



CITY OF LA PINE, OREGON

SPECIAL CITY COUNCIL MEETING

Tuesday, October 3, 2023, 5:30 p.m.

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/89046748113>

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.

This is a Special City Council meeting at an irregularly scheduled time, due to the cancellation of the Regular City Council meeting scheduled for September 27, 2023. The Council elected to hold a Special Meeting to consider pending business in a timely manner and in the public interest.

The Special City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.

AGENDA

REGULAR COUNCIL MEETING

CALL TO ORDER

ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city. Any matter that warrants testimony and rebuttal may be debated during a public hearing on the matter.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response.

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. Meeting Minutes August, 30, 2023.....4.
- 2. Meeting Minutes September, 13, 2023.....8.

PRESENTATIONS:

DANCO – Low Income Housing Tax Credit (LIHTC) – Mr. Chris Dart – President

PUBLIC HEARING:

None

OLD BUSINESS:

- 1. Consideration of DANCO Communities multifamily housing proposal
 - a. Staff Report.....12.
 - b. DANCO responses.....17.
 - c. DANCO updated application/model (Spreadsheet will be displayed during open session)
 - d. Latino Community Association MOU.....25.
 - e. NeighborImpact MOU.....27.
 - f. Resident Services Plan – Huntington Apartments.....29.
 - g. Millage Table.....33.
 - h. Forecasted Exemption Schedule.....34.
 - i. Forecasted Financial Impact Table.....35.
 - j. Resolution 2023-XX & La Pine Low-Income Rental Housing Policy (Draft).....36.

NEW BUSINESS:

- 1. Letter regarding transfer of land from Deschutes County
 - a. Staff Report.....40.
 - b. Map.....41.
 - c. Draft Letter.....42.
- 2. Final Bills – Utilities
 - a. Staff Report.....43.
 - b. Resolution 2023-07 (Draft).....47.
 - c. Appendix A48.

- 3. Bank Account Operations
 - a. Staff Report.....49.

- 4. Adopting Fee Schedule
 - a. Staff Report.....51.
 - b. Resolution 2023-08.....53.
 - c. Exhibit A. Fee Schedule.....55.

- 5. Coordinated Houseless Response Office (CHRO) - Discussion
 - a. Board Agenda 09.21.23.....60.

OTHER MATTERS

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

ADJOURNMENT

EXECUTIVE SESSION (if necessary) per ORS 192.660



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, August 30, 2023 5:30 p.m.

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/85791038749>

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.

The Regular City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.

MINUTES

REGULAR COUNCIL MEETING

CALL TO ORDER

Mayor Richer opened the meeting at 5:30 p.m.

ESTABLISH A QUORUM

Council

Mayor Richer

Council President Van Damme

Councilor Shields

Councilor Ignazzitto

Councilor Morse

Staff

Geoff Wullschlager, City Manager

Brent Bybee, Principal Planner

Kelly West, Public Works Director

Amanda Metcalf, Administrative Assistant

PLEDGE OF ALLEGIANCE

Mayor Richer led the pledge of allegiance.

PUBLIC COMMENTS

None

ADDED AGENDA ITEMS

None

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. 08.09.23 Regular City Council Meeting Minutes

Councilor Ignazzitto made a motion to approve the consent agenda. *Councilor Van Damme seconded.* Motion was unanimously approved.

PRESENTATIONS:

None

PUBLIC HEARING:

None

OLD BUSINESS:

1. Consideration of DANCO Communities multifamily housing proposal
 - a. Update (verbal report)

Mr. Wullschlager updated the Council that the City has executed the letter of engagement. DANCO presented Resolution 2008-011 to Mr. Wullschlager, this resolution's language states that if an applicant is denied the applicant can appeal to the State. Mr. Wullschlager consulted with the City's legal counsel and confirmed that if the City follows state statutes and meets the criteria for decision making, then Resolution 2008-011 should not be of concern. Lastly Mr. Wullschlager highlighted section 7.2 of the resolution which states that this Resolution expired in 2009 and is no longer valid.

Councilor Van Damme expressed DANCO developers usually develop in larger towns, and wanted to know why they are coming to La Pine which is considered a small town. In addition, a tax cut would impact a smaller city greater than it would a larger city. Councilor Ignazzitto inquired why DANCO wanted to develop in La Pine, Mr. Wullschlager speculated that it is due to increased growth of Deschutes County and La Pine has an abundance of land. There was discussion on land development and future needs of the City.

NEW BUSINESS:

None

OTHER MATTERS

None

PUBLIC COMMENTS

None

STAFF COMMENTS

Mr. West informed the Council that the water and wastewater expansion project is progressing well. They have started pressure testing and sanitizing the pipes, the first section of the water lines should be coming online soon. Councilor Van Damme asked about the pressure testing to see the values. Mr. West informed the city that during all the tests, pictures are taken of the meters and stored in a database accessible to the City.

Mr. Bybee updated the Council on the events for La Pine 2045, he was recently at Music in the Pines and collected 42 surveys. The overall response from people is, "small town feel", with other needs including better grocery stores. Mr. Bybee will be reaching out to stakeholders to confirm contact information and future events. Mr. Bybee will be attending events in September, October, and part of November, and allow time in December for review.

Mr. Bybee attended a webinar for the Technical Assistance Grant, to allow the City to bring on a third-party contractor to help with the costs of the comprehensive plan. The City has hired a new Associate Planner, Rachel Vickers, she will be starting with the City in September. She will be absorbing some of the smaller planning applications and work with Mr. Bybee on larger projects.

Mr. Wullschlager mentioned the LOC conference and updated the Council on the interviews for the new Utility worker position.

MAYOR & COUNCIL COMMENTS

Councilor Ignazzitto suggested that we move the October meeting due to the LOC conference.

Councilor Shields informed the Council he met with Midstate about the expansion project near Evergreen.

Councilor Van Damme would like to find out how much more it cost the City to have the hydrants staggered when they were installed in the Cagle development. There was discussion about common practices for hydrant installation in comparison to the project plan. Mayor Richer asked if a revision of the plan would cost the City. Mr. West said the City would endure the cost since we approved the final plans.

Mayor Richer thanked everyone for their hard work.

ADJOURNMENT

Mayor Richer adjourned the meeting at 6:07 p.m.

EXECUTIVE SESSION (if necessary) per ORS 192.660

None

Date: _____

Daniel Richer, Mayor

ATTEST:

Date: _____

Geoff Wullschlager, City Manager



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, September 13, 2023 5:30 p.m.

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/81429171742>

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.

The Regular City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.

MINUTES

REGULAR COUNCIL MEETING

CALL TO ORDER

Mayor Richer opened the meeting at 5:30 p.m.

ESTABLISH A QUORUM

Council Present

Mayor Richer

Council President Van Damme

Councilor Shields

Councilor Morse

Council Not Present, by prior arrangement

Councilor Ignazzitto

Staff

Geoff Wullschlager, City Manager

Ashley Ivans, Financial Director/Assistant City Manager

Amanda Metcalf, Administrative Assistant

PLEDGE OF ALLEGIANCE

Mayor Richer led the pledge of allegiance.

PUBLIC COMMENTS

None

ADDED AGENDA ITEMS

None

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 at the request of any member of the City Council.

1. Financial Summary – July 31, 2023

Councilor Van Damme made a motion to approve the consent agenda. *Councilor Shields seconded.* Motion was unanimously approved.

PRESENTATIONS:

None

PUBLIC HEARING:

None

OLD BUSINESS:

1. Consideration of DANCO Communities multifamily housing proposal
a. Update (verbal report)

Mr. Wullschlager gave an update on the multifamily housing proposal from DANCO. There was a memo provided to DANCO, from the City, outlining questions and concerns the administration prepared after legal tax counsel reviewed DANCO's application.

The first question was regarding the Debt Coverage Ratio (DCR), DANCO listed a lower projection than the standard practice of 1.2 and does not reach that threshold until year four of the project. The City would like DANCO provide background as why they have permitted a low threshold and what is the plan to increase the DCR to the industry standard of 1.2.

Secondarily in the model provided by DANCO, over a seventeen-year measurement, the Income to Expense Ratio decreased, and administration is concerned and would like to see it stabilize for long-term viability of the project. Mr. Wullschlager explained to the Council that the Deferred Developer Fees, which are the payout to the initial developer, stop after year four, but the Income to Expense Ratio continues to decrease after the fourth year. Administration questioned why the ratio decreased if the

project no longer carried the expense of paying the developer. In addition, it was discovered that there were discrepancies listed in the application regarding the Deferred Developer Fees.

DANCO listed a Second Loan on their Budget Sources page of their application and did not list a source. The City questioned if there was a third party that the City is unaware of and would like to know who will be providing the upfront cost of the project.

Lastly, DANCO had budgeted \$25,000 for Resident Services and stated a non-profit will be responsible for maintaining and providing these services. The City expressed concerns that the budgeted \$25,000 per year will not be enough to maintain the listed services and would like DANCO to have a more detailed budget/explanation for the listed resident services as provided by DANCO's earlier presentation to Council.

Mr. Wullschlager presented Resolution No. 2008-011, the previous City resolution regarding tax exemptions for low-income rental housing. This resolution was the only policy the City had on record which expired in 2009. The City currently is presented with the opportunity to draft a new policy with requirements for future developers and tax exemption requests. There was discussion about rent savings for the community vs. the tax cut to the districts. DANCO would like an answer to their application by the end of the month.

Mayor Richer expressed that the City should have a policy and process in place to decide on the application in addition to future applications. He is not concerned about meeting DANCO's timeline and liked the possibility of a resolution with an expiration date like Resolution No. 2008-011.

Councilor Van Damme agreed with Mayor Richer and is not deferring to meeting the deadline of DANCO as it will take time to decide on an application. She would like to have Mr. Wullschlager work on a policy to allow for consistency.

Councilor Morse questioned the number of applicants in a year, and if there can be a limit. Mr. Wullschlager had previously consulted with the legal counsel on this subject, and counsel stated that the City of La Pine cannot make any criteria that are in conflict with state statute for the program.

Councilor Shields agreed with the Council and would like Mr. Wullschlager to write a policy.

NEW BUSINESS:

1. Central Oregon Regional Collaborative IGA Amendment

Mr. Wullschlager presented the staff report on the IGA that the City entered in 2019 with multiple central Oregon cities and counties. The IGA was formed to develop a request for funding to address housing rehabilitation needs in Central Oregon. Prineville was the original IGA lead applicant, which is now intended to shift to Deschutes County due to their work on a CDBG grant application for the second round of funding. An amendment has been proposed naming Deschutes County as the lead applicant. The amendment does not adjust the functionality of the program, nor does it require further contribution or support from the City of La Pine.

Councilor Morse made a motion to approve Amendment No. 1 of the Intergovernmental Agreement for the Central Oregon Regional Collaborative. *Councilor Van Damme seconded the motion.* Motion was unanimously approved.

OTHER MATTERS

None

PUBLIC COMMENTS

None

STAFF COMMENTS

Mrs. Ivans informed the Council the city’s auditors were at City Hall and will likely have an audit report sometime in November. She further stated that the City has had many billing questions as of recent from customers regarding their water and sewer services.

Mr. Wullschlager informed the Council that the City has hired new public works employee Asa Collings-Thomas. He gave an update on the Water and Wastewater project and the current timeline. He also reported that the City ordered new pumps for the lift stations, and that the City is awaiting a backup pump to be delivered. Mrs. Ivans and Mr. Wullschlager are working with USDA and DEQ to increase the City’s borrowing capacity, to include cost overrun on the wastewater side of the project.

MAYOR & COUNCIL COMMENTS

Student Councilor Marston informed Council that the new school year had commenced, and that the student body had increased by 200 students compared to last year. He will propose a meeting with the principal soon and will have more updates for the Council. Mr. Wullschlager stated that there was a concern from a citizen stating that the classrooms are overcrowded, and students are sitting on the floor of the as a result. Mr. Wullschlager asked Councilor Marston if he experienced this while on campus. Councilor Marston stated that in all his classrooms every student was able to sit in a chair with a desk, in some classes there was a surplus of chairs. In addition, the cafeteria has also had enough room to accommodate the students, however if he sees anything different, he will provide and update.

Councilor Van Damme thanked everyone and is excited about our new Associate Planner. She also thanked Mr. Wullschlager for all his work on the DANCO project.

Mayor Richer thanked everyone for their hard work and was pleased to welcome the new employees.

ADJOURNMENT

Mayor Richer adjourned the meeting at 6:05 p.m.

EXECUTIVE SESSION (if necessary) per ORS 192.660

None

Date:

Daniel Richer, Mayor

ATTEST:


Date:

Geoff Wullschlager, City Manager



CITY OF LA PINE

STAFF REPORT

Meeting Date: October 03, 2023
TO: City Council
FROM: Geoff Wullschlager, City Manager 
SUBJECT: Consideration of DANCO Communities Multifamily Housing proposal

- | | | | |
|--------------------------|-------------------------|-------------------------------------|-----------------------------------|
| <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: Please see below |
-

Councilmembers:

On August 9, 2023, staff presented you with a summary of the Low Income Housing Tax Credit (LIHTC) program and its operation, along with financial calculations of developer project funding and financing, and forecasted financial impacts of a tax exemption in relation to the DANCO proposal. On this meeting date DANCO and its representatives also provided you with an introduction to their project proposal, along with DANCO materials relating to their background and other successful projects. City staff had also informed that they were attempting to engage Tax Counsel on a review of DANCO’s submitted materials after a series of discussions with other industry experts including bankers, accountants, and developers.

Following this, City staff initiated a review with Tax Counsel commencing on August 31, 2023. On September 13, 2023, City staff concluded their review with Tax Counsel, which generated a series of questions and inquiries that were then prepared and submitted to DANCO on the same date. City Council was provided a summary of these questions at its regularly scheduled meeting on September 13, 2023, as well. City staff have since received DANCO’s responses, dated September 20, 2023.

As there are multiple items for review by Council relating to the DANCO proposal, this staff report will reference three different and distinct elements in support of that review. As opposed to placing the three different items under Old Business, each section will be summarized below, with reference to the supporting documents found in the packet, all under the section heading, “Consideration of DANCO Communities Multifamily Housing proposal”.

In closing, each element needs to be weighed independently under the auspice of independent recommendations for action which will follow each component contained in this report.

1. DANCO responses to City questions

As referenced in the preamble of this report, DANCO has provided responses to the City generated inquiry as prepared with Tax Counsel. These responses have been placed into a format where the DANCO replies are highlighted in **Blue**, followed by city staff analysis in **Bold**, then concluded upon with staff recommendations highlighted in **Bold Yellow**. In staff’s opinion, some of the inquires have been satisfied and there are no recommendations for further action, in other circumstances there are notes to guide Council’s consideration for follow up. Please see the following attachments, as listed in your agenda that support this report:

- a. Latino Community Association MOU.....pg. 24.
- b. NeighborImpact MOU.....pg. 26.
- c. Resident Services Plan – Huntington Apartments.....pg. 28.

Recommended Action:

Please review the report found on page **XX** of the packet and make determinations as to whether or not DANCO has satisfied the inquiry as prepared by staff and previously reviewed and approved by Council. If Council feels that the responses meet the threshold for completeness, please, by consensus, inform staff that DANCO need not take any further action on this matter. If there are further questions, please inform staff as to what matters you would DANCO to provide further information. As this is not a policy matter, there is no need for formal motion followed by a roll call vote, or other legislative action.

2. DANCO financial implications

In assessment of the financial impact this project will have, both on the annual ad valorem taxes as received by the City and other taxing districts within the jurisdiction of the City of La Pine, and in the scope of the potential financial contributions created by the project, city staff have prepared several documents for review. These are both preceded by the Millage Table for all taxing districts within the City of La Pine. The Millage table displays the current rate of taxation each taxing authority receives, calculated in dollars, or fractions thereof, per each thousand dollars of assessment. This table can be found on page 32. of the packet, and city staff will briefly review it during the meeting.

- a. Forecasted Exemption Schedule –pg. 33.

This schedule, which was previously provided to Council, displays a forecasted exemption amount calculated across the twenty-year life span of the project. It also differentiates the total exemption across all districts, and the exemption as forecasted solely for the City of La Pine and the La Pine Urban renewal agency.

- b. Forecasted Financial Impact Schedule –pg. 34.

This schedule was created to exhibit the potential financial impacts of the project as a measure of two functions:

- 1. Rent reduction/savings, as realized by renters in the proposed project
- 2. Financial contribution to the community as realized through dollars saved/contributed back into the community through rent reduction/savings

In furtherance, two methods of measurement are displayed:

1. DANCO Housing (2022) at 60% of AMI

This displays the 60% AMI base rents as reported by DANCO, calculated out at 100%, with the difference shown between the two, then multiplied by the number of each type of unit (one, two, three bedroom) to display a rent savings/financial contribution to the community, totaling \$25,821.60. While this calculation relies on an objective methodology it does suffer from not having market value as an intervening variable, which would be challenging to calculate as it is not a constant. As such, it is a safe assumption that the total financial benefit as forecasted is actually much lower than what it should be, as calculated rent estimates at 100% of AMI are far short of actual pricing indices in the La Pine area.

2. Bend Housing (2002)

This section of the table is premised upon data compiled by the City of Bend's Housing Department. The 60% of AMI totals are collectively, figures that Bend has generated based on Housing and Urban Development (HUD) data.

We have taken these numbers, and again, extrapolated a estimate of what a household size (not housing unit size) of persons would be expected to pay at 100% of AMI. We then again, take the difference between 60% and 100% AMI, and calculate this rent savings/financial contribution as function of the number of units of each type of apartment proposed by DANCO, (16 single, 23 double, and 20 triple bedroom units). This provides the analysis with a total financial estimate for each type of unit, and a comprehensive estimate for all three summed together. It should be noted that the estimates for HH sizes larger than three were not included in the analysis as premised below.

This analysis, while based in methodology, assumes the correlation of household size (measured in number of persons) to housing size (measured in number of bedrooms), and thus should only be relied on as informative, as it is very plausible that average household size will exceed the realized number of bedrooms in any given unit, which in turn would weaken the forecasted contribution total as an increase in persons could place a larger financial/societal burden on the carrying capacity of a community.

Conclusion:

This table is speculative and relies on assumptions that are not without imperfection as discussed. Conversely, we can make an educated prediction that the total rent savings/financial contribution will be somewhere between the two estimates as one methodology is highly conservative in its approach, and the other very forgiving.

If our Forecasted Exemption Schedule is correct though, setting the year one exemption at \$25,787.49 across all districts, and our most restrictive estimate (which we know to be far below actual market conditions) of financial impact is set at \$25,821.60, and one in which we can expect there to be a higher impact, the project has displayed a positive financial impact for the community.

Recommended Action:

There is no action to take at this time, as the City should not make any policy decision by way of official action until it has a formal policy, and program in place, as adopted by legislative action (Resolution or Ordinance). This data was provided to Council to exhibit information that may help the body move towards a conclusion on whether to further consider the DANCO proposal.

A. City of La Pine policy (draft)

City staff has reviewed the previous policy regarding affordable housing and tax exemptions, as adopted in 2008. This policy, memorialized through resolution, expired in terms of its application on July 1, 2009.

As directed by Council, city staff considered policy desires as expressed by the Council, and those that were a result of the application review analysis with Tax Counsel.

The draft document presented here is a first draft incorporating those directives and concepts and can be found at:

Resolution 2023-XX & La Pine Low Income Rental Housing Policy (Draft).....pg. 35.

The draft incorporates much of the original language of both the original resolution and corresponding policy. The amendments, as demarcated by **yellow highlighting**, to each separate element are summarized below respectively:

1. Resolution 2023-XX

The original resolution incorporates two primary amendments, the first being the range of revised statutes that the City would be adopting and adhering to, as upon review, the state statutory law under Section 307. has been amended in the time between now and 2008. This is immaterial to the overall policy desires as expressed in the document but is an important element of process. This will need to be confirmed by the City's attorneys, but the new statutory range is consistent with the range of the original statutes relied upon in 2008. These amendments appear throughout both the resolution and policy documents.

The second series of amendments are contained in the policy preambles of the draft resolution. They have been drafted to reflect the limitations that such a program should have within the community as expressed by Council in earlier discussion. Remaining amendments are for form, demarcating areas requiring update if Council is to consider a formally completed draft for passage.

2. La Pine Low Income Rental Housing Policy

The primary concern of Council in the potential adoption of a new Low Income Rental Housing Policy should be directed towards the insurance that such a policy not only reflect the needs of the community, but that it is careful to protect that community.

As such, updates reflective of previous conversations between city administration and Council have been drafted and placed within the draft document. Several of these are also a product of the original assessment with Tax Counsel. These updates are separated by sections as defined below:

Criteria for Tax Exemption

This section lists the substantive criteria by which the City can measure and application. The section incorporates the updated criteria listed under ORS 307.517 and provides expanded criteria that reflect the desires and policy concerns of Council. Please review and be prepared to discuss with staff. These will need to be reviewed by the City's attorneys prior to a proposed adoption.

Application for Exemption

If an exemption is to be considered, we must have a formalized application process in place, for matters of process, and record. No formal amendments have been drafted for this section, but any submission will need to meet the finalized criteria contained in the section above. A suggestion was introduced that proposes a more stringent and official record process for applicant verification of

submitted information.

Remaining Sections

The remainder of the draft document was left primarily in its original format. Council should consider the date, as highlighted under Section 7., as the City should have clear counsel from its attorney's on any requirements for time or range on the life of a policy it adopts. This is brought to the attention of Council as once we have a policy on the books, the City may be required to compulsively review any application it receives. City staff is awaiting Tax Counsel direction on this which at time of this report has yet to be received.

Recommended Action:

There is no formal action to take at this time, as the document provided is in draft format. If Council, by consensus is inclined to pursue this policy, please direct City staff to take next steps for formalization, to include attorney review, which will then be provided to Council at its next regular or special meeting.



City of La Pine Assessment/Inquiry – DANCO Properties Project

1. DANCO NOFA Application (Operating Budget)

On line 166 of the operating budget, DANCO has listed a Debt Coverage Ratio (DCR). According to our counsel, it is standard practice for these projects to exhibit a DCR of a minimum of 1.2, wherein your project does not reach this threshold until year four of the project.

You have listed the following DCR on years one through three:

1.15 1.16 1.18

We would like an explanation as to why DANCO has created/permitted such a low threshold and what it intends to do to get this up to the industry standard of 1.2.

DANCO Response: While 1.15 DCR is widely excepted (sic) in the industry, our latest and final proforma (attached in email) reflects a 1.22 DCR.

Staff Analysis 09.29.23: The recent updated pro-forma from DANCO displays the following DCR for the previously measured period:

1.22 1.24 1.26

Recommendation: This area of concern has been satisfied by DANCO. The City should require assurances that the overall updated Application has been filed with Oregon Housing and Community Services (OHCS) as the worksheet has been updated here and in multiple areas as follows.

2. DANCO NOFA Application (Operating Budget)

On line 169, DANCO has listed Income to Expense Ratio. If you follow this across the seventeen-year measurement period on the NOFA application, you will note that income measured to expense goes down for each year of the project. This is cause for concern (controlling for depreciation) as we would hope that the long-term viability of the project would stabilize and not exhibit less revenue coming in each year for the life span of the measurement period.

It is also noteworthy that the Deferred Developer Fees (monies to the initial developer) cease after year four. It is worth investigating why the Income to Expense Ratio continues to reduce after year four, when these fees have been settled and the project no longer has the operating expense of paying them out.

DANCO Response: This is unavoidable given the state underwriting requirements (see hard coded annual escalators in cell C127-128). The state requires that income escalation is underwritten at 2%, while expense escalation increases 3% each year. The metric that underwriters use to assess long term financial stability is the DCR. As long as the DCR remains positive through year 30, it is assumed stable. Many of these projects are refinanced around year 20 due to deteriorating DCR. This project does not have that issue. Additionally, we expect the allowable rent levels in Deschutes County to well out perform (sic) the modeled 2% increases.

The Deferred Developer Fee (DDF) is paid after all other expenses by the free cash flow and is not used in calculating the income/expense ratio (see formula). Also note that operating years 5-8 are hidden in the model.

Staff Analysis 09.29.23: This (Income to Expense Ratio) is a function of Effective Gross Income (EGI), for any given year, being divided by the combination of Operating Expenses and Reserves. For example, the EGI for year three is \$892,031.72 which is then divided by the combination of \$409,181.70 in Operating Expenses and \$28,644.30 in Replacement Reserves = \$437,826. In turn

$$\frac{\$892,031.72}{\$437,826} = 2.037 \text{ or } 2.04 \text{ rounded (representative of year three)}$$

\$437,826

The Effective Gross Income is a sum of Annual Net Rents, Service Income (which is not defined), and a Vacancy Allowance, which for any given year is set at 7%.

DANCO states that this is reduced by the state requirement that annual net rents do not exceed 2% from one year to the next (see cell C-127 on model – Income % Increase). Upon analysis of the rents, as calculated and escalated in the model, they do not increase beyond this 2% threshold for any given year. Reducing the overall Income to Expense Ratio is the Expense % Increase requirement (as displayed in cell C-128 of the model) which is set at 3%. For every year of the project in the measurement period, income is limited by a 2% increase restriction while expenses must meet a minimum forecasted increase of at least 3%, creating a 1% reduction over each year. In measuring the percentage of change in the ratios over several years we see the function display itself:

$$\frac{2.06}{2.04} = .99\% \quad \frac{2.08}{2.06} = .99\%$$

2.08 2.06

Recommendation: This area of concern has been satisfied by DANCO. The City should not require assurances as the Income Percentage Increase and Expenses Percentage Increases are hard coded into the OHCS Application which DANCO has exhibited they have met.

3. Deferred Developer Fees

There are two areas of consideration when looking at the Deferred Developer Fees:

a. DANCO NOFA Application (Budget Sources)

You list the Deferred Developer Fees at \$560,443 on this tab.

b. DANCO NOFA Application (Operating Budget)

You also list these fees on line 167 of the operating budget tab, which culminate in a total of \$1,521,225.85, widely increased from what is reported on the budget sources tab.

Our counsel also questioned why DANCO would be requiring these, starting in year one, and not deferring your distribution until a later date given the low Debt Coverage Ratio in the first three years of the project. It is also noted that the amount listed on the Budget Sources Tab (\$560,443) does not correspond to year one of the fee on the Operating Budget Tab (\$524,358.06). This discrepancy needs to be addressed.

DANCO Response: The amounts on Operating Budget line 167 are the outstanding balance of the DDF yet to be paid. They are not meant to be summed up. You will note that the DDF decreases each year by the amount of cashflow from the previous year. The DCR is calculated before the DDF is paid. Deferring payment of the DDF to later years will have no impact on the DCR.

\$560,443 less year 1 cashflow of \$30,085 equals \$524,358.

The latest model has reduced some construction contingencies sine (sic) bidding the project and seeing lower construction costs. The total project cost has reduce, (sic) and thus the DDF has also reduced.

Staff Analysis 09.29.23: Deferred Developer Fees (DDF) are the monies (profits) that the developer is owed from a project that is not paid in the initial cash sources of the project but deferred to later from the cash flow.

In the matter of this question there was discrepancy in understanding how the initial fee listed on the Budget Sources tab corresponded with the fee's as recorded on the Operating Budget tab of DANCO's OHCS worksheet. As stated by DANCO, the fees as reported on the Operating Budget tab are not to be calculated cumulatively, they are a function of the remaining amount of the Deferred Developer Fee from the Budget Sources (original fee listed) tab, as reduced by Cash Flow payments across a series of years until the fee has been paid in full. See table below:

Deferred Developer Fee (DDF)	Fee as listed	First Year Payment	Residual Amount Due	Second Year Payment	Third Year Payment	Ninth Year Payment	Total DDF
OHCS Application (Updated)	\$ 246,311.00	\$ 53,126.05	\$ 193,184.95	\$ 57,893.12	\$ 135,291.83	\$ 62,631.73	\$ 246,311.00
Listed Amount (DDF Balance Due)			\$ 193,184.95		\$ 135,291.83	\$ 72,660.10	
Orgianl OHCS Application	\$ 560,443.00	\$ 36,085.39	\$ 524,357.61	\$ 40,645.03	\$ 483,712.58	\$ 45,174.56	\$ 560,443.00
Listed Amount (DDF Balance Due)			\$ 524,358.06		\$ 483,713.03	\$ 438,538.46	\$ 74,616.30

This table displays both DDF as reported on the original OHCS application, and the updated application. While there are discrepancies on the original application, we see that the fee as listed on the updated application from the Budget Sources tab, \$246,311.00, is reduced over the period of three payment years. It was also noted by DANCO that while these fees are paid in the initial first three years, they have no detrimental effect on the Debt Coverage Ratio (which improves with time), and therefore concerns regarding this area of measurement have been addressed. Additionally, the Total DDF as a sum of all the payments corresponds to the original DDF owed.

As stated by DANCO, a number of costs associated with the project have been reduced and as a result the initial and total DDF is reduced in the new model.

Recommendation: This area of concern has been satisfied by DANCO.

4. Permanent Second Loan, Hard Debt (Budget Sources)

This is a financial sum which illustrates DANCO’s ability to afford the total upfront project cost that is arbitrary (\$675,399.00) and does not provide a source. The City would like to know who will be the holder of this debt as it could be a third party that the City is unaware of as a participant.

DANCO Response: Placeholder that is removed in current model.

**Staff Analysis 09.29.23: The original OHCS application listed an amount of \$675,399.00 as a permanent second loan/hard debt. It has since been removed from the updated model. Regardless of funding sources in the updated model, the Total Sources are listed for the project as of current are:
\$26,405,604.00**

**And Project Cost is listed as:
\$26,405,604.00**

Recommendation: This area of concern has been satisfied by DANCO.

5. Resident Services (Operating Budget)

This is representative of the contribution DANCO has budgeted for the following Resident Services. The non-profits mentioned by DANCO, and its representatives are as follows, and the programs listed beneath:

Engage NW

Latino Community Services

1. Adult Education Classes in the following areas as taught by certified teachers:
 - a. Health and Wellness
 - b. Art
 - c. Resume Building
 - d. Cooking and Gardening
 - e. Financial Literacy
 - f. Homebuyer Education
 - g. Computer Training
 - h. Parenting
 - i. General Government and Entitlement Education
 - j. Nutrition and Exercise

DANCO has budgeted \$25K for all of this as listed in cell E58, which comes to \$417 per unit. There was also no explicit explanation other than an unsupported statement made by DANCO or its representatives of “All budget costs are our portfolio averages for similar, large, family, rural projects. The Resident Services budget is enough to support both Engage NW and Latino Community Association”, how these programs will be afforded. There was also no indication of what Latino Community Services would be providing in DANCO’s presentation to the City, or how an annual budgeted contribution of \$25K endeavors to meet these proposed services. We would like to see a programmatic budget that addresses each area of proposed adult education, and the forementioned Latino Community Services, and what those are.

DANCO Response: The resident services plan was still under development and has since been updated. The Resident Services Plan (attached in email) includes services from NeighborImpact as the lead service provider, and Latino Community Association as a supplementary provider. Both organizations are comfortable with the annual fees outlined in their respective MOUs (attached). It is Danco’s understanding that they have other sources of funding that compliment (sic) the fees the project will pay.

Staff Analysis 09.29.23: The updated OHCS application lists a total amount of \$25,000.00 for Residential Services, maintaining conformance with the original application. DANCO has provided the City with Memorandums of Understanding (MOU’s) from the following agencies that are committing to the Residential Services Plan:

Latino Community Association (Service and Network Provider)

Programming:

- Culturally Relevant services to Spanish speaking residents
- Life Training Skills
- Education
- Supportive Services
- Marketing the affordable housing opportunity to the Latino community
- Translation services during lease up
- Monthly on-site services, and occasional classes (as funding and staff capacity allow) in:
 - English
 - Citizenship
 - Workforce Development

Latino Community Association commits to the following through their MOU:

- Service Provider for the life of the “Property Ownership”, and in no case less than 15 years.
- All Social Services listed above will be provided to the residents on a regular ongoing basis.
- All services and classes will be provided to the tenants at no charge.
- Latino Community Association will be paid an annual fee of \$10,000.00 to cover sponsored tenant services.
- The Property Owner shall provide Latino Community Services with accommodations to provide on-site services, including physical space and furniture.
- Latino Community Association shall be paid a one-time fee of \$15,000.00 for marketing and translation services during property lease-up.
- MOU can be amended annually in accordance with dual party approval.

Neighbor Impact (Lead Social Service Provider)

Programming:

- Culturally Relevant Social Programs for both rural American and Spanish speaking residents
- Life Skills Training
- Education
- Supportive Services

NeighborImpact commits to the following through their MOU:

- Lead Service Provider for the life of the “Property Ownership”, and in no case less than 15 years.
- All Social Services shall be provided to the residents at the housing site, on a regular, ongoing basis.
- All services and/or classes will be provided to the tenants at no charge while meeting program requirements.
- For Lead Service Provider services rendered, NeighborImpact shall receive an estimated annual fee of \$15,000.00.
- The Property Owner shall provide NeighborImpact with accommodations to provide on-site services, including physical space and furniture.

NeighborImpact further commits to provide on-site assistance to tenants via one or various delegates to site (totaling at least .025 FTE – ¼ time full time employee – 10 hours a week. Services, as reported, will include but are not limited to:

- Energy Assistance and Utility Education
- Coordination on site food bank X times per month/year
- Financial Coaching Workshops
- On-site parental coaching for residents enrolled in the local Head Start programs
- Oregon Health Plan Assistance
- Rental Assistance
- Family Support and Connections
- Financial Education
- Asset Building

Recommendation: The initial area of concern regarding the \$25,000.00 annual funding cap has been addressed by both Latino Community Association, and NeighborImpact, in their displayed commitment to meet service provision within the budgeted allocations contained in the updated application. Areas of additional concern that should be addressed by DANCO and or their service providers are as follows:

1. Latino Community Association:

- a. “Property Ownership” needs to be defined, and as to who that will be attributable to. The secondary provision of 15 years does not meet the life span of the project, which is contractually obligated to under OHCS for twenty years and stated to meet a thirty-year threshold by DANCO.
- b. All services are stated to be provided at or on a “regular ongoing basis”, but this does carry provision or definition of threshold as to what this is, or how it is to be measured.
- c. The property owner “shall” provide Latino Community Association with “accommodations” as defined in the provision above but is not required to furnish these items.

- d. DANCO must provide budgetary evidence of where the initial \$15,000.00 upfront/lease up expenses will come from.
- e. The MOU amendment condition, while not voiding the “15 year or ‘Property Ownership’” requirement for services, does not carry any definition of what limitations amendments are subject to.
- f. The agreement was executed between Latino Community Association and a member of La Pine Huntington Road Limited Partnership. Is this LLP to be the Property Owner, and if so, what can be provided to the City as proof of ownership.

2. NeighborImpact

- a. “Property Ownership” needs to be defined, and as to who that will be attributable to. The secondary provision of 15 years does not meet the life span of the project, which is contractually obligated to under OHCS for twenty years and stated to meet a thirty-year threshold by DANCO.
- b. The property owner “shall” provide NeighborImpact with “accommodations” as defined in the provision above but is not required to furnish these items.
- c. All services are stated to be provided at or on a “regular ongoing basis”, but this does carry provision or definition of threshold as to what this is, or how it is to be measured beyond the commitment of a 10-hr. a week on site representative.
- d. The agreement was executed between Latino Community Association and a member of La Pine Huntington Road Limited Partnership. Is this LLP to be the Property Owner, and if so, what can be provided to the City as proof of ownership.



August 30, 2023
La Pine Huntington Road Limited Partnership
5251 Ericson Way
Arcata, CA 95521

**Re: Memorandum of Understanding Regarding Provision of Social Services
Huntington Road Apartments – La Pine, OR**

59 Affordable Family Units, 104 Affordable Bedrooms and 1 Manager’s Unit

BOARD OF DIRECTORS

Zavier Borja
President

LeeAnn O’Neill
Vice President

Chad Gilles
Treasurer

Kinsey Martin
Secretary

Jeff Baker

Jessica Torres- Baltazar

Elizabeth Sanchez

Imer Gutierrez

Daniel Altamirano Hernandez
Interim Executive Director

Mary Murphy
Interim Deputy Director

Tax ID #93-1260288

2680 NE Twin Knolls Dr., #110
Bend, OR 97703

636 NW Cedar Ave.
Redmond, OR 97756

231 SE 6th Street.
Madras, OR 97741

185 NE 4th Street, #1
Prineville, OR 97754

541.382.4366
info@latca.org
www.latca.org



**WELCOMING
AMERICA**
MEMBER



To Whom It May Concern:

The purpose of this Memorandum of Understanding is to demonstrate the commitment of **Latino Community Association of Central Oregon** (“LCA”) to provide high quality, culturally responsive social services that are designed to generate positive changes in the lives of Latino tenants residing in the above-referenced Affordable Housing Property (“Property”).

LCA is a 501c3 not for profit organization serving Bend, Redmond, Madras, and Prineville areas of Oregon, whose mission is to empower our Latino families to thrive, creating opportunities for advancement and building bridges that unite and strengthen us all. LCA is a culturally specific organization and is well practiced in developing and delivering its services to the Latino residents of rural Central Oregon. The Property Owner will contract with LCA to provide a variety of services specifically for the Latino residents of the Property based on the following terms and conditions:

- A. LCA shall act as a service and network provider to the Property. These services shall be designed to strengthen the residents of the property and be culturally relevant to rural Spanish speaking residents. These services will focus on life skills training, education and supportive services that meet the needs of the residents of the Property. Services are designed to generate positive changes in the lives of residents.
- B. **MOU DATE:** The Effective date of this MOU shall be 9/15/23 Unless extended or terminated earlier in accordance with its terms, this Contract shall terminate on 6/30/2040.
- C. The **terms of the Agreement** between the Parties shall be as follows:
 - 1. For the life of the Property Ownership, and in **no case less than 15 years.**
 - 2. All Social Services shall be **provided to the residents on a regular, ongoing basis via methods described in section D.**
 - 3. All services and/or classes will be **provided to the tenants at no charge.**
 - 4. LCA shall be paid an annual fee of \$10,000.00 to cover sponsored tenant services.
 - 5. The Property Owner shall provide LCA with accommodations to provide on-site services, including physical space & furniture.
 - 6. LCA shall be paid a one-time fee of \$15,000.00 for marketing and translation services during the property lease-up
 - 7. MOU can be amended annually in accordance with dual party approval.

Empowering our Latino Families to Thrive!

D. LCA shall be available to provide assistance to tenants via existing LCA offices in order to help residents access appropriate services. Services can be accessed via various methods, including but not limited to phone, email, walk-ins, and occasional outreach. These Service Programs will be designed to meet the specific needs of the residents. Services would include but are not limited to:

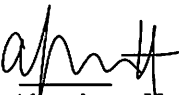
1. Marketing the affordable housing opportunity within their network and facilitating leasing to the local Latino community.
2. Provide translation services during lease-up and ongoing as needed by the Lead Service Provider.
3. Regularly provide the Property with up to date information on LCA's programs, and work with property management to enroll Latino residents.
4. Provide monthly on-site services, informing Latinx residents of programs, and occasionally providing classes, such as English, Citizenship, and/or Workforce Development classes (as funding and staff capacity allows).

It is acknowledged that Services are determined based upon the assessment of specific resident needs. See our website for further details at <https://latinocommunityassociation.org>.

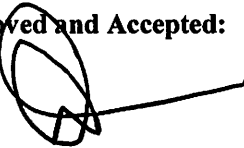
Should you have any questions or require additional information, please contact us.

Approved and Accepted:

Latino Community Association of Central Oregon

By: 
Daniel Altamirano Hernandez
Interim Executive Director

Approved and Accepted:


By:
Daniel J. Johnson, Member
La Pine Huntington Road Limited Partnership



Serving ALL of Central Oregon

August 15, 2023

La Pine Huntington Road Limited Partnership
5251 Ericson Way
Arcata, CA 95521

NeighborImpact
2303 SW First Street
Redmond, Oregon 97756

**Re: Memorandum of Understanding Regarding Provision of Social Services
Huntington Road Apartments – La Pine, OR
59 Affordable Family Units, 104 Affordable Bedrooms and 1 Manager’s Unit**

To Whom It May Concern:

The purpose of this Memorandum of Understanding is to demonstrate the commitment of **NeighborImpact** (“NI”) to provide high quality, culturally responsive social services that are designed to generate positive changes in the lives of tenants residing in the above-referenced Affordable Housing Property (“Property”).

NI is experienced in providing social services to residents of Low-Income Housing Tax Credit communities since 1996. NI has been delivering educational classes for adults; individualized health and wellness programs; and bona fide service coordination for residents of affordable and supportive housing for over twenty years (i.e., more than twenty-four months). NI is a culturally responsive organization and is well practiced in developing and delivering it’s services to the residents of rural Oregon. The Property Owner will contract with NI to undertake the development, implementation, and administration of supportive social services for the residents of the Property and NI will provide social services based on the following terms and conditions:

A. NI shall act as the Lead Social Service Provider for the Property Owner. The Property Owner shall make an agreement with NI that shall confer onto NI sufficient control over the administration of Social Services to ensure effective delivery of Social Programs to the residents at the Property. These Social Programs shall be designed to strengthen the residents of the property and be culturally relevant to both rural American and Spanish speaking residents. These Social Programs will focus on life skills training, education and supportive services that meet the needs of the residents of the Property. Services are designed to generate positive changes in the lives of residents.

B. The terms of the Agreement between the Parties shall be as follows:

1. For the life of the Property Ownership, and in no case less than 15 years.
2. All Social Services shall be provided to the residents at the housing site, on a regular, ongoing basis.
3. All services and/or classes will be provided to the tenants at no charge while meeting program requirements.
4. For Lead Service Provider Services rendered, NI shall receive an estimated annual fee of \$15,000.00.
5. The Property Owner shall provide NI with accommodations to provide on-site services, including physical space & furniture.

C. NI shall provide on-site assistance to tenants via one or various delegates to site (totaling at least 0.25 FTE) in order to provide appropriate services to all residents of the Property. These Service Programs will be designed to meet the specific needs of the residents. Services would include but are not limited to:

1. Energy Assistance and Utility Education
2. Coordinating on site food bank X times per month/year
3. Financial Coaching and Workshops
4. On-site parental coaching for residents enrolled in the local Head Start programs.
5. Oregon Health Plan Assistance
6. Rental Assistance
7. Family Support and Connections
8. Financial Education
9. Asset Building

It is acknowledged that Services are determined based upon the assessment of specific resident needs. See our website for further details at <https://www.neighborimpact.org/>.

Should you have any questions or require additional information, please contact us.

NeighborImpact

By: 

Patrick Carey
Deputy Executive Director

Approved and Accepted:

Approved and Accepted:

By: 

Daniel J. Johnson, Member
La Pine Huntington Road Limited Partnership



Serving ALL of Central Oregon

Resident Services Plan for Huntington Apartments

NeighborImpact agrees to provide resident services to the residents at **Huntington Apartments located in La Pine, Oregon, in collaboration with La Pine Huntington Road Limited Partnership.** Services will be flexible and responsive to residents' needs.

As the regional Community Action Agency for Central Oregon, we have been supporting people in the La Pine area for several decades. Our programming is focused on strengthening communities by addressing critical needs responsively. The nature of our work aligns well with the service needs of residents living in affordable housing communities. We focus our efforts and services on those marginalized groups, including our Latino/x neighbors, that are least likely to seek supports.

As such, NeighborImpact defines ourselves as a Culturally Responsive Organization (CRO). Cultural responsiveness describes the capacity and the desire to respond to diverse communities. It requires belief, knowledge and commitment at different levels of intervention: systemic, organizational, professional and individual.

Functionally, our cultural responsiveness presents in a client facing manner as bilingual reception staff at all our primary locations, overall 20% of our staff are bilingual and are compensated for their expertise; we utilize the Language Link translation services to ensure that we can be responsive to all languages emerging across Central Oregon; our website has language switches supporting the four primary languages in our region, all printed materials are developed in both English and Spanish; we have onsite translation for written materials in Spanish; our food bank requests and orders culturally specific and relevant food items; we regularly monitor our agency demographic data to review service delivery levels to under-served, marginalized, or overrepresented populations, adjusting and refining outreach as needed; our customer satisfaction surveys ask about ethnicity and nationality identities with the specific purpose of making sure that our consumers of color are receiving the culturally responsive services to meet their needs and well support them. If outcomes are not skewing to the positive experience, we formulate and implement program and agency services improvements.

One of the most important elements of supporting communities is building trust. As NeighborImpact is not a Culturally Specific Organization (CSO), we have found that strong partnerships with CSOs such as Latino Community Association (LCA) here in Central Oregon, helps to create a safe, welcoming environment. We propose to offer our services through coordination and collaboration with LCA.

Our experience has shown us that having an available staff resource for the residents and community members at large is the most impactful way to deliver services. The property will be staffed with a 0.25 FTE Community Liaison that will help manage the various resident service programs offered at the property. They will also facilitate connections between the residents and the greater NeighborImpact and

LCA networks, as well as the La Pine community as a whole. Having a dedicated NeighborImpact space onsite will offer a much needed opportunity to best support this property and beyond.

Services to be provided include, but are not limited to:

Access to assistance

- **NeighborImpact** has a variety of income-qualified supports available that help with those residents that may be struggling to meet their financial commitments
- **NeighborImpact** will ensure that residents have access to our internal Energy Assistance, Rental Assistance and Family Supports & Connections applications in both Spanish and English
- **NeighborImpact** onsite staff will support in completing and submitting applications for assistance to ensure timely response to a resident's circumstances
- **NeighborImpact** onsite staff will support with external applications that promote self-sufficiency, such as Supplemental Nutrition Assistance Program (SNAP) and Oregon Health Plan (OHP) benefits

Access to education

- **NeighborImpact** has a variety of educational curricula available that help with those residents that may be struggling with their financial fitness
- **NeighborImpact** proposes to offer the following courses as space and interest allow:
 - Introductory financial education
 - Tenant education
 - Budgeting and credit building education
 - Asset building education
 - Parent coaching and supports

Connections to Local Resources

- **NeighborImpact** shall keep residents and the Community Manager informed of appropriate local resources through the Answer Book. Notification process will vary based on the nature of the seasonal program or application period
- **NeighborImpact** shall inform residents and the Community Manager of new resources as they become available. Notification process will vary based on the nature of the seasonal program or application period
- **NeighborImpact** shall inform residents and the Community Manager of the application period for seasonal programs in time to allow residents to apply for such programs. Notification process will vary based on the nature of the seasonal program or application period.
- **NeighborImpact** shall act as a referral source for additional social services requested by Huntington Road residents

NeighborImpact, the Resident Services Asset Manager and the Community Manager will periodically review and update a Resident Services Plan which will be used to guide **NeighborImpact** for the residents of **Huntington Apartments**. The services will be available to residents of the project and may be provided to other clients of **NeighborImpact**, provided the needs of the residents of the project are met.

NeighborImpact shall conduct its programs and services in a professional manner and without direction from the Partnership.

NeighborImpact shall use its best efforts to ensure that the services provided shall be conducted in a manner so as not to violate the law and regulations of Section 42 of the Internal Revenue Code of 1986, as amended, and agreements with Oregon Housing and Community Services Department. The

Partnership shall cooperate with, and assist **NeighborImpact** in determining which of such laws and regulations apply to the services being provided by **NeighborImpact** from time to time and the obligations that **NeighborImpact** must fulfill so as not to violate such laws.

Tenant Eviction Process: The **Partnership** agrees that, except for conduct by residents involving criminal activities, activities which would cause loss of tax credits under Section 42 of the Code, activities which would place any tenant in serious physical danger, or conduct resulting in damage or defacement of property, the **Partnership** will, or it will cause its agent to, notify **NeighborImpact** before instituting eviction proceedings against such tenant who is a current case managed tenant to allow **NeighborImpact** the opportunity to work with the tenant and the management agent for the Project in order to correct the conduct of the tenant that might otherwise result in eviction proceedings being instituted.

On-site Facilities: The **Partnership** shall make an office and the Community Room in the Project available to **NeighborImpact** at no charge on a regularly scheduled basis for providing services under this Agreement. **NeighborImpact** shall coordinate its programs and activities with the on-site manager of the Project and shall coordinate its scheduling so that the Community Room is available for other activities reasonably related to the smooth operation of the Project and the other needs of Project residents.

Tenant Services Fee: Within 90 days after the end of each calendar year starting with the calendar year in which the project receives a Certificate of Occupancy from the City of La Pine, the **Partnership** shall pay \$1,200 to **NeighborImpact**. Service delivery will not continue if payment is not received within the aforementioned timeframe and **NeighborImpact** will initiate a 30-day notice of termination of this agreement.

Latino Community Association – Supplemental Services

Organization description: LCA is the only dedicated immigrant serving non-profit in Central Oregon, making it one of the few places immigrants can come to seek support for their unique barriers. LCA serves on average 8,000 people annually. We know our services are critical because our best service is to listen to the needs of the families we serve and create programming to fill the identified gaps, barriers, and needs. This is done by client conversations in the office, feedback from clients who participate in our programs, and from client surveys conducted year-round. Additionally, our staff team is predominantly Latinx and 100% bilingual. Most of our team understands firsthand the disparities that exist and the culturally-specific challenges faced by our families when accessing services and opportunities. We provide our services in safe spaces, in the language our families prefer and with a whole-family approach. We honor the cultural beliefs and traditions of the people we serve as we direct resources to fortify their wellbeing.

Mission: Our mission is to empower our Latino families to thrive, creating opportunities for advancement and building bridges that unite and strengthen us all.

Plan: LCA will work in coordination with the lead service provider, NeighborImpact, to ensure that the resident service's offered are culturally relevant to the Latino families and individuals

that call Huntington Apartments home. LCA will regularly send a liaison to the community to assess the needs of the Latino residents. Based on these assessments, additional programming will be coordinated on site with NeighborImpact, building upon the five foundation programs currently offered by LCA. The liaison will also work with Latino resident's individual needs and connect them with the many events and programs being offered through LCA offices.

Programs: LCA has five main foundational programs, with sub-programming within each of the foundational programs. These are listed as follows:

- Family Empowerment
 - Information & referral to community resources
 - Translation & interpretation
 - Legal clinics and assistance
 - Citizenship assistance
 - Tax filing assistance
 - Parenting education & support
 - Adult education support & advocacy
 - Housing support & advocacy
- Cultural Enrichment
 - As an organization, we incorporate culturally specific elements in every program, partnership, and event, and make sure we are addressing the cultural needs of the Latinx community.
 - Annual cultural events hosted by LCA include Latino Fest, City of Bend Welcoming Week events, Gala de Oro, Empowering Families Luncheon, Dia de los Muertos, and Christmas Posada Community Dinners.
- Healthy Families
 - Enrollment assistance for health insurance through the Oregon Health Insurance Marketplace (Oregon Health Plan, CAWEM, private marketplace plans); and Senior Health Insurance Benefits (SHIBA-Medicare) in partnership with the Central Oregon Council on Aging.
 - Mobile Dental Clinics with Medical Teams International
 - Mobile Food Bank to provide fresh food options in partnership with Neighbor Impact.
- Workforce Education and Training
 - English Classes (with childcare)
 - English Tutoring
 - Computer Training – Beginner to advanced levels
 - Job connections
 - Resume assistance
 - Employment and Career Goal-setting
 - Small Business Support
- Youth Development
 - RAICES - Spanish Literacy after school program for elementary-aged children
 - La Libélula (The Dragonfly) Baile Folklorico (folkloric dancing) for highschoolers.

CODE 1108

ID	DISTRICT	TOTAL RATE	EDUCATION	GOVERNMENT	NON-LIMITED
1	DESCHUTES COUNTY	1.1424000		1.1424000	0.0000000
11	COUNTY LIBRARY	0.5158000		0.5158000	0.0000000
20	COUNTYWIDE LAW ENFORCEMENT	0.9846000		0.9846000	0.0000000
21	RURAL LAW ENFORCEMENT	1.3409000		1.3409000	0.0000000
66	COUNTY LIBRARY BOND	0.3374000			0.3374000
90	COUNTY EXTENSION/4H	0.0211000		0.0211000	0.0000000
93	9-1-1	0.3393000		0.3393000	0.0000000
105	CITY OF LA PINE	1.8567000		1.8567000	0.0000000
107	CITY OF LA PINE URBAN RENEWAL	0.7719000		0.7719000	0.0000000
315	LAPINE PARK & RECREATION	0.2813000		0.2813000	0.0000000
601	SCHOOL DISTRICT #1	4.4672000	4.4672000		0.0000000
615	SCHOOL #1 BOND 2007	0.6985000			0.6985000
616	SCHOOL #1 BOND 2013	0.2033000			0.2033000
617	SCHOOL #1 BOND 2017	0.9431000			0.9431000
651	HIGH DESERT ESD	0.0904000	0.0904000		0.0000000
670	C O C C	0.5818000	0.5818000		0.0000000
671	C O C C BOND	0.0767000			0.0767000
	TOTAL	14.6524000	5.1394000	7.2540000	2.2590000



Forecasted Exemption Schedule:

Tax exemption is forecasted at \$25,787.49 per annum for the total tax across all districts. As the City and Urban Renewal taxes for La Pine are 17.86% of the total tax for the Drafter project (baseline for methodology), the estimate of the same taxes for the DANCO project tax would be \$4,606.00 per annum. Across a twenty-year exemption this would equate to \$92,113 in flat dollars lost. The total exemption to all districts is estimated at \$515,750 in flat dollars. As assessment in Oregon increases with an expected 3% per year adjustment, we need to consider total loss as exponentially calculated with the annual assessment increase:

Total Estimated Tax Abatement across 20 year span with 3% annual increase					
	Total Distrcts	City and Urban Renewal			
Year 1	\$ 25,787.49	\$ 4,606.00			
Year 2	\$ 26,561.11	\$ 4,744.18			
Year 3	\$ 27,357.95	\$ 4,886.51			
Year 4	\$ 28,178.69	\$ 5,033.10			
Year 5	\$ 29,024.05	\$ 5,184.09			
Year 6	\$ 29,894.77	\$ 5,339.62			
Year 7	\$ 30,791.61	\$ 5,499.80			
Year 8	\$ 31,715.36	\$ 5,664.80			
Year 9	\$ 32,666.82	\$ 5,834.74			
Year 10	\$ 33,646.83	\$ 6,009.79			
Year 11	\$ 34,656.23	\$ 6,190.08			
Year 12	\$ 35,695.92	\$ 6,375.78			
Year 13	\$ 36,766.79	\$ 6,567.05			
Year 14	\$ 37,869.80	\$ 6,764.07			
Year 15	\$ 39,005.89	\$ 6,966.99			
Year 16	\$ 40,176.07	\$ 7,176.00			
Year 17	\$ 41,381.35	\$ 7,391.28			
Year 18	\$ 42,622.79	\$ 7,613.02			
Year 19	\$ 43,901.48	\$ 7,841.41			
Year 20	\$ 45,218.52	\$ 8,076.65			
Total	\$ 692,919.51	\$ 123,764.94			

With these tables, and with consideration that these expectations are soft estimates only, we can anticipate the Total Tax for the period (twenty years) to be realized as loss of \$692,919.51 for all districts, and \$123,764.94 for the City of La Pine and its associated Urban Renewal Agency.



Forecasted Financial Impact Table

Forecasted Financial Impact Table										
DANCO Housing (2022) at 60% of AMI		Number of Uni	Calculated estimate at 100%	Difference	Total Financial Benefit to Residents/Community					
1 bedroom	\$ 906.00	16	\$ 1,268.40	\$ 362.40	\$ 5,798.40					
2 bedroom	\$ 1,086.00	23	\$ 1,520.40	\$ 434.40	\$ 9,991.20					
3 bedroom	\$ 1,254.00	20	\$ 1,755.60	\$ 501.60	\$ 10,032.00					
		59			\$ 25,821.60					
Bend Housing (2022)										
HH Size		1	2	3	4	5	6	7	8	
60% AMI	\$ 37,800.00	\$ 43,200.00	\$ 48,600.00	\$ 53,940.00	\$ 58,260.00	\$ 62,580.00	\$ 66,900.00	\$ 71,220.00		
Annula Rent @ 60%	\$ 11,340.00	\$ 12,960.00	\$ 14,580.00	\$ 16,182.00	\$ 17,478.00	\$ 18,774.00	\$ 20,070.00	\$ 21,366.00		
Monthly Rent @ 60%	\$ 945.00	\$ 1,080.00	\$ 1,215.00	\$ 1,349.00	\$ 1,457.00	\$ 1,565.00	\$ 1,673.00	\$ 1,781.00		
Extrapolated estimate @100%										
	\$ 18,878.00	\$ 21,577.50	\$ 24,278.00	\$ 26,970.00	\$ 29,130.00	\$ 31,290.00	\$ 33,443.00	\$ 35,603.00		
	\$ 1,573.17	\$ 1,798.13	\$ 2,023.17	\$ 2,247.50	\$ 2,427.50	\$ 2,607.50	\$ 2,786.92	\$ 2,966.92		
Total Difference Between 60 and 100% AMI	\$ 628.17	\$ 718.13	\$ 808.17	\$ 898.50	\$ 970.50	\$ 1,042.50	\$ 1,113.92	\$ 1,185.92		
Total Financial Benefit to Residents/Community	\$ 10,050.67	\$ 16,516.88	\$ 16,163.33	N/A	N/A	N/A	N/A	N/A	\$ 42,730.88	

RESOLUTION NO. 2023-XX

A RESOLUTION OF THE LA PINE CITY COUNCIL ADOPTING THE PROVISIONS OF OREGON REVISED STATUTE 307.515 TO 307.523 ALLOWING PROPERTY TAX EXEMPTION FOR LOW-INCOME RENTAL HOUSING

WHEREAS, the La Pine City Council believes that the availability of affordable housing is a critical aspect of a healthy community; and

WHEREAS, the La Pine City Council recognizes that the supply of affordable and adequate rental housing in La Pine is insufficient to meet the community's current housing needs; and

WHEREAS, the La Pine City Council believes that engaging in the implementation of solutions to affordable housing issues is an important and appropriate role for local government while also maintaining observance of the overall needs and capacity of the community; and

WHEREAS, the La Pine City Council supports the efforts of low-income housing developers subject to the provisions and limitations of this Resolution to provide high quality, stable housing for the community's lower-income residents;

THE LA PINE CITY COUNCIL DOES RESOLVE AS FOLLOWS: The attached City Council policy allowing property tax exemption for low-income rental housing developments (authorized by Oregon Revised Statute 307.515 to 307.523) is hereby adopted.

ADOPTED by the City Council and approved by the Mayor on this day of _____ 20XX.

DRAFT

City of La Pine
Policy on Low-Income Rental Housing Tax Exemption

Section 1. Purpose

The purpose of this policy is to establish a commitment and a procedure to provide property tax exemption for low-income rental housing, as allowed under ORS 307.515 to ORS 307.523. The policy is intended to provide a mechanism through which the City Council can contribute to and support the development of low-income rental housing in La Pine.

Section 2. Policy Statement

It shall be the policy of the City of La Pine to provide property tax exemption for properties used for, or held for the development of, low-income rental housing, in accordance with the provisions of ORS 307.515 to ORS 307.523 and the provisions of this policy.

Section 3. Definitions

For purposes of this policy, the following words and phrases are defined as:

City Manager The City Manager of the City of La Pine, or the City Manager's designee.

Lender The provider of a loan secured by the recorded deed of trust or recorded mortgage made to finance the purchase, construction, or rehabilitation of a property used for low-income rental housing under the criteria listed in this policy.

Low-income Income at or below 60 percent of the area median income as determined by the State Housing Council based on information from the United States Department of Housing and Urban Development.

Section 4. Criteria for Tax Exemption

4.1 Properties or portions of properties meeting the following criteria shall be eligible for property tax exemption as provided in ORS 307.515 to 307.523:

- A. The property is:
 - 1) Offered for rent; or
 - 2) Held for the purpose of developing low-income rental housing, for a period not exceeding a reasonable maximum period, if any, adopted by the governing body (Council should develop a timeline or limitation for this provision)
- B. The property, if occupied, is occupied solely by low income persons;
- C. The required rent payment reflects the full value of the property tax exemption;
- D. The forecasted rent reduction (savings) measured on the basis of 60% of AMI eligible units shall be in excess of the full value of the forecasted property tax exemption by no less than XX%
- E. The applicant at the time of application has displayed as part of their financial application to the state, or through contract with the City, a contribution to the City's community giving fund, to be made on an annual basis, and for the regulated life of the project.
- F. The exemption has been approved as provided in ORS 307.523 (Time for filing application), pursuant to an application filed before July 1, 2030;
- G. The housing units on the property were constructed after the local governing body adopted the provisions of ORS 307.515 to 307.523;
- H. For any given project, the amount of the developer fee will be examined as a part of the

application process on a case by case basis, but in no event may the developer fee be in excess of that allowable by Oregon Housing and Community Services.

I. The purchase of property and/or the construction of the housing development (or the low-income portion of the development) must be supported by state affordable housing funding; (consider redacting this provision as developers for low income housing may not always be approaching with state affordable housing funding. Provision H. also addresses this concern).

J. The proposed project must have received land use application approval accompanied by all associated studies or other application requirements from the City of La Pine and have all required Deschutes County or other agency regulatory permits approved. This does not include final inspections for public improvements, conformance with building, electrical, structural, or plumbing code or other final occupancy requirements.

J. The information on the application filed pursuant to ORS 307.521 (Application for exemption) meets any other criteria adopted by the governing body.

K. The proposed project should project a Community Services/Social Services element to the benefit of the low income residents as identified and evidenced by a service contract or MOU with a management agency which defines the programs or services to be provided, and to extend for the twenty year regulatory period of the project.

4.2 For the purposes of this policy, a person that has only a leasehold interest in the property is deemed a purchaser of that property if:

- A. The person is obligated under the terms of the lease to pay the ad valorem taxes on the real and personal property used in this activity; or
- B. The rent payable has been established to reflect the savings resulting from the exemption from taxation.

Section 5. Application for Exemption

5.1 Persons seeking tax exemption for eligible property shall submit an application on a form provided by the City of La Pine and pay the fee established by the City Council and set forth in the City of La Pine fee resolution. The application shall contain the following information:

- A. The applicant's name, address, and telephone number; and
- B. A legal description of the property for which the exemption is requested; and
- C. If only a portion of the property is eligible, a description of the eligible portion of the property for which the exemption is requested, including the number of affordable housing units; and
- D. A description of the purpose of the project and whether all or a portion of the property is being used for that purpose; and
- E. A certification of income levels of low-income occupants; and
- F. A description of how the tax exemption will benefit project residents.
- G. A description of the plans for development of the property if the property is being held for future rental housing development; and
- H. A list of secured lienholders with addresses of the lienholders; and
- I. Such other information as requested by the City of La Pine.

5.2 The applicant shall verify the information in the application by oath or affirmation (maybe through signed and notarized affidavit)

5.3 An application which does not contain all of the information required by this section and/or is not accompanied by the payment of the proper fees shall be returned. Any application returned

for these reasons shall be deemed not to have been filed.

5.4 An application must be filed on or before December 1 of the calendar year immediately preceding the first assessment year for which the application is requested and shall be accompanied by the application fee required by the City. However, if the property is acquired after November 1, the application shall be made within 30 days after the date of acquisition.

Section 6. Review of Application

6.1 Applications for the low-income rental housing property tax exemption shall be filed with the City Manager or his/her designee.

6.2 The City Manager or his/her designee shall process each application and make a written recommendation to the Council in sufficient time to allow the Council to take final action within 60 days of the filing of the application.

6.3 The City Manager or his/her designee shall recommend approval and the Council shall grant an annual exemption for any property that meets the requirements of this policy.

6.4 Upon receipt of the City Manager's recommendation for approval or denial, the Council shall consider the application and determine if the applicant qualifies for the exemption. Within 60 days of the filing of the application, the Council shall adopt a resolution or ordinance approving or denying the application.

6.5 If the application is approved, the resolution or ordinance shall contain findings on the criteria for approval and shall certify to the Deschutes County Tax Assessor that all or a portion of the property shall be exempt from the ad valorem property tax levy of the City of La Pine.

6.6 If the application is denied, the City shall state in writing the reasons for denial and send the notice of denial to the applicant of the right to appeal under ORS 307.533.

6.7 On or before April 1 following approval, the City shall file with the Deschutes County Assessor and send the applicant a copy of the resolution or ordinance approving or denying the application. If the application is approved, the copy shall contain or be accompanied by a notice explaining the grounds for possible termination of the exemption prior to the end of the exemption period or thereafter, and the effects of termination. In addition, the City shall file with the county assessor on or before April 1 a document listing the same information otherwise required to be in a resolution as to each application deemed approved.

Section 7. Property Tax Exemption

7.1 Property tax exemptions approved under this policy shall be for a period not to exceed 20 years. For example, in the event that an exemption is initially approved for an undeveloped parcel and later the exemption was extended to include subsequent construction, the total duration of the exemption shall not be increased but shall run for a maximum of 20 years from the initial approval.

7.2 Applications for property tax exemption under this policy may be eligible for property tax exemptions for tax years beginning on or before **July 1, 2024**.

7.3 The exemption provided herein shall be in addition to any other exemption provided by law.

Section 8. Termination

Termination of tax exemption will be accomplished under the conditions pursuant to the procedures and subject to the remedies contained in ORS 307.515 to **307.523**.


Section 9. Regulatory Power

The City Manager may issue rules necessary for the implementation of this policy.



CITY OF LA PINE

STAFF REPORT

Meeting Date: September 27, 2023
TO: City Council
FROM: Geoff Wullschlager, City Manager 
SUBJECT: SLED Recommendation to City Council

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <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 type="checkbox"/> | Other/Direction: Please see below |
-

Councilmembers:

The SLED Board voted in favor of a recommendation to the City Council to issue a formal request to the Board of County Commissioners at their September 12, 2023, meeting. The nature of this request was to ask the Council to issue a letter asking for the donation of a County parcel in the La Pine Industrial Park for the development of the City Spec./Incubator Building that has been provided \$1.5 million in seed funding from the state of Oregon. This funding was a product of the request to Representative E. Werner Reschke undertaken earlier this year and has been funded through the Oregon legislature. This request, if granted would greatly enhance the initial success of the project by removing costly investment by the City for siting and is conformance with the intent of the Industrial Park’s mission; to provide economic development incentives for the creation of new businesses and jobs in the City of La Pine.

In specificity, the SLED Board has identified Taxlot: 221014AB00108 as an appropriate and advantageous site due to its proximity to Hwy.97, its location in the smaller parcel section of the park most suitable for startup commercial ventures, and its perimeter placement that will allow for quick ingress and egress to the future building. A map has been attached following this staff report for orientation. Additionally, a draft letter has been included to serve as a basis for Council discussion and recommendations.

It is recommended that Council consider this request through discussion and if there is broad support, initiate the following action.

Suggested

Please make a motion to approve **the issuance of a letter seeking donation of Taxlot 221014AB0108 (or other designated lot) to the Deschutes Board of County Commissioners** followed by second and a roll call vote of the Council.

F-6

DESCHUTES COUNTY OFFICIAL RECORDS
 TRACY SUE PENNELL, COUNTY CLERK
 01/25/2002 09:12:10 AM
 No Fee

SUBDIVISION PLAT NO.
FILE NUMBER: TA-91-97E-51-88W-91-13QJ-51LK
 ROAD BLOT 5648 SURVEY
 NE CORNER SECTION 14
 5 8703.00' E 30.00'
 FER DESCHUTES COUNTY ROAD PLAN
 PLAT OF REED ROAD - CSP 04807

FINAL SUBDIVISION PLAT
NEUBERRY BUSINESS PARK
NE QUARTER SECTION 14
DESCHUTES COUNTY
OREGON

PORTION OF TRACT 'E' LAPINE INDUSTRIAL SITE
NE QUARTER SECTION 14
T. 22 S, R. 10 E, W.M.
DESCHUTES COUNTY
OREGON

SURVEYOR'S CERTIFICATE:
 I, RUSS S. DODGE, REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OREGON
 DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER
 MONUMENTS THE LANDS AS SHOWN ON THIS PLAT TO THE NORMAL STANDARD OF CARE OF
 PROFESSIONAL LAND SURVEYORS PRACTICING IN THE STATE OF OREGON SAID LAND BEING
 MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT THE NORTH QUARTER CORNER OF SECTION 14, TOWNSHIP 22 SOUTH, RANGE 10 EAST,
 W.M. DESCHUTES COUNTY, OREGON, THENCE SOUTH 87°33'33" EAST A DISTANCE OF 1289.00 FEET,
 THENCE SOUTH 02°21'01" WEST A DISTANCE OF 1308.44 FEET, THENCE NORTH 89°09'00" WEST, 1259.40
 FEET, THENCE NORTH 02°21'01" EAST A DISTANCE OF 1338.80 FEET TO THE POINT OF BEGINNING.

LEGEND:
 (C) SURVEY MONUMENT FOUND SET 5/8" X 3/8" IRON
 (D) SIZE AND TYPE AS NOTED W/ YELLOW PLASTIC CAP
 (E) CALCULATED POSITION STAFFED "4" CE IN C
 (F) SET 5/8" X 3/8" IRON W/ YELLOW PLASTIC CAP
 (G) STAFFED "4" CE IN C
 (H) MEASURED

APPROVALS:
 THIS PLAT HAS BEEN EXAMINED AND APPROVED BY:
 DESCHUTES COUNTY COMMISSIONERS *Mark M. Cole 1-23-2002*
 SIGNATURE OF BOARD OF COMMISSIONERS CONSTITUTES ACCEPTANCE BY THE
 COUNTY OF ANY DEDICATIONS MADE HEREIN TO THE PUBLIC
 DESCHUTES COUNTY SURVEYOR *Jeff Kern 1-23-2002*
 DESCHUTES COUNTY ENVIRONMENTAL HEALTH DIVISION *Tom Holloman 1-23-2002*
 DESCHUTES COUNTY PLANNING DIRECTOR *Kenneth 1-24-2002*
 DESCHUTES COUNTY DIRECTOR OF PUBLIC WORKS *Thomas Z. Blunt 1-23-2002*
 DESCHUTES COUNTY ASSESSOR *Scott 1-23-2002*
 DESCHUTES COUNTY TAX COLLECTOR *1-23-2002*
 DESCHUTES COUNTY WATERMASTER *1-23-2002*
 LAPINE RURAL FIRE DISTRICT *1-24-2002*

DECLARATION:
 I, THE SURVEYOR, DO HEREBY DECLARE THAT I AM A LICENSED SURVEYOR IN THE STATE OF OREGON.
 THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON 1/24/02
 AT: *Seely & Shurtz*
 MY COMMISSION EXPIRES: 4/23/14



INITIAL POINT
 FOUND 1/14/1941 (60 SURVEY)
 5184 BLY (1941) (60 SURVEY)

LPID
 50' LANDSCAPING AREA
 PER LOT 20' WIDE MIN.
 ACCESS DRIVES
 50' ROADWAY FRONTAGE (75%)
 PER LOT

NARRATIVE:
 1) THE BASIS OF BEARING BEING BETWEEN THE QUARTER CORNERS OF SECTION 14 AND THE N. QUARTER CORNER OF SECTION 14, THE BEARING BEING S 89°33'33" E, PER CSP 07941 BEARINGS PREVIOUSLY BASED ON THE EAST LINE OF SECTION 14.
 2) THE BASIS OF SURVEY BEING CSP 07941, VARIOUS LAND DESCRIPTIONS, CSP 1788, CSP 4406, CSP 6481, CSP 6482, THE PLAT OF SURVEY OF REED ROAD PREPARED BY DESCHUTES COUNTY PUBLIC WORKS.
 3) THE PURPOSE OF THIS SURVEY BEING TO IDENTIFY AND DESCRIBE THE SEGREGATION OF PARCELS FOR THE LAPINE INDUSTRIAL GROUP.
 4) DEEDS USED IN THIS SURVEY WERE SUPPLIED BY FIRST AMERICAN TITLE BUREAU, OREGON.
 5) THE INSTRUMENT BEING FILED IN OREGON PUBLIC RECORDS, BOOK 15, PAGE 1457, DATED 1/25/02.
 6) THIS INSTRUMENT IS NOT SUBJECT TO A COURT ORDER.

WATER RIGHTS
 THERE ARE NO EXISTING WATER RIGHTS OF RECORD ON THE SUBJECT PROPERTY.

ROADWAY IMPROVEMENTS
 THIS SUBDIVISION PLAT HEREBY DEDICATES 60' WIDE PUBLIC ROADWAYS AS SHOWN.
 THE ROADWAYS HAVE BEEN CONSTRUCTED, APPROVED, AND ACCEPTED BY THE DESCHUTES COUNTY ROAD DEPARTMENT.

CURVE DATA

CURVE #	LC	RADIUS	L	DELTA
C1	N 46°39'33" E	25'	3345'	91°34'07"
C2	N 44°18'01" W	25'	3341'	89°54'33"
C3	N 45°56'09" E	25'	3345'	90°75'53"
C4	N 45°56'09" W	25'	3345'	89°14'12"
C5	S 44°73'57" E	25'	3305'	83°30'06"
C6	N 45°54'46" E	25'	3345'	90°75'53"
C7	N 44°18'01" W	25'	3341'	89°54'33"
C8	S 44°73'57" E	25'	3305'	83°30'06"
C9	N 46°39'33" E	25'	3345'	91°34'07"
C10	N 44°18'01" W	25'	3341'	89°54'33"
C11	S 44°73'57" E	25'	3305'	83°30'06"
C12	N 46°39'33" E	25'	3345'	91°34'07"
C13	N 44°18'01" W	25'	3341'	89°54'33"
C14	S 44°73'57" E	25'	3305'	83°30'06"

REGISTERED PROFESSIONAL LAND SURVEYOR
Russ Dodge
 OREGON
 RUSS S. DODGE
 LICENSE 5049

HCK ARCHITECTS, ENGINEERS, SURVEYORS, & PLANNERS
 101 N. W. 1st St., Portland, Oregon 97209-3018
 PHONE: (503) 227-1188

DESCHUTES COUNTY OFFICIAL RECORDS
 TRACY SUE PENNELL, COUNTY CLERK
 01/25/2002 09:12:10 AM
 No Fee

DESCHUTES COUNTY OFFICIAL RECORDS
 TRACY SUE PENNELL, COUNTY CLERK
 01/25/2002 09:12:10 AM
 No Fee

DESCHUTES COUNTY OFFICIAL RECORDS
 TRACY SUE PENNELL, COUNTY CLERK
 01/25/2002 09:12:10 AM
 No Fee

Date

Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301

Subject: Letter of Support for the City of La Pine

To Whom It May Concern:

Deschutes County supports the proposal submitted by the City of La Pine for funding from the Technical Assistance Grant offered by the Department of Land Conservation and Development for \$60,000. The efforts that the city is initiating to update the comprehensive plan, and analyzation of housing and economic needs for the community, are of high priority as Central Oregon continues to grow. Deschutes County will remain a major stakeholder in the city's efforts and will advise as needed throughout the process.

The City of La Pine is the youngest city in the state, with an incorporation date of 2006. The Comprehensive Plan was originally adopted in 2010, with minor updates in 2018. In the last 13 years, La Pine has experienced pronounced growth and development. In 2022, the population was calculated by the Portland State Population Research Center at 2,736. With housing and land costs in the city remaining below average for the Central Oregon region, individuals who cannot afford housing in some of the larger cities in the region are choosing to live in La Pine. According to the Portland State Population Research Center, La Pine experienced 52% growth from 2010 to 2022, ranking 7th in the state for growth. Portland State conservatively forecasts the population to increase in La Pine by 87% in the next 25 years. It is of note that within the Newberry Neighborhood master planned development, approximately 367 acres of residentially zoned land remains undivided, and could be developed at any time.

In light of these facts and forecasts, it is of utmost importance that the city ensures its comprehensive plan and development code are primed and ready for the development challenges that lie ahead. Accomplishing this will not only ensure the community's vision is carried into the future to shape the City of La Pine, but also ensure that the integrity of the community is maintained.

Sincerely,
THE DESCHUTES COUNTY BOARD OF COMMISSIONERS

Anthony DeBone, Chair

Phil Chang, Commissioner

Patti Adair, Commissioner



CITY OF LA PINE

STAFF REPORT

Meeting Date: September 27, 2023
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: Utility Audit Update / Final Billings Write Off

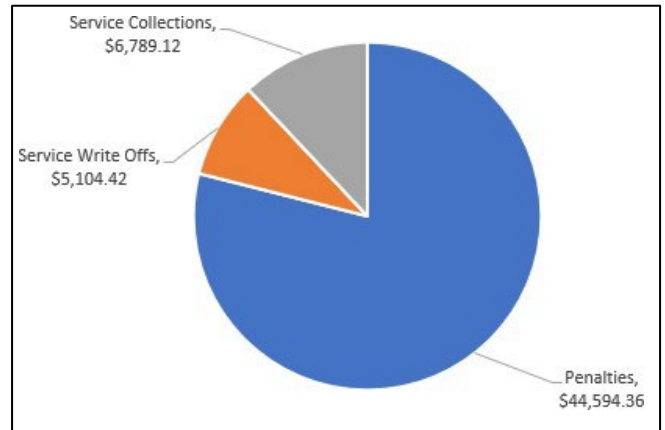
- | | | | |
|--------------------------|-------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/>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

Councilmembers:

During the budget review last spring it was noted that the City Utility System needed an audit. Since that time the staff has reviewed meter sizes, customer types and billing units and made corrections to approximately 100 accounts (less than 10% of total customers). We have also tightened up our collection policies for current customers, allowing customers to only get behind one month before disconnecting the water service. These collection efforts, while grueling at first, have paid off internally and things are coming back to a new billing normal. From the chart below you can see the increase in charges from June – August partially due to these corrections.



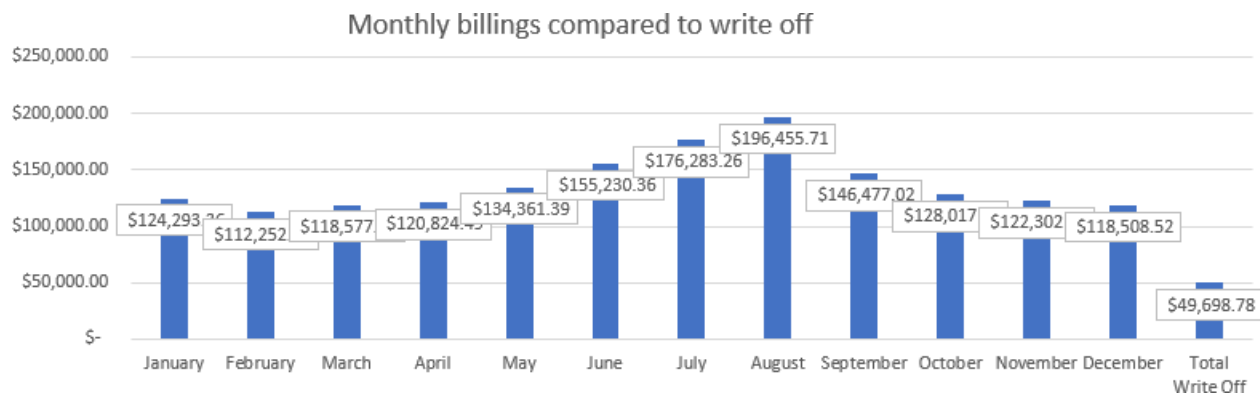
The last piece of this audit was to evaluate accounts that had been final billed to see which of these final bills are collectable and which are not. During my prior years at the City (2008-2018) the procedure was to mail out final bills on the 1st and 15th of the month. That process was not followed in recent years. Everyone knows that collections were strange during the pandemic, which I believe is the main cause for this lack of protocol. However, I also suspect that the former utility and accounting clerks were simply unaware of this process. I come to this conclusion because during the audit I found that most final billed accounts started with a small balance (between \$100 - \$300) and the penalties have escalated those bills into the high hundreds and even thousands of dollars. I have attached a spreadsheet of these final billed amounts, please note the high penalty amounts compared to the service amounts. This trend is also noted in the pie chart.



Of the 76 final billed accounts that need to be collected 27 of these accounts are completely uncollectable because the residence has been sold. For the remaining 49 accounts I am recommending we waive the penalty charges only to negotiate with the property owners to get these paid. I believe it is unfair to expect the owners of these properties to pay penalties on notices that they have never received from the City.

I have drafted a resolution which is attached to this staff report for your review. The resolution resolves that the City write off \$49,698.78. This amount is strictly penalties charged to customers in the amount of \$44,594.36 with no notice and \$5,104.42 in water and sewer service write offs for homes that have sold since the bills were incurred. I understand that this is a substantial write-off, however it is about 3% of the amount annually billed by the City. Furthermore, this write-off is for the last 5 years of uncollectable accounts, resulting in an average of \$9,939.75 per year.

If the Council so choses this resolution will be slated for approval at the first regular meeting in October.



Customer Number	Total Amount	Water	Cross Connection	Sewer	Other	Penalty	Type	Amounts Due for service
1014.06	\$ 888.00	\$ 42.99	\$ 7.50	\$ 87.70		\$ 749.81	Total	\$ 138.19
1022.04	\$ 863.46	\$ 205.10	\$ 15.00	\$ 126.65	\$ 25.00	\$ 491.71	Partial	\$ 371.75
1039.05	\$ 1,051.28	\$ 22.04	\$ 2.50	\$ 21.54		\$ 1,005.20	Partial	\$ 46.08
1039.06	\$ 2,688.75	\$ 104.76	\$ 9.92	\$ 90.67	\$ 50.00	\$ 2,433.40	Partial	\$ 255.35
1042.05	\$ 336.40	\$ 36.43	\$ 9.81	\$ 26.53		\$ 263.63	Partial	\$ 72.77
1045.04	\$ 81.95	\$ 33.01		\$ 8.94		\$ 40.00	Total	\$ 41.95
1058.01	\$ 134.15	\$ 52.04	\$ 2.50	\$ 44.37		\$ 35.24	Partial	\$ 98.91
1101.00	\$ 119.04	\$ 58.43	\$ 5.00	\$ 44.94		\$ 10.67	Partial	\$ 108.37
1116.02	\$ 2.60	\$ 0.24	\$ 1.43	\$ 0.36		\$ 0.57	Partial	\$ 2.03
1124.05	\$ 1,339.09	\$ 34.84	\$ 7.58	\$ 49.50	\$ 25.00	\$ 1,222.17	Partial	\$ 116.92
1128.04	\$ 629.28	\$ 139.58	\$ 10.97	\$ 111.94		\$ 366.79	Partial	\$ 262.49
1150.01	\$ 262.44					\$ 262.44	Total	\$ -
1157.02	\$ 561.76	\$ 72.55	\$ 10.00	\$ 69.39		\$ 409.82	Partial	\$ 151.94
1162.01	\$ 3,827.00	\$ 130.01	\$ 18.57	\$ 147.55	\$ 54.81	\$ 3,476.06	Total	\$ 350.94
1207.01	\$ 243.05	\$ 20.08		\$ 35.90		\$ 187.07	Partial	\$ 55.98
1210.06	\$ 132.50	\$ 14.60	\$ 0.27	\$ 26.57		\$ 91.06	Partial	\$ 41.44
1223.01	\$ 129.33	\$ 54.28	\$ 2.50	\$ 55.52		\$ 17.03	Total	\$ 112.30
1224.05	\$ 1,039.92	\$ 105.50	\$ 7.92	\$ 372.11	\$ 28.77	\$ 525.62	Total	\$ 514.30
1240.04	\$ 408.31	\$ 62.59	\$ 10.00	\$ 63.96		\$ 271.76	Partial	\$ 136.55
1243.02	\$ 1,207.06	\$ 33.58	\$ 1.21	\$ 22.29		\$ 1,149.98	Partial	\$ 57.08
1286.02	\$ 60.35	\$ 22.92		\$ 12.43		\$ 25.00	Partial	\$ 35.35
1289.03	\$ 1,396.79	\$ 164.81	\$ 44.04		\$ 49.47	\$ 1,138.47	Partial	\$ 258.32
1292.06	\$ 97.29	\$ 48.81	\$ 2.50	\$ 45.98	\$ -	\$ -	Partial	\$ 97.29
1320.01	\$ 341.93	\$ 58.86	\$ 16.31	\$ 80.55	\$ 142.86	\$ 43.35	Total	\$ 298.58
1330.03	\$ 163.30	\$ 31.45		\$ 25.24		\$ 106.61	Total	\$ 56.69
1335.03	\$ 96.85	\$ 31.26	\$ (0.12)	\$ 28.94	\$ 36.77		Partial	\$ 96.85
1339.00	\$ 517.56			\$ 342.56		\$ 175.00	Partial	\$ 342.56
1344.01	\$ 115.84	\$ 47.87	\$ 2.50	\$ 65.47			Partial	\$ 115.84
1365.05	\$ 653.80		\$ 1.93		\$ 19.25	\$ 632.62	Partial	\$ 21.18
1365.06	\$ 602.78	\$ 49.78	\$ 10.00	\$ 50.66		\$ 492.34	Partial	\$ 110.44
1382.03	\$ 23.25	\$ 1.02	\$ 5.00	\$ 12.23		\$ 5.00	Partial	\$ 18.25
1385.00	\$ 125.83	\$ 65.08	\$ 3.09	\$ 22.66	\$ 35.00		Total	\$ 125.83
1385.05	\$ 543.38	\$ 78.86	\$ 5.00	\$ 51.48		\$ 408.04	Total	\$ 135.34
1391.01	\$ 1,142.15					\$ 1,142.15	Total	\$ -
1391.02	\$ 5.00					\$ 5.00	Total	\$ -
1403.04	\$ 15.91	\$ 0.92	\$ 0.72	\$ 14.27			Partial	\$ 15.91
1417.04	\$ 561.00	\$ 113.09	\$ 7.51	\$ 142.09		\$ 298.31	Partial	\$ 262.69
1438.05	\$ 1,171.17	\$ 18.81	\$ 1.76	\$ 22.99		\$ 1,127.61	Partial	\$ 43.56
1464.02	\$ 2,332.92	\$ 62.09	\$ 5.00	\$ 41.30		\$ 2,224.53	Total	\$ 108.39
1489.04	\$ 2,222.72	\$ 284.51	\$ 7.50	\$ 93.15		\$ 1,837.56	Partial	\$ 385.16
1497.03	\$ 3,275.29	\$ 294.52	\$ 20.00	\$ 218.16	\$ 50.00	\$ 2,692.61	Total	\$ 582.68
1549.04	\$ 1,760.52	\$ 65.07	\$ 13.71	\$ 20.24	\$ 43.85	\$ 1,617.65	Total	\$ 142.87
1586.03	\$ 727.78	\$ 17.90	\$ 4.90	\$ 20.24		\$ 684.74	Total	\$ 43.04
1586.04	\$ 4.33	\$ 0.43		\$ 0.35	\$ 3.55		Total	\$ 4.33
1619.01	\$ 903.87	\$ 15.43		\$ 15.18		\$ 873.26	Total	\$ 30.61
1654.01	\$ 1,203.32	\$ 243.86	\$ 7.88	\$ 254.34	\$ 115.00	\$ 582.24	Total	\$ 621.08
1658.01	\$ 741.76	\$ 139.61	\$ 5.00	\$ 94.20		\$ 502.95	Total	\$ 238.81
1677.00	\$ 9.36	\$ 5.88		\$ 3.48			Total	\$ 9.36
1719.03	\$ 3,321.89	\$ 166.55	\$ 8.33	\$ 164.69	\$ 88.00	\$ 2,894.32	Partial	\$ 427.57
1760.02	\$ 3,888.30	\$ 192.62	\$ 58.03	\$ 318.83	\$ 50.00	\$ 3,268.82	Total	\$ 619.48
2015.02	\$ 1,589.98	\$ 26.49	\$ 12.50	\$ 74.46		\$ 1,476.53	Partial	\$ 113.45
2061.02	\$ 6,057.14	\$ 354.09	\$ 62.31	\$ 372.14	\$ 160.06	\$ 5,108.54	Partial	\$ 948.60

Customer Number	Total Amount	Water	Cross Connection	Sewer	Other	Penalty	Type	Amounts Due for service
2088.06	\$ 8.30	\$ 8.30					Partial	\$ 8.30
2090.01	\$ 142.28	\$ 135.50				\$ 6.78	Total	\$ 135.50
3011.01	\$ 1,198.51	\$ 154.24	\$ 24.94	\$ 142.90	\$ 24.76	\$ 851.67	Total	\$ 346.84
3042.03	\$ 274.46	\$ 164.17	\$ 2.34	\$ 71.58		\$ 36.37	Partial	\$ 238.09
3044.03	\$ 118.18	\$ 60.85	\$ 2.50	\$ 38.84		\$ 15.99	Partial	\$ 102.19
3049.00	\$ 284.50	\$ 152.75	\$ 10.00	\$ 121.75			Total	\$ 284.50
3062.00	\$ 662.96	\$ 85.24		\$ 18.58		\$ 559.14	Total	\$ 103.82
3063.01	\$ 418.10	\$ 68.43	\$ 5.00	\$ 64.48		\$ 280.19	Partial	\$ 137.91
3064.01	\$ 62.30	\$ 40.67		\$ 21.63			Partial	\$ 62.30
9016.01	\$ 22.50	\$ 13.07		\$ 9.43			Partial	\$ 22.50
9026.03	\$ 158.05	\$ 34.04	\$ 2.50	\$ 25.33		\$ 96.18	Partial	\$ 61.87
9028.04	\$ 435.05	\$ 122.63	\$ 7.50	\$ 77.68		\$ 227.24	Partial	\$ 207.81
9066.02	\$ 7.34	\$ 7.34					Partial	\$ 7.34
9070.02	\$ 21.39	\$ 21.39					Partial	\$ 21.39
9076.02	\$ 24.53	\$ 12.22	\$ 2.50	\$ 9.81			Partial	\$ 24.53
9110.01	\$ 15.74	\$ 8.67		\$ 7.07			Partial	\$ 15.74
9120.01	\$ 516.00	\$ 516.00					Partial	\$ 516.00
9193.01	\$ 116.04	\$ 15.38	\$ 5.00	\$ 18.58		\$ 77.08	Partial	\$ 38.96
9208.01	\$ 58.99	\$ 34.14	\$ 21.68	\$ 29.86	\$ (26.69)		Total	\$ 58.99
9213.01	\$ 122.47	\$ 32.93	\$ 2.50	\$ 25.33		\$ 61.71	Partial	\$ 60.76
9240.01	\$ 75.18	\$ 93.50	\$ 9.66	\$ 79.16	\$ (115.87)	\$ 8.73	Partial	\$ 66.45
9241.01	\$ 30.06	\$ 72.32	\$ 7.17	\$ 66.08	\$ (115.51)		Partial	\$ 30.06
9251.01	\$ 46.08	\$ 25.96		\$ 20.12			Partial	\$ 46.08
9303.01	\$ 50.16	\$ 28.00	\$ 2.50	\$ 19.66			Partial	\$ 50.16
	\$ 56,487.90	\$ 5,732.98	\$ 533.87	\$ 4,882.61	\$ 744.08	\$ 44,594.36	\$ -	\$ 11,893.54

RESOLUTION 2023-07

A RESOLUTION OF THE CITY OF LA PINE AUTHORIZING THE CITY FINANCE DEPARTMENT TO WRITE-OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE.

WHEREAS, the City of La Pine ("City") Finance Department has made substantial and diligent efforts to collect those accounts receivable for water and sewer services identified in the attached Appendix A, totaling \$49,698.78, which accounts are delinquent for those reasons listed in the attached Appendix A; and;

WHEREAS, City staff is proposing that the La Pine City Council (the "Council") recognize these accounts receivable as being uncollectible, and authorize the removal of these delinquent accounts from City's accounting records.

NOW, THEREFORE, BE IT RESOLVED by the Council as follows:

1. The above-stated findings contained in this Resolution No. 2023-07 (this "Resolution") are hereby adopted.
2. The Finance Director is hereby authorized and directed to write-off and remove those delinquent accounts identified in the attached Appendix A, such accounts being detailed in the official files of the Finance Department. City does not waive any rights it may have to collect any of the referenced accounts receivable in the future.
3. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This resolution will be in full force and effect from and after its approval and adoption. This Resolution will become effective immediately upon its passage.

APPROVED, ADOPTED AND MADE EFFECTIVE by the La Pine City Council on October 11, 2023.

Daniel Richer, Mayor

ATTEST:

Geoff Wullschlager, City Manager

Appendix A

Customer Number	Waiver Amount	Type
1116.02	\$ 0.57	Partial
1586.04	\$ 4.33	Total
1382.03	\$ 5.00	Partial
1391.02	\$ 5.00	Total
9240.01	\$ 8.73	Partial
1677.00	\$ 9.36	Total
1101.00	\$ 10.67	Partial
3044.03	\$ 15.99	Partial
1286.02	\$ 25.00	Partial
1058.01	\$ 35.24	Partial
3042.03	\$ 36.37	Partial
9208.01	\$ 58.99	Total
9213.01	\$ 61.71	Partial
9193.01	\$ 77.08	Partial
1045.04	\$ 81.95	Total
1210.06	\$ 91.06	Partial
9026.03	\$ 96.18	Partial
1385.00	\$ 125.83	Total
1223.01	\$ 129.33	Total
2090.01	\$ 142.28	Total
1330.03	\$ 163.30	Total
1339.00	\$ 175.00	Partial
1207.01	\$ 187.07	Partial
9028.04	\$ 227.24	Partial
1150.01	\$ 262.44	Total
1042.05	\$ 263.63	Partial
1240.04	\$ 271.76	Partial
3063.01	\$ 280.19	Partial
3049.00	\$ 284.50	Total
1417.04	\$ 298.31	Partial
1320.01	\$ 341.93	Total
1128.04	\$ 366.79	Partial
1157.02	\$ 409.82	Partial
1022.04	\$ 491.71	Partial
1365.06	\$ 492.34	Partial
1385.05	\$ 543.38	Total
1365.05	\$ 632.62	Partial
3062.00	\$ 662.96	Total
1586.03	\$ 727.78	Total
1658.01	\$ 741.76	Total
1014.06	\$ 888.00	Total
1619.01	\$ 903.87	Total
1039.05	\$ 1,005.20	Partial
1224.05	\$ 1,039.92	Total
1438.05	\$ 1,127.61	Partial
1289.03	\$ 1,138.47	Partial
1391.01	\$ 1,142.15	Total
1243.02	\$ 1,149.98	Partial
3011.01	\$ 1,198.51	Total
1654.01	\$ 1,203.32	Total
1124.05	\$ 1,222.17	Partial
2015.02	\$ 1,476.53	Partial
1549.04	\$ 1,760.52	Total
1489.04	\$ 1,837.56	Partial
1464.02	\$ 2,332.92	Total
1039.06	\$ 2,433.40	Partial
1719.03	\$ 2,894.32	Partial
1497.03	\$ 3,275.29	Total
1162.01	\$ 3,827.00	Total
1760.02	\$ 3,888.30	Total
2061.02	\$ 5,108.54	Partial
	\$ 49,698.78	



CITY OF LA PINE

STAFF REPORT

Meeting Date: September 27, 2023
 TO: City Council
 FROM: Ashley Ivans, Finance Director *Ashley Ivans*
 SUBJECT: Opening of Money Market Account – Umpqua Bank

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <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 type="checkbox"/> | Other/Direction: Please see below |

Councilmembers:

Umpqua Bank has offered the City, and other municipalities, the opportunity to invest in a Money Market account with an interest rate of .25bps over current LGIP rates. The city will meet the threshold of minimum balance, which is \$1M, and there are no transfer fees.

Our current Money Market account with Washington Federal fluctuates between 3% and 3.5% and our current Money Market at First Interstate is at 4.8% currently. I believe this is a good opportunity to create some additional revenues on interest earned.

Currently the City has the following bank accounts with ending balances reflected below:

Bank	Balance 9/20/23	Rate
LGIP	\$ 3,015,071.00	4.80%
FIB	\$ 3,000,000.00	4.80%
WAFD	\$ 5,103,877.00	3.03%
WAFD Checking	\$ 2,732,712.00	0.00%
Xpress & Debt Reserve	\$ 279,021.58	0.00%
	\$ 14,130,681.58	

My recommendation is to open the third Money Market account and shift the dollars as outlined below:

Account Name	Balance after Shift	Interest Rate
WAFD Checking Account	\$2,732,712.00	0%
WAFD Money Market	\$2,103,877.00	3.03%
LGIP	\$15,071.00	4.80%
First Interstate Bank	\$3,000,000.00	4.80%
Umpqua Bank	\$6,000,000.00	5.05%
Xpress & Debt Reserve	\$279,021.58	0%
	\$14,130,681.58	

You will note that these shifts keep a little over \$2M in the WAFD Money Market account and does not touch the Checking Account, although there is a substantial amount of cash in that account. I have contacted our corporate WAFD bank representative alerting them to this shift of funds and requesting that they review the City’s interest rates since the City has an established banking relationship with that company. My hope is that they will offer some incentives for us to continue keeping higher cash amounts at their institution.

If Council is comfortable with this change, I have provided a recommended motion below.

Recommended Motion: I move that the City open a Money Market account with Umpqua Bank and transfer \$3M from LGIP to Umpqua Bank. Another \$3M should be transferred to Umpqua Bank from the WAFD Money Market.



CITY OF LA PINE

STAFF REPORT

Meeting Date: September 27, 2023
 TO: City Council
 FROM: Ashley Ivans, Finance Director *Ashley Ivans*
 SUBJECT: Adopting Current Fee Schedule

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <input checked="" 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 type="checkbox"/> | Other/Direction: Please see below |

Councilmembers:

In June the City adopted, by resolution, a new fee schedule. We had updated a few planning fees, and removed obsolete fees. In the editing of the document our Public Records Request’s fees had been removed. See below:

July 2023 adopted fees:

Description	Fee	Unit or Comment
Administration		
Public Records Request		
Cost per Standard Copy	\$ 0.25	Per sheet
Cost per Certified Copies	\$ 5.00	Per copy
Copy of Sound Recording	\$ 10.00	Per copy
Copies of Maps and non-standard documents	Actual Cost	
Labor Costs	Actual Cost	
Delivery and Postage	Actual Cost	
Attorney Fees		

June 2023 fees:

Administration		
Public Records Request		
Cost per Standard Copy	\$ 0.25	Per sheet
Cost per Certified Copies	\$ 3.75	Per copy
Copy of Sound Recording	\$ 10.00	Per copy
Copies of Maps and non-standard documents	Actual Cost	
Records on CD	\$ 10.00	
Records transmitted via Fax or Email (first page)	\$ 2.00	\$0.50 each additional page. Limit 25 pages
Records transmitted via Fax or Email (Concurrent pages)	\$ 2.00	\$0.25 Per page
Labor Costs	Actual Cost	
Delivery and Postage	Actual Cost	
Attorney Fees		

The City does not generate a significant amount of revenue from Public Records Requests, however it is prudent to collect these fees each time a request is submitted. Not collecting these fees sets a precedent for regular requestors that the city should avoid. Most records requests come from national data collectors.

I am requesting that you approve Resolution 2023-08 Adopting this fees schedule to add these fees back into the fee schedule. This is the only change to the City's Rate Resolution.

Recommended Motion: "I move that we approve Resolution 2023-08, A RESOLUTION OF THE CITY OF LA PINE ADOPTING A MASTER FEE SCHEDULE AND ESTABLISHING AND/OR ADJUSTING CERTAIN CITY FEES, RATES, AND CHARGES"

RESOLUTION NO. 2023-08

A RESOLUTION OF THE CITY OF LA PINE ADOPTING A MASTER FEE SCHEDULE AND ESTABLISHING AND/OR ADJUSTING CERTAIN CITY FEES, RATES, AND CHARGES.

WHEREAS, the City of La Pine (“City”) has previously established and adjusted its fees, rates and charges by separate resolutions of the La Pine City Council (the “Council”) for the different types of services and/or materials provided by City; and

WHEREAS, City staff has identified the need to consolidate City’s fees, rates, and charges into a master fee schedule; and

WHEREAS, by adoption of this Resolution 2023-08 (this “Resolution”), the Council desires to (a) adopt a master fee schedule, and (b) establish and/or adjust the City fees, rates, and charges included in this Resolution; and

WHEREAS, the fees, rates, and charges established and/or adjusted by this Resolution are intended to recover those costs and expenses incurred by City for providing the respective services and/or materials.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

1. Findings. The above-stated findings are hereby adopted.
2. Fee Schedule Adopted. The Council hereby establishes and adopts the master fee schedule attached hereto as Exhibit A (the “Master Fee Schedule”). The fees, rates, and charges contained in the Master Fee Schedule are hereby adopted and/or adjusted effective October 4, 2023. Effective October 4, 2023, the fees, rates, and charges provided in the Master Fee Schedule amend, replace, and supersede in all respects those fees, rates, and charges established by prior resolutions.
3. Adjustments. Except as expressly provided otherwise by City ordinance, the Council may, from time to time, establish and/or adjust its fees, rates, and charges by resolution. New fees established by City will be incorporated into the Master Fee Schedule.
4. Miscellaneous. This Resolution (and the provisions contained herein) amend, replace, and supersede any resolution (or portion thereof) in conflict with this Resolution. The fees, rates, and charges in this Resolution may, from time to time, be modified by resolution of the Council. The provisions of this Resolution are severable. If any section, subsection, sentence, clause and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or constitutionally of the remaining portion of will (a) yield to constriction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity enforceability, and/or constitutionality of the remaining portion of this Resolution. The

Council determines that the fees imposed by this Resolution are not taxes subject to the property tax limitation of Article XI, section 11 of the Constitution. This Resolution may be correct by order of the Council to cure editorial and/or clerical errors. This Resolution will be in full force and effect from and after its passage and adoption.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the La Pine City Council this 3rd day of October 2023.

Daniel Richer, Mayor

ATTEST:

Geoffrey Wullschlager, City Manager

Exhibit A
Master Fee Schedule

(attached)

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Administration		
Public Records Request		
Cost per Standard Copy	\$ 0.25	Per sheet
Cost per Certified Copies	\$ 5.00	Per copy
Copy of Sound Recording	\$ 10.00	Per copy
Copies of Maps and non-standard documents	Actual Cost	
Records transmitted via Fax or Email (first page)	\$ 2.00	\$0.50 each additional page. Limit 25 pages
Records transmitted via Fax or Email (Concurrent pages)	\$ 2.00	\$0.25 Per page
Labor Costs	Actual Cost	
Delivery and Postage	Actual Cost	
Attorney Fees		
Business Licensing		
Annual	\$ 45.00	July 1st to June 30th annually
Temporary	\$ 25.00	Less than 30 days
Change Fee	\$ 15.00	
Non-Profit	\$ -	
Liquor Licensing		
New Application	\$ 150.00	
Annual Renewal	\$ 25.00	
Temporary Liquor Permit	\$ 25.00	
Recreational Marijuana Permitting		
Initial Permit Application	\$ 200.00	
Permit Renewal Fee (Annual)	\$ 70.00	July 1st to June 30th annually
Application Change Fee	\$ 25.00	
Social Gaming License		
Annual	\$ 100.00	July 1st to June 30th annually
Miscellaneous Fees		
Recording Fee	\$ 100.00	
Event Plan Application Processing	\$ 50.00	
Returned Check Charge	\$ 25.00	
Copies	\$ 0.25	Per page
Transient Room Tax	7%	Of rent
Franchise Fees		Set by agreement
Mobile Food Vendor Permit Application	\$ 150.00	
Community Development		
Code Enforcement		
Nuisance Abatement Procedures	\$ 175.00	
Land Use Review Fees		
Accessory Dwelling	\$ 500.00	
Annexation	\$ 5,000.00	
Appeal	50% of the application fee	
Cell Tower	\$ 10,000.00	
Conditional Use	\$ 1,500.00	
Exceptions Request	\$ 1,500.00	
Extension Fee (First)	\$ 200.00	
Extension (Second)	\$ 400.00	
Fence (over 3 ft) permit on street frontages	\$ 500.00	
Final Plat Review/Condominium Plat Review	\$ 500.00	
Home Occupation	\$ 300.00	
Lot Line Adjustment hydrant	\$ 500.00	
Attorney Fees	Actual Cost	Other permits, applications, agreements, easements, attorney fees actual cost
Partition/Replat	\$ 1,600.00	
Pre-Application/Design Review	\$ 110.00	Per hour (1st hour free)
Site Suitability Check/LUCS	\$ 150.00	
Subdivision/Replat	\$ 4,000.00	Plus \$50 per lot
Temporary Use Permit for Seasonal Sales	\$ 75.00	Per year
Temporary Use Permit for Medical Hardships	\$ 250.00	

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Text Amendment	\$ 1,500.00	
Vacation of Right-of-Way	\$ 1,000.00	
Variance	\$ 1,500.00	
Zone Change/Comp Plan Amendment	\$ 6,000.00	
Zoning Permit Application	\$ 500.00	
Master Planned Development		
0-4.99 Acres	\$ 3,000.00	
5-10 Acres	\$ 4,000.00	
More than 10 Acres	\$ 6,000.00	
Maps		
Small (8 1/2 x 11)	\$ 5.00	
Medium (11 x 17)	\$ 15.00	
Large (24 x 36 or larger)	Actual Cost	
Sign Permits		
Primary Signs	\$ 200.00	
Temporary Sign Permit	\$ 50.00	
Portable Sign	\$ 30.00	
Site Plan Review		
Less than 1,000 sq. feet	\$ 2,000.00	
1,001 - 5,000 sq. feet	\$ 2,500.00	
5,001- 10,000 sq. feet	\$ 3,500.00	
More than 10,000 sq. feet	\$ 4,000.00	
Miscellaneous Planning Fees		
Hearing Fee for Council or Commission	\$ 1,200.00	
Hearings Officer	\$ 1,200.00	
Advanced Planning Fee	0.25%	Of building valuation, collected by County
Lot of Record Verification	\$ 800.00	
Modification of Approved Decision	\$ 500.00	
Research	\$ 75.00	Per hour
Printed - Comprehensive Plan Copy	\$ 50.00	
Printed - Development Code Copy	\$ 25.00	
Derelict Structure Fee	\$ 600.00	
Public Works		
Cemetery		
Cemetery Plot	\$ 450.00	
Headstone Deposit	\$ 300.00	
Sewer Utility Service		
Commercial Rates		
5/8" Base Rate	\$ 27.86	
3/4" Base Rate	\$ 27.86	
1" Base Rate	\$ 47.10	
1 1/2" Base Rate	\$ 79.18	
2" Base Rate	\$ 117.66	
3" Base Rate	\$ 220.28	
4" Base Rate	\$ 335.73	
6" Base Rate	\$ 656.41	
Volume Charge	\$ 8.13	Per 1000 gallons of water usage
Residential Rates		
5/8" Base Rate	\$ 27.86	
3/4" Base Rate	\$ 27.86	
1" Base Rate	\$ 47.10	
1 1/2" Base Rate	\$ 79.18	
2" Base Rate	\$ 117.66	
3" Base Rate	\$ 220.28	
4" Base Rate	\$ 335.73	
6" Base Rate	\$ 656.41	
Volume Charge	\$ 4.39	Per 1000 gallons of winter usage average (November - March of prior year)

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Outside Septage Dumping		
Within 97739 and 97737 Zip Codes	\$ 0.06	Per gallon
All other Zip Codes	\$ 0.09	Per gallon
System Development Charges		
5/8" Water Meter	\$ 6,663.00	Increases by MCE factor (contact City Hall)
Water Utility Service		
Commercial Rates		
5/8" Base Rate	\$ 32.53	
3/4" Base Rate	\$ 32.53	
1" Base Rate	\$ 81.31	
1 1/2" Base Rate	\$ 162.62	
2" Base Rate	\$ 260.17	
3" Base Rate	\$ 520.36	
4" Base Rate	\$ 813.06	
6" Base Rate	\$ 1,626.10	
Volume Charge	\$ 2.81	Per 1000 gallons of water usage
Residential Rates		
5/8" Base Rate	\$ 32.53	
3/4" Base Rate	\$ 32.53	
1" Base Rate	\$ 81.31	
1 1/2" Base Rate	\$ 162.62	
2" Base Rate	\$ 260.17	
3" Base Rate	\$ 520.36	
4" Base Rate	\$ 813.06	
6" Base Rate	\$ 1,626.10	
Volume Charge - Tier 1 (0-3600 gallons)	\$ 1.35	Per 1000 gallons of water usage
Volume Charge - Tier 2 (3601-7200 gallons)	\$ 2.03	Per 1000 gallons of water usage
Volume Charge - Tier 3 (>7200 gallons)	\$ 3.38	Per 1000 gallons of water usage
Hydrant Meter Services		
Hydrant Checkout fee	\$ 150.00	
Hydrant Water Fee	\$ 5.00	Per 1000 gallons of water usage
Inactive Services Fees		
5/8" or 3/4" service	\$ 200.00	
1" service	\$ 510.00	
1 1/2" Service	\$ 990.00	
> 1 1/2" Service	\$ 1,130.00	
Meter Fees - Testing or Changing		
Testing or Changing - 3/4" meter or smaller	\$ 58.00	
Testing or Changing - 1" meter	\$ 69.00	
Testing or Changing - 1 1/2" meter	\$ 85.00	
Testing or Changing - 2" meter	\$ 113.00	
Testing or Changing - 3" meter	\$ 145.00	
Testing or Changing - larger than 3"	Cost + 15%	
Meter Fees - Hot tapping		
3/4" service	\$ 339.00	
1" service	\$ 452.00	
Meter Fees - Installation		
Installation - 3/4" meter or smaller	\$ 300.00	
Installation - 1" meter	\$ 375.00	
Installation - 1 1/2" meter	\$ 575.00	
Installation - 2" meter	\$ 1,625.00	
Installation - 3" meter	\$ 2,000.00	
Installation - larger than 3"	Cost + 15%	
Miscellaneous Public Works Fees		
Delinquent Account Trip Fee	\$ 50.00	
Inactive Status Charge	\$ 175.00	For customers requesting inactive billing status
Reconnection Fee	\$ 25.00	
New Account Set up Fee	\$ 35.00	
Cut lock, lock replacement	\$ 200.00	
Meter Stop Replacement	\$ 200.00	

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Landowner notification fee	\$ 15.00	
Cross Connection Fee	\$ 2.50	Added monthly to utility bill
Door Hangar Notice	\$ 25.00	
Deposits for new accounts	\$ 150.00	
After Hours Service (Non-emergency)	\$ 60.00	Per hour/per person
Fire Flow Testing Fee	\$ 125.00	
Sewer Tank Lid Replacement	\$ 100.00	
Septic Tank Filter	\$ 100.00	
Labor by the hour	\$ 125.00	Per hour/per person
Equipment Rental	\$ 250.00	Per hour
Meter Tampering Fee	\$ 500.00	
System Development Charges		
5/8" Water Meter (July 1 - December 31, 2019)	\$ 3,871.00	Increases by MCE factor (contact City Hall)
Streets Fees		
Transportation SDC		
Transportation SDC	\$ 4,409.00	Per EDU, based on Transportation EDU Schedule

COORDINATED HOUSELESS RESPONSE OFFICE (CHRO) Board of Directors Meeting Agenda

8:30 – 10:00 am on Thursday, September 21st, 2023
Deschutes Services Building, Allen Room (2nd floor), 1300 NW Wall St., Bend, OR

Click this link to access the meeting via Zoom:

<https://us02web.zoom.us/j/81425690298?pwd=ZUpTYnVzTEhyVFd0V1FIZXBwMkVkdz09>

(Note that using this option may require you to download the Zoom app to your device.)

To join by phone: 253-205-0468 **Meeting ID:** 814 2569 0298 **Passcode:** 026276

AGENDA

8:30 – 8:32	1. Introductions and Agenda Review	Vice-Chair Perkins
8:32 – 8:35	2. Approval of Minutes <i>Attachment A</i>	Chris Ogren
8:35 - 8:50	3. COIC Board Update & IGA Discussion <i>Attachment B</i>	Tammy Baney
8:50 – 9:10	4. Public Agency Roundtable Planning <i>Attachment C</i>	All
9:10 – 9:25	5. Community Updates	CHRO Board Members
9:25 - 9:40	6. CoC Annual Competition Update <i>Attachment D</i>	Erik Nelson & Chris Ogren
9:40– 9:50	7. Provider Update – MVCD	Rick Russell
9:50 – 9:55	7. Public Comment	
9:55 - 10:00	8. Other Items & Adjourn	



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, please call (541) 388-6584 or send email to erik.kropp@deschutes.org.

Condado de Deschutes alienta a las personas cualificadas con discapacidad a participar en sus programas y actividades. Esta evento/ubicación es accesible para personas con discapacidad. Si necesita hacer arreglos para hacer posible la participación, llame al (541) 388-6584 o envíe un correo electrónico a erik.kropp@deschutes.org.