



## Springfield Economic Development Agency

### Agenda

City Hall

225 Fifth Street

Springfield, Oregon 97477

541-726-3700

Online at [www.springfield-or.gov](http://www.springfield-or.gov)

*Chair: Victoria Doyle*

*Vice Chair: Kori Rodley*

#### *Board Members*

Sean VanGordon

Michelle Webber

Steve Moe

Beth Blackwell

Alan Stout

David Loveall

#### **City Manager:**

Nancy Newton

#### **City Recorder:**

Allyson Pulido

541-726-3700

These meetings will be available via phone, internet using Zoom and in person. Members of the public wishing to attend these meetings electronically can call in or attend virtually by following the directions below. This information can also be found on the City's website.

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

**Meetings will end prior to 10:00 p.m. unless extended by a vote of the Board.**

All proceedings before the Springfield Economic Development Agency are recorded.

February 10, 2025

Monday

7:00 p.m. Regular Meeting

City Council Meeting Room

or

Virtual Attendance

Registration Required:

Attend from your computer, tablet or smartphone:

Zoom

Meeting ID: 870 8705 8649

[https://us06web.zoom.us/webinar/register/WN\\_6nLCBKBR0C7f5oAKVJp3A](https://us06web.zoom.us/webinar/register/WN_6nLCBKBR0C7f5oAKVJp3A)

To dial in using your phone in Listen Only Mode:

Dial 1 (971) 247-1195

Toll Free 1 (877) 853-5247

Oregon Relay/TTY: 711 or 800-735-1232

#### **CALL TO ORDER**

**ROLL CALL** -- Board Members: VanGordon\_\_\_, Webber\_\_\_, Moe\_\_\_, Rodley\_\_\_, Blackwell\_\_\_, Doyle\_\_\_, Stout\_\_\_ and Loveall\_\_\_.

#### **CONSENT CALENDAR**

##### **1. Minutes**

a. November 25, 2024 Meeting Minutes

b. January 13, 2025 Meeting Minutes

**2. Resolutions**

**4. MOTION: APPROVE/REJECT 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 and the Board cannot engage in discussion/conversation with the individual providing comment/testimony.
2. Correspondence
3. Business from the Staff

**REPORT OF CHAIR**

**REPORTS OF COMMITTEES**

**PUBLIC HEARINGS - 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.**

1. SEDA FY25 Supplemental Budget #2  
[Jessica Mumme] (5 minutes)

**MOTION: ADOPT/NOT ADOPT A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUND: SEDA GLENWOOD GENERAL FUND**

**NEW BUSINESS**

**OLD BUSINESS**

1. Annual SDC Program Update  
[Allie Camp] (10 minutes)

**ADJOURNMENT**

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<b>AGENDA ITEM SUMMARY</b>	<b>Meeting Date:</b>	02/10/2025
	<b>Meeting Type:</b>	Springfield Economic Development Agency-Regular Meeting
	<b>Estimated Time:</b>	Consent Calendar
<b>SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY</b>		

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**ITEM TITLE:**  
November 25, 2024 Meeting Minutes

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<b>Attachments</b>	
November 25, 2024 SEDA Meeting Minutes	

MINUTES OF THE MEETING OF THE  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
HELD MONDAY, NOVEMBER 25, 2024

The Springfield Economic Development Agency (SEDA) met in person and via Zoom on Monday, November 25, 2024, Chair Rodley presiding.

**CALL TO ORDER**

Chair Rodley called the meeting to order at 7:19 p.m. with a roll call. A quorum was present. Chair Rodley announced David Loveall's excused absence.

**ATTENDANCE**

Present were Chair Kori Rodley, Vice Chair Victoria Doyle, and Board Members Sean VanGordon, Michelle Webber, Beth Blackwell, Steve Moe, and Joe Pishioneri. Board Member David Loveall was absent and excused by Chair Rodley.

**STAFF PRESENT**

City Manager Nancy Newton, Assistant City Manager Niel Laudati, Assistant City Attorney Kristina Kraaz, Economic Development Manager Allie Camp, and City Recorder Allyson Pulido.

Chair Rodley provided instructions for public comment under the *Business from the Audience* agenda item.

**CONSENT CALENDAR**

**1. Minutes**

- a. October 14, 2024 SEDA Meeting Minutes**
- b. November 12, 2024 SEDA Meeting Minutes**

**2. Resolutions**

**a. SEDA Contracts Over Winter Recess**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD CONTRACTS EXCEEDING \$100,000 AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS EXCEEDING LEVELS IN SPRINGFIELD MUNICIPAL CODE SECTION 2.706(3) IN CONFORMANCE WITH ALL OTHER APPLICABLE REQUIREMENTS OF THE SPRINGFIELD MUNICIPAL CODE AND OREGON PUBLIC CONTRACTING LAW DURING THE PERIOD COMMENCING NOVEMBER 26, 2024 AND CONTINUING THROUGH JANUARY 5, 2025 WHILE THE BOARD IS IN RECESS.

**MOTION: VICE CHAIR DOYLE MOVED, SECONDED BY BOARD MEMBER PISHIONERI, TO APPROVE THE CONSENT CALENDAR.**

**The motion was approved unanimously.**

**COMMUNICATIONS**

- 1. Business from the Audience** – There were no requests to speak.
- 2. Correspondence** – None
- 3. Business from the Staff** – None

**REPORT OF CHAIR** - None

**REPORTS OF COMMITTEES** - None

**PUBLIC HEARINGS** – None

**NEW BUSINESS** – None

**OLD BUSINESS** – None

**ADJOURNMENT**

Chair Rodley adjourned the meeting at 7:21 p.m.

(Minutes recorded by Pam Berrian, LCOG)

Attest:

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Allie Camp, SEDA Staff Liaison

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<b>AGENDA ITEM SUMMARY</b>	<b>Meeting Date:</b>	02/10/2025
	<b>Meeting Type:</b>	Springfield Economic Development Agency-Regular Meeting
	<b>Estimated Time:</b>	Consent Calendar
<b>SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY</b>		

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**ITEM TITLE:**

January 13, 2025 Meeting Minutes

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**Attachments**

January 13, 2025 Meeting Minutes

MINUTES OF THE MEETING OF THE  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
HELD MONDAY, JANUARY 13, 2025

The Springfield Economic Development Agency (SEDA) in person and via zoom on Monday January 13, 2025, Chair Rodley presiding.

**CALL TO ORDER**

Chair Rodley called the meeting to order at 6:30 p.m. with a roll call. A quorum was present.

**ATTENDANCE**

Present were Chair Kori Rodley, Vice Chair Victoria Doyle, and Board Members Sean VanGordon, Michelle Webber, David Loveall, Beth Blackwell, Steve Moe, and Alan Stout.

**STAFF PRESENT**

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, and City Recorder Allyson Pulido.

Chair Rodley provided instructions for public comment on the *Business from the Audience* agenda item.

**CONSENT CALENDAR** – None

**COMMUNICATIONS**

**1. Business from the Audience**

There were no requests to speak.

**2. Correspondence** – None

**3. Business from staff** – None

**REPORT OF THE CHAIR** -None

**REPORTS OF COMMITTEES** – None

**NEW BUSINESS**

**1. Springfield Economic Development Agency Board Officer Elections**

City Attorney Mary Bridget Smith explained the Board Officer elections process for Chair, Vice Chair and Secretary and advised that nominations did not require a second. She also advised a slate of officers could be approved with a vote on one motion.

**MOTION: BOARD MEMBER STOUT MOVED TO APPROVE BOARD MEMBER DOYLE AS CHAIR, BOARD MEMBER RODLEY AS VICE CHAIR AND BOARD MEMBER BLACKWELL AS SECRETARY OF SEDA, SECONDED BY BOARD MEMBER LOVEALL.**

**The motion passed unanimously (8:0).**

Vice Chair Rodley turned the meeting over to Chair Doyle.

**2. Downtown Matching Loan Resolution (attachment)**

Assistant City Manager Niel Laudati introduced the agenda item and asked the Board for approval for the City Manager to enter into the Settlement and Release Agreement with Mr. Troy Slonecker, property owner of 111 Main Street, for the resolution of a downtown matching loan to Swallowtail Spirits.

**MOTION: VICE CHAIR RODLEY MOVED, SECONDED BY BOARD MEMBER LOVEALL TO APPROVE THE CITY MANAGER TO ENTER INTO THE SETTLEMENT AND RELEASE AGREEMENT WITH MR. TROY SLONECKER, PROPERTY OWNER OF 111 MAIN STREET, FOR THE RESOLUTION A DOWNTOWN MATCHING LOAN TO SWALLOWTAIL SPIRITS.**

**The motion passed unanimously (8:0).**

**OLD BUSINESS – None**

**ADJOURNMENT**

Chair Doyle adjourned the meeting at 6:43 p.m.

(Minutes recorded by Pam Berrian, LCOG)

Attest:

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Allie Camp, SEDA Staff Liaison



<b>AGENDA ITEM SUMMARY</b>	<b>Meeting Date:</b>	02/10/2025
	<b>Meeting Type:</b>	Springfield Economic Development Agency- Regular Meeting
	<b>Staff Contact/Dept:</b>	Jessica Mumme, Budget & Procurement Manager/Finance
	<b>Staff Phone No:</b>	
<b>SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY</b>	<b>Estimated Time:</b>	5 Minutes

**ITEM TITLE:**

SEDA FY25 Supplemental Budget #2

**ACTION REQUESTED:**

Conduct a public hearing and adopt/not adopt the following resolution:

A Resolution Adjusting Resources And Requirements In The Following Fund: Seda Glenwood General Fund

**ISSUE STATEMENT:**

At various times during the fiscal year, the SEDA Board is asked to adjust 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 the SEDA Glenwood General Fund.

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

**DISCUSSION/FINANCIAL IMPACT:**

This supplemental budget includes proposed changes to the budget as outlined in the commentary section of Exhibit A in the attached resolution.

**SEDA Glenwood General Fund Summary:**

This supplemental budget increases interfund transfers by \$192,925, offset by a reduction in reserves, for the rent receipts for Brooklyn Street. The rent receipts were going to SEDA, but the property was purchased by the City. This moves the prior year revenue from SEDA to the City.

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**Attachments**

1. Resolution with Exhibit A

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

**SUPPLEMENTAL BUDGET #2**

**A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUND:  
SEDA GLENWOOD GENERAL FUND.**

**WHEREAS**, the Springfield Economic Development Agency Board of Directors has adopted the budget and made appropriations for Fiscal Year 2024-2025 through Resolution No. SEDA2024-05 adopted June 10, 2024, and as amended by Resolution No. SEDA2024-07 on October 14, 2024.

**WHEREAS**, ORS 294.471(1)(a) permit a supplemental budget due to an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning;

**WHEREAS**, the Springfield Economic Development Agency Board of Directors is requested to make adjustments to the Fiscal Year 2024-2025 budget as described in Exhibit A, which is attached and incorporated by reference;

**WHEREAS**, this supplemental budget is being presented for consideration at a regular meeting of the Springfield Economic Development Agency Board of Directors; and

**WHEREAS**, notice of a supplemental budget, 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: The Fiscal Year 2024-2025 budget and appropriations, as adopted by Resolution No. SEDA2024-05 are hereby adjusted as provided in Exhibit A.

Section 2: This Resolution will take effect upon adoption by the Board of Directors.

ADOPTED by the Board of Directors of the Springfield Economic Development Agency this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

ATTEST:

\_\_\_\_\_  
Allie Camp, Staff Liaison  
Springfield Economic Development Agency

**Exhibit A  
FY 2024-2025  
Supplemental Budget #2**

	<b>FY25 Adopted Budget</b>	<b>Supplemental Budget #1</b>	<b>Supplemental Budget #2</b>	<b>FY25 Revised Budget</b>
<b><u>SEDA Glenwood General Fund - 229</u></b>				
<b>Department Operating</b>				
City Manager's Office	\$ 289,815	\$ -	\$ -	\$ 289,815
Finance	12,000	-	-	12,000
<b>Total Department Operating</b>	<u>301,815</u>	<u>-</u>	<u>-</u>	<u>301,815</u>
<b>Total City Manager's Office Capital Projects</b>	<u>1,250,000</u>	<u>-</u>	<u>-</u>	<u>1,250,000</u>
<b>Non-Departmental</b>				
Debt Service	1,362,265	-	-	1,362,265
Transfers	-	-	192,925	192,925
Reserves	304,511	480,377	(192,925)	591,963
<b>Total Non-Departmental</b>	<u>1,666,776</u>	<u>480,377</u>	<u>-</u>	<u>2,147,153</u>
<b>Total SEDA Glenwood General Fund</b>	<u><b>\$ 3,218,591</b></u>	<u><b>\$ 480,377</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 3,698,968</b></u>

**SEDA Glenwood General Fund Commentary:**

1.) Transfer \$192,925 from SEDA's Glenwood General Fund reserves to the City's Booth-Kelly Fund. The rent receipts for Brooklyn Street were going to SEDA, but the property was purchased by the City.

	<b>FY25 Adopted Budget</b>	<b>Supplemental Budget #1</b>	<b>Supplemental Budget #2</b>	<b>FY25 Revised Budget</b>
<b><u>SEDA Downtown General Fund - 230</u></b>				
<b>Department Operating</b>				
City Manager's Office	\$ 903,114	\$ -	\$ -	\$ 903,114
Finance	12,000	-	-	12,000
<b>Total Department Operating</b>	<u>915,114</u>	<u>-</u>	<u>-</u>	<u>915,114</u>
<b>Total City Manager's Office Capital Projects</b>	<u>3,250,000</u>	<u>-</u>	<u>-</u>	<u>3,250,000</u>
<b>Non-Departmental</b>				
Debt Service (Interfund)	75,000	(75,000)	-	-
Reserves	1,502,593	(1,163,799)	-	338,794
<b>Total Non-Departmental</b>	<u>1,577,593</u>	<u>(1,238,799)</u>	<u>-</u>	<u>338,794</u>
<b>Total SEDA Downtown General Fund</b>	<u><b>\$ 5,742,707</b></u>	<u><b>\$ (1,238,799)</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 4,503,908</b></u>

**Downtown General Fund Commentary:**

- No current activity.

	FY25 Adopted Budget	Supplemental Budget #1	Supplemental Budget #2	FY25 Revised Budget
	FY25 Adopted Budget	Supplemental Budget #1	Supplemental Budget #2	FY25 Revised Budget
<b><u>SEDA Glenwood Capital Projects Fund - 429</u></b>				
<b>Total Development &amp; Public Works Capital Projects</b>	\$ 56,191	\$ -	\$ -	\$ 56,191
<b>Non-Departmental</b>				
Reserves	2,416	-	-	2,416
<b>Total SEDA Glenwood Capital Projects Fund</b>	<b>\$ 58,607</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,607</b>
<b>SEDA Glenwood Capital Project Fund Commentary:</b>				
- No current activity.				
<b>TOTAL RESOLUTION</b>	<b>\$ 9,019,905</b>	<b>\$ (758,422)</b>	<b>\$ -</b>	<b>\$ 8,261,483</b>

<b>AGENDA ITEM SUMMARY</b>	<b>Meeting Date:</b>	02/10/2025
	<b>Meeting Type:</b>	Springfield Economic Development Agency- Regular Meeting
	<b>Staff Contact/Dept:</b>	Allie Camp, Economic Development Manager/City Manager's Office
	<b>Staff Phone No:</b>	
<b>SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY</b>	<b>Estimated Time:</b>	10 Minutes

**ITEM TITLE:**

Annual SDC Program Update

**ACTION REQUESTED:**

For discussion and review by the Board.

**ISSUE STATEMENT:**

Annually the Board will receive an update on the Systems Development Charge (SDC) incentive program utilization to maintain awareness of the program's spending and to provide an opportunity for any programmatic changes.

**DISCUSSION/FINANCIAL IMPACT:**

In 2024 the Springfield Economic Development Agency (SEDA) Board reviewed the Systems Development Charge (SDC) incentive program and made programmatic changes.

For the program's future-

1. Resolution 2024-03 (ATT 1) extends the program in the Downtown and Glenwood Urban Renewal Districts for five years until December 31, 2028.
2. Resolution 2024-03 determines Downtown SDC payments will be made to the City of Springfield as fees are incurred, any SDC fees incurred over \$100,000 will be discussed with the Board for repayment options, and program utilization in Glenwood will be limited to \$2M total.

For the program's past-

1. Resolution 2024-04 (ATT 2) determines that SEDA assumes the financial obligation to the City of Springfield for past accumulated program expenses from July 1, 2014 through December 31, 2023.
2. A lump sum repayment for Downtown of \$570,718.03 was made in FY25 to the City of Springfield. All incumbered and future fees due to the City of Springfield for Glenwood SDC utilization will be paid to strategically advance development in Glenwood (ATT 3).

The SDC program for Downtown has incurred \$112,202.48 of SDC costs due to the City of Springfield in calendar year 2024. Measuring by calendar year allows staff to budget for calendar year 2024 repayment in the forthcoming fiscal year. No SDC costs were incurred for Glenwood in calendar year 2024. The Board Briefing Memorandum (ATT 4) details program expenditures to date.

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**Attachments**

1. SEDA Resolution 2024-03
2. SEDA Resolution 2024-04
3. MOU for repayment
4. Board Briefing Memorandum
5. SDC Program Application

**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY (SEDA)**  
**RESOLUTION NO. SEDA2024-03**

**A RESOLUTION INCENTIVIZING DEVELOPMENT IN THE DOWNTOWN URBAN RENEWAL AREA AND GLENWOOD URBAN RENEWAL AREA BY ASSUMING PAYMENT OF CERTAIN SYSTEM DEVELOPMENT CHARGES AS ESTABLISHED BY SPRINGFIELD MUNICIPAL CODE SECTION 3.406 THROUGH THE PERIOD ENDING DECEMBER 31, 2028**

**WHEREAS**, the Downtown Urban Renewal Plan section 600.B and the Glenwood Urban Renewal Plan section 600.B authorize SEDA to provide financial assistance for new construction, redevelopment, and rehabilitation of properties within the respective urban renewal areas;

**WHEREAS**, the SEDA Board finds that it is in the public interest to encourage residential, commercial, mixed-use, and industrial development, redevelopment, and rehabilitation in the Downtown Urban Renewal Plan area and the Glenwood Urban Renewal Plan area, for projects that are consistent with the City of Springfield's adopted land use plans and regulations, by reducing the overall costs of development;

**WHEREAS**, the costs of development include transportation, stormwater and local wastewater system development charges imposed by the City; regional wastewater system development charges imposed by the Metropolitan Wastewater Management Commission; and system development charges for parks and recreation imposed by the Willamalane Parks and Recreation District, for the purposes of funding past and future infrastructure required to meet the needs of community growth;

**WHEREAS**, on April 19, 2010, the Council adopted Resolution 10-19, amending and adopting the rate structure for systems development charges for stormwater and local wastewater;

**WHEREAS**, on December 1, 2014, the Council adopted Resolution 2014-38, modifying a methodology for the calculation of transportation system development charges;

**WHEREAS**, the SEDA Board desires to stimulate development in each of the urban renewal areas by assuming the obligation for certain SDCs imposed by the City of Springfield for the period commencing January 1, 2024 and ending December 31, 2028;

**WHEREAS**, to ensure adequate financial resources for other projects authorized by the Glenwood Urban Renewal Plan, the amount of SDCs that SEDA may incur for projects within the Glenwood Urban Renewal Area will be limited to a cumulative maximum of \$2,000,000, unless amended by future Board Resolution; and

**WHEREAS**, the Board wishes to authorize the Springfield City Manager, Finance Director, and Development and Public Works Community Development Division Director to develop and execute an interagency memorandum of understanding between the City and SEDA to provide for SEDA payment of assumed SDCs over time as needed,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SEDA, AN URBAN RENEWAL AGENCY OF THE CITY OF SPRINGFIELD, AS FOLLOWS:

Section 1: For a period beginning on January 1, 2024, and extending through December 31, 2028, the Springfield Economic Development Agency shall assume payment of the transportation,

stormwater, and local wastewater system development charges on new construction, redevelopment, and rehabilitation projects within the Downtown Urban Renewal Area and Glenwood Urban Renewal Area, consistent with the requirements of the Downtown Urban Renewal Plan and Glenwood Urban Renewal Plan, respectively. For the Glenwood Urban Renewal Area only, the amount of SDCs that may be incurred by SEDA under this section shall be limited to \$2,000,000.

Section 2: The City Manager, City Finance Director, and Development and Public Works Community Development Division Director are directed to develop and execute a memorandum of understanding (MOU) between the City and SEDA providing for the payment to the City of SDCs assumed by SEDA as follows:

- A. Within the Downtown Urban Renewal Area, SEDA will pay the amount of assumed SDCs to the City at the time they are incurred by SEDA, up to \$100,000 per project. For projects exceeding \$100,000 in local SDCs, SEDA and the City will mutually agree upon a plan for extended repayment, not to exceed the life of the respective urban renewal plan, as may be directed by the SEDA Board.
- B. Within the Glenwood Urban Renewal Area, SEDA will incur SDCs as a debt owed to the City of Springfield, to be paid to the City upon terms specified in the MOU, to allow SEDA SDC payments to be strategically applied to costs of eligible public improvements in Glenwood Urban Renewal Area.
- C. SEDA's debts incurred under this Resolution will be subordinate to all other indebtedness owed by SEDA to the City and to all other borrowings approved by SEDA that are secured by tax increment revenues.

Section 3: The City Manager and City Attorney are directed to develop and implement an applicant agreement setting forth the terms and conditions by which SEDA will incur the obligation to pay local SDCs on behalf of the applicant. The applicant must agree to abide by the requirements of sections 600.B. and 800 of the applicable urban renewal plan and any other requirements deemed necessary by the City Manager to carry out the purposes of this Resolution.

Section 4: The SEDA Staff Liaison is directed to annually report to the Board to allow the Board to assess the impact of this program on SEDA's financial resources including each urban renewal area's maximum indebtedness, to assure the program is operating as intended, and to allow the Board to amend or extend this Resolution as development opportunities change.

ADOPTED by the Board of the Springfield Economic Development Agency this 8<sup>th</sup> day of January, 2024, by a vote of 6 for and 0 against. One Absent (Doyle),  
and one abstention due to  
a direct conflict, (Loveall)

ATTEST:

*Victoria M. Doyle*

Board Secretary

REVIEWED & APPROVED  
AS TO FORM

*Kristina Kraaz*

DATE: 1/8/2024  
SPRINGFIELD CITY ATTORNEY'S OFFICE

**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY (SEDA)**  
**RESOLUTION NO. SEDA2024-04**

**A RESOLUTION RETROACTIVELY ASSUMING PAYMENT OF CERTAIN SYSTEM  
DEVELOPMENT CHARGES AS ESTABLISHED BY SPRINGFIELD MUNICIPAL CODE SECTION  
3.406 FOR THE PERIOD FROM JULY 1, 2014 THROUGH DECEMBER 31, 2023**

**WHEREAS**, the Downtown Urban Renewal Plan section 600.B and the Glenwood Urban Renewal Plan section 600.B authorize the Springfield Economic Development Agency (SEDA) to provide financial assistance for new construction, redevelopment, and rehabilitation of properties within the respective urban renewal areas;

**WHEREAS**, on June 10, 2013, the SEDA Board adopted Resolution SEDA2013-04:

A RESOLUTION OF THE BOARD OF THE SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY PROVIDING AN INCENTIVE TO DEVELOPMENT IN DOWNTOWN AND GLENWOOD BY ASSUMING CERTAIN PORTIONS OF THE SYSTEMS DEVELOPMENT CHARGES AS ESTABLISHED IN THE SPRINGFIELD MUNICIPAL CODE, SECTION 3.406, AND SPECIFYING AN EFFECTIVE DATE;

**WHEREAS**, Resolution SEDA2013-04 assumed the financial obligation for certain systems development charges (SDCs) imposed for development consistent with either the Downtown Urban Renewal Plan or Glenwood Urban Renewal Plan for the period from July 1, 2013 to June 30, 2014;

**WHEREAS**, the City and SEDA staff continued to waive collection of certain SDCs for development in each urban renewal area after June 30, 2014 on the mistaken belief that said waiver was authorized by the Board;

**WHEREAS**, on January 8, 2024, the Board adopted Resolution SEDA2024-03, assuming payment of SDCs for the period January 1, 2024 to December 31, 2028:

A RESOLUTION INCENTIVIZING DEVELOPMENT IN THE DOWNTOWN URBAN RENEWAL AREA AND GLENWOOD URBAN RENEWAL AREA BY ASSUMING PAYMENT OF CERTAIN SYSTEM DEVELOPMENT CHARGES AS ESTABLISHED BY SPRINGFIELD MUNICIPAL CODE SECTION 3.406 THROUGH THE PERIOD ENDING DECEMBER 31, 2028

**WHEREAS**, the Board has reviewed the SDCs that were waived from July 1, 2014 to December 31, 2023 and finds that the waived SDCs had the effect of stimulating development in each urban renewal area in a manner consistent with the Downtown Urban Renewal Plan and Glenwood Urban Renewal Plan;

**WHEREAS**, the Board concludes that it is in the public interest to assume the financial obligation for waived SDCs arising from development and redevelopment in each of the urban renewal areas for the period July 1, 2014 to December 31, 2023, in the amount of \$1,873,459.65 (\$570,718.03 for Downtown and \$1,302,741.62 for Glenwood); and



**WHEREAS**, the Board wishes to authorize the Springfield City Manager, Finance Director, and Development and Public Works Community Development Division Director to develop and execute an interagency memorandum of understanding between the City and SEDA to provide for SEDA reimbursement to the City of the waived SDCs assumed by SEDA,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SEDA, AN URBAN RENEWAL AGENCY OF THE CITY OF SPRINGFIELD, AS FOLLOWS:

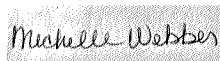
Section 1: SEDA hereby assumes the financial obligation for up to \$1,873,459.65 arising from transportation, stormwater, and local wastewater system development charges for new construction, redevelopment, and rehabilitation projects within the Downtown Urban Renewal Area and Glenwood Urban Renewal Area that were waived during the period from July 1, 2014 to December 31, 2023.

Section 2: The City Manager, City Finance Director, and Development and Public Works Community Development Division Director are directed to develop and execute a memorandum of understanding (MOU) between the City and SEDA providing for the payment to the City of SDCs assumed by SEDA as follows:

- A. For systems development charges waived within the Downtown urban renewal area as provided in Section 1 of this Resolution, SEDA will pay to the City an amount not to exceed \$570,718.03.
- B. For systems development charges waived within the Glenwood urban renewal area as provided in Section 1 of this Resolution, SEDA will incur SDCs as a debt owed to the City of Springfield not to exceed \$1,302,741.62, to be paid to the City upon terms specified in the MOU, to allow SEDA funds to be strategically applied to costs of eligible public improvements in Glenwood Urban Renewal Area.
- C. SEDA's debts incurred under this Resolution will be subordinate to all other indebtedness owed by SEDA to the City and to all other borrowings approved by SEDA that are secured by tax increment revenues.

ADOPTED by the Board of the Springfield Economic Development Agency this 22nd day of April, 2024, by a vote of 7 for and 0 against.

ATTEST:



Board Secretary

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SPRINGFIELD &  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
REGARDING SYSTEMS DEVELOPMENT CHARGES IN URBAN RENEWAL AREAS**

**EFFECTIVE DATE:** \_\_\_\_\_, 2024

**RECITALS:**

- A. The City of Springfield ("City") and Springfield Economic Development Agency ("SEDA") are parties to a Cooperation and Services Agreement that declares each party's intent to mutually cooperate in carrying out the Downtown Urban Renewal Plan and Glenwood Urban Renewal Plan and defines each party's obligations in carrying out these plans.
- B. The City and SEDA are parties to an Intergovernmental Agreement to Advance and Repay Funds Needed for Urban Renewal Projects ("Advance and Repay IGA"), under which the City may advance up to \$1,500,000 to SEDA at any point in time, with the balance to be repaid from SEDA's tax increment revenues over time.
- C. In furtherance of the Downtown Urban Renewal Plan and Glenwood Urban Renewal Plan, the SEDA Board has adopted Resolution 2024-03:

A RESOLUTION INCENTIVIZING DEVELOPMENT IN THE DOWNTOWN  
URBAN RENEWAL AREA AND GLENWOOD URBAN RENEWAL AREA BY  
ASSUMING PAYMENT OF CERTAIN SYSTEM DEVELOPMENT CHARGES AS  
ESTABLISHED BY SPRINGFIELD MUNICIPAL CODE SECTION 3.406  
THROUGH THE PERIOD ENDING DECEMBER 31, 2028.

Said resolution directs the City Manager, Finance Director, and Development and Public Works Community Development Division ("CMD") Director to develop and execute a Memorandum of Understanding (MOU) between the City and SEDA to carry out the SEDA SDC Program.

- D. The SEDA Board has adopted Resolution 2024-04, which also directs the City Manager, Finance Director, and CMD Director to execute an MOU to carry out its requirements:

A RESOLUTION RETROACTIVELY ASSUMING PAYMENT OF CERTAIN  
SYSTEM DEVELOPMENT CHARGES AS ESTABLISHED BY SPRINGFIELD  
MUNICIPAL CODE SECTION 3.406 FOR THE PERIOD FROM JULY 1, 2014,  
THROUGH DECEMBER 31, 2023.

- E. Per the terms of the Cooperation and Services Agreement, the City, by and through City staff, has agreed to act upon request of SEDA as SEDA's agent for purposes of necessary activities normally performed by the City with reference to public improvements in the City, which includes but is not limited to, carrying out Springfield Municipal Code (SMC) sections 3.400 to 3.420 regarding systems development charges.

- F. All references herein to the City Manager, Finance Director, and CMD Director includes their authorized representatives or designees.

**NOW, THEREFORE,** in consideration of the foregoing, City and SEDA agree to the following:

**Article I. SDC payments after January 1, 2024.** The following terms and conditions apply only to SDCs that are assumed by SEDA under Resolution SEDA 2024-03 for the period from January 1, 2024, to December 31, 2028, unless extended by further Resolution of the SEDA Board.

1. Scope of SEDA SDC Program.
  - a. SEDA will only assume financial responsibility for payment of transportation, stormwater, and local wastewater SDCs imposed for new construction, redevelopment, or rehabilitation projects within the Downtown Urban Renewal Area and Glenwood Urban Renewal Area.
  - b. If an applicant is eligible for a City-sponsored SDC waiver (such as SDC waivers for income-qualified housing or for certain accessory dwelling units), then the City-sponsored SDC waiver will be applied first.
  - c. SEDA will not assume financial responsibility for SDCs related to (i) owner-occupied residential structures, unless the applicant meets the definition of low- or moderate-income household and the SDCs are directly related to correcting health and safety problems in substandard housing, nor (ii) public facilities or other tax-exempt public property except when explicitly authorized by the SEDA Board.
  - d. Within the Downtown Urban Renewal Area, SEDA will assume financial responsibility for up to \$100,000 in eligible SDCs per project. If a project exceeds \$100,000 in eligible SDCs, then either (i) the applicant may choose to pay the balance of SDCs owed (the total amount of SDCs less \$100,000 in SEDA SDC Program funding), or (ii) the SEDA Board may authorize additional SEDA SDC Program funds for that project.
  - e. Within the Glenwood Urban Renewal Area, SEDA will assume financial responsibility for up to \$2,000,000 in eligible SDCs in total. There is no per-project limit to eligible SDCs in the Glenwood Urban Renewal Area.
2. Applications. The City Manager will develop a SEDA SDC Program application form. The CMD Director will ensure that the form is provided to all applicants proposing development that is within the scope of the SEDA SDC Program, and that applications are approved by the City Manager before entering a SEDA credit for payment of SDCs into CMD's permit records.
3. Downtown Urban Renewal Area. SEDA will pay the amount of eligible SDCs for a project (up to \$100,000) within 30 days of CMO receiving a funds transfer request from CMD. Alternatively, SEDA may request the City advance funds under the Advance and Repay IGA for eligible SDCs under this section. SEDA will not be required to pay SDCs

under this section until the applicable project receives its certificate of occupancy or other final approval. If the SEDA Board approves a project to receive more than \$100,000 in SEDA SDC Program funding, the City and SEDA may mutually agree upon other means for payment.

4. Glenwood Urban Renewal Area. SEDA may defer payment to the City of eligible SDCs until such time as the SDCs can be applied to the cost of construction of an SDC-eligible public improvement as provided in SMC 3.410. CMO will keep an accurate log of deferred SDCs under this section. Deferred SDCs under this section will not be considered an advance of funds per the Advance and Repay IGA. CMO and CMD will mutually cooperate to ensure that SDC-eligible public improvements are planned for inclusion in the applicable public improvement plan, and that SEDA's deferred SDCs are applied to public improvements that contribute to urban renewal.

**Article II. SDC payments for July 1, 2014, to December 31, 2023.** The following terms and conditions apply only to SDCs that are assumed by SEDA under Resolution SEDA 2024-04 for the period from July 1, 2014, to December 31, 2023.

1. Downtown Urban Renewal Area. During fiscal year 2025, SEDA will make a one-time payment to the City of \$570,718.03 for SDCs for new construction, redevelopment, and rehabilitation in the Downtown Urban Renewal Area. Alternatively, SEDA may request the City advance funds under the Advance and Repay IGA for the one-time payment under this section.
2. Glenwood Urban Renewal Area. SEDA will defer payment up to \$1,277,735.10 for SDCs for new construction, redevelopment, and rehabilitation in the Glenwood Urban Renewal Area, until such time as the SDCs can be applied to the cost of construction of an SDC-eligible public improvement as provided in SMC 3.410, and subject to the provisions of Article I, section 4 of this MOU.

**Article III. General Terms and Conditions.**

1. This MOU will terminate on December 31, 2028, or the last date that all deferred SDCs have been paid to the City under Article I section 4 and Article II section 2, whichever occurs last, unless further extended by mutual agreement of the parties.
2. The City and SEDA agree to mutually cooperate with each other in good faith to implement the matters described in this MOU. The matters described in this MOU will be carried out consistent with, and subject to, the terms and conditions of the Cooperation and Services Agreement.
3. Nothing in this agreement modifies the existing terms and conditions of the Cooperation and Services Agreement, nor the Advance and Repay IGA.
4. All SDCs that SEDA defers for future payment under this MOU are subordinate to all other indebtedness owed by SEDA under the Advance and Repay IGA and to all other borrowings approved by SEDA that are secured by tax increment revenue.

5. This MOU may only be amended or terminated by the agreement of both parties in writing.

**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY:**

\_\_\_\_\_  
Nancy Newton  
City Manager  
Date: \_\_\_\_\_

**CITY OF SPRINGFIELD:**

\_\_\_\_\_  
Nathan Bell  
Finance Director  
Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Paschall  
Development & Public Works  
Community Development Division Director  
Date: \_\_\_\_\_

# MEMORANDUM

## Springfield Economic Development Agency

**Date:** 2/10/2025  
**To:** Nancy Newton  
**From:** Allie Camp  
**Subject:** Annual SDC Program Update

**BOARD**  
**BRIEFING**  
**MEMORANDUM**

**ISSUE:** Annually the Board will receive an update on the Systems Development Charge (SDC) incentive program utilization to maintain awareness of the program's spending and to provide an opportunity for any programmatic changes.

### BACKGROUND:

The SDC program incentive requires coordination between Public Works, City Manager's Office, and Finance. Eligible projects in Downtown and Glenwood receive 100% coverage for transportation, stormwater, and wastewater SDCs.

The program was established by the SEDA Board for an initial program year of July 1, 2013 through June 30, 2014. The program had continued and was formally extended in 2024 for an additional five years. Administrative updates include an application (ATT 5) requiring signatures by the incentive recipient to certify the use of the funds meet the intent of the Urban Renewal Plans, repayment allocations in SEDA's budget for Downtown fees incurred, and annual updates on the program's utilization.

### PROGRAM UTILIZATION:

The Board's last program utilization overview was on November 13, 2023. Since the November 2023 overview, the Board administered the two Resolutions and one Memorandum of Understanding discussed in the Agenda Item Summary to add structure to the program for past and future expenditures. The data below demonstrates program utilization since November 2023.

Program utilization is shown in both Fiscal Year and calendar year. Previous updates have been in Fiscal Year, Chart 1. Measuring utilization by calendar year allows staff to budget for the Downtown program repayment in the following Fiscal Year. Chart 2 allows the Board to see the calendar year usage for 2024 what will be included in the FY26 proposed budget.

With annual review of the program's utilization Finance, Public Works, and City Manager's Office can thoroughly review charges and make any necessary adjustments. There are two adjustments to note-

- One Downtown project originally was proceeding in FY23, charges to SEDA were incurred in FY23, and then the project's permit expired. The project restarted in 2024. The FY23 charges were negated, and the cost was reincurred by SEDA in FY24 and in calendar year 2023. This eliminates double-counting and attributes the dollars to the year utilized. This is marked with an asterisk in both charts.
- One Glenwood project was proceeding in FY18, charges to SEDA were incurred in FY18, and then the permit expired. The project did not restart. The FY18 charges were negated in FY24 and in calendar year 2023. This is marked with two asterisks in both charts.

**Chart 1: SUMMARY OF SDC PROGRAM EXPENSES  
BY FISCAL YEAR**

	Downtown SDC Investment	Glenwood SDC Investment	FY Total
FY 2014	<i>Program year July 1, 2013- June 30, 2014</i>		
FY 2015	\$2,289.56	\$338,483.96	\$340,773.52
FY 2016	\$7,033.49	\$0	\$7,033.49
FY 2017	\$0	\$402,861.22	\$402,861.22
FY 2018	\$360,983.87	\$54,369.97	\$415,353.84
FY 2019	\$82,907.32	\$414,110.35	\$497,017.67
FY 2020	\$6,413.15	\$0	\$6,413.15
FY 2021	\$0	\$92,916.12	\$92,916.12
FY 2022	\$16,813.55	\$0	\$16,813.55
FY 2023	\$85,018.57	\$0	\$85,018.57
Total (11/2023)	\$570,718.03	\$1,302,741.62	\$1,873,459.65
% Max. Indebtedness	1.3%	4.0%	
FY 2024	* \$24,914.90	** -\$25,006.52	\$91.62
FY 2025 <i>Partial year's data</i>	\$98,691.05	\$0	\$98,681.05
<b>Total</b>	<b>\$685,065.46</b>	<b>\$1,277,735.10</b>	<b>\$1,962,800.56</b>
<b>% Max. Indebtedness</b>	<b>1.6%</b> (of \$43,010,000)	<b>3.9%</b> (of \$32,860,000)	

**Chart 2: SUMMARY OF SDC PROGRAM EXPENSES  
BY CALENDAR YEAR**

	Downtown SDC Investment	Glenwood SDC Investment	FY Total
2013 (6 months)	<i>Program year July 1, 2013- June 30, 2014</i>		
2014		\$338,483.96	\$338,483.96
2015	\$2,289.56	\$0	\$2,289.56
2016	\$7,033.49	\$402,861.22	\$409,894.71
2017	\$248,136.45	\$0	\$248,136.45
2018	\$142,017.44	\$54,369.97	\$196,387.41
2019	\$60,150.45	\$414,110.35	\$474,260.80
2020	\$0	\$0	\$0
2021	\$4,008.22	\$92,916.12	\$96,924.34
2022	\$97,823.90	\$0	\$97,823.90
2023	* \$9,258.52	** -\$25,006.52	-\$15,748
2024	\$112,202.48	\$0	\$112,202.48
2025 <i>Partial year's data</i>	\$2,144.95		\$2,144.95
<b>Total</b>	<b>\$685,065.46</b>	<b>\$1,277,735.10</b>	<b>\$1,962,800.56</b>

**RECOMMENDED ACTION:**

Provide any programmatic changes or reporting requests to staff.

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## SEDA SDC Program Application

This application is to be completed at the time of permit application for projects that fall within the Downtown or Glenwood Urban Renewal Areas.



Project Information	
Property owner	
Address of project site	
Urban Renewal Area	
Email	
Phone	
SDC details (for staff)	
Transportation fees	
Stormwater fees	
Local wastewater/MWMC fees	
Total	

## Requirements of Receiving SEDA Assistance

I as the property owner or owner's representative commit to the following:

1. If project is owner-occupied I agree that the project serves low- or moderate-income household(s) and is to correct health and safety problems and substandard housing.
2. The project meets applicable local land use plans and zoning provisions for the Urban Renewal Area it is within.
3. All plans and specifications of the project are being submitted to SEDA or designated agent for approval.
4. The project will be delivered in a reasonable time frame, prior to permit expiration.
5. The owner shall not affect any instrument whereby the sale, lease, or occupancy of any part of the real property is restricted on the basis of age, race, color, religion, sex, marital status, or national origin.

Signature:

Date:

### **For administrative use only**

*Please reference Resolution No. 2024-03 with questions*

Program totals (reference last application)	
Downtown SDC Program	
Glenwood SDC Program	
Administrative Check Points	
Downtown projects with SDC values over \$100,000 must be approved by SEDA. Has this been approved?	
Glenwood SDC incentive dollars are capped at \$2M. Will this application push Glenwood over its cap?	
Permits that expire or do not get picked up do not become a financial line item for SEDA. This application will be revisited in one year to determine if it needs to be repaid from SEDA to the City due to actual costs being incurred from the permit proceeding.	

Version control: 1 February 2025

Maintain a copy in City Manager's Office/Economic Development, Community Development, and Finance.  
Applications will be reviewed every January for Board updates on program use and for any budgeting needs in the next FY.