

1. 9:30 A.M. Agenda

Documents:

[2020-12-03 Council Agenda.pdf](#)

2. Meeting Materials

Documents:

[2020-150 RES Water Rate Adoption.pdf](#)

[2020-11-05 Meeting Summary Packet.pdf](#)

[2020-11-06 Meeting Summary Packet.pdf](#)

[2020-11-18 Meeting Summary Packet.pdf](#)

[2020-12-03 Transcription Svc Memo.pdf](#)

[2020-12-03 Organizational Memorandum.pdf](#)

[2020-12-03 STR Compliance Software Memo.pdf](#)

[Street Dedication Recommendation From Planning Commission Memo.pdf](#)



**CITY OF YACHATS
CITY COUNCIL WORK SESSION & COUNCIL MEETING**

Yachats OR

Thursday, December 3, 2020 at 9:30 am

To Be Held Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/83310136094?pwd=Y0V3N0EvcktBZ0UreG5KeituZVRxUT09>

Meeting ID: 833 1013 6094

Passcode: 461144

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Find your local number: <https://us02web.zoom.us/j/kd4luU1jbE>

Work Session

- I. Discussion of moving contractual positions to staff position
- II. Discussion of online transcription service for minutes

Regular Council Meeting

- I. Announcements, Correspondence, Proclamations
- II. Public Comment: **Topics not listed on the agenda**
5-minute limitation per person
- III. Consent Agenda
- IV. New Business
 - a. Vacation (Short-term) Rental Compliance Software Discussion
 - b. Street Dedication memorandum
- V. Old Business

The Yachats City Council meetings are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 (TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted 10/27/2020

- a. Oceanview Drive: Discussion of Striping and Directionality; Discussion of future opportunities for public input on other project elements
- VI. Other Business
 - a. From Mayor
 - b. From Council
 - c. From Staff

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**CITY OF YACHATS
RESOLUTION NO. 2020-150**

**A RESOLUTION SETTING THE RATES FOR WATER SERVICE, ESTABLISHING AN
INDEX FOR FUTURE ADJUSTMENTS TO THE WATER RATE**

WHEREAS, the Public Works and Streets Commission discussed current City of Yachats utility rates at their March 12, April 9, and May 14th 2019 meetings, and recommended to the City Council engagement of professional services to conduct a rate study for water and wastewater rates at their May 14, 2019 meeting, and

WHEREAS, the City Council discussed the recommendations at its July 3, 2019 meeting and elected to have the Oregon Association of Water Utilities (OAWU) conduct a water and wastewater rate study (Resolution 2019-88), and

WHEREAS, the City Council reviewed considerations relating to a \$100,000 capital improvement goal and to a \$200,000 capital improvement goal and approved a water rate analysis at its October 19, 2019 meeting (Resolution 2019-95), and

WHEREAS, the City Council reviewed the options provided by OAWU that compares “current” rates and proposed rates on budgets at either \$100,000 or \$200,000 annual capital improvement goals and resolved to reset base rates using the meter multiplier (column 3) providing an allowance of water in line with the meter multiplier and a \$6.00 per unit cost, and resolved that the City of Yachats will:

1. Implement a consumption rate increase from \$5.91 to \$6.00 for water and again for wastewater
2. There will be no changes to the wastewater base rate
3. Implementation will be January 1, 2021

WHEREAS, The City will use the Consumer Price Index (CPI) of the previous year end to determine rate increases, to be implemented on the base rate and consumption, each fiscal year, and if the percentage is lower, to pass that savings onto the consumer; rate changes will occur every July 1 of a new fiscal year. Initial rate adjustment to be implemented January 1, 2021, for CPI adjustment July 1, 2021, and

WHEREAS, the cost of operating and maintaining utilities is increasing and developing model that is fair and equitable to all consumers to enable the City to complete infrastructure repairs and improvements.

NOW, THEREFORE, the City of Yachats resolves:

1. Implement the water and wastewater consumption rate increase from \$5.91 to \$6.00



**CITY OF YACHATS
RESOLUTION NO. 2020-150
A RESOLUTION SETTING THE RATES FOR WATER SERVICE, ESTABLISHING AN
INDEX FOR FUTURE ADJUSTMENTS TO THE WATER RATE**

2. There will be no changes to the wastewater base rate
3. Implementation will be January 1, 2021
4. Rates will be adjusted on July 1 of each year, starting with July 2021, based upon the Consumer Price Index for the preceding calendar year as reported for December 31.

This resolution memorializes action taken on December 3, 2020 and is effective as of that date.

CITY OF YACHATS

By: _____
W. John Moore, Mayor

ATTESTED TO BY:

Shannon Beaucaire, City Manager



CITY OF YACHATS
CITY COUNCIL REGULAR MEETING

Date: November 5, 2020

Meeting Summary

Audio will be uploaded the following business day for review of entire meeting

Meeting Call to Order

Members

Mayor/Chair: W. John Moore called the City Council meeting on November 5, 2020 at 9:30 am to order

Council/Commission/Committee members present:

- | | |
|------------------------------------|---------------------------|
| 1. <u>Mayor Moore</u> | 5. <u>Councilor Tooke</u> |
| 2. <u>Councilor Vaaler</u> | 6. _____ |
| 3. <u>Councilor O'Shaughnessey</u> | 7. _____ |
| 4. <u>Council President Glenn</u> | 8. _____ |

Absent:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Staff present:

- | | |
|-----------------------------------|--|
| 1. <u>City Manager Beaucaire</u> | 4. <u>Community Svc Coordinator Hoen</u> |
| 2. <u>Deputy Recorder Jackson</u> | 5. <u>Water Lead McClung</u> |
| 3. <u>Admin Sites</u> | 6. _____ |

Audience: 28

1 **I. Announcements, Correspondence, and Proclamations**

2 a. None

3 **II. Motions:**

4 a. Motion to approve ordinance 2020-367

- 5 ➤ Voted Yes - Glenn, Moore, Vaaler, Tooke and O'Shaughnessey
- 6 ➤ Voted No-
- 7 ➤ Absent:

8
9 **Items Covered:**

- 10 • 00:00:01 Matt Frank, TCB discussed the different options for Code Enforcement
- 11 and Patrol Services
- 12 • 00:39:42 Minute discussion
- 13 • 00:59:43 Overtime discussion
- 14 • 01:05:47 Vacation Rental software discussion
- 15 • 01:11:21 Finance Committee recommendation on debt reduction and interfund
- 16 loan status
- 17 • 01:15:52 Public Hearing on Public Contract and update YMC 2.10
- 18 • 01:18:35 Update on La De Da Lane Paving project
- 19 • 01:58:42 Approval of the annual evaluation for the City Manager and any
- 20 compensation, contract, or other adjustments

21
22
23
24 **Action Steps (if any)**

- 25 • Move vacation rental to next meeting

26
27
28 W. John Moore, Mayor adjourned the meeting at 12:27pm.

29
30 Prepared by:

31 _____

32 Kimmie Jackson, Deputy Recorder

33
34 Date: _____

2020-11-05 Council Meeting

Speaker 1 ([00:00:01](#)):

Kind of start from the beginning. I understand that you guys have kind of a need for not necessarily a law enforcement presence, but just the presence period and the city of yachts. I think that there are

Speaker 2 ([00:00:17](#)):

A lot of

Speaker 1 ([00:00:19](#)):

Non-Emergent issues that you're having, that we could potentially help with. The code enforcement officer code enforcement is really just enforcing that code. You know, finding those code violations, dealing with things like that. They're not a security officer. They're not any kind of enforcement presence, but there seems to be a need for that. And I think that we could possibly combine the code enforcement and a city patrol officer. There are some benefits to that and there are, there are some disadvantages there too. The biggest disadvantages are that we can't, we can't force things like the speed through the city. We can always follow up and, and talk with people and, but we can't enforce those things. We can't enforce anything on the highway. Those kinds of things, but what we can do is we can offer a presence in the city to go respond to those non-emergent things like noise complaints transients, you know, sleeping different places just a response element to it, but we can also do some proactive things as well.

Speaker 1 ([00:01:37](#)):

So we could go through and do park patrols. We could go through and do city restrooms with patrols and lockups neighborhood and business district patrols vacation watch. I don't know if you guys have any kind of, while you probably don't have anything set up, but you could put a program out there to where, when people go on vacation, they can list their vacation times with you and we can go check on the house while they're gone. We could also start some parking enforcement in the city of Johann. So I know that parking is an issue there. And just any patrol have any city owned buildings or facilities. I really think that that would be beneficial to you guys. Another element of that is the vacation rentals. We can do everything from licensing and permit issuance to home inspections. Anytime there is a complaint at all, we can have an immediate officer response.

Speaker 1 ([00:02:36](#)):

So let's say you have a noise complaint we show up and there's a large party. What we can do is we can contact the vacation rental company and say, you know, here here's, what's going on. You guys want this going on in your house. And 99% of the time they don't and they want the people going. And so they'll take steps to evict them and stop that. The best part about it is that you guys would have that immediate response to those kinds of complaints. And I know that that's the hot button issue in the city of yachts, because there are a lot of vacation rentals and there are a lot of times when, you know, County can't respond because they've got other things going on, but we can be that first element of response to basically go and try to get the voluntary compliance and contact those vacation rental companies and talk with them and basically try to try to find a solution to the problem that night.

Speaker 1 (00:03:39):

You know, a lot of times we're getting those, those complaints and, you know, two or three days later, and the people are already gone. I think the biggest thing is having that immediate response to those issues and really any issues within the city. You know, I mean, if there's, you know, a transient sleeping at dollar general, you know, we could stop and talk to them. And if there's an understanding with dollar general that they don't want them out there, then we can on their behalf go out and say, Hey, you know, you need to find somewhere else to be and just try to get those voluntary compliance issues taken care of. So does anybody have any questions about that part?

Speaker 1 (00:04:21):

I do have one mat, but one sensitive issue that one area where we've gotten considerable complaints over the last few years, it's out at the state park. The Sheriff's department has been reluctant to enforce out there because that's under space, state park controls, state park has been reluctant to do anything about that. We've got neighbors who have complained lately legitimately, so about people parking there for more than 72 hours. We've had some issues with some aggressive behavior towards towards our local residents from, from some of the travelers. Is that an area that you could, you could do something with, I think with an agreement, I'll go ahead.

Speaker 3 (00:05:08):

I can speak to that. I actually spoke to the state parks and they said they would welcome the assistance in trying to get more patrolling in the area. They recognize the challenges that they have. Matt, do you want elaborate on that at all?

Speaker 1 (00:05:22):

Yeah, I was. I was just going to say, you know, a lot of times state parks, they, they don't want to send somebody into the state park to deal with those kinds of things, but they're usually very welcoming to having us respond if we're available. Good members of the council. Any questions for Matt? Leslie?

Speaker 3 (00:05:47):

Yeah. So you mentioned that you might at times you used the example of the dollar general parking lot urge Tran chance move on.

Speaker 4 (00:05:58):

Now of course the courts have ruled that cities cannot just move the people out of the town that they have a right to sleep and so on. And so what can you just describe for us exactly what would this look like? The encouraging them to move on?

Speaker 1 (00:06:20):

Well, we wouldn't encourage them to move away from the city, but what we would do is, is we would communicate with different businesses and say, what are your policies? What are your after closing policies? But you know, what kind of issues are you having? And those individual businesses have every right to say, I don't want somebody on my property after this time, when property is closed, that's the close to the public. It's not open to the public anymore. And so we basically just encourage them to find somewhere else to be. Now, I completely understand that that everybody has to have somewhere to be, but there are some appropriate places for people to be and some not so appropriate places to be,

especially if you start dealing, dealing with theft and vandalism and things like that. You know, those, those have a way of hurting a city's image.

Speaker 5 (00:07:18):

Yeah. Just a quick comment. Is Jen, what bad is talking about and what less use referring to is it, you know, the difference between private property and public property and private property is a totally different ball game. So I understand what Matt's saying, and we have to understand the difference between a private person, can, you know, what you can do with private property as opposed to public property and the LD other issue for me, just a comment is that state parks have reduced their staff by significant amount in this time of COVID. And that is probably not going to be changed for quite some time. So like, do not think that you're going to get state parks patrolling on a regular basis for the foreseeable future, just to comment. Thanks.

Speaker 4 (00:08:02):

Thank you. And then max, you had your hand up.

Speaker 5 (00:08:05):

Yes. Currently we have what, two days a week. And so in order to be effective, they need to be seven days a week, 24 seven.

Speaker 1 (00:08:15):

That's definitely an option. I don't know if that's completely and totally needed to be effective. It would be beneficial for response and things like that. But I mean, we have a couple of different options that I can go over. Shannon. Have you shared that document with them?

Speaker 5 (00:08:36):

I have not. I wanted you to be able to do that. Perfect.

Speaker 1 (00:08:42):

So we basically broke the proposal down into three different options. Option number one is 24 hours a day, seven days a week coverage. So that's always having one available. We'd either have two shifts or three shifts. Option two is going to be 12 hours a day, seven days a week. And then option three would be eight hours a day, seven days a week.

Speaker 5 (00:09:10):

So

Speaker 3 (00:09:11):

I talk a little bit about the costs involved. And part of the reason I didn't put this in the packet was because I also reached out to the Sheriff's department so that the council has some comparative numbers as they consider this.

Speaker 1 (00:09:26):

So option number one, the 24 hours a day, seven days a week that would come out to about 25,244 monthly. That includes all of our costs. That's vehicles, payroll, radios, dispatch, records management, all

our insurance costs and the administrative costs to look over that. Option two would be the 12 hour a day option that goes down to 12,672 monthly. And then option three, which is eight hours a day, seven days a week would be 8,578 monthly.

Speaker 3 (00:10:07):

And for council's information, I just received this from the Sheriff's department yesterday at four 15 and four 12 hours of service, seven days a week, they estimated two FTE deputies. Full-Time employees. Estimated cost is \$318,000 per year with a one-time startup cost of \$126,000 for all of the equipment, the vehicles, radios, computers, lights for eight hours of service, seven days a week. They estimate one FTE and it'd be \$161,000 a year with an additional one-time startup cost of \$63,000. We have recently been experiencing, as I've mentioned before in council meetings, graffiti along the city signs. We've also had several individuals get very hostile in the state park that's required. Some citizen concern in some calls to the Sheriff's department. This week I've been dealing with an individual who's been deprecating and urinating on some of our businesses in town. And we did have a theft earlier this week over at the ladies club of some people had left their materials backpacks while they were working. And those were stolen along with a cell phone. Just so council has that information.

Speaker 5 (00:11:36):

Could you repeat the eight day costs for eight hours a day? Seven-Day cost for the sheriff?

Speaker 3 (00:11:43):

Certainly it's a one full-time employee estimate cost of \$161,000 per year, and a requirement of an additional one-time startup costs of \$63,000.

Speaker 6 (00:11:55):

That startup costs is for the vehicle vehicle, equipment, firearms, uniform, and all equipment necessary for a deputy.

Speaker 5 (00:12:03):

And then just so people are aware in the time of COVID-19, the Sheriff's department is not accepting a lot of people into the Lincoln County jail. So they tend to site site violators and release them. So that that's another issue just to be aware of it. This is going to be a hard issue to solve.

Speaker 1 (00:12:29):

Yeah, it definitely is. It's an issue that we're seeing. You know, I've, I've responded to a couple of different things lately and we've had a couple we had a felony theft or felony burglary not too long ago where we actually interrupted the burglary and placed the guy under arrest and waited for the city of Newport police department to show up. And I mean, it was, it was over a thousand dollars worth of that, that he committed and they did a separate release. So these were very uncertain times, unheard of times. You know, I've never experienced this in my career and insecurity at all. But the best thing that you can combat that with as a presence, you know, if somebody is watching and somebody is constantly moving around and you know, questioning those things that makes people not feel very comfortable to be committing those crimes in that area,

Speaker 6 (00:13:31):

She'll, she'll come back converting the match number, monthly numbers and the sheriffs yearly numbers she'll work talking about apples and Apple share match would be cheaper. Right?

Speaker 1 (00:13:49):

Yeah. So if you were looking at eight hours a day, seven days a week at 85 to 78 a month, you're looking around a hundred thousand dollars plus a month minus a year versus the Sheriff's department and 160,000 plus a one-time 63 K set up. So yes, using the TCB, if we're going to go that route is significantly less than the Sheriff's depart.

Speaker 6 (00:14:13):

Yeah. That's what I'm just calculating here. Yeah.

Speaker 1 (00:14:15):

It's no matter which option we went with, or even option four, which, you know, we could create there's a significant, that's a significant portion of our budget and that's, that's going to take some serious thought about how we managed to fund that. And if that's going to come out of our general fund, what does it replace? So it's an issue that is we, we have been blessed for a long time and Yamaha it's with a very low crime rate. Things, things unfortunately are changing. And this is one of those things, unfortunately, that has been changing. And I think at some point we're going to need to do something in this regard. So members of the council, while Matt is on the phone let's go to you, Mary Ellen,

Speaker 4 (00:15:10):

Is this part of the code enforcement? Would they do code enforce on or no bushes? Whatever.

Speaker 1 (00:15:18):

Yeah, yeah. We could definitely combine the two. So there'll be an additional cost for that. We would basically just, I mean, if you guys wanted to keep the code enforcement separate, we could separate that and then do this option, or we could do this option and include code enforcement in those committees. So for instance, if I've got that right then man right now we have a code enforcement here two days a week. So if we were to do a days, eight hours a day, seven days a week, and use two of those days for code enforcement, we can either use the other three for patrol activities. Do I have that sort of right. My thought would be is that you, you basically just combine the positions and you have that patrol officer patrolling, but also responding to code enforcement complaints. You know, following up on those things because they're not always gonna have somebody to chase down runoff, you know, those, you know, those kinds of things. And if you combine the two, it kind of gives, we can start working under the code. We can do parking enforcement. We can, we can add a bunch of stuff too. We don't just have to separate it all. Okay.

Speaker 4 (00:16:27):

So that's an hour of the day and night, right. Would you be proposing for, with each of these well for option two and three. Okay.

Speaker 1 (00:16:37):

Yeah, I think that that would be something we'd just have to determine. You know, there's nothing set in stone on my end. I think that we could look at when your most active hours are and have, you know,

part of the day, part of the night. We just have to look at that and determine what would be the best solution for you guys.

Speaker 4 ([00:16:59](#)):

So they could be separate. They wouldn't have to be contiguous, however

Speaker 1 ([00:17:03](#)):

They would need to be continuous hours. Yeah. Okay. Thank you. And counselor Mahler,

Speaker 4 ([00:17:11](#)):

Either Shannon or Matt, can you remind us all what we are currently paying TCB for the two days? Eight hours a day? Sorry.

Speaker 1 ([00:17:22](#)):

Yeah. Give me this one second. Unless you have it, Shannon.

Speaker 4 ([00:17:28](#)):

I would need to go run and get the contract real quick. So if you have it handy, Matt, I don't

Speaker 7 ([00:17:36](#)):

Let me pull this up.

Speaker 1 ([00:17:38](#)):

So you guys are paying them hourly rate.

Speaker 7 ([00:17:43](#)):

Find it here.

Speaker 1 ([00:17:51](#)):

You guys are paying an hourly rate. The contract started at \$32 an hour. And I believe that's what you're paying now. And you have a rate increase of 2.2 0.5% each year on July 1st, beginning in 2021. So you guys won't see an increase than until July of 2021. What's

Speaker 8 ([00:18:16](#)):

The percent again, I'm sorry. I didn't hear

Speaker 1 ([00:18:18](#)):

2.5% and not on these, on a contract with TCB. Is it an fairly flexible timeframe on that contract or do we need to con agree to a specific term such as a year, two years? I think on the, on this, we would have to agree to a term just because it's, it's a big investment for us. You know, maybe lock into it for a year or two. But you know, that's all, these are all things that we can figure out in the process. This is just a proposal. You know, this is just kind of getting things started and kicking it off. But my initial thought is we would need to lock it into a term just because of the investment we're making.

Speaker 8 (00:19:09):

Can I interject something please?

Speaker 8 (00:19:15):

I'm wondering about Walport and their service with the state police. Is that something similar that we would do here and how much is Walport pain? Those folks does anybody know Walport has pain annually, about \$330,000 a year for their two 80 hours of week for Sheriff's department. So that's why I also reached out to the Sheriff's department and asked them for X comparison to what the options that TCB was proposing. And that's where it comes into \$318,000 a year with the one-time startup cost of one 26 or one 61 with a startup cost of 63. And is it seven days a week there? And is how many hours a day do they contract for 80 hours? They have let's see the Sheriff's department. They pay for two full time deputies. And we work on a hybrid system of having a deputy work Monday through Thursday, seven to five, 7:00 AM to 5:00 PM. The other 40 hours of services distributed randomly by the deputies on the night shift. It varies on how this is scheduled and provides randomness to not be predictable to the criminal element. This is actually a recent change. We started in July previously, we provided 80 entire 80 hours of at random times,

Speaker 4 (00:20:48):

The change allows us one deputy to really know the city and provide extra community policing. So they're not there all day.

Speaker 1 (00:20:56):

Yeah, no, absolutely. Sean, I see you have your hand up, but there's a deputies that sit on the side of the road and can give speeding tickets.

Speaker 4 (00:21:10):

Yes. And the F the money that comes from those feeding ticket goes to who is an excellent question. I would have to clarify that

Speaker 1 (00:21:22):

I can kind of chime in on that just a little bit. They site into, unless they're siting into the Walport municipal code, they are usually signing into the County court so that, I don't know if there's some kind of agreement there, but I know that you're usually sighting into the County circuit court counselor involved, or you had your hand up. Okay.

Speaker 4 (00:21:46):

Oh, just with Shannon's description of flexibility and the fact that being unpredictable and time is something that has advantages. Is that something that TCB would be prepared to offer?

Speaker 1 (00:22:03):

It's something we could look at. It makes it difficult just because we have to hire we're hiring one person or two people, or whatever the case may be to just patrol that city, what the Sheriff's office has, that they, they can do those unpredictable shifts and things like that because they have the ability to go other places and do other things. We could look at a model, but, you know, my initial thought is it would be difficult to do that. Matt, have you seen I know TCB is, is currently sharing in other cities in Lincoln

County. Have you seen an uptick in the last few months and incidents around the other cities? Yeah, definitely. You know, I think a big part of it is the cabin fever that everybody has. You know, they, they can't do the things that they normally do, especially in the summertime. And so they're trying to find other things to do, and those other things might not always be the best things to do. We've definitely seen an increase in activity just everywhere. I think the only place that we haven't seen an uptick is selects. And most of that is because that's already has, you know, a pretty high crime rate. But you know, honestly, it's, it's, it's not anything that I've ever seen before. I've never seen people act like this before. Not surprising. Absolutely.

Speaker 4 (00:23:40):

Yeah, some my right Dom and Matt, and thinking that TCB is for-profit

Speaker 8 (00:23:46):

Company. And if so, can you just describe a little bit your business model?

Speaker 1 (00:23:51):

Yes, basically we started in the event industry. We, we worked in events for quite a while. Working those events, we saw that we needed, there was a need for security and then a need for security and Lincoln County. And we, we basically started with site security, you know at the Lincoln to the outlets was one of our first clients. And it's just grown from that group. You know, we, we are pretty adaptable to what the needs are and we, we try to put the community first. A lot of the money that comes in that is profit goes back into the business. And I think that the larger the business gets the more it benefits the community

Speaker 8 (00:24:34):

And how much administrative staff does TCB have. And how much of it is people actually out on the street?

Speaker 1 (00:24:42):

So we have those two, I think we're at 35 full-time employees now. We have six or seven administrative staff. That's, you know, that includes our dispatch department static sites, things like that. But yeah, somewhere in there. Yeah. Your questions, comments from members of council, a lot of very serious food for thought you've given us, man. It's it's a big part of of our budget. And yeah, it's, it's something I think we need in this community more than we have in previous years, previous times, how long it's going to continue as unknown went on how long everybody's going to have COVID fever, you know, not COVID fever, but cabin fever and related to COVID. And that, that is an issue. So we're in a work session, so we can't make any final decisions on this today, but the whole point is to get as much information from you as possible. And so that council can deliberate on that and decide what what action we want to take going forward. So thank you so much, Matt. Any other questions of Matt while he's here?

Speaker 1 (00:26:25):

Matt, anything further you want to you on? Yes, go ahead. And Shannon,

Speaker 8 (00:26:30):

Is there additional information counsel would like Matt to provide for future discussions? Or how would you like to proceed from this meeting moving forward? Let's

Speaker 1 (00:26:44):

Go around the table. Councilor Mahler. How would you

Speaker 5 (00:26:51):

Good information to have I think that, there's another thing that I'm, I'm eager to do quickly

Speaker 1 (00:27:03):

Councilor Shaughnessy you're muted, you're still muted Mariana.

Speaker 5 (00:27:11):

It's good information that we have. I think it's going to take some thinking about, and some talking about before we make any decision, but I'm certainly thankful that it was brought to this meeting so that we can do that.

Speaker 1 (00:27:23):

Councilor Glenn.

Speaker 6 (00:27:26):

I think this is something very, very significant that our community needs. I am reluctant to take action now with the new council coming up. However, it's an, it seems to be an emergency situation. So I guess my my question would be, is there an, an emergent thing, can we, could we look at a two months pilot here and then let the new council determine the future on it, based upon the experience of the two months pilot,

Speaker 1 (00:28:13):

Matt, do you want to respond to that? And in my experience, it would be very difficult to, to conduct a pilot that would be beneficial. We could start with some response service you know, respond to different, you know, noise complaints and things like that. But we would just have to limit that response because we were already kind of bursting at the seams patrol department. We, you know, we've had a lot of businesses find we need more services or we've never needed services before. That's not something I'm going to say no to thank you and counselor Tuk.

Speaker 5 (00:29:01):

Well, I think this is something that's important, but I think it's probably, I have to wait until the new council seated in the going forward down enough to make the decision what they want to do. So I don't know what we can do in the meantime, other than continuing to examine the issue, but this is something that a new council is going to have to deal with.

Speaker 1 (00:29:20):

Man. We currently use use you your company for code enforcement two days a week. I'm going to Saturday. And the other is midweek. Is it feasible on a short-term basis to combine those services for the next two months? Using two days a week

Speaker 9 (00:29:42):

With one day on, on Saturday and one day during the week to offer either patrol or code enforcement as needed during that, that period, is that something that's feasible under our current agreement? We could look at that. You know, the current officer that's in that position would be able to do that when Tony was there, you know, he he's, he's not the right person for that kind of thing. But Jake is, and that's, that's something we could discuss for sure. Okay. So I think, you know, as a, as a short term, that might be a good way to test the waters, but now I guess my, my question to two members of the council and have suggested that this might be most appropriate if we left this decision to the next council, since we only have three more meetings after this one and, and the calendar year, and it may take almost that long to arrive at a decision. So let me ask the other two councilors, your thoughts on whether this should be a decision made by this council prior to the end of the year, or would you prefer to leave it to the next council? And, and I'll ask the two who will be on the next council councilor vomiting. Let's start with you. I think

Speaker 10 (00:31:05):

That this should be best left for the next council.

Speaker 9 (00:31:09):

Okay. And counselor O'Shaughnessy. I would agree. Okay. Then I think that makes sense. Four of you have agreed on that and I tend to agree. It's going to take some time and some serious thought about compensation, how you work all this out and where that's going to kind of how you're going to find a way to cover a funding source for it.

Speaker 10 (00:31:36):

I'd like to add one more thing, and then I'll be quiet about the subject, but if you've ever had the occasion to have to call help, like I have living where I do it's so comforting to know that somebody might be here to, to help, to help me with the situation. So as a citizen, I sure feel a lot better if I knew somebody was going to be, I mean, I can't pick the day that I might be bothered, but it would just feel better to have some security around as a citizen. Thank you.

Speaker 9 (00:32:25):

Absolutely. Betty. And I think each and every one of them is understands that valid, very valid concern. Thank you for voicing that. We're going to go to a city manager first and then counselor holler. I just noticed in the

Speaker 11 (00:32:40):

Chat that Sandy Dunn has a couple of questions and I wanted to make sure we acknowledge that.

Speaker 1 (00:32:46):

Yeah. Thank you. To councilor Voller and then I'll go to Sandy done.

Speaker 11 (00:32:52):

Oh, I just saw that Matt had mentioned Jake, who is a new, will be a new face in the community. And I was hoping that we could get an introduction to Jake.

Speaker 1 (00:33:05):

We can definitely do that. Jake's been working he covered some vacation time for Tony. But yeah, we can definitely arrange that.

Speaker 11 (00:33:14):

Well, even, just now, if you could tell us just a little bit about Jake people be interested.

Speaker 1 (00:33:20):

Yeah. So Jake he worked for us quite a while ago, and then he relocated he worked in a static position at the Oregon coast aquarium. He moved to Nevada and worked security and some of the casinos down there. And then he moved into corrections. So he worked for the state of Nevada and their corrections department and gained quite a bit of experience. And then they ended up moving back to the area. Jake came on to our patrol department you know, he was a line level officer and quickly moved up to our administrative position for that department. So Jake's been with us for, I don't want to guess, but if I had to, I would say three or four years now. So he's got a lot of experience under us then and working out in the streets of the County. So thank you, man. Sandy done, you have two questions, so let's go to you Sandy.

Speaker 11 (00:34:26):

And there are just out of curiosity. One is under the Sheriff's contract. If we went that route, do they cite for city ordinances or just state and local,

Speaker 1 (00:34:39):

That would be something you guys would have to work out with them. Shannon, I don't know if you've talked to them about that at all, but you know, some, sometimes they do sometimes they don't, we would basically work under the city ordinances on our end and cite everything that we saw out of the municipal court that you guys have.

Speaker 11 (00:35:01):

My understanding is it would just be state would not be local, but I can clarify that further for the council. Should they desire? So in other words, if you had to make sure what, you're, what you're paying for, you're getting across the board, or you're only getting in whatever Avenue that you want to go in through. But the other question I have is, is for you, Matt, cause I, I'm not seeing your compliance officer around does the compliance officer wear uniform or would your enforcement officer wear uniform? And then my other question is, do you find that the public ignores you because you don't look like a cop or

Speaker 7 (00:35:38):

AR and do you carry guns?

Speaker 1 (00:35:43):

Yes, we do. We are. We thought all of our officers do. But we do have armed officers and we do wear uniforms and honestly, most of the time, if you are approaching the situation in the right way, which most of our officers do most of the time you know, everybody makes mistakes, but if you approach the situation in the correct way and the correct manner we gain voluntary compliance more than I think a

lot of companies do because we train our officers to do that. You know, we, we train them with a lot of different mediums. We have in person training, we have a full software training called police one. And it's geared more towards law enforcement, but a lot of the law enforcement training are things that we can use insecurity and, and the things that we do.

Speaker 1 (00:36:36):

So there are definitely times where people do ignore us and if we can't gain voluntary compliance, we can always call the Sheriff's office and ask them to come out and take the situation over, you know, most of the time, if there's a crime being committed, that's, that's what we'll do. We'll try to gain that voluntary compliance. If it's something that isn't necessarily a huge deal. But you know, if it's, if it's a bigger crime, then we would definitely get the Sheriff's office involved. And we as private security, we can actually arrest people. That's a citizens arrest ordinance for any, any crime that we see in our presence. So if somebody commits a crime in our presence, we can put handcuffs on them, let them know that they're arrested, they're under arrest. And if they try to escape, we can stop them from escaping. The only thing that we have to do is we have to call a law enforcement agency to come and pick up those people and either do a second release or take them to.

Speaker 7 (00:37:43):

Thank you.

Speaker 9 (00:37:43):

Thank you. Ma'am Sandy. Any, any other questions? No, that's it. That's all I have. Thank you, Ray. Thank you. And Matt, one other question in the chat here, dear officers have training in how to handle mental health events.

Speaker 1 (00:37:57):

Yes, they do. That's the part of our police one training and it's also, I'm an instructor for the unarmed portion of things and you have to have the unarmed portion before you can get the arm portion. The arm portion focuses more on the firearm portion of it, but and the unarmed, we talk a lot about mental health activities. We don't train people to treat those things. We train people to deal with those things until somebody arrives that can treat those things.

Speaker 9 (00:38:31):

Thank you. And one other question that just came up on the chat. Do you have any officers

Speaker 1 (00:38:36):

With a knowledge of sign languages? I'm not sure if I do or not. I think I might have one. But I think it's very limited understanding of it. But you know, it's, it's not, we don't have a lot of language skills, but you know, we, we have tools that we can use to kinda mitigate that. Okay. Thank you. Any other questions for Matt before we let him go? Thank you, Matt. This has been very helpful. I think there's a great inner need for your services today than we've ever seen before, but now it'll be up to the next council. Let's see how they want to proceed and how to manage to find a funding source for it. So thank you. We appreciate that. We appreciate your being here today. Thank you. You all have a nice day. Thank you. You too. Next item on the discussion and the work session is the minute discussion counselor Ashana. See, you wanted to bring this up for some discussion on the minutes

Speaker 12 (00:39:42):

I did. And I want to thank Shannon for all the information she sent us. It was very helpful as I read through it. And I, this when Helen left, of course, changes needed to be made and Shannon certainly needed to take into account her, the staffing she has. And I think it's now time just to look at this and then maybe tweak it a little, if we think it needs to be tweaked or it may be just fine. Shannon, from what I understand, well, I knew this, the audio meets the legal requirements. So the audio being up meets the legal requirement, correct? That is correct. Okay. And we don't need to vote on the audio. That is correct. It was ridiculous. Cause there it is. And we don't need to vote on the summaries either. The summary summaries, you get this clarification.

Speaker 12 (00:40:27):

I received those, correct. Okay. and they keep the audio for the one w in one of the towns, they keep the audio I saw for a year. That concerns me just a bit because there's been times when, when we're dealing with like the driftwood project, which seemed to go on or a lady die, I'm going to have to, I'm gonna have to learn the new name went on for a period of time. So I'm just putting that out there. That's one of my concerns if we only keep the audio for a year. And I don't know if that's a decision that you've made. I think you did mention that, but that concerns me some and the summaries that you now prepare for us, can those be posted as well? Cause I know some people like to read as opposed to listen.

Speaker 12 (00:41:14):

They certainly can. Okay. All right. And then as I looked through, I looked through it this morning. There are only a couple of things in one area, you have resolutions, this I'm looking at the 20th September. Then you have the resolution 2020 with the number and nothing else. I have no idea what those resolutions are. I don't know if it'd be good to give us a word or a, is it linked to something I'm missing? That's always a concern. I mean, that's always could happen. Would the resolution title be helpful? Yeah, I think that would, it would be helpful to me because I don't remember them. So, and I think for others, if they come to read this like 12 weeks later, they're not going to know what that was. And public comments, that's good. The agenda consent agenda. Then we go to motions and usually my experience has been the motions, not all of them, but many of them involve discussion.

Speaker 12 (00:42:11):

And when we have, for instance, a lot he died or the water wastewater study we did, it would be nice to have when we get to those some narrative some substance of what that discussion was about. And I know in the final page you have items discussed. That's where I think it's important, especially with our capital programs or pick capital projects that we have some idea of what's going on, especially if there's been some dissenters with it. That's just my opinion. I like the way they're summarized emotions are summarized and who voted which way I think that's good. As I've said, I think the action steps is, is a real positive addition to this for everyone. It keeps everyone accountable. If we gotta do something, if you've got to do something, someone has to do something. I think the action steps are a good addition. So I don't know if other people how they're finding the minutes, but I thought it'd be helpful to Shannon. In that she took the time to send us all the material and again, she made a big change which was necessary for a variety of reasons. So I thank her for that. And depending on what else has any concerns or anything to say? I don't see the floor

Speaker 9 (00:43:28):

Just wanted to clarify [inaudible] for money, Miami hearing, you're fine with letting the audio be the official record. We don't vote on that. You're fine with the summary that we get of what transpired at the meeting without voting on that, the only, the only thing that you wanted to add was, was some elaboration on the discussion of certain items, is that correct?

Speaker 12 (00:43:54):

Correct. And also then the posting of the notes, the posting of our summaries. So as well as the audio, we post the summaries. Yes, that's exactly right.

Speaker 9 (00:44:04):

Okay. Councilor baller. You've got your hand up.

Speaker 12 (00:44:10):

I do have a, again, a significant concern here, but I want to thank Shannon for what she put together. There was one of the ones that she pulled out that I particularly liked to, which was a two page for that particular meeting anyway city council meetings of Waldport. So it was considerably less

Speaker 4 (00:44:32):

Extensive than the minutes that Helen Anderson used to produce. And Matt as well, I enjoyed Helen's minutes. I think that probably something more in the length of what Waldport had was appropriate. I really liked the fact with theirs that I could follow along, even though I hadn't been at the meetings. So I would like our citizens to be able to follow sometimes what we have. I feel like if you've been there and if you actually remember what happened, it works, but if you haven't been there or just one of those things that you somehow didn't remember, it's not necessarily going to give you that recall. And so I thought that gee it's, Waldport, it's close by. We might even be able to get some good pointers from the skilled person who did this, that we needed it. That might be a good model going forward for us.

Speaker 4 (00:45:36):

I am not happy with the thought that we would just have the audio after a year. I'm not really happy that people who want to find out what went on in a meeting need to Wade through two hours or whatever. It may be of a meeting of tape trying to find what they want. And I know that sometimes I'll remember this was discussed and I won't remember which of four meetings it was discussed at. And I, as a counselor, just looking for something and not, I mean, I can pull up the old and have the old agendas to try and figure out, but still I may not get exactly. And it's certainly it was vacation rentals or something. We talked about them for many consecutive meetings and trying to figure out, just did we exactly resolve on this? The tapes don't give me any way to do a quick search. Having some sort of a written med model there seems to me that it's very helpful. I'm definitely interested in getting feedback from other people and especially, maybe from people who serve on our commissions and what they're looking for and needing and the minutes, but people who are attending the meeting here, what do you want to see? Sometimes you make it to the meeting. Sometimes you're not able to what would be helpful?

Speaker 13 (00:47:08):

Hi, this is Sue. Can I throw something in? I would like to know how much it costs to put these things in paper format. Helen was not sleep. So there's a cost associated with that. And quite frankly, I can zip through and audio as quickly as I can run down paper minutes to find what I need my opinion.

Speaker 9 (00:47:33):

Thank you. Sue may I was just going to ask Shannon what additional costs would be involved in, not, and what councilor ballers suggesting. And do we have the skillset now to, to provide that with current staff?

Speaker 13 (00:47:50):

I mean, do you want to speak to the amount of time you used fans? Do you mean minutes for each one of our committees and commissions and council? Okay,

Speaker 8 (00:48:04):

There we go. Yeah. So if, for instance, this last month, I believe I was not at four of those meetings. So I actually have to listen to all of the tape when I'm not here. If the meeting last two hours, I need to listen and type at the same time. And then of course I have to stop the tape at certain times because I need to elaborate. And I understand what it's saying and I'm trying to paraphrase. So depending on the length of the meeting would dictate how long it would take for this meeting. I'm taking notes. If I'm unclear about what I need to say in any particular part, I go back to the tape and then I just relisten to it. So it could take me two to three hours to do minutes and make sure that they are thorough and have enough information a little more than what we had been providing in the past.

Speaker 8 (00:49:02):

I also wanted to say that I have audio all the way back to 2015 of the law might be that we only have to keep them a year. We keep them a lot longer than that. We have never discussed getting rid of those audios. But in any event it is taking me certainly less time doing the summary by just now adding all the points, all the key information that we talk about in these meetings. And for me, it makes sense because I think we're more interested in, in what agreements you guys came up with or what's going to be forward to the next the next council meeting. So to me, it's a little more clear than reading 12 pages of minutes. I tend to get where I'm like, I'm reading a book again. It seems to me makes better sense for me because then I know what this office needs to do. If we have to be involved in some of your decisions,

Speaker 9 (00:50:09):

Thank you. And as far as the storage long longer-term storage of, of the audio portions of the minutes, we have the band, do we have the space on the website? Is that a problem for keeping it for five years?

Speaker 8 (00:50:29):

We would have to work with the website and what they're capable of. We can certainly keep them up as long as possible. They're gonna, what, it's a capacity issue. We should be fine for a number of years but we would have to work. Every audio file is going to vary depending on the length of the meeting as well. So that's going to be some of that variable in there. I did want to also mention that the amount of time Kimmie spending is consistent with what I re recall talking to ms. Anderson about the amount of time she spent in a meeting and then relistening to the, the meeting minutes to draft the minutes.

Speaker 9 (00:51:07):

Okay. Gotcha.

Speaker 8 (00:51:10):

And just a quick follow up for KMA about her time as she's doing this and her process with what you're doing currently KMA would it add significantly to your time to be referencing items with the place on the tape in terms of a time? You mean adding them to the summary that the item is starting at one minute and 22 seconds. So for approximately it doesn't have to be exact, it wouldn't require a lot of time if you required me to do that while we're in this meeting right now, what I could probably do as I'm writing the notes on each item, then I can tag that. At the time, you know, like right now it's 10 24, we've been on since nine 30. That's when I would have tagged it to say, this is the next item. If I have to listen to the tape, I can still do it because it gives me the counter at the bottom. I don't think that that's a big deal because I can visually see it. And it would help in the minute or, you know, each action that you guys start to talk about. I can just put that to where those minutes are. Thank you.

Speaker 9 (00:52:32):

I already posted in the comment in the chat section that they're online transcription services, you can use to do a pretty good job. They transcribed with 99% accuracy. It cost a dollar 25 a minute. It's not a perfect solution, but it would probably be good enough and offer a written supplement to the audio. Then you upload the audio file and it does the rest of the work. Just wanted to pass that onto the council. Now, one question for the members of the council we're seeing, we're going to see a significant change in the makeup of the council again in January. I suspect you're going to have different, maybe some other opinions about how the minutes should be handled with that change. Do we to make a final decision at this point or stay with status quo for the next two months and then see what the, the members of the next council wish to do, want to throw that question out for, for those of you counselor, John, please do speak. Yes, Betty,

Speaker 10 (00:53:46):

You know, I'm hearing a lot of work for Kimmy. I think it's up to the citizens of this community. If they're interested in what's going on, that they should show up at the council. I have been to council meetings where there's been one or two people. The people that did not attend really don't have, they shouldn't say much because it's their responsibility, not the cities. I think that what I understand and I know others want more information than I do. If I do have a question I will go ask and I will get a printout and it doesn't take much, but it sounds like a lot of work To me that citizens could really be more responsible in, in what they want. Thank you.

Speaker 9 (00:54:50):

Thank you, Billy. And thank you involvement in the community. We'll just mute your dog here for a little bit. And Greg Scott, and you had your hand up a little while ago.

Speaker 14 (00:55:06):

I, I did. I'm, I wasn't aware of that was the conversation about changing the official record to audio. I have some serious reservations about that. To me that requires a level of technical invol understanding that not necessarily prevalent in all of the community. So I, my, my bias right now is to stick with a paper or at least a digital version that can be converted easily to paper. And I think that's really what I wanted to say. Thank you

Speaker 9 (00:55:47):

Back to the members of the council. You, you want to make a work session now, so we can make a final decision, but I want your thoughts about whether you think we should just stick with status quo for the

next two months and then leave it up to the next council or what we've got two hands up here. Let's start with max. I'm satisfied with the current procedure of what we're getting the summary. And I particularly liked the next steps being recorded and the re and the recording and I, that it's up to

Speaker 5 (00:56:24):

The next couch that can make the dissertation. Now they want the permanent record made.

Speaker 9 (00:56:30):

And counselor took, you had your hand up. I agree with max counseling, the baller.

Speaker 4 (00:56:38):

I think that Kimmy had indicated it wouldn't be too much time difficulty to add times to what, where items occur and that, that would be a nice minor modification for the time being and that a decision can be left for the next council. There is. However, one thing that I think that might be good to be doing the meantime, and that is to solicit feedback from the commissions so that the new council would have that information.

Speaker 9 (00:57:15):

Thank you. And city manager has your hand up and I would think she's gonna miss that last comment.

Speaker 3 (00:57:21):

Yes. I certainly can solicit feedback from the committees and commissions and give that to council. However I wanted to let council also know in the community now we've been investigating additional software solutions that either would provide video ability that you could click on the agenda item and it forwards directly to the video spot. And the I'm sorry, I'm stumbling over my words that if you click on an agenda item, it fast-forwards to the point in the video in which the discussion is occurring. So we are investigating those software as we continue to adjust to the new reality of the pandemic. And we look forward to bringing those to future council meetings.

Speaker 9 (00:58:11):

Thank you, councilor O'Shaughnessy, let's get back to you on that question as to whether you would like to keep status quo for now and defer any further discussion on it until the next council.

Speaker 5 (00:58:25):

I agree to defer, and I think it is a point this takes up to do the minutes of the council and the commission takes an inordinate amount of time. So I think it really is an issue. We need to take some, we need to take a look at so a difference fine with me, but it's a, again, I, the staff really steps up with this, so,

Speaker 9 (00:58:43):

Okay. And also too, I did try it.

Speaker 5 (00:58:47):

Two I was a little remastered, not thanking Shannon, and this was one of the best presentations I've seen. It was an enormous help. I actually read the whole thing and I think that's very valuable. I should

just be, and I'm sure they will. I suggest the news counselors that are coming on board in January. I spend some time with these documents that you've forwarded, and I really appreciate the work you do about it. Thank you.

Speaker 9 (00:59:11):

Thank you, Jim. Okay. We've got a concurrence here on, on members of the council to go ahead and continue status quo in the minutes for the next, for the rest of this term and the,

Speaker 15 (00:59:22):

Any further change or discussion on that till the next council. Moving on next time on the agenda is overtime discussion counselor O'Shaughnessy. And I think counselor, while I wanted that discussion here which would be like we got

Speaker 12 (00:59:43):

I'll go ahead and lead off very quickly. I thought it was worth a discussion because there are times we're going to run over and wait. It seems like when we get to four o'clock then the city of Andrew has to say, we're going into overtime. It's going to cost us money. That to me, breaks up any discussion we're having. So I was just wanting to, again, do we meet earlier? Do employees come in later that day? I don't know, but I do think again, Shannon provided some good, good material. We are looking at overtime and making, keeping track of it, but when it interferes with the business of a commission or a city council meeting, because we've gone over time, they just, I have difficulty with that quite honestly. So it's, I think there's a number of solutions. We can look at this, my opinion.

Speaker 15 (01:00:28):

Yeah. Any one you want to suggest?

Speaker 12 (01:00:32):

Well, I said, I mean, one is we could have an employee come in later knowing that we might go late. I mean, I don't know. I mean, I think that's, Shannon's going to have to figure that out at some level in terms of the time, but that's one another, is we just, they just, again, we try to not go over time and I don't think many often we do, but when we do, it's just a fact we do, because what if we go over time, hopefully what we're doing is busy and we need to be there. So that's why I brought it up as I, again, I just get disturbed when we're in a department discussion and then I hear this it's our time and everyone's got to go home

Speaker 15 (01:01:10):

Also dollar. Yes.

Speaker 12 (01:01:12):

And I was hoping that our city manager could educate us on what flexibility, if any, there is in terms of asking staff to adjust their hours on days of meeting so that there wouldn't be overtime

Speaker 12 (01:01:33):

So we can adjust hours on occasion, but we can't do it all the time. And we do have a minimum of seven committees and commissions, including council and numerous meetings throughout the month. We do

have a collective bargaining agreement and staff have an expectation of regular work hours. Not having to adjust their, their days and times. Throughout the month it pulls them. If we adjust their work hours for meetings, it does pull them away from other services and duties to the community. So those aren't getting done because they're adjusting the work hours for the, the meeting. We can do it again occasionally, but it can also impact the employee's quality of life and, and it can reduce morale because they can't plan

Speaker 3 (01:02:20):

For life activities that they've got going on in their own personal lives. And then a follow up question. So if I'm commissions council and so on onward, to make sure to schedule their meetings early enough in the day, and depending on what meeting it is as to whether that means 2:00 PM or noon or whatever it might be depending on the commission. But are there problems that you see with that for your staff? They're scheduling it. Noon has its own challenges, but just generally with the concept of scheduling earlier might be useful. We all can also look at the option of hiring somebody to handle some of the other duties and services that is an option for council to consider through the budgetary process so that somebody can focus on meetings and we can look at a specific schedule for meetings and doing the minutes, the written minutes that are required for each of these committees and commissions, that's an option as well.

Speaker 12 (01:03:39):

I, when I was thinking about this, I was, I was thinking the same thing she ended. This is a big job to go to these meetings and take the minutes. It's no small amount of time. It takes a lot of concentration. And I did think, would it be a good investment? We to find someone who would be willing to cover the committees and the council a, it would give employment to someone which is always a good thing and hopefully someone local, but it would take this the burden off the staff to juggle so many balls. So that's a thought, I did think about that because this is a huge amount of time. Quite honestly,

Speaker 3 (01:04:12):

It is. And I can give you, I actually have some information on some other physicians to talk to the council about at the end of the meeting. If you give me a few minutes in between the work session and the regular council meeting, I can run some numbers to give that to you. What what it might cost the city so that you have that

Speaker 12 (01:04:38):

There.

Speaker 11 (01:04:39):

Yeah. I have a question. How many actual meetings is this a month? Cause isn't it just the one city council meeting that's in the afternoon. And then the only other meeting that's late, like that would be the planning. Is that how many, how many times a month are we going over four o'clock that's my question.

Speaker 3 (01:04:58):

So parks to commons was meeting at three o'clock public works of streets was meeting later. So those public works. The streets has modified their schedule as well as parks and comments to try to make sure that they don't go later into the afternoon. Sometimes they still do have discussions that run light. So

Speaker 4 (01:05:18):

It is, it's actually a fair number of meetings per month in which we are going past four o'clock or four 30 plus, you know, when, if the meeting stops at four 29, can just, doesn't walk out the door, she's got to stop and download calls that have come in she's. So there are a bunch of other items you're welcome,

Speaker 9 (01:05:47):

And it might very well be worth looking seriously at the audio transcription that James Curdy mentioned to avoid staff time altogether, that may very well be a good option to pursue. So anything further on the discussion and we've already agreed to keep status quo for the next two months and then move to leave this over for further discussion with the next council. So anything further before we move on next item on vacation, they last meeting. I mentioned that I had had conversations with Granicus regarding vacation rental monitoring and tracking, and they are showing 181. I believe it was properties, distinct properties currently in yachts that are operating as vacation rentals. We only have 125 licensed kind of suspected that we would have an uptick in unlicensed activity and appears that we do. The question is, do you want to bother rise the city manager at this point to go out for, with an invitation to bid and solicit proposals from not only Granicus, but EV any other company that's interested in bidding on providing the service so that we can, we can compare the options and decide whether or not to go forward with with a compliance tracking, like to get your thoughts members of the council who wants to go first?

Speaker 9 (01:07:25):

Let's say, you've got your hand up, we'll start with you.

Speaker 4 (01:07:28):

Well, you kindly forwarded to us some slides that you had gotten from Granicus which I did take the time to look at, although not in the last couple of weeks. So I, my notes I'm going from notes and not everything is clear. There, there were certainly a variety of different services that happened to be on slide 19, if anyone else is wanting to go back, that they were offering. So, I mean, if we were thinking of going out first, it would seem like this step would have to be, to give the thought to these particular services and what services do we want. There were some things that seemed to me like they might have been taken care of by moves that we did with our new vacation rental ordinance. And so I think that it would be premature just to go out without a kind of detailed look at exactly what services it is that would serve our community best.

Speaker 9 (01:08:35):

And let me ask the next question. Would you like to have that discussion in the regular council meeting in our next regular council meeting a week, and we can give direction at that point,

Speaker 4 (01:08:54):

Getting a moment to think about that while other people talk,

Speaker 6 (01:08:57):

Are you asking if we move that agenda item down to the business agenda today,

Speaker 9 (01:09:03):

Not today. I think it might be best for all of us to go back and re revisit that it's been a couple of weeks go back and revisit that slide presentation, and take a look at the menu of options that they, the Granicus offers see which options that each of us thinks might work the best and fit our needs the best. And then discuss that and then talk about going out for an interview for proposals from various companies to meet those needs. Does that

Speaker 6 (01:09:34):

I think this is, this is very serious and it's, it's serious that 56 illegal operations are happening under our watch and I'm concerned. And I thought in our previous meetings we had expressed this concern and we're looking for the opportunity other companies that are available. So I certainly would, would want to suggest that we authorize the city manager to research other companies that provide the services and what services they have and bring those back. So we can move this discussion forward because this is one action that I want to see taken quickly because we, we have illegal operations taking place in this community that we need to address.

Speaker 9 (01:10:25):

Indeed, we've, we've operated pretty much on the honor system. And for the most part, it worked pretty well until within the last year counselor O'Shaughnessy July to see this on the agenda for the next meeting. Okay. That look like,

Speaker 6 (01:10:47):

I think it needs to be on the agenda for the next meeting. I think our city manager needs direction. It needs to be able to go forward. So I would that we have this on our agenda for the next meeting.

Speaker 9 (01:10:58):

Perfect. so we'll, we'll do that. And I would suggest each of you take another look at that, that a PowerPoint presentation that I sent out earlier and kind of refresh your memories prior to that next meeting moving on a finance committee, recommendations on debt reduction in either fund loan status turn that over to our city manager at this point,

Speaker 3 (01:11:21):

This is at the October finance committee meeting. We discussed the following proposals that are in the memorandum. The purpose and the goal of these proposals is to reduce the city's debt service obligation and continue to increase the city's financial strength and resiliency, as well as address historical interfund loans and place reserves back into the accounts to allow for water and wastewater infrastructure projects as needed in the future. So I've outlined what those proposals are. There is no need for council action today. Those would be part of the budgetary process that then would be coming to council and either a mid year a budget transfer resolution, or it would be part of the annual budgetary process. So these are recommendations to address the interfund loan for the purchase of the five Oh one building, as well as the highway one Oh one interfund loan, and also to reduce our higher interest loan and work to pay that off quicker as is allowed by that vendor.

Speaker 3 (01:12:31):

Are there any questions I have one, if I might and that's just, you said that this would either be a mid-year transfer resolution or part of the budget process. What would dictate, what advantages are there to doing it one way versus the other, some of the loan discussions need to be part of the annual budget

process so that we can prepare for the year and how we're going to repay those loans, the interfund loans we might be able to do, depending on how the numbers are coming in for the transient lodging tax and food and beverage, we may be able to address some of the interfund loans. Also some of the interfund loan specifically for highway one Oh one involved the urban renewal district in its schedule of payments. And so that would be part of the annual budgetary process. If you remember, we started to walk through that in this annual budgetary process. Thank you. You're welcome.

Speaker 9 ([01:13:39](#)):

Just a heads up and a reminder, not only for the members of the council, but for those in the, in our audience today every year we're required according to the terms of the South tank loan to transfer a hundred thousand dollars from the urban renewal district and toward, toward the South tank, well payment on the South bank, thanks to the debt reduction is only \$40,000 a year. And we're what we did this year was to take the extra 60,000 and pay down that highest interest rate loan that we have of 5%. And if we continue to do that, we're going to be able to retire that debt fully within the next five years and free up another 36,000, roughly a year in additional and debt reduction. So that, that 36,000 would then be available for general fund operations. So that's the direction that we had, we planned to go. So anything further to discuss on that item, then I'll tell you what we've been. We've come to the end of the work session. Before we move into the regular session. We've been here an hour and 15 minutes. Let's take five minutes to do whatever you choose to do. And we'll see you back in five.

Speaker 9 ([01:15:06](#)):

You're back with us. I don't see your video. Oh, I'm going to go. I'm going to call the regular council meeting back and back in session announcements, correspondence and proclamations. Have no proclamations, anyone, any announcements that they want to make? What are you raising your hand, Mary Ellen, or adjusting the screen?

Speaker 12 ([01:15:28](#)):

I'm trying to figure out I've lost fan. She's no longer on my page and I'm trying to figure out how to do that, to get her back, but go, go forward.

Speaker 9 ([01:15:38](#)):

Say something Shannon. You should come back on her page.

Speaker 12 ([01:15:44](#)):

No, no, that's all right. I'll just, I'll have to go like this. And when she speaks,

Speaker 9 ([01:15:52](#)):

Then at this time, I'd like to open up the meeting for public comment. Anyone wishing to comment on any item, not on today's agenda, please indicate the, in either in the chat that you wish to make a comment or raise your hand.

Speaker 16 ([01:16:14](#)):

[Inaudible]

Speaker 9 ([01:16:14](#)):

Not seeing anything, anyone out there wishing to comment. So we'll close the public comment and move into old business. This was the second time that the public contracting date to municipal code 2.10 has been brought to the council, passed at our previous meeting. And this is back for a second round. And I open up the public on public contracting, upgrading the updating the ODS municipal code 2.10. Would anyone wish to speak on,

Speaker 16 ([01:16:55](#)):

[Inaudible]

Speaker 9 ([01:17:00](#)):

Not seeing any comments members of the council, just to remind you, this is something we discussed at our previous meeting. We did

Speaker 15 ([01:17:10](#)):

New first round and finalize it. We do need you take another second on that. So I wouldn't entertain motion. The number three, six, seven an ordinance amending the arts municipal code chapter 2.10 related to public, a steady public contracting authority to make the motion

Speaker 16 ([01:17:40](#)):

[Inaudible]

Speaker 15 ([01:17:46](#)):

Okay. It's been moved by councilor O'Shaughnessy to approve a city ordinance number three, six, seven. Let me call on the council for your, your votes. Yeah, you're an, a counselor Glenn yay. Counselor to yay. Yay. And the mayor of GA as well. Motion passes unanimously. So we have approved section seven. Thank you. This point, I closed the comment about the hearing. We'll move on to discussion on update of Lottie lane. So Shannon, do you want to lead that?

Speaker 3 ([01:18:35](#)):

Certainly I've included the information, the revised information from the city's engineer about Lottie doll lane, about the pervious paving about the charging station parking layout proposals in the ballers. And there are four questions for council to answer today approval of the option of pervious pavement as drawn approval of one of the four electronic vehicle options, approval of bollards, as stated on drawing with community input at a later time for decorative covers and then number four, based upon decisions of those three questions approval of moving forward with bid documents. So that, that can be drawn up in bidding can occur in January, February of 2021. And with the goal of spring paving, which meets the grant deadline.

Speaker 15 ([01:19:35](#)):

Okay. Members of council counselor vol, or you've got your hand up, we'll start with you. Yes. I was hoping that

Speaker 3 ([01:19:45](#)):

Could actually point out to us the designation

Speaker 16 (01:19:48):

Bollards, because I was having trouble locating where the nine bollards were.

Speaker 15 (01:19:57):

I don't see it on this map, but they're going to be at the very end of the inlet and outlet of the paving area. Yeah, right near four there four there. And then I think there's three blocking the the road going to the commons, the playground area. So the ability are there. Yeah. I see him. Yeah. Tony printer and the purpose would be to allow us to block that street off at both ends so that vehicles could not come into the street for certain events. Right. And that's why we got to thinking about the, the decorative ballers. Some of those are pretty cool. So on the previous painting, I still find it awkward on the word pervious. I'd rather use permeable because I understand you seem to be interchangeable. We're asking, you're asking if we should get a band for both regular paving and Furbies,

Speaker 3 (01:21:40):

So the engineer, the engineer put the alternative paving just in the let's say, let me share. That would probably be easier to show the engineer, the alternative paving just in this area, whereas this is currently paved and he's, didn't suggest getting a quote on what it would cost to extend the permeable or pervious paving into that area. It was just in this area

Speaker 15 (01:22:13):

And we are going to make beds for both regular paving and permeable paving. See what meets our budget. Okay. Councillor Mahler,

Speaker 3 (01:22:27):

Am I right? That the reason that the engineer didn't extend the permeable paving is because that would be more expensive to do so

Speaker 15 (01:22:38):

Very much more expensive. And it's not a high of a quality pavement as normal pavement is that it tends to break apart a little easier. So but in the narrow areas and stuff like that, it's just best to keep it regular pay. Thank you. And just, just to clarify again, we'd be asking for a bids to cover either both types of payments. Okay. Thank you. So I would entertain a motion then to approve going forward. Did solicit the bins to get that pave moderate online as, as shown with the, with options to, to use either regular or permeable paving on the newer areas.

Speaker 4 (01:23:48):

One question first. So I'm not sure Shannon had started with four different areas that she was asking and we haven't addressed the one about the electric vehicle parking. So were you asking for emotion that was covering all of this or are we taking it step by step here?

Speaker 15 (01:24:09):

Yes. Yeah, just the first option will come up next on the, on the part.

Speaker 4 (01:24:13):

Okay. Well, I would be happy to move that we instruct our city manager to go ahead with getting bids for both permeable and regular pavement on the area that was shown on the architects. Revised drawing.

Speaker 15 ([01:24:33](#)):

Okay. Any questions or comments from members of the council on that big prior to, okay. Let me pull a council councilor Glenn. Yes. And also took yes, there we go. Was that a yes. Okay. Yes, yes, yes, yes as well. Okay. Thank you. Moving on to number two the four electric vehicle options. Let me forget and provided a couple of options. Like to hear if the counsel opinions on a notice before I stay mine, or do you want it here first?

Speaker 4 ([01:25:32](#)):

I want to express some concern about the parallel parking one. This probably reflects how good a parallel Parker I am, but I think that we need to be making things simple for the people who come and are unfamiliar with the particular charging situation. And I also am concerned about whether or not somebody's some changes might dictate the person who's entering knowing ahead of time, which direction they would be going in so that the parking is on the right side of their vehicle. That's straight in one of course didn't have that problem. Other people know more about electric vehicles than I do. And I want to hear what they have to say on that, but those are my concerns.

Speaker 15 ([01:26:32](#)):

If I may ask on the parallel parking with one vehicle going North, the other framing South would that be striped too, to make it clear as to for those vehicle owners, just to how they should be parking when they approach that station?

Speaker 17 ([01:26:49](#)):

Yeah, it would, it wouldn't be striped. That particular one I asked, we asked the engineers to come up with a second recommendation there because I felt like counselor Valor there that I'm not scared of a parallel Parker myself, the head end parking one on the next page is I think I probably answered all your questions on that

Speaker 15 ([01:27:29](#)):

Other members of the council, councilor, Glenn, what are your thoughts? I don't have any, any thoughts as Claire on the draft that I was able to download to tell, shall I can't make a judgment on this. Okay. Counselor, sheer honesty.

Speaker 4 ([01:28:02](#)):

I pass on this right now. I'm still looking at it to be honest with you jobs. I went down there this morning and looked at it. So yeah, that passed right now

Speaker 15 ([01:28:13](#)):

Also too. What's good for you.

Speaker 4 ([01:28:15](#)):

Well, the only question I would have is that chosen seems to be what I'm seeing. There's two parking spaces, and I don't know how long has the powered cord that's attached to that charging station and the way this is laid out, could they actually reach the power cord to plug in their vehicle? Other than that? I have no,

Speaker 15 ([01:28:34](#)):

No input at all.

Speaker 17 ([01:28:36](#)):

Yeah. Our engineers have been working with the company directly because it's nothing that we really own. We just own the ground that it's sitting on. So that's been looked at and it can be done longer cords. Okay. Thank you.

Speaker 15 ([01:28:55](#)):

You know, in doing the parallel parking and I'm a pretty good parallel Parker. It's one of my skill sets, I guess, but never thought of it that way until this meeting. But the parallel parking looks like it, you know, the, the reason for suggesting that is to not have the rear and these vehicles that are at the charging station take as much as the, of the vehicle space online eight, our lane. And it looks like that would be the easiest way to accommodate that. That, that seems to be the one that would make the most sense to me, but we all think differently. So councilor Shannon, I see you were waving your hand.

Speaker 12 ([01:29:44](#)):

So I went down this morning to look at it and there's only one charging station. There are there too. I don't use, there was one small one, and then there was one large, are those both charging stations? I don't see. I don't see how those are so-called together. That's fine. I'm curious. I don't understand how they could get cars, parallel parking and using that unless they have very long cords, but again, I'm not an engineer. That's why I hesitate, but they're fairly, I took a picture of they're fairly close together. I mean, I'll leave it to the engineers, but I was a little baffled by that

Speaker 15 ([01:30:21](#)):

Words come out and they plug it into the front of the vehicle. So I don't think it really matters. I don't own an electric vehicle yet. But it doesn't seem like the distance from the station to where it plugs in would be that different, whether that vehicle heads in or comes in from the side.

Speaker 12 ([01:30:44](#)):

Well, they hit and we would think they'd have to hit in like this because they stand right next to each other. Right, right. Okay. All right. It just seemed bad to me, so, okay.

Speaker 15 ([01:30:53](#)):

One of them would have to back up deleted. There we go. Yeah. I'm looking for grace. I was curious if you knew what you were exactly looking at on the last page that has the red lines on it.

Speaker 12 ([01:31:20](#)):

More explanation on that. Yeah.

Speaker 15 (01:31:24):

Yeah. This is option number two for this is a different option for the parking. So you could do head in parking where the wheel stops are at and then move that moves you to the, into head end parking, taking up the same amount of room off a lot of dogs and lane, and the car is hooked up sideways to the first station. This removes any parallel park. And this is just how it

Speaker 17 (01:32:00):

In or back in parking, whichever one

Speaker 5 (01:32:07):

Can you point Rick? What are the downsides of this one?

Speaker 17 (01:32:12):

The downsides are, I would have to say is crossing over a parking spot to get to your car with the electric cord. I would say that's the only downside I see.

Speaker 16 (01:32:31):

[Inaudible]

Speaker 17 (01:32:35):

We loved the part where it was at to save money. The original plan had it set back another 10 feet.

Speaker 16 (01:32:49):

[Inaudible]

Speaker 5 (01:32:49):

I definitely appreciate not having the cost of trying to move the charging station. So option one versus option two. Yeah.

Speaker 17 (01:33:09):

My recommendation is the head end part. I could see somebody like being a counselor of all are showing up at the same time.

Speaker 5 (01:33:23):

Okay.

Speaker 17 (01:33:24):

And be in there half hour, 45 minutes before we got out of her car. So I like the head in parking one myself.

Speaker 5 (01:33:34):

Well, it looks like it'd be incredible if I'm wrong, but I'm looking where the red line is. So you'd be coming in from the North and pulling into that area where it says existing electric vehicle charging station.

Speaker 17 (01:33:48):

You can come from the South or the North, whichever way you're traveling down Lawdy dock and Colin's to the charging station or back in.

Speaker 5 (01:33:58):

But you're talking about going in straight and the other one being up above them straight through. So the two would be coming into the charging station and being side-by-side. Is that correct? Yeah. Now my question is if I, if I'm wanting to leave where it says modifying existing electric station, I don't know what this red line means or to the South there does that mean there's some kind of barrier, obviously you couldn't have it that way. So what happens if somebody is parked in that first parking space to the North and you're in there with your car and you come back down?

Speaker 17 (01:34:29):

Yeah, we wouldn't be parking there. If we chose the head in parking, there'd be no parallel parking beside it. Park is just there. So the engineer didn't have to draw a whole nother drawing. He just drew it a red line on top of the old drawing.

Speaker 5 (01:34:46):

Well, not, maybe not, not being clear here where it says alternative paving and wheel stops. Are those not parking spaces

Speaker 16 (01:34:56):

For people using globby Darlene?

Speaker 15 (01:34:59):

Yeah.

Speaker 17 (01:35:01):

What if there's a car there and you're parked at the first parking space? How that car going to get out of there? Well, there had in parking too. Oh, okay. You're talking about both of them coming in like this. Yeah. Yeah.

Speaker 15 (01:35:16):

Okay.

Speaker 17 (01:35:19):

So you buy a little more of the ball field. Is that what you're taking up there? Now we're taking up a little bit more of the ground, closest to the charging unit. All right. Thank you,

Speaker 15 (01:35:35):

Counselor. Shannon. I would concur after looking at this morning. I think the head in parking is probably the best choice. Okay. Any disagreement with that? Either counselor Clinton, your counselor, head end next change to me. Okay. Then I would entertain a motion to recommend the head end parking. Thank you, counselor to counsel Glen near vote. Yes, yes, yes, yes. Yes. As well. Move on to the third approval

is a ball or just standard done. The drawing was a community input at a later time for decorative colors, covers or colors, any any comments discussion on, on whether or not to go with the bollards? I think from our previous discussion, we had to pretty much unanimous support the idea of bollards. But one question that's just come up in the chat is going to come up in the discussion. Why not bring it up now will a ball and tab lighting. We'll, let's junk the council, you know, and it's also relevant. So bollards yay or nay. What do you want them to look like? Where do you want to get for proposals? Cost proposals on the various options like we already

Speaker 17 ([01:37:27](#)):

Face often.

Speaker 15 ([01:37:28](#)):

Yes. Go ahead.

Speaker 17 ([01:37:31](#)):

Yeah. There's so many options on the covers. It's just insane. How many options there are the picture of the one I'm showing there has solar light on the top of it. Little stainless steel, there's orange, orange even rainbow colored ones. You could have bollards special ballers for the different specialty events and go over the top of, well, you never know. It's Yamahas, you know, it just gives a a hundred different options to, to the bollards. So you don't have to lock in to any one idea which one best fits

Speaker 15 ([01:38:18](#)):

Like rainbow,

Speaker 17 ([01:38:25](#)):

But I thought it would be great for part of the parks plan. The, the little nuances of what they want to see in the park plan. Maybe one of these different types of covers. So I thought I'd take the pressure off, try to decide which all are to have today, so we can move the project forward with a bollard, a four-inch bollard that takes four inch bollard sleeves

Speaker 15 ([01:39:01](#)):

And, and the main thing for now would be to include the receptacle in the pavement to access the bollards and hold it in place. Right.

Speaker 17 ([01:39:10](#)):

True. Yes.

Speaker 15 ([01:39:12](#)):

Okay. Councilor Paul, you had your hand up there.

Speaker 4 ([01:39:15](#)):

I just stopped. Well I'm Rick was giving us his knowledge about bollards. I was wondering whether you were in counting significant differences and durability in our rest proof and you know, our moisture environment.

Speaker 17 (01:39:31):

Yeah. You know, I actually, once I discovered the idea, I kind of geek down and, and really looked in depth. Like I said, there's even stainless steel ones. There's so many different varieties that it's just insane how many there are. If you look at pre-built ones to put in the ground, there's not as many choices, there's more choices than the sleeves.

Speaker 4 (01:40:02):

And what sort of a cost range did you see per bollard?

Speaker 17 (01:40:08):

Well, they can range from 50 bucks clear up to, you know, \$500 depending on it. You know, if you're putting it next to a casino or something, it could be a wrong and one, but a lot of the doll lane, you know, it could be a hundred dollars. One.

Speaker 15 (01:40:32):

Can these be retrofit later with solar lighting easily?

Speaker 17 (01:40:39):

Yeah. Well you buy him with a solar light on him. Yeah.

Speaker 15 (01:40:46):

Yeah. I think John Purcell

Speaker 9 (01:40:54):

Has a comment in the chat that you may want to read. I wouldn't recommend John's comment who was doing is the LinkedIn bollards with him with, with empty council now so that they can be eliminated in the future. Also provide an empty two inch conduit, conduit, PVC pipe, or Raceway from East to West so that we can install water power or whatever in the future, without ripping up the asphalt empty pipe is cheap. Make that empty conduit pipe, not empty council. Got it. Should've read that first. Remember that solar lighting isn't controllable on or off? Just since October. So if there's any, any thought about ruining water under that pavement or electricity under that pavement the recommendation makes sense to, if you're going to ever do that in the future, you miserable do that, do that. Now, as far as conduct, do you want to elaborate that and on that John Purcell?

Speaker 18 (01:41:59):

Yeah. If council has any questions yeah. Conduit pipe is cheap, especially if the asphalt is already disturbed and you can dig it into the ground. So just get a two inch or a three inch empty, a piece of PVC and run it from somewhere over by the skate park, out into maybe a couple foot into the green space. So that in the future, if you want to get water over there or data or power or anything, you've got a way to do that without tearing up the newly installed asphalt, which is one thing about solar lighting. And it's great. The problem is, is you can't control it easily unless you go some kind of remote control. So in other words, those lights would be, would burn until the batteries installed in them dead. And the last thing is correct. You can get \$50 bollards, you can go up to a thousand dollar bollards typically. Those would be very decorative if you simply want to install those bases, do it now, and then link those bases with empty conduit. So that in the future, if you do want them lit, you've got a Raceway that you can,

you can pull wire through and, and energize them from the five Oh one building. It would be pretty easy. Anybody have questions?

Speaker 9 (01:43:30):

Yeah.

Speaker 17 (01:43:31):

If you take into consideration of the ditching of the pipe was, or electric needs to be three feet deep, and when you come packed and you got to compact it with gravel, so there is more than just a cheap pipe in the ground. So that needs to be weighed out to the cost of trenching

Speaker 15 (01:43:52):

Is pretty extensive. Sometimes Rick had her hand up, let's go to an O

Speaker 11 (01:44:04):

On the Ballard, aren't on the ballers, aren't they just going to be used occasionally. It was my understanding when we have special events or, or so forth at, on Lottie doll lane. Is that correct? That they're only going to be used occasionally in that situation, lighting seems a little bit unnecessary where they're in occasional use and it'll usually be during the day.

Speaker 15 (01:44:35):

Thank you, Anna. Any further questions, comments from council? I can't shut this phone off. Mark Shepard had a comment. John Mark Shepard had a comment. Sure. Mark's comment was pleased. Remember the roadway knowledge to there to protect children and pedestrians from car don't value engineer them? What surprised him a child's life valid, valid point, Jacqueline you're muted. Jacqueline.

Speaker 11 (01:45:16):

I worry about that since a lot of this discussion came out of the design that David and I put together, I just like to kind of roll back to that a lot of what the community really appreciated and liked about that design was the possible future expansion and use of the area landscaping seating seating for family members that included, you know, low level lighting for the area. The bollards were imperative because that way, if we want to have a street festival, whether it's daytime or nighttime, the area can be lit. We can end the bollards were closing to make it sick. Light having the ability to have lit bollards and to extend lighting beyond what's there right now is a lot less expensive to do right now while you're tearing everything up then downline, Oh, by the way, had some lighting over here, you got to cut into the concrete, you got to retrench and you got to redo it all.

Speaker 11 (01:46:12):

Then like John said, putting it in now might cost a little bit more in this initial engineering costs to do the paving, but a hell of a lot less expensive than having to recut concrete and repay it and put it all in later. These kinds of plans to think ahead are really important. And like I said, a lot of this discussion came out of that initial design. So if you look back at that design, there was, there was lighting, there was a pathway there, there were a lot of other things that people really like as you're doing this. And remember, those are elements of it.

Speaker 15 (01:46:49):

Thank you, Jacqueline. I do have one question for Rick or whoever. We currently have electricity and lighting out in the big Nick shelter and it would appear to me to be a lot cheaper to rent, went from the picnic shelter out on the West side of but what we're planning then to some, the five Oh one and go underneath. Does that make sense? Cause you you'd have to cut under that skateboard park. I would think that during it from the five Oh one,

Speaker 18 (01:47:27):

That makes sense to me. John, we do the panel writes at the South end of the of the pavilion. Nevertheless, you've got, you've got graphs that you can you punch through and that's a lot easier. And Rick and I can talk about depth of trench and stuff like that. You're running a distance and that's the problem with with that nevertheless it could be, it could be done. It'd be a lot cheaper to do that than any other way.

Speaker 15 (01:48:02):

I thought,

Speaker 17 (01:48:03):

Oh, I, I, I'm listening to, I'm trying to take this all in. My main concern to tell you the truth is project creep. When will the line be drawn to go to bed and have plans that Jacqueline and David produce, they talked about solar lighting on the baller. So powering trenching in new power and stuff like that is new news to me. And it seems kind of like project creep to me. I hate that name, Priebus expansion and black, well, it's something I have to watch as a project manager because great ideas come along well after the project started sometimes instead of you've got it. It's not always the most popular thing to draw a line in the sand and say, Hey, this is it for now. And, but I I'm in a position where I like this. And then everybody and try to take this all in.

Speaker 15 (01:49:20):

I'm a big fan of keeping things simple. And I think what I've quoted from the discussion today, one with the the less expensive solar on, in, on top would would it be the most practical option on that, but councilor volley, you've got your hand up. Let's go to, Oh, I wanted to go back to Mark Shepard, some comment,

Speaker 18 (01:49:44):

Just make sure that I, it

Speaker 4 (01:49:48):

I certainly agree that we need to protect the children and the bollards were there for that. And I just wanted to ask, was this comment expressing concern that we didn't have significant bone Lords or the placement of them was not sufficiently protective? Or was this just saying don't do away with them

Speaker 19 (01:50:18):

If Mark

Speaker 4 (01:50:18):

Is there and can answer that it could be great.

Speaker 18 (01:50:29):

I'm here. I'm sorry. I just stepped away to make sure my trash got out for the trash. What was the question?

Speaker 4 (01:50:36):

Oh, I just wanted to, from your question, make sure that I, there were two interpretations of it and I wanted to make sure I had the right one. So I was thinking that you probably were saying, don't do away with the bollards they're protective of children. And I have wholeheartedly think that we'd need to protect children, older people, everybody. But there was another interpretation that you thought that either the particular placements or the number of them was insufficient for what that goal when I wanted to make sure I knew which one interpretation,

Speaker 18 (01:51:09):

No, I'm not, not the number of them or the placement of them. I'm just saying that this question I was hearing was that you could buy a bollard for 50 or a hundred dollars, or you could spend 500 or a thousand dollars. I've installed many, many bollards in my day. And the basic purpose of a bollard is to separate vehicle traffic and pedestrian traffic whether it's for sidewalks or buildings or whatever the purpose, and you can buy very cheap bollards that I've seen struck by a car that pull right out of the ground because they're very cheap or you can buy very expensive bollards and put them in the ground properly and they do their job and that's to stop people from making pedestrians. And that was only my point was if you're going to save money somewhere, try to save it somewhere else and invest in your pedestrians and their safety and put in good quality bollards, whether they're painted or lit or whatever it makes. No difference to me, their intended purpose again, is to separate vehicles and people on foot or on a bicycle.

Speaker 4 (01:52:18):

And in the bid. Is there anything special we need to do to make sure that we're getting the good quality protective? I guess it's really the base at this point. That's

Speaker 19 (01:52:30):

We're asking about,

Speaker 18 (01:52:33):

Okay, go ahead Mark. Oh, I'm sorry. I thought it was directed at me. Go ahead, Rick. I'm not sure, but yeah, I was going to tell her that if there's certain specs that

Speaker 17 (01:52:46):

They haven't been specked yet for bid, so we want so far they're Rick's standard size ballers that are removable and it has a stainless steel boot that the bollard goes into a good quality thickness of the bollard. And also on top of that we need to strive for it to be lightweight enough to be, to have like the public works crew, be putting them in and out. So those are our standards so far for the ballers. If you wanted to add more, now's the time to do it,

Speaker 15 (01:53:30):

Both Rick and city manager, we've had a lot of about, obviously there are a number of options for the bollards. Would it be more practical to leave the bollards out on the bid at this point and simply provide for the fit to put the future show the week and then add the bollards after the project is done, but outside of the prevailing wage requirement?

Speaker 17 (01:54:03):

No. I do that. I checked into that and the can and a baller come as a unit because he sighed the ball, her dad, then you'd kind of give it a twist to lock it in there. It actually has a padlock holder on the bottom and the ballers that are specked right now are standard city callers. They're branches wide and they're steel. And if we want to get a little bit will be yellow and then that's just a standard bollard. And then in the future we could buy the sleeves if we go that direction.

Speaker 15 (01:54:41):

So at this point, the most practical option then would be to go with a standard seal bollards yeah. And leave it asleep in your discussion. Okay. Yeah. That's the question before council then members of council, are you, what are your thoughts on, we want to just go ahead and authorize the, the going forward with the purchase of the bollards forget about the sleeves for now. I'm thinking councilor Glenn,

Speaker 6 (01:55:19):

I'm not sure of your question about the sleeves needed to go into the gray. It's a sleeve in the ground, or is a sleeve above the ground,

Speaker 15 (01:55:29):

The sleeve slips over the bollard. Is that Ray? Rick? Yeah. Oh,

Speaker 6 (01:55:34):

Okay. Well I could leave the sleep that lighter that I think the quality of the

Speaker 17 (01:55:44):

Bollard needs to be built into the project.

Speaker 15 (01:55:48):

As I recall, Rick, there were, there were some four inch and six inch bollards. Is there a significant difference at one would think the six inches is far more sturdy, but is there a significant difference in the ability to stop a vehicle between the four inch and a six inch?

Speaker 17 (01:56:05):

I, it was a toss up and I chose friends just for cost, but I, I would prefer a six inch. That's what you see, that's the standard size you might see in front of the store is a 16 inch. So we can easily change that it was a cost measure that we were taken and put in the four inch.

Speaker 15 (01:56:28):

Okay. So counselor Glenn, you're, you're fine with the, it sounded like you were fine with going ahead with the authors.

Speaker 17 (01:56:38):

I think they should have like the six inches.

Speaker 15 (01:56:41):

Okay. And can I also agree? Okay. Will do.

Speaker 5 (01:56:48):

Yeah. I'm looking at the thing right here on the drawing says removable bollards, it's got a pretty good description of what they're recommending. I would just change that and go with the six inch as opposed to the four inch. But it says quite a bit about it, steel bollards this, that, and the other thing. So yeah, mood changes it six by 36

Speaker 15 (01:57:10):

And also dollar. I'm fine with that. Okay. So I would entertain a motion to go ahead and authorize the, including the six inch bollards as part of the project. Thank you, max. Fully poll the group, the council of Linn. Yes. Yes. It's about the baller, not bothering Holly and I voted yes as well. Okay. Moving on to those decisions. Does council wish to authorize moving forward with the bid documents? I would entertain a motion to that effect that it was counselor to thank you. And your discussion prior to vote. Okay. Motions, motion on the floor to go ahead with authorizing the city manager to move forward with bid documents on [inaudible] lane as shown Councillor Glenn your vote. Yes, yes, yes, yes. And mayor votes. Yes. As well. Thank you. We got through that. Anything further as city manager on Lottie Don lane? Well, okay. That finishes up all business. Moving on a new business, consider a pool annual for the city

Speaker 9 (01:58:42):

Manager in any compensation contract or other adjustments. We had a an executive session on the 21st to do the annual evaluation of the performance, the manager as required by her contract. We, we did that. We we gave her a very good review overall. And at this point want to discuss any, any compensation changes that the council might wish to make?

Speaker 19 (01:59:24):

I want to read

Speaker 9 (01:59:24):

It from her contract just so everyone is familiar with it. City managers shall receive an annual cost of living increase effective July one of each year of this agreement at the same percentage as classified employees of the city that's already been done that I believe was 2%. There may be additional salary and benefit increases as determined by the city council after reviews, city manager's performance and or made at the same time. It's similar consideration to other employees. In addition to the cost of living employees our our classified employees are union employees did receive a 3% step increase a year ago, and another 3% step this year. We did not, as a reminder, the council, we did not grant a step increase to the city manager last year. We gave her a \$5,000 bonus instead because the previous year she probably, she had, she hadn't been granted to a fairly, fairly hefty salary increases to bring her up to

where she is right now, which was a good 0.2 years ago. The question I have for you is do we, do we match pieces that were granted last year and this year, which would be a total of six? Do we do that match this year only? Wait, we go somewhere in between, what are, what are your thoughts members of the council?

Speaker 9 (02:01:02):

It is appropriate to adjust as it is with all of our employees. It's appropriate to recognize longevity and, and good performance in our, and our staff and the typical way one does that is with either bonuses or salary increases. So,

Speaker 19 (02:01:22):

Yes.

Speaker 9 (02:01:23):

Did you have your hand up, Betty? Did you want to make a comment

Speaker 19 (02:01:28):

Unmute?

Speaker 9 (02:01:28):

No. Okay. You're just moving. Okay. That's fine. So let's go to counselor, Glen and counselor VAR. Let's start with counselor Glenn. I was just going to suggest

Speaker 6 (02:01:40):

To start with a 6% increase. I'm just putting those two increases that other staff got that she did not get as a beginning discussion. Okay. And counselor Voller you had your hand up?

Speaker 4 (02:01:59):

So my understanding reading our city manager's contract is that this past July one, she did get a 2% increase as because that was the rate that was dictated as a cost of living. So that's, that's a done deal. That part of it fed. Right. So I took the opportunity to try and research city manager salaries and the best thing I could find, I mean, I could search individual cities and did a little bit, but was in April of 2018, the league of arc and cities had a study of salaries. And they gave it for a wide range of city employees, not just city managers in here. They pointed out that as you would expect, that was the larger municipalities that on average had higher compensation than the smaller ones. And in their report, they gave average salaries.

Speaker 4 (02:03:18):

This was just a starting point of course, of a discussion by quintile and the quintile will be based on population. So I then pulled out the there was a 2019 Portland state university population research thing, and found that we're right in the middle of the second quintile on this. So they were saying that the average salary back in 2018, before there would have been three cost of living increases was for that quintile just under 76,000. You put in those 2% raises it's between 80,080 1000. So that is sort of a starting point of a right. So I would say that our city manager who was making over \$98,000 and has better vacation and other benefits than his average is well compensated. And I don't think that in this

time of COVID and type budgets, that it's the time to be giving raises beyond the cost of living our union obviously had those as part of their union contract that was negotiated, I think in 2017. And of course, we're going to honor that, and frankly, some of our other employees are not so well compensated. And so I maybe I'm even a little happy about Dunion contract there, but I do think our Sydney manager is a well compensated one, and I would be reluctant to make any recommendation for a raise before at least the next budgetary considerations. Come next spring.

Speaker 9 ([02:05:18](#)):

One thing I would, I would add one consideration and any chief executives compensation level is to look at the salary compression amongst the, the people that she supervisors. And by that, I mean, you know, as, as, as your higher paid staff support, staff gets closer to the total compensation of yours, your chief executive that's salary compression. And we do have that in effect right now we have one senior staff member whose total compensation package, including benefits is slightly higher than that of our city manager. So that's an issue that is a valid issue for, for your consideration and, and a reason for some increase we've heard from two counselors. So far counselor Ashana, see, you have your hand up, let's go to

Speaker 6 ([02:06:15](#)):

How long has that employee

Speaker 9 ([02:06:21](#)):

Long-Term.

Speaker 6 ([02:06:23](#)):

So if I understand this, cause I was looking at the contract that Shanna was hired at night in 2017, it's \$72,000.

Speaker 9 ([02:06:33](#)):

Correct.

Speaker 6 ([02:06:35](#)):

And then in the contract it says she would have a six months with you. What she did is that when she got the additional \$20,000,

Speaker 9 ([02:06:44](#)):

There were two particular raises in the same period of time. There was a \$15,000 increase that I believe was granted after that six months it went didn't happen then, but it was granted as of a point in time in the future and at the end of 2018, the city council at that time granted a further \$5,000 increase. So the total increase in that calendar year in 2018 was 20,000. Do I have that correct? Yeah.

Speaker 6 ([02:07:17](#)):

There's another factor with that. Excuse me, is that the budget had an \$80,000 salary or what at 90,000, I guess, in the budget already when she was hired for the, for the future years. And, and they said the recorder

Speaker 9 (02:07:37):

That was there prior to a administrator was receiving more than that budget amount for a manager. So that those two factors went into that increase. That was a rather large adjustment, but it was already in the bucket at that higher level.

Speaker 12 (02:08:00):

Okay, nice. Okay. So the 20th, the 15,000, the 5,000 that one into the base salary, correct now was there. Then there was then a \$5,000 bonus at some point or no

Speaker 9 (02:08:15):

Last year we did not do a salary increase at the end of the year, we offered her awarded or a \$5,000 one-time bonus.

Speaker 12 (02:08:24):

So in the last three years, her raises have been well, plus she had your cost of living, which I don't know what those are. We're still in the last three years. Just that alone is a \$25,000 raise, correct?

Speaker 9 (02:08:35):

No,

Speaker 12 (02:08:38):

You said you put \$20,000 in and then five, 15 and five.

Speaker 9 (02:08:44):

This is not a race. There's a one-time non-recurring

Speaker 12 (02:08:47):

Okay. But I thought you said you put, you did 15,000 after the six month review. And then I asked if the next 5,000 went into the base

Speaker 9 (02:08:58):

5,000 dead. Yes.

Speaker 12 (02:09:00):

And that 20,000 into the base salary?

Speaker 9 (02:09:04):

Yes. When did he took it from 72 to 92?

Speaker 12 (02:09:07):

Right. And then on top of that, there was a \$5,000 bonus last year, which has only one time that does not go into the base salary. Okay. Okay. I just wanted to get that clear. Okay.

Speaker 9 (02:09:19):

You know, currently with our current compensation, it's roughly the same as our city recorder was receiving four years ago, and we're getting much more value for the city's dollar in terms of sending manager compensation than we were getting at that time. Significantly more Councilor too. We haven't heard from you let's go to you.

Speaker 5 ([02:09:42](#)):

Well, for me, it's all a matter of, you know, what all I view Shannon's work and what she's done for the city. Since she's been our city manager, it's been my pleasure to be working with Shannon for let's see two, three and a half years now like that three and a half years, the amount of work that Shannon has done and the quality of the work that we're receiving as far as information on the council for me is very good. I, I know there's, some people might disagree with me, but I think she's done amazing work. She's done amazing work to make sure that that child's tank project got done on time and make sure we got those forgiveness. We've got the things going on with improvements to the comments, things going on with improvements to the five Oh one building. And as far as I'm concerned, I'm willing to support a three district percent increase based on her performance. Thank you.

Speaker 15 ([02:10:34](#)):

Thank you, Jim. And I, I would be comfortable somewhere between three and six. So as we're discussing, that's where I'm fine fitting in. Shannon, let's go to you.

Speaker 3 ([02:10:55](#)):

I wanted to take an opportunity to thank council for the performance appraisal. I'm very happy with a very positive and constructive performance appraisal, and I wanted to make sure I thank you again for that. We accomplished a lot, especially during the pandemic. It's challenging to run a city in good times. It's especially challenging to run a city during these unusual times. And we've had some very unusual with the pandemic and the fires and everything. So it's been very challenging. So I'm very proud of what our team has been able to accomplish during this difficult time with that being said and seeing what other cities were having to do at the beginning of the pandemic. I took the step in the beginning to furlough myself and to hopefully save my employees from having to do the same in the future. So I proactively took 12 unpaid for load. You didn't notice a change in my work because I continued to work those unpaid days this year. So that's why you didn't notice them. And I just wanted to thank again, the council in the community for your support and again, for a very positive performance evaluation. So thank you.

Speaker 15 ([02:12:17](#)):

Thank you, scan. And I might add that you know, when at the start of the pandemic Shannon did have some discussions with other city managers. And I know she asked the city manager up in Newport where they were doing if anything, relative to furlough days and, and Newport opted to go with the 12 mandatory furlough days for all non union employees and very quietly Shannon did the same here. I think cause of the first, any of you are hearing about it, if you'd been paying checks, when those of you who signed checks, you would have noticed those for late days in there, but thank you Shannon for doing that, that that was, that was unnecessary, but appreciated. We have differences of opinion. Where do we go from here,

Speaker 3 ([02:13:19](#)):

Mr. Mayor? There is some public comment going on in the chat.

Speaker 15 (02:13:27):

I do that well. And Dennis, you have asked to,

Speaker 19 (02:13:33):

To you,

Speaker 11 (02:13:37):

Hi I just wanted to say a couple of things, cause I think Shannon has done a really good job. And I say that coming from a background that I don't know if people are aware of, but the last work I did was for in construction and I worked for an electrical contracting company. My job description was payroll job costing, and I did all the insurance reconciliation. The payroll ran anywhere from, in California, between 75 and 150 employees. And in Texas was between 150 to 300 employees. I ran all the reports, all the administrative, all of that stuff. Sitting on the finance committee the last year, year and a half, I've watched the change over that was being done with all the reports and the accounting and something that became really apparent really quickly was the old system that we were using was not couldn't be described as the municipality type accounting system.

Speaker 11 (02:14:40):

It was much more designed for, in my opinion small business type accounting system. When you have a municipality, the requirements around auditing transparency all of the reporting needs all the different fund needs and transfers. That's all legal parameters. When I was doing a update on our database for one of the companies I worked for one adage kept coming up, was garbage in garbage out. And that was basically when you're dealing with bad information or, or sloppy previously. And you try to do an upgrade. You're going to get sloppy and bad out. So an upgrade like what we were doing here was very difficult and very time consuming. And from what I see, we have a much better accounting system. The work that Shannon has done in getting us to be partners with Coq and bringing high quality professional accounting services, employees with a good background in municipality, municipal accounting has been unbelievably, unbelievably strong and helpful.

Speaker 11 (02:15:55):

And she's been doing it with a shared employee base, a small rural community like this normally could not afford the quality of employees that we're getting right now. I see that in planning, for instance, you know, sitting on planning commission, we just did an update on, or we're the process of doing an update on our hazard mitigation portion of the comprehensive planner. I'm sorry, I'm one person on the commission, but speaking for myself as a volunteer planning commissioner, I could not have done that. The technical aspects of that work, the mapping alone that the city did not have because it was never done properly in the first place. We're getting that help and that information from a competent, qualified, trained, experienced people through cog. We don't have a planner right now. We didn't awhile back and without hesitation with no break, we still have a planner.

Speaker 11 (02:16:56):

Could, we've got cog in place. Those kinds of partnerships, that kind of stuff. His leadership that Shannon has shown that in my opinion, was not here previously, having a city administrator, working with the city, being the head to the beast and running those day to day administrative elements is huge. When we first moved here, we attended, I cannot imagine how many meetings we heard about people complaining vociferously about how the website was not functioning. There was meeting after meeting

about people complaining that they couldn't access things. It wasn't clear it didn't work. We now have a functioning good website that we can keep tweaking. We can keep adding to it using that website to communicate to this community through signing up for emails, for updates we can access. I mean, that is a central point of communication being on planning commission. I only recently there used to be a citizen involvement committee in this community.

Speaker 11 ([02:18:02](#)):

And for some reason, this, a previous city council disbanded it and put that underneath the planning commission. Well, we w bad job. If we are the citizen involvement committee, we've done a very bad job doing that because the job of a citizen involvement committee is to communicate what's happening on the different commissions and the council to the citizen, right? We haven't been doing that as a committee the complainant and it's about staff and Shannon, not communicating that is not a staff or Shannon issue, and that's not a new issue. That was what the complaints I've heard about. Every project that we've listened to highway one Oh one complained about it. Driftwood people complained about Oceanview drive. People complained about it. The, the what's it called dollar general. People complained that there was no communication. This is not a new problem. This is a young Haitian problem.

Speaker 11 ([02:18:55](#)):

And the problem is we don't have a citizen involvement committee that that was disbanded. So I think Shannon and staff, you deserve kudos for the work and the efforts that they have made to try to get people to participate and know what's happening here. And as somebody previously said, it's up to citizens to actually participate. So there's a lot more that probably could be said, but right now, I just think people need to keep in mind the progress been made and having a city administrator who understands these things is incredibly important. And we have a community of a lot of people who have moved from large cities who expect the same services and the same immediate responses that they've gotten those previous cities, but they're living in a small, rural place that we cannot afford that we've got somebody who's trying to do that. So thank you.

Speaker 15 ([02:19:52](#)):

Thank you for your comments, Jacquelyn, Greg Scott, do you have a comment in the chat Greg?

Speaker 14 ([02:20:11](#)):

Oh, I don't really have anything more to add. I view this the election as a community response about a report card about leadership. And then I think people have already documented that compensation is reasonable for where it is right now. And I think we need to take a time out. I think the next council is going to have to live with the consequences of whatever's decided today, if a decision is actually made. And I think it's inappropriate for this particular council to be making that decision. That's really all I have to say.

Speaker 15 ([02:20:49](#)):

Thank you for your comments and, and start, you had a comment in the chat.

Speaker 11 ([02:20:54](#)):

Yeah, I really think, you know, this isn't, as I typed in two different things, the chat's hard for me sometimes. This isn't about Shannon's performance. Okay. You guys did your evaluation. She has that

review. She knows where her performance is. This is literally about is Shannon compensated appropriately for the size of our community and for the job description that she has. And I just believe that she is, I don't think you could compare her salary to an employee that's been working for the city for, you know, 20 plus years. I don't know what that is, but I think she's appropriately compensated and I tend to agree with Greg on this. Thank you.

Speaker 15 ([02:21:41](#)):

Thank you. Thank you for your comments and anyone else. I don't see any other comments in the chat back to Bailey, you're waving your hand.

Speaker 10 ([02:21:51](#)):

Yes. again, I'm a citizen of y'all hots. You all have different views. As far as the city government goes, I, I just wanted to say, as a citizen, Shannon has made such an effort to communicate with the Haitians. She goes out on her lunch hour and talks to people if they have an issue. And she talks to them, I've seen her talk 30 minutes with them. And I really appreciate that part. I don't think it's in the job description. I think she does that. Just because she's a good person. So anyway, I'm sitting here listening and it's very interesting because I don't know that what you're all going through except what I'm hearing. And I just want you to know as a citizen, she's a very kind human and makes an effort to be. So thank you.

Speaker 15 ([02:23:01](#)):

Thank you for your comments. And I, I would, I would echo some, some of the comments, not all, but some of the comments that have been made earlier that I think we are very, very fortunate to to have had as Shannon, Beau care as our city manager for the last three and a half years. And I think she's been an exceptional job in this role, Carl Mueller. I see. You've got your hand up. Let's go to your car there. Carl, just take a moment and unmute. I've been a resident of Yamaha since 1986. And the progress that has happened at city hall is, has been magnified in the last four or five years to an extreme that never was even considered. Prior to that, we've always had sufficient leadership in city hall, but I think that w w when Shannon came on board she stepped right in there and, and just kept the ball going. Thank you. Thank you for your comments, Carl, and back to members of the council. Where do we go from here? Okay. Councillor Glenn, you got your hand up. Yes. A question. What would be the amount that would be needed to make the adjustment from the compression that would be around? She had correct me if I'm wrong. I think 2% would probably do that. Or three

Speaker 10 ([02:24:47](#)):

It's a 3% step is the step increase for the unionized employees, if that is what you're referring.

Speaker 15 ([02:24:55](#)):

And that would, the 3% would take care of the compression issue now. So too, do you have your hand up when you're talking about total compensation that we talked about is their salary a certain number, and that our benefits are on top of that, or the total compensation includes both total compensation, includes everything, salary and benefits. Yes,

Speaker 10 ([02:25:20](#)):

Yes. That is correct. And one of the impacting

Speaker 3 ([02:25:24](#)):

That total compensation between myself and the other employee is when I was hired, it was indicated that career would also be covered under insurance. Unfortunately, our insurance company recognizes same and opposite sex marriages, as well as same sex, domestic partnerships. They do not recognize opposite sex, domestic partnerships. So because the total compensation package includes insurance. That is one factor.

Speaker 5 ([02:26:00](#)):

Okay. But th th th the amount we're talking about would apply to the total compensation package or just to the salary,

Speaker 15 ([02:26:08](#)):

It would

Speaker 3 ([02:26:09](#)):

Apply to the salary.

Speaker 5 ([02:26:11](#)):

Okay. So here's what, all right. So let me say is, well, let's even say the total compensation, if it applied to the a hundred thousand dollars, and we gave her a 6% raise that comes out to \$500 a month for a year. Is that correct comments, is that correct? That's correct. I think 5%, 6% would be perfectly something so that you can afford an additional \$500 a month. I don't understand what the big deal is. Thank you,

Speaker 15 ([02:26:46](#)):

Shannon. Your original contract, you said, did call for the city to pay for the insurance or your domestic partner. How much is that share insurance costing you?

Speaker 3 ([02:27:00](#)):

It's about \$6,000 a year. And of course we all know healthcare is not going down. It's going up.

Speaker 15 ([02:27:08](#)):

Okay. So back to your point, Jen that kind of, that would offset what was originally promised.

Speaker 5 ([02:27:15](#)):

Yeah. So 6% to me would be more than adequate and I'd be perfectly happy to make a motion.

Speaker 15 ([02:27:21](#)):

Okay. Any discussion before emotion has made that kind of symbolic?

Speaker 3 ([02:27:31](#)):

I think that Shannon has heard reviews from I've had her evaluation last week. I think that she's heard some very nice comments from Carl mellow, Jacqueline, Betty Johnsons. One of the comments was kudos are due to her, and I'm sure that those warm her heart and that that's a wonderful compensation.

I will repeat what I said at the beginning. I think that we're paying her what our community can reasonably be paying. And this time of COVID, I don't really think is a time to be

Speaker 15 (02:28:20):

To the compensation

Speaker 4 (02:28:22):

Of an already very well compensated person. I really appreciate Shannon. You taking those 12 load days off. That's a really good move you made and thank you. But I

Speaker 15 (02:28:36):

W

Speaker 4 (02:28:40):

Okay. I've heard people I've listened and I have to say that it's not budging me from thinking that we'd be making a mistake to be making a large increase in salary of our topics. [inaudible]

Speaker 15 (02:29:04):

Any other comments before I'm acting before hearing that motion? Okay. Jim, did you want to, you said you were prepared to make a motion. I don't believe you actually made one. Yes. I'm prepared to move that. We raise our city manager salary by a total of 6% for the coming year effective immediately. Okay. let me pull the key members of the council councilor Glenn. Yes. Counselor to yes. Constantly Mahler counselor. I was Shaughnessy. I was, I was leaning toward a slightly lower figure than the 6,000 until I found out what the, what she's actually paying for the health insurance that was promised in the initial contract. So I'm going to vote. Yes. I think that's only fair inappropriate. So we grant her a 6% raise at this point to take care of something that's three and a half years overdue. So motion carries three to two any further business to come before this council today and then from council.

Speaker 15 (02:30:27):

Yes. Yes. Constantly Glenn. I want to request that and I would move if it's necessary for a motion that the memorandum of that Shannon provided for the, her executive review that the last three memorandums be included on the website as information for the whole community to see, I understand there may be a little bit of tweaking necessary of taking some HR stuff out or something, but with that tweaking, I want to move that, that those three memorandums be placed on the website for the community to say, thank you, max. Just the benefit of

Speaker 9 (02:31:20):

Everyone in the audience. So what max is referring to is that each of Shannon's performance evaluations over the last year, she has provided the council with a very lengthy description of all of the things that have been accomplished in the previous year. And that is an excellent recap. And max has moved to a place that on the, to have those edited versions put out there for the general public so that they can be, they can view that as well. So counselor to your, your would you concur or not, max has moved to to go ahead and have those, those memorandums that Shannon's prepared for the last three years to put on the website. So the community can view, How do you vote on that, Jim?

Speaker 15 ([02:32:12](#)):

Yes. Counselor.

Speaker 4 ([02:32:17](#)):

I would have to go back and read the last three before I would be prepared to vote

Speaker 9 ([02:32:24](#)):

Councilor Shaughnessy. You want to unmute

Speaker 15 ([02:32:34](#)):

Yes.

Speaker 9 ([02:32:35](#)):

To put them on. Okay. So that the past is a four Oh at this point. So go ahead and put those on the agenda. The one other thing I would ask the contract, the current contract with our city manager automatically renewed on August two for another two years. It's, it's not a standard contract. I may the international council, the city managers association does have a standard contract that almost all cities use. Now, I will say that in, in looking at over that particular standard contract includes clauses that cover every possible incentive that any city manager anywhere could have had things like car allowance, housing allowance, things that we're not paying, or we could easily redact those, take those out, but would it might be behoove. It might be who the city to have to switch her contract from the current contract to a very comparable apples and apples version of the ICM contract for going down the road for the future.

Speaker 9 ([02:33:56](#)):

If for any reason when, when we eventually get to the point where, you know, city managers, historically don't stay in one location until they retire, sometimes it happens. And it's great when it does, but we should always be planning for the future. And, and should the Avenger eventuality come up at some point, we do need to look for an another city manager. It might be easier to the individual oncoming Dion's to have a standard contract that they would have had same language in, in the position that they came from. I guess my question to the city council, I know my question to you at this point, would you like me to sit down with the city manager and go over that standard ICM contract and bring it back to you for, you know, present to you what that apples and apples comparison look like, so that you can decide whether to replace the contract or not Marianne you had your hand up,

Speaker 4 ([02:35:03](#)):

And if you do that, I think that is a decision that should be made by the new council.

Speaker 9 ([02:35:08](#)):

Okay. And

Speaker 4 ([02:35:11](#)):

I would concur that the new council should probably be taking that up. I would also think that we're always trying to not take up more of our staff time than we need so that the first step might be for the council to be given copies of the contract and look at it. And then if they thought that this might be

something that they wanted to go forward with, then taking the time with our city manager to see, you know, whether that was something that was agreeable.

Speaker 9 (02:35:44):

Okay. And your thoughts. Yes. I think that's a good idea to bring it back to, to the council at our next meeting to to look at it. I think it would as you say, it would protect the and it puts a uniform standard kind of contract out. Uand so it protects the community, protects the city as well as the city manager. So I think that would be a wise move and I would be happy to be a part of that. Uas, as the current council, we've got two members of the council who would like that to be postponed to the next council councilor Glenn would like it discussed at the next meeting. What are your thoughts?

Speaker 5 (02:36:31):

Yeah, but I agree with Leslie that we should Barbie, if you can provide a C a, a source or way for us to access that information before the next council meeting, I think it'd be appropriate to bring it back to the next council meeting. We would support bringing it back to the next council meeting. But like, lastly, I'd like to be able to read the count the contract itself and just to get some idea of what it says and this, that, and the other thing. So I worked out and that's what I'd like to see happen

Speaker 9 (02:37:06):

Then we've got a two to two thought here, but I'm inclined to go ahead at this point and work through

Speaker 15 (02:37:16):

The contract, bring it back. And it's up to you whether at the next meeting, whether you want to make a decision on it at that point or defer that to the next council, I'm good either way on that. But I I'd like to go ahead and get started on that and give it to you for your, your, your pleasure. So councilor Shaughnessy,

Speaker 12 (02:37:36):

She'll be working under the contract she was hired under. This is for the next person coming in, that we're looking for protection. Is that what you're telling me? Cause she's already under contract us.

Speaker 15 (02:37:46):

He's under track, but by mutual agreement, if she and the council agree to just swap them, that could be done.

Speaker 12 (02:38:08):

I guess my concern is if our, if our goal is to save the city or to get a good contract, we're not running out right now to hire anybody right now. So I don't think we need to rush this decision. Quite honestly, I understand the need. Some people may feel the need to do that. I don't feel that need, but I haven't seen the documents so that it'll be good to see the document to compare the dude, the two documents, but that reason that it will protect the next city manager. We can, again, that's a whole different contract and we can offer them many less or more, whatever we want to offer them.

Speaker 15 (02:38:46):

Okay. Well, I'll tell you what I have a feeling. If we bring this back at the next meeting, we're going to have a lengthy discussion. It's not going to end up anywhere. So I'm going to say no at this point. And let's defer this matter to the next city council and, and that'll be on your agenda or not in January or whenever. Okay. And any further, yes, go ahead.

Speaker 10 (02:39:20):

Okay. I've been here 20 years. Is Shannon our first manager, it seems like no,

Speaker 15 (02:39:29):

No. John Davies was manager for about a year in here for three and a half,

Speaker 10 (02:39:35):

But those are the only two. Yeah. Okay. It's just, it's something new to the folks like me that have been here a long time and may have nothing to compare with in Yamaha. It's I mean, other people know Eugene city manager possibly, but we're in a whole different ball game, but I think Mary Ellen said something that I've heard also that Shannon is working under a contract, but I've heard some things around town that disturbed me a great deal. And it has to do with Shannon. And I'm sorry, I'm not gonna go any further, but it seems like it's a new position and she's done very, very well. Anyway, that's it.

Speaker 6 (02:40:42):

Thank you, Danny. Any further comments?

Speaker 10 (02:40:52):

Did you manage your, ask me to remind her of something if we hadn't covered it in the meaning concerning the vacation rental lottery tomorrow and the location, Shannon Humber reminding you, when you can say how much you want to say I will do. So if we're good with this topic, I didn't know if we were concluded yet.

Speaker 6 (02:41:18):

We're not good. We're just at the conclusion of the meeting. Your turn.

Speaker 10 (02:41:27):

Okay. So yes, councilor Valor mentioned that we're were predicted to have quite a bit of weather tomorrow and thought that perhaps we should have an alternate location of the multipurpose room to do the vacation, run a lottery so that we're all in a Mora weather protected venue, but we can still spread out. That would help with the connectivity issues is we don't have William. So I would need to use a hotspot on my phone in order to do the zoom. So that would help in that regard.

Speaker 6 (02:42:13):

That makes sense to me. W w w we don't have wifi is not available out there in the then picnic shelter. So the only way we can broadcast this meeting would be to have a habit inside where we do have wifi can also, Glenn, you had your hand up, so I'm not clear on whether the public would be coming to the commons or whether the council only in the common, or whether just the person doing the the lottery I, you add. You asked me to, to she kids that won that contest could do the drawing. And I currently have

two of the three kids are inch little over at the church and their parents and the teacher have a range for them to to leave school early, to come over at noon, to the picnic shelter to do the drawing for you. So that's, that's the arrangement that has been made. And so my question is will they comment be open and which door is open for those kids to come into at noon?

Speaker 7 (02:43:30):

Yeah.

Speaker 4 (02:43:33):

Observe, speak. You had some thoughts when we discussed this issue. So we discussed this yesterday, when we were talking about a variety of issues and course we didn't know what the weather would be. We still don't know what the weather would be. This morning I checked three different forecasts and there are chances of rain at noon range from 25% to 51%. So we might be fine. The advantage of course, of being at the picnic shelter was it's a more of an outdoor environment. And we want everybody to be safe. I think our council has had stood together here and wanted everyone to be safe. They know if it's nice out the picnic table and extending into the ball field certainly sounds ideal other than some challenges that our city manager and her staff are going to have to navigate between now and tomorrow on that on how to do the connectivity and, you know, that was it.

Speaker 4 (02:44:43):

The if it's raining sideways, then all of the trying to make it very transparent and have it outside. If it's in the picnic table, picnic shelter, of course is going to have not been very successful. So I think that when Shannon and I talked, it would have had to be that there was an allowance for people who cared enough and who felt safe enough to be in the multi-purpose room at that staff would have had to, I suppose, figured out a way of enforcing a safe distance there on it. So there are challenges for the staff each way. And I thank the staff for the work they're going to be doing on that.

Speaker 7 (02:45:37):

It's

Speaker 4 (02:45:39):

I wish I could just say, let's have sunny weather tomorrow.

Speaker 6 (02:45:45):

What do you mean the preference of the members of the city council to participate in a meeting via zoom, rather than personally, I'm going to be there to, to to help our students with that drawing, but a counselor too. You've got your hand up. Well, I'm looking at the notification that we got city of yachts Friday, November six,

Speaker 5 (02:46:10):

20, 20 special meeting to be held via zoo. So I wasn't planning to go to the Philadelphia. I was planning to join the meeting via zoom. Can we do a zoom meeting from the pavilion or don't we have to have computers.

Speaker 15 (02:46:30):

There's no wifi out in the, in the picnic shelter.

Speaker 5 (02:46:32):

So we can't do a zoom meeting from the picnic shelter. Is that correct? There's going to be zoo.

Speaker 3 (02:46:41):

You didn't do a zoom meeting via the picnic shelter, but I have to put a hotspot on my phone in order to get internet where I wouldn't be connecting to the city's wifi. And I would be doing the zoom meeting via my phone.

Speaker 15 (02:46:58):

Be much more practical to do it inside and just have those who need to be there physically there. Members of the council can participate from home quite comfortably. Counselor Glenn. You had your hand up planted participate by zoom also. Okay. Has shown I see your comfort level. You mute

Speaker 3 (02:47:22):

People coming in from out of town. So I will not be attending

Speaker 15 (02:47:26):

Oh, counselor.

Speaker 4 (02:47:31):

Certainly if it's in the multipurpose room, I would be, I'm doing it by zoom. If I was able to be outside and a safe distance and sort of interact with our citizens. I might've been my choice.

Speaker 15 (02:47:46):

Okay. Let's let's say it's, it sounds like the, we had a concurrence. Let's go ahead and do the zoom meeting from the multipurpose room, but each of you will be at, at home logging into the council meeting there. Right. Okay. That worked for you. Speaking of city manager. Yes. Perfect. Anything further to come before the council?

Speaker 3 (02:48:13):

Yes. I have an email Midcoast water planning, partnership asking for charter signatory confirmation. They're asking for us to affirm precedent. Interests can be charter signatory. If we express affirmation or interest, please confirm if we're willing to make the time commitment to participate in at least four of the eight 90 minute meetings and January and February of 2021. This is the mid-coast partnership is something that we contributed to budgetarily. It's also one that counselor took, has been participating in quite significantly, as well as Rick McClung. And so if I have to do this by the November 21st, if this is something that council would like me to bring to the next meeting, I can that, or

Speaker 4 (02:49:08):

Because we've already participated in this and affirmed ourselves by budgetarily participating. You want me to just fill it out? I can do that as well.

Speaker 9 (02:49:20):

Well, let me ask our to continue. Yeah. Jim, we're about to you.

Speaker 5 (02:49:23):

Well, I was going to bring this up one of our meetings or bring it up with Leslie outside the council, but I will be stepping down from my work with the mid-coast water planning project. So the council, the incoming council is going to have to make a decision. Who's going to take my place. I did sign the charter as a member of they all had city council when I originally got involved. And we'll need somebody to step up to the plate, hate to tell you about I'm going to get on with the rest of my life.

Speaker 9 (02:49:58):

Let me ask the mayor elect. Do you plan to replace a gym either yourself or one of the members of the council?

Speaker 4 (02:50:10):

Well, I think that might be up to the whole council elect. I could certainly Try and engage the interest of the council. I mean, water is obviously an incredibly important pardon, Jim, thank you for all the work you've done on that. I know you want to get on with the rest of your life, but we might pick your brain from time to time.

Speaker 5 (02:50:37):

Yeah, it's the mid-coast water planning project has extensive website presence. There's a lot of information you can get if you'd like some help with introducing whoever you choose to the actual coordinator and some of the people that are involved in the process, I'd certainly be wanting to do that.

Speaker 4 (02:50:54):

Thank you. And clarification Shannon, if you have it the, some, this was a question of a commitment to participating in a S I think you said for at least four of eight meetings, or there were some number, these are zoom meetings.

Speaker 5 (02:51:14):

These are zoom meetings. Yes, they are. Or go to meeting, I don't know one of the two, but yeah, they're, they're remote meetings and you can participate. They're going to be eight 90 minute meetings over the month of January and February, I believe. And they're asking for somebody to make a serious committee commitment to attend at least four of those. What they're down is through their final coming up with the final plan that they're going to be submitting to the Oregon department of water resources. And that's about another year going on in that process.

Speaker 9 (02:51:50):

Let me ask the city manager. You mentioned that this could keep until the next meeting we went to, would it be behoove? The mayor elect to poll the members. So her and her counselors, they like to see who might wish to volunteer

Speaker 15 (02:52:07):

For that, and then have that information for, for us at the next meeting,

Speaker 3 (02:52:11):

I would encourage the mayor elect to look at the comment that just came from the newly elected Councilman,

Speaker 15 (02:52:20):

As opposed to that he was part of this discussion before Jim he's willing to consider getting so you have your answer. Can I pitch in and say that I'd be happy to if Greg can't make a meeting, I would sit in our our zoom zoom in with the same meeting. Greg has shown interest in the past and the water. And I think we have similar thoughts of where our water should go. So keep me in mind. Did you need a decision today on the, the commandment or do we have enough of a semi commitment at this point

Speaker 3 (02:53:04):

Theory that we have a commitment to move forward? Am I hearing wrong?

Speaker 15 (02:53:11):

Yeah. I think I'm hearing that you have a commitment to move forward.

Speaker 3 (02:53:15):

All right. Then I will tell the Midcoast water planning partnership that we are affirming our role as a charter signatory, and we will work out who's willing and able to participate in at least four of the eight meetings.

Speaker 15 (02:53:30):

Hi dad, I've been copying the drinking water protection plan people and the stuff that's going on with Midcoast water planning project. And that would be a good idea to keep those people in for Shannon, anything further from you for this meeting?

Speaker 3 (02:53:48):

Yes. as was mentioned Holly has made a personal decision to step away from her position at the council of governments. And Justin has stepped in for the immediate time being to pick up services and make sure that things are being handled and addressed. I have a meeting in 28 minutes with the executive director of the council of governments, as well as the planning supervisor to talk about intermediate next steps. Obviously one of those options for us would be to hire a planner. There was very little interest when we did this before, but certainly times have changed and we could, that is an option that I will bring forward to the council, depending on the outcome of my meeting today that proximately fully loaded would require about \$90,000. Again, that's fully loaded with benefits. There was also been interest in hiring full-time finance.

Speaker 3 (02:54:50):

We would be looking at approximately \$110,000 to be doing that. And there was a discussion earlier today about could somebody pick up smaller items so that our deputy recorder could focus on meetings and minutes. And for somebody to pick up a smaller area, looking at our collective bargaining agreement, a fully loaded position would be about \$84,000 per year. So those are all options that we can consider moving forward. And as these discussions evolve, I'll bring those options to counsel. Okay. One thing clarifying Shannon. So when you talked about hiring a full a planner, would that person be

working full time? That is a, for a full-time position. And have you considered whether any of these positions could be combined? I have, I did that in the past and I got actually resistance, even less interest for somebody being we'd have to look at what we're asking the individual to do for, to combine a planning and a finance position, probably isn't feasible.

Speaker 3 ([02:56:07](#)):

It's very different skillsets. I tried to do planning and code enforcement and got lots of resistance there. And then for, if we're talking about somebody to take on duty so that the deputy recorder can focus on commissions, councils and committees and all the activities that go on with those, I don't know if that person, if we're going to go towards a lower end on our collective bargaining scale would have the finance or the planning capability. So we're going to have to look at the job description and what we're asking that person to do to make sure we get the qualified individuals. Okay. Well, I'm sure there'll be interesting discussions going forward.

Speaker 15 ([02:56:50](#)):

No doubt. Serious dollar considerations, anything further from your desk and say manager,

Speaker 3 ([02:56:59](#)):

I just saw a comment come in about, can a planner be two or three days? Certainly there's a difficulty we've had discussions about before is it's a challenging to live in or in or near your hots on a part time basis. We can certainly start advertising that way, but I have had I've been unsuccessful in the past, but we can certainly try that first and see what kind of interests we get, but it is very difficult to live in this area on a part-time job.

Speaker 15 ([02:57:37](#)):

Thank you anything further from your desk?

Speaker 3 ([02:57:41](#)):

No, not at this time.

Speaker 15 ([02:57:43](#)):

Okay. And nothing further. I declare the meeting adjourn. Thank you everybody for your participation. Thank you.



CITY OF YACHATS
CITY COUNCIL REGULAR MEETING

Date: November 6, 2020

Meeting Summary

Audio will be uploaded the following business day for review of entire meeting

Meeting Call to Order

Members

Mayor W. John Moore called the City Council meeting on November 6, 2020 at 12:02pm to order

Council/Commission/Committee members present:

1. Mayor Moore	5. Councilor Tooke
2. Councilor Vaaler	6.
3. Councilor O'Shaughnessey	7.
4. Council President Glenn	8.

***Zoom technical difficulties with the internet prohibited some councilor's and audience members from logging in.*

Absent:

1.	3.
2.	4.

Staff present:

1. City Manager Beaucaire	4. Community Svc Coordinator Hoen
2. Deputy Recorder Jackson	5.
3. Admin Sites	6.

Audience: 13

1 **Items Covered:**

- 2 • Lottery for vacation rental licenses; pulled 5 names for available licenses; pulled
3 the additional applicants to put them in number order for future available licenses
4 as they become available.
5
6
7

8 W. John Moore, Mayor adjourned the meeting at 3:31pm.
9

10 Prepared by:

11 _____

12 Kimmie Jackson, Deputy Recorder
13
14

Date: _____

2020-11-06 Vacation Rental Lottery Council Meeting

Speaker 1 ([01:02](#)):

Where are you recording?

Speaker 2 ([01:19](#)):

[Inaudible] Special council city council meeting. [inaudible] How this is going to work today and we can go forward.

Speaker 1 ([01:51](#)):

So

Speaker 2 ([02:01](#)):

[Inaudible]

Speaker 1 ([02:01](#)):

We have a total of 39 applications today. We're going to be pulling five numbers of corresponding with an application for the available licenses today, the remaining licenses, we will pull them, the girls will fold them and we will also rank them in number in term, in the next available license. So everyone will have a number and we'll know where they are on the list. When the licenses become available. It's the article. We will still need to go through the process of doing the inspections to make sure that you are actually eligible for a license for your property. And we will go from there. If you have any questions, we'll just get those at the end. But I think you'd start with olives.

Speaker 2 ([03:12](#)):

[Inaudible]

Speaker 1 ([03:14](#)):

Sylvie, Sylvie, and all of them will be pulling the balls out of the contraction. I don't know what's thing and showing you the balls up to the screen, and then we will give you the last name of that person and move on to the next person. Does anybody have any questions? I can't see the screen, so, Nope. Okay. So the girls will break the glue tape and we will begin.

Speaker 2 ([03:50](#)):

Somebody might want to move on.

Speaker 1 ([04:31](#)):

No, the table is fine. Okay. So we will shake up the balls

Speaker 2 ([04:48](#)):

[Inaudible]

Speaker 1 (04:48):

And then you got to show the number two immediate stabbing so that the folks on zoom can see it. Won't get back up.

Speaker 2 (05:05):

[Inaudible]

Speaker 1 (05:12):

What's the number 91 91.

Speaker 2 (05:18):

It was the first number

Speaker 1 (05:21):

And that would be Fletcher Fletcher.

Speaker 2 (05:31):

Okay. What's the number 75 75 seventy-five belongs to burn Mulan Mulan. [inaudible] 51 belongs to Wagner [inaudible] 69 belongs to demo demo. [inaudible] 66 66 66 belongs to grow groves, the Bible licenses, and now we will rate the rest of them in order. So number six 64 64 [inaudible] 61 79. [inaudible] 93 93 92. One more time. [inaudible] 58 58. [inaudible] 67 67, 84 84. [inaudible] 88 62 62 63. [inaudible] 168. [inaudible] [inaudible] 56 56 82. [inaudible] 77 73. [inaudible] 71 59. [inaudible] 53 53. [inaudible] [inaudible] 65, 76, 76. And last but not least 81 81, all 40 applications ranked in order from one to 40, we will contact one group and six 40. They can call the city and find out where they rank in order. We're not going to publish their names or any other information just in case at some point they happen to either fall off sale or otherwise. But we will keep this list. And if anybody has any questions I can call myself or Anita, does anyone have any questions? There we go. Does anybody have any questions?

Speaker 1 (26:07):

Says this is counselor Voller. Just for transparency. I know you've been checking things off, being very carefully without revealing information that you didn't feel was appropriate. Could you maybe just hold up the sheets so people know that no numbers have been being changed during the process? Absolutely. So we'll show you the original sheet where the numbers were pulled from. Let's kind of hard to tell, sorry.

Speaker 3 (26:46):

Nope. And it's stamped original here.

Speaker 4 (26:52):

And

Speaker 3 (26:53):

It's two pages with all 40 names. Did that I was writing on is the list of numbers that were called in the order that they were called with their last names, the highlighted ones being one through five, who will be contacting so we can schedule inspections and go on from there. Page that

Speaker 4 (27:33):

You're welcome. I need to let's just say you, the shake. I can't hear properly, I think, is it everybody got selected or

Speaker 3 (27:44):

Yes, everybody is selected now in rank order. So if you give us a call or email us, I can tell you what number you are.

Speaker 4 (27:55):

Okay. this is how you the shake. So what number I am I number 11, number 11. Yes. So am I selected or it didn't come, I think in the list.

Speaker 3 (28:12):

So this is how it's going to work. So one through five, we have available licenses for in the event. Let's just bad case scenario one doesn't pass for whatever reason, they're they don't qualify for a license. So then the number six who was chosen today will be in line to try to take that license and, and so on. So it goes from one through 40 because we already have those applications they've already been paid for. I have already vetted that you actually own the property. It is in your name and your water belt. So I checked several different avenues to make sure that I'm, that we have the correct owners for the properties. And so as, as one drops off, I will contact the next person in line and let them know I have one available license. And are you still interested? And I'll, we'll make sure that they either still own it and we'll go through that process. And then my license, if they happen to fall off again, then we go to the next person in line until we have covered all 40 people.

Speaker 4 (29:27):

Okay. What happens if everybody, you know takes it then, then what happens to the next people?

Speaker 3 (29:37):

So you will remain on this wait list and as the licenses come available, I will be contacting you to let you know that your, your number is up. You were number 11. So I have to go through 11 licenses before or 10 before I get to you renewals are coming up. Those will be the invoices renewals will be coming out in November this month. They will have until December 31st to pay for their license, if they wish to renew them, which keeps them holding a license. If any, drop-off after Jan in January, then, you know, we could possibly have a licenses come available. We won't know that until we actually get through the renewal process.

Speaker 4 (30:27):

Okay. for a second, I thought everybody who is in the numbers. Got it.

Speaker 3 (30:36):

No, we only have five available. Okay.

Speaker 4 ([30:38](#)):

Oh, okay. Okay. Thank you. You're welcome.

Speaker 1 ([30:44](#)):

I have a question too. This is Sonya Strub. How do we do, do we just ask you what our numbers are or do you like, do we email you or

Speaker 3 ([30:56](#)):

You can email me you can give us a call and we can let you know where you ranked in on the list.

Speaker 1 ([31:05](#)):

Okay. Or do you want to just, you want to just tell me I can't hear you. Okay. Thank you. Thank you.

Speaker 5 ([31:20](#)):

Okay. If no further questions at this point, I want to give a great big thank you to our students for participating today. A great job and a big thank you to Anita and Kimmy for putting this whole thing together. So super a job well done. And this meeting is now adjourned.

Speaker 4 ([31:40](#)):

Thank you everyone.



CITY OF YACHATS
CITY COUNCIL REGULAR MEETING

Date: November 18, 2020

Draft Meeting Summary

Audio will be uploaded the following business day for review of entire meeting

Meeting Call to Order

Members

Mayor/Chair: W. John Moore called the City Council meeting on November 18, 2020 at 2:00pm am to order

Council/Commission/Committee members present:

- | | |
|------------------------------------|---------------------------|
| 1. <u>Mayor Moore</u> | 5. <u>Councilor Tooke</u> |
| 2. <u>Councilor Vaaler</u> | 6. _____ |
| 3. <u>Councilor O'Shaughnessey</u> | 7. _____ |
| 4. <u>Council President Glenn</u> | 8. _____ |

Absent:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Staff present:

- | | |
|-----------------------------------|--|
| 1. <u>City Manager Beaucaire</u> | 5. <u>Community Svc Coordinator Hoen</u> |
| 2. <u>Deputy Recorder Jackson</u> | 6. <u>Water Lead McClung</u> |
| 3. <u>Admin Sites</u> | 7. <u>Justin Peterson, Planner - COG</u> |
| 4. <u>Meg Reed, DCLD</u> | |

Audience: 33

1
2 **I. Announcements, Correspondence, and Proclamations**

- 3 a. Reading into the record a letter dated 11/16/2020 from Anthony Muirhead,
4 General Manager of the Adobe and email from Craig Berdie dated
5 11/17/2020.
6

7 **II. Public Comment**

8 Drew Roslund of Fireside/Overleaf Lodge – lost in excess of 26k for
9 November after the governors restrictions; businesses are concerned and
10 now people are now unemployed again, this is a community issue and don't
11 want the city to shut down and that they are cleaning to Covid and OSHA
12 requirements.

13 Paul Thompson – Aqua vista lots will be a public process – speak to the
14 county person and Wayne Belmont's office, County Council Lincoln County
15 Anthony Muirhead, Adobe not running any campaigns to rent their rooms
16

17 **IV. Public Hearing**

- 18 a. Vaaler does not believe she will recuse herself; council is comfortable with
19 that decision:
20

21 Open Public Hearing, Public Hearing on An ordinance amending the
22 Yachats Municipal Code chapters 9.04 – definitions, 9.52.050 Geologic
23 hazard overlay zone, 9.52.100 older stabilized dune construction,
24 9.52.130 development on beaches, and Yachats comprehensive plan goal
25 A protection of natural resources, goal B protection of estuarine resources,
26 goal C protection of shoreland resources, goal E protection of natural
27 hazards and disasters, and goal L beaches.
28

29 Comment was added from Craig Berdie read into the record
30 Vaaler referenced the fee structure no fee for geo permit, last done in
31 2005; the code allows for council to decide to charge a fee if wanted;
32 some items are listed a goals and some as policy; maps referenced 3
33 maps only received 2 maps item b3; goal A policy 8, efficiency not in
34 setting to electricity; drought hazard, annual outreach, and eliminating
35 Annual; goal L policy 4
36

37 Glenn, considered Berdie's comments, and to send back to the Planning
38 Commission after getting Berdie's comments; Tooke, no comment on the
39 document; Mayor, concur with Vaaler and Glenn to send back to the
40 Plannning Commission after receiving Berdie's comments; goal d has
41 some questions regarding how many have we done and not done, PC
42 does not have full inventory at this point; staff time considerable time will

1 be needed, concerned with the word "shall" the city should work toward
2 rather than the city shall; the 10ft language is in the muni code, not
3 required to move the home;

4
5 Public Comments

6
7 Greg Scott, discussion tree protection unintended consequences for tree
8 protection; language 50 foot setback buffer, safe harbor needs a definition;
9 seen one from Eugene; preexisting would be exempt with respect to Quiet
10 Water but unable to find that document, does the city have that
11 agreement; the path they have falls closer in some areas than 50ft
12 grandfathering those structures; need a list of all non-conforming structure
13 and are already in the code and already codified.

14
15 Drew Roslund, 280 overleaf lane, further back from the shoreland, with
16 new ordinance area photos show the boundaries on the coastal shoreland
17 who determines whether they need additional studies, its state law, top of
18 bluff to its 100 ft back from top of bluff;

19
20 Recommend send back to Planning Commission for consideration of all
21 comments and letters;

22
23 b. Public Hearing on ordinance amending the Yachats Municipal Code
24 Chapters 9.04 – Definitions and 9.42 Lighting

25 No conflict of interest from any of the members.

26 Vaaler- address /replace lighting exception is marine lighting was changed
27 and added a curfew and removed after a year, existing lighting concern

28
29 Anthony Muirhead Adobe letter read into the record; does not want the
30 marine lighting changed as they have been doing this over 40 years;

31
32 Arianna Carlson 1750 Hwy 101 N would like to address the marine life and
33 have some experts speak at the planning commission

34
35 Lance Bloch, 2 potential areas of concern, safety and viewing pleasure and
36 that safety issue refers to walking along the bluff, and 5 marine lights at
37 adobe, 2 don't shine on the tide pools and ocean only; reactions to the
38 change to the ordinance and the would block off 804 access to protect the
39 public and have guests sign waivers; 5.08.165a code has been on the books
40 for many years as a nascence if shining on private or public land; and this
41 code would have to be modified as well;

42
43 Drew Rosland, agrees with Anthony's letter, security and as an amenity;
44 curfew of 10pm or 11pm maybe ok with;

Glenn, overall question, how do we in force the ordinance? marine light we exempt for businesses; Vaaler, appreciates the adobe/Anthony for his concern, marine lighting should be about the new lighting not existing; concerned about marine lighting; Mayor, all existing lighting and time to be compliance 9.42 in a year; Danos, Alternative to flood lights for the marine lights

Ann Stott, 915 driftwood lane, type of lighting being used, think in terms of educating the community; looking at the vision statement of Yachats, attract tourist; need to think long term vision statement;

Paul Thompson, would the visitor amenities fund would be able to help make the changes for the businesses;

Violations and corrective actions timeframes are too short; 7 days on minor and 60 day on replacing a fixture; single fam lums vs or duplex lums should be the same; maybe do new structures and do the existing lighting after that; adobe would like to have some compromise;

Financial Report:

- Vaaler makes some good points, some concerns and would like the new elected council to weigh in on this issue and looking at the organization structure;
- O'Shannessey, planner can work remotely in the meantime; need more information regarding the organization and the decisions that need to be made;
- Greg Scott believes this item should wait until the next council takes their seats.
- Mayor Moore believe a full time planner is necessary, but is not going to support this, as this should be the decisions of the next council; Ann Stott, spoke with the community, Councilor Vaaler regarding the basic concerns of the city; Mayor to move this issue to the next meeting;
- CM Report, thank volunteers for Halloween; TCB provided a quote;

Items Covered:

- Financial reports by Shannon Beaucaire, wants to move forward with the advertise of admin position; COG to support but not permanent, need to make some changes and recommends to provide backup and to mentor employees; planner and finance clerk to see what response we get and if we can go through the process; ft planner as lower level and grow into the position, could be revenue neutral or slightly higher;

- **Action Steps (if any)**
- Move to the first meeting of December Vacation rental compliance software discussion and PowerPoint
- Move to the first meeting of December the Ocean View Drive discussion of stripping and directionality

W. John Moore, Mayor adjourned the meeting at 4:31pm.

Prepared by:

Kimmie Jackson, Deputy Recorder

Date: _____

2020-11-18 City Council Meeting Transcription

Speaker 1 (00:00:37):

[Inaudible]

Speaker 2 (00:00:37):

Well, there's one more struggling to get connected, but I'm going to go ahead and start. It's two o'clock. So I'm going to call the November 18, 2020 regular meetings and regular city council meeting of the city of yachts daughter announcements, correspondence, proclamations. I have no proclamations or correspondence to read today. Any announcements from anyone? Okay.

Speaker 1 (00:01:02):

[Inaudible]

Speaker 2 (00:01:02):

Lastly, this is actually not an announcement. I believe this is our official minutes now. So I think that you probably need to, somehow

Speaker 3 (00:01:13):

You mentioned that all the counselors are here.

Speaker 2 (00:01:17):

All counselors are present. Okay. This point I'd like to open it up for public comment. Any anyone wishing to speak on any item? Not on today's agenda, please. So indicate and drew Roslyn. You have your hand up, so let's go with you drew.

Speaker 3 (00:01:39):

Thank you, mr. Mayor and city council. I, I just want to assure everyone on the city council that we businesses are, are taking the the COVID situation as seriously as we ever have. Last Friday was brutal for us, but not nearly as brutal for us as it was for the restaurants. I, you know, we can argue all day long of whether the governor should have made the restrictions statewide and that there are shortages and hospitals, and I get all that. But the reality is, is we lost in those in Friday and Saturday, we lost \$16,000 with the reservations and for, for November, for the rest of November. And you know, that, that equates to about \$1,500 in transient rental tax for the city. And so, you know, those are real numbers and we just reopened our spa very on a very limited basis.

Speaker 3 (00:02:44):

We have two hot tubs up in our spa. For those of you who've been there. And we had gone online. You had to go online to reserve time in the spa, one, couple or one person in each pool at a time separated by about 20 feet and completely by highly chlorinated water. And you know, we had just rehired some employees to run the spa. And fortunately we are still searching for some staff and in other parts of our business, because we're still, still a little bit short of staff. And so we were able to put them there. But as

things slowed down, as I know, there's a couple of restaurants in town that are going to be open on a very limited basis are closed for a few months. So that means staff is going to be laid off.

Speaker 3 (00:03:36):

There's not going to be anybody around to be able to hire those folks. And the concern is whether those staff are going to be able to get back on unemployment because they may have run through their unemployment this year. I don't know that I don't know how that works from an employee perspective unemployment and so on, but that's what I'm hearing. And so that's just a little reality, but I want to get back to the seriousness that we take with this. I was just on a countywide phone call and the mayor from Toledo Rod Cross said, this is a County issue, and this is the way we look at it. This is a County issue. This is I'm sorry, it's a community issue. And that's the way we look at it too. We're protecting our staff, our guests and the community, because we know darn well that if something is tracked back to us, that the exposure started at the overleaf for fireside that that, that will look terrible on us.

Speaker 3 (00:04:34):

And the city may very well shut down yachts again. So we get that. We have a COVID person just goes around and all they do all day. Well, we have two of them, cause we had to cover a couple shifts. They just wiped down elevator buttons. They wiped down luggage carts, they wiped down handles. And so on, we're doing that. We're assuming that COVID that any guest coming in has COVID, that's how we're treating it. My wife was up in the spa the other day when it was still open and she was talking to a guest of ours and she's a nurse. And she said that to this nurse, she said, we take this as seriously as a hospital. Nurse says, this place is cleaner than the hospital I work in. And so, you know, we, we, we just, we're staying on it.

Speaker 3 (00:05:25):

And if people are calling you to shut down the town and so on, I just want to reassure everybody on city council that we're, we're still as diligent as ever in doing this. You know, from our perspective, the pools being shut down. Now, that was one of the safest places that was as safe as anywhere in the spa. And, and I know that the Adobe, they were only allowing one family or one couple into their pool. And so they had to shut that down. And so I just, you know, I felt that it was appropriate to just let you know that we still take this seriously. We don't want, we're requiring guests. You can't, if you come through the lobby without a, without a mask on, we tell you to go back and get the mask we're required. Social distancing. When we open up for check-ins with people at four o'clock sometimes are more than, than what we allow in our lobby 10 people.

Speaker 3 (00:06:25):

And we ask them to, if they're waiting in line, there's more than 10, we ask them to step outside. So I just want to reassure you that, that we're taking this seriously. In my talks with Anthony Muirhead at the Adobe, they're taking it seriously. And I'm hoping that the other folks in town are doing that too. OSHA just came out with some new regulations and, and so on. And we looked at those and, and we've already done that now, not in the format that that OSHA is requiring. So we're gonna have to spend a bunch of time put it in their format, but the the, the opening requirements or the, the, the, the opening protocols we had put in place back in June that we submitted to the city that was required to be submitted to the city prior to opening, if you look through that, you'll find most of the OSHA requirements, are we already meet those? So again, I just want to reiterate how seriously we're taking

this, and we want to protect our staff, our guests, and the community as a whole. So thank you for your time.

Speaker 2 (00:07:41):

Thank you for sharing that with the council and with the members of the public. True. I, I know from our previous conversations, how diligent all of you have been in and maintaining the clean windows there in the hotels, and it's thank you for sharing that. What did any, would anyone else like to comment on anything? Not on today's agenda? I see Paul Thompson, do you have your hand up? So go ahead, Paul you're muted ball. You need to unmute, there you go.

Speaker 4 (00:08:12):

Thanks. yeah. Thank you for letting me speak. I just got a question from the newsletter this last month, the talked about the property sale of Aqua Vista to Marine lots. That's going to be publicly notified in advance of when those go up for sale. Is that correct? I don't know who that questions to

Speaker 2 (00:08:37):

Shannon city manager. Do you want to respond to that? The County will follow their process for selling every lot. So, yes, it will be a public process.

Speaker 4 (00:08:48):

Okay. So the County is going to run that process then. So it'll come out on them on the city,

Speaker 5 (00:08:56):

On the civic plus website somehow, because I don't want to miss it. That's the reason I'm asking the question. I would put you in touch with the County Paul to make sure absolutely. You don't miss it. If we get notified by the County and can put it on our website, of course we will, but I would put you in touch with the County since they are managing that sale. Okay. Then who do I contact in the County? You can reach out to Wayne Belmont's office.

Speaker 6 (00:09:22):

Okay.

Speaker 5 (00:09:24):

And where is he located? He's the

Speaker 6 (00:09:26):

County council. Okay. Wayne Belmont. Okay.

Speaker 5 (00:09:34):

And he's he's in Newport or something, is that

Speaker 6 (00:09:37):

Correct? Okay.

Speaker 5 (00:09:40):

Okay. That's the only thing I had. Thank you very much. Okay.

Speaker 6 (00:09:43):

Does anyone else have any comment on anything that is not on today's agenda? Okay. Anthony, I saw a hand waving to, do you want to make a comment or were you just waving?

Speaker 7 (00:09:59):

No, I I am muted or I missed part of what drew said, but I heard the tail end, wanted to just support that. And then also you know, from my, I feel confident from my conversations with drew

Speaker 6 (00:10:15):

Based

Speaker 7 (00:10:15):

Off of what we know about how the first lockdown went. And there was still quite a bit of people that came to our area, except there was no hotel rooms. I I'm not running any campaigns for heads and beds. I'm sure drew probably isn't either, but having a safe, clean environment for people that probably are going to come to the area, whether we're open or not is segregates them almost away from the community more so than having them search for bathrooms and things like that. So just, just food for thought on that too.

Speaker 6 (00:10:45):

Thank you, Anthony. Anyone else have any kind of thing you would like to comment on that is not on today's agenda? None appearing and we'll move on to new business. We have nothing on the consent agenda. So a new business, the way I'd like to open the public hearing on an ordinance, amending the odds municipal code chapters, 9.04 definitions, 9.052050 geologic hazard overlay zone 9.52100 older stabilized dune construction, 9.5 2.130. Development on beaches. And Yamahas comprehensive plan goal, a protection of natural resources. Golby protection of estuary, estuary resources, schools see protection of Charlotte and land resources, goal E protection of natural hazards and disasters and goal L beaches. Just send you on to say anything before we delve into this,

Speaker 5 (00:11:46):

I can dive in. Once we get to the staff report, you received the public hearing procedure

Speaker 1 (00:11:55):

Document from Shannon. I did, and I don't have a copy in front of me at the moment. Let me print you out a copy. Do any members of the city council have any conflict of interest with the issue before us today? Councilor Glenn, I have no conflict counselor to counselor baller.

Speaker 8 (00:13:28):

I'll leave that up to you. I have two vacant, lots that adjoin the property that we own that are, have high hazard mitigation. I do not have any plans to purchase them, although from time to time, my husband and I have said, what if someday we were able to

Speaker 1 (00:13:55):

Do you feel that the, any decision you might make relative to the proposed ordinance changes would have any bearing on, on the value of that property or the utility to, you know, do you feel the need to do, do you feel that it would be appropriate to recuse yourself?

Speaker 8 (00:14:27):

I don't feel that I need to, but I would leave it up to the rest of the council. And certainly if anyone felt uncomfortable with it, I would gladly recuse myself.

Speaker 1 (00:14:36):

Okay. And let's see. Do you have any conflict of interest? Do you want to unmute, just to clarify, I have no conflict of interest. Okay. Second question you mute again.

Speaker 6 (00:14:53):

And are, are, do you feel that councilor Valez should recuse herself on this issue? No. Okay. Counselor Glenn, same question. No. Okay. Counselor to same question. Okay. And I'm, I'm comfortable with your laws. You don't feel that you have a conflict. I have no problem with them. So all testimony, your evidence presented toward the request being heard must be directed toward the relevant criteria contained in the not yachts municipal codes to other city plans or land use regulation or to other criteria, which a person believes pertains to this request. All persons shall raise issues with sufficient clarity. So as to allow the city council or others, an adequate opportunity to respond to or resolve the issue, we're pretty clued appeal Luba based on these issues, failure to address the criteria. And before the close of the hearing record in person or by letter includes an appeal to the land use board of appeals based on that criteria and failure by the applicant, no later than the close of the hearing, a hearing record to raise constitutional or other issues relating to the proposed conditions of approval with sufficient specificity to allow the city to respond to the issues will preclude their inaction for damages based on those issues in circuit court.

Speaker 6 (00:16:16):

Prior to the close of the evidentiary recording of this hearing, the participant may request an opportunity to present additional evidence, arguments, or testimony regarding the application. If a participant requests such an opportunity prior to the close of the evidentiary record, then the city council will either continue the hearing for at least seven days or leave the record open for at least seven days to allow the submission of additional evidence, arguments, or testimony and appeal from an action or ruling by the city council can be made to the land use board of appeals by filing a written notice and paying the, the appeal fee. The date of the city council decision is the date. The order or ordinance is signed. If no appeal is taken within the appeal period, the action or a ruling of the city council shall be final. So Justin onto staff report.

Speaker 9 (00:17:09):

Good, thank you. So in the city council, everyone should have received the memo, a draft, a draft ordinance, and then the changes in and underlined and sorry. They're always in the background for my neighbor. And that information is all in the packet. So I'm gonna summarize the memo here, and I can answer any questions. So at the October 20th meeting planning commission passed a motion to forward the attached recommended mint amendment to the Yamaha municipal code. And as the mayor of Morris stated those changes are in goal a protection of natural resources, goal B protection of estuarine

resources, goal C protection of shoreline resources, goal E protection of natural hazards and disasters goal L beaches, and then municipal code sections 9.040 30 definitions, nine point 52 50 hazard areas, nine point 50 to 100 older stabilized dune construction, and nine point 50 to one 30 development on beaches so that the planning commission received a few questions at the, at the meeting and a request was made to update the landslide map.

Speaker 9 (00:18:40):

And that, that change is reflected in the new map. That's in the packet as compared to the planning commission map. So now the rapid and high areas where they overlapped is now clarified in the, in the legend. So that, that change was made on, on the map. And then a question was asked about the development permit process. So staff anticipates following a similar, the city of Newport has a process for the geo has a permit and the city of yachts staff anticipates following a similar similar process as the, as the city city of Newport. So this all started from a grant that was received from the Oregon coastal management program. And we actually have may greed is also on the chat to answer any questions that I can't answer that come up. But the department of land conservation and development helped city staff and helped through multiple work sessions as well with planning commission.

Speaker 9 (00:19:53):

And then there was one joint work session through the grant process. And that that grant specifically was to have adoption ready documents and that that grant was closed, closed out. But now we're going through the process of the actual adoption of those amendments. So council council action can be to approve, deny or remand the planning commission back to the decision back to plan commission for reconsideration on the proposed amendments. And then I, in the memo, there's an example of what emotion could look like. And then as I mentioned the draft ordinance proposed amendments and strike through and underline, and the relevant maps are all included in the packet. And I, and I will mention there was a, a comment that was received just yesterday from that Shannon received and that was added to the packet documents.

Speaker 9 (00:20:57):

So that, that is available. The comment was from Craig Bertel birdie if I pronounced that correctly. And I can read that comment here. So I am writing to express the concern with the limitation was chapter nine point 52 50 geologic hazard overlay. It is possible that I misunderstood the scope of the change, but I feel that I must raise the issue. Section H erosion control measures do not address downhill concerns. I believe that the section should be added that addresses mitigation costs downstream to downstream neighbors, neighbors, and the city carrying capacity as part of erosion control while the chapter comprehensively addresses control of on onsite. There's a typo effects. It does not clarify limits or controls with water that must run off the site. There are no water detention requirements nor mitigation requirements for increased flow downstream from the property. As an example, the home developed uphill from our house required. The removal of a large tree that was absorbing water from natural spring has a large roof print it, large concrete parking area and driveway. I estimate 70% of the lot is now impervious while it complies with the suggested requirement in chapter in the chapter, all the water goes somewhere at a high rate. This causes downstream erosion not on-site erosion with cost for downhill residents in the city. So that comment was received. Just yesterday,

Speaker 2 (00:22:42):

Justin, during the, during the planning commission deliberations, had they had that comment or concern even come up before the planning commission?

Speaker 9 (00:22:53):

No, this was a comment that was just received yesterday. So that specific comment wasn't perceived by planning commission.

Speaker 2 (00:23:02):

Okay. So it didn't enter into your discussions at all. Okay. So let me go to individual members of the council. You've all read through this. I presume any issues or concerns councilor Voller why don't we start with you?

Speaker 8 (00:23:19):

So I have a cup, first of all, I want to say that I can tell that there was a lot of hard work done on this by our hired planning staff and also by the planning commission. And I appreciate it. And I think that something in this direction is excellent. I had a couple of general concerns and then a couple of line concerns. And I also will say that issue that Craig birdie raised, I think is a serious one that I don't want to just quickly push aside. I think that I have the planning commission has not considered that it warrants a look. So a general comment, there is a reference and to the fee structure in section 9.8, 8.050 of our municipal code, it referred to a geological hazard permit and fees, and there is no fee for that, which then allows for the actual costs beyond fees.

Speaker 8 (00:24:29):

And perhaps that is how the city wants to handle it. And perhaps not. The other thing I noticed while looking at those is that those fees were last revised in April of 2005. And that's a long time ago. And whether we want to do that, and that's not the section where I'm looking at, but that is something that it might warrant a look at on that. So Justin, was there discussion of the fee for the geological perm then, and was it decided it was best not to implement one or had that not been addressed

Speaker 9 (00:25:09):

At this point? The code would just allow for the creation of a fee, if that fee structure was revised at this point, if there's no fee for that permit. So of council decided at a later time to adjust the fee structure of other, other fees as you mentioned that's something that could, that could be addressed at that time.

Speaker 8 (00:25:31):

And in your opinion, is this something that would take a considerable amount of staff time to be issuing such a permit?

Speaker 9 (00:25:40):

It does take additional time as compared to a permit on a property that didn't require a geo hazard report. So it'd take more time in terms of review if the property did not require a geohazard permit

Speaker 8 (00:25:56):

And a significant, a significant amount, or are we talking an extra 15 minutes?

Speaker 9 (00:26:02):

I, it's hard to estimate, but I'd say longer than 15 minutes, I'd say

Speaker 8 (00:26:06):

That was my guests. So then I just had the general comment that there are some items which are listed as goals, and then there are things listed as policies and it's that you're following the model that was in a previous version. And so on. It did raise a little question in my mind as to whether the policies in some cases were really just goals. Certainly implementing all of them would surpass all our staff and volunteer abilities anytime soon. So that was just got much. And so sometimes when you have a long list of goals, as our council did back in 2019 we, I think we had 17, it took away from them a little bit because you can't get to them all. And so it just a question for council, I guess, whether, if there's any sense in which we want to highlight, prioritize any of them or whether we just want to leave the very long list of goals and policies in here.

Speaker 8 (00:27:20):

So that was a kind of general comment in terms of more detailed things. With respect to the maps, I had two things there was reference to three maps and what we got only had two maps. So I'm not sure if this is an 9.5 2.050 row. And I think it was an item B3 that a map was referenced that we do not have in the packet. And so it would be something to check and possibly add. And then with respect to these maps, I wondered if it was appropriate that we refer to these maps and any updates so that if there's an update that council isn't needing to pass a new ordinance each time there's a correction or update I don't know how often these maps are reviewed, but I do notice that some of them are pretty old and might have a review. I have a few typos that I don't think we need to go through. The one that I'm going to mention though is in 9.5, 9.52 points zero five, zero F two, it ends with something which wasn't a sentence. And I thought it, wasn't sure the meaning it ends with notwithstanding the provision of the underlying zone as necessary to comply with this requirement. And so if you know what that means Justin, or if one of the planning commission people get in, fill that in. That would be great.

Speaker 1 (00:29:14):

I'm just reading back, back through it real quick and big may be able to help too as well. Can you say the reference again?

Speaker 8 (00:29:23):

I missed it 9.5 2.050 F doc two. Oh, it's at the very end of that. What we would have thought was the last sentence, except it doesn't seem quite to be a sentence and I didn't know what it meant.

Speaker 1 (00:29:55):

Yeah. I think the period maybe before not withstanding is not supposed to be there. Oh, what's that? I think it's just the ending of that maybe,

Speaker 8 (00:30:08):

And make it a lowercase and okay. Yeah, I think so. Okay. That's easy. Thank you for that. I did wonder under goal a policy eight proposed action G whether it was really a still appropriate to include replica replacing wood stoves with electric ones, whether it was really more appropriate to say with replacing inefficient wood-burning stoves. I know that when we contemplated what to do, when we were looking

at us stove, we felt for emergency preparedness reasons that electricity was lost. And we wanted to be having a source of heat of what stove was going to provide it. And an electric one wouldn't have, unless we had a backup generator of some sort. So it's the efficiency that was probably being sought rather than necessarily pointing people in the direction of electricity.

Speaker 1 (00:31:24):

Yeah. And many, many of the newer rebirth and rebirth, and then very little smoke if any, it comes out of the chimneys. So I would echo councilor ballers comments on them. Yeah. That's a easy fix. Anything further than that?

Speaker 8 (00:31:51):

I had a couple of things that are easy have what questions on the proposed actions relating to drought hazards it calls for an annual public outreach campaign. And I just questioned whether annual was necessarily the right frequency and whether we might just want to drop that word and just say public outrage campaigns. And then the last thing, I, I don't know if anyone else wanted to comment on that, but

Speaker 10 (00:32:47):

I had was on goal L policy for

Speaker 10 (00:32:54):

Now it says accept donations and dedications of land and easements for public access, open space and habitat protection. And I was going to suggest we add as a program.

Speaker 1 (00:33:09):

No.

Speaker 10 (00:33:12):

And beyond that, there were a few commas and things typos that could be passed along, but I don't think we need to go through them.

Speaker 1 (00:33:27):

Okay. Nothing further, counselor, nothing further. Okay. Can I start with showing us, let's go to you. Are you muted?

Speaker 10 (00:33:37):

I think lastly, it brings up a good point to put it in way. There may be, we may have an annual point at which we do public awareness, but it could be, it comes up that there's an emergency and we need to do so you could add something annually or when necessary. I don't know the wording you could add. So I wouldn't want to get rid of the annually because if everything's going fine, we still need to do it annually. But if not, if there's a crisis that comes up, we could add some verbiage there. I don't know what that would be. That would be my suggestion. I just have a question in goal a, they talk about protect established trees. When is a tree established? That's just my ignorance. I have no idea.

Speaker 1 (00:34:19):

Justin, do you want to address that? I also had the same question that are you trying, are you saying that a homeowner cannot remove a tree from their own property here? Or, you know, how far reaching is this or is this simply a goal is protecting trees.

Speaker 9 (00:34:38):

Yeah. With the comprehensive plan, these are broader, broader goals. And then the code standard in the future could really define exactly that standard. I'd have to double check to see if that actually change from the previous bridge as well. I'd have to double check the strike through and underlined document as well. But with comprehensive plan goals and policies, these are your broader picture. And then the municipal code is actually implementing those goals and policies and defining that further.

Speaker 10 (00:35:18):

I have one other thing in a proposed accents, the city show you have see exploring prioritize actions to preserve trees and establish a tree protection ordinance. I just want to say that we talk a great deal and we write a great deal about the importance of the environment, the natural resources and trees have been taken out that just astound me that have taken a hundred years to grow. And in four days, or maybe two weeks they're gone and maybe that's the way it has to be if someone's purchased that property. And they can't bill without taking out a very old tree and they're willing to do that, I get it. But I would like to see us at least look at what do we mean by our commitment to a natural environment, to be honest with you, because I think trees are one of the most important natural resources we have here. So I would concur that we need to establish a tree protection ordinance. I imagine it would be popular. I imagined happy, written very carefully. I imagine we're not the first people to do this. But those are my only two comments.

Speaker 2 (00:36:21):

The only thing I would add a counselor has shown us is when you, when you are working on that tree ordinance please consider the MP in the impact of fire. Well, we've got some properties on the Hill that are more at risk from fire coming over that hillside than many of the other properties in town. So,

Speaker 10 (00:36:45):

Well, I think I'd think a well-written ordinance would include that would absolutely. I think that's a good, good thing to keep in mind. Absolutely.

Speaker 2 (00:36:51):

Gotcha. Okay. Now they currently have in from your one on this ordinance. Okay. Councilor Glenn, let's move to you.

Speaker 11 (00:36:58):

Okay. well I appreciate all the work that has been done on this, and I particularly appreciated the way some of the items had been moved to other goals. I certainly think that the current work or the Craig birdies concern needs to be considered by the planning commission. So I'm wondering if if we could send this back to the planning commission to consider that and other comments I'm, I'm looking forward to public comment and just as a public meeting and seeing what other comments are made before making a final determination. And I'm really pleased with all the work that you've been done on this document.

Speaker 2 (00:37:50):

Thank you, councilor Glenn, any further?

Speaker 11 (00:37:54):

Not from me

Speaker 2 (00:37:57):

And counselor too. Let's go to you. Don't see him on the radar. He may have lost no, you're there,

Speaker 11 (00:38:11):

There I don't have a whole lot of comments about it. This is kind of a document that we see all the time and government trying to cover all the bases and make sure they dot the I's and cross the T's and things of that nature. You look at trees, you look at if you talk about cutting trees, as far as fire hazard, then you have to hop on that hillside kind of name your poison. This isn't a fire hazard or a landslide hazard. That's the kind of issue that's tough to deal with. I would like to see if you're going to talk about trees, not just the fact of removing trees. I know quite often that people tend to, even if it's not on their neural property, if they have trees in front of them blocking their view, they'll top trees. We'll cut the tops off. If you're going to cut the top off the tree might as well cut the tree down. Doesn't make a whole lot of sense, but I don't know whether you can, you know, enforce all of that stuff. I don't know the limits of what you can do with a lot of this stuff, but it sounds to me like it will have to go back to, I don't even ask to go back to the planning commission or not. I'll leave that up to the rest of the council to decide

Speaker 6 (00:39:14):

And encourage him. Nope, that's it. Okay. Well, I, I, I would concur with Leslie and max that we should, we need to send this back to the planning commission relative to Greg Bernie's input that needs to be added and considered as well as the other comments made by other counselors. I am curious under a goal D at the end of gold D appropriate post action. You say the city shall develop a comprehensive map of water bodies, streams, and creeks within the city maintain and update goals, 17 inventories with best available science strengthened codes to protect coastal shore lands, periodically update the coastal shoreline boundary map based on bluff changes, include public access points along the shoreline and the city's natural resources map note, the condition of access points. And if they are compliant with the Americans with disabilities act, identify the ADA non-compliant access points, it's future improvement projects, where feasible, how many of those have we currently done and how many not done.

Speaker 9 (00:40:21):

So that, that was a topic that came up with planning commission. So in terms of inventory and those, we don't really have a full inventory at this point.

Speaker 6 (00:40:34):

So this looks like we're talking about a considerable amount of staff time to accomplish these tasks.

Speaker 9 (00:40:45):

Yeah. And a lot of that language is was changed. And it was just something that was talked about and recognized as something that had hasn't been completed. But I think planning commission also had an interest in completing that inventory.

Speaker 6 (00:41:10):

Long-Term, I think it's a worthy goal. My I'm a bit concerned with the wording shell because that indicates or implies more immediate rather than long-term perhaps and I'll defer to the rest of the council members, perhaps it might be better phrased

Speaker 11 (00:41:34):

As the city should work toward or some language along those lines rather than the city shell. But I'll defer to my fellow counselors on that counselor, Glen, you've got your hand up. Yes. That raises a question for me on agency Creek. It talks about an age of 10 feet from the shedder of the, of the Creek. And I just, in my mind, Jai, I'm thinking of it residential or to where they, the house is that close or provide at 10 feet or maybe lash to the Creek that happens to be open across that property. And agency Creek does come across my property, but there are some, some houses off of close show. I'm just wondering if, but I think it goes back to your shell if they if it's for any new development, something like that would be good, but for existing development, you're, you wouldn't be asking somebody to move their house just because of this new resident, new ordinance. Yeah. That, that 10 foot language I believe is also in the municipal code and isn't it's maintaining that same, same language. And then the, yeah, this, if there's someone within that 10 foot easement at this point with their, their home, they would, they would not be required to move it right after the passage of this ordinance. Yeah.

Speaker 12 (00:43:21):

And this is Meg Reed from DLCD just wanted to clarify too. There are some things that are within the conference of plan that are, are to be consistent with the statewide planning goals. And so there isn't necessarily any flexibility there with what you can decide and what, and what you can't. So, so those buffers on the creeks are based on the statewide goal language. So just wanted to clarify that and, and Justin's right, that, you know, if there's existing development, it's not retroactive, it would just be, you know, moving forward. And the comprehensive plan is really the, sort of the overarching goals of the community and where the actually the rubber hits the road is really in the, in the zoning ordinances. So that's where like the actual specifics of how these things actually get put into place are laid out if that helps.

Speaker 12 (00:44:15):

So like, you know, for example, on those proposed actions that you were mentioning earlier, there's no set timeline on those. So it wouldn't be that you need to get them done, you know, in the next year. They're just sort of aspirational goals to work towards. And, and I'm also just add that our department is actually working on an inventory of all Shoreland access points. We update that inventory every 10 years for the entire coastal zone. And that does include information about the ADA accessibility as well as lots of other features of those access points. And so we're working on that inventory update right now. And so, you know, that's going to be freely accessible. So, you know, the city might not necessarily have to do its own inventory. You can just refer to that.

Speaker 2 (00:45:01):

Okay. Thank you. Ma'am and this point I'd like to open this up for public comment hearing the public hearing at any one in the audience squished to weigh in on no comments just type into the chat room. I see Greg Scott, you have your hand up, go ahead. Just need to unmute.

Speaker 13 (00:45:18):

So I have three comments. The first is about the discussion about tree protection. This is more of a historical observation last time that I'm aware that the city looked at the issue of some kind of tree protection. We had a homeowner up on horizon Hill who got wind of this. So I hear see Jeff, the mayor is nodding his head who decided that he didn't want to be constrained. And he went down and cut all the trees down, even though the city had not actually implemented any restriction. I just, I just add that as a voice of caution about unintended consequences of something like tree protection, because this thing is, it's a complex topic, as I think the council's already discovered that was item number one. I don't remember too, has to do with language and I don't have a page number, but I'm looking at the language now that says yachts river and tributaries shall have a 50 foot setback buffer.

Speaker 13 (00:46:24):

In that particular paragraph, there is a reference to safe Harbor. I cannot find in this document, a definition of safe Harbor. So number one, I'm suggesting that the definition needs to be included. So I did a little digging and I found a copy of a document similar to this from the city of Eugene that had both a definition and a description of safe Harbor. And it was about three quarters of a page signifying that this is a complicated, highly technical issue, but the reason I'm raising it is because this 50 foot setback passes through the subdivision in which I live with. And we have what we call a preexisting non-conforming structure, which I think counselor Glenn was alluding to with respect to agency Creek and in all the discussions, when I was the council previously at topics like this surface, there was an understanding if not documented that pre-existing non-conforming structures would be exempt going forward.

Speaker 13 (00:47:44):

I was under the impression that such a document existed with respect to quiet waters path. But we are unable to find anything in the quiet water records that actually documents any kind of agreement. And so I guess I do have a question about whether or not the city has got actually an agreement, because my concern is when those of us who are here with memories that haven't failed yet are gone and this topic surfaces again, will anybody be aware of it? So I guess that's, that's the extent of my comments. The path that we do have does at, at points fall closer than the 50 foot boundary back considerably closer in some areas. And the definition that we've negotiated in previously and agreed to with the city was that the sort of the South boundary of the path closest to the river would defined the, the location of that boundary and this quiet water would then have the ability to maintain the path and all of the grass areas and landscaping that's on the, on the boundary inside that, that, that, that area, if I'm not being too obtuse, but I just want to make sure that nothing surfaces that might lead somebody down the road to say, this is a an structure that basically doesn't fit within the 50 foot battery, and you have to have to remove it.

Speaker 13 (00:49:26):

So somehow not only quiet water, but maybe if we had an inventory of God forbid, another inventory of existing structures that are non-conforming and preexisting. And with that, I will, I will quit. Thank you.

Speaker 2 (00:49:45):

And one other thing I would add to that, Justin when those comments are taken back to the planning commission on this it should also consider not just on, on, on grandfathering those structures as they exist today, but should they shouldn't those structures burn completely, would they be allowed to

rebuild on that same site? That's another very important question to the homeowners who are in that situation. So please add that to your discussion when that goes back to planning.

Speaker 9 (00:50:21):

Yeah. And I can, I can add a little bit with that 50 foot safe Harbor setback and make my feel to describe it in even

Speaker 3 (00:50:28):

More detail, but that is an existing standard within the municipal code in the Shoreland setbacks chapter. So that, that standard does currently exist within the code as it is today. And then with the pre-existing non-conforming, those structures can be, can remain. I mean, we don't have an inventory of all of the pre-existing non-conforming at this point. But then if there is we have a non-conforming chapter that kind of regulates if something was destroyed and how that process would go.

Speaker 1 (00:51:07):

May I just add to that from what Justin said, there is already lots of requirements that are already outlined in your code that talk about non-conforming uses, so you don't necessarily need to have an inventory. Those things are already codified in law based on that chapter time to take another look at community code. Okay. Any anyone else wish to comment on the proposed ordinance today drew Roslyn would like to speak? Yes. True.

Speaker 3 (00:51:41):

Yeah. Thanks mayor. And I probably should have properly identified myself earlier, drew Roslyn two 80 overleaf lodge lane. So my, my question is as somebody who was built hotels and added onto hotels and so on is how these things will be implemented. And the we are both the overleaf and fireside, and I think the DOB is two or, well, three or four times further back from the shore land shoreline then what the setbacks are required. However, with this new ordinance, and this is a question potentially for Justin the new ordinance, it has some aerial photos on it that show that the sensitive shore lamb lands, and those are, do a huge scale. And the line identifying the boundary between the sensitive shore lens and nonsensitive shore lands or up lands, or whatever you want to call them is probably 25 to 35 feet wide. And so who gets to determine, at which point is it subjective or who gets to determine at which point if I were to add onto the overleaf lodge or, or do some redevelopment what, whether I need additional studies to be done or not giving that somewhat subjectivity of that, the width of the line,

Speaker 3 (00:53:11):

And you're talking about the Shoreland that coastal shoreline map. Yes. That correct? Yes. Yeah. And that is it. Go ahead. Yeah. And that map I believe it's a 100 feet

Speaker 6 (00:53:26):

May correct me if I'm wrong showing on that coastal shorelines area and we're mapping what was defined currently within the code and matching the state definition.

Speaker 12 (00:53:37):

Yeah. So, so the, the boundary of the coastal shorelines is defined in state law. And so that boundary is is pretty set. It's from the top of bluff. And so the city used to not have a map. So this one's actually less

subjective, I would argue. And so that it's more set in stone. So you can have some, you know, you actually know where the boundary is. And it doesn't necessarily stop certain activities from being in there. It just kind of talks that there's you know, one of the chapters or one of the ordinances proposed here as talks a little bit about what happens in those shoreline areas and what is not. So that's sort of what would happen. It's just kind of like a trigger, I guess I would say is like, if you were proposing something that in that zone, then you would, you know, go to those regulations, if that makes sense.

Speaker 6 (00:54:31):

So, so it's a hundred feet. Is that what you're saying? Correct. Yeah. A hundred feet back from the top

Speaker 12 (00:54:37):

Of the bank, top of bluff a

Speaker 6 (00:54:40):

Bluff. Okay. All right. Thank you. Does anyone else have any, anything you wish to say on relative to this proposed ordinance? Don't see anyone else wishing to speak? Based on our earlier discussion, I would recommend that with the council sent this back to the planning commission to take into consideration Craig Birdie's comments, as well as all other comments brought up during this discussion members of the council are your thoughts counselor Voller. Okay.

Speaker 12 (00:55:17):

I agree. We should do that. Thanks for the work already done and asking to do just this little bit more for us.

Speaker 6 (00:55:26):

Good. Thank you. I can, I'll start with, see, don't forget to unmute. I would agree. Okay. And kind of, so Glenn shaved a bit for me. Okay. And can I also too? I agree. Thank you. And let's send this back. I concur that, send us back to the planning commission to continue their deliberations on that and bringing this back to us when, when it's ready at that point I'll close the public hearing on that and open the public hearing on the ordinance amending the Yas municipal code chapters, 9.04 definitions and 9.4, two lighting. The same statements that I read earlier, public hearing, what also applies hearing. So if I can sit here for 10 minutes and not reread all that that would be fine, Justin, any problem with them? That, that should be fine. Okay. Good. Let me just ask again, if there's any conflicts of interest. Thank you any I appreciate that reminder counselor Glenn, any conflicts on the lighting ordinance? Yes. Several Cal conflicts, conflicts, conflict of interest, any conflict with it? No. Okay. Thank you. Councillor. [inaudible] Councillor Mahler, and I have none. So let's who wants to start? Eric has to do you want to start?

Speaker 8 (00:57:08):

Okay. So I have one kind of question concern that I want to start with. For the most part, this ordinance seems to address new or replaced lighting. So once we get beyond the new definitions and so on the, the meat of the matter as I understand it, and I would like some clarification, if this is wrong, I'm going to take exception of that. And that was Marine lighting language was added, I think, at your app, October 28 at the continuation of a hearing on that at that late date, that would put a curfew on Marine writings that was already in, it also requires that it be removed after a year. So that is a completely different Approach than the rest of it. Doesn't talk about existing lighting and then suddenly there's this

last thing that seems to me, and I definitely need to be corrected if I'm wrong to have been put in last minute, that would impact very heavily existing lighting of a particular sword, which I know that council has received one letter from Anthony mirror. Head-On that got all of our attention.

Speaker 6 (00:58:45):

And on that subject, since that went on our website, kind of at the last minute, not everybody on the call may have been able to read that. So let me just take a few minutes and read that letter to the council. Dear mayor Moore and city council members. I am writing in an effort to inform the city of our concerns with safety at our property, specifically regarding the proposed removal of Marine lighting. The Adobe resort currently has lights that aluminate the Rocky coastline directly in front of the Adobe. The Adobe has been allowed to eliminate this area for the last 40 plus years and is an added attraction for our guests to be able to watch the waves from our restaurant and lounge their room and our tour and our webcam removal of this lighting would hurt our business and listened to the commission's discussion during its work session of October 27, 2020.

Speaker 6 (00:59:38):

In that discussion, the member of the commission asserted that most people in your do not want Marine lighting, but did not say any surveys, petition, or other indicators of public sentiment. I would appreciate more information about the sources and scope of those opinions. I was also struck by the lack of any distinction during the commission's discussion between quote Marine lighting unquote also referred one two by one member as quote, lighting up the ocean unquote and quote surf lighting, unquote surf lighting like that provided at the Adobe resort. It's much less intrusive on Marine life and does not affect breeding areas or the life cycles of local species. I respect respectfully requests that the council and commission give this distinction more study and discussion before adopting a blanket ban of our lighting practices under the heading of Marine lighting, using a code template that was developed for other different circumstances.

Speaker 6 (01:00:36):

Our lights provide more than just a view in night. The Adobe resort welcomes around 50,000 hotel guests a year. The first priority is to keep our guests safe and to avoid circumstances, which could turn into life and death situations for people on our property. These dangers can range from slips and falls to predators, confronting guests. Other hotels to Helen's hotels have dealt with such dangerous and applying steps to prevent these things from happening is our main priority. At the Adobe resort. We care about our guests and staff and take these issues seriously without adequate lighting outside our business, more problems will arise. For example, the oceans cliff is jagged and dangerous to those walking. The people are not able to see the cliff. It is possible. They could seriously hurt, be seriously hurt by slipping and falling. The rocks on the ocean's edge are uneven and unsafe.

Speaker 6 (01:01:30):

You cannot see them clearly taking away our lights would be taking away a precaution. We have set in place to protect our guests contrary to the statements of one planning commission member. Ambient lighting would be seen sufficient to provide this protection. The check-in time for the Adobe is at 4:00 PM. And with the sun setting so early in the winter time, our natural light has gone quicker than usual. Nature is something we cannot change, but we can help compensate for the loss of natural light. The Adobe does not have a defined trail in front of our property that we have allowed guests and people from the town to walk across our bluff. People enjoy watching the waves, the gorgeous sunsets, and

make use of our benches lights, coastline, and guide people back to where they need to go and increased worry for our guests and others.

Speaker 6 (01:02:19):

Making use of our property occurs. If we did not have lights in place to help guide them. As you know, coastal winds are very strong. The lights we currently have in place are stable and perform the job required. Unlike other types of lighting, the safety of our guests in their rooms present another problem. The resort has 26 ground floor guest rooms that open toward the ocean. These rooms with Lune, all lose all security lighting. If this proposal is implemented along with our lights, we have a webcam cameras and security, their only area throughout the night. The truth is lights and added security are never a 100% guarantee of safety and being crime-free. Yet we do these precautions to try and protect ourselves. Our goal is as a business is to protect our guests the best we can. I also noted the planning commission's discussion of the increased safety concerns from multifamily housing parking areas that illustrates the need for the commission to also consider the safety concerns for our parking lot.

Speaker 6 (01:03:20):

In addition, our parking lot is not in a residential neighborhood while working in my six years. So far as general manager of the Adobe, I can confirm that we have had crime occur, such as stolen goods and belongings out of cars from on ground floor rooms. These are realities as a business that we are faced with and we have to prevent on a daily basis the best way possible with less lighting in these areas. Those problems would only increase if this amendment is passed and our lighting is removed, the bluff area will have to become an area of reserved. Only for hotel guests, guests would be required to sign the waiver. When checking in stating that they recognize climbing on the rocks and being out in the dark is not recommended for their safety. I will also be recommending a fence and gate with guest key access only.

Speaker 6 (01:04:08):

And in order to protect our guests, non guests would no longer have access to our property. Many currently walk across our property to access the eight Oh four trail. Sadly, this new amendment would force us to take these actions access to the 804 trail from smelled sands by a highway one Oh one would remain for the past 40 plus years. The Adobe resort has been able to eliminate its coastline and parking lot to provide the extra safety and security to our guests and staff. I highly recommend that the city think about the points that we made and ask for support in our goal to keep our lighting status quo. Thank you for reading and listening to our concerns about this new city lighting code. Sincerely Anthony mere head Adobe resort, general manager

Speaker 14 (01:04:55):

Question. My name's Ariana Carlson. I'm one of the commissioners on the planning commission. Mr. Mayor, based on what you just read, it sounds like they are saying that they will shut down access to the eight Oh four trail on their property if this passes

Speaker 15 (01:05:20):

That's, that's the way it reads to me.

Speaker 14 (01:05:23):

All right. That was my question. Thank you.

Speaker 15 (01:05:27):

And can you state your address for the record, Ariana

Speaker 14 (01:05:29):

Right. 1750 highway one Oh one North. I actually did want to speak to the Marine lighting part of that ordinance. I think sending it back to the planning commission is, is great. We were kind of expecting that. I personally know of a couple of people who I would like to invite to that meeting who have you know who are biologists and who have specifically studied the coastline in our area. So they can speak to to whether or not the Marine lighting does impact breeding cycles, et cetera. So I'm happy to invite those people to the meeting to speak to that issue. I think that's about all I have to say for now, unless anyone has any questions that I might be able to answer. I know there's another couple of planning commissioners here as well.

Speaker 15 (01:06:28):

Thank you, Lance block, you have your hand up, let's go to you

Speaker 16 (01:06:35):

Not anymore. There's a couple of points I wanted to clarify. One, one was the Anthony has brought up two potential areas of concern with the Marine lighting. One is safety and the other is the viewing pleasure of the guests, both in the rooms and in the restaurant and bar. And I guess I wanted to make the distinction that those are two separate issues and they need to be addressed separately. The safety issue if it refers to, and I'm not entirely sure about this, but if it refers to the safety of walking on the lawn in front of the Adobe at nighttime that issue can be addressed much better with different type of lighting. The Marine lighting is by far one of the worst ways to make for safe walking on that lawn. For one thing, there are five Marine whites at the Adobe.

Speaker 16 (01:07:58):

Two of them are directly on the edge of the cliff and point directly out to sea and do not shine on any of that lawn area or even on the edge of the cliff. Those lights are clearly shining down on the tide and on the ocean only, and they do not in any way improve the safety of the guests or visitors to that property. The second point that I would like to clarify is that in terms of reactions to to this change to the city ordinances, Anthony has indicated that if the Marine lighting has to be out within a year, then that would indicate that they would have to lock off the eight Oh four trail access to anyone who is not a guest. I failed to understand the connection between that. First of all I don't see a connection between access to the eight Oh four trail during the day.

Speaker 16 (01:09:19):

And I don't see how that would improve the safety of his guests at night. That seems like a blatant threats to both the residents and, and frankly, the guests of the Adobe in order to not have to take any action on Marina might finally, I want to make the point that the original draft of the lighting ordinance coming out of the planning commission had only a curfew suggested for Marine Whiting and not a ban that was the original draft. And the reason why it was changed to add the within a year ban was it was pointed out to us that we have a section in our code 5.0 8.165 a in our nuisance ordinance that clearly suggests that any lighting from a commercial or residential property, which is directed off of the property onto public or private lands is considered a nuisance and should be removed.

Speaker 16 (01:10:45):

And that section of code has been in there for many years. It was not put in as a part of this current planning commission action. And we felt that if we only had a curfew, it was negating the fact that the code already banned any lighting shining on areas that were not a part of the private. And that was the reason why the section was added. Now, you know, if one of the actions you want to do is to go back to a to just a curfew. There are some on the planning commission who would agree to that. However that knew that section 5.0 8.165 a in the nuisance ordinance would probably have to be modified also that's all, anyone else

Speaker 3 (01:11:54):

Speak on this ordinance? It's true. And thank you again to leaf lodge lane. I I agree with Anthony's letter putting it much more ELA eloquently than I'm going to do here with verbal testimony, but for the, the two main points that he made security is the same for us. I, I've never had anybody where my parents bought the fireside motel in 1981. And then we developed the overleaf lodge in 1996. And at the time that they bought the fireside motel almost 40 years ago, there was a light out there. And it was a lot more of a 360 degree light than what is on the overleaf lodge right now. And so it's been in place for 40 plus years. And our, our, our guests you know, our guests come for one or two nights generally, and it's not like the rest of us that get to see the, the ocean all day long.

Speaker 3 (01:13:07):

And so on a lot of our guests like Anthony inferred to in his letter, they will show up at six o'clock. And a lot of them have, we have a lot of healthcare workers coming right now coming all year round and very stressful environment coming down through the primary reason to come. The ODS is the Pacific ocean, and they want to, if they arrive at six o'clock and they're only able to stay one day, they're only able to see the ocean for a few hours the next morning. It do use a lot of senses for the ocean hearing, smelling and seeing the ocean and to pay \$200 a night plus another \$18 that goes to the city for the transient rental tax to only to come down here and see the ocean for a few hours the next morning that, that, that reduces the amenity that we currently have and w our, our light goes off in the evening.

Speaker 3 (01:14:15):

If somebody had come, I've had one local resident that came and asked us to turn off the light back when the meteor was here a few months ago, and we turned it off for a week. So we work with the w we, we work with the local public, and if they have a request like that, we'll oblige I've never had anybody come to me opposed to that in the 25 plus years that I've been part of the family business here. And so I would like to see us be able to have that retain the Marine lighting for both safety and as amenity. And we're happy to work with the planning commission on figuring out a curfew time for that to go off. Thank you.

Speaker 6 (01:15:06):

Okay. Let me, let me ask you drew, and then I'll go to Anthony. If the city were to say, you said a 10 o'clock, 10:00 PM curfew on those lights, would that be an acceptable solution for the overleaf and fireside?

Speaker 3 (01:15:24):

I believe that we have, it goes off right now, sometime between 10 and 11 o'clock. And generally our guests are settling in by that time. Anyway might be a little bit more of an issue in the summer when it's

lit out until you know, it's, it's light out until 10, and, you know, if they're out there walking around and all of a sudden it gets dark, you know, 11, 1130 or so might be more of a curfew time during the summer. I'd say at this time of year 10, 10 o'clock is sufficient.

Speaker 6 (01:15:56):

Okay. And Anthony, same, same question. Go you're muted. You're muted.

Speaker 7 (01:16:06):

Sorry about that. As far as the curfew time goes yeah, I think I would concur with true. I mean, I'd like to respond to some of the other things that were said too, but we can wait,

Speaker 6 (01:16:20):

Can do it now.

Speaker 7 (01:16:21):

Okay. Well so as far as the threat thing goes, I want to address that it's not necessarily a threat it's. I have a responsibility to the business owners and to my guests, and I'll, I'll use a personal experience from bend is not this property. And, you know, unfortunately lawsuits do happen. And as long as we're still gonna offer hotel rooms, we're going to have desks here, but we have to limit the amount of liability. And, you know, we reduce lighting and somebody gets hurt out there. The reality is the people that have to pay for it. Isn't the city it's going to be the Adobe. And again, while I was working in bend a front desk person circled a place on a map, said, walk dog here, a person tripped and broke their ankle because we circled place on a map. And because there wasn't good enough lighting, and that person unfortunately tripped and broke their ankle.

Speaker 7 (01:17:19):

We paid \$250,000 on an insurance claim, insurance paid for it, but, you know, we ended up paying the long run. So, I mean, these are realities as business owners that we are faced with. And unfortunately it isn't just like, we can pretend like that doesn't happen because it does. Then, you know, adding more people out onto the block and increasing that liability is a concern. We have had criminal things happen on our property, on our cameras have talked to people leaving on the eight Oh four trail. That is just a fact. And we don't just have desks here that sometimes are here just to enjoy the ocean. I mean, I can name several times. I've gotten a call from Linda or one of Linda's daughters and says, look, I got a lady eating at my restaurant, fleeing a domestic violence situation. She needs a place to stay tonight and they stay at the Adobe. Would you sliding puts that guests more of a risk from these are serious questions. And I understand and sympathize with people that are making this decisions without having to think in those lights. I don't have the luxury of doing that in my business. That's all I got to say. And it wasn't meant to be a threat and trust. If I can't have this, I have to find new solutions to protect my guests and protect online business.

Speaker 2 (01:18:48):

Thank you, Anthony. I'd like to pull the members of the council, your thoughts about the landing gardens in particular, and any other thoughts you have along that with that counselor, Glen and gasoline Bali, you both got your hand up.

Speaker 7 (01:19:01):

So Glenn first. Okay. My my overall question is how do we enforce the orange, but more specifically to address the Moraine. I've given a lot of talk and thought about this, and it would be my recommendation that we exempt Moraine and parking for businesses. Shall we apply the the Moraine for private residential, but for businesses, we exempt them from this.

Speaker 2 (01:19:43):

Okay. Anything further?

Speaker 7 (01:19:46):

That's, that's my main concern at this point. Okay.

Speaker 2 (01:19:49):

So rather you had your hand up. Okay. So first of all, I wanted to start by saying that I've gotten to know Anthony recently and I just want to tell everyone that I think he really pays a lot of tension to the safety and welfare of his guests

Speaker 8 (01:20:08):

And of his employees. Am I I'm just wanted to give him a shout out on that before we continue on other things with respect to the Marine lighting. Well, as my first comment done, this had been that I didn't really feel we should be singling out any kind of existing lighting in this right now, the rest of the ordinances about new lighting or rebuilt lighting. And so it seemed to me inappropriate to be singling out Marine lighting. I actually had gone just yesterday to the nuisance section of our municipal code, because I was there thinking where I live. I actually loved the Marine lighting that's out there and it's not from a commercial thing. So that's the one lighting that's out there. That's bright. I actually like, but I have some neighbors and I are, they're friends of mine with people who have lights that a time to shine in at the night, then wake me up at four in the morning and are annoying.

Speaker 8 (01:21:14):

So, you know, it's are we going to pick one thing as a nuisance? Now I do have some concerns about when I made this as part of our values as a community about our our wildlife. And so certainly because becoming more educated about the effects of Marine lighting would be suitable and seeing what we might do with respect to that. But we have a comment. Most people did not want Marine lighting. I don't think most people in our community have even been polled. And so that is something going forward that if we were considering it, we might want to somehow or other, I suspect that'll fall on the new council contemplate you know, getting more information and maybe I'm the minority one who, you know, likes it. And no one else,

Speaker 2 (01:22:23):

I want to address something that you said a couple of times there, counselor, you had said that this, you thought that this only pertained to new construction, new lighting at the snow with the way I read that this is the way I read this as all existing lighting heads has to come into compliance within one year. I read that correctly,

Speaker 8 (01:22:44):

I believe. And let's see if I can pull it up. So I'm probably someone on the, yeah. So if we look at 9.4, 2.070 time to become compliant wait is set the right. No, that's not the right one. And

Speaker 2 (01:23:03):

That's early,

Speaker 5 (01:23:07):

Justin, do you want to drop it in there? Yeah. So there is the time to become compliant section and that would apply. So it States the general standards described at 9.4, two 30 and 9.4 to 40 require compliance within one year after the passage of this ordinance. So anything within those two sections would be under how this ordinance is written within the year. And then there's the other sections for compliance based on extent of modification. And I would say those would apply to the other sections that weren't referenced there. So 9.2 50 standards based on use

Speaker 8 (01:23:57):

Four, 2.030 item B applicability. It says, except as described above all outdoor lighting installed after the date of this ordinance shall comply with the requirements specified in section 9.42. It's certainly my reading of that was so that if it's existing lighting, it is not required to unless, and they go on this includes, but is not limited to new lighting replacement lighting, or any other lighting, which attract attaches to structures, poles the earth, or any other location, including lighting installed by any third party. So if my neighbor, or if I, I don't want to put it all on my neighbor, if we have a bright light that someone finds bothersome and it's working fine and we're not replacing it, I don't think that as written it is requiring me to change it.

Speaker 14 (01:24:55):

Leslie I ha I had that same question when we were discussing this. And

Speaker 14 (01:25:07):

One of the, one of the reasons we kind of went back and forth about time for compliance is obviously there are some residences and businesses and streetlights in town that are not compliant. And that non-compliance is causing people to have troubles sleeping night after night. And some of them are quite tired of it. So, you know, one of the one of the residents that I spoke with in advance of the planning commission meeting for this lighting ordinance was was concerned about time for compliance. This particular person needs to be on one of the commissions. And they were under the impression that once they, that there was already a procedure in place for this, and they were kind of surprised to hear that we were on this. So some of, some of the commentary and some of the things that I specifically said in the meeting regarding timing were based on feedback.

Speaker 14 (01:26:12):

I got from several members in the community. That being said I wanted to say something in a more general sense. I think that the planning commission we spent quite a bit of time on this and we knew we would need to spend more time on it. We knew it wasn't perfect. I think our goal is to do our best to meet the needs of the residents of the community. And also the, the guests who come here throughout the year, the tourists and also the reason that they come here, which is the ocean and the life in the ocean, the Marine life. So balancing all of those things, plus probably two or three more that I'm not thinking of at this moment, you know when you're working on a lighting ordinance is extremely

complicated. And I think all of us are aware that this is going to need some tweaks, but I do want to say that I think that all the counselor, or rather, sorry, commissioners on the planning commission are doing our best to be mindful and thoughtful about the needs of everyone in the community.

Speaker 14 (01:27:32):

And I certainly agree that you've been working hard than doing, I mean, you've come a long way that obviously if my light is being a nuisance to someone, we still do have our nuisance ordinance. So that at the moment, there's some coverage there. Right. And I wasn't able to pass that information along to this specific resident with that specific question.

Speaker 2 (01:28:07):

Okay. No way three people with their hand up, I'm going to go to Jacquelyn Dennis first, then counselor O'Shaughnessy and then stop. So Jacqueline,

Speaker 14 (01:28:15):

Hi there. Thank you first. I just want to say everything that Lance said was he was pretty, pretty clear and precise with it. The lighting that is used to shine on the ocean is not, that's not pathway lighting, that's not security lighting. It's, it's PA it's ocean lighting. As far as the environmental concerns with that, there's, there's been more and more research that near shore and, and shallow areas, Rocky shores that are, have artificial lighting on them is, is damaging to the, the, the biome there. The small creatures of the bottom of the food chain. We're not saying you can't have any lights anywhere on your property. We're, we're, we're saying that there are alternatives to what exists currently. So as far as pathway lights parking, we're not saying pull out your parking lot, lot lights. We're saying there are alternatives to what exists there.

Speaker 14 (01:29:20):

Now that need to be installed there's a year in which to do so. And when it comes to existing lighting in private homes, or it is a it's it's nuisance driven. So if someone has got a light shining in their house, they put in a complaint and that complaint needs to be repaired in some way, within a 30 day, 30 day period. If your lights, maybe your lights are non-conforming right now, but if they're not bothering anyone, there's not going to be a complaint filed. You're not going to have to do anything to them. They exist. They're fine. Don't worry about it. There are pathway lights and there are alternatives. If you look further in that, that proposal, we have, there are examples of acceptable and unacceptable light fixtures. For instance, the very first ones that show the two different ones are flood lights, flood lights are what are being used on the ocean right now.

Speaker 14 (01:30:20):

There's an alternative to the existing floodlights that are shielded that if we're going to do this, and we're going to say, okay, we're going to allow certain places pick and choose who can light the ocean. Then there's alternatives to the types of lights to do that. That are shielded that don't. I look after my house, there was a heat. The whole sky is lit up. There was a huge sky blue cross out ocean. We have a lot of tourists that yes, maybe come to the ocean. But if you look, there's a huge tourist industry, when it comes to dark skies, people come flocking to places that have dark sky, sky Alliance type PR you know, lighting that a benefit as well. We can benefit. We can balance these things. There's no one saying, get rid of everything. What we're saying is try to find a balance.

Speaker 14 (01:31:11):

If we tried to go to dark sky, which some people would like us to do, if you think this is onerous, that would be incredibly difficult for us to be able to accomplish and to enforce. But there is a balance, no one saying you can't have lighting. We're saying there are, there are lights that are not glaring, that are safe, that you can use. And even the police, we show an example in our, our proposal, say that some lights, when they're too bright, like flood lights can be, are actually less safe than shielded, lower lumen, light fixtures, because your eyes adjust and you can see things better. So we're not saying rip out everything that exists. What we're saying is there are logical ways of doing this that have

Speaker 10 (01:32:00):

A balance

Speaker 15 (01:32:00):

To it. Jacqueline kind of, sort of showing us a year next year, muted.

Speaker 10 (01:32:10):

My favorite thing. It's certainly an important issue. And I'm glad that Anthony wrote his letter and that drew spoke to this. We'd be naive to think that businesses governments, universities don't make decisions based on liability. They do. They have to, because anyone can Sue over anything. It's not right. But it happens. And I think it's a sad state quite honestly, for our country, that decisions are made solely on liability. It's one reason I left the university. I was sick of decisions may be made on liability, but it's the way they're made. Secondly, I read a good article today in scientific American. It spoke to what Jacqueline was saying, is there are ways that we can do this, but it would be a very different way than probably the likes they're using. Now they did in the cycle, and this is not my area of expertise.

Speaker 10 (01:33:00):

I couldn't find anything farther away from my expertise, but they talked about even how you Mount these lights, that the lights that are mounted closer to the ground and shine onto the ocean are better than those that are coming from up above. I noticed that the house, I believe the house that's for sale with all the windows on the eight Oh four. I just noticed a few weeks ago. It has a gigantic light on top of the house that when they turn it on, Shane shines into the ocean. So I never knew that one was there, but there's good ways. And better ways if we're going to do this good, I think there's better lighting fixtures that can be used. But they said in the end, they said, there's four questions that anyone that's going to look at this should ask themselves. And this was in the eight, 14, 20, 20 edition of scientific America.

Speaker 10 (01:33:47):

Do I need it? And I think there are reasons in terms of many of the guests that come here, want to see the ocean. They want to see it light it up later in the night. You could argue it the other way. How much do I need, how much light is necessary? When do I need it? And I think that speaks to time. When do you need the light and what color now? This, I don't know anything about. Jacqueline May know, I tried to call the get a Marine biologist from the Hatfield today on the phone. And they're gonna call me back. There's a different types of light that you can use that are less damaging, or would you even hate to say damaging less damaging than some of the lights that are being used? So I'd like to think that as a community, we can realize we're a difficult time to say to a business right now who's laying their employees off that they have to buy thousands of dollars worth of new lighting.

Speaker 10 (01:34:43):

I am sorry that that bothers me, but can we work together as a community to find a way to help the businesses that may need to change their lighting, change their lighting two years ago, maybe we didn't need to, we didn't need to help them right now, especially as we enter into another closing, our businesses, our people are hurting. So to just say, this is the way it's going to be, and they're going to have to do it. I'm sorry. This is not the time you are now hearing my brand new copy barking. Anyway, that's all I have to say. Okay. Bye-bye

Speaker 14 (01:35:26):

Well, I don't think I can beat the new puppy. So and stop nine, 15 driftwood lane. I just have a couple of comments, basic general ones on this lighting policy. First off I'd like to echo into the type of line is being used. I think anything that's been in existence for 40 years is most likely outdated which we need to look at the type of lighting that we're using. And I think we need to think in terms of properly educating our community can make it so that we're not coming here to just rip out your lights. We're looking at the vision statement that we have for Yamaha and that we want to attract people to tourists, to our community who love nature. And yes, they love the ocean, but we have another absolute magnificent, natural beauty in our area. And that's the night sky.

Speaker 14 (01:36:32):

And we don't have to have a dark sky designation to develop policies that improve night sky viewing. And I think we need to look at maybe attracting tourists that are coming to take advantage of what we have. That's unique, any place along the coast can stick a light up on ocean and see waves coming in. And I admit, it's cool. I've stayed in a vacation rental that has one of those Marine lights here and down, but we need to think long-term. And we need to think in terms of our vision statement, our and recognize that we're not looking to hurt businesses at all. We're looking to improve the community of yachts for everyone. Those then book enjoy the ocean. Those that enjoy the night sky. And more importantly, not only all of us that live here, but all of our wildlife that live here as well. And we need to keep that in mind. Thank you. And then I appreciate the work that the planning commission has done on this. Thank you.

Speaker 15 (01:37:43):

Thank you. Ma'am call Paul Thompson. You got your hand up, you muted. Paul, you need to unmute

Speaker 6 (01:37:58):

Is still, there we go.

Speaker 4 (01:38:00):

I live too close to Mary Ellen is the problem, but anyway the is this an appropriate use of the visitors amenities fund to help the businesses replace these lights in some form or fashion? It seems like that would be a reasonable thing, both overleaf in the, and Anthony stated that it was an amenity there. I don't know. It seems like it me, it would be, I know my wife and I came here numerous years before we moved here 12 years ago. And one thing we'd liked staying in the overleaf was the light on the waves coming in. And we've eaten at the Adobe a number of times for the same reason set up there in the bar and looked out and it's it's the waves. I think that, I think it is an amenity. I don't think we want to force them to get rid of the lighting system and not make some arrangements. Visitors amenity fund, I think would be a good, good way to, to help them do it. I think also newer lighting would also be cheaper for

their electric bill. Yeah, most likely because we have efficiencies in lighting over the years that Jacqueline was talking about. So anyway, that's just my point of view. Thank you.

Speaker 6 (01:39:12):

Thank you, Paul, you raised a valid point about a possible use of visitor amenities funds on that. I want to ask members of the planning commission, when you started to tackle this lighting ordinance primary issue before you trespassed lighting. I know that has been a big issue with a lot of folks in town. Was it that the primary direct driver on this or that you ended up with a much more comprehensive lighting ordinance proposal than just trespassed lighting? So I was just wondering what the Genesis of this was. Is it primarily trespass lighting? That was a concern or let's plan? So I'll go to you first.

Speaker 16 (01:39:57):

Okay. actually there were 10 points that we discussed and trespass lighting was one of the 10. But trespass lighting was the one that had the most interest and the most comments and the most, well, the most statement of problems for sleeping and other, you know, and other complaints, but trespass lighting was only one. And we had public meeting before we got into the, you know, the process of formulating the lighting ordinance and the public meeting, we addressed all 10 of those items and all 10 of those items, which I don't have in front of me, right at the moment. We pulled the audience and the audience was not, you know, that was, that was by the way back pre COVID. So it was actually an in-person meeting. And the audience at that point was polled on all 10 items. And all of the people in the audience there was about 20 were in favor of some ordinance that would control all 10 of those items. So trespass lighting was probably a major concern, but far from the only concern.

Speaker 6 (01:41:31):

Okay. And from my own comments, looking over the ordinance I do have a couple of concerns here under a 9.42070. Pardon me? When violations of nine 42 Oh four Oh are cited by the enforcement officer. And if the violation can be corrected by replacing an existing bulb with a lower intensity bulb, this corrective action is required to be implemented within 48 hours after the citation. Other corrective actions are required to be implemented within 30 days after the citation. Those are very strike me as very tight timeframes. We have people who we do have people living here who, who don't have a car for instance. And if you ever had to hire an electrician and order special order if need be a new fixture trying to comply within 30 days seems way too tight. My personal thought would be to extend that to seven days on the minor things like replacing a bulb and maybe 60 days would be more appropriate on replacing a fixture. Just my thoughts on it.

Speaker 14 (01:42:56):

Sorry. I'm sorry, mr. Mayor. I think, I think that's a good point. And I want to say that I appreciate you bringing up the point that there are some people in town who don't have a vehicle, and that would be, that would be a hardship for them. Thank you

Speaker 6 (01:43:11):

Indeed. And the other thing has me scratching my head here with individual single family residence. You limit the amount of illumination to 800 lumens per fixture, per light source, and yet with a duplex, right next door, you allow 1200 lumens per fixture. What's the logic there? It seems to me that if you've got a fourplex or a two, the duplex next door, or across the street from a single family, the elimination ought to be the same per fixture.

Speaker 14 (01:43:48):

Can I, you know that was a lot, there was a lot of discussion on that. And since it looks like they're probably going to be kicking this back to planning no matter what, right, it looks like it's going that way. What I would recommend and I offered this to planning was we need to walk around and look at lights. We need to do a field trip at night and look at the brightness of lights. So we have a better understanding. And I used my house as an example, we just went through this and we meet all the requirements and it's, it's lit just fine for safety purposes. So if people want to see what that looks like though, that was types of lumen numbers because walk around and get a better pick. Cause I agree with you, John may or more that that number seems a little high to me as well, but the planning commission discussed it. And that was what was decided for multifamily,

Speaker 6 (01:44:50):

You know, very well. How difficult it is to come up with a comprehensive ordinance that applies to so many situations in a community it's not easy, you've done, you've spent many, many hours on this and nobody ever gets it right on the first go round ever, but a job well done. I would recommend that we, the council send this back to the planning commission and, you know, we, you've heard a number of important differences of opinion, not just on Marine lighting, but that's a biggie, but it is suggested, it's been mentioned that there are many different types of lighting, but please consider your Marianne's comment that those come at a cost and those come at a cost to businesses that can ill afford that extra costs right now with the other constraints put upon those businesses. So I would recommend the scope back to planning for some reconsideration and extensive conversation about those issues.

Speaker 6 (01:45:59):

But members of the council, your thoughts, counselor Glenn, you've got your hand up, we'll go to you. And then counselor Voller I agree with sending it back. I just wanted to lift up the John Purcell email and I think there's some good things in there at other one planning commission to consider. So I'm, I'm all in favor, but I strongly feel that we need to exempt our businesses from the Marine and parking lot driving. So I hope they'll consider that seriously, appreciate your bringing this forth. Anthony, you did an excellent job with your, your letter letter and drew. It was helpful to hear from you also, and I had a question of whether in exempting businesses, whether it would be best to

Speaker 11 (01:46:50):

Exempt those that were on the ocean or just business in general, would it be better to be specific about those businesses that reside on the ocean for the Marine part? And so that's a consideration that can be given

Speaker 8 (01:47:07):

To clarify your question. You're asking if just the businesses on the ocean would be exempt from the Marine lighting or all businesses would be exempt from Marine lighting because to me, the phrase Marine lighting indicates that they're on the ocean.

Speaker 11 (01:47:21):

Well at that, if that, if that is clear, I would, I would agree with it, but I, that, that's what I would be, I would want to want it to be for those that are on the ocean. So obvious raging question

Speaker 8 (01:47:39):

Something that becomes very here's where we start walking a very thin line and a tight rope because people have vacation rentals, that's a business license. And so

Speaker 1 (01:47:49):

No, they don't, they have a vacation rental license and that's not a business. It's not a business license. No, not. So counselor had asked the question about whether council wants to send this back to the planning commission for further review and counselor Glenn has indicated, yes, let's go to council, took

Speaker 8 (01:48:14):

His head, his hand up for a while. Now

Speaker 1 (01:48:16):

I know I'm going to him right after counselor Voller and then counselor took and then counselor O'Shaughnessy.

Speaker 8 (01:48:24):

So I do think that it needs to go back to the planning commission so they can do more of their good work. I I'm a little reluctant on this, obviously, because they've done so much work, but also because we have so much new building and it would be nice for these new building to have guidelines in place. And so depending on how long it's going to take planning, they could consider whether or not they want to submit something to, for new building as a first step and then work on the whole thing as a second step, or whether it's an all be done as one that's not, I, I see a lot of value in that idea. Yeah.

Speaker 1 (01:49:08):

And councilor Tuk.

Speaker 11 (01:49:10):

Yeah. We issues. This is kind of complex to a certain extent, but if you say you're going to exempt businesses from this kind of thing, if you look, if you were a property owner, you had property on driftwood right behind the dollar general store. And they have the tall poles with the lights. You might be so much disturbed by that. So I don't know that you can accept exempt businesses. Totally. I'm very pleased to see Anthony bring up some issues that I don't think were considered. Anthony seems to be offering a way to have a conference conversation to reach some sort of compromise. I don't think he's saying it's my way or the highway, but he's saying that you have to take into consideration our concerns at the Adobe. I would personally not have liked to have to walk up to Aqua Vista loop, walked out highway one Oh one to be smelled sands to get back to the eight Oh four trail.

Speaker 11 (01:50:16):

As far as I understand it, the Adobe does not have to let us cross their property. So I think this is something that we need to really work on coming to a compromise. Don't dig your heels in. Don't put your head in the sand, or we're going to have some result. We're not going to be very happy with. And for me personally, the non lighting ordinance comes more from porch lights than anything else. I walked down driftwood lane, or I walked down the high street or on ocean view drive. And some of those porch lights are amazingly bright and they was just porch lights. And why people can't just get a downlight, which is going to reduce the amount of trespass lighting. I don't know whether they think that they

shouldn't be half to whether they think it's an annoyance. Whether they think that she shouldn't be telling him what kind of light they can have, that's an issue, but that's main issue. I have, I'm surrounded by vacation rentals and I don't have any problem with vacation rentals all around me. Other than the guests always insist on turning on the porch light, usually on every light in the house, leaving their curtains open, which I totally don't understand. But whatever. So I, I appreciate your input. Drew, appreciate your input. Appreciate it, but he didn't work, but, and the worked account the planning commission has done, but this needs to go back to the planning commission.

Speaker 2 (01:51:38):

Thank you, counselor toucan, counselor Shaughnessy.

Speaker 10 (01:51:42):

I too would like to thank the planning commission. I was actually on the planning commission when these discusses discussion started and they've been thoughtful. There's been certainly a variety of different views that I think that's how you get your best decision. If everyone agrees, I don't necessarily think you have your best as good decision. And I think, I think actually we can work together as a community with our businesses on the ocean that for a variety of reasons, this is important to them. I think this is a win-win again, I think updating lights from 40 years ago might be a good thing to do, and maybe we can help with that. And I think they certainly need to hear our concerns. We hear their concerns, and I think we can come up with a good decision that will be helpful to the community as a whole.

Speaker 2 (01:52:28):

Thank you. I think we're in agreement then with each of us on the city council to remand this back to the planning commission for the work. And we will await to this when it does come back whenever it's ready. So at this point, I'm going to close

Speaker 6 (01:52:46):

The public hearing, move on to the next item on the agenda, which is a vacation rental company, compliance software discussion. They last meeting, we were going to take another look at the options, offered by a home host compliance city manager. You've got your hand up

Speaker 5 (01:53:09):

Miramar. May I request a five minute break?

Speaker 6 (01:53:13):

Yes. Let's say five. Claris back from our recess. Given that we've been here for a couple of hours and losing daylight here, and I don't have an, a light overhead with the members of the council will be willing to do you for the vacation rental license monitoring software until our next meeting, the first meeting in December, you're fine with that counselor Shaughnessy. Okay. It's kind of, so you got your hand up done by councilor Glenn. Yes. We will do that and move that over to the first meeting in December. And same question on the discussion on ocean view drive. Do you want to defer that till the first meeting in December councilor Voller councilor Rachana C K constitute. I saw some up and counselor Glen. Yes. Fine. We will do that. Moses to the financial reports.

Speaker 5 (01:54:19):

I am going to share my screen. Do you see the council memorandum? The snapshot on your screen?

Speaker 6 (01:54:30):

Yes.

Speaker 5 (01:54:34):

How's that? Yeah. That's good. How about that? Oh, nice. There you go. So you, well, no. While we were talking about the budget this year, I had proposed a balanced, conservative budget and a time when no one knew when the, when no one could predict the impact of COVID would have on our tourism driven town. And the budget committee went forward with that. And so did council. And I think we're to be commended is we are currently at 83 and 89% of the taxes that I incredibly conservatively forecasted in the budget committee and council went with. And so I hope, sorry, this is the wrong. I pulled up the wrong report. That's not going to give you the information you're looking for. Is it my apologies? I thought I brought up the right report. He's going to show you where you could find it in the future. Right,

Speaker 1 (01:55:55):

Right.

Speaker 5 (01:55:59):

There we go. October. Now let's go to increasing it again.

Speaker 5 (01:56:11):

So food and beverage is that 83% after the first quarter 83% of our entire year's projections and transient lodging is at 89%. So I want to applaud council and the budget committee for going forward with those conservative projections and budgets. Due to that balanced budget, I would like to move forward with advertising for the administrative assistant position. And I also wish to talk to council about a couple of adjustments. When we brought in the council of governments they were never supposed to be the final answer to our services. They were to support small cities along the coast, not just us, but other small cities to a point where those cities could get to a position where they could support one another and provide backup to each other things have changed. And we need to relook at this not only between cities, but in the council of government.

Speaker 5 (01:57:13):

We know some changes currently in planning and some changes in finance in the next year or so. I would still recommend that we look at the council of governments and or any other organization in the future to provide backup when employees happen to get sick or go on vacation, specialized services, such as GIS or helping us maintain our internal controls and finances. And also to mentor any staff that we bring on an Oregon law regarding finances or in planning. But I would like to put out an advertisement for a planner and a finance clerk and see what kind of response we get and skillset we get. If we get a positive response and we're able to go through the hiring process, we can do a budget transfer resolution to lower our contract costs and put those costs into a personnel line. I am proposing that we go forward with a full-time planner. We do have some things that are backlogged on some things that need to be organized and we're rapidly developing city. And I think we will get a better quality person going with a full-time position because they will be able to live in or near the community. Lincoln County is a difficult County to live in when you're

Speaker 14 (01:58:42):

Having to balance two or three jobs. So I think we would get a better person. And I think we can also advertise at a lower level tips or person that would be able to grow into the position, which would improve sustainability. I would hope for the organization in the future we wouldn't be necessarily attracting somebody who may be at the end of their career, who would then turn over in a short period of time. So I would like to have counsel provide me with authorization to at least advertise for those positions and see what kind of response that we would get.

Speaker 2 (01:59:26):

I might add that in the finance committee meeting this morning, you indicated that the pottery guy, your full-time planner would be essentially revenue neutral to where we are today, with what we're paying for our planner.

Speaker 14 (01:59:43):

If it could be revenue neutral, we again, have to see the skill set that comes up, but that is my goal. And looking at this as it's either revenue neutral or just slightly higher,

Speaker 2 (01:59:53):

Okay. Members of the council.

Speaker 14 (01:59:57):

I have a quick question Shannon said that she's asking permission to advertise for the position and see who applies. I understand the reasons for doing that. I'd also like to point out that if someone applies for the position, they're going to be expecting it to be available, you know? And, and they, I mean, people are looking for jobs right now. So a job like this coming up and coming available, it seems like we have a responsibility to know for sure if we're going to be hiring someone rather than just kind of advertising for it and seeing what happens you know, as someone who has looked for a work before in a economically tough climate that's, that's my 2 cents

Speaker 2 (02:00:51):

Members of the council. How do you wish to proceed? Let's counselor Glenn. You've got your hand up. Yes. I fully support Hey, Shetty, major

Speaker 14 (02:01:02):

Proposal

Speaker 2 (02:01:05):

Councilor Voller.

Speaker 14 (02:01:08):

Our city manager makes some good points on this. I do have some concerns. The citizens just elected a new council and in the election process, there were certainly many times that the slate of people who were elected expressed a rather conservative approach

Speaker 8 (02:01:40):

To staffing. And in some cases there was mention of perhaps looking at organizational structure and so on. So that as Ariana says, if we advertise a position it's applicants support reasonably are thinking that there actually is a job that's going to be available, that fits with that. And I don't know whether or not that they really, each person of the new council will of course be weighing in with own thinking. And, you know, you might say, well, it's in this year's budget, we have the funds, but of course it, if you had hiring someone for a full-time position, it's going to go into and suing budgets. And so without having some kind of discussion with the new council, I would not. And of course we can't do that except in a public meeting as elected officials. I would be reluctant at this point to go forward. I would think that this might need to be something that was addressed early in January. I'd be reluctant to go forward

Speaker 5 (02:03:05):

On either just

Speaker 8 (02:03:07):

To clarify. Yeah, I think that it would probably be best to hold off. Now there may be some facts. I don't know that make something more pressing, but that's my initial thought

Speaker 5 (02:03:28):

We are under. We do need to figure out some sort of planning services. Justin is now traveling from Albany. I don't believe that's a financially sound decision for the city. And I think being able to find some way to provide planning services, consistent planning services for the city should needs to be a priority.

Speaker 8 (02:03:52):

Well, it's certainly the case that the city is going to need planning services. I don't think anyone here is going to, I recall at the finance committee meeting this morning, you suggested that we could first advertise for a halftime planner and then for three-quarters and then for a full, so you were certainly at that point, you know, thinking that the level of planning services was to be determined and you were maybe not optimistic about getting someone with full-time. Of course, I agree that probably a full-time employee is going to need it. And the question then becomes, is there an organizational structure that allows a planning services to be combined with some other services that we need? I mean, the city is still not certain about code enforcement. I mean, we're contracting right now with TCB, but you've brought forward various different possibilities. We don't know what it is. Hey, we've got an administrative assistant there's issue of finance. So there are a lot of different skill sets that we have. And ideally it might be that we had a half-time planner who was combined with someone who also brought forward some other skillset that we could combine. That's just my thought.

Speaker 10 (02:05:15):

I had explored that idea when Larry Lewis was leaving and I got no support for that, from any of the applicants.

Speaker 2 (02:05:24):

I'm sorry, Sean. I say, let's go to you next. And then counselor took, you got on mute.

Speaker 10 (02:05:30):

Shannon. You said that it's not financially viable to have Justin living in Albany and doing this job. Why, if he has to stay the night, we're incurring hotel costs. Don't we do that with some of the Cod people don't we pallet is pay their expenses. Well, they, yes. And we're working to minimize that. And that's also why I suggested the finance clerk so that we could minimize that even further. Well, I think this is, I think it's a bigger discussion. I think I'm a little frustrated that without any preparation at all, you've suggested we hire two people. I am not saying that we shouldn't hire them, but I think there's a larger context in which we look at this because we are contracting with some of these certain services with . And so some of the financial stuff, well, are we going to be paying cogs some money and this person, some money I'm not comfortable right now without more information about exactly what it is you have in mind for the organization with again, the entire cog and all we're doing to make this decision. I just, I I'm frustrated that all of a sudden this comes up and to me, this is a larger discussion to have quite honestly,

Speaker 2 ([02:06:44](#)):

It's actually not just coming up. Now they council and the budget committee both passed a budget that included in that budget, the funding for both of these positions when the funding was deemed to, to be there. And she is now saying that the funding is there and wishes to proceed. So just one add that clarification.

Speaker 10 ([02:07:06](#)):

I agree, but I think that I need more than 10 minutes to make this decision for a variety of reasons, but you're right. It isn't a budget just because it's in the budget doesn't mean that we didn't need to do it immediately.

Speaker 8 ([02:07:21](#)):

Well, lastly, I have a question you say you're talking about administrative changes. Could you clarify, could you give us some guidance as to just what your thinking is? I don't have anything specific in mind is

Speaker 1 ([02:07:36](#)):

A nothing, nothing specific. No, that you'd rather talk about today. I'm trying to hide it. It's I don't have some more specific. Yeah. Okay. Greg Scott, Scott, you had your hand up,

Speaker 13 ([02:08:02](#)):

Sorry about the end mute. I've already posted a note about this. I just think this is another entirely inappropriate discussion item for our council has got less than two months in office. I mean, clearly I think a new council needs to take a look at the organizational structure. And I think that that's our role as incoming council members to decide what we believe is needed for the city going forward. And this argument about not being able to afford a room for the planner for the few times he comes over that's baloney. So I just, I just think pulling this on such short notice is not, not showing very much forethought.

Speaker 1 ([02:08:49](#)):

Oh, great. Do you have any specific ideas as far as the organizational structure that you haven't shared with us?

Speaker 13 ([02:08:55](#)):

Well, you know, I, I, Jim, I, I don't think that's for me alone to say there are five people that will be on the council, and I think it's appropriate for those five people to have that discussion. And not for me to basically try and forecast what that outcome is likely to be.

Speaker 1 (02:09:16):

So you haven't had any discussions with current council members?

Speaker 13 (02:09:20):

I have not talked. I have, you know, since I've been elected I've I had no

Speaker 1 (02:09:27):

In the past at any time

Speaker 13 (02:09:29):

I have made comments in the past that I believe one of the things that's missing from the city structure is the finance officer. I've said that many times I've published it on my website, but again, that's just my opinion. It doesn't reflect the thinking of anybody else besides me.

Speaker 1 (02:09:50):

Mm

Speaker 10 (02:09:56):

I'm. Not as concerned with when we do it. I just think it needs more discussion. I think it would probably be best to put it up, but I just think we need more discussion. Even if it's one more meeting, I would like to hear more from Shannon, more specifics about what these people are doing, what that means in terms of our contract with Cod. The planner, I think is an interesting question. I've heard that it's very difficult to get planners out here regardless where they are. It'd be interesting. Portland state, I looked up has a, an ma it sounds like a tremendous program in urban and regional planning and making some context there might be helpful. I just think again to, I understand what you're saying, John, you know, that we do have in

Speaker 14 (02:10:34):

The budget, we can do it, but I would just like it to be a somewhat more thoughtful project. Then I'm going to do this and let's do it. That's my issue is I would just like more time and a little more information.

Speaker 2 (02:10:48):

And I guess it's my turn now. In the, in the finance committee meeting this morning, I asked the question of, do we really need a full-time planner? And Paul and Dennis gave a very comprehensive answer on that to convince me that she and other members of the planning commission do in fact believe that a full-time planner is necessary inappropriate. So and, and I am fully in favor of going forward at this point with requesting with a request for, for proposal, for the plan or however, I'm not going to vote for that because I'm afraid that in two months, the next councils are just going to turn around and negate that based on comments from three future council members. And I don't see a point in going forward. I think you're making a mistake, but so be it. So I'm not going to support going forward

with either proposal just because it's going to be overturned in two months. What's the point and stop. You had your hand up you're muted in,

Speaker 14 (02:12:01):

Jeez. Call me Mary Ellen. First off, I'm wondering if Jim has a question for me?

Speaker 14 (02:12:12):

No. Have I take your seat on the council with other counselors? You know, I ran a campaign for several months prior to being elected. That was based entirely on questioning the current direction of our community and our city government and the decisions that are being made. And I won election based on that campaign. Did I talk with counselor Valor and with counselor, with counselor aleck Scott before the election? Of course I did. Just like I talked with other people in the community to share them with us right here today. We talked to that just basic concerns that we don't like, the direction that the city is taking, they've ever talked about administrative policies or anything like that. I think that as a private citizen, I can talk about administrative policies to mr. Scott, anytime I want. Okay.

Speaker 2 (02:13:22):

Let's put a stop to that conversation if we can and move back to the discussion on whether or not to move forward on these two, John, I want

Speaker 5 (02:13:32):

To clarify something I said right up front. I don't care when it's done. I just would like at least one more meeting where I have a little more information upon which to make this

Speaker 2 (02:13:46):

Okay. So I'm fine with moving us to next the next meeting agenda, but we're still going to have the same issue coming up with do we approve this only to be overturned by the next council? So let me ask the members of the council. What do you want to do on this, on this issue? Do you want it on the next agenda or do you want to punt it to the next council? What's your proposal? Or do you want to go forward with it? Councilor Vala? I think it should wait till the next council city manager.

Speaker 5 (02:14:27):

I need some clarification of what exactly that Mo that request is for. We did talk about an administrative assistant position in this current budget that was approved through the budget committee as was a public works manager. I wasn't suggesting filling the public works manager cause I saw more of a need for the planner at this point in time. Since Justin is a short-term solution from the council of governments. And I know there was concern about contracts and finance. So I, that's why I was suggesting the finance clerk come in house full time, but I do need some clarification about the administrative assistant that was part of the budgetary process and we're in a fiscal position to do so. The reason I'm raising that is due to our collective bargaining agreement while we are in a pandemic, our collective bargaining agreement says that we can only have a temporary employee for six months. Yes, we've been in a pandemic and they've been working with us, but this was one position that was approved through the budget. So I'm just asking for clarification, as you consider this, that'd be to bring more information about the thought processes and the discussions have been going on regarding the finance clerk, adjusting cog contracts in planning at the next meeting. Absolutely.

Speaker 2 (02:15:45):

Okay. So put this on the agenda for the next meeting for further discussion. I be okay. And moving on to council reports I'm going to make mine short and sweet. I don't know about the sweet but short anyway. I'm going to be meeting with mayor elect Lawler Monday morning to go ahead and talk about some transition items and to tentatively set the agendas for both of our meetings in December. So hopefully those meetings will go smoothly. Any other members of the wish to report anything? Oh, I would also mention that I did attend the the monthly meeting of the marketing committee and the emergency preparedness committee. I joined both of those committees when I was elected mayor of two years ago, because I felt strongly that the mayor needs to be a part of, of the emergency preparedness committee, because if we have a major emergency in this community, like it or not, the mayor's going to be heavily impacted by that.

Speaker 2 (02:16:58):

And the mayor needs to be up to speed on what the emergency preparedness committee has already done in terms of preparation. And I would strongly recommend our mayor be a part of that committee going forward. And the same thing with marketing, I joined that as Gerald did before me because I, I thought it was appropriate for the mayor to be involved in some input as to how our marketing dollars are spent. So I announced in both of those meetings that the November meeting would be my last meeting on those two committees. And I'm going to recommend a counselor Voller on Monday morning a number of other meetings that would be appropriate for her and other members of the councils to be involved in. So that's part of what we're going to talk about on Monday, Leslie. So he also reports counselor Glenn and an incident report. Okay. And counselor Voller

Speaker 8 (02:17:56):

As mayor elect, I've been busy with meetings and I understand that the mayor will have a few more this is my third meeting of the day already on this. And you'll be pleased to know that the city manager and I had a discussion about them or say preparedness committee. Yeah.

Speaker 2 (02:18:17):

Alright.

Speaker 8 (02:18:17):

Adding those. I do just want to add that. I appreciate all of the congratulations. I've gotten an I particularly appreciate form comments that I've gotten from some of the existing outgoing counselors.

Speaker 2 (02:18:38):

Okay. Anything further counselor to counselor O'Shaughnessy and on the city manager,

Speaker 5 (02:18:48):

I want to thank all of our volunteers and partners that stepped in for the Halloween event. It was overwhelmingly successful. We had many appreciative kids in parents for having a safe event and a little bit of normalcy. So four times the number of families that we expected. So I want to send a big thank you to all of them for making it happen because without them it wouldn't have happened. I also wanted to point out the quote that TCB did after the council meeting that they provided an alternative to what

they given the comments so that there could be a pilot of sorts until now until January one. Should the council do so.

Speaker 1 ([02:19:41](#)):

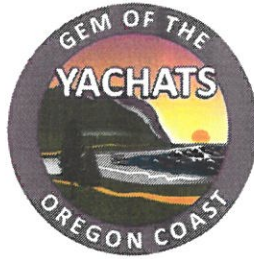
Okay. Any further? No.

Speaker 5 ([02:19:44](#)):

Now, unless there's any questions,

Speaker 1 ([02:19:48](#)):

Cause it looks like there are, so this meeting is now adjourned.



DATE: December 3, 2020

TO: W. John Moore, Mayor and
Yachats City Council

FROM: Kimmie Jackson, Deputy Recorder

SUBJECT: Transcription Services

I have done some research on the cost of the transcription services. I have found that the services are comparable for the services offered. The cost per minute ranges from .25 up to 1.50; I have compared Rev, gotranscript, Otter.ai and Temi, and several others.

These are the following Commission/Committee meeting per month/Quarterly. The times are approximate:

1. Council Work Session and Regular Meeting (3.5hours)
2. Council Regular Meeting (approx. 2.5 hours)
3. Planning Commission Work Session & Regular Meeting (approx. 2 hours)
4. Public Works & Streets Commission (approx. 2 hours)
5. Parks & Commons Commission (approx. 2 hours)
6. Yachats Library (Quarterly) (approx. 1.5)
7. Budget Committee (approx. 6 meeting/year) (approx. 16/20 hours)
8. Finance Committee (approx. 2.5 hours)
9. Emergency Preparedness (approx. 1.5 hours)

The City was spending \$604.25 per month for written minutes (approximately \$7,251 per year). We are spending approximately 24 hours per month attending the above meetings.

Please make note that the amount of time for each meeting and the amount of time it takes to prepare the minutes were not accounted for. Even if the preparer typed the basics as the meetings were happening, you would still need to go back and hear parts or all of the tape to prepare the minutes; then the minutes were sent out for corrections which takes even more time; then the time it takes to make those changes from each

person; I do not believe the City was billed for all the time it takes to prepare the minutes.

If you look at the above meetings listed it is 17.5 hours of meeting minutes; the preparer billed for approximately 24 hours per month; that leaves 6 hours to review tapes, prepare minutes, send out and receive any corrections or changes on 9 meetings.

Moving to transcription will cost .25 per minute; for the month of November we have recorded 957 minutes from the above referenced meetings, and at .25 cents per minute equals \$239.25/month; it takes less than 3 minutes to transcribe. The initial savings will be approximately \$4,380 per year.

I am proposing we move forward towards using Temi services, they offer the same services and cost .25 per minute. I have attached a sample of what this will look like. By moving toward this process will reduce staff time to spend approximately 30 minutes to an hour for the preparation, then it can be loaded to the website. I will make every effort to load the audio after each meeting for immediate listening.

The packet will consist of the Meeting Overview followed by the transcription and the Chat Texts; the Overview will include agenda items/topics, with a time stamped for each item, and I will highlight the time stamped for easy reference; record the attendees, audience count, Motions if any, and Action Items.

All meetings will need to have more of an effort of order/organization, i.e.

- Call the meeting to order
- Take attendance by name
- State any member absent
- Call for Announcements, Correspondence, and Proclamations (*Ask Speaker to state name and address*)
- Call for Public Comment on any topic not listed on Agenda (*Ask Speaker to state name and address*)
- Topic I and name the Item., Topic II. Etc....
- Indicate Motions as they happen, and roll call each member
- Action Items will be added as asked



Sample

CITY OF YACHATS
CITY COUNCIL MEETING

Date: December 2020 at 2:00pm

Meeting Overview

Time: 00:00:37

Meeting Call to Order

Members Present or Absent

Mayor/Chair: Mayor Moore called the (date) November 6, 2020 (time) 12:00pm

Council/Commission/Committee members present:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Absent:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | |

Staff present:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Audience: _____

00:01:02

I. Announcements, Correspondence, and Proclamations

00:01:17

II. Public Comment

00:10:45:

1 III. **Public Hearing** Ordinance amending the Yachats Municipal Code chapters
2 9.04 – definitions, 9.52.050 Geologic hazard overlay zone, 9.52.100 older
3 stabilized dune construction, 9.52.130 development on beaches, and Yachats
4 comprehensive plan goal A protection of natural resources, goal B protection
5 of estuarine resources, goal C protection of shoreland resources, goal E
6 protection of natural hazards and disasters, and goal L beaches.

00:55:26

7 Public Hearing Ordinance amending the Yachats Municipal Code Chapters
8 9.04 – Definitions and 9.42 Lighting.

9 1:52:46

10 IV. Vacation (Short-term) Rental Compliance Software Discussion – *Moved to*
11 *December meeting*

12
13 V. Oceanview Drive: Discussion of Striping and Directionality; Discussion of
14 future opportunities for public input on other project elements – *Moved to*
15 *December meeting*

16
17 01:57:13

18 VI. Reports
19 a. Financial
20 b. Council
21 c. City Manager

22 02:19:41

23 VII. Other Business
24 a. Mayor
25 b. Council
26 c. Staff

27
28 ***Action Steps to be taken***

29 ➤ Vacation (Short-term) Rental Compliance Software Discussion – Moved to
30 December meeting

31
32 ➤ Oceanview Drive: Discussion of Striping and Directionality; Discussion of future
33 opportunities for public input on other project elements – Moved to December
34 meeting

35
36 W. John Moore adjourned the meeting at 4:19pm.

37 PREPARED BY:

38 _____
39 Kimmie Jackson, Deputy Recorder

Date: _____

Speaker 1 (00:00:37):

[Inaudible]

Speaker 2 (00:00:37):

Well, there's one more struggling to get connected, but I'm going to go ahead and start. It's two o'clock. So I'm going to call the November 18, 2020 regular meetings and regular city council meeting of the city of yachts daughter announcements, correspondence, proclamations. I have no proclamations or correspondence to read today. Any announcements from anyone? Okay.

Speaker 1 (00:01:02):

[Inaudible]

Speaker 2 (00:01:02):

Lastly, this is actually not an announcement. I believe this is our official minutes now. So I think that you probably need to, somehow

Speaker 3 (00:01:13):

You mentioned that all the counselors are here.

Speaker 2 (00:01:17):

All counselors are present. Okay. This point I'd like to open it up for public comment. Any anyone wishing to speak on any item? Not on today's agenda, please. So indicate and drew Roslyn. You have your hand up, so let's go with you drew.

Speaker 3 (00:01:39):

Thank you, mr. Mayor and city council. I, I just want to assure everyone on the city council that we businesses are, are taking the the COVID situation as seriously as we ever have. Last Friday was brutal for us, but not nearly as brutal for us as it was for the restaurants. I, you know, we can argue all day long of whether the governor should have made the restrictions statewide and that there are shortages and hospitals, and I get all that. But the reality is, is we lost in those in Friday and Saturday, we lost \$16,000 with the reservations and for, for November, for the rest of November. And you know, that, that equates to about \$1,500 in transient rental tax for the city. And so, you know, those are real numbers and we just reopened our spa very on a very limited basis.

Speaker 3 (00:02:44):

We have two hot tubs up in our spa. For those of you who've been there. And we had gone online. You had to go online to reserve time in the spa, one, couple or one person in each pool at a time separated by about 20 feet and completely by highly chlorinated water. And you know, we had just rehired some employees to run the spa. And fortunately we are still searching for some staff and in other parts of our business, because we're still, still a little bit short of staff. And so we were able to put them there. But as things slowed down, as I know, there's a couple of restaurants in town that are going to be open on a very limited basis are closed for a few months. So that means staff is going to be laid off.

Speaker 3 (00:03:36):

There's not going to be anybody around to be able to hire those folks. And the concern is whether those staff are going to be able to get back on unemployment because they may have run through their unemployment this year. I don't know that I don't know how that works from an employee perspective unemployment and so on, but that's what I'm hearing. And so that's just a little reality, but I want to get back to the seriousness that we take with this. I was just on a countywide phone call and the mayor from Toledo Rod Cross said, this is a County issue, and this is the way we look at it. This is a County issue. This is I'm sorry, it's a community issue. And that's the way we look at it too. We're protecting our staff, our guests and the community, because we know darn well that if something is tracked back to us, that the exposure started at the overleaf for fireside that that, that will look terrible on us.

Speaker 3 (00:04:34):

And the city may very well shut down yachts again. So we get that. We have a COVID person just goes around and all they do all day. Well, we have two of them, cause we had to cover a couple shifts. They just wiped down elevator buttons. They wiped down luggage carts, they wiped down handles. And so on, we're doing that. We're assuming that COVID that any guest coming in has COVID, that's how we're treating it. My wife was up in the spa the other day when it was still open and she was talking to a guest of ours and she's a nurse. And she said that to this nurse, she said, we take this as seriously as a hospital. Nurse says, this place is cleaner than the hospital I work in. And so, you know, we, we, we just, we're staying on it.

Speaker 3 (00:05:25):

And if people are calling you to shut down the town and so on, I just want to reassure everybody on city council that we're, we're still as diligent as ever in doing this. You know, from our perspective, the pools being shut down. Now, that was one of the safest places that was as safe as anywhere in the spa. And, and I know that the Adobe, they were only allowing one family or one couple into their pool. And so they had to shut that down. And so I just, you know, I felt that it was appropriate to just let you know that we still take this seriously. We don't want, we're requiring guests. You can't, if you come through the lobby without a, without a mask on, we tell you to go back and get the mask we're required. Social distancing. When we open up for check-ins with people at four o'clock sometimes are more than, than what we allow in our lobby 10 people.

Speaker 3 (00:06:25):

And we ask them to, if they're waiting in line, there's more than 10, we ask them to step outside. So I just want to reassure you that, that we're taking this seriously. In my talks with Anthony Muirhead at the Adobe, they're taking it seriously. And I'm hoping that the other folks in town are doing that too. OSHA just came out with some new regulations and, and so on. And we looked at those and, and we've already done that now, not in the format that that OSHA is requiring. So we're gonna have to spend a bunch of time put it in their format, but the the, the opening requirements or the, the, the, the opening protocols we had put in place back in June that we submitted to the city that was required to be submitted to the city prior to opening, if you look through that, you'll find most of the OSHA requirements, are we already meet those? So again, I just want to reiterate how seriously we're taking this, and we want to protect our staff, our guests, and the community as a whole. So thank you for your time.

Speaker 2 (00:07:41):

Thank you for sharing that with the council and with the members of the public. True. I, I know from our previous conversations, how diligent all of you have been in and maintaining the clean windows there in the hotels, and it's thank you for sharing that. What did any, would anyone else like to comment on anything? Not on today's agenda? I see Paul Thompson, do you have your hand up? So go ahead, Paul you're muted ball. You need to unmute, there you go.

Speaker 4 (00:08:12):

Thanks. yeah. Thank you for letting me speak. I just got a question from the newsletter this last month, the talked about the property sale of Aqua Vista to Marine lots. That's going to be publicly notified in advance of when those go up for sale. Is that correct? I don't know who that questions to

Speaker 2 (00:08:37):

Shannon city manager. Do you want to respond to that? The County will follow their process for selling every lot. So, yes, it will be a public process.

Speaker 4 (00:08:48):

Okay. So the County is going to run that process then. So it'll come out on them on the city,

Speaker 5 (00:08:56):

On the civic plus website somehow, because I don't want to miss it. That's the reason I'm asking the question. I would put you in touch with the County Paul to make sure absolutely. You don't miss it. If we get notified by the County and can put it on our website, of course we will, but I would put you in touch with the County since they are managing that sale. Okay. Then who do I contact in the County? You can reach out to Wayne Belmont's office.

Speaker 6 (00:09:22):

Okay.

Speaker 5 (00:09:24):

And where is he located? He's the

Speaker 6 (00:09:26):

County council. Okay. Wayne Belmont. Okay.

Speaker 5 (00:09:34):

And he's he's in Newport or something, is that

Speaker 6 (00:09:37):

Correct? Okay.

Speaker 5 (00:09:40):

Okay. That's the only thing I had. Thank you very much. Okay.

Speaker 6 (00:09:43):

Does anyone else have any comment on anything that is not on today's agenda? Okay. Anthony, I saw a hand waving to, do you want to make a comment or were you just waving?

Speaker 7 (00:09:59):

No, I am muted or I missed part of what drew said, but I heard the tail end, wanted to just support that. And then also you know, from my, I feel confident from my conversations with drew

Speaker 6 (00:10:15):

Based

Speaker 7 (00:10:15):

Off of what we know about how the first lockdown went. And there was still quite a bit of people that came to our area, except there was no hotel rooms. I'm not running any campaigns for heads and beds. I'm sure drew probably isn't either, but having a safe, clean environment for people that probably are going to come to the area, whether we're open or not is segregates them almost away from the community more so than having them search for bathrooms and things like that. So just, just food for thought on that too.

Speaker 6 (00:10:45):

Thank you, Anthony. Anyone else have any kind of thing you would like to comment on that is not on today's agenda? None appearing and we'll move on to new business. We have nothing on the consent agenda. So a new business, the way I'd like to open the public hearing on an ordinance, amending the odds municipal code chapters, 9.04 definitions, 9.052050 geologic hazard overlay zone 9.52100 older stabilized dune construction, 9.5 2.130. Development on beaches. And Yamahas comprehensive plan goal, a protection of natural resources. Golby protection of estuary, estuary resources, schools see protection of Charlotte and land resources, goal E protection of natural hazards and disasters and goal L beaches. Just send you on to say anything before we delve into this,

Speaker 5 (00:11:46):

I can dive in. Once we get to the staff report, you received the public hearing procedure

Speaker 1 (00:11:55):

Document from Shannon. I did, and I don't have a copy in front of me at the moment. Let me print you out a copy. Do any members of the city council have any conflict of interest with the issue before us today? Councilor Glenn, I have no conflict counselor to counselor baller.

Speaker 8 (00:13:28):

I'll leave that up to you. I have two vacant, lots that adjoin the property that we own that are, have high hazard mitigation. I do not have any plans to purchase them, although from time to time, my husband and I have said, what if someday we were able to

Speaker 1 (00:13:55):

Do you feel that the, any decision you might make relative to the proposed ordinance changes would have any bearing on, on the value of that property or the utility to, you know, do you feel the need to do, do you feel that it would be appropriate to recuse yourself?

Speaker 8 (00:14:27):

I don't feel that I need to, but I would leave it up to the rest of the council. And certainly if anyone felt uncomfortable with it, I would gladly recuse myself.

Speaker 1 (00:14:36):

Okay. And let's see. Do you have any conflict of interest? Do you want to unmute, just to clarify, I have no conflict of interest. Okay. Second question you mute again.

Speaker 6 (00:14:53):

And are, are, do you feel that councilor Valez should recuse herself on this issue? No. Okay. Counselor Glenn, same question. No. Okay. Counselor to same question. Okay. And I'm, I'm comfortable with your laws. You don't feel that you have a conflict. I have no problem with them. So all testimony, your evidence presented toward the request being heard must be directed toward the relevant criteria contained in the not yachts municipal codes to other city plans or land use regulation or to other criteria, which a person believes pertains to this request. All persons shall raise issues with sufficient clarity. So as to allow the city council or others, an adequate opportunity to respond to or resolve the issue, we're pretty clued appeal Luba based on these issues, failure to address the criteria. And before the close of the hearing record in person or by letter includes an appeal to the land use board of appeals based on that criteria and failure by the applicant, no later than the close of the hearing, a hearing record to raise constitutional or other issues relating to the proposed conditions of approval with sufficient specificity to allow the city to respond to the issues will preclude their inaction for damages based on those issues in circuit court.

Speaker 6 (00:16:16):

Prior to the close of the evidentiary recording of this hearing, the participant may request an opportunity to present additional evidence, arguments, or testimony regarding the application. If a participant requests such an opportunity prior to the close of the evidentiary record, then the city council will either continue the hearing for at least seven days or leave the record open for at least seven days to allow the submission of additional evidence, arguments, or testimony and appeal from an action or ruling by the city council can be made to the land use board of appeals by filing a written notice and paying the, the appeal fee. The date of the city council decision is the date. The order or ordinance is signed. If no appeal is taken within the appeal period, the action or a ruling of the city council shall be final. So Justin onto staff report.

Speaker 9 (00:17:09):

Good, thank you. So in the city council, everyone should have received the memo, a draft, a draft ordinance, and then the changes in and underlined and sorry. They're always in the background for my neighbor. And that information is all in the packet. So I'm gonna summarize the memo here, and I can answer any questions. So at the October 20th meeting planning commission passed a motion to forward the attached recommended mint amendment to the Yamaha municipal code. And as the mayor of Morris stated those changes are in goal a protection of natural resources, goal B protection of estuarine resources, goal C protection of shoreline resources, goal E protection of natural hazards and disasters goal L beaches, and then municipal code sections 9.040 30 definitions, nine point 52 50 hazard areas, nine point 50 to 100 older stabilized dune construction, and nine point 50 to one 30 development on beaches so that the planning commission received a few questions at the, at the meeting and a request was made to update the landslide map.

Speaker 9 (00:18:40):

And that, that change is reflected in the new map. That's in the packet as compared to the planning commission map. So now the rapid and high areas where they overlapped is now clarified in the, in the legend. So that, that change was made on, on the map. And then a question was asked about the development permit process. So staff anticipates following a similar, the city of Newport has a process for the geo has a permit and the city of yachts staff anticipates following a similar similar process as the, as the city city of Newport. So this all started from a grant that was received from the Oregon coastal management program. And we actually have may greed is also on the chat to answer any questions that I can't answer that come up. But the department of land conservation and development helped city staff and helped through multiple work sessions as well with planning commission.

Speaker 9 (00:19:53):

And then there was one joint work session through the grant process. And that that grant specifically was to have adoption ready documents and that that grant was closed, closed out. But now we're going through the process of the actual adoption of those amendments. So council council action can be to approve, deny or remand the planning commission back to the decision back to plan commission for reconsideration on the proposed amendments. And then I, in the memo, there's an example of what emotion could look like. And then as I mentioned the draft ordinance proposed amendments and strike through and underline, and the relevant maps are all included in the packet. And I, and I will mention there was a, a comment that was received just yesterday from that Shannon received and that was added to the packet documents.

Speaker 9 (00:20:57):

So that, that is available. The comment was from Craig Bertel birdie if I pronounced that correctly. And I can read that comment here. So I am writing to express the concern with the limitation was chapter nine point 52 50 geologic hazard overlay. It is possible that I misunderstood the scope of the change, but I feel that I must raise the issue. Section H erosion control measures do not address downhill concerns. I believe that the section should be added that addresses mitigation costs downstream to downstream neighbors, neighbors, and the city carrying capacity as part of erosion control while the chapter comprehensively addresses control of on onsite. There's a typo effects. It does not clarify limits or controls with water that must run off the site. There are no water detention requirements nor mitigation requirements for increased flow downstream from the property. As an example, the home developed uphill from our house required. The removal of a large tree that was absorbing water from natural spring has a large roof print it, large concrete parking area and driveway. I estimate 70% of the lot is now impervious while it complies with the suggested requirement in chapter in the chapter, all the water goes somewhere at a high rate. This causes downstream erosion not on-site erosion with cost for downhill residents in the city. So that comment was received. Just yesterday,

Speaker 2 (00:22:42):

Justin, during the, during the planning commission deliberations, had they had that comment or concern even come up before the planning commission?

Speaker 9 (00:22:53):

No, this was a comment that was just received yesterday. So that specific comment wasn't perceived by planning commission.

Speaker 2 (00:23:02):

Okay. So it didn't enter into your discussions at all. Okay. So let me go to individual members of the council. You've all read through this. I presume any issues or concerns councilor Voller why don't we start with you?

Speaker 8 (00:23:19):

So I have a cup, first of all, I want to say that I can tell that there was a lot of hard work done on this by our hired planning staff and also by the planning commission. And I appreciate it. And I think that something in this direction is excellent. I had a couple of general concerns and then a couple of line concerns. And I also will say that issue that Craig birdie raised, I think is a serious one that I don't want to just quickly push aside. I think that I have the planning commission has not considered that it warrants a look. So a general comment, there is a reference and to the fee structure in section 9.8, 8.050 of our municipal code, it referred to a geological hazard permit and fees, and there is no fee for that, which then allows for the actual costs beyond fees.

Speaker 8 (00:24:29):

And perhaps that is how the city wants to handle it. And perhaps not. The other thing I noticed while looking at those is that those fees were last revised in April of 2005. And that's a long time ago. And whether we want to do that, and that's not the section where I'm looking at, but that is something that it might warrant a look at on that. So Justin, was there discussion of the fee for the geological perm then, and was it decided it was best not to implement one or had that not been addressed

Speaker 9 (00:25:09):

At this point? The code would just allow for the creation of a fee, if that fee structure was revised at this point, if there's no fee for that permit. So of council decided at a later time to adjust the fee structure of other, other fees as you mentioned that's something that could, that could be addressed at that time.

Speaker 8 (00:25:31):

And in your opinion, is this something that would take a considerable amount of staff time to be issuing such a permit?

Speaker 9 (00:25:40):

It does take additional time as compared to a permit on a property that didn't require a geo hazard report. So it'd take more time in terms of review if the property did not require a geohazard permit

Speaker 8 (00:25:56):

And a significant, a significant amount, or are we talking an extra 15 minutes?

Speaker 9 (00:26:02):

I, it's hard to estimate, but I'd say longer than 15 minutes, I'd say

Speaker 8 (00:26:06):

That was my guests. So then I just had the general comment that there are some items which are listed as goals, and then there are things listed as policies and it's that you're following the model that was in a previous version. And so on. It did raise a little question in my mind as to whether the policies in some

cases were really just goals. Certainly implementing all of them would surpass all our staff and volunteer abilities anytime soon. So that was just got much. And so sometimes when you have a long list of goals, as our council did back in 2019 we, I think we had 17, it took away from them a little bit because you can't get to them all. And so it just a question for council, I guess, whether, if there's any sense in which we want to highlight, prioritize any of them or whether we just want to leave the very long list of goals and policies in here.

Speaker 8 ([00:27:20](#)):

So that was a kind of general comment in terms of more detailed things. With respect to the maps, I had two things there was reference to three maps and what we got only had two maps. So I'm not sure if this is an 9.5 2.050 row. And I think it was an item B3 that a map was referenced that we do not have in the packet. And so it would be something to check and possibly add. And then with respect to these maps, I wondered if it was appropriate that we refer to these maps and any updates so that if there's an update that council isn't needing to pass a new ordinance each time there's a correction or update I don't know how often these maps are reviewed, but I do notice that some of them are pretty old and might have a review. I have a few typos that I don't think we need to go through. The one that I'm going to mention though is in 9.5, 9.52 points zero five, zero F two, it ends with something which wasn't a sentence. And I thought it, wasn't sure the meaning it ends with notwithstanding the provision of the underlying zone as necessary to comply with this requirement. And so if you know what that means Justin, or if one of the planning commission people get in, fill that in. That would be great.

Speaker 1 ([00:29:14](#)):

I'm just reading back, back through it real quick and big may be able to help too as well. Can you say the reference again?

Speaker 8 ([00:29:23](#)):

I missed it 9.5 2.050 F doc two. Oh, it's at the very end of that. What we would have thought was the last sentence, except it doesn't seem quite to be a sentence and I didn't know what it meant.

Speaker 1 ([00:29:55](#)):

Yeah. I think the period maybe before notwithstanding is not supposed to be there. Oh, what's that? I think it's just the ending of that maybe,

Speaker 8 ([00:30:08](#)):

And make it a lowercase and okay. Yeah, I think so. Okay. That's easy. Thank you for that. I did wonder under goal a policy eight proposed action G whether it was really a still appropriate to include replica replacing wood stoves with electric ones, whether it was really more appropriate to say with replacing inefficient wood-burning stoves. I know that when we contemplated what to do, when we were looking at us stove, we felt for emergency preparedness reasons that electricity was lost. And we wanted to be having a source of heat of what stove was going to provide it. And an electric one wouldn't have, unless we had a backup generator of some sort. So it's the efficiency that was probably being sought rather than necessarily pointing people in the direction of electricity.

Speaker 1 ([00:31:24](#)):

Yeah. And many, many of the newer rebirth and rebirth, and then very little smoke if any, it comes out of the chimneys. So I would echo councilor ballers comments on them. Yeah. That's a easy fix. Anything further than that?

Speaker 8 ([00:31:51](#)):

I had a couple of things that are easy have what questions on the proposed actions relating to drought hazards it calls for an annual public outreach campaign. And I just questioned whether annual was necessarily the right frequency and whether we might just want to drop that word and just say public outrage campaigns. And then the last thing, I, I don't know if anyone else wanted to comment on that, but

Speaker 10 ([00:32:47](#)):

I had was on goal L policy for

Speaker 10 ([00:32:54](#)):

Now it says accept donations and dedications of land and easements for public access, open space and habitat protection. And I was going to suggest we add as a program.

Speaker 1 ([00:33:09](#)):

No.

Speaker 10 ([00:33:12](#)):

And beyond that, there were a few commas and things typos that could be passed along, but I don't think we need to go through them.

Speaker 1 ([00:33:27](#)):

Okay. Nothing further, counselor, nothing further. Okay. Can I start with showing us, let's go to you. Are you muted?

Speaker 10 ([00:33:37](#)):

I think lastly, it brings up a good point to put it in way. There may be, we may have an annual point at which we do public awareness, but it could be, it comes up that there's an emergency and we need to do so you could add something annually or when necessary. I don't know the wording you could add. So I wouldn't want to get rid of the annually because if everything's going fine, we still need to do it annually. But if not, if there's a crisis that comes up, we could add some verbiage there. I don't know what that would be. That would be my suggestion. I just have a question in goal a, they talk about protect established trees. When is a tree established? That's just my ignorance. I have no idea.

Speaker 1 ([00:34:19](#)):

Justin, do you want to address that? I also had the same question that are you trying, are you saying that a homeowner cannot remove a tree from their own property here? Or, you know, how far reaching is this or is this simply a goal is protecting trees.

Speaker 9 ([00:34:38](#)):

Yeah. With the comprehensive plan, these are broader, broader goals. And then the code standard in the future could really define exactly that standard. I'd have to double check to see if that actually change from the previous bridge as well. I'd have to double check the strike through and underlined document as well. But with comprehensive plan goals and policies, these are your broader picture. And then the municipal code is actually implementing those goals and policies and defining that further.

Speaker 10 ([00:35:18](#)):

I have one other thing in a proposed accents, the city show you have see exploring prioritize actions to preserve trees and establish a tree protection ordinance. I just want to say that we talk a great deal and we write a great deal about the importance of the environment, the natural resources and trees have been taken out that just astound me that have taken a hundred years to grow. And in four days, or maybe two weeks they're gone and maybe that's the way it has to be if someone's purchased that property. And they can't bill without taking out a very old tree and they're willing to do that, I get it. But I would like to see us at least look at what do we mean by our commitment to a natural environment, to be honest with you, because I think trees are one of the most important natural resources we have here. So I would concur that we need to establish a tree protection ordinance. I imagine it would be popular. I imagined happy, written very carefully. I imagine we're not the first people to do this. But those are my only two comments.

Speaker 2 ([00:36:21](#)):

The only thing I would add a counselor has shown us is when you, when you are working on that tree ordinance please consider the MP in the impact of fire. Well, we've got some properties on the Hill that are more at risk from fire coming over that hillside than many of the other properties in town. So,

Speaker 10 ([00:36:45](#)):

Well, I think I'd think a well-written ordinance would include that would absolutely. I think that's a good, good thing to keep in mind. Absolutely.

Speaker 2 ([00:36:51](#)):

Gotcha. Okay. Now they currently have in from your one on this ordinance. Okay. Councilor Glenn, let's move to you.

Speaker 11 ([00:36:58](#)):

Okay. well I appreciate all the work that has been done on this, and I particularly appreciated the way some of the items had been moved to other goals. I certainly think that the current work or the Craig birdies concern needs to be considered by the planning commission. So I'm wondering if if we could send this back to the planning commission to consider that and other comments I'm, I'm looking forward to public comment and just as a public meeting and seeing what other comments are made before making a final determination. And I'm really pleased with all the work that you've been done on this document.

Speaker 2 ([00:37:50](#)):

Thank you, councilor Glenn, any further?

Speaker 11 ([00:37:54](#)):

Not from me

Speaker 2 (00:37:57):

And counselor too. Let's go to you. Don't see him on the radar. He may have lost no, you're there,

Speaker 11 (00:38:11):

There I don't have a whole lot of comments about it. This is kind of a document that we see all the time and government trying to cover all the bases and make sure they dot the I's and cross the T's and things of that nature. You look at trees, you look at if you talk about cutting trees, as far as fire hazard, then you have to hop on that hillside kind of name your poison. This isn't a fire hazard or a landslide hazard. That's the kind of issue that's tough to deal with. I would like to see if you're going to talk about trees, not just the fact of removing trees. I know quite often that people tend to, even if it's not on their neural property, if they have trees in front of them blocking their view, they'll top trees. We'll cut the tops off. If you're going to cut the top off the tree might as well cut the tree down. Doesn't make a whole lot of sense, but I don't know whether you can, you know, enforce all of that stuff. I don't know the limits of what you can do with a lot of this stuff, but it sounds to me like it will have to go back to, I don't even ask to go back to the planning commission or not. I'll leave that up to the rest of the council to decide

Speaker 6 (00:39:14):

And encourage him. Nope, that's it. Okay. Well, I, I, I would concur with Leslie and max that we should, we need to send this back to the planning commission relative to Greg Bernie's input that needs to be added and considered as well as the other comments made by other counselors. I am curious under a goal D at the end of gold D appropriate post action. You say the city shall develop a comprehensive map of water bodies, streams, and creeks within the city maintain and update goals, 17 inventories with best available science strengthened codes to protect coastal shore lands, periodically update the coastal shoreline boundary map based on bluff changes, include public access points along the shoreline and the city's natural resources map note, the condition of access points. And if they are compliant with the Americans with disabilities act, identify the ADA non-compliant access points, it's future improvement projects, where feasible, how many of those have we currently done and how many not done.

Speaker 9 (00:40:21):

So that, that was a topic that came up with planning commission. So in terms of inventory and those, we don't really have a full inventory at this point.

Speaker 6 (00:40:34):

So this looks like we're talking about a considerable amount of staff time to accomplish these tasks.

Speaker 9 (00:40:45):

Yeah. And a lot of that language is was changed. And it was just something that was talked about and recognized as something that had hasn't been completed. But I think planning commission also had an interest in completing that inventory.

Speaker 6 (00:41:10):

Long-Term, I think it's a worthy goal. My I'm a bit concerned with the wording shell because that indicates or implies more immediate rather than long-term perhaps and I'll defer to the rest of the council members, perhaps it might be better phrased

Speaker 11 ([00:41:34](#)):

As the city should work toward or some language along those lines rather than the city shell. But I'll defer to my fellow counselors on that counselor, Glen, you've got your hand up. Yes. That raises a question for me on agency Creek. It talks about an age of 10 feet from the shedder of the, of the Creek. And I just, in my mind, Jai, I'm thinking of it residential or to where they, the house is that close or provide at 10 feet or maybe lash to the Creek that happens to be open across that property. And agency Creek does come across my property, but there are some, some houses off of close show. I'm just wondering if, but I think it goes back to your shell if they if it's for any new development, something like that would be good, but for existing development, you're, you wouldn't be asking somebody to move their house just because of this new resident, new ordinance. Yeah. That, that 10 foot language I believe is also in the municipal code and isn't it's maintaining that same, same language. And then the, yeah, this, if there's someone within that 10 foot easement at this point with their, their home, they would, they would not be required to move it right after the passage of this ordinance. Yeah.

Speaker 12 ([00:43:21](#)):

And this is Meg Reed from DLCD just wanted to clarify too. There are some things that are within the conference of plan that are, are to be consistent with the statewide planning goals. And so there isn't necessarily any flexibility there with what you can decide and what, and what you can't. So, so those buffers on the creeks are based on the statewide goal language. So just wanted to clarify that and, and Justin's right, that, you know, if there's existing development, it's not retroactive, it would just be, you know, moving forward. And the comprehensive plan is really the, sort of the overarching goals of the community and where the actually the rubber hits the road is really in the, in the zoning ordinances. So that's where like the actual specifics of how these things actually get put into place are laid out if that helps.

Speaker 12 ([00:44:15](#)):

So like, you know, for example, on those proposed actions that you were mentioning earlier, there's no set timeline on those. So it wouldn't be that you need to get them done, you know, in the next year. They're just sort of aspirational goals to work towards. And, and I'm also just add that our department is actually working on an inventory of all Shoreland access points. We update that inventory every 10 years for the entire coastal zone. And that does include information about the ADA accessibility as well as lots of other features of those access points. And so we're working on that inventory update right now. And so, you know, that's going to be freely accessible. So, you know, the city might not necessarily have to do its own inventory. You can just refer to that.

Speaker 2 ([00:45:01](#)):

Okay. Thank you. Ma'am and this point I'd like to open this up for public comment hearing the public hearing at any one in the audience squished to weigh in on no comments just type into the chat room. I see Greg Scott, you have your hand up, go ahead. Just need to unmute.

Speaker 13 ([00:45:18](#)):

So I have three comments. The first is about the discussion about tree protection. This is more of a historical observation last time that I'm aware that the city looked at the issue of some kind of tree protection. We had a homeowner up on horizon Hill who got wind of this. So I hear see Jeff, the mayor is nodding his head who decided that he didn't want to be constrained. And he went down and cut all the trees down, even though the city had not actually implemented any restriction. I just, I just add that as a voice of caution about unintended consequences of something like tree protection, because this thing is, it's a complex topic, as I think the council's already discovered that was item number one. I don't remember too, has to do with language and I don't have a page number, but I'm looking at the language now that says yachts river and tributaries shall have a 50 foot setback buffer.

Speaker 13 ([00:46:24](#)):

In that particular paragraph, there is a reference to safe Harbor. I cannot find in this document, a definition of safe Harbor. So number one, I'm suggesting that the definition needs to be included. So I did a little digging and I found a copy of a document similar to this from the city of Eugene that had both a definition and a description of safe Harbor. And it was about three quarters of a page signifying that this is a complicated, highly technical issue, but the reason I'm raising it is because this 50 foot setback passes through the subdivision in which I live with. And we have what we call a preexisting non-conforming structure, which I think counselor Glenn was alluding to with respect to agency Creek and in all the discussions, when I was the council previously at topics like this surface, there was an understanding if not documented that pre-existing non-conforming structures would be exempt going forward.

Speaker 13 ([00:47:44](#)):

I was under the impression that such a document existed with respect to quiet waters path. But we are unable to find anything in the quiet water records that actually documents any kind of agreement. And so I guess I do have a question about whether or not the city has got actually an agreement, because my concern is when those of us who are here with memories that haven't failed yet are gone and this topic surfaces again, will anybody be aware of it? So I guess that's, that's the extent of my comments. The path that we do have does at, at points fall closer than the 50 foot boundary back considerably closer in some areas. And the definition that we've negotiated in previously and agreed to with the city was that the sort of the South boundary of the path closest to the river would defined the, the location of that boundary and this quiet water would then have the ability to maintain the path and all of the grass areas and landscaping that's on the, on the boundary inside that, that, that, that area, if I'm not being too obtuse, but I just want to make sure that nothing surfaces that might lead somebody down the road to say, this is a structure that basically doesn't fit within the 50 foot battery, and you have to have to remove it.

Speaker 13 ([00:49:26](#)):

So somehow not only quiet water, but maybe if we had an inventory of God forbid, another inventory of existing structures that are non-conforming and preexisting. And with that, I will, I will quit. Thank you.

Speaker 2 ([00:49:45](#)):

And one other thing I would add to that, Justin when those comments are taken back to the planning commission on this it should also consider not just on, on, on grandfathering those structures as they exist today, but should they shouldn't those structures burn completely, would they be allowed to

rebuild on that same site? That's another very important question to the homeowners who are in that situation. So please add that to your discussion when that goes back to planning.

Speaker 9 (00:50:21):

Yeah. And I can, I can add a little bit with that 50 foot safe Harbor setback and make my feel to describe it in even

Speaker 3 (00:50:28):

More detail, but that is an existing standard within the municipal code in the Shoreland setbacks chapter. So that, that standard does currently exist within the code as it is today. And then with the pre-existing non-conforming, those structures can be, can remain. I mean, we don't have an inventory of all of the pre-existing non-conforming at this point. But then if there is we have a non-conforming chapter that kind of regulates if something was destroyed and how that process would go.

Speaker 1 (00:51:07):

May I just add to that from what Justin said, there is already lots of requirements that are already outlined in your code that talk about non-conforming uses, so you don't necessarily need to have an inventory. Those things are already codified in law based on that chapter time to take another look at community code. Okay. Any anyone else wish to comment on the proposed ordinance today drew Roslyn would like to speak? Yes. True.

Speaker 3 (00:51:41):

Yeah. Thanks mayor. And I probably should have properly identified myself earlier, drew Roslyn two 80 overleaf lodge lane. So my, my question is as somebody who was built hotels and added onto hotels and so on is how these things will be implemented. And the we are both the overleaf and fireside, and I think the DOB is two or, well, three or four times further back from the shore land shoreline then what the setbacks are required. However, with this new ordinance, and this is a question potentially for Justin the new ordinance, it has some aerial photos on it that show that the sensitive shore lands, and those are, do a huge scale. And the line identifying the boundary between the sensitive shore lands and nonsensitive shore lands or up lands, or whatever you want to call them is probably 25 to 35 feet wide. And so who gets to determine, at which point is it subjective or who gets to determine at which point if I were to add onto the overleaf lodge or, or do some redevelopment what, whether I need additional studies to be done or not giving that somewhat subjectivity of that, the width of the line,

Speaker 3 (00:53:11):

And you're talking about the Shoreland that coastal shoreline map. Yes. That correct? Yes. Yeah. And that is it. Go ahead. Yeah. And that map I believe it's a 100 feet

Speaker 6 (00:53:26):

May correct me if I'm wrong showing on that coastal shorelines area and we're mapping what was defined currently within the code and matching the state definition.

Speaker 12 (00:53:37):

Yeah. So, so the, the boundary of the coastal shorelines is defined in state law. And so that boundary is is pretty set. It's from the top of bluff. And so the city used to not have a map. So this one's actually less

subjective, I would argue. And so that it it's more set in stone. So you can have some, you know, you actually know where the boundary is. And it doesn't necessarily stop certain activities from being in there. It just kind of talks that there's you know, one of the chapters or one of the ordinances proposed here as talks a little bit about what happens in those shoreline areas and what is not. So that's sort of what would happen. It's just kind of like a trigger, I guess I would say is like, if you were proposing something that in that zone, then you would, you know, go to those regulations, if that makes sense.

Speaker 6 (00:54:31):

So, so it's a hundred feet. Is that what you're saying? Correct. Yeah. A hundred feet back from the top

Speaker 12 (00:54:37):

Of the bank, top of bluff a

Speaker 6 (00:54:40):

Bluff. Okay. All right. Thank you. Does anyone else have any, anything you wish to say on relative to this proposed ordinance? Don't see anyone else wishing to speak? Based on our earlier discussion, I would recommend that with the council sent this back to the planning commission to take into consideration Craig Birdie's comments, as well as all other comments brought up during this discussion members of the council are your thoughts counselor Voller. Okay.

Speaker 12 (00:55:17):

I agree. We should do that. Thanks for the work already done and asking to do just this little bit more for us.

Speaker 6 (00:55:26):

Good. Thank you. I can, I'll start with, see, don't forget to unmute. I would agree. Okay. And kind of, so Glenn shaved a bit for me. Okay. And can I also too? I agree. Thank you. And let's send this back. I concur that, send us back to the planning commission to continue their deliberations on that and bringing this back to us when, when it's ready at that point I'll close the public hearing on that and open the public hearing on the ordinance amending the Yas municipal code chapters, 9.04 definitions and 9.4, two lighting. The same statements that I read earlier, public hearing, what also applies hearing. So if I can sit here for 10 minutes and not reread all that that would be fine, Justin, any problem with them? That, that should be fine. Okay. Good. Let me just ask again, if there's any conflicts of interest. Thank you any I appreciate that reminder counselor Glenn, any conflicts on the lighting ordinance? Yes. Several Cal conflicts, conflicts, conflict of interest, any conflict with it? No. Okay. Thank you. Councillor. [inaudible] Councillor Mahler, and I have none. So let's who wants to start? Eric has to do you want to start?

Speaker 8 (00:57:08):

Okay. So I have one kind of question concern that I want to start with. For the most part, this ordinance seems to address new or replaced lighting. So once we get beyond the new definitions and so on the, the meat of the matter as I understand it, and I would like some clarification, if this is wrong, I'm going to take exception of that. And that was Marine lighting language was added, I think, at your app, October 28 at the continuation of a hearing on that at that late date, that would put a curfew on Marine writings that was already in, it also requires that it be removed after a year. So that is a completely different Approach than the rest of it. Doesn't talk about existing lighting and then suddenly there's this

last thing that seems to me, and I definitely need to be corrected if I'm wrong to have been put in last minute, that would impact very heavily existing lighting of a particular sword, which I know that council has received one letter from Anthony mirror. Head-On that got all of our attention.

Speaker 6 (00:58:45):

And on that subject, since that went on our website, kind of at the last minute, not everybody on the call may have been able to read that. So let me just take a few minutes and read that letter to the council. Dear mayor Moore and city council members. I am writing in an effort to inform the city of our concerns with safety at our property, specifically regarding the proposed removal of Marine lighting. The Adobe resort currently has lights that aluminate the Rocky coastline directly in front of the Adobe. The Adobe has been allowed to eliminate this area for the last 40 plus years and is an added attraction for our guests to be able to watch the waves from our restaurant and lounge their room and our tour and our webcam removal of this lighting would hurt our business and listened to the commission's discussion during its work session of October 27, 2020.

Speaker 6 (00:59:38):

In that discussion, the member of the commission asserted that most people in your do not want Marine lighting, but did not say any surveys, petition, or other indicators of public sentiment. I would appreciate more information about the sources and scope of those opinions. I was also struck by the lack of any distinction during the commission's discussion between quote Marine lighting unquote also referred one two by one member as quote, lighting up the ocean unquote and quote surf lighting, unquote surf lighting like that provided at the Adobe resort. It's much less intrusive on Marine life and does not affect breeding areas or the life cycles of local species. I respect respectfully requests that the council and commission give this distinction more study and discussion before adopting a blanket ban of our lighting practices under the heading of Marine lighting, using a code template that was developed for other different circumstances.

Speaker 6 (01:00:36):

Our lights provide more than just a view in night. The Adobe resort welcomes around 50,000 hotel guests a year. The first priority is to keep our guests safe and to avoid circumstances, which could turn into life and death situations for people on our property. These dangers can range from slips and falls to predators, confronting guests. Other hotels to Helen's hotels have dealt with such dangerous and applying steps to prevent these things from happening is our main priority. At the Adobe resort. We care about our guests and staff and take these issues seriously without adequate lighting outside our business, more problems will arise. For example, the oceans cliff is jagged and dangerous to those walking. The people are not able to see the cliff. It is possible. They could seriously hurt, be seriously hurt by slipping and falling. The rocks on the ocean's edge are uneven and unsafe.

Speaker 6 (01:01:30):

You cannot see them clearly taking away our lights would be taking away a precaution. We have set in place to protect our guests contrary to the statements of one planning commission member. Ambient lighting would be seen sufficient to provide this protection. The check-in time for the Adobe is at 4:00 PM. And with the sun setting so early in the winter time, our natural light has gone quicker than usual. Nature is something we cannot change, but we can help compensate for the loss of natural light. The Adobe does not have a defined trail in front of our property that we have allowed guests and people from the town to walk across our bluff. People enjoy watching the waves, the gorgeous sunsets, and

make use of our benches lights, coastline, and guide people back to where they need to go and increased worry for our guests and others.

Speaker 6 (01:02:19):

Making use of our property occurs. If we did not have lights in place to help guide them. As you know, coastal winds are very strong. The lights we currently have in place are stable and perform the job required. Unlike other types of lighting, the safety of our guests in their rooms present another problem. The resort has 26 ground floor guest rooms that open toward the ocean. These rooms with Lune, all lose all security lighting. If this proposal is implemented along with our lights, we have a webcam cameras and security, their only area throughout the night. The truth is lights and added security are never a 100% guarantee of safety and being crime-free. Yet we do these precautions to try and protect ourselves. Our goal is as a business is to protect our guests the best we can. I also noted the planning commission's discussion of the increased safety concerns from multifamily housing parking areas that illustrates the need for the commission to also consider the safety concerns for our parking lot.

Speaker 6 (01:03:20):

In addition, our parking lot is not in a residential neighborhood while working in my six years. So far as general manager of the Adobe, I can confirm that we have had crime occur, such as stolen goods and belongings out of cars from on ground floor rooms. These are realities as a business that we are faced with and we have to prevent on a daily basis the best way possible with less lighting in these areas. Those problems would only increase if this amendment is passed and our lighting is removed, the bluff area will have to become an area of reserved. Only for hotel guests, guests would be required to sign the waiver. When checking in stating that they recognize climbing on the rocks and being out in the dark is not recommended for their safety. I will also be recommending a fence and gate with guest key access only.

Speaker 6 (01:04:08):

And in order to protect our guests, non guests would no longer have access to our property. Many currently walk across our property to access the eight Oh four trail. Sadly, this new amendment would force us to take these actions access to the 804 trail from smelled sands by a highway one Oh one would remain for the past 40 plus years. The Adobe resort has been able to eliminate its coastline and parking lot to provide the extra safety and security to our guests and staff. I highly recommend that the city think about the points that we made and ask for support in our goal to keep our lighting status quo. Thank you for reading and listening to our concerns about this new city lighting code. Sincerely Anthony mere head Adobe resort, general manager

Speaker 14 (01:04:55):

Question. My name's Ariana Carlson. I'm one of the commissioners on the planning commission. Mr. Mayor, based on what you just read, it sounds like they are saying that they will shut down access to the eight Oh four trail on their property if this passes

Speaker 15 (01:05:20):

That's, that's the way it reads to me.

Speaker 14 (01:05:23):

All right. That was my question. Thank you.

Speaker 15 (01:05:27):

And can you state your address for the record, Ariana

Speaker 14 (01:05:29):

Right. 1750 highway one Oh one North. I actually did want to speak to the Marine lighting part of that ordinance. I think sending it back to the planning commission is, is great. We were kind of expecting that. I personally know of a couple of people who I would like to invite to that meeting who have you know who are biologists and who have specifically studied the coastline in our area. So they can speak to to whether or not the Marine lighting does impact breeding cycles, et cetera. So I'm happy to invite those people to the meeting to speak to that issue. I think that's about all I have to say for now, unless anyone has any questions that I might be able to answer. I know there's another couple of planning commissioners here as well.

Speaker 15 (01:06:28):

Thank you, Lance block, you have your hand up, let's go to you

Speaker 16 (01:06:35):

Not anymore. There's a couple of points I wanted to clarify. One, one was the Anthony has brought up two potential areas of concern with the Marine lighting. One is safety and the other is the viewing pleasure of the guests, both in the rooms and in the restaurant and bar. And I guess I wanted to make the distinction that those are two separate issues and they need to be addressed separately. The safety issue if it refers to, and I'm not entirely sure about this, but if it refers to the safety of walking on the lawn in front of the Adobe at nighttime that issue can be addressed much better with different type of lighting. The Marine lighting is by far one of the worst ways to make for safe walking on that lawn. For one thing, there are five Marine whites at the Adobe.

Speaker 16 (01:07:58):

Two of them are directly on the edge of the cliff and point directly out to sea and do not shine on any of that lawn area or even on the edge of the cliff. Those lights are clearly shining down on the tide and on the ocean only, and they do not in any way improve the safety of the guests or visitors to that property. The second point that I would like to clarify is that in terms of reactions to to this change to the city ordinances, Anthony has indicated that if the Marine lighting has to be out within a year, then that would indicate that they would have to lock off the eight Oh four trail access to anyone who is not a guest. I failed to understand the connection between that. First of all I don't see a connection between access to the eight Oh four trail during the day.

Speaker 16 (01:09:19):

And I don't see how that would improve the safety of his guests at night. That seems like a blatant threats to both the residents and, and frankly, the guests of the Adobe in order to not have to take any action on Marina might finally, I want to make the point that the original draft of the lighting ordinance coming out of the planning commission had only a curfew suggested for Marine Whiting and not a ban that was the original draft. And the reason why it was changed to add the within a year ban was it was pointed out to us that we have a section in our code 5.0 8.165 a in our nuisance ordinance that clearly suggests that any lighting from a commercial or residential property, which is directed off of the property onto public or private lands is considered a nuisance and should be removed.

Speaker 16 ([01:10:45](#)):

And that section of code has been in there for many years. It was not put in as a part of this current planning commission action. And we felt that if we only had a curfew, it was negating the fact that the code already banned any lighting shining on areas that were not a part of the private. And that was the reason why the section was added. Now, you know, if one of the actions you want to do is to go back to a to just a curfew. There are some on the planning commission who would agree to that. However that knew that section 5.0 8.165 a in the nuisance ordinance would probably have to be modified also that's all, anyone else

Speaker 3 ([01:11:54](#)):

Speak on this ordinance? It's true. And thank you again to leaf lodge lane. I I agree with Anthony's letter putting it much more ELA eloquently than I'm going to do here with verbal testimony, but for the, the two main points that he made security is the same for us. I, I've never had anybody where my parents bought the fireside motel in 1981. And then we developed the overleaf lodge in 1996. And at the time that they bought the fireside motel almost 40 years ago, there was a light out there. And it was a lot more of a 360 degree light than what is on the overleaf lodge right now. And so it's been in place for 40 plus years. And our, our, our guests you know, our guests come for one or two nights generally, and it's not like the rest of us that get to see the, the ocean all day long.

Speaker 3 ([01:13:07](#)):

And so on a lot of our guests like Anthony inferred to in his letter, they will show up at six o'clock. And a lot of them have, we have a lot of healthcare workers coming right now coming all year round and very stressful environment coming down through the primary reason to come. The ODS is the Pacific ocean, and they want to, if they arrive at six o'clock and they're only able to stay one day, they're only able to see the ocean for a few hours the next morning. It do use a lot of senses for the ocean hearing, smelling and seeing the ocean and to pay \$200 a night plus another \$18 that goes to the city for the transient rental tax to only to come down here and see the ocean for a few hours the next morning that, that, that reduces the amenity that we currently have and w our, our light goes off in the evening.

Speaker 3 ([01:14:15](#)):

If somebody had come, I've had one local resident that came and asked us to turn off the light back when the meteor was here a few months ago, and we turned it off for a week. So we work with the w we, we work with the local public, and if they have a request like that, we'll oblige I've never had anybody come to me opposed to that in the 25 plus years that I've been part of the family business here. And so I would like to see us be able to have that retain the Marine lighting for both safety and as amenity. And we're happy to work with the planning commission on figuring out a curfew time for that to go off. Thank you.

Speaker 6 ([01:15:06](#)):

Okay. Let me, let me ask you drew, and then I'll go to Anthony. If the city were to say, you said a 10 o'clock, 10:00 PM curfew on those lights, would that be an acceptable solution for the overleaf and fireside?

Speaker 3 ([01:15:24](#)):

I believe that we have, it goes off right now, sometime between 10 and 11 o'clock. And generally our guests are settling in by that time. Anyway might be a little bit more of an issue in the summer when it's

lit out until you know, it's, it's light out until 10, and, you know, if they're out there walking around and all of a sudden it gets dark, you know, 11, 1130 or so might be more of a curfew time during the summer. I'd say at this time of year 10, 10 o'clock is sufficient.

Speaker 6 ([01:15:56](#)):

Okay. And Anthony, same, same question. Go you're muted. You're muted.

Speaker 7 ([01:16:06](#)):

Sorry about that. As far as the curfew time goes yeah, I think I would concur with true. I mean, I'd like to respond to some of the other things that were said too, but we can wait,

Speaker 6 ([01:16:20](#)):

Can do it now.

Speaker 7 ([01:16:21](#)):

Okay. Well so as far as the threat thing goes, I want to address that it's not necessarily a threat it's. I have a responsibility to the business owners and to my guests, and I'll, I'll use a personal experience from bend is not this property. And, you know, unfortunately lawsuits do happen. And as long as we're still gonna offer hotel rooms, we're going to have desks here, but we have to limit the amount of liability. And, you know, we reduce lighting and somebody gets hurt out there. The reality is the people that have to pay for it. Isn't the city it's going to be the Adobe. And again, while I was working in bend a front desk person circled a place on a map, said, walk dog here, a person tripped and broke their ankle because we circled place on a map. And because there wasn't good enough lighting, and that person unfortunately tripped and broke their ankle.

Speaker 7 ([01:17:19](#)):

We paid \$250,000 on an insurance claim, insurance paid for it, but, you know, we ended up paying the long run. So, I mean, these are realities as business owners that we are faced with. And unfortunately it isn't just like, we can pretend like that doesn't happen because it does. Then, you know, adding more people out onto the block and increasing that liability is a concern. We have had criminal things happen on our property, on our cameras have talked to people leaving on the eight Oh four trail. That is just a fact. And we don't just have desks here that sometimes are here just to enjoy the ocean. I mean, I can name several times. I've gotten a call from Linda or one of Linda's daughters and says, look, I got a lady eating at my restaurant, fleeing a domestic violence situation. She needs a place to stay tonight and they stay at the Adobe. Would you sliding puts that guests more of a risk from these are serious questions. And I understand and sympathize with people that are making this decisions without having to think in those lights. I don't have the luxury of doing that in my business. That's all I got to say. And it wasn't meant to be a threat and trust. If I can't have this, I have to find new solutions to protect my guests and protect online business.

Speaker 2 ([01:18:48](#)):

Thank you, Anthony. I'd like to pull the members of the council, your thoughts about the landing gardens in particular, and any other thoughts you have along that with that counselor, Glen and gasoline Bali, you both got your hand up.

Speaker 7 ([01:19:01](#)):

So Glenn first. Okay. My my overall question is how do we enforce the orange, but more specifically to address the Moraine. I've given a lot of talk and thought about this, and it would be my recommendation that we exempt Moraine and parking for businesses. Shall we apply the the Moraine for private residential, but for businesses, we exempt them from this.

Speaker 2 ([01:19:43](#)):

Okay. Anything further?

Speaker 7 ([01:19:46](#)):

That's, that's my main concern at this point. Okay.

Speaker 2 ([01:19:49](#)):

So rather you had your hand up. Okay. So first of all, I wanted to start by saying that I've gotten to know Anthony recently and I just want to tell everyone that I think he really pays a lot of tension to the safety and welfare of his guests

Speaker 8 ([01:20:08](#)):

And of his employees. Am I I'm just wanted to give him a shout out on that before we continue on other things with respect to the Marine lighting. Well, as my first comment done, this had been that I didn't really feel we should be singling out any kind of existing lighting in this right now, the rest of the ordinances about new lighting or rebuilt lighting. And so it seemed to me inappropriate to be singling out Marine lighting. I actually had gone just yesterday to the nuisance section of our municipal code, because I was there thinking where I live. I actually loved the Marine lighting that's out there and it's not from a commercial thing. So that's the one lighting that's out there. That's bright. I actually like, but I have some neighbors and I are, they're friends of mine with people who have lights that a time to shine in at the night, then wake me up at four in the morning and are annoying.

Speaker 8 ([01:21:14](#)):

So, you know, it's are we going to pick one thing as a nuisance? Now I do have some concerns about when I made this as part of our values as a community about our our wildlife. And so certainly because becoming more educated about the effects of Marine lighting would be suitable and seeing what we might do with respect to that. But we have a comment. Most people did not want Marine lighting. I don't think most people in our community have even been polled. And so that is something going forward that if we were considering it, we might want to somehow or other, I suspect that'll fall on the new council contemplate you know, getting more information and maybe I'm the minority one who, you know, likes it. And no one else,

Speaker 2 ([01:22:23](#)):

I want to address something that you said a couple of times there, counselor, you had said that this, you thought that this only pertained to new construction, new lighting at the snow with the way I read that this is the way I read this as all existing lighting heads has to come into compliance within one year. I read that correctly,

Speaker 8 ([01:22:44](#)):

I believe. And let's see if I can pull it up. So I'm probably someone on the, yeah. So if we look at 9.4, 2.070 time to become compliant wait is set the right. No, that's not the right one. And

Speaker 2 ([01:23:03](#)):

That's early,

Speaker 5 ([01:23:07](#)):

Justin, do you want to drop it in there? Yeah. So there is the time to become compliant section and that would apply. So it States the general standards described at 9.4, two 30 and 9.4 to 40 require compliance within one year after the passage of this ordinance. So anything within those two sections would be under how this ordinance is written within the year. And then there's the other sections for compliance based on extent of modification. And I would say those would apply to the other sections that weren't referenced there. So 9.2 50 standards based on use

Speaker 8 ([01:23:57](#)):

Four, 2.030 item B applicability. It says, except as described above all outdoor lighting installed after the date of this ordinance shall comply with the requirements specified in section 9.42. It's certainly my reading of that was so that if it's existing lighting, it is not required to unless, and they go on this includes, but is not limited to new lighting replacement lighting, or any other lighting, which attract attaches to structures, poles the earth, or any other location, including lighting installed by any third party. So if my neighbor, or if I, I don't want to put it all on my neighbor, if we have a bright light that someone finds bothersome and it's working fine and we're not replacing it, I don't think that as written it is requiring me to change it.

Speaker 14 ([01:24:55](#)):

Leslie I ha I had that same question when we were discussing this. And

Speaker 14 ([01:25:07](#)):

One of the, one of the reasons we kind of went back and forth about time for compliance is obviously there are some residences and businesses and streetlights in town that are not compliant. And that non-compliance is causing people to have troubles sleeping night after night. And some of them are quite tired of it. So, you know, one of the one of the residents that I spoke with in advance of the planning commission meeting for this lighting ordinance was was concerned about time for compliance. This particular person needs to be on one of the commissions. And they were under the impression that once they, that there was already a procedure in place for this, and they were kind of surprised to hear that we were on this. So some of, some of the commentary and some of the things that I specifically said in the meeting regarding timing were based on feedback.

Speaker 14 ([01:26:12](#)):

I got from several members in the community. That being said I wanted to say something in a more general sense. I think that the planning commission we spent quite a bit of time on this and we knew we would need to spend more time on it. We knew it wasn't perfect. I think our goal is to do our best to meet the needs of the residents of the community. And also the, the guests who come here throughout the year, the tourists and also the reason that they come here, which is the ocean and the life in the ocean, the Marine life. So balancing all of those things, plus probably two or three more that I'm not thinking of at this moment, you know when you're working on a lighting ordinance is extremely

complicated. And I think all of us are aware that this is going to need some tweaks, but I do want to say that I think that all the counselor, or rather, sorry, commissioners on the planning commission are doing our best to be mindful and thoughtful about the needs of everyone in the community.

Speaker 14 (01:27:32):

And I certainly agree that you've been working hard than doing, I mean, you've come a long way that obviously if my light is being a nuisance to someone, we still do have our nuisance ordinance. So that at the moment, there's some coverage there. Right. And I wasn't able to pass that information along to this specific resident with that specific question.

Speaker 2 (01:28:07):

Okay. No way three people with their hand up, I'm going to go to Jacquelyn Dennis first, then counselor O'Shaughnessy and then stop. So Jacqueline,

Speaker 14 (01:28:15):

Hi there. Thank you first. I just want to say everything that Lance said was he was pretty, pretty clear and precise with it. The lighting that is used to shine on the ocean is not, that's not pathway lighting, that's not security lighting. It's, it's PA it's ocean lighting. As far as the environmental concerns with that, there's, there's been more and more research that near shore and, and shallow areas, Rocky shores that are, have artificial lighting on them is, is damaging to the, the, the biome there. The small creatures of the bottom of the food chain. We're not saying you can't have any lights anywhere on your property. We're, we're, we're saying that there are alternatives to what exists currently. So as far as pathway lights parking, we're not saying pull out your parking lot, lot lights. We're saying there are alternatives to what exists there.

Speaker 14 (01:29:20):

Now that need to be installed there's a year in which to do so. And when it comes to existing lighting in private homes, or it is a it's it's nuisance driven. So if someone has got a light shining in their house, they put in a complaint and that complaint needs to be repaired in some way, within a 30 day, 30 day period. If your lights, maybe your lights are non-conforming right now, but if they're not bothering anyone, there's not going to be a complaint filed. You're not going to have to do anything to them. They exist. They're fine. Don't worry about it. There are pathway lights and there are alternatives. If you look further in that, that proposal, we have, there are examples of acceptable and unacceptable light fixtures. For instance, the very first ones that show the two different ones are flood lights, flood lights are what are being used on the ocean right now.

Speaker 14 (01:30:20):

There's an alternative to the existing floodlights that are shielded that if we're going to do this, and we're going to say, okay, we're going to allow certain places pick and choose who can light the ocean. Then there's alternatives to the types of lights to do that. That are shielded that don't. I look after my house, there was a heat. The whole sky is lit up. There was a huge sky blue cross out ocean. We have a lot of tourists that yes, maybe come to the ocean. But if you look, there's a huge tourist industry, when it comes to dark skies, people come flocking to places that have dark sky, sky Alliance type PR you know, lighting that a benefit as well. We can benefit. We can balance these things. There's no one saying, get rid of everything. What we're saying is try to find a balance.

Speaker 14 (01:31:11):

If we tried to go to dark sky, which some people would like us to do, if you think this is onerous, that would be incredibly difficult for us to be able to accomplish and to enforce. But there is a balance, no one saying you can't have lighting. We're saying there are, there are lights that are not glaring, that are safe, that you can use. And even the police, we show an example in our, our proposal, say that some lights, when they're too bright, like flood lights can be, are actually less safe than shielded, lower lumen, light fixtures, because your eyes adjust and you can see things better. So we're not saying rip out everything that exists. What we're saying is there are logical ways of doing this that have

Speaker 10 (01:32:00):

A balance

Speaker 15 (01:32:00):

To it. Jacqueline kind of, sort of showing us a year next year, muted.

Speaker 10 (01:32:10):

My favorite thing. It's certainly an important issue. And I'm glad that Anthony wrote his letter and that drew spoke to this. We'd be naive to think that businesses governments, universities don't make decisions based on liability. They do. They have to, because anyone can Sue over anything. It's not right. But it happens. And I think it's a sad state quite honestly, for our country, that decisions are made solely on liability. It's one reason I left the university. I was sick of decisions may be made on liability, but it's the way they're made. Secondly, I read a good article today in scientific American. It spoke to what Jacqueline was saying, is there are ways that we can do this, but it would be a very different way than probably the likes they're using. Now they did in the cycle, and this is not my area of expertise.

Speaker 10 (01:33:00):

I couldn't find anything farther away from my expertise, but they talked about even how you Mount these lights, that the lights that are mounted closer to the ground and shine onto the ocean are better than those that are coming from up above. I noticed that the house, I believe the house that's for sale with all the windows on the eight Oh four. I just noticed a few weeks ago. It has a gigantic light on top of the house that when they turn it on, Shane shines into the ocean. So I never knew that one was there, but there's good ways. And better ways if we're going to do this good, I think there's better lighting fixtures that can be used. But they said in the end, they said, there's four questions that anyone that's going to look at this should ask themselves. And this was in the eight, 14, 20, 20 edition of scientific America.

Speaker 10 (01:33:47):

Do I need it? And I think there are reasons in terms of many of the guests that come here, want to see the ocean. They want to see it light it up later in the night. You could argue it the other way. How much do I need, how much light is necessary? When do I need it? And I think that speaks to time. When do you need the light and what color now? This, I don't know anything about. Jacqueline May know, I tried to call the get a Marine biologist from the Hatfield today on the phone. And they're gonna call me back. There's a different types of light that you can use that are less damaging, or would you even hate to say damaging less damaging than some of the lights that are being used? So I'd like to think that as a community, we can realize we're a difficult time to say to a business right now who's laying their employees off that they have to buy thousands of dollars worth of new lighting.

Speaker 10 ([01:34:43](#)):

I am sorry that that bothers me, but can we work together as a community to find a way to help the businesses that may need to change their lighting, change their lighting two years ago, maybe we didn't need to, we didn't need to help them right now, especially as we enter into another closing, our businesses, our people are hurting. So to just say, this is the way it's going to be, and they're going to have to do it. I'm sorry. This is not the time you are now hearing my brand new copy barking. Anyway, that's all I have to say. Okay. Bye-bye

Speaker 14 ([01:35:26](#)):

Well, I don't think I can beat the new puppy. So and stop nine, 15 driftwood lane. I just have a couple of comments, basic general ones on this lighting policy. First off I'd like to echo into the type of line is being used. I think anything that's been in existence for 40 years is most likely outdated which we need to look at the type of lighting that we're using. And I think we need to think in terms of properly educating our community can make it so that we're not coming here to just rip out your lights. We're looking at the vision statement that we have for Yamaha and that we want to attract people to tourists, to our community who love nature. And yes, they love the ocean, but we have another absolute magnificent, natural beauty in our area. And that's the night sky.

Speaker 14 ([01:36:32](#)):

And we don't have to have a dark sky designation to develop policies that improve night sky viewing. And I think we need to look at maybe attracting tourists that are coming to take advantage of what we have. That's unique, any place along the coast can stick a light up on ocean and see waves coming in. And I admit, it's cool. I've stayed in a vacation rental that has one of those Marine lights here and down, but we need to think long-term. And we need to think in terms of our vision statement, our and recognize that we're not looking to hurt businesses at all. We're looking to improve the community of yachts for everyone. Those then book enjoy the ocean. Those that enjoy the night sky. And more importantly, not only all of us that live here, but all of our wildlife that live here as well. And we need to keep that in mind. Thank you. And then I appreciate the work that the planning commission has done on this. Thank you.

Speaker 15 ([01:37:43](#)):

Thank you. Ma'am call Paul Thompson. You got your hand up, you muted. Paul, you need to unmute

Speaker 6 ([01:37:58](#)):

Is still, there we go.

Speaker 4 ([01:38:00](#)):

I live too close to Mary Ellen is the problem, but anyway the is this an appropriate use of the visitors amenities fund to help the businesses replace these lights in some form or fashion? It seems like that would be a reasonable thing, both overleaf in the, and Anthony stated that it was an amenity there. I don't know. It seems like it me, it would be, I know my wife and I came here numerous years before we moved here 12 years ago. And one thing we'd liked staying in the overleaf was the light on the waves coming in. And we've eaten at the Adobe a number of times for the same reason set up there in the bar and looked out and it's it's the waves. I think that, I think it is an amenity. I don't think we want to force them to get rid of the lighting system and not make some arrangements. Visitors amenity fund, I think would be a good, good way to, to help them do it. I think also newer lighting would also be cheaper for

their electric bill. Yeah, most likely because we have efficiencies in lighting over the years that Jacqueline was talking about. So anyway, that's just my point of view. Thank you.

Speaker 6 (01:39:12):

Thank you, Paul, you raised a valid point about a possible use of visitor amenities funds on that. I want to ask members of the planning commission, when you started to tackle this lighting ordinance primary issue before you trespassed lighting. I know that has been a big issue with a lot of folks in town. Was it that the primary direct driver on this or that you ended up with a much more comprehensive lighting ordinance proposal than just trespassed lining? So I was just wondering what the Genesis of this was. Is it primarily trespass lighting? That was a concern or let's plan? So I'll go to you first.

Speaker 16 (01:39:57):

Okay. actually there were 10 points that we discussed and trespass lighting was one of the 10. But trespass lighting was the one that had the most interest and the most comments and the most, well, the most statement of problems for sleeping and other, you know, and other complaints, but trespass lighting was only one. And we had public meeting before we got into the, you know, the process of formulating the lighting ordinance and the public meeting, we addressed all 10 of those items and all 10 of those items, which I don't have in front of me, right at the moment. We pulled the audience and the audience was not, you know, that was, that was by the way back pre COVID. So it was actually an in-person meeting. And the audience at that point was polled on all 10 items. And all of the people in the audience there was about 20 were in favor of some ordinance that would control all 10 of those items. So trespass lighting was probably a major concern, but far from the only concern.

Speaker 6 (01:41:31):

Okay. And from my own comments, looking over the ordinance I do have a couple of concerns here under a 9.42070. Pardon me? When violations of nine 42 Oh four Oh are cited by the enforcement officer. And if the violation can be corrected by replacing an existing bulb with a lower intensity bulb, this corrective action is required to be implemented within 48 hours after the citation. Other corrective actions are required to be implemented within 30 days after the citation. Those are very strike me as very tight timeframes. We have people who we do have people living here who, who don't have a car for instance. And if you ever had to hire an electrician and order special order if need be a new fixture trying to comply within 30 days seems way too tight. My personal thought would be to extend that to seven days on the minor things like replacing a bulb and maybe 60 days would be more appropriate on replacing a fixture. Just my thoughts on it.

Speaker 14 (01:42:56):

Sorry. I'm sorry, mr. Mayor. I think, I think that's a good point. And I want to say that I appreciate you bringing up the point that there are some people in town who don't have a vehicle, and that would be, that would be a hardship for them. Thank you

Speaker 6 (01:43:11):

Indeed. And the other thing has me scratching my head here with individual single family residence. You limit the amount of illumination to 800 lumens per fixture, per light source, and yet with a duplex, right next door, you allow 1200 lumens per fixture. What's the logic there? It seems to me that if you've got a fourplex or a two, the duplex next door, or across the street from a single family, the elimination ought to be the same per fixture.

Speaker 14 ([01:43:48](#)):

Can I, you know that was a lot, there was a lot of discussion on that. And since it looks like they're probably going to be kicking this back to planning no matter what, right, it looks like it's going that way. What I would recommend and I offered this to planning was we need to walk around and look at lights. We need to do a field trip at night and look at the brightness of lights. So we have a better understanding. And I used my house as an example, we just went through this and we meet all the requirements and it's, it's lit just fine for safety purposes. So if people want to see what that looks like though, that was types of lumen numbers because walk around and get a better pick. Cause I agree with you, John may or more that that number seems a little high to me as well, but the planning commission discussed it. And that was what was decided for multifamily,

Speaker 6 ([01:44:50](#)):

You know, very well. How difficult it is to come up with a comprehensive ordinance that applies to so many situations in a community it's not easy, you've done, you've spent many, many hours on this and nobody ever gets it right on the first go round ever, but a job well done. I would recommend that we, the council send this back to the planning commission and, you know, we, you've heard a number of important differences of opinion, not just on Marine lighting, but that's a biggie, but it is suggested, it's been mentioned that there are many different types of lighting, but please consider your Marianne's comment that those come at a cost and those come at a cost to businesses that can ill afford that extra costs right now with the other constraints put upon those businesses. So I would recommend the scope back to planning for some reconsideration and extensive conversation about those issues.

Speaker 6 ([01:45:59](#)):

But members of the council, your thoughts, counselor Glenn, you've got your hand up, we'll go to you. And then counselor Voller I agree with sending it back. I just wanted to lift up the John Purcell email and I think there's some good things in there at other one planning commission to consider. So I'm, I'm all in favor, but I strongly feel that we need to exempt our businesses from the Marine and parking lot driving. So I hope they'll consider that seriously, appreciate your bringing this forth. Anthony, you did an excellent job with your, your letter letter and drew. It was helpful to hear from you also, and I had a question of whether in exempting businesses, whether it would be best to

Speaker 11 ([01:46:50](#)):

Exempt those that were on the ocean or just business in general, would it be better to be specific about those businesses that reside on the ocean for the Marine part? And so that's a consideration that can be given

Speaker 8 ([01:47:07](#)):

To clarify your question. You're asking if just the businesses on the ocean would be exempt from the Marine lighting or all businesses would be exempt from Marine lighting because to me, the phrase Marine lighting indicates that they're on the ocean.

Speaker 11 ([01:47:21](#)):

Well at that, if that, if that is clear, I would, I would agree with it, but I, that, that's what I would be, I would want to want it to be for those that are on the ocean. So obvious raging question

Speaker 8 ([01:47:39](#)):

Something that becomes very here's where we start walking a very thin line and a tight rope because people have vacation rentals, that's a business license. And so

Speaker 1 (01:47:49):

No, they don't, they have a vacation rental license and that's not a business. It's not a business license. No, not. So counselor had asked the question about whether council wants to send this back to the planning commission for further review and counselor Glenn has indicated, yes, let's go to council, took

Speaker 8 (01:48:14):

His head, his hand up for a while. Now

Speaker 1 (01:48:16):

I know I'm going to him right after counselor Voller and then counselor took and then counselor O'Shaughnessy.

Speaker 8 (01:48:24):

So I do think that it needs to go back to the planning commission so they can do more of their good work. I I'm a little reluctant on this, obviously, because they've done so much work, but also because we have so much new building and it would be nice for these new building to have guidelines in place. And so depending on how long it's going to take planning, they could consider whether or not they want to submit something to, for new building as a first step and then work on the whole thing as a second step, or whether it's an all be done as one that's not, I, I see a lot of value in that idea. Yeah.

Speaker 1 (01:49:08):

And councilor Tuk.

Speaker 11 (01:49:10):

Yeah. We issues. This is kind of complex to a certain extent, but if you say you're going to exempt businesses from this kind of thing, if you look, if you were a property owner, you had property on driftwood right behind the dollar general store. And they have the tall poles with the lights. You might be so much disturbed by that. So I don't know that you can accept exempt businesses. Totally. I'm very pleased to see Anthony bring up some issues that I don't think were considered. Anthony seems to be offering a way to have a conference conversation to reach some sort of compromise. I don't think he's saying it's my way or the highway, but he's saying that you have to take into consideration our concerns at the Adobe. I would personally not have liked to have to walk up to Aqua Vista loop, walked out highway one Oh one to be smelled sands to get back to the eight Oh four trail.

Speaker 11 (01:50:16):

As far as I understand it, the Adobe does not have to let us cross their property. So I think this is something that we need to really work on coming to a compromise. Don't dig your heels in. Don't put your head in the sand, or we're going to have some result. We're not going to be very happy with. And for me personally, the non lighting ordinance comes more from porch lights than anything else. I walked down driftwood lane, or I walked down the high street or on ocean view drive. And some of those porch lights are amazingly bright and they was just porch lights. And why people can't just get a downlight, which is going to reduce the amount of trespass lighting. I don't know whether they think that they

shouldn't be half to whether they think it's an annoyance. Whether they think that she shouldn't be telling him what kind of light they can have, that's an issue, but that's main issue. I have, I'm surrounded by vacation rentals and I don't have any problem with vacation rentals all around me. Other than the guests always insist on turning on the porch light, usually on every light in the house, leaving their curtains open, which I totally don't understand. But whatever. So I, I appreciate your input. Drew, appreciate your input. Appreciate it, but he didn't work, but, and the worked account the planning commission has done, but this needs to go back to the planning commission.

Speaker 2 (01:51:38):

Thank you, counselor toucan, counselor Shaughnessy.

Speaker 10 (01:51:42):

I too would like to thank the planning commission. I was actually on the planning commission when these discusses discussion started and they've been thoughtful. There's been certainly a variety of different views that I think that's how you get your best decision. If everyone agrees, I don't necessarily think you have your best as good decision. And I think, I think actually we can work together as a community with our businesses on the ocean that for a variety of reasons, this is important to them. I think this is a win-win again, I think updating lights from 40 years ago might be a good thing to do, and maybe we can help with that. And I think they certainly need to hear our concerns. We hear their concerns, and I think we can come up with a good decision that will be helpful to the community as a whole.

Speaker 2 (01:52:28):

Thank you. I think we're in agreement then with each of us on the city council to remand this back to the planning commission for the work. And we will await to this when it does come back whenever it's ready. So at this point, I'm going to close

Speaker 6 (01:52:46):

The public hearing, move on to the next item on the agenda, which is a vacation rental company, compliance software discussion. They last meeting, we were going to take another look at the options, offered by a home host compliance city manager. You've got your hand up

Speaker 5 (01:53:09):

Miramar. May I request a five minute break?

Speaker 6 (01:53:13):

Yes. Let's say five. Claris back from our recess. Given that we've been here for a couple of hours and losing daylight here, and I don't have an, a light overhead with the members of the council will be willing to do you for the vacation rental license monitoring software until our next meeting, the first meeting in December, you're fine with that counselor Shaughnessy. Okay. It's kind of, so you got your hand up done by councilor Glenn. Yes. We will do that and move that over to the first meeting in December. And same question on the discussion on ocean view drive. Do you want to defer that till the first meeting in December councilor Voller councilor Rachana C K constitute. I saw some up and counselor Glen. Yes. Fine. We will do that. Moses to the financial reports.

Speaker 5 (01:54:19):

I am going to share my screen. Do you see the council memorandum? The snapshot on your screen?

Speaker 6 (01:54:30):

Yes.

Speaker 5 (01:54:34):

How's that? Yeah. That's good. How about that? Oh, nice. There you go. So you, well, no. While we were talking about the budget this year, I had proposed a balanced, conservative budget and a time when no one knew when the, when no one could predict the impact of COVID would have on our tourism driven town. And the budget committee went forward with that. And so did council. And I think we're to be commended is we are currently at 83 and 89% of the taxes that I incredibly conservatively forecasted in the budget committee and council went with. And so I hope, sorry, this is the wrong. I pulled up the wrong report. That's not going to give you the information you're looking for. Is it my apologies? I thought I brought up the right report. He's going to show you where you could find it in the future. Right,

Speaker 1 (01:55:55):

Right.

Speaker 5 (01:55:59):

There we go. October. Now let's go to increasing it again.

Speaker 5 (01:56:11):

So food and beverage is that 83% after the first quarter 83% of our entire year's projections and transient lodging is at 89%. So I want to applaud council and the budget committee for going forward with those conservative projections and budgets. Due to that balanced budget, I would like to move forward with advertising for the administrative assistant position. And I also wish to talk to council about a couple of adjustments. When we brought in the council of governments they were never supposed to be the final answer to our services. They were to support small cities along the coast, not just us, but other small cities to a point where those cities could get to a position where they could support one another and provide backup to each other things have changed. And we need to relook at this not only between cities, but in the council of government.

Speaker 5 (01:57:13):

We know some changes currently in planning and some changes in finance in the next year or so. I would still recommend that we look at the council of governments and or any other organization in the future to provide backup when employees happen to get sick or go on vacation, specialized services, such as GIS or helping us maintain our internal controls and finances. And also to mentor any staff that we bring on an Oregon law regarding finances or in planning. But I would like to put out an advertisement for a planner and a finance clerk and see what kind of response we get and skillset we get. If we get a positive response and we're able to go through the hiring process, we can do a budget transfer resolution to lower our contract costs and put those costs into a personnel line. I am proposing that we go forward with a full-time planner. We do have some things that are backlogged on some things that need to be organized and we're rapidly developing city. And I think we will get a better quality person going with a full-time position because they will be able to live in or near the community. Lincoln County is a difficult County to live in when you're

Speaker 14 ([01:58:42](#)):

Having to balance two or three jobs. So I think we would get a better person. And I think we can also advertise at a lower level tips or person that would be able to grow into the position, which would improve sustainability. I would hope for the organization in the future we wouldn't be necessarily attracting somebody who may be at the end of their career, who would then turn over in a short period of time. So I would like to have counsel provide me with authorization to at least advertise for those positions and see what kind of response that we would get.

Speaker 2 ([01:59:26](#)):

I might add that in the finance committee meeting this morning, you indicated that the pottery guy, your full-time planner would be essentially revenue neutral to where we are today, with what we're paying for our planner.

Speaker 14 ([01:59:43](#)):

If it could be revenue neutral, we again, have to see the skill set that comes up, but that is my goal. And looking at this as it's either revenue neutral or just slightly higher,

Speaker 2 ([01:59:53](#)):

Okay. Members of the council.

Speaker 14 ([01:59:57](#)):

I have a quick question Shannon said that she's asking permission to advertise for the position and see who applies. I understand the reasons for doing that. I'd also like to point out that if someone applies for the position, they're going to be expecting it to be available, you know? And, and they, I mean, people are looking for jobs right now. So a job like this coming up and coming available, it seems like we have a responsibility to know for sure if we're going to be hiring someone rather than just kind of advertising for it and seeing what happens you know, as someone who has looked for a work before in a economically tough climate that's, that's my 2 cents

Speaker 2 ([02:00:51](#)):

Members of the council. How do you wish to proceed? Let's counselor Glenn. You've got your hand up. Yes. I fully support Hey, Shetty, major

Speaker 14 ([02:01:02](#)):

Proposal

Speaker 2 ([02:01:05](#)):

Councilor Voller.

Speaker 14 ([02:01:08](#)):

Our city manager makes some good points on this. I do have some concerns. The citizens just elected a new council and in the election process, there were certainly many times that the slate of people who were elected expressed a rather conservative approach

Speaker 8 ([02:01:40](#)):

To staffing. And in some cases there was mention of perhaps looking at organizational structure and so on. So that as Ariana says, if we advertise a position it's applicants support reasonably are thinking that there actually is a job that's going to be available, that fits with that. And I don't know whether or not that they really, each person of the new council will of course be weighing in with own thinking. And, you know, you might say, well, it's in this year's budget, we have the funds, but of course it, if you had hiring someone for a full-time position, it's going to go into and suing budgets. And so without having some kind of discussion with the new council, I would not. And of course we can't do that except in a public meeting as elected officials. I would be reluctant at this point to go forward. I would think that this might need to be something that was addressed early in January. I'd be reluctant to go forward

Speaker 5 ([02:03:05](#)):

On either just

Speaker 8 ([02:03:07](#)):

To clarify. Yeah, I think that it would probably be best to hold off. Now there may be some facts. I don't know that make something more pressing, but that's my initial thought

Speaker 5 ([02:03:28](#)):

We are under. We do need to figure out some sort of planning services. Justin is now traveling from Albany. I don't believe that's a financially sound decision for the city. And I think being able to find some way to provide planning services, consistent planning services for the city should needs to be a priority.

Speaker 8 ([02:03:52](#)):

Well, it's certainly the case that the city is going to need planning services. I don't think anyone here is going to, I recall at the finance committee meeting this morning, you suggested that we could first advertise for a halftime planner and then for three-quarters and then for a full, so you were certainly at that point, you know, thinking that the level of planning services was to be determined and you were maybe not optimistic about getting someone with full-time. Of course, I agree that probably a full-time employee is going to need it. And the question then becomes, is there an organizational structure that allows a planning services to be combined with some other services that we need? I mean, the city is still not certain about code enforcement. I mean, we're contracting right now with TCB, but you've brought forward various different possibilities. We don't know what it is. Hey, we've got an administrative assistant there's issue of finance. So there are a lot of different skill sets that we have. And ideally it might be that we had a half-time planner who was combined with someone who also brought forward some other skillset that we could combine. That's just my thought.

Speaker 10 ([02:05:15](#)):

I had explored that idea when Larry Lewis was leaving and I got no support for that, from any of the applicants.

Speaker 2 ([02:05:24](#)):

I'm sorry, Sean. I say, let's go to you next. And then counselor took, you got on mute.

Speaker 10 ([02:05:30](#)):

Shannon. You said that it's not financially viable to have Justin living in Albany and doing this job. Why, if he has to stay the night, we're incurring hotel costs. Don't we do that with some of the Cod people don't we pallet is pay their expenses. Well, they, yes. And we're working to minimize that. And that's also why I suggested the finance clerk so that we could minimize that even further. Well, I think this is, I think it's a bigger discussion. I think I'm a little frustrated that without any preparation at all, you've suggested we hire two people. I am not saying that we shouldn't hire them, but I think there's a larger context in which we look at this because we are contracting with some of these certain services with . And so some of the financial stuff, well, are we going to be paying cogs some money and this person, some money I'm not comfortable right now without more information about exactly what it is you have in mind for the organization with again, the entire cog and all we're doing to make this decision. I just, I I'm frustrated that all of a sudden this comes up and to me, this is a larger discussion to have quite honestly,

Speaker 2 ([02:06:44](#)):

It's actually not just coming up. Now they council and the budget committee both passed a budget that included in that budget, the funding for both of these positions when the funding was deemed to, to be there. And she is now saying that the funding is there and wishes to proceed. So just one add that clarification.

Speaker 10 ([02:07:06](#)):

I agree, but I think that I need more than 10 minutes to make this decision for a variety of reasons, but you're right. It isn't a budget just because it's in the budget doesn't mean that we didn't need to do it immediately.

Speaker 8 ([02:07:21](#)):

Well, lastly, I have a question you say you're talking about administrative changes. Could you clarify, could you give us some guidance as to just what your thinking is? I don't have anything specific in mind is

Speaker 1 ([02:07:36](#)):

A nothing, nothing specific. No, that you'd rather talk about today. I'm trying to hide it. It's I don't have some more specific. Yeah. Okay. Greg Scott, Scott, you had your hand up,

Speaker 13 ([02:08:02](#)):

Sorry about the end mute. I've already posted a note about this. I just think this is another entirely inappropriate discussion item for our council has got less than two months in office. I mean, clearly I think a new council needs to take a look at the organizational structure. And I think that that's our role as incoming council members to decide what we believe is needed for the city going forward. And this argument about not being able to afford a room for the planner for the few times he comes over that's baloney. So I just, I just think pulling this on such short notice is not, not showing very much forethought.

Speaker 1 ([02:08:49](#)):

Oh, great. Do you have any specific ideas as far as the organizational structure that you haven't shared with us?

Speaker 13 ([02:08:55](#)):

Well, you know, I, I, Jim, I, I don't think that's for me alone to say there are five people that will be on the council, and I think it's appropriate for those five people to have that discussion. And not for me to basically try and forecast what that outcome is likely to be.

Speaker 1 ([02:09:16](#)):

So you haven't had any discussions with current council members?

Speaker 13 ([02:09:20](#)):

I have not talked. I have, you know, since I've been elected I've I had no

Speaker 1 ([02:09:27](#)):

In the past at any time

Speaker 13 ([02:09:29](#)):

I have made comments in the past that I believe one of the things that's missing from the city structure is the finance officer. I've said that many times I've published it on my website, but again, that's just my opinion. It doesn't reflect the thinking of anybody else besides me.

Speaker 1 ([02:09:50](#)):

Mm

Speaker 10 ([02:09:56](#)):

I'm. Not as concerned with when we do it. I just think it needs more discussion. I think it would probably be best to put it up, but I just think we need more discussion. Even if it's one more meeting, I would like to hear more from Shannon, more specifics about what these people are doing, what that means in terms of our contract with Cod. The planner, I think is an interesting question. I've heard that it's very difficult to get planners out here regardless where they are. It'd be interesting. Portland state, I looked up has a, an ma it sounds like a tremendous program in urban and regional planning and making some context there might be helpful. I just think again to, I understand what you're saying, John, you know, that we do have in

Speaker 14 ([02:10:34](#)):

The budget, we can do it, but I would just like it to be a somewhat more thoughtful project. Then I'm going to do this and let's do it. That's my issue is I would just like more time and a little more information.

Speaker 2 ([02:10:48](#)):

And I guess it's my turn now. In the, in the finance committee meeting this morning, I asked the question of, do we really need a full-time planner? And Paul and Dennis gave a very comprehensive answer on that to convince me that she and other members of the planning commission do in fact believe that a full-time planner is necessary inappropriate. So and, and I am fully in favor of going forward at this point with requesting with a request for, for proposal, for the plan or however, I'm not going to vote for that because I'm afraid that in two months, the next councils are just going to turn around and negate that based on comments from three future council members. And I don't see a point in going forward. I think you're making a mistake, but so be it. So I'm not going to support going forward

with either proposal just because it's going to be overturned in two months. What's the point and stop. You had your hand up you're muted in,

Speaker 14 ([02:12:01](#)):

Jeez. Call me Mary Ellen. First off, I'm wondering if Jim has a question for me?

Speaker 14 ([02:12:12](#)):

No. Have I take your seat on the council with other counselors? You know, I ran a campaign for several months prior to being elected. That was based entirely on questioning the current direction of our community and our city government and the decisions that are being made. And I won election based on that campaign. Did I talk with counselor Valor and with counselor, with counselor aleck Scott before the election? Of course I did. Just like I talked with other people in the community to share them with us right here today. We talked to that just basic concerns that we don't like, the direction that the city is taking, they've ever talked about administrative policies or anything like that. I think that as a private citizen, I can talk about administrative policies to mr. Scott, anytime I want. Okay.

Speaker 2 ([02:13:22](#)):

Let's put a stop to that conversation if we can and move back to the discussion on whether or not to move forward on these two, John, I want

Speaker 5 ([02:13:32](#)):

To clarify something I said right up front. I don't care when it's done. I just would like at least one more meeting where I have a little more information upon which to make this

Speaker 2 ([02:13:46](#)):

Okay. So I'm fine with moving us to next the next meeting agenda, but we're still going to have the same issue coming up with do we approve this only to be overturned by the next council? So let me ask the members of the council. What do you want to do on this, on this issue? Do you want it on the next agenda or do you want to punt it to the next council? What's your proposal? Or do you want to go forward with it? Councilor Vala? I think it should wait till the next council city manager.

Speaker 5 ([02:14:27](#)):

I need some clarification of what exactly that Mo that request is for. We did talk about an administrative assistant position in this current budget that was approved through the budget committee as was a public works manager. I wasn't suggesting filling the public works manager cause I saw more of a need for the planner at this point in time. Since Justin is a short-term solution from the council of governments. And I know there was concern about contracts and finance. So I, that's why I was suggesting the finance clerk come in house full time, but I do need some clarification about the administrative assistant that was part of the budgetary process and we're in a fiscal position to do so. The reason I'm raising that is due to our collective bargaining agreement while we are in a pandemic, our collective bargaining agreement says that we can only have a temporary employee for six months. Yes, we've been in a pandemic and they've been working with us, but this was one position that was approved through the budget. So I'm just asking for clarification, as you consider this, that'd be to bring more information about the thought processes and the discussions have been going on regarding the finance clerk, adjusting cog contracts in planning at the next meeting. Absolutely.

Speaker 2 (02:15:45):

Okay. So put this on the agenda for the next meeting for further discussion. I be okay. And moving on to council reports I'm going to make mine short and sweet. I don't know about the sweet but short anyway. I'm going to be meeting with mayor elect Lawler Monday morning to go ahead and talk about some transition items and to tentatively set the agendas for both of our meetings in December. So hopefully those meetings will go smoothly. Any other members of the wish to report anything? Oh, I would also mention that I did attend the the monthly meeting of the marketing committee and the emergency preparedness committee. I joined both of those committees when I was elected mayor of two years ago, because I felt strongly that the mayor needs to be a part of, of the emergency preparedness committee, because if we have a major emergency in this community, like it or not, the mayor's going to be heavily impacted by that.

Speaker 2 (02:16:58):

And the mayor needs to be up to speed on what the emergency preparedness committee has already done in terms of preparation. And I would strongly recommend our mayor be a part of that committee going forward. And the same thing with marketing, I joined that as Gerald did before me because I, I thought it was appropriate for the mayor to be involved in some input as to how our marketing dollars are spent. So I announced in both of those meetings that the November meeting would be my last meeting on those two committees. And I'm going to recommend a counselor Voller on Monday morning a number of other meetings that would be appropriate for her and other members of the councils to be involved in. So that's part of what we're going to talk about on Monday, Leslie. So he also reports counselor Glenn and an incident report. Okay. And counselor Voller

Speaker 8 (02:17:56):

As mayor elect, I've been busy with meetings and I understand that the mayor will have a few more this is my third meeting of the day already on this. And you'll be pleased to know that the city manager and I had a discussion about them or say preparedness committee. Yeah.

Speaker 2 (02:18:17):

Alright.

Speaker 8 (02:18:17):

Adding those. I do just want to add that. I appreciate all of the congratulations. I've gotten an I particularly appreciate form comments that I've gotten from some of the existing outgoing counselors.

Speaker 2 (02:18:38):

Okay. Anything further counselor to counselor O'Shaughnessy and on the city manager,

Speaker 5 (02:18:48):

I want to thank all of our volunteers and partners that stepped in for the Halloween event. It was overwhelmingly successful. We had many appreciative kids in parents for having a safe event and a little bit of normalcy. So four times the number of families that we expected. So I want to send a big thank you to all of them for making it happen because without them it wouldn't have happened. I also wanted to point out the quote that TCB did after the council meeting that they provided an alternative to what

they given the comments so that there could be a pilot of sorts until now until January one. Should the council do so.

Speaker 1 ([02:19:41](#)):

Okay. Any further? No.

Speaker 5 ([02:19:44](#)):

Now, unless there's any questions,

Speaker 1 ([02:19:48](#)):

Cause it looks like there are, so this meeting is now adjourned.



DATE: December 3, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Organizational Structure

Background - Overarching Organizational Goal

Since I began my tenure here with the City of Yachats, as is evidenced in the annual evaluations, I have been encouraged to add positions to the team. However, it isn't just about adding people. Organizational development requires thoughtful analysis of the service delivery needs of the community, review of historical organizational development activities, review of current skill sets and gaps, and review of other communities fulfilling those service delivery needs and skill sets.

As noted in my evaluation memo, after reviewing current and needed skills for services to the community, reviewing the work of the organizational study done in 2015/16, and studying numerous small and mid-size city organizational structures, I was able to develop an organizational structure that supports team development, respects the small size of our community and the multiple hats we all have to wear, supports partnerships to maximize shared resources, and provides succession planning and training. The goal of this work is to create a sustainable structure that provides security to the City, remains flexible enough to adapt to changing needs, creates opportunities for team members, and does not over commit the City.

I have included a chart that shows general services provided in these functional service areas. **It is important to note that, in this specific chart, these are general services – not individual positions.** The second chart shows positions; however it does place planning, code enforcement, and finance under the respective functional areas despite showing the direct reporting relationship to the City Manager.

What is shown is an executive, leadership structure for the major functional services areas, but appropriately sized for the services provided by the City. The general service areas are listed under the major functional areas. This structure allows for flexibility for the organization to grow in the future but also recognizes the City's needs in the present. The organization structure was also respectful of the collective bargaining unit's role in the City. The major functional services areas are:

- **Administrative Services** oversees the internal functions of the City – audit, finance, utility billing, public records, council/commissions/committees, etc.
 - The **Deputy Recorder** oversees administrative services. This position is currently a non-managerial position but has the potential to grow into managerial should the City require that in the future. The Deputy Recorder position is currently responsible for, but not limited to:
 - Elections;
 - Clerk to Council, Commissions, Committees (Packets, minutes, etc.);
 - Utility Billing;
 - Licensing & Tax Collections, including LID's; and
 - Records Management
- **Community Services** oversees the external functions of the City – code enforcement, facility reservations, planning, facilities management, procurement, etc.
 - The **Community Services Coordinator** oversees community services. This position is currently a non-managerial position but has the potential to grow into managerial should the City require that in the future. The Community Services Coordinator position is currently responsible for, but not limited to:
 - Procurement;
 - Facilities Management;
 - Project Management (Non-public works);
 - IT; and
 - Janitorial
- **Public Works** oversees public works – water, wastewater, streets, storm drains, etc.

During the budgetary process this position was envisioned to be filled when revenues allowed.

 - The **Public Works Manager** would oversee public works. This position would be a managerial position that manages the public works team members. This position is currently served by the co-leadership, non-supervisory, roles of Water and Wastewater leads. A single

supervisory position clarifies responsibilities and resolves the inevitable inequitable workloads.

The Deputy Recorder, Community Services Coordinator, and Public Works Manager (when filled) would report directly to the City Manager. The intent is for the City Manager to transfer knowledge in each of these areas to these individuals so that each position can provide support to the City Manager in achieving the Council's goals and direction. In each job description, each of these positions can act as the City Manager in their absence. This approach provides succession planning, employee career development and increases the availability of experienced and capable employees that are prepared to assume these roles as they become available.

The City Manager is not currently asking to fill the Public Works Manager position due to evolving needs discussed below.

The City Manager is asking for consideration of the following 3 positions.

**1. Administrative Support – Administrative Assistant Position
(position description attached)**

Goal: Provide additional skills and free up time currently spent on clerical duties.

A critical component to the organization is an Administrative Assistant who primarily supports the City Manager by triaging, often competing needs and aiding the leadership team when directed by the City Manager. This position is currently being filled with a temporary team member through a staffing agency under contract. The Administrative Assistant has been a critical component of getting long awaiting projects towards completion, as well as, providing critical staff and customer service support. The top areas the position would be responsible for, but not limited to:

- Handles and streamlines clerical duties, such as scheduling meetings, running reports, answering the phone freeing up City Manager and other staff to focus on other services for the community.
- Composes a wide variety of documents and correspondence. Proofreads and provides editing suggestions for materials.
- Maintenance of updates to City Webpages, in coordination with Community Services Coordinator.
- Central hub of communications – communicate with citizens, give messages to various employees making communication more seamless, monthly newsletter, social media posting, email list serves

Pros:

- Frees up City Manager and other staff from administrative functions
- Brings new skills and ideas

- Provides a check for proofreading and editing materials. May be an additional resource for securing grant funding.
- Can be trained to handle – or at least be a backup - for monthly utility billing requirements freeing up Deputy Recorder for meeting materials, ordinances, resolutions, and minutes. Can also provide back up for other office services allowing for seamless service delivery when other staff is out of the office.
- Can be the communications hub for citizens and walk-ins (once open). Allowing other staff to focus with fewer interruptions.
- Resolve Collective Bargaining Agreement (1.3) that temporary employees can be hired for up to 6 months in a consecutive 12 -month consecutive period. This was discussed during and prepared for throughout the budgetary process. Fiscal year revenues permit this hiring to be completed.

Cons:

- Hiring good employees can be a challenge. Recruitment takes time.
- Finding the right person who can handle multiple responsibilities in a small city, that fits in with the team, takes time – and may require multiple recruitments to locate.
- Managing employees takes time and is a future commitment.

Recommendation:

The current year's budget projected hiring an administrative assistant when resources allowed. We are at 80+% of conservatively forecasted tax collections and will likely exceed budgetary projections for this fiscal year.

It is recommended to proceed with this recruitment.

Alternative:

Do not proceed with recruitment. Current staff will have to absorb duties being currently completed by temporary administrative assistant.

**2. Planning Support – Planner Position
(sample position descriptions attached – title and skill set to be determined)**

Goal: Provide consistent and timely planning support to the community

The City of Yachats has consistently had a contract planner 1 -2 days per week for years. When the planner is not in the office, and a citizen or county representative has

a question about their parcel or a submission, the responsibility often falls to the Deputy Recorder to provide information – pulling them away from other duties.

Upon retirement of the city's long-term contract planner, the City Manager advertised for a joint planner and code enforcement contract position. The feedback received was that the skill sets were not compatible. One skill helped set policies/law to be followed while the other enforced them. The City was able to contract with an individual for both services. The feedback received from that arrangement was disappointment about how much time the individual was spending on one area of responsibility that did not allow them to focus on the other area of responsibility.

In January 2020, the cities of Toledo, Waldport, and Yachats decided to partner with the Oregon Cascades West Council of Governments (OCWCOG) to hire a shared Coastal Planner. The intent was to provide full-time employment for an individual, hired by OCWCOG, on the coast and the cities would share the cost. This would allow cities to maximize resources, reduce travel and lodging costs for employees traveling from OCWCOG in Albany, and hire someone full-time, with benefits, in the local community. At the time, the City Manager was hearing from the current contract planner that the City of Yachats required a minimum of 2 days per week to keep up with demand. Additionally, OCWCOG provided additional skill sets within their team such as back up services when the Coastal planner was on vacation, mentoring on Oregon planning laws and procedures, and specialized services such as GIS.

The first recruitment was unsuccessful. The second recruitment yielded a small pool of candidates. A candidate was hired to provide services in Yachats and Waldport 2.5 days per week (OCWCOG evaluated workloads and proceeded to address Toledo's 1 day a week need with other resources)., On October 27, the candidate decided not to continue with OCWCOG. In an exit conversation, the candidate did indicate they thought each city needed a dedicated individual based upon the demands and long-range planning needs.

While the original goal was good, the City now needs to pivot and assess the best options for Yachats. The City Manager has been in discussions with OCWCOG since the Coastal Planner's departure. Please see the attached memorandum from OCWCOG.

Option 1:

A partnership with the City, OCWCOG, and Lane County COG (LCOG) planning.

At 4:30PM, Friday, November 20th, the City, OCWCOG, and LCOG had an exploratory discussion about a planning partnership. LCOG has a greater number of associate,

senior, transportation, and other planning experts. Options explored included discussion points such as:

1. LCOG supporting OCWCOG with planning services. LCOG and OCWCOG would enter into an agreement. The City's agreement with OCWCOG would remain as is; or
2. The City could enter into an intergovernmental agreement (IGA) with LCOG directly to provide current planning, long-term planning, and specific project planning services. This would be at an hourly rate.

At the conclusion of the meeting, it was decided the directors of OCWCOG & LCOG would meet and provide a summary of options for consideration. Due to the timing of holidays and the Council meeting, a follow up memorandum of options was not ready at the time of the packet publication.

Full remote planning support is a challenge as the City has numerous current and historical materials on paper. Planners need to be onsite to review these materials, unless other staff is pulled to scan review files and scan information to the planner. Some materials are too large for our current scanner. Scanning materials can be done; however, research needs to be conducted to find the right program to store the files. A person needs to be dedicated to scan the files.

Pros:

- Continues contractual planning services
- Continues to work toward a consistent planning support to the City, while having a support team with specialized skills sets (GIS, transportation, etc.)

Cons:

- 2 days a week appears to address current planning needs (permits, site questions, etc.). How does the City address proactively long-term planning needs and specific project planning items (see below for examples of long-term planning and specific projects)?

Option 2:

The City could create a position description (samples attached) for an associate planning position and advertise for hire. The City could maintain the intergovernmental relationship with OCWCOG or LCOG to provide back-up when the individual was on

vacation, provide mentoring on Oregon land-use law, and provide additional assistance in specialized areas such as project specific items or GIS.

Pros:

- Advertising at a mid-level skill set encourages applications from those who wish to gain experience, and hopefully grow, with the City for many years to come. COG providing mentoring on Oregon land-use law allows the individual to grow, reduces contract costs, and encourages the individual to grow with Yachats.
 - COG current contract would be modified to just back-up, mentoring, and specialized areas of support. Based upon salary scales, combined with City benefits, this could be very close to net neutral.
 - Mentoring may be more involved in the first 6-12 month and then taper off, further reducing contractual time to back-up and specialized services.
 - This would be accomplished by a budgetary transfer resolution moving funds from the Contractual line to Personnel.
- If employed full-time:
 - Would further decrease impact on other staff who must address questions when planner is not present
 - Available to address current planning needs of:
 - Permits
 - Walking people through process
 - Walking properties throughout process assisting in making sure project is built as was specified on plans
 - Address long-range planning, where time is currently limited for such needs, such as:
 - Applying for grant opportunities for the City's planning needs
 - Working on ways to plan for water security, such as, land acquisition, water rights, etc.
 - Transportation growth management
 - Affordable housing plans
 - Updating Hazard mitigation strategies and working with organizations to protect community assets from hazards such as: erosion, flooding, etc.
 - Updating code provisions with Planning commission and Council
 - Comprehensive Plan updates with Community, planning commission, and Council
 - Buildable lands inventory
 - Offering public engagement opportunities like charrettes
 - A charrette is a type of participatory planning process that assembles an interdisciplinary team—typically consisting of planners, citizens, city officials, architects, landscape architects, transportation engineers, parks and recreation officials, and other stakeholders—to create a design and implementation plan for a specific project. For projects focused on community change, charrettes can be used to

create a wide range of plans, including master plans within a city's comprehensive plan, town center plans, transit-oriented development plans, affordable housing development plans, and wide-scale redevelopment projects. The charrette process can also be adapted to a range of projects—from constructing an individual building to redesigning an entire neighborhood.

- Work on Project specific items
 - Project management and planning assistance on Oceanview Drive
 - Follow through on long-term solutions for individuals who need help with rectifying permitting or certificates of occupancy
 - Organization of files; recommendations of e-filing, permitting
 - Lot addressing
 - GIS coordination work
- Continues to work toward employ locally, provide consistent planning support to the City, while having a support team with specialized skills sets (GIS, transportation, etc.),

Cons:

- Same as noted in Administrative Assistant section.

Council Question:

Based upon options provided, decide whether to allow City Manager to proceed with development of job description and advertisement.

Alternative:

Do not proceed with recruitment. Keep contractual services. Determine if with OCWCOG or LCOG.

3. Finance Support – Finance Position (sample position descriptions attached – title and skill set to be determined)

Goal: Provide consistent and timely finance support in-house; reduce contractual costs; provide office support and back-up full-time; and continue to provide internal financial controls & safeguards.

OCWCOG services were never intended to be the long-term solution. The plan was for OCWCOG to help cities set up processes, staff, and systems that then small coastal cities could support one another when back-up or additional help was needed. Given that the OCWCOG finance team will be undergoing a transition in a year, with the

retirement of their finance director, now is a time to review the contractual arrangement and consider hiring in-house.

The process and rationale to hire a coastal finance person was similar to the coastal planner noted above. Like the planning position described above, the City can create a position description (samples attached) for a full-time position to hire locally. The City can maintain the intergovernmental relationship with OCWCOG to provide back-up when the individual was on vacation, provide mentoring on Federal and Oregon finance law requirements, and provide additional assistance in specialized areas such contract development, audit work, reconciliations, budget analysis, collective bargaining analysis for negotiations, etc.

Pros:

- Individual can assist with business and tax licensing and collection, LID invoicing and collection, and daily financial system batch outs and reporting requirements – providing another back-up and freeing up the Deputy Recorder to focus on recorder activities
- Be trained on monthly utility billing process as another support and back-up if someone is out for an extended period of time
- Works with OCWCOG to reduce contractual costs, while providing back-up, mentoring, specialized services, and internal financial controls.
 - Like planning, mentoring is anticipated to be greater in the first 6-12 months, then tapering off, further reducing contractual costs.
 - Would also be a budgetary transfer resolution from Contracts to Personnel
 - In working with OCWCOG on these specific services would be budgetarily close to – or at – cost neutral to the 2019 full-time finance employee.
- Maintaining the contractual relationship, preserves internal financial controls, such as bank reconciliations (it is not recommended that the person cutting the check than clears the check with the bank reconciliation at the end of the month. An independent set of eyes is a good internal control for a small monthly expense.

Cons:

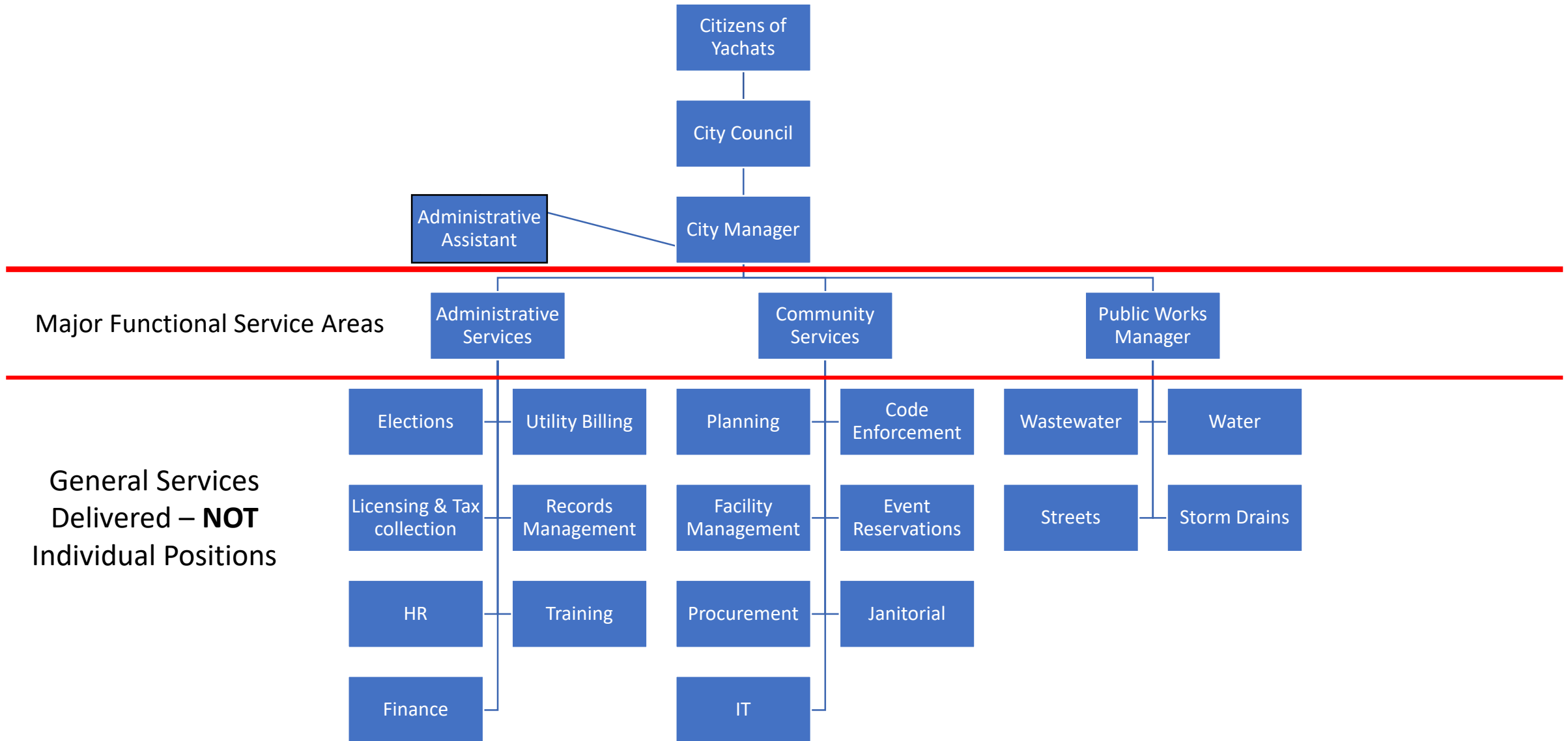
- Same as noted in Administrative Assistant section.

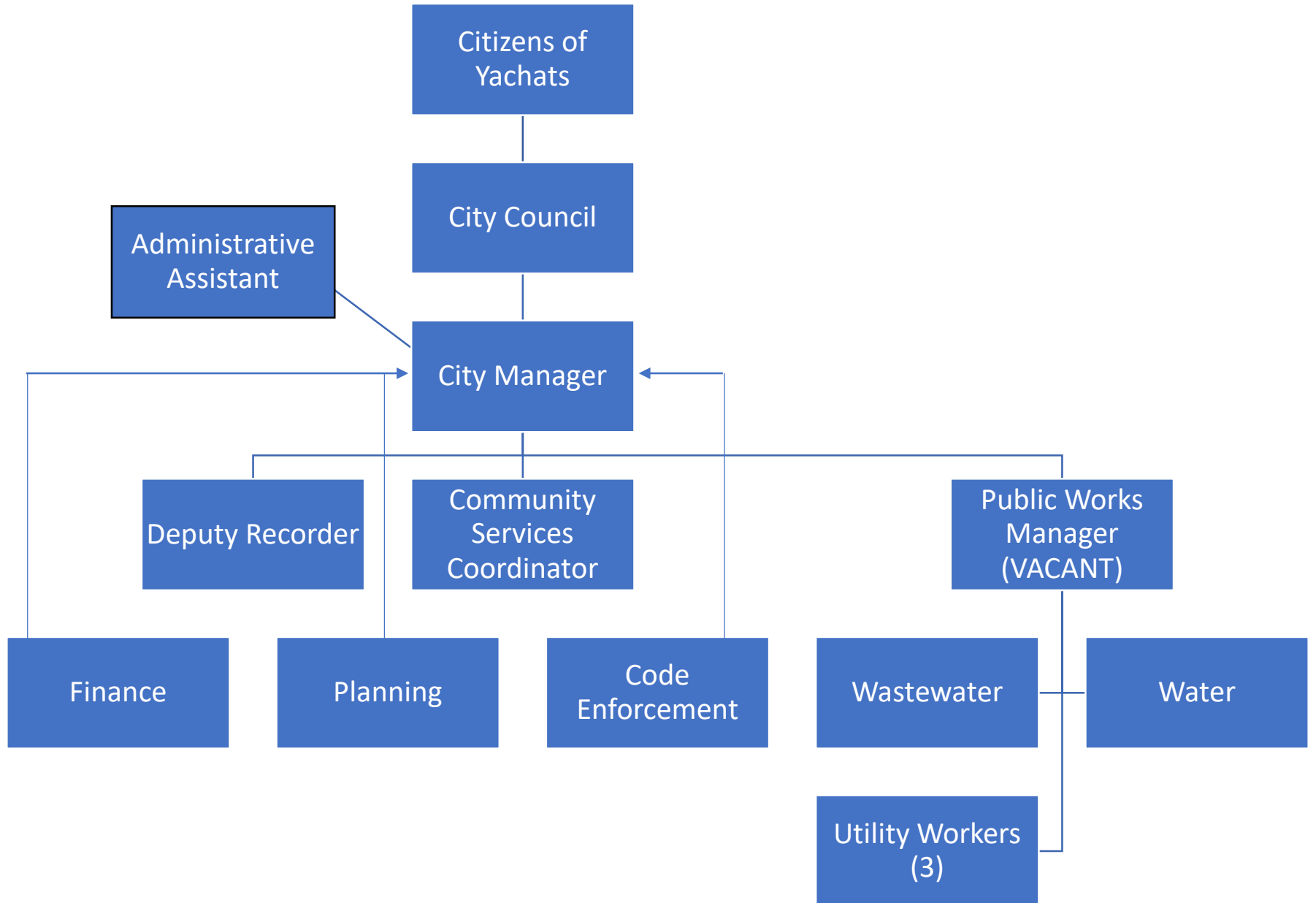
Council Question:

Based upon options provided, decide whether to allow City Manager to proceed with development of job description and advertisement.

Alternative:

Do not proceed with recruitment. Keep contractual services at current level of service







Community and Economic Development

1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

MEMORANDUM

DATE: November 23, 2020

TO: Shannon Beaucaire, Yachats City Manager

FROM: Nick Meltzer, Transportation Programs Manager
Justin Peterson, CED Planner

RE: **OCWCOG Planning Work in Yachats**

This memorandum contains an overview of the Oregon Cascades West Council of Governments (OCWCOG) planning contract with the City of Yachats, an update on recent staffing transitions, and a discussion on options for moving forward.

History

The City of Yachats contracted with OCWCOG beginning in May of 2019. The agreement followed similar arrangements OCWCOG had with other member communities, in which we would provide as needed planning support. As OCWCOG staff began working in the community, it quickly became apparent 12-16 hours a week were insufficient to cover current planning (i.e. land use permits, property owner questions, etc.) and long range planning (i.e. parking code, hazard ordinance update, grant applications, etc.) needs.

Over the winter of 2019-2020, Yachats began discussing an increase in the number of contractual hours to help cover the backlog of long range needs while meeting the demand of current planning. OCWCOG advertised for a coastal planner, with the intent for the hired individual to provide services to Yachats as well as other coastal cities. The top ranked individual was made an offer in February 2020, of which they declined. With COVID-19 just starting and budget impacts uncertain, OCWCOG decided it was best to wait before initiating another hiring process.

In June of 2020, the pressing need for planning services remained, and OCWCOG hired staff planner Holly Hamilton to meet the need of our coastal cities. At this time, staff planner Justin Peterson, who had been providing planning services since early in the contract between Yachats and OCWCOG, began more of a mentorship role for Holly, while transitioning to other work program areas. After Holly's departure, Justin stepped back in to provide services during the transition.

Current Limitations

As mentioned above, once OCWCOG hired a coastal planner (Holly), we re-allocated work to Justin and began transitioning him into additional duties. He has since taken over staffing both our Cascades West Economic Development District (CWEDD), and the Cascades West Regional Consortium (CWRC). Furthermore, as his official duty station is the Albany office, the 2 hour commute to Yachats for in person work is both unsustainable and an inefficient use of

our contract hours. The hiring of a coastal planner was intended to mitigate both of these challenges. Currently, the flexibility of the Yachats City Manager has enabled Justin to do most of his duties remotely and only travel to Yachats as needed, however this is not a suitable long term solution, nor does it meet our contractual obligations for having two days on-site.

OCWCOG is disappointed that our coastal planning position was not successful, and coupled with the loss of a planning contract in Waldport, will be challenged to fill a half time planning position on the coast, which is often challenged to attract full time employees, let alone part time. We are committed to working with Yachats during the transition, and at the outset of the change in staffing, October 30, 2020, agreed to act as a stopgap for 4-6 weeks as we worked with the city to determine a feasible long term solution.

Future Challenges

As OCWCOG and the City of Yachats work together on a solution that meets both of our needs, we offer some thoughts for consideration:

- If a decision on staffing is to be postponed until a later date, we can amend our contract to offer fewer hours per week (10-12 hours) and on-site service only as needed, for a reduced cost. We anticipate being able to do this for a maximum of 3 months, or until the end of February, 2021
- We would caution the city on combining the roles of current planning and code enforcement. These are two distinct roles as one individual makes the rules (current planner) and the other individual enforces the rules (code enforcement). If only one person is filling both roles, it can be hard to insure rules are being applied fairly across all applications and applicants, leading to public distrust. For example, if the person who makes the rules think it should be changed in one situation (but it hasn't yet) they could unilaterally decide to be flexible in one situation and not another.
- OCWCOG has an increased cost to provide services to the City, compared with the city hiring directly. It is our estimate that more hours per week could be provided for the same cost as Yachats currently pays for 20 hours per week with OCWCOG.
- OCWCOG reached out to the Lane Council of Governments (LCOG) about supporting the City of Yachats planning needs. LCOG was open to the idea and is preparing a separate memo for the City. LCOG primarily serves communities in Lane County, however provides planning services to some communities outside Lane County.

We look forward to the City's decision and are available to discuss these matters as needed.



CITY OF YACHATS POSITION DESCRIPTION

Department: Administration

Bargaining Unit: Represented

Reports to: City Manager

FLSA: Non-exempt

Position Title: Administrative Assistant

Salary Range: \$39,005-\$50,448 Annually

Revised Date:

SUMMARY OF POSITION

The City of Yachats is committed to providing extraordinary public service through its multiple areas of responsibility. The Administrative Assistant, under general direction provides varied, complex, and confidential office administrative support to the City Manager, and other staff as directed, including handling confidential materials and complex citizen and employee relations. The Administrative Assistant acts as the first point of contact for the City Manager to resolve issues and concerns; distributes community information and social media support; provides information to the public and staff requiring knowledge of City and department services, policies, and procedures and manages the office administrative and technical support work related to the responsibilities and functions of the City Manager's Office.

The Administrative Assistant is a liaison and support of the City's mission and objectives under the direction of the City Manager and assists in the effective and timely delivery of services for the citizens, businesses, and Yachats community. The Administrative Assistant performs a variety of administrative and project coordination support work for the City Manager and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities, and the ability to conduct independent projects.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support to the City Manager, and other staff as directed, by assisting with duties of a complex, sensitive, and confidential nature; represents the department at meetings as assigned; acts as a liaison between the City Manager and other staff and the public, coordinating resolutions and following up with staff when appropriate.
- Coordinates and maintains calendars and schedules meetings and appointments for the City Manager; makes travel arrangements as required. Email management for the City Manager and communication to citizens and public officials.
- Performs a wide variety of office and administrative duties pertaining to the City's public information and communications by performing secretarial duties and technical functions, including developing marketing

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently



CITY OF YACHATS POSITION DESCRIPTION

strategy by identifying short-term and long-range issues, drafting and editing informational materials, press releases, social internet publishing, and electronic presentations. May be asked to do research and apply for grants. Participates in overseeing the maintenance of the City website and developing, designing, and producing the City's newsletter. Provides assistance to the public and City staff by helping to identify records and information relevant to requests.

- In coordination with the City Manager, maintains services through establishment of priorities, development of plans, and communicate assignments ensuring resolution of difficult questions, clarification of policies, timely follow up and strict adherence to deadlines.
- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, invitations, graphic materials, and specialized documents for the City Manager and other staff as directed; proofreads materials for accuracy, completeness, and compliance with departmental policies.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of departmental and City policies and procedures; listens to questions and explains procedures according to existing guidelines; refers citizens to the appropriate department source as appropriate; identifies, negotiates, and/or resolves solutions to citizen complaints and problems when appropriate.
- Research, analyze, and compile a variety of information for review and action by the City Manager and as required for meetings and briefings. Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including complex operational or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations. May assist in preparing, writing, and administering grant applications as needed.

AUXILIARY JOB FUNCTIONS

- Represent the City of Yachats by providing excellent customer service in responding to the public, citizens, its employees, and others in a prompt, professional, respectful, and courteous manner while continuously maintaining a positive customer service demeanor, including being knowledgeable in answering questions from the diverse internal and external team members and the public.
- Maintain work areas in a clean and orderly manner and follow all safety rules and procedures established for work areas.
- Review, approve, and purchase office supply requests, prepare mailings and sort and deliver mail
- Coordinates and participates in the preparation of the City's budget; reviews and ensures accuracy of budget documents; processes office supply requests. Assist reviewing and approving purchase orders and monitoring expenses for adherence to approved budget.
- May assist in event planning, as necessary and directed
- Provide support to City commissions and committees as assigned.
- Train with assigned staff to perform back-up support and assist other departments as necessary by performing other related duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently



CITY OF YACHATS

POSITION DESCRIPTION

SUPERVISION RECEIVED AND EXERCISED

- This Position receives general supervision from the City Manager.
- This position may provide training, orientation, or direct team or volunteer work depending upon resources.

MINIMUM QUALIFICATIONS

Education and Experience

- Associates degree from an accredited college or university in communications, public or business administration, or related field, or a two (2) year technical certificate in office administration; and
- Three (3) years' experience in a similar position; or
- Any satisfactory equivalent combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the job

Other

- Possess or obtain a valid Oregon Driver's License within 90 days of hire date.
- Must have reliable transportation in order to travel as assigned.
- Must successfully complete a criminal history background and driving record check.

SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of public administration for elected council operations, organization and work processes
- Principles, legal requirements, and techniques public procurement, public records, public meetings, and budgeting requirements
- Computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, web page editing, and data entry onto custom databases
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Skills In:

- Principles and procedures of record-keeping and reporting. Principles and practices of data collection and report preparation. Basic mathematics and statistical techniques.
- Communicating clearly and effectively, both orally and in writing, including making presentations to diverse audiences in public meetings.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently



CITY OF YACHATS POSITION DESCRIPTION

- Establishing and maintaining positive, cooperative, and effective working relationships with diverse internal and external team members, citizens, businesses, and community organizations.
- Providing exemplary customer service and conflict resolution for internal and external customers.
- Thoroughness and attention to detail to develop and maintain accurate, detailed files, records, data, and spreadsheets

Ability to:

- Exercise good time management skills in order to accomplish both daily tasks and on-going projects
- Work independently on assigned tasks, handle multiple projects and a high volume of work in a timely manner, with frequent distractions
- Gather, compile and analyze data, craft formal, professional documents, correspondence, and reports
- Observe, receive, and research all relevant information from a variety of internal and external sources and propose solutions to administrative service activity problems
- Understand sensitive political and City issues, and appropriately represent the City when called upon to do so
- Maintain regular job attendance and adherence to working hours.
- Perform the essential functions of the job with, or without, reasonable accommodation
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Exercise restraint at appropriate times and communicate with sensitivity in political situations and/or conversations.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using

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CITY OF YACHATS POSITION DESCRIPTION

a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Irregular work hours may be required.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Payroll and Accounting Clerk**
Position Classification: Accounting Clerk II
Department: General Administration
Reports to: Finance Manager

SUMMARY OF POSITION

Performs administrative and technical accounting services in support of the Finance Department. Responsible for Agency's payroll processing and reconciliation of all payroll related accounts. Other related functions include account analysis and budget preparation support. Oversees agency purchasing and printing needs. Provides backup support for the Contracts Coordinator.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

Payroll

- Posts, balances, and maintains manual and computerized accounting records related to payroll.
- Collects and reviews payroll information, enters computer data, computes deductions and leave accruals, and submits electronic processing of payroll. Maintains employee paid leave accruals.
- Responsible for labor cost allocation system and reporting, and payroll expenditure account distribution.
- Provides staff support in payroll related research.
- Prepares quarterly state and federal tax and workers' Comp reports and assists in preparing and reconciling a variety of other financial reports.

Purchasing

- Orders and maintains agency office supplies and printing needs. Conducts research to obtain pricing and ensure cost savings.

Administrative

- Provides administrative and clerical support to the Finance department as assigned.
- Confers with vendors and/or departments regarding a variety of transactions.
- Prepares and a variety of financial reports.
- Maintains and ensures regular maintenance and servicing of agency vehicles.
- Utilizes specialized finance & accounting software (Springbrook/Accela), making deposits in addition to generating monthly program financial reports, and others reports as required.
- Organizes and maintains department files and filing system.
- Serves as liaison between staff and photocopier vendor. Performs monthly audit of copier counts, submits report, and prepares monthly journal entry.
- Prepares and review monthly journal.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Produces reports as requested.
- Process and sort all finance incoming US Mail.

OTHER JOB DUTIES

- Maintains and updates Finance department's internal and external web pages.
- May coordinate and develop meeting agendas and secures appropriate facilities and needs

Accounting Clerk (Cont.)

for meetings.

- Assists in year-end pre-audit and annual audit preparation
- Backs up monitoring and maintaining agency hard file archiving and storage system, as needed.
- Other related duties as assigned.

SUPERVISION RECEIVED: Receives general supervision from the Finance Manager. May receive work assignments and direction from the Executive Director, Deputy Director and/or Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

N = Never (0%)

O = Occasionally (21 to 50%)

C = Continuously (81 to 100%)

R = Rarely (1 to 20%)

F = Frequently (51 to 80%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (F) Reasoning/Judgment/Decision Making | (F) Creativity | (O) Brainstorming/Concept |
| (F) Research | (C) English Comprehension | (F) Memory |
| (F) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| (C) Timeliness | (R) Presentation/Teaching | (R) Selling |
| (F) Negotiation | (C) Client/Service Skills | (R) Persuasion |
| (R) Mentoring | (F) Management of Stress | |

Physical

- | | | | |
|--------------------------------------|----------------------|---------------------------------------|-----------------------------|
| (F) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Repetitive Motion (hands/wrists) | | (R) Repetitive Motion (feet) | |
| (R) Pushing <u>10 lbs/day</u> | | (R) Pulling <u>10 lbs/day</u> | (O) Acute Color |
| (O) Lifting <u>25 lbs/day</u> | | (O) Carrying <u>25 lbs/day</u> | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. Travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting. Experience in processing payroll and related required payroll reports. OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

- Considerable knowledge of standard accounting/bookkeeping principles and practices;
- Considerable knowledge of office methods and procedures;
- Considerable knowledge of office record keeping and reporting procedures and practices;
- Considerable knowledge of payroll rules, regulations and reporting requirements;
- Knowledge of wage and hour laws;
- Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopy machine;
- Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
- Skills in performing detailed and complex clerical tasks,
- Ability to understand verbal and written operating instructions and procedures and to initiate suggestions for appropriate involvement;
- Ability to read, prepare and understand statistical reports and recognize mathematical and/or data entry errors;
- Ability to pay attention to detail;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to work with other staff and the public in a courteous and efficient manner;
- Ability to identify and refer significant policy inquiries to supervisor;
- Ability to work independently and handle multiple projects and a high volume of work;
- Ability to initiate own work with a minimum of supervision;
- Ability to make independent judgments in implementing established procedures;
- Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
- Ability to effectively communicate both orally and in writing;
- Ability to interact effectively with other employees and the public;
- Ability to cope with stressful deadlines;
- Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Position requires successful completion of a criminal history check.

Accounting Clerk (Cont.)

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Accounting Clerk II**

Position Classification: Accounting Clerk II

Department: General Administration

Reports to: Senior Accountant

SUMMARY OF POSITION

Performs administrative and technical accounting services in support of the Finance Department. Responsible for account reconciliations; support of accounts payable, accounts receivable, and cash receipts functions and periodic financial reports. Assignments may include processing and preparing payroll in backing up staff. Other related functions include account analysis and budget preparation support. Oversees agency purchasing and printing needs.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Provides administrative and clerical support to the Finance Department as assigned.
- Confers with vendors and/or departments regarding a variety of transactions.
- Prepares and a variety of financial reports.
- Maintains and ensures regular maintenance and servicing of agency vehicles.
- Provides administrative assistance in preparing the annual budget document. Works closely with the Finance Director and Executive Director regarding budgetary information and compilation.
- Utilizes specialized finance & accounting software (Springbrook) to serve as back-up for the Accounting Specialist, entering invoices, printing checks, making deposits in addition to generating monthly program financial reports, and others reports as required.
- Organizes and maintains department files and filing system.
- Serves as liaison between staff and photocopier vendor. Performs monthly audit of copier counts, submits report, and prepares monthly journal entry.
- Prepares and review monthly journal entries.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Produces reports as requested.
- Processes incoming and outgoing mail for Tech Services and/or Facilities.
- Reconciles Tech Services receipts to VISA statements.
- Monitors and maintains agency hard file archiving and storage system.
- Orders and maintains agency office supplies and printing needs. Conducts research to obtain pricing and ensure cost savings.
- Process and sort all finance incoming US Mail.

OTHER JOB DUTIES

- Maintains department's various filing systems.
- Maintains and updates Finance Department's internal and external web pages.
- May coordinate and develop meeting agendas and provide appropriate facilities and needs for project related meetings.
- Assists in year-end pre-audit and annual audit preparation.
- Other related duties as assigned.

SUPERVISION RECEIVED: Receives general supervision from the Senior Accountant. Will periodically receive work assignments and direction from the Executive Director, Deputy Director and/or Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

N = Never (0%)

R = Rarely (1 to 20%)

O = Occasionally (21 to 50%)

F = Frequently (51 to 80%)

C = Continuously (81 to 100%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (F) Reasoning/Judgment/Decision Making | (F) Creativity | (O) Brainstorming/Concept |
| (F) Research | (C) English Comprehension | (F) Memory |
| (F) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| (C) Timeliness | (R) Presentation/Teaching | (R) Selling |
| (F) Negotiation | (C) Client/Service Skills | (R) Persuasion |
| (R) Mentoring | (F) Management of Stress | |

Physical

- | | | | |
|--------------------------------------|----------------------|---------------------------------------|-----------------------------|
| (F) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Repetitive Motion (hands/wrists) | | (R) Repetitive Motion (feet) | |
| (R) Pushing <u>10 lbs/day</u> | | (R) Pulling <u>10 lbs/day</u> | (O) Acute Color |
| (O) Lifting <u>25 lbs/day</u> | | (O) Carrying <u>25 lbs/day</u> | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. Travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting; OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

- Considerable knowledge of standard accounting/bookkeeping principles and practices;
- Considerable knowledge of office methods and procedures;
- Considerable knowledge of office record keeping and reporting procedures and practices;
- Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopy machine;
- Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
- Skills in performing detailed and complex clerical tasks,
- Ability to understand verbal and written operating instructions and procedures and to initiate suggestions for appropriate involvement;
- Ability to read, prepare and understand statistical reports and recognize mathematical and/or data entry errors;
- Ability to pay attention to detail;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to work with other staff and the public in a courteous and efficient manner;
- Ability to identify and refer significant policy inquiries to supervisor;
- Ability to work independently and handle multiple projects and a high volume of work;
- Ability to initiate own work with a minimum of supervision;
- Ability to make independent judgments in implementing established procedures;
- Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
- Ability to effectively communicate both orally and in writing;
- Ability to interact effectively with other employees and the public;
- Ability to cope with stressful deadlines;
- Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Position requires successful completion of a criminal history check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Accounting Specialist**

Position Classification: Accounting Specialist

Department: General Administration

Reports to: Finance Director Finance Manager

SUMMARY OF POSITION

Performs highly technical accounting services in support of the Agency's Finance Department. Responsible for accounts payable functions, vendor communication and relationships, loan payment, processing loan disbursements, bank activity, accounts receivable, and cash receipts. payroll responsibilities and payroll back-up, cash account reconciliation and periodic financial reports. Assignments may include processing and preparing payroll. Compiling annual budget trending, line item analysis for budget purposes and management information as requested. Account analysis and budget preparation support.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services. An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

- Creates reports and analysis for budget preparation and support.
- Processes all Section 125 Cafeteria Plan reimbursements and monitors individual employee balances. Provides and maintains necessary back-up for annual audit, documentation both calendar and fiscal year. Reconciles Cafeteria Plan activities.
- Processes checks and payments for all organization accounts payable benefits including any payroll related expense not process through the payroll deck. PERS, Deferred Compensation, and taxes.
- Posts, balances, and maintains manual and computerized accounting records related to accounts payable/accounts receivable. Ensures compliance with Generally Accepted Accounting Principles (GAAP).
- Processes all incoming bills, invoices and other payables for payment.
- Prepares and makes daily weekly bank deposits as required.
- Maintains vendor payment files and systems and is responsible for account distribution and allocations.
- Confers with vendors and/or departments regarding all types of transactions.
- Prepares and reconciles a variety of financial reports (including budget trending, personnel expenses, line item trending and audit detail by line item).
- Develops, maintains and implements purchasing system for equipment, furniture and other major materials and supplies consistent with state law.
- Establishes and maintains the agency's procedures for ordering normal office supplies.
- Researches prices for Finance Department tax related forms office supplies and recommends vendors to department staff responsible recommendation to manager for ordering for

Accounting Specialist (Cont.)

ordering.

- Maintains office purchase order system and trains appropriate staff in the use of purchase orders.
- Maintains inventory of all agency equipment and vehicles.

OTHER JOB DUTIES

- Maintains department's various filing systems.
- Processing payroll as directed.
- Assists with budget preparation, line item analysis and documentation.
- Assists in year-end pre-audit preparation including analysis and review of accounts payable related accounts.
- Performs other related duties as assigned by supervisor.

SUPERVISION RECEIVED: Receives general supervision from the Finance Director Manager. May receive work assignments and direction from the Senior Accountant Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

R = Rarely (< 1%)

F = Frequently (34% - 66%)

O = Occasionally (1% - 33%)

C = Continuously (67% - 100%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (C) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (F) Reasoning/Judgment/Decision Making | (F) Creativity | (O) Brainstorming/Concept |
| (O) Research | (C) English Comprehension | (F) Memory |
| (F) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| (C) Timeliness | (R) Presentation/Teaching | (C) Selling |
| (O) Negotiation | (C) Client/Service Skills | (R) Persuasion |
| (R) Mentoring | (O) Management of Stress | |

Physical

- | | | | |
|--|--------------------------------|-----------------------|-----------------------------|
| (F) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Computer/Keyboard/mouse track ball use | (O) Acute Color | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | | |
| (O) Lifting <u>10 lbs/day</u> | (O) Carrying <u>25 lbs/day</u> | | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. **Frequent** travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting; OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

Considerable knowledge of standard accounting/bookkeeping principles and practices;
Considerable knowledge of office methods and procedures;
Considerable knowledge of office record keeping and reporting procedures and practices;
Working knowledge of payroll and withholding tax laws and regulations;
Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopy machine;
Ability to make independent judgments in implementing established procedures;
Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
Ability to effectively communicate both orally and in writing;
Ability to interact effectively with other employees and the public;
Ability to cope with stressful deadlines;
Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Updated 9/05

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Senior Accountant**

Department: General Administration

Reports to: Finance Director

SUMMARY OF POSITION

Processes payroll for approximately 160 employees and files appropriate payroll and/or tax reports; assists with the annual audit and annual financial report projects; and provides technical and analytical assistance. Prepares journal entries as needed to record various transactions, including interest allocation, payroll, budget transfers, adjustments, etc. Audits & posts fiscal transactions. Reconciles bank statements and expenditures. Reconciles multiple bank accounts & subsidiary ledgers.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

Payroll

- Posts, balances, and maintains manual and computerized accounting records related to payroll.
- Collects and reviews payroll information, enters computer data, computes deductions and leave accruals, and prints and distributes pay checks. Maintains employee paid leave accruals.
- Responsible for labor cost allocation system and reporting, and payroll expenditure account distribution.
- Provides staff support in payroll related research.
- Prepares quarterly state and federal tax reports and assists in preparing and reconciling a variety of other financial reports.

Accounting

- Assists Finance Director and staff in the annual audit and Comprehensive Annual Financial Report.
- Provides technical assistance to COG personnel. Performs special projects, financial analyses and research.
- Reconciles bank statements, fixed assets, and expenditures. Reviews reconciliation of COG bank accounts & subsidiary ledgers.
- Prepares journal entries as needed to record various transactions, including interest allocation, payroll, budget transfers, adjustments, etc. Audits & posts fiscal transactions. Prints and distributes reports for general ledger transactions.

Reporting Requirements

- Quarterly Reports
 - Small Business Administration
 - United States Department of Agriculture - IRP
 - United Way Grants
 - Department of Human Services – Medicaid
 - Economic Development Administration – Revolving Loan Funds
- Payroll and/or Tax Reports
 - SAIF Reports
 - Federal 941's

OTHER JOB DUTIES

Senior Accountant (cont.)

- Performs other related duties as assigned by supervisor.

SUPERVISION RECEIVED: Receives general supervision from the Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

R = Rarely (< 1%) *O = Occasionally (1% - 33%)*
F = Frequently (34% - 66%) *C = Continuously (67% - 100%)*

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (F) Reasoning/Judgment/Decision Making | (F) Creativity | (F) Brainstorming/Concept |
| (F) Research | (C) English Comprehension | (C) Memory |
| (F) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| (C) Timeliness | (O) Presentation/Teaching | (R) Selling |
| (O) Negotiation | (C) Client/Service Skills | (O) Persuasion |
| (F) Mentoring | (O) Management of Stress | |

Physical

- | | | | |
|--|--------------------------------|-----------------------|-----------------------------|
| (O) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (F) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Computer/Keyboard/mouse track ball use | (O) Acute Color | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | | |
| (O) Lifting <u>10 lbs/day</u> | (O) Carrying <u>25 lbs/day</u> | | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. Frequent travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Completion of a four-year university education in accounting business or public administration, and four years of governmental accounting including experience in internal control practices, financial audits, project management and preparation of external reports. Additional experience may be substituted for educational requirement on a year-for-year basis; Or, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

Broad knowledge of accounting field;
Knowledge of payroll and withholding tax laws and regulations;
Working knowledge of computerized financial systems, spreadsheets and word processing software;
Working knowledge of CAFR;
Knowledge of financial analysis;
Knowledge of investment of funds, budgeting, and internal financial controls;
Knowledge of confidentiality rules;
Ability to perform mathematical calculations rapidly and accurately;
Ability to prepare, analyze, and interpret mathematical reports and data, identify errors and track errors through the accounting system;
Ability to operate a personal computer and keyboard for extended periods of time to perform the essential functions of the position;
Ability to work independently and handle multiple tasks;
Ability to cope with stressful deadlines;
Ability to effectively communicate both orally and in writing;
Demonstrated ability to identify and handle significant policy inquiries from staff or others in absence of the Finance Director.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **MPO Planning Technician**

Position Classification: Planning Technician

Department: Community and Economic Development

Reports to: MPO Director

SUMMARY OF POSITION

Performs technical research and data compilation work of average difficulty in support of the Metropolitan Planning Organization (MPO).

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Maintains MPO website.
- Compiles data from reports and maps and synthesizes data into tabular and graphic form.
- Prepares visual displays and maps.
- Conducts surveys and interviews.
- Visits planning departments, Chamber of Commerce offices, State agencies and other offices to collect data.
- In coordination with CED staff, prepares brief reports, research summaries and grants.

OTHER JOB DUTIES

- Performs other related duties as assigned

MENTAL & PHYSICAL JOB SKILLS

R = Rarely (< 1%)
F = Frequently (34% - 66%)

O = Occasionally (1% - 33%)
C = Continuously (67% - 100%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (O) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (F) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (C) Reasoning/Judgment/Decision Making | (F) Creativity | (F) Brainstorming/Concept |
| (F) Research | (C) English Comprehension | (C) Memory |
| (C) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| (C) Timeliness | (O) Presentation/Teaching | (O) Selling |
| (F) Negotiation | (F) Client/Service Skills | (O) Persuasion |
| (R) Mentoring | (O) Management of Stress | |

Physical

- | | | | |
|--|---------------------------------------|-----------------------|-----------------------------|
| (O) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (R) Crawling | (O) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (R) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (C) Computer/Keyboard/mouse track ball use | (O) Acute Color | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | | |
| (O) Lifting <u>20 lbs/day</u> | (O) Carrying <u>20 lbs/day</u> | | |

WORKING ENVIRONMENT

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Occasional travel may be required to attend meetings and events.

SUPERVISION RECEIVED

Receives general supervision from Corvallis MPO Director.

SUPERVISORY RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS

Experience & Training

Minimum two years of college or university education in planning, public administration, finance, geography or field related to job duties; or, equivalent education and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job.

Planning Technician (cont.)

Knowledge, Skills and Abilities

- Excellent knowledge of business English, spelling and punctuation;
- Knowledge of and ability to operate a personal computer and word processing and data base software;
- Ability to effectively communicate both orally and in writing;
- Ability to work independently and handle multiple projects and a high volume of work, paying attention to detail;
- Ability to write clear, concise, and accurate reports, agendas, and letters;
- Ability to organize and structure own work, and exercise initiative;
- Ability to understand and prepare statistical reports;
- Ability to conduct research and prepare required reports and documents; and
- Ability to read and understand maps; and,.
- Skills in basic statistical methods.

Licenses, Certificates, & Other Requirements

- Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the State.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

10/06

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OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Land Use Planner - I**

Position Classification: Community Development Planner - I

Department: Community and Economic Development

Reports to: Director, Community and Economic Development

SUMMARY OF POSITION

Assists regional groups and local governments in variety of land use, community and regional planning projects by providing professional level research, analysis, reporting, and group support and facilitation services. May work semi-independently or closely coordinate work with others, including professional and support staff, contractors, and/or representatives of other agencies and organizations.

ESSENTIAL JOB DUTIES

Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Conducts research, including collecting, analyzing, interpreting and summarizing information, using professionally accepted best practices.
- Drafts planning and other documents.
- Prepares and delivers written and oral reports to committees, work groups, local and other officials.
- Plans and manages meetings and workshops.
- Provides staff support to committees and work groups; facilitates effective discussions and decision-making processes.
- Assists in the development and monitoring of project work programs and budgets.
- Advises, and provides assistance to, local governments and other groups and committees regarding land use planning, transportation and community development matters, as directed by supervisor.
- Represents the Community and Economic Development Department and the agency in interactions with federal, state, and regional agencies, local governments and others.

OTHER JOB DUTIES

- Participates in the preparation and administration of grant applications.
- Conducts special projects and performs other related duties as directed by supervisor.

MENTAL & PHYSICAL JOB SKILLS

R = Rarely (< 1%)

O = Occasionally (1% - 33%)

F = Frequently (34% - 66%) C = Continuously (67% - 100%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (O) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (F) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (C) Reasoning/Judgment/Decision making | (F) Creativity | (F) Brainstorming/Concept |
| (F) Research | (C) English Comprehension | (C) Memory |
| (C) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| (C) Timeliness | (O) Presentation/Teaching | (O) Selling |
| (F) Negotiation | (F) Client/Service Skills | (O) Persuasion |
| (R) Mentoring | (O) Management of Stress | |

Physical

- | | | | |
|--|---------------------------------------|-----------------------|-----------------------------|
| (O) Standing | (C) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (R) Crawling | (O) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (R) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (C) Computer/Keyboard/mouse track ball use | (O) Acute Color | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | (O) | |
| (O) Lifting <u>20 lbs/day</u> | (O) Carrying <u>20 lbs/day</u> | | |

WORKING ENVIRONMENT

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Occasional travel may be required to attend meetings and events.

SUPERVISION RECEIVED

Receives general supervision from the Community and Economic Development Director.

SUPERVISORY RESPONSIBILITIES:

While supervision is not a responsibility of this position, the employee is responsible for coordinating, overseeing, assisting, and assigning some of the work activities of others including professional and support staff, contractors, and representatives of other entities.

MINIMUM QUALIFICATIONS

Experience & Training

Graduation from a four year college or university in planning, public or business administration, economics or field related to job duties and a minimum of three years related experience; or any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job. Experience must have provided a thorough knowledge of Oregon land use planning laws, practices and issues and exposure to community and economic development issues and techniques and transportation planning.

Knowledge, Skills and Abilities

- Considerable knowledge of land use planning principles, practices, issues and regulations;
- Knowledge of demographic, social, economic, environmental and other factors affecting local governments;
- Knowledge of research methods and techniques related to land use planning; and ability to conduct land use related research, including compiling and analyzing original and secondary data;
- Ability to evaluate the reliability of data and read and interpret legal documents and maps;
- Excellent verbal communication skills, including the ability to prepare and deliver effective presentations;
- Ability to identify emerging issues, anticipate client needs, and initiate appropriate action to accomplish program objectives and ensure project success;
- Ability to work collaboratively and diplomatically, and to coordinate the efforts of multiple parties;
- Ability to efficiently utilize a personal computer for word processing, spreadsheet preparation, database development and management, and electronic communication;
- Knowledge of computer software and hardware for graphic presentations and mapping desirable;
- Ability to represent agency to various businesses and community leaders, local government officials, and state and federal officials;
- Ability to meet deadlines and juggle multiple tasks and priorities;
- Ability to work with accuracy and attention to detail;
- Ability to write clear, concise, and accurate reports, agendas, and letters; and
- Ability to facilitate meetings and to provide staff support to committees engaged in planning and related activities.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.



CITY OF ALBANY
 Human Resources Department
 333 Broadalbin SW, P.O. Box 490
 Albany, OR 97321
<http://www.cityofalbany.net>

Accepting Applications for the Position of:

Planner I

An Equal Opportunity Employer

SALARY

\$4,081.00 - \$5,212.00 Monthly

OPENING DATE: 02/02/18

CLOSING DATE: 02/23/18

APPLICATIONS MAY BE OBTAINED AND SUBMITTED ONLINE
AT: <http://www.cityofalbany.net>

GENERAL DESCRIPTION:

Seeking qualified candidates for a Planner I (assistant planner) position working in the Community Development Department's Planning Division. The successful candidate will join a team of experienced planning professionals operating in a supportive and collaborative environment, and will be responsible for a variety of challenging duties focused on current planning projects that may evolve depending on the person's interests, skills, and Department's needs. The incumbent in this position may also provide support on long range or special projects, assist with various boards and commissions, and will be involved in regular development review and planning staff meetings.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides information on land use applications, ordinances, codes, plans, and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic data, etc.

Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Evaluates land use and other development application and proposals for conformity to

established plans and ordinances and prior approvals; evaluates proposals; development impact as they relate to the adopted plans of the City and make recommendations.

Evaluates land use applications and site plans for compliance with applicable local, state, or federal laws. Monitors assigned land use and other planning applications through the approval states, and prepares reports and related data as required.

Provides staff support to City Boards & Commissions such as the Planning Commission, Hearings Board, and Landmarks Advisory Commission as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.

Assists in designs for parks, streetscapes, landscapes, and other municipal projects.

Updates a variety of maps; prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.

Prepares and writes grant application components relating to geographics, maps, plats, site plans, etc.

Assists in maintaining databases of information for planning purposes.

Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Represents the City of Albany by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

Serves as a member of various City committees as assigned.

Assists other staff in the performance of their duties as assigned.

Maintains regular job attendance and adherence to working hours.

Operates a motor vehicle safely and legally.

SUPERVISION/LEAD WORK EXERCISED

This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree in land use planning, urban planning, landscape architecture, public administration, or a closely related field and one year of related work experience; or a Master's

degree in planning or a related field; or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of: zoning laws and comprehensive plans including their formation, process of adoption, and enforcement and planning programs and processes; personal computers. Basic knowledge of GIS applications is desirable.

Skill in operation of listed tools and equipment used.

Ability to: communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Oregon driver's license.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

EXAM #00460
PLANNER I
MH

Planner I Supplemental Questionnaire

- * 1. What is your education background? (*select the highest level achieved*)
 - ☐ Did Not Complete High School
 - ☐ High School Diploma or GED
 - ☐ Technical College
 - ☐ AA Degree
 - ☐ BA or BS Degree
 - ☐ MA Degree
 - ☐ PhD
- * 2. Do you possess AICP certification?
 - ☐ Yes ☐ No
- * 3. Do you have experience in local government planning?
 - ☐ None
 - ☐ 1-2 years of experience
 - ☐ 3-5 years of experience
 - ☐ More than 5 years of experience
- * 4. Do you have Oregon planning experience, or directly relevant education regarding the Oregon planning framework?
 - ☐ Yes ☐ No
- * 5. Briefly describe your Oregon planning experience. If you have no Oregon planning experience, indicate "N/A."
- * 6. Do you have experience developing or reviewing land use applications for compliance with local regulations?

☐ Yes ☐ No

- * 7. Please select the types of land use applications in which you have experience.
- ☐ Property line adjustments, partitions, or replats
 - ☐ Site Plan or Design Review
 - ☐ Historic Preservation
 - ☐ Subdivisions, Conditional Use, or Planned Development
 - ☐ Zone Change or Comprehensive Plan Amendments
 - ☐ Annexation
 - ☐ None
- * 8. Do you have current planning experience in any of the following areas? Select all that apply:
- ☐ Review of building permits and performing site inspections to ensure compliance with land use approvals
 - ☐ Code Compliance
 - ☐ GIS
 - ☐ Natural Resource Management
 - ☐ None
- * 9. Briefly describe your experience in any of the areas you selected in Questions 7 & 8. If you have other areas of relevant experience, please briefly describe that here.
- * 10. This position will provide significant support at the planning counter. The "planner on duty" responds to planning and development questions from the public, development community, and city staff. Do you have experience as the "planner on duty" or similar experience?
- ☐ Yes ☐ No
- * 11. If you answered "yes" to question 10, briefly describe your experience. If you answered "no," indicate "N/A."
- * 12. This position will be responsible for coordinating and managing multiple projects at one time that include tasks such as scheduling meetings, filing, and tracking/documenting deadlines and milestones. Do you have experience with this kind of project management?
- ☐ Yes ☐ No
- * 13. If you answered yes to question 12, please briefly describe your experience. If you answered "no," indicate "N/A."
- * 14. In some cases, there is resistance from customers who insist that City requirements are too stringent or that they should not apply to their situation. At times, the customer may raise their voice or question your judgment. Briefly describe your experience in handling these types of situations.
- * 15. Successful candidates will be able to interact with the public and other City staff in a professional, cheerful manner, and thrive in a team-oriented work environment. Work products are closely reviewed by other City staff for quality, and may be scrutinized in a public realm. Are you comfortable working in this type of work environment?
- ☐ Yes ☐ No

- * 16. As part of our screening process, we are requiring all candidates to submit a resume with a cover letter explaining their interest and qualifications for this position. Have you submitted both the resume and cover letter?

☐ Yes ☐ No

* Required Question



CITY OF ALBANY
Revision Date: Aug 1, 2011

Planner II

Class Code:
1246

SALARY RANGE

\$30.22 - \$38.47 Hourly
\$2,618.67 - \$3,334.06 Semi-Monthly
\$62,848.05 - \$80,017.53 Annually

GENERAL DESCRIPTION OF CLASSIFICATION:

NATURE OF WORK

Performs a variety of routine and complex administrative, technical, and professional work in the current and/or long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies; does related work as required.

SUPERVISION RECEIVED/REVIEW OF WORK:

Works under the general supervision of the Planning Manager. For matters involving the City Council, may report to the Community Development Director.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.

Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, community visioning, historic preservation, or other plans and codes to meet the city's needs and any intergovernmental agreements or requirements.

Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the city and make recommendations.

Evaluates land use applications and site plans for compliance with applicable local, state or federal laws. Monitors assigned land use applications through the approval states, and prepares reports and related data as required.

Provides staff support to the Planning Commission, Hearings Board, Landmarks Advisory Commission, City Council, and groups, as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Assists city staff in the enforcement of local ordinance and in interpreting city codes and master plans.

Assists in the development of urban design standards.

Assists in designs for parks, streetscapes, landscapes, and other municipal projects.

Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.

Serves as a member of a planning task force composed of city, county, or state groups, when assigned.

Prepares and writes grant application components.

Assists in maintaining the data base of information for planning purposes.

Coordinates and manages planning consultant contracts, as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Represents the City of Albany by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

Serves as a member of various City committees as assigned.

Assists other staff in the performance of their duties as assigned.

Maintains regular job attendance and adherence to working hours.

Operates a motor vehicle safely and legally.

QUALIFICATIONS & REQUIREMENTS:

EDUCATION AND EXPERIENCE

A Bachelor's degree in land use planning, urban planning, landscape architecture, social science, or a closely related field and two years' experience in local government planning; or a Master's degree in planning or a related field with one year's experience in local government planning; or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement. Extensive knowledge of planning programs and processes. General working knowledge of personal computers and GIS applications.

Skill in: operation of listed tools and equipment used; and the areas of drafting and designing.

Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; and establish effective working relationships.

SPECIAL REQUIREMENTS

AICP (American Institute of Certified Planners) certificate.

Possession of or ability to obtain a valid Oregon driver's license.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISION/LEAD WORK EXERCISED:

This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.

PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIRONMENT & WORKING CONDITIONS:

PHYSICAL DEMANDS

The physical demands described here (including lifting, mobility, movement, manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties, the employee is frequently required to stand or sit; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and, the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; telephones.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

WORK ENVIRONMENT/WORKING CONDITIONS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of the job duties, the employee will work in an office setting. Some outdoor work is required in the inspection of various land use developments and construction sites, exposing the employee to outdoor weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field.

Occasional travel includes local and regional meetings, and regular visits to work sites that may contain chemicals, machinery, or heavy equipment.

This position may occasionally be required to work evenings and weekends.

ADDITIONAL JOB INFORMATION:

TYPE: Union Classification

FLSA: Non-Exempt



CITY OF ALBANY
Revision Date: Aug 1, 2011

Planner III

Class Code:
1247

SALARY RANGE

\$33.26 - \$42.43 Hourly
\$2,882.39 - \$3,677.23 Semi-Monthly
\$69,177.41 - \$88,253.48 Annually

GENERAL DESCRIPTION OF CLASSIFICATION:

NATURE OF WORK

Performs professional work in long range, current or transportation planning; conducts research; manages consultant contracts; analyzes and presents data of a complex nature; makes presentations to policy makers and the public; and performs other special planning and development responsibilities as assigned.

SUPERVISION RECEIVED/REVIEW OF WORK:

Works under the general supervision of the Community Development Director and the immediate supervision of the Planning Manager.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public. Provides information on land use applications, codes, and plans to architects, engineers, developers, contractors, owners, community groups, and interested persons.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic data, etc.

Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, community visioning, historic preservation, or other plans and codes to meet the city's needs and any intergovernmental agreements or requirements.

Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the city and make recommendations.

Provides staff support to the Planning Commission, Hearings Board and City Council as needed and assigned. Prepares staff reports and supporting data, including recommendations on various land use proposals.

Provides staff support to the Landmarks Advisory Commission as needed and assigned. Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Assists in the development of urban design standards.

Assists in designs for parks, streetscapes, landscapes, and other municipal projects.

Works with City Public Works Department to identify and scope needed transportation projects.

Prepares graphics and maps for reports, plans, grant applications, publications, or meetings.

Serves as a member of a planning task force composed of city, county, or state groups, when assigned.

Prepares and writes grant applications.

Assists in maintaining the data base of information for planning purposes.

Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

Coordinates and manages planning consultant contracts, as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Represents the City of Albany by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.

Serves as a member of various City committees as assigned.

Assists other staff in the performance of their duties as assigned.

Maintains regular job attendance and adherence to working hours.

Operates a motor vehicle safely and legally.

QUALIFICATIONS & REQUIREMENTS:

EDUCATION AND EXPERIENCE

Bachelor's degree in planning, landscape architecture, social science, or a closely related field and four years' experience in local government planning; or a Master's degree in planning or a related field with three years' experience in local government planning; or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities. Membership in American Institute of Certified Planners (AICP), training and experience in transportation planning, and training and experience in urban design are desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of planning programs and processes. General knowledge of: zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; personal computers and GIS applications.

Skill in: operation of listed tools and equipment used; and the areas of drafting and designing.

Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; and establish effective working relationships.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Oregon driver's license.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISION/LEAD WORK EXERCISED:

This is a non-supervisory position. Lead work/coordination of the work of others is a typical function assigned to this position. Incumbents in this position will provide training and orientation to newly assigned personnel.

PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIRONMENT & WORKING CONDITIONS:

PHYSICAL DEMANDS

The physical demands described here (including lifting, mobility, movement, manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties, the employee will perform mostly in an office setting. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; telephones.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

WORK ENVIRONMENT/WORKING CONDITIONS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of the job duties, the employee will occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.

ADDITIONAL JOB INFORMATION:

TYPE: Union Classification

FLSA: Non-Exempt



DATE: November 18, 2020

TO: W. John Moore, Mayor
Yachats City Council

FROM: Shannon Beaucaire, City Manager

SUBJECT: Vacation Rental Monitoring Software

At the November 5, 2020 meeting, the Council requested further discussion on vacation rental monitoring software at its November 18, 2020 meeting. This has been a continuing conversation over the last few years.

Attached is the PowerPoint that the Mayor received from Granicus, that was shared with Council. Granicus purchased Host Compliance, the company that I brought to the Council during our continuing conversations.

Notes from the Granicus meeting:

In looking at the 5 cost options, Granicus stated that we probably don't need the Mobile-enabled registration/tax collection model, and did not include that \$5,000 cost in what the Mayor reported at the council meeting. This module would primarily be used to move non-licensed VR owners to apply for a vacation rental license and pay their taxes through the module. Since we have a cap and would not be moving them towards obtaining a license, there doesn't seem to be a current need for that module.

Granicus costs are based on the number of active (licensed and unlicensed) vacation rentals and are reset annually. Therefore, 2nd year costs may be lower than the first-year costs.

Following are websites of short-term rental compliance software:

Granicus <https://granicus.com/solution/govservice/host-compliance/>

Selected cities served, including Oregon cities, are in the Power Point.

Lodging Revs <https://lodgingrevs.com/>

Utilized by the City of Newport, OR

https://www.newportoregon.gov/dept/adm/agreements/2693/agreement_2693.pdf

Accela <https://www.accela.com/solutions/short-term-rental/>

Property Guard <https://propertyguard.io/solutions/>

Harmari <https://www.harmari.com/harmaristr/>

Articles regarding short-term rental compliance software (note: some of the products noted in the article have been merged into single companies. For example, STR helper merged with Host Compliance, which as noted above, has now been purchased by Granicus). These articles came from a search of “Short-term rental compliance software”. A search of “disadvantages of short-term rental compliance software” did not yield articles related to drawbacks of short-term rental compliance software.

<https://www.avalara.com/mylodgetax/en/blog/2018/07/cities-turning-to-technology-to-enforce-airbnb-rules.html>

<https://www.bizjournals.com/denver/news/2019/10/22/denver-short-term-rental-rules-software-accela.html>

<https://www.npr.org/2019/08/28/751844133/this-digital-sheriff-helps-cities-wrangle-airbnb-rules>

Based upon Council research and discussion:

1. Should the City move forward with issuing a procurement solicitation to determine vendors to provide this service to the City?
2. If yes to question 1, what functions/areas, does the Council want to ensure are in the procurement solicitation (for example: tax collection/auditing, rental activity monitoring, etc.)

The background of the slide features a blurred image of hands typing on a laptop keyboard. Overlaid on this are several semi-transparent white graphics: a line graph with circular markers in the upper left, a network diagram with nodes and connecting lines in the upper right, and a series of horizontal bars of varying lengths on the far right. At the bottom, there are white, wavy, abstract shapes.

Host Compliance

Yachats

Bruce McCaskill
September 2020



YACHATS
OREGON

Cost-effective solutions to Yachats's short-term rental registration, compliance monitoring, fraud, audit and enforcement challenges

Agenda Today

1

Introductions

2

Yachats and the Market Context

3

The Granicus Host Compliance Solution

4

Discussion and Next Steps



Company Introduction

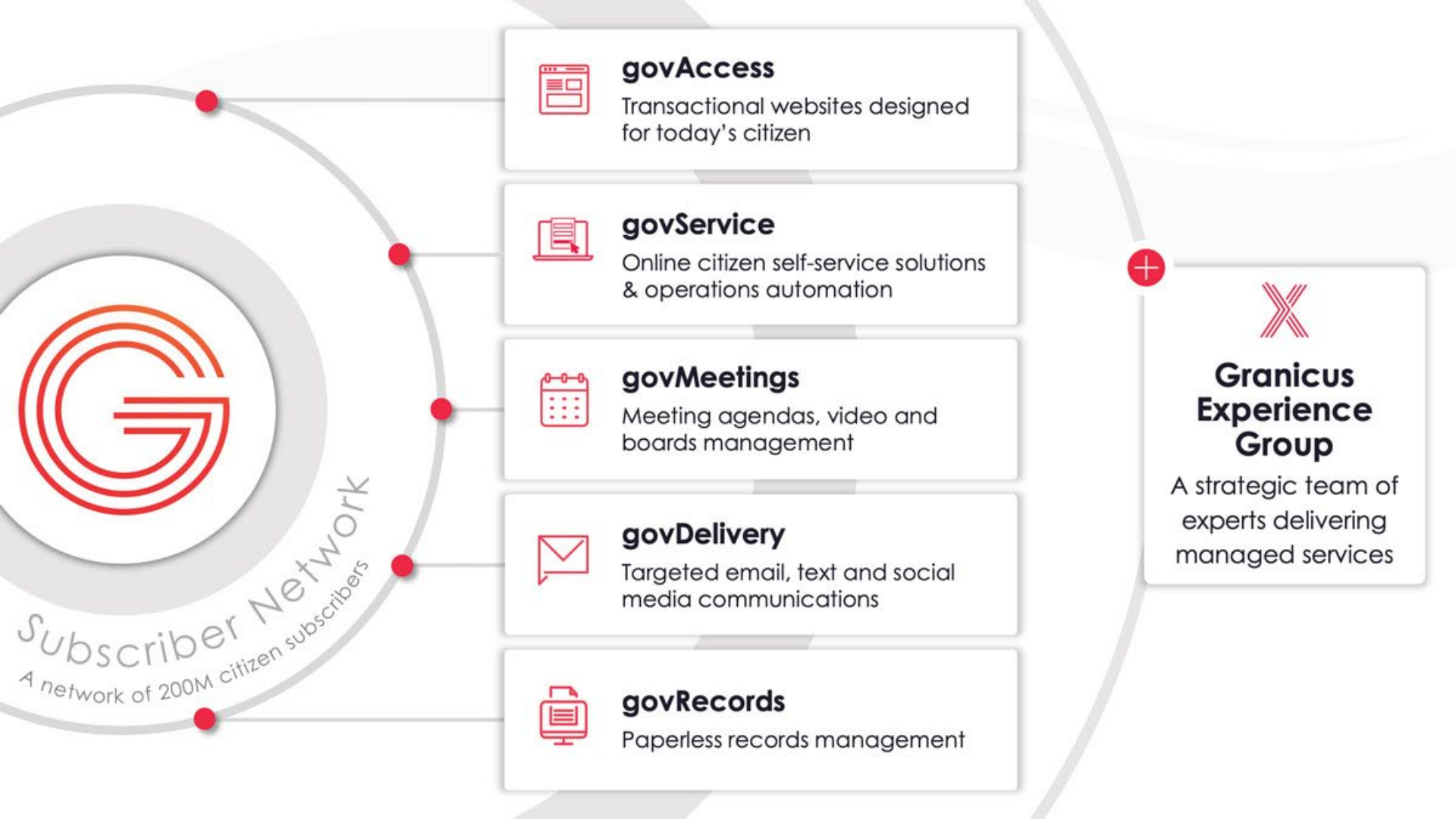
Company Overview

- More than 4,500 government agencies have chosen Granicus to modernize their online services, web presence, and communications strategies.
- Granicus offers seamless digital solutions that help government:
 - Improve the customer experience
 - Simplify and automate workflows
 - Enable strategic community development
- Granicus acquired Host Compliance, a leading technology and service provider helping governments address short-term rental challenges.

Short-Term Rental Services

- Compliance and Monitoring Software
- Proprietary and Updated Data
- Consulting and Advising Services





govAccess

Transactional websites designed for today's citizen



govService

Online citizen self-service solutions & operations automation



govMeetings

Meeting agendas, video and boards management



govDelivery

Targeted email, text and social media communications



govRecords

Paperless records management



Granicus Experience Group

A strategic team of experts delivering managed services

Select Major City/County Councils

More than 349 of North America's leading cities and counties are looking to Granicus Host Compliance for guidance, data and solutions to their short-term rental challenges



In Oregon we are currently partnering with 11 local agencies to address their STR related challenges

- Hood River County OR
- Hood River, OR
- Tillamook County OR
- Lake Oswego, OR
- Cannon Beach, OR
- Newberg, OR
- Waldport, OR
- Eugene, OR
- Rockaway Beach, OR
- Carlton, OR
- Gearhart, OR



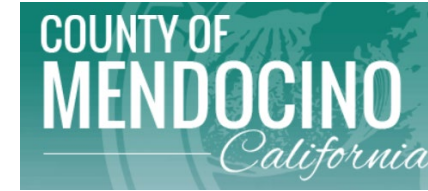
In the broader North West we are already serving 129 forward-thinking local government agencies

- Glenbrook Home Owner's Association NV
- Nevada County CA
- Hood River County OR
- Chula Vista, CA
- Indian Wells, CA
- Penticton, BC
- Nelson, BC
- Revelstoke, BC
- Vancouver, BC
- Albany, CA
- Big Bear Lake, CA
- Lake Forest CA
- Redwood City, CA
- Coronado CA
- El Paso de Robles CA
- Marina CA
- Marin County CA
- Roseville CA
- Benicia CA
- Santa Cruz CA
- Sacramento, CA
- San Mateo County CA
- El Dorado County CA
- Berkeley CA
- Placer County CA
- Las Vegas NV
- Mariposa County CA
- Santa Cruz County CA
- Washoe County NV
- Douglas County NV
- Lake County CA
- Ucluelet, BC
- Alpine County CA
- Calaveras County CA
- Del Norte County CA
- Inyo County CA
- Irvine, CA
- Seattle, WA
- Powell River, BC
- Hood River, OR

On average our 349 clients rate Granicus Host Compliance 9.5 out of 10* and highly recommend us to other local governments



"The Host Compliance system is the essential link to the City's short-term rental regulation program. The system has been central to the success of the City's STR program!"



"Host Compliance is an amazing platform to assist with locating non-compliant short-term rentals. After one complete year of using this software, Mendocino County generated revenue ten times the cost expended."

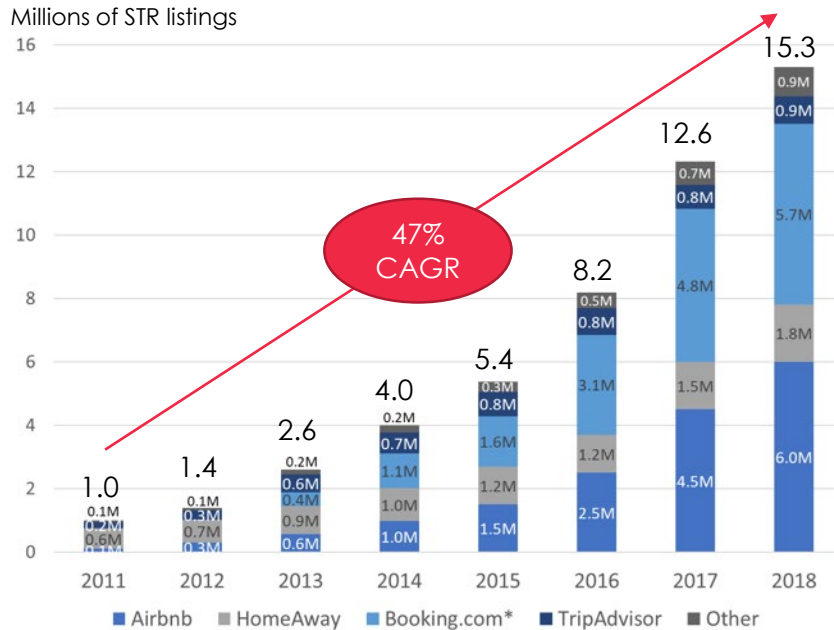


What are Yachats's most important goals as it relates to short-term rentals?

1. Reduce noise, parking, traffic and trash-problems
2. Eliminate party houses
3. Reduce STR's impact on neighborhood character
4. Ensure building safety
5. Improve 's responsiveness to neighbor complaints
6. Stem STR's negative impact on affordable housing availability
7. Improve permit and tax compliance to increase tax revenue
8. Ensure a level playing field between law abiding traditional lodging providers and illegal short-term rentals
9. Reduce tension between short-term rental property owners and their neighbors
10. Send a clear message to citizens that the takes the STR problems seriously
11. Other?

The global short-term rental market has grown 1,530% since 2011 and continues to grow at a breakneck pace

The # of short-term rental listings has grown 15x since 2011



Sources: AirBnB, Expedia, TripAdvisor, Booking.com and Tripping.com

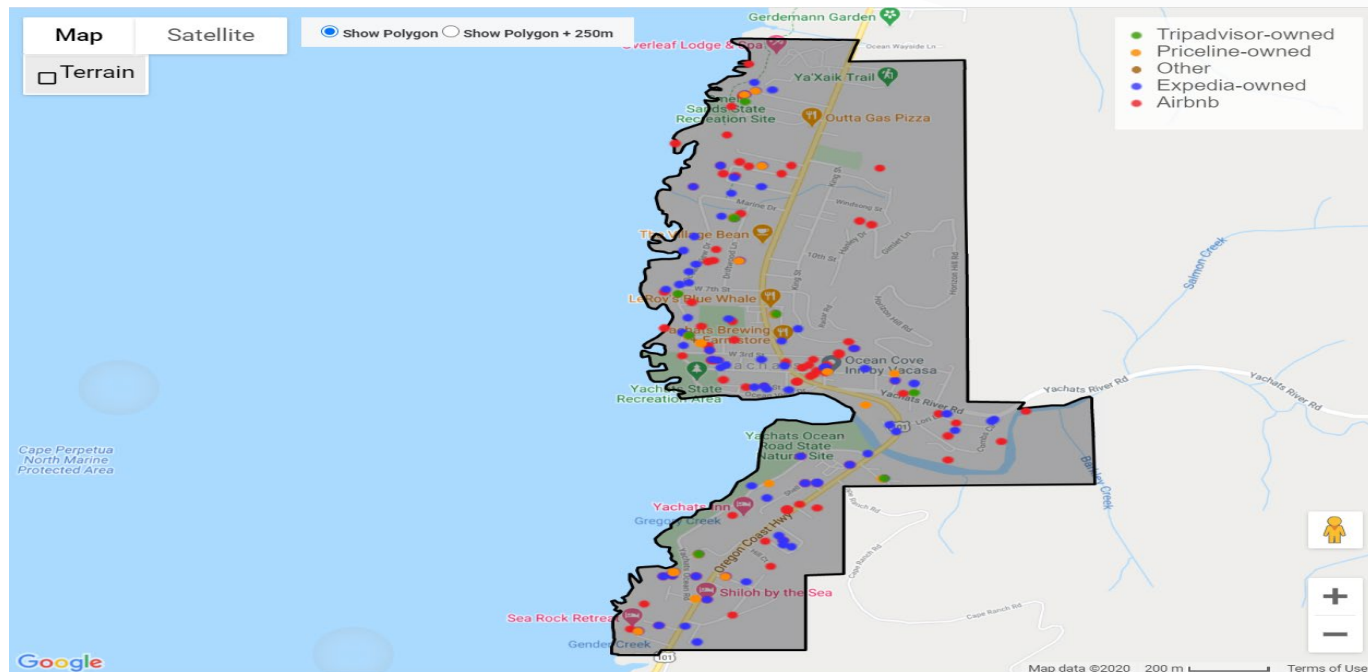
Market is fragmenting



125+ other web platforms

...and in Yachats we have identified 236 listings, representing 181 unique rental units*

Short-term rentals in Yachats as of September 2020

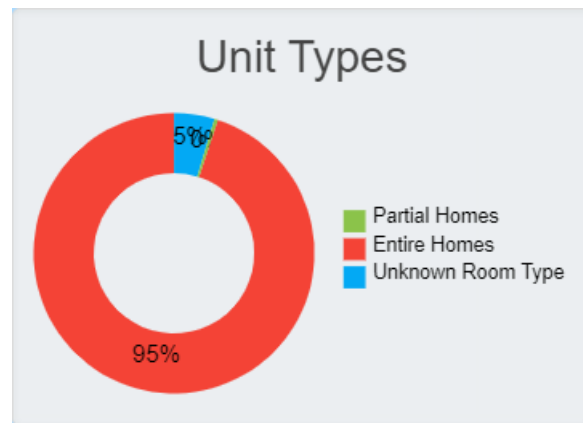
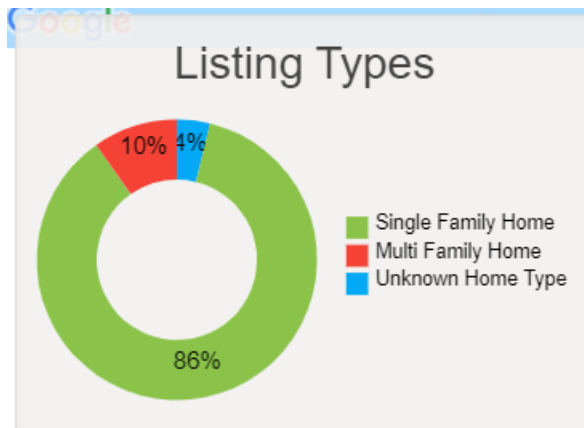


* Granicus Host Compliance's pricing is based on the count of listings and rental units that would need be to analyzed and monitored for compliance. In terms of listings, this number is 236 as we will expand our search area by several hundred yards beyond the borders of Yachats to capture all relevant listings. Source: Granicus Host Compliance Proprietary Data

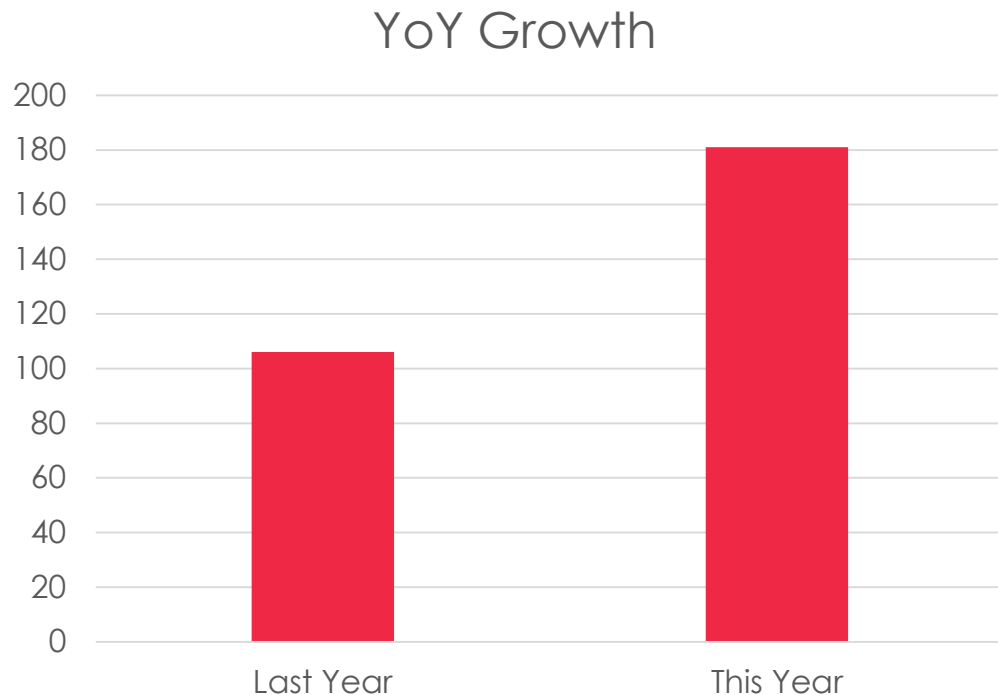
Yachats Data Details

Median Nightly Rate
(USD)

\$150



Counting only unique rental units, Yachats has seen 71% growth since last year

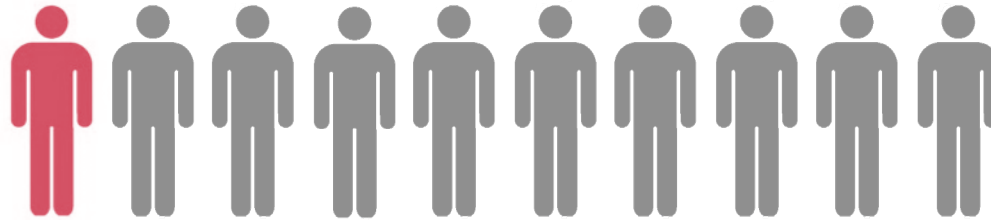


71% YoY Rental
Unit Growth



Without proper enforcement, only a fraction of short-term rentals will get registered and pay their fair share of taxes

In General Less Than 10% Of STR Owners Voluntarily
Get Registered And Pay All Of Their Taxes



Large potential for increasing
permit/license/registration fee income and tax
revenues

Manual compliance monitoring and enforcement is ineffective and expensive

- ✓ Rental property listings are spread across 100s of different websites
- ✓ Manually monitoring 100s of properties is practically impossible as listings are constantly added, changed or removed
- ✓ Address data is hidden from listings making it time-consuming or impossible to locate the exact properties and identify owners
- ✓ It is practically impossible to collect taxes as there is no easy way to find out how often the properties are rented and for how much
- ✓ The vacation rental platforms refuse to provide the detailed data necessary for enforcing local Ordinances
- ✓ Manual compliance monitoring and complaint-based enforcement often leads to claims of selective enforcement

Accelerate progress irrespective of where Yachats is in the process of adopting and implementing effective short-term rental regulations

Pre-Ordinance

- Detailed local market data
- Online Ordinance Assistant tool
- Free webinars
- Guide To Effectively Regulating Short-term Rentals On The Local Government Level
- APA Short Term Rental Online Course
- Peer Introductions
- Free draft review
- Consulting and facilitation

Post-Ordinance

- Mobile-Enabled Online Permitting / Registration
- Address Identification
- Compliance Monitoring
- Rental Activity Monitoring
- Tax Collection
- Tax Audit Automation
- 24/7 Hotline

The Granicus Host Compliance solution can address all Yachats's short-term rental related challenges



Mobile-Enabled Registration and Tax Collection:

Mobile/web forms and back-end systems for streamlining registration and tax collection processes and capturing required documentation, signatures and payments electronically



Address Identification:

Automated monitoring of 50+ STR websites and online dashboard with complete address information and screenshots of all identifiable STRs in Yachats's jurisdiction



Compliance Monitoring:

Ongoing monitoring of STRs for zoning and permit compliance coupled with systematic outreach to illegal short-term rental operators (using Yachats's form letters)



Rental Activity Monitoring and Tax Calculation Support:

Ongoing monitoring of Yachats's STR listings for signs of rental activity. Enables data-informed tax compliance monitoring and other enforcement practices that require knowledge of STR activity level



Dedicated Hotline:

24/7 staffed telephone hotline and online platform for neighbors to report non-emergency STR problems, submit evidence and initiate automatic follow-up activities

To accommodate any budget and ensure a high ROI for our clients, our services are priced based on the number of STRs that needs to be monitored

Cost per STR Listing/Rental Unit	
 Mobile-Enabled Registration/Tax Collection	TBD Per Year
 Address Identification	\$45.00 Per Year
 Compliance Monitoring	\$22.50 Per Year
 Rental Activity Monitoring	\$30.00 Per Year
 24/7 Dedicated Hotline	\$12.00 Per Year



Affordable modular pricing tailored to Yachats's needs

	Mobile-Enabled Registration/Tax Collection	\$5,000 Per Year
	Address Identification	\$10,620 Per Year
	Compliance Monitoring	\$4,073 Per Year
	Rental Activity Monitoring	\$5,430 Per Year
	24/7 Dedicated Hotline	\$2,172 Per Year

Address Identification

Technology and processes make it possible to easily monitor Yachats's STR market and find the addresses and owners of all identifiable STRs

1

Scan

We scan the world's 50+ largest STR websites for all listings in Yachats

2

Extract

We geocode each listing and extract as much information as possible to allow our AI models to narrow down the list of possible address/owner matches

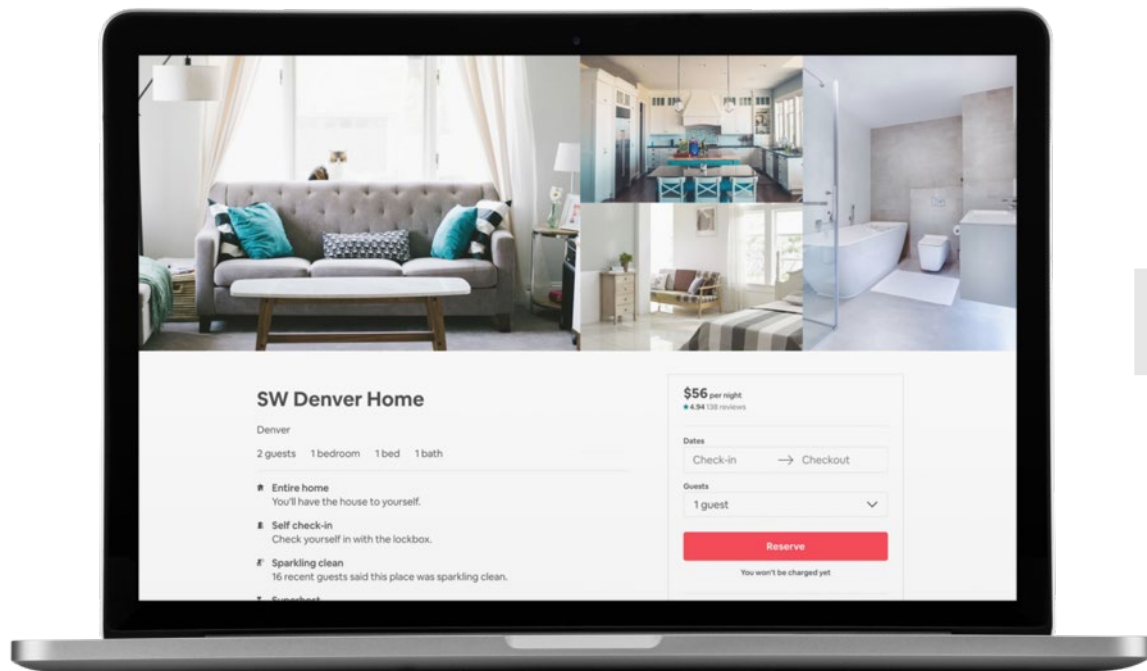
3

Combine

We combine AI and human analysts to identify the exact addresses and owner information for each identifiable STR

Address Identification

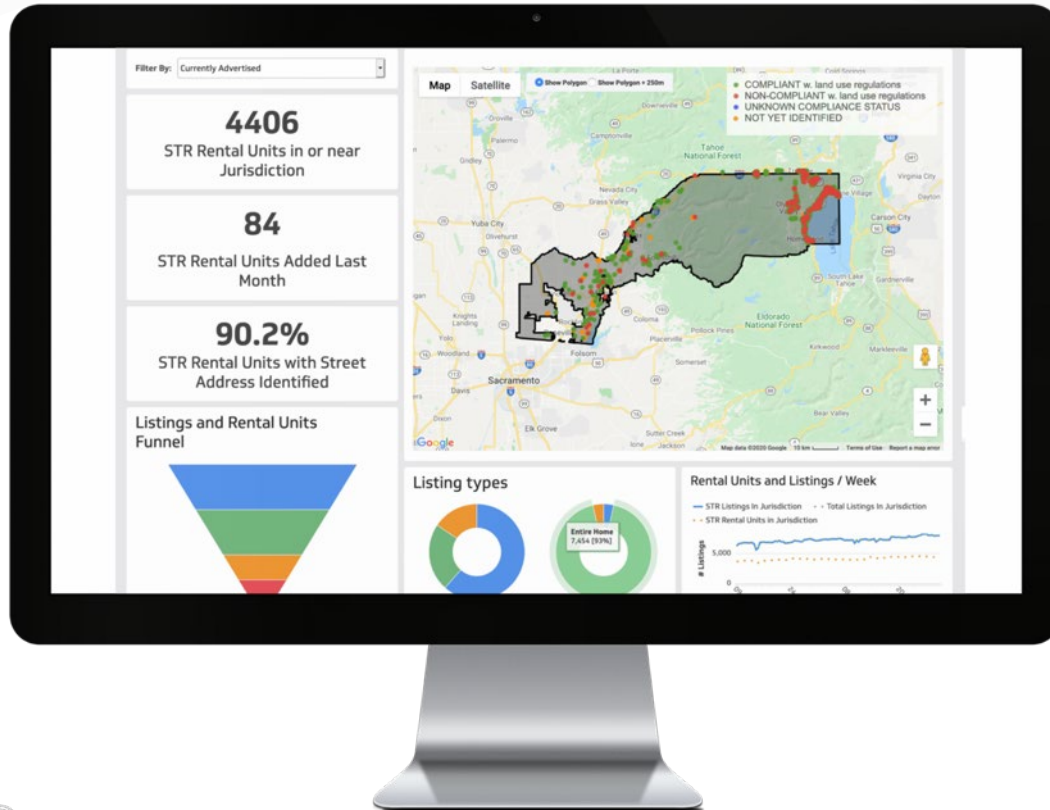
While scanning each STR platform every 3 days, Granicus Host Compliance captures listing status, metadata and full-screen screenshots which are time-stamped and made available to our clients in real time



Full
screen

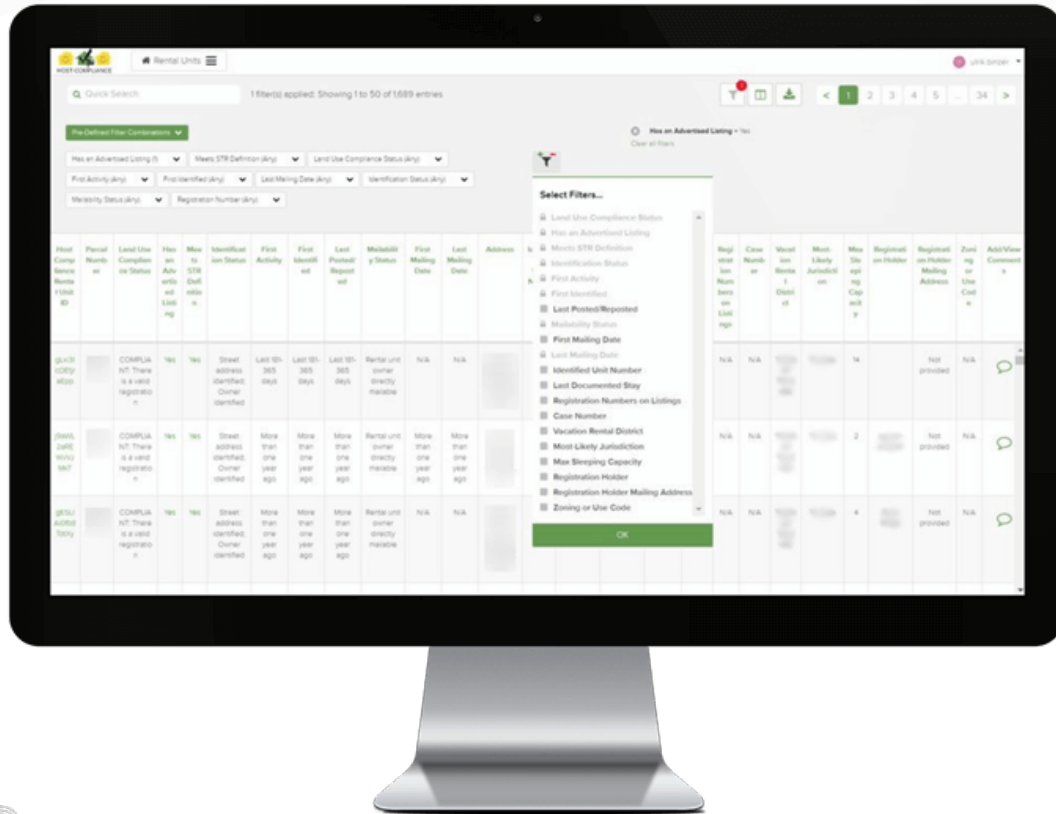


Address Identification



Granicus Host Compliance provides real-time dashboards that makes it easy for staff and elected officials to understand the current state of Yachats's short-term rental market

Address Identification



All our data can be easily filtered, sorted and grouped in real-time

Address Identification

Host Compliance Rental Unit ID	Parcel Number	Land Use Compliance Status	Has an Address Listed	Identification Status	First Activity	First Identified	Last Posted/Reported	Mobility Status	First Mailing Date	Last Mailing Date	Address	Identified Unit Number	Owner Name	Listings	Last Documented Story	Registration Number	Most Likely Jurisdiction	Max Sleeping Capacity	Number of Complaints	Add/View Comments
21M7aP h3JuaA 58gU		NON-COMPLIANT: Assessor record identified and we don't find a registration	Yes	Street address identified. Owner identified	More than one year ago	Last 31-60 days	More than one year ago	Rental unit owner directly reachable	N/A	N/A	Hayward, WI 54843, USA	N/A			N/A	N/A	Round Lake town	6	0	
08uYm P8G8P c3RW		COMPLIANT: There is a valid registration	Yes	Street address identified. Owner identified	Last 31-365 days	Last 31-60 days	Last 31-365 days	Rental unit owner directly reachable	N/A	N/A	Hayward, WI 54843, USA	N/A			N/A		Round Lake town	7	0	
vtQkg M8Jgng pMD		COMPLIANT: There is a valid registration	Yes	Street address identified. Owner identified	Last 61-120 days	Last 31-60 days	Last 61-120 days	Rental unit owner directly reachable	N/A	N/A	Hayward, WI 54843, USA	N/A			N/A		Round Lake town	10	0	

All data is made available in detailed data reports that can be customized to Yachats's exact needs and easily downloaded into Excel/CSV format

Address Identification

Our system supports all Yachats's enforcement efforts with evidence of every address match and signed declarations, affidavits and expert testimony whenever needed

Example of Searchable Evidence

Matched Details

Analyst IXMJ

Explanation
The exterior shown in the listing photo has all of the identical features to the one shown on the assessor website. The property is hosted by [REDACTED] and [REDACTED], which matches the two owners listed by the assessor.

Listing Photos **Matching 3rd Party Sources**

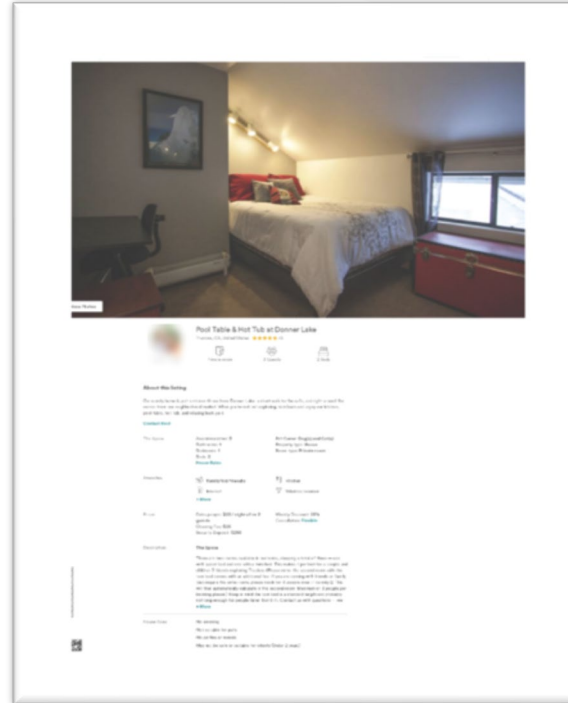
Same exterior.

[REDACTED] and [REDACTED] mentioned as hosts, they are owners of property.

Example of Legal Declaration

4	
5	
6	
7	
8	CITY OF IMPERIAL BEACH-ADMINISTRATIVE CITATION APPEAL
9	
10	In the Appeal Of Citation Number [REDACTED] Code Enforcement Case [REDACTED]
11	[REDACTED] DECLARATION OF ULRİK BINZER
12	[IMAGED FILE]
13	Appellant,
14	vs.
15	CITY OF IMPERIAL BEACH,
16	Respondent.
17	
18	
19	I, Ulrik Binzer, declare as follows:
20	1. I am the Chief Executive Officer of Host Compliance, LLC. I have personal
21	knowledge of all the matters stated herein and, if called as a witness, I could competently testify
22	thereto.
23	2. Host Compliance, LLC ("Host Compliance") is a California Limited Liability
24	Company that was formed on October 15, 2015 with its principal place of business located at 735
25	Market Street, Floor 4, San Francisco, CA 94920. I have worked for Host Compliance since its
26	inception.
27	3. As the, CEO, my duties at Host Compliance include managing all aspect of the
28	Company's operations. I am also the Founder and CEO of Host Compliance. I previously served
	1 DECLARATION OF ULRİK BINZER

granicus.com



Compliance Monitoring

Stay in control but save time by having us send your enforcement letters with the click of a button

The screenshot displays the Granicus Compliance Monitoring interface. At the top, a 'Rental Unit Record' for '15 Pearl Ave, Nashville, TN 37203, USA' is shown with status 'Active', 'Identified', and 'Compliant'. A 'SEND A LETTER' button is visible. A red arrow points from this button to a larger, highlighted 'SEND A LETTER' button on the right. Below the record, the 'Listing(s) Information' section shows 'Airbnb - 24645873' and a 'Matched Details' status. The 'Rental Unit Information' section is partially visible. A 'Select Letter Template' modal is open, showing four templates: 'First Warning - No STR or Tax', 'First Warning - No STR Permit', 'First Warning - No Tax Reg', and 'Airbnb Letter'.

Rental Unit Record
15 Pearl Ave, Nashville, TN 37203, USA
Active
Identified
Compliant
PRINT
SEND A LETTER

Listing(s) Information
Airbnb - 24645873
VRBO - 3212066933757469

Rental Unit Information

View on Google Maps
Google

Identified Address
Identified Unit Number
Identified Latitude
Parcel Number
Owner Name
Owner Address

Matched Details
Analyst: OZAP
Explanation: The property was successfully identified after finding a picture of the short-term rental permit on the listing then validating the address on the Nashville short-term rental permit site, then pulling the parcel up on the tax assessor's site thus getting all other information.

Select Letter Template
< Back

First Warning - No STR or Tax
First Warning - No STR Permit
First Warning - No Tax Reg
Airbnb Letter



Compliance Monitoring

Automate the entire mailing and follow-up process and track the status and outcome of each letter in real-time

Permit Compliance Mailing Sequence



HOST COMPLIANCE

Letters

customer.success@nashville-tn

Quick Search

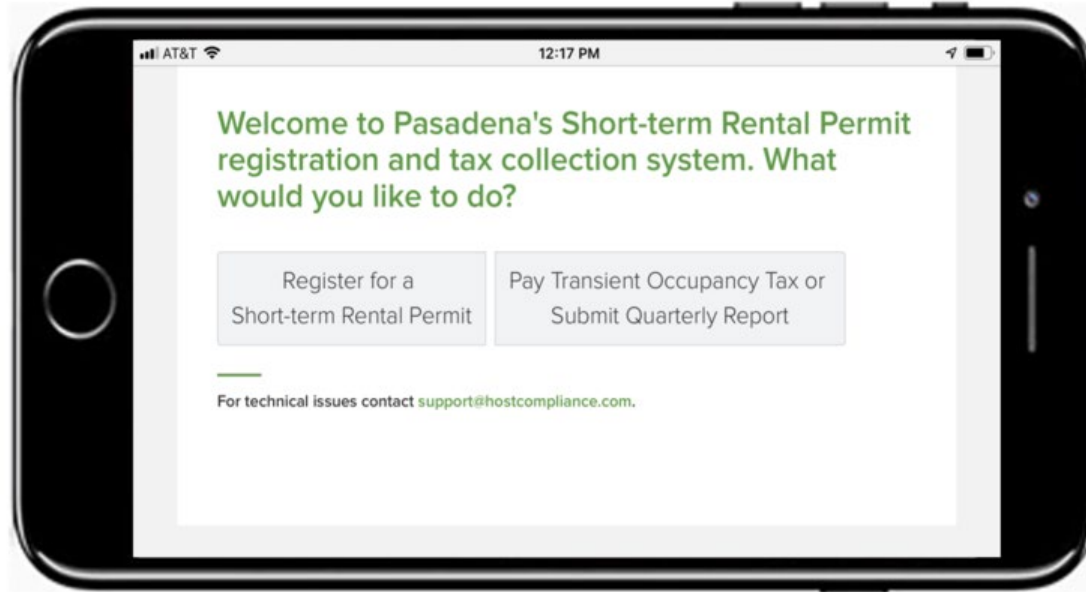
Showing 1 to 50 of 7,674 entries

No filters have been applied.

Letter ID	Letter	Mailing Date	Recipient Status	USPS Delivery Status	Parcel Number	Unit Number	Recipient Name	Recipient Address	Property Address	Has an Advertised Listing	Meets STR Definition	Land Use Compliance Status	Estimated Tax Basis	Returned	Letter was sent to correct recipient	Property is now in compliance	Rental Unit Record(s)	Registration Type	Report Issue	Add View Comments
56691	First Warning - No STR or Tax	2019-08-04	Delivered	Delivered	15007001100	N/A				No	Yes	COMPLIANT No longer advertised	estimated_revenue_upper_bound	No	Yes	Yes	Rental Unit Record	N/A	Report issue	Tim, Below is basically the process you'll need to follow...
56690	First Warning - No STR or Tax	2019-08-04	Delivered	Delivered	14908018800	N/A				No	Yes	COMPLIANT No longer advertised	estimated_revenue_upper_bound	No	Yes	Yes	Rental Unit Record	N/A	Report issue	
56689	First Warning - No STR or Tax	2019-08-04	Delivered	Delivered	14815013500	N/A				No	Yes	COMPLIANT No longer advertised	estimated_revenue_upper_bound	No	Yes	Yes	Rental Unit Record	N/A	Report issue	

Mobile-Enabled Registration/Tax Collection

Simplify Yachats's registration/permitting/tax collection process and significantly reduce the administrative costs on the back-end



Mobile-Enabled Registration/Tax Collection

Make it as easy to register, submit documentation and pay for your STR license/permit/taxes as it is to make a purchase from Amazon.com



We customize the online workflow to meet Yachats's specific Ordinance requirements



The user-experience is designed to delight citizens, reduce errors and guide applicants through the process



We let hosts pay their registration fees and taxes whichever way they prefer



We collect supporting documentation and electronic signatures to ensure compliance with all laws

Rental Activity Monitoring

Host Compliance Rental Unit ID	Unit Permit/Registration Numbers	Address	Parcel Number	Unit Number	Estimated Gross Revenue (USD)	Estimated Net Activity (USD)	Reported Revenue (USD)	Owner Name
8qM8pGQgTmJ5	901			N/A	\$74,294	\$0	\$691,061	
glx0x0E9wEg	7			N/A	\$17,118	\$0	\$488,777	
NWCF368A8AMFm	1219			N/A	\$88,211	\$36,722	\$291,640	
LBP5G3E3MhCv0g	849			N/A	\$1,761	\$0	\$254,385	
903a0kRCg0n	849			N/A	\$4,765	\$0	\$254,385	
w0MwCf0p0GZ	849			N/A	\$21,201	\$0	\$254,385	
x060m000g20nq	335			N/A	\$66,119	\$20,056	\$165,504	
co03H2Tg0m0g	19			N/A	\$0	\$0	\$165,349	
q0y0T0G000000000	472			N/A	\$168,349	\$75,349	\$161,019	
m000p000000000	881			N/A	\$71,809	\$71,809	\$140,360	
Y000A0A0000000	773-3			N/A	\$60,226	\$43,740	\$126,523	
V000A000000000	37-20			N/A	\$33,643	\$0	\$118,237	
q0L0m000000000	STR0000-00-20-61			N/A	\$16,600	\$16,600	\$113,632	
w00V0P4P0E120M	002			N/A	\$56,049	\$10,824	\$105,499	
A00Q0N000H0G2	1293, 37-26			N/A	\$41,334	\$19,270	\$106,636	
00000000000000	565			N/A	\$39,370	\$19,567	\$102,797	
N0000000000000	1163			N/A	\$40,146	\$0,336	\$96,404	
A0000000000000	42-37			N/A	\$36,161	\$26,763	\$96,064	
w0000000000000	1229			N/A	\$60,063	\$14,983	\$96,385	
T0000000000000	201			N/A	\$40,275	\$40,275	\$95,575	
p0000000000000	827			N/A	\$68,749	\$26,169	\$94,900	
H0000000000000	255-17, 400-2			N/A	\$37,369	\$26,573	\$96,140	
0A000000000000	1234			N/A	\$37,761	\$0	\$87,965	
g0000000000000	400-110			N/A	\$36,813	\$22,314	\$87,600	
0A000000000000	STR0000-00-20-62			N/A	\$37,607	\$26,584	\$87,822	
g0000000000000	436			N/A	\$34,878	\$20,600	\$86,584	

Easily identify tax fraud and occupancy/rental frequency violations by monitoring Yachats's STR listings for signs of rental activity

Rental Activity Audit Automation

Automate the selection of audit candidates and the issuance of audit notifications to maximize the impact of Yachats's audit efforts

Tax under-reporting mailing sequence



Rental Activity Audit Automation

Streamline the audit process by requesting all backup info through simple, interactive online forms

The image displays two overlapping screenshots of a web application for rental activity audit automation. The background screenshot shows the 'Short-term Rental Revenue Validation Form' with a green header. It prompts the user to 'Please report each listing advertising your short-term rental.' and contains two input sections. Each section has a 'Listing Website:' dropdown menu (showing 'Homeaway / VRBO / VacationRentals.com' and 'Tripadvisor / Flipkey' respectively) and a 'Listing Webpage:' text field (both containing 'https://www.airbnb.com/rooms/12345'). A green '+ Add another' button is at the bottom of the second section, and a 'Back' button is at the bottom left. The foreground screenshot shows a form titled 'Please enter the taxable receipts for the listing on Airbnb at https://www.airbnb.com/rooms/1838274 (Listing 1 / 2)'. It includes a link to 'Access your Airbnb history at https://www.airbnb.com/my_reservations?all=1&print=1&target=_blank' and a detailed instruction: 'Taxable receipts INCLUDE, but are not limited to, nightly rents, weekly rents, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as ski passes, or other recreational activity or additional service subject to CA sales tax.' Below this, there are four sections for the year 2015, each with a calendar title and a date range: 'Calendar Quarter 1 2015 (January 01 - March 31)', 'Calendar Quarter 2 2015 (April 01 - June 30)', 'Calendar Quarter 3 2015 (July 01 - September 30)', and 'Calendar Quarter 4 2015'. To the right of each calendar title is a text input field with the placeholder '\$xx,xxx' and a label 'Please enter the taxable receipts for Quarter 1 / 2015' (and so on for the other quarters).

Short-term Rental Revenue Validation Form

Please report each listing advertising your short-term rental.

Listing Website: Homeaway / VRBO / VacationRentals.com

Listing Webpage: https://www.airbnb.com/rooms/12345

Listing Website: Tripadvisor / Flipkey

Listing Webpage: https://www.airbnb.com/rooms/12345

+ Add another

Back

Please enter the taxable receipts for the listing on Airbnb at https://www.airbnb.com/rooms/1838274 (Listing 1 / 2).

Access your Airbnb history at https://www.airbnb.com/my_reservations?all=1&print=1&target=_blank

Taxable receipts INCLUDE, but are not limited to, nightly rents, weekly rents, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as ski passes, or other recreational activity or additional service subject to CA sales tax.

2015

Calendar Quarter 1 2015
(January 01 - March 31)

Calendar Quarter 2 2015
(April 01 - June 30)

Calendar Quarter 3 2015
(July 01 - September 30)

Calendar Quarter 4 2015

Please enter the taxable receipts for Quarter 1 / 2015

\$xx,xxx

Please enter the taxable receipts for Quarter 2 / 2015

\$xx,xxx

Please enter the taxable receipts for Quarter 3 / 2015

\$xx,xxx

Please enter the taxable receipts for Quarter 4 / 2015

24/7 STR Hotline

Make it easy for neighbors to report, substantiate and resolve non-emergency STR related incidents in real-time

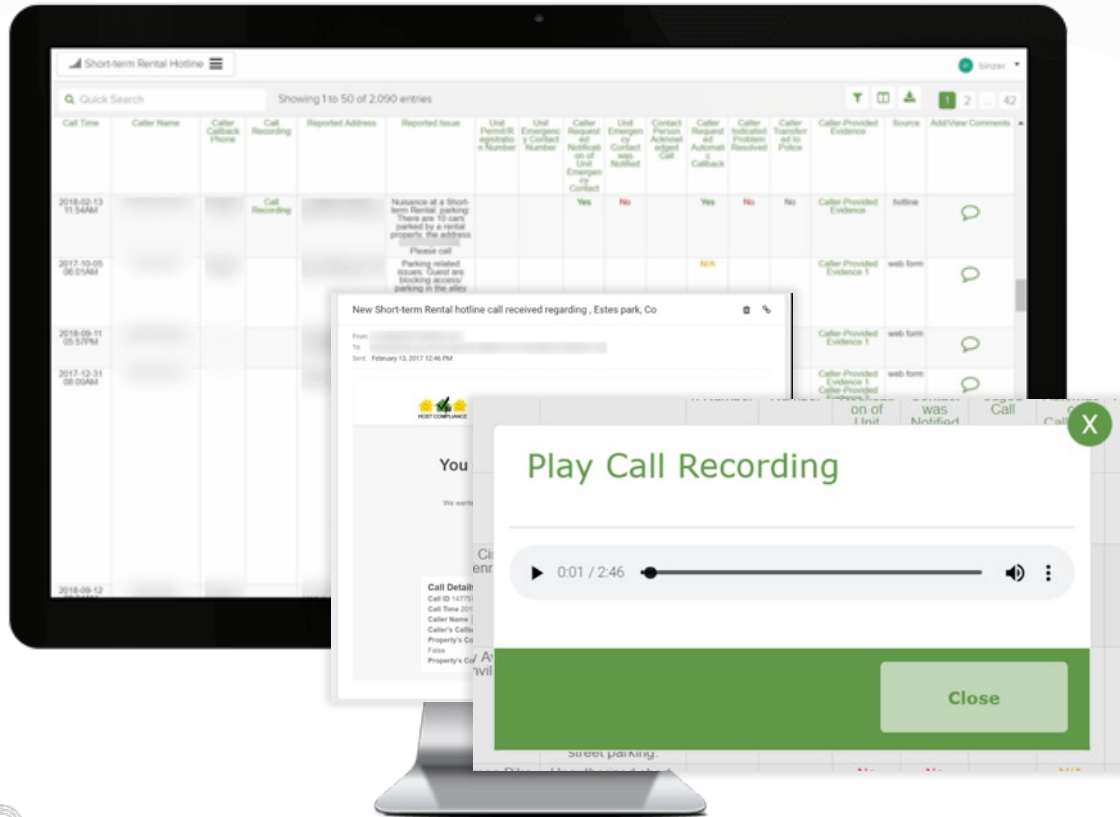


24/7 STR Hotline



Get detailed reports and dashboards to track all short-term rental related complaints in real-time and over time

24/7 STR Hotline



Get detailed reports and dashboards to track all short-term rental related complaints in real-time and over time

Implementation Steps and Timeline

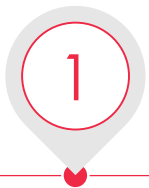
Our Customer Success Team has already completed hundreds of implementations and can get Yachats up and running in less than a month

Typical Address Identification Implementation Timeline



START

Contract is signed



WEEK 1

Assessor file and list of current permits / registrations is received by Granicus Host Compliance



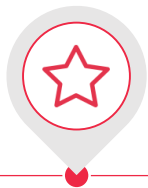
WEEK 2

Yachats' s private cloud is setup and background processes begin



WEEK 3

Address identification processes run in the background



WEEK 4

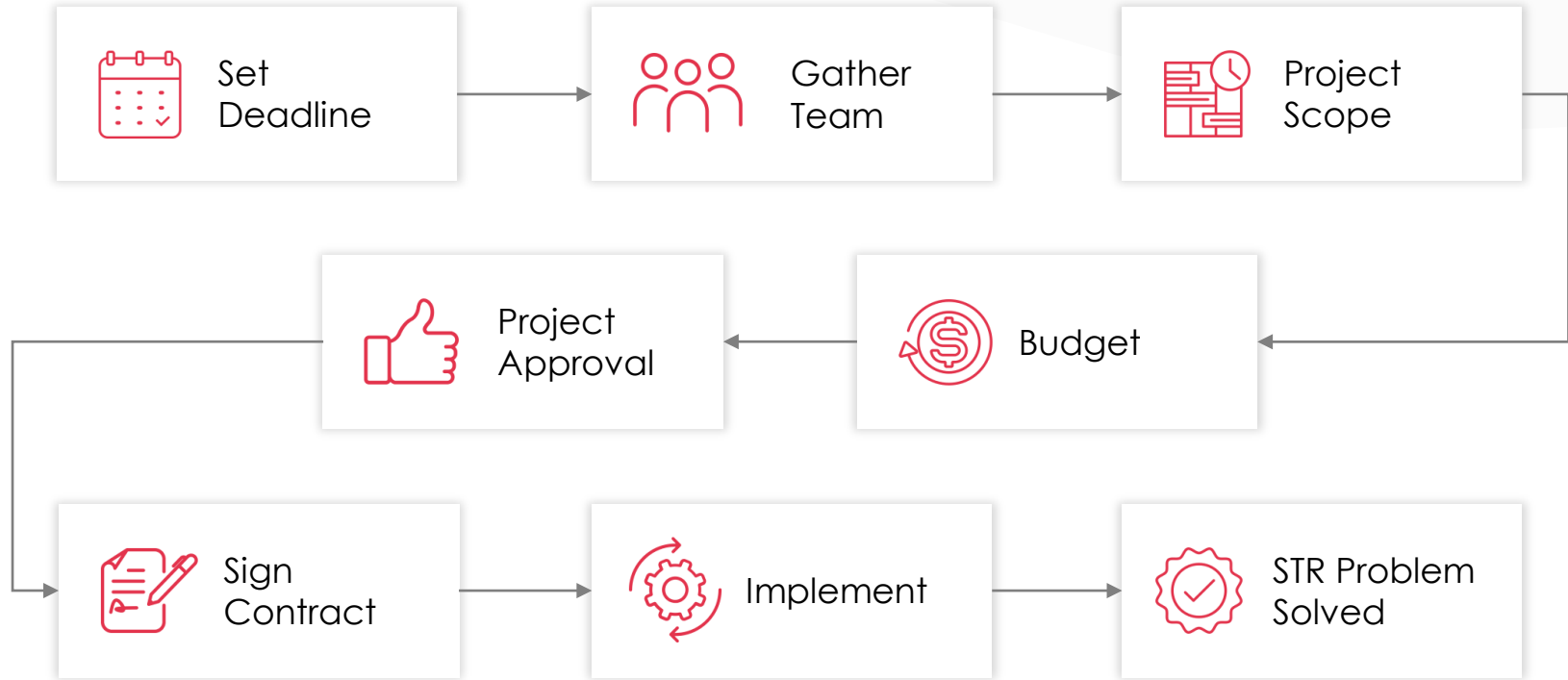
Online dashboard is live and populated with the initial set of Yachats's data



FEEDBACK

Feedback

Working backwards to a solution to address Yachats's STR challenges



Next Steps

- ☒ Send you this presentation and meeting summary
- ☒ Schedule all team meeting?
- ☒ Set timeline to decide on best solution for Yachats's needs
- ☒ Confirm timing of possible rollout (needed to secure Yachats's place in the queue)

Contact Info

Please feel free to contact us anytime if you have any questions about short-term rental regulation and how to best address the associated monitoring and enforcement challenges.

Bruce McCaskill

bruce.mccaskill@granicus.com

(415) 707-0568



Unlike our competitors, Granicus Host Compliance systematically captures data from 54 major short-term rental platforms every 3 days

Abritel

Agoda.com

Airbnb.com

AlugueTemporada

BedandBreakfast.com

Belvilla

Bookabach

Booking.com

Bungalo

CanadaStays

Cofman

CyberRentals

Dobovo

e-domizil

Evolve

Expedia.com

Flat4Day

Flipkey.com

Great Rentals

HolidayLettings.com

HomeAway.co.uk

HomeAway.com

HomeAway.com.au

HomeAway.de

HomeAway.es

Homelidays.com

HomeLike

HomeStay

HouseTrip.com

HRS Holidays

Kozaza

LoveHomeSwap

LuxuryRetreats.com

MountainSkiTrips

Niumba.com

Novasol

Orbitz

OwnersDirect

PerfectPlaces

Stayz.com.au

Toprural.es

travelmob.com

TravelStaytion

Tripadvisor.com

TripBeat

Tripz

Vacasa

VacationCandy

VacationRentals.com

Villas.com

VRBO.com

WeNeedAVacation

Wimdu

9flats.com



memo



To: Shannon Beaucaire
From: Justin Peterson, Contract Planner
Date: November 20, 2020
Re: Street Dedication (La De Da Lane)

At the November 17, 2020 Planning Commission meeting, the Commission passed a motion to move forward with the Street Dedication of La De Da Lane after determining the road is not in conflict with the City's comprehensive plan nor any adjacent approved preliminary plans, plats or maps.

Summary

Based on the Yachats Municipal Code the Planning Commission is required to review a dedication of a Public Street and determine whether or not the road conflicts with the City's Comprehensive Plan or any approved preliminary plans, plats, or maps. The Applicable code is below and Comprehensive Plan Goals and Policies that Staff found applicable.

Applicable Yachats Code

Section 9.64.040 Dedication of public street.

Any person wishing to create a public road or street which is not a part of a subdivision shall make written application to the City Council. The application shall consist of a letter addressed to the council requesting acceptance of the **dedication** and a deed with the exact description of the proposed **dedication** signed by all owners of the property intended to be served by the road. The City Council shall refer the application to the following:

- A. The public works department and/or public works and street commission, who shall check the proposal for grade and conformance to acceptable road standards;
 - B. The county surveyor, who shall check the description for accuracy;
 - C. The county assessor's office, which shall insure that the taxes are paid on the property being dedicated;
 - D. The Planning Commission, which shall insure that the road is not in conflict with the City's comprehensive plan nor any adjacent approved preliminary plans, plats or maps.
- These reports shall be forwarded to the City Council. If the council approves the **dedication**, at least three (3) members of the council shall sign the deed as approved. The deed may then be recorded. A public road will not be maintained by the City unless that road is accepted by the City for maintenance.

Comprehensive Plan

Goal K. Public Involvement in Land Use Planning

The City encourages the public to participate in governmental decision-making processes by providing policies and procedures and access to public information.

Goal M. Transportation

The City shall ensure that automobiles, bicyclists and pedestrians can move safely and efficiently to destinations within and beyond Yachats.

Policies

1. The City shall ensure that designated parking areas are maintained in the downtown core.
2. The City shall maintain all City streets to ensure safe passage and emergency access.
7. The City shall explore options to increase public parking,
8. The City shall explore options to improve traffic flow.