



# CITY OF SILETZ

## AGENDA

**Meeting:** City Council Regular  
**Date:** Monday, March 25, 2024  
**Time:** 5:30 PM  
**Location:** Council Chambers, City Hall

1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER
3. ROLL CALL
4. CHANGES OR ADDITIONS TO THE AGENDA
5. CONSENT AGENDA
  - Minutes: February Regular Meeting February 26, 2024,  
March Work-Session March 11, 2024
  - Accounts Payable and Financial Report February 2024
6. PUBLIC COMMENTS
7. PUBLIC HEARINGS
8. PRESENTATIONS
9. ORDINANCES AND RESOLUTIONS
  - A. Resolution 724-24- A Resolution Establishing A Community Development Workgroup
10. REPORTS OF OFFICERS, BOARDS, OR STANDING COMMITTEES
  - Parks, Library, Fire Department, County Sheriff's Office (LCSO), Homeless Advisory, Staff Report

## 11. UNFINISHED BUSINESS

A. Draft Utilities Rate Study- Final Report

## 12. NEW BUSINESS

A. Issuance of City Business Licenses

## 13. CORRESPONDENCE

- Siletz Fire District Open House & Preparedness Fair Invite
- DEQ Rethink Recycling Webinar

## 14. COUNCIL COMMENTS

## 15. ADJOURNMENT

*To Participate by Zoom:*

To Join Zoom from Your Computer, Tablet, or Smartphone:

<https://zoom.us/j/96748522522?pwd=dVpPUVlIWFlmb29rdkpXVk5JWk5Pdz09>

Meeting ID: 967 4852 2522

Passcode: 921837

To Join Zoom from Your Phone: (346)-248-7799

Meeting ID: 967 4852 2522

Passcode: 921837

# Changes Or Additions to The Agenda

# Consent Agenda

Siletz City Council  
Regular Meeting  
Monday, February 26, 2024, 5:30 PM  
Siletz City Hall

1. Pledge of Allegiance

Mayor Worman led the Pledge of Allegiance.

2. Call to Order

Mayor Worman called the meeting to order and establish a quorum.

3. Roll Call

Present: Mayor Worman, T. Retasket, S. Trachsel, W. Smith  
Absent- Excused: J. Whitehead  
Staff: City Recorder B. Chestler, Public Works Lead D. Viar

4. Changes or Additions to the Agenda

No changes or additions were made to the agenda. A council member inquired about discussing the planning committee but agreed to place it on the March agenda.

5. Consent Agenda

The Consent Agenda, including the January Regular Meeting, February Work-Session, Accounts Payable, and Financial Report for January, was approved.

**Motion 1:** Trachsel moved to approve the consent agenda. Retasket seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 1 passed

Ayes: All were in favor

6. Public Comments

An opportunity was given for public comment, with no comments being made.

7. Public Hearings

There were no public hearings scheduled for the meeting.

8. Presentations

A. Evacuation Assembly Point (EAP) Introduction & Site Survey - Councilor Trachsel

Councilor Trachsel presented information about the establishment of an Evacuation Assembly Point (EAP) and associated training for evacuations in case of major catastrophes. A summary report that detailed the assembly point meeting held earlier was provided. Discussions included details about the equipment provided and the role and preparations of the council in the event of emergencies. Public participation in upcoming workshops and exercises was encouraged.

## 9. Ordinances and Resolutions

### A. Resolution 722-24-A Resolution of the City of Siletz Declaring a Need to Surplus City “Personal Property”

**Motion 2:** Trachsel moved to approve Resolution 722-24-A Resolution of the City of Siletz Declaring a Need to Surplus City “Personal Property”. Retasket seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 2 passed

Ayes: All were in favor

### B. Resolution 723-24-A Resolution in Support of the Five-Year Strategic Plan of the Lincoln County, Oregon Homelessness Advisory Board

The council considered a resolution to support the Lincoln County Homelessness Advisory Board's five-year strategic plan as would affect Siletz. After a discussion about its implications, strategic goals, and involvement of city personnel in initial conversations about housing collaboration, the resolution was moved for approval.

**Motion 3:** Retasket moved to approve Resolution 723-24-A Resolution in Support of the Five-Year Strategic Plan of the Lincoln County, Oregon Homelessness Advisory Board. Smith seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 3 passed

Ayes: All were in favor

## 10. Reports of Officers, Boards, or Standing Committees

- Parks

Councilor Retasket provided updates about the events and activities planned, including a discussion on seeking funding for mature trees for parks through a grant application. Requested was that staff provide estimates for labor and equipment costs for in-kind contributions.

- Library

Carol from the Siletz Library reported on activities and initiatives at the library, including the planning for the Summer Reading Program, evaluating the children's collection, and recent successful fundraising events such as the library's birthday party.

- Fire Department

Fire Chief Dave Lapof provided an update on various issues, including evacuation routing, power generation capabilities for emergencies, and the effort to recruit more volunteers.

- County Sheriff's Office (LCSO)

There was no representative from the sheriff's office present at the meeting.

- Homeless Advisory Board

Councilor Trachsel reported on the completion of the point-in-time count and the doubling of counted individuals this year, which will help in increasing funding. The discussion also involved housing and community development coordination.

- Staff Report

Public Works Lead D. Viar reported an increase in productivity and improvements. It was also reported that the city received a payout for damaged equipment, and decisions on whether to replace the equipment or make alternative arrangements were discussed. Discussed was that the new public works employee is looking at putting a new roof on the old jail.

City Recorder B. Chestler reported that she spoke with the auditor and the 2021 audit is done and they will be at the March 25<sup>th</sup> council meeting to present. Also reported that Steve Donovan will be at the March 11<sup>th</sup> Workshop meeting to go over the data for the rate study.

It was also reported that the city received an offer for the damaged backhoe, and decisions on whether to replace the equipment or make alternative arrangements were discussed.

## 11. UNFINISHED BUSINESS

### A. Siletz Fire District Lease Agreement

The Siletz Fire District Lease Agreement was discussed with the need for a survey to draw exact lot lines being emphasized. There was also a discussion of terms and conditions including the importance of securing legal property descriptions and understanding the implications of the agreement renewal process.

## 12. New Business

### A. HB 4002 - Letter of Commitment to Senator Lieber & Representative Kropf

The council discussed the merits and implications of supporting House Bill 4002, which involves the reassessment of Measure 110 associated with decriminalization aspects. The council decided to defer action on this item until a clearer understanding was achieved. The Mayor committed to investigating the details of HB 4002 and reporting back to the council.

### B. Appointment of Budget Officer

**Motion 4:** Trachsel moved to appoint the city recorder B. Chestler as the budget officer. Smith seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 4 passed  
Ayes: All were in favor

### C. Munibit Website

Consideration of transitioning to a new website platform was presented, with an emphasis on the need for improved user experience and compatibility with existing online bill payment functions. Council requested staff to look deeper into issues and further investigate into the new platform option.

## 13. Correspondence

There was no correspondence reported.

## 14. Council Comments

Smith: No comments.

Trachsel: No comments.

Retasket: Reported on the issue of nuisance dogs in her neighborhood and if that is something the code enforcement officer can deal with.

Mayor: Reported that he has contact information for someone with cedar planks to rebuild the city hall sign. He requested that D. Viar reach out to that person for the cedar planks.



15. Adjournment

Retasket moved to adjourn the meeting at 7:05 PM.

There being no further business to come before the council, Mayor Worman adjourned the meeting at 7:05 PM.

\_\_\_\_\_  
Mayor Will Worman

ATTEST:

\_\_\_\_\_  
Recording Secretary Makenzee Goodell

City of Siletz  
Work Session  
Monday, March 11, 2024, 5:30 PM  
Siletz City Hall

Present: Mayor Worman, T. Retasket, S. Trachsel, W. Smith, J. Whitehead  
Staff: City Recorder B. Chestler, Public Works Lead D.Viar

1. Mayor Worman called the meeting to order and established a quorum.
2. Mill Park aka Green Thumb Park - Site Concept and Updates on Geotechnical Work - Oregon State Marine Board - Janine Belleque

Representatives from the Oregon State Marine Board discussed the progress and findings related to Mill Park's development. They covered the conducted hydraulic analysis, geotech reports, and the consultation with the Confederated Tribes of the Siletz. The geotechnical report indicated constraints for vehicle parking due to an underlying historical slide, suggesting potential site changes to stabilize the area. The plan includes a more refined upper bench, parking, picnicking areas in the middle bench, and a boat ramp with ADA accessibility at the lower bench. Funding options and community involvement were highlighted, with a strong emphasis on partnerships to support the project.

3. Utilities Rate Study Kickoff Meeting – Donovan Enterprises, Inc.

A comprehensive presentation was given that outlined a rate study plan for sewer and water utilities. The study considered infrastructure, operational costs, and projected a significant increase in sewer rates due to upcoming major project expenses. Strategies to manage rate increases through phased implementation were discussed. It was recommended that the City pursue additional grants and funding sources, such as a Clean Water State Revolving Loan Fund, potentially with principal forgiveness, and other community development grants to mitigate the financial impact on residents.

4. South Valley/Mid Coast Region - Regional Solutions Advisory Committee Report - Wastewater Treatment Plant Upgrade

Discussion occurred regarding funding for the wastewater treatment plant upgrade, specifically the \$3 million funding allocated through the state. The process and urgency of using the grant to avoid the need to return it and the pathways for other potential grant applications were discussed. There was an emphasis on the importance of updating the master plan to be eligible for the funding applications to the Department of Environmental Quality.

5. Re-establishing Planning Commission

There was considerable discussion weighing the pros and cons of re-establishing a planning commission versus creating a round table or community development committee for the purpose of city planning and visioning strategies. The consensus leaned towards starting with a less formal

committee that could engage broader community input and organize ideas for city development before moving towards a formal planning commission. It was noted that a planning commission would require substantial training and might lead to increased risk of litigation which could be mitigated with proper structure and oversight. The City Council agreed upon starting a community development committee as opposed to a formal planning commission, with the intent to gather community input and guide development strategies. The details of the committee, including its name and functions, were to be decided in an upcoming meeting.

#### 6. LOC - Upcoming Training - Community Visioning and Strategic Planning

A training event by the League of Oregon Cities was presented, taking place on April 2nd, which might provide valuable insight into community visioning and strategic planning. Discussion was held regarding the potential benefit of attending the training for staff members, although it was noted that available dates might pose a challenge for scheduling. The City Council desires to have staff attend the LOC training on community visioning and strategic planning to gather insights that could benefit the city's development endeavors.

7. The City Council may convene into an Open Session and act on any of the above work session agenda items in accordance with Oregon Public Meetings Laws

The City Council convened into an open session at 7:40 PM.

Mayor Worman called the meeting to order. Roll was called.

Present: Mayor Worman, T. Retasket, S. Trachsel, W. Smith, J. Whitehead  
Staff: City Recorder B. Chestler, Public Works Lead D. Viar

1. The Siletz Valley Friends of the Library requested the City's endorsement for the continuation of a local option levy supporting the Lincoln County Library District. The levy, specifically Measure 21-222, would maintain the current tax without any increase.

**Motion 1:** Retasket moved to support and sign Measure 21-222 on behalf of the city. Smith seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 1 passed  
Ayes: All were in favor

The decision was made in the reconvened open session of the city council with all council members present, and no opposition was noted.

8. Adjournment

Retasket moved to adjourn the meeting at 7:45 PM.

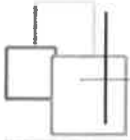
---

Mayor Will Worman

ATTEST:

---

Recording Secretary Makenzee Goodell



# Banking Activity

Reference	Period	Amount	Vendor	Notes
-----------	--------	--------	--------	-------

## 1st Security Bank

### 7001424544 - Main

#### Deposit

Reference Number: Cash Deposit - 3/11/2024 2:31:29 PM Cash Utility Billing Summary Transaction - 3/8/2024 1:48:57 PM	2023-2024 - March	\$1,148.00		
Reference Number: Cash Deposit - 3/11/2024 2:32:25 PM Receipt - 2/29/2024 Kodey River Aradoz for damages to baseball field	2023-2024 - March	\$250.00		Receipting Deposit Vendor
Reference Number: CASH- Deposit - 3/11/2024 2:34:51 PM Cash Utility Billing Summary Transaction - 3/5/2024 11:42:56 AM	2023-2024 - March	\$927.00		Receipting Deposit Vendor
Reference Number: CASH- Deposit - 3/11/2024 2:37:17 PM Utility Billing Summary Transaction - 3/11/2024 10:19:40 AM	2023-2024 - March	\$516.00		Receipting Deposit Vendor
Reference Number: CM Deposit - 3/1/2024 4:21:25 PM Utility Billing Summary Transaction - 2/28/2024 9:37:36 AM	2023-2024 - March	\$483.50		Receipting Deposit Vendor
Reference Number: CM Deposit - 3/1/2024 4:21:53 PM Receipt - 2/27/2024 Kristi Baywa's Food Truck Utility Billing Summary Transaction - 2/27/2024 12:59:39 PM	2023-2024 - March	\$1,001.00		Receipting Deposit Vendor
Reference Number: CM Deposit - 3/1/2024 4:23:08 PM Utility Billing Summary Transaction - 2/28/2024 12:52:48 PM	2023-2024 - March	\$204.00		Receipting Deposit Vendor
Reference Number: CM Deposit - 3/11/2024 2:26:15 PM Utility Billing Summary Transaction - 3/11/2024 10:42:57 AM	2023-2024 - March	\$1,735.50		Receipting Deposit Vendor

Reference	Period	Amount	Vendor	Notes
-----------	--------	--------	--------	-------

**1st Security Bank**  
**7001424544 - Main**  
**Deposit**

Reference Number: CM Deposit - 3/14/2024 3:52:35 PM	2023-2024 - March	\$1,769.00		
Utility Billing Summary Transaction - 3/14/2024 11:39:25 AM		\$1,769.00	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/14/2024 4:07:15 PM	2023-2024 - March	\$3,074.92		
Receipt - 3/14/2024 State of Oregon OLCC Tax		\$878.92	Receipting Deposit Vendor	
Utility Billing Summary Transaction - 3/14/2024 11:20:59 AM		\$2,196.00	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/14/2024 4:16:32 PM	2023-2024 - March	\$11,596.50		
Utility Billing Summary Transaction - 3/14/2024 10:26:25 AM		\$11,596.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/20/2024 8:29:15 AM	2023-2024 - March	\$28,603.20		
Receipt - 3/19/2024 Astound Wavedivision Holdings, LLC		\$106.50	Receipting Deposit Vendor	
Receipt - 3/19/2024 State of Oregon Utility Billing Summary Transaction - 3/19/2024 9:03:26 AM		\$58.20	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/4/2024 10:00:15 AM	2023-2024 - March	\$0.00		
Reference Number: CM Deposit - 3/4/2024 9:59:11 AM	2023-2024 - March	\$100.00		Cleared
Receipt - 2/23/2024 Garden Moth Floristry LLC		\$100.00	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/6/2024 3:51:10 PM	2023-2024 - March	\$2,801.50		
Utility Billing Summary Transaction - 3/5/2024 11:03:51 AM		\$2,801.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/6/2024 3:51:37 PM	2023-2024 - March	\$2,226.00		
Utility Billing Summary Transaction - 3/4/2024 4:21:51 PM		\$2,226.00	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/8/2024 10:13:13 AM	2023-2024 - March	\$1,651.50		
Utility Billing Summary Transaction - 3/7/2024 4:21:46 PM		\$1,651.50	Receipting Deposit Vendor	

Reference	Period	Amount	Vendor	Notes
-----------	--------	--------	--------	-------

**1st Security Bank**  
**7001424544 - Main**  
**Deposit**

Reference Number: CM Deposit - 3/8/2024 10:14:46 AM	2023-2024 - March	\$2,516.50		
Utility Billing Summary Transaction - 3/6/2024 4:19:20 PM		\$2,516.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/8/2024 10:15:33 AM	2023-2024 - March	\$1,206.63		
Receipt - 2/29/2024 US Postal Service- reimbursement of postage money		\$717.63	Receipting Deposit Vendor	
Utility Billing Summary Transaction - 3/5/2024 10:57:55 AM		\$489.00	Receipting Deposit Vendor	
Reference Number: CM Deposit - 3/8/2024 4:47:50 PM	2023-2024 - March	\$1,951.00		
Utility Billing Summary Transaction - 3/8/2024 2:29:18 PM		\$1,951.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 1 2024 9:59PM Visa/MC/EFT/DSC )	2023-2024 - March	\$1,696.50		
Invoice Cloud Summary Transaction - ( Mar 1 2024 9:59PM Visa/MC/EFT/DSC )		\$1,696.50	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 2 2024 9:59PM Visa/MC/EFT/DSC )	2023-2024 - March	\$246.00		
Invoice Cloud Summary Transaction - ( Mar 2 2024 9:59PM Visa/MC/EFT/DSC )		\$246.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 3 2024 9:59PM Visa/MC/EFT/DSC )	2023-2024 - March	\$111.00		
Invoice Cloud Summary Transaction - ( Mar 3 2024 9:59PM Visa/MC/EFT/DSC )		\$111.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 4 2024 9:59PM Visa/MC/EFT/DSC )	2023-2024 - March	\$1,100.00		
Invoice Cloud Summary Transaction - ( Mar 4 2024 9:59PM Visa/MC/EFT/DSC )		\$1,100.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 5 2024 9:59PM Visa/MC/EFT/DSC )	2023-2024 - March	\$608.50		
Invoice Cloud Summary Transaction - ( Mar 5 2024 9:59PM Visa/MC/EFT/DSC )		\$608.50	Receipting Deposit Vendor	

Reference	Period	Amount	Vendor	Notes
-----------	--------	--------	--------	-------

**1st Security Bank**  
**7001424544 - Main**

**Deposit**

Reference Number: IC - ( Mar 6 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$81.00		
Invoice Cloud Summary Transaction - ( Mar 6 2024 9:59PM Visa/MC/EFT/DSC )		\$81.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 7 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$731.50		
Invoice Cloud Summary Transaction - ( Mar 7 2024 9:59PM Visa/MC/EFT/DSC )		\$731.50	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 8 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$1,079.58		
Invoice Cloud Summary Transaction - ( Mar 8 2024 9:59PM Visa/MC/EFT/DSC )		\$1,079.58	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 9 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$91.50		
Invoice Cloud Summary Transaction - ( Mar 9 2024 9:59PM Visa/MC/EFT/DSC )		\$91.50	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 10 2024 2023-2024 - March 9:59PM Amex )		\$52.50		
Invoice Cloud Summary Transaction - ( Mar 10 2024 9:59PM Amex )		\$52.50	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 10 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$4,611.00		
Invoice Cloud Summary Transaction - ( Mar 10 2024 9:59PM Visa/MC/EFT/DSC )		\$4,611.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 11 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$982.50		
Invoice Cloud Summary Transaction - ( Mar 11 2024 9:59PM Visa/MC/EFT/DSC )		\$982.50	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 12 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$394.50		
Invoice Cloud Summary Transaction - ( Mar 12 2024 9:59PM Visa/MC/EFT/DSC )		\$394.50	Receipting Deposit Vendor	



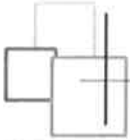
Reference	Period	Amount	Vendor	Notes
-----------	--------	--------	--------	-------

**1st Security Bank**  
**7001424544 - Main**

**Deposit**

Reference Number: IC - ( Mar 13 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$279.50		
Invoice Cloud Summary Transaction - ( Mar 13 2024 9:59PM Visa/MC/EFT/DSC )		\$279.50	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 14 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$50.00		
Invoice Cloud Summary Transaction - ( Mar 14 2024 9:59PM Visa/MC/EFT/DSC )		\$50.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 15 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$220.00		
Invoice Cloud Summary Transaction - ( Mar 15 2024 9:59PM Visa/MC/EFT/DSC )		\$220.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 16 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$180.00		
Invoice Cloud Summary Transaction - ( Mar 16 2024 9:59PM Visa/MC/EFT/DSC )		\$180.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 17 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$52.00		
Invoice Cloud Summary Transaction - ( Mar 17 2024 9:59PM Visa/MC/EFT/DSC )		\$52.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 18 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$719.50		
Invoice Cloud Summary Transaction - ( Mar 18 2024 9:59PM Visa/MC/EFT/DSC )		\$719.50	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 19 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$237.00		
Invoice Cloud Summary Transaction - ( Mar 19 2024 9:59PM Visa/MC/EFT/DSC )		\$237.00	Receipting Deposit Vendor	
Reference Number: IC - ( Mar 20 2024 2023-2024 - March 9:59PM Visa/MC/EFT/DSC )		\$451.50		
Invoice Cloud Summary Transaction - ( Mar 20 2024 9:59PM Visa/MC/EFT/DSC )		\$451.50	Receipting Deposit Vendor	
Total Deposit		\$77,737.33		

Reference	Period	Amount	Vendor	Notes
<b>1st Security Bank</b>				
Total 7001424544 - Main		\$77,737.33		
<b>7777777777 - Petty Cash</b>				
<b>Deposit</b>				
Reference Number: Cash Deposit - 2023-2024 - March 3/8/2024 4:48:03 PM		\$3.25		
Receipt - 3/8/2024 Fax & copy for customer		\$3.25	Receipting Deposit Vendor	
Total Deposit		\$3.25		
Total 7777777777 - Petty Cash		\$3.25		
Total 1st Security Bank		\$77,740.58		
<b>Grand Total</b>		<b>\$77,740.58</b>		



# Banking Activity

Reference	Period	Amount	Vendor	Notes
-----------	--------	--------	--------	-------

**1st Security Bank**  
**7001424544 - Main**

**Check**

Reference Number: 5	2023-2024 - March	\$0.00	Voided	
Reference Number: 17451 Card Ending in 5500	2023-2024 - March	\$83.56	1st Security Bank	
Reference Number: 17452 Invoice - 1VMH-KCYH-43LL	2023-2024 - March	\$125.84	Amazon Capital Services	
Reference Number: 17453 Invoice - 165234	2023-2024 - March	\$67.00	Analytical Labs	
Reference Number: 17454 Accounts: 4000-4013	2023-2024 - March	\$5,460.52	Central Lincoln PUD	
Reference Number: 17455 Account: 503-T41-3615-024B	2023-2024 - March	\$154.65	Century Link/Qwest	
Reference Number: 17456 Account: 0110774	2023-2024 - March	\$320.34	Copeland Lumber Yard	
Reference Number: 17457 01/2024 & 02/2024	2023-2024 - March	\$600.00	Darrel Lockard Consultant LLC	
Reference Number: 17458 Invoice -1572	2023-2024 - March	\$7,175.00	Donovan Enterprises Inc	
Reference Number: 17459 City Contribution for Employee's IRA - 2/29/24	2023-2024 - March	\$1,067.47	Edward Jones	
Reference Number: 17460 Invoice - 13938619	2023-2024 - March	\$243.05	Hach Company	
Reference Number: 17461 Customer#: 0040971909	2023-2024 - March	\$56.64	Konica Minolta Business Solutions	
Reference Number: 17462 Account number: 72600179	2023-2024 - March	\$755.93	Les Schwab Tires	
Reference Number: 17463 Invoice -BA81C2EF-0001	2023-2024 - March	\$981.00	MembershipWare, LLC	
Reference Number: 17464 Account#: 219988-3	2023-2024 - March	\$94.67	NW Natural	

Reference	Period	Amount	Vendor	Notes
-----------	--------	--------	--------	-------

**1st Security Bank**  
**7001424544 - Main**  
**Check**

Reference Number: 17465 Invoice 37307	2023-2024 - March	\$286.60		
Reference Number: 17466 City of Siletz - Membership Dues 2024	2023-2024 - March	\$286.60	Oregon Assoc. of Water Utilities	
		\$75.00		
		\$75.00	Oregon Association for Court Administration	
Reference Number: 17467 Removal of Tractor from River 2/2024	2023-2024 - March	\$1,650.00		
Reference Number: 17468 Invoice - 09-14134 for invoice cloud software	2023-2024 - March	\$1,650.00	Rlatos and Sons	
Reference Number: 17469 Billing date: 03/04/24	2023-2024 - March	\$750.00		
Reference Number: 17470 Invoice - 165498	2023-2024 - March	\$750.00	Vision Municipal Solutions, LLC	
Reference Number: 17471 Acct# 287261137961	2023-2024 - March	\$1,375.00		
Reference Number: 17472 Invoice -ACCT#: 6845	2023-2024 - March	\$1,375.00	West Coast Cronin Clan Co.	
Reference Number: 17473 Acct# 541 444-2128 173B: 444-7299-976B:444-1196	2023-2024 - March	\$249.00	Analytical Labs	
Reference Number: 17474 Invoice - Siletz 2024-0003	2023-2024 - March	\$103.61	AT & T	
Reference Number: 17475 Invoice - 2402-094720	2023-2024 - March	\$103.61	AT & T	
Reference Number: 17476 City Contribution for Employee's IRA 3/15/24	2023-2024 - March	\$8.71	BMO Bank N.A. - Payment	
Reference Number: 17477 Invoice - 1240484-1	2023-2024 - March	\$453.95	Century Link/Qwest	
Reference Number: 17478 Invoice - R22118 Mayor William Worman	2023-2024 - March	\$1,700.00	City of Toledo	
Reference Number: 17479 Invoice - 68877	2023-2024 - March	\$51.50	Copeland Lumber Yard	
Reference Number: 17480 Invoice - JN128519	2023-2024 - March	\$1,079.47	Edward Jones	
Reference Number: 17481 Grantor Nmber: 21839	2023-2024 - March	\$3,471.12	Ferguson Waterworks #3011	
		\$300.00	League of Oregon Cities	
		\$1,292.50	Local Gov't Law Group	
		\$590.23	National Business Solutions	
		\$475.00	Samaritan Occupational Medicine	

Reference	Period	Amount	Vendor	Notes
<b>1st Security Bank</b>				
<b>7001424544 - Main</b>				
<b>Check</b>				
Reference Number: 17482 ACCT#: 100050	2023-2024 - March	\$28.78		
Reference Number: 17483 Invoice - FINV 00292352	2023-2024 - March	\$28.78	Toledo Ace Hardware	
Reference Number: 17484 Invoice - 09-14268	2023-2024 - March	\$305.43	USA Blue Book	
Reference Number: 17485 ACCT#: 2701-1302962-01	2023-2024 - March	\$619.58		
Reference Number: 17486 ACCT#: xxxx-xxxx-5722	2023-2024 - March	\$619.58	Vision Municipal Solutions, LLC	
Reference Number: 17487 Invoice - 30851	2023-2024 - March	\$552.39	WAVE	
		\$242.24		
		\$242.24	BMO Bank N.A. - Payment	
		\$860.00		
		\$860.00	The Dyer Partnership	
Total Check		\$33,705.78		
Total 7001424544 - Main		\$33,705.78		
Total 1st Security Bank		\$33,705.78		
Grand Total		\$33,705.78		

# Revenue

Starting Account Number: 001-0-350-00 Prior Period Adjustment  
 Ending Account Number: 010-0-599-00 Beginning Fund Balance  
 Period: 2023-2024 - February

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Government</b>						
001-0-350-00	Prior Period Adjustment	\$0.00	\$0.00	\$0.00		\$0.00
001-0-400-00	Business License	\$800.00	\$4,130.00	\$3,000.00	137.67%	(\$1,130.00)
001-0-410-00	Liquor Tax	\$6,326.20	\$19,302.66	\$22,000.00	87.74%	\$2,697.34
001-0-420-00	Cigarette Tax	\$186.09	\$731.06	\$650.00	112.47%	(\$81.06)
001-0-430-00	Telephone/Internet Franchise Fees	\$2,960.85	\$3,677.51	\$3,606.00	101.98%	(\$71.51)
001-0-440-00	TV Franchise	\$110.99	\$1,579.85	\$1,500.00	105.32%	(\$79.85)
001-0-450-00	Natural Gas Franchise	\$0.00	\$0.00	\$4,500.00	0.00%	\$4,500.00
001-0-460-00	Property Tax Revenue	\$0.00	\$14,556.31	\$0.00		(\$14,556.31)
001-0-475-00	Sanitary Service Franchise	\$0.00	\$16,316.98	\$20,000.00	81.58%	\$3,683.02
001-0-480-00	Central Lincoln Pud	\$4,568.21	\$27,307.44	\$35,000.00	78.02%	\$7,692.56
001-0-490-00	Marijuana Tax	\$0.00	\$1,282.31	\$1,680.00	76.33%	\$397.69
001-0-500-00	Planning Revenue	\$0.00	\$2,225.00	\$500.00	445.00%	(\$1,725.00)
001-0-510-00	Parks Revenue	\$0.00	\$0.00	\$0.00		\$0.00
001-0-520-00	Interest Income	\$0.00	\$0.00	\$0.00		\$0.00
001-0-540-00	Grants From Other Sources	\$0.00	\$0.00	\$0.00		\$0.00
001-0-560-00	Municipal Court/tickets	\$265.97	\$2,000.85	\$0.00		(\$2,000.85)
001-0-570-00	CC-Bank Fee Revenue	\$0.00	\$0.00	\$0.00		\$0.00
001-0-580-00	Miscellaneous	\$0.00	\$2,489.97	\$1,500.00	166.00%	(\$989.97)
001-0-585-00	Code Violations	\$0.00	\$0.00	\$0.00		\$0.00
001-0-590-00	Transfer In	\$0.00	\$0.00	\$0.00		\$0.00
001-0-592-00	Street Lighting Fee Revenue	\$1,183.50	\$9,265.00	\$11,000.00	84.23%	\$1,735.00
001-0-599-00	Beginning Fund Balance	\$0.00	\$0.00	\$275,220.00	0.00%	\$275,220.00
001-0-600-00	Beginning Balance ARPA FUNDS	\$0.00	\$0.00	\$53,589.00	0.00%	\$53,589.00
001-0-605-00	Beginning Balance-Municipal Court	\$0.00	\$0.00	\$33,300.00	0.00%	\$33,300.00
	<b>Total General Government</b>	<b>\$16,401.81</b>	<b>\$104,864.94</b>	<b>\$467,045.00</b>	<b>22.45%</b>	<b>\$362,180.06</b>
<b>Water Fund</b>						
003-0-500-00	Water Sales	\$42,883.87	\$358,458.17	\$500,000.00	71.69%	\$141,541.83
003-0-510-00	Connection Charges	\$0.00	\$0.00	\$0.00		\$0.00
003-0-530-00	Customer Deposits	(\$126.00)	(\$927.00)	\$550.00	-168.55%	\$1,477.00
003-0-580-00	Miscellaneous	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
003-0-599-00	Beginning Fund Balance	\$0.00	\$0.00	\$1,556,139.00	0.00%	\$1,556,139.00
003-0-601-00	Beginning Water Reserve Fund	\$0.00	\$0.00	\$581,000.00	0.00%	\$581,000.00
003-0-605-00	Beginning Balance SDCs Water	\$0.00	\$0.00	\$22,195.00	0.00%	\$22,195.00
	<b>Total Water Fund</b>	<b>\$42,757.87</b>	<b>\$357,531.17</b>	<b>\$2,660,384.00</b>	<b>13.44%</b>	<b>\$2,302,852.83</b>
<b>Sdwrif</b>						
004-0-520-00	Intrest	\$0.00	\$0.00	\$0.00		\$0.00

Account Number	Title	Period	Fiscal	Balance	% of Total	Balance
004-0-550-00	Transfer	\$0.00	\$20,000.00	\$18,000.00	111.11%	(\$2,000.00)
004-0-599-00	Beginning Fund Balance	\$0.00	\$0.00	\$4,800.00	0.00%	\$4,800.00
<b>Total Sdwrf</b>		<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$22,800.00</b>	<b>87.72%</b>	<b>\$2,800.00</b>
005-0-520-00	Interest Income	\$0.00	\$0.00	\$0.00		\$0.00
005-0-550-00	Transfer	\$0.00	\$0.00	\$0.00		\$0.00
<b>Sewer Fund</b>						
006-0-500-00	Sewer User Charges	\$37,969.13	\$309,010.24	\$400,000.00	77.25%	\$90,989.76
006-0-510-00	Connection Charges	\$0.00	\$0.00	\$0.00		\$0.00
006-0-580-00	Miscellaneous	\$0.00	\$0.00	\$200.00	0.00%	\$200.00
006-0-599-00	Beginning Fund Balance	\$0.00	\$0.00	\$1,915,248.00	0.00%	\$1,915,248.00
006-0-601-00	Beginning Balance-Sewer Reserve	\$0.00	\$0.00	\$248,000.00	0.00%	\$248,000.00
006-0-605-00	Beginning Balance SDCs Sewer	\$0.00	\$0.00	\$40,307.00	0.00%	\$40,307.00
<b>Total Sewer Fund</b>		<b>\$37,969.13</b>	<b>\$309,010.24</b>	<b>\$2,603,755.00</b>	<b>11.87%</b>	<b>\$2,294,744.76</b>
<b>Street Fund</b>						
008-0-500-00	State Gas Tax	\$8,444.34	\$74,992.08	\$99,000.00	75.75%	\$24,007.92
008-0-510-00	Sca Grant	\$0.00	\$0.00	\$250,000.00	0.00%	\$250,000.00
008-0-530-00	Transfer	\$0.00	\$35,000.00	\$35,000.00	100.00%	\$0.00
008-0-599-00	Beginning Fund Balance	\$0.00	\$0.00	\$119,703.00	0.00%	\$119,703.00
008-0-601-00	Beginning Balance Streets Reserves	\$0.00	\$0.00	\$40,000.00	0.00%	\$40,000.00
<b>Total Street Fund</b>		<b>\$8,444.34</b>	<b>\$109,992.08</b>	<b>\$543,703.00</b>	<b>20.23%</b>	<b>\$433,710.92</b>
009-0-520-00	Interest Income	\$0.00	\$0.00	\$0.00		\$0.00
009-0-550-00	Transfer	\$0.00	\$0.00	\$0.00		\$0.00
009-0-599-00	Beginning Fund Balance	\$0.00	\$0.00	\$0.00		\$0.00
<b>Parks and Rec</b>						
010-0-500-00	State Revenue Sharing	\$6,356.22	\$11,502.62	\$14,000.00	82.16%	\$2,497.38
010-0-530-00	Event Fund Raisers	\$0.00	\$5,018.00	\$0.00		(\$5,018.00)
010-0-540-00	Community Donations	\$0.00	\$844.00	\$0.00		(\$844.00)
010-0-560-00	Grants	\$0.00	\$0.00	\$1,200.00	0.00%	\$1,200.00
010-0-599-00	Beginning Fund Balance	\$0.00	\$0.00	\$39,901.00	0.00%	\$39,901.00
<b>Total Parks and Rec</b>		<b>\$6,356.22</b>	<b>\$17,364.62</b>	<b>\$55,101.00</b>	<b>31.51%</b>	<b>\$37,736.38</b>
<b>Grand Totals</b>		<b>\$111,929.37</b>	<b>\$918,763.05</b>	<b>\$6,352,788.00</b>	<b>14.46%</b>	<b>\$5,434,024.95</b>

Revenue

Totals By Fund		Title	Period	Spent	Balance	% Total	Balance
Fund Number							
001-0-000-00		General Government	\$16,401.81	\$104,864.94	\$467,045.00	22.45%	\$362,180.06
003-0-000-00		Water Fund	\$42,757.87	\$357,531.17	\$2,660,384.00	13.44%	\$2,302,852.83
004-0-000-00		Sdwrif	\$0.00	\$20,000.00	\$22,800.00	87.72%	\$2,800.00
005-0-520-00		Interest Income	\$0.00	\$0.00	\$0.00		\$0.00
006-0-000-00		Sewer Fund	\$37,969.13	\$309,010.24	\$2,603,755.00	11.87%	\$2,294,744.76
008-0-000-00		Street Fund	\$8,444.34	\$109,992.08	\$543,703.00	20.23%	\$433,710.92
009-0-520-00		Interest Income	\$0.00	\$0.00	\$0.00		\$0.00
010-0-000-00		Parks and Rec	\$6,356.22	\$17,364.62	\$55,101.00	31.51%	\$37,736.38
		<b>Grand Totals</b>	<b>\$111,929.37</b>	<b>\$918,763.05</b>	<b>\$6,352,788.00</b>	<b>14.46%</b>	<b>\$5,434,024.95</b>

Bank Balances

As of 2/29/24  
 LGIP \$4,527,581.70  
 1<sup>st</sup> Security \$890,875.32  
 Total \$5,418,457.02



# Expenditure Encumbrance

Fiscal: 2023-2024 - February  
 Starting Account Number: 001-1-620-00  
 Ending Account Number: 010-4-980-00

Account Number	Description	Period	Fiscal	Expend.	% of Total	Unexpended	Encumbered	Balance
001-1-620-00	City Recorder	\$2,691.20	\$21,417.60	\$31,684.00	67.60%	\$10,266.40	\$0.00	\$10,266.40
001-1-630-00	Deputy Recorder	\$2,340.90	\$16,495.71	\$21,200.00	77.81%	\$4,704.29	\$0.00	\$4,704.29
001-1-631-00	Temporary Help	\$0.00	\$0.00	\$800.00	0.00%	\$800.00	\$0.00	\$800.00
001-1-640-00	Fica-MC	\$384.95	\$2,900.39	\$5,866.00	49.44%	\$2,965.61	\$0.00	\$2,965.61
001-1-650-00	Self-Unemployment	\$0.00	\$0.00	\$1,920.00	0.00%	\$1,920.00	\$0.00	\$1,920.00
001-1-670-00	Medical/dental Insurance	\$339.84	\$1,334.42	\$147.00	907.77%	(\$1,187.42)	\$0.00	(\$1,187.42)
001-1-671-00	Sep	\$83.24	\$465.98	\$0.00		(\$465.98)	\$0.00	(\$465.98)
001-2-680-00	Office Supplies	\$282.37	\$5,267.30	\$4,500.00	117.05%	(\$767.30)	\$0.00	(\$767.30)
001-2-690-00	Office Equipment Maint/repair	\$0.00	\$3,722.95	\$3,800.00	97.97%	\$77.05	\$0.00	\$77.05
001-2-700-00	Building Maintenance/ Repair	\$268.84	\$2,312.70	\$8,000.00	28.91%	\$5,687.30	\$0.00	\$5,687.30
001-2-710-00	Utilities-Electricity, Heat, Phones	\$904.26	\$7,338.95	\$17,000.00	43.17%	\$9,661.05	\$0.00	\$9,661.05
001-2-730-00	Bank and Accounting Service Fees	\$783.68	\$4,556.46	\$5,000.00	91.13%	\$443.54	\$0.00	\$443.54
001-2-740-00	Street Lights	\$1,853.26	\$14,790.78	\$19,000.00	77.85%	\$4,209.22	\$0.00	\$4,209.22
001-2-750-00	Membership & Dues	\$300.77	\$7,069.11	\$11,600.00	60.94%	\$4,530.89	\$0.00	\$4,530.89
001-2-770-00	Budget & Elections/Publications and Notices	\$0.00	\$200.85	\$1,500.00	13.39%	\$1,299.15	\$0.00	\$1,299.15
001-2-800-00	Travel & Transportation	\$0.00	\$177.71	\$1,500.00	11.85%	\$1,322.29	\$0.00	\$1,322.29
001-2-805-00	Donations	\$0.00	\$4,000.00	\$4,000.00	100.00%	\$0.00	\$0.00	\$0.00
001-2-810-00	Personnel Training	\$0.00	\$795.96	\$5,000.00	15.92%	\$4,204.04	\$0.00	\$4,204.04

General Fund

Account Number	Description	Period	Fiscal	Budget	% of Total	Unexpended	Encumbered	Balance
001-2-815-00	Council Training	\$0.00	\$3,059.07	\$5,000.00	61.18%	\$1,940.93	\$0.00	\$1,940.93
001-2-820-00	Miscellaneous	\$8.71	\$372.92	\$600.00	62.15%	\$227.08	\$0.00	\$227.08
001-2-825-00	Municipal Court Fees	\$760.39	\$760.39	\$33,000.00	2.30%	\$32,239.61	\$0.00	\$32,239.61
001-3-850-00	Engineer	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	\$1,000.00
001-3-860-00	Attorney	\$0.00	\$14,333.57	\$18,000.00	79.63%	\$3,666.43	\$0.00	\$3,666.43
001-3-870-00	Audit	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	\$0.00	\$10,000.00
001-3-875-00	Accounting Services	\$2,100.00	\$17,419.82	\$25,000.00	69.68%	\$7,580.18	\$0.00	\$7,580.18
001-3-880-00	Planning	\$0.00	\$9,760.16	\$12,000.00	81.33%	\$2,239.84	\$0.00	\$2,239.84
001-3-890-00	Insurance	\$0.00	\$14,728.00	\$14,728.00	100.00%	\$0.00	\$0.00	\$0.00
001-3-891-00	Code Enforcement	\$566.66	\$4,533.28	\$11,800.00	38.42%	\$7,266.72	\$0.00	\$7,266.72
001-4-940-00	ARPA Revenue Replacement Funds	\$0.00	\$49,281.25	\$53,589.00	91.96%	\$4,307.75	\$0.00	\$4,307.75
001-5-965-00	Transfer from GF to Streets	\$0.00	\$35,000.00	\$35,000.00	100.00%	\$0.00	\$0.00	\$0.00
001-5-980-00	Contingency	\$0.00	\$0.00	\$50,000.00	0.00%	\$50,000.00	\$0.00	\$50,000.00
<b>WAFER</b>								
<b>003-1-600-00</b>								
	Public Works Lead	\$2,632.50	\$19,922.34	\$24,480.00	81.38%	\$4,557.66	\$0.00	\$4,557.66
003-1-610-00	Utility Worker I	\$4,321.68	\$27,832.92	\$36,000.00	77.31%	\$8,167.08	\$0.00	\$8,167.08
003-1-611-00	Utility Worker II/III/Temp	\$2,168.24	\$22,809.37	\$0.00		(\$22,809.37)	\$0.00	(\$22,809.37)
003-1-612-00	Utility Worker III	\$0.00	\$0.00	\$45,844.00	0.00%	\$45,844.00	\$0.00	\$45,844.00
003-1-613-00	Temporary Help	\$0.00	\$0.00	\$800.00	0.00%	\$800.00	\$0.00	\$800.00
003-1-614-00	Overtime	\$0.00	\$0.00	\$10,609.00	0.00%	\$10,609.00	\$0.00	\$10,609.00
003-1-618-00	Compensated Absences	\$0.00	\$0.00	\$4,832.00	0.00%	\$4,832.00	\$0.00	\$4,832.00
003-1-620-00	City Recorder	\$1,255.90	\$9,994.90	\$14,786.00	67.60%	\$4,791.10	\$0.00	\$4,791.10
003-1-630-00	Deputy Recorder	\$1,755.68	\$12,371.78	\$15,900.00	77.81%	\$3,528.22	\$0.00	\$3,528.22

Account Number	Description	Fiscal Year	Budget	% of Total	Unexpended	Encumbered	Balance
003-4-920-00	Equipment, Tools, Improvements	\$325.75	\$5,000.00	6.52%	\$4,674.25	\$0.00	\$4,674.25
003-4-925-00	SDC-Water	\$0.00	\$22,195.00	0.00%	\$22,195.00	\$0.00	\$22,195.00
003-5-950-00	Transfer to Bond Fund	\$0.00	\$52,800.00	100.00%	\$0.00	\$0.00	\$0.00
003-5-970-00	Transfer to Reserve Funds	\$0.00	\$40,000.00	0.00%	\$40,000.00	\$0.00	\$40,000.00
003-5-975-00	Transfer to SDWR Loan Fund	\$0.00	\$20,000.00	100.00%	\$0.00	\$0.00	\$0.00
003-6-980-00	Contingency	\$0.00	\$100,000.00	250.00%	(\$150,000.00)	\$0.00	(\$150,000.00)
003-6-990-00	Reserved for Future Expenditures	\$0.00	\$581,000.00	0.00%	\$581,000.00	\$0.00	\$581,000.00
	<b>\$53,306.21</b>	<b>\$560,879.00</b>	<b>\$1,437,054.00</b>	<b>39.03%</b>	<b>\$876,175.00</b>	<b>\$0.00</b>	<b>\$876,175.00</b>
004-5-960-00	Sdwrif Principal Payment	\$0.00	\$17,661.00	99.01%	\$174.89	\$0.00	\$174.89
004-5-970-00	Sdwrif Interest Payment	\$0.00	\$2,529.24	107.44%	(\$175.24)	\$0.00	(\$175.24)
004-5-975-00	Unappropriated Fund Balance	\$0.00	\$2,785.00	0.00%	\$2,785.00	\$0.00	\$2,785.00
	<b>SEWER</b>	<b>\$0.00</b>	<b>\$22,800.00</b>	<b>87.79%</b>	<b>\$2,784.65</b>	<b>\$0.00</b>	<b>\$2,784.65</b>
006-1-600-00	Public Works Lead	\$1,462.50	\$24,480.00	52.45%	\$11,639.52	\$0.00	\$11,639.52
006-1-610-00	Utility Worker I	\$2,995.02	\$20,800.00	91.34%	\$1,801.89	\$0.00	\$1,801.89
006-1-611-00	Utility Worker II/III/Temp	\$1,204.58	\$0.00		(\$12,671.91)	\$0.00	(\$12,671.91)
006-1-612-00	Utility Worker III	\$0.00	\$26,488.00	0.00%	\$26,488.00	\$0.00	\$26,488.00
006-1-613-00	Temporary Help	\$0.00	\$800.00	0.00%	\$800.00	\$0.00	\$800.00
006-1-614-00	Overtime	\$0.00	\$11,237.00	0.00%	\$11,237.00	\$0.00	\$11,237.00
006-1-618-00	Compensated Vac-Comp	\$0.00	\$4,832.00	0.00%	\$4,832.00	\$0.00	\$4,832.00
006-1-620-00	City Recorder	\$1,255.90	\$14,786.00	67.60%	\$4,791.10	\$0.00	\$4,791.10
006-1-630-00	Deputy Recorder	\$1,755.68	\$15,900.00	77.81%	\$3,528.22	\$0.00	\$3,528.22
006-1-640-00	Fica-MC	\$609.98	\$11,511.00	43.80%	\$6,469.06	\$0.00	\$6,469.06
006-1-650-00	Salif-Unemployment	\$0.00	\$4,119.00	0.00%	\$4,119.00	\$0.00	\$4,119.00

Account Number	Description	Period	Fiscal	Budget	% of Total	Unexpended	Encumbered	Balance
003-1-640-00	Fica-MC	\$831.86	\$6,992.24	\$14,966.00	46.72%	\$7,973.76	\$0.00	\$7,973.76
003-1-650-00	Self-Unemployment	\$0.00	\$0.00	\$5,352.00	0.00%	\$5,352.00	\$0.00	\$5,352.00
003-1-670-00	Medical/dental	\$2,206.05	\$19,166.96	\$48,994.00	39.12%	\$29,827.04	\$0.00	\$29,827.04
003-1-671-00	Sep	\$609.76	\$3,697.60	\$5,868.00	63.01%	\$2,170.40	\$0.00	\$2,170.40
003-2-680-00	Office/Plant Supplies	\$620.34	\$2,206.33	\$5,000.00	44.13%	\$2,793.67	\$0.00	\$2,793.67
003-2-690-00	Equipment Maint. & Repair-Parts	\$358.66	\$2,776.74	\$32,000.00	8.68%	\$29,223.26	\$0.00	\$29,223.26
003-2-700-00	Bldgs/grounds Maint. & Repair	\$0.00	\$0.00	\$20,700.00	0.00%	\$20,700.00	\$0.00	\$20,700.00
003-2-710-00	Utilities-Electricity,Phone, Heat	\$1,751.35	\$10,759.77	\$25,000.00	43.04%	\$14,240.23	\$0.00	\$14,240.23
003-2-730-00	Chemicals & Supplies	\$658.00	\$6,821.92	\$10,000.00	68.22%	\$3,178.08	\$0.00	\$3,178.08
003-2-740-00	Pipes, Meters & Fittings	\$0.00	\$4,148.70	\$25,000.00	16.59%	\$20,851.30	\$0.00	\$20,851.30
003-2-750-00	Membership & Dues	\$0.00	\$10,929.40	\$10,000.00	109.29%	(\$929.40)	\$0.00	(\$929.40)
003-2-760-00	Small Tools	\$113.74	\$612.44	\$9,000.00	6.80%	\$8,387.56	\$0.00	\$8,387.56
003-2-770-00	Publications & Legal Notices	\$141.78	\$141.78	\$500.00	28.36%	\$358.22	\$0.00	\$358.22
003-2-780-00	Customer Refunds	\$0.00	\$39.06	\$400.00	9.77%	\$360.94	\$0.00	\$360.94
003-2-800-00	Training and Travel	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00	\$0.00	\$5,000.00
003-2-820-00	Miscellaneous	\$64.00	\$288.65	\$1,000.00	28.87%	\$711.35	\$0.00	\$711.35
003-3-850-00	Engineer	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	\$0.00	\$10,000.00
003-3-860-00	Attorney	\$0.00	\$0.00	\$4,500.00	0.00%	\$4,500.00	\$0.00	\$4,500.00
003-3-870-00	Audit	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	\$0.00	\$10,000.00
003-3-890-00	Insurance	\$0.00	\$14,707.00	\$14,428.00	101.93%	(\$279.00)	\$0.00	(\$279.00)
003-3-891-00	Code Enforcement	\$566.67	\$4,533.35	\$5,100.00	88.89%	\$566.65	\$0.00	\$566.65
003-4-900-00	Water Plant Improvements	\$33,250.00	\$57,000.00	\$200,000.00	28.50%	\$143,000.00	\$0.00	\$143,000.00

Account Number	Description	Fiscal	Budget	% of Total	Unexpended	Encumbered	Balance
006-3-940-00	WWTP Facilities	\$0.00	\$16,800.00	0.00%	\$16,800.00	\$0.00	\$16,800.00
006-4-920-00	Equipment, Tools, Improvements	\$0.00	\$0.00		(\$156.37)	\$0.00	(\$156.37)
006-5-950-00	Transfer to Sewer Bond/loan	\$0.00	\$47,111.00	98.70%	\$611.00	\$0.00	\$611.00
006-5-960-00	Transfer to Reserve Funds	\$0.00	\$20,000.00	0.00%	\$20,000.00	\$0.00	\$20,000.00
006-5-980-00	SDC-Sewer	\$0.00	\$40,307.00	0.00%	\$40,307.00	\$0.00	\$40,307.00
006-6-980-00	Contingency	\$0.00	\$500,000.00	50.00%	\$250,000.00	\$0.00	\$250,000.00
006-6-990-00	Reserve for Future Expenditures	\$0.00	\$248,000.00	0.00%	\$248,000.00	\$0.00	\$248,000.00
	<b>\$21,143.73</b>	<b>\$462,463.80</b>	<b>\$1,298,502.00</b>	<b>35.62%</b>	<b>\$836,038.20</b>	<b>\$0.00</b>	<b>\$836,038.20</b>
<b>008-1-600-00</b>	Public Works Lead						
	\$1,755.00	\$12,616.88	\$12,240.00	103.08%	(\$376.88)	\$0.00	(\$376.88)
008-1-610-00	Utility Worker I	\$2,658.34	\$17,094.75	73.68%	\$6,105.25	\$0.00	\$6,105.25
008-1-611-00	Utility Worker II/III/Temp	\$1,445.50	\$0.00		(\$15,206.28)	\$0.00	(\$15,206.28)
008-1-612-00	Utility Worker III	\$0.00	\$29,544.00	0.00%	\$29,544.00	\$0.00	\$29,544.00
008-1-613-00	Temporary Help	\$0.00	\$800.00	0.00%	\$800.00	\$0.00	\$800.00
008-1-620-00	City Recorder	\$777.46	\$9,153.00	67.60%	\$2,965.69	\$0.00	\$2,965.69
008-1-640-00	Fica-MC	\$443.42	\$7,494.00	51.31%	\$3,648.73	\$0.00	\$3,648.73
008-1-650-00	Safe-Unemployment	\$0.00	\$2,680.00	0.00%	\$2,680.00	\$0.00	\$2,680.00
008-1-670-00	Medical/dental Insurance	\$1,300.78	\$27,858.00	41.53%	\$16,287.87	\$0.00	\$16,287.87
008-1-671-00	Sep	\$351.52	\$5,695.00	41.26%	\$3,345.10	\$0.00	\$3,345.10
008-2-770-00	Publications & Memberships	\$0.00	\$0.00		(\$181.25)	\$0.00	(\$181.25)
008-2-800-00	Street Maintenance & Repair	\$784.01	\$4,400.00	26.13%	\$3,250.25	\$0.00	\$3,250.25
008-3-850-00	Engineer	\$0.00	\$5,000.00	0.00%	\$5,000.00	\$0.00	\$5,000.00
008-3-860-00	Attorney	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$0.00	\$1,000.00
008-4-900-00	Sca Grant	\$0.00	\$250,000.00	0.00%	\$250,000.00	\$0.00	\$250,000.00

**STREETS N ROADS**

Account Number	Description	Period	Fiscal	Budget	% of Total	Unexpended	Encumbered	Balance
006-1-670-00	Medical/dental Insurance							
		\$1,338.86	\$11,926.78	\$48,908.00	24.39%	\$36,981.22	\$0.00	\$36,981.22
006-1-671-00	Sep							
		\$402.14	\$2,503.33	\$5,695.00	43.96%	\$3,191.67	\$0.00	\$3,191.67
006-2-680-00	Office/ Plant Supplies							
		\$559.69	\$2,391.13	\$5,000.00	47.82%	\$2,608.87	\$0.00	\$2,608.87
006-2-690-00	Equipment, Maint, Repairs & Parts							
		\$1,090.72	\$14,253.33	\$30,000.00	47.51%	\$15,746.67	\$0.00	\$15,746.67
006-2-700-00	Bldg. & Grounds Maint & Repair							
		\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00	\$0.00	\$3,000.00
006-2-710-00	Utilities-Electrical, Phone, Heat							
		\$2,416.35	\$18,306.92	\$24,000.00	76.28%	\$5,693.08	\$0.00	\$5,693.08
006-2-730-00	Chemicals & Supplies							
		\$0.00	\$2,846.11	\$10,000.00	28.46%	\$7,153.89	\$0.00	\$7,153.89
006-2-740-00	Sewer Line Repairs							
		\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00	\$0.00	\$5,000.00
006-2-750-00	Membership & Dues							
		\$0.00	\$4,722.72	\$5,000.00	94.45%	\$277.28	\$0.00	\$277.28
006-2-760-00	Small Tools							
		\$3.56	\$93.56	\$2,000.00	4.68%	\$1,906.44	\$0.00	\$1,906.44
006-2-780-00	Protective Wear							
		\$113.74	\$612.45	\$3,000.00	20.42%	\$2,387.55	\$0.00	\$2,387.55
006-2-800-00	Travel Expense							
		\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00	\$0.00	\$5,000.00
006-2-810-00	Personnel Training							
		\$0.00	\$1,391.20	\$5,000.00	27.82%	\$3,608.80	\$0.00	\$3,608.80
006-2-815-00	Fuel							
		\$261.34	\$4,236.08	\$6,000.00	70.60%	\$1,763.92	\$0.00	\$1,763.92
006-2-820-00	Miscellaneous							
		\$64.00	\$225.50	\$1,000.00	22.55%	\$774.50	\$0.00	\$774.50
006-3-820-00	Professional Contractual Service							
		\$2,748.00	\$4,398.00	\$30,000.00	14.66%	\$25,602.00	\$0.00	\$25,602.00
006-3-850-00	Engineer							
		\$0.00	\$1,232.50	\$5,000.00	24.65%	\$3,767.50	\$0.00	\$3,767.50
006-3-860-00	Attorney							
		\$0.00	\$0.00	\$4,500.00	0.00%	\$4,500.00	\$0.00	\$4,500.00
006-3-870-00	Audit							
		\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	\$0.00	\$10,000.00
006-3-890-00	Insurance							
		\$0.00	\$17,920.33	\$14,428.00	124.21%	(\$3,492.33)	\$0.00	(\$3,492.33)
006-3-891-00	Code Enforcement							
		\$566.67	\$4,533.37	\$5,100.00	88.89%	\$566.63	\$0.00	\$566.63
006-3-910-00	Equipment, Tools & Improve.							
		\$2,295.00	\$2,295.00	\$63,700.00	3.60%	\$61,405.00	\$0.00	\$61,405.00

Account Number	Description	Fiscal	Est. #	% of Total	Unexpended	Encumbered	Balance
008-4-910-00	Equipment & Tools						
	\$104.95	\$104.95	\$1,750.00	6.00%	\$1,645.05	\$0.00	\$1,645.05
008-4-920-00	Street Improvements						
	\$0.00	\$117,845.18	\$120,203.00	98.04%	\$2,357.82	\$0.00	\$2,357.82
008-4-980-00	Contingency						
	\$0.00	\$0.00	\$2,686.00	0.00%	\$2,686.00	\$0.00	\$2,686.00
008-6-990-00	Reserved for Future Expenditures						
	\$0.00	\$0.00	\$40,000.00	0.00%	\$40,000.00	\$0.00	\$40,000.00
	<b>\$9,620.98</b>	<b>\$188,151.65</b>	<b>\$543,703.00</b>	<b>34.61%</b>	<b>\$355,551.35</b>	<b>\$0.00</b>	<b>\$355,551.35</b>
<b>010-2-070-00</b>	Community Events and Services						
	\$0.00	\$7,461.10	\$12,500.00	59.69%	\$5,038.90	\$0.00	\$5,038.90
010-2-080-00	Community Requested Donations						
	\$0.00	\$1,096.00	\$2,500.00	43.84%	\$1,404.00	\$0.00	\$1,404.00
010-2-700-00	Equipment Maintenance						
	\$194.45	\$541.74	\$2,000.00	27.09%	\$1,458.26	\$0.00	\$1,458.26
010-2-705-00	Park Improvements and Beautification						
	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00	\$0.00	\$3,000.00
010-2-710-00	Chemical Toilets						
	\$0.00	\$1,729.68	\$2,100.00	82.37%	\$370.32	\$0.00	\$370.32
010-2-805-00	Parks And Recreation Bands and Equipment						
	\$0.00	\$1,200.00	\$1,200.00	100.00%	\$0.00	\$0.00	\$0.00
010-2-820-00	Miscellaneous						
	\$0.00	\$429.89	\$1,000.00	42.99%	\$570.11	\$0.00	\$570.11
010-4-900-00	Park Improvements & Maint.						
	\$0.00	\$13,200.00	\$17,000.00	77.65%	\$3,800.00	\$0.00	\$3,800.00
010-4-980-00	Contingency						
	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00	\$0.00	\$5,000.00
	<b>\$194.45</b>	<b>\$25,658.41</b>	<b>\$46,300.00</b>	<b>55.42%</b>	<b>\$20,641.59</b>	<b>\$0.00</b>	<b>\$20,641.59</b>
	<b>\$97,934.44</b>	<b>\$1,499,263.54</b>	<b>\$3,760,593.00</b>	<b>39.87%</b>	<b>\$2,261,329.46</b>	<b>\$0.00</b>	<b>\$2,261,329.46</b>

# PUBLIC COMMENTS



# Ordinances and Resolutions

**Resolution 724-24- A Resolution  
Establishing a Community  
Development Workgroup**

## MEMORANDUM TO COUNCIL

RE: Resolution 724-24- A Resolution Establishing a Community Development Workgroup

Fr: City Recorder/ Admin Assistant

Date: 03/25/24

---

**ISSUE:** This issue was discussed at the work session on March 11<sup>th</sup>. The council discussed the need to re-establish the planning commission.

**HISTORY:** The city does not currently have a planning commission but after discussion at the last work session meeting the council decided it would be a better option to have a Community Development Workgroup in place of the planning commission with the intent to gather community input and guide developmental strategies.

**ACTION:** A motion to approve resolution 724-24 as presented or amended.

**RESOLUTION 724-24**

**A RESOLUTION ESTABLISHING A COMMUNITY DEVELOPMENT WORKGROUP**

**WHEREAS**, the City Council wishes to establish a workgroup focused on community development, that will evaluate and promote the community’s desires on developing trends, needs, and strategic issues relating to bringing beautification and life to the community through establishing parks, activities, and facelifts within the community; and

**WHEREAS**, the purpose of this workgroup will be to establish a vision, explore potential plans, set goals, with priorities on the future development of city parks, streets, and roads, and community events and needs that represent the true spirit of those that live, work, play and call Siletz home; and

**WHEREAS**, the city council is looking for people who are looking to make a difference in their community and its desirability; and

**WHEREAS**, the workgroup will be advisory to the City Council and will give a report and recommendations every quarter.

**NOW THEREFORE BE IT RESOLVED THAT:** The City Council hereby authorizes and forms a Workgroup named “Community Development “.

**BE IT FURTHER RESOLVED:** The establishment of this workgroup will follow the guidelines as established in Exhibit A.

**Adopted and Approved** by the City Council for the City of Siletz and signed by the Mayor this 25<sup>th</sup> day of March 2024

---

Mayor Will Worman

ATTEST:

---

City Recorder

**Working Group “Community Development”**

As part of our local government’s commitment to create an active focused workgroup for the enjoyment and livability of our city, this workgroup is formed with the following intent.

**Mission Statement:**

Dedicated people promoting a desirable, safe, pleasant livability environment within the City of Siletz for all those who work, play, live, and visit our community.

**The group will:**

Discuss and Share ideas for the design and delivery of preliminary concepts for future developments sought by community members for city parks, waterway activities, streets and roads, community accessibility, and community events.

**We are looking for:**

Folks of all backgrounds and ages who have community spirit, and who are visionaries with technical abilities to research and present preliminary design, plans, and goals of a project to the city council. Selection of the workgroup will be by nomination after completing and submitting a letter of interest to this group. The Mayor will make the selection of the group members from the letters of interest.

**Members of the Workgroup and Time Commitment:**

The group should consist of those invested and interested in meeting once a month, with the intent of formulating community-based suggestions and projects the city council can further look to potentially develop. This is a community-based group and those wishing to be part of this group should watch for notices seeking letters of interest to be nominated to be a part of this work group.

## Reports of Officers, Boards, or Standing Committees

Parks,

Library,

Fire Department,

County Sheriff's Office (LCSO),

Homeless Advisory

Staff Report

The regular meeting of the City of Siletz Parks and Recreation Committee was held on January 18, 2024. Counselor Tina Retasket called it to order at 6pm. In attendance were Becky, Kathy, Debby and Lori.

Minutes of the previous meeting were not read.

Discussed Golden Age Prom – It was decided not to have the Prom in February because there would not be enough time to sufficiently plan it and Tina would not be around.

Debby will check with Paul to see if he knows of any musicians who would be available to play for \$600 for two hours.

Becky is in charge of a raffle basket.

Decided to charge \$7.00 for singles and \$10.00 for couples. The money will be put towards the play area on City property near the ball field.

Discussed movie license for City of Siletz. It would be somewhere between \$475 and \$500 per movie showing. Discussed other options.

Discussed committee members picking projects and times for the 2024 year.

Tina provided copies of a grant that was submitted to the Siletz Tribal Charitable Contribution Fund.

- The grant is for two outdoor movies and two outdoor concerts.

Next meeting will be March 5 at 6pm at the City Hall.

Submitted by

Secretary Debby Fawver.

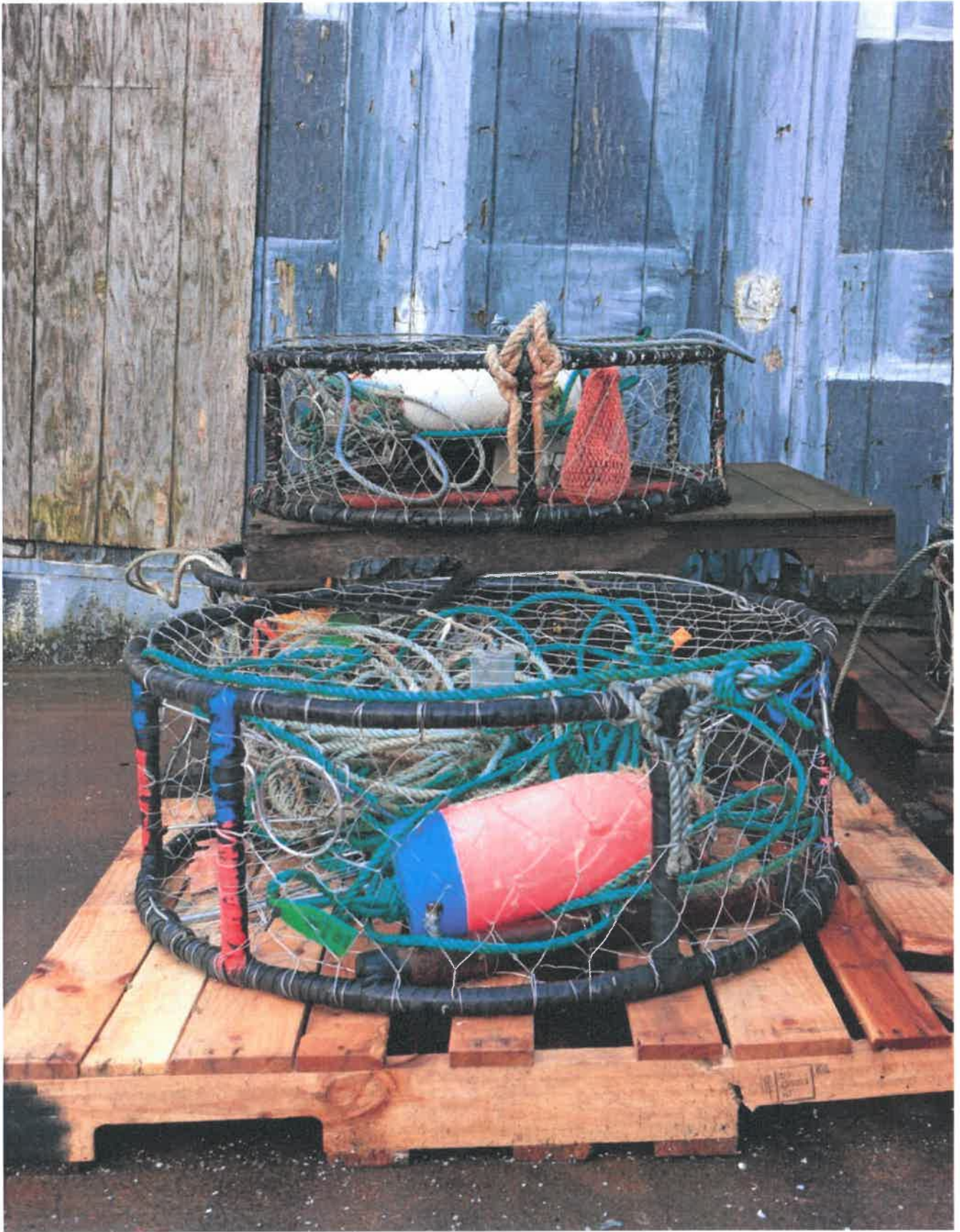


# **Lincoln County, Oregon: Five-Year Strategic Plan to Provide a Regional, Coordinated Homelessness Response**

**March 1, 2024**

**Report prepared by the Lincoln County Homeless Advisory Board (LCHAB), with funds made available through the State of Oregon HB4123**





# Contents

<b>Welcome</b> .....	<b>4</b>
<b>Section 1: Introduction</b> .....	<b>6</b>
Board Representatives (voting members).....	7
Municipality Administrators (non-voting members).....	7
Community Engagement Workgroup.....	8
Finance & Economics Workgroup.....	8
Mental & Physical Health Workgroup.....	8
Service Provision & Policy Workgroup.....	9
<b>Section 2: Background</b> .....	<b>10</b>
<b>Section 3: Research &amp; Analysis</b> .....	<b>13</b>
Overview of Research.....	13
Lived Experience Interviews.....	14
Shelter to Housing Continuum in Lincoln County.....	15
Outreach to Culturally Specific Organizations.....	16
House Bill 5019 Community Plan.....	17
State of Oregon Housing Production Advisory Council.....	18
Annual Point-in-Time Count.....	18
Additional Regional Metrics for Homelessness.....	19
<b>Section 4: Strategic Goals and Objectives</b> .....	<b>20</b>

**Helpful Resource** Common Acronyms Used in Finding and Creating Affordable, Accessible, Integrated Housing (PDF): [https://www.ilru.org/sites/default/files/resources/housing/Housing\\_Acronyms.pdf](https://www.ilru.org/sites/default/files/resources/housing/Housing_Acronyms.pdf)



# Welcome

In late 2021, Lincoln County was notified of pending state legislation related to addressing homelessness throughout Oregon. Having served as a County Commissioner since 2007 and as a member and chair of the Oregon Housing Stability Council, I was eager to expand the capacity of our regional efforts to address homelessness in our county. I immediately coordinated a conversation amongst local stakeholders.

With support from Amanda Cherryholmes, Executive Director of Coastal Support Services, Lincoln County applied to participate in House Bill 4123: Coordinating a homeless response and declaring an emergency.

Lincoln County was selected as one of eight pilot projects and awarded \$1 million to operationalize coordinated offices, anchored by city-county partnerships, to strengthen the county's homeless response.

Elected officials and municipal administrators from Lincoln County and the cities of Depoe Bay, Lincoln City, Newport, Toledo, Waldport, Yachats, The Confederated Tribes of Siletz Indians and Community Services Consortium created an Intergovernmental Agreement. We had two immediate focus areas: the creation of a Five-Year Strategic Plan to guide the work and the establishment of an office to manage the work.

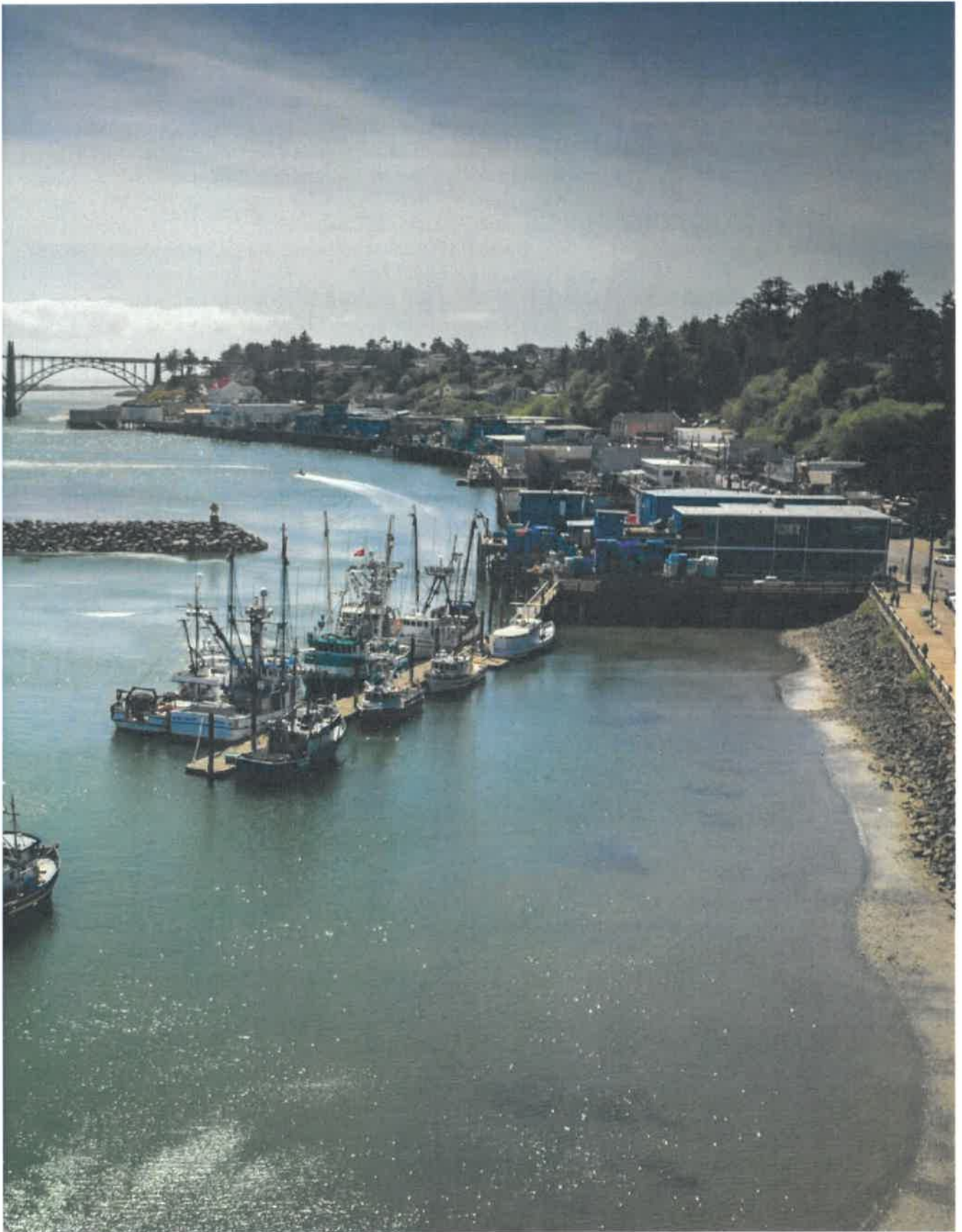
The Lincoln County Homeless Advisory Board (LCHAB) was created and the Housing Authority of Lincoln County was contracted to act as the administrative office. Morant McLeod was hired as the consultant to help develop a five-year strategic plan.

Subcommittees were formed, focus groups and interviews were conducted, research was collected and analyzed, and LCHAB convened monthly to discuss the progress of the work. It has been an amazing experience – often frustrated by the nature of homelessness and our desire to solve an extremely difficult issue.

Our work continues full steam ahead. This report is meant to document the activities of the past year and show where this work is headed. It has been an honor to work with the individuals dedicated to making safe and stable housing a reality for everyone in our community.



Claire Hall  
Lincoln County Commissioner  
Chair, Lincoln County Homeless Advisory Board



# Section 1: Introduction

In response to a statewide homelessness emergency, the 2022 State Legislature passed House Bill 4123. HB 4123 provided grants to local governments and non-profit organizations contingent upon their commitment to several requirements, including the creation of a coordinated homeless response system, the establishment of a dedicated homeless response office, and the development of a five-year strategic plan. Lincoln County applied for and was awarded \$1 million through the HB 4123 pilot program.<sup>1</sup>

The Lincoln County Homeless Advisory Board (LCHAB) is the Lincoln County HB 4123 pilot. LCHAB was formed in partnership with Lincoln County, Oregon, and the cities of Depoe Bay, Lincoln City, Newport, Toledo, Waldport, Yachats, the Confederated Tribes of Siletz Indians, and Community Services Consortium. LCHAB partnered with the consultancy firm Morant McLeod ([www.morantmcleod.com](http://www.morantmcleod.com)) to lead the development of a Five-Year Homeless Strategic Plan aimed at reducing homelessness and the creation of a sustainable navigation center. Additionally, LCHAB contracted the Housing Authority of Lincoln County to coordinate the Homeless Response Office (the Administrative Office).



## Board Representatives (voting members)

Lincoln County: Claire Hall, Commissioner (Chair)  
City of Depoe Bay: Kathy Short, Mayor  
City of Lincoln City: Judy Casper, Council President  
City of Newport: Jan Kaplan, Mayor  
City of Siletz: Susan Trachsel, Council President  
City of Toledo: Rod Cross, Mayor (Vice Chair)  
City of Waldport: Rick Booth, Councilor  
City of Yachats: Ann Stott, Council President (now held by Mary Ellen O'Shaughnessey, Council President)  
Community Services Consortium: Pegge McGuire, Executive Director  
Confederated Tribes of Siletz Indians: Sami Jo Difuntorum, Housing Executive Director (ex officio)

## Municipality Administrators (non-voting members)

Lincoln County: Tim Johnson, County Administrator  
City of Depoe Bay: Kimberly Wollenburg, City Recorder  
City of Lincoln City: Daphnee Legarza, City Manager  
City of Newport: Spencer Nebel, City Manager  
City of Siletz: Barbara Chestler, City Recorder  
City of Toledo: Judy Richter, City Manager (now held by Doug Wiggins, City Manager)  
City of Waldport: Dann Cutter, City Manager  
City of Yachats: Heide Lambert, City Manager (now held by Bobbi Price, City Manager)  
Confederated Tribes of Siletz Indians: Lisa Norton, Chief Administrative Officer

<sup>1</sup> <https://olis.oregonlegislature.gov/liz/2022R1/Downloads/MeasureDocument/HB4123>

Four workgroups were formed to support and inform the Board's efforts. The workgroups had a wide range of participants, including both formal representatives, community members, and service providers.

## **Community Engagement Workgroup**

Recognizing that the community's perception and involvement are integral to resolving homelessness, this workgroup targeted public awareness and involvement.

Workgroup Chair	Robert Barrett, Yachats Community Presbyterian Church, Pastor
Workgroup Member	Dan Butler, Housing Authority of Lincoln County, Asset & Development Manager
Workgroup Member	Judy Casper, City of Lincoln City, Councilor
Workgroup Member	Claire Hall, Lincoln County, Commissioner
Workgroup Member	Greg Holland, City of Waldport, Mayor
Workgroup Member	Cynthia Jacobi, City of Newport, Councilor
Workgroup Member	Nancy Mitchell, Lincoln County Food Share, Executive Director
Workgroup Member	Mary Ellen O'Shaughnessey, City of Yachats, Council President
Workgroup Member	Will Quillian, Oregon Coast Community College
Workgroup Member	Elizabeth Reyes, Family Promise, Executive Director
Workgroup Member	Lucinda Taylor, Habitat for Humanity of Lincoln County, Executive Director
Workgroup Member	Wiley C. Thompson, Oregon State University Extension

## **Finance & Economics Workgroup:**

By investigating the cost of living, job market dynamics, and economic barriers faced by the unhoused population, this group sought to understand the financial realities contributing to homelessness in Lincoln County. The group also researched potential economic opportunities for affordable housing investments.

Workgroup Chair	Rod Cross, City of Toledo, Mayor
Workgroup Member	Jan Kaplan, City of Newport, Mayor
Workgroup Member	Gary Lahman, Community Member
Workgroup Member	Mary Ellen O'Shaughnessey, City of Yachats, Council President
Workgroup Member	Karen Rockwell, Housing Authority of Lincoln County, Executive Director

## **Mental & Physical Health Workgroup**

This workgroup explored the accessibility of mental and physical health services, the prevalence of chronic illnesses among the homeless, and the barriers to obtaining consistent medical care. The workgroup also liaised with local healthcare providers, aiming to devise collaborative solutions to bridge the health service gaps.

Workgroup Chair	Betty Kamikawa, City of Toledo, Council President
Workgroup Member	Keith Barnes, Lincoln County Veterans Services, Veterans Services Officer
Workgroup Member	Amanda Cherryholmes, Coastal Support Services, Executive Director
Workgroup Member	Eva Gonzalez, Housing Authority of Lincoln County, Resident Services Manager
Workgroup Member	Kiera Morgan, Grace Wins Haven, Board President
Workgroup Member	Jayne Romero, Lincoln County Health & Human Services, Executive Director
Workgroup Member	Susan Trachsel, City of Siletz, Council President

## Service Provision & Policy Workgroup

This workgroup operated at the intersection of service delivery and policymaking. They assessed the existing services provided to the homeless, identifying inefficiencies, overlaps, or gaps. Moreover, they worked to understand the legislative landscape and identify areas for policy reform.

Workgroup Chair	Lola Jones, Samaritan House, Executive Director
Workgroup Member	Rick Booth, South Lincoln Resources, Manager
Workgroup Member	Mike Broili, Community Member
Workgroup Member	Robyn Cole, Housing Authority of Lincoln County, Housing Programs Manager
Workgroup Member	Woody Crobar, Lincoln County School District, HELP Coordinator
Workgroup Member	Dina Eldridge, Community Services Consortium, Housing Services Manager
Workgroup Member	Sandi Hollenbeck, Community Member
Workgroup Member	Daphnee Legarza, City of Lincoln City, City Manager
Workgroup Member	Spencer Nebel, City of Newport, City Manager
Workgroup Member	Elizabeth Reyes, Family Promise, Executive Director
Workgroup Member	Kathy Short, City of Depoe Bay, Mayor
Workgroup Member	Sheila Stiley, Northwest Coastal Housing, Executive Director
Workgroup Member	Ann Stott, City of Yachats, Council President
Workgroup Member	Derrick Tokos, City of Newport, Community Development Director







## Section 2: Background

The United States is experiencing a housing crisis. **“In no state, metropolitan area, or county in the U.S. can a worker earning the federal or prevailing state or local minimum wage afford a modest two-bedroom rental home at fair market rent by working a standard 40-hour work week.”**<sup>2</sup>

In Oregon, we are dealing with a massive homelessness situation in addition to housing unaffordability. Oregon has frequently reported the highest rate of unsheltered family homelessness in the nation, and almost six in ten families experiencing homelessness did so outdoors in 2023.<sup>3</sup>

Across the spectrum, the state of housing in Oregon is dire:

- 1 in 6 households spend more than half of their income on housing.<sup>4</sup>
- Nearly 100,000 additional units are needed to fill the shortage of affordable and available households for extremely low-income renters.<sup>5</sup>
- 80% of extremely low income renter households are severely cost burdened, spending more than 50% of their income towards housing.<sup>6</sup>

Our neighbors are struggling to make ends meet, putting a majority of their earnings to housing, forcing cutbacks in other essential spending areas (like transportation, food and health care). While families and individuals are being forced to make hard choices, the number of homeless continues to increase and the “American Dream” of homeownership becomes even more elusive.



In Lincoln County, Oregon, housing affordability is out of reach for a growing number of community members. This is highlighted by the fact that:

- \$58,318 is the median household income.<sup>7</sup>
- 2 out of 5 households are paying more than 50% of their income on rent.<sup>8</sup>
- There were 755 children ages birth to 12th grade who were identified as homeless in Lincoln County during the 2022-2023 school year.<sup>9</sup>
- A minimum wage worker in our community needs to work 70 hours a week to afford a modest one-bedroom rental home at Fair Market Rent.<sup>10</sup>
- In January 2024, the median sold home price was \$465.8K.<sup>11</sup>

<sup>2</sup> National Low Income Housing Coalition. (2023) “Out of Reach: The High Cost of Housing.” pg. 3

<sup>3</sup> U.S. Department of Housing and Urban Development. (2023). “Annual Homelessness Assessment Report to Congress.” pg. 52

<sup>4</sup> Habitat for Humanity. “2023 State of Home Affordability in Oregon.”

[https://www.habitat.org/sites/default/files/documents/2023-Oregon\\_affordability\\_fact\\_sheet-summary.pdf](https://www.habitat.org/sites/default/files/documents/2023-Oregon_affordability_fact_sheet-summary.pdf) (March 10, 2024)

<sup>5</sup> Oregon Housing Alliance. “Local Housing Needs.”

[https://www.oregonhousingalliance.org/wp-content/uploads/2021/02/Lincoln\\_County\\_2020.pdf](https://www.oregonhousingalliance.org/wp-content/uploads/2021/02/Lincoln_County_2020.pdf) (March 10, 2024)

<sup>6</sup> National Low Income Housing Coalition. <https://nlihc.org/housing-needs-by-state/oregon> (March 10, 2024)

<sup>7</sup> United States Census Bureau. “American Community Survey Data.”

<https://www.census.gov/programs-surveys/acs/data/data-via-ftp.html> (March 10, 2024)

<sup>8</sup> Oregon Housing Alliance. “Local Housing Needs.”

[https://www.oregonhousingalliance.org/wp-content/uploads/2021/02/Lincoln\\_County\\_2020.pdf](https://www.oregonhousingalliance.org/wp-content/uploads/2021/02/Lincoln_County_2020.pdf) (March 10, 2024)

<sup>9</sup> Lincoln County School District. McKinney-Vento Act data provided by Woody Crowbar, HELP Coordinator.

<sup>10</sup> Oregon Housing Alliance. “Local Housing Needs.”

[https://www.oregonhousingalliance.org/wp-content/uploads/2021/02/Lincoln\\_County\\_2020.pdf](https://www.oregonhousingalliance.org/wp-content/uploads/2021/02/Lincoln_County_2020.pdf) (March 10, 2024)

<sup>11</sup> [https://www.realtor.com/realstateandhomes-search/Lincoln-County\\_OR/overview](https://www.realtor.com/realstateandhomes-search/Lincoln-County_OR/overview) (March 10, 2024)



# Section 3: Research & Analysis








## Overview of Research

Throughout 2023, there were combined efforts to examine the current situation surrounding homelessness in Lincoln County and to explore the current service delivery systems to support individuals living in dire situations. The following efforts have informed the work of the Lincoln County Homeless Advisory Board.

The strategic consultancy firm Morant McLeod conducted visits to the area service providers and extensive in-person interviews with 37 individuals experiencing homelessness in Lincoln County. During the interviews, researchers listened to a wide range of experiences, capturing diverse perspectives on the challenges faced while being unhoused, including:

- **Personal Stories:** Participants shared their paths into homelessness, their daily challenges, and their interactions with existing support systems.
- **Barriers to Housing:** Many discussed the obstacles they faced in securing stable housing, including financial, bureaucratic, and social barriers.
- **Resource Access:** Insights were gathered on the accessibility and effectiveness of community resources and services currently available.
- **Suggestions for Improvement:** Participants offered their views on what changes could make a tangible difference in their lives.

In addition to the work being undertaken by Morant McLeod, the Administrative Office (held by the Housing Authority) also participated in the data collection. Based on a need to understand what sheltering and housing is currently available in Lincoln County, the Administrative Office developed an overview categorized according to the housing continuum definitions from Housing & Urban Development (see below).

Lincoln County Shelter to Housing Continuum						
						
HOUSELESS	EMERGENCY SHELTER and/or WINTER SHELTER	TRANSITIONAL and/or TRANSFORMATIONAL HOUSING	SUPPORTIVE HOUSING/ PERMANENT SUPPORTIVE HOUSING	AFFORDABLE RENTAL	AFFORDABLE HOME OWNERSHIP	PRIVATE MARKET RENTAL & HOME OWNERSHIP
People who are living in a place not meant for human habitation.	Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.	Provides temporary housing with supportive services to individuals and families experiencing homelessness with the goal of interim stability and support to successfully move to and maintain permanent housing.	Permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability.	Affordable housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.	Affordable homeownership is generally defined as housing on which the occupant is paying no more than 30 percent of gross income towards the purchase of the home.	A market-rate property is a non-subsidized property, for which residents pay market rates.
Definitions from the U.S. Department of Housing and Urban Development (HUD.gov)						

The outcome is a shelter-to-housing continuum guide to illustrate and quantify the different organizations that have shelter beds or housing units. During this process the Administrative Office was able to identify shelter and housing projects that were in the pipeline and ones that might need additional support to reach completion.

The Administrative Office had additional targeted conversations with the Urban League of Portland, Centro De Ayuda, and the Arcoíris Cultural Center to identify barriers to services for diverse populations experiencing homelessness or housing insecurities.

While efforts were being made to inform the strategic plan of the Homeless Advisory Board, another Bill was passed: House Bill 5019. As the Administrative Office for LCHAB, the Housing Authority of Lincoln County took the lead on collecting the information necessary to prepare and present a Community Plan on behalf of Lincoln County. HB 5019 was also in response to the State's declaration of a homelessness emergency, and appropriated money from the General Fund to specified state agencies for certain purposes related to housing. This funding was eventually tied to the formation of a coordinated "Community Plan" to increase shelter and provide rapid rehousing assistance.

Simultaneously, the Executive Director of the Housing Authority of Lincoln County, Karen Rockwell, served on the Governor's Housing Production Advisory Council and its Finance & Land Acquisition workgroups. Executive Director Rockwell's insights from this work was brought to the Lincoln County Homeless Advisory Board and further bolstered the Boards understanding of local issues.

Finally, HUD conducts an annual count of sheltered and unsheltered people experiencing homelessness on a single night in January called the Point in Time (PIT) Count. The Data derived from this count combined with the McKinney Vento school district data served as a valuable source of information for the Lincoln County Homeless Advisory Board.

Additional regional studies informed the process including:

- Lincoln County Housing Strategy Plan (June 2019)
- City of Yachats Housing Needs Analysis (October 2022)
- City of Newport 2022 - 2042 Housing Capacity Analysis (November 2022)
- City of Waldport Housing Needs Analysis (December 2022)

## Lived Experience Interviews

The research from the Morant McLeod focus groups and interviews found support that homelessness has many different contributing factors. In Lincoln County these include job loss, mental health issues, substance abuse, evictions, foreclosures, transition from incarcerations, increasing rents and lack of affordable housing.

According to different estimates, Morant McLeod was able to extrapolate that the size of the unhoused population across Lincoln County is believed to be around 2,000 individuals.<sup>12</sup> 86.5% of those interviewed suffered from one or more serious health concerns. The majority of those interviewed (77.8%) had medical insurance, primarily from Oregon Health Plan.<sup>13</sup>

---

<sup>12</sup> Morant McLeod Economics Group | Lincoln County School District | US Census Bureau, 2021 ACS 5-Year Estimates

<sup>13</sup> Morant McLeod lived experience interviews conducted in 2023

The in-person interviews conducted by Morant McLeod throughout Lincoln County found: On average, unhoused individuals have been without permanent housing for 3 years and 7 months, although others have been without permanent housing for 11 years or more. Others have lost permanent housing. In addition:

**68.6 %**

Percentage of unhoused community **aware of local support services.**

**40.0%**

Percentage of unhoused community **who have received local housing services.**

**48.4%**

Percentage of unhoused community **who have had difficulty receiving local housing services.**

**When asked about their housing goals, individual responses were varied and included:**

*“I want a roof over my head, or maybe a boat, RV, or apartment... anything to get off the streets in the winter.”*

*“I want a space to myself, with a working kitchen and bathroom.”*

*“We want a house to get our kids back.”*

*“Get into a house, back on my feet, and find a full time job... but it’s impossible when you’re camping.”*

*“I would like an apartment or even a shelter. I don't want a homeless camp.”*

## **Shelter to Housing Continuum in Lincoln County**

The Administrative Office did an inventory of existing emergency sheltering and transitional housing options in Lincoln County. These included:

Community Shelter & Resource Center in Newport (emergency winter shelter)	35 beds
Community Shelter & Resource Center in Lincoln City (emergency winter shelter)	14 beds
Helping Hands Hope Center Lincoln City (emergency & transformational)	70 beds
Lincoln County Corrections Youth TIDES (emergency)	12 beds
Lincoln County Parole & Probation (various locations)	36 beds
My Sisters Place (emergency)	5 units
NW Coastal Housing at Coastal Phoenix Rising & Nate’s Place (transformational)	86 units
ReConnections Counseling (various locations)	12 units
Samaritan House (transformational)	11 units
Yachats Community Presbyterian Church Don’s Place (emergency winter shelter)	<u>10 beds</u>

**TOTAL SHELTER/TRANSITIONAL HOUSING**

**296 BEDS/UNITS**

## Outreach to Culturally Specific Organizations

There are two major cultural organizations that predominantly serve the Latino Community: Centro de Ayuda and the Olalla Center affiliate, Arcoiris Cultural. Both organizations are multicultural centers for Latina/o/x, Guatemalans and Indigenous populations in Lincoln County.

In Lincoln County, the predominant community of color is the Latino population. County demographics show that 10% of the population is Latino. Given the large family size of Latino households, they make up approximately 30% of student (pk-12) populations in the area.

Centro de Ayuda provided the Administrative Office with a deeper understanding of the Latino community. Of the individuals served by Centro de Ayuda, there is a notable prevalence of single parent households with women as the head of household. Often the individuals seeking assistance have two or three jobs to make ends meet. The community tends to rely on word of mouth. Anecdotally, they are the subject of discrimination in the community, including in housing, sports and the classroom. Language is often a barrier.<sup>14</sup>

The Administrative Office also had a conversation with the Urban League of Portland prior to their local Community Conversation held in Lincoln City: Housing Access and Mental Health: Exploring the realities of homelessness on the coast. The conversation reiterated the state of housing and lack of affordability. For people of color, discrimination in housing is a major impediment.<sup>15</sup>

Oregon has a complex socio-economic problem of “haves” and “have nots.” According to Anyeley Hallová, Oregon Department of Land Conservation and Development Commission Chair, “It’s shocking how supposedly progressive and forward-thinking we are in this state,” she says, “yet if you look at the numbers, the social inequity is drastic ... So obviously we’re not fulfilling our promise to everyone.”<sup>16</sup>

The State of Oregon has already identified that equity is lacking in its land use laws, and the state and local municipalities have been making great strides in studying and altering those policies that have been restrictive. “Zoning and other related local laws have been used since their inception to exclude Black Americans, immigrants, and other People of Color from white neighborhoods, parks and pools, schools, and, ultimately, from access to wealth, opportunity and safety.”<sup>17</sup>

As a community, we are only at the beginning of this process and equity correction is a constantly evolving process that takes time and intention. In the report *Dismantling Segregationist Land Use Controls* by Assistant Professor at the University of Oregon School of Law, Sarah J. Adams-Schoen, “Good intentions are not enough; we must intervene boldly to change outcomes. ... Dismantling a segregationist land use system embraced by US cities for more than 100 years requires a bold shift in paradigm, a rejection of the concept of compatible uses of land that has been used and continues to be used throughout the United States to exclude Black, Indigenous, and other People of Color from predominantly white neighborhoods and the myriad privileges that attach to residence and homeownership in those neighborhoods.”<sup>18</sup>

---

<sup>14</sup> Conversation with Debra Jones, Centro de Ayuda in person. (February 21, 2023)

<sup>15</sup> Conversation with Crystalyn Black, Urban League of Portland via Zoom. (July 6, 2023)

<sup>16</sup> <https://www.opb.org/article/2022/08/19/oregon-land-use-laws-urban-growth-management-system-portland-conservation/>

<sup>17</sup> Sarah J. Adams-Schoen. (2022) “Dismantling Segregationist Land Use Controls.” pg. 2

<sup>18</sup> *ibid*

## House Bill 5019 Community Plan

Additional information was being collected to inform the LCHAB strategic plan work through the HB 5019 Community Plan survey to direct service providers. The community plan questionnaire completed by service providers engaged in sheltering or services to the unhoused in Lincoln County identified the following as immediate and major barriers to the local communities' efforts to support people experiencing unsheltered homelessness in regaining housing, safety, and stability:



- Housing Affordability
- Emergency Shelter Shortage
- Street Outreach Services
- Affordable Housing Landlord Engagement
- Substance Use Disorder Care and Services
- Mental Health Care and Services
- Rapid Rehousing Projects
- Service Providers – Organizational Capacity
- Service Providers – Staff/Salary
- Service Providers – Specific Expertise
- Medical Care
- Skilled Nursing Facility Care
- Nursing Home Shortage
- Manufactured Housing
- Housing Development
- Flexible System Funding/Costs
- Cleaning or maintenance)
- Housing-focused Case Management
- Housing problem-solving assistance
- Housing Navigation Services
- Tenant-based rental assistance
- Project-based rental assistance
- Rent buy-down
- Reunification transportation assistance
- Flexible emergency funding
- Food security payments
- Operating costs
- Other flexible forms of financial assistance
- Other renovations
- Peer support Services
- Planning and development
- Project management
- Repairing damages
- Room and board payments
- Security deposits
- Service coordination and integration
- Signing bonuses
- Staffing
- Transportation assistance



According to the questionnaire, the following are the five most urgent unmet needs in Lincoln County (in order of importance):

1. Emergency Shelter Shortage
2. Housing Affordability
3. Mental Health Care & Services
4. Street Outreach
5. Housing Navigation Services (tied for 4th)

Additionally, the quantitative data and qualitative community input found that the following have a disproportionately high risk of experiencing unsheltered homelessness:

- Individuals with Severe and Chronic Mental Health Issues
- Individuals with substance use disorders
- Seniors (55+) with medical disabilities

## **State of Oregon Housing Production Advisory Council**

On her first full day in office, Oregon Governor Tina Kotek signed Executive Order 23-04 which set an ambitious housing production goal of 36,000 homes per year and established the Housing Production Advisory Council, a council of experts charged with developing an action plan to meet the new construction targets. The Housing Council was composed of 25 members including the Governor, bipartisan members of the Oregon House and Senate, relevant state agency directors, a Tribal representative, housing developers with expertise in permanent supportive, affordable, and market rate housing, representatives of rural and coastal communities, communities of color, local government representatives, and experts in land use, fair housing, permitting, workforce development, and construction. Two individuals were appointed from Lincoln County: Senator Dick Anderson (R - Lincoln City) and Karen Rockwell, Executive Director of the Housing Authority of Lincoln County. Rockwell was also appointed to the Finance and the Land Availability Workgroups.

The work of HPAC was timely to the concurrent work of HB 4123 and HB 5019, and through the research and subject matter expert testimonies. Rockwell was able to be an advocate for the immediate need in Lincoln County and bring best practices and innovative ideas to the LCHAB efforts. The final report and recommendations are available online at the following link:

[www.oregon.gov/gov/policies/Documents/HPAC%20Final%20Report%20February%202024.pdf](http://www.oregon.gov/gov/policies/Documents/HPAC%20Final%20Report%20February%202024.pdf)

## **Annual Point-in-Time Count**

The Point-in-Time (PIT) count is a HUD required annual count of sheltered and unsheltered people experiencing homelessness on a single night in January. Each count is planned, coordinated, and carried out locally. Historically, Lincoln County has been severely undercounted for multiple reasons including the geographic size of the county, volunteer availability, weather conditions, and distribution of the homeless population. Ultimately, the undercounting leads to a reduction of funds for services. It was also the basis of how the Governor allocated funds for the Executive Order on Homelessness last year, where Lincoln County was one of the lowest funded counties in the State. The 2022 count has the entire county at 133 unsheltered/transitional housing individuals. In 2023, there were 157.<sup>19</sup> As a community, we know based on the current shelter and transitional housing figures that the region far exceeds those numbers.

---

<sup>19</sup> Oregon Housing and Community Services. (January 2024). "2023 Oregon Statewide Homelessness Estimates." pg. 7

## Additional Regional Metrics for Homelessness

LCHAB reviewed additional data: Lincoln County continues to have a large number of unhoused or underhoused youth as seen in the McKinney-Vento year over year counts – with 755 of our community’s youth impacted by housing instability in 2022-2023<sup>20</sup>. According to the recently compiled Shelter to Housing Continuum for Lincoln County, there are currently 118 shelter beds and 100 shelter/transitional housing units for all age groups.<sup>21</sup> The existing beds/units are consistently at maximum capacity with each organization having a waiting list. In addition, the Housing Authority of Lincoln County has a waiting list for the Housing Choice Vouchers of 338<sup>22</sup> individuals. These numbers reinforce what has been anecdotally known for years and validates Morant McLeod’s estimates: the unsheltered population is considerably higher than the point in time count indicates for Lincoln County.



<sup>20</sup> Lincoln County School District. McKinney-Vento Act data provided by Woody Crowbar, HELP Coordinator.

<sup>21</sup> Collected by the Administrative Office of the Lincoln County Homeless Advisory Board. (2023)

<sup>22</sup> Provided by Housing Authority of Lincoln County. (January 22, 2024)



## Section 4: Strategic Goals and Objectives

Based on the knowledge acquired during the research phase of the strategic plan development the board adopted the following mission statement:

**To ensure that every member of our community has access to the resources they need, while also working to prevent the circumstances that lead to homelessness.**

In order to achieve that mission, it set the following strategic goals and objectives:

**Goal #1: LCHAB to remain a permanent body that focuses on homelessness.**

The LCHAB per its current structure/IGA is funded by the HB4123 grant and is staffed through the contract with the Housing Authority of Lincoln County (HALC). The strategy for this goal includes the following:

1. The Administrative Office will identify additional funding beyond the HB4123 grant and determine how to sustain the Board during the operational phase.

**Goal #2: Reduce homelessness to emergency & voluntary levels, utilizing the progression of support model.**

LCHAB is not a direct service provider but it has a critical role in advocacy, information, and education. To reduce homelessness in Lincoln County, financial support is imperative. The strategies for this goal include the following:

2. The Administrative Office will be the local partner to Community Services Consortium (our local Community Action Agency) to coordinate a successful Point in Time count (with the emphasis on the street outreach workers and shared data collection).
3. The Administrative Office will research and apply for opportunities to fund existing service delivery, with a priority given to gap filling projects.
4. The Administrative Office will partner with service providers to implement a Resource Fair for the unhoused community.
5. Through the Service Provider relationships, the Administrative Office will develop a communication strategy for trauma-informed engagement of those with lived experience in cooperation with existing service providers and continue to keep the LCHAB representatives informed of the results of this engagement.

**Goal #3: Coordinate policy and funding efforts at city, county, regional and state levels.**

LCHAB is unique due to its Intergovernmental Agreement and active participation from all the area municipalities and the community action agency. To meet this goal LCHAB must “lean in” to existing relationships. The strategies for this goal include the following:

6. Establish a workgroup consisting of municipality planning and development professionals to identify existing partnership opportunities. See the following article for ideas on what this could look like:  
<https://localhousingsolutions.org/plan/addressing-housing-challenges-on-a-regional-basis/>

7. Identify and apply for sustainable grant opportunities at state, federal, or private to strengthen shelter, transitional, and/or permanent housing support services.
8. Continue to participate in HB4123 and HB5019 convening meetings with regional partners.
9. Invite State-level advocacy organizations to present at future LCHAB meetings to discuss ways the local municipalities can support the ongoing initiatives surrounding their work around housing and homelessness.
10. Partner with the InterCommunity Health Network Coordinated Care Organization (IHN CCo) to fund supportive services positions that are culturally and linguistically appropriate (DST, SHARE, direct contract, etc.).
11. Leverage tri-county continuum of care in pursuit of funding opportunities by facilitating collaborative competitive grant applications with local continuum partners.

**Goal #4: Stand up and support a navigation system, with a priority to use or develop common data/reporting systems to track each network and community needs.**

A navigation system (a comprehensive source of information that the community/service providers can refer to for up-to-date information) is one of the top priorities of the HB4123 grant agreement and was called out as a stand-alone goal in the strategic plan. The strategies for this goal include the following:

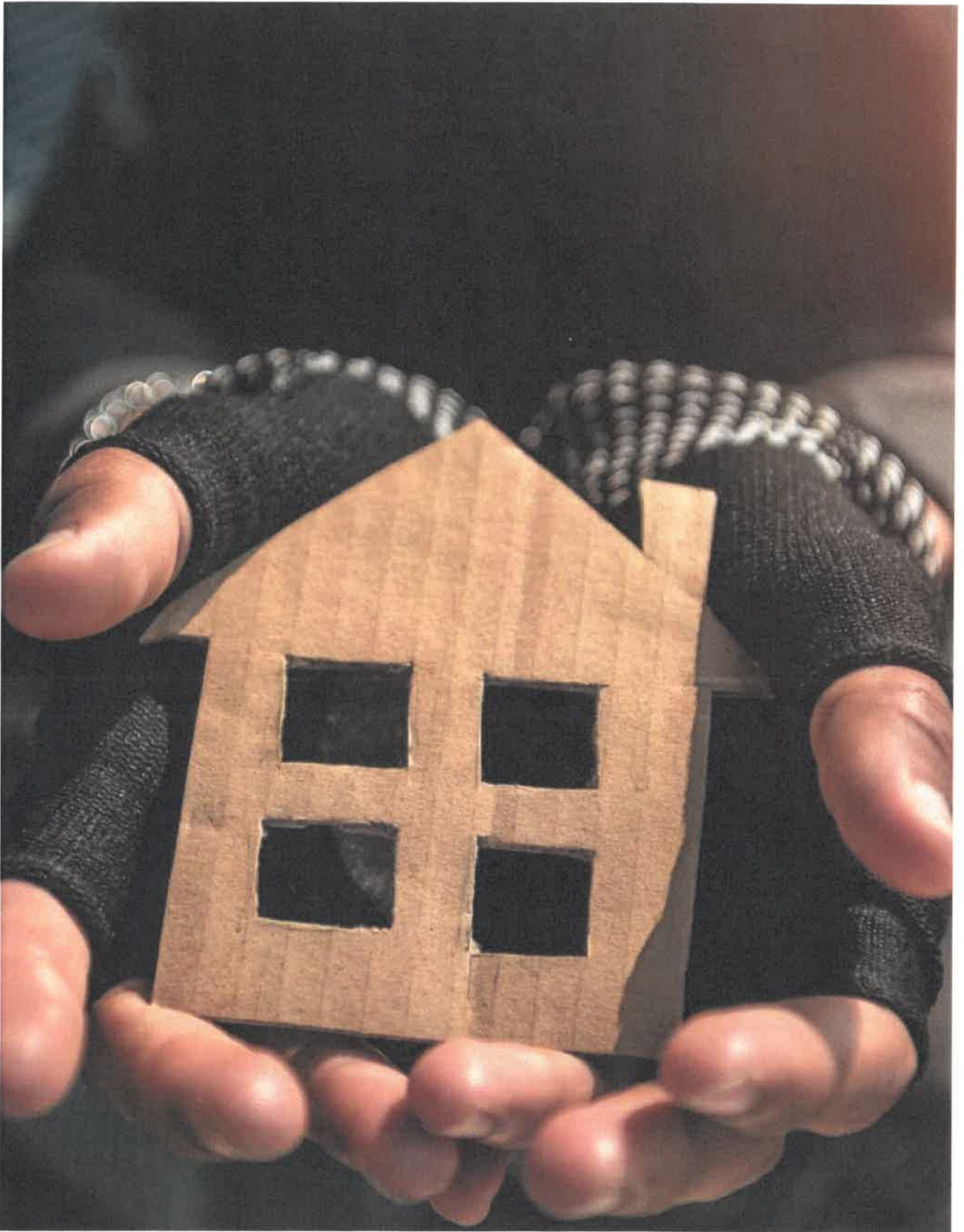
12. The Administrative Office will expand the LCHAB website to include a resource directory of local, regional, and state resources.
13. Establish a Lincoln County Service Integration Program (based on the successful model in the Santiam area and Polk County). The Administrative Office has been meeting over the past several months to develop this concept in partnership with the Santiam Service Integration Coordinator Kim Dwyer.
14. Improve local data collection through expanding the use of HUD, OHCS and IHN CCo approved platforms (HMIS, Shelter Point, Unite Us) by local service providers.

**Goal #5: Integrate local housing, community services, economic development, and transportation efforts to support and provide resources for community organizations.**

Prior to integrating municipal efforts to support/provide resources, the LCHAB needs to be informed on what support those entities are seeking. The Community Plan developed for HB5019 was a good example of a successful approach to data-informed collaboration that was then combined with financial support. The strategy for this goal includes the following:

15. Identify the key gaps in service delivery to assist in strategically aligning funding and programs to those areas. Note: This strategy also aligns with Goal #2, strategy #3.

The adoption of the final recommendations is anticipated to mark a significant step towards a more coordinated and effective response to homelessness in Lincoln County. With the engagement of the cities and the County Board of Commissioners, the plan is poised to translate into targeted actions and policy reforms that will drive meaningful change in the community.





[www.lchab.org](http://www.lchab.org)

# OLD BUSINESS



# Draft Utilities Rate Study- Final Report

## MEMORANDUM TO COUNCIL

RE: Draft Utilities Rate Study Final Report

Fr: City Recorder

Date: 03/25/2055

---

**ISSUE:** The city needs to borrow funds to pay for the rehabilitation of the wastewater treatment plant. To accomplish the goal of getting the rehabilitation done, we needed to look at how we pay for it. This is done through the rates the city charges the customers.

**HISTORY:** The Oregon Department of Environmental Quality regulates the discharges of pollutants to waterways, by issuing federal National Pollutant Discharge Elimination System permits for discharges of wastewater and stormwater. Under this federal NPDES permit program, permits are issued for a five-year term. Last year the NPDES permit was issued to the city that put in place new mandates that we have to meet to stay in compliance to be able to operate the facility. This in turn caused us to need additional upgrades to the system to be able to meet these new requirements. The city currently has a Master Wastewater Facility Plan. This plan was provided to the City by the City's Engineers in 2017. In this plan provided were upgrades needed to keep the system functional and operating optimally. Traditionally what happens is there are costs associated with the upgrades, and this plan is a five-year plan. The city did not do any of the capital improvement projects and just focused on operations and maintenance of the facility. Now we are embarking on playing catch up, and having to meet the new requirements of that NPDES permit mentioned above. This brought about discussions of how we fund such repairs and new requirements. What funds the facilities, are the ratepayers. So it was deemed necessary to analyze the rates our customers were paying. Almost two years later we have our draft of the Rate Study. This rate study sets rates for the next five years. That will also align with the updates required to the Master Plan. Knowing that we need to upgrade and rehabilitate the facility the city will have to incur new debt service. We are currently in negotiations on finding the funds. Some will be grants and some will be legislative funds, some will have to be loans. We have our largest customer paying a proportionate share of this project. The rate study created what their proportionate share was. A separate issue was addressed with this rate study as well. We have two large customers that we only read master meters for. Behind those meters are their consumers, whom they bill and collect from to pay us. Past practices, the city has billed all customers the same base rates. Through negotiations brought about by renegotiating a water/sewer agreement between the City and the Confederated Tribes of the Siletz Indians, it was requested that those billing their customers behind a master meter not be charged for the cost of services involved in reading their meters. There has been an adjustment in this rate study aligning that cost of service and is providing a lower base rate to those customers with master meters.

**ACTION:** No official action is requested at this time, but a review and discussion of this material in preparation of the April 8<sup>th</sup> meeting when the contractor will visit the council again and discuss the Rate Study and answer any questions. Some discussions should occur here regarding out-of-town customers. Resolution 655 the 'Current Water Rates' signed in 2019 attached to this agenda item, states that Outside Residents will be charged twice the amount

that those inside city limits are charged. That is not happening correctly in our billing system. Some are being charged double while others are not. There are currently only 5 people that are paying a double rate when this affects 26 accounts. The current staff does not have a history or cannot find the history of why this has occurred. How this is corrected is, if the council chooses to change the double rate language this will be done when the resolution is written accepting the new rates, according to the rate study. Possibly a good discussion regarding this agenda item is what language do you want to put in place on that outside city limit customers.

Presented by:



April

# 2024

## Utilities Rate Study

Final  
Report

Prepared for:



Donovan Enterprises, Inc.  
9600 SW Oak Street, Suite 335  
Tigard, Oregon 97223-6596  
503.517.0671



# Utilities Rates and Cost of Service Study

## Table of Contents



Executive Summary .....	3
Water.....	3
Wastewater .....	5
Conclusions.....	12
Recommendations .....	13
Neighboring Communities' Utility Rates.....	15
Analysis Section.....	16
Water Rates.....	16
Analysis of Water System Revenue Requirements.....	16
Revenue Requirements Forecast & Results.....	18
Existing Water Rates and Recommended Changes.....	19
Neighboring Communities' Water Rates.....	22
Wastewater Rates.....	23
Analysis of Wastewater System Revenue Requirements.....	23
Revenue Requirements Forecast & Results.....	24
Existing and Recommended Wastewater Rates.....	25
Neighboring Communities' Wastewater Rates.....	27
Rate Study Conclusions and Recommendations.....	28
Conclusions.....	28
Recommendations .....	29
Appendix A – Water Rate Model Output Tables.....	31
Appendix B – March 11, 2024, City Council Rate Study Presentation .....	36

## Executive Summary

The City of Siletz is the sole provider of water and wastewater services to customers within the urban services boundary of the city. Revenues required to fund the delivery of these services are obtained from monthly user fees which are set by the City Council via its City charter authority. This study addresses the revenue required from rates needed to support future operations and maintenance costs for the utilities along with a funding plan for capital needs identified by City Staff and from facilities plans and plan updates.

With the active involvement of City staff, and input from the City Council, twenty-year planning models were developed for this project; however, the focus for the rate study is the five-year near-term forecast of fiscal 2025 through fiscal 2029. These financial models have been reviewed with the City as they were developed and will be provided as a project deliverable enabling the City to make future updates.

The purpose of this study is to develop a cost of service-based methodology that will accurately determine the cost the city incurs to deliver water and wastewater services. The models developed for this project have been populated with budget data for fiscal 2024 along with actual results for fiscal 2023. These models simulated the current service levels (CSL) of the utilities, and sensitivity cases for several funding issues facing the City's utilities. The results of each model run were expressed in terms of the rate impacts on the average single family residential customer's monthly bill for utility services.

On March 11, 2024, the project team presented the base case rate forecasts to the City Council at a work session. Each of these cases contained several unique forecast variables that included capital funding strategies, cash positions at the end of the five-year forecasts, and multiple other dependent variables. After considerable discussion and deliberation, the City Council coalesced on their preferred rate strategy which calls for inflation-based rate increases for water and substantial, above inflation rate increases for wastewater. The anticipated substantial wastewater rate increases are due to the estimated \$11 million investment the city and its partner, the Confederated Tribes of the Siletz Indians (CTSI) will be making over the next three years to retrofit the wastewater treatment plant. The cost of this project is expected to be shared between the City and CTSI at a ratio of roughly 57% City and 43% CTSI. Current planning calls for the City to issue new debt for its share of the cost with CTSI providing funding for its share from their own resources. Because of this bifurcated funding approach, we will be recommending differential wastewater rates for the City and CTSI. We will discuss this bifurcated rate strategy in detail in the body of this report.

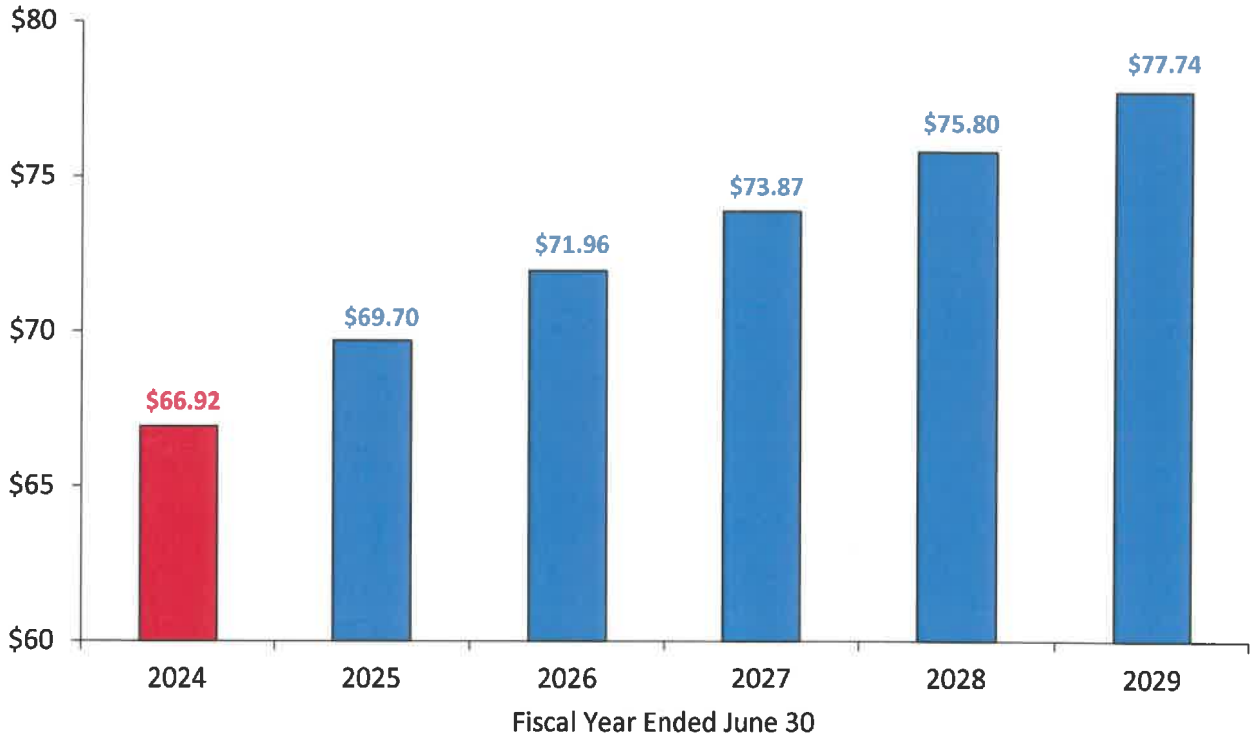
### Water

We recommend the city increase water rates on or near July 1, 2024. After this immediate rate increase, we are projecting annual water system rate increases of about 3% per year, every year over the balance of the five-year water system financial forecast. Our modeling indicates these rate increases will generate sufficient revenues to fund the projected operations, maintenance, and capital improvement requirements of the water system. The base case plan does not anticipate any new borrowings by the city over the five-year forecast horizon. Over the five-year forecast, the city will also spend approximately \$795,000 on other water system capital improvements. These projects will be funded with cash on hand. Our modeling indicates by the end of fiscal 2029, the water fund will have \$2.6 million in cash if all future recommended rate increases are implemented.

The immediate impact on the average single family residential customer is an increase in the water bill of approximately \$2.78 per month. The average single family residential monthly water bill will go from the current amount of \$66.92 to \$69.70. This funding scenario was presented to the City Council at the March 11, 2024, work session. At that meeting, the Councilors in attendance moved to a consensus that the

proposed funding plan was rational and necessary for the city. The five-year forecast of average single-family residential water bill is shown in Figure 1.

Figure 1 - Forecast of Monthly Average Single-Family Residential Water Bills



The complete schedule of projected water rates that results from this funding strategy are shown below in Table 1.

Table 1 - Five Year Forecast of Recommended Water Rates

	Actual	Forecast Fiscal Years Starting July 1				
		2025	2026	2027	2028	2029
<b>Inside City:</b>						
Base charge (monthly per ERU) <sup>1</sup>	\$ 42.00	\$ 42.98	\$ 44.65	\$ 46.04	\$ 47.43	\$ 48.83
Base charge credit for Master Metered Accounts: Monthly per ERU	-	3.52	3.66	3.78	3.89	4.00
Use Charge (\$/kgal)	\$ 5.00	\$ 5.36	\$ 5.48	\$ 5.58	\$ 5.69	\$ 5.80
<b>Outside City:</b>						
Base charge (monthly) <sup>1</sup>	\$ 84.00	\$ 85.96	\$ 89.29	\$ 92.07	\$ 94.86	\$ 97.66
Use Charge (\$/kgal)	\$ 10.00	\$ 10.72	\$ 10.96	\$ 11.17	\$ 11.38	\$ 11.60

<sup>1</sup> The monthly base charge includes the first 1,000 gallons of metered water consumption.

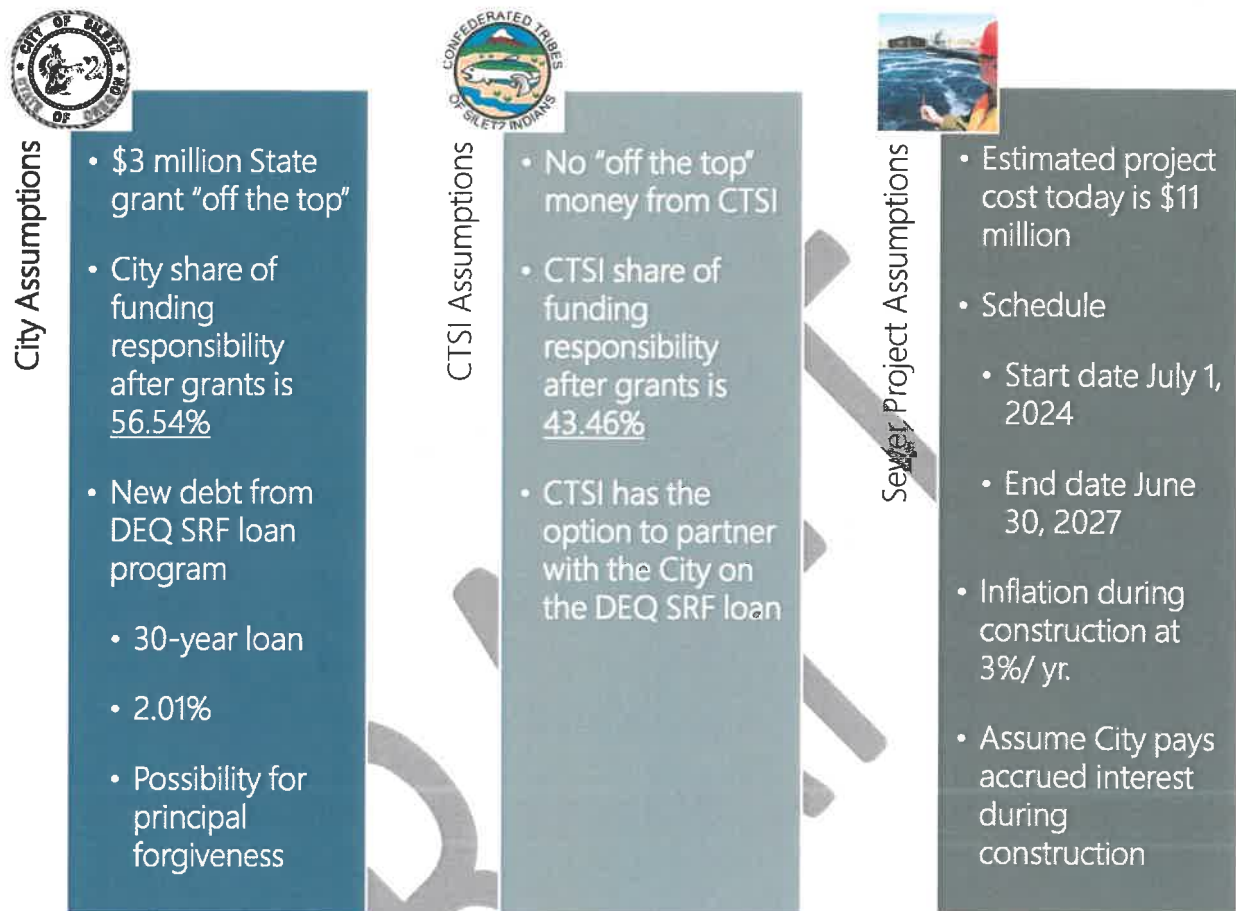
## Wastewater

The city owns and operates the Siletz Wastewater Treatment Plant (WWTP), which was constructed in 1972. The original facility consisted of two lagoons (or oxidation ponds) in series, providing secondary treatment. Previously, only primary treatment was provided when the facility hydraulically overloaded. It was originally designed for a service population of 700 people and provided storage of dry weather flows for four months. As a result of leakage, beginning in 1980, improvements and repairs were made within a brief period while the larger lagoon drained. Two additional repairs were performed in 1982 and 1986. Major improvements were required by DEQ in the late 1980s. The design population had exceeded capacity by 51% and new regulatory rules, at the time, required the City to hold dry weather flow for six months. Furthermore, the lagoons continued to leak. The sewer system has had significant problems with Infiltration and Inflow (I/I) since 1973. The wastewater system evaluation was completed in March of 1988 and the facility plan for upgrade of the plant was completed in June of 1990. Construction of the current facilities began in late 1992 and was completed in 1993.

In November of 2017, the city completed its current wastewater facilities plan. That plan identified numerous deficiencies throughout the wastewater treatment plant process trains. The total estimated costs to correct overall collection and treatment system deficiencies in 2017 was \$6,310,000. Current cost estimates are \$11,000,000. Now the City is in the process of updating the 2017 wastewater facilities plan to clearly identify the costs to retrofit and upgrade the wastewater treatment plant. For this rate analysis, we are working with the \$11 million figure for total cost to retrofit the wastewater treatment plant and to make modest collection system improvements. We have also developed a base case financial forecast that includes the following key planning assumptions shown below in Figure 2.



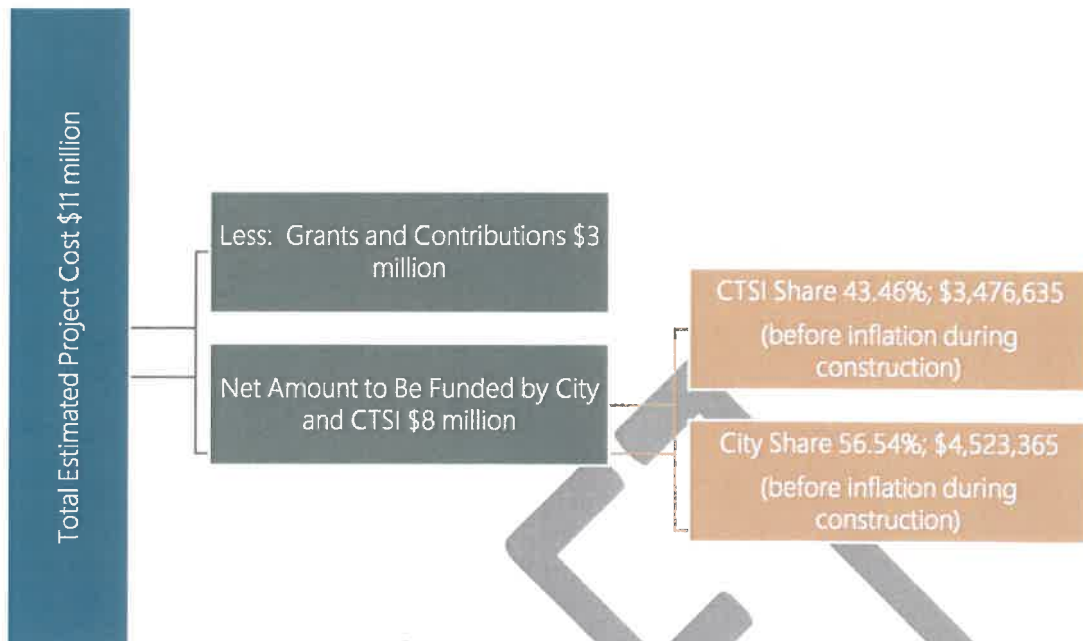
Figure 2 – Key Planning Assumptions for the Funding of Wastewater System Improvements



Our modeling indicates the city will be facing substantial future wastewater rate increases to pay for this project. As discussed above, a critical assumption in this financial analysis is the funding splits between the City and CTSI. The second and equally important planning assumption centers on how the City will fund its share of the capital improvement costs. Our base case assumes the city will secure a 30-year loan from the State of Oregon's Clean Water State Revolving Loan program at an interest rate of 2.01%. All the future debt service (principal and interest) originating from this loan will be borne by City ratepayers. CTSI customers will not be participating in the payment of these future costs. From a future rates perspective, this means the city will have differential wastewater rates going forward; one set of rates for city customers, and one set for CTSI customers.

Itemized below in Figure 3 is the cost sharing profile for this project. A complete breakdown of the derived funding splits is shown in the body of this report.

Figure 3 - Derivation of Funding Responsibilities for the Wastewater Treatment Plant Upgrade Project



We recommend the City chart a financial course for the wastewater system that follows the base case planning scenario. This means the city should increase wastewater rates on or near July 1, 2024. The projected wastewater rates for City and CTSI customers are shown in Figure 4.

We also recommend the city change its billing practice relative to the wastewater volume charge. We recommend the city move to a consumption-based rate (CBR) strategy for its residential customers. Commercial customers can continue to have their volume charges based on actual monthly metered water consumption. Under a CBR methodology, a portion of the wastewater bill is based on how much water a customer uses during the non-irrigation or winter average period, as winter water use is a reasonable estimate of a customer's wastewater discharge to the city's sewer system. A CBR structure enhances the equity of the wastewater rates by relating a portion of an individual's wastewater bill to the actual discharge into the collection and treatment system. When coupled with a service charge per account that continues to assess most wastewater system costs on a fixed monthly basis, a CBR structure generally balances revenue stability and equity objectives. The policy workings of the City's winter average billing methodology for residential accounts would be:

1. Volume will be based on a 6-month winter averaging of water consumption. The winter average period will be defined as the 6-month period starting with the first full billing cycle starting on or after November of each year.
2. Accounts with an average usage of less than 1 kgal of water consumption are automatically assessed at the system average (currently estimated to be 4 kgal per month).
3. Customers may request in writing to have the sewer bill based on actual usage if the property is vacant (transition between tenants, foreclosure, etc.) or consistently averages below 1 kgal per billing cycle over a 12-month period.
4. The assigned average for water consumption may be appealed to the City Administrator, or his/her designee, and could be modified pending a review of the account and findings thereof.

Figure 4 - Forecast of Monthly Wastewater Rates – Monthly Base Charge

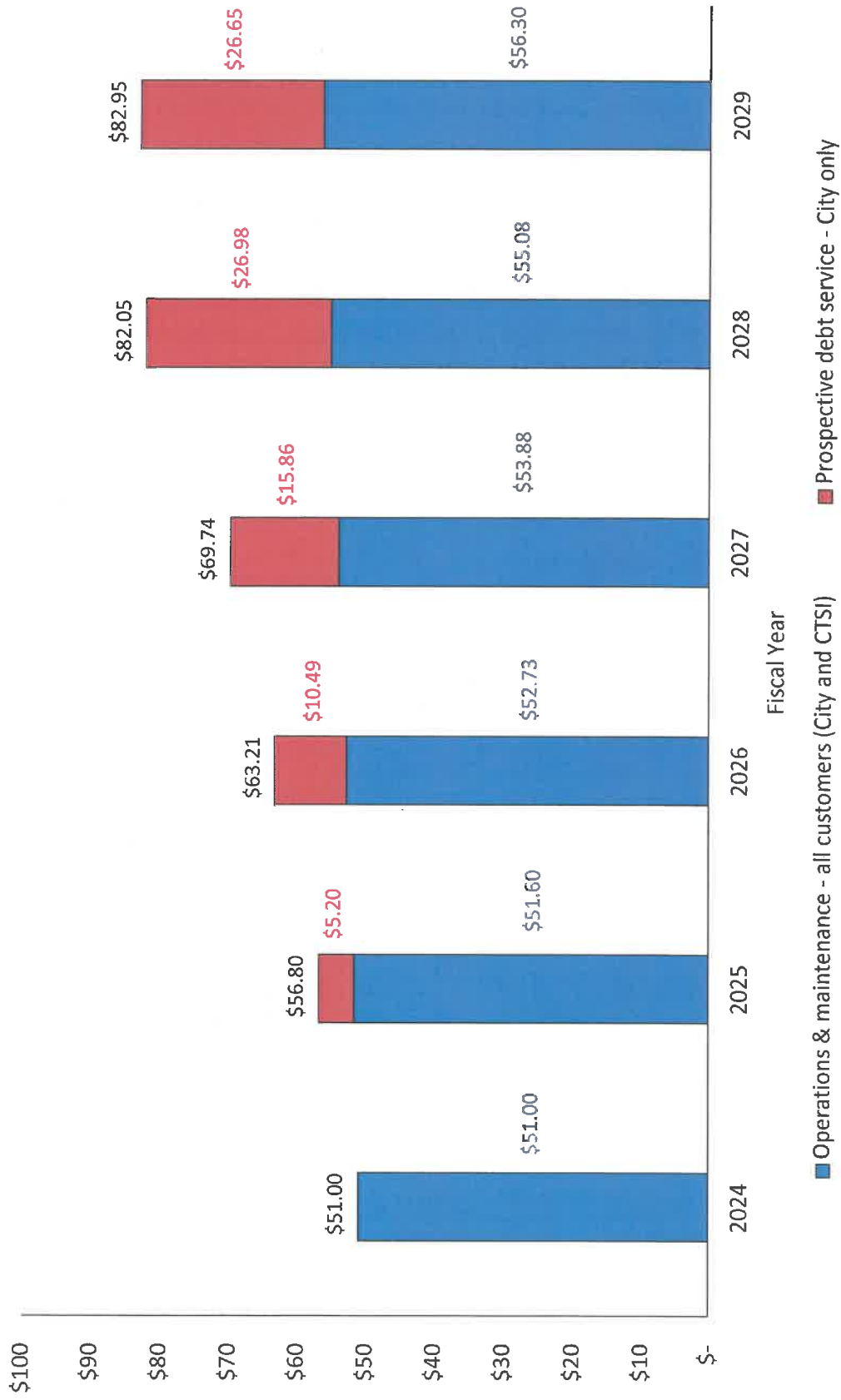
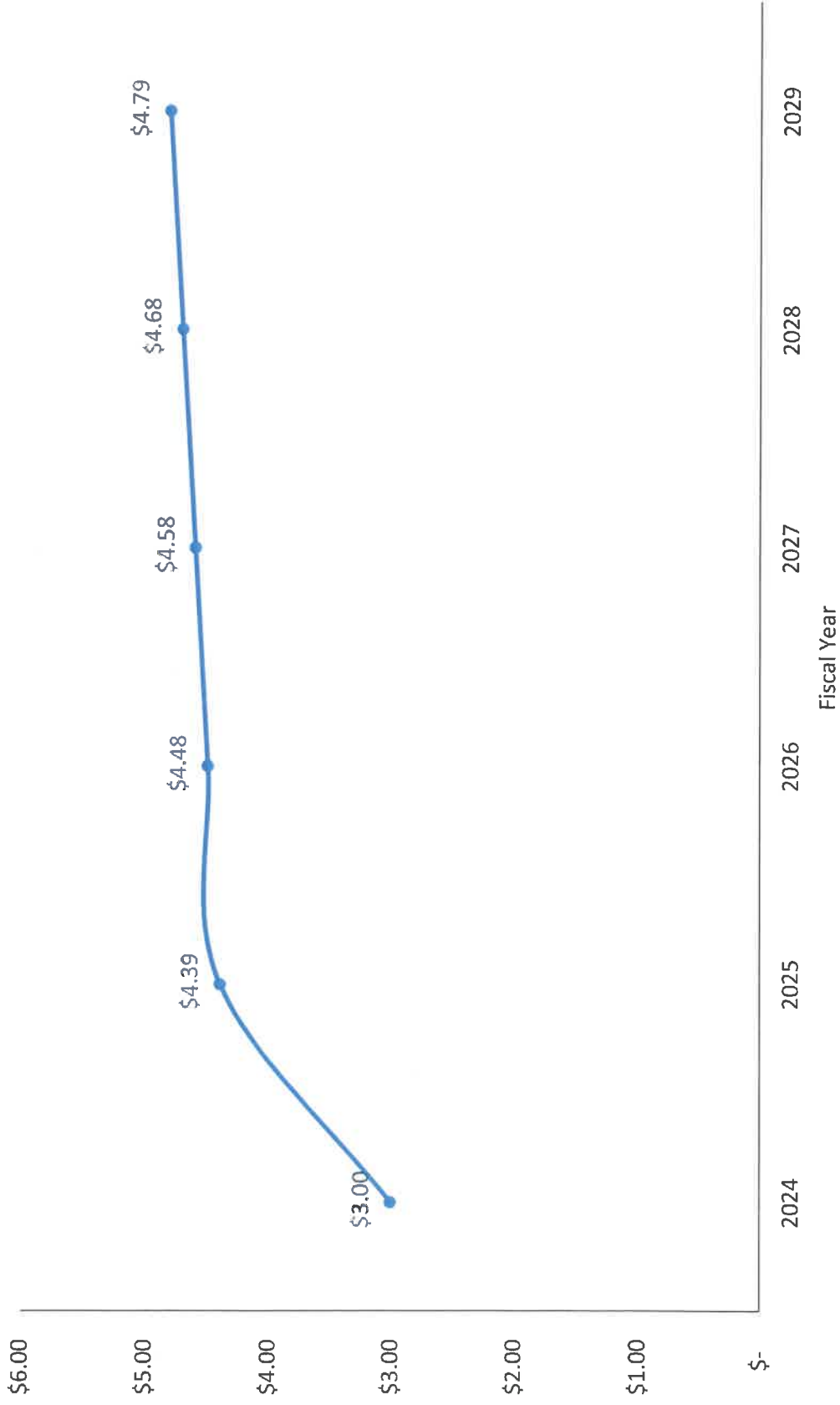
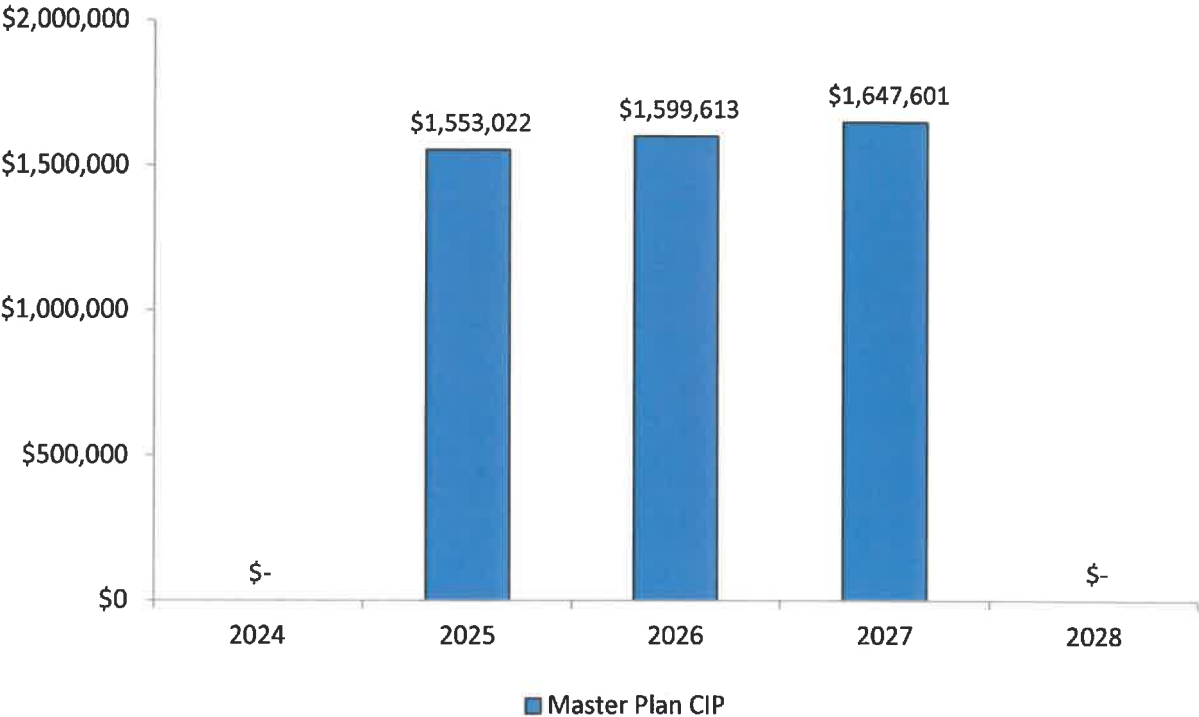


Figure 4 - Forecast of Monthly Wastewater Rates – Monthly Volume Charge



Regardless of the planning scenario, the city will be facing future wastewater rate increases. Our modeling indicates these future rate increases will generate sufficient wastewater system revenues to fully fund operations, maintenance, and the replacement of the WWTP. As part of this plan, we anticipate the City will have to borrow additional funds of approximately \$4.8 million to fund the construction of the expanded WWTP. The derivation of this future indebtedness is shown below in Figure 5.

Figure 5 - Forecasted Future Borrowings for the Wastewater Treatment Plant Upgrade Project



Over the five-year forecast horizon, the city will also spend approximately \$584,000 on other wastewater system capital improvements. These projects will be funded with cash on hand. Our modeling indicates by the end of fiscal 2029, the wastewater utility will have \$1.5 million in cash if all future recommended rate increases are implemented.

The complete schedule of projected wastewater rates by growth scenario is shown below in Table 2.

Table 2 - Five Year Forecast of Wastewater Rates

Monthly Bill Calculations:	Effective on July 1					
	Estimated 2024	2025	2026	2027	2028	2029
<b>Wastewater Rate Component</b>						
<b>Common sewer system revenue requirements:</b>						
Personal services	\$ 161,873	\$ 167,609	\$ 173,569	\$ 179,764	\$ 186,205	\$ 192,901
Materials and services	153,682	158,292	163,041	167,932	172,970	178,159
Capital outlay	37,950	110,000	113,300	116,699	120,200	123,806
Legacy debt service	47,111	47,111	47,111	47,111	47,111	47,111
Subtotal common sewer system revenue requirements	\$ 400,617	\$ 483,012	\$ 497,021	\$ 511,506	\$ 526,485	\$ 541,977
<b>City-specific sewer system revenue requirements:</b>						
Prospective debt service - 2025 WWTP upgrade (Use)/replacement of fund balance	\$ -	\$ 23,451	\$ 47,605	\$ 72,484	\$ 224,163	\$ 223,524
Subtotal City only sewer system revenue requirements	\$ -	\$ 23,451	\$ 47,605	\$ 72,484	\$ 124,163	\$ 123,524
<b>Total sewer system revenue requirements</b>	<b>\$ 400,617</b>	<b>\$ 506,463</b>	<b>\$ 544,626</b>	<b>\$ 583,990</b>	<b>\$ 750,648</b>	<b>\$ 765,501</b>
<b>EDU assumptions:</b>						
City	373	378	378	381	384	386
CTSI	208	208	211	212	214	215
Total	581	585	589	593	597	602
<b>Estimated wastewater flows (Q): kgal</b>						
less: 1kgal included in monthly base charge	34,298	34,538	34,780	35,023	35,269	35,515
Estimated wastewater flows subject to volume charge	6,972	7,021	7,070	7,119	7,169	7,219
	27,326	27,517	27,710	27,904	28,099	28,296
<b>Calculation of monthly sewer rates:</b>						
<b>Monthly base charge:</b>						
Operations & maintenance - all customers (City and CTSI)	\$ 51.00	\$ 51.60	\$ 52.73	\$ 53.88	\$ 55.08	\$ 56.30
Prospective debt service - City only	\$ -	\$ 5.20	\$ 10.49	\$ 15.86	\$ 26.98	\$ 26.65
Monthly base charge City customers	\$ 51.00	\$ 56.80	\$ 63.21	\$ 69.74	\$ 82.05	\$ 82.95
<b>Wastewater volume charge: \$/kgal</b>						
Operations & maintenance - all customers	\$ 3.00	\$ 4.39	\$ 4.48	\$ 4.58	\$ 4.68	\$ 4.79

The schedules of utility rates shown above were developed through consultation with City staff and the members of the rate study project team. The study process included an evaluation of revenue requirements, cost of service, and rate design for the five-year forecast (fiscal 2025 through fiscal 2029). The revenue requirements analysis determined the amount of annual revenue needed to be generated by water and wastewater rates. This analysis addressed the level, rather than the structure of rates. The cost-of-service analysis provided an analytical basis for assigning costs to customers, addressing equity among customer classes. Finally, the rate design element established the structure of rates for cost recovery through fixed and variable rate components. This step addressed equity within customer classes.

Several specific conclusions and policy recommendations were developed through this collaboration and are briefly discussed in this executive summary. Itemized below is a listing of these conclusions and recommendations.

## Conclusions

- We estimate the water fund will end this fiscal year (i.e., June 30, 2024) with a cash balance of \$2.584 million. With 3% per year general water rate increases we project this fund will have a cash balance of \$2.586 million on June 30, 2029. With these modest future rate increases and the prudent use of cash reserves, there should be adequate funds available to pay for planned water system expenditures over the balance of the five-year forecast horizon. No new borrowings are planned over the five-year forecast.
- The City's current water rate structure conforms to industry practice. This structure consists of a monthly base charge that includes the first 1,000 gallons of metered water and a volume charge for every 1,000 gallons of metered water consumed thereafter. However, we did find an issue with master metered accounts. There are two entities that master meter a substantial number of dwelling units: CTSI and the Wilson mobile home park. In the case of CTSI, five (5) master meters supply water to 185 unique dwelling units. In the case of the Wilson mobile home park, one master meter supplies water to 75 unique dwelling units. It has been the City's business practice to charge these entities a full monthly base charge for each unique dwelling unit, effectively recovering meter reading costs from all dwelling units when only six master meters are read.
- We performed a water cost of service analysis and concluded the City's current rate structure is close to the cost of service-based rates. In our judgement, we see no need to make any changes to the current rate structure other than crediting CTSI and Wilson mobile home park for over recovery of meter reading costs. In the future, we suggest the city consider implementing tiered conservation rates (i.e., inverted block pricing).
- We estimate the wastewater fund will end this fiscal year (i.e., June 30, 2024) with a cash balance of \$1.744 million. To fund the WWTP replacement project, we estimate the City will have substantially increase the current wastewater rate of about \$60 per Equivalent Residential Unit (ERU) per month by the end of fiscal 2028. Our base case analysis indicates the rate will need to be \$96 at that time. This rate forecast is based on best available project cost and schedule data. Any changes in project cost or construction schedule will materially impact the calculation of future rates. Another dependent variable in this analysis is the projected growth rate in billable wastewater EDUs. Low growth will cause higher rates while robust growth will cause lower rate projections.
- If the City implements our base case wastewater rate increases, we project the wastewater fund will have a cash balance of \$1.496 million on June 30, 2029. With these future rate increases and the prudent use of cash reserves, there should be adequate funds available to pay for planned wastewater system expenditures over the balance of the five-year forecast horizon. This also accounts for the

planned borrowings of approximately \$4.8 million for the construction of the new wastewater treatment plant.

- The City's current wastewater rate structure does not conform to industry practice. The current residential wastewater volume charge is based on year-round monthly metered water consumption. Industry practice for residential customers is to base the volume charge on the winter average method as discussed earlier in this executive summary.

## Recommendations

### Water:

- *Water rates* - We recommend the city increase water rates on or near July 1, 2024, by 3%, and by 3% on July 1<sup>st</sup> every year thereafter until 2029. The immediate impact on the average single family residential customer is an increase in the water bill of approximately \$2.78 per month. The average single family residential monthly water bill will go from the current amount of \$66.92 to \$77.74 by the end of fiscal 2029.
- *Credit to CTSI and Wilson mobile home park for over recovery of meter reading costs* – Based on our analysis of the City's meter reading costs, we recommend the city credit CTSI and Wilson mobile home park \$3.52 per ERU per month for over recovery of meter reading costs from the standard monthly water base charge. This allows the city to stay with its business practice of charging a monthly water base charge per ERU in concert with a volume charge.
- *Funding of water capital repairs and replacements* – In our five-year forecast, we have budgeted \$150k per year on average for water system capital expenditures; all funded from cash. We recommend the city adopt this strategy in annual water system budget preparations.
- *Funding of the new Master Plan priority capital improvements* – At the time of this report, the city is working on implementation of the 2020 water system master plan. Our water system financial modeling has not accounted for any new Plan priority capital improvements. When the Plan update is completed, it is highly likely there will be a list of new projects that will require funding. We recommend the city implement a five-year funding strategy for the new priority water projects that come from the Plan update. We also recommend the city consult with its engineering team to verify planning assumptions and estimated project costs. In these inflationary times, estimating future costs can be difficult.

### Wastewater:

- *Wastewater rates* - We recommend the city increase wastewater rates on or near July 1, 2024, by at least \$10.00 per EDU per month. For future years, we recommend the city implement the rates contained in the wastewater base case growth forecast. The average single family residential monthly water bill will go from the current amount of \$60 to \$96 by the end of fiscal 2028.
- *Funding of the wastewater inflow and infiltration (I&I) abatement program* – We recommend the city continue to focus on its I&I abatement through regular annual expenditures. In our five-year forecast, we have budgeted \$30k per year for this program; all funded from wastewater rates. We recommend the city adopt this strategy in annual wastewater system budget preparations.
- *Funding of wastewater capital repairs and replacements* – Over the last two fiscal years, the city has been spending on average approximately \$38k per year on wastewater collection system capital repairs and replacements. In our five-year forecast, we have budgeted \$110k per year in the wastewater fund for these types of expenditures; all funded from rates. We recommend the city



adopt this strategy in annual wastewater system budget preparations. As the wastewater collection and treatment systems age, these types of system repairs and replacements will become more common.

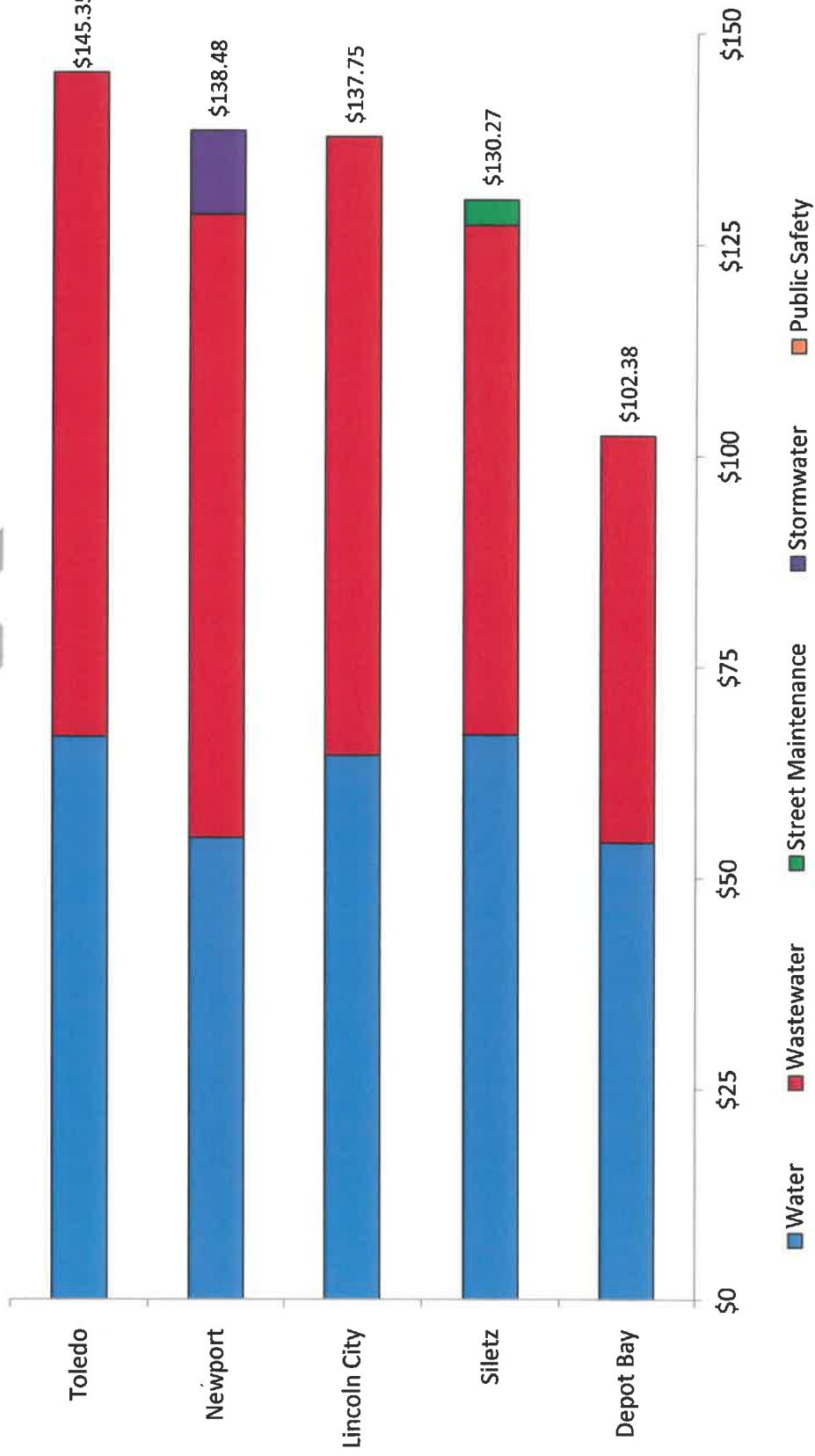
- *Funding of WWTP replacement project* – Our wastewater system financial modeling assumes the City’s share of the WWTP replacement project will net out to \$4.8 million (adjusted for inflation) over the three-year construction forecast. We have developed a funding plan that calls for the issuance of new debt for the construction of the WWTP, and cash expenditures for all other master plan projects. We recommend the city implement this five-year funding strategy. We also recommend the city consult with its engineering team to verify our planning assumptions and estimated project costs. In these inflationary times, estimating future costs can be difficult.
- *Consumption-based wastewater rates* – We recommend the Council direct city staff to implement residential consumption-based rates based on the winter average water consumption method.

DRAFT

## Neighboring Communities' Utility Rates

Shown below in Figure 6 is a chart that compares the current utility rates for a single-family customer in Siletz to the same charges in similar communities in the region.

Figure 6 - Neighboring Communities' Single Family Utility Bills by Service- April 2023



## Analysis Section

### Water Rates

#### Analysis of Water System Revenue Requirements

This analytical task determines the amount of revenue needed from water rates. This is driven by utility cash flow or income requirements, constraints of bond covenants, and specific fiscal policies related to the water utility. Based on the adopted budget for fiscal 2024, the base case analysis was developed. This case is predicated on several planning assumptions. These planning assumptions are discussed in detail below.

For the current budget year (fiscal 2024), the water utility will generate sufficient revenues from rates, charges, and fees to meet its obligations and produce an unappropriated ending balance in the water operating fund of \$2,583,970. The beginning balance for the water operating fund in this same fiscal year was \$2,662,331. To establish and maintain cash balances in the water operating fund while continuing to support the funding of future capital requirements, general water rate increases will be required over the five-year forecast horizon. We recommend the city increase water rates on or near July 1, 2024, by 3%. After this immediate rate increase, we are projecting annual water system rate increases of 3% per year, every year over the balance of the five-year water system financial forecast. Our modeling indicates these rate increases will generate sufficient revenues to fund the projected operations, maintenance, and capital improvement requirements of the water system. For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

*Inflation in costs and growth in the customer base* – In order to accurately reflect likely future conditions, the revenue requirements model was programmed to allow for inflation and cost escalation factors by budget line item. Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – The model uses an annual average increase of 3.0% per year.
- Retirement (City cost) – 3.0% per year. This line item includes employer contributions to the defined benefit pension plan (i.e., PERS) that covers City employees.
- Health, vision, and dental insurance (City cost) – 6.0% per year for employer contributions to health insurance premiums.
- Materials and services – 3.0% per year.
- Construction cost inflation – 3.0% per year based on the most recent five-year average growth rate in the Engineering News Record's percent change in the Construction Cost Index.
- The growth forecast expressed in the annual increase in 5/8" meter equivalents is estimated to be 0.77% per year over the five (5) year forecast horizon. This growth rate is consistent with the latest certified population growth rates as published by the Population Research Center at Portland State University.

*Capital Improvement Plan Funding* – The last water master plan was adopted by the City Council in 2020. The city is now working on implementation of the Plan. It is likely this effort will produce a new set of water system capital improvement plans. This new capital improvement plan will have to be evaluated in future water rate reviews. For rate making purposes, our forecast contains a water capital improvement plan that includes budgets for service installations, small works construction, minor equipment and tools, and the funding for an ongoing meter replacement program. Funding for these types of projects and emergency repairs to the water distribution system is funded from the following sources. These future costs are expected to be completely funded from rates.

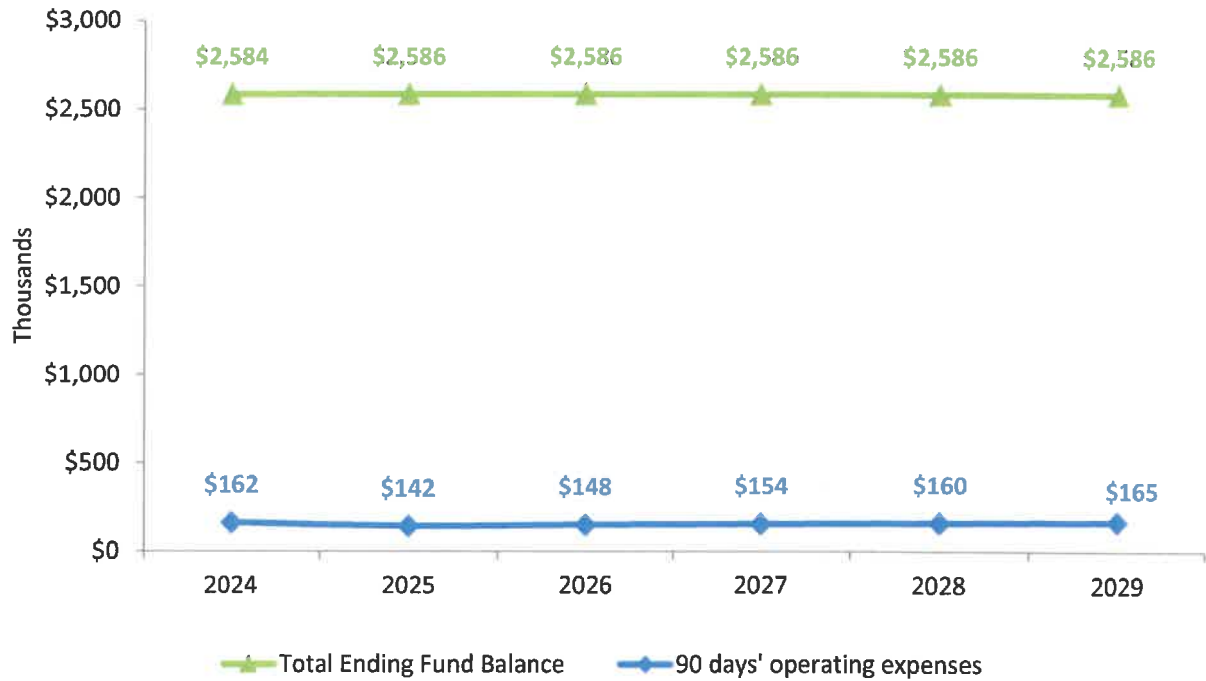
Water fund .....\$159,000 per year (five-year total of \$795,000)

*Operating Costs in Excess of Inflation* – In most rate studies, there are certain operating cost categories that tend to grow more than the general price index. We have identified two such categories in this analysis: a) the City’s pension costs, and b) health care premiums. These cost categories have been accounted for in the revenue requirements model. We have not identified any other areas of concern for this forecast, but the city should monitor the cost structure of the water utility on an ongoing basis. Two key areas of future concern are:

- **Administrative charges** – We have not estimated or accounted for any unusual increases in City/General Fund administrative charges. The City provides administrative services such as accounting, legal, and billing to the water system. It is assumed the General Fund support services will continue over the forecast horizon, and likely increase with inflation. While modest, we do not know exactly how much these costs will be, but estimates have been included within the operations and maintenance expense forecast. The city should monitor this situation.
- **Staffing Costs** – We have not planned or budgeted for any additional labor. If the water utility does add staff, these costs will impact the current revenue requirements forecast.

*Modeling for Contingencies, Reserves, and Ending Fund Balances* - The financial engine of the water utility is the water operating fund. Because the utility cash finances all its operations, the ending fund balance in the water operating fund is in effect the contingency fund for the utility. For planning purposes, we are expecting the Water Operating Fund will end all forecast years with a target ending fund balance more than ninety days of operating expenses. This target balance gives the water utility enough contingency to fund unforeseen operating cost spikes. The five-year forecast of targeted water operating fund balances and operating reserve requirements is shown below in Figure 7.

Figure 7 - Forecast of Water Operating Fund Balances and Operating Reserve Requirements



### Revenue Requirements Forecast & Results

All the above cost elements are contained in the revenue requirements model which is the platform for the base case forecast. This case assumes the utility will fund the master plan priority projects in fiscal 2025-2029. Also, the utility would fund the operating costs as adjusted for inflation. This case resulted in the following forecast of water system revenue requirements (Table 3).

Table 3 – City Council-Preferred Case Forecast of Water System Revenue Requirements

	Budget	Forecast				
	2024	2025	2026	2027	2028	2029
<b>Projection of Cash Flow:</b>						
Revenues:						
Licenses and permits	-	-	-	-	-	-
Service charges	576,876	576,876	576,876	601,954	624,552	647,603
Interest earnings	-	-	-	-	-	-
Other financing sources	-	-	-	-	-	-
Miscellaneous income	-	-	-	-	-	-
Subtotal gross operating revenues	576,876	576,876	576,876	601,954	624,552	647,603
Operations & Maintenance Expense:						
Personal services	182,397	188,958	195,782	202,879	210,263	217,946
Materials and services	172,850	178,036	183,377	188,878	194,544	200,381
Total capital outlay	227,195	145,000	150,000	160,000	170,000	180,000
Debt service	72,795	72,795	72,795	72,795	72,795	72,795
Total operations and maintenance expense	655,237	574,789	601,954	624,552	647,603	671,122
(Use)/replacement of fund balance	(78,361)	2,087	-	-	-	-
Net Cash	0	0	(25,077)	(22,599)	(23,050)	(23,520)
Net Deficiency/(Surplus)	(0)	(0)	25,077	(22,599)	23,050	23,520
<b>Test of Coverage Requirement:</b>						
Gross Revenues:						
Operating revenues	576,876	576,876	576,876	601,954	624,552	647,603
System Development Charges	-	-	-	-	-	-
Total Gross Revenues	576,876	576,876	576,876	601,954	624,552	647,603
Operating Expenses:						
Personal services	182,397	188,958	195,782	202,879	210,263	217,946
Materials and services	172,850	178,036	183,377	188,878	194,544	200,381
Transfers to/(from) the rate stabilization account	-	-	-	-	-	-
Total Operating Expenses	355,247	366,994	379,158	391,757	404,807	418,327
Net Revenues	221,629	209,883	197,718	210,197	219,745	229,276
Debt Service	72,795	72,795	72,795	72,795	72,795	72,795
Coverage Recognized	3.04	2.88	2.72	2.89	3.02	3.15
Coverage Required	1.20	1.20	1.20	1.20	1.20	1.20
Net Deficiency/(Surplus)	(134,275)	(122,528)	(110,364)	(122,842)	(132,391)	(141,921)
<b>Projection of Revenue Sufficiency and Forecasted Rates:</b>						
Maximum Deficiency	-	-	25,077	22,599	23,050	23,520
Percent Increase Required Over Current Rate Revenues	0.00%	0.00%	4.35%	3.75%	3.69%	3.63%
Five Year Average Increase in Revenue Requirements	-	-	-	-	-	-
Revenues Recovered From Existing Rates and Charges:	576,876	576,876	576,876	601,954	624,552	647,603
add: Revenues Recovered From Rate Increase	-	-	25,077	22,599	23,050	23,520
Total Revenues Recovered From Rates & Charges after Increase	576,876	576,876	601,954	624,552	647,603	671,122

### Existing Water Rates and Recommended Changes

The City’s current water rate structure consists of a fixed fee per meter per month with the first 1,000 gallons per month allowance included, and a commodity charge expressed in dollars per 1,000 gallons. Any metered consumption is charged out at the current commodity rate. After a thorough discussion of the pros and cons of the current water rate structure, the project team has made the following observations:

- Monthly base charge per ERU – As discussed above, the city’s current water rate structure conforms to industry practice. However, we did find an issue with master metered accounts. There are two entities that master meter a substantial number of dwelling units: CTSI and the Wilson mobile home park. In the case of CTSI, five (5) master meters supply water to 185 unique dwelling units. In the case of the Wilson mobile home park, one master meter supplies water to 75 unique dwelling units. It has been the City’s business practice to charge these entities a full monthly base charge for each unique dwelling unit, effectively recovering meter reading costs from all dwelling units when only six master meters are read. Based on our analysis of the City’s meter reading costs, we recommend the city credit CTSI and Wilson mobile home park \$3.52 per ERU per month for over recovery of meter reading costs from the standard monthly water base charge. This allows the city to stay with its business practice of charging a monthly water base charge per ERU in concert with a volume charge. Shown below in Table 4 is our calculation of the unit monthly cost of water meter reading.

Table 4 - Estimated Monthly Cost of Meter Reading

Line Item Description	Units	Cost	Hours/Mo.	Hourly rate	Monthly
<b>Direct Costs:</b>					
<b>Personal services:</b>					
<b>Salaries:</b>					
Admin. Asst./Clerk of the Court	1		10.00	20.65	206.50
Admin. Asst./Utility Billing	1		5.00	21.84	109.20
Utility Worker II	3		8.00	19.85	\$ 476.40
Public Works Lead	1		8.00	30.36	242.88
Subtotal salaries					\$ 1,034.98
<b>Benefits and payroll taxes:</b>					
FICA and Medicare	7.79%				
SAIF - unemployment	0.38%				
Medical/dental insurance	27.86%				
SEP - pensions	3.90%				
Subtotal benefits and taxes	39.94%				413.40
Total personal services					\$ 1,448.38
<b>Materials and services:</b>					
materials and supplies	1	160.00			\$ 160.00
small tools	1	45.00			45.00
equipment	1	160.00			160.00
fuel and vehicles	1	50.00			50.00
publications and legal notices	1	40.00			40.00
Subtotal materials and services					\$ 455.00
Total direct cost of monthly water meter reading					\$ 1,903.38
General fund overhead:	30%				571.01
Estimated total monthly cost of water meter reads					\$ 2,474.39
<b>Analysis of demand:</b>					
Number of Equivalent Residential Units					702
<b>Unit costs:</b>					
Equivalent Residential Units					<u>\$ 3.52</u>

- **Commodity charge** – The current commodity charges increases or decreases based on the amount of water consumed. This promotes conservation and is consistent with trends in the industry. This methodology has worked for the city and there is no compelling reason to change immediately. The city should consider implementing an inverted block pricing structure in the future to promote higher levels of water conservation.

The assumptions shown above became the base case for the water rate analysis. The ratemaking methodology that was used is called the “base-extra capacity method” and is consistent with industry standards in water rate making. Under this methodology, costs of service are separated into three primary cost components: (1) base costs, (2) extra capacity costs, and (3) customer costs.

Base costs are those that tend to vary with the total quantity of water used plus those operations and maintenance (O&M) expenses and capital costs associated with service to customers under average load conditions, without the elements of cost incurred to meet water use variations and resulting peaks in demand. Base costs include O&M expenses of supply, treatment, pumping, and distribution facilities. Base costs also include capital costs related to water plant investment associated with serving customers to the extent required for a constant, or average, annual rate of demand/usage.

Extra capacity costs are those associated with meeting rate of use requirements more than average and include O&M expenses and capital costs for system capacity beyond that required for average rate of use. These costs have been subdivided into costs necessary to meet maximum-day extra demand, and maximum-hour demand more than maximum day demand.

Customer costs comprise those costs associated with serving customers, irrespective of the amount or rate of water use. They include meter reading, billing, and customer accounting and collection expense, as well as maintenance and capital costs related to meters and services.

The resulting forecast of recommended water rates is shown below in Table 5. A complete output of the water rate model tables is included with this report in Exhibit A.

**Table 5 – Five Year Forecast of Recommended Water Rates**

	Actual	Forecast Fiscal Years Starting July 1				
		2025	2026	2027	2028	2029
<b>Inside City:</b>						
Base charge (monthly per ERU) <sup>1</sup>	\$ 42.00	\$ 42.98	\$ 44.65	\$ 46.04	\$ 47.43	\$ 48.83
Base charge credit for Master Metered Accounts: Monthly per ERU	-	3.52	3.66	3.78	3.89	4.00
Use Charge (\$/kgal)	\$ 5.00	\$ 5.36	\$ 5.48	\$ 5.58	\$ 5.69	\$ 5.80
<b>Outside City:</b>						
Base charge (monthly) <sup>1</sup>	\$ 84.00	\$ 85.96	\$ 89.29	\$ 92.07	\$ 94.86	\$ 97.66
Use Charge (\$/kgal)	\$ 10.00	\$ 10.72	\$ 10.96	\$ 11.17	\$ 11.38	\$ 11.60

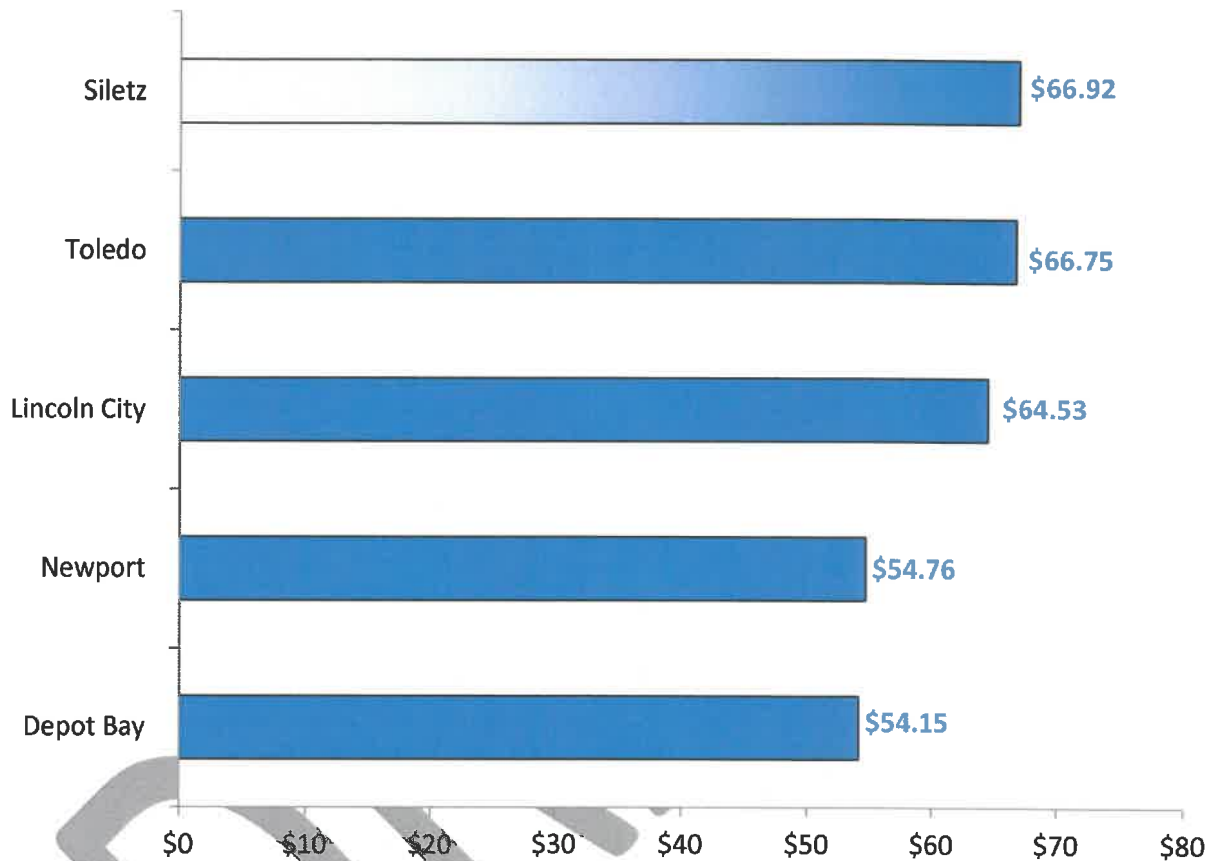
<sup>1</sup> The monthly base charge includes the first 1,000 gallons of metered water consumption.



### Neighboring Communities' Water Rates

Shown below in Figure 8 is a chart that compares the current and proposed water rates for a single-family customer in Siletz to the same charges in similar communities in the region.

Figure 8 - Neighboring Communities' Single-Family Water Bills – April 2024 (5.98 kgal)



## Wastewater Rates

### Analysis of Wastewater System Revenue Requirements

For the current budget year (fiscal 2024), it is forecasted the wastewater utility will generate sufficient revenues from rates, charges, and fees to meet its obligations and produce an unappropriated ending balance in the Wastewater Operating Fund of \$1,744,651. The beginning balance for this same fiscal year was \$1,646,089. To establish and maintain cash balances in the Wastewater Operating Fund while continuing to ramp up rates to pay for the WWTP replacement project, general wastewater rate increases will be required. We recommend the city increase wastewater rates on or near July 1, 2024, by at least \$10.00 per EDU per month. After this immediate rate increase, we are projecting wastewater system rate increases of about \$7 per month each year from fiscal 2025-2026 through 2026-2027. In the fiscal year 2027-2028 the rate increase is projected to be \$13 per month. By the end of this “ramp up” period the projected wastewater EDU rate will be \$96.11 per month. Our modeling indicates these rate increases will generate sufficient revenues to fund the projected operations, maintenance, and capital improvement requirements of the wastewater system. For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

*Inflation in costs and growth in the customer base* – Per guidance from City staff, the following factors were applied for estimating future cost escalation; the same factors that were used in the wastewater system revenue requirements analysis:

- All direct labor line items – The model uses an annual average increase of 3.0% per year.
- Retirement (City cost) – 3.0% per year. This line item includes employer contributions to the defined benefit pension plan (i.e., PERS) that covers City employees.
- Health, vision, and dental insurance (City cost) – 6.0% per year for employer contributions to health insurance premiums.
- Materials and services – 3.0% per year.
- Construction cost inflation – 3.0% per year based on the most recent five-year average growth rate in the Engineering News Record’s percent change in the Construction Cost Index.
- The growth forecast expressed in the annual increase in 5/8” meter equivalents is estimated to be 0.77% per year over the five (5) year forecast horizon. This growth rate is consistent with the latest certified population growth rates as published by the Population Research Center at Portland State University.
- *Capital Improvement Plan Funding* – The City is focused on completing the WWTP replacement project which is expected to take several years and cost upwards of \$4.8 million (net of grants and CTSI contributions). This project will be principally funded from debt proceeds from the Oregon DEQ. Please also note the future wastewater capital improvement plan includes budgets for service installations, small works construction, minor equipment and tools, and the funding for an ongoing I&I abatement program. Funding for these types of projects and emergency repairs to the wastewater collection system is funded from the following sources. These future costs are expected to be completely funded from rates. Over the five-year forecast horizon, the city will spend approximately \$584,000 on other wastewater system capital improvements. These projects will be funded with cash on hand.

*Operating Costs in Excess of Inflation* – As in the case of the water forecast, we have identified two categories affecting revenue requirements. They are pension costs and health care premiums. These cost

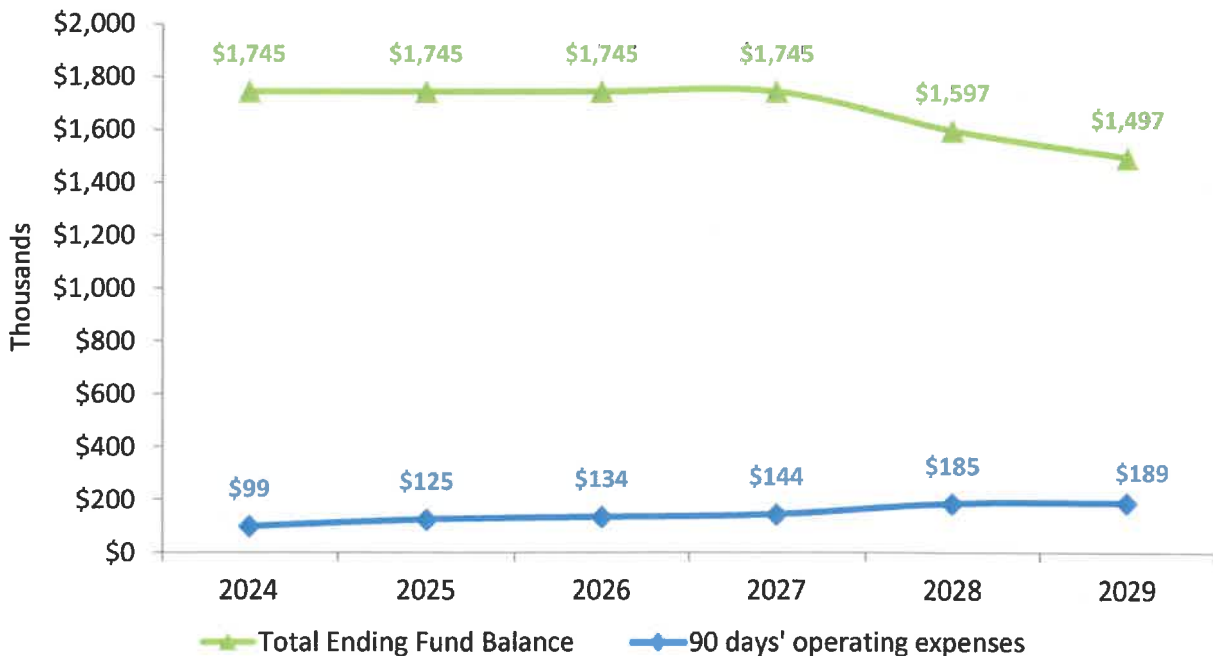
categories have been accounted for in the revenue requirements model. We have not identified any other areas of concern for this forecast, but the city should monitor the cost structure of the wastewater utility on an ongoing basis. Two key areas of future concern are:

*Administrative charges* – We have not estimated or accounted for any unusual increases in City/general fund administrative charges. The City provides administrative services such as accounting, legal, and billing to the wastewater system. The city should monitor this situation for developments.

*Staffing Costs* – We have not planned or budgeted for any additional labor. If the wastewater utility does add staff, these costs will impact the current revenue requirements forecast.

*Modeling for Contingencies, Reserves, and Ending Fund Balances* – As discussed above, the Wastewater Operating Fund is expected to end this fiscal year with an unappropriated ending fund balance of \$1.7 million. For planning purposes, we are expecting the Wastewater Operating Fund will end all forecast years with an ending fund balance more than ninety days of operating expenses. This target balance gives the wastewater utility enough contingency to fund unforeseen operating cost spikes. The five-year forecast of targeted wastewater operating fund balances and operating reserve requirements is shown below in Figure 9.

Figure 9 - Forecast of Wastewater Operating Fund Balances and Operating Reserve Requirements



### Revenue Requirements Forecast & Results

All the above cost elements are contained in the revenue requirements model and from this, the base case forecast was developed. The base case assumes the utility would fund the projected capital costs discussed above over the entire five-year forecast horizon. Also, the utility would fund the operating costs

as adjusted for inflation. This case resulted in the following forecast of wastewater system revenue requirements (Table 6).

Table 6 – Base Case Forecast of Wastewater System Revenue Requirements

Wastewater Rate Component	Estimated		Effective on July 1			
	2024	2025	2026	2027	2028	2029
<b>Common sewer system revenue requirements:</b>						
Personal services	\$ 161,873	\$ 167,609	\$ 173,569	\$ 179,764	\$ 186,205	\$ 192,901
Materials and services	153,682	158,292	163,041	167,932	172,970	178,159
Capital outlay	37,950	110,000	113,300	116,699	120,200	123,806
Legacy debt service	47,111	47,111	47,111	47,111	47,111	47,111
Subtotal common sewer system revenue requirements	\$ 400,617	\$ 483,012	\$ 497,021	\$ 511,506	\$ 526,485	\$ 541,977
<b>City-specific sewer system revenue requirements:</b>						
Prospective debt service - 2025 WWTP upgrade (Use)/replacement of fund balance	\$ -	\$ 23,451	\$ 47,605	\$ 72,484	\$ 224,163	\$ 223,524
	-	-	-	-	(100,000)	(100,000)
Subtotal City only sewer system revenue requirements	\$ -	\$ 23,451	\$ 47,605	\$ 72,484	\$ 124,163	\$ 123,524
<b>Total sewer system revenue requirements</b>	<b>\$ 400,617</b>	<b>\$ 506,463</b>	<b>\$ 544,626</b>	<b>\$ 583,990</b>	<b>\$ 750,648</b>	<b>\$ 765,501</b>

### Existing and Recommended Wastewater Rates

The City’s current wastewater rate structure conforms to industry practice and consists of a monthly base charge per ERU of \$51 and a wastewater flow charge of \$3.00 per 1,000 gallons of metered water. The monthly base charge includes the first 1,000 gallons of usage. Our modeling indicates the city will be facing substantial future wastewater rate increases to pay for the wastewater treatment plant upgrade project. As discussed above, a critical assumption in this financial analysis is the funding splits between the City and CTSI. The second and equally important planning assumption centers on how the City will fund its share of the capital improvement costs. Our base case assumes the city will secure a 30-year loan from the State of Oregon’s Clean Water State Revolving Loan program at an interest rate of 2.01%. All the future debt service (principal and interest) originating from this loan will be borne by City ratepayers. CTSI customers will not be participating in the payment of these future costs. From a future rates perspective, this means the city will have differential wastewater rates going forward; one set of rates for city customers, and one set for CTSI customers.

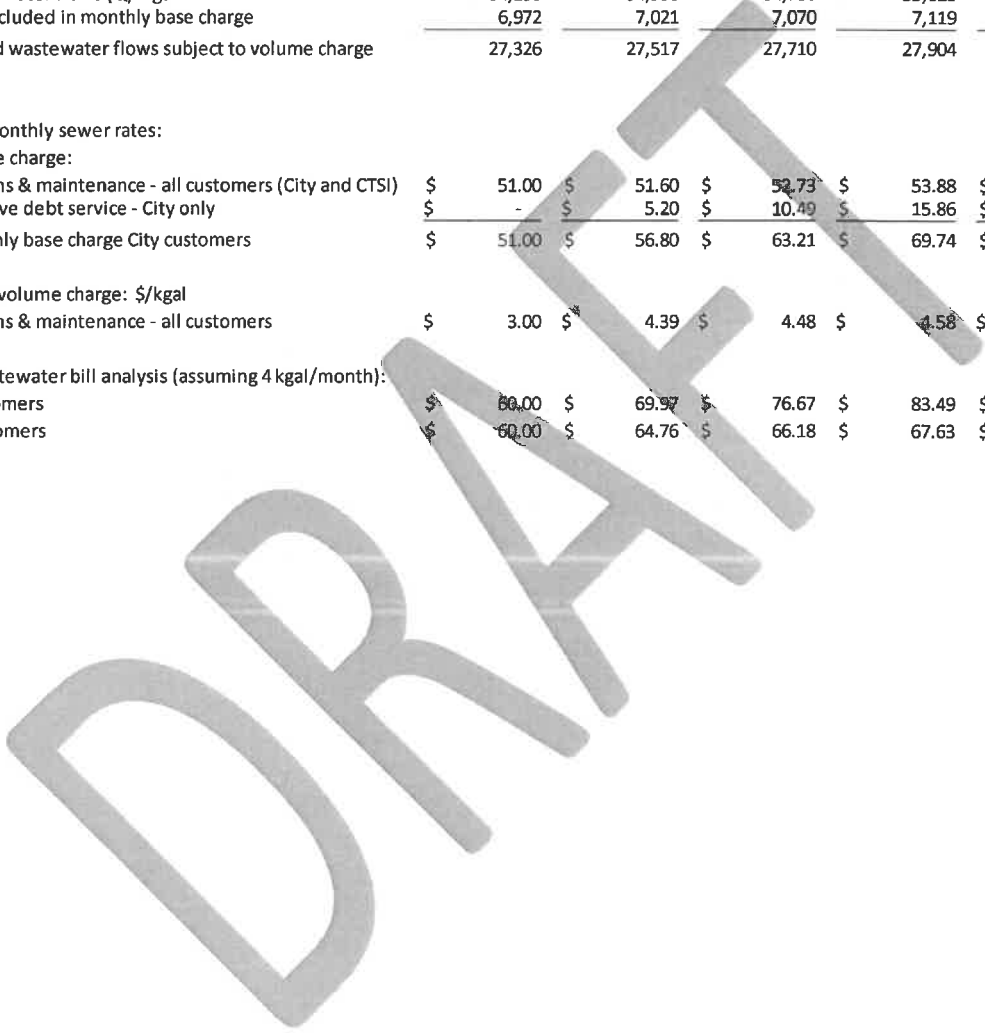
We are also recommending the city change how it bills residential customers for the wastewater volume charge going forward. As discussed in the executive summary of this report, we recommend the city move to the winter average method for calculating the volume charge. Under this method, single family residential wastewater customers’ assumed wastewater flows throughout the year are based on their calculated winter monthly average water consumption (i.e., November through April). Once the winter monthly average for each residential customer is calculated, this total is used to set each customer’s wastewater fees for the next year. Water used during the averaging period is for indoor use and most of it enters the wastewater collection system. Since much of the water used in warmer months is used to water lawns and gardens and does not enter the wastewater collection system, the city would use the winter average as the most equitable way of determining wastewater volumes that get treated.

For wastewater cost of service analysis, the project team used a functional cost allocation methodology. Under this approach, system costs by budget line item are allocated to cost components using purpose-based, cost-causative factors. We relied on interviews with knowledgeable public works staff to provide estimates of percentages of O&M expenses that are allocated to the wastewater cost centers of flow, biochemical oxygen demand (BOD), total suspended solids (TSS), and customer accounts. The recommended schedule of wastewater rates is shown below in Table 7.

Table 7 - Proposed Schedule of Wastewater Rates

Monthly Bill Calculations:

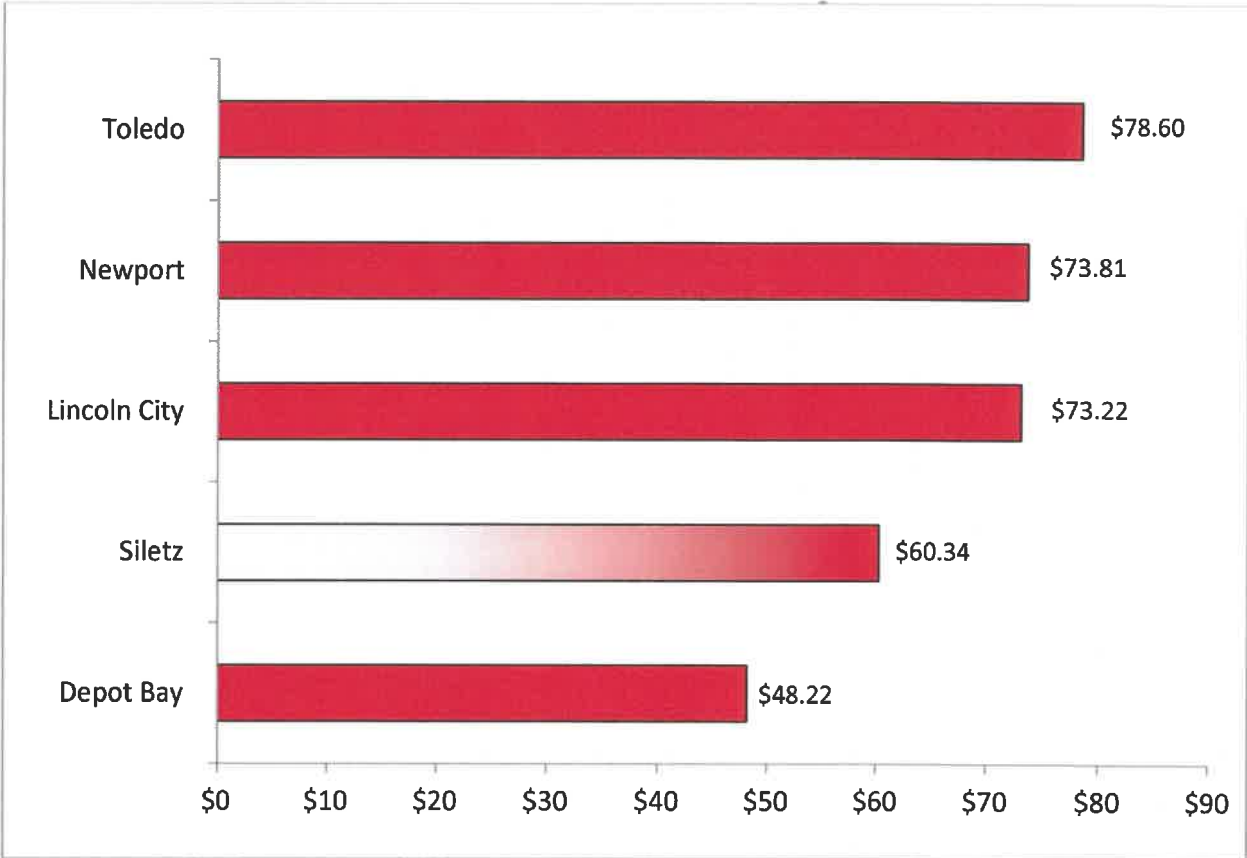
Wastewater Rate Component	Estimated	Effective on July 1				
	2024	2025	2026	2027	2028	2029
Total sewer system revenue requirements	\$ 400,617	\$ 506,463	\$ 544,626	\$ 583,990	\$ 750,648	\$ 765,501
EDU assumptions:						
City	373	376	378	381	384	386
CTSI	208	209	211	212	214	215
Total	581	585	589	593	597	602
Estimated wastewater flows (Q): kgal	34,298	34,538	34,780	35,023	35,269	35,515
less: 1kgal included in monthly base charge	6,972	7,021	7,070	7,119	7,169	7,219
Estimated wastewater flows subject to volume charge	27,326	27,517	27,710	27,904	28,099	28,296
Calculation of monthly sewer rates:						
Monthly base charge:						
Operations & maintenance - all customers (City and CTSI)	\$ 51.00	\$ 51.60	\$ 52.73	\$ 53.88	\$ 55.08	\$ 56.30
Prospective debt service - City only	\$ -	\$ 5.20	\$ 10.49	\$ 15.86	\$ 26.98	\$ 26.65
Monthly base charge City customers	\$ 51.00	\$ 56.80	\$ 63.21	\$ 69.74	\$ 82.05	\$ 82.95
Wastewater volume charge: \$/kgal						
Operations & maintenance - all customers	\$ 3.00	\$ 4.39	\$ 4.48	\$ 4.58	\$ 4.68	\$ 4.79
Monthly wastewater bill analysis (assuming 4 kgal/month):						
City customers	\$ 60.00	\$ 69.97	\$ 76.67	\$ 83.49	\$ 96.11	\$ 97.32
CTSI customers	\$ 60.00	\$ 64.76	\$ 66.18	\$ 67.63	\$ 69.13	\$ 70.67



### Neighboring Communities' Wastewater Rates

Shown below in Figure 10 is a chart that compares the current wastewater rates for a single-family customer in Siletz to the same charges in similar communities in the region.

Figure 10 - Neighboring Communities' Single-Family Wastewater Bills – April 2024 (4.11 kgal)



## Rate Study Conclusions and Recommendations

The schedules of utility rates shown above were developed through consultation with City staff and the members of the rate study project team. The study process included an evaluation of revenue requirements, cost of service, and rate design for the five-year forecast (fiscal 2025 through fiscal 2029). The revenue requirements analysis determined the amount of annual revenue needed to be generated by water and wastewater rates. This analysis addressed the level, rather than the structure of rates. The cost-of-service analysis provided an analytical basis for assigning costs to customers, addressing equity among customer classes. Finally, the rate design element established the structure of rates for cost recovery through fixed and variable rate components. This step addressed equity within customer classes.

Several specific conclusions and policy recommendations were developed through this collaboration and are briefly discussed in this executive summary. Itemized below is a listing of these conclusions and recommendations.

### Conclusions

- We estimate the water fund will end this fiscal year (i.e., June 30, 2024) with a cash balance of \$2.584 million. With 3% per year general water rate increases we project this fund will have a cash balance of \$2.586 million on June 30, 2029. With these modest future rate increases and the prudent use of cash reserves, there should be adequate funds available to pay for planned water system expenditures over the balance of the five-year forecast horizon. No new borrowings are planned over the five-year forecast.
- The City's current water rate structure conforms to industry practice. This structure consists of a monthly base charge that includes the first 1,000 gallons of metered water and a volume charge for every 1,000 gallons of metered water consumed thereafter. However, we did find an issue with master metered accounts. There are two entities that master meter a substantial number of dwelling units: CTSI and the Wilson mobile home park. In the case of CTSI, five (5) master meters supply water to 185 unique dwelling units. In the case of the Wilson mobile home park, one master meter supplies water to 75 unique dwelling units. It has been the City's business practice to charge these entities a full monthly base charge for each unique dwelling unit, effectively recovering meter reading costs from all dwelling units when only six master meters are read.
- We performed a water cost of service analysis and concluded the City's current rate structure is close to the cost of service-based rates. In our judgement, we see no need to make any changes to the current rate structure other than crediting CTSI and Wilson mobile home park for over recovery of meter reading costs. In the future, we suggest the city consider implementing tiered conservation rates (i.e., inverted block pricing).
- We estimate the wastewater fund will end this fiscal year (i.e., June 30, 2024) with a cash balance of \$1.744 million. To fund the WWTP replacement project, we estimate the City will have substantially increase the current wastewater rate of about \$60 per Equivalent Residential Unit (ERU) per month by the end of fiscal 2028. Our base case analysis indicates the rate will need to be \$96 at that time. This rate forecast is based on best available project cost and schedule data. Any changes in project cost or construction schedule will materially impact the calculation of future rates. Another dependent variable in this analysis is the projected growth rate in billable wastewater EDUs. Low growth will cause higher rates while robust growth will cause lower rate projections.

- If the City implements our base case wastewater rate increases, we project the wastewater fund will have a cash balance of \$1.496 million on June 30, 2029. With these future rate increases and the prudent use of cash reserves, there should be adequate funds available to pay for planned wastewater system expenditures over the balance of the five-year forecast horizon. This also accounts for the planned borrowings of approximately \$4.8 million for the construction of the new wastewater treatment plant.
- The City's current wastewater rate structure does not conform to industry practice. The current residential wastewater volume charge is based on year-round monthly metered water consumption. Industry practice for residential customers is to base the volume charge on the winter average method as discussed earlier in this executive summary.

## Recommendations

### Water:

- *Water rates* - We recommend the city increase water rates on or near July 1, 2024, by 3%, and by 3% on July 1<sup>st</sup> every year thereafter until 2029. The immediate impact on the average single family residential customer is an increase in the water bill of approximately \$2.78 per month. The average single family residential monthly water bill will go from the current amount of \$66.92 to \$77.74 by the end of fiscal 2029.
- *Credit to CTSI and Wilson mobile home park for over recovery of meter reading costs* – Based on our analysis of the City's meter reading costs, we recommend the city credit CTSI and Wilson mobile home park \$3.52 per ERU per month for over recovery of meter reading costs from the standard monthly water base charge. This allows the city to stay with its business practice of charging a monthly water base charge per ERU in concert with a volume charge.
- *Funding of water capital repairs and replacements* – In our five-year forecast, we have budgeted \$150k per year on average for water system capital expenditures; all funded from cash. We recommend the city adopt this strategy in annual water system budget preparations.
- *Funding of the new Master Plan priority capital improvements* – At the time of this report, the city is working on implementation of the 2020 water system master plan. Our water system financial modelling has not accounted for any new Plan priority capital improvements. When the Plan update is completed, it is highly likely there will be a list of new projects that will require funding. We recommend the city implement a five-year funding strategy for the new priority water projects that come from the Plan update. We also recommend the city consult with its engineering team to verify planning assumptions and estimated project costs. In these inflationary times, estimating future costs can be difficult.

### Wastewater:

- *Wastewater rates* - We recommend the city increase wastewater rates on or near July 1, 2024, by at least \$10.00 per EDU per month. For future years, we recommend the city implement the rates contained in the wastewater base case growth forecast. The average single family residential monthly water bill will go from the current amount of \$60 to \$96 by the end of fiscal 2028.
- *Funding of the wastewater inflow and infiltration (I&I) abatement program* – We recommend the city continue to focus on its I&I abatement through regular annual expenditures. In our five-year forecast, we have budgeted \$30k per year for this program; all funded from wastewater rates. We recommend the city adopt this strategy in annual wastewater system budget preparations.



- *Funding of wastewater capital repairs and replacements* – Over the last two fiscal years, the city has been spending on average approximately \$38k per year on wastewater collection system capital repairs and replacements. In our five-year forecast, we have budgeted \$110k per year in the wastewater fund for these types of expenditures; all funded from rates. We recommend the city adopt this strategy in annual wastewater system budget preparations. As the wastewater collection and treatment systems age, these types of system repairs and replacements will become more common.
- *Funding of WWTP replacement project* – Our wastewater system financial modeling assumes the City's share of the WWTP replacement project will net out to \$4.8 million (adjusted for inflation) over the three-year construction forecast. We have developed a funding plan that calls for the issuance of new debt for the construction of the WWTP, and cash expenditures for all other master plan projects. We recommend the city implement this five-year funding strategy. We also recommend the city consult with its engineering team to verify our planning assumptions and estimated project costs. In these inflationary times, estimating future costs can be difficult.
- *Consumption-based wastewater rates* – We recommend the Council direct city staff to implement residential consumption-based rates based on the winter average water consumption method.

DRAFT

## Appendix A – Water Rate Model Output Tables

CONFIDENTIAL

# Water Rates Step 1 - Functional Allocation of Revenue Requirements



- Functions are:
- Source of Supply
- T & D System
- Customer Accounts
- G & A
- Debt Svc
- Contracts
- Gen. Fund transfers

City of Siletz, Oregon Water System Rate Study Update 2023 Forecast of Net Revenue Requirements by System Function						
	2024	2025	2026	2027	2028	2029
<b>Net Revenue Requirement by Function:</b>						
Source of Supply	-	-	-	-	-	-
land, buildings and impoundment reservoir	-	-	-	-	-	-
water treatment equipment	102,257	100,555	104,312	107,920	111,634	115,458
fees, permits	-	-	-	-	-	-
laboratory testing	-	-	-	-	-	-
vehicles, tools, & misc.	-	-	-	-	-	-
source of supply total	102,257	100,555	104,312	107,920	111,634	115,458
<b>Transmission and Distribution System</b>						
distribution reservoirs	-	-	-	-	-	-
transmission & distribution mains	102,257	100,555	104,312	107,920	111,634	115,458
services	-	-	-	-	-	-
hydrants	-	-	-	-	-	-
fees, permits	-	-	-	-	-	-
tools, shop, and garage equipment	-	-	-	-	-	-
transmission & distribution mains total	102,257	100,555	104,312	107,920	111,634	115,458
<b>Customer Account Expense</b>						
meter reading and services	10,133	10,498	10,877	11,271	11,681	12,108
customer collection & services	10,133	10,498	10,877	11,271	11,681	12,108
postage, supplies	10,133	10,498	10,877	11,271	11,681	12,108
customer accounts expense total	30,399	31,493	32,630	33,813	35,044	36,324
<b>General and Administrative Expense</b>						
General & Administrative	198,910	196,382	207,795	216,795	225,795	234,795
office supplies	-	-	-	-	-	-
telephone	-	-	-	-	-	-
contract services	-	-	-	-	-	-
employee costs	-	-	-	-	-	-
insurance - general	143,053	147,890	152,904	158,103	163,495	169,087
long term supply development	-	-	-	-	-	-
general and administrative expense total	341,963	344,272	360,699	374,898	389,290	403,883
<b>Total Net Revenue Requirement by Function</b>						
Checksum	576,876	576,876	601,954	624,552	647,603	671,122
Checksum error	576,876	576,876	601,954	624,552	647,603	671,122
Checksum error	-	-	-	-	-	-

# Water Rates Step 2 – Assignment of Functional Costs to BEC



Variable Fixed

Line Item Description	Base	Extra Capacity		Customer Costs		BEC Total
		Max Day	Max hour	Meters & Services	Billing	
<b>Forecast Year: 2024</b>						
Source of Supply	65,527	36,730	-	-	-	102,257
Transmission and Distribution System	65,527	24,487	12,243	-	-	102,257
Customer Account Expense	-	-	-	10,133	20,266	30,399
General and Administrative Expense	-	-	-	341,963	-	341,963
<b>Total</b>	<b>\$ 131,053</b>	<b>\$ 61,217</b>	<b>\$ 12,243</b>	<b>\$ 352,096</b>	<b>\$ 20,266</b>	<b>\$ 576,876</b>
<b>Forecast Year: 2025</b>						
Source of Supply	64,436	36,119	-	-	-	100,555
Transmission and Distribution System	64,436	24,079	12,040	-	-	100,555
Customer Account Expense	-	-	-	10,498	20,995	31,493
General and Administrative Expense	-	-	-	344,272	-	344,272
<b>Total</b>	<b>\$ 128,873</b>	<b>\$ 60,198</b>	<b>\$ 12,040</b>	<b>\$ 354,770</b>	<b>\$ 20,995</b>	<b>\$ 576,876</b>
<b>Forecast Year: 2026</b>						
Source of Supply	66,844	37,468	-	-	-	104,312
Transmission and Distribution System	66,844	24,979	12,469	-	-	104,312
Customer Account Expense	-	-	-	10,877	21,754	32,630
General and Administrative Expense	-	-	-	360,699	-	360,699
<b>Total</b>	<b>\$ 133,687</b>	<b>\$ 62,447</b>	<b>\$ 12,469</b>	<b>\$ 371,576</b>	<b>\$ 21,754</b>	<b>\$ 601,954</b>
<b>Forecast Year: 2027</b>						
Source of Supply	69,156	38,765	-	-	-	107,920
Transmission and Distribution System	69,156	25,843	12,922	-	-	107,920
Customer Account Expense	-	-	-	11,271	22,542	33,813
General and Administrative Expense	-	-	-	374,898	-	374,898
<b>Total</b>	<b>\$ 138,312</b>	<b>\$ 64,608</b>	<b>\$ 12,922</b>	<b>\$ 386,169</b>	<b>\$ 22,542</b>	<b>\$ 624,552</b>
<b>Forecast Year: 2028</b>						
Source of Supply	71,536	40,099	-	-	-	111,634
Transmission and Distribution System	71,536	26,732	13,366	-	-	111,634
Customer Account Expense	-	-	-	11,661	23,363	35,044
General and Administrative Expense	-	-	-	389,290	-	389,290
<b>Total</b>	<b>\$ 143,071</b>	<b>\$ 66,831</b>	<b>\$ 13,366</b>	<b>\$ 400,971</b>	<b>\$ 23,363</b>	<b>\$ 647,603</b>
<b>Forecast Year: 2029</b>						
Source of Supply	73,986	41,472	-	-	-	115,458
Transmission and Distribution System	73,986	27,648	13,824	-	-	115,458
Customer Account Expense	-	-	-	12,108	24,216	36,324
General and Administrative Expense	-	-	-	403,883	-	403,883
<b>Total</b>	<b>\$ 147,971</b>	<b>\$ 69,120</b>	<b>\$ 13,824</b>	<b>\$ 415,991</b>	<b>\$ 24,216</b>	<b>\$ 671,122</b>

- Meters & Services and Billing costs are recovered from the monthly base charge
- Base and extra capacity charges are recovered from the volume (commodity) charge

# Water Rates Step 3 – Calculate Monthly Base Charge



- Monthly base fee charged per Equivalent Residential Unit (ERU)
- Meter reading credit applied to CTSI and Wilson mobile home park ERUs for over recovery of costs due to master meters

City of Siletz, Oregon Water System Rate Study Update 2023 Calculation of Forecasted Customer Charges (\$/Account/Month)						
	Budget	Forecast				
	2024	2025	2026	2027	2028	2029
Net revenue requirement - customer costs						
Meters & Services	352,096	354,770	371,576	386,169	400,971	415,991
Billing	20,266	20,995	21,754	22,542	23,363	24,216
Total	372,363	375,765	393,329	408,711	424,334	440,207
Number of equivalent customers/bills:						
Per month	723	729	734	740	746	751
Annual	8,676	8,743	8,810	8,878	8,946	9,015
Unit charge per equivalent customer:						
Meters & Services	40.5828	40.5785	42.1760	43.4975	44.8197	46.1432
Billing	2.3359	2.4014	2.4691	2.5391	2.6114	2.6862
Total	\$ 42.9187	\$ 42.9799	\$ 44.6452	\$ 46.0366	\$ 47.4311	\$ 48.8294

# Water Rates Step 4 – Calculate Use (Commodity) Charge



- Uniform residential and commercial commodity rates
- 95% of active meters serve residential customers
- 5% of remaining meters serve low impact commercial customers

Line Item Description	Budget 2024		Forecast			
	2024	2025	2026	2027	2028	2029
Estimated annual water sales in kgal:						
Single-Family Residential	36,962	37,517	38,080	38,651	39,231	39,819
Multifamily Residential	-	-	-	-	-	-
Commercial	-	-	-	-	-	-
Bulk	-	-	-	-	-	-
<b>Total</b>	<b>36,962</b>	<b>37,517</b>	<b>38,080</b>	<b>38,651</b>	<b>39,231</b>	<b>39,819</b>
Base charge:						
Forecasted base cost revenue requirement	\$ 131,053	\$ 128,873	\$ 133,687	\$ 138,312	\$ 143,071	\$ 147,971
Base charge:						
Single-Family Residential	3,5456	3,4351	3,5107	3,5785	3,6469	3,7161
Multifamily Residential	-	-	-	-	-	-
Commercial	-	-	-	-	-	-
Bulk	-	-	-	-	-	-
Extra capacity charge:						
Maximum day charge:						
Forecasted maximum day revenue requirement	\$ 61,217	\$ 60,198	\$ 62,447	\$ 64,608	\$ 66,831	\$ 69,120
Maximum day extra capacity charge:						
Single-Family Residential	1,6562	1,6046	1,6399	1,6716	1,7035	1,7358
Multifamily Residential	-	-	-	-	-	-
Commercial	-	-	-	-	-	-
Bulk	-	-	-	-	-	-
Maximum hour charge:						
Forecasted maximum hour revenue requirement	\$ 12,243	\$ 12,040	\$ 12,488	\$ 12,922	\$ 13,366	\$ 13,824
Maximum hour extra capacity charge:						
Single-Family Residential	0,3312	0,3209	0,3280	0,3343	0,3407	0,3472
Multifamily Residential	-	-	-	-	-	-
Commercial	-	-	-	-	-	-
Bulk	-	-	-	-	-	-
Commodity charge summary:						
Single-Family Residential	3,5456	3,4351	3,5107	3,5785	3,6469	3,7161
Base	1,6562	1,6046	1,6399	1,6716	1,7035	1,7358
Maximum day	0,3312	0,3209	0,3280	0,3343	0,3407	0,3472
Maximum hour						
<b>Total</b>	<b>5,5330</b>	<b>5,3605</b>	<b>5,4786</b>	<b>5,5844</b>	<b>5,6912</b>	<b>5,7991</b>

**Appendix B – March 11, 2024, City Council Rate Study Presentation**

DRAFT



# Utilities Rate Study Kickoff Meeting

**March 11, 2024**







## Agenda ...

- Sewer planning assumptions
- Status of funding assumptions for the sewer project
- Preliminary forecast of sewer rates
- Water planning assumptions
- Assumptions and issues
- Water rate structure discussion
- Preliminary forecast of water rates (status quo)
- Neighboring communities' utility bills
- Next steps

MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION



# KEY SEWER PLANNING ASSUMPTIONS



## City Assumptions

- \$3 million State grant "off the top"
- City share of funding responsibility after grants is 56.54%
- New debt from DEQ SRF loan program
- 30-year loan
- 2.01%
- Possibility for principal forgiveness



## CTSI Assumptions

- No "off the top" money from CTSI
- CTSI share of funding responsibility after grants is 43.46%
- CTSI has the option to partner with the City on the DEQ SRF loan



## Sewer Project Assumptions

- Estimated project cost today is \$11 million
- Schedule
- Start date July 1, 2024
- End date June 30, 2027
- Inflation during construction at 3%/ yr.
- Assume City pays accrued interest during construction

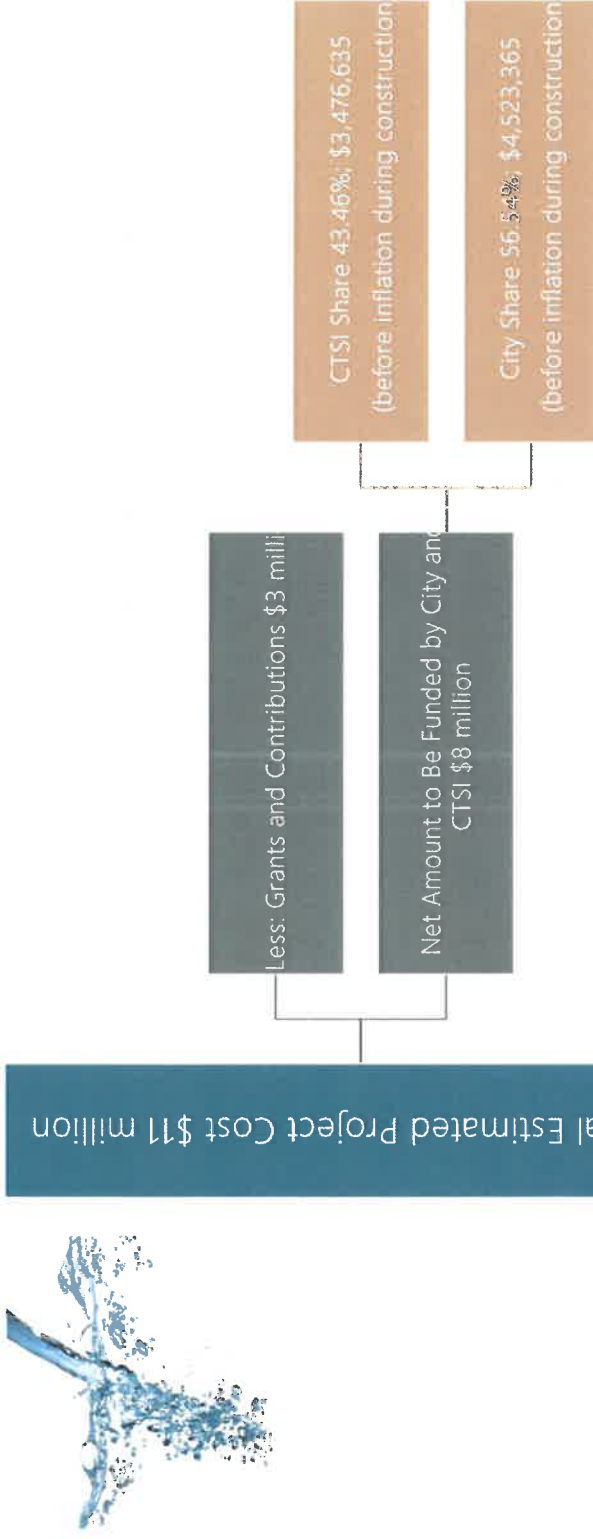
MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION

3



# FUNDING STRATEGY FOR THE WASTEWATER TREATMENT PLANT UPGRADE



MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION



# PRELIMINARY FORECAST OF SEWER RATES



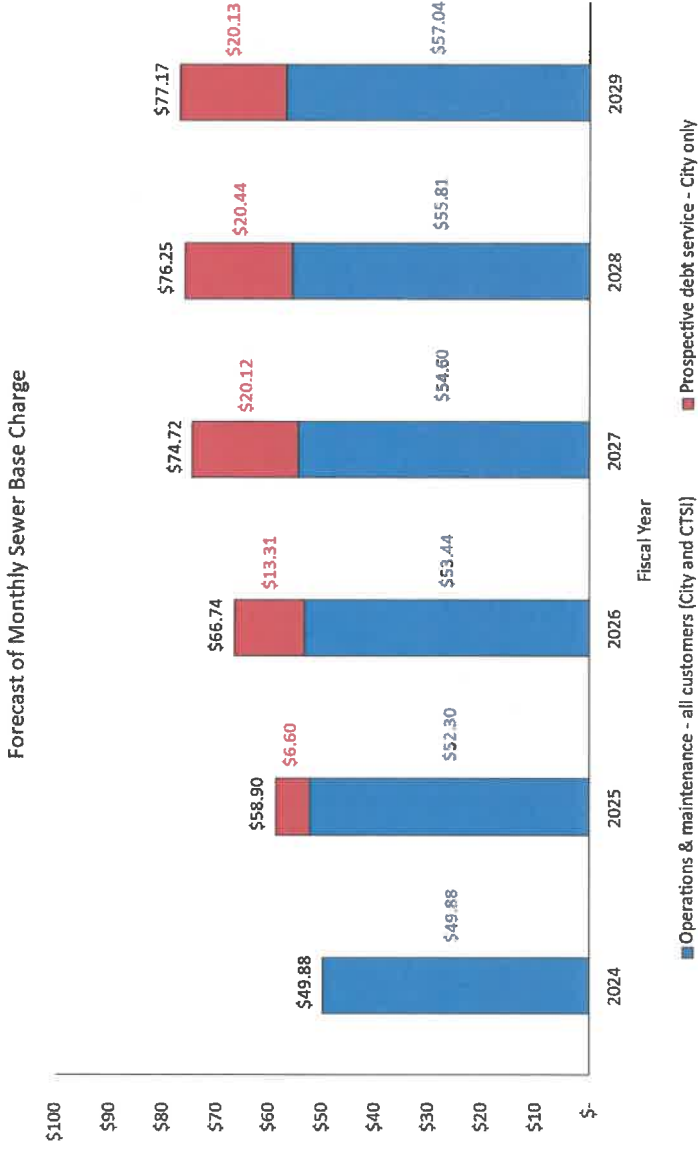
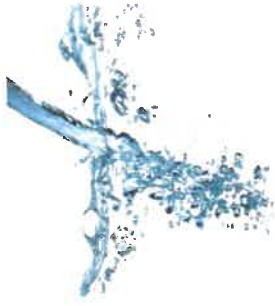
Wastewater Rate Component	Effective on July 1				
	2024	2025	2026	2027	2028
<b>Common sewer system revenue requirements:</b>					
Personal services	\$ 161,873	\$ 167,609	\$ 173,569	\$ 179,764	\$ 186,205
Materials and services	153,682	158,292	163,041	167,932	172,970
Capital outlay	37,950	50,000	51,500	53,045	54,636
Legacy debt service	47,111	47,111	47,111	47,111	47,111
Subtotal common sewer system revenue requirements	\$ 400,617	\$ 423,012	\$ 435,221	\$ 447,852	\$ 460,922
City-specific sewer system revenue requirements:					
Prospective debt service - 2025 WWTP upgrade	-	23,451	47,605	72,484	224,163
(Use)/replacement of fund balance	-	-	-	-	(150,000)
Subtotal City only sewer system revenue requirements	\$ -	\$ 23,451	\$ 47,605	\$ 72,484	\$ 74,163
<b>Total sewer system revenue requirements</b>	\$ 400,617	\$ 446,463	\$ 482,826	\$ 520,336	\$ 685,084
<b>EDU assumptions:</b>					
City	294	296	298	300	302
CTSI	208	209	211	212	214
<b>Total</b>	502	506	509	513	516
<b>Estimated wastewater flows (Q): kgal</b>	34,298	34,538	34,780	35,023	35,269
less: 1kgal included in monthly base charge	6,024	6,066	6,109	6,151	6,194
<b>Estimated wastewater flows subject to volume charge</b>	28,274	28,472	28,671	28,872	29,074
<b>Calculation of monthly sewer rates:</b>					
Monthly base charge:					
Operations & maintenance - all customers (City and CTSI)	\$ 49.88	\$ 52.30	\$ 53.44	\$ 54.60	\$ 55.81
Prospective debt service - City only	-	6.60	13.31	20.12	20.44
Monthly base charge City customers	\$ 49.88	\$ 58.90	\$ 66.74	\$ 74.72	\$ 76.25
<b>Wastewater volume charge: \$/kgal</b>					
Operations & maintenance - all customers	\$ 3.54	\$ 3.71	\$ 3.79	\$ 3.88	\$ 3.96

MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION



# PRELIMINARY FORECAST OF SEWER RATES – MONTHLY BASE CHARGE

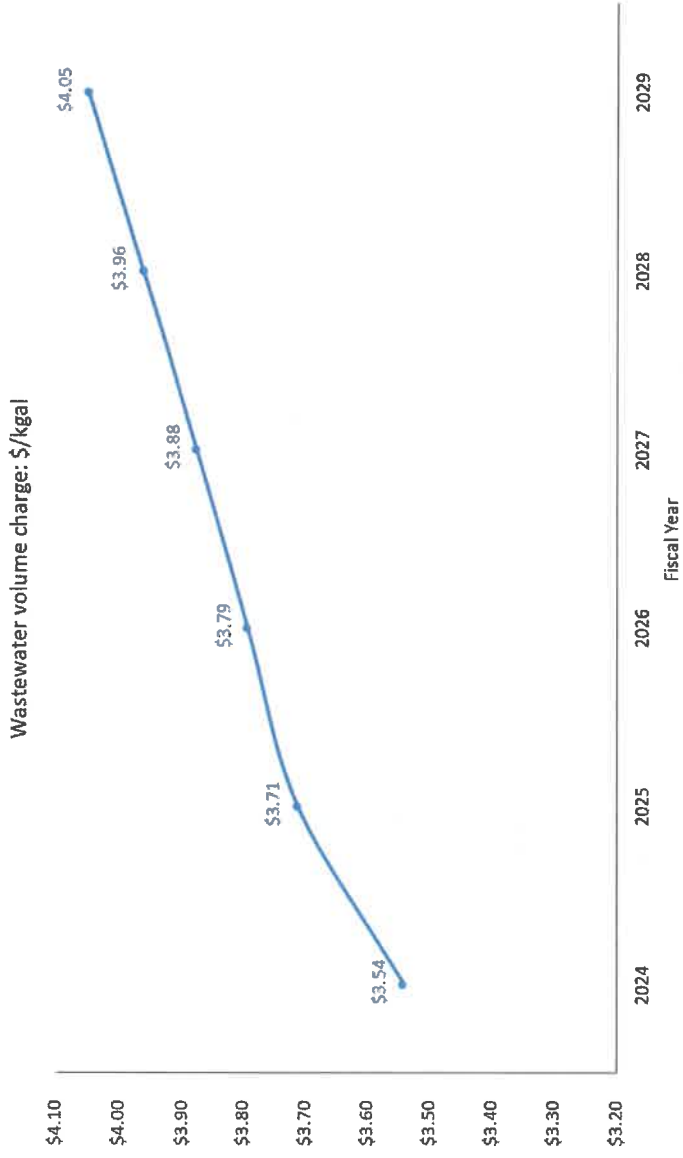
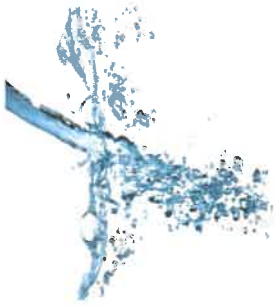


MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION



# PRELIMINARY FORECAST OF SEWER RATES – VOLUME CHARGE



MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION



# WATER PLANNING ASSUMPTIONS AND ISSUES



## General Assumptions

- No large capital improvements anticipated
- Assume \$250k per year in rate funded capital outlays (line replacements, etc.)
- Rate increases generally around 3% per year
- Water system has two debt issuances outstanding; total annual debt service is ~\$73k
- No material growth in the customer base; PSU data indicate 0.77% per year



## Issues

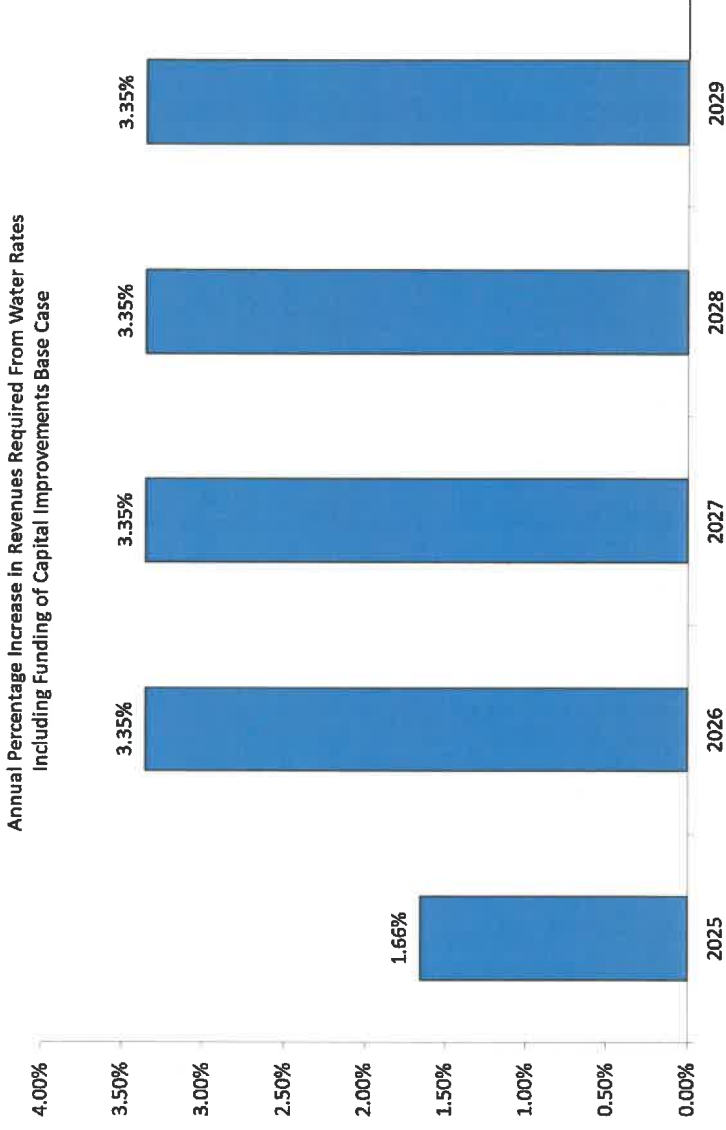
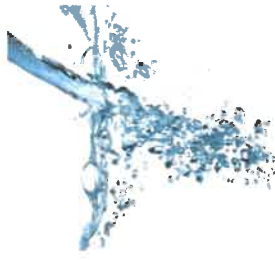
- CTSI has 5 master meters serving 185 residence equivalents
- City currently charges 1 water monthly base charge for each CTSI residence equivalent
- Does the City want to move away from this practice?
- If so, we would have to significantly reduce the meter charge and significantly increase the volume charge
- Moving to a high reliance on the variable charge will cause rate disruptions

MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION



# FORECAST OF ANNUAL CHANGES IN WATER REVENUE REQUIREMENTS



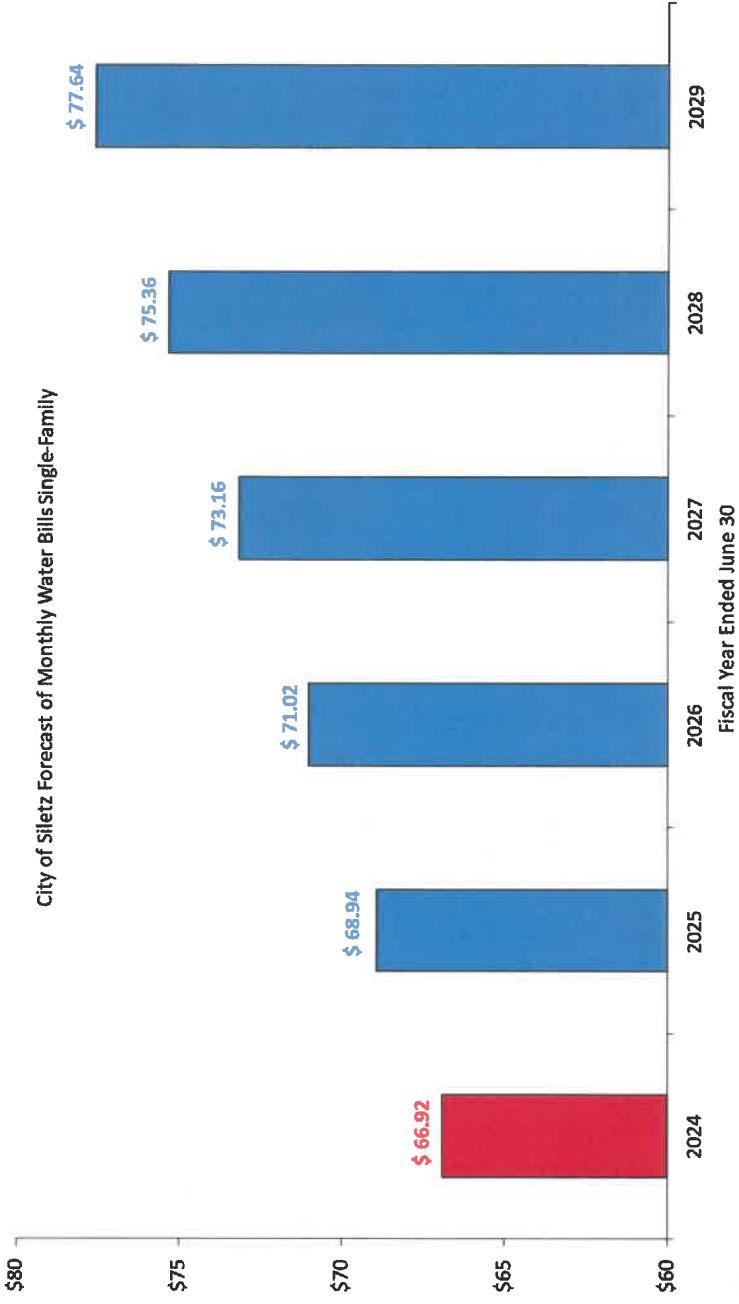
MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION





# FORECAST OF AVERAGE MONTHLY SINGLE - FAMILY WATER BILLS



MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION

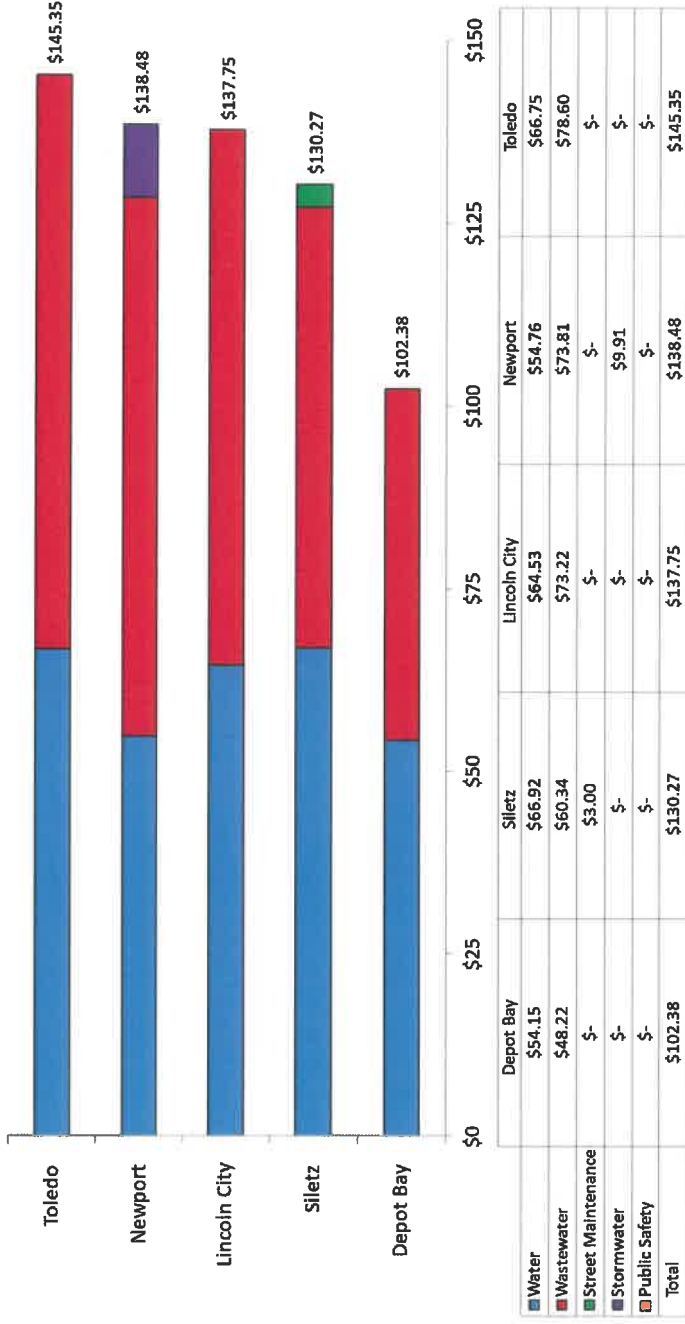
11



# NEIGHBORING COMMUNITIES' UTILITY BILLS



Regional Utilities Rates per Month- March, 2024



MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION



# NEXT STEPS



MARCH 11, 2024

SILETZ CITY COUNCIL PRESENTATION

13



**RESOLUTION NO. 655**

**A RESOLUTION ESTABLISHING CURRENT WATER  
USER CHARGES PER ORDINANCE NO. 118**

Be it resolved by the Common Council of the City of Siletz, pursuant to the power to establish Water User Rates Reserved to the City Council in Ordinance No. 118, Section 9 and Ordinance No. 58, Section 9 amended, relating to the regulation and operation of the Siletz Water Treatment Facilities within and without the City of Siletz shall be as follows:

**SECTION 1. RATE SCHEDULE INSIDE THE CITY**

The minimum basic User Charge per service per month, in order to provide services through the City's Water Treatment System, shall be as follows:

**RESIDENTIAL SERVICE**

For Residences, Multiple Dwellings with a Master Meter (per unit)  
and Manufactured Homes (per space) used as  
Residences – Basic Minimum Monthly Charge,  
Including first 1,000 gallon usage .....\$42.00  
Additional Usage – per 100 gals. ....\$ .50

**COMMERCIAL SERVICE**

For Commercial and Professional – Basic Minimum  
Monthly Charge, including first 1,000 gallons usage.....\$42.00  
Additional usage – per 100 gals. ....\$ .50

**LAUNDRIES AND LAUNDROMATS**

Basic Minimum Monthly Charges including  
First 1,000 gal. usage .....\$42.00  
Additional Usage – per 100 gals.....\$ .50

**SILETZ SCHOOL**

Basic Minimum Monthly Charge 11 ERU including  
First 1,000 gal. usage ..... \$462.00  
Additional Usage - per 100 gals. .... \$ .50

**SECTION 2. RATE SCHEDULE, OUTSIDE THE CITY.**

The charges for Water Service Provided to water users outside the Corporate City Limits of the City of Siletz to be twice those charged to like water users within such limits.

**SECTION 3. CONTRACT SERVICES.**

For Special Contract Services, by the Council by Individual Contract with the Owner and/or Authorized Personnel of the Business/Building and/or site being served by City Water Services increase shall be the same as like water users within city limits.

**SECTION 4. NEW USERS.**

New Users of the Water System shall pay for the first month service proportionately to the time served during the month.

**SECTION 5. NEW CONNECTION FEES.**

Charges for new services shall be applied and paid for in advance and includes excavation and backfill, tapping the main, laying the pipe, installing the meter, yoke and meter box, hand valve, curb stop and saddle, together with replacement of surfacing materials shall be as follows:

<u>SIZE OF SERVICE</u>	<u>CONNECTION FEE</u>
5/8" x 3/4"	\$ 1,000 plus any extra and/or unusual costs of installation
1" meter	\$ 1,250 plus any extra and/or unusual costs of installation

The installation of all service pipe and meter 1 1/2" in diameter and/or larger extending from the main to a point adjacent to the property line and the meter, shall be the actual labor and material furnished plus 10 percent overhead expenses.

**SECTION 6. DEPOSITS.**

The deposits shall be a sum equal to the Base Rate for one month services, and/or .....\$42.00

**SECTION 7. STANDBY FEES.**

The Standby Charge for those users requesting their water be shut off and billed on Standby while away from said premises shall be:

**The Base Rate of \$ 42.00 per month**

**SECTION 8. EFFECTIVE DATE OF RATE SCHEDULE.**

The imposition of the charges under this Resolution No. 655 shall begin on all affected Water Bills rendered by the City of Siletz Utility Department and payable after July 1, 2019 in accordance with the Cities Utility Cycle Billing Plan and each and every monthly billing due date thereafter.


**NOW, THEREFORE LET IT BE KNOWN**, that said rate charge increase is necessary for the preservation of the public health, peace and safety of the City of Siletz, Oregon and the inhabitants thereof.

**APPROVED AND ADOPTED** by the City Council of the City of Siletz, Oregon  
On this 8 day of April, 2019.

**APPROVED** by the Mayor this 8 day of April, 2019.

Attest:

  
City Recorder

  
Mayor

# NEW BUSINESS

# Issuance of City Business Licenses



## MEMORANDUM TO COUNCIL

RE: Issuance of City Business Licenses

Fr: City Recorder/ Admin Assistant

Date: 03/25/24

---

**ISSUE:** The city has many businesses in town that are doing work without issued licenses. Some of these companies aren't established businesses in the city but have been hired by other entities to do work within city limits.

**HISTORY:** There has been question on if companies doing infrastructure work for CTSI need to get city issued business licenses. Also, if the new Tribal coffee shop needs to get one as well. There is nothing in the municipal code that exempts these businesses from needing a business license, so we have reached out to let them know that it is required to keep doing business in the city. We have reached out to the city attorney on these issues, please see the attached email.

**ACTION:** No action needed. This is to update council on licensing issues we are taking care of.

## Barbara Chestler

---

**From:** Lori Cooper <Lori@localgovtlaw.com>  
**Sent:** Wednesday, March 20, 2024 12:51 PM  
**To:** Barbara Chestler  
**Subject:** RE: Business Licenses City of Siletz

Hi Barbara,

I took a look at your municipal code sections regarding business licenses.

Like most cities' codes on this subject, Siletz's code provides broad authority to the City to require business licenses of almost all businesses.

Regarding construction companies etc. that are working on infrastructure projects for the tribe, I don't see anything in your municipal code that exempts businesses working on tribal property that is within the city limits from the requirement to obtain a city business license.

Do you know if the City has any sort of agreement with the tribe regarding taxation, licensing, etc.?

Some cities have agreements with tribes in which the tribe agrees to be subject to certain city taxes and regulations. So take a look at that agreement (if there is one).

If there is no such agreements between CTSI and the city, then I think you can attempt to require business licenses for the contractors who work on tribal projects, as well as for the tribal coffee shop you mentioned.

If the contractors and/or the tribe push back on the City's requirement for a business license you should ask them what authority they are relying on to claim they are exempt from the business license requirement. Then we can analyze that authority and figure out if there is any merit to their claim.

Regarding your question about whether Eugene-based IT companies who do work for entities in Siletz (including the City and the Fire District) are subject to the business license requirement, I think the City's municipal code language is broad enough to support the City requirement for a business license.

This is especially true if the IT companies have personnel physically present (at least occasionally) to do IT work within city limits. But even if they are only working remotely on IT matters for entities located within city limits, I think a good argument can be made that they are conducting business in the City and are required to obtain a business license.

So I would notify these IT companies that they need to obtain business licenses.

One other thing, some cities have language in their solicitations and/or service contracts that the contractor is required to get a business license – you should check your contracts with these providers and see if there is any language to that effect.

Please let me know if you have questions or would like to discuss this.

Thanks,

Lori

---

**From:** Barbara Chestler [mailto:Recorder@cityofsiletz.org]  
**Sent:** Wednesday, March 20, 2024 10:42 AM  
**To:** Lori Cooper <Lori@localgovtlaw.com>  
**Subject:** Business Licenses City of Siletz

Lori,

I know that I already asked, on 03/15, but I just wanted to ask about the business licenses again. We have some business asking and giving us a bit of pressure on this one. Please let me know. Sorry to bother you, but I said I would follow up on my original request, so here I am.

*Barbara Chestler  
City Recorder City of Siletz  
541-444-2521  
[recorder@cityofsiletz.org](mailto:recorder@cityofsiletz.org)*

# Correspondence

## Barbara Chestler

---

**From:** David Lapof <dlapof@siletzfire.com>  
**Sent:** Wednesday, March 13, 2024 1:06 PM  
**To:** Brady Templeton; Nicholas Vaille (nvaille@co.lincoln.or.us); Samantha Buckley; Stephanie Stafford; Greg Musil; Barbara Chestler; Jeff Mathia (JeffM@pacificwest.us.com); Randall Storms; THOMAS Matt \* ODF; Karl Vertner; Rick Booth (boonsue1019@gmail.com); Rep Gomberg; Amy Conner (aconner@samhealth.org)  
**Cc:** Office; Daniel Morford  
**Subject:** Fire District Open House

We are inviting you to attend the Siletz Fire District Open House & Preparedness Fair on

**Saturday June 8<sup>th</sup>**  
**11:00-3:00 PM**

Tables and Chairs and Lunch will be provided.

Please let us know if you have any questions and if you can attend.

Thank you

*Dave Lapof, Fire Chief*  
Siletz Valley Fire District  
149 W. Buford Ave  
PO Box 380  
Siletz, Oregon 97380

541-272-1958 Cell  
541-444-2043 Station  
dlapof@siletzfire.com

## Barbara Chestler

---

**From:** SPERRY Arianne \* DEQ <Arianne.SPERRY@deq.oregon.gov>  
**Sent:** Friday, March 8, 2024 1:16 PM  
**To:** RethinkRecycling \* DEQ  
**Subject:** New local government funding to meet new recycling requirements

Greetings!

Oregon's recycling requirements for local governments are changing. Are you ready? Take the following steps to help your organization prepare:

1. [Register](#) to attend the free Recycling Modernization Act webinar for local governments and service providers, via Zoom at 10:00 a.m. on Thursday, March 21, 2024. The webinar will be recorded for those who cannot attend.

At the webinar, staff from Oregon DEQ and the prospective producer responsibility organization, Circular Action Alliance, will present information about new recycling requirements, new funding, timelines, and engagement opportunities.

2. [Complete this survey](#) for local governments by April 1 to identify your jurisdiction's primary point of contact for recycling funding discussions with the prospective PRO, Circular Action Alliance.
3. [Sign up](#) for the monthly Recycling Modernization Act newsletter to stay informed about the implementation of Oregon's new recycling law.
4. [Learn more](#) by watching the videos and exploring the information available on the RMA website, [recyclingact.oregon.gov](http://recyclingact.oregon.gov). Under the videos, click on "Informational material" to review the Local Government Responsibilities and Benefits, Frequently Asked Questions, Implementation Timeline, and Material Acceptance List.

### Oregon's new recycling law

Oregon's recycling system will soon be changing due to a new law called the [Plastic Pollution and Recycling Modernization Act](#). The RMA requires producers of packaging, printing and writing paper, and food serviceware to share the responsibility for building and maintaining a more resilient and responsible recycling system. Producers must join and pay fees to a nonprofit Producer Responsibility Organization, or PRO. Recycling system changes will begin July 2025.

### New funding for new recycling requirements

Local governments and service providers will continue to provide recycling service along with [meeting some new requirements](#). The law makes local governments eligible for five different types of PRO funding, including compensation for:

- Transporting recycling long distances
- Expanding recycling service
- Implementing contamination reduction programming

### What to expect

In the coming year, local governments will have the opportunity to:

- Discuss recycling service expansion requests, funding, and existing recycling depots with the prospective PRO, Circular Action Alliance, this spring and summer.
- Provide feedback on new recycling educational materials and contamination reduction programming elements this summer and fall.

- Designate and authorize service providers to receive PRO funding on their behalf at the beginning of 2025.

**Getting ready**

In addition to attending the March 21 webinar, local governments can prepare by meeting with service providers and other partners and working together to gain alignment on recycling service changes, funding opportunities, and a plan for meeting new recycling obligations.

**Questions?**

Email [RethinkRecycling@deq.oregon.gov](mailto:RethinkRecycling@deq.oregon.gov).

**Arianne Sperry** *(she/her)*

Recycling Program Implementation Lead  
Materials Management – Product Stewardship Team  
Oregon Department of Environmental Quality  
Cell: 503-780-5534 | [arianne.sperry@deq.oregon.gov](mailto:arianne.sperry@deq.oregon.gov)

# Council Comments



# Adjournment