



OFFICE OF THE CITY MANAGER
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MEMO

DATE: August 21, 2019
TO: Mayor and City Council
FROM: Spencer Nebel, City Manager

SUBJECT: Status Report for the Two-week Period Ending Friday, August 23, 2019

It is hard to believe that we are approaching the end of August. It has been a very brisk and robust summer for us all! As you are aware, I will be heading out on vacation Thursday, August 22 through Labor Day weekend.

Highlights of activities over the last two weeks include the following:

- Barb James, Tim Gross and I met to review proposals from the Newport Employees' Association in preparation for negotiations.
- Barb James, Tim Gross and I participated in a negotiations session with the Newport Employees' Association. We are getting very close to having an agreement with this union.
- Participated in a Vision 2040 Advisory Committee meeting. The primary focus of the meetings have been the potential of receiving assistance from the Ford Family Foundation. The Committee fully supports these efforts. In addition, the Committee Vice-Chair, Leslie Palotas, has developed a new reporting mechanism to report both accomplishments and ongoing efforts that are occurring in the community to implement strategies outlined in the goal. Leslie has done an excellent job in developing these concepts for review by the Committee.
- Met with Barb James and Tim Gross on an employee complaint.
- Held bi-monthly meetings with Jason Malloy and Rob Murphy.
- Participated in a tour of the Big Creek Dams with Mike Harryman, Resiliency Officer from the Governor's office, Racquel Rancier, Policy Analyst with the Oregon Water Resources Department, Senator Arnie Roblan, Representative David Gomberg, Mayor Sawyer, Councilor Goebel, Tim Gross, Tia Cavender and Jenny Dresler. In addition, media from Salem was present, as well. Senator Merkeley's office was supposed to participate, as well. However, they had to cancel due to a last-minute emergency schedule change. Tim brought us through the overflow pipe to see areas in the pipe that have deteriorated where there are a number of leaks and seepages occurring. As a result of these leaks, the state dam officer is requiring bi-monthly inspections of this pipe to determine whether the leaks are increasing the volume of water being transmitted through the dam. There have also been

discussions with our consultants about options for addressing this situation. While it may seem logical to plug the leaks, by doing this it may force the seepage to occur at more critical spots in the dam structure. We will continue to monitor that. Again, we appreciate the role, effort and commitment that both Senator Roblan and Representative Gomberg have provided to the City in their advocacy of funding for the dam. It was a good opportunity to get the Governor's office more up-to-speed on this issue with Mike Harryman's participation in this tour.

- Participated in the monthly lunch of the Lincoln County Managers, which was held at Yachats City Hall. We talked about the regional water planning effort. Lincoln City and Yachats would like a presentation from the regional water study effort for this current fiscal year before they commit funds that were budgeted for this purpose. Waldport indicated their water fund was not in a position to participate financially this year due to several very significant projects.

We established a meeting at 3 PM on October 17 for the county-wide elected and appointed officials to meet here in the Council Chambers. This will be to discuss the next steps on regional housing. The report has been completed, and it is appropriate to continue this dialogue on a regional basis. This discussion may focus on having some sort of county-wide housing group that is charged with carrying on certain elements of the county-wide housing plan. I think it has been great getting the elected officials together to talk about the subject on a county-wide basis.

We also discussed the climate change partnership. Wayne Belmont and I encouraged the other communities to consider this partnership.

Finally, we discussed car camping. Lincoln City has approved an ordinance that allows car camping at places of worship, according to City Manager, Ron Chandler. It allows up to five cars to camp at one time, as long as toilet facilities are provided. To date, nobody has yet tried this effort in Lincoln City.

- Judy Mayhew, Kathy Cline, Michael Cavanaugh and I met to review the draft cooperative agreement with the Lincoln County School District. We will be getting back together with the school in September to try and finalize our discussions on this agreement. There are two components that are being treated separately in this agreement. The first is the main baseball diamond at Frank Wade Park, with the second item being the Aquatic Center. Both of these facilities have special circumstances surrounding them and we want to make sure we are addressing them realistically in this cooperative agreement.
- Along with Councilor Parker, Peggy Hawker, and the volunteers who hosted the Sister City visit, we conducted a debriefing of this year's visit. The summary of that debriefing will be included in a report at the September City Council meeting. Overall, we appreciate all the efforts that the volunteers put into making this a memorable experience for our visitors. I believe our delegates from Mombetsu enjoyed the experience, as well. One of the recommendations that we will have for the Council's consideration is, to develop a more formal sister city committee to continue growing this important relationship. This will be presented to the Council at the time the summary report is presented, as well.
- Participated in a Mountain Bike Trail meeting that was set up for residents around the Big Creek Reservoirs. The City has been working with The NEWTS, (Newport

Trail Stewards) for the development of mountain bike trails on the north side of the reservoir. We wanted to give the property owners an opportunity to hear what is proposed, and to get feedback prior to presenting this issue before the City Council. We had a pretty full house, primarily bike enthusiasts, but there were a number of neighbors that were present, as well.

- Held a bi-monthly meeting with Library Director, Laura Kimberly.
- Derrick Tokos and I met with Bonnie Serkin and Will Emery regarding property issues on the north end of the airport. This was in preparation of a meeting with various property owners about developing/improving access to the east side of the airport. One of the challenges that the airport faces, is requests to crossover into the secured part of the airport to access the back property for logging, hunting and other similar activities. We would like to have a corridor identified that would avoid having these parties needing to go through the airport property. In addition, Bonnie and Will wanted to talk about the discussions and preliminary agreement with the Urban Renewal Agency to acquire road rights-of-way through their property. Part of this may create an avenue to address the east side airport access issues, as well.
- Mike Murzynsky, Kay Keady, Derrick Tokos and I met to discuss the room tax collection software services. This would allow an automation and third party payments for room taxes collected from short-term rentals. In the meantime, Mike and Kay participated in a demonstration from Caselle for their room tax collections system. Caselle also has a program where reports can be filed and paid electronically without the exchange mail that is currently part of our collection process. At this point, I've told Mike to pursue the Caselle option.
- Worked on the agenda for the August 19 City Council and work session meetings.
- Met with Barb James and Jason Malloy on an employee disciplinary matter.
- Held bi-monthly meetings with Richard Dutton and Judy Mayhew.
- Barb James and I participated in a conference call with Mark Wolf on contract language regarding recognition in the Newport Employees' Association. This was presented to the Council at the August 19 Executive Session.
- Met with Rob Murphy and Barb James on a Fire employee disciplinary matter. (It has been a busy week on employee matters for the City!)
- Tim Gross, Derrick Tokos and I met with Mike Warren to discuss possible acquisition of a piece of Mike's property, as indicated in the Executive Session. I communicated to Mike that our first step will be to proceed with an appraisal of the property. He indicated that he would provide whatever access is necessary to get the property appraised.
- Met with Ariel Ruben and Caroline Cummings regarding RAIN. The City Council allowed an appropriation to participate with RAIN to convert ideas into small business entities. Mayor Rod Cross from Toledo also participated in this meeting, since they have also appropriated some funding for RAIN, as well. Mayor Cross and I had requested that Caroline develop a specific request from our cities that we can present to the City Council. Caroline is planning to make a presentation to the City Council in October regarding this funding.
- Tim Gross, Bob Fuller, Justin Scharbrough and I met with Aaron from "We Hang Xmas Lights". This was our contractor from last year. As you may recall, we did not enter into this contract until November, which led to a very short lead time to pull this project off. We had a variety of problems with the decorative outlets on the light poles, problems with the strings, and did not have a protocol to address those

problems in a timely fashion. Furthermore, we did not have enough lights for the poles that we traditionally place holiday lights on because of time constraints. This will be year two of a three year contract with "We Hang Xmas Lights". We will make sure we work with the PUD to have them test their outlets prior to the holiday season, as well as, have our crews test our own decorative outlets, and make any repairs that are necessary. It was noted that a number of PUD lights do not have plastic covers over the outlets. We want to work with PUD to have these outlets in shape for this season. In addition, we are working with Jerry Anderson to obtain a holiday tree for the City Hall lawn, and he has agreed to work with us on this effort. This will add a nice touch to our holiday season. We will be obtaining a proposal from "We Hang Xmas Lights" to do the lighting for this tree, as well. This year we are proposing to use a cut tree. We have discussed the possibility of planting a tree for this purpose. The location is a bit challenging for a nicely shaped traditional tree. We will be preparing a report on this to Council at an upcoming Council meeting.

- Mike Murzynsky and I sat down to review the status of our Rogue Ale investigation. Mike has obtained additional information from Rogue, and will be setting up a time to review actual records that are used to compile the various reports that we had from Rogue. We are hoping this will occur before the end of this month. Once completed we will send a report back to the City Council on our findings.
- Angela and I stopped by the Health Promotion Committee's employee bowling party at Muggly's Bowl in Toledo. We saw some awesome plays (and some not-so-awesome plays) as our folks were having a great time.
- Participated in a routine Department Head meeting.
- Participated in a City Council work session on an advisory committee for Police services, part two of land use planning, and an executive session on land transactions, and to discuss bargaining strategies with the NEA.
- Participated in the regular Council meeting.
- Participated in an OCCMA Fall Workshop subcommittee conference call.
- Participated in the Parks and Recreation staff meeting. We are initiating discussions on the job responsibilities and job offering for this position with both department heads and with Parks and Recreation staff. I will be providing a report to the Council on this before we begin our recruiting efforts to fill the position vacated by Jim Protiva.
- Along with Councilors Goebel and Jacobi, Derrick Tokos, Jason Malloy, other staff members, and I participated in the first Short-term Rental Work Group meeting. This first meeting went well, and created a good foundation for future meetings.
- Held bi-monthly meetings with Tim Gross and Barb James.
- Participated in a special OCCMA Board meeting via conference call to receive the report of the Nominating Committee for officers for the 2020 calendar year.
- Initiated my vacation beginning Thursday, August 22 through Labor Day weekend. During this time, Peggy Hawker will be acting city manager.

Upcoming Events:

- I will be on vacation from August 22 through Labor Day weekend. Peggy Hawker will be Acting City Manager through this time period.

- City Hall will be closed Monday, September 2 in observation of Labor Day. The Council meetings will be held Tuesday, September 3, beginning with a work session at 4 PM.
- The employee BBQ will be held Friday, September 6 at 6 PM -- Big Creek Park.
- City Council established a work group to meet this fall consisting of the City Council, Audit Committee and Budget Committee members. The first meeting of the Finance Work Group is scheduled to meet September 10 from 4-6 PM. Details will follow.
- The Library Centennial kickoff ceremony will take place from 10 AM to 6 PM on Saturday, September 14. The ribbon cutting and ceremony will begin at 2 PM.
- September 26-28 is the LOC's Annual Conference in Bend, OR. Councilors Goebel, Allen, Parker, Jacobi, Hall and Mayor Sawyer have been registered, along with Peggy and myself. Please let us know if your plans change, so we can cancel without financial penalty prior to the conference.
- On September 30, the City Council will hold a town meeting at 6 PM. Location is yet to be determined.
- I am planning to take a vacation day, Friday, October 4, to spend a long weekend in Portland.
- October 17 at 3 PM a meeting of the elected and appointed officials of Lincoln County will meet to continue discussions on regional housing issues at City Hall.
- I plan on attending the 2019 ICMA Annual Conference in Nashville, Tennessee October 19-23. I will be leaving Friday, October 18 and I will be taking a few vacation days following the end of the conference, beginning October 23 through October 28, before returning to Newport.
- I plan on attending the OCCMA Board Retreat on November 6-8 at Silver Falls Lodge. This will be the retreat in which we will plan activities for the Association for the year. I will be President of the Oregon City/County Management Association for the 2020 calendar year.
- City Hall will be closed Thursday and Friday, November 28 and 29 in observation of the Thanksgiving Holiday.
- The only scheduled Council meetings in December will be December 2. There will be no meetings scheduled for December 16.
- I will be taking vacation from December 18 through December 27 to head to Michigan for the holidays.
- City Hall will be closed beginning at noon on December 24 and 25 for the Christmas Holiday.
- City Hall will be closed January 1, 2020 for the New Year's Holiday.

Attachments:

- ✚ Attached is a water notice asking residents to conserve water.
- ✚ Attached is an email from Noriko Watanabe regarding the return of our delegation to Mombetsu. They indicated they had a great time in Newport.
- ✚ Attached is information on the employer incentive fund through PERS. We will need to determine if we want to participate in providing advanced funding from the State.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel".

Spencer Nebel
City Manager

cc: Department Heads



Welcome to the
City of Siletz, Oregon
a "Fisherman's Paradise"



PRESS RELEASE

August 2, 2019

Siletz River Flows Are Low - Water Conservation Requested

<u>Seal Rock Water District</u>	<u>City of Newport Public Works</u>	<u>City of Siletz Public Works</u>	<u>City of Toledo City Manager</u>
Contact: Adam Denlinger	Contact: Timothy Gross	Contact: Alan Middaugh	Contact: Craig Martin
adenlinger@srwd.org	T.Gross@NewportOregon.gov	siletzwaters@gmail.com	Manager@cityoftoledo.gov
541.563.3529	541.574.3366	541.444.2521	541.336.2247

Low streamflow is currently forecasted to continue in the Siletz River, a water source relied upon by the communities of Newport, Toledo, Siletz and Seal Rock. In addition to impacting drinking water supplies, low streamflow can have significant impacts on farm, forest, recreation, and natural resources sectors.

Preparation and timely response to low streamflow conditions are vital to the health and safety of our communities. As a proactive measure the City of Newport has voluntarily suspended pumping water from the Siletz River until the City's reservoirs reach a critical stage, at which time pumping will have to resume.

The City of Newport, City of Toledo, City of Siletz and Seal Rock Water District are asking our customers to conserve water to reduce our demand for Siletz River water. Specifically, we are asking customers to voluntarily:

- Minimize outdoor irrigation. If irrigation is necessary, please do so during the hours of 10:00 pm and 8:00 am.
- Refrain from washing cars (except at commercial establishments that recycle or reuse water in the cleaning process), equipment, and impervious surfaces, such as pavement.
- Refrain from filling pools and ponds.
- Avoid nonessential uses of water for such activities as recreation, remodeling, construction, and cleaning, unless absolutely necessary for public health or safety.

We appreciate the support and cooperation of the community as we respond to low streamflow conditions. Reducing the amount of water we remove from coastal streams, many of which are already impaired as a result of drought conditions, translates to better stream health and a more sustainable water supply for the future. Taking action to reduce our demand on the Siletz River now also makes it less likely that we will need a greater level of water conservation later this summer.

We are monitoring conditions, along with the state's natural resource and public safety agencies (including the Oregon Water Resources Department (OWRD) and the Oregon Office of Emergency Management), and we will provide updates as needed.

Additional ways to conserve water in and around your home include:

- When washing dishes by hand, don't let the water run while rinsing. Fill one sink with wash water and the other with rinse water.
- Some refrigerators, air conditioners and ice-makers are cooled with wasted flows of water. Consider upgrading with air-cooled appliances for significant water savings.
- Adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street.
- Run your clothes washer and dishwasher only when they are full. You can save up to 1,000 gallons a month.
- Choose shrubs and groundcovers instead of turf for hard-to-water areas such as steep slopes and isolated strips.
- Check your faucets, toilets, and irrigation systems for leaks.
- Turn off the water while brushing your teeth and save 25 gallons a month.
- Install covers on pools and spas and check for leaks around your pumps.
- Use the garbage disposal sparingly. Compost vegetable food waste instead and save gallons every time.
- Plant in the fall when conditions are cooler, and rainfall is more plentiful.
- Monitor your water bill for unusually high use. Your bill and water meter are tools that can help you discover leaks.
- Water your lawn and garden in the early morning or late evening when temperatures are cooler to minimize evaporation.
- Know where your master water shut-off valve is located. This could save water and prevent damage to your home.
- Install an instant water heater near your kitchen sink so you don't have to run the water while it heats up.
- Turn off the water while you wash your hair to save up to 150 gallons a month.

To learn more about water conservation, please visit www.srwd.org or <https://wateruseitwisely.com/>

-- END --

Spencer Nebel

From: Peggy Hawker
Sent: Wednesday, August 14, 2019 6:38 PM
To: Dean Sawyer; Spencer Nebel
Subject: Fwd: We arrived Mombetsu

Get [Outlook for iOS](#)

----- Forwarded message -----

From: "渡辺 則子" <noriko.watanabe@city.mombetsu.lg.jp>
Date: Wed, Aug 14, 2019 at 5:34 PM -0700
Subject: We arrived Mombetsu
To: "Peggy Hawker" <P.Hawker@NewportOregon.gov>

Dear Peggy Hawker,

Thank you very much for your time last week.
We arrived safe and sound on Saturday 10th in the afternoon at Mombetsu airport.
Especially, our exchange students were really happy to say, that they had a great time.
I'm thankful to say that we were able to have a memorable exchange program with great
planning and management.
We will send you a formal document later and will contact you as soon as possible.
Please send our greetings also to Mayor Mr. Dean Sawyer and Mr. Spencer.

Noriko Watanabe

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紋別市役所 総務部
国際交流課 国際交流係
係長 渡辺 則子

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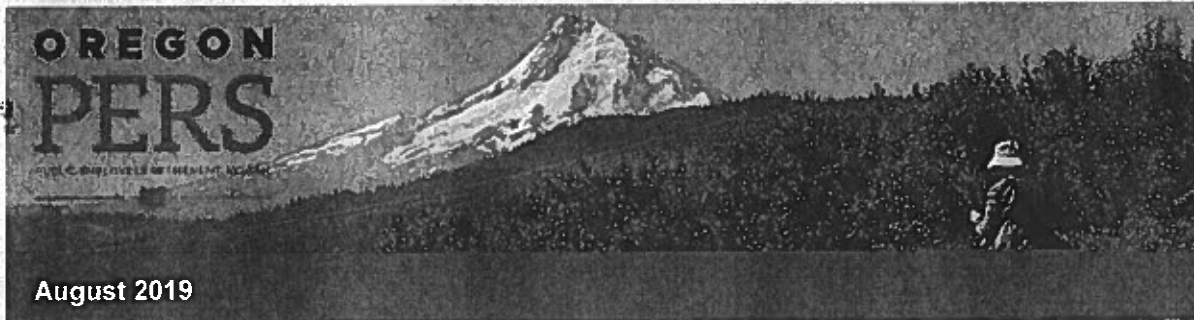
Mail：kokusai@city.mombetsu.lg.jp
noriko.watanabe@city.mombetsu.lg.jp

=====

Michael Murzynsky

From: Oregon PERS <OregonPERS@public.govdelivery.com>
Sent: Tuesday, August 20, 2019 10:01 AM
To: Michael Murzynsky
Subject: PERS Employer Incentive Fund: Application Opens Sept. 3

Having trouble viewing this email? [View it as a Web page.](#)



You received this email because you requested to be notified about PERS Employer Rate Relief Programs or you are listed as a key PERS employer contact. Review your GovDelivery subscriptions [here](#).

Employer Incentive Fund: Application opens September 3

The Employer Incentive Fund (EIF) is a key opportunity for PERS-participating employers to proactively manage their employer rates over time and increase their actuarial assets.

The EIF will **provide a 25% match** on qualifying employer lump-sum payments made after June 2, 2018. **Employers must apply to receive matching funds.**

PERS will begin accepting applications at 10 a.m. Pacific Time on Tuesday, September 3, 2019. A SurveyMonkey link to the application will be added to the below webpage on September 3 and will also be sent out via GovDelivery to this same email list.

EIF Information

The first 90 days of the application cycle are reserved for employers with an unfunded actuarial liability (UAL) that exceeds 200% of their payroll, as of the December 31, 2017 actuarial valuation.

Take these steps before September 3:

1. View this list to see if you qualify for the first 90-day period, and find your minimum and maximum potential EIF match.
2. Review the application questions and gather what you will need before the first application period opens on September 3.

3. Learn about the [UAL Resolution Program \(UALRP\)](#), which is mandatory for all PERS-participating employers and is a pre-requisite to be eligible for EIF matching funds.
4. Read an [FAQ](#) with further information about the EIF.

Other Information

PERS will accept EIF applications from **all employers** beginning **December 2, 2019**.

- [View the list of all other employers](#), which also includes your minimum and maximum potential EIF match.
- Employers can make lump-sum payments now and apply for a match (during the application period) to be put into their account as an additional payment. Contact Actuarial.Services@pers.state.or.us for more information on establishing a side account now.
- Employer lump-sum deposits, and associated matching fund payments, made before December 31, 2019, will have the greatest impact on the annual actuarial system valuation used to set 2021-2023 employer contribution rates. Employers may be able to choose when the rate offset from their lump-sum payment will occur.
- Learn about the [UAL Resolution Program \(UALRP\)](#), which is mandatory for all PERS-participating employers and is a pre-requisite to be eligible for EIF matching funds.

Need help? Want more information?

If you have any comments, questions, or concerns, please email Side.Account.Legislation@pers.state.or.us.

[Share this link](#) with your colleagues to stay informed about Employer Rate Relief Programs.

[Contact PERS](#)

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This service is provided to you by [Oregon PERS](#).

This email was sent to m.murzynsky@newportoregon.gov using GovDelivery Communications Cloud on behalf of: Oregon Public Employees Retirement System · 11410 SW 68th Parkway · Tigard, OR 97223

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Public Employees Retirement System (/pers/Pages/index.aspx) / EMPLOYERS (/pers/EMP/Pages/index.aspx) / Employer Incentive Fund (EIF)

Employer Incentive Fund (EIF)

The Employer Incentive Fund (EIF) provides a 25% match (up to the greater of 5% of an employer's UAL or \$300,000) on qualifying employer lump-sum payments made after June 2, 2018. **Employers must apply to receive matching funds** (see details below). Participation in the EIF is a key opportunity for employers to proactively manage their employer rates over time and increase their actuarial assets.

PERS plans to begin accepting applications at 10 a.m. Pacific Time on Tuesday, September 3, 2019. A SurveyMonkey link to the application will be added to this webpage to collect applications and PERS will email the same SurveyMonkey application link to employers **signed up for GovDelivery notifications** (https://public.govdelivery.com/accounts/ORPERS/subscriber/new?topic_id=ORPERS_63).

The first 90 days of the application cycle are reserved for employers with an unfunded actuarial liability (UAL) that exceeds 200% of their payroll, as of the December 31, 2017 actuarial valuation. **View this list to see if you qualify for the first 90-day period, and find your minimum and maximum potential EIF match** (/pers/EMP/Documents/EIF%20Employers%20201%20UAL_August%202019.xlsx). If you submit an application but are not eligible to apply in the first 90-day period, your application will be rejected.

PERS will accept applications from **all employers beginning December 2, 2019.** **View the list of other employers not in the first 90-day list** (/pers/EMP/Documents/EIF%20All%20Other%20Employers_August%202019.xlsx), which also includes your minimum and maximum potential EIF match.

Applications will be approved on a first come, first served basis. The application period will remain open until August 31, 2020, or until all available funds have been paid.

Employers interested in applying for the EIF must submit an application through **SurveyMonkey**, noting their intention to make at least the required minimum lump-sum payment amount, providing the date of the intended lump-sum payment, verifying that the funds are not sourced from borrowed money, and providing proof of participation in the **UAL Resolution Program (UALRP)** (</pers/EMP/Pages/UALRP.aspx>).

Review the application questions and gather what you will need before the application opens on September 3 (</pers/EMP/Pages/EIF-Application-Support.aspx>).

[Notice: The live SurveyMonkey application link will be added here on September 3.]

Have further questions about the EIF? Read this FAQ (</pers/EMP/Pages/Employer-Incentive-Fund-FAQs.aspx>).

Eligibility

- For the first 90 days, only employers with a UAL that exceeds 200% of their payroll may apply.
- Employers must make a lump-sum payment of at least \$25,000. This payment may establish a new side account or be an additional payment into an existing side account.
 - The money you intend to use for this lump-sum payment cannot be borrowed.
- Employers must participate in the **UAL Resolution Program (UALRP)** (</pers/EMP/Pages/UALRP.aspx>).

- These lists (**200%+ UAL (/pers/EMP/Documents/EIF%20Employers%20201%20UAL_August%202019.xlsx)** , **all other employers (/pers/EMP/Documents/EIF%20All%20Other%20Employers_August%202019.xlsx)**) show the minimum and maximum amount you may receive through the Employer Incentive Fund.
- Employers agree to the terms defined in Oregon Administrative Rules 459-009-0084 or 459-009-0085, 459-009-0091, and 459-009-0092.

Side Accounts 101

Side accounts do not "pay off" an employer's UAL, and there is no direct mechanism to "pay off" the UAL. The UAL represents the difference between the assets an employer has, and the liabilities, or responsibilities, it has to its members. To **reduce the UAL**, an employer needs to either increase its assets or reduce its liabilities. Side accounts, established with lump-sum payments, increase an employer's assets by pre-paying pension obligations. Side accounts pay a portion (or all) of what an employer pays on their employer statements. Side accounts are an increase in an employer's assets, reducing the gap between assets and liabilities, thereby reducing the employer's UAL.

- Employers have two options to create a side account:
 - Pay for an actuarial calculation to start employer rate offset early
 - This allows the employer to choose a rate offset date and, if applicable, amortization period (requires a contribution of \$10 million or more).
 - Requires 45 days' notice to PERS and 30 days of processing for the PERS actuary before the desired rate offset date.
 - Provides the employer with a document from the PERS actuary indicating the amount of rate offset the employer can expect to receive before committing to make the lump-sum payment.
 - Initial fee for calculation related to one lump-sum payment is \$1,000. Each additional lump-sum payment calculation or rate offset date is an additional \$250.
 - Forgo an actuarial calculation
 - An employer can make a lump-sum payment with 30 days' notice to PERS.
 - No actuarial calculation fees are required.
 - From the time of payment until rate calculation, the lump-sum payment is invested in the Oregon Public Employees Retirement Fund (OPERF).
 - The value of the lump-sum payment will be used in calculating the employer's rates in the actuarial valuation for the year in which the employer makes the lump-sum payment, and will be made effective July 1 of the year following publication of that valuation.
- Once a side account is established, an employer may make up to **two** additional payments to the account in a year with **no minimum payment requirements**.
- A \$1,500 administrative fee on the side account is charged at the end of the first year. The administrative fee is reduced to \$500 for subsequent years.
- Once an employer makes a side account payment, it becomes a part of the trust fund, and while it will be used solely for the employer's benefit, it cannot be refunded to the employer.
- Side accounts are invested by the Oregon State Treasury in the Oregon Public Employees Retirement Fund (OPERF). Earnings or losses are applied to the account at the end of each year.

Do you want a rate offset when you apply for the EIF?

When applying for the EIF, you have the option to pay for an actuarial calculation (\$1,000 initial fee) and select a specific rate offset date.

If you choose a specific rate offset date, your employer rates can be reduced on a specific date (the first of any month). To allow time to work with the PERS actuary, this date cannot be earlier than November 1, 2019.

If you want to make a lump-sum payment and have your rate offset start:

November 1, 2019

The PERS actuary must receive your check, invoice, and contract for a new rate calculation by:

October 1, 2019

You must notify PERS Actuarial Services of your intent to make a lump-sum payment by:

October 29, 2019

December 1, 2019	November 1, 2019	November 27, 2019
January 1, 2020	December 2, 2019	December 27, 2019
February 1, 2020	January 1, 2020	January 29, 2020
March 1, 2020	January 31, 2020	February 26, 2020
April 1, 2020	March 2, 2020	March 27, 2020
May 1, 2020	April 1, 2020	April 28, 2020
June 1, 2020	May 1, 2020	May 27, 2020
July 1, 2020	June 1, 2020	June 27, 2020
August 1, 2020	July 1, 2020	July 29, 2020
September 1, 2020	July 31, 2020	August 27, 2020

If you do not want to pay for an actuarial calculation, or you do not want a specific date for a rate offset:

You must provide the following to PERS Actuarial Services:	You must notify PERS Actuarial Services of your intent to make a lump-sum deposit by:	Your lump-sum payment must be received by:	Your rate offset will be applied:
30 days' notice to make a lump-sum deposit	December 26, 2019	December 31, 2019	July 1, 2021
30 days' notice to make a lump-sum deposit	August 31, 2020	September 3, 2020	July 1, 2022

Need help? Want more information?

If you have any comments, questions, or concerns, please email Side.Account.Legislation@pers.state.or.us (<mailto:Side.Account.Legislation@pers.state.or.us>)

To receive updates on this topic, please **sign up for GovDelivery notifications** (https://public.govdelivery.com/accounts/ORPERS/subscriber/new?topic_id=ORPERS_63).

Return to the main Employer Rate Relief Programs webpage (</pers/EMP/Pages/Employer-Rate-Relief-Programs.aspx>).

Due to statewide, intermittent network connectivity issues, there may be a delay in accessing state websites and systems. OMS and EDX access may be limited.

Public Employees Retirement System (/pers/Pages/index.aspx) / EMPLOYERS (/pers/EMP/Pages/index.aspx) / UAL Resolution Program (UALRP)

UAL Resolution Program (UALRP)

Participation in the Unfunded Actuarial Liability Resolution Program (UALRP) is mandatory for all PERS-participating employers and is a pre-requisite to be eligible for **Employer Incentive Fund (EIF) matching funds (/pers/EMP/Pages/Employer-Incentive-Fund.aspx)**.

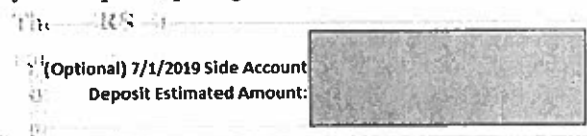
With the resources available on this page, PERS-participating employers may develop funding plans to manage their projected employer contribution rates and improve understanding of their funded status. **More information will be added to this page as the UALRP develops.**

PERS Employer Rate Projection Tool

The **PERS Employer Rate Projection Tool (/pers/EMP/Pages/Employer-Rate-Projection-Tool.aspx)** projects employer contribution rates through 2035-2037. This tool also estimates the cumulative contribution reduction you will receive from establishing a new side account—in both total dollars and based on your employer rate—and contrasts that rate with what you would be expected to pay with your current rates.

To see the impact of establishing a new side account, download the **Employer Rate Projection Tool (/pers/EMP/Pages/Employer-Rate-Projection-Tool.aspx)** and use your specific employer data to show projected changes in salary and contribution rates. As part of the EIF application, employers will need to submit a copy of their employer-specific results from the tool.

Once you have opened the tool in Excel, on the **Inputs** tab, enter an anticipated lump-sum payment, including your 25% match (if you are participating in the EIF), into the side account field (screenshot below).



(Optional) 7/1/2019 Side Account
Deposit Estimated Amount:

Please note: While the tool projects your rates effective July 1, 2019, rates impacted by your participation in the EIF will be effective either:

- a) on the date of the rate offset you selected, or,
- b) if you did not choose a specific rate offset date, until the next rate valuation, which will occur either on July 1, 2021, or July 1, 2022, depending on when you make your lump-sum payment.

Employer-Specific Actuarial Valuation Reports - as of December 31, 2017

Managing your employer contribution rates and understanding your funded status starts with reviewing your actuarial valuation report. PERS is committed to ensuring employers both understand the data provided in their valuations and how to use this information to inform their budget strategies.

As part of the EIF application, PERS is asking employers to find three pieces of information from their **actuarial valuation (/pers/Pages/Financials/Previous-Years.aspx)**.

Funded status: Your funded status is the percentage of liabilities an employer can pay with their existing assets. In other words, if an employer is 100% funded, they would have no UAL. If you are a member of a pool, your funded status is at the pool level, not based on your individual employer.

Combined valuation payroll: This is your total payroll that is subject to PERS employer contribution rates for the calendar year, following the valuation date, for both Tier One/Tier Two and OPSRP active members. Your combined valuation payroll is used to calculate UAL rates, side account rates, transition liability/surplus, and normal cost. It is an essential factor in employer rates.

Net pension UAL as a percentage of payroll: This is an employer's net UAL (or a pooled employer's allocated UAL) divided by their combined valuation payroll. Employers with a higher UAL as percentage of payroll have higher UAL rates.

Note that funded status and net pension UAL as a percentage of payroll are two variables that may improve after you establish a side account. Combined valuation payroll is also important to understand, because it is the base of many calculations that determine your employer rates.

Find your actuarial valuation for December 31, 2017

Actuarial valuations are emailed to all employers on an individual basis. Make sure you use the actuarial valuation for December 31, 2017.

You can also find your actuarial valuation (in a combined PDF with other employers' valuations) for December 31, 2017, on the PERS website:

1. From the **Actuarial/Financial Information page** (</pers/Pages/Financials/Actuarial-Financial-Information.aspx>), click on Actuarial Valuations and follow the link.
2. Once you are on the **Actuarial Valuations - Previous Years** (</pers/Pages/Financials/Previous-Years.aspx>) webpage, click on the **2017** link, and find the PDF that includes your employer (e.g., you would download the "School Districts A-F" PDF if you are a school district in that section of the alphabet).

The **"Principal Valuation Results"** and **"Range of Potential Tier 1/Tier 2 Employer Pension Contribution Rates for the July 2021 to June 2023 Biennium"** pages contain your **funded status** (which may be for your pool), **combined valuation payroll**, and **net pension UAL as a percentage of payroll**.

Please contact Actuarial.Services@pers.state.or.us (<mailto:Actuarial.Services@pers.state.or.us>) if you have questions about your actuarial valuation.

Other UALRP Resources

Consult with local partners and government organizations for ideas on general budget and financing options:

- **Oregon Government Finance Officers Association** (<https://ogfoa.org/index.php>)
- **Oregon Association of County Treasurers and Finance Officers** (<http://www.oactfo.org/>)
- **Oregon Association of School Business Officials** (<http://www.oasbo.com/>)
- **League of Oregon Cities** (<https://www.orcities.org/>)
- **Association of Oregon Counties** (<http://oregoncounties.org/>)
- **Special Districts Association** (<https://www.sdao.com/>)
- **Oregon School Boards Association** (<http://www.osba.org/>)
- **Oregon State Treasury** (</treasury>)
- **Oregon Department of Administrative Services (Chief Financial Office)** (</das/Financial>)

Other Options to Consider

Each employer has a unique combination of funding sources and expenditures to provide services to constituent groups. PERS cannot recommend the correct balance, but we encourage employers to consider a variety of decisions in all categories, and how they influence the ability to pay their contribution rates.

Subscribe to PERS GovDelivery Notifications

PERS uses the **GovDelivery email service** (<https://public.govdelivery.com/accounts/ORPERS/subscriber/new>) for mass communications to employers and members on a variety of topics including:

- Employer News/Announcements
- Employer Rate Relief Programs
- PERS News

PERS encourages you and other staff to **sign up for topics**

(<https://public.govdelivery.com/accounts/ORPERS/subscriber/new>) of importance to your organization.

Return to the Employer Rate Relief Programs webpage (</pers/EMP/Pages/Employer-Rate-Relief-Programs.aspx>).

In compliance with the Americans with Disabilities Act, PERS will provide documents on this page in an alternate format upon request. To request this, contact PERS at 888-320-7377 or TTY 503-603-7766.

