



**CITY OF LA PINE, OREGON
CITY COUNCIL REGULAR MEETING
MEETING**

**Wednesday, January 11, 2022, at 5:30 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739**

Available online via Zoom: <https://us02web.zoom.us/j/88182888006>

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 before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

PREAMBLE: This is a social holiday City gathering of the City Council, Planning Commission, and City staff that due to quorum(s) being present, constitutes a public meeting thus must be noticed per public meeting law (Sunshine Laws). There is no old or new business scheduled and all business of the Regular City Council Meeting will commence after conclusion of the gathering and subsequent initiation of regular meeting scheduled for 5:30 p.m.

CALL TO ORDER

ESTABLISHMENT OF QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS:

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

ADDED AGENDA ITEMS:

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the City Council

CONSENT AGENDA:

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

1. 12.14.2022 Regular City Council Meeting Minutes.....3.

PRESENTATIONS:

None.

PUBLIC HEARING:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

- 1. City Council sub-committee appointments (discussion)
 - a. Staff Report.....6.
 - b. Sub-committee roster (current 2021-2022)7.
- 2. Proclamation 2023-01 -Year of the Volunteer
 - a. Staff Report.....11.
 - b. Proclamation 2023-01.....12.
- 3. Financial Reports – October-November 2022
 - a. Staff Report.....14.
 - b. Financial Report.....15.
- 4. City Council Vacancy
 - a. Application – Jeff Poteet
 - i. Application.....23.
 - ii. Questionnaire Response.....24.
 - iii. Resume.....25.

PUBLIC COMMENTS:

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

STAFF COMMENTS

MAYOR & COUNCIL COMMENTS

ADJOURMENT

EXECUTIVE SESSION:

EXECUTIVE SESSION

The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session.

CITY OF LA PINE, OREGON
REGULAR CITY COUNCIL MEETING

Wednesday, December 14, at 5:30 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/84889382585>

MINUTES

1. CALL TO ORDER:

Meeting was called to order at 5:30 p.m.

2. ESTABLISH A QUORUM:

PRESENT

Mayor Daniel Richer
Councilor Colleen Scott
Councilor Mike Shields
Councilor Courtney Ignazzitto

CITY STAFF

City Manager, Geoff Wullschlager
Assistant City Manager, Ashley Ivans
Administrative Assistant, Stacie Skeeters

3. PLEDGE OF ALLEGIANCE: Mayor Richer led the Pledge of Allegiance.

4. PUBLIC COMMENTS:

None

5. ADDED AGENDA ITEMS:

None

6. CONSENT AGENDA:

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

1. 10.26.22 Regular City Council Meeting Minutes

A motion was made by Councilor Ignazzitto to approve the Consent Agenda from October 26, 2022. **Councilor Shields seconded the motion.**

Voting Aye: Councilor Scott, Councilor Shields, Councilor Ignazzitto

Voting Nay: None.

6. PRESENTATIONS:

None

7. PUBLIC HEARING:

None.

8. OLD BUSINESS:

None

9. NEW BUSINESS:

-State of Oregon Department of Administrative Services (DAS) Administrator access

The Oregon State Department of Administrative Services provides revenue to the city for a number of items. These items include, but are not limited to, State Shared Revenues, Grant Dollars, and payments for Utilities from various state agencies. It has recently come to the attention of the Finance Officer that the staff members listed on the account have not adjusted to reflect current appointments.

The city would like to remove the previous designations from the system and add Ashley Ivans as the Administrator. The access does not grant permission to expend dollars on the City's behalf as the city is not set up for this feature. This feature is delegated to State Agencies. It only permits review of remittances for monies directly deposited into the City's account. It is our intention once the account is set up to add City Manager, Geoff Wullschlager on the account as well.

A motion was made by Councilor Scott to approve access to Ashley Ivans, Finance Director, to our Department of Administrative services account for access to their billing portal. **Councilor Shields seconded.**

Voting Aye: Councilor Scott, Councilor Shields, Councilor Ignazzitto

Voting Nay: None.

-Urban Renewal Agency Reappointment

As of June 30, 2022, some terms have expired for our Urban Renewal Agency. These are terms assigned to Vicki Russell, Andrea Hine, and Colleen Scott.

Vicki and Andrea have expressed the desire to serve for another term. Ms. Ivans thanked Colleen for her service with the Urban Renewal Agency. The city will begin recruiting for this vacancy in January.

A motion to re-appoint Vicki Russell and Andrea Hine to the Urban Renewal Agency with a term ending date of June 30, 2026, was made by Councilor Ignazzitto. **Councilor Scott seconded.**

Voting Aye: Councilor Scott, Councilor Shields, Councilor Ignazzitto

Voting Nay: None.

-First Quarter 2022 Financial Reports

Ashley Ivans, Finance Director went over the Quarterly Financial Report for July – September 2022.

10. PUBLIC COMMENTS:

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

None.

11. STAFF COMMENTS:

Finance Director: It has been interesting losing Jake and he will be very missed. She said that she is happy to be here.

City Manager: We have hired a new Administrative Assistant joining us January 3rd and Branden Bren has accepted the position of Utility Lead. We have had a number of candidates for the Public Works Manager, so far none of them have the collective required certifications

The water and sewer project will have water line testing on the main line running from Finley Butte to Drafter. The lagoons have been excavated, but they cannot finish at this time due to freezing temperatures. The sewer line has been engineered and installed, but not tested.

Midstate had a realignment on Reed Rd. for our pivots that will work better for where their power lines are.

Economic development has engaged with a private contract economist to create a formative report that yields where are our opportunities, threats, and emerging markets

are in the local economy and what we have in terms of work force inventory, in addition to industry growth and retraction in south county.

Councilor Scott will be leaving the Council. There is a write in candidate from the November election that has decided to decline the seat. There will be applications submitted by interested parties in January.

There is an ongoing issue with the houselessness around BLM and Forest Service land. The BLM district in Prineville hired two law enforcement ranger officers. The individual that has been assigned to our area recently did a sweep East of Drafter Road and issued forty citations for destruction of natural resources, driving off designated roads and camping overages. City Manager Wullschlager has asked them to contact the city to keep us informed as to agency efforts in our community.

11. MAYOR & COUNCIL COMMENTS:

Councilor Scott: Expressed her thanks to the staff for being so good through the transitions and changes throughout the last few months.

Councilor Shields: Thanked Colleen for her service.

Councilor Ignazzitto: Thanked Colleen for her service.

Mayor Richer: Thanked Colleen for her service and staff for ongoing efforts on behalf of the city.

12. ADJOURNMENT: Mayor Richer recessed the regular session at 6:00 p.m.

Daniel Richer, Mayor

Attest

Geoff Wullschlager, City Manager



CITY OF LA PINE

STAFF REPORT

Meeting Date: January 11, 2022
TO: City Council
FROM: Geoff Wullschlager, City Manager
SUBJECT: City Council Sub Committee Appointments

- | | | | |
|--------------------------|-------------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input checked="" type="checkbox"/> | Other/Direction: |

Councilmembers:

At the beginning of each calendar year, we review the sub-committee appointments for the upcoming twelve-month period. These sub-committee appointments provide Council members, and executive staff the opportunity to engage with regional partners and other local governments in a number of policy functions and interests in furthering our collective concerns and pursuits.

Each committee meets at different intervals and times so please review the attached roster to take inventory of the current appointments, and what may be of interest for the upcoming year. It is of note that several seats that were held by former Councilmember Scott have been reported as vacant given her recent retirement. It should also be considered that some of these placements can also be filled when a fifth member of the board is added in 2023.

Action: Discuss the current allotment of assignments with City staff and consider any adjustments or additional appointments for 2023.



Committee Appointments 2021-2022

1. Central Oregon Area Commission on Transportation (COACT): Cathi Van Damme
2. Central Oregon Intergovernmental Council (COIC): Courtney Ignazzitto
3. Central Oregon Cities Organization (COCO): Daniel Richer/CM Wullschlager
4. Sunriver/La Pine Economic Development (SLED): Vacant
5. League of Oregon Cities – Small Cities Network: Mike Shields
6. Deschutes River Basin Water Study Group: Vacant – **No future meetings scheduled**
7. Urban Renewal Agency: Vacant
8. Regional Solutions Center – **No future meetings scheduled**
9. Regional Housing Council – Vacant

Committee Descriptions:

1. Central Oregon Area Commission on Transportation (COACT):

COACT reviews the process for determining transportation infrastructure needs, capital investments, and project priorities in the Central Oregon region. Other COACT functions include advocating for Central Oregon transportation issues to neighboring regions, area legislators and other interested organizations, and advising the Oregon Transportation Commission on state and regional policies affecting Central Oregon's transportation system. **COACT meets quarterly, and the first meeting is scheduled for February 9th, 2023, from 3:00-5:00 in Redmond. The remainder of the annual meeting schedule will be determined at this meeting.** The COACT Executive Committee meets on the first Thursday in months without a COACT meeting.

Currently meeting in person and via zoom from 3:00 – 5:30 p.m., quarterly.



2. Central Oregon Intergovernmental Council (COIC):

In 1972, COIC was designated a Council of Governments organized under ORS 190. Services are provided to the counties of Crook, Deschutes and Jefferson and the cities of Bend, Culver, La Pine, Madras, Metolius, Prineville, Redmond and Sisters. COIC employs more than 100 people and services in the following areas: employment and training, alternative high school education, business loans, transportation, and community and economic development. The majority of the COIC Board is comprised of elected officials appointed by each of these member governments. Other “appointed” members of the Board are from private business, Post-Secondary Education, and Chambers of Commerce.

Currently meeting via zoom the first Thursday of each month at 5:30 – 7:30 p.m. (In person location- COIC offices Bend)

3. Central Oregon Cities Organization (COCO):

On May 28, 2002, the cities of Bend, Culver, Madras, and Redmond formally created the Central Oregon Cities Organization. COCO's purpose was to effectively and efficiently promote the common interests of the cities in Central Oregon, such as issues of water, transportation, economic development, school funding and tax reform.

Since its inception, COCO has grown to also include the cities of La Pine, Maupin, Metolius, Prineville, and Sisters.

Current initiatives are focused on the recognition of regional political interests from member agencies, policy assessment, and lobbying efforts.

Currently meeting via zoom on the third Monday of each month at 11:30 a.m. (In person location - Redmond City Hall)

4. Sunriver/La Pine Economic Development (SLED):

Partnership with EDCO and local business leaders to further Economic Development in the area. EDCO: The Board’s mission is to create a diversified local economy and a strong base of middle-class jobs in Central Oregon, primarily focusing on traded sector business. The Board’s current work is centered on expansion of the La Pine Industrial Park, attraction of new businesses to La Pine, and growth in south county economic vitality.

Currently meeting in person on the second Tuesday of each month at 12:00 p.m. (La Pine City Hall)



5. League of Oregon Cities – Small Cities Network:

The LOC Small Cities program is a forum for members to learn from and network with each other. Agendas include a topic selected by the particular region and a round table discussion about issues facing cities in attendance. The League does not solicit or accept ideas for topics other than from member cities or state agencies.

Currently meeting – intermittently (generally quarterly) during regular business hours. (Locations vary throughout Deschutes County – generally at a member City Hall)

6. Deschutes River Basin Water Study Group:

BSWG's purpose is to manage a Basin Study with the Bureau of Reclamation that builds upon past work to update groundwater and surface water models, develop a basin-specific climate analysis, update supply and demand projections, and identify specific actions that can be taken to resolve water issues in the basin. Study results will be used to build a long-term basin water management plan to guide sustainable water management actions in the future. The study brings together a diverse set of stakeholders to seek specific solutions for resolving water supply and demand imbalances for agriculture, municipal, and instream uses in the Upper Deschutes River Basin.

No future meetings scheduled

7. Urban Renewal Agency:

The City of La Pine Urban Renewal Agency is a local citizens board who endeavor to make the La Pine Urban Renewal area more cohesive in terms of access and appearance and investing in improvements. This agency is separate from City Council with its own bylaws and meetings. They are currently working on the La Pine Archway project concept and the Storefront Improvement Program.

Currently meeting in person, the first Tuesday of each month at 3:00 p.m. (La Pine City Hall)

8. Regional Solutions Center:

Regional Solutions Centers are located throughout Oregon. As Regional Solutions were a product of the executive branch of the State of Oregon (Governor Kate Brown), it is unknown if the program will be retained under Governor Elect Kotek. City staff will continue to attend these meetings if the program is retained under Governor Elect Kotek's administration.

Intermittent meetings online via Zoom and in Bend.



9. Regional Housing Council:

The Regional Housing Council was created in 2022 in response to requests from service providers, funders, and regional housing and houselessness leaders to identify and fill gaps in housing and homelessness programs, systems, and policies. The Council will also provide an opportunity to communicate regional priorities to the State and a space to communicate on local and regional housing issues and best practices.

Currently expected to convene in March of 2023, with quarterly meetings going forward at COIC in Bend.



CITY OF LA PINE

STAFF REPORT

Meeting Date: January 11, 2022
TO: City Council
FROM: Geoff Wullschlager, City Manager
SUBJECT: Proclamation 2023-01 – Year of the Volunteer

- | | | | |
|-------------------------------------|-------------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input checked="" type="checkbox"/> | Other/Direction: |

Councilmembers:

City Administration was approached by Ms. Kenna Sneed with a request for the formal recognition of 2023 as Year of the Volunteer. Ms. Sneed is a community advocate and volunteer coordinator who had previously held a city sanctioned volunteer appreciation event during 2022, and she ventures to boost community engagement through volunteer efforts in 2023 with the passage of the attached proclamation signifying Council support for these efforts. Ms. Sneed has garnered additional support of community organizations as demarcated in the preamble of the attached and requests the City Council’s formal motion and approval. The La Pine City Council exhibited similar formal recognition with the passage of a proclamation (unenumerated) in 2009, recognizing 2010 as The Year of the Volunteer.

Action: Review Proclamation 2023-01 and direct and questions or considerations to Ms. Sneed and or city staff. If there is consensus as to the value and importance of this formal recognition, please make a motion for approval followed by a second and a roll call vote.



PROCLAMATION NO. 2023-01

A Proclamation Declaring 2023 as Year of the Volunteer

WHEREAS, The following volunteer and non-profit organizations – La Pine Band of Brothers, La Pine Chamber of Commerce, La Pine Lions Club, The Door, Edie, Little Deschutes Grange #939, One Step Closer to God, La Pine Frontier Days Association, and Habitat for Humanity of La Pine/Sunriver support 2023 as Year of the Volunteer in order to raise awareness of the importance of volunteer contributions to the community at large; and

WHEREAS, the act of volunteering has long been both a mainstay and necessity of American life; and

WHEREAS, volunteerism is an investment in the future of the City of La Pine, is vital to our future, and is increasingly recognized as a community's greatest resource, and

WHEREAS, one if four Americans volunteer, working in their communities to utilize their time, energy, and talent to make a difference in the lives of children, adults and the elderly for the betterment of society; and

WHEREAS, volunteers have the passion and power to fight the pervasive feeling of social disconnection experienced by millions of Americans; and

WHEREAS, the crisis in a post pandemic society has placed greater demands on nonprofit organizations nationwide and the need for volunteers has increased to meet those demands; and

WHEREAS, volunteers often bring years of professional experience to their volunteer positions, offering a wide range of skills and abilities in service to meet community needs; and

WHEREAS, the effect of volunteerism is a benefit not only to the community and the people that volunteer efforts intend to serve, but a benefit unto the volunteers themselves through personal growth, improved health, and camaraderie through personal relationships derived from the selfless acts of service; and

WHEREAS, during 2023, in the City of La Pine, service projects will be performed and volunteers will be recognized for their commitments to community service;

NOW THEREFORE, BE IT RESOLVED that the La Pine City Council does hereby proclaim 2023, as the Year of the Volunteer. The City Council hereby urges all citizens to join the effort and celebrate the Year of the Volunteer in the community by endeavoring to commit ten hours to volunteer efforts during the period year. By volunteering and recognizing those who serve, we can connect with neighbors, known and unknown, to improve quality of life for all.

Adopted by the La Pine City Council this 11th day of January 2023.

Daniel Richer, Mayor

ATTEST:

Geoff Wullschlager, City Manager



CITY OF LA PINE

STAFF REPORT

Meeting Date: January 11, 2023
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: October - November Financial Reports

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: |

Councilmembers:

I am providing you with Financial Reports for October and November 2022. These reports represent a condensed version of our Income Statement from the Caselle Software system.

I look forward to answering any questions you may have about these reports. Starting in February these reports will be provided to you monthly.

Action:

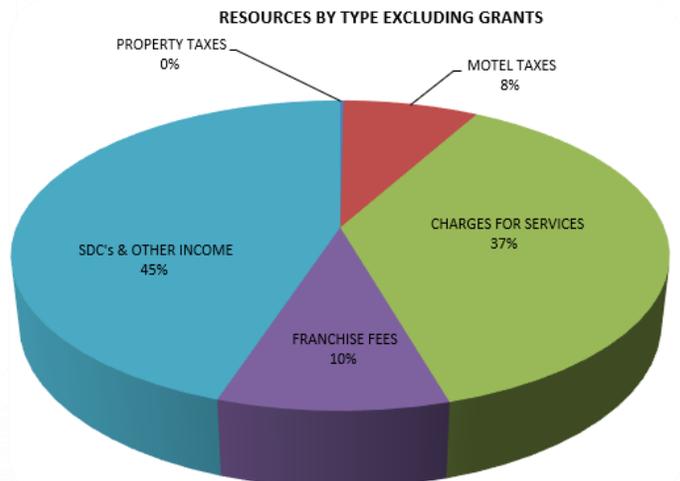
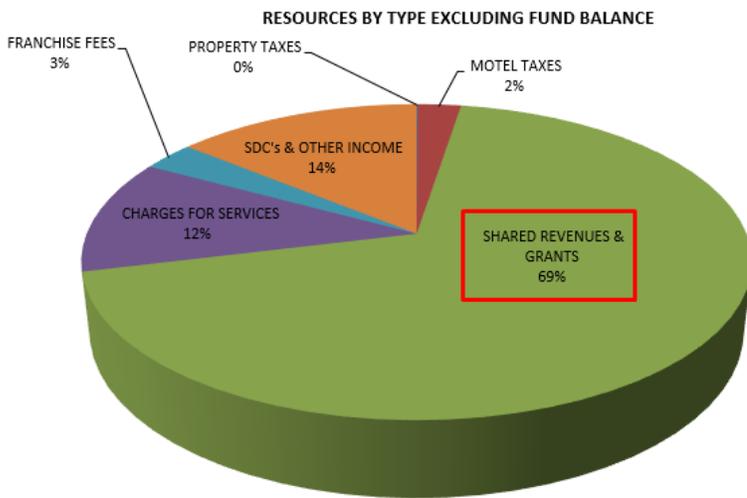
No Action.

TOTAL RESOURCES - BUDGET TO ACTUAL
AS OF OCTOBER 31, 2022

	Year To Date	FY 2021-22 Budget	Budget Remaining	(34% lapsed) % Earned
BEGINNING FUND BALANCE	14,605,238	14,605,238	-	100.0%
PROPERTY TAXES	2,948	407,368	404,420	0.7%
MOTEL TAXES	119,388	162,380	42,992	73.5%
SHARED REVENUES & GRANTS	3,302,433	34,944,243	31,641,810	9.5%
CHARGES FOR SERVICES	564,491	1,666,452	1,101,961	33.9%
FRANCHISE FEES	144,588	249,900	105,312	57.9%
SDC's & OTHER INCOME	677,901	3,029,688	2,351,787	22.4%
	<u>19,416,988</u>	<u>55,065,269</u>	<u>35,648,281</u>	<u>35.3%</u>

FINANCIAL HIGHLIGHTS - RESOURCES:

- Grant Revenue has increased due to the Water and Wastewater Capital Improvement projects
- Charges for services include Water & Sewer Service, Business Licenses, Cemetery Plots, Land Use Planning Fees, and Industrial Park Leases & Sales.
- The bulk of Property Taxes are received in November, which is why the collected amount is low.



RESOURCES - BUDGET TO ACTUAL BY FUND

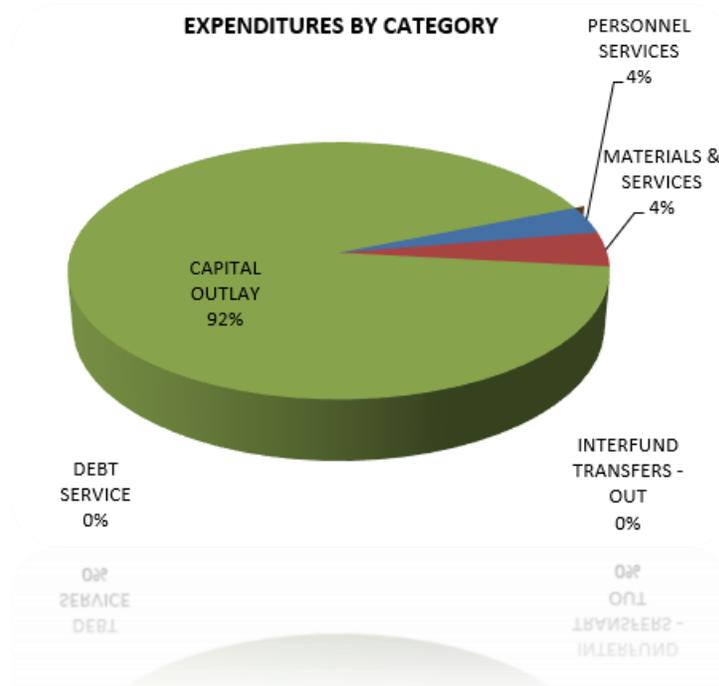
AS OF OCTOBER 31, 2022

	Year To Date	FY 2021-22 Budget	Budget Remaining	(34% lapsed) % Earned
GENERAL FUND				
BEGINNING FUND BALANCE	2,096,967	2,096,967	-	100.0%
PROPERTY TAXES	2,948	407,368	404,420	0.7%
SHARED REVENUES & GRANTS	1,402,064	608,073	(793,991)	230.6%
MOTEL TAXES (30%)	35,817	47,380	11,564	75.6%
CHARGES FOR SERVICES	1,038	15,918	14,881	6.5%
FRANCHISE FEES	144,588	249,900	105,312	57.9%
MISCELLANEOUS & OTHER INCOME	51,655	49,678	(1,977)	104.0%
INTERFUND TRANSFERS - IN	-	3,000	3,000	
	<u>3,735,075</u>	<u>3,478,284</u>	<u>(259,791)</u>	<u>107.4%</u>
CEMETERY FUND				
BEGINNING FUND BALANCE	40,480	\$ 40,480	-	100.0%
CHARGES FOR SERVICES	3,453	1,500	(1,953)	230.2%
INTERFUND TRANSFERS - IN	-	7,500	7,500	
	<u>43,933</u>	<u>49,480</u>	<u>(1,953)</u>	<u>88.8%</u>
STREETS FUND				
BEGINNING FUND BALANCE	1,348,701	1,348,701	-	100.0%
SHARED REVENUES & GRANTS	69,727	143,170	73,443	48.7%
MISCELLANEOUS & OTHER INCOME	-	475,500	475,500	0.0%
INTERFUND TRANSFERS - IN		200,000	200,000	
	<u>1,418,428</u>	<u>2,167,371</u>	<u>748,943</u>	<u>65.4%</u>
TOURISM FUND				
BEGINNING FUND BALANCE	295,956	295,956	-	100.0%
MOTEL TAXES	83,572	115,000	31,428	72.7%
MISCELLANEOUS & OTHER INCOME	-	500	500	
	<u>379,528</u>	<u>411,456</u>	<u>31,928</u>	<u>92.2%</u>
COMMUNITY DEVELOPMENT FUND				
BEGINNING FUND BALANCE	604,463	604,463	-	100.0%
CHARGES FOR SERVICES	12,100	55,000	42,900	22.0%
ADVANCED PLANNING FEES	30,643	114,945	84,302	26.7%
MISCELLANEOUS & OTHER INCOME		300,000	300,000	0.0%
INTERFUND TRANSFERS - IN		40,000	40,000	0.0%
	<u>647,206</u>	<u>1,114,408</u>	<u>467,202</u>	<u>58.1%</u>
INDUSTRIAL/ECONOMIC DEVELOPMENT				
BEGINNING FUND BALANCE	129,423	129,423	-	
INDUSTRIAL SITE LEASES / SALES	5,733	43,000	37,267	13.3%
MISCELLANEOUS & OTHER INCOME	2,250	47,500	45,250	4.7%
INTERFUND TRANSFERS - IN	-	45,000	45,000	0.0%
	<u>137,406</u>	<u>264,923</u>	<u>127,517</u>	<u>51.9%</u>
RESERVE FUND - WATER/SEWER				
BEGINNING FUND BALANCE	2,318,200	2,318,200	-	100.0%
	<u>2,318,200</u>	<u>2,318,200</u>	<u>-</u>	<u>100.0%</u>
DEBT RESERVE FUND				
BEGINNING FUND BALANCE	193,503	193,503	-	100.0%
	<u>193,503</u>	<u>193,503</u>	<u>-</u>	<u>100.0%</u>
SDC FUND				
BEGINNING FUND BALANCE	4,639,576	4,639,576	-	100.0%
SYSTEM DEVELOPMENT CHARGES	607,123	1,717,285	1,110,162	35.4%
	<u>5,246,699</u>	<u>6,356,861</u>	<u>1,110,162</u>	<u>82.5%</u>
WATER FUND				
BEGINNING FUND BALANCE	1,681,888	1,681,888	-	100.0%
GRANT REVENUE	1,800,000	15,890,500	14,090,500	11.3%
CHARGES FOR SERVICES	296,295	768,817	472,522	38.5%
MISCELLANEOUS & OTHER INCOME	13,970	104,280	90,310	13.4%
	<u>3,792,153</u>	<u>18,445,485</u>	<u>14,653,332</u>	<u>20.6%</u>
SEWER FUND				
BEGINNING FUND BALANCE	1,256,081	1,256,081	-	100.0%
GRANT REVENUE	-	18,302,500		
CHARGES FOR SERVICES	248,776	782,217	533,441	31.8%
MISCELLANEOUS & OTHER INCOME	-	220,000	220,000	0.0%
INTERFUND TRANSFERS - IN	-	215,000	215,000	0.0%
	<u>1,504,857</u>	<u>20,775,798</u>	<u>753,441</u>	<u>7.2%</u>

TOTAL EXPENDITURES - BUDGET TO ACTUAL				
AS OF OCTOBER 31, 2022				
	Year	FY 2021-22	Budget	(25% lapsed)
	To Date	Budget	Remaining	
PERSONNEL SERVICES	265,129	1,229,381	964,252	21.6%
MATERIALS & SERVICES	331,298	1,631,377	1,300,079	20.3%
CAPITAL OUTLAY	7,025,093	41,874,076	28,901,407	16.8%
DEBT SERVICE	-	233,994	233,994	0.0%
INTERFUND TRANSFERS - OUT	-	747,500	507,500	0.0%
	7,621,520	46,388,141	32,579,045	16.4%

FINANCIAL HIGHLIGHTS – EXPENDITURES:

- No transfers have been made yet this year.
- Expenditures are in line with staff expectations.
- Capital Outlay is our greatest expense. This is due to the completion of the Transit Center and the onset of the Water and Wastewater Capital Improvement Projects.
- The Water & Sewer materials continue to trend on the high side. Staff is aware of this and is monitoring these funds.



EXPENDITURES - BUDGET TO ACTUAL BY FUND

AS OF OCTOBER 31, 2022

	Year To Date	FY 2021-22 Budget	Budget Remaining	(34% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	36,604	200,065	163,461	18.3%
MATERIALS & SERVICES	64,010	541,212	477,202	11.8%
CAPITAL OUTLAY	379,158	406,000	26,842	93.4%
DEBT SERVICE	-	40,926	40,926	0.0%
INTERFUND TRANSFERS - OUT		507,500	507,500	0.0%
	<u>479,772</u>	<u>1,695,703</u>	<u>1,215,931</u>	<u>28.3%</u>
CEMETERY FUND				
MATERIALS & SERVICES	2,395	14,610	12,215	16.4%
CAPITAL OUTLAY	-	5,000	5,000	0.0%
	<u>2,395</u>	<u>19,610</u>	<u>17,215</u>	<u>12.2%</u>
STREETS FUND				
PERSONNEL SERVICES	24,256	112,387	88,131	21.6%
MATERIALS & SERVICES	31,387	184,815	153,428	17.0%
CAPITAL OUTLAY	4,755	692,500	687,745	0.7%
	<u>60,397</u>	<u>989,702</u>	<u>929,305</u>	<u>6.1%</u>
TOURISM FUND				
MATERIALS & SERVICES	18,742	93,000	74,258	20.2%
CAPITAL OUTLAY	-	60,000	60,000	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>18,742</u>	<u>153,000</u>	<u>134,258</u>	<u>12.2%</u>
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	35,634	176,294	140,660	20.2%
MATERIALS & SERVICES	5,189	79,000	73,811	6.6%
	<u>40,823</u>	<u>255,294</u>	<u>214,471</u>	<u>16.0%</u>
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	20,566	138,500	117,934	14.8%
	<u>20,566</u>	<u>138,500</u>	<u>117,934</u>	<u>14.8%</u>
SDC FUND				
CAPITAL OUTLAY		5,013,576	5,013,576	0.0%
	<u>-</u>	<u>5,013,576</u>	<u>-</u>	<u>0.0%</u>
WATER AND SEWER RESERVE FUND				
CAPITAL OUTLAY		934,000	934,000	0.0%
INTERFUND TRANSFERS - OUT		240,000	240,000	0.0%
	<u>-</u>	<u>1,174,000</u>	<u>240,000</u>	<u>0.0%</u>
WATER FUND				
PERSONNEL SERVICES	84,318	370,810	286,492	22.7%
MATERIALS & SERVICES	90,480	271,615	181,135	33.3%
CAPITAL OUTLAY	4,233,729	15,890,500	11,656,772	26.6%
DEBT SERVICE	-	193,068	193,068	0.0%
SPECIAL PAYMENTS	-	200,000	200,000	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>4,408,527</u>	<u>16,925,993</u>	<u>12,517,466</u>	<u>26.0%</u>
SEWER FUND				
PERSONNEL SERVICES	84,317	369,825	285,508	22.8%
MATERIALS & SERVICES	98,529	308,625	210,096	31.9%
CAPITAL OUTLAY	2,407,452	18,872,500	16,465,049	12.8%
SPECIAL PAYMENTS	-	471,813	471,813	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>2,590,298</u>	<u>20,022,763</u>	<u>17,432,465</u>	<u>12.9%</u>



FINANCIAL SUMMARY November 30, 2022

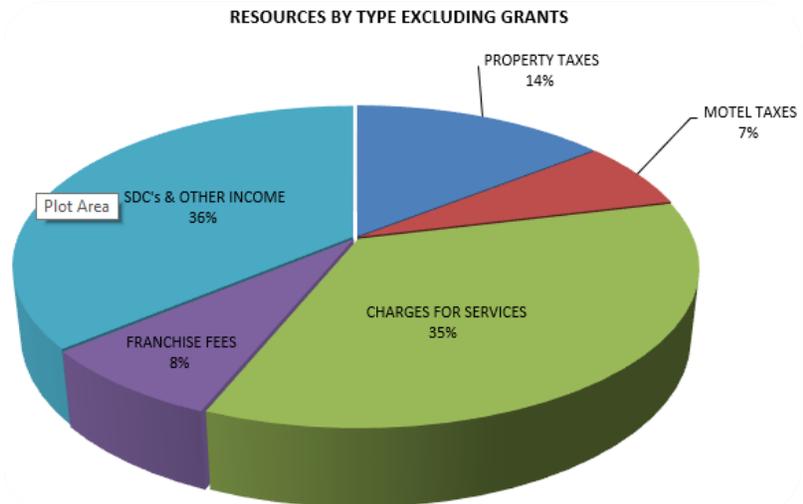
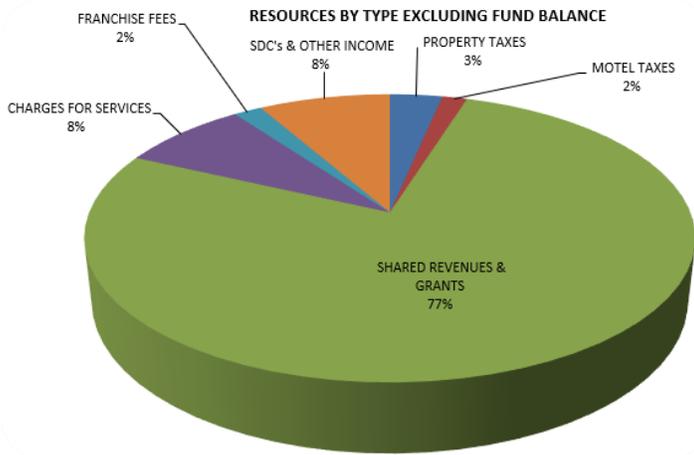
TOTAL RESOURCES - BUDGET TO ACTUAL

AS OF NOVEMBER 30, 2022

	Year To Date	FY 2022-23 Budget	Budget Remaining	(42% lapsed) % Earned
BEGINNING FUND BALANCE	14,605,238	14,605,238	-	100.0%
PROPERTY TAXES	286,184	407,368	121,184	70.3%
MOTEL TAXES	135,785	162,380	26,595	83.6%
SHARED REVENUES & GRANTS	6,675,631	34,944,243	28,268,612	19.1%
CHARGES FOR SERVICES	696,345	1,666,452	970,107	41.8%
FRANCHISE FEES	153,756	249,900	96,144	61.5%
SDC's & OTHER INCOME	718,287	3,029,688	2,311,401	23.7%
	<u>23,271,226</u>	<u>55,065,269</u>	<u>31,794,043</u>	<u>42.3%</u>

FINANCIAL HIGHLIGHTS - RESOURCES:

- Grant Revenue has increased due to the Water and Wastewater Capital Improvement projects
- Charges for services include Water & Sewer Service, Business Licenses, Cemetery Plots, Land Use Planning Fees, and Industrial Park Leases & Sales.
- A large portion of property taxes were received in November, making up for 14% of revenue (grants excluded).



RESOURCES - BUDGET TO ACTUAL BY FUND

AS OF NOVEMBER 30, 2022

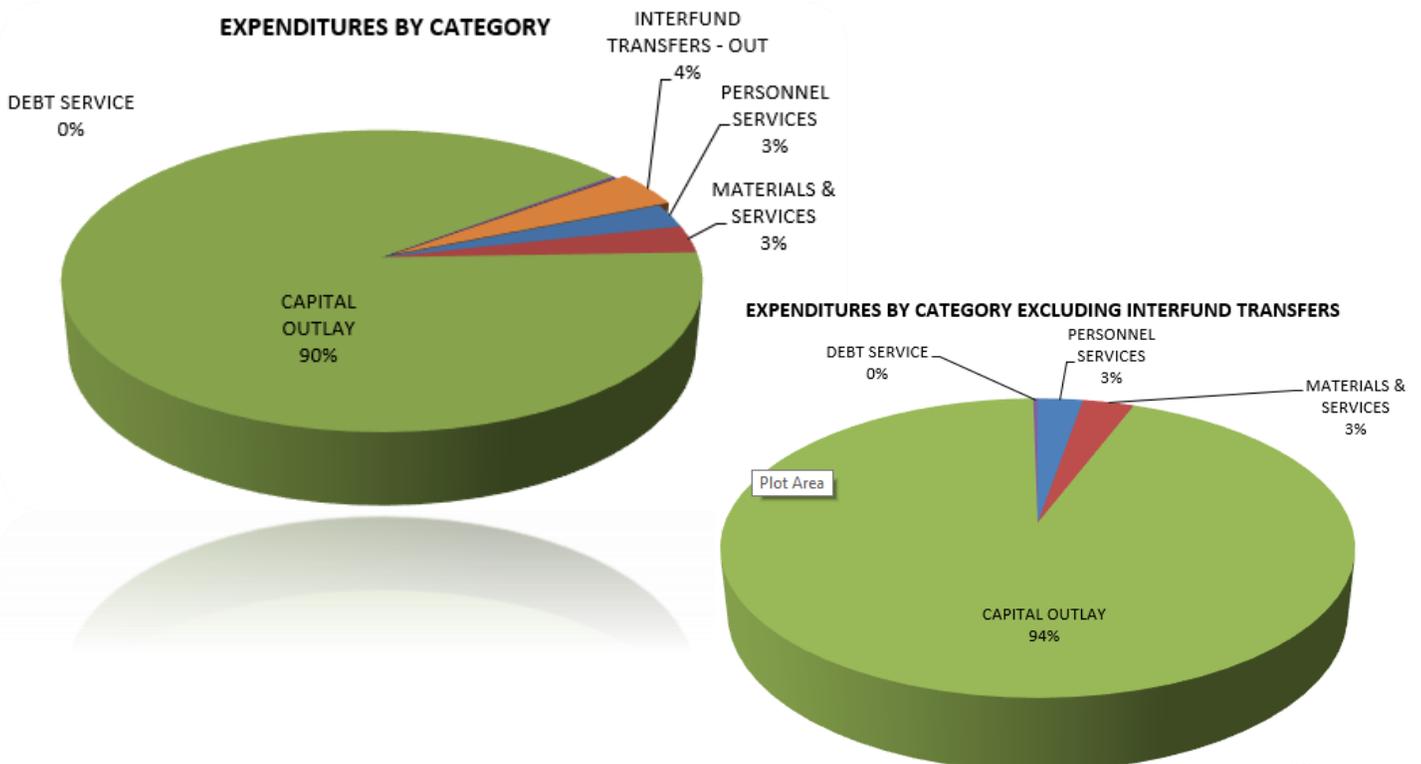
	Year To Date	FY 2022-23 Budget	Budget Remaining	(42% lapsed) % Earned
GENERAL FUND				
BEGINNING FUND BALANCE	2,096,967	2,096,967	-	100.0%
PROPERTY TAXES	286,184	407,368	121,184	70.3%
SHARED REVENUES & GRANTS	1,407,525	608,073	(799,452)	231.5%
MOTEL TAXES (30%)	40,735	47,380	6,645	86.0%
CHARGES FOR SERVICES	1,128	15,918	14,791	7.1%
FRANCHISE FEES	153,756	249,900	96,144	61.5%
MISCELLANEOUS & OTHER INCOME	68,520	49,678	(18,842)	137.9%
INTERFUND TRANSFERS - IN	-	3,000	3,000	
	<u>4,054,815</u>	<u>3,478,284</u>	<u>(579,531)</u>	<u>116.6%</u>
CEMETERY FUND				
BEGINNING FUND BALANCE	40,480	\$ 40,480	-	100.0%
CHARGES FOR SERVICES	3,453	1,500	(1,953)	230.2%
INTERFUND TRANSFERS - IN	7,500	7,500	-	
	<u>51,433</u>	<u>49,480</u>	<u>(1,953)</u>	<u>103.9%</u>
STREETS FUND				
BEGINNING FUND BALANCE	1,348,701	1,348,701	-	100.0%
SHARED REVENUES & GRANTS	87,873	143,170	55,297	61.4%
MISCELLANEOUS & OTHER INCOME	-	475,500	475,500	0.0%
INTERFUND TRANSFERS - IN		200,000	200,000	
	<u>1,436,574</u>	<u>2,167,371</u>	<u>730,797</u>	<u>66.3%</u>
TOURISM FUND				
BEGINNING FUND BALANCE	295,956	295,956	-	100.0%
MOTEL TAXES	95,050	115,000	19,950	82.7%
MISCELLANEOUS & OTHER INCOME	-	500	500	
	<u>391,006</u>	<u>411,456</u>	<u>20,450</u>	<u>95.0%</u>
COMMUNITY DEVELOPMENT FUND				
BEGINNING FUND BALANCE	604,463	604,463	-	100.0%
CHARGES FOR SERVICES	23,263	55,000	31,737	42.3%
ADVANCED PLANNING FEES	30,722	114,945	84,223	26.7%
MISCELLANEOUS & OTHER INCOME		300,000	300,000	0.0%
INTERFUND TRANSFERS - IN		40,000	40,000	0.0%
	<u>658,448</u>	<u>1,114,408</u>	<u>455,960</u>	<u>59.1%</u>
INDUSTRIAL/ECONOMIC DEVELOPMENT				
BEGINNING FUND BALANCE	129,423	129,423	-	
INDUSTRIAL SITE LEASES / SALES	5,943	43,000	37,057	13.8%
MISCELLANEOUS & OTHER INCOME	2,250	47,500	45,250	4.7%
INTERFUND TRANSFERS - IN	45,000	45,000	-	100.0%
	<u>182,616</u>	<u>264,923</u>	<u>82,307</u>	<u>68.9%</u>
RESERVE FUND - WATER/SEWER				
BEGINNING FUND BALANCE	2,318,200	2,318,200	-	100.0%
	<u>2,318,200</u>	<u>2,318,200</u>	<u>-</u>	<u>100.0%</u>
DEBT RESERVE FUND				
BEGINNING FUND BALANCE	193,503	193,503	-	100.0%
	<u>193,503</u>	<u>193,503</u>	<u>-</u>	<u>100.0%</u>
SDC FUND				
BEGINNING FUND BALANCE	4,639,576	4,639,576	-	100.0%
SYSTEM DEVELOPMENT CHARGES	628,729	1,717,285	1,088,556	36.6%
	<u>5,268,305</u>	<u>6,356,861</u>	<u>1,088,556</u>	<u>82.9%</u>
WATER FUND				
BEGINNING FUND BALANCE	1,681,888	1,681,888	-	100.0%
GRANT REVENUE	5,149,512	15,890,500	10,740,988	32.4%
CHARGES FOR SERVICES	358,068	768,817	410,749	46.6%
MISCELLANEOUS & OTHER INCOME	15,885	104,280	88,395	15.2%
	<u>7,205,353</u>	<u>18,445,485</u>	<u>11,240,132</u>	<u>39.1%</u>
SEWER FUND				
BEGINNING FUND BALANCE	1,256,081	1,256,081	-	100.0%
GRANT REVENUE	-	18,302,500		
CHARGES FOR SERVICES	307,394	782,217	474,823	39.3%
MISCELLANEOUS & OTHER INCOME	-	220,000	220,000	0.0%
INTERFUND TRANSFERS - IN	215,000	215,000	-	100.0%
	<u>1,778,475</u>	<u>20,775,798</u>	<u>694,823</u>	<u>8.6%</u>

TOTAL EXPENDITURES - BUDGET TO ACTUAL
AS OF NOVEMBER 30, 2022

	Year To Date	FY 2022-23 Budget	Budget Remaining	(42% lapsed)
PERSONNEL SERVICES	337,667	1,229,381	891,714	27.5%
MATERIALS & SERVICES	383,062	1,631,377	1,248,315	23.5%
CAPITAL OUTLAY	11,682,011	43,258,276	24,244,489	27.0%
DEBT SERVICE	33,291	233,994	200,703	14.2%
INTERFUND TRANSFERS - OUT	507,500	507,500	507,500	100.0%
	12,943,531	47,532,341	27,764,534	27.2%

FINANCIAL HIGHLIGHTS – EXPENDITURES:

- Expenditures are in line with staff expectations.
- Capital Outlay is our greatest expense. This is due to the completion of the Transit Center and the onset of the Water and Wastewater Capital Improvement Projects.
- The Water & Sewer materials have leveled out, as staff has expected.



EXPENDITURES - BUDGET TO ACTUAL BY FUND

AS OF NOVEMBER 30, 2022

	Year To Date	FY 2022-23 Budget	Budget Remaining	(42% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	47,884	200,065	152,181	23.9%
MATERIALS & SERVICES	72,952	541,212	468,260	13.5%
CAPITAL OUTLAY	337,588	406,000	68,412	83.1%
DEBT SERVICE	33,291	40,926	7,635	81.3%
INTERFUND TRANSFERS - OUT		507,500	507,500	0.0%
	<u>491,715</u>	<u>1,695,703</u>	<u>1,203,988</u>	<u>29.0%</u>
CEMETERY FUND				
MATERIALS & SERVICES	2,395	14,610	12,215	16.4%
CAPITAL OUTLAY	-	5,000	5,000	0.0%
	<u>2,395</u>	<u>19,610</u>	<u>17,215</u>	<u>12.2%</u>
STREETS FUND				
PERSONNEL SERVICES	31,890	112,387	80,497	28.4%
MATERIALS & SERVICES	34,884	184,815	149,931	18.9%
CAPITAL OUTLAY	4,755	692,500	687,745	0.7%
	<u>71,529</u>	<u>989,702</u>	<u>918,173</u>	<u>7.2%</u>
TOURISM FUND				
MATERIALS & SERVICES	18,742	93,000	74,258	20.2%
CAPITAL OUTLAY	44,323	60,000	15,677	73.9%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>63,065</u>	<u>153,000</u>	<u>89,935</u>	<u>41.2%</u>
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	44,497	176,294	131,797	25.2%
MATERIALS & SERVICES	7,516	79,000	71,484	9.5%
	<u>52,013</u>	<u>255,294</u>	<u>203,281</u>	<u>20.4%</u>
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	29,281	138,500	109,219	21.1%
	<u>29,281</u>	<u>138,500</u>	<u>109,219</u>	<u>21.1%</u>
SDC FUND				
CAPITAL OUTLAY		5,013,576	5,013,576	0.0%
	<u>-</u>	<u>5,013,576</u>	<u>-</u>	<u>0.0%</u>
WATER AND SEWER RESERVE FUND				
CAPITAL OUTLAY		2,318,200	2,318,200	0.0%
	<u>-</u>	<u>2,318,200</u>	<u>-</u>	<u>0.0%</u>
WATER FUND				
PERSONNEL SERVICES	106,698	370,810	264,112	28.8%
MATERIALS & SERVICES	101,313	271,615	170,302	37.3%
CAPITAL OUTLAY	7,071,044	15,890,500	8,819,456	44.5%
DEBT SERVICE	-	193,068	193,068	0.0%
SPECIAL PAYMENTS	-	200,000	200,000	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>7,279,054</u>	<u>16,925,993</u>	<u>9,646,939</u>	<u>43.0%</u>
SEWER FUND				
PERSONNEL SERVICES	106,697	369,825	263,128	28.9%
MATERIALS & SERVICES	115,980	308,625	192,645	37.6%
CAPITAL OUTLAY	4,224,302	18,872,500	14,648,198	22.4%
SPECIAL PAYMENTS	-	471,813	471,813	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>4,446,978</u>	<u>20,022,763</u>	<u>15,575,785</u>	<u>22.2%</u>



La Pine City Councilor Application Questionnaire

1. Why do you want to be a City Councilor?

I am a 4th generation Oregonian and I am committed to the communities where I live. I care about the residents of Central Oregon, and want to be a part of shaping the future of La Pine, while helping preserve the life and lifestyles of the people who make this a great city to live in.

2. What talents, skills, or abilities would you bring to the City Council?

Over 30 years working in business and business development, community relations, client services and business strategy. Created and managed a non-profit fund supporting music education in public schools for over 10 years and have remained supportive in community based programs while living full time in Central Oregon since 2016.

3. What are your expectations for the City?

My hope is that the residents and city government of La Pine are open and interested in the organic growth and evolution of the community, while preserving the nature of what makes this a great place to live.

4. Are you willing to serve on subcommittees and/or represent the City in regional or community meetings? ***Yes. I am interested and willing to help support and represent the city in any way that is beneficial to the city government and local city residents.***

5. How much time can you devote to this position on a monthly basis? ***As much as is needed*** hours

I am a resident of the City of La Pine and will have been a resident within city limits for at least one year prior to appointment. To the best of my knowledge, the information contained in this application is true and accurate.

Date: 1/1/2023 Signature: _____

Please return application to La Pine City Hall located at 16345 Sixth Street or mail to City of La Pine, PO Box 2460, La Pine, OR 97739

Jeff Poteet

51777 Fordham Drive

La Pine, OR 97739

Cell: 503.593.9523

[linkedin.com/in/jeffpoteet](https://www.linkedin.com/in/jeffpoteet)

OBJECTIVE

An experienced professional with over 30 years of experience working with large corporations, as well as local independent companies, non-profit organizations and individuals. Areas of expertise in business and business development, client services, account management, marketing and advertising, hospitality, sales management, sponsorships, cause marketing and event marketing programs.

CORE COMPETENCIES.

- Solid history of business, marketing and sales success with local and national organizations
- Extensive client services and business development background
- Proven ability to develop opportunities in new market areas
- Strong analytical skills, with the ability to coordinate the efforts of many to meet organizational goals
- Group leader / team member
- Ethical, energetic, entrepreneurial

EXPERIENCE

Real Estate Agent, April 2021 - Present

Windermere Central Oregon Real Estate

Working independently as a Realtor with Windermere Real Estate to help clients navigate the complex process of buying and selling their homes and investment properties. Responsibilities include developing comparative market analysis, market research, contract development and negotiations, marketing, inspections, open house events, understanding codes and standards, and managing each step of the real estate transaction from start to finish.

Notable Accomplishments:

- Secured and/or participated in over 20 finalized transactions in first 14 months as a Realtor
- Represented over \$5M in transactional revenue in 2021-2022
- COAR Community Outreach and Professional Network committee member for 2022-2023

Principal, Director, Business Development and Client Services November 2010 - Present

Brand Timbre LLC

Lead the account service efforts for audio branding agency: developing integrated marketing platforms to promote our clients' sonic identities, and then manage the sound-driven branding campaigns we've designed to enhance their customers' brand experience.

Notable Accomplishments:

- Handle day to day operations, project management, account management and business development for boutique audio branding agency. Manage annual budgets, P&L, billing, contracts and vendor relations.
- Generated nearly \$4M in new agency revenue
- Secured multiple vendor/affiliate relationships, including Mood Media, Playnetwork and Audio Network

Director, Business Development and Client Services January 2010 - November 2010

Rumblefish Sonic Branding

Rumblefish works at the brand level to develop comprehensive strategies for deploying music and sound purposefully and cohesively across all communication channels.

Notable Accomplishments:

- Created net new business opportunities with Blue Shield, Kaiser Permanente, Mountain Hardware and AAA
- Co-designed innovative marketing program for healthcare industry. Managed campaign launch in early 2011
- Secured multiple creative vendor relationships, decreasing internal expenditures by over 50%

Director, Business Development November 2008 – July 2009

PBJS, Inc (a subsidiary of Publicis Groupe)

PBJS is a data-driven creative agency providing live experiences and online advertising services to some of the worlds' best known brands including Microsoft, AT&T, Samsung, Intel and Sephora USA.

Notable Accomplishments:

- Key contributor on winning presentations for Samsung, and The Bill & Melinda Gates Foundation
- Developed new and incremental business opportunities for world class boutique creative ad agency
- Increased database contacts from less than 150 to over 10,000 in less than 6 months

Contract/Consulting Engagements July 2006 - November 2008

- **PayScale** – *Interactive B to C / B to B content provider: Director, Content Syndication*

- **AdUp, Inc.** – *Online Advertising Network / Search Aggregator: Director, Online Advertising*

- **LION New Media** – *Interactive Advertising Agency / Agency Services: Senior Marketing Consultant*

- **Gibson Guitars** – *Global music manufacturer: Consultant, Entertainment Relations*

Station Manager / Local Sales Manager / Major Accounts Executive

Entercom Communications, Rose City Radio, Clear Channel, Radio Disney

Notable Accomplishments:

- Responsible for P&L, training, mentoring and monitoring all aspects of station operations
- Managed local sales efforts for \$5M radio station
- Successfully developed and maintained multiple national accounts including: *Pepsi Cola, McDonalds, Mitsubishi, Corona, Coors Brewing Company, Dr. Martens, Toyota, Guinness Import Company, US Air Force, Car Toys, T-Mobile, Taco Bell, Microsoft, Regence BlueShield, Gibson*

VOLUNTEER EXPERIENCE

Board Member August 2022 – Present

Central Oregon Youth Orchestra – COYO

Newest appointed board member for the Central Oregon Youth Orchestra, a Central Oregon based organization that provides expert music instruction and performances to an ever evolving group of over 45 youth musicians.

On-air radio host November 2014 – June 2020

Opbmusic - Oregon Public Broadcasting

Curate and produce 3 hour music program as a volunteer DJ on opbmusic.org. Responsibilities include assembling playlists, developing and delivering artist notes, editing segues, voice tracking.

Co-Founder – First Octave, 1997 - 2007

Portland Schools Foundation

Developed a non-profit fund dedicated to music education in Portland public schools. Since 1998 the fund has received and distributed over \$755,000 in grants and in-kind contributions.

- Responsible for delivering cash awards to over 50 individual school programs
- Received direct support grant from the Oregon Community Foundation, one of Oregon's largest non-profit funding sources

EDUCATION

North Seattle Community College COM/BUS/Media, 2007-2008 – Major: Integrated & New Media

Studies in Communication, Business and Media. Program involves an innovative combination of training and studies designed to enhance and optimize an individual's preparation for positions in media management, marketing, sales, public information, news, media design and production.

Mt. Hood Community College - AAS, 1989-1992 - Major: Mass Communications & Broadcasting

MHCC's Integrated Media's Broadcasting program offered hands-on classes to become proficient with industry standard tools and practice in the fields of broadcasting and audio production. This was the basis for developing an understanding of the concepts behind the production of audio for other disciplines such as film and video, music and multimedia.

Mt. Hood Community College – Part time Teaching Faculty, 2005 – Radio Advertising Sales and Marketing

Developed class curriculum and instructed weekly Advertising/Marketing class to graduating students of the Broadcast Communications program at MHCC.