



City Council Agenda

Mayor
Christine Lundberg

City Council
Sean VanGordon, Ward 1
Hillary Wylie, Ward 2
Sheri Moore, Ward 3
Dave Ralston, Ward 4
Marilee Woodrow, Ward 5
Bob Brew, Ward 6

City Manager:
Gino Grimaldi
City Recorder:
Amy Sowa 541.726.3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541.726.3700
Online at www.springfield-or.gov

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. 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.

September 23, 2013

5:30 p.m. Work Session
Jesse Maine Room

CALL TO ORDER

ROLL CALL - Mayor Lundberg ____, Councilors VanGordon ____, Wylie ____, Moore ____, Ralston ____, Woodrow ____, and Brew ____.

1. Stormwater User Fees.
[Matt Stouder/Katherine Bishop] (50 Minutes)
2. Boards, Commissions and Committees Review.
[Gino Grimaldi/Amy Sowa] (30 Minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY

Meeting Date: 9/23/2013
Meeting Type: Work Session
Staff Contact/Dept.: Katherine Bishop/DPW
Matt Stouder/DPW
Staff Phone No: 541-726-3674
541-736-1006
Estimated Time: 50 minutes
Council Goals: Provide Financially
Responsible and
Innovative Government
Services

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: STORMWATER USER FEES

ACTION REQUESTED: Staff requests Council input and direction on a conceptually proposed stormwater user fee adjustment for qualifying residential properties.

ISSUE STATEMENT: At a recent meeting, Council expressed an interest in a more detailed briefing on how stormwater user fees are determined and in exploring user fee adjustments to stormwater charges.

ATTACHMENT: 1. Council Briefing Memo

**DISCUSSION/
FINANCIAL
IMPACT:** Based on earlier discussions with Council regarding stormwater user fees, staff has provided preliminary details for a conceptual residential stormwater user fee adjustment program to accommodate low impact development such as rain gardens and/or onsite treatment (Attachment 1).

In any discussion of possible adjustments to the City's stormwater user fee program, it is necessary to consider changes in the context of the City's overall stormwater services program. Therefore, Attachment 1 provides an in depth overview of the City's overall stormwater services and user fee program, including a review of the current stormwater user fee rate structures for commercial and residential accounts. Additional topics of discussion include:

- The City's Stormwater Management Program
- Stormwater Program Funding Sources and Uses
- Generally Accepted Rate Structure Goals and Objectives
- Stormwater Billing and Collection Services and Trends
- Stormwater User Fee Adjustment Considerations

If, after discussion, Council desires to move forward with any adjustment to residential stormwater user fees for low impact development, staff will develop the framework for the adjustment program, including necessary requirements and regulations, and recommend Council consider formal action on the program as part of the annual stormwater user fee rate review in spring 2014.

MEMORANDUM

City of Springfield

Date: 9/23/2013
To: Gino Grimaldi, City Manager
From: Len Goodwin, Development and Public Works Director
 Matt Stouder, Environmental Services Manager
 Katherine Bishop, Senior Finance Analyst
Subject: Stormwater User Fees

**COUNCIL
 BRIEFING
 MEMORANDUM**

ISSUE:

At a recent meeting, Council expressed an interest in a more detailed briefing on how stormwater user fees are determined and in exploring user fee adjustments to stormwater charges.

COUNCIL GOALS/**MANDATE:**

Provide Financially Responsible and Innovative Government Services

BACKGROUND:

On July 1, 1989 Springfield City Council adopted Municipal Code language requiring the collection of stormwater drainage fees from all real property in the City. This basic language has remained essentially unchanged over the years. Council has, however, adopted a number of resolutions to revise the drainage user fee amounts based upon regulatory requirement changes, capital infrastructure investment needs, debt service requirements and inflation.

Springfield Municipal Code 4.208 (2) requires all real property within the City which benefits from, or contributes drainage water to, the City's stormwater system to pay a stormwater fee. As outlined in the table below, all single family dwellings pay an equal fee currently set at \$12.62 per month. For property other than single family, the fee is calculated by the product of the amount of property in 1,000 square feet and a value based on the intensity of development. To this, an administrative fee of \$1.456 per month is added.

Stormwater Monthly Fee Schedule					
* Residential: \$12.62					
** Commercial	Very Heavy >70%	Heavy 41-70%	Moderate 20-40%	Light <20%	Undeveloped 0%
Base Fee per 1,000 sq ft	\$1.466	\$1.466	\$1.466	\$1.466	\$0.000
Impact Fee per 1,000 sq ft	\$2.200	\$1.284	\$0.368	\$0.000	\$0.000
Total Rate per 1,000 sq ft	\$3.666	\$2.750	\$1.834	\$1.466	\$0.000
*Includes Single Family Residential and Duplex Households					
**Commercial is based on percentage of property development (impervious surface)					
**In addition to the total Commercial rate displayed above, an administrative fee of \$1.456 per account is applied					

The first component of the non-residential stormwater fee shown in the table above is a base fee, currently set at \$1.466 per 1,000 square feet. The base fee is a fixed fee incurred by all developed properties which benefit from the public stormwater system owned and operated by

the City. The base fee is independent of the amount of discharge a developed property contributes into the public system, and is intended to provide for benefits such as flood protection, water quality protection, State and Federal regulatory compliance, and general infrastructure maintenance.

The second component in the table above is an impact fee, which directly relates to the impact a developed property has on the City's system (through stormwater discharge). The values for the per 1,000 square feet impact fee are derived from a runoff coefficient according to the intensity of development, as follows:

- Undeveloped: Real property which is undeveloped and unaltered by buildings, road, impervious surfaces. Coefficient = 0
- Light Development: Impervious surfaces < than 20%. Coefficient = 0.40
- Moderate Development: Impervious surfaces 20% - 40%. Coefficient = 0.50
- Heavy Development: Impervious surfaces 41% - 70%. Coefficient = 0.75
- Very Heavy Development: Impervious surfaces > than 70%. Coefficient = 1.00

The intensity of development coefficient increases as the amount of impervious surfaces which discharge to the City system increase. This allows non-residential property owners the ability to directly control their monthly stormwater bill through onsite design of their private drainage system, either through minimization of installed impervious surfaces or by installing low impact development techniques such as infiltration swales and/or rain gardens.

DISCUSSION:

Earlier this year, during the user fee rate review process, Council expressed an interest in exploring user fee adjustments for residential customers who install low impact development techniques that reduce stormwater runoff into the City's stormwater system (similar to the program that currently exists for non-residential development). Staff has prepared a conceptual option for Council consideration, which is discussed at the end of this memo.

To provide context with respect to how user fee adjustments may influence the City's overall stormwater program, the following topics are discussed briefly below:

- The City's Stormwater Management Program
- Stormwater Program Funding Sources and Uses
- Generally Accepted Rate Structure Goals and Objectives
- Stormwater Billing and Collection Services and Trends
- Stormwater User Fee Adjustment Considerations

Stormwater Management Program – The City's stormwater services are regulated under a Phase II National Pollutant Discharge Elimination System (NPDES) Permit, issued by the Oregon Department of Environmental Quality (DEQ). The City's Stormwater Management Plan, which provides policy and management guidance to meet stormwater regulations imposed in the City's NPDES Permit, was originally adopted by the Council in 2004 and subsequently updated in 2010. Within the Stormwater Management Plan, Council adopted key outcomes for the City's Stormwater Management Program, including:

1. Protect citizens and property from flooding.
2. Ensure compliance with State and Federal requirements to reduce risk of third party lawsuits or enforcement actions.
3. Improve surface and sub-surface waters for aquatic life and other beneficial uses.
4. Preserve and maintain surface water, wetlands, and riparian areas as functional and

- attractive for people, fish and wildlife.
- 5. Citizens, businesses, and industries understand the need to protect water quality.
- 6. Provide regulatory certainty for the development community while ensuring that growth is not constrained by lack of planning or facilities.
- 7. Urban drainageways become community amenities.

Stormwater Program Funding Sources and Uses –In exploring potential adjustments to the stormwater user fee rate structure, it is important to note that the City’s stormwater services program is funded primarily through stormwater user fees which account for 98% of the total operating program revenue budget in FY14. The remaining 2% of revenues includes 1.9% from stormwater permit fees, plus an estimated 0.1% from interest income.

The City provides stormwater services to approximately 18,400 accounts in total of which 93% are residential accounts (single family homes and duplexes) and 7% are commercial accounts. Of the projected \$5.81 million in stormwater user fee revenue in FY14, 45% of user fee revenue is attributable to residential customers, and 55% of revenue is from commercial accounts.

User Fee Revenue by Customer Type	FY14 Budget	Percentage	No. Accounts	Percentage
Residential	2,597,200	45%	17,150	93%
Commercial	3,212,800	55%	1,250	7%
Total	\$5,810,000	100%	18,400	100%

The City’s Stormwater Program includes the following operating programs which include personal services and materials/services budgets to continuously provide stormwater services for the community, meet regulatory permit standards, and work to achieve Council adopted key outcomes.

Stormwater Programs	Program Description
Planning	Stormwater facility master planning; capital project identification; regulatory compliance; standards and public policy
Permitting	Development and refinement of code/regulations; land drainage and alteration permitting; construction site stormwater run-off and control; plan review and approval; inspection and enforcement
Regulatory Administration	Water quality monitoring; inspection and enforcement; pollution prevention
Illicit Discharge Program	Reporting and tracking; response and enforcement; outfall inventory and mapping; water quality monitoring for illicit discharge, discharge detection and elimination
Preventive Maintenance	Service line inspections; catch basin cleaning; inventory and conditions survey; leaf program; vegetation management; culvert cleaning and canal reshaping; flood control; water quality features maintenance; catch basin and curb inlet maintenance; pipeline repair
Engineering	Reviewing and implementing design standards for stormwater facilities
Capital Program	Project development and construction; inspections and construction management; bid and award; recordkeeping
Program Management	Stormwater administrative and customer service; public education/outreach; financial planning and rate development; budget development

In addition to funding the on-going operating programs, a share of revenues from stormwater user fees are allocated to the capital program budget in the amount of \$1,540,000 and to meet stormwater debt service obligations in the amount of \$705,400.

Rate Structure Goals and Objectives – Commonly accepted rate structure goals and objectives include, but are not limited to the following:

1. Comply with legal requirements
2. Ensure revenue adequacy to meet operating and capital needs
3. Provide equity and fairness between customers
4. Be easy to understand and administer
5. Facilitate ongoing review to maintain rate stability

Stormwater Billing and Collection Services – The City’s residential stormwater service user fees are charged as a level \$12.62 monthly charge to cover an appropriate share of stormwater management services citywide. The stormwater component of the customers overall utility bill is the smallest component of the total typical residential utility bill, and with the level stormwater monthly charge, residential customers can anticipate the stormwater service charge amount on their bill. As a result, the City’s billing and customer service staff received a very low level of customer inquiries specific to stormwater billing services.

On average 83% of billed amounts are collected by the due date, with 14%-15% of billed amounts collected 1-30 days after the due date. Less than 2% of billed amounts remain unpaid

31-60 days after the due date, with less than 1% of billed amounts pending collection 61+ days after the due date.

Stormwater User Fee Adjustment Considerations - It is important that user fee rate structures provide equity and fairness between customers. Therefore, the basis of the City’s stormwater user fees takes into consideration all stormwater services provided by the City, in addition to the impact of the customer’s property on the public system.

Commercial - As discussed in the background section above, a base fee of \$1.46 is paid by all commercial developments that benefit from the overall stormwater system owned and operated by the City. In addition to the base fee, an impact fee is collected based upon the impact a property’s stormwater discharge has on the public system. Commercial developments that reduce the impact to the City system are charged a lower impact fee within the City’s current commercial stormwater user fee rate structure.

Earlier this year in a letter to Council, Planned Parenthood of Southwest Oregon (PP) inquired about the City’s stormwater rate structure. PP recently received site approval and built a new facility located at 3579 Franklin Blvd, and expressed concern that they were asked to pay monthly stormwater user fees given their recently approved development did not discharge stormwater runoff into the City’s system. As discussed above, all commercial development in the City is assessed a base fee, with an impact fee charged based on the actual impact to the City system. The table below shows the monthly rate the PP development is requested to pay under the current rate structure (base fee only), contrasted to the amount PP would have been asked to pay had they not installed onsite stormwater infiltration systems and discharged their runoff to the City system.

Without the onsite green infrastructure for stormwater collection and treatment, PP would have been categorized in the “Heavy” category, with user fees totaling \$141.38 monthly or \$1,697 a year. With the installed green systems onsite, PP’s bill is \$56.35 monthly or \$676 a year. For comparison purposes with onsite treatment in this example, the stormwater user fee charges are 60% less than without the onsite green infrastructure, in recognition of the lower stormwater impact.

Rate Factors	Site Specific Example	
	Heavy (standard discharge)	Light (minimal discharge)
Total Impervious (thousand sq ft)	50.880	37.446*
Base fee per 1000 sq ft	\$1.466	\$1.466
Impact fee per 1000 sq ft	\$1.284	\$0.000
Subtotal	$50.880 \times \$2.750 = \mathbf{\$139.92}$	$37.446 \times \$1.466 = \mathbf{\$54.89}$
Administrative fee	\$1.456	\$1.456
Total Monthly Bill	\$141.38	\$56.35

*13,434 sq ft of porous asphalt not included in calculation

It is also worth noting that at the time of development, System’s Development Charges (SDC’s) are assessed based upon the impact the development has on the City’s stormwater system. The City’s stormwater SDC methodology allows for a reduction in SDC’s based upon a corresponding reduction in impact to the City system. In this example, since the PP site was designed and developed to contain and treat all stormwater onsite, the stormwater SDC’s paid was \$0. In contrast, because the PP site includes systems designed to reduce stormwater flows to the City system, the stormwater SDC uncollected by the City was approximately **\$17,810**.

In summary: (1) the City's currently adopted commercial stormwater user fee rate structure allows for charges to be applied based on the impact to the City system in a fair and equitable manner; (2) the City's currently adopted SDC methodology allows for fair and equitable charges at the time of development based on the impact to the City system for both commercial and residential properties.

Option to Change Commercial User Fee Rate Structure and Next Steps - Council may desire to change the commercial stormwater user fee rate structure by reducing the *base fee* per 1,000 square feet and/or the *impact fee* per 1,000 square feet component(s) of the rate structure (as displayed on page 1 of this report). Reducing the fee on one component of the rate structure, would require a corresponding increase on the other rate component to maintain revenue adequacy to support current Stormwater programs and service levels. If Council wishes to make rate structure changes and provides such input, staff would return to Council with the outcome of an in-depth fiscal and program analysis for Council action. The analysis would further evaluate: (1) negative revenue impacts; (2) off-setting rate increases and/or rate structure adjustments to maintain revenue adequacy, and/or; (3) stormwater program service reductions and associated expenditure budget reductions to off-set and balance with negative revenue impacts, while maintaining regulatory permit standards. Staff is not proposing adjustments to the commercial rate structure at this time and does not recommend this option.

Residential - For residential development however, the rate is flat at \$12.62 per month since nearly all stormwater from roofs and driveways runs off into the City's public stormwater system. With recent interest in green development such as rain gardens, some property owners are choosing to install private onsite treatment systems on their property to keep residential runoff onsite and out of the City system. The focus of stormwater user fee adjustments for onsite treatment that follows is specific to residential stormwater accounts (single family and duplex homes).

Proposed Residential Stormwater User Fee Adjustment Program – Rain Garden/Onsite Treatment – For residential properties, rain from roofs and driveways typically goes untreated into city stormwater pipes under the street and into local streams and waterways. Stormwater may carry harmful water pollutants such as gas, grease, oil, pet waste, weed killers and fertilizers, which can be unhealthy for the environment, including aquatic habitat, wildlife and the public. Disposal of stormwater on private property, in a safe and appropriate manner, results in a reduction in stormwater runoff to the City's stormwater collection system.

To support safe and appropriate collection and treatment of stormwater runoff from residential property, the following fee adjustment concept is provided for further discussion with Council. The City of Gresham offers a similar residential stormwater user fee discount program which is a key source of information for the basis of this proposed program.

Program objectives include:

1. Supporting safe and appropriate onsite collection and treatment of stormwater runoff on private residential property.
2. Operating and maintaining a system that reduces stormwater runoff from residential properties to the City's stormwater collection system.

Program requirements and proposed residential stormwater monthly user charge adjustments for qualifying residential properties:

1. A 20% reduction in stormwater monthly user charges for properties with at least 75% of property hard surfaces that drain onto the private property, without seepage to the street or

- off-site during large storms
2. A 10% reduction in stormwater monthly user charges for properties with at least 50% of property hard surfaces that drain onto the private property, without seepage to the street or off-site during large storms.
 3. Properties with less than 50% of property hard surfaces that drain onto the private property would not be eligible for an adjustment in stormwater monthly user charges.

Preliminary assumptions for a typical residential property:

1. Property size: 6,500 – 7,000 square feet
2. Home size: 1,600 square feet
3. Impervious surface: 2,500 – 3,000 square feet, includes home, garage, patio, driveway, etc.

Based on preliminary program assumptions when applied to the typical residential property, meeting the proposed program requirements, the associated user fee reductions would be as follows:

1. A 20% reduction in stormwater monthly user fees would require at least 75% (at least 4,875 – 5,250 square feet) of hard surface to drain onto the private property, with a user fee reduction from \$12.62 to \$10.10 monthly, resulting in a savings of \$2.52 monthly or \$30.24 annually.
2. A 10% reduction in stormwater monthly user fees would require at least 50% (at least 3,250 – 3,500 square feet) of hard surface to drain onto the private property, with a user fee reduction from \$12.62 to \$11.36 monthly, resulting in a savings of \$1.26 monthly or \$15.12 annually.
3. Properties with less than 50% of property hard surfaces that drain onto the private property would not be eligible for an adjustment in stormwater monthly user charges

RECOMMENDED ACTION:

If, after discussion, Council desires to move forward with either an adjustment to residential and/or commercial stormwater user fees, staff will develop the framework for the adjustment program, including necessary requirements and regulations, and recommend Council consider formal action on the program as part of the annual stormwater user fee rate review in spring 2014.

AGENDA ITEM SUMMARY

Meeting Date: 9/23/2013
Meeting Type: Work Session
Staff Contact/Dept.: Gino Grimaldi/
Amy Sowa
Staff Phone No: 541.726.3700
Estimated Time: 30 Minutes
Council Goals: Foster an Environment
that Values Diversity
and Inclusion

**SPRINGFIELD
CITY COUNCIL**

ITEM TITLE: BOARDS, COMMISSIONS AND COMMITTEES REVIEW

**ACTION
REQUESTED:** Review City Boards, Commissions and Committees (BCC) and discuss possible changes to the qualifications and appointment process.**ISSUE
STATEMENT:** Springfield's boards, commissions, committees and task forces bring together citizen viewpoints which might not otherwise be heard and provide an invaluable service to the City. It is important to reach out to all citizens and encourage participation from those that may not have served in the past.**ATTACHMENTS:** Attachment 1: List of Springfield's City Boards, Commissions and Committees for Review
Attachment 2: Charges of the City's Boards, Commissions and Committees
Attachment 3: Section IX from the 2013 Council Operating Policies and Procedures Regarding Boards, Commissions and Committees.
Attachment 4: Full Listing of Springfield's Boards, Commissions and Committees**DISCUSSION/
FINANCIAL
IMPACT:** Effective citizen participation is an invaluable tool for local government, and is accomplished by active citizen engagement on the many City BCCs. Periodically, the Council is encouraged to review the Charges and processes of the City's BCCs to make any desired changes.

In the past, the topic of possible changes to the City's BCCs in terms of the appointment process has been raised. One area of consideration is in the area of qualifications of candidates. The Council has expressed a desire to encourage citizens who may not already be involved in public service to apply and be appointed to open positions. Concern has been expressed regarding appointment to City BCCs of people currently serving as an elected official on another agency's Board or Commission.

Another area of consideration is the process of interviewing candidates for certain BCCs and not others. The City Council is responsible for appointment of members to most of the City's boards, commissions and committees, and has the option of interviewing candidates prior to their appointment. Currently, the City Council interviews for positions on the City Council (when vacancies occur between elections), Budget Committee, Historic Commission, Planning Commission and Metropolitan Wastewater Management Commission (MWMC) (Section 10 Subsection 3.8 from the 2013 Council Operating Policies and Procedures). Attachment 1 notes which BCC positions Council interviews for and which they do not.

City of Springfield
Boards, Commission and Committees
Appointed by the Council

BOARD, COMMISSION COMMITTEE	COUNCIL LIAISON	STAFF LIAISON	INTERVIEWED BY COUNCIL
Arts Commission	Marilee Woodrow	Kristen Cure	
Budget Committee	All Council	Bob Duey	✓
Community Development Advisory Committee (DAC)	Christine Lundberg	Kevin Ko	
Council (upon vacancy between elections)	All Council	Gino Grimaldi	✓
Development Advisory Committee	Sean VanGordon	Jim Donovan Matt Stouder	
Historic Commission	Bob Brew	Molly Markarian	✓
Library Board	Sean VanGordon	Rob Everett	
Metropolitan Wastewater Management Commission (MWMC)	Marilee Woodrow	Ron Bittler	✓
Planning Commission	Bob Brew	Greg Mott	✓
Police Planning Task Force	Marilee Woodrow	Mike Harman	

- See Attachment 4 of the agenda packet for a complete list of Boards, Commissions and Committees. The above list is a consolidated list of the type of BCC's under review regarding their Charge, recruitment process and which are interview by Council.

January 9, 2013

Arts Commission

CHARGE

The Springfield Arts Commission was created to promote the arts in Springfield. Assistance is given by the Commission to local artists in the form of grant sponsorship, networking, education, communication, and, occasionally, funding.

The Commission may co-sponsor art events and exhibits. It works closely with the Lane Regional Arts Council and the Oregon Arts Commission.

Source of Existence:	Council
Bylaws:	Yes
Code:	No
Sunset Date:	Council
Membership	
Number:	9
In City:	Majority
Out of City:	Minimal
Terms (2 max):	4 Years
Ward:	No
Qualifier:	Area residents with a 97477, 97478 or 97482 zip code only are eligible. They may reside outside the city limits, but must have a qualifying zip code.
Appointed By:	Council application
Meeting Time:	Monthly - Second Monday - 6:30 p.m. Library Conf. Rm.
Funding Source:	General Fund and Room Tax
Staff Liaison:	Kristen Curé, Adult Services Librarian, 541-726-2232
Council Liaison:	Marilee Woodrow, 541-988-0955

Cmo/common/bcc/arts
Last Revised: 01/09/13

May 1, 2007

Budget Committee

CHARGE

The Budget Committee is provided for in State Law. It is responsible for reviewing the financial plans and policies of the City, including the review of the Annual Budget and the recommendation of the Annual Budgets to the City Council.

Source of Existence:	State/Council
Bylaws:	No
Code:	No
Sunset Date:	Mandatory
Membership	
Number:	12
In City:	12
Out of City:	None
Terms (2 max):	3-Years staggered terms
Ward:	Yes (not required by State Law)
Qualifier:	6 members from the Council and 6 citizens by Ward (Citizen members may not be officers, agents or employees of the City, per ORS 294.336(4).)
Appointed By:	Council application and interview
Meeting Time:	Varies through Budget Season
Funding Source:	General Fund
Staff Liaison:	Jeff Towery, Assistant City Manager, 726-3700 Bob Duey, Finance Director, 726-3740
Council Liaison:	All Council (Note: the Mayor may participate with the approval of the Budget Committee as an ex-officio, non-voting member.)

cmo/common/bcc/budget
Last Revised: 5/1/07

January 9, 2013

Community Development Advisory Committee

CHARGE

The committee provides an opportunity for all interested citizens to participate in the development of Springfield's Community Development Block Grant (CDBG) and HOME Investment Partnership programs, provide an opportunity for citizen involvement in an advisory capacity in policy decisions regarding program implementation, and provides a forum for citizens to assess and submit the comments on all aspects of Springfield's community development and housing programs performance including the performance of the City, non-profit agencies and contractors.

Source of Existence: Federal/Council

Bylaws: Yes

Code: No

Sunset Date: Mandatory by Federal Regulations

Membership

Number: 8 (6 citizen members, 1 Councilor, 1 Planning Commissioner)

In City: Yes

Out of City: No

Terms (2 max): 4 Years

Ward: No

Qualifier: Yes (City policy gives preference for membership on the CDAC to persons likely to be affected by the local CDBG-funded activities, including lower income persons, residents of lower income neighborhoods, racial and ethnic minorities, senior citizens, disabled persons, and single female heads of households.

Appointed By: Council application - 6 citizens
Mayor - 1 Councilor liaison
Planning Commission - 1 Planning Commission Rep.

Meeting Time: As Needed

Funding Source: U.S. Department of Housing and Urban Development

Staff Liaison: Kevin Ko, Housing Programs Specialist, 726-2302

Council Liaison: Christine Lundberg, 520-9466

Planning

Commission Liaison Chris Stole, 434-0389

Cmo/common/bcc/cdac
Last Revised: 1/09/13

January 9, 2013

City Council

CHARGE

Elected by citizens of Springfield as the local governing body to set policies for the operation of the City of Springfield. The Council has all the authority granted to them by State Law and the City Charter.

Source of Existence:	City Charter
Bylaws:	Yes - Council Operating Policies and Procedures
Code:	Charter Section 2-13, Section 50-62
Sunset Date:	Mandatory by Charter
Membership	
Number:	6
In City:	Yes
Out of City:	No
Terms:	4 Years (No maximum number of terms)
Ward:	Yes
Qualifier:	Yes – See Charter
Appointed By:	Election (See State-Local Election Laws)
Meeting Time:	Weekly - Regular Meetings – first and third Mondays at 7:00 p.m. Work Sessions – second and fourth Mondays at 6:00 p.m.
Funding Source:	General Fund
Staff Liaison:	Gino Grimaldi, City Manager, 726-3700
Council Liaison:	All Council

Cmo/common/bcc/cc
Last Revised: 01/09/2013

Springfield DAC Operating Procedures Adopted:

Springfield City Council Development Advisory Committee

1 Establishment

Springfield City Council established the Development Advisory Committee (DAC) on July 23, 2012 for review of the City's customer service, economic development and development review process and procedures.

2 Purpose

The Springfield City Council endorsed the following mission statement for the DAC:

The Development Advisory Committee shall: 1. review the customer service process and requirements of land use and economic development in the City of Springfield to be competitive in attracting development; 2. provide the Planning Commission and City Council with recommendations on improving this process and outcome consistent with the Council Goal of promoting and enhancing our hometown feel while focusing on livability and environmental quality; 3. provide a robust forum and venue for citizen participation in this process.

The purpose of this Committee is:

- To provide an opportunity for representative citizen involvement during continuous process improvement of development review procedures and enable a broad range of participants to voice ideas, preferences, opinions, concerns and propose updates to City policies, procedures and regulations affecting the quality of life in Springfield and our position in competitive development markets.
- To assist in the economic development of the City of Springfield.
- To make recommendations, consistent with other approved plans and policies and supported by objective findings, on subjects within the mission statement adopted by Council, to the Planning Commission and City Council on draft documents and standards, including new policies to promote development consistent with the policies of adopted land use plans, and to implement state and federal regulations, and to promote greater overall citizen involvement in the administration of the Springfield Development Code, Springfield 2030 Plan and Statewide Planning Goals.

3 Membership

3.1 Composition

The DAC will begin with 11 voting members as follows:

<i>Interest Group</i>	<i># Members</i>
Business Owners	2
Residential Builder	1
Consultant Services	2
Citizen At Large	2
Developers	1
Sustainability Advocate	1
City Council Representative	1
Planning Commission Representative	1

It is understood that committee members will represent / advocate for their respective interest group. However, as an official representative appointee of the Springfield City Council, all DAC members are expected to promote the good of the greater community as well.

Members are expected to communicate with their respective interest group regarding project progress and outcomes, as appropriate.

3.2 Recruitment, Appointment, & Tenure

Vacancies on the DAC will be publicly advertised. Applicants will complete an application form provided by the Planning Division. DAC members will be selected and appointed by the City Council or the Committee for Citizen Involvement from the list of citizens who have voluntarily applied for appointment to the DAC. The Council may solicit applications and appoint additional members in its discretion.

The term of service will extend until the Council determines the outcomes of the mission statement have been achieved. In the event of voluntary resignation or termination during the course of the project, the Council or Committee for Citizen Involvement may appoint replacement members to the DAC. The Council or Committee for Citizen Involvement may terminate the term of any member as long as reasonable cause is found. The Council or Committee for Committee Citizen Involvement will wait until there are a minimum of two vacancies to recruit replacement members.

3.3 Officers & Sub-committees

The DAC will be chaired by a Chair and Vice Chairperson. . The DAC members will share responsibility for the following tasks:

- Assist Chair and Vice Chair in facilitating the meetings
- Represent the DAC to the public and before other bodies as needed
- Work with City staff to set the agenda for all meetings
- Work with City staff to determine when, if at all, sub-committees should be formed, and to appoint sub-committee members

Sub-committees may be formed as needed to carry out the work of the DAC and will be advisory to the DAC.

4 Meetings

4.1 Structure

DAC meetings will be scheduled as needed by City staff in coordination with the Co-chairs but will generally follow the conceptual schedule approved by Council and distributed during the first DAC meeting. Meetings will be scheduled for no more than two hours at a time and will be guided by a published agenda.

Public notice of all DAC meetings will be submitted to the Register Guard for inclusion in the City/Region Calendar at least one calendar week prior to all meetings. Agendas and other pre-meeting materials will be sent electronically to all DAC members and posted on the City web page at least one calendar week prior to all meetings.

All meetings will be open to the public, and all meeting agendas will include a period of time when interested citizens are invited to address the DAC.

The proceedings of all meetings will be summarized by a note taker and made available to all DAC members at least one week in advance of the next scheduled meeting. At that meeting, the DAC will be requested to approve, or approve with changes, the meeting notes. Approved meeting notes will then be made available to the public.

If a member of the DAC is unable to attend a meeting, he/she is expected to notify a staff liaison: Jim Donovan, 541.726.3660, jdonovan@springfield-or.gov or Matt Stouder, 541.726.3660, mstouder@springfield-or.gov. Alternates will not be allowed.

4.2 Decision-Making

Official action may be taken by the DAC when a quorum is present. A quorum consists of a simple majority of the members.

When significant deliberative decisions are made, the DAC will follow a modified consensus-based decision-making model¹ as follows:

- First, the issue or proposal will be presented and an opportunity given for clarifying questions and discussion.
- Second, a call for consensus will be made, with each voting member voting in a written ballot using a numeric value 5, 4, 3, 2, or 1 to communicate a level of support or concern about the proposal, or a “0” to block the proposal.
 - If all members vote in support (3-5) the proposal passes. Five represents strong support for the proposal while four represents support. Three indicates a willingness to approve the proposal without the need for further discussion.
 - If two or more members vote a one or a two, the proposal does not pass on the first and second calls for consensus. A two indicates the need for further discussion about minor concerns. A one indicates more significant concerns, a desire for additional information or the desire for amendments to the proposal. In these cases, after the call for consensus, these members are given an opportunity to voice their concerns, ask for clarifications or other questions and/or make amendments.
 - If one or more members votes zero (block), the proposal does not pass on the first and second calls for consensus. The zero represents strong opposition to the proposal based on the best interest of the group. In such cases, the person blocking must be prepared to articulate his/her concerns and to work toward resolving the issues and to offer an alternative proposal or amendment.
 - In cases where a proposal fails on the first call for consensus, there may be discussion and a second call for consensus. If the proposal fails a second time, it is permissible to ask for a vote where the proposal passes if supported by a 2/3 majority. The decision to do this will be made by the Co-Chairs.

¹ Consensus is defined as the broad agreement of the group to go ahead with the decision or choice. It does not imply that complete agreement with each aspect of the issue or proposal has been reached. However, it does imply that all members feel good about the choice even if they might have chosen other specific components.

- Closing options include approving the proposal, sending it to a subcommittee for further revision, tabling the proposal, or deciding to abandon the proposal.

For decisions other than ‘significant deliberative decisions,’ the DAC may use a thumbs-up/thumbs-down straw-pole vote based on a simple majority.

Proxy voting will not be allowed.

4.3 Participation, Conduct, & Courtesy

DAC members should comply with the following meeting conventions:

- Commit to attend all DAC meetings, be prepared, and arrive on time
- Turn off cell phones, beepers, etc., and be courteous and judicious with the use of laptops
- Be recognized before speaking
- Avoid premature end runs around committee decisions and decisions to staff and council.
- Follow productive discussion practices (i.e. stay on topic, avoid restatements, and keep comments brief so as to ‘share the floor’)
- Speak with civility, both in tone and content, and listen to others
- Focus on issues, not individuals, and recognize the right of others to express differing points of view
- Respect decisions of the group
- Avoid side conversations and other distractions

4.4 Ethics

It is assumed that all members may have a personal interest in the outcome of the project, and those interests need not be disclosed. If, however, the outcome of a discussion has a disproportionate impact on a member’s ability to perform the DAC duties objectively, he/she should disclose it.

Members are free to speak about their own experience in the group as individuals, but not to speak for the group. Inquiries and suggestions regarding City policies are encouraged; comments about specific committee members or staff are not. Inquiries about the DAC from the media should be referred to City staff or the Co-Chairs for a coordinated response by the City’s Public Relations Manager. Members should not discuss or disclose draft documents and other non-finalized work products.

5 Adoption & Amendments

The draft operating procedures will be agreed to, or agreed to with changes, by a 2/3 vote of the DAC membership during the first DAC meeting.

Recommendations for amendments to these procedures must be passed by a 2/3 vote of the DAC membership. The proposal for amendments must appear on the published agenda, and the text of the proposed amendments must be sent to all DAC members at least one calendar week prior to the meeting at which the vote will take place.

Historic Commission

CHARGE

The Historic Commission shall review and make recommendations to the Planning Commission, Hearings Officer and/or City Council concerning quasi-judicial decisions and legislative recommendations for properties within, or potentially within, the Historic Overlay District as described in Article 30 of the Springfield Development Code; fosters among the citizens of Springfield an appreciation for the historical heritage present in the community; institutes and supports programs that will help make the citizens of the City and its visitors aware of its origin, development, and historic significance; and enlists citizen participation and support in continuing programs designed to recognize and memorialize the history of the City.

Source of Existence: State/Council
Bylaws: Yes
Code: Yes (Springfield Code 1-10-1)

Sunset Date: Mandatory

Membership
Number: 7 - Solicit recommendations from Willamalane Park District and School District #19. See Springfield Municipal Code, Section 2.502.

In City: See qualifiers
Out of City: See qualifiers

Terms (2 max): 4 Years
Ward: No
Qualifier: 1. Select recommendations from Willamalane Park District and Springfield School District #19. Members appointed to the Historic Commission shall be residents, electors, or property owners within Springfield, appointees of other Springfield public agencies, or specialist with expertise in the fields of architecture, history, architectural history, planning or archaeology, who live within the Metro-area General Plan boundaries. The Development Services Director or authorized representative, and the Springfield Museum Director shall be ex-officio members.
2. Majority meeting professional qualifications for State Certified Local Governments (CLG) for accreditation is desired for State funding.

Appointed By: Council application and interview

Meeting Time: 4th Tuesday at 5:30 p.m., Jesse Maine Room

Funding Source: General Fund

Staff Liaison: Molly Markarian, Planner II, 726-4611

Council Liaison: Bob Brew, 726-3700

Cmo/common/bcc/historic
Last Revised: 1/09/13

January 13, 2012

Library Board

CHARGE

The Library Board acts in an advisory capacity for the City Manager and City Council with respect to opinions and recommendations for future Library development, expansion of Library service, and Library policy.

Source of Existence:	Council/State of Oregon/Charter
Bylaws:	Yes
Code:	Springfield City Code, Chapter I, Article 9
Sunset Date:	Council/Mandatory
Membership	
Number:	5
In City:	4
Out of City:	1 - one board member may be a non-resident of the City if an owner of real property of tangible personal property subject to assessment and taxation situated within the city.
Terms (2 max):	4 Years
Ward:	No
Qualifier:	Yes, 4 in City
Appointed By:	Council application
Meeting Time:	Monthly – First Tuesday - 5:30 p.m. (Except July, August and December)
Funding Source:	General Fund
Staff Liaison:	Rob Everett, Library Director, 726-3756
Council Liaison:	Sean VanGordon, 221-8006

Cmo/common/bcc/library
Last Revised: 01/09/13

March 25, 2013

Metropolitan Wastewater Management Commission

CHARGE

The purpose and objective of the Commission is to provide wastewater treatment services on a regional basis for the Eugene-Springfield metropolitan area and to take action necessary or convenient to perform its functions and duties.

Source of Existence: Intergovernmental Agreement - February 9, 1977
(Eugene, Springfield, Lane County)

Bylaws: Yes

Code: --

Sunset Date: Mandatory/Council

Membership:

Number: 7 (1 Springfield elected official, 1 lay member)
(1 Eugene elected official; 2 lay members)
(1 County elected official; 1 lay member)

In City: } Bylaws do not specify residence requirement

Out City: }

Terms: 3 years or at pleasure of governing body

Ward: No

Qualifier: See Membership

Appointed By: 1 City: Mayor/Council recommendation
1 Resident: Council application and interview

Meeting Time: 2nd Friday of each month at 7:30 a.m.
Occasional night meetings

Funding Source: MWMC

Staff Liaison: Ron Bittler, Environmental Services/MWMC Manager
Kevin Kraaz, MWMC Assistant 726-3694

Council Liaison: Marilee Woodrow, 988-0955

January 9, 2013

Planning Commission

CHARGE

It is the duty of the Planning Commission to recommend and make suggestions to the City Council and to all other public authorities concerning streets, sidewalks, traffic congestion, betterment of housing and sanitation conditions, establishment of zones and districts limiting dimensions of buildings and structures, recommending to the City Council and other public authorities plans for regulations of future development of the City in order to secure public utilities and transportation facilities, and to study and propose measures as are advisable for the welfare and best interest of the City.

Source of Existence:	Council/State
Bylaws:	
Code:	Springfield Code 2.402
Sunset Date:	Mandatory
Membership	
Number:	7
In City:	5
Out of City:	2
Terms (2 max):	4 Years
Ward:	No
Qualifier:	Yes, 2.404(2) City Code
Appointed By:	Council application and interview
Meeting Time:	Monthly - 1st and 3rd Tuesdays - 7:00 p.m. City Hall
Funding Source:	General Fund
Staff Liaison:	Len Goodwin, Development and Public Works Director, 726-3685 Greg Mott, Planning Manager, 726-3774
Council Liaison:	Bob Brew, 726-3700

Cmo/common/bcc/planning
Last Revised 01/09/13

January 9, 2013

Police Planning Task Force

CHARGE

It is the duty of the task force to provide citizen input regarding police policy matters and implementation of the Council adopted Long Range Strategic Plan for Police Services to the Chief of Police. The task force meets not less than quarterly and is required to provide the City Council with an annual report of its activities.

Source of Existence:	Council
Bylaws:	Resolution #94-34/ Resolution #96-15
Code:	No
Sunset Date:	Council
Membership	Six neighborhood/citizen-at-large representatives, one School District 19 representative, one Willamalane Park and Recreation District representative, and two representatives of the local business community.
Number:	10
In City:	8, unless Council approval given
Out of City:	2, representatives of School District 19 or Willamalane Park and Recreation District
Terms (2 max):	----
Ward:	No
Qualifier:	Resolution #94-34/ Resolution #96-15
Appointed By:	Council application
Meeting Time:	Quarterly - 7:00 p.m. Police Dept.
Funding Source:	CDBG Funds
Staff Liaison:	Mike Harman, Police Department 726-2347
Council Liaison:	Marilee Woodrow, 988-0955

Cmo/common/bcc/pptf
Last Revised: 01/13/13

SECTION IX - COUNCIL BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES

(1) Establishing City Boards, Commissions, Committees and Task Forces.

1.1) Springfield's boards, commissions, committees and task forces provide an invaluable service to the City. It is because of their detailed study, action and recommendations that many successful City programs exist today. Effective citizen participation is an invaluable tool for local government.

1.2) Boards, commissions, committees and task forces originate from different sources. Some are established by State statute, Charter provision, or ordinance. Others are established by direction of the City Council or the Mayor. It is Council discretion as to whether or not any advisory body should be set forth in the Code by ordinance.

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.

1.4) As Springfield boards, commissions, committees and task forces have been formed and reformed throughout the years, the adoption of uniform rules of procedure has become necessary to assure maximum productivity. The following policies govern the City's boards, commissions, committees and task forces. Some of these advisory groups may have more specific guidelines set forth by ordinance, resolution, by-laws or, at times, State law.

(2) Structuring Boards, Commissions, Committees and Task Forces

2.1) Every board, commission, committee or task force, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the Mayor and City Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.

2.2) Unless otherwise provided by state law, the size of each board, commission, committee or task force is determined by the Mayor for Mayor's committees and task forces including those specified by Charter and by the Council for Council boards, commissions and committees. The size is related to its duties and responsibilities. Another determination to be made prior to formation is the cost impact for staffing a proposed board, commission, committee or task force.

2.3) At the first regular meeting in January following a November general election, the Mayor appoints City Councilor liaison members to certain City boards, commissions, committees and task forces. If the Council is in disagreement, however, they may overrule appointment if it is a Council representative. The City Councilor liaison member is responsible for coordinating with the respective City Council liaison designated by the board, commission, committee, or task force to establish a regular communication channel between the City Council and the respective board, commission, committee or task force.

2.4) A complete list of members of the City's various boards, commissions, committees and task forces is available in the City Manager's Office. It will be updated and provided to the Mayor and City Council members upon request.

(3) Appointing Board, Commission, Committee and Task Force Members: Definitions, Nomination and Appointment.

3.1) Council Subcommittees - Three Councilors: Council subcommittees appointed by the Mayor. Consists of three members of the Council and may include other citizen representation. Judiciary
Finance
Legislative

3.2) Council Boards, Commissions, Committee: Boards, commissions and committees of the Council or as required by Federal or State law. Nominated by the Mayor or Council, appointed by the Council.

3.3) Mayor's Committees/Task Forces: Committee or task force nominated and appointed by the Mayor to carry out a particular project or task. The Mayor may request Council to accept as a permanent committee at such time deemed necessary or dissolve the committee or task force. The term would be for the completion of the particular project or task.

3.4) Intergovernmental Committees: Boards, commissions and committees formed as a joint effort of more than one government agency. Many of these committees are through cooperative agreement. Others are by Council or staff choice to represent the City of Springfield. Nominated by the Mayor or Council and appointed by the Council.

3.5) Other Ad Hoc Committees/Task Forces: The Council may nominate and appoint certain ad hoc committees or task forces to carry out a particular project or task. The term would be for the completion of the particular project or task.

3.6) Council- Officially Recognized- Neighborhood Groups: Springfield Code, Section 2.650, sets forth a procedure to be used for formation of neighborhood groups to be officially recognized by the City Council.

3.7) Vacancies on boards, commissions, committees or task forces shall be filled as needed throughout the year as vacancies occur. Notice of vacancies shall be faxed or emailed to media throughout the community and may also be publicized by display ad placed in the local newspapers. [All vacant positions will be publicized as widely as practical throughout the community.] All persons interested in being considered for appointment to any of the City's various boards, commissions, committees and task forces shall submit an application, on a form provided, to the City Manager's Office prior to formal consideration by the Council.

3.8) All applications will be reviewed by the City Council at a work session. No recommendation from staff is necessary, although a recommendation from the particular board, commission, committee or task force subject to the recruitment is necessary when interviews are not conducted by the City Council. The Mayor and Council will hold formal interviews of applicants for positions on the Budget Committee, Historic Commission, Planning Commission and Metropolitan Wastewater Management Commission. A recommendation from these bodies is not necessary although they may have a representative present to participate in the interview process.

The process for appointments shall be as follows:

- a) For instances when interviews are required, the Mayor and Council will meet for interviews at a work session. The council is provided with an agenda item summary packet that contains standard questions to ask candidates. Prior to interviews, additional questions may be developed by the Mayor and Council at the direction of the Council President or Mayor.
- b) Each candidate will be asked the same set of questions during the interview, however questions may also be asked to follow up on an interview question or to clarify information in the application.
- c) Following the interviews, the Council will discuss the candidates and attempt to arrive at an appointment by consensus. If the Council cannot reach consensus, then a written vote will be taken. If a tie vote occurs, the Mayor will vote to break the tie. If multiple vacancies exist, the appointments will be made one at a time and the vacancy with the longest outstanding term shall be appointed first.
- d) For instances when interviews are not required, the candidate's applications shall be reviewed by the appropriate board, commission, committee or task force and a recommendation shall be forwarded to the City Council for review at a work session for decision on appointment.
- e) The appointment will be ratified at the following regular meeting.
- f) City staff will call the candidates with the outcome of the appointment and follow-up letters of appointment and thank you will be sent with the Mayor's signature.

3.9) Unless appointees are representatives of other requested Springfield public agencies, or otherwise noted in bylaws for specific expertise or residency requirements, all persons appointed shall be residents or property owners within Springfield. All appointees must also be registered voters, with the exception of student appointees.

3.10) Unless otherwise provided by law or Council approved bylaws, citizen positions on boards, commissions, committees or task forces shall be for four-year, overlapping terms of office with no individual allowed to be appointed to more than two consecutive full terms. One may re-apply after being off a board, commission, committee or task force for one year.

3.11) There shall be no designation or appointment of alternate voting members.

3.12) Newly appointed members will receive a briefing by the board, commission, committee or task force chairperson or staff liaison regarding duties and responsibilities of the members of the body. This will include a review of the conflict of interest laws for members of the Planning Commission or any commission or committee dealing in land use decisions.

(4) Dissolving Boards, Commissions, Committees and Task Forces

4.1) Unless otherwise provided by law, the appointing authority may dissolve any board, commission, committee or task force that, in their opinion, has completed its working function.

(5) Board, Commission, Committee and Task Force Operating Policies

5.1) All meetings of boards, commissions, committees and task forces that are formed to make a recommendation to the Council are subject to public meetings laws of the State of Oregon.

5.2) Unless otherwise provided by law, the number of meetings related to business needs of the board, commission, committee or task force may be set by the individual body. Notices of all meetings, including date, time, place and principal subjects to be discussed will be published in accordance with the public meetings laws of the State of Oregon.

5.3) For those boards, commissions, committees or task forces having bylaws, all by-laws and amendments will be approved by the Mayor and/or Council.

5.4) The chairperson or staff liaison (if assigned) will be responsible for the agenda of all meetings of boards, commissions, committees and task forces. They will also assure that minutes are kept of all meetings in accordance with the public meetings laws of the State of Oregon.

5.5) All appointees serve at the pleasure of the appointing authority. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences from the board, commission or committee meetings in any twelve consecutive month period.

5.6) A quorum for conducting business is a simple majority of the membership of the board, commission or committee.

5.7) All members of advisory bodies should be aware of the need to avoid any instance of conflict of interest. No individual should use an official position to gain a personal advantage. Additionally, certain public officials are required to file "Statements of Economic Interest" with the Oregon Government Ethics Commission by April 15 annually (ORS Chapter 244). In Springfield, this currently applies to the following:

Mayor and City Council
Planning Commission
Springfield Community Development Board

Others:
Springfield Utility Board
Municipal Judges
City Manager

Further information about filing requirements may be obtained through the City Recorder.

5.8) Unless specifically directed by the City Council to state the City's official position on federal, state or county legislative matters, no lobbying before other elected bodies or subcommittees thereof will be undertaken by members of boards, commissions, committees or task forces. An individual member is free to voice a position on an issue as long as it is made clear that he/she is not speaking as a representative of the City of Springfield or as a member of his/her board, commission, committee or task force.

(6) Communicating with the Mayor and Council

6.1) Each year, each board, commission, committee or task force shall designate one member to serve as liaison with the City Council. The board member liaison shall coordinate with the City

Councilor liaison to establish regular communication regarding upcoming City Council meeting agenda items and of Council decisions that are of interest to these advisory bodies.

6.2) Board member liaisons, particularly, and members of advisory bodies, in general, are encouraged to attend City Council meetings to keep abreast of Council actions. Board member liaisons are responsible for attending Council meetings when input from the respective board, commission, committee or task force is requested. Such meeting attendance will be coordinated by the City Councilor liaison.

6.3) The Mayor and City Council will transmit referrals for information or action through the City Council liaison member responsible for that particular board, commission, committee or task force. Boards, commissions, committees and task forces transmit findings, reports, etc., to the Mayor and City Council through their board member liaison. Such transmittals of information shall be coordinated between the City Councilor liaison and the board member liaison.

6.4) The board member liaison for the Arts Commission, Historic Commission, Library Board, and Police Planning Task Force shall be responsible for scheduling a joint meeting of the respective board and the City Council every two years. The board member liaison for the Planning Commission shall be responsible for scheduling a joint meeting with the City Council annually

6.5) Boards, commissions, committees and task forces that do not have City Councilor liaison members will transmit findings, reports, etc. to the Mayor and City Council through the City Manager's Office as needed. These advisory boards, commissions, committees and task forces will be informed of City Council actions that are of interest to them through the City Manager's Office.

6.6) While the City staff's role is one of assisting the boards, commissions, committees or task forces, City staff members are not employees of that body. City staff members are directly responsible to their department director and the City Manager.

6.7) Boards, commissions, committees and task forces will channel any budget request to the City Council through the City Manager consistent with the yearly budget preparation calendar. Boards, commissions and committees will receive copies of the City of Springfield's approved operating budget each year upon request.

** These policies shall supersede contrary provisions of any previous resolutions or adopting by-laws of the various boards, commissions, committees or task forces and shall be controlling policies for any subsequently adopted board, commission, committee, or task force operational documents until such time as expressly repealed, modified, or overruled.

Boards, Commissions, and Committees

Summary Information

January 8, 2013

<u>Committee/Commission</u>	<u>Staff & Council Liaison/Role</u>	<u>Meeting Date & Time</u>
<u>After School Committee</u>	Mayor Lundberg, Council Liaison	As Needed
<u>Ambulance Transport Funding JEO Committee</u>	Randy Groves, Staff Liaison Sean VanGordon, Council Liaison Marilee Woodrow, Council Liaison	As Needed
<u>Arts Commission</u>	Kristen Curé, Staff Liaison Marilee Woodrow, Council Liaison	2 nd Mon. @ 6:30 pm (except July and August)

The Arts Commission oversees promotion of the arts in Springfield. The Commission works closely with the Lane Regional Arts Council and the Oregon Arts Commission.

<u>Beltline I-5 Decision Team</u>	Disbanded per Tom Boyatt after the FONSI on the EA was issued by Federal Highways Christine Lundberg, Council Liaison	
-----------------------------------	---	--

This team of elected and public officials provides guidance and oversight for the I-5 Beltline Interchange Environmental Assessment (EA).

<u>Bicycle Committee</u>	Decommissioned by Mayor & Council 7/16/99 Tammy Fitch, Council Liaison	
--------------------------	--	--

<u>Bicycle/Ped Committee</u>	Restarted as Bicycle/Ped Committee June 2011 David Reesor, Staff Liaison Sheri Moore, Council Liaison	
		As Needed

<u>Budget Committee</u>	Bob Duey, Staff Liaison All Council	Mid-Year Mtg - Dec Tuesday/April/May
-------------------------	--	---

This statutory committee guides the long-range financial plan and develops the City's annual budget. This Committee meets once in December/January, then again in April/May.

<u>Building Board of Appeals</u>	David Bowsby, Staff Liaison No Council Liaison	As Needed
----------------------------------	---	-----------

The board determines the suitability of alternate materials and methods of construction and provides for reasonable interpretations of the Specialty Codes enumerated in Articles 2 through 6 of the Building Safety Codes. The board also listens to variance applications relating to the Springfield Sign Code.

<u>Charter Committee</u> Mayor/Council Subcommittee (Council Committee)	Gino Grimaldi, Staff Liaison All Council	As needed
---	---	-----------

<u>City Council</u>	Gino Grimaldi, Staff Liaison	Regular Meeting 1 st /3 rd @ 7:00pm Work Session 1 st /3 rd Mon @ 6:00pm Work Session 2 nd /4 th Mon @ 5:30pm
---------------------	------------------------------	---

Elected by the citizens of Springfield as the local governing body to set policies for the operation of the City of Springfield. The Council has all the authority granted to them by the State Law and the City Charter.

**Community Development
Advisory Committee (CDAC)**

Kevin Ko, Staff Liaison As Needed
Christine Lundberg, Council Liaison

This citizen committee provides recommendations to the City Council on the best use of federal Community Development Block Grant (CDBG) funds.

**Community Development
Committee**

**Disbanded following sale of building to Catholic Community Services
Spring 2004**

Christine Lundberg, Council Liaison
3rd Friday/Month
Noon-1:30 PM
1025 G Street, Spfd
Alisa, 726-5581

**Convention & Visitor's Association
Of Lane County (See Travel Lane County)**

Development Advisory Committee

Jim Donovan, Staff Liaison Monthly
Matt Stouder, Staff Liaison
Sean VanGordon, Council Liaison

Springfield City Council established the Development Advisory Committee (DAC) on July 23, 2012 for review of the City's customer service, economic development and development review process and procedures.

The Development Advisory Committee shall: 1. review the customer service process and requirements of land use and economic development in the City of Springfield to be competitive in attracting development; 2. provide the Planning Commission and City Council with recommendations on improving this process and outcome consistent with the Council Goal of promoting and enhancing our hometown feel while focusing on livability and environmental quality; 3. provide a robust forum and venue for citizen participation in this process.

**Economic Development
Committee**

(Council Committee) (Mayor Committee)

John Tamulonis, Staff Liaison As needed
All Council

To review and help develop the Economic Development Plan, annual action plans, and other economic development projects or programs that are being proposed or evaluated.

Emergency Management Committee (EMC)

Ken Vogeney, Staff Liaison 1st Thursday @ 2:30-4:00pm
Dave Ralston, Council Liaison

The Emergency Management Committee (EMC) is an interdepartmental team that seeks to reduce Springfield's vulnerability to loss of life and injury to persons, property and the natural environment resulting from emergencies through effective strategies and practices of mitigation, preparation, response and recovery. Such emergencies include natural disasters, incidents caused by human or technological error, acts of terrorism, and any other emergency event as defined by the Springfield Emergency Management Plan. The committee makes recommendations to the City Manager and Executive Team of any ordinances, policies or procedures which would assist the Council and other city officials in the performance of their duties in preparing for, responding to and recovering from an emergency.

EMX Steering Committee

Kristi Krueger, Staff Liaison As Needed
Hillary Wylie, Council Liaison

Review the establishing of a Bus Rapid Transit (BRT) system that provides frequent, fast transit service along major corridors and neighborhood services that connects with the corridor service and with activity centers, if the system is shown to materially reduce existing or projected traffic congestions, if local governments demonstrate support and if financing for the system is feasible.

Fiber Consortium, Regional (Lane/Klamath)

Len Goodwin, Staff Liaison
No Council Liaison

Quarterly

A public contract review board for Regional Fiber Consortium.

Fiber South Consortium

(Merged With Regional Fiber Consortium 2008)
Len Goodwin, Staff Liaison
No Council Liaison

Quarterly

A public contract review board for Regional Fiber Consortium.

**Finance and Judiciary
Committee**

(Council Subcommittee)

Greta Utecht, Staff Liaison
Bob Duey, Staff Liaison
Dave Ralston, Council Liaison (Chair)
Sheri Moore, Council Liaison
Bob Brew, Council Liaison

As needed

This committee oversees certain financial related matters and makes recommendations to the Council. This committee also oversees the evaluation of the City manager, City Attorney and Municipal Judges.

**Glenwood Renewal Advisory
Committee**

John Tamulonis, Staff Liaison
Hillary Wylie, Council Liaison

As needed

The committee provides advice to the Board of the Springfield Economic Development Agency which will operate the Glenwood Urban Renewal Plan over the next 21 years to develop and redevelop the infrastructure to support the Glenwood Refinement Plan and other development activity outlined in the Glenwood Urban Renewal Plan adopted December 6, 2004.

Historic Commission

Molly Markarian, Staff Liaison
Bob Brew, Council Liaison

Monthly 4th Tues @ 5:30 pm
Plus as Needed

This statutory commission reviews and makes recommendations to the Planning Commission, Hearings Officer or City Council concerning certain quasi-judicial decisions and legislative matters for properties within or potentially within the Historic Overlay District. This commission also oversees projects, which foster and preserve the community's heritage.

Hospital Facility Authority

(IGA Committee)

Dissolved 2-17-04 – Resolution 04-06
Bob Duey, Staff Liaison
Anne Ballew, Council Liaison

As needed

This statutory authority oversees the acquisitions, sale or lease of hospital facilities and enables and provides oversight in the issuance of municipal bonds for hospital facilities. This committee generally meets once a year.

Housing Policy Board

(IGA Committee)

Jodi Peterson, Staff Liaison
Sheri Moore, Council Liaison

1st Monday/mo
Noon

This intergovernmental committee advises the Board of Commissioners and the Springfield and Eugene City Councils on the housing needs of the low-income residents, and develops a budget and work plan for targeting local government resources for housing related activities. The frequency of the board's meetings varies from every two weeks to monthly.

Human Rights Commission

Greta Utecht, Staff Liaison
No Council Liaison

As needed

Human Services Commission

(IGA Committee)

Kevin Ko, Staff Liaison
Hillary Wylie, Council Liaison
Sheri Moore, Alternate

Monthly/3rd Monday/Noon

This intergovernmental committee advises the Board of Commissioners and the Springfield and Eugene City Councils on community needs and priorities for human services, and assists in developing a strategic intergovernmental human

services management plan for targeting local government resources. Liaisons to this committee can be either from the City Council or Budget Committee.

<u>Justice Center Citizen Advisory Committee</u>	No Longer Meeting as of 2010 Jim Polston, Staff Liaison	Varies – Normally 2 nd Wednesday/4 PM
---	---	--

It is the duty of the Justice Center Community Advisory Committee to provide advice and recommendations to the City Council regarding the Justice Center Facility.

<u>Lane Council of Governments (LCOG)</u> (IGA Committee)	Gino Grimaldi, Staff Liaison Christine Lundberg, Council Liaison Marilee Woodrow, Council Alternate	4 th Thurs in February/April/June September/2 nd Thurs December/7pm
---	---	--

By direction of member agencies, LCOG identifies future trends and coordinates, promotes, plans and provides efficient intergovernmental and specialized services to local governments, other agencies and citizens.

<u>Lane County of Governments (LCOG) Executive Committee</u>	Gino Grimaldi, Staff Liaison Christine Lundberg, Council Liaison	Monthly/As Needed
---	---	-------------------

<u>Lane County Area Commission on Transportation</u>	Tom Boyatt, Staff Liaison Hillary Wylie, Council Liaison Christine Lundberg, Alternate	Monthly/2nd Wednesday from 5:30 to 7:30 p.m. McLane Room/ODOT/644 A Street Springfield
---	--	---

<u>Lane County Boundary Commission Advisory Committee (LCBC)</u>	(Disbanded 6/30/08) Gino Grimaldi, Staff Liaison Christine Lundberg, Council Liaison	As Needed
---	---	-----------

This committee provided administrative oversight to the Lane County Boundary Commission. Specifically, the advisory committee approved the Boundary Commission’s annual operating budget and reviewed administrative regulations of the Boundary Commission. The committee also had the authority to review annexation proposals coming before the Boundary Commission.

<u>Lane Economic Committee</u> (through LCOG)	John Tamulonis, Staff Liaison Sean VanGordon, Council Liaison	3 rd Monday/mo – Monthly 11:30am
---	--	--

The Lane Economic Committee meets once a month to discuss the direction and scope of LCOG's work.

<u>Lane Metro Partnership</u> (IGA Committee)	John Tamulonis, Staff Liaison Bob Brew, Council Liaison Sean VanGordon, Council Alternate	3 rd Thursday/mo - Quarterly 3:30 pm Jack Roberts
---	---	--

The Metro Partnership pursues economic development and diversification using private and public sector coordination, site and infrastructure development, business assistance and employee training, destination point development, and marketing and recruitment. Appointees to this committee are required to be the Mayor and Council President.

The Metro Partnership Executive Board meets monthly,

<u>Lane Regional Air Pollution Authority (LRAPA) Board</u> (IGA Committee)	Gino Grimaldi, Staff Liaison Dave Ralston, Council Liaison (David Monk Chair for 2011)	2 nd Tues. @ Noon
--	--	------------------------------

LRAPA is the local air pollution authority for Lane County. LRAPA is responsible for monitoring Lane County air pollution and determining compliance in the Lane County area with the Federal Clean Air Act. The LRAPA Board oversees the operations of the authority.

<u>Lane Workforce Partnership (formerly SWPIC)</u> (IGA Committee)	John Tamulonis, Staff Liaison Sheri Moore, Council Liaison	4 th Thurs Even Months 11:30-1:30 – Downtown Athletic Club
--	---	--

LWP directs the operation of local employment and training programs funded under the federal Job Training Partnership Act.

<u>Legislative Committee</u> (Council Committee)	Niel Laudati, Staff Liaison Christine Lundberg, Council Liaison Sean VanGordon, Council Liaison Hillary Wylie, Council Liaison	As needed
--	---	-----------

This City Council subcommittee monitors state and federal legislation and makes recommendations to the Council.

<u>Library Board</u>	Rob Everett, Staff Liaison Sean VanGordon, Council Liaison	1 st Tuesday @ 5:30 pm
-----------------------------	---	-----------------------------------

The Library Board advises the City Council and City Manager on issues related to Library development, expansion of services and policies.

<u>Main Street/McVay Emx Governance Team</u>	Brian Barnett, Staff Liaison Christine Lundberg, Council Liaison Marilee Woodrow, Council Liaison	Monthly (to be determined)
---	---	----------------------------

To provide as needed direction to the project managers of the following projects:

- Main Street Pedestrian Safety Crossings, Michael Liebler, City Project Leader
- Main Street Transportation and Growth Management Grant Land Use Vision, Linda Pauly, City Project Leader
- Main/McVay Transit, David Reesor, City Project Leader; John Evans, LTD Project Leader
- MidMain Smart Trips Project, Clair Karner, LTD Project Leader
- Downtown Main Street Business Survey, Courtney Griesel, City Project Leader

In addition to the project leaders' team and the Governance Team, an Oversight Team consisting of Springfield's Assistant City Manager, Development and Public Works Director, and Community Development Division manager; LTD's Development Services Director; and ODOT's Area 5 Manager meets each month.

<u>Mayor's Animal Subcommittee</u>	Mike Harman, Staff Liaison Brian Austin, Staff Liaison Christine Lundberg, Council Liaison Dave Ralston, Council Liaison Marilee Woodrow, Council Liaison	As Needed
---	---	-----------

To look at ways to assist with animal control, especially regarding cats.

<u>McKenzie River Watershed Council</u>	Todd Miller, Staff Liaison Dave Ralston, Council Liaison	2 nd Thurs @ 5:30 pm
--	---	---------------------------------

The council was formed to help address watershed management issues in the McKenzie River Watershed and provide a framework for coordination and cooperation among key interests in the development and implementation of watershed action program.

<u>Metropolitan Policy Committee (MPC)</u> (IGA Committee)	Gino Grimaldi, Staff Liaison Christine Lundberg, Council Liaison Marilee Woodrow, Council Liaison Hillary Wylie, Alternate	2 nd Thurs. @ 11:30 am
--	---	-----------------------------------

This intergovernmental committee was formed to consolidate several intergovernmental committees, including the Metro Cable T Commission, Metro Plan Policy Committee, Metro Transportation Committee and Urban Transition Committee. This Committee reviews policy issues related metropolitan, intergovernmental cooperation and also serves as an appeal body when differences occur in approval of Metro Plan Amendments.

<u>Metropolitan Wastewater Management Commission (MWMC)</u> (IGA Committee)	Ron Bittler, Staff Liaison Marilee Woodrow, Council Liaison	2 nd Friday 7:30am
---	--	-------------------------------

This commission was formed by Eugene, Springfield and Lane County to own, construct, operate and manage the regional wastewater conveyance and treatment facilities serving the Eugene-Springfield metropolitan area.

Museum Board of Directors

1/11/05 – No Need for Council Liaison

Staff Liaison

3rd Tuesday/mo @ 5:30 pm

The Springfield Museum Board of Directors is responsible for overseeing administration of the Springfield Museum, including the creation of exhibits and development of educational programs, collection of Museum artifacts and photographs, publicity for exhibits and events, fundraising, and coordination of volunteer staff and tours.

Museum Committee

1/11/05 – No Need for Council Liaison

No longer an existing committee

Staff Liaison

The Museum Committee operates and staffs the Springfield Museum.

Neighborhood Watch Board

Tana Steers, Staff Liaison

3rd Wednesday @ 7:00 pm

The purpose of the board is to organize and operate the Springfield Neighborhood Watch Program. Neighborhood Watch promotes safety through neighborhood unity and partnership with law enforcement.

ODOT Task Force

They are no longer meeting as of September 2002.

Christine Lundberg, Council Liaison

I-5 Beltline Stakeholder Working Group (SWG). The SWG consists of property and business owners and agency staff to provide direction and recommendations for the I-5 Beltline Decision Team (BDT)

Oregon Passenger Rail Committee

Tom Boyatt, Staff Liaison

Hillary Wylie, Council Liaison

As Needed

Members appointed by the Governor to discuss and study Light Rail systems.

Planning Commission

Greg Mott, Staff Liaison

Bob Brew, Council Liaison

1st & 3rd Tues. @ 7:00 pm

This commission makes recommendations to the City Council and other public agencies on policy matters related to planning, zoning and development within the City. The Planning Commission also serves as the city's Committee for Citizen Involvement with responsibility for approving citizen participation programs and opportunities for participating in land use matters affecting the city.

Police Planning Task Force

Mike Harman, Staff Liaison

Marilee Woodrow, Council Liaison

Monthly/1st Thursday/7-9pm

The task force provides input regarding police policy matters and Long Range Plan implementation to the Chief of Police. They review police policies and make recommendations to the City Council.

Public Safety Coordinating Council (PSCC)

Gino Grimaldi, Staff Liaison

Dave Ralston, Council Liaison

Sean VanGordon, Alternate

3rd Thurs @ 3:00 pm

Location varies

This statutory committee is responsible for overseeing the implementation of SB1145 in Lane County and for coordinating countywide public safety and criminal justice services.

Region 2050

Council withdrew from Region 2050 on March 6, 2006.

Gino Grimaldi, Staff Liaison Times & Dates Vary
Christine Lundberg, Council Liaison

Region 2050's goal is to improve and sustain the region's quality of life by building regional consensus amount public and private interests on goals, objectives, and actions in six interdependent quality of life categories.

Roundabout Task Force

This group disbanded approximately March, 2001 (per Brian Barnett)

Brian Barnett, Staff Liaison Monthly

This task force will provide input and recommendations to City staff regarding roundabouts, review the preliminary design of the 58th and Thurston roundabout, help develop a public education/outreach strategy and make recommendations on other roundabout implementation policy issues. This Task Force will disband after completion of the Thurston project.

Springfield Utility Board (SUB)

Gino Grimaldi, Staff Liaison 2nd Wed. @ 7:00 pm

This board is charged to operate, maintain, supervise and control, for, and on behalf of the City of Springfield, all electric, water and gas, properties, of any of them which are now or which may hereafter be owned and operated by the City of Springfield, Oregon. SUB operates under the City Charter.

Travel Lane County (Formerly CVALCO)
(IGA Committee)

John Tamulonis, Staff Liaison 4th Thursday [NOT July & Dec.]
Christine Lundberg, Council Liaison 12:00-1:30 PM
Bob Brew, Alternate Location varies
Betty – 484-5307

This bureau is a non-profit organization, which aggressively markets the local area and Lane County as a visitor destination and provides services to conventions, tourists and members as needed.

Note: Additional Committees as specified:

- Streets
- Fire and Water
- Health
- Printing and Police