

CITY OF LINCOLN CITY
CITY COUNCIL AGENDA

MONDAY JUNE 26, 2023, 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, by attending the City Council meeting, or by telephone.

Public comments submitted by email to 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****

Citizens requesting to give public comment via telephone must email 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. Visit the [ADA Accessibility | City of Lincoln City, OR](#) 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 under "Government", then select "Public Meeting Agendas, Packets & Videos". To stream the meeting in HD, please visit 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. Oregon Liquor Control Commission New Outlet for an Off-Premises Liquor License Grocery Outlet
 - 2. Regular Meeting – Minutes of Joint City Council and Planning Commission – February 2, 2021 6:00 PM
 - 3. Regular Meeting – Minutes of Regular Meeting – June 12, 2023, 5:00 PM
 - 4. Regular Meeting – Minutes of Regular Meeting – June 12, 2023, 6:00 PM
- E. COUNCIL DELIBERATIONS**
- F. COMMENTS FROM CITIZENS PRESENT ON AGENDA/NON-AGENDA ITEMS**
- G. PRESENTATIONS**
- H. PUBLIC HEARING / ORDINANCE**
- I. PUBLIC HEARINGS / PUBLIC COMMENTS**
 - 1. Public Hearing: ZOA 2023-03 - **Continued to September 11, 2023**
 - 2. Public Hearing: Resolution 2023-15 State Shared Revenues
 - 3. Public Hearing: Resolution 2023-16 Adopt Budget
 - 4. Public Comment: Resolution 2023-17 Fee Schedule
- J. ORDINANCES**
- K. RESOLUTIONS**
 - 5. RESOLUTION NO. 2023-15 A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES
 - 6. RESOLUTION NO. 2023-16 ADOPTING THE BUDGET
 - 7. RESOLUTION 2023-17 A RESOLUTION OF THE CITY OF LINCOLN CITY ADOPTING REVISIONS TO CITY ADMINISTRATION (ADMINISTRATIVE FEES - BUSINESS RELATED) FEE SCHEDULE
- L. SPECIAL ORDER OF BUSINESS**
 - 8. Planning Commission Interview- Clay Glasgow
 - 9. Homes Pump Station Upgrade – Change Order No. 1
 - 10. SW 3rd & Highway 101 Improvement -- Additional Fund Request
- M. CITY MANAGER/CITY ATTORNEY REPORTS**
- N. ACTIONS, IF ANY, BASED ON WORK SESSION OR EXECUTIVE SESSION**
- O. ADDITIONAL COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS**
- P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL**
- Q. ADJOURNMENT**

Council Communication

OLCC - New Outlet- Off Premises Liquor License - Grocery Outlet

Meeting Date:	June 26, 2023	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 mins

Questions:

Should the City Council provide a recommendation to the Oregon Liquor Control Commission (OLCC) for a New Outlet for an Off-Premises Liquor License for Grocery Outlet?

Staff Recommendations:

A review was conducted by Chief Broderick, and staff recommends that City Council provide a favorable recommendation to grant the license to the applicant.

Legal Background and Framework:

LCMC 5.20 (Liquor License Review) sets forth the City's procedures for OLCC license recommendation under Oregon Revised Statute (ORS) 471.166.

Council Options:

Approve a favorable recommendation to the Oregon Liquor Control Commission (OLCC) for a New Outlet for an Off-Premises Liquor License for Grocery Outlet.

Potential Motions:

Motion to approve the Oregon Liquor Control Commission Application, New Outlet for an Off-Premises Liquor License for Grocery Outlet.

Attachments:

Grocery Outlet_Redacted (PDF)

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- New Outlet** | [Change of Ownership](#) | [Greater Privilege](#) | [Lesser Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

- Warehouse
- Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

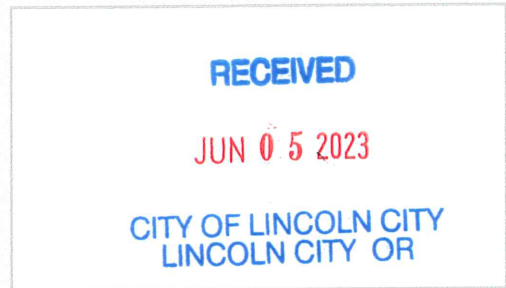
LOCAL GOVERNING BODY USE ONLY

City/County name:

City of Lincoln City

Date application received:

Optional: Date Stamp



- Recommend this license be granted
- Recommend this license be denied

[Redacted Name]

6/7/23

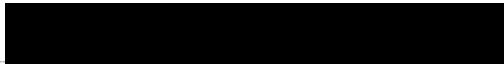
Printed Name

Date

LIQUOR LICENSE APPLICATION

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APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: <i>JNR CM Inc</i>	Name of entity or individual applicant #2: Grocery Outlet Inc.
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): Grocery Outlet of Lincoln City		
Premises street address (The physical location of the business and where the liquor license will be posted): 2429 NW US 101		
City: Lincoln City	Zip Code: 97367	County: Lincoln County
Business phone number: <i>541-994-6828</i>	Business email: <i>Lincolncity@groceryoutlet.com</i>	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]): 		
City: <i>Lincoln city</i>	State: <i>OR</i>	Zip Code: <i>97367</i>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
I give permission for the below named representative to:		
<input type="checkbox"/> Make changes regarding this license/application on my behalf.		
<input type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name:		
Phone number:	Email:	
Mailing address:		
City:	State:	Zip Code:

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Richard Miller

Phone number:

[REDACTED]

Email:

[REDACTED]

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

• Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>JNRCM Inc</u>		<u>6/5/23</u>	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)
<u>Grocery Outlet Inc.</u>		<u>6/2/2023 16:42:51 PDT</u>	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)
_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)
_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)



OREGON LIQUOR & CANNABIS COMMISSION INDIVIDUAL HISTORY FORM

PRINT FORM

D.1.a

RESET FORM

1. Name (Print):	Miller Last	Richard First	William Middle
2. Other names used (maiden, other):			
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, you must list your SSN: [REDACTED]			
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a)).</p>			
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>			
5. Date of Birth (DOB):	[REDACTED] (mm)	[REDACTED] (dd)	[REDACTED] (yyyy)
6. Driver License or State ID #: [REDACTED]			7. State OR
8. Contact Phone: [REDACTED]			
9. E-mail Address: [REDACTED]			
10. Mailing Address:	[REDACTED] (Number and Street)	Lincoln City (City)	OR 97367 (State) (Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.			



OREGON LIQUOR & CANNABIS COMMISSION
INDIVIDUAL HISTORY FORM

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

350414
2020-2023

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Miller Last	Richard First	William Middle
Signature:			Date: 6/5/23

This box for OLCC use ONLY

_____ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



OREGON LIQUOR & CANNABIS COMMISSION INDIVIDUAL HISTORY FORM

PRINT FORM

D.1.a

RESET FORM

1. Name (Print):	Miller Last	Jennifer-Anne First	Dayle Middle
2. Other names used (maiden, other)	[REDACTED]		
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, you must list your SSN: [REDACTED]		
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a)).</p>			
4. Do you consent to the OLCC's use of my SSN as described above? Check this box:	<input checked="" type="checkbox"/>		
5. Date of Birth (DOB):	[REDACTED] (mm)	[REDACTED] (dd)	[REDACTED] (yyyy)
6. Driver License or State ID #	[REDACTED]	7. State OR	
8. Contact Phone:	[REDACTED]		
9. E-mail Address	[REDACTED]		
10. Mailing Address:	[REDACTED] (Number and Street)	Lincoln City (City)	OR 97367 (State) (Zip Code)
<p>11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon?</p> <p>No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.</p>			



OREGON LIQUOR & CANNABIS COMMISSION
INDIVIDUAL HISTORY FORM

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

350414
 2020-2023

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):		Miller	Last	Jennifer-Anne	First	Dayle	Middle
Signature:						Date:	6/5/23

This box for OLCC use ONLY

_____ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?

JOINT MEETING

CITY COUNCIL AND PLANNING COMMISSION

FEBRUARY 2, 2021, 6:00 PM

Approved by City Council:

Date _____

I. CALL TO

ORDER

Attendee Name	Title	Status	Arrived
Anne Marie Skinner	Councilor Ward 2	Present	
Judy Casper	Councilor Ward 3	Present	
Diana Hinton	Councilor Ward 1	Present	
Riley Hoagland	Councilor Ward 2	Present	
Rick Mark	Councilor Ward 3	Present	
Mitch Parsons	Councilor Ward 1	Present	
Marci Baker	Commissioner	Present	
Kim Blackerby	Commissioner	Present	
Josh Brainerd	Commissioner	Present	
Patti Kroen	Commissioner	Present	
Lenny Nelson	Commissioner	Present	
Miles Sleschinger	Commissioner	Present	
Mac Smith	Commissioner	Present	

Chair Judy Casper welcomed everyone and provided an overview of the joint meeting procedures. She also acknowledged City staff present, including Alison Robertson, City Manager Ron Chandler, and City Attorney Richard Appicello. She also introduced Simon Kim, the new Planning Director.

Mr. Kim introduced himself and provided a summary of his academic and professional background and expressed his enthusiasm for working in Lincoln City.

Councilor Casper next introduced Marci Baker, the Chair of the Planning Commission, and turned the meeting over to Mr. Appicello for the training session.

II. TRAINING

City Attorney Richard Appicello conducted a training regarding the roles of the two bodies, the City Council and the Planning Commission. He emphasized the "exercise of discretion", describing when the bodies have opportunities to exercise discretion and when they do not have that leeway. For this, he referred to an example of a previous land use case that the Planning Commission had voted to deny but that was ultimately approved by the City Council. He stated that they have the most discretion when they are addressing a legislative matter, such as a negotiated development agreement. In these cases,

the city charter grants the City Council the opportunity to make laws as long as they are consistent with state law. The Planning Commission is charged with making recommendations to the council on land use matters, working within the state mandate for comprehensive planning. Mr. Appicello provided information about the differences between legislative and quasi-judicial roles, and an overview of recent state mandates to support the development of more housing and to make provisions for Accessory Dwelling Units (ADUs). Other training subjects included the use of personal vs. City-provided laptops and devices, the role of the City Manager and the City Attorney, ethics and conflicts of interest, rules regarding gifts, ex parte communication, and site visits relating to land use cases.

In response to a comment from Commissioner Kroen, Mr. Appicello stated that the state has the power to step in and legislate matters of statewide concern, such as the need for housing.

In response to a question from Commissioner Schlesinger, Mr. Appicello stated that the recent planning commission decision to deny an application for housing was based on issues other than clear and objective criteria from the city code.

In response to comments from Commissioner Smith and Commissioner Nelson, Attorney Appicello clarified that the needed housing goes beyond just single-family units to include multiple-unit dwellings and that Statewide Planning Goal 10 for Housing is a provision for housing at all levels. Commissioner Nelson also expressed concern regarding the impacts of the code relating to building coverage limitations.

In response to a comment from Councilor Skinner, Mr. Appicello clarified that discussion with City staff is generally not considered ex parte communication unless staff is giving facts that are not shared with all other members of the body. He added that work sessions that are recorded are preferred over these informal meetings with staff.

In response to a question from Commissioner Blackerby Mr. Appicello provided recommendations regarding the use of his personal iPad for planning commission business.

Councilor Casper thanked Attorney Appicello for providing the training.

III. DISCUSSION

City Manager Ron Chandler facilitated the joint meeting. He stated that the City Council had recently met to discuss their goals and priorities and that these would continue to be discussed over the next several meetings. He then introduced Councilor Hinton and reviewed the topics she identified as important.

Councilor Hinton thanked City staff for the mapping that has been completed regarding the Villages, and she wanted to clarify information about the site and advocate for the development of a new City-initiated master plan for the area. She provided an overview of property ownership, site constraints, and development opportunities. Councilor Hinton added that she is the President of the Homeowners Association for the Villages.

Attorney Appicello reviewed the four components of the agenda addressing the villages including initiation of open space future land use map designation, implementing zoning districts, time extension for the master plan, and outdoor recreation use, stating that a work session or work sessions would be needed. When the future land use and the implementation of the RRMU was adopted the City made a commitment to DLCD that a change to an open space designation would be initiated. Regarding the time extension, Mr. Appicello stated that the City would need the consent of the other property owners.

Councilor Hinton suggested that a site visit may be warranted, and asked if Alison Robertson had any updates. Ms. Robertson stated that staff has been directed to develop the Fernwood residential location and the commercial portion. This work has been somewhat slow going, due to the number of parties involved, a variety of market factors, and timelines of private developers.

Commissioner Blackerby commented that an understanding of traffic impacts would be key to future discussions. Commissioner Baker also asked for details regarding the development of the commercial area.

Councilor Casper asked that further discussion be tabled for a meeting that would focus on the Villages.

City Manager Chandler next invited Commissioner Miles Schlesinger to share his comments.

Commissioner Schlesinger shared his concerns regarding the exponential growth of traffic, especially on Highway 101, and how the Otis fire highlighted the need for alternative routes through town. He supports the consideration of Foothills Boulevard as a priority. He also expressed interest in the community discussing the issue of civil rights.

Planning Commissioner Patti Kroen stated her priorities for future discussion include short-term planning, better enforcement tools, updating the comprehensive plan, and long-range planning, including a discussion of tourism and ecotourism, recognition of the City as part of the UNESCO biosphere reserve, and the designation of a community forest.

Commissioner Smith emphasized the need for better and more comprehensive information to support decision-making. Examples include natural resource inventories, tourism data, and more qualitative information regarding employment. He added that public transportation is one of the biggest gripes that he hears as presenting a barrier for people to employment.

Councilor Casper stated that some of these are potential items for the council and some for the planning commission. Commissioner Smith cited that he was taking advantage of the opportunities where there is a strong overlap

Ms. Robertson shared that the City does have some of the information requested by Commissioner Smith, including the analysis of housing needs, economic opportunities, and the buildable lands analyses.

Mr. Chandler summarized the comments and stated that he supported Commissioner Kroen's suggestion to look at key goals for the coming year.

Commissioner Kroen emphasized the comprehensive plan update as the most important priority, and Planning Commission Chair Baker concurred. She stated that the other ideas would be best discussed in the context of that planning process.

Responding to a question from Commissioner Schlesinger, Planning Director Kim stated that per Mr. Chandler's direction, he had initiated the comprehensive plan work, summarizing the existing plan and the visioning plan into a single draft document for review by the various department heads prior to going to the Planning Commission.

Commissioner Blackerby reiterated the significance of the comprehensive plan and within that a specific focus on the issues of traffic and transportation.

Councilor Skinner stated that the comprehensive plan has to address all 19 of the state-wide planning goals and that everything discussed at the joint meeting will be included within the 19 statewide planning goals and each of the identified areas of concern will be encompassed in the revised plan. Once the Comp Plan Update is completed the next step will be to create and/or revise the ordinances needed to implement the plan. She thanked all of the Commissioners for emphasizing the Comp Plan as it is the necessary foundation that will serve to put everything else into place.

IV. ADJOURNMENT COUNCIL / COMMISSION

Council President Casper adjourned the meeting at 8:05 PM.

JUDY CASPER, COUNCIL PRESIDENT

ATTEST:

JAMIE YOUNG, CITY RECORDER



JOINT REGULAR MEETING AGENDA
MONDAY, JUNE 12, 2023, 5:00 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 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 www.lcprogramguide.org.)

APPROVED BY THE CITY COUNCIL

DATE: _____

A. CALL TO ORDER

Mayor Wahlke called the meeting to order at 5:01 PM.

Attendee Name	Title	Status	Arrived
Riley Hoagland	Member / Councilor Ward 2	Present	
Susan Wahlke	Member / Mayor	Present	
Judy Casper	Member / Councilor Ward 3	Present	
Rick Mark	Chair/Councilor Ward 3	Excused	
Mitch Parsons	Member / Councilor	Excused	
Sydney Kasner	Member/Councilor Ward 2	Present	

Staff Present: Daphnee Legarza, City Manager; Richard Appicello, City Attorney; Chief Broderick, Lincoln City Police Department; Alison Robertson, Economic Development and Urban Renewal Director; Seth Lenaerts, Project Manager; Debbie Bridges, Finance Director; Liz Francis, Executive Administrative Legal Assistant.

B. PUBLIC COMMENT

NONE

C. MINUTES OF THE MEETING

NONE

D. PRESENTATIONS

NONE

E. PUBLIC HEARINGS/PUBLIC COMMENT

NONE

- 1. Public Hearing: Resolution UR2023-02 Supplemental Budget

Mayor Wahlke opened the public hearing at 5:04 PM. Debbie Bridges, Finance Director, presented the staff report. No Citizens were present for comment. Mayor Wahlke closed the public hearing at 5:06 PM.

- 2. Public Hearing: Resolution UR2023-03 Adopt Budget

Mayor Wahlke opened the public hearing at 5:06 PM. Debbie Bridges, Finance Director, presented the staff report. No Citizens were present for comment. Mayor Wahlke closed the public hearing at 5:07 PM.

F. SPECIAL ORDER OF BUSINESS

- 1. Proposed Nelscott Urban Renewal (Tax Increment Finance) Plan

MOTION:	Motion that The Lincoln City Urban Renewal Agency Forwards the Nelscott Urban Renewal Plan to the Impacted Taxing Districts for the Consult and Confer Period, to the Lincoln City Planning Commission for their Review of the Plan’s Conformance to the Lincoln City Comprehensive Plan, to the Lincoln County Board of Commissioners for Briefing and vote and Then to the City Council for a Public Hearing and Vote on Adoption
MOVER:	Judy Casper, Councilor Ward 3
SECONDER:	Sydney Kasner, Councilor Ward 2
AYES:	Riley Hoagland, Susan Wahlke, Judy Casper, Sydney Kasner
EXCUSED:	Rick Mark, Mitch Parsons
RESULT:	Passed via Voice Vote

Alison Robertson, Urban Renewal Director, introduced Elaine Howard, consultant, who appeared via Zoom. Ms. Robertson reviewed the role of the agency for the meeting. Ms. Robertson spoke about urban renewal, the Nelscott boundary area, the calculations for an urban renewal area, and the open houses. Ms. Howard reviewed the financial analysis, project allocations, and impacts on taxing districts. Ms. Robertson reviewed the process.

- 2. Permission for Selected Developer to Submit Land Use Application for Agency and City-Owned Properties

MOTION: Motion to Provide Permission for Selected Developer to Submit Land Use Application for Agency and City-Owned Properties
MOVER: Sydney Kasner, Councilor Ward 2
SECONDER: Judy Casper, Councilor Ward 3
AYES: Hoagland, Wahlke, Wyman, Casper, Kasner
EXCUSED: Rick Mark, Mitch Parsons
RESULT: Passed by Roll Call Vote

Alison Robertson, Urban Renewal Director, read the staff report. Councilor Casper asked if there was a timeline. Ms. Robertson explained. Mr. Appicello said there would be a deadline on the exclusive negotiating agreement. Ms. Robertson thinks that would be through June.

G. RESOLUTIONS

1. Motion to Approve Resolution UR2023-02: Supplemental Budget

MOTION: Motion to Approve Resolution UR2023-02: Supplemental Budget
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Sydney Kasner, Councilor Ward 2
AYES: Riley Hoagland, Susan Wahlke, Judy Casper, Sydney Kasner
EXCUSED: Rick Mark, Mitch Parsons
RESULT: Passed by Roll Call Vote

2. Motion to Approve Resolution UR2023-03: Adopting the Urban Renewal Budget FY2023-24

MOTION: Motion to Approve Resolution UR2023-03: Adopting the Urban Renewal Budget FY2023-24
MOVER: Sydney Kasner, Councilor Ward 2
SECONDER: Judy Casper, Councilor Ward 3
AYES: Riley Hoagland, Susan Wahlke, Judy Casper, Sydney Kasner
EXCUSED: Rick Mark, Mitch Parsons
RESULT: Passed by Roll Call Vote

3. Motion to Approve Resolution UR 2023-04: Adopting IGA between Agency and City for RE/V Area 44th-47th Connector Road

MOTION:	Motion to Approve Resolution UR 2023-04: Adopting IGA between Agency and City for RE/V Area 44th-47th Connector Road
MOVER:	Sydney Kasner, Councilor Ward 2
SECONDER:	Judy Casper, Councilor Ward 3
AYES:	Riley Hoagland, Susan Wahlke, Judy Casper, Sydney Kasner
EXCUSED:	Rick Mark, Mitch Parsons
RESULT:	Passed by Roll Call Vote

H. ACTIONS, IF ANY, BASED ON EXECUTIVE SESSION/WORK SESSION

NONE

I. AGENCY MEMBER/CITY COUNCILOR COMMENTS

NONE

J. ADJOURNMENT

Mayor Wahlke adjourned the meeting at 5:43 PM.

SUSAN WAHLKE, MAYOR

ATTEST:

**JAMIE YOUNG
CITY RECORDER**

CITY OF LINCOLN CITY

CITY COUNCIL MINUTES OF THE MEETING

June 12, 2023, 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 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
Susan Wahlke	Mayor	Present	
Sydney Kasner	Councilor Ward 2	Present	
Judy Casper	Councilor Ward 3	Present	
Riley Hoagland	Councilor Ward 2	Present	
Rick Mark	Councilor Ward 3	Excused	
Mitch Parsons	Councilor Ward 1	Excused	

Staff Present: Daphnee Legarza, City Manager; Richard Appicello, City Attorney; Chief Broderick, Lincoln City Police Department; Abigail Edwards, Human Resources Director; Alison Robertson, Economic Development and Urban Renewal Director; Jeanne Sprague, Parks and Recreation Director; Stephanie Reid, Public Works Director; Anne Marie Skinner, Planning and Community Development Director; Kirsten Brodbeck-Kenney, Library Director; Debbie Bridges, Finance Director; David Twigg, I.T. Support Specialist; Tony LaSoya, I.T. Director; Jamie Young, City Recorder. Liz Francis, Executive Administrative Legal Assistant.

C. PLEDGE OF ALLEGIANCE

Mayor Wahlke led The Pledge of Allegiance.

D. CONSENT AGENDA 1, 2, & 4

RESULT: PASSED [UNANIMOUS]
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Sydney Kasner, Councilor Ward 2
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons

1. Oregon Liquor Control Commission New Outlet On-Premises Commercial for The Grill 1646

MOTION: Oregon Liquor Control Commission New Outlet On-Premises Commercial for The Grill 1646
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Sydney Kasner, Councilor Ward 2
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed

2. Authorization for City Manager to enter into lease agreements with Cascade Head Biosphere Reserve and Audubon Society of Lincoln City non-profits for Suite A on the first floor of Lincoln Square Building

MOTION: Authorization for City Manager to enter into lease agreements with Cascade Head Biosphere Reserve and Audubon Society of Lincoln City non-profits for Suite A on the first floor of Lincoln Square Building
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Sydney Kasner, Councilor Ward 2
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed

3. Regular Meeting – Minutes of Joint City Council and Planning Commission – February 2, 2021, 6:00 PM

Minutes pulled and continued to 6/26/23 at 6 PM.

4. Regular Meeting – Minutes of Regular Meeting – May 22, 2023, 6:00 PM

MOTION: City Council - Regular Meeting - May 22, 2023, 6:00 PM
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Sydney Kasner, Councilor Ward 2
RESULT: Passed

E. COUNCIL DELIBERATIONS

NONE

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

Dan Clanton of Lincoln City spoke about the placement of the trash cans in the Oceanlake district.

G. PRESENTATIONS

5. Lincoln County Quarterly Presentation

Kaety Jacobson of the Lincoln County Commissioners and Jane Romero of Lincoln County Health and Human Services spoke about the possibility of providing a winter shelter option for Lincoln County. Council and the presenters had a discussion regarding the future plans and funding.

H. PUBLIC HEARING / ORDINANCE

NONE

I. PUBLIC HEARINGS / PUBLIC COMMENTS

- 1. Public Comment: Resolution 2023-14 Setting Water/Sewer Rates

No Citizens were present for comment.

- 2. Public Hearing: Resolution 2023-15 State Shared Revenues

Open the public hearing at 6:40 PM. No Citizens were Present for Comment. Councilor Hoagland stated an actual conflict. Mayor Wahlke closed the public hearing at 6:42 PM. The public Hearing continued to the next meeting on June 26, 2023, with unanimous consent.

- 3. Public Hearing: Resolution 2023-12 Supplemental Budget

Mayor Wahlke opened the public hearing at 6:43 PM. Ms. Bridges presented the changes for the supplemental budget. No Citizens were Present for Comment.

- 4. Public Hearing: Resolution 2023-16 Adopt Budget

Mayor Wahlke opened the public hearing at 6:45 PM. No Citizens were Present for Comment. Councilor Hoagland stated an actual conflict. At 6:46 PM Mayor Wahlke continued the public hearings 2023-15 and 2023-16 to the next meeting on June 26, 2023, with unanimous consent.

J. ORDINANCES

- 5. ORDINANCE NO. 2023-12 AN ORDINANCE OF THE CITY OF LINCOLN CITY AMENDING THE LINCOLN CITY MUNICIPAL CODE, TITLE 5. (BUSINESS TAXES, LICENSES AND REGULATIONS), CHAPTER 5.28 (STREET VENDORS), SECTION 5.28.040 (INSPECTION AND PERMITS) TO CORRECT THE REQUIRED PUSH CART INSPECTIONS.

MOTION:	Motion to Approve First Reading of Ordinance 2023-12 Amends LCMC Chapters 5.28
MOVER:	Riley Hoagland, Councilor Ward 2
SECONDER:	Judy Casper, Councilor Ward 3
AYES:	Wahlke, Kasner, Casper, Hoagland
EXCUSED:	Mark, Parsons
RESULT:	Passed by Roll Call Vote

- 6.

MOTION: Motion to Approve Second Reading and Adoption of Ordinance 2023-12 Amends LCMC Chapters 5.28
MOVER: Riley Hoagland, Councilor Ward 2
SECONDER: Judy Casper, Councilor Ward 3
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed by Roll Call Vote

K. RESOLUTIONS

7. RESOLUTION NO. 2023-11 A RESOLUTION OF THE CITY OF LINCOLN CITY, CALLING FOR A SPECIAL ELECTION ON NOVEMBER 7, 2023 TO FILL THE VACANT COUNCIL WARD 2 POSITION ON THE CITY COUNCIL FOR THE CITY OF LINCOLN CITY

MOTION: Motion to Approve Resolution 2023-11- Call for Special Election to Fill Council Ward 2 Vacancy with Corrections
MOVER: Riley Hoagland, Councilor Ward 2
SECONDER: Judy Casper, Councilor Ward 3
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed via Voice Vote

8. RESOLUTION NO. 2023-14 A RESOLUTION SETTING FORTH WATER/SEWER RATES

MOTION: Motion to Approve Resolution 2023-14 Setting Water / Sewer Rates
MOVER: Riley Hoagland, Councilor Ward 2
SECONDER: Judy Casper, Councilor Ward 3
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed by Roll Call Vote

9. RESOLUTION NO. 2023-15 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

Continued to the next meeting on June 26, 2023, with unanimous consent.

10. RESOLUTION 2023-12 A RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET OF THE CITY OF LINCOLN CITY, OREGON, FOR THE FISCAL YEAR 2022-2023, AS APPROVED BY THE CITY COUNCIL, AND MAKING APPROPRIATIONS

MOTION: Motion to Approve Resolution 2023-12 Supplemental Budget
MOVER: Sydney Kasner, Councilor Ward 2
SECONDER: Judy Casper, Councilor Ward 3
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed by Roll Call Vote

11. RESOLUTION 2023-13 A RESOLUTION AUTHORIZING AND DIRECTING BUDGET TRANSFERS FOR THE CITY OF LINCOLN CITY, OREGON IN THE 2022-2023 FISCAL YEAR BUDGET

Councilor Kasner asked what the budget transfer was for, Ms. Bridges explained.

MOTION: Motion to Approve Resolution 2023-13: Budget Transfer for FY2022-23
MOVER: Sydney Kasner, Councilor Ward 2
SECONDER: Riley Hoagland, Councilor Ward 2
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed by Roll Call Vote

12. RESOLUTION NO. 2023-16 ADOPTING THE BUDGET

Councilor Hoagland stated an actual conflict of interest for resolutions 2023-15 and 2023-16. Continued to the next meeting on June 26, 2023, with unanimous consent.

L. SPECIAL ORDER OF BUSINESS

13. Design Contract Award – NE 44th to 47th Connector Road

MOTION: Move to Award the Professional Services Agreement to Akana for Phase 1 in the Amount of \$99,998.00
MOVER: Sydney Kasner, Councilor Ward 2
SECONDER: Judy Casper, Councilor Ward 3
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed by Roll Call Vote

14. Intergovernmental Agreement: ODOT Delivered Federal Project On Behalf of Lincoln City US 101: 39th Street to Holmes Avenue Sidewalk Infill Key Number: 2343

MOTION: Motion to Approve the Intergovernmental Agreement with ODOT for NE 39th Street to NE Holmes with Permission for the Manager and Attorney to make Changes, if possible
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Sydney Kasner, Councilor Ward 2
AYES: Wahlke, Kasner, Casper, Hoagland
EXCUSED: Mark, Parsons
RESULT: Passed by Roll Call Vote

M. CITY MANAGER/CITY ATTORNEY REPORTS

Ms. Legarza gave a reminder of the Juneteenth Celebration at Regatta Park. Ms. Legarza also spoke about the Council Newsletter.

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

NONE

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

Elaine Walsh spoke about a Fireworks ban in Lincoln City.

Caryanne Conner of Lincoln City asked about the State Parks comment period for the beach access. Ms. Conner also spoke about the closure of the beaches.

Jason Corso, Lincoln City, spoke about the fireworks ban.

P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL

Councilor Casper spoke about a beach clean-up on July 5th and new directors for beach clean-up. Ms. Casper also spoke about the garbage barrels.

Mayor Wahlke spoke about fireworks rules and displays upcoming.

Q. ADJOURNMENT

Mayor Wahlke adjourned the meeting at 7:27 PM.

SUSAN WAHLKE, MAYOR

ATTEST:

JAMIE YOUNG, CITY RECORDER

Planning Staff Report

Public Hearing: ZOA 2023-03

Meeting Date:	June 26, 2023	Primary Staff Contact:	AnneMarie Skinner
Department:	City Council	E-Mail:	ASkinner@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:		Estimated Time:	

The public hearing is continued to September 11, 2023. Originally, the public hearing with Planning Commission was scheduled for May 18, 2023, with the Planning Commission's written recommendation being approved on June 6, 2023. However, due to lack of a Planning Commission quorum, the May 18th, June 6th, and June 20, 2023 meetings were canceled. The public hearing with Planning Commission will tentatively be held on July 11, 2023, with the written recommendation scheduled thereafter. Continuing the public hearing for City Council to September 11, 2023, affords enough time for Planning Commission's approval of their written recommendation prior to the agenda packet deadline for City Council's September 11th meeting.

Council Communication

Public Hearing: Resolution 2023-15 State Shared Revenue

Meeting Date:	June 26, 2023	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 Minutes

Background:

ORS 221.770 requires Cities to hold at least one public hearing at which citizens have the opportunity to provide written and oral comment to, and ask questions of, the authority responsible for adopting the budget of the city for the fiscal year on the proposed use of the distributions in relation to the entire budget of the city for the fiscal year.

Notice has been made as required.

For further information, see staff report under Resolution 2023-15.

Council Communication

Public Hearing: Resolution 2023-16 Adopt Budget

Meeting Date:	June 26, 2023	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 Minutes

Authority:

ORS 294.453 provides that the governing body of a municipal corporation shall meet at the time and place designated in the notice of meeting, for the purpose of holding a public hearing on the budget document as approved by the budget committee.

Notice has been made as required.

For additional information see staff memo on Resolution 2023-16.

Council Communication

Public Hearing: Resolution 2023-17 Fee Schedule

Meeting Date:	June 26, 2023	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 Minutes

Authority:

Public comment:

ORS 294.160 mandates that the City provide an opportunity for public comment when fees or charges are established or increased. [None of the City Administration fees moved from Planning and Community Development are proposed to be increased at this time].

For additional information see staff memo on Resolution 2023-17.

Council Communication

Resolution 2023-15: State Shared Revenues

Meeting Date:	June 26, 2023	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 Minutes

Question:

Should the City Council enact a resolution to receive State shared revenues for FY2023-24?

Authority:

In order to receive State Revenue sharing, ORS 221.770 requires a City to elect to receive distributions from the State revenue sharing for the fiscal year by enactment of an ordinance or resolution expressing that election, and filing the resolution with the Oregon Department of Administrative Services no later than July 31 of the fiscal year.

Background:

The approved FY2023-24 budget includes \$203,900 of State Revenue Sharing in the General Fund. In order to receive these monies, the City must hold a public hearing to receive citizen comment, and must also adopt a resolution expressing the City's election to receive state revenues.

Council Options:

1. Motion to approve Resolution 2023-15.
2. Do not approve Resolution 2023-15.

Attachments:

Resolution 2023-15 updated - Election to Receive State Rev - Copy (DOC)

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RESOLUTION NO. 2023-15

A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES

BE IT RESOLVED, that pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2023-2024.

PASSED by the City Council for the City of Lincoln City on the 12th day of June 2023.

APPROVED by the Mayor this 26th day of June 2023.

SUSAN WAHLKE, Mayor

ATTEST:

JAMIE YOUNG, City Recorder

I certify that a public hearing before the Budget Committee was held on May 1st, 2023, and a public hearing before the City Council was held on June 12th, 2023, giving citizens an opportunity to comment on use of State Revenue Sharing.

JAMIE YOUNG, City Recorder

Council Communication

Resolution 2023-16: Adopt Budget

Meeting Date:	June 26, 2023	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	15 Minutes

Question:

Adoption of the FY2023-24 budget.

Authority:

ORS 294.456 provides that, after a public hearing and consideration of matters discussed at the public hearing, the governing body of a municipal corporation shall enact the ordinances or resolutions necessary to adopt the budget, to make the appropriations, to determine, make and declare the ad valorem property tax amount or rate to be certified to the assessor, and to itemize and categorize the ad valorem property tax amount or rate.

Background:

Once the public hearing has been held, Council may make changes to the budget that was approved by the budget committee. Any expenditure in any fund can be reduced. The property tax levy can be reduced from the rate or amount that was approved by the budget committee, so long as a corresponding change is made elsewhere in the fund to keep it balanced. Expenditures may be increased with certain restrictions. If the total increase in a fund exceeds the greater of \$5,000 or 10%, then Council must publish notice of a second budget hearing and a new financial summary, and hold a second public hearing before the adjusted budget can be adopted.

Staff would like to ask City Council to consider four changes to the proposed budget.

- Add \$40,000 to the Park Operations budget, for control of lake aquatic vegetation along City property, to be performed by the Devils Lake Water Improvement District. Motion for this might be: I move to increase the Park Operations budget in the Parks and Recreation fund by \$40,000, and reduce contingency by \$40,000.

- Move purchase of a skid steer from the Sewer Capital fund to the Street Capital fund. Motion for this might be: I move to increase the Beginning Fund Balance and the Street Improvements budget in the Street Capital fund by \$100,000, and decrease the Beginning Fund Balance and the Capital Outlay budget in the Sewer Capital fund by \$100,000.

- Add \$30K to FY2023-24 Contracted Services each in Water, Sewer and Streets, for a total of \$90K, for the purchase of software and professional services to develop an asset management program which will enable us to document/track/forecast/inventory to establish the City's level of service and permit requirements and determine resources or strategies to meet those requirements. Public Works included this amount in the FY2022-23 year-end estimate, but given delay this needs to be in FY2023-24 instead. Motion for this might be: I move to increase the Beginning Fund Balance in the Water Operations fund, in the Sewer Operations fund, and in the Street Operations fund, by \$30,000 each, and to increase the budget for Water Utility Maintenance, increase the budget for Sewer Utility Maintenance, and to increase the budget for Street Maintenance, for \$30,000 each.

- The budget committee voted to recommend that City Council amend the approved budget to include funding to address the sewer pipes that we currently cannot get to, for INI purposes. An amount of \$50,000 was suggested, which the Public Works Director thinks will be sufficient to:
 - Increase the scope of the wastewater master plan to include a study of the private lateral contributions to I/I (infiltration and inflow).
 - Create a program to address the private laterals (research what other communities have done) and determine what is best for us.
 - Purchase a smaller camera to allow us to scope into private laterals and determine the condition.

Motion for this might be: I move to increase the budget for Water Utility Maintenance in the Water Operating fund by \$50,000, and to decrease contingency in same amount.

Council Options:

1. Motion to approve Resolution 2023-16 adopting the FY2023-24 budget as approved.

2. Motion to approve Resolution 2023-16 adopting the FY2023-24 budget as amended.

Attachments:

Resolution 2023-16 - Updated - Adopt Budget FY2023-24 (DOC)

RESOLUTION NO. 2023-16

ADOPTING THE BUDGET

BE IT RESOLVED, that the City Council of the City of Lincoln City hereby adopts the budget for fiscal year 2023-24 in the total of \$95,518,027 now on file at the Finance Department of the City of Lincoln City.

MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below are hereby appropriated:

GENERAL

City Council	72,568
Administration	1,003,702
Finance	1,070,103
Library	1,338,186
Municipal Court	107,493
City Attorney	395,027
Planning	582,846
Building Inspection	545,726
Economic Development	1,434,876
Police	6,859,037
Dispatch	1,598,021
City Hall Operations	1,188,208
Transfers	1,656,668
Contingencies	3,084,753
TOTAL GENERAL FUND APPROPRIATIONS	20,937,214

LINCOLN SQUARE OPERATIONS

Lincoln Square Maintenance	565,664
Contingencies	234,495
TOTAL LINCOLN SQUARE OPERATIONS FUND APPROPRIATIONS	800,159

FACILITIES CAPITAL FUND

Building Improvements	1,105,000
Debt Service	615,775
Transfers Out	5,000
Contingency	213,522
TOTAL FACILITIES CAPITAL FUND APPROPRIATIONS	1,939,297

VILLAGES CASCADE HEAD

Materials and Services	272,800
Contingency	724,745
TOTAL VILLAGES CASCADE HEAD FUND APPROPRIATIONS	997,545

INTERNAL SERVICE FUND

Vehicle Maintenance	571,065
Information Technology	890,885
Geographical Information Systems	139,415
Contingencies	46,277
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	1,647,642

AGATE BEACH CLOSURE

Materials and Services	40,000
TOTAL AGATE BEACH CLOSURE FUND APPROPRIATIONS	40,000

% FOR ART

Public Art	59,270
TOTAL % FOR ART FUND APPROPRIATIONS	59,270

WORKFORCE HOUSING

Workforce Housing	208,797
Special Payments	100,000
TOTAL WORKFORCE HOUSING FUND APPROPRIATIONS	308,797

EXPLORE LINCOLN CITY

Tourism Attraction	8,369,922
Debt Service	816
Transfers	87,832
Contingency	2,092,506
TOTAL EXPLORE LINCOLN CITY FUND APPROPRIATIONS	10,551,076

PARK AND RECREATION

Park Operations	2,500,615
Recreation Center	1,978,079
Transfers	50,470
Contingency	1,446,373
TOTAL PARK AND RECREATION FUND APPROPRIATIONS	5,975,537

PARKS CAPITAL FUND

Capital Outlay	2,371,326
TOTAL PARKS CAPITAL FUND APPROPRIATIONS	2,371,326

PARKS SDC'S

Capital Outlay	733,202
TOTAL PARKS SDC'S FUND APPROPRIATIONS	733,202

PROPERTY ABATEMENT

Abatement Program	131,977
TOTAL PROPERTY ABATEMENT APPROPRIATIONS	131,977

POLICE BUILDING BOND 2018

Capital Outlay	473,579
TOTAL POLICE BUILDING BOND 2018 APPROPRIATIONS	473,579

UNBONDED ASSESSMENT

Capital Outlay	802,741
TOTAL UNBONDED ASSESSMENTS FUND APPROPRIATIONS	802,741

STREET OPERATIONS

Street Maintenance	1,644,451
Debt Service	840
Transfers	1,117,022
Contingencies	561,086
TOTAL STREET OPERATIONS FUND APPROPRIATIONS	3,323,399

STREET CAPITAL

Street Improvements	8,214,600
Transfers	5,000
TOTAL STREET CAPITAL FUND APPROPRIATIONS	8,219,600

TRANSPORTATION DEVELOPMENT

Capital Outlay	535,313
TOTAL TRANSPORTATION FUND APPROPRIATIONS	535,313

N HWY 101 IMPROVEMENT PROGRAM

Capital Outlay	2,680,515
TOTAL N HWY 101 IMPROVEMENT PROGRAM APPROPRIATIONS	2,680,515

INTERSECTION IMPROVEMENT

Capital Outlay	147,910
TOTAL INTERSECTION IMPROVEMENT APPROPRIATIONS	147,910

STORM DRAINAGE

Capital Outlay	81,793
TOTAL STORM DRAINAGE FUND APPROPRIATIONS	81,793

WATER OPERATING

Water Utility Maintenance	3,175,083
Debt Service	51,513
Transfers	1,842,860
Contingencies	281,303
TOTAL WATER OPERATING FUND APPROPRIATIONS	5,350,759

WATER CAPITAL

Capital Outlay	2,595,717
Transfers	5,000
TOTAL WATER CAPITAL FUND APPROPRIATIONS	2,600,717

SDC WATER REIMBURSEMENT

Capital Outlay	889,406
TOTAL SDC WATER REIMBURSEMENT FUND APPROPRIATIONS	889,406

SDC WATER IMPROVEMENT

Capital Outlay	398,875
TOTAL SDC WATER IMPROVEMENT FUND APPROPRIATIONS	398,875

SEWER OPERATING

Sewer Utility Maintenance	3,902,868
Debt Service	125,840
Transfers	1,931,091
Contingencies	1,839,993
TOTAL SEWER OPERATING FUND APPROPRIATIONS	7,799,792

SEWER CAPITAL

Capital Outlay	6,117,891
Transfers	5,000
TOTAL SEWER CAPITAL FUND APPROPRIATIONS	6,122,891

SDC SEWER REIMBURSEMENT

Capital Outlay	389,482
TOTAL SDC SEWER REIMBURSEMENT FUND APPROPRIATIONS	389,482

SDC SEWER IMPROVEMENT

Capital Outlay	334,625
Transfers	52,569
TOTAL SDC SEWER IMPROVEMENT FUND APPROPRIATIONS	387,194

SEWER BONDS

Debt Service	1,900,116
TOTAL SEWER BONDS FUND APPROPRIATIONS	1,900,116

WATER BONDS

Debt Service	447,427
TOTAL WATER BONDS FUND APPROPRIATIONS	447,427

TOTAL APPROPRIATIONS, ALL FUNDS	\$ 89,044,551
TOTAL UNAPPROPRIATED AMOUNTS, ALL FUNDS	\$ 6,473,476
TOTAL ADOPTED BUDGET	\$ 95,518,027

IMPOSING THE TAX

BE IT RESOLVED, that the City Council of the City of Lincoln City hereby imposes the taxes provided for in the adopted budget at the rate of \$4.0996 per \$1,000 of assessed value for operations; and in the amount of \$1,755,319 for bonds; and that these taxes are hereby imposed and categorized for tax year 2023-24 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation

Excluded From Limitation

General Fund \$4.0996/\$1,000
Debt Service Fund

\$1,755,319

The above resolution statements were approved and declared adopted on this 26th day of June 2023.

SUSAN WAHLKE, Mayor

ATTEST:

JAMIE YOUNG, City Recorder

Council Communication

Resolution 2023-17: Revisions to City Administration Fee Schedule

Meeting Date:	June 26, 2023	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	

Question:

Should the City Council approve Resolution 2023-17 which approves revisions to the City Administration (Administrative Fees – Business Related) fee schedule?

Staff Recommendation:

Staff recommends the Council approve the revised City Administration fee schedule as submitted. The following Fees were moved out of the Department of Planning and Community Development and are assigned to City Administration. These changes will be incorporated into the Master Fee Schedule for the City when it is brought forward in June.

- Vehicle for hire: (To be moved to City Administration)
- Notary Fee-nonrelated City Business: Removed
- Gym Rental Commercial Group: \$88 to \$99
- Siletz Bay: Remove Picnic Shelter, add 2 tables, Price per hour/per table \$19
- Wecoma Park: Price per hour/per table \$19
- Agreement to Delay Landscaping Installation \$150
- Bed & Breakfast Application \$50
- Time Extension Application \$150
- Tree Removal Permit Application \$50
- Police CD or DVD \$15.00
- CAD incident response reports \$10.00
- System Development Residential Meter Water and Sewer: Remove
- Residential Irrigation Meter: \$721.66
- Municipal Court Fees:
- Administrative / Court Fee \$35
- City Attorney Deferred Sentencing/Diversion Fee \$53
- Collection Fee 25% of balance due
- Contract Payment Set-Up Fee \$25
- Failure to Appear \$25

NSF Returned Check Fee	\$25
Possession of marijuana diversion agreement	Per ORS 135.921
Suspension Fee	\$25
Under 21 possession of alcohol assessment/treatment	Per ORS 471.432

Note: The SDCs listed for 5/8" meter are removed as that size meter is no longer commercially manufactured.

Note: If staff has substantial competent evidence to justify an increase for a fee or charge, (such as the completion of a fee study), staff will bring forward the proposal for public comment under ORS 294.160 and approval by resolution.

Authority:

ORS 294.160 mandates that the City provide an opportunity for public comment when fees or charges are established or increased. [None of the City Administration fees moved from Planning and Community Development are proposed to be increased at this time].

Council Options:

Approve Resolution 2023-17 as submitted.

Do not approve Resolution 2023-17.

Potential Motions:

Motion to approve Resolution 2023-17.

Attachments:

- Res 2023-17 Fee Schedule (DOCX)
- 20230701 Master Fee Schedule Web Version Final (PDF)

RESOLUTION NO. 2023-17

A RESOLUTION OF THE CITY OF LINCOLN CITY ADOPTING REVISIONS TO THE CITY ADMINISTRATION (ADMINISTRATIVE FEES – BUSINESS RELATED) FEE SCHEDULE

WHEREAS, the City of Lincoln City has established fees and charges for various applications;

WHEREAS, the code and ordinances provide that the City shall set administrative fees and revise those fees as necessary by resolution of the City Council.

WHEREAS, ORS 294.160 mandates that the City provide an opportunity for public comment when fees or charges are established or increased; and

WHEREAS, Council desires to approve the placement of fees under City Administration as set forth herein; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINCOLN CITY, AS FOLLOWS:

Section 1. The recitals set forth above are true and correct and incorporated herein by this reference.

Section 2. The City Council of the City of Lincoln City hereby adopts the attached revisions to the administrative fee schedule attached and incorporated herein by this reference. The attached schedule of fees and charges are adopted as the current fees and charges for the City of Lincoln City. Fees and charges not specifically amended by this Resolution remain in full force and effect.

Section 3. This Resolution is effective as of the date of its adoption.

PASSED AND APPROVED by the City Council of the City of Lincoln City, Oregon, this 26th day of June, 2023.

SUSAN WAHLKE
MAYOR

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ATTEST:

JAMIE YOUNG
CITY RECORDER

APPROVED AS TO FORM

RICHARD APPICELLO
CITY ATTORNEY

CITY OF LINCOLN CITY
 Fee Schedule
 Effective July 1, 2023

K.7.b

NOTICE: Public Record Fees on this Schedule are Based upon the Estimated Time to Search, Retrieve, and Redact the Record, Multiplied by the Hourly Rate of the Employee(s) that will be Responding to the Request

ADMINISTRATIVE FEES - Business Related

Alarm Permits - Commercial	\$75.00
Alarm Permits - Residential	\$50.00
Liquor License - Original Application	\$100.00
Liquor License - Change of Ownership/Name/Location/or Privilege	\$75.00
Liquor License-Renewal/Temp Sales/Temp Use of Annual License	\$35.00
Business Occupation Tax Permit (BOTP):	
Application Fee	\$50.00
Annual Fee	\$100.00
Associate Fee	\$10.00 per person
Change of Ownership/Location	\$50.00
Display of Outdoor Merchandise - Winter Seasonal	\$25.00
Display of Outdoor Merchandise - Temporary	\$25.00
Home Occupation Permit	\$50.00
More Than Three (3) Employees	\$10.00 per each employee
Mobile Food Unit Annual Fee	\$100
Space/Booth/Table Inside Business	\$20.00 each
Street Vendor	\$25.00
Vacation Rental Dwelling:	
License Fee	\$100.00
License Renewal - Annual	\$100.00
License Renewal - Late Fee	\$150.00
Vehicle for Hire:	
Annual Application Fee:	
Application Initial	\$150.00
Application Renewal	\$100.00
Annual Vehicle License Fee:	
License Fee	\$100.00
Annual Business Occupational Tax Permit:	
Permit Fee	\$100.00

ADMINISTRATIVE FEES - Miscellaneous

CD's	\$15.00
Computer Generated Reports	\$.50 per screen page
Credit Card Fees:	
Utility Billing, Municipal Court Payments, Parks and Rec	No charge
Drop Box Account (private)	Actual Cost
DVD's	\$15.00
E-Mailing Documents	No charge
Fax Transmission	\$5.00 first page/\$1.00 add'l page
GIS Maps (On CD)	\$150.00
GIS Maps (Paper)	\$100.00 per hour
Initiative Petition Filing Fee (Non-refundable)	\$280.00
Initiative Referendum Filing Fee (Non-refundable)	\$140.00
Initiative Petition or Referendum Final Filing Fee	\$500.00
Lien Search	\$25.00
Mailing	Actual Cost
Map Copies (<i>black and white sheets 24" x 36"</i>)	\$3.00 per sheet
Map Copies (<i>colored sheets 24" x 36"</i>)	\$15.00 per sheet
Notarial Fees (Per OAR 160-100-0400 and ORS 194.164):	
City Business	
Overnight Parking Permit (48 Hours)	\$50.00
Photocopies (<i>black and white</i>)	\$.30 per side copied

CITY OF LINCOLN CITY
Fee Schedule
Effective July 1, 2023

Photocopies (<i>black and white - 11" x 17"</i>)	\$.40 per side copied
Photocopies (<i>color up to 11" x 17"</i>)	\$1.00 per side copied
Photocopies (color 11" x 17")	\$1.50 per side copied
Postage	Actual
*Public Information Request (Staff time - first 15 min free)	Staff Time
*Actual cost or the stated fee is determined by multiplying the loaded hourly rate of the involved city employee by the time spent making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request. In addition, attorney time reviewing and redacting materials will be included.	
Recording Fee:	
Consents To Annex, Deeds, Easements, etc.	Pursuant to Lincoln County Code
Satisfaction of Lien	Pursuant to Lincoln County Code
Registration of distressed property	No charge
Returned or NSF Checks	\$25.00
Special Events Permit	\$50.00
USB Drive	\$15.00
BUILDING PERMIT FEES:	
TOTAL VALUATION	
\$1.00 TO \$5,000	\$65.00
\$5,001 TO \$25,000	\$73.45 for the first \$5,000 plus \$7.80 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,000.00 to \$50,000.00	\$227.50 for the first \$25,000 plus \$5.85 for
\$50,001.00 to \$200,000.00	\$371.80 for the first \$50,000 plus \$3.90 for
\$200,001.00 and up	\$952.90 for the first \$200,000 plus \$3.90 for each additional \$1,000 or fraction thereof.
OTHER FEES:	
Additional plan review required by changes, additions, or revisions to approved plans (minimum 1 hour)	** \$75.00 per hour
After-hour plan review/expedited review (minimum charge 2 hours)	** \$100.00 per hour
Deferred Submittal Fee	10% of the building permit fee based on the value of the particular deferred submittal. Minimum fee \$100
Fire and Life Safety plan review	105% of structure permit
Inspection outside normal business hrs. (minimum charge - 2 hrs.)	** \$75.00 per hour
Inspections for which no fee is specifically indicated	** \$75.00 per hour
Investigative Fee	\$100.00 per hour, 1-hour min.
Phased permit fee	10% of the total project building permit fee, not to exceed \$1,500.00 for each phase. Minimum fee \$100.00.
Plan Review Fee	65% of structural permit
Reinspection fee (charged for every reinspection)	** \$75.00 per hour
Reinstatement Fee	If less than 6 months has passed since expiration of original permit, the fee will be 50% of the original permit fee plus the current state surcharge.
Reinstatement Fee	If more than 6 months, but less than 12
State Surcharge	* 12% of permit fee
* Surcharge is mandated by the state and subject to change without jurisdictional approval.	
**Or the total hourly cost to the jurisdiction, whichever is greater. Cost shall include, supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
DEMOLITION PERMIT FEE:	
Demolition of any structure within the City of Lincoln City	\$10.00

CITY OF LINCOLN CITY
 Fee Schedule
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MANUFACTURED HOME PLACEMENT FEES AND RV PERMANENT PLACEMENT FEES:	
Placement Permit	\$160.00
State Code Development, Monitoring and Administration Fee	\$30.00
* State Surcharge 12%	\$19.20
Total Placement Permit (Excludes accessory building, SDC Fees, legal document filing fees)	\$209.20
* Surcharge is mandated by the state and subject to change without jurisdictional approval.	
MECHANICAL FEES - COMMERCIAL:	
\$1 to \$5,000	\$65.00
\$5,001 to \$10,000	\$65.00 plus \$2.00 for each additional \$100 (or fraction) over \$5,000
\$10,001 to \$100,000	\$165 plus \$10 for each additional \$1,000 (or fraction) over \$10,000
\$100,001 and above	\$1,065 plus \$7 for each additional \$1,000 (or fraction) over \$100,000
Plan review	25% of permit fee
Deferred submittal	\$100.00
State surcharge	** 12% of permit fee
* Surcharge is mandated by the state and subject to change without jurisdictional approval.	
MECHANICAL FEES - ONE AND TWO FAMILY DWELLINGS:	
Deferred submittal fee	\$100.00
Electric appliances - furnace, cooling unit, clothes dryer, exhaust fan, kitchen hood, water heater	\$14.00 each
Fuel burning appliances - includes furnaces, wood stove, pellet stove, insert, fireplace, and water heater	\$25.00 each
Gas Piping System - New or altered and any number of outlets	\$15.00
Other appliances	\$20.00
Permit fee	\$55.00
Supplemental permit fee	\$35.00
State surcharge	** 12%
** Surcharge is mandated by the state and subject to change without jurisdictional approval.	
(Mechanical equipment for one and two family dwellings includes ductwork, control unit, thermostats, filter.)	
RESIDENTIAL FIRE SUPPRESSION/MEDICAL GAS INSTALLATIONS:	
Multi purpose or Continuous Loop fire suppression systems (fees based on area of the dwelling to be covered)	
0-2000 sq. ft.	\$87.00
2001 to 3600 sq. ft.	\$129.00
3601 to 7200 sq. ft.	\$164.00
Over 7200 sq. ft.	\$200.00
State Surcharge	*12% of permit fee
Solar Installation Permit Fee:	
Prescriptive Installation	\$150.00
Non-Prescriptive Installation	Based on dollar valuation and the current structure code fee schedule as established by Resolution No. 2009-03, and as amended from time to time.
* Surcharge is mandated by the state and subject to change without jurisdictional approval.	
CONFERENCE/MEETING ROOMS:	
Meeting rooms rental policy: If the building is opened during non-operating hours, rental shall be subject to actual personnel cost required to open, staff, or close the building. Any use of the City's technology in Council Chambers or the Northwest Conference Room, whether during operating hours or non-operating hours, will be subject to actual personnel cost required to utilize the technology. Room rental shall be subject to City Manager approval with a two-hour minimum. *Restricted to governmental or educational institutions	
*City Council Chambers (fee per hour with 2 hour minimum)	\$15.00
*City Council Chambers (fee per day)	\$100.00

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Computer Lab (<i>fee per hour</i>)	\$10.00
Computer Lab (<i>fee per day</i>)	\$75.00
Driftwood Library Meeting Room	
Commercial Groups (<i>fee per hour</i>)	\$30.00
Commercial Groups (<i>fee per day</i>)	\$200.00
Private Groups (<i>fee per hour</i>) - Meeting not open to public	\$10.00
Private Groups (<i>fee per day</i>) - Meeting not open to public	\$65.00
Northwest Conference Room (<i>fee per hour</i>)	\$10.00
Northwest Conference Room (<i>fee per day</i>)	\$75.00
Public Works Conference Room (<i>fee per hour</i>)	\$10.00
Public Works Conference Room (<i>fee per day</i>)	\$75.00
DRIFTWOOD PUBLIC LIBRARY:	
Administrative Fees:	
Card Replacement Fee	\$1.00
Failure to pick up Inter Library Loan (ILL) Materials	\$5.00
Flash Drives	Actual Cost
Headphones (Taken outside of the library)	Actual Cost
Internet Printing Fees (<i>fee per page</i>)	\$0.10
Photocopies (single sided)	\$0.10
Photocopies (double sided)	\$0.15
Lost/Damaged Items:	
Lost/Damaged Items	Retail Replacement
Lost/Damaged packaging	\$5.00
Lost/Damaged Labels (fee per label)	\$1.00
Meeting Room Fees (Waived for non-profits):	
Commercial Groups (fee per hour)	\$30.00
Commercial Groups (fee per day)	\$200.00
Private Groups (fee per hour) - Meeting not open to public	\$10.00
Private Groups (fee per day) - Meeting not open to public	\$65.00
(Resident discount) Card Fees:	
Annual	\$50.00
Six Months	\$25.00
Three Months	\$12.50
Overdue Fines:	
Maximum overdue fines per item	\$10.00
Interlibrary loan overdue fee	\$1.00/day
EXPLORE LINCOLN CITY:	
Renewal/Temporary Sales/Temporary Use of Annual Logo License	\$50.00
MUNICIPAL COURT:	
Administrative Fee	\$35.00
City Attorney Deferred Sentencing/Diversion Fee	\$53.00
* Collection Fee	25% of balance due
Contract Payment Set-Up Fee	\$25.00
Failure to Appear	\$25.00
NSF Returned Check Fee	\$25.00
Possession of Marijuana Diversion Agreement	PER ORS 135.921
Suspension Fee - (<i>Failure To Appear/Failure To Pay</i>)	\$25.00
Under 21 possession of alcohol assessment/treatment	PER ORS 471.432
PARKS AND RECREATION - Community Center:	
Admission - Daily:	
Swim (Now All Access):	
Youth (Ages 2-17) General Admission Drop-in	\$3.25
Youth (Ages 2-17) Resident Discount Drop-in	\$3.25
Adult (Ages 18-61) General Admission Drop-in	\$8.00

CITY OF LINCOLN CITY
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Adult (Ages 18-61) Resident Discount Drop-in	\$5.00
*Senior (Ages 62+) General Admission Drop-in	\$6.50
*Senior (Ages 62+) Resident Discount Drop-in	\$4.25
*Includes Disabled & Veterans	
All Access Pass- Annual	
All Access Youth (Ages 2-17)	\$259.25
All Access Adult (Ages 18-61)	\$517.25
All Access Adult (Ages 18-61) w/ Resident Discount	\$375.75
All Access *Senior Pass (Ages 62+)	\$384.50
All Access *Senior Pass (Ages 62+) w/ Resident Discount	\$300.25
All Access Family Pass	\$1,099.50
All Access Family Pass w/ Resident Discount	\$816.50
*Includes Disabled & Veterans	
All Access Pass- Quarterly	
All Access Youth (Ages 2-17)	\$86.50
All Access Youth (Ages 2-17) w/ Resident Discount	\$86.50
All Access Adult (Ages 18-61)	\$167.50
All Access Adult (Ages 18-61) w/ Resident Discount	\$125.25
All Access *Senior Pass (Ages 62+)	\$138.25
All Access *Senior Pass (Ages 62+) w/ Resident Discount	\$99.25
All Access Family Pass	\$366.25
All Access Family Pass w/ Resident Discount	\$272.25
All Access Pass- 4 Weeks	
All Access Youth (Ages 2-17)	\$32.50
All Access Youth (Ages 2-17) w/ Resident Discount	\$32.50
All Access Adult (Ages 18-61)	\$64.75
All Access Adult (Ages 18-61) w/ Resident Discount	\$47.50
All Access *Senior Pass (Ages 62+)	\$48.50
All Access *Senior Pass (Ages 62+) w/ Resident Discount	\$37.75
All Access Family Pass	\$138.25
All Access Family Pass w/ Resident Discount	\$102.50
15-Use Punch Passes	
15-Use Punch Pass Youth (Ages 2-17)	\$43.25
15-Use Punch Pass Youth (Ages 2-17) w/ Resident Discount	\$43.25
15-Use Punch Pass Adult (Ages 18-61)	\$105.75
15-Use Punch Pass Adult (Ages 18-61) w/ Resident Discount	\$63.75
15-Use Punch Pass *Senior (Ages 62+)	\$84.25
15-Use Punch Pass *Senior (Ages 62+) w/ Resident Discount	\$54.00
*Includes Disabled & Veterans	
Medicaid/Medicare:	
Enrolled Membership (new)	Minimum of \$3.80/visit
Swim Lessons:	
Resident	\$52.00
Non-resident	\$65.00
Private - one student	\$33.00
Private - two students	\$52.50

CITY OF LINCOLN CITY
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Rec Kids (Price is Per Contact Hour):	
Summer Camp Weekly Resident & Winter Break Camp	\$3.25
Summer Camp Weekly Non-Resident & Winter Break Camp	\$3.75
Annual School Year and No School Days Resident	\$3.25
Annual School Year and No School Days Non-Resident	\$3.75
Youth Sports:	
Resident (Local Leagues)	\$55.00
Non-Resident (Local Leagues)	\$60.00
County Leagues	\$55.00
PARKS AND RECREATION - Center Permits for Exclusive Use of a Community Center Area:	
** Meeting room policy fee for non-operating building hours.	
	\$38.00
Application Fee - Non refundable	
For permits for exclusive use of a Community Center area.	\$10.00
Concessions - Code requires 10% Gross sales or Flat Rate	
Interim Daily Rate	\$50.00
(Not available for concessions exceeding 180 days)	
Interim Monthly Rate	\$1,000.00
(Not available for concessions exceeding 180 days)	
Gym Rental:	
Commercial Groups <i>(subject to availability, fee per hour)</i>	\$99.00
Commercial Groups <i>(subject to availability, fee per day)</i>	\$375.00
Non-Profit Groups <i>(Fee per hour)</i>	\$58.00
Non-Profit Groups <i>(Fee per day)</i>	\$281.00
Private Groups <i>(Subject to availability, fee per hour)</i>	\$67.00
Private Groups <i>(Subject to availability, fee per day)</i>	\$312.00
Kitchen Rental	
Deposit for cleaning only	\$60.00
Locker Rental:	
Quarter Small	\$28.00
Quarter Large	\$33.50
Annual Small	\$85.25
Annual Large	\$113.50
** Meeting Room - Large (Non-Profit):	
Fee Per Hour With Kitchen	\$28.00
Fee Per Hour Without Kitchen	\$21.00
** Meeting Room - Large (Private Groups):	
Fee Per Hour With Kitchen	\$36.00
Fee Per Hour Without Kitchen	\$26.00
** Meeting Room - Large (Commercial):	
Fee Per Hour With Kitchen	\$54.00
Fee Per Hour Without Kitchen	\$40.00
** Meeting Room - Small (Non-profit groups):	
Fee Per Hour	\$15.00
** Meeting Room - Small (Private):	
Fee per hour	\$22.00
** Meeting Room - Small (Commercial Group):	
Fee per hour	\$32.00
Refundable deposit for rental with more than 50 participants	\$54.00
**Meeting room policy- if the building is opened during non-operating hours, rental shall be subject to actual personnel costs required to open, staff, or close the building. Room rental shall be subject to a two-hour minimum.	

CITY OF LINCOLN CITY
 Fee Schedule
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Pool Rental - Private Parties :	
First 25 Swimmers <i>(per hour)</i>	\$91.00
For each additional 25 swimmers <i>(per hour)</i>	\$25.00
Pool Rental - Private Schools :	
Pool Time	\$25.00
For Guard or Instructor <i>(per hour)</i>	\$41.00
Pool Rental - Lincoln County School District :	
Pool	Free
For Guard or Instructor <i>(per hour)</i>	\$41.00
Rock Climbing	
Hourly Rental-Resident	\$41.00
Hourly Rental-Non-Resident	\$50.00
Youth <i>(per session)</i>	\$5.00
Adult Non-Resident <i>(per session)</i>	\$8.50
Adult Resident Discount <i>(per session)</i>	\$6.50
PARKS AND RECREATION - Park Permits for Exclusive Use of a Public Park Area	
<i>* Day rate based on 8 hours continuous use; extra time billed at hourly rate</i>	
Note - Cleanup fee to be billed at time and materials for groups not leaving facilities in a clean condition.	
Application Fee - Non refundable	
For permits for exclusive use of a Public Park area.	\$10.00
Community Center - Outdoor Basketball Court w/picnic tables	
Fee Per Hour <i>(two hour minimum)</i>	\$19.00
Concessions - Code requires 10% Gross sales or Flat Rate	
Interim Daily Rate	\$50.00
<i>(Not available for concessions exceeding 180 days)</i>	
Interim Monthly Rate	\$1,000.00
<i>(Not available for concessions exceeding 180 days)</i>	
Dorchester Park - Picnic Shelter	
Small Shelter - Per Hour with 2-hour minimum	\$19.00
Dorchester Park - Tennis/Pickleball Courts (2)	
Per Court: Non-profit Group - Hourly	\$15.00
Per Court: * Non-profit Group - Daily	\$54.00
Per Court: Private Group - Hourly	\$27.00
Per Court: * Private Group - Daily	\$110.00
Per Court: Commercial Group - Hourly	\$35.00
Per Court: Commercial Group - Daily	\$137.00
Holmes Road Park - Picnic Tables	
Picnic Table - Fee Per Hour (two-hour minimum) Per Table	\$19.00
Josephine Young Memorial Park - All Picnic Tables	
Picnic Table - Fee Per Hour (two-hour minimum) Per Table	\$19.00
Kirtsis Park	
Individual Fields Non-Profit Group <i>(per hour)</i>	\$52.00
* Individual Fields Non-Profit Groups <i>(per day)</i>	\$337.00
Individual Fields Private Groups <i>(per hour)</i>	\$59.00
* Individual Fields Private Group <i>(per day)</i>	\$375.00
Individual Fields Commercial Groups <i>(per hour)</i>	\$91.00
* Individual Fields Commercial Groups <i>(per day)</i>	\$450.00
Light Use fee at Kirtsis Park <i>(per night)</i>	\$38.00

CITY OF LINCOLN CITY
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Nelscott Deck (Scott Plaza) Rental:	
Fee Per Hour (two-hour minimum)	\$21.00
Regatta Park - Picnic Shelter	
Small Shelter - Fee Per Hour (two-hour minimum)	\$19.00
Regatta Park - Stage	
Fee Per Hour (two-hour minimum)	\$45.00
Sandpoint Park - Picnic Tables	
Picnic Table - Fee Per Hour (two-hour minimum) Per Table	\$19.00
Siletz Bay - Picnic Tables	
Picnic Table - Per Hour (two-hour minimum) Per Table	\$19.00
Skateboard Park Rental - <i>Special Event Permit Required:</i>	
Non-profit Groups - Hourly	\$46.00
* Non-profit Groups - Daily	\$375.00
Private Groups - Hourly	\$52.00
* Private Groups - Daily	\$562.00
Commercial Groups - Hourly	\$91.00
* Commercial Groups - Daily	\$749.00
New Taft Park	
Individual Fields Non-Profit Group (<i>per hour</i>)	\$52.00
* Individual Fields Non-Profit Groups (<i>per day</i>)	\$337.00
Individual Fields Private Groups (<i>per hour</i>)	\$59.00
* Individual Fields Private Group (<i>per day</i>)	\$375.00
Individual Fields Commercial Groups (<i>per hour</i>)	\$91.00
* Individual Fields Commercial Groups (<i>per day</i>)	\$450.00
Taft Waterfront Park SW 51st Street - Picnic Shelter	
Large Shelter - Per Hour (two-hour minimum)	\$45.00
Wecoma Park - 2 Picnic Tables	
Picnic Table - Per Hour (two-hour minimum) Per Table	\$19.00
PLANNING AND COMMUNITY DEVELOPMENT:	
Adjustment- Design Standard	\$150.00
Administrative Adjustment (AA)	\$400.00
Agreement to Delay Landscaping Installation	\$150.00
Annexation	\$1,000.00
Appeals	\$250.00
Bed & Breakfast Application	\$50.00
Comprehensive Plan Map Amendment	\$2,500.00
Conditional Use Permit (CUP)	\$900.00
Development Review	\$1,000.00
Director's Interpretation	\$500.00
Floodplain Development Permit	\$250.00
Geologic Hazard Report/Beach Protective Structure Review	\$500.00
Land Use Compatibility Statement (LUCS)/Zoning Confirmation	\$50.00
Miscellaneous (Describe):	Varies
Mobile Food Unit Land Use Review	\$150.00
Modification of Approved Type II Application	\$250.00
Modification of Approved Type III Application	\$600.00

CITY OF LINCOLN CITY
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Natural Resource Development Review	\$500.00
Natural Resource Development Variance	\$900.00
Nonconforming Determination	\$350.00
Nonconforming Restoration Type II	\$350.00
Nonconforming Restoration Type III	\$800.00
Partition	\$350.00
Planned Unit Final Master Plan	\$1,000.00
Planned Unit Preliminary Master Plan	\$2,000.00
Planning Re-inspection (per re-inspection)	\$50.00
Planning Review for Building Permits	\$300.00
Pre-Application Conference	\$250.00
Property Line Adjustment (PLA)	\$350.00
Statutory Development Agreement	\$1,500.00
Subdivision Final Plat	\$500.00
Subdivision Preliminary Plat	\$1,000.00
Time Extension Application	\$150.00
Tree Removal Permit Application	\$50.00
Text Amendment	\$1,500.00
Urban Growth Boundary (UGB) Amendment	\$2,500.00
Vacation Rental Dwelling (VRD) Accessory to Unlimited	\$300.00
Vacation Rental Dwelling (VRD) Land Use Review	\$590.00
Vacation Rental Dwelling (VRD) Unit Re-inspection	\$100.00
Variance	\$900.00
Verbatim Written Transcript	\$500.00
Zoning Change (ZC)	\$2,500.00
Zoning Sign Permit	\$100.00

POLICE DEPARTMENT - ADMINISTRATIVE

Code Enforcement Fees/Assessments	10% of fine
Copies of Police Reports/Video:	
First 5 pages	\$15.00
Each additional page	\$0.30
CD's and DVD's	\$15.00
Video Redaction (per 10 minutes)	\$98.00
*Actual cost or the stated fee is determined by multiplying the loaded hourly rate of the involved city employee by the time spent	
Fingerprinting:	
Children (free as public service)	Free
First Two Cards	\$30.00
Each Additional Card	\$5.00
Impound Fee	\$100.00
CAD Incident Response Reports	\$10.00

PUBLIC WORKS - ADMINISTRATIVE:

*****PLEASE NOTE THAT WATER, SEWER, PARK AND TRANSPORTATION FEE SYSTEM DEVELOPMENT CHARGES ARE ADJUSTED ANNUALLY ON JANUARY 1 ACCORDING TO ENR CONSTRUCTION COST INDEX**

ADVANCED FINANCE DISTRICT:

Application Fee for 1-14 benefited properties	\$250.00
Application Fee for 15 or more benefiting properties	\$750.00
Application Processing Fee	\$100.00

ADMINISTRATIVE FEES:

Account Change Fee	\$25.00
After Hours Fee	\$50.00
Delinquent Notice - Door Hanger	\$25.00
Disconnection Fee - (Turn-Off Services)	\$50.00
Erosion Control Kit	\$145.75
Fire Hydrant Meter Deposit	\$1,000.00

CITY OF LINCOLN CITY
 Fee Schedule
 Effective July 1, 2023

Fire Hydrant Meter Install	\$55.00
Fire Hydrant Relocation	\$3,125.00
Grease Trap Ordinance (Non-Compliance)	25% of total wastewater, & wastewater commodity charges
* Illegal Connection - (Turn-On of Services)	\$50.00
Inspection Fee - Sewer (Includes staff time, vehicle use & administrative costs)	\$100.00
Meter Read	No fee
Meter Test (Customer Request)	\$35.00
Meter Test - (Inaccurate Meter)	No fee
Re-establishing Water After Hours - After City Hall Work Hours	\$50.00
Septage Handling Fee - <i>Per Gallon</i>	\$0.15
Street Cut Fee (<i>Since Street Improvement</i>)	\$500.00 for 1st year
	\$400.00 for 2nd year
	\$300.00 for 3rd year
	\$200.00 for 4th year
	\$100.00 for 5th year
* Illegal conduct will be documented and referred for prosecution.	
See e.g. ORS 164.365 Criminal Mischief in the First Degree.	
Fee is not a civil compromise.	
BELLHAVEN FEES:	
Bellhaven Fees	\$1,029.00
GIS FEES:	
CD of City Mapping Data	\$150.00
Mapping (Including paper and plotter cost)	\$100.00/hr.
INSTALLATION FEE (City):	
Meter and service line	\$2,468.00
Meter only	\$146.00
Residential Irrigation Meter	\$721.66
PARK SYSTEM CHARGE (Revised Every January 1):	
Per Unit - <i>Effective 09/12/94, Res. 94-28</i>	\$2,257.00
PUBLIC WORKS PERMIT - RIGHT-OF-WAY:	
Plan Review & Inspection Fee - SFR/Duplex <i>(Includes staff time, vehicle use and administrative costs)</i>	\$707.50
<i>Additional Revisions (Beyond 2)</i>	\$200.00
<i>Additional Inspections (Beyond 2)</i>	\$100.00
STORMWATER FEE FOR SINGLE FAMILY RESIDENCE:	
Per square foot of impervious surface	\$0.03
SYSTEM DEVELOPMENT CHARGES (Revised Every January 1):	
Multi-Family Dwelling and Lodging Facilities That Share:	
A Single Meter:	
Lodging Water	\$1,674.00 x # of units
Lodging Sewer	\$3096.00 x # of units
Multi-Family Dwellings Water	\$1,608.00 x # of units
Multi-Family Dwellings Sewer	\$2,970.00 x # of units
Residential:	
3/4" Meter - Water	\$3,394.00
3/4" Meter - Sewer	\$6,273.00
1" Meter - Water	\$5,655.00
1" Meter - Sewer	\$10,453.00
1.5" Meter - Water	\$11,244.00
1.5" Meter - Sewer	\$20,904.00
2" Meter - Water	\$18,094.00
2" Meter - Sewer	\$33,448.00
TRAFFIC IMPACT FEES - North End	
Villages at Cascade Head and Lincoln Palisades 1, 2, and 3	\$4,838.00

CITY OF LINCOLN CITY
Fee Schedule
Effective July 1, 2023

TRANSPORTATION FEE (Revised Every January 1):	
Per Unit	\$794.00
SOCIAL GAMING PERMIT FEES	
Application Fee - Initial	\$200.00
Application Fee - Annual Renewal	\$200.00
Criminal Background Check Fee	\$25.00
Fingerprinting Fee	\$15.00

Council Communication

Planning Commission Interview- Clay Glasgow

Meeting Date:	June 26, 2023	Primary Staff Contact:	Jamie Young
Department:	City Council	E-Mail:	JYoung@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 minutes

Question:

Should the City Council approve the appointment of Clay Glasgow for a position on the Planning Commission?

Staff Recommendation:

Following interviews, make appointments as desired.

Background:

One application has been received for an appointment for the one City Resident positions. These positions are 4-year terms expiring 12/31/27.

The application is attached. Also attached, please find the new questions to be used for Planning Commission interviews with the City Council. A copy of these questions has been sent to the candidate.

The Lincoln City Code, 2.06.015 (C) (5) requires that Planning Commission applicants be interviewed at a City Council meeting.

The Planning Commission currently has one (1) vacant position. The vacant position was noticed to the media, Lincolncity.org, and the Facebook page; and was also advertised at City Hall and the Driftwood Public Library.

The applicant has successfully completed the interview/background process and is a City Resident.

Council Options:

Interview, review, and discuss the possible appointment of Clay Glasgow to City Resident positions on the Planning Commission, with the terms beginning 6/27/2023 expiring 12/31/2027.

Potential Motion:

- 1. I move to appoint Clay Glasgow to the Planning Commission for the term beginning 6/27/2023 and expiring 12/31/2027.**

Attachments:

NEW Planning Commissioner questions FINAL (PDF)

Glasgow, Clay_ Application_Redacted (PDF)

Commission applicant-Clay G Ref 1 completed (PDF)

Commission applicant-Clay G Ref 2 completed (PDF)

MEMORANDUM TO CC--APPOINTED BODIES BG CHECK PASS_FAIL DETERMINATION-Clay Glasgow(PDF)

1. Why do you want to serve on the Planning Commission?
2. How would you prepare for a Planning Commission meeting?
3. Some issues that the commission hears may be controversial and draw large audiences. At public hearings, planning commissioners must discuss openly among themselves any given matter before a decision is made, and they must do so before sometimes large and sometimes unfriendly audiences. Do you think you work well in group situations under such circumstances? Please tell us about a time when you had to do this.
4. What do you think is the most important skill for a Planning Commissioner to have?
5. This position requires that you listen to the public and your fellow commissioners. Importantly, it requires that you separate relevant comments from irrelevant and prejudicial comments. Do you consider yourself a good listener? Can you separate and dispassionately reject prejudicial and irrelevant comments?
6. Are you able to make a decision on a case based on the applicable criteria, even if it is at odds with your personal preferences and opinions? Please give us an example of a time when you had to make a criteria-based decision, without using your personal preferences and opinions as part of that decision.
7. Assume a controversial land use issue is before the Commission. How would you reconcile your personal opinions and emotions should they be in conflict with the goals of the Lincoln City Comprehensive Plan or applicable criteria set forth in the Lincoln City Municipal Code?



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.*

NAME:	Clay Glasgow	DATE:	05/16/2023
HOME ADDRESS:	[REDACTED]		
MAILING ADDRESS:	same		
CITY, STATE, ZIP:	Lincoln City, OR 97367		
E-MAIL ADDRESS:	[REDACTED]		
HOME PHONE:	[REDACTED]	CELL PHONE:	[REDACTED]

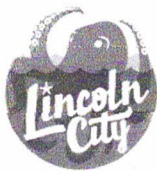
RESIDENCY AND SPECIFIC ELIGIBILITY CRITERIA

- 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 _____
 - 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? _____

RECEIVED

MAY 30 2023

CITY OF LINCOLN CITY
LINCOLN CITY OR



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:

My work background is in land use planning. Recently retired from 35+ years in the Oregon land use planning system, from small towns to large cities, Urban and rural both.
Most recently worked for Clackamas County and the City of Gladstone.

List names of volunteer/work supervisors:

I have recently retired and am without volunteer/work supervisors

Please provide any previous experience with committees, boards or commissions and positions held:
I have worked with Clackamas County Board of Commissioners, Crook County Board, several councils and many planning commissions. This not to mention the many other citizen groups I have interacted with through my work in land use planning

State the name, title and any relationship you have to a City Council member, Commissioner, board member or city employee:
none local

Explain why you would like to serve on this board, commission, or committee:
I have recently retired and am looking for a way to give back. I feel I will be working toward that goal by offering my skillset to the Planning Commission.

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

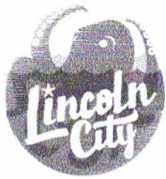
Name: Scott Hoeslcher (professional) Phone: [REDACTED]

Name: Martha Fritzie (professional personal both) 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

05/16/2023
DATE



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

COMMITTEE VOLUNTEER EMERGENCY CONTACT INFORMATION FORM

FULL NAME:	Clayton George Glasgow
START DATE:	
NAME OF COMMITTEE, BOARD, OR COMMISSION:	Planning Commission
CITY STAFF REPRESENTATIVE:	Planning Commission
HOME ADDRESS:	[REDACTED]
	Lincoln City, OR 97367
MAILING ADDRESS:	[REDACTED]
	Lincoln City OR 97367
HOME PHONE:	[REDACTED]
CELL PHONE:	[REDACTED]
PERSONAL E-MAIL ADDRESS:	[REDACTED]

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

DATE:	05/16/2023
VOLUNTEER SIGNATURE:	[REDACTED]

ALL PERSONAL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL



Human Resources

REFERENCE CHECK- COMMITTEES

Reference regarding: Clay Glasgow (**Planning Commission**)

Reference: Scott Hoelscher

Reference taken by; date / time: May 30, 2023

- What is your professional relationship with the applicant?
 - Work colleague in the Clackamas County Planning and Zoning Division. Currently, I am a Senior Planner – Multimodal Transportation in the Clackamas County Engineering Division. I previously was positioned in the Planning and Zoning Division where I worked alongside the applicant.

- How long have you known him/her?
 - I have known Clay for 17 years.

- How long have you worked / served with him/her?
 - Prior to his recent retirement, I worked with Clay at Clackamas County for 16 years. We worked together in the Planning and Zoning Division.

- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so?
 - I did not hire Clay at Clackamas County. However, if given the opportunity, I would most certainly hire him.

- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Planning Commission be a good match based on your knowledge of the applicant? Would you recommend him/her for the Planning Commission? Does the applicant possess good decision making / reasoning skills?
 - I do not have knowledge of Clay serving on any boards. Based on my knowledge and years interacting with Clay in a work environment, I do believe he would be a good match for the Lincoln City Planning Commission. He is skilled at finding solutions to complex problems based on strong reasoning skills. I have seen Clay



Human Resources

present land use cases to County Hearings Officer. His staff recommendations were always based on sound arguments according to the applicable zoning standards and land use laws. I believe this decision-making ability would be an asset to the Planning Commission and I would recommend his appointment. He has many years as a planner reviewing land use applications and providing staff recommendations to the Land Use Hearings Officer for Clackamas County. This experience and knowledge would be an asset for Lincoln City.

- Does the applicant have good communication / interpersonal skills?
 - Yes. One of Clay's strengths is his ability to effectively communicate, both orally and in writing. As an occasional proofreader of his staff reports I was always impressed with his writing ability. Moreover, Clay is one of the most personable people I have met. He has a unique ability to connect with other people and get along with diverse groups. He was very effective at interfacing with community members at the front zoning counters due to his good nature and interpersonal skills.

- Is he/she responsible and reliable?
 - Clay was one of the most dependable and responsible Planners in the Clackamas County Planning and Zoning Division. We often worked the front public zoning counter and I do not recall Clay missing a weekly public service shift in all the years at Clackamas County. He took pride in providing accurate, informative zoning information to the general public.

- What are his/her strongest skills? On time, thinks clearly and very organized. Does he/she possess any special skills?
 - Clay's strongest skill is his ability to grasp and understand complex information in a short amount of time. He is very smart and has an agile mind. He was often the person I would seek out if I had a work-related question on zoning matters. His special skill is knowledge of the Statewide Oregon Planning System and technical zoning matters. Clay was also always willing to take on new work and would willingly accept new challenges. His strong work ethic made him an asset to the department and is one of his greatest strengths.



Human Resources

- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together?
 - Clay retired from Clackamas County after 30 plus years as a planner in the Planning and Zoning Division.

- 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 Planning Commission?
 - If appointed to the Lincoln City Planning Commission, I believe Clay would succeed in that role. He has the skills and knowledge to make that happen. The only thing that could be provided would be basic meeting protocols and procedures. I suspect each Planning Commission across the state has unique by-laws and ways to conduct business. So some basic "administrative training" is all that would be needed.

- Do you have any other feedback you could provide that would help us make a decision?
 - Clay has over 30 years working in the Statewide Oregon Planning System and could bring a strong knowledge base to the Planning Commission. He cares about thoughtful planning and the health, vitality of Oregon communities. I think he would be a great addition to the commission. He is a hard worker and has a passion for smart planning. He has moved to the coast now and would bring a unique perspective to the commission.



Human Resources

REFERENCE CHECK- COMMITTEES

Reference regarding: Clay Glasgow (**Planning Commission**)

Reference: Martha Fritzie

Reference taken by; date / time: May 30, 2023

- What is your professional relationship with the applicant?
Clay and I were co-workers in the Planning & Zoning Division of Clackamas County.
- How long have you known him/her?
I have known Clay for about 16 years.
- How long have you worked / served with him/her?
I worked with Clay from 2007 until he fully retired from the county in 2023.
- Did you hire or select him/her? If not, would you hire/select him/her given the opportunity to do so?
I did not hire Clay - he was already working at the county when I was hired. But I absolutely would hire Clay – he is smart and hardworking, but most importantly, he brings a certain energy to the workplace that has a way of bringing people together.
- Do you have personal knowledge of the applicant serving on any boards? If so, please describe. If not, would serving on our Planning Commission be a good match based on your knowledge of the applicant? Would you recommend him/her for the Planning Commission? Does the applicant possess good decision making / reasoning skills?

I do not personally know of him holding a position on any boards, but I do know that, as staff, he has presented to, interacted with, and even facilitated meetings with the county's Design Review Committee, Historic Review Committee, and Planning Commission, as well as commissions and boards in various cities. I think his understanding of how land use boards and land use regulations work from the staff side of the table will enable him to provide a valuable perspective to your Planning Commission. Clay has spent his professional career interpreting land use regulations and making sound, evidence-based decisions. He would be a great asset to the city's Planning Commission.



Human Resources

- Does the applicant have good communication / interpersonal skills?
Clay's communication and interpersonal skills are among his greatest assets. He has the ability to talk with nearly anyone about nearly any topic and has a way of making conversations enjoyable and interesting.
- Is he/she responsible and reliable?
Yes, Clay is very reliable. He was always a dedicated employee and after he retired from the county, he continued to return to help when the group was short-handed.
- What are his/her strongest skills? Does he/she possess any special skills?
Clay is highly intelligent and can understand nearly any subject. He spends the time to educate himself about new topic so that he can communicate it intelligently.
- If applicable, what was his/her reason for leaving the position he/she held when you worked / volunteered together?
Clay retired from the county.
- 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 Planning Commission?
I think all Clay would need to be successful on the Planning Commission is access to information and an opportunity to be able to express his thoughts.
- Do you have any other feedback you could provide that would help us make a decision?
I do not. Clay seems a natural fit for a Planning Commissioner.



MEMORANDUM

To: City of Lincoln City Mayor and Council

From: Abigail Edwards, Human Resources Director

Date: June 5, 2023

Re: Council Volunteer Appointment—Background Report and References

To the Honorable Mayor and City Council:

Human Resources has conducted a background investigation and reference check 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: Clay Glasgow

Position Applied For: Planning Commission

Reference responses have been returned to the City Recorder for your review. Thank you.

Respectfully,

Abigail Edwards
HR Director

Council Communication

Homes Pump Station Upgrade – Change Order No. 1

Meeting Date:	June 26, 2023	Primary Staff Contact:	Stephanie Reid
Department:	Public Works	E-Mail:	SReid@lincolncity.org
Secondary Dept:	Administration	Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	

Question:

Should the City Council approve Change Order No. 1 to Bateson Enterprises, LLC. for the Homes Pump Station Upgrade?

Staff Recommendation:

Staff recommends Change Order No. 1 be approved in the amount of \$115,280.00.

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)

Background:

On February 27, 2023 City Council approved the award of the Homes Pump Station Upgrade to Bateson Enterprises, LLC in the amount of \$803,256.00 with a contingency of \$80,325.00 for a total of \$883,581.00.

Project Description

The project included upgrading the existing wetwell and installing new pumps and controls to meet Department of Environmental Quality standards.

The project also included installing 964 feet of liner into the existing 8-inch sanitary sewer lines along the lake that will prevent water from infiltrating into the sanitary sewers. The existing sanitary sewer lines was constructed in 1963 (60 years old) and are made with asbestos concrete. After the subcontractor reviewed in conditions of the sanitary sewer lines to be lined, he discovered that there was more flow in the lines than anticipated. The lines are leaking more than placing the liner could accommodate. We will need to seal the leaks prior to placing the liner. We also found the manholes were in bad condition and should be sealed.

Change Order No 1 includes \$49,200 for bypass pumping existing flow around the sewer to be lined, \$18,200 for sealing manholes, \$14,500 for stopping leaks in the sewer

line. Staff asked the contractor to give a cost if we lined two private services laterals that connect to the lines being sealed. The cost for lining the two private services laterals was \$33,380.00. Staff has received approval from the property owners to complete this work.

Financial Impact:

This project will be funded out of Sewer Capital - Pump Station Construction (252-000-634219). The budgeted for FY 22 – 23 is \$1,300,000.00. The original contract cost was \$803,256.00. The total const of Change Order No. 1 is \$115,280.00 and bring the total contract cost of the project to \$918,536.00 with a contingency budget of \$80,325.00. The total authorized by City Council for this project is \$998,861.00

Council Options:

The Council may approve Change Order No.1.

The Council may not approve Change Order No.1.

Potential Motions:

Move to approve Change Order No.1 in the amount of \$115,280.00 bringing the total contract amount to \$918,536.00 while maintaining the contingency budget of \$80,325.00. The total authorized for this project is \$998,861.00.

Attachments:

Change Order No. 1

Attachments:

CHANGE ORDER #1 (PDF)

CONTRACTOR:
Bateson Enterprises
610 Wil Way
Winston, OR 97496

PROJECT:
Homes Pump Station Upgrade

DATE: June 1, 2023

**CHANGE ORDER NO.1
TO THE CONTRACT**

This Change Order modifies the contract by addition of the following:

- 1. Adds the following additional Bid items:

20	General Expenses to Assist Cured-in-Place Subcontractor	1	T&M to MAX	\$27,200.00	\$27,200.00
21	By-Passing	1	Month	\$22,000.00	\$22,000.00
22	Manhole Rehab w/Epoxy	40	VF	\$337.50	\$13,500.00
23	Manhole Stop Leaks	20	HR	\$235.00	\$4,700.00
24	Grouting Main Line, Segments	5	EA	\$1,300.00	\$6,500.00
25	Stop Large Leaks in Sewer Main	10	EA	\$800.00	\$8,000.00
26	Subcontractor Mob for Laterals	1	LS	\$1,800.00	\$1,800.00
27	Lateral Dig & Backfill @ Clean Outs	2	EA	\$2,000.00	\$4,000.00
28	Lateral Lining	140	FT	\$197.00	\$27,580.00
	TOTAL:				\$115,280.00

Total Change Order No. 1 = \$16,258.42

This original contract amount was \$803,256.00. The total changes order to date is \$115,280.00, for a new contract total of \$918,536.00. The approved budget total with contingency is \$883,581.00. Base on the Contract Amount approve by City Council, this Change Order will require City Council Approval. This Change Order constitutes full compensation to the Contractor for all direct, indirect, delay impacts and all other cost and damages whether known or unknown, arising from or relating to the subject matter of this Change Order. Except as modified by this Change Order the terms of the basic contract shall remain in full force and effect.

Receipt acknowledged and terms and conditions agreed to this _____ day of _____, 2023.

APPROVED:

Bateson Enterprises, LLC

CITY OF LINCOLN CITY

By: _____

By/For _____

CITY MANAGER

Title: _____

Council Communication

SW 3rd & Highway 101 Improvement- Additional Fund Request

Meeting Date:	June 26, 2023	Primary Staff Contact:	Stephanie Reid
Department:	Public Works	E-Mail:	SReid@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 minutes

Question:

Should the City Council approve an increase in construction funds for the SW 3rd Street and Highway 101 Flashing Beacon project to accommodate additional pavement work?

Staff Recommendation:

Staff recommends an increase in the amount of approved construction funds from \$479,366.86, approved on April 25, 2022, to \$522,868.66. in order to cover the additional cost of paving needed as well as minor quantity overages of existing contract items.

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)

Background:

On July 25, 2022 council awarded a construction contract for the SW 3rd Street and Highway 101 Beacon Improvements to RK Construction in the amount of \$435,788.06 with a 10% construction contingency. Additional work has been added to the project within the approved contingency but additional work beyond the contingency is now being pursued in order to improve the asphalt paving along Highway 101.

Work Description:

The SW 3rd Street and Highway 101 beacon project involves altering and restoring portions of highway 101 to accommodate the new pedestrian crossing. The paving shown in the initial project plans has resulted in a substantial bump in the right southbound lane. To address this additional grinding & paving, across both southbound lanes and further south, is being proposed to lessen the abruptness of this transition.

Financial Impact:

Previous change orders have been implemented within the project's construction contingency. This included \$32,702.25 of net changes for the addition of rebar reinforcement in the concrete plaza.

An additional \$12,500.00 is needed for added storm work (*additional & added quantities*) and an additional \$8,600.00 is anticipated in additional asphalt quantity (47.6 tons)

The estimate for additional grinding & roadway paving comes out to \$33,278.35, and equates for the largest change orders of the project.

These original contract plus additional costs equal \$522,868.66, \$87,080.60 over the initial contract amount of \$435,788.06. The initial project contingency was \$43,578.80. To complete the additional work staff is requesting an additional \$43,534.80

This project will be funded out of Street Operations Sidewalk Construction (211-000-6340208). The FY22-23 budgeted amount for this project was \$400,000.00.

Council Options:

The Council may approve the increase of construction funds

The Council may not approve the increase of construction funds

The Council may approve an alternative amount to increase construction funds.

Potential Motions:

Move to increase approved construction funds to RK Construction for the SW 3rd Street and Highway 101 Flashing Beacon project from a total amount of \$435,788.06 to \$522,868.66.