



**REGULAR MEETING AGENDA  
TOWN HALL  
April 6, 2021 – 6:00pm**

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

- 1. You can join the meeting with your computer or smartphone using the following link and password:**

Meeting ID: 810 3334 4830 | Password: 511101

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

Meeting ID: 810 3334 4830 | Password: 511101

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

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

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

- 1. Call to Order/Roll Call**

- 2. Speakers Heard on Non-Agenda Items**

*Limited to 5 minutes or less per Board discretion*

- 3. Consent Agenda**

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

- 3.1. Approval of Meeting Minutes for February 17 and March 3, 2021 ..... 3 - 8**

- 4. Executive Session**

*The Agency’s Board of Directors will meet in executive session pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

**Meeting Break: 10 Minute Recess**

- 5. Regular Session**

- 5.1. Gateway Project Strategic Steps Forward, Housing for Talent ..... 9**

5.2.	Resolution 21-2, Authorizing Budget Transfers for Fiscal Year 2020-21 .....	10 - 11
5.3.	Feasibility Study for Future Urban Renewal Plan Area .....	12 - 24
5.4.	Grant Resources for City and Agency, Future IGA and Budgeting .....	25
5.5.	Budget Priorities Discussion .....	26
5.6.	Appointment of Budget Committee Members .....	27
6.	Items from Executive Director	
7.	Items from Chair or Agency Members	
8.	Adjournment	



**REGULAR MEETING MINUTES  
TOWN HALL  
February 17, 2021 — 5:00 p.m.**

*Study Session, Regular Council & TURA meetings are being digitally recorded and will be available on the City website.*

**1. Call to Order/Roll Call at 5:01 p.m.**

<b>Members Present:</b>	<b>Members Absent:</b>
Chair Ayers-Flood Member Clark Member Byers Member Volkart Member Paré-Miller	Member Ponomareff
<b>Also Present:</b>	
Jon Legarza, Executive Director	

**2. Speakers Heard on Non-Agenda Items**

None

**3. Consent Agenda**

**3.1 Approval of Meeting Minutes for January 20, 2021**

**3.2 Approval of FY 19-20 Annual Report**

**3.3 Approval of FY 21-22 Budget Preparation Schedule**

Chair Ayers-Flood discussed the history of the Urban Renewal Agency and its successful tenure and return for the community.

**Motion:** Member Clark moves to accept the consent agenda. Member Paré-Miller seconded.

**Discussion:** None.

**Vote:** All ayes; motion carries.

**4. Regular Agenda**

**4.1 Election of Agency’s Vice Chair**

The Chair requested nominations for the Vice Chair position of the Agency.

Member Volkart nominated Member Clark for the Vice Chair position for the Agency.

**Motion:** Member Volkart moves to appoint Member Clark as TURA’s Vice Chair. Byers seconded.

**Discussion:** Chair Ayers-Flood stated it would be her pleasure to serve with Member Clark as Vice Chair.

**Vote:** All ayes; motion carries.

**4.2 Appointment of FY 21-22 Budget Officer**

Staff Report – Executive Director

Legarza stated that Oregon Budget Law requires a Budget Officer be appointed for the Agency.

Discussion:

- None

**Motion:** Member Byers moves to appoint Executive Director Jon Legarza and the Urban Renewal Agency of the City of Talent’s 2021-22 Budget Officer. Paré-Miller seconded.

**Discussion:** None.

**Vote:** All ayes; motion carries.

#### 4.3 Public Records Request Procedures

Staff Report – Executive Director

Legarza stated that the Agency’s Attorney requested the Agency adopt a public request procedure

Discussion:

- Chair Ayers-Flood inquired about the fee schedule of Appendix C.
  - Legarza confirmed that the fee schedule could be modified in the future.
- Member Volkart discussed the public records procedure for the City and best practice public records request procedures.
  - Legarza stated that the item can be revisited at a later date to create better procedures.

**Motion:** Member Byers moves to approve the Resolution 21-1. Clark seconded

**Discussion:** None

**Vote:** All ayes; motion carries.

**Chair Ayers-Flood excused herself from the Board Meeting, and Vice-Chair Clark took Chair of the Meeting.**

#### 4.4 Gateway Transitional Housing to Permanent Development

Staff Report – Executive Director

Legarza discussed the previous productive Town Hall Meeting regarding the transitional housing to permanent development project on the Gateway Site. Legarza stated that the motion before the Board

Discussion:

- None

**Motion:** Member Paré-Miller moves to direct staff to submit a permit application to the City of Talent for the proposed transitional housing to permanent development plan for the Gateway Site. Byers seconded.

**Discussion:** None

**Vote:** All ayes; motion carries.

#### 4.5 Public / Community Outreach

Staff Report – Executive Director

Legarza discussed the Board of Director’s desire to raise awareness surrounding the history of the Urban Renewal Agency. Legarza presented a graph with the indebtedness over-time and the successful history of the Agency.

Discussion:

- Member Clark inquired about the TURA column of the bar chart of the
  - Legarza reviewed the slide.
- Member Byers stated that she has offered to provide Board oversight for the process.

**Motion:** Member Volkart move to direct staff to write a scope of work that aims to foster community outreach on previous and current Urban Renewal Agency activities. Byers seconded.

**Discussion:** None

**Vote:** All ayes; motion carries.

#### **4.6 Regular Meeting Schedule**

Staff Report – Executive Director

Legarza stated that he is open to one meeting a month, pending Board approval.

Discussion:

The Board Members discussed their availabilities. Legarza agreed to send out a Doodle poll to all the Board Members to figure out a time that works best.

#### **5. Items from Executive Director**

Legarza provided an update on the ongoing activities of the Urban Renewal Agency, including ongoing grant funding, GIS capabilities, wildfire recovery, and collaborating with other organizations.

Vice-Chair Clark followed up inquiring about the grant application and GIS mapping.

#### **6. Items from Chair or Agency Members**

Member Volkart thanked the Executive Director and the Vice-Chair.

#### **7. Adjournment at 5:39 p.m.**

Respectfully submitted by:

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Jon Legarza, Executive Director

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



**REGULAR MEETING MINUTES  
TOWN HALL  
March 3, 2021 — 6:00 p.m.**

*Study Session, Regular Council & TURA meetings are being digitally recorded  
and will be available on the City website.*

**1. Call to Order/Roll Call at 5:01 p.m.**

<b>Members Present:</b>	<b>Members Absent:</b>
Chair Ayers-Flood Vice-Chair Clark Member Byers Member Volkart Member Paré-Miller Member Pastizzo	Member Ponomareff
<b>Also Present:</b>	
Jon Legarza, Executive Director	

**2. Speakers Heard on Non-Agenda Items**

None

**3. Consent Agenda**

**3.1 Approval of FY 2019 - 2020 Audit**

**3.2 Approval of Check Register**

Member Volkart inquired about an Alpine Environmental charge on the check register. Legarza clarified the charge. Chair Ayers-Flood commented on the positive audit.

**Motion:** Member Paré-Miller moves to approve the consent agenda. Vice Chair Clark seconded.

**Discussion:** None.

**Vote:** All ayes; motion carries.

**4. Regular Agenda**

**4.1 Approval of the Scope of Work for Public / Community Outreach**

Legarza discussed the draft scope of work for public and community outreach for the Agency. Legarza stated that the motion tonight would lay the groundwork for the Agency to more clearly communicate the return on tax dollars to the large community from the Urban Renewal Agency.

Discussion:

- Member Byers thanked Legarza for developing the scope of work for public and community outreach.

**Motion:** Member Byers moves approve the draft scope of work for public and community outreach for the Urban Renewal Agency of the City of Talent. Volkart seconded.

**Discussion:** None.

**Vote:** All ayes; motion carries.

Chair Ayers-Flood thanked Legarza for the report that will appear in the Talent flash on the Urban Renewal Agency's tenure.

#### **4.2 Approval to Present the Proposed Urban Renewal Agency Beautification Grant Program to the City of Talent Urban Forestry Committee**

Staff Report – Executive Director

Legarza introduced the proposed grant program and stated that the grant program would be state-of-the-art in its design and collaboration with a City of Talent committee specialized in forestry. Legarza stated that the proposed motion tonight will direct staff to present the program to the City of Talent Urban Forestry Committee, where after, it will then return to the Urban Renewal Agency for final approval.

Discussion:

- Member Clark stated he appreciated the Executive Director bringing the grant program to the Board of Directors. Member Clark stated he would work with the committee to develop the program to be equitable.
- Chair Ayers-Flood expanded on the comment from Member Clark, discussing insurance policy coverages of landscaping. Chair Ayers-Flood stated that she hopes this program could benefit those who do not have insurance money. Chair Ayers-Flood also mentioned the long history of tree and landscaping efforts of the Agency.
- Member Byers inquired about the grant progress being in Spanish along with English. Byers also inquired about the mobile home parks and the grant eligibility.
  - Legarza stated that the program could be developed in multiple languages.
  - Member Clark also responded he will keep these comments in consideration during the Urban Forestry Committee consideration.
- Chair Ayers-Flood inquired about the process and application.
  - Legarza confirmed that the budget and application would be launched after approval.

**Motion:** Member Clark moves to direct staff to present the proposed beautification grant program to the Urban Forestry Committee of the City of Talent and direct staff to develop an application for potential grantees. Volkart seconded.

**Discussion:** None.

**Vote:** All ayes; motion carries.

#### **4.3 Discussion of Future Meeting Dates and Times**

Staff Report – Executive Director

Legarza stated that he had received responses to the Doodle pool for a new regular meeting date and time that does not conflict with possible City Council study sessions.

Discussion:

The Board of Directors and staff discussed the future meeting schedule for the Agency.

**Motion:** Member Volkart moves to schedule Regular Board Meetings of the Urban Renewal Agency of the City of Talent for the first Tuesday of the month at 6:00pm. Byers seconded

**Discussion:** None

**Vote:** All ayes; motion carries.

### **5. Items from Executive Director**

Legarza provided an update regarding a partnership in a joint application to Business Oregon for Wildfire Capacity / Technical Assistance funding. Legarza also updated the Board on potential GIS 3D modelling that could be included in the grant, if awarded. Legarza also updated the Board of Directors on the progress of Ashland Food Coop Market Study efforts.

Chair Ayers Flood stated that she is excited about ongoing staff work.

**6. Items from Chair or Agency Members**

Member Pastizzo discussed low-income housing in the City. Pastizzo discussed bringing in the Housing Authority to discuss affordable housing in the Talent community.

Member Clark provided an update on central median planting on Highway 99 by the Urban Forestry Committee that is passing a recommendation to the City to fund the trees. Member Clark stated that there are six trees within the Urban Renewal Agency area.

**7. Adjournment at 6:36 p.m.**

Respectfully submitted by:

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Jon Legarza, Executive Director

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# AGENDA REPORT

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**Meeting Date:** April 6, 2021  
**Staff Recommendation:** None

**Primary Staff Contact:** Jon Legarza  
**Estimated Time:** 10 minutes

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## **ISSUE BEFORE THE BOARD**

Gateway Project Strategic Steps Forward, Housing for Talent

## **BACKGROUND**

Agency staff has identified, with the help of engineers estimates, the transitional to permanent housing project cost of \$1,700,000, including long-term infrastructure for the Gateway Staff. Staff has, and continues to, work diligently with local, regional, state and national partners identify resources to fund the project. At the moment, staff is working with Oregon Housing and Community Services (OHCS) and other partners to identify grant money or develop a lending solution that would fund the project. Staff recommends that the Board of Directors approve the motion tonight that will allow staff to negotiate possible loan or grant agreements that will provide funding for the Gateway transitional site that help respond to the urgent need of transitional housing within the Talent area.

## **RECOMMENDATION**

Approve motion

## **RELATED POLICIES**

None

## **POTENTIAL MOTIONS**

“I move to direct staff to negotiate loan and grant agreement terms with state, private and other organizations on behalf of the Agency.”

## **ATTACHMENTS**

None



# AGENDA REPORT

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**Meeting Date:** April 6, 2021  
**Staff Recommendation:** None

**Primary Staff Contact:** Jon Legarza  
**Estimated Time:** 5 minutes

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## **ISSUE BEFORE THE BOARD**

Resolution 21-2, Authorizing Budget Transfers for Fiscal Year 2020-21

## **BACKGROUND**

Before the Board of Directors is a Resolution to transfer \$15,000 from the Capital Project's Unallocated Fund's Contingency budget item to the Capital project's Materials & Services, UR Consultant and Analyst budget item. The proposed contingency transfer is necessary to adjust for unanticipated materials and services costs that are now expected to be higher than the original FY 2020-21 adoption, specifically the contracting of an UR Consultant and Analyst previously unbudgeted for in the FY 2020-21 Budget.

## **RECOMMENDATION**

None

## **RELATED POLICIES**

None

## **POTENTIAL MOTIONS**

"I move to approve Resolution 21-2, Authorizing Budget Transfer for Fiscal Year 2020-2021."

## **ATTACHMENTS**

Resolution 21-2



# RESOLUTION 21-2

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT ADOPTING A CONTINGENCY BUDGET TRANSFER FOR FISCAL YEAR 2020-21**

**RESOLUTION NO. 21-2**

**WHEREAS**, the Urban Renewal Agency of the City of Talent adopted a budget and appropriated funds for fiscal year 2020-21 by Resolution 20-6; and

**WHEREAS**, ORS 294.450 provides that an Agency may amend the current year adopted budget through the interfund transfers process; and

**WHEREAS**, the proposed transfers are to adjust for changes in material and services costs that are now expected to be higher than original adoption, specifically the contracting of a UR Consultant and Analyst budget item within Materials and Services previously unbudgeted for in the FY 2020-21 Budget;

**Now, Therefore, be it Resolved** by and through the Urban Renewal Agency of the City of Talent Meeting, the Agency’s Board of Directors hereby adopts the following Contingency Budget Transfer, making appropriations, and adjusting the Fiscal year 2021-21 adopted budget as follows:

**Urban Renewal Agency FY 2020-21 Capital Projects Fund**

	<b>Adopted Appropriations</b>	<b>Change in Appropriations</b>	<b>Amended Appropriations</b>
Materials and Services	\$162,000	\$15,000	\$177,000
UR Consultant and Analyst	\$0	\$15,000	\$15,000
Contingency	\$1,878,300	(\$15,000)	\$1,863,300

The above resolution statement was approved and declared adopted on this 6th day of April, 2021 by the following vote:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 6th day of April, 2021, to take effect immediately.

\_\_\_\_\_  
**Darby Ayers-Flood, Chair**

ATTEST: \_\_\_\_\_  
**Jon Legarza, Executive Director**



# AGENDA REPORT

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**Meeting Date:** April 6, 2021  
**Staff Recommendation:** None

**Primary Staff Contact:** Jon Legarza  
**Estimated Time:** 10 minutes

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## **ISSUE BEFORE THE BOARD**

Feasibility Study for Future Urban Renewal Plan Area

## **BACKGROUND**

The Urban Renewal Agency of Talent has been extremely successful with developing much-needed infrastructure and increasing the property valuations in the City of Talent. However, the Almeda fire recently destroyed over 600 homes and 100 businesses in the City of Talent. Urban renewal plan areas and districts are typically to help build assessed values within blighted areas.

As such, Agency staff has obtained a proposal from Elaine Howard Consultants to prepare a feasibility study that investigates establishing a new Urban Renewal plan area over the burn area and adjacent properties to determine if a new district would provide funding for housing and economic programs to assist the recovery process. This work will be coordinated with the City of Talent and completed over the next four to six months. The final findings of the feasibility study will be brought back and presented to the TURA Board of Directors.

## **RECOMMENDATION**

None

## **RELATED POLICIES**

None

## **POTENTIAL MOTIONS**

"I move to approve the contract and scope of work with Elaine Howard Consulting to conduct feasibility research on developing a new urban renewal plan area."

## **ATTACHMENTS**

Contract for Professional Services with Elaine Howard Consulting

**TALENT URBAN RENEWAL AGENCY  
CONTRACT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is entered into by and between the Talent Urban Renewal Agency, an agency of the State of Oregon, hereinafter called Agency, and Elaine Howard Consulting (EHC), LLC and Tiberius Solutions (subconsultant), hereinafter called Consultants.

WHEREAS, Agency has need for the services of an individual with the specific training, ability, knowledge, and experience possessed by Consultant to complete a urban renewal plan area feasibility study to determine if urban renewal is a viable tool for funding economic and housing development projects and programs in the City of Talent, Oregon. The feasibility study will review the Alameda burn area and adjacent properties for a potential new urban renewal plan area in the City of Talent.

The consultant will coordinate the agency with the three virtual meetings Talent staff for boundary considerations, financial input and review of financial findings. EHC and Tiberius will present the final feasibility study to the Agency’s Board of Directors and the City Council. The consultant shall prepare a summary report that identifies data sources and steps used in the analysis, documents on key assumptions, and describes the implications of the results. Further, consultants shall prepare a timeline for a potential urban renewal plan adoption.

The budget for this work is as follows:

● Elaine Howard Consultings	\$ 3,000
● Tiberius Solutions	\$ 8,340
● Contingency	<u>\$ 2,000</u>
Total	\$13,340

The Agency shall provide the following services:

1. Coordination on defining boundary including tax lots and right of way of the Area
2. Coordination on financial information including input on assessed value growth rates, borrowing rates, and time frame for the urban renewal plan
3. Provide information on any known potential development in Areas which will increase the assessed value of the area if different from assumptions in feasibility study

4. Meeting space for all meetings and copying of documents for all meetings

NOW THEREFORE, the parties agree as follows:

- I. Services. Consultant agrees to perform the services set forth in the SCOPE OF WORK (Exhibit A) in this agreement, and any other related services as may be reasonably requested by the Agency and agreed to in writing. Work to be completed shall be under the direction of the Executive Director. Scope of work includes allowances for time and material which will be coordinated with the owner. Work shall be completed in a period of four months.
- II. Compensation; Billing; Payment. Agency shall pay Consultant an amount not to exceed \$13,340.00 for work performed and completed to Agency's satisfaction in Exhibit A. Any amounts over \$13,340.00 shall be agreed to in writing by the Executive Director.

Payments shall be based on itemized monthly invoices that Consultant shall submit to the Agency on the 30<sup>th</sup> day of each month of the contract. Upon request, Consultant will provide the Executive Director with supporting documents and records evidencing the progress made on the project to date. Consultant shall not perform, and Agency shall not pay, for any Consultant services which are outside the Scope of Work described in Exhibit A of this Agreement unless Agency provides prior written consent for such work.

Payments. Agency will review Consultant's invoice and, if there are no disputes or disagreement with the invoice, Agency shall pay the invoice amount due within fifteen (15) days of invoice approval.

Expense Reimbursement. Agency shall reimburse Consultant for pre-approved expenses reasonably incurred by Consultant in furtherance of its work under this Agreement. No other reimbursements are contemplated under this Agreement. Consultant shall obtain Agency's written authorization prior to incurring any expenses. No such expense shall be reimbursed unless written authorization has been obtained from the Agency. Consultant will provide appropriate documentation and receipts for expenditures when submitting requests for reimbursement.

- III. Independent Contractor. Consultant is an independent contractor for all purposes and is not entitled to any compensation or benefits other than the compensation provided for under this Agreement. While Agency reserves the

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

- IV. Federal Funds. If payment under this Agreement is to be charged against federal funds, Consultant certifies that Consultant is not currently employed by the federal government and the amount charged does not exceed Consultant's normal charge for the type of service provided.
- V. No Benefits. Consultant will not be eligible for any federal Social Security, unemployment insurance, Public Employees Retirement System benefits, or any insurance-related benefits from payments made pursuant to this Agreement, except as a self-employed individual.
- VI. Compliance with Laws. Consultant shall comply with all federal, state and local laws and ordinances applicable to the work done under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contract Code including ORS 279B.020, 279B.220, 279B.230, and 279B.235.
- VII. No Subcontracts or Assignment. Consultant shall not subcontract, assign or transfer any work scheduled under this Agreement, except as authorized within the Scope of Work, without the prior written consent of the Agency, which may be withheld in the Agency's sole discretion. Notwithstanding Agency approval of a subcontractor, the Consultant shall remain obligated for full performance under this Agreement, and the Agency shall incur no obligation other than its obligations under this Agreement. The Consultant agrees that if subcontractors are employed in the performance of this Agreement, the Consultant and its subcontractors are subject to all requirements of this Agreement and Oregon law.
- VIII. Covenants. Consultant agrees to faithfully and diligently perform the duties required by this Agreement and will not engage in any activity that is or may be contrary to the welfare, interest, or benefit of the Agency.
- IX. Termination. Either party may terminate this Agreement after fourteen (14) days written notice to the other party, with or without cause. The parties may also

mutually agree to terminate this Agreement at any time. Upon termination, Consultant shall be entitled to payment in accordance with the terms of this Agreement for any work done pursuant to this Agreement that is completed and accepted before termination, less previous amounts paid and any disputed invoice amounts. Pursuant to this paragraph, Consultant shall submit an itemized invoice for all unreimbursed work done pursuant to this Agreement that is completed before termination, and all Agreement closeout costs actually incurred by Consultant. Agency shall not be liable for any costs invoiced later than thirty (30) days after termination unless the Consultant can show good cause beyond its control for the delay.

- X. Indemnification and Standard of Care. Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, and hold Agency harmless from any damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Consultant's intentional or negligent acts, errors or omissions in the performance of this Agreement by Consultant or her employees, officers or agents. The standard of care applicable to Consultant's work will be the degree of skill and diligence normally employed by professional consultants performing the same or similar services. Consultant will re-perform any services not meeting this standard without additional compensation.
- XI. Agency agrees, to the fullest extent permitted by law, to indemnify, defend, and hold Consultant harmless from any damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Agency's intentional or negligent acts, errors or omissions in the performance of this Agreement by Agency or its employees, officers or agents.
- XII. Applicable Law. This Agreement shall be construed in accordance with Oregon law.
- XIII. Severability. If any part, term or clause of this Agreement is held by a court or arbitrator to be unenforceable, of no effect, or in conflict with any law, the validity of the remaining provisions and clauses shall not be affected and the rights and obligations of the parties shall be construed and in force as if the contract did not contain the particular part, term or clause held to be unenforceable.
- XIV. Entire Agreement. This Agreement represents the entire agreement between Agency and Consultant. No prior oral or written understanding shall be a force or



effect with respect to any matters covered by the Agreement. This Agreement may not be amended except in a writing signed by both parties.

XV. Notices. Notices required to be given under this Agreement shall be in writing and personally delivered or sent by electronic mail to the parties as below.

CONSULTANT:

AGENCY:

By: \_\_\_\_\_  
Elaine Howard  
Elaine Howard Consulting, LLC

By: \_\_\_\_\_  
Jon Legarza  
Executive Director  
jon@talenturbanrenewal.com

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A

# Talent Urban Renewal Feasibility Scope of Work



**TIBERIUS  
SOLUTIONS**



## Scope of Work

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The City of Talent has requested a proposal for an urban renewal feasibility study to determine if urban renewal is a viable tool for funding economic development projects and programs in Talent. This proposal proposes the following work scope for Elaine Howard Consulting, LLC (EHC) and Tiberius Solutions LLC (Tiberius). EHC will be the contractor with the City and Tiberius will sub-contract with EHC. The Tiberius Scope of Work is attached.

1. Meetings and Presentations (EHC and Tiberius)  
EHC and Tiberius will have three virtual meetings with Talent staff for boundary considerations, financial input and review of financial findings. EHC and Tiberius will present the final feasibility study to the City Council.
2. Summary Report (Tiberius and EHC)  
Write a Report that identifies the steps used in the analysis, documents the key assumptions, and describes the implications of the results. Prepare a timeline for a potential urban renewal plan adoption.

### **Budget**

All work will be completed for an estimated cost not to exceed \$13,340 which includes a \$2,000 contingency. A breakdown of these costs is shown below.

Elaine Howard Consulting	\$ 3,000
Tiberius Solutions	\$ 8,340
Contingency	<u>\$ 2,000</u>
Total	\$13,340

### **Schedule**

All tasks for the feasibility study would be completed over a period of four months. Talent should wait to adopt a new urban renewal plan until after new tax rolls are established in October of 2021. If a Plan is adopted after October and before December 31, 2021 you will receive tax increment a year earlier than if you wait until after December 31, 2021 to adopt a plan.

## Items Required from the City

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The items required from the city include:

- Coordination on defining boundary including tax lots and right of way of the Area.
- Coordination on financial information including input on assessed value growth rates, borrowing rates, and time frame for urban renewal.
- Information on any known potential development in Area which will increase the assessed value of the Area if different from assumptions in feasibility study.
- Meeting space for all meetings and copying of documents for all meetings.



DATE: March 16, 2021  
TO: Elaine Howard  
FROM: Nick Popenuk  
SUBJECT: PROPOSED SCOPE OF WORK: CITY OF TALENT FEASIBILITY STUDY

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## Scope of Work

The following tasks will be completed by Tiberius Solutions LLC for the City of Talent Urban Renewal Feasibility Study:

### Data Acquisition and Cleaning

- Obtain historical aggregate assessed value data for the City and County.
- Obtain disaggregated assessment data for all tax accounts located within the City of Talent, and any adjacent unincorporated areas, that will be considered for inclusion in the URA.
- Compare the sum of the disaggregated tax account data with the official citywide, tax code area-wide, and/or countywide totals reported by the Assessor to confirm the validity of the data. In case of a discrepancy between the disaggregated raw data and the official reported totals, we will work with the County Assessor to troubleshoot the dataset and ensure an accurate dataset before proceeding with the analysis.

### Identification of Boundary for Analysis

- City staff will provide instructions on the boundary they would like to see evaluated as potential new urban renewal area. The City can provide this input in whatever format is most convenient to City staff, including GIS shapefiles, a hand-drawn map approximating the boundary, or in verbal or written comments describing the desired boundary.
- Create a map of the draft boundary to share with City staff to ensure the correct geographies will be included in the analysis. Revise the draft boundary (if needed), based on input from City staff, before conducting any of the financial analysis or determining the frozen base. Provide the City with a map of the final boundary to be evaluated in this analysis.
- Using the agreed upon boundary, identify all tax accounts (or fractions thereof) located within the boundary. For non-situs property value, such as utility property, estimate the value within each boundary based upon citywide ratios of non-situs property to real property. This analysis will determine the frozen base value of the boundary, as well as the composition of that frozen base from each property type (i.e., real, personal, utility, and manufactured).
- Evaluate if the proposed boundary is in compliance with relevant Statutes. Oregon Revised Statutes (ORS) requires that all URAs within a municipality be limited to no more than 25% of the city's assessed value and acreage. We will calculate the total acreage and assessed value of all tax accounts located within the draft URA boundary.

### Assumptions and Considerations

- This scope of work assumes that one boundary be analyzed in the feasibility study. If the City desires to have tax increment finance projections for additional iterations of the proposed URA

boundary, this would have an added expense for the analysis, increasing the total cost of the project.

- Additional maps. We will produce a map showing the proposed boundary considered in the analysis. Additional maps showing attributes such as zoning, comprehensive plan designations, improvement to land value ratios, property ownership, or other relevant factors can be produced (assuming the City provides necessary spatial data) at an additional cost.

## **TIF Forecast and Finance Plan**

- Confirm ORS guidance on loss of property due to natural disaster and corresponding effects on changes in assessed value.
- Coordinate with City staff to identify key assumptions for the financial analysis, including:
  - Estimates of reduction in assessed value from property loss, including detail about which structures were lost.
  - Estimates of future growth in assessed value, including known exception value (e.g., planned future development or rebuilding in the area).
  - Schedule of planned future expenditures
  - Desired projects, including estimated costs, portion to be funded with urban renewal and desired timing.
  - Preferences (if any) for the structure of future debt, including interest rate, amortization period, and debt service coverage ratio.
- Build Excel-based spreadsheet to forecast tax increment finance (TIF) revenue and URA finance plan. Specific subtasks include obtaining and entering necessary information on tax rates, maximum indebtedness, and assessed value for each relevant tax code area.
- Calculate impact to taxing districts.
- Review draft results with EHC and City staff and make revisions as necessary.

### Assumptions and Considerations

Tiberius will create one TIF forecast with one set of growth assumptions. We can create multiple growth scenarios at an additional cost (cost based on the level of complexity in the different growth assumptions).

## **Meetings and Presentations**

- Participate in three virtual meetings with Talent staff for boundary considerations, financial input, and review of financial findings
- Provide PowerPoint slides related to financial analysis for City Council presentation
- Present final feasibility analysis to City Council

## **Contingency**

We have experience with assessment data for dozens of clients across Oregon. This experience shows a wide-range in the quality, format, and accuracy of the data. This makes it difficult to predict exactly how much time and effort will be required to work with the data, and ensure it is complete and accurate. Another area of uncertainty is in the number and complexity of tax rates included in the analysis. Some urban renewal areas affect up to a dozen different tax code areas, which requires more time-consuming analysis to verify tax rates and to make calculations of TIF revenue. Because of this uncertainty, our proposal includes \$2,000 in contingency, to cover any extraordinary efforts required for data cleaning,

follow-up, or verification with the County Assessor. This contingency is also intended to cover additional analysis and add-on tasks requested by the City but not included in this scope of work. We will notify the City before accessing these contingency funds. Contingency will only be accessed with written approval from the City.

## Budget

All work will be completed for an estimated cost not to exceed \$8,340, plus \$2,000 in contingency described above, for a total of \$10,340. A breakdown of the budget is shown below in Exhibit 1.

### Exhibit 1. Estimated Budget

Task	Nick Popenuk	Ali Danko	Rob Wyman	Hours	Cost
	Project Director \$ 160 / hr	Project Manager \$ 110 / hr	GIS Specialist \$ 110 / hr		
Data Acquisition and Cleaning	2	8	8	18	\$ 1,200
Identification of Boundary	4	4	12	20	\$ 1,080
TIF Forecast and Finance Plan	14	24	0	38	\$ 4,880
Meetings and Presentations	6	2	0	8	\$ 1,180
<b>Total Labor</b>	<b>26</b>	<b>38</b>	<b>20</b>	<b>76</b>	<b>\$ 8,340</b>
<b>Direct Cost</b>					<b>\$ 8,340</b>
<b>Contingency</b>					<b>\$ 2,000</b>
<b>Grand Total</b>					<b>\$ 10,340</b>





# AGENDA REPORT

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**Meeting Date:** April 6, 2021  
**Staff Recommendation:** None

**Primary Staff Contact:** Jon Legarza  
**Estimated Time:** 10 minutes

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## **ISSUE BEFORE THE BOARD**

Grant Resources for City and Agency, Future IGA and Budgeting

## **BACKGROUND**

The Urban Renewal Agency is coordinating with the City of Talent to identify and apply for funding to help in the short-and-long range funding for Talent. The City of Talent has expressed interest in sharing resources to coordinate future grant writing and administration. The motion before the Board of Directors tonight simply directs staff to further coordinate with the City of Talent and develop an IGA that would allow the City and Agency to share grant writing and administration resources, bringing much needed money to the Talent area and assisting in the fire and Covid-19 recovery efforts.

## **RECOMMENDATION**

None

## **RELATED POLICIES**

None

## **POTENTIAL MOTIONS**

“I move to direct Agency staff to negotiate an intergovernmental agreement (IGA) with the City of Talent to coordinate on future grant writing and administration.”

## **ATTACHMENTS**

None



# AGENDA REPORT

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**Meeting Date:** April 6, 2021  
**Staff Recommendation:** None

**Primary Staff Contact:** Jon Legarza  
**Estimated Time:** 10 minutes

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## **ISSUE BEFORE THE BOARD**

Budget Priorities Discussion

## **BACKGROUND**

Before the Board of Directors is an Agenda item to discuss budget priorities for the upcoming FY 2021-22 budget Cycle. Staff will facilitate conversation to identify key priority areas that will be reflected in the preparation of the FY 2021-22 Budget.

## **RECOMMENDATION**

None

## **RELATED POLICIES**

None

## **POTENTIAL MOTIONS**

None

## **ATTACHMENTS**

None



# AGENDA REPORT

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**Meeting Date:** April 6, 2021  
**Staff Recommendation:** None

**Primary Staff Contact:** Jon Legarza  
**Estimated Time:** 10 minutes

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## **ISSUE BEFORE THE BOARD**

Appointment of Budget Committee Members

## **BACKGROUND**

Before the Board of Directors is a motion to appoint the Budget Committee Members for the FY 2021-22 Budget Cycle. The Urban Renewal Agency shares Budget Committee Members with the City of Talent. Staff will be working with the City of Talent to try to align Budget Committee Meeting dates to ensure Budget Committee Members do not have to attend meetings on separate dates for the Agency and the City Council. Staff recommends the appointment of the following Budget Committee members for the Agency's 2021-2022 Fiscal Year budget:

Anna D'Amato  
Felicia Hazel  
Ryan Pederson  
Larry Chase  
Joi Riley

## **RECOMMENDATION**

Appoint

## **RELATED POLICIES**

None

## **POTENTIAL MOTIONS**

"I move to confirm the appointment of the FY 2021-22 TURA Budget Committee."

## **ATTACHMENTS**

None