



**REGULAR MEETING AGENDA
TOWN HALL
April 1, 2020 — 6:00 p.m.**

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

1. You can join the meeting with you computer or smart phone using the following link and password:

<https://zoom.us/j/240980746?pwd=SORjR0ZiY1hXcjIQWkhxZlgwRGludz09>

Password: 957228

2. You can join the meeting by landline phone or mobile phone by dialing +1 669 900 6833 and using the following information:

Webinar ID: 240-980-746

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing-impaired 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 Discussion re: Contract for Executive Director/Project Manager Services.....2-11

5. Adjournment

Talent Urban Renewal Board Agenda Report

Meeting Date:	April 1, 2020	Primary Staff Contact:	Sandra Spelliscy
Department:	TURA	E-Mail:	spelliscy@cityoftalent.org
Staff Recommendation:	Discussion and possible action	Estimated Time:	30 minutes

ISSUE BEFORE THE BOARD

Review of contract for Executive Director/Project Manager services in light of changed circumstances.

BACKGROUND

At its March 4, 2020 meeting the Board approved entering into a contract with Jon Legarza to provide Executive Director/Project Manager services. HR consultant RVCOG prepared a personal service contract for the Board's review and approval. The Board approved a draft contract at its March 18 meeting with the request that the Executive Director contact Legarza to discuss his intent regarding expense reimbursements when he made his fee proposal to the Board. Since the March 18 Board meeting, the following actions have taken place.

March 19: The ED contacted Legarza regarding the expense reimbursement issue. Legarza confirmed that it was his intent that his monthly fee included costs for him to travel to, and reside in, southern Oregon for approximately 4-6 days per month, and that he would not be seeking additional reimbursements for those expenses.

March 20: The ED presented Legarza with the draft contract and Scope of Work via e-mail.

March 23: The Board Chair sent the Board Vice-Chair and ED an e-mail with the following question. "Should we talk about initiating any procedures (if necessary) for postponing our contract with new ED?"

March 23: The ED received a signed copy of the proposed contract from Legarza without a request for any changes.

March 23 -24: There were a series of e-mail exchanges between the Chair, VC and ED regarding the Chair's question about postponing the contract. In the meantime, HR Consultant Ann Marie Alfrey had independently e-mailed Legarza and asked for his thoughts regarding how he envisioned proceeding in on the contract. That e-mail and his response is attached.

March 25: At the request of VC Dolan, the ED contacted Legarza to solicit his feedback about the possibility of postponing the contract until there was more clarity regarding the economic fallout from the COVID-19 pandemic, and if he had any thoughts how the contract might move forward in a more limited fashion. Staff had a fairly detailed discussion with Legarza, and e-mailed him on March 26 to ask him if he could summarize his thoughts in a memo so that they could be presented to the Board. Staff hopes to have his response in time to include in the packet. The e-mail from ED to Legarza is also attached, as well as his response.

DISCUSSION

The staff shares the Chair's concern about moving forward with the new ED contract at this time. The world has turned upside down since the Board made the decision to offer a contract to Mr. Legarza on March 4. It is impossible to predict at this time what the economic fallout from the COVID-19 pandemic will be and how it may impact economic activity and, particularly, the development and construction industry in the next 12-24 months. Staff hesitates to recommend that the TURA Board enter into a \$102,000 contract with a new consultant at this point, given the massive uncertainty regarding the economic future. If the country is indeed headed toward a major recession/depression, the likelihood of being able to accomplish anything in the near term on the Gateway project is very low. Gateway is really the main work of anyone who takes over TURA right now. The administrative requirements at this point without a Gateway project are very minimal and could easily continue to be done by city staff at a very low cost.

While it is difficult to consider doing an about face so shortly after the Board made the decision to move forward, staff does believe that the Board has a fiduciary responsibility to re-look at the situation and decide whether or not this is the right time to take this step. Fortunately, the contract has not yet been executed and the start date not confirmed, so it would be much easier to postpone commencement for a reasonable time at this point than to start the contract and then have to rescind it if economic reality makes Gateway infeasible for an extended period of time.

A second argument for postponing the commencement of the ED contract is that staff is unsure that there has been a meeting of the minds between the consultant and the Board about the actual scope of work for the Gateway portion of the contract. Staff hopes that the memo from the consultant will help to clarify this, but in the meantime, staff does not feel comfortable signing the current contract based on conversations with the consultant about how he intends to proceed. A delay in contract commencement would allow this uncertainty to be addressed.

The only significant administrative task for TURA that needs to occur in the next ninety days is the approval of a FY 2020-2021 budget. Given city staff's familiarity with TURA finances and operation, this could be accomplished under the current IGA between TURA and the city with minimal effort and at a very low cost to the agency. Staff's recommendation if the Board decides to follow this course would be to propose a "status quo" budget that contains only continued appropriations for basic operating costs and for outstanding capital projects, and leave the rest of TURA funds in contingency. Contingency funds could then be appropriated later in the year with a budget amendment once there is more certainty regarding the economic situation and how the Board wants to proceed with the Gateway project.

RECOMMENDATION

Staff recommends postponing commencement of the ED/Project Manager personal services contract with Healthy Sustainable Communities, LLC for a minimum of 60 days while the COVID-19 public health emergency continues, with the Board revisiting the issue at its May 20, 2020 regular meeting.

RELATED POLICIES

None

POTENTIAL MOTIONS

None

ATTACHMENTS

Draft contract Scope of Work

E-mails between Alfrey, Legarza and TURA dated March 24, 2020

E-mail from ED to Legarza dated March 26, 2020

E-mail from Legarza to Ed dated March 27, 2020

CONTRACT FOR PROFESSIONAL SERVICES – EXHIBIT A
TALENT URBAN RENEWAL AGENCY (TURA)

Job Description



Job Title: Executive Director/Project Manager	
Reports to: TURA Board of Directors	Travel Required: Local
Direct Reports: None	Type of position: Part-time, Limited Duration – 18 to 24 months
Hours: 25 - 32 hours / week Exempt Non-exempt	
GENERAL DESCRIPTION	
Directs the activities of the urban renewal program with an emphasis on project planning and implementation for the Gateway Redevelopment Project. Prepares and presents annual Agency budget, and manages and is responsible for all Agency assets.	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> • Project Manager for the Gateway Redevelopment Project: <ol style="list-style-type: none"> 1. Community outreach and engagement regarding possible project re-design; 2. Update/conduct economic feasibility analysis for any new project design; 3. Identify and contract with project consultants; 4. Develop and issue project RFP; 5. Develop and manage RFP review and selection process; 6. Develop and negotiate Development and Disposition Agreement and related documents in conjunction with Agency attorney; 7. Manage financial transactions including payments to developer and any property transfers; 8. Maintain project cost control and monitor compliance with budget; 9. Oversee needed planning actions (lot line adjustments, etc.); 10. Oversee infrastructure development responsibilities (roundabout extension, etc.); 11. Manage other Agency responsibilities for project through build-out; and 12. Finalize environmental assessment and clean-up process. • Agency Administrative Tasks: <ol style="list-style-type: none"> 1. Manage Agency finances, including A/R, A/P, and audit; 2. Develop Agency budget and secure adoption while meeting all State local budget requirements; 3. Develop meeting agendas and staff reports and staff Board meetings; 4. Hire outside consultants as needed; and 5. Complete annual urban renewal agency report as required by State law. 	
AUXILIARY JOB FUNCTIONS	
1. Other related duties as assigned.	
SUPERVISORY RESPONSIBILITIES	
Oversees professional and technical consultants and contractors.	
SUPERVISION RECEIVED	
Works under the direction of the Board of Directors of the Talent Urban Renewal Agency.	
RELATIONSHIP TO OTHERS	
Maintains frequent contact with Agency Board, City of Talent officials and staff, outside agencies, business representatives, and the general public.	
ACCOMMODATIONS	
The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.	

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Bachelor's degree with major coursework in public administration, business administration, finance, or related field.
2. Experience: A minimum of 5 years of experience in public sector administration and project management, including real estate transaction experience.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Background Check; demonstrate knowledge and proficiency in the use of computer software.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. The principles and practices of urban renewal, public contracting laws, and local budget law;
2. Advanced word processing, spreadsheet, presentation, and email software; and
3. Proper vocabulary, spelling, grammar and usage.

Related skills:

1. Effective oral and written communications, including public presentations and preparation of written reports;
2. Excellent planning and organization;
3. Management of an RFP process, from developing and issuing to submission review and selection; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Gain an understanding of the goals and history of the Gateway Redevelopment Project in order to guide the community vision into a feasible development project;
2. Establish and maintain effective and cooperative working relationships with city officials and staff, consultants, developers, contractors, and the general public;
3. Make sound decisions on matters of major policy and on complex administrative and financial situations;
4. Oversee and supervise personnel involved in Agency projects and daily operations; and
5. Oversee the complex management of an Agency project.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Local travel and attendance at evening meetings is required.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

Best,
Jon Legarza

On Tue, Mar 24, 2020 at 9:12 AM Ann Marie Alfrey <amalfrey@rvcog.org> wrote:

Good Morning, Jon,

I hope things are going ok for you right now. The TURA President and Vice-president emailed Sandy and me wondering about our current pandemic crisis effecting the start of TURA's new ED/Project Manager. How are things going for you? Ideas on a path forward? Should we try to setup a phone conference?

Thank you!
Ann Marie

Ann Marie Alfrey, *SHRM-SCP*– Deputy Director

Human Resources – Finance – IT - Administration

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RVCOG VALUES....

SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT

Sandra Spelliscy

From: Ann Marie Alfrey <amalfrey@rvcog.org>
Sent: Tuesday, March 24, 2020 1:54 PM
To: Mayor Talent; Stephanie Dolan; Sandra Spelliscy
Subject: FW: Check-in
Attachments: Urban Renewal Agency Budget Calendar 2020-2021.pdf; 2020-03-20-COVID-19-SubstantiveLegislation-SpecialIssues-DRAFT8.pdf

All,

I completely agree with Stephanie's concern about not involving all parties. I was also concerned about how things are going for Jon, so I reached out to him to check in. His response - below and the first attachment – indicate that he is ok and has already been planning next steps. If the City's buildings are closed to the public (as most jurisdictions are right now) there are still some stumbling blocks to holding telephonic/remote public meetings which affect Board and Budget Committee meetings. Local jurisdictions, SDAO, LOC, AOC, OSBA and Metro have submitted draft legislation to the Joint committee on Coronavirus Response seeking relief on public presence at electronic meetings and public budget approval deadlines, among some other issues (attached in case you haven't seen it). This may have some impact on Jon's timeline. I think a conference call as soon as possible is a great next step. I can be available to participate if needed.

Thanks,
Ann Marie

From: jon legarza [mailto:jon.legarza@gmail.com]
Sent: Tuesday, March 24, 2020 10:14 AM
To: Ann Marie Alfrey
Subject: Re: Check-in

Good Morning Ann Marie,

Thanks for reaching out, all is well with me. I hope this email finds you well too.

I would like to propose that we schedule a study session meeting on April 2nd, 5:00 PM via Zoom/teleconference to discuss a proposed schedule of work and steps forward. I am still working to finalize the agenda supporting documents for the meeting, but below are some of the topics that I aim to discuss during the meeting:

- Discuss the budget schedule (see attached draft)
- Discuss RFP for Audit of 2019's budget
- Discuss developing a TURA website, which will help update our community stakeholders on the President's/VP goals
- Discuss approval of City staff time for transition to Executive Manager. There is a few hours for each department but the new IGA requires TURA approval. These departments are public works, community development, finance and city manager.
- Discuss steps forwards on finalizing action letters from the DEQ work on the site.
- Review upcoming deadlines and action items

I would be happy to arrange the Zoom workspace and send out invites along with the finalized agenda and supporting documents to board members in PDF format this Friday. If helpful, I can also send hard copies of the agenda/meeting documents to Board members via UPS/USPS to arrive before April 2nd.

Sandra Spelliscy

From: Sandra Spelliscy
Sent: Thursday, March 26, 2020 1:23 PM
To: jon legarza
Subject: follow-up

Hi Jon: After our conversation yesterday I thought it would be helpful to get some more information from you about your proposal for proceeding with the Gateway project, and how that fits with the scope of work for the contract that was presented to you. Could you put together a brief memo or e-mail for me that sets out in more detail the concepts you relayed to me yesterday, how you would recommend proceeding in light of the economic uncertainty caused by the COVID-19 pandemic, and what changes you would propose to the contract scope of work? This would be very helpful for me for the Board discussion on April 1.

So we are both on the same page, I have not signed the contract yet and don't intend to do so until I get further direction from the Board, so the start date will no longer be April 1. I will let you know as soon as I have any additional information.

Thanks,

Sandy

Sandra Spelliscy
City Manager
City of Talent
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541.535.1566
P.O. Box 445
110 E. Main Street
Talent, OR 97540



Healthy Sustainable Communities, Jon Legarza

TURA and City of Talent Leadership

**110 E. Main St.
PO Box 445
Talent, OR 97540**

RE: Ongoing COVID-19 crisis

March 27, 2020

Dear TURA and City of Talent Leadership,

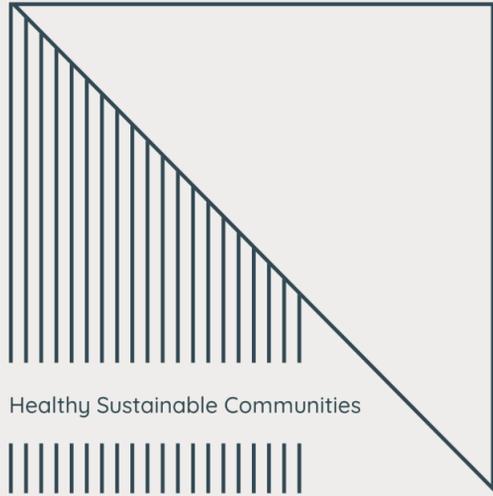
Twelve years ago, I sat in my office. The world was crashing around me. As an Executive Vice President and head of commercial development of one of the largest developers in the Southwest, I knew things were bad. I knew people were going to lose their jobs. I knew people were going to lose their houses. I knew we would not forget this. I certainly never forgot the staff – the friends – that I lost during the crisis.

But sometimes, I wonder what we forget about these very uncertain moments. And in my experience, I find we forget that there are unique opportunities within moments of economic uncertainty – especially with deployable capital. Real estate markets are cyclical and respond to cycles in consumer demand and product supply. Without a doubt, there remain uncertainties surrounding builders and developers' interests in producing new products – but concurrently, there remains an eager capital market to mobilize capital into long-term, sustainable income-producing assets. During the recession, capital was extremely limited. And as a leader at American Nevada, I oversaw a transition to non-profit, public projects that resulted in long-term returns for groups – including projects for Nevada Cancer and the University of Nevada, Las Vegas. Ultimately, as a result of (1) lower bids, (2) a competitive bidding environment, and (3) discounted materials, our projects during the recession were completed both under budget and on-time.

So, while I understand that there remains uncertainty about how current responses to COVID-19 will shape our economy, demographics, or cities, there is a very unique opportunity if TURA leadership takes action now. It remains an excellent time to put TURA's limited budget to work on feasibility, engineering, infrastructure, and marketing work for its projects. And with smaller up-front investments, TURA could easily move onto future projects utilizing surpluses from this period. I hope my previous experience provides some certainty towards the advantages of acting now. Per Sandra's request, I have also attached a proposed timeline that outlines the steps I will be taking on the project.

Sincerely,

Jon Legarza



TALENT URBAN RENEWAL AGENCY (TURA)

Proposed Project Timeline

Healthy Sustainable Communities hopes to address and resolve leaderships' uncertainties, concerns, and questions surrounding the ongoing COVID-19 crisis and its effects on the aims, goals, and schedules of TURA projects. Hopefully the attached letter outlines advantages to moving forward with the Executive Leadership Contract as timely as possible. This document presents a timeline of the future steps that Healthy Sustainable Communities will take for TURA. We hope that both of these documents prove useful in better understanding the importance of time in real estate - and that now could be an ideal time for TURA to take calculated, strategic actions to better achieve its goals.

