



## BOARD OF COMMISSIONERS

### BOARD OF COUNTY COMMISSIONERS MEETING

2:00 PM, MONDAY, MAY 15, 2023

Allen Room - Deschutes Services Bldg - 1300 NW Wall St - Bend

(541) 388-6570 | [www.deschutes.org](http://www.deschutes.org)

### AGENDA

**MEETING FORMAT:** In accordance with Oregon state law, this meeting is open to the public and can be accessed and attended in person or remotely, with the exception of any executive session.

Members of the public may view the meeting in real time via YouTube using this link: <http://bit.ly/3mmlnzy>. To view the meeting via Zoom, see below.

**Citizen Input:** The public may comment on any topic that is not on the current agenda. Alternatively, comments may be submitted on any topic at any time by emailing [citizeninput@deschutes.org](mailto:citizeninput@deschutes.org) or leaving a voice message at 541-385-1734.

When in-person comment from the public is allowed at the meeting, public comment will also be allowed via computer, phone or other virtual means.

**Zoom Meeting Information:** This meeting may be accessed via Zoom using a phone or computer.

- To join the meeting from a computer, copy and paste this link: [bit.ly/3h3oqD](http://bit.ly/3h3oqD).
- To join by phone, call 253-215-8782 and enter webinar ID # 899 4635 9970 followed by the passcode 013510.
- If joining by a browser, use the raise hand icon to indicate you would like to provide public comment, if and when allowed. If using a phone, press \*6 to indicate you would like to speak and \*9 to unmute yourself when you are called on.



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, call (541) 388-6572 or email [brenda.fritsvold@deschutes.org](mailto:brenda.fritsvold@deschutes.org).

## CALL TO ORDER

**CITIZEN INPUT:** Citizen Input may be provided as comment on any topic that is not on the agenda.

**Note:** In addition to the option of providing in-person comments at the meeting, citizen input comments may be emailed to [citizeninput@deschutes.org](mailto:citizeninput@deschutes.org) or you may leave a brief voicemail at 541.385.1734.

## AGENDA ITEMS

- [1.](#) **2:00 PM** Public Health Advisory Board leadership introductions and update on COCC ARPA grant usage
- [2.](#) **2:20 PM** Update on Veterans Village from Central Oregon Veterans Outreach and Bend Heroes Foundation
- [3.](#) **2:35 PM** Workforce Housing Trust Fund Proposal
- [4.](#) **2:55 PM** Community Development Department Draft FY 2023-24 Work Plan and 2022 Annual Report / Work Session
- [5.](#) **3:15 PM** Consideration for the Community Justice Department to submit a grant application to the Multi-Agency Coordination (MAC) Group to support efforts to impact unsheltered homelessness
- [6.](#) **3:30 PM** Consideration for the Coordinated Houseless Response Office to submit a grant application to the Multi-Agency Coordination (MAC) Group to support efforts to impact unsheltered homelessness
- [7.](#) **3:40 PM** Treasury Report for April 2023

## OTHER ITEMS

*These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.*

## EXECUTIVE SESSION

*At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.*

*Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.*

## ADJOURN



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: May 15, 2023

SUBJECT: Public Health Advisory Board leadership introductions and update on COCC ARPA grant usage

RECOMMENDED MOTION: N/A

BACKGROUND AND POLICY IMPLICATIONS:

The Public Health Advisory Board (PHAB) leadership will introduce themselves to the Board for the purpose of opening the door for more dialogue between the BOCC and the PHAB in the future.

Following the introductions, PHAB Member Sarah Baron will provide an update on the use of American Rescue Plan Act (ARPA) funds awarded by the Board to Central Oregon Community College (COCC). The presentation will describe the progress made to expand the public health workforce using various strategies:

- Outreach efforts and campaigns to promote public health careers in high schools, colleges, and the community at large;
• Training, scholarships, and paid practicums (e.g., access to housing assistance, food resources and childcare, as well as potential employment opportunities); and
• Collaborative efforts to leverage Medicaid and State funds to sustain community health outreach efforts and workforce development.

BUDGET IMPACTS: None

ATTENDANCE:

Tom Kuhn, Manager, Health Services
Sarah Baron, EdD, Assistant Professor, COCC
Rob Ross, MD, PHAB Chair
Colleen Sinsky, PHAB Vice-Chair



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: May 15, 2023

SUBJECT: Update on Veterans Village from Central Oregon Veterans Outreach and Bend Heroes Foundation

RECOMMENDED MOTION:

Consider request to approve the addition of seven new cabins at Veterans Village, and consider the request for \$150,000 in funding towards construction costs.

BACKGROUND AND POLICY IMPLICATIONS:

On March 17, 2021, the Board of County Commissioners executed a Memorandum of Understanding to memorialize the roles and responsibilities between the County, Bend Heroes Foundation (BHF) and Central Oregon Veterans Outreach (COVO) for the project development and ongoing operations of Veterans Village. Additionally, a ground lease between the County and COVO was also executed to memorialize the use of approximately 1.25 acres at the Public Safety Campus for Veterans Village. Veterans Village officially opened on "Veterans Day", Thursday, November 11, 2021.

JW Terry and David Nieradka with COVO, and Erik Tobiason with Bend Heroes Foundation will present a project and operational update for Veterans Village, and request approval for the addition of seven new cabins and \$150,000 in funding towards construction.

BUDGET IMPACTS:

\$150,000 in funding towards the construction of seven new cabins at Veterans Village.

ATTENDANCE:

Kristie Bollinger, Property Manager
JW Terry and David Nieradka of COVO
Erik Tobiason of Bend Heroes Foundation

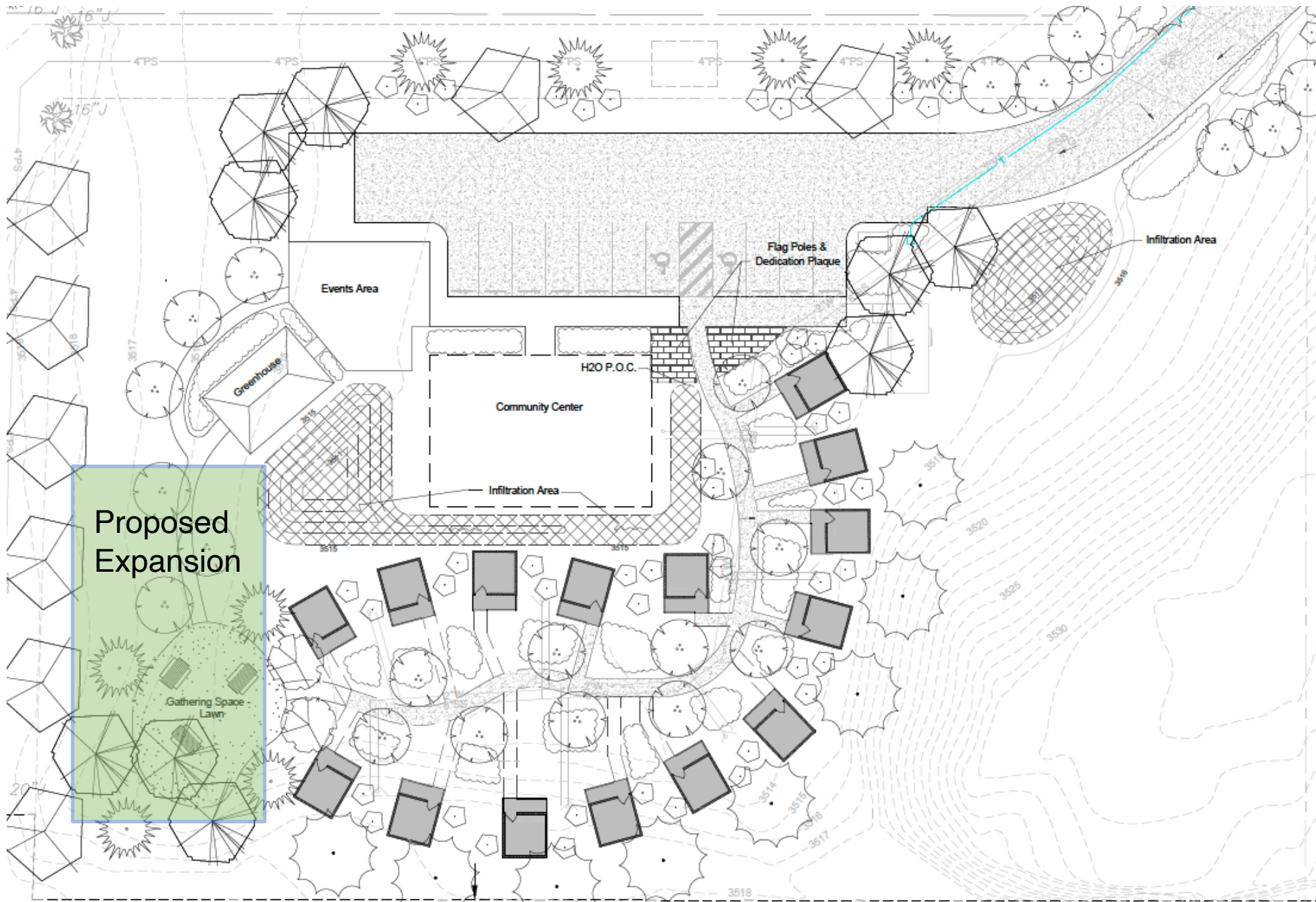
# Central Oregon Veterans Village

Board of County  
Commissioners 4/12/23

# Central Oregon Veterans Village

- Transitional Shelter Community for Homeless Veterans
    - 15 Cabins/Shelters and Community Building
    - Opened 11/11/21, one year after application approval under HB4212
  - Public-Private Partnership with City of Bend, Deschutes County, Bend Heroes Foundation and Central Oregon Veterans Outreach
  - Objective: To End Homelessness for Central Oregon's Veterans
    - Get homeless Veterans back on their feet so they can gain permanent housing and self sufficiency
  - Modeled after Clackamas County's successful operation
    - 20 Homeless Veterans transitioned to Permanent housing over 2 years
  - Acute Need for a solution to Veteran Homelessness in Central Oregon
    - COVO VBNL\* numbers more than 180 Individuals
- \*Veterans by Name List, homeless veterans counted by COVO





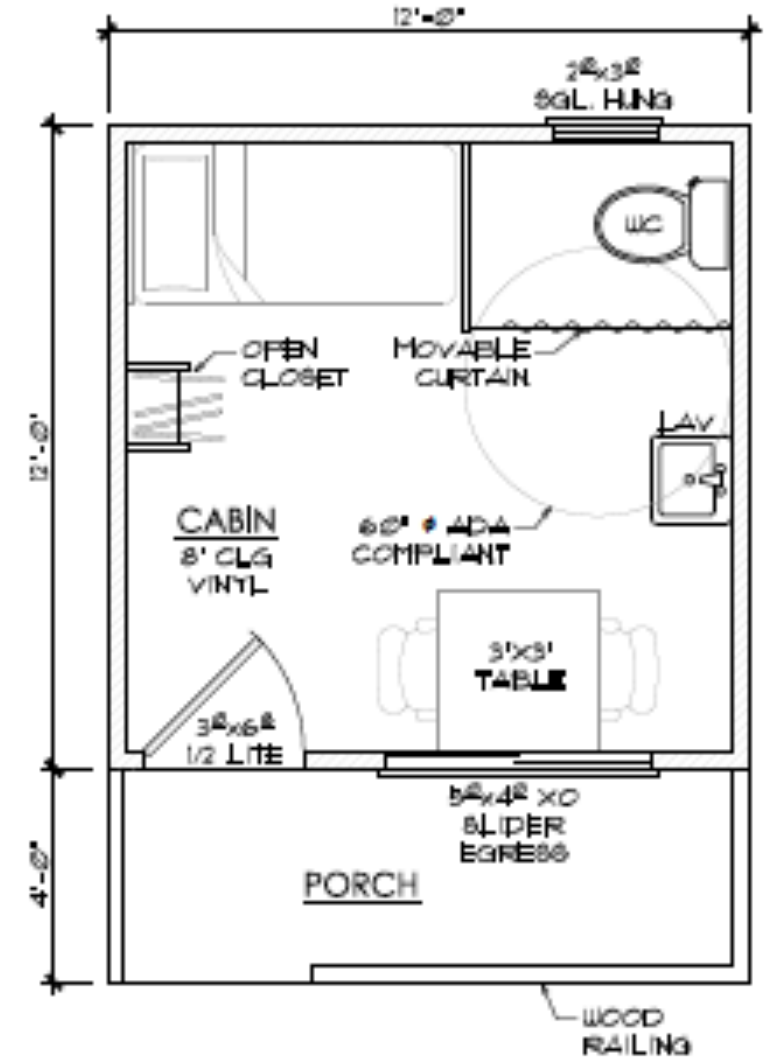
Proposed  
Expansion



# Shelter Unit



- 150 Sq FT +/-
- Insulated
- Heated/Air Conditioned
- Toilet
- Sink
- Table
- Closet
- Locking Door



## FLOOR PLAN

SCALE: 1/4" = 1'-0"

# Project scope

- Add 7 Cabins for a total of 22 shelters
  - Excavate, Fill and Grade Eastern portion of property
  - Expand utilities
  - Construct 7 12x12 Cabins, same design as original 15
    - Minor changes to improve ease of construction
  - Pave Perimeter Path
  - Landscaping

# Project Budget

- Site Preparation \$205,000
  - Excavation/Fill/Grading \$100,000
  - Utilities \$50,000
  - Paving \$40,000
  - Landscaping \$15,000
  
- Cabin Construction \$245,000
  
- Total Project \$450,000
  
- Request Funding from Deschutes County of 1/3 of project costs =\$150,000

# Project Timeline

- Engineering 5/15/23
- Excavation/Utilities 7/1/23
- Grading/Fill 8/1/23
- Cabin Construction 10/1/23
- Occupancy 11/11/23

Questions?

[centraloregonveteransvillage.org](http://centraloregonveteransvillage.org)

[bendheroes@gmail.com](mailto:bendheroes@gmail.com)

# CENTRAL OREGON VETERANS VILLAGE

Central Oregon Veterans Outreach  
JW Terry, Executive Director  
David Nieradka, Village Site Coordinator  
April 12, 2023

## VETERANS ARE WELCOMED AT THE VILLAGE



- From November 2021 to March 2023, 28 Veterans have found shelter at the Village
- Veterans are from all branches and all military service eras from Vietnam to the present
- To date, length of stay from entrance to exit ranges from 1 month to 17 months.
- 15 Veterans have exited: 12 to housing; 1 left because of feeling restricted; and 2 were exited due to non-compliance (of these 2, 1 now has permanent housing and 1 went to inpatient rehab). Those exited due to non-compliance still receive COVO services.
- Interestingly nearly all exited Veterans, including those who left due to non-compliance, come back to the Village to visit. The camaraderie that is created at the Village is a key benefit for the Vets.

## VETERANS SERVING VETERANS



- COVO emphasizes to Veterans living at the Village, and to the community, that, albeit temporary, the Village is their *home*.
- Because it is their home, Village residents have a voice in the running of the Village and as well, responsibility for upkeep of their cabin, the community building and grounds.
- Residents elect a three-person Village Council to provide a voice from the residents to COVO management and to work directly with the Site Coordinator on daily operations. Giving Veterans support and *leadership* from their peers has proven to be key aspect of the success of the Village. The Council runs security checks, oversee cleaning schedules and run some of the resident meetings



## SUPPORTIVE SERVICES



- All Veterans have a COVO case manager to develop and follow an individual service plan
- Case management communication frequency is built around the Veteran's needs and availability.
- All-resident meetings are held twice weekly with Site Coordinator, Executive Director, behavioral health consultant, and periodically community partners present on services
- Our behavioral health consultant, an LCSW who is also a Veteran, interacts weekly with Village residents and as needed provides assessments and referrals to community providers, advises case managers as needed for cases, is available for after-hours crisis intervention and provides ongoing therapy for residents who choose to work with him. He also supports masters in counseling and MSW interns working with Vets at the Village.

## ADDRESSING CHALLENGES



- The original kitchen didn't have cooking capacity for 15 residents. A commercial dishwasher was donated and a second stove and a second microwave were installed.
- Gates were installed and are locked at night for the safety of the Village residents.
- Security cameras were installed to enhance safety
- Storage for both Village items and residents is necessary. A COVO donor found a 40-foot connex box for a very low price and it will be delivered sometime in March.
- While waiting for TDS and city permits to get broadband infrastructure up to the community building, we have a hot spot from our cell phone provider for staff and residents to use while in the community building

## CHANGING LIVES



- M. is a Veteran served by COVO Outreach at China Hat for nearly two years. During that time he declined shelter or housing help and invitations to consider the Village. He finally agreed to tour the Village, and was pleasantly surprised. He decided to sell the camper he was living in and move to the Village where he worked very hard on his goals. In his 6 months there he was employed, obtained a HUD-VASH voucher and found an apartment. M. is a talented musician and artist. Now that he has a place of his own he is making connections in the community to support his artistic pursuits.
- H. was homeless for 6 months when he moved into the Village. He was resistant to following a plan to get him back to living independently. For almost a year COVO, other service providers and mental health specialists ran down every possible strategy to help him get motivated but to no avail. Additionally he frequently had conflict with other Village residents. He was exited for non-compliance but continued to receive COVO services and he stayed in contact with his support team. After living in his car and a shelter for a short-time, he followed through on some of the strategies offered while he was at the Village and within a few months was housed. He is still a frequent visitor at the Village. He is a good example of the importance of the time and support the Village can provide to Veterans to heal and work through what brought them to the point of needing the Village.

## CHANGING LIVES



- S. was chronically homeless when he connected with Outreach. S. is a hard worker (he's even biked across the US several times) but his persistent mental health challenges were a barrier for him following through with services long enough to get helped and housed. Living in community with others at the Village took some time to adjust to, but being in one place changed everything for him. He followed through with regular mental health care which allowed him to deal positively with other issues and within 3 months was housed.
- R. came to COVO's Outreach Center in summer 2021 deep in distress. COVO connected him to the Vet Center for counseling. When the Village opened, he moved in. R has income from disability benefits, but his mental health challenges were overwhelming his ability to maintain relationships or housing. He was frequently in conflict with other residents, and resisted most case management efforts to move him forward. After several months of interacting with our behavioral health consultant, R. agreed to meet with him for counseling. That led to agreeing to see a doctor and restart medication. He began accepting guidance from his case manager, and after about 4 months, on his own found an apartment. He continues counseling with the behavioral health consultant, meeting weekly in the Village community building. His social connections through the Village, where he was accepted and supported by other Vets, is an important part of his ongoing mental health wellness journey.



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** May 15, 2023

**SUBJECT:** Workforce Housing Trust Fund Proposal

**BACKGROUND AND POLICY IMPLICATIONS:**

In February, Cheri Helt reported on Deschutes County’s housing needs and presented a proposal to establish a Housing Trust Fund to provide 66 workforce homes per year. The homes would remain affordable to qualified employees for 30 years by deed restriction.

**BUDGET IMPACTS:**

Rather than use Transient Room Tax (TRT) funds as originally proposed, the revised proposal would be funded by an allocation of Deschutes County’s State video lottery dollars in the amount of \$500,000 for two years.

**ATTENDANCE:**

Cheri Helt  
Morgan Greenwood

**Deschutes County Housing Trust Fund Policy Proposal**

Deschutes County Board of County Commissioners

May 15, 2023

**CURRENT HOUSING NEED:**

Deschutes Co needs **55,887 total homes by 2040\***

Deschutes Co needs **11,412 homes for 80 - 120% AMI in the next twenty years<sup>1</sup>**

- 2022 Deschutes Co: **80 - 120% AMI for a family of 4 = \$71,900 - \$107,880**
  - Food service and accommodation employee (average salary \$35,914)
  - Bend-LaPine SD employees (average salary: \$42,734)
  - St. Charles employee (average salary: \$50,500)
  - Bright Wood Corporation employee (average salary: \$45,557)
  - Minimum wage employee (approximately \$28,080)
- **Purchase price affordable to this income range = \$300,000 - \$450,000**
  - Home price based upon HUD affordability standard of no more than 30% of income to housing costs

**REQUEST:**

The establishment of a Housing Trust Fund to be funded by Deschutes County’s Oregon State Lottery dollars allocation - \$500,000 per year for two years.

- Provides a \$30K Developer Credit per “workforce home” (within the price range affordable for buyers within 80 -120% of AMI) upon closing of home.
  - o These homes are deed restricted for 30 years to ensure affordability for 80% - 120% AMI.
- This credit can be utilized by the builder at their discretion to offset high cost of market prohibitive conditions – land cost, infrastructure cost/system development charges, permit fees, etc.
- Can be utilized by any builder on a first come, first served basis, to incentivize free market development.
- At \$500,000/year, the Housing Trust Fund can fund 16 workforce homes per year. This investment of taxpayer dollars equates to 1 thousand dollars a year for 30 years of dedicated workforce housing.

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\* <sup>1</sup> [RHNA Technical Report Final Revised \(oregon.gov\)](#) (page 59)

## HOMEOWNER APPLICATION ADMINISTRATION OUTLINE

- Applicant is required to currently be employed in Deschutes County (a copy of employers pay stub is required with application) in Deschutes County. Neither tenure of employment nor employer is a determining factor in order to limit the regulatory burden, and to keep from unintentionally preferencing certain sectors or specific employers.
- Qualifying Family Income is between 80 - 120%, adjusted annually for area median income as defined by HUD. Home sales price must be in alignment with income requirements. No additional income qualification is required, until the home is resold.
- Residents must complete application (see Attachment A “Model Application”), which are reviewed and approved annually by a committee established for the purpose.
- Affordability guaranteed by a 30-year deed restriction (see Attachment B “Model Deed Restriction”), which would be recorded by the builder closing.
- Qualifying home price cannot exceed more than 30% of a qualifying monthly income (Principle, Interest, Tax, and Insurance)
- Must be a primary residence (applicant must live in the home for the majority of the year)
- Applicant must be a U.S. citizen or have permanent resident alien status (required for applicant(s) only).
- When homeowners sell their home they can only sell the home for a maximum increase of 1% per year, capping out at 7% while continuing to meet the 80 -120% AMI deed restriction. This allows the home to remain affordable to the workforce for 30 years, and the homeowner to generate income for their next home purchase.
- NeighborImpact’s HomeSource Department will perform income verification and issue trust fund checks for \$400/application. Assuming that some applicants will fail to meet qualifications, the homeowner will pay the application fee, but successful applicants may receive a refund.
  - NeighborImpact’s fee covers not only the processing of applications, but one-on-one program overview meetings with interested applicants.
  - This fee amount is good for five years, and would need to be renegotiated after that point.
- NeighborImpact proposes two options for cash flow: either NeighborImpact can signal county to put the funds in escrow whenever a closing is ready OR NeighborImpact can hold the trust fund and issue checks as closings are certified.
- If required, NeighborImpact will send a 1099 to the developer receiving the developer credit.

DEVELOPER CREDIT ADMINISTRATION OUTLINE

- Any developer is eligible for this credit on an annual first come, first served basis, as the credits come available annually. This is to enhance free market opportunities, rather than establishing overly stringent requirements that give unintended preferences to some builders over others.
- Any home (Single Family or Middle Housing) that will meet standards for a Certificate of Occupancy in Deschutes County is eligible for the credit.
- At closing of each deed-restricted home that meets all eligible requirements, the developer will provide a copy of recorded deed to NeighborImpact and a \$30,000 credit will be issued to the builder/developer.

SUMMARY

The intention of the program is to support Deschutes County’s workforce by providing affordable homeownership opportunities, while also limiting the application and process burden on developers. If implemented at \$500,000/year, the Housing Trust Fund can provide a \$30,000 credit for at least 16 workforce homes across the county per year. This investment of taxpayer dollars equates to \$1,000 a year for 30 years of dedicated workforce housing.

A partnership with NeighborImpact will make the Housing Trust Fund successful. As the trusted fiscal agent for both public and non-profit entities, they have the experience and know-how to manage the income verification requirements and developer credit disbursement of a program of this scope.

When this program demonstrates success, the recommended next step is to approach the state legislature for a dedicated funding commitment. This is a first-in-the-state program in the fastest growing region in the state. We are confident that our development community has the ability to make the Housing Trust Fund work for our Deschutes County workforce, and that the state legislature will recognize this program as one well worth continued investment.





## 2023 Home Application

First Story, a 501c3 non-profit organization, is providing affordable homeownership opportunities in partnership with builders Hayden Homes and Simplicity Homes. Homes are constructed or rehabilitated by our building partners and then sold by First Story through a 30-year, zero-interest and zero-down loan. Homes range from 1,000-1,400 sq. ft with 3 bedrooms, 2 baths and a 2 car garage. Home locations are pre-selected. Homes are sold move-in ready. No upgrades or custom options are available.

To apply, review qualification guidelines below and refer to the application checklist for our requirements and documents needed. You must submit **all** documents listed on the checklist in addition to the completed application forms to our office. Your application will not be considered complete until all documentation is received.

### You May Qualify If...

- ✓ Your total gross - before taxes and deductions - Median Family Income (MFI) is at or below 80% of area median income (see attached chart for current requirements).
- ✓ You currently have no negative credit accounts or items in collections.
- ✓ You currently live or work in the County where the home is being built.
- ✓ You are a U.S. citizen or have permanent resident alien status (required for applicant(s) only).
- ✓ You are a first-time home buyer.

### Application Checklist

- First Story Application Forms.
- Recent credit report for applicant & co-applicant.  
Free credit report available at [www.annualcreditreport.com](http://www.annualcreditreport.com)
- Paystubs &/or income statements for last month for applicant & co-applicant.
- The previous year's tax forms or IRS transcripts and corresponding W2's for applicant & co-applicant.
- Photocopies of government issued photo identification for applicant and co-applicant.

Submit application and requested documentation in person or by mail to:

**FIRST STORY**  
**963 SW SIMPSON AVENUE, SUITE 110**  
**BEND, OR 97702**



**Disclosure.** This application is not a guarantee of an interview or selection for housing. First Story, acting as an entity within the capacity of a financial institution, will not share its applicants' personal information with nonaffiliated third parties; only First Story personnel and directors will review personal information. First Story will not disclose applicants' personal information to any nonaffiliated third party for use in telemarketing, direct mail marketing, or other marketing through electronic mail.

**ECOA.** The Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, and age; because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.



# Application

## First Story Homeownership Program

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.

**Dear Applicant:** Please complete this application for the First Story homeownership program truthfully, completely and accurately. All information you include on this application will be maintained in accordance with our privacy policy.

### 1. APPLICANT INFORMATION

#### Applicant

Applicant's name \_\_\_\_\_ Social Security number \_\_\_\_\_

Age \_\_\_\_\_ Date of birth \_\_\_\_\_ Pronouns:  She/Her  He/Him  They/Them

Cell phone (\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Present Address \_\_\_\_\_  Own  Rent

Married  Separated  Unmarried (single, divorced, widowed, domestic partnership, etc.)

#### Co-Applicant

Applicant's name \_\_\_\_\_ Social Security number \_\_\_\_\_

Age \_\_\_\_\_ Date of birth \_\_\_\_\_ Pronouns:  She/Her  He/Him  They/Them

Cell phone (\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Dependents and others who will live with you:**  
Name Age

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name Age

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. EMPLOYMENT INFORMATION**

Applicant		Co-Applicant	
Name and address of PRIMARY employer:	Start date (mm/dd/yyyy):	Name and address of PRIMARY employer:	Start date (mm/dd/yyyy):
	Annual (gross) wages: \$		Annual (gross) wages: \$
Name and address of SECONDARY employer:	Start date (mm/dd/yyyy):	Name and address of SECONDARY employer:	Start date (mm/dd/yyyy):
	Annual (gross) wages: \$		Annual (gross) wages: \$

In this space describe any special circumstances regarding your employment:

**3. MONTHLY INCOME**

Income source	Applicant	Co-Applicant	Total	Notes
Salary/wages (gross)	\$	\$	\$	
Alimony	\$	\$	\$	
Child support	\$	\$	\$	
Social Security	\$	\$	\$	
SSI (Supplemental SS Income)	\$	\$	\$	
Disability	\$	\$	\$	
Housing voucher	\$	\$	\$	
Unemployment benefits	\$	\$	\$	
VA compensation	\$	\$	\$	
Retirement (e.g., pension)	\$	\$	\$	
Military entitlements	\$	\$	\$	
Other:	\$	\$	\$	
Other:	\$	\$	\$	
<b>Total</b>	\$	\$	\$	

4. DEBT AND EXPENSES					
Account	Applicant			Co-Applicant	
	Monthly payment	Unpaid balance		Monthly payment	Unpaid balance
Auto loan	\$	\$		\$	\$
Lease (e.g., furniture, appliances — includes rent-to-own)	\$	\$		\$	\$
Alimony	\$	\$		\$	\$
Child support	\$	\$		\$	\$
Credit Cards (list below):					
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
Student loan debt	\$	\$		\$	\$
Medical debt	\$	\$		\$	\$
Other	\$	\$		\$	\$
Other	\$	\$		\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>

**MONTHLY EXPENSES**

Account	Applicant & Co-Applicant	First Story Office Use Only
Rent	\$	
Utilities (electricity, water, gas)	\$	
Insurance (rental, car, health, etc.)	\$	
Child care	\$	
Internet service	\$	
Cell phone	\$	
Transportation (gas, bus pass, vehicle upkeep)	\$	
Food & essential supplies	\$	
Entertainment (dining out, activities)	\$	
Other	\$	
<b>Total</b>	<b>\$</b>	

**5. DECLARATIONS**

Please check the box beside the word that best answers the following questions for you and the co-applicant.	Applicant	Co-Applicant
a. Are there any outstanding judgments because of a court decision against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Have you declared bankruptcy within the past seven years? If YES, identify the type(s) of bankruptcy: <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Chapter 13	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Have you had any property foreclosed upon in the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Are you party to a lawsuit in which you potentially have any personal financial liability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Have you conveyed title to any property in lieu of foreclosure or completed a pre-foreclosure sale or short sale (where the lender agreed to accept less than the outstanding mortgage balance due) within the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are you currently delinquent or in default on any federal debt or any other loan, mortgage financial obligation or loan guarantee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Are you a co-signer or guarantor on any debt of loan that is not disclosed on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Are you a U.S. citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**6. AUTHORIZATION, AGREEMENT AND RELEASE**

I understand that by filing this application, I am authorizing First Story to evaluate my actual need for First Story’s homeownership program, my ability to repay an affordable loan and other expenses of homeownership, and my willingness to be a partner according to First Story policy.

I understand that the evaluation will include personal visits, a credit check and employment verification (if applicable). I have answered all the questions on this application truthfully and accurately, and if any of the information provided changes after I submit this application, I will supplement this application, as applicable. I understand that if I have not answered the questions truthfully, accurately or completely, or fail to supplement this application as necessary to maintain its accuracy and completeness, my application may be denied, and that even if I have already been selected to receive a First Story home, I may be disqualified from the program and forfeit any rights or claims to a First Story home.

If this application is created as (or converted into) an “electronic application,” I consent to the use of “electronic records” and “electronic signatures” as the terms are defined in and governed by applicable federal and/or state electronic transaction laws. I intend to sign and have signed this application either using my: (a) electronic signature or (b) a written signature and agree that if a paper version of this application is converted into an electronic application, the application will be an electronic record, and the representation of my written signature on this application will be my binding electronic signature.

I also understand that First Story may screen applicants. By completing this application, I am submitting myself to such an inquiry. I further understand that by completing this application, I am submitting myself to a criminal background check.

<b>Applicant signature</b>	<b>Date</b>	<b>Co-Applicant signature</b>	<b>Date</b>
X _____	_____	X _____	_____

**7. DEMOGRAPHIC INFORMATION**

**PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW:**

The purpose of collecting this information is to help ensure that all applicants are being treated fairly, that the housing needs of communities and neighborhoods are being fulfilled, and to otherwise evaluate our programs and report to our funders. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, gender and race) in order to monitor our compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to provide this information. This information will not be used to determine your eligibility for our program.

The law provides that we may not discriminate on the basis of this information or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, federal regulations require us to note your ethnicity, gender and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Applicant	Co-Applicant
<p><b>Ethnicity (check one or more):</b></p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p><input type="checkbox"/> I do not wish to provide this information</p>	<p><b>Ethnicity (check one or more):</b></p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p><input type="checkbox"/> I do not wish to provide this information</p>
<p><b>Gender:</b></p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> I do not wish to provide this information</p>	<p><b>Gender:</b></p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> I do not wish to provide this information</p>
<p><b>Race (check one or more):</b></p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> I do not wish to provide this information</p>	<p><b>Race (check one or more):</b></p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> I do not wish to provide this information</p>

**8. EQUAL CREDIT OPPORTUNITY ACT NOTICE**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that monitors compliance with this law concerning this company is the Federal Trade Commission, with offices at FTC Regional Office for the East Central region, 600 Pennsylvania Avenue N.W., Washington D.C. 20580 or Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

You need not disclose income from alimony, child support or separate maintenance payment if you choose not to do so. However, because we operate a Special Purpose Credit Program, we require this information in order to determine an applicant's eligibility for our program and the affordable mortgage amount. Accordingly, if you receive income from these sources and do not provide this information with your application, your application will be considered incomplete, and we will be unable to invite you to participate in the First Story program.

**Applicant:**

X \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Co-Applicant:**

X \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**9. PRESENT HOUSING CONDITIONS (Help us get to know you. Your answers are not factored into the selection for the home. Use the space below OR attach a separate document)**

Why do you need a First Story home?

What does homeownership mean to you?



What barriers have prevented you from owning your own home?

Introduce you and your family members to us.

Recorded by AmeriTitle as an accommodation only. No liability is accepted for the condition of title or for the validity, sufficiency, or effect of this document.

After recording return to:

City of Sisters  
520 East Cascade  
Sisters, Oregon 97759

Deschutes County Official Records		[REDACTED]
D-CCR		01/21/2021 11:17 AM
Stn=1 BN		
\$40.00 \$11.00 \$10.00 \$61.00 \$6.00		\$148.00
\$20.00		
I, Nancy Blankenship, County Clerk for Deschutes County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.		
Nancy Blankenship - County Clerk		

Return To:



### DECLARATION OF RESTRICTIVE COVENANT

This DECLARATION OF RESTRICTIVE COVENANT (this "Declaration") is made by HAYDEN HOMES, LLC, an Oregon Limited Liability Company ("Declarant") for the benefit of the City of Sisters, Oregon ("City") dated effective as of August 19, 2020.

#### Recitals

- A. Declarant is the owner of the real property legally described in Exhibit A with an address of [REDACTED] Sisters, OR 97759 ("the Property").
- B. As a condition of certain land use approvals, specifically the Development Agreement to Support Urban Development in the City of Sisters recorded on 07/02/2019 in the official records of Deschutes County as file number [REDACTED] the Property must be subject to a restrictive covenant ensuring that the Property will be developed and conveyed/occupied as affordable housing.
- C. The Property has been developed with a single-family dwelling intended for affordable housing.
- D. This Declaration is made in accordance with applicable conditions of approval.

#### Declaration

Declarant hereby declares that the Property shall be held, conveyed, hypothecated, encumbered, used, occupied and improved subject to the following:

1. Affordable Housing. Except as otherwise provided in this Declaration, the Property must be sold to or leased by an individual or individuals (a "Qualifying Party") whose annual household income is at or below 80% of Area Median Income (AMI) or lower as designated on a yearly basis for Deschutes County by the federal department of Housing and Urban Development (HUD) for a Qualifying Amount (as defined below) measured at the time the Qualifying Party take title to or possession of the Property. Housing is affordable when no more than 30% of annual household income of the Qualifying Party is spent on housing (the "Maximum Amount"). For homebuyers, housing-related expenses include mortgage principal and interest, taxes, property insurance mortgage insurance, and essential utilities. For renters, housing-related expenses just includes rent, which must include essential utilities (water, sewer, electricity). For purposes of this Declaration, a "sale" is any conveyance or commitment to a future conveyance for consideration and "lease" or "rent" means any arrangement where a person other than the owner of the Property occupies any portion of the Property for consideration.
2. Sale and Lease of the Property.

- a. Initial Sale. Except for a sale to a party identified in Section 2(c) below, the initial sale of the Property (i.e. the sale immediately subsequent to the date this Declaration is recorded), must be to a Qualifying Party for an amount not to exceed the Maximum Amount.
  - b. Voluntary Subsequent Sales. Following the initial sale of the Property, an owner may sell the Property at any time to (i) a party identified in Section (2)(c) below or (ii) a Qualifying Party provided that the actual sales price of the Property (after adjusting for any seller concessions) must not be more than the Maximum Amount.
  - c. Voluntary Sale to Affordable Housing Organization. Notwithstanding the foregoing, the owner may donate or sell (for any reasonable amounts determined by the parties) the Property to: (i) any non-profit organization whose mission and operations support affordable housing, or (ii) any governmental agency whose mission and operations support affordable housing; provided, however, that any subsequent sale or conveyance by such non-profit organization or governmental agency would be subject to Section 2(a), i.e., to a Qualifying Party where the actual sales price of the Property is not more than the Maximum Amount.
  - d. Rental. The owner may rent the Property, or a portion thereof, at any time to a Qualifying Party for an amount not to exceed the Maximum Amount.
  - e. Permitted Transfers. The following are considered permitted transfers, not subject to the restrictions on price provided in Section 2(b): (i) transfer of title by gift, devise, or inheritance to the owner's spouse or natural or adopted children; (ii) transfer of title due to the owner's death to a surviving joint tenant, tenant by entireties, or a surviving spouse of community property; (iii) transfer to a spouse as part of divorce or dissolution proceedings; (iv) transfer of title by the owner into an inter-vivos trust in which the owner is the beneficiary; or (v) transfer of title or an interest in the Property to the spouse in conjunction with marriage.
3. Verification of Compliance. The owner of the Property must ensure that the Property is occupied and remains affordable in accordance with this Declaration. The owner of the Property must provide City prior notice of any proposed transfer, sale, lease, or other conveyance of the Property or any portion thereof. Such notice must include the proposed terms of the transfer, sale, lease, or conveyance. Upon request by City, the owner of the Property must also provide documentation supporting compliance with the requirements of this Declaration (i.e. buyer's or tenant's income information, sale documents, lease agreement or lease terms, rental payment amount, etc.).
4. Other Restrictions. The Property may be subject to additional restrictions on, including the prohibition of, transfer, sale or rental under other instruments recorded in the official records of Deschutes County, Oregon, so long as they are in addition to, and not in lieu of or in contravention to, the conditions and restrictions contained in this Declaration.
5. Remedies. The owner of the Property will forfeit, and City will be entitled to, any and all payments or other consideration received by the owner the Property, or any other party, above and beyond the maximum sale price or rental payments charged to tenants of the Property permitted under this Declaration, plus interest at the rate of 9% per annum from the date such amounts were received. City may, after no less than thirty (30) days written notice to the owner of the Property, seek an injunction to any violation of this Declaration without obligation to post

bond or prove monetary damages. The remedies in this Section 5 are in addition to, and will not preclude, any other remedy available to City under applicable law or at equity. City may pursue any or all of its remedies consecutively or concurrently.

- 6. Expiration. This Declaration will remain effective for a period of twenty years commencing from the date on which a final certificate of occupancy is issued (or, if a certificate of occupancy is not issued by the jurisdiction, the final inspection of original construction is completed) for the single-family dwelling on the Property (the "Expiration Date"). The terms, conditions and obligations of this Declaration shall automatically terminate on the Expiration Date and City shall have no further rights with respect to the Property except for those accruing prior to the Expiration Date. Notwithstanding and without diminishing the automatic and self-executing nature of the termination provision set forth herein, City shall, promptly upon the request of the owner of the Property after the Expiration Date, execute an instrument reasonably acceptable to City that releases and quit claims its rights under this Declaration. The owner of the Property will be solely responsible for recording such instruments and for any associated costs.
  
- 7. Declarant Representations. Declarant, and the party executing this Declaration on behalf of Declarant, represents, warrants, and certifies that:
  - a. Declarant possesses all necessary power and authority to execute this Declaration, to subject the Property to the terms and conditions of this Declaration, and to maintain the Property as affordable housing;
  - b. The person executing this Declaration on behalf of Declarant has been duly authorized to act in such capacity and to take such other action as may be necessary to accomplish the purposes of this Declaration;
  - c. Execution and delivery of this Declaration will not conflict with any provision of Declarant's governing documents; breach any agreement to which Declarant is a party; or violate any law, rule, regulation, covenants, conditions, restrictions, easements, or order to which Declarant or the Property is subject in a manner that affects the enforceability of this Declaration; and
  - d. This Declaration is the legal, valid, and binding obligation of Declarant, enforceable against Declarant in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, or other similar laws of general application, or by general principles of equity.
  
- 8. Governmental Powers. Nothing in this Declaration is intended, nor shall it be construed, to in any way limit the actions of City in the exercise of its governmental powers. It is the express intention of the parties that City shall retain the full right and ability to exercise its governmental powers with respect to any owner or occupant of the Property, the Property, or the transactions contemplated by this Declaration to the same extent as if it were not a party to this Declaration, and in no event shall City have any liability in contract, tort, or any other legal or equitable theory arising under this Declaration by virtue of any exercise of its governmental powers.
  
- 9. Binding Effect. This Declaration shall run with the land and be binding upon and inure to all current and future interest holders in the Property until the Expiration Date.
  
- 10. No Partnership. Declarant acknowledges and agrees that it is acting in its own independent capacity under this Declaration, and not as an agent, employee, or subcontractor for City. City is

not, by virtue of this Declaration, a partner or joint venturer with Declarant in connection with this Declaration, and shall have no obligation with respect to Declarant's debts or other liabilities of any nature.

- 11. No Merger. The interests, rights, covenants, and obligations established by this Declaration shall not merge with the fee ownership of the Property.
- 12. Governing Law & Venue. This Declaration is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Declaration. Any action, suit, or proceeding arising out of the subject matter of this Declaration will be litigated in courts located in Deschutes County, Oregon.
- 13. Attorney Fees. In the event of any suit, arbitration, or action arising from or related to this Declaration, the prevailing party in such suit, arbitration, or action shall be entitled to all costs and expenses incurred in connection with such suit, arbitration, or action, including title reports, expert witness fees, and such amount as the court may determine to be reasonable as attorney's fees and costs, including those incurred by the prevailing party in any appeal.
- 14. Severability. If any term or provision of this Declaration shall, to any extent, be held invalid or unenforceable in any respect, such invalidity or unenforceable shall not affect such term or provision in any other respect nor affect the remaining terms and provisions. It is in the intention that this Declaration be held valid and enforced to the fullest extent permitted by law.
- 15. Waiver. No waiver of any breach of any of the provisions herein shall be construed as, or constitute, a waiver of any other breach or a waiver, acquiescence in, or consent to any further or succeeding breach of the same or any other easement, covenant, or agreement.
- 16. Amendment. Any amendment or repeal of a provision of this Declaration or the adoption of any additional provision shall become effective only upon the recording in the official records of Deschutes County, Oregon, of an amendment that contains the signature of an authorized representative of the City.

**SIGNATURE PAGES FOLLOW**



**EXHIBIT A  
LEGAL DESCRIPTION**

[REDACTED] RECORDED JANUARY 30, 2020, IN  
[REDACTED] DESCHUTES COUNTY, OREGON.



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: May 15, 2023

SUBJECT: Community Development Department Draft FY 2023-24 Work Plan and 2022 Annual Report / Work Session

RECOMMENDED MOTION:

N/A

BACKGROUND AND POLICY IMPLICATIONS:

The purpose of the work session is to:

- Prepare for the public hearing before the Board on the Community Development Department's (CDD) Draft FY 2023-24 Work Plan and 2022 Annual Report; and
• Summarize CDD's 2022 accomplishments.

BUDGET IMPACTS:

None

ATTENDANCE:

- Peter Gutowsky, CDD Director
Sherri Pinner, Management Analyst
Randy Scheid, Building Official
Krista Appleby, Assistant Building Official
Angela Havnear, Administrative Manager
Jennifer Lawrence, Administrative Supervisor
Todd Cleveland, Onsite Wastewater Manager
Will Groves, Planning Manager
Anthony Raguine, Principal Planner
Jacob Ripper, Principal Planner



COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Deschutes County Board of Commissioners
FROM: Peter Gutowsky, AICP, Director
CDD Management Team
DATE: May 10, 2023
SUBJECT: Community Development Department Draft FY 2023-24 Work Plan and 2022 Annual Report / Work Session

I. WORK SESSION PURPOSES

- Prepare for the Board of County Commissioners’ (Board) public hearing on the Community Development Department (CDD) Draft Fiscal Year (FY) 2023-24 Work Plan and 2022 Annual Report and (Attachment).
• Summarize CDD’s 2022 accomplishments.<sup>1</sup>

II. BACKGROUND

Each spring, CDD prepares an annual work plan describing proposed projects for the coming fiscal year. A review of the draft work plan provides the Planning Commission, Historic Landmarks Commission, County Administration, CDD’s customers and partner agencies, and the Board an opportunity to offer input, including additions, modifications and possible re-prioritization. The work plan describes the most important objectives and projects in each division based on:

1. Board annual goals and policies;
2. Carry-over projects from current or prior years;
3. Changes in state law;
4. Grants/funding sources; and
5. Public comments.

It also serves as the context within which new projects that arise during the course of the year are prioritized and initiated.

III. DRAFT FY 2023-24 WORK PLAN & 2022 ACCOMPLISHMENTS

CDD’s management team will briefly highlight departmental projects proposed in the Draft FY 2023-24 Work Plan and accomplishments in the 2022 Annual Report. The foundations of the work plan include:

<sup>1</sup> The Board’s May 31 public hearing will focus on CDD’s Draft FY 2023-24 Work Plan.



- Sustaining high customer service levels while adjusting to staff retention and recruitment challenges.
- Implementing robust Long Range Planning work plans.
- Continuing to improve CDD’s website and other electronic services to enhance efficiencies and service delivery.

**IV. PLANNING COMMISSION RECOMMENDATION**

The Planning Commission conducted a work session and public hearing on the Draft FY 2023-24 Planning Division Work Plan in March and April. Deliberations are scheduled for May 11. Staff will summarize their recommendations on May 31 during the Board’s public hearing.

Staff presented three tables (below) to facilitate the Planning Commission’s forthcoming deliberation. Table 1 captures priority discretionary and nondiscretionary projects that are supported by the Board and Planning Commission; grant funded; or in process. These projects in their totality are “significant,” requiring staffing resources that span 6 to 12 months or longer.

**Table 1 – Priority Discretionary and Non-discretionary Projects**

Priority Projects	
1. Current Planning <sup>2</sup> 2. Comprehensive Plan 2040 Update <ul style="list-style-type: none"> <li>• Engage Newberry Country and Terrebonne residents to determine if area and/or community plans require updates.</li> </ul> 3. Tumalo Community Plan Update (TGM Grant) 4. Sisters Country Trails (TGM Grant)	5. Transportation System Plan (TSP) Update 6. SB 391, Rural Accessory Dwelling Units 7. New Mule Deer Wildlife Inventory 8. SB 762, Wildfire Mitigation 9. Historic Preservation (CLG Grant)

Table 2 identifies ongoing Planning Division operational responsibilities, regional coordination duties, and code maintenance tasks. These projects in their totality range from “minor” to “moderate,” requiring staffing resources that span 4 to 8 months to complete.

**Table 2 – Operational Responsibilities, Coordination Duties, and Code Maintenance**

Category	Projects
<b>Operational Responsibilities</b>	1. Destination Resort and Overnight Lodging Reporting. 2. Marijuana inspections. 3. Population estimates and forecasting. 4. Staffing Historic Landmarks Commission (HLC), Bicycle and Pedestrian Advisory Committee (BPAC), and Deschutes River Mitigation and Enhancement Committee (M&E). 5. Participate in 2024 Legislative Short Session. 6. Support internal County departments (new landfill siting, etc.).
<b>Coordination Duties</b>	7. City of Bend Coordination <ul style="list-style-type: none"> <li>• Adopt the Bend Airport Master Plan (BAMP) and amend the County’s Comprehensive Plan and Development Code to implement measures that allow for a new air traffic control tower and new airport-related businesses.</li> </ul>

<sup>2</sup> Current Planning responsibilities are non-discretionary. Local land use decisions are subject to specific deadlines per state law. ORS 215.427.

Category	Projects
	<ul style="list-style-type: none"> <li>• Coordinate on growth management issues, including technical analyses related to housing and employment needs and modernizing Title 19 for the Deschutes County Jail.</li> <li>• Process a Plan Amendment and Zone Change to add the Stevens Road Tract to the Bend Urban Growth Boundary (UGB) in accordance with HB 3319.</li> </ul> <p>8. City of La Pine Coordination</p> <ul style="list-style-type: none"> <li>• Participate with Property Management and the City of La Pine process to update and amend the County-owned New Neighborhood comprehensive plan designations, master plan and implementing regulations.</li> </ul> <p>9. City of Redmond Coordination</p> <ul style="list-style-type: none"> <li>• Coordinate on growth management issues, including with Central Oregon Intergovernmental Council (COIC) on CORE3, a multi-stakeholder regional emergency center, <b>and the City’s upcoming East Redmond plan, which will involve over 1,000 acres of County-owned land. (updated by the City of Redmond)</b></li> <li>• Process Conditional Use Permit and Site Plan Review applications for a new wastewater treatment plant.</li> <li>• Coordinate on an update of the Airport Safety Zone associated with the Redmond Airport.</li> <li>• <b>Support City Staff to modernize the Joint Management Agreement (JMA) and assist with City-led updates to DCC Title 20 (i.e., UH-10 zone updates). (updated by the City of Redmond)</b></li> <li>• <b>Continue to engage the City as a stakeholder in the County’s Comprehensive Plan and TSP updates. (updated by the City of Redmond)</b></li> </ul> <p>10. City of Sisters Coordination</p> <ul style="list-style-type: none"> <li>• Participate in the implementation of Sisters Country Vision Plan and City of Sisters Comprehensive Plan Update.</li> </ul> <p>11. Transportation Planning</p> <ul style="list-style-type: none"> <li>• Process Road Naming requests associated with certain types of development on a semi-annual basis.</li> <li>• Coordinate with Oregon Department of Transportation (ODOT) and Parks Districts on regional trail projects.</li> </ul> <p>12. Sage Grouse Coordination.</p> <p>13. Housing Strategies.</p> <ul style="list-style-type: none"> <li>• Explore options and approaches to address rural housing and homelessness as allowed under state law.</li> </ul> <p>14. Short Term Rentals</p> <ul style="list-style-type: none"> <li>• Prepare a white paper describing methods for regulating short term rentals and coordinate with the Board on next steps.</li> </ul> <p>15. Dark Skies.</p>
Code Maintenance	<p>16. Housekeeping Amendments</p> <ul style="list-style-type: none"> <li>• Initiate Comprehensive Plan and/or Zoning Text amendments to comply with and implement new or revised state laws.</li> </ul>

Table 3 lists discretionary zoning text amendments. These are “lower” priority projects, requiring staffing resources that span 4 to 12 months or longer to complete.

**Table 3 – Low Priority Zoning Text Amendments**

Category	Projects
<b>Zoning Text Amendments</b>	<ol style="list-style-type: none"> <li>1. Accessory structures, clarifying concurrent or after primary residence with certain facilit.</li> <li>2. Applicant initiated plan amendment, zone changes, and/or text amendments.</li> <li>3. Allow “self-serve” farm stands in Rural residential Exception Areas</li> <li>4. Code amendments related to the Natural Hazard Mitigation Plan.</li> <li>5. Establish childcare facilities in industrial zones to implement House Bill 3109 (2021).</li> <li>6. Define family for unrelated persons per HB 2538 (Non-familial Individuals).</li> <li>7. Forest Zone Code—Review for compliance with Oregon Administrative Rule.</li> <li>8. In conduit hydroelectric generation code amendments.</li> <li>9. Lot Line Adjustments and Re-platting.</li> <li>10. Medical Hardship Dwellings—review for consistency with state law.</li> <li>11. Minor variance 10% lot area rule for farm and forest zoned properties.</li> <li>12. Outdoor Mass Gatherings update.</li> <li>13. Repeal Conventional Housing Combining Zone.</li> <li>14. Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).</li> <li>15. Sign code to become consistent with federal law.</li> <li>16. Temporary use of recreational vehicles as dwellings.</li> <li>17. Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.</li> <li>18. Title 22—Procedures Ord. for consistency with state law and County interpretations.</li> <li>19. Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.</li> </ol>

The Board will ultimately prioritize projects based on their annual goals and objectives as planning resources become available.

**V. BOARD PUBLIC HEARING**

The Board will conduct a public hearing on the Draft FY CDD 2023-24 Work Plan on May 31. Public comments are invited and welcome. Written and email comments should be sent to [Peter.Gutowsky@deschutes.org](mailto:Peter.Gutowsky@deschutes.org). CDD coordinated with Administration to issue a press release announcing this public hearing.

Attachment:

CDD Draft FY 2023-24 Work Plan & 2022 Annual Report



# COMMUNITY DEVELOPMENT

## **DRAFT** FY 2023-24 Work Plan & 2022 Annual Report



117 NW Lafayette Avenue  
P.O. Box 6005  
Bend, OR 97703  
[www.deschutes.org/cd](http://www.deschutes.org/cd)  
(541) 388-6575

Building Safety  
Code Compliance  
Coordinated Services  
Onsite Wastewater  
Planning

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# Introduction

## Community Development Mission Statement

The Community Development Department (CDD) facilitates orderly growth and development in the Deschutes County community through coordinated programs of Building Safety, Code Compliance, Coordinated Services, Onsite Wastewater, Planning and education and service to the public.

### Purpose

2023-24 Work Plan and 2022 Annual Report highlight the department’s accomplishments, goals and objectives and are developed to:

- Report on achievements and performance.
- Implement the Board of County Commissioners (BOCC) goals and objectives.
- Implement the Deschutes County Customer Service “Every Time” Standards.
- Effectively and efficiently manage organizational assets, capabilities and finances.
- Fulfill the department’s regulatory compliance requirements.
- Address changes in state law.
- Enhance the county as a safe, sustainable and highly desirable place to live, work, learn, recreate, visit and more.

### Adoption

The BOCC adopted this report on **June XX, 2023**, after considering public, stakeholder and partner organization input and Planning Commission and Historic Landmarks Commission recommendations. The Work Plan often includes more projects than there are resources available. CDD coordinates with the BOCC throughout the year to prioritize and initiate projects. Projects not initiated are often carried over to future years.



# Elected & Appointed Officials

### **BOARD OF COUNTY COMMISSIONERS**

Anthony DeBone, Chair, January 2027  
Patti Adair, Vice Chair, January 2027  
Phil Chang, Commissioner, January 2025

### **COUNTY ADMINISTRATION**

Nick Lelack, County Administrator  
Erik Kropp, Deputy County Administrator  
Whitney Hale, Deputy County Administrator

### **PLANNING COMMISSION**

Jessica Kieras— Chair, Redmond Area, 6/30/26  
Nathan Hovekamp—Vice Chair, At Large, 6/30/24  
Susan Altman—Bend Area, 6/30/24  
Dale Crawford — At Large, 6/30/23  
Maggie Kirby—Bend Area, 6/30/23  
Toni Williams—South County Area, 6/30/25  
Matt Cyrus—Sisters Area, 6/30/26

### **HISTORIC LANDMARKS COMMISSION**

Kelly Madden—Chair, Unincorporated Area, 3/31/24  
Sharon Leighty—Vice Chair, Unincorporated Area, 3/31/26  
Dennis Schmidling—Secretary, City of Sisters, 3/31/24  
Christine Horting-Jones—Ex-Officio, 3/31/24  
Rachel Stemach—Bend Area, 3/31/24  
Dan Ellingson—Pioneer Association, 3/31/26

### **HEARINGS OFFICERS**

Gregory J. Frank  
Tommy Brooks  
Laura Westmeyer  
Alan Rapplelea

### **BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

Dave Thomson—Chair, At Large, 6/30/24  
David Green—Vice Chair, At Large, 6/30/23  
Rachel Zakem— Secretary, At Large 6/30/23  
Wendy Holzman—At Large, 6/30/23  
Ann Marland—Sisters, 6/30/23  
Scott Morgan—La Pine, 6/30/23  
Kenneth Piarulli—Redmond, 6/30/23  
David Roth—Bend, 6/30/23  
Mason Lacy—At Large, 6/30/23  
Christopher Cassard—At Large, 6/30/23  
Emily Boynton—At Large, 6/30/24  
Neil Baungard—Bend, 6/30/24  
Mark Smith—At Large, 6/30/24



# Board of County Commissioners

*Mission Statement: Enhancing the lives of citizens by delivering quality services in a cost-effective manner.*

## FY 2023-24 Goals & Objectives

**Safe Communities (SC):** Protect the community through planning, preparedness, and delivery of coordinated services.

- Provide safe and secure communities through coordinated public safety and crisis management services.
- Reduce crime and recidivism and support victim restoration and well-being through equitable engagement, prevention, reparation of harm, intervention, supervision and enforcement.
- Collaborate with partners to prepare for and respond to emergencies, natural hazards and disasters.

**Healthy People (HP):** Enhance and protect the health and well-being of communities and their residents.

- Support and advance the health and safety of all Deschutes County's residents.
- Promote well-being through behavioral health and community support programs.
- Help to sustain natural resources and air and water quality in balance with other community needs.
- Continue to support pandemic response and community recovery, examining lessons learned to ensure we are prepared for future events.

**A Resilient County (RC):** Promote policies and actions that sustain and stimulate economic resilience and a strong regional workforce.

- Update County land use plans and policies to promote livability, economic opportunity, disaster preparedness, and a healthy environment.
- Maintain a safe, efficient and economically sustainable transportation system.
- Manage County assets and enhance partnerships that grow and sustain businesses, tourism, and recreation.

**Housing Stability and Supply (HS):** Support actions to increase housing production and achieve stability.

- Expand opportunities for residential development on appropriate County-owned properties.
- Support actions to increase housing supply.
- Collaborate with partner organizations to provide an adequate supply of short-term and permanent housing and services to address housing insecurity.

# Board of County Commissioners

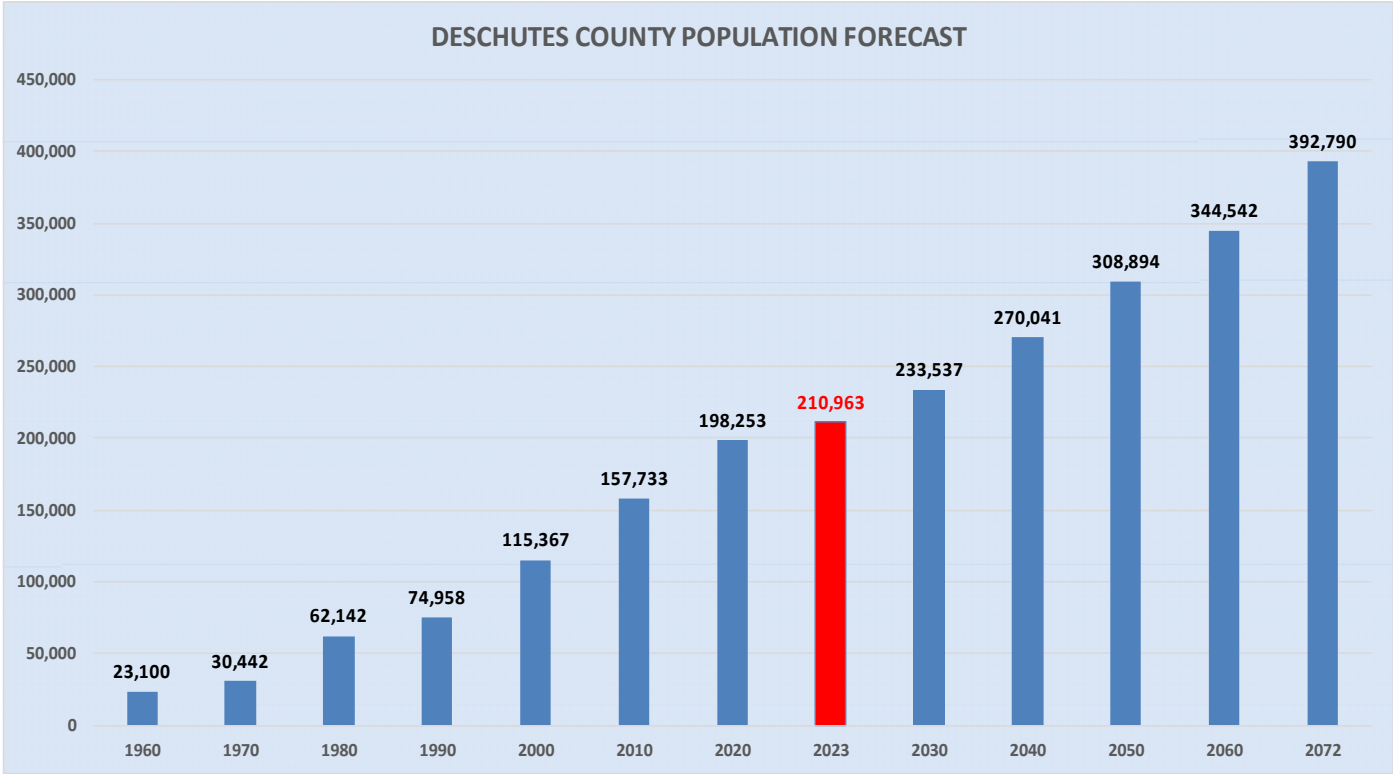
## FY 2023-24 Goals & Objectives, Continued

Service Delivery (SD): Provide solution-oriented service that is cost-effective and efficient.

- Ensure quality service delivery through the use of innovative technology and systems.
- Support and promote Deschutes County Customer Service “Every Time” standards.
- Continue to enhance community participation and proactively welcome residents to engage with County programs, services and policy deliberations.
- Preserve, expand and enhance capital assets, to ensure sufficient space for operational needs.
- Maintain strong fiscal practices to support short and long-term county needs.
- Provide collaborative internal support for County operations with a focus on recruitment and retention initiatives.



# Population Growth



This graph provides a snapshot of the County’s growth since 1960 and the coordinated 50-year Portland State University (PSU), Oregon Population Forecast Program, through 2072.

### HISTORICAL AND PORTLAND STATE UNIVERSITY FORECAST TRENDS

Geographic Area	2000	2010	*AAGR 2023-2047	2023	2047	2072
<b>Deschutes County</b>	<b>114,827</b>	<b>157,733</b>	<b>1.5%</b>	<b>210,836</b>	<b>298,937</b>	<b>392,790</b>
Bend	52,163	77,010	1.7%	105,794	160,361	225,619
Redmond	15,524	26,508	1.9%	38,059	60,060	82,601
Sisters	961	2,038	3.4%	3,554	7,911	14,881
La Pine	899	1,653	2.5%	2,806	5,129	8,336
Unincorporated	45,280	50,524	0.3%	60,624	65,476	61,352

\*AAGR: Average Annual Growth Rate

# Budget & Organization

## Fiscal Issues

- Ensure financial stability and sustained high quality services by establishing a financial contingency plan providing a clear course of action if CDD's reserve funds decline.
- CDD is experiencing a decrease in permitting volume during a period in which there has been significant staff turnover and increased costs. A short-term challenge will be to navigate this period of decreasing revenue while focusing on service delivery and staff training and education while reducing expenditures, where possible.
- CDD is responding to inquiries regarding rural development opportunities. Many of these inquiries require research and in-depth responses, but do not result in permits and corresponding revenue. This "non-fee generating" work, a public good, is consuming limited resources to efficiently process a variety of permits.

## Operational Challenges

- Maintaining productivity while experiencing staff turnover resulting in comprehensive training and development plans for new staff. During 2022, CDD welcomed 11 new staff, internally promoted 8 staff, and ended the year with 14 unfilled positions with 8 of those being removed in early 2023. An estimated 57% of CDD staff have 5 years or less experience with the department.
- Coordinating with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Succession planning for upcoming staff retirements. An estimated 14% of current staff will be eligible for retirement within the next 6 to 8 years based on length of service.
- Continuing modified business operations including remote work opportunities, dispatching field staff from home, adherence to ongoing public health and safety measures and continued expansion of CDD online services and meeting technologies.
- Improving public hearing and engagement strategies with in-person and remote/online participation opportunities.
- Implementing new laws from the 2023 Legislative Session.
- Processing complex and controversial code compliance cases.
- Addressing affordable housing through collaboration with cities, the County's Property Manager, and rural land use strategies.
- Continuing improvement of the department's website and other electronic internal and external services to improve efficiencies and service delivery.



# Budget & Organization

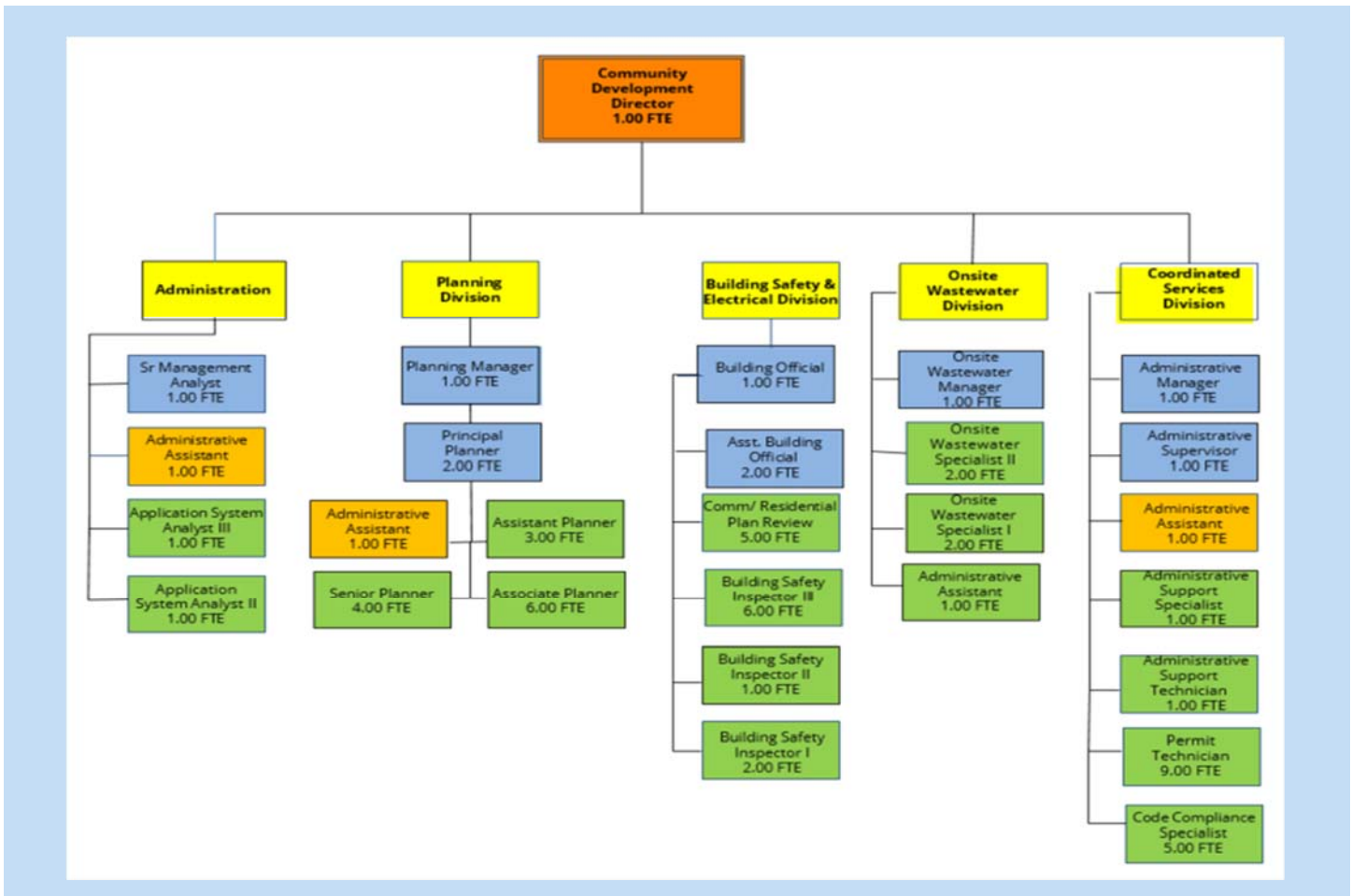
## Budget Summary

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Resources	\$9,927,078	\$10,940,808	\$11,302,683	\$13,932,023	TBD
Requirements	\$9,927,078	\$10,940,808	\$11,302,683	\$13,932,023	TBD

## Staff Summary

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Total FTE's	58.00	65.00	70.00	64.00	64.00

## Organizational Chart



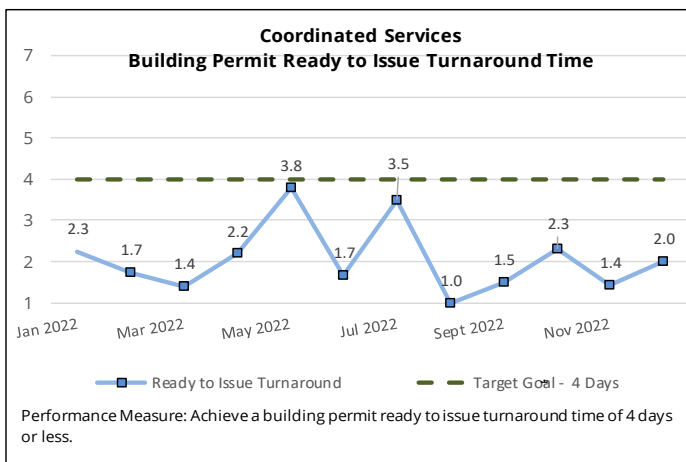
# Performance Management

CDD is committed to a comprehensive approach to managing performance. The department achieves its goals and objectives by strategically establishing and monitoring performance measures and by adjusting operations based on those results. The performance measures allow staff to:

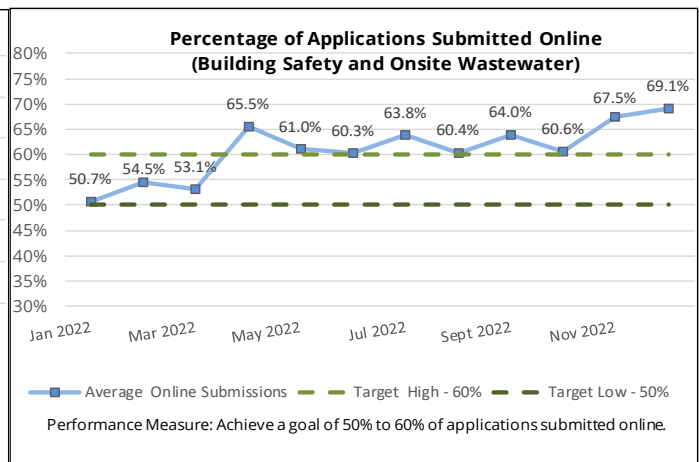
- Address service delivery expectations from the perspectives of CDD’s customers.
- Ensure the department fulfills its regulatory compliance requirements.
- Efficiently and effectively manage the organization’s assets, capacities and finances; and
- Preserve and enhance the County as a safe, sustainable and desirable place to live, visit, work, learn and recreate.

The following graphs represent a sample of CDD’s performance measures for 2022. For a complete review of performance measures, please follow this link: <https://deschutes.org/cd/>.

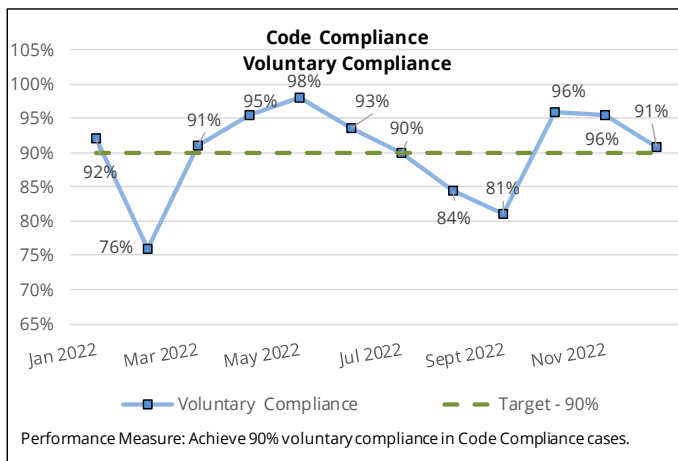
## 2022 Performance Management Results



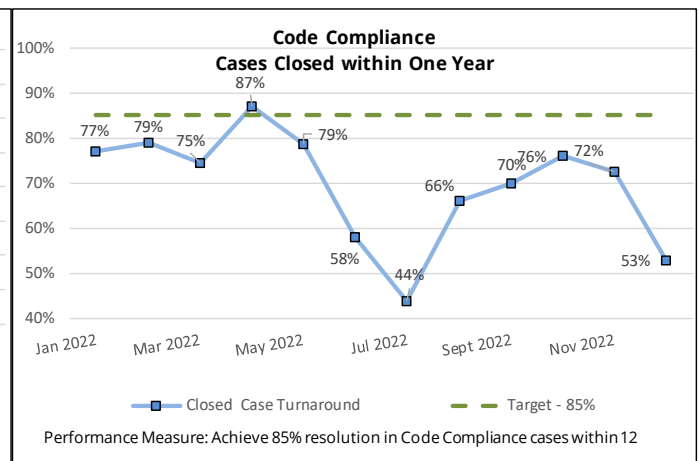
Annual Average of 2.0 Days - Target Achieved



Annual Average of 60.4% Submitted Online- Target Achieved



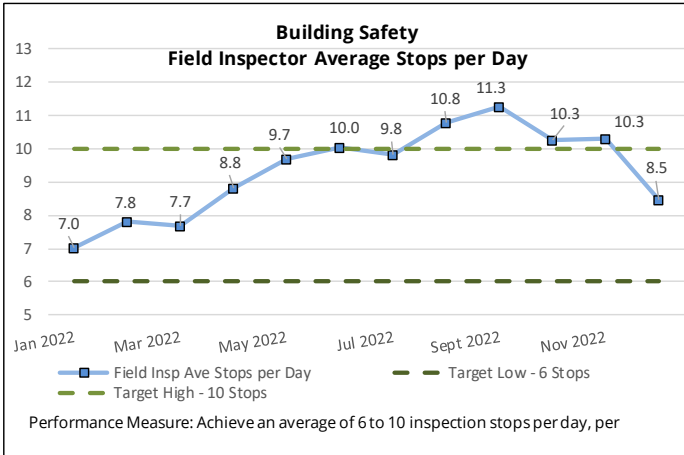
Annual Average of 90% Compliance - Target Achieved



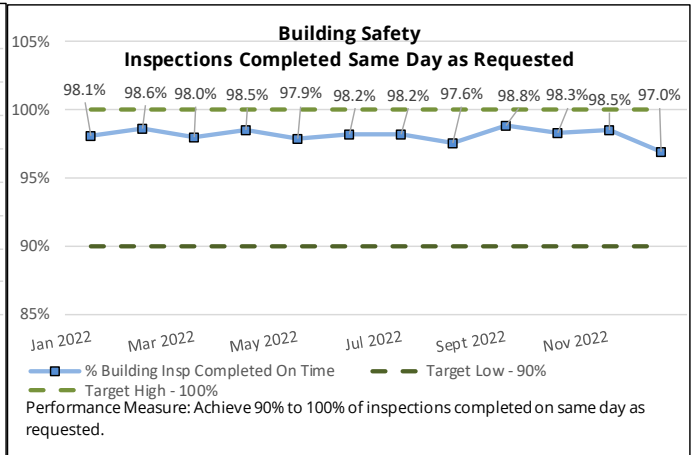
Annual Average of 70% Closed within 1 Year- Target Not Achieved

# Performance Management

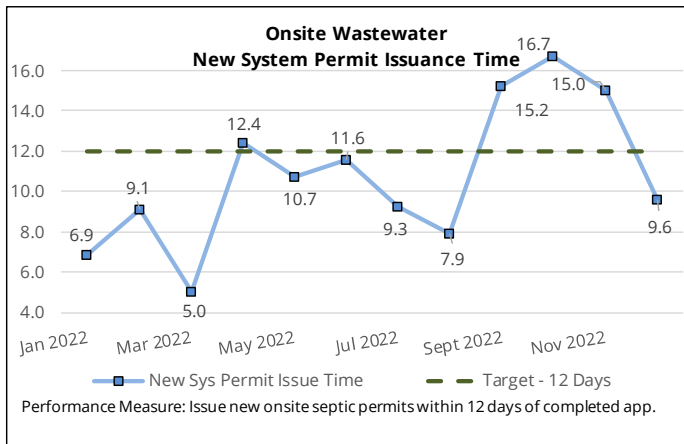
## 2022 Performance Management Results, continued



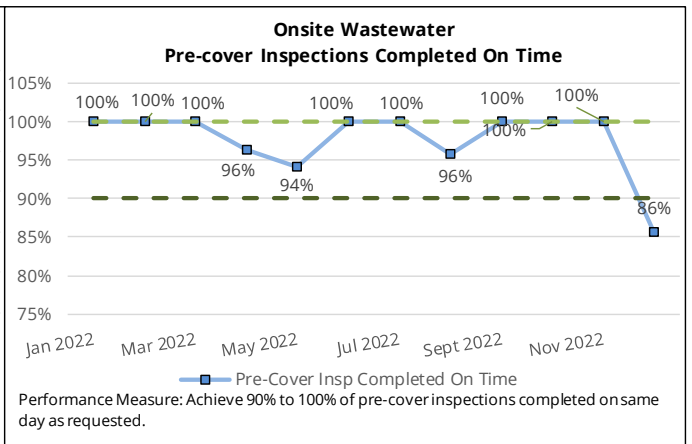
Annual Average of 9.2 per Day - Target Achieved



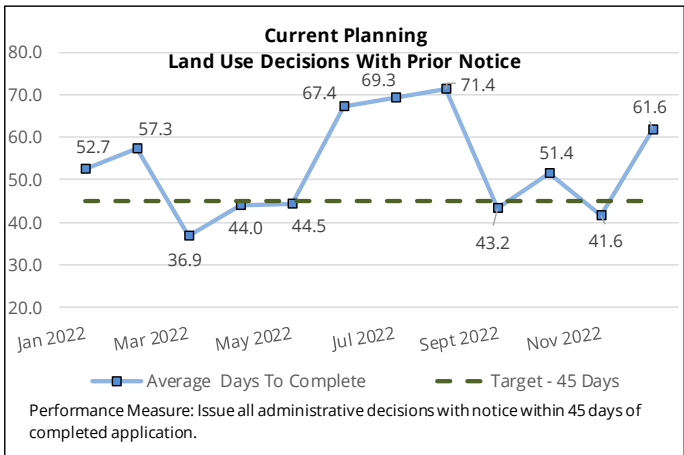
Annual Average of 98.2% Completed - Target Achieved



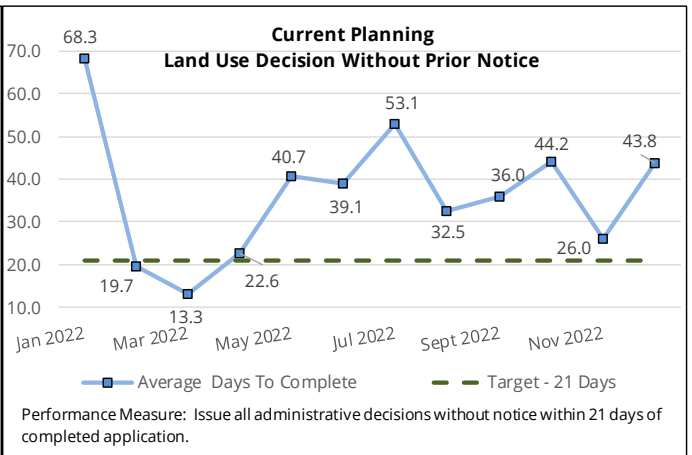
Annual Average of 10.5 Days - Target Within Range



Annual Average of 97.9% Completed - Target Achieved



Annual Average of 51.2 Days - Target Within Range



Annual Average of 36.8 Days - Target Not Achieved

# Performance Management

## 2022 Year in Review

- Invested significant resources in comprehensive training and development plans for new staff.
- Transitioned residential plan submissions to electronic submittals.
- Improved system interoperability of Accela and DIAL software systems by increasing efficiency and improved service by allowing “real time” document upload.
- Participated in pilot program to test the Oregon ePermitting inspector application



## FY 2023-24 Performance Measures By Division

CDD's 2023-24 performance measures align the department's operations and work plan with BOCC annual goals and objectives and the County's Customer Service "Every Time" Standards. <https://intranet.deschutes.org/Pages/Customer-Service-Standards.aspx>

### Building Safety

- Achieve 8—12 inspection stops per day to provide quality service. (BOCC Goal & Objective SD-1)
- Achieve an average turnaround time on building plan reviews of 8-10 days to meet or exceed state requirements. (BOCC Goal & Objective SD-1)
- Achieve 50-80% of inspections scheduled online. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of inspections completed the same day as requested. (BOCC Goal & Objective SD-1)
- Provide community training opportunities for online application submission to obtain a goal of 70% of application submittals conducted online. (BOCC Goal & Objective SD-1)

### Code Compliance

- Achieve 90% voluntary compliance in Code Compliance cases. (BOCC Goal & Objective SC-1)

### Coordinated Services

- Expand community training opportunities for online application submissions to obtain a goal of 60-70% of application submittals conducted online. (BOCC Goal & Objective SD-1)
- Achieve structural permit ready-to-issue turnaround time for Coordinated Services of 4 days or less. (BOCC Goal & Objective SD-1)



# Performance Management

## FY 2023-24 Performance Measures By Division, continued

### Onsite Wastewater

- Achieve compliance with the Alternative Treatment Technology (ATT) Septic System Operation and Maintenance (O&M) reporting requirements of 95% to protect groundwater. (BOCC Goal & Objective HP-3)
- Achieve the issuance of onsite septic system permits within 12 days of completed application. (BOCC Goal & Objective SD-1)
- Achieve 50% of inspections scheduled online. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of Pre-cover inspections completed the same day as requested. (BOCC Goal & Objective SD-1)

### Planning

- Sustain the issuance of land use administrative decisions with notice within 45 days and without notice within 21 days of completed application. (BOCC Goal & Objective SD-1)
- Address Housing strategies by amending County Code to implement SB 391, Rural Accessory Dwelling Units (ADU). (BOCC Goal & Objectives RC-1 and HP-1)
- Natural Resources:
  - Natural Hazards— Develop a work plan to amend the Comprehensive Plan and County Code requiring defensible space and fire-resistant building materials per SB 762—Wildfire Mitigation. (BOCC Goal & Objectives SC-3, HP-3, and RC-1)
  - Wildlife Inventories—Amend Comprehensive Plan and Zoning Code to incorporate a new mule deer winter range inventory from ODFW. (BOCC Goal & Objectives HP-3)



# Administrative Services

## Overview

Administrative Services consists of the Community Development Director, Senior Management Analyst, two Systems Analysts and one Administrative Assistant. The Administrative Services Division provides oversight for all departmental operations and facilities, human resources, budget, customer services, technology and performance measures. Analyst staff are responsible for the integration of technology across all CDD divisions, coordination with the cities as well as providing direct service to the public via application training and support, web-based mapping, reporting services and data distribution.

## 2022 Year in Review

- ✓ Continued remote work options for approximately 50% of staff.
- ✓ Improved system interoperability of Accela and DIAL software systems by increasing efficiency and improved service by allowing “real time” document upload.
- ✓ Completed a reorganization of office spaces and small remodel on CDD’s first floor in an effort to better utilize available square footage.
- ✓ Implemented process and procedure to invoice non-residential transportation system development charges (SDCs) in an effort to identify charges due and allow for online payments.
- ✓ Adopted Unmanned Aerial System (Drones) Policy to establish guidelines for the use of drones to perform building safety inspections.
- ✓ Provided addressing services to the City of Redmond on contract.
- ✓ Published a Community Engagement Center webpage in an effort to provide an opportunity for public engagement, learn about current projects and post department announcements.



# Administrative Services

## FY 2023-24 Work Plan Projects

- Continue to reconfigure Accela to improve code compliance case management and planning land use module interoperability.
- Continue to participate in a County-led effort to create a county-wide Pre-disaster Preparedness Plan.
- Continue to update CDD's Continuity Of Operation Plan (COOP), as necessary, based on lessons learned and ensure staff are aware of their roles and responsibilities during an emergency.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Coordinate with Human Resources to develop a Permit Technician job series.
- Continue to explore and research opportunities to increase CDD's sustainable business practices while maximizing the efficiency of operations in a cost effective manner.
- Publish CDD's enhanced website which is more customer-centric. Improved content will allow customers to better understand CDD's policies and procedures and create an improved customer experience that acts as a guide for understanding the process of development in Deschutes County while also expanding online application instruction content.
- Implement a new employee onboarding process to acclimate new employees to their role and an exit interview process for departing staff to learn where department improvements can be made and make sure the employee feels satisfied about their service.
- Research help desk service software to assist with tracking citizen inquiries and staff responses.
- Expand Code Compliance reporting capabilities.
- Explore redesign of CDD main office lobby in an effort to increase security measures.

### Staff Directory

Peter Gutowsky	Community Development Director	(541) 385-1709	Peter.Gutowsky@deschutes.org
Tim Berg	Applications System Analyst III	(541) 330-4648	Tim.Berg@deschutes.org
Ines Curland	Applications System Analyst II	(541) 317-3193	Ines.Curland@deschutes.org
Tracy Griffin	Administrative Assistant	(541) 388-6573	Tracy.Griffin@deschutes.org
Sherri Pinner	Senior Management Analyst	(541) 385-1712	Sherri.Pinner@deschutes.org

# Building Safety

## Overview

Building Safety consists of one Building Official, two Assistant Building Officials and fourteen Building Safety Inspectors. The Building Safety Division administers and implements state and federal building codes through a process of education and a clear and consistent application of the specialty codes. The division provides construction plan reviews, consultation and inspection services throughout the rural county and the cities of La Pine and Sisters. The division also provides services to Lake, Jefferson, Klamath and Crook counties, the cities of Bend and Redmond, and the State of Oregon Building Codes Division (BCD) on an as-needed basis.

## 2022 Year in Review

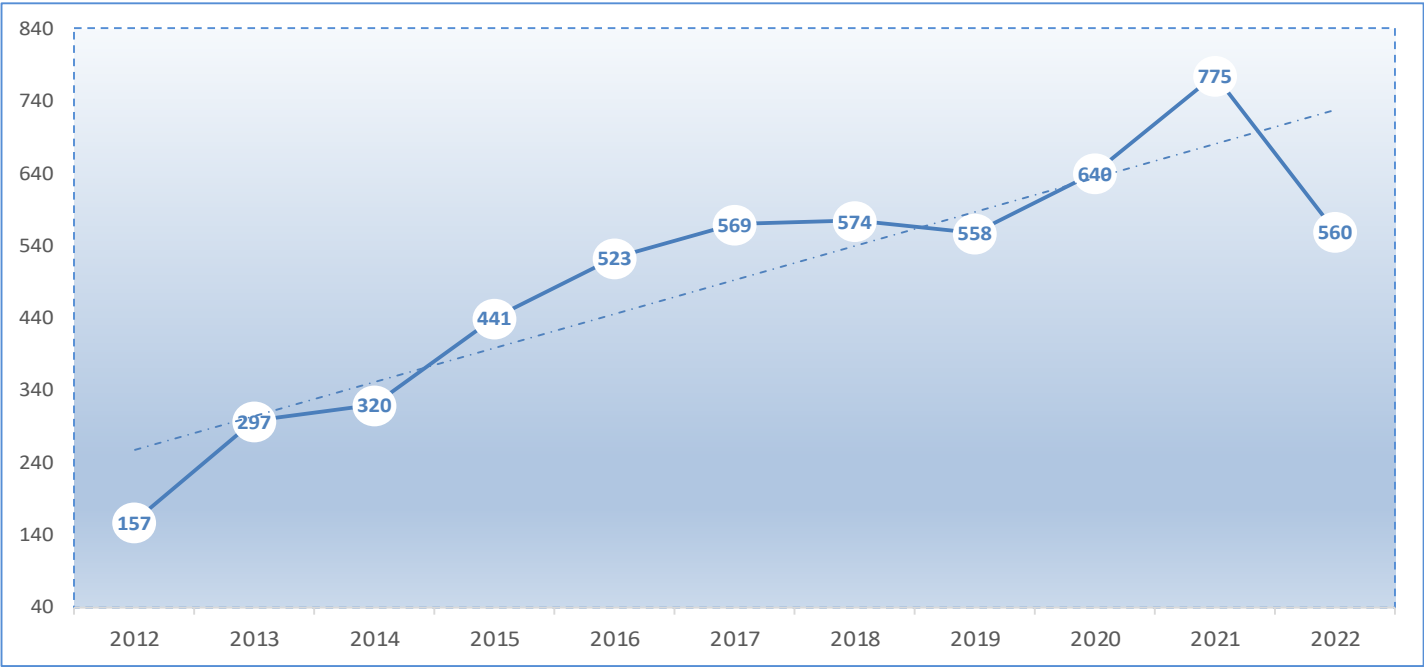
- ✓ Issued 560 new single-family dwelling permits in 2022. The distribution of these new homes for Deschutes County’s building jurisdiction included:
  - Rural/unincorporated areas: 419
  - City of La Pine: 70
  - City of Sisters: 71
- ✓ Completed inspections on major projects such as:
  - Healing Reins Therapeutic Riding Center
  - Commercial Photovoltaic Solar System in Sisters
  - Black Butte Ranch Lodge Dining Facility
  - Several Large Custom Homes over 10K sq. ft. .
  - Caldera Springs Pool & Fitness Center
  - Two apartment buildings in La Pine
  - Lab remodel for Bend Research
  - Two cannabis extraction facilities
  - Fifteen aircraft hangars
- ✓ Completed major building plan reviews for:
  - Leading Edge helicopter facility
  - U.S. Forest Service storage building
  - 41K sq. ft. speculative industrial building
  - Caldera Springs Pool & Fitness Center
  - Deschutes Public Library remodels in La Pine and Sisters
  - Sisters School District Elementary School
  - 15K sq. ft. church building
  - Six multi-story apartment buildings in La Pine and Sisters
  - Negus Transfer Station
  - Aircraft paint booth
- ✓ Maintained high levels of customers service, productivity and efficiency while navigating staff turnover and remote work schedules.
- ✓ A Building Safety Inspector III participated on the 2023 Oregon Residential Specialty Code review committee through the Oregon BCD.
- ✓ Coordinated local discussions regarding most recent building code updates.
- ✓ Participated in public, community and customer-specific education and outreach efforts such as Oregon Administrative Rule (OAR) 918-480-0125 Uniform Alternate Construction Standards for mitigation due to a lack of firefighting water supplies.
- ✓ Coordinated with state and county staff to promote and educate customers on how to apply for online permits and inspections.
- ✓ Continued succession planning, cross-training and technology investments to maintain and improve efficiencies.

# Building Safety

## 2022 Year in Review, continued

- ✓ A Building Safety Inspector III was elected to serve as Vice President of the Central Oregon Chapter of the International Code Council (ICC).
- ✓ There was an internal promotion for a second Assistant Building Official position.
- ✓ The Building Safety Director was appointed to Electronic Processes Review Committee by BCD.
- ✓ Participated in pilot program to test the Oregon ePermitting inspector application.
- ✓ Implemented the use of drones and other technology to accomplish high risk inspections such as roof diaphragm nailing, chimney construction, PV solar installations and high lift concrete masonry unit grouting.
- ✓ Actively participated in discussions related to:
  - SB 762, Wildfire Mitigation, and forthcoming requirements to apply Oregon Residential Specialty Code (ORSC) 327.4 to new development.
  - Newly created requirements for daycare and adult foster care facilities located in private residential homes.
  - Local contractors in regards to the new American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) ventilation requirements.
- ✓ Provided A-level commercial electrical and plumbing inspections services for the City of Redmond, on contract.

## New Single Family Dwelling Permits Issued



# Building Safety

## FY 2023-24 Work Plan Projects

- Continue succession planning for future retirements and explore staffing needs such as obtaining additional certifications to enhance department efficiencies.
- Continue certification cross-training for all new hires to maintain the division’s goal of having fully certified residential inspection staff.
- Continue participation in SB 762, Wildfire Mitigation and the forthcoming process of implementing additional construction standards to reduce hazards presented by wildfire ORSC R327.4, and/or defensible space requirements into Deschutes County Code (DCC).
- Continue participation in SB 391 discussions regarding Rural Accessory Dwelling Unit’s (ADU’s) in Deschutes County.
- Produce new informational brochures as required by OAR 918-020-0090 to help customers navigate code changes such as Energy Code and Daycare Facility updates.
- Host Chemeketa Community College Building Inspection Technology students for summer Cooperative Work Experience program which provides an opportunity to demonstrate the county’s customer friendly, service-oriented approach as a regulatory agency.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet increasing service demands in a highly competitive market.
- Promote use of video inspections for difficult to access areas, such as, underfloor areas that are covered.
- Continue participation in CDD’s website updates.



# Building Safety



## *Staff Directory*

Randy Scheid	Building Safety Director	(541) 317-3137	Randy.Scheid@deschutes.org
Krista Appleby	Assistant Building Official	(541) 385-1701	Krista.Appleby@deschutes.org
Keri Blackburn	Building Inspector III	(541) 388-6577	Keri.Blackburn@deschutes.org
Mark Byrd	Building Inspector III	(541) 749-7909	Mark.Byrd@deschutes.org
Rainer Doerge	Building Inspector III	(541) 480-8935	Rainer.Doerge@deschutes.org
Ami Dougherty	Building Inspector I	(541) 385-3217	Ami.Dougherty@deschutes.org
Travis Eggleston	Building Inspector I	(541) 480-8934	Travis.Eggleston@deschutes.org
David Farrin	Building Inspector III	(541) 385-1702	David.Farrin@deschutes.org
Owen Gilstrap	Building Inspector III	(541) 480-8948	Owen.Gilstrap@deschutes.org
John Kelley	Building Inspector III	(541) 797-3582	John.Kelley@deschutes.org
Michael Liskh	Building Inspector III	(541) 280-0342	Michael.Liskh@deschutes.org
Brian Moore	Building Inspector III	(541) 385-1705	Brian.Moore@deschutes.org
Aaron Susee	Building Inspector II	(541) 749-7370	Aaron.Susee@deschutes.org
Laurie Wilson	Building Inspector III	(541) 383-6711	Laurie.Wilson@deschutes.org
Nicholas Wood	Building Inspector I	(541) 213-0653	Nicholas.Wood@deschutes.org

# Code Compliance

## Overview

Code Compliance consists of four Code Compliance Specialists with one designated as Lead. The program is managed by the Coordinated Services Administrative Manager and is supported by a law enforcement deputy from the Deschutes County Sheriff's Office (DCSO) and CDD's operating divisions. The Code Compliance Division is responsible for investigating code violation complaints to ensure compliance with land use, onsite wastewater disposal, building and solid waste codes (by contract with the Solid Waste Department), and provides direct service to the cities of La Pine and Sisters for building code violations under the Building Safety program. The program's overriding goal is to achieve voluntary compliance. If necessary, cases are resolved through Circuit Court, Justice Court or before a Code Compliance Administrative Hearings Officer proceeding. The program continues to adapt to the county's challenges of growth and diversification, incorporating new measures to ensure timely code compliance.

While voluntary compliance is the primary objective, an ever-growing number of cases require further code compliance action because of delayed correction or non-compliance. Through the refinement of departmental procedures for administrative civil penalty, Code Compliance is obtaining compliance from citations rather than court adjudication, resulting in greater cost recovery. A disconcerting trend is the need for county abatement in some cases. In abatement, the county corrects the violations. Abatement action is reserved for matters of chronic nuisance and public health and safety. In response to this trend, Code Compliance is closely coordinating with other county departments in the development and enactment of abatement plans.

## 2022 Year in Review

- ✓ Received 784 new cases and resolved 731. This is near identical to new and resolved cases from the previous year.
- ✓ Designated a lead Code Compliance Specialist and assigned duties.
- ✓ Analyzed the Code Compliance program in an effort to create efficiencies for case assignment, management and proceedings.
- ✓ Revised the Voluntary Compliance Agreement and templates for Pre-Enforcement Notices to improve communications.
- ✓ Continued to partner with county departments to resolve difficult cases. Coordination ensures efficient operations and avoids overlapping efforts, thus allowing staff to conduct a thorough investigation on behalf of community members.
- ✓ Implemented staff remote work options and flex schedules for efficiency.
- ✓ Utilized the designated DSCO deputy for site visits as a safety measure.
- ✓ Revised method of case assignments to incorporate staff experience and training opportunities.
- ✓ Implemented post-pandemic remote hearing proceedings and engagement strategies to ensure an opportunity for citizens to participate.

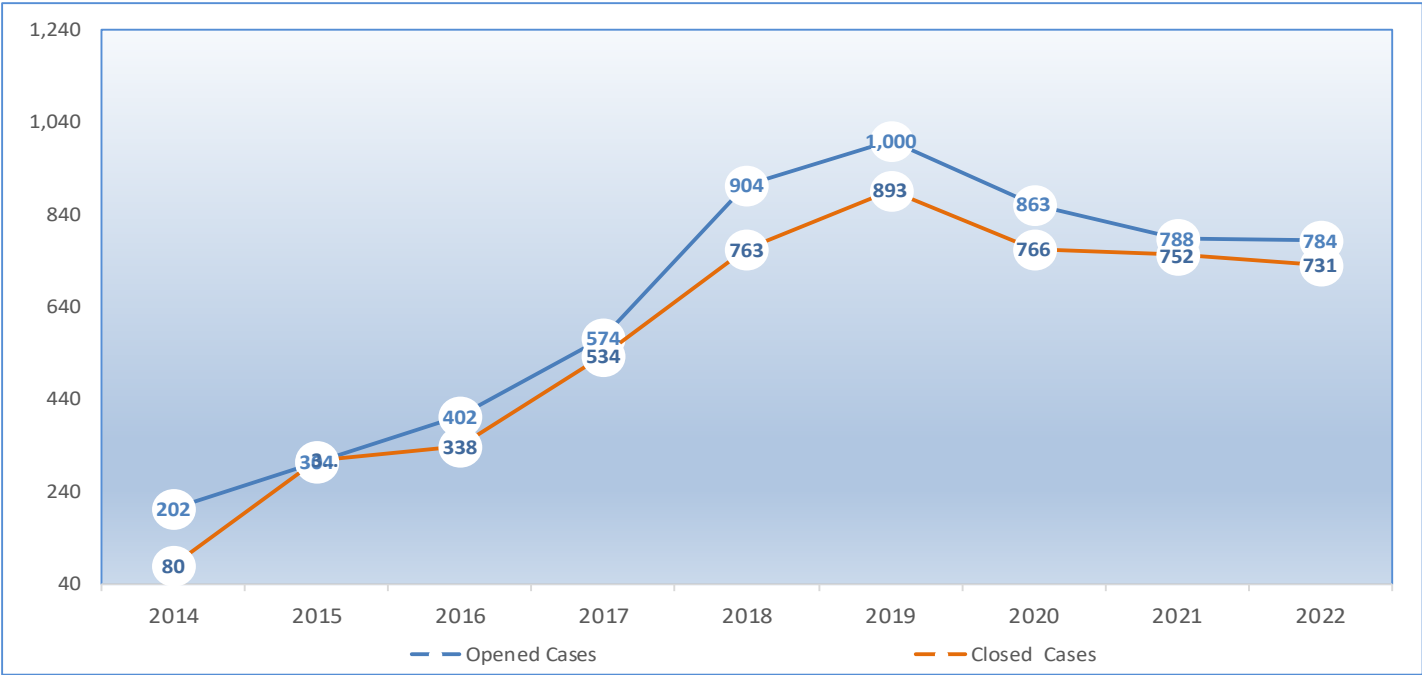


# Code Compliance

## FY 2023-24 Work Plan Projects

- Improve methods of communication with complainants regarding case status and case closure.
- Continue to improve training program for new hires to include staff onboarding and procedural guidelines.
- Coordinate with DSCO and Risk Management to develop and implement annual field safety classes.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Coordinate with Solid Waste Department and BOCC to identify a funding source for code abatement processes.
- In coordination with the Legal Department, explore the creation of policies and procedures related to discretionary immunity and caps on lien amounts, among other topics.
- Revise online complaint submittal process to include photos, geographic information systems (GIS) and communication in an effort to improve efficiency and record keeping.
- Update Deschutes County Code (DCC) 1.16 Abatement language to include appeal processes.
- Revise Code Compliance dashboard to include management tools to ensure relevant data is utilized.
- Explore software revisions to improve record keeping and enable collection of court fines and fees.

## Annual Cases Opened and Closed



# Code Compliance



### Staff Directory

Scott Durr	Code Compliance Specialist	(541) 385-1745	Scott.Durr@deschutes.org
Carolyn Francis	Code Compliance Specialist	(541) 617-4736	Carolyn.Francis@deschutes.org
Dan Smith	Code Compliance Specialist	(541) 385-1710	Daniel.Smith@deschutes.org
Jeff Williams	Code Compliance Specialist	(541) 385-1745	Jeff.Williams@deschutes.org

# Coordinated Services

## Overview

Coordinated Services consists of an Administrative Manager, one Administrative Supervisor, eight Permit Technicians, one Administrative Assistant, one Administrative Support Specialist and one Administrative Support Technician. The Coordinated Services Division provides permitting and “front line” direct services to customers. While coordinating with all operating divisions, staff ensure accurate information is provided to the public, while minimizing wait times and ensuring the efficient operation of the front counter and online portal.

## 2022 Year in Review

- ✓ Permit Technicians continued to provide exceptional customer service to in-person customers as well as virtually through the Accela online portal.
- ✓ Implemented a flexible work schedule for staff.
- ✓ Implemented an improved phased staff training program including cross division record research and permitting processes.
- ✓ Continued to update the Standard Operating Procedures manual which serves as an additional resource for staff consistency and succession planning.
- ✓ Revised role of administrative staff to include complex assignments in an effort to increase staff retention.
- ✓ Increased electronic permit submittals through public education and outreach to licensed professionals. Received 60.4% of Building Safety and Onsite Wastewater applications online compared to 49.9% in 2021.
- ✓ Transitioned residential plans from paper to electronic submittals.
- ✓ Transitioned residential plans from paper to electronic submittals locations in City of Sisters and City of La Pine which allowed reallocation of staff resources to the main office in Bend.



# Coordinated Services

## FY 2023-24 Work Plan Projects

- Revise CDD’s decommissioning plan process and procedure.
- Revise internal process and procedure for legitimizing unpermitted structures.
- Implement increased safety measures for the front lobby including staff safety training from DCSO.
- Continue to improve efficiencies in permit processes and procedures.
- Coordinate with the Human Resources Department to evaluate, propose and implement a Permit Technician job series through the creation of a new Permit Technician II classification in an effort to attract and retain staff to meet service demands in a highly competitive market.
- Continue participation in CDD’s website updates.

**Office Location & Lobby Hours**  
 117 NW Lafayette Ave, Bend, OR 97703  
 Monday, Tuesday, Thursday, Friday 8:00 AM—4:00 PM,  
 Wednesday 9:00 AM—4:00 PM

## Staff Directory

Angie Havniear	Administrative Manager	(541) 317-3122	Angela.Havniear@deschutes.org
Jennifer Lawrence	Administrative Supervisor	(541) 385-1405	Jennifer.L.Lawrence@deschutes.org
Karly Bires	Administrative Support	(541) 383-4392	Karly.Bires@deschutes.org
Taylor Eagan	Permit Technician	(541) 388-6562	Taylor.Eagan@deschutes.org
Robert Graham	Administrative Assistant	(541) 385-3217	Robert.Graham@deschutes.org
Miu Green	Permit Technician	(541) 385-3200	Miu.Green@deschutes.org
Jessie Henderson	Permit Technician	(541) 385-1730	Jessica.Henderson@deschutes.org
Terese Jarvis	Permit Technician	(541) 383-4435	Terese.Jarvis@deschutes.org
Jean Miller	Permit Technician	(541) 383-6711	Jean.Miller@deschutes.org
Mikaela Watson	Permit Technician	(541) 385-1714	Mikaela.Watson@deschutes.org

# Onsite Wastewater

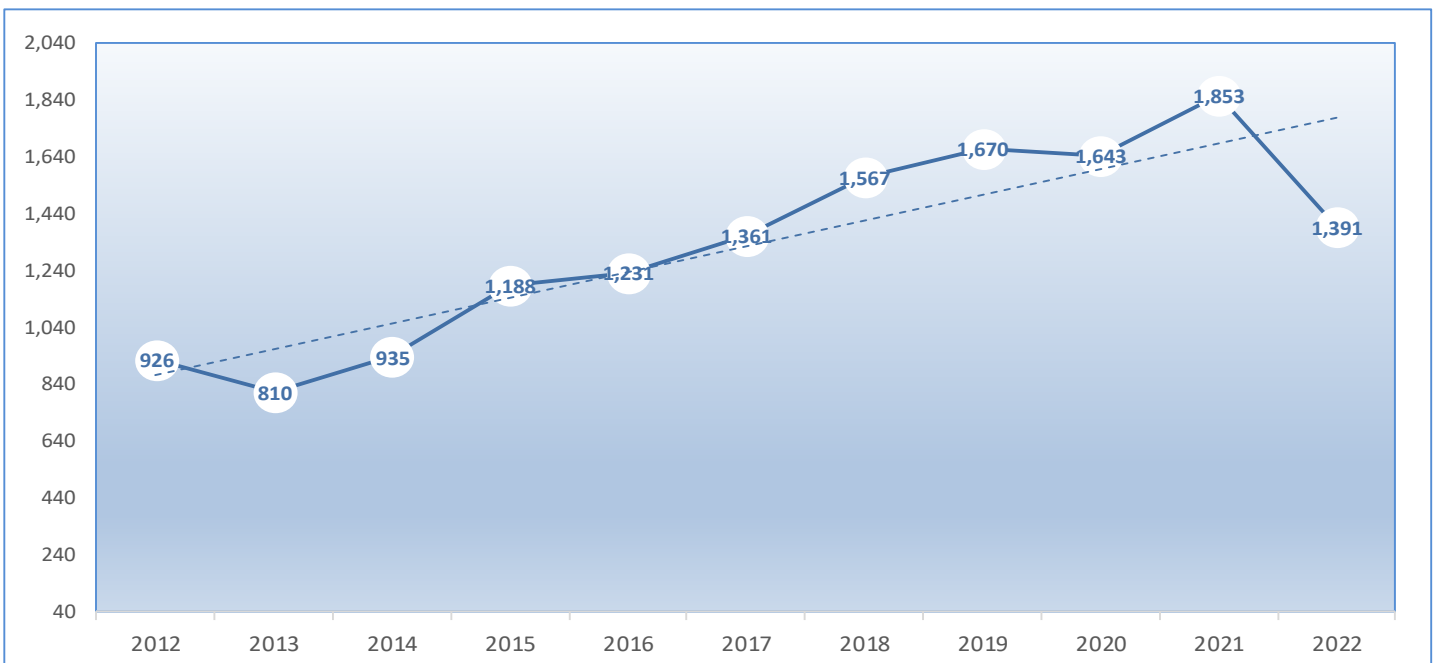
## Overview

Onsite Wastewater consists of one Onsite Wastewater Manager, two Onsite Wastewater Specialists II, two Onsite Wastewater Specialists I and one Administrative Assistant. The Onsite Wastewater Division regulates on-site wastewater treatment systems (septic) to assure compliance with state rules, and monitors environmental factors for public health and resource protection. They provide site evaluations, design reviews, permitting, inspections and education and coordination with the Oregon Department of Environmental Quality (DEQ) for onsite wastewater treatment and dispersal systems. Staff inspects sewage pumper trucks, reports on the condition of existing wastewater systems, maintains an Operation & Maintenance (O&M) tracking system, provides the public with information on wastewater treatment systems and regulations and investigates sewage hazards to protect public health and the environment. Staff are also engaged in the proactive pursuit of protecting the groundwater in Deschutes County and continue to work with DEQ on permitting protective onsite wastewater systems in Southern Deschutes County.

## 2022 Year in Review

- ✓ Assessed 216 sites for onsite wastewater treatment and dispersal systems, a decrease of 43.5% from 2021, and issued 1,175 permits and authorizations for new and existing onsite treatment and dispersal systems, a decrease of 21% from 2021. Applications continue to increase in complexity and technical requirements.
- ✓ Repaired 223 failing or substandard systems correcting sewage health hazards and protecting public health and the environment.
- ✓ Increased electronic permit submittal and inspection scheduling through outreach and education of customers, particularly licensed professionals. The division received 45.7% of applications online compared to 43.2% in 2021.
- ✓ Created Onsite Wastewater Manager classification.

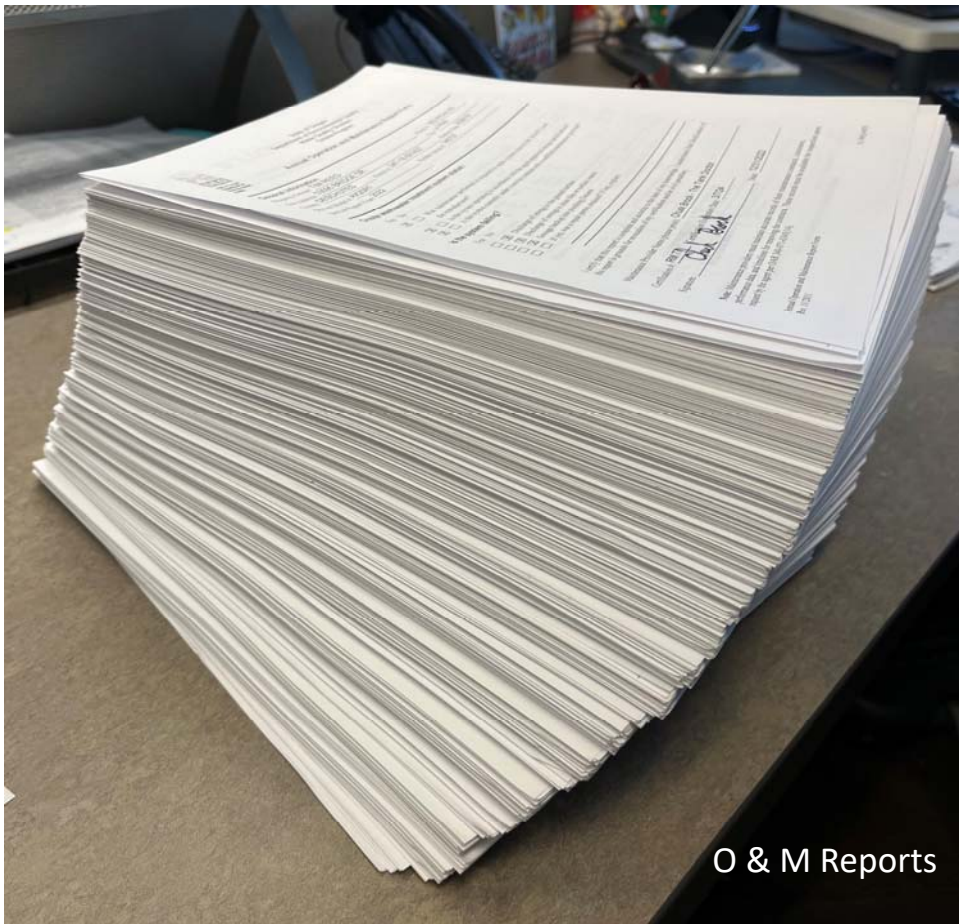
## Onsite Permits Issued



# Onsite Wastewater

## 2022 Year in Review, continued

- ✓ Provided eleven property owners in South County with rebates of \$3,750 per property for upgrading conventional onsite wastewater treatment systems to nitrogen-reducing pollution reduction systems.
- ✓ Provided technical assistance to Terrebonne Sanitary District Formation Committee.
- ✓ Provided technical assistance for the Tumalo sewer feasibility study.
- ✓ Verified an estimated 1,500 septic system maintenance contracts for the O&M tracking system.
- ✓ Coordinated with the City of Bend and DEQ staff regarding the septic to sewer program, and the impact on homeowners with onsite wastewater systems.
- ✓ Worked with DEQ on permitting protective onsite wastewater systems in South County. Participated in dozens of variance hearings for modified advanced treatment systems on severely limited sites.
- ✓ Coordinated with DEQ staff for a South County groundwater and drinking well sampling event.
- ✓ Supported and provided technical assistance for Central Oregon Intergovernmental Council applying for and receiving DEQ Onsite Financial Aid Program (OSFAP) to assist property owners with septic repairs.
- ✓ Onsite trainees are fully integrated team members knowledgeable about permitting, inspections and other tasks.



O & M Reports

# Onsite Wastewater

## FY 2023-24 Work Plan Projects

- Work with DEQ staff on planning for and funding of long term and regular well sampling events approximately every 10 years to monitor changes in water quality in the aquifer.
- Participate in the Upper Deschutes Agricultural Water Quality Management Area Local Advisory Committee.
- Continue to provide financial assistance opportunities to South County property owners to upgrade conventional systems to nitrogen reducing pollution reduction systems through Nitrogen Reducing System Rebates and the NeighborImpact Non-conforming Loan Partnership.
- Review current groundwater protection policies for South County and continue review of variance applications with DEQ onsite staff to ensure the goals of water resource protection are addressed. Highest risk areas may require greater scrutiny.
- Prepare for development to occur in the Newberry Neighborhood in La Pine by reviewing financial assistance programs for groundwater protection efforts. This may include creation of a financial advisory group process to include community members.
- Continue providing technical assistance support for the Terrebonne Sanitary District formation and Tumalo sewer feasibility study.
- Coordinate with the Planning Division regarding process or code amendments that could impact onsite wastewater processes for temporary use permits, hardship dwellings and lot line adjustments.
- Update website information for onsite wastewater and groundwater protection.



## Staff Directory

Todd Cleveland	Environmental Health Supervisor	(541) 617-4714	Todd.Cleveland@deschutes.org
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Kevin Hesson	Environmental Health Specialist II	(541) 322-7181	Kevin.Hesson@deschutes.org
Lindsey Holloway	Environmental Health Specialist I	(541) 388-6596	Lindsey.Holloway@deschutes.org
Kiley Rucker-Clamons	Environmental Health Specialist II	(541) 383-6709	Kiley.Rucker-Clamons@deschutes.org
Martha Shields	Administrative Assistant	(541) 385-1706	Martha.Shields@deschutes.org

# Planning

## Overview

Planning consists of one Planning Director, one Planning Manager, two Principal Planners, two Senior Planners, two Senior Long Range Planners, one Senior Transportation Planner, six Associate Planners, three Assistant Planners and one Administrative Assistant. The Planning Division consists of two operational areas: Current Planning and Long Range Planning. Current Planning processes individual land use applications and provides information to the public on all land use related issues. Long Range Planning addresses the future needs of the county through updates to the comprehensive plan, changes to the county code and other special projects.

## Current Planning

Responsible for reviewing land use applications for compliance with Deschutes County Code (DCC) and state law, including zoning, subdivision and development regulations, and facilitating public hearings with Hearings Officers and the BOCC. Staff is also responsible for verifying compliance with land use rules for building permit applications and septic permits; coordinating with Code Compliance to respond to complaints and monitor conditions of approval for land use permits; performing road naming duties; providing assistance at the public information counter, over the telephone and via email; and addressing in the rural county and City of Redmond under contract.

## Long Range Planning

Responsible for planning for the future of Deschutes County, including developing and implementing land use policy with the BOCC, Planning Commission, community and partner organizations. It is in charge of updating the County Comprehensive Plan and zoning regulations, coordinating with cities and agencies on various planning projects taking place in the region, including population forecasts with Portland State University and cities. Staff also monitors and participates in annual legislative sessions, and serves on numerous local, regional and statewide committees primarily focusing on transportation, natural resources, growth management and economic development.

## Transportation Planning

Provides comments and expertise on land use applications, calculates System Development Charges (SDC's) as part of land use application review process or upon request; provides comments to the County's Risk Management Department regarding traffic issues for permitted events; participates in the annual County Capital Improvement Plan (CIP) process with the Road Department; applies for grants for enhanced bicycle and pedestrian facilities in coordination with the Bicycle and Pedestrian Advisory Committee (BPAC); participates in Oregon Department of Transportation (ODOT) funded refinement planning; coordinates road issues with Bureau of Land Management (BLM) and the United States Forest Service (USFS) for urban interface plans; and serves on several local and regional transportation committees, most notably BPAC, the Bend Metropolitan Planning Organization Technical Advisory Committee, and Central Oregon Area Commission on Transportation Technical Advisory Committee (TAC).

## Floodplain & Wetlands Planning

Responsible for providing comments and expertise on land use applications, code compliance, and general property inquiries that require development, fill, or removal in mapped floodplain and wetland areas. Staff maintains certification as an Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager to provide customers with up-to-date and accurate information regarding Federal Emergency Management Agency (FEMA) regulations, surveying requirements, and construction requirements. Coordination is frequently required with external agencies including FEMA, US Army Corps of Engineers, Oregon Department of State Lands (DSL), ODFW, and USFS.

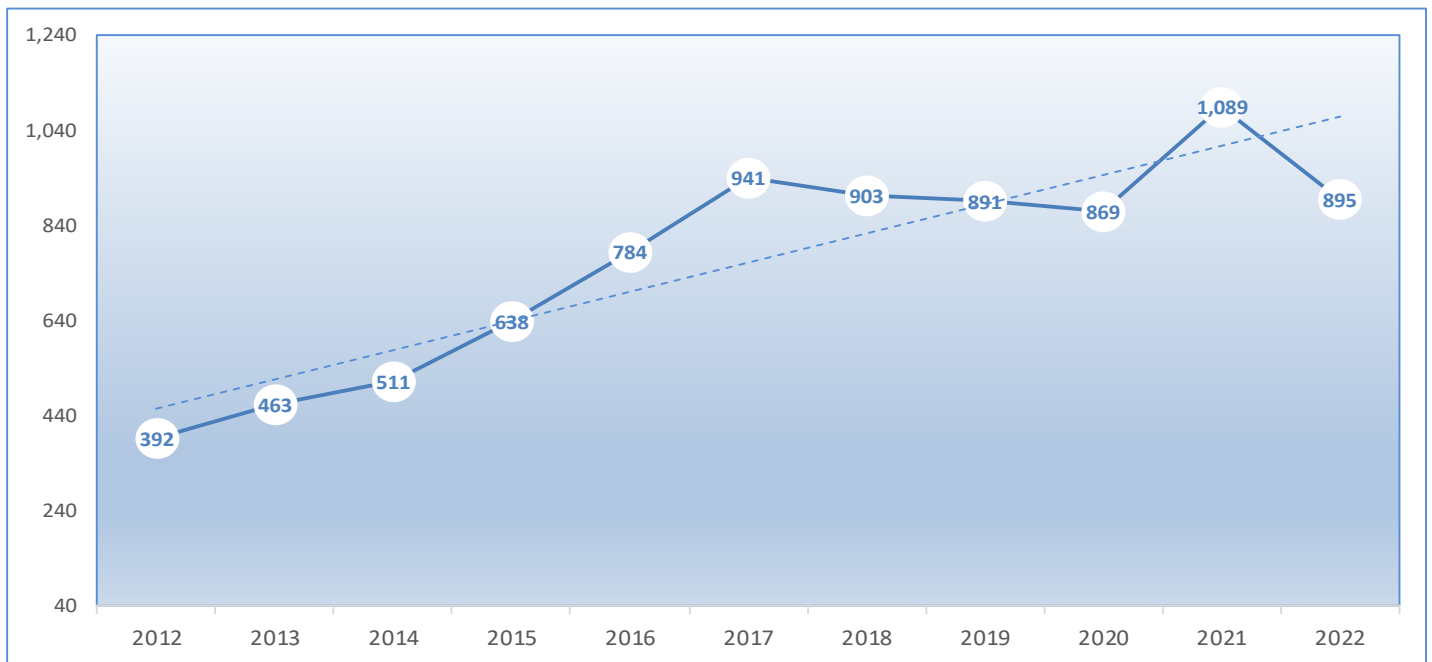


# Planning

## 2022 Year in Review

- ✓ Counter coverage averaged 222 customer visits a month compared to 242 in 2021.
- ✓ Staff responded to 2,757 emails and 2,598 phone call inquiries. This equates to over 229 emails and 217 phone calls per month.
- ✓ Received 895 land use applications compared to 1,089 in 2021, a decrease of 17.8% over prior year.
- ✓ The Planning Division received 10 non-farm dwelling applications compared with 22 for 2021.
- ✓ Twenty (20) final plats were recorded in 2022 or are in the process of being recorded, creating a total of 210 residential lots.
- ✓ Selected a consultant to lead a major Deschutes County Comprehensive Plan Update process.

### Land Use Applications Received



# Planning

## 2022 Year in Review, continued

Thirteen (13) land use applications were reviewed by Hearings Officers compared to 20 in 2021. They include:

- ✓ Thornburg Destination Resort (3)
- ✓ Declaratory Rulings for Initiation of Use of Prior Approvals (2)
- ✓ Quasi-Judicial Hearings for Land Use Applications (3)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zoning (4)
- ✓ City of Bend Urban Growth Boundary (UGB) Amendment / HB 4079 (1)

The BOCC conducted 16 quasi-judicial land use hearings or proceedings , equal to 2021.

- ✓ Appeals declined for review by the BOCC (3)
- ✓ Improvement Agreements (2)
- ✓ City of Bend UGB Amendment (1)
- ✓ Road Name Change (1)
- ✓ Noise Variances (3)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zones (3)
- ✓ Quasi-Judicial Hearings for Land Use Applications (1)

Ten (10) appeals were filed with the Land Use Board of Appeals (LUBA) in 2022, compared to 11 in 2021:

- ✓ Oregon Water Resources Department Land Use Compatibility Statement / Quasi-Municipal Water Right
- ✓ Private Airstrip
- ✓ Template Dwelling
- ✓ Wireless Tower / ODOT Right of Way
- ✓ Declaratory Ruling for Tumalo Sewer Expansion
- ✓ Thornburgh Destination Resort (4)
- ✓ Plan Amendment Zone Change Remand



## 2022 Year in Review, continued

### Legislative Amendments

The BOCC adopted:

- ✓ Psilocybin Time, Place, and Manner (TPM) Amendments—Pursuant to Measure 109, the county adopted ordinances that impose reasonable TPM regulations on the location and operation of psilocybin businesses.

### Deschutes 2040 Comprehensive Plan Update

Planning staff initiated an 18-month process to update the County's Comprehensive Plan in May 2022. The initial phases of the project focused on conducting background research to form the technical basis for the plan update, and collecting community feedback to identify the key issues, goals, and challenges facing the county for the next 20 years. During the last 7 months, staff accomplished the following:

- ✓ Initiated a professional services agreement with the project consultant for an estimated \$233,000.
- ✓ Received a \$5,000 technical assistance grant from Department of Land Conservation and Development (DLCD) for virtual engagement and software tools.
- ✓ Drafted background summaries of existing conditions and projected trends in Deschutes County, which will ultimately be used as the narrative for Comprehensive Plan Update chapters.
- ✓ Conducted a community engagement training for staff.
- ✓ Created a community engagement plan to raise awareness of the project and ensure an inclusive strategy for outreach.
- ✓ Conducted the first round of community engagements including four in-person open houses, an online survey, and over 50 local meetings designed for community groups, stakeholders and residents to come together and share their thoughts. These meetings resulted in responses from 550 community members.
- ✓ Established a project website using a new integrative tool (ArcHub) and utilized social media to spread awareness of the project website and meetings, resulting in 9,699 post views across a variety of social media platforms.
- ✓ Provided two project updates through a Constant Contact email list with 391 subscribers.
- ✓ Established the Planning Commission as the community advisory body for the project and met six times to review and discuss the project scope, community engagement plan, and staff edits to the Comprehensive Plan goals and policies.

# Planning

## 2022 Year in Review, continued

### Grants

#### Certified Local Government Grant

Planning staff administered an 18-month \$11,500 Certified Local Government (CLG) Grant from the State Historic Preservation Office (SHPO) to assist Deschutes County with its historic preservation programs.

#### Technical Assistance Grant

In November 2022, DLCD awarded the department a \$5,000 Technical Assistance Grant to fund the use of specialized software tools to assist in virtual outreach for the county's Comprehensive Plan Update.

#### Transportation Growth Management Grant

Planning staff coordinated with ODOT to execute a \$75,000 Transportation and Growth Management (TGM) Grant to update the Tumalo Community Plan bike/ped/transit elements and implement the rural trails portion of the Sisters Country Vision Action Plan.

### Coordination with Other Jurisdictions, Agencies and Committees

#### Bicycle and Pedestrian Advisory Committee

BPAC met 12 times, commenting on regional Transportation System Plan (TSP) updates, trail connections between cities and recreation areas, bicycle and pedestrian safety issues and ODOT projects, among others.

#### Oregon Department of Transportation (ODOT)

Participated in Baker Road-Lava Butte Multi-use Path and Lava Butte-La Pine Multi-use Path Technical Advisory Committee (TAC); Baker Road Interchange Area Management Plan TAC; quarterly meetings with ODOT, Road Department, and cities of Bend and Redmond to review traffic modeling needs; stakeholder committee for ODOT study on wildlife passages for US 20 between Bend and Santiam Pass; US 20 (Greenwood Ave.) 3rd Street / Powell Butte Hwy Refinement Plan.

#### Deschutes River Mitigation and Enhancement Committee

Convened two Deschutes River Mitigation and Enhancement Committee meetings to receive updates from ODFW and Central Oregon Irrigation District (COID).



# Planning

## 2022 Year in Review, continued

### Coordination with Other Jurisdictions, Agencies and Committees

#### City of Bend—Coordinated with City staff regarding:

- ✓ Bend Airport Master Plan.
- ✓ Bend UGB Amendment / HB 4079 / Affordable Housing Project.
- ✓ Long-term Planning for the Outback Water Filtration Facility.
- ✓ Bend Metropolitan Planning Organization TAC.
- ✓ Bend UGB Amendment / HB 3318 / Stevens Road Tract.

#### City of La Pine—Coordinated with City staff regarding:

- ✓ Land use applications for effects on county road system.
- ✓ Participation with Property Management and the city to update and amend the county owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulation.

#### City of Redmond—Coordinated with City staff regarding:

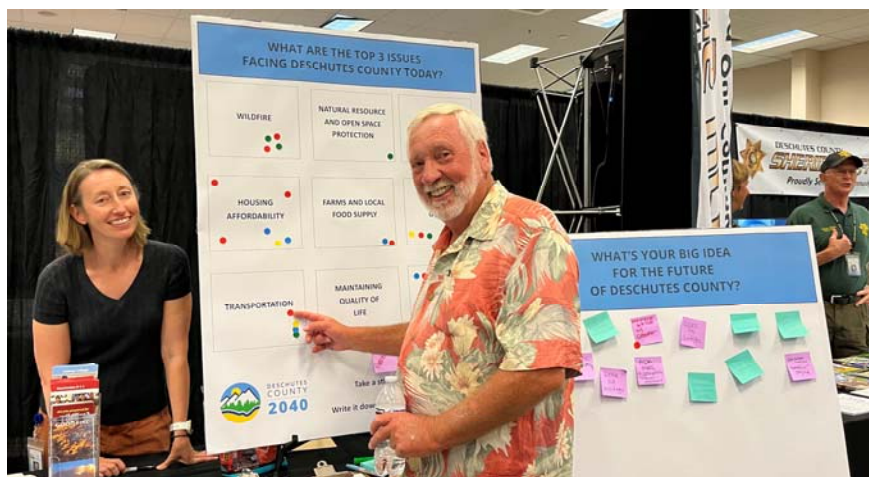
- ✓ CORE3—UGB Amendment for dedicated, multi-agency coordination center for emergency operations and training led by Central Oregon Intergovernmental Council (COIC)
- ✓ Relocation and expansion of wastewater treatment plant.
- ✓ Update Airport Safety Zone associated with the Redmond Airport Master Plan Update.

#### City of Sisters—Coordinated with City staff regarding:

- ✓ Participation in the implementation of Sisters Country Vision Plan and Sisters Comprehensive Plan.

#### Deschutes County

- ✓ Provided updates to BOCC regarding SB 391 Rural ADUs, SB 762 Wildfire Mitigation, wildlife inventories produced by ODFW, Portland State University (PSU) population updates, short-term rentals, Tumalo Community Plan update and dark skies project.



# Planning

## FY 2023-24 Work Plan Projects

### Development Review

- Respond to phone and email customer inquiries within 48 to 72 hours.
- Issue all administrative (staff) decisions for land use actions that do not require prior notice within 21 days of determination of a complete application.
- Issue all administrative (staff) decisions for land use actions requiring prior notice within 45 days of determination of a complete application.
- Process Hearings Officer decisions for land use actions and potential appeals to the BOCC within 150 days per State law.
- Continue to improve website accessibility to the public to view records associated with complex land use applications.

### Comprehensive Plan Update

- Amend Comprehensive Plan (Comp Plan 2040) to incorporate new existing conditions, goals and policies.
- Engage Newberry County and Terrebonne and residents to determine if community plans, goals, and policies meet the current and future needs of the area and whether there is an interest and readiness for area and/or community plan updates.

### Natural Resources

- Natural Hazards—Develop a work plan to amend the Comprehensive Plan and County Code requiring defensible space and fire-resistant building materials per SB 762 (2021, Wildfire Mitigation).
- Natural Hazards—Initiate recommended development code amendments related to the Natural Hazard Mitigation Plan.
- Wildlife Inventories—Amend the Comprehensive Plan and Zoning Code to incorporate a new mule deer winter range inventory from ODFW.
- Sage-Grouse—Participate as a Coordinating Agency with the Bureau of Land Management (BLM).
- Dark Skies Update—Revisit County's existing outdoor lighting ordinance and update regulations to reflect current best practices and technology.

### Transportation Growth Management (TGM) Grant

- Amend Comprehensive Plan to incorporate the Tumalo Community Plan update.
- Implement the rural trails portion of the Sisters Country Vision Action Plan.

# Planning

## FY 2023-24 Work Plan Projects, continued

### Transportation Planning

- Amend Comprehensive Plan to incorporate Transportation System Plan (TSP) update in coordination with Road Department and ODOT.
- Process road naming requests associated with certain types of development on a semi-annual basis.
- Coordinate with ODOT and Parks Districts on regional trail projects.

### City of Bend Coordination

- Adopt the Bend Airport Master Plan (BAMP) and amend the County's Comprehensive Plan and Development Code to implement measures that allow for a new air traffic control tower and new airport-related businesses.
- Coordinate on growth management issues, including technical analyses related to housing and employment needs and modernizing Title 19 for the Deschutes County Jail.
- Process a Plan Amendment and Zone Change to add the Stevens Road Tract to the Bend Urban Growth Boundary (UGB), in accordance with HB 3318.

### City of La Pine Coordination

- Participate with Property Management and the City of La Pine process to update and amend the county-owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulations.

### City of Redmond Coordination

- Coordinate on growth management issues, including with Central Oregon Intergovernmental Council (COIC) on CORE3, a multi-stakeholder regional emergency center.
- Process Conditional Use Permit and Site Plan Review applications for a new wastewater treatment plant.
- Coordinate on an update of the Airport Safety Zone associated with the Redmond Airport.

### City of Sisters Coordination

- Participate in the implementation of Sisters Country Vision Plan and their Comprehensive Plan Update.

### Growth Management Committees

- Coordinate and/or participate on Deschutes County BPAC, Project Wildfire, and Deschutes River Mitigation and Enhancement Committee.

### Historic Preservation—Certified Local Government (CLG) Grant

- Administer 2023-24 Certified Local Government Grant from SHPO.



## FY 2023-24 Work Plan Projects, continued

### Housekeeping Amendments

- Initiate housekeeping amendments to ensure County Code complies with state law.

### Housing Strategies

- Amend County Code to implement SB 391, Rural ADUs.
- Amend County Code to repeal Conventional Housing Combining Zone.
- Amend County Code to define family for unrelated persons HB 2538 (non-familial Individuals).
- Explore options and approaches to address rural housing and homelessness as allowed under state law.

### Legislative Session (2023-24)

- Initiate Comprehensive Plan and/or Zoning Text amendments to comply with and implement new or revised state laws.
- Participate in legislative or rulemaking work groups to shape state laws that benefit Deschutes County.

### Short Term Rentals

- Prepare a white paper describing methods for regulating short term rentals.
- Coordinate with BOCC on next steps

### Zoning Text Amendments

- Accessory structure amendments clarifying it must be built concurrent with or after the establishment of a primary residence with certain allowed facilities.
- Applicant initiated plan amendment, zone changes, and/or text amendments.
- Allow “self-serve” farm stands in Rural residential Exception Areas Comply with House Bill 3109 (2021) pertaining to establishment of childcare facilities in industrial zones.
- Define family for unrelated persons per HB 2538 (Non-familial Individuals).
- Forest Zone Code—Review for compliance with Oregon Administrative Rule.
- In conduit hydroelectric generation code amendments.
- Lot Line Adjustments and Re-platting.
- Medical Hardship Dwellings—review for consistency with state law.
- Minor variance 10% lot area rule for farm and forest zoned properties.
- Outdoor Mass Gatherings update.
- Repeal Conventional Housing Combining Zone.
- Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).
- Sign code to become consistent with federal law.
- Temporary use of recreational vehicles as dwellings.
- Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.



# Planning

## FY 2023-24 Work Plan Projects, continued

- Title 22—Procedures Ordinance for consistency with state law and planning department interpretations.
- Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.

### Staff Directory

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# Community Involvement Report

## 2022

Statewide Planning Goal 1, Citizen Involvement, requires cities and counties to create a citizen involvement program that provides opportunities for community participation in land use planning processes and decisions.

Land use legislation, policies and implementation measures made by Oregonians nearly 50 years ago helped shape Oregon’s urban and rural environments. Likewise, choices made today will ultimately shape these areas in the future. Successful land use planning occurs through an open and public process that provides room for information gathering, analysis and vigorous debate. Deschutes County’s Community Involvement program is defined in Section 1.2 of the Comprehensive Plan.

This chapter identifies the County Planning Commission as the committee for citizen involvement. It also contains the County’s Community Involvement goal and corresponding five policies that comply with Goal 1. This report briefly discusses the noteworthy community involvement actions undertaken by the Planning Division in 2022. The report is intended to provide county residents and stakeholders with a tool to assess its effectiveness and offer additional suggestions the County can utilize to ensure that its diverse communities remain actively involved in land use planning discussions.



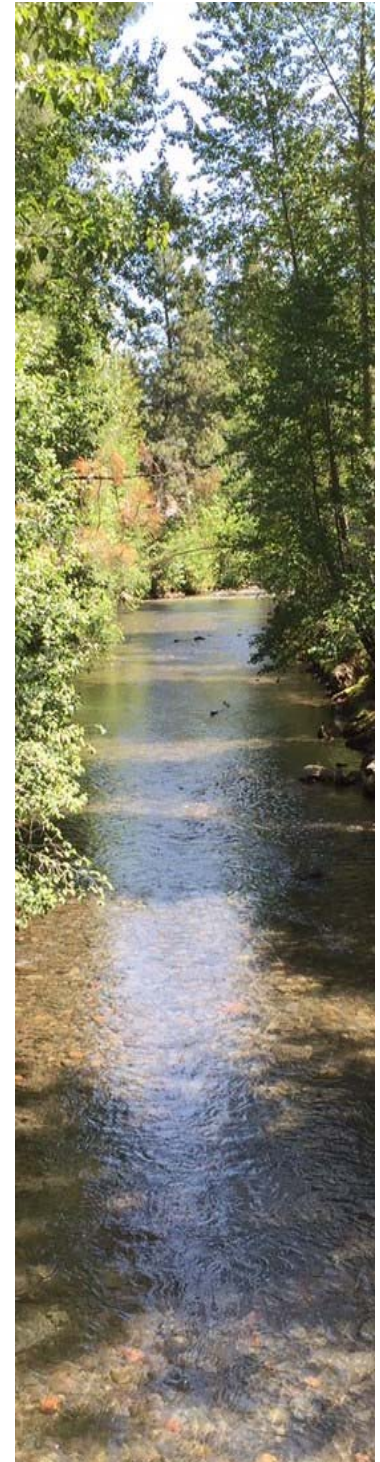
# Community Involvement Report

## 2022

### Planning Commission

The Planning Commission convened 17 times to consider:

- ✓ Amateur (HAM) Radio Facility Text Amendments
- ✓ CDD FY 2022-23 Annual Report & Work Plan
- ✓ Dark Skies Update
- ✓ Deschutes 2040 Meetings:
  - Comprehensive Plan Update Briefing
  - Community Engagement Plan Review
  - Phase 1 Results Overview and Phase 2 Activities
  - Key Planning Issues, Challenges, and Goals
  - Initial Policy Review
  - Results of Phase 2 Visioning Activities, and Initial Policy Review
- ✓ Deschutes County Transportation System Plan 2020-2040 Update
- ✓ Joint BOCC / PC Work Session
- ✓ Psilocybin TPM Amendments
- ✓ SB 391—Rural ADU Text Amendment
- ✓ SB 762—Wildfire Hazard Risk Mapping and the Wildland Urban Interface
- ✓ TGM Grant for Bike/Ped/Transit in Tumalo; Rural trails in Sisters Country
- ✓ Tumalo Community Plan
- ✓ Water Resources Discussion Panel
- ✓ Wildlife Inventory Update



# Community Involvement Report

## 2022

### Historic Landmarks Commission

Convened 5 times in 2022 to consider:

- ✓ Archeological Society of Central Oregon—Introduction
- ✓ CDD FY 2022-23 Annual Report & Work Plan
- ✓ CLG Grant Application
- ✓ City of Sisters Check-In—CLG Grant Projects
- ✓ Deschutes County 2040—Project Briefing
- ✓ Field Trip Discussion
- ✓ HLC Policies and Procedures Manual
- ✓ Preservation Month 2023
- ✓ Regional Coordination
- ✓ Strategic Plan
- ✓ Updates from Bend and Redmond Historic Landmarks Commission





BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: May 15, 2023

SUBJECT: Consideration for the Community Justice Department to submit a grant application to the Multi-Agency Coordination (MAC) Group to support efforts to impact unsheltered homelessness

RECOMMENDED MOTION:

Move approval for the Community Justice Department to submit a grant application to the MAC Group in the amount of \$ 1,078,518 to add capacity to rehouse and shelter individuals under Community Supervision.

BACKGROUND AND POLICY IMPLICATIONS:

COIC is facilitating and convening a Multi-Agency Coordination Group to allocate Governor’s Executive Order 23-02 funding at a regional scale, in partnership with the Homeless Leadership Coalition.

Central Oregon is expected to receive \$14 million to support projects across Crook, Deschutes, and Jefferson Counties. Projects funds must be spent no later than January 10, 2024.

The following goals have been established by the State for Central Oregon:

- Preventing 354 households from becoming homeless
• Creating 111 new shelter beds
• Rehousing 161 unsheltered households

Applications for funding were due on May 8, 2023. Community Justice submitted an application due to the short turnaround period, but will withdraw the application if it is not supported by the Board.

The request is for \$1,078,518 to buy a four-plus unit residence in Deschutes County to add capacity to rehouse and shelter individuals under Community Supervision who experience increased barriers to housing placements. The department expects to serve 24 clients per year with this funding. The funds would be mostly used for one-time costs such as acquisition of the unit, renovations, start-up costs, etc.

Currently, Adult P&P pays to place these individuals in hotel rooms. The project is expected to save Adult P&P money over time by reducing/eliminating the cost for hotel rooms.

**BUDGET IMPACTS:**

If the grant is awarded, Community Justice will submit a budget adjustment to account for the revenue and expenditures associated with the grant.

**ATTENDANCE:**

Trevor Stephens, Community Justice Business Manager  
Cheyenne Purrington, Coordinated Houseless Response Office Director



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: May 15, 2023

SUBJECT: Consideration for the Coordinated Houseless Response Office to submit a grant application to the Multi-Agency Coordination (MAC) Group to support efforts to impact unsheltered homelessness

RECOMMENDED MOTION:

Move approval for the Coordinated Houseless Response Office to submit a grant application to the MAC Group in the amount of \$ 278,800 to provide technical assistance to COIC to assist with the MAC funding grant process.

BACKGROUND AND POLICY IMPLICATIONS:

COIC is facilitating and convening a Multi-Agency Coordination Group to allocate Governor’s Executive Order (EO) 23-02 funding at a regional scale, in partnership with the Homeless Leadership Coalition.

Central Oregon is expected to receive \$14 million to support projects across Crook, Deschutes, and Jefferson Counties. Projects funds must be spent no later than January 10, 2024.

The following goals have been established by the State for Central Oregon:

- Preventing 354 households from becoming homeless
• Creating 111 new shelter beds
• Rehousing 161 unsheltered households

Applications for funding were due on May 8, 2023. The Coordinated Houseless Response Office (CHRO) submitted an application due to the short turnaround period, but will withdraw the application if it is not supported by the Board.

The request is for \$ 278,800 to provide technical assistance, guidance, support and information to COIC and projects funded through EO- 23-02 to ensure the region uses the collective award to make meaningful investments in our community. If the CHRO grant application is approved, most of the funding would be used for staff time.

**BUDGET IMPACTS:**

If the grant is awarded, the Coordinated Houseless Response Office will submit a budget adjustment to account for the grant.

**ATTENDANCE:**

Cheyenne Purrington, Coordinated Houseless Response Office Director





BOARD OF  
COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** May 15, 2023

**SUBJECT:** Treasury Report for April 2023

**ATTENDANCE:**

*Bill Kuhn, County Treasurer*



**MEMORANDUM**

**DATE:** May 8, 2023  
**TO:** Board of County Commissioners  
**FROM:** Bill Kuhn, Treasurer  
**SUBJECT:** Treasury Report for April 2023

Following is the unaudited monthly treasury report for fiscal year to date (YTD) as of April 30, 2023.

**Treasury and Investments**

- The portfolio balance at the end of April was \$293.5 million, a decrease of \$8.0 million from March and an increase of \$24.4 million from last year (April 2022).
- Net investment income for April was \$522,574 approximately \$31K less than last month and \$396K greater than April 2022. YTD earnings of \$4,164,218 are \$2.8 million more than the YTD earnings last year.
- All portfolio category balances are within policy limits.
- The LGIP interest rate remained at 3.75% throughout the month of April. Benchmark returns for 24-month treasuries are down from the prior month by 2 basis points and 36-month treasuries are down 6 basis points from the prior month.
- Average portfolio yield is 2.19% which is lower than the prior month's average of 2.20%.
- The portfolio weighted average time to maturity is 1.22 years, down from 1.27 years in March.

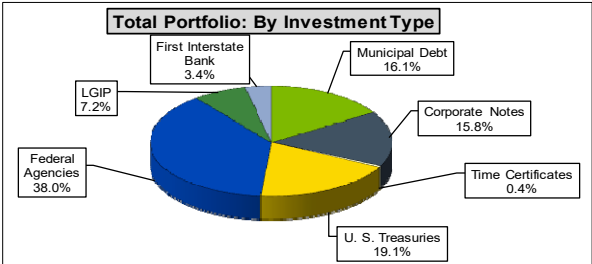


**Deschutes County**

**Total Investment Portfolio As Of 4/30/2023**

Portfolio Breakdown: Par Value by Investment Type		
Municipal Debt	\$ 47,140,000	16.1%
Corporate Notes	46,321,000	15.8%
Time Certificates	1,245,000	0.4%
U.S. Treasuries	56,000,000	19.1%
Federal Agencies	111,465,000	38.0%
LGIP	21,183,029	7.2%
First Interstate Bank	10,122,838	3.4%
<b>Total Investments</b>	<b>\$ 293,476,867</b>	<b>100.0%</b>

Investment Income			
		Apr-23	Y-T-D
<b>Total Investment Income</b>		\$ 527,574	\$ 4,214,218
Less Fee: \$5,000 per month		(5,000)	(50,000)
<b>Investment Income - Net</b>		<b>\$ 522,574</b>	<b>\$ 4,164,218</b>
<b>Prior Year Comparison</b>	Apr-22	<b>\$ 126,919</b>	<b>\$ 1,289,814</b>



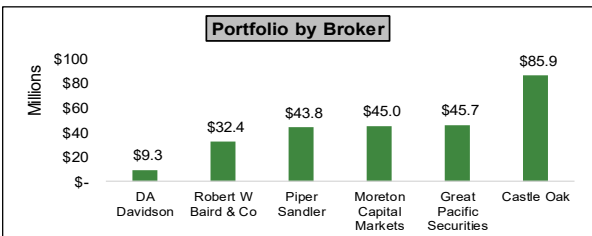
Category Maximums:	
U.S. Treasuries	100%
LGIP (\$56,763,000)	100%
Federal Agencies	100%
Banker's Acceptances	25%
Time Certificates	50%
Municipal Debt	25%
Corporate Debt	25%

	Yield Percentages	
	Current Month	Prior Month
FIB/ LGIP	3.75%	3.75%
Investments	2.00%	2.02%
<b>Average</b>	<b>2.19%</b>	<b>2.20%</b>

Maturity (Years)	
Max	Weighted Average
3.55	1.22

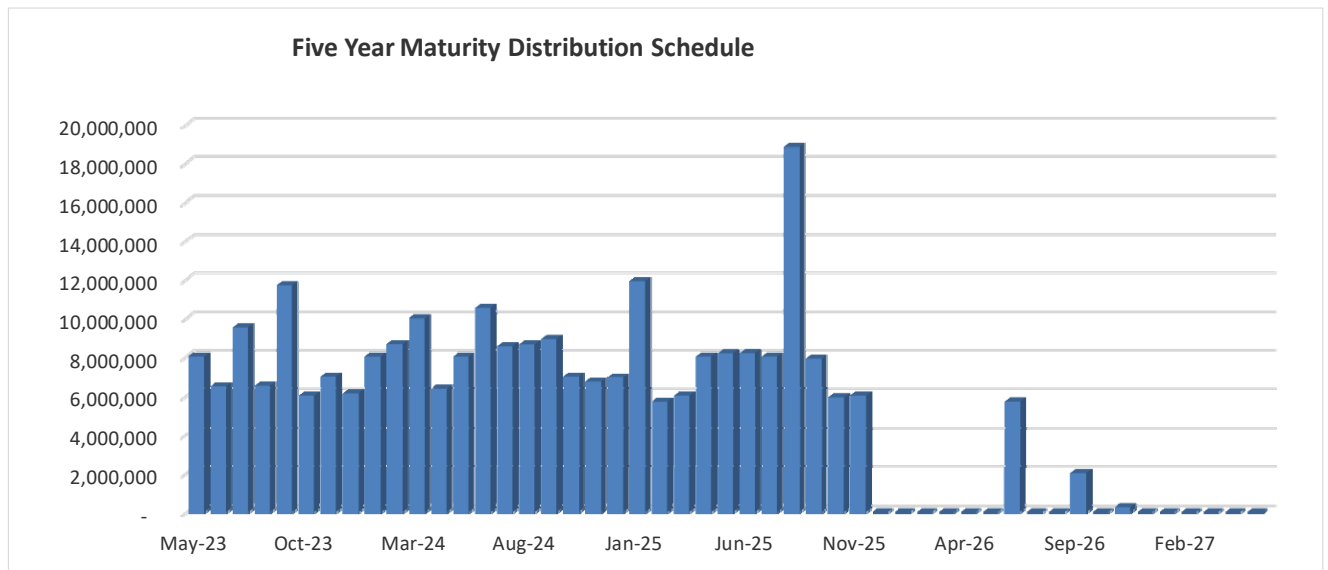
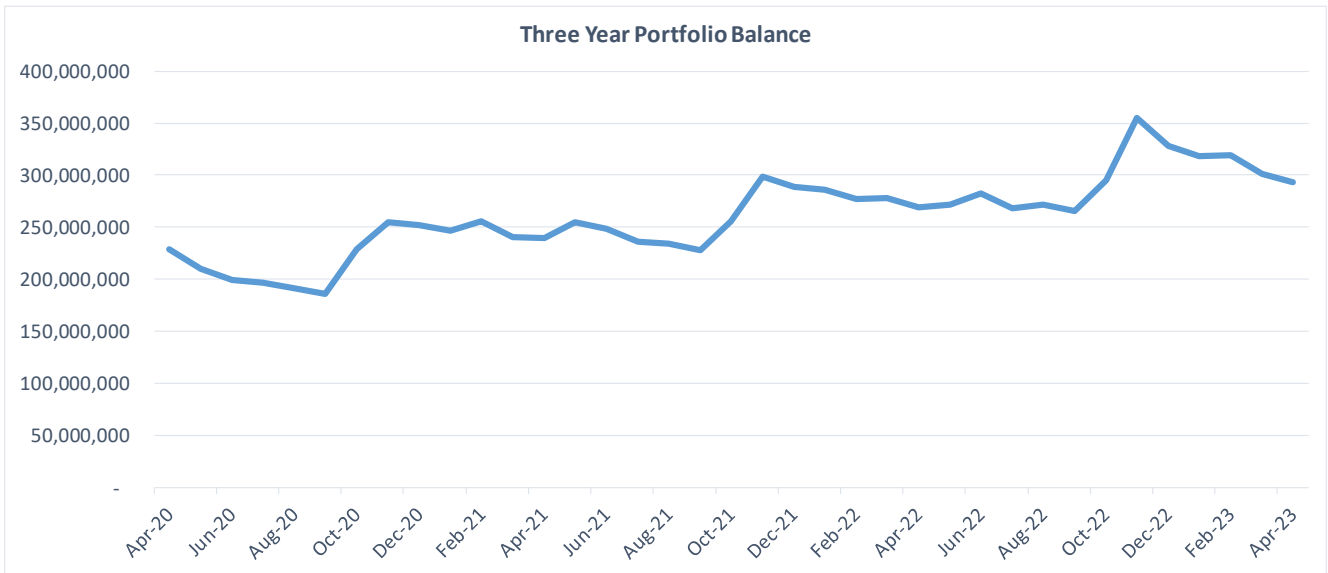
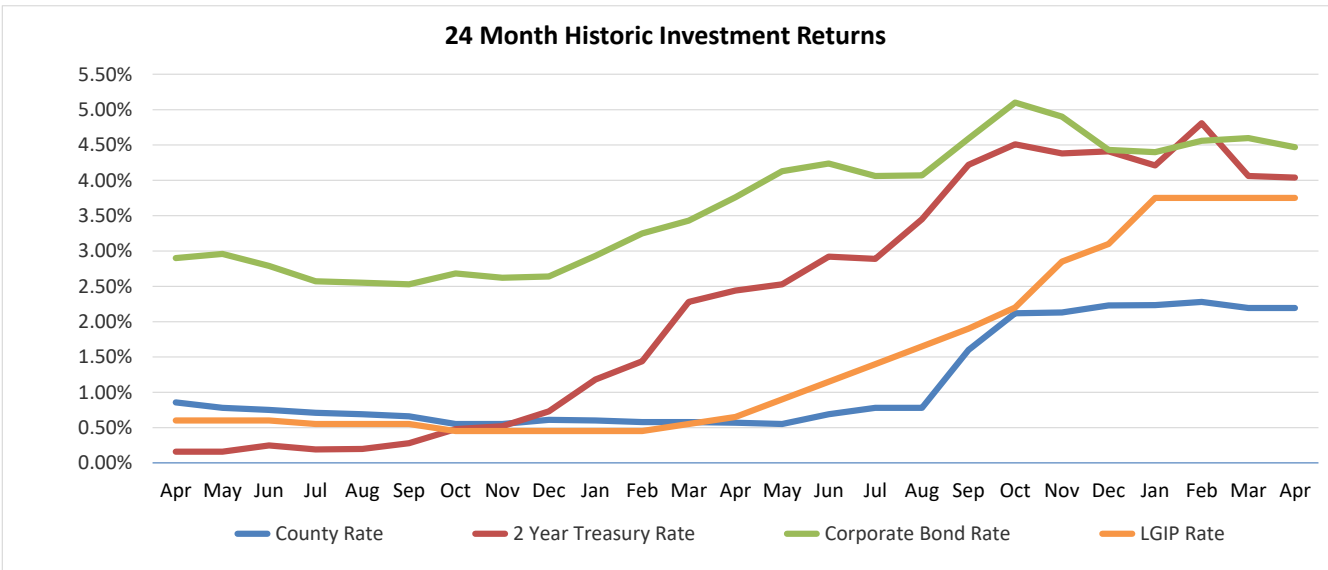
Benchmarks		
24 Month Treasury		4.04%
LGIP Rate		3.75%
36 Month Treasury		3.75%

Term	Minimum	Actual
0 to 30 Days	10%	13.4%
Under 1 Year	25%	42.8%
Under 5 Years	100%	100.0%



Other	Policy	Actual
Corp Issuer	5%	2.9%
Callable	25%	18.2%
Credit W/A	AA2	AA1

Investment Activity	
Purchases in Month	\$ -
Sales/Redemptions in Month	\$ 7,500,000







Inv #	Inv Type	CUSIP	Security	Broker	Purchase Date	Maturity Date	Days To Maturity	Ratings		Coupon		Par Value	Market Value	Book Value	Call Date
								Moodys	S&P/Fitch	Rate	YTM 365				
10807	MUN	179198JF4	CLACKAMAS SCHOOL DISTRICT	DA DAV	12/3/2020	6/15/2024	411	Aa1		0.83	0.480219	300,000	286,494	301,166	- -
10871	MUN	250325UL9	DESCHUTES CTY SCH DIST #1	R W B	12/7/2021	6/15/2026	1141	Aa1		1.4	1.2301048	2,000,000	1,832,980	2,010,287	- -
10709	MUN	29270CNU5	Bonneville Power Administratio	CASTLE	7/30/2019	7/1/2023	61	Aa2	AA-	5.803	2.1249156	1,000,000	1,000,800	1,005,851	- -
10778	MUN	4511527C0	IDAHO ST BOND BANK AUTH REVENU	PS	10/8/2020	9/15/2024	503	Aa1		5	0.6103486	1,000,000	1,002,470	1,059,430	- -
10780	MUN	476453GR0	JEROME IDAHO SCHOOL DISTRICT	PS	10/13/2020	9/15/2023	137	Aaa		5	0.4793681	200,000	199,934	203,338	- -
10781	MUN	476453GS8	JEROME IDAHO SCHOOL DISTRICT	PS	10/13/2020	9/15/2024	503	Aaa		5	0.7253469	220,000	220,317	232,701	- -
10840	MUN	498368EB1	KLAMATH CNTY OR SCH DIST	PS	7/1/2021	6/15/2025	776		AA+	0.86	0.8600191	400,000	370,072	400,000	- -
10870	MUN	569280EX4	Salem-Keizer School District	PS	12/7/2021	6/15/2026	1141	Aa1		1.438	1.2900015	2,000,000	1,832,540	2,008,948	- -
10782	MUN	584288ER1	MEDFORD OR REVENUE	R W B	10/14/2020	7/15/2024	441		AA-	2	0.6503538	815,000	787,176	828,080	- -
10825	MUN	625506PX2	MULTNOMAH CO-REF-TXBL	GPAC	1/21/2021	6/1/2025	762	Aaa	AAA	1	0.5000954	2,165,000	2,024,470	2,187,277	- -
10815	MUN	625517MG9	MULTNOMAH COUNTY OR SCHOOLS	R W B	12/30/2020	6/15/2024	411	Aa1	AA+	2	0.4052718	2,750,000	2,662,798	2,798,982	- -
10841	MUN	625517NE3	MULTNOMAH COUNTY OR SCHOOLS	CASTLE	7/15/2021	6/30/2025	791	Aa2	AA	0.95	0.6870868	1,255,000	1,163,147	1,262,032	- -
10768	MUN	67232TBM6	OAKLAND CA REDEV SUCCESSOR	PS	8/21/2020	9/1/2023	123		AA-	3.125	0.6015189	2,500,000	2,483,675	2,520,807	- -
10875	MUN	68587FAW4	OR EDU DIST FF&C PENSION OBLI	R W B	12/8/2021	6/30/2026	1156	Aaa	AA	1.104	1.3861517	250,000	226,355	247,844	- -
10950	MUN	68609TWD6	OREGON STATE	GPAC	12/1/2022	5/1/2025	731	Aa1	AA+	0.895	4.7532126	500,000	465,625	466,185	- -
10805	MUN	68609TZR2	Oregon State Lottery	R W B	12/1/2020	8/1/2024	458	Aa1	AA+	0.638	0.4148774	505,000	479,341	506,396	- -
10811	MUN	68608USW7	Oregon State Lottery	R W B	12/17/2020	8/1/2024	458	Aa1	AA+	2.677	0.9386601	755,000	735,023	771,091	8/1/2023
10812	MUN	68608USD9	Oregon State Lottery	R W B	12/17/2020	8/1/2024	458	Aa1	AA+	2.677	0.9386585	500,000	496,765	510,656	8/1/2023
10829	MUN	68607VZ73	Oregon State Lottery	PS	1/26/2021	4/1/2024	336	Aa2	AAA	2.505	0.3901753	2,350,000	2,298,042	2,395,230	- -
10874	MUN	68609TWC8	Oregon State Lottery	R W B	12/2/2021	5/1/2024	366	Aa1	AA+	0.795	0.7300606	500,000	479,775	500,321	- -
10771	MUN	68583RCT7	OR ST COMMUNITY COLLEGE DIST	R W B	8/27/2020	6/30/2024	426	Aa1	AA+	5.66	0.6000375	90,000	90,731	95,232	- -
10853	MUN	68583RCY6	OR ST COMMUNITY COLLEGE DIST	PS	8/31/2021	6/30/2024	426		AA	0.583	0.5830334	1,000,000	950,490	1,000,000	- -
10863	MUN	68583RCV2	OR ST COMMUNITY COLLEGE DIST	GPAC	11/18/2021	6/30/2026	1156	Aa1	AA+	5.68	1.4000014	210,000	218,545	237,442	- -
10876	MUN	68607DVC6	ODOT HWY USER TAX REV	R W B	12/8/2021	11/15/2026	1294	Aa1	AAA	0.934	1.3661066	260,000	232,110	256,168	- -
10784	MUN	732098PE2	POMONA CALI UNI SCH DIST TAXAB	PS	10/20/2020	8/1/2024	458	Aa3		0.77	0.6001765	1,200,000	1,143,000	1,202,516	- -
10809	MUN	736688MD1	Portland Community College	PS	12/17/2020	6/15/2024	411	Aa1		0.572	0.5720012	1,000,000	952,940	1,000,000	- -
10845	MUN	736688MF6	Portland Community College	MORETN	7/23/2021	6/15/2026	1141	Aa1		0.899	0.8000224	1,250,000	1,127,513	1,253,780	- -
10810	MUN	73474TAB6	MORROW PORT TRANS FAC	R W B	12/14/2020	9/1/2024	489	Aa2		3.221	0.4201896	1,750,000	1,710,398	1,814,775	- -
10837	MUN	73473RDH5	MORROW PORT TRANS FAC	R W B	4/1/2021	12/1/2023	214		A-	0.7	0.7000516	1,000,000	973,430	1,000,000	- -
10838	MUN	73473RDW2	MORROW PORT TRANS FAC	R W B	4/1/2021	6/1/2023	31		A-	0.7	0.7000625	215,000	214,211	215,000	- -
10951	MUN	752147HJ0	RANCHO SANTIAGO CA CMNTY CLG D	GPAC	12/1/2022	9/1/2025	854	Aa2	AA	0.734	4.6299342	1,895,000	1,732,371	1,735,145	- -
10776	MUN	568571CZ4	SILVER FALLS SD	PS	9/17/2020	6/15/2024	411	Aa1		0.55	0.5500254	1,900,000	1,807,888	1,900,000	- -
10831	MUN	799055QU5	SAN MATEO CA FOSTER CITY SCHO	DA DAV	2/16/2021	8/1/2025	823	Aaa	AA+	1.597	0.4700929	500,000	469,570	512,531	- -
10786	MUN	835569GR9	SONOMA CCD	PS	10/21/2020	8/1/2024	458	Aa2	AA	2.061	0.600206	1,200,000	1,160,544	1,221,632	- -
10787	MUN	88675ABS4	TIGARD OR WTR SYS REVENUE	PS	11/3/2020	8/1/2025	823	Aa3	AA	2	0.8504149	350,000	331,324	358,855	- -
10779	MUN	906429EE1	UNION CTY OR SCHOOL DISTRICT	PS	10/8/2020	6/15/2024	411	Aa1		0.675	0.6750364	490,000	467,156	490,000	- -
10785	MUN	939307KV5	Washington County SD Municipal	PS	10/28/2020	6/15/2024	411	Aa1		0.59	0.5840838	1,500,000	1,427,610	1,500,000	- -
10798	MUN	938429V61	Washington County SD Municipal	PS	11/17/2020	6/15/2025	776	Aa1	AA+	0.912	0.6448704	350,000	323,922	351,952	- -
10839	MUN	984674JZ5	MCMINNVILLE SCHOOL DIST YAMHIL	PS	6/15/2021	6/15/2023	45	Aa1		0.28	0.28	170,000	169,068	170,000	- -
10078	RRP	SYS10078	Local Govt Investment Pool		7/1/2006	- -	1			3.75	3.75	21,183,029	21,183,029	21,183,029	- -
10084	RR2	SYS10084	First Interstate Bank		7/1/2006	- -	1			3.75	3.75	10,122,838	10,122,838	10,122,838	- -
<b>TOTALS</b>												<b>293,476,867</b>	<b>283,674,612</b>	<b>292,102,735</b>	