



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, February 14, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/83541195909>

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.

AGENDA

CALL TO ORDER

ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC HEARING:

None

REGULAR COUNCIL MEETING

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.

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- 3. La Pine Chamber of Commerce FY23-24 Quarterly Report.....12

OLD BUSINESS:

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NEW BUSINESS:

- 1. Election of City Council President
 - a. Staff Report35
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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

EXECUTIVE SESSION: per ORS 192.660 if necessary

ADJOURNMENT



CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, January 24, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/87863297412>

MINUTES

CALL TO ORDER

Mayor Richer called the meeting to order at 5:30 p.m.

ESTABLISH A QUORUM

City Council

Mayor Richer

Councilor Shields

Councilor Van Damme

Councilor Ignazzitto

Councilor Morse

Student Councilor Marston

Staff

Geoff Wullschlager – City Manager

Ashley Ivans – Assistant City Manager/Finance Director

Kelly West – Public Works Director

Brent Bybee – Principal Planner

Rachel Vickers – Associate Planner

Amanda Metcalf – City Recorder

PLEDGE OF ALLEGIANCE

Mayor Richer led the Pledge of Allegiance.

PUBLIC HEARING:

None.

REGULAR COUNCIL MEETING

PUBLIC COMMENTS

No public comments.

ADDED AGENDA ITEMS**CONSENT AGENDA**

1. 01.10.24 Regular City Council Meeting Minutes

Councilor Van Damme and Councilor Shields abstained due to absence.

Councilor Ignazzitto made a motion to approve the consent agenda. *Councilor Morse seconded the motion.* Motion passed unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Recreational Immunity
 - a. Staff Report-

City Manager Wullschlager presented the associated staff report which explained the recent lawsuit *Fields V. Newport* and the opinion from the Oregon Appeals Court, in relation to Recreational Immunity. This decision effectively makes recreational immunity open to subjective interpretation.

He presented two areas within the City that could be of concern: the cemetery, and the walking path along Highway 97. It is unclear if the Cemetery is a recreational space, and the ownership of the walking path is also unclear. He is working with the City's attorney to define these items and will provide an update to the Council. Lastly, if the City takes action on recreational immunity, there is a grant from Citycounty Insurance Services (CIS) to recoup some of those costs.

In response to a question from the Council, City Manager Wullschlager said that he would like to follow the advice from CIS, the City's insurance provider, since they would provide legal representation if something were to happen.

OTHER MATTERS

Mayor Richer announced that there would be an added agenda item presented by Finance Director Ivans.

Finance Director Ivans explained the proposal for First Interstate Bank. She listed the benefits for the City, which included a 0.04% interest on a general checking account, a \$2,000.00 conversion credit, and the account would be 100% collateralized. The City's current financial institution could not meet the same benefits as First Interstate Bank. There was no action needed, a staff report to open an account will be presented at the upcoming meeting. There were no questions about the current proposal from the Council, however, Mayor Richer asked if the staff report can compare both the City's current bank and the proposed bank.

PUBLIC COMMENTS

None.

STAFF COMMENTS

Finance Director Ivans informed the Council that she has finished year-end. In addition, she has been working on a damage evaluation from the last snowstorm. This was to see if the City could receive compensation from FEMA, but she has not found enough damage to City's property.

City Recorder Metcalf had no comments.

Principal Planner Bybee updated the Council on the recent meeting with 3J. He has reached out to individuals in the community to participate in the Steering Committee, 16 have agreed to join. He will soon start reaching out to partner agency staff members for the Technical Advisory Committee (TAC). There will be an introductory meeting for the members in February.

He stated he is considering a Transportation System Plan update and will apply for a grant from Oregon Department of Land Conservation and Development (DLCD). The consultant 3J will assist with the application process for the grant.

Associate Planner Vickers gave an update on the Community Development current planning applications.

Public Works Director West gave an update on the recent storm, snow plowing, and the water wastewater expansion project.

City Manager Wullschlager informed the Council that Governor Kotek declared a state of emergency due to the recent storms across the State. It was decided by Central Oregon Administrators that the East Side of the state was better equipped for the storm and distribution of funds should go to the West Side which had more substantial impacts.

He wanted to recognize Finance Director Ivans for successfully reaching out to a property owner in the Evergreen and Willow portion of the expansion project. He does not have an update for the Council but wanted them to know that it is still moving forward.

He also presented to the Council the possibility of incorporating SLED as a true Advisory Committee of the City. He discussed that the City has been managing their funds, and this delegation would be beneficial for both SLED and the City. The Council supported the addition of SLED as an official Advisory Committee.

He updated the Council about the land conveyance from Deschutes County for the spec building in the Industrial Park.

He stated that ODOT has given the City permission to make improvements on the walking path along Highway 97. This can include benches, trashcans, and signs. He stated that once we have more information about recreational immunity, we can have a better idea of improvements the City would like to make.

Lastly, he discussed the Wastewater Lift Station in the Industrial Park. He informed the Council that staff has secured a loan from DEQ, however he was contacted by Representative Reschke about a possible grant in the Short Session. He said that he has requested grant dollars for this repair, and the City has a high probability of receiving those funds.

MAYOR & COUNCIL COMMENTS

Councilor Morse had no comments.

Councilor Ignazzitto had no comments.

Councilor Shields stated that he noticed, during the last snowstorm, contractors were plowing snow onto the public right of way and has noticed the same issue every year. City Manager Wullschlager offered to discuss this issue offline and meet with contractors about this.

Councilor Van Damme thanked the Council for providing coverage while she was absent at the last meeting. She also thanked staff and Student Councilor Marston for their hard work.

Student Councilor Marston informed the Council that the graduation rates are being calculated tomorrow and he will present them at the next meeting. In addition, the High School’s second semester will start next week.

Mayor Richer thanked everyone for coming and participating at the Council Meeting.

EXECUTIVE SESSION: per ORS 192.660 if necessary

ADJOURNMENT

Mayor Richer adjourned the meeting at 6:10 p.m.

Date: _____

Daniel Richer, Mayor

ATTEST:

Date: _____

Geoff Wullschlager, City Manager



FINANCIAL SUMMARY December 31, 2023

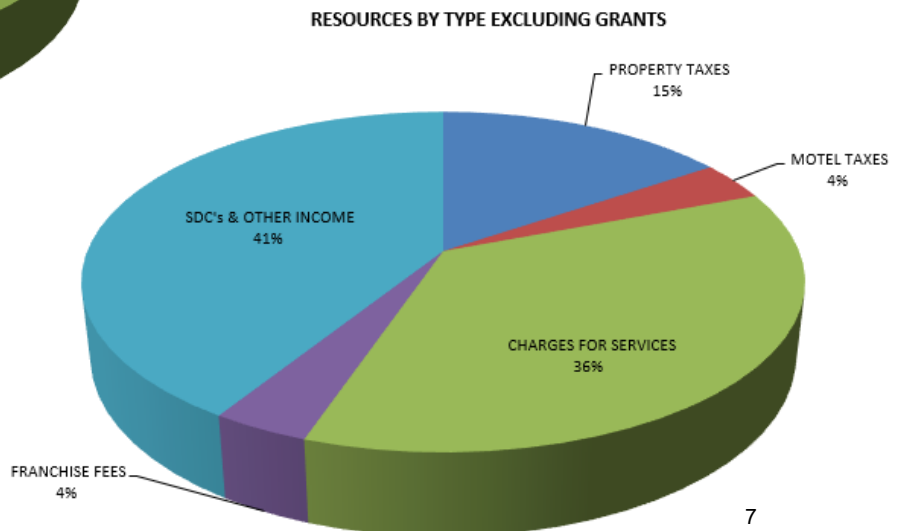
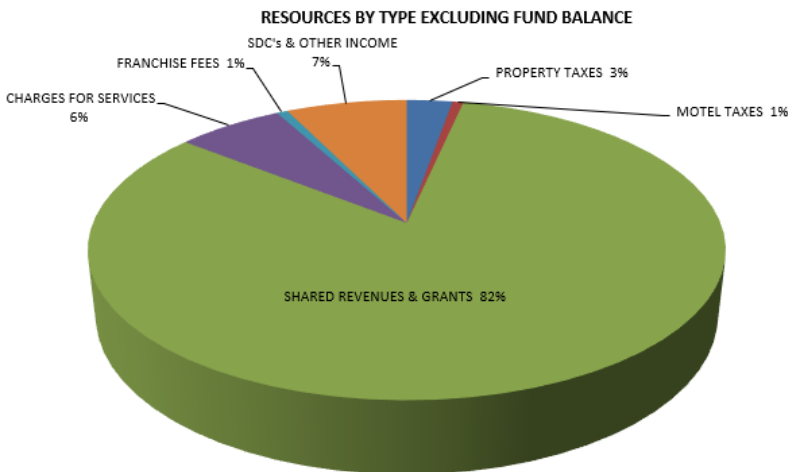
TOTAL RESOURCES - BUDGET TO ACTUAL

AS OF DECEMBER 31, 2023

	Year To Date	FY 2022-23 Budget	Budget Remaining	(50% lapsed) % Earned
BEGINNING FUND BALANCE	11,262,680	11,262,680	-	100.0%
PROPERTY TAXES	430,395	477,330	46,935	90.2%
MOTEL TAXES	102,196	175,000	72,804	58.4%
SHARED REVENUES & GRANTS	12,833,753	22,025,026	9,191,273	58.3%
CHARGES FOR SERVICES	1,000,884	1,798,850	797,966	55.6%
FRANCHISE FEES	103,208	301,300	198,092	34.3%
SDC's & OTHER INCOME	1,139,297	1,099,083	(40,214)	103.7%
	26,872,413	37,139,269	10,266,856	72.4%

FINANCIAL HIGHLIGHTS – RESOURCES

- Staff is pleased to report that service revenue is over budget.
- The City has collected more than expected in SDC's and Interest Income, as indicated in the SDC's & Other Income line.
- The City received a significant portion of their property taxes in November. This is typical.



RESOURCES - BUDGET TO ACTUAL BY FUND

AS OF DECEMBER 31, 2023

	Year To Date	FY 2022-23 Budget	Budget Remaining	(50% lapsed) % Earned
GENERAL FUND				
BEGINNING FUND BALANCE	2,562,172	2,562,172	-	100.0%
PROPERTY TAXES	430,395	477,330	46,935	90.2%
SHARED REVENUES & GRANTS	72,099	1,200,000	1,127,901	6.0%
MOTEL TAXES (30%)	30,659	55,000	24,341	55.7%
CHARGES FOR SERVICES	(81)	17,700	17,781	-0.5%
FRANCHISE FEES	31,857	90,775	58,918	35.1%
MISCELLANEOUS & OTHER INCOME	256,202	115,500	(140,702)	221.8%
	<u>3,383,302</u>	<u>4,518,477</u>	<u>1,135,175</u>	<u>74.9%</u>
CEMETERY FUND				
BEGINNING FUND BALANCE	48,422	48,422	-	100.0%
CHARGES FOR SERVICES	2,250	1,200	(1,050)	187.5%
INTERFUND TRANSFERS - IN	-	20,000	20,000	
MISCELLANEOUS & OTHER INCOME	-	700		
	<u>50,672</u>	<u>70,322</u>	<u>(1,050)</u>	<u>72.1%</u>
STREETS FUND				
BEGINNING FUND BALANCE	1,456,315	1,456,315	-	100.0%
SHARED REVENUES & GRANTS	91,038	175,000	83,962	52.0%
FRANCHISE FEES	71,352	210,525		
MISCELLANEOUS & OTHER INCOME	-	16,000	16,000	0.0%
	<u>1,618,705</u>	<u>1,857,840</u>	<u>99,962</u>	<u>87.1%</u>
TOURISM FUND				
BEGINNING FUND BALANCE	302,150	302,150	-	100.0%
MOTEL TAXES	71,537	120,000	48,463	59.6%
MISCELLANEOUS & OTHER INCOME	-	3,600	3,600	
	<u>373,687</u>	<u>425,750</u>	<u>52,063</u>	<u>87.8%</u>
COMMUNITY DEVELOPMENT FUND				
BEGINNING FUND BALANCE	724,359	724,359	-	100.0%
CHARGES FOR SERVICES	27,505	55,000	27,495	50.0%
ADVANCED PLANNING FEES	66,344	70,000	3,656	94.8%
MISCELLANEOUS & OTHER INCOME	-	8,100	8,100	0.0%
	<u>818,208</u>	<u>857,459</u>	<u>39,251</u>	<u>95.4%</u>
INDUSTRIAL/ECONOMIC DEVELOPMENT				
BEGINNING FUND BALANCE	533,100	533,100	-	
INDUSTRIAL SITE LEASES / SALES	5,750	120,000	114,250	4.8%
MISCELLANEOUS & OTHER INCOME	2,700	52,200	49,500	5.2%
	<u>541,550</u>	<u>705,300</u>	<u>163,750</u>	<u>76.8%</u>
RESERVE FUND - WATER/SEWER				
BEGINNING FUND BALANCE	126,000	126,000	-	100.0%
INTERFUND TRANSFERS - IN	-	300,000	300,000	0.0%
	<u>126,000</u>	<u>426,000</u>	<u>300,000</u>	<u>29.6%</u>
DEBT RESERVE FUND				
BEGINNING FUND BALANCE	193,503	193,503	-	100.0%
	<u>193,503</u>	<u>193,503</u>	<u>-</u>	<u>100.0%</u>
SDC FUND				
BEGINNING FUND BALANCE	2,845,840	2,845,840	-	100.0%
SYSTEM DEVELOPMENT CHARGES	864,001	765,983	(98,018)	112.8%
INTERFUND TRANSFERS - IN	-	350,000		0.0%
	<u>3,709,841</u>	<u>3,961,823</u>	<u>(98,018)</u>	<u>93.6%</u>
WATER FUND				
BEGINNING FUND BALANCE	809,725	809,725	-	100.0%
GRANT REVENUE	4,465,117	9,347,526	4,882,409	47.8%
CHARGES FOR SERVICES	499,478	804,950	305,472	62.1%
MISCELLANEOUS & OTHER INCOME	14,891	56,500	41,609	26.4%
INTERFUND TRANSFERS - IN	-	400,000	400,000	0.0%
	<u>5,789,211</u>	<u>11,418,701</u>	<u>5,629,490</u>	<u>50.7%</u>
SEWER FUND				
BEGINNING FUND BALANCE	1,661,094	1,661,094	-	100.0%
GRANT REVENUE	6,639,155	11,302,500	4,663,345	58.7%
CHARGES FOR SERVICES	465,982	800,000	334,018	58.2%
MISCELLANEOUS & OTHER INCOME	1,504	10,500	8,996	14.3%
	<u>8,767,735</u>	<u>13,774,094</u>	<u>5,006,359</u>	<u>63.7%</u>

TOTAL EXPENDITURES - BUDGET TO ACTUAL

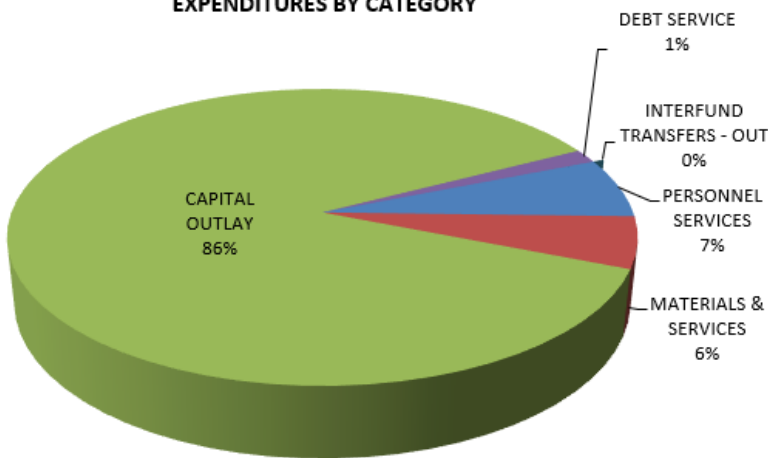
AS OF DECEMBER 31, 2023

	Year To Date	FY 2022-23 Budget	Budget Remaining	(50% lapsed)
PERSONNEL SERVICES	580,613	1,563,327	982,714	37.1%
MATERIALS & SERVICES	497,617	1,750,604	1,252,987	28.4%
CAPITAL OUTLAY	7,673,085	22,660,026	14,836,941	33.9%
DEBT SERVICE	134,169	231,768	97,599	57.9%
INTERFUND TRANSFERS - OUT	-	1,070,000	1,070,000	0.0%
	8,885,484	27,275,725	18,240,241	32.6%

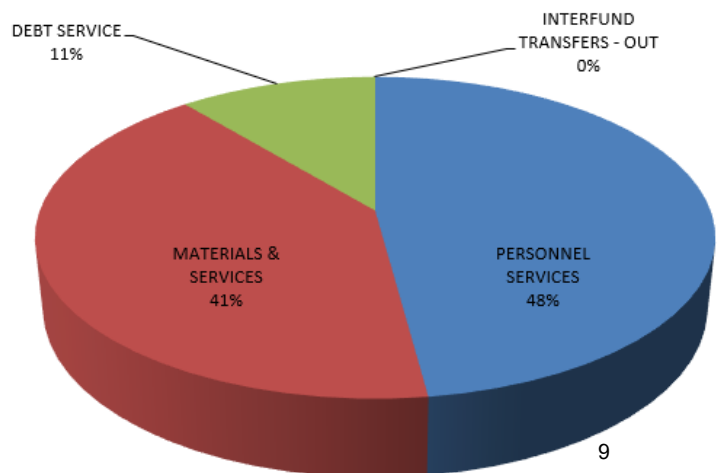
FINANCIAL HIGHLIGHTS – EXPENDITURES:

- Expenditures are in line with staff expectations. The Public Works funds seem to be balancing out as we enter into the slower months of the year.
- Debt Service is over budget because debt is paid in bulk sporadically throughout the year. This will remain at 57.9% until June, when the next debt service payment is due.
- Capital Outlay is our greatest expense. This is due to the ongoing work for Water and Wastewater Capital Improvement Projects.

EXPENDITURES BY CATEGORY



EXPENDITURES BY CATEGORY EXCLUDING CAPITAL OUTLAY



EXPENDITURES - BUDGET TO ACTUAL BY FUND

AS OF DECEMBER 31, 2023

	Year To Date	FY 2022-23 Budget	Budget Remaining	(50% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	73,610	220,895	147,285	33.3%
MATERIALS & SERVICES	72,749	323,500	250,751	22.5%
CAPITAL OUTLAY	31,253	1,075,000	1,043,747	2.9%
DEBT SERVICE	37,635	38,695	1,060	97.3%
INTERFUND TRANSFERS - OUT	-	420,000	420,000	0.0%
	<u>215,247</u>	<u>2,078,090</u>	<u>1,862,843</u>	<u>10.4%</u>
CEMETERY FUND				
MATERIALS & SERVICES	4,363	34,900	30,537	12.5%
CAPITAL OUTLAY	9,123	10,000	877	91.2%
	<u>13,487</u>	<u>44,900</u>	<u>31,414</u>	<u>30.0%</u>
STREETS FUND				
PERSONNEL SERVICES	57,347	152,606	95,259	37.6%
MATERIALS & SERVICES	54,731	293,235	238,504	18.7%
CAPITAL OUTLAY	9,123	230,000	220,877	4.0%
	<u>121,201</u>	<u>675,841</u>	<u>554,640</u>	<u>17.9%</u>
TOURISM FUND				
MATERIALS & SERVICES	41,789	120,700	78,911	34.6%
CAPITAL OUTLAY		75,000	75,000	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>41,789</u>	<u>195,700</u>	<u>153,911</u>	<u>21.4%</u>
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	101,069	321,270	220,201	31.5%
MATERIALS & SERVICES	38,976	101,463	62,487	38.4%
	<u>140,044</u>	<u>422,733</u>	<u>282,689</u>	<u>33.1%</u>
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	33,002	233,225	200,223	14.2%
CAPITAL OUTLAY		150,000		
	<u>33,002</u>	<u>383,225</u>	<u>200,223</u>	<u>8.6%</u>
WATER FUND				
PERSONNEL SERVICES	173,845	432,770	258,925	40.2%
MATERIALS & SERVICES	94,547	286,395	191,848	33.0%
CAPITAL OUTLAY	4,501,794	9,752,526	5,250,732	46.2%
DEBT SERVICE	96,534	193,073	96,539	50.0%
	<u>4,866,720</u>	<u>10,664,764</u>	<u>5,798,044</u>	<u>45.6%</u>
SEWER FUND				
PERSONNEL SERVICES	174,742	435,786	261,044	40.1%
MATERIALS & SERVICES	157,461	357,186	199,725	44.1%
CAPITAL OUTLAY	3,121,793	11,367,500	8,245,707	27.5%
INTERFUND TRANSFERS - OUT	-	650,000	650,000	0.0%
	<u>3,453,995</u>	<u>12,810,472</u>	<u>9,356,477</u>	<u>27.0%</u>

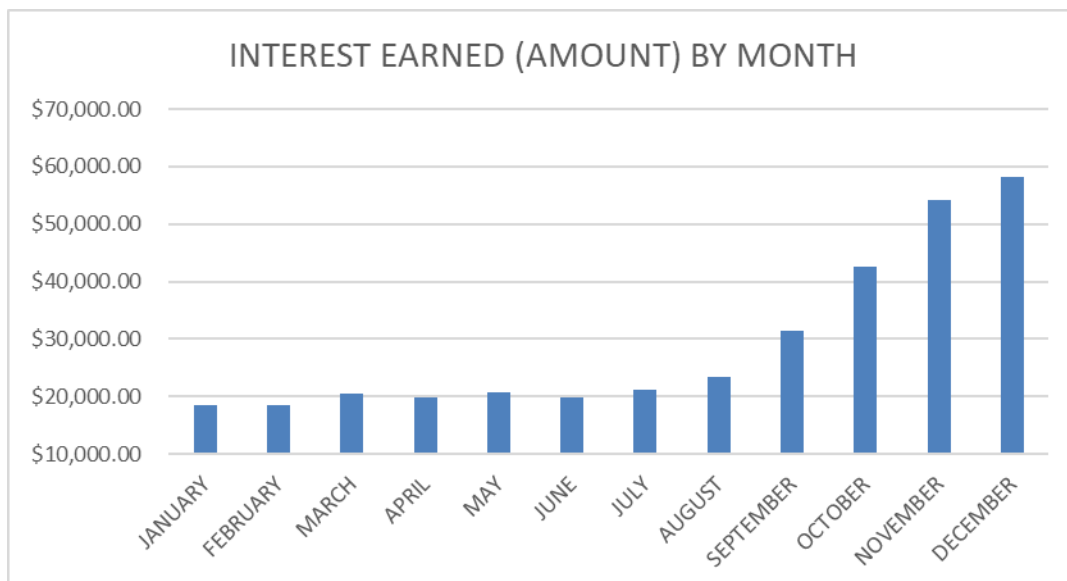
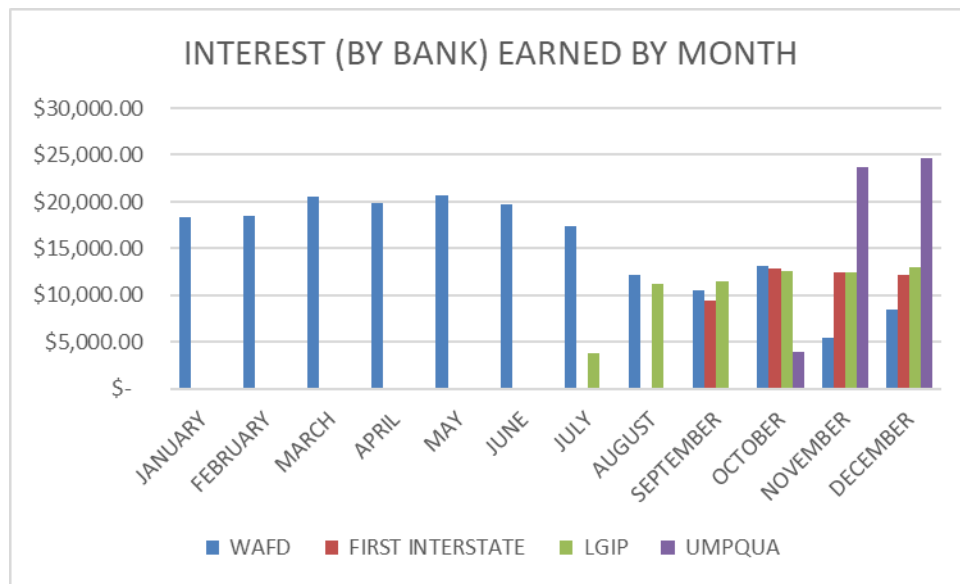


City Interest Income Revenue Report

January 2023 – December 2023

City Bank Balances – 12/31/2023

Bank	12/28/2023	Rate
LGIP	\$ 3,051,637.40	5.00%
FIB	\$ 3,034,801.08	5.00%
WAFD	\$ 5,458,871.02	3.03%
WAFD Checking	\$ 3,262,864.34	
Umpqua Bank	\$ 5,527,705.42	5.25%
Xpress & Debt Reserve	\$ 194,404.60	0.00%
	\$ 20,530,283.86	





PO Box 616, La Pine, OR 97739
51375 Huntington Road, La Pine
541.536.9771
info@lapine.org

January 18, 2024

To: City of La Pine, City Councilors, City Manager
Re: TRT funds report for Fiscal Year 2023/2024 - 2nd quarter

Happy New Year to all!

We settled into our new space and were encouraged by the number of people that “found” us and stopped in! We had a fair number of out of the area visitors, and because of the Christmas shopping season, we also saw people seeking us out for the Made in La Pine Gift Store.

We are currently working on a design for a sign we will be presenting for approval to the city in the coming months. Rene Kapp at Allways Signs, Inc. is helping us on the project and we are excited to present something different (and very much representative of La Pine) to the planning department.

We are always looking to the upcoming tourist season and continue to engage with craterlakecountry.com as a partner in their continuing campaign. Please take a few moments to read the report from Dennett Consulting. We feel this has been a very effective and affordable avenue for us to use in marketing Newberry Country.

We appreciate the continued support from the City of La Pine and look forward to making our new location as popular as the old one was ... for visitors and locals.

A handwritten signature in cursive script that reads "Ann Gawith".

Chamber Board 2023

Jeremy Johnson, Pres.
Integrity Auto
541-876-5432

Aaron Schofield, Treas.
First Interstate Bank
541-593-8101

Mary Thorson, Secty.
Thorson Bookkeeping
541-536-2912

Rex Lesueur
Bancorp Insurance
541-536-1726

Stacia Ash
The Studio La Pine
808-298-9270

Helen Marston
Helen's Real Estate

Patrick Jackson
Mann Mortgage
541-536-9771

Ethel Dumon
St. Vincent de Paul
541-536-1956

Ann Gawith
Executive Director



DCG RESEARCH

A service of the Dennett Consulting Group

La Pine Chamber DMO WEBSITE STUDY 2023 Research Recap

Chambers are spending a significant amount of money developing and maintaining DMO (Destination Marketing Organization) websites to encourage visitors. But is this money well spent and will online visitors become real visitors?

In 2023, the La Pine Chamber joined the longest running (started in 2012) and most comprehensive study of DMO websites in Oregon. Here are some research highlights from the completed 2023 Study #10 (Jan-Dec). La Pine has re-joined this study for 2024.

How do people find your website? Social media (40%) was the top referral source for La Pine. About a third (34%) used a search engine, even if they knew about La Pine. Looking at the overall study (all websites studied), 59% used a search engine (Google, Bing, etc.), so search engines remain the primary online tool for generating awareness of a visitor destination.

The main reason people visit La Pine was for leisure (29%), visiting friends and relatives (27%) and exploring relocation (28%). The top two things people are looking forward to doing when in the area are outdoor sports (70%) and visiting natural attractions (69%).

Website visitors will become real visitors. The majority (55%) of website visitors plan to visit. Moving and relocation account for 34% of people using your website. The majority (61%) of website visitors live in the area and are looking for local information (much higher than other DMO websites studied). Study data reveals that the Chamber website is doing an excellent job of delivering local information and news to current and potential residents, while still providing visitor information.

In looking at what DMO website features are considered “very influential” in creating a visit, interactive maps and consumer ratings and reviews are most important. At 69%, reviews in general (consumer and professional) are the most important. When looking at total influence (very and somewhat), quality photos are important.

The majority of visitors drive here (94%), stay in campgrounds (39%), motels (31%) or with friends (34%). Half of all website visitors (50%) have modest incomes (\$25,000-\$99,999). Only 21% have incomes over \$100,000.

Two and 3 nights are the most popular stays; 4% are just traveling through and don't plan to spend the night. Two people traveling (53%) remains the largest travel group.

La Pine Chamber of Commerce

Profit & Loss

July through December 2023

	Jul - Dec 23
Ordinary Income/Expense	
Income	
Chamber Income	
General Operating	
Membership	
New Membership	4,330.00
Renewals	11,333.00
Membership - Other	0.00
Total Membership	15,663.00
Total General Operating	15,663.00
Program Income	
Annual Banquet	
Annual Dinner Tickets	-185.00
Silent Auction	-135.00
Total Annual Banquet	-320.00
Breakfast	
Breakfast Club	2,025.00
Breakfast Sponsor	300.00
Regular Attendance	1,745.00
Total Breakfast	4,070.00
Events	
Miscellaneous Events	-176.57
Total Events	-176.57
Facilities Income	
Frontier Days Assoc	1,050.00
KNCP Radio	1,050.00
Total Facilities Income	2,100.00
Other Program Income	
Miscellaneous/Interest/Other	32.21
Weekly Buzz Sponsors	100.00
Total Other Program Income	132.21
Total Program Income	5,805.64
Total Chamber Income	21,468.64
South County Shopper	35,518.00
Visitor Center Income	
Made In La Pine Store	15,017.72
TRT from City of La Pine	37,400.00
Visitors Guide	-450.00
Visitors Guide 2023	8,800.00
Total Visitor Center Income	60,767.72
Total Income	117,754.36
Gross Profit	117,754.36
Expense	
Chamber Expense	
General Operating	
Miscellaneous Operations	
Bank Service Charges	35.00
Credit Card Processing	-36.39
Total Miscellaneous Operations	-1.39
Total General Operating	-1.39

La Pine Chamber of Commerce

Profit & Loss

July through December 2023

	Jul - Dec 23
Program Expense	
Annual Banquet	
Awards	29.00
Other	40.00
Total Annual Banquet	69.00
Breakfast	
Catering	1,576.00
Breakfast - Other	900.00
Total Breakfast	2,476.00
Miscellaneous Events	
Holiday Lights Parade	144.81
Miscellaneous	46.64
Miscellaneous Events - Other	62.60
Total Miscellaneous Events	254.05
Total Program Expense	2,799.05
Total Chamber Expense	2,797.66
Facilities	
Rent	10,178.61
Repair/Maintenance/Upgrade	7,768.52
Utilities	2,554.84
Total Facilities	20,501.97
General Operating	
Insurance	
Business Auto & GL	487.82
Directors & Officers	520.99
Workers Comp	41.76
Total Insurance	1,050.57
Total General Operating	1,050.57
Miscellaneous Operations	
Accounting	5,400.00
Advertising-Chamber Activities	3,898.91
Bank Service Charges	81.23
Contract Services	65.25
Credit Card Processing	
Foreign Transaction Fee	0.29
Credit Card Processing - Other	1,366.15
Total Credit Card Processing	1,366.44
Membership Dues	320.00
Misc Expense	185.00
Software	104.94
Volunteer Appreciation	878.45
Total Miscellaneous Operations	12,300.22
Office Equipment & Supplies	
General Supplies	1,473.70
Printer Costs	342.12
Printer Lease	1,269.29
Office Equipment & Supplies - Other	539.83
Total Office Equipment & Supplies	3,624.94
Payroll Expenses	
Executive Director	16,482.90
Office Staff-Part Time	14,254.48
Payroll Taxes	11,553.47
Total Payroll Expenses	42,290.85

La Pine Chamber of Commerce
Profit & Loss
 July through December 2023

	Jul - Dec 23
SCS Expenses	
SCS Ad Sale Commissions	9,685.25
SCS Contract	7,000.00
Total SCS Expenses	16,685.25
Visitor's Center Expenses	
Program Expense	
Advertising	3,807.08
Advertising Events	1,150.00
Visitors Guide	
Ad Sales Commission	8,000.00
Printing Costs	39,627.09
Visitors Guide Distribution	704.86
Total Visitors Guide	48,331.95
Visitors Guide 2021	1,850.00
Visitors Guide 2022	
Ad Sales Commission 2022	3,468.00
Total Visitors Guide 2022	3,468.00
Program Expense - Other	372.50
Total Program Expense	58,979.53
Total Visitor's Center Expenses	58,979.53
Visitor's General Operating	
Made in La Pine Store	
Maint/Supplies	65.99
Merchandise for Sale	461.00
Paid to Vendors	10,240.63
Total Made in La Pine Store	10,767.62
Miscellaneous Operations	
Visitor Packets Mailing	-1,000.00
Total Miscellaneous Operations	-1,000.00
Total Visitor's General Operating	9,767.62
Website	
Maintenance	480.00
Website - Other	175.00
Total Website	655.00
Total Expense	168,653.61
Net Ordinary Income	-50,899.25
Other Income/Expense	
Other Income	
Interest from Checking Account	53.45
Interest from Savings 0704 VG	15.06
Other Income Misc - Other	27.53
Total Other Income	96.04
Net Other Income	96.04
Net Income	-50,803.21



CITY OF LA PINE

STAFF REPORT

Meeting Date: February 14, 2024
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: Consideration of changing Financial Institutions for General Operations

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <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:

For many years First Interstate Bank has been approaching the City about transferring our operating account to their institution, which we have held off on until recently. In mid-January, I approached First Interstate about providing a proposal to the City. The proposal they provided was discussed briefly at the January 24th meeting and is attached to this memo. This approach was made because it was time for the City to re-order checks, and this seemed like a convenient time to switch institutions if the Council wishes to do so.

In November, Geoff and I met with our current Financial Institution to discuss a higher interest rate on our investment account and the ability to gain interest on our Operations Account. At that time, our current institution could not provide the City with increases to either account.

The proposal from First Interstate Bank includes interest on the Operations Account, amongst other benefits including a \$2,000 conversion credit for any equipment, checks, etc. required to make this transition. The City already has established a relationship with First Interstate Bank, as they hold one of the City's Investment (Money Market) accounts and are our current Credit Card Service Provider.

I recommend switching institutions, mainly for the financial incentives that First Interstate is offering. I have summarized the benefits on the following page. If the Council chooses to change institutions a motion is required, and that motion is also recommended on the following page.

If you have any questions regarding this transition, please do not hesitate to reach out to me at any time.

	First Interstate	Current Financial Institution
Checking Interest	0.04%	0.00%
Collateralized Funds	100%	unknown
Credit Card Provider	✓	not available
Credit Card Rebate	3%	not available
Investment Interest	4.5 - 5.5%	less than 3.5%
Stop Payment Fee	\$0	\$15.00 each
Cashier's Check Fee	\$0	\$10.00 each

Recommended motion:

"I move that the City open a General Checking account with First Interstate bank and begin the process of transitioning, with the intent of ultimately closing, the current General Checking account."





PROPOSAL FOR

City of La Pine



First Interstate Bank
57150 Beaver Dr.
Sunriver, Or 97707

Relationship Management Team

Aaron Schofield, Sunriver Branch Manager
Janelle Barker, Senior Treasury Solutions Officer
Natalie Robbins, Aimee Potter & Breal Ross, Treasury Delivery Specialists

Proposal for Banking Services from
First Interstate Bank

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January 19th, 2024

City of La Pine
Attn: Geoff Wullschlager & Ashley Ivans
16345 Sixth Street
La Pine, OR 97739

Dear Geoff, Ashley and Selection Committee,

Thank you for the opportunity to present general banking information to the City of La Pine (the City). First Interstate Bank is honored to have this opportunity to discuss and develop a banking relationship with the City and will work hard on your behalf.

First Interstate brings you many years of experience serving municipalities throughout Oregon. This experience and expertise have allowed First Interstate to develop strong relationships in understanding servicing needs unique to municipal organizations. A team of Treasury Solutions Officers and Specialists are locally based in Bend & Sunriver Oregon, focused and dedicated to respond to the City's immediate needs.

First Interstate Bank is committed to providing advantageous and competitive pricing to ensure the City prudently maximizes its dollars. With this in mind, **First Interstate is pleased to offer an Earnings Credit Rate of 0.40% and a \$2,000 conversion credit towards transition costs with award of banking services.**

We believe First Interstate is uniquely positioned to work with the City for the following key reasons:

First Interstate Bank shares the City of La Pine's commitment in creating a positive impact on our local communities.

First Interstate has a 50-year history dedicated to partnering with our communities to enhance the quality of life for all who live here. Each year, First Interstate budgets 2% of pre-tax income to give back to nonprofit organizations working hard to serve our communities. In addition, we encourage and support employee volunteer efforts to provide time and expertise to local nonprofits. As part of our community culture, First Interstate remains committed to the ongoing development of opportunities in La Pine. First Interstate has received an outstanding Community Reinvestment rating for 18 years straight, which is the highest rating granted by federal regulators.

First Interstate Bank fulfills its fiduciary responsibility in safeguarding our client's funds. First Interstate's history of financial performance provides our customers with the confidence that their bank is positioned and managed well in order to serve them now and into the future. As a regional community bank, we are embedded in the communities we serve and are proud to partner with local businesses. Accordingly, to safeguard public funds, we collateralize and/or

provide FDIC insurance to Oregon's special districts, cities, and counties who choose to keep their funds local on behalf of taxpayers. First Interstate is presently classified as "Well Capitalized" by regulatory standards. We believe that our recognized financial strength during both positive and challenged economic cycles provides us the resources to respond effectively to all financial needs with our community.

First Interstate Bank offers outstanding service.

This proposal provides a valuable opportunity to define a partnership of value. We are hopeful of the opportunity to work together and in the following pages we have responded with attention to your needs for financial products, pricing, and service delivery capabilities. A decision to bank with First Interstate will provide the City with the opportunity to realize the goals set forth in this proposal, and the very real savings of time, resources and dollars. Our ability to be there when you need us provides peace of mind that can only come from the local delivery and dedicated service model provided by First Interstate

We are sincerely grateful for the opportunity to serve you and welcome your call with any further questions. Janelle Barker can be reached at (541) 617-3595 or email at janelle.barker@fib.com and Aaron Schofield can be reached at (541) 330-7571 or email at aaron.schofield@fib.com

Sincerely,



Janelle Barker
Sr. Treasury Solutions Officer



Aaron Schofield
Sunriver Branch Manager

Section I: Bank Overview

Bank Overview and History

First Interstate Bank is a multi-state, community banking organization headquartered in Billings, Montana, with \$32 billion in assets, and more than 300 total locations.

The bank employs over 3800 employees, with roughly 188 of those employees living and working in Oregon. We have evolved since 1968 from a single bank in Sheridan, Wyoming to operating banking offices throughout our fourteen-state footprint of which 54 are located throughout Oregon and the Northwest. First Interstate BancSystem, Inc. is the financial holding company for First Interstate Bank. It is a publicly traded company on the NASDAQ under the ticker symbol FIBK.

In 1984, our company purchased a franchise agreement with First Interstate Bancorp to use the First Interstate Bank name and logo. In 1996, when First Interstate Bancorp of California merged with another banking institution, our bank negotiated to retain the First Interstate Bank name. In 2017, we retained the rights to use the First Interstate name and logo in all 50 states. Our Bank's size allows us to be nimble and provide the resources our clients desire, but our tradition and roots make it possible to care for the communities in which we live.

First Interstate Bank's course was set by its founder, Homer Scott, Sr., who believed that people and organizations are not known by what they say, but by what they do. From the time Homer Scott, Sr. purchased the first bank in 1968, through our growth in over five decades, the family of First Interstate Bank Inc. has always adhered to a strong set of guiding principles, which are formally stated in the company's strategic vision.

We have grown our business through a long-term disciplined approach that emphasizes our commitment to providing high-quality financial products and services, delivering quality customer service, effecting business leadership through professional and dedicated managers and employees, assisting our communities through socially responsible leadership and cultivating a strong and positive corporate culture. We intend to remain a leader in our markets by continuing to adhere to the core principles and values that have contributed to our growth and success and by continuing to follow our community banking model.

Bank Experience

First Interstate has worked with public entities for over 50 years. First Interstate offers the City a team of experienced and empowered banking representatives, readily available to meet your needs. Your primary banking representatives are active participants in the Oregon Government Finance Officers Association (OGFOA), Oregon Association of County Treasurers and Finance Officers (OACTFO), Oregon Association of School Business Officials (OASBO), Special District Association of Oregon (SDAO) and Association for Financial Professionals (AFP), keeping your Relationship Managers well apprised of the challenges facing public entities.

First Interstate has both experience and commitment to serving the public sector. We have a history of working in partnership with our local and regional municipalities to develop and deliver effective financial products and services. We believe there is an advantage to our customers in service and support received from city, state and government banking professionals; those who live and work in and around their

communities providing local knowledge and expertise as well as timely response and service.

Mission, Vision, Values

Our Mission is to help people and their money work better together. Whether applying for a loan or simply trying to access account information in our app, this promise fuels our everyday interactions with clients. We recognize our clients appreciate convenience and trust us to deliver exceptional service at every turn. In short, we understand that what we're doing is not just banking—it's connecting the dots between what is needed and what is possible, and we are honored to serve as the conduit between the two.

Our Vision is to be the most relevant everyday banking experience our clients have with their money. This is our North Star—our model for service excellence that we aspire to perfect.

Our Values are the principles we live by and hold ourselves accountable to along the way.

- People First, Always
- Seek Greatness
- Integrity
- Celebrate Success
- Commitment to Community

“First Interstate is, has been, and will always be a values-based company. Our values are the foundation for the relationships we have with our clients, employees, shareholders, and the communities we serve.”

-Jim Scott, Chairman of the Board
First Interstate Bank, Inc

Local bank committed to servicing the community

First Interstate Bank's long-standing Commitment to Community (C2C) is evident in its support of the communities served. We work with our community partners to identify opportunities and areas of need in order to provide meaningful impact throughout the First Interstate Bank footprint.

In 1990, First Interstate cemented our commitment to community with the establishment of the First Interstate BancSystem Foundation. Each year, First Interstate commits at least 2% of pretax earnings to charitable organizations across our footprint. To ensure we're offering support where and how it's needed most, we localize efforts with the help of C2C ambassadors. These employees are well versed in the unique needs of their communities and offer valuable insight as to how our dollars and time can do the best. We manage a robust multi-faceted program that not only drives change for the better on a broad scale but addresses the needs within our individual markets. Together, First Interstate and the Foundation have donated more than \$55 million to the communities we have served throughout the Bank's 50+ year history.

Recognizing that nonprofits rely on volunteer labor to carry out their important missions, the Foundation also provides a volunteer matching program to encourage employees to get involved. Employees who volunteer at least 10 hours in a calendar year qualify for volunteer match. The benefiting nonprofit receives \$10 per hour for the employee's time.

In 2009 the Foundation launched our Neighbors Feeding Neighbors Program. Each First Interstate employee and Director of the Board who donates to a nonprofit with an established food program is eligible to receive a double match for their dollars and time during the third quarter of each year. The program has raised more than \$1.5 million since inception. Volunteer efforts include serving at soup kitchens, hosting meals at branches, serving lunch at senior centers, and helping prepare and deliver meals.

One of the ways we support our local organizations is through our annual companywide volunteer day. On September 13th, 1,821 employees throughout our footprint volunteered 6,423 hours back to our communities. Over 230 non-profit organizations were involved with a monetary value of \$179,848. Locally we had 144 employees volunteer a total of 576 hours servicing 18 Nonprofit Organizations.

Giving back to the places we call home is engrained in who First Interstate Bank is and will continue to be. We are proud to serve the communities we live in and stand by our core values that reflect the work we do every day in and out of the bank. We look forward to our 2024 companywide volunteer day, slated for September 11th.

“People and organizations are not known by what they say, but by what they do”.
-Homer Scott, Sr., Founder First Interstate Bank, Inc

Customer Service Philosophy

First Interstate strives to provide customized banking services uniquely tailored to your needs. We work tirelessly to stay informed of industry information and issues that may impact you. To accomplish this, we provide a relationship team whose objective is to thoroughly understand you and your business. The Bank implements a customer centric philosophy in all phases of its delivery and has a business strategy that focuses on delivering the best in banking for the financial well-being of our customers, communities and shareholders. This strategy is implemented by combining outstanding service, competitive financial products, local expertise and a strong commitment to technology applied for the benefit and convenience of our customers.

First Interstate Bank offers a full range of financial services to its business and consumer customers, including cash management, online banking, commercial lending, residential mortgage, wealth management services, and a full array of consumer banking products. At First Interstate Bank, we believe our differentiating factor is our method of product and service delivery. We have the resources to offer competitive treasury and cash management products on par with the industry and those of large banks; yet deliver those products through a relationship team that is experienced, local, and intimately familiar with the unique needs of each of our customers.

First Interstate takes great pride in making sure that we deliver a premium banking service tailored to the needs of the City. Our understanding of the public sector helps us stay “in front of the curve” in order to offer solutions to improve your operating efficiencies.

SECTION II: RELATIONSHIP TEAM

First Interstate Bank has a dedicated relationship management team directly responsible for managing and facilitating the banking relationship for the City. Team members include:

Aaron Schofield, Sunriver Branch Manager

Aaron Schofield has been with First Interstate Bank for over 10 years. He graduated in 1998 from JCC with an AAS in Accounting and started his professional career with Jefferson County as a staff accountant. He left the county and became a General Manager for Carrolls Corporation for 15 years. Aaron serves on many boards including the Sunriver Chamber of Commerce board, La Pine Chamber of Commerce board and La Pine Parks and Recreation Foundation board. He is currently serving as the president of the Sunriver/ La Pine Rotary club. Through his board support he believes it helps better our community and grow our local businesses. Aaron and his wife Sarah have a great passion for helping build our community through business development and support. Aaron is a New York native who moved to Central Oregon more than 10 years ago. Aaron and his family reside in Sunriver.

Janelle Barker, Senior Treasury Solutions Officer

Janelle brings 20 years in banking knowledge and experience working for both national and community banks in retail and treasury management. She advises and consults on treasury management and deposit services for commercial, municipal and nonprofit clients throughout Oregon. Her primary responsibility is ensuring that communication, product and service quality, and account and fee structure are being handled in a way that meets the needs of the City. As an active community member, Janelle serves as the board secretary for CASA of Central Oregon board, volunteers as a reader for the SMART program as well as volunteers her time with Backpacks for Bend, Sunriver Share & Care and The Giving Plate.

Natalie Robbins, Aimee Potter & Breal Ross, Treasury Delivery Specialist

Natalie, Aimee and Breal are our locally based Treasury Delivery Specialist team and available to handle all of the City's day-to-day needs. They provide support to our Greater Oregon team, consisting of Central Oregon, the Gorge, Southern Oregon, and the Eugene markets. As operational support members of our team, their responsibilities are focused primarily on implementation of cash management products, client trainings and support in our online platforms, and supporting their Treasury Solutions Officers on a daily basis.

Section III: References

First Interstate Bank is proud to offer both experience and commitment to serving the public sector. We have a history of working in partnership with our local and regional municipalities to develop and deliver effective financial products and services.

We invite you to confirm our experience and service quality with any of our references listed below:

City of Bend
Sharon Wojda
Chief Financial Officer
541.693.2158

Central Oregon Intergovernmental Council
Michelle Williams
Finance Director
541.504.3303

City of Madras
Rose Vanderschaegen
Interim Finance Director
541.475.2344

Redmond School District
Kathy Steinert
Finance Manager
541.923.8927

Section IV: Banking Accounts

First Interstate has the ability to establish and maintain a variety of different deposit accounts. Our options include, but are not limited to: Analyzed Checking Accounts, Zero Balance Accounts, Target Balance Accounts, and Money Markets.

First Interstate is pleased to offer the following to the City:

- Analyzed Checking account with an Earnings Credit Rate (ECR) of 0.40%
- A \$2,000 conversion credit
- Fee free Cashier's Checks

First Interstate is committed to providing competitive interest rates on depository accounts and will meet with the City as needed, to ensure that we are providing an advantageous account structure given current market conditions.

Section V: Analysis Estimate and Pricing

First Interstate is proud to offer the City an earnings credit rate of 0.40% along with competitive per product analysis fees. Below is an estimate based on provided activity and balances from the City with First Interstate pricing. We are committed to earning your business and will complete annual relationship reviews to ensure First Interstate is meeting the expectations of the City.



Business Account Analysis Estimate*

EARNINGS CREDIT SUMMARY

Days of Average Balance	31
ECR (Earnings Credit Rate for Investable Balance)	0.4000%
NCR (Rate for Negative Available Balance) - Prime +4%	7.25%
Average Ledger Balance	\$1,687,120.14
Average Float	\$0.00
Average Available Balance	\$1,687,120.14
Less Legal Reserve at 10%	\$168,712.01
Investable Balance	\$1,518,408.13
Earnings based on:	\$1,518,408.13
At NCR/ECR	0.4000%
Earnings Credit for Investable Balance	\$515.84

Activity Description	No of Units	Cost per Unit	Total Cost	Balance Required For Service
<u>DEPOSIT SERVICES</u>				
Monthly Maintenance	1	15.000	\$15.00	\$49,054
Checks (paid)	42	0.150	\$6.30	\$20,603
ACH Debit/Credits	89	0.120	\$10.68	\$34,927
Credits (deposits made)	5	0.200	\$1.00	\$3,270
Transit (items deposited)	249	0.150	\$37.35	\$122,145
Return- Redeposit	1	1.000	\$1.00	\$3,270
Stop Payment	0	17.000	\$0.00	\$0
<u>GENERAL BANKING SERVICES</u>				
Official Check	0	5.000	\$0.00	\$0
<u>CASH MANAGEMENT PRODUCTS</u>				
ACH Originating File	4	5.000	\$20.00	\$65,406
ACH Originating Item	17	0.120	\$2.04	\$6,671
ACH Monthly Maintenance	1	15.000	\$15.00	\$49,054
Internal Account Transfer fee/ per transfer	0	0.100	\$0.00	\$0
<u>REMOTE DEPOSIT</u>				
Monthly Maintenance	1	50.000	\$50.00	\$163,514
Deposits made	11	0.120	\$1.32	\$4,317
Total of Activity Charges & Balances Required			\$159.69	\$522,231

ESTIMATED ACCOUNT ANALYSIS SUMMARY

Total Depository Services	\$159.69
Earnings Credits for Period	\$515.84
Total of Activity Charges and Credits	-
<small>(Charge indicated by positive value, Excess indicated by negative value)</small>	-\$356.15

* This analysis is an example only. Per item volumes and service charges will vary monthly.
Balance Earnings is equal to: Net Available Balance x ECR/365 x Days In Month (aka Earnings Credit)
Small variance in Earnings Credit Allowance may occur due to rounding

Member FDIC

Section VI: Cash Management Products

Treasury Banking Suite

First Interstate Bank offers comprehensive Cash Management services to business customers through our Treasury Banking Suite online platform, referred to as TBS. This service allows authorized representatives from the City to access accounts any time, day or night.

Treasury Banking Suite offers the following:

- Fully customizable user access and security controls.
- Review balance, account information and account transactions.
- Review current and prior day balances.
- View front and back images of checks written.
- View deposit slips and checks deposited in each deposit made.
- Retrieve 12 months of statements.
- Create one-time or recurring internal and external fund transfers.
- Originate ACH Disbursement and Collection files.
- Send domestic and international wires.
- Create stop payments.
- Download file of account activity - Balance Reporting.

First Interstate's Treasury Banking Suite is easy to use, and we will provide hands-on system training to all of the City's staff at their convenience.

Each employee requiring banking access will be provided his or her own access credentials granting permission to only the accounts or transaction ability necessary. Each online user's profile can be customized for specific accounts, internal transfers, ACH and wire submission. Furthermore, administration capabilities give the City the ability to make user changes as needed for segregation of duties. The Senior Administrator online user role is controlled by the bank.

Mobile Banking

First Interstate Bank is pleased to offer Mobile Phone banking for your alternative banking needs. First Interstate offers mobile cash management needs with both ACH and Wire approval capabilities from your mobile device.

Automated Clearinghouse Capabilities (ACH)

First Interstate can facilitate both ACH credit and debit transactions through Treasury Banking Suite. The ACH module supports origination of business-to-business and business-to-consumer transactions, as well as more common applications such as direct deposit of payroll. In addition to direct deposit for payroll, First Interstate can also support tax payments, payments to vendors and suppliers, and collection of funds via ACH. First Interstate accepts NACHA compliant files, should the City prefer to use their own systems to generate ACH files.

Cutoff time

First Interstate's ACH cutoff for next day settlement is 4:30 PM PST. First Interstate offers the ability to process same day ACH. In order to meet same day ACH settlement, the City would need to process by 11:45 AM PST.

Approval process

Initiating and approving ACH transactions is a simple process via Treasury Banking Suite. The City will have the option to create templates directly in our system or upload a NACHA compliant file generated by your software. Once your file is uploaded, you can review the file for accuracy, and approve when confirmed.

Dual Control

Treasury Banking Suite has the ability to implement dual controls for both ACH and Wires. This functionality allows one user to submit and another user to approve payments, regardless if the user has the ability to both submit and approve. This functionality is controlled by the bank and ensures dual-control processes are in place. During transition, your implementation team will train all staff regarding user rights and responsibilities within Treasury Banking Suite.

Wire Transfers

First Interstate facilitates wire origination through the Federal Reserve Bank System, via Treasury Banking Suite. The wire module supports origination of both one-time and recurring wires. An approved user will create a wire, either by using an existing template or by creating a new template. The user will then approve and submit, or if Dual Control is in place, notify an authorized approver to approve and then submit the wire. The City will be able to assign user rights and dual roles for each user based on desired roles.

The City will receive an email notification at the time of an incoming wire transfer. The information provided in the incoming wire notification is the OMAD, IMAD, Sender, Additional Funds Transfer Information, Beneficiary, Reference for Beneficiary, Originator to Beneficiary Information, and Bank to Bank Information. A sample incoming wire transfer notice will be provided to the City upon request.

Cutoff Times

Wires received before 3:00pm PST will be posted the same day. Wires received after 3:00pm PST will be posted the next business day. A wire can be cancelled or modified prior to submission to the Federal Reserve for processing.

If the online system is not available, First Interstate offers the ability to process paper wires through the branch.

Remote Deposit Capture

First Interstate offers Remote Deposit scanning of deposits comprised of checks. Remote Deposit allows for same day credit of deposits until 6:00pm PST and does not require the use of a deposit slip. If the City does not own their scanner, First Interstate has options for the City to purchase a scanner. Funds deposited through Remote Deposit are considered collected and are available same business day. Benefits include:

- Same-day credit on deposits made prior to 6pm PST improving funds availability.
- Virtual endorsement - checks are endorsed electronically.
- Reduces risk of fraud - accelerates check clearing, enhancing the collection process.
- Eliminates daily trips to the bank - make deposits directly from your business location.

Positive Pay

Positive Pay is a fraud protection tool offered to our Treasury Banking Suite clients. In its simplest form, it is a service that matches the date, check number, payee and dollar amount of each check presented for payment against a check issued file provided by the City. All components must match, or it will be considered an exception item. Positive Payee's capabilities will allow the City to view scanned images of exception checks through the Positive Pay System.

First Interstate accepts Positive Payee check data online and from files created via accounting software. First Interstate will work with the City to ensure files created through your accounting software are easily accepted. Positive Pay service options include:

- Traditional Check Positive Pay - based on micr-line data (date, check number, check amount.)
- Payee Positive Pay - traditional check positive pay, plus verifying the payee on the check image matches the payee from the City's issued check file.

How it Works

As a Positive Pay customer, you provide an issued check file every time you issue checks. Each day the bank compares your file of issued checks to the checks that are presented for payment. Any items that are presented that do not match the check number, dollar amount, payee and date from your issued check file are listed on an exception report on a daily basis. The next day at 7:00a.m. PST, through the Positive Pay system you will have access to decide whether to "pay" or "return" each exception item. Issued checks shall be in the system prior to a presentment at the Bank. Checks are available in the teller system once the issued checks are uploaded/entered into the positive payee system.

Positive Pay Reporting

First Interstate's Positive Pay system provides extensive reporting capabilities on a daily basis to include Outstanding Issued Items, Paid Items, Stale Dated Items and ACH Items. Exception Management reporting includes the ability to view daily exception items online to make the pay/return decision, select a return reason (if applicable) and optionally enter notes. In addition, front and back images of exception items are readily accessible. Voided checks can be input into our Positive Pay system.

Exception notices

Exception notices are delivered via email or text and provide a detailed listing of any exceptions encountered. The City can choose to "pay" or "return" each exception.

Daily cutoff for clearing exceptions

The City is responsible for viewing and working the report by no later than 12:00pm PST. If a decision is not made by 12:00pm PST, the item will be returned.

File access

Through our Positive Pay system, the City will have the capability to access and download a list of paid items from the Positive Pay system. The City will also have the capability to upload a single check or a complete check file, depending on your business needs, at any given time.

ACH Positive Pay

First Interstate can offer the City an ACH transaction management tool that encompasses ACH positive pay. The system is a powerful fraud prevention tool focused on the transaction management needs of our corporate clients to include public entities.

The nightly account reconciliation process automatically generates alerts if ACH exceptions require a pay or return decision. This would enable the City to make such decisions. A robust browser interface eliminates the need to install software on the City workstations.

Electronic Payment Authorizations are implemented utilizing our ACH Positive Pay. The City can control outgoing ACH debits to an account by preauthorizing those debits through a 10-digit ACH Company ID number. This protects against unauthorized or erroneous ACH entries.

Reporting

Balance Reporting

Our TBS platform offers Balance Reporting. Balance Reporting is a report driven by transaction code. First Interstate can create and deliver reporting based on all transaction types or narrow them down to a specific transaction type. The report is customizable by the City and can be delivered once a day in the morning with prior day information. These reports can be pulled manually or set to auto deliver via email or FTP. Current formats include PDF, CSV, QBO and BAI.

Bank Statements

The standard bank statement is mailed within 5 business days from the end of the month. It includes serial sorted images of all checks, front and back. Bank statements are available online the day following the last day of the month. Since imaged check replacements now carry the same legal ramifications as paper check items under Check 21, First Interstate no longer offers month end delivery of checks. All checks are imaged and retained for 7 years.

Account Analysis Statements

First Interstate Bank can provide you with monthly account analysis reports within 15 days of month end for the prior month. The Analysis statements are also available online through TBS.

Section VII: Transition, Supplies, Annual Reviews

Transition Plan

The City's implementation team will be led by your primary Relationship Manager who will meet with your team to develop a transition plan that best suits your needs. The relationship team will be available to provide on-site assistance and training throughout the onboarding experience. **For the first 3 months we will monitor and waive all normal account maintenance fees.** This will allow us to monitor your activities and make any adjustments needed to ensure that we have the right suite of products, services and pricing in place.

For the transition, we can be on-site assisting with the account opening process which includes reviewing any special account circumstances or needs, such as electronic transactions that will require change. Our team will be working "behind the scenes" at the bank to make sure the entire process is running smoothly. The Central Oregon Treasury

Solutions Team has extensive experience in transitioning business banking relationships to First Interstate Bank. We will work extremely hard to foresee and eliminate any difficulty during the transition.

During the transition, internal meetings will be held as needed in which all key staff and operations departments will discuss and implement the transition. We will also schedule time to provide on-site training to your team for our Treasury Banking Suite online system and any other banking services. First Interstate Bank will have all accounts open, permanent supplies in your hand, and all training completed prior to your transition date.

Supplies

First Interstate is pleased to provide a conversion credit of \$2,000 to be used towards your banking supplies: including checks, deposit tickets and endorsement stamps.

All supplies will initially be delivered to First Interstate Bank for our team to proof for accuracy, reviewing the account name and account number to ensure they are correct. The same day we receive the supplies we will hand deliver them to your office.

Ongoing Review

As the banking needs of the City evolve, we may recommend different terms and structures for your long-term operating/investment funds. First Interstate Bank strives to continually be aware of changes in your organization and the industry. We ask that you advise us of any material changes that will affect your banking relationship so that we can ensure we are meeting your financial needs.

We provide all of our clients a comprehensive annual review. This review includes meeting with the staff to review services, pricing, account access and recommended changes, if any.

Summary

Our philosophy is to partner with our clients as a trusted advisor throughout the lifecycles of your business. We acknowledge the impact that both of our organizations have on the community. Hence, we will strive to truly understand the interworking of your organization as well as your industry. We will be there for you as a partner when you need us. As the City evolves and changes throughout the business cycles, we will be there for you to meet your needs through deposit relationships, lending opportunities and as a resource for alternatives when needed.

First Interstate Bank looks forward to continuing our dialogue with the City. We believe the local aspect of our two organizations sync well, and our hope is we can proceed with a financial and community partnership with the City of La Pine.



CITY OF LA PINE

STAFF REPORT

Meeting Date: February 14, 2024

TO: City Council

FROM: Ashley Ivans, Finance Director *Ashley Ivans*

SUBJECT: Election of Council President

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <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:

Section 9 of the City Charter requires the election of a Council President at the first meeting of each year. The Council President presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties. The City’s current Council President is Cathi Van Damme.

Please decide amongst yourselves who the best person for this position is. A motion is required to complete this process.

Recommended motion:

“I move that we appoint [councilor] as Council President.”



CITY OF LA PINE

STAFF REPORT

Meeting Date: February 14, 2024

TO: City Council

FROM: Ashley Ivans, Finance Director *Ashley Ivans*

SUBJECT: Appointment of Budget Officer & Budget Calendar Discussion

<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:

Councilmembers:

As you are aware March is when the City’s budget process formally begins. From now until June staff will be preparing the budget by gathering information and looking at historical data regarding the City’s finances.

Attached to this memorandum is the budget calendar. I will go over in detail what some of these items are, how they affect the City Council, and how they may differ from prior years.

February – The City Council will need to appoint the Budget Officer. A formal motion is recommended at the end of this Memorandum.

April – The City Council will need to appoint the Budget Committee members. This may be only a quorum of yourselves; however, it would be beneficial to find 5 more **City Residents** that would be interested in participating in this process. There is information on the City’s website about joining the Budget Committee. If you know someone who is interested, please send them my way and I would be happy to discuss this commitment with them.

Staff will be preparing advertisements for the Budget Meetings during the month of April as well. There are very specific rules around publishing notices for the Budget Committee Meetings that are outlined as a part of the Oregon Local Budget law. There is nothing the Council needs to do to accommodate these notices, however, it is helpful that you are aware of this process.

May – During the second week of May the City will host 3 meetings to accommodate the approval of the budget. The first meeting will be for members of the public that intend to request community sponsorships. We have received sponsorship requests from some local event organizers. I have been in communication with requestors throughout the year, letting them know the City’s new process. If you know of other events or entities that would

like to request sponsorship, please send them my way and I can go over this process with them.

Once all of the presentations have been completed, the budget committee and staff will review these sponsorships as a whole, and determine which ones should be budgeted for in FY 23-24. We will have this discussion on the 9th after all the presentations are completed. If need be, decisions for sponsorships can be tabled to the evening of the 10th, prior to the Public Hearing being held.

The May 8th public hearing is a formality in order to receive State Shared Revenues. The City receives between \$150,000 and \$200,000 in state shared revenues that are credited to the General Fund and about \$150,000 in State Gas Funds revenue. This income is crucial to many parts of the City's General and Street Fund operations. Prior to the hearing, which is expected to be very brief, we will go through the Budget. This is where the Committee has the opportunity to make recommendations they have regarding the budget. Ideally, we would approve the budget this same evening. However, we have slated another evening, May 9th, to meet again if it is needed.

June – In June the City Council will adopt the budget as approved and make appropriations by resolution. This will be a brief as well.

My door is always open to comments and concerns about this process. I understand that it is lengthy, however, my experience has been that it is relatively painless.

Motion Recommendation: I move that we appoint Ashley Ivans as Budget Officer for the FY2024-25 budget.



Budget Calendar Fiscal Year 2024-2025

Appoint Budget Officer	March 13, 2024
Appoint Budget Committee	April 10, 2024
Publish 1 st Notice of Budget Committee Meeting And Public Hearing for Comments from Public (Bend Bulletin)	April 17, 2024
Publish 2 nd Notice of Budget Committee Meeting And Public Hearing for Use of State Revenue Sharing (Website Only)	April 24, 2024
Budget Message and Budget Committee Meeting Community Sponsorship Presentations	May 7, 2024 5:30 p.m.
2 rd Budget Committee Meeting and Public Hearing For Use of State Revenue Sharing	May 8, 2024 5:30 p.m.
3 rd Budget Committee Meeting and Public Hearing (<i>Only If Necessary</i>)	May 9, 2024 5:30 p.m.
Publish Notice of Budget Hearing (Bend Bulletin)	May 15, 2024
Budget Hearing & Adoption of the Budget Make Appropriations, Impose and Categorize Taxes (City Council)	June 12, 2024 5:30 p.m.
Budget Officer:	Ashley Ivans, Assistant City Manager / Finance Director
Finance Staff:	Geoff Wullschlager, Amanda Metcalf and Tina Kemp
Budget Committee:	Daniel Richer, Cathi VanDamme, Courtney Ignazzito, Mike Shields, and Karen Morse



CITY OF LA PINE

STAFF REPORT

MEETING DATE: February 14, 2024
TO: City Council
FROM: Brent Bybee, Principal Planner
SUBJECT: Zoning Permit - Residential Development

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

Staff recently reviewed the code, specifically the applicability standards of Zoning Permits.

Discussion

For consideration, a Zoning Permit is a Type I ministerial decision. Sec. 15.202.010(B)(1) states the following:

- 1. Type I procedure (ministerial staff review with no notice). Type I decisions are made by the city planning official, or his or her designee, without public notice and without a public hearing. A Type I procedure is used in applying city standards and criteria that do not require the use of discretion (i.e., there are clear and objective standards). The city planning official may elect to process a Type I application under a Type II procedure.*

When reviewing the Criteria for Zoning Permits (Zoning Checklist), in Chapter 15.308, Sec. 15.308.010 requires the following:

Sec. 15.308.010. - Applicability.

A zoning checklist shall be required for any of the following (except where otherwise indicated in this Development Code):

- A. Commencing a use, changing a use or intensity of use, or extending or displacing the use of any building, structure, and/or land in the city.*
- B. Construction, erection, enlargement, reconstruction, or structural alteration of any single-family dwelling (including placement of a mobile or manufactured home on a property), duplex, or accessory dwelling unit and any other structure accessory to a residential use that requires a building permit.*

Currently, this criteria is not being enforced, and has not been enforced in the past. The criteria clearly requires all residential development to be reviewed through the Type I Zoning Permit procedures prior to applying for building permits. Currently, residential development is only applied for with the Deschutes County Building Department, with Planning Staff reviewing the permits for consistency with the City Code prior to Certificate of Occupancy.

Issues with this procedure in the past have occurred. There have been instances in the past where residential development occurred, and the building permits were approved by staff, but the development as constructed did not meet the development standards for the zoning. As a result, the owner sought a variance, which resulted in the need for a code amendment, and has required a large amount of staff time to rectify at the cost of the City.

Before discussing options moving forward, a factor to take into consideration is the Advance Planning Fee that the County Building Department collects when new building permits are applied for. That fee is then distributed to the City. The fee is calculated at a rate of 0.34% of the building valuation. For instance, if a home was valued at \$368,590.00, the Advance Planning Fee would equate to \$1,253.00. This fee essentially covers City Staff's time required for Building Permit review, and other long range planning work. Currently, the cost of a Zoning Permit with the City is \$500.00.

Moving forward, staff has been strategizing how to address this discovery. Staff has been taking into account the concerns about development potentially being constructed out of compliance with the code, while also acknowledging that the county is already assessing a fee to cover our additional time.

Staff Recommendation

Based on those factors, Staff recommends the initialization of requiring a Zoning Permit application in line with the requirements of our code. Staff would work over the coming months prior to a new fee schedule being adopted to message the requirement to the Building Department, as well as contractors in the area. Once a new fee schedule is adopted this coming summer, Staff would include an updated fee to reflect the cost of a residential Zoning Permit. Since this review will likely require less staff time than what is required for commercial development, and taking into account the Advance Planning Fee, the cost of the fee may equate to less than \$500.00.

No formal motion is required on the part of the City Council. The topic is open for discussion and any direction you may have.