

**WALDPOR CITY COUNCIL
JANUARY 8, 2015
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, January 8, 2015 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER
2. OATH OF OFFICE FOR COUNCIL MEMBERS
3. ROLL CALL
4. MINUTES: *December 11, 2014*
5. PUBLIC COMMENTS/PRESENTATIONS
6. DISCUSSION/ACTION ITEMS
 - A) *Approval of Budget Schedule for FY15/16*
 - B) *Consideration of Signatory Resolution*
 - C) *Consideration of Resolution Adopting Revised Council Rules*
 - D) *Waldport Clinic Water Supply*
 - E) *Review of Revenue Trends for the General and Community Funds*
 - F) *Other Issues*
7. COUNCIL COMMENTS AND CONCERNS
8. REPORTS
 - City Manager**
 - City Librarian*
 - Public Works Director*
 - Code Compliance Officer*
9. EXECUTIVE SESSION: *Pursuant to ORS 192.660(2)(i): To review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member unless the person whose performance is being reviewed and evaluated requests an open hearing.*
10. ACTIONS, IF ANY, FROM EXECUTIVE SESSION
11. GOOD OF THE ORDER
12. ADJOURNMENT

The City Council Meeting Room is accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall, (541)264-7417, during normal office hours.

* Denotes no material in packet

Notice given this 2nd day of January, 2015 - Reda Q. Eckerman, City Recorder

**WALDPOR CITY COUNCIL
DECEMBER 11, 2014
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Mayor Woodruff called the meeting to order at 2:00 p.m. Mayor Woodruff and Councilors O'Brien, Gates, Brown, Campbell, Cutter and Holland answered the roll. A quorum was present.
2. MINUTES: The Council considered the minutes from the November 13, 2014 meeting. Councilor Cutter **moved** to approve the minutes as presented. Councilor Gates **seconded**, and the motion **carried** unanimously on a voice vote.
3. CITIZEN COMMENTS/PRESENTATIONS: None.
4. DISCUSSION/ACTION ITEMS:
 - A. Acceptance of Abstract of Votes for November 4, 2014 Election: The Council acknowledged receipt of the abstract of votes.
 - B. Review of Council Rules: City Manager Kemp explained that the last amendment to the Council Rules had been done in 2009. Staff had suggested a possible revision to Section 7.1 regarding standing committees, and the Council could consider that as well as any other modifications. Discussion ensued. **Consensus** of the Council was to make the following changes: substituting CM (City Manager) for CAO (Chief Administrative Officer) wherever it appeared in the rules; changing the first sentence of Section 2.7 (City Attorney) to state "The City Attorney shall, at the request of the Council and/or the City Manager, attend meetings of the Council."; deleting the last sentence ("The Council may then consent to the absence.") from Section 2.9 (Council Member Absence); revising the last sentence of Section 6.3 (Ordinances/Resolutions Introduction) to state that "All ordinances prepared by the City Manager will be reviewed by the Attorney."; changing the last sentence of Section 6.6 (Requests for Legal Opinions) to state: "These requests should be made after exhausting other sources; i.e. Committee Heads, Department Heads and should be made if possible through the CM at the regularly scheduled Council meeting."; and rewording the first sentence of 8.7 (Written Communication) to state: "In lieu of attendance at public meetings, interested parties or their authorized representatives may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at the time by direct mail or by addressing the CM and copies will be distributed to the Council members." There were no changes made to the language regarding standing committees. The Council Rules, as revised, will be presented to the Council in the January packet for additional revisions and/or final adoption.
 - C. Other Issues: The Council extended its appreciation to Councilor Brown for her dedication and service during her time in office.
5. COUNCIL COMMENTS AND CONCERNS: Councilor Cutter indicated that he had seen several comments on Facebook regarding faulty lighting on the holiday tree at the Interpretive Center, and it was noted that this was a Chamber installation, not the responsibility of the City. Mayor Woodruff asked about the lighted displays on the poles and Public Works Director Andry responded that the Chamber is in the process of replacing some deteriorated sockets on those displays.
6. REPORTS: The reports from the City Librarian, Public Works Director, City Planner and Code Enforcement Officer were included in the packet materials. City Manager Kemp also

expressed his pleasure in working with Councilor Brown during her tenure. He reported that a vendor, Golden Rules Sign, has been secured to work on the selected design for the community sign, and the City would be meeting with ODOT regarding the desired sign location at the Community Center. It was noted that Angell Job Corps may be able to assist with the design and construction of the sign's base. With regard to the new Samaritan clinic facility on Range Drive, Mr. Kemp indicated that the City was currently negotiating with Southwest Lincoln Water District regarding water provision. Their board has decided to allow the City to provide the service, providing it does not negatively impact the status of their loan. The City will be entering into a memorandum of understanding with the district. Councilor O'Brien expressed concern regarding accessibility to the location of the clinic, it was noted that sidewalks will eventually be installed, and there is currently bus service available to that location. Councilor O'Brien and Councilor-Elect Christenson indicated that they would be interested in attending the upcoming LOC Councilor workshop, arrangements will be made for them. City Manager Kemp noted that, as part of a recent workshop he and the Mayor had attended, the suggestion was made for the Council to engage in a forecasting workshop as well as a goalsetting workshop as part of the budget process. He announced that the forecasting workshop would be held in January, and the goalsetting workshop in February, both as a part of the regularly scheduled Council meetings. He also noted that the County Board of Commissioners had sent a request to hold a joint worksession and had suggested several dates in June. Following a brief discussion, **consensus** of the Council was to hold that meeting on June 17. The topics for the agenda will be discussed at the regular Council meeting on June 11. The final issue in Mr. Kemp's report was a notification from ODOT regarding a potential slide area at the seawall on Highway 101 south of town. Cones have been placed to direct traffic away from the impacted area, and Public Works Director Andry noted that a locate request has been received so work may be starting soon. Mr. Kemp indicated that he would keep the Council apprised.

7. GOOD OF THE ORDER: Nothing further.

8. ADJOURNMENT: At 3:00 p.m., there being no further business to come before the Council, the meeting was adjourned in order to allow the Council to join with invited volunteers and employees in a holiday get-together.

Respectfully submitted,

Reda Q. Eckerman, City Recorder

APPROVED by the Waldport City Council this ____ day of _____, 2015.

SIGNED by the Mayor this ____ day of _____, 2015.

Susan Woodruff, Mayor

**CITY OF WALDPOR
PROPOSED SCHEDULE
FOR 2015/2016 BUDGET**

- 8 Jan 2015 Approve or amend budget schedule.
- 15 Jan 2015 Notify committee members of budget meeting dates.
- 24 Feb 2015 Submit department budgets to budget officer.
- 24 Mar 2015 Complete proposed budget, copy and bind.
- 31 Mar 2015 Distribute proposed budget to committee members. Have proposed budget available to public at City Hall. Publish notice of budget committee hearing on city's website.
- 15 Apr 2015 Publish notice of budget committee hearing, as well as state revenue sharing, in News Times.
- 28 Apr 2015 Hold budget meeting, from 1:30pm to 5pm, give budget message, and hold public hearings.**
- 20 May 2015 Publish financial summary, notice of budget hearing, and notice of state revenue sharing in News Times.
- 11 Jun 2015 Hold budget hearing/deliberations. Adopt budget, make appropriations, declare and categorize taxes, and elect to receive state revenue sharing.
- 30 Jun 2015 Submit tax certification to County Assessor. Send completed budget documentation to County.

Budget Committee Members & Terms

Gregg Watson	2015/2016
Shari Wiltshire	2015/2016
Patricia Tryon	2016/2017
Scott Perkins	2016/2017
Alan Canfield	2017/2018
Maggie Rivers	2017/2018
Pat O'Neil	2017/2018

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING SIGNATORIES TO THE CITY OF WALDPORT CHECKING AND INVESTMENT ACCOUNTS AND REPLACING RESOLUTION 1182.

WHEREAS, the City of Waldport maintains a checking account of public funds for operating purposes at the Umpqua Bank that require authorized signatures to draw against the funds; and

WHEREAS, from time to time it may be necessary to issue a check with only one signature when it is not feasible to obtain a second signature due to the inavailability of signatories;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waldport:

Section 1. The following signatories are authorized on the City of Waldport checking account effective as of January 8, 2015:

Susan Woodruff, Mayor	Mark Campbell, Councilor
Jack Christenson, Councilor	Bob O'Brien, Councilor
Gregory Holland, Councilor	Dann Cutter, Councilor
Kerry Kemp, City Manager	

Section 2. A check up to \$5000 may be issued over a single signature by any of the above-noted signatories.

Section 3. Resolution No. 1182 is hereby replaced, effective as of the date of adoption of this resolution.

PASSED by the City Council of Waldport this _____ day of January, 2015.

SIGNED by the Mayor this _____ day of January, 2015.

Susan Woodruff, Mayor

ATTEST:

Reda Q. Eckerman, City Recorder



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Council Rules
REQUESTED BY: City Manager
FOR MEETING DATE: January 8, 2015

SUMMARY OF ISSUE:

The Waldport City Charter stipulates that the City Council adopt rules for meetings and proceedings ("Council Rules"). The last set of Council Rules was amended by resolution in August, 2009. Enclosed are revised Council Rules for consideration.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review changes to Council Rules, and adopt Resolution.

BACKGROUND:

Chapter III, Section 13 of the Waldport City Charter states that the City Council shall adopt Council Rules. The last set of Council Rules was amended on August 13, 2009, to modify the order of business in Section 5.1. The City Council reviewed the current rules at its last meeting on December 11, 2014, and the attached document prescribes changes for consideration.

Enclosure: Resolution/Council Rules

Proposed Amendments to Council Rules

1. AUTHORITY

- 1.1 WALDPOR CITY CHARTER: The Waldport City Charter provides that the Council may determine its own rules of procedures for meetings. The following set of rules shall be in effect upon their adoption by the Council and until such time they are amended or new rules are adopted in the manner provided by these rules. When applicable, these rules apply to any committee of the Council.

2. GENERAL RULES

- 2.1 MEETINGS TO BE PUBLIC: All official meetings of the Council shall be open to the public with exception of the executive session for certain limited topics, as defined in Section 3.5. The Journal of Proceedings shall be maintained by the ~~Chief Administrative Officer (CAO)~~ **City Recorder** and shall be open to public inspection.
- 2.2 QUORUM: Four members of council shall be in attendance to constitute a quorum. If a quorum is not present, those in attendance will be named and they shall adjourn.
- 2.3 ORDINANCES: No ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, which subject shall be clearly stated in the title.
- 2.4 RULES OF FLOOR: Any member desiring to speak shall be recognized by the Chair and shall confine their remarks to one subject under consideration or to be considered.
- 2.5 RULES OF ORDER: Whenever the rulings of the Chair are challenged by a councilor, Robert's Rules of Order, newly revised, shall govern the proceedings of the Council, unless such rules are in conflict with these rules.
- 2.6 ~~CHIEF ADMINISTRATIVE OFFICER (CAO)~~ **CITY MANAGER (CM)**: Unless excused, the ~~CAO~~ **CM** or designee shall attend all meetings of the Council. The ~~CAO~~ **CM** shall keep the Council fully advised as to the financial condition and needs of the City. The ~~CAO~~ **CM** may make recommendations to the Council and may take part in discussion on all matters concerning the welfare of the City; provided, however, that the ~~CAO~~ **CM** shall not, unless requested by a councilor, participate in deliberations on any motion.
- 2.7 CITY ATTORNEY: The City Attorney shall, **at the request of the Council and/or**

CM, attend ~~all regularly scheduled~~ meetings of the Council, ~~unless excused by the Council~~. The Council may, at any time during a regular or special meeting of the Council, call upon the City Attorney for an oral or written opinion to decide any question of the law.

2.8 OFFICERS AND EMPLOYEES: Department Heads of the City shall attend council or committee meetings when requested by a councilor or a member of the committee.

2.9 COUNCIL MEMBER ABSENCE: The City Charter contains language concerning vacancies (Chapter VII, Section 29) that refers to absences requiring "consent" of the Council. When the Mayor or a Council member must be absent from the City for more than 30 days, or from a regular meeting, s/he shall notify either the Mayor or another Councilor or the City ~~Administrator~~ **Manager** of the intended absence. The notification shall then be announced at the beginning of the meeting. ~~The Council may then consent to the absence.~~

3. TYPES OF MEETINGS

3.1 REGULAR COUNCIL MEETING: The Council's regular meeting shall be scheduled by resolution of the Council. The time of these meetings will be 2:00 p.m. When the Council meeting falls on a holiday, the regular meeting date shall be set at the meeting prior to that date. The meeting place shall be the commonly used Council Chambers and all regular and special meetings shall be public.

3.2 SPECIAL MEETINGS: Special meetings may be called by two or more members of the Council. The ~~CAO~~ **CM** shall prepare a notice of special sessions, stating time, place and subject. It shall also be the duty of the ~~CAO~~ **CM** to make diligent effort to notify each member of the Council in person, by telephone or otherwise, of such special session. Notice of such special session shall be properly publicized by news media as specified by the law. Only matters set forth in the notice of the meeting shall be discussed at such meeting.

3.3 ADJOURNED SESSIONS: Any session of the Council may be continued or adjourned, but for no period longer than until the next regularly or special scheduled meeting thereafter.

3.4 WORKSHOPS: The Council may meet informally in workshop session (open to the public) at the call of any two or more members of the Council.

3.5 EXECUTIVE SESSIONS: Executive Sessions shall be held in accordance with the provisions of Oregon State Public Meeting Laws.

3.6 ATTENDANCE OF MEDIA AT COUNCIL MEETINGS: Other than during executive sessions, meetings of the City Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at

any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

4. CHAIR AND DUTIES

4.1 CHAIR: The Mayor, if present, shall preside as the Chair at all meetings of the Council. In the absence of the Mayor, the Council President shall preside. In the absence of both the Mayor and Council President, the Council shall select a temporary presiding officer.

4.2 CALL TO ORDER: The meeting of the Council shall be called to order by the Mayor, or in his/her absence, by the Council President. In the absence of both the Mayor and Council President the meeting shall be called to order by the ~~CAO~~ **CM** or designee for the selection of the temporary chair. Roll call shall then be called by the ~~CAO~~ **CM** or designee, who shall enter in the minutes of the meeting the names of the members present.

4.3 PRESERVATION OF ORDER: The Mayor or other presiding officer shall call the meeting to order; announce the order of business as provided in the agenda; state motions, put them to a vote and announce the result of the vote; prevent irrelevant or frivolous debate or discussion; maintain order and decorum; and otherwise enforce the Council's rules and appropriate parliamentary procedures.

4.4 POINTS OF ORDER: The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?"

4.5 QUESTIONS TO BE STATED: The Chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member, in the manner provided in Section 6.5 of these rules.

4.6 PRESIDING OFFICER - POWERS: The presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members.

4.7 VOTING: All official actions of the Council shall be taken by public vote and the vote of each member shall be recorded, pursuant to ORS 192.650(1)(c) -- Public Meetings Law. Secret ballots are prohibited.

5. ORDER OF BUSINESS AND AGENDA

5.1 Order of Business: The business of all regular meetings of the Council will be determined by the City Council and shall be transacted in the following order, unless the Council by a majority vote of the members present, suspends the rules and changes the order:

Roll Call
Minutes
Citizen Comments and Concerns
Public Hearings (Including any related Ordinances or Resolutions)
Discussion/Action Items
Council Comments and Concerns
Staff Reports
Consent Calendar
Good of the Order
Adjournment

- 5.2 The order of business of each regular meeting shall be as contained in the agenda prepared by the **CAO CM**. The agenda shall be a listing by topic of subjects to be considered by the Council and shall be made available to the members of the Council by the Friday preceding the regular council meeting and at least 24 hours in advance of a special meeting. Items to be placed in the agenda must be in the office of the **CAO CM** by 1:00 p.m. on the Thursday (7 days) preceding the meeting. Discussion/Action agenda items shall be accompanied by a cover sheet with the title of the agenda item, a summary of the item, any staff recommendations and the action that is requested of the Council for the item.
- 5.3 **CONSENT CALENDAR:** The Consent Calendar may contain items which are of a routine and non-controversial nature which may include, but are not limited to the following: communications, memos and reports for information of council, agreement petitions, minutes of commissions and boards, applications, approval of accounts which may be accepted by consent of the Council by a single vote without reading, unless a member of the Council should request such reading and such request shall be granted. Minutes of the preceding meeting, and bills tendered for payment shall not be read in detail at each meeting prior to approval. Any item of the consent agenda may be removed and considered separately as an agenda item at the request of any council member.
- 5.4 **FINANCIAL REPORT:** Financial reports will be presented by the **CAO CM** and will specifically include, but not be limited to include: all bills for routine outside contract services; i.e. attorney, engineering, insuring and accounting, and, in addition, any current special contractual services. Financial reports will be included in the Consent Calendar.
- 5.5 **CITIZEN'S OR COUNCIL CONCERNS:** Items brought to the Council under "citizen's or council concerns" will not become agenda or discussion items when presented. Unless the Council by vote deems an emergency to exist, items shall be referred to the appropriate committee or placed on the next agenda.
6. **ORDINANCES, RESOLUTIONS, AND MOTIONS**
- 6.1 **FORM:** Ordinances and resolutions shall be presented to the Council only in

typewritten form.

- 6.2 FUNDING: All ordinances and resolutions authorizing any expenditure of money shall include the exact source of the funds to be expended.
 - 6.3 ORDINANCES/RESOLUTIONS INTRODUCTION: All proposed ordinances and resolutions shall be prepared by the ~~CAO~~ **CM** or City Attorney. All ordinances **prepared by the CM** will be reviewed by the Attorney.
 - 6.4 RECORDING OF VOTES: The ayes and nays shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the Council. When any vote is called, each council member shall respond "yes" or "no" or "abstain". Any council member who responds "abstain" shall state their reason for abstention, being limited to a possible conflict of interest and the abstention shall be accepted or rejected by the Council.
 - 6.5 RESOLUTION: Any reading may be by title only or any council member present may request reading in full.
 - 6.6 REQUESTS FOR LEGAL OPINIONS: Any member of the City Council may request a legal opinion, relating to City business from the City Attorney. These requests should be made after exhausting other sources; i.e. Committee Heads, Department Heads and should be made if possible through the ~~CAO~~ **CM** and at either the regularly scheduled Council meeting ~~or the informal monthly meeting attended by the attorney.~~
7. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS
 - 7.1 STANDING COMMITTEES:
 - A. Committees and their membership will be reviewed and membership established by the Council at the first meeting of odd-numbered years. Members of the Council will indicate committee preference in order of priority.
 - B. Chairs of committees will be determined by the committees at their first meeting.
 - C. If during the two (2) year term of the committee, the committee as a whole determines a restructuring is necessary, the issue will be determined internally, and if consensus cannot be reached, the issue may be referred to full council for resolution.
 - 7.2 CITIZENS COMMITTEES, BOARDS AND COMMISSIONS:

- A. The Council may create committees, boards and commissions to assist City government with such duties as the Council shall specify.
- B. Depending on its function, members of any board shall be:
 - 1. Only residents of Waldport, or
 - 2. A majority of residents of Waldport.

Selection will be determined by the Council. Any committee, board or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council.

7.3 REMOVAL OF MEMBERS OF BOARDS AND COMMISSIONS: The Council may remove any member of any board or commission which it has created by a vote of a majority of the Council present and voting.

8. CITIZEN'S RIGHTS

8.1 MANNER OF ADDRESSING THE COUNCIL - TIME LIMITS: Each person addressing the Council shall step up to the microphone, or designated area of the meeting room, will give his/her name and general area of residence in an audible tone of voice for the record. Unless further time is granted by the presiding officer with concurrence of the Council, comments should be limited to five minutes. All remarks shall be addressed from the podium to the Council as a body. Questions should be asked of the Council members through the presiding officer. The Council may then determine the disposition of the issue, (placed on present agenda if an emergency exists, workshop, other agendas, or do not consider).

8.2 PERSONAL AND SLANDEROUS REMARKS: Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council, may be requested to leave the meeting and may forthwith, by the presiding officer, be barred from further audience before the Council during that council meeting.

8.3 READING OF PROTESTS: Interested persons, or their authorized representatives may address the Council for the reading of protests, petitions or communications relating to any matter over which the Council has control, when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.

8.4 CITIZEN COMPLAINTS OF ~~GAO~~ **CM**: Citizen complaints concerning the ~~GAO~~ **CM** must be submitted in writing, signed, to the Mayor. The Council shall be fully informed of the complaint.

- 8.5 CITIZEN COMPLAINTS AGAINST DEPARTMENT HEADS: Citizen complaints concerning department heads of the City must be submitted in writing, signed, to the **CAO CM**. The Council shall be fully informed of the complaint, and any action taken.
- 8.6 CITIZEN COMPLAINTS AGAINST CITY EMPLOYEES: Complaints will be submitted in writing, signed, to the **CAO CM** and handled in accordance with the established personnel policy.
- 8.7 WRITTEN COMMUNICATION: ***In lieu of attendance at public meetings, interested*** Interested parties, or their authorized representatives may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at the time by direct mail or by addressing the **CAO CM** and copies will be distributed to the Council members.
9. SUSPENSIONS AND AMENDMENT OF THESE RULES
- 9.1 SUSPENSION OF THESE RULES: Any provision of these rules not governed by the Waldport City Charter may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.
- 9.2 AMENDMENTS OF THESE RULES: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at the prior council meeting.

RESOLUTION NO. _____

A RESOLUTION AMENDING THE RULES OF THE COUNCIL AND REPLACING ALL PREVIOUS RESOLUTIONS PERTAINING TO THE COUNCIL RULES.

WHEREAS, the Waldport City Charter of 1996, Chapter III, Section 13 directs that the Council shall adopt rules to govern its meetings and proceedings; and

WHEREAS, the Council considered the Rules at its regular meeting of December 11, 2014 and made several amendments to the sections therein; and

WHEREAS, to avoid confusion as to which sections were amended by the most recent actions and/or previous actions of the Council and which remain unchanged it is desirable to have a single, unamended document to which to refer;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The document entitled "Council Rules - Revised 01/08/15" attached hereto as Exhibit "A" and incorporated herein is hereby adopted by the Waldport City Council as the official rules of the Council.

Section 2. All previous resolutions and attachments pertaining to the Rules of the Council are hereby replaced.

PASSED by the Common Council of the City of Waldport this _____ day of _____, 2015.

SIGNED by the Mayor this _____ day of _____, 2015.

Susan Woodruff, Mayor

ATTEST:

Reda Q Eckerman, City Recorder

CITY OF WALDPORT

COUNCIL

RULES

REVISED 01/08/15

WALDPOR CITY COUNCIL COUNCIL RULES

1. AUTHORITY

- 1.1 **WALDPOR CITY CHARTER:** The Waldport City Charter provides that the Council may determine its own rules of procedures for meetings. The following set of rules shall be in effect upon their adoption by the Council and until such time they are amended or new rules are adopted in the manner provided by these rules. When applicable, these rules apply to any committee of the Council.

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- 2.2 **QUORUM:** Four members of council shall be in attendance to constitute a quorum. If a quorum is not present, those in attendance will be named and they shall adjourn.
- 2.3 **ORDINANCES:** No ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, which subject shall be clearly stated in the title.
- 2.4 **RULES OF FLOOR:** Any member desiring to speak shall be recognized by the Chair and shall confine their remarks to one subject under consideration or to be considered.
- 2.5 **RULES OF ORDER:** Whenever the rulings of the Chair are challenged by a councilor, Robert's Rules of Order, newly revised, shall govern the proceedings of the Council, unless such rules are in conflict with these rules.
- 2.6 **CITY MANAGER (CM):** Unless excused, the CM or designee shall attend all meetings of the Council. The CM shall keep the Council fully advised as to the financial condition and needs of the City. The CM may make recommendations to the Council and may take part in discussion on all matters concerning the welfare of the City; provided, however, that the CM shall not, unless requested by a councilor, participate in deliberations on any motion.

- 2.7 CITY ATTORNEY: The City Attorney shall, at the request of the Council and/or CM, attend meetings of the Council. The Council may, at any time during a regular or special meeting of the Council, call upon the City Attorney for an oral or written opinion to decide any question of the law.
- 2.8 OFFICERS AND EMPLOYEES: Department Heads of the City shall attend council or committee meetings when requested by a councilor or a member of the committee.
- 2.9 COUNCIL MEMBER ABSENCE: The City Charter contains language concerning vacancies (Chapter VII, Section 29) that refers to absences requiring "consent" of the Council. When the Mayor or a Council must be absent from the City for more than 30 days, or from a regular meeting, s/he shall notify either the Mayor or another Councilor or the City Manager of the intended absence. The notification shall then be announced at the beginning of the meeting.
3. TYPES OF MEETINGS
- 3.1 REGULAR COUNCIL MEETING: The Council's regular meeting shall be scheduled by resolution of the Council. The time of these meetings will be 2:00 p.m. When the Council meeting falls on a holiday, the regular meeting date shall be set at the meeting prior to that date. The meeting place shall be the commonly used Council Chambers and all regular and special meetings shall be public.
- 3.2 SPECIAL MEETINGS: Special meetings may be called by two or more members of the Council. The CM shall prepare a notice of special sessions, stating time, place and subject. It shall also be the duty of the CM to make diligent effort to notify each member of the Council in person, by telephone or otherwise, of such special session. Notice of such special session shall be properly publicized by news media as specified by the law. Only matters set forth in the notice of the meeting shall be discussed at such meeting.
- 3.3 ADJOURNED SESSIONS: Any session of the Council may be continued or adjourned, but for no period longer than until the next regularly or special scheduled meeting thereafter.
- 3.4 WORKSHOPS: The Council may meet informally in workshop session (open to the public) at the call of any two or more members of the Council.
- 3.5 EXECUTIVE SESSIONS: Executive Sessions shall be held in accordance with the provisions of Oregon State Public Meeting Laws.
- 3.6 ATTENDANCE OF MEDIA AT COUNCIL MEETINGS: Other than during executive sessions, meetings of the City Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at

any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

4. CHAIR AND DUTIES

4.1 CHAIR: The Mayor, if present, shall preside as the Chair at all meetings of the Council. In the absence of the Mayor, the Council President shall preside. In the absence of both the Mayor and Council President, the Council shall select a temporary presiding officer.

4.2 CALL TO ORDER: The meeting of the Council shall be called to order by the Mayor, or in his/her absence, by the Council President. In the absence of both the Mayor and Council President the meeting shall be called to order by the CM or designee for the selection of the temporary chair. Roll call shall then be called by the CM or designee, who shall enter in the minutes of the meeting the names of the members present.

4.3 PRESERVATION OF ORDER: The Mayor or other presiding officer shall call the meeting to order; announce the order of business as provided in the agenda; state motions, put them to a vote and announce the result of the vote; prevent irrelevant or frivolous debate or discussion; maintain order and decorum; and otherwise enforce the Council's rules and appropriate parliamentary procedures.

4.4 POINTS OF ORDER: The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?"

4.5 QUESTIONS TO BE STATED: The Chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member, in the manner provided in Section 6.5 of these rules.

4.6 PRESIDING OFFICER - POWERS: The presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members.

4.7 VOTING: All official actions of the Council shall be taken by public vote and the vote of each member shall be recorded, pursuant to ORS 192.650(1)(c) -- Public Meetings Law. Secret ballots are prohibited.

5. ORDER OF BUSINESS AND AGENDA

5.1 Order of Business: The business of all regular meetings of the Council will be determined by the City Council and shall be transacted in the following order, unless the Council by a majority vote of the members present, suspends the rules and changes the order:

Roll Call
Minutes
Citizen Comments and Concerns
Public Hearings (Including any related Ordinances or Resolutions)
Discussion/Action Items
Council Comments and Concerns
Staff Reports
Consent Calendar
Good of the Order
Adjournment

- 5.2 The order of business of each regular meeting shall be as contained in the agenda prepared by the CM. The agenda shall be a listing by topic of subjects to be considered by the Council and shall be made available to the members of the Council by the Friday preceding the regular council meeting and at least 24 hours in advance of a special meeting. Items to be placed in the agenda must be in the office of the CM by 1:00 p.m. on the Thursday (7 days) preceding the meeting. Discussion/Action agenda items shall be accompanied by a cover sheet with the title of the agenda item, a summary of the item, any staff recommendations and the action that is requested of the Council for the item.
- 5.3 **CONSENT CALENDAR:** The Consent Calendar may contain items which are of a routine and non-controversial nature which may include, but are not limited to the following: communications, memos and reports for information of council, agreement petitions, minutes of commissions and boards, applications, approval of accounts which may be accepted by consent of the Council by a single vote without reading, unless a member of the Council should request such reading and such request shall be granted. Minutes of the preceding meeting, and bills tendered for payment shall not be read in detail at each meeting prior to approval. Any item of the consent agenda may be removed and considered separately as an agenda item at the request of any council member.
- 5.4 **FINANCIAL REPORT:** Financial reports will be presented by the CM and will specifically include, but not be limited to include: all bills for routine outside contract services; i.e. attorney, engineering, insuring and accounting, and, in addition, any current special contractual services. Financial reports will be included in the Consent Calendar.
- 5.5 **CITIZEN'S OR COUNCIL CONCERNS:** Items brought to the Council under "citizen's or council concerns" will not become agenda or discussion items when presented. Unless the Council by vote deems an emergency to exist, items shall be referred to the appropriate committee or placed on the next agenda.

6. ORDINANCES, RESOLUTIONS, AND MOTIONS

- 6.1 FORM: Ordinances and resolutions shall be presented to the Council only in typewritten form.
- 6.2 FUNDING: All ordinances and resolutions authorizing any expenditure of money shall include the exact source of the funds to be expended.
- 6.3 ORDINANCES/RESOLUTIONS INTRODUCTION: All proposed ordinances and resolutions shall be prepared by the CM or City Attorney. All ordinances prepared by the CM will be reviewed by the Attorney.
- 6.4 RECORDING OF VOTES: The ayes and nays shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the Council. When any vote is called, each council member shall respond "yes" or "no" or "abstain". Any council member who responds "abstain" shall state their reason for abstention, being limited to a possible conflict of interest and the abstention shall be accepted or rejected by the Council.
- 6.5 RESOLUTION: Any reading may be by title only or any council member present may request reading in full.
- 6.6 REQUESTS FOR LEGAL OPINIONS: Any member of the City Council may request a legal opinion, relating to City business from the City Attorney. These requests should be made after exhausting other sources; i.e. Committee Heads, Department Heads and should be made if possible through the CM and at the regularly scheduled Council meeting.

7. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

7.1 STANDING COMMITTEES:

- A. Committees and their membership will be reviewed and membership established by the Council at the first meeting of odd-numbered years. Members of the Council will indicate committee preference in order of priority.
- B. Chairs of committees will be determined by the committees at their first meeting.
- C. If during the two (2) year term of the committee, the committee as a whole determines a restructuring is necessary, the issue will be determined internally, and if consensus cannot be reached, the issue may be referred to full council for resolution.

7.2 CITIZENS COMMITTEES, BOARDS AND COMMISSIONS:

- A. The Council may create committees, boards and commissions to assist City government with such duties as the Council shall specify.
- B. Depending on its function, members of any board shall be:
 - 1. Only residents of Waldport, or
 - 2. A majority of residents of Waldport.

Selection will be determined by the Council. Any committee, board or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council.

7.3 REMOVAL OF MEMBERS OF BOARDS AND COMMISSIONS: The Council may remove any member of any board or commission which it has created by a vote of a majority of the Council present and voting.

8. CITIZEN'S RIGHTS

8.1 MANNER OF ADDRESSING THE COUNCIL - TIME LIMITS: Each person addressing the Council shall step up to the microphone, or designated area of the meeting room, will give his/her name and general area of residence in an audible tone of voice for the record. Unless further time is granted by the presiding officer with concurrence of the Council, comments should be limited to five minutes. All remarks shall be addressed from the podium to the Council as a body. Questions should be asked of the Council members through the presiding officer. The Council may then determine the disposition of the issue, (placed on present agenda if an emergency exists, workshop, other agendas, or do not consider).

8.2 PERSONAL AND SLANDEROUS REMARKS: Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council, may be requested to leave the meeting and may forthwith, by the presiding officer, be barred from further audience before the Council during that council meeting.

8.3 READING OF PROTESTS: Interested persons, or their authorized representatives may address the Council for the reading of protests, petitions or communications relating to any matter over which the Council has control, when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.

- 8.4 CITIZEN COMPLAINTS OF CM: Citizen complaints concerning the CM must be submitted in writing, signed, to the Mayor. The Council shall be fully informed of the complaint.
- 8.5 CITIZEN COMPLAINTS AGAINST DEPARTMENT HEADS: Citizen complaints concerning department heads of the City must be submitted in writing, signed, to the CM. The Council shall be fully informed of the complaint, and any action taken.
- 8.6 CITIZEN COMPLAINTS AGAINST CITY EMPLOYEES: Complaints will be submitted in writing, signed, to the CM and handled in accordance with the established personnel policy.
- 8.7 WRITTEN COMMUNICATION: In lieu of attendance at public meetings, interested parties, or their authorized representatives may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at the time by direct mail or by addressing the CM and copies will be distributed to the Council members.
9. SUSPENSIONS AND AMENDMENT OF THESE RULES
 - 9.1 SUSPENSION OF THESE RULES: Any provision of these rules not governed by the Waldport City Charter may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.
 - 9.2 AMENDMENTS OF THESE RULES: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at the prior council meeting.



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Water Service for New Clinic at 956 SW Range Drive

REQUESTED BY: City Manager

FOR MEETING DATE: January 8, 2015

SUMMARY OF ISSUE:

The Samaritan Medical Clinic is preparing to have a new clinic built at 956 SW Range Drive. The project site is within the city limits of the City of Waldport, but is within the area serviced by the Southwest Lincoln County Water District. Due to costs and physical constraints, the District is consenting to allow the City to provide water service to the clinic.

STAFF RECOMMENDATION or ACTION REQUESTED:

Authorize Mayor to sign MOU to provide water service to 956 SW Range Drive.

BACKGROUND:

The Samaritan Medical Clinic is currently located in an older building on a small site along Highway 101 in downtown Waldport. The clinic is working with a developer to relocate into a larger, more functional building that will be located at 956 SW Range Drive, out of the tsunami zone (see attached map). This parcel, which is about 0.86 acres in size, is currently vacant and has no water service. The project site, while being within city limits, is located in the service area of the Southwest Lincoln County Water District ("District"). The boundary separating the District's area from the City's service area is the easterly boundary of the project site.

While the District could provide domestic water service to the clinic, to do so would require costly improvements in order to be able to pump enough water uphill to the site. Even if this was practical, the District does not have the capacity to provide fire water service, which would then need to be provided by the City. This alternative would require two sets of infrastructure and system development charges, creating an undue burden on the developer.

Since both the District and the City acknowledge the importance to the entire community of a new medical clinic and the services it would provide, at its December meeting the District voted to allow the City to provide water to the clinic, if it is able to do so and the transfer does not negatively impact the District.

Enclosures: MOU
Aerial photo



SOUTHWEST LINCOLN COUNTY WATER DISTRICT
7740 HIGHWAY 101 NORTH
P.O. BOX 368
WALDPORT, OREGON 97394-0368
(541) 547-3315
www.swlcwd.org

31 December 2014
Memorandum of Understanding (MOU)

The SWLCWD Board of Commissioners met on Thursday morning, 18 December 2014, to resolve whether the SWLCWD or the City of Waldport would be the best choice to supply water to the proposed Samaritan Clinic (Clinic) on Range Drive, a property located within SWLCWD water supply boundaries.

The SWLCWD recognizes the high costs that would be incurred by the builder (and thus the Clinic) in constructing a new SWLCWD high pressure/volume water line and necessary pumping station to serve the Clinic, even though within SWLCWD boundaries. It was the conclusion of the Board that it would be in the interests of all parties that water to the Clinic property should be supplied by the City of Waldport, with nearby water lines capable of the supplying the pressure and volume required by law or regulation. This action was voted on and approved by the SWLCWD Board of Commissioners.

This MOU does not constitute ceding of any SWLCWD water supplier rights within SWLCWD boundaries other than as stated above.

Donald Tucker, Chairman, Southwest Lincoln County Water District

Susan Woodruff, Mayor, City of Waldport

Waldport Clinic Site



Lincoln County government use only. Use for any other purpose is entirely at the risk of the user. This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users should review the primary information sources to ascertain their usability.



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Revenue Trends for the General and Community Funds

REQUESTED BY: City Manager

FOR MEETING DATE: January 8, 2015

SUMMARY OF ISSUE:

The City of Waldport is sensitive to the balance between the need for services and its ability to collect fees, charges, and taxes to support services. City services that provide private benefits should be paid by fees and charges to users of those benefits. This allows maximum flexibility in use of tax revenues to meet the cost of services for broader public benefit. The city's policy is to maintain a diversified and stable revenue system to shelter the government from short run fluctuations in any one revenue source.

A review of revenue trends seems prudent in light of recent economic history and to prepare for the upcoming budget cycle. For economic background, excerpts from recent state and county reports follow. The state provides a quarterly economic outlook report that can be found at www.oregon.gov/DAS/OEA. Lincoln County recently released an economic study, a ten year update.

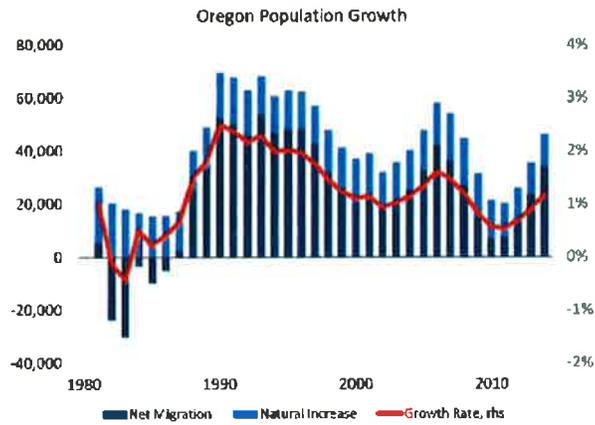
Because the general fund supports the community fund through transfers, revenues for both funds are included in this review. Historical revenues are provided as well as a short term forecast over the next three fiscal years. Some detail has been provided for the revenue classes, property taxes, franchise and transient room taxes, charges and fees, intergovernmental revenues, and grants and contributions. The majority of revenues for the general and community funds appear to be either stable or increasing.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review and discuss.



Population Growth Ramping Up

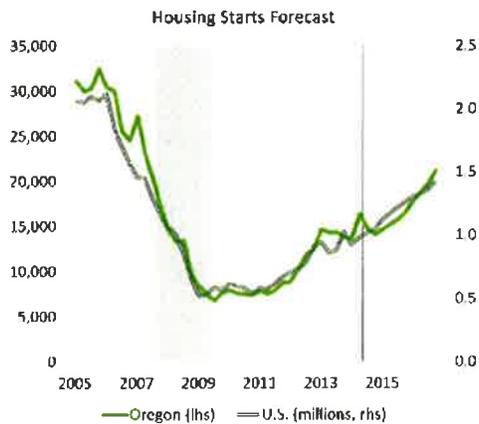


DAS
DEPARTMENT OF ECONOMIC DEVELOPMENT
OFFICE OF ECONOMIC ANALYSIS

Source: OEA 11/13/2014



Higher Demand for Housing



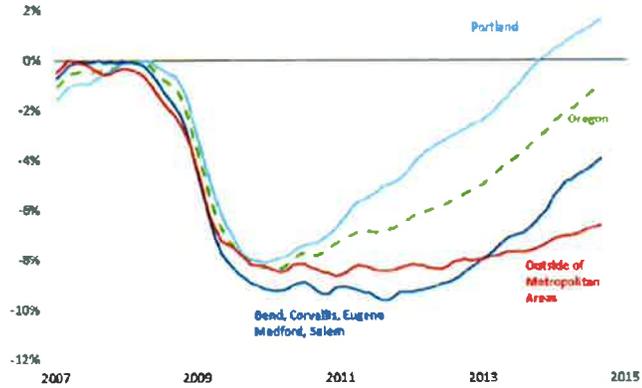
DAS
DEPARTMENT OF ECONOMIC DEVELOPMENT
OFFICE OF ECONOMIC ANALYSIS

Source: OEA 11/13/2014



Job Growth Spreads to More Regions

Uneven Recovery Across Oregon
Employment Relative to Pre-recession Peak



DAS
OFFICE OF ECONOMIC ANALYSIS

Source: OEA 11/13/2014





Ten Year Update on Lincoln County, Oregon's Economy

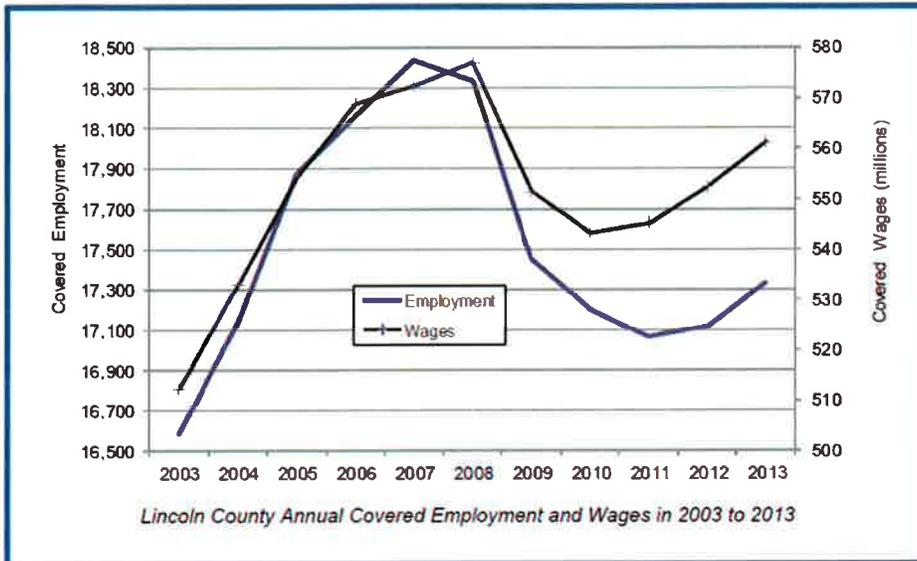


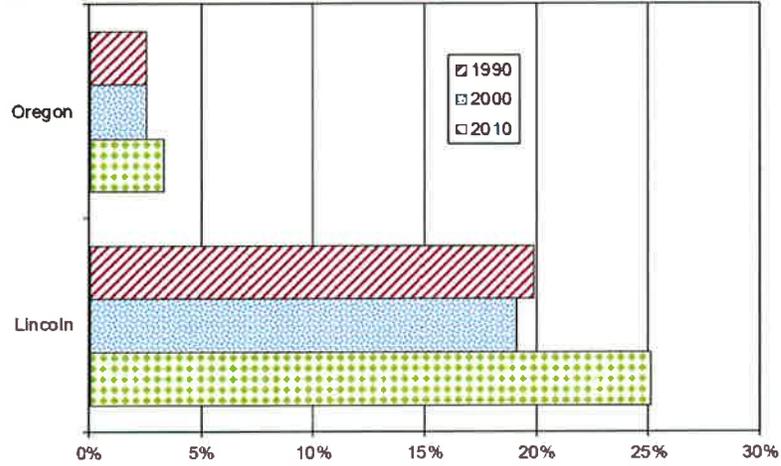
Table II.3
Intra-County Distributional Differences

	Population		Median Income		Families Poverty		Portion of Households (2012)			
	2000	2010	2000	2012	2000	2012	Earnings	SS	Retirement	SNAP
Oregon	3,421,399	3,831,074	\$53,659	\$50,036	7.9%	10.8%	77%	30%	18%	17%
Lincoln County	44,479	46,034	\$42,974	\$41,996	9.8%	11.0%	67%	42%	21%	19%
Newport	9,493	9,989	\$41,961	\$47,270	12.2%	13.6%	72%	36%	18%	19%
Lincoln City	7,307	7,930	\$32,732	\$29,686	12.5%	15.5%	64%	41%	19%	22%
Toledo	3,438	3,465	\$45,248	\$45,230	18.6%	16.3%	84%	27%	8%	30%
Waldport	2,054	2,033	\$43,672	\$35,889	9.4%	10.0%	57%	50%	25%	27%
Depoe Bay	1,188	1,398	\$46,447	\$43,382	5.5%	9.8%	72%	36%	18%	19%
Siletz	1,174	1,212	\$50,545	\$37,188	11.0%	22.5%	72%	36%	12%	28%
Yachats	644	690	\$42,370	\$42,396	12.0%	2.0%	66%	54%	34%	12%

- Notes:
1. Median income for 2000 Census is for 1999 adjusted to 2012 dollars, and for 2012 is ACS based on 2008-2012 aggregations in 2012 dollars.
 2. Poverty proportions are from 2000 Census and ACS 2008-2012 aggregations. Poverty thresholds based on family status in both Census and ACS data sources, but methods differ and comparison caution is suggested. Example poverty threshold for a two children and two adult family is about 50 percent median income.
 3. Sources of income are from ACS 2008-2012 aggregations (SS – social security, SNAP – food stamp).

Source: Decennial Census 2000 and 2010, and ACS aggregations for 2008-2012.

Figure II.4
Second Homes as a Percent of Total Housing Units for Oregon and Lincoln County in 1990, 2000, and 2010

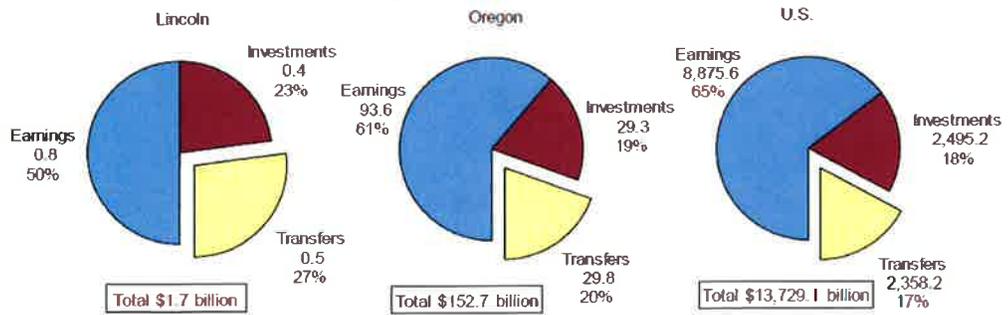


Notes: 1. Second homes is the U.S. Census Bureau definition for vacant seasonal, recreational, or occasional use housing units.

Source: U.S. Census Bureau.

Ten Year Update on Lincoln County, Oregon's Economy, August 2014

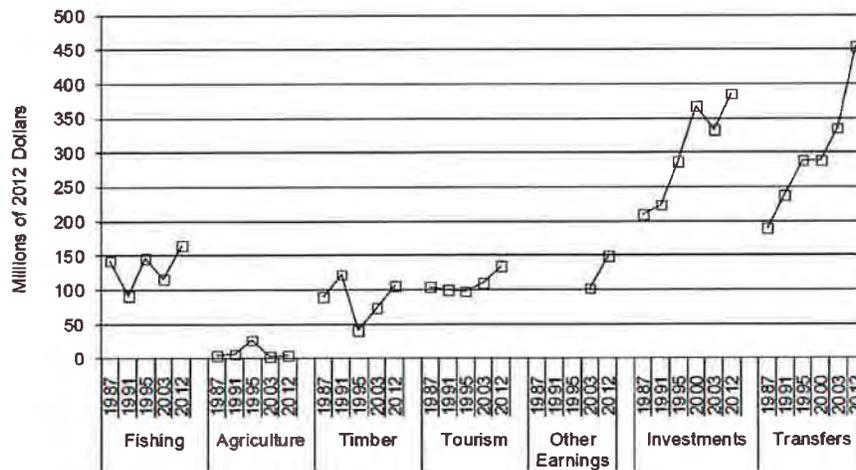
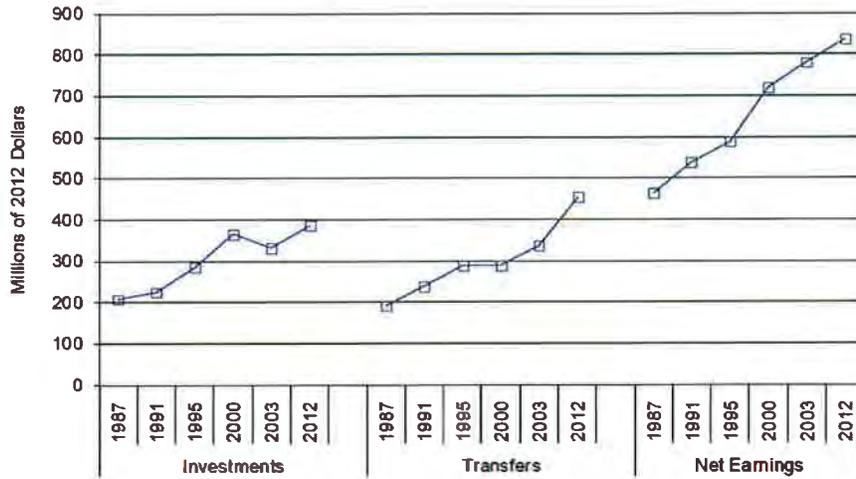
Figure II.5
Sources of Personal Income to Lincoln County, Oregon, and U.S. in 2012



Source: U.S. Bureau of Economic Analysis.

Ten Year Update on Lincoln County, Oregon's Economy, August 2014

Figure IV.1
Lincoln County Trends in Personal Income From Net Earnings,
Industry Sectors, Investments, and Transfers in 1987 to 2012



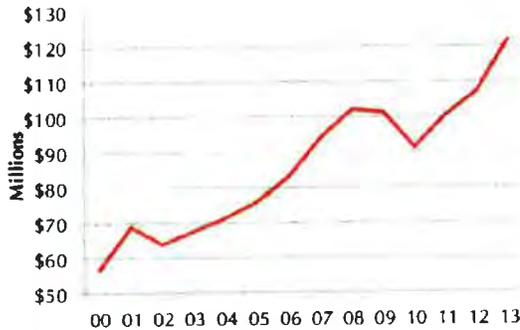
Notes: 1. Personal income in millions adjusted to 2012 dollars using the GDP implicit price deflator developed by the U.S. Bureau of Economic Analysis.
2. Other earnings includes the sectors for "other identified" industries and excludes "other not identified" industries.

Source: U.S. Bureau of Economic Analysis and Study.
Ten Year Update on Lincoln County, Oregon's Economy, August 2014

Local Transient Lodging Tax Receipts

from Dean Runyan Associates

Oregon Local Lodging Tax Receipts
Fiscal Year ending June 30



Transient lodging taxes are one of the most direct means for jurisdictions to collect revenues from visitors. They are also a useful indicator of travel activity in the state, since almost all of these sales are made by travelers. Transient lodging tax receipts therefore provide a basis for evaluating both travel trends and the distribution of travel activity in the state.

During 2013, eighty-five cities and fifteen counties in Oregon levied a locally administered transient lodging tax. This tax, ranging from 2 percent to 13.5 percent, is collected on the sale (ie, rental) of a room at a lodging establishment such as a hotel, motel, bed & breakfast or at a campground site or RV park.

Local lodging tax receipts increased by 13.4 percent from the 2012 to 2013 fiscal years. (The large increase in revenues is in part attributable to the establishment of the Tourism Improvement District in the City of Portland, which levies an additional 2 percent tax on lodging establishments with 50 or more rooms.)

Room tax collections for Lincoln County, Oregon, are reported for the last eleven fiscal years in the following table.

Local Lodging Tax Receipts by Jurisdiction

Prepared by: Dean Runyan Associates

Fiscal Year ending June 30

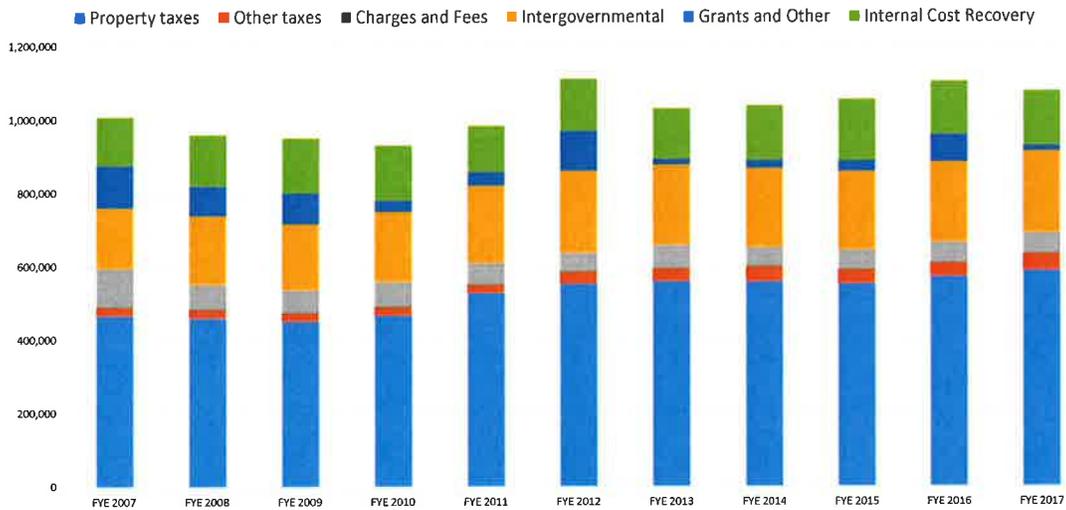
Amounts in \$000

	2003	2004	2005	2006	2007	2008
Lincoln County						
Depoe Bay	273	348	390	441	403	401
Lincoln City	2,787	2,796	3,138	3,083	3,438	3,704
Newport	1,492	1,716	1,866	2,113	2,272	2,357
Waldport	22	23	22	23	23	23
Yachats	364	394	418	442	503	520
Unincorporated	870	874	968	1,078	1,119	1,389

	2009	2010	2011	2012	2013	Current Rate
Lincoln County						
Depoe Bay	378	457	453	473	505	8.0%
Lincoln City	4,417	4,352	4,260	4,234	4,514	9.5%
Newport	2,228	2,256	2,291	2,323	2,419	9.5%
Waldport	23	23	23	30	34	7.0%
Yachats	496	477	429	451	481	7.0%
Unincorporated	1,599	1,556	1,673	1,696	1,801	9.0%

Current Rate corresponds to the rate in effect at the end of the last reported fiscal year. Many tax rates have changed over the reported time period.

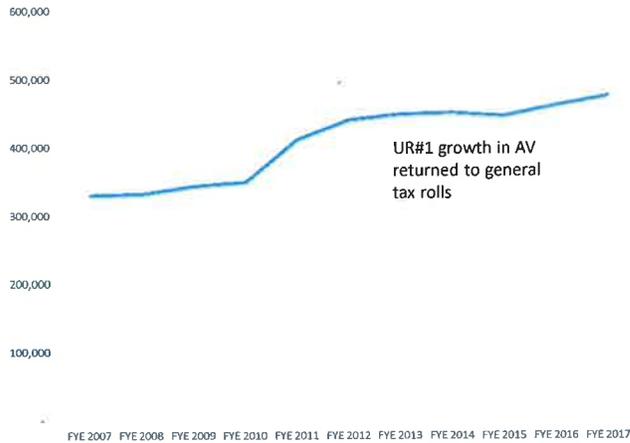
General and Community Fund Revenues



Trends and Forecast for General and Community Funds

Description	Historical								Forecast		
	FYE 2007	FYE 2008	FYE 2009	FYE 2010	FYE 2011	FYE 2012	FYE 2013	FYE 2014	FYE 2015	FYE 2016	FYE 2017
Property Taxes, Operating	349,615	349,780	359,656	374,165	444,082	464,446	474,550	473,443	468,800	484,500	499,000
Property Taxes, GO Bonds	117,287	110,106	91,002	93,302	83,678	87,747	85,060	84,756	83,900	86,400	89,000
Franchise Taxes	84,288	90,871	89,528	94,686	99,194	98,417	101,521	95,929	98,700	101,700	104,800
Transient Room Taxes	23,154	23,819	22,612	22,910	22,461	33,322	33,913	40,738	37,300	38,000	44,500
Charges and Fees	105,801	67,609	62,922	67,672	58,637	49,678	63,616	52,732	54,300	55,600	56,900
Intergovernmental	165,475	188,364	181,018	192,333	212,400	226,133	220,717	216,416	214,800	219,600	224,600
Grants and Contributions	87,858	55,394	72,198	26,288	34,867	105,027	12,174	18,757	26,800	71,880	11,800
Interest Earnings	26,763	24,184	12,251	4,079	1,803	2,393	2,188	1,827	2,000	2,000	2,000
Internal Cost Recovery	131,839	140,182	149,157	150,285	126,387	142,204	138,390	149,760	166,723	145,000	150,000
Total Revenues	1,092,080	1,050,309	1,040,344	1,025,720	1,083,509	1,209,368	1,132,128	1,134,358	1,153,323	1,204,680	1,182,600

**Current Year Operating Property Taxes
Permanent Rate of \$2.3328 per \$1000 AV**



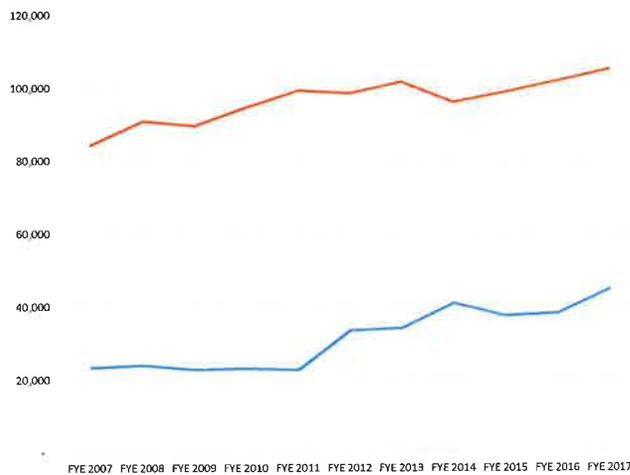
The law limits the increase in Assessed value (AV), the property value that is taxed to provide government services, to 3% per annum, plus the value of any new construction.

In 2011, Urban Renewal #1 growth in assessed value (\$24M) returned to the general tax rolls, benefitting city's general operations.

Real Market Values (RMV) are trended based upon sales by the county each year. RMV began to decrease in 2010 and continued until a physical reappraisal of Waldport properties in 2014.

Operating property taxes accounted for 42% of the general and community fund revenues in FYE 2014. Lingering effects of the recession include lower housing prices and weaker new construction activity. This year's physical reappraisal of assessed values should provide a good basis to resume the 3% to 4% increases in AV within the next three years. We are cautiously optimistic. The forecast for operating property taxes is a modest increase of 3% per annum.

Franchise and Transient Room Taxes



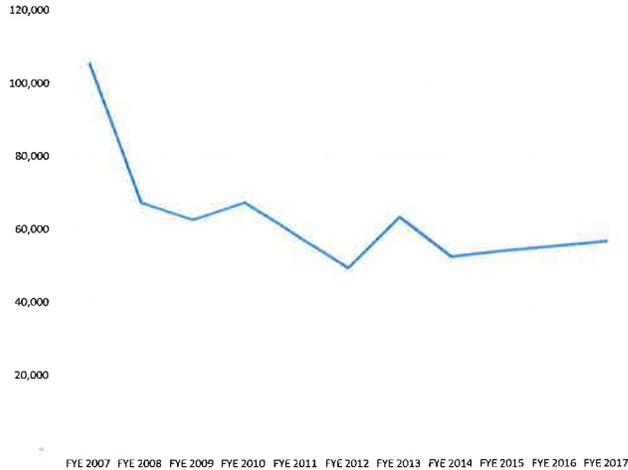
For rights and privileges granted, Central Lincoln PUD pays a franchise tax of 0.75% for industrial electric service and 3.5% for all other electric services. The PUD taxes account for roughly 65% of franchise taxes.

Alsea River Cable and Coast Com pay 5% franchise tax, Dahl Disposal pays 3% and Pioneer Telephone pays 4%.

Transient lodging providers pay 7%. One motel was added in 2012 and one motel closed in 2013. Vacation rentals picked up in 2014.

Franchise taxes should be at least stable and, weather depending, may see some increase due to a 5% PUD rate increase as of July 2014. The forecast for transient room taxes includes modest increases and reopening of the motel in FYE2017.

Charges and Fees



Business license fees are set by municipal code, last updated in 2002; base fee is \$40/year, revenues have been somewhat stable and flat.

Administration fees are primarily fire district fees for various agreements and nominal OLCC and copy fees.

Court fines are prescribed by ORS; revenues have been fluctuating and decreasing. Administrative fees, such as a fix-it-ticket charge, late fees, could be imposed on top of state prescribed court fines.

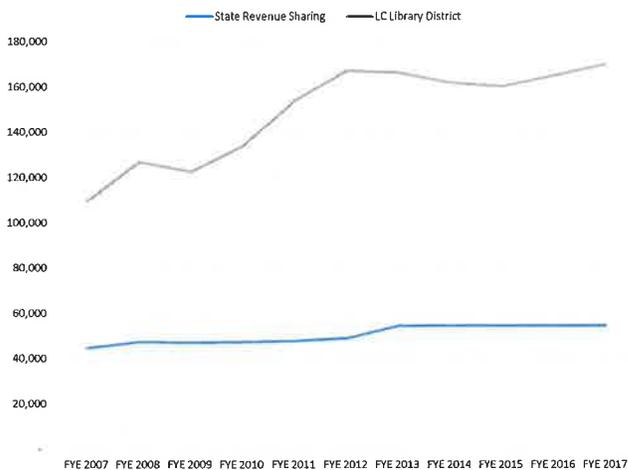
Library fees include non resident or visitor library cards, reimbursements for lost or damage books, and photocopy charges.

Park SDC and planning fees have followed the state trends in housing starts and are indexed annually.

Park assessments, based upon gross acreage of subdivisions, were received in 2007 and 2010.

Rental fees increased dramatically and then declined with economic times. The majority of rental fees are paid by Wednesday Market vendors.

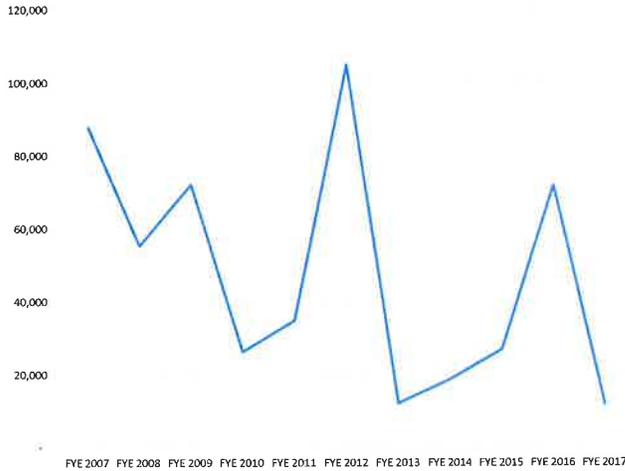
Intergovernmental Revenues



Lincoln County Library District revenues increased with assessed values and library circulation until 2012. Although district AV decreased (by almost \$200M) with the annexation of Roads End, revenues should begin to rise by 3% to 4% aligned with AV growth.

State revenue sharing includes two separate distributions for liquor tax revenue and appears stable and flat.

Grants and Contributions



Planning received \$106,350 for a Transportation Growth Management Study of Highway 101 South in FYE 2012!!!

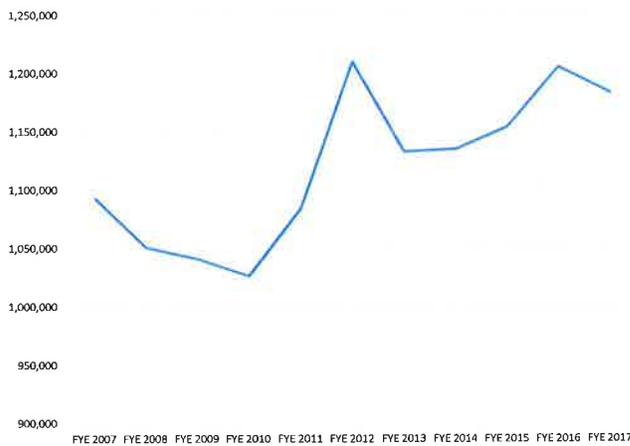
Library received large grants and contributions for their building expansion in FYE 2007 and FYE 2008.

Received state park grants for Keady and Crestline in FYE 2008 and FYE 2009.

A trust provides an annual contribution to the Community Center along with Ray's 1% reward program.

The spike in FYE 2016 reflects two park grants for Lint Slough Trail and Wazyata Beach Access.

Revenue Trends and Forecast for General and Community Funds



The forecast includes ...

Property taxes drop 1% for FYE 2015 and then increase 3% in FYE 2016 and FYE 2017.

Franchise taxes should be at least stable and, weather depending, may see some increase due to a 5% PUD rate increase as of July 2014.

The forecast for transient room taxes includes modest increases and reopening of the motel.

Charges and fees should be at least stable and may see some growth with the economy (for business licenses, park SDC, and rental fees).

Intergovernmental revenues should begin to rise by 3% to 4% aligned with AV growth.

The small spike in FYE 2016 reflects two park grants for Lint Slough Trail and Wazyata Beach Access.



Ten Year Update on Lincoln County, Oregon's Economy

prepared by:

The Research Group, LLC

prepared for:

Lincoln County Board of Commissioners

August 2014

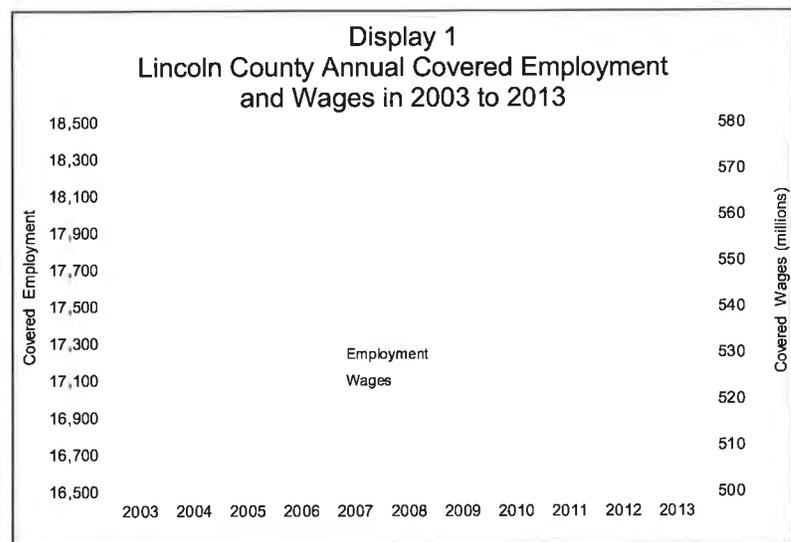
SUMMARY

Onno Husing, Director, Lincoln County Planning and Development Department

Background

The Research Group, LLC (TRG) prepared a report for the Lincoln County Board of Commissioners. The report contains results from a ten year check-in on recent economic and social indicators in Lincoln County, Oregon. Lincoln County Commissioner Terry Thompson led the effort secure funding for this study from the Lincoln County Commission. Commissioner Thompson's colleagues, Commissioner Bill Hall and Commissioner Doug Hunt, also understood how important it is to know what's happening to your local and regional economy.

The front cover of the report features a graph (see Display 1) that speaks volumes about Lincoln County's economy. The graph shows two trend lines and both lines are trending upwards over the last several years. One trend line represents "Covered Employment." The other line represents "Covered Wages." The income line is outpacing the upward movement of the employment line. *This trend suggests Lincoln County has experienced an overall surge in family wage jobs in the last few years.*

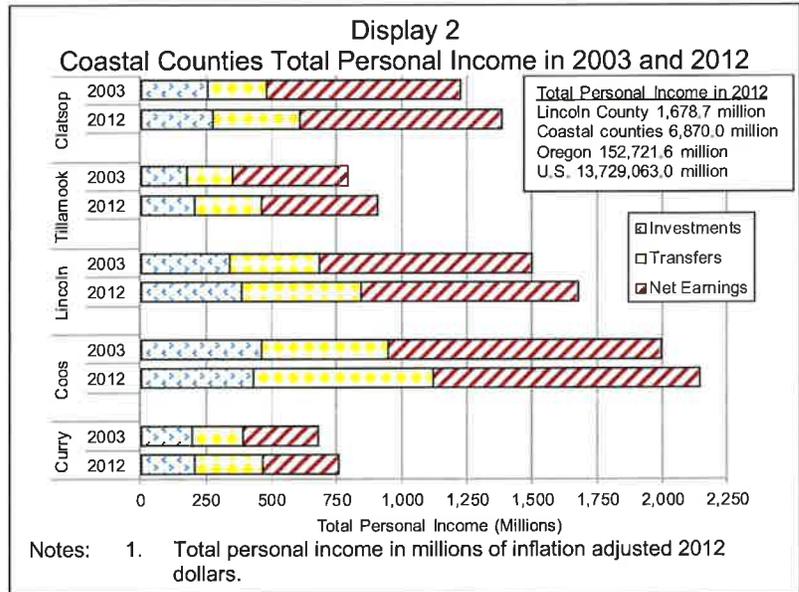


Inside the report you will also find a number of important "pie charts" and "bar charts." Like a chest X-ray, these representations illustrate what's happening to the *different sectors* within Lincoln County's economy over time. The report tells us a compelling story.

A Larger and More Resilient Economy

First, before we go any further, let's glance at Lincoln County's *total personal income* in 2003 and 2012 (see Display 2). Over this period, income from all sources rose from \$1,495.2 million to \$1,678.7 million or 12 percent (after adjustment for inflation). That's pretty remarkable given the severe recession that gripped the nation starting in 2008.

Second, Lincoln County's economic recovery rate followed the recovery rate for the national economy. Twenty years ago, after a recession, Lincoln County's economic recovery rate would have lagged well *behind* the national economic recovery rate. Today, because Lincoln County's economy is more diverse and resilient, this last recession was *not* as severe in Lincoln County as it would have been in the past.



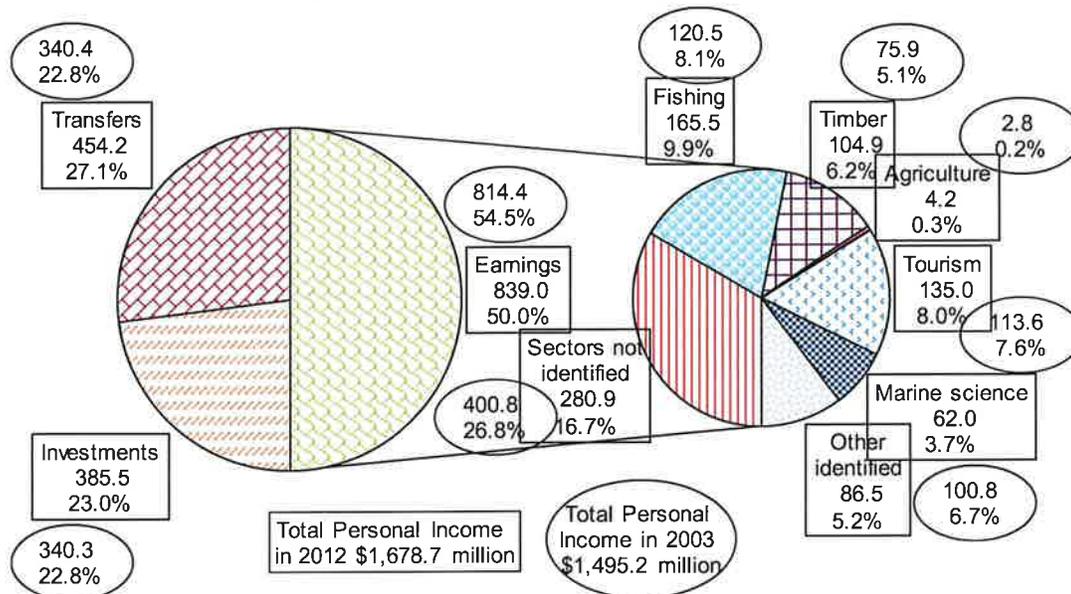
Third, let's highlight the performance of the different sectors of Lincoln County's economy (see Display 3). From 2003 to 2012 the personal income (again, adjusted for inflation) generated by commercial fisheries jumped by 37 percent. Timber harvest increased 38 percent during this 10 year period. Income from the tourism sector increased 19 percent. Income from agriculture, increased by 50 percent (agriculture still remains a small part of Lincoln County's economy).

Fourth, the two other major slices of the economic pie, *transfer payments* and *investment income*, grew substantially.

Transfer payments include income from social security payments, veteran's benefits, Medicare-Medicaid, retirement programs for federal, state and local employees (and other government programs such as unemployment insurance and food stamps). Transfer payments increased 33 percent from 2003 to 2012.

Investment Income includes income from 401k's, IRA's, and rents. Investment income increased 13 percent from 2003 to 2012.

Display 3
Lincoln County Sources of Total Personal Income in 2003 and 2012



Notes: 1. Economic contributions are measured as total personal income in millions of inflation adjusted 2012 dollars. Pie slices that have boxed annotations are 2012 data year and circled annotations are 2003 data year.

Together, these two sectors comprise *nearly half* of Lincoln County's economy (see Display 4). In comparison, the State of Oregon as whole, transfer payments make up 20 percent of the economy and investment income makes up 19 percent of the economy.

An Expanding Retirement Sector

Investment income and transfer payments can serve as proxies to examine the impact of the *retirement community* ("the retiree effect"). With each passing year, the retirement population in Lincoln County becomes an increasingly significant part of our economy and culture.

This report also documents the significant increase in the numbers of *second homes* being built in Lincoln County (see Display 5). Some of the property owners who invest in a second home will, eventually, retire to these dwellings. Other people investing in these "second homes" do so strictly for income-generation. "Second homes" purchased for investment income often end up as vacation rentals.

In addition, during the last two years, Lincoln County experienced a renewed demand for *high-end homes*. That's an encouraging development in Lincoln County. The people who buy or build these upscale homes bring substantial amounts of discretionary income and social capital to Lincoln County. The Central Oregon Coast is attracting individuals who want to live in a beautiful setting, near a beach, a place with interesting things to do, an hour or so drive from the I-5 corridor. And, let's be honest. Compared with many other coastal regions in America, *upscale* properties in Lincoln County are still relatively affordable.

In the past, many retirees settling on the Oregon Coast did *not* have the resources that these wealthier retirees command. This new generation of retirees is having a *different and a more positive impact* on Lincoln County's economy than previous generations of retirees. One insightful local leader recently commented, "These people are less likely to vote down school bonds and more likely to support projects that enhance the quality of life in our communities."

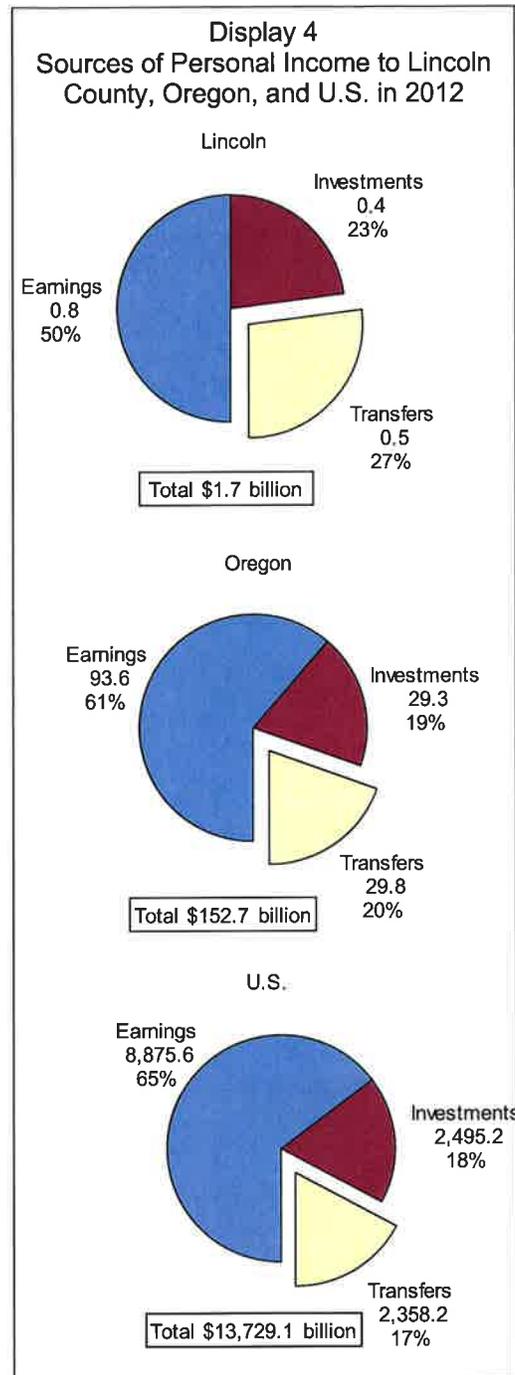
In addition, because of the widespread availability of broadband communications, these days, residences in Lincoln County can serve as employment centers (home offices). Indeed, as they age, many people are electing to work (even part time) to supplement their income, stay connected with their co-workers/clients, and, employ their professional skills on their terms.

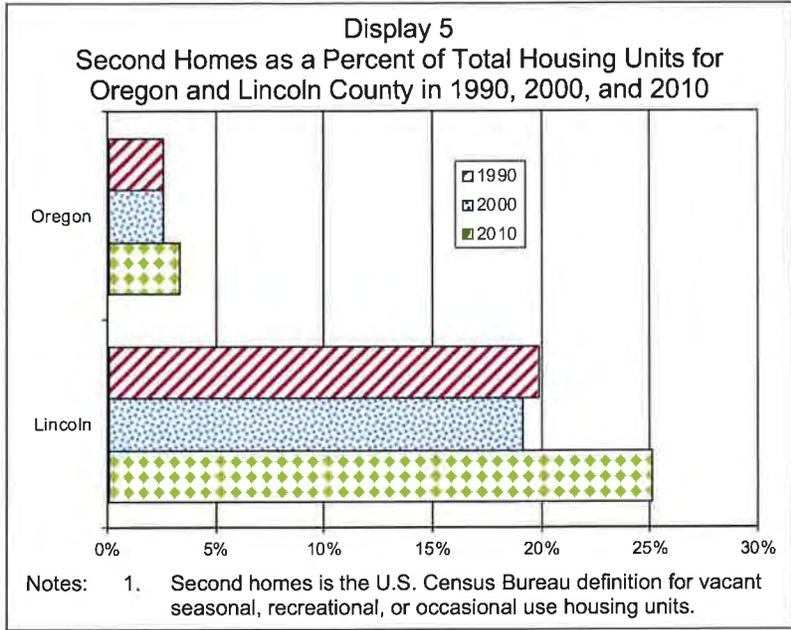
All of these people, regardless of their circumstances (retired, partially retired, still working) are having a transformative impact on Lincoln County. Alas, in Lincoln County and elsewhere on the Oregon Coast, there has been very little analysis of the economic impact of these retirees. Therefore, we *don't* have good data on the retirement community. If we had better data we'd understand just how this demographic group is impacting our communities.

An Expanding Marine Science Cluster

The highest profile story about Lincoln County's economy is the expansion of the ocean/marine science cluster. In August 2009 it became state-wide news when the National Oceanic and Atmospheric Administration (NOAA) announced they were relocating their West Coast Marine Operations Center (MOC-P) from Seattle to Newport. Two years later, August 2011, with much fanfare, the opening ceremonies for MOC-P were held in Newport.

This historic opportunity built upon a legacy of far-sighted strategic investments that started with the establishment of the Hatfield Marine Science Center (HMSC) during the 1960's. The presence of HMSC and other Oregon State University (OSU) programs, the state/federal agency facilities (EPA Labs, National Marine Fisheries Service, Oregon Department of Fish and Wildlife), the Oregon Coast Aquarium, this critical mass made Newport a wise choice for





NOAA. The other compelling factor was the Yaquina Bay's central location on the West Coast. It is an ideal place to serve NOAA's west coast marine research needs.

As hoped, the synergies that made MOC-P possible are gaining strength. Last year, Ed Ray, the President of OSU, announced OSU's plans to expand its academic program to support 500 students at HMSC in Newport within five years (including the creation of a world class Marine Mammal Institute).

OSU just announced a \$20

million challenge gift has been made toward that project (approximately \$45 million more is needed). In addition, in 2012 the Oregon Museum of Science and Industry (OMSI) purchased a 29 acre property in close proximity to HMSC for a marine science camp (with lodging and dining facilities for 150 children, families, and school groups, serving 5,000 people a year). In 2004, voters in Lincoln County passed a bond measure to build three campus facilities for the Oregon Coast Community College (OCCC). OCCC's main campus property, located near HMSC, has enough space to accommodate future expansions (OCCC boasts a well-regarded aquarium science program).

The authors of this report documented the scale of economic activity related to marine science. In previous economic reports about the Oregon Coast's economy prepared by TRG that exercise had *not* been done. In 2003, personal income from marine science in Lincoln County was mostly included in a larger summary category called "other identified industries." (The category includes paper and paperboard mills; water transportation and marine cargo; ship building, steel fabrication, and other heavy construction; and other identifiable industries such as government, research, communication, special education, and military in addition to marine science.) The 2003 personal income for this category was \$100.8 million (expressed in 2012 dollars). The marine science subsector for the "other identified industries" category is calculated in 2012 to be \$62.0 million. So, from 2003 to 2012, the "other identified industries" category, which includes marine science, increased from \$100.8 million to \$148.5 million. Expressed differently, in the last decade the marine science subsector spearheaded the "other identified industries" sector from being 6.7 percent of Lincoln County's economy to 8.8 percent of the economy. This is a 47 percent increase over the last 10 years in this sector.

Intra-Lincoln County Differences: Geography Matters

Economic studies prepared at a county or regional scale are *not* likely to recognize important sub-geographical differences within a county or a region. This report, however, teases-out

economic data from communities *within* Lincoln County to ensure that important intra-county economic dynamics are not overlooked. Here's what the data tell us.

First and foremost, Lincoln County is a diverse place. Geography matters. Most of the population centers (cities and unincorporated communities) are clustered along the U.S. Highway 101 corridor near the Pacific Ocean. Income distribution in Lincoln County is *not* uniform.

Inland portions of Lincoln County (in the Coast Range) are dominated by timber lands. Out of a total 634,000 acres in Lincoln County, 572,000 acres (*90 percent of the acreage*) are classified as forest zoning (see Display 6). The Siuslaw National Forest comprises 172,000 acres in

<u>Zoning</u>	<u>Acres</u>	<u>Percent</u>
Forest	572,000	90%
Urban	18,500	3%
Farm	14,000	2%
Rural	12,000	2%
Other	17,500	3%
Total	634,000	100%

Lincoln County. Today, the majority of privately-held timberland in Lincoln County belongs to large companies such as Hancock Timber Resource Group and Plum Creek. These large firms manage timberlands to maximize returns for their investors (e.g., institutional investors such as pension fund managers). This is a different economic model than the wood products companies of yesteryear when companies owned and managed timberlands to supply raw product to their mills. In addition, the Confederated Tribes of the Siletz Tribe own 15,204 acres in Lincoln County.

Only two percent of Lincoln County is zoned for agriculture. Agricultural lands are found along the narrow river valleys in Lincoln County. For that reason, agriculture will play a relatively small role in Lincoln County's economy (although, at present, these lands are underutilized). Only three percent of Lincoln County lies within incorporated areas (18,500 acres). Over time, as cities in Lincoln County expand their urban growth boundaries (UGB's), the percentage of "urbanizable" land in Lincoln County will grow (modestly). Oregon's land use program places significant constraints upon what can take place in Lincoln County. The program protects timber lands and agricultural lands and other coastal ecosystems. From an economic development perspective these land use controls should be seen as a tremendous asset. The land use system protects the quality of life in Lincoln County while leaving a sufficient supply of land available for development. So far, most people believe a proper balance has been struck between development and preservation and that the system is working.

This report documents how the presence of ports really matters economically. Two places in Lincoln County facilitate access for vessels to the Pacific Ocean. Depoe Bay hosts a small harbor which supports a significant volume of tourism activities (recreational fishing and whale watching). The Port of Newport is the only *deep water* port in Lincoln County. The river corridor, from the City of Toledo (and the Port of Toledo) down to Newport, hosts a variety of marine-services sector businesses with highly skilled employees. These highly competitive marine service businesses serve the local fishing fleet and the distant water fishing fleet (that spends significant portions of the year fishing in Alaska) and other ocean users.

The paper mill in Toledo supports many family wage manufacturing jobs. A big reason the paper mill in Toledo is still in business is the web of irreplaceable infrastructure that was constructed during the 1950's (senior water rights on the Siletz River, Olalla reservoir, an ocean outfall to discharge waste). In addition, a rail line connecting Toledo to Albany developed during the late 1800's delivers wood chips to the paper mill from around the West.

This report documents the profound income differences in the levels of prosperity within different communities in Lincoln County (see Display 7). The "North County" (Lincoln City and adjacent areas) has *not* achieved the levels of prosperity that other parts of Lincoln County reached (\$29,000 for Lincoln City vs. \$49,000 for Newport vs. \$39,000 for the entire County). Why do such income disparities exist in Lincoln County?

One reason for this disparity in income is Lincoln City/the North County does *not* have a deepwater port. As a result, the economy in the northern County is more reliant upon the tourism sector. In general, the tourism sector pays lower salaries than many other sectors of the economy. On the other hand, though, North Lincoln County is closer to the Portland-Metro Area and Salem. That's an important factor. The economic ripple effect from the Portland-Metro area is more pronounced in North Lincoln County than elsewhere in Lincoln County. People who want *to live and work* on the Oregon Coast, but need access to the upper Willamette Valley, will be drawn to the North County area.

Display 7
Intra-County Income Distributional Differences in 2012

	Median Income	Families Poverty	Sources of Income			
			Earnings	SS	Retirement	SNAP
Oregon	\$50,036	10.8%	77%	30%	18%	17%
Lincoln County	\$41,996	11.0%	67%	42%	21%	19%
Newport	\$47,270	13.6%	72%	36%	18%	19%
Lincoln City	\$29,686	15.5%	64%	41%	19%	22%
Toledo	\$45,230	16.3%	84%	27%	8%	30%
Waldport	\$35,889	10.0%	57%	50%	25%	27%
Depoe Bay	\$43,382	9.8%	72%	36%	18%	19%
Siletz	\$37,188	22.5%	72%	36%	12%	28%
Yachats	\$42,396	2.0%	66%	54%	34%	12%

Notes: 1. Median income for households. Sources of income is the proportion of households.
 2. Poverty proportions are proportions of families. Example poverty threshold for a two children and two adult family is about 50 percent median income.
 3. Sources of income acronyms: SS – social security, SNAP – food stamp.

As a result, future transportation investments in Highway 18 (the Newberg-Dundee corridor and Highway 22 to Salem) will be crucial to the development of North County. Increased congestion on Highway 18 and Highway 22 will undermine the locational advantages of the North County. Alas, the outlook for additional transportation funding at the state and federal level to address looming capacity issues is not promising. So, that's a big concern.

In contrast, looking further south in Lincoln County, the Highway 20 improvement project (Pioneer Mountain-Eddyville) will be completed in the fall of 2016. When that major project is completed the Highway 20 corridor (Newport to Corvallis) will become one of the best-safest travel routes to the Oregon Coast. As a result, Lincoln County's economic and social ties to

Corvallis, Benton County, and the entire Willamette Valley (including the Metro Area) will further strengthen.

Bullish on Lincoln County

It is hard not to be bullish about Lincoln County. Lincoln County is blessed with tremendous natural assets. The beauty and bounty of our coastal environment, the natural resources (fisheries, agriculture, forest products), the short travel distances to the I-5 corridor/the Metro Area, combine to make Lincoln County an inherently competitive location.

However, the other big reason Lincoln County is experiencing success is *the social capital* of Lincoln County. When called upon to make strategic investments in their community the residents of Lincoln County have delivered.

A number of examples come to mind. Recent investments in the three community college campuses and a general obligation bond passed by Lincoln County's School District must be noted. Securing the funding from Oregon Transportation Commission (OTC) for Highway 20 improvement projects took unity and sustained advocacy by community leaders. The voters approved the Port of Newport's overhaul of the deepwater terminal. The Port of Toledo secured public resources to purchase and expand a critically important boat yard and that action cemented the future of the marine services cluster along the Yaquina River. The City of Lincoln City completed several major aesthetic improvement projects along the U.S. Highway 101 Corridor within the City of Lincoln City. Recently, the City of Lincoln City also purchased a large block of land within the city limits. That strategic property will serve a number of important public and private sector purposes. There are other examples of local leadership too numerous to mention in this introduction. Again though, time after time, in circumstance after circumstance, the residents of Lincoln County stepped up to help themselves succeed.

People in Lincoln County, though, understand there's more work to do. For example, achieving the full potential of the airport in Newport (attracting and retaining commercial air service providers to PDX) is a challenge worth tackling. It may take expanded partnerships to accomplish that objective. The judicious use of urban renewal funds by our cities can improve the curb appeal of our downtowns. That, in turn, will stimulate investment. Completing the expansion of OSU campus in Lincoln County, as soon as possible, is another opportunity within our grasp. Indeed, when you live here, and you track what's going on, you get an unmistakable feeling that Lincoln County's best days are directly ahead.

Ensuring the economy in Lincoln County works for everyone will continue to be a challenge. Lincoln County is not immune to national trends of income inequality. However, the investments in education infrastructure (cited above) have laid the groundwork to expand economic opportunity. Nothing could be more important than ensuring that motivated people can get the skills they need to succeed in this 21st Century economy. Looking ahead, we can probably do more to leverage the talents of the remarkable people who live in Lincoln County (and the people electing to move here).

Bibliography

The Research Group, LLC (TRG). Ten Year Update on Lincoln County, Oregon's Economy.
Prepared for Lincoln County Board of Commissioners, Newport, Oregon. August 2014.

Waldport Public Library
 Monthly Circulation
 July 2014-June 2015

Patron Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
LCLD-Adult	3,238	3,152	2,686	2,830	2,615	2,652							17,173
LCLD-Youth	167	189	95	71	82	53							657
OCCC	0	1	2	7	10	7							1
Waldport Adult	2,041	1,895	1,586	1,833	1,856	2,185							11,396
Waldport Youth	174	207	122	148	70	41							762
Adult	71	38	43	55	44	59							310
Youth	0	0	0	4	7	0							0
Temporary 1-year	69	78	59	102	55	41							404
Temporary	111	126	19	8	0	0							264
Oregon Passport	65	41	38	29	27	11							211
Interlibrary loan out	<u>57</u>	<u>53</u>	<u>47</u>	<u>57</u>	<u>27</u>	<u>46</u>							<u>287</u>
Chinook Circ	5,993	5,780	4,697	5,144	4,793	5095							31,502
Non-cataloged	563	699	658	814	679	649							4,062
Library2Go *	<u>162</u>	<u>196</u>	<u>150</u>	<u>181</u>	<u>134</u>	<u>343</u>							<u>1,166</u>
	725	895	808	995	813	992							5,228
GRAND TOTAL	6,718	6,675	5,495	6,139	5,606	6,087	6,636	5,910	6,087	5836	5,888	6,089	36,720
<i>Last Year</i>	6,328	6,533	6,053	6,508	6,252	6,343	6,636	5,910	6,087	5836	5,888	6,089	74,463
Interlibrary loan In	43	36	45	34	51	37							246
Computers	1,344	1,346	1193	1224	1010	1038							7,155
WiFi	237	251	188	255	178	208							1317
Patrons added	30	40	35	33	34	31							203

*calculated at 47% of month's circ by public libraries

closed November 27 & 28 = 16 hours

Public Works Department

Report for the month of December 2014

Water Treatment Plant

Plant Production:	<u>6.09</u>	MG
Rainfall:	<u>15.5</u>	inches

Wastewater Treatment Facility

Effluent Flow:	<u>11.7</u>	MG
Rainfall:	<u>17.9</u>	Inches

Public Works Dept.

Alarm call outs:	<u>2</u>
Locates:	<u>12</u>
Sewer plugs:	<u>1</u>
Water service installations:	<u>1</u>
Sewer connections:	<u>0</u>
Water Leaks:	<u>3</u>

Department General Overview

The public works department has been busy in December as usual. In addition to their routine maintenance, rounds, street maintenance and plant operations they have been busy with other projects to improve the foundation of the City. One of those projects was the needed replacement of a hydrant on Crestline Drive which has been offline for quite some time. The replaced hydrant also required a new 6" valve and water line to be added to the 8" main line. The crew responded to a hill slide on Overlook Drive which broke a water line that served the customers in that area. The crew had water restored within two hours despite the heavy rain that day. The water and wastewater plants have been operating as usual with exceeding results.

Administratively, our new employee at the treatment plant is settling in very nicely. Mike and I have been working very hard planning our future and direction as a successfully operating department. We also voluntarily underwent an OSHA consultation on October 27. In November we received the results and have been diligently fixing the deficiencies to ensure the health and safety of our facilities. The report is available at city hall for anyone interested in reading it.



City of Waldport

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December 26, 2014

Subject: Monthly Report-December

During the 2014 year, there were 128 code enforcement cases opened. Of these 107 have been worked to completion.

These cases breakdown into the following:

Attractive Nuisances	31 (Misc. junk on property)
Nuisance Vehicles	36 (Unlicensed/Inoperable vehicles left on public streets)
Structure/Buildings	14 (Dilapidated/Improperly Maintained)
Others	47 (Vegetation, Business License, Fences, Zoning, ect)

