



**REGULAR MEETING AGENDA
TOWN HALL
May 7, 2020 – 5:00pm**

This meeting will be held electronically via Zoom. There are two ways to join the meeting:

- 1. You can join the meeting with your computer or smartphone using the following link and password:**
Meeting ID: 851-1050-2719 | Password: 042806

- 2. You can join the meeting by landline phone or mobile phone by dialing +1 (669) 900-6833 and using the following information:**
Meeting ID: 851-1050-2719 | Password: 042806

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearingimpaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to the City Recorder at 541-535-1566, ext. 1012.

TURA reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting. Study Sessions, Regular and Special TURA meetings are being digitally recorded and will be available on the City website.

Anyone wishing to speak on an agenda item will be given an opportunity to speak once the chair calls for speaks. Public Comment Forms are located at the entrance to the meeting place. Anyone commenting on a subject not on the agenda will be called upon during the "Speakers Heard on Non-Agenda Items" section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the Board.

- 1. Call to Order/Roll Call**

- 2. Speakers Heard on Non-Agenda Items**
Limited to 5 minutes or less per Board discretion

- 3. Consent Agenda**
The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Board member may have an item on the consent agenda removed and considered separately on request.

- 4. Regular Agenda**
Speakers will be provided the opportunity to offer comments on action items after staff members have given their report and, if there is an applicant, after the applicant has had the opportunity to speak. Action items are expected to result in motions, resolutions, orders, or ordinances.
 - 4.1. Resolution 20-1, Resignation of Talent Urban Renewal Agency’s Executive Director, Sandra Spelliscy, and Deputy Executive Director, Zac Moody 3-6**

 - 4.2. Resolution 20-2, Amendment to Intergovernmental Agreement between the Talent Urban Renewal Agency and the City of Talent (Administrative Services) for FY 2019-2020 7-14**

4.3.	Resolution 20-3, Authorizing Bank Depositories and Signatories	15-16
4.4.	Resolution 20-4, Authorizing Background Check for Talent Urban Renewal Agency's Executive Director	17-19
4.5.	Review Proposed Budget Schedule for FY 2020-2021	19-20
5.	Agenda Items for the Next Meeting	
6.	Adjournment	



AGENDA REPORT

Meeting Date: May 7, 2020
Staff Recommendation: Approve

Primary Staff Contact: Jon Legarza
Estimated Time: 10 minutes

ISSUE BEFORE THE BOARD

Resolution 20-1, Resignation of Talent Urban Renewal Agency's Executive Director, Sandra Spelliscy, and Deputy Executive Director, Zac Moody

BACKGROUND

In accordance with the Agreement, entered on April 1, 2020, between the Talent Urban Renewal Agency and Healthy Sustainable Communities, LLC, staff recommends the Board moves to approve Resolution 20-1, accepting the resignation of Sandra Spelliscy as Talent Urban Renewal Agency's Executive Director and Zac Moody as Talent Urban Renewal Agency's Deputy Executive Director.

RECOMMENDATION

Approve Resolution

RELATED POLICIES

Intergovernmental Agreement Between the Talent Urban Agency and the City of Talent (Administrative Services) for FY 2019-2020

POTENTIAL MOTIONS

"I move to approve Resolution 20-1, Resignation of Talent Urban Renewal Agency's Executive Director, Sandra Spelliscy, and Deputy Executive Director, Zac Moody."

ATTACHMENTS

Resolution 20-1
Letter of Resignation, Sandra Spelliscy
Letter of Resignation, Zac Moody



RESOLUTION 20-1

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT AUTHORIZING THE RESIGNATION OF THE URBAN RENEWAL AGENCY'S EXECUTIVE DIRECTOR, SANDRA SPELLISCY, AND DEPUTY EXECUTIVE DIRECTOR, ZAC MOODY.

RESOLUTION NO. 20-1

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Talent hereby authorizes the resignation of Sanda Spelliscy, Executive Director, and Zac Moody, Deputy Executive Director of the Talent Urban Renewal Agency.

The above resolution statement was approved and declared adopted on this 06th day of May, 2020 by the following vote:

Ayes: _____ Nays: _____ Absent: _____ Abstain: _____

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 06th day of May, 2020.

Darby Ayers-Flood, Chair

ATTEST: _____
Jon Legarza, Executive Director



City of Talent

Office of the City Manager

110 E. Main Street, P.O. Box 445, Talent, OR 97540

Telephone: (541) 535-1566 Fax: (541) 535-7423

E-mail: sspelliscy@cityoftalent.org

April 29, 2020

Darby Ayers-Flood, Chair
Stephanie Dolan, Vice-Chair
Board Members
Talent Urban Renewal Agency

Dear Chair Ayers-Flood and Board Members:

Please accept this letter as my resignation from the position of Executive Director of the Talent Urban Renewal Agency, effective this date.

Thank you for the opportunity to serve the Agency and residents of Talent.

Sincerely,

Sandra Spelliscy

Sandra Spelliscy
City Manager

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

The City of Talent is an Equal Opportunity Provider

April 29, 2020

Sandra Spelliscy
City Manager
PO Box 445
Talent, OR 97540

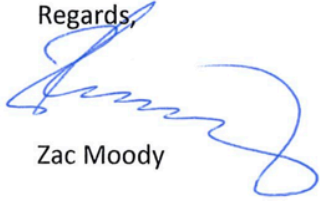
RE: TURA Resignation

Ms. Spelliscy,

Please accept this letter dated April 29, 2020 as my formal resignation as Talent Urban Renewal Deputy Director. I am grateful to have been able to serve in this capacity and appreciate the opportunity that you and the TURA Board extended to me.

If you have any questions regarding this resignation, please feel free to contact me directly.

Regards,



Zac Moody



AGENDA REPORT

Meeting Date: May 7, 2020
Staff Recommendation: Approve

Primary Staff Contact: Jon Legarza
Estimated Time: 10 minutes

ISSUE BEFORE THE BOARD

Resolution 20-2, Amendment to the Intergovernmental Agreement between the Talent Urban Renewal Agency and the City of Talent (Administrative Services) for fiscal year 2019-2020.

BACKGROUND

The current Intergovernmental Agreement (IGA) for administrative services between the Urban renewal Agency and the City of Talent includes services that the City of Talent will no longer provide the Agency.

In order to maintain a clear, transparent working relationship moving forward with the City and its leadership, staff recommends that the Board approves the resolution authorizing the Executive director to sign an amendment to the IGA between the Agency and the City, that details and outlines the scope of services which the City will provide the Agency from May 6, 2020 until June 30, 2020.

RECOMMENDATION

Approve Resolution

RELATED POLICIES

None

POTENTIAL MOTIONS

"I move to approve Resolution 20-2, an Amendment to the Intergovernmental Agreement between the Talent Urban Renewal Agency and the City of Talent (Administrative Services) for fiscal year 2019-2020."

ATTACHMENTS

Resolution 20-2

Letter to the City of Talent

IGA Amendment

Intergovernmental Agreement Between the Talent Urban Renewal Agency and the City of Talent



RESOLUTION 20-2

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT AUTHORIZING AN AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE TALENT URBAN RENEWAL AGENCY AND THE CITY OF TALENT FOR ADMINISTRATIVE SERVICES FOR FISCAL YEAR 2019-2020

RESOLUTION NO. 20-2

WHEREAS, ORS Chapter 190 allows for units of local government to enter into agreements for the performance of any or all functions and activities which such units have authority to perform; and

WHEREAS, the Urban Renewal Agency of the City of talent ("AGENCY"), a public body corporate and politic, acting through its Board of Directors, and the City of Talent ("CITY"), an Oregon municipal corporation, acting through its City Council, executed an intergovernmental agreement ("IGA") for the delivery of materials and services; and

WHEREAS, the CITY agreed to provide administrative services for the AGENCY within a Scope of Services; and

WHEREAS, the current IGA will expire on June 30, 2020; and

WHEREAS, the AGENCY desires to change the scope of services provided by the CITY.

Now, Therefore, be it Resolved that the AGENCY's Board of Directors authorizes the Executive Director to sign an amendment to the IGA, changing the scope of services the CITY will provide the AGENCY.

The above resolution statement was approved and declared adopted on this 06th day of May, 2020 by the following vote:

Ayes: _____ Nays: _____ Absent: _____ Abstain: _____

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 06th day of May, 2020.

Darby Ayers-Flood, Chair

ATTEST: _____
Jon Legarza, Executive Director



Executive Director
Talent Urban Renewal Agency
Talent, Oregon 97540

Sandra Spelliscy
City of Talent
PO Box 445
Talent, Oregon 97540

April 28, 2020

RE: Proposed IGA Amendment

Sandra Spelliscy,

Per the intergovernmental agreement (IGA) signed between the City of Talent (City) and the Urban Renewal Agency of the City of Talent (Agency), the City of Talent agreed to:

provide to the AGENCY all administrative services for its operation, including, but not limited to:

- 1. Agency staffing, including the services of an executive director and deputy executive director, recorder for public meetings and for ensuring compliance with state public meeting law and public records law, finance staff to process AR, AP, and other contract and billing issues, and manage budget and audit responsibilities, and public works staff to provide project management support and oversee any operations and maintenance work for Agency property.*
- 2. Provision of all office equipment and supplies, including computers, copying, scanning, and faxing equipment, telephones and landline service, cell phone service, software and hardware licenses, IP costs, contracted IT services, and all necessary office supplies for administrative operations .*
- 3. Housing for staff providing administrative operations including office space, furniture, building utilities, maintenance and other overhead costs.*

As a new Executive Director has been appointed to the Agency, the scope of administrative services previously outlined within the scope of services in the original IGA no longer reflects the scope of services that the City will offer the Agency moving forward. As such, I propose the following changes be made to the current IGA:

provide to the AGENCY ~~all administrative services for its operation~~ with administrative services, including, but not limited to:

- ~~1. Agency staffing, including the services of an executive director and deputy executive director, recorder for public meetings and for ensuring compliance with state public meeting law and public records law, finance staff to process AR, AP, and other contract and billing issues, and manage budget and audit responsibilities, and public works staff to~~*

~~provide project management support and oversee any operations and maintenance work for Agency property:~~

- ~~2. Provision of all office equipment and supplies, including computers, copying, scanning, and faxing equipment, telephones and landline service, cell phone service, software and hardware licenses, IP costs, contracted IT services, and all necessary office supplies for administrative operations.~~
- ~~3. Housing for staff providing administrative operations including office space, furniture, building utilities, maintenance and other overhead costs.~~

1. *Staff time to transfer AGENCY's documentation and the provision of items and office equipment necessary for the transfer the documentation, including, but not limited to:*
 - 1.1. *Transfer of AGENCY's boxed files*
 - 1.2. *Transfer of previous proposals, files, and due-diligence on AGENCY's properties*
 - 1.3. *Transfer of FY 2019-2020 audit files and contact information*
 - 1.4. *Transfer of AGENCY's Ledger/AR/AP/Banking documentation*
2. *Staff time to discuss previous work completed and currently in progress on AGENCY projects, including but not limited to:*
 - 2.1. *Gateway Site*
 - 2.2. *Town Hall Renovation Project*

In the next TURA Board meeting, I will request permission to sign the attached amendment to the current IGA in place between the Agency and the City. Additionally, in the meeting, I have scheduled a resolution for the Board, which approves the resignation of you as Executive Director and Zac Moody as Deputy Executive Director of TURA. The proposed amendment to the IGA would be dated **May 7th, 2020**, following the resignation of both you and Zac from the leadership of the Agency. TURA is requesting that until May 7th, the City still provides some administrative services for the Agency. More specifically, TURA requests the City of Talent continue to provide AR/AP, check processing, and general ledger updating until the amendment is ratified by both parties.

In previous meetings, you have discussed how important it is to have a clear, transparent, and healthy working relationship between TURA and the City. I couldn't agree more. I look forward to continuing to work with you and the City -- helping Talent achieve its goals.

Sincerely,



Jon Legarza
TURA Executive Director

Enclosed: TURA and City Of Talent IGA Amendment



IGA Amendment | Amendment 1

This Amendment HEREBY amends the INTERGOVERNMENTAL AGREEMENT entered between the Talent Urban Renewal Agency (AGENCY) and the City of Talent (CITY) for the CITY to provide the AGENCY with administrative services the fiscal year 2019-2020.

This Amendment is a change order to the original AGREEMENT as follows:

provide to the AGENCY ~~all administrative services for its operation~~ with administrative services, including, but not limited to:

- ~~1. Agency staffing, including the services of an executive director and deputy executive director, recorder for public meetings and for ensuring compliance with state public meeting law and public records law, finance staff to process AR, AP, and other contract and billing issues, and manage budget and audit responsibilities, and public works staff to provide project management support and oversee any operations and maintenance work for Agency property.~~
 - ~~2. Provision of all office equipment and supplies, including computers, copying, scanning, and faxing equipment, telephones and landline service, cell phone service, software and hardware licenses, IP costs, contracted IT services, and all necessary office supplies for administrative operations.~~
 - ~~3. Housing for staff providing administrative operations including office space, furniture, building utilities, maintenance and other overhead costs.~~
1. *Staff time to transfer AGENCY's documentation and the provision of items and office equipment necessary for the transfer the documentation, including, but not limited to:*
 - 1.1. *Transfer of AGENCY's boxed files*
 - 1.2. *Transfer of previous proposals, files, and due-diligence on AGENCY's properties*
 - 1.3. *Transfer of FY 2019-2020 audit files and contact information*
 - 1.4. *Transfer of AGENCY's Ledger/AR/AP/Banking documentation*
 2. *Staff time to discuss previous work completed and currently in progress on AGENCY projects, including but not limited to:*
 - 2.1. *Gateway Site*
 - 2.2. *Town Hall Renovation Project*

This Amendment enters into effect on May 7th, 2020.

IN WITNESS TO THE ABOVE, the following duly authorized responatitives of the parties references have executed this Amendment:

Jon Legarza, Executive Director, TURA

Sandra Spelliscy, City Manager, City of Talent

Date

Date

INTERGOVERNMENTAL AGREEMENT
Between the
Talent Urban Renewal Agency
and the City of Talent
(Administrative Services)

This Agreement (AGREEMENT) is entered into between the Talent Urban Renewal Agency, a public body corporate and politic, acting through its Board of Directors, hereinafter referred to as AGENCY, and the City of Talent, an Oregon municipal corporation, acting through its City Council, hereinafter referred to as CITY. Each of the Agency or the City may be referred to as a PARTY or together as the PARTIES.

PARTIES previously entered into an Intergovernment Cooperation Agreement (ICA) on December 9, 2004 regarding the relationship between the City and the Agency with respect to land acquisition and disposition, capital improvements and administrative services, and as amended by Amendments 1-4. As a part of the ICA, PARTIES agreed to mutual compensation for the provision of staff services and supplies by one agency to another. The pertinent portion of that agreement reads as follows:

Section 2.1 **Materials and Services:** Each of the Agency and City shall be entitled to compensation for any staff services or supplies provided by one to the other party, provided that, **in advance of the performance of services or the providing of supplies, the City and the Agency shall have agreed, in writing, to the scope and cost of such materials and services.** Agency requests for City services are to be approved by the City Manager. City requests for Agency services are to be approved by the Agency Board of Directors.

Pursuant to Section 2.1 of the ICA, the purpose of this agreement is to set forth, in writing, the scope and cost of administrative services that CITY will provide to AGENCY for the fiscal year 2019-2020, which began July 1, 2019.

Scope of Services

CITY will provide to AGENCY all administrative services for its operation, including, but not limited to:

1. Agency staffing, including the services of an executive director and deputy executive director, recorder for public meetings and for ensuring compliance with state public meeting law and public records law, finance staff to process AR, AP and other contract and billing issues, and manage budget and audit responsibilities, and public works staff to provide project management support and oversee any operations and maintenance work for Agency property.

2. Provision of all office equipment and supplies, including computers, copying, scanning and faxing equipment, telephones and landline service, cell phone service, software and hardware licenses, IP costs, contracted IT services, and all necessary office supplies for administrative operations.
3. Housing for staff providing administrative operations including office space, furniture, building utilities, maintenance and other overhead costs.

Compensation

For the above described services and supplies, AGENCY agrees to pay CITY a set amount of \$31,250 per quarter for Q1 and Q2 of FY 2019-2020.

Beginning January 1, 2020, compensation will be based on City staff hourly billing, plus overhead, as follows:

1. All city employees undertaking administrative services work on behalf of AGENCY shall track hours worked for AGENCY on a weekly basis.
2. CITY will provide documented staff hours to AGENCY, and bill AGENCY monthly for the fully-burdened cost of employees' hourly work. Hourly costs for city employees are set forth in Exhibit A attached to this agreement.
3. CITY will bill AGENCY monthly for overhead costs equal to 20% of the total hourly billing amount.

Term

The term of this agreement is July 1, 2019 through June 30, 2020, and may be extended by mutual agreement of the parties, in writing only.

Signed:

Darby Ayers-Flood, Chair
Talent Urban Renewal Agency

Sandra Spelliscy, City Manager
City of Talent

Date:

EXHIBIT A

Hourly rates for City Staff

City Manager	\$ 73.52
Community Development Director	\$ 62.99
Finance Director	\$ 56.21
Police Chief	\$ 56.26*
Public Works Director	\$ 60.96
Police Lieutenant	\$ 62.67
City Recorder	\$ 43.32
Assistant Finance Director	\$ 43.32

*The City does not pay PERS contributions for the current Police Chief. This rate is subject to change if there is a change in staff.



AGENDA REPORT

Meeting Date: May 7, 2020
Staff Recommendation: Approve

Primary Staff Contact: Jon Legarza
Estimated Time: 10 minutes

ISSUE BEFORE THE BOARD

Resolution Number 20-3, Authorizing Bank Depositories and Signatories

BACKGROUND

In accordance with leadership changes, staff recommends the Board adopt Resolution Number 20-3, authorizing the new Executive Director, Chair of the Board, and Vice-Chair of the Board to be authorized Depositories and Signatories on the TURA's banking account.

RECOMMENDATION

Adopt Resolution

RELATED POLICIES

None

POTENTIAL MOTIONS

"I move to approve Resolution 20-3, Authorizing Bank Depositories and Signatories"

ATTACHMENTS

Resolution 20-3



RESOLUTION 20-3

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT AUTHORIZING BANK DEPOSITORIES and SIGNATORIES

RESOLUTION NO. 20-3

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Talent hereby authorizes the following bank depositories and signatories, effective May 6, 2020:

Banking Account

Authorized Signers: Jon Legarza, Executive Director

 Darby Ayers-Flood, Chair

 Stephanie Dolan, Vice-Chair

Local Government Investment Pool (LGIP)

Authorized Signers: Jon Legarza, Executive Director

 Darby Ayers-Flood, Chair

 Stephanie Dolan, Vice-Chair

The above resolution statement was approved and declared adopted on this 06th day of May, 2020 by the following vote:

Ayes: _____ Nays: _____ Absent: _____ Abstain: _____

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 06th day of May, 2020.

Darby Ayers-Flood, Chair

ATTEST: _____
Jon Legarza, Executive Director



AGENDA REPORT

Meeting Date: May 7, 2020
Staff Recommendation: Approve

Primary Staff Contact: Jon Legarza
Estimated Time: 10 minutes

ISSUE BEFORE THE BOARD

Resolution Number 20-4, Authorizing a Background Check for Talent Urban Renewal Agency's Executive Director

BACKGROUND

Staff recommends that the Board adopts Resolution 20-4, authorizing a background check for Talent Urban Renewal Agency's Executive Director.

RECOMMENDATION

Approve Resolution 20-4

RELATED POLICIES

None

POTENTIAL MOTIONS

"I move to approve resolution 20-4, Authorizing a Background Check for Talent Urban Renewal Agency's Executive Director"

ATTACHMENTS

Resolution 20-4



RESOLUTION 20-4

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT AUTHORIZING A BACKGROUND CHECK FOR TALENT URBAN RENEWAL AGENCY'S EXECUTIVE DIRECTOR

RESOLUTION NO. 20-4

WHEREAS, criminal-background checks helps ensure public safety; and

WHEREAS, criminal-background checks are common in practice, protect employers and the public at large, minimize employer's exposure to potential legal liability, and help employers protect assets; and

WHEREAS, voluntary, accurate, and fair background-checks could provide employers with significant legal benefit; and

WHEREAS, the Executive Director voluntarily agreed to a background check

Executive Director

I, Jon Legarza, **HEREBY** agree to a voluntary background check

Jon Legarza, Executive Director

04/29/2020

Date

Now, Therefore, be it Resolved that the Board of Directors authorizes a background check be performed for the Executive Director.

The above resolution statement was approved and declared adopted on this 06th day of May, 2020 by the following vote:

Ayes: _____ Nays: _____ Absent: _____ Abstain: _____

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 06th day of May, 2020.

Darby Ayers-Flood, Chair

ATTEST: _____
Jon Legarza, Executive Director



AGENDA REPORT

Meeting Date: May 7, 2020
Staff Recommendation: Approve

Primary Staff Contact: Jon Legarza
Estimated Time: 10 minutes

ISSUE BEFORE THE BOARD

Review proposed budget schedule for fiscal year 2020-2021

BACKGROUND

Staff will present the proposed budget schedule for the Fiscal year 2020-2021, highlighting the upcoming important dates and confirming each Board member's availability. Staff recommends the Agency works quickly to achieve the tasks set out on the budget schedule timeline to ensure the new budget is adopted for the next fiscal year.

RECOMMENDATION

Approve proposed budget schedule

RELATED POLICIES

None

POTENTIAL MOTIONS

"I move to approve the proposed budget schedule for fiscal year 2020-2021"

ATTACHMENTS

Proposed Budget Schedule

Urban Renewal Agency Budget Calendar
2020-2021 FY

May 21st, 2020 Meeting	Project Priorities with Board	Year-End Projections Board Update
May 22nd -31st, 2020	Prepare Budget Contact Budget committee Members (to verify participation)	
May 6th, 2020. Check date	Reserve newspaper Space (3 weeks prior is Best)	Budget Meeting/Legal Classified 3.5 " MT (2x)
May 23rd, 2020	First Notice of Budget Meeting Published	(10 days prior to meeting)
May 30th, 2020	Second Notice of Budget Meeting published(& made available at City Hall)	(5 days prior to meeting)
June 4th, 2020	Budget Committee Meeting	Zoom
June 4th, 2020	Budget Hearing Ad to Mail Tribune MT Display Ad 3 col x 12"	(1 week before ad day)
June 11th, 2020	Notice of Budget Hearing & Financial Summary published	(7 days prior to meeting)
June 11th, 2020	Prepare Resolution	
June 18th, 2020	Budget Hearing and Adoption of FY 20 Budget	
June 19th, 2020	Deliver Notice to Tax Assessor (deadline: July 15) UR 50 & Resolution	
July 1-10, 2020	Prepare Annual Report, including budget/assumptions & project priorities	