



CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
August 23, 2016 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, Or 97146

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **COMMISSIONER COMMENTS/COMMUNICATIONS/AGENDA ADDITIONS**
5. **CONSENT CALENDAR**
 - A. Commission Regular Meeting Minutes – 8.9.16
 - B. Commission Work Session Minutes – 8.9.16
 - C. Police Dept. Monthly Statistics – July 2016

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.
6. **BUSINESS ITEMS**
 - A. Policy Direction on Vacation Rentals and Housing Needs
 - B. Opportunity for Public Comment on City Manager Hiring Criteria
 - C. Consideration of Easement Grants from Martin Nygaard and Division of State Lands for Core Conveyance Project

D. League of Oregon Cities Voting Delegates

7. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest not already on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

8. **EXECUTIVE SESSION**

Under the authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

9. **ADJOURNMENT**

CITY HALL IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630, BY CONTACTING LINDA ENGBRETSON AT LEAST 48 HOURS IN ADVANCE OF THE MEETING

5-A

MINUTES
Warrenton City Commission
Regular Meeting – August 9, 2016
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Mayor Kujala called the meeting to order at 6:00 p.m. and then led the public in the Pledge of Allegiance.

Commissioners Present: Tom Dyer, Mayor Mark Kujala, Rick Newton, Pam Ackley

Excused: Henry Balensifer

Staff Present: City Manager Pro tem Linda Engbretson, City Attorney Harold Snow, Police Chief Mathew Workman, Public Works Director Jim Dunn, Fire Chief Tim Demers, Finance Director April Clark, Community Development Director Skip Urling, Wastewater Superintendent Kyle Sharpsteen, Harbor Master Keith Pinkstaff, Assistant Harbor Master Jane Sweet, Police Officer Robert Wirt and Administrative Assistant Dawne Shaw

COMMISSIONER COMMENTS

Mayor Kujala stated that he has received bad news that long time community member, Kelly Smotherman has passed away on his fishing boat in Alaska.

Commissioner Dyer welcomed everyone.

Commissioner Ackley welcomed everyone and extended her condolences to the family of Kelly Smotherman.

City Manager Pro tem Engbretson invited everyone to the public meeting with the Library Board on August 18 at 5:30. She also asked to add an events application to the agenda, for a movie night in the park.

Commissioner Ackley moved to add item G, Events Application for movie night in the park to the Agenda. Motion was seconded and passed unanimously.

Dyer – aye; Newton – aye; Ackley – aye; Kujala - aye

Mayor Kujala encouraged the public to attend the Public Meeting with the Library Board.

CONSENT CALENDAR

A. Commission Regular Meeting Minutes – 7.26.16

Commissioner Ackley made the motion to accept the consent calendar as presented. Motion was seconded and passed unanimously.

Dyer – aye; Newton – aye; Ackley – aye; Kujala - aye

BUSINESS

Mayor Kujala presented retiring Harbor Master Keith Pinkstaff with an award of appreciation for 18 years of dedicated service as Harbor Master for the City of Warrenton. Harbor Master Pinkstaff thanked the city for the opportunity to be the Harbor Master and noted that the marina has come a long way in the past 18 years and will go even farther with the staff we have in place.

Mayor Kujala opened the public hearing on the Site Design Review Case No. SDR – 12-1 Walmart Request for Approval Period Extension

Community Development Director Urling reviewed his written staff report on the request for an approval period extension for Walmart. The extension is due to a pending suit from Clatsop Residents Against Walmart (CRAW). The request meets the four code criteria and the recommendation is to grant the extension.

Proponents: Betty Stennick spoke in favor of granting the extension to Walmart and stated her support for Walmart coming to Warrenton. City Manager Pro Tem Engbretson noted Exhibit #1, a letter in favor from Sally Laine.

Opponents: Sara Meyer spoke in opposition of the extension. She also submitted Exhibit # 2, a letter in opposition from Lori Durham.

There being no further comments, Mayor Kujala closed the hearing.

Commissioner Dyer moved to approve the request to extend the approval period of the Walmart Site Design Review Case No. SDR 12-1 for one year from August 18, 2016 to August 18, 2017. Motion was seconded and passed.

Roll call vote - Newton – nay; Dyer – aye; Kujala – aye; Ackley – aye

Public Works Director Jim Dunn presented for consideration Res. No. 2468, approving and adopting increases to the 2016-2017 budget by increasing appropriations for unanticipated

revenues in the sewer fund. The total project cost is estimated at \$90,000. Discussion continued on the specifics of the project.

Commissioner Ackley moved to Adopt Resolution No. 2468, Approving and Adopting Increases to the 2016-2017 Budget by Increasing Appropriations for Unanticipated Revenues. Motion was seconded and passed unanimously.

Dyer – aye; Newton – aye; Ackley – aye; Kujala – aye

Public Works Director Jim Dunn presented the staff report on the contract amendment for GSI Water Solutions, Inc., to continue to assist with the water rights permit extension process. This amendment modifies the scope of work and schedule. The original scope was approved by the Commission in July of 2015. GSI is working on our water rights extension, City's Permit S-5070. They are also looking at the possibility of moving the point of diversion/intake closer to the treatment plant, which could have substantial benefits if it is found to be feasible. The discussion continued on the water line that would be moved and replaced. City Manager Pro tem Engbretson noted that the city has been working on the water right permit extension for many years. She also invited the Commission to tour the water treatment plant and the Mayor noted that it is an amazing, state of the art facility.

Commissioner Dyer moved to approve Contract Amendment #1 for GSI Water Solutions, Inc. Motion was seconded and passed unanimously.

Dyer – aye; Newton – aye; Ackley – aye; Kujala – aye

City Manager Pro Tem Engbretson presented the staff report for the consideration of the utility right of way agreement and the license assignment from CoastCom to Astound Broadband, noting that CoastCom was bought out by Astound.

Commissioner Ackley moved to approve the assignment of the City Utility Right of Way License from CoastCom to Astound Broadband LLC. Motion was seconded and passed unanimously.

Dyer – aye; Newton – aye; Ackley – aye; Kujala – aye

Mayor Kujala presented for consideration the 2nd reading and adoption of Ordinance No. 1207-A, Vacating a portion of NW Gardenia Avenue, noting that the Commission held a public hearing and conducted the first reading during the July 26, 2016 meeting.

Commissioner Dyer moved to conduct the second reading by title only of Ordinance No. 1207-A. Motion was seconded and passed unanimously.

Dyer – aye; Newton – aye; Ackley – aye; Kujala – aye

Mayor Kujala conducted the second reading by title only of Ordinance No. 1207-A, “Vacating a Portion of NW Gardenia Avenue in Warrenton, Oregon.”

Commissioner Dyer moved to adopt Ordinance No. 1207-A. Motion was seconded and passed unanimously.

Dyer – aye; Newton – aye; Ackley – aye; Kujala – aye

Mayor Kujala stated that after the Mayor’s Conference he added the League of Oregon Cities’ (LOC) 2017 Legislative Priorities to the agenda. He noted the priorities that LOC would be lobbying on are property tax reform, transportation, PERS reform, and recreational immunity. The discussion continued on additional priorities of this Commission that can be communicated to the League. Our priorities include mental health investment, housing assistance programs and 911 communications. City Manager Pro tem Engbretson will draft a letter for the Mayor to sign, which outlines our additional priorities.

Police Officer Robert Wirt presented an events application for a movie night in the park, which will take place August 26th, on the field in Quincy Robinson Park, behind the Ohana Media building. Several area businesses are willing to help sponsor the event. The movie, “Zookeeper,” will show at approximately 8:30 p.m. Officer Wirt will manage this event on his own time. City Manager Pro tem Engbretson recommended that we waive the event application fee and approve the amplification. The City will cover the cost of the movie from the special projects fund.

Commissioner Newton moved to approve the event application, waive the application/permit fee and approve taking \$325 from the Special Projects fund for the movie cost. Motion was seconded and passed unanimously.

Dyer – aye; Newton – aye; Ackley – aye; Kujala – aye

PUBLIC COMMENT

Jim Ray stated that he has a question regarding a waterline/sewer project in Hammond and the street repairs that would be needed afterwards. Mayor Kujala clarified that it is just an inflow/infiltration study, no physical work at this time. Mr. Ray also noted the previously stated concerns during the Public Hearing about Walmart taking money out of our community and said that is important that note that Fred Meyers is not a local company, they are owned by Kroger which owns many companies and their money does not stay local.

Sara Meyer congratulated and thanked the Mayor and the City for taking part in the Regatta

festivities. Discussion continued on the upcoming city events.

There being no further business Mayor Kujala adjourned the meeting at 6:47 p.m.

APPROVED:

Mark Kujala, Mayor

ATTEST:

Dawne Shaw, Administrative Assistant

5-B

MINUTES
WARRENTON CITY COMMISSION
WORK SESSION – August 9, 2016
5:30 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Mark Kujala convened the work session at 5:30 p.m.

Commissioners Present: Pam Ackley, Mayor Mark Kujala, Tom Dyer, Rick Newton
Excused: Henry Balensifer

Staff Present: City Manager Pro tem Linda Engbretson, City Attorney Harold Snow, Public Works Director James Dunn, Fire Chief Tim Demers, Finance Director April Clark, Community Development Director Skip Urling, Harbor Master Keith Pinkstaff, Wastewater Superintendent Kyle Sharpsteen and Administrative Assistant Dawne Shaw

Purpose of Work Session – Review of City Manager Recruitment/Standards, Criteria and Policy Directives for Hiring a City Manager for the City of Warrenton

Mayor Kujala opened the discussion on the recruitment process for hiring a new city manager. City Manager Pro tem Linda Engbretson reached out to several recruitment firms to get an idea about the time and costs involved and was told that it is likely a 3-4 month process, with the cost estimate between \$10,000 -\$20,000. Discussion continued on the criteria from 2011 and it was noted that it is strong and applies the same today as it did back in 2011, so no changes are necessary. It was noted that it is important that the new City Manager be a resident of Warrenton. The next step would be to have public comment at the next Commission meeting and to prepare an RFP/informal solicitation. The recommended advertising time is for 4-6 weeks. The recruiting firm will screen the resumes per the criteria and send the top applicants to the Commission. There was further discussion on the interview process and the community panel.

There being no further business, Mayor Kujala adjourned the work session at 5:46 p.m.

APPROVED

Mark Kujala, Mayor

ATTEST

Dawne Shaw, Administrative Assistant

5-C



WARRENTON POLICE DEPARTMENT JULY 2016 STATISTICS AUGUST 23, 2016



News & Events:

- On July 28th Chief Workman met with our Watch Guard Video rep and discussed some downloading issues we are having with the body-cameras. It was determined our cameras have bad SD memory cards that are not consistently being recognized by our computers. Watch Guard will swap out all of the cameras and did so two weeks ago. Other than that issues the mobile camera and body-worn cameras have been working great and documenting officer-citizen interactions.
- So far Buoy 10 is going well with traffic back-ups on Saturday the 13th. I can give a more up-to-date briefing this evening.
- We put our two recent press releases on three arrests for a bicycle theft ring at Fort Stevens & KOA and a large drug/property seizure from an RV at Fred Meyers parking lot.
- Officer Wirt continues preparations for the WPD Family Movie Night. This should be a great event for families and hopefully will become an annual event.
- WPD Officers participated in Emergency Vehicle Operations training at the airport. The training was put on by Astoria Police and included officers from several other agencies. Some WPD officers stayed and received training on stop sticks, OC spray, Defensive Tactics, and communication.

July Statistics (% changes are compared to 2016)							
Category	2016	2015	% Chg	2014	% Chg	2013	% Chg
Calls for Service	763	782	-2%	821	-7%	696	10%
Incident Reports	173	184	-6%	160	8%	126	37%
Arrests/Citations	90	74	22%	88	2%	22	309%
Traffic Events	175	192	-9%	187	-6%	179	-2%
DUII Calls	2	0	200%	5	-60%	3	-33%
Traffic Accidents	18	23	-22%	41	-56%	64	-72%
Property Crimes	130	74	76%	229	-43%	92	41%
Disturbances	93	106	-12%	188	-51%	130	-28%
Drug/Narcotics Calls	4	4	0%	13	-69%	10	-60%
Animal Complaints	27	40	-33%	53	-49%	37	-27%
Officer O.T.	124.8	119.5	4%	87	43%	79.5	57%
Reserve Hours	34	84.5	-60%	73	-53%	101.5	-67%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	637	647	716	685	737	696	763		
Incident Reports	124	125	143	132	160	166	173		
Arrests/Citations	64	69	111	88	113	83	90		
Traffic Events	254	231	260	279	249	179	175		
DUII Calls	2	3	5	2	7	3	2		
Traffic Accidents	16	15	13	24	21	14	18		
Property Crimes	46	68	92	39	58	92	130		
Disturbances	66	58	73	62	76	62	93		
Drug/Narcotics Calls	8	4	6	3	8	4	4		
Animal Complaints	19	18	27	30	29	29	27		
Officer O.T.	148.25	236.75	107.5	45	55.75	57	124.75		
Reserve Hours	30	82	57	125	65	55.5	34		

Oct	Nov	Dec	2016 YTD	2016 Estimate	2015	2016 v 2015	2014	2016 v. 2014	2013	2016 v. 2013
			4881	8367	8239	2%	8317	1%	7132	17%
			1023	1754	1749	0%	1515	16%	1364	29%
			618	1059	925	15%	994	7%	841	26%
			1627	2789	2353	19%	2220	26%	2075	34%
			24	41	15	174%	14	194%	33	25%
			121	207	291	-29%	408	-49%	498	-58%
			525	900	805	12%	1374	-34%	1312	-31%
			490	840	781	8%	1359	-38%	1372	-39%
			37	63	42	51%	80	-21%	69	-8%
			179	307	311	-1%	318	-4%	329	-7%
			775	1329	1249	6%	997.5	33%	999	33%
			448.5	769	901.75	-15%	804.75	-4%	1016	-24%

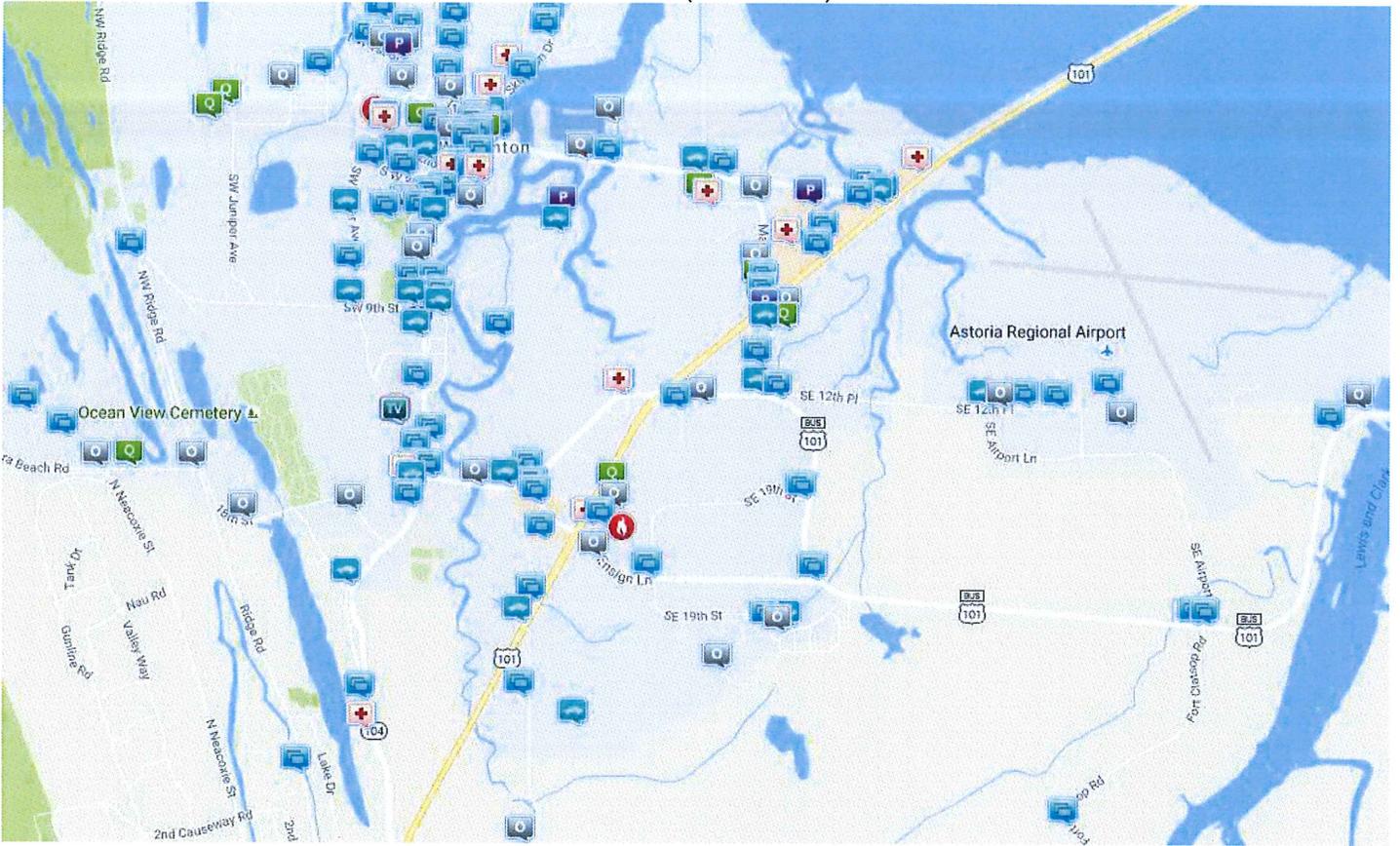
The following is a graphic representation of statistics for July 2016 using our CrimeReports.com membership.

Incident Layers

Choose incident types to view: SELECT ALL | DESELECT ALL

- Breaking & Entering
- Homicide
- Robbery
- Theft
- Theft of Vehicle
- Theft from Vehicle
- Vehicle Recovery
- Sexual Offense
- Other Sexual Offense
- Sexual Assault
- Assault
- Assault with Deadly Weapon
- Property Crime
- Property Crime Commercial
- Property Crime Residential
- Other
- Alarm
- Arson
- Death
- Family Offense
- Kidnapping
- Missing Person
- Other
- Weapons Offense
- Quality of Life
- Disorder
- Drugs
- Liquor
- Traffic
- Fire
- Emergency
- Proactive Policing
- Community Policing
- Pedestrian Stop
- Vehicle Stop
- Sex Offenders

Incidents (Warrenton)



Incidents (Hammond)



6-A

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Skip Urling, Community Development Director
DATE: For the Agenda of August 23, 2016
SUBJ: Vacation Rentals

A handwritten signature in blue ink, which appears to be the name 'Skip Urling', is written over the 'FROM' line of the memorandum.

SUMMARY

Although Warrenton is not experiencing the extent of interest in vacation homes similar to its neighboring cities, staff is receiving an increased number of inquiries on where and how they can be operated. The development code is silent on the issue, neither prescribing zoning district where such uses would be permitted outright or by conditional use, or operating standards and criteria. We believe that some unquantified number of property owners are presently using their structures as short term rentals, but we are not getting complaints from neighbors.

Staff would appreciate some direction from the City Commission on how to address this issue.

RECOMMENDATION/SUGGESTED MOTION

None at this time.

Warrenton City Commission
Vacation Rentals
For Agenda of August 23, 2016
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ALTERNATIVE

Not applicable

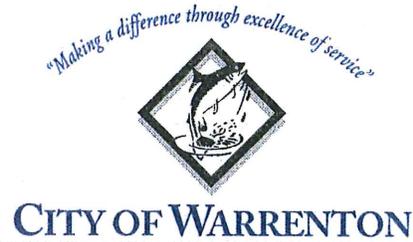
FISCAL IMPACT

Not at this time.

Approved by City Manager:

 Linda Engle

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.



AGENDA MEMORANDUM

TO: The Mayor and Warrenton City Commission
FROM: Linda Engbretson, CMC, City Manager Pro Tem
DATE: August 23, 2016
SUBJ: City Manager Recruitment Process

SUMMARY

As discussed at your August 9 meeting, the Commission may take public comment on proposed hiring standards, criteria, and policy directives for hiring a new city manager. Public Comment is required under ORS 192.660(7)(D) if the Commission wishes at a later date to consider the employment of a public officer, employee, staff member or individual agent (ORS 192.660(2)(a) in an executive session.

The proposed standards, criteria, and policy directives were reviewed and updated at your last meeting. If there are no major changes, the attached resolution may be adopted after the public has the opportunity to comment.

An invitation to the public to comment was advertised in *The Columbia Press* and posted on the City's website along with the draft resolution.

RECOMMENDATION/SUGGESTED MOTION

A I move to adopt Resolution No. 2469; A Resolution Adopting Standards, Criteria, and Policy Directives for Hiring a City Manager for the City of Warrenton and Repealing Resolution No. 2327."

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager: JmE

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

EXHIBIT A

CITY OF WARRENTON CLASS SPECIFICATION

CITY MANAGER

DEFINITION

Under the general direction of the City Commission, directs and coordinates the activities of all City departments and implements policy as established by the City Commission.

DISTINGUISHING CHARACTERISTICS

The position of City Manager is established by City Charter and is the administrative head of the City.

EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in *italics*) are those duties which are least likely to be essential functions for any single position in this class.

1. Meets with the City Commission in regular and special meetings, gives information and transmits special or regular reports covering the affairs and needs of the City and its varied issues of municipal operations; and advises Commission members in their deliberations on policy or legislative matters.
2. Meets with the public to provide information and assistance regarding City ordinances and policies; receives private citizen questions and complaints on a wide variety of issues and attempts to resolve problems to the satisfaction of all parties.
3. Directs staff in the administration of all ordinances and the provisions of all franchises, leases, contracts, permits, and privileges granted by the City.
4. Appoints and removes all City officers and employees except as otherwise provided by the City Charter; directly and through subordinate supervisors, directs and controls the work of City staff and City departments; assigns and transfers employees as necessary to obtain efficiency in City operations.
5. Administers the City personnel system including recruitment and selection, performance appraisals, collective bargaining, labor contract administration, grievance resolution and employee terminations.

6. Supervises and participates in the preparation of the annual City budget as the Budget Officer; reviews and approves departmental budget requests for submission to the Commission as appropriate, submits the estimates of revenues and expenditures to the Budget Committee; prepares or directs the preparation of such special reports as the Budget Committee or City Commission may require.
7. Seeks out financial resources available to the City such as revenue sharing, economic development grants; supervises the preparation of special grant requests.
8. Meets with representatives of other cities, the county and other governmental agencies on varied problems involved in the coordination of City services and agreements with those of other governmental units; attends meetings of various bodies directly involved in the City's operation such as the Planning Commission and provides staff assistance where requested; corresponds with other governmental agencies, private groups, and individuals on varied aspects of City business.
9. Supervises the operation of all public utilities owned and operated by the City.
10. Serves as purchasing agent, approving purchase orders and payments.
11. Exercises general supervision over all City property.
12. Confers with City staff and others on varied operating and administrative problems, proposed and reviews departments plans, programs and procedures and suggests new innovations or methods to improve the standard of services rendered by the City.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of:

1. Municipal government organization, powers, functions and relationships with other governmental jurisdictions.
2. Principles and practices of public administration as applied to the management of diversified municipal government services.
3. Principles and practices of public budgeting, financial management, personnel management, and records management.

4. Principles and methods used in employee-management negotiations, procurements, public works contract bidding and administration, and other aspects of municipal government operations.

Ability to:

1. Establish and maintain cooperative and harmonious working relationship with City legislative and administrative officials and employees, representatives of business and government organizations and the general public.
2. Develop and prepare effective and complete correspondence and administrative reports.
3. Make effective presentations to various groups.
4. Analyze complex problems and complete research in solving them.
5. Plan, assign, direct and review the work of others.
6. Analyze and implement municipal public service projects and programs.
7. Analyze public policy and present and apply finding.

Experience and Training

The knowledge, ability and skill listed above may be gained through various types of education, training and experience. A typical way to acquire the required knowledge, ability and skill is listed below.

Seven years of experience in municipal government management preferably as a city manager or assistant city manager. Graduation from a four-year college or university with major course work in public administration or related field.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Deadlines and shifting priorities are frequently part of the daily routine. Interruptions are frequent from various City staff, telephone calls, and office visitors. Some travel by car is required to attend meetings and training sessions. Availability and transportation is required to attend meetings outside of normal business hours.

Physical demands include sitting for prolonged periods; occasional lifting of files, stacks of paper, reference and other materials; moving from place to place between and within the office, as well as in outdoor locations to inspect

development sites; some reaching for items above and below desk level. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.

City Manager
Job Description
Updated: 4/07

EXHIBIT B
City of Warrenton

City Manager Profile
August 2016

General Roles and Responsibilities

The City Manager is hired by the 4 member City Commission and Mayor, and holds office at their sole discretion. The City Manager is the chief administrative officer of the city government and has hiring and firing authority over all city employees. He or she provides direction in the development, evaluation, and interpretation of policies set by the Commission, and directly or indirectly supervises their implementation in the city.

Background Requirements

Education. Minimum educational requirement for the position is a Bachelor's Degree or advanced academic work or years of management experience.

Experience. The position requires at least seven years successful experience in management, municipal or other public administration, with a track record of progressively more responsible positions.

Skills and Performance Standards

Administrative Abilities. The City Manager needs to be a strong leader who effectively motivates staff. The position requires someone with an open communication style who enjoys working with other people. A positive approach to issues and challenges is preferred. Someone who works collaboratively with staff and has an "open door" policy is preferable to someone who works from a "command and control" model.

Budget/Finance. The City Manager must have a working understanding of economics and the ability to know how cash flow works in a city at different times of the year, and must be able to really stretch a dollar. He or she must take a conservative approach with the city budget, recognizing it comes from taxpayers. The City Manager needs to understand or acquire knowledge and experience within a reasonable amount of time, in different municipal financing vehicles and understand cost-accounting procedures. Familiarity with Oregon tax laws and the state's unique finance practices is preferred. A track record of success in securing grants is another plus.

Labor Relations/Personnel. As noted above, the City Manager should be skilled in motivational leadership of the staff. Management style should be open and positive, someone who can be an effective leader, not a micro-manager and be able to delegate to staff when appropriate. Direct communication with staff is a must so that potential problems are addressed before they grow into large ones. With two labor unions in the city, the Manager should have experience negotiating labor contracts. A manager who is well versed in the broad area of Human Resources Management will be preferred.

Community Relations. The City Manager is expected to be an active participant in the life of the community by living in the city and being involved in civic and community organizations. Residency requirement is in the Warrenton City Charter. He or she must feel at home in Warrenton and understand the regions natural resources, demographics and what drives the local economy. The successful candidate will be able to confidently show interest in communicating with citizens both formally and casually, and in involving them in the business of the city.

Commission Relations. The successful candidate will have an honest, open, collaborative communication style with the Commission. Members need to be fully informed about all sides of various policy options, and the recommendations of the City Manager based on his or her professional experience. The City Manager is expected to advocate for a preferred course of action, but be willing to accept the final decision of the Commission and move forward positively to implement it. It is important to the Commission that the City Manager diligently pursues the goals established by the Commission. The Commission should never be blindsided by any important issue.

Intergovernmental Relations. Warrenton is involved with several other local governments—Federal agencies, State of Oregon, Clatsop County, special districts, school districts, etc. The City Manager needs to effectively represent the interests of the city both regionally and locally, in cooperative projects, and be a collaborative participant who earns the respect of his or her peers. Because the city is a regional water and air service provider, it is important to quickly establish a positive working relationship with nearby local governments.

Innovations and Major Achievements. Being a coastal community with the largest state park and one of Oregon's five National Parks, Warrenton has some special challenges with tourist traffic and infrastructure needs. The City Manager should have direct experience in the management of capital improvement projects such as water and sewer systems. Experience in urban renewal is vital to this community. A working knowledge of waterfront communities, marinas and tourist communities would be a definite plus.

EXHIBIT C

City Manager – Warrenton, Oregon. Pop. 5,253. Salary \$80,000 - \$99,000 DOQ, + exc. bens. General Fund budget: \$3M. Staffing: 38 FTE. Warrenton is a full service city with police, public works, sanitation, fire, library, and two marinas. The CM reports to 5 member Commission that seeks a person committed to an open, honest, and collaborative relationship with the Commission as a group. The CM is the chief administrative officer and is charged with implementing council policy and directives. He/she is responsible for the appointment and removal of all city employees. The City has an excellent and experienced group of department heads. Warrenton faces challenges and opportunities related to tourist traffic and continuing infrastructure needs. The City has an urban renewal district that includes the downtown, Warrenton Marina, and the site of significant retail development.

Preferred qualifications include an open and effective leadership style, as well as experience and skills in land use, public works (including water, wastewater, and capital project oversight), local government finance, intergovernmental relations, human resources and labor relations in a unionized environment, grants and economic development. Experience with tourism, coastal communities, marinas, and forestry would be a plus. The city manager is expected to reside in and be an active, involved member of the community.

Minimum education requirement for the position is a Bachelor's Degree or advanced academic work or at least seven years successful experience in management, municipal or other public administration, with a track record of progressively more responsible positions. Experience as a city manager, assistant city manager, or department head and/or other local government/special district experience will be preferred, though persons with significant management experience in analogous fields are encouraged to apply.

To apply, please send a cover letter and resume that provides specific information on your supervisory and capital improvement project experience to Warrenton City Manager Recruitment, City of Warrenton, PO Box 250, Warrenton, Oregon 97146. **Closing Date:**

_____.

RESOLUTION NO. 2469

Introduced by: All Commissioners

A RESOLUTION ADOPTING STANDARDS, CRITERIA, AND POLICY DIRECTIVES
FOR HIRING A CITY MANAGER FOR THE CITY OF WARRENTON
AND REPEALING ALL RESOLUTIONS IN CONFLICT

WHEREAS, under Section 21 of the City Charter, the City Commission is responsible for appointing the City Manager; and

WHEREAS, it is desirable for the City Commission to adopt standards, criteria, and policy directives for the selection and appointment of a City Manager.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The standards, criteria, and policy directives the City will use as a guideline in recruiting and considering City Manager candidates during the selection process will be the City Manager Job Description as set out in Exhibit A, the City Manager Profile as set out in Exhibit B, and the Recruitment Advertisement set out as Exhibit C to this resolution.

Section 2. When the Commission is engaged in the steps that involve the discussion and selection for further consideration of individual candidates and the interviewing of candidates, the Commission may elect to conduct the discussions and interviews in executive session, subject to the provisions of the Oregon Open Meetings Law. However, final action on hiring a City Manager will be taken in an open meeting.

Section 3. All previous resolutions related to the hiring of a City Manager are hereby repealed.

Section 4. This resolution shall take effect immediately upon its passage.

Adopted by the City Commission of the City of Warrenton this 23rd day of August 2016.

Mark Kujala, Mayor

ATTEST

Linda Engbretson, City Recorder

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Mayor and Warrenton City Commission

FROM: Linda Engbretson, CMC, City Manager Pro Tem *Le*

DATE: August 23, 2016

SUBJ: Core Conveyance Easements

SUMMARY

Martin Nygaard has signed an easement granting the City a sixty foot wide easement across the tidelands fronting the Skipanon Peninsula for the Core Conveyance project. This easement has been granted at no cost to the City. An additional easement with the Division of State Lands is also required. We are hoping to reduce the \$9,659.03 fee with DSL.

RECOMMENDATION/SUGGESTED MOTION

" I move to authorize the Mayor's signature on the Nygaard and State Easements for the Core Conveyance Project."

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

\$9,659.03 from the sewer fund if a fee reduction cannot be negotiated.

EASEMENT GRANT
MARTIN NYGAARD, Grantor
CITY OF WARRENTON, an Oregon Municipal Corporation, Grantee
After recording return to:
Snow & Snow Attorneys
P.O. Box 508
Astoria, OR 97103
Tax Statements: Unchanged

EASEMENT GRANT

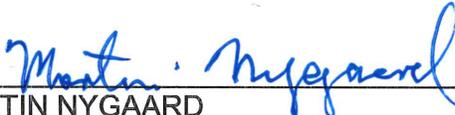
EASEMENT, made and entered into this 15th day of August 2016, wherein MARTIN NYGAARD, individually and as successor in interest to Andrew Nygaard and Ingvald Nygaard, both of whom are deceased and each had an undivided one-half interest, Grantor, herewith grants, conveys and warrants to the CITY OF WARRENTON, an Oregon Municipal Corporation, Grantee, its successors and assigns, a perpetual sixty foot wide easement for the purposes of constructing and maintaining utilities and a sanitary sewage line over, under, through and across, the real property described on the attached Exhibit A. Tax Account: Adjacent to 3010 81022BC 06500 #31172. Situs Address: Adjacent to Block 6 Vacated Portland Avenue, Plat of East Warrenton, Oregon 97146.

The Easement specifically includes the right of construction, maintenance and repair of the sanitary sewage line and other utilities and connection of the same to the City of Warrenton sewage system and the right of entry for all purposes of ingress and egress consistent therewith.

Grantee's rights hereunder shall not lapse in the event of Grantee's failure to use the easement on a continuous basis, but may only be extinguished by formal action of termination by Grantee's governing body.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

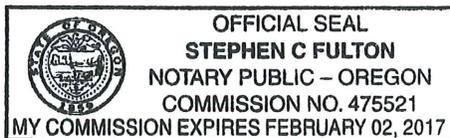
The consideration for this conveyance is other good and valuable consideration.



MARTIN NYGAARD
Dated: August 15, 2016

STATE OF OREGON)
County of Clatsop)ss.

This instrument was acknowledged before me on August 15, 2016, by MARTIN NYGAARD.



Before me: 
Notary Public for Oregon

Dated: August _____, 2016.

The CITY OF WARRENTON by the filing, recording and execution below of this Easement acknowledges the acceptance of this conveyance.

CITY OF WARRENTON,
A Municipal Corporation of the State of Oregon

By: _____
Mark Kujala, Mayor

ATTEST:

Linda Engbretson, Interim City Manager

STATE OF OREGON)
) ss.
County of Clatsop)

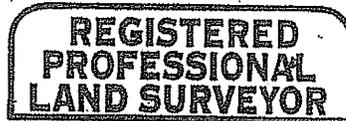
On this _____ day of August 2016, personally appeared Mark Kujala and Linda Engbretson, who, each being first duly sworn, did say that he, is the Mayor of the CITY OF WARRENTON, and that she, Linda Engbretson, as Interim City Manager of the CITY OF WARRENTON, a municipal corporation, and that said instrument was signed in behalf of the City by authority of its City Council and they acknowledged said instrument to be its voluntary act and deed.

Before me: _____
Notary Public for Oregon

July 20, 2016

DESCRIPTION OF AN EASEMENT TO BE GRANTED BY
TO THE CITY OF WARRENTON, OREGON

A non-exclusive 60 foot wide easement for the purposes of constructing and maintaining a sanitary sewer force main over, across, and through those tidelands located on the right bank of the Skipanon River that are bounded on the north by the easterly extension of the north boundary of First Street (commonly known as N.E. First Street) and bounded on the south by the easterly extension of the south boundary of said street as created on the plat of Second Extension of Warrenton in the City of Warrenton, County of Clatsop, State of Oregon.



Karl F. Foeste



Renews 1/1/2018



Oregon

Kate Brown, Governor

Department of State Lands

775 Summer Street NE, Suite 100

Salem, OR 97301-1279

(503) 986-5200

FAX (503) 378-4844

www.oregon.gov/dsl

June 14, 2016

State Land Board

SN410\58817-EA
CITY OF WARRENTON
ATTN: KURT FRITSCH
PO BOX 250
WARRENTON, OR 97146

Kate Brown
Governor

Jeanne P. Atkins
Secretary of State

RE: State Easement No. 58817-EA

Ted Wheeler
State Treasurer

Dear Mr. Fritsch:

Enclosed is a draft easement for the sewer line over, upon or across state-owned land in Section 22, Township 8 North, Range 10 West in Clatsop County.

The administrative processing fee required is \$750.00, which was received on February 16, 2016.

The Department also requires a one-time compensatory payment for your use of this property during the term of each easement. The compensatory payment is \$9,659.03. Mail payment to: Department of State Lands, 775 Summer St. NE, Suite 100, Salem, OR 97301.

A surety bond is not required. Please review the DRAFT easement and if you agree with the terms and conditions of the easement, please notify this office in writing.

Once DSL has received your approval of the easement and payment, an authorized representative of the Department will sign the easement. Then, the fully executed easement will be returned to you for your records.

If you have any questions, please call me at 503-986-5233.

Sincerely,

Patricia Fox
Proprietary Coordinator
Northwest Region
Aquatic Resource Management

Enclosure

DRAFT DRAFT DRAFT

STATE OF OREGON
Department of State Lands

EASEMENT NO. 58817-EA
Sewer Line

The STATE OF OREGON, by and through its Department of State Lands, GRANTOR, for and in consideration of \$ 9,659.03, hereby grants to GRANTEE,

NAME of GRANTEE:
City of Warrenton

ADDRESS:
PO Box 250
Warrenton, OR 97146

an easement and right to construct, maintain, operate and replace a sewer line over, upon, and across the following particularly described property situated in Clatsop County, Oregon, more particularly described as follows:

A non-exclusive 60 foot wide easement for the purposes of constructing and maintaining a sanitary sewer force main over, across, and through the naturally occurring tideland and bed of the Skipanon River located within the boundaries of the following described tract of land:

Beginning at the most westerly intersection of the line of mean high water on the left bank of the Skipanon River with the north boundary of First Street (commonly known as N.E. First Street) as created on the plat of Second Extension of Warrenton, in the City of Warrenton, County of Clatsop, State of Oregon;

thence S66°07'E along the north boundary of said First Street, and its easterly extension, a distance of 570 feet, more or less, to an intersection with the line of mean low water on the right bank of the Skipanon River;

thence southerly along the line of mean low water to an intersection with the easterly extension of the south boundary said First Street;

thence N66°07'W along said extension and south boundary a distance of 640 feet, more or less, to the most westerly intersection with the line of mean high water on the left bank of the Skipanon River;

thence northerly along said line of mean high water to the point of beginning.

Containing 0.83 acres or 36,000 square feet, more or less, and as shown on the attached Exhibit "A".

TO HAVE AND TO HOLD the same unto GRANTEE for 30 years, subject to the following conditions:

1. GRANTOR has the right to grant additional easements within the area authorized by this easement subject to the provisions of the administrative rules governing the granting of easements.
2. GRANTEE shall obtain prior written approval from GRANTOR prior to:
 - a) Changing the type of use authorized by this easement;
 - b) Expanding the number of authorized developments or uses;
 - c) Changing the authorized area; and/or
 - d) Permitting other persons to utilize the easement for uses and developments requiring separate written authorization by GRANTOR pursuant to the administrative rules governing the granting of easements or other GRANTOR requirements.
3. The easement area shall remain open to the public for recreational and other non-proprietary uses unless restricted or closed to public entry by the State Land Board or GRANTOR.
4. GRANTOR and/or its authorized representative(s) shall have the right to enter into and upon the easement area at any time for the purposes of inspection or management.
5. Except as expressly authorized in writing by the Department, GRANTEE shall not:
 - a) Cut, destroy or remove, or permit to be cut, destroyed or removed any vegetation, or
 - b) Remove any sand and gravel, or other mineral resources for commercial use or sale, that occur in the easement area except as expressly authorized in writing by GRANTOR.

Routine right-of-way maintenance including vegetation trimming shall be allowed.

6. GRANTEE shall compensate GRANTOR for the fair market value of any commercially valuable timber or sand and gravel resources in the easement area that must be removed during or after placement of the authorized use, or which cannot be developed because of the authorized use.
7. GRANTEE shall conduct all operations within the easement area in a manner that conserves fish and wildlife habitat; protects water quality; and does not contribute to soil erosion, or the introduction or spread of noxious weeds or pests. Upon completion of construction, GRANTEE shall reclaim disturbed lands to a condition satisfactory to GRANTOR.
8. GRANTEE shall obtain a surety bond in the amount of \$N/A to ensure compliance with the terms and conditions of this easement.

9. The right to use this easement shall automatically terminate if it, or the development authorized by GRANTOR, is not used within five (5) consecutive years of the date this easement was granted, pursuant to the provisions of the administrative rules governing the granting of easements.

10. Unless otherwise approved in writing by GRANTOR, GRANTEE shall remove all cables, pipes, conduits, roads, and other developments placed by GRANTEE on the easement, and shall restore the surface of the easement area to a condition satisfactory to GRANTOR within one (1) year following termination of use or expiration of this easement.

11. GRANTEE shall inspect the condition of the area authorized by this easement and the developments authorized by this easement on a frequency of: upon renewal.

12. GRANTOR shall have the right to stop operation of the use authorized by this easement for noncompliance with the conditions of this easement, the provisions of the administrative rules governing the granting of easements, and/or any lawful requirement by a regulatory agency of this STATE.

13. If this easement authorizes the use of state-owned submerged and/or submersible land:

- a) Construction in navigable waters shall conform to the standards and specifications set by the U.S. Army Corps of Engineers and the U.S. Coast Guard for the use authorized by this easement.
- b) Any blasting which may be necessary, or in-water placement, maintenance, or repair of the authorized use shall be performed according to the laws of this STATE, including strict adherence to Oregon Department of Fish & Wildlife in-water work windows.

14. GRANTEE shall pay to GRANTOR the current market value, as determined by GRANTOR, for any unnecessary and non-approved damages to state-owned lands caused by construction or maintenance of the easement.

15. GRANTEE shall pay all assessments that may be legally charged on public lands which are levied against the property subject to this easement, whether or not such assessments have been levied against the easement area or STATE by the assessing agency.

16. GRANTEE shall use the authorized easement area only in a manner or for such purposes that assure fair and non-discriminatory treatment of all persons without respect to race, creed, color, religion, handicap, disability, age, gender or national origin.

17. This easement is freely transferable. However, no transfer may increase the burden on the easement area or detract from the value of the underlying state-owned land.

This easement does not convey an estate in fee simple of the lands used for a right-of-way. This grant is for an easement only, and title remains in the State of Oregon.

WITNESS the seal of the Department of State Lands affixed this _____ day of _____, 20__.



STATE OF OREGON, acting by and through its Department of State Lands

DSL Authorized Signature

Do not sign for DSL

Printed Name

Date:

STATE OF OREGON)
)ss
County of Marion)

This foregoing instrument was acknowledged before me this ____ of _____, 20__, by _____, the _____ of the Department of State Lands.

Notary Signature
My commission Expires _____, 20__.

CERTIFICATE OF APPROVAL OF CONVEYANCE
(ORS 93.808)

_____, Grantee, hereby approves and accepts, pursuant to ORS 93.808, the grant of an interest in real property from _____, Grantor, as described in the instrument to which this Certificate is attached.

A copy of this Certificate may be affixed to, and recorded with, the instrument described above.

DATED this ____ day of _____, 20__.

_____,
Grantee

By: _____

Name: _____

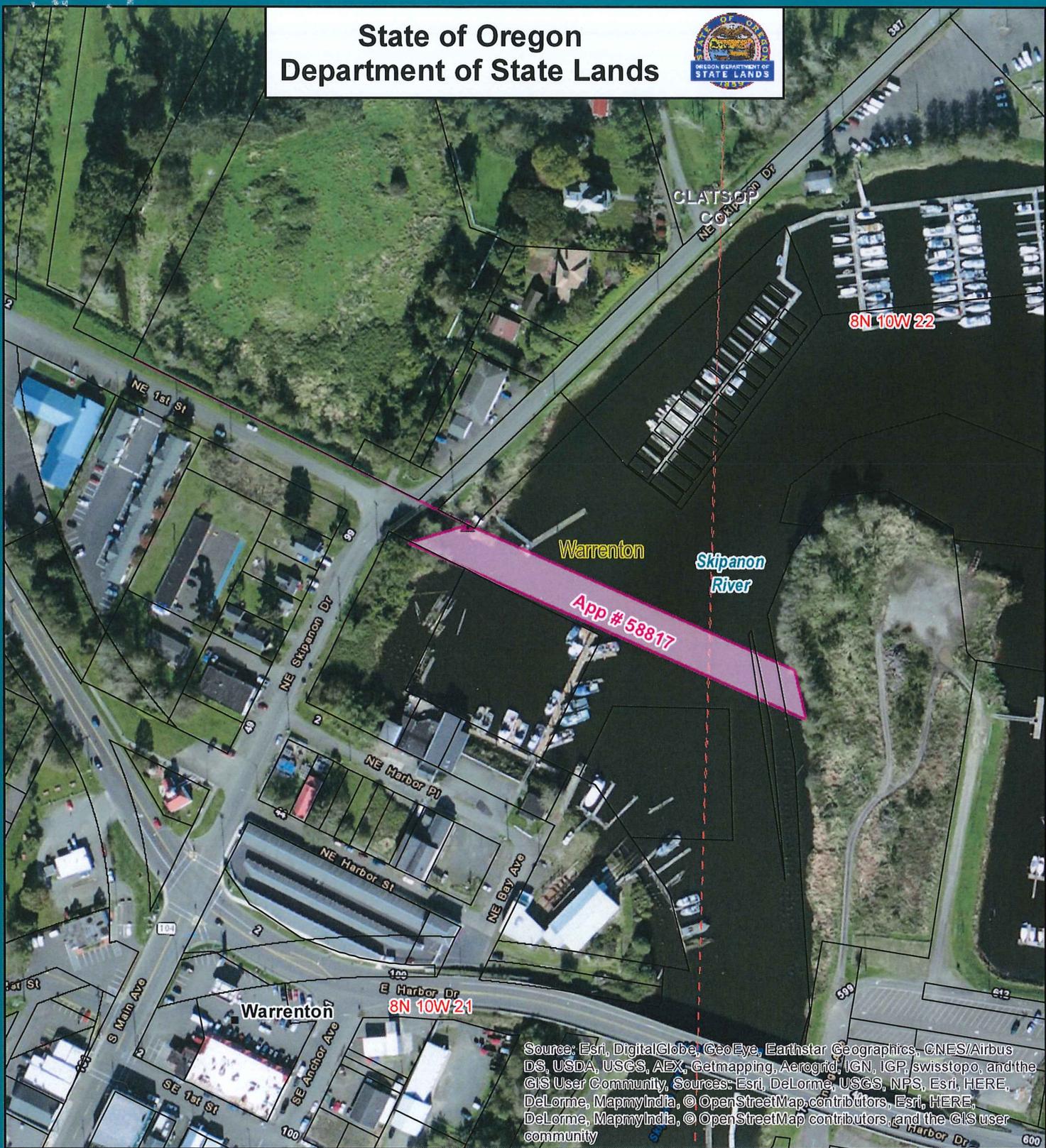
Title: _____

STATE OF OREGON)
) ss.
County of _____)

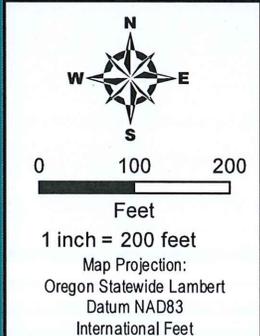
On this _____ day of _____, 20__, before me personally appeared _____, who being duly sworn stated that he/she is the _____ of _____, Grantee, and acknowledged the foregoing instrument to be the voluntary act of said Grantee and that he/she executed the foregoing instrument under authority granted by said Grantee.

NOTARY PUBLIC FOR OREGON
My commission Expires: _____

State of Oregon Department of State Lands



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community, Sources: Esri, DeLorme, USGS, NPS, Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and the GIS user community



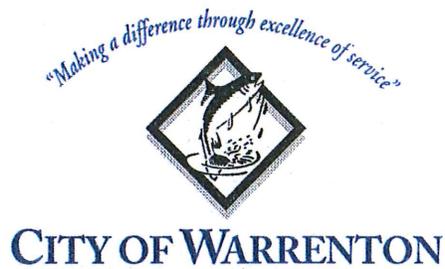
- ▲ Description Point
- Description Line
- Authorization Area

Exhibit A

State of Oregon
Department of State Lands
775 Summer St, NE, Suite 100
Salem, OR 97301
503-986-5200
www.oregon.gov/DSL

This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Date: 4/14/2016



AGENDA MEMORANDUM

TO: The Mayor and Warrenton City Commission
FROM: Linda Engbretson, CMC, City Manager Pro Tem
DATE: August 23, 2016
SUBJ: League of Oregon Cities Annual Conference
Voting Delegate

SUMMARY

Each year the City is asked to designate one voting delegate and one alternate for the League's annual membership meeting. The annual meeting is held on Saturday morning. I have attached a preliminary conference program for your information. I hope you will be able to attend. It's really a great conference and opportunity to meet other elected officials from throughout the state. It looks like they have some interesting topics this year. The delegate form is due back by Sept. 2.

I have put a copy of the registration form in each of your boxes, and if you would like to attend it would be helpful if you would review it and mark the events you would like to attend, and we can then register you. I need to register everyone before September 14.

RECOMMENDATION/SUGGESTED MOTION

" I move to appoint _____ as the City's voting delegate and _____ as alternate for the League of Oregon Cities Annual Membership Meeting on Oct. 1, 2016."

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A



1201 Court Street NE, Suite 200 • Salem, Oregon 97301
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

August 10, 2016

TO: City Managers, Administrators and Recorders

FROM: Jennifer Lewis, Executive Assistant

RE: City Voting Delegates for the LOC Annual Membership Meeting

Enclosed is the **voting delegate** form for the League's annual conference, to be held September 29 – October 1 at the Salem Convention Center. If you have officials attending this year's annual conference, please complete and return this form to the League office by **Friday, September 2**.

The voting delegate form tells us who will be voting on behalf of your city during the Annual Membership Meeting on Saturday morning, October 1. Please note that delegates may not vote without a voting card, and voting cards will be issued only to the voting delegate or alternate listed on the enclosed form. Voting by proxy is not permitted.

The voting cards will be available the morning of the 1st just prior to the business meeting. Members will be asked to vote on the LOC Board of Directors for 2017.

Thank you, and please let me know if you have any questions. I look forward to seeing many of you in Salem.

Enclosure



91st ANNUAL LOC CONFERENCE

September 29 – October 1 • Salem

Designation of Voting Delegate at Annual Membership Meeting

The annual membership meeting will be held Saturday, October 1, at 8:00 a.m. Each city is entitled to cast one vote at the membership meeting; however, all city officials are encouraged to attend the meeting.

Use this form to indicate those persons who will represent your city as a voting delegate and alternate delegate. The voting delegate or alternate should pick up a voting card at the Conference Registration Desk on Saturday morning prior to entering the membership meeting.

NOTE: Delegates may not vote without a voting card, and voting cards will be issued only to a person indicated on this form. Voting by proxy will not be permitted.

FOR THE CITY OF _____

VOTING DELEGATE:

Name _____ Title _____

ALTERNATE:

Name _____ Title _____

Return this form by Sept. 2 to:

League of Oregon Cities
Attn. Jennifer Lewis
Fax: (503) 399-4863
jlewis@orcities.org
1201 Court St. NE, Suite 200
Salem, OR 97301

Submitted by _____
(Signature)

Name _____

Title _____

Phone _____

Email _____



91ST ANNUAL CONFERENCE

2016 Registration Form

REGISTRATION INFORMATION

One form per person (duplicate as needed)

FULL NAME _____

FIRST NAME FOR BADGE _____

TITLE _____

MUNICIPALITY/ORGANIZATION _____

DAYTIME PHONE _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

DIETARY NEEDS _____ ADA REQUIREMENTS _____

EMERGENCY CONTACT NAME & PHONE _____

The League of Oregon Cities will keep the emergency contact information confidential as allowed by the law.

CONFERENCE REGISTRATION

Conference registration includes the Thursday Welcome Reception, and Friday and Saturday conference meals (except the Friday Awards Dinner).

Conference registration closes on **September 14**.

CONFERENCE REGISTRATION	COST	QTY	TOTAL
MEMBER (THROUGH AUGUST 5)	\$300		\$
MEMBER (AFTER AUGUST 5)	\$330		\$
MEMBER – FIRST-TIME ATTENDEE (THROUGH AUGUST 5)	\$275		\$
MEMBER – FIRST-TIME ATTENDEE (AFTER AUGUST 5)	\$300		\$
NON-MEMBER (THROUGH AUGUST 5)	\$600		\$
NON-MEMBER (AFTER AUGUST 5)	\$700		\$

GUEST CONFERENCE REGISTRATION

Guest registration includes the Thursday Welcome Reception, and Friday and Saturday conference meals (except the Friday Awards Dinner). City officials or employees are not allowed to register as a guest.

Full Name: _____

(Guest registration not required for tour- or awards dinner-only attendance.)

	COST	QTY	TOTAL
GUEST	\$100		\$
SUBTOTAL			\$ _____

ADDITIONAL FEES

CITY TOURS (Thursday)	COST	QTY	TOTAL
SALEM – Career Technical Economy Center	\$40		\$
SALEM – Explore Downtown	\$40		\$
SALEM – Marijuana	\$40		\$
INDEPENDENCE – Redeveloping a Waterfront	\$40		\$
AUMSVILLE – A Great Place to Live & Play	\$40		\$
CITY TOURS (Friday)			
CITY TOURS (Friday)	COST	QTY	TOTAL
SALEM – North Broadway Area	\$40		\$
SALEM – Willamette Riverfront	\$40		\$
INDEPENDENCE – Applying Technology to Solve Problems	\$40		\$
SILVERTON – Oregon Garden & Murals	\$40		\$
SUBTOTAL			\$ _____

OTHER EVENTS	COST	QTY	TOTAL
MANAGERS WORKSHOP (Thursday)	\$70		\$
MAYORS WORKSHOP (Thursday)	\$70		\$
COUNCILORS WORKSHOP (Thursday)	\$70		\$
ATTORNEYS LEGAL ISSUES WORKSHOP (Friday) Bar # _____	\$95		\$
AWARDS DINNER (Friday)	\$45		\$
SUBTOTAL			\$ _____

GRAND TOTAL \$ _____

Complete and mail this form with payment by **September 14** to:
 League of Oregon Cities, 1201 Court St. NE, Suite 200, Salem, OR 97301
 Or email to loc@orcities.org.

After September 14, registration must be done on-site and will cost an additional \$50.

CANCELLATION POLICY

If you are unable to attend, we encourage you to send a substitute. If you cannot send a substitute and your registration was paid, LOC will refund 100% of your registration fees if written notice is received by August 5, 2016; the refund amount will be reduced to 50% if written cancellation is received by September 14, 2016. Refunds cannot be issued after September 14. If your registration was not paid and you cancel after September 14 you will be billed. Cancellations are not accepted by phone. Please send cancellation and substitution notice to loc@orcities.org



91ST ANNUAL CONFERENCE

SEPTEMBER 29 - OCTOBER 1, 2016

Salem Convention Center

Check back regularly – more program information will be posted on the conference webpage as details are finalized.

Preliminary Conference Program

Topics & times subject to change

Thursday, September 29

8:30 a.m. - 12:00 p.m.	Mayors Business Meeting & Workshop
8:30 a.m. - 12:00 p.m.	Managers Workshop & Business Meeting
9:00 a.m. - 12:00 p.m.	Councilors Workshop
9:00 a.m. - 5:00 p.m.	OCPDA Board Meeting & Commissioner Training
12:00 p.m. - 1:00 p.m.	Box Lunch for Mayors, Managers, Councilors Workshops & City Tour Participants
1:00 p.m. - 4:30 p.m.	City Tours

-
- Independence – Redeveloping a Riverfront – Making Vision into Reality (Walking Tour)
 - Salem – Career Technical Education Center
 - Salem – Explore Historic Downtown Salem (Walking Tour)
 - Aumsville – A Great Place to Live & Play
 - Salem – Marijuana

1:00 p.m. - 2:30 p.m. Tentative Sessions

- Messaging Your Legislative Issues
- Economic Development Strategies for Rural Communities
- What's New from the Courts
- Bridging the Urban/Rural Divide
- Great City Websites

2:45 p.m. - 4:15 p.m. Tentative Sessions

- Property Tax Overview
- Homelessness
- City Finances & Budgeting
- Cost-Saving Ideas

4:30 p.m. - 6:30 p.m. Welcome Reception with Trade Show

4:30 p.m. - 6:30 p.m. LOC Board Nominating Committee Meeting

Friday, September 30

7:00 a.m. - 8:00 a.m.	Small Cities Network
7:00 a.m. - 8:45 a.m.	Breakfast with Trade Show
8:00 a.m. - 2:00 p.m.	U.S. Congressional Offices
9:00 a.m. - 5:00 p.m.	Attorneys Legal Issues Workshop & Lunch
9:00 a.m. - 10:30 a.m.	Opening Ceremonies & Keynote Speaker Adam Bryant
TBD	Visit with State Agency Directors
10:45 a.m. - 12:15 p.m.	Tentative Sessions

- What is the Real Cost of Growth?
- League's 2017 Legislative Priorities
- Latino Voices
- Nuisance Control
- Tourism

12:15 p.m. - 2:00 p.m. **Lunch with Trade Show**

1:00 p.m. - 4:30 p.m. **City Tours**

- Salem – North Broadway Area (Before and After)
- Independence – Applying Technology to Solve Community Problems
- Salem – Willamette Riverfront Tour (Walking Tour)
- Silverton – Oregon Garden & Mural Tour

2:15 p.m. - 3:45 p.m. **Tentative Sessions**

- Emergency Planning
 - Welcoming City Halls/Customer Service
 - Innovative Housing
 - Oregon Main Street & Oregon Business
 - Storytelling – Effectively Talking About Your Issues
-

4:00 p.m. - 5:30 p.m. **Tentative Sessions**

- Public Comments & Public Hearing
- Transportation – Legislative
- State & Local Lodging Tax
- Oregon Solutions; Regional Solutions
- Brownfield Development

5:45 p.m. - 6:45 p.m. **CIS Reception and Safety Awards**

6:45 p.m. - 9:00 p.m. **Awards Dinner**

Saturday, October 1

8:00 a.m. - 10:00 a.m. **Breakfast, Annual Membership Meeting & City Awards**

10:15 a.m. - 11:45 a.m. **Tentative Sessions**

- Transportation - Issues
 - A Handy Guide to Public Meetings
 - Communicating with & Engaging Citizens
 - Cultural Health in Our Cities
 - Property Tax – Legislative Fix
-

12:00 p.m. - 2:00 p.m. **Lunch and Gubernatorial Candidate Forum**