



**OVERSIGHT BOARD OF THE
SUCCESSOR AGENCY TO THE
BRAWLEY REDEVELOPMENT AGENCY**

AGENDA

**SPECIAL MEETING
WEDNESDAY, OCTOBER 22, 2014 AT 10:00 AM
COUNCIL CHAMBERS OF THE CITY OF BRAWLEY
383 MAIN STREET, BRAWLEY, CA 92227**

Board Members: George A. Nava, Chairperson
Elizabeth Goff
Jay Kruger
John Lau
Lawrence Lewis
Rosanna Bayon Moore
Thomas Rutherford

Secretary: Lorena Savala
Finance Director: Ruby Walla

This Oversight Board has been created pursuant to § 34161 through 34190 of the Health and Safety Code for the sole purpose of overseeing the actions of the Successor Agency to the Brawley Redevelopment Agency. In accordance with Health and Safety Code § 34179(h), all Oversight Board actions shall not be effective for three business days, pending a request for review by the State Department of Finance ("Department"). In the event that the Department requests a review of a given Oversight Board action, it shall have 10 days from the date of its request to approve the Oversight Board action or return it to the Oversight Board for reconsideration, and such Oversight Board action shall not be effective until approved by the Department. In the event that the Department returns the Oversight Board action to the Oversight Board for reconsideration, the Oversight Board shall resubmit the modified action for Department approval, and the modified Oversight Board action shall not become effective until approved by the Department. *Materials related to items on this agenda, including those received following posting/distribution are on file in the Office of the Secretary to the Successor Agency to the City of Brawley City Clerk and are available for public inspection during normal business hours, Monday – Friday, 8:00 am- 5:00 pm and closed for lunch from 12:00 – 1:00 pm at 383 Main Street, Brawley, CA 92227, telephone (760) 351-3059.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**

3. ORAL COMMUNICATIONS

- A. Any person wishing to discuss any item not on the agenda may address the Oversight Board of the Successor Agency to the Brawley Redevelopment Agency at this point by giving his/her name and address for the record. Remarks shall be limited to a maximum of three minutes unless the Oversight Board authorizes additional time.
- B. This is the time and place for any person who wishes to comment on agenda items. It should be noted that at the Oversight Board of the Successor Agency to the Brawley Redevelopment Agency's discretion, these comments may be deferred until such time on the agenda as the item is discussed. Remarks shall be limited to a maximum of three minutes unless the Oversight Board authorizes additional time.

4. NEW BUSINESS

- A. Review and potential action regarding contract from Urban Futures Incorporated to Provide Redevelopment Wind-Down Services for the period of July 1, 2014 to June 30, 2016.

5. REPORTS AND REMARKS

- A. CHAIR
- B. MEMBERS OF THE OVERSIGHT BOARD

6. ADJOURNMENT

**OVERSIGHT BOARD
SUCCESSOR AGENCY FOR THE BRAWLEY COMMUNITY
REDEVELOPMENT AGENCY**

Meeting Date: October 22, 2014

To: Oversight Board Members

From: Lorena Savala, Oversight Board Secretary

Subject: Proposal to provide Redevelopment Wind-Down Services
Urban Futures Incorporation

RECOMMENDATION: Review and approve proposal from Urban Futures Incorporated to provide Redevelopment Wind-Down Services for the period of July 1, 2014 to June 30, 2016.

BACKGROUND: The Brawley Community Redevelopment Agency entered into a contract with Urban Futures Incorporated on January 25, 2011 to assist with RDA On-Call Services. This agreement has expired as of June 30, 2014.

This expense was continued to be a recognized obligation on ROPS 14-15B which was approved by the Oversight Board of the Successor Agency to the City of Brawley Redevelopment Agency on September 12, 2014. During ROPS 14-15B review by the Department of Finance, it was brought to the City's attention that the contract has expired and in order to continue to recognize the expense as an obligation of RPTTF (Redevelopment Property Trust Fund), the City needs to submit a current agreement.

The agreement requires Oversight Board approval and needs to be approved prior to October 31, 2014 in order to be funded by RPTTF for ROPS 14-15B.

Staff recommends approval by the Oversight Board of Urban Futures Incorporated proposal for Wind-down services as there assistance is essential as we continue to wind-down the RDA and move forward in the process of selling the one parcel owned by the former RDA.

FISCAL IMPACT: \$10,000 FY 2014/2015 – Fund 401 RPTTF Funding to be included as ROPS obligation

ATTACHMENT: Proposal – Urban Futures Incorporated

October 14, 2014

Ms. Ruby D. Walla
Finance Director
City of Brawley
400 Main Street
Brawley, California 92227

Re: **Proposal for to Provide Redevelopment Wind-Down Services**

Dear Ms. Walla:

In response to your request, Urban Futures, Inc. is pleased to submit the enclosed proposal to provide redevelopment wind-down services for the Brawley Successor Agency.

Having worked with over 150 different cities since its inception, UFI has a proven track-record of meeting its clients' needs in a cost effective and timely way. We are confident that the extensive experience and capabilities of our professional team of consultants will be of significant assistance to the Successor Agency. Given our qualifications and experience with respect to providing "Redevelopment Wind-Down Services" to 25 successor agencies, including the Brawley Successor Agency, we believe we are uniquely able to provide the needed consulting services in an innovative, comprehensive, effective and timely manner. In that regard, we have enclosed our proposal and staff qualifications with respect to the requested services.

We look forward to assisting the Successor Agency with respect to these important endeavors. If you have any questions or need additional information, please contact me at (714) 283-9334.

Sincerely,
URBAN FUTURES, INC.



MICHAEL P. BUSCH
President & CEO

MPB:nmb

Enclosure

**Scope of Work for Consulting Services
Related to Winding-Down the Former Redevelopment
Agency**

The following scope of services includes, but is not limited to, the types of services that Urban Futures, Inc. ("UFI") may provide Successor Agency with respect to winding-down the former redevelopment agency, as staff may request:

- 1. Policy:** Policy development services related to the overall management of the Successor Agency including, but not limited to planning, strategies, fiscal feasibility, funding/financing strategies, and/or program development (in conjunction with the City Manager, designated staff person(s), City Attorney's office and special counsels, etc.).
- 2. Collaboration:** Participating in formal and informal planning, strategy and/or project management discussions, negotiations and presentations with staff, clients, community officials, local or state government agencies, and others.
- 3. Reports:** Researching, preparing, reviewing evaluating and/or submitting reports, forms, spreadsheets and any other written documentation that may be required by the Successor Agency, its Oversight Board, the California Department of Finance ("DOF"), State Controller's Office ("SCO"), County Auditor-Controller ("CAC"), City Manager, designated staff person(s), the City Attorney's office, the Finance Department, special counsels, or other entities.
- 4. Representation:** Providing oral presentations that may be required by the Successor Agency, the Oversight Board, the California Department of Finance, State Controller's Office, County Auditor-Controller or other entities.
- 5. Compliance/Implementation:** Perform any compliance and/or implementation related tasks and/or services that may be required by the Successor Agency, its Oversight Board, the California Department of Finance, State Controller's Office, County Auditor-Controller or other entities.
- 6. Documentation:** With respect to the above described services, the listing below is an example of the types of documents (or amendments thereto) that may be required to wind-down the former redevelopment agency.
 - a. Recognized Obligation Payment Schedules ("ROPS");
 - b. Asset Transfer Review ("ATR");
 - c. Housing Asset Transfer ("ATR");
 - d. Due Diligence Reviews ("DDR")(Low- and Moderate Income Housing Fund ("LMIHF") and Other Funds and Accounts ("OFA");
 - e. Long-Range Property Management Plan ("LRPMP");

- f. Meet and Confer Requests and Meetings;
- g. Finding of Completion;
- h. Final and Conclusive Enforceable Obligation Determinations;
- i. Insufficient Funds Notifications;
- j. Real property disposition procedures; and
- k. Any other documents that may be required to carry-out the wind-down of the former redevelopment agency.

7. Other: Provide any other related service that staff may request.

Schedule of Performance

UFI will provide professional services to Successor Agency with respect to winding-down the former redevelopment agency on an on-call, as needed basis. As applicable to the subject matter, a schedule of performance may be developed with respect to certain work products and agreed to by the Parties in writing.

Professional Services Rates Schedule

Due to the vagaries associated with any "as needed and/or on call" services program, UFI shall carry out the "Scope of Work" with respect to winding-down the former redevelopment agency on an actual time and materials basis with the overall costs of such services being governed by the financial limits defined within approved purchase orders utilizing the following professional service rate schedule:

<u>Professional Staff</u>	<u>Hourly Rates</u>
CEO/President	\$245.00
Managing Principal	\$225.00
Senior Project Manager/Planner	\$ 140.00
Project Managers	\$ 105.00
Analysts	\$ 95.00
Assistants	\$ 85.00
Clerical	\$ 55.00

These rates will remain constant through June 30, 2016 and are subject to change thereafter. Costs for telephone, e-mail and facsimile expenses, postage and incidental photocopying are included within the above noted Professional Service Rates Schedule. The Professional Service Rates Schedule does not include out-of-pocket expenses that may be incurred during the accomplishment of the Scope of Work. Out of pocket expenses include, but are not limited to, all other necessary materials, supplies, services, printing, electronic data files, out of area travel, etc. All out-of-pocket expenses shall be charged on an actual cost basis, plus 10%.

Given that the Scope of Services is opportunity based, it is not possible to quote a specific not to exceed price for the full array of on-call services. However, at the same time, UFI is very cognizant of the Successor Agency's need for project and fiscal controls over its consultancy relationships. Therefore, UFI recommends that the initial purchase order authorization for services to be rendered pursuant to the proposal be established at \$10,000 fiscal year 2014-15. Future purchase orders should track with the ROPS cycles. In addition, to the extent that the services requested by the Successor Agency will exceed the initial authorization level, UFI will request appropriate supplemental budget authority prior to incurring any costs exceeding the then current limit.

KEY STAFF

UFI staff is comprised of highly skilled professionals able to handle a broad array of assignments ranging from site-specific developer negotiations to community wide development strategies, grant projects and programs, entitlement processing, financial advisement, affordable housing programs, and economic development strategic plans and implementation. Mike Busch, Steve Dukett, Doug Anderson and Kathleen Robles represent the key professional staff who may be assigned to work with the Successor Agency on this assignment. Steve Dukett will serve as the manager in charge of this engagement. An overview of the experience and education of our key staff is provided below. Other staff members will be used as necessary.

MICHAEL P. BUSCH, President & CEO

Michael Busch joined Urban Futures in 2007 following a successful career in municipal government. Mr. Busch's municipal career consisted primarily of assistant/deputy city manager, finance, and project manager positions. As such, he has extensive experience in strategic planning, municipal finance, economic development/redevelopment, and project implementation leading to the issue of over \$200 million in tax exempt debt offerings and implementation of several redevelopment and infrastructure projects. Mr. Busch has a unique background having served as a planner, finance director, city treasurer, deputy city manager and assistant city manager where he has demonstrated experience in capital improvement plan development, developer negotiations, development agreements, and capital project implementation.

Mr. Busch earned a Bachelor of Arts Degree from California State Polytechnic University Pomona in Urban and Regional Planning. He holds a Master of Arts Degree in Public Administration from California State University Long Beach with an emphasis in public finance and public works. He has served as the President of the Municipal Management Association of Southern California (MMASC) and most recently as Chair of Cal-ICMA.

STEVEN H. DUKETT, Managing Principal

Steve Dukett specializes in the planning and implementation of economic and community development, affordable housing, asset management, public facility, public infrastructure financing, grant programs and redevelopment agency wind-down services.

Mr. Dukett joined Urban Futures during 2007 after completing 34 years of service to local government, which included serving as Redevelopment Director with the Cities of Redlands, Upland, Hesperia, Ontario, Lancaster and San Bernardino. He also held a variety of professional, management and executive positions with the County of Los Angeles and its Community Development Commission. During his term with Hesperia, he also served as Acting City Manager. While in the public sector, Mr. Dukett managed a wide-variety of public and private development projects with combined values of approximately \$1 billion. He has also guided 14 redevelopment plan adoptions or amendments and is particularly known for his deal making and deal closing skills. His background and skill-sets enables him to provide clients with an uncommon level of practical insight with respect to best practices in local government sponsored, initiated or assisted development. His background and expertise make him a frequent and popular choice for seminars and lectures in professional and public forums.

Mr. Dukett is a graduate of California State University, Los Angeles. He is a former Chairman of the Board of the California Association for Local Economic Development ("CALED") and a former Chairman of the Board of Regents of the California Academy for Economic Development. During April 2006 he was selected as the 12th "Golden Bear", which is CALED's highest award for career achievement in local economic development.

DOUGLAS P. ANDERSON, Managing Principal

Douglas Anderson is expert in the areas of tax revenue analysis and bond administration. Mr. Anderson is responsible for the research and analysis necessary to structure tax allocation bond issues, including Redevelopment Property Tax Trust Fund revenue (formerly known as tax increment revenue) projections and analysis of the revenue created by new development. As a financial advisor, Mr. Anderson has been involved with the issuance of over 300 bond issues, including Tax Allocation Bonds, Special Tax Bonds, Water/Sewer Revenue Bonds and Lease Revenue Bonds. Mr. Anderson has been with Urban Futures, Inc. for over 25 years.

Mr. Anderson earned a Bachelor of Science Degree from San Diego State University in Business Administration, with a Finance emphasis.

KATHLEEN L. ROBLES, Senior Project Manager

Kathleen Robles specializes in economic and community development, project management, roadway design, solid waste management, regulatory compliance, brownfields management, grant programs and redevelopment agency wind-down services.

Ms. Robles joined Urban Futures during 2012 after completing 25 years of service to local government, which included serving in responsible management positions with the San Bernardino County Economic Development Agency, the San Bernardino County Department of Economic and Community Development, the San Bernardino County Public Works Department, the City of San Bernardino Economic Development Agency, and the City of Yucaipa City Manager's office. While in the public sector, Ms. Robles managed a wide-variety of public and private development projects. Ms. Robles has been responsible for preparing housing compliance reports; analyzing Foreign Trade Zone designations for private businesses; obtaining an USDA USFS \$4.4M grant for the economic use of Bark Beetle wood; the construction of the County's first groundwater treatment plant; the design and construction of the City of San Bernardino's theater square infrastructure project; successfully obtained the San Bernardino Valley Enterprise Zone designation; and assisting in winding-down 10 former redevelopment agencies.

Ms. Robles holds a Bachelor of Science degree in Business Management and a Master of Arts degree in Management with an emphasis in Human Resources, both from the University of Redlands. In addition to belonging to the Alfred North Whitehead Leadership Society, Ms. Robles belongs to and/or has belonged to ICSC, CALED, NBA, GWMA, Vice-President of CAEZ, and the Mountain Area Safety Task Force.