



**REGULAR MEETING AGENDA
TOWN HALL
May 3, 2022 – 6:20 pm***

***Regular meeting to start at 6:20 pm or later. The Regular Meeting will follow the budget committee meeting using the same Zoom link.**

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: **894 2866 9037** | Password: **278285**
<https://us02web.zoom.us/j/89428669037?pwd=SGNuVGROanlWQnZ3S2dURzl0dFJSUT09>
- 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: **894 2866 9037** | Password: **278285**

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

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

Anyone wishing to speak on an agenda item will be given an opportunity to speak once the chair calls for speakers. 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 Regular Session Minutes for April 5th, 2022**
- 4. Regular Session**
 - 4.1. Discussion and Possible Direction on Talent Business Alliance Grant**
 - 4.2. Discussion and Possible Direction on Transition Plan**
 - 4.3. Discussion and Possible Scheduling of Future Study Sessions / Board Outreach Meetings ...**

5. **Items from Executive Director**
6. **Items from Chair or Agency Members**
7. **Adjournment**



**REGULAR MEETING MINUTES
TOWN HALL
April 5, 2022 — 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 6:01 p.m.

Members Present:	Members Absent:
Vice-Chair Clark Member Byers Member Ponomareff Member Pastizzo Member Greider	Chair Ayers-Flood Member Paré-Miller
Also Present:	
Jon Legarza, Executive Director	

2. Speakers Heard on Non-Agenda Items

None.

3. Consent Agenda

3.1 Approval of Regular and Study Session Meeting Minutes for March 1st, 2022

Vice-Chair Clark mentioned a possible typo to review on the regular session minutes.

Motion: Member Paré-Miller moved to approve the consent agenda. The motion was seconded.

Discussion: None.

Vote: All ayes; motion carries.

4. Regular Agenda

4.1 Approval for Agency to Apply for Rural Innovation Stronger Economy (RISE) Grant Funding with Talent Maker City

Staff Report – Executive Director

Legarza provided a short overview of the RISE program and potential to author a joint-application with TMC for the competitive grant program administered by USDA.

Discussion:

- Vice-Chair Clark inquired about how the funds would be used.
 - Legarza clarified that it would be used for construction.
 - Legarza also clarified that the Agency would be responsible for reporting to a follow-up question.

Motion: Member Byers moved to direct the Agency to draft an application in partnership with Talent Maker City for the Rural Innovation Stronger Economy (RISE) Grant program, administered by the USDA. The motion was seconded.

Discussion: None.

Vote: All ayes; motion carries.

4.2 Budget Priorities Discussion

Staff Report – Executive Director

Legarza provided a short staff report with some budget ideas for the FY 2022-2023 budget cycle. Some areas that Legarza mentioned included: infrastructure improvements, town hall renovation, Wagner Road right-of-way, property acquisition, main street program training, recovery grants, and Gateway RFEI.

Discussion:

- Member Ponomareff thanked Legarza for preparing the budget ideas
- Member Byers inquired about the business support programs
 - Legarza responded about the business recovery and support idea being for future grant programs, centered on technical assistance
- Vice-Chair Clark thanked Legarza for preparing the budget ideas

4.3 Budget Officer Designation

Staff Report – Executive Director

Legarza read the staff report for the agenda item.

Discussion:

- None.

Motion: Member Byers moved to appoint Executive Director, Jon Legarza, as the Urban Renewal Agency of the City of Talent's 2022-2023 Budget Officer. The motion was seconded.

Discussion: None.

Vote: All ayes; motion carries.

4.4 Budget Committee Appointment

Staff Report – Executive Director

Legarza read the staff report and detailed the potential budget committee member names.

Discussion:

- Member Byers inquired about the preparedness of the budget committee members.
 - Legarza stated that he would reach out following their confirmation to the committee.

Motion: Member Byers moved to confirm the appointment Zach Zegzdryn, Felicia Hazel, Anna D'Amato, Ryan Pederson, Joi Riley, and Jerry Leigh to the FY 2022-23 TURA Budget Committee. The motion was seconded.

Discussion: None.

Vote: All ayes; motion carries.

4.5 Discussion on Potential Future Work Plan Staffing & Transition

Staff Report – Executive Director

Legarza read the staff report on the agenda item. Legarza then provided some key areas of assistance that the City could provide the Agency. Some of these areas included: community engagement, asset management, project management, urban forestry, grant writing, housing program, economic vitality, budget, AR/AP, online presence assistance.

Discussion:

- Vice-Chair Clark recognized the contributions that Legarza made to the Agency and the Talent Community.
- Member Ponomareff echoed Vice-Chair Clark's comments. Member Ponomareff then inquired about City capacity.
 - City Manager Jordan Rooklyn stated that she is having conversations with other taxing districts on how to best staff the Agency moving forward.
- Vice-Chair Clark mentioned the thoughtfulness behind the transition and that we his optimistic of the future of the Agency.

Motion: Member Pastizzo moves to direct Agency staff to continue to coordinate with the City of Talent on developing an IGA and identifying future Agency staffing opportunities. The motion was seconded.

Discussion: None.

Vote: All ayes; motion carries.

5. Items from Executive Director

Legarza provided an update that highlighted the upcoming visioning sessions, outreach with Gateway residents, open house flyer, Malmgren Garage application, asset management, and a recently submitted OCF grant application for public art.

6. Items from Chair or Agency Members

Vice-Chair Clark mentioned the upcoming City of Talent's arbor day celebration on the upcoming Saturday and plan to plant 85 trees during the effort.

7. Adjournment at 6:43 p.m.

Respectfully submitted by:

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) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.



AGENDA REPORT

Meeting Date: May 3, 2022
Staff Recommendation: None

Primary Staff Contact: Jon Legarza
Estimated Time: 10 minutes

ISSUE BEFORE THE BOARD

Discussion and Possible Direction on Talent Business Alliance Grant

BACKGROUND

Agency staff continues to coordinate with long-term Agency partners that support the economic growth and development of Talent. According to Talent's Urban Renewal Plan, the Agency is tasked with twelve goals and objectives, including but not limited to:

- *"To enhance opportunities for residential, civic, cultural, and business property to be developed, redeveloped, improved, rehabilitated and conserved in ways which will ensure the vitality of the Area*
- *To encourage the retention, expansion and development of diversified businesses that will produce jobs for the people of Talent and Jackson County*
- *To assist property and business owners in the rehabilitation, development or redevelopment of their buildings, property and/or leased space*
- *To leverage the Agency's financial resources to the maximum extent possible with other public and private investments and other public and private funding sources"*

The Agency continues to lead the State of Oregon in innovative programs that are responsive to the needs and concerns of the Talent Community – prioritizing public engagement and input in its projects and activities. In addition to the goals and objectives set out in the Urban Renewal Plan, the City of Talent's economic development strategy tasks the Talent Community with:

"POLICY 4: Existing Business Support and Assistance: The City will support, and encourage retention and expansion of existing business that align with Talent's other community development goals.

- *Objective 4.1: Retain and encourage growth of existing businesses in Talent*
- *Objective 4.2: Support existing businesses by sharing technical resources, maintaining open communications with local business people, and providing available staff support for economic development projects initiated by the business community.*
- *Objective 4.3: Support development of a maker eco-system to support economic growth and educational and cultural opportunities."*

Talent Business Alliance's aims and objectives fall squarely within this policy framework to provide existing business support and assistance. By advocating for resource support, Talent Business Alliance can help leverage funds within our community and expand the long-term viability of homegrown Talent businesses. By assisting this local nonprofit committed to bolstering the economic activity and robustness of Talent's businesses, the Agency could help bolster economic growth and activity within the Talent.

Talent Business Alliance is now looking for funding to help restore their office with new paint, carpet, furniture, and fixtures to create a welcoming co-working space within our small community. This could provide a hub for businesses to help regrow and recover. The Alameda Fire significantly impacted businesses within our community – with many requiring additional assistance to help them relocate back to the Talent Community and rebuild. Many businesses still have not found homes in Talent to restart. This could help provide this space. The Talent Business Alliance remains committed to helping local businesses throughout their growth, connecting them with resources and assistance that could help them realize their goals.

RECOMMENDATION

None

RELATED POLICIES

None

POTENTIAL MOTIONS

"I move to direct Agency staff to award a one-time grant of \$7,000 to the Talent Business Alliance to fund the renovations and improvements at the Alliance's office, located at 206 E Main Street."

ATTACHMENTS

Request from Talent Business Alliance

Dear Talent Urban Renewal Agency,

The Talent Business Alliance seeks to be considered for a disbursement from the TURA discretionary funds in the amount of \$7,000, for the purpose of updating the office of 206 E Main St. at the Town Hall property in downtown Talent, Oregon with new paint, new carpet, furniture and fixtures. The office within Town Hall has been leased to Talent Business Alliance since 2005, which is when the office was last remodeled. The Town Hall renovation has been an approved project of Talent Urban Renewal Agency since 2018.

As a team of volunteers, we are working to reactivate the Talent Business Alliance. We are a non-profit organization which has been in operation since 2005 (formerly the Talent Chamber of Commerce). We have recently reactivated after a prolonged inactive period due to COVID.

During that inactive period, Talent lost 60% of their businesses as a result of the Almeda Fire. 60% is a really tough statistic to come back from. The burn scar remains undeveloped, while those surviving businesses still face ongoing significant resource challenges. Some are literally operating on an island in the middle of burn scarred sections of Talent. It's heartbreaking, it makes our mission in support of small business critical.

TBA is currently developing a strategic plan, informed by a research project performed by SOU students in partnership with the City of Talent. The project focused on the needs of our businesses as directly reported by the business owners. Business owners reported their immediate needs and priorities, as well as their ideas for long range recovery strategies.

- Cash
- Networking
- Build back the customer base. (support events to stimulate commerce).

TBA is currently working on all three priorities. We are advocating for resource support; i.e. from the CDBG grants. We will be using the organization to revitalize Talent business networking including Phoenix, and we are going to support several events throughout the year. Our volunteers are resolved to help our businesses weather, recover and thrive through these catastrophic years. Additionally, we will welcome home based businesses wishing to recover from the loss of their home offices etc, to utilize the office as incubator and or shared work space. With additional desks and office equipment, business recovery can expand our opportunity to support start up businesses as well as part of the TBA mission.

The primary funding for our projects are grants. It has always been the mission of TBA to stretch funding to the maximum extent possible by including opportunities for donated services and the potential for additional income through future capital campaign fundraising

efforts.

While the primary mission of the Urban Renewal Agency is to eliminate blight, the Agency also strives to improve the safety, quality of life and economic wellbeing of those who live, work, own property and visit the Talent Area. As the Agency is tasked with fostering revitalization and economic redevelopment, we hope you appreciate the opportunities that the Talent Business Alliance mission creates.

We hope that TURA sees this proposed TBA mission as an opportunity to advance economic revitalization and well-being for the whole community, creating an active, vibrant downtown while engaging with existing small businesses to weather during Talent's recovery. Through this project, we will create a community business gathering space, with renewed community connection and prosperity for downtown Talent and the region, well into the future.

We are confident that by maintaining our centralized location, Talent Business Alliance will achieve its mission, catalyzing our businesses recovery.

Thank you for your support and consideration.

Respectfully submitted

Darby Ayers-Flood

Talent Business Alliance

President of the Board



AGENDA REPORT

Meeting Date: May 3, 2022
Staff Recommendation: None

Primary Staff Contact: Jon Legarza
Estimated Time: 20 minutes

ISSUE BEFORE THE BOARD

Discussion and Possible Direction on Transition Plan

BACKGROUND

During the previous Urban Renewal Agency meeting, the Agency's Board of Directors discusses potential future Agency staffing. Following this discussion, Healthy Sustainable Communities has authored a 17-page, in-depth transition plan for the Agency's Board of Directors to review.

Ultimately, the Urban Renewal Agency of the City of Talent has grown the scope of its activities and projects over the past two years. Following the Almeda Fire, the Agency quickly worked to further infrastructure on the Gateway project while bolstering economic growth and activity within its work plan area by bringing more than 150 residents to Talent. Today, along with many other activities and projects, the Agency is actively exploring a potential future work plan area that could help bolster long-term economic growth and recovery within the Talent Community. In order to ensure continuity of projects and activities during the transition period between current and future Agency personnel, the transition plan aims to serve as a quick reference point that summarizes the Agency's current projects and activities. More specifically, the plan provides an introduction and overview of the Agency, details current Agency activities, outlines key software providers and support personnel, surveys ongoing Agency grants, details a transition timeline, and discusses future Agency operation considerations. Together, this document aims to serve as an important reference document for both its Board of Directors and future Agency personnel. Healthy Sustainable Communities has created this document to foster a healthy, sustainable transition between current and future Agency personnel with the aim of building momentum and progress on the Agency's expansive scope of projects and activities.

RECOMMENDATION

None

RELATED POLICIES

None

POTENTIAL MOTIONS

“I move to approve the draft transition plan and direct Healthy Sustainable Communities to notify Agency partners of the upcoming transition for fiscal year 2022 - 2023.”

ATTACHMENTS

Draft Transition Plan

URBAN RENEWAL AGENCY OF THE CITY OF TALENT

TRANSITION PLAN FOR FISCAL YEAR END 2021-2022

EXECUTIVE SUMMARY

The Urban Renewal Agency of the City of Talent has grown the scope of its activities and projects over the past two years. Following the Almeda Fire, the Agency quickly worked to further infrastructure on the Gateway project while bolstering economic growth and activity within its work plan area by bringing more than 150 residents to Talent. Today, along with many other activities and projects, the Agency is actively exploring a potential future work plan area that could help bolster long-term economic growth and recovery within the Talent Community. In order to ensure continuity of projects and activities during the transition period between current and future Agency personnel, this document aims to serve as a quick reference point that summarizes the Agency's current projects and activities. More specifically, this document provides an introduction and overview of the Agency, details current Agency activities, outlines key software providers and support personnel, surveys ongoing Agency grants, details a transition timeline, and discusses future Agency operation considerations. Together, this document aims to serve as an important reference document for both its Board of Directors and future Agency personnel. Healthy Sustainable Communities has created this document to foster a healthy, sustainable transition between current and future Agency personnel with the aim of building momentum and progress on the Agency's expansive scope of projects and activities.

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HEALTHY SUSTAINABLE COMMUNITIES

URBAN RENEWAL AGENCY OF THE CITY OF TALENT

TRANSITION PLAN FOR FISCAL YEAR END 2021-2022

INTRODUCTION

The Board of Directors transferred the day-to-day administration of the Urban Renewal Agency to Healthy Sustainable Communities in April 2020. Since this transition, the Agency has continued to further the aims and objectives of its work plan while leveraging significant sums of philanthropic and nonprofit funding to help bring residents back to Talent following the Almeda Fire. The Board of Directors and City Council are currently considering a proposed new work plan that could help the Talent Community continue its long-term recovery by investing in housing, infrastructure, and emergency preparedness within Talent for years to come.

Within early 2020, the Gateway Project was the key focus of the Agency. After launching a new, accessible website to communicate Agency activities clearly, the Agency bolstered its relationships and connections with affordable housing builders and funders across the State of Oregon. This effort raised awareness of the Gateway Project and Talent's ongoing commitment to bolster housing production and access for all income levels throughout its small Community. Simultaneously, the Agency continued to work closely with Walker Macy, who oversaw the original visioning session on the Gateway Project, to obtain more detailed cost estimates and densification scenarios for the Gateway Project to ensure that potential builders had accurate cost information when considering the development of the Gateway.



But in September 2020, tragedy struck the Talent Community. The Almeda Fire spread throughout much of the City, destroying more than 700 homes and 100 businesses – many within the confines of the work plan. And within only the first meeting of the Board of Directors following the Almeda Fire, the Agency quickly jumped into action and provided staff direction to develop a temporary shelter concept plan for the Gateway Site. Within the same period, Walker Macy provided pro-bono and at-cost help to establish this transitional plan to present to the Board of Directors and the City. The plans were ready for City review within less than one month following the Fire with the underlying aim to bring more than 53 families back home, advance infrastructure on the Gateway Site, and bolster economic growth and vitality within the work plan area.



The transitional to permanent housing plan for the Gateway Site was developed in collaboration with local, regional, and state partners throughout the public meeting process. Talent's commitment to rebuilding stronger together reflects this effort to public engagement and collaboration. After developing a conceptual plan for the Gateway transitional project, the Agency competitively applied for numerous grant programs and solicited grant funding from government, nonprofit, and philanthropic organizations. Ultimately, the Agency received more than \$2.25 million in grant and ultra-low interest loan funding to move forward with the Gateway transitional housing project, paving the way forward on a community vision for the Site while bringing residents back home to Talent – bolstering the economic vitality of the fire-impacted downtown corridor of the Community.

Following the City of Talent's approval of the temporary emergency accommodations permit for the Gateway Site, the Agency quickly realized the project's construction with a local, women-owned contractor, completing the project on time for the Community. Currently, the Gateway Site homes more than 159 individuals and has a long waiting list of more than 59 applicants waiting to return to Talent.

Ultimately, through listening to the Community's visions and needs, the Agency delivered a project that is now home to families displaced by the Alameda Fire.



The Gateway Project now houses 159 individuals and requires in-depth coordination across a wide range of partners to continue to respond to the Site's current residents' and the Community's long-term needs. As such, the Agency plays an active role in managing the Gateway asset, ensuring that it promotes economic vitality within the Talent Community and is well-positioned for future, long-term, attainable housing construction.

Additionally, the Agency continues to actively apply for large swaths of competitive grant funding rounds to help improve infrastructure and the economic vitality of the Gateway Project and other projects within the boundaries of its work plan. Over the past two years, the Agency has applied for more than twenty grants and programs, bringing in more than \$1 million in funding commitments to continue the Agency's activities and meet its work plan goals. Today, the Agency continues to apply and draft new grant applications to help property owners within the work plan area and continue moving forward with the Gateway project for long-term development.

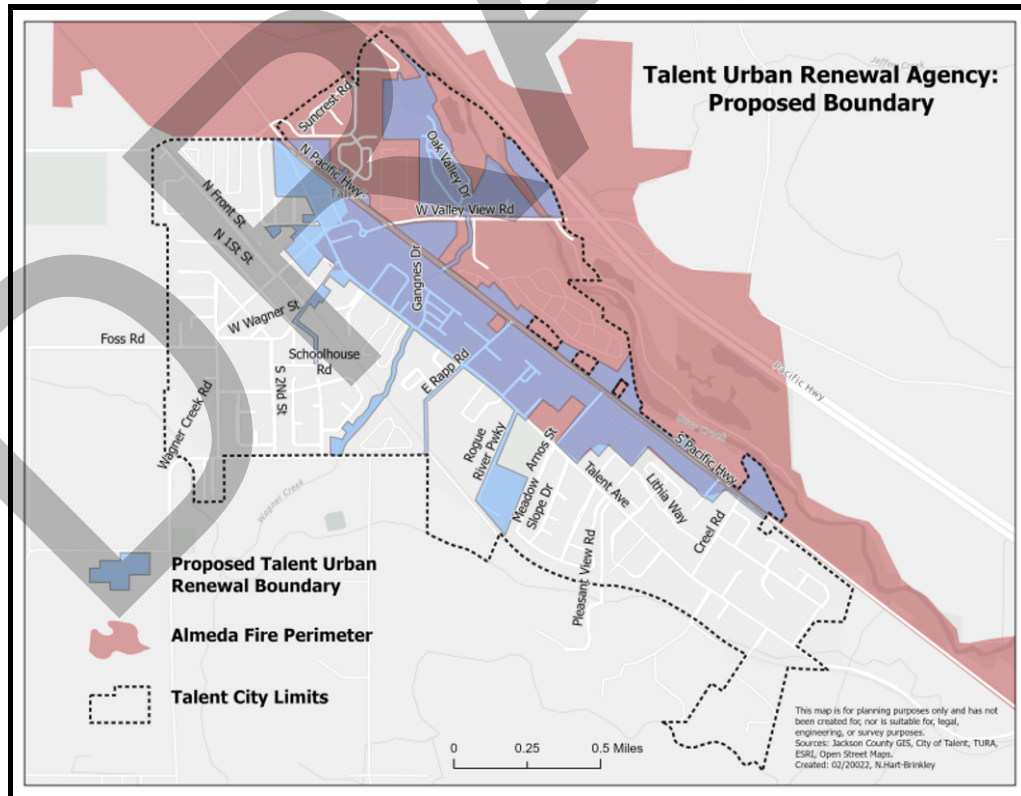
Following the completion of construction on the Gateway Site and ongoing conversations with property owners within the original concept area Gateway, the Agency's Board of Directors contracted with Salazar Architect to oversee master visioning sessions for the larger fire-impacted Gateway to Talent area. This larger area includes the wider areas between the 99 corridors and Talent Avenue – reflecting the original vision of the Gateway Project, including Talent Irrigation District property within the larger visioning area. This larger area, including many parcels originally proposed in 2016 and early-2017, was previously abandoned by the Agency after it could not purchase the Talent Irrigation Property within downtown Talent. Through the revitalization large-scale visioning project, the Agency aims to breathe new life in the downtown corridor and continue to build on the strong relationships it has developed relationships with adjacent property owners over the past two years.

Over the past two years, the Agency's online presence also grew, clearly communicating Agency activities online to Talent community members and those spread across the nation. Since the Agency's new website launch, it has attracted more than 12,000 page views and 5,500 unique visitors to learn more about the Agency's projects and activities – bolstering the public's awareness of the Agency's ongoing and potential future projects. On its website, the Agency also launched the first online grant applications for Talent

businesses and community members to apply for, focused on providing beautification grants and food truck location grants. These grant programs have attracted more than 30 applicants, providing outreach and engagement with community members and businesses within the work plan area that was previously not engaged with Agency activities and projects.

In addition to these ongoing projects and activities, the Agency continues to undertake regular administrative activities to ensure it meets its administrative requirements. These activities include but are not limited to: holding regular Board Meetings, drafting and publishing meeting agendas, meeting minute drafting, meeting audio processing, yearly audit formalities, processing public records requests, overseeing Agency accounting, communication with Board Members, grant monitoring, grant administration, partner coordination meetings, contractor monitoring, and multilingual public outreach and advertising of Agency activities and projects. These ongoing Agency administrative activities have significantly grown in scope and time over the past two years due to the widening scope of projects and activities that the Agency is currently undertaking within the Talent Community.

The Agency has also continued to build on its momentum and is working with an experienced urban renewal consultant team to consider a new work plan that could help provide funds that benefit Talent's long-term recovery. Unlike other urban renewal plans within the Rogue Valley, the Agency's plan is expired and no longer collecting tax revenue, leaving the Talent Community with very few tools to jumpstart recovery within its burn scar area. Following the Almeda Fire, the urban renewal consultant reached out to all fire impacted municipalities across the state to explain how this tool could help realize long-term recovery and reduce blight within these disaster-impacted areas. Talent answered this call and will continue to work with the consultant to learn how urban renewal can help Talent recover.



Over the past two years, the Agency has played an important role in Talent's recovery efforts while strategically advancing the goals set out within its work plan. Healthy Sustainable Communities is hopeful that the Talent Community will continue to chart an innovative, leading path to recovery within the Rogue Valley, state, and nation. Today, Talent is home to fire survivors that contribute to its downtown economy while building the overall economic prosperity of the wider Talent Community. But many more businesses and property owners are experiencing significant funding gaps that will restrict them from rebuilding without the help of additional funding. Just as the Urban Renewal Agency was instrumental in jumpstarting the Community's vision for the Gateway Project, we hope to see Talent continue to chart a path to help its community members rebuild and recover for years to come.



CURRENT KEY AGENCY ACTIVITIES

The scope of activities associated with the Urban Renewal Agency of the City of Talent has grown over the past two years due to the devastating impacts of the Almeda Fire on the work plan area. While the Agency currently does not collect incremental tax revenue from its work plan area, there remain funds to spend on projects and programs within the work plan area. Following the Almeda Fire, the Agency set out to leverage its remaining funds with funding partners to continue its aims and objectives for the Talent Community while moving forward with the Community's recovery vision. As we near the close of the FY 2021-2022 budget cycle, Healthy Sustainable Communities is currently tasked with the following activities by the Agency's Board of Directors:

- Agency Administration
- Gateway Asset Management
- Agency Grant Writing
- Property Acquisition within Work Plan Area
- Beautification / Food Truck Grant Programs
- Gateway Master Plan Visioning
- Development of a Potential Future Work Plan

The following sections provide a detailed overview of the Agency activities listed above for future Agency leadership to ensure a seamless transition.

Agency Administration

While smaller than the City of Talent, the Urban Renewal Agency of the City of Talent is separate from the City with its own administrative tasks and deadlines. Before Healthy Sustainable Communities contracted with the Agency, City staff oversaw Agency administration tasks. Today, Healthy Sustainable Community currently manages the administrative tasks outlined in the following table on behalf of the Agency's Board of Directors. The following table provides a list of various Agency administration tasks and the frequency of each Agency administration task.

<i>Administration Task</i>	<i>Task Occurrence</i>
Monthly staff report drafting and board agenda-setting	<i>Monthly</i>
Board Meeting agenda packet production & zoom webinar setup	<i>Monthly</i>
Publish notice and agenda for upcoming Board Meeting	<i>Monthly</i>
Prepare PowerPoint for Board Meeting	<i>Monthly</i>
Facilitate Board of Directors Meeting	<i>Monthly</i>
Review audio and draft minutes from Board Meeting	<i>Monthly</i>
Respond to emails and other Agency communications	<i>Daily</i>
Draft new Agency contracts and monitor the progress of current contracts	<i>Ad-hoc</i>
Process public record requests	<i>Ad-hoc</i>
Draft press releases to share Agency activities	<i>Ad-hoc</i>
Monitor current grant awards from Agency and maintain grant award spreadsheet	<i>Monthly</i>
Update the Agency's website with agendas, minutes, project information, etc.	<i>Bi-monthly</i>
Draft and publish one-page article in Talent News and Review	<i>Monthly</i>
Prepare Agency's annual budget	<i>Yearly</i>
Oregon Main Street Program Reporting	<i>Yearly</i>

Agency administration requires regular oversight of the items listed above. In addition, Agency administration requires responses to ad-hoc requests from businesses and residents within the work plan area and communications to and from partner taxiing districts.

Gateway Asset Management

Since the approval of the construction of the Gateway project, Healthy Sustainable Communities has provided Gateway Asset Management services to ensure that the Agency and partners' investments into the Gateway Site are successfully delivered to the Community and effectively managed on a day-to-day basis. Throughout the construction period, the Agency oversaw the construction of the large-scale housing project that the project was completed, along with securing trailers for the project in partnership with the State of Oregon. Today, the Agency currently plays an active role in coordinating partners, activities, and projects on the Gateway Site, to ensure that the project continues to meet the work plan goals of "leveraging the Agency's financial resources to the maximum extent possible" and "enhancing opportunities for residential, civic, cultural, and business property to be developed, redeveloped, improved, rehabilitated." The following table summarizes current Gateway Asset management activities that are currently overseen by the Agency.

<i>Activity</i>	<i>Status</i>
Regular asset management meetings on the Gateway Project with funding and operation partners	<i>Ongoing</i>
Regular outreach with potential future partners for the development of permanent housing on the Gateway Site	<i>Ongoing</i>
Facilitate collaboration with CBOs involved with residents on the Gateway Project	<i>Ongoing</i>
Attendance at listening sessions and Gateway partner meetings, focused on improving infrastructure and liveability of the Site	<i>Ongoing</i>
Collaboration with the Agency's Attorney on future development and expiration of the TEA permit	<i>Ongoing</i>
Monitoring utility usage and monthly payments, invoicing Lease for utilities	<i>Ongoing</i>
Respond to infrastructure concerns for short-term housing and long-term development	<i>Ongoing</i>
Coordination with funding partners to identify future funding for Gateway development	<i>Ongoing</i>

While the construction of the first phase of the project is over, the Agency will require ongoing staffing to ensure the Gateway project continues to meet the Community's short and long-term goals. More than 159 individuals housed at the Gateway Site receive support from a wide range of agencies within the Rogue Valley and the State of Oregon. To ensure the Gateway is successful and transitions into permanent, accessible housing for the Talent Community, the Agency must dedicate resources to ensure the asset is well-managed in both the short and long term, in collaboration with a vast network of partners currently involved in the project.

Agency Grant Writing

Over the past two years, the Agency has bolstered its efforts to obtain grant funding to help fund its programs and projects. Within a later section in this document, we provide an overview of current grants obtained by the Agency and reporting requirements. We also detail grant submissions that the Agency currently is awaiting a decision on from the grantor. However, in addition, and as part of the Agency's strategic management, Healthy Sustainable Communities maintains a pipeline of future grants for the Board of Directors to consider applying to continue to expand its programs and projects in relation to the work plan objectives. As such, the following table outlines some of the future grants that the Agency could competitively apply to during and following the transition period.

<i>Deadline</i>	<i>Grant Name</i>	<i>Grant Amount</i>
Rolling	KeyBank Foundation Grants	\$250,000
Rolling	Hearst Foundations Grants	\$30,000 - \$200,000
Rolling	MJ Murdock Charitable Trust - Strategic Projects	\$50,000 - \$500,000
05/15/2022	Ameriprise Community Grants	<i>various</i>
08/06/2022	NEA Our Town	\$25,000 - \$150,000
08/31/2022	Foster Foundation Grant	Up to \$5,000,000
09/30/2022	Gupta Family Foundation Grant	Up to \$50,000

The table above outlines the future grant pipeline for the Agency that its leadership could aim to apply for to help fund programs and projects within its current and potential future work plan. Many grantors require proof of ongoing income generated or matches from grant applicants – and as the Agency is currently not producing revenue from taxes, its applications to grantors could be less competitive within future funding cycles. In order to continue to achieve its mission without future tax revenue, the Agency will need to continue to rely exclusively on competitive grant funding.

Property Acquisition within Work Plan Area

Current Agency leadership plans to budget funds to acquire real estate within the work plan area during the FY 2022-2023 budget cycle. The Agency conducts deliberations with persons designated to negotiate real property transactions within executive sessions. The details of ongoing real estate negotiations will be discussed with future Agency leadership during the transition period.

Beautification / Food Truck Grant Programs

The Agency launched the beautification grant program to encourage beautification within the Urban Renewal Plan Area. The grant provides funds for property owners to install plants and trees with attention to best practices and stewardship of local greenways. The program's primary goals are to (1) provide funds to acquire plant material to land or business owners located in the Urban Renewal Plan Area, along with material on best practice stewardship of landscaping on their properties (2) to provide online horticulture advice and knowledge of local plant resources, encouraging appropriate and long-term productive and compatible plant vegetation.

Trees and shrubs within the plan area will help stabilize soils and beautify the community. The majority of the Urban Renewal Plan Area was affected by the Alameda Fire. The beautification program provides a welcoming, long-term improvement of the green infrastructure within the plan area. The Agency currently has more than 30 applicants for the beautification grant program and is coordinating with the Urban Forestry Committee on the logistics of processing applications and awarding grant funding. There is currently a Google Spreadsheet that automatically populates the website submission form data from the Urban Renewal Agency website for the Urban Forestry Committee to review in upcoming meetings. Access to the dataset will be provided during the transition period.

The Urban Renewal Agency of the City of Talent also launched a food truck grant program targeted at local businesses that the Alameda Fire negatively impacted. Grant recipients selected through the program are eligible for free space rent and utilities on the Gateway Transitional Housing Site in Downtown Talent. Entry to the grant program was open to all Rogue Valley food and beverage businesses, with priority given within the grant selection process to businesses previously located or operating in Talent that the Alameda Fire negatively impacted. The Agency is currently coordinating with applicants to the food truck grant program to determine the logistics, licensing, and funding to locate onto the Gateway property in the summer.

Gateway Master Plan Visioning

During a recent Board Meeting, the Agency expanded the visioning area of the Gateway Project to include the broader areas between the 99 corridors and Talent Avenue. As the first stage of the Gateway project is now completed, the Agency has revisited the original Gateway area vision and expanded the Gateway area to include areas that were originally proposed in Urban Renewal meetings throughout 2016 and early-2017. This area specifically includes a large number of fire-impacted and adjacent properties between the 99-corridor and Talent Avenue – including the Talent Irrigation District.

In order to help vision this large area, the Agency's Board of Directors has contracted with Salazar Architect, Inc. to oversee the community-led visioning of the larger area. Salazar Architect creates public interest designs that are rich in character and affordable to build. The firm also has a rich history of public engagement workshops across the West coast. The interactive visioning sessions hosted by their team will be both in English and Spanish. The visioning sessions for the Gateway Master Plan area are scheduled for late April. After these sessions, the Agency will have the opportunity to continue coordinating with Salazar Architect and community partners during the design period. Below is a table that outlines the key

tasks associated with the Gateway Master Plan Visioning that will continue during and following the transition period.

<i>Task</i>	<i>Period</i>
Meetings with the design team and key partners in the Talent Community	<i>Ongoing</i>
Meetings with key partners within the Talent rebuild, downtown walk	<i>Late-April 2022</i>
Conceptual visioning workshops with members of the Talent Community, accessible in English and Spanish	<i>Late-April 2022</i>
Ongoing outreach to business owners and community members	<i>May - July 2022</i>
Development of a conceptual master plan for the area based on public input from community members and workshop	<i>May - July 2022</i>
Development of a feasibility study for discussion with City and Agency staff – including up to three different site design options for fire-impacted properties	<i>May - July 2022</i>
Virtual presentation of the vision within a community-sponsored meeting	<i>July / August 2022</i>
Contract closeout/receipt of deliverables for the Gateway master plan visioning	<i>September / October 2022</i>

Development of a Potential Future Work Plan

The adoption of a new plan area could allow Talent to respond to the impacts of the Almeda Fire. Today, the City of Talent still has many single-family, manufactured, multi-family, and commercial properties that have yet to apply for permits – and continues to have a long pathway ahead to realize rebuilding its Community. This proposed work plan that overlaps much of the burn scar area will help bolster development and reduce blight – resulting in long-term tax benefits for the Talent Community and its taxing district partners. Rebuilding all the units lost due to the Almeda Fire will take time and strategic investment, which the new work plan would foster within the Talent Community. The table below outlines key tasks associated with developing a potential future work plan for the Talent Community.

<i>Task</i>	<i>Period</i>
Regular meetings with the UR Consultant team	<i>Ongoing</i>
Open house/town hall on the future proposed work plan	<i>Late-April 2022</i>
Drafting of the work plan by UR Consultant team	<i>April-May 2022</i>

Based on the progress of the tasks above, the UR consultant will coordinate with future Agency leadership to develop a more detailed timeline of future tasks within this specific activity.

KEY AGENCY SOFTWARE PROVIDERS AND SUPPORT PERSONNEL

The Agency utilizes software and engages with support personnel to carry out its activities and projects. The following section provides an overview of key Agency software providers and key support personnel for future Agency leadership.

Key Agency Software Providers

The Agency currently subscribes to a number of online software providers in order to accomplish its day-to-day operations. The table below outlines the key websites that the Agency currently has recurring subscriptions for in order to conduct its regular business activities. Upon transferring Agency activities to future leadership, Healthy Sustainable Communities will facilitate the cancellation of these subscriptions or transfer the accounts to another username to login (if permitted by the provider).

<i>Subscription Service</i>	<i>Description</i>	<i>Renewal Period</i>
Zoom Webinars / Meetings	The Agency currently subscribes to zoom with two users in order to host its monthly Board meetings and executive sessions in separate, simultaneous meetings	<i>Monthly</i>
Wix.com	The Agency currently subscribes to two Wix.com plans, one for the Agency’s website accessible at talenturbanrenewal.com and another website for the Gateway Site at gateway.com	<i>Monthly</i>
DocuSign	The Agency currently subscribes to one DocuSign account in order to sign documents remotely	<i>Monthly</i>
Google Suite	The Agency currently subscribes to two Google Suite Accounts for email services for Agency business	<i>Yearly</i>

Key Agency Support Personnel

To complete tasks set out by the Board of Directors, the Agency relies on the engagement of professional services from various providers. Some of these key providers include the Agency's insurance agent, attorneys, auditor, UR consultant, and accountant. Below is a table of the contact information of each key Agency support personnel for future Agency administration.

<u>Agency's Insurance Agent</u> Kristin Wick Hart Insurance kwick@hartinsurance.com	<u>Agency's Attorney</u> Carolyn Connelly Local Government Law Group chc@localgovtlaw.com	<u>Agency's Attorney</u> Carrie Richter Bateman Seidel crichter@batemanseidel.com
<u>Agency's Auditor</u> Chris O'Dell Pauly Rogers & Co chriso@rascpas.com	<u>Agency's UR Consultant</u> Elaine Howard Elaine Howard Consulting elainehowardconsulting@gmail.com	<u>Agency's Accountant</u> Debbie Blasquez Koontz, Blasquez & Associates dblasquez@midvalleycpa.com

Healthy Sustainable Communities will notify all key Agency support personnel of the upcoming transition and provide future Agency personnel contact information to each provider.

KEY AGENCY GRANTS

Since Healthy Sustainable Communities assumed Agency Administration, the Agency significantly bolstered the scope and number of grants it has received to realize its programs and projects. Within the previous budget years, the Agency's Board of Directors stressed the importance of leveraging Agency funds and resources with outside support – and over the past two years, the Agency has been able to significantly expand its reliance on external funders to complete its goals.

Agency Awarded & Closed Out Grants

The Agency has successfully applied for numerous grants and has closed out a small portion of the grants that it has received from funding partners. The table below outlines the Agency's grants to date that have been closed out with the funding partners listed below.

Grant Award	Description	Amount
Oregon Housing and Community Services Gateway Construction	Oregon Housing and Community Services awarded the Agency with a \$1,000,000 grant to help fund the construction costs associated with the Gateway transitional to the permanent housing project.	\$1,000,000
Oregon Community Fund, Community Rebuilding Grants	Grant Application for the Gateway Project, which is providing short-term transitional housing at the Gateway Site within the City of Talent, serving 53 families in Talent.	\$1,000
Oregon Community Fund, Community Rebuilding Grants		\$40,000
Oregon Community Fund, Community Rebuilding Grants		\$34,000

Ongoing Agency Award Grants & Reporting Requirements

Some grants have longer reporting periods or require additional information before closing out the grant award. The following table outlines the grant awards that the Agency has received that still have ongoing reporting requirements. To facilitate the transition of the Agency, the table below outlines some of the key reporting requirements of these ongoing grants that the Agency has been awarded.

Grant Award	Description	Reporting Requirements
Business Oregon Brownfield Grant Extension and Increase in Award for the Gateway Site	Award that amended the previous scope of work and increased to include supplemental investigation of soil and groundwater in the vicinity of two decommissioned USTs and submission of a supplemental investigation report, summarizing the analytical results of soil and groundwater sampling.	Upon completion of DEQ NOFA, the report must be submitted to Business Oregon
Municipal Wildfire Assistance Programs - Urban Renewal Feasibility Study	MWAP Funding that included funds set aside to complete a feasibility study over the burn area and deliver a new work plan for a new urban renewal district.	Upon completion of the work plan by the UR consultant, invoices must be submitted to the City of Talent to be reimbursed in the program
Rogue Action Center Gateway Grant	The Agency received a grant from Rogue Action Center for the Gateway transitional to a permanent housing project in downtown Talent. These funds are currently being administered in collaboration with the Rogue Action Center team.	Reporting and monitoring of grant funding in collaboration with Rogue Action Center; holding regular meetings
Reser Family Foundation Food Truck Grant	The requested grant funds will be used to create three grants that will go toward the selected applicants for the food truck pods at the Gateway Site.	Reporting and monitoring in collaboration with the Reser Family Foundation and with food truck owners
Rogue Climate Gateway Utility Grant	Grant Application for the Gateway Project, which is providing short term transitional housing at the Gateway Site within the City of Talent, serving 53 families with plans for a food truck pod, mural area, and other developments to provide impacted families	Rogue Climate is currently working directly with Rogue Retreat for utility reimbursements. Agency should facilitate the grantor's future survey of Gateway residents.

Agency Grant Applications Awaiting Response from Funder

The Agency has competitively applied to numerous additional grant programs with the aim to receive more funding to achieve its goals. Upon submission of applications, grantors generally require two weeks to four months to review and consider applications for final award notification. The following table outlines the grant applications that the Agency has submitted to grantors for consideration and still awaits a response from the grantor.

Grant Award	Description	Amount
Carpenter Grant	This project aims to build permanent furniture and art for fire-impacted families at the Gateway through education and skill-building for students directly impacted by the Alameda Fire, in partnership with Talent Maker City.	\$6,000
Oregon Community Fund, Walker Fund	This grant aims to provide funds to help build permanent fixtures and permanent artwork within the work plan area, with the help of families at the Gateway site through educational programming and skill-building for the over 250 students that were directly impacted by the Alameda Fire in partnership with Talent Maker City.	\$38,650
Anna May Foundation	The Agency has requested funds to develop a long-term community garden at the Gateway Site, providing a shared green space that will allow the residents of Gateway and greater Talent to grow food and relationships with the community for the years to come.	\$7,500
Oregon Main Street Revitalization Grant Program	This project aims to restore the Historic Malmgren Garage, located in downtown Talent, Oregon. The Alameda Fire burned over this Historic Garage; our application aims to help the property owner rebuild the historic property.	\$200,000
Oregon Community Fund, 2022 Community Grant Program	Within the application, the Agency has requested OCF funds to be used to paint murals using student and local artist submissions on local businesses within the work plan area.	\$20,000

The Agency is hopeful that its applications for the grants listed above will be successful, bringing additional funding to help with the Talent Community's long-term recovery and furtherance of the work plan objectives. However, there are only so many grant opportunities that the Agency can competitively apply for, and there will eventually not be enough grant funding to sustain Agency activities without additional tax revenue.

TRANSITION TIMELINE

The following table outlines key milestones within a proposed transition timeline. This transition plan aims to transfer Agency activities to future Agency administration during the turn of a budget cycle – to facilitate a seamless transition during this natural administrative transition juncture. The previous transition from the City of Talent to Healthy Sustainable Communities took place in April, before the new budget cycle – resulting in significant delays in transitioning Agency administration and projects. As such, this transition aims to ensure that the future Agency's Executive Director has the resources, information, and authority necessary to jumpstart into the new role. The table below outlines key milestones within the upcoming transition period to ensure all Agency activities are seamlessly migrated into the Agency's new leadership and organizational structure.

<i>Scheduled Date(s)</i>	<i>Milestone</i>
Late-April 2022	Finalize draft of the transition plan
Late-April 2022	Prepare FY 2022-2023 budget
May 3, 2022	Agency's Budget Committee meets to review and consider the recommendation of the Agency's FY 2022-203 budget
May 3, 2022	Agency's Board of Directors reviews and considers approval of the transition plan
May 3, 2022	Agency's Board of Directors provides recommendations on future Agency staffing priorities
Early-May 2022	Notify vendors, contractors, outside Agency personnel of upcoming transition
May 2022	Drafting of resource sharing agreement(s) with partner governmental bodies
Late-May 2022	Drafting of resolutions to transfer Agency administration and projects
Early-June 2022	Prepare future Executive Director to assume Agency activities
Early-June 2022	Transfer Agency various files and documents
Early-June 2022	Migrate Agency's website to the City of Talent's website
June 7, 2022	Adoption of resource sharing agreement(s) with partner governmental bodies
June 7, 2022	The Board of Directors holds a public hearing and considers approval of the resolution authorizing expenditures for the FY 2022-2023 Budget
June 7, 2022	Resignation of current Executive Director
June 7, 2022	The Board of Directors appoints the Agency's new Executive Director

The timeline above aims to provide the future Agency's Executive Director with sufficient time to assume their activities before the July 1st start date of the new fiscal year budget. Two to three weeks of notice are required by our partner banks to ensure access credentials are transferred to the new personnel. This time period will also provide future Agency personnel with time to prepare the agenda packet for the July board meeting, ensuring they have the knowledge and time necessary to productively enter their new role.

FUTURE AGENCY OPERATIONAL CONSIDERATIONS

Over the past two years, the Agency has grown into an active special district that worked to carry out its mission. Due to the sizable increase in Agency activities throughout the period, Healthy Sustainable Communities recommends that the Board of Directors consider expanding the scope of positions associated with the day-to-day operations of the Urban Renewal Agency of the City of Talent. To continue the Agency's current activities and projects, Healthy Sustainable Communities recommends considering staffing or partnering with other organizations so the Agency will have resources to undertake the activities and projects listed within the previous sections – and expand staffing if a new work plan is adopted. Some possible job titles and descriptions to continue progress on current and future Agency programs and projects include but are not limited to the following roles.

<i>Job Title</i>	<i>Position Description</i>
<i>Executive Director</i>	The Executive Director of the Agency could serve as the chief point of contact and head of administration for the Agency
<i>Vice-Executive Director-Deputy City Manager</i>	The Vice-Executive Director could serve as a resource to the Executive Director in managing and overseeing the diverse sets of projects and tasks associated with the current and possible future work plan
<i>Housing Development Coordinator or Long Term Recovery Group</i>	The Housing Coordinator could serve as a key point of contact for developers, investors, or property owners interested in developing their property with attainable and accessible residential or commercial development – connecting the inquirer to funding opportunities and helping them realize their project within the work plan area
<i>Grant Writer/Administrator</i>	The Grant Writer/Administrator could serve as the key resource responsible for establishing a grant pipeline, drafting grant applications, submitting applications, following up with interviews, and managing current grant reporting
<i>Project/Asset Manager</i>	The Project/Asset Manager could serve as a chief person responsible for managing agency properties, overseeing current leases, communications with partners, the pipeline of potential attainable housing development deals, developing of potential site plans, and ensuring properties/projects are property managed and well-positioned

<i>Job Title</i>	<i>Position Description</i>
	for the long-term benefit to the Community
<i>Urban Forest/Infrastructure Assistant</i>	The Urban Forestry Assistant could help expand the focus on improving the green infrastructure within the Community, providing a single point of contact for landscaping, public street work, and infrastructure projects
<i>Business Vitality Assistant</i>	The Business Vitality Assistant could help expand the focus on businesses within the Talent community, connecting businesses with infrastructure funding, programs, and technical assistance to help them realize relocation, expansion, or growth

Healthy Sustainable Communities recommends the Agency consults with its Attorney before hiring, contracting, or entering into an agreement for services listed above. However, if the proposed future urban renewal work plan is adopted by the City Council, the Agency will require additional staffing in order to achieve its work plan aims (once funding allows). Some of these resources could also be designed in collaboration with the City to help achieve both the City and Agency's long-term goals.

CONCLUSION

In April 2020, no one could have anticipated the trajectory of the Agency over the following two years. However, with the steadfast and targeted leadership of its Board of Directors, the Agency charted a path to move forward with its key work plan objectives and goals while serving as an innovative recovery vehicle to fuel Talent's short and long-term recovery goals. Today, the Agency has the opportunity to continue to build on this momentum while building additional capacity to carry out its current and potential future work plan aims and objectives. However, with rising interest rates, supply chain challenges, increasing economic uncertainty, and the slowing down of permits, the Talent Community faces looming uncertainty in its long-term recovery. But with the projects launched over the past two years and potential future projects, our team is confident that Talent will continue to chart a leading approach to both short and long-term recovery from the dual disasters of the Covid-19 pandemic and Alameda Fire within its Community.



AGENDA REPORT

Meeting Date: May 3, 2022
Staff Recommendation: None

Primary Staff Contact: Jon Legarza
Estimated Time: 10 minutes

ISSUE BEFORE THE BOARD

Discussion and Possible Scheduling of Future Study Sessions / Board Outreach Meetings

BACKGROUND

The Urban Renewal Agency continues to conduct a large range of activities and projects within the Talent Community. In order to continue to raise awareness of the Agency's activities, Agency staff is requesting time to schedule future study sessions, town hall, and board outreach meetings within the month of May and June. Topics that could be discussed within these meetings could include but are not limited to the following:

- Talent Maker City Conceptual Design Presentation
- Potential Malmgren Garage Grant Award
- Informative Presentations of Urban Renewal Work Plan to Partner Districts
- Spanish Information Session on Urban Renewal

The Agency previously reached out to Fire District 5 to request attendance at a Board Meeting to present the urban renewal work plan under development. However, after setting a time and date, the Fire District Chief notified the Agency that the Fire District did not have the capabilities to conduct a meeting via Zoom. As such, Agency staff would now like to schedule future meetings within May to share more information on the potential work plan, where we can invite partner districts to provide specific program and project suggestions within the work plan area. In addition, Agency staff would like to raise awareness of ongoing projects that the Agency is spearheading within the work plan area, including the Talent Maker City, potential future location and design, and the Malmgren Garage project.

As such, Agency staff would like to use this time to set some potential dates and times for future Board meetings within the month of May. Elaine Howard, the Agency's UR Consultant, has confirmed that she is free most nights in May and awaits to hear back from the Agency on dates that it is available to meet. Following the recent, well-attended, and successful Town Hall, the Agency looks forward to continuing to raise awareness of its activities and how potential future funding could help bolster economic growth and development within the Talent Community.

RECOMMENDATION

None

RELATED POLICIES

None

POTENTIAL MOTIONS

Discussion Item

ATTACHMENTS

None