provides case creation options through a unique email distribution group or by logging in to the online portal and creating it manually. ERPA will provide training on the ticketing system. ERPA's case management process is as follows:

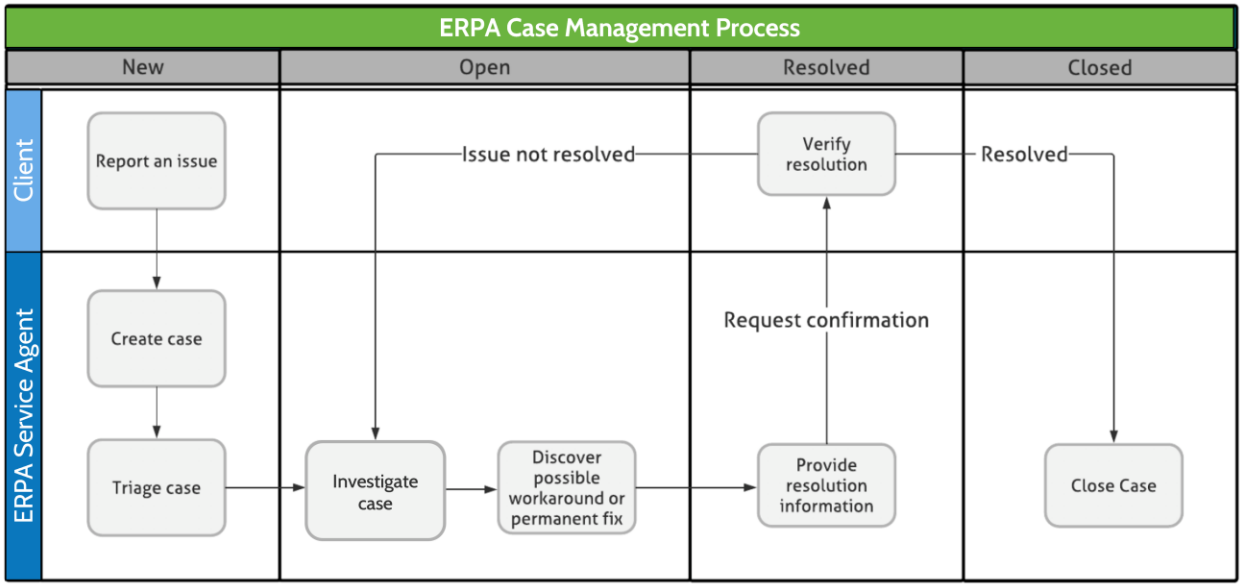

Figure 9 Case Management Process

Designated City staff will have access to the ServiceNow Customer Service Management (CSM) self-service portal to 1.) Create, monitor, and inquire about tickets; 2.) Create, monitor, and manage the project plan, assign tasks and monitor progress; 3.) View a dashboard that provides an overview of all incidents and other metrics; 4.) Track metrics like ticket response/resolution.

Based on the issue type, the ticket is assigned to the appropriate team and resolved within the agreed upon SLAs:

- Tier 1 – Service Desk: the City will continue to provide Service Desk support and route to ERPA support team as needed.
- Tier 2 – Standard Support: Determine nature of support request; provide technical support, route support requests to Tier 3 support as appropriate.
- Tier 3 - Advanced Support: Determine nature of support request and route to appropriate specialist, provide advanced technical support.

The ERPA team then provides troubleshooting to resolve and incident or issue. The support analyst analyzes and resolves the issue. In the event that a defect is discovered to be part of the delivered system functionality, a Service Request is filed with Oracle on the City's behalf, and the resolution will be documented in the knowledge base.

ERPA performs an RCA on all P1 tickets and reoccurring issues.

- *Resource for City staff as related to application system functionality.*

All ERPA clients utilize the services of the Center of Excellence (COE). The COE has functional and technical resources that cover all aspects of the PeopleSoft application suite. These resources are engaged primarily in two manners:

- Maintenance and issue support. For issues that arise that are not (or not entirely) technical in nature, functional resources will be a part of the team working through resolution. This could include assistance with configuration changes, providing advice and recommendations, or suggestions for adoption of delivered functionality.

These resources are also available to provide insight on how to best optimize the use of the software and share information on best practices and common tactics being used to perform business activities in an efficient manner.

- Targeted project support. If the City identifies areas of specific focus for change, a project will be identified, and appropriate technical and functional resources will be assigned. Projects could be the adoption of new functionality, reviewing and streamlining business processes, or reimplementing existing functionality to better support changing organizational needs. Projects of this type are not typically provided as a component of managed services and would instead be contracted separately.

- *Documentation of all patches, releases, and changes.*

ERPA documents all work performed including patches, releases, and changes in ServiceNow for internal purposes. ERPA adheres to industry best practices for documentation standards. ERPA will prepare documentation in accordance with the City's requirements and documentation standards, including templates, submission format, etc. Additionally, ERPA will leverage any existing City document repository, or can create a SharePoint based site for the City if required.

- *Twenty-four hour on call and support availability for resolution of high severity problems.*

ERPA will provide 24-hour on call and support availability to the City for resolution of high severity problems. ERPA has the capability to leverage a hybrid support model utilizing our PeopleSoft experts from the COE in Dublin, Ohio and global support center team in Hyderabad, India.

ERPA supplements its U.S. employees with a global delivery model that utilizes a *follow the sun* approach to meet SLA standards. ERPA has Microsoft Teams, unified VoIP telephony system, ticket tracking system (ServiceNow) and other tools and processes that are integrated amongst our COE and global team to ensure there is no lapse in information or delay in work handoff. Additionally, both teams work overlapping hours to facilitate collaboration and effective, quick support while ensuring time zone is not an issue for clients. It is important to note that our global team works in two shifts - US daytime and US night-time. Our global team is managed by the COE and local leadership. As such, this ensures 24-hour support without a lapse in account and service request knowledge to ensure quick resolution of issues.

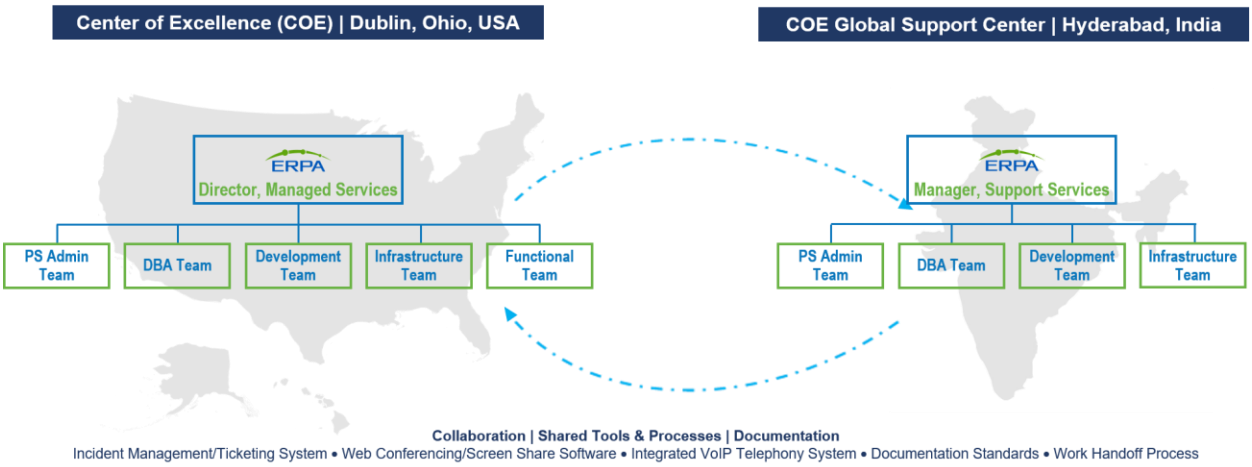

Figure 10 ERPA Support Organization

- *Support for adjustments, installations, configurations, and implementations required for new releases of SQL Server, Windows OS, and/or HP server, related system software and/or hardware equipment which are at end of life cycles.*

The ERPA team will support any PeopleSoft configuration changes, implementations, etc. impacted by changes, updates and replacements to existing hardware and software by the City.

- *Support to ensure that the PeopleSoft System meets performance requirements on new client workstation hardware, OS, and browser versions that may be adopted during the term of the support agreement, including mobile technologies.*

The ERPA team will ensure that the PeopleSoft applications meet performance requirements throughout the engagement and will perform RCA and open tickets with Oracle if required.

- *Support for City expansion of its Employee Self-Service implementation.*

PeopleSoft Self Service serves as an extension of PeopleSoft modules and enables employees to update personal information, access information and perform many job-related functions. ERPA has helped several customers implement and support Employee Self Service (ESS) and Manager Self Service. The key factors in a PeopleSoft ESS are Fluid deployment, security, and approval workflow. ERPA supports and/or has implemented ESS in the new fluid format for many clients, including Los Angeles Community College District and Florida State College at Jacksonville, and the Lower Colorado River Authority.

- *Support for installation of PeopleSoft upgrades and releases that the City has available but not yet installed.*

ERPA will support the City's available, but not yet installed, PeopleSoft upgrades and releases. These will be reviewed regularly with the City's Customer Success Director from ERPA.

- *Recommendations on optimizing the PeopleSoft System, which may include changes to business processes, expanded use of PeopleSoft functionality and configuration changes, and/or other industry best practices. This may also include "bolt-on" third party products complementary to the software.*

ERPA follows a "requirements centric" approach when deploying, extending, or optimizing PeopleSoft. This is core to the approach and impacts the full process. Essentially this puts the focus on business practices and the desired outcomes rather than a review of capabilities of the software system (sometimes referred to as feature shopping).

This approach always keeps the business goals in focus and provides for a reliable framework for determining success in delivery of solutions.

ERPA's support framework accommodates this approach. The Customer Success Director will ensure that an appropriate cadence of communication is established for both functional and technical threads. These meetings will have as a goal, the identification of new business requirements. These requirements can be surfaced through existing issues, pain points, or new organizational goals. Once identified, the process for addressing the business requirement can involve refinement of business processes, introduction of new functionality, or optimization of the existing usage.

By keeping the focus on the business requirement, all potential avenues of solution are available for consideration. Experience has shown this to be highly effective.

In some instances, the scope of desired change moves significantly beyond the scope of a maintenance framework (e.g., the implementation of a new module). In those cases, ERPA will coordinate a project effort to address those. Given the nature of the change that would require a project, it is beyond the scope of the base managed services agreement and would be defined collaboratively by ERPA and the City.

ERPA also engages each client to migrate common (or best) practices between clients to take advantage of the shared experience of its client base. Problems solved for one are evaluated for applicability for

others and presented for consideration if appropriate. This proactive approach has proved to be very valuable for clients.

- *Use of best practice technology industry standard practices and methodologies for ERP software support services, including development lifecycle, quality control, version control, performance management, etc.*

As noted in other areas of this response, to be effective and profitable as a managed services provider, ERPA must focus on excellence in two specific areas: customer satisfaction and efficiency. Customer satisfaction is the primary driver for revenue and efficiency is the primary driver for profitability. Both goals are well aligned and work in concert with each other.

Some specific areas of focus within ERPA that drive efficiency are the use of standards and best practices. Standards based processes allow ERPA to be able to effectively support multiple clients and drive consistency of outcome across clients. ERPA works to ensure that problems solved, and lessons learned are applied proactively across the supported client base to reduce issues and increase customer satisfaction.

Likewise, adopting and implementing industry standards and best practices outside of ERPA's customer experience allows greater efficiencies in delivery which allows the rates to customers to be lower and ERPA to remain profitable.

ERPA utilizes a quarterly internal process review cycle that reviews internal practices and compares them to evolving standards in the areas that impact the ability to deliver high quality results in an efficient manner. This includes SDLC, quality control, versioning, and performance management. Changes driven by this process in the past year have included replacing the previous ticketing system with ServiceNow and a move away from MS Project as the project management tool of choice to a cloud-based PM tool (Smartsheets). In both cases, the key decision criteria were how to better serve clients and drive efficiency within ERPA. In these cases, ERPA was able to expand self-service capacity for clients, provide greater insight into project and issue status, and streamline internal processes around timekeeping, billing, and customer responsiveness.

- *Delivery of PeopleSoft training classes as needed for City staff to use and administer the system.*

Training is a broad requirement and ERPA has programs and processes that are appropriate for any client need. In a managed services environment, experience has shown that training is most likely confined to "delta" training. This training is targeted toward changes that are being introduced to the user community through upgrades or the introduction of smaller scale initiatives through Selective Adoption.

In these cases, ERPA's typical approach is to provide desktop job aids, updates of existing training materials, and provide Q&A sessions for impacted users. Additionally, ERPA practices several tactics to ensure knowledge transfer between ERPA and client staff as desired.

Training is a key component of adoption of software, and this is the measure of a successful project. For this reason, ERPA's approach to training is embedded throughout the process and is comprised of several facets. Each of these will be utilized as appropriate for the change that is being introduced.

- Knowledge Transfer. Throughout ERPA's methodology, there is an emphasis on making sure that our clients are prepared for the time when our functional team completes the engagement and leaves the project. A big part of this is an emphasis on paired resources for each area comprised of an ERPA consultant and client representatives. ERPA consultants work to ensure that the client staff is engaged. One tactic is having the client leads give status updates. The ERPA consultant's role is to ensure that the client staff member is successful. Experience has shown that this brings

focus and attention to the tasks and ensures that the client lead is engaged and prepared for the future state.

- **Documentation.** ERPA provides documentation in a variety of formats that meet different purposes. The detailed design document provides documentation about how the system was configured and what the process is to perform that configuration. This documentation is a "training" document for the power users that will have a need to adjust configuration in the future. Technical and functional specifications are "training" documents to allow the client staff to support any modifications that are introduced. Documents that are more traditionally considered training materials include Job Aids. These documents are concise instructions on how to perform a specific task within the system. These are particularly effective for upgrades where users may have previous experience with the system but may need prompts to get them comfortable with the new system.
- **Traditional Training.** ERPA routinely provides customized training materials and delivery for its clients when appropriate. It is unexpected that the scope of this project will require stand up training and it is not within the scope of this response. Should VPA determine that this form of training is desired, ERPA will determine the level of effort and submit an appropriate change order. Traditional training takes the form of self-paced training via written materials or online via computer-based training (CBT). If required, ERPA can author training materials suitable for in-class, stand-up training and provide instructors to deliver if requested. This coursework is customized specifically to each client and will utilize the client's business processes, suitable data, and policies to ensure that the experience will prepare the trainees to be successful in their job roles.

Specific training will be determined jointly with the City as those needs arise.

- *Support for installation of PeopleSoft upgrades and releases that the City has available but not yet installed. The City plans to upgrade to FIN 9.2 during FY22 (before June 30, 2022).*

ERPA will support the City's available, but not yet installed, PeopleSoft upgrades and releases. These will be reviewed regularly with the City's Customer Success Director from ERPA.

Additionally, ERPA can assist with the Finance 9.2 upgrade if required. ERPA has a sound upgrade process, which can be tailored to meet both technical and/or functional needs.

5. FEE PROPOSAL (RFP SECTION III, SUBSECTION 6)

The fee proposal must list the total hours, personnel costs, and out-of-pocket expenses for each of the following: Attachment 2, Price List. In addition, proposers are to break those hours down by type of employee that will be assigned to this engagement.

ERPA has provided its fee proposal on the subsequent pages. ERPA's pricing is based on the following assumptions:

- All work is performed remotely
- The City is responsible for providing project management
- ERPA will support the City leveraging a global delivery model
- City will provide the DBA services
- City will perform any required retrofits as part of the PeopleTools and PUM update processes
- ERPA's implementation effort for PTF is based on the number of modules per application pillar as provided by City

ERPA has also provided a standard rate card that can be leveraged for any additional/out-of-scope work at the City's discretion.

ATTACHMENT 2

Price List

If needed: Key personnel intended to be used for work under this contract, shall be certified by the product manufacture as described below.

Item #	Requirements or Specifications	Qualified	Experience	Est. Hours	Total Cost
		High/Med/Low	No. of Years		
1	**Required - Oracle PS Security Patching**				
1	*1st Quarter PS FSMC Security Patch*	*High*	*15+*	*20*	*$1,800*
2	*1st Quarter PS HCM Security Patch*	*High*	*15+*	*20*	*$1,800*
3	*2nd Quarter PS FSMC Security Patch*	*High*	*15+*	*20*	*$1,800*
4	*2nd Quarter PS HCM Security Patch*	*High*	*15+*	*20*	*$1,800*
5	*3rd Quarter PS FSMC Security Patch*	*High*	*15+*	*20*	*$1,800*
6	*3rd Quarter PS HCM Security Patch*	*High*	*15+*	*20*	*$1,800*
7	*4th Quarter PS FSMC Security Patch*	*High*	*15+*	*20*	*$1,800*
8	*4th Quarter PS HCM Security Patch*	*High*	*15+*	*20*	*$1,800*
2	**Required - PS HCM Tax Updates**				
1	*1st Quarter PS HCM Tax Update*	*High*	*15+*	*25*	*$2,250*
2	*2nd Quarter PS HCM Tax Update*	*High*	*15+*	*25*	*$2,250*
3	*3rd Quarter PS HCM Tax Update*	*High*	*15+*	*25*	*$2,250*
4	*4th Quarter PS HCM Tax Update*	*High*	*15+*	*25*	*$2,250*
3	**Optional - Other Products and Services**				**Cost Per Hour**
1	*Oracle PS HCM PT Upgrade*	*High*	*15+*	*200*	*$90*
2	*Oracle PS FSCM PT Upgrade*	*High*	*15+*	*200*	*$90*
3	*Oracle PS HCM Application (PUM) Upgrade*	*High*	*15+*	*80*	*$90*
4	*Oracle PS FSCM Application (PUM) Upgrade*	*High*	*15+*	*80*	*$90*
5	*Oracle PS HCM Service Enhancements-Productivity Improvements*	*High*	*15+*	NA	*$150*
6	*Oracle PS FSCM Service Enhancements-Productivity Improvements*	*High*	*14+*	NA	*$155*
7	*Oracle PS Test Framework Implementation*	*High*	*6+*	*600*	*$90*
8	*Out-of-band PS FSMC Security Patch*	*High*	*15+*	*10*	*$90*
9	*Out-of-band PS HCM Security Patch*	*High*	*15+*	*10*	*$90*
10	*Local or Out-of-Band Tax Updates*	*High*	*15+*	*10*	*$90*
4	**Service Categories**				**Cost Per Hour**
1	*Systems Migration*	*High*	*15+*	NA	*$125*
2	*Systems Integration*	*High*	*15+*	NA	*$125*
3	*Systems Development*	*High*	*15+*	NA	*$90*
4	*Systems Planning (e.g., systems security, business continuity and disaster*	*High*	*15+*	NA	*$125*
5	*Break-Fix*	*High*	*15+*	NA	*$90*
6	*Enhancements*	*High*	*15+*	NA	*$90*
7	*Systems Documentation*	*High*	*15+*	NA	*$90*
8	*Systems Testing (test and production servers)*	*High*	*15+*	NA	*$125*
5	**ERPA Added Rate Card**				**Cost Per Hour**
1	*Project Manager*	*High*	*15+*	NA	*$160*
2	*PeopleSoft Technical Consulting Services*	*High*	*10+*	NA	*$125*
3	*PeopleSoft Application Development Services*	*High*	*10+*	NA	*$125*
4	*PeopleSoft Database Consulting Services*	*High*	*15+*	NA	*$125*
5	*PeopleSoft Functional Consulting Services*	*High*	*15+*	NA	*$155*
6	*Cloud Infrastructure Consulting Services*	*High*	*15+*	NA	*$150*
7	*PeopleSoft Training Services*	*High*	*10+*	NA	*$150*
8	*PeopleSoft Technical Consulting Services - Offshore*	*High*	*8+*	NA	*$50*
9	*PeopleSoft Application Development Services - Offshore*	*High*	*8+*	NA	*$50*
10	*PeopleSoft Database Consulting Services - Offshore*	*High*	*8+*	NA	*$50*

Out of Pocket Expenses

Type	Description, Amounts and Etc. of Expense	Estimated Cost
Software	**N/A**	
Hardware	**N/A**	
Other (Please Specify)	Travel if required (not anticipated)	Billed as Incurred

Certification Information		
Certification #	**Description of Certification, name of Issuing Authority**	**Expiration Date**
Various	Oracle PeopleTools Advanced Developer Expert	NA
Various	Oracle PeopleTools Application Developer Expert	NA
Various	Oracle PeopleSoft Enterprise Human Resources Consultant	NA
Various	Microsoft Certified Expert	Various

Prior Experience				
Customer Name:	**Description and $ Value of Project**	**Ph. #**	**Email**	**Contact Name**
City of Boston	PeopleSoft Managed Services, Modernization, & AWS Cloud Hosting ($11.2M)	Provided upon request		Provided upon request
City of Raleigh	PeopleSoft Managed Services ($1.1M)	Provided upon request		Provided upon request
CorVel Corp	PeopleSoft Managed Services & AWS Cloud Hosting ($1.1M)	Provided upon request		Provided upon request
Lane County	PeopleSoft On-Call Support ($20K)	Provided upon request		Provided upon request
Clackamas County	Chart of Accounts Redesign, PUM Updates, & PeopleTools Upgrade ($1.6M)	Provided upon request		Provided upon request

Special Instructions:

Valid for 90 Days from date submitted below.

Signer acknowledges that they have the legal authority to bind entity.

Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.

Proposer must clearly identify all products quoted. Brand name and model or number must be shown.

CITY reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of CITY.

CITY may reject any Quote not in compliance with the RFP, attachments, and addenda, or if it is in the best interest of CITY.

Submitted this 8th **day of** September **2021**

Sabrina Stover

Signature of Proposer

Sabrina Stover

Print Proposer Name

CFO & COO

Title of Proposer

6. ADDITIONAL SERVICES (RFP SECTION III, SUBSECTION 7)

If it should become necessary for the City of Springfield to request the IT software Support Services Contractor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of Springfield and the firm. Any such additional work agreed to between the City of Springfield and the firm shall be performed at the same rates set forth in the Fee Proposal.

ERPA offers a variety of value-added services to its clients such as those outlined below.

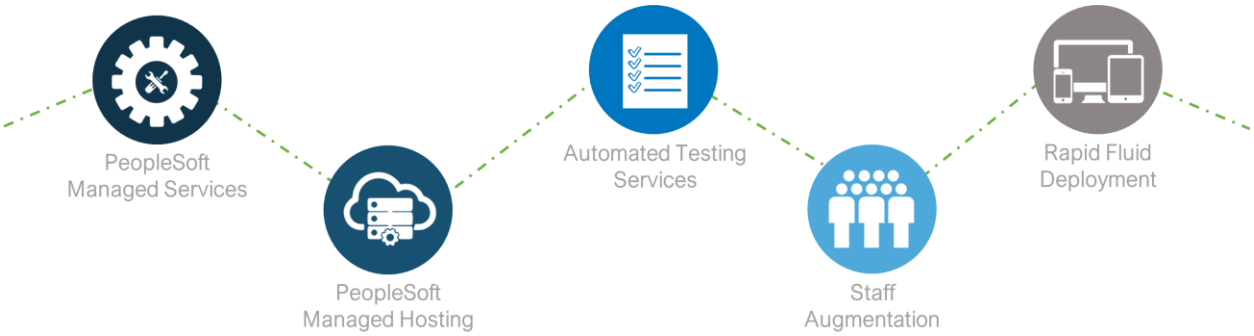

Figure 11 ERPA Value-Added Services

Managed Services: ERPA has a robust managed services capability that can provide support for all PeopleSoft systems. The model is flexible and allows for a wide range of configuration to ensure that the services provided map effectively to each organization's requirements. These services include application maintenance, database administration, technical support, functional support, development, and others.

Managed Hosting: ERPA provides Amazon Web Services (AWS) hosting services for the PeopleSoft platform. This allows clients to experience many of the benefits of a SaaS model without having to take on the expense of shifting away from the PeopleSoft solution. ERPA hosts the PeopleSoft environment and manages all technical aspects of the solution. This eliminates client concerns around hardware, platform maintenance, patching and other environment tasks and allows internal staff to be focused on ensuring that internal customer needs are met.

Automated Testing Services: ERPA provides testing services and support. This includes prebuilt test scripts for delivered PeopleSoft functionality that can be quickly deployed, script development for newly developed or customized pages, and an automation front-end that allows for monitoring, reporting, and execution of tests. This tool also allows for "string" testing (e.g., combining tests so that the output of one flows to the next in sequence). All test scripts are delivered using PeopleSoft Test Framework (PTF).

Staff Augmentation: ERPA has nearly 500 US based employees that are focused on PeopleSoft. This group is enhanced established relationships with a network of independent consultants. This combination makes ERPA

possibly the largest PeopleSoft consulting provider in the United States. It means that ERPA can easily meet any staffing needs of its clients.

Rapid Fluid Deployment: ERPA rapid Fluid deployment utilizes pre-built analytical dashboards and homepages for employees, managers, students and administrative staff for all PeopleSoft pillars (HCM, FSCM, and Campus Solutions). ERPA's Fluid team first performs an application and user assessment with the client, then configures dashboards and homepages, provides training material, and supports the rollout.

7. REFERENCES (RFP SECTION III, SUBSECTION 8)

Provide a minimum of five (5) references for PeopleSoft Services for organizations for whom you have provided similar services. The references should include, at a minimum, the name of the organization, the address, the contact person, title, email address and a telephone number. References cannot include current City Staff.

ERPA has provided references below. Out of respect for client privacy, ERPA requests that the City notify us when reference checks will be conducted so that we can provide accurate contact information, as some contacts have upcoming planned leave, and inform our clients.

Table 7 ERPA Client References

City of Boston
Address: Room 703, 1 City Hall Square, Boston, MA 02201 Contact: Provided upon request Project Overview. ERPA provides PeopleSoft HCM and FSCM application support services including system administration and maintenance, database administration and upgrade planning to improve the City's quality and timeliness of services. ERPA is in the process of modernizing the entire PeopleSoft stack which includes database conversion, application upgrade to version 9.2, business process optimization, and migrating to an AWS cloud infrastructure. ERPA will continue to provide PeopleSoft managed services as well as hosting and infrastructure support.
City of Raleigh
Address: One Exchange Plaza, Suite 900, Raleigh, NC, 27602 Contact: Provided upon request Project Overview. ERPA and the City of Raleigh originally entered into a multi-year PeopleSoft Administration and DBA support contract in July of 2015. We have since expanded our technical and functional services at City of Raleigh, while providing Managed Services support for the Finance and HCM 9.2 environments. ERPA provides remote functional, technical, and DBA support of the PeopleSoft applications to improve business request speed and service levels. We support all PeopleSoft environments for Portal Solutions, HCM, Finance and EPM PeopleSoft pillars which includes, but is not limited to: Tools and PUM Upgrades, Apply PUM updates, Database Administration (Upgraded database from 11g to 12c), PeopleSoft Administration, System Monitoring and Tuning, Scheduled and Ad Hoc Backups and Refreshes, Patch, Tax, and 1099 Update Scheduling and Application, Query Development, etc.

As part of the PeopleSoft Managed Services contract, ERPA updated the City's PeopleSoft Finance PUM image from 9 to 19 then again from PUM 19 to PUM 29. ERPA also updated the City's PeopleSoft HCM PUM image 9 to PUM 20 and is currently updating PUM 20 to PUM 36. In doing so, the City was able to gain new functionality that enabled a later Fluid implementation and remain up to date on PeopleSoft maintenance. ERPA also upgraded the City's PeopleTools from 8.56 to 8.58, a supported version of PeopleTools.

ERPA helped City of Raleigh implement Fluid as part its effort to retire its Portal application and modernize the user interface. HCM application was designated as the new application that will act as a substitute for Portal as every Finance user also exists in HCM. Fluid homepages were designed around different business functions in each application and classic navigation was disabled.

CorVel Corp

Address: 111 SW 5th Avenue, Suite 200, Portland OR 97204

Contact: Provided upon request

Project Overview. ERPA initiated the relationship with CorVel through Managed Services in December 2019. Organizationally, CorVel was looking for a vendor that could assist with both functional and technical aspects that are present with the use of PeopleSoft. As a primary contractor, ERPA provides Business Analyst and Functional support services to CorVel as well as PeopleSoft administration, development, and database administration services.

ERPA recently entered into a new agreement to migrate the PeopleSoft applications to an AWS infrastructure which ERPA will support the hosted environment and applications for an additional three (3) years.

Lane County

Address: 125 E. 8th Avenue, Eugene, OR 97401

Contact: Provided upon request

Project Overview. The recently released 1099 updates from Oracle negatively impacted the County's PeopleSoft HRMS and Finance environments. ERPA provided on call assistance with the following items:

- Successfully generated the two files necessary to fulfill Federal 1099 tax requirements
- Provided break-fix support
- Provided subject matter expertise on FSCM 1099 process
- Resolved data issues and applying data fixes
- Worked with Oracle Support to log and resolve software issues
- Worked on County's behalf with Oracle/PeopleSoft Support for software issues

Clackamas County

Address: 2051 Kaen Road, Oregon City, OR 97045

Contact: Provided upon request

Project Overview. ERPA was selected in a highly competitive bid to perform in phases a Chart of Account redesign and reimplementation, consolidate SETDS and BUs, convert history, implement Project Costing and A/R billing, implement PY/GI interface, review Benefits Administration, and TAM/CG. In reviewing organizational needs related to better financial control of labor costs and project/activity-specific labor costs, a decision was made to replace a third-party time capture system

and implement PeopleSoft Time & Labor during the initial project phase and plan for an Absence Management implementation in phase II. Collective Bargaining Agreements and the existing Workforce software were reversed engineered, fit-gap sessions conducted and design documents created for time capture, absence requests and approvals, setup of leave plans in PeopleSoft and migration of all leave balances to PeopleSoft. Additional work in Phase II includes implementing Contracts module, and PeopleSoft Testing Framework. Grants is another area of interest to implement during FY 2022.

In parallel, ERPA has developed a payroll to general ledger interface that addresses all payroll-related costs, detailed project costing information, resulting in the elimination of numerous hours spent creating journal entries that addressed the shortfalls of the previous configuration.
The County also needed upgrades to their PUM and PeopleTools environments for FSCM to bring the system current. The PUM update was applied to four (4) environments that comprise the production stack of the County's PeopleSoft environment. This update applied all available patches and fixes and installed all newly available functionality. Additionally, the FSCM system required an PeopleTools upgrade to the latest release.

8. ATTACHMENT #3 – SAMPLE CONTRACT (RFP SECTION III, SUBSECTION 9)

Attachment #3 – Sample Contract – in your cover letter acceptance of terms and conditions.

ERPA has addressed this requirement in its cover letter.

9. SIGNED ATTACHMENT #4 – AUTHORIZATION TO LEGALLY BIND BIDDER (RFP SECTION III, SUBSECTION 10)

ATTACHMENT 4

Authorization to Legally Bind Bidder

The person executing this Bid and the instruments referred to herein on behalf of the Bidder has the legal power, right, and actual authority to submit this Bid, and to bind the Bidder to the terms and conditions of this Bid.

Sabrina Stover — 9/8/2021

(Signature of person authorized to bind Bidder) **Dated**

Sabrina Stover

Print Name of Person signing as authorized to bind Bidder

CFO & COO

Title of Person signing as authorized to bind Bidder

ERP Analysts, Inc.	(614) 695-6182
Firm Name	**Phone**
425 Metro Place North, Suite 510	(888) 432-0204
Address	**Fax**
Dublin, OH 43017	sabrina.stover@ERPA.com
City, State, Zip	**email address**

10. SIGNED ATTACHMENT #5 – MINORITY WOMEN EMERGING SMALL BUSINESS FORM (MWESB) (RFP SECTION III, SUBSECTION 11)

ATTACHMENT 5

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

MWESB/DBE Voluntary Self-Declaration for City Procurement # S2866 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 Department. 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 Department 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 Department 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.

Prime Bidder/Proposer: **ERP Analysts, Inc.**

Business Name: **ERP Analysts, Inc.**

Contact Person: **Eric Novak**

CCB#/PE#/Other Registration: **694541-98**

Business Address: **425 Metro Place North, Suite 510, Dublin, OH 43017**

Business Phone: **(614) 932-2093**

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 **N/A**
- ☐ Oregon Emerging Small Business
- ☐ Federal Disadvantaged Business Enterprise (DBE)

First Tier Sub-contractors:
For each First Tier Subcontractor, provide the same information, using additional sheets as necessary:

11. ADDENDA ACKNOWLEDGMENT

ERPA acknowledges receipt of the following addenda, which are included in their entirety on the subsequent pages:

- Addendum 1 – 8/19/2021
- Addendum 2 – 8/19/2021
- Addendum 3 – 8/24/2021
- Addendum 4 – 8/30/2021
- Addendum 5 – 9/3/2021

8/19/2021

REQUEST FOR PROPOSALS

Information Technology Dept
RFP # S2866 Peoplesoft Managed Services

ADDENDUM #1

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# will be linked to the RFP/ITB page).

1. **Question:** *Where can I attend the Pre-Proposal Conference?*
   City's Response: *Meeting has been scheduled for 20th August, 2021 (Friday) from 1:30 PM to 2:30 PM and here is the link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzVlNGFjZGMtMmJhYi00NWJjLWI1YWMtMGNjYWFhODM1OGU4%40thread.v2/0?context=%7b%22Tid%22%3a%227014a0bb-7532-4f1b-9cda-396263970a2a%22%2c%22Oid%22%3a%226747e82c-e442-42fa-8a11-867e399bd970%22%7d*

2. **Question:** *There is mention of attachments in the RFP document but I could not find them, where are they located?*
   City's Response: *All attachments, (Attachment #3 – Contract Template, Attachment #4 – Authorization to Legally Bind, Attachment #5 – MWESB Form) have been added to the city website at the following link https://springfield-or.gov/city/finance/itbrfp/.*

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City's website at http://www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# 2866 Peoplesoft Managed Services). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers who asked to be on the Interested Parties List. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL PROPOSERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #1 AS PART OF THEIR SUBMITTAL PACKAGE.

8/19/2021

REQUEST FOR PROPOSALS

Information Technology Dept
RFP # S2866 Peoplesoft Managed Services

ADDENDUM #2

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# will be linked to the RFP/ITB page).

> **Question:** *In regards to this statement: "The combined total value of work under the initial On Call Contracts should be within $125,000 per year". Is the PeopleSoft Managed Services Budget $125k per year? In other words, is the City looking for a firm to accomplish all items within the RFP Scope of Work for under $125k per year?*
>
> **City's Response:** *The dollar amount referenced here was an error in the document. We are looking for the costs of each core and optional items to inform the overall budget for this activity.*

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City's website at http://www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# 2866 Peoplesoft Managed Services). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers who asked to be on the Interested Parties List. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL PROPOSERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #2 AS PART OF THEIR SUBMITTAL PACKAGE.

8/24/2021

REQUEST FOR PROPOSALS

Information Technology Dept
RFP # S2866 Peoplesoft Managed Services

ADDENDUM #3

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# will be linked to the RFP/ITB page).

1. **Question:** *Will the City allow for offshore resources?*
   City's Response: *Yes, but it should meet the need of prompt response and off business hours support.*

2. **Question:** *Does the City currently have, and plan to continue to have Oracle Support?*
   City's Response: *Yes*

3. **Question:** *Will the City confirm that infrastructure maintenance is the responsibility of the City, and the vendor is responsible for PeopleSoft application changes due to infrastructure changes?*
   City's Response: *Yes*

4. **Question:** *Will the City clarify the mandatory scope items as listed in Attachment 1 versus the pricing sheet? For example, training is listed in Attachment 1, but not on the pricing sheet as required or optional?*
   City's Response: *Training will be required.*

5. **Question:** *Will the City provide an overview of the PeopleSoft environment including application, PeopleTools and database versions, and modules?*
   City's Response: *Please reference the City's response to question #13 below.*

6. **Question:** *Will the City provide Attachments 3-5 for vendor review and response?*
   City's Response: *All attachments, (Attachment #3, Signed Attachment #4, Signed Attachment #5) have been added to the city website, directions can be found in the first paragraph of this document.*

7. **Question:** *What is the current size of your HCM and Financials Production database?*
   City's Response: *HCM Prod DB: 52 GB FSCM Prod DB: 40 GB*

8. **Question:** *Timings to perform back, restore, clone, etc?*
   City's Response: *Prod DBs are backed up every hour, every day between 8AM-6PM which is a total of 77 backups per week for each server. Each day after 6PM, each server's snapshot is uploaded to hosted storage and held indefinitely. Local backups are retained for one month for each server.*

   If the restores are within one month, they're pulled from the local solid state storage on the appliance and running at line speed to the hypervisor it would be restored to. A 40GB restore at line speed over 1Gb/s should be very fast; probably a matter of a few minutes.

9. **Question:** *Will the City be responsible for Project Management for given tasks in the RFP?*
City's Response: *Yes*

10. **Question:** *What is your current PUM image for HCM?*
City's Response: *22*

11. **Question:** *How many online users do you have for each pillar?*
City's Response: *HCM – 450, FSCM – 150.*

12. **Question:** *Will the City provide Attachments 3-5 for vendor review and response?*
City's Response: *All attachments, (Attachment #3, Signed Attachment #4, Signed Attachment #5) have been added to the city website, directions can be found in the first paragraph of this document.*

13. **Question:** *Can the City provide more information on an architecture on an architecture discovery?*
    a. *What is the PIA configuration (Web, App, Batch, Search and File Server) for each environment (PROD, TEST, DEV, DEMO, etc.) within each PeopleSoft pillar (FSCM and HCM)?* ***Please see table below***
        i. *For each distinct server provide Operating System (OS), OS Version and environments each supports*

    b. *Please provide the appropriate database information for each PeopleSoft pillar:* ***Please see table below***
        i. *Hardware (i.e. virtualized)*
        ii. *Operating System (i.e. Windows)*
        iii. *Database Engine (i.e. Oracle, SQL Server, DB2)*
        iv. *Version (i.e. Oracle 19c, MSSQL 2019)*

City's Response: *Please see the table below;*

Server	DB Engine	Windows OS	Function	Databases/Domains	Hardware
HCM Prod - DB	MSSQL 2016	2012 SP2	DB Server	PROD	Virtualized
HCM Dev - DB	MSSQL 2016	2012 SP2	DB Server	DEV, TEST, DEMO	Virtualized
HCM Prod – App Server	MSSQL 2016	2012 SP2	App/Web/Proc Server	PROD	Virtualized
HCM Dev – App Server	MSSQL 2016	2012 SP2	App/Web/Proc Server	DEV, TEST, DEMO	Virtualized
FSCM Prod - DB	MSSQL 2016	2012 SP2	DB Server	PROD	Virtualized
FSCM Dev - DB	MSSQL 2016	2012 SP2	DB Server	DEV, TEST, DEMO	Virtualized
FSCM Prod – App Server	MSSQL 2016	2012 SP2	App/Web/Proc Server	PROD	Virtualized
FSCM Dev – App Server	MSSQL 2016	2012 SP2	App/Web/Proc Server	DEV, TEST, DEMO	Virtualized

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City's website at http://www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# 2866 Peoplesoft Managed Services). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers who asked to be on the Interested Parties List. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL PROPOSERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #3 AS PART OF THEIR SUBMITTAL PACKAGE.

8/30/2021

REQUEST FOR PROPOSALS

Information Technology Dept
RFP # S2866 Peoplesoft Managed Services

ADDENDUM #4

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# will be linked to the RFP/ITB page).

The time frame for questions to be submitted has been extended. The new deadline for questions to be submitted is now September 1st. After the new deadline of September 1st no answers will be provided to submitted questions.

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City's website at http://www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# 2866 Peoplesoft Managed Services). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers who asked to be on the Interested Parties List. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL PROPOSERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #4 AS PART OF THEIR SUBMITTAL PACKAGE.

9/3/2021

REQUEST FOR PROPOSALS

Information Technology Dept
RFP # S2866 Peoplesoft Managed Services

ADDENDUM #5

The City of Springfield is hereby amending the above mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# will be linked to the RFP/ITB page).

1. **Question:** *In RFP #S2866 Part 3: Proposal Submission Requirements, the city is requesting that the cover letter include "a statement of the firm's ability to begin work October 1, 2021". We generally request four weeks after the notice of award to get the necessary resources in place. Can you please confirm if an October 1st start date is a mandatory requirement to be considered for award of this contract?*
   City's Response: *The city needs work to begin on October 1st, 2021.*

2. **Question:** *Will the City provide a list of modules per pillar?*
   City's Response: *Yes, this was provided in the addendum*

3. **Question:** *How does the City want any exceptions to the sample contract to be outlined in the cover letter?*
   City's Response: *Contract will be negotiated, and exceptions considered, after vendor has been selected.*

4. **Question:** *Is the City planning to revise the pricing sheet to include required activities like training? Can vendors make changes to the pricing sheet?*
   City's Response: *Yes, we will provide an updated pricing sheet. If the proposer wants to submit additional information, we will consider reviewing it. However, all proposed costs must be included in the City provided pricing sheet.*

5. **Question:** *Will the City clarify the certifications section of the pricing sheet?*
   City's Response: *Yes, please see revised pricing sheet.*

6. **Question:** *Would the City please provide a listing of the current PeopleSoft applications that are in production?*
   City's Response: *Yes, this was provided in the addendum*

7. **Question:** *Would the City please provide the current PeopleSoft Application Versions, PeopleTools Versions, and PUM Versions?*
   City's Response: *Yes, this was provided in the addendum*

8. **Question:** *How is the City's current PeopleSoft system currently being supported?*
   City's Response: *1.5 FTE internally and business partners contract for security patches, regulatory compliance (tax updates), and PeopleTools upgrades.*

9. **Question:** *Does the City have any internal resources who currently complete these tasks? Are they available for knowledge transfer as needed?*
City's Response: *Yes, once a vendor is selected.*

10. **Question:** *Will the current City PeopleSoft support resources participate in the execution of any of these future updates/applications of patches?*
City's Response: *Yes*

11. **Question:** *Does the City currently have a PeopleSoft Managed Services contract in place with a consulting services provider? If it does, how long has that contract been in place?*
City's Response: *Yes, for the last few years.*

12. **Question:** *The RFP states – "Identify whether you qualify as a resident bidder as described in ORS279A.120 (1) (b) and if you are licensed to do business in the State of Oregon. Is it a requirement for an entity to be a resident bidder in order to submit an RFP response?*
City's Response: *It is not a requirement to be a resident bidder but all vendors will need to identify if they have resident bidder status or not. The city will comply with the resident bidder status requirements as listed in the ORS guidelines listed below;*

> *(2)For the purposes of awarding a public contract, a contracting agency shall:*
> *(a)Give preference to goods or services that have been manufactured or produced in this state if price, fitness, availability and quality are otherwise equal; and*
> *(b)Add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides.*

13. **Question:** *Will the City consider extending the due date of the RFP response submittal?*
City's Response: *No, unfortunately we cannot.*

14. **Question:** *Please describe any current issues in managing and supporting your application environments?*
City's Response: *This will be addressed with the selected vendor.*
    - *Time zones and communication*
    - *Response time*
    - *Availability of continuous support*

15. **Question:** *What PeopleSoft Modules are you utilizing in HCM and FSCM??*
City's Response: *HCM*
    - *Human Resources, Benefits, Payroll, EBenefits, EProfile, EPay*

    FSCM
    - *Enterprise Financials, Project Costing, Purchasing*

16. **Question:** *Is your maintenance current with Oracle?*
City's Response: *Yes*

17. **Question:** *Is database only MS SQL or do you also have Oracle DB? If so, where is it used?*
City's Response: *Only MS SQL*

18. **Question:** *Describe your application, middleware, and database licensing entitlements?*
City's Response: *We will provide this detailed information we have selected and vetted a vendor.*

19. **Question:** *What type is your application service our of the following – Oracle Application Server or Oracle WebLogic or IBM WebSphere?*
City's Response: *We will provide this detailed information we have selected and vetted a vendor.*

20. **Question:** *What language(s) is the system required to support?*
City's Response: *English*

21. **Question:** *How many production migrations do you perform monthly?*
City's Response: *Depends on multiple factors such as security patching and regulatory compliance.*

22. **Question:** *What are your current Batch Workloads?*
City's Response: *We will provide this detailed information we have selected and vetted a vendor.*

23. **Question:** *Please describe any near-term PeopleSoft-Specific Projects?*
City's Response: *We will provide this detailed information we have selected and vetted a vendor.*

24. **Question:** *How many custom programs do you have?*
City's Response: *Only one, Timecard*

25. **Question:** *How many interfaces do you have?*
City's Response: *We will provide this information to the selected and vetted vendor..*

26. **Question:** *Are you using any third-party enterprise applications like Kronos, Hyperion, etc.?*
City's Response: *No.*

27. **Question:** *For Section III – Proposal Requirements Section, is the City expecting a statement for 7. Additional services? It seems as though it is a statement instead of requesting a response.*
City's Response: *Yes, these can be added to the pricing sheet and additional information can be provided for consideration. Please note that Additional Services must be listed in the price sheet to be considered.*

28. **Question:** *For the PS Test Framework Implementation, can the city describe what the scope of this would involve? (i.e. both pillars, do you have the test scripts but would you want test cases created in PDFs, etc.)*
City's Response: *Both pillars and no implementation has occurred to date. The City does not currently have test scripts.*

29. **Question:** *After reviewing documentation, we just want to point out that the city for future reference that there might not be a certified upgrade path from 9.1 to 9.2 using tools 8.58.06.*
City's Response: *OK, thank you for the information.*

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City's website at http://www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# 2866 Peoplesoft Managed Services). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers who asked to be on the Interested Parties List. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL PROPOSERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #1 AS PART OF THEIR SUBMITTAL PACKAGE.

12. APPENDIX A: RESUMES

12.1 ACCOUNT MANAGEMENT

12.1.1 RANDY PARTAIN – CUSTOMER SUCCESSS DIRECTOR

Randy has over 20 years of consulting, project management, systems analysis, systems integration, training, testing, and account management experience. He has held both functional and technical roles, including service delivery manager, project manager, program manager, team lead, and systems integration lead. Technical experience includes:

- Previous experience with server administration (Unix and NT Application, Web, and Process Scheduler Servers for PeopleSoft ERP applications)
- Previous exposure to Visual Basic 6.0, Java 2, XML, HTML, C and C++
- Previous experience programing in SQR, SQL and Crystal Reports
- Extremely quick to learn new software products
- Adept at explaining difficult technical concepts to non-technical audiences

Professional Experience

ERPA, Director of Customer Success — **Jan 2018 – Present**

- Primary point of contact for clients, managing the customer relationship and success with Managed Services and Managed Hosting
- Prioritizing and communicating status on items tracked within the ticketing system
- Proactively scheduling maintenance and other regular tasks by coordinating customer and managed services work queues
- Conduct periodic customer visits to understand their environment, business needs, and culture
- Establish and participate in customer project steering committee meetings
- Share customer success reports with executive sponsors and technical team members at customer
- Develop customer engagement and customer outreach strategies
- Streamline operations, measurement of operational efficiencies, enhance service desk operations
- Develop quality metrics measurement, create standard operating procedures, develop customer dashboard reporting

IBM, Service Delivery Manager — **Aug 2004 – Jan 2018**

- Program manager for cms4Oracle internal projects, responsible for eight (8) project managers who are working on dozens of projects and internal initiatives
- Managing customer satisfaction and main point of escalation for cloud delivery issues
- Entrusted with managing high profile accounts such as United States Coast Guard, United Nations Development Programme, Children's Hospital of Los Angeles, Merrill Lynch, Pew Charitable Trusts, Universal Orlando, and Caribbean Financial Group
- Project manager for upgrades, patching, tax updates, and customer maintenance activities
- Proactively monitoring and tracking critical issues while analyzing issue trends over time
- Training customer SMEs on the use of IBM issue tracking tools, processes, and procedures
- Providing detailed root cause analysis for chronic issues and mission critical incidents
- Managing improvement plans and updating customers via status calls and presentations

Applications on Demand Business Process Lead — **Aug 2004 – Jul 2008**

- Business Process Lead for major IBM accounts
- Project manager for customer facing and internal technology projects
- Analyzing and troubleshooting technical and functional issues and developing solutions
- Planning and coordinating software upgrades for customers

- Performing analysis and then developing software customizations to meet customer needs

Robert Half International, Systems Analyst Team Lead May 2001 – Aug 2004
Financials Production Support Team Technical Lead Nov 2002 – May 2004

- Managing a production support team of five (5) developers and six (6) business analysts
- Providing detailed analysis for production support issues and custom financial reporting
- Working with end users to prioritize system change requests and critical production issues
- Project manager for PeopleTools 8.4.0 to 8.4.3 upgrade

Technical Lead, PeopleSoft Financials 8.4 Upgrade Jun 2002 – Oct 2002

- Creating and managing technical work plan for PeopleSoft 8.01 to 8.4 Upgrade
- Managing a team of three developers during upgrade and testing
- Configuring NT process scheduler servers, Unix application servers, and WebLogic 6.1

Senior Software Developer May 2001 – Jun 2002

- Creating complex Asset Management reports using SQR, SQL, and Crystal
- Automating report distribution and printing using Visual Basic and AutoSys
- Requirements analysis and development using PeopleCode, PeopleTools, SQR and Crystal
- Analysis and troubleshooting for critical issues and developing timely solutions

12.1.2 ERIC NOVAK – ACCOUNT DIRECTOR

Customer first focused Account Executive with 20+ years of proven success in solution selling techniques and strategies for building a strong client base. Enterprise sales conducted to C-Level suite to enhance their technology investment leveraging Channel Partnerships, Subject Matter Experts, and past customers to attest to the level of service received. Manage all interactions externally and internally to ensure communication transparency, and expectations are met.

Skills

Strategic Planning | Account Management | Management Consulting Services | Training & Employee Development | Consultative & Solutions Selling | Needs Analysis | Cross-Functional Team Leadership | Change Management | ERP Implementation & Upgrades | Application Support | Hosting | Cloud Business Intelligence | Big Data | Business Transformation | Oracle PeopleSoft | AWS | Cloud Migration | Microsoft Azure | Negotiating & Conflict Resolution | Relationship Building | Client Success Management

ERPA Group, Inc. – Denver, CO **Aug 2013 – Feb 2017; Jan 2019 - Present**
Vice President of Sales, Mountain West Territory
Sold to enterprise organizations of 1,000+ employees calling on all layers of management, including the C-suite. Lead complex sales cycles while managing prospects and internal staff. Provide support for Trade Show and perform public speaking for regional user group conferences.

Collaborative Solutions, Inc. – Tampa, FL **Feb 2017 – Sep 2018**
Regional Sales Manager – Higher Education, Public Sector & Nonprofit, South
Responsible for 11 states in the southern territory. Sold all Enterprise organizations (1,000 to 2,500+ employees) calling on C-Level Executives. Led complex sales cycles and managed multiple, concurrent deals maintaining accurate and timely customer, pipeline and forecast data.

Robert Half Technology – Tampa, FL **Jul 2012 – May 2013**
Account Executive
Full-Desk recruiting services including marketing for new clients with call points to Hiring Managers and Senior Level Executives; working with Candidates to administer and arrange introductions and training for job qualifications and interviewing skills. Responsible for all activities for entire Tampa IT Division (Sales, Recruiting, Management). Provided essential market knowledge to clients on a weekly basis.

Kforce, Inc. – Tampa, FL **Jul 2011 – Feb 2012**
Business Development Associate
Identified potential client business and cold-called for new business development for recruiting services. Trained and developed new team members.

- Ranked #1 and received several Top Producer Awards: Hit quota first month on the floor.
- Supported 13 Account Managers simultaneously
- Responsible for setting meetings that translated into 7 approved contracts and assisted in the growth of an AE who achieved #2 ranking in all sales nationwide.

Other Related Experience

Tampa Wire & Insulation – Tampa, FL **9 years**
Managing Partner
Sold all Essex products specializing in Magnet Wire and Brownell provided insulation products. Managed all daily sales activity, purchasing and accounting activities. Managed OEM accounts (General Electric, etc.) and motor repair shops.

Education

- **Executive Masters in Business Administration** – 3.8 GPA – University of South Florida, Tampa
- **Bachelor of Arts** in Marketing – University of South Florida, Tampa (2005)

- **Studied Abroad** – China (Summer 2010)

Certifications

- Oracle Cloud Infrastructure 2021 Sales Specialist
- Oracle PeopleSoft Campus Solutions 9 Student enrollment Certified Implementation Partner
- Oracle PeopleSoft Financials 9.2 Sales Specialist
- Oracle PeopleSoft Human Resources Certified Implementation Specialist
- Oracle PeopleTools Sales Specialist
- Oracle Business Intelligence Enterprise Edition Specialist
- Oracle BI Applications Specialist
- Oracle Database 12c Specialist
- Oracle Cloud Specialist
- Google adwords

12.2 CENTER OF EXCELLENCE

12.2.1 AL HOWARD – PEOPLESOFT ADMINISTRATOR

Albert is an experienced PeopleSoft System Administrator and team leader with strong and solid implementation and troubleshooting skills. Strong with virtual infrastructure provisioning in both cloud and dedicated hardware environments. Frequently approached by peers and team members to assist with problem solving in a wide spread of areas within the PeopleSoft and supporting infrastructure systems.

He is currently working on infrastructure design and rollout for new PeopleSoft Campus implementation running on AWS. Have completed non-production and preproduction rollouts and working on high availability production rollout leveraging AWS multiple availability zones, S3 and other available AWS specific and generally available processes. He is pursuing AWS Solutions Architect certification. He also has extensive experience in PeopleSoft technical development.

Skills

- PeopleSoft Internet Architecture
- Virtual Infrastructure Provisioning
- Cloud Solutions
- Change Assistant including PUM.
- PeopleTools
- PeopleCode
- Application Engine
- BI Publisher
- SQR
- COBOL

Professional Experience

ERP Analysts, Inc. Aug 2019 - Current
Lead PeopleSoft System Administrator

- Supported successful migration of hosted PeopleSoft Campus and HCM systems to Amazon Web Services. Migration was completed in four months.
    - Worked with teams to design new architecture, deployment of new web, application and process scheduler domains.
    - Recommended server provisioning updates and environment designs.
    - Load balancer configurations.
    - Specialized configuration of Jolt Relay to support Touchnet connection with PSConnect.
    - Planning out and provisioning new domains through review of legacy configurations and redesign of infrastructure to leverage AWS methodologies.
    - Configuring Weblogic for SAML single signon.
- Providing ongoing support of hosted PeopleSoft systems.
    - Incident response
    - PeopleSoft instance refreshes.
    - Troubleshooting system issues.
    - Coordination of service requests and resource assignments.
    - Application of patches and updates (PUM).
    - Monitoring and performance improvement.

Ciber Global, LLC (Troy, MI) Jun 2017- Aug 2019
Delivery Manager – PeopleSoft System Administration (Managed Services)

- Managing four US Based remote system administrators and co-manage the overall Ciber Oracle Managed Services Operations group.
- Provide direction to offshore based PeopleSoft system and network administration team.
- Responsible for provisioning of virtual servers for dedicated and cloud-based infrastructure for multiple clients.
- Provide direction to network teams for load balancing and firewall management.
- Guidance to team members on standard documentation requirements for operating procedures and quality assurance.
- Assisting with complex troubleshooting of incidents and service requests.

Ciber Inc. – Denver, CO (multiple positions) Jul 1999 - Jun 2017
Delivery Manager – PeopleSoft System Administration (Managed Services) Dec 2016 – Jun 2017

- Managing four US Based remote system administrators and co-manage the overall Ciber Oracle Managed Services Operations group.
- Provide direction to offshore based PeopleSoft system and network administration team.
- Responsible for provisioning of virtual servers for dedicated and cloud-based infrastructure for multiple clients.
- Provide direction to network teams for load balancing and firewall management.
- Guidance to team members on standard documentation requirements for operating procedures and quality assurance.
- Assisting with complex troubleshooting of incidents and service requests.

PeopleSoft System Administrator (Managed Services) Nov 2013 - Dec 2016

- Lead PeopleSoft system administrator. Had some management level responsibilities.
- Incident and Service request response for multiple hosted PeopleSoft clients. Resolving issues such as services down or not responding as expected, performing migrations and updates, cache clears, performance monitoring and tuning.
- Responsible for provisioning of virtual servers for dedicated and cloud-based infrastructure for multiple clients.
- Maintenance of load balancers for high availability and security.

PeopleSoft Technical Consultant - Technical Lead Sep 2011- Nov 2013

- Lead developer for implementations of PeopleSoft HCM and Financials systems for two public sector clients. Leading a team composed of onsite/offsite US/offshore resources.
- Solutions architecting for client custom requirements including identifying alternatives to customization, recommending minimum impact customization where needed, developing technical design documents and assigning work, along with performing customizations.
- System installation and administration/guidance for HCM and Finance.
- Assisting with data conversion efforts using tools such as SQR and Excel to CI.
- Conducted training classes on development, installation and system maintenance.

PeopleSoft Technical Consultant Jul 1999 - Sep 2011

- Identification and architecting of custom or non-custom alternative solutions to client unique business requirements for implementation of PeopleSoft HCM and Finance.
- Custom development of solutions using PeopleTools, PeopleCode, SQR, Application Engine, COBOL.
- System installation and maintenance on local hardware.
- Performing upgrades and patch maintenance using Change Assistant.
- Project migrations.
- System performance tuning.

Business Information Technology, Inc. – Concord, CA **Jul 1992 - Jul 1999**
PeopleSoft Technical Consultant

- Identification and architecting of custom or non-custom alternative solutions to client unique business requirements for implementation of PeopleSoft HCM and Finance.
- Custom development of solutions using PeopleTools, PeopleCode, SQR, Application Engine, COBOL.
- System installation and maintenance on local hardware.
- Performing upgrades and patch maintenance using Change Assistant.
- Project migrations.
- System performance tuning.

County of Kings – Hanford, CA **Mar 1985 - Jul 1992**
Programmer Analyst

- Technical project management for implementation of PeopleSoft HCM system with Payroll.
- Worked directly with PeopleSoft on several system customizations needed to accommodate public sector specific requirements.
- Learned to work with one of the earliest implementations of PeopleSoft with minimal training and heavy custom requirements.
- COBOL/CICS programming for several county in house developed systems.

US Department of Air Force – McClellan AFB, CA **Jan 1982 - Feb 1985**
Computer Programmer

- Maintenance of in house developed COBOL based systems used by DOD logistics systems for the Air Force.

Education & Certifications

- Bachelor of Science: Business – Management Information Systems. 1984
- Amazon Web Services Technical Professional Accreditation
- Pursuing AWS Solutions Architect Associate Certification
- PeopleSoft Technical Developer (legacy)

12.2.2 WING WONG – PEOPLESOFT ADMINISTRATOR

Mr. Wong has over 20 years of PeopleSoft experience with more than 10 full life cycle or partial implementation/upgrade experience from PeopleSoft Applications v5.x, v6.x, v7.x, v8.x, and v9 for HR, FSCM, PA and CS including technical infrastructure design, Legacy Systems conversion, PS Applications re-design, modifications, development, upgrade and production support on Oracle 9i, 10g, and 11g/UNIX, DB2/zOS, and MS SQL Server database platforms. Able to perform the following roles on the project: PeopleSoft HR and FIN/SCM Technical Infrastructure Architect; PeopleSoft FSCM, HCM, ELM Systems Administrator/SQL Server DBA; PeopleSoft Applications AP, GL, AR, PC, BI, PO, INV and EX Technical Specialist; PeopleSoft FSCM Applications Developer.

- Excellent technical knowledge and skills with PeopleSoft PeopleTools, PeopleCode, Application Engine, COBOL, SQR, Crystal Report, nVision, SQL, Tuxedo, WebSphere, and WebLogic.
- Excellent knowledge and skills with Cybermation ESP Batch Scheduling application.
- Excellent knowledge of DATACOM/MVS, ORACLE/UNIX, SQL Server/Win2000, and DB2/zOS Databases.
- Excellent analytical and problem-solving skills.
- Excellent PeopleSoft applications troubleshooting and debugging technique.
- Functional knowledge of PeopleSoft AP, AR, GL, BI, PC, AM, EX, PO, IN modules.
- Experienced using HP Quality Center and Mercury LoadRunner to perform PeopleSoft online testing and online performance tuning.
- Knowledgeable and experienced with CICS, DBCICS, ROSCOE, TSO, IBM MVS Mainframe, UNIX, Linux, USS/zOS, Windows 2003 and Citrix environments.
- Proven success in delivering large projects
- Languages: COBOL, SQR, PeopleCode, Application Engine, PL/SQL, SQL, JCL, JavaScript, HTML
- Platforms: Windows 2012/2008/2003/2000, UNIX, LINUX, MVS, z/OS, z/OS USS, MS DOS
- Databases: SQL Server 2016/2014/2012/2008/2005/2000, Oracle, DB2, MS Access
- Tools: PeopleTools, CICS, DBCICS, ROSCOE, TSO

ERP Analysts, Inc. Dec 2017 – Present
PeopleSoft Technical Consultant
Working on ERPA managed services projects.

Ciber Global LLC, an HTC Global Company Dec 2014 – Oct 2017
PS Admin/SQL Server DBA

- COMS – Ciber Oracle Managed Services, cloud-based Infrastructure and applications hosting and management provider, with 24X7 services, that support Oracle ERP solutions such as PeopleSoft and Oracle EBS

Daytona State College Dec 2014 – Jun 2017
PeopleSoft System Administration/SQL Server DBA and Infrastructure support

- Managed cloud base infrastructure including server provision and sizing.
- Installed PeopleTools 8.54.x and PeopleSoft Applications PA, HR, FSCM, CS on cloud servers.
- Installed MS SQL Server software on cloud servers.
- Created/cloned/restored PeopleSoft database instances as per client or project team requests.
- Created/set up PeopleSoft DR environments on different cloud base datacenter and made sure all DR environments functioning as required.
- Designed/Coded SQL Server database refresh automation scripts for nightly auto refresh.
- Technical lead for Daytona State College cloud base server Windows 2008 to Windows 2012 upgrade
- Configured Student Cleaning house on Integration Broker for Daytona State College

- Set up/configured Student Administration Integration Pack (SAIP) for Daytona State College
- Set up/configured ADFS for Daytona State College
- Set up XMLLINK GL Journals upload for Daytona State College
- Conducted Performance tuning on Daytona State College PeopleSoft SQL Server production databases.
- Performed rapid response and evaluation of system operational issues.
- Resolved technical issues reported by clients, also resolved some functional issues in the first 6 months after the system went live.

City of Tallahassee Jan 2016 – Oct 2017
PeopleSoft Systems Administration and SQL Server DBA

- Supported implementation project team database activities requests during normal business hours as SQL Server DBA
- Reviewed and tuned custom SQLs in custom AE code during development and system test stage of implementation.
- Performed rapid response and evaluation of system operational issues.
- Monitored production databases performance and conducted production databases performance tuning after HCM & FSCM systems went live at City of Tallahassee.

Florida State College at Jacksonville Jan 2016 – Jun 2017
PeopleSoft Systems Administration and Infrastructure support

- Setup XMLLINK GL Journals upload
- Performed PeopleSoft project migration as requested.
- Performed rapid response and evaluation of system operational issues.

Manatee County School District Apr 2016 – May 2017
PeopleSoft System Administration and SQL Server DBA

- Installed PeopleTools 8.55.x and HCM 9.2 & FSCM 9.2 on Manatee school servers.
- Created HCDMO92 & FSDMO92 databases
- Setup Application server, Webserver, and Process Scheduler server for HCMDMO92 & FSDMO92 environments

Highmark, Blue Cross Blue Shield of Pennsylvania, Pittsburgh, PA Jan 2013 – Nov 2014
IT Systems Analytic Consultant

- Worked closely with Business analysts to analyze Health care requirements and regulations to develop functional and technical specifications for billing and account receivables applications.
- Designed technical specifications, coded, and tested interface programs for Highmark Individual Billing, Medicare conversion and Health Care Subsidy requirements in PS AR using PeopleSoft Application Engine, PeopleCode, SQR and PL/SQL
- Technical lead for PeopleTools 8.53/AR 9.2 upgrade project, responsible for reviewing compare reports, weaving custom objects with PeopleSoft delivered objects after the migration of upgrade project.
- Responsible to handle/fix all upgrade technical issues related to PS Accounts receivables

Advent International, Boston, MA Nov 2012 – Dec 2012
PeopleSoft Systems & Investran System Administrator/SQL Server DBA

- Supported daily PeopleSoft systems and Investran systems daily operational activities.

Abercrombie & Fitch, New Albany, OH Jul 2012 – Sep 2012
PeopleSoft Administrator

- Served as part of the A&F PeopleSoft HCM 9.1 Upgrade team to perform upgrade tasks such as applying Maintenance packs, Move-to-Production activities, etc.

- Provided support for A&F PS HCM 9.1 upgrade project team's development and testing activities as directed and needed.
- Responsible for documentation for deliverables and knowledge transfer as appropriate and directed.
- Analyzed long running SQLs and conducting performance tuning for online and batch processes.

Advent International, Boston, MA Oct 2011 – Jul 2012
PeopleSoft Systems & Investran System Administrator/SQL Server DBA

- Served as part of the Advent International PeopleSoft Financials 9.1 Global Rollout Project Team.
- Maintained Advent International PeopleSoft Financials 9.1 Test and Production systems/databases integrity and availability.
- Implemented HTTPS secure sign on for all Advent's PeopleSoft environments
- Performed PeopleSoft TEST databases refresh from production as needed.
- Performed PeopleSoft project migrations from DEV > TEST > UAT > PROD on weekly basis.
- Supported Investran implementation project and performing Investran databases refresh as needed.
- Applied Hot fixes to Investran databases.
- Responsible for enforcing/executing Advent International PeopleSoft Production Change Control methodology and procedure.
- Performed PeopleSoft Non-Unicode to Unicode database conversion.
- Set-up Integration Broker for Voucher XML upload and WSDL service for ImageNow interface
- Monitored UC4 scheduling tool batch processes.

Education, Certifications & Training

- Associates Degree, Certificate in Computer Science, University of Regina, SK, Canada, 1992
- PeopleSoft Training, Data Management, PeopleTools upgrade
- PeopleSoft Training, PeopleTools II, PeopleSoft Configuration and Administration, and PeopleSoft Web Client
- PeopleSoft Training, PeopleTools I, PeopleSoft Query and Crystal
- GUI/Client Server
- Systems Testing and Quality Assurance Techniques
- Data Processing
- Certificate in Continuing Education – Administrative Development

12.2.3 MILIND ENGEDY – PEOPLESOFT ADMINISTRATOR

- 15+ years of successful IT Career in various roles like Technical Support Manager, Technology Architect, Team Lead, ERP administrator
- Currently working as PSAdmin Support Manager.
- Responsible for driving the Customer Support from offshore within the organization.
- Engaging with stakeholders and supervising internal, external and third party relationships
- Conducting status / progress meetings with team members and the business, provide status updates on project(s) / deliveries stakeholders
- Ensuring all tickets are resolved in a timely manner and contribute to customer service excellence by adhering to SLA norms.
- Amazon AWS Certified Solutions Architect.
- Coach team members to provide customer-centric support that solves the problem, considering customer preferences.
- Strong customer handling skills.
- Contributed to CoE and practice growth by working with Client Partners in identifying the new opportunities and identify resource needs
- ITIL V3 2011 Foundation certified.
- Good experience in handling escalations and take complete responsibility and ownership on all critical/major issues to get logical closure
- Onsite project delivery experience, worked in Canada for a retail client on an implementation project.
- Responsible for delivery of a project migrated from on-prem applications to Amazon AWS.
- Worked on in-house automation tool integrated with AWS.
- Currently working on Managed services of infrastructure and applications of leading universities like DSC, FSCJ, ALASU.
- Experience in Designing the PeopleSoft infrastructure for implementation projects.
- Worked on in-house automation project employing Dockers, Jenkins and ELK stack.
- Worked with HR and Hiring teams in attracting and retaining the right talent and timely fulfilment of resource needs.
- Flair for research, presented research papers in various national and international conferences.
- Experience in Incident management, Problem management and Change management.

Professional Experience

Company: ERPA Group Dec 2017 - Till date
PS Admin Manager

- Responsible for driving the Customer Support from offshore within the organization.
- Engaging with stakeholders and supervising internal, external and third-party relationships
- Conducting status / progress meetings with team members and the business, provide status updates on project(s) / deliveries stakeholders
- Currently working on Managed services of infrastructure and applications of leading universities.
- Leading a team of Infrastructure Admins handling various PeopleSoft projects which includes support services and Upgrade projects.
- Mentor and guide the mentees and successfully running the various ERP support and maintenance projects.
- Worked on ActiveGenie and in-house automation platform that integrates with for managing AWS infrastructure.
- Worked on migration of infrastructure and PeopleSoft applications of ALASU from third party datacenter to AWS cloud.
- Work with the infrastructure team to procure the software hardware as required.
- Look for opportunities to expand our work base to cloud infrastructure.

Client: One of the leading Financial Institutions in the US Feb 2019 - Till date
Project Title: ActiveGenie Automation.
Description: ActiveGenie is a proprietary tool to automatically effectively manage the resources on the AWS cloud, the resources include, the servers, network, databases etc.

- Write automation scripts for provisioning, bounce the services, server reboots etc.
- Used Chef to manage the infrastructure.
- Design instance strategy based on the requirements.
- Support during System Integration Testing, UAT.

Company: Infosys Limited Feb 2016 - Dec 2017
Technology Architect
Project Title: PeopleSoft Financials 9.2 Application Upgrade
Client: One of the leading Financial Institutions in the US
Description: This is a PeopleSoft FSCM 9.1 upgrade 9.2 version. We have employed the PUM methodology for upgrading their financial applications

- Worked onsite in Canada.
- Design instance strategy based on the requirements.
- Create the PeopleSoft Application instances like Development.
- Upgrade Test Moves from 9.1 to 9.2
- Upgrade the applications to the latest available releases using PUM images.
- System Integration Testing, UAT, Production.
- Work with the infrastructure team to procure the software hardware as required.
- Support during System Integration Testing, UAT.

Company: Infosys Limited Apr 2015 - Jan 2016
Technology Architect
Project Title: OFPSF – PeopleSoft Financials Implementation
Client: One of the leading Food Retail group in Canada
Description: OFPSF is a PeopleSoft Financials implementation project, where in the client is migrating from their legacy Financial system to PeopleSoft. We are assisting the client with this implementation and integration of the system with the third-party payment systems and other dependencies

- Design instance strategy based on the requirements.
- Create the PeopleSoft Application instances like Development.
- System Integration Testing, UAT, Production.
- Upgrade PeopleTools 8.54 to 8.55
- Upgrade the applications to the latest available releases using PUM images.
- Work with the infrastructure team to procure the software hardware as required.
- Support during System Integration Testing, UAT.
- Implement Oracle SES and integrate with PeopleSoft, Install User Productivity Kit and integrate with PeopleSoft.
- Work on PeopleSoft Test Framework.
- Assist the team during troubleshooting.

AT&T Global Services 4 years
Senior Technical Consultant
AT&T Global services are a multi-client hosting environment where in we support more than 70 clients to run their businesses spanning across verticals like HRMS, Finance CRM. We maintain various Oracle ERP products and our COE looks after PeopleSoft business.

Role: Client Technical Lead

- Primary technical resource for multiple clients.
- Faster resolution of day-to-day support tickets.
- Proactive in working on the issues/tickets which might breach the SLAs.
- Holding meetings on regular basis to review aging tickets and taking measures to improve customer experience.
- Worked closely with client and participated in weekly calls to address business critical cases.
- Concentrated on building the knowledge base and conducted, facilitated training sessions per business requirements.
- Conducted technical trainings to the Clients to familiarize them new enhancements in the product.
- Worked with database, platform, storage and network teams to resolve day to day issues on performance, platform, storage and network/firewall.
- Maintained/Configured PeopleSoft application, web and process scheduler servers for various clients.
- Mentor subordinates and new joinees to familiarize them with the business process.
- Driven performance tuning and troubleshooting that requires multiple team collaboration.
- Worked with internal application engineer, DBA, network engineer, platform engineers and storage engineers to solve complex problems.
- Renewed/Maintained SSL certificates for client URLs.
- Responsible for the daily maintenance and troubleshooting of complex hosted solutions in a high-profile multi-client PeopleSoft environment.
- Expert with Peoplesoft PIA architecture, Proficient with app server, web server and process scheduler configuration.
- Provide technical guidance and explains
- Knowledge on Citrix XenApp 6.5 and Microsoft Active Directory configurations

Role: Upgrade Specialist

- Installed, cloned, Refreshed PeopleSoft application environments.
- Performed PeopleTools Upgrade using change assistant from HRMS 8.9 PT 8.49 to HRMS 8.9 PT 8.51.11 and post live support.
- Performing PeopleSoft Database Refresh, Backups and Recovery.
- Applying Tax Updates
- Applying PeopleTools Patches and post live support
- Worked as support resource for a PeopleSoft CRM major application upgrade from 8.9 to 9.1

Oracle Corporation 3 years
Software Engineer

- Worked closely with the PeopleSoft Customer and the Development team to ensure that the bug fixes or new Enhancements are taken care in a given time frame.
- Installation of PeopleSoft 2-tier / 3-tier / n-tier architecture on NT Platforms using Oracle 9i/10g,.
- Configuring SSO and LDAP.
- Setting up Lab and Test environment for PeopleSoft analysts
- Troubleshooting Tuxedo Application Server, Process Scheduler & Web Server.
- People Tools Patching.
- Project Migration to Test Environment.
- Configuring Process Scheduler and Report Node

Sierra Atlantic 2 years
Software Consultant

- Worked on implementing new PeopleSoft Component Interfaces as a part of change requests from the client.
- Coordinated with the client during their product validation at Oracle.

- Involved in preparing the test cases for unit and integration testing.
- Providing support in resolving the technical issues.
- Prepare Unit and Acceptance Test Plans and execute the test cases
- Model the Metadata Model using Composite Studio.
- Created sample data in Siebel Application for testing Purpose.
- Provide support for the Cognos team.
- Performed PeopleSoft development activities like Page designs, Record build etc.

Institute for Development and Research in Banking Technology 1 year
Project: Image Authentication using Digital Image watermarking

- Unauthorized access and piracy of digital documents over the internet is a very serious issue making the owners go bankrupt. There are different ways to prevent theft of digital content and protect the intellectual property rights. Our work focused on developing the Digital watermarking schemes and that are robust to various attacks. My research work in this field was much appreciated and appeared in publications of national and international repute.

List of Publications

- Milind Engedy, M. V. N. K. Prasad and Ashutosh Saxena, "Cryptographic Technique for Surveillance & Detection of Counterfeit Currency", Cryptology2004, Trivandrum, Sept. 2004, pp. 67-73
- Milind Engedy, M.V.N.K. Prasad, Ashutosh Saxena "A two level watermarking scheme to double capturing attack" International Conference on Information Security, Pondicherry, December 7-9, 2005, pp. 249-253, ISBN: 81-7764-936-1
- Milind Engedy, Munaga. V. N. K. Prasad and Ashutosh Saxena, "Singular Value Decomposition (SVD) Based Attack on Different Watermarking Schemes", International e-Conference of Computer Science, May 2005, ISBN 90-6764-425-0
- Milind Engedy, M.V.N.K.Prasad and Ashutosh Saxena, "Digital Watermarking Schemes Using Collusion Resistant Fingerprint Codes", National Conference on Recent Advance and Future Trends in IT, Patiala, March 2005, pp. 43-46
- Milind Engedy, Munaga. V. N. K. Prasad and Ashutosh Saxena "Singular Value Decomposition (SVD) Based Attack on Different Watermarking Schemes", Computing Letters, Vol. 2, No. 3, 2006, pp. 149-154.
- Milind Engedy, Munaga. V. N. K. Prasad and Ashutosh Saxena "A Robust Wavelet Based Digital Watermarking Scheme Using Chaotic Mixing", International Conference on Digital Information Management (ICDIM'06), December 2006, pp.36-40.

Education

- M.Tech IT from University of Hyderabad, Hyderabad, 2005
- B.Tech ECE, VREC, Nizamabad, JNTU, Hyderabad, 2003

12.2.4 KIRAN SURAVARAM – PEOPLESOFT ARCHITECT

- More than 12 years of exclusive PeopleSoft experience with core expertise in Implementation, Integration, Customization, Upgrade and Support for PeopleSoft 8.x, 9.x HRMS / HCM applications.
- Involved extensively in PeopleSoft HRMS with complete life cycle implementations, upgrades, production support and enhancements.
- Oracle Certified Human Resources Consultant Certified Expert.
- Oracle Certified PeopleTools I: Developer Certified Expert and PeopleTools II: Advanced Developer Certified Expert.
- Extensive knowledge in Implementation, Integration & Upgrade of PeopleSoft HRMS applications (HR, Benefits, Benefits Admin, Payroll, Time & Labor) and collaborative applications (self services areas) eBenefits, ePay.
- Extensive experience in the areas of System Analysis, Design, Gap-analysis, Development, Implementation, Data mapping and Conversion of data from legacy systems to PeopleSoft system.
- Involved in installation, configuration, and administration of 8.3/8.8/8.9/9.0,9.2 and provided postproduction support after implementation.
- Possess strong analytical skills and aptitude for problem solving with strong ability to adapt to changing environments and work in collaboration with colleagues.
- Team player with excellent interpersonal communication skills and technical documentation skills.
- Very strong understanding and expertise in Application Engine, Process Scheduler, Integration Broker, Performance Tuning/Upgrades/Applying Fixes, Business Process Reengineering, Work Flow Design, Analysis, Automation and complex Integrations.
- Worked exhaustively on customization, implementation, configuration, upgrade and performance tuning of PeopleSoft Applications using Application Engine, SQR, Crystal Reports, nVision, XML Publisher, PeopleTools, PeopleCode, Query and Tree Manager.
- Worked on Integration Projects: Involved in Integration broker configuration, application messaging, and enterprise portal.

Skills

ERP	PeopleSoft Versions 8.x, 9.x (HRMS/ HCM).
PeopleSoft Applications	HR, Benefits, Benefits Admin, Payroll, Time & Labor, Workforce Admin, TAM, ePay, ePerformance, eProfile, eDevelopment, eCompensation etc.
PeopleSoft Tools	Application Designer, Process Scheduler, Tree Manager, and Workflow.
Administration Tools	Data Mover, Change Assistant, Security Administration, Configuration Manager, Change control management, Update Manager
Integration Tools	Application Engine, Component Interface, File Layout, Integration Broker, Application Messaging.
Debugging Tools	SQL Trace, People Code Debugger, Application Engine Trace.
Reporting Tools	PS Query, Crystal Reports, SQR, nVision and XML Publisher.
Languages	PeopleCode, SQR, SQL, C, C++.
Databases	Oracle 11g/10g/9i/8i, MS SQL Server 2005/2000, Sybase.
Productivity Packages	MS Office, Adobe.
Operating Systems	Windows NT/2000/XP, UNIX, MS-DOS.

Professional Experience

Lower Colorado River Authority, Austin, TX — Sep 2020 - Current
PeopleSoft Application Manager
PeopleSoft 9.2 Production Support

- Responsibilities included working on all aspects for production support for HCM 9.2, FIN 9.2 and Portal 9.1 applications.

- Worked on managing the application of latest PUMS to both HCM and FIN applications.
- Worked on managing deployment of employee and manager self service enhancements for HCM applications using Fluid.
- Worked on technical aspects for deployment of eBill and Treasury modules for Finance.
- Worked on managing the daily production support issues for all PeopleSoft applications.
- **Environment:** PeopleSoft FSCM 9.2, PeopleSoft HCM 9.2, Portal 9.1, People Tools 8.56, Oracle Database 12c, Windows 2016.

Alabama State University Jan 2020 - Aug 2020
PeopleSoft Application Manager
PeopleSoft HCM/CS Split, HCM 9.2, CS 9.2 Upgrade

- Responsibilities included working on all aspects of splitting their combined HCM\CS instance, then upgrade both the application to version 9.2.
- Worked on managing the split of HCM\CS combined instance and design of the new system.
- Manage the technical effort of upgrade of HCM and CS to 9.2 with latest PUM.
- Manage the retrofit effort for the applications upgrade for HCM and Campus Application
- Worked on the design of the Person model post HCM\CS split.
- Worked with the infrastructure team on the design, build and deployment of all the PeopleSoft environments needed for both the upgrades and split.
- **Environment:** PeopleSoft Campus 9.2, PeopleSoft HCM 9.2, People Tools 8.54, PeopleTools 8.56, Oracle Database 12c, Windows 2012, Windows 2016.

Los Angeles Community College District, LA, CA Feb 2019 - Dec 2019
PeopleSoft Applications Manager
PeopleSoft campus 9.2 Application Upgrade

- Responsibilities included working on all aspects of PeopleSoft application upgrade for Campus Solutions.
- Worked on managing the application upgrade technical effort from 9.0 to 9.2 for PeopleSoft Campus application.
- Manage the retrofit effort for the applications upgrade for Campus Application
- Lead the effort to deploy Fluid for the client in phases
- Worked on deploying custom SSO solution to integrate with ADFS for Campus Solution.
- Worked with the client's infrastructure team on the design, build and deployment of all the PeopleSoft environments needed for both the upgrades.
- **Environment**: PeopleSoft Campus 9.2, PeopleSoft Campus 9.0, People Tools 8.54, PeopleTools 8.55, Oracle Database 12c, Windows 2012, Windows 2016.

Alaska Airlines, Seattle, WA Aug 2017 - Jan 2019
PeopleSoft Applications Manager
PeopleSoft HCM, FSCM 9.2 Application Upgrade

- Responsibilities included working on all aspects of PeopleSoft application upgrade for HCM and Finance.
- Worked on managing the application upgrade technical effort from 9.1 to 9.2 for PeopleSoft HCM application.
- Worked on managing the application upgrade technical effort from 9.1 to 9.2 for PeopleSoft Finance application.
- Manage the retrofit effort for the applications upgrades for Finance and HCM applications.
- Managed the technical team for the entire lifecycle of the application upgrades.
- Worked with the client's infrastructure team on the design, build and deployment of all the PeopleSoft environments needed for both the upgrades.

- **Environment:** PeopleSoft HCM 9.2, PeopleSoft FSCM 9.2, PeopleSoft HCM 9.1, PeopleSoft FSCM 9.1, People Tools 8.54, PeopleTools 8.55, Oracle Database 12c, Linux, Windows 2012.

City of Raleigh, Raleigh, NC Dec 2016 - July 2017
PeopleSoft Applications Manager
PeopleSoft 9.2 Application Support

- Responsibilities included working on all aspects of PeopleSoft support.
- Worked on managing the PUM19 updates for PeopleSoft Finance application.
- Worked on application of PUM20 updates for PeopleSoft HCM application.
- Manage the retrofit effort for PUM updates for Finance and HCM application.
- Managed the technical team for the entire lifecycle of the PUM updates.
- Manage and provide daily production support for all PeopleSoft applications.
- Worked with Client managers on budgeting, estimates for PeopleSoft projects and tracking status updates.
- **Environment:** PeopleSoft HCM 9.2, PeopleSoft FSCM 9.2, PeopleSoft Portal 9.1, PeopleSoft EPM 9.1, People Tools 8.54, Oracle Database 12c, Linux, Windows 2012.

Papa Johns, Louisville, KY Mar 2016 - Nov 2016
PeopleSoft Applications Manager
PeopleSoft HCM 9.2 Upgrade

- Responsibilities included working on all aspects of PeopleSoft upgrade and building custom module.
- Worked on managing the retrofits for the upgrade.
- Worked on the setup need for Fluid SS and MSS components.
- Worked on developing custom module to get their Java based application to PeopleSoft
- Worked with the network and windows team to resolve issues with the load balancer.
- Managed the technical team for the entire lifecycle of the upgrade.
- Provided postproduction support after upgrade.
- **Environment:** PeopleSoft HCM 9.1, HCM 9.2, People Tools 8.53, 8.45, Oracle Database 12c, AIX, Windows.

Office of Attorney General, Austin, Texas Jan 2015 - Feb 2016
PeopleSoft Technical Consultant
PeopleSoft 8.53 Tools Upgrade and Support

- Responsibilities included working on platform migration of PeopleSoft HCM application from Solaris\Sybase environment to SQL Server\Windows, People tools Upgrade and Production support.
- Worked on converting databases from Sybase to SQL server.
- Created the new SDLC environments (DMO, DEV, PRD) post upgrade.
- Worked on upgrading the People Tools from 8.49 to 8.53
- Worked on retrofitting the PeopleSoft objects (SQRs, pages) to handle database conversion.
- Tuned performance of slow running processes in the system.
- Worked on creating a custom Sick leave donation module as per client requirements.
- **Environment:** PeopleSoft 9.0 HCM, People Tools 8.53, 8.49, SQL Server 2008, Sybase, Windows NT, Solaris.

University of Puget Sound, Seattle, WA May 2014 - Dec 2015
PeopleSoft Technical Consultant
PeopleSoft 9.1 Portal Implementation

- Responsibilities included in implementation of PeopleSoft Portal 9.1, Content development etc.

- Developed custom Hold's, To do's and Weekly schedules Content for Students in Campus Solutions to be used in Portal.
- Developed Pagelets and content for different tabs in Portal
- Developed News Publication pagelets for the Home page and Student tabs.
- Designed and built the security for entire Portal implementation.
- Developed custom code to brand the pagelets as per UPS requirements.
- Developed custom code to hide "Personalize Content and Layout" links on the different tabs.
- Customized code to remove Tabs from Student Center and Faculty Center in Campus Solutions when components are accessed from Portal.
- **Environment:** PeopleSoft 9.1 (HR, FSCM, Portal), PeopleSoft Campus 9.0, People Tools 8.52, People Tools 8.53, Oracle 11G SQL Developer, Windows NT, UNIX.

Detroit Public Schools, Detroit, MI **Aug 2013 - Apr 2014**
PeopleSoft Technical Consultant
PeopleSoft 9.2 Upgrade Project

- Responsibilities included in upgrade of PeopleSoft HRMS 8.8 to PeopleSoft HRMS 9.2, implementation of TAM, Candidate Gateway etc.
- Worked on running the Initial and MTP passes for the upgrade of HCM 8.8 to HCM9.2
- Worked on Integration of Oracle Secure Enterprise Search with PeopleSoft HCM9.2
- Setup PeopleSoft Update Manager and applied patches, tax update after creating change packages using PeopleSoft Update Manager.
- Generated compare reports for customization and retrofit analysis by the functional and technical teams.
- Worked on tuning on the Reported time conversion program UPG_TL91 to reduce the run time.
- Worked extensively on Design, Development and Customization of various SQR Reports and customizations
- Provided presentations and training on Approval Workflow Engine, XML Publisher, UPK Developer, PeopleSoft Update Manager and PeopleSoft Test Framework.
- Devised, Documented and Implemented security features (Pages, Processes, Definition Security and Data Security) for all modules.
- Worked on retrofitting PeopleCode, SQR to accommodate customizations to meet the business requirements
- Ran cross reference Reports DDDAUDIT and SYSAUDIT to compare Data Structures defined in the People Tools Tables against the underlying Database to uncover inconsistencies before Upgrading the PeopleTools
- Resolved technical issues during the application of required patches
- Designed test scripts for system testing of new/modified custom pages, SQR reports and PeopleCode
- Developed outbound interface program to send employee data to third party system Subfinder.
- Modified interface programs to include terminated employees as inactive employees.
- Developed custom components for Subfinder site data records.
- Created inbound file layouts and Component Interfaces to load data coming from Subfinder.
- Worked on cleanup of Job data which had issues with old data conversion.
- Cleaned up Benefits data for all plan types for the Benefit Termination rows.
- Created a custom Termination Benefits bolt on to termination employee and employer deductions for Retirement plans.
- Modified the recruitment offer letters based on Clients requirements.
- **Environment:** PeopleSoft 8.8, 9.2 (Core HRMS, Workforce Administration, NA Payroll, Time and Labor, TAM, Candidate Gateway, People Tools 8.49, People Tools 8.53), Oracle 10g, Oracle 11G SQL Developer, Windows NT, UNIX.

Lower Colorado River Authority, Austin, TX Jul 2012 - July 2013
PeopleSoft Techno/Functional Consultant
PeopleSoft HRMS 9.0 Production Support

- Responsibilities included in production support and enhancements of the HRMS system.
- Fixed issues with benefits interface Create HIPAA EDI 834 files for vendors UHC and Caremark.
- Worked on COBRA interface to remove duplicates from the interface.
- Uploaded Position and position budget data using Application engine using flat files.
- Modified the Child Support EFT program to generate the output files to a custom location.
- Fixed the benefits summary page in Employee Self-service to show correct allocations for dependents' benefits.
- Setup and made changes to benefits interfaces to run automatically as per user requirements.
- Apply tax updates for the PeopleSoft System.
- Setup the DEPT_SYNC integration between PS HR and PS Finance system.
- Created a new LCRA Humana Monthly Premium Report based on the vendor requirements.
- Modify benefits interface for automation of delivery to the vendors.
- **Environment:** PeopleSoft 9.0 (Core HRMS, Workforce Administration, NA Payroll, PeopleTools 8.49), Oracle 10g, SQL Developer, Windows NT, UNIX.

Papa John's, Lexington, KY Oct 2011 - May 2012
PeopleSoft Lead Techno/Functional Consultant
PeopleSoft HRMS 9.1 Customization, Production Support

- Responsibilities included in design, implementation and roll out of a custom Incentive Compensation module. Involved in production support and enhancements of the HRMS system.
- Involved in the design of the custom module for Papa John's Incentive Compensation system.
- Created custom records, pages and components for Incentive Compensation module.
- Created a custom Incentive Compensation process to calculate bonus award values for employees based on participant's eligibility.
- Create a custom application engine process to generate payroll feed files based on employee's pay group and company to be sent to payroll.
- Created custom processes to calculate, disburse governor bank claims in Incentive Compensation system.
- Provided production support, daily maintenance and resolve end user, business user issues within the existing system.
- Created a custom App engine program to generate individual employee paycheck and advice files which were sent to Hot Schedules.
- **Environment:** PeopleSoft 9.1(Core HRMS, Workforce Administration, NA Payroll, eModules, PeopleTools 8.50), Oracle 11g, SQL Developer, Windows NT, UNIX.

Telecommunications Services of Trinidad and Tobago, West Indies Feb 2011 - Sep 2011
PeopleSoft Lead Techno/Functional Consultant
PeopleSoft HRMS 9.0 Customization and Implementation

- Functional and technical responsibilities included in Customization, Implementation of Time and Labor, recruiting self-service modules, Retro pay, Talent Acquisition Manager, Candidate Gateway and custom modules. Involved in design and implementation of Pension data conversions, reports, workflows and third-party integrations.
- Involved in customization, implementation of Time and Labor self service module as per TSTT business functionality. Worked on creating custom rules, pages, components and business functionality.
- Created a customization for TSTT to deny Payable time and also developed custom workflow to notify managers, employees when Payable time is denied.

- Created custom reports like Training Details report, Degree and Leveling report, Harassment Training Details report etc for the business users to as per their business functionality.
- Created a data conversion process for loading TSTT employee legacy pension data into the TSTT PeopleSoft system.
- Design, develop, test and implement customized PeopleSoft modules such as eDevelopment as per the user requirements and loaded the education data for eDevelopment.
- Created a custom Retro pay process to make changes to the employee data in order for TSTT to do retro pay processing.
- Involved in design, customization and implementation of custom Acting module and custom Retro Acting calculation process to handle acting payments retro actively.
- Created custom reports like Employee Pension Statement report, Employee Pension Audit report, Actuarial Valuation Data report etc for managing employee pensions for TSTT.
- Involved in design, customization and implementation of Talent Acquisition Manager and Candidate Gateway for TSTT recruiting of employees.
- Worked with TSTT IT team to configure verity search and creating the folder structure on application and process scheduler servers for job postings functionality in PeopleSoft.
- Made changes to the Load Time and Labor process to load regular time reporting codes as per TSTT functionality.
- Tuned the apply rules functionality to reduce the processing time for better user experience and efficiency.
- Created a custom XML publisher consultant expense report to track consultant\contractor expenses.
- Created a web service integration using Integration Broker to get the consultant expense receipts stored in third party document management system.
- Provided production support, daily maintenance and resolve end user, business user issues within the existing system.
- **Environment:** PeopleSoft 9.0(Workforce Administration, Retro pay, Talent Acquisition Manager, Candidate Gateway, PeopleTools 8.49), Oracle 10g, TOAD, Windows NT, UNIX.

Gilead Sciences Inc, San Francisco, CA May 2009 - Jan 2011
PeopleSoft Techno/Functional Consultant
9.0 HRMS Customization, Implementation, Integration and Production Support

- Functional and Technical responsibilities included in Customization, Implementation, Integration and Production Support of HRMS 9.0 system. Worked on all aspects of designing, creating and implementing custom reports, interfaces, workflows, integration processes and providing daily production support.
- Worked directly with the business users to gather requirements, designed functional and technical specifications for final implementation of changes.
- Created custom reports EE Compensation History report, VP and Director report as per business needs.
- Created custom interfaces like PSFT to Enwisen interface, PSFT to ELM interface, PSFT to Bright Line etc. with Gilead internal and third-party IT systems to deliver Gilead employee data.
- Provided production support, daily maintenance and resolve end user, business user issues within the existing system based on the priority in Request Tracking System. This involved fixing user access issues, Self-service transaction approvals issues, ePerformance issues etc. and helping users in their day-to-day maintenance of the system.
- Created a new report for international employees using XML Publisher for probation audit and modified the delivered ePerformance, eDevelopment XMLP reports as per Gilead functionality.
- Made customizations to PeopleSoft components, pages and records using PeopleCode and Application Designer as per Gilead functionality.

- Created custom Workflow on Initiate Termination and Initiate Termination with pay HRBP self service pages to send notifications to all Gilead concerned parties like Security, Shared Services, Total Rewards etc.
- Created custom templates for European countries to hire employees using Template based hire and mapped them to the Gilead custom mapping table to onboard the employee data from Virtual Edge.
- Modified TBH template code to include Gilead custom record fields during hiring the employees using TBH.
- Created complex queries using PS Query tool as per Business user requirements.
- Applied the Oracle PeopleSoft fix from My Oracle Support for expiring Content References. Customized the delivered process to handle the Gilead Custom content references
- Modified the Gilead Compensation Inbound interface to load the bonus values with their percentages from third party system for the Year end evaluation process.
- Created custom load programs to load Legal pay increases, Historical Bonus data etc for Gilead employees.
- Made changes to the nightly Compensation load process to load bonus targets for different compensation plans for the employees based on different eligibility events.
- Made Integration Broker set up changes for Workforce_Sync and Person_Basic_Sync asynchronous services to send HR employee data to CRM Helpdesk.
- Worked on retooling the PeopleSoft HRMS system to integrate with the Gilead's new Oracle e-Business suite financial application.
- Designed and developed a data conversion program to address the business set up changes using Component Interface and Application Engine.
- Created an employee extract to send the employee data to Oracle e-Business suite application using Application Engine and File Layout.
- Reconfigured workflow (AWE) configuration and routing rules as per the set-up changes.
- **Environment:** PeopleSoft 9.0(Workforce Administration, ePerformance, ESS, MSS, PeopleTools 8.49), Oracle 10g, TOAD, Windows NT, UNIX.

Rexnord Industries, Indianapolis, IN **Oct 2008 - April 2009**
Senior PeopleSoft Techno/Functional Consultant
9.0 HRMS Upgrade Project

- Functional and Technical responsibilities on Implementation & upgrade of PeopleSoft 9.0. Mainly working on interfaces, reports, batch processes, ESS, MSS (ePay, ePerformance, and eBenefits) customizations, and configuration setup and conversion efforts from legacy systems & performance tuning.
- Active participant in implementations of PeopleSoft 9.0 through the entire life cycle of the project (Design, Construction, Conversion, Implementation). Assisted in data conversion from legacy systems, facility systems and old 8.3 systems.
- Focal point between development resources and functional design team ensuring consistent interpretation of requirements.
- Effectively communicated with business users, functional and technical team, also interpreted functional specifications and built solid technical specifications.
- Designed and developed reports, interfaces and batch processes for Payroll & benefits.
- Created testing, training and end user documentation for HRMS help desk processes.
- Used SQRs, Application Engine in reports, processes and interfaces for Benefits HR, Payroll and T&L modules.
- Prepared presentation scripts illustrating system functionality for the system owners and decision makers.

- Executed unit test plans for medium complexity batch interface programs for Payroll, Human Resource and Benefits modules.
- Developed an E-mail notification customization using Workflow for Department notifications.
- Created Address validation customization using PeopleCode and Integration Broker.
- Customized e-Benefits and e-Pay self-service pages according to client's requirements.
- Created a web-based time entry system for employees in Employee self-service and Manager self-service modules.
- Used Workflow for approval/denial of time entries of the employees by the manager in Manager self-service.
- Provided post go-live production support for technical issues relating to Core HR, Payroll and Benefits.
- Created and documented the following HR processes used by the Shared Services Center based upon Best Practices: New Hire, Termination, Leave of Absence, Corrections (system related), Assignments, Job Transfers, Contingent workers, Personal Data Changes, Job Data Changes, Payroll Changes, Garnishments, Electronic Funds Transfer/Check Reversal, Stop Payment, Manual Checks, Earnings/Deductions, Special Pay, W-2 Creation and Distribution, and Mass Changes.
- **Environment:** PeopleSoft 8.3/9.0(HR, Payroll, Benefits, Time and Labor, PeopleTools 8.17/8.49, Oracle 10g, TOAD, Windows NT, UNIX.

12.2.5 RAHUL TUMMALA – PEOPLESOFT DEVELOPER

- 13 years of experience in Information Technology Industry includes extensive experience in Design, Development, Testing, Upgrade, Implementation and Production Support of PeopleSoft FSCM/ HCM /CRM Applications.
- Strong Functional experience in PeopleSoft FSCM Billing, Accounts Receivables, Project Costing, Contracts, General Ledgers, Accounts Payable, Commitment Control.
- Expertise in Customizations, Conversions, Interfaces and Implementation of PeopleSoft FSCM (Accounts Receivable, Purchasing, Accounts Payable, Cash Management) 9.2/9.0/8.9 modules, PeopleSoft HRMS 9.2/9.1/9.0/8.9/8.3 (Payroll, Workforce Administration, Recruiting, Time and Labor) modules, PeopleSoft CRM 9.0 (Support, Helpdesk, Case Management) modules and PeopleSoft ELM 9.0 (Learning Catalog, Enrolling Learners, Managing Attendance) modules.
- Excellent knowledge in People Tools (Application Designer, People Code, Application Engine, Component Interface, Integration Broker, File Layout, Application Package, Process Scheduler, PeopleSoft Query, Data Mover), SQR, and BI Publisher.
- Strong RDBMS like Oracle, SQL Server and SQL and PL/SQL skills.
- Extensively worked on transferring existing data from legacy system to PeopleSoft application database tables using SQRs, Component Interfaces, Application Engine, and File Layouts.
- Extensively worked with Security Administrator to implement security in various levels like User Profiles, Creating Roles, Permission Lists, Portal Security, folders, Content References, and Definition Security.
- Experience in troubleshooting problems in PeopleSoft Applications and performing Impact analysis.

Skills

ERP	PeopleSoft FSCM 9.2/9.0/8.9, PeopleSoft HRMS 9.2/9.0/8.9/8.3
PeopleTools	PeopleTools 8.18, 8.48, 8.49,8.51,8.53,8.54,8.55,8.56,8.58 (Application Designer, People Code, Application Engine, Change Assistant, File Layout, Component Interface, Integration Broker, Workflow, Data Mover)
PeopleSoft Modules	FSCM: Purchasing, Accounts Payable, Accounts Receivable, Billing, Cash Management, Project Costing. HRMS: Humans Resources, Time and Labor, Payroll. CRM: Helpdesk, Support, Case Management.
Reporting Tools	SQR, PS Query, XML Publisher.
Integration Tools	File Layout, Component Interface, Integration Broker.
Databases	Oracle 10g/11g/12c/19c, SQL Server 2000, IBM DB2
Languages	SQL, PL/SQL, C, Java.
Data Management & Batch Processing Tools	Data Mover, Application Engine and Process Scheduler.
Development Tools	TOAD, SQL Developer, SQL Analyzer.
Operating Systems	Windows NT/XP.

Professional Experience

City of Raleigh Mar 2016 - Till date
PeopleSoft FSCM 9.2 / HCM 9.2
Technical Lead.

- Providing support to end users with effective resolution and timely response and ensuring compliance, addressing end users' functional issues/queries on both Product and Process.
- Responsible for Retrofits and Security while applying HCM PUM Image 36
- Implemented Fluid for HCM and FIN applications.
- Eliminated PeopleSoft Interaction Hub (Portal Solutions) by implementing Unified Navigation between HCM and FIN application making HCM as landing env.

- Implemented Payable Time Approval Archival process for fixing performance issues on Approval Tiles.
- Customized and Developed Self Service pages as per client requirements.
- Lead the development effort for ePerformance Implementation.
- Customized ePerformance Pages as per business requirements.
- Implemented workflow for Performance documents approvals.
- Lead the development effort and Implemented Integrations between DocuSign and PeopleSoft.
- Responsible for Retrofits and Security while applying FIN PUM Image 19.
- Responsible for Retrofits and Security while applying HCM PUM Image 20.
- Responsible for Retrofits and Security while applying FIN PUM Image 29.
- Resolved issues during UAT phase of PUM Application.
- Configured and Implemented Assets Mass Transfers from one departments to others.
- Resolved issues related to Vouchers, Purchase Orders, Requisitions Approval Workflows.
- Resolved issues related to eSupplier Registration.
- Worked on Customizations to Create / Update Stock Request page to search the item with Long Description.
- Customized PO Activity Report to include additional columns as per business requirement.
- Customized Bank Statement Workflow Application Engine to send email notifications to Employees as per business requirements.
- Tuned PS Queries to improve performance.
- Customized PeopleCode to improve performance on Department Budget Table search page.
- Developed Inbound Interface to load data from bank file to Benefit Plan Loan details and Payroll Deduction details.
- Customized Supplier Registration pages as per business requirements.
- Developed Outbound Interface for Vouchers Payments data to send file to CC&B System.
- Using Integration broker, integrated PMIS system with PeopleSoft system to load project manager information and send response back to PMIS system.
- Developed Web Services to provide PeopleSoft data (Projects, Inventory) to third party systems.
- Developed Report Engine to present Supplier contracts, Purchase Orders, Receipts and Vouchers, Payment's information in Single Report.
- Developed BI XMLP reports to present Supplier Contract Cycle Time for end-to-end Process, Contract Start to Execution.
- Developed BI XMLP report to present Contract Workflow Cycle Time for any Contract or Range of Contracts
- Developed BI XMLP report to present Contract Workflow Cycle Time only for Contracts CURRENTLY In Workflow.
- Implemented DocuSign Integration with PeopleSoft
- Developed Application Process to covert Pending Supplier Registrations to Bidders.
- Customized Bidder to Supplier Conversion component to send notification to Suppliers.
- Developed several custom components during eSupplier portal implements
- Customized Supplier Change Request pages as per business requirements.
- Developed Fluid Home Pages during PeopleTool 8.56 upgrade
- Worked on Fluid pages security.
- Developed Outbound Interface to send Employees Census File to Bank.
- Build a custom interface to display Voucher Approval History along with approval comments in a Grid.
- Provided Technical Training on PeopleSoft Workflow and Approval Workflow Engine to City of Raleigh IT team.
- **Environment:** PeopleSoft FSCM 9.2, PeopleSoft HCM 9.2, PeopleTools 8.54/8.56, Oracle 11g/12c.

Lower Colorado River Authority Nov 2018 - Till Date
PeopleSoft FSCM 9.2 / HCM 9.2
Technical Lead.

- Responsible for Retrofits for FIN PUM Upgrade (Image 36).
- Lead the development for Deal Management module implementation; Developed interfaces to load legacy data into PeopleSoft; developed complex reports for month end closure validations.
- Resolved issues related to Pay Cycles and Financial Gateway Integrations with Bank.
- Developed an inbound Web service to load approved expenses from Expense Wire system to Voucher staging tables.
- Using Integration broker developed a synchronous web service to integrate PMIS system with PeopleSoft to load project manager information and send response back to PMIS system.
- Developed an outbound web service to integrate project activity and Chart of accounts information.
- Customized Project Organization page as per business requirements
- Developed application engine to load rows into PROJ Resource table from custom Accounting table and called PC Pricing process to price the inserted rows
- Resolved issues on Project budget loads and Finalizing project budgets (PC_WRAPPER process).
- Resolved issue on Refresh Summary Tables Application Engine process (PC_SUM_RFSH)
- Resolved issues related to Time Labor and Project Costing Integration.
- Setup Dunning Letters and customized Dunning process as per business requirements.
- Resolved issues related to Procure to Pay process. (Accounts Payable, Purchase Orders, eProcurement)
- Resolved issues related Credit to Cash Cycle (Billing, Accounts Receivables, Contracts).
- Resolved issues and Provided support during Financial Year End closures.
- Implemented AWE for Vouchers, Purchase Orders and Journals Approvals.
- Tuned SQLs to improve performance of Custom processes.
- **Environment:** PeopleSoft FSCM 9.2, PeopleSoft HCM 9.2, PeopleTools 8.54/8.56, Oracle 11g/12c

Los Angeles Community College District Jul 2019 - Oct 2019
PeopleSoft Campus 9.2 Upgrade.
PeopleSoft Technical Consultant.

- Responsible for retrofitting Customizations.
- Developed Fluid Home pages, tile and Navigation collections.
- Customized Class Search and Enroll page, Browse Catalog pages as per clients requirements.
- Resolved performance issues in Academic Advise Report page.
- Developed Custom Fluid page to display current term and previous two terms enrollment dates.
- Resolved issues during SIT and UAT.
- Developed Fluid Home pages, tile and Navigation collections.

Alaska Airlines Nov 2017 - Oct 2018
PeopleSoft FSCM 9.2 Upgrade and eSupplier Portal Implementation
PeopleSoft Technical Consultant.

- Responsible for retrofitting Customizations.
- Responsible for Sys Audits and DDD Audits Cleanup for each upgrade pass.
- Worked on Chartfield Configurator Process.
- Developed Fluid Home Pages, Tiles and Navigation collections as per business requirements.
- Worked on Customizations and Enhancements as per client requirements.
- Customized delivered Check Print Template as per client requirement.
- Converted custom crystal reports to BI Publisher reports.
- Resolved issues during System Test and User Acceptance Test phases.
- Worked on customizations on Supplier Registration component.

- Configured Approval Process (AWE) for Supplier Registrations, Supplier Change Requests and New Supplier User accounts creation.
- Developed scripts to migrate eSupplier configurations from one environment to another.
- Worked on security for eSupplier portal and Supplier Users.
- Configured Excel upload utilities for Journals and Vouchers.
- **Environment:** PeopleSoft FSCM 9.1/9.2, PeopleTools 8.54/8.56, Oracle 11g/12c

Alabama State University Sep 2017 - Mar 2018
PeopleSoft FSCM 9.1 to 9.2 Upgrade
Technical Lead.

- Responsible for retrofitting Customizations.
- Worked on Customizations and Enhancements as per client requirements.
- Involved in Sys Audits and DDD Audits Cleanup.
- Customized AP Check Print XMLP Template as per client requirements.
- Converted Custom Crystal reports to BI Publisher reports.
- Provided Technical Trainings to Client IT Team.
- Conducted meetings with Client for Requirements Gathering and Status Updates on the project.
- Assigned Tasks and guided Team members; conducted status meeting and maintained the tasks tracker.
- **Environment:** PeopleSoft FSCM 9.0/9.2, PeopleTools 8.49/8.55, Oracle 11g/12c.

South Carolina State Port Authority Nov 2016 - Aug 2017
PeopleSoft FSCM 9.0 to 9.2 Upgrade
Technical Lead.

- Responsible for retrofitting Customizations.
- Developed Custom Work Center.
- Worked on Chartfield Configurator Process.
- Configured Journal Approval Process (AWE) as per client requirements.
- Worked on Customizations and Enhancements as per client requirements.
- Customized delivered Check Print Template as per client requirement.
- Resolved issues during System Test and User Acceptance Test phases.
- Involved in Sys Audits and DDD Audits Cleanup.
- Customized AP Check Print XMLP Template as per client requirements.
- Rebuild custom crystal reports using BI Publisher.
- Provided Technical Trainings to Client IT Team.
- Conducted meetings with Client for Requirements Gathering and Status Updates on the project.
- Assigned Tasks and guided Team members; conducted status meeting and maintained the tasks tracker.
- Responsible for Maintaining Issues Tracker during System Test and UAT Phase and conduct weekly status meetings with Client.
- **Environment:** PeopleSoft FSCM 9.0/9.2, PeopleTools 8.49/8.55, Oracle 10g/12c.

University of Maine Systems Feb 2016 – Nov 2016
PeopleSoft FSCM 9.0 to 9.2 Upgrade
Technical Lead.

- Responsible for retrofitting Customizations.
- Involved in Sys Audits and DDD Audits Cleanup.
- Rebuild custom crystal reports using BI Publisher.
- Customized AP Check Print XMLP Template as per client requirements.
- Resolved issues during UAT phase.
- Post Go Live Production Support.

- Developed Technical Design Documents.
- Conducted meetings with Client for Requirements Gathering and Status Updates on the project.
- Assigned Tasks and guided Team members; conducted status meeting and maintained the tasks tracker.
- Responsible for Maintaining Issues Tracker during System Test and UAT Phase and conduct weekly status meetings with Client.
- **Environment:** PeopleSoft FSCM 9.0/9.2, PeopleTools 8.53/8.54, Oracle 11g

Fedex Nov 2014 - Dec 2015
PeopleSoft HCM 9.1
Senior Consultant

- Developed Component Interfaces to Create, Update Employee Personal, Job and Benefits Information. The data is received from Third Party Systems and is loaded through Integration Broker Messages.
- Developed Messages to transfer Personal and Job information from PeopleSoft HCM to Third Party Systems (KENEXA and PRISM) using Integration Broker.
- Developed Outbound Interfaces to send Employees Demographic and Job Information to Third Party Systems.
- Production support for daily business transactions.
- Responsible for Unit testing and documenting test Cases for each interface.
- Created Technical Specifications Documents.
- Lead for Offshore team, assigned Tasks, guided Team members and conducted daily status meeting and maintained the tasks tracker.
- **Environment:** PeopleSoft HCM 9.1, PeopleTools 8.53, Oracle 11g

Franklin Templeton Investments Jul 2014 - Nov 2014
PeopleSoft FSCM 9.2
Technical Consultant

- Worked on Conversions/ Interfaces from PeopleSoft FSCM to Workday System.
- Responsible for Unit testing and documenting test Cases for each interface.
- Created Technical Specifications Documents.
- Environment: PeopleSoft FSCM 9.2, PeopleTools 8.54, Oracle 11g

Detroit Public Schools Dec 2013 - Jul 2014
PeopleSoft HRMS 8.8 to 9.2 Upgrade, PeopleSoft FSCM 8.4 to 9.2 Upgrade.
Team Lead

- Responsible for retrofitting Customizations.
- Involved in Sys Audits and DDD Audits Cleanup.
- Developed Interfaces to feed data from PeopleSoft HCM system to PeopleSoft FSCM and Active Directory Systems.
- Configured Integration Broker Service Operations, Messages to send data from PeopleSoft FSCM to PeopleSoft HCM for both Batch Publish and Incremental Publish.
- Resolved Technical issues during System Testing Phase in modules like Strategic Sourcing, Grants, General Ledger, Receivables, Purchasing.
- Resolved issues related to Chartfields Combination Editing.
- Worked on Customizations in Grants, Accounts Payable, General Ledger, Accounts Receivables modules to meet client's business process requirements.
- Worked on Excel to CI Uploads to load data for Grants Module.
- Migrated Work Centers from One Environment to another using Data Migration Workbench Tool.
- Resolved Technical issues during System Testing Phase.
- Created and Reviewed Technical Design documents.

- Prepared User Manuals for various business processes like Deposits Excel Upload, Voucher Excel Upload etc.
- Responsible for business processes unit testing for Grants, Contracts, Billing, Account Receivables modules.
- Assigned Tasks and guided Team members conducted daily status meeting and maintained the tasks tracker.
- **Environment:** PeopleSoft FSCM 8.4/9.2, PeopleSoft HCM 8.8/9.2, PeopleTools 8.49/8.54, Windows 2008 R2 and Oracle 10g/11g.

Republic Bank Limited Dec 2013 - Mar 2014
PeopleSoft CRM 9.0
PeopleSoft Technical Consultant

- Developed custom interface to facilitate Accounts and Credit Cards Owner Changes.
- Guided RBL IT Team in scheduling batch process and resolved issues related to Integration Broker.

ITC Infotech India Limited Oct 2010 - Dec 2013
FSCM 9.0 Production Support and Enhancements/ Upgrade from FSCM 9.0 to 9.2.
Associate IT Consultant / Lead Consultant (PeopleSoft Techno Functional Consultant)

- Providing support to end users with effective resolution and timely response and ensuring compliance, addressing end users functional issues/queries on both Product and Process.
- Handling issues related to Billing, Accounts Receivables, General Ledgers, Contracts and Project Costing Modules.
- Involved, identified and resolved issues related Sub System to Ledger Reconciliation.
- Involved and assisted Finance Team in Translation and Year End Closing Process in PeopleSoft System.
- Experience in creating Ledger Accounts, mapping accounts to Tree Manager.
- Created New Business Units for Billing and Accounts Receivables modules as per business requirement.
- Implemented Revaluation Process for Debtors (Accounts Receivables).
- Created Bill Types, Bill Sources, Invoice Numbering, Payment Terms as per business requirements.
- Assisted End users in creating Project Costing Accounting Rules, Rate Sets, Employees Rates etc.
- Resolved issues related Contract to Billing Interface Process, Revenue Recognition Process, Pricing Process, Billing Interface Process, ARUPDATE Process.
- Implemented PS Queries Security Cleanup.
- Developed Custom Application Engine process to populate custom table with Out Standing Items/Invoices (Aging of an Item) along with business clusters, verticals and accounts details which is used as source for OBIE Dashboard Reports.
- Developed Custom Interface to capture Additional Billing Details like Invoice Instruction Date, comments on invoice instruction, invoice submission date (invoice date dispatched to customer), comments on invoice submission; Developed Application Engine Process for uploading same details.
- Developed a custom interface for Customer Invoices Bulk Printing.
- Developed Custom Interface to capture Softex and FIRC Details for Invoices with Foreign Currencies and Application Engine Process for uploading same details.
- Developed several PeopleSoft queries reports based on end user requirements.
- Conducted meetings with end users for requirement gathering, designed Functional Design Documents and Technical Design Documents.
- Performed end-to-end testing when a patch or bundle is applied in system.

- Worked on Application Upgrade from FSCM 9.0 to FSCM 9.2; identifying new features in FSCM 9.2, conducting training sessions to Team Members and End Users.
- Involved in identifying and retrofitting Customizations.
- Lead for team of 3 members.
- Environment: PeopleSoft FSCM 9.0/9.2, People Tools 8.49/8.51/8.53, Windows 2008 R2 and Oracle 10g/11g.

Price Waterhouse Coopers, USA. Jun 2010 - Current
PeopleSoft HRMS 8.8, HRMS 8.9, Enhancements and Production Support.
PeopleSoft Technical Consultant

- Involved in enhancements for Custom Partner Deposit Program Application. Developed Custom Application Packages, Components, Pages, Records, PeopleCode in HRMS 8.9
- Involved in enhancements for Custom SQR Report which generates multiple output files.
- Analyzed and Debugged Employee Delete Process (online) in HRMS 8.8
- Developed Technical Design Documents and Test Case Documents.
- Environment: PeopleSoft HRMs 8.8/8.9, People Tools 8.46, Windows NT and Oracle 10g.

Telecommunication Services of Trinidad and Tobago, West Indies. Sep 2009 - May 2010
PeopleSoft HRMS 8.3 to 9.0 Upgrade, PeopleSoft FSCM 8.4 to 9.0 Upgrade
PeopleSoft Developer

- Played key role in development and testing of Interfaces, Online Customizations and Conversions using (SQRs, Application Engines, and Component Interfaces) for PeopleSoft HRMS and FSCM.
- Developed custom Application Engine process to transform bank files (CCP Layout) to PeopleSoft readable format (PSBD1 Layout)
- Developed a custom interface to load deposit transactions from CIS into PeopleSoft so that they can be matched up against bank statement.
- Implemented Workflow rules for Purchase Order Approval Authorizations and also involved in required functional configuration setup.
- Developed SQR Report to Calculate the Full Annual Pension based on the Compensation rate.
- Developed SQR Report to Calculate the Accumulated Contributions for all the Employees based on the Benefit Plan, Employee Contributions and year.
- Customizations on Time and Labor Batch Approval Process, added field on Batch Approval Process Page and PeopleCode.
- Involved in customizations on Time and Labor Rapid Time Entry Page
- Involved in Customizations for Manager to view his employees leave balances and employee to view their own leave balances.
- Responsible for retrofitting Customizations in HRMS 8.3 to HRMS 9.0
- Involved in Sys Audits and DDD Audits Cleanup for HRMS 9.0
- Extensively worked with Security Administrator in analyzing existing security and creating new roles, permission lists, Content Reference.
- Involved in migration of Trees (import and export using tree mover) and used Tree Auditor and Tree Repair to fix the errors.
- Responsible for Migration activity for Projects over multiple environments
- Developed Technical Design Documents and Test Case Documents.
- **Environment:** PeopleSoft HRMS 8.3/9.0, PeopleSoft FSCM 8.4/9.0, PeopleTools 8.18/8.46/8.49, Windows NT and Oracle 10g.

Great Western Malting, USA Jan 2009 - Aug 2009
PeopleSoft FSCM 8.9, Production Support
PeopleSoft Developer

- Modified EDI File Layouts for ACH Wire Payments as per Client Requirements

- Developed Custom Application Engine Process to Convert Bank Statement Layouts to BIA2 File Layouts.
- Added code to the delivered SQR POPO005 to print Client Logo and Vendor Fax Number on Dispatched Purchase Order.
- Involved in Workflow setup to set Purchase Order authorizations for Users.
- Customized Purchase Order Approval Amount Page: added a button to transfer page to Purchase Order Add/Update Page.
- Created new reports using PSQuery/Query Manager in Purchasing Module as per Client Requirements.
- Performed Customizations of Pages in Purchasing Module like Adding Fields, Adding PeopleCode to Add new Functionalities according to the User Preferences.
- Involved in development of Application Engine process, which reads data from external systems files using File Layout functionality and PeopleCode.
- Applied Patch Updates.
- Set up Users, roles, Permission Lists to ensure that only authorized users are able to see relevant content.
- Responsible for testing the applications and writing test case documents.
- **Environment:** PeopleSoft FSCM 8.9, People Tools 8.48, Windows NT and MS SQL Server 2000.

The College of New Jersey, USA. Oct 2008 - Jan 2009
PeopleSoft FSCM 9.0, Reimplementation
PeopleSoft Developer

- Implemented Custom Workflow for Purchase Order Approval Process.
- Performed Functional Configurations for Purchase Order Workflow Setup.
- Developed SQR reports and SQL Scripts to migrate data from legacy system to PeopleSoft System for Project Costing Tables.
- Involved in User Security Setup like creating new roles. Permission lists, assigning authorizations for Users etc.
- Involved in Field Mapping for the tables in Old Release to New release.
- Involved in testing Applications
- Developed Technical Design Documents and Test Case Documents.
- **Environment:** PeopleSoft FSCM 9.0, People Tools 8.49, Windows NT and Oracle 10g.

12.2.6 SNEHA LATTUPALLY – SR. PTF ANALYST

Sneha worked as a PeopleSoft Testing Expert for modules spanning across FSCM, HCM and Campus Solutions using PeopleSoft Test Framework for many clients. She has good knowledge of Software Development, Bug Life Cycle, Testing Methodology, design, development, implementation of QA processes and procedures, executing business and functional scenarios, test cases, test result analysis, verification, validation, and reporting.

- Experienced in leading test teams/ projects for multiple Health Care clients amongst other.
- Certified Project Manager with expertise in all phases of managing a project.
- Experienced in creating business process documents and working with end users on implementing the business process.
- Expertise in Project Planning, Project Design, creating functional specifications and data flow diagrams.
- Expertise in Client site coordination that involves understanding of business requirements, day to day client interaction, offshore knowledge transfer (KT) activities, onsite status call coordination, project deadline tracking and working as a team with business partners and end customers.
- Proficient in requirements engineering, analyzing and documenting business and system requirements in Business Requirements Document (BRD) and System Requirements Specifications (SRS) Document.
- Ability to work independently and can be an integral part of small and large teams.
- Excellent Analytical, written, and verbal communication skills.

Skills

ERP	PeopleSoft FSCM 9.1, PeopleSoft FSCM 9.2, PeopleSoft HCM 9.1, PeopleSoft HCM 9.2, PeopleSoft Campus Solutions 9.2.
Functional Modules	eProcurement, Purchasing, Inventory, Asset Management, General Ledger, Cash Management, HRMS/Payroll/Base Benefits/Benefit Administration, ESS/MSS, Expenses, Campus Community, Recruiting and Admissions, Student Records, Student Financials, Self Service.
Tools	People Tools (8.54 – 8.58) Application Designer, Operator Security, Tree Manager, Query Manager, Process Scheduler, Process Monitor, Security, PS Query
Operating System	MS-Windows, Linux and MAC
Languages	C, C++, Java, HTML, SQL
Databases	Oracle 9i/10g, SQL Server
Reporting Tools	Crystal Reports, SQR
QA Testing Tools	Win Runner, Load Runner, Test Director, Blue Prism
Test Management Tools	HP ALM, JIRA

Professional Experience

Client: City of Boston, Massachusetts **Jun 2021- Present**

PeopleSoft Testing Lead and PTF Developer

- Lead PeopleSoft PTF implementation team involved in test automation and regression testing.
- Part of team that is developing 1000+ automated tests for FSCM and HCM.
- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead and conducted workshops with Subject Matter Experts to gather requirements for test development.

- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Coordinating implementation activities of PTF team for all SIT and UAT cycles.
- Working on Parallel Testing comparing the results from PTF and manual testing cycles.
- Designed and implemented ERPA's bolt- on solution- TAP for the customer to address the limitations of PTF.
- **Environment:** PeopleSoft FSCM 9.2, PeopleSoft HCM 9.2.

Client: State of Ohio (OAKS), Ohio **Sep 2020 – May 2021**
Role: PeopleSoft Testing Lead and PTF Developer
The Ohio Department of Administrative Services (DAS), led by Interim Director Matt Whatley, is committed to providing quality centralized services, specialized support and innovative solutions to State agencies, boards, and commissions as well as local governments and State universities.

- Lead PeopleSoft PTF implementation team involved in test automation and regression testing.
- Part of team that built over 500 end-to-end tests for FSCM and HCM.
- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Coordinating implementation activities of PTF team for all SIT and UAT cycles.
- Working on Parallel Testing comparing the results from PTF and manual testing cycles.
- **Environment:** PeopleSoft FSCM 9.2, PeopleSoft HCM 9.2.

Client: Memorial Health at Gulfport, Mississippi **Jan 2020 – Jul 2020**
Role: PeopleSoft Testing Lead
Memorial is a not-for profit medical complex in Gulfport, Mississippi, jointly owned by the City of Gulfport and Harrison County. Memorial is one of the most comprehensive healthcare systems in the state, licensed for 303 beds, including an inpatient rehabilitation unit, satellite outpatient diagnostic and rehabilitation centers and more than 95 Memorial Physician Clinics.

- Lead PeopleSoft PTF implementation team involved in test automation and regression testing.
- Migrated pre-built Library consisting of over 500 scripts to their environment.
- Retrofitting pre- built scripts for all Financials and Supply Chain modules per client's customizations.
- Working on Parallel Testing comparing the results from PTF and manual testing cycles.
- **Environment:** PeopleSoft FSCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007.

Client: Children's Hospital of Wisconsin, Wisconsin **Jul 2019 – Jul 2020**
Role: PeopleSoft Testing Lead
Children's Hospital of Wisconsin was originally established as Milwaukee Children's Hospital on March 16, 1894. Three months later, it became known as Children's Free Hospital. In 1985, the hospital became known as Children's Hospital of Wisconsin.

- Lead PeopleSoft PTF implementation team involved in test automation and regression testing.
- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Coordinating implementation activities of PTF team for all SIT and UAT cycles.

- Working on Parallel Testing comparing the results from PTF and manual testing cycles.
- Involved in training sessions to help end users run PTF test scripts and create their own test scenarios.
- Provided documentation and involved in all phases of the project from impact Planning, Design, System testing, and User acceptance testing to Post go-live support.
- Lead PeopleSoft PTF implementation team in Post PUM Update testing.

Role: Subject Expert Trainer- PTF

- Designed and managed the training schedule for the HCM and FSCM SMEs.
- Lead and provided training on PTF as a part of a 2-day training program.
- Conducted extensive hands-on session for the team on various basic and advanced features of PTF.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.
- **Environment:** PeopleSoft FSCM 9.2, PeopleSoft HCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007

Client: Seattle Cancer Care Alliance, Washington Jun 2019
Role: Subject Expert Trainer- PTF

Seattle Cancer Care Alliance is a cancer treatment and research center in Seattle, Washington. Established in 1998, this nonprofit provides clinical oncology care for patients treated at its three partner organizations: Fred Hutchinson Cancer Research Center, Seattle Children's and UW Medicine.

- Designed and managed the training schedule for their FSCM SMEs.
- Lead and provided training on PTF as a part of a 2-day training program.
- Conducted extensive hands-on session for the team on various basic and advanced features of PTF.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.
- **Environment:** PeopleSoft FSCM 9.2, PeopleSoft HCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007.

Client: Integris Health, Oklahoma Feb 2019 – Feb 2020
Role: PeopleSoft Testing Lead

Integris Health, Inc. provides hospital services. The Company operates rehabilitation centers, physician clinics, mental health facilities, and independent living centers, as well as offers surgery, urology, and lung care services. Integris Health serves customers in the United States.

- Lead PeopleSoft PTF implementation team involved in test automation and regression testing.
- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Coordinated implementation activities of PTF team for all SIT and UAT cycles.
- Worked on Parallel Testing comparing the results from PTF and manual testing cycles.
- Involved in training sessions to help end users run PTF test scripts and create their own test scenarios.
- Provided documentation and involved in all phases of the project from impact Planning, Design, System testing, and User acceptance testing to Post go-live support.
- **Environment:** PeopleSoft FSCM 9.2, PeopleSoft HCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007

Role: Subject Expert Trainer- PTF

- Designed and managed the training schedule for the HCM and FSCM SMEs.
- Lead and provided training on PTF as a part of a 2-day training program.
- Conducted extensive hands-on session for the team on various basic and advanced features of PTF.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.

Client: Nassau Reinsurance Group, Connecticut Oct 2018 – Jul 2019
Role: PeopleSoft Testing Lead

Nassau Financial Group, based in Hartford, CT, currently has combined assets of approximately $22.6 billion and capital of approximately $1.3 billion. Their business covers four segments: insurance, reinsurance, distribution, and asset management through affiliates including Nassau Life and Annuity, Nassau Life of Texas, Nassau Re Cayman, Saybrus Partners, Nassau CorAmerica and Nassau Corporate Credit. Nassau was founded in 2015 with capital provided by Golden Gate Capital, a private investment firm with over $15 billion of committed capital.

- Lead PeopleSoft PTF implementation team involved in test automation and regression testing.
- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Coordinated implementation activities of PTF team for all SIT and UAT cycles.
- Worked on Parallel Testing comparing the results from PTF and manual testing cycles.
- Involved in training sessions to help end users run PTF test scripts and create their own test scenarios.
- Provided documentation and involved in all phases of the project from impact Planning, Design, System testing, and User acceptance testing to Post go-live support.

Role: Subject Expert Trainer- PTF

- Designed and managed the training schedule for the FSCM SMEs.
- Lead and provided training on PTF as a part of a 5-day training program.
- Conducted extensive hands-on session for the team on various basic and advanced features of PTF.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.

Role: Fluid UI Techno- Functional Lead

- Provided Fluid UI techno- functional support as part of their transition from Classic Application to a Fluid enabled Application.
- Documented their Fluid requirements after extensively understanding their Fluid needs to help their Implementation partner Velocity successfully implement Fluid functionalities.

Role: Subject Expert Trainer- Fluid

- Provided in- class Fluid UI functional training as a part of a 2-day training program for a team consisting of functional and technical resources.
- Conducted hands on session for various Fluid topics including Homepages, Tiles, Dashboards, Pivot grids, work centers among many others.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.
- **Environment:** PeopleSoft FSCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007.

Client: Hackensack Meridian Health, New Jersey **Oct 2017 – Sep 2018**
Role: PeopleSoft Testing Lead

Hackensack Meridian Health provides health care services where one needs it the most. In the hospital, community, and in-home settings, our services are tailored to one's needs, and they are committed to advancing their medical services through clinical education and research. Their comprehensive services include cutting-edge diagnostic procedures, innovative treatment options, and compassionate care by their team of skilled health professionals.

- Lead PeopleSoft PTF implementation team involved in test automation and regression testing.
- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Coordinated implementation activities of PTF team for all SIT and UAT cycles.
- Worked on Parallel Testing comparing the results from PTF and manual testing cycles.
- Involved in training sessions to help end users run PTF test scripts and create their own test scenarios.
- Provided documentation and involved in all phases of the project from impact Planning, Design, System testing, and User acceptance testing to Post go-live support.
- Undergoing RPA training to assist client team to automate business processes on the platform of software robots or artificial intelligence using Blue Prism.
- **Environment:** PeopleSoft FSCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007.

Client: Kaiser Permanente, California **Oct 2017 – Oct 2018**
Role: PeopleSoft Quality Analyst

Kaiser Permanente is an American integrated managed care consortium, based in Oakland, California, United States, founded in 1945 by industrialist Henry J. Kaiser and physician Sidney Garfield. Kaiser Permanente is made up of three distinct but interdependent groups of entities: the Kaiser Foundation Health Plan, Inc. and its regional operating subsidiaries; Kaiser Foundation Hospitals; and the regional Permanente Medical Groups. As of 2017, Kaiser Permanente operates in eight states and the District of Columbia and is the largest managed care organization in the United States.

- Part of PeopleSoft MyHR QA team involved in manual testing and quality assurance.
- Managed the quality assurance tasks for multiple projects, software releases, and maintenance throughout the software development and test phases.
- Ensured requirements and design artifacts underwent reviews to proactively validate appropriate applicability, accuracy, feasibility, usability, clarity, and testability.
- Provided status report information, escalated issues and problems demanding attention and resolution from management.
- Lead integration, user acceptance, regression and performance testing stages.
- Responsible for defining and maintaining quality assurance testing best practices, initiates and documents processes and procedures improvements.
- Managed the development and maintenance of quality assurance test plans, scenarios, cases and scripts.
- Monitored progress of testing and makes necessary changes to test plans, cases, and scripts to ensure that quality standards and production deadlines are met.
- **Environment:** PeopleSoft HCM 9.1, Oracle10g, Windows 10, MS Office 2016.

Client: LDS Church, Utah **Dec 2015 – Oct 2017**
Role: PeopleSoft PTF Lead & Project Coordinator
The Church of Jesus Christ of Latter-day Saints (the LDS Church or, informally, the Mormon Church) is a Christian church that is considered by its followers to be the restoration of the original church founded by Jesus Christ. The church is headquartered in Salt Lake City, Utah, and has established congregations (called wards or branches) and built temples worldwide. According to the church, it has over 74,000 missionaries and a membership of over 15 million. It is ranked by the National Council of Churches as the fourth-largest Christian denomination in the United States.

- Part of PeopleSoft Test Framework (PTF) implementation team involved in test automation and regression testing.
- Worked with security team to define the security specific testing required for all the application roles and permission lists. Worked with the users and peers in planning, developing, implementing, and supporting new or existing test cases and test scenarios using new rolled our tool features.
- Assisted the client-side SMEs in installing PeopleSoft Test Framework (PTF) on their respective machines and conducted training workshops as required.
- Worked with the business teams to analyze their custom needs and draft a report for the same. Handheld our custom-built tool, FasTest to manage the delivered test scripts with SME specific data sets.
- Coordinated and Participated in User Acceptance Testing.
- Coordinated application development sessions with clients and Business partners.
- Coordinated and planned status calls with specific business teams to discuss the phase wise report and analysis.
- Lead the offshore team to build PTF library test scripts based on client's business needs and automate it alongside the business community.
- **Environment:** PeopleSoft HCM 9.1, Oracle10g, Windows XP, MS Office 2007.

Client: Franklin Templeton Investments, California **Oct 2016 – Oct 2017**
Role: PeopleSoft Testing Lead
Franklin Templeton Solutions is a global investment management group committed to creating total portfolio solutions integrated with risk management to help investors achieve their financial goals regardless of market conditions. Franklin Templeton offers a wide range of mutual funds and investment solutions.

- Part of PeopleSoft PTF implementation team involved in test automation and regression testing.
- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Coordinated implementation activities of PTF team for all SIT and UAT cycles.
- Worked on Parallel Testing comparing the results from PTF and manual testing cycles.
- Involved in training sessions to help end users run PTF test scripts and create their own test scenarios.
- Provided documentation and involved in all phases of the project from impact Planning, Design, System testing, and User acceptance testing to Post go-live support.
- **Environment:** PeopleSoft FSCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007.

Client: Franklin Templeton Investments, California **Oct 2016 – Oct 2017**
Role: Project Manager/ Coordinator
- Coordinated implementation activities of PTF team for all SIT and UAT cycles.

- Provided documentation and involved in all phases of the project from impact Planning, Design, System testing, and User acceptance testing to Post go-live support.
- Coordinated and planned status calls with specific business teams to discuss the phase wise report and analysis.
- Defined the project scope, objectives, staffing, resources, and deliverables.
- Developed project plans that identified key issues, approaches, and performance metrics.
- Planned and scheduled project timelines and milestones.
- Formulated risk management plans.
- **Environment:** PeopleSoft FSCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007.

Client: Intermountain Healthcare, Utah **Jan 2016 – Jul 2017**
Role: PeopleSoft Test Lead
Intermountain Healthcare is a not-for-profit healthcare system and is the largest healthcare provider in the Intermountain West of the United States. Intermountain Healthcare provides hospital and other medical services in Utah and Idaho and offers integrated managed care under the insurance brand SelectHealth.

- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Worked with the business teams to analyze their custom needs and draft a report for the same. Handheld our custom-built tool, FasTest to manage the delivered test scripts with SME specific data sets.
- Lead the offshore team to build PTF library test scripts based on client's business needs and automate it alongside the business community.
- Part of PeopleSoft PTF implementation team involved in test automation and regression testing.
- **Environment:** PeopleSoft FSCM 9.1, PeopleSoft FSCM 9.2, Oracle11g, and Windows 2008 Server, MS Office 2007.

Client: Intermountain Healthcare, Utah **Jul 2017**
Role: Subject Expert Trainer- Fluid

- Provided in- class Fluid UI functional training as a part of a 2-day training program for a team consisting of functional and technical resources.
- Conducted hands on session for various Fluid topics including Homepages, Tiles, Dashboards, Pivot grids, work centers among many others.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.
- **Environment:** PeopleSoft FSCM 9.2.

Client: Tokio Marine HCC, Houston **Jun 2017**
Role: Subject Expert Trainer- Fluid
Tokio Marine HCC is an international specialty insurance group with offices across the United States, the United Kingdom, Spain, and Ireland.

- Coordinated and managed the training program on site.
- Provided in- class Fluid UI functional training as a part of a 4-day training program for a team consisting of functional and technical resources.
- Conducted hands on session for various Fluid topics including Homepages, Tiles, Dashboards, Pivot grids, work centers and navigation collections.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.

- **Environment:** PeopleSoft FSCM 9.2

Client: AARP, Washington DC **Oct 2016- Oct 2017**
Role: PTF Lead- HCM
AARP, Inc., formerly the American Association of Retired Persons, is a United States-based interest group with a membership founded in 1958 by Ethel Percy Andrus, Ph.D., a retired educator from California, and Leonard Davis, later the founder of the Colonial Penn Group of insurance companies.

- Part of PeopleSoft PTF implementation team involved in test automation and regression testing.
- Interacted with their business experts to understand their workflow and build a custom-made resource plan with multiple techno- functional leads.
- Lead the in-house PTF team to convert client's manual scripts to automated scripts that eventually let us build module specific scenarios with multiple test scripts to run in a one-step execution model.
- Worked with the business teams to analyze their custom needs and draft a report for the same. Handheld our custom-built tool, FasTest to manage the delivered test scripts with SME specific data sets.
- Lead the offshore team to build PTF library test scripts based on client's business needs and automate it alongside the business community.
- **Environment:** PeopleSoft HCM 9.2, PTF V 8.54

Role: Subject Expert Trainer- PTF
- Designed and managed the training schedule for the HCM SMEs.
- Lead and provided training on PTF as a part of a 3-day training program.
- Conducted extensive hands-on session for the team on various basic and advanced features of PTF.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.

Online Training **Jan 2016 – Present**
Role: Subject Expert Trainer- PTF
- Coordinated and managed PeopleSoft Test Framework (PTF) training programs online through WebEx and other media on a regular basis.
- Provided remote training on PTF as a part of 1-day training program.
- Provided documentation of manuals from the training
- Addressed trainee specific questions and queries.
- **Environment:** PeopleSoft FSCM 9.2/ HCM 9.2

Role: Subject Expert Trainer- Fluid
- Coordinated and managed the training programs online through WebEx and other media on a regular basis.
- Provided online Fluid UI functional training as a part of a Fluid 101 1- day basic training program and Fluid 201 2 - day advanced training program.
- Provided documentation of manuals from the training.
- Addressed trainee specific questions and queries.
- **Environment:** PeopleSoft FSCM 9.2.

Internship: HCL Global Systems, Inc. **Sep 2015 – Dec 2015**
Role: Business Analyst/ PTF Developer Intern
- Collected and transmitted the business requirements for the project and translating these functional specifications and detailed test plans.
- Gathering requirements, project planning, designing user interface, interacting with the clients and develop and manage modules.

- Assisting in implanting system enhancements or new systems by designing, programming, documenting, and testing. Ensure quality of enhancement or new procedures developed.
- Identifying and correcting flaws and/ or procedural gaps related to applications being implemented.
- Interacted with client's business experts to understand their workflow and build a custom- made resource plan with multiple techno- functional leads.
- Part of PeopleSoft PTF implementation team involved in test automation and regression testing.

Presentations & Papers

- Healthcare Industry User Group (HIUG), FL Jun 2017
  - Customer Case Study: Automate Regression Testing with PeopleSoft Test Framework 8.55 was co-presented with an ERP Lead from our Health Care client Intermountain Healthcare.
- Quest International Users Group's RECONNECT, IL Jul 2017
  - PeopleSoft Test Framework 8.55 as a Test Automation Tool to Automate your PUM Regression Testing.
  - Revolutionize PeopleSoft Reporting with Fluid UI.

Education & Certifications

- Bachelor of Technology, in Computer Science Engineering
- Master of Sciences, in Information Technology
- Oracle Cloud Infrastructure Foundations 2020 Certified Associate
- Certified Scrum Master® (CSM), Scrum Alliance

12.2.7 VENKATA ANUMULA – PEOPLESOFT FSCM FUNCTIONAL

Venkata is a technology and business consultant with over 14 years of experience leading the design, development and implementation of high-performance technology solutions. He has worked extensively as a PeopleSoft Functional SME in the Public and Higher Education sectors and possesses a deep understanding of the business processes and needs of these sectors. He has more than 12 years of experience in leading the design, configuration, testing and deployment of large PeopleSoft Supply Chain and Financials System (FSCM) implementations in Procure-to-Pay modules such as Purchasing, Accounts Payable, Inventory, Financial Gateway, Commitment Control, eProcurement, Strategic Sourcing, Contracts, Accounts Receivables, Billing and GL. He also has extensive knowledge of the capabilities, limitation and integration issues with packaged software solutions such as People Soft.

Highlights

- Over 12 years of experience leading the design, configuration, testing and deployment of large FSCM implementations
- Extensive experience with Purchasing, Accounts Payable, Inventory, Financial Gateway, Commitment Control, eProcurement, Strategic Sourcing, Contracts, Accounts Receivables, Billing and GL with a primary focus in Procure to Pay (Purchasing, eProcurement and Accounts Payable)
- Higher Education and Public-Sector experience

Technical Skills

- **Operating Systems:** Windows NT 4.0/2000/98/95/XP, MS DOS 6.x, Sun Solaris 2.c, Linux
- **Languages:** SQL, PL/SQL, COBOL, Unix Shell Script, C, C++, Java, Visual Basic 6.0, People Code
- **Web:** JSP, Servlets, Java Beans, ASP 3.0, HTML, DHTML, XML
- **ERP:** PeopleSoft 8.x/7.x (GL, AR, AP, AM, BI, PO, Commitment control)
- **RDBMS:** Oracle 9i/8i/8.x/7.x, MS SQL Server 2000/8.0/7.0/6.5, SQL Query Analyzer.
- **Tools:** PS Query, SQR, Crystal Reports, People Tools 8.x (Application Designer, Application Engine, Tree manager, Upgrade Assistant, Data Mover, OBIEE, Object Security, Process Scheduler, Business Interlink, Component Interfaces), Oracle Developer/2000, Oracle Import/Export, MS Office Suite

Professional Experience

Alaska Air, Seattle, WA **Dec 2017 – Current**

Sr. PeopleSoft FSCM Functional Consultant

- Gather requirements to understand and analyze the need to configure the number of fluid tiles on home page and security roles to assign those roles to the user appropriately.
- Presented the delivered tiles for Accounts Payables, Asset Management, General Ledger, Workflow Approvals and Requisitions to the client and gathered requirements around the delivered tiles.
- Gather requirements on the fluid user interface mobile approvals and tested those approvals on the mobile devices to ensure that mobile approvals work correctly on any mobile device.
- Involved in the Fit-Gap sessions along with the users to discuss the potential gaps in the existing 9.0 system and provide solutions available in the new 9.2 system.
- Build Custom Fluid Tiles from regular PeopleSoft pages using Navigation Collections and published those tiles on the fluid home page as per the requirements.
- Setup the security for delivered and custom tiles for specific users to ensure they can use mobile Fluid pages on any mobile device.
- Gather requirements around PeopleSoft Search Framework; Design for procure-to-pay modules.
- Worked with users to enhance existing Business Processes that would help increase effectiveness
- Fixed issues related to the PO Auto Sourcing, PO Budget Checking and Receipt Creation etc.
- Fixed issues related to the setup and configuration of Purchasing and eProcurement module.

University of Louisville, Louisville, KY Sep 2016 – Nov 2017
Sr. PeopleSoft SCM Functional Consultant

- Working as PeopleSoft Functional SCM Lead Consultant on Financials 9.2 system assisting the users on fixing the issue and enhancements.
- Assisted ePro users in day-to-day issues related to Purchase Orders, Requisitions and Vouchers.
- Responsible for gathering requirements along with the key users to discuss the existing business processes in the current system and pain points around the existing system.
- Setup/built tiles as part of Fluid User Interface for PeopleSoft 9.2 for different users and defining the security to the tiles to make sure different users access different tiles.
- Fix the issues related to the PO Auto Sourcing, PO Budget Checking and Receipt Creation etc.
- Fixed various issues related to setup and configuration of Purchasing and eProcurement module.
- Configured additional steps to build tiles for Requisition, Expenses, Travel Authorization and Payment Request etc.
- Developed a process to upload Journals using Journal Excel Upload feature into PeopleSoft GL.
- Worked with users to enhance existing Business Processes to increase effectiveness
- Worked on issues related to Supplier Portal; Helped vendors log into system and check POs.
- Hands on experience on full life cycle of Procure-to-Pay process.
- Designed and developed the Requisition and Payment Request workflow using AWE.
- Responsible for handling issues related to Commitment Control exceptions and fix issues daily

NiSource, Columbus, OH Oct 2015 – Aug 2016
Sr. PeopleSoft Supply Chain Functional Consultant

- Worked as PeopleSoft Functional SCM Lead Consultant in Procurement (Purchasing, ePro) and AP implementation of PeopleSoft 9.1 system.
- Responsible for gathering requirements along with the key users to discuss the existing business processes in the current system and pain points around the existing system.
- Led team in mapping existing supply chain business processes in Maximo to new 9.1 system.
- Conducted Conference Room Prototype (CRP) sessions to provide a high-level Functionality of PeopleSoft system to the client and understand important business processes of existing system.
- Responsible for developing a conversion approach strategy for converting the procurement transactions such as Purchase Orders, Receipts and Procurement Contracts.
- Setup Supplier setup including Supplier Location, Addresses and Contacts.
- Created As-Is and To-Be Process Visio diagrams.
- Understanding existing inbound/outbound interfaces to Maximo system; Designed new interfaces to new PeopleSoft 9.1 system.
- Involved in developing a roadmap for mapping the existing end-to end procure-to-pay processes onto the new PeopleSoft system.
- Involved in the test approach strategy and design test plan.
- Setup and Configure Direct Connect Vendors using eProcurement Punch-out.
- Configured and setup eight (8) business units for Purchasing and assisted setup for Ship-To Locations setup, Requestor setup, Change Template etc.
- Arranged workshops after UPK sessions to provide the users hands-on experience of the ePro and Purchasing modules.
- Validated accounting entries generated from Receipt Accrual Process and Voucher Post process and posted to GL.
- Involved in setting up the match rules, document association rules and configured the Match Rule Control to setup the three-way matching as desired by the client.
- Setup and configured the Receipt Accrual Journal Template.
- Validated the critical GL processes such as Journal Generator Process, Journal Post Process and Ledger Close Process.

- Develop the Functional and Detailed Documents for all the business processes.
- Designed and developed the Requisition workflow using AWE.
- Configured several processes such as Return to Vendors, Close Short Job etc.
- Provided documentation to the users on the processes such as Close Short Process, Return to Vendors, Procurement Contract Versioning etc.
- Fixed issues related to the setup and configuration of Purchasing, ePro, Strategic Sourcing and AP.
- Developed various queries and reports in eProcurement, Purchasing, Procurement Contracts and AP to provide the users with the data they need in their daily activities.
- Validated setup and configuration of AP, Purchasing, Procurement Contracts and eProcurement after the 9.1 upgrade
- Trained users on the new 9.1 system; Provided them with all new Functionality available
- Met with managers and end users to review the status on a weekly basis.
- Assisted the users in the Accounting Entries generation for receipt accrual process.
- Fixed issues related to Voucher Matching with PO, Voucher Post process and Payment Post process.
- Fixed issues related to BI reports and to the setup/configuration of Purchasing and ePro modules.
- Hands on experience on full life cycle of Procure-to-Pay process.

EKPC, Lexington, KY Oct 2014 – Sep 2015
Sr. PeopleSoft FSCM Functional Consultant

- PeopleSoft Functional Lead Consultant in Financials Upgrade from 9.0 to 9.2 on Supply Chain (SCM) modules such as Purchasing, eProcurement, Inventory etc. with a focus on Technical development.
- Involved in the Fit-Gap sessions along with the users to discuss the potential gaps in the existing 9.0 system and provide solutions available in the new 9.2 system.
- Fixed issues related to the setup and configuration of Strategic Sourcing, Contracts and Purchasing
- Gathered new business requirements from Functional users; Discussed possible retrofit within new 9.2 system.
- Developed Functional and Detailed Documents for the processes that require customizations necessary to perform the day-to-day business.
- Setup/trained users in User Productivity Kits (UPK); Addressed all issues in working through UPKs
- Setup key configurations to implement eProcurement module.
- Validated configurations to setup the bid factors and business constraints according to the needs of the organization after the upgrade from v8.4 to 9.1.
- Fixed issues related to the Bidder Registrations and Event creation.
- Assisted users in Cost accounting process, Validated setup of Cost Books, Cost Types and Cost Methods.
- Validating the configurations and setup of PO, Inventory and AP modules from 9.0 to 9.2.
- Assisted the users in the Accounting Entries generation from AP-to-GL.
- Fixed issues related to the payments coming from Payables within Financial Gateway.
- Fixed issues related to Voucher Matching with PO, Voucher Post process and Payment Post process.
- Modified the Bank layout file to accommodate the client requirements and tested with the Bank to make sure this is acceptable to Bank.
- Designed and Developed the Requisition and PO workflow using AWE.
- Configured the Buyer Work Center and the dashboard for the end users.
- Configured several processes such as Return to Vendors, Close Short Job etc.

- Provided documentation to the users on the processes such as Close Short Process, Return to Vendors, Procurement Contract Versioning etc.
- Fixed issues related to setup/configuration of Purchasing, ePro, Strategic Sourcing and AP
- Validated the Pay Cycle setup and Bank setup for the newly created Pay Cycles.
- Designed and developed the Procurement Contract Workflow into 9.2 system.
- Developed queries and reports in ePro, Purchasing, Billing and AP to provide users with the data needed for daily activities.
- Validated setup/configuration of AP, Purchasing, Procurement Contracts and ePro after upgrade
- Trained users on new 9.2 system; Provided them with all new Functionality available.
- Configured Ledger Close process and GL Allocation process; Validated the results of the processes.
- Meet with the Managers and the end users to review the status on a weekly basis.
- Configured, automated and validated all the business processes related to the Payables to Financial Gateway integration including the pre-note process.
- Developed Pivot Grids for some of the key queries the users use for their day-to- day business.
- Configured/setup Buyer Work Center and Buyer Dashboard as per the EKPC user requirements.
- Fixed issues related to BI reports and setup/configuration of Purchasing and eProcurement module.
- Hands on experience on full life cycle of Procure-to-Pay process.

City of Boston, Boston, MA Jan 2013 – Sep 2014
Sr. PeopleSoft SCM Functional Consultant

- Worked as PeopleSoft Financial and Supply Chain Consultant in Production Support and training of the Purchasing, eProcurement, Strategic Sourcing, Inventory and AP modules.
- Fixed various issues related to the setup and configuration of Inventory, Purchasing and GL.
- Develop the Functional and Detailed Documents for the processes that require customizations necessary to perform the day-to-day business.
- Developed various queries and reports in Procurement, Strategic Sourcing and AP to provide the users with the data they need in their daily activities.
- Validated the setup and configuration of AP, PO, ePro, Procurement Contracts and Commitment control after the upgrade from v8.4 to 9.1.
- Setup/configured new Pay Cycle for a new business unit; Validated full pay cycle for business unit.
- Setup/trained the users in User Productivity Kits (UPK); Resolved issues in working through UPKs.
- Fixed issues related to the Voucher Matching with PO, Voucher Post and Payment Post processed.
- Assisted the users in the Event Creation, Bid Analysis and Bid Award process.
- Validated Configurations to setup the bid factors and business constraints according to the needs of the organization after the upgrade from v8.4 to 9.1.
- Fixed issues related to the bidder registrations and event creation.
- Trained users on Source to settle processes that include all event life cycle processes.
- Assisted the users in the Order fulfillment process and Directed Putaway process.
- Knowledge of PeopleSoft Inventory Business Unit, Items, fulfillment stages, receiving and shipping, par locations.
- Assisted users in Cost Accounting process; Validated setup of Cost Books, Cost Types and Cost Methods.
- Validated configurations and setup of PO, Inventory and AP modules from 8.8 to 9.1.
- Handled year-end 1099 Vendor process; Fixed issues related to 1099 setup within Vendor Management.
- Configured several processes such as Return to Vendors, Close Short Job etc.
- Designed/developed contract clause libraries, document configurators, and user-defined wizards used for document generation.

- Trained end users to manage document lifecycle and track executed Supplier contracts and amendments.
- Designed and developed a custom process that updates the Contract Balances of the closed POs that have balances but never went back to Contracts.
- Modified the CCD+ file to accommodate the new requirements desired by client for ACH payments.
- Fixed issues related to the PO Auto Sourcing, PO Budget Checking and Receipt Creation etc.
- Fixed issues related to the payments coming from Payables within Financial Gateway.
- Configured, automated and validated all the business processes related to the Payables to Financial Gateway integration including the pre-note process.
- Assisted the users in the Accounting Entries generation from AP-to-GL.
- Fixed the PO and KK related issues in 9.1 that are migrated from 8.4.
- Prepared the fit-gap analysis document to define the requirements in relation to the implementation of People Soft Release 9.1.
- Developed business process flow diagrams for existing process related to Purchasing, AP and GL.
- Gather requirements from users to generate user-friendly reports useful in day-to-day activities.
- Fixed the issues related to posting of Pending Items.
- Meet with the Managers and the end users to review the status on a weekly basis.

ERP Analysts, Inc Feb 2012 – Dec 2012
Senior ERP Analyst
Client: Workers' Compensation Board, Albany, NY

- PeopleSoft financial Consultant in upgrade of the PeopleSoft Financials system from 8.8 to 9.1.
- Validated the setup and configuration of PO, Contracts, AP, AR, Billing, Project Costing, Maintenance Management and Commitment control after the upgrade from v8.8 to 9.1.
- Gathered requirements from users to generate user-friendly reports useful in day-to-day activities.
- Setup new AP business unit and involved in all the configurations related to this business Unit.
- Setup new Step Group and created a new Pay Cycle for the new business unit.
- Prepared the fit-gap analysis document to define requirements in for implementation
- Developed business process flow diagrams for existing process related to Purchasing, AP and GL.
- Experience with Procurement Contracts life cycle from Contract Creation till Voucher Posting.
- Assisted users with processes (i.e. Order Release, Reservation, Picking Confirmation and Shipping)
- Configured the storage levels for the inventory business units in 9.1.
- Performed fit-gap analysis for modules (i.e. PO, Inventory and AP for upgrade of Peoplesoft 9.1)
- Gathered requirements for the customization of the replenishment report and packing slip report.
- Assisted users with processes (i.e. Voucher Posting, Voucher Close, Payment Posting, Check restart)
- Validated the setup of existing Pay Cycles.

Client & Employer: Peralta Community College District Oct 2006 – Jan 2012
Application Software Analyst

- Peoplesoft Functional Consultant at the District IT office handling Finance and Student Administration modules such as Student Records, Student Finance, Campus Community.
- Day to day production support to the end users in their daily activities related to all the financial modules like AP, PO, AR, Asset Management, Treasury, Inventory and GL etc.
- Involved in the validation of the GL data from 8.8 to 9.1.
- Validated all the existing customized GL reports from 8.8 to 9.1.
- Developed a tool to clean-up the data in the Commitment Control related tables and establish synch between the activity log and Ledger KK.
- Achieved the Customization of the Requisition page to enable the taxes to be added to the Req. Amount at the Requisition level.

- Created a new Taxable field on the Requisition page separate from the Ship TO Location field Functionality to enable the users to create Taxable and Non-Taxable line effectively.
- Defined a process that avoided the discrepancy between Voucher Accounting table and the General Ledger table.
- Created Queries and Reports (SQR and Crystal Reports) necessary as requested by the end-users based on the set of criteria.
- Developed App. Engine Program to provide the users with a report that shows all the information ranging from Procurement to Vouchers.
- Experience with Procurement Contracts lifecycle from Contract Creation til Voucher Posting.
- Fixed various issues relating to the Contract Creation, Contract Maintenance, Defining Milestones and Contract Release process and sourcing the Contracts to Purchase Orders.
- Setup and configured various options related to the Contracts module.
- Trained new users in Requisitions, POs and Vouchers and managing their budgets on the Commitment Control side.
- Extensively worked on App. Designer and People code creating components for custom modules.
- Involved in design of various customizations related to the Student Administration.
- Defined a process that avoided the discrepancy between Voucher Accounting table and General Ledger table.
- Created Functional documents related to all customizations performed; Provided guidelines for Technical documentation.
- Validated the data that was converted from legacy to the Peoplesoft 8.8 system.

Education

- MCA (Master of Computer Applications) Sep'1998. Osmania University, Hyderabad, A.P., India.

12.2.8 RITA FUTRELL – PEOPLESOFT HCM FUNCTIONAL

Over 35 years of experience in human resources, benefits, recruiting, systems development, and software consulting. Senior PeopleSoft HCM Functional Lead and Practice Director with numerous, full-lifecycle implementations and upgrades, including hands-on experience implementing PeopleSoft's Human Resources, Base Benefits, Benefits Administration, Manager Dashboard, eApps, Talent Acquisition Management and Candidate Gateway Modules. These implementations have included project management, requirements management, design, training, development and deployment phases, post-production support, and planning for future phases. PeopleSoft implementation experience spans version 1.0 through version 9.2. A PeopleSoft Enterprise 9 HCM, HR Consultant Certified Expert.

Professional Consulting Experience

Bremer Bank
Lead Functional Consultant

- Served as Lead Functional Consultant for upgrade from 9.1 to Version 9.2, Image 24. This was a Fluid Integration project.
- Conducted structured design sessions of functionality for HCM including core HR including full position management, Benefits Administration, Life Events, eDevelopment, and eProfile. Position Management is being newly implemented.
- Configured tables needed for HCM, eProfile, Benefits Administration, and eDevelopment.
- Configured Activity Guides for new Life Events.
- Developed functional specifications for system modifications.
- Performed analysis of existing configuration tables.
- Worked with technical resources to convert Job Data to Position data.
- Created test scripts and conduct System Integration testing.
- Worked with team to document and remediate defects.
- Supported User Acceptance Testing.

Orangeburg Regional Medical Center
Lead Functional Consultant

- Served as Lead Functional Consultant for implementation of HCM on Version 9.2.
- Conducted structured design sessions of functionality for HCM including core HR and Health & Safety.
- Conducted design sessions for Employee Self Service and Manager Self Service.
- Configured tables needed for the implementation of Core HCM and ESS.
- Managed conversion efforts for HCM Core Data.
- Conducted structured design sessions of functionality for HCM including core HR including full position management.
- Worked with developer to determine the blueprint for how data would be mapped.
- Managed the identification and resolution of application issues.
- Escalated project issues, project risks, and other concerns.
- Provided postproduction support for HCM.
- Implemented Manager Self Service, including Dashboard, following 'Go Live'.
- Supported configuration and testing for Open Enrollment.
- Gathered requirements for Open Enrollment processing.
- Performed analysis of existing configuration tables.
- Conducted System testing for Benefits Administration.

Navy Federal Credit Union
Lead Functional Consultant

- Served as Lead Functional Consultant in Upgrade from 9.1 and 9.2.

- Conduct structured walk-through sessions for new functionality released in 9.2 in Human Resources, Benefits Administration, Recruiting, and Employee Self Service.
- Implemented new 9.2 functionality including Life Events (eBenefits), Affordable Care Act (Benefits), and SES (Secure Enterprise Search) for recruitment and other functionality.
- Configured tables needed for the implementation of life events.
- Configured tables needed for the implementation of flexible processes (recruiting).
- Worked with users and ERISA attorneys to validate configuration for the Affordable Care Act.
- Managed conversion effort to integrate contractors as contingent workers.
- Managed effort to create retiree benefits configuration and enroll retirees into retirement benefits.
- Worked with teams to document and remediate defects.
- Provided postproduction support.

Asplundh Tree Expert Co.
Project Manager and Lead Functional Consultant

- Served as Project Manager and Lead Functional Consultant in Upgrade from 9.0 and 9.2.
- Created and maintained project plan and budget for project; project was completed on time and under budget.
- Created and managed cutover checklist for 'Go Live' activities.
- Conducted structured walk-through sessions for new functionality released in 9.2 in Human Resources, Benefits Administration, and Employee Self Service.
- Supported configuration effort.
- Created test scripts and conducted system integration testing.
- Supported User Acceptance Testing.
- Created cutover steps for modules
- Managed the identification and resolution of application issues.
- Escalated project issues, project risks, and other concerns.
- Provided postproduction support for TAM/CG.

Washington Metropolitan Area Transit Authority
Functional Consultant and Trainer

- Served as TAM/CG Functional Consultant in Upgrade from 8.8 to 9.1.
- Created test scripts using The Oracle User Productivity Kit (UPK).
- Conducted System Integration Testing.
- Supported User Acceptance Testing.
- Resolved configuration issues.
- Worked with TAM team to document and remediate Gap issues.
- Provided postproduction support for TAM/CG.
- Developed classroom content using UPK.
- Conducted desk side and classroom training for Talent Acquisition Management/Candidate Gateway, and Manager Self Service
- Delivered training to managers and executive officers in classroom and one on one.
- Conducted Train the Trainer (T3) Sessions for TAM/CG.

Hampton Roads Transit
Lead Functional Consultant

- Provided detailed guidance to HRT functional leads through re-implementation process.
- Provided "Best Practice" business and system knowledge.
- Prepared agendas for the structured walkthroughs of the PeopleSoft modules prototypes.
- Conducted the prototype sessions for Human Resources, Talent Acquisition. Manager/Candidate Gateway, Employee Self Service, Manager Dashboard, Talent Summary, Org Chart Viewer, Manager Self Service.

- Configured the initial prototype system based on business requirements.
- Led Requirement definition and Fit/Gap analysis.
- Assisted in resolving gaps, whenever possible, by recommending work-around, process improvement, customization, or modification.
- Analyzed current business processes.
- Developed business process vision and requirements.
- Lead conversion requirements, design, testing, and validation.
- Developed functional specifications.
- Oversaw and support testing the system to ensure that HRT requirements are met.
- Led system assessment, design, configuration/development, and testing.
- Escalated project issues, project risks, and other concerns.
- Reviewed all project deliverables and work products.
- Ensured that the project tasks are performed on schedule.
- Provided the appropriate templates and tools to the Module leads.
- Ensured all modules conform to project standards and guidelines.
- Created Conversion Validation Materials.
- Trained the trainers for Talent Acquisition/Candidate Gateway, Human Resources, Manager Dashboard, Employee Self Service, Training, and Professional Compliance.
- Created job aids for testing and implementation of new functionality.
- Staged database in preparation for training classes.
- Provided support to Trainers during their training sessions.
- Ensured knowledge transfer was accomplished with functional leads.
- Assisted with the management and resolution of BPR issues in each respective area.
- Identified detail tasks for Functional Team Members.
- Performed review and internal quality assurance on all application deliverables.
- Managed the identification and resolution of application issues.

Quest Diagnostics, Inc.
Lead Functional Consultant

- Served as Lead Functional Consultant for upgrade from 9.0 to 9.1 in the following areas: Human Resources, Benefits Administration, Employee Self Service, Manager Self Service, and eRecruit.
- Conducted assessment sessions for Human Resources, Benefits Administration, Employee Self Service, Manager Self Service, and eRecruit.
- Created design document sections for the following functionality: Human Resources, Benefits Administration, Employee Self Service, Manager Self Service, and eRecruit.
- Reviewed existing customizations with users to determine if customizations can be eliminated.
- Configured database to reflect new configuration specific to version 9.1.
- Created test scripts and assisting users during testing.
- Created job aids for testing and implementation of new functional.
- Staged database in preparation for training classes.
- Provided support to Trainers during their training sessions.
- Ensured knowledge transfer was accomplished with functionality leads.

Alion Science and Technology
Lead Functional Consultant

- Served as Lead Functional Consultant providing upgrade support in an environment going from 8.9 to 9.1.
- Reviewed and updated design documents for customizations to be retrofit to version 9.1.
- Led assessment session for Benefits Administration including Total Rewards.
- Assisted with writing of test scenarios and testing new functionality for HR, Benefits, and eRecruit.
- Provided support for Benefits, eRecruit and Human Resources.

- Created test scripts and assisted users during testing.
- Created job aids for testing and implementation of new functionality.
- Staged database in preparation for training classes.
- Provided support to Trainers during their training sessions.
- Ensured knowledge transfer was accomplished with functionality leads.

Quest Diagnostics, Inc.
Lead Functional Consultant

- Served as Lead Functional Consultant to merge certain international populations into database with U.S. based employees.
- Served as Lead Functional Consultant to implement Manager Self Service.
- Provided functional support for testing of a custom non-employee page.
- Conducted fit/gap sessions for Manager Self Service.
- Created design document for Manager Self Service.
- Configured database for Manager Self Service.
- Created test scripts and assisting users during testing.
- Trained users on the new functionality being implemented.
- Created job aids for testing and implementation of new functionality.
- Ensured knowledge transfer was accomplished with functional leads.

Quest Diagnostics, Inc.
Project Manager and Lead Functional Consultant

- Served as Project Lead, Functional Lead, and Test Lead for implementation of PTO plans for portion of employee population via Benefits Administration. This population was previously enrolled in Vacation, Sick, and Float Holiday plans.
- Generated requirements document to capture functional requirements to be included and excluded from the implementation.
- Developed and managed Project plan.
- Created and assembled design document for the project.
- Configured set-up tables for Base Benefits and Benefits Administration.
- Created test scripts and test plan.
- Worked with technical resource to convert “old” leave plan accrual amounts to the “new” leave plans.
- Provided postproduction support.

Quest Diagnostics, Inc.
Project Manager and Lead Functional Consultant

- Served as Project Lead and Functional Lead for implementation of Talent Acquisition Manager (TAM) version 9.0 for large employee and external applicant population.
- Generated Requirements document to capture functionality to be included/excluded from implementation.
- Created and assembled design document for the project.
- Wrote test scripts and created test plan.
- Configured set-up tables.
- Managed and maintain the Project plan.
- Gathered requirements to convert data for 120,000 applicants from a 3rd party vendor, Authoria.
- Gathered custom requirements from two 3rd party vendors for integration with PeopleSoft.
- Participated in Resume Mirror configuration/functionality/issue resolution sessions for three products – Parsing, Search, and Post to Job Board.
- Assisted with the design and configuration for maintaining applicant assessment results from The Shaker Group.

- Conducted "Train the Trainer" training sessions for eRecruit and Resume Mirror/Talent Technology.
- Provided support to power trainers as they trained other users.
- Participated in analysis and testing of resolved issues.

Quest Diagnostics, Inc.
PeopleSoft HCM Functional Consultant

- Served as HR/Benefits Functional Lead for PeopleSoft v. 8.8 to v. 9.0 upgrade.
- Led Fit/Gap analysis sessions for HR, Benefits Administration, Recruitment, eCompensation, eBenefits, eCompensation Manager Desktop, eDevelopment, eProfile, and eProfile Manager Desktop.
- Configured new/modified table set-up.
- Created test scenarios and conducted system testing.
- Staged database in preparation for training classes.
- Created job aids for testing and implementation of new functionality.
- Provided support to Trainers during their training sessions.
- Ensured knowledge transfer was accomplished with functional leads.
- Assisted in compiling project documentation for Design Document.
- Participated in analysis and testing of PeopleSoft fixes.
- Participated in data validation process.
- Provided issue analysis and resolution.

Quest Diagnostics, Inc.
Project Manager and Lead Functional Consultant

- Served as Implementation and Functional Lead in an environment deploying eApps (eProfile, eDevelopment, eCompensation) in version 8.8 to a population of approximately 42,000 employees.
- Managed the project plan.
- Configured new table set-up.
- Created test scenarios and conducted system testing.
- Created job aids for testing and implementation of new functionality.
- Staged database in preparation for training classes.
- Provided support to Trainers during their training sessions.
- Ensured knowledge transfer was accomplished with functional leads.
- Assisted in compiling project documentation for Design Document.
- Participated in analysis and testing of PeopleSoft fixes.
- Participated in data validation process.
- Provided issue analysis and resolution.

DC Based Financial Services Company
PeopleSoft HCM Functional Consultant

- Led Fit/Gap analysis sessions for HR, Benefits, eProfile, eProfile Manager, and Talent Acquisition/Candidate Gateway (eRecruit). During these sessions compared the 8.0 functionality to the 8.9 functionality.
- Implemented new functionality in eRecruit that was previously performed in Talent Tracker and Lotus Notes.
- Provided UAT support for HR, Benefits, eProfile/eProfile Manager, and eRecruit.
- Configured new/modified table set-up, created and/or modified test scenarios and conducted system testing.
- Assisted in compiling project documentation at the commencement of the project including test and change management plans.

- Participated in data validation process.
- Provided issue analysis and resolution.
- Assisted with compiling recommendation on how and when to proceed with the deployment of the 8.9 product.
- Documented and tested customizations.
- Created job aids for testing and implementation of new functionality.
- Staged database in preparation for training classes.
- Ensured knowledge transfer was accomplished with functional leads.

Navy Federal Credit Union
PeopleSoft HCM Functional Consultant

- Captured "As Is" business processes for Benefits, Payroll, and Time and Labor for v 9.0 implementation.
- Identified functional requirements.
- Designed "As Is" Business Process flows using Visio to achieve a level of process description comparable to the PeopleSoft process flow in v 9.0.

Public Company Accounting Oversight Board (PCAOB)
PeopleSoft HCM Functional Consultant

- Provided support for Tax Updates and Payroll year End processing in a PeopleSoft 9.0 environment.

Enterprise Community Partners, LLC.
PeopleSoft HCM Functional Consultant

- Gathered requirements for Time and Labor v9.0 testing.
- Created test scenarios for Time and Labor Functionality.

OPNET Technologies, Inc.
PeopleSoft HCM Functional Consultant

- Implemented Benefits Administration and eBenefits in an 8.9 environment.
- Gathered requirements for Benefits Administration and Open Enrollment processing.
- Performed analysis of existing configuration tables.
- Configured Benefits Administration and eBenefits tables.
- Configured and tested new configuration due to change of carrier for dental, life, and disability plans.
- Created "How to" guides for daily HR, Benefits Administration, and Open Enrollment Processing.
- Prepared environment to calculate benefit deductions. Calculated and confirmed benefit deductions in Production environment.
- Created test scenarios and performed System Testing for Ben Admin functionality.
- Assisted users during UAT Testing and the move to Production.
- Provided Postproduction support and analysis of existing HR configuration.
- Created job aids for testing and implementation of new functionality.
- Staged database in preparation for training classes.
- Ensured knowledge transfer was accomplished with functional leads.
- Provided one to one training for users on HR and Benefits Administration functionality.

Quest Diagnostics, Inc.
Project Manager and PeopleSoft HCM Functional Consultant

- Served as Project Manager and Functional Consultant.
- Led Fit/Gap analysis sessions for Benefits Administration and eBenefits.
- Successfully implemented Benefits Administration in an 8.8 environment for a population of more than 30,000 employees.
- Created job aids for testing and implementation of new functionality.

- Staged database in preparation for training classes.
- Ensured knowledge transfer was accomplished with functional leads.
- Additionally, provided support for first Open Enrollment using Benefits Administration and third-party vendor.

Alion Science and Technology
Lead Functional Consultant

- Served as Lead Functional Consultant providing upgrade support in an environment going from 8.0 to 8.9.
- Led Fit/Gap analysis sessions for Benefits and eBenefits.
- Assisted with writing of test scenarios and testing new functionality for HR, Benefits, and eRecruit.
- Created job aids for testing and implementation of new functionality.
- Staged database in preparation for testing cycles.
- Ensured knowledge transfer was accomplished with functional leads.
- Provided support for Human Resources.

Educational Testing Services
O&M Lead Functional Consultant

- Served as Lead O & M Functional Consultant for Production support in an 8.8 environment.
- Provided support for Human Resources, Benefits Administration, and Payroll.
- Provided support for Open Enrollment, Tax Updates, and special projects.

Booz Allen Hamilton
Program Manager and Lead Functional Consultant

- Led Fit/Gap analysis sessions for HR, Benefits Administration, and Payroll Interface between version 8.0 SP1 and version 8.9.
- Analyzed current business processes as well as current production system setup comparing them to PeopleSoft HCM release 8.9 functionality and additional HCM self-service functionality.
- Assisted with compiling recommendation on how and when to proceed with the deployment of HCM and other technologies.

Quest Diagnostics
Project Manager and Lead Functional Consultant

- Led Fit/Gap analysis sessions for Benefits Administration and eBenefits on 8.8. The analysis included review of current benefit plans as well as new functionality being offered in the upcoming plan year.
- Provided support for table configuration and problem resolution.
- Developed test plan and test scenarios for delivered functionality as well as online customizations.
- Staged database in preparation for training classes.
- Ensured knowledge transfer was accomplished with functional leads.

Quest Diagnostics, Inc.
Project Manager and Lead Functional Consultant

- Upgrade of PeopleSoft from version 7.5 to version 8.8. This functionality included Base Benefits and the Open Enrollment process. Major changes were made to the Benefit Program during the Open enrollment period, including legislation requirements for domestic partners and same sex partners. This resulted in the implementation of 20 new benefit plans and supporting tables.
- Conducted testing in QA environment for Benefits and Payroll.
- Performed customizations and interfaces.
- Led weekly status meetings with project team.
- Coordinated all aspects of unit, integration, and parallel testing.
- Coordinated all functional activities, to include functional deadlines, test troubleshooting and test phase timelines.

- Updated specifications for reports, interfaces, and queries.
- Coordinated all setup table activity.
- Conducted unit, system integration, and QA testing.

AMERIGROUP Corporation
Lead Functional Consultant

- Provided support for testing related to the implementation of eBenefits for the Open enrollment process in a short plan year.
- Successfully configured table set-up, created and/or modified test scenarios and conducted system testing.
- Provided testing and support for eRecruit testing after upgrade.
- Created job aids for testing and implementation of new functionality.
- Provided support to Trainers during their training sessions.
- Ensured knowledge transfer was accomplished with functional leads.

AMERIGROUP Corporation
Project Manager and Lead Functional Consultant

- Implementation support of deferred functionality from initial project implementation. This functionality includes Family and Medical Leave Act tracking, Absence Tracking, Recruitment, Resume Processing, Variable Compensation, Vendor Billing, and Salary planning.
- Managed multitask project plan.
- Led weekly status meetings with project team.
- Provided support to implementation activities related to Resume Processing and Recruitment. Supported creation of configuration tables, testing, and problem resolution.
- Coordinated all aspects of system and unit testing.
- Coordinated all functional and technical activities, to include: design specifications, programming deadlines, test troubleshooting and test phase timelines.
- Participated in prototyping sessions and Fit/Gap Analysis.
- Conducted unit and system integration testing.

AMERIGROUP Corporation
Human Resources Lead

- PeopleSoft 8.3 implementation.
- Conducted detailed analysis and conducted walk through sessions.
- Conducted data conversion mapping.
- Developed test plan and test scenarios for delivered functionality as well as online and report customizations.
- Created job aids for testing and implementation of new functionality.
- Staged database in preparation for training classes.
- Provided support to Trainers during training sessions.
- Ensured knowledge transfer was accomplished with functional leads.
- Participated in requirements mapping and custom definition sessions.
- Participated in User Acceptance testing.
- Conducted Unit and System Testing for HR and BA modules.
- Conducted Update and Fix testing for HR and BA modules.
- Participated in data validation process.
- Provided issue analysis and resolution.

Alion Science & Technology (previously IITRI - IIT Research Institute)
Lead Functional Specialist

- PeopleSoft v8.0 HR, BB, and BA

- Conducted walkthrough session of the FSA Administration (Flexible Spending Account) session with client implementation team to determine feasibility of implementing this module based on organization's current and future business objectives.
- Provided on-site support near go-live to assist with testing and issue resolution.

Lockheed Martin (LM People)
Lead Functional Specialist

- A seven-phase PeopleSoft 7.5 HR and Payroll implementation for Lockheed Martin, the world's second largest aerospace and defense firm.
- Participated in four phases of the Payroll rollout encompassing 60,000 employees and numerous unions.
- During requirements-definition process, accommodated benefits and reporting needs of multiple subsidiaries and regulations of various unions.
- Conducted prototyping sessions with users to determine setup, customization, interface, and reporting requirements. Prototyping sessions included Benefits Administration as well as the Retro Deduction process. Special attention was given to accommodating union specific requirements.
- Reviewed and resolved issues pertaining to system design for the Lockheed Martin Custom interfaces and processes for the various 401(k) Savings plans enrollment and calculations.
- Prepared Fit/Gap Analysis and Detailed Design Documents for BA module.
- Prepared system-test scenarios, supports integration testing, and resolves testing issues.
- Participated in data validation process, which requires validating data on employee job records, tax records, payroll records, and self-service records.
- Trained end users on Payroll Module functionality.
- Trained end users on Base Benefits Module functionality.
- Reviewed and resolved issues pertaining to system design for the Lockheed Martin Custom interface for Benefits enrollment.
- Participated in testing of PeopleSoft updates and fixes. This requires development of test scenarios and validation of test results.
- Completed a PeopleSoft 8.0 Upgrade Assessment for Benefits and Payroll for Lockheed Martin.

Personnel Group of America (PGA)
Functional Lead Consultant

- Planned and managed HR and BA prototyping sessions for nationwide placement firm.
- Responsible for functional area support, such as detailed analysis, prototyping, requirements mapping, data dictionary development, and interface definition, which culminated in a Detailed Design Document for HR and BA modules.
- Created test plans for HR, BA and Payroll modules and conducted several testing phases.
- Staged database in preparation for training classes.
- Provided support to Trainers during their training sessions.
- Ensured knowledge transfer was accomplished with functional leads.
- Performed hands-on user training on HR, BA, and Payroll.

Lead Functional Consultant

- Planned and managed HR and BA prototyping sessions for an information technology consulting services company. The prototyping sessions included COBRA and Benefits Billing functionality.
- Preformed requirements mapping analysis, and conducted prototyping sessions.
- Prepared Detailed Design Documents that discussed system-reporting modifications required for the implementation.
- Created test plans for Human Resources and Benefits.

Hilton Hotels Corporation
Lead Functional Consultant

- Planned and managed HR and BB prototyping sessions for an international hotel-chain.
- Performed detailed analysis to determine requirement impacts for international organization employing approximately 61,000 worldwide.
- Prepared Detailed Design Documents for both the HR and BB modules.
- Planned a phased deployment to 65 hotels.
- Revised PeopleSoft training material and conducted on-site training on HR, BB, and Payroll modules.

Service Employees International Union (SEIU)
Lead Functional Consultant

- Planned and managed HR, BB, and Payroll Interface prototyping sessions for the third largest labor union in the U.S.
- Wrote Fit/Gap Analysis and Detailed Design Documents for HR-, BB-, and Payroll Interface modules.

Emhart Powers and Emhart Glass
Functional Consultant

- Participated in final testing and, implementation and wave deployment of HR, BB, and Payroll modules at two Black & Decker subsidiaries.

US Marshall Services office (DoJ agency)

- Conducted pre-implementation interviews to identify key issues, interfaces, customizations, and risks prior to implementing PeopleSoft's Federal HR system at the US Marshall Services office (DoJ agency).

Bayshore Hospital
Senior Consultant

- Planned and managed HR, BB, and FSA prototyping sessions.
- Conducted detailed analysis, prototyping, requirements mapping, data dictionary development, and interface definition sessions.
- Prepared Detailed Design Documents for HR, BB, and FSA modules.
- Conducted on-site training on Human Resources, Benefits Administration, and Flexible Spending Account modules.

Education

- M.Ed., Education, Temple University
- M.Div., Regent University
- B.A., Humanities, University of Pittsburgh

Training & Certifications

- **PeopleSoft Training:** Human Resources, Base Benefits, Benefits Administration, Candidate Gateway/Talent Acquisition Manager, eApps
- Oracle 9.0 Certified PeopleSoft Enterprise HCM Implementation Champion

AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Niel Laudati, CMO Kristina Kraaz, CAO
	Staff Phone No:	541-726-3600
	Estimated Time:	5 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Strengthen Public Safety by Leveraging Partnerships and Resources

ITEM TITLE:	SHORT-TERM LEASE FOR EMERGENCY WARMING SHELTER
ACTION REQUESTED:	Authorize the Assistant City Manager to enter into a short-term lease with the Springfield Economic Development Agency (SEDA) for the SEDA-owned property at 765 A Street, and to enter into a sub-lease with St. Vincent de Paul of Lane County (SVdP) to facilitate use as an emergency warming shelter by St. Vincent de Paul.
ISSUE STATEMENT:	St. Vincent de Paul has requested that the City allow use of the "Memorial Building" at 765 A Street for an emergency warming shelter for the next winter season only. The SEDA Board approved a short-term lease to the City for use of the property for a warming center at its meeting on October 25. The City will then sublease to SVdP for an Egan Warming Center.
ATTACHMENTS:	Attachment 1 – Letter re Egan Warming Center request to use Memorial Building
DISCUSSION/ FINANCIAL IMPACT:	The property at 765 A Street was purchased by SEDA from Willamalane Parks and Recreation District for redevelopment under the Downtown Urban Renewal Plan. The site previously served as a temporary emergency shelter in 2019-2020 through City intergovernmental agreement with Willamalane. According to City ordinance (SMC 8.000-8.012), governmental buildings may serve as indoor temporary emergency shelters. Temporary emergency warming shelters are not regulated by the City's land use regulations but must comply with Fire Code and Building Code requirements for the type of occupancy. As currently contemplated, SEDA and the City would execute a lease agreement with initial term of six months, with the option to extend for a maximum of one year. The City may then sublease the building to St. Vincent de Paul for the operation of an emergency warming shelter (Egan Warming Center). Operations, maintenance, and security will be collectively managed between City staff and St. Vincent de Paul. Utilities and minor maintenance costs would be paid by the City with any other costs associated with operating the warming center to be paid by SVdP. Due to the condition of the building, the either SEDA or the City would be free to terminate the lease if extensive repairs become needed. The SEDA Board authorized the City Manager to enter into a lease with the City on behalf of SEDA at the October 25, 2021 regular meeting. The City Council is asked to authorize the Assistant City Manager to enter into a lease agreement with SEDA and a sublease to SVdP on behalf of the City. The lease terms will be reviewed by independent legal counsel for SEDA and by the City Attorney's Office on behalf the City.

St. Vincent de Paul Society of Lane County, Inc.
P.O. Box 24608, Eugene, OR 97402
www.svdp.us and on Facebook
Phone: 541-687-5820
Fax: 541-683-9423

MEMORANDUM

October 15, 2021

TO: Niel Laudati, Springfield Assistant City Manager

FR: Tim Black, Winter Strategies and Emergency Response Coordinator

RE: Egan Warming Center request to use Memorial Building

St. Vincent de Paul Society of Lane County requests City of Springfield assistance in procuring use of the Memorial Building (765 A Street) for Egan Warming Center this winter. The Memorial Building was and is an ideal emergency winter shelter because of its size, layout and location.

At this time we have one committed shelter site to serve Springfield—Episcopal Church of St. John the Divine near Gateway, which is not technically within City boundaries—but its capacity of 25 guests is insufficient in a normal year, let alone a winter predicted to be particularly cold and wet. The Memorial Building has the capacity to meet a critical community need.

We understand the Memorial Building is very likely another one-year solution to our ongoing challenge of finding dedicated downtown space for an emergency shelter. Egan Warming Center is about saving one life at a time, one dangerously cold night at a time. We are thrilled with the possibility of having the Memorial Building for one more year to help us fulfill that mission in Springfield.

Thank you for your assistance, and please let me know what else we can do to make this a reality.

Egan Warming Center

AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Jesse Jones/DPW
	Staff Phone No:	541-726-3720
	Estimated Time:	Consent Calendar
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Maintain and Improve Infrastructure and Facilities

ITEM TITLE:	P21065 JASPER TRUNK SEWER EXTENSION PHASE 3 – APPROVAL OF PURCHASE AND SALE AGREEMENT
ACTION REQUESTED:	Authorize City Manager to execute the purchase and sale agreement for 34.09 acres of property (Tax Lot 18-02-04-00-01511) located in southeast Springfield, for the purpose of wetland mitigation for the Jasper Trunk Sewer Extension project.
ISSUE STATEMENT:	Staff is seeking Council approval to authorize the City Manager to execute the purchase and sale agreement for property located near Linda Lane in southeast Springfield, currently zoned Low Density Residential, for the purpose of preserving wetlands on the property as mitigation for the Jasper Trunk Sewer Extension project. The proposed alignment of the Jasper Trunk Sewer Extension will impact a small area of existing wetlands requiring the City to develop and implement a mitigation strategy which will satisfy permit requirements and allow construction to proceed. The remainder of the property not used for wetland mitigation may be used for other purposes to be determined, such as development of affordable housing or sale for private development.
ATTACHMENTS:	Attachment 1: Property Location Map Attachment 2: Purchase and Sale Agreement
DISCUSSION/ FINANCIAL IMPACT:	The City of Springfield is in the design process of Phase 3 of the Jasper Trunk Sewer Extension. The proposed alignment of the sewer impacts existing wetlands requiring the City to develop and implement a mitigation strategy to satisfy permit requirements, allowing construction to proceed. Potential mitigation options including purchasing credits in the local wetland bank or permanently protecting other existing wetlands via a conservation easement or similar mechanism. The Jasper Trunk Sewer Extension project will require purchase of 3-4 acres of wetland bank credit or permanent protection of a similar area of existing wetlands. Current wetland bank credits are $88,000 per acre. However, the credits necessary for this project are currently unavailable at the Coyote Prairie North Wetland Mitigation Bank which serves the southern Willamette Valley. Several publicly and privately owned parcels containing wetlands have been investigated for potential wetland protection. The project team has identified this privately owned parcel adjacent to the project impact zone which contains the right size and type of wetlands to satisfy the mitigation requirements. The City and the sellers have agreed to a purchase price of $450,000. Funds to support purchase of the property are programmed through the Capital Budget and currently budgeted to the project and the Riparian Land Management program.

Attachment 1 – Property Location Map

(Tax Lot 18-02-04-00-01511, highlighted)

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT is entered into this _____ day of _____, 2021, by and between Frank & Connie K. Porcaro; Mtos Limited Partnership; Jensen Trust; and Rex & Bonnie Ballenger ("Seller"), and the City of Springfield ("Purchaser").

RECITALS

A. Seller owns certain real, personal, and intangible property commonly known as the real property located on Linda Lane, Springfield, Lane County, Oregon (Map and Tax No. 18-02-04-00-01511) as more particularly described in Section 1 below (the "Property").

B. Purchaser desires to acquire all of the Property from Seller, and Seller is willing to sell and convey all of the Property to Purchaser, on and subject to the terms of this agreement (the "Agreement").

AGREEMENT

1. PURCHASE AND SALE OF THE PROPERTY. Seller agrees to sell the Property to Purchaser, and Purchaser agrees to purchase the Property from Seller, on the terms and conditions set forth in this Agreement.

1.1 The Property consists of:

(a) The land described in Exhibit A attached hereto (the "Land") and all easements, rights, and interests appurtenant thereto;

(b) All of the improvements currently situated on the Land (the "Improvements");

(c) All of Seller's rights (if any) in all of the following intangible property now or hereafter existing with respect to the Property (the "Intangible Property"):

(1) All plans and specifications, all building permits and other permits pertaining to the construction of the Improvements and all warranties, guaranties and sureties now or hereafter received in connection with the construction of or equipment on the Improvements;

(2) All licenses, permits, approvals, certificates of occupancy relating to the zoning, land use, ownership, operation, occupancy, construction, or maintenance of the Improvements;

2. EFFECTIVE DATE. It is the intent of the parties to this Agreement that this Agreement shall be effective on the date the last party signs this Agreement (the "Effective Date")

3. PURCHASE PRICE. The total purchase price for the Property is Four Hundred Fifty Thousand Dollars ($450,000.00).

4. EARNEST-MONEY DEPOSIT. Upon execution of this Agreement, Purchaser will deliver to Evergreen Land Title Company (the "Escrow Agent") in Eugene, Oregon, $10,000.00 in cash with the Escrow Agent, which sum constitutes Purchaser's earnest-money deposit under this Agreement (the "Deposit"). The Deposit will be placed in an interest-bearing account, and all interest thereon will be added to and become part of the Deposit. The Deposit must be applied in accordance with the terms of this Agreement.

5. PAYMENT OF PURCHASE PRICE. The purchase price must be paid by Purchaser in all cash on the Closing Date (as defined below), subject to application of the Deposit and the

adjustments and credits as provided in this Agreement.

6. TITLE TO THE PROPERTY.

6.1 Title Report. Purchaser acknowledges receipt of the preliminary title report provided by Seller from the Escrow Agent with respect to the Land (the "Title Report"). Purchaser will have 5 days after its receipt of the Title Report to notify Seller in writing of Purchaser's disapproval of any exceptions shown in the Title Report. Any special assessments shown on the Title Report objected to by Purchaser must be included in Purchaser's notice. In the event of any disapproval, Seller will notify Purchaser in writing within 5 days after Purchaser's notification as to whether Seller agrees to remove any of the disapproved exceptions, and upon delivering that notice, Seller may have until the Closing Date to cause the disapproved exceptions that Seller has agreed to remove to be removed of record and from the Title Report. Seller's failure to deliver written notice to purchaser within the 5-day period will be deemed to be Seller's election not to remove any of the disapproved exceptions. Purchaser will be deemed to have accepted all title exceptions to which it has not timely objected.

6.2 Rescission of Agreement—Title Defects. If Seller elects not to eliminate any title exception disapproved by Purchaser, Purchaser may elect to cancel this Agreement by written notice to Seller given on or before 5 days after Seller's notification of its election. In that event, the Deposit must be refunded to Purchaser and this Agreement will terminate. If Purchaser does not elect to cancel this Agreement, Purchaser's objections to the disapproved exceptions that Seller elected not to eliminate will be deemed waived and the Property will be conveyed to Purchaser subject to those defects without credit against the Purchase Price. The foregoing notwithstanding, Seller must cause all trust-deed liens against the Property that are not accepted by Purchaser to be released of record by the Closing Date.

7. PROPERTY DOCUMENTATION.

7.1 Copies of Leases, Contracts, Other Information. Seller represents that there are no current leases of the subject property. Except as otherwise specifically provided in this Agreement, Seller is under no obligation to create any additional data or documentation or obtain any reports for Purchaser.

7.2 Information Provided by Third Parties. Purchaser acknowledges that Seller is not making any representation, warranty, or guaranty with respect to the completeness, accuracy, or reliability of any report, document, or record prepared by any third party regarding the Property.

8. SELLER'S REPRESENTATIONS.

8.1 Content of Representations. Seller represents, warrants, and covenants to Purchaser as follows:

(a) *No Notice of Violation of Zoning and Other Laws*. Seller has not received any written notice from any governmental authority alleging that the Improvements violate any building codes, building or use restrictions, or zoning ordinances, rules, or regulations.

(b) *No Litigation*. To Seller's knowledge, there is no pending or threatened litigation or administrative action with respect to the Property.

(c) *No Condemnation*. To Seller's knowledge, there is no pending or contemplated eminent domain, condemnation, or other governmental taking of the Property or any portion thereof.

(d) *No Additional Assessments*. To Seller's knowledge, there are no special or general assessments, which are in addition to those which will be disclosed in the Title Report, that have been levied against or are proposed for the Property.

(e) *No Government Obligations*. To Seller's knowledge, there are no unperformed obligations that are currently due relative to the Property to any governmental or quasi-governmental body or authority.

(f) *No Seller Contamination*. To Seller's knowledge, Seller has not caused any hazardous substance, waste, or material to be used, generated, stored, or disposed of on or transported to or from the Land or Improvements in violation of any applicable law prior to or during the period in which the Seller has owned the Property. For the purposes of this section, "hazardous substance, waste, or material" means all petroleum-based products, radon, asbestos, PCBs, and all substances, wastes, and materials that are so defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, the Resource Conservation and Recovery Act of 1976, and the Hazardous Materials Transportation Act.(g)

Authority of Seller. Seller's execution, delivery of, and performance under this Agreement are undertaken pursuant to authority validly and duly conferred on Seller and the signatories hereto.

(h) *No Breach of Agreements*. This Agreement and the consummation of the transaction evidenced by this Agreement do not violate any other agreement to which Seller is a party.

(i) *Nonforeign Status*. Seller is not a "foreign person" as defined in IRC section 1445 (1954).

8.2 Seller's Knowledge. In each event in which any representation of Seller is limited "to Seller's knowledge" or similar phrase, that knowledge includes only the actual, personal knowledge (and not the implied, imputed, or constructive knowledge) of _____, without any investigation or inquiry whatsoever.

8.3 Effect of Purchaser's Knowledge. Purchaser agrees that in the absence of an intent on the part of Seller to fraudulently conceal information about the Property or fraudulently mislead Purchaser, Purchaser does not have the right to rely upon any warranty or representation of Seller, and Seller will not be liable for any breach of a warranty or misrepresentation, if and to the extent Purchaser is given access to data or information relating to the Property prior to the Closing Date that reveals, or Purchaser's tests or inspections prior to the Closing Date reveal, or Purchaser otherwise knows or has reason to know prior to the Closing Date of any information that reveals, the warranty or representation is incorrect, and Purchaser nevertheless elects to close this purchase.

8.4 Survival of Warranties. All of Seller's warranties in this Agreement will be deemed given only as of the date of this Agreement. Seller's liability for any misrepresentation or the breach of any warranty under this Agreement will survive the closing of this transaction.

9. PURCHASER'S REPRESENTATIONS.

9.1 Purchaser's Existence and Authority. Purchaser is a validly existing and duly organized urban renewal agency under the laws of the State of Oregon and has the full right and authority to conduct its business under the laws of the State of Oregon.

9.2 No Third Party Consents. The execution of this Agreement by Purchaser and Purchaser's performance of all of its obligations hereunder are not subject to any approval or consent of any person, board, committee, or third party.

9.3 No Litigation. Purchaser is not a party to any litigation or civil or criminal proceedings; no petitions in bankruptcy have been filed by or against Purchaser; and none of Purchaser's assets are currently subject to any insolvency, receivership, or foreclosure proceedings.

9.4 No Breach of Agreements. This Agreement does not breach or violate any term or provision of any other agreement or contract to which Purchaser is a party.

10. CONDITIONS TO CLOSING.

10.1 Purchaser's Conditions. Purchaser's obligation to close this transaction is subject to the satisfaction of each of the following conditions:

(a) Approval by the Springfield City Council;

(b) *Seller's Compliance*. Seller's fulfillment of each of its obligations under this Agreement in all material respects;

(c) *Seller's Representations*. The continuing accuracy of all of Seller's warranties and representations in this Agreement in all material respects; and

(d) *Material Casualty*. The absence of any material damage by casualty to the Improvements that has not been repaired by the Closing Date. For the purposes hereof, a "material damage by casualty" means any damage by fire or other casualty that has not been repaired and paid for by the Closing Date and for which the estimated cost of the remaining repairs exceeds $100,000.00. If the Improvements suffer any material damage by casualty, Purchaser has the right and option to terminate this Agreement within 30 days after the date of the casualty or by the Closing Date, whichever occurs first. Seller will also have the right to cancel this Agreement if the material damage by casualty is not fully covered by Seller's insurance policy. If Seller and Purchaser do not elect to terminate this Agreement, this transaction will close without increase or decrease in the purchase price, Seller must proceed to effect any repairs that are reasonably possible prior to closing unless otherwise agreed to in writing by Purchaser, and Purchaser is entitled to all insurance proceeds that are not used to pay the costs of those repairs. Seller must also credit against the purchase price the amount of any deductible or self-insurance applicable to the casualty. If the estimated cost to repair any damage by casualty as of the Closing Date is less than $100,000.00, Purchaser does not have the right to terminate this Agreement because of that casualty and Purchaser will be given a credit against the purchase price in the amount of the estimated cost to repair the damage, whereupon Seller will be entitled to retain the right to all insurance proceeds that would otherwise be paid to Purchaser on the Closing Date. All repair cost estimates referred to in this section will be made by reference to a fixed-price construction contract, which Seller must obtain as promptly as is reasonably possible after the date of the casualty. If the contract price cannot be ascertained as of the Closing Date, Purchaser may waive its election to take a purchase price credit or must deposit with the Escrow Agent on the Closing an amount of the purchase price reasonably agreed to by the parties as a reasonable estimate of the credit, whereupon the actual estimate of the repairs will be ascertained by the means described above as soon as practicable. When the actual estimate is so determined, Purchaser will be given a credit against the purchase price in that amount, and the estimated amount deposited with the Escrow Agent will be paid to Purchaser to the extent of the actual estimate and any remainder paid to Seller. If the actual estimated repair costs exceed the escrowed amount, Seller will pay the difference to Purchaser.

10.2 Seller's Conditions. Seller's obligation to close this transaction is subject to the satisfaction of each of the following conditions:

(a) *Purchaser's Compliance*. Purchaser's fulfillment of each of its obligations under this Agreement.

(b) *Purchaser's Representations*. The continuing accuracy of all of Purchaser's warranties and representations in this Agreement.

11. CLOSING.

11.1 Closing Date. This transaction will be closed within 10 days of the date of execution of this Agreement (the date this transaction does so close, as evidenced by the

recordation of Seller's deed to Purchaser, being herein referred to as the "Closing Date"), on or before December 15, 2021. Each party may extend the Closing Date one time by up to 10 days if that extension is required by illness, transportation delays, the unavailability of the Escrow Agent, or other causes beyond the party's reasonable control.

11.2 Manner and Place of Closing. This transaction will be closed by the Escrow Agent in Eugene, Oregon, or any other place as the parties may mutually agree to in writing. Closing must take place in the manner and in accordance with the provisions set forth in this Agreement.

11.3 Prorations, Adjustments.

(a) All ad valorem real-property taxes, assessments, personal-property taxes must be prorated and adjusted between the parties as of the Closing Date. Any taxes or additional penalties that would be due as a result of removal of the Property from any tax deferral or special-use assessment program will be charged to Seller as though the Property were removed from that program on the Closing Date.

(b) Purchaser will pay conveyance, excise, or transfer taxes and fees in connection with this sale, and Purchaser will pay the recording fees for Seller's deed.

(c) Purchaser will pay the premium for a standard owner's title insurance policy in favor of Purchaser in the amount of the purchase price. Any additional title insurance coverages or endorsements requested by Purchaser or its lender will be paid by Purchaser.

(d) Purchaser will pay the escrow and closing fees charged by the Escrow Agent.

(e) Purchaser will pay all costs and expenses related to Purchaser's financing.

11.4 Events of Closing. Provided the Escrow Agent has received the sums and is in a position to cause the title-insurance policy to be issued as described below, this transaction will be closed on the Closing Date as follows:

(a) Seller will convey the real property to Purchaser by statutory special warranty deed, subject to the matters accepted or deemed accepted by Purchaser pursuant to this Agreement, in the form attached hereto as Exhibit B.

(b) Seller will provide Purchaser with the Certificate of Nonforeign Status as provided in IRC section 1445.

(c) Seller will deliver the original copies of all current Leases and contracts relating to the Property that are in Seller's possession or control.

(d) The Escrow Agent will calculate the prorations agreed to herein, and the parties will be charged and credited accordingly.

(e) Any liens to be paid by Seller at closing will be paid and satisfied of record at Seller's expense.

(f) Purchaser will pay the entire purchase price to Seller in cash, less the Deposit, as adjusted for the charges and credits set forth in this Agreement.

(g) The Escrow Agent will be committed to issuing the policy described in section 12.5 upon recordation of the closing documents.

(h) Upon compliance with the parties' closing instructions, the Escrow Agent will record the deed to Purchaser at Purchaser's expense.

11.5 Title Insurance. As soon as possible after the Closing Date, Escrow Agent will furnish Purchaser a standard American Land Title Association (ALTA) form of owner's policy of title insurance in the amount of the purchase price for the Property, subject only to the Escrow Agent's standard preprinted exceptions and exclusions for that form and except for the matters accepted or deemed accepted by Purchaser pursuant to this Agreement. The costs of additional or extended title insurance beyond standard coverage will be paid by Purchaser, and the availability of that coverage will not be a condition of closing.

11.6 Possession. Subject to the rights of tenants, Seller must deliver possession of the Property to Purchaser on the Closing Date.

11.7 As-Is Sale. Purchaser acknowledges that Purchaser has assessed, or has had the opportunity to assess, the size, configuration, utility service, environmentally sensitive areas, means of access, permitted uses, status of title, value, condition, and all other material aspects of the Property and, except as specifically stated herein, Purchaser is not relying on, nor has Purchaser been influenced by, any statement or representation of Seller or any agent or representative of Seller regarding any of these items. Except for any actionable breaches of Seller's representations and warranties contained herein, Purchaser's acceptance of the Property and the satisfaction or waiver of all of Purchaser's conditions to closing will be evidenced solely by the closing of this transaction and without any other act or confirmation by Purchaser. Purchaser will not have the option to close this transaction without accepting the Property in its then-current condition, and Purchaser acknowledges that except for any Seller's breach of an express warranty stated in this Agreement, Purchaser is acquiring the Property "AS IS, WHERE IS" in its current condition existing as of the Closing Date, without any representation or warranty of any kind or nature by Seller.

11.8 Purchaser's Indemnification. Purchaser agrees to defend, indemnify, and hold harmless Seller from and against all actions, claims, losses, liabilities, damages, costs, and expenses (including without limitation reasonable attorney fees) that are caused by Purchaser's failure to perform any landlord's or owner's obligation under any lease of or contract relating to the Property on and after the Closing Date or for which Purchaser is responsible in accordance with the terms of this Agreement.

12. DEFAULTS AND FAILURE TO CLOSE.

12.1 Seller's Remedies. If this transaction fails to close on account of a default by Purchaser under this Agreement, the Deposit will be forfeited by Purchaser and retained by Seller as liquidated damages as Seller's sole remedy for the default. This amount has been agreed by the parties to be reasonable compensation and the exclusive remedy for Purchaser's default, since the precise amount of damages would be difficult to determine.

12.2 Purchaser's Remedies. If this transaction fails to close on account of a default by Seller under this Agreement, Purchaser will be entitled to the return of the Deposit and any remedies for breach of contract as may be available under applicable law, including, without limitation, the remedy of specific performance and the right to recover its actual damages

12.3 Defaults. Except for (a) Purchaser's failure to pay any portion of the Deposit as and when due hereunder, or (b) either parties' wrongful failure to close or satisfy a condition to closing by the required Closing Date, neither party will be deemed in default under this Agreement unless the party is given written notice of its failure to comply with this Agreement and such failure continues for a period of 10 days following the date such notice is given. This section will not be construed as extending the time by which any notice or contingency waiver must be given.

12.4 Late Payments. Any debt due to either party by the other under this Agreement that is not paid when due will bear interest from its due date to and including the date of payment at the rate of 12% percent per annum. Debts stated to be payable on demand herein will be considered delinquent as of the fifth day after the demand is made in writing. The nondefaulting party will also be entitled to reimbursement by the defaulting party of all costs, expenses, collection agency charges, and attorney fees incurred, with or without litigation, in collecting any debt not paid within 15 days after its due date and written notice of such delinquency.

12.5 Costs and Attorney Fees. If any controversy or claim arises under this Agreement, the prevailing party shall be entitled to its reasonable costs, disbursements and attorney fees, together with all expenses that it may reasonably incur in taking such action, including, but not limited to, costs incurred in searching records, expert witness and consulting fees, discovery depositions, whether or not introduced into evidence at the trial, hearing or other proceeding, including an arbitration proceeding, and travel expenses in any arbitration, trial or other proceeding, including any proceeding brought to enforce an award to judgment and any and all appeals taken therefrom.

12.6 Waiver of Jury Trial. As part of the consideration for this Agreement, each of the parties hereto waives the right to trial by jury in connection with any dispute or action under this Agreement.

13. CONDUCT OF BUSINESS.

13.1 Operations. Between the date of this Agreement and the Closing Date, Seller will continue to operate the Property in accordance with its current management, operation, and leasing standards and practices and will take no steps or actions that it knows would be materially detrimental to the value of the Property.

13.2 Leases. Between the Effective Date and the Closing Date, and without Purchaser's prior written consent, Seller may not renew or modify any Leases or enter into any additional leases of the Property or any portion thereof. Purchaser's consent will be required for (i) renewals or extensions that are contained in existing Leases, (ii) new Leases entered into by Seller that are consistent with the form and terms of leases to which Purchaser was provided access during the Review Period, (iii) modifications or new leases on terms that are consistent with general leasing practices for similar properties in the vicinity of the Property, or (iv) marketing and leasing practices of which Purchaser was aware during the Review Period and to which Purchaser made no written objection to Seller during the Review Period. No consent required by the terms of this paragraph will be unreasonably conditioned, delayed, or withheld in light of the then-current market and leasing conditions for similar properties in the vicinity of the Property. All expenses, commissions, permitting expenses, tenant improvement costs, and rent concessions relating to any leases and modifications executed after the date of this Agreement will be assumed by Purchaser as of the Closing Date, and any sums expended by Seller prior to the Closing Date with respect to any such items under a lease or modification executed after the date of this Agreement will be added to the purchase price for the Property. Subject to the foregoing, Seller retains the sole and unilateral right to accept, modify, or reject any offers to lease the Property prior to the Closing Date.

13.3 Contracts. Between the Effective Date and the Closing Date, Seller may not enter into any equipment purchase contract that will not be paid in full prior to the Closing Date or any service or maintenance contract that cannot be canceled upon 30 days' notice at no cost to Purchaser unless Seller first obtains the written approval of Purchaser, which consent may not be unreasonably delayed, conditioned, or withheld. This Agreement will not restrict Seller from soliciting or receiving offers for the Property or entering into additional sale contracts for the Property as long as Purchaser's rights under this Agreement are not impaired.

13.4 Insurance. Seller agrees to continue to maintain its current casualty and liability insurance policies on the Property until the Closing Date. Tenant will maintain liability insurance consistent with the lease agreement.

13.5 Property Maintenance. Between the date of this Agreement and the Closing Date, Seller agrees to maintain and repair the Property so as to cause it to be delivered to Purchaser in substantially the same condition existing as of end of the Review Period, ordinary wear and tear, damage by casualty, and damage by condemnation excepted.

13.6 No Additional Obligations. Except as provided in this section, Seller will have no obligation to maintain, repair, alter, reconstruct, or replace any portion of the Property or preserve or enter into any existing or new leases or service contracts, and Purchaser acknowledges that no express or implied representations or covenants to do so exist.

14. LEGAL RELATIONSHIPS.

14.1 Relationship of Parties. This Agreement creates only the relationship of seller and buyer and no joint venture, partnership, or other joint undertaking is intended hereby, and neither party hereto will have any rights to make any representations or incur any obligations on behalf of the other. Neither party has authorized any agent to make any representations, admit any liability, or undertake any obligation on its behalf. Neither party is executing this Agreement on behalf of an undisclosed principal.

14.2 No Third Party Beneficiaries. No third party is intended to be benefitted or afforded any legal rights under or by virtue of this Agreement.

14.3 Joint and Several Liability. If either party is comprised of more than one person or entity, the obligations of each person or entity comprising that party under this Agreement will be joint and several.

14.4 Real Estate Brokers. Sellers are represented by real estate brokers David Holland, John Brown and Lilly Storment of Evans Elder Brown & Seubert, who are the only real estate brokers or sales persons engaged in this transaction. Buyer is not represented by any real estate brokers or sales persons.

14.5 Indemnified Parties. Any indemnification contained in this Agreement for the benefit of a party will extend to that party's members, directors, shareholders, officers, employees, and agents.

14.6 Assignments and Successors. Purchaser may not assign or otherwise transfer this Agreement or any interest herein, voluntarily, involuntarily, or by operation of law, without the prior written consent of Seller in each instance, which consent will not be unreasonably withheld. Purchaser will not be released from its obligations under this Agreement in the event of any assignment or transfer by Purchaser. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties hereto and their respective successors and assigns.

15. GENERAL PROVISIONS.

15.1 Notices. Notices under this Agreement must be in writing and if personally delivered will be effective when received. If mailed, a notice will be deemed effective 48 hours after deposited as registered or certified mail, postage prepaid, directed to the other party. Notice may be given by email transmission to the email address set forth in this Agreement or at such other email address as one party may indicate by written notice to the other party and shall be effective if and when the addressee acknowledges by return email that the addressee has received the email notice. For notice to be effective by email, it must include this statement in the subject or reference line: "THIS IS A FORMAL NOTICE GIVEN IN ACCORDANCE WITH THE EARNEST MONEY AGREEMENT FOR PURCHASE AND SALE OF PROPERTY." Notices must be delivered, mailed, or sent by email to the following address and telephone numbers:

Seller: _____
_____
_____
_____
email: _____

With copy to:

_____
_____
_____
_____

Purchaser: City of Springfield
225 Fifth Street
Springfield, OR 97477
Attn: Jesse Jones
email: jjones@springfield-or.gov

Either party may change its address for notices by at least 15 days' advance written notice to the other.

15.2 Time of Essence. Except as otherwise specifically provided in this Agreement, time is of the essence of each and every provision of this Agreement.

15.3 Invalidity of Provisions. If any provision of this Agreement, or any instrument to be delivered by Purchaser at closing pursuant to this Agreement, is declared invalid or is unenforceable for any reason, that provision will be deleted from the document and will not invalidate any other provision contained in the document.

15.4 Neutral Construction. This Agreement has been negotiated with each party having the opportunity to consult with legal counsel and will not be construed against either party.

15.5 Number, Gender and Captions. In construing this Agreement, it is understood that if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that generally all grammatical changes shall be made, assumed and implied to individuals and/or corporations and partnership. All captions and section headings used herein are intended solely for convenience of reference and shall in no way limit any of the provision of this Agreement.

15.6 Waiver. The failure of either party at any time to require performance of any provision of this Agreement will not limit the party's right to enforce that provision. Waiver of any breach of any provision will not be a waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

15.7 Subsequent Modifications. This Agreement and any of its terms may only be changed, waived, discharged, or terminated by a written instrument signed by the party against whom enforcement of the change, waiver, discharge, or termination is sought.

15.8 Saturday, Sunday and Legal Holidays. If the time for performance of any of the terms, conditions, and provisions hereof fall on a Saturday, Sunday, or legal holiday, then the time of performance will be extended to the next business day thereafter.

15.9 Venue. In any action brought to interpret or enforce any of the provisions of this Agreement, the venue of same will be laid in Lane County, Oregon.

15.10 Applicable Law. This Agreement will be construed, applied, and enforced in accordance with the laws of the State of Oregon. All sums referred to in this Agreement will be calculated by and payable in the lawful currency of the United States.

15.11 Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the Property and supersedes and replaces all written and oral agreements previously made or existing between the parties.

15.12 No Offer. By providing an unexecuted copy of this Agreement to any person, neither party will be deemed to have made an offer to sell or purchase or otherwise indicated its willingness to enter into any transaction with respect to the Property, and this Agreement will not be binding upon any party unless and until it has been fully executed and delivered by Seller and Purchaser.

15.13 No Recording. Neither this Agreement nor any memorandum or short form thereof may be recorded.

15.14 Counterparts. This Agreement may be executed simultaneously or in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same contract.

15.15 No Merger. The obligations set forth in this Agreement shall not merge with the transfer or conveyance of title to any party of the Property but shall remain in effect until fulfilled.

15.16 Statutory Warning (ORS 93.040(2)). THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO VERIFY THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

SELLER:

_____
By: Frank Porcaro
Date Executed: _____

_____
By: Connie K. Porcaro
Date Executed: _____

PURCHASER:

_____
City of Springfield, Oregon
By: _____
Its: _____
Date Executed: _____

_____
By: Rex Ballenger
Date Executed: _____

_____
By: Bonnie Ballenger
Date Executed: _____

_____
Mtos Limited Partnership
By: _____
Its: _____
Date Executed: _____

_____
Jensen Trust
By: _____
Its: _____
Date Executed: _____

EXHIBIT A
LEGAL DESCRIPTION
(Map Identification and Tax Lot No. 18-02-04-00-01511)

Parcel 3, LAND PARTITION PLAT NO. 2020-P2943, as platted and recorded April 28, 2020, Reception No. 2020-020725, Lane County Deeds and Records, in Lane County, Oregon.

EXHIBIT B
FORM OF STATUTORY SPECIAL WARRANTY DEED

After Recording Return To: City of Springfield City Attorney's Office 225 Fifth Street Springfield, OR 97477 Until Requested otherwise, send all tax statements to: City of Springfield 225 Fifth Street Springfield, OR 97477	

SPECIAL WARRANTY DEED – STATUTORY FORM

Frank & Connie K. Porcaro; Mtos Limited Partnership; Jensen Trust; and Rex & Bonnie Ballenger, Grantor, conveys and specially warrants to the City of Springfield, Grantee, the following described real property free of encumbrances created or suffered by the Grantor except as specifically set forth herein, situated in Lane County, Oregon, and more particularly described as follows:

> Parcel 3, LAND PARTITION PLAT NO. 2020-P2943, as platted and recorded April 28, 2020, Reception No. 2020-020725, Lane County Deeds and Records, in Lane County, Oregon.

The true consideration of this conveyance is $450,000.00.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DATED this _____ day of _____, 2021.

GRANTORS:

_____	_____
Frank Porcaro	Connie K. Porcaro
_____	_____
Rex Ballenger	Bonnie Ballenger

_____	_____
Mtos Limited Partnership	Jensen Trust
By: _____	By: _____
Its: _____	Its: _____

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 2021, by Frank Porcaro, individually.

_____
Notary Public for _____

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 2021, by Connie K. Porcaro, individually.

_____
Notary Public for _____

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 2021, by Rex Ballenger, individually.

_____
Notary Public for _____

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 2021, by Bonnie Ballenger, individually.

_____
Notary Public for _____

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 2021, by _____ as a Member of Mtos Limited Partnership.

_____
Notary Public for _____

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me on _____, 2021, by _____ as a Trustee of Jensen Trust.

_____
Notary Public for _____

ACCEPTANCE OF DEED BY THE CITY OF SPRINGFIELD:

Grantee approves and accepts this conveyance this _____ day of _____, 2021.

By: _____
Printed Name: _____
Title: _____

AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Monica Sather/DPW
	Staff Phone No:	541.736.1038
	Estimated Time:	5 Minutes
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:	GEORGIA PACIFIC NATURAL AREA 2021 MASTER PLAN
ACTION REQUESTED:	Approve/Not Approve the following resolution: **A RESOLUTION ADOPTING THE GEORGIA PACIFIC NATURAL AREA 2021 MASTER PLAN**
ISSUE STATEMENT:	The Willamalane Park and Recreation District ("Willamalane") and City staff request that Council adopt the proposed resolution to approve and adopt the Master Plan for the Georgia Pacific Natural Area. This request follows a June 28, 2021 Work Session where Council discussed the draft Master Plan.
ATTACHMENTS:	Attachment 1: Proposed Resolution
DISCUSSION/ FINANCIAL IMPACT:	Willamalane developed the draft Master Plan with input from community members, government agency partners, and other stakeholders. The City's involvement with the Master Plan is based on the City's joint ownership of the property. The City has multiple interests in the property as reflected in the Master Plan. These interests range from protecting and enhancing the Mill Race, to education, and to connections to adjacent areas and the transportation network in between. The materials for the June 28, 2021 Work Session detail these interests. Council determined that the draft Master Plan adequately reflected the City's interests, and determined that the draft did not need revision. Accordingly, the Plan's findings, goals, vision (including the Plan Diagram), and actions to accomplish the Plan's goals remain unchanged. An adopted Master Plan will serve as a guide for greater specificity of each owner's interests in a forthcoming Intergovernmental Agreement (IGA), which will update the overall agreement put in place in 1995 upon purchase of the property. One component will address equestrian uses within the Natural Area if the use continues on a more permanent basis. The IGA for a temporary extension of the equestrian pilot program is a separate item on the November 15, 2021 Agenda. Assumed financial impacts resulting from Master Plan adoption also remain the same since June: Willamalane will determine how to fund the direct costs of future design changes to the property. The property is also on Willamalane's list of capital improvement sites. City resources to implement the Master Plan will primarily involve staff time and use of specialized equipment (e.g., mower) for maintaining vegetative resources. Decisions about access to the property based on the results of future feasibility studies may involve increased use of City streets.

CITY OF SPRINGFIELD, OREGON
RESOLUTION NO. _____

A RESOLUTION ADOPTING THE GEORGIA PACIFIC NATURAL AREA 2021 MASTER PLAN

WHEREAS, the City of Springfield, the Springfield Utility Board, and the Willamalane Park and Recreation District (hereinafter referred to as "Willamalane") have joint ownership of the Georgia Pacific Natural Area (hereinafter referred to as "Natural Area");

WHEREAS, a 1995 Intergovernmental Agreement ("IGA") identifies Willamalane as the agency for providing park and recreation facilities at the Natural Area;

WHEREAS, the Management Agreement that accompanies the IGA identifies the need for a Management Plan;

WHEREAS, Willamalane—with input from community members, agency partners, and other stakeholders—developed the Georgia Pacific Natural Area Master Plan ("Master Plan"), attached hereto as Exhibit A, which is a project identified in Willamalane's Park and Recreation Comprehensive Plan and will serve as the Management Plan described in the IGA;

WHEREAS, the Master Plan is a 20-year vision for the Natural Area Property;

WHEREAS, the Master Plan will allow Willamalane to prioritize efforts, activities, and funds within the Natural Area together with its partners, including the City of Springfield;

WHEREAS, on June 28, 2021, City Council and City staff discussed the City's current interests in the property to ensure the Master Plan is consistent with such interests; and

WHEREAS, the City Council finds that the Master Plan is generally consistent with the City's interests as a joint property owner,

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

Section 1: The Master Plan attached hereto as Exhibit A is hereby approved and adopted.

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

ADOPTED by the Common Council of the City of Springfield this 15th day of November 2021, by a vote of _____ for and ____ against.

ATTEST:

_____
City Recorder

GEORGIA PACIFIC NATURAL AREA

2021 MASTER PLAN

SPRINGFIELD OREGON

willamalane Park and Recreation District

SUB SPRINGFIELD UTILITY BOARD

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(1) Parcel Ownership and Land Use Data
(2) Public Outreach Summary
(3) Trail Cross Sections & Overlook Concepts
(4) Natural Resource Data and Background

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GOALS OF THE PLAN

Georgia Pacific Natural Area is a 120 acre park with wetlands, floodplains, and riparian forest that provide a unique complex of habitat types and recreational opportunities. The property, previously inaccessible, has experienced a substantial increase in use over the past 10 years with the development of the Middle Fork and Mill Race paths. With this rise in traffic comes the increased impact and potential use conflicts that could degrade habitat quality and recreational experience if left unmanaged. The mission of this master plan is to: (1) develop a long term vision (20 years) that identifies and defines the intended uses and improvements to occur at the Georgia Pacific Natural Area, and (2) develop shorter term strategies for habitat restoration and management of the property.

MASTER PLAN GOALS:

- Honor the natural area designation of this park by prioritizing goals and strategies that aim to restore and enhance habitat, minimize impact, protect sensitive habitat, work to protect water quality, and preserve unique natural features so they may continue to exist and thrive for years to come.
- Plan for expanded recreational uses on the property to allow public access and use in a way that has minimal impact to natural resource objectives.
- Minimize conflict between recreation and natural resource objectives, as well as conflict between proposed recreational user groups.
- Provide a plan that is attainable by Willamalane within the 20 year time frame. Goals and objectives should be visionary, yet attainable given existing staffing and financial constraints.

PLAN OVERVIEW:

1. Property Background
2. Natural Resources Opportunities & Constraints
3. Recreation Opportunities & Constraints
4. Proposed Goals & Actions
5. Implementation

PROPERTY BACKGROUND

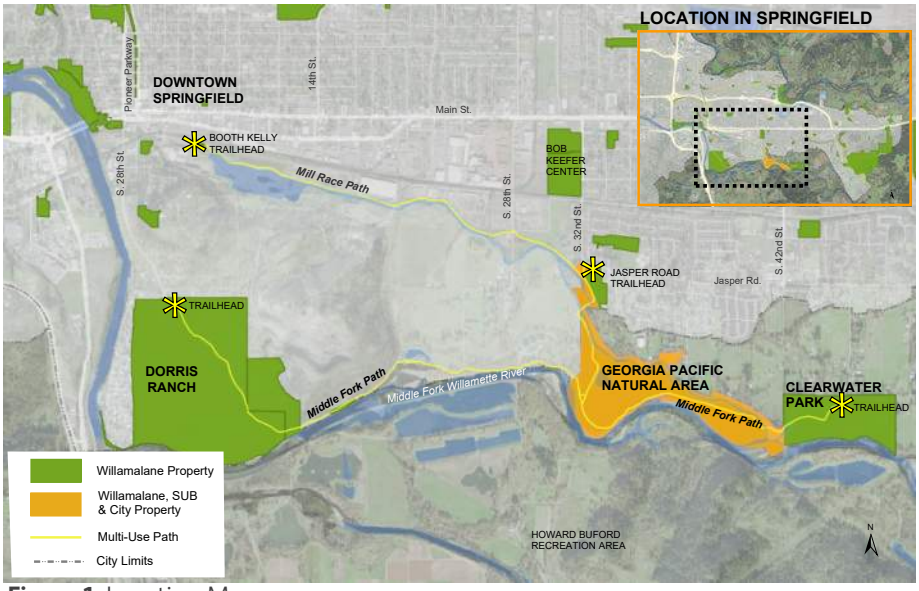

Figure 1. Location Map

LOCATION

Georgia Pacific Natural Area is located along the southern border of the City of Springfield (City) between South 32nd Street and South 42nd Street, along the Middle Fork Willamette River. It is a part of the Middle Fork Path (connecting to Dorris Ranch or Clearwater Park) and the Mill Race Path (connecting to the Booth Kelly and Jasper Road Trailheads) trail system.

EXISTING CONDITIONS

There are no developed roads to the property and it is currently accessed via the Mill Race and Middle Fork Path systems. These 10-foot wide paved paths are the only formally created recreational improvements existing onsite. The paths also serve as corridors for daily vehicle access for maintenance and safety purposes for Willamalane and other co-owners. Other supporting amenities for trail use on the property include an information kiosk at the junction of the two paths and various benches alongside them. The Jasper Road Trailhead has an additional kiosk, flush restrooms, picnic tables, bike parking, and vehicle parking.

Several waterbodies of interest exist within the master plan boundary. The Middle Fork Willamette River flows westward along the southern border of the property (approximately 1.3 linear miles); the Mill Race Channel flows westward along the northern boundaries of the property (approximately 1.3 linear miles); a small portion (approximately 0.15 linear miles) of Jasper Slough, which is a tributary to the Mill Race Channel; a large pond (approximately 3 acres) exists at the center of the property; and various floodplains and remnant channels exist as well. No formal access is provided to these features at this time, aside from occasional viewpoints visible from the paths. Each of these waterbodies will be discussed in more detail in later sections of this document.

Informal, native surface trails also exist throughout the natural area. These are primarily user-created trails or wildlife trails that were not intentionally developed and are only very minimally maintained.

LEGEND

- Master Plan Boundary
- Urban Growth Boundary
- Springfield City Limits
- Multi-Use Path
- Georgia Pacific Natural Area
- Willamalane Property
- Springfield Utility Board (SUB)
- City of Springfield (City)
- The Nature Conservancy
- Lane County
- Springfield School District

Figure 2. Shows the relation of the Georgia Pacific Natural Area to local planning boundaries and adjacent landownership. A table of parcels included within the planning boundary along with their associated ownership and zoning is provided in Appendix 1.

PLANNING CONTEXT

For the sake of this project, the master plan boundary incorporates more than the parcels directly associated with the natural area. The natural area itself, shown in bright green in Figure 2, consists of six parcels totaling 120 acres in size. These parcels are jointly owned by Willamalane, the City, and Springfield Utility Board (SUB). A management agreement put in place at the time of purchase (1994) indicates each party's interest as follows:

- Willamalane: to provide/maintain park and recreation improvements to the property.
- City: to protect operational access to and maintain flow quantity and characteristics of the City owned Mill Race Channel.
- SUB: to protect access to and integrity of adjacent well fields and to protect drinking water quality.

The planning boundary also includes several City parcels and one parcel owned by The Nature Conservancy (see Figure 2). These parcels were included because they have critical connections to or carry significant opportunities for use and management of the Georgia Pacific Natural Area. Property typically associated with Jasper Road Trailhead to the north is also included because it serves as a primary access point to the property.

Aside from the parcel associated with the Jasper Road Trailhead, the entire property is located outside of Springfield's city limits, but within the Urban Growth Boundary (UGB). The jointly owned Georgia Pacific Natural Area parcels are not subject to Springfield's Urbanizable Fringe Overlay District. They are currently zoned for Public Land and Open Space in Springfield's development code and designated as Public/SemiPublic in the Metro Plan. Most of these parcels fall within the Greenway setback for the Willamette River, which limits the type and extent of development that can occur on this property and may require proposed improvements to go through Discretionary Review with the City in addition to other required land use reviews. The property is also within the 1-5 year Time of Travel Zones, which automatically includes them within the City's Drinking Water Protection Overlay District. Additionally, project permitting will likely be required for development within floodplain and wetland areas identified on the site. Some of these requirements are noted in the Natural Resource section. Lastly, the Mill Race Channel and Jasper Slough are listed as a Water Quality Limited Watercourse by the City, and therefore, may be subject to 4.3-115 of the City's development code.

HISTORIC AERIALS

The following historic aerial photos provide context for how conditions of the natural area gradually changed between 1936 and 2017.

1936

1960

1968

1979

1986

2017

HISTORIC USE AND CHANGE

Georgia Pacific Natural Area is traditional land of the Kalapuya. Little is known about pre-colonization conditions and uses of the property. Pre-colonization vegetation data was compiled by The Nature Conservancy in concert with Oregon Division of State Lands as part of the Oregon Natural Heritage Program. This data is based on General Land Office (GLO) maps created in 1851. The historic vegetation type classified for the Georgia Pacific Natural Area is riparian hardwood, which is described further in the Natural Resources section.

The dynamic nature of this property was significantly reduced in the 1950-1960's with the construction of the upstream dams by the Army Corps of Engineers. The earliest existing aerial photograph of the property (1936) reflects the shifting nature of this property prior to construction of the dams. Aerial photographs from 1960 onward reflect a much more static landscape.

Willamalane became a joint owner of the Georgia Pacific property in 1994. Prior to this, the majority of the property was owned by timber companies (Booth Kelly Company and Georgia Pacific) for nearly 90 years (1903 until 1994). During these 90 years, the land was used primarily as an access route to the input of the Mill Race Channel (dug in 1852) where Georgia Pacific Inc. actively removed gravel and other barriers in order to maintain water flow for the downstream mills that depended on it.

The most significant disturbances within the Georgia Pacific Natural Area occurred in the 60's and 70's when Georgia Pacific Inc. actively conducted gravel extraction operations and dumped waste mulch prior to the mill (closer to downtown Springfield) installing a hog fuel burner. It was during this time (1974 to be exact) that the large pond central to the natural area was dug to provide gravel for a log yard at a downstream mill.

When Willamalane jointly purchased the property in 1994 with SUB and the City, the primary goals for the property were identified as follows:

1. Ensure access to the Mill Race Channel and the channel's inlet so the City can conduct operational maintenance for the purpose of retaining adequate levels of flow in the Mill Race and Gorrie Creek
2. Protect access to wellhead sites for SUB
3. Improve access to and use of the site for park and recreation purposes

A phase one environmental assessment conducted prior to acquisition indicated the above noted uses and disturbances on the land. It also noted a natural gas line that was dug running north-south through the property, and that there was evidence (i.e., trails, jumps, obstacles) of equestrian riders regularly accessing the property.

Since acquisition of the property, the City installed a passive control structure at the inlet of the Mill Race Channel (in Clearwater Park) that involves much less active maintenance than previously utilized methods of managing flows. They have also conducted studies and constructed stormwater basins downstream of the Georgia Pacific Natural Area that have shifted their goals for the Mill Race Channel from recreation/preservation to habitat restoration/preservation. The City's goals now aim towards limiting public impacts to the channel in order to protect habitat value, water quality, and stream flow dynamics.

Willamalane completed construction of the Middle Fork Path along the southern boundary of the site in 2014. The Mill Race Path was constructed in 2016 and enters at the northwest corner of the property from downtown Springfield. These two paths intersect on the Georgia Pacific Property. As mentioned previously, these paths are the only means of access onto the property at this time.

HISTORIC CHAIN OF POST-COLONIZATION OWNERSHIP:

- Pre-1903 for tax lot 600: S.M. Douglas & Florence Douglas, M.W. Weber and Lola D. Weber, M. Levinger & Harriet Levinger
- 1903 (taxlot 600): Booth-Kelly Lumber Company
- 1959 (tax lot 600 & 1600): Georgia-Pacific Timber Company
- 1962 (tax lot 600 & 1600): Georgia-Pacific Corporation
- 1980 (tax lot 801): Oregon state to Georgia-Pacific Corp.
- 1980 (tax lot 4500): Oregon state to Georgia-Pacific Corp.
- 1994: Joint ownership by Willamalane Park & Recreation District, Springfield Utility Board & City of Springfield

RELEVANT PLANS AND AGREEMENTS

Below is a summary of relevant plans and documents that were considered during the Georgia Pacific Natural Area master planning effort.

WILLAMALANE PARK AND RECREATION COMPREHENSIVE PLAN (2012)

The Willamalane Park and Recreation Comprehensive Plan is a 20 year, district-wide plan for park improvements, acquisitions, and amenities. The plan designates this property as a natural area park. By definition, natural area parks provide opportunities for experiencing nature closer to home and protecting valuable natural resources and wildlife. They also contribute to the environmental health of the community. Improvements considered appropriate to include within natural areas include multi-purpose paved trails, multiple access points, benches, children's play areas, soft-surface trails, water access, and picnic facilities.

At the time the 2012 Comprehensive Plan was created, the initial phases of the Middle Fork Path (from Clearwater Park to Quarry Creek) were fully constructed and complete, including the portion that passed through the Georgia Pacific property. The plan calls for completion of final phases of the Middle Fork Path to Dorris Ranch and for development of all segments of the Mill Race Path. Action items from the Comprehensive Plan relevant to the Georgia Pacific Natural Area are shown in Table 1.

The appendix and the facility assessment compiled as part of the comprehensive planning effort include suggestions of improvements to consider for the property. These include:

- Work with the City and SUB to complete a management plan and master plan as required per our management agreements with partners.
- As opportunities arise, acquire adjacent property with street access for a future park entrance.
- Assess natural resources and utilize OWEB grants for helping fund efforts to control invasive, non-native species.
- Look into accessible fishing opportunities at the pond and/or along the river.

WILLAMALANE PARK AND RECREATION DISTRICT NATURAL RESOURCE AREAS MANAGEMENT PLAN (2012)

This plan looks at all natural areas in the district (at the time of this planning effort), assesses their quality, and provides management approaches for these properties. Of the twenty properties that were assessed, Georgia Pacific property was ranked second in regards to holding value to Willamalane as a natural area (this was prior to acquisition of the Thurston Hills Natural Area). While the plan does not include specific recommendations for natural resource actions on each property, it does provide categories of consideration that should be included when prioritizing action items within management plans for these properties. These were considered in development of the priorities identified within this master plan.

RIVERS TO RIDGES AND THE WILLAMETTE RIVER OPEN SPACE VISION AND ACTION PLAN, AN OPEN SPACE VISION FOR THE WILLAMETTE RIVER IN AND AROUND EUGENE-SPRINGFIELD, OREGON (2010)

The Rivers to Ridges Partnership combines efforts and visions of regional groups and agencies in order to protect and enhance the region's land and water resources and their ecosystem functions and values as well as to provide environmental education and compatible outdoor recreation opportunities as outlined in the *Rivers to Ridges Metropolitan Regional Parks and Open Space Study (2003)*. Willamalane has been supportive of the Rivers to Ridges effort and became an official member of the group in 2011.

The *Willamette River Vision and Action Plan (2010)* further refines the partnership's vision, by visioning for the future of properties along the Willamette River. Many of the recommendations from this plan are relevant to the Georgia Pacific Natural Area and were considered during the creation of this master plan.

CITY OF SPRINGFIELD WATER QUALITY MONITORING & LAND USE ASSESSMENT SUMMARIES FOR THE MILL RACE (2014-PRESENT)

The City is responsible for the management of the Mill Race Channel and has conducted assessments along the channel to look at water quality, habitat quality, and to note any negative impacts from adjacent properties. These assessments include recommendations for addressing issues noted throughout the review process. Recommendations relating to portions

Table 1. Action Items from Comprehensive Plan Relating to Georgia Pacific Natural Area

Complete? (Y/N)	Action Number and Description
N	Action 3.3 of the plan calls for Willamalane to work with the City and SUB to develop and implement a management plan and master plan for a natural area park at the jointly owned Georgia Pacific Natural Area. This was identified as a high priority action, prioritized for phase 1 of implementation of the plan.
Y	Action 4.17 calls for Willamalane to work with partners to develop the Jasper Road Trailhead.
Y	Action 4.18 calls for construction of the Mill Race Path into the Georgia Pacific Natural Area, connecting to the Middle Fork Path.
N	Action 4.20 calls for exploring opportunities for additional on- and off-street connections from the Middle Fork Path to neighborhoods to the north.
N	Action 4.23 calls for working with partners to explore the feasibility of developing a bike and pedestrian bridge across the Middle Fork Willamette River, connecting the Middle Fork Path and Mount Pisgah.

of the Mill Race Channel that pass through Georgia Pacific Natural Area focus on:

- Concerns of horse feces having negative impact to the water quality of the Mill Race Channel and other connected waterways;
- Dumping of debris, tree cutting, herbicide use by adjacent neighbors, and use that changes the flow dynamics of the channel;
- User-created trails along the waterway that damage vegetation and erode banks of the Channel; and
- Presence of invasive species.

INTERGOVERNMENTAL (1995) AND MANAGEMENT AGREEMENT BETWEEN OWNERS (1995, UPDATED 2009)

The intergovenmental agreement (1995) addresses the joint purchase and management of the property. The management agreement (1995, 2009) notes the desire to maintain the property in its natural state and minimize access or use that will "interfere with or degrade the Mill Race or threaten the viability of the underlying aquifer as a source of potable water." Any changes or modifications to the property require mutual agreement between all owners. Willamalane is responsible for all recreation improvements that are approved by partners on the property.

PLAN METHODS

This plan was developed by Willamalane's Planning & Development staff. A team of internal landscape architects, natural resource planners, a GIS analyst and the Planning, Parks and Facilities Director worked collaboratively to inform the process, creation, and recommendations of this plan. External partners consulted throughout this planning process include: the City, SUB, Oregon Department of Fish and Wildlife, The Nature Conservancy and The McKenzie River Trust.

Planning efforts started in spring of 2020. An initial public survey that focused on equestrian use received 32 responses from the general public and immediate neighbors of the property. Content for the survey was partly determined through engagement with an advisory committee of local equestrians. In summer of 2020, a meeting with ownership and agency partners was also held onsite to tour the property and discuss opportunities and constraints. Staff used information from this initial round of outreach, along with additional research included in this plan, to inform an initial concept and set of goals and actions for the natural area.

A second round of public outreach occurred in the fall of 2020 and early 2021. The objective of this round of outreach was to review and provide feedback on the team's initial concept and goals for the site. An online ESRI Story Map was built for the project and was the primary tool used to relay information to partners, neighbors, and the general public. The tool was made available on Willamalane's website, promoted via virtual and physical mailings, promoted onsite via posters and on social media. A virtual public meeting was also held February 8, 2021, which was attended by approximately 95 people (including staff and ownership partners). Additionally, a virtual presentation was provided to middle school students at Agnes Stewart Middle School. Feedback from all of these efforts was collected through surveys. A total of 287 surveys were collected from the general public and 102 surveys collected from students at Agnes Stewart Middle School. A detailed summary of results from all public outreach efforts is included in Appendix 2.

In addition to standard processes for public outreach, Willamalane engaged in an Equestrian Use Trial Period during the planning phase of this process (Figure 3). Equestrian use has historically been prohibited on all Willamalane properties pursuant with its park rules codified in Ordinance 100. However, there is historic precedent for equestrian use within the Georgia Pacific Natural Area prior to Willamalane's

ownership of the land. A group of local equestrian advocates and users of a nearby boarding facility requested that Willamalane consider modifying this requirement for the Georgia Pacific Natural Area and adjacent Clearwater Park properties. To realistically understand the potential impacts and conflicts that Willamalane may encounter by formally accommodating this use, its Board of Directors approved a temporary trial period for equestrian use along designated routes throughout these properties. Public parking for equestrian trucks and trailers is provided at Clearwater Park during this time. The trial period will be extended until Willamalane and their partners make a final determination on the impact, requirements, and appropriate of this use. Willamalane will continue to monitor impacts and work towards improving access during the trial period.

Figure 3. Equestrian Trial Period Map. Equestrian routes approved for the trial period are shown in yellow.

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NATURAL RESOURCE OPPORTUNITIES & CONSTRAINTS

Given Georgia Pacific Natural Area's designation as a natural area park, Willamalane intends to prioritize the protection and enhancement of natural resources. The first step in achieving this is to understand what currently exists at the site so it can be protected. Factoring in shared ownership interests of the property, the presence of preexisting human infrastructure, and the desire to connect and provide education to the public about nature, there are some limitations to the extent of restoration that can occur on the property. This section briefly assesses the current understanding of natural resources on the property and identifies where opportunities and constraints for improvements exist.

EXISTING NATURAL RESOURCE OVERVIEW

The character and ecological processes of the Willamette River have changed significantly since colonization of the Willamette Valley. The principal change affecting the Georgia Pacific Natural Area is an attenuation or reduction in high water (i.e., flooding events along the river). Dam projects upstream on the tributaries of the Willamette (e.g., Middle Fork Willamette, McKenzie River, North and South Santiam Rivers and the Long Tom River) are responsible for the reduction in flooding downstream, enabling development and infrastructure within the floodplain. Prior to these changes, the river had a very different character than it does today.

Historically, the Willamette River was a braided (multi-channel) river with a complex floodplain of former channels and interlaced wetlands. It flowed underneath a wide umbrella of hardwood riparian forest. Dams have limited the recruitment of large wood and sediment substrate to rivers as well as the dynamic process that occurs during flooding events. During high-water events prior to dam construction, the Willamette River would have flooded into the floodplain, activating old channels and scouring and depositing sediment substrate in different locations. The sediment deposits would have created new areas, ripe for cottonwood regeneration. Eventually, it would create new riparian forest habitat, where ample sunlight, substrate, and nutrients would be available to support tree establishment and growth. Cottonwoods are struggling to regenerate naturally without high-water disturbance events that would create large open areas within which they are able to establish themselves. This is true for much of the riparian forest at the Georgia Pacific Natural Area.

The altered hydrology of the Willamette River along the Georgia Pacific Natural Area is the most significant ecological process missing from this property. These changes have reduced the complexity of the river channel and floodplain. High water events would have been captured by old channels and wetlands across the floodplain, storing the water on site. The stored floodwater would slowly be released back to the river from the floodplain as hyporheic flow, or subsurface flow, as the level of water in the river declined below the floodplain on a seasonal basis. This process results in colder water being added below the river's surface in the warmer months of the year when the surface water is at a higher temperature and lower than the floodplain. This

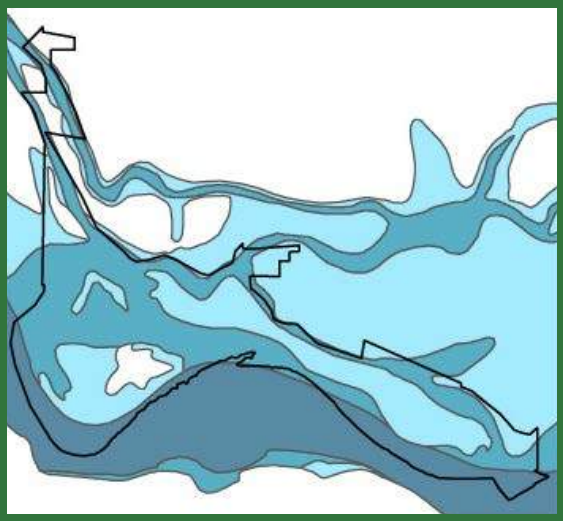

Figure 4. Flood zones.

FLOOD ZONES

Areas within the 100 year flood zone are considered high risk for flooding. As shown on Figure 4, the majority of the site is either within the 100 or 500 year flood zone. Improvements within these zones will likely be subject to requirements of Springfield's Floodplain Overlay District.

- Floodway
- 100 year flood zone
- 500 year flood zone

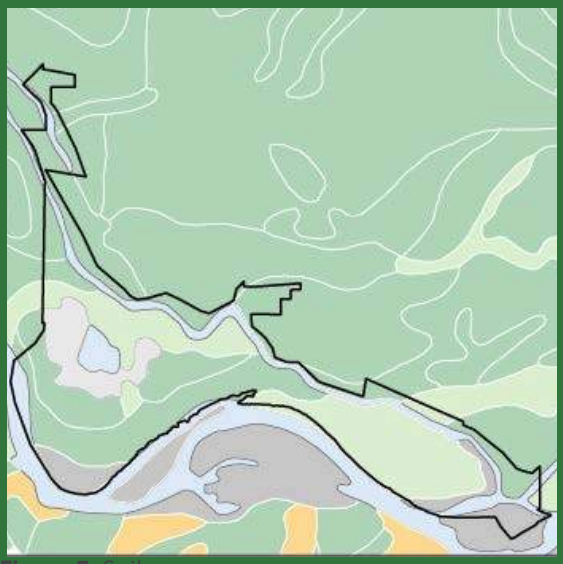

Figure 5. Soils

SOILS

According to the US Soil Survey, soils found within the Georgia Pacific Natural Area are comprised of:

- Riverwash
- Fluvents (nearly level, hydric soil)
- Newberg fine sandy loam
- Pits (hydric soil)
- Bodies of water

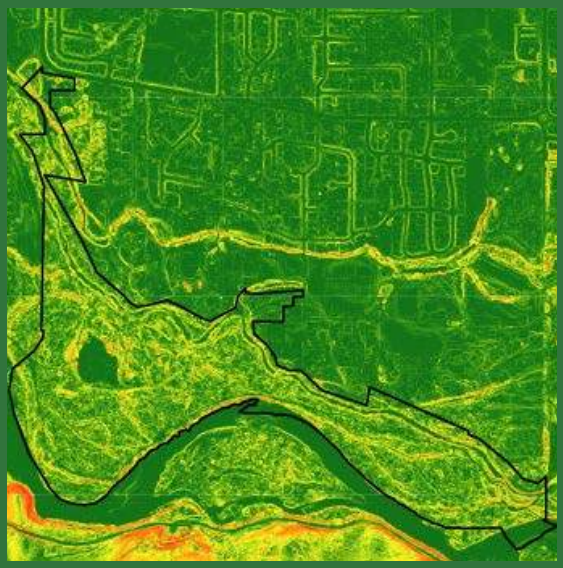

Figure 6. Slope classifications

SLOPE CLASSIFICATIONS & TOPOGRAPHY

Property is at an elevation of approximately 470 ft above mean sea level. The site is relatively flat, with minimal fluctuation in topography.

SLOPE CLASS

- ≤ 1.72
- ≤ 3.43
- ≤ 5.71
- ≤ 8.53
- ≤ 11.3
- ≤ 14.04
- ≤ 16.7
- ≤ 21.8
- ≤ 30.96
- ≤ 45
- ≤ 90

process is essential for the Endangered Species Act (ESA) listed salmonid species that are dependent on cold water for their survival. The complex character of the historic Willamette River is very important for these species, as the network of side channels and wetlands provides areas for these species to utilize during high water events and during the winter months when the river is flowing most swiftly.

Willamalane does not propose to address the absence of these larger processes from the Georgia Pacific Natural Area as part of this plan. The river is significantly armored along the north bank of the Middle Fork Willamette to protect public infrastructure to the north including SUB's drinking water wellfield and the Middle Fork Path. Changing hydrology on the property could lead to significant infrastructural impacts, and further study and coordination would be required before investigating restoration of the historical hydrologic process on the site. Regardless, there are numerous other opportunities to address important aspects of the natural resources on the property.

HISTORIC VEGETATION AND HABITATS

Historically, Georgia Pacific Natural Area would have been covered by riparian forest vegetation, consisting of hardwoods forming the canopy, a mix of younger aged trees and shrubs in the understory, and native riparian understory plants. The site has old river channels and wetlands that would have been activated during flood events, as explained above. Riparian forest canopy is typically dominated by large mature cottonwoods, with a mix of other hardwoods such as red alder, big-leaf maple, and Oregon ash in the understory and midstory. The understory of this site would lie within a mix of areas that were seasonally wet and others that were more upland. In lower lying areas, a mix of slough sedge and other species that are tolerant to seasonal flooding would be widely established. In upland areas, the understory would be dominated by dense snowberry thickets, sword ferns, Oregon grape, and other native riparian species.

SITE IMPACTS

A large portion of the Georgia Pacific Natural Area was highly impacted by the removal of gravel and aggregate by previous land managers. It is hypothesized that the site was scraped of topsoil to enable gravel extraction, likely removing much of the native seed bank that was present on the site. Based on review of historic permit records, it appears that the removal of gravel is the mechanism by which the current pond was created. In addition to the removal of gravel and aggregate from the site, large quantities of biomass (i.e., hog fuel or wood chips) were dumped on the property. Significant portions of the property lack the type of riparian vegetation that would have historically been present and would have likely returned if conditions allowed. It is suspected that this ecological process was limited due to the large quantities of biomass dumped on the property, thereby limiting natural succession.

The presence and distribution of invasive species across the site are a further indication of the impact of previous gravel extraction practices, and an overall lack of management since those initial activities has only exacerbated the problem. It is also suspected that the widespread distribution of invasive species, especially in disturbed areas, is a direct result of the removal of topsoil and the native seed bank that would have been present in that topsoil. The lack of topsoil and the native seedbank removal combined with adding biomass to the site in the form of woodchips would have dramatically altered the site's ability to support native plants and could be one of the main reasons why parts of the property are now so highly susceptible to the encroachment of invasive species.

The area along Jasper Slough near Agnes Stewart Middle School has been restored in part by the middle school students. Prior to the installation of the Mill Race Path, this area served as an outdoor classroom for students to learn about native plants, practice restoration techniques, and to observe the wildlife that utilized the slough. Students were excited about the path's construction because their valuable

work has become more visible to the public using the path system. Students have invested their time in creating a very well restored section of riparian habitat along Jasper Slough. They grew native plants in greenhouses at the school to plant along the slough, as well as removed invasive species.

EXISTING HYDROLOGY

There are several distinct water bodies within the planning boundary delineated for this master plan. The below sections provide some background on their existing and historic conditions. It is important to note that Willamalane does not currently have extensive expertise in managing aquatic habitats and lacks some integral tools such as boats, waders and other equipment necessary for managing these resources appropriately. It will, therefore, be essential that Willamalane engages with partners when moving forward with aquatic habitat improvements in the water bodies described below.

Middle Fork Willamette River

The Middle Fork Willamette River runs along the southern boundary of the Georgia Pacific Natural Area for 1.3 miles. The Middle Fork is an important aquatic resource from both a habitat standpoint and a water quality standpoint, as it provides drinking water downstream of the site. The north bank of the Middle Fork has been highly armored along the natural area boundary to protect existing infrastructure like the Middle Fork Path and the SUB wellfield. The southern bank of the Middle Fork has recently been restored at the Willamette Confluence Site. Several projects were implemented by the Nature Conservancy between 2010 and 2020 to create off-channel habitat and increase floodplain and habitat complexity. Additional restoration work has occurred downstream of the Willamette Confluence site at the Turtle Flats Site, which is owned and managed by the Friends of Buford Park and Mt. Pisgah.

The Middle Fork Willamette River provides habitat and migration corridors for the sensitive species identified in this plan, particularly salmonids and Western pond turtles. Both of these species use the Middle Fork for their life cycles. For Western pond turtles, the river provides an important connection from the Georgia Pacific Natural Area to turtle populations at different sites, which is necessary for maintaining genetic diversity dispersal. Due to the modifications to the river's hydrology from upstream dams and armoring along the southern boundary of the site, maintenance and restoration of the riparian corridor along the Middle Fork Willamette will be necessary. These efforts will sustain and enhance the existing riparian forest habitat, protect aquatic habitat, and improve water quality.

Jasper Slough

Jasper Slough is a perennial waterbody that is a tributary to the Mill Race Channel, a Water Quality Limited Watercourse. It parallels the Mill Race Channel along the northeastern portion of the Georgia Pacific Natural Area. It is hydrologically connected via surface water to the Mill Race Channel and provides off-channel habitat to that aquatic resource. Jasper Slough also receives surface and groundwater from Jasper Pond, a stormwater treatment pond to the east of Jasper Slough and to the west of the Jasper Trailhead. Jasper Pond captures stormwater from the neighborhoods to the north of the site and pre-filters water before it enters the slough.

Jasper Slough provides habitat for a variety of species including migrating waterfowl, native reptiles, amphibians, mammals, as well as other bird species. Of particular interest is a very visible population of Western pond turtles that are commonly seen using basking structures in the slough. Riparian frontage across from Agnes Stewart Middle School has been replanted by students as part of broader efforts to restore the Mill Race Channel and its tributaries. There is still room for additional riparian habitat improvement projects that could benefit Jasper Slough.

The Mill Race Channel

The Mill Race Channel was hand-dug using an

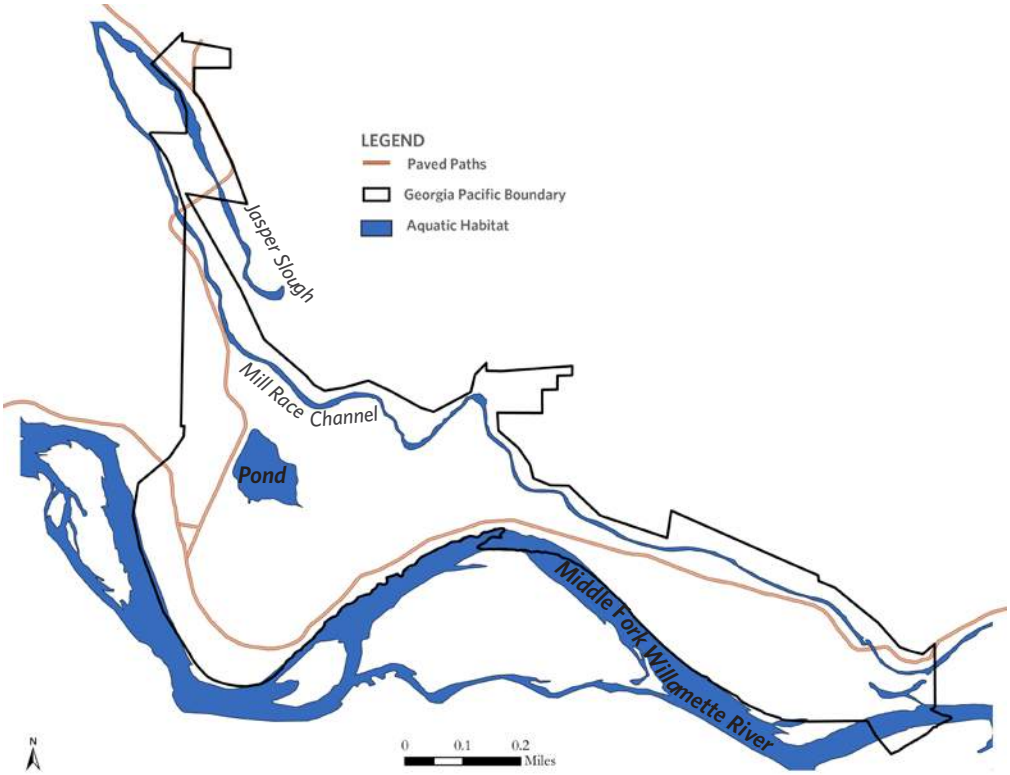

Figure 7. Locations of waterbodies within and adjacent to the planning boundary.

ox plow and shovels in 1852 by Elias Briggs, the founder of Springfield, in support of the mills and lumber industry that were located closer to downtown Springfield.

The Mill Race Channel and its associated water rights were donated to the City in 1985. The City has worked ever since to enhance and restore the Mill Race Channel. In the spring of 2013, the City completed the Mill Race Aquatic Ecosystem Restoration Project with support from the U.S. Army Corps of Engineers (USACE). This included a new, passively controlled inlet at Clearwater Park from the Middle Fork Willamette River. Following the completion of this work, the City completed a major stormwater project downstream of the Georgia Pacific Natural Area on the Mill Race Channel at the former Booth Kelly site, just south of downtown Springfield.

In 2016, Willamalane completed construction of the Mill Race Path system in conjunction with the City's restoration project, which now provides the public with an opportunity to see and experience the Mill Race Channel as it flows through Springfield. The construction of this path also opened up the Georgia Pacific Natural Area to broader public access, including views of the pond, Jasper Slough, and the Middle Fork Willamette River. As part of construction of the project, numerous habitat improvement projects were implemented adjacent to and in-stream of the Mill Race Channel. These included several planting projects downstream of the natural area and projects that included placement of large wood in the Mill Race Channel per recommendations from Oregon Department of Fish and Wildlife (ODFW). ODFW continued to work on in-stream habitat projects through 2018, adding sediment substrate and wood to the channel to increase aquatic habitat complexity.

The City monitors water quality of the channel on a periodic basis and performed water quality assessments for the Mill Race Channel before and during the equestrian use trial period. The City did another round of *E. coli* sampling bracketing the Georgia Pacific Natural Area. The *E. coli* results were below the state water quality standard of 406 colony forming units (CFU)/

100 mls for all samples, including those samples collected downstream of the equestrian trails. Despite *E. coli* levels not exceeding state water quality standards, it is a pollutant of concern for the Channel. Strategies for managing sources are picking up animal waste (horse/dog) and providing restrooms for humans.

Pond

As noted above, the pond at Georgia Pacific Natural Area was created through the extraction of gravel and aggregate at the site by the former owner. The approximately 3-acre perennial pond provides habitat for a variety of species at the site including migrating waterfowl, Western pond turtles, and likely other native reptiles, amphibians, mammals, and bird species. The pond also provides habitat for invasive or introduced species such as bullfrogs, which may prey upon Western pond turtles. Warm water fish species, including largemouth bass and bluegill, which are also known to prey upon native species, are also present. Results from a fish sample performed by ODFW are located in Appendix 4. While the pond currently has a warm water fish population that could support limited recreational fishing, consultation with ODFW determined that it would require stocking to be sustained long-term and that opening the pond to fishing activities would likely have negative impacts to Western pond turtles currently using the pond. ODFW also conducted a bathymetry study of the pond and determined the deepest point in the pond to be 13 feet below the water's surface. The banks on the pond are relatively steep, likely from the gravel extraction process that formed the pond. It has a hydrologic connection to the Mill Race Channel, as evidenced by its varying extent at certain times of the year.

CHANGES IN HYDROLOGY

Riparian forest habitat along the entire Willamette River has been highly impacted by changes to the river's hydrology resulting from the construction of dams intended to reduce flooding downstream. High water events and flooding are key missing processes that were responsible for the establishment and maintenance of riparian forest habitat along the Willamette River. High water events created new gravel bars and early successional habitats where riparian forest vegetation would have established. Without these high water events creating early successional habitat or new riparian forest, much of the remaining riparian forest along the river has transitioned to late successional or climax vegetation. This is true for much of the riparian forest habitat at Georgia Pacific Natural Area, where much of the riparian forest is in a late successional stage and no new riparian forest is being created through hydrological processes.

HABITAT TYPES

Habitats at Georgia Pacific Natural Area were broken down into three different habitat types for purposes of this plan. The three identified habitats on the site include riparian forest habitat, wetland habitat and aquatic habitat. See Figure 8 for their location.

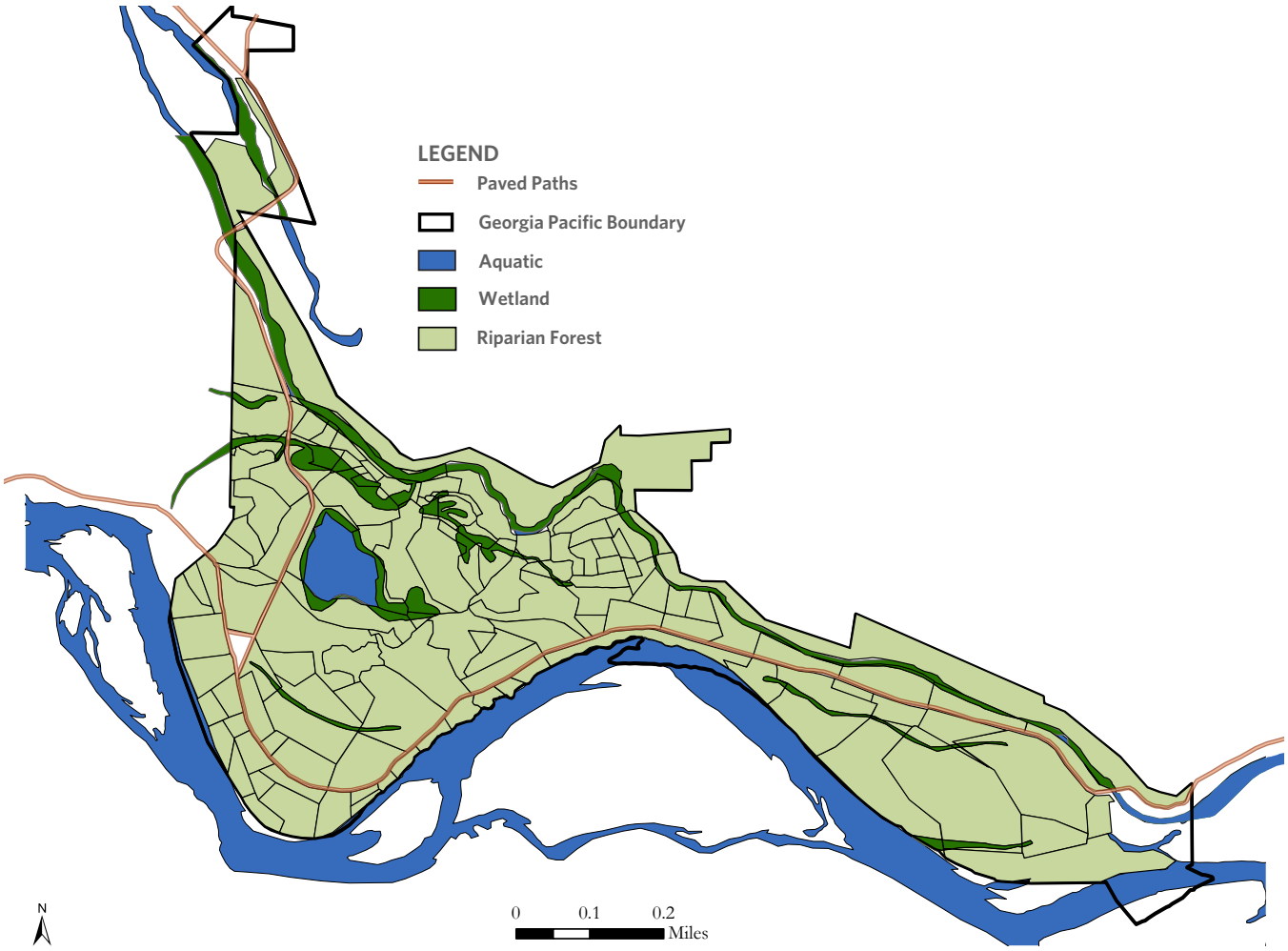

Figure 8. Overview of habitat classifications within the planning boundary.

RIPARIAN FOREST (APPROXIMATELY 119 ACRES)

Riparian forest is defined as a forest or wooded area of land adjacent to a body of water such as the Middle Fork Willamette River, the Mill Race Channel, Jasper Slough, and the pond. Prior to hydrologic changes, this habitat would have extended a considerable distance out from these water bodies and encompassed the broader floodplain that would have existed historically. With changes to hydrology and a reduction in flooding events, human development has significantly reduced the extent of this habitat and the main processes that would have created and sustained new riparian forest. This plan seeks to address actions that can be taken to help sustain and restore this habitat into the future. Habitats within the umbrella of the overarching riparian forest are further broken down and discussed.

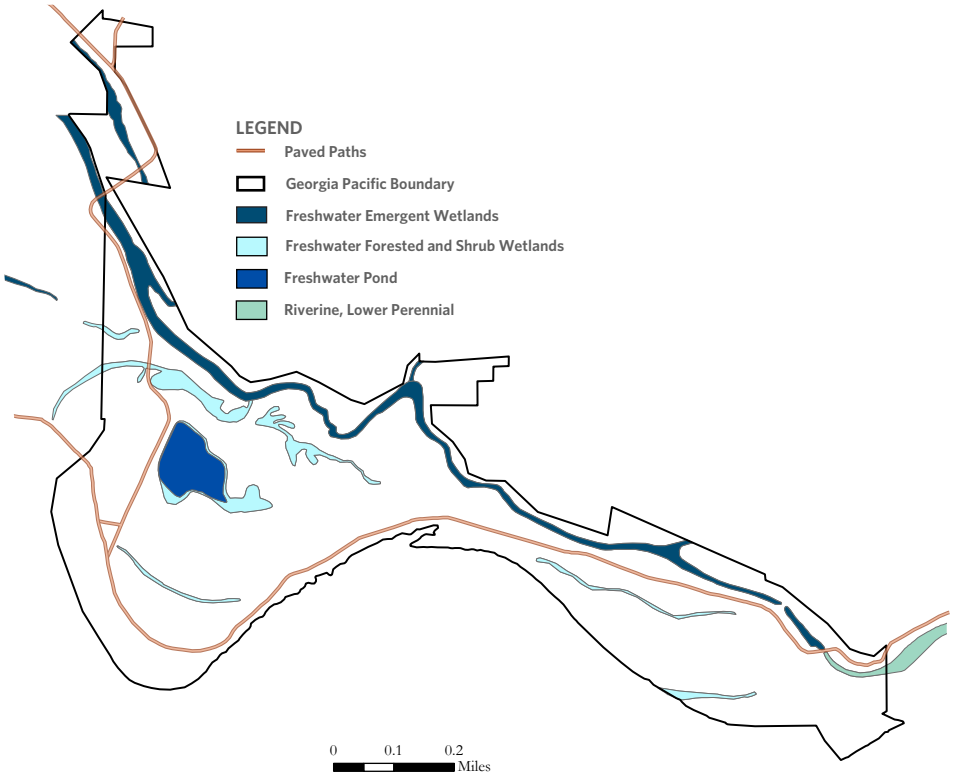

Figure 9. Wetlands within the planning boundary

AQUATIC (APPROXIMATELY 11 ACRES)

Several unique and distinct water bodies provide aquatic habitat on the property, including the Middle Fork Willamette River, Jasper Slough, the Mill Race Channel, and the pond. These resources provide critical habitat for a variety of species, including sensitive species, and are important assets to protect within the natural area. However, Willamalane is not well equipped to independently manage aquatic habitats due to the logistics and specialized expertise and equipment necessary for their management. For the purposes of this plan, Willamalane will help guide and implement restoration activities up to the high water line or seasonally to the water's edge. Willamalane will consult and partner with the City for habitat issues identified in the Mill Race Channel and Jasper Slough, with ODFW for habitat projects within the pond, and with the Middle Fork Willamette Watershed Council for any habitat issues identified in the Middle Fork Willamette River.

WETLANDS (APPROXIMATELY 7 ACRES)

Wetlands were identified and recently mapped in greater detail by environmental consultants and wetland scientists hired by the City. The wetlands on the site are important natural features that will be protected and enhanced through actions specified in this plan. They provide a suite of services such as water storage, water filtration, and biological productivity. Wetlands act like large sponges or natural tubs that store water and then slowly release it. This reduces the erosion potential of floodwaters while reducing flooding levels, and allows for ground water recharge, which contributes base flow to surface water systems during dry periods. Wetlands at the Georgia Pacific Natural Area recharge groundwater aquifers, such as SUB's shallow aquifers located at the wellfields located directly west of the property, which provide drinking water for the community. Water entering wetlands slows as the water moves around vegetation, allowing suspended sediment to drop out and settle to the wetland floor. Nutrients like fertilizers and manure that

are dissolved in the water can be absorbed by plants and microorganisms in the soil. Artificial or constructed wetlands, like the one adjacent to Jasper Road Trailhead, perform the same functions as natural wetlands to improve water quality and treat pollutants before discharging water to natural water bodies. Wetlands provide important habitat for amphibians, turtles, and fish, as well as refuge areas for migratory birds.

Local and national wetland inventories have been conducted for the property. Wetland classifications identified within the property boundary at the time of this planning effort are shown in Figure 9.

EXISTING VEGETATION CONDITIONS

Current vegetation conditions at Georgia Pacific Natural Area were assessed by breaking down the vegetation into three categories for analysis: canopy cover, understory, and tree recruitment. Each of these three categories was assigned a value (i.e. high, medium, or low), as shown in Table 2, and then field analysis was performed to accurately capture these existing conditions at the site. The three categories are intended to provide a high level of detail of current habitat conditions and guide the maintenance of the various habitats at the site.

Table 2. Definitions used to determine high, medium, and low quality conditions.

	HIGH	MEDIUM	LOW
CANOPY	Intact closed canopy forest (80-90% canopy cover)	Partially intact closed canopy forest (50-80% canopy cover)	Minimally intact canopy cover, not fully closed canopy (less than 50% canopy cover)
UNDERSTORY	Intact shrub and understory, overall vegetation greater than 80% native species and less than 20% invasive species	Partially intact shrub and understory, overall vegetation is greater than 50% native species and less than 50% invasive species	Minimally intact shrub layer and understory, overall vegetation is less than 20% native species and 80% invasive species
TREE RECRUITMENT	Multiple native tree species present of different age classes	Some native tree species present of a single age class or species	No native tree species present in any age class

CANOPY QUALITY

Canopy conditions were analyzed across the site to determine where there is existing high quality canopy and to identify areas where it is lacking. A large mature tree canopy is essential for riparian forest habitat and in areas adjacent to aquatic habitats. Tree canopy regulates thermal inputs like sunlight by providing shade and cooling for aquatic environments. Mature trees that form the canopy are essential for the healthy function of aquatic environments and provide inputs of large woody debris (e.g., fallen trees, logs and branches) to aquatic habitats. Large woody debris also helps create more diverse aquatic habitat in the Mill Race Channel and the Middle Fork Willamette River. The input of large wood provides basking and perching sites for reptiles and birds. As water flows over and around large wood, it results in localized scouring of the bed and banks of waterways that creates pools and undercut banks, which provide shelter to salmonids and other fish during high water events. These trees in different stages of their life cycle and decomposition also provide food and nesting habitat for a variety of species that are present in Georgia Pacific Natural Area. The maps presented in Figure 10 show the existing distribution of canopy conditions across the site in relation to riparian forest and wetlands.

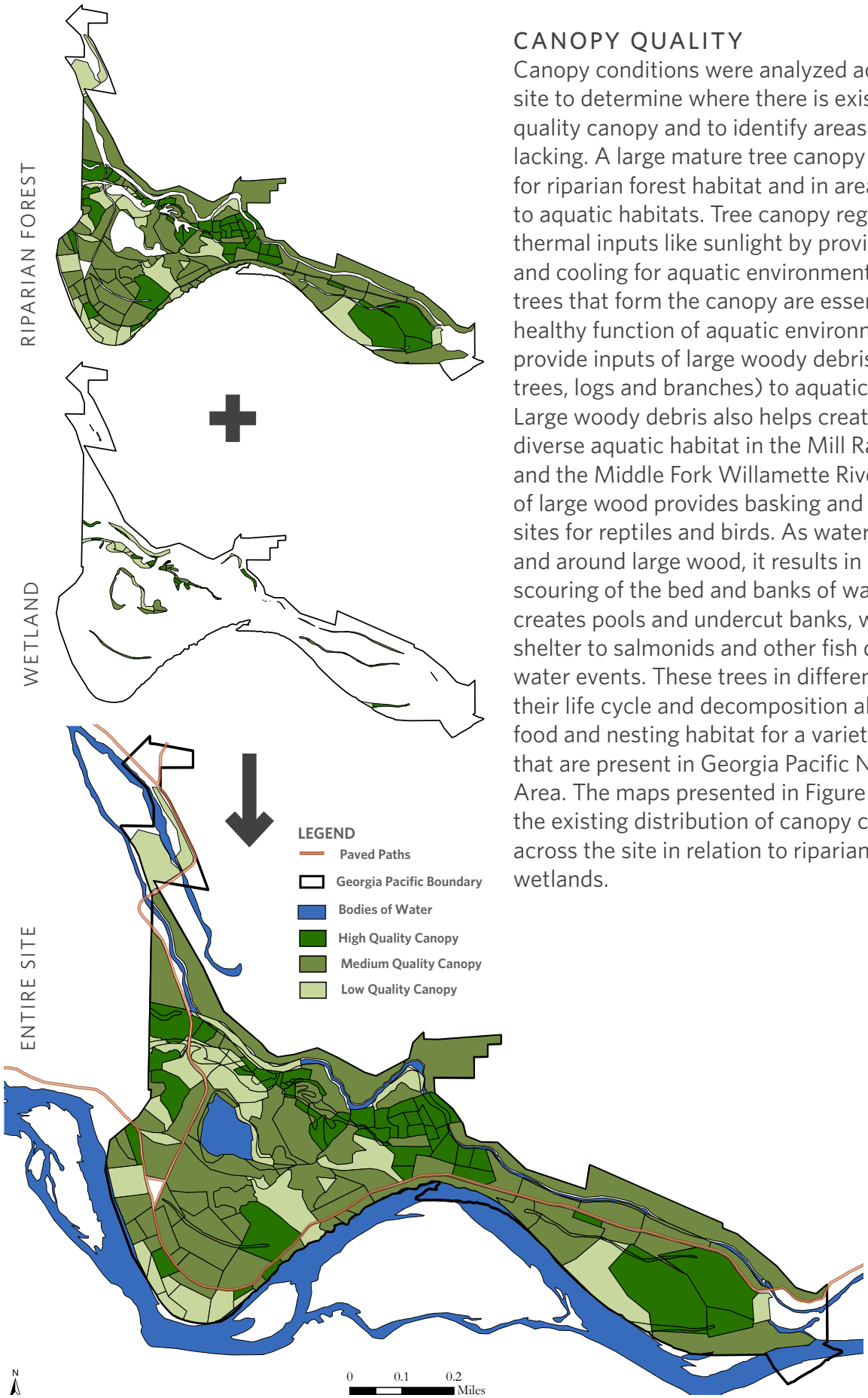

Figure 10. Canopy quality within the Georgia Pacific Natural Area

UNDERSTORY

Understory conditions at Georgia Pacific Natural Area were analyzed to better understand the distribution of invasive species and native understory plants in the natural area. The composition of the understory is essential to riparian forest habitat health; plants found in the understory minimize erosion and stabilize soils, which reduces sediment entering aquatic habitats that may otherwise result in negative impacts on aquatic species. Understory shrubs and herb layer plants are also critical for a variety of species to provide cover and nesting habitat, as well as food for many of the species that are present at Georgia Pacific Natural Area. The maps presented in Figure 11 show the existing distribution of understory conditions across the site in relation to riparian forest and wetlands.

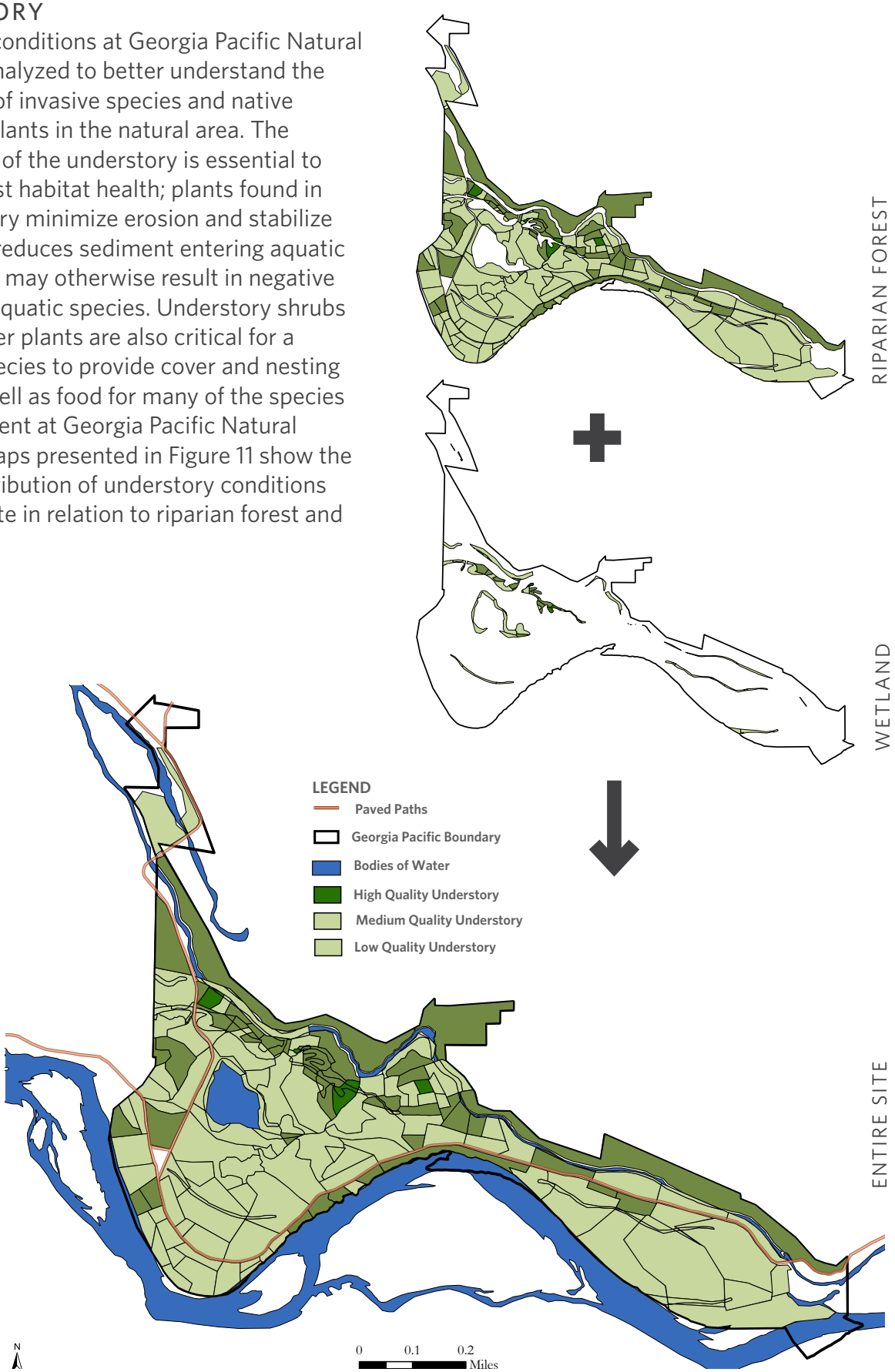

Figure 11. Understory quality within the Georgia Pacific Natural Area

TREE RECRUITMENT

Tree recruitment conditions at Georgia Pacific Natural Area were analyzed to determine locations in which younger trees are established that will be able to replace mature trees over time as they reach late succession and are at risk of dying. This assessment will inform and facilitate the development of planting plans for areas within riparian forest habitat and adjacent to aquatic environments where tree recruitment was limited or not observed. An important component of the assessment looked at whether all of the tree recruitment was within a single age class or if the new trees represent a diversity of ages. The more diversity reflected in the trees' ages, the more complex the habitat, which increases its value to wildlife using the site. The maps presented in Figure 12 show the existing distribution of tree recruitment conditions across the site in relation to riparian forest and wetlands.

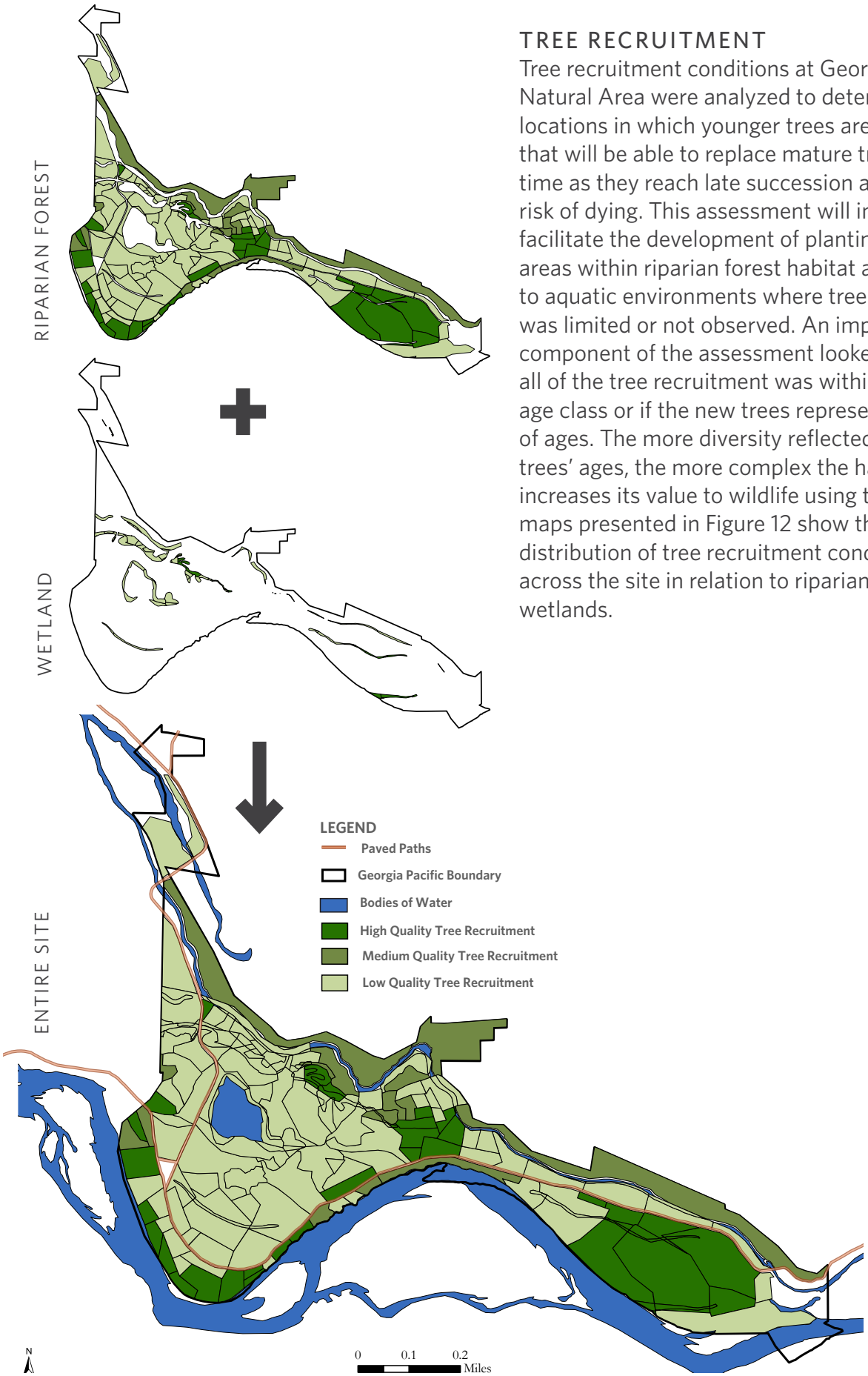

Figure 12. Tree recruitment assessment within the Georgia Pacific Natural Area

SENSITIVE SPECIES & AREAS

Georgia Pacific Natural Area is home to sensitive species such as Western pond turtles and the spring Chinook salmonid, identified as endangered in the Environmental Species Act, that may seasonally use the Mill Race Channel and the Middle Fork Willamette River. Additional sensitive species such as the white-breasted nuthatch, Western grey squirrel, willow flycatcher and northern red-legged frog will benefit from habitat restoration improvements on the site, but the primary species upon which Willamalane's preservation efforts are focused are listed below.

WESTERN POND TURTLES

Western pond turtles are found in marshes, streams, rivers, ponds, and lakes. They use sparsely vegetated ground nearby for digging nests and moist, shrubby or forested areas for over-wintering and aestivation (dormancy of an animal during a hot or dry period). Western pond turtles are found in the Middle Fork Willamette River, Jasper Slough, and the pond. It is presumed that they are also using the Mill Race Channel. Life history traits such as habitat needs for breeding make this species vulnerable to habitat loss and alteration of potential nesting sites (e.g., conversion, invasive plant encroachment). Road mortality, predation by raccoons, fish, and bullfrogs and competition with invasive turtle species are additional risk factors faced by Western pond turtles. Conservation actions that can protect turtle habitat include providing basking structures, and enhancing nesting habitat through controlling invasive plants and animals. Minimizing disturbance in nesting areas and protecting adjacent upland habitat are other important steps that will be taken to ensure this sensitive species continues to find high quality habitat at Georgia Pacific Natural Area.

SALMONIDS

Salmon are anadromous fish, moving from habitats in the Middle Fork Willamette River to the Willamette and Columbia rivers, the ocean, and then back. Chinook salmon remain vulnerable to a variety of threats, from those in headwater streams to the open ocean. Upper Willamette Chinook salmon developed a unique run time and other attributes compared to the relatives in the lower Willamette and Columbia rivers. They have genetic characteristics that set them apart from other species of salmon and are listed as endangered species under the Endangered Species Act. Willamette Falls historically restricted upstream migration during part of the year and adult Chinook could only ascend the falls in the spring when stream flows were high. Before construction of dams, the lower Middle Fork Willamette River would swell with flows of up to 40,000 cubic feet per second (significantly higher flows than we see today following dam construction) from snowmelt and rainwater. Flow would spread across its healthy, connected floodplain through a system of shifting and braided channels.

Mature forests buffered the river system and covered much of the upper watershed. The trees contributed large quantities of wood to stream channels, forming pools and creating hiding and feeding cover for adult and juvenile fish. Riparian vegetation shared the stream channels and kept the water cold for fish. Changes to the Middle Fork Willamette River are currently significantly affecting the Chinook salmon population. Several large dams restrict access and influence downstream flows and temperature patterns. They also limit large wood delivery to lower reaches. Many valuable floodplain features such as islands, sloughs, and braided channels still exist below the dams including at Georgia Pacific Natural Area; however, the timing and magnitude of flooding events has affected the establishment of cottonwood and other plant species. As a result, fewer mature riparian forests and wetlands now exist.

SENSITIVE AREAS

Wetland and aquatic habitat health are important factors for maintaining these prioritized sensitive species at Georgia Pacific Natural Area. To be conservative, a buffer of 50 to 75 ft. was applied to all wetland and aquatic habitats to produce an expanded zone that, for the purposes of this plan, is identified as "Sensitive Areas". This zone is used as a tool to assess where vulnerable species have potential to be most negatively impacted from recreational improvements if not designed carefully. This high level assessment tool should be further ground-truthed and refined onsite during the design phase of proposed improvements in sensitive areas.

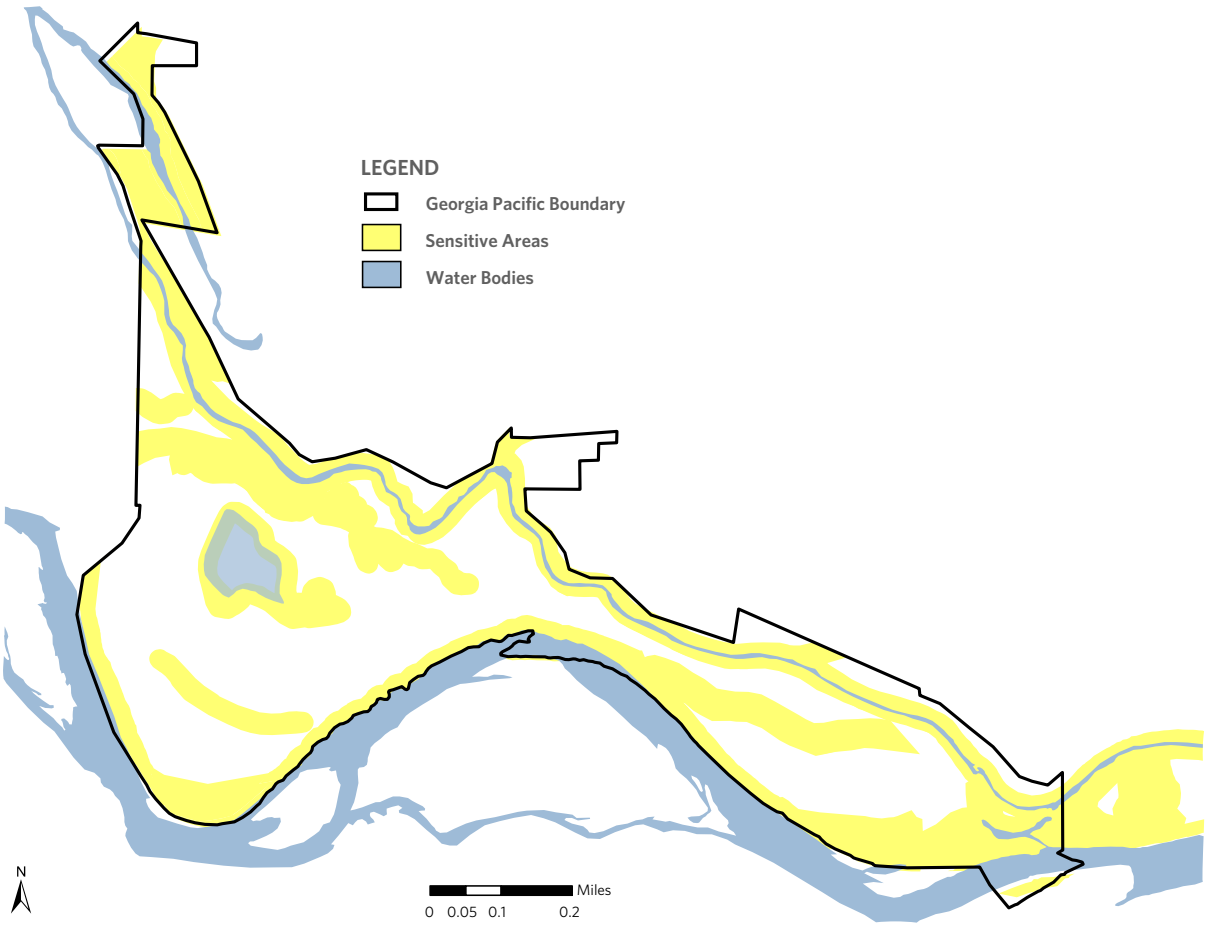

Figure 13. Sensitive Areas identified within the Georgia Pacific Natural Area. When implementing recreational improvements within these areas low impact design strategies and careful alignment of trails should be considered.

NATURAL RESOURCE THREATS AND CONSTRAINTS

- Invasive plant species such as slender false brome, Scotch broom, English ivy, and Himalayan blackberry are rapidly dominating many of the different habitats at Georgia Pacific Natural Area and limiting the growth of native forbs, grasses, trees, and shrubs that are essential components of the riparian habitat.
- Aquatic invasive plant species pose a threat to the Mill Race Channel, pond, and Jasper Slough if they become established. The threats are threefold: (1) from submersed species such as ludwigia, Eurasian watermilfoil, Brazilian elodea, curly leaf pondweed; (2) floating leaf species, such as yellow floating heart, fragrant water lily, feathered water fern; and (3) emergent species, such as yellow flag iris, purple loosestrife, and reed canary grass, which are the most concerning as they can completely alter aquatic environments.
- Western pond turtle habitat currently exists at the site, but is substantially impacted by encroaching infrastructure and nearby human use. If not actively managed, pressure from these external factors will only continue to intensify as development increases and more people visit the area. Invasive species such as bullfrogs also pose a real threat to young turtles on the site.
- Natural tree regeneration is severely constrained in many locations and needs to be addressed.
- The tree canopy is rapidly aging out and the mature trees forming the majority of the canopy are at risk of dying. Large trees dying on the site pose a public safety risk when they fall. Large trees are ecologically important; however, when they are on the ground, they pose a challenge to natural area management and maintenance access.
- Water quality threats to the Mill Race Channel, Jasper Slough, and the Middle Fork Willamette River from bank erosion, horse manure, other pollutants caused by increases in use, or loss of canopy that could increase temperatures within the respective aquatic habitats.
- Balancing public access to the river while protecting the vegetation and flow characteristics along the riparian frontage on the Middle Fork Willamette River.

NATURAL RESOURCE OPPORTUNITIES

- To restore riparian forest where it is missing and to enhance it where mature trees are aging out and at risk of not being replaced naturally.
- To improve habitat on the site by addressing invasive species and through low impact approaches to management of the natural area.
- To connect people to nature and provide educational opportunities to better appreciate and understand threats to the natural environment at the park. Some educational opportunities include: river processes and restoration efforts across the Middle Fork Willamette River at the Willamette Confluence Preserve and Turtle Flats at the Howard Buford Recreation Area; behaviors that protect water quality such as picking up animal waste, staying on trail to protect vegetation; common invasive species, how they spread, and management efforts to control them.
- To improve access to get people closer to views and experiences in the habitats.
- To protect water quality by planting native vegetation species adjacent to waterways to provide shade and to prevent erosion.
- To educate the public about drinking water protection zones and the SUB wellfields.
- To create volunteer groups for recurring work, such as trash pick-up groups, invasive plant removal groups, and citizen science species recording hotspots.
- To engage students from Agnes Stewart Middle School to continue to utilize the site as an outdoor classroom for learning.
- To explore opportunities for wetland mitigation banking as a tool to enhance identified wetland areas.

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RECREATION OPPORTUNITIES & CONSTRAINTS

Though natural resource protection is the district's primary priority due to Georgia Pacific Natural Area's designation as a natural area, recreational use is still an integral part of Willamalane's mission and vision for the site. Recreational improvements will take into account the sensitive areas and species present on the property and will be developed and implemented to align with uses identified as appropriate within natural area parks. Improvements also need to align with the City's and SUB's needs and vision for the site. This section will briefly assess current recreational uses on the property and identify where opportunities and constraints for improvements exist.

EXISTING RECREATION OVERVIEW

Current recreation in the Georgia Pacific Natural Area is fairly limited and primarily trail based. Infrastructure within the Georgia Pacific Natural Area that supports recreation is limited to the Mill Race and Middle Fork Path system and some trail-based amenities as discussed in the introduction.

During the public outreach efforts, it was no surprise to find that the most common current uses onsite are primarily related to trails (walking, running, biking). A number of less common trail uses were identified as well, including equestrian use, skating, rollerblading, wheelchair use, hand cycling, and riding scooters. Non-trail related uses primarily involved watching nature, wildlife, and the river or user created recreation opportunities such as geocaching, art, meditation, fishing, and socializing.

FUTURE OPPORTUNITIES

The proposed recreational opportunities Willamalane presented to the public during outreach were identified from desires of the park users during preliminary discussions and outreach efforts. These opportunities also align with the values and requirements of natural area parks, opportunities identified during site analysis, and the needs and desires of ownership partners. These proposed improvements included:

- A picnic area
- A Western pond turtle and wildlife viewing platform along Jasper Slough
- An accessible nature trail around the pond, including boardwalks and wildlife viewing screens
- A viewing platform at the pond
- An expanded natural surface trail system to accommodate walkers, runners, and equestrians
- Increased access to the Middle Fork of the Willamette River
- Potential new trailheads providing access to the property (one from South 39th Street, another from the westernmost edge of Clearwater Park via South 42nd Street or Clearwater Lane)
- Some additional trail amenities such as more benches, wayfinding, and interpretive signs
- Habitat restoration and protection of sensitive habitats

The large majority of the proposed uses and improvements received broad support and little to no opposition from the public. A complete summary of findings from public outreach are included in Appendix 2. Several of the proposed improvements received either some level of

opposition or require additional consideration and research. Further discussion of each of these is included below to provide a balanced view of concerns and considerations that may factor into these specific improvements.

ADDITIONAL ACCESS:

As mentioned above, additional access was proposed in the concept shared with the public during the second round of outreach from South 39th Street and from Clearwater Park via either Clearwater Lane or an extension from South 42nd Street (See Master Plan diagram). This proposal aligns with recommendations from the Willamalane Comprehensive Plan (2012) and Rivers to Ridges' Willamette River Vision and Action Plan (2010), and is supported by co-owners of the property. Public outreach revealed that the public also broadly supported this proposal with 72% in favor of a new access point and 28% opposed to it. This was the highest level of support of all proposed improvements presented to the public.

Between the two proposed options, there was slightly greater support for additional access from 39th Street (42%) over access from 42nd or Clearwater Lane (30%). Several comments noted that a 39th Street access would provide walkable direct access to the natural area and trails for many adjacent neighbors whose closest access is currently further away via the busy Jasper Road and the Jasper Road Trailhead. Additional access was also strongly supported by students and equestrian riders who want to maximize access and length of trails.

It is important to note that there was some opposition to each of these points of entry by neighbors living adjacent to them. Several neighbors along Clearwater Lane expressed concern about the increased traffic, the state of the current road (gravel, not fully improved), and increased undesirable noise and activity an access might attract. Similarly, neighbors whom own property near the City's parcel at the southern terminus of 39th Street expressed concerns about how additional use might impact pedestrian traffic and trespassing on their property.

It is also worth noting that there are still a considerable number of unknowns relating to these access points:

- For the additional proposed access from the western corner of Clearwater Park, Willamalane would need to work closely with the City, Lane County, and consultants to determine the feasibility and cost of developing new public road accesses from both alternatives: (1) extending South 42nd Street to Clearwater Park or (2) providing public access along Clearwater Lane. Willamalane would also need to work with neighbors to more fully identify concerns and attempt to limit conflicts. Lastly, the Clearwater Park Master Plan calls for the residential house on the western edge of Clearwater Park to become a support facility for outdoor recreation and maintenance. These plans should be considered and amended, as needed, if and when public access is provided from this location to ensure each of the designs complement each other.
- The proposed access from neighborhoods north of Georgia Pacific would require coordination with the City and County to determine whether parking and public vehicular access could occur via South 39th Street, which is classified as a local road in the City's Transportation System Plan. Feasibility of using this access as a trailhead with no parking should also be discussed with the City and County. Either way, new access from this location will require additional coordination with the City and cost associated with providing a crossing over the Mill Race Channel.

Despite all the unknowns, the Clearwater Park access is surrounded by the County's Rural Residential and Exclusive Farm Use (minimum

25 acres) zones, which is very low density. Therefore, this site provides value primarily as a vehicle access point. Alternatively, because the South 39th Street access is located within 500 feet of the City's Low Density Residential neighborhood to the north, it provides value both as a residential, pedestrian access and as a vehicular access point.

Additional opportunities for access to the property from either private or public land should continue to be explored as implementation of the plan moves forward.

EQUESTRIAN USE AND ACCESS

Permanent equestrian trails were identified as the most important improvement in the initial survey (approximately 50% responded in favor); however, they were a much lower priority (only 12% of respondents prioritized these over other improvements or it ranked 7th out of 8 improvement options) in the second public survey. They were second to last priority in the student survey (19% in favor). This is likely a direct reflection of the proportion of equestrian users who participated in each survey. The initial survey had approximately 45% of respondents identifying as equestrian users, while the second survey had just over 6% and the student survey had approximately 1%.

Equestrian riders who took the survey want to see more equestrian related improvements. Some of the additional improvements noted include: additional trail options parallel to multi-use paths, hitching posts, mounting blocks, picnic areas, access to water, trails to the river, additional parking, restrooms, and plans for continued trail connections to other properties.

Those expressing opposition to equestrian use stated the following as their primary reasons: manure on the trail impacting other trail users' experience, concern manure may impact water quality to waterways onsite, concern equestrian users will not stay on designated trails, safety with other potentially conflicting uses along shared portions of the trail or trail crossings including bikes and dogs, and damage to unpaved trails.

Willamalane has relied on the Equestrian Trial Period as a guiding force for evaluating the potential conflicts and impacts of equestrian use on the property. The trial period, now going on 10 months, has shown equestrian use to be minimal, with access occurring primarily from adjacent properties. There have been no significant issues brought to Willamalane's attention relating to conflicts between equestrian and other trail users. Most concerns have related to manure on the trail system. Therefore, moving forward, Willamalane can assume that conflict between users will not be a major concern at the current level of use. If use dramatically increases, this conclusion may change.

Public access for equestrian use during the trial period is provided from a gravel parking area at Clearwater Park. Based on anecdotal observations, this parking area has received very little use. A permanent public access point will need to be developed to support equestrian use onsite. Equestrians have noted the following amenities as desirable at a parking area for equestrian use: parking for trucks and trailers, a restroom, water, a hitching post, and a mounting block. Additional research is needed to determine the best location for this access to occur. The following options could be considered:

1. Access from the River Rock Ranch, an equestrian center north of the property: Explore options of developing an easement and providing public access from their property.
2. Access from 28th Street, along the Mill Race Path: Work with Springfield School District and City to assess locations for parking and discuss equestrian access along the existing easement.
3. New proposed trailheads from Clearwater Park and South 39th Street.

FISHING

During the public survey process, fishing was identified as a common public use of the site. The initial survey had 9%, the second survey had 10%, and the student survey had 17% of respondents indicate that they currently use the property for fishing. Although it isn't clear where this is primarily occurring, staff occasionally see people fishing at the pond and from the banks of the river. The master plan concept presented to the public identified that fishing would be discouraged at the pond in the future. This proposed limitation to fishing access was a result of research and discussions with wildlife biologists at the Oregon Department of Fish and Wildlife who found that fishing activities would likely interfere with efforts to preserve and restore turtle habitat in those sensitive areas. Additionally, fishing at the pond would be reduced over time as warm water species like bass and bluegill were removed from the pond. Currently, Willamalane is neither actively promoting or prohibiting fishing onsite. In order to move towards actively limiting this use, Willamalane will need to incorporate signage and implement a public awareness campaign to explain the value of protecting sensitive areas and reasons why fishing is not allowed at the pond. Design of improvements adjacent to the pond could incorporate elements (i.e. viewing blinds or setting them back from the water's edge) that would actively discourage fishing.

Licensed fishing in the river would be allowed and conditions likely improved with the proposed increase in access to the Middle Fork Willamette River.

IMPACT OF SENSITIVE AREAS

Despite Willamalane's efforts to prioritize natural resource protection and minimize the impact and types of recreational improvements, concern over any level of additional access or impact exists within the public. Comments relating to these concerns focused on issues such as removal of additional trees, compaction of soils, impacts to animals using the property as a wildlife corridor, impacts to wetlands and waterways, and fear of disrupting the natural feel or essence of the property. Willamalane should carefully weigh these concerns during every recreational improvement proposed on any property, but especially for improvements within its natural area parks.

Trail and trail-associated uses already exist on site. The master plan formalizes and expands these uses, while providing a few additional trail-related amenities. These improvements are consistent with Willamalane's goals for natural area parks, which call for both protection and public access for recreation. To address concerns relating to impact of sensitive areas Willamalane should consider the following:

- Identify and map sensitive areas by providing a buffer zone along all waterways and wetlands onsite. Also identify and map any areas identified as existing high priority habitat. Use best practices to design and implement projects in the most sensitive method possible, especially within these identified zones (see Figure 13).
- Most proposed new trails should be maintained as native surface to the maximum extent possible. Use gravel/rock to create turnpikes or causeways in areas with stability and drainage issues in order to minimize unintended widening of trail corridors.
- All accessible routes along nature trails should use permeable surfacing.
- Utilize boardwalk systems in areas of sensitive habitat to better control access and to minimize impact to soils and wetlands.
- Consider seasonal closures of native surface trails to minimize impact to soils during wet months.
- Install overlooks and boardwalk systems using minimal impact best practices, such as the use of helical piles to minimize disturbance and guardrails or handrails to control traffic.

- Provide vegetative buffer between trails and waterways, especially along equestrian access routes.
- Coordinate with the City to design crossings over the Mill Race Channel that will create minimal impact.
- Coordinate with the equestrian user groups to develop strategies for managing horse manure in the natural area.
- Identify desired destinations onsite and provide access in a way that minimizes impact (e.g., raised overlooks control access and protect habitat and soils at key lookouts; clearly marked and defined access to the river minimize impact from user-created, informal access points).
- Phase improvements in an adaptive approach over time so that impact can be assessed and Willamalane can assure that the desired outcome of balancing recreation opportunities with natural resource management is achieved. Adapt future plans to respond to needs and results of the initial phases of implementation.
- Provide garbage cans and restrooms to minimize waste and dumping in the natural area.
- Coordinate with the City and SUB to monitor whether proposed levels of access impact water quality in the Mill Race Channel over time and adapt strategy as needed.

RECREATION THREATS AND CONSTRAINTS

- Lack of access to the site and to destinations throughout the site:
    - Lack of access to the property for all residents, including neighbors living closest to the park
    - Lack of access for maintenance and restoration efforts
    - Lack of an official trail system has resulted in trails being created in sensitive areas
- Minimal access and visibility onsite increase likelihood of undesirable use of the site and perceived lack of safety by users.
- Fast moving water and armored banks along the edge of the Middle Fork of the Willamette River limit opportunities for safe access to the river.
- The "Nature Park" classification of the natural area limits the type and extent of recreational development per Willamalane's Comprehensive Plan.
- There are currently limited resources (time/funds) available for maintenance of new recreational amenities.
- The diversity of existing and proposed uses of the trail system may potentially lead to conflicts, especially along segments showing shared use or at multi-use path crossings.
- Intensification of recreational use and development onsite may threaten the success of natural resource goals.
- The property is not well known. Historically, it has not been specifically identified on Willamalane's maps. The current name represents a timber company, which may cause confusion about ownership.

RECREATION OPPORTUNITIES

- There is established use and familiarity of the multi-use path system onsite with connectivity to destinations beyond the property boundaries.
- Proximity to Agnes Stewart Middle School provides opportunities to partner with teachers and students to achieve restoration, education, and recreational objectives within the plan.
- Both visible and physical access to the Middle Fork of the Willamette River and other waterways is highly desired by the public.
- The remote feeling and natural setting of the property are unique given its close proximity to neighborhoods, schools, and other urbanized portions of the community.
- There are lots of opportunities for education and interpretation on habitat restoration efforts, as well as the dynamic character of existing waterways, and flora and fauna found in the natural area.
- The equestrian boarding facilities adjacent to the site provide opportunities for improved collaboration, access, and monitoring of equestrian user needs and facilities.
- There is potential for the site to connect to other trail systems via a bridge over the Middle Fork of the Willamette River (to the Howard Buford Recreation Area) or by extending further east in Springfield. Desire for these future connections is identified in Willamalane's Comprehensive Plan (2012) and other regional planning documents.
- There was broad and strong support in the public outreach efforts for many of the proposed recreational improvements including a nature trail around the pond, viewing platforms and overlooks, a picnic area, more trails, and additional benches.
- There are two areas very close to the property slated for new development, both for residential housing and as a future employment center. These developments have potential to increase use of the trail system and the natural area.

NATURAL RESOURCE GOALS & ACTIONS

The overall intent of natural resource goal-setting is to preserve, manage, and enhance target habitats at Georgia Pacific Natural Area in order to benefit native wildlife and plant communities and to support public appreciation and learning at the site. The target habitats used to organize and break down the goals include wetlands, aquatic, and riparian forest. Sensitive species are also addressed. Each action is classified to identify whether it is a short range (i.e. high priority), medium range, or long range priority. It is also identified as either a regular task, ongoing task, or a task with potential for volunteer involvement. More information about these classifications is included in Table 3.

Table 3. Prioritization Categories for Natural Resource Actions.

KEY	CLASSIFICATION	DEFINITION
I	Short-Range (highest priority)	Will be undertaken as soon as possible (1-5 years).
II	Medium-Range	Less pressing, implemented when funding is available (6-10 years).
III	Long-Range	Will be implemented over a longer period of time due to the complexity or cost of the task or is dependent on other actions being completed first (11-20 years).
RM	Regular Management	Management or maintenance activity typically performed on an annual, biannual, or biennial basis.
O	Ongoing	A regularly occurring or ongoing activity.
Vol	Volunteer Opportunity	Activity that could be undertaken by volunteers (with adequate coordination).

GOAL NR1: WETLANDS (approximately 7 acres)

Maintain and enhance the native plant community and structure of various types of wetlands at Georgia Pacific Natural Area. Focus efforts on improving understory conditions, canopy, and tree and shrub recruitment to contribute towards protecting water quality and habitat.

OBJECTIVE NR1.A. UNDERSTORY

Maintain and enhance the structure and composition of wetland understory on the site. Initiate efforts adjacent to areas already in high quality condition and adjacent to waterways.

ACTIONS:

NR1.A.1 (I,II, RM,O) Remove invasive woody vegetation such as blackberry by utilizing methods identified in Willamalane's Integrated Pest Management (IPM) Plan. Schedule this work to minimize impacts to wildlife on the site.

Sub Action 1.a. (I,II, RM, O) Develop a strategy for blackberry removal that prioritizes areas of high quality habitat, and areas that experience chronic camping.

NR1.A.2. (I,RM,O) Remove invasive species such as false brome, shining geranium, ivy, lemon balm, herb Robert, tansy, and reed canary grass.

Sub Action 2.a. (I,II, RM, O) Conduct annual invasive species control in areas with high quality native understory plants and along all existing and future trails throughout the site.

Sub Action 2.b. (I,II, RM, O) Follow up ivy control efforts by working out from life-ringed trees to remove ground ivy, starting in high quality habitat and working outwards.

NR1.A.3. (I, RM, O) Selectively remove invasive trees such as English holly, English hawthorn and birch. Chemically treat stumps of trees and shrubs at the time of removal to prevent resprout.

NR1.A.4. (II, III, O) As understory invasive species are addressed and as wetland understory areas are stabilized, use seeding and plug planting to increase native composition and diversity of forbs, herbaceous plants, and other appropriate wetland understory species.

NR1.A.5. (I, RM, O) Monitor wetland conditions and succession over time to determine if wetland is changing in character and if actions need to be implemented to mitigate changes to ecological trajectory. Monitoring work should follow invasive species removal efforts.

OBJECTIVE NR1.B. TREE CANOPY

Protect and enhance existing tree canopy within and adjacent to wetland habitats in the natural area. Initiate efforts adjacent to areas already in high quality condition and adjacent to waterways.

ACTIONS:

NR1.B.1. (I, O) Develop a monitoring and mapping protocol to better understand age distribution of the tree canopy and where the canopy is at risk of changing.

NR1.B.2. (I, RM, O) Identify trees threatened by ivy species and remove ivy to protect the trees. Start by life ringing the trees (i.e., cutting all vines on tree trunk at chest height) and then progressively clear the ground ivy away from the bases of trees.

NR1.B.3. (I, O, RM) Identify specific trees and areas where trees are reaching their maximum ages and should be targeted for tree recruitment efforts (See Objective NR1.C. Tree and Shrub Recruitment)

OBJECTIVE NR1.C. TREE AND SHRUB RECRUITMENT

Maintain and enhance natural tree and shrub recruitment and supplement natural tree and shrub recruitment with planting efforts to increase the age class diversity of trees and shrubs within wetland habitats at Georgia Pacific Natural Area. Initiate efforts adjacent to areas already in high quality condition and adjacent to waterways.

ACTIONS:

NR1.C.1. (I, RM, O) Identify areas where there is good tree recruitment and focus efforts on maintaining that recruitment by managing the understory to prevent woody vegetation encroachment. See above, Objective NR1.A. Understory.

NR1.C.2. (I, II, III, RM, O) Monitor and plant new trees and shrubs in areas where encroaching woody vegetation has been removed from the understory.

GOAL NR2: RIPARIAN FOREST (approximately 119 acres)

Maintain and enhance the native plant community and structure of riparian forest. Focus efforts on tree canopy condition, understory condition, and presence of native tree and shrub recruitment.

OBJECTIVE NR2.A. UNDERSTORY

Enhance and maintain high quality understory habitat within riparian forests at Georgia Pacific Natural Area. Initiate efforts adjacent to areas already in high quality condition and adjacent to waterways.

ACTIONS:

NR2.A.1. (I, II RM,O) Remove invasive woody vegetation such as blackberry utilizing methods identified in Willamalane's integrated Pest Management (IPM) Plan. Plan this work to minimize impacts to wildlife on the site.

Sub Action 1.a. (I,II, RM, O) Develop a strategy for blackberry removal that prioritizes areas of high quality habitat and areas that experience chronic camping.

Sub Action 1.b. (I,II, RM, O) Follow-up ivy control efforts by working out from life-ringed trees to remove ground ivy, starting in high quality habitat and working outwards.

NR2.A.2. (I, II,O) Remove invasive species such as false brome, shining geranium, ivy, lemon balm, herb Robert, tansy, reed canary grass, teasel, purple loosestrife and Japanese knotweed.

Sub Action 2.a. (I,II, RM, O) Conduct annual false brome control in areas with high quality native understory plants and along all existing and future trails throughout the site.

Sub Action 2.b. (I,II, RM, O) Annual mowing of open grassy areas of site for invasive weed and shrub encroachment, phase out this work as these areas are planted and restored to riparian forest.

NR2.A.3. (I, RM, O) Selectively remove invasive trees such as English holly, English Hawthorne and birch.

NR2.A.4. (I, II, III, O) As understory invasive species are addressed and as the riparian forest understory areas are stabilized, use seeding and plug planting to increase diversity and improve native composition.

OBJECTIVE NR2.B. TREE CANOPY

Protect and enhance existing tree canopy within and adjacent to riparian forest habitats at Georgia Pacific Natural Area. The focus of these actions is to maintain the structure of a closed canopy riparian forest throughout habitats on the site. Initiate efforts adjacent to areas already in high quality condition and adjacent to waterways.

ACTIONS:

NR2.B.1. (I, O) Develop a monitoring and mapping protocol to better understand age distribution of the tree canopy and where the canopy is at risk of changing.

NR2.B.2. (I, II, O) Develop a plan for filling gaps in the riparian forest canopy through planting and encouraging natural regeneration of native riparian tree species.

NR2.B.3. (I, RM, O) Identify trees threatened by ivy species and remove ivy to protect the trees. Start by liferinging the trees (i.e. cutting all vines on tree trunk at chest height) and then progressively clear the ground ivy away from the bases of trees.

NR2.B.4. (I, II, O, RM) Identify specific trees and areas where trees are reaching their maximum ages and should be targeted for tree recruitment efforts (See Objective NR2.C. Tree and Shrub Recruitment)

NR2.B.5. (I, RM, O) Conduct hazardous tree assessments annually in areas where trees could pose a risk to the public or infrastructure, such as along the Middle Fork and Mill Race Path or adjacent to existing informal trails.

OBJECTIVE NR2.C. TREE AND SHRUB RECRUITMENT

Maintain and enhance natural tree and shrub recruitment and supplement natural tree and shrub recruitment with planting efforts to increase the age class diversity of trees and shrubs within riparian forest habitats at Georgia Pacific Natural Area. Initiate efforts adjacent to areas already in high quality condition and adjacent to waterways on the site.

ACTIONS:

NR2.C.1. (I, RM, O) Identify areas where there is good tree recruitment and focus efforts on maintaining that recruitment by managing the understory to prevent woody vegetation encroachment. See action NR2.A.1. above in Understory.

NR2.C.2. (I, II, RM, O) Monitor and plant new trees and shrubs in areas where encroaching woody vegetation has been removed from the understory.

GOAL NR3: AQUATIC HABITATS (approximately 11 acres)

Maintain and enhance the in-water conditions of the identified aquatic habitats on the site.

OBJECTIVE NR3.A. INVASIVE SPECIES

Monitor and control invasive species in aquatic habitats. Species include both aquatic plants and wildlife.

ACTIONS:

NR3.A.1. (I, RM, O) Monitor aquatic vegetation within all aquatic habitats for Early Detection Rapid Response (EDRR) to address any aquatic invasive plants such as

purple loosestrife, Eurasian watermilfoil, water primrose, reed canary grass, feathered water fern, and other invasive species.

NR3.A.2. (I, RM, O) Monitor aquatic habitats for invasive wildlife species using Early Detection Rapid Response (EDRR) to address any invasive aquatic wildlife such as American bullfrog, Japanese mystery snails, snapping turtles, red eared sliders, carp species, Northern snakehead, New Zealand mud snail, zebra and Quagga mussels and other species.

NR3.A.3. (I, RM, O) Obtain professional assistance from Oregon Department of Agriculture and Oregon Department of Fish and Wildlife to support efforts to address aquatic invasive species.

OBJECTIVE NR3.B. WATER QUALITY

Improve surface and groundwater quality on the site.

ACTIONS:

NR3.B.1. (I, RM, O) Routinely meet with SUB and the City to support partner efforts and recommendations on how to improve and protect surface and groundwater quality on the site.

OBJECTIVE NR3.C. HABITAT

Improve wildlife habitat for aquatic species on the site.

ACTIONS:

NR3.C.1. (I, II, III) Coordinate with the Middle Fork Willamette Watershed Council to explore the possibility for improving off-channel habitat at the site, including exploring opportunities to reestablish former hydrological connections.

NR3.C.2. (I,II,III) Coordinate with the Oregon Department of Fish and Wildlife, the Middle Fork Willamette Watershed Council, the City, and relevant federal regulatory agencies to enhance habitat complexity in the Mill Race Channel. Work may include placement of in-stream structures in addition to large woody debris placements. This work may require coordination with adjacent private property owners.

GOAL NR4: SENSITIVE HABITATS

Protect and improve the specific areas identified as habitat for sensitive species living within the park boundary. Projects will be focused in areas identified as sensitive; see Figure 13 (pg. 24).

OBJECTIVE NR4.A. SENSITIVE AREAS

Any work conducted within zones identified as sensitive habitat should minimize potential impacts to sensitive species within these areas.

ACTIONS:

NR4.A.1. (O,RM) Schedule vegetation management work to avoid disturbing species on the site including ground nesting birds, Western pond turtles, waterfowl, reptiles, amphibians and mammals through consultation with ODFW.

NR4.A.2. (III, O) If opportunity arises, coordinate with City and SUB to identify and assess opportunities for wetland mitigation banking.

OBJECTIVE NR4.B. WESTERN POND TURTLE

Improve habitat for Western pond turtles on the site in both Jasper Slough and the pond.

ACTIONS:

NR4.B.1. (I, RM, O) Work with Oregon Department of Fish and Wildlife (ODFW) to monitor conditions at the site for Western pond turtles. Incorporate ODFW recommendations into future habitat improvement projects to assure habitat improvement efforts are able to adapt and respond to changing site conditions.

NR4.B.2. (I, RM, O) Use mechanical methods to maintain early succession (e.g., low stature vegetation and bare ground) habitat adjacent to aquatic habitats to provide nesting habitat for Western pond turtles. Schedule work to minimize impacts to turtle nesting through consultation with ODFW and coordinate work with the City as needed.

NR4.B.3. (I, RM, O) Prioritize work in identified turtle nesting areas with good solar access.

NR4.B.4. (I,II) Increase basking structures in the pond itself to provide adult turtles with additional open water basking structures (i.e., large floating logs).

NR4.B.5. (I, II) Maintain and enhance edge basking structure on the pond edges to enable juvenile turtles to bask on vegetation hanging into the pond. This includes maintaining shrub vegetation such as willows and dogwoods adjacent to pond.

NR4.B.6. (I,O) Work with ODFW to develop a monitoring protocol that can be used to understand changes in Western pond turtle populations on the site.

RECREATION GOALS & ACTIONS

Recreation goals, objectives, and actions provide opportunities for passive recreation at Georgia Pacific Natural Area including trails, additional access, and some supporting amenities. They also address creating a sense of identity and propose several recommendations for management of the natural area. The Desired Future Conditions concept diagram at the end of this section provides a graphic representation of the locations and relationships between the proposed actions.

GOAL R1: TRAILS

Expand the existing trail system to allow for multiple uses and experiences that are compatible with natural resource goals contained in this master plan.

OBJECTIVE R1.A. Maintain the existing multi-use paved path system.

ACTIONS:

R1.A.1. Keep vegetation clear from the "Clearance Zone" of the path (see Appendix 3).

R1.A.2. Conduct regular maintenance on the path surfacing, including removing changes in elevation greater than ¼ inch, maintaining asphalt surface in good repair, and re-striping.

R1.A.3. Replace missing or repair damaged signage, maps, and mile markers along the trail system as needed.

OBJECTIVE R1.B. Provide an accessible nature trail around the pond for those visiting on foot or using mobility devices.

ACTIONS:

R1.B.1. Trail width, surface, and clearance to be designed in accordance with standards shown in Appendix 3.

R1.B.2. Create a looped trail that captures views of the pond and adjacent wetland areas. Utilize best practices, such as building boardwalks using helical piles for trail development in sensitive areas.

R1.B.3. Incorporate opportunities for art, interpretation, and education along the trail system.

OBJECTIVE R1.C. Provide longer soft surface walking trails looping through the natural area for foot and equestrian access.

ACTIONS:

R1.C.1. Trail width, surface, and clearance to be designed in accordance with standards shown in Appendix 3.

R1.C.2. Separate equestrian access routes from multi-use paths to the maximum extent practicable to promote safety between bike and equestrian trail use.

R1.C.3. Align trail to provide a vegetated buffer between trails and waterways aside from a couple of locations shown on the Desired Future Conditions concept diagram. If entering into sensitive areas, carefully design trails to protect surrounding soils (e.g., boardwalks, turnpikes, causeways, etc) to the maximum extent possible.

R1.C.4. Provide signage along the trail system for wayfinding, to define allowed uses, to define etiquette and safe practices when sharing trails with horses, and to provide mile markers.

R1.C.5. Work with a broad range of equestrian groups, such as Oregon Equestrian Trails and Backcountry Horsemen of Oregon, to finalize design of equestrian routes prior to construction.

R1.C.6. Partner with equestrian users for assistance with maintenance of equestrian related improvements.

R1.C.7. Willamalane staff will coordinate with the City to monitor water and habitat quality within and near the Mill Race Channel to assure it does not decline due to increased levels of use.

GOAL R2: ACCESS

Improve access into the site and to destinations throughout the site.

OBJECTIVE R2.A. Add new trailheads that will allow for more convenient access to the natural area from adjacent properties.

ACTIONS:

R2.A.1. Work with the City and SUB to assess feasibility of an additional access from the west side of the property once the planned future employment district begins to develop (i.e., from South 26th Street, South 28th Street, South M Street).

R2.A.2. Work with the City and County to assess the feasibility of developing an additional trailhead from the City's property adjacent to South 39th Street. Prioritize access for adjacent neighbors. Vehicular access and parking should be explored based on an established need and compatibility with neighborhood context.

Sub Action 2.a. Communicate with neighbors adjacent to the City's parcel to identify and address concerns about the proposed trailhead.

Sub Action 2.b. Identify permitting and land use review requirements for the new trailhead improvement.

Sub Action 2.c. Coordinate with the City to design a trailhead and crossing over the Mill Race Channel in order to establish access to the natural area trail system. Assess permitting requirements and cost of the crossing.

R2.A.3. Explore feasibility of a new trailhead from the western corner of Clearwater Park. Additional trailhead access from this location should be driven by a need for increased vehicular parking and access, such as an equestrian parking area, if demand exceeds capacity of Clearwater Park.

Sub Action 3.a. Work with Lane County to conduct a cost and feasibility assessment for the extension of South 42nd Street within existing right-of-way in order to allow public access to the western boundary of Clearwater Park.

Sub Action 3.b. Work with Lane County to conduct a feasibility assessment for requirements associated with providing public access along Clearwater Lane to the western boundary of Clearwater Park.

Sub Action 3.c. Coordinate with adjacent neighbors to identify and address access concerns during the design process.

Sub Action 4.d. Ensure design of additional trailhead aligns with future plans for the western corner of the property identified in the Clearwater Park Master Plan.

R2.A.4. Work with adjacent private landowners, the City, and SUB to explore additional opportunities for access into the property as they arise.

R2.A.5. Maintain Jasper Road Trailhead as the primary access point to the natural area for recreation, maintenance, and safety access.

R2.A.6. Develop a dedicated permanent equestrian parking area from a new developed access point if and when parking demand increases.

Sub Action 6.a. Continue to use Clearwater Park as a temporary equestrian access until a new access point is developed.

Sub Action 6.b. Provide semi-permanent signage at the Clearwater Park parking lot to accommodate equestrian use and access.

Sub Action 6.c. Coordinate with equestrian groups such as Oregon Equestrian Trails and Backcountry Horsemen to identify crucial amenities needed (e.g., hitching post or mounting block) at Clearwater Park parking area to allow it to function better as an access point.

Sub Action 6.d. Continue feasibility efforts towards developing a new public equestrian access from the private equestrian center located adjacent to the natural area. If feasible, develop a new trailhead and supporting amenities.

Sub Action 6.e. If the access from the private equestrian center is deemed not feasible, begin feasibility assessments for other possible points of access.

OBJECTIVE R2.B. Provide additional visual and physical access to existing waterways.

ACTIONS:

R2.B.1. Prioritize maintenance of invasive understory along the river side of the Middle Fork Path at locations that provide opportunities for river views from the path.

R2.B.2. Prioritize maintenance of invasive understory along the Mill Race Path where opportunities for views of the pond exist. Consider integrating plantings or other barriers to limit physical access to the pond.

R2.B.3. Provide additional benches at existing viewpoints along the Middle Fork or Mill Race Paths. Placement and frequency of benches should be compatible with natural resource goals and retain a sense of solitude for users.

R2.B.4. Look for opportunities to provide new benches along the new trail system to capture views of the pond or the Mill Race Channel. Coordinate closely with the City

when designing benches near the Mill Race and attempt to integrate plantings or other barriers to limit physical access to the channel.

R2.B.5. Construct at least one trail to the banks of the Middle Fork Willamette River at a location that allows for improved user access. Trail design should account for accessibility requirements, safety, and impacts of development and human activity to the surrounding natural area. Desired use for this access includes: viewing wildlife and scenery, picnicking, water play, and fishing.

R2.B.6. Construct an overlook along the Jasper Slough and Mill Race Path for viewing of the Western pond turtle and other aquatic and waterfowl species. See Appendix 3 for a conceptual design that includes a cantilevered platform, seating, interpretation, and art. Final design will be done in consultation with ODFW.

Sub Action 6.a. Work with natural resource staff to identify the best location in order to minimize impact to pond turtle nesting areas.

Sub Action 6.b. Connect to the Jasper Pond picnic area per Action R3.A.

Sub Action 6.c. Design in a way to minimize impact to bank soils and vegetation.

R2.B.7. Construct an overlook along the southern edge of the pond for viewing birds and wildlife. Incorporate design elements (e.g., increasing the height, handrails) that will deter visitors from leaving the trail and from fishing off the platform (pull back from water's edge, add viewing blind). Locate the overlook on the southwest banks of the pond to protect basking areas on the north banks of the pond. See Appendix 3 for a conceptual design. Final design will be done in consultation with ODFW.

Sub Action 7.a. Incorporate accessible seating at the overlook.

Sub Action 7.b. Set the overlook back from the water's edge and incorporate other design strategies (e.g., handrails, signage, screening) to deter people from using the overlook as a fishing platform.

Sub Action 7.c. Design in a way to minimize impact to bank soils and vegetation.

OBJECTIVE R2.C. Continue to support regional visioning for a bridge crossing to natural resource lands along the south bank of the Middle Fork Willamette River (i.e., the "Confluence Property") and Howard Buford Recreation Area. Georgia Pacific Natural Area should be included in future assessments of where this bridge is feasible.

GOAL R3: AMENITIES

Provide additional site amenities to promote education, enjoyment, safety, and accessibility to trail system users.

OBJECTIVE R3.A. Picnic Area. Provide a picnic area within close proximity to the Mill Race Path and Jasper Road Pond. This picnic area will serve path users and neighbors, and can function as an outdoor classroom for Agnes Stewart Middle School students. It can also provide a staging area for volunteer days or events such as races and nature walks.

ACTIONS:

R3.A.1. Provide approximately 4-8 picnic tables in both sun and shady locations along the storm basin next to the Jasper Road Trailhead. Coordinate with Natural Resource staff to identify the best locations to avoid turtle nesting areas.

R3.A.2. Provide a minimum of two tables and surfacing that meet Americans with Disabilities Act (ADA) guidelines.

R3.A.3. Coordinate with the landowners of the proposed picnic area, City of Springfield, for review and approval of the design prior to construction.

R3.A.4. Look for opportunities to connect the design of the picnic area to the proposed Jasper Slough Overlook (Action R2.B.6.) through use of repetition of materials, art, and interpretation.

OBJECTIVE R3.B. Overlooks. Provide cantilevered overlooks at locations where viewpoints coincide with sensitive habitat zones in order to minimize impact to these areas (see R2.B.6. & R2.B.7. for related actions).

OBJECTIVE R3.C. Wayfinding Signs. Expand upon the existing wayfinding system used for the Middle Fork Path and Mill Race Path to incorporate new trails as the trail network develops.

ACTIONS:

R3.C.1. Provide new trail maps at each new trailhead as they are developed.

R3.C.2. Provide quarter-mile markers on new trails as they are constructed.

R3.C.3. Provide wayfinding signs at each trail junction.

OBJECTIVE R3.D. Equestrian Signage and Information. Provide signage and online content to support safe and compatible equestrian use onsite.

ACTIONS:

R3.D.1. Mark equestrian routes clearly so users know where they can and cannot travel.

R3.D.2. Install "horse crossing" yield signs along the Middle Fork and Mill Race paths prior to equestrian crossings.

R3.D.3. Provide information about equestrian use and trail etiquette at each trailhead.

R3.D.4. Install signage along equestrian routes to educate users on how to safely interact with horses if they were to encounter them on a trail.

R3.D.5. Provide clear wayfinding to and around dedicated equestrian parking area(s) as they are developed.

R3.D.6. Provide information specific to equestrian users on Willamalane's website. Information should include parking locations and capacity, amenities for horses, trail surface, trail crossings, distances, and any precautions about potential hazards riders may encounter.

OBJECTIVE R3.E. Interpretive Signs and Education. Provide interpretive panels along the proposed accessible nature trail and at overlook locations.

ACTIONS:

R3.E.1. Provide interpretive information at the overlook along the Jasper Slough that focuses on the Western pond turtle. Coordinate with City staff on location and signage information.

R3.E.2. Create an interpretive plan for the nature trail and pond overlook. Plan will identify locations where interpretive materials will be placed along the trail system and what information will be provided at each location. Interpretation will focus on explaining the dynamic nature of rivers, the various habitats located on the site, and the plants and wildlife that call the site home.

R3.E.3. Create opportunities for "citizen science" through mobile phone applications such as iNaturalist or by establishing official E-Bird hotspots.

R3.E.4. Further expand relationships with students and teachers from Agnes Stewart Middle School and other local schools to assist with habitat restoration efforts and water quality monitoring.

OBJECTIVE R3.F. General Amenities. Provide general site amenities that maximize enjoyment of the trail system by all users.

ACTIONS:

R3.F.1. Provide a restroom (porta-potty) near the junction of Middle Fork Path and Mill Race Path.

R3.F.2. Provide garbage cans at picnic areas, near restrooms, and near entrance to river access points to limit garbage and waste left behind.

R3.F.3. Provide benches at viewpoints, trailheads, and interpretative destinations throughout the park.

R3.F.4. Incorporate art into the design of signage structures, boardwalks, picnic areas, and interpretation when possible.

OBJECTIVE R3.G. Equestrian Amenities. Provide site amenities and experiences specific to equestrian users through consultation with groups like Oregon Equestrian Trails and Backcountry Horsemen of Oregon. These actions will be undertaken once a permanent access point has been identified to provide equestrians with access to Georgia Pacific Natural Area.

ACTIONS:

R3.G.1. Provide a mounting block and hitching post near restrooms.

R3.G.2. Future permanent access point for equestrians to include a hitching post, mounting block, access to water for horses, and restrooms.

R3.G.3. Provide sightlines to water for equestrians both at the pond and along the river.

GOAL R4: IDENTITY

Improve the identity of the property onsite, online, and among patrons.

OBJECTIVE R4.A. Adopt a new name for the property and individual trails.

ACTIONS:

R4.A.1. Create a new name for the site that incorporates recommendations from the public (e.g., focuses on local flora, fauna, geology, geomorphology, regional or cultural significance of the site).

Sub Action 1.a. Conduct outreach with local Native American tribes to gauge interest in participating in the naming process.

Sub Action 1.b. Have the Willamalane Board of Directors review and approve the name consistent with adopted administrative policy. Also seek review and approval from the City and SUB.

R4.A.2. Include new name on all maps, signage, and wayfinding throughout the natural area, at trailheads, and online.

OBJECTIVE R4.B. Update maps and online content to make the natural area more identifiable.

ACTIONS:

R4.B.1. Update trail maps at all existing trailheads (Dorris Ranch, Booth Kelly, Jasper Road, and Clearwater Park) to include new trails as they are constructed. Maps should also show the boundary and name of the natural area.

R4.B.2. Provide the most recent version of trail maps and trail user information on Willamalane's website. At a minimum, maps should be in English and Spanish.

R4.B.3. Review Willamalane's website to ensure information about the property is consistently kept up to date and accurate.

OBJECTIVE R4.C. Improve awareness of natural area boundaries.

ACTIONS:

R4.C.1. Include gateway markers at each entrance/exit point to the natural area along multi-use paths. Consider use of signs, art (i.e., sculptures), plantings, or pavement markings that could best mark these gateways. Coordinate with ownership partners to approve design and placement of these.

R4.C.2. Consider creating a symbol or color marker that can be incorporated along pavement markings and signage throughout the property to reinforce the identity of the site to visitors.

R4.C.3. Work with adjacent landowners to install signage, fencing, or use other methods to deter visitors from leaving the property and trespassing on private property.

GOAL R5: MANAGEMENT

Plan and conduct regular maintenance of trails to assure safety and maximize longevity of the trail system.

OBJECTIVE R5.A. Conduct regular walk-throughs and maintenance of the trail system.

ACTIONS:

R5.A.1. Regular walk-throughs to include removal of hazards, garbage, debris, and

obstructions from trail surface and areas visible from the trail.

R5.A.2. Conduct vegetation removal necessary to maintain clearance standards defined in Appendix 3.

OBJECTIVE R5.B. Conduct additional maintenance based on need.

ACTIONS:

R5.B.1. Coordinate with the City and SUB to get trails cleared and debris removed throughout the property after storm events.

R5.B.2. Work towards implementing priority actions identified in the Natural Resource goals section.

R5.B.3. Prioritize management of invasive species that block sightlines to water from the trail system (i.e., views of the pond from the Mill Race Path, river views from the Middle Fork Path).

R5.B.4. Monitor areas identified as sensitive habitat for impacts such as user-created trails, garbage, etc.

OBJECTIVE R5.C. Actively promote safety for trail users.

ACTIONS:

R5.C.1. Provide emergency contact information and information about potential hazards onsite at kiosks.

R5.C.2. Assure that fire/emergency access from the Mill Race Path, Jasper Road Trailhead, and throughout the multi-use path system is maintained and cleared of obstructions.

R5.C.3. Continue to coordinate with Springfield/Eugene Fire to assure that new uses, trails, and river access points are communicated. Develop plans for emergency response to key destinations within the natural area.

OBJECTIVE R5.D. Create a plan to maintain trails accessed by equestrian users.

ACTIONS:

R5.D.1. Work with equestrian users to assist with maintenance of equestrian trails, signage, and site amenities relating to equestrian use.

OBJECTIVE R5.E. Establish funding and volunteer partnerships to conduct maintenance onsite.

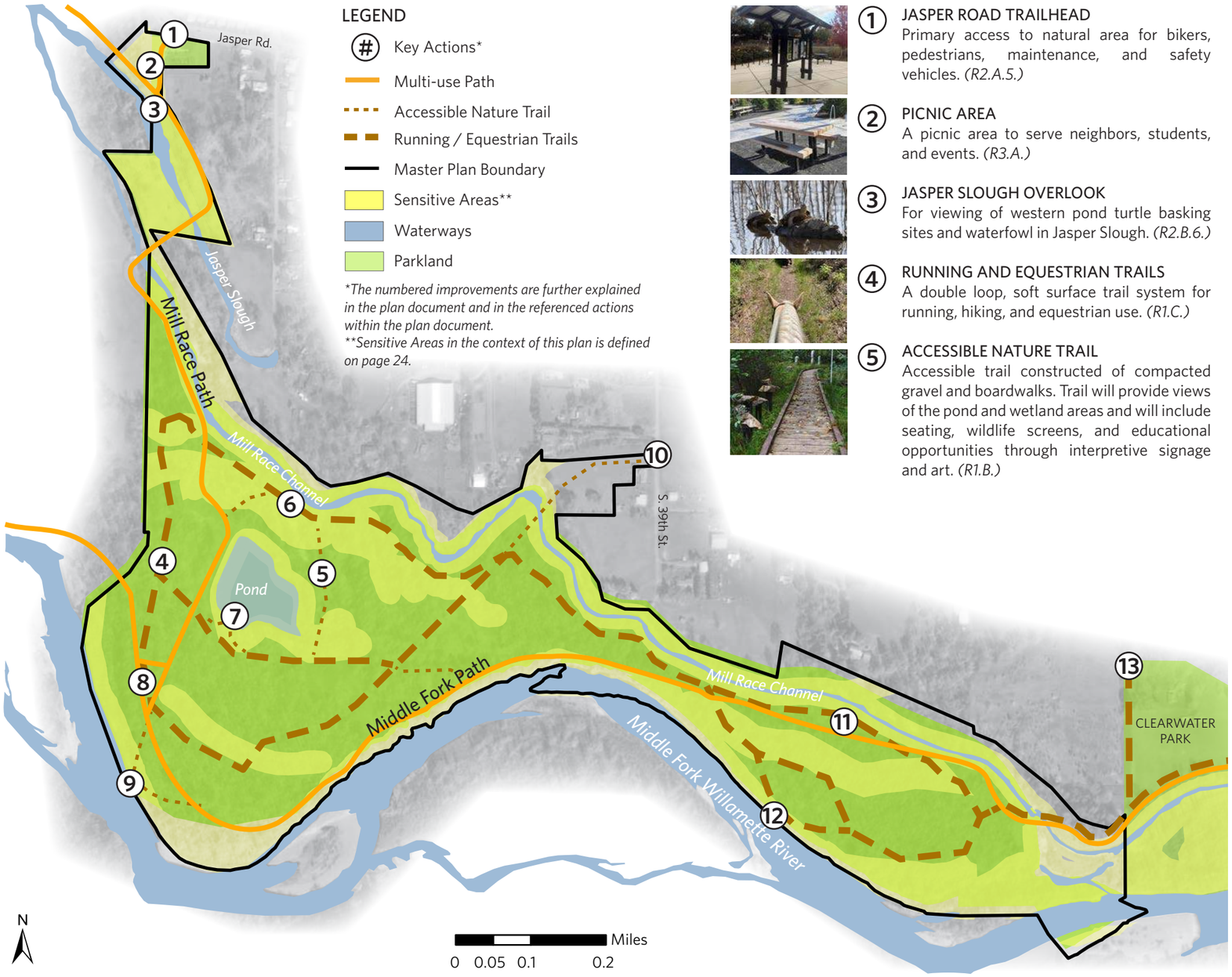
R5.E.1. Amend the existing Intergovernmental Agreement with ownership partners to determine opportunities for partnering on the implementation of maintenance tasks.

R5.E.2. Coordinate with the Middle Fork Willamette Watershed Council to seek grant funding from Oregon Watershed Enhancement Board or other funding sources in support of restoration and management actions on the site.

R5.E.3. Work with ODFW to monitor the site and identify additional opportunities for restoration and enhancement of the site.

R5.E.4. Establish regular volunteer work parties to assist with maintenance and restoration efforts.

DESIRED FUTURE CONDITIONS
GEORGIA PACIFIC NATURAL AREA 2021 MASTER PLAN



1 **JASPER ROAD TRAILHEAD**
Primary access to natural area for bikers, pedestrians, maintenance, and safety vehicles. *(R2.A.5.)*

2 **PICNIC AREA**
A picnic area to serve neighbors, students, and events. *(R3.A.)*

3 **JASPER SLOUGH OVERLOOK**
For viewing of western pond turtle basking sites and waterfowl in Jasper Slough. *(R2.B.6.)*

4 **RUNNING AND EQUESTRIAN TRAILS**
A double loop, soft surface trail system for running, hiking, and equestrian use. *(R1.C.)*

5 **ACCESSIBLE NATURE TRAIL**
Accessible trail constructed of compacted gravel and boardwalks. Trail will provide views of the pond and wetland areas and will include seating, wildlife screens, and educational opportunities through interpretive signage and art. *(R1.B.)*

6 **SENSITIVE AREAS**
Trail through sensitive areas to receive careful design and consideration to minimize impact. Regulations may also influence trail design. *(pg. 30)*

7 **POND OVERLOOK**
The overlook will be elevated from the banks of the pond and accessed from a boardwalk system for pedestrian use. It will include interpretative signage, seating, art, and wildlife screening. Fishing will be discouraged. An equestrian route will bypass the boardwalk, to the south and set back further from pond's edge. *(R2.B.7.)*

8 **REST AREA**
Area will provide portable restrooms, garbage cans, seating, hitching post, and mounting block in close proximity to existing kiosk and proposed river access. *(R3.F.1., R3.F.2., R3.G.1.)*

9 **RIVER ACCESS 1**
A clear, accessible route down to the river's edge that improves access for fishing, water play, and wildlife viewing. *(R2.B.5.)*

10 **ACCESS FROM SOUTH 39TH STREET**
Explore feasibility of this potential new access point. *(R2.A.2.)*

11 **VIEWS OF MILL RACE CHANNEL**
Benches at a couple of locations along the Mill Race Channel enhance wildlife viewing and scenic opportunities for trail users. *(R2.B.4.)*

12 **RIVER ACCESS 2**
Pending successful experiences at River Access 1, a second access point will be developed near this location that provides runners, walkers, and equestrians an additional opportunity to view, fish, and play in the water. *(R2.B.5.)*

13 **ACCESS FROM CLEARWATER PARK**
Depending upon the demand for additional vehicular parking for access, assess the feasibility of this location as a new trailhead access point. *(R2.A.3.)*

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IMPLEMENTATION

NATURAL RESOURCES

The following discussion provides clarity on how Willamalane will proceed with implementation of the desired future conditions at Georgia Pacific Natural Area.

The highest priority for implementation is protecting and enhancing habitats (Wetland and Riparian Forest) that are already in high quality condition and maintaining them in that condition. The second highest priority will be implementing restoration and maintenance practices in areas directly adjacent to aquatic habitats to ensure that the ecotone or transitional zone from aquatic to terrestrial (land) environments is preserved and enhanced. The third priority for implementation will be site-wide invasive species work to enable more natural regeneration and tree recruitment. Habitat restoration and maintenance will be tracked and monitored to enable Willamalane to utilize adaptive management approaches over time to address issues within the natural area. Data will be collected pre- and post-project, and outcomes will be monitored to provide insights into the level of success of projects. Results will be evaluated and analyzed to identify opportunities for improvement when implementing maintenance and management at Georgia Pacific Natural Area.

The sequencing of work at the site will follow these general guidelines: work outwards from high quality habitats and improve habitats adjacent to water. Initial steps will include addressing invasive species in high quality areas and then working toward medium quality and low quality as resources allow. Some of the initial work will focus on improvements to the understory to support natural tree recruitment as well as enable tree planting once conditions are stabilized. Areas where the canopy is missing or at risk of aging out will be prioritized.

Given the existing site conditions at Georgia Pacific Natural Area and the widespread distribution of invasive species, small planting plans and projects will be used first to test and evaluate restoration techniques for efficacy and efficiency.

AQUATIC HABITATS

Aquatic habitats at Georgia Pacific Natural Area will require a unique strategic approach in that they are natural resources for which Willamalane is not well equipped to solely manage. For the purposes of this plan, Willamalane will help guide and implement restoration activities up to the high water line or, seasonally, to the water's edge. For aquatic habitat implementation in the water bodies themselves, Willamalane will consult and partner with relevant agencies: the City (Mill Race Channel and Jasper Slough), Oregon Department of Fish and Wildlife (Georgia Pacific Natural Area Pond), and the Middle Fork Willamette Watershed Council for any habitat issues identified on the Middle Fork of the Willamette River.

Tables 4 & 5 provide an overview of the goals and actions that will be implemented and the general time-horizon in which they will be implemented at Georgia Pacific Natural Area.

Table 4. Priorities for Wetland Habitat

Habitat Quality Rating	Short-range Priorities (1-5 years)	Medium-range Priorities (6-10 years)	Long-range Priorities (11-20 years)
High Quality (3 acres)	**Understory (0.2 acres)** ▪ NR1.A.1 ▪ NR1.A.2 ▪ NR1.A.3 ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (1.8 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree Recruitment (1.0 acre)** ▪ NR1.C.1 ▪ NR1.C.2	**Understory (0.2 acres)** ▪ NR1.A.1 ▪ NR1.A.1 Sub Action 1.a ▪ NR1.A.2 Sub Action 2.a ▪ NR1.A.2 Sub Action 2.b ▪ NR1.A.3 ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (1.8 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree Recruitment (1.0 acre)** ▪ NR1.C.1 ▪ NR1.C.2	**Understory (0.2 acres)** ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (1.8 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree Recruitment (1.0 acre)** ▪ NR1.C.1 ▪ NR1.C.2
Medium Quality (4.06 acres)	**Understory (1.4 acres)** ▪ NR1.A.1 ▪ NR1.A.2 ▪ NR1.A.3 ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (2.6 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree Recruitment (0.06 acres)** ▪ NR1.C.1 ▪ NR1.C.2	**Understory (1.4 acres)** ▪ NR1.A.1 ▪ NR1.A.1 Sub Action 1.a ▪ NR1.A.2 Sub Action 2.a ▪ NR1.A.2 Sub Action 2.b ▪ NR1.A.3 ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (2.6 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree recruitment (0.06 acres)** ▪ NR1.C.1 ▪ NR1.C.2	**Understory (1.4 acres)** ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (2.6 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree Recruitment (0.06 acres)** ▪ NR1.C.1 ▪ NR1.C.2
Low Quality (15 acres)	**Understory (5.7 acres)** ▪ NR1.A.1 ▪ NR1.A.2 ▪ NR1.A.3 ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (3 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree Recruitment (6.3 acres)** ▪ NR1.C.1 ▪ NR1.C.2	**Understory (5.7 acres)** ▪ NR1.A.1 ▪ NR1.A.1 Sub Action 1.a ▪ NR1.A.2 Sub Action 2.a ▪ NR1.A.2 Sub Action 2.b ▪ NR1.A.3 ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (3 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree recruitment (6.3 acres)** ▪ NR1.C.1 ▪ NR1.C.2	**Understory (5.7 acres)** ▪ NR1.A.4 ▪ NR1.A.5 **Canopy (3 acres)** ▪ NR1.B.1 ▪ NR1.B.2 ▪ NR1.B.3 **Tree Recruitment (6.3 acres)** ▪ NR1.C.1 ▪ NR1.C.2

Table 5. Priorities for Riparian Forest Habitat

Habitat Quality Rating	Short-range Priorities (1-5 years)	Medium-range Priorities (6-10 years)	Long-range Priorities (11-20 years)
High Quality (57.6 acres)	**Understory (1.1 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (28.4 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree recruitment (28.1 acres)** ▪ NR2.C.1 ▪ NR2.C.2	**Understory (1.1 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (28.4 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree Recruitment (28.1 acres)** ▪ NR2.C.1 ▪ NR2.C.2	**Understory (1.1 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (28.4 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree Recruitment (28.1 acres)** ▪ NR2.C.1 ▪ NR2.C.2
Medium quality (124.9 acres)	**Understory (33.5 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (68.8 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree Recruitment (22.6 acres)** ▪ NR2.C.1 ▪ NR2.C.2	**Understory (33.5 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (68.8 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree Recruitment (22.6 acres)** ▪ NR2.C.1 ▪ NR2.C.2	**Understory (33.5 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (68.8 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree Recruitment (22.6 acres)** ▪ NR2.C.1 ▪ NR2.C.2
Low Quality (175.1 acres)	**Understory (84.6 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (22 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree Recruitment (68.5 acres)** ▪ NR2.C.1 ▪ NR2.C.2	**Understory (84.6 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (22 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree recruitment (68.5 acres)** ▪ NR2.C.1 ▪ NR2.C.2	**Understory (84.6 acres)** ▪ NR2.A.1 ▪ NR2.A.1 Sub Action 1.a ▪ NR2.A.1 Sub Action 1.b ▪ NR2.A.2 Sub Action 2.a ▪ NR2.A.2 Sub Action 2.b ▪ NR2.A.3 ▪ NR2.A.4 **Canopy (22 acres)** ▪ NR2.B.1 ▪ NR2.B.2 ▪ NR2.B.3 ▪ NR2.B.4 ▪ NR2.B.5 **Tree Recruitment (68.5 acres)** ▪ NR2.C.1 ▪ NR2.C.2

RECREATION

Feedback from public outreach efforts and project expense are the two main factors that will influence the prioritization of recreational improvements proposed within this master plan. The priorities from public outreach efforts are shown in Table 6.

Table 6. Prioritization of proposed recreation improvements from public outreach efforts.

Ranking	Proposed Improvement
1	Public access
2	Nature trail and boardwalk around pond with wildlife screen
3	Habitat restoration
4	Jasper Slough turtle overlook
5	Picnic area
6	Pond overlook
7	Access to river
8	Permanent equestrian trails

Willamalane is proposing a high level, broad implementation schedule for project tasks, understanding that timelines will vary based on funding availability, findings from feasibility assessments, and partnership opportunities. Figure 14 and Table 7 show the proposed prioritization schedule. Throughout the implementation process, Willamalane should keep some factors in mind. These are described in the following paragraphs.

Access

Additional public access is identified as a high priority project and is also an item listed in the 2012 Willamalane Comprehensive Plan as an action item that has yet to be explored by the district. This master plan identifies several opportunities for new trailheads, each requiring additional research to assess costs and feasibility. Willamalane should prioritize conducting a feasibility study for all proposed trailheads to further clarify where short- and long-term access can occur on the property. If there are access points with lower associated cost and/or relative logistic ease associated with them, these should be prioritized. New access points that have comparatively higher associated costs should be pushed out until funding streams can be identified for such projects.

This plan assumes equestrian use and access going forward will be facilitated through partnership with the privately owned and operated equestrian center adjacent to the natural area, and that equestrian access from the existing gravel lot at Clearwater is only temporary until a permanent location can be established. If the equestrian center access does not materialize, the feasibility of developing other access points will need to be looked at sooner, along with associated costs and available funding.

Trails

The nature trail around the pond had a significant amount of support from the public during outreach; however, it will also be the most expensive section of trail to construct given the proposed boardwalk system and desire to keep it compliant with ADA guidelines. The soft surface trails will be much more straightforward and less technical, and therefore, more likely to be able to be constructed through partnerships with equestrian or running groups, or other volunteer efforts.

The soft surface running and equestrian trails that loop on the western side of the natural area should be considered a first priority, followed by the proposed soft surface trail on the eastern side of the property. The trail on the eastern segment that provides river access should only be developed upon review and monitoring of how the initial river access improvements go. If impacts such as garbage, habitat degradation due to people not staying on designated trails, and bank erosion from heavy use are observed, Willamalane should postpone or eliminate the proposed access on the eastern side.

Similarly, equestrian use of the trails should be monitored over time to assess impacts to the trails, user experience, habitat, and water

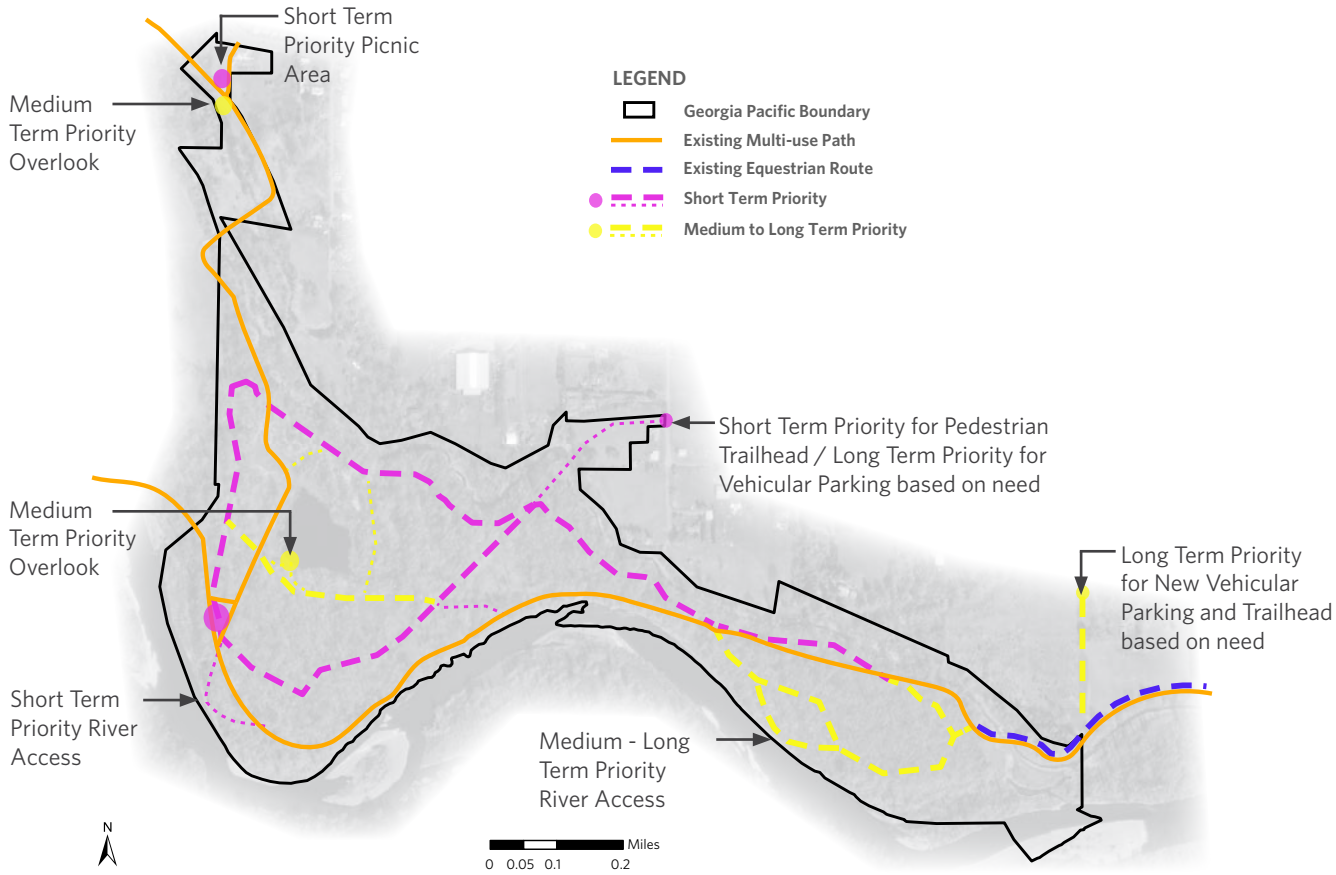

Figure 14. Priorities for recreational improvements

Table 7. Priorities for recreational improvements

Short Term (1-7 years)	Medium to Long Term (7+ years)
• Conduct feasibility studies on proposed access points • If feasible, develop pedestrian-oriented access point from South 39th Street • If feasible, design and develop a new trail segment and bridge over Mill Race to support new South 39th Trailhead • Conduct permitting and feasibility research around proposed improvements to determine process, cost, and any limiting factors for development • Develop soft surface running/equestrian trails on the west side of the property • Develop picnic area adjacent to Jasper Pond • Complete the design of nature trail, interpretive displays, and boardwalk system • Complete the design of overlooks • Develop a public equestrian access from the equestrian center adjacent to the natural area	• Construct nature trail boardwalk system • Install interpretative signs along nature trail • Construct overlook at pond • Construct overlook at Jasper Slough • Develop soft surface running/equestrian trails on east side of property • Provide additional river access on the east side of the property pending successful implementation and outcome of the one added on the west end of property • Develop additional site access as feasibility is determined and funding designated

quality. If equestrian use of the trails increases and/or negative impacts are noted in the future, Willamalane and its ownership partners should collaborate with equestrian user groups to identify opportunities to mitigate these impacts. If impact cannot be mitigated, allowed uses may need to be reassessed in order to maintain the prioritized vision of preserving and enhancing habitat in the natural area.

Overlooks
Similar to trails passing through sensitive areas, overlooks will also require substantial expense both in their design and construction. The timing for installing these more expensive improvements will ultimately be driven by availability of funds, which may put them in the longer term category.

FUNDING

Funding is always a critical component of successfully implementing any master plan or management plan. Willamalane has limited resources which may be available to assist with implementation efforts through its Capital Improvement Program and System Development Charges (SDC) fund. There is also the potential for future bond measure funding to support these efforts.

Any proposed capital improvement also comes with an associated maintenance requirement and cost. Currently Willamalane has staff that visit the site 1-2 times per week or as issues are reported on the Middle Fork Path and Mill Race Path. Landscape and Grounds staff do not walk the trail system to check it for garbage or hazards. Natural Resource staff generally visit the site at least once per week. The improved access through the natural area will enhance the district's ability to implement the natural resource management actions within this plan; however, either additional FTE or funds to support private contracts will be necessary to perform this work. Additional FTE will also be needed to maintain the site as improvements are added and public use increases. Willamalane should account for these costs in the estimates for improvements and budget for them appropriately.

Willamalane will need to look for outside support to implement this plan. Outside support could be provided by partnerships within the community and/or grant funding.

PARTNERSHIPS

The following list of partners may be able to provide assistance or support with implementation of the goals identified in this plan.

Middle Fork Willamette Watershed Council (MFWWC): The MFWWC can provide technical assistance and leverage funding towards natural resource implementation efforts.

Oregon Department of Fish and Wildlife (ODFW): ODFW can provide support for monitoring Western pond turtle habitat on the site and recommending habitat improvements. ODFW can also provide support for adding habitat complexity to the Mill Race Channel and can provide guidance for any long-term project related to addressing hydrology issues on the site.

The Nature Conservancy (TNC): TNC can provide recommendations and share techniques that were used to implement riparian forest restoration and planting projects at the Willamette Confluence site.

City of Springfield: The City is a primary partner due to co-ownership of the site and can provide support for managing the Georgia Pacific Natural Area through providing resources to assist with restoration efforts, providing plant material to support restoration on the site, and by keeping Willamalane informed of any changes to water quality in the Mill Race Channel or Jasper Slough. They may also be able to provide staff and resources to support maintenance of the property and assist with educational efforts relating to water quality and habitat. The City has interest in exploring opportunities for wetland mitigation onsite in the future if such efforts can support the plan's goals.

Springfield Utility Board (SUB): SUB is a primary partner due to co-ownership of the site and can provide recommendations to Willamalane on their restoration techniques or if there are any concerns related to water quality that could impact their wellfield on the site. They may also be able to provide staff and resources to support maintenance or restoration on the property. SUB has interest in exploring opportunities for wetland mitigation onsite in the future if such efforts can support the plan's goals.

Eugene Water and Electric Board (EWEB): EWEB is in the process of developing a secondary water intake downstream of the Georgia Pacific Natural Area and the Willamette Confluence. As a result, EWEB may expand their Pure Waters Partnership to include the Middle Fork which could result in a funding opportunity to support riparian restoration at the site.

McKenzie River Trust: The Trust can assist with providing advice and suggestions on riparian forest restoration given their experiences at various sites in the region.

Lane County Parks: Lane County can provide recommendations and share techniques for riparian restoration projects that have occurred at Howard Buford Recreation Area in addition to being a key partner for any future recreation connection across the Middle Fork of the Willamette River.

Friends of Mt. Pisgah and Buford Park: This partnership can provide recommendations and share techniques used for riparian restoration projects at the Turtle Flats site, just downstream of Georgia Pacific Natural Area.

U.S. Fish and Wildlife Service (USFWS): Partnerships with USFWS can provide Willamalane with technical assistance in meeting habitat requirements for a variety of species using the site. Willamalane is part of the Partners program, which provides technical and financial assistance to landowners interested in restoring and enhancing wildlife habitat on their land. Projects are custom-designed to meet landowners' needs.

Willamette Riverkeeper: Willamette Riverkeeper can provide partnerships that can monitor conditions along the river frontage with the Middle Fork Willamette River. They can also provide partnerships that bring volunteers to the site both on the ground and via water to collect trash and litter as part of the Great Willamette Clean Up events that happen twice yearly in the spring and fall.

Rivers to Ridges Partnership: Partnering agencies not mentioned in this plan such as the City of Eugene may be consulted for advice or recommendations on techniques that they have used for riparian forest and wetland restoration at sites in Eugene, including Delta Ponds.

Agnes Stewart Middle School: Continue to work with teachers at the school to support their efforts to restore habitat across from the school. Work with teachers to continue to explore opportunities for students to use Georgia Pacific Natural Area for lessons and education.

Oregon Equestrian Trails: Local chapter may be able to assist with maintenance or construction of equestrian trails or amenities.

Springfield School District Cross Country: Student running groups may be able to assist with development and maintenance of running trails.

Local Running Groups: May be able to assist with design and construction of soft surface running trails throughout the natural area.

GRANTS

To bolster the limited funds available through Willamalane's Capital Improvement Program and SDCs, Willamalane and ownership partners should work collaboratively to seek grants to support implementation of identified projects within this plan. Table 8 includes a list of grants for both natural resource and recreation project types that Willamalane and/or its partners are likely eligible for.

Table 8. Possible grants to support implementation of goals.

GRANT TITLE/AGENCY	PROJECT TYPES	AMOUNT / MATCH
Oregon State Weed Board Grant Program, Oregon Department of Agriculture (ODA) and Oregon Watershed Enhancement Board (OWEB)	Noxious weed and invasive species control using sound principles of integrated weed management to protect and enhance watershed health.	Match: 25% (in kind or cash)
Restoration Grant, Oregon Watershed Enhancement Board (OWEB)	Habitat restoration on the site in partnership with the Middle Fork Willamette Watershed Council.	Match: 25% (in kind or cash)
Stakeholder Engagement Grant, Oregon Watershed Enhancement Board (OWEB)	Projects whose purpose is to communicate with landowners, organizations, and the community about the need for, feasibility, and benefits of a specific eligible restoration or acquisition project or projects within an identified geography, or an eligible resource assessment or planning project, in order to successfully plan or implement said restoration or acquisition project.	Match: 25% (in kind or cash)
North American Wetlands Conservation Act (NAWCA)- Wetland Restoration Grant, Migratory Bird Conservation Commission	Restoration projects. Partner with McKenzie River Trust and other local partners who seek this grant annually.	Match: 1:1 cash
Oregon319 Nonpoint Source Implementation Grant, U.S. Environmental Protection Agency (EPA)	Nonpoint source pollution grant program to support projects to reduce and mitigate the effects of nonpoint source pollutants, such as sediment, pesticides, and nutrients to waters of the state.	Match: 40% cash
Healthy Environment Grant, Meyer Memorial Trust	Ensure that environmental impacts and benefits are equitably distributed among communities, Ensure that natural systems are healthy and able to adapt to changing conditions and long-term impacts, Support of movement for a healthy environment that is effective and relevant for all of Oregon's diverse communities.	No match required
Land and Water Conservation Fund (LWCF) - Oregon Parks and Recreation Department	Acquisition or development of basic outdoor recreation facilities	Match: 50% (in kind or cash)
Local Government Grant Program (LGGP) - Oregon Parks and Recreation Department	Acquisition, development, rehabilitation, or planning/feasibility of recreation facilities.	Match: 50% (in kind or cash) Includes small ($75K max), large ($750K max), and planning grants ($40K max)
Recreational Trails Program (RTP) - Oregon Parks and Recreation Department	Construction of new trails and trail support facilities, rehabilitation of trails, acquisition of land or easements for the purpose of trail development, safety and education projects. Equestrian trails are eligible.	Match: 20% if below $250K, 40% if over Minimum ask: $10,000 Maximum ask: none specified

Oregon Parks Foundation Fund - Oregon Community Foundation	Projects that support the acquisition of natural parks, the restoration of native habitat, and act to strengthen educational opportunities, such as ecological interpretive programs, within Oregon parks.	Match: yes Amount: $1-$5K
Outdoor Recreation Legacy Partnership Program - National Park Service	Projects that help underserved communities address outdoor recreation deficits by supporting projects in cities and densely populated urbanized areas that create new outdoor recreation spaces, reinvigorate existing parks, and form connections between people and the outdoors.	Match: yes Amount: $300K - $1M
Waterway Access Grants - Oregon State Marine Board	May be eligible for nonmotorized access improvements to the river.	Match: 25%
Stewards for Trails, Education & Partnerships (STEP) - American Quarter Horse Association	For non-profits doing work on public land. Focus on projects that promote equestrian involvement in the restoration, repair, and establishment of trails. Unclear whether this is still active.	Match: unknown Amount: $1K - $5K approx.

APPENDICES

1. PARCELS, ZONING & LAND USE
2. PUBLIC OUTREACH SUMMARY
3. TRAIL CROSS SECTIONS & OVERLOOK CONCEPTS
4. NATURAL RESOURCE DATA

Table 1. Parcels within Georgia Pacific Natural Area*

Taxlot	Springfield Zoning	Metro Land Use Designation	Within Greenway Setback?	Acres
1802060001600	PLO	Public/Semi Public	Mostly	76
1802064201100	PLO	Public/Semi Public	Mostly	0.3
1802064201200	PLO	Public/Semi Public	Mostly	0.07
1802060004501	PLO	Public/Semi Public	Yes	7.89
1802070000801	PLO	Public/Semi Public	Yes	4.57
1802080000600	PLO	Public/Semi Public	Yes	31.22
	Total Acres			**120.05**

** All properties within the Georgia Pacific Natural Area are jointly owned by Willamalane, the City of Springfield, and Springfield Utility Board (SUB).*

Table 2. Additional parcels included in the planning boundary

Taxlot	Ownership	Springfield Zoning	Metro Land Use Designation	Within Greenway Setback?	Acres
1802080000602	City of Springfield	PLO, no Urban Fringe Overlay	Public/Semi Public	Partially	5.78
1802050001801	City of Springfield	PLO, no Urban Fringe Overlay	Public/Semi Public	Yes	0.62
1802060001606	City of Springfield	PLO, no Urban Fringe Overlay	Public/Semi Public	Partially	5.29
1802070000100 (OUTSIDE UGB)	The Nature Conservancy	NA, zoned EFU in Lane County	Agriculture	Yes	Small portion N of river
1802062404000	Willamalane	PLO, no Urban Fringe Overlay	LDR	No	5.24
1802060004600	Willamalane	LDR, Urban Fringe Overlay	LDR	No	1.12
				Total Acres*	18.05+

**The sum of total acreage included into the planning boundary does not reflect the small portion of parcel 1802070000100, owned by The Nature Conservancy.*

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TO: Willamalane Park and Recreation District Board of Directors
FROM: Kristina Boe, Project Manager
DATE: March 2, 2020
SUBJECT: Public Outreach Findings for Georgia Pacific Natural Area Master Plan

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Public Outreach was conducted in two rounds for the Georgia Pacific Master Plan process. The first round of outreach happened in in late spring of 2020 with the goal of spreading public awareness of the planning process and getting some initial feedback of what people are most interested in. The second round of outreach occurred in January and February 2021 with the goal of reviewing and providing feedback on preliminary concepts for the plan. A complete list of strategies used to conduct outreach includes: 2 public surveys, 2 partner meetings, a virtual public meeting, virtual class visits and survey of Agnes Stewart Middle School students, and an online presence using an Esri Story Map tool. This outreach summary includes key findings and takeaways from the compilation of these efforts followed by more detailed summaries of findings from each implemented strategy.

DOCUMENT OUTLINE

1. Common Themes and Key Findings
2. Public Outreach Round 1 – Survey 1
3. Public Outreach Round 2 – Virtual Public Meeting
4. Public Outreach Round 2 – Survey 2
5. Public Outreach Round 2 – Agnes Stewart Outreach
6. Partner and Neighbor Comments

COMMON THEMES AND KEY FINDINGS

Current Uses:

It is no surprise that the most common current uses onsite are primarily trail related (walking, running, biking). A number of less common trail uses were identified as well, such as equestrian use, skating, rollerblading, wheel chair use, hand cycling, and riding scooters. Non-trail related uses primarily involved watching nature, wildlife, and the river; or user created recreation opportunities such as geocaching, art, meditation, fishing, and socializing.

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Popular Proposed Uses:

Aside from a couple improvements noted in the following section, most of the proposed improvements were viewed favorably by the public. In the initial survey a picnic area (32%), access to the pond or waterways (29%), and improved quality of habitat (23%) were at the top of the list. In the second survey the nature trail with boardwalks and wildlife viewing blind was the most popular (in top 3 of 55% of respondents). This item was not yet an option in the initial survey. Other items that ranked highest in the second survey include: habitat restoration (in top 3 of 48%), pond turtle viewing platform (top 3 of 40%), and river access (top 3 of 32%). Students prioritized a picnic area (60%) over everything else, followed by improving habitat (47%), pond overlook (47%), and access to the river (46%).

The total breakdown of responses and available data for this assessment is as follows:

Survey	Qty	% of Total
Public Survey 1	32	7.6%
Public Survey 2	287	68.1%
Student survey	102	24.2%
Total	421	100.0%

To develop a list of priorities for improvements information from the second round of feedback will be added together and used because (1) it represents the most substantial quantity of comparable data (92%), (2) respondents from survey 1 were notified about the opportunity to participate in survey 2; therefore, including survey 1 would likely double count respondents' votes.

Keeping in mind that little to no opposition was expressed other than for the proposed improvements mentioned in the next section, the following table shows ranked priorities from the public responses. It should be noted that a new access point also received very strong support and was addressed in a separate question of the survey, which is also discussed more in the next section.

Ranking	Improvement	Survey 2	Students	Total
1	Nature trail around pond w/screen	157	41	198
2	Habitat restoration	139	48	187
3	jasper slough/turtle overlook	114	23	137
4	picnic area	56	61	117
5	pond overlook	69	48	117
6	access to river	32	47	79
7	permanent horse trails	37	19	56

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Less Popular or Conflicted Future Uses:

Equestrian Use – Permanent equestrian trails were identified as the most important improvement in the initial survey (approximately 50% responded in favor); however, they were a much lower priority (only 12% of respondents prioritized these over other improvements or it ranked 7th out of 8 improvement options) in the second public survey. They were second to last priority in the student survey (19% in favor). This is likely a direct reflection of the proportion of equestrian users who were taking the survey. The initial survey had approximately 45% of respondents identifying as equestrian users, while the second survey had just over 6% and the student survey had approximately 1%.

Equestrian riders who took the survey wanted to see more equestrian related improvements. Some of the additional improvements noted included: additional trail options parallel to multi-use paths, hitching posts, mounting blocks, picnic areas, access to water, trails to the river, additional parking, and plans for continued trail connections to other properties.

Those expressing opposition to equestrian use stated the following as their primary reasons: manure on the trail impacting other trail users' experience, concern manure may impact water quality to waterways onsite, safety with other potentially conflicting uses along shared portions of the trail or trail crossings including bikes and dogs, and damage to unpaved trails.

The current equestrian trial period has gone on for approximately 9 months. During this time there has been very minimal equestrian use. Willamalane does not have documentation of frequency of equestrian trucks and trailers accessing the trails from the designated parking area at Clearwater Park, but Willamalane staff have experienced it to be very minimal. There have not been any significant issues brought to Willamalane's attention relating to conflicts between equestrian and other trail users. The only concerns have related to manure on the trail system. Therefore, we can assume that conflict between users will not be a major concern at the current level of use. If use dramatically increases, this situation may change.

A number of equestrian riders responded that they are not accessing the trails currently, but might if the trail system expanded or that the length of the trails is not adequate to warrant trailering their horse to the trailhead. The US Forest Service's Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds recommends

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that equestrian trails be no shorter than 5 miles, an approximate 1-2 hour ride. Given this information it is highly unlikely that many equestrian riders would trailer their horses to the natural area even with the expansion of the trail system to 2.2 miles. Willamalane would likely need to conduct additional targeted outreach to verify a demand for additional use exists prior to making significant investments in such improvements.

Opportunities for expansion of the trail system beyond Georgia Pacific property do exist and were strongly encouraged by the equestrian community. These include: 28th St. along the Mill Race Path where additional neighbors may gain access, Dorris Ranch along the Middle Fork Path, or potentially to the Howard Buford Recreation Area via a future bridge connection if designed to accommodate horses. Additional outreach and research is needed to understand the feasibility of expanding to these destinations. This trail network expansion is not being addressed within this planning process.

Additional Access – Additional access was shown in the concept during round 2 outreach from 39th St. and from Clearwater Park via either Clearwater Ln or an extension from S. 42nd St. This proposal was generally supported by the public with 72% in favor of a new access point and 28% opposing it. In comparison, the improvement that ranked the highest in the above section received 55% support in the second survey; therefore, it could be said that additional access is the top and most desired improvement proposed in the second round of outreach.

In general, there was slightly greater support for additional access from 39th St. (42%) over access from 42nd or Clearwater Lane (30%). Several comments validated the assumption that the 39th St. trailhead would provide direct access to the natural area and trails to many adjacent neighbors who currently have to access them via the busy Jasper Road. Additional access was also strongly supported by equestrian riders who want to maximize access and length of trails.

It is important to note that there was some opposition to each of these points of entry by neighbors living adjacent to them. Three neighbors along Clearwater Ln. expressed concern about the increased traffic, the state of the current road (gravel, not developed), and increased undesirable noise and activity the improvement might attract. Similarly a neighbor who owns property abutting the City's parcel that would be used for access is concerned about how additional use might impact exposure and trespassing on their property. Willamalane will need to coordinate closely with

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neighbors during the design process if either proposal is included in the final plan to assure concerns are addressed to the maximum extent possible.

Given the overall support for added access, Willamalane should consider which site provides the most benefit. Additional feasibility research is needed to be able to answer this question:

- The 39th Street access: feasibility should focus on permitting requirements and the types and intensity of improvements that would be allowed on the City's parcel. In addition, costs for both the trailhead and the crossing over the Mill Race Channel would need to be understood. Willamalane also needs to better understand neighbor concerns and if they can be addressed adequately.

  Overall, this potential trailhead provides more and safer residential access to the existing and growing neighborhood adjacent to the property. The natural area could benefit from more and regular residential access and use of the site. This improvement would require close collaboration with the City of Springfield. Unless future equestrian parking needs are not met elsewhere, little to no parking may be needed at the 39th St. access. Improvements may be as simple as a sign and developed trail connection.

- Access from the western part of Clearwater Park: initial feasibility should focus on identifying the most ideal route to the trailhead (South 42nd St. vs. Clearwater Lane) by looking at permitting/land use requirements and overall cost. The new trailhead and equestrian use are not planned for in the Clearwater Park Master Plan and it would need to be updated to incorporate this planned improvement. Also, the trailhead would need to be designed to accommodate any other future uses at Clearwater Park, including equestrian. The cost of this improvement, overall, may be substantial and the limiting factor. If it can provide a dual function, beyond serving as access to the Georgia Pacific Property, the expense may be more warranted.

  Overall, this trailhead serves a much less dense residential area and therefore provides value primarily as a vehicle access point.

Fishing -

The public survey noted that fishing is a current use happening onsite, though we don't know exactly where it is primarily occurring. The initial survey had 9%, the second survey had 10%, and the student survey had 17% of respondents indicating

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that they currently use the property for fishing. The master plan concept indicated that fishing would be discouraged at the pond. Licensed fishing would be allowed and likely improved with the proposed increase in access to the Willamette River. Willamalane will need to figure out how to respond to the fact that based on these results, some members of the public (many of whom appear to be youth) may be losing one of the ways they recreate onsite.

New suggestions to consider:

The second round of surveys proposed a few additional recommendations that could be considered by the District. These recommendations align with the values of the master plan and should be considered further before completion of the master plan.

- Restrooms
- Maximize accessibility. Accessible features recommended include providing accessible surfaces, accessible amenities, lighting, and restrooms.
- Bark chip running trail
- Connection to Howard Buford Recreation Area
- Implement measures to address safety on trails via maintenance of trails, trees along trails, and security patrols.

PUBLIC OUTREACH ROUND 1

Public Survey

A public survey was initiated in mid-May of 2020. It was advertised via postcard mailers to immediate neighbors of the property and via Willamalane's social media platforms. Onsite posters discussing the equestrian trial period also included information about the survey as a means to gather feedback directly about equestrian use. The survey remained open through the summer to capture feedback through the duration of the equestrian trial. The survey was conducted using Google Forms and resulted in a total of 32 responses from the public.

Question 1: Willamalane is working with local equestrian advocates to provide a pilot program for shared use trails that include equestrian access. What feedback do you have for Willamalane about this pilot program?

This was an open ended question. Responses can be reviewed below. Repeated themes among these responses included the following:

1. In favor of horse trails (7 mentions)
2. Concern of horse manure on trails (3 mentions)
3. Desire for longer equestrian trails (2 mentions)

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4. Opposed to horses on property (2 mentions)

13 *Responses:*

1. *This is great*
2. *I think safety of pedestrians, particularly those with small kids and maybe someone in a wheelchair is a big issue with regard to having horses on a well used paved pathway. Older people also may have trouble getting out of the way of a horse that is not completely under control in a narrow corridor. The availability of horse trails at Mt Pisgah and Elijah Bristow state park not too far away should be enough for local horse riders, with much better trails that are appropriate for horses. The middle fork path is not a good place for horses and there is an accident waiting to happen out there.*
3. *It has been nice to walk without stepping in horse poop. I hope that would continue. :)*
4. *Thank you so much for providing this pilot program for equestrians. We appreciate it.*
5. *Would really appreciate longer length trails to ride horses on. At least an hour in length to make it worth the fuel to haul out to the trail head. Ideally, a 2 hour length ride would be an amazing resource to have in our local area. Especially in the winter!*
6. *I love the sharing of trails, love seeing the horses. Have not ridden here horseback, but may in the future if I can.*
7. *love this!*
8. *I think it is great idea. We should provide for all kinds of users*
9. *We passed two horses on the path near Clearwater Park. Later we noticed horse poop on the side of the trail. I believe that horse riders should clean up after their animals just as we expect dog owners to do. I realize it's not convenient for them, but it also not convenient for a bike rider to dodge the large horse turds nor for a hiker who steps in one. It's a much bigger mess that dog poop.*
10. *I like the stop, speak and ask concept yet I am still uncomfortable with horses on the trails concerning use conflict. As a dog owner i am responsible for cleaning up after them and have concerns about the horse clean up. Altogether i am skeptic of this and concerned if this is a push by only one or two entities to promote their business interests.*
11. *I think this is a really great idea. I have walked the Clearwater trail a couple of times and enjoyed seeing the horses. Since I live in SW Eugene it's too far for me to bring my horse for such a short trail. Very glad it's available to those living closer!*
12. *Being able to use the trails has been wonderful in the Clearwater park area, it would certainly mean a lot to us if we could expand our use. We are careful to pick up after ourselves and we often bring bags to remove trash that isn't ours. Expanding the area we use, also means expanding the areas we want to help care for, so others can continue to use it also.*
13. *This is a terrible idea. As a walker with dogs, I am constantly on the lookout for the whole variety of users that do not respect space or behave rudely on the trail. Adding horses to the mix is asking for disaster. There will horse and bike collisions as well as other issues with people colliding while trying to avoid the horses and other users. The trail is too busy as is. Please do not make a bad situation worse.*

Question 2: What activities do you enjoy when visiting Georgia Pacific Property? (Select all that apply). 31 responses.

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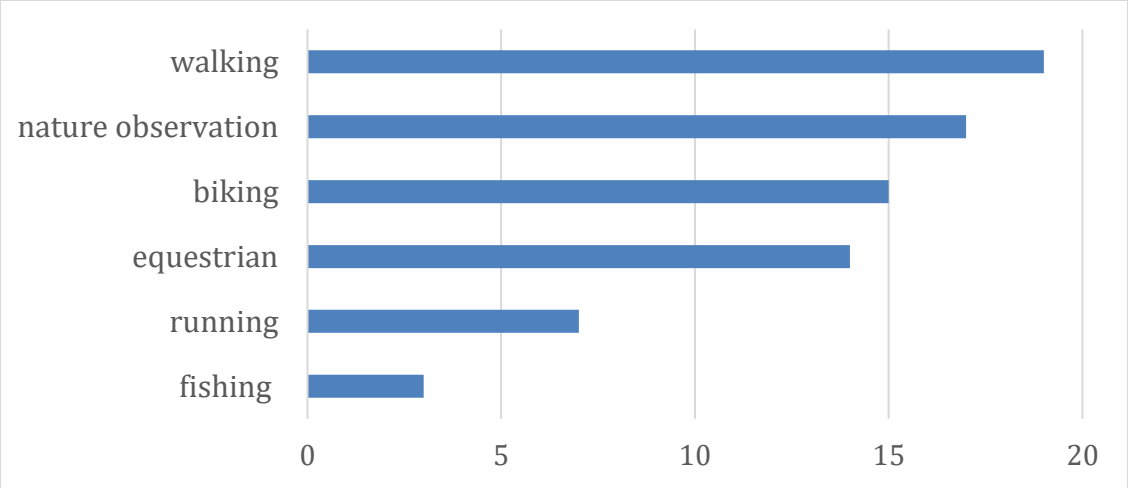
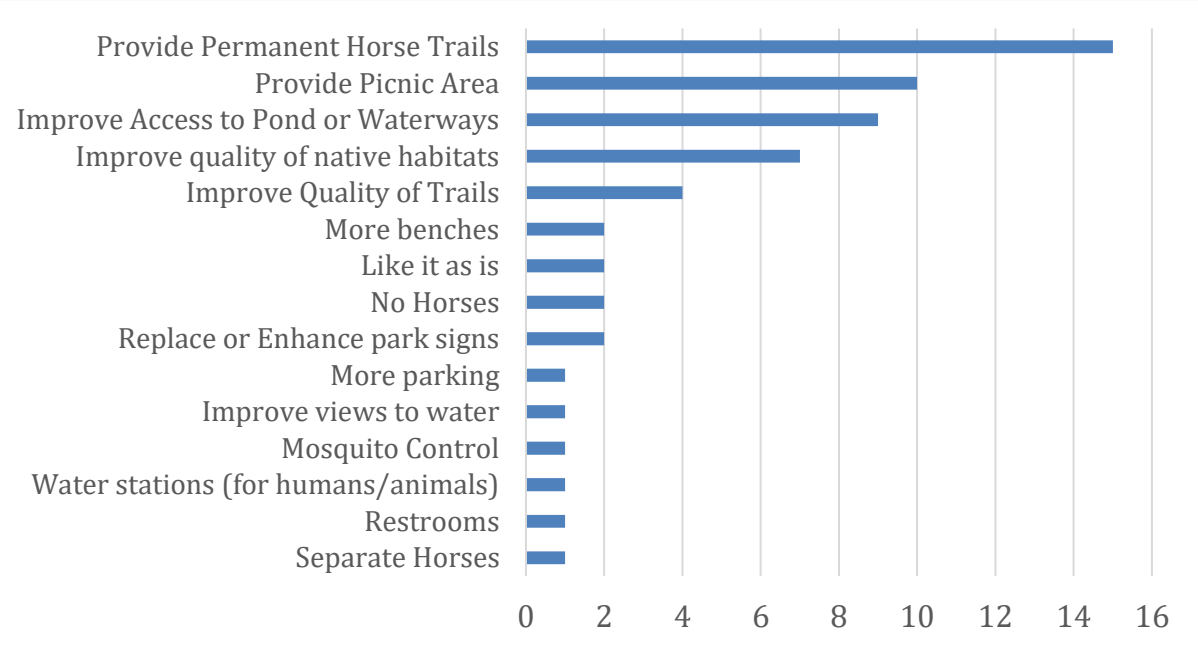


Question 3: Which of the following would most improve your experience when visiting this property? (Select all that apply) 31 responses.



Question 4: Please explain any of your answers or let us know if there is anything else you would like us to consider for this area. 18 responses

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This was an open ended question. Responses can be reviewed below. Repeated themes among these responses included the following:

1. In favor of horse use (4 mentions)
2. Improve enforcement of rules/etiquette (3 mentions)
3. Leave it alone/keep it natural (3 mentions)
4. Opposed to horses on property (2 mentions)
5. Provide more/better horse parking (2 mentions)
6. Other comments addressed: security onsite, separation of bike use, connection to Howard Buford Recreation Area, need for longer equestrian trails, nature viewing areas

18 Responses:

1. *I think you need someone holding people to the rules with just the hikers and bikers and dogs. Now you're adding horses to the mix. I have owned horses in the past. I know how my horse acted when a bike past them at Elijah Bristow on dirt path at 5 miles an hour. On this bike path you have bikers riding 10 to 20 mph.*
2. *There are plenty of horse trails at Elijah Bristow Park and Mt Pisgah Park where they can ride.*
3. *Unlock bathrooms and turn on drinking fountains!*
4. *I love the horse trails. Everyone can enjoy the trails with less restrictions on use.*
5. *Leave it be. You have already destroyed the habitat for the wildlife shame on you for letting people in there. very sad*
6. *How is security provided for this trail? We have had a 6 foot gate stolen and our neighbors had a man attempt to steal their four wheeler along with a few others who wandered on to our property that were intoxicated and a few even living off the path. Maybe work with property owners to supply agreed upon fencing and signage?*
7. *I would like to keep much of it as natural vs "developed" & "improved"*
8. *Natural habitat.....viewing areas.....signs to remind visitors "keep the park clean".*
9. *More horse trailer parking would be essential for permanent horse trails.*
10. *Most often dedicated equestrian parking has been taken over by non-equestrian vehicles, mostly because parking is so limited for non-equestrians, noticeably during busy times of the year.*
11. *would love to connect to Bristow*
12. *I am so excited about this trail. It provides me a place to ride that I don't have to haul to.*
13. *People need to be educated on how to use the trails. They do not read the signs or abide by the rules. When I ride my bike I see smokers on the path, loose dogs. People do not even know what side of the trail they should be walking on. They get angry when you ask them to move to one side or the other so you can pass. People camp in the woods along the river. I would never be out on these trails after For the first time we saw a park ranger posting a sign. Once I have seen the Springfield police on a motorcycle.*
14. *Willamalane needs to honor its verbal agreements and political promises with the equestrian community and keep the trail.*
15. *It would be amazing if the trail could be expanded to Dorris Ranch. I belong to the group Oregon Equestrian Trails and I know a few of us would be using this trail system if there was more trail available for equestrians.*

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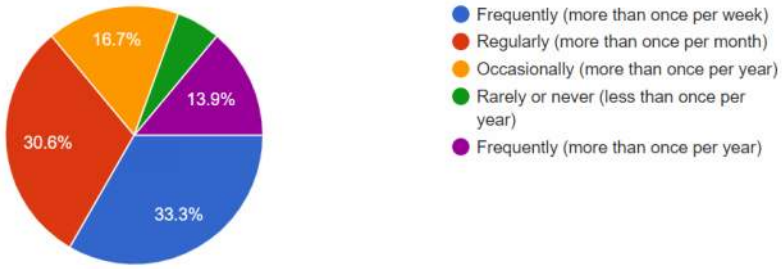
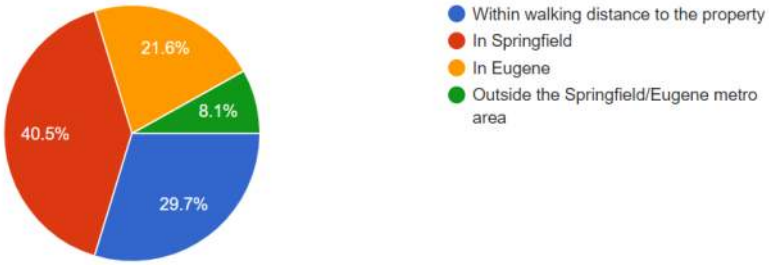
16. *Please provide permanent horse trail systems, it is a true joy.*
17. *The center divider needs to be painted. People do not stay on their side when biking or hiking. There needs to be some education done with these people.*
18. *Dedicated bike lanes*

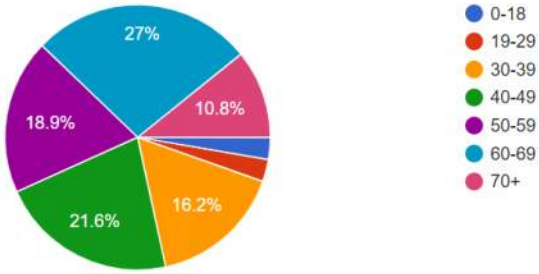
Question 5: How frequently do you visit Georgia Pacific Natural Area? 31 responses



Question 6: Where do you live? 30 responses



Question 7: What age range do you fall within? 30 responses



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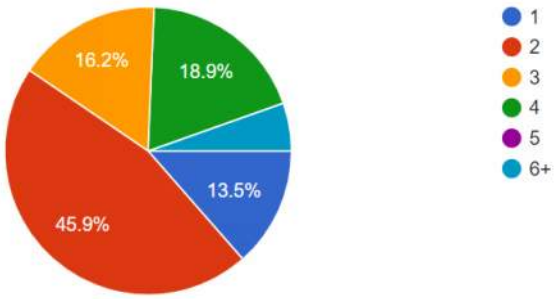
Question 8: How many people live in your household? 30 responses



Partner Site Tour

In June 2020 Willamalane staff met onsite with co-owners of the property and other partners who have historically or may in the future have an influence on how the property is managed. This group included: City of Springfield, Oregon Department of Fish and Wildlife, and McKenzie River Trust. The group conducted a tour of the property and discussed potential sensitive areas, habitat concerns, and possible future improvements. Below are a few key topics discussed among partners:

- **Protecting/enhancing pond turtle habitat.** Recommendations were made to separate human uses from areas where pond turtles are nesting or adjacent to basking areas. At the pond, fishing was discouraged. Fishing opportunities in the pond are fairly minimal and would require Willamalane to stock and manage if proposing use. Fishing is problematic and conflicts with efforts to protect turtle habitat along the pond. The fish, the inevitable left over fishing gear/debris, and impact along banks of the pond all pose significant threats to health of the pond turtles. Consider adding basking structures for turtles in the pond. Blackberry removal around pond (especially north and east sides) would improve nesting habitat.
- **Natural Resources.** Plan will need to address invasive species onsite. It was noted that Cottonwood recruitment is weak, plan should address how to maintain canopy cover. ODFW would be interested in more habitat structures and improved gravels in the Mill race. Illegal camping is detrimental to habitats and leaves a lot of garbage currently on the property.
- **Equestrian use.** Horse manure is a concern for water quality in the Mill Race Channel. Consider coordinating with the adjacent equestrian center to assist with manure collection/management. The current Mill Race crossing at equestrian center has resulted in eroded banks. The best way to design/plan for that crossing will depend on the frequency of use.

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- **Education.** Partner with local birding groups to enhance birding opportunities. Provide interpretation of dynamism of rivers/waterways onsite. Engage Agnes Stewart students to do field work.
- **GP Pond.** Pond is connected to river 8-9' deep. Banks on the east side of the pond are steeper than west end. There is a ridge running through the pond where the gravel was excavated.
- **Recreation.** General proposal of minimal development and trail or trail associated improvements was approved by partners attending the meeting.

PUBLIC OUTREACH ROUND 2

To support the second round of outreach, an ESRI Story Map was built for this project to virtually provide the following project information: (1) what we're doing and why, (2) what is currently on the site, and (3) what is being considered for the future of the property. Maps and photographs were used to improve understanding of the existing conditions and where proposed improvements might happen. Text throughout the page provides information and details being considered as part of the proposals. This Story Map was made available on the Willamalane website and was used in discussions with the public and partners.

Additionally a second survey was developed using Survey Monkey to collect feedback from people accessing the project information either from our website, the virtual public meeting, or from mailings sent to neighbors and partners. The following sections discuss targeted outreach strategies and results from the survey for the second round of outreach for this project.

Virtual Public Meeting

A virtual public meeting was held via Microsoft Teams on February 8, 2021 at 6pm. The meeting was advertised on Willamalane's website and social media platforms, via postcard mailer to over 1,000 residents, and on sandwich board posters placed throughout the site.

The meeting lasted one hour and approximately 95 people attended either via Microsoft Teams or the Facebook livestream (including Willamalane staff). Participants were encouraged to provide feedback primarily through the survey, however a few comments were made during the meeting:

- A Community member expressed concern over the proposed 39th st access. Her comments were also submitted via email and are addressed in a separate section below.
- A representative from the equestrian group expressed desire for additional amenities for horses, more trails, access to water and improved access. Additional

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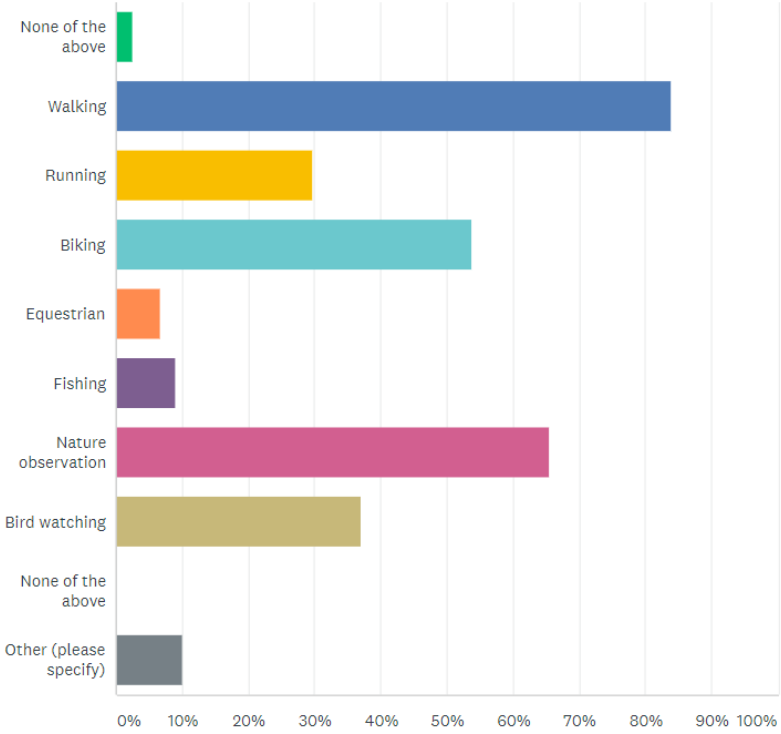
conversations have been had with this member and concerns are addressed in a separate section below.

- There were several comments in favor of additional access points and to additional access to the river.

Public Survey #2

Question 1: What activities do you currently enjoy when visiting Georgia Pacific Natural Area? 286 responses



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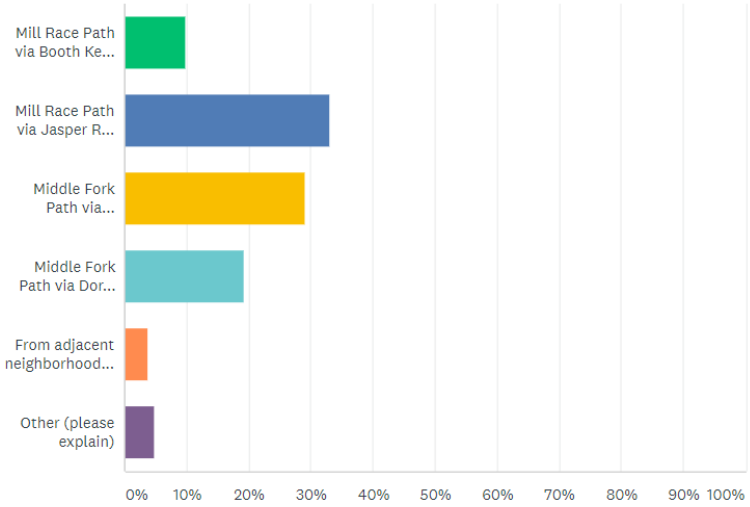
ANSWER CHOICES		RESPONSES	
None of the above		2.45%	7
Walking		83.92%	240
Running		29.72%	85
Biking		53.85%	154
Equestrian		6.64%	19
Fishing		9.09%	26
Nature observation		65.38%	187
Bird watching		37.06%	106
None of the above		0.00%	0
Other (please specify)	Responses	10.14%	29
Total Respondents: 286			

"Other" responses included the following activities:

- *Dog walking (6)*
- *Kayaking (3)*
- *Roller blading (2)*
- *Disc Golf (2)*
- *River access (2)*
- *Wheelchair (2)*
- *Being near/watching the river (2)*
- *Meditating*
- *Otter watching in the ponds*
- *Duck hunting*
- *Drawing/painting*
- *Non-motorized scooters*
- *Hand cycles*
- *Paddle boarding*
- *Roller skating*
- *Skateboarding*
- *Swimming at Clearwater Park in the canal*
- *Geocache*
- *Escape into a non-human dominated landscape without causing disruption (harm) to rare and sensitive species.*

Question 2: How do you most frequently access Georgia Pacific Natural Area? Please reference the map above. 285 Responses



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ANSWER CHOICES		RESPONSES	
Mill Race Path via Booth Kelly Trailhead		9.82%	28
Mill Race Path via Jasper Rd. Trailhead		32.98%	94
Middle Fork Path via Clearwater Park Trailhead		29.12%	83
Middle Fork Path via Dorris Ranch Trailhead		19.30%	55
From adjacent neighborhood/property		3.86%	11
Other (please explain)	Responses	4.91%	14
TOTAL			**285**

"Other" responses included the following:

- *Haven't been (6)*
- *I use all four Willamelane trailheads (2)*
- *Behind the old Pacific equestrian facility now called River rock*
- *I have not been able to access as an equestrian because my horse is kept at a private facility off of 28th, PLEASE add 28th to the plan for equestrian access via bike path. We are VERY responsible horse owners/tax payers and would be good stewards of the designated trails/paths to these beautiful trails.*
- *After having my vehicle broken into at jasper road, I usually park at the Kiefer Complex and run from there.*
- *Through the gates at ASMS. I am a science teacher there and use this area with my classes.*
- *Equally from Clearwater Park & Jasper Road Trailhead.*
- *Down the river*

Question 3: Which recreational improvements would you most like to see at the Georgia Pacific Natural Area? (Select top three) Please review this link for more information on the choices.

287 Responses

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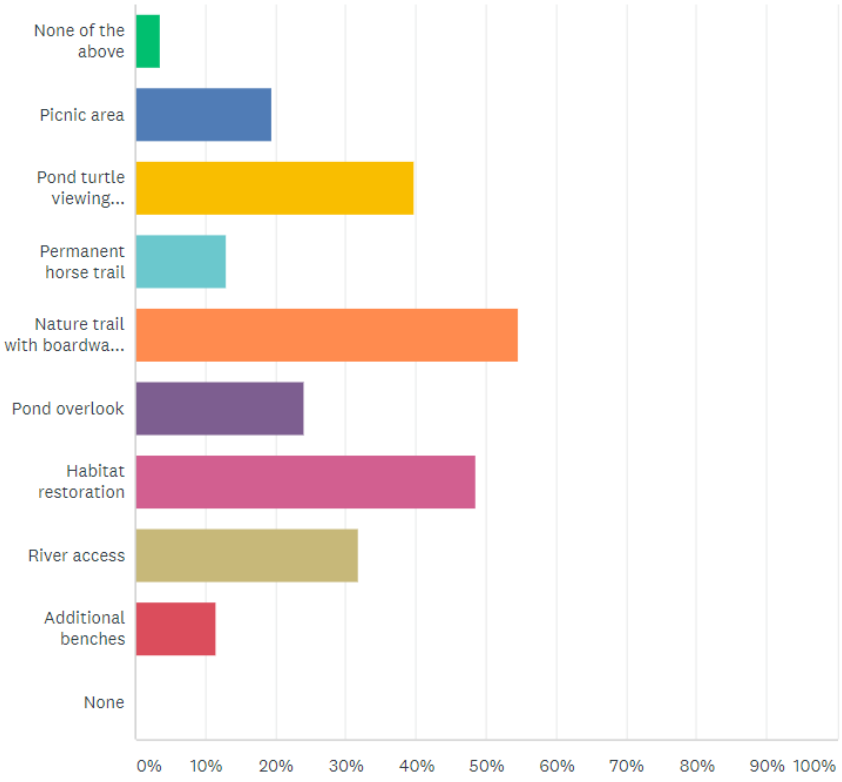

ANSWER CHOICES	RESPONSES	
None of the above	3.48%	10
Picnic area	19.51%	56
Pond turtle viewing platform	39.72%	114
Permanent horse trail	12.89%	37
Nature trail with boardwalks and wildlife viewing blind	54.70%	157
Pond overlook	24.04%	69
Habitat restoration	48.43%	139
River access	31.71%	91
Additional benches	11.50%	33
None	0.00%	0
Total Respondents: 287		

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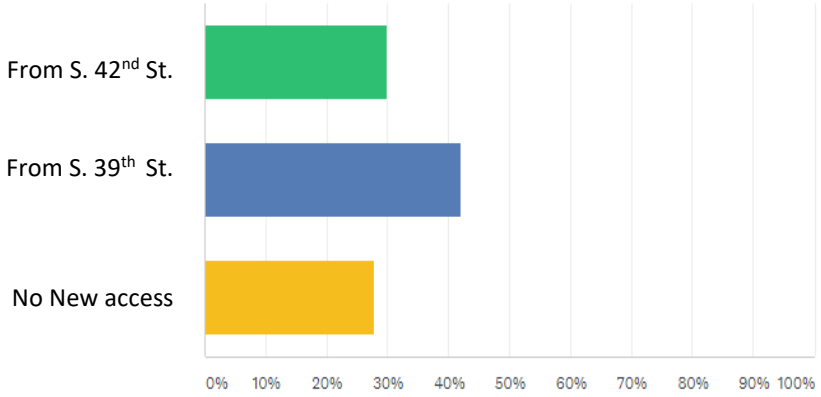
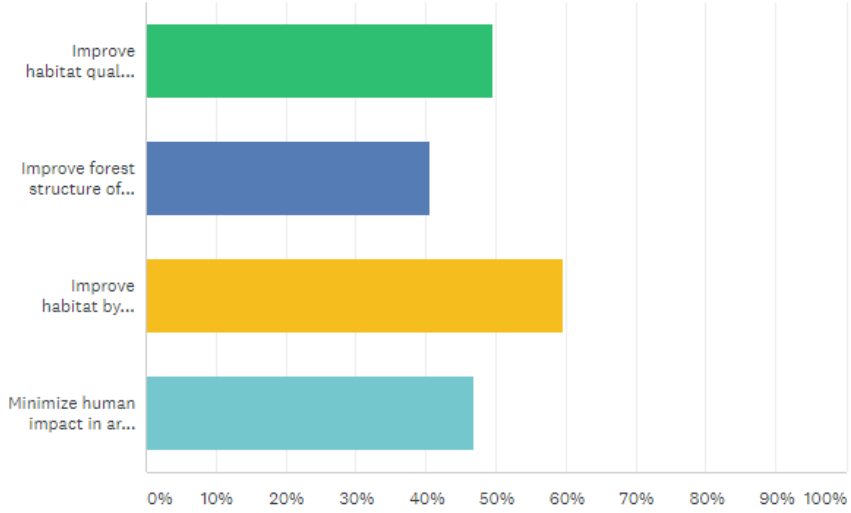
Question 4: Which additional access point would you be most interested in at the Georgia Pacific Natural Area? Please reference the map above. 280 Responses



ANSWER CHOICES	RESPONSES	
Additional access point from S 42nd St	30.00%	84
Additional access point along S 39th St	42.14%	118
No new access	27.86%	78
TOTAL		280

Question 5: What natural features in the park would you like to see prioritized as we're preparing our master plan for the property? 278 Responses



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ANSWER CHOICES	RESPONSES	
Improve habitat quality within wetland areas	49.64%	138
Improve forest structure of riparian areas	40.65%	113
Improve habitat by managing invasive species onsite	59.71%	166
Minimize human impact in areas of sensitive species	46.76%	130
Total Respondents: 278		

Question 6: Do you have other suggestions for improvements our team should consider? 137 Responses

This was an open ended question. The entire list of comments is posted below. A general summary of common or noteworthy topics that were mentioned is provided first. Numbers after the topic indicate the number of times it was mentioned.

NATURAL RESOURCE/PROTECTION

- Limit disturbance/protect habitat - 6
- Do nothing - 3
- Restore pond (connect to river)- 2
- Focus on salmon habitat restoration - 1
- Protect species/limit access to/around pond - 1
- Reduce fuels - 1

EDUCATION/VOLUNTEERISM

- Use volunteers/students to provide care - 2
- Provide education opportunities to Springfield Schools, tribal groups - 2
- Interpretive onsite learning or virtual app - 2

NEW USES / IMPROVEMENTS

- Bridge to HBRA - 7
- Bark running trail - 3
- Soft surface/single track trails for walkers/runners - 3
- Allow fishing in pond - 2
- Off leash dog area - 2
- Small play features or playground - 2
- Fishing in Millrace - 1
- Soft paths for bikes - 1
- Disc Golf Course - 1
- Pickleball - 1
- Canoe/kayak in mill race - 1
- Clothing optional beach - 1
- Water recreation (paddle board, swimming) - 1

ADD MORE

- More parking/new access - 6
- River access – 4
- More benches - 2
- Pond access - 1
- More bike paths - 1

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HORSE RELATED

- No horses - 7
- Minimize horses or horse/bike xing - 6
- Pro Horses - 5
- Horse/runner etiquette signs - 1
- No horses to river - 1

MANAGEMENT

- Safety patrols/security - 8
- More maintenance on bike paths (roots) or along sides - 2
- Minimize illegal camping - 2
- Change name - 2
- Concern about trees falling over path - 1

ACCESS

- Pro access from 28th for horses - 3
- In favor of new access from 39th - 2
- Strong no to 39th Access - 1
- Strong no to 42nd Access via Clearwater Ln - 1

DESIGN CONSIDERATIONS

- Add Restroom - 5
- Consider folks experiencing disabilities/wheelchairs - 5
- More garbage cans (for dog poop) - 2
- Mile markers on trails (more) - 2
- Provide pull outs along trails - 1
- Lighting - 1
- Provide trail map - 1
- Drinking fountains - 1

All Responses (138):

1. *Bike trails!*
2. *Make sure that you control horse access to the river so that people aren't trying to bring horses down to the river to water them or splash around.*
3. *Thanks for asking for feedback!*
4. *Please don't allow horses along the paved areas of the walking path because the will ruin the beauty beside the path and they don't pick up there horse poop and it stinks if they continue to ride on the path they need to pick it up like we have to with the dogs not fair for them to leave it anew get to step in it. Horses do a lot of damage to the trails just go look at Mt Pisgah and Elijah Bristow State Park it looks horrible*
5. *Strongly encourage access via 39th. I live in this neighborhood and it has an active walking and bicycling community that regularly travels by this potential access point. It would improve both enjoyment and safety by avoiding the sometimes dangerous jasper road, especially for younger cyclists.*
6. *no, but I do want you to know I appreciate you doing what you said you'd do. Thank You, ,*
7. *I would enjoy approval of equine access from 28th street.*
8. *All of us equestrian people would just like to enjoy outdoors the river the beautiful area that we have been doing for years please don't take that away from us*
9. *Please allow equines access via 28th street bike path to the horse trails. Continued river/pond views from equine trails.*
10. *Thank you so much for your hard work; the parks in our area are so important for our community wellbeing.*

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11. *I strongly oppose the new access point at 42nd street - unless the access is from 42nd street (and even then I don't think it is a good spot). Clearwater Lane is a Local Access Road, and although public, it is maintained at the expense of the property owners. It is gravel, and has 4 homes on it. Creating an "overflow" lot for the benefit of the park will SIGNIFICANTLY damage the value and serenity of the 4 properties. If this option were to move forward, it certainly requires that the road be improved (paved, drainage, etc), and that those improvements would be 100% covered by the project, in addition to other improvements on the properties to mitigate the "damage" to the lots. I request to be kept informed on the project.*
12. *Additional parking*
13. *More improvements to bike trails and better lighting*
14. *Consider restoring habitat and limiting more human disturbance along the ponds. I have seen river otters playing along that stretch several times!*
15. *Soft paths for hikers and bikers.*
16. *I think your natural resources staff are the experts and have a good idea of what needs to be done. Listen to them!*
17. *More garbage cans please!*
18. *let community groups do landscaping, litter pick up, river clean up etc*
19. *Tribal and early Springfield education*
20. *If the pond presently supports a warm water fishery, don't restrict access to urban users. I often see young people using this resource. Keep the area natural as possible.*
21. *Off leash dog park, maybe with water access?*
22. *Consider connecting with Lane County and City of Springfield to work on a pedestrian/cycling bridge from the north end of Dorris Ranch to Buford Park*
23. *Increase bank access for catch and release bass fishing in the pond. Bass fishing is growing in popularity even amongst the youth. We should be promoting this healthy hobby.*
24. *I would love to see a mile long (at least) bark dust trail for runners brought in. There is nothing like this in Springfield, and it is difficult for many runners to run on the cement trails because of the physical wear impact on their bodies. Eugene has several trails like this and it would be nice to bring something like this to our area. I think it could also bring more people from surrounding areas into Springfield which might have a positive impact on the community.*
25. *Protect the natural environment for native species.*
26. *Consider access for folks with disabilities.*
27. *specific emphasis on salmon habitat restoration*
28. *Allow E-Bikes, Enforce Leash Law for Dogs. Prohibit Horses on Path between Mill-Race to Dorris Ranch.*
29. *Well built walking paths that will be usable year-round. Horses make a mess of trails. I'd rather see one or two developed for bikers.*
30. *I would like to see fishing access in Mill Race itself.*
31. *As a pedestrian, (walk and run) and cyclist, my experience with horses and riders has been less than ideal. I don't frequent the horse only trails, but there is no way for equestrians to access these areas without using the paved paths. Horse droppings may or may not be tended to, and it is not uncommon for dog owners to keep their dogs off lead. 10 feet of path seems like a lot until you have some pedestrians, cyclists, and horses and dogs all in the same place at the same time.*
32. *1)Equestrian Access to Riverbank. 2)Picnic, hitching post, mounting block, honey pot access. Same area. 3)Let the horses can you to ride next to the bike path. We had no problems and shared it just fine so far.*
33. *Maintain the wild and natural feel of this area! The most wonderful thing about this area is feeling like you can take a stroll through the woods and forget you're blocks from the city.*

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34. *Planting rosemary and other plants that help such up pollution. Especially behind the woodmill. Please contact me i want to help!!*
35. *This is a wonderful asset for the Springfield community. I hope that students at ASMS can continue to be part of the project and help with restoration efforts. It is a great teaching resource for SPS students from elementary thru high school.*
36. *Safety patrols*
37. *I do not think horses should be able to be in this area. They take over trails and the waste is not cleaned up or managed.*
38. *Better access from Downtown Springfield. And a SMOOTH Bike-way transition to Island Park without traffic.*
39. *Restore the pond, reconnect it to the river*
40. *Pamphlets given to off leash violators re importance of leash*
41. *minimize horse travel*
42. *Disc golf park*
43. *As a senior citizen, in order to enjoy these areas, strategically placed restrooms/port-a-potties are needed -- at least one every 1-2 miles and/or in viewing areas, plus at every access/entry point. Many seniors are not able to enjoy these areas because of the lack of this critical amenity.*
44. *More riverside access.*
45. *I would especially like to see the needs of the elderly considered. I definitely favor many more benches along the trails. I'm in my 80s and enjoy walking the trails. But I no longer can walk long distances without resting a bit. I could join my family more often if I could occasionally sit while they bike or hike further along, then pick me up on their way back to the trailhead. I think more benches would enhance the outdoor experience for seniors and all nature lovers with mobility needs. Families with small children would also enjoy the beauty of Springfield more if they could occasionally sit for a few minutes. Perhaps a voluntary fundraising effort could be developed to pay for more benches in all Springfield parks--maybe something along the lines of pooling small contributions from selling bricks to pave a public courtyard. Actually, I would welcome the opportunity to contribute enough to install a bench along the river in memory of my late husband.*
46. *If permanent horse trails are added, avoid ANY-interface with existing paved walk/bicycle pathways*
47. *Additional restroom facility*
48. *Allow dog walking and have pull outs where dogs & owners can get off the trail to let other dogs go by*
49. *We'd like to see new pickleball courts added to the plans.*
50. *Plant lots of native wildflowers in open areas adjacent to parking lots, picnic tables, benches. Less lawn and more flowers!*
51. *Horses bring with them additional waste into the area. They involve large amounts of space at the trailhead. They degrade the trail more rapidly than human foot traffic. Bicycles should be kept on paved surfaces in this area as well. I would very much like to see the emphasis placed on conservation. A few amenities close to the school, one additional site for river access, and a few more benches along the path seem like great ideas.*
52. *Please do not allow bikes or skates or any wheeled transportation.*
53. *Look at how far the walk-path to get the the wheelchair accessible path is. It really is NOT accessible from South 39th OR South 42nd, but I would very much like it to be! The accessible multi-use path you have is great, but is very difficult to access it from the marked foot-paths. Please have concrete wheelchair pads at the benches and picnic tables, and observation areas. The ADA means I should be ABLE to go in my wheelchair all the places the folks who walk can go.*

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54. *I just want to mention I have observed much wildlife within this park, more than other adjacent parks. Deer, foxes, coyotes, raccoons, Pileated Woodpeckers, etc.*
55. *Change the name to reflect something that speaks to nature stewardship rather than an environmental controversy such as the Timber industry*
56. *Since mosquitoes carry disease, look for ways to reduce their populations in the recreation areas most populated by people. (I know this may not even be feasible being right on the river, and so many marshy areas they breed in. I'm not suggesting pesticides. I just know that when I hike by the river at Mount Pisgah in the warmer months, no mosquitoes. I avoid this area during summer months because one year I developed a bad bulls eye rash that went septic.*
57. *As a runner, I'd like it if there was a soft trail alongside the paved trail, as along D Street trail. It wouldn't need to be that wide, but just something softer for walking and running. If I was to prioritize, I would like to see river access first, and then the horse/nature trails, then the 39th st access point. I don't see a need for the Clearwater Lane access point any time soon.*
58. *Would like to see a developed canoe path going from Clearwater park to Alton Baker park.*
59. *Mile markers on the trails. Clear markers from the beginning of a trailhead to specific destinations because not everyone can do 2+ miles one way.*
60. *Could equestrian trails be shared use with bikers? Minimize spaces that can be used by homeless campers/ tenters*
61. *Is it possible for the mill race stream being used for kayak/canoe usage?*
62. *Please add a security camera*
63. *Utilizing this property to offset environmental impacts from neighboring areas is an important consideration. The stormwater mitigation use in the area is a great beginning.*
64. *Please remember easy access for wheelchair users*
65. *A restroom where the trail from Jasper trailhead meets the river trail*
66. *Anything that would facilitate better access for people in wheelchairs would be grand.*
67. *Electric vehicles are becoming a noise problem (boomboxes).*
68. *It could be cool to have some small play features for kids along the trail (balance beams, climbing boulders similar to what is by Bob Keefer's soccer fields). We often go on this trail with our little guys & some play features along the trail could make it fun & different than other trails in the area.*
69. *Soft surface trails for runners/walkers. Have a plan to deal with the increase in unwanted activities /use that will come with the increase in access/use.*
70. *Love all the suggestions in master plan, especially anything related to teaching science/nature at Agnes Stewart School*
71. *A bridge connecting to Mount Pisgah would be incredible.*
72. *Emergency call stations*
73. *Concerned about additional access making the area more accessible to the "non recreating" users.*
74. *The river is a huge asset; provide several more access points to the water than currently proposed. Also, be sure that the equestrian trail is fully available for hikers/pedestrians, which will overwhelmingly be the future users of the park trails.*
75. *Take advantage of that beautiful river and let's get access to it! Thanks for all you do!*
76. *Allowing horses access often results in significant waste left on the trail. This is a problem for other trail users and should not be allowed. Simply leaving horse dung on the trail is common and this should be considered when deciding if horse access is allowed. I would suggest that horse access not be allowed.*
77. *No electric bikes or motorized use!!!!*
78. *Bridge/path to access Howard Buford/Mt. Pisgah. Clothing optional beach along the Middle Fork Willamette.*
79. *It's a natural area and should be left alone. I don't want to see it destroyed.*

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80. *Map showing dirt/gravel trails.*
81. *consider fire hazard. mechanical fuels reduction would be cost effective--run a flail mower over the blackberries and smaller woody material.*
82. *Drinking fountains*
83. *Areas for people to explore off the trail are extremely hard to find. Exploring the wild is great for kids to learn about nature. It would be wonderful if there was an area for people to get off the trail and truly experience nature.*
84. *keep people out of the sensitive areas. Maybe offer viewing platforms with telescopes.*
85. *More mile markers*
86. *Put up signs that say "Pack your own trash out."*
87. *Horse trails away from the main paths. Don't like the horse manure on the path*
88. *Protect any old growth trees!*
89. *More garbage cans for dog poop*
90. *It is a wonderful area with easy access, please keep it as natural as possible.*
91. *Regular park rangers to prevent homeless camps destroying wetlands and habitat*
92. *Future bike/ped bridge across the Middle Fork Willamette to connect with Howard Buford Recreation Area, as envisioned in Rivers to Ridges, the Willamalane Park & Recreation Comprehensive Plan and the Regional Transportation Plan. Somewhere near your proposed River Access point (item 9 on the map) might be an optimum location for the crossing because it would land at the narrowest portion of the Willamette Confluence Preserve (minimizing impacts to the Preserve) and near existing service roads in the Howard Buford Recreation Area. 2. Off-street multi-use path from 42nd and Jasper to your proposed additional access point (#13 on the map), using existing public right-of-way, while waiting for a future extension of 42nd Street. 3. The survey required me to select favorites in some cases but, just to be clear, I support all of your proposals as presented above. Excellent work.*
93. *So glad that this is happening.*
94. *Consult with The Nature Conservancy or whoever is improving habitat across the river.*
95. *More single track walking paths.*
96. *Bridge over Willamette to Dorris Ranch*
97. *Improve maintenance on bike path (roots creating bumps) and adding more bike path.*
98. *A playground would be nice*
99. *Consider signs on the horse path for directions for runners/horses to interact with each other. (Runners should alert riders of their presence and wait for instruction from riders before proceeding; horses should keep to one side); horses should avoid the area when it is muddy. Consider making the trail very well drained- perhaps with pea gravel or limestone similar to Ridgeline trail to avoid excessive mud.*
100. *More access to the pond overall . The ability to be able to walk around the entire area*
101. *make it an off-leash dog park with more paths*
102. *The bridge to Mt. Pisgah*
103. *Love the area improvements. Thanks for your hard work.*
104. *just leave it alone, you don't need to spend millions to enjoy nature*
105. *Update/maintain the disc golf course. This will help lead to greater use of the property in an already designated area.*
106. *There are a lot of suspect trees. I walk out there a lot and won't go on windy days as I'm afraid of trees coming down. The cottonwoods are very weak and it has been more than once a tree has fallen on the path while I was walking*

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107. *While habitat appears to be a priority, I'd prefer to see usable recreation features developed. Specifically I would prefer some controlled ponding for open-water swimming and paddle boarding adjacent to the river.*
108. *Not a suggestion, but a heartfelt request - The equestrian population may not be the majority of users, but the horse trails are extremely important to those with properties adjacent to the park. It has been a blessing for my daughter to have trail riding in Springfield and we hope and pray this continues. Thank you!*
109. *I would love soft running paths to increase the number of route options. I work in Springfield and use the path system regularly.*
110. *I'm not sure that building any additional structures is necessary. I feel like there are many great spots to observe already. If anything, we need information about the types of animals and plants posted so we can learn to discern. How cool would it be to share an ap (like plantnet) that can help distinguish native plants and help us learn about our area as we move through it.*
111. *No, all parks are amazing!*
112. *This is a gorgeous area. I think any path along this area would be great.*
113. *The horse trail option is a little "iffy" for me. Especially with small children riding their little bikes, etc. It would also be good to have some sort of speed limit for bicycles in heavier walking traffic areas.*
114. *Do not make places where homeless people will be tempted to live. i.e. no shelters*
115. *Clearwater river access is crowded to adding additional entry points would be great (doesn't have to be a boar ramp, but a play area for kids is nice) and I like the idea of wildlife viewing areas!*
116. *Keep up the great work!*
117. *I do have concerns about this whole area being a conduit for predatory animals. We have seen cougars in this part of town, and there are two schools nearby.*
118. *you all are doing a good job of balancing use and protection, share the trails with equestrians,*
119. *Interpretive signs at viewing platforms or by benches to explain the natural area.*
120. *I'm on the equestrian committee from the start.. I see some changes for the horse trails. I'm good with losing the pond area but would like to add a area for the horse and riding to stop and maybe have a picnic area too. With hitching post any e honey pot I. The area. I was thinking by the Jasper trail head. Honey pot Is there now. There is a area next to it that we could tie our horses there as we eat and rest. Also need a mounting block there. Large log would do. 2) we would like to continue the trail to 28th so other equestrian riders can join the trail at that point. On the Mill Race Path. There are a few barns in that area that want to join the trail. They have no trailers. 3) I'm located at the [redacted]. So I can cross the creek to the park from there. But I think the 39th street would be better for most people. But 42nd could also work. More parking the better. That way people will have most choices. If you can the 28th street road would also work well That way you have another one. People can just park on the side of the road. 4) we need to also have access to the river bank. I'm sure there are a few areas that you can just have a small for our horses to also enjoy the water during the hot months. 5) there's one area about a hundred yards east of the bench on the bike trail now. It has a turn in /out by a few large trees. Anyway I think it would make a nice area for the horses to drink and get off our horses. Picnic table and hitching post. Call it the watering hole. It's off the bike path alittle. We need a log as a mounting block to get back on our horse. Should be something around lol. Thank you for keeping and working with the equestrians folks.*
121. *None, property crime has increased due to this path, have had someone try to steal property, had other high on drugs from the path. The path has people on it all night, was supposed to be closed at dusk? Defiantly not an improvement keep them on the path and out of peoples property. Crime and safety concerns....*
122. *Clearing over growth along paths, ie just keeping up general maintenance.*

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123. *Kick out the homeless and their garbage.*
124. *A bridge across the river to connect to Mt Pisgah/ Buford Park.*
125. *Bark path parallel to the paved bike paths*
126. *would like to keep it as natural area not develop it. we have enough developed parks & areas in town*
127. *River viewing benches. Park watch to deter graffiti.*
128. *A gravel or barkchip running trail.*
129. *The Large pond which has many rarer and sensitive duck species (I've seen Wood Duck, Bufflehead, Ringed Neck Duck, Green Winged Teal) use in the winter as well as other species should be protected and blinds placed around with fishing prohibited. Do not increase the miles of "trails" or "multi-use paths" in this area and prioritize rare and sensitive species habitat protection and restoration.*
130. *Please change the name! GP is owned by the Koch Brothers enterprise and they have a horrible history of destroying the environment hand have paid hundreds of epa violation fines. Please do not honor these terrible people.*
131. *No horses allowed. The trails are too busy and allowing horses will result in user conflicts. More trash cans along the trails.*
132. *ADA improvements! Public lands are for all public members.*
133. *If you are going to have equestrian trials you better include mt bike trails. Horses do alot of damage to trails due to their weight and hoof damage, not to mention the horst biscuits all over. We need more mt bikable trails around this area. The closest are thurston hills and then that is about it will you drive out of town.*
134. *More parking*
135. *Potential new permanent bathroom at a future bridgehead across the Willamette*
136. *Maybe a posted speed limit for cyclists. Even while riding the path myself, I have been nearly ran off the path by speeding cyclists.. it's a nature trail not a race track.*
137. *Leave it all alone*
138. *I'm concerned about horse droppings on the paved part of the path from Clearwater. Wouldn't that interfere with walking, running, and biking? Shouldn't the horse riders have a completely separate parallel path?*

Question 7: We will likely be going through a naming process for this property in the future. If you would like to suggest a name for the Willamalane Board of Directors to consider, please write it below. 95 Responses.

1. *Middle Fork Shores Natural Recreation Area*
2. *Turtle park*
3. *Andrea Ortiz Natural Area*
4. *The Kalapuyan word today is "Umsho" or "Umsu" spoken- "oomsoo" or "oomshoo", either one, meaning "it is good"/ I would like to see it names Umsu - pronounced oomshoo == it is good.*
5. *The trail of equality.*
6. *Camas Riparian Natural Area*
7. *Please consider working with local indigenous peoples to see if they would be interested in identifying an appropriate indigenous name.*
8. *Elias and Mary Briggs Park Or Briggs Mill Race Park*
9. *Western Pond Turtle Park*
10. *Springfield Wetland Preservation*
11. *Ask the tribes*
12. *The Willamette Wetlands and Wildlife Refuge*
13. *Osprey Park*
14. *Middle Fork Preserve*

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15. *Lewis and Clark Park*
16. *Elias Briggs Nature Area*
17. *Springfield Trails for all*
18. *Springfield nature habitat*
19. *GP Acres*
20. *Wetlands of springfield aling with indigenous name of area.*
21. *Millrace channel parkway.*
22. *Let the tribes name it*
23. *WillPac*
24. *A name that reflex's remembering historically those that donated this property to the park's district.*
25. *Springfield forest park*
26. *Would be nice to see something that honors the history of the area that's not from a European settler perspective. The Board of Directors could reach out to native indigenous groups (e.g., Confederated Tribes of the Grand Ronde) for input on naming.*
27. *Pond Turtle Park, Willamette Wetlands Park, Channel Park*
28. *Path Of Life*
29. *Kalapuya*
30. *Middle Fork Natural area*
31. *Something named after or dedicated to someone who has served the Springfield area*
32. *I think it would be wonderful to give this area a name, I have the hardest time, describing to people where I am headed for a run. How about Woodland River Park.*
33. *Adventure Park*
34. *MLK Jr*
35. *Miller's crossing*
36. *GP Pond*
37. *A name with Restoration and/or education would send a message of the benefits and uses for the property.*
38. *To show an awareness of the diverse people who have lived here, maybe a Kalapuya member or early African American who braved the sundowner towns of Lane County.*
39. *Georgia Pacific Park*
40. *I think you should focus on ONE identity for the whole Middle Fork corridor from Clearwater to Dorris. Sub areas can/should have "place-names" but not try to be their own separate parks.*
41. *I don't have a suggestion, but please ensure that we are honoring the community with the naming and not individuals.*
42. *Name it after a native plant or bird or Indigenous resident. Do not name after a corporation or White person or a male - they are over-commemorated!*
43. *Good as is.*
44. *Cottonwood Park*
45. *James A. Bushnell*
46. *Pinebark 7th Generation Committee*
47. *Ojo de la belleza*
48. *Name it after a tribe of the First Peoples.*
49. *Willamette park Middle Fork Park*
50. *Josh Hull Reserve*
51. *New Horizon Park*
52. *Riverview Parklands*
53. *Soggy Bottom, or name it after a bird or tree that lives there. Native American name.*
54. *Turtle Park*
55. *The mill race natural area*
56. *Willamette Confluence Preserve*
57. *Alpha Centauri*
58. *anything pc, of course*
59. *Please do not name it after a person. Maybe consider a Kalapuyan word that refers to nature.*
60. *Something with some Springfield history tied to it.*
61. *anything related to the native land*
62. *Confluence Parkways*
63. *What is the name of the creek there? Maybe merging the name of the creek with whatever people voice they care most about. For example: Hartman Creek Turtle Observatory...or something.*
64. *Jasper Trail*
65. *Willamalane River Trails*
66. *Clear to the Mill Nature Area*
67. *I would like the board to consider non-white folks when making this property.*
68. *trailie mctrail face lol*
69. *Springfield Nature Park A True Park for All*
70. *Something connected to local indigenous peoples.*
71. *Springfield Wildlife Sanctuary.*
72. *Anything that does not have to do with the Koch enterprises*
73. *Something that reflects the historic or geographical significance of the area.*
74. *North Willamette Recreation and Natural area.*
75. *Turtle Park Recreational Area*
76. *Booth-Kelly Natural Area*

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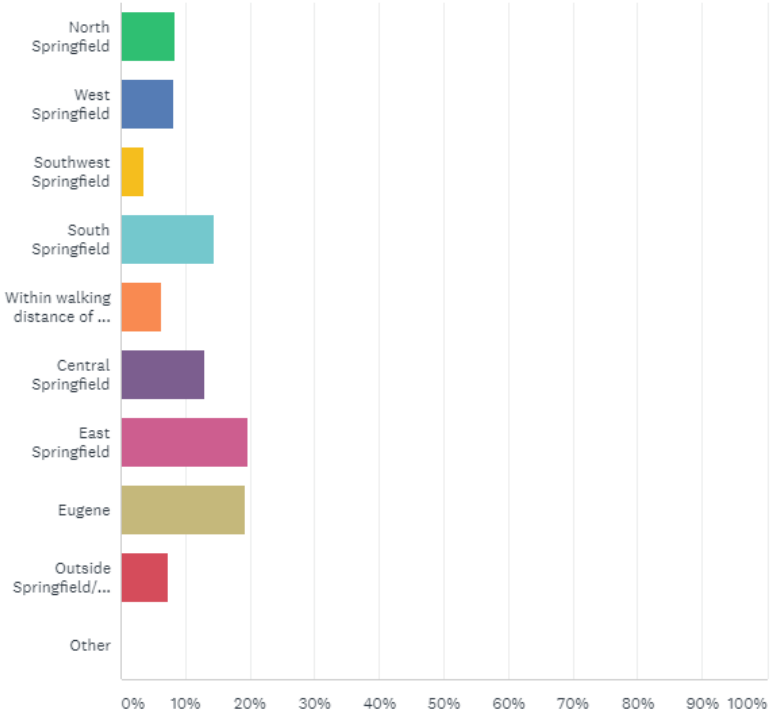
Question 8: Would you like to be kept up to date on progress with the development of this natural area through email? 271 Responses.

ANSWER CHOICES	RESPONSES	
Yes	68.27%	185
No	31.73%	86
TOTAL		271

Question 9: If so, at what email address would you like to be contacted? 186 Responses

Question 10: What area do you live in? Please reference the map above. 285 Responses



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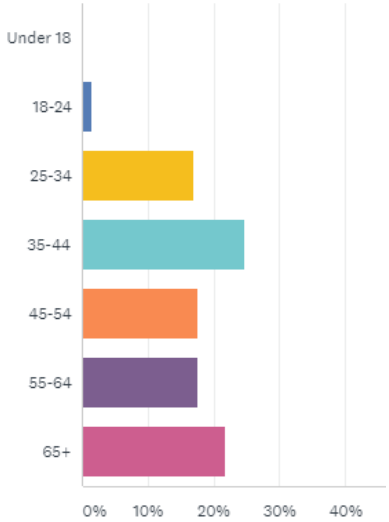
ANSWER CHOICES	RESPONSES	
North Springfield	8.42%	24
West Springfield	8.07%	23
Southwest Springfield	3.51%	10
South Springfield	14.39%	41
Within walking distance of the park, in South Springfield	6.32%	18
Central Springfield	12.98%	37
East Springfield	19.65%	56
Eugene	19.30%	55
Outside Springfield/Eugene, within Lane County	7.37%	21
Other	0.00%	0
TOTAL		285

Question 11: What age range do you fall within? 284 Responses



ANSWER CHOICES	RESPONSES	
Under 18	0.00%	0
18-24	1.41%	4
25-34	16.90%	48
35-44	24.65%	70
45-54	17.61%	50
55-64	17.61%	50
65+	21.83%	62
TOTAL		284

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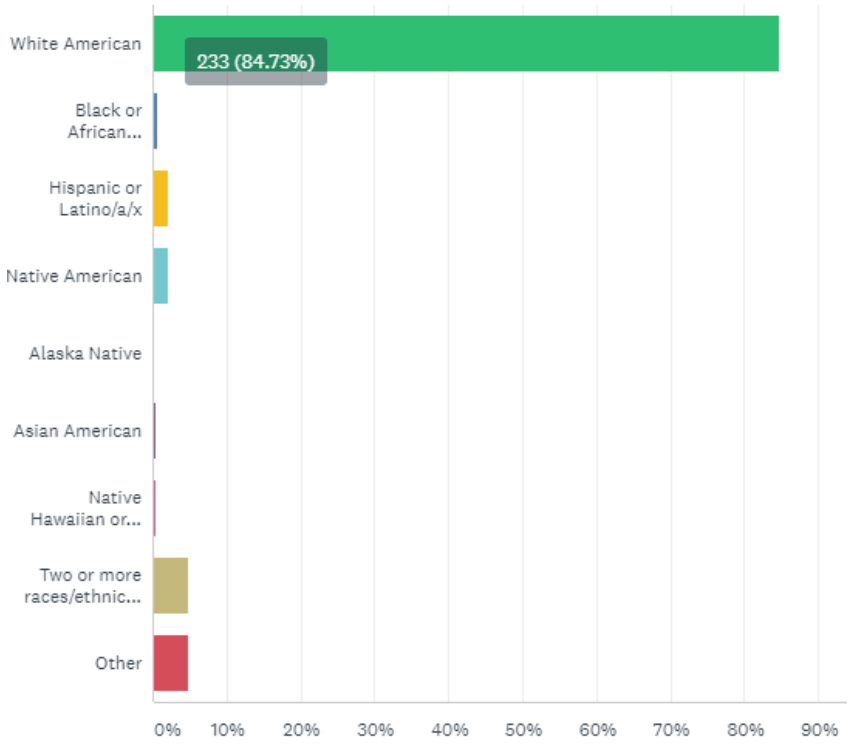
Question 12: Which race/ethnicity best describes you? (Please choose only one.)

275 Responses



ANSWER CHOICES		RESPONSES	
White American		84.73%	233
Black or African American		0.73%	2
Hispanic or Latino/a/x		2.18%	6
Native American		2.18%	6
Alaska Native		0.00%	0
Asian American		0.36%	1
Native Hawaiian or Pacific Islander		0.36%	1
Two or more races/ethnicities		4.73%	13
Other	Responses	4.73%	13
TOTAL			275

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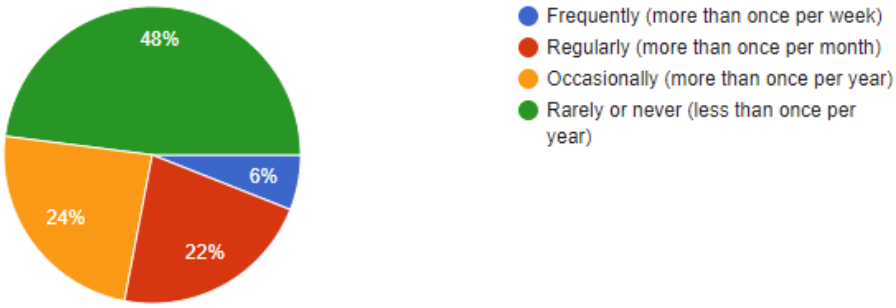
Question 12: Are you a Willamalane employee?
286 Responses

ANSWER CHOICES	RESPONSES	
Yes	3.50%	10
No	96.50%	276
TOTAL		286

Agnes Stewart Middle School Virtual Class Visit & Survey

A virtual class visit was made to middle school students in sciences classes. This visit included short videos that explained: (1) what we are doing and why, (2) what the existing conditions are at Georgia Pacific Natural Area, and (3) what is being proposed. At the end of the presentation, students were directed to take a brief survey to gain an understanding of how much the students are visiting/using the property and what their primary interests are in regards to the future of this property. A total of 102 students took the survey. Results are shared below.

Question 1: How frequently do you visit Georgia Pacific Natural Area? 100 Responses



Question 2: What activities do you enjoy when visiting Georgia Pacific Property? (Select all that apply)
102 Responses

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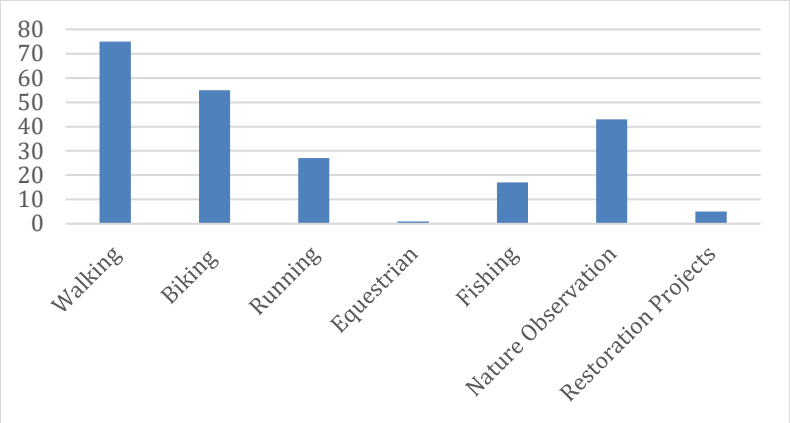
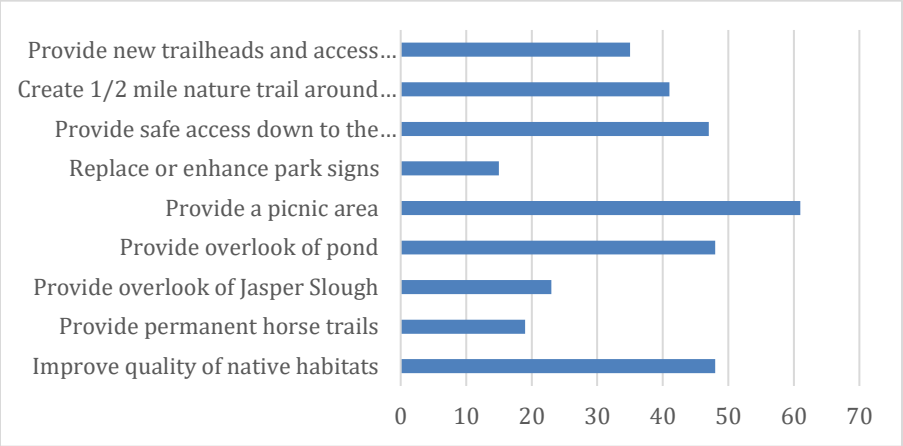


Respondents who selected "other" added the following additional activities. The numbers following the comment reflect how many times each activity was mentioned:

- *Hang out with family/friends - 3*
- *Swim - 2*
- *Watch River - 2*
- *Dog Walking - 2*
- *Picnic - 2*
- *Draw - 1*
- *Listen to music 1*
- *Think - 1*
- *Football - 1*
- *Soccer - 1*
- *Skate – 1*

Question 3: What do you want to see happen most at Georgia Pacific Natural Area?
102 Responses



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Respondents who selected "other" added the following additional ideas. The numbers following the comment reflect how many times each was mentioned:

- *bus stop - 1*
- *more benches - 1*
- *A volleyball court - 1*
- *trails made out of dirt for BMX/mtn bikes - 1*
- *warning signs - 1*
- *build new habitats for the wildlife (especially the turtles) - 1*
- *Swings on the trees! - 1*
- *provide only bike trails - 1*

Question 4: Please explain any of your answers or let us know if there is anything else you would like us to consider for this area. 63 Responses

This was an open ended question. A full list of responses is included below. A brief summary of items (followed by the number of times it was mentioned) is provided first:

Common/repeated Themes:

- Rest or Picnic area would improve experience– 7
- Habitat improvements/preservation is important– 2

All Responses:

- *i would like improvement on making animal habitats*
- *I feel like a picnic area would get used a lot.*
- *more access to fishing areas*
- *I think it'll be nice to have some benches for people who wanna take a break during their visit.*
- *the explanation is to make more activities that will attract more people*
- *Well I've always thought about this old hornet nest, It's just decaying and rotting away and its rotting the tree its in so maybe that could go?*
- *I would like to see have a 1/2 mile nature walk because u wan walk and observe the wildlife there and enjoy the outside.*
- *I said would run, walk, and bike so I could get exercise and I want a picnic area so people can take a break and just have lunch in the nature.*
- *On the map I saw in class the plan for access points one was by my friend's house and we go out and use the trails all the time and that would provide a point so we don't have to go on the main road.*

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- *My mom and I really like going on walks in the Georgia Pacific Natural Area and it would be really nice to have more nature trails and seating areas. I have always wanted to have a picnic there and it would much appreciated!*
- *The wildlife screen would be really nice for observing nature without disturbing it. The overlooks would be very important to the preservation of the wildlife. I think that if people have more choices that don't negatively impact their surroundings, they'll choose those more often.*
- *when i do come to the trail we always have a snack about halfway through but never have a place to eat so having a picnic area would be nice*
- *horse trails as a big one in my opinion*
- *More hedges for viewing the ponds.*
- *I really enjoy walking around ponds and I think they are good places to observe nature.*
- *lower the fences because deer get separated from their family trying to jump*
- *I just want the area to improve*
- *swimming dock*
- *I don't really wanna see it change because one thing leads to another and I don't think that I want the area being over paved or too much site seeing or park signs or anything really because its still ruining nature either way no matter how you say it i'm gonna stick with us only doing trails.*
- *rest area*
- *Picnic area would be cool.*
- *I would like to see more nature included.*
- *An overlook of the pond would be cool because people make their way to the pond by creating their own trails, which damages the land.*
- *I like to go with friends and we want to picnic*
- *warning signs*
- *to make a rock pull so little kids can swim*
- *Clean up all of the litter so no wildlife eat any stuff that is bad for them.*

Partner and Neighbor Comments

Springfield Utility Board (SUB)

SUB's primary interest in the property and this project is maintaining access to their adjacent property and well fields and assuring improvements and activities proposed did not impact ground water. Upon viewing the concepts, SUB did not oppose any of the proposed improvements or activities.

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City of Springfield

So far for the City's primary interest is maintaining access to and health of the Mill Race channel. Upon viewing concepts the City generally had no opposition to anything that was being proposed within the plan. The City has expressed support for exploring the possibility of creating an additional access point from 39th St. The only concern noted was a question of how equestrian use might impact on water quality in the Mill Race. The City has started and will continue to monitor water quality to respond to this concern. They would want to be directly involved in any improvements on or near the Mill Race Channel.

Middle Fork Willamette Watershed Council

This group was not opposed to the proposed improvements or activities shown in the plan. They did provide caution that Willamalane should be thoughtful about proposing additional static infrastructure in the natural floodplain, specifically with respect to impervious surfaces, trails, and other facilities that depend on a static environment.

Oregon Department of Fish and Wildlife (ODFW)

ODFW provided a lot of insight in the research and assessment portions of this plan. They provided information on the pond and other aquatic habitats onsite, information on sensitive species (especially the pond turtle) and recommendations for habitat enhancement and protection. ODFW strongly supported the protection and enhancement of sensitive habitats and prioritizing restoration work in areas that are in higher quality to maintain it that way into the future. ODFW recommended no fishing in the pond area if the goal was to protect pond turtle habitat due to the typical impacts fishing areas experience. There was some concern over the viewing platforms being proposed because they may encourage fishing. They recommend not extending them over the water and designing them in a way to discourage fishing off of them.

The Nature Conservancy - No concerns were expressed.

Equestrian Groups

A representative from the equestrian group who has supported development of equestrian trails onsite submitted the following requests to be considered for equestrian use for this project and other adjacent areas:

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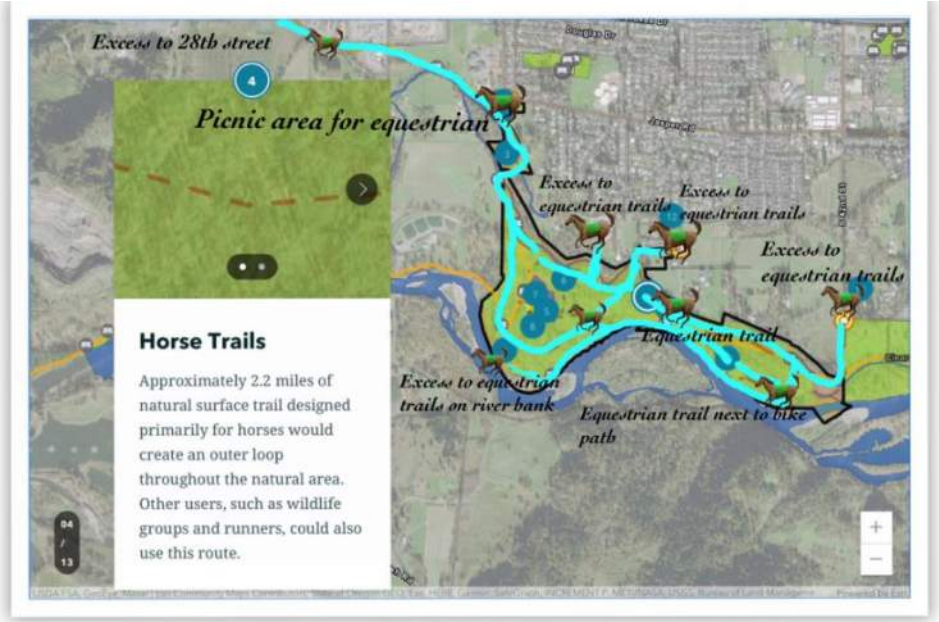
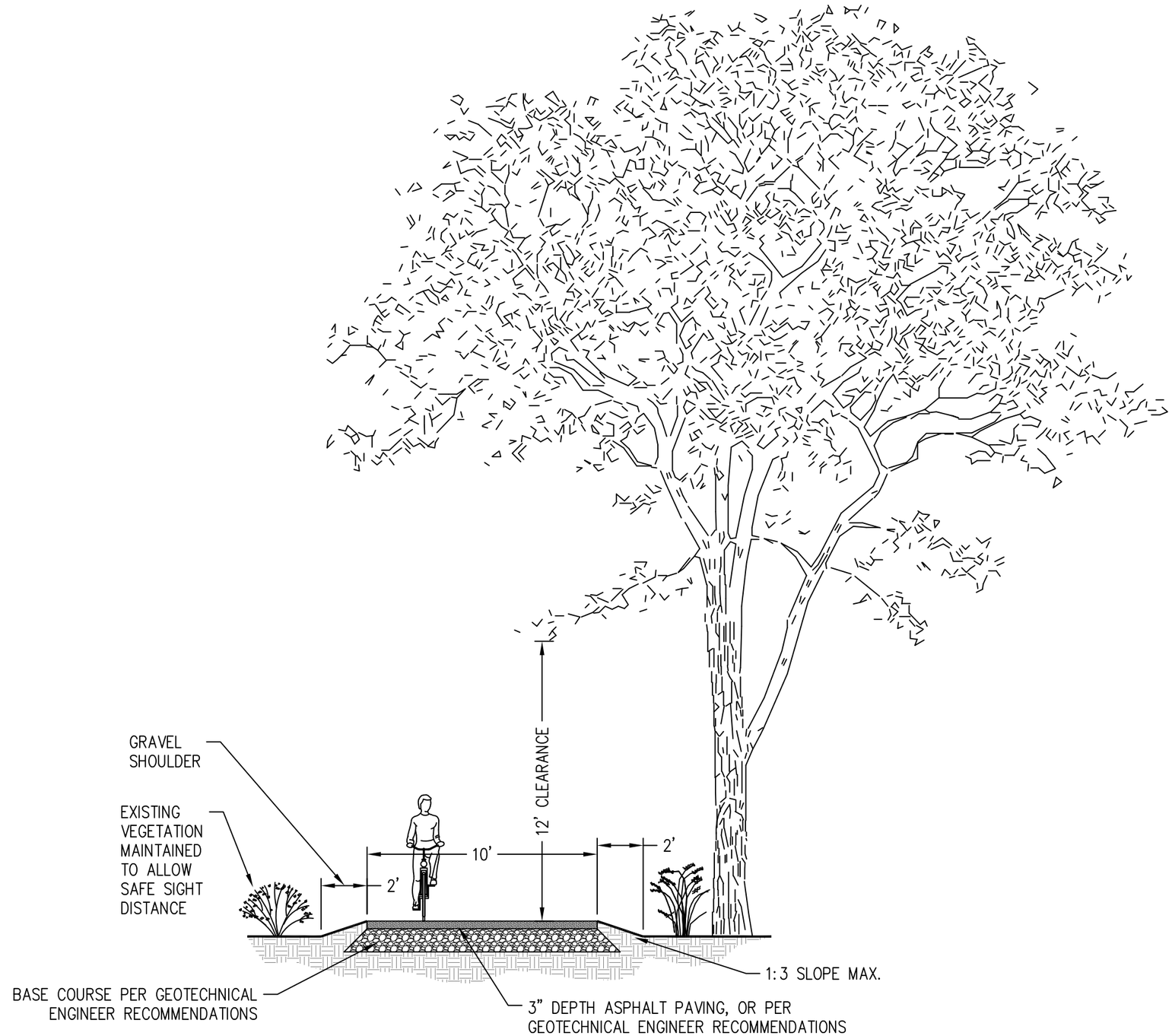


Teal color would be horse trails.
I think we should keep the trails next to the bike path plus the dirt trails except by the closest to the pond.
If bikers and walkers can still use our equestrian trails then it should be ok to share the other one too.
We haven't had any problems yet with sharing the paths including the bike paths. I love seeing the people and the river views too.
If you check with River Rock Ranch and talk to Steven he said the public could Have excess to the creek.
It would be nice to have our horses excess to the river .

Neighbors

Several neighbors called or emailed in response to the proposed new access points for the plan. Two neighbors living along Clearwater Lane called to express concern about access via their local access road. One neighbor adjacent to the 39th St. access sent an email concerned about that access, *"...Although in support of additional access to trails, we are in opposition of the proposed 39th access, especially the construction of a parking lot. We hope Willamalane takes this into consideration. We already have people seeking river access through our property and trespassing. Our biggest concern is not the average recreational user but vagrant activity. Please reach out to us with any further development in the 39th street access."* These neighbors will be notified prior to the draft plan going to the Board of Directors for review to provide them an additional opportunity to submit comment.

APPENDIX 3: Trail Sections and Overlook Concepts



Paved Multi-use Pathway Section

HORIZONTAL SCALE: 1" = 5'-0"

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PROJECT NAME: Georgia Pacific Natural Area Master Plan

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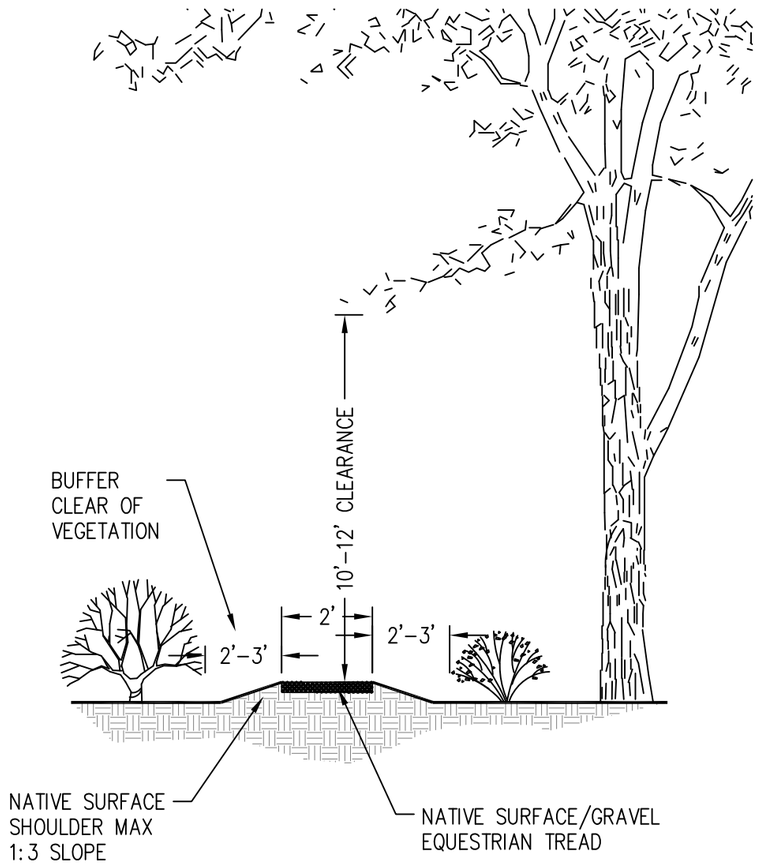
NOT FOR CONSTRUCTION

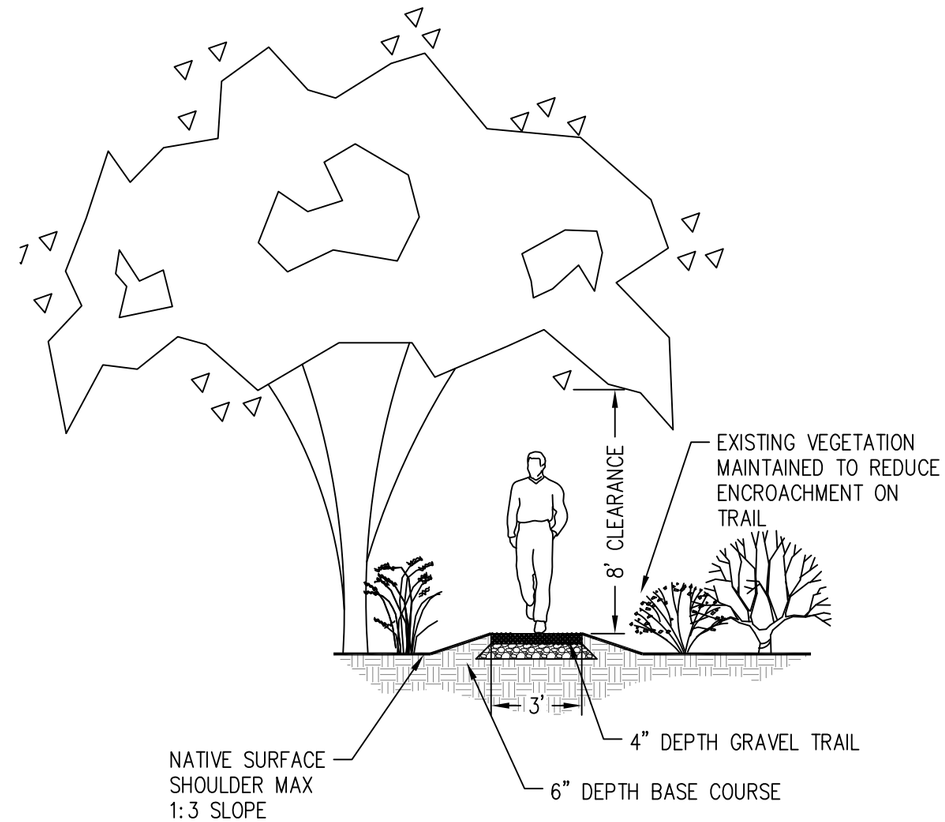
Drawn by: SPD
Date: 10.28.20
Scale: AS SHOWN
SHEET NO: C2.00

APPENDIX 3: Trail Sections and Overlook Concepts



Running / Equestrian Trail Section

HORIZONTAL SCALE: 1" = 5'-0"



Nature Trail Section

HORIZONTAL SCALE: 1" = 5'-0"

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Drawn by: SPD
Date: 10.28.20
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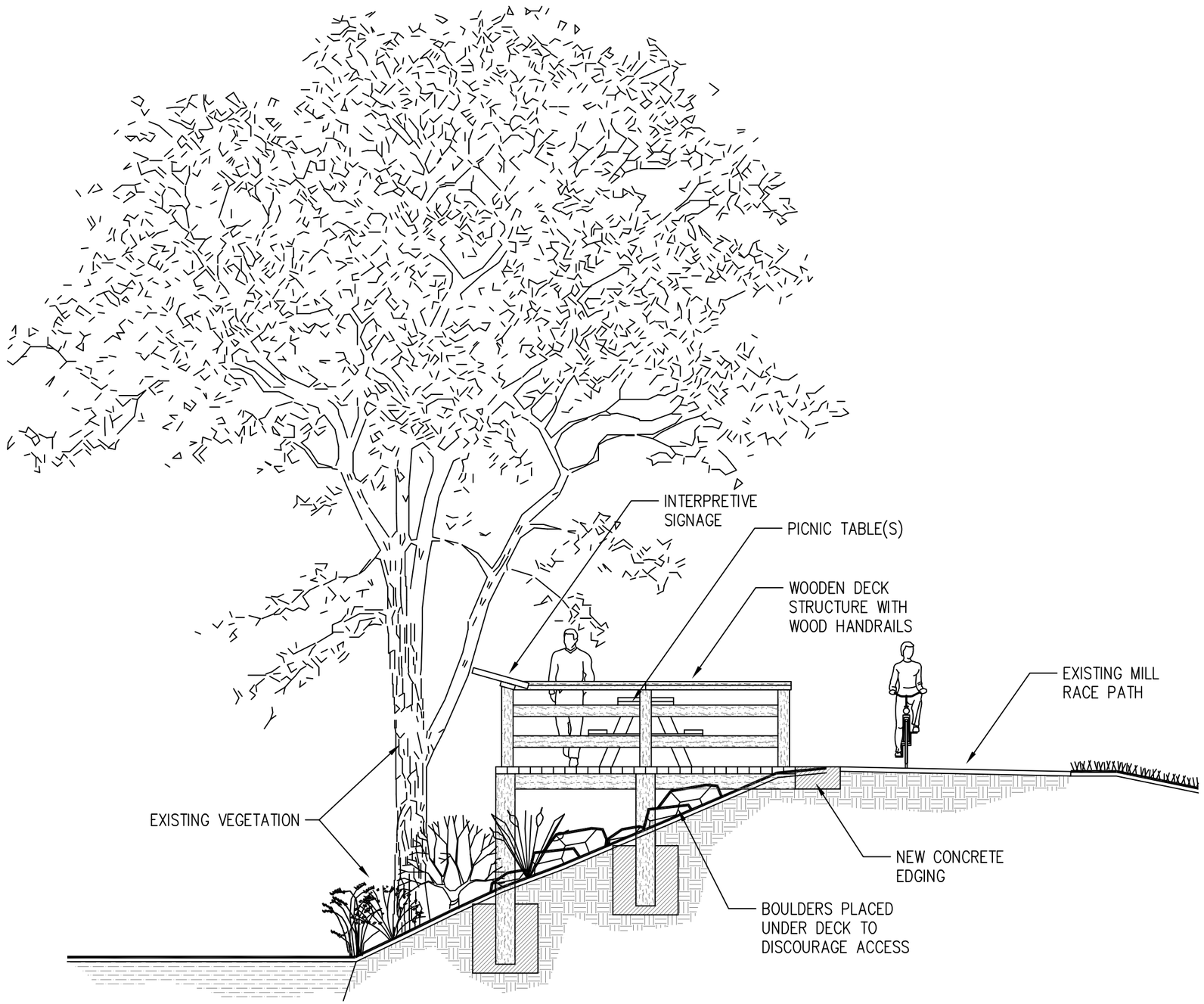
SHEET NO:
C3.00

APPENDIX 3: Trail Sections and Overlook Concepts



Section / Elevation Jasper Slough Overlook

HORIZONTAL SCALE: 1" = 5'-0"

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PROJECT NAME:

Mill Race Path Picnic Area

Jasper Road, Springfield, OR

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CONSTRUCTION

Drawn by: SPD

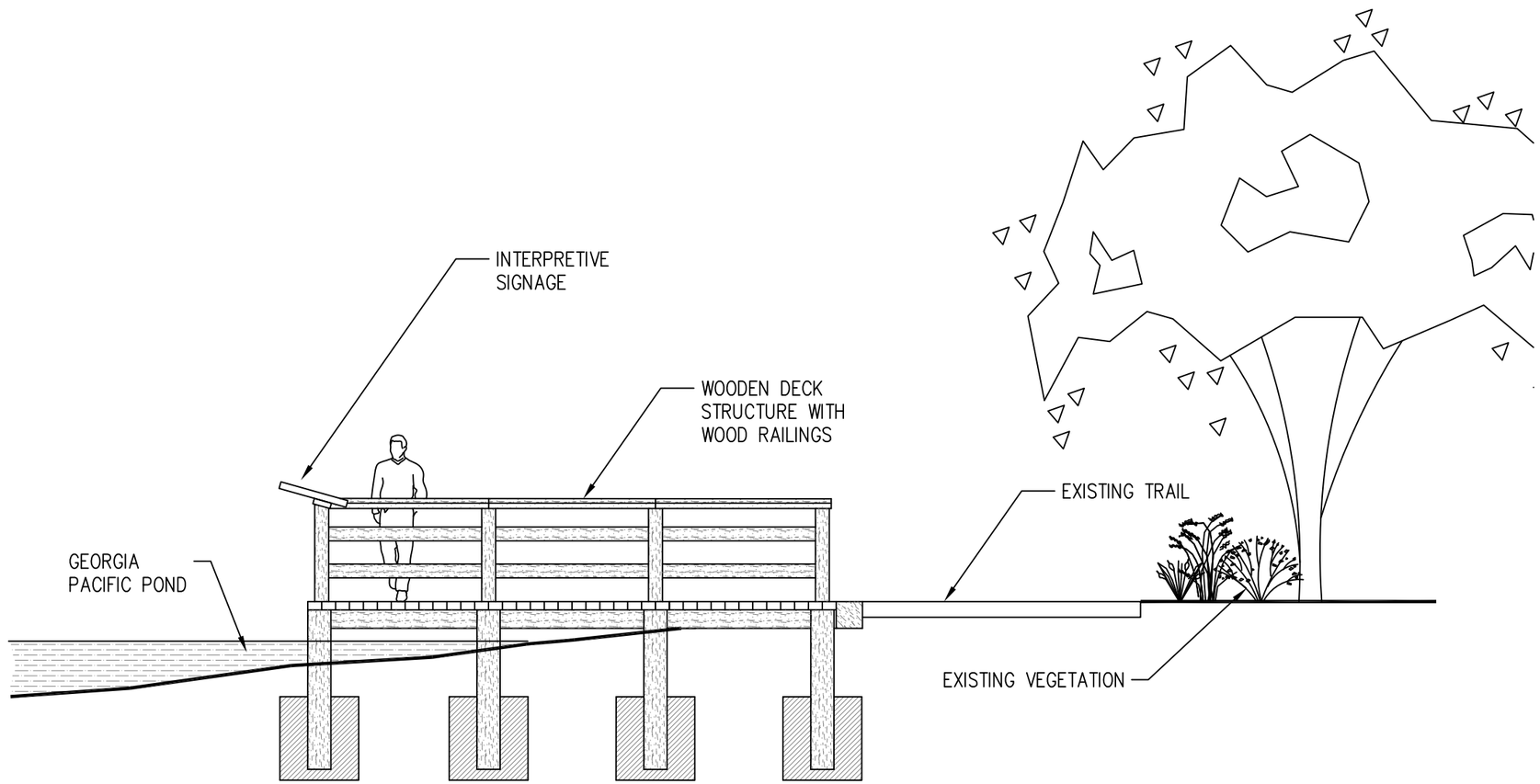
Date: 06.02.20

Scale: AS SHOWN

SHEET NO:

C2.01

APPENDIX 3: Trail Sections and Overlook Concepts



Section / Elevation Pond Overlook

HORIZONTAL SCALE: 1" = 5'-0"

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PROJECT NAME: Georgia Pacific Natural Area Pond Overlook
Springfield, OR

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NOT FOR CONSTRUCTION

Drawn by: SPD
Date: 10.28.20
Scale: AS SHOWN
SHEET NO: C1.00

APPENDIX 4 - NATURAL RESOURCE DATA

WATER QUALITY OF THE MILL RACE CHANNEL

The City of Springfield sampled the water in the Mill Race before (8/12/20) and in the middle (2/1/21) of the equestrian trial period. The City was specifically looking at *E. coli* levels, which may increase with additional horse manure entering the waterway. Results are preliminary and provided a good basis for continued monitoring in future months.

Location	Date	*E. coli* results (MPN/100 mls)*
Upstream of Georgia Pacific	8/12/2020	2
Upstream of Georgia Pacific	2/1/2021	8
At Georgia Pacific	8/12/2020	10
At Georgia Pacific	2/1/2021	12
Downstream of Georgia Pacific	8/12/2020	63
Downstream of Georgia Pacific	2/1/2021	18

** The state standard for E. coli is 406 MPN/100mls.*

FISH SURVEY AT THE POND

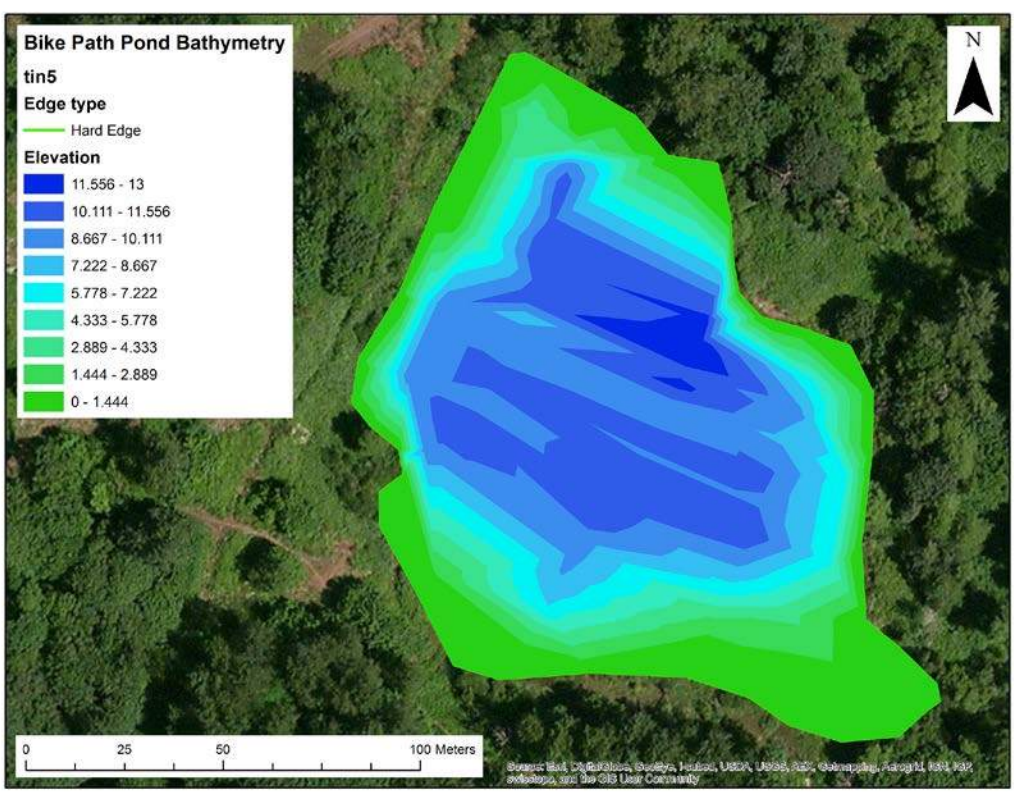
Oregon Department of Fish and Wildlife conducted a fish survey in 2017.

Date:	17-Jan-14
Samplers:	Ziller, Reis & Richardson (ODFW)
Location:	"Bike Trail Pond", Pond on north side of Willamalane bike path west of Clearwater Boat Landing near end of Kintzley Ave (near 32nd St)
Notes:	Note: In January 2017 a connector path opened from the corner of Jasper Rd and 32nd Street to the Clearwater/Willamalane bike path. This pond, the Georgia-Pacific Pond, is immediately east of this connector path.
Sampling Method:	Seine
Water Temperature:	42 F at 11:00am
Sampling Purpose:	To assess ponds for hatchery trout or warm water fishery potential.

We also looked at a smaller pond on the east side of the entrance road into Clearwater Park ("Clearwater Park Pond"). Both ponds had evidence of some angling pressure. Birds (migratory song birds and waterfowl) were present at both ponds, and beaver activity was observed at the pond on the north side of the bike path. Although we didn't sample the smaller pond, we assume it contains some warm water fish.				
Species	Fork Length (mm)	Count	Comments	Species Codes
BG	28			BG = Bluegill
BG	32			BG = Bluegill
BG	40			BG = Bluegill
LMB	195			LMB = Largemouth Bass
BFT		1		BFT = Bull frog tadpole

BATHYMETRY

Oregon Department of Fish and Wildlife (ODFW) also conducted a bathymetric survey of the pond.



AGENDA ITEM SUMMARY		
	Meeting Date:	11/15/2021
	Meeting Type:	Regular Meeting
	Staff Contact/Dept.:	Kristina Kraaz, CAO
	Staff Phone No:	541-744-4061
	Estimated Time:	5 min
S P R I N G F I E L D C I T Y C O U N C I L	**Council Goals:**	Promote and Enhance our Hometown Feel while Focusing on Livability and Environmental Quality

ITEM TITLE:	EXTENSION OF EQUESTRIAN PILOT PROJECT AT THE GEORGIA PACIFIC NATURAL AREA
ACTION REQUESTED:	Authorize City Manager to execute an amendment to the Intergovernmental Agreement (IGA) for a pilot project allowing Willamalane to provide equestrian services at the Georgia Pacific Natural Area.
ISSUE STATEMENT:	The City Council previously authorized an IGA with Willamalane to allow equestrian uses on the jointly owned Georgia Pacific Natural Area property. The purpose of this proposed Fourth Amendment to the IGA is to allow additional time for Willamalane, SUB, and the City to develop a long-term IGA for management of the property that reflects the development of the property under the Master Plan being proposed for approval by the City Council. If the parties are able to complete negotiation of a long-term agreement before the end of 2022, the current IGA specific to the equestrian pilot can be terminated early.
ATTACHMENTS:	Attachment 1: Proposed Fourth Amendment to Intergovernmental Agreement
DISCUSSION/ FINANCIAL IMPACT:	The City jointly owns with SUB and Willamalane the area known as the Georgia Pacific Natural Area. This area is located between the Millrace and the Middle Fork Willamette River and contains the Millrace and Clearwater Park Paths and some well-established, unofficial equestrian trails. The City Council previously agreed to an equestrian pilot program through the end of the summer of 2020, which was extended by mutual agreement of the parties until December 31, 2021. To implement the pilot project, Willamalane has created and installed new trail maps and information signs at the Georgia Pacific Natural Area and Middle Fork Path. They also created and installed new wayfinding signs along the Middle Fork Path where it intersects with the Georgia Pacific Natural Area. In addition, they dedicated parking and staging at Clearwater Park and improved two miles of an existing horse trail. A Master Plan for Georgia Pacific Natural Area is proposed to be approved by City Council by separate item during this meeting. The Master Plan contemplates long-term equestrian use as a possibility with additional improvements, provided that levels of use still allow for physically and environmentally safe conditions. The proposed extension of the pilot program IGA through the end of 2022 will allow the City, Willamalane, and SUB to continue determining each party's desired role in the long-term management and development of the property in alignment with the approved Master Plan.

FOURTH AMENDMENT TO THE
INTERGOVERNMENT AGREEMENT
FOR RECREATIONAL EQUESTRIAN USE

BETWEEN: **Willamalane Park and Recreation District**, a special purpose district duly formed under the laws of the State of Oregon (the "District")

and

City of Springfield, an Oregon Municipal Corporation (the "City")

and

Springfield Utility Board, an Oregon Municipal Corporation ("SUB")

RECITALS

A. The Intergovernmental Agreement for Recreational Equestrian Use made effective May 25, 2020, as amended by that certain First Amendment to the Intergovernmental Agreement for Recreational Equestrian Use, made effective September 8, 2020 (the "First Amendment"), and that Second Amendment to the Intergovernmental Agreement for Recreational Equestrian Use, made effective January 1, 2021 (the "Second Amendment"), and that Third Amendment to the Intergovernmental Agreement for Recreational Equestrian Use, made effective July 1, 2021 (the "Third Amendment") by and between the District, the City, and SUB (collectively, the "Agreement") is amended as set forth in this Fourth Amendment to the Intergovernmental Agreement for Recreational Equestrian Use (the "Fourth Amendment"), which amendment is effective as of January 1, 2022 (the "Effective Date").

B. Pursuant to the Agreement, the District agreed to undertake a Pilot Plan related to public equestrian use; the City and SUB agreed to cooperate with the District's Pilot Program to temporarily allow public recreational use of the Property.

C. The term of the Agreement, as amended by the First, Second, and Third Amendment, will expire December 31, 2021; the Parties wish to continue the Agreement under the terms set forth in this Fourth Amendment.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, and the recitals above being expressly incorporated herein, the parties agree as follows:

1. **Term.** The Expiration Date of the Agreement is hereby extended to December 31, 2022.

2. **Merger.** This Fourth Amendment constitutes the final and exclusive agreement between the parties on the matters contained in this Fourth Amendment. All earlier and contemporaneous negotiations and agreements between the parties on the matters contained in this Fourth Amendment are expressly merged into and superseded by this Fourth Amendment.

3. **Continued Effectiveness of the Agreement and the First, Second, and Third Amendment.** Except as amended by this Fourth Amendment, the Agreement, as amended by the First Amendment, the Second Amendment, and the Third Amendment continue unchanged and in full force.

4. **Counterparts.** This Fourth Amendment may be executed in any number of counterparts, each of which upon execution and delivery shall be considered an original for all purposes, and all of which together shall, upon execution and delivery, constitute one and the same instrument. An electronic or facsimile version of this executed Fourth Amendment, including signatures inserted thereon by any electronic or facsimile means, shall be deemed to be an original Fourth Agreement or signature, as the case may be, enforceable by and against any party hereto.

IN WITNESS WHEREOF, the parties have caused this Fourth Amendment to be signed by their duly authorized representatives as of the date set forth below.

WILLAMALANE PARK AND RECREATION DISTRICT

By: _____
Michael Wargo, Superintendent

Date: _____

CITY OF SPRINGFIELD, OREGON

By: _____
Nancy Newton, City Manager

Date: _____

SPRINGFIELD UTILITY BOARD

By: _____
Jeff Nelson, General Manager

Date: _____