



**TALENT CITY COUNCIL
REGULAR MEETING AGENDA**

- HELD AT COMMUNITY CENTER & VIA ZOOM -

106 E. Main Street

May 15th, 2024 - 6:45 PM

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, x1012.

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 Rural Development Initiatives	03
5.2 Presentation on Town Hall Restoration	12

6. City Reports

6.1 City Manager Report.....	
6.2 Urban Renewal Activities Report.....	

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 March 2024 Financial Packet.....	35
7.2 Approval of April 2024 Check Register.....	48
7.3 Appointment of Jason Clark to Talent Urban Forestry Committee.....	52

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.

8.1 Approval of City Council Goals, Priorities, and Action Plan.....	54
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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 Recommendation from Architectural Review Committee for Historic District Sign Toppers 65

9.2 Approval of Award of Contract for Water Meter Replacement Project 71

9.3 Approval of Landowner Agreement with Rogue River Watershed Council 76

9.4 Discussion of Elector Eligibility for General Election 84

9.5 Resolution 2024-090-R, Scheduling Election of City of Talent Officers on November 5, 2024 88

10. Commission / Committee Reports

11. Other Business and Future Agenda Items

12. 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.

13. Adjournment

Upcoming Council Meetings

June 5, 2024	City of Talent Budget Committee Meeting (<i>if needed</i>) 6:00PM
June 5, 2024	City Council Regular Meeting

2025-2026 Main Street Economic Vitality Program

Enhance your capacity to undertake collaborative and impactful economic development initiatives and provide strong ongoing support to your local small business entrepreneurs.





Strengthens Rural People, Places, & Economies in the Pacific Northwest

Develop Networks of
Rural Leaders

Revitalize
Rural Economies

Elevate Rural Voices and
Priorities

Improve
Access to Resources



www.rdiinc.org

Main Street Partnership



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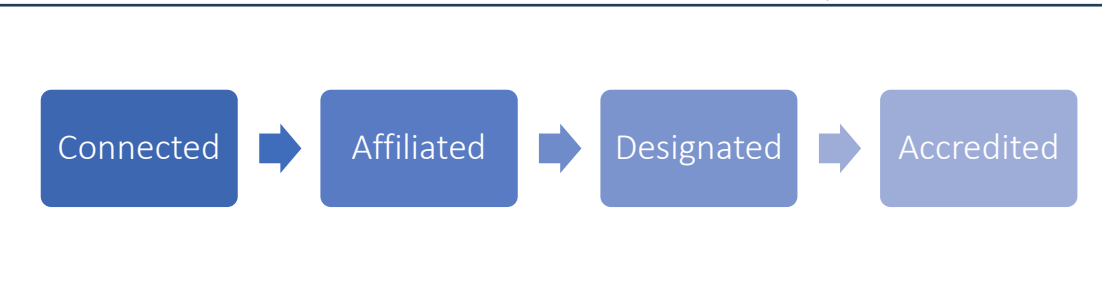
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How Main Street Works

- Comprehensive Approach
- Grassroots & Community Driven
- Asset Based
- Time Tested
- Adaptable Methodology



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Program Benefits



- **Connection to network of similar communities in your region doing similar work.**
- **Increased local understanding of Main Street economic growth strategies and tools.**
- **In-depth trainings about economic development, local leadership, business engagement, historic preservation, and energy efficiency.**
- **In-person technical assistance tailored for your community's economic vitality needs.**

2025 Timeline



Q1

- Kick of Call
- Economic Vitality 101

Q3

- Key mindsets for inclusive engagement
- Place based economy building

In person
Technical
Assistance



Q2

- Leadership 101
- Business & Property Owner engagement

In person
Technical
Assistance

Q4

- Innovation & entrepreneurship



2026 Timeline

Q1

- Energy on Main
- Resilience



Clatsop
Community
College

Q3

- Virtual Technical Assistance



Q2

- Leadership in Action



Commitment



- **At Least 2 community members join the virtual sessions**
- **Complete field work**
- **Local champion(s)**
- **Match funding**



Q & A

TALENT'S HISTORIC TOWN HALL RESTORATION





The Historic Town Hall is one of the first public buildings to be erected in Talent. It's a large 4,870 square foot wood framed building located in the heart of the downtown. It sits on the northwest corner of East Main and North Market Street.

It was listed on the National Register of Historic Places in March 2012.

(NRIS# 12000080)

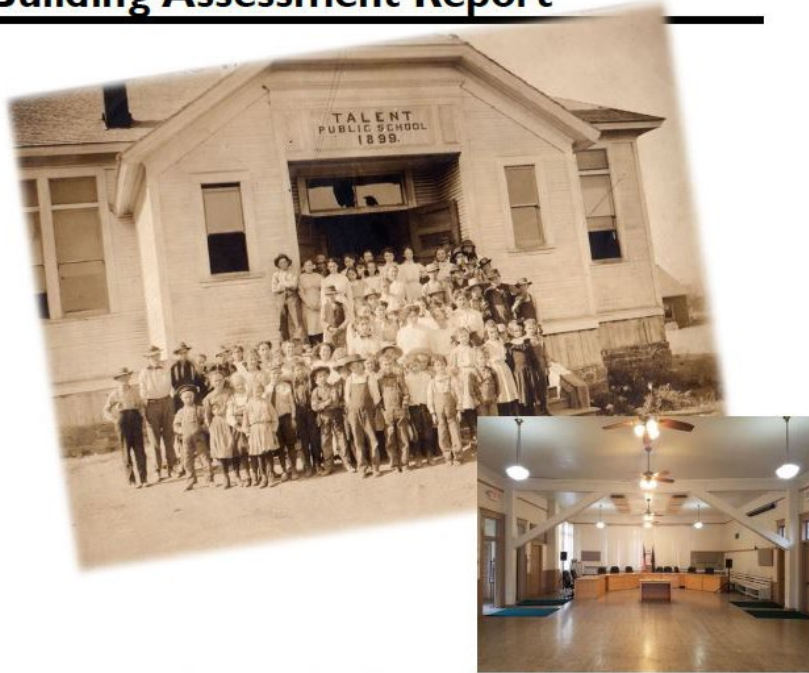
TALENT'S HISTORIC TOWN HALL

Built in 1899 for use as the Talent Elementary School. In 1910, it was purchased by the City of Talent. For many years it was known as the Community Center.



- Additional uses include:
- Government offices
 - Administration
 - Police
 - Public Library
 - Polling Place
 - Food Bank
 - Community Events
 - Council Chambers
 - Rental Facility
 - Other functions

Talent Town Hall Building Assessment Report



Talent Town Hall, c1910 (Interior Inset, 2018)

Prepared for the Talent Urban Renewal Agency

By
George Kramer, M.S., HP
Kramer & Company
Ashland, Oregon

January 2019

IN 2019, A BUILDING ASSESSMENT WAS CONDUCTED BY THE TALENT URBAN RENEWAL AGENCY

- Acoustic Improvements
- Accessibility
- Energy Efficiency
- General Building Repair
- Building Functionality
- Aesthetic Upgrades

G. Kramer, Kramer & Company, Prepared for the City				PRIORTIZED EXPENDITURES		
ID	Description	Cost Low	Cost High	ALL AT COST HIGH PRICING		
ACOUSTIC IMPROVEMENTS						
AI-1	Chalkboard Panels	3500	3500	\$ 3,500.00		
AI-1b	Chalktray Option	500	750	\$ 750.00		
A2	Carpet Installation	7500	10000	\$ 10,000.00		
ACCESSIBILITY						
AC-1	ADA Lift at Front w/req. modifications	40000	50000		\$ 50,000	
AC-2	ADA Restroom construction	40000	50000		\$ 50,000	
ENERGY EFFICENCY UPGRADES						
EE-1	Window Repair	6000	7500	\$ 7,500.00		
EE-1b	IGU Option	4000	4500			\$ 4,500
EE-2	Thermal Shades	2500	3500	\$ 3,500.00		
EE-3	Vapor Barrier/Encapsulation	5000	6000			\$ 6,000
GENERAL BUILDING REPAIR						
GR-1	Front Stair Rebuild	8000	10000	\$ 10,000.00		
GR-2a	Structural Assessment	6000	7500	\$ 7,500.00		
GR-2b	Simpson Clip/Foundation repair	2000	4000	\$ 4,000.00		
GR-3	Rear Entryway	8000	10000			\$ 10,000
GR-4	Basement Access Door	750	1100		\$ 1,100	
BUILDING FUNCTIONS						
BU-1	Kitchen conversion to meeting space	8000	12000			\$ 12,000
BU-2	Main Hall Partition	25000	30000			\$ 30,000
AESTHETIC						
A-1	Wainscot and Trim, faux painting	7500	9000	\$ 9,000.00		
A-1	Foyer		3500	\$ 3,500.00		
TOTALS FOR ALL PROJECTS		\$174,250	\$ 222,850			
Highest Priority: Within 24 Months				\$ 59,250		
Medium Priority: 24-36 Months					\$ 101,100	
Lowest Priority: 36-48 Months.						\$ 62,500

The costs of the improvements totaled \$222,850 in 2018 dollars. The repairs and upgrades to the building was expected to occur over a four-year period. The cost of these items have likely increased substantially in price since that time.

Unfortunately, these projects were never completed. In 2020, the Alameda Fire occurred, and the focus of the City of Talent and the Talent Urban Renewal Agency was placed on fire survivors and the rebuilding of the Talent community.

IN 2023 A STRUCTURAL ENGINEER WAS HIRED.

It was determined that there were numerous structural issues with the building. Some of the concerning items include:

- Wood sill plates have deteriorated, and the wall studs are in contact with the soil.
- Cracks in the mortar and stone blocks have dislodged from the stem wall in the foundation.
- Plaster wall finishes are cracking.
- The floor is unlevel and causing cracks in the floor tiles.





LAST MONTH THERE WAS A FIRE IN THE BASEMENT

- Two quick thinking City of Talent employees discovered smoke emanating from the basement on their way to set up for a City Council meeting. The fire department was called, and they quickly extinguished the fire.
- Significant smoke damage was observed in the basement and there was some damage to the floor and electrical system.

It is important to note that there are no fire alarms or a fire suppression system in the building!



PHOTOS OF CURRENT STRUCTURAL AND COSMETIC ISSUES



FOUNDATIONAL CRACKS

The mortar is cracking,
and stones are dislodging.

ROTTING STAIR STEPS

Safety of the building's users and guests must be a top priority.

SAGGING AND DAMAGED GUTTERS

In addition, a cedar tree is growing under the roof line, likely negatively impacting the foundation, and debris from the tree is clogging the gutters.

MISSING AND CRACKED FLOOR TILES



HOLES IN PLASTER WALLS

The building has extensive plaster damage due to structural issues, mistreatment, and neglect.



DOWN SPOUTS ARE CLOGGED AND RUSTED.

Water damage to the interior and exterior of the building is very likely.

MOSS AND WEEDS ON THE ROOF AND GUTTERS

PEELING EXTERIOR PAINT

Wood is exposed, increasing the possibility of damage from pests and dry rot.



EXTENSIVE CRACKING IN THE INTERIOR WALLS

Caused by foundation problems and possible water damage.



WHAT'S NOT INCLUDED IN THE ORIGINAL ASSESSMENT?

- Repair and replacement of gutters and downspouts
- Exterior paint
- Cleaning and repair of roof
- Damages that resulted from the April 2024 fire
- Repair of the exterior rock and mortar foundation
- New foundation to take pressure off the exterior rock and mortar foundation
- Any hidden issues such as dry rot or water damage to the attic, walls, or possibly bell tower
- Fire suppression system and alarm
- And more...

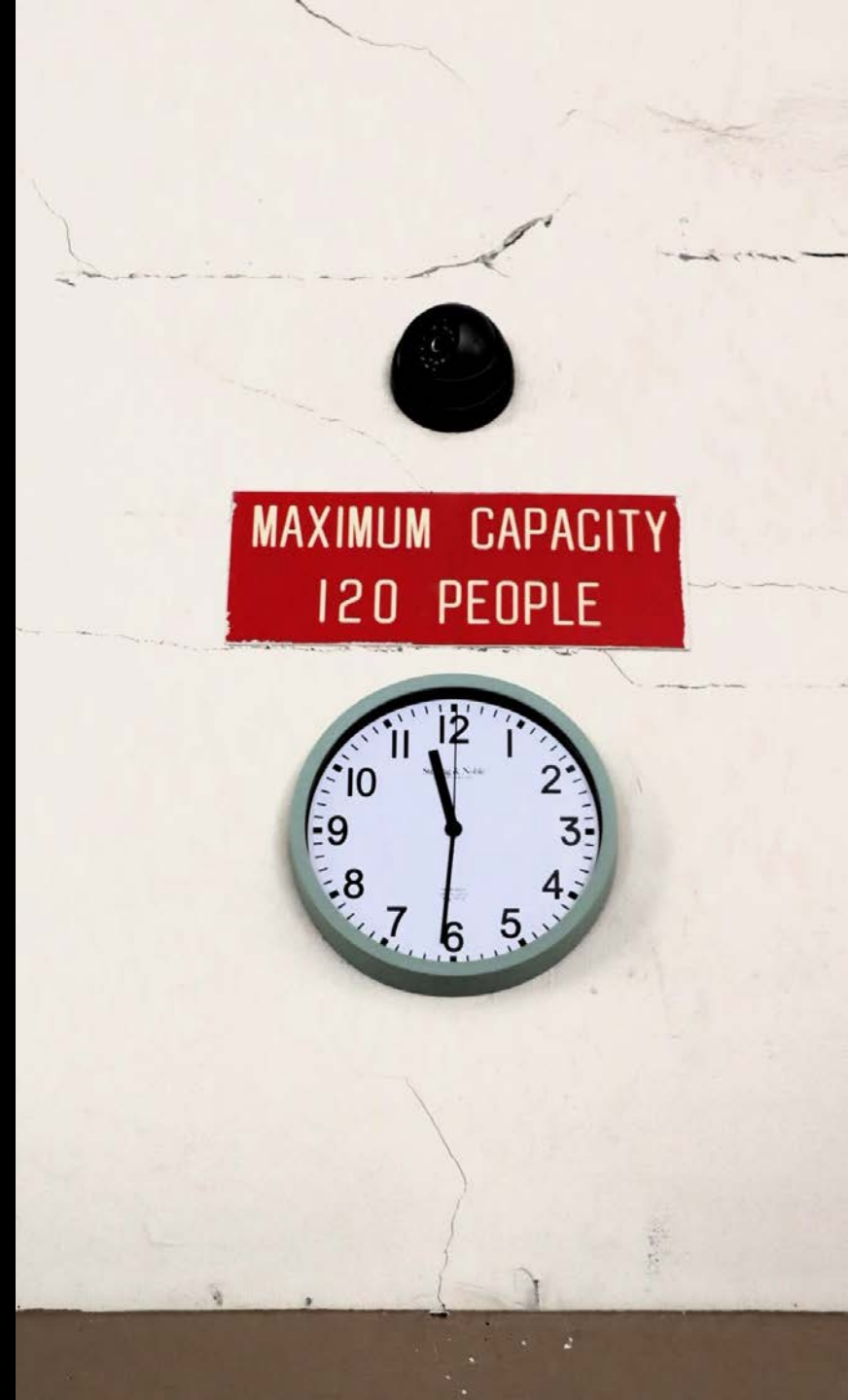
WHAT'S THE CURRENT FINANCIAL SITUATION?

- Unfortunately, the City of Talent has allocated funds for more pressing public issues and is unable to adequately address the Town Hall in the foreseeable future.
- The Talent Urban Renewal Agency may be able to help but, it's no longer a revenue generating agency, and its primary focus is on redeveloping the Gateway land on the corner of Highway 99 and West Valley View Road.



THE NEEDS OF TALENT'S HISTORIC TOWN HALL ARE IMMEDIATE

As time goes on, the problems become worse and worse. We risk losing our beloved building if we don't act quickly.





WHAT ARE WE ARE DOING NOW?

- We recently applied for “Preserving Oregon Grant” through the State Historical Preservation Office (SHPO). It’s in the scoring process.
- Identifying and preparing for other grant opportunities such as the T-Mobile Hometown Grant, SHPO Main Street Grant, Kinsman Foundation and other similar foundations.
- Thinking of creative ways to get much needed funding through partnerships, volunteers, and donations.
- Our Federal Discretionary Funding application was not competitive.

WHERE DO WE GO FROM HERE?

- Looking for any financial support that the community can provide.
- Enlist help in the form of grant writers, donations, or volunteers.
- Assistance with fundraisers.
- Leads on any possible grant opportunities.
- Help with getting the word out regarding the preservation of Talent's Historic Town Hall.



THANK YOU

Tessa DeLine
Finance Director
City of Talent
541-535-1566



TownHall@CityofTalent.org





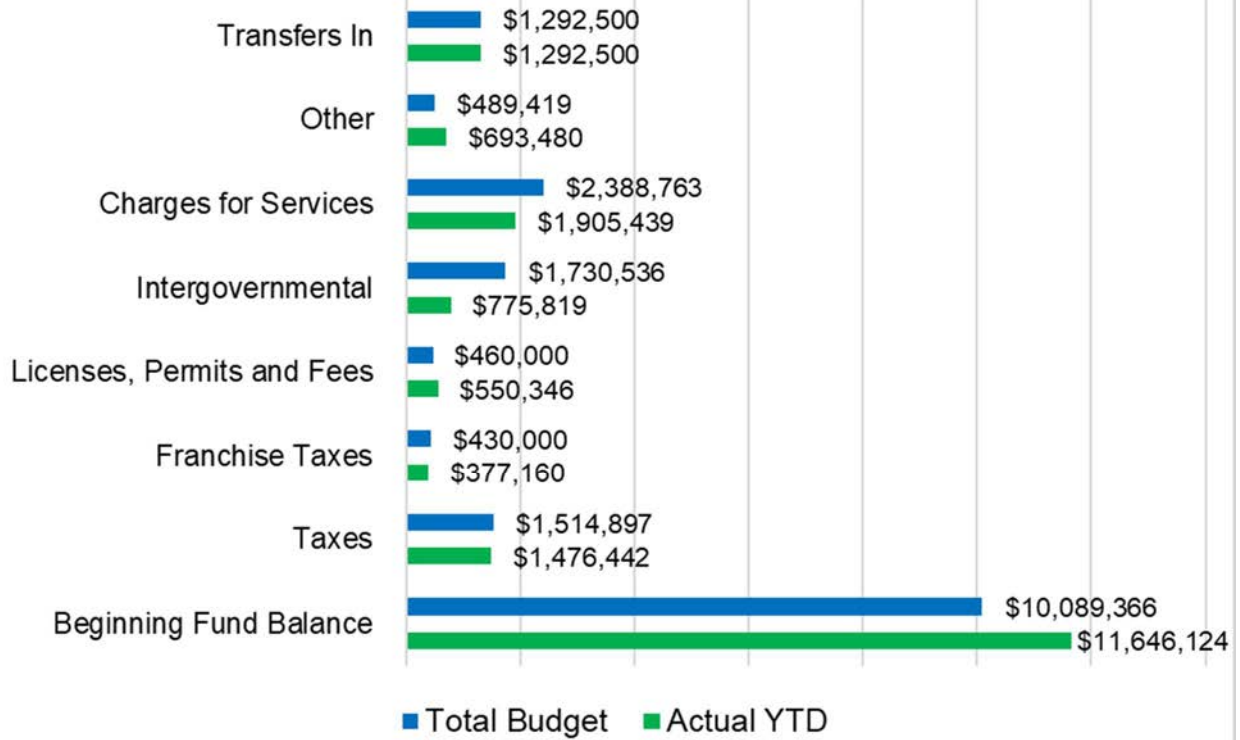
Memorandum

To: Gary Milliman – City Manager
From: Tessa DeLine – Finance Director
cc: Talent City Council
Date: April 29, 2024
Re: March 2024 Financial Packet

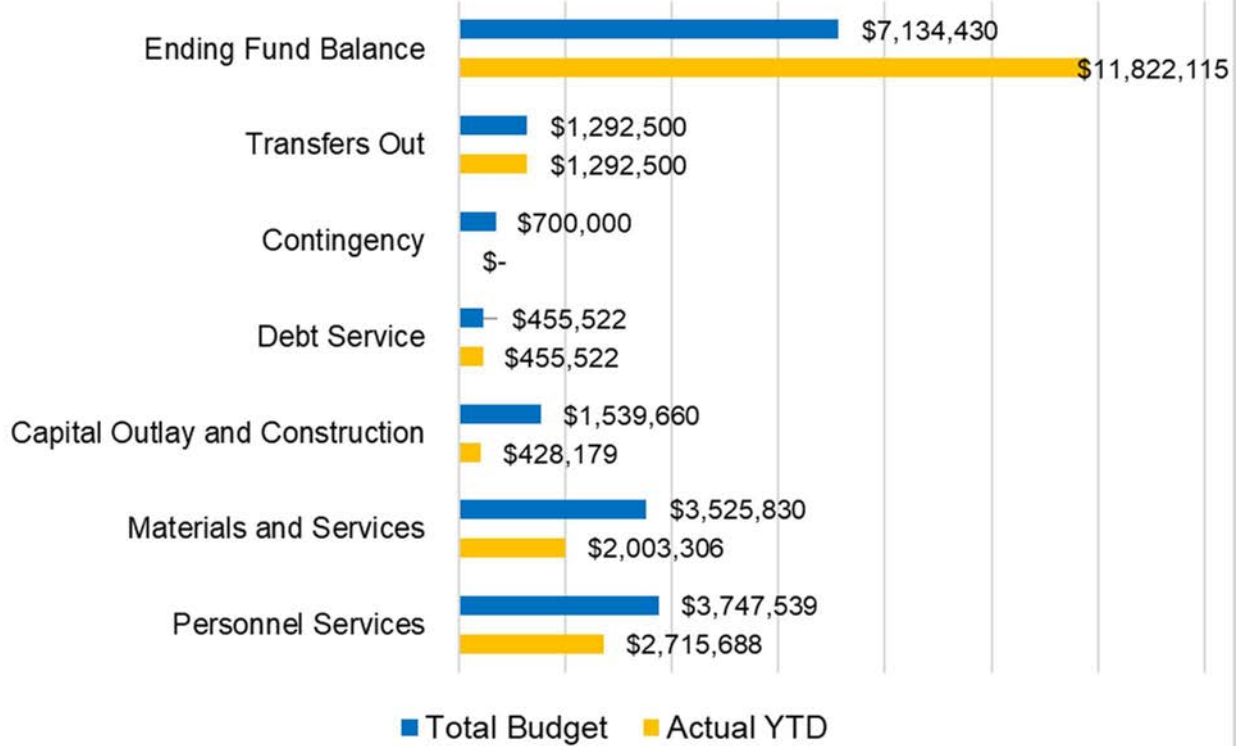
Budget Analysis Summary – All Funds

City of Talent All Funds March 31, 2024				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	1,476,442	1,514,897	(38,455)	-3%
Franchise Taxes	377,160	430,000	(52,840)	-12%
Licenses, Permits and Fees	550,346	460,000	90,346	20%
Intergovernmental	775,819	1,730,536	(954,717)	-55%
Charges for Services	1,905,439	2,388,763	(483,324)	-20%
Fines and Forfeitures	38,711	46,000	(7,289)	-16%
Interest	405,645	291,900	113,745	39%
Miscellaneous	249,124	151,519	97,605	64%
Total Resources from Operations	\$ 5,778,686	\$ 7,013,615	\$ (1,234,929)	-18%
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	14%
TOTAL RESOURCES	<u>\$ 18,717,310</u>	<u>\$ 18,395,481</u>	<u>\$ 321,829</u>	<u>2%</u>
REQUIREMENTS (2023-2024)				
Personnel Services	2,715,688	3,747,539	1,031,851	28%
Materials and Services	2,003,306	3,525,830	1,522,524	43%
Capital Outlay and Construction	428,179	1,539,660	1,111,481	72%
Debt Service	455,522	455,522	0	0%
Total Operating Expenses	\$ 5,602,695	\$ 9,268,551	\$ 3,665,856	40%
Transfers Out	1,292,500	1,292,500	-	0%
Contingency	-	700,000	700,000	100%
Estimated Ending Fund Balances	11,822,115	7,134,430	(4,687,685)	-66%
Total Other Requirements	\$ 13,114,615	\$ 9,126,930	\$ (3,987,685)	-44%
TOTAL REQUIREMENTS	<u>\$ 18,717,310</u>	<u>\$ 18,395,481</u>	<u>\$ (321,829)</u>	<u>-2%</u>

Resources - All Funds



Requirements - All Funds



City of Talent General Fund March 31, 2024				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	1,475,439	1,512,897	(37,458)	-2%
Franchise Taxes	377,160	430,000	(52,840)	-12%
Licenses, Permits and Fees	548,876	460,000	88,876	19%
Intergovernmental	411,941	1,200,936	(788,995)	-66%
Charges for Services	118,742	164,963	(46,221)	-28%
Fines and Forfeitures	38,711	46,000	(7,289)	-16%
Interest	182,993	152,000	30,993	20%
Miscellaneous	249,771	77,600	172,171	222%
Total Resources from Operations	\$ 3,403,634	\$ 4,044,396	\$ (640,762)	-16%
Beginning Fund Balance	6,381,582	5,418,127	963,455	18%
Total Other Resources	6,381,582	5,418,127	963,455	18%
TOTAL RESOURCES	<u>\$ 9,785,216</u>	<u>\$ 9,462,523</u>	<u>\$ 322,693</u>	<u>3%</u>
REQUIREMENTS (2023-2024)				
Personnel Services	2,030,665	2,808,224	777,559	28%
Materials and Services	1,264,400	2,247,695	983,295	44%
Capital Outlay and Construction	34,634	31,000	(3,634)	-12%
Total Operating Expenses	\$ 3,329,698	\$ 5,086,919	\$ 1,757,221	35%
Transfers Out	1,200,000	1,200,000	-	0%
Contingency	-	250,000	250,000	100%
Estimated Ending Fund Balance	5,255,519	2,925,604	(2,329,915)	-80%
Total Other Requirements	6,455,519	4,375,604	(2,079,915)	-48%
TOTAL REQUIREMENTS	<u>\$ 9,785,216</u>	<u>\$ 9,462,523</u>	<u>\$ (322,693)</u>	<u>-3%</u>

Resources

The largest resource collected to date is Tax Revenue in the amount of \$1.48M. The bulk of the Tax Revenue is collected in November with smaller amounts occurring throughout the year. Intergovernmental Revenue has an unfavorable variance of \$789K. Interest Revenue is higher than anticipated due to steadily increasing rates in the Local Government Investment Pool. The Beginning Fund Balance has a favorable \$963K variance. This is likely due to a conservative estimate during the budget process.

Total Operating Expense is under budget YTD by \$1.8M. Higher than expected pay increases for union negotiations, payroll-related expenditures, and staff turnover in the General Fund will likely trigger the preparation of a supplemental budget in the late spring of 2024. Budgeted transfers in the amount of \$1.2M were made in July. The estimated ending fund Balance currently has a \$2.3M favorable variance.

City of Talent Parks Fund March 31, 2024				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Taxes	1,003	2,000	(997)	0%
Intergovernmental	32,412	24,600	7,812	32%
Charges for Services	218,814	240,000	(21,186)	-9%
Interest	13,769	8,000	5,769	72%
Miscellaneous	-	8,213	(8,213)	-100%
Total Resources from Operations	\$ 265,997	\$ 282,813	\$ (16,816)	-6%
Beginning Fund Balance	362,999	327,217	35,782	11%
Total Other Resources	362,999	327,217	35,782	11%
TOTAL RESOURCES	<u>\$ 628,996</u>	<u>\$ 610,030</u>	<u>\$ 18,966</u>	<u>3%</u>
REQUIREMENTS (2023-2024)				
Personnel Services	103,020	197,364	94,344	48%
Materials and Services	45,586	84,635	39,049	46%
Capital Outlay and Construction	6,022	4,645	(1,377)	-30%
Total Operating Expenses	154,628	286,644	132,016	46%
Transfers	-	-	-	0%
Contingency	-	50,000	50,000	100%
Estimated Ending Fund Balance	474,368	273,386	(200,982)	-74%
Total Other Requirements	474,368	323,386	(150,982)	-47%
TOTAL REQUIREMENTS	<u>\$ 628,996</u>	<u>\$ 610,030</u>	<u>\$ (18,966)</u>	<u>-3%</u>

Resources

Parks Fees (Charges for Services) in the amount of \$219K make up the bulk of resources in the Parks Fund. These fees are included in the monthly utility bill. Intergovernmental revenue of \$32K is from marijuana and state highway taxes.

Requirements

Total Operating Expense is under budget to date by \$132K. Contingency of \$50K remains untouched, and the Estimated Ending Fund Balance of \$474K has a favorable variance of \$201K.

City of Talent Street Fund March 31, 2024				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Licenses, Permits and Fees	1,470	-	1,470	0%
Intergovernmental	331,466	450,000	(118,534)	-26%
Charges for Services	173,645	216,800	(43,155)	-20%
Interest	39,433	26,000	13,433	52%
Miscellaneous	-	32,853	(32,853)	-100%
Total Resources from Operations	\$ 546,015	\$ 725,653	\$ (179,638)	-25%
Beginning Fund Balance	1,110,230	988,774	121,456	12%
Total Other Resources	1,110,230	988,774	121,456	12%
TOTAL RESOURCES	<u>\$ 1,656,245</u>	<u>\$ 1,714,427</u>	<u>\$ (58,182)</u>	<u>-3%</u>
REQUIREMENTS (2023-2024)				
Personnel Services	189,431	286,389	96,958	34%
Materials and Services	152,103	391,950	239,847	61%
Capital Outlay and Construction	8,331	-	(8,331)	0%
Total Operating Expenses	349,865	678,339	328,474	48%
Transfers	92,500	92,500	-	0%
Contingency	-	250,000	250,000	100%
Estimated Ending Fund Balance	1,213,880	693,588	(520,292)	-75%
Total Other Requirements	1,306,380	1,036,088	(270,292)	-26%
TOTAL REQUIREMENTS	<u>\$ 1,656,245</u>	<u>\$ 1,714,427</u>	<u>\$ 58,182</u>	<u>3%</u>

Resources

The largest number of Resources collected to date is from Intergovernmental Revenues in the amount of \$331K for state highway gas taxes. The next source of revenue is for Charges for Services in the amount of \$174K. This is mostly from Street Utility Fees that are part of the monthly utility bills.

Requirements

Total Operating Expenses of \$350K has a favorable variance of \$328K. The \$250K in Contingency remains unspent. Budgeted Transfers in the amount of \$93K were completed in the month of July. Currently, the Estimating Ending Fund Balance of \$1.2M has a favorable variance of \$521K.

City of Talent SDC Fund March 31, 2024					
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining	
Charges for Services	147,751	155,000	(7,249)	-5%	
Interest	54,361	39,900	14,461	36%	
Total Resources from Operations	\$ 202,112	\$ 194,900	\$ 7,212	4%	
Beginning Fund Balance	1,461,188	1,163,249	297,939	26%	
Total Other Resources	\$ 1,461,188	\$ 1,163,249	\$ 297,939	26%	
TOTAL RESOURCES	<u>\$ 1,663,300</u>	<u>\$ 1,358,149</u>	<u>\$ 305,151</u>	<u>22%</u>	
REQUIREMENTS (2023-2024)					
Transfers Out	-	-	-		
Estimated Ending Fund Balance	1,663,301	1,358,149	(305,152)	-22%	
Total Other Requirements	\$ 1,663,301	\$ 1,358,149	\$ (305,152)	-22%	
TOTAL REQUIREMENTS	<u>\$ 1,663,300</u>	<u>\$ 1,358,149</u>	<u>\$ (305,151)</u>	<u>-22%</u>	

Resources

The largest amount of Resources collected to date is from Charges for Services (Systems Development Charges) in the amount of \$148K. 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/home mortgage rates.

Requirements

There were no budgeted transfers from the SDC fund in the 2023-24 fiscal year. The Estimated Ending Fund Balance of \$1.7M has a \$305K favorable variance.

City of Talent Capital Improvement Projects Fund March 31, 2024				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Intergovernmental	-	15,000	(15,000)	-100%
Interest	103,627	57,000	46,627	82%
Miscellaneous	-	-	-	0%
Total Resources from Operations	\$ 103,627	\$ 72,000	\$ 31,627	44%
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	3%
TOTAL RESOURCES	<u>\$ 3,310,132</u>	<u>\$ 3,198,386</u>	<u>\$ 111,746</u>	<u>3%</u>
REQUIREMENTS (2023-2024)				
Miscellaneous	-	-	-	-
Capital Outlay and Construction	375,143	1,500,115	1,124,972	75%
Total Capital Expenses	\$ 375,143	\$ 1,500,115	\$ 1,124,972	75%
Estimated Ending Fund Balance	2,934,989	1,698,271	(1,236,718)	-73%
Total Other Requirements	\$ 2,934,989	\$ 1,698,271	\$ (1,236,718)	-73%
TOTAL REQUIREMENTS	<u>\$ 3,310,132</u>	<u>\$ 3,198,386</u>	<u>\$ (111,746)</u>	<u>-3%</u>

Resources

The largest amount of Resources collected to date is the \$1.29M in interfund transfers. In addition, \$104K of Interest was earned in the Local Government Investment Pool.

Requirements

\$375K was paid out in Capital Outlay and Construction since July 1st. Total Capital Expense has a \$1.1M favorable variance. There have been no active projects during the month of February. 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. The ARPA Transfers for the Old Town Skate Park Improvements and for the permanent solution for Foss Road will be redirected to the system wide replacement of water meters. Alternative funding for Chuck Roberts Tennis Courts and the Skate Park will be sought. Temporary repairs to Foss Road are expected to begin in the spring of 2024 and those repairs will be paid for through the Street Fund.

City of Talent Fiscal Year 2023-24 Capital Improvement Project List						
Project Number	Project Description	Actual Beginning Balance 2023-24	YTD Interfund Transfers	YTD Revenues	YTD Expenditures	Ending Balance
General Projects						
G0000	General Projects Reserve	62,917	(53,944)	-	-	8,973
G0001	HVAC - City Hall Maintenance	-	-	-	-	-
G0002	Public Works - Generator	-	53,944	-	53,944	-
I0001	Interest Tracking	-	-	103,627	-	103,627
General Projects YTD Actual		\$ 62,917	\$ -	\$ 103,627	\$ 53,944	\$ 112,599
General Projects Total Budget		\$ 45,337	\$ -	\$ 57,000	\$ 30,000	\$ 72,337
General Projects Variance		\$ 17,580	\$ -	\$ 46,627	\$ (23,944)	\$ 40,262
Parks Projects						
P0000	Parks Projects Reserve	34,193	-	-	-	34,193
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	-	-	127,218	32,782
Parks Projects YTD Actual		\$ 419,969	\$ 825,000	\$ -	\$ 127,218	\$ 1,117,751
Parks Projects Total Budget		\$ 402,389	\$ 825,000	\$ -	\$ 1,010,265	\$ 217,124
Parks Projects Variance		\$ 17,580	\$ -	\$ -	\$ 883,047	\$ 900,627
Stormwater Projects						
S0000	Storm Water Projects Reserve	6,553	-	-	-	6,553
S0001	First Street Storm Drain Rehabilitation	150,000	-	-	-	150,000
Stormwater Projects YTD Actual		\$ 156,553	\$ -	\$ -	\$ -	\$ 156,553
Stormwater Projects Total Budget		\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Stormwater Projects Variance		\$ 6,553	\$ -	\$ -	\$ -	\$ 6,553
Transportation Projects						
TREES	Tree Planting Irrigation	-	25,000	-	-	25,000
T0000	Transportation Projects Reserve	173,322	-	-	-	173,322
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		\$ 173,322	\$ 467,500	\$ -	\$ -	\$ 640,822
Transportation Projects Total Budget		\$ 166,067	\$ 467,500	\$ 15,000	\$ -	\$ 648,567
Transportation Projects Variance		\$ 7,255	\$ -	\$ (15,000)	\$ -	\$ (7,745)
Fleet Vehicles and Equipment						
F00PD	Police Fleet Reserve	8,685	-	-	-	8,685
F00PW	Public Works Fleet Reserve	37,034	(29,750)	-	-	7,284
F0001	Police Car	75,000	-	-	74,769	231
F0002	Police Car	26,750	-	-	-	26,750
F0003	Public Works Truck	60,000	29,750	-	89,750	-
Fleet Vehicles and Equipment Projects YTD Actual		\$ 207,469	\$ -	\$ -	\$ 164,519	\$ 42,950
Fleet Vehicles and Equipment Projects Total Budget		\$ 198,784	\$ -	\$ -	\$ 161,750	\$ 37,034
Fleet Vehicles and Equipment Projects Variance		\$ 8,685	\$ -	\$ -	\$ (2,769)	\$ 5,916
Water Projects						
W0000	Water Projects Reserve	225,855.00	(4,009)	-	-	221,846
045	West Valley View Reprofile	-	4,009	-	4,009	-
W0001	Asbestos Concrete Line Replacement	244,821	(9,364)	-	-	235,457
W0001A	Park Avenue Asbestos Line Replacement	-	9,364	-	9,364	-
W0002	West Valley View Road Transmission Main	60,000	-	-	12,714	47,286
W0003	Large Meter Replacement	25,000	-	-	-	25,000
W0004	Update Scada System	100,000	-	-	3,376	96,624
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		\$ 893,776	\$ -	\$ -	\$ 29,462	\$ 864,314
Water Projects Total Budget		\$ 871,309	\$ -	\$ -	\$ 298,100	\$ 573,209
Water Projects Variance		\$ 22,467	\$ -	\$ -	\$ 268,638	\$ 291,105
TOTAL PROJECTS YTD ACTUAL		\$ 1,914,005	\$ 1,292,500	\$ 103,627	\$ 375,143	\$ 2,934,989
TOTAL PROJECTS BUDGET		\$ 1,833,886	\$ 1,292,500	\$ 72,000	\$ 1,500,115	\$ 1,698,271
TOTAL VARIANCE		\$ 80,119	\$ -	\$ 31,627	\$ 1,124,972	\$ 1,236,718

City of Talent Water Fund March 31, 2024				
RESOURCES (2023-2024)	Current YTD	Total Budget	Total Budget Variance	% Remaining
Intergovernmental	-	40,000	(40,000)	-100%
Charges for Services	1,246,487	1,612,000	(365,513)	-23%
Interest	11,461	9,000	2,461	27%
Miscellaneous	(647)	32,853	(33,500)	-102%
Total Resources from Operations	\$ 1,257,301	\$ 1,693,853	\$ (436,552)	-26%
Beginning Fund Balance	384,215	358,113	26,102	7%
Total Other Resources	\$ 384,215	\$ 358,113	\$ 26,102	7%
TOTAL RESOURCES	<u>\$ 1,641,516</u>	<u>\$ 2,051,966</u>	<u>\$ (410,450)</u>	-20%
REQUIREMENTS (2023-2024)				
Personnel Services	392,572	455,562	62,990	14%
Materials and Services	541,217	801,550	260,333	32%
Capital Outlay and Construction	4,050	3,900	(150)	-4%
Debt Service	455,522	455,522	0	0%
Total Operating Expenses	\$ 1,393,361	\$ 1,716,534	\$ 323,173	19%
Transfers	-	-	-	0%
Contingency	-	150,000	150,000	100%
Estimated Ending Fund Balance	248,155	185,432	(62,723)	-34%
Total Other Requirements	\$ 248,155	\$ 335,432	\$ 87,277	26%
TOTAL REQUIREMENTS	<u>\$ 1,641,516</u>	<u>\$ 2,051,966</u>	<u>\$ 410,450</u>	<u>20%</u>

Resources

The largest number of Resources collected to date is from Charges for Services in the amount of \$1.2M. This is from water revenue and new water service connections.

Requirements

Total Operating Expenses of \$1.39M has a \$323K favorable variance. Contingency remains untouched at \$150K. The Estimated Ending Fund Balance of \$272K is slightly higher than last month. The Estimated Ending Fund Balance will be of immediate concern until new water rates are implemented and the reserves begin to build back up to safer levels.

City of Talent Go Bond Fund March 31, 2024					
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>	<u>0%</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>	<u>0%</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		
March 31, 2024		
Cash and Investments		
	Balance	Interest Rate
Checking Accounts	\$ 526,056.58	0.01%
Local Government Investment Pool	\$ 11,293,404.21	5.20%
Total Cash and Investments	<u>\$11,819,460.79</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	(1,280,000.00)	
Balance as of 3/31/24	<u>\$ 2,245,000.00</u>	
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	(1,279,344.00)	
Balance as of 3/31/24	<u>\$ 720,656.00</u>	
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	(205,627.00)	
Balance as of 3/31/24	<u>\$ 3,403,373.00</u>	
Annual payments on 12/1 until 12/1/50	\$ 139,961.78	
Total Loans owed by the City of Talent	<u>\$ 6,369,029.00</u>	

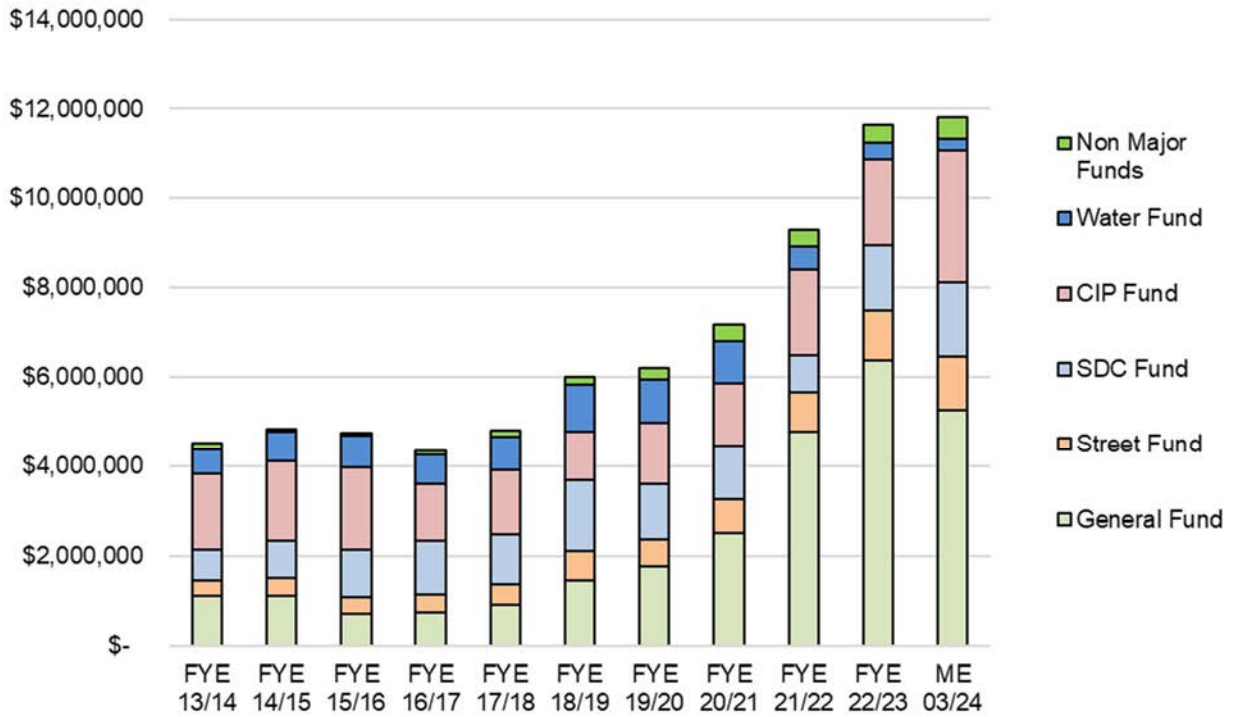
Cash and Investments

The interest rate in the Local Government Investment Pool is earning 5.2%, the highest rate of return in the past 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 03/24	\$ 5,255,519	\$ 1,213,880	\$ 1,663,301	\$ 2,934,989	\$ 248,155	\$ 506,272	\$ 11,822,116

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.



City of Talent, OR

Check Report

By Check Number

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - POOL						
AFLAC001	AFLAC	04/01/2024	Regular	0.00	296.68	19432
NATIO004	NATIONWIDE RETIREMENT SOLUTION	04/01/2024	Regular	0.00	32.31	19433
STAND001	STANDARD INSURANCE CO	04/01/2024	Regular	0.00	1,260.90	19434
VANTA001	VANTAGEPOINT TRANSFER AGENTS 306560	04/01/2024	Regular	0.00	1,360.00	19435
ORSAV001	VOYA-STATE OF OREGON PLAN	04/01/2024	Regular	0.00	1,425.00	19436
SASCO001	AAD ENTERPRISES INC	04/01/2024	Regular	0.00	479.30	19437
AVIST001	AVISTA UTILITIES	04/01/2024	Regular	0.00	1,656.31	19438
BRADE001	BRADLEY'S EXCAVATION INC.	04/01/2024	Regular	0.00	5,020.00	19439
CINTAS001	CINTAS	04/01/2024	Regular	0.00	410.03	19440
CITYO019	CITY OF MEDFORD	04/01/2024	Regular	0.00	1,972.36	19441
HOMED001	HOME DEPOT CREDIT SERVICES	04/01/2024	Regular	0.00	423.74	19442
MOUNT001	MOUNTAIN VIEW PAVING INC	04/01/2024	Regular	0.00	700.00	19443
NEILS001	NEILSON RESEARCH CORP.	04/01/2024	Regular	0.00	315.00	19444
OREGO001	OREGON ASSOCIATION OF WATER UTILITIES	04/01/2024	Regular	0.00	1,140.64	19445
PACIF001	PACIFIC POWER	04/01/2024	Regular	0.00	9,419.36	19446
PHOEN003	PHOENIX AUTO PARTS	04/01/2024	Regular	0.00	38.07	19447
C&SFI001	POTTER STEVEN	04/01/2024	Regular	0.00	849.89	19448
RECOL001	RECOLOGY ASHLAND SANITARY SERVICE INC.	04/01/2024	Regular	0.00	640.70	19449
SCOTT003	SCOTT BRADLEY LLC	04/01/2024	Regular	0.00	1,450.00	19450
SOSPL001	SOS PLUMBING & DRAIN SERVICE, INC.	04/01/2024	Regular	0.00	156.00	19451
HUMPT001	THOMAS F HUMPHREY	04/01/2024	Regular	0.00	1,062.50	19452
TYREE001	TYREE OIL, INC	04/01/2024	Regular	0.00	1,231.85	19453
USBAN004	US BANK (CREDIT CARD)	04/01/2024	Regular	0.00	3,714.05	19454
	Void	04/01/2024	Regular	0.00	0.00	19455
VERIZ001	VERIZON WIRELESS	04/01/2024	Regular	0.00	1,222.51	19456
WCPSO001	WCP SOLUTIONS INC	04/01/2024	Regular	0.00	725.55	19457
SUPPL001	911 SUPPLY LLC	04/05/2024	Regular	0.00	855.76	19463
SPINA001	ANDREW DAVID SPINNEY	04/05/2024	Regular	0.00	136.72	19464
BAROA001	ANTHONY S. BARON	04/05/2024	Regular	0.00	2,425.00	19465
ATTWI001	AT&T MOBILITY	04/05/2024	Regular	0.00	95.00	19466
CENTR002	CENTRAL EQUIPMENT CO INC.	04/05/2024	Regular	0.00	13,647.50	19467
COURI001	COURIER PUBLISHING CO INC	04/05/2024	Regular	0.00	56.85	19468
RUIZD001	DONNA RUIZ	04/05/2024	Regular	0.00	111.89	19469
FEDEX001	FEDEX	04/05/2024	Regular	0.00	9.20	19470
JCPLA001	JACKSON COUNTY PLANNING AND DEVELOPMI	04/05/2024	Regular	0.00	47,076.43	19471
LOCKW001	LOCKWOODS AUTOMOTIVE	04/05/2024	Regular	0.00	5,827.79	19472
GARRN001	NICK GARRETT-POWELL	04/05/2024	Regular	0.00	200.00	19473
ORCON001	OREGON DEPT OF CONSUMER & BUSINESS SER	04/05/2024	Regular	0.00	6,323.03	19474
PARTY001	PARTY PLACE	04/05/2024	Regular	0.00	330.00	19475
PHOEN002	PHOENIX-TALENT SCHOOL DISTRICT	04/05/2024	Regular	0.00	3,892.03	19476
QUALI005	QUALITY FENCE CO	04/05/2024	Regular	0.00	17,052.00	19477
REYEP001	REYES PARTY RENTALS	04/05/2024	Regular	0.00	1,700.00	19478
ROGUE004	ROGUE VALLEY SHOOTING SPORTS ASSOCIATIC	04/05/2024	Regular	0.00	135.00	19479
SNOOJ001	SNOOK JENNIFER	04/05/2024	Regular	0.00	230.52	19480
AAFFO001	A AFFORDABLE ROYAL FLUSH	04/12/2024	Regular	0.00	145.00	19481
CANOP001	CANOPY LLC	04/12/2024	Regular	0.00	165.00	19482
CAPIT001	CAPITOL LEGAL SERVICES, LLC	04/12/2024	Regular	0.00	4,258.00	19483
CHART001	CHARTER COMMUNICATIONS	04/12/2024	Regular	0.00	119.98	19484
CINTAS001	CINTAS	04/12/2024	Regular	0.00	1,165.62	19485
CITYO018	CITY OF ASHLAND	04/12/2024	Regular	0.00	750.00	19486
COLVI001	COLVIN OIL CO. INC.	04/12/2024	Regular	0.00	6.77	19487
MINOD001	DAVID MINOR	04/12/2024	Regular	0.00	241.18	19488
DEVOR001	DEVORE ELECTRIC AND CONSTRUCTION	04/12/2024	Regular	0.00	564.50	19489
DMVSE001	DRIVER AND MOTOR VEHICLE SERVICES	04/12/2024	Regular	0.00	27.00	19490

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
EOMED001	EAST OREGONIAN PUBLISHING COMPANY	04/12/2024	Regular	0.00	132.00	19491
ESCO001	EMERGENCY COMMUNICATIONS OF SOUTHERI	04/12/2024	Regular	0.00	24,136.88	19492
ENGINI0001	ENGINEERING SUPPORT SERVICES	04/12/2024	Regular	0.00	875.00	19493
FERGU001	FERGUSON WATERWORKS INC.	04/12/2024	Regular	0.00	2,439.30	19494
FORDC001	FORD CREDIT MUNICIPAL FINANCE	04/12/2024	Regular	0.00	12,754.88	19495
GOCAR001	GO CAR WASH MANAGEMENT CORP	04/12/2024	Regular	0.00	115.17	19496
HUNTE001	HUNTER COMMUNICATIONS INC	04/12/2024	Regular	0.00	3,095.85	19497
	Void	04/12/2024	Regular	0.00	0.00	19498
OFFID001	OFFICE DEPOT INC.	04/12/2024	Regular	0.00	389.29	19499
PROJE001	PROJECT A INC.	04/12/2024	Regular	0.00	450.00	19500
REDAR001	RED ARROW PDR LLC	04/12/2024	Regular	0.00	525.00	19501
RHCON001	RH2 CONTROLS LLC	04/12/2024	Regular	0.00	7,404.69	19502
RHENG001	RH2 ENGINEERING INC.	04/12/2024	Regular	0.00	39,346.17	19503
	Void	04/12/2024	Regular	0.00	0.00	19504
ROGUV002	ROGUE VALLEY MENTORING	04/12/2024	Regular	0.00	100.00	19505
ROGUE003	ROGUE VALLEY SEWER SERVICES	04/12/2024	Regular	0.00	481.87	19506
SECUR001	SECURECOM INC	04/12/2024	Regular	0.00	188.97	19507
SECUR002	SECURITAS TECHNOLOGY CORPORATION	04/12/2024	Regular	0.00	220.70	19508
SNEAK001	SNEAK PREVIEW NEWS & REVIEW LLC	04/12/2024	Regular	0.00	500.00	19509
USCCS001	USCC SERVICES, LLC	04/12/2024	Regular	0.00	225.00	19510
MOUNV001	VICTORIA SNOW MOUNTAIN	04/12/2024	Regular	0.00	150.00	19511
HRAVE001	HRA VEBA TRUST	04/12/2024	Regular	0.00	2,675.00	19512
NATIO004	NATIONWIDE RETIREMENT SOLUTION	04/12/2024	Regular	0.00	32.31	19513
TEAMS001	TEAMSTERS LOCAL 223	04/12/2024	Regular	0.00	959.00	19514
VANTA001	VANTAGEPOINT TRANSFER AGENTS 306560	04/12/2024	Regular	0.00	1,360.00	19515
ORSAV001	VOYA-STATE OF OREGON PLAN	04/12/2024	Regular	0.00	1,425.00	19516
CAPIT001	CAPITOL LEGAL SERVICES, LLC	04/17/2024	Regular	0.00	3,725.00	19517
COURI001	COURIER PUBLISHING CO INC	04/17/2024	Regular	0.00	189.50	19518
LOHMD001	DAVID H. LOHMAN	04/17/2024	Regular	0.00	7,500.00	19519
DEVOR001	DEVORE ELECTRIC AND CONSTRUCTION	04/17/2024	Regular	0.00	1,332.00	19520
FERGU001	FERGUSON WATERWORKS INC.	04/17/2024	Regular	0.00	4,759.13	19521
HOMED001	HOME DEPOT CREDIT SERVICES	04/17/2024	Regular	0.00	692.40	19522
HYPNO001	HYPNOTIC CUSTOMS JASON BEER DBA	04/17/2024	Regular	0.00	600.00	19523
JACMP001	JACKSON COUNTY MOTORPOOL	04/17/2024	Regular	0.00	49.26	19524
JCPAR001	JACKSON COUNTY PARKS OFFICE	04/17/2024	Regular	0.00	12,811.00	19525
JCROA001	JACKSON COUNTY ROADS	04/17/2024	Regular	0.00	2,787.46	19526
DUMAJ001	JAY DUMAS	04/17/2024	Regular	0.00	150.00	19527
MASTC001	MASTER CLEANING SERVICE INC	04/17/2024	Regular	0.00	3,989.22	19528
MEDFO002	MEDFORD WATER COMMISSION	04/17/2024	Regular	0.00	20,720.60	19529
METRO001	METRO PRESORT INC.	04/17/2024	Regular	0.00	1,723.29	19530
ONECA001	ONE CALL CONCEPTS INC.	04/17/2024	Regular	0.00	105.21	19531
OREGO003	OREGON ASSOC CHIEFS OF POLICE	04/17/2024	Regular	0.00	360.00	19532
PACIF007	PACIFIC OFFICE AUTOMATION, INC.	04/17/2024	Regular	0.00	338.45	19533
PLANT001	PLANT OREGON	04/17/2024	Regular	0.00	19,504.00	19534
PRONT001	PRONTO PRINT / EPIGRAPHICS INC.	04/17/2024	Regular	0.00	145.00	19535
ROGUE005	ROGUE VALLEY COUNCIL OF GOVERNMENTS	04/17/2024	Regular	0.00	23,246.57	19536
TYREE001	TYREE OIL, INC	04/17/2024	Regular	0.00	1,096.11	19537
VERIZ001	VERIZON WIRELESS	04/17/2024	Regular	0.00	2,421.93	19538
WILSO001	WILSON & ASSOCIATES CONSULTING, LLC	04/17/2024	Regular	0.00	30.00	19539
ALLIN001	ALL IN ONE RENTAL	04/25/2024	Regular	0.00	448.99	19540
CANOP001	CANOPY LLC	04/25/2024	Regular	0.00	385.00	19541
CHART001	CHARTER COMMUNICATIONS	04/25/2024	Regular	0.00	119.98	19542
CINTAS001	CINTAS	04/25/2024	Regular	0.00	195.12	19543
CITYO019	CITY OF MEDFORD	04/25/2024	Regular	0.00	1,632.65	19544
HASCO001	HASCO STATIONS, LLC	04/25/2024	Regular	0.00	69.20	19545
ELLEJ001	JANE ELLEN	04/25/2024	Regular	0.00	60.00	19546
JOHNS001	JOHNSON CONTROLS US HOLDINGS INC	04/25/2024	Regular	0.00	375.00	19547
LOCKW001	LOCKWOODS AUTOMOTIVE	04/25/2024	Regular	0.00	345.50	19548
OFFID001	OFFICE DEPOT INC.	04/25/2024	Regular	0.00	465.91	19549
ONECA001	ONE CALL CONCEPTS INC.	04/25/2024	Regular	0.00	78.49	19550
PRONT001	PRONTO PRINT / EPIGRAPHICS INC.	04/25/2024	Regular	0.00	234.17	19551

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
ROGUZ001	ROGUE SHRED LLC	04/25/2024	Regular	0.00	46.85	19552
SAFER001	SAFE RESTRAINTS, INC.	04/25/2024	Regular	0.00	4,849.24	19553
TEKMA001	TEKMANAGEMENT, INC.	04/25/2024	Regular	0.00	825.97	19554
USBAN004	US BANK (CREDIT CARD)	04/25/2024	Regular	0.00	4,487.14	19555
	Void	04/25/2024	Regular	0.00	0.00	19556
WILSO001	WILSON & ASSOCIATES CONSULTING, LLC	04/25/2024	Regular	0.00	11,002.00	19557
AFLAC001	AFLAC	04/29/2024	Regular	0.00	296.68	19558
NATIO004	NATIONWIDE RETIREMENT SOLUTION	04/29/2024	Regular	0.00	32.31	19559
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/29/2024	Regular	0.00	2,176.31	19560
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/29/2024	Regular	0.00	-2,176.31	19560
STAND001	STANDARD INSURANCE CO	04/29/2024	Regular	0.00	1,168.50	19561
VANTA001	VANTAGEPOINT TRANSFER AGENTS 306560	04/29/2024	Regular	0.00	860.00	19562
ORSAV001	VOYA-STATE OF OREGON PLAN	04/29/2024	Regular	0.00	1,500.00	19563
UNITE002	UNITED STATES TREASURY PR TAX EFT	04/05/2024	Bank Draft	0.00	4,378.75	DFT0002380
ORREV002	OREGON DEPARTMENT OF REVENUE	04/05/2024	Bank Draft	0.00	1,370.74	DFT0002381
ORREV002	OREGON DEPARTMENT OF REVENUE	04/10/2024	Bank Draft	0.00	17.63	DFT0002384
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/15/2024	Bank Draft	0.00	749.70	DFT0002385
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/15/2024	Bank Draft	0.00	380.87	DFT0002386
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/15/2024	Bank Draft	0.00	28,488.06	DFT0002387
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/15/2024	Bank Draft	0.00	14,472.43	DFT0002388
ORPUB003	OREGON PUBLIC EMPLOYEES RETIREMENT SYS	04/15/2024	Bank Draft	0.00	22,585.94	DFT0002389
UNITE002	UNITED STATES TREASURY PR TAX EFT	04/15/2024	Bank Draft	0.00	20,581.12	DFT0002390
ORREV002	OREGON DEPARTMENT OF REVENUE	04/15/2024	Bank Draft	0.00	7,925.62	DFT0002391
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/30/2024	Bank Draft	0.00	749.70	DFT0002401
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/30/2024	Bank Draft	0.00	380.87	DFT0002402
ORPUB003	OREGON PUBLIC EMPLOYEES RETIREMENT SYS	04/30/2024	Bank Draft	0.00	21,356.29	DFT0002403
UNITE002	UNITED STATES TREASURY PR TAX EFT	04/30/2024	Bank Draft	0.00	20,363.16	DFT0002404
ORREV002	OREGON DEPARTMENT OF REVENUE	04/30/2024	Bank Draft	0.00	7,819.95	DFT0002405
OTEAM001	OREGON TEAMSTERS EMPLOYERS TRUST	04/30/2024	Bank Draft	0.00	2,176.31	DFT0002406

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	196	123	0.00	384,463.74
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-2,176.31
Bank Drafts	16	16	0.00	153,797.14
EFT's	0	0	0.00	0.00
	212	144	0.00	536,084.57

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	196	123	0.00	384,463.74
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-2,176.31
Bank Drafts	16	16	0.00	153,797.14
EFT's	0	0	0.00	0.00
	212	144	0.00	536,084.57

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	4/2024	536,084.57
			536,084.57

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: Talent Urban Forestry Committee Date: 2024/02/26

Name: Jason Clark

Address: [REDACTED]

City: Talent State: OR Zip: 97540

Mailing Address (if different): [REDACTED]

Contact Phone: [REDACTED] E-mail: [REDACTED]

Current Occupation: Ecological Consultant
(If retired or unemployed, state your general or past profession)

How long have you lived in Talent? 14 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? 14 years

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

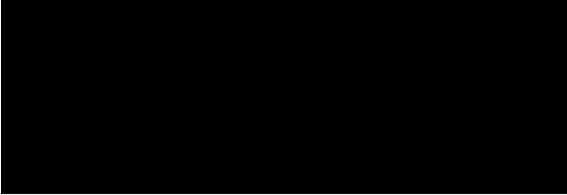
If yes, please describe: _____

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):

In my first years as a Talent City Councilor, I led the way in founding the Talent Urban Forestry Committee and served as its Council liaison for more than four years. I am well informed about the history, current work, and vision of the committee. I am very familiar with committee procedures and the process of making recommendations to Council. I have contributed to organizing and implementing numerous tree planting projects and have established positive relationships within the community. I am well educated in the subject of urban forestry, tree species selection, and ecological knowledge pertaining to growing and maintaining trees. I have a lifelong passion for enhancing the urban ecology and connecting people with their environment. I have a deep understanding of the need for urban forestry in regards to our warming climate. My experience, knowledge, and commitment to the city's urban forestry efforts make me uniquely qualified to serve the community in this capacity.



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

Signature:  Date: 2024/02/26

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

Fiscal year 2024-2025 Focus

1. Develop and approve short and long term financial plans for sustaining existing priority services including public safety, public utilities and public facilities.
 - a. Cost of service, fee studies and fee adjustments.
 - b. Undertaking a public process to explore law enforcement options, including a possible property tax measure.
 - c. Continuous evaluation of alternative methods of providing services through staff attrition.
 - d. Significantly reduce or eliminate discretionary spending.
 - e. Seek alternatives to some employee benefit programs.
 - f. Delay new initiatives that would require new General Fund expenditures.
 - g. Develop an economic development program that includes, as a priority, a strategy for increasing and stabilizing the City's revenue base.
 - h. Aggressively pursue grant funding.

2. Implement the Gateway/Gangnes Road infrastructure and Housing project.
 - a. Collaborate with partners to expedite relocation of existing residents to permanent housing; remove trailers.
 - b. Review and refresh infrastructure development strategy and timeline.
 - c. Prepare new Request for Proposals for development of TURA site.
 - d. Select TURA site developer.
 - e. Construction of improvements (2-3 years estimated).

3. Establish and/or upgrade basic internal administrative systems.
 - a. Amend or create written policies and procedures on a variety of matters. This would include personnel rules and regulations, use of public facilities, internal control systems, facility maintenance schedules, financial management policy, financial projection model, vehicle replacement, records management, development review and a host of other items needed to provide consistent policy and management direction to staff.

Only after the City's financial condition, organizational structure and staffing is stabilized can we effectively pursue the Council's broader vision and policy goals.

(continued)

Affordable Housing (AF)

Goal 1: More housing stock for affordable and workforce households

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Update Buildable Lands Inventory	Medium	In progress	A	FY 24/25	CCD, consultant	Staff resources/funding	AF-1-B	
b. Update Housing Needs Analysis	Medium		B	FY 25/26	CCD, consultant	Staff resources/funding	AF-1-A	
c. Adopt code changes for Re-envision Hwy99 Corridor (TGM)	Medium	In progress	B	FY 24/25	CCD, consultant, PC, Council	Staff resources/funding		
d. Adopt Title 18 Code updates, includes tree code, ag buffers, environmental development standards, and climate friendly areas	High		A	FY 24/25	CCD, consultant, PC, Council	Staff resources/funding		
e. Establish and adopt Title 17 Code updates	High		A	FY 24/25	CCD, consultant, PC, Council	Staff resources/funding		

(continued)

Community Safety (CS)

Goal 1: Achieve a more sustainable policing model

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Host Community Town Halls to discuss police funding and service delivery alternatives	High	In progress	A	FY 24/25	COP, CM, Council	Staff resources	CE-G1-A	Urgent matter related to budget shortfall, build from PSU study, needs extensive public engagement program

Goal 2: Mitigate potential natural disasters (wildfire, flood, landslides, earthquake)

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Remove hazardous fuels from and replant Bear Creek Greenway and Wagner Creek Greenway	High	In progress	A	FY 24/25	PW, Community Partners			Multiple projects and funding resources, needs coordination among overlapping projects
b. Become a Firewise & Fire-Resistant Community	High	Not started	B	FY 24/25	PD, FD5, County OEM	Lack of resources		Need to develop relationship with Fire District 5

Goal 3: Increase our emergency preparedness

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Update Emergency Operations Plan and Continuity of Operations Plan	High		A		COP, CM, Consultant	Funding and staffing	CS-G2-B CS-G3-B	
b. Develop an emergency response partnership with other jurisdictions	Medium	In progress	A		COP, CM, Community Partners		CS-G2-B CS-G3-A	

c. Distribute emergency preparedness information at community events	Low	In progress	B	Ongoing	COP			
d. Continue coordination with Phoenix-Talent School District	Low	ongoing	A	Ongoing	CM, COP			
e. Establish volunteer & education programs (i.e. CERT)	High		C		COP, community partners	Staff resources		Significant level of effort needed to establish and sustain a new citywide volunteer program

Goal 4: Support healthy homes

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
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Action Items

a. Promote through public information campaign								
b. Identify resources for home audits								

(continued)

Sustainability (S)

Goal 1: Reduce our carbon footprint as a community

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Host a Recycle Roundup to recycle uncommon items	Low	Ongoing	B	Ongoing	CEOD, T4T			Together for Talent organizing annual event
b. Establish an urban forestry master plan	Medium	In-progress	B	FY 24/25	PW, TUFC	Funding	ED-G2-D	
c. Increase tree canopy	Low	In-progress	A		PW, TUFC	Funding	S-G1-D	

Goal 2: Become more drought tolerant and fire resistant

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Pilot citywide Water Conservation Program	Medium		C	FY 25/26	PW, FD	Staff, funding		Take on this project following completion of water meter replacement. Install recycle system at Splash Pad as immediate item

(continued)

Transportation (T)

Goal 1: Have better Greenway accessibility to Talent

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Update Transportation Systems Plan	High	Delayed	B	FY 25/26	PW, consultant	Delayed due to state funding reduction		
b. Establish Creel Road Bike Path Connector	Low		C		PW, ODOT	Funding,	T-G1-A	Pursue grant funding
c. Pursue Safe Routes to School Funding	Medium	In progress		FY 25/26	PW, consultant		T-G1-A	Preapplication for state funding submitted March 24, 2024
d. Reassemble Traffic Safety & Transportation Commission	Low	In progress	A	June 2024	PW, PC	Staff resources, competing priorities		
e. Improve walkability and Create Walkability Plan	Medium		B		PW, council	Better definition of action item needed	T-G1-A	
f. Engage more with RVTD, pursue route 7, and addition bus shelters	Medium		C		PW, council		T-G1-H	Water goals?

(continued)

Community Engagement (CE)

Goal 1: Communicate better with the community

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Assess our current practices through an equity & inclusive lens	High		B	FY 25/26	CM, CEOD, consultant	Lack of documentation on current policies and procedures	CE-G1-I	Need to train staff or retain consultants
b. Keep website current and make city documents available online (resolutions, ordinances, master plans)	Medium	In progress	A	Ongoing	CEOD, CR			New website online, April 2024, will enhance this effort

Goal 2: Provide strong committee and commission support

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Convene quarterly chair summits	Low	In progress	A	May 2024, quarterly thereafter	CR, CM, COED	Staff time	CE-G2-B	Need committee, commission handbook and training
b. Training and handbooks for committees and commissions	Medium		A				CE-G2-A	

Goal 3: perform regular community engagement

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Publish a quarterly newsletter in Talent News and Reviews publication	Medium	Ongoing	B	Ongoing	CEOD	Staff time		Retain current practice of utilizing Talent News and Reviews publication

Economic Development (ED)

Goal 1: Understand what businesses need

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Establish or participate in Economic Development Cohort	Low-medium		A	FY 24/25	CM, Community partners	Staff resources	CE-G1-A, ED-G1-B	Need more information
b. Host a roundtable with commercial property owners and developers	low		A	FY 24/25	CM, CE, CDD	Staff resources	CE-G1-A, ED-G1-A	

Goal 2: Help recruit and establish essential businesses

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Implement Gateway Plan	High	In progress, seeking funding	A	FY 23/24 - FY 26/27	CM, COD, PW	Funding and staffing	ED-G2-D	Multifaceted major project, consider city's top overall priority
b. Update our Economic Opportunity Analysis	Medium		B	FY 25/26	CDD, consultant	Funding and staffing	ED-G2-C	
c. Update Economic Development section of Comprehensive Plan	Medium		B	FY 25/26	CDD, CM, ?	Funding and staffing	ED-G2-B	
d. Move from planning to implementing	Medium	In progress	A		CDD, CM	Competing day to day management demands	ED-G2-A/B/C	

Goal 3: Become a stronger destination

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Build new tennis courts	High		A		PW, contractor	Need funding	ED-G3-B/C	Funding maybe
b. Resurface skate park	Medium	In progress	A	FY 24/25	PW, contractor		ED-G3-A	Seeking grant funding, funding availability will be known in 09/24

c. Update Chuck Roberts Park Master Plan	Medium	In progress,	A	Summer 2024	PW, CM			
d. Install public murals downtown	High		B		PW, TPAC	Need funding plan		
e. Update Architectural Guidelines for downtown	Medium	In progress	B		TARC, CDD		ED-G3-F	TARC project
f. Update historic buildings map	Medium		B		CDD, TARC		ED-G3-E	TARC project
g. Promote historic district	Medium		B		CDD, TARC, CEOD	Need funding plan	ED-G3-D/E/F	
h. Develop Town Hall rehabilitation and use plan	High		B	FY 24/25	CM, PW, consultant	Funding	ED-G3-F/G	
i. Prioritize parks projects	Medium		B	Summer 2024	Council, PW, P/RCOM		ED-G3-A/B	

(continued)

Sustainable Foundation (CE)

Goal 1: City code, policies, and practices are consistent, up-to-date, and documented

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Develop long-term financial plan and management policies	High	In-progress	A	FY 24/25	FD, CM	Low property tax revenues	CS-G1-A	Must consider as top city priority
b. Develop investment policy	Medium		A	FY 24/25	FD	Competing priorities	CE-G1-A	
c. Update personnel handbook	Medium		B		CM, FD	Competing priorities		
d. Implement organizational efficiencies	High	In progress	A		CM, management team	Competing priorities	CE-G1-A	
e. Update technology management policies	Low	In-progress	B		FD, contractor	Competing priorities	CE-G1-D	
f. Update job descriptions	Medium		B		CM, FD	Competing priorities	CE-G1-C	
g. Close out TURA	Medium		B		CM, FD	Retain funding for Gateway project		
h. Develop annual training schedules for each position	Low		C		Dept. heads	Competing priorities	CE-G1-I	
i. Enact DEI policy and training program	Low		C		CM, FD, consultant	resources	CE-G1-H	

Goal 2: City infrastructure is well-maintained

	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Implement plans that we have	Medium	In progress	A	Ongoing	All team members	Lack of funding	CE-G1-A	Some planning documents are becoming dated, some commissions are developing new plans
b. Develop Facilities Master Plan	Medium		B		PW, FD, CM, PC	Lack of funding, staff resources	CE-G1-A	
c. Calculate maintenance costs by project type	High		B		FD, PW	Lack of funding, staff resources	CE-G1-A	More information needed
d. Establish equipment & vehicle replacement	Low	Near complete	A	FY 23/24	FD, PW, PC	Competing priorities	CE-G1-A	

schedule								
Goal 3: Revenue keeps pace with expenses								
	Effort Level	Status	Priority Level	Timeline	Team	Constraints	Related Item	Notes
Action Items								
a. Recalculate System Development Charges	Medium	Not started	A	FY 25/26	FD,PW, consultant	Funding for engineering study		
b. Cost of Service study and update all fees and charges for service	Medium	Not started	A	FY 25/26	FD, PW, consultant	Funding		
c. Change business license system and update fees	High	Not started	A	FY 24/25	FD	Competing priorities		
d. Establish and hold a reserve in each fund	High	Not started	A	FY 25/26	FD, Council			
e. Pursue grant funding	Medium	Ongoing	A	ongoing	All dept.			

Key	
CCD	Community Development Director
COP	Chief of Police
PWD	Public Works Director
CM	City Manager
FD	Finance Director
CR	City Recorder
CEOD	Community Engagement & Outreach Director



City Council Agenda Report

Meeting Date:	May 15, 2024	Staff Contact:	Gary Milliman
Department:	City Manager	E-Mail:	gmilliman@cityoftalent.org
Staff Recommendation:	<i>see below</i>	Estimated Time:	10 mins.

ISSUE BEFORE THE COUNCIL

Architectural Review Committee Recommendation for Old Town District Sign Toppers

BACKGROUND

The Talent Architectural Review Committee (TARC) has recommended that the City Council authorize the installation of Old Town sign toppers on the top of 24 street name poles within the Talent Old Town. The TARC reports that they have secured commitment from private donors to purchase the signs and furnish them to the City for installation by the Public Works Department.

The TARC has designed a “sign topper” for installation on the top of street name signs in the Old Town district. This project is seen as a method to demonstrate to residents and visitors that they are in an historic district when visiting the downtown area. This project is also seen as a method for promoting visitation to downtown as a part of a tourism promotion strategy.

The signs would be mounted on the top of existing poles by the Public Works Department. The total time to perform this function is estimated at less than eight hours. The Public Works Superintendent has expressed concern about the overall height of some of the signs that would now include a STOP sign, two street name signs and the 13-inch at the peak Old Town sign on top, and how the 24x13 sign would react in wind conditions. In the experience of the City Manager, signs such as this might also become “collectors’ items” resulting in theft the signs.

According to the TARC, donors are more willing to pay directly for the signs rather than contribute to the City for the City to purchase the signs. The signs are produced locally and the cost is \$45-50 each plus \$20 each for mounting hardware. Staff has requested the TARC project leader, Jack Latvala, to arrange for providing additional signs that the City can have on-hand to replace damaged or missing signs.

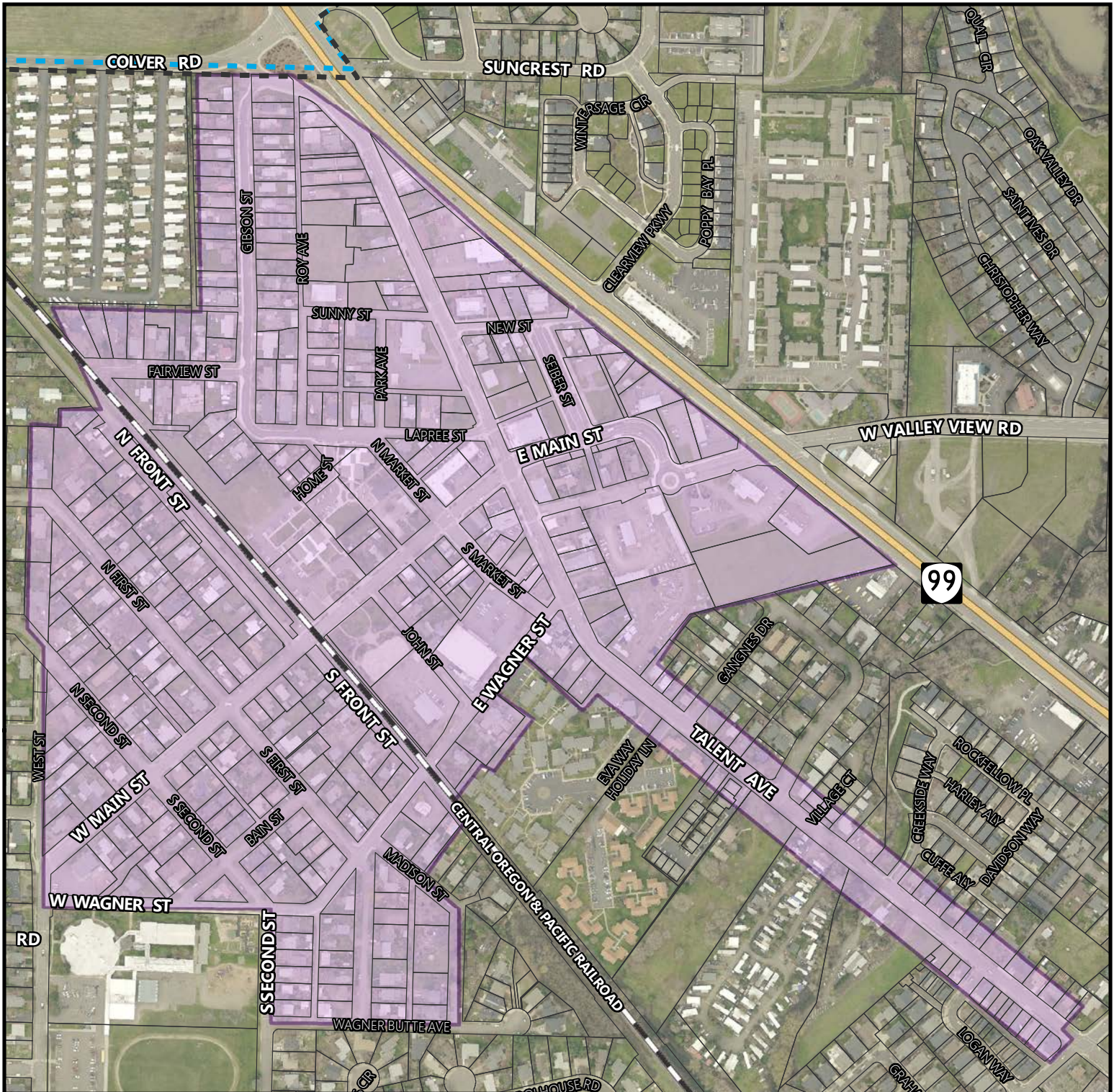
RELATED COUNCIL POLICIES

POTENTIAL MOTIONS

Motion to authorize the installation of Talent Old Town sign toppers at 24 locations as identified by the Talent Architectural Review Committee, with the signs and mounting hardware to be provided through private donations and installation by the Public Works Department.






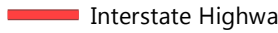
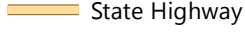
ATTACHMENTS

- Map of Old Town Design District
- Images of Old Town Sign Toppers



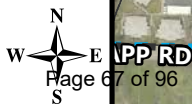
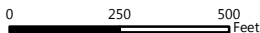
Old Town Design District

ADOPTED: 08/05/2009 by ORD 09-851-O
 AMENDED: 04/21/2010 by ORD 10-854-O
 EFFECTIVE: 05/21/2010

-  Urban Growth Boundary
-  City Limits
-  Old Town Design District
-  Tax Lot
-  Railroad
-  Interstate Highway
-  State Highway

Mapping is schematic only and bears no warranty of accuracy. This product was created for informational purposes and may not have been prepared for or be suitable for legal, engineering, surveying, or property investment purposes. All zoning information should be confirmed by the City prior to use for such purposes.

Plotted: 03/24/2017
 by: Jeff Wilcox





TALENT
OLD TOWN

S MARKET ST

GRACE
BIBLE
CHURCH

PROPERTY OF
CITY OF TALENT

ELECTRIC



TALENT
OLD TOWN



209



TALENT
OLD TOWN



City Council Agenda Report

Meeting Date:	May 15, 2024	Staff Contact:	Gary Milliman
Department:	City Manager	E-Mail:	gmilliman@cityoftalent.org
Staff Recommendation:	<i>see below</i>	Estimated Time:	10 mins.

ISSUE BEFORE THE COUNCIL

Contract for Water Meter Replacement Project

BACKGROUND

The City issued a Request for Competitive Sealed Proposals for replacement of the City's water meter infrastructure as the process for selecting a contractor for furnishing a remote-read meter system. Please see the attached memorandum from the City's engineer, Jeff Ballard, outlining the process for evaluating the two proposals that were received. The proposal review panel consisted of the City Manager, Public Works Superintendent, Finance Director, City Engineer and Utility Superintendent from another agency.

The evaluation panel unanimously recommended that Zenner USA be selected as the preferred contractor for this project, and that the City proceed with negotiations for a contract. There are several negotiable items associated with a final award of the contract, including development of a strategy for installing the meters, which is not a part of this proposal.

Funding for this project would be provided from federal ARPA funding; the total amount of funding budgeted is \$650,000, which would include installation. It is estimated that the cost of installation would be about \$200,000.

RELATED COUNCIL POLICIES

POTENTIAL MOTIONS

Motion to direct the City Manager to negotiate a contract for the Advanced Metering Infrastructure Transition Project with Zenner USA, and return to the City council for final approval.

ATTACHMENTS

- RH2 – Request for Competitive Sealed Proposals – Recommendation of Award
- Zenner USA – Project Description



RH2 ENGINEERING
Medford
 3553 Arrowhead Drive, Suite 200
 Medford, OR 97504
 1.800.720.8052 / rh2.com



May 8, 2024

Gary Milliman – City Manager
 City of Talent
 110 East Main Street
 Talent, OR 97540
Sent via: Email

Subject: Request for Competitive Sealed Proposals – Recommendation of Award

Dear Gary:

The City received two responses to the solicited Request for Competitive Sealed Proposals for Advanced Metering Infrastructure Transition, Wednesday, April 3rd 2024. The two proposals received from Zenner and HD Fowler Company were distributed to the selection team that consisted of five individuals for review. All individuals scored the proposals on their own and determined that both proposals met the requirements of the request and scored them according based on the scoring criteria. After individual scoring was completed, we gathered as a group and discussed the proposal scoring completed by each. The below tabulation is the combined scoring for each submittal.

The proposals were scored as follows:

Zenner :	91.2
HD Fowler Company	100.8

After scoring the submitted written material was completed, two of the individuals on the selection panel were instructed interview the provided references and ask questions about the history with each of the respected companies.

The questions asked to each reference were similar in nature to determine how the process went, what the issues were, how they were handled and how was the overall experience. Questions were based both on dealing with the software and hardware of the proposed equipment. Scoring was not completed for the reference checks. It was conveyed that all references contacted were favorable to each of the proposed systems. Zenner references were more easily contacted and had slightly better input and praises for how the project had gone in their experience with respect to both the hardware and software.



After reference checks were discussed the selection team opened the cost proposals to review as a team and were submitted as follows:

	Initial:	Annual
Zenner :	\$448,499.49	\$5,610.00
HD Fowler Company	\$909,474	\$22,092

Both cost proposals met the request of the solicitation and included the initial cost and the anticipated annual cost. Cost should be comparable based on the requirements within the proposal.

Based on the review by the team of selectors considering all documentation submitted and references checked the team unanimously selected Zenner as the best option for the needs of the City.

RH2 recommends the City of Talent selects Zenner to move forward with Contract negotiations for the Advanced Metering Infrastructure Transition project.

If you have any questions regarding this recommendation, please contact me at (541) 301-1555.

Sincerely,

Jeff Ballard, P.E.

2. EXECUTIVE SUMMARY

The City of Talent Oregon has issued Request for Proposal for an “Advanced Metering Infrastructure (AMI) Transition”. Zenner USA is pleased to respond to the above-referenced RFP. Zenner has read and understands the Scope of Work in the RFP and is in compliance.

Zenner USA will provide the water meters, Meter Interface Units (MIU)s, AMI Infrastructure equipment, and training. Zenner USA will install the AMI infrastructure as required. It is our understanding that the City will perform the installation of the meters and MIUs at a later date.

Pricing Option: Zenner is providing the following pricing options under separate cover for the City’s consideration:

1. Option 1: Zenner AMI Mesh system with Ultrasonic Meters
2. Option 2: Zenner AMR Drive-by system with Ultrasonic meters

We have thoroughly reviewed the RFP and commend The City of Talent for seeking to automate meter reading capabilities in order to increase meter reading efficiency, capture more timely water usage data, and to provide your customers with greater detail regarding individual water consumption and enhanced leak detection. Implementing an efficient AMI solution backed by innovative technology and superior customer service is critical to The City’s quest to integrate timely metering data which will optimize management of the water distribution system. Further, our proposed AMI solution will improve your operational efficiencies, enhance your meter reading accuracy, reduce unaccounted water loss, and allow customers easy access to data. These improvements combined with the cost savings inherent in an automated system will enable the City the you to manage the water distribution system more effectively

The Zenner/Minol group is a global company established in 1903 focused on meter production, meter reading and sub-metering products and services. Zenner/Minol serves customers in over 100 countries and manufactures and assembles its products in manufacturing plants on 5 continents including our two plants in Banning, California and our newest plant in Huntsville, Texas (opened in November 2023).

Zenner is the largest water and gas meter manufacturer in the world with offices and affiliates in 94 countries and manufacturing plants on 5 continents manufactures its products to ISO9001, ISO14001 and ISO18001 certification standards. Established in 1903 with 4800 employees globally and focused on water and gas industry innovation only.

Zenner produces almost every kind of metering technology needed by our customer base. We are the only manufacturer globally that designs and manufacturers all metering technologies so we can apply the best technology based on an individual utilities water condition.

Positive Displacement Meters	Multi-Jet Meters
Ultrasonic Meters from ½” to 12”	Single Jet Meters
Residential Fire Service Meters	Turbine Meters and Strainers
High Pressure Meters (360psi)	Fire Hydrant Meters
Compound Meters	

Zenner deploys AMI systems globally using various technologies that benefit and fit the local environment providing optimum cost and performance. With more than 25 million active endpoints globally Zenner has become one of the largest deployers of AMI technology, Zenner has developed and deployed systems using:

- Stealth Radio
- NBIOT
- LoRa
- Net Radio

Conclusion

Our goal is to meet /exceed all your expectations through a comprehensive approach to professional planning and operations, superior customer service, advanced equipment selection, highly developed quality assurance processes, and "Safety First" procedures. We believe that the City of Marfa would highly benefit by choosing our firm, and its team members, with the breadth of experience our team has to offer and the ability to satisfy the selection criteria outlined in your solicitation. We look forward to your favorable evaluation and to working with you on this project.

Your primary points of contact for this project are:

- Mike Medici, Zenner USA Regional Sales Manager. Mike can be reached at 970-93-8531 or by email at mmedici@zennerusa.com.
- Rich Sanders, President, Zenner USA. Rich can be reached at 772-285-1035 or by email at rsanders@zennerusa.com.
- Bernard Nance, Manager of Marketing and Proposal Support, Zenner USA. Bernard can be reached at 972-345-0465 or by email at bnance@zennerusa.com.

With my signature below, this affirms that I have the authority to make formal commitments on behalf of Zenner USA. Should you have any questions regarding our submittal, please do not hesitate to contact us.

Sincerely,



Richard Sanders
President, Zenner USA
15280 Addison Road
Suite 240
Addison Texas 75001

Company Information:

Zenner USA
15280 Addison Road, Suite 240
Addison Texas 75001
www.zennerusa.com

Phone number and fax number:

Office: 972-386-6611 x125; Fax: 972-386-1814

1. Corporate office: 15280 Addison Rd., Suite 240, Addison Texas 75001

Manufacturing Plants:

- 1910 E. Westward Rd., Banning, CA. 92220
- 1981 Quality Blvd, Huntsville Texas

State of Incorporation: California

Zenner Federal Tax ID Number- 45-4158416



City Council Agenda Report

Meeting Date:	May 15, 2024	Staff Contact:	Gary Milliman
Department:	City Manager	E-Mail:	gmilliman@cityoftalent.org
Staff Recommendation:	<i>see below</i>	Estimated Time:	10 mins.

ISSUE BEFORE THE COUNCIL

Cooperative Landowner Agreement, Bear Creek Restoration Project

BACKGROUND

The Rogue River Watershed Council is sponsoring a project to improve ecological stream conditions in Bear Creek, which was the subject of a presentation at the April 17, 2024, City Council meeting. Access to conduct this project is needed through Lynn Newbry Park.

This is a license agreement between the City and Rogue River Watershed Council to allow RRWC access through Lynn Newbry Park to conduct the Bear Creek RM 19.0 project (stream restoration and enhancement) along Bear Creek in and adjacent to the City of Talent. The work will be conducted intermittently from May 2024 through December 2025 between the hours of 7:00 a.m. and 6:00 p.m., although the term of the temporary license is five years to accommodate ongoing, as-needed maintenance. The City is listed as the landowner as the City has control of the property with the underlying landowner, ODOT, through an intergovernmental agreement.

RELATED COUNCIL POLICIES

POTENTIAL MOTIONS

Motion to authorize the City Manager to execute the Cooperative Landowner Agreement for the Bear Creek RM 19.0 project with the Rogue River Watershed Council.

ATTACHMENTS

- Cooperative Landowner Agreement between Rogue River Watershed Council and City of Talent



Cooperative Landowner Agreement

PROJECT TITLE: Bear Creek RM 19.0

This Agreement is entered into this **22nd, April, 2024** and between Rogue River Watershed Council and the City of Talent, hereinafter referred to as Landowner.

Whereas, the Landowner is the Tenant of **1400, T 38S, R 1W, Sec 24**, in Jackson County, Oregon, located at 400 W. Valley View Road, Talent, Oregon, 97540, hereinafter the "Property;"

Commented [DL1]: I am assuming this legal description of the property RRWC will be accessing is accurate.. In 6.0, the City represents it is the sole owner of the property.

Whereas, the Rogue River Watershed Council is sponsoring a project to improve ecological stream conditions by implementing multiple restoration actions that include reconnection to the floodplain, large wood placement, side channel enhancement, and riparian forest rehabilitation adjacent to the Property, hereinafter the "Project";

Whereas, the Project will occur on **C1400, T 38S, R 1W, Sec 24, and B3700, T 38S, R 1W, Sec 25, and B3790, T 38S, R 1W, Sec 25** in Jackson County, Oregon, hereinafter the "Project Area;"

The goal of this project is to restore necessary physical and ecological processes to a portion of the Bear Creek Corridor that was devastated by the Almeda Fire. This effort includes restoring floodplain and side channel connectivity, improving instream and floodplain habitat complexity and improving fire resiliency. These proposed actions build a resilient ecosystem and align with our strategy that equally focuses on providing public awareness about the importance of ecosystem services, the protection of source water areas and drinking water providers, and support of the economy and livelihood for all Rogue Valley citizens, hereinafter the "Goal";

Whereas, the project is supported by the Oregon Watershed Enhancement Board, the Rogue River Watershed Council, the Rogue Valley Council of Governments, The Freshwater Trust, and the City of Talent;

Whereas, the Rogue River Watershed Council and the Landowner have agreed to allow access to the Project Area through the Property to meet the Goals of the Project.

IT IS THEREFORE AGREED AS FOLLOWS:

1.0 STATEMENT OF WORK

The work to be performed at the Project Area includes the following:

- Rehabilitate the post-fire riparian area on 10.0 acres by controlling noxious weeds on seeding with native grasses and forbs, and planting native trees and shrubs;
- Large wood placement at strategic locations within the 0.26 miles of primary and 0.22 miles of secondary channels;

- Secondary channel enhancement of 1,170 linear feet (0.22 mile) that is intended to create winter flow with the frequency and duration that is beneficial to over-wintering juvenile fish; and

These tasks shall collectively be referred to as the Work.

2.0 WORK PERIODS

The parties agree to the following periods in which to conduct the work:

- the Rogue River Watershed Council and licensed contractors will require permission to access the Property to accomplish Work from May 2024 through December 2025.

The parties acknowledge that funding availability, contractor availability, weather, and other factors could affect the work schedule and even delay implementation by as much as a year. If the work schedule needs to be modified, Rogue River Watershed Council may modify the work schedule and even delay it by up to one year with the consent of the Landowner, which consent shall not be unreasonably withheld.

All work will be performed between the hours of 7:00 am and 6:00 pm unless the Landowner otherwise agrees.

3.0 TEMPORARY LICENSE TO ACCESS THE PROPERTY

The Landowner hereby grants a temporary license to Rogue River Watershed Council, its employees, agents, invitees, and contractors to enter the Property during the work periods or modified work periods described in Work Periods above for the purpose of implementing all work described in Statement of Work above. This includes the right of access over the Property, and other work areas. This temporary license shall automatically terminate five years after the Project is completed.

Commented [DL2]: Seems odd to say license will terminate 5 years after completion while not saying what will be occurring in the 5 years after the Work Periods (Paragraph 2.0) is over in December 2025. Suggestion: Replace this sentence with something like, "This temporary license includes permission to access the Property solely for purposes of maintenance and monitoring from December 2025 through December 2030."

4.0 OBLIGATIONS OF THE ROGUE RIVER WATERSHED COUNCIL

The Rogue River Watershed Council is acting as the sponsor for this Project and in this capacity shall:

- Create a budget and exercise due diligence and good faith to obtain funding through grants and donations to implement the Work.
- Administer and manage all grants related to the project.
- Exercise due diligence and good faith to facilitate the Work described in Statement of Work above.
- Obtain all needed permits.
- Provided the necessary funds have been raised, retain one or more qualified contractors to implement the Work at no cost to the Landowner.
- Be responsible for payment of all costs incurred by the Rogue River Watershed Council and all contracts entered into by the Rogue River Watershed Council in respect to the Work described in Statement of Work above.
- Require all contractors perform their work in a good and workmanlike manner.
- Require all contractors hold Landowner harmless from any claims for damages arising out of contractors' work.

- Conduct monitoring of the effectiveness of the Work and prepare all reports required of funding entities on the results and condition of the work. The reports shall be delivered to project funding entities and shall be a public record.
- The Rogue River Watershed Council shall only use licensed and insured contractors. The construction contract between Rogue River Watershed Council and the contractors will include insurance provisions to the effect of:

The Contractor will maintain a policy of liability insurance in the form, and from an insurance company, approved by the Rogue River Watershed Council, which is admitted or otherwise licensed to do business in the State of Oregon. Said insurance shall insure the Contractor for the benefit of the Rogue River Watershed Council and Landowner in not less than the amount of \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000.

The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by the Contractor or their employees, and which occurrence or occurrences result in damages of any kind, including, but not limited to personal injury or death, or damage to personal or real property.

The Contractor shall require the insurance company to provide the Rogue River Watershed Council and Landowner with a certificate of insurance evidencing said coverage. Said insurance company shall provide the Rogue River Watershed Council with 30-day advance notice of cancellation, modification or termination. The Contractor or their employees shall not perform work on the project without such coverage in effect.

- The construction contract between Rogue River Watershed Council and the contractors will also include an indemnification provision to the effect of:

To the extent permitted by applicable law, and notwithstanding any other clause in this Agreement, Contractor shall defend, indemnify, and save Rogue River Watershed Council and the Landowner harmless from and against any and all liability for injury to persons or property occasioned wholly or in part by an act or omission of Contractor, its lower-tier subcontractors, agents, or employees, including any and all expense, legal or otherwise, incurred by Rogue River Watershed Council and the Landowner in the defense of any claim or suit arising out of, related to, or in connection with the work performed under this Agreement; provided, however, Contractor shall not be liable for injury to persons or property caused by Rogue River Watershed Council, its agents, and employees, or the Landowner.

- The construction contract between Rogue River Watershed Council and the contractor will require repair to all public and private property impacted by construction activities, including: Bear Creek Greenway, Lynn Newbry Park, City of Ashland wood sourcing location, private property and fence construction for access/staging.

5.0 OBLIGATIONS OF THE LANDOWNER

The Landowner shall:

- Exercise due diligence and good faith and work with the Rogue River Watershed Council to facilitate the Work described in Statement of Work.
- Comply with the terms of the Temporary License to Perform Work on the Property granted in Paragraph 3 above.
- Allow access to Landowner's Property as provided in Temporary License to reach the Project Areas stated above.
- Notify the Rogue River Watershed Council if the Landowner will be unavailable during the work periods and designate someone to act in their behalf during their absence.
- Notify the Rogue River Watershed Council of any pending property sale, changes in ownership or any other property issues that may have an effect on the work or Goals of this project, and notify any prospective property purchasers of the existence of this agreement.
- Allow funders and their representatives' access through the Property to reach the Project Area, at times agreeable to the Landowner, to evaluate and inspect the work done under this agreement.
- Comply with all terms and provisions of this agreement.

Commented [DL3]: This requires the City to notify RRWC if the no one from the City will be available while work is being done, but the agreement does not require the City when work is to be done. The City has no way to comply.

6.0 LANDOWNER REPRESENTATIONS

The Landowner represents that:

- Landowner is the sole owner of the Property and has the authority to enter into this agreement and authorize the work to be done on the Property.
- Landowner is aware that public funding may be used for this Project and that information relating to work described in this Agreement, including effectiveness monitoring, may be public record.

7.0 DISCLAIMER

The Rogue River Watershed Council is sponsoring this project but is not providing any warranties or guarantees of any kind under this agreement including but not limited to any warranties or guarantees for the success of the work described in Statement of Work above. The Landowner acknowledges that if the Rogue River Watershed Council is not able to raise funds to implement the Work, then the project may not be implemented.

The Rogue River Watershed Council shall be contracting with contractors and suppliers who shall be responsible for implementing the project work. The Rogue River Watershed Council shall not be responsible for any damage caused by contractors to the Property. Landowner's sole recourse for any damage caused by a contractor shall be against the contractor.

8.0 CONTACT INFORMATION

The Rogue River Watershed Council
 Contact Person: John Speece
 Telephone Number: (541) 423-6184
 Address: 89 Alder Street, Central Point, OR 97502

Landowner

City of Talent

Contact Person: Gary Miliman

Telephone Number: 541-813-9267

Email: gmilliman@CityofTalent.org

9.0 PRIOR AGREEMENTS

This document represents the entire, final and complete agreement of the parties pertaining to this fish passage improvement project. The Rogue River Watershed Council has made no commitments or agreements with the Landowner that are not specifically set forth in this agreement.

10.0 MODIFICATIONS AND CHANGES

Except as to modifications to the work schedule as provided in Work Periods above, no modification or amendment of this agreement shall be valid unless in writing and signed by the parties.

11.0 WITHDRAWAL

Either party may withdraw from this agreement on notice to the other if necessary funding for the project has not been raised within 18 months from the date of this agreement. Once funding has been secured and the Rogue River Watershed Council has entered into any contracts to implement the work or has expended or committed any funds toward implementation of the project, the Landowner may not withdraw from the agreement, and will be responsible for any damages caused to the Rogue River Watershed Council as a result of failing to comply with the terms of this agreement.

Commented [DL4]: The only provisions for termination are this sentence and the "5 years after the project is completed (paragraph 3.0). Suggestion: Add a paragraph allowing the City to terminate the license if no work is done within the next X years or if RRWC does not cure any noncompliance with the terms of the license agreement within 30 days after receiving a notice of noncompliance from the City.

12.0 REMEDIES

Time is of the essence of this agreement. In the event any party should fail to perform any terms or provisions of this agreement, the non-breaching parties shall be entitled to all rights and remedies provided in law or equity including the right to specific performance. Any withdrawal from this agreement that is not allowed shall be deemed a breach of this agreement.

13.0 ATTORNEY FEES

In any suit or action brought upon or arising out of this agreement, and upon any appeal thereof, the losing party agrees to pay the prevailing party's reasonable attorney fees to be fixed by the trial and appellate courts respectively.

14.0 BINDING AFFECT

This Agreement shall be binding on and inure to the benefit of the parties and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, the parties set their hands on the date above written.

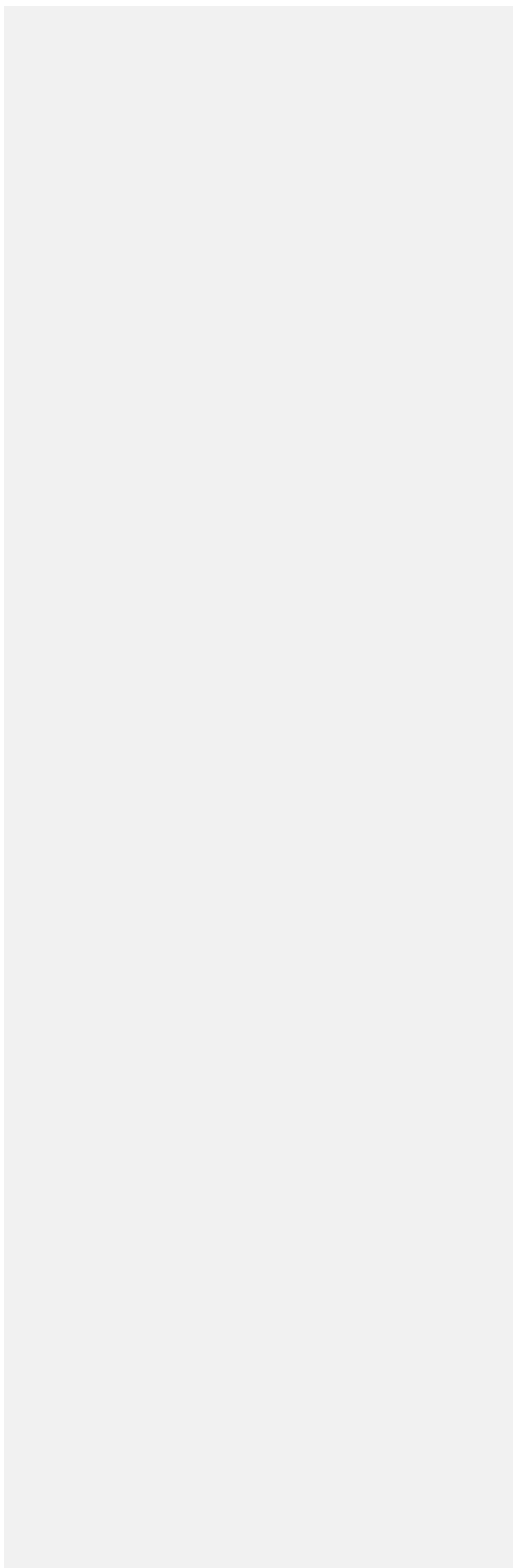
Rogue River Watershed Council:

Brian R. Barr, Executive Director Date

Landowner:

Landowner, Date

Signature: _____ Date: _____





City Council Agenda Report

Meeting Date:	May 15, 2024	Staff Contact:	Gary Milliman
Department:	Admin/City Recorder	E-Mail:	gmilliman@cityoftalent.org
Staff Recommendation:	<i>see below</i>	Estimated Time:	10 mins.

ISSUE BEFORE THE COUNCIL

Establishing elector eligibility for upcoming general election.

BACKGROUND

On January 20, 2021, the City Council passed a motion that adopted a temporary rule to allow those who were displaced from the Almeda Fire and living outside of the City to still be eligible to run for and hold public office.

At the June 1, 2022 council meeting, the City Council passed a motion to extend the temporary rule that defines a qualified elector through September 8th, 2024

The motion from June 1, 2022 was for the council to adopt a temporary rule to expire on September 8th, 2024, that “a qualified elector in the context of council, commission, or committee membership include those who were at the time of the Almeda Fire residents of the City of Talent and who were displaced by the fire and who are registered to vote in Talent and who affirm the intention to reside in the City of Talent when circumstances permit.”

The City Attorney at the time, Lori Cooper, reviewed the motion to confirm that the temporary rule remains legally defensible and that the temporary rule extended through to the November 8, 2022 biennial elections. The full comments of the then City Attorney in her May 25, 2022 memo are attached. She suggested the following:

- Extending the policy to the first Council meeting of the calendar year following the election
- Adding language that clarifies at what point the displaced Councilor is required to establish residency within the city

Staff is seeking council direction to determine qualified electors for the November 5, 2024 general election.

POTENTIAL MOTION

I move to adopt a temporary rule that:

- (a) defines a qualified elector in the context of council, commission or committee membership to include those who were at the time of the Almeda Fire residents of the City of Talent and who were displaced by the fire and who are registered to vote in Talent and who affirm the intention to reside in the City of Talent within *[period of time]* after the first Council meeting of 2025; and
- (b) expires *[period of time]* after the first Council meeting of January 2025.

ATTACHMENTS

Memo on Elected Official Residency from May 25, 2022

Memo

To: Jordan Rooklyn, City Manager
From: Lori Cooper, City Attorney
Date: May 25, 2022
Re: Elected Official Residency

Background

On January 20, 2021, the City Council passed a motion that adopted a temporary rule to allow those who were displaced from the Almeda Fire and living outside of the City to still be eligible run for and hold public office.

The motion was for the council adopt a temporary rule to expire on November 1st, 2022 that “a qualified elector in the context of council, commission, or committee membership include those who were at the time of the Almeda Fire residents of the City of Talent and who were displaced by the fire and who are registered to vote in Talent and who affirm the intention to reside in the City of Talent when circumstances permit.”

The motion maker stated that the intention was to increase the number of applicants who applied for a vacant seat (appointment), as well vacant seats on committees and commissions.

Question(s)

- 1) Was the original motion valid (i.e., in the rights of Council to do so, and done with the correct procedure)?
- 2) Does the motion need to be extended to January 1, 2023, to remain valid?
- 3) Is it legal to check if a candidate is registered to vote in Talent?

Discussion

Validity of Original Motion

Defensible legal arguments can be made that the Council had the authority to adopt the motion.

The Council has broad discretion to set the qualifications for commission and committee members, and the Talent Municipal Code already provides for some non-residents to be appointed to most of the City's commissions and committees. The temporary rule allowing those who have been displaced by the fire but intend to return to live in the City to apply for and be appointed to commissions and committees is very legally defensible.

Regarding Council candidates/Council members, the City Charter requires that Council members must reside and be registered to vote in the city "immediately before submitting petition for or being appointed to office." Charter, Chapter III, Section 12(1).

The Charter states that the Council is "the final judge for the election and qualifications of its members." Charter, Chapter III, Section 12(4). This section gives the Council the authority to rule on the qualifications of Council candidates and Council members, such as whether a person who files to be a candidate actually lives within the City and is actually registered to vote within the City.

The "qualifications" of Council members are set out in Section 12(1) of Chapter III of the Charter, as discussed above, and one of those qualifications is residency in the City. The Council cannot change Council member qualifications set out in the Charter; only a vote of the people can amend the Charter.

However, due to the unique circumstance of the fire displacing a significant percentage of City residents, the Council's motion to allow those who have been displaced by the fire but who have an intent to return to live within the City to file for council candidacy, and for commission and committee appointments, makes sense and is a reasonable action to take.

If challenged, I think a displaced person could still make the case for City residency so long as their current housing situation is temporary, and they are making efforts to move back to the City and maintain voter registration in the City. Other factors that demonstrate an intent to remain a resident of the City, such as being employed in the City and/or re-building a house in the City, could also be considered. The longer time goes on, this argument will be harder to justify, as more dwellings are rebuilt and there are more opportunities for displaced people to move back to the City.

In addition, the emergency declaration (which expires in March 2023) makes it easier for people to live in temporary quarters (RVs, tiny houses, yurts, etc.) within the City limits, so there is less reason for people to remain living outside of the City while they re-build or seek permanent housing in the City. The opportunities provided by the emergency declaration to move back into the City could weaken the credibility of displaced resident's stated intentions to move back into the City, especially as time marches on.

Extension of Policy

To the extent it encourages people who were impacted by the fire to seek election, the temporary rule can be extended. Legally, it probably doesn't make much difference if the temporary rule is extended or not – the same arguments could be made to defend the Council's action whether the rule's expiration date is November 1, 2022 (allowing those wanting to run for office to file their candidacy papers) or whether it expires in early January 2023 (newly elected Councilor's terms begin at the first Council meeting of the calendar year following the election).

If the Council's intent is to allow people to run for office even if they don't live in the City at the time they file papers to run *and/or* still don't live in the City at the time their term of office begins, then I think the Council's intent can be extrapolated to cover the actual seating of the elected candidate.

But to avoid confusion, it would be advisable for the Council to extend the policy to the first Council meeting of the calendar year following the election, when newly elected Councilors are seated.

However, this raises another interesting question – does that Councilor(s) who was displaced by the fire still remain “qualified” throughout their entire four-year term, even if they do not move back into the City within those four years?

The Council could clarify the policy to state that the Councilor(s) must reside within the City limits by a date certain (one year after getting elected? Two years?). The Council should consider adding language to the temporary rule which clarifies at what point the displaced Councilor is required to actually establish residency within the City.

Verification of Voter Registration

It is not only legal, but necessary for the election official of the City (usually the City Recorder) to verify that the candidates are registered to vote in Talent. If they are displaced due to the fire and are living elsewhere, then more information would need to be requested from the candidate which showed that 1) they lived in Talent immediately prior to the fire, 2) were displaced by the fire, and 3) intend to move back to the City as soon as they are able.

In order to ensure that the necessary information discussed in the paragraph above is collected from displaced residents who want to run for elected office (or be appointed to a commission or committee), the City could require candidates who have been displaced by the fire to submit a form with information explaining their situation, and/or a declaration or affidavit containing the information.

Conclusion

The Council’s adoption of a temporary rule regarding residency of Council candidates and commission/committee members is not explicitly authorized in the City Charter or Municipal Code. However, due to the unique circumstances presented by the Almeda Fire and the displacement of a significant number of residents who intend to return to live in the City, the Council’s adoption of the temporary is reasonable and legally defensible. Extending the temporary rule to January 2023 and adding language which sets a time frame for successful candidates to move back into the City would avoid confusion and help defend against any potential challenge to the temporary rule.



City Council Agenda Report

Meeting Date:	May 15, 2024	Staff Contact:	Gary Milliman
Department:	Admin/City Recorder	E-Mail:	gmilliman@cityoftalent.org
Staff Recommendation:	<i>see below</i>	Estimated Time:	10 mins.

ISSUE BEFORE THE COUNCIL

Scheduling General Election of Talent City Officers on November 5, 2024.

BACKGROUND

The City of Talent's next general election is scheduled to coincide with the general state election on November 5, 2024. During this election, citizens will elect councilors for Seats #2, #4, and #6, each serving a 4-year term. The City Recorder is tasked with notifying the public of the election details. Candidates for these positions must file nomination forms with the City Recorder between June 5, 2024, and August 20, 2024.

POTENTIAL MOTION

I move to adopt resolution No. 2024-090-R, a resolution scheduling an Election of Talent City Officers for the November 5, 2024 General Election.

ATTACHMENTS

- Resolution No. 2024-090- R: Scheduling General Election of Talent City Officers
- 2024 General Election Timeline
- Talent City Charter Chapter VII – Elections
- TMC 2.05 – Elections
- TMC 18.120.060 – Signage

RESOLUTION NO. 2024-090-R

A RESOLUTION SCHEDULING GENERAL ELECTION OF TALENT CITY OFFICERS ON NOVEMBER 5, 2024

RECITALS:

- A. The City of Talent Charter provides that regular City elections shall be held at the same time and place as biennial general state elections, and the next general state election is scheduled for November 5, 2024;
- B. The general election of the City of Talent, Oregon, shall be held concurrently with the general election of the State of Oregon on November 5, 2024, between the hours of 7:00 a.m. and 8:00 p.m. Pacific Standard Time, at which election the citizens shall elect the following offices;
 - Councilor Seat #2 – 4-year term
 - Councilor Seat #4 – 4-year term
 - Councilor Seat #6 – 4-year term
- D. The City Recorder is hereby authorized and directed to give notice of said election by posting notice thereof in a conspicuous place in the City Hall and in one public place. The notice shall state the officers to be elected and the time and place of the election.
- E. All candidates for the offices mentioned in Paragraph B above shall file the proper forms of nomination with the City Recorder during normal business hours between Friday, June 5, 2024, and Friday, August 20, 2024.

The City of Talent resolves as follows:

Section 1. The Talent City Charter provides that regular City elections shall be held at the same times and places as the general state elections, and the next general state election is scheduled for November 5, 2024;

Passed by the City Council and signed in authentication of its passage this 15th day of May, 2024.

ATTEST:

Lucero Martinez, City Recorder

2024 General Election Timeline

City of Talent

June 05, 2024	Candidate packets available with the City Recorder
June 05, 2024	First day to file for candidate vacancies – <u>PLEASE DO NOT GATHER SIGNATURES</u> until your approval letter has been received from the City Recorder.
August 20, 2024	Suggested deadline for submitting signatures (SEL 338) to City Recorder. After this date, the Jackson County Elections Office may not be able to complete signature verification by the August 27, 2024 verification deadline.
August 30, 2024,	Last day to withdraw candidacy. Contact the City Recorder either in-person or email by the end of the business day
September 08, 2024	Elections signs can be placed in Talent city limits. Please review the candidate packet for details on approved elections signage dimensions (TMC 18.120.060)
September 09, 2024	Last day to file a candidate statement for inclusion in the Voter's Pamphlet, with the Jackson County Elections Office. A \$50.00 fee must be paid to the Jackson County Elections Office
November 05, 2024	Election Day
November 15, 2024	All candidate elections signs must be removed from within Talent city limits (TMC 18.120.060)
December 16, 2024	Council adoption of election results

Chapter VII Elections

Section 29. State Law.

Except as this charter or a City ordinance prescribes to the contrary, a City election shall conform to state law applicable to the election.

Section 30. Nominations.

A person may be nominated in a manner prescribed by general ordinance to run for an elective office of the City.

The City Charter is current through amendments effective January 1, 2017.

Disclaimer: The city recorder's office has the official version of the Talent City Charter. Users should contact the city recorder's office for amendments adopted subsequent to the amendment cited above.

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Chapter 2.05 ELECTIONS

Sections:

- 2.05.010** Regular elections.
- 2.05.020** Notice of regular elections.
- 2.05.030** Nominations.
- 2.05.040** Tie votes.
- 2.05.050** Oath of office.

2.05.010 Regular elections.

Regular city elections shall be held at the same times and places as biennial general state elections, in accordance with the applicable state election laws. [Ord. 963 § 1, 2020.]

2.05.020 Notice of regular elections.

Notice of regular elections shall be the responsibility of the county clerk in accordance with state election laws. [Ord. 963 § 2, 2020.]

2.05.030 Nominations.

A. A qualified elector may be nominated for an elective city office to be filled at the election. The nomination must be by a petition that specifies the office sought and must be in a form prescribed by the council. The petition shall be signed by not fewer than 20 electors. No elector may sign more than one petition for each office to be filled at the election. If he/she does so, his/her signature will be valid only on the first sufficient petition filed for the office. The signatures to a nomination petition need not all be appended to one paper, but to each separate paper of the petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the paper and stating that each signature of the person appended thereto was made in his/her presence, and is the genuine signature of the person whose name it purports to be. Opposite each signature shall be stated the date of signing, the signer's place of residence, identified by its street and number or other sufficient designation.

B. All nomination papers comprising a petition shall be assembled and filed with the recorder as one instrument not earlier than 110, nor later than 75, days before the election. The recorder shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed. If the petition is not signed by the required number of qualified electors, the recorder shall notify the candidate and the person who filed the petition within five days after the filing. If the petition is insufficient in any other

particular, the recorder shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed, within the regular time for filing nomination petitions. The city recorder shall notify an eligible person of his/her nomination, and that person shall file with the city recorder his/her written acceptance of nomination, in such form as the council may require, within five days of notification of nomination. Upon receipt of the acceptance of nomination, the city recorder shall cause the nominee's name to be printed on the ballots. [Ord. 963 § 3, 2020.]

2.05.040 Tie votes.

In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in the manner prescribed by the council. [Ord. 963 § 4, 2020.]

2.05.050 Oath of office.

Before entering upon the duties of his/her office each officer shall take an oath that he/she will support the constitutions and laws of the United States and of Oregon and that he/she will faithfully perform the duties of his/her office. [Ord. 963 § 5, 2020.]

The Talent Municipal Code is current through Ordinance 979, passed May 17, 2023.

Disclaimer: The city recorder's office has the official version of the Talent Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

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18.120.060 Permitted signs.

A. *Residential Zones.* In all residential zones set forth in this title, no signs shall be permitted except the following:

1. *Nameplates.* One sign showing property numbers, names of occupants or other identification. Area may not exceed two square feet.
2. *Real Estate Signs.* One single- or double-faced, nonilluminated, on-site sign for each street frontage offering the premises for sale, lease or inspection. Such sign must be removed once the property has been sold, leased, or rented. The area of each sign may not exceed six square feet.
3. *Temporary and Permanent Residential Development Identification Sign.* One single- or double-faced ground sign, nonilluminated or indirectly illuminated, set back from vehicle or pedestrian traffic ways may be permitted at each entry point to a residential development. The area of the sign may not exceed an area of 32 square feet located not over five feet above grade.
4. *Nonilluminated, Temporary, On-Premises Signs Advertising a Local, County, State, or National Candidate or Ballot Measure.* Said signs shall not exceed 16 square feet in area, and the applicable removal date shall be marked on each sign. All such signs shall be removed within 10 days following the election to which the sign pertains.
5. *Nonresidential Signs.* For nonresidential uses permitted or conditionally approved within a residential zone excluding approved home occupations, the following standards shall apply:
 - a. No sign shall exceed an area of 12 square feet.
 - b. Signs may only be externally or indirectly illuminated.
 - c. Only one on-premises sign shall be permitted which may be either:
 - i. A ground sign not to exceed an overall height of five feet and set back at least 10 feet from the property line; or
 - ii. A wall sign; or
 - iii. A sign projecting from the main structure on the lot.

Signs associated with residential districts may be reviewed in conjunction with the associated development review. All signs that are not reviewed at this time shall be subject to the procedural requirements set forth for review of home occupation signs in subsection [\(A\)\(6\)](#) of this section.

6. *Home Occupation Signs.* Home occupation signs shall be permitted by the city planner and/or building official if the requirements of TMC [18.120.030\(B\)](#) and all of the following have been met:
 - a. No more than one sign is permitted per home occupation.

- b. No sign is illuminated.
- c. No sign is larger than two square feet and no dimension is smaller than 18 inches.
- d. No additional sign permit fee is required as part of a home occupation approval.
- e. If an applicant is required to petition the neighbors for a home occupation each property owner within 250 feet of the subject property has an opportunity to review the proposed sign and a majority of those owners do not object.

If the city planner determines that the proposed sign does not meet the standards in this chapter, or the property owner did not collect the necessary signatures, he or she shall refer the question to the planning commission in accordance with the procedure set forth in Chapters [18.170](#) and [18.190](#) TMC.

B. *Commercial and Industrial Zones.* Signs in all commercial and industrial zones are subject to the following standards and requirements:

1. The total square footage allotted for all signs for each business or premises cannot exceed 15 percent of the total square footage of each wall area fronting along a street or 150 square feet, whichever is less. Alleys are considered a street. The permissible square footage can be used in the following manner, however:
 - a. No sign, or combination of signs, can exceed an area greater than 15 percent of the wall area to which it relates, regardless of whether or not the wall fronts on a street;
 - b. No more than two types of signs are permitted per business or premises. Types of signs include, but are not limited to, portable signs, wall signs, ground signs, joint-use signs, and other signs demarcating the establishment. No ground sign shall exceed 10 feet from grade.
 - c. Sign standards for advertising a ballot measure or candidate for public office shall be the same as subsection [\(A\)\(4\)](#) of this section.
2. The total area of all permanent shopping center identification signs cannot exceed 15 percent of the total wall area of walls on the premises where customer entrances are provided or 150 square feet, whichever is less. No more than two signs can be utilized. A wayfinding system shall not count towards the permissible amount.
3. No individual ground sign can exceed 10 feet in height from grade or contain in excess of 150 square feet in area. No sign dimension can exceed 10 feet.
4. Off-premises signs specifically for another business located within the Talent area of mutual planning concern, as set forth in the comprehensive plan, are considered signs for the premises or business giving permission to locate such signs. Thus, such off-premises signs will be calculated as part of the permitting business's total square footage requirements prescribed in subsection [\(B\)\(1\)](#) of this section. Where no building frontage exists and the property is vacant, such off-premises signs are permitted according to the standards for construction signs in subsection [\(B\)\(7\)\(a\)](#) of this section.

5. All off-premises signs visible from the public right-of-way of Interstate 5 and Highway 99 shall be subject to the standards and requirements of the Oregon Administrative Rules and Oregon Revised Statutes administered and enforced by the Oregon Department of Transportation (ODOT). Where there is a conflict between the standards or requirements of the city and the state, the more restrictive standards or requirements shall apply.
6. No sign shall be permitted for a business or premises above the highest point of the roof except if permitted according to the following:
 - a. When application for a variance is made as set forth in TMC [18.120.100](#) and approved by the planning commission.
7. Except as otherwise provided in this chapter, the following signs are permitted as set forth herein, but are subject to the following requirements:
 - a. Construction signs identifying the architect, general contractor, and subcontractors shall be permitted not to exceed one per street frontage of the property, or an area of 32 square feet located not over five feet above grade, and must be removed when a certificate of occupancy is issued.
 - b. The Old Town design standards regarding awnings and marquees may be used outside of the Old Town district. An applicant requesting a sign permit outside the Old Town district is strongly encouraged to use the Old Town design standards to accelerate the permit approval process. [Ord. 817 § 8-3].736, 2006.]

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