

**AGENDA**  
**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY (SEDA)**  
Library Meeting Room  
225 Fifth Street, Springfield, OR 97477  
**June 13, 2016**

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours notice prior to the meeting.

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**SEDA REGULAR MEETING**  
**7:30 p.m. (Approximate Time)**

**CALL TO ORDER & ROLL CALL**

Sean VanGordon\_\_\_\_, Hillary Wylie\_\_\_\_, Sheri Moore\_\_\_\_, Dave Ralston\_\_\_\_, Marilee Woodrow\_\_\_\_, Joe Pishioneri\_\_\_\_, Christine Lundberg\_\_\_\_, and Sid Leiken\_\_\_\_.

**CONSENT CALENDAR**

1. **MINUTES**
  - a. Minutes of May 2, 2016 (Attached)

**MOTION: APPROVE/NOT APPROVE THE CONSENT CALENDAR**

**COMMUNICATIONS**

1. Business from the Audience: **Please limit comments to 3 minutes. Request to Speak cards are available at the entrance. Please present cards to City Recorder. Speakers may not yield their time to others.**
2. Correspondence
3. Business from the Staff

**REPORT OF CHAIR**

**REPORTS OF COMMITTEES**

**PUBLIC HEARINGS**

1. Supplemental Budget Resolution.  
[Bob Duey] (10 Minutes)

**RESOLUTION NO. 1 – A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: SEDA DOWNTOWN GENERAL FUNDS.**

**MOTION: ADOPT/NOT ADOPT RESOLUTION NO. 1.**

2. Fiscal Year 2016/17 SEDA Budget Adoption.  
[Bob Duey] (10 Minutes)

RESOLUTION NO. 2 – A RESOLUTION ADOPTING THE FISCAL YEAR 2016/17  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY BUDGET, MAKING  
APPROPRIATIONS, AND DIRECTING THE DIVISION OF THE PROPERTY TAX

**MOTION: ADOPT/NOT ADOPT RESOLUTION NO. 2.**

NEW BUSINESS

1. Intergovernmental Agreement Extension Resolution.  
[Bob Duey] (10 Minutes)

RESOLUTION NO. 3 – A RESOLUTION AUTHORIZING THE EXTENSION OF THE  
INTERGOVERNMENTAL AGREEMENT TO ADVANCE AND REPAY FUNDS FOR  
NEEDED URBAN RENEWAL PROJECTS.

**MOTION: ADOPT/NOT ADOPT RESOLUTION NO. 3.**

OLD BUSINESS

ADJOURNMENT

MINUTES OF THE MEETING OF THE  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
HELD MONDAY MAY 2, 2016

The Springfield Economic Development Agency met in the Council Meeting Room, 225 Fifth Street, Springfield, Oregon on Monday May 2, 2016 at 8:00 p.m., with Board Chair Sean VanGordon presiding.

ATTENDANCE

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

Board Member Leiken was absent (excused).

APPROVAL OF MINUTES

- a. Minutes of November 23, 2015.

**IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER WYLIE TO APPROVE THE CONSENT CALENDAR. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST (1 ABSENT – LEIKEN).**

COMMUNICATIONS

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

REPORT OF CHAIR - None

REPORT OF COMMITTEES - None

PUBLIC HEARINGS - None

NEW BUSINESS

1. Authorization to Repay City for Schematic Design and Design Development Services for Glenwood Garage Design.

Courtney Griesel, Community Development Manager, presented the staff report on this item.

This resolution is the SEDA Board's authorization to enter into an intergovernmental agreement (IGA) with the City of Springfield City Council to repay costs associated with the contract with SRG for the design of a Cross Laminated Timber (CLT) parking structure to be located in the Glenwood Urban Renewal Riverfront Area. This is an important project for investment in

infrastructure and necessary redevelopment tools as we move forward into the second half of the urban renewal district life cycle. Staff asked for SEDA authorization to enter into that IGA.

Board Member Moore asked if there was a limit of \$1M.

Ms. Griesel said the limit for this IGA is \$678,000. That amount will cover schematic design and detailed architectural design. It is the front end costs from concept to construction documents.

**IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER WYLIE TO ADOPT RESOLUTION NO. SEDA2016-01. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST (1 ABSENT – LEIKEN).**

**IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER WYLIE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT (IGA) TO MAKE CONTRACT PAYMENTS WHEN THE IGA BETWEEN THE CITY AND SEDA HAS BEEN FINALIZED. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST (1 ABSENT – LEIKEN).**

OLD BUSINESS - None.

ADJOURNMENT

The meeting was adjourned at approximately 8:03 p.m.

Minutes Recorder – Amy Sowa

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Marilee Woodrow  
Secretary

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**AGENDA ITEM SUMMARY**

**Meeting Date:** 6/13/2016  
**Meeting Type:** Regular Meeting  
**Department:** Finance  
**Staff Contact:** Bob Duey  
**Staff Phone No:** 541.726.3740  
**Estimated Time:** 10 Minutes

**SPRINGFIELD ECONOMIC  
DEVELOPMENT AGENCY**

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**ITEM TITLE:** SUPPLEMENTAL BUDGET RESOLUTION

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**ACTION  
REQUESTED:** Conduct a public hearing and adopt/not adopt the following resolution:  
A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE  
FOLLOWING FUNDS: SEDA DOWNTOWN GENERAL FUNDS.

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**ISSUE  
STATEMENT:** At various times during the fiscal year the SEDA Board of Directors are requested to make adjustments to the annual budget to reflect needed changes in planned activities, to recognize new revenues, or to make other required adjustments. These adjustments to resources and requirements change the current budget and are processed through supplemental budget requests scheduled by the Finance Department on an annual basis.

The supplemental budget being presented includes adjusting resources and requirements in: SEDA Downtown General Fund.

The SEDA Board of Directors is asked to approve the attached Supplemental Budget Resolution.

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**ATTACHMENTS:** Attachment 1. Board Briefing Memorandum  
Attachment 2. Supplemental Budget Resolution

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**DISCUSSION/  
FINANCIAL  
IMPACT:** The overall financial impact of the Supplemental Budget Resolution is to increase Operating Expense \$47,000, Capital Projects \$31,000, Debt Services \$96,500 and Reserves \$4,375. These are offset by Interfund Transfers \$56,875 and new revenue of \$122,000.

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**MEMORANDUM**

Springfield Economic Development Agency

**Date:** 5/12/2015  
**To:** Gino Grimaldi  
**From:** Bob Duey, Finance Director  
**Subject:** SUPPLEMENTAL BUDGET REQUEST

**BOARD  
BRIEFING  
MEMORANDUM**

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**ISSUE:**

At various times during the fiscal year the SEDA Board of Directors are requested to make adjustments to the annual budget to reflect needed changes in planned activities, to recognize new revenues, or to make other required adjustments. These adjustments to resources and requirements change the current budget and are processed through supplemental budget requests scheduled by the Finance Department on an annual basis.

The supplemental budget being presented includes adjusting resources and requirements in: SEDA Downtown General Fund.

The SEDA Board of Directors is asked to approve the attached Supplemental Budget Resolution.

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**BACKGROUND:**

Supplemental budgets may be used to meet unexpected needs or to spend revenues not anticipated at the time the original budget was adopted. In accordance with Oregon budget law, notification of this supplemental budget and hearing is made no later than five calendar days before the public meeting. A public hearing is only required when a supplemental budget request changes total appropriations within a fund by 10% or greater; however the City of Springfield practice has been to process all supplemental budget requests through a public hearing for Council approval and adoption. Notification of this public hearing was published in the Springfield Times on Thursday June 2, 2016. The attached information identifies the individual items that are included in the June 13, 2016 Supplemental Budget request.

Changes to the budget included in this request fall into three general categories: reallocation of existing resources, re-appropriations or carryovers, and new appropriation requests. Reallocations move existing approved budget authority between funds or between departments. These adjustments can include reallocating reserves within the fund and beginning cash adjustments.

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

New appropriation requests include both expenditure items that are funded by new revenue, such as a new grant, and expenditure items that are being requested to be funded out of reserves. Those requests funded from reserves include items implementing Council direction, emerging issues identified by the City Executive Team that need to be resolved immediately, or to meet legal requirements. These requests will not significantly impact reserve balances.

**SUPPLEMENT BUDGET REQUESTS BY FUNDS**

In the proceeding Fund tables request will be reflected in two separate columns one for adjustments & carryovers and a second for new request. The intent of this new format is to show items that are strictly housekeeping efforts separately from request for program changes.

**SEDA Downtown General Fund 230** – The proceeding table shows the impact of all SEDA Downtown General Fund requests on the FY16 Amended budget.

<b>SEDA Downtown General F230</b>			
	<b>FY16 Amended Budget</b>	<b>Requests</b>	<b>Amended Budget</b>
<b><u>Resources</u></b>			
FY16 Resources	<b>\$ 815,172</b>		<b>\$ 815,172</b>
Current Taxes		75,000	75,000
Parking Program Permit		47,000	47,000
Interfund Loan		56,875	56,875
<b>Total Resources</b>	<b>\$ 815,172</b>	<b>178,875</b>	<b>\$ 994,047</b>
<b><u>Requirements</u></b>			
FY16 Operating Budget	<b>\$ 225,125</b>	47,000	<b>\$ 272,125</b>
<b>Total Operating Budget</b>			<b>\$ 272,125</b>
<b>Non-Departmental Expenses:</b>			
Debt Service	\$ 186,500	96,500	\$ 283,000
Reserves	3,547	4,375	7,922
<b>Total Non-Departmental</b>	<b>\$ 190,047</b>		<b>\$ 290,922</b>
<b>Total Capital Projects</b>	<b>\$ 400,000</b>	31,000	<b>\$ 431,000</b>
<b>Total Fund</b>	<b>\$ 815,172</b>	<b>178,875</b>	<b>\$ 994,047</b>

The Downtown Urban Renewal budget required a supplement budget request for 2 active projects that were not fully developed during the budget preparation process last year. The Downtown Parking program requires an expenditure appropriation of \$54K offset by \$47K in parking revenue and a decrease in the existing contractual services expenditure by \$7K. The Downtown Lighting Project for Phases 2 and 3 was originally estimated to be \$400K but has been approved by Council for \$431K. The additional \$31K will be funded through the internal revolving loan program between SEDA and the City. Additional budget request are to recognize the additional \$75K in property taxes expected to be received and the resulting budget requirement by SEDA for the revolving loan program for an increase in both principal and interest payments to the City.

**RECOMMENDED ACTION:**

Hold a public hearing and adopt/not adopt the following resolutions:

A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: SEDA Downtown General Fund.

**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING  
SEDA Downtown General Fund**

WHEREAS, the 2015-2016 fiscal year appropriations for the Springfield Economic Development Agency (SEDA) were made by Resolution No. SEDA2015-03 dated June 8, 2015; and,

WHEREAS, at various times during the fiscal year the SEDA Board of Directors is requested to make adjustments to the fiscal year budget to reflect needed changes in planned activities, to recognize new revenues, or to make other required adjustments; and,

WHEREAS, the SEDA Board of Directors handles such requests for adjustment to the budget through Supplemental Budget Resolutions presented at public hearings at which the public may

WHEREAS, notice of a public hearing, including information regarding such revenues and expenditures was published in a newspaper of general circulation not less than 5 days prior to the public

WHEREAS, this supplemental budget SEDA2 as amended by supplemental budget SEDA1 Resolution SEDA2016-08, for the 2015-2016 fiscal year, amends Resolution SEDA2015-03.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY, An Urban Renewal Agency of the  
State of Oregon, as follows:**

Section 1. Resolution SEDA2015-03 is hereby adjusted as follows:

**FUND: SEDA Downtown Fund 230**

<b>Resource</b>	<b>Amount</b>	<b>Expenditure</b>	<b>Amount</b>
<b>FY16 Amended Budget</b>	<b>\$ 815,172</b>	<b>FY16 Amended Budget</b>	<b>\$ 815,172</b>
Current Taxes	75,000	Operating Expense	47,000
Transfer Fund 420	56,875	Debt Services	96,500
Parking Program Permit	47,000	Reserves	4,375
		Capital	31,000
<b>Total Resources</b>	<b>\$ 994,047</b>	<b>Total Requirements</b>	<b>\$ 994,047</b>

**Comments:** Downtown Urban Renewal budget required a supplement budget request for two active projects: Downtown Parking Program and Downtown Lighting Project for Phases 2 and 3. Recognizes additional revenue from property taxes expected to be received and the resulting budget requirement by SEDA for the revolving loan program.

Section 2. This resolution shall take effect upon adoption by the Board of Directors.

Adopted by the Board of Directors of the Springfield Economic Development Agency this 13th day of June, 2016, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

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Sean VanGordon, Chair  
Springfield Economic Development Agency  
Board of Directors

ATTEST:

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Marilee Woodrow, Secretary  
Springfield Economic Development Agency  
Board of Directors

REVIEWED & APPROVED  
AS TO FORM  
  
DATE: 6/16/16  
OFFICE OF CITY ATTORNEY

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**AGENDA ITEM SUMMARY**

**Meeting Date:** 6/13/2016  
**Meeting Type:** Regular Meeting  
**Department:** Finance  
**Staff Contact:** Bob Duey  
**Staff Phone No:** 541-726-3740  
**Estimated Time:** 10 Minutes

**SPRINGFIELD ECONOMIC  
DEVELOPMENT AGENCY**

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**ITEM TITLE:** FISCAL YEAR 2016/17 SEDA BUDGET ADOPTION

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**ACTION  
REQUESTED:** Conduct a Public Hearing on the fiscal year 2016/17 SEDA budget, and adopt/not adopt the following resolution: A RESOLUTION ADOPTING THE FISCAL YEAR 2016/17 SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY BUDGET, MAKING APPROPRIATIONS, AND DIRECTING THE DIVISION OF THE PROPERTY TAX.

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**ISSUE  
STATEMENT:** The SEDA Board of Directors provided staff direction on the proposed budget for the upcoming year. Staff presented the budget to the SEDA Budget Committee on April 26, 2016. The Budget Committee held a hearing on that date and approved the budget to be presented to the SEDA Board for adoption.

The SEDA Board of Directors is now requested to hold a public hearing on the Fiscal Year 2016/17 (FY17) SEDA Budget as recommended by the Budget Committee, approve a resolution to adopt the Fiscal Year 2016/17 SEDA Budget, make appropriations, and direct the County Assessor to divide the taxes in accordance with State law.

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**ATTACHMENTS:**

- 1) Resolution SEDA FY17 Budget
- 2) Four Year Budget Summary

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**DISCUSSION/  
FINANCIAL  
IMPACT:** The attached resolution totals \$3,605,426 in resources and requirements.

The resolution, as proposed, anticipates no interagency loans from the City of Springfield to the SEDA Glenwood District for the fiscal year 2016/17.

Interagency loans funds between the City and the Downtown District are proposed in the amount of \$300,000. Debt service payments from SEDA back to the City total \$344,000.

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**Resolution No. \_\_\_\_\_**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2016/17 SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY BUDGET, MAKING APPROPRIATIONS, AND DIRECTING THE DIVISION OF THE PROPERTY TAX.**

WHEREAS, on April 26, 2016, the Budget Committee of the Springfield Economic Development Agency (SEDA) met and reviewed the proposed 2016/17 SEDA budget; and

WHEREAS, on April 26, 2016, the Budget Committee recommended approval of the 2016/17 SEDA budget for adoption by the SEDA Board of Directors; and

WHEREAS, on June 13, 2016, the SEDA Board of Directors held a public hearing on the approved budget; and

WHEREAS, the SEDA Board of Directors finds that Adopting the Budget and Making Appropriations is necessary under ORS 294.305 to 294.565.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY, An Urban Renewal Agency of the State of Oregon, as follows:**

Section 1. The Staff Liaison for the City of Springfield is directed to file a certified copy of this resolution with the Lane County Department of Assessment & Taxation, prior to July 15, 2016.

Section 2. The Agency budget for the Springfield Economic Development Agency for the fiscal year beginning July 1, 2016, and ending June 30, 2017, as approved by the City of Springfield Budget Committee in the total amount of \$3,605,426 hereby adopted.

Section 3. The adopted appropriations, for the fiscal year beginning July 1, 2016, and ending June 30, 2017, as set forth in Exhibit “A” is hereby adopted.

<b>Springfield Economic Development Agency</b>	
<b>Appropriations (All Funds)</b>	
Materials and Services	\$ 1,039,225
Capital Projects	1,350,000
Debt Service	644,000
Transfers	-
Reserves	572,201
<b>TOTAL APPROPRIATIONS – ALL FUNDS</b>	<b>\$ 3,605,426</b>

Section 4. BE IT RESOLVED that the Board of Directors of the Springfield Economic Development Agency hereby resolves to certify to the County Assessor a request for the Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

The above resolution and statements were approved and declared adopted on the 13th day of June, 2016, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

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Sean VanGordan, Chair  
Springfield Economic Development Agency  
Board of Directors

ATTEST:

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Marilee Woodrow, Secretary  
Springfield Economic Development Agency  
Board of Directors

**LEGAL APPROPRIATIONS LEVEL**

	<u>Dollar Amount</u>
<b><u>SEDA Glenwood General Fund - 229</u></b>	
<b>Operating</b>	
Material and Services	\$ 738,800
<b>Capital Projects</b>	\$ 1,350,000
<b>Non-Departmental</b>	
Debt Service	\$ 300,000
Reserves	559,326
<b>Total Non-Departmental</b>	\$ 859,326
<b>Total SEDA Glenwood General Fund</b>	<b>\$ 2,948,126</b>
<b><u>SEDA Downtown General Fund - 230</u></b>	
<b>Operating</b>	
Material and Services	\$ 300,425
<b>Capital Projects</b>	\$ -
<b>Non-Departmental</b>	
Debt Service	\$ 344,000
Reserves	12,875
<b>Total Non-Departmental</b>	\$ 356,875
<b>Total SEDA Downtown General Fund</b>	<b>\$ 657,300</b>
<b><u>SEDA Glenwood Capital Projects Fund - 429</u></b>	
<b>Capital Projects</b>	\$ -
<b>Total SEDA Glenwood Capital Projects Fund</b>	\$ -
<b><u>SEDA Downtown Capital Projects Fund - 430</u></b>	
<b>Total SEDA Downtown Capital Projects Fund</b>	\$ -
<b>TOTAL RESOLUTION</b>	<b>\$ 3,605,426</b>

**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
FOUR YEAR BUDGET VIEW**

<b>GLENWOOD GENERAL F229</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16-Est</b>	<b>FY17-Budget</b>
<b>Revenues</b>				
Property Taxes	\$ 710,408	\$ 811,434	\$ 844,000	\$ 870,000
Other Income	3,193	3,120	5,570	5,000
Lease Income	14,300			
Proceeds from Comm'l Loan				2,000,000
Interfund Loans	27,000			
<b>Total Current Revenue</b>	<b>\$ 754,902</b>	<b>\$ 814,554</b>	<b>\$ 849,570</b>	<b>\$ 2,875,000</b>
<b>Expenses</b>				
Material & Services	\$ 175,786	\$ 168,064	\$ 465,300	\$ 738,800
Capital Projects	462		650,000	1,350,000
Debt Services				300,000
Transfer to Fund 429		21,000	579,000	
Internal Loan Payments	286,771			
<b>Total Expenses</b>	<b>\$ 463,019</b>	<b>\$ 189,064</b>	<b>\$ 1,694,300</b>	<b>\$ 2,388,800</b>
<b>Annual Net</b>	<b>291,882</b>	<b>625,491</b>	<b>-844,730</b>	<b>486,200</b>
Beginning Cash	483	292,365	917,856	73,126
<b>Ending Cash</b>	<b>\$ 292,366</b>	<b>\$ 917,856</b>	<b>\$ 73,126</b>	<b>\$ 559,326</b>

<b>DOWNTOWN GENERAL F230</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16-Est</b>	<b>FY17-Budget</b>
<b>Revenue</b>				
Property Taxes	\$ 265,275	\$ 404,282	\$ 340,985	\$ 351,000
Other Income	441	274	375	300
Parking Program	-	2,385	65,000	66,000
Lease Income	28,163			
Interfund Transfers	250,000			
Interfund Loans	410,000	245,000	576,875	240,000
<b>Total Current Revenue</b>	<b>\$ 953,879</b>	<b>\$ 651,941</b>	<b>\$ 983,235</b>	<b>\$ 657,300</b>
<b>Expenses</b>				
Material & Services	\$ 96,385	\$ 162,558	\$ 271,407	\$ 300,425
Capital Projects	708,457	277,220	431,000	
Internal Loan Payments	-	375,708	283,000	344,000
<b>Total Expenses</b>	<b>\$ 804,842</b>	<b>\$ 815,486</b>	<b>\$ 985,407</b>	<b>\$ 644,425</b>
<b>Annual Net</b>	<b>149,037</b>	<b>-163,545</b>	<b>-2,172</b>	<b>12,875</b>
Beginning Cash	16,679	165,716	2,172	0
<b>Ending Cash</b>	<b>\$ 165,716</b>	<b>\$ 2,172</b>	<b>\$ -</b>	<b>\$ 12,875</b>

<b>GLENWOOD CAPITAL F229</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16-Est</b>	<b>FY17-Budget</b>
<b>Revenue</b>				
Transfer from Fund 229	\$ -	\$ 21,000	\$ 579,000	\$ -
<b>Total Current Revenue</b>	<b>\$ -</b>	<b>\$ 21,000</b>	<b>\$ 579,000</b>	<b>\$ -</b>
<b>Expenses</b>				
Capital Projects	-	20,767	579,233	
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 20,767</b>	<b>\$ 579,233</b>	<b>\$ -</b>
<b>Annual Net</b>	<b>0</b>	<b>233</b>	<b>-233</b>	<b>0</b>
Beginning Cash	0	0	233	0
<b>Ending Cash</b>	<b>\$ -</b>	<b>\$ 233</b>	<b>\$ -</b>	<b>\$ -</b>

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**AGENDA ITEM SUMMARY**

**Meeting Date:** 6/13/2016  
**Meeting Type:** Regular Meeting  
**Staff Contact/Dept.:** Bob Duey  
**Staff Phone No:** 541-726-3740  
**Estimated Time:** 10 Minutes

**SPRINGFIELD ECONOMIC  
DEVELOPMENT AGENCY**

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**ITEM TITLE:** INTERGOVERNMENTAL AGREEMENT EXTENSION RESOLUTION

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**ACTION  
REQUESTED:** Approve/Not Approve the Following Resolution: A RESOLUTION OF THE SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY (SEDA) AUTHORIZING EXTENDING THE INTERGOVERNMENTAL AGREEMENT TO ADVANCE AND REPAY FUNDS NEEDED FOR URBAN RENEWAL PROJECTS.

**ISSUE  
STATEMENT:** SEDA and the City have had two previous three-year IGAs to advance and repay funds and to cooperate on urban renewal plans for Glenwood and Downtown plan areas. The existing IGA was effective through FY2014. City Council will consider the IGA at its June 13, 2016 meeting. The funding agreement provides for both the Glenwood and Downtown Urban Renewal Plans.

**ATTACHMENTS:**

1. Intergovernmental Agreement To Advance and Repay Funds Needed for Urban Renewal Projects
2. Resolution

**DISCUSSION/  
FINANCIAL  
IMPACT:** The resolution extends the expired three-year Intergovernmental Agreement (IGA) SEDA has with the City to advance and repay funds up to \$1.5 million needed for urban renewal projects (See Attachment 2). This IGA is consistent with the Glenwood and Downtown Urban Renewal Plans.

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**INTERGOVERNMENTAL AGREEMENT  
TO ADVANCE AND REPAY FUNDS NEEDED FOR  
URBAN RENEWAL PROJECTS**

**By and between the  
Springfield Economic Development Agency, Oregon**

**And the  
City of Springfield, Oregon**

**Dated as of November 29, 2005**

**And as amended on July 21, 2008,**

**November 12, 2011, and June 20, 2016**

**Contract #670**

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## **INTERGOVERNMENTAL AGREEMENT**

This Intergovernmental Agreement to advance and repay funds needed for Urban Renewal Projects is dated as of November 25, 2005, as further amended on July 21, 2008, as further amended on November 21,, 2011, as further amended on June 20, 2016 and is entered into by and between the Springfield Economic Development Agency, ("SEDA") and the City of Springfield, Oregon (the "City"). The parties hereby agree as follows:

### 1. Definitions and Recitals.

#### 1.1 Definitions.

Unless the context clearly requires otherwise, capitalized terms used in this Intergovernmental Agreement shall have the following meanings unless the context clearly requires otherwise:

"Intergovernmental Agreement" means this Intergovernmental Agreement between the City and SEDA.

"Outstanding Balance" means the sum of all advances to SEDA by the City under Section 2.1 of this Intergovernmental Agreement, less all Repayments of principal that have been made by SEDA.

"Repayments" means the payments SEDA is required to make to the City under Section 2.3 of this Intergovernmental Agreement.

"Projects" means urban renewal projects that are properly described in SEDA's urban renewal plan for the Glenwood and Downtown Urban Renewal Area, and any other costs for which the Tax Increment Revenues may be spent under Oregon law. However, "Projects" shall not include any loans to third parties unless the loans receive the prior written approval of the City.

"Tax Increment Revenues" means all revenues which SEDA collects from the Glenwood and Downtown Urban Renewal Area under the provisions of Article IX, Section 1c of the Oregon Constitution and ORS Chapter 457.

#### 1.2 Recitals.

A. The City and SEDA have developed a cooperative services agreement between the two agencies for the City to provide administrative and other services to SEDA.

- B. The cooperative and services agreement between SEDA and the City also states that SEDA may borrow funds from time to time at terms and conditions agreeable to City and SEDA.
- C. The City and SEDA enter into this Intergovernmental Agreement to permit SEDA to borrow up to 1/5 million from the City for costs of Projects or Project-related administrative expenses as authorized by law.

## 2. The Repayments

### 2.1 Advances.

The City agrees to advance up to a maximum of \$1,500,000 at any point in time to SEDA upon receipt of written requests from SEDA. SEDA agrees not to request advances more than 30 days prior to the time SEDA expects to spend the amount that is advanced. Before funding any advance the City may require reasonable supporting documentation in addition to the written request. In addition, the City may bill SEDA quarterly for administrative expenses incurred by the City for the benefit of SEDA. If SEDA fails to make timely payments of those invoices, the City will treat the amount that is not paid as an additional advance to SEDA under this Intergovernmental Agreement. The City shall notify SEDA if it so treats any unpaid invoice.

### 2.2 Interest.

The Outstanding Balance shall bear interest at the rate paid to depositors by the Oregon Short Term Fund (also known as the "Local Government Investment Pool"), accrued monthly.

### 2.3 Repayment.

In the event an advance is made pursuant to this agreement, SEDA shall transfer all Tax Increment Revenues it receives necessary to repay the advance and accrued interest to the City within 15 days after those tax increment revenues are received. Tax Increment Revenues paid by SEDA to the City shall be applied first, to pay accrued interest, and second to reduce the Outstanding Balance.

### 2.4 Security for the Obligations of SEDA to Pay the Repayments.

SEDA hereby pledges its Tax Increment Revenues to pay the amounts described in Section 2.1 of this Intergovernmental Agreement, and this Intergovernmental Agreement shall constitute an indebtedness of SEDA. The pledge of the Tax Increment Revenues shall be superior to all other pledges or commitments of Tax Increment Revenues that SEDA makes, unless the City agrees in writing to subordinate its claim against the Tax Increment Revenues.

### 3. Miscellaneous.

#### 3.1 Termination.

The parties may jointly agree to terminate this Agreement at any time by written agreement. However, such termination shall not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

#### 3.2 Binding Effect.

This Intergovernmental Agreement shall inure to the benefit of and shall be binding upon SEDA and the City and their respective successors and assigns.

#### 3.3 Severability.

In the event any provisions of this Intergovernmental Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions thereof.

#### 3.4 Amendments.

This Intergovernmental Agreement may be amended only by a written agreement signed by both parties.

#### 3.5 Execution in Counterparts.

This Intergovernmental Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute the same instrument.

#### 3.6 Headings.

The headings, titles and table of contents in this Intergovernmental Agreement are provided for convenience and shall not affect the meaning, construction or effect of this Intergovernmental Agreement.

IN WITNESS WHEREOF, SEDA and the City have executed this Intergovernmental Agreement and amendments thereto as of the dates indicated above.

SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY

\_\_\_\_\_  
Sean Van Gordon, SEDA Chair

CITY OF SPRINGFIELD, OREGON

\_\_\_\_\_  
Gino Grimaldi, City Manager

Reviewed by City Contract Officer

*Jayke Van* 6.2.16

REVIEWED & APPROVED  
AS TO FORM

*[Signature]*  
DATE: 6/2/16  
OFFICE OF CITY ATTORNEY

REVIEWED & APPROVED  
AS TO FORM

*[Signature]*  
DATE: 6/2/16  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY

SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY, AN URBAN RENEWAL  
AGENCY OF THE CITY OF SPRINGFIELD  
RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE EXTENSION OF THE INTERGOVERNMENTAL  
AGREEMENT TO ADVANCE AND REPAY FUNDS FOR NEEDED URBAN RENEWAL  
PROJECTS.

WHEREAS, the City of Springfield voters approved formation of the Glenwood Urban  
Renewal District on November 29, 2005; and

WHEREAS, the City of Springfield voters approved formation of the Downtown Urban  
Renewal District on November 6, 2007; and

WHEREAS, the Springfield Economic Development Agency (SEDA) is authorized by  
Oregon Revised Statutes Chapter 457 to incur indebtedness to carry out its Glenwood  
and Downtown Urban Renewal Plans and by Oregon Revised Statutes Chapter 190 to  
enter into intergovernmental agreements; and

WHEREAS, the City of Springfield is a municipal corporation of the State of Oregon  
and authorized by Oregon Revised Statutes Chapter 190 to enter into  
intergovernmental agreements; and

WHEREAS, the Projects listed in the Downtown and Glenwood Urban Renewal Plans  
include Public Improvements; Redevelopment Through New Construction;  
Preservation, Rehabilitation, Development and Redevelopment; Property Acquisition  
and Disposition; and Plan Technical Studies and Administration; and

WHEREAS, the City of Springfield has pledged its cooperation to assist the two urban  
renewal districts in the development of Projects located in the urban renewal areas  
through an Intergovernmental Agreement to Advance and Repay Funds Needed for  
Urban Renewal Projects initially approved on November 29, 2005, amended on July  
21, 2008 to incorporate the Downtown Urban Renewal District, further amended on  
November 21, 2011 and as amended on June 20, 2016; and

WHEREAS, the City of Springfield has pledged its assistance to extend a line of credit  
and authority to accept repayment in the amount of \$1.5 million; and

WHEREAS, the current three-year agreement expired on June 30, 2014; and

WHEREAS, SEDA wishes to continue the intergovernmental agreement and the  
authority to make repayments.

NOW, THEREFORE, BE IS RESOLVED by the Board of Directors of SEDA, an Urban Renewal Agency of the State of Oregon, as follows:

1. The Board of SEDA hereby authorizes SEDA to enter into the Intergovernmental Agreement to Advance and Repay Funds for Needed Urban Renewal Projects in substantially similar form as attached hereto and incorporated by this reference, which extends the line of credit and authority to make repayments in the amount of \$1.5 million from July 1, 2014, until the agreement is terminated.
2. This Resolution shall take effect upon adoption.

Adopted by the Springfield Economic Development Agency, an Urban Renewal Agency of the City of Springfield, by a vote of \_\_\_\_ for and \_\_\_\_ against, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Sean Van Gordon, Chair  
Springfield Economic Development Agency

Attest:

\_\_\_\_\_  
Marilee Woodrow, Secretary  
Springfield Economic Development Agency

REVIEWED & APPROVED

AS TO FORM

DATE: 6/2/16

SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY