

**AGENDA**  
**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY (SEDA)**

Jesse Maine Room  
225 Fifth Street, Springfield, OR 97477

**November 28, 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 WORK SESSION**  
**7:00 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\_\_\_.

1. SEDA Budget Committee Discussion. (10 Minutes)  
[Bob Duey]

**ADJOURNMENT**

**SEDA REGULAR MEETING**  
**7:10 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 November 14, 2016 (Attached)
2. **RESOLUTIONS**
  - a. **RESOLUTION NO. 1 – A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD COMPETITIVE BIDS, REQUESTS FOR PROPOSALS, OTHER PERSONAL SERVICES, CONTRACTS EXEMPT FROM BIDDING REQUIREMENTS UNDER THE PURCHASING REGULATIONS, AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS IN CONFORMANCE WITH CITY OF SPRINGFIELD MUNICIPAL CODE AND ADMINSTRATIVE REGULATIONS DURING THE PERIOD COMMENCING DECEMBER 6, 2016 AND CONTINUING THROUGH JANUARY 2, 2017 WHILE BOARD IS IN RECESS.**

**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]

(05 Minutes)

RESOLUTION NO. 2 – A RESOLUTION ADJUSTING RESOURCES AND  
REQUIREMENTS IN THE FOLLOWING FUNDS: SEDA GLENWOOD GENERAL,  
SEDA DOWNTOWN GENERAL, AND SEDA GLENWOOD CAPITAL PROJECTS  
FUNDS.

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

NEW BUSINESS

OLD BUSINESS

ADJOURNMENT

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**AGENDA ITEM SUMMARY**

**Meeting Date:** 11/28/2016  
**Meeting Type:** Regular Meeting  
**Department:** Finance  
**Staff Contact:** Bob Duey  
**Staff Phone No:** 541.726.3740  
**Estimated Time:** 10 Minutes

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**S P R I N G F I E L D E C O N O M I C  
D E V E L O P M E N T A G E N C Y**

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**ITEM TITLE:** SEDA BUDGET COMMITTEE DISCUSSION

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**ACTION REQUESTED:** None: Staff is asking for direction from the SEDA Board for steps to be taken to complete the appointments to the SEDA Budget Committee.

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**ISSUE STATEMENT:** Oregon budget law directs that each agency appoints a budget committee that includes each member of the governing body and an equal number of citizen members. The SEDA Board has 8 members that include the 6 City Councilors, the Mayor and one County Commissioner. The SEDA Board has historically appointed the 6 members of the City's Budget Committee to the SEDA Budget Committee leaving the need for 2 additional appointments. Staff is asking the SEDA Board how they would like to identify and appoint the 2 additional members for terms beginning January 1, 2017.

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**ATTACHMENTS:** None

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**DISCUSSION/ FINANCIAL IMPACT:** No financial impact.

In past years, staff has not conducted a formal recruitment for the 2 additional members of the SEDA Budget Committee. Previous direction from the SEDA Board was to target membership to include one resident or business owner from the Glenwood District and one resident or business owner from the Downtown District. As the SEDA budget meetings are typically one night a year for 20 minutes this has been accomplished by personal recruitment rather than advertising.

Before this budget year begins, staff would like to ask the SEDA Board for any additional direction that would like to provide for the selection process of the two additional members of the Budget Committee. The option can vary from the current process of personal recruitment to help meet the resident/business owner request to a more formal process that matches the City's process of advertising and interviews by the SEDA Board.

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MINUTES OF THE MEETING OF THE  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
HELD MONDAY NOVEMBER 14, 2016

The Springfield Economic Development Agency met in the Jesse Maine Meeting Room, 225 Fifth Street, Springfield, Oregon on Monday November 14, 2016 at 6:21 p.m., with Board Vice Chair Sheri Moore presiding.

ATTENDANCE

Present were 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, Attorney Mary Bridget Smith, and City Recorder Amy Sowa.

Board Members VanGordon and Leiken were absent (excused).

CONSENT CALENDAR

1. MINUTES

- a. Minutes of September 26, 2016.

**IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER LUNDBERG TO APPROVE THE SEPTEMBER 26, 2016 MINUTES. THE MOTION PASSED WITH A VOTE OF 6 FOR AND 0 AGAINST (2 ABSENT – VANGORDON AND 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. NESSCO Investment Company Request for Downtown Urban Renewal Redevelopment Funds.

Courtney Griesel, Economic Development Manager, presented this item. NESSCO Investment, owned by Bill Ruff and his family, has property at 414 Main Street next to the A3 building. The family owns a good portion of the block, including the A3 building and two retail spaces directly east of the current A3 facility. Another property owner has the two vacant lots adjacent to their

property on the east. There are two other retail businesses on the far east of the block. There is a lot of energy on both ends of the block.

The Ruff's have come in with a project which is underway, and for the first time in decades, the front of the buildings is visible with windows. They are making significant improvements, over \$250,000, to the site to bring them up to ADA standards and make the facilities usable for active, vibrant retail. They have a request for \$50,000 in urban renewal funds, potentially on façade improvements, but also for some internal improvements. The project is so big, there are quite a few improvements that would meet eligibility for urban renewal funding and would create immediate property value increases. She referred to a document showing the cost estimate and elements that was included in the agenda packet. The request came to the SEDA Board prior to summer recess. At that meeting, the SEDA board directed staff to return with more details about the project and the SEDA Budget.

The approved current Downtown SEDA budget includes \$115,000 of available funds for special project and contracts. To date, approximately \$50,000 of these funds have been utilized or earmarked for projects including Downtown event sponsorships and a possible allocation to the Entrepreneur Training Fund. Remaining funds for projects are approximately \$65,000 and could be used to fund this request. While funds are available, an allocation to this redevelopment may require SEDA to scale back efforts, or delay until July 1, the install of decorative crosswalks.

Board Member Moore asked if this is the urban renewal district that is nearing its end.

Ms. Griesel said both districts are about halfway through their life cycle. This district was for a shorter term than Glenwood, so there are about 8 years left for Downtown. Currently, that district is not bringing in substantial revenues based on its current tax base. We need to see property values increase so we can start getting those receipts.

Board Member Ralston said he can't see how this wouldn't be a good thing. It improves Downtown, which is how SEDA works. He is good with this allocation.

**IT WAS MOVED BY BOARD MEMBER LUNDBERG WITH A SECOND BY BOARD MEMBER WOODROW TO APPROVE REQUEST FOR \$50,000 IN DOWNTOWN SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY (SEDA) TO BE USED BY NESSCO INVESTMENT COMPANY FOR REIMBURSEMENT OF IDENTIFIED BUILDING IMPROVEMENTS AT 414 MAIN STREET. THE MOTION PASSED WITH A VOTE OF 6 FOR 0 AGAINST (2 ABSENT – VANGORDON AND LEIKEN).**

2. Bid Award for Project P21102 – Downtown Lights Phase 2.

Traffic Engineer Brian Barnett presented this item. This Downtown Lighting project is the second phase of the downtown lighting improvements effort that began with Phase 1 in January 2015. The Phase 2 project consists of the installation of pedestrian level street lighting on Main Street between the Willamette River to Pioneer Parkway East and between 6<sup>th</sup> Street and 10<sup>th</sup> Street.

The following bids inclusive of bid alternates 1 & 2 were received and opened on October 13, 2016:

Engineer's Estimate	\$392,689.00
Lantz Electric, Inc.	\$362,653.00

L. R. Brabham, Inc.

\$537,187.50

Lantz Electric, Inc. is the low bidder on this project. Sufficient funds to allow award of the contract are budgeted in account 881002 Downtown Lighting Phase 2.

Board Member Wylie asked where we were in terms of installation.

Mr. Barnett said once Phase 2 is completed, there will be lights from the Willamette River to 10<sup>th</sup> Street along Main Street, and some along the side streets. There may be a little more money that could be applied to some small areas. There are still many lights left.

**IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER LUNDBERG TO AWARD THE SUBJECT CONTRACT TO LANTZ ELECTRIC, INC. INCLUSIVE OF BID ALTERNATES 1 AND 2 IN THE AMOUNT OF \$362,653.00. THE MOTION PASSED WITH A VOTE OF 6 FOR AND 0 AGAINST (2 ABSENT – VANGORDON AND LEIKEN).**

OLD BUSINESS - None.

ADJOURNMENT

The meeting was adjourned at approximately 6:31 p.m.

Minutes Recorder – Amy Sowa

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Marilee Woodrow  
Secretary

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**AGENDA ITEM SUMMARY**

**Meeting Date:** 11/28/2016  
**Meeting Type:** Regular Meeting  
**Department:** Finance  
**Staff Contact:** Jayne McMahan  
**Staff Phone No:** 541.726.3708  
**Estimated Time:** Consent Calendar

**SPRINGFIELD ECONOMIC  
DEVELOPMENT AGENCY**

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**ITEM TITLE:** RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD COMPETITIVE BIDS, REQUESTS FOR PROPOSALS, OTHER PERSONAL SERVICES CONTRACTS EXEMPT FROM BIDDING REQUIREMENTS UNDER THE CITY PURCHASING REGULATIONS, AND TO APPROVE AMENDMENTS TO PUBLIC CONTRACTS DURING WINTER RECESS.

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**ACTION REQUESTED:** Adopt/Not Adopt the following Resolution: A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD COMPETITIVE BIDS, REQUESTS FOR PROPOSALS, OTHER PERSONAL SERVICES, CONTRACTS EXEMPT FROM BIDDING REQUIREMENTS UNDER THE PURCHASING REGULATIONS, AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS IN CONFORMANCE WITH CITY OF SPRINGFIELD MUNICIPAL CODE AND ADMINISTRATIVE REGULATIONS DURING THE PERIOD COMMENCING DECEMBER 6, 2016 AND CONTINUING THROUGH JANUARY 2, 2017 WHILE BOARD IS IN RECESS.

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**ISSUE STATEMENT:** The City of Springfield conducts sourcing activities for SEDA and follows the City of Springfield's Municipal Code Chapter 2, Public Contracts, Section 2.704 "Public Contracts for Goods and Services," and Purchasing Guidelines unless otherwise stated.

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

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**ATTACHMENTS:** 1.) Project/Contract Summary  
2.) Resolution

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**DISCUSSION/  
FINANCIAL  
IMPACT:** The Municipal Code sets administratively limits on the City Manager's signature authority to make purchases and award contracts. The SEDA board authorization is required for amounts greater than the intermediate threshold. Section 2.706(3) of the Springfield Municipal Code prohibits amendments to public contracts where the amendment cost exceeds certain limits imposed by the Code except in certain cases of SEDA board approval. For the duration of the SEDA's 2016 winter recess, staff suggests that the SEDA authorize the City Manager to approve competitive bid contracts greater that exceed the intermediate procurement threshold, Requests for Proposals, other personal services contracts exempt from bidding requirements under the purchasing regulations, and to approve amendments to public contracts where the amendment cost exceeds the limits imposed by Section 2.706 (2)(c) without SEDA board approval, including, but not limited to, the projects and contracts, as well as purchases. All expenditures will be in accordance with Oregon Budget law and all purchasing provisions of the Municipal Code will be followed. City Manager authorization will allow projects to stay on schedule, public service to continue uninterrupted, and limit the SEDA's exposure.

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The following is a list winter recess contract awards currently anticipated. Other contracts or amendments may come up during the recess time that will be needed to be actioned.

Project Name	Approximate Dollar Value	Department	Contact	Date contract would be ready for award:
	<b>No contracts are being contemplated for over recess at this time.</b>			

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

A resolution of the Springfield Economic Development Agency hereinafter "SEDA" authorizing the following:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD COMPETITIVE BIDS, REQUESTS FOR PROPOSALS, OTHER PERSONAL SERVICES CONTRACTS EXEMPT FROM BIDDING REQUIREMENTS UNDER THE PURCHASING REGULATIONS, AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS IN CONFORMANCE WITH CITY OF SPRINGFIELD MUNICIPAL CODE AND ADMINISTRATIVE REGULATIONS DURING THE PERIOD COMMENCING DECEMBER 6, 2016 AND CONTINUING THROUGH JANUARY 2, 2017 WHILE BOARD IS IN RECESS.

WHEREAS, SEDA and the City of Springfield have an Agreement dated November 29, 2005 and amended July 21, 2008, November 21, 2011, and June 20, 2016 to advance and repay funds needed for Urban Renewal Projects; and

WHEREAS, The City of Springfield conducts sourcing activities for SEDA and follows the City of Springfield's Municipal Code Chapter 2, Public Contracts, Section 2.704 "Public Contracts for Goods and Services," and Purchasing Guidelines unless otherwise stated; and

WHEREAS, Chapter 2, Public Contracts, Section 2.704 "Public Contracts for Goods and Services," of the City of Springfield Municipal Code limits the City Manager's authority to make purchases and award contracts; and

WHEREAS, Chapter 2, Public Contracts, Section 2.706(3)&(4) prohibits amendments to public contracts where the amendment cost exceeds certain limits except in case of Board approval; and

WHEREAS, delaying these purchases and agreement approvals until the January 3, 2017 Board meeting would waste valuable time, increase the SEDA's exposure to financial costs, delays and might raise costs and reduce public service; and

WHEREAS, there may occur the need to execute contracts which have been competitively bid for which funds have been budgeted and which for reasons of public welfare, safety, and cost effectiveness need to be awarded during the SEDA Board's Winter recess commencing December 6, 2016 and continuing through January 2, 2017; and

WHEREAS, there may occur the need to execute contracts resulting from publicly advertised Requests for Proposals or other personal services contracts exempt from bidding requirements under the purchasing regulations, and for which funds have been budgeted, and for reasons of public welfare, safety, and cost effectiveness need to be awarded during the Board's Winter recess commencing December 6, 2016 and continuing through January 2, 2017; and

WHEREAS, there may occur the need to amend contracts where the amended cost exceeds certain specified limits set forth in the Springfield Municipal Code during the SEDA Board Winter recess commencing December 6, 2016 and continuing through January 2, 2017.

NOW THEREFORE BE IT RESOLVED, by the Board of SEDA as follows:

1. During the Board recess from December 6, 2016 through January 2, 2017, the City Manager is hereby authorized to award competitive bid contracts, contracts resulting from Requests for Proposals in conformance with City of Springfield

Municipal Code and contracting procedures and approve amendments to public contracts where the amendment cost exceeds certain limits imposed by Section 2.706(3) for the Springfield Municipal Code, except in cases of Board approval, including, but not limited to contracts which have been competitively bid, for which funds have been budgeted, and which for reasons of public welfare, safety, and cost effectiveness need to be awarded during the Board's Winter recess, provided all other applicable purchasing requirements in the Springfield Municipal Code are followed, including but not limited to these set forth on the attached Project/Contract Summary. This authorization supplements and is in addition to and not in lieu of Board authority.

2. This Resolution shall take effect on the 6th day of December, 2016 and shall elapse on January 3, 2017.

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

\_\_\_\_\_  
Sean VanGordon, Chair  
Springfield Economic Development Agency

ATTEST:

\_\_\_\_\_  
Amy Sowa, City Recorder

REVIEWED & APPROVED  
AS TO FORM  
*Jordan Leahy*  
DATE: 11/8/16  
OFFICE OF CITY ATTORNEY

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**AGENDA ITEM SUMMARY**

**Meeting Date:** 11/28/2016  
**Meeting Type:** Regular Meeting  
**Department:** Finance  
**Staff Contact:** Bob Duey  
**Staff Phone No:** 541.726.3740  
**Estimated Time:** 10 Minutes

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**SPRINGFIELD ECONOMIC  
DEVELOPMENT AGENCY**

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**ITEM TITLE:** SUPPLEMENTAL BUDGET RESOLUTION

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**ACTION REQUESTED:** Adopt/not adopt the following resolutions:  
A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: SEDA GLENWOOD GENERAL, SEDA DOWNTOWN GENERAL, AND SEDA GLENWOOD CAPITAL PROJECTS 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 Glenwood General, SEDA Downtown General, and SEDA Glenwood Capital Projects Funds.

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

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**ATTACHMENTS:** Attachment 1. Council 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 Capital Projects \$1,070,575 and Reserves \$167,956, and decrease Operating Expenses (\$75,000) and Debt Services (\$130,000). These are offset by Interfund Transfers of \$365,000 and Beginning Cash adjustment of \$513,531.

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**MEMORANDUM**

**Springfield Economic Development Agency**

**Date:** 11/28/2016  
**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 Glenwood General, SEDA Downtown General, and SEDA Glenwood Capital Projects Funds.

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, November 17, 2016. The attached information identifies the individual items that are included in the November 28, 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.

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**SUPPLEMENTAL BUDGET REQUESTS BY FUND**

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.

**Glenwood General and Capital Funds** - The proceeding table shows the impact of all SEDA Glenwood General Fund requests on the FY17 Adopted budget. The numbers at the right of the table correspond to the description of the requests that are below the table.

<b>SEDA Glenwood General F229 and SEDA Glenwood Capital Projects F429</b>				
	<b>FY17 Budget</b>	<b>Adj.</b>	<b>New Request</b>	<b>Amended Budget</b>
<b><i>Resources</i></b>				
FY17 Resources	\$ 2,948,126			\$ 2,948,126
Beginning Cash Adjustment		466,651		466,651 (1)
Oregon BEST Award			155,000	155,000 (2)
<b>Total Resources</b>	<b>\$ 2,948,126</b>	466,651	155,000	<b>\$ 3,569,777</b>
<b><i>Requirements</i></b>				
FY17 Operating Budget	\$ 738,800			\$ 738,800
City Manager's Office			(75,000)	(75,000) (2, 3)
<b>Total Operating Budget</b>				<b>\$ 663,800</b>
<b>Non-Departmental Expenses:</b>				
Debt Service	\$ 300,000		(130,000)	\$ 170,000 (4)
Transfers	-			-
Reserves	559,326		176,651	735,977 (5)
<b>Total Non-Departmental</b>	<b>\$ 859,326</b>		37,956	<b>\$ 905,977</b>
<b>Total Capital Projects</b>	<b>\$ 1,350,000</b>		650,000	<b>\$ 2,000,000 (6)</b>
<b>Total Fund</b>	<b>\$ 2,948,126</b>	-	659,607	<b>\$ 3,569,777</b>

1. Beginning cash is being adjusted because a planned property purchase was not made, leaving more cash than anticipated.
2. Request grants additional budget authority in order to receive grant funds and pay for grant awarded services from Oregon BEST to be spent on the parking structure's design and testing (\$155,000).
3. Request adjusts Contractual Services downward to reflect accelerated architect payments on the parking garage that occurred in FY16 (\$230,000).
4. Request reduces the amount of debt services in year 1 due to not taking out a previously anticipated loan.
5. Request reflects adjustment of beginning cash, realigns capital project budgets and debt service.
6. Request reflects a re-appropriation of funds due to a planned property purchase that did not occur before year-end.

**SEDA Downtown General Fund 230** – The proceeding table shows the impact of all SEDA Downtown General Fund requests on the FY16 Adopted budget. The numbers at the right of the table correspond to the description of the requests that are below the table.

<b>SEDA Downtown General F230</b>				
	<b>FY17 Budget</b>	<b>Adj.</b>	<b>New Request</b>	<b>Amended Budget</b>
<b><i>Resources</i></b>				
FY17 Resources	\$ 657,300			\$ 657,300
Beginning Cash Adjustment		46,880		46,880 (1)
Interfund Loan			365,000	365,000 (2)
<b>Total Resources</b>	<b>\$ 657,300</b>	<b>46,880</b>	<b>365,000</b>	<b>\$ 1,069,180</b>
<b><i>Requirements</i></b>				
FY17 Operating Budget	\$ 300,425			\$ 300,425
<b>Total Operating Budget</b>				<b>\$ 300,425</b>
<b>Non-Departmental Expenses:</b>				
Interfund loans	344,000			344,000
Reserves	12,875		(8,695)	4,180 (3)
<b>Total Non-Departmental</b>	<b>\$ 356,875</b>			<b>\$ 348,180</b>
<b>Total Capital Projects</b>	<b>\$ -</b>		<b>420,575</b>	<b>\$ 420,575 (4)</b>

1. Beginning cash is being adjusted because prior year lighting project construction had not started by year-end.
2. Request adjusts the Downtown Urban Renewal budget to reflect an increase in the beginning cash and re-appropriates these funds for the installation of downtown lighting previously approved by Council.
3. Request adjusts operating reserves to meet downtown lighting installation schedule.
4. Request re-appropriates funds for the lighting project as construction was not started in FY16.

**RECOMMENDED ACTION:**

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

A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: SEDA Glenwood General, and SEDA Downtown General, SEDA Glenwood Capital Projects Funds.

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

**A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING  
SEDA Glenwood General, SEDA Downtown General and SEDA Capital Projects Funds**

WHEREAS, the 2016-2017 fiscal year appropriations for the Springfield Economic Development Agency (SEDA) were made by Resolution No. SEDA2016-03 dated June 13, 2016; 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 comment on such requests; and,

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 meeting.

**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. Supplemental Budget No. 1 for the 2016-2017 Fiscal Year amending Resolution No. SEDA2016-03 is hereby adjusted as follows:

**FUND: SEDA Glenwood Fund 229**

<b>Resource</b>	<b>Amount</b>	<b>Expenditure</b>	<b>Amount</b>
<b>FY17 Adopted Budget</b>	<b>\$ 2,948,126</b>	<b>FY17 Adopted Budget</b>	<b>\$ 2,948,126</b>
Beginning Cash	466,418	Capital Projects	(75,000)
Oregon BEST Award	155,000	Debt Services	(130,000)
		Reserves	176,418
		Operating Expenses	650,000
<b>Total Resources</b>	<b>\$ 3,569,544</b>	<b>Total Requirements</b>	<b>\$ 3,569,544</b>

Comments: Request adjusts the Glenwood budget to reflect an increase in the beginning cash and reappropriates these funds for the purchase of property previously approved by Council. The FY16 planned purchase did not occur, and that purchase and subsequent purchases will occur in FY17. Request adjusts Contractual Services downward to reflect accelerated payments to architects on the Glenwood Riverfront parking structure project that occurred in FY16. Request also grants additional budget authority in order to receive grant funds and pay for grant awarded services from Oregon BEST to be spent on the parking structure's design and testing.

**FUND: SEDA Downtown Fund 230**

<b>Resource</b>	<b>Amount</b>	<b>Expenditure</b>	<b>Amount</b>
<b>FY17 Adopted Budget</b>	<b>\$ 657,300</b>	<b>FY17 Adopted Budget</b>	<b>\$ 657,300</b>
Beginning Cash	46,880	Reserves	(8,695)
Interfund Loan	365,000	Capital Projects	420,575
<b>Total Resources</b>	<b>\$ 1,069,180</b>	<b>Total Requirements</b>	<b>\$ 1,069,180</b>

**Comments:** Request adjusts the Downtown Urban Renewal budget to reflect an increase in the beginning cash and reappropriates these funds for the installation of downtown lighting previously approved by Council. Installation in FY16 was behind budget estimates, and the remaining installation will occur in FY17. Additional adjustments to internal borrowing and operating reserves to meet installation schedule.

**FUND: SEDA Glenwood Fund 429**

<b>Resource</b>	<b>Amount</b>	<b>Expenditure</b>	<b>Amount</b>
<b>FY17 Adopted Budget</b>	<b>\$ -</b>	<b>FY17 Adopted Budget</b>	<b>\$ -</b>
Beginning Cash	233	Reserves	233
<b>Total Resources</b>	<b>\$ 233</b>	<b>Total Requirements</b>	<b>\$ 233</b>

**Comments:** Request adjusts beginning cash for Glenwood Capital Project Fund 429.

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 28th day of November, 2016, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

\_\_\_\_\_  
 Sean VanGordon, Chair  
 Springfield Economic Development A  
 Board of Directors

ATTEST:

\_\_\_\_\_  
 Marilee Woodrow, Secretary  
 Springfield Economic Development Agency  
 Board of Directors