

**CITY OF LINCOLN CITY  
CITY COUNCIL AGENDA**

**MONDAY AUGUST 26, 2024 6:00 PM**

**6:00 PM** - The Lincoln City Council will hold a Regular Meeting in the Council Chambers, 801 SW Highway 101 - 3rd Floor, Lincoln City, OR 97367.

Public comments can be submitted to [publiccomment@lincolncity.org](mailto:publiccomment@lincolncity.org), by attending the City Council meeting, or by telephone.

Public comments submitted by email to [publiccomment@lincolncity.org](mailto:publiccomment@lincolncity.org) will be entered into the official record, distributed to the governing body, and summarized; however, due to personal privacy issues they are not generally published in the online Agenda packet.

**\*\*PUBLIC COMMENT VIA EMAIL WILL ONLY BE RECOGNIZED UPON RECEIPT OF AN EMAIL SENT TO [publiccomment@lincolncity.org](mailto:publiccomment@lincolncity.org)\*\***

Citizens requesting to give public comment via telephone must email [publiccomment@lincolncity.org](mailto:publiccomment@lincolncity.org) no later than noon on the meeting day. The request must include the person's name, the subject the person wishes to address, and the phone number the person intends to use for the meeting. Instructions will be sent to the person requesting prior to the meeting. Persons who will give public comment via telephone will need to leave the microphone muted until the public comment portion of the meeting.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, for a hearing-impaired device, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. To request information in an alternate format or other assistance, please contact the City's ADA Coordinator, Kevin Mattias, at [541-996-1013](tel:541-996-1013) or [kmattias@lincolncity.org](mailto:kmattias@lincolncity.org). Visit the [ADA Accessibility | City of Lincoln City, OR](http://www.lincolncity.org/ada) webpage to view how the City continues to remain in compliance with Title II of the Americans with Disabilities Act regarding City programs, services, processes, and facilities.

The Lincoln City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the meeting.

Agenda materials for this meeting are available at [www.lincolncity.org](http://www.lincolncity.org) under "Government", then select "Public Meeting Agendas, Packets & Videos". To stream the meeting in HD, please visit [www.lincolncity.org/government/streaming](http://www.lincolncity.org/government/streaming). This meeting will be televised live on Channel 4, and rebroadcast on Channel 4 multiple times a day.

If you wish to speak on an agenda or non-agenda item, please sign up on the sheet near the entrance door to the Council Chambers. You will be called to speak during the "Public Comment" section. Comments or testimony on agenda items listed under "public hearing/public comment" will be taken at that time.

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. CONSENT AGENDA**

1. Regular Meeting – Minutes of Regular Meeting – July 22, 2024, 6:00 PM
2. Regular Meeting – Minutes of Regular Meeting – August 12, 2024, 6:00 PM

**E. COUNCIL DELIBERATIONS**

**F. COMMENTS FROM CITIZENS PRESENT ON AGENDA/NON-AGENDA ITEMS**

Article I, Section 8, of the Oregon Constitution provides: No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right. Be advised: Comments by citizens under this Public Comments Section of the Agenda or under Public Hearings are solely the opinions and statements of the speakers and are not statements by the City of Lincoln City and do not represent the opinions of the City of Lincoln City, its officers and employees.

**G. PRESENTATIONS**

**H. PUBLIC HEARING / ORDINANCE**

**I. PUBLIC HEARINGS / PUBLIC COMMENTS**

1. Public Comment North Lincoln Sanitary Rate Increase

**J. ORDINANCES**

**K. RESOLUTIONS**

2. A Resolution of the City of Lincoln City, Adopting an increase in rates for North Lincoln Sanitary Service

**L. SPECIAL ORDER OF BUSINESS**

3. Request for Appointment to Driftwood Public Library Board - Peter Clifford
4. Appointment to Parks and Recreation Board - Stephen Percy
5. Local Program Support Grant Update & Request: SBDC (Small Business Development Center)
6. Schooner Creek Discovery Park - Phase 2 Design

**M. CITY MANAGER/CITY ATTORNEY REPORTS**

**N. ACTIONS, IF ANY, BASED ON WORK SESSION, EXECUTIVE SESSION OR PUBLIC COMMENT**

**O. ADDITIONAL COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS**

Article I, Section 8, of the Oregon Constitution provides: No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right. Be advised: Comments by citizens under this Public Comments Section of the Agenda or under Public Hearings are solely the opinions and statements of the speakers and are not statements by the City of Lincoln City and do not represent the opinions of the City of Lincoln City, its officers and employees.

**P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL**

**Q. ADJOURNMENT**

CITY OF LINCOLN CITY

CITY COUNCIL MINUTES OF MEETING

July 22, 2024, 6:00 PM

The final minutes for this meeting are supplemented by an electronic recording of the meeting, which may be viewed online at [www.lincolncity.org](http://www.lincolncity.org) under the tab "Agendas, Packets, and Videos". The staff reports, resolutions, ordinances, and other documents related to this meeting are also available at the same location. This meeting is rebroadcast on Cable Channel 4. (See Channel 4 guide on the hour at <http://www2.lincolncity.org/program-guide/>).

**APPROVED BY CITY COUNCIL**

**DATE:**

**A. CALL TO ORDER**

Mayor Wahlke called the meeting to order at 6:00 PM.

**B. ROLL CALL**

Attendee Name	Title	Status	Arrived
Marci Baker	City Councilor	Present	
Todd Barker	City Councilor	Present	
Judy Casper	Councilor Ward 3	Excused	
Riley Hoagland	Councilor Ward 2	Present	
Rick Mark	Councilor Ward 3	Present	
Mitch Parsons	Councilor Ward 1	Present	
Susan Wahlke	Mayor	Present	

Staff Present: Daphnee Legarza, City Manager; David James Robinson, City Attorney; Chief Broderick, Lincoln City Police Department; Abigail Edwards, Human Resources Director; Stephanie Reid, Public Works Director; Debbie Bridges, Finance Director; Tony LaSoya, I.T. Director; Jamie Young, City Recorder.

**C. PLEDGE OF ALLEGIANCE**

Mayor Wahlke led The Pledge of Allegiance.

**D. CONSENT AGENDA**

<b>MOTION:</b>	<b>Consent Agenda</b>
<b>MOVER:</b>	<b>Mitch Parsons, Councilor Ward 1</b>
<b>SECONDER:</b>	<b>Rick Mark, Councilor Ward 3</b>
<b>AYES:</b>	Baker, Barker, Hoagland, Mark, Parsons, Wahlke
<b>EXCUSED:</b>	Casper
<b>RESULT:</b>	<b>Passed</b>

1. Regular Meeting – Minutes of Regular Meeting – July 8, 2024, 6:00 PM

**E. COUNCIL DELIBERATIONS**

*None*

**F. COMMENTS FROM CITIZENS PRESENT ON AGENDA/NON-AGENDA ITEMS**

*None*

**G. PRESENTATIONS**

2. Lincoln County Wildfire Recovery Efforts

*Kaety Jacobson of the Lincoln County Board of Commissioners, Position 3, gave a presentation regarding the wildfire recovery. The Council had a discussion regarding the information provided. Ms. Jacobson will ask Joe Davidson for the assessed values before and after the wildfire and get that information to the Council.*

**H. PUBLIC HEARING / ORDINANCE**

*None*

**I. PUBLIC HEARINGS / PUBLIC COMMENTS**

*None*

**J. ORDINANCES**

1. Ordinance No. 2024-08 An Ordinance Amending the City of Lincoln City Ordinance 2017-20, Municipal Code, Title 2, Section 2.04.180 (Council Rules) Sections 5.6 and 10.3

<b>MOTION:</b>	<b>Motion to Approve First Reading of Ordinance 2024-08 Clarifying Direction to Staff During Executive Session</b>
<b>MOVER:</b>	<b>Mitch Parsons, Councilor Ward 1</b>
<b>SECONDER:</b>	<b>Todd Barker, Councilor Ward 1</b>
<b>AYES:</b>	Baker, Barker, Hoagland, Mark, Parsons, Wahlke
<b>EXCUSED:</b>	Casper
<b>RESULT:</b>	<b>Passed by Roll Call Vote</b>

2.

<b>MOTION:</b>	<b>Motion to Approve Second Reading and Adoption of Ordinance 2024-08 Clarifying Direction to Staff During Executive Session</b>
<b>MOVER:</b>	<b>Mitch Parsons, Councilor Ward 1</b>
<b>SECONDER:</b>	<b>Todd Barker, Councilor Ward 1</b>
<b>AYES:</b>	Baker, Barker, Hoagland, Mark, Parsons, Wahlke
<b>EXCUSED:</b>	Casper
<b>RESULT:</b>	<b>Passed by Roll Call Vote</b>

**K. RESOLUTIONS**

3. Resolution No. 2024-22 - A Resolution of the City of Lincoln City Regarding Human Trafficking and Allowing Informational Signs to Be Posted on City Property

<b>MOTION:</b>	<b>Motion to Approve Resolution 2024-22 Human Trafficking Signs</b>
<b>MOVER:</b>	<b>Riley Hoagland, Councilor Ward 2</b>
<b>SECONDER:</b>	<b>Marci Baker, Councilor Ward 2</b>
<b>AYES:</b>	Baker, Barker, Hoagland, Mark, Parsons, Wahlke
<b>EXCUSED:</b>	Casper
<b>RESULT:</b>	<b>Passed via Voice Vote</b>

*Gae Linfoot spoke to the Council about the human trafficking stickers.*

4. Resolution No. 2024-23 A Resolution of the City of Lincoln City, Adopting and Directing Budget Transfers for the City of Lincoln City, Oregon in the 2024-2025 Fiscal Year Budget

<b>MOTION:</b>	<b>Motion to Approve Resolution 2024-23: Budget Transfer FY2024-25</b>
<b>MOVER:</b>	<b>Mitch Parsons, Councilor Ward 1</b>
<b>SECONDER:</b>	<b>Riley Hoagland, Councilor Ward 2</b>
<b>AYES:</b>	Baker, Barker, Hoagland, Mark, Parsons, Wahlke
<b>EXCUSED:</b>	Casper
<b>RESULT:</b>	<b>Passed by Roll Call Vote</b>

5. Resolution No. 2024-24 A Resolution authorizing the Planning and Community Development Department to apply for a Transportation Growth Management Program Grant to develop a plan for pedestrian safety, traffic calming, and shared streets in the Roads End Neighborhood of Lincoln City

<b>MOTION:</b>	<b>Motion to Approve Resolution 2024-24: Transportation Growth Management Program Grant</b>
<b>MOVER:</b>	<b>Mitch Parsons, Councilor Ward 1</b>
<b>SECONDER:</b>	<b>Todd Barker, Councilor Ward 1</b>
<b>AYES:</b>	Baker, Barker, Hoagland, Mark, Parsons, Wahlke
<b>EXCUSED:</b>	Casper
<b>RESULT:</b>	<b>Passed by Roll Call Vote</b>

**L. SPECIAL ORDER OF BUSINESS**

6. Water Service Outside City Limits

Stephanie Reid, Public Works Director, reviewed the staff report. The Council had a discussion. The Council and Staff will have further discussion at the August 19<sup>th</sup> meeting regarding the moratorium.

<b>MOTION:</b>	<b>Motion to Allow One Water Service Connection for the Property on NE H Avenue in Neotsu</b>
<b>MOVER:</b>	<b>Rick Mark, Councilor Ward 3</b>
<b>SECONDER:</b>	<b>Susan Wahlke, Mayor</b>
<b>AYES:</b>	Mark, Wahlke
<b>NAYS:</b>	Baker, Barker, Hoagland, Parsons
<b>EXCUSED:</b>	Casper
<b>RESULT:</b>	<b>Failed by Roll Call Vote</b>

**M. CITY MANAGER/CITY ATTORNEY REPORTS**

Ms. Legarza spoke about the ODOT curb ramp and that ODOT can help with any questions. Ms. Legarza provided the contact information. Ms. Legarza said that LCPD is working on an IGA with State Lands for enforcement in the area around Cutler City.

Mr. Robinson spoke regarding the ordinance for Farmers Market. Mr. Robinson also told the Council that he spoke to the Planning Commission regarding the citizen involvement committee.

**N. ACTIONS, IF ANY, BASED ON WORK SESSION, EXECUTIVE SESSION OR PUBLIC COMMENT**

Consensus was given to direct staff to schedule a work session with the City Manager to receive a status update on pending and completed projects and directives.

7.

<b>MOTION:</b>	<b>Motion to Evaluate the City Manager for the Twelve-Month Period of June 2023 through June 2024, a Time Period Based on the Prior Evaluation Ending in May of 2023</b>
<b>MOVER:</b>	<b>Rick Mark, Councilor Ward 3</b>
<b>SECONDER:</b>	<b>Mitch Parsons, Councilor Ward 1</b>
<b>AYES:</b>	Baker, Barker, Hoagland, Mark, Parsons, Wahlke
<b>EXCUSED:</b>	Casper
<b>RESULT:</b>	<b>Passed by Voice Vote</b>

**O. ADDITIONAL COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS**

Donna R. Zeigler of Cutler City sent a letter regarding the messes left by campers on the beach.

**P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL**

Councilor Mark said that the neighbors of Cutler City would much appreciate the news of the IGA with state lands.

Councilor Parsons spoke about scheduling the meeting for the subcommittee for outside agency grants. Councilor Baker, Councilor Barker, and Councilor Parsons will meet at 5 PM on Monday, July 29th.

Councilor Baker spoke about the water service and asked for consensus that the City Attorney review goal 11. The Council and Staff had a discussion.

Mayor Wahlke spoke about her conference in Klamath Falls. Mayor Wahlke also spoke about HB3113.

**Q. ADJOURNMENT**

*Mayor Wahlke adjourned the meeting at 7:24 PM.*

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SUSAN WAHLKE, MAYOR

ATTEST:

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JAMIE YOUNG, CITY RECORDER

CITY OF LINCOLN CITY

CITY COUNCIL MINUTES OF THE MEETING

August 12, 2024, 6:00 PM

The final minutes for this meeting are supplemented by an electronic recording of the meeting, which may be viewed online at [www.lincolncity.org](http://www.lincolncity.org) under the tab "Agendas, Packets, and Videos". The staff reports, resolutions, ordinances, and other documents related to this meeting are also available at the same location. This meeting is rebroadcast on Cable Channel 4. (See Channel 4 guide on the hour at <http://www2.lincolncity.org/program-guide/>).

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**DATE:**

**A. CALL TO ORDER**

Mayor Wahlke called the meeting to order at 6:00 PM.

**B. ROLL CALL**

Attendee Name	Title	Status	Arrived
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Todd Barker	City Councilor	Present	
Judy Casper	Councilor Ward 3	Present	
Riley Hoagland	Councilor Ward 2	Excused	
Rick Mark	Councilor Ward 3	Present	
Mitch Parsons	Councilor Ward 1	Excused	
Susan Wahlke	Mayor	Present	

Staff Present: Daphnee Legarza, City Manager; David James Robinson, City Attorney; Chief Broderick, Lincoln City Police Department; Kim Cooper Findling, Explore Lincoln City Director; David Twigg, I.T. Support Specialist; Jamie Young, City Recorder.

**C. PLEDGE OF ALLEGIANCE**

Mayor Wahlke led The Pledge of Allegiance.

**D. CONSENT AGENDA**

1. Regular Meeting – Minutes of Regular Meeting – July 22, 2024, 6:00 PM  
Councilor Mark requested these minutes be pulled for review of item N7.

**E. COUNCIL DELIBERATIONS**

NONE

**F. COMMENTS FROM CITIZENS PRESENT ON AGENDA/NON-AGENDA ITEMS**

*Richard Burke, Executive Director of 21+ Tobacco and Vapor Retail Association of Oregon spoke against the flavored tobacco ban.*

*Tony Aiello Jr. of Tyler Smith & Associates, PC spoke against the flavored tobacco ban.*

*Kathy Ottele from the American Cancer Society spoke in favor of the flavored tobacco ban.*

*Kari Hampton from the American Cancer Society spoke in favor of the flavored tobacco ban.*

*Marie McFarland spoke about the sign ordinance and enforcement. Marie McFarland spoke regarding the flag at the Cultural Center.*

*Betty McCain spoke regarding political signs and flag ordinances.*

*JD & D'Alene White spoke regarding speed control signs at Canyon Way and commended staff and the City. Mr. White also mentioned the 15 MPH sign is missing on the North side.*

*Ms. Legarza summarized 4 email public comments; two in support of the flavored tobacco; one email regarding lowering the speed limit in Lincoln City; and one email regarding the sidewalk project on NE 21st Street.*

**G. PRESENTATIONS****2. Local Government Needs Assessment Update**

*Lexi Howell from North Lincoln Sanitary spoke about the Recycling Modernization Act. Ms. Howell and the Council had a discussion regarding the information presented.*

**3. 2024 Fourth of July Report**

*Kim Cooper Findling, Explore Lincoln City Director, and David Broderick, Police Chief gave a recap of the 4th of July. Staff and Council had a discussion regarding the information presented.*

**4. Celebration Recess**

*Mayor Rod Cross from the City of Toledo and President of the Oregon Mayors Association spoke regarding Mayor Susan Wahlke and the award that she received for "Medium City".*

*Senator Dick Anderson spoke regarding the Mayor's award and congratulated Mayor Wahlke.*

The Council took a break from 7:14 PM- 7:30 PM

**H. PUBLIC HEARING / ORDINANCE**

NONE

**I. PUBLIC HEARINGS / PUBLIC COMMENTS**

NONE

**J. ORDINANCES**

NONE

**K. RESOLUTIONS**

1. Resolution No. 2024-25 A Resolution in Support of Restricting the Sale of Flavored Tobacco Products and Protecting Kids from a Lifetime of Nicotine Addiction

<b>MOTION:</b>	<b>Motion to Direct Staff to Obtain Additional Information and Write a Resolution Regarding Unintended Consequences for the Sale of Flavored Tobacco Products to Underage Youth</b>
<b>MOVER:</b>	<b>Judy Casper, Councilor Ward 3</b>
<b>SECONDER:</b>	<b>Todd Barker, Councilor Ward 1</b>
<b>AYES:</b>	Baker, Barker, Casper, Mark, Wahlke
<b>EXCUSED:</b>	Hoagland, Parsons
<b>RESULT:</b>	<b>Passed by Roll Call Vote</b>

**L. SPECIAL ORDER OF BUSINESS**

NONE

**M. CITY MANAGER/CITY ATTORNEY REPORTS**

*Ms. Legarza spoke about the Council Report that was sent out. Ms. Legarza also reminded the Council of the mural ribbon cutting on the 6th of September.*

*Mr. Robinson had no report.*

**N. ACTIONS, IF ANY, BASED ON WORK SESSION, EXECUTIVE SESSION OR PUBLIC COMMENT**

*Councilor Baker spoke about the sign ordinance. The Council gave consensus to have staff review the sign ordinance and report back.*

**O. ADDITIONAL COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS**

*Kari Hampton from the American Cancer Society spoke in favor of the flavored tobacco ban. The Council and Staff had a discussion regarding the ban.*

**P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL**

*Councilor Baker asked about the speed limit discussion that the Council had in the past. Ms. Legarza gave an update on the information she had and said she would check with the Public Works Director for a more comprehensive update. Councilor Baker spoke about the Library Board and the information that she received. Councilor Baker asked if the City has that information available for all the boards and committees. Councilor Baker told Ms. Legarza that she sent an email regarding the 21st Street public comment. Councilor Baker also spoke about the Chinook Training that she attended previously.*

*Councilor Casper spoke about the Regional Sanitary Waste Committee Meeting and the clean-up events in various areas. Councilor Casper spoke about the tire drop-off and the new composting book coming out.*

*Councilor Mark said that he would send a note to the City Manager about the missing "no camping, no fires" signs at the entrances to the open spaces in Cutler City. Councilor Mark said he was excited to see the progress at the West Devils Lake Road to Neotsu sidewalk project. Councilor Mark spoke about the political signs' time limit and asked that it be reviewed. Mr. Robinson said that he would get back to the Council.*

*Councilor Barker spoke about the parking fines in Road End and the fine amount. The Council gave consensus to take a look at the fines and possibly recommend a change.*

*Mayor Wahlke spoke about the use of the microphones in Council Chambers. Mayor Wahlke and the Council discussed the Outside Agency Grant request. Mayor Wahlke shared an email she received from another Mayor who lives in Hamilton, Montana regarding their stay in Lincoln City. Mayor Wahlke said that Thursday is City Hall Selfie Day. Mayor Wahlke said that there are complaints regarding vehicular traffic on Canyon Way and she will encourage them to send to the Police Department. Mayor Wahlke spoke about the gala at the Oregon Coast Aquarium for the Central Coast Human Society and mentioned they have requested a proclamation. The Council gave consensus to move forward and direct staff to create a proclamation. Mayor Wahlke spoke about the Lincoln County State Transportation Improvement Fund Advisory Committee (LCSTIFAC). Mayor Wahlke appointed Councilor Baker and Mayor Wahlke will be the alternate. Mayor Wahlke thanked everyone for celebrating her leadership award.*

**Q. ADJOURNMENT**

*Mayor Wahlke adjourned the meeting at 8:37 PM.*

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SUSAN WAHLKE, MAYOR

ATTEST:

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JAMIE YOUNG, CITY RECORDER

## Council Communication

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### Public Comment: Resolution 2024-26 Adopting Rate Increase North Lincoln Sanitary Service

Meeting Date:	August 26, 2024	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	30 Minutes

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#### Question:

After receiving public comment, should the City Council adopt the proposed 2.74% rate increase for North Lincoln Sanitary Service ?

#### Authority:

Ordinance 2006-11 grants a solid waste franchise to Dunn-LeBlanc, Inc., DBA North Lincoln Sanitary Service (NLSS). This ordinance establishes standards and a methodology for calculating and adjusting rates for collection services.

#### Background:

Ordinance 2006-11 Section 13, subsection D(1), provides for cost of living rate adjustments for collection services. In even years, "...the then current rates shall be adjusted by an amount equal to 85 percent of the two-year percentage change in the CPI, .... If, at the time of a CPI adjustment date, a rate adjustment occurred in the previous year as the result of a proceeding under subsection E of this section, then the CPI-based adjustment under this subsection shall be based on the most recent one year change in the CPI rather than on the two year change."

NLSS did have a 4.5% rate increase that was approved by the City Council at its August 28, 2023 meeting. The one-year change in CPI from April 2023 to April 2024 is 3.67%; 85% of this is 3.12%. NLSS is requesting a rate increase of 2.74%.

#### Staff Recommendation:

Finance recommends approval of Resolution 2024-26.

**Council Options:**

Motion to approve Resolution 2024-26

Motion to approve Resolution 2024-26 as revised

Do not approve Resolution 2024-26

**Attachments:**

24 Lincoln City Rate Review Packet (PDF)

24 Lincoln City Budget Cost of Service (PDF)

23 Lincoln City Actual Cost of Service (PDF)

**North Lincoln Sanitary**  
Rate Review Report for Lincoln City  
December 31, 2023

Allocation Method	Total Company 2023	Actual Lincoln City 2023	Projected Adjustments	Projected Lincoln City 2024
<b>INCOME AND EXPENSE DATA:</b>				
<b>REVENUE</b>				
Collection Services	Actual \$ 8,891,883	\$ 5,313,177	\$ 136,700	\$ 5,449,877
Rate adjustment proposed	<b>2.74%</b> -	-	149,153	149,153
Other Revenue	Actual 7,099	4,242	(1,254)	2,988
<i>Total Revenue</i>	<b>\$ 8,898,982</b>	<b>\$ 5,317,419</b>	<b>\$ 284,598</b>	<b>\$ 5,602,017</b>
<b>LABOR EXPENSES - Including all benefits, payroll taxes, Worker's Comp, Health and Welfare Insurance, and Pension Costs</b>				
Supervisor/Manager	Labor Hours \$ 166,761	\$ 94,553	\$ 12,342	\$ 106,896
Office / Administration	Labor Hours 166,228	94,251	12,035	106,287
Operational Personnel	Labor Hours 1,477,356	837,661	146,772	984,432
Other Benefits	Labor Hours 590,222	334,656	(6,670)	327,986
<i>Total Labor</i>	<b>\$ 2,400,567</b>	<b>\$ 1,361,121</b>	<b>\$ 164,480</b>	<b>\$ 1,525,601</b>
<b>OPERATIONAL EXPENSES</b>				
Bad Debt Expense	Labor Hours \$ 7,340	\$ 4,162	\$ 59	\$ 4,221
Business Taxes and PUC	Labor Hours 92,166	52,258	3,443	55,701
Agate Beach Closure	Actual 7,110	-	-	-
Depreciation and Amortization	Labor Hours 510,055	289,201	4,080	293,282
Disposal Charges	Vessel Weights 2,641,354	1,650,846	16,508	1,667,355
Sludge Disposal	Actual 145,446	119,819	24,221	144,040
Franchise Fees	Actual 239,745	162,994	(11)	162,983
Fuel	Labor Hours 276,169	156,588	4,426	161,014
Insurance Expense	Labor Hours 115,148	65,289	29,011	94,300
Interest	Labor Hours 111,362	63,142	2,812	65,954
Medical Waste Expenses	Labor Hours 33,172	18,809	2,761	21,570
Operational Lease and Rent	Labor Hours 118,366	67,114	2,989	70,102
Recycling Costs	Labor Hours 159,199	90,266	1,259	91,525
Closed Landfill Expense	Labor Hours 5,410	3,067	547	3,615
Repairs and Maintenance	Labor Hours 425,340	241,168	3,403	244,571
Solid Waste District Surcharge	Vessel Weights 99,161	61,976	(1,583)	60,393
Hazardous Waste Expense	Labor Hours 7,613	4,035	343	4,377
Route Expense	Labor Hours 15,210	8,624	2,705	11,330
Tools and Supplies	Labor Hours 66,292	37,588	530	38,118
<i>Total Operational</i>	<b>\$ 5,075,658</b>	<b>\$ 3,096,944</b>	<b>\$ 97,505</b>	<b>\$ 3,194,449</b>
<b>GROSS PROFIT</b>	<b>\$ 1,422,757</b>	<b>\$ 859,353</b>	<b>\$ 22,614</b>	<b>\$ 881,967</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Advertising	Customer Counts \$ 2,853	\$ 1,512	\$ (982)	\$ 530
Business Meals & Entertainment	Customer Counts \$ 12,388	\$ 6,566	\$ 1,820	\$ 8,386
Conferences & Seminars	Customer Counts \$ 25,094	\$ 13,300	\$ 3,325	\$ 16,625
Contributions	Customer Counts \$ 3,361	\$ 1,781	\$ 869	\$ 2,650
Dues and Subscriptions	Customer Counts \$ 23,492	\$ 12,451	\$ 2,045	\$ 14,496
Travel	Customer Counts \$ 9,267	\$ 4,912	\$ 1,228	\$ 6,139
Licenses and fees	Customer Counts \$ 22,051	\$ 11,687	\$ 417	\$ 12,104
Miscellaneous	Customer Counts \$ 98,213	\$ 52,053	\$ 5,294	\$ 57,347
Office Supplies	Customer Counts \$ 125,796	\$ 66,672	\$ (13,027)	\$ 53,645
Postage	Customer Counts \$ 1,697	\$ 899	\$ 9	\$ 908
Printing	Customer Counts \$ 2,592	\$ 1,374	\$ 69	\$ 1,442
Professional fees	Customer Counts \$ 37,908	\$ 20,091	\$ (689)	\$ 19,402
Administrative Fees	Customer Counts \$ 144,000	\$ 76,320	\$ -	\$ 76,320
Telephone & Utilities	Customer Counts \$ 22,832	\$ 12,101	\$ 363	\$ 12,464
<b>Total Administrative</b>	<b>\$ 531,544</b>	<b>\$ 281,718</b>	<b>\$ 741</b>	<b>\$ 282,459</b>
<b>NET INCOME BEFORE TAX</b>	<b>\$ 891,213</b>	<b>\$ 577,635</b>	<b>\$ 21,873</b>	<b>\$ 599,508</b>

North Lincoln Sanitary  
Calculation of Operating Ratio for Lincoln City

	Actual 2023	Projected Lincoln City 2024
Total Expenses:		
Total Labor	\$ 1,361,121	\$ 1,525,601
Total Operational	3,096,944	3,194,449
Total Administrative	281,718	282,459
Total	<u>\$ 4,739,784</u>	<u>\$ 5,002,510</u>
Less Non Allowable Expenses:		
Related Party Interest	\$ (3,313)	\$ (3,313)
Charitable Contributions	\$ (1,781)	\$ (2,650)
Less "Pass Through Expenses"		
Franchise Fees	<u>\$ (162,994)</u>	<u>\$ (162,983)</u>
Allowable Expenses	<u>\$ 4,571,696</u>	<u>\$ 4,833,564</u>
Revenue		
Revenue	\$ 5,317,419	\$ 5,602,017
Less "Pass Through Expenses"		
Franchise Fees	<u>\$ (162,994)</u>	<u>\$ (162,983)</u>
Revenue (net of Pass Through)	<u>\$ 5,154,425</u>	<u>\$ 5,439,035</u>
Operating Ratio:		
Allowable Expenses	\$ 4,571,696	\$ 4,833,564
divided by		
Revenue (net of Pass Through)	<u>\$ 5,154,425</u>	<u>\$ 5,439,035</u>
Calculated Operating Ratio	<u>89%</u>	<u>89%</u>

**North Lincoln Sanitary  
Budget Cost of Service Study 2024**

Percentages		Total Company	Lincoln City
Labor Hours		100%	57.5%
Vessel Weights		100%	62.5%
Customer Counts		100%	53.0%
<b>INCOME AND EXPENSE DATA:</b>		<b>Total</b>	<b>Lincoln City</b>
<b>REVENUE</b>			
Collection Services	Actual	\$ 9,120,658	\$ 5,449,877
CPI Rate Adjustment Proposed	Actual	\$ 249,615	\$ 149,153
Other Revenue	Actual or Other	\$ 5,000	\$ 2,988
<i>Total Revenue</i>		<b>\$ 9,375,273</b>	<b>\$ 5,602,017</b>
<b>LABOR EXPENSES</b>			
Supervisor/Manager	Labor Hours	\$ 185,906	\$ 106,896
Office / Administration	Labor Hours	\$ 184,846	\$ 106,287
Operational Personnel	Labor Hours	\$ 1,712,056	\$ 984,432
Employee Benefits & Payroll Tax	Labor Hours	\$ 570,411	\$ 327,986
<i>Total Labor</i>		<b>\$ 2,653,220</b>	<b>\$ 1,525,601</b>
<b>OPERATIONAL EXPENSES</b>			
Bad Debt Expense	Labor Hours	\$ 7,340	\$ 4,221
Business Taxes and PUC	Labor Hours	\$ 96,872	\$ 55,701
Agate Beach Closure	Actual	\$ 7,759	\$ -
Depreciation and Amortization	Labor Hours	\$ 510,055	\$ 293,282
Disposal Charges	Vessel Weights	\$ 2,667,768	\$ 1,667,355
Sludge Disposal	Actual	\$ 166,368	\$ 144,040
Franchise Fees	Actual	\$ 239,729	\$ 162,983
Fuel	Labor Hours	\$ 280,025	\$ 161,014
Insurance Expense	Labor Hours	\$ 164,000	\$ 94,300
Interest	Labor Hours	\$ 114,703	\$ 65,954
Medical Waste Expenses	Labor Hours	\$ 37,513	\$ 21,570
Operational Lease and Rent	Labor Hours	\$ 121,917	\$ 70,102
Recycling Costs	Labor Hours	\$ 159,174	\$ 91,525
Closed Landfill Expense	Labor Hours	\$ 6,286	\$ 3,615
Repairs and Maintenance	Labor Hours	\$ 425,340	\$ 244,571
Solid Waste District Surcharge	Vessel Weights	\$ 96,629	\$ 60,393
Shredding	Labor Hours	\$ 7,613	\$ 4,377
Route Expense	Labor Hours	\$ 19,704	\$ 11,330
Tools and Supplies	Labor Hours	\$ 66,292	\$ 38,118
<i>Total Operational</i>		<b>\$ 5,195,085</b>	<b>\$ 3,194,449</b>
<b>GROSS PROFIT</b>		<b>\$ 1,526,968</b>	<b>\$ 881,967</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	Customer Counts	\$ 1,000	\$ 530
Business Meals & Entertainment	Customer Counts	\$ 15,822	\$ 8,386
Conferences & Seminars	Customer Counts	\$ 31,368	\$ 16,625
Contributions	Customer Counts	\$ 5,000	\$ 2,650
Dues and Subscriptions	Customer Counts	\$ 27,351	\$ 14,496
Travel	Customer Counts	\$ 11,584	\$ 6,139
Licenses and fees	Customer Counts	\$ 22,837	\$ 12,104
Miscellaneous	Customer Counts	\$ 108,202	\$ 57,347
Office Supplies	Customer Counts	\$ 101,216	\$ 53,645
Postage	Customer Counts	\$ 1,714	\$ 908
Printing	Customer Counts	\$ 2,722	\$ 1,442
Professional fees	Customer Counts	\$ 36,608	\$ 19,402
Administrative fees	Customer Counts	\$ 144,000	\$ 76,320
Telephone & Utilities	Customer Counts	\$ 23,517	\$ 12,464
<b>Total Administrative</b>		<b>\$ 532,942</b>	<b>\$ 282,459</b>
<b>NET INCOME BEFORE TAX</b>		<b>\$ 994,026</b>	<b>\$ 599,508</b>

North Lincoln Sanitary Actual Cost of Service 2023			
		Total Company	Lincoln City
Percentages			
Labor Hours		100%	57%
Vessel Weights		100%	63%
Customer Counts		100%	53%
<b>INCOME AND EXPENSE DATA:</b>		<b>Total</b>	<b>Lincoln City</b>
<b>REVENUE</b>			
Collection Services	Actual	\$ 8,891,883	\$ 5,313,177
		\$ -	\$ -
Other Revenue	Actual or Other	\$ 7,099	\$ 4,242
<i>Total Revenue</i>		<b>\$ 8,898,982</b>	<b>\$ 5,317,419</b>
<b>LABOR EXPENSES</b>			
Supervisor/Manager	Labor Hours	\$ 166,761	\$ 94,553
Office / Administration	Labor Hours	\$ 166,228	\$ 94,251
Operational Personnel	Labor Hours	\$ 1,477,356	\$ 837,661
Employee Benefits & Payroll Tax	Labor Hours	\$ 590,222	\$ 334,656
<i>Total Labor</i>		<b>\$ 2,400,567</b>	<b>\$ 1,361,121</b>
<b>OPERATIONAL EXPENSES</b>			
Bad Debt Expense	Labor Hours	\$ 7,340	\$ 4,162
Business Taxes and PUC	Labor Hours	\$ 92,166	\$ 52,258
Agate Beach Closure	Actual	\$ 7,110	\$ -
Depreciation and Amortization	Labor Hours	\$ 510,055	\$ 289,201
Disposal Charges	Vessel Weights	\$ 2,641,354	\$ 1,650,846
Sludge Disposal	Actual	\$ 145,446	\$ 119,819
Franchise Fees	Actual	\$ 239,745	\$ 162,994
Fuel	Labor Hours	\$ 276,169	\$ 156,588
Insurance Expense	Labor Hours	\$ 115,148	\$ 65,289
Interest	Labor Hours	\$ 111,362	\$ 63,142
Medical Waste Expenses	Labor Hours	\$ 33,172	\$ 18,809
Operational Lease and Rent	Labor Hours	\$ 118,366	\$ 67,114
Recycling Costs	Labor Hours	\$ 159,199	\$ 90,266
Closed Landfill Expense	Labor Hours	\$ 5,410	\$ 3,067
Repairs and Maintenance	Labor Hours	\$ 425,340	\$ 241,168
Solid Waste District Surcharge	Vessel Weights	\$ 99,161	\$ 61,976
Shredding Expense	Labor Hours	\$ 7,613	\$ 4,035
Route Expense	Labor Hours	\$ 15,210	\$ 8,624
Tools and Supplies	Labor Hours	\$ 66,292	\$ 37,588
<i>Total Operational</i>		<b>\$ 5,075,658</b>	<b>\$ 3,096,944</b>
<b>GROSS PROFIT</b>		<b>\$ 1,422,757</b>	<b>\$ 859,353</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	Customer Counts	\$ 2,853	\$ 1,512
Business Meals & Entertainment	Customer Counts	\$ 12,388	\$ 6,566
Conferences & Seminars	Customer Counts	\$ 25,094	\$ 13,300
Contributions	Customer Counts	\$ 3,361	\$ 1,781
Dues and Subscriptions	Customer Counts	\$ 23,492	\$ 12,451
Travel	Customer Counts	\$ 9,267	\$ 4,912
Licenses and fees	Customer Counts	\$ 22,051	\$ 11,687
Miscellaneous	Customer Counts	\$ 98,213	\$ 52,053
Office Supplies	Customer Counts	\$ 125,796	\$ 66,672
Postage	Customer Counts	\$ 1,697	\$ 899
Printing	Customer Counts	\$ 2,592	\$ 1,374
Professional fees	Customer Counts	\$ 37,908	\$ 20,091
Administrative fees	Customer Counts	\$ 144,000	\$ 76,320
Telephone & Utilities	Customer Counts	\$ 22,832	\$ 12,101
<b>Total Administrative</b>		<b>\$ 531,544</b>	<b>\$ 281,718</b>
<b>NET INCOME BEFORE TAX</b>		<b>\$ 891,213</b>	<b>\$ 577,635</b>

## Council Communication

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### Resolution 2024-26: Adopting NLSS Rate Increase

Meeting Date:	August 26, 2024	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 Minutes

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See staff report under public hearing / public comment

#### Attachments:

Resolution 2024-26 Adopting Rate Increase for North Lincoln Sanitary (PDF)

1 Resolution No. 2024-26

2  
3 **A Resolution of the City of Lincoln City, Adopting an increase in rates for North Lincoln**  
4 **Sanitary Service**

5 **Whereas**, in Ordinance No. 2006-11, the City of Lincoln City granted a solid waste franchise to  
6 Dunn-LeBlanc, Inc. DBA North Lincoln Sanitary Service (NLS),

7 **Whereas**, Section 13 of Ordinance No. 2006-11 establishes a methodology and standards for  
8 calculating rates for collection service based on various factors, and establishes a process for  
9 adjusting rates responding to increases in cost of living (CPI) or requirements of legislation,  
10 along with regular rate proceedings,

11 **Whereas**, Ordinance No. 2006-11 does not limit the City of Lincoln City in approving other  
12 types of rate increases as deemed appropriate,

13 **Whereas**, the City provided an opportunity to comment on the proposed increase in fees  
14 established in this resolution as provided by ORS 294.160,

15 **Now, Therefore, Be It Resolved That the City Council of the City of Lincoln City, As**  
16 **Follows:**

17 **Rate Amendment.** After due consideration of the public comment, the requested rate increase  
18 from NLS of 2.74% is hereby approved, which is attached hereto, marked as Exhibit "A", and  
19 incorporated by this reference herein. This increase raises the charge for standard residential  
20 service from \$34.41 to \$35.35.

21 **Effective Date:** This resolution is effective as of September 1, 2024.

22 PASSED AND ADOPTED by the City Council of the City of Lincoln City this 26<sup>th</sup> day of  
23 August 2024.

24 \_\_\_\_\_  
25 Susan Wahlke, Mayor

26 Attest:

27 \_\_\_\_\_  
28 Jamie Young, City Recorder

Approved as to form:

\_\_\_\_\_   
David Robinson, City Attorney

Lincoln City		
9/1/2024		
Service	Current Rate	Proposed Rate
<b>Residential</b>		
32 RC Roadside		
32RC-1W	\$ 34.41	\$ 35.35
32RC-EOW	\$ 27.94	\$ 28.71
32RC-1M	\$ 24.63	\$ 25.31
32 RC Carry Out		
32RCC-1W	\$ 43.07	\$ 44.25
32RCC-EOW	\$ 34.19	\$ 35.12
32RCC-1M	\$ 29.60	\$ 30.41
64 RC Roadside		
64RC-1W	\$ 50.85	\$ 52.24
64RC-EOW	\$ 34.35	\$ 35.29
64RC-1M	\$ 28.31	\$ 29.08
64 RC Carry Out		
64RCC-1W	\$ 59.41	\$ 61.03
64RCC-EOW	\$ 40.57	\$ 41.68
64RCC-1M	\$ 33.24	\$ 34.15
96 RC Roadside		
96RC-1W	\$ 64.71	\$ 66.49
96RC-EOW	\$ 40.68	\$ 41.80
96RC-1M	\$ 32.54	\$ 33.43
96 RC Carry Out		
96RCC-1W	\$ 75.63	\$ 77.70
96RCC-EOW	\$ 47.02	\$ 48.31
96RCC-1M	\$ 37.45	\$ 38.48
96RCC-2W	\$ 147.13	\$ 151.16
96RCC-3W	\$ 207.79	\$ 213.49
1.0 yd Res Container		
1.0R-1W	\$ 134.73	\$ 138.42
1.0R-EOW	\$ 85.28	\$ 87.61
1.0R-1M	\$ 56.97	\$ 58.53
1.5 yd Res Container		
1.5R-1W	\$ 181.55	\$ 186.53
1.5R-2W	\$ 356.83	\$ 366.61
1.5R-EOW	\$ 115.08	\$ 118.24
1.5R-1M	\$ 67.92	\$ 69.78

Lincoln City		
9/1/2024		
Service	Current Rate	Proposed Rate
<b>Commercial</b> (no Mixed Compost)		
32 Com RC Roadside		
32CRC-1W	\$ 26.04	\$ 26.75
32CRC-EOW	\$ 19.57	\$ 20.11
32CRC-1M	\$ 16.26	\$ 16.71
32CRC-2W	\$ 46.60	\$ 47.88
32CRC-3W	\$ 68.68	\$ 70.56
32 Com RC Carry Out		
32CRCC-1W	\$ 33.87	\$ 34.80
32CRCC-EOW	\$ 24.21	\$ 24.87
32CRCC-1M	\$ 18.82	\$ 19.34
64 Com RC Roadside		
64CRC-1W	\$ 42.48	\$ 43.64
64CRC-EOW	\$ 25.98	\$ 26.69
64CRC-1M	\$ 19.94	\$ 20.48
64 Com RC Carry Out		
64CRCC-1W	\$ 49.63	\$ 50.99
64CRCC-EOW	\$ 30.46	\$ 31.30
64CRCC-1M	\$ 22.20	\$ 22.80
96 Com RC Roadside		
96CRC-1W	\$ 56.34	\$ 57.89
96CRC-EOW	\$ 32.31	\$ 33.20
96CRC-1M	\$ 24.17	\$ 24.83
96 Com RC Carry Out		
96CRCC-1W	\$ 67.26	\$ 69.10
96CRCC-EOW	\$ 37.58	\$ 38.61
96CRCC-1M	\$ 26.34	\$ 27.06
96CRCC-2W	\$ 120.84	\$ 124.15
96CRCC-3W	\$ 177.61	\$ 182.47

Lincoln City		
9/1/2024		
Service	Current Rate	Proposed Rate
<b>Commercial (no Mixed Compost)</b>		
1.0 yd Com		
1.0-1W	\$ 124.50	\$ 127.92
1.0-2W	\$ 252.04	\$ 258.95
1.0-3W	\$ 379.12	\$ 389.50
1.0-4W	\$ 508.87	\$ 522.81
1.0-5W	\$ 637.23	\$ 654.69
1.0-EOW	\$ 75.05	\$ 77.10
1.0-1M	\$ 46.74	\$ 48.02
1.5 yd Com Container		
1.5-1W	\$ 171.32	\$ 176.02
1.5-2W	\$ 344.75	\$ 354.19
1.5-3W	\$ 519.16	\$ 533.39
1.5-4W	\$ 693.64	\$ 712.64
1.5-5W	\$ 867.99	\$ 891.78
1.5-EOW	\$ 104.86	\$ 107.73
1.5-1M	\$ 57.69	\$ 59.27
4.0 yd Com Container		
4.0-1W	\$ 449.08	\$ 461.39
4.0-2W	\$ 902.07	\$ 926.79
4.0-3W	\$ 1,357.86	\$ 1,395.07
4.0-4W	\$ 1,813.60	\$ 1,863.29
4.0-5W	\$ 2,269.39	\$ 2,331.57
4.0-EOW	\$ 258.03	\$ 265.10
4.0-1M	\$ 145.19	\$ 149.17
5.0 yd Com Container		
5.0-1W	\$ 557.02	\$ 572.29
5.0-2W	\$ 1,118.30	\$ 1,148.95
5.0-3W	\$ 1,682.97	\$ 1,729.08
5.0-4W	\$ 2,247.64	\$ 2,309.22
5.0-5W	\$ 2,812.30	\$ 2,889.36
5.0-EOW	\$ 305.60	\$ 313.97
5.0-1M	\$ 179.51	\$ 184.43
6.0 yd Com Container		
6.0-1W	\$ 664.59	\$ 682.80
6.0-2W	\$ 1,333.73	\$ 1,370.27
6.0-3W	\$ 2,006.83	\$ 2,061.82
6.0-4W	\$ 2,679.94	\$ 2,753.37
6.0-5W	\$ 3,352.99	\$ 3,444.86
6.0-EOW	\$ 359.57	\$ 369.42
6.0-1M	\$ 213.46	\$ 219.30

Lincoln City		
9/1/2024		
Service	Current Rate	Proposed Rate
<b>Commercial (no Mixed Compost)</b>		
Compactors		
10-1M	\$ 610.55	\$ 627.28
15-1M	\$ 754.97	\$ 775.66
20-1M	\$ 901.74	\$ 926.45
25-1M	\$ 1,115.37	\$ 1,145.93
30-1M	\$ 1,293.36	\$ 1,328.79
RollOff Drop Boxes		
10yd Drop Box, with 2 ton deposit	\$ 548.33	\$ 563.35
20yd Drop Box, with 3 ton deposit	\$ 662.33	\$ 680.48
30yd Drop Box, with 4 ton deposit	\$ 776.33	\$ 797.60
40yd Drop Box, with 5 ton deposit	\$ 890.33	\$ 914.72
Drop Box Deliv & P/U + Tonnage (\$119 per ton or \$0.0595 per pound.)		
Drop Box Deliv & P/U Only	\$ 320.33	\$ 329.11
Inerts. Deposit required like it's all garbage until box has been inspected, the		
10yd Drop Box	\$ 370.33	\$ 379.11
20yd Drop Box	\$ 370.33	\$ 379.11

Lincoln City		
9/1/2024		
Service	Current Rate	Proposed Rate
Miscellaneous		
Extras, Misc		
Extra 32 G, R, MC RS	\$ 5.64	\$ 5.80
Extra 32 G, R, MC CO	\$ 6.64	\$ 6.82
Extra Yd of Refuse	\$ 35.45	\$ 36.42
Extra 1.5 yd of Refuse	\$ 53.18	\$ 54.64
Temp Containers		
1.0yd Temp Cont	\$ 40.34	\$ 41.45
1.5yd Temp Cont	\$ 53.55	\$ 55.02
Pilot Program for MC for Commercial Cust		
P 64MC 1/W	\$ 60.00	\$ 61.64
P 64MC EOW	\$ 25.98	\$ 26.69
P 64MCC EOW	\$ 30.46	\$ 31.29
Extra Dist & Drive In		
COC Extra Dist/25' 1/WCO	\$ 5.67	\$ 5.67
COC Extra Dist/25' 2/MCO	\$ 4.20	\$ 4.20
COC Extra Dist/25' 1/MCO	\$ 3.47	\$ 3.47
Drive in Time 15 sec 1/W	\$ 11.33	\$ 11.33
Drive in Time 15 sec 2/M	\$ 8.40	\$ 8.40
Drive in Time 15 sec 1/M	\$ 6.93	\$ 6.93
Misc		
KT Monthly Fee	\$ 25.00	\$ 25.00
On Call Monthly Fee	\$ 5.00	\$ 5.00
Lock Bar	\$ 5.00	\$ 5.00
Recycle Center Fees		
Mixed Recycling per 32 gal	\$ 5.00	\$ 5.00
Dry Cell Batteries		
Fluorescent Tubes	\$ 0.25	\$ 0.25
CFL Bulbs	\$ 0.75	\$ 0.75
Shredding	\$ 0.30	\$ 0.30
Garbage per 32 gal	\$ 7.00	\$ 7.00

# Council Communication

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## Appointment to Library Board - Clifford

Meeting Date:	August 26, 2024	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 Minutes

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### Question:

Should the City Council approve the appointment of Peter Clifford for a position on the Driftwood Public Library Board?

### Staff Recommendation:

Staff recommends the Council appointment of Peter Clifford. Mr. Clifford has completed the interview/background process, and qualifies for the City Resident position.

### Background:

The Library Board currently has one (1) vacant position with a term expiring 6/30/28. Councilor Baker and Councilor Mark interviewed Mr. Clifford.

### Council Options:

Review and discuss the recommendation for appointment of Peter Clifford to the City Resident position on the Driftwood Public Library Board, for a partial term ending 6/30/28.

### Potential Motions:

- 1. I move to appoint Peter Clifford to the Driftwood Public Library Board City resident position with a term expiring 6/30/2028.**

### Attachments:

Clifford, Peter\_Library board application\_Redacted (PDF)

P Clifford ref check completed - K Forral\_pdf (PDF)

Clifford Peter Ref completed (PDF)

MEMORANDUM TO CC--APPOINTED BODIES BG CHECK PASS\_FAIL DETERMINATION-2024 Peter Clifford (PDF)



**CITY OF LINCOLN CITY  
Committee / Board / Commission Application**

Please indicate which committee/board/commission you are applying for:

- Arts Committee
- \*Budget Committee
- Community Sustainability Committee
- URA Ad Hoc Committee
- Parks and Recreation Board
- Planning Commission
- Library Board

*\* If applying for the Budget Committee, you may not serve on any other City board or committee at the same time. Other City committee volunteer positions allow dual representation if it does not present a conflict of interest.*

<b>NAME:</b>	Peter Clifford	<b>DATE:</b>	07/16/2024
<b>HOME ADDRESS:</b>	[REDACTED]		
<b>MAILING ADDRESS:</b>	same		
<b>CITY, STATE, ZIP:</b>	Lincoln City, Or 97367		
<b>E-MAIL ADDRESS:</b>	[REDACTED]		
<b>HOME PHONE:</b>		<b>CELL PHONE:</b>	[REDACTED]

**RESIDENCY AND SPECIFIC ELIGIBILITY CRITERIA**

- Do you reside within the City limits:  Yes Length of Time 4 1/2 years
  - Do you reside within the Urban Growth Boundary?  Yes Length of Time 0
  - Do you reside within the Lincoln County School District North:  Yes  No
  - Are you a registered voter in Lincoln County?  Yes  No
  - Are you a Lincoln City business owner or Manager?  Yes  No
- If yes, please indicate which business you own/manage? \_\_\_\_\_



**QUALIFICATIONS/EXPERIENCE (Additional space is provided on back)**

Describe relevant qualifications (i.e. work or volunteer experiences) to include any applicable education and/or training. For example, if you are a hotel owner or operator and applying for the Visitor and Convention Committee; and highlight any skills, interests or hobbies that you believe would bring value to your ability to serve this position:

6 years as Deputy Head Librarian mainly responsible for research, outreach, training, publicity/promotion & e-resources for Devon England Hospital

List names of volunteer/work supervisors:

Alison Cairns (Head Librarian)

Please provide any previous experience with committees, boards or commissions and positions held:

UK Library Managers Committee - member

State the name, title and any relationship you have to a City Council member, Commissioner, board member or city employee:

None

Explain why you would like to serve on this board, commission, or committee:

Being a retired Librarian (since 2019) I have settled into life in Lincoln City and now feel that I have time available to help/serve the community. I spent a total of 10 years in various roles within medical, university and public libraries. I am very familiar with libraries.

List the name, phone number, and e-mail address (if possible) of two personal or professional references:

Name: [REDACTED] Phone: [REDACTED]

Name: [REDACTED] Phone: [REDACTED]

**My signature affirms that all information contained herein is true and correct to the best of my knowledge, and that I understand that any misstatement of fact, or any misrepresentation of credentials may result in this application being disqualified and is cause for removal from any appointed body. Shaded information will not be released due to personal privacy protection laws.**

[REDACTED]  
**SIGNATURE**

07/16/2024  
**DATE**



City Recorder  
City of Lincoln City  
PO Box 50  
Lincoln City, OR 97367

**COMMITTEE VOLUNTEER EMERGENCY CONTACT INFORMATION FORM**

<b>FULL NAME:</b>	Peter Clifford
<b>START DATE:</b>	
<b>NAME OF COMMITTEE, BOARD, OR COMMISSION:</b>	Library Advisory Board
<b>CITY STAFF REPRESENTATIVE:</b>	
<b>HOME ADDRESS:</b>	[REDACTED]
	Lincoln City, OR 97367
<b>MAILING ADDRESS:</b>	same
<b>HOME PHONE:</b>	
<b>CELL PHONE:</b>	[REDACTED]
<b>PERSONAL E-MAIL ADDRESS:</b>	

<b>EMERGENCY CONTACT NAME/RELATIONSHIP:</b>	[REDACTED]
<b>HOME PHONE:</b>	[REDACTED]
<b>CELL PHONE:</b>	[REDACTED]

<b>DATE:</b>	07/16/2024
<b>VOLUNTEER SIGNATURE:</b>	[REDACTED]

**ALL PERSONAL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL**



**FAIR CREDIT REPORTING ACT (FCRA) ACKNOWLEDGEMENT AND AUTHORIZATION FOR  
BACKGROUND CHECK FOR A VOLUNTEER POSITION WITH A LINCOLN CITY APPOINTED  
BODY**

**PLEASE READ CAREFULLY BEFORE SIGNING!**

I acknowledge receipt of the separate document entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION and a SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Lincoln City ("City") at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Pinnacle Investigations, 920 North Argonne Road, Suite 200, Spokane Valley, WA, 99212; Telephone Number 1-800-955-5306; [www.pinnacleprof.com](http://www.pinnacleprof.com)** and or "City". I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

\_\_\_\_\_  
SIGNATURE

07/16/2024

\_\_\_\_\_  
DATE



REFERENCE CHECK- COMMITTEES

Reference regarding: Peter Clifford (Library Board)

Reference: Kelly Forral

Reference taken by; date / time: July 26, 2024

- What is your professional relationship with the applicant? friend
- How long have you known him/her? approx 8 years
- How long have you worked / served with him/her? NA
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so? Yes, I would if given the opportunity.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Library Board be a good match based on your knowledge of the applicant? Would you recommend him/her for the Library Board? I do not have knowledge of Peter serving on other boards. Yes, I believe Peter would be a good addition to the Library Board. He has lived in Lincoln City a few years now, and is in-tune with local issues. He has in depth knowledge of library set-ups and workings, and loves books/reading in general. Peter considers options and responses to concerns and issues carefully, not delaying responses but also not relying on knee-jerk reactions.
- Does the applicant possess good decision making / reasoning skills? Yes
- Does the applicant have good communication / interpersonal skills? Yes
- Is he/she responsible and reliable? Yes
- What are his/her strongest skills? Does he/she possess any special skills? Calm and careful consideration when answering questions or interacting with people. Straightforward and honest, but not inflammatory.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together? not applicable
- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Library Board? I do not feel there are areas of needed development.
- Do you have any other feedback you could provide that would help us make a decision? I feel Peter would be an asset to a board or governing body, providing very thoughtful, timely insights. I feel he is quite dependable, and easy to interact with. Thank you for considering him for this opportunity.

## REFERENCE CHECK- COMMITTEES

**Reference regarding:** Peter Clifford (**Library Board**)

**Reference:** Cynthia Price

**Reference taken by; date / time:** July 25, 2024

- What is your professional relationship with the applicant?
- I served in the Air Force with Peter Clifford.
- How long have you known him/her?
- I have known Peter Clifford since 1978, we were neighbors.
- How long have you worked / served with him/her?
- I served in the Air Force with him for 4 years.
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so?
- No. I would hire/select him if given the opportunity to do so. He is reliable, dedicated, trustworthy, professional and personable.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Library Board be a good match based on your knowledge of the applicant? Would you recommend him/her for the Library Board?
- He has a library degree and served as a Librarian in England for several years.
- Does the applicant possess good decision making / reasoning skills?
- Yes.
- Does the applicant have good communication / interpersonal skills?
- Yes.
- Is he/she responsible and reliable?
- Yes.
- What are his/her strongest skills? Does he/she possess any special skills?
- Excellent organizational skills.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together?
- His enlistment in the military ended.
- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Library Board?
- Not that I am aware of.
- Do you have any other feedback you could provide that would help us make a decision?
- Think he would be an asset to your organization.



## MEMORANDUM

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**To: City of Lincoln City Mayor and Council**  
**From: Human Resources Department**  
**Date: August 7, 2024**  
**Re: Council Volunteer Reappointment—Background Report**

To the Honorable Mayor and City Council:

Human Resources has conducted a background investigation for a volunteer application for City Appointed Bodies as set forth in the Lincoln City Municipal Code, Section 2.06.015(D).

No adverse information was found for the following applicant, and they have *passed* the background check.

Name: Peter Clifford  
Position Applied For: Library Board

Respectfully,

*Niña Graham*

Niña Graham  
Human Resources Supervisor

# Council Communication

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## Appointment to Parks and Recreation Board - Percy

Meeting Date:	August 26, 2024	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 minutes

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### Question:

Should the City Council appoint Stephen Percy for the vacant "City Resident" position on the Parks and Recreation Board?

### Staff Recommendation:

Mr. Percy has not served on the Parks and Recreation Board. Councilor Baker and Councilor Mark interviewed Mr. Percy August 12, 2024.

### Background:

The Parks and Recreation Board currently has one (1) vacant position that expires December 31, 2026.

### Council Options:

Review and discuss the recommendation for appointment of the "City Resident" position on the Parks and Recreation Board for a term expiring December 31, 2026.

### Potential Motions:

- 1. I move to appoint Stephen Percy to the Parks and Recreation Board for a "City Resident" position with a partial three-year term. The term expires December 31, 2026.**

### Attachments:

Percy, Stephen\_Parks and Recreation Board Application\_Redacted (PDF)  
 Percy Stephen -Ref completed Phipps (PDF)  
 Percy Stephen Reference1completed (PDF)

MEMORANDUM TO CC--APPOINTED BODIES BG CHECK PASS\_FAIL DETERMINATION-  
2024 Stephen Percy (PDF)



**CITY OF LINCOLN CITY**  
**Committee / Board / Commission Application**

Please indicate which committee/board/commission you are applying for:

- |   |  |
|---|--|
| <input type="checkbox"/> Arts Committee                     | <input checked="" type="checkbox"/> Parks and Recreation Board |
| <input type="checkbox"/> *Budget Committee                  | <input type="checkbox"/> Planning Commission                   |
| <input type="checkbox"/> Community Sustainability Committee | <input type="checkbox"/> Library Board                         |
| <input type="checkbox"/> URA Ad Hoc Committee               |  |

*\* If applying for the Budget Committee, you may not serve on any other City board or committee at the same time. Other City committee volunteer positions allow dual representation if it does not present a conflict of interest.*

<b>NAME:</b>	Stephen Percy	<b>DATE:</b>	07/17/2024
<b>HOME ADDRESS:</b>	[REDACTED]		
<b>MAILING ADDRESS:</b>	Same		
<b>CITY, STATE, ZIP:</b>	Lincoln City, Oregon 97367		
<b>E-MAIL ADDRESS:</b>	[REDACTED]		
<b>HOME PHONE:</b>	[REDACTED]	<b>CELL PHONE:</b>	[REDACTED]

**RESIDENCY AND SPECIFIC ELIGIBILITY CRITERIA**

Do you reside within the City limits:  Yes Length of Time 1 year

Do you reside within the Urban Growth Boundary?  Yes Length of Time 1 year

Do you reside within the Lincoln County School District North:  Yes  No

Are you a registered voter in Lincoln County?  Yes  No

Are you a Lincoln City business owner or Manager?  Yes  No

If yes, please indicate which business you own/manage? \_\_\_\_\_



**QUALIFICATIONS/EXPERIENCE (Additional space is provided on back)**

Describe relevant qualifications (i.e. work or volunteer experiences) to include any applicable education and/or training. For example, if you are a hotel owner or operator and applying for the Visitor and Convention Committee; and highlight any skills, interests or hobbies that you believe would bring value to your ability to serve this position:

I am retiring as a professor of political science (as President Emeritus) from Portland State Uni  
My academic and professional interests include urban planning, urban governance, community  
(Please see enclosed Volunteer Resume)

List names of volunteer/work supervisors:

I can give a multitude of names of PSU references

Please provide any previous experience with committees, boards or commissions and positions held:  
I have served on over 15 nonprofit governing boards in Milwaukee, WI; Baltimore, MD and Por  
I have served as a convenor/facilitator in a large number of community and nonprofit organizat

State the name, title and any relationship you have to a City Council member, Commissioner, board member or city employee:

No such relationship

Explain why you would like to serve on this board, commission, or committee:

As a permanent retiree in Lincoln City, I am looking at ways to become involved and contribute  
relevant expertise and experience to improving life quality in our community.

List the name, phone number, and e-mail address (if possible) of two personal or professional references:

Name: Kevin Neely Phone: [Redacted]

Name: Ame Lambert, PSU Phone: [Redacted]

**My signature affirms that all information contained herein is true and correct to the best of my knowledge, and that I understand that any misstatement of fact, or any misrepresentation of credentials may result in this application being disqualified and is cause for removal from any appointed body. Shaded information will not be released due to personal privacy protection laws.**

[Redacted Signature]  
**SIGNATURE**

7/17/24  
**DATE**



City Recorder  
City of Lincoln City  
PO Box 50  
Lincoln City, OR 97367

**COMMITTEE VOLUNTEER EMERGENCY CONTACT INFORMATION FORM**

<b>FULL NAME:</b>	Stephen Percy
<b>START DATE:</b>	
<b>NAME OF COMMITTEE, BOARD, OR COMMISSION:</b>	Parks and Recreation
<b>CITY STAFF REPRESENTATIVE:</b>	Parks and Recreation
<b>HOME ADDRESS:</b>	[REDACTED]
	Lincoln City, Oregon 97367
<b>MAILING ADDRESS:</b>	same as home address
<b>HOME PHONE:</b>	[REDACTED]
<b>CELL PHONE:</b>	07/17/24
<b>PERSONAL E-MAIL ADDRESS:</b>	[REDACTED]

<b>EMERGENCY CONTACT NAME/RELATIONSHIP:</b>	[REDACTED]
<b>HOME PHONE:</b>	[REDACTED]
<b>CELL PHONE:</b>	[REDACTED]

<b>DATE:</b>	07/17/2024
<b>VOLUNTEER SIGNATURE:</b>	[REDACTED]

**ALL PERSONAL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL**



**FAIR CREDIT REPORTING ACT (FCRA) ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK FOR A VOLUNTEER POSITION WITH A LINCOLN CITY APPOINTED BODY**

**PLEASE READ CAREFULLY BEFORE SIGNING!**

I acknowledge receipt of the separate document entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION and a SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Lincoln City ("City") at any time after receipt of this authorization and throughout my employment, if applicable.

To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Pinnacle Investigations, 920 North Argonne Road, Suite 200, Spokane Valley, WA, 99212; Telephone Number 1-800-955-5306; [www.pinnacleprof.com](http://www.pinnacleprof.com)** and or "City". I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

SIGNATURE

[Redacted signature]

DATE

7-17-24



## Human Resources

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### REFERENCE CHECK- COMMITTEES

**Reference regarding:** Stephen Percy (**Parks and Recreation Board**)

**Reference:** Caitlyn Phipps

**Reference taken by; date / time:** July 25, 2024

- What is your professional relationship with the applicant?

Stephen (Steve) served as President at PSU while I supported the Board of Trustees.

- How long have you known him/her?

Four – five years.

- How long have you worked / served with him/her?

Four – five years.

- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so?

The Board of Trustees selected Steve to serve as acting, interim and finally President at PSU following the departure of the former president. They are responsible for selecting the president of the university. However, Steve stepped into the role at a time of significant distrust on campus and mended many of the relationships. Given his ability to bring people together and listen to and support a wide range of voices, I would support hiring him again, given the opportunity.

- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Parks and Recreation Board be a good match based on your knowledge of the applicant? Would you recommend him/her for the Parks and Recreation Board?

As president of PSU, Steve served as an ex officio member on the Board of Trustees. He was responsible for supporting the various initiatives on campus, of interest to the community and critical for the success of the university. He was a champion in bringing DEI to areas across our



## Human Resources

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campus including supporting the launch of our Time to Act plan that outlined how to best support our diverse student population.

- Does the applicant possess good decision making / reasoning skills?

Steve came into the role and had to immediately make difficult decisions, in particular around armed officers on our campus. His ability to come in, review the evidence, talk with various campus leaders and activist, as well as think outside the box brought us to our current model of campus patrols, something that nowhere else had tried.

He was also a partner in the issues such as budget concerns, moving into fully online learning due to COVID and brining people back to campus. All of these matters required someone to listen and decide, which Steve was able to do.

- Does the applicant have good communication / interpersonal skills?

Steve was someone who came into the role and listened. He took time to hear from everyone and make them feel like their voices mattered, something that goes a long way in larger organizations, especially through challenging times. He has an uncanny ability to bring people together even through the most challenging times.

- Is he/she responsible and reliable?

Steve was always able to come into meetings prepared and from my role was also able to utilize previous conversations/meeting to refocus the meeting which is important when working on/with a board.

- What are his/her strongest skills? Does he/she possess any special skills?

I will always go back to the ability that Steve had to bring the campus back together even when we were divided and frustrated on so many things. That is something that is a vital to someone on a board or in a leadership position.

- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together?

The term of his presidency came to an end and he also retired from PSU.



## Human Resources

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- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Parks and Recreation Board?

I think he be fine as long as there is an onboarding process and an outline about how this board works. I know (as a board professional) that all boards operate differently and one of the most important things to a successful board member is understanding the work flow and process.

- Do you have any other feedback you could provide that would help us make a decision?

Steve would be a great addition to your board!



## Human Resources

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### REFERENCE CHECK- COMMITTEES

**Reference regarding:** Stephen Percy (**Parks and Recreation Board**)

**Reference:** Clair Callaway

**Reference taken by; date / time:** July 25, 2024

- What is your professional relationship with the applicant?
  - I worked with Steve as his Chief of Staff from roughly 2020 to 2022 (he was the university President at that time.) I also knew Steve prior to that as the Dean of the College of Urban & Public Affairs at PSU.
- How long have you known him/her?
  - I've known Steve well since 2020, and in a limited manner before that.
- How long have you worked / served with him/her?
  - I worked closely with Steve for two years while he was the president of the university.
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so?
  - Steve was hired by the Board of Trustees and I was not involved in that process. Steve was a wonderful, engaged steward of the university. He demonstrated his passion for higher education and commitment to the community through his work.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Parks and Recreation Board be a good match based on your knowledge of the applicant? Would you recommend him/her for the Parks and Recreation Board?
  - I think this is a great match for Steve. I believe he is still on the board at St. Mary's school in Portland, but that is the only other board I am aware of at this time. He moved to Lincoln City full-time with his retirement and loves the LC community.
- Does the applicant possess good decision making / reasoning skills?
  - He has excellent reasoning skills. He is a very logical thinker who does his best to understand a question or problem and then works his way through the path to a solid decision.
- Does the applicant have good communication / interpersonal skills?



## Human Resources

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- Steve is a great facilitator and listener. When Steve took on the presidency at PSU the campus was very divided and there was a lot of tension. He was considered the 'healer' as he took the time to meet with and listen to all the different campus constituencies he could. He makes everyone around him feel comfortable.
- Is he/she responsible and reliable?
  - Steve is very committed, responsible, and reliable. He's always on time and prepared.
- What are his/her strongest skills? Does he/she possess any special skills?
  - He loves being involved with community events and practices. He knows the value of committing his time to the things he loves. He is one of those people that gets to know everyone- his neighbors, the grocery store clerk, folks at his favorite cafes. He genuinely cares about people.
  - His academic background is in urban planning, so that could be applicable to your group.
  - Steve is a wonderful writer and excels at writing responses to complex matters in an easily understandable way.
  - At PSU, he has been involved with several task force groups relating to equity that he has a lot of experience with and insight on.
  - Steve not only dedicates his time to things he is passionate about he is also a very active donor and involved in fundraising as well.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together?
  - Steve retired from PSU and move to Lincoln City full-time.
- Are there any areas he/she could use help in developing (i.e. written communication, organization)? What do we need to provide to help him/her succeed on the Parks and Recreation Board?
  - Steve's experience at PSU makes him a very polished candidate for you.
- Do you have any other feedback you could provide that would help us make a decision?
  - I think you'd be lucky to have him.



## MEMORANDUM

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**To: City of Lincoln City Mayor and Council**  
**From: Human Resources Department**  
**Date: July 30, 2024**  
**Re: Council Volunteer Reappointment—Background Report**

To the Honorable Mayor and City Council:

Human Resources has conducted a background investigation for a volunteer application for City Appointed Bodies as set forth in the Lincoln City Municipal Code, Section 2.06.015(D).

No adverse information was found for the following applicant, and they have *passed* the background check.

Name: Stephen Percy  
Position Applied For: Parks and Recreation Board

Respectfully,

*Niña Graham*

Niña Graham  
Human Resources Supervisor

# Council Communication

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## Local Program Support Grant Update & Request: SBDC (Small Business Development Center)

Meeting Date:	August 26, 2024	Primary Staff Contact:	Alison Robertson
Department:	City Council	E-Mail:	alisonr@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	15 Min

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### Question

Should the City Council approve a \$25,000 grant to the Small Business Development Center to support local economic development activities?

### Background

In February 2013 the City's Urban Renewal Agency approved the Local Program Support Grant as part of the Agency's Economic Development Toolbox. In January 2020 the City approved the same tool to be made available (as funding permits) to those located within City limits, rather than those only located within the Year 2000 Development (Urban Renewal) Plan District/Area, which went away in 2021.

The goal of this program is to provide an annual financial assistance program for local organizations involved in Economic Development activities that support City goals and provide services to businesses within City limits.

Similar to the URA tool, the program provides grants up to \$10,000, which are subject to availability. Multiple grants to one organization, for different economic development programs are available, so long as the total amount does not exceed \$25,000 in any one year.

Eligible activities can include, but not be limited to, scholarships for training courses, tuition for Small Business Management Program, technical assistance programs, networking programs. Activities must serve businesses located within the City.

In March 2013, the Urban Renewal Agency approved the first grant request to Oregon Coast Community College's (OCCC) Small Business Development Center (SBDC). SBDC grants made by the Agency have included:

- FY 13-14: \$16,900 approved (\$12,489 was issued; \$4,211 was not spent)
- FY 14-15: \$19,000 approved (\$15,503 issued; \$3,497 was not spent)
- FY 15-16: \$19,800 approved (\$12,922 issued; \$6,878 was not spent)
- FY 16-17: \$19,800 approved (\$13,424 issued; \$6,576 was not spent)
- FY 17-18: \$20,000 approved (\$15,355 issued; \$4,645 was not spent)
- FY 18-19: \$20,000 approved (\$7,880 issued; \$12,120 was not spent)
- FY 19-20: \$20,000 approved (\$6,116 issued; \$13,884 was not spent)

### Urban Renewal Agency cumulative 7- year investment:

\$135,500 approved; **\$83,689 issued**; \$51,811 was not spent

Grants made by the **City's Ec Dev Toolbox** have included:

- FY 20-21 (COVID & 1<sup>st</sup> Year of City Ec Dev Toolbox):  
\$24,990 approved (\$21,475 issued; \$3,425 was not spent)
- FY 21-22  
\$20,000 approved (\$6,400 issued; \$13,600 was not spent)
- FY 22-23  
\$24,900 approved (\$16,922 issued; \$7,978 was not spent)
- FY 23-24  
\$25,000 approved (\$25,000 issued and spent)

**Grant Update for 2023-24 Academic Year:**

The Small Business Development Center (SBDC) Director, Greg Price, will present their annual report on their FY 2023-24 grant funded through the Local Program Support Grant in the City's Economic Development Toolbox.

**Grant Request for 2024-25 Academic Year:**

**For this year the SBDC has applied to the City for \$25,000 with 3 proposed projects to receive grant funds for businesses located within the City.** The applications in brief include:

- Proposed Project #1 – Small Business Management (SBM) Program Scholarship  
\$9,000 Requested (total project costs exclusively for Lincoln County \$70,000)

We will be launching two new SBM programs this coming year. One will be focused on our many retail small businesses in Lincoln City. This program will be delivered in person in Lincoln City. We will also be running a new SBM focused on our non-profit businesses that often struggle to get the same resources and technical support as our non-profit businesses. This will be targeted at our non-profits in Lincoln City and delivered at the OCCC campus in Lincoln City. We will also be running one of our tradition SBM programs. The funding request is for scholarships for these three SBM programs for Lincoln City residents first and any remaining will go towards content and curriculum development, instructional time and delivery, advising hours, and cost and travel expenses for industry experts and guest speakers.

- Proposed Project #2 – Youth Entrepreneurship Program  
\$6,000 Requested (total project cost for Lincoln County \$15,000; other funders will provide remaining \$8,000)

Engages the next generation of coastal entrepreneurs through a comprehensive course offering and support. With the Youth Entrepreneurship Program, students grow their mindsets and skills as they apply their passions and strengths to creatively solve business challenges. Youth design their solutions through the design thinking process, carry out market research, create a sustainable business model, and present their idea in a culminating pitch presentation. We will be building on the tremendous success of the last program and we will be improving on our content, delivery, partnerships, and outreach. The funding will be for additional curriculum and content development,

contracted services, instructional hours, advising, marketing and outreach, and for event coordination and delivery.

- Proposed Project #3 – Restaurant Small Business Management (RSBM) Program Scholarship  
\$9,500 Requested (total project cost for Lincoln County \$35,000)

This program will have the classic SBM structure: a three-hour class, 9 am to noon, held once a month, for ten months, both in-person and via Zoom. In-person classes will be held in Lincoln City. The Restaurant Small Business Management Program is entirely new for the 2023-24 year. It features Oregon experts with deep roots in the restaurant industry. The program has been engineered from the ground up to deliver relevant, robust content specifically to Lincoln County restaurateurs. Nine powerful workshops, plus monthly one-on-one advising sessions – all geared to make your operation as successful as possible, and to make your work more enjoyable and rewarding. The Program will include expert speakers from across the country as well as locally covering all topics of restaurant ownership and management. Adding to that, students will be part of a strong local cohort that will allow for peer sharing and learning while working directly on individual business development. The funding request is for content and curriculum development, instructional time and delivery, advising hours, and cost and travel expenses for industry experts and guest speakers.

For all programs, the SBDC tracks feedback from client business students and can make copies available to gauge program effectiveness as needed.

SBDC total request is for \$25,000 to fund a portion of 3 separate programs. Staff believes this is a good leverage of funding for city benefit. Similar to last year, and if City Council is willing, staff requests that SBDC be funded for their total request, with removal of individual program limits of \$10,000 each, so that funds can be more flexibly applied between the 3 specified programs, yet the total remains under the \$25,000 amount. This would help funding for which of the 3 programs have the most demand over the academic year.

It is possible that the City gets other applications for FY 2024-25 grant funds. In addition to this request, the Economic Development Alliance of Lincoln County (EDALC) has also requested and been approved for funds (\$20,000). Staff have not received any other direct inquiries from potential applicants at this time. No further budget has been allocated beyond \$50,000 for this fiscal year.

### **Need**

Providing scholarship funding supports the programs and encourages participation by our local business owners and employees making these opportunities available in Lincoln City. City Ec Dev staff do not have the capacity (time nor expertise) to make these services available otherwise.

### **Alternatives Considered**

Create similar class offerings

Contract with business evaluation professional for individualized services

### **Associated Costs**

Total Request: \$25,000

No other associated costs are anticipated for the City.

### **Budget**

\$50,000 has been allocated in City Economic Development Grants for the FY 2024-25.

**Possible Motions:**

Staff recommends the following motion:

Approval of the City's Local Program Support City Grant request to the Small Business Development Center at the Oregon Coast Community College in the amount of \$25,000 to be applied flexibly between any of the three program requests presented.

**Alternative Motions:**

Motion to approve an alternative amount of funding.

Do not make a motion approving grant funding for the Small Business Development Center.

## Council Communication

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### Schooner Creek Discovery Park - Phase 2 Design

Meeting Date:	August 26, 2024	Primary Staff Contact:	Jeanne Sprague
Department:	Parks and Recreation	E-Mail:	JSprague@lincolncity.org
Secondary Dept:	Public Works	Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 min

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#### Question:

Should the City Council approve the Fourth Amendment to the Progressive Design/Build Agreement for design of Phase 2 (Restroom, Covered Outdoor Stage, Covered Picnic Areas, Promenade & Flexible Lawn Area) of the Schooner Creek Discovery Park?

#### Staff Recommendation:

Staff recommends approval of the Fourth Amendment to the Progressive Design/Build Agreement for design of Phase 2 (Restroom, Covered Outdoor Stage, Covered Picnic Areas, Promenade & Flexible Lawn Area) of the Schooner Creek Discovery Park in the amount of \$349,899.55.

#### Authority:

**LCMC 2.05.060** (Public Improvement contracts shall be awarded by competitive bid or as provided by the Public Contracting Code or these rules). In this case, the Council approved the exemption from competitive bid.

#### Background:

On January 23, 2023 City Council awarded the Progressive Design/Build Services for the new Community Park in Taft Project to K&E Excavating, Inc. in the amount 2,450,000.00 with the funds available at that time. Staff would design and construct each park phase with available funds. Staff has completed the 30% design of the entire park and took the project concept design through a public involvement process. The design/build team has completed the design of Phase 1, Playground Area, and this is currently under construction. Staff has received a Budget Cost for the design of Phase 2 at \$349,899.55 and this is expected to be under construction in the Spring of 2025.

#### Project Description

Phase 2 Design includes the Restroom, Covered Outdoor Stage, Covered Picnic Areas, Promenade & Flexible Lawn Area. There will be parking added along SE Keel Ave and SE 50<sup>th</sup> St.

**Financial Impact:**

This project will be funded out of Parks Capital Fund (270-000-6330301). The projects is budgeted in FY24/25 at \$3,950,134.00.

**Council Options:**

The Council may approve the Fourth Amendment to the Progressive Design/Build Agreement for Design of Phase 2 (Restroom, Covered Outdoor Stage, Covered Picnic Areas, Promenade & Flexible Lawn Area).

The Council may not approve the Fourth Amendment to the Progressive Design/Build Agreement for Design of Phase 2 (Restroom, Covered Outdoor Stage, Covered Picnic Areas, Promenade & Flexible Lawn Area).

**Potential Motions:**

Move to approve the Fourth Amendment to the Progressive Design/Build Agreement for design of Phase 2 (Restroom, Covered Outdoor Stage, Covered Picnic Areas, Promenade & Flexible Lawn Area) in the amount of \$349,899.55.