

MINUTES OF THE MEETING OF THE
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY
HELD MONDAY, DECEMBER 3, 2012

The Springfield Economic Development Agency met in the Jesse Maine Meeting Room, 225 Fifth Street, Springfield, Oregon on Monday, December 3, 2012 at 8:14 p.m., with Board Chair Hillary Wylie presiding.

ATTENDANCE

Present were Board Chair Hillary Wylie and Board Members Sean VanGordon, Sheri Moore, Christine Lundberg, Marilee Woodrow, Joe Pishioneri and Dave Ralston. Also present were City Manager Gino Grimaldi, Assistant City Manager Jeff Towery, Attorney Bill VanVactor and City Recorder Amy Sowa.

Board Members Sid Leiken and Faye Stewart were absent (excused).

APPROVAL OF MINUTES

- a. Minutes of October 8, 2012.

IT WAS MOVED BY BOARD MEMBER MOORE WITH A SECOND BY BOARD MEMBER WOODROW TO APPROVE THE OCTOBER 8, 2012 MINUTES. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST (2 ABSENT – LEIKEN, AND STEWART).

COMMUNICATIONS

- a. Business from the Audience - None
b. Correspondence - None
c. Business from the Staff. – None

REPORT OF CHAIR - None

REPORT OF COMMITTEES - None

PUBLIC HEARINGS - None

NEW BUSINESS

1. Resolution Authorizing the City Manager to Award Competitive Bids, Requests for Proposals, Other Personal Services Contracts Exempt from Bidding Requirements Under the City Purchasing Regulations, and to Approve Amendments to Public Contracts During Winter Recess.

RESOLUTION NO. SEDA2012-04 – A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD COMPETITIVE BIDS EXCEEDING THE INTERMEDIATE PURCHASING THRESHOLD, REQUESTS FOR PROPOSALS, OTHER PERSONAL SERVICES CONTRACTS EXEMPT FROM BIDDING REQUIREMENTS UNDER THE

PURCHASING REGULATIONS, AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS DURING THE PERIOD OF DECEMBER 11, 2012 THROUGH JANUARY 6, 2013 WHILE SEDA BOARD IS IN RECESS.

Procurement Officer Jayne McMahan presented the staff report on this item. The City of Springfield conducted sourcing activities for SEDA and followed the City of Springfield's Municipal Code Chapter 2, Public Contracts, Section 2.704 "Public Contracts for Goods and Services," and Purchasing Guidelines unless otherwise stated.

During the SEDA Board's winter recess SEDA would need to award contracts that exceeded the City Manager's signature authority and may need to approve amendments to public contracts where the amendment cost exceeded the limits imposed by Springfield Municipal Code Section 2.706 (3). These actions were normally approved by the Board. To allow SEDA business to proceed as usual during the recess, the SEDA Board may want to authorize the City Manager to approve such actions.

The Municipal Code sets administratively limits on the City Manager's signature authority to make purchases and award contracts. The SEDA Board authorization was required for amounts greater than the intermediate threshold. Section 2.706(3) of the Springfield Municipal Code prohibited amendments to public contracts where the amendment cost exceeded certain limits imposed by the Code except in certain cases of SEDA Board approval. For the duration of the SEDA's 2012 winter recess, staff suggested that SEDA authorize the City Manager to approve competitive bid contracts that exceeded the intermediate procurement threshold, Requests for Proposals, other personal services contracts exempt from bidding requirements under the purchasing regulations, and to approve amendments to public contracts where the amendment cost exceeded the limits imposed by Section 2.706 (2)(c) without SEDA Board approval, including, but not limited to, the projects and contracts, as well as purchases. All expenditures had been budgeted and all purchasing provisions of the Municipal Code were to be followed. City Manager authorization would allow projects to stay on schedule, public service to continue uninterrupted, and limit the City's exposure.

Ms. McMahan noted that currently there was nothing pending, but they wanted to have the resolution in place in case something did come up during their recess.

IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER RALSTON TO ADOPT RESOLUTION NO. SEDA2012-04. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST (2 ABSENT – LEIKEN AND STEWART).

2. Resolution for SEDA Funding of Portions of Local SDC Fees and Charges.

RESOLUTION NO. SEDA2012-05 – A RESOLUTION OF THE BOARD OF THE SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY PROVIDING AN INCENTIVE TO DEVELOPMENT IN DOWNTOWN AND GLENWOOD BY ASSUMING CERTAIN PORTIONS OF SYSTEMS DEVELOPMENT CHARGES AS ESTABLISHED IN THE SPRINGFIELD MUNICIPAL CODE, SECTION 3.406, AND SPECIFYING AN EFFECTIVE DATE

Community Development Manager John Tamulonis presented the staff report on this item. To provide a boost for ambitious development and redevelopment plans (the Downtown Urban Design Plan and the adopted Phase 1 of the Glenwood Refinement Plan), SEDA should consider

adopting the resolution to financially stimulate and move opportunities over the threshold to actual construction. The resolution provided that the reductions were for projects that were consistent with the adopted Downtown Urban Design Plan or the adopted Phase 1 of the Glenwood Refinement Plan.

Year to date in 2012, SEDA enhanced the City's 50% SDC reductions by SEDA's covering the remaining 50% of local SDCs for the development (by obligation to pay that portion of local SDCs to the City) for five projects in the Downtown Urban Design Area (Attachment 2 of the agenda packet). SEDA provided the additional incentive for redevelopment consistent with the Downtown Urban Design Plan by SEDA's funding the remaining local SDC costs, complementing the 50% City-SDC stimulus approved for smaller commercial projects. There were no Glenwood projects.

Council directed staff at a work session on November 26, 2012 to present a resolution on December 3, 2012 to extend the current temporary city-wide SDC reduction and cover larger developments, smaller commercial and industrial development, and new single- and two-family residential development. That City program was to be extended through June 30, 2013 and limited to a total reduction of \$500,000.

The attached Resolution authorized SEDA, from January 1, 2013 to June 30, 2013, to be obligated for the remaining portions of the local City SDCs not covered by the Council resolution in the Downtown Urban Design Plan area and the adopted Phase 1 Glenwood Refinement Plan area. The resolution for this SEDA portion included no cap on the SDCs for projects in these areas since these areas had higher threshold costs than most to overcome substantial development challenges. In addition, the Resolution included potential SDC reductions for multifamily and mixed-use projects that were one of the plan areas referenced above and consistent with the plan.

The resolution provided for the City Manager to report to SEDA on the impact on development in the Downtown and Glenwood areas on or before June 18, 2013, providing the Board to adjust, extend, limit, or end SEDA's pickup of SDC costs.

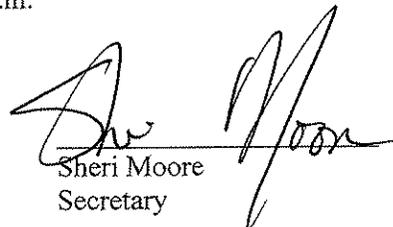
IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER LUNDBERG TO ADOPT RESOLUTION NO. SEDA2012-05. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST (2 ABSENT – LEIKEN AND STEWART).

OLD BUSINESS - None.

ADJOURNMENT

The meeting was adjourned at approximately 8:19 p.m.

Minutes Recorder – Amy Sowa


Sheri Moore
Secretary