



City of Central Point
Development Commission
Agenda

Members: Hank Williams
Tanea Browning
Neil Olsen
Kelley Johnson
Melody Thueson
Michael Parsons
Rob Hernandez

January 27, 2022
6:30 p.m.

Central Point
Central Point City Hall
140 South 3rd Street
Central Point, Oregon

Staff Liaison: Chris Clayton

Meeting time, date, or location may be subject to change. Please contact the City Recorder at 541-423-1026 for additional information.

I. MEETING CALLED TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Sep 23, 2021 6:00 PM

IV. DISCUSSION ITEMS

- A. Resolution No. 2022 - _____, A Resolution of the Central Point Development Commission Adopting Findings Authorizing an Exemption from Competitive Solicitation for Sole Source Procurement and Awarding a Contract to Elaine Howard Consulting(Presented by Dreyer)

V. ADJOURNMENT

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1026 (voice), or by e-mail to Deanna.casey@centralpointoregon.gov.

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201

CITY OF CENTRAL POINT

Oregon

Community Development Commission

Regular Meeting Minutes
Thursday, September 23, 2021

I. MEETING CALLED TO ORDER

II. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Taneea Browning	Ward IV	Remote	
Neil Olsen	Ward I	Remote	
Kelley Johnson	Ward II	Remote	
Melody Thueson	Ward III	Excused	
Michael Parsons	At Large	Present	
Rob Hernandez	At Large	Present	

Staff members present: City Manager Chris Clayton; Finance Director Steve Weber; Parks and Public Works Director Matt Samitore; Planning Director Stephanie Holtey; Accounting Business Services Coordinator Rachel Neuenschwander; and City Recorder Deanna Casey.

III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Jul 8, 2021 6:30 AM

Rob Hernandez moved to approve the Minutes as presented.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Rob Hernandez, At Large
SECONDER:	Taneea Browning, Ward IV
AYES:	Williams, Browning, Olsen, Johnson, Parsons, Hernandez
EXCUSED:	Melody Thueson

IV. DISCUSSION ITEMS

- A. Pfaff Park Restroom Budget Amendment(Presented by Samitore)

Parks and Public Works Director Matt Samitore stated that the City has had various criminal activity with the restrooms at Pfaff Park for the past few years. The original facility was built in the 1950s and has been remodeled several times over the past 20 years. Unfortunately, the city has had to close the facility because of the vandalism, drug use, and accumulation of human waste.

Minutes Acceptance: Minutes of Sep 23, 2021 6:00 PM (APPROVAL OF MINUTES)

The city would like to replace the restroom with a modern concrete building. We have a quote which we have successfully used for various other restrooms in the city. The price is approximately \$240,000 for the restroom and storage building. The new facility will be equipped with lights, locking doors, and external cameras. In addition, the equipment, flooring, and paint are all set up for heavy use. The lead-time for this project is approximately six months.

Staff recommends reallocating urban renewal line items to ensure this project is completed by summer of 2022. Suggested fund transfers are all within the capital outlay fund:

- \$100,000 from the Crater Works Pedestrian Crossing Project
- Appropriating \$50,000 from Economic Incentive (housing) line item
- And \$50,000 from contingency

Although the Crater Works Pedestrian Crossing project line item is being reduced those funds will be backfilled by infrastructure maintenance from the Street Fund. Ultimately the new restrooms will save the city money and time by not needing to do repairs like they are now.

City Manager Chris Clayton explained that a supplemental budget resolution is not necessary for this action. Items will be moved between line items within a category not between fund categories.

Motion to approve the recommended budget amendment for the Pfaff Park Restroom Facility as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelley Johnson, Ward II
SECONDER:	Taneea Browning, Ward IV
AYES:	Williams, Browning, Olsen, Johnson, Parsons, Hernandez
EXCUSED:	Melody Thueson

- B. Public Hearing - Development Commission Resolution No. _____, A Resolution of the Central Point Commission Approving a Fiscal Year 2021-22 Supplemental Budget(Presented by Weber)

Finance Director Steven Weber explained that the Central Point Development Commission was awarded an Economic Development Grant as an identified ARPA Coronavirus State Fiscal Relief Fund in the amount of \$500,000. The Pfaff Park Restroom replacement project approved this evening requires \$50,000 be moved from Contingency to the Capital Outlay expenditure category.

With the adoption of the changes contained in this supplemental budget

Minutes Acceptance: Minutes of Sep 23, 2021 6:00 PM (APPROVAL OF MINUTES)

(\$500,000) the fiscal year 2021-22 budget will increase to \$2,138,090. The originally adopted 2021-22 budget was \$1,638,090.

Chair Hank Williams opened the public hearing, no one came forward and the public hearing was closed.

Melody Thueson moved to approve Development Commission Resolution No. 2021-03 A Resolution of the Central Point Commission approving a Fiscal Year 2021-22 Supplemental Budget.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Rob Hernandez, At Large
AYES:	Williams, Browning, Olsen, Johnson, Parsons, Hernandez
EXCUSED:	Melody Thueson

V. ADJOURNMENT

Mr. Clayton reported that staff is considering expanding the facade improvement program to allow for residential properties to make improvements. The language is being worked on and will be brought back to the Commission for adoption.

Mike Parsons moved to adjourn the meeting. Rob Hernandez seconded. All said aye and the September 23, 2021 Development Commission meeting was adjourned at 6:24 p.m.

The foregoing minutes of the September 23, 2021, Development Commission meeting were approved by the Development Commission at its meeting of _____.

Dated:

Chair Hank Williams

ATTEST:

City Recorder

Minutes Acceptance: Minutes of Sep 23, 2021 6:00 PM (APPROVAL OF MINUTES)



City of Central Point

Staff Report

ISSUE SUMMARY

TO: Community Development Commission **DEPARTMENT:**
City Attorney

FROM: Sydnee Dreyer, City Attorney

MEETING DATE: January 27, 2022

SUBJECT: Resolution No. 2022 - _____, A Resolution of the Central Point Development Commission Adopting Findings Authorizing an Exemption from Competitive Solicitation for Sole Source Procurement and Awarding a Contract to Elaine Howard Consulting

ACTION REQUIRED:

Motion
Public Hearing
Resolution

RECOMMENDATION:

BACKGROUND INFORMATION:

The City seeks to pursue a significant amendment to its urban renewal plan to add property and projects to the plan and make other necessary updates. The project includes hearings before the Planning Commission and the City Council, consultation with taxing districts, public involvement, notice, etc.

The City is seeking a sole source exemption from competitive solicitation to award the contract to Elaine Howard Consulting, LLC, based on the City's determination that said consultant has more than 30-years experience assisting Oregon jurisdictions in such matters, and in fact is the sole consultant to be used by neighboring cities such as Medford, Jacksonville, Phoenix, Talent and Bend in pursuing similar matters.

An exemption from competitive solicitation to award a sole source contract to Elaine Howard Consulting, LLC can be found to meet the requirements of CPMC 2.40.110(A) for special procurements, as provided in those findings attached hereto as Exhibit A.

FINANCIAL ANALYSIS:

The 2021-2022 City of Central Point Development Commission Budget Includes a \$50,000 appropriation for professional services. The proposed consulting contract would be funded from the current year professional services budget line item

LEGAL ANALYSIS:

The Development Commission may authorize a sole source exemption upon a finding that the professional services are available from only one source or other factors or circumstances that support the conclusion that the professional services are available from only one source.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Vibrant Economy, Goal 3 is to “Connect the east and west sides of Central Point to provide a sense of community cohesion despite the physical barrier imposed by Interstate 5.”

Vibrant Economy, Goal 3, Strategy 1 is to “Expand the Urban Renewal District to include CP-3 and Beebe Farms property.”

Vibrant Economy Goal 3, Strategy 2 is “Through Urban Renewal master plan east side development north of East Pine Street, including newly added lands in CP-3 and Beebe Farms. The subject properties should be a Gateway to the Eastside TOD, the Jackson County EXPO, and the UGB.”

Community Investment, Goal 1 is to “Build a strong city that is fiscally sustainable and provides enhanced services and small-town nuance.”

Community Investment, Goal 1, Strategy 1 is to “Partner with Urban Renewal to develop objective criteria to prioritize incentives and investments for planning and infrastructure projects that maximize value to the community in terms of cost-benefit, providing a connection between the east and west sides of town, and providing an urban form that is walkable, attractive and resilient to change.”

STAFF RECOMMENDATION:

Open a public hearing and upon close of the public hearing: 1) move to approve the resolution; 2) amend the resolution; or 3) reject the resolution

RECOMMENDED MOTION:

I move to approve Resolution No. ____, a Resolution of the Central Point Development Commission adopting findings authorizing an exemption from competitive solicitation for sole source procurement and awarding a contract to Elaine Howard Consulting, LLC

ATTACHMENTS:

1. Development Commission Resolution Authorizing Exemption

RESOLUTION NO. 2022-_____

A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION ADOPTING
FINDINGS AUTHORIZING AN EXEMPTION FROM COMPETITIVE SOLICITATION FOR
SOLE SOURCE PROCUREMENT AND AWARDING A CONTRACT TO ELAINE HOWARD
CONSULTING

Recitals:

A. The City seeks to amend its existing urban renewal plan to add property and projects to the plan and to complete other plan updates.

B. Elaine Howard and Scott Vanden Bos of Elaine Howard Consulting, LLC provide services to localities within Oregon for creation and expansion of urban renewal plans, urban renewal feasibility studies and other work specific to urban renewal plans in Oregon.

C. Elaine Howard Consulting, LLC is a qualified consultant and has specialized skills in urban renewal plan amendments. Elaine Howard Consulting, LLC works closely with Tiberius Solutions, LLC, a public finance consulting company to provide the necessary financial analysis required by statute in amending an urban renewal plan.

D. Elaine Howard Consulting, LLC has personnel resources ready to complete the urban renewal plan amendment in the next 6-months. City staff research indicated that Elaine Howard Consulting, LLC is the only consultant who has worked with local jurisdictions such as Medford, Talent, Phoenix, Jacksonville and Bend, with 30-years of expertise working in the creation and expansion of urban renewal plans.

E. An exemption from competitive solicitation to award a sole source contract to Elaine Howard Consulting, LLC can be found to meet the requirements of CPMC 2.40.110(A) for special procurements, as provided in those findings attached hereto as Exhibit A.

THE CENTRAL POINT DEVELOPMENT COMMISSION RESOLVES AS FOLLOWS:

Section 1. The findings attached hereto as Exhibit A are hereby adopted and an exemption from competitive solicitation for sole source procurement is authorized.

Section 2. A contract in the form attached hereto as Exhibit B is hereby awarded to Elaine Howard Consulting, LLC for up to \$32,400.00 for substantial amendment to the Central Point Urban Renewal Plan.

Section 3. This exemption is granted under the provisions of CPMC 2.40.110(A).

Passed by the Central Point Development Commission and signed by me in authentication of its passage this ____ day of January 2022.

Mayor Hank Williams, Chair
Central Point Development Commission

ATTEST:

Deanna Casey, City Recorder

Attachment: Development Commission Resolution Authorizing Exemption (1505 : Authorizing Sole Source Exemption)

RESOLUTION NO. ____ - EXHIBIT A

FINDINGS

Pursuant to CPMC 2.40.110(A) – Sole Source Procurements, the following facts support an exemption from competitive solicitation for awarding the Central Point Urban Renewal Substantial Amendment Consulting Agreement to Elaine Howard Consulting, LLC:

- A. The subject contract for which an exemption is sought is a consulting agreement with Elaine Howard Consulting, LLC to provide for a substantial amendment to Central Point’s Urban Renewal Plan, including adding property and projects to the plan and other plan updates. The project will include notice, hearing, public involvement, consultation with taxing districts, presentation to the Planning Commission, and ultimate adoption by the City Council.
- B. Exempting this project requires a finding under CPMC 2.40.110(A) that the efficient use of professional services is available only from one source or there are other facts and circumstances that support the conclusion that the professional services are only available from once source. The Development Commission finds:
 - a) Elaine Howard Consulting, LLC is a qualified consultant and has the personnel resources available to ensure completion of the Substantial Urban Renewal Plan within the next 6 months;
 - b) In researching consultants with the skills and experience to assist the City with this amendment, the City found that Elaine Howard Consulting, LLC is the only consultant that has been used by neighboring jurisdictions such as Medford, Phoenix, Talent, Jacksonville, Bend and many other jurisdictions in adopting or amending their respective urban renewal plan;
 - c) Elaine Howard Consulting has 30 years’ experience advising Oregon municipalities on matters related to Urban Renewal Plans, tax increment financing, amendments to plans and related issues and the number of cities in Oregon that have retained said consultant to work on such projects including major and minor amendments, annual reports, urban renewal feasibility studies, creation of urban renewal plans is extensive.
 - d) Given the vast experience of Elaine Howard Consulting, LLC in Oregon, and in Jackson County in particular, and that said consulting group is the sole group hired by Medford, Phoenix, Talent, Jacksonville, Bend and many other jurisdictions to perform such work, the Development Commission finds that these professional services are only available from one source.

C. Public notice of the approval of a special procurement must be given as follows:

- a. Public notice of the proposed exemption from competitive solicitation was published on City's website beginning January 21, 2022.
- b. Public notice of the proposed exemption from competition solicitation was published in the Medford Mail Tribune on January 26, 2022.
- c. A public hearing was held on January 27, 2022 with an opportunity for interested persons to appear and comment.