



TALENT CITY COUNCIL
REGULAR MEETING AGENDA
 - HELD AT TOWN HALL & VIA ZOOM -
 206 E. Main Street
 January 3rd, 2024 - 6:45 PM

To attend to the meeting via Zoom, please visit the City’s website at www.cityoftalent.org for the link information. All Council meetings are digitally recorded and will be available on the City website: www.cityoftalent.org. 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, x1017.

The City Council 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.

1. Call to Order / Roll Call

2. Additions / Corrections to Agenda

3. Community Announcements

4. Speakers Heard on Non-Agenda Items
Limited to 5 minutes or less per Mayoral discretion.

5. Public Presentation

5.1 Presentation from HDR on Preliminary Water Rate Options xx

6. Departments Report

6.1 Departments Reports 03

7. Consent Calendar

The consent calendar consists of items of a repeating or routine nature that are considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately on request.

7.1 Approval of City Council Regular Meeting Minutes, November 15th, 2023. 08

7.2 Approval of City Council Regular Meeting Minutes, December 6th, 2023. 13

7.3 Approval of City Council Study Session Minutes, November 15th, 2023. 17

7.4 Approval of October 2023 Financial Packet. 18

7.5 Approval of November 2023 Financial Packet. 31

7.6 Appointment of Member Payson Collins for Urban Forestry Committee..... 44

7.7 Approval of Generator Purchase for the Police Department 46

7.8 Scope of Work for Railroad Feasibility Study 53

7.9 Acknowledgment of Urban Forestry Committee Meeting Minutes, December 13th, 2023 62

8. Unfinished Business

Unfinished business consists of outstanding items from previous meetings. These items will be handled in the same manner as regular agenda items.

9. New Business

Speakers will be provided the opportunity to offer comments on action items after staff members have given their reports 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.

9.1 Introduction to New City Manager Gary Milliman xx

9.2 Professional Services Contract For Tom Humphrey 65

9.3 Discussion of Prospective Land Dedication to City of Talent 69

10. Other Business and Future Agenda Items

11. Written Communications

This item is for written communications that have been submitted to the entire Council and where a request has been made that the item be included in the record. It will contain the communications only, and not additional attachments or Internet re-postings. Those items may be e-mailed directly to Council members or may be distributed in person via the City Recorder at Council meetings following an oral communication to Council. There will not be any Council discussion or public comment on this agenda item.

12. Executive Session

The Council will meet in an executive session pursuant to ORS 192.660(2)(h):

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

13. Reconvening of Public Hearing and Report Out

14. Adjournment

Upcoming Council Meetings

Jan 17 th	6:45 pm –	Regular Council Meeting
Feb 7 th	6:45 pm –	Regular Council Meeting
Feb 21 st	6:45 pm –	Regular Council Meeting



City Council Agenda Report

Meeting Date: January 3rd, 2024 **Staff Contact:** Jennifer Snook
Department: Police Department **E-Mail:** jsnook@cityoftalent.org
Staff Recommendation: informational **Estimated Time:** 5 mins.

ISSUE BEFORE THE COUNCIL

Police Department Updates

BACKGROUND

Staffing:

Effective December 11th, 2023, Jeff Gaunt has been promoted to Lieutenant. This position was left unfilled when I was promoted to Chief in 2020.

Lieutenant Gaunt brings years of experience and leadership to our department with his 30 plus years of Law Enforcement experience. He has been a welcomed addition to the organization by the community, his co-workers, and our partnering agencies.

We are currently still recruiting for an unfilled Police Officer position and have scheduled interviews for the first round of applicants in mid-January of 2024.

Community Outreach:

Officers participated in the following events during the month of December. Events such as the ones listed below are meaningful work to them and we are appreciative to have the opportunity to interact with the community at such events.

- Lights on bikes
- Tree lighting
- Worked with Fire District 5 & City Staff to deliver gifts to local families from the holiday gift tree.

Emergency Preparedness:

A few months back during a council session, I was asked about different forms of emergency notifications. At this time, the alert methods listed below are the available resources to us.

- Citizen Alert: which is an opt-in alert system to your cell phone, landline, emails.
- Emergency Alerts Systems (EAS): which is a national public warning system distributed on Television and radio broadcasts.
- Wireless Emergency Alerts (WEA): emergency alerts that are sent to wireless networks.
- Direct methods: Door to door or siren/public announcements used throughout neighborhoods.

All the available alerting methods are tools to use, and we will continue to promote preparedness and emergency alert systems for community members. I regularly meet with Jackson County and City of Ashland Emergency Managers and will update if other options become available.



City Council Agenda Report

Meeting Date: January 3, 2024 **Staff Contact:** Hector Flores
Department: Comm. Engagement. **E-Mail:** hflores@cityoftalent.org
Staff Recommendation: Informational **Estimated Time:** 5 mins.

ISSUE BEFORE THE COUNCIL

Update from Community Engagement and Outreach

BACKGROUND

[OWEB update]

City staff, in collaboration with partners Plant Oregon and the Urban Forestry Committee, has been actively working on the implementation of the OWEB grant through the City of Talent. Regular updates have been provided to our OWEB representative, Councilor Clark, and the Urban Forestry Committee.

Lyn Newbry Park: A Community Tree Planting event was organized by staff on October 28th, 2023, to support Plant Oregon at Lyn Newbry Park. Around 20 volunteers participated, planting approximately 65 trees. The completion of this planting site is anticipated in the Fall of 2024 due to an upcoming project on the south end of Lyn Newbry Park by the Rogue River Watershed Council.

Oak Valley Subdivision: A Community Workshop was conducted by staff on November 16th, 2023, at the Oak Valley Subdivision Club House, with support from Chair Spelletich of the Urban Forestry Committee. About 17 residents attended, and the Oak Valley Homeowners Association (HOA) has shown strong support. Continued engagement with this site is anticipated as more units are rebuilt and residents move in.

Mt. View Estates: Despite multiple meetings with the owners of Mt. View Estates, garnering support for the implementation of OWEB on this site has proven unsuccessful. Mt. View Estates, being a family-owned property, is committed to a landscaping philosophy centered around low maintenance, involving elements like gravel and artificial grass. Although the possibility of planting around half a dozen trees exists, staff is now considering the exploration of alternative planting sites.

Talent Mobile Estates: After experiencing several delays, the commencement of work at Talent Mobile Estates is set for early January 2024. The new phased completion schedule is outlined as follows:

- Phase 1: January to March, involving 12 units
- Phase 2: March to May, covering 33 units
- Phase 3: May to July, addressing the remaining units

Staff will actively attend development meetings alongside project managers and CASA of Oregon to stay abreast of the project's progress. Initial plantings are anticipated to begin in Fall of 2024.

Summer Place Wetlands: Staff has recognized Summer Place Wetlands as a prospective location for the Arbor Day 2024 event. Situated within a residential neighborhood, this city parcel is categorized as "open space" rather than a designated city park. The Urban Forestry Committee will initiate neighborhood outreach in January/February 2024, and city staff intends to organize a community planting event to commemorate Arbor Day. Plant Oregon's preference is to conduct planting activities at this site in late March to protect plant health.

South Pacific Highway: Following a misunderstanding earlier in the year by residents along South Pacific Highway, staff identified two sites along this stretch of road for early plantings. These sites were categorized as residential, facilitating the processing. After consulting with Plant Oregon, plantings have been scheduled. Staff will persist in identifying additional residential sites along South Pacific Highway for early plantings. Commercial planting along this road, although more extensive, is set to commence in Fall 2024.

Regular updates on the OWEB grant will be provided to council as needed or requested.

[Upcoming events at City of Talent]

- Red Cross Blood: Donation events are scheduled for February 5th, 2024 and April 1st, 2024. To sign-up, visit www.redcrossblood.org/give.html/find-drive.
- Talent Food Project: The green bag pick-up program by the Talent Food Project invites residents to help alleviate food insecurity by participating in this program. Pickup dates at Town Hall for 2024 are as follows:
 - February 10th, 2024
 - April 13th, 2024
 - June 8th, 2024
 - August 10th, 2024
 - October 12th, 2024
 - December 14th, 2024

[2024 City Calendar]

City of Talent has created an advanced calendar for 2024 featuring city meetings, holiday closures, and event dates. The calendar is available on the City website and has been distributed on social media. News of the calendar was included in the January 2024 edition of Talent News and Reviews along with a QR code for download. Residents were also informed that paper copies of the document are available at City Hall. A copy of the 2024 City of Talent calendar is attached to this staff report.

[Arbor Day 2024]

Staff will be collaborating with the Urban Forestry Committee to identify potential sites for an Arbor Day 2024 celebration. Additional updates to come.

[City Website]

Staff will be working with our new IT director to identify a local contractor to help complete the last stages of the city website.

COUNCIL REGULAR MEETING DATES FOR 2024

All meetings are held in-person at Town Hall (206 E. Main Street) and via Zoom, visit city website for noticing details.

<p><u>JANUARY</u></p> <ul style="list-style-type: none"> January 3rd at 6:45 pm January 17th at 6:45 pm 	<p><u>JULY</u></p> <ul style="list-style-type: none"> July 3rd at 6:45 pm July 17th at 6:45 pm
<p><u>FEBRUARY</u></p> <ul style="list-style-type: none"> February 7th at 6:45 pm February 21st at 6:45 pm 	<p><u>AUGUST</u></p> <ul style="list-style-type: none"> August 7th at 6:45 pm August 21st at 6:45 pm
<p><u>MARCH</u></p> <ul style="list-style-type: none"> March 6th at 6:45 pm March 20th at 6:45 pm 	<p><u>SEPTEMBER</u></p> <ul style="list-style-type: none"> September 4th at 6:45 pm September 18th at 6:45 pm
<p><u>APRIL</u></p> <ul style="list-style-type: none"> April 3rd at 6:45 pm April 17th at 6:45 pm 	<p><u>OCTOBER</u></p> <ul style="list-style-type: none"> October 2nd at 6:45 pm October 16th at 6:45 pm
<p><u>MAY</u></p> <ul style="list-style-type: none"> May 1st at 6:45 pm May 15th at 6:45 pm 	<p><u>NOVEMBER</u></p> <ul style="list-style-type: none"> November 6th at 6:45 pm November 20th at 6:45 pm
<p><u>JUNE</u></p> <ul style="list-style-type: none"> June 5th at 6:45 pm June 19th at 6:45 pm 	<p><u>DECEMBER</u></p> <ul style="list-style-type: none"> December 4th at 6:45 pm December 18th at 6:45 pm

2024 HOLIDAYS

City offices will be closed on the following holidays.

• New Year's Day	Monday, January 1 st , 2024
• Martin Luther King Jr. Day	Monday, January 15 th , 2024
• President's Day	Monday, February 19 th , 2024
• Memorial Day	Monday, May 27 th , 2024
• Independence Day	Thursday, July 4 th , 2024
• Labor Day	Monday, September 2 nd , 2024
• Veterans Day	Monday, November 11 th , 2024
• Thanksgiving	Thurs./Fri., November 28/29 th , 2024
• Christmas	Wednesday, December 25 th , 2024


Need to get in touch with someone? Got a question for city staff?
Email us at talent@cityoftalent.org

For more information, please visit the city website at
www.cityoftalent.org.

Para más información, visite el sitio web de la ciudad en
www.somostalent.net.

City of Talent Events - 2024

- April 13th, 2024
 - Recycle Round-up, City Hall
- April 20th, 2024
 - Bear Creek Stewards, Lyn Newbry Park
- April 27th, 2024
 - Arbor Day Celebration
- May 18th, 2024
 - City-Wide Yard Sale, community-wide
- September TBA, 2024
 - Pizza & Pop with a Talent Cop, Grotto Pizzeria

<p>Follow your Talent Police Department on Facebook for updates, bulletins, and information about events!</p>	
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- September 21st, 2024
 - Bear Creek Stewards, Lyn Newbry Park
- October 5th, 2024
 - Talent Harvest Festival, community-wide

- November 15th, 2024
 - Holiday Gift Tree, City Hall
- December 6th, 2024
 - Tree Lighting Ceremony, Town Hall
- December 7th, 2024
 - Leaf Drop-Off Day, City Hall

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Social Media

Scan the QR codes below with your phone to stay informed and connected!

English		Español	
Facebook (City Hall)		El Facebook	
Twitter		El Twitter	
YouTube		El YouTube	

7.1



**TALENT CITY COUNCIL
REGULAR MEETING MINUTES
- HELD AT TOWN HALL AND
VIA ZOOM-
November 15th, 2023 – 6:45 PM**

Study Session, Regular Council & TURA meetings are digitally recorded and will be available on the City website: www.cityoftalent.org.

1. Call to Order/Roll Call at 6:46 p.m. (00:00:00)

Members Present:	Members Absent:
Mayor Ayers-Flood Councilor Clark Councilor Ponomareff Councilor Greider Councilor Pastizzo Councilor Byers Councilor Paré-Miller	Councilor Greider
Also Present:	
Tom Humphrey, Interim City Manager Lucero Martinez, City Recorder Dave Lohman, City Attorney Jennifer Snook, Chief Police Hector Flores, Community Engagement Director Kristen Maze, Community Development Director Tessa DeLine, Finance Director Robert Slayton, Superintendent of Public Works	

2. Additions / Corrections to Agenda (00:51)

Councilor Clark requested to add item 12.1 to the agenda – Letter from Council Regarding the Atrocities in Palestine and Israel.

Motion (01:10): Councilor Clark moved to add a letter from council regarding the atrocities in Palestine and Israel. Councilor Ponomareff seconded motion.

Discussion: None.

Vote: 5 ayes (Clark, Ponomareff, Pastizzo, Byers and Paré-Miller) 0 nays. Motions carries.

Interim City Manager informed council that the representative from Age+ would be unable to attend.

Mayor Ayers-Flood requested to move the Executive Session to item 6.3.

Motion (03:52): Councilor Byers moved to accept the agenda. Councilor Ponomareff seconded motion.

Discussion: None.

Vote: 5 ayes (Clark, Ponomareff, Pastizzo, Byers and Paré-Miller) 0 nays. Motions carries.

3. Community Announcements (04:20)

Community Engagement Director Hector Flores shared community announcements for the month of December 2023.

Councilor Byers updated the council on Lights on Bikes for December 16th, hosted by Talent Maker City.

4. Speakers Heard on Non-Agenda Items (06:25)

No Speakers

5. Public Presentation (06:32)

No Presentation was made.

6. Public Hearing (06:36)

6.1 Ordinance 2023-980-O Amending Title 18 Chapter 18.195, Nonconforming Uses, Lots, and Structures

Councilor Greider arrived at the meeting at 6:53 pm.

Mayor Ayers-Flood read the Opening Statement for Public Hearing.

Community Development Director Kristen Maze, informed council about the City of Talent Municipal Code Chapter 18.195, Nonconforming Uses, Lots and Structures, this code address lots, structures and use that are no longer compatible with the zoning code, therefore making them nonconforming and address the potential to replace that nonconforming use within a specified time period.

Mayor Ayers-Flood opened the Public Hearing. **(18:25)**

Mayor Ayers-Flood closed the Public Hearing. **(18:37)**

Motion (19:19): Councilor Paré-Miller moved to adopt Ordinance 2023-980-O for the Talent Municipal Code Title 18, chapter 18.195, nonconforming uses, lots and structures. Councilor Byers seconded motion.

Discussion: None.

Vote: 6 ayes (Clark, Ponomareff, Greider, Pastizzo, Byers and Paré-Miller) 0 nays. Motions carries.

6.2 Ordinance 2023-982-O Annexation Request at 821 South Pacific Highway

Mayor Ayers-Flood read the Opening Statement for Public Hearing

Community Development Director Kristen Maze, informed council on the annexation of .23 acres of land located in the unincorporated area of Jackson County adjacent to the city limits, located at 821 S Pacific Highway. The current parcel is zoned General Commercial, once annexed to the city, this district will become Commercial Highway (CH) zone district consistent with the Commercial comprehensive plan designation.

Zac Moody from Pacific Geographic Consultants, LCC, gave a presentation to council regarding the requested annexation.

Mayor Ayers-Flood opened the Public Hearing. **(40:50)**

Mayor Ayers-Flood closed the Public Hearing. **(41:09)**

Motion (41:31): Councilor Ponomareff moved to approve Ordinance 2023-982-O for annexation of 821 S. Pacific Highway to be included in the city limits. Councilor Pastizzo seconded motion.

Discussion: Councilor Ponomareff thanked staff & the applicant for making this subject educational.

Vote: 6 ayes (Clark, Ponomareff, Greider, Pastizzo, Byers and Paré-Miller) 0 nays. Motions carries.

6.3 Executive Session

The Council met in an executive session pursuant to ORS 192.660(2)(a): to consider the employment of a public officer, employee, staff member or individual agent.

Mayor Ayers-Flood read the Opening Statement for Executive Session

Executive Session started at 7:28 pm.

Executive Session ended at 8:19 pm.

Motion (01:33:09): Councilor Byers moved to make a conditional offer of employment as Talent City Manager to Gary Milliman, subject to further background checks and negotiation with Mr. Milliman. Councilor Ponomareff seconded motion.

Discussion: None.

Vote: 6 ayes (Clark, Ponomareff, Greider, Pastizzo, Byers and Paré-Miller) 0 nays. Motions carries.

Mayor Ayers-Flood moved item 9.2 from the agenda up to 6.4.

6.4 Update on City Manager Search

Adrian Modjeski, Human Resource and Administrative Services Director from Rogue Valley Council of Government gave an update on the City Manager search.

7. City Manager Report (01:42:01)

7.1 City Manager Report

Interim City Manager gave a verbal report to council, and shared an idea from Community Engagement Director, Hector Flores for a possibility and degree of interest in conducting a City hosted event to introduce committee and commission members to residents. Also, gave updates on other city business and grant applications.

Councilor Clark acknowledged the FEMA grant and had a discussion regarding this opportunity.

Councilor Ponomareff asked for an update on the website, answered by Community Engagement Director Hector Flores.

7.2 Urban Renewal Activities Report

Interim City Manager gave an update on Talent Urban Renewal Agency.

8. Consent Calendar (02:16:21)

8.1 Approval of City Council Regular Meeting Minutes, October 4th, 2023

8.2 Approval of City Council Regular Meeting Minutes, October 18th, 2023

8.3 Approval of City Council Study Session Minutes, October 4th, 2023

8.4 Approval of City Council Study Session Minutes, October 18th, 2023

8.5 Approval of City Council Special Meeting, November 1st, 2023

8.6 Approval of Check Register, October 2023

8.7 Approval of Safe Drinking Water Fund Invoices

Motion (02:16:54): Councilor Paré-Miller moved to approve the consent calendar. Councilor Ponomareff seconded motion.

Discussion: Councilor Paré-Miller thanked City Recorder for her great work.

Vote: 6 ayes (Clark, Ponomareff, Greider, Pastizzo, Byers and Paré-Miller) 0 nays. Motions carries.

9. Unfinished Business (02:17:32)

9.1 Update on PIER Project

Interim City Manager delivered this update on item 7.1 of the agenda.

10. Executive Session (02:17:32)

Executive Session was moved up to item 6.3 of the agenda.

11. Reconvening of Public Meeting and Report Out

12. New Business (02:17:42)

12.1 Letter from Council Regarding the Atrocities in Palestine and Israel

Councilor Clark gave a verbal report regarding this item, requesting to City Council to sign a letter regarding the atrocities in Palestine and Israel.

Council Clark read the letter to City Council.

Mayor Ayers-Flood and City Council shared their support to approve this letter.

Motion (02:26:09): Councilor Byers moved for council to adopt the letter drafted by Councilor Clark. Councilor Ponomareff seconded motion.

Discussion: None.

Vote: 6 ayes (Clark, Ponomareff, Greider, Pastizzo, Byers and Paré-Miller) 0 nays. Motions carries.

13. Commission / Committee Reports (02:27:30)

Councilor Paré-Miller described details on the project that Talent Public Art Committee would like to do during the holiday season for 10 local businesses. Councilor Paré-Miller requested to council if they were comfortable relocating money from the events that Talent Public Art Committee planned to do in the past months but were not able to do.

Mayor Ayers-Flood and City Council gave their consent to Councilor Paré-Miller.

Councilor Paré-Miller shared that Chair Ruiz would be coming in December to present to council the Talent Public Arts Committee master plan.

Councilor Byers reported on the Parks and Recreation Committee and informed that the bathroom is coming soon for Kameran Springs Park. Also, shared that the committee is planning to hold a study session on January 2024, and they are still seeking two additional commission members.

Councilor Pastizzo shared that he was not able to attend to Planning Commission meeting, and Mayor Ayers-Flood informed council about the last Planning Commission meeting.

Motion (02:39:45): Councilor Ponomareff moved to extend the meeting an 10 extra minutes. Councilor Byers seconded motion.

Discussion: None.

Vote: 6 ayes (Clark, Ponomareff, Greider, Pastizzo, Byers and Paré-Miller) 0 nays. Motions carries.

Councilor Ponomareff reported out on Together for Talent Committee, sharing that they are planning to have the Recycle Round-up in spring of next year.

Councilor Clark reported out on the Talent Urban Forestry Committee and shared the outcome of their event at Lynn Newbry Park. Also, Councilor Clark brought up the discussion regarding the overbudget of the committee running out of funds due to having services from a contractor.

Councilor Paré-Miller thanked Councilor Ponomareff for her services to the community, especially for service on the PIER Selection Committee.

14. Other Business and Future agenda Items (02:52:29)

15. Written Communications (02:52:32)

16. Adjournment 9:38pm (02:52:35)

Respectfully submitted by:

Lucero Martinez, City Recorder

Note: These minutes and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.



**TALENT CITY COUNCIL
REGULAR MEETING MINUTES
- HELD AT TOWN HALL AND
VIA ZOOM-
December 6th, 2023 – 6:59 PM**

Study Session, Regular Council & TURA meetings are digitally recorded and will be available on the City website: www.cityoftalent.org.

Note: Mayor Ayers-Flood gave the gavel to Council President Byers before the meeting.

1. Call to Order/Roll Call at 6:46 p.m. (04:43)

Members Present:	Members Absent:
Mayor Ayers-Flood Councilor Clark Councilor Ponomareff Councilor Greider Councilor Byers Councilor Paré-Miller	Councilor Pastizzo
Also Present:	
Tom Humphrey, Interim City Manager Lucero Martinez, City Recorder Dave Lohman, City Attorney Jennifer Snook, Chief Police Hector Flores, Community Engagement Director Kristen Maze, Community Development Director Tessa DeLine, Finance Director Robert Slayton, Superintendent of Public Works	

2. Additions / Corrections to Agenda (00:51)

Council President Byers requested to add to Public Presentation item 5.3 – Presentation by the Mayor.

Councilor Greider asked council if they could discuss cancelling next City Council Meeting for December 20th, 2023 at some point on the agenda.

3. Community Announcements (04:20)

Interim City Manager Tom Humphrey shared community announcements for the month of December 2023.

Council President Byers shared an update on the Lights on Bikes event for December 16th, hosted by Talent Maker City.

4. Speakers Heard on Non-Agenda Items (09:15)

No Speakers

5. Public Presentation (09:20)

5.1 Collections Agency Introduction

Finance Director Tessa DeLine introduced Brian Watkins from Collect Northwest.

Brian Watkins from Collect Northwest gave a presentation explaining the process that they take with collection of financial debts. Presenter Brian Watkins answered questions from City Council.

5.2 Presentation on Bear Creek RM19.0: Talent Floodplain Project

John Speece, from Rogue River Watershed Council gave a presentation on Bear Creek RM 19.0: Talent Floodplain Project.

Councilor Clark declared a potential conflict of interest due to being a partner in this project, informing council that he doesn't have any financial benefit from this project.

Motion (00:42:50): Councilor Ponomareff moved to give presenter 5 more minutes for his presentation. Councilor Clark seconded motion.

Discussion: None.

Vote: 4 ayes (Clark, Ponomareff, Greider and Paré-Miller) 0 nays. Motions carries.

Presenter continued to answer questions from City Council had regarding the process that they would like to take for their project.

5.3 Presentation by Mayor

Mayor Ayers-Flood asked City Council to consider a letter of support for Promised Land Inc.

Owner of Promised Land Inc Adrain Broadhurst gave a presentation to the City Council regarding the proposed site plan project explaining the purpose of their grant application.

Mayor Ayers-Flood read a letter of support to the City Council regarding the Promised Land Inc housing project, requesting to make two languages changes to the letter before signature.

Motion (01:06:02): Councilor Clark moved to approve the letter of support as amended. Councilor Paré-Miller seconded motion.

Discussion: None.

Vote: 4 ayes (Clark, Ponomareff, Greider and Paré-Miller) 0 nays. Motions carries.

6. Public Hearing (01:06:40)

6.1 Comprehensive Plan Amendment and Rezone 2023-001

Interim City Manager explained to council that the applicant requested an open public hearing to be continued to the January 17th, 2024, City Council Meeting. Mayor Ayers-Flood and City Council had further discussion regarding opening the Public Hearing.

Motion (01:23:33): Councilor Ponomareff moved to postpone this item to January 17th, 2024. Councilor Clark seconded motion.

Discussion: None.

Vote: 4 ayes (Clark, Ponomareff, Greider and Paré-Miller) 0 nays. Motions carries.

7. Department Report (01:24:21)

7.1 Departments Reports

Robert Slayton, Superintendent of Public Works explained the department highlights from Public Works and answered questions from City Council.

8. Consent Calendar (01:28:10)

8.1 Appointment of Member Susan Bizeau for Together for Talent

8.2 Appointment of Member Jane Ellen for Urban Forestry Committee

8.3 Approval of Check Register, November 2023

8.4 Approval of September 2023 Financial Packet

8.5 Medford Water Commission Invoice

Motion (01:28:30): Councilor Clark moved to approve the consent calendar. Councilor Paré-Miller seconded motion.

Discussion: None.

Vote: 4 ayes (Clark, Ponomareff, Greider and Paré-Miller) 0 nays. Motions carries.

9. Unfinished Business (01:28:45)

9.1 2nd Reading of Ordinance 2023-980-O Amending Title 18 Chapter 18.195, Nonconforming Uses Lots and Structures

Community Development Director Kristen Maze, informed City Council that this is a second reading of Ordinance 2023-980-O approving the City of Talent Municipal Code Chapter 18.195, Nonconforming Uses, Lots and Structures, this code address lots, structures and use that are no longer compatible with the zoning code, therefore making them nonconforming and address the potential to replace that nonconforming use within a specified time period.

City Attorney Dave Lohman explained to City Council the purpose of doing a second reading.

Motion (01:32:46): Councilor Ponomareff moved to adopt the full second reading of Ordinance 2023-980-O for the Talent Municipal Code Title 18, Chapter 18.195 Nonconforming Uses, Lots and Structures as approved on the first reading on November 15th, 2023 with proposed clarifying amendment. Councilor Clark seconded motion.

Discussion: None.

Vote: 4 ayes (Clark, Ponomareff, Greider and Paré-Miller) 0 nays. Motions carries.

9.2 2nd Reading of Ordinance 2023-982-O Annexation Request at 821 South Pacific Highway

Community Development Director Kristen Maze, informed City Council that the second reading of Ordinance 2023-982-O for annexation into the city and rezone to highway commercial consistent with the commercial comprehensive plan for property at 821 S. Pacific Highway.

Motion (01:33:34): Councilor Paré-Miller moved to approved Ordinance 2023-982-O for annexation and rezone of 821 S. Pacific Highway to be included in the city limits. Councilor Ponomareff seconded motion.

Discussion: None.

Vote: 4 ayes (Clark, Ponomareff, Greider and Paré-Miller) 0 nays. Motions carries.

10. New Business (01:34:16)

10.1 Status of Water Meter Infrastructure

City Engineer Jeff Ballard presented the status of city water meter infrastructure and answered questions from the Mayor and City Council.

10.2 Consideration of Talent Public Arts Committee Recommendation on Public Art Project.

Talent Public Arts Committee Chair Donna Ruiz presented a recommendation for a mural project explaining the processe. Chair Ruiz answered questions from City Council.

Interim City Manager, Mayor Ayers-Flood and City Council had additional discussion regarding this item and agreeing to have a staff and professional assessment for this project. All councilors present agreed.

10.3 Consideration on Talent Public Arts Committee 5-10 Years Master Plan

Talent Public Arts Committee Chair Donna Ruiz explained the master plan goals that the committee came up with over the past year. Chair Ruiz asked for City Council to review the master plan and give them feedback.

11. Other Business and Future Agenda Items (02:25:48)

Interim City Manager asked council if they would like to cancel the City Council Meeting of December 20th, 2023.

Motion (02:26:20): Councilor Ponomareff moved to cancel the regular meeting on December 20th, 2023. Councilor Greider seconded motion.

Discussion: None.

Vote: 4 ayes (Clark, Ponomareff, Greider and Paré-Miller) 0 nays. Motions carries.

12. Written Communications (02:27:53)

Motion (02:28:08): Councilor Ponomareff moved to extend the council meeting until 10pm or as necessary. Councilor Greider seconded motion.

Discussion: None.

ss

13. Executive Session (02:31:19)

The Council met in an executive session pursuant to ORS 192.660(2)(a)(h):

- To consider the employment of a public officer, employee, staff member or individual agent.
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

14. Reconvening of Public Hearing and Report Out (03:03:50)

Council President Byers announce that was a decision made during Executive Session.

Motion (03:04:32): Councilor Paré-Miller moved to approve the red line version of the employment agreement for Gary Milliman with the addition of excising the severance pay provision. Councilor Ponomareff seconded motion.

Discussion: None.

Vote: 4 ayes (Clark, Ponomareff, Greider and Paré-Miller) 0 nays. Motions carries.

15. Adjournment 10:00pm (03:05:38)

Respectfully submitted by:

Lucero Martinez, City Recorder

Note: These minutes and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.

7.3



TALENT CITY COUNCIL STUDY SESSION AGENDA

- HELD AT TOWN HALL & VIA ZOOM-

206 E. Main Street

November 15th, 2023 - 5:30 PM

Study Session, Regular Council & TURA meetings are digitally recorded and will be available on the City website: www.cityoftalent.org.

1. Call to Order/Roll Call at 5:34 p.m. (0:10)

Members Present:	Members Absent:
Mayor Ayers-Flood Councilor Clark Councilor Ponomareff Councilor Byers Councilor Paré-Miller	Councilor Greider Councilor Pastizzo
Also Present:	
Tom Humphrey, Interim City Manager Dave Lohman, City Attorney Lucero Martinez, City Recorder Jennifer Snook, Police Chief Hector Flores, Community Engagement Director Tessa DeLine, Finance Director	

1. Discussion on Water Rates Study with HDR

Josiah Close from HDR presented a Water Rates Study.

Mayor Ayer-Flood and City Council asked questions that were answered by Josiah Close and Tessa DeLine.

2. Adjournment 6:18pm (43:40)

Respectfully submitted by:

Lucero Martinez, City Recorder

Note: These minutes and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.



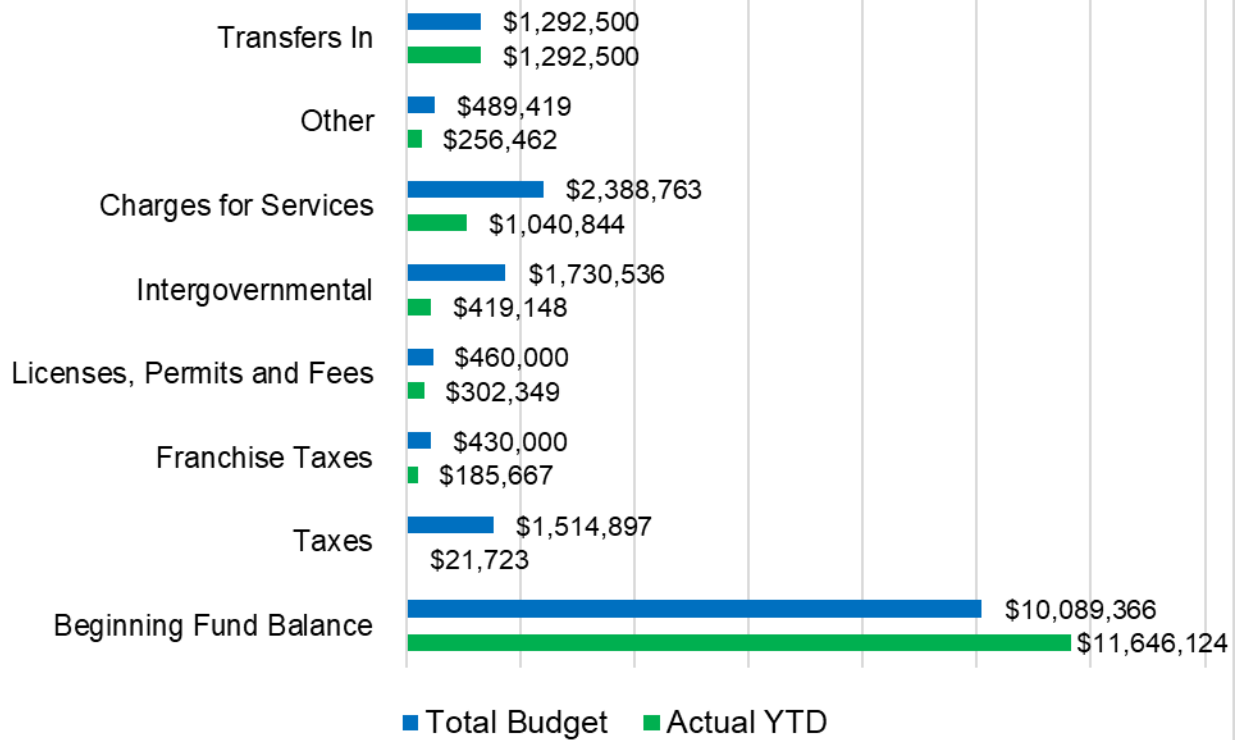
Memorandum

To: Tom Humphrey – City Manager
From: Tessa DeLine – Finance Director
cc: Talent City Council
Date: December 21, 2023
Re: October 31, 2023 Financial Packet

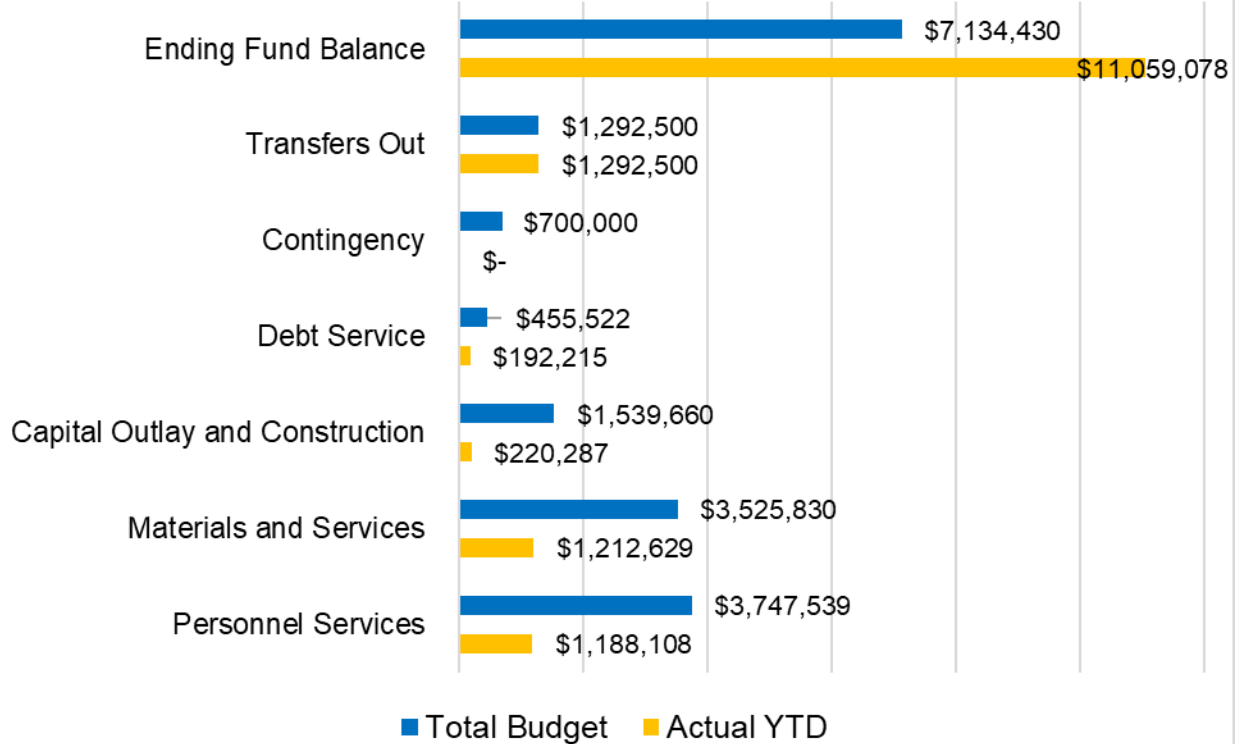
Budget Analysis Summary – All Funds

City of Talent All Funds October 31, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	21,723	1,514,897	(1,493,174)	-99%
Franchise Taxes	185,667	430,000	(244,333)	-57%
Licenses, Permits and Fees	302,349	460,000	(157,651)	-34%
Intergovernmental	419,148	1,730,536	(1,311,388)	-76%
Charges for Services	1,040,844	2,388,763	(1,347,919)	-56%
Fines and Forfeitures	14,639	46,000	(31,361)	-68%
Interest	165,477	291,900	(126,423)	-43%
Miscellaneous	76,346	151,519	(75,173)	-50%
Total Resources from Operations	\$ 2,226,193	\$ 7,013,615	\$ (4,787,422)	
Beginning Fund Balances	11,646,124	10,089,366	1,556,758	15%
Transfers In	1,292,500	1,292,500	-	0%
Total Other Resources	\$ 12,938,624	\$ 11,381,866	\$ 1,556,758	
TOTAL RESOURCES	\$ 15,164,817	\$ 18,395,481	\$ (3,230,665)	-18%
REQUIREMENTS (2023-2024)				
Personnel Services	1,188,108	3,747,539	2,559,431	68%
Materials and Services	1,212,629	3,525,830	2,313,201	66%
Capital Outlay and Construction	220,287	1,539,660	1,319,373	86%
Debt Service	192,215	455,522	263,307	58%
Total Operating Expenses	\$ 2,813,239	\$ 9,268,551	\$ 6,455,312	
Transfers Out	1,292,500	1,292,500	-	0%
Contingency	-	700,000	700,000	100%
Estimated Ending Fund Balances	11,059,078	7,134,430	(3,924,648)	-55%
Total Other Requirements	\$ 12,351,578	\$ 9,126,930	\$ (3,224,648)	
TOTAL REQUIREMENTS	\$ 15,164,817	\$ 18,395,481	\$ 3,230,665	18%

Resources - All Funds



Requirements - All Funds



City of Talent General Fund October 31, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	21,267	1,512,897	(1,491,630)	-99%
Franchise Taxes	185,667	430,000	(244,333)	-57%
Licenses, Permits and Fees	301,367	460,000	(158,633)	-34%
Intergovernmental	250,171	1,200,936	(950,765)	-79%
Charges for Services	53,897	164,963	(111,066)	-67%
Fines and Forfeitures	14,639	46,000	(31,361)	-68%
Interest	74,258	152,000	(77,742)	-51%
Miscellaneous	51,472	77,600	(26,128)	-34%
Total Resources from Operations	\$ 952,737	\$ 4,044,396	\$ (3,091,659)	-76%
Beginning Fund Balance	6,381,582	5,418,127	963,455	18%
Total Other Resources	6,381,582	5,418,127	963,455	
TOTAL RESOURCES	<u>\$ 7,334,319</u>	<u>\$ 9,462,523</u>	<u>\$ (2,128,204)</u>	-22%
REQUIREMENTS (2023-2024)				
Personnel Services	847,520	2,808,224	1,960,704	70%
Materials and Services	864,114	2,247,695	1,383,581	62%
Capital Outlay and Construction	27,088	31,000	3,912	13%
Total Operating Expenses	\$ 1,738,722	\$ 5,086,919	\$ 3,348,197	
Transfers Out	1,200,000	1,200,000	-	0%
Contingency	-	250,000	250,000	100%
Estimated Ending Fund Balance	4,395,599	2,925,604	(1,469,995)	-50%
Total Other Requirements	5,595,599	4,375,604	(1,219,995)	
TOTAL REQUIREMENTS	<u>\$ 7,334,319</u>	<u>\$ 9,462,523</u>	<u>\$ 2,128,204</u>	22%

Resources

The largest resource collected to date is Licenses, Permits and Fees in the amount of \$301K. The largest contributors to these amounts are building permits and community development fees. Interest Revenue is higher than anticipated due to steadily increasing rates in the Local Government Investment Pool. The Beginning Fund Balance has a favorable \$1M variance. This is likely due to a conservative estimate during the budget process.

Total Operating Expense is under budget YTD by \$3.3M. Budgeted Transfers in the amount of \$1.2M were made in July. The estimated ending fund Balance currently has a \$1.5M favorable variance.

City of Talent Parks Fund October 31, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	456	2,000	(1,544)	0%
Intergovernmental	16,659	24,600	(7,941)	-32%
Charges for Services	93,778	240,000	(146,222)	-61%
Interest	4,837	8,000	(3,163)	-40%
Miscellaneous	-	8,213	(8,213)	-100%
Total Resources from Operations	\$ 115,729	\$ 282,813	\$ (167,084)	
Beginning Fund Balance	362,999	327,217	35,782	11%
Total Other Resources	362,999	327,217	35,782	
TOTAL RESOURCES	<u>\$ 478,728</u>	<u>\$ 610,030</u>	<u>\$ (131,302)</u>	-22%
REQUIREMENTS (2023-2024)				
Personnel Services	46,900	197,364	150,464	76%
Materials and Services	19,445	84,635	65,190	77%
Capital Outlay and Construction	1,242	4,645	3,403	73%
Total Operating Expenses	67,587	286,644	219,057	
Transfers	-	-	-	0%
Contingency	-	50,000	50,000	100%
Estimated Ending Fund Balance	411,140	273,386	(137,754)	-50%
Total Other Requirements	411,140	323,386	(87,754)	
TOTAL REQUIREMENTS	<u>\$ 478,728</u>	<u>\$ 610,030</u>	<u>\$ 131,302</u>	22%

Resources

Parks Fees (Charges for Services) in the amount of \$94K make up the bulk of resources in the Parks Fund. These fees are included in the monthly utility bill. Intergovernmental revenue of \$17K is from marijuana and state highway taxes.

Requirements

Total Operating Expense is under budget to date by \$219K. Contingency of \$50K remains untouched, and the Estimated Ending Fund Balance has a favorable variance of \$138K.

City of Talent Street Fund October 31, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Licenses, Permits and Fees	982	-	982	0%
Intergovernmental	152,318	450,000	(297,682)	-66%
Charges for Services	70,167	216,800	(146,633)	-68%
Interest	15,996	26,000	(10,004)	-38%
Miscellaneous	24,761	32,853	(8,092)	-25%
Total Resources from Operations	\$ 264,224	\$ 725,653	\$ (461,429)	
Beginning Fund Balance	1,110,230	988,774	121,456	12%
Total Other Resources	1,110,230	988,774	121,456	
TOTAL RESOURCES	<u>\$ 1,374,454</u>	<u>\$ 1,714,427</u>	<u>\$ (339,973)</u>	-20%
REQUIREMENTS (2023-2024)				
Personnel Services	96,370	286,389	190,019	66%
Materials and Services	71,246	391,950	320,704	82%
Capital Outlay and Construction	7,511	-	(7,511)	0%
Total Operating Expenses	175,127	678,339	503,212	
Transfers	92,500	92,500	-	0%
Contingency	-	250,000	250,000	100%
Estimated Ending Fund Balance	1,106,827	693,588	(413,239)	-60%
Total Other Requirements	1,199,327	1,036,088	(163,239)	
TOTAL REQUIREMENTS	<u>\$ 1,374,454</u>	<u>\$ 1,714,427</u>	<u>\$ 339,973</u>	20%

Resources

The largest number of Resources collected to date is from Intergovernmental Revenues in the amount of \$152K for state highway gas taxes. The next source of revenue is for Charges for Services in the amount of \$70K. This is mostly from Street Utility Fees that are included in the monthly utility bills.

Requirements

Total Operating Expenses has a favorable variance of \$538K. The \$250K Contingency remained unspent. Budgeted Transfers in the amount of \$93K were completed in the month of July. Currently, the Estimating Ending Fund Balance has a favorable variance of \$382K.

City of Talent SDC Fund October 31, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Charges for Services	112,565	155,000	(42,435)	-27%
Interest	22,498	39,900	(17,402)	-44%
Total Resources from Operations	\$ 135,064	\$ 194,900	\$ (59,836)	
Beginning Fund Balance	1,461,188	1,163,249	297,939	26%
Total Other Resources	\$ 1,461,188	\$ 1,163,249	\$ 297,939	
TOTAL RESOURCES	<u>\$ 1,596,252</u>	<u>\$ 1,358,149</u>	<u>\$ 238,103</u>	18%
REQUIREMENTS (2023-2024)				
Transfers Out	-	-	-	
Estimated Ending Fund Balance	1,596,252	1,358,149	(238,103)	-18%
Total Other Requirements	\$ 1,596,252	\$ 1,358,149	\$ (238,103)	-18%
TOTAL REQUIREMENTS	<u>\$ 1,596,252</u>	<u>\$ 1,358,149</u>	<u>\$ (238,103)</u>	-18%

Resources

The largest amount of Resources collected to date is from Charges for Services (Systems Development Charges) in the amount of \$113K. Interest Revenue has steadily increased due to the rising yields for investments in the Local Government Investment Pool. It is anticipated that there will be a slowdown in the collection of SDC's in the 2023-2024 fiscal year. The anticipated slowdown will likely be contributed to the increased cost of building materials and increases in lending rates.

Requirements

There were no budgeted transfers from the SDC fund in the 2023-24 fiscal year.

City of Talent Capital Improvement Projects Fund October 31, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Intergovernmental	-	15,000	(15,000)	-100%
Interest	42,155	57,000	(14,845)	-26%
Miscellaneous	-	-	-	0%
Total Resources from Operations	\$ 42,155	\$ 72,000	\$ (29,845)	
Beginning Fund Balance	1,914,005	1,833,886	80,119	4%
Transfers In	1,292,500	1,292,500	-	0%
Total Other Resources	\$ 3,206,505	\$ 3,126,386	\$ 80,119	
TOTAL RESOURCES	<u>\$ 3,248,660</u>	<u>\$ 3,198,386</u>	<u>\$ 50,274</u>	2%
REQUIREMENTS (2023-2024)				
Miscellaneous	-	-	-	-
Capital Outlay and Construction	180,936	1,500,115	1,319,179	87.9%
Total Capital Expenses	\$ 180,936	\$ 1,500,115	\$ 1,319,179	
Estimated Ending Fund Balance	3,067,724	1,698,271	(1,369,453)	-81%
Total Other Requirements	\$ 3,067,724	\$ 1,698,271	\$ (1,369,453)	
TOTAL REQUIREMENTS	<u>\$ 3,248,660</u>	<u>\$ 3,198,386</u>	<u>\$ (50,274)</u>	-2%

Resources

The largest number of Resources collected to date is the \$1.3M in interfund transfers. In addition, \$42K of Interest was earned in the Local Government Investment Pool.

Requirements

\$181K was paid out in Capital Outlay and Construction since July 1st. Total Capital Expense has a \$1.3M favorable variance.

City of Talent Fiscal Year 2023-24 Capital Improvement Project List						
Project Number	Project Description	Beginning Balance 2023-24	YTD Interfund Transfers	YTD Revenues	YTD Expenditures	Ending Balance
General Projects						
G0000	General Projects Reserve	45,337	-	-	-	45,337
G0001	HVAC - City Hall Maintenance	-	-	-	-	-
I0001	Interest Tracking	-	-	42,155	-	42,155
General Projects YTD Actual		\$ 45,337	\$ -	\$ 42,155	\$ -	\$ 87,492
General Projects Total Budget		\$ 45,337	\$ -	\$ 57,000	\$ 30,000	\$ 72,337
General Projects Variance		\$ -	\$ -	\$ (14,845)	\$ 30,000	\$ 15,155
Parks Projects						
P0000	Parks Projects Reserve	16,613	-	-	-	16,613
P0001	Chuck Roberts Splash Pad	190,776	-	-	-	190,776
P0002	Lynn Newbry Park Improvements	30,000	-	-	-	30,000
P0003	Old Town Park (Skate Park) Improvements	-	440,000	-	-	440,000
P0004	Chuck Roberts Tennis Court Relocation	-	385,000	-	-	385,000
P0006	Creekside Park (Creekside Way & Talent Avenue)	5,000	-	-	-	5,000
P0008	Kamerin Springs Restroom	160,000	-	-	101,878	58,122
Parks Projects YTD Actual		\$ 402,389	\$ 825,000	\$ -	\$ 101,878	\$ 1,125,511
Parks Projects Total Budget		\$ 402,389	\$ 825,000	\$ -	\$ 1,010,265	\$ 217,124
Parks Projects Variance		\$ -	\$ -	\$ -	\$ 908,387	\$ 908,387
Stormwater Projects						
S0000	Storm Water Projects Reserve	-	-	-	-	-
S0001	First Street Storm Drain Rehabilitation	150,000	-	-	-	150,000
Stormwater Projects YTD Actual		\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Stormwater Projects Total Budget		\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Stormwater Projects Variance		\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Projects						
TREES	Tree Planting Irrigation	-	25,000	-	-	25,000
T0000	Transportation Projects Reserve	166,067	-	-	-	166,067
T0001B	Wagner Str. - Wagner Creek Road to First Str.	-	50,000	-	-	50,000
T0001C	Wagner Str. - Railroad Crossing to John Str.	-	17,500	-	-	17,500
T0002	Foss Road - Wagner Creek Road to City Limits	-	375,000	-	-	375,000
Transportation Projects YTD Actual		\$ 166,067	\$ 467,500	\$ -	\$ -	\$ 633,567
Transportation Projects Total Budget		\$ 166,067	\$ 467,500	\$ 15,000	\$ -	\$ 648,567
Transportation Projects Variance		\$ -	\$ -	\$ (15,000)	\$ -	\$ (15,000)
Fleet Vehicles and Equipment						
F00PD	Police Fleet Reserve	-	-	-	-	-
F00PW	Public Works Fleet Reserve	37,034	-	-	-	37,034
F0001	Police Car	75,000	-	-	74,769	231
F0002	Police Car	26,750	-	-	-	26,750
F0003	Public Works Truck	60,000	-	-	-	60,000
Fleet Vehicles and Equipment Projects YTD Actual		\$ 198,784	\$ -	\$ -	\$ 74,769	\$ 124,015
Fleet Vehicles and Equipment Projects Total Budget		\$ 198,784	\$ -	\$ -	\$ 161,750	\$ 37,034
Fleet Vehicles and Equipment Projects Variance		\$ -	\$ -	\$ -	\$ 86,981	\$ 86,981
Water Projects						
W0000	Water Projects Reserve	203,388.00	-	-	-	203,388
045	West Valley View Reprofile	-	-	-	4,009	(4,009)
W0001	Asbestos Concrete Line Replacement	244,821	-	-	-	244,821
W0002	West Valley View Road Transmission Main	60,000	-	-	-	60,000
W0003	Large Meter Replacement	25,000	-	-	-	25,000
W0004	Update Scada System	100,000	-	-	-	100,000
W0005	TAP System Telemetry Summary Report	5,000	-	-	-	5,000
W0006	TAP Distribution - Regional BPS Programming Updates	11,700	-	-	-	11,700
W0007	TAP Distribution - Regional BPS Short-Term Expansion	17,000	-	-	-	17,000
W0008	Talent BPS Small Pump Installation	17,000	-	-	-	17,000
W0009	Talent BPS Programming Updates	8,400	-	-	-	8,400
W0010	Talent BPS Generator Upgrade	175,000	-	-	-	175,000
W0011	Talent BPS Additional Hydraulic Analysis	4,000	-	-	-	4,000
Water Projects YTD Actual		\$ 871,309	\$ -	\$ -	\$ 4,009	\$ 867,300
Water Projects Total Budget		\$ 871,309	\$ -	\$ -	\$ 298,100	\$ 573,209
Water Projects Variance		\$ -	\$ -	\$ -	\$ 294,091	\$ 294,091
TOTAL PROJECTS YTD ACTUAL		\$ 1,833,886	\$ 1,292,500	\$ 42,155	\$ 180,656	\$ 2,987,885
TOTAL PROJECTS BUDGET		\$ 1,833,886	\$ 1,292,500	\$ 72,000	\$ 1,500,115	\$ 1,698,271
TOTAL VARIANCE		\$ -	\$ -	\$ (29,845)	\$ 1,319,459	\$ 1,289,614

City of Talent Water Fund October 31, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Intergovernmental	-	40,000	(40,000)	
Charges for Services	710,437	1,612,000	(901,563)	-56%
Interest	5,734	9,000	(3,266)	-36%
Miscellaneous	113	32,853	(32,740)	-100%
Total Resources from Operations	\$ 716,284	\$ 1,693,853	\$ (977,569)	
Beginning Fund Balance	384,215	358,113	26,102	7%
Total Other Resources	\$ 384,215	\$ 358,113	\$ 26,102	
TOTAL RESOURCES	<u>\$ 1,100,499</u>	<u>\$ 2,051,966</u>	<u>\$ (951,467)</u>	-46%
REQUIREMENTS (2023-2024)				
Personnel Services	197,318	455,562	258,244	57%
Materials and Services	257,824	801,550	543,726	68%
Capital Outlay and Construction	3,510	3,900	390	10%
Debt Service	192,215	455,522	263,307	58%
Total Operating Expenses	\$ 650,868	\$ 1,716,534	\$ 1,065,666	
Transfers	-	-	-	0%
Contingency	-	150,000	150,000	100%
Estimated Ending Fund Balance	449,631	185,432	(264,199)	-142%
Total Other Requirements	\$ 449,631	\$ 335,432	\$ (114,199)	
TOTAL REQUIREMENTS	<u>\$ 1,100,499</u>	<u>\$ 2,051,966</u>	<u>\$ 951,467</u>	46%

Resources

The largest number of Resources collected to date is from Charges for Services in the amount of \$710K. This is from water revenue and new water service connections.

Requirements

Total Operating Expenses has a \$1.1M favorable variance. Contingency remains untouched at \$150K. The Estimated Ending Fund Balance of \$450K is at one of the lowest levels in a decade. It is expected to decrease in the next few months due to the seasonality of charges for water service.

City of Talent Go Bond Fund October 31, 2023					
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining	
Taxes	-	-	-	0%	
Interest	-	-	-	0%	
Total Resources from Operations	\$ -	\$ -	\$ -		
Beginning Fund Balance	31,905	-	31,905	0%	
Total Other Resources	\$ 31,905	\$ -	\$ 31,905		
TOTAL RESOURCES	<u>\$ 31,905</u>	<u>\$ -</u>	<u>\$ 31,905</u>		
REQUIREMENTS (2023-2024)					
Transfers Out	-	-	-	0%	
Estimated Ending Fund Balance	31,905	-	(31,905)	0%	
Total Other Requirements	\$ 31,905	\$ -	\$ (31,905)	0%	
TOTAL REQUIREMENTS	<u>\$ 31,905</u>	<u>\$ -</u>	<u>\$ (31,905)</u>		

Resources

The only resource in the Go Bond Fund is a Beginning Fund Balance of \$32K. This amount will be transferred to the Water Fund when a supplemental budget is adopted in the 2023-24 fiscal year.

Requirements

The only requirement is the Estimated Ending Fund Balance of \$32K.

City of Talent Cash, Investments and Debt Service Recap October 31, 2023		
Cash and Investments		
	Balance	Interest Rate
Checking Accounts	\$ 971,868.88	0.01%
Local Government Investment Pool	\$ 10,616,588.29	5.00%
Total Cash and Investments	<u>\$11,588,457.17</u>	
Debt Service		
LOCAP COP 2013B-Talent (Consolidation of 4 bond issuances)		Aggregate Interest Rate
Principal amount as of 9/15/13	\$ 3,525,000.00	3.45%
Principal paid	<u>(1,280,000.00)</u>	
Balance as of 10/31/23	\$ 2,245,000.00	
Semiannual payments March & September until 9/15/29	\$ 39,215.00	
Semiannual payments thereafter until 2035	\$ 18,900.00	
Prepayment #1 due 9/15/30	\$ 1,195,000.00	
Prepayment #2 due 9/15/35	\$ 1,050,000.00	
OCED Safe Drinking Water Loan - TAP Intertie		Interest Rate
Principal amount as of 12/29/20	\$ 2,000,000.00	1%
Principal paid	<u>(1,279,344.00)</u>	
Balance as of 10/31/23	\$ 720,656.00	
Annual payments on 12/1 until 12/1/31	\$ 84,129.75	
S18005 - Safe Drinking Water Loan - New Reservoir		Interest Rate
Principal amount as of 12/29/20	\$ 3,609,000.00	1%
Principal paid	<u>(205,627.00)</u>	
Balance as of 10/31/23	\$ 3,403,373.00	
Annual payments on 12/1 until 12/1/50	\$ 139,961.78	
<u>Total Loans owed by the City of Talent</u>	<u>\$ 6,369,029.00</u>	

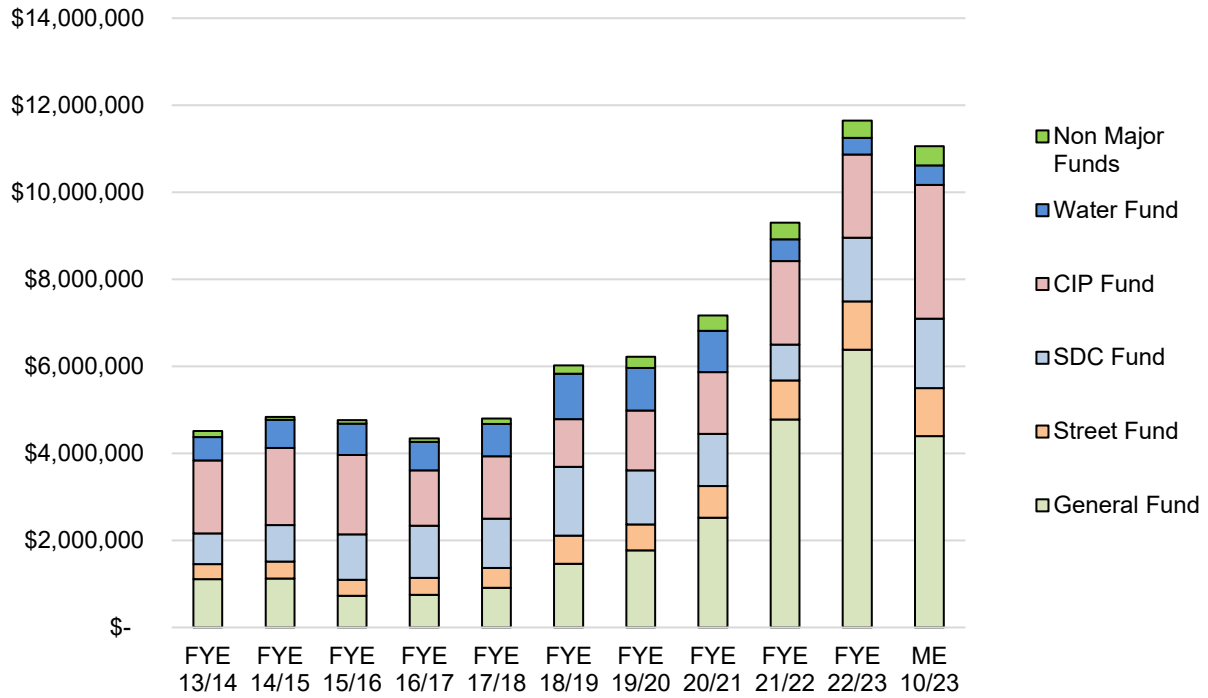
Cash and Investments

The interest rate in the Local Government Investment Pool is earning 5%, the highest rate of return in several years.

Debt Service

It is important to note that there are two - \$1.1M balloon payments scheduled to be due in the years 2030 and 2035. Staff will be looking to budget and pay larger debt payments in future years to avoid the impact of those sizable balloon payments.

City of Talent Fund Balance History



Fund Balance History							
	General Fund	Street Fund	SDC Fund	CIP Fund	Water Fund	Non Major Funds	Total Funds
FYE 13/14	\$ 1,106,467	\$ 348,472	\$ 705,292	\$ 1,681,001	\$ 533,789	\$ 142,261	\$ 4,517,282
FYE 14/15	\$ 1,127,454	\$ 384,574	\$ 837,994	\$ 1,772,646	\$ 650,864	\$ 66,161	\$ 4,839,693
FYE 15/16	\$ 727,783	\$ 366,205	\$ 1,045,487	\$ 1,826,313	\$ 718,783	\$ 76,395	\$ 4,760,966
FYE 16/17	\$ 748,009	\$ 391,560	\$ 1,195,072	\$ 1,276,786	\$ 650,372	\$ 86,648	\$ 4,348,447
FYE 17/18	\$ 910,262	\$ 460,380	\$ 1,128,906	\$ 1,431,544	\$ 741,911	\$ 126,871	\$ 4,799,874
FYE 18/19	\$ 1,466,303	\$ 644,987	\$ 1,581,921	\$ 1,094,762	\$ 1,040,380	\$ 192,582	\$ 6,020,935
FYE 19/20	\$ 1,774,210	\$ 594,654	\$ 1,240,762	\$ 1,379,143	\$ 970,818	\$ 258,567	\$ 6,218,154
FYE 20/21	\$ 2,522,154	\$ 729,627	\$ 1,198,872	\$ 1,415,376	\$ 951,720	\$ 351,955	\$ 7,169,704
FYE 21/22	\$ 4,776,616	\$ 896,658	\$ 824,248	\$ 1,920,484	\$ 502,400	\$ 380,381	\$ 9,300,787
FYE 22/23	\$ 6,381,582	\$ 1,110,230	\$ 1,461,188	\$ 1,914,005	\$ 384,215	\$ 394,904	\$ 11,646,124
ME 10/23	\$ 4,395,599	\$ 1,106,827	\$ 1,596,252	\$ 3,067,724	\$ 449,631	\$ 443,045	\$ 11,059,078

Glossary

Assessments – Revenues derived from late fees.

Capital Outlay and Construction – Expenses for items that cost more than \$5,000. Includes items such as buildings, vehicles, equipment, water mains, streets, and land.

Charges for Services – Revenues derived from items such as systems development charges and water utility billings.

Contingency – A provision set aside for an unforeseen event or circumstance.

Fines and Forfeitures – Revenues derived from penalties such as traffic tickets or code enforcement.

Franchise Taxes – Taxes charged by the City of Talent to other organizations or utilities to do business in the City of Talent. Examples of organizations that pay franchise fees include: Recology, Avista, Pacific Power, and Rogue Valley Sewer Service.

Fund Balance – The difference between a fund's assets and its liabilities. For cash basis accounting it is generally cash and investments on hand.

Interest – Interest revenues from the Local Government Investment Pool (LGIP) and bank accounts.

Intergovernmental – Revenues derived from items such as intergovernmental grants (Federal and State), FEMA reimbursements, and other miscellaneous reimbursements.

Licenses Permits and Fees – Revenues derived from items such as business licenses, building permits, and fees.

Materials and Services – Includes expenses such as contract services, materials, supplies, utilities, gas, tools, and many other items.

Operating Expense – Expenses incurred through the normal course of business operations.

Personnel Services – Expenses associated with payroll and payroll related activities. It includes expenses such as salaries, social security, Medicare, workers compensation, health and dental insurance, PERS retirement, and life insurance.

Requirements – Total of any anticipated expenses, transfers out and ending fund balance.

Resources – Total of beginning fund balance plus any anticipated revenues or monies to be received.

Taxes - The amount of property taxes collected by the City of Talent. Most property taxes are collected in November of every year. Delinquent taxes are collected monthly.



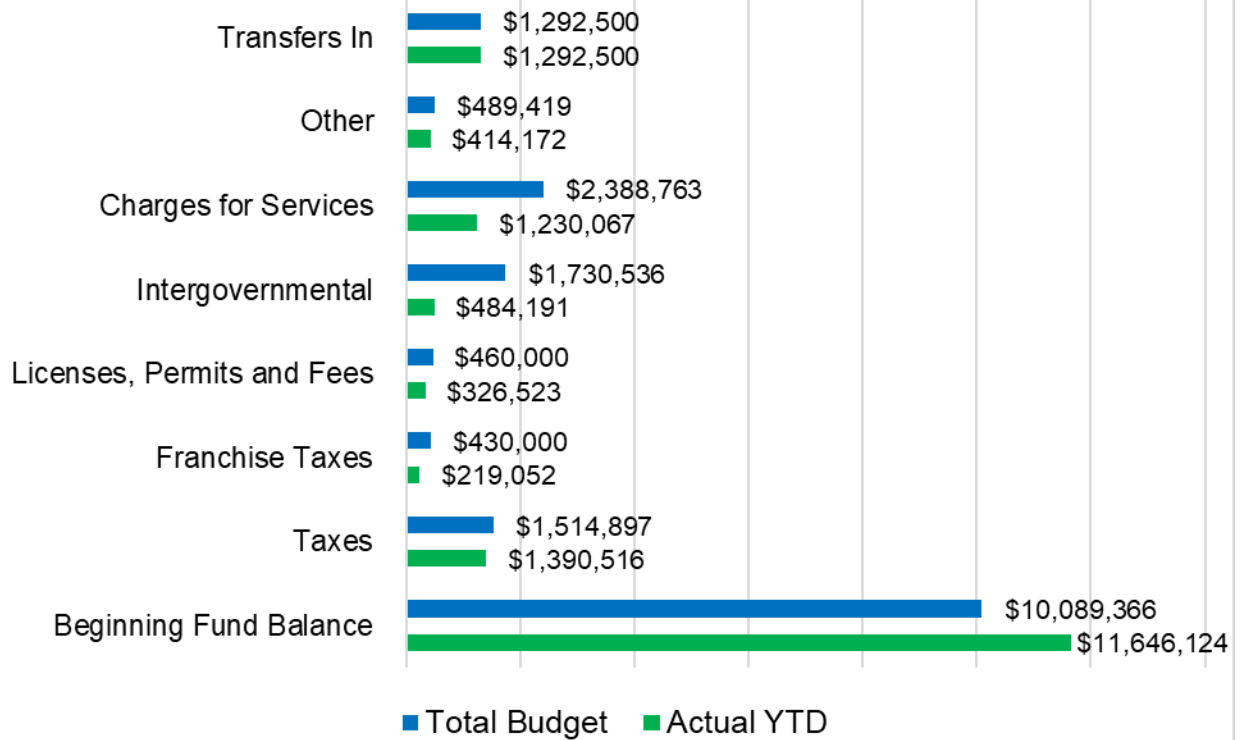
Memorandum

To: Tom Humphrey – City Manager
From: Tessa DeLine – Finance Director
cc: Talent City Council
Date: December 21, 2023
Re: November 30, 2023 Financial Packet

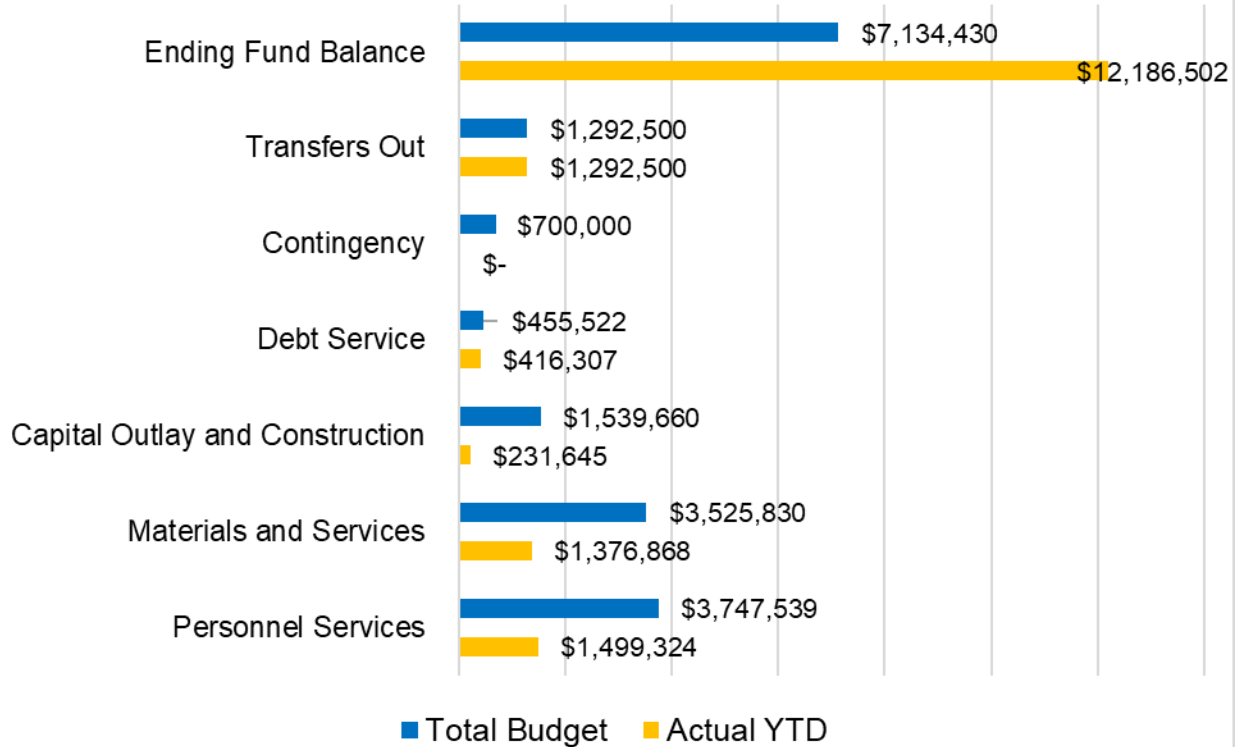
Budget Analysis Summary – All Funds

City of Talent All Funds November 30, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	1,390,516	1,514,897	(124,381)	-8%
Franchise Taxes	219,052	430,000	(210,948)	-49%
Licenses, Permits and Fees	326,523	460,000	(133,477)	-29%
Intergovernmental	484,191	1,730,536	(1,246,345)	-72%
Charges for Services	1,230,067	2,388,763	(1,158,696)	-49%
Fines and Forfeitures	18,045	46,000	(27,955)	-61%
Interest	212,072	291,900	(79,828)	-27%
Miscellaneous	184,055	151,519	32,536	21%
Total Resources from Operations	\$ 4,064,521	\$ 7,013,615	\$ (2,949,094)	
Beginning Fund Balances	11,646,124	10,089,366	1,556,758	15%
Transfers In	1,292,500	1,292,500	-	0%
Total Other Resources	\$ 12,938,624	\$ 11,381,866	\$ 1,556,758	
TOTAL RESOURCES	\$ 17,003,145	\$ 18,395,481	\$ (1,392,336)	-8%
REQUIREMENTS (2023-2024)				
Personnel Services	1,499,324	3,747,539	2,248,215	60%
Materials and Services	1,376,868	3,525,830	2,148,962	61%
Capital Outlay and Construction	231,645	1,539,660	1,308,015	85%
Debt Service	416,307	455,522	39,215	9%
Total Operating Expenses	\$ 3,524,144	\$ 9,268,551	\$ 5,744,407	
Transfers Out	1,292,500	1,292,500	-	0%
Contingency	-	700,000	700,000	100%
Estimated Ending Fund Balances	12,186,502	7,134,430	(5,052,072)	-71%
Total Other Requirements	\$ 13,479,002	\$ 9,126,930	\$ (4,352,072)	
TOTAL REQUIREMENTS	\$ 17,003,145	\$ 18,395,481	\$ 1,392,337	8%

Resources - All Funds



Requirements - All Funds



City of Talent General Fund November 30, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	1,389,872	1,512,897	(123,025)	-8%
Franchise Taxes	219,052	430,000	(210,948)	-49%
Licenses, Permits and Fees	325,541	460,000	(134,459)	-29%
Intergovernmental	279,183	1,200,936	(921,753)	-77%
Charges for Services	66,542	164,963	(98,421)	-60%
Fines and Forfeitures	18,045	46,000	(27,955)	-61%
Interest	92,924	152,000	(59,076)	-39%
Miscellaneous	159,181	77,600	81,581	105%
Total Resources from Operations	\$ 2,550,340	\$ 4,044,396	\$ (1,494,056)	-37%
Beginning Fund Balance	6,381,582	5,418,127	963,455	18%
Total Other Resources	6,381,582	5,418,127	963,455	
TOTAL RESOURCES	<u>\$ 8,931,922</u>	<u>\$ 9,462,523</u>	<u>\$ (530,601)</u>	-6%
REQUIREMENTS (2023-2024)				
Personnel Services	1,081,842	2,808,224	1,726,382	61%
Materials and Services	924,066	2,247,695	1,323,629	59%
Capital Outlay and Construction	27,937	31,000	3,063	10%
Total Operating Expenses	\$ 2,033,846	\$ 5,086,919	\$ 3,053,073	
Transfers Out	1,200,000	1,200,000	-	0%
Contingency	-	250,000	250,000	100%
Estimated Ending Fund Balance	5,698,078	2,925,604	(2,772,474)	-95%
Total Other Requirements	6,898,078	4,375,604	(2,522,474)	
TOTAL REQUIREMENTS	<u>\$ 8,931,922</u>	<u>\$ 9,462,523</u>	<u>\$ 530,601</u>	6%

Resources

The largest resource collected to date is Tax Revenue in the amount of \$1.4M. The bulk of the Tax Revenue is collected in November with smaller amounts occurring throughout the year. Licenses, Permits and Fees in the amount of \$326K has a favorable variance of \$135K. The largest contributors to these amounts are building permits and community development fees. Interest Revenue is higher than anticipated due to steadily increasing rates in the Local Government Investment Pool. The Beginning Fund Balance has a favorable \$1M variance. This is likely due to a conservative estimate during the budget process.

Total Operating Expense is under budget YTD by \$3.1M. Budgeted Transfers in the amount of \$1.2M were made in July. The estimated ending fund Balance currently has a \$2.8M favorable variance.

City of Talent Parks Fund November 30, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	644	2,000	(1,356)	0%
Intergovernmental	17,019	24,600	(7,581)	-31%
Charges for Services	117,473	240,000	(122,527)	-51%
Interest	6,562	8,000	(1,438)	-18%
Miscellaneous	-	8,213	(8,213)	-100%
Total Resources from Operations	\$ 141,698	\$ 282,813	\$ (141,115)	
Beginning Fund Balance	362,999	327,217	35,782	11%
Total Other Resources	362,999	327,217	35,782	
TOTAL RESOURCES	<u>\$ 504,697</u>	<u>\$ 610,030</u>	<u>\$ (105,333)</u>	-17%
REQUIREMENTS (2023-2024)				
Personnel Services	56,639	197,364	140,725	71%
Materials and Services	21,567	84,635	63,068	75%
Capital Outlay and Construction	1,502	4,645	3,144	68%
Total Operating Expenses	79,708	286,644	206,936	
Transfers	-	-	-	0%
Contingency	-	50,000	50,000	100%
Estimated Ending Fund Balance	424,989	273,386	(151,603)	-55%
Total Other Requirements	424,989	323,386	(101,603)	
TOTAL REQUIREMENTS	<u>\$ 504,697</u>	<u>\$ 610,030</u>	<u>\$ 105,333</u>	17%

Resources

Parks Fees (Charges for Services) in the amount of \$117K make up the bulk of resources in the Parks Fund. These fees are included in the monthly utility bill. Intergovernmental revenue of \$17K is from marijuana and state highway taxes.

Requirements

Total Operating Expense is under budget to date by \$207K. Contingency of \$50K remains untouched, and the Estimated Ending Fund Balance of \$425K has a favorable variance of \$151K.

City of Talent Street Fund November 30, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Licenses, Permits and Fees	982	-	982	0%
Intergovernmental	187,988	450,000	(262,012)	-58%
Charges for Services	88,258	216,800	(128,542)	-59%
Interest	20,641	26,000	(5,359)	-21%
Miscellaneous	24,761	32,853	(8,092)	-25%
Total Resources from Operations	\$ 322,631	\$ 725,653	\$ (403,022)	
Beginning Fund Balance	1,110,230	988,774	121,456	12%
Total Other Resources	1,110,230	988,774	121,456	
TOTAL RESOURCES	<u>\$ 1,432,861</u>	<u>\$ 1,714,427</u>	<u>\$ (281,566)</u>	-16%
REQUIREMENTS (2023-2024)				
Personnel Services	116,614	286,389	169,775	59%
Materials and Services	95,523	391,950	296,427	76%
Capital Outlay and Construction	8,331	-	(8,331)	0%
Total Operating Expenses	220,468	678,339	457,871	
Transfers	92,500	92,500	-	0%
Contingency	-	250,000	250,000	100%
Estimated Ending Fund Balance	1,119,893	693,588	(426,305)	-61%
Total Other Requirements	1,212,393	1,036,088	(176,305)	
TOTAL REQUIREMENTS	<u>\$ 1,432,861</u>	<u>\$ 1,714,427</u>	<u>\$ 281,566</u>	16%

Resources

The largest number of Resources collected to date is from Intergovernmental Revenues in the amount of \$188K for state highway gas taxes. The next source of revenue is for Charges for Services in the amount of \$88K. This is mostly from Street Utility Fees that are included in the monthly utility bills.

Requirements

Total Operating Expenses of \$220K has a favorable variance of \$458K. The \$250K Contingency remained unspent. Budgeted Transfers in the amount of \$93K were completed in the month of July. Currently, the Estimating Ending Fund Balance of \$1.1M has a favorable variance of \$426K.

City of Talent SDC Fund November 30, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Charges for Services	124,104	155,000	(30,896)	-20%
Interest	29,327	39,900	(10,573)	-26%
Total Resources from Operations	\$ 153,431	\$ 194,900	\$ (41,469)	
Beginning Fund Balance	1,461,188	1,163,249	297,939	26%
Total Other Resources	\$ 1,461,188	\$ 1,163,249	\$ 297,939	
TOTAL RESOURCES	<u>\$ 1,614,619</u>	<u>\$ 1,358,149</u>	<u>\$ 256,470</u>	19%
REQUIREMENTS (2023-2024)				
Transfers Out	-	-	-	
Estimated Ending Fund Balance	1,614,619	1,358,149	(256,470)	-19%
Total Other Requirements	\$ 1,614,619	\$ 1,358,149	\$ (256,470)	-19%
TOTAL REQUIREMENTS	<u>\$ 1,614,619</u>	<u>\$ 1,358,149</u>	<u>\$ (256,470)</u>	-19%

Resources

The largest amount of Resources collected to date is from Charges for Services (Systems Development Charges) in the amount of \$124K. Interest Revenue has steadily increased due to the rising yields for investments in the Local Government Investment Pool. It is anticipated that there will be a slowdown in the collection of SDC's in the 2023-2024 fiscal year. The anticipated slowdown will likely be contributed to the increased cost of building materials and increases in lending rates.

Requirements

There were no budgeted transfers from the SDC fund in the 2023-24 fiscal year. The Estimated Ending Fund Balance of \$1.6M has a \$256K favorable variance.

City of Talent Capital Improvement Projects Fund November 30, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Intergovernmental	-	15,000	(15,000)	-100%
Interest	55,030	57,000	(1,970)	-3%
Miscellaneous	-	-	-	0%
Total Resources from Operations	\$ 55,030	\$ 72,000	\$ (16,970)	
Beginning Fund Balance	1,914,005	1,833,886	80,119	4%
Transfers In	1,292,500	1,292,500	-	0%
Total Other Resources	\$ 3,206,505	\$ 3,126,386	\$ 80,119	
TOTAL RESOURCES	<u>\$ 3,261,535</u>	<u>\$ 3,198,386</u>	<u>\$ 63,149</u>	2%
REQUIREMENTS (2023-2024)				
Miscellaneous	-	-	-	-
Capital Outlay and Construction	189,826	1,500,115	1,310,289	87.3%
Total Capital Expenses	\$ 189,826	\$ 1,500,115	\$ 1,310,289	
Estimated Ending Fund Balance	3,071,709	1,698,271	(1,373,438)	-81%
Total Other Requirements	\$ 3,071,709	\$ 1,698,271	\$ (1,373,438)	
TOTAL REQUIREMENTS	<u>\$ 3,261,535</u>	<u>\$ 3,198,386</u>	<u>\$ (63,149)</u>	-2%

Resources

The largest number of Resources collected to date is the \$1.3M in interfund transfers. In addition, \$55K of Interest was earned in the Local Government Investment Pool.

Requirements

\$181K was paid out in Capital Outlay and Construction since July 1st. Total Capital Expense has a \$1.3M favorable variance. Active projects include the Kamerin Springs Restroom, Police Car purchase, and the West Valley View Road Reprofile. The Chuck Roberts Tennis Court Relocation Project has been placed on the backburner to redirect ARPA grant funding to the system wide replacement of water meters in the 2024-25 fiscal year. Repairs to Foss Road are expected to begin in the spring of 2024.

City of Talent Fiscal Year 2023-24 Capital Improvement Project List						
Project Number	Project Description	Beginning Balance 2023-24	YTD Interfund Transfers	YTD Revenues	YTD Expenditures	Ending Balance
General Projects						
G0000	General Projects Reserve	45,337	-	-	-	45,337
G0001	HVAC - City Hall Maintenance	-	-	-	-	-
I0001	Interest Tracking	-	-	42,155	-	42,155
General Projects YTD Actual		\$ 45,337	\$ -	\$ 42,155	\$ -	\$ 87,492
General Projects Total Budget		\$ 45,337	\$ -	\$ 57,000	\$ 30,000	\$ 72,337
General Projects Variance		\$ -	\$ -	\$ (14,845)	\$ 30,000	\$ 15,155
Parks Projects						
P0000	Parks Projects Reserve	16,613	-	-	-	16,613
P0001	Chuck Roberts Splash Pad	190,776	-	-	-	190,776
P0002	Lynn Newbry Park Improvements	30,000	-	-	-	30,000
P0003	Old Town Park (Skate Park) Improvements	-	440,000	-	-	440,000
P0004	Chuck Roberts Tennis Court Relocation	-	385,000	-	-	385,000
P0006	Creekside Park (Creekside Way & Talent Avenue)	5,000	-	-	-	5,000
P0008	Kamerin Springs Restroom	160,000	-	-	111,048	48,952
Parks Projects YTD Actual		\$ 402,389	\$ 825,000	\$ -	\$ 111,048	\$ 1,116,341
Parks Projects Total Budget		\$ 402,389	\$ 825,000	\$ -	\$ 1,010,265	\$ 217,124
Parks Projects Variance		\$ -	\$ -	\$ -	\$ 899,217	\$ 899,217
Stormwater Projects						
S0000	Storm Water Projects Reserve	-	-	-	-	-
S0001	First Street Storm Drain Rehabilitation	150,000	-	-	-	150,000
Stormwater Projects YTD Actual		\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Stormwater Projects Total Budget		\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Stormwater Projects Variance		\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Projects						
TREES	Tree Planting Irrigation	-	25,000	-	-	25,000
T0000	Transportation Projects Reserve	166,067	-	-	-	166,067
T0001B	Wagner Str. - Wagner Creek Road to First Str.	-	50,000	-	-	50,000
T0001C	Wagner Str. - Railroad Crossing to John Str.	-	17,500	-	-	17,500
T0002	Foss Road - Wagner Creek Road to City Limits	-	375,000	-	-	375,000
Transportation Projects YTD Actual		\$ 166,067	\$ 467,500	\$ -	\$ -	\$ 633,567
Transportation Projects Total Budget		\$ 166,067	\$ 467,500	\$ 15,000	\$ -	\$ 648,567
Transportation Projects Variance		\$ -	\$ -	\$ (15,000)	\$ -	\$ (15,000)
Fleet Vehicles and Equipment						
F00PD	Police Fleet Reserve	-	-	-	-	-
F00PW	Public Works Fleet Reserve	37,034	-	-	-	37,034
F0001	Police Car	75,000	-	-	74,769	231
F0002	Police Car	26,750	-	-	-	26,750
F0003	Public Works Truck	60,000	-	-	-	60,000
Fleet Vehicles and Equipment Projects YTD Actual		\$ 198,784	\$ -	\$ -	\$ 74,769	\$ 124,015
Fleet Vehicles and Equipment Projects Total Budget		\$ 198,784	\$ -	\$ -	\$ 161,750	\$ 37,034
Fleet Vehicles and Equipment Projects Variance		\$ -	\$ -	\$ -	\$ 86,981	\$ 86,981
Water Projects						
W0000	Water Projects Reserve	203,388.00	-	-	-	203,388
045	West Valley View Reprofile	-	-	-	4,009	(4,009)
W0001	Asbestos Concrete Line Replacement	244,821	-	-	-	244,821
W0002	West Valley View Road Transmission Main	60,000	-	-	-	60,000
W0003	Large Meter Replacement	25,000	-	-	-	25,000
W0004	Update Scada System	100,000	-	-	-	100,000
W0005	TAP System Telemetry Summary Report	5,000	-	-	-	5,000
W0006	TAP Distribution - Regional BPS Programming Updates	11,700	-	-	-	11,700
W0007	TAP Distribution - Regional BPS Short-Term Expansion	17,000	-	-	-	17,000
W0008	Talent BPS Small Pump Installation	17,000	-	-	-	17,000
W0009	Talent BPS Programming Updates	8,400	-	-	-	8,400
W0010	Talent BPS Generator Upgrade	175,000	-	-	-	175,000
W0011	Talent BPS Additional Hydraulic Analysis	4,000	-	-	-	4,000
Water Projects YTD Actual		\$ 871,309	\$ -	\$ -	\$ 4,009	\$ 867,300
Water Projects Total Budget		\$ 871,309	\$ -	\$ -	\$ 298,100	\$ 573,209
Water Projects Variance		\$ -	\$ -	\$ -	\$ 294,091	\$ 294,091
TOTAL PROJECTS YTD ACTUAL		\$ 1,833,886	\$ 1,292,500	\$ 42,155	\$ 189,826	\$ 2,978,715
TOTAL PROJECTS BUDGET		\$ 1,833,886	\$ 1,292,500	\$ 72,000	\$ 1,500,115	\$ 1,698,271
TOTAL VARIANCE		\$ -	\$ -	\$ (29,845)	\$ 1,310,289	\$ 1,280,444

City of Talent Water Fund November 30, 2023				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Intergovernmental	-	40,000	(40,000)	-100%
Charges for Services	833,690	1,612,000	(778,310)	-48%
Interest	7,588	9,000	(1,412)	-16%
Miscellaneous	113	32,853	(32,740)	-100%
Total Resources from Operations	\$ 841,391	\$ 1,693,853	\$ (852,462)	
Beginning Fund Balance	384,215	358,113	26,102	7%
Total Other Resources	\$ 384,215	\$ 358,113	\$ 26,102	
TOTAL RESOURCES	<u>\$ 1,225,606</u>	<u>\$ 2,051,966</u>	<u>\$ (826,360)</u>	-40%
REQUIREMENTS (2023-2024)				
Personnel Services	244,229	455,562	211,333	46%
Materials and Services	335,711	801,550	465,839	58%
Capital Outlay and Construction	4,050	3,900	(150)	-4%
Debt Service	416,307	455,522	39,215	9%
Total Operating Expenses	\$ 1,000,297	\$ 1,716,534	\$ 716,237	
Transfers	-	-	-	0%
Contingency	-	150,000	150,000	100%
Estimated Ending Fund Balance	225,309	185,432	(39,877)	-22%
Total Other Requirements	\$ 225,309	\$ 335,432	\$ 110,123	
TOTAL REQUIREMENTS	<u>\$ 1,225,606</u>	<u>\$ 2,051,966</u>	<u>\$ 826,360</u>	40%

Resources

The largest number of Resources collected to date is from Charges for Services in the amount of \$837K. This is from water revenue and new water service connections.

Requirements

Total Operating Expenses of \$1.0M has a \$716K favorable variance. Contingency remains untouched at \$150K. The Estimated Ending Fund Balance of \$225K is at the lowest level in a decade. It is expected to decrease in the next few months due to the seasonality of charges for water service. Staff will have to watch to make sure that the Water Fund does not incur a negative fund balance. If this was to occur, it would likely be in the months of December through March. Plans to address this possible issue will need to be formulated within the next month.

City of Talent Go Bond Fund November 30, 2023					
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining	
Taxes	-	-	-	0%	
Interest	-	-	-	0%	
Total Resources from Operations	\$ -	\$ -	\$ -		
Beginning Fund Balance	31,905	-	31,905	0%	
Total Other Resources	\$ 31,905	\$ -	\$ 31,905		
TOTAL RESOURCES	\$ 31,905	\$ -	\$ 31,905	0%	
REQUIREMENTS (2023-2024)					
Transfers Out	-	-	-	0%	
Estimated Ending Fund Balance	31,905	-	(31,905)	0%	
Total Other Requirements	\$ 31,905	\$ -	\$ (31,905)	0%	
TOTAL REQUIREMENTS	\$ 31,905	\$ -	\$ (31,905)	0%	

Resources

The only resource in the Go Bond Fund is a Beginning Fund Balance of \$32K. This amount will be transferred to the Water Fund when a supplemental budget is adopted in the 2023-24 fiscal year.

Requirements

The only requirement is the Estimated Ending Fund Balance of \$32K.

City of Talent		
Cash, Investments, and Debt Service Recap		
November 30, 2023		
Cash and Investments		
	Balance	Interest Rate
Checking Accounts	\$ 625,472.00	0.01%
Local Government Investment Pool	\$ 12,101,736.05	5.00%
Total Cash and Investments	<u>\$12,727,208.05</u>	
Debt Service		
LOCAP COP 2013B-Talent (Consolidation of 4 bond issuances)		Aggregate Interest Rate
Principal amount as of 9/15/13	\$ 3,525,000.00	3.45%
Principal paid	<u>(1,280,000.00)</u>	
Balance as of 11/30/23	\$ 2,245,000.00	
Semiannual payments March & September until 9/15/29	\$ 39,215.00	
Semiannual payments thereafter until 2035	\$ 18,900.00	
Prepayment #1 due 9/15/30	\$ 1,195,000.00	
Prepayment #2 due 9/15/35	\$ 1,050,000.00	
OCED Safe Drinking Water Loan - TAP Intertie		Interest Rate
Principal amount as of 12/29/20	\$ 2,000,000.00	1%
Principal paid	<u>(1,279,344.00)</u>	
Balance as of 11/30/23	\$ 720,656.00	
Annual payments on 12/1 until 12/1/31	\$ 84,129.75	
S18005 - Safe Drinking Water Loan - New Reservoir		Interest Rate
Principal amount as of 12/29/20	\$ 3,609,000.00	1%
Principal paid	<u>(205,627.00)</u>	
Balance as of 11/30/23	\$ 3,403,373.00	
Annual payments on 12/1 until 12/1/50	\$ 139,961.78	
<u>Total Loans owed by the City of Talent</u>	<u>\$ 6,369,029.00</u>	

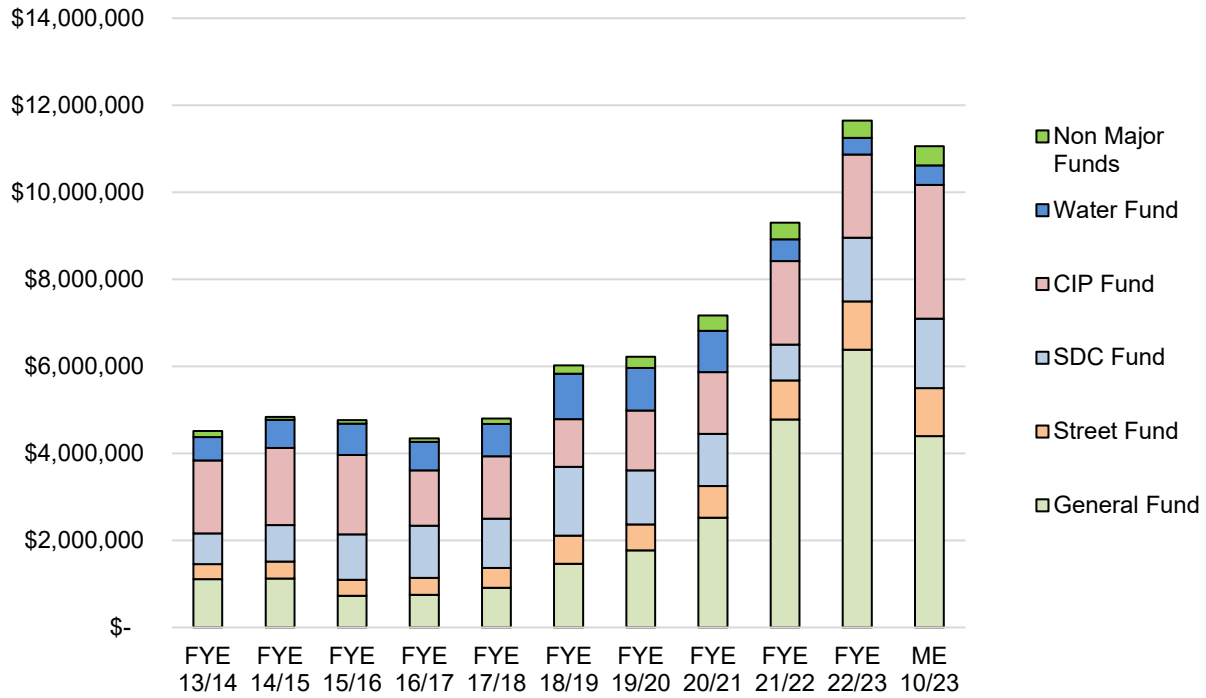
Cash and Investments

The interest rate in the Local Government Investment Pool is earning 5%, the highest rate of return in several years.

Debt Service

It is important to note that there are two - \$1.1M balloon payments scheduled to be due in the years 2030 and 2035. Staff will be looking to budget and pay larger debt payments in future years to avoid the impact of those sizable balloon payments.

City of Talent Fund Balance History



Fund Balance History							
	General Fund	Street Fund	SDC Fund	CIP Fund	Water Fund	Non Major Funds	Total Funds
FYE 13/14	\$ 1,106,467	\$ 348,472	\$ 705,292	\$ 1,681,001	\$ 533,789	\$ 142,261	\$ 4,517,282
FYE 14/15	\$ 1,127,454	\$ 384,574	\$ 837,994	\$ 1,772,646	\$ 650,864	\$ 66,161	\$ 4,839,693
FYE 15/16	\$ 727,783	\$ 366,205	\$ 1,045,487	\$ 1,826,313	\$ 718,783	\$ 76,395	\$ 4,760,966
FYE 16/17	\$ 748,009	\$ 391,560	\$ 1,195,072	\$ 1,276,786	\$ 650,372	\$ 86,648	\$ 4,348,447
FYE 17/18	\$ 910,262	\$ 460,380	\$ 1,128,906	\$ 1,431,544	\$ 741,911	\$ 126,871	\$ 4,799,874
FYE 18/19	\$ 1,466,303	\$ 644,987	\$ 1,581,921	\$ 1,094,762	\$ 1,040,380	\$ 192,582	\$ 6,020,935
FYE 19/20	\$ 1,774,210	\$ 594,654	\$ 1,240,762	\$ 1,379,143	\$ 970,818	\$ 258,567	\$ 6,218,154
FYE 20/21	\$ 2,522,154	\$ 729,627	\$ 1,198,872	\$ 1,415,376	\$ 951,720	\$ 351,955	\$ 7,169,704
FYE 21/22	\$ 4,776,616	\$ 896,658	\$ 824,248	\$ 1,920,484	\$ 502,400	\$ 380,381	\$ 9,300,787
FYE 22/23	\$ 6,381,582	\$ 1,110,230	\$ 1,461,188	\$ 1,914,005	\$ 384,215	\$ 394,904	\$ 11,646,124
ME 10/23	\$ 4,395,599	\$ 1,106,827	\$ 1,596,252	\$ 3,067,724	\$ 449,631	\$ 443,045	\$ 11,059,078

Glossary

Assessments – Revenues derived from late fees.

Capital Outlay and Construction – Expenses for items that cost more than \$5,000. Includes items such as buildings, vehicles, equipment, water mains, streets, and land.

Charges for Services – Revenues derived from items such as systems development charges and water utility billings.

Contingency – A provision set aside for an unforeseen event or circumstance.

Fines and Forfeitures – Revenues derived from penalties such as traffic tickets or code enforcement.

Franchise Taxes – Taxes charged by the City of Talent to other organizations or utilities to do business in the City of Talent. Examples of organizations that pay franchise fees include: Recology, Avista, Pacific Power, and Rogue Valley Sewer Service.

Fund Balance – The difference between a fund's assets and its liabilities. For cash basis accounting it is generally cash and investments on hand.

Interest – Interest revenues from the Local Government Investment Pool (LGIP) and bank accounts.

Intergovernmental – Revenues derived from items such as intergovernmental grants (Federal and State), FEMA reimbursements, and other miscellaneous reimbursements.

Licenses Permits and Fees – Revenues derived from items such as business licenses, building permits, and fees.

Materials and Services – Includes expenses such as contract services, materials, supplies, utilities, gas, tools, and many other items.

Operating Expense – Expenses incurred through the normal course of business operations.

Personnel Services – Expenses associated with payroll and payroll related activities. It includes expenses such as salaries, social security, Medicare, workers compensation, health and dental insurance, PERS retirement, and life insurance.

Requirements – Total of any anticipated expenses, transfers out and ending fund balance.

Resources – Total of beginning fund balance plus any anticipated revenues or monies to be received.

Taxes - The amount of property taxes collected by the City of Talent. Most property taxes are collected in November of every year. Delinquent taxes are collected monthly.

For Office Use Only
Date received:

City of Talent
110 East Main Street • P.O. Box 445 • Talent, OR 97540
Phone: (541) 535-1566 • Fax: (541) 535-7423

Application for Commission or Committee

Position Applied For: Urban Forestry Committee Date: 10/16/2023

Name: Payson Collins

Address: XXXXXXXXXX

City: Ashland State: Or Zip: 97520

Mailing Address (if different): _____

Contact Phone: XXXXXXXXXX E-mail: XXXXXXXXXXXXXXXXXXXX

Current Occupation: Nurseryman at Valley View Nursery
(If retired or unemployed, state your general or past profession)

How long have you lived in Talent? I moved out of talent after the fire, but was a resident for 2 years
(If you do not know if you live inside the city limits or urban growth boundary, please view the official zoning map at City Hall.)

How long have you lived in Jackson County? 7 years 2016-current

Are you an employee of the City of Talent, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity?

Yes No

If yes, please describe: _____

I believe that I am qualified for and should be considered for the above position(s) for the following reasons (attach additional sheet if necessary):

I believe i am qualified to be apart of the Urban Forestry mainly due to my hands on experience working in the rogue valley with a large variety of plants and clients. I have been a farm manager at VVN since 2017 after attending college at Boise State University and making the decision to leave and focus on my career full time. Before my time in the nursery industry i was mainly involved in my families construction business which i felt combining my experiencein, with my passion for plants was the best route to go to make an impact in my community as well as my future.

Through the years in the nursery i have learned to understand what it takes to successfully design, plant, and maintain a landscape that is resilient and attractive, but also serves its job for many years to come. Plus building an understanding of availability, market trends, and how to build a connection with clients or other designers and members of the industry. My interest in joining this committee come heavily from my passion of trees and creating a place people are happy to call home.

I am very driven to find a realistic and affordable plan of action that could bring our future of a greener talent into a reality. Earlier this year i attended the planting day at kamerin springs park. After talking with Mike Oxendine and Jane Hardgrove I felt my skills would be a strong fit into the committee already started by others before me.

Thank you for your time to consider my appilcation into the Talent Urban Forestry Committee. If given the opportunity i look forward to being apart of an amazing team and involved with a a great city being rebuilt.



By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge.

Signature: Payson Collins Date: 10/16/2023

How to Submit:

- By email to cityrecorder@cityoftalent.org
- In person at Talent City Hall, 110 East Main Street, Monday through Friday, 8:30 a.m. to 5:00 p.m.

Questions?

Call City Hall at (541) 535-1566 x 1012 or send an email to City Recorder, at cityrecorder@cityoftalent.org



City Council Consent Calendar Report

Meeting Date:	January 3 rd , 2024	Staff Contact:	Jennifer Snook
Department:	Police	E-Mail:	jsnook@cityoftalent.org
Staff Recommendation:	Approve	Estimated Time:	5 mins.

ISSUE BEFORE THE COUNCIL

Consent Calendar: Approval of Generator Purchase for the Police Department.

BACKGROUND

In May 2023 the City of Talent was awarded a grant from the Hazard Mitigation Program in the amount of \$80,000. This grant is for the purchase and installation of a Winco 90 KW generator and all associated costs of installation and labor from JT Electric. To move forward with this project, the contractor is requiring upfront payment of the generator and transfer switch. These items need to be ordered and the last update was they take about 26 weeks for delivery.

This purchase is allocated within Talent's adopted 2023-24 budget under grants received for this fiscal year.

The purchase price exceeds the City Manager's spending authority and so it is sent to council for consent to receive the council's approval to exceed authority and purchase of this equipment for the city.

ATTACHMENTS

FEMA Hazard Mitigation Grant
Proposal for WINCO Generator system



FEMA

May 16, 2023

Matt Garrett, Acting Director
Oregon Department of Emergency Management
P.O. Box 14370
Salem, Oregon 97309-50

RE:Hazard Mitigation Grant Program for DR-4599-OR
Approval of 4599-01, Generator for Police Facility
City of Talent

Dear Mr. Garrett,

The United States Department of Homeland Security’s Federal Emergency Management Agency Region 10 approved and obligated funding for the following Five Percent Initiative project submitted under the Hazard Mitigation Grant Program for disaster DR-4599-OR.

This project will provide the City of Talent with a generator that will provide a secondary source of power to the Police Department in the event of a large-scale power outage from a major event. The City of Talent and surrounding area is highly prone to wildfires due to a 1,200-year drought, their location within the wildlife-urban interface, and an increased intensity of wind and storms due to climate change. The installment of a generator will allow the city to more quickly return to full police services and stand-up a fully operating Emergency Operations Center, if needed. More quickly responding to an event will assist with better response to an ongoing emergency, reduce the risk to life and property, and better provide the needed resources to stabilize the community after a catastrophic event.

DR-4599-01, City of Talent, Generator for Police Facility

Total Project Cost:	Federal Share:	Non-Federal Match:
\$80,000.00	\$72,000.00	\$8,000.00

FEMA approved the project and obligated funds on May 16, 2023; paperwork is enclosed. The Period of Performance for DR-4599 is October 31, 2025. Please note that FEMA does not specify a sub-award Period of Performance; however, once the State receives the FEMA plan approval letter, please submit the closeout documentation to Region 10 within 90 days.

Project approval is subject to compliance with the following sets of conditions attached to or enclosed with this letter:

- Environmental conditions pertinent to this project
- Standard Hazard Mitigation Grant Program administrative provisions

Mr. Garrett
May 16, 2023
Page 2

For further assistance, please contact the Region 10 Hazard Mitigation Grant Program, Oregon
Section at FEMA-R10-MIT-HMGP@fema.dhs.gov.

Sincerely,

**DEBERA L
MEADOR**

Debera Meador
Chief, Oregon Section
HMGP Mitigation Division

Digitally signed by DEBERA L
MEADOR
Date: 2023.05.16 11:58:33
-07'00'

cc: Anna Feigum, State Hazard Mitigation Officer

BL:dm

Standard Administrative Provisions for Hazard Mitigation Grant Program (HMGP)
FEMA Region 10 – updated September 8, 2021

- The recipient agrees that all use of funds under this subaward will be in accordance with the *Hazard Mitigation Assistance Unified Guidance* in effect at the time of the Disaster Declaration, relevant HMGP guidance and policy memos and directives, as well as the HMGP in Code of Federal Regulations (CFR) Title 44 Part 206.
- The recipient may receive payment in advance using the United States (U.S.) Department of Health and Human Services Payment Management System formerly known as SmartLink. The recipient may advance portions of the approved Federal share to the Sub-recipient provided the recipients maintain procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and their disbursement to the Sub-recipient. Sub-recipients must comply with the same payment requirement as the recipient and must comply with the requirements specified in the recipient's subaward agreement.
- The recipient shall follow regulations found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the FEMA/State/Tribe Agreement in effect for the subject Disaster Declaration.
- The Federal Funding Accountability and Transparency Act of 2006 (2 CFR Part 170) requires recipients to report certain information about themselves and their first-tier Sub-recipients for each Federal award of \$25,000 or more awarded on or after October 1, 2010.
- The recipient must obtain prior approval from Region 10 before implementing changes to the approved project Scope of Work. FEMA must approve, in advance, a change in the Scope of Work regardless of the budget implications. Transfer of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those direct cost categories exceed ten percent of the total budget. The recipient must fully document cost overrun requests; the project must remain cost-effective, and funds must be available within the HMGP ceiling for said disaster.
- The recipient must notify their assigned Regional Hazard Mitigation Assistance Specialist as soon as significant developments become known, such as delays or adverse conditions, that might raise costs or delay completion, or favorable conditions allowing earlier completion or substantially lower cost (for reallocation of funding).
- The recipient shall submit the Federal Financial Report (SF-425) to Region 10 Grant Programs Division within 30 days of the end of the first Federal quarter following the Award Letter. The recipient shall submit quarterly Federal Financial Reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30. The recipient must submit a report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund drawdowns withholdings may occur if these reports are delinquent.
- The recipient shall submit Quarterly Performance Reports in Excel format to the Regional Hazard Mitigation Assistant Specialist within 30 days of the end of each quarter. The Recipient shall submit Quarterly Performance Reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30. Quarterly Performance Reports shall report the

name, completion status, quarterly expenditures, and payment-to-date of each approved activity/subaward award under the Grant Award.

- Unless otherwise approved by Region 10, the recipient must submit a closeout package with all financial, performance, and other reports and required documentation within **180 days** after Sub-recipient's notice of completion of the project, or expiration or termination of the project/sub-grant. The recipient must submit closeout documentation within the quarter following payment of the final reimbursement to the Sub-recipient.
- For closeout of this project, the Governor's Authorized Representative or Tribal Authorized Representative shall send a letter of request to the Region 10 Mitigation Division Director, to close the project programmatically and financially. The letter will include the following:
 1. the date work on the project was fully completed, or for planning subawards, the date and copy of FEMA approval of the new or updated plan,
 2. the date and a copy of the recipient's final site inspection for the project,
 3. the final total project cost and Federal share, any cost underrun, or overrun, including a Final Cost Line Item budget, to enable any closeout deobligation or obligation of additional funds in National Emergency Management Information System,
 4. certification that reported costs were incurred in the performance of eligible work, and that the approved work was completed, or if not, an explanation as to the final status of the project and why the project was not completed,
 5. confirmation that the mitigation measure is in compliance with the provisions of the FEMA/State/Tribe Agreement and this approval letter,
 6. a memo from the Sub-recipient addressing how each required environmental and special programmatic condition was met (including attachment of any required documentation),
 7. submittal of all required documentation relative to the specific project type, such as, acquisition/demolition, or elevation, including all necessary data to close the project in the Property Site Inventory in FEMA's Hazard Mitigation Assistance grant systems.
- By acceptance of this subaward the recipient and Sub-recipient agree to abide by all laws and regulations required under the HMGP as outlined in 44 CFR 206.432 –.440, 44 CFR 80, 44 CFR 201, the Grants Management requirements contained in 44 CFR 13 and/or 2 CFR 200, and all applicable Federal, State, Tribal, or Local laws.

Amended 12/19/23

JT Electric Inc.
4849 Airway Dr Suite #105
Central Pt, OR 97502 US
541-734-5714
info@jtelec.net

Proposal



ADDRESS
City Of Talent Police Department 604 Talent Ave Talent, OR 97540

SHIP TO
City Of Talent Police Department 604 Talent Ave Talent, OR 97540

PROPOSAL #	DATE
3197	12/08/2023

P.O. NUMBER
WINCO GENERATOR SYSTEM

ACTIVITY	DESCRIPTION	AMOUNT
Labor & Materials	<p>PERFORM THE FOLLOWING ELECTRICAL TASKS PER NEC STANDARDS TO INCLUDE</p> <p>SCOPE OF WORK: Install automatic generator back-up system per the following.</p> <p>GENERATOR</p> <ol style="list-style-type: none"> Winco PSS90-F 90 KW dual fuel water cooled NG (natural gas) & LPG (propane) generator - 120/240v 60 Hz 3 phase (includes concrete slab, crane, install, setup & load testing) Winco 2 year factory warranty included (2 year or 2,000 hours, whichever comes first) Asco SE400J 400 amp service rated NEMA-1 120/240v 3 phase ATS (automatic transfer switch) <p>ELECTRICAL INSTALLATION</p> <ol style="list-style-type: none"> Remove existing manual transfer switch Remove existing generator panel (TPC) Reroute circuits in TPC to panel TPA & TPB Relocate emergency light and wire to panel TPA Install 400 amp ATS directly adjacent to panel TPA Install gutter (electrical wireway) between panel TPA & ATS Reroute 400 amp service entrance conductors from panel TPA to ATS Wire panel TPA & TPB to ATS Install 300 amp 120/240v 3 phase feeder from generator to ATS Install communication wiring from ATS to generator Install power for battery maintainer 	71,926.00

ACTIVITY

DESCRIPTION

AMOUNT

EXCLUSIONS

- 1. NG fuel source not included
- 2. LPG fuel source not included
- 3. Connection of fuel sources to generator not included
- 4. Sheetrock repair & painting not included, to be performed by others

INCLUSIONS

- 1. Permit fees included
- 2. Coordination with local inspections included
- 3. Coordination with Pacific Power included

NOTES

- 1. Proposal subject to change as exact locations and setbacks need to be approved from Talent planning & building departments as well as Pacific Power.
- 2. Lead time is 12-20 weeks for generator & 7 weeks for ATS at the time of this proposal
- 3. Power to the facility will need to be down for 2-4 hours, please let us know how we can best coordinate to minimize the impact
- 4. Equipment prices and availability can change without notice - Customer/Owner will be notified
- 5. \$54,000.00 pre-payment required to order generator & ATS
- 6. Price good for 30 days

TOTAL

\$71,926.00

Accepted By



Accepted Date

12/19/23

City Council Agenda Report

Meeting Date:	January 3 rd , 2024	Primary Staff Contact:	Kristen Maze
Department:	Community Development	E-Mail:	kmaze@cityoftalent.org
Staff Recommendation:	See Recommendation	Estimated Time:	5 minutes

ISSUE BEFORE THE COUNCIL

Scope of Work for the Railroad Feasibility Study Department of Land Conservation and Development (DLCD) Grant.

BACKGROUND

The City Council requested to review the scope of work for the proposed Railroad District Feasibility Study. The City of Talent was awarded a Housing Planning Assistance grant for 2023-2025 by DLCD. DLCD has provided the city with a consultant team (Cascadia Partners) for the Housing Implementation Plan, Review, Update and Feasibility of Railroad District Master Plan. Attached is the Scope of Work and the Budget for the Feasibility Study.

The scope consists of nine tasks:

- Task 0 – Project management, kick-off meeting review of project goals and deliverables.
- Task 1 – Background review and stakeholder interviews
- Task 2 – Community engagement with an advisory committee (residents, developers, business groups and other interest groups)
- Task 3 – Development cost analysis including planning level cost estimates of known development challenges for the RR District.
- Task 4 – Housing market assessment, evaluate potential zoning changes in order to understand the market demand for different housing types.
- Task 5 – Housing capacity analysis by assessing the housing development capacity of the Railroad District
- Task 6 – Development tools and strategies by identifying actions, investments, tools, and strategies that are necessary to achieve feasible development within the RR District.
- Task 7 – Housing implementation plan which will assess the development feasibility for the Railroad District, including market potential today and update the development challenges regarding the feasibility of the development in the Railroad District.
- Task 8 – Planning commission and city council meetings and public hearings.

RECOMMENDATION

Review Scope of Work and budget for the Railroad District Feasibility Study

RELATED COUNCIL POLICIES

None

POTENTIAL MOTIONS

None

ATTACHMENT

Railroad Feasibility Study Scope and Budget



1022 NW Marshall St. Suite 380
Portland, OR 97209

www.cascadia-partners.com

CITY OF TALENT - RAILROAD DISTRICT FEASIBILITY STUDY

TO: Kristen Maze, Community Development Director
FROM: Alex Joyce and Victor Tran, Cascadia Partners LLC
DATE: Dec 4, 2023
SUBJECT: **Railroad District Feasibility Study: DRAFT Scope & Budget**

Enclosed is a Scope of Work and Budget for the Railroad District Feasibility Study. The development of the Railroad District is intended to provide a major portion of the needed future housing supply for the City of Talent. However, since completing the Railroad District Master Plan in 2007, few of the necessary infrastructure investments have been made and private development interest has been limited. The need for more local housing spelled out in the 2017 Housing Needs Analysis (HNA) and active development interest in other land in the Talent area has prompted the City to take a fresh look at the Railroad District and determine if and how feasible development could happen here.

Specifically, this process will determine whether current market conditions are such that a combination of zoning changes, direct infrastructure investment, and/or public-private partnership incentives and strategies could result in a market-feasible development plan for the Railroad District or not. The assessment will also summarize key feasibility-related information - such as physical barriers, scale of infrastructure investment needed, and site constraints (slope and parcelization).

The major tasks in the scope of work are summarized below, followed by a more detailed description of each task and the associated deliverables expected of the consultant team and City. A project budget is enclosed following the scope of work.

Task

TASK 0. PROJECT MANAGEMENT

CP will meet with City staff at a project kick-off meeting to review project goals and deliverables. The kick-off meeting will include discussion of other data requests, brainstorm the overall engagement strategy, and review the draft timeline. After the kick-off meeting, CP will create the final project schedule that will include a summary of major tasks and action items for the project and share the finalized schedule with the City. The City will review and approve both the final project schedule and the engagement plan. CP proposes to meet with the City on a biweekly basis or as determined necessary to review project progress and prepare for larger project milestones.

TASK 0 CONSULTANT DELIVERABLES

- Kickoff Meeting agenda and summary notes
- List of background documents and data needed from City
- Final project schedule
- Final engagement plan
- Schedule regular client check-ins

TASK 0 CITY DELIVERABLES

- Assemble key background documents
- Review and provide comments on project schedule
- Review and provide comments on engagement plan

TASK 1. BACKGROUND REVIEW

The goal of this task is to identify and summarize the current development challenges, opportunities, and actions taken by the City since 2007 with respect to the Railroad District.

Task 1.1 Background Document Review

CP will review important planning documents and analyses including but not limited to the Railroad District Master Plan (2007), Housing Needs Analysis (2017), Buildable Lands Inventory (ongoing), Colver Road Industrial Concept Plan (2015), and city meeting minutes that describe actions taken to develop and/or implement strategies to meet housing needs identified in the Housing Needs Analysis. CP will rely on City staff to provide a current sense of the top priorities included in these planning documents that should be considered in this process, such as affordable housing goals.

Task 1.2 Key Stakeholder Interviews

With assistance from the City, CP will conduct up to ten (10) interviews with key staff, consultants, representatives from the development community (brokers, builders, and developers), and/or other key stakeholders that the City believes will have knowledge of the Railroad District and/or the current market conditions. The goal of this task is to clarify and corroborate findings from Task 1.1, capture institutional knowledge and project history, and identify information gaps that will need to be filled in subsequent

Task

tasks. Information gathered during this task will also help inform Task 4. Housing Market Assessment by providing insights to market feasible housing types and associated standards.

CP will summarize the major development challenges and opportunities for the Railroad District. The topics that will be important to understand both the constraints and opportunities are:

- Access, connectivity, and barriers, including rail
- Other utility service (wet and dry)
- Zoning allowances versus experience of market actors (brokers, developers)
- Property ownership and parcelization patterns
- Slopes and other environmental

TASK 1 CONSULTANT DELIVERABLES

- Up to ten (10) key stakeholder interviews
- Summary of initial understanding of current development challenges and opportunities (slide deck)

TASK 1 CITY DELIVERABLES

- Identify key stakeholders for interviews
- Provide other background documents deemed helpful for consultant review

TASK 2. COMMUNITY ENGAGEMENT

The City will lead the formation of an Advisory Committee (AC) with advice on their role and membership composition from CP. The AC can be composed of key stakeholders representing residents, developers, business groups and other interest groups the City deems important. The City will organize two AC meetings that will serve as the main sources of feedback for this project. Members from the public and other interest groups can be invited to attend the AC meetings to widen opportunities for public input. These meetings can be hybrid (both in-person and online) to accommodate a wide range of participants. CP will be responsible for attending and facilitating these meetings, as well as preparing draft meeting materials (presentations, handouts, surveys, etc.). CP will work with the City to decide when AC meetings will be most appropriate for the project timeline. The City will provide a single round of consolidated feedback on draft materials prepared by CP.

Task 2.1 Advisory Committee (AC) #1

The proposed goal of AC #1 is to inform the AC membership on the purpose of this project, the intended outcomes, timeline, and clarify their role and expectations. In addition, CP will present the major known development challenges and opportunities for the Railroad District. CP will facilitate a discussion around the opportunities and constraints listed in Task 1 and allow AC members to share details on these topics or add additional constraints or opportunities that may influence the development feasibility of the Railroad District. Any additional public comment at the AC meetings will be documented in meeting notes.

Task 2.2 Advisory Committee (AC) #2

The proposed goal of AC #2 is to present the findings from Tasks 3, 4, 5, and preliminary ideas for Task 6 Tools and Strategies. Specifically CP will share the infrastructure development costs associated with the

Task

Railroad District and review market feasible housing types and projected housing capacity of the Railroad District. CP will facilitate a discussion of the implications of these analyses on the feasibility of development of the Railroad District, and offer a preliminary set of tools and strategies that could help achieve feasible development. This meeting will provide CP with feedback from the AC members on which solutions (tools and strategies) appear to be the most locally feasible and supported.

TASK 2 CONSULTANT DELIVERABLES

- Participation in up to two (2) AC meetings
- Preparation of meeting materials (presentations, handouts, surveys, etc.)
- Meeting notes and summary

TASK 2 CITY DELIVERABLES

- Organize AC members
- Identify meeting venue for AC meetings and online join options
- Participate in up to two (2) AC meetings

TASK 3. DEVELOPMENT COST ANALYSIS

The purpose of this task is to summarize planning-level cost estimates of known development-related infrastructure needs and challenges for the Railroad District. CP will rely on public works staff and/or other City staff to derive a high-level estimate of costs and construction timelines corresponding to the development challenges articulated in Task 1.

TASK 3 CONSULTANT DELIVERABLES

- Summary of development costs and timing (slide deck)

TASK 3 CITY DELIVERABLES

- Infrastructure and development cost and timeline estimates

TASK 4. HOUSING MARKET ASSESSMENT

The housing densities contemplated in the Railroad District plan are low. Evaluating how additional density could expand the housing types that could be built and if that can strengthen the market potential of the site is an important step in this process.

When evaluating potential zoning changes, it is important to understand market demand for different housing types. We also want to understand how City housing needs and policy goals align with (or compete with) market demand and the potential to achieve market feasibility on the Railroad District property. The more market-aligned the zoning is for this site, the bigger role the private sector can play in overcoming (e.g. paying for) development challenges like infrastructure costs.

Specifically, this task will summarize key socioeconomic and market trends in the local housing market that point to what housing types and price points are most in demand and would be most market feasible. This task will allow us to prepare a market feasible mix of housing (development program) for the Railroad District, and provide specific and locally-calibrated set of up to four (4) housing types that

Task

would be market feasible in the RR District, including the gross and net densities associated with those to inform future zoning changes. The market analysis will allow the City to calibrate future upzoning within the Railroad District that could capture enough development value to overcome the development challenges.

TASK 4 CONSULTANT DELIVERABLES

- Up to four (4) market calibrated housing types and development summaries
- Draft and final housing market summary (slide deck)

TASK 4 CITY DELIVERABLES

- One round of consolidated comments on housing market summary

TASK 5. HOUSING CAPACITY ANALYSIS

CP will assess the housing development capacity (available land and zoning density) of the Railroad District based on both current densities from the Railroad District Plan and an alternative set of market-feasible zoning standards (derived from Task 4). CP intends to leverage relevant work completed by the ongoing Buildable Lands Inventory as well as the 2017 Housing Needs Analysis in the preparation of this assessment. The goal of this task is to provide a sense of the housing capacity that could be achieved if development challenges were overcome and provide a comparison to the current capacity assumed in the Plan.

TASK 4 CONSULTANT DELIVERABLES

- Housing capacity analysis summary (slide deck)

TASK 4 CITY DELIVERABLES

- Transmit findings from Buildable Lands Inventory, GIS shapefiles, parcel data and other relevant data to CP
- One round of consolidated comments on housing capacity analysis

TASK 6. DEVELOPMENT TOOLS & STRATEGIES

Building upon the previous tasks, CP will identify the actions, investments, tools, and strategies that would be necessary to achieve feasible development of the Railroad District. The assessment will summarize the level of effort, investment, and risk associated with each to provide the City with a sense of the commitment they would be making in pursuing each. Categories for tools and strategies may include:

- Incentives for Coordinating Existing Property Owners (Horizontal Development Agreements)
- Zoning and entitlement changes (relative market strength of each development area)
- Infrastructure funding and finance (direct investments, incentives, and tools)
- Site assembly / aggregation (public-private development strategies)

A short write-up of how these tools work, implementation steps, and their likely impact on housing development will be provided.

Task

TASK 6 CONSULTANT DELIVERABLES

- Development tools and strategies summary (slide deck)

TASK 6 CITY DELIVERABLES

- Review and provide comments on development tools and strategies summary

TASK 7. RAILROAD DISTRICT FEASIBILITY STUDY (HOUSING IMPLEMENTATION PLAN)

The Railroad District Feasibility Study produced in this task will serve as a Housing Implementation Plan (HIP). The report will be to provide an assessment of the development feasibility of the Railroad District that draws on findings of all previous tasks. It will include a prioritized set of actions and investments necessary to achieve feasibility, and the level of local effort required to achieve each.

The summary of all previous task findings (Tasks 1-6) will include the site's current development challenges and planning-level costs, the market potential today and relevant trends that could influence feasibility into the future, recommendations on future zoning densities, a set of housing capacity estimates, and relevant tools and strategies for the district.. The findings in this report will be important for City leadership to understand as they prepare to either double down on the Railroad District or contemplate a swap of UGB development areas.

The Housing Implementation Plan will be created in a highly graphical format to allow for broad accessibility from a wide range of potential readers. This document may be presented to City Council to inform future action.

TASK 7 CONSULTANT DELIVERABLES

- Draft and Final Railroad District Feasibility Study (Housing Implementation Plan)

TASK 7 CITY DELIVERABLES

- Review and provide consolidated comments on Draft (1 round of edits)

TASK 8. PLANNING COMMISSION / COUNCIL MEETINGS

CP will participate in up to two (2) meetings with Planning Commission and/or City Council. CP will look for guidance from the City on how to best utilize these two meetings, such as work sessions, information sharing, public comment, etc. CP will endeavor to attend these meetings in-person.

TASK 8 CONSULTANT DELIVERABLES

- Participation in up to two (2) meetings with Planning Commission and/or City Council
- Preparation of presentation materials

TASK 8 CITY DELIVERABLES

- Provide guidance to CP on meeting agenda and materials
- Organize meeting and send meeting invite

Proposed Budget

Talent RR District Feasibility Study	Principal in Charge	Project Manager	Senior Associate	Associate	Administrative Associate	CP Hours	CP Cost
	\$ 285	\$ 215	\$ 190	\$ 155	\$ 155		
Task 0: Project Management	8	16			8	32	\$ 6,960
Task 1: Background Review	14	22	12	6	6	60	\$ 12,860
Task 1.1 Background Document Review	4	8		6		18	\$ 3,790
Task 1.2 Key Stakeholder Interviews	10	14	12		6	42	\$ 9,070
Task 2: Community Engagement	12	18	14	24	8	76	\$ 14,910
Task 2.1 Advisory Committee #1	4	8	6	8	4	30	\$ 5,860
Task 2.1 Advisory Committee #2	8	10	8	16	4	46	\$ 9,050
Task 3: Development Cost Analysis	4	6		8		18	\$ 3,670
Task 4: Housing Market Assessment	8	16	8	16		48	\$ 9,720
Task 5: Housing Capacity Analysis	2	8		8		18	\$ 3,530
Task 6: Development Tools & Strategies	6	12	4	10		32	\$ 6,600
Task 7: Housing Implementation Plan	12	24		16	5	57	\$ 11,835
Task 8: Planning Commission / Council Hearings	6	8	6		2	22	\$ 4,880
Tasks Subtotal	72	130	44	88	29	363	\$ 74,965
Travel Expenses (2 Trips)							\$ 2,105
Grand Total							\$ 77,070

Talent Urban Forestry Committee

General Meeting

Minutes



x



6:30 PM, December 13, 2023

Location: Community Center, Room D

Call to Order: 6:37

Roll Call: Julie Spelletich, Em Wing, Jane Ellen, Jason Clark

1. Announcements from Committee

1.1 Introductions-Payson- not present

1.2 Work party at Chuck Roberts- Mike, Jason and Julie worked at Chuck Roberts peace tree planting, all trees were weeded, fed and mulched.

1.3 Work Party TMS Dec. 22, 9:00-2:00 – committee will spread the word to contacts, Jane will post on FB pages

1.4 Submitted Forest Climate Visualization Project questionnaire – waiting to hear back

2. Public Comments on non-Agenda Items - none

3. Approval of Minutes

Nov. 8, Dec. 6, 2023 - ***Em moves to approve the Nov. 8th and Dec. 6th minutes, Julie second the motion, unanimous passage.***

4. Current Projects

4.1 Summer Place Wetland

4.1.1 flyer, planting plan, date - Dave suggested we wait till late winter to plant when it isn't as wet.

4.2 Master Plan Subcommittee Update

4.2.1 TUF meeting Jan. 10th w/Briana NPS

4.2.2 TUFC identify tree planting locations by Jan. 10th- Committee will work on identifying planting locations by the next meeting

4.3 Citizen Science Subcommittee Update – no new updates

4.4 Planning for future work parties

4.4.1 Talent Middle School- Dec. 22, 9:00-2:00 - contact principal about work party to announce to students.

4.4.2 Triangle, TEM – Two separate work parties, dates to be determined

4.5 Tree codes- agenda item for future Council meeting; TUFC would like to make a recommendation about city tree codes – ***Julie moves to recommend city council direct staff to contract with a consultant who is qualified in tree codes to update the current codes by June 2024. Em second the motion, unanimous passage.***

5. New Business

Em moves Julie be reimbursed to printing of flyers for Summer Place Wetlands up to \$35.00.

Jane second the motion, unanimous passage.

6. Council Liaison Report – Bear Creek restoration project will take place next summer.

Bald Cypress tree planting needs to be taken up by the council. ODOT suggests the Hwy 99 meridian strips reconstruction be a pilot project. New business may be moving into the old glass factory on Rapp Rd.; modular building panels. Lights on bikes is this Saturday.

7. Agenda Items for Dec. 27th meeting – be prepared to discuss planting locations for the Master Plan

8. Adjournment – 8:00

Respectfully submitted by:


Julie Spelletich, Chair

9.2

CITY OF TALENT OREGON CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT FOR PROFESSIONAL SERVICES ("Agreement") is entered into by and between the City of Talent, an Oregon municipality, (hereinafter called City) and Tom Humphrey (hereinafter called Consultant).

WHEREAS, City has a need for the services of a consultant with the specific background, experience, and availability possessed by Consultant.

WHEREAS, Consultant represents that he is fully qualified to perform such services by virtue of his experience and their training, education and expertise.

NOW THEREFORE, the parties agree as follows:

- I. Services. Consultant agrees to provide transition assistance as may be reasonably requested by incoming City Manager Gary Milliman or by City Council. The work to be completed shall be under the direction of the City Manager or his designee.
- II. Term of Agreement. This Agreement shall become effective as of the date of its execution and shall continue in effect for a period of up to twelve months from the date of execution.
- III. Compensation. City shall pay Consultant a rate of \$125.00 per hour for work performed and completed to City's satisfaction as detailed in above "Services A-C." Total payments under the contract shall not exceed \$_____.
- IV. Expense Reimbursement. City shall reimburse Consultant for pre-approved expenses reasonably incurred by Consultant in furtherance of the work under this Agreement. Consultant shall obtain City's written authorization prior to incurring any expenses. No such expense shall be reimbursed unless written authorization has been obtained from the City. Consultant will provide appropriate documentation and receipts for expenditure when submitting requests for reimbursement.
- V. Billing; Payment. Consultant will invoice City monthly. Invoices will detail the hours spent per task and pre-approved costs, fees, and expenses incurred. Upon request, Consultant will provide the City Manager with supporting documents and records evidencing the progress made on the project to date. Consultant shall not perform, and City shall not pay for, any Consultant services which are outside the Scope of Work described in Section 1 of this Agreement unless City provides prior written consent for such work. City will review the Consultant's invoice and, if there are no disputes or disagreements with the invoice, City shall pay the invoice amount due within thirty (30) days of invoice approval.
- VI. Independent Contractor. Consultant is an independent contractor for all purposes and is not entitled to any compensation or benefits other than the compensation

provided for under this Agreement. While City reserves the right to set various work schedules and evaluate the quality of Consultant's completed work, City will not control the means and manner of Consultant's performance. Consultant is responsible for determining the appropriate means and manner of performing the work provided for under this Agreement. Consultant is responsible for all federal and state taxes applicable to any compensation paid to Consultant under this Agreement and will not have any amounts withheld by the City to cover Consultant's tax obligations.

- VII. Federal Funds. If payment under this Agreement is to be charged against federal funds, Consultant certifies that Consultant is not currently employed by the federal government, and the amount charged does not exceed Consultant's normal charge for the types of services provided.
- VIII. No Benefits. Consultant will not be eligible for any federal Social Security, unemployment insurance, Public Employees Retirement System benefits, or any insurance-related benefits from payments made pursuant to this Agreement, except as a self-employed individual.
- IX. Compliance with Laws. Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work done under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contract Code including ORS 279B.020, 279B.220, 279B.230, and 279B.235.
- X. No Subcontracts or Assignment. Consultant shall not subcontract, assign or transfer any work scheduled under this Agreement, except as authorized within the Scope of Work, without the prior written consent of the City, which may be withheld in the City's sole discretion. Notwithstanding the City's approval of a subcontractor, the Consultant shall remain obligated for full performance under this Agreement, and the City shall incur no obligation other than its obligations under this Agreement. Consultant agrees that if subcontractors are employed in the performance of this Agreement, Consultant and his subcontractors are subject to all requirements of this Agreement and Oregon law.
- XI. Covenants. Consultant agrees he will faithfully and diligently perform the duties required by this Agreement and will not willfully engage in any activity that is or may be contrary to the welfare, interest, or benefit of the City.
- XII. Non-Exclusivity. Consultant may perform services for any other client during the period that the Consultant is performing the services contemplated by this Agreement for the City. The City will not unreasonably object to or withhold a waiver of any Conflicts of Interest arising from Consultant's performance of services to other clients.

- XIII. Liability. Consultant shall not be liable to City or its direct and indirect subsidiaries or affiliates for any loss, liability, damage or expense arising out of or in connection with the performance of the Services, unless such loss, liability, damage or expense shall be proven to result directly and primarily from the gross negligence or willful misconduct of Consultant.
- XIV. Termination. Either party may terminate this Agreement after fourteen (14) days written notice to the other party, with or without cause. The parties may also mutually agree to terminate this Agreement at any time. Upon termination, Consultant shall be entitled to payment in accordance with the terms of this Agreement for any work done pursuant to this Agreement that is completed before termination, less previous amounts paid, and for all Expenses incurred by Consultant, or to which Consultant has irrevocably committed, before termination. Pursuant to this paragraph, Consultant shall submit an invoice for all unreimbursed work done pursuant to the Agreement that is performed before termination, and for all Expenses incurred by Consultant, or to which Consultant has irrevocably committed, before termination. The City shall not be liable for any costs invoiced later than thirty (30) days after termination unless Consultant can show good cause beyond its control for the delay.
- XV. Applicable Law. This Agreement shall be construed in accordance with Oregon law.
- XVI. Severability. If any part, term, or clause of this Agreement is held by a court or arbitrator to be unenforceable, of no effect, or in conflict with any law, the validity of the remaining provisions and clauses shall not be affected, and the rights and obligations of the parties shall be construed and in force as if the contract did not contain the particular part, term or clause held to be unenforceable.
- XVII. Entire Agreement. This Agreement represents the entire agreement between City and Consultant. No prior oral or written understanding shall be a force or effect with respect to any matters covered by the Agreement. This Agreement may not be amended except in writing signed by both parties.
- XVIII. Notices. Notices required to be given under this Agreement shall be in writing and personally delivered or sent by electronic mail to the parties as below.
- XIX. Counterparts/Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, use of facsimile, e-mail, or other electronic medium shall have the same force and effect as an original signature.

CONSULTANT:

By: _____
Tom Humphrey

Date: _____

CITY OF TALENT, OREGON:

By: _____
Gary Milliman, City Manager
City of Talent

Date: _____



City Council Agenda Report

Meeting Date: January 3rd, 2024 **Staff Contact:** Tom Humphrey AICP
Department: Administration **E-Mail:** thumphrey@cityoftalent.org
Staff Recommendation: Discussion/Direction **Estimated Time:**

ISSUE BEFORE THE COUNCIL

Discussion of Prospective Land Dedication to the City of Talent for Public Use.

BACKGROUND

Property owner Evan Archerd and West Valley View LLC have asked city staff whether the City Council would be interested in accepting the dedication of land located on the south side of Valley View Road at 300 West Valley View Road.

The property has 65 feet of frontage along West Valley View Road and extends more than 500 feet to the south nearly to South Pacific Highway. The property is bounded by Mountain View Drive along the east side. Wagner Creek is adjacent to the west property line and is a protected stream, mapped by FEMA and it has a 50 foot “safe harbor” setback for riparian zone preservation. The lot is 2.01 acres and has approximately 0.8 acres of useable land (net acreage). The property has a Comprehensive Plan Map designation of Commercial (C) and Parks/Open Space. The zoning is Commercial-Highway Commercial (CH). Refer to “Attachments” for more complete information.

Mr. Archerd and West Valley View LLC initiated a Comprehensive Plan Amendment and Zone Change on this property but suspect that the city is not interested in changing the current designation and zoning. Therefore, they have expressed an interest in dedication.

If dedicated, there are no stipulations for the city to make any land use changes. Some of the property would remain commercial while a portion of the property adjacent to Wagner Creek (in the stream setback) could accommodate the extension and development of a walking path or trail. However, this proposal has not been presented to the city Parks and Recreation Commission for a recommendation to the City Council. In 2007 the City of Talent created the Wagner Creek Greenway Connections Plan to increase connectivity and protect riparian habitat within the floodplain.

RELATED COUNCIL POLICIES

N/A

POTENTIAL MOTIONS

Direct staff to initiate negotiations with Mr. Archerd to pursue the dedication of his property to the City contingent upon Parks and Recreation Commission input.

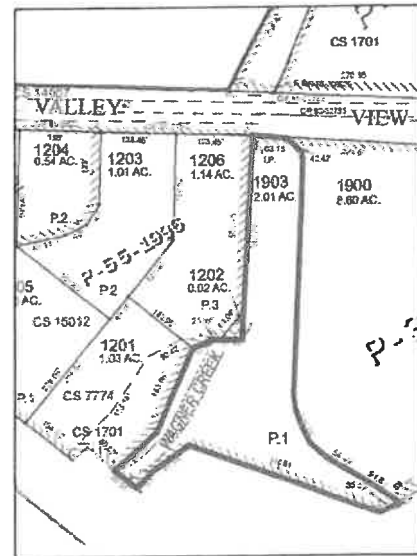
ATTACHMENTS

Property description and map

Property Description:

The subject property is located southwest of the intersection of West Valley View Road and Mountain View Drive, east of 300 W Valley View Road. The vacant property is 2.01 acres. The property has a narrow street frontage of 63.15 feet along West Valley View Road and extends more than 500 feet to the south nearly to South Pacific Hwy. The property is bounded by Mountain View Drive along the east property line.

Wagner Creek is adjacent to the west property line. Wagner Creek is a protected stream and has a Federal Emergency Management Agency (FEMA) 100-year floodplain and floodway with Base Flood Elevations identified. There is a 50-foot “safe harbor” setback from Wagner Creek for riparian zone preservation.



A tree inventory has been provided on the topographical survey of the property. A large number of the trees are within the protected riparian area. There are a few fire-damaged snags remaining on site adjacent to Wagner Creek nearer OR HWY 99, but the riparian area is in a pre-Alameda fire condition.

West Valley View Road has an 80-foot wide right-of-way. West Valley View Road is improved with two travel lanes, a center turn lane, bioswale stormwater filtration buffers, and a protected bike lane. There are curbside sidewalks and the pedestrian crossings for West Valley View Road and Mountain View Drive were recently installed.

Mountain View Drive is a 40-foot wide private street that is upon the adjacent property to the east. The subject property and the adjacent manufactured housing development have ingress/egress access easements. Mountain View Drive is improved along the frontage of the subject property with a curbside sidewalk.

The subject property has a Comprehensive Plan Map designation of Commercial (c) and Parks (p) and is zoned Highway Commercial (CH).

The adjacent properties have similar zoning. Across Mountain View Drive, the property is also zoned CH. The properties to the southeast are zoned Residential, Single Family – Manufactured Home (RS-MH), and Commercial Highway Central Business District (CBH). The Highway Central Business District (CBH) zoning is present to the south and the west. Across West Valley View Road, the properties are zoned Highway Commercial (CH) and Residential Zone – Multiple Family – High Density (RM-HD). The subject property and the adjacent properties have the “drive-through overlay” subzone.