



RESOLUTION NO. 7050

A RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT WITH OREGON CASCADES WEST COUNCIL OF GOVERNMENTS FOR ECONOMIC DEVELOPMENT LOAN ADMINISTRATION

WHEREAS, ORS 190.010 provides that a unit of local government may enter into a written agreement with any other unit or units of local government for the performance of any or all functions and activities that a Party to the Agreement has authority to perform; and

WHEREAS, the economic development department is in need of loan administration services related to the economic development loan program as described in the Intergovernmental Agreement (IGA), Exhibit A; and


WHEREAS, the Oregon Cascades West Council of Governments (OCWCOG) has staff with the credentials, licensing, and experience to provide such service; and

WHEREAS, the City of Albany's internal efficiency and level of service will be increased by the additional services that OCWCOG can provide the economic development department.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the City of Albany will enter into an Intergovernmental Agreement with OCWCOG for economic development loan administration and agree to pay approximately \$20,570.00 per year for loan administration services, defined in Exhibit A, for the administration of eight loans.

BE IT FURTHER RESOLVED that the City of Albany and OCWCOG will perform their duties and obligations as outlined in the IGA to manage and administer the current and subsequent economic development loans.

DATED AND EFFECTIVE THIS 22ND DAY OF SEPTEMBER 2021



Mayor

ATTEST:



City Clerk



**EXHIBIT A – SCOPE OF
WORK
(OCWCOG Staff)**

A. Existing Loans

- a. Staff will review loan files for compliance, confirm that all servicing items are current, and all collateral is property secured.
 - i. Staff will take the proper steps to bring files in compliance with CITY's Economic Development Division requirements.
- b. Staff will set up loans into OCWCOG's software i.e., input borrower entity(s) and all pertinent information from loan file including financial spreads.
- c. Staff will set up tickler tracking for each loan to follow up on future servicing actions.
- d. Staff will review payment history reports to confirm current outstanding debt amount.
- e. Staff will set up payment tracking information and set up monthly billing statements for borrowers.

B. New Loans

- a. Staff will review pre-application as directed by CITY's Economic Development Division.
- b. Staff will collect financial information and other necessary documentation from applicant.
- c. Staff will complete lien research and title searches.
- d. Staff will make a recommendation to CITY's Economic Development Division.
- e. Upon approval from CITY's Economic Development Division.
 - i. Staff will set up loans into OCWCOG software i.e., input borrower entity(s) and all pertinent information from loan file including financial spreads.
 - ii. Staff will prepare closing documentation in accordance with the CITY's requirements.
 - iii. Staff will get all required signatures from all parties
 - iv. Staff will record/file necessary documents in order to protect the CITY's lien.
 - v. Staff will secure liens and disburse loan proceeds in accordance with loan approval.
- f. Staff will set up payment and tickler tracking into OCWCOG's software for each new loan.

C. Servicing New Loans

- a. Staff will process payments received.
- b. Staff will send monthly billing statements to borrowers.
- c. Staff will send late notices, past due notices, and any default notices will be sent accordingly and copies to the CITY's Economic Development department.
- d. Staff will track all servicing covenants such as required insurance coverages, UCC filings, and financial reviews (as needed).
- e. Staff will process non-routine servicing requests as needed such as release of substitution of collateral or guarantors, etc.
- f. Staff will consult with CITY's staff on any liquidated or written off loans.

D. Administration of Loans

- a. Staff will prepare monthly payment reports for CITY's Economic Development Division showing payments received and breakdown of balances for each borrower.
- b. Staff will provide a bank transfer report showing funds to be forwarded to the CITY's Finance and Economic Development Division monthly for payments received.
- c. Staff will prepare year-end information for the CITY to send to borrowers.
- d. Staff will prepare quarterly billings for actual hours worked for the period to the CITY.