AGENDA

1. Call to Order/Pledge of Allegiance
2. Additions to the Agenda
3. Presentations to Council/Citizens
4. Consent Calendar
   a. March 21, 2019 Workshop, April 18, 2019 Workshop, April 18, 2019 Council Meeting
   b. Parks appointment – Bryan Thompson

PUBLIC HEARING: Regarding Comp Plan Tsunami Policies, Tsunami Hazard Overlay Zone, and Overlay Zone Map

5. Citizens’ Concerns (Sign Up Only for Old & New Business Items on the Agenda)

6. Departmental Reports
   • Public Works
   • Administration
   • Police Department
   • Finance
   • Planning Department
   • Mayor’s Report

7. Old Business
   a. Ordinance 2019-02 Zoning Amendment-Tsunami Hazard Overlay Zone
   b. Ordinance 2019-03 Comp Plan Amendment-Tsunami Overlay Zone
   c. Ordinance 2019-04 Tsunami Overlay Zone Map
   d. Resolution 2019-12 Tourism Advertising Agency
   e. Ordinance 2019-05 Tourism Advertising Agency

8. New Business
   a. Workshop Discussion direction to staff
   b. Outsourcing Recording and Creating of Council Minutes
   c. Engineers Task Orders to move forward
   d.

9. Continuing Action Items
   g. Planning Procedures  h. ADU’s  i. Council Rules

10. Considerations
    a. Citizen  b. Staff  c. Councilor  d. Mayor

11. Future Meetings
    a. Thursday, June 20, 2019, Regular Council Meeting 3:30 p.m. at City Hall

12. Adjourn
1. **Call to Order**

Mayor Tim Pogwizd called to order this Workshop Session of the Common Council of the City of Port Orford in the Police Conference Room on Tuesday, March 21, 2019 at 3:15 p.m.

Reason: to discuss the Right-of-Way request at 404 Jackson St. to create parking on the West side of the property for the restored home/vacation rental.

**Discussion:**

The Mayor began the discussion with an explanation of his on-site visit of the property and he is very concerned. The City Administrator discussed this request with two local experts who advised the city should require engineering because it is much more than what it looks like.

The Mayor reminded the council that the other side of the bluff just recently slide off on to the beach.

The concern is that this is constantly moving ground and if this request is approved and something was to happen and someone is hurt, it could put the city in a bad place. No Councilor felt comfortable doing that.

**Adjourn**

There being no further business Mayor Pogwizd adjourned the meeting at 3:28 p.m.

Attest:

_________________________  _____________________________
Mayor Tim Pogwizd                  City Recorder, Terrie Richards
CITY OF PORT ORFORD
WORKSHOP of the COMMON COUNCIL
GABLE CHAMBERS, CITY HALL
THURSDAY, APRIL 18, 2019, 2:00 P.M.

Media Present: None

<table>
<thead>
<tr>
<th>Mayor and Council</th>
<th>Present</th>
<th>City Staff</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Pogwizd, Mayor</td>
<td>X</td>
<td>Terrie Richards</td>
<td>X</td>
</tr>
<tr>
<td>Pat Cox, President</td>
<td>X</td>
<td>Dave Johnson</td>
<td>X</td>
</tr>
<tr>
<td>Carolyn LaRoche</td>
<td>Absent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travis Williams</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Campbell</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>James Garratt</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Others Present: Teresa Kolibaba

1. **Call to Order** Mayor Tim Pogwizd called to order this Workshop of the Common Council of the City of Port Orford in the Gable Chambers on Thursday, April 18, 2019 at 2:00 p.m.

**Discussion**

The Mayor began the meeting by explaining the results of a previous meeting he had with the Finance Director and the City Administrator regarding the importance of the contact time project and the PLC project. He believes these projects can be done in-house. The Mayor then handed the meeting over to the Finance Director to explain what they found.

Finance Director David Johnson explained that they roughly estimated it was going to be a three hundred fifty thousand dollar project. In order to come up with that the water enterprise does not have the money. There is one hundred forty thousand in the water capital reserve and we can transfer one hundred fifty thousand from the general fund. The water SDC’s can only be used to increase the capacity, this project does not increase the capacity those funds are not applicable.

Councilor Williams asked where the city was at with the PLC since council voted to have that done. The CA explained what the engineers understood. For the PLC and Contact Time – the engineers are putting together a task order and waiting for cost estimates. They were asked to submit two options for council to consider. The PER is for future funding, not needed for the Contact Time and the PLC since the city is funding them. At the last workshop with the engineers, the council received a list of the priorities the council could choose from the list or add to the list. The Council chose to add to the list at a second workshop.

Further discussion of what the engineers said at the last workshop and what the council understood.

The Mayor reiterated the importance of the two projects and they need to accomplish this. He said they could use the money as a match and go for a bigger project but the council would have to make that call.

Council Workshop Minutes
April 18, 2019
Page 1 of 1
The council understands the importance of the two projects and wants to move forward but still have unanswered questions. They would specifically like to know the feasibility of building the baffling outside the tank. Discussion on what that would look like.

The council is still up in the air on baffling the tank or going with a larger tank.

The Mayor adjourned the meeting at 3:10 P.M.

ATTEST:

__________________________
Tim Pogwizd, Mayor

__________________________
Terrie Richards, City Recorder
1. Call to Order
Mayor Pogwizd called to order this Regular Meeting of the Common Council of the City of Port Orford in the Gable Chambers on Thursday, April 18, 2019 at 3:30 p.m. He then asked those present to rise and join him in the pledge of allegiance.

The Mayor asked everyone to silence his or her phone.

2. Additions to the Agenda – None

The Mayor then asked for a moment of silence recognizing Past Mayor and Councilor Jim Auborn. He stated that we lost a great man a couple of weeks ago. The Mayor worked with Mr. Auborn for twelve years and appreciated his insight and that he did a lot for Port Orford. Celebration of Life is May 19, 2019 at 3:30 at the Zion Lutheran Church.

3. Special Presentation to Citizens/Council - None

4. Consent Calendar
Minutes of March 21, 2019
Budget Committee Appointments – Carren Copeland & John Leuthe
Councilor Williams moved to approve the Consent Calendar as presented with Councilor Cox as second. Motion carried 6 - 0

Councilor Cox Aye  Councilor LaRoche ___  Councilor Williams Aye

Councilor ___  Councilor Garratt Aye  Councilor Campbell _____

5. Citizens’ Concerns - None

6. Departmental Reports
*Public Works – Council questions answered earlier in the workshop. Mr. Eckhoff invited all the council to stop by the plant so they could have a better understanding of the operations.
*Police Department – Article in Santa Rosa Ca. praising the Chief for a job well done on a stolen car/dog from that area.
*Planning Department – Councilor Cox asked what the conditions were on a proposed subdivision. Legal Counsel Shala Kudlac said she could not remember them and suggested reading the staff report. City Planner Crystal Shoji explained some of the general conditions.
*PORT – they are going after bigger funding, they have a contractor starting demolition on the old cannery, and they lowered the lift fees across the board. Breakwater repair this summer, going out for funding for a new crane,
Main St. Councilor Williams reading from notes given to him. Coming up: Open Heart Dinner, painting murals on trash receptacles, signs, whale mural, and refreshing planters.

Main St. Upcoming meeting on April 25, 2019 at the OSU Field Station. Steven Dahl and Karen Auborn will attend a Main Street meeting in Seattle. Other exciting things happening.

Fire Board – gearing up on contract and they are in need of volunteers. New water tender coming. Repairs to the Fire Hall starting next month.

Watershed/Health – Councilor LaRoche reported they are working on a grant for gorse removal; they need someone to go in yearly to help with removal.

3:47 PUBLIC HEARING: Regarding Comp Plan Tsunami Policies, Tsunami Hazard Overlay Zone, and Overlay Zone Map.

Staff Report: City Planner Crystal Shoji explained she would not go through the whole staff report. The page numbers in the report do not match the ordinance, which is not a big deal.

Ms. Shoji is going to explain the ordinances as they are. First, explaining the grant from Department of Land Conservation and Development (DLCD) and the Department of Geology and Mineral Industries (DOGAMI) have been working this with us throughout the year.

Ordinance 2019-02 proposed Tsunami Overlay Zone. The way the Planning Commission has proposed this is that they only include in the ordinances is what state law requires. It talks about “Essential Facilities” meaning things such as hospitals, fire and police stations, tanks or other structures supporting fire suppression, emergency vehicle shelters, structures and equipment and standby power generating.

It talks about “Hazardous Facility” and these are the kinds of things that are somewhat restricted within the overlay zone.

Ms. Shoji presented a map that shows what this would look like. This proposes all along the edges, it does include some residential land as well. However it does restrict things like hotels, motels etc.

There is some stuff in black [bold] type and what that means; it is not the same [language] that the Planning Commission recommended because more information came in from the state and map so they had to adjust that language. You can also see on page 2 the list of prohibited uses 17.46.050; it starts with hospitals and medical facilities, fire and police stations on down to “k” medical facilities with fifty or more residents. These are common sense things most people are not going to put a hospital where you are most apt to have a tsunami. There are exceptions; the city could say they could do “this” if they wanted that strategic location for something.

Councilor Cox asked about adding a water tank at the water plant if it were in the yellow zone – could they feasibly get around that? Ms. Shoji will no speak for the state and federal government; she is just saying they [Planning] are saying what the state law says. In other words, that law 455 in front of you – the city may not want to adopt this. This is the city’s choice – we honor the council, the council makes the decision for Port Orford.

The good thing about adopting it would be that by incorporating the state law into your local law people are more aware of what it is they are going to have to do eventually in that zone. If people were out there planning a new hospital or a new fire station in that zone, they would know it from the beginning because it would be in your comp plan.

Ms. Shoji is not going to recommend the council adopt this today. Council can take it home and compare it if they so choose.

Ordinance 2019-03 Comprehensive Plan. This actually shows the wording they already have in the plan – the gray highlight is stuff they already have – the bold is new language. The Comprehensive Plan is more of a visionary document it is not a “must do this” document.

Ordinance 2019-04 described shows the tsunami overlay from state law. This is a zoning map the state made for the city. The real maps [in the packet] looks like this and you can’t figure out what they are saying. The Mayor asked if they were somewhat accurate – yes state adopted maps.
Ms. Shoji stated that she was done reviewing the ordinances. On the back of her staff report there is a list of recommendations. 1. The Council can suggest revisions or changes. 2. Carry this [hearing] over to May 16 because the state is making another map and things that were supposed to happen did not — they overshot their expectations, and 3. Adopt the Planning Commission recommendations.

Discussion: Councilor Cox is concerned about loopholes specifically on height restrictions. The tsunami evacuation structures are not subject to the building height limitations of this code. Is a tsunami evacuation structure specifically a tsunami evacuation structure that is built specifically for that and no other uses? Ms. Shoji stated other cities have designated the tops of certain buildings for that purpose. Is this a loophole to build a taller structure for personal tsunami evacuation structures?

Legal Counsel, Shala Kudlac believes a tsunami evacuation structure would be for public use. Height exception is for structures in the overlay zone. She does not think a hotel is allowed. Further discussion of motels and height restrictions. Councilor Cox asked what the timetable is — June 2019. Councilor asked if there was not engineering requirements for tsunami evacuation structures.

Citizen: Doreen Ames appreciates Pat’s comments quite a bit. The reason why I think you need more specific language in there is if they put that external staircase going up and I’ve lived in hazard zones before; often they are padlocked and if the owner is not on property to unlock the gate . . . and they do do it and they’ve done it quite a bit in Malibu. A high number . . . yah we can watch them slide down the cliff, no of course. I like that wording a lot to change that and make it very specific that they still have to build within the city code. I think that is all you have to do. You [council] were discussing a little bit emergency building within the hazard zone which I know that James is on the fire department and you mentioned a water tower in the old building up by the water towers that should be designated as a location for fire services and ambulances to go during a tsunami warning. I believe if you repaired that building a bit, it is a brick building; it could be used for that if there was a tsunami. Because your fire department is right down here in the washout it might be wise to consider that now.

Councilor Cox — Luckily, they just have one truck in there and most of the equipment up on Cedar Terrace already — answer is inaudible.

Ms. Ames added that Cal-OR Ambulance anybody would know if the warning system goes off to move the equipment up there and not drive around in it until after . . . inaudible.

The Mayor then asked for any other comments — hearing none he stated the hearing would be carried over to May 16, 2019 at 3:30 in the Council Chambers.

Councilor Cox asked what would happen if they did not accept this. Ms. Shoji could not answer that however it was an opportunity for the city to review it. Planning had hearings and discussion and they all said go with what the state has.

7. Old Business
   a. Ordinance 2019-02 Zoning Amendment carried over to May 16, 2019
   b. Ordinance 2019-03 Comp Plan Amendment – Tsunami Overlay Zone carried over to May 16, 2019
   c. Ordinance 2019-04 Tsunami Overlay Map carried over to May 16, 2019
   d. Resolution 2019-12 Tourism Advertising Agency. Councilor x moved to table until they get more information with Councilor Williams as second. **Motion carried 3-0**

       Councilor Cox Aye     Councilor LaRoche ___     Councilor Williams Aye
       Councilor ___         Councilor Garratt Aye    Councilor Campbell ___

   e. Ordinance 2019-05 Tourism Advertising Agency. Councilor Williams move to table Ordinance 2019-05 with Councilor Cox as second. **Motion carried 3-0**
Councilor Cox Aye  Councilor LaRoche Aye  Councilor Williams Aye
Councilor _  Councilor Garratt Aye  Councilor Campbell _

Councilor Williams asked to schedule a workshop – May 16, 2019 at 2:00 p.m.

8. New Business

a. Army Corp of Engineers request a variance to the noise ordinance. Kate Groth of the Army Corp request a variance from sunrise to sunset to October 31, 2019. Councilor Williams moved to approve with Councilor Campbell as second. Motion Carried. **Motion carried 3 - 0**

b. Curry Transfer and Recycle annual rate increase. Luke Pyke and Candie Wilks was present to explain the annual rate increase of 2.5%. They also rolled out the new cart recycle program approved by Curry County Commissioners with this program there is a monthly price increase of three dollars and seventy-five cents. Councilor Cox moved to approve the CPI increase and the cart increase for CTR with Councilor Williams as second. Motion carried. **Motion carried 3 - 0**

c. Right-of-Way request for a wood fence at 928 Oregon Street. Passed with a 3 -1 vote at Planning. Councilor Williams moved to approve the right-of-way request at 928 Oregon Street fence with Councilor Garratt as second. **Motion carried 3 - 0**

d. Right-of-Way request for parking at 1035 Oregon Street. The Planning Commission approved the ROW. Councilor Williams moved to approve the Right-of-Way for 1035 Oregon Street with Councilor Garratt as second. Councilor Cox is concerned about the drainage in that area. **Motion carried 3 - 0**

9. Continuing Action no action

10. Considerations

a. Citizens –

* Mr. Scott the Mayor reminded him from their earlier discussion they were going to try to stick to 3 minutes. Paul Scott 1620 Jackson St. explained to council a situation he experienced with our police department and his neighbors at 18th and Jackson Street. Mr. Scott stated, “All of this will come out in another court someday”.

* Doug Battersby stated for the record three minutes down from five is a preposterous amount of time to allocate a resident to speak about any matter of importance. The Mayor reminded him he was using up his time to state his concern eventually the Mayor gavelled him down and asked him to leave.

* Gordon Clay speaking on suicide prevention month.

* Gary Wickham asked about the striping at the post office and the patrons backing out going the wrong direction.

* Doreen Ames reported water damage to Hensley Hill Rd. due to bad drainage from new builds.

* George Robson stated for the record that he is a victim of gossip and vigilantism and explained his story.
* Theresa Kolibaba stated her concerns for the possible damage of the road to the Port with the big trucks bringing rocks in to fix the breakwater.

* Jack Pruitt followed up on Gordon Clay’s comments on suicide. He reiterated what his group brought to council on gun control. So what is the council saying to this man?

b. **Staff** – The City Administrator asked Council to try to attend the next Parks Commission meeting May 2, 2019 for a presentation of the proposed upgrade to the Community Building. The Mayor stated that May was full with the budget meetings. The CA will ask the Parks to the next Council meeting.

c. **Council** - Councilor Williams reminded the council of the workshop direction for the City Administrator.

* Councilor Garratt thinks that some people have the wrong idea of what the citizens’ considerations section is for. It is his belief and understanding from the council rules that the citizens consideration is for them to bring a topic to the council for them to think about and consider putting on the next meeting agenda. Therefore, he doesn’t believe they should be composing a complete story, they should be saying, “here’s the issue, here is my brief statement why the council should consider this issue and why it is important. The Council should take that issue to a meeting so a decision or a resolution can be made.

d. **The Mayor** recognized the police department and thanked them for their hard work.

11. **Future Meetings:**

   City Council Meeting • May 16, 2019 • 3:30 PM • City Hall Council Chambers

12. **Adjourn**

   There being no further business Mayor Pogwizd adjourned the meeting at 5:21 p.m.

   Attest:

   ____________________________   ____________________________
   Mayor Tim Pogwizd             City Recorder, Terrie Richards
APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

***If you do not wish to have any specific information in this form given out to the general public please let us know, in writing, and tell us the reason why.

We will try to honor your request within the constraints of the applicable public records law.***

I am interested in serving as a member of the

Park Commission

Name: Bryan Thompson

Mailing Address: PO Box 613

Physical Address: 93165 Cemetery Loop Rd.

Home Phone: 541 936 7596 Work Phone: Fax:

E-mail: thompson tree LLC@gmail.com

Current Employment: Thompson Tree Service, LLC (Owner)

Your area of interest: Parks Commission

Your area of expertise: Business, Contractor, Marketing, Coaching at Pacific High School and Driftwood Track and Cross Country.

Why do you want to serve? I often use the parks in Port Orford and wish to improve them by improving Port Orford Park improvements.

Previous service in this appointed position of a similar position: have previous experience as board member of non-profit organizations.

Other volunteer activities: Port Orford Rotary member.

Does your schedule allow you to attend?

Daytime Meetings [x] yes [ ] no Evening meetings [ ] yes [ ] no

Does your schedule limit the days you could attend meetings? [ ] yes [ ] no

Have you ever been convicted of a felony? [ ] yes [x] no If Yes, please explain.

Additional comments: I look forward to being a part of

Port Orford Park improvements.

Date: 8 May 2019 Signature: Bryan Thompson

Please return to:

City of Port Orford

P.O. Box 310

Port Orford, OR 97465

Phone: 541-332-3681 Fax: 877-281-5307 trichards@portorford.org
City of Port Orford

CITY COUNCIL ADMINISTRATION REPORT

SUBJECT: Parks/Other

ITEM NO: 5 a.

Date: 05/16/19

SUBMITTED BY: Terrie Richards

Terrie Richards, City Administrator

PARKS:

BUFFINGTON MEMORIAL PARK: Jubilee cleaning and painting the concessions stand. Rotary has volunteered to build a hut to store putters for the mini golf.

VISITOR CENTER: major cleaning and total reorganization spearheaded by Volunteer Kathee Wood and Parks Commissioner Steven Dahl. Metal restroom gates scheduled for installation May 16.

DOCKS: Proposed Pinehurst dock estimate $26,700. 12th St. boat ramp still in the works.

We have a broken sprinkler issue at the American Legion Hall. The Committee for the Community Building requests a joint meeting with the Parks Commission and City Council after June 12, 2019.

Other:

May 8, 2019 met with the Public Works crew to start reviewing the construction standards that we are to help citizens with new construction understand and follow. Meetings set for the second Wednesday each month at 1:00 pm at the water plant. We all learned something new and was reminded of things we forgot.

May 9, 2019 LPSCC, Local Public Safety Coordinating Council meeting in Gold Beach. Discussion of assistance programs either happening or newly created for homeless, juvenile programs, and Sequential Intercept Mapping/Taking Action for Change. Lowest attendance ever, no officer or deputy.

May 10, 2019 SWACT, South West Area Commission on Transportation a couple of agenda items discussed were the Hooskanaden Slide and February Storm update, look at modeling the HWY101 at Last Chance Grade in CA and giving support to that project, a TGM Planning Grant letter of support for Douglas County was approved and Sexual Harassment Training for the Commission.

May 13 & 14, 2019 Budget Meeting 3:00 p.m.

May 14, 2019 Meeting with Business Oregon to discuss a Community Development Block Grant 10:30 a.m. and the Tsunami Grant Steering Committee meeting at 1:30 p.m.

May 15, 2019 League of Oregon Cities Small City Meeting in Coquille, Agenda ODOT Small City’s Allotment Program. Mayor and Council are encouraged to attend.

May 16, 2019 Driftwood School 5th graders taking a tour of the water treatment plant.

The Police District is still being researched by the Finance Director.

Union contract is coming up for discussion in 2020 – as of right now the only thing we see is some verbiage change in a couple of areas.

Meeting with the Chairman of the Watershed Council next week to discuss information they received at the last site visit to the fish ladder.
## CAD Press Log

**Port Orford Police Department**

555 W 20th St.  Port Orford, OR 97465  541-332-9013

**08:52 PM**

**From:** 05-01-19 to 05-18-19

### Call: Incident: Type: Date/Time: Location: Officer:

<table>
<thead>
<tr>
<th>Call</th>
<th>Incident</th>
<th>Type</th>
<th>Date/Time</th>
<th>Location</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>67689</td>
<td>L198454</td>
<td>TRAFFIC STOP</td>
<td>5/2/2019 8:09</td>
<td>CIRCLE K</td>
<td>Mike Brace</td>
</tr>
<tr>
<td>67695</td>
<td>L198460</td>
<td>OUTSIDE ASSIST</td>
<td>5/2/2019 9:50</td>
<td>2059 WASHINGTON st</td>
<td>Mike Brace</td>
</tr>
<tr>
<td>67698</td>
<td>L198463</td>
<td>FOLLOW UP</td>
<td>5/2/2019 11:17</td>
<td>Silver Springs RV</td>
<td>Mike Brace</td>
</tr>
<tr>
<td>67702</td>
<td>L198467</td>
<td>TRAFFIC STOP</td>
<td>5/2/2019 11:48</td>
<td>5TH/HARBOR</td>
<td>Mike Brace</td>
</tr>
<tr>
<td>67705</td>
<td>L198470</td>
<td>TRAFFIC STOP</td>
<td>5/2/2019 12:39</td>
<td>DOLLAR GENERAL</td>
<td>Mike Brace</td>
</tr>
<tr>
<td>67706</td>
<td>L198471</td>
<td>UNKNOWN PROBLEM</td>
<td>5/2/2019 12:55</td>
<td>601 THIRTEENTH</td>
<td>Mike Brace</td>
</tr>
<tr>
<td>67712</td>
<td>L198477</td>
<td>TRAFFIC STOP</td>
<td>5/2/2019 14:46</td>
<td>9TH/OREGON</td>
<td>Mike Brace</td>
</tr>
<tr>
<td>67724</td>
<td>L198488</td>
<td>FOLLOW UP</td>
<td>5/2/2019 17:02</td>
<td>236 SIXTH st</td>
<td>Hank Hobart</td>
</tr>
<tr>
<td>67727</td>
<td>L198492</td>
<td>DISTURBANCE</td>
<td>5/2/2019 18:09</td>
<td>831 OREGON st TJs Parking lot</td>
<td>Hank Hobart</td>
</tr>
</tbody>
</table>

### Press Remarks:

- **67689**: C-Spd school zone
- **67695**: DHS assist Re; purported child safety issue...
- **67698**: Press Remarks:
- **67702**: C-SPD
- **67705**: Press Remarks: W-Spd
- **67706**: R/P requested LE assistance for unk issue. (C) then cancelled request.
- **67712**: W-spd
- **67724**: Press Remarks:
- **67727**: Citizen reported disturbance between male and female fighting, after asking around it sounds like it might have been a caretaker and their patient. They are no longer on the location, c4...
Call: 67728  P2019081  OUTSIDE ASSIST

Incident: Type: 5/2/2019 15:57 94620  ELK RIVER rd

Date/Time: Location: Officer:

Press Remarks: * deputy key’d up in the middle of distress, foot pursuit & arrest. Priority tone to all units to 113 location... 16:28:53...114, 802 and 801 enqout ...16:44:01...801 request 7/20 on Gun SER 148790=12-21 utl ...16:44:21...BATCH, TYLER WESLEY 12-24 OS parole board for burg...

Involvement Age: Name  Offense Description  Occurred On
Arrestee  35  BATCH, Tyler  OUTSIDE ASSIST  5/2/2019

Press Remarks:

67730  L198494  FOLLOW UP

5/2/2019  19:18  Pitchs

Hank Hobart  POP

Press Remarks:

67736  L198500  TRAFFIC STOP

5/2/2019  21:16  MP 303

Levi Easlon  POP

Press Remarks: v spd

Involvement Age: Name  Offense Description  Occurred On
Operator  26  CADD, Melisa  TRAFFIC STOP  5/2/2019

Press Remarks:

67766  L198527  FOLLOW UP

5/3/2019  12:31  PO Loop/Zumwalt

Hank Hobart  POP


67767  L198529  FOLLOW UP

5/3/2019  12:41  Visitor center

Hank Hobart  POP

Press Remarks:

67785  L198547  TRAFFIC STOP

5/3/2019  18:23  16TH/JACKSON

Levi Easlon  POP

Press Remarks: W-SPD

Involvement Age: Name  Offense Description  Occurred On
Operator  30  MOIR, Colin  TRAFFIC STOP  5/3/2019

Press Remarks:

67786  L198548  FOLLOW UP

5/3/2019  19:33  Pitchs

Levi Easlon  POP

Press Remarks:

67791  L198553  FOLLOW UP

5/3/2019  21:51  Jackson Near 12th

Andrew Perry  POP

Press Remarks:

67793  L198555  TRAFFIC STOP

5/3/2019  22:06  101/11TH

Andrew Perry  POP

Press Remarks: W-SPD

Involvement Age: Name  Offense Description  Occurred On
Operator  48  REMILY, Richard  TRAFFIC STOP  5/3/2019

Press Remarks:

67794  L198556  TRAFFIC STOP

5/3/2019  22:14  IDAHO BEHIND RAYS

Andrew Perry  POP

Press Remarks:

Involvement Age: Name  Offense Description  Occurred On
Operator  45  HACKETT, Douglas  TRAFFIC STOP  5/3/2019

Press Remarks:

67795  L198557  TRAFFIC STOP


Levi Easlon  POP

Press Remarks: W-Following too close

Involvement Age: Name  Offense Description  Occurred On
Operator  28  AMABILE, Vito  TRAFFIC STOP  5/3/2019

Press Remarks:
<table>
<thead>
<tr>
<th>Call</th>
<th>Incident</th>
<th>Type</th>
<th>Date/Time</th>
<th>Location</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Press Remarks: cited for driving while uninsured warned for no plate light</td>
<td>Operator 58 WAGNER, Steven TRAFFIC STOP</td>
<td>5/3/2019</td>
<td></td>
</tr>
<tr>
<td>67800</td>
<td>L198562</td>
<td>TRAFFIC STOP</td>
<td>5/3/2019 23:03</td>
<td>101/QUATTOMAH</td>
<td>Andrew Perry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Press Remarks: w for pass side headlight</td>
<td>Operator 65 BUNDY, David TRAFFIC STOP</td>
<td>5/3/2019</td>
<td></td>
</tr>
<tr>
<td>67805</td>
<td>L198567</td>
<td>TRAFFIC STOP</td>
<td>5/3/2019 23:40</td>
<td>101/ MADRONA</td>
<td>Andrew Perry</td>
</tr>
<tr>
<td>67812</td>
<td>L198574</td>
<td>FI / SUBJ. STRANGE BEHAVIOR</td>
<td>5/4/2019 1:24</td>
<td>1555 OREGON st Rays</td>
<td>Andrew Perry</td>
</tr>
<tr>
<td>67814</td>
<td>P2019082</td>
<td>OUTSIDE ASSIST</td>
<td>5/4/2019 0:39</td>
<td>MP 250 SB</td>
<td>Levi Easlon</td>
</tr>
<tr>
<td>67817</td>
<td>L198579</td>
<td>ANIMAL COMPLAINT</td>
<td>5/4/2019 6:56</td>
<td>Port of Port Orford- Dock</td>
<td>Reports reports</td>
</tr>
<tr>
<td>67847</td>
<td>L198609</td>
<td>SUSPICIOUS CONDITION(S)</td>
<td>5/4/2019 17:08</td>
<td>11th/Idaho</td>
<td>Andrew Perry</td>
</tr>
<tr>
<td>67850</td>
<td>L198612</td>
<td>TRAFFIC STOP</td>
<td>5/4/2019 17:36</td>
<td>MADRONA</td>
<td>Levi Easlon</td>
</tr>
</tbody>
</table>

Press Remarks:

- 67797: cited for driving while uninsured warned for no plate light
- 67800: w for pass side headlight
- 67801: v spd
- 67805: w white light to rear, p light, and improp display p1
- 67812: F1 / SUBJ. STRANGE BEHAVIOR
- 67814: * 12-4 from Coos adv that they have a pursuit headed SB from MP 250 on 101 going 65 to 70 mph in a Yellow Mustang coosbay pds is in pursuit of the veh... 00:31:14...802, 804 and 113 adv... 00:31:18...12-4 from coos county adv veh is now passing 258 and requesting we stage in langlois with spikes... 00:33:26...113, 802 and 804 en route to langlois,... 00:38:00...Coos adv veh driver is possibly a potter,jacob stanton, 19890512, motives: pos 12-24 Coos PV, 12-23 rape charge, and no valid ops... 00:39:19...passing rays food in bandon, adv units... speeding around bandon, adv units... 804 adv he and 113 are clr, they listened on their channel and the veh made several direction changes but they are still in their county, nothing further...
- 67817: 911, Port of Port Orford adv of a lost dog: female shepard mix 40-50 pounds bro/whi spotted wearing a green high visibility vest on, lost seen on the dock about 10 minutes ago...
- 67847: RP advise male on bicycle sitting and watching houses. 30s Long Bro, Gryish Hair in Pony tail, Drk Blu vest, 180lbs. Blk Bicycle... 17:13:06...aired and assigned to 804, snr... 17:57:30 ...advang code 4, doug baffersby was riding his bike near 12th / Idaho during this time period, possibly was him...
- 67850: W - speed
- 67851: 804 Added ...out at loc, evidently owner found two matching lic plates on the property there one a few days ago, other today,... OR/444/JNY,....12/21.....UTL thru DMV advd...
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: W - speed TRAFFIC STOP</td>
<td>Involvement Age: Name</td>
<td>Offense Description Occurred On</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator 23 SENESAC, Cole</td>
<td>TRAFFIC STOP</td>
<td>5/4/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call: 67861</th>
<th>Incident: Type: TRAFFIC STOP</th>
<th>Date/Time: 5/4/2019 19:56</th>
<th>Location: 101/MADRONA</th>
<th>Officer: Andrew Perry POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: C - speed TRAFFIC STOP</td>
<td>Involvement Age: Name</td>
<td>Offense Description Occurred On</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: SUSPICIOUS CONDITION(S) Rpt'd suspicious veh in area, = GoA.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: LAWTON, KATHLEEN BRADLEY, 12-34, warning for failure to yield to a veh...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call: 67876</th>
<th>Incident: Type: TRAFFIC STOP</th>
<th>Date/Time: 5/4/2019 22:40</th>
<th>Location: SOUTH CITY</th>
<th>Officer: Andrew Perry POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: c spd TRAFFIC STOP</td>
<td>Involvement Age: Name</td>
<td>Offense Description Occurred On</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: v for def lighting pass tail light TRAFFIC STOP</td>
<td>Involvement Age: Name</td>
<td>Offense Description Occurred On</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator 60 SELOVER, Robert</td>
<td>TRAFFIC STOP</td>
<td>5/4/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call: 67881</th>
<th>Incident: Type: Theft 3rd Degree</th>
<th>Date/Time: 5/5/2019 2:30</th>
<th>Location: 914 N OREGON st (Circle K)</th>
<th>Officer: Andrew Perry POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: Theft 3rd Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call: 67915</th>
<th>Incident: Type: TRAFFIC STOP</th>
<th>Date/Time: 5/5/2019 20:58</th>
<th>Location: WASHINGTON</th>
<th>Officer: Andrew Perry POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: w for on sig In change lack of current proof of ins and open container</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call: 67930</th>
<th>Incident: Type: REPO'D VEHICLE/CRM TRESPSS, UEMV, UUMV, RCKLSS ENDNGR</th>
<th>Date/Time: 5/6/2019 9:10</th>
<th>Location: 25th/Deady St... Cassidy &amp; Perry Bordeaux, Paul Hewitt, Darrell Hulse Jr &amp; Gerardo Servin Involved</th>
<th>Officer: Mike Brace POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call: 67936</th>
<th>Incident: Type: TRAFFIC STOP</th>
<th>Date/Time: 5/6/2019 10:32</th>
<th>Location: CHEVRON</th>
<th>Officer: Mike Brace POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Remarks: C - SPD TRAFFIC STOP</td>
<td>Involvement Age: Name</td>
<td>Offense Description Occurred On</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4
67950  L198712  5/6/2019  12:46  Chevron PO  Mike Brace
ACIDENT, NO INJURY
Press Remarks: 911, accident at Port Orford Chevron... stated no medics needed, both parties still OS... caller hang up... 12:48:45... 803 12-97... 803 provided 2 12/7 OH HNK7718 12-21 Valid to MICHAEL MANSER... OH HJS1057 12-21 Valid to DEAN L. HEISEY 803 adv one veh was pulling through under canopy at Chevron and had min damage to the other... they are exchanging info now...

67959  L198722  5/6/2019  15:03  EIGHTH Mike Brace
TRAFFIC STOP
Press Remarks:  W - speed
Involvement Age: Name  Offense Description Occurred On
Operator  37 SCHRADER, Aubrey  TRAFFIC STOP  5/6/2019

67964  L198727  5/6/2019  15:46  CRAZY NORWEGIAN Mike Brace
TRAFFIC STOP
Press Remarks:  C - speed

67968  L198731  5/6/2019  16:02  DOLLAR GENERAL Mike Brace
TRAFFIC STOP
Press Remarks:  C - speed
Involvement Age: Name  Offense Description Occurred On
Complainant  47 WIDDIFIELD, Christine  TRAFFIC STOP  5/6/2019

67971  L198734  5/6/2019  16:40  OR/10TH Mike Brace
TRAFFIC STOP
Press Remarks:  C-sPD

67975  L198738  5/6/2019  18:01  PO Liquor>TJs Andrew Perry
INFORMATION
Press Remarks:

67985  P2019087  5/6/2019  20:32  POPD Andrew Perry
THEFT
Press Remarks:  (C) reporting his phone and charger were stolen. Req officer. Difficult to understand... 20:43:54... 804 clr other call, aired info... 20:55:12... 804 Added... out with william parks at the liquor store... changing locations to kar kare to see if they can locate his phone... stolen phone is LG brand verizon phone... it was plugged into side of the building for the past several hours, when he returned it was gone... 21:02:55... 804 requesting case nr and posting... 39738
Involvement Age: Name  Offense Description Occurred On
Complainant  46 PARKS, William  THEFT  5/6/2019

67988  L198751  5/6/2019  21:11  Cape Blanco Rv Andrew Perry
FI
Press Remarks:  804 out with James Mauch...

67992  L198755  5/7/2019  0:19  101 AND 8TH Andrew Perry
TRAFFIC STOP
Press Remarks:
Involvement Age: Name  Offense Description Occurred On
Operator  53 LISZKA, Marshall  TRAFFIC STOP  5/7/2019

68003  L198766  5/7/2019  8:05  OR/19TH Mike Brace
TRAFFIC STOP
Press Remarks:  C-Spd School zone

68004  L198767  5/7/2019  8:21  16/OREGON Mike Brace
TRAFFIC STOP
Press Remarks:  C-spd school zone
68014 P2019088 5/7/2019 10:38 530 EIGHTH
THEFT
Press Remarks: RP: Sarah Parker rptg that transients took sodas, ice tea and ginger ale from her shed, unkn susp at this time ...

68022 L198785 5/7/2019 14:07 DOLLAR GENERAL
TRAFFIC STOP
Press Remarks:

68032 L198796 5/7/2019 18:33 101/15TH
TRAFFIC STOP
Press Remarks: c spd

68061 L198822 5/8/2019 9:18 42746 PORT ORFORD LOOP
FOLLOW UP
Press Remarks:

68062 L198825 5/8/2019 10:51 PO Visitors Center
DISORDERLY CONDUCT
Press Remarks: 911, Anonymous... PO Visitors center by the bathrooms...lots of moaning and screaming come from the area... unk if someone is fighting someone or doing drugs... req check of area... 10:57:18 ... 803 adv group of 5 males, 2 in the bathroom they are just messing around, they are camping in the area... Nfa...

68070 L198833 5/8/2019 12:10 7 HAMLET
ALARM, NOT OCCUPIED
Press Remarks: ADT Security reporting alarm at dining room slider... RP/ Billy Klinkefus... 12:16:26 ... 803 12-97... 12:21:02 ... 803 adv secur...

68079 L198842 5/8/2019 14:56 15th
TRAFFIC STOP
Press Remarks: C- speed / school zone

68082 L198845 5/8/2019 15:22 TENTH
TRAFFIC STOP
Press Remarks: C - speed / school zone W - registration and insurance

68086 L198849 5/8/2019 16:15 10TH
TRAFFIC STOP
Press Remarks: C - speed

68090 L198853 5/8/2019 17:21 CHEVRON
TRAFFIC STOP
Press Remarks: C - speed

68097 L198861 5/8/2019 18:43 300 blk 6th (old Pitches Tav)
OFFENSIVE LITTERING
Press Remarks: (C) Emma Rosenberry Re; garbage dumped on old business Prop. 802 adv out at location of old pitches checking property... 18:50:41 ... garbage appears to be old, will be clr, nothing further, will adv RP...
For the month of April, the total revenue and expenditures for all funds was $129,326.87 and $273,565.14 respectively. Following is a more detailed narrative of the activity per fund.

General Fund:
The General fund received $22,067.39 in revenue of which $2,670.58 was from property tax receipts, $13,384.24 from citations, $1,364.49 from the State Liquor Tax, $1,017.32 in interest, $40.00 in Business License, $3,185.00 in Planning fees, and $405.76 in court administrative fees. For the month of April, the General Fund disbursed $24,389.62 of which $12,175.67 was for wages, $4,068.00 in citation reimbursements and assessments, $81.38 for training, $242.26 for custodial services, $54.34 for custodial supplies, $1,200.00 for legal services, $265.79 for office supplies, $200.00 for the municipal judge, $390.33 in bank fees, $766.67 for work on the Tsunami Resilience Grant, $142.42 for copier lease, $1,070.53 for work on the proposed Egrets Bluff subdivision, $263.16 for planning services, $81.00 for advertising of the Budget Meeting, $116.71 for postage, $18.98 for repairs to City Hall, $263.16 for planning services, $81.00 for advertising of the Budget Meeting, $116.71 for postage, $18.98 for repairs to City Hall, $1,557.27 for electricity, $1,277.31 for the cost of the special election, and $94.98 for internet service.

Parks:
Parks received $3,265.04 in revenue of which $3,018.77 is from the first quarter TLT Tax, $50.00 rent for the Visitor Center, and $196.27 in interest. For the month of April, $11,441.66 was disbursed for Parks of which $2,818.01 was for payroll, $443.39 for fuel, $5,433.75 for advertisement ($3,980.00 Travel Oregon Visitors Guide, $1,253.75 Oregon Coast Visitors Guide, and $200 to distribute visitor guides and the travel show,) $474.93 for electricity, $180.75 for maintenance of Battle Rock Park, $27.00 for maintenance of the A-Frame, $23.68 for maintenance at the Community Building, $299.37 for maintenance of the American Legion Hall, $94.72 Maintenance of Buffington Park, $71.04 for maintenance of the 12th ST boat ramp, $204.10 for equipment maintenance, $29.21 for telephone service, $33.97 for internet service, and $1,307.74 for custodial services.

Public Safety:
$30,964.92 was disbursed for the Police Department of which $28,746.49 was for payroll, $35.14 for office supplies, $658.18 for fuel, $84.54 for vehicle maintenance, $75.00 for Kings Online, $299.97 for uniforms, $250.00 for training, $364.00 for membership to PoliceOne.com, and $451.60 for telephone service. Public Safety received $2,437.21 in revenue of which $2,236.29 was from property tax receipts, $50.00 for burn permits, $15.00 for police reports, and $135.92 in interest.

Water Enterprise:
The Water Department received $35,879.17 in revenue of which $34,227.28 was from the March utility billing of which $2,057.12 is designated to be set aside for Water Capital Reserves, $1,338.00 for one new water connection, and $313.89 in interest. The Water Enterprise Fund paid out $37,173.62 of which $22,886.98 was for payroll, $53.83 for office supplies, $106.74 for postage, $320.00 for training, $443.67 for telephone services, $39.99 for internet service, $2,490.31 for electricity, $213.75 for fuel, $500.00 for contact services, $850.00 for meter repairs, $4,041.13 for water purification supplies, $471.89 for vehicle maintenance, $385.00 for water testing, $358.87 for maintenance of pump stations, and $4,011.46 for maintenance of the treatment plant.

Water Capital Reserves:
The Water Capital Reserve Fund received $302.32 in interest. The Water Capital Reserve Fund balance is now $138,680.54.
Sewer Enterprise:
The Sewer Enterprise Fund received $44,962.52 in cash receipts which consists of $760.28 in interest, $772.00 for one sewer hookup fee, $200.00 for water testing, and $43,230.24 was from the March utility billing of which $2,165.25 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for April was $165,525.17 of which $22,106.02 was for payroll, $2,235.73 for electricity, $218.57 for telephone service, $460.76 for fuel, $59.99 for internet service, $92.43 for maintenance of the wastewater treatment plant, $133,252.00 for the annual payment for sewer revenue bond III, $470.00 for maintenance of the lift stations, $4.12 for vehicle maintenance, $403.37 for lab supplies, $6,115.45 for a new pump on Flake St lift station, and $106.73 for postage.

Sewer Capital Reserves:
The Sewer Capital Reserves received $292.51 in interest. The Sewer Capital Reserve Fund balance is now $134,179.90.

Street Fund:
For April the Street Fund received $4,743.91 of which $4,599.00 was from the State Highway tax, and $144.91 in interest. $4,070.15 was disbursed for Streets, of which $3,560.32 was for wages, $99.00 for the port-a-pott, $170.81 for fuel, $60.47 for vehicle maintenance, $76.80 for repairs to streets, and $102.75 for electricity.

Streets Capital Improvement Fund:
The Streets Capital Improvement Fund received $90.59 in interest and the new balance in now $41,556.61.

Equipment Replacement Fund:
The Equipment Replacement Fund received $94.85 in interest. The balance of the Equipment Replacement Fund is $46,008.94.

Water and Sewer SDC:
The Water SDC Fund received $761.26 in interest and $8,919.00 for one hook up. the Sewer SDC Fund received $549.10 in interest and $4,962.00 for one hook up for the month of April. The balances of the SDC funds are as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water SDC</td>
<td>$357,095.47</td>
</tr>
<tr>
<td>Sewer SDC Reimbursement</td>
<td>$232,181.90</td>
</tr>
<tr>
<td>Sewer SDC Improvement</td>
<td>$ 23,806.96</td>
</tr>
</tbody>
</table>

David Johnson
### Account Detail

**City of Port Orford**

**Fund:** 030 - WATER ENTERPRISE FUND

**Beginning Balance:** 0.00

**Total Activity:** -23,327.52

**Total Debits:** 213.82

**Total Credits:** 23,541.34

**Ending Balance:** -23,327.52

**Date Range:** 07/01/2018 - 04/30/2019

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Packet Number</th>
<th>Source Transaction</th>
<th>Description</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/02/2018</td>
<td>UBPKT00871</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00871</td>
<td></td>
</tr>
<tr>
<td>07/06/2018</td>
<td>UBPKT00875</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00875</td>
<td></td>
</tr>
<tr>
<td>07/16/2018</td>
<td>UBPKT00884</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00884</td>
<td></td>
</tr>
<tr>
<td>07/18/2018</td>
<td>UBPKT00885</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00885</td>
<td></td>
</tr>
<tr>
<td>07/19/2018</td>
<td>UBPKT00886</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00886</td>
<td></td>
</tr>
<tr>
<td>07/19/2018</td>
<td>UBPKT00887</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00887</td>
<td></td>
</tr>
<tr>
<td>07/25/2018</td>
<td>UBPKT00888</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00888</td>
<td></td>
</tr>
<tr>
<td>07/31/2018</td>
<td>UBPKT00894</td>
<td>Utility Adj. Bill Other</td>
<td>Utility Adj. Bill Other Packet UBPKT00894</td>
<td></td>
</tr>
<tr>
<td>07/31/2018</td>
<td>UBPKT00895</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00895</td>
<td></td>
</tr>
<tr>
<td>08/01/2018</td>
<td>UBPKT00898</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00898</td>
<td></td>
</tr>
<tr>
<td>08/08/2018</td>
<td>UBPKT00908</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00908</td>
<td></td>
</tr>
<tr>
<td>08/08/2018</td>
<td>UBPKT00909</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00909</td>
<td></td>
</tr>
<tr>
<td>08/20/2018</td>
<td>UBPKT00911</td>
<td>Utility Adj. Bill Other</td>
<td>Utility Adj. Bill Other Packet UBPKT00911</td>
<td></td>
</tr>
<tr>
<td>08/21/2018</td>
<td>UBPKT00914</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00914</td>
<td></td>
</tr>
<tr>
<td>08/21/2018</td>
<td>UBPKT00915</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00915</td>
<td></td>
</tr>
<tr>
<td>08/21/2018</td>
<td>UBPKT00916</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00916</td>
<td></td>
</tr>
<tr>
<td>08/23/2018</td>
<td>UBPKT00917</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00917</td>
<td></td>
</tr>
<tr>
<td>08/23/2018</td>
<td>UBPKT00919</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00919</td>
<td></td>
</tr>
<tr>
<td>08/30/2018</td>
<td>UBPKT00921</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00921</td>
<td></td>
</tr>
<tr>
<td>09/04/2018</td>
<td>UBPKT00923</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00923</td>
<td></td>
</tr>
<tr>
<td>09/19/2018</td>
<td>UBPKT00926</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00926</td>
<td></td>
</tr>
<tr>
<td>09/20/2018</td>
<td>UBPKT00929</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00929</td>
<td></td>
</tr>
<tr>
<td>09/27/2018</td>
<td>UBPKT00931</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00931</td>
<td></td>
</tr>
<tr>
<td>10/01/2018</td>
<td>UBPKT00935</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00935</td>
<td></td>
</tr>
<tr>
<td>10/01/2018</td>
<td>UBPKT00934</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00934</td>
<td></td>
</tr>
<tr>
<td>10/02/2018</td>
<td>UBPKT00939</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00939</td>
<td></td>
</tr>
<tr>
<td>10/04/2018</td>
<td>UBPKT00942</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00942</td>
<td></td>
</tr>
<tr>
<td>10/10/2018</td>
<td>UBPKT00945</td>
<td>Miscellaneous Adjust</td>
<td>Miscellaneous Adjustment Packet UBPKT00945</td>
<td></td>
</tr>
<tr>
<td>10/24/2018</td>
<td>UBPKT00946</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00946</td>
<td></td>
</tr>
<tr>
<td>10/29/2018</td>
<td>UBPKT00949</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00949</td>
<td></td>
</tr>
<tr>
<td>10/30/2018</td>
<td>UBPKT00950</td>
<td>Utility Adj. Bill Other</td>
<td>Utility Adj. Bill Other Packet UBPKT00950</td>
<td></td>
</tr>
<tr>
<td>10/31/2018</td>
<td>UBPKT00954</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00954</td>
<td></td>
</tr>
<tr>
<td>11/01/2018</td>
<td>UBPKT00956</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00956</td>
<td></td>
</tr>
<tr>
<td>11/06/2018</td>
<td>UBPKT00962</td>
<td>Utility Adj. Bill Other</td>
<td>Utility Adj. Bill Other Packet UBPKT00962</td>
<td></td>
</tr>
<tr>
<td>11/29/2018</td>
<td>UBPKT00967</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00967</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Account</td>
<td>Packet Number</td>
<td>Post Date</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------</td>
<td>---------------</td>
<td>---------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>12/03/2018</td>
<td>UBPKT00969</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>12/03/2018</td>
<td>UBPKT00969</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Regular Bill Pa</td>
</tr>
<tr>
<td>12/05/2018</td>
<td>UBPKT00973</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Adj. Bill Other</td>
</tr>
<tr>
<td>12/13/2018</td>
<td>UBPKT00977</td>
<td></td>
<td>03/03/2018</td>
<td>Miscellaneous Adj</td>
</tr>
<tr>
<td>12/20/2018</td>
<td>UBPKT00980</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Adj. Bill Other</td>
</tr>
<tr>
<td>12/26/2018</td>
<td>UBPKT00981</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>12/31/2018</td>
<td>UBPKT00984</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Adj. Bill Other</td>
</tr>
<tr>
<td>01/02/2019</td>
<td>UBPKT00987</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>01/02/2019</td>
<td>UBPKT00986</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Regular Bill Pa</td>
</tr>
<tr>
<td>01/09/2019</td>
<td>UBPKT00990</td>
<td></td>
<td>03/03/2018</td>
<td>Miscellaneous Adj</td>
</tr>
<tr>
<td>01/31/2019</td>
<td>UBPKT00993</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>01/31/2019</td>
<td>UBPKT00999</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>02/01/2019</td>
<td>UBPKT01000</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Regular Bill Pa</td>
</tr>
<tr>
<td>02/12/2019</td>
<td>UBPKT01012</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>02/13/2019</td>
<td>UBPKT01015</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Adj. Bill Other</td>
</tr>
<tr>
<td>02/14/2019</td>
<td>UBPKT01019</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>02/28/2019</td>
<td>UBPKT01017</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>03/01/2019</td>
<td>UBPKT01020</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>03/01/2019</td>
<td>UBPKT01018</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Regular Bill Pa</td>
</tr>
<tr>
<td>03/19/2019</td>
<td>UBPKT01023</td>
<td></td>
<td>03/03/2018</td>
<td>Miscellaneous Adj</td>
</tr>
<tr>
<td>03/26/2019</td>
<td>UBPKT01028</td>
<td></td>
<td>03/03/2018</td>
<td>Miscellaneous Adj</td>
</tr>
<tr>
<td>03/27/2019</td>
<td>UBPKT01029</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>04/01/2019</td>
<td>UBPKT01034</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Regular Bill Pa</td>
</tr>
<tr>
<td>04/03/2019</td>
<td>UBPKT01039</td>
<td></td>
<td>03/03/2018</td>
<td>Miscellaneous Adj</td>
</tr>
<tr>
<td>04/03/2019</td>
<td>UBPKT01040</td>
<td></td>
<td>03/03/2018</td>
<td>Miscellaneous Adj</td>
</tr>
<tr>
<td>04/04/2019</td>
<td>UBPKT01041</td>
<td></td>
<td>03/03/2018</td>
<td>Miscellaneous Adj</td>
</tr>
<tr>
<td>04/05/2019</td>
<td>UBPKT01043</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>04/05/2019</td>
<td>UBPKT01045</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Disconnect Bill</td>
</tr>
<tr>
<td>04/24/2019</td>
<td>UBPKT01062</td>
<td></td>
<td>03/03/2018</td>
<td>Miscellaneous Adj</td>
</tr>
<tr>
<td>04/30/2019</td>
<td>UBPKT01069</td>
<td></td>
<td>03/03/2018</td>
<td>Utility Adj. Bill Other</td>
</tr>
</tbody>
</table>

Total Fund: 030 - WATER ENTERPRISE FUND:

<table>
<thead>
<tr>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Beginning Balance</th>
<th>Total Activity</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td></td>
<td>-23,377.52</td>
<td>213.82</td>
<td>23,541.34</td>
<td></td>
<td>-23,327.52</td>
</tr>
</tbody>
</table>

05/9/2019 1:08:36 PM
<table>
<thead>
<tr>
<th>Post Date</th>
<th>Packet Number</th>
<th>Source Transaction</th>
<th>Description</th>
<th>Vendor Describe</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/02/2018</td>
<td>UBPKT00871</td>
<td>Utility Regular Bill Pa</td>
<td>Miscellaneous Adjustment Packet UBPKT00871</td>
<td>Utility Regular Bill Packet UBPKT00871</td>
</tr>
<tr>
<td>07/06/2018</td>
<td>UBPKT00875</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00875</td>
<td>Miscellaneous Adjustment Packet UBPKT00875</td>
</tr>
<tr>
<td>07/16/2018</td>
<td>UBPKT00884</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00884</td>
<td>Miscellaneous Adjustment Packet UBPKT00884</td>
</tr>
<tr>
<td>07/18/2018</td>
<td>UBPKT00885</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00885</td>
<td>Utility Disconnect Bill Packet UBPKT00885</td>
</tr>
<tr>
<td>07/19/2018</td>
<td>UBPKT00886</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00886</td>
<td>Miscellaneous Adjustment Packet UBPKT00886</td>
</tr>
<tr>
<td>07/19/2018</td>
<td>UBPKT00887</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00887</td>
<td>Utility Disconnect Bill Packet UBPKT00887</td>
</tr>
<tr>
<td>07/25/2018</td>
<td>UBPKT00888</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00888</td>
<td>Utility Disconnect Bill Packet UBPKT00888</td>
</tr>
<tr>
<td>07/31/2018</td>
<td>UBPKT00895</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00895</td>
<td>Utility Disconnect Bill Packet UBPKT00895</td>
</tr>
<tr>
<td>08/01/2018</td>
<td>UBPKT00898</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00898</td>
<td>Utility Regular Bill Packet UBPKT00898</td>
</tr>
<tr>
<td>08/08/2018</td>
<td>UBPKT00908</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00908</td>
<td>Miscellaneous Adjustment Packet UBPKT00908</td>
</tr>
<tr>
<td>08/08/2018</td>
<td>UBPKT00909</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00909</td>
<td>Miscellaneous Adjustment Packet UBPKT00909</td>
</tr>
<tr>
<td>08/20/2018</td>
<td>UBPKT00913</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00913</td>
<td>Utility Disconnect Bill Packet UBPKT00913</td>
</tr>
<tr>
<td>08/21/2018</td>
<td>UBPKT00914</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00914</td>
<td>Miscellaneous Adjustment Packet UBPKT00914</td>
</tr>
<tr>
<td>08/21/2018</td>
<td>UBPKT00915</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00915</td>
<td>Miscellaneous Adjustment Packet UBPKT00915</td>
</tr>
<tr>
<td>08/21/2018</td>
<td>UBPKT00916</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00916</td>
<td>Miscellaneous Adjustment Packet UBPKT00916</td>
</tr>
<tr>
<td>08/23/2018</td>
<td>UBPKT00917</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00917</td>
<td>Utility Disconnect Bill Packet UBPKT00917</td>
</tr>
<tr>
<td>08/23/2018</td>
<td>UBPKT00919</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00919</td>
<td>Miscellaneous Adjustment Packet UBPKT00919</td>
</tr>
<tr>
<td>08/30/2018</td>
<td>UBPKT00921</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00921</td>
<td>Utility Disconnect Bill Packet UBPKT00921</td>
</tr>
<tr>
<td>09/04/2018</td>
<td>UBPKT00923</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00923</td>
<td>Utility Regular Bill Packet UBPKT00923</td>
</tr>
<tr>
<td>09/19/2018</td>
<td>UBPKT00926</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00926</td>
<td>Utility Disconnect Bill Packet UBPKT00926</td>
</tr>
<tr>
<td>09/20/2018</td>
<td>UBPKT00929</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00929</td>
<td>Miscellaneous Adjustment Packet UBPKT00929</td>
</tr>
<tr>
<td>09/27/2018</td>
<td>UBPKT00931</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00931</td>
<td>Miscellaneous Adjustment Packet UBPKT00931</td>
</tr>
<tr>
<td>10/01/2018</td>
<td>UBPKT00935</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00935</td>
<td>Utility Disconnect Bill Packet UBPKT00935</td>
</tr>
<tr>
<td>10/01/2018</td>
<td>UBPKT00934</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00934</td>
<td>Utility Regular Bill Packet UBPKT00934</td>
</tr>
<tr>
<td>10/02/2018</td>
<td>UBPKT00939</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00939</td>
<td>Utility Disconnect Bill Packet UBPKT00939</td>
</tr>
<tr>
<td>10/04/2018</td>
<td>UBPKT00942</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00942</td>
<td>Utility Disconnect Bill Packet UBPKT00942</td>
</tr>
<tr>
<td>10/10/2018</td>
<td>UBPKT00945</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00945</td>
<td>Miscellaneous Adjustment Packet UBPKT00945</td>
</tr>
<tr>
<td>10/24/2018</td>
<td>UBPKT00946</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00946</td>
<td>Utility Disconnect Bill Packet UBPKT00946</td>
</tr>
<tr>
<td>10/29/2018</td>
<td>UBPKT00949</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00949</td>
<td>Utility Disconnect Bill Packet UBPKT00949</td>
</tr>
<tr>
<td>10/31/2018</td>
<td>UBPKT00954</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00954</td>
<td>Utility Disconnect Bill Packet UBPKT00954</td>
</tr>
<tr>
<td>11/01/2018</td>
<td>UBPKT00956</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00956</td>
<td>Utility Regular Bill Packet UBPKT00956</td>
</tr>
<tr>
<td>12/03/2018</td>
<td>UBPKT00969</td>
<td>Utility Disconnect Bill</td>
<td>Utility Disconnect Bill Packet UBPKT00969</td>
<td>Utility Disconnect Bill Packet UBPKT00969</td>
</tr>
<tr>
<td>12/03/2018</td>
<td>UBPKT00970</td>
<td>Utility Regular Bill Pa</td>
<td>Utility Regular Bill Packet UBPKT00970</td>
<td>Utility Regular Bill Packet UBPKT00970</td>
</tr>
<tr>
<td>12/05/2018</td>
<td>UBPKT00973</td>
<td>Utility Adj. Bill Other</td>
<td>Utility Adj. Bill Other Packet UBPKT00973</td>
<td>Utility Adj. Bill Other Packet UBPKT00973</td>
</tr>
<tr>
<td>12/13/2018</td>
<td>UBPKT00977</td>
<td>Miscellaneous Adj.</td>
<td>Miscellaneous Adjustment Packet UBPKT00977</td>
<td>Miscellaneous Adjustment Packet UBPKT00977</td>
</tr>
<tr>
<td>Post Date</td>
<td>Packet Number</td>
<td>Source Transaction</td>
<td>Description</td>
<td>Vendor</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>--------------------</td>
<td>-----------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Packet Number</th>
<th>Source Transaction</th>
<th>Description</th>
<th>Vendor</th>
<th>Account Name Beginning Balance</th>
<th>Total Activity</th>
<th>Date Range: 07/01/2018 - 04/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-24,446.70</td>
<td>290.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24,736.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-24,446.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Fund: 035 - SEWER ENTERPRISE FUND:**

<table>
<thead>
<tr>
<th>Account Name Beginning Balance</th>
<th>Total Activity</th>
<th>Date Range: 07/01/2018 - 04/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>-24,446.70</td>
<td>290.10</td>
</tr>
<tr>
<td>24,736.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-24,446.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Totals:**

<table>
<thead>
<tr>
<th>Account Name Beginning Balance</th>
<th>Total Activity</th>
<th>Date Range: 07/01/2018 - 04/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>-47,774.22</td>
<td>503.92</td>
</tr>
<tr>
<td>48,278.14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-47,774.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issued</td>
<td>Number</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005182</td>
<td>AsiFlex</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005183</td>
<td>VOYA - Oregon Savings Growth Plan</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005184</td>
<td>PERS</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005185</td>
<td>PERS</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005186</td>
<td>PERS</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005187</td>
<td>PERS</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005188</td>
<td>PERS</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005189</td>
<td>PERS</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005190</td>
<td>Oregon Dept of Justice</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005191</td>
<td>Oregon Dept of Revenue</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005192</td>
<td>Oregon Dept of Revenue</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005193</td>
<td>Rogue Credit Union</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005194</td>
<td>Oregon Dept of Revenue</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005195</td>
<td>Rogue Credit Union</td>
</tr>
<tr>
<td>04/05/19</td>
<td>DFT005196</td>
<td>Rogue Credit Union</td>
</tr>
<tr>
<td>04/10/19</td>
<td>DFT005197</td>
<td>March ASI Flex Admin Fee</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005199</td>
<td>AsiFlex</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005200</td>
<td>VOYA - Oregon Savings Growth Plan</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005201</td>
<td>VOYA - Oregon Savings Growth Plan</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005202</td>
<td>PERS</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005203</td>
<td>PERS</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005204</td>
<td>PERS</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005205</td>
<td>PERS</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005206</td>
<td>PERS</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005207</td>
<td>PERS</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005208</td>
<td>Oregon Dept of Justice</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005209</td>
<td>Oregon Dept of Revenue</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005210</td>
<td>Oregon Dept of Revenue</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005211</td>
<td>Rogue Credit Union</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005212</td>
<td>Oregon Dept of Revenue</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005213</td>
<td>Rogue Credit Union</td>
</tr>
<tr>
<td>04/19/19</td>
<td>DFT005214</td>
<td>Rogue Credit Union</td>
</tr>
<tr>
<td>04/29/19</td>
<td>DFT005215</td>
<td>Revenue Bond III Payment</td>
</tr>
</tbody>
</table>

**Total Drafts**  163,046.59

<table>
<thead>
<tr>
<th>Issued</th>
<th>Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/05/19</td>
<td>14026</td>
<td>CIS TRUST</td>
<td>11,626.98</td>
</tr>
<tr>
<td>04/05/19</td>
<td>14027</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/05/19</td>
<td>14028</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/05/19</td>
<td>14029</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/05/19</td>
<td>14030</td>
<td>Teamsters Local U. #206</td>
<td>313.00</td>
</tr>
<tr>
<td>04/05/19</td>
<td>14055</td>
<td>MARY &amp; GERALD F BREEN</td>
<td>14.21</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14031</td>
<td>Bay Area Copier Company</td>
<td>167.72</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14032</td>
<td>Brenntag Pacific, Inc.</td>
<td>4,041.13</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14033</td>
<td>Budge-Mchugh Supply Company</td>
<td>850.00</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14034</td>
<td>Carson Oil Company</td>
<td>184.82</td>
</tr>
<tr>
<td>Date</td>
<td>Transaction Number</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
<td>--------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14035</td>
<td>CASH IN OFFICE</td>
<td>205.18</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14036</td>
<td>Charter Communications</td>
<td>275.05</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14037</td>
<td>CIS TRUST</td>
<td>25.00</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14038</td>
<td>Coastal Paper &amp; Supply, Inc.</td>
<td>473.59</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14039</td>
<td>Coos-Curry Electric Co-op</td>
<td>5,932.99</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14040</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14041</td>
<td>Coos-Curry Supply, Inc.</td>
<td>271.29</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14042</td>
<td>Dakota Silvers</td>
<td>140.00</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14043</td>
<td>Frontier</td>
<td>33.97</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14044</td>
<td>Gold Beach Lumber</td>
<td>212.26</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14045</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14046</td>
<td>Kar Kare Auto Parts</td>
<td>281.56</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14047</td>
<td>Mary Sherrer</td>
<td>60.00</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14048</td>
<td>OAWU</td>
<td>320.00</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14049</td>
<td>Office Depot</td>
<td>111.89</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14050</td>
<td>Reese Electric, Inc.</td>
<td>323.33</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14051</td>
<td>Rogue Credit Union-Visa</td>
<td>702.25</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14052</td>
<td>Shoji Planning, LLC</td>
<td>2,100.36</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14053</td>
<td>TransUnion Risk and Alternative Data Solutions, Inc.</td>
<td>75.00</td>
</tr>
<tr>
<td>04/06/19</td>
<td>14054</td>
<td>U. S. Cellular</td>
<td>168.55</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14056</td>
<td>Allstream</td>
<td>129.96</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14057</td>
<td>AT&amp;T Mobility</td>
<td>284.80</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14058</td>
<td>C &amp; K Market</td>
<td>33.65</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14059</td>
<td>Carson Oil Company</td>
<td>256.32</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14060</td>
<td>Charter Communications</td>
<td>94.98</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14061</td>
<td>Clark, Patricia</td>
<td>56.38</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14062</td>
<td>Curry Transfer &amp; Recycling</td>
<td>27.00</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14063</td>
<td>Frontier</td>
<td>94.24</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14064</td>
<td>HPS Electrical Apparatus</td>
<td>6,115.45</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14065</td>
<td>Les Schwab Tire Center</td>
<td>429.38</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14066</td>
<td>McCowan Clinical Laboratory, Inc.</td>
<td>385.00</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14067</td>
<td>MEDIAmerica, Inc.</td>
<td>1,253.75</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14068</td>
<td>ODOT Fuel Sales</td>
<td>1,342.26</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14069</td>
<td>Reese Electric, Inc.</td>
<td>2,059.65</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14070</td>
<td>Roto Rooter, A Waste Connection Co.</td>
<td>99.00</td>
</tr>
<tr>
<td>04/11/19</td>
<td>14071</td>
<td>Vend West Services</td>
<td>41.50</td>
</tr>
<tr>
<td>04/12/19</td>
<td>14072</td>
<td>NOR-CAL</td>
<td>84.88</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14073</td>
<td>Port Orford Main Street Revitalization Association</td>
<td>200.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14074</td>
<td>Allen B. Doolan</td>
<td>85.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14075</td>
<td>Amber M Peoples</td>
<td>135.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14076</td>
<td>Coos-Curry Electric Co-op</td>
<td>928.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14077</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14078</td>
<td>Curry County Road Department</td>
<td>84.54</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14079</td>
<td>Curry County Treasurer</td>
<td>748.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14080</td>
<td>GC Systems, Inc.</td>
<td>1,800.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14081</td>
<td>Oregon Dept of Revenue CFA</td>
<td>2,900.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14082</td>
<td>Praetorian Digital</td>
<td>364.00</td>
</tr>
<tr>
<td>04/17/19</td>
<td>14083</td>
<td>U.S. Bank Equipment Finance</td>
<td>142.42</td>
</tr>
<tr>
<td>04/19/19</td>
<td>14084</td>
<td>CIS TRUST</td>
<td>11,626.94</td>
</tr>
<tr>
<td>04/19/19</td>
<td>14085</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/19/19</td>
<td>14086</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/19/19</td>
<td>14087</td>
<td>Void Check</td>
<td>0.00</td>
</tr>
<tr>
<td>04/19/19</td>
<td>14088</td>
<td>Teamsters Local U. #206</td>
<td>277.00</td>
</tr>
<tr>
<td>Date</td>
<td>Check No</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14089</td>
<td>Gary Milliman</td>
<td>200.00</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14090</td>
<td>Gregory T. Ryder</td>
<td>1,550.00</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14091</td>
<td>Law Offices of Frederick J Carleton</td>
<td>1,200.00</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14092</td>
<td>Terrusa, David R</td>
<td>500.00</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14093</td>
<td>Carson Oil Company</td>
<td>163.49</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14094</td>
<td>Curry County Clerk</td>
<td>1,277.31</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14095</td>
<td>Frontier Comm of Northwest (OR)</td>
<td>36.00</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14096</td>
<td>Galls, LLC</td>
<td>299.97</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14097</td>
<td>IDEXX Distribution, Inc. US Reference Info.</td>
<td>403.37</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14098</td>
<td>Kar Kare Auto Parts</td>
<td>266.96</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14099</td>
<td>MEDIAmerica, Inc.</td>
<td>3,980.00</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14100</td>
<td>Oregon Association Chiefs of Police</td>
<td>250.00</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14101</td>
<td>Port Orford News</td>
<td>81.00</td>
</tr>
<tr>
<td>04/25/2019</td>
<td>14102</td>
<td>Reese Electric, Inc.</td>
<td>375.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Checks</strong></td>
<td><strong>71,572.33</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>EFT</strong></td>
<td></td>
</tr>
<tr>
<td>04/05/2019</td>
<td>DFT0005181</td>
<td>Payroll EFT</td>
<td>18,377.19</td>
</tr>
<tr>
<td>04/19/2019</td>
<td>DFT0005198</td>
<td>Payroll EFT</td>
<td>20,277.79</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total EFT</strong></td>
<td><strong>38,654.98</strong></td>
</tr>
</tbody>
</table>
TO: Mayor Tim Pogwizd  
Port Orford City Council  

FROM: Crystal Shoji, AICP  
City Planner  

DATE: April 8, 2019  

SUBJECT: Public Hearings re: Comprehensive Plan Tsunami Policies, Tsunami Hazard Overlay Zone, and Overlay Zone Map  

SCHEDULED HEARING DATES: Port Orford City Council Public Hearing: April 18, 2019 at 3:30pm  

PROPOSALS FOR CONSIDERATION: Amendments to the Port Orford Comprehensive Plan Goals and Policies, Attachment A  
Amendments to the Port Orford Municipal Code, Title 17, Zoning, Attachment B  
Amendments to the Port Orford Zone Map to include Tsunami Hazards Overlay Zone  

Planning Commission Recommendations  
The Planning Commission is recommending land use resilience measures to help reduce the City’s risk. The Planning Commission has proposed amendments to the City of Port Orford Comprehensive Plan Goals and Policies and City of Port Orford Municipal Code Title 17, Zoning, and adoption of Tsunami Hazard Overlay Zone Maps as follows:  

I. AMENDMENTS TO THE CITY OF PORT ORFORD COMPREHENSIVE PLAN  
The Port Orford Comprehensive Plan Goals and Policies document provides a vision and roadmap for how the community would like to move forward in compliance with the Statewide Planning Goals. The Port Orford Comprehensive Plan was most recently updated in 2012. The Planning Commission’s recommendations for the Port Orford Comprehensive Plan Goals and Policies are included in Attachment A.  

See Attachment A - Amendments to the Port Orford Comprehensive Plan Goals and Policies
II. AMENDMENTS TO THE CITY OF PORT ORFORD MUNICIPAL CODE
TITLE 17, ZONING

The Port Orford Municipal Code, Chapter 17, Zoning, regulates the use of all properties in the City. This Port Orford zoning ordinance was most recently amended in 2015. The Planning Commission is recommending amendments that adopt of a Tsunami Overlay zone. Development on properties lying within this zone will be restricted, as described in the ordinance.

The recommendations by the Planning Commission make reference to a Tsunami Evacuation Facilities Improvement Plan (TEFIP). DLCD is preparing the TEFIP with the assistance of the Port Orford Steering Committee, but the TEFIP is not completed. The Beat the Wave Presentation originally scheduled for the fall of 2018, was rescheduled to March 2018 by DLCD and DOGAMI. At this time, Shoji Planning and DLCD are recommending that references to the TEFIP be removed prior to Council adoption. The proposed language to be removed is identified by cross outs on Attachment B.

See Attachment B - Amendments to the Port Orford Municipal Code, Title 17, Zoning Tsunami Hazard Overlay Zone

III. Tsunami Hazard Overlay Zone Map

The Planning Commission considered several scenarios as to the boundary of Tsunami Hazard Overlay zone, which will amend the City of Port Orford Zone Map. The line adopted by the City as the Tsunami Hazards Overlay zone map boundary will limit development within the confines of the line. The Planning Commission’s recommendation is for the City of Port Orford to adopt the boundary of the Tsunami Inundation Zone as defined by Oregon Law (OAR 632-005-0040) which has also been referenced as the Senate Bill 379 “SB 379” line. In response to Planning Commission concerns about reference to the whole series of maps that reference this line as adopted in Oregon law. DLCD has worked with Shoji Planning to organize language to adopt the boundary line language that is included in boldface on Attachment B. Former language that was presented to the Planning Commission is shown with cross outs in Attachment B.

See Attachment C – Tsunami Inundation Zone established in OAR 632-005-0040 (1), Open-File Reports 0-95-55 through 0-95-57

See Attachment D – City of Port Orford Tsunami Hazard Overlay Map

PUBLIC HEARINGS / PUBLIC COMMENTS

The Planning Commission held a hearing on February 12 that was carried over to March 12. Testimony received from citizens is attached to this report and included as Attachment D.

The City Council is scheduled to hold public hearing on April 18 to take public input on the proposed amendments. The City Council has the option of continuing this hearing to
May 16 at 3:30 p.m. to allow for more citizen input, or request more information. Any continuation should specify the location, date and time of the continued public hearing.

Because the proposals are for the general public, applying broadly to properties for the public good, rather than to provide opportunities for specific individual properties, this is legislative hearing process. There is no restriction on discussion of these legislative proposals with members of the public. Input from all citizens, property owners and organizations is to be considered in writing or in person.

RELEVANT SECTIONS OF PORT ORFORD MUNICIPAL CODE REGARDING AMENDMENTS TO ZONING, COMPREHENSIVE PLAN, AND ZONING MAP

Note: In this staff report, words quoted from the Port Orford Municipal Code, Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) are shown in italics. Findings, analysis and information prepared or paraphrased by staff are provided in non-italicized font.

Chapter 17.40 Amendments to Zoning and Comprehensive Plan

17.40.030 Process for Zone Text, Map or Comprehensive Plan Amendment.
A. Any amendment to the zoning ordinance text, the Comprehensive Plan Goals and Policies, and/or the comprehensive Plan/zone map is subject to a two-step approval process:
   a. The Planning Commission holds a public hearing and makes a recommendation to the City Council.
   b. The City Council holds a de novo public hearing and makes a final decision.
B. Any amendment shall be adopted by (Ordinance. (Ord. 2015-08 § 030, 2015)

Findings: The proposed amendments to the Comprehensive Plan and zoning have been recommended by the Planning Commission. The Planning Commission is holding a public hearing to make a recommendation to the City Council. The Council has scheduled a public hearing to take testimony and make a final decision. The amendments will be adopted by ordinance.

17.40.040 Criteria and Approval for Zone Text or Map Amendment.
An amendment to the zoning ordinance text or map is appropriate when there are findings that all of the applicable conditions exist:
   a. Either the original wording or designation was made in error, or the amendment is justified due to changing circumstances.
   b. Any amendment must comply with the Port Orford Comprehensive Plan Goals and Policies.
   c. The map amendment must be compatible with surrounding zoning. (Ord. 2015-08 § 040, 2015)

Findings: The amendments that are proposed are justified because there is currently new information available that defines tsunami inundation scenarios.
The proposed amendments comply with the Port Orford Comprehensive Plan Goals and Policies because tsunami hazards are already addressed within that plan. The new language provides further detail, and does not conflict with any other policies within the Plan.

In addition, the DLCD, through their coastal zone office has recommended amendments and provided funding through the Coastal Resilience Grant for the City of Port Orford to consider appropriate amendments to mitigate tsunami hazards within the City.

The proposed amendments comply with Section 17.40.040.

17.40.050 Authorization and Procedure for Comprehensive Plan Amendment.

An amendment to the Comprehensive Plan is subject to the processes set forth in City of Port Orford Comprehensive Plan Goals and Policies, Statewide Planning Goal 1: Citizen Involvement and Statewide Planning Goal 2: Land Use Planning

Findings: The City of Port Orford Planning Commission has held a number of public workshops and meetings as outlined within this document where the public has had an opportunity to be involved in the planning process. The Planning Commission considers all input from public hearings.

In addition, the Steering Committee held a Day of Action on January 26th, 2019, and distributed a survey with the intent of citizen involvement. The City Council will hold a de novo hearing on the Planning Commission’s recommended amendments, and consider all public comments prior to adoption of any of those amendments.

The proposed amendments comply with Section 17.40.050.

Chapter 17.04 General Provisions

17.04.060 Location of Zones.
The boundaries for the zones listed in this title are indicated on the city zoning map which is adopted and made a part of this title by this reference. The boundaries may be modified in accordance with zoning map amendments which may be adopted by reference.

17.04.070 Zoning Map.
A zoning map or zoning map amendment adopted by Section 17.04.060 or by an amendment thereto shall be prepared by authority of the planning commission or be a modification by the city council of a map or map amendment so prepared. The map or map amendment shall be dated with the effective date of the ordinance that adopts the map or map amendment. A certified print of the adopted map or map amendment shall be maintained in the office of the city administrator as long as this ordinance remains in effect.

Findings: The boundary for the Tsunami Hazard Overlay will be adopted by the city, and shown on the Tsunami Hazard Overlay map, which DLCD will produce. The map will be dated with the effective date of the ordinance that adopts the map or map amendment. A
certified print of the adopted map or map amendment shall be maintained in the office of
the city administrator as long as this ordinance remains in effect.

The proposed amendments comply with Chapter 17.04 General Provisions.

STAFF RECOMMENDATIONS

The Planning Commission and City Planner respectfully provide these recommendations
to be utilized for assistance and guidance in determining how best to proceed as follows.
If it pleases the Council, please select from the following recommendations in organizing
your decision:

1. Suggest modifications and/or revisions to the draft documents, and instruct staff as to
how to proceed.

2. Carry the City Council hearing over to May 16, 2019 to allow for additional public
input, more discussion, or to gather additional information; instruct the staff regarding
gathering of any additional information.

3. Adopt the Planning Commission recommendations along with agency and staff
recommendations included within this packet; state that the adoption is based upon
recommended findings included within the staff report.

4. Close the public hearing and specify that the City Council will take no further input;
discuss and determine the City Council’s decision and any next steps to adopt.
ORDINANCE 2019-02

AN ORDINANCE OF THE CITY OF PORT ORFORD, OREGON AMENDING THE ZONING ORDINANCE (Ordinance #278), TO INCLUDE CHAPTER 17.46 IN THE MUNICIPAL CODE

Be it ordained by the Common Council of the City of Port Orford that Port Orford Ordinance #278 is amended and the subsequent Ordinance #2019-02 be added to by the following.

Ordinance #2019-02 New Chapter Added: Municipal Code – Section 17.46 Tsunami Hazard Overlay Zone:

Sections:
17.46.010 Purpose
17.46.020 Definitions
17.46.030 Applicability of Tsunami Hazard Overlay Zone
17.46.040 Uses
17.46.050 Prohibited Uses
17.46.060 Existing Uses
17.46.070 Use Exceptions
17.46.080 Evacuation Route Improvement Requirements

17.46.10 Purpose
The purpose of the Tsunami Hazard Overlay Zone is to increase the resilience of the City in the event of a tsunami by establishing standards, requirements and other measures for review and authorization of land use and development. The intent is to reduce loss of life, reduce damage to private and public property, reduce disruption, and assist the City in responding and recovering from the tsunami event.

17.46.020 Definitions
“Essential Facilities” means:
a. Hospitals and other medical facilities having surgery and emergency treatment areas;
b. Fire and police stations;
c. Tanks or other structures containing, housing or supporting water or fire-suppression materials or equipment required for the protection of essential or hazardous facilities or special occupancy structures;
d. Emergency vehicle shelters and garages;
e. Structures and equipment in emergency preparedness centers; and
f. Standby power generating equipment for essential facilities.

“Hazardous facility” means structures housing, supporting or containing sufficient quantities of toxic or explosive substances to be of danger to the safety of the public if released.

“Special occupancy structures” means
a. Covered structures whose primary occupancy is public assembly with a capacity greater than 300 persons;
b. Buildings with a capacity of greater than 250 individuals for every public, private or parochial school through secondary level or child care centers;
c. Buildings for colleges or adult education schools with a capacity of greater than 500 persons;
d. Medical facilities with 50 or more resident, incapacitated persons not included in subsection (a) through (c) of this paragraph;
c. Jails and detention facilities; and
f. Any structures and occupancies with a capacity of greater than 5,000 persons.

“Substantial improvement” means any repair, reconstruction, or improvement of a structure which exceeds 50 percent of the real market value of the structure either:
a. Before the improvement or repair is started; or
b. If the structure is damaged and is being restored, before the damage occurred. For purposes of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.
c. “Substantial improvement does not include either any project for improvement of a structure to comply with existing state, city or county health, sanitary or safety code specifications which are solely to assure safe living conditions, or; an alteration of a structure listed on the National Register of Historic Places or State Inventory of Historic Places.

“Tsunami vertical evacuation structure” means a building or constructed earthen mound that is accessible to evacuees, has sufficient height to place evacuees above the level of tsunami inundation, and is designed and constructed with the strength and resiliency needed to withstand the effects of tsunami waves.

17.46.030 Applicability of Tsunami Hazard Overlay Zone.

For new development, this Tsunami Hazard Overlay Zone applies to all lands identified within the tsunami inundation zone established in OAR 632-005-0040 (1) and depicted in Oregon Department of Geology and Mineral Industries Open-File Reports O-95-55 through O-95-57. The City of Port Orford will implement the Tsunami Hazard Overlay Zone identified in these maps utilizing the City of Port Orford Tsunami Hazard Overlay Zone Map, May 2019.

17.46.040 Uses

In the Tsunami Hazard Overlay Zone, all uses permitted pursuant to the provisions of the underlying zone may be permitted, subject to the additional requirements and limitations of this chapter except those uses set forth in Section 17.46.050 Prohibited Uses.

17.46.050 Prohibited Uses

Unless authorized in accordance with 17.46.070 Use Exceptions, the following uses are prohibited in the Tsunami Hazard Overlay Zone:
a. Hospitals and other medical facilities having surgery and emergency treatment areas.
b. Fire and police stations, including structures and equipment in government communication centers and other facilities required for emergency response.
c. Buildings with a capacity greater than 250 individuals for every public, private or parochial school through secondary level or childcare centers.
d. Buildings for colleges or adult education schools with a capacity of greater than 500 persons.
e. Jails and detention facilities.
f. Tanks or other structures containing, housing or supporting water or fire-suppression materials or equipment required for the protection of essential or hazardous facilities or special occupancy structures.
g. Emergency vehicle shelters and garages.
h. Structures and equipment in emergency preparedness centers.
i. Standby power generating equipment for essential facilities.
j. Covered structures whose primary occupancy is public assembly with a capacity of greater than 300 persons.
k. Medical facilities with 50 or more resident, incapacitated patients
1. Residential uses, including manufactured home parks, of a density exceeding 10 units per acre.

m. Hotels or motels with more than 50 units.

17.46.060 Existing Uses

Notwithstanding the provisions of Chapter 17.24, the requirements of the Tsunami Hazard Overlay Zone shall not have the effect of rendering any existing lawful use non-conforming.

17.46.070 Use Exceptions

A use listed within this section may be permitted by the Planning Commission through a Conditional Use Permit process based upon the following criteria. Public schools may be permitted upon findings that there is a need for the school to be within the boundaries of a school district and fulfilling that need cannot otherwise be accomplished.

A. Fire or police stations may be permitted upon findings that there is a need for a strategic location.

B. Other prohibited uses may be permitted upon the following findings:
   1. There are no reasonable, lower-risk alternative sites available for the proposed use;
   2. Adequate evacuation measures will be provided such that life safety risk to building occupants is minimized; and,
   3. The buildings will be designed and constructed in a manner to minimize the risk of structural failure during the design earthquake and tsunami event.

17.46.080 Evacuation Route Improvement Requirements

Except single family dwellings on existing lots and parcels, all new development, substantial improvements and land divisions in the Tsunami Hazard Overlay Zone shall incorporate evacuation measures and improvements, including necessary vegetation management, which are needed to facilitate pedestrian access to the tsunami evacuation routes identified on the 2019 Port Orford Tsunami Evacuation Route Map, which is incorporated into this section by reference. Such improvements shall be proportional to the evacuation needs created by the proposed development. Such measures shall include:

A. On-site improvements:
   1. Informational bulletins, brochures and other forms of communication posted in public areas, meeting rooms or common areas alerting residents, visitors and guest to the threat of Tsunami and nearby evacuation routes and assembly areas.
   2. Wayfinding signage shall be posted in parking areas and pedestrian ways indicating the direction and location of the closest evacuation route and

B. Off-site improvements: Improvements to portions of designated evacuation routes identified on the 2019 Port Orford Tsunami Evacuation route Map that are needed to serve, but are not contiguous to, the proposed development site. Such improvements shall be proportional to the evacuation needs created by the proposed development.

C. Evacuation route signage. Such signage shall be adequate to provide necessary evacuation information consistent with the proposed use of the site. Where multiple developments could occur in the future, the City shall assess a cost proportionate to the development's impact to the overall land use pattern of the area. In no case shall this cost exceed $500.

D. Tsunami Evacuation Structures: Tsunami evacuation structures are not subject to the building height limitations of this code.
The foregoing ordinance was enacted by the Common Council of the City of Port Orford this 16th of May, 2019.

Yes: ________________________________________________
No: ________________________________________________
Abstain: ______________________________________________

______________________________
Tim Pogwizd
Mayor of the City of Port Orford
Curry County Oregon

ATTEST:

______________________________
Terrie Richards
City Recorder of the City of Port Orford
Curry County Oregon
CITY OF PORT ORFORD

Comprehensive Plan
Goals and Policies

<table>
<thead>
<tr>
<th>Adopted: March 8, 1977</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amended: January 12, 1987</td>
</tr>
<tr>
<td>Amended: June 1989</td>
</tr>
<tr>
<td>Amended: September 17, 2007</td>
</tr>
<tr>
<td>Amended: May 17, 2012</td>
</tr>
<tr>
<td>Amended: April 18, 2019</td>
</tr>
</tbody>
</table>

This project was partially funded by the Coastal Zone Management Act of 1972, as amended, administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration, and the Ocean and Coastal Management Program, Department of Land Conservation and Development.
# Table of Contents

Statewide Planning Goal 1: Citizen Involvement ................................................................. 3
Statewide Planning Goal 2: Land Use Planning ................................................................. 3
Statewide Planning Goal 3: Agricultural Lands .............................................................. 5
Statewide Planning Goal 4: Forest Lands ........................................................................ 5
Statewide Planning Goal 5: Natural Resources, Scenic and Historic Areas, and Open Space 5
Statewide Planning Goal 7: Areas Subject to Natural Disasters ....................................... 8
Statewide Planning Goal 8: Recreational Uses ............................................................... 9
Statewide Planning Goal 9: Economic Development ...................................................... 11
Statewide Planning Goal 10: Housing ........................................................................... 12
Statewide Planning Goal 11: Public Facilities and Services ........................................... 13
Statewide Planning Goal 12: Transportation .................................................................. 15
Statewide Planning Goal 13: Energy Conservation ....................................................... 16
Statewide Planning Goal 14: Urbanization .................................................................... 17
Statewide Planning Goal 15: Willamette River Greenway ............................................. 18
Statewide Planning Goals 16 – 19: Coastal .................................................................... 18
Statewide Planning Goal 16: Estuarine Resources .......................................................... 18
Statewide Planning Goal 17: Coastal Shorelands ............................................................ 18
Statewide Planning Goal 18: Beaches and Dunes ........................................................... 20
Statewide Planning Goal 19: Ocean Resources .............................................................. 21
Port Orford Goal for Coastal Resilience ........................................................................... 22
STATEWIDE PLANNING GOAL 1: CITIZEN INVOLVEMENT

City Goal

Provide opportunities for citizen involvement in all phases of the planning process.

City Policies

1. The Planning Commission shall serve as the city’s officially recognized committee for citizen involvement (CCI).

2. Citizens are encouraged to participate in planning for the City of Port Orford.
   a. Citizens will have opportunities to assist with data collection, plan preparation, evaluation, and revisions to the Comprehensive Plan and other land use regulations.
   b. Citizens will have opportunities to participate in workshops and public hearings.
   c. Citizens will have opportunities to participate in forums on issues related to the growth and development of the city.

3. Citizens will have opportunities to review and evaluate technical information, adopted plans and implementing ordinances, inventory materials, the rationale used to reach land use policy decisions, and maps utilized for decision-making by the Planning Commission and City Council. Information will be available at the City Hall and online:
   a. The city will provide public notice of all meetings.
   b. The city will disseminate planning information using a variety of methods: media messages, web based digitized information, postings on properties, mailings, depending upon the topic at hand.

STATEWIDE PLANNING GOAL 2: LAND USE PLANNING

City Goals

1. Establish a land use planning process and policy framework as a basis for decisions and actions, and to assure an adequate factual base for such decisions and actions.

2. Assure that the Comprehensive Plan is maintained as the basis for implementing ordinances and future land-use decisions and actions.

3. Identify and address those land use activities that have an effect on the public health, safety and welfare.

4. Ensure orderly efficient growth.

City Policies

1. The Comprehensive Plan Goals and Policies document shall be available to the public at the City Hall, the Port Orford Public Library, and on the city’s website.
2. The Planning Commission will review the Comprehensive Plan Goals and Policies, the zoning ordinance, and other plans that are relied upon by the city from time to time. The review will help determine where amendments are needed.

3. The City Council, the Planning Commission, or a person owning property within the city may initiate amendments to the text of this document and to the Comprehensive Plan Map, utilizing the criteria set forth under this section entitled, Goal 2 Land Use Planning.

4. When amending the Port Orford Comprehensive Plan Goals and Policies, make findings of fact to respond to the following:
   a. Provide documentation showing that the original plan language or map designation was made in error; or
   b. For a map change document that there has been a substantial change in the character of the area that warrants a change in the map; or
   c. For a change in the text of the Comprehensive Plan Goals and Policies, document that there have been changing circumstances that warrant a change in the goal or policy language.
   d. For both map and text amendments, provide findings as to how the amendment complies with the Statewide Planning Goals pursuant to ORS 197 and other applicable statutory requirements.

5. Coordinate with Curry County and special districts regarding the Urban Growth Boundary and annexations, public facility extensions, long-range planning, and other matters of mutual concern.

6. Coordinate with Curry County within the Urban Growth Boundary (UGB) as set forth in the Urban Growth Area Joint Management Agreement dated October 10, 1978, and any future amendments to the Agreement that have been signed and enacted by both parties.

7. Encourage coordination with local, state and federal agencies having jurisdiction within the City of Port Orford. Exchange of maps, data, and other information as appropriate.

8. Encourage the participation of affected local, state and federal agencies and districts in comprehensive plans updates and revisions.

9. Adopt amendments to the text of this document or the map by ordinance, utilizing the following procedures.
   a. Provide notice required by the Municipal Code Title 17, including notice to the department of Oregon Land Conservation and Development (DLCD).
   b. The Planning Commission shall review any proposed amendment, conduct a public hearing, and make recommendations and findings to support the recommendations, which shall be forwarded to the City Council.
   c. The City Council shall review the Planning Commission’s recommendations and conduct a de novo public hearing prior to making their findings and decision.
   d. When an amendment has been finalized and adopted by ordinance, provide any notice required by MC Title 17, including notice to DLCD.
e. Incorporate the language or map into the planning documents and the web site to maintain the plan as a living document that is accessible to citizens.

10. Federal consistency requirements of the Coastal Zone Management Act (Sec 307) requires that all state and federal permits for activities affecting land use within the city shall be reviewed by the City of Port Orford to assure compliance with the Comprehensive Plan before the permit is granted.

STATEWIDE PLANNING GOAL 3: AGRICULTURAL LANDS

City Goal

Encourage sustainable urban agriculture, and conserve rural agricultural lands.

City Policies

1. Maintain urban development within the City of Port Orford, and adjacent to the city within the Urban Growth Boundary, which will in turn alleviate pressure on agricultural lands outside the city limits.

2. Encourage urban agriculture and sustainable agricultural practices, including, but not limited to family and community gardens.

STATEWIDE PLANNING GOAL 4: FOREST LANDS

City Goal

Conserve forestlands consistent with sound management of forest resources.

City Policies

1. Limit urban use of forested lands to areas within the Port Orford city limits until such time that those lands within the Urban Growth Boundary are needed for urban uses.

2. When new subdivisions are proposed in the City of Port Orford the city shall seek the opinion of the Oregon Department of Forestry in order to protect forest lands within the Garrison lake watershed, and lands that drain into Gold Run Creek.

3. Consider options for a tree ordinance to reestablish trees and to prevent clear cuts, which allow for infestation of noxious weeds.

STATEWIDE PLANNING GOAL 5: NATURAL RESOURCES, SCENIC AND HISTORIC AREAS, AND OPEN SPACE
City Goals

1. Maintain an inventory of natural, scenic and historic resources pursuant to Statewide Goal 5.

2. Resolve conflicts between incompatible development activities and identified natural, scenic and historic resources.

3. Work to acquire viewshed resource property if and when funding is available.

4. Protect archaeological sites within the city.

City Policies

1. Identify specific natural resources such as significant fish and wildlife habitat, ecological areas, wetland and watershed areas through the designated Controlled Development Zone (6-CD).

2. Maintain Tichenor Cemetery as an historic cemetery listed on the Oregon State registry at the State Historic Preservation Office, and support listings of other historic cemeteries and public access to all historic cemeteries.

3. Encourage open space in subdivision developments to be maintained through CC&R’s for the enjoyment of the residents.

4. Port Orford will encourage maintaining access to scenic viewpoints within the city.

5. Port Orford will maintain a riparian buffer along streams, Garrison Lake and the Ocean shoreline to enhance fish habitat, and maintain vegetation as a visual and recreational resource.

6. Examine publicly owned lands including street and alley right-of-ways for potential open space and visual resources prior to vacating property or other actions that convert publicly owned lands to private property.

7. The City of Port Orford supports the development and maintenance of the Oregon Coast Trail and the Oregon Coast Bike Route, both running along Highway 101 through the City of Port Orford.

8. Recognizing that established trees contribute to the aesthetic and environmental quality of the community, the city will consider designating specific trees or groves that could be protected through incentives, voluntary mechanisms, or ordinances.

9. Minimize light pollution and maintain dark sky at night through implementation of the city’s dark sky ordinance.

10. Maintain a listing of historic properties, and encourage property owners of qualifying properties who seek the listing of their properties on the National Historic Register.
11. Notify the Tribes when land development is proposed in archaeologically significant areas and limit access to information that could reveal the location of specific archaeologically significant Indian sites.

12. Coordinate with Oregon State Parks, the State Historic Preservation Office (SHPO), the Tribes, local organizations, and state and federal agencies that oversee specific scenic and historic areas, and have jurisdiction for natural resource programs.

13. Collaborate and cooperate with other land managers and property owners to protect and restore healthy functioning watersheds and ecosystems.

STATEWIDE PLANNING GOAL 6: AIR, WATER, AND LAND RESOURCE QUALITY

City Goals

1. Maintain and improve the quality of air, water and land resources in the City of Port Orford by encouraging protection of watersheds, lakes, rivers, streams and wetlands within the city and the UGB.

2. Restore Garrison Lake for drinking water as a secondary source to Hubbard Creek.

City Policies

1. Support and encourage local, state and federal agencies in continuing environmental evaluations of Garrison Lake, flood hazards to the city, and identification of wetlands.

2. When funding becomes available from state or federal sources, the city will review and update wetland and riparian area mapping.

3. Maintain discharges from the city’s wastewater treatment plant in accordance with the DEQ wastewater discharge permit.

4. Require riparian buffers along the shores of Garrison Lake, Mill Creek and Gold Run Creek. Ensure that no structural or physical alteration or development such as clearing, grading, parking lots, retaining walls or channel alterations are allowed within such designated areas. Consult the Oregon Department of Fish and Wildlife and the Oregon Department of Forestry and the Department of State Lands prior to authorizing a reduction in the standard riparian buffer for a specific proposed development.

5. Require a buffer to protect significant wetlands and notify the Department of State Lands when there is a development proposal in wetland areas.

6. Comply with applicable air and water quality standards established by the Department of Environmental Protection agency and the Oregon Department of Environmental Quality.

7. Support the resolution of problems potentially caused by septic systems along Garrison Lake, its watershed, and tributaries; annex properties to provide sewer hookups if and when feasible.
8. Recognize the jurisdiction of the Water Resources Department (WRD) and the ongoing process of implementing minimum stream flow requirements. Upon notification of implementation requirements, review, and where appropriate enact amendments required by law to maintain consistency with WRD programs.

9. Minimize increases in stormwater runoff rates and volume by utilizing incentives and regulations to mitigate stormwater impacts from new and existing development to reduce flooding and erosion, and to improve water quality and aquatic habitat.

10. Support development of a plan for cleanup of the Mill Creek drainage basin to prevent contamination of Garrison Lake.

11. Coordinate with Curry County and state agencies regarding water, air and land resource quality for lands lying within the UGB.

12. Work with Curry County to require that areas within the Urban Growth Boundary that are designated for rural residential growth provide for adequate sewage disposal, and eventual hook-up to city services when they become available.

13. Strive to reduce infestation of nonnative invasive weeds, by making the Curry County Weed Advisory Board’s Invasive and Noxious Weeds List available to citizens who are applying for permits for development activity.

14. Encourage the use of bio-swales and similar remediation wherever feasible to mitigate pollution from runoff, using native plants wherever appropriate.

STATEWIDE PLANNING GOAL 7: AREAS SUBJECT TO NATURAL DISASTERS

City Goals

1. Protect life and property from natural disasters and hazards.

2. Maintain inventories and base mapping regarding known areas of natural disasters and hazards, and update information as funding is available.

3. Maintain updated implementing ordinances and rely on these documents to minimize the risk from natural disasters and hazards.

City Policies

1. Require analysis and reports from certified professional geologists prior to development in areas of potential geologic hazards such as those having more than 15% slope; carry out development in compliance with an overlay zone and recommendations specific to individual properties.

2. Require maintenance of vegetative cover on steep slope areas to minimize erosion.
3. Maintain and implement flood damage prevention regulations as set forth by the Federal Emergency Management Agency (FEMA) to protect human life and health, minimize expenditures for flood control, relief efforts, damage to public facilities, and future areas of blight due to flood damage, to notify buyers when property is within a flood hazard area, and to continue to qualify for inclusion in the National Flood Insurance Program.

4. Require the provision of adequate safeguards prior to permitting development in areas of known or suspected natural hazards.

5. Work with Curry County to maintain and implement the updated Emergency Operations Plan and the Natural Hazard Mitigation Plan including systems for disaster warnings, and procedures for the protection of citizens in the case of earthquakes, tsunamis and other natural disasters.

6. Consider access to evacuation routes when approving new development.

7. Work with other agencies and community organizations to develop natural disaster shelters outside the tsunami inundation zone.

8. Work with Curry County and state agencies including, but not limited to the Department of Geology and Mineral Industries (DOGAMI) to develop and implement tsunami and other emergency preparedness plans including the Port Orford Natural Hazards Mitigation Plan, the Emergency Operations Plan, the Continuity of Operations Plan and other plans, with the objective of incorporating and coordinating facilities and personnel to be capable of conducting emergency operations. Upgrade emergency operations and facilities as funding becomes available.

9. Prepare a post-tsunami redevelopment plan for the City of Port Orford as opportunities for funding such a plan become available.

STATEWIDE PLANNING GOAL 8: RECREATIONAL USES

City Goals

1. Satisfy the recreational needs of the citizens of Port Orford and visitors by respecting cultural values and improving access to scenic and natural resources.

2. Update the city’s inventory of recreational opportunities

City Policies

1. Maintain open space, protect significant natural features, and utilize practices that conserve and enhance natural biologic values of the community.

2. Maintain the wetland walkway and develop trails as opportunities (including funding) become available.
3. Increase public access to scenic and natural resources.

4. Support programs to enhance fish habitat and enhance properties adjacent to the Port to further recreational opportunities.

5. Consider recreational opportunities when reviewing development plans.

6. Encourage a pedestrian-friendly environment including support for bike lanes and sidewalks along Highway 101 and in new subdivision development.

7. Encourage the Oregon Parks and Recreation Department (OPRD) to maintain Port Orford Heads State Park and Tseriadon State Park, and to further develop Paradise Point State Park.

8. Coordinate with OPRD in regards to plans and proposals affecting state parks and ocean beaches.

9. Maintain and support enhancements and amenities at Battle Rock City Park and Buffington Park.

10. Plan for and develop a new and enhanced visitor center with marine education components at Battle Rock Park as funding opportunities become available.

11. Acquire a parcel of land that is surrounded by Battle Rock City Park to further enhance the park and its beaches.

12. Encourage maintenance of the Port Orford Public Library.

13. Encourage public participation to create public art for the enjoyment of residents and visitors.

14. Seek cooperative partnerships with the Port of Port Orford, the Port Orford Langlois School District, the State of Oregon Parks and Recreation Department, and other local, State, and federal agencies to offer opportunities for outdoor spaces that encourage a healthy and creative population.

15. Examine all city-owned property for public access, open space or recreational value prior to relinquishing ownership.

16. Develop additional access to public open space lands, including but not limited to ocean beaches.

17. Encourage a multi-purpose center, civic and recreational organizations, and activities for citizens all ages.

18. Encourage recreational use of both public and private land.

19. Utilize the city's inventory of recreational amenities for analysis to prepare language to support applications for outside funding and partnerships that enhance recreational opportunities.
20. Actively pursue funding and partnerships that enhance recreational opportunities.

21. As funding becomes available, develop parks, open space and walking trails with interpretive information, including ADA compliance options to enhance the well being of citizens and visitor attractions. Proposed trails include, but are not limited to the following routes:
   a. Battle Rock Park to the Port of Port Orford to Garrison Lake and to Tseriadan State Park.
   b. From Highway 101 up Coast Guard Hill to Port Orford Heads State Park and down King Street to the beach.
   c. Battle Rock Park to the beach.
   d. Pedestrian and bicycle trails throughout the City, the Urban Growth Boundary and the Port Orford Community Stewardship Area.

22. Develop multi-use paths that enhance community livability while also serving as tsunami evacuation routes.

23. Coordinate evacuation route signage in conjunction with pedestrian and bicycle route planning.

STATEWIDE PLANNING GOAL 9: ECONOMIC DEVELOPMENT

City Goals

1. Provide opportunities throughout the city for a variety of economic activities that are important to the health, welfare and prosperity of the citizens and the community of Port Orford.

2. Diversify and improve the economy of Port Orford, while protecting the natural environment that makes the city a unique and inviting place.

City Policies

1. Designate suitable lands for the creation and expansion of existing industrial, commercial and medical activities, and support and encourage use of areas designated or developed for commercial use.

2. Implement planning ordinances to encourage diversity and a variety of home occupations and cottage industry that are compatible with residential living.

3. Encourage and support efforts to improve Port facilities, the harbor and fisheries including:
   a. Replacement and maintenance of docks and infrastructure.
   b. Rebuilding and maintaining the jetty.
   c. Controlling and mitigating shoaling through dredging or jetty infrastructure.
   d. Encourage the development of educational research and tourism facilities.
4. Encourage improvement of the Cape Blanco Airport facilities to attract tourists, sports enthusiasts, light industry and emergency services.

5. Encourage efforts to stimulate the tourism industry.

6. Encourage human-scale amenities within commercial areas and adjacent to trails and lookouts to encourage tourism and enhance the city’s sense of place.

7. Encourage sustainable practices including, but not limited to community gardens and farmer’s markets.

8. Consider main street improvements and town theme concepts aimed at enhancing the image and impact of the city, and adopt those concepts that are deemed appropriate.

9. Work with Curry County, the Oregon Business Development Department and other communities within Curry County and the region to explore incentives and enhance opportunities to attract business and industry.

10. Encourage programs for education, training and research regarding marine and terrestrial ecology that will support family-wage jobs within the Port Orford Community Stewardship Area.

11. Encourage artistic endeavors and craftsmanship that contribute to the city’s sense of place, by providing a positive ambiance and contributing to retail growth of the community.

12. Encourage environmentally responsible natural resource-based industries including fisheries and wood products to add value and enhance the local economy.

13. Take steps to minimize the existence of derelict buildings.

14. Support local access to and management of our marine resources.

15. Promote fishing as a necessary source of financial security and social welfare in the community.

16. Require protective measures for lodging facilities in tsunami hazard areas.

STATEWIDE PLANNING GOAL 10: HOUSING

City Goal

Provide for opportunities in the housing market to serve Port Orford citizens at varying income levels, taking citizen needs and desires into consideration.

City Policies

1. Allow for a full range of housing types, locations and densities through planning and zoning.
2. Ensure quality construction and public safety through enforcement of city ordinances and reliance on the International Building Code, the Oregon Fire Code, and Oregon Specialty Codes.

3. Encourage upgrading existing housing stock within the city when programs become available to assist with housing rehabilitation.

4. Cooperate with state and federal agencies, private industry, funding institutions, and citizens who are working to develop housing that will meet the city’s needs.

5. Encourage energy efficiency in housing.

6. Promote “green” building through use of materials that reduce negative impacts on human health and the environment.

7. Undertake residential buildable lands inventory, housing needs analysis and residential land needs analysis consistent with Statewide Planning Goal 10, OAR 660, division 8, and the housing statutes in ORS 197 as funding is available.

8. Update Comprehensive Plan inventories to comply with Statewide Planning Goal 10, Housing, Guidelines, (A) Planning, and (B) Implementation, when funding is available.

STATEWIDE PLANNING GOAL 11: PUBLIC FACILITIES AND SERVICES

City Goal

Plan for efficient delivery of public facilities and services to provide a framework for the city’s future, and ensure that new development pays its fair share.

City Policies

1. The city will promote the social, safety, health and well being of the citizens and visitors by encouraging adequate public facilities and services to meet the needs of the citizens:
   a. Transportation (refer to Statewide Goal 12: Transportation, City Goals and Policies within this document).
   b. Medical.
   c. Police and fire services.
   d. Utilities.
   e. Emergency Services.
   f. Education.
   g. Library.
   h. Broadband.
   i. Harbor (refer to Statewide Goal 10: Economic, City Policies, #3).
   j. Water.
   k. Wastewater.
2. Adopt and maintain public facilities plans for water, wastewater and storm drainage consistent with Statewide Planning Goal 11, including Guidelines for (A) Planning and (B) Implementation, and OAR 660, division 11. The City of Port Orford's latest adopted facilities plans, including the Water Master Plan and Wastewater Collection System Master Plan, and any Stormwater Master Plan are incorporated into the Port Orford Comprehensive Plan Goals and Policies. Incorporating the plans provides the following:
   a. Engineering analysis and planning guidance for successful management of the water system including evaluation of the existing system, identifying deficiencies, estimating current and projected capacity, and recommending improvements.
   b. Engineering analysis and planning guidance for successful management of the wastewater system including evaluation of the existing system, identifying deficiencies, estimating current and projected flow, and recommending improvements.
   c. Engineering analysis and planning guidance for successful management of the stormwater system, which may be a stand-alone plan or an element of the wastewater system plan, with evaluation of stormwater runoff, estimates and projections of flow, and recommendations for improvements.

3. Update and maintain current GIS mapping of utility locations, depth, size and capacity for water, wastewater, and storm drainage systems and other utilities, as funding and information is available.

4. Manage municipal water, wastewater, and stormwater systems in accordance with all applicable state and federal standards.

5. Maintain programs to control long-term costs and to establish the most efficient operations for public services.

6. Encourage housing options in areas that have city infrastructure for water and wastewater, recognizing that where infrastructure is insufficient, new development may be required to install pump stations and other infrastructure to provide the capacity to support the new development.

7. Require plans for the control of surface water drainage in conjunction with applications for subdivisions, partitions and planned unit developments as set forth in implementing ordinances.

8. Encourage the maintenance of solid waste facilities to serve northern Curry County in compliance with DEQ standards, including facilities and programs for recycling and for disposal of hazardous household waste.

9. Assure fire protection services for the City of Port Orford.

10. Collaborate with other agencies to locate critical facilities such as police and fire stations, schools, clinics and water rescue operations in safe and accessible locations.

11. Encourage citizens to utilize sustainable practices that reduce the use of city facilities, including bioswales, rainwater catchment systems, and native plants.
12. Coordinate with utility providers, and encourage options to assure that adequate services are available.

13. Rely on the Port Orford Langlois School District and Southwestern Oregon Community College and other private and public options for the provision of education; encourage expansion of programs and facilities that serve the city.

14. Promote the enhancement of the Port Orford Public Library facilities and services.

15. Encourage and coordinate efforts to relocate overhead utilities to underground as appropriate, and assure that mapping information about any underground locations is available at the City for future use.

16. Consider regulations regarding the placement of transmission towers, and the placement and size of wind towers.

17. Address tsunami risks and evacuation routes and signage when planning, developing, improving, or replacing public facilities and services.

18. Update public facility plans to locate future facilities outside of the tsunami inundation zone, whenever possible.

19. Seek funding for updating facilities plans and funding relocation outside the tsunami inundation zone.

20. Plan for future location or relocation of public facilities outside of the tsunami hazard area.

STATEWIDE PLANNING GOAL 12: TRANSPORTATION

City Goal

Work with citizens, other agencies, and other organizations to improve transportation options and connections within the city including streets, facilities for bicyclists and pedestrians and public transportation.

City Policies

1. Encourage efficient and safe travel systems for motorists, pedestrians, and bicyclists by working for improvements to facilities that are unsafe or inadequate.

2. Encourage regularly scheduled freight delivery and pickup services to and from the city.

3. Work with Curry County and others who may be involved in efforts to develop an upgraded east-west highway linking Curry County with the interstate highway system.

4. Encourage diverse transportation systems including air and water modes.
5. Encourage maintenance and enhancement of the Cape Blanco Airport.

6. Encourage the development of transportation systems to meet the needs of the transportation disadvantaged within the city and throughout the South Coast.

7. Encourage mass-transit and commodity transportation services to and from the city.

8. Support water transportation through the development of the Port of Port Orford.

9. Develop a Transportation System Plan (TSP) to provide analysis and guidance for the City, in compliance with OAR 660-015-0000 (12) and in cooperation with the Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD) as funding is available.

10. Collaborate with the (ODOT) to identify and implement transportation improvements to Highway 101.

11. When approving subdivisions, land partitions and planned unit developments:
   a. Encourage street and pedestrian connectivity.
   b. Discourage gated communities where connectivity is needed between destinations, neighborhoods and public places.
   c. Assure that all new streets to be accepted by the City of Port Orford are constructed to City of Port Orford standards.
   d. Assure that responsibility for street maintenance is set forth as part of final plat approval where streets are not accepted as city streets.
   e. Require new development to minimize direct access points onto arterials and collectors by encouraging new local streets that access arterials and collector streets.
   f. Consider options for incorporating easements for evacuation routes as appropriate.

12. Encourage pedestrian trails and bicycle routes and facilities.


14. Explore and encourage traffic calming mechanisms along Highway 101.

15. Maintain US 101 Highway Segment Designation Port Orford, Oregon adopted June 20, 2005 as an ODOT Special Transportation Area “STA” including the area between 15th Street and Deady Street to enhance opportunities for developing a more pedestrian-friendly and human-scale environment. The “STA” Highway Segment Designation map and text that provides the primary objective and reasoning for the designation has been adopted as an element of the Inventory, Section B of the Comprehensive Plan of the City of Port Orford.

16. Explore alternate routes that may be organized or identified to allow for transportation to and from the area following a tsunami.

STATEWIDE PLANNING GOAL 13: ENERGY CONSERVATION
City Goal

Promote and encourage energy conversation and the use of sustainable and renewable energy.

City Policies

1. Encourage the development of potential energy resources in the city.

2. Encourage a self-sufficient community, including locally produced food and other products to reduce reliance on travel for goods and services.

3. Consider ways to conserve energy in the City Hall, other city facilities, and public vehicles.

4. Support the use of alternative sustainable and renewable energy sources.

5. Encourage recycling programs and facilities.

6. Encourage pedestrian access, the use of bicycles, and alternatively powered vehicles.

7. Encourage residential, commercial and industrial development within the city to reduce travel distances and conserve energy.

8. Encourage housing rehabilitation and insulation to reduce heating costs.

STATEWIDE PLANNING GOAL 14: URBANIZATION

City Goal

Provide for an orderly and efficient transition from rural to urban use.

City Policies

1. Maintain the Urban Growth Boundary (UGB), and make any amendments to the UGB in compliance with Statewide Planning Goal 14, including Guidelines (A) Planning and (B) Implementation, ORS 197.298 and OAR 660 Division 24.

2. Encourage development within the city prior to expansion into the UGB.

3. Assure that applicants pay for any extensions of water or sewer into the UGB, and require annexation where services are provided outside the city limits.

4. Maintain Curry County large lot rural zoning under Curry County’s jurisdiction within the UGB until such time as urban services become available and land is annexed, at which time a city zone shall be applied.

5. Coordinate with Curry County as set forth in the signed joint Urban Growth Area Management Agreement, and follow the processes to continue to coordinate planning between Curry County and the City of Port Orford.
STATEWIDE PLANNING GOAL 15: WILLAMETTE RIVER GREENWAY

Statewide Goal 15, Willamette River Greenway, is not applicable to the City of Port Orford or Curry County.

STATEWIDE PLANNING GOALS 16 – 19: COASTAL

The Coastal Goals include Statewide Goals 16 – 19. In order to comply with the requirements of the coastal goals, the City of Port Orford will utilize the definitions set forth within OAR 660 Division 015, Statewide Planning Goals and Guidelines, to implement Statewide Planning Goals 16 – 19, where those definitions are more specific than those within Municipal Code Title 17.

STATEWIDE PLANNING GOAL 16: ESTUARINE RESOURCES

Statewide Goal #16 applies to designated estuaries and the unique environmental, economic and social values of the estuaries and associated wetlands. The City of Port Orford is not part of a designated estuarine system.

Garrison Lake is a coastal lake, which is defined as a lake in the coastal zone bordered by a dune formation, with direct hydrologic surface or subsurface connection with saltwater. Policies for Garrison Lake and associated wetlands are included in this document within Statewide Goal 6: City Goals and Policies, Air, Water and Land Resources Quality, and in Statewide Goal 17, which provides the Coastal Shorelands Boundary and describes the features included within the Boundary.

STATEWIDE PLANNING GOAL 17: COASTAL SHORELANDS

City Goals

1. Promote the integrity of the coastal shorelands to protect and maintain water quality, fish and wildlife habitat, economic resources and scenic and recreational amenities, and to reduce hazards to life and property.

2. Manage the shoreland areas to be compatible with the characteristics of adjacent coastal waters, and to avoid adverse impacts to adjacent coastal waters.

3. Provide for water-dependent and water-related uses, and for nondependent nonrelated uses, in the city, compatible with existing or committed uses.

4. Provide for water-oriented uses that provide for enhanced views or access to coastal waters in conjunction with water-dependent and water-related uses.

5. Maintain coastal vegetation to reduce erosion and promote natural buffers.
City Policies

1. Include lands contiguous with the ocean and coastal lakes within the Coastal Shorelands Boundary as set forth in OAR 660-015-0010 (2) as follows:
   a. Areas subject to ocean flooding, as mapped by FEMA, and lands within 100 feet of the ocean shore or within 50 feet of Garrison Lake.
   b. Adjacent areas of geologic instability where the geologic instability is related to or will impact a coastal water body.
   c. Natural or manmade riparian resources, especially vegetation necessary to stabilize the shoreline and maintain water quality and temperatures necessary for maintaining fish habitat and spawning areas.
   d. Areas of significant shoreland and wetland biological habitat, where habitat is primarily derived from or related to the association with coastal waters.
   e. Areas necessary for water-dependent and water-related uses, including areas of recreational importance, which utilize coastal water or riparian resources, lands designated for navigation and port facilities, dredge material disposal and mitigation sites, and areas having characteristics suitable for aquaculture.
   f. Areas of exceptional aesthetic or scenic quality where the quality is primarily derived from or related to the association with coastal water.
   g. Coastal headlands.
   h. Specific shoreland areas which have been identified by the city are the ocean beach shorelands, Garrison Lake and associated marsh shorelands, the Heads, the Port of Port Orford, areas adjacent to the ocean that are mapped as hazard areas, areas identified as having geologic instability, and water-dependent and water-related recreational areas associated with Garrison Lake.

2. Define the Coastal Shorelands Boundary generally as shown in the Curry County Comprehensive Plan, and cooperate with Curry County to delineate and utilize digitized mapping for the Shorelands Boundary described as follows:
   a. Lands lying north of the City of Port Orford, within the UGB, defined as being at the top of the sea cliff to the northerly end of Garrison Lake Spit (Curry County Comprehensive Plan Map);
   b. On the Garrison Lake spit the boundary is defined as being a line located 100 feet inland from mean high tide (Curry County Comprehensive Plan Map);
   c. At a point 1,500 feet south of Garrison Lake State Wayside, the boundary crosses the spit to a line defined as being a uniform horizontal distance of 50 feet inland from the ordinary high water mark of Garrison Lake following the entire perimeter of the Lake;
   d. At the south end of the Garrison Lake spit, the boundary is defined as the boundary of the Port Orford Head State Wayside Park to its southeasterly intersection with the top of the sea cliff at Nellie’s Cove;
   e. At the southeasterly corner of Port Orford Heads State Wayside, the boundary is defined as a line, which follows the top of the sea cliff in an easterly direction to the mouth of Gold Run Creek.
   f. From the southeasterly city limits to the southerly limit of the UGB, the coastal shorelands boundary is defined as being at the tip of the sea cliff (Curry County Comprehensive Plan Map).
3. Require property owners to maintain and restore riparian vegetation within the coastal shoreland boundary where development activity is proposed.

4. Support public access and work with Oregon State Parks within shoreland areas as appropriate, to identify vacated rights of way, and to develop easements that provide access to the water, to ocean views and for emergency vehicle access.

5. Protect shorelands which are designated as especially suited for water-dependent development from uses which would commit those shorelands to non-water-dependent uses.

6. Allow water oriented uses in conjunction with and incidental to water-dependent and water-related uses to allow for retail sales, and tourist amenities including, but not limited to restaurants within the Port area and adjacent areas that will attract the public because of enhanced views or access to coastal waters.

7. Support open space and a diverse range of low impact amenities within the shorelands, including but not limited to parks, walkways, boardwalks and viewpoints, while maintaining resource protections.

8. Continue to comply with the requirements of National Flood Insurance Program, amending the ordinance as necessary.

9. Where there are any existing developed commercial/industrial waterfront areas suitable for redevelopment, which are not designated as especially suited for water-dependent uses, the city shall invite the preparation of a plan for these areas to allow for a mix of water-dependent, water-related, and water oriented nondependent uses with public access to the shoreline as funding and options for redevelopment become available.

STATEWIDE PLANNING GOAL 18: BEACHES AND DUNES

City Goals

1. Protect western beaches to the north of the Heads, and beaches to the east and south of the heads.

2. Continue to protect the narrow strand of beach and dune sands ranging from 750 to 1,000 feet in width that separate Garrison Lake from the Pacific Ocean, recognizing that the oceanward side of these stabilized dunes are active growing foredunes.

3. Encourage enhancement of existing dune features and native coastal vegetation to promote natural buffers from high tides and tsunami conditions, while reducing erosion.

4. Reduce hazards to human life and property from natural or man-induced action or development activity associated with beaches and dunes.
City Policies

1. Minimize vegetation removal and activities that would contribute to erosion for any development activity in dune areas.

2. Prohibit residential use, commercial and industrial buildings and development on beaches and dunes, working in conjunction with applicable Curry County, State and Federal agencies.

3. Identify appropriate sites for emergency and public access to the beaches.

4. Protect the groundwater in beach and dune areas to minimize loss of vegetation and loss of water quality, and to prevent intrusion of salt water into water supplies.

5. Issue permits for beachfront protective structures only where development including houses, commercial and industrial buildings, and vacant subdivision lots which are physically improved through construction of streets and provision of utilities existed on January 1, 1977, or where an approved exception to the Statewide Planning Goals allowed for residential development, commercial and industrial buildings.

STATEWIDE PLANNING GOAL 19: OCEAN RESOURCES

City Goal

Conserve marine resources and ecological functions for the purpose of providing long-term ecological, economic, and social value and benefits to future generations.

City Policies

1. Support the Red Fish Rocks Marine Reserve in the territorial sea and the greater marine stewardship area in and around Port Orford, for research, healthy ecological functions, and future economic and social benefits and ecological and economic values.

2. Cooperate with the local fishing industry, educational institutions, research groups, coastal nongovernmental organizations, ODFW, and other State and Federal agencies to utilize and share information and carry out programs to promote understanding of Ocean resources and systems.

3. Support the Port of Port Orford and nongovernmental organizations in developing a nearshore marine research and educational facility in Port Orford.

4. Support the use of ocean resources for sustainable food production, as an economic resource, and as a brand for sustainable seafood production for the community.

5. Cooperate with the Port and nongovernmental organizations in organizing for speakers, educational programs and workshops to share information about the territorial sea, the fishing industry, Marine Reserve programs and other programs that provide forums for information about ocean resources.
6. Support exploration of areas having characteristics suitable for aquaculture and the development of aquaculture facilities in the Port Orford Community Stewardship Area. Explore areas having characteristics suitable for aquaculture.

PORT ORFORD GOALS FOR COASTAL RESILIENCE

City Goals

1. Include pre-and post-tsunami disaster planning as part of planning process.

2. Support tsunami preparedness and related resilience efforts.

3. Take reasonable measures to protect life and property to the fullest extent feasible, from the impact of a tsunami.

4. Adopt the latest Department of Geology and Mineral Industries (DOGAMI) Tsunami Inundation Maps of the City of Port Orford.

5. Adopt a Tsunami Hazard Overlay Zone.

6. Identify locations, and secure property above the tsunami inundation zone for temporary housing, business and community functions post event, including but not limited to Oregon State Parks, Coos Curry Electric and Cape Blanco Airport.

City Evacuation and Assembly Location Policies

1. Utilize potential land subsidence projections, utilizing mapping from DOGAMI to plan for evacuation routes.

2. Adopt a tsunami evacuation route plan identifying current and projected evacuation needs, designating routes and assembly areas. Identify needed improvements.

3. Consider placement permits for storage and shelter facilities and other temporary housing to ensure that planning incorporates shelter facilities and storage that will be needed.

4. Provide road development or other incentives to property owners that donate land or provide easements for evacuation routes, assembly areas, and potential shelters.

5. Incorporate signing for routes (way finding in all weather and lighting conditions), needed vegetation management, and considerations for downed power poles.

6. Work with organizations and neighboring jurisdictions to identify inter-jurisdictional evacuation routes and assembly areas where feasible.

7. Seek funding opportunities to plan for and develop vertical evacuation structures in areas where reaching high ground is impractical.
8. Seek funding opportunities for multi-use paths and roads as an element of tsunami evacuation route planning.

9. Provide informational materials related to tsunami evacuation routes to the public.

10. Consider policies that incorporate dedications for evacuation routes in proposed new developments.

11. Consider temporary housing, and other options for carrying out business and community functions in response to a tsunami event.

City Development Policies in High Risk Areas

1. Prohibit increased residential density zoning and intensive uses in tsunami hazard areas except where mitigation for life safety and tsunami resistant structure design and construction is implemented.

2. Comply with seismic structural components for development of new essential facilities as set forth in ORS 445.466 - 455.477, and any additional lands included in the City’s Tsunami Hazard Overlay Zone.

3. Encourage building techniques that address tsunami peak hydraulic forces which will minimize impacts and increase the likelihood that structures will remain in place.

4. Encourage enhancement of existing dune features and native coastal vegetation to promote natural buffers and reduce erosion.

City Hazard Mitigation Policies

1. Support tsunami hazards and resilience strategies within the community’s FEMA approved hazard mitigation plan.

2. Maintain Comprehensive Plan policies that ensure hazard mitigation plan action items related to land use.

City Tsunami Awareness Education and Outreach Policies

1. Encourage and support tsunami education and outreach, training and practice.

2. Encourage a comprehensive and ongoing tsunami preparedness community education and outreach program.

3. Collaborate with local, state and federal planners and emergency managers for the purpose of developing a culture of preparedness supporting evacuation route planning and other land use measures that minimize risk and maximize resilience.
City Debris Management Policies

Identify needs and organize policies for a debris management program along with public and private entities, to include options for use of heavy equipment following a tsunami.
In all other respects, The Port Orford Comprehensive Plan I remain the same and in full force and effect.

The foregoing ordinance was enacted by the Common Council of the City of Port Orford this 16th Day of May 2019 by the following vote:

Yes: ____________________________  ____________________________
No: ____________________________  ____________________________
Abstain: ____________________________  Passed: _____ Failed: _____

__________________________________________
Tim Pogwizd
Mayor of the City of Port Orford
Curry County Oregon

ATTEST:

__________________________________________
Terrie Richards
City Recorder of the City of Port Orford
Curry County Oregon
ORDINANCE 2019-04

AN ORDINANCE OF THE CITY OF PORT ORFORD, OREGON ADOPTING AMENDMENTS TO THE PORT ORFORD ZONING MAP OF MARCH 2008

Be it ordained by the Common Council of the City of Port Orford that the Zoning Map of March 2008 be amended to incorporate the Tsunami Hazard Overlay Zone (Chapter 17.46) to reflect changes set forth in Ordinance 2019-02 as follows:

Ordinance 2019-02 New Chapter Added: Municipal Code – Chapter 17.46 Tsunami Hazard Zone to be added as follows:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Abbreviated Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tsunami Hazard Overlay Zone</td>
<td>Chapter 17.46</td>
</tr>
</tbody>
</table>

Ordinance #278 – Article II: Municipal Code – Chapter 17.46, Tsunami Hazard Overlay Zone is amended by adding to Chapter 17, to read as follows:

Sections:
- 17.46.010 Purpose
- 17.46.020 Definitions
- 17.46.030 Applicability of Tsunami Hazard Overlay Zone
- 17.46.040 Uses
- 17.46.050 Prohibited Uses
- 17.46.060 Existing Uses
- 17.46.070 Use Exceptions
- 17.46.080 Evacuation Route Improvement Requirements

The red area on the attached map of the Comprehensive Plan is therefore now changed to add the Tsunami Hazard Overlay Zone.

The foregoing ordinance was enacted by the Common Council of the City of Port Orford this 16th day of May, 2019.

Yes: ____________________________________________

No: ____________________________________________

Abstain: _______________________________________

Tim Pogwizd
Mayor of the City of Port Orford
Curry County Oregon

APPROVED AS TO FORM AND CONTENT:

_____________________________________________
Shala McKenzie-Kudlac
City Attorney of the City of Port Orford

ATTEST:

_____________________________________________
Terrie Richards
City Recorder of the City of Port Orford
Curry County Oregon
City of Port Orford Tsunami Hazard Overlay Map

The Tsunami Regulatory Line identifies lands that will be subject to the provisions of Port Orford Municipal Code, Chapter 17.46, Tsunami Hazard Overlay Zone.
RESOLUTION 2019-12

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD
APPOINTING THE PORT ORFORD MAIN STREET REVITALIZATION
ASSOCIATION AS THE TOURISM PROMOTION AGENCY FOR THE CITY OF
PORT ORFORD

WHEREAS, The City increased the TLT Tax to 7 (seven) per cent; and

WHEREAS, One of the seven percent (one seventh of the total) Transient Room tax funds collected must be used only for tourism promotion through the Tourism Promotion Agency; and

WHEREAS, Resolution 2013-08 designated the Port Orford & North Curry County Chamber of Commerce as the Tourism Promotion Agency for Port Orford; and

WHEREAS, the Port Orford & North Curry County Chamber of Commerce is no longer active; and

WHEREAS, the Port Orford Main Street Revitalization Association of Port Orford agreed to act as the Tourism Promotion Agency for Port Orford; and

WHEREAS, the Port Orford Main Street Revitalization Association is a tax exempt 501(c)(3) nonprofit organization;

NOW, THEREFORE,

BE IT RESOLVED by the Common Council of the City of Port Orford, that the Port Orford Main Street Revitalization Association be appointed as the City’s Tourism Promotional Agency so that money designated for tourism promotion can be used to promote the Port Orford area.

ADOPTED by the Common Council of the City of Port Orford, and effective this 16th day of May 2019.

SIGNED BY THE MAYOR this 16th day of May 2019.

By: ____________________________
Tim Pogwizd, Mayor

ATTEST:

Terrie Richards, City Recorder

Resolution 2019-12
May 16, 2019
Page 1 of 1
AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD AMENDING ORDINANCE 2013-01 TO REFLECT RESOLUTION 2019-12 AND AMEND THE DESIGNATION OF THE CITY OF PORT ORFORD TOURISM ADVERTISING AGENCY

Be it ordained by the Common Council of the City of Port Orford that Ordinance 2013-01 and the Port Orford Municipal Code, Title 3 Revenue and Finance, Chapter 3.08 Transient Lodging Tax, be amended by the following:

Section 3.08.240 Disposition and Use of Transient Room Tax Funds

(1) The funds collected under this ordinance shall be retained by the City and allocated to the Parks Fund. The City Council may appropriate a portion of the funds collected under this ordinance through TLT Grants for City Area tourism development and City Area beautification; which may be to contract for a seasonal parks worker or can be used for tourism related facilities as provided by this ordinance and those grants shall be allocated by the TLT Expenditure Committee with Council approval. (Ord. 2000-04 § 1, 2000) (Ord. 2009-07 § 240, 2008) (Ord. 2012-01 § 240, 2011).

(2) One of the seven percent (one-seventh of the total) Transient Room tax funds collected must be used for tourism promotion through a Tourism Promotion Agency for the City of Port Orford, in accordance with State Law, and shall not be allocated by the TLT Expenditure Committee but by City Council Approval.

In all other respects, Ordinance 2013-01 and the Port Orford Municipal Code, Title 3 Revenue and Finance, Chapter 3.08 Transient Lodging Tax shall remain the same and in full force and effect.

The foregoing ordinance was enacted by the Common Council of the City of Port Orford this 16th day of May, 2019 and effective the 16th day of June, 2019 by the following vote:

Yes: ________________________________
No: ________________________________
Abstain: ________________________________
Passed: __________ Failed __________

Tim Pogwizd  
Mayor of the City of Port Orford  
Curry County Oregon

Terrie Richards  
City Recorder of the City of Port Orford  
Curry County Oregon

ATTEST:

Tim Pogwizd  
Mayor of the City of Port Orford  
Curry County Oregon

Terrie Richards  
City Recorder of the City of Port Orford  
Curry County Oregon
## Chapter 3.08

**TRANSIENT LODGING TAX**

### Sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.08.010</td>
<td>Definitions.</td>
</tr>
<tr>
<td>3.08.020</td>
<td>Tax Imposed</td>
</tr>
<tr>
<td>3.08.030</td>
<td>Rules for Collection of Tax by Operator</td>
</tr>
<tr>
<td>3.08.040</td>
<td>Operators Duties</td>
</tr>
<tr>
<td>3.08.050</td>
<td>Exemptions</td>
</tr>
<tr>
<td>3.08.060</td>
<td>Operators Registration Form</td>
</tr>
<tr>
<td>3.08.070</td>
<td>Certificate of Authority</td>
</tr>
<tr>
<td>3.08.080</td>
<td>Collections, Returns, and Payments</td>
</tr>
<tr>
<td>3.08.090</td>
<td>Delinquency Penalties</td>
</tr>
<tr>
<td>3.08.100</td>
<td>Deficiency Determination</td>
</tr>
<tr>
<td>3.08.110</td>
<td>Redemption Petition</td>
</tr>
<tr>
<td>3.08.120</td>
<td>Fraud, Refusal to Collect, Evasion</td>
</tr>
<tr>
<td>3.08.130</td>
<td>Notice of Determination</td>
</tr>
<tr>
<td>3.08.140</td>
<td>Operator Delay</td>
</tr>
<tr>
<td>3.08.150</td>
<td>Redetermination</td>
</tr>
<tr>
<td>3.08.160</td>
<td>Security for Collection of Taxes</td>
</tr>
<tr>
<td>3.08.170</td>
<td>Liens</td>
</tr>
<tr>
<td>3.08.180</td>
<td>Refunds by City to Operator</td>
</tr>
<tr>
<td>3.08.190</td>
<td>Refunds by City to Transients</td>
</tr>
<tr>
<td>3.08.200</td>
<td>Refunds by Operator to Transient</td>
</tr>
<tr>
<td>3.08.210</td>
<td>Records required of Operators</td>
</tr>
<tr>
<td>3.08.220</td>
<td>Examination of Records</td>
</tr>
<tr>
<td>3.08.230</td>
<td>Confidentiality</td>
</tr>
<tr>
<td>3.08.240</td>
<td>Disposition and Use of Transient Room Tax Funds</td>
</tr>
<tr>
<td>3.08.250</td>
<td>Term, Powers and Duties of the Transient Lodging Tax Expenditure Committee</td>
</tr>
<tr>
<td>3.08.255</td>
<td>Grant Funding Procedures</td>
</tr>
<tr>
<td>3.08.260</td>
<td>Violation and Penalty</td>
</tr>
<tr>
<td>3.08.265</td>
<td>Administrative Compensation</td>
</tr>
<tr>
<td>3.08.270</td>
<td>Ordinance</td>
</tr>
<tr>
<td>3.08.280</td>
<td>Retroactive</td>
</tr>
<tr>
<td>3.08.290</td>
<td>Severability</td>
</tr>
</tbody>
</table>

---

Content of **Chapter 3.08**

- **Definitions.**
- **Tax Imposed.**
- **Rules for Collection of Tax by Operator.**
- **Operators Duties.**
- **Exemptions.**
- **Operators Registration Form.**
- **Certificate of Authority.**
- **Collections, Returns, and Payments.**
- **Delinquency Penalties.**
- **Deficiency Determination.**
- **Redemption Petition.**
- **Fraud, Refusal to Collect, Evasion.**
- **Notice of Determination.**
- **Operator Delay.**
- **Redetermination.**
- **Security for Collection of Taxes.**
- **Liens.**
- **Refunds by City to Operator.**
- **Refunds by City to Transients.**
- **Refunds by Operator to Transient.**
- **Records required of Operators.**
- **Examination of Records.**
- **Confidentiality.**
- **Disposition and Use of Transient Room Tax Funds.**
- **Term, Powers and Duties of the Transient Lodging Tax Expenditure Committee.**
- **Grant Funding Procedures.**
- **Violation and Penalty.**
- **Administrative Compensation.**
- **Ordinance.**
- **Retroactive.**
- **Severability.**
3.08.010 Definitions.

For the purpose of this chapter, the following words shall mean:

“Accrual accounting” means a system of accounting in which the operator enters the rent due from a transient into the record when the rent is earned, whether or not it is paid.

“Cash accounting” means a system of accounting in which the operator does not enter the rent due from a transient into the record until the rent is paid.

“City area beautification” means the enhancement and beautification of the city within the city’s limits, but excluding acquisition, maintenance and/or repairs of city infrastructure with the exception of facilities used by tourists. (Ord. 2003-06 § 01, 2003)

“City area tourism development” means 1) the expenditure of funds in areas outside of the City limits for the purpose of advertising and promoting areas within the city of Port Orford and surrounding areas and 2) advertising and support of activities within the city limits which draw tourists to the area. (Ord. 2003-06 § 01, 2003)

“Collection reimbursement charge” means the amount a transient lodging provider may retain as reimbursement for the costs incurred by the provider in collecting and reporting a transient lodging tax and in maintaining transient lodging tax records.

“Conference center” means a facility that:

a. Is owned or partially owned by a unit of local government, a governmental agency or a nonprofit organization; and
b. Meets the current membership criteria of the International Association of Conference Centers.

“Convention center” means a new or improved facility that:

a. Is capable of attracting and accommodating conventions and trade shows from international, national and regional markets requiring exhibition space, ballroom space, meeting rooms and any other associated space, including but not limited to banquet facilities, loading areas and lobby and registration areas;

b. Has a total meeting room and ballroom space between one-third and one-half of the total size of the center’s exhibition space;

c. Generates a majority of its business income from tourists;

d. Has a room-block relationship with the local lodging industry; and

e. Is owned by a unit of local government, a governmental agency or a nonprofit organization.

“Local transient lodging tax” means tax imposed by a unit of local government on the sale service or furnishing of transient lodging.

“State transient lodging tax” means tax imposed by a unit of local government under ORS 320.205.

“Tourism” means economic activity resulting from tourists.

“Tourism promotion” means any of the following activities:

a. Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;

b. Conducting strategic planning and research necessary to stimulate future
tourism development;

c. Operating tourism promotion agencies; and

d. Marketing special events and festivals designed to attract tourists.

“Tourism promotion agency” includes:

a. An incorporated nonprofit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis.

b. A nonprofit entity that manages tourism-related economic development plans, programs and projects.

c. A regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income.

“Tourism-related facility”:

a. Means a conference center, convention center or visitor information center; and

b. Means other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

“Tourist” means a person who, for business, pleasure, recreation or participation in events related to arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person’s community of residence, and that trip:

a. Requires the person to travel more than 50 miles from the community of residence; or

b. Includes an overnight stay.

“Transient” means an individual who occupies or is entitled to occupy space in transient lodging for a period of thirty (30) consecutive days or less, counting portions of days as full days. The day a transient checks out of a hotel shall not be included in determining the thirty (30) day period if the transient is not charged rent for that day. A person occupying space in transient lodging shall be considered a transient until a period of thirty-one (31) days has expired unless there is agreement in writing between the operator and the occupant providing for a longer period of occupancy or the tenant actually extends occupancy more than thirty (30) consecutive days A person who pays for lodging on a monthly basis, regardless of the number of days in the month, shall not be considered a transient. (Ord. 96-16 § 1, 1996; Ord. 212-90B § 1, 1990)

“Transient lodging” means:

a. Hotel, motel and inn dwelling units that are used for temporary overnight human occupancy;

b. Spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or

c. Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units that are used for temporary human occupancy.

“Unit of local government” has the meaning given that term in ORS 190.003.

“Visitor information center” means a building, or a portion of a building, the main purpose of which is to distribute or disseminate information to tourists.

3.08.020 Tax Imposed

A transient shall pay a tax in the amount of seven percent of the rest charged for the privilege of occupancy in a hotel in the city. The tax constitutes a debt owed by the transient to the city, and the debt is extinguished only when the tax is remitted by
the operator to the city. The transient shall pay the tax to the operator at the time the rent is paid. The operator shall enter the tax into the record when rent is collected if the operator keeps records on the accrual accounting basis. If the rent is paid in installments, a proportionate share of the tax shall be paid by the transient to the operator with each installment. In all cases, rent paid or charged for occupancy shall exclude the sale of goods, services or commodities. All transient funds shall be held in trust by the operator on behalf of the transient until remitted to the city. (Ord. 96-16 § 3, 1996; Ord. 212-90B § 2, 1990)

3.08.030 Rules for Collection of Tax by Operator

A. Every operator renting space for lodging or sleeping shall collect a tax from the occupant. The tax collected or accrued constitutes a debt owed by the operator to the city.

B. In cases of credit or deferred payment of rent, the payment of tax to the operator may be deferred until the rent is paid, and the operator shall not be liable for the tax until credits are paid or deferred payments are made.

C. The City Administrator shall enforce this chapter and may adopt rules and regulations necessary for enforcement with approval of City Council.

D. For rent collected on portions of a dollar, fractions of a penny of tax shall not be remitted. (Ord. 212-90B § 3, 1990) (Ord.2012-01 § 030, 2012)

3.08.040 Operator’s Duties

An operator shall collect the tax when rent is collected from the transient. The amount of tax shall be stated separately in the operator’s records and on the receipt given by the operator. An operator shall not advertise that the tax will not be added to the rent, that a portion of it will be assumed or absorbed by the operator, or that a portion will be refunded, except in the manner provided by this chapter. (Ord. 212-90B § 4, 1990)

3.08.050 Exemptions

The tax shall not be imposed on:

A. An occupant staying more than thirty (30) consecutive days.

B. Any occupant of a hospital room medical clinic, convalescent home, or home for the aged, disabled or otherwise infirm;

C. Any occupant whose rent is paid as charitable assistance from any recognized nonprofit organization such as a church or Common Good;

D. Any recreational vehicle park. (Repealed: Ord. 2004-03 § 050, 2004);

E. Any government employee on official government business who presents a hotel/motel tax exemption certificate at the time of their current occupancy. (Ord. 96-16 § 4, 1996; Ord 212-90B § 5, 1990)

3.08.060 Operator’s Registration Form

A. An operator of a hotel shall register with the tax administrator, on a form provided by the administrator, within fifteen (15) days after beginning business or within thirty (30) calendar days after passage of the ordinance codified in this chapter.

B. The registration shall include:

1. The name under which the operator transacts or intends to transact business;

2. The location of the hotel;

3. Any other information the tax administrator may require to facilitate collection of the tax;

4. The signature of the operator.
C. Failure to register does not relieve the operator from collecting the tax or a person from paying the tax. (Ord. 212-90B § 6, 1990)

3.08.070 Certificate of Authority

A. The tax administrator shall issue a certificate of authority to the registrant within ten days after registration.

B. Certificates are non-assignable and nontransferable and shall be surrendered immediately to the tax administrator on cessation of business at the location named or when the business is sold or transferred.

C. Each certificate shall state the place of business to which it applies and shall be prominently displayed.

D. The certificate shall state:
   1. The name of the operator;
   2. The address of the hotel;
   3. The date when the certificate was issued;

   4. This Transient Occupancy Registration Certificate signifies that the person named on the certificate has fulfilled the requirements of the Transient Room Tax Ordinance of the City of Port Orford by registering with the tax administrator for the purpose of collecting the room tax imposed by the City of Port Orford and remitting the tax to the tax administrator. (Ord. 212-90B § 7, 1990)

3.08.080 Collections, Returns and Payments

A. The taxes collected by an operator are payable to the tax administrator on a quarterly basis on the fifteenth day of the following month for the preceding three months and are delinquent on the last day of the month in which they are due. The initial return may be for less than the three months preceding the due date. The quarters are:

   First quarter January, February, March
   Second quarter April, May, June
   Third quarter July, August, September
   Fourth quarter October, November, December

B. A return showing tax collections for the preceding quarter shall be filed with the tax administrator, in a form prescribed by the tax administrator, before the sixteenth day of the month following each collection quarter.

C. 1. The operator shall withhold five percent of the tax to cover the expense of collecting and remitting the tax.

   2. In instances where credit is extended to the transient for charges for rental through the use of a credit card or other similar transaction whereby the amount paid to the operator is discounted by contract between the operator and the issuer of the credit card, the amount of such discount may be excluded from the definition of “rent” and no tax shall be imposed on the amount so discounted. D. Returns shall show the amount of the tax collected or due for the related period. The tax administrator may require returns to show the total rentals on which the tax was collected or is due, gross receipts of the operator for the period, a detailed explanation of any discrepancy between the amounts, and the amount of rentals exempt.

E. The operator shall deliver the return and the tax due to the tax administrator’s office. If the return is mailed, the postmark shall be considered the date of delivery for determining delinquencies.

F. For good cause, the tax administrator may extend the time for filing a return or paying the tax for not more than one month. Further extensions may be granted only by the common council of the city of Port Orford.

G. The tax administrator may require returns
and payments of the taxes for other than quarterly periods in individual cases to insure payment or to facilitate collection by the city. (Ord. 212-90B § 8, 1990)

3.08.090 Delinquency Penalties

A. An operator who has not been granted an extension of time for remittance of tax due and who fails to remit the tax prior to delinquency shall pay penalty of ten percent of the tax due in addition to the tax.

B. An operator who has not been granted an extension of time for remittance of tax due and who fails to pay a delinquent remittance before the expiration of thirty-one (31) days following the date on which the remittance became delinquent shall pay a second delinquency penalty of fifteen (15) percent of the tax due, the amount of the tax due and the ten percent penalty first imposed.

C. if the tax administrator determines that nonpayment of a remittance is due to fraud or intent to evade the tax, a penalty of twenty-five (25) percent of the tax shall be added to the penalties stated in subsections A and B of this section.

D. In addition to the penalties imposed by this section, an operator who fails to remit the required tax shall pay interest at the rate of 0.5 percent per month, on the tax due, exclusive of penalties, from the date on which the tax first became delinquent until paid.

E. each penalty imposed and the interest accrued under the provisions of this section shall be merged and become part of the tax required to be paid.

F. An operator who fails to remit the tax within the required time may petition the common council of the city of Port Orford for waiver and refund of the penalty or a portion of it. The common council of the city of Port Orford may, if good cause is shown, direct a refund of the penalty or a portion of it. (Ord. 212-90B § 9, 1990)

3.08.100 Deficiency Determination

A. In making a determination that the returns are incorrect, the tax administrator may determine the amount required to be paid on the basis of the facts contained in the return or on the basis of any other information.

B. Deficiency determination may be made on the amount due for one or more than one period. The determined amount shall be payable immediately on service of notice, after which the determined amount is delinquent. Penalties on deficiencies shall be applied as provided in Section 3.08.090.

C. In making a determination, the tax administrator may offset overpayments that have been made against a deficiency for a subsequent period or against penalties and interest on the deficiency. The interest on the deficiency shall be computed as provided in Section 3.08.090. (Ord. 212-90B § 10, 1990)

3.08.110 Redemption Petition

A determination becomes payable immediately on receipt of notice and becomes final within ten days after the tax administrator has given notice. However, the operator may petition for redemption and refund by filing a petition before the determination becomes final. (Ord. 212-90B § 11, 1990)

3.08.120 Fraud, Refusal to Collect, Evasion

A. if an operator fails or refuses to collect the tax, make the report, or remit the tax, or makes a fraudulent return or otherwise willfully attempts to evade the tax payment, the tax administrator shall obtain facts and information on which to base an estimate of the tax due. After determining the tax due and
the interest and penalties, the tax administrator shall give notice of the amount due.

B. Determination and notice shall be made and mailed within three years after discovery of fraud, intent to evade, failure or refusal to collect the taxes, or failure to file a return. The determination becomes payable immediately on receipt notice and becomes final ten days after the tax administrator has given notice.

C. The operator may petition for redemption and refund if the petition is filed before the determination becomes final. (Ord. 212-90B §12, 1990)

3.08.130 Notice of Determination

A. The tax administrator shall give the operator a written notice of determination. If notice is mailed it shall be addressed to the operator at the address that appears on the records of the tax administrator, and service is complete when the notice is deposited in the post office.

B. Except in the case of fraud or intent to evade the tax, a deficiency determination shall be made and notice mailed within three years after the last days of the month following the close of the quarterly period for which the determination has been made or within three years after the return is filed, whichever is later.(Ord. 212-90B §13, 1990)

3.08.140 Operator Delay

If the tax administrator believes that collection of the tax will be jeopardized by delay, or if a determination will be jeopardized by delay, the tax administrator shall determine the tax to be collected and note facts concerning the delay on the determination. The determined amount is payable immediately on service of notice. After payment has been made, the operator may petition for redemption and refund of the determination if the petition is filed within ten days from the date of service of notice by the tax administrator. (Ord. 212-90B § 14, 1990)

3.08.150 Redetermination

A. the common council of the city of Port Orford is designated as a committee to hear and determine appeals of order or decisions of the tax administrator, upon petition for redetermination of tax or other pertinent matters for which the tax administrator is herein designated or directed to perform. The city council, in such capacity, shall act as a committee to hear and determine such orders or decisions or dismiss the appeals therefrom, as may be just, and shall prescribe such forms, rules and regulations relating to appeals as it may deem necessary.

B. An operator against whom a determination is made under Section 3.08.100, or person directly interested, may petition the common council of the city of Port Orford for a redetermination, redemption and refund within the time required in Section 3.08.140. If a petition for redetermination and refund is not filed within the time required, the determination is final on the expiration of the allowable time.

C. If a petition for redetermination and refund is filed within the allowable period, the tax administrator shall set the time and place of the hearing before the common council of the city of Port Orford at the next regularly scheduled council meeting as prescribed in the council rules and regulations and give the operator notice of the time and place of the hearing. The common council may continue the hearing if necessary.

D. The common council, sitting as a committee as herein above provided, shall have the authority:

1. To approve, modify or disapprove all forms, rules and regulations prescribed by the
tax administrator in the administration and enforcement of this chapter;

2. In a review of the tax administrator=s determination, the council committee may take such evidence and make such investigation as it may deem necessary;

3. The council committee may change the amount of the determination as a result of the hearing. If an increase is determined, the increase is payable immediately after the hearing.

E. A petition for redetermination is not effective unless the operator has complied with the payment provisions. (Ord. 212-90B § 15, 1990)

3.08.160 Security for Collection of Taxes

A. The tax administrator may require an operator to deposit security in the form of cash, bond or other security. The amount of security shall fixed by the tax administrator and shall not be greater than twice the operator’s average quarterly liability for the period for which the operator files returns or five thousand dollars ($5,000.00), whichever amount is less.

B. Within three years after a tax becomes payable or within three years after a determination becomes final, the tax administrator may bring an action in the name of the city in the courts of this state, another state, or the United States to collect the amount delinquent and penalties and interest. (Ord. 212-90B § 16, 1990)

3.08.170 Liens

A. the tax, interest, penalty and filing fees paid to the tax administrator and any advertising costs incurred when the tax becomes delinquent shall be a lien from the date of its recording with the county clerk until the tax is paid. The lien shall be superior to all subsequently recorded liens on all tangible personal property in the operator’s hotel. The lien may be foreclosed and the necessary property sold to discharge the lien.

B. Notice of the lien shall be issued by the tax administrator when the operator has defaulted in payment of the tax, interest and penalty. A copy of the notice shall be sent by certified mail to the operator.

C. Personal property subject to the lien may be sold at public auction after ten day’s notice published in a newspaper of general circulation in the county.

D. A lien for the tax, interest and penalty shall be released by the tax administrator when the full amount has been paid to the city. The operator or person making the payment shall receive a receipt stating that the full amount of the tax, interest and penalty has been paid, that the lien is released and that the record of the lien is satisfied. (Ord. 212-90B § 17,1990)

3.08.180 Refunds by City to Operator

When the tax, penalty or interest has been paid more than once or has been erroneously or illegally collected or received by the tax administrator, it may be refunded if a written verified claim stating the specific reason for the claim is filed within three years from the date of payment. The claim shall be submitted on forms provided by the tax administrator. If the claim is approved, the excess amount may be refunded to the operator or it may be credited to an amount payable by the operator and any balance refunded. (Ord. 212-90B § 18, 1990)

3.08.190 Refunds by City to Transients

If the tax has been collected by the operator
and deposited with the tax administrator and it is later determined that the tax was erroneously or illegally collected or received by the tax administrator, it may be refunded to the transient if a written verified claim stating the specific reason for the claim is filed with the tax administrator within three years from the date of the payment. (Ord. 212-90B § 19, 1990)

3.08.200 Refunds by Operator to Transient

If the tax has been collected by the operator and it is later determined that the transient occupied the hotel for a period exceeding thirty (30) days without interruption, the operator shall refund the tax to the transient. The operator shall account for the collection and refund to the tax administrator. If the operator has remitted the tax prior to the refund or credit to the transient, the operator shall be entitled to a corresponding refund. (Ord. 212-90B § 20, 1990)

3.08.210 Records Required of Operators

Every operator shall keep guest records, accounting books and records of room rentals for a period of three years and six months. (Ord. 212-90B § 22, 1990)

3.08.220 Examination of Records

During normal business hours and after notifying the operator, the tax administrator may examine books, papers and accounting records related to room rentals to verify the accuracy of a return or, if no return is made, to determine the amount to be paid. (Ord. 212-90B § 22, 1990)

3.08.230 Confidentiality

The tax a administrator or a person having an administrative or clerical duty under the provisions of this chapter shall not make known in any manner the business affairs, operations or information obtained by an investigation of records and equipment of a person required to file a return or pay a transient occupancy tax or a person visited or examined in the discharge of official duty; or the amount or source of income, profits, losses or expenditures contained in a statement or application; or permit a statement or application, or a copy of either, or a book containing an abstract or particulars to be seen or examined by any person. However, nothing in this section shall be construed to prevent:

A. Disclosure to or examination of records and equipment by city official, employee or agent for collecting taxes for the purpose of administering or enforcing the provision or collecting the taxes imposed by this chapter;

B. Disclosure, after filing a written request, to the taxpayer, receivers, trustees, executors, administrators, assignees and guarantors, if directly interested, of information concerning tax paid, unpaid tax, amount of tax required to be collected, or interest and penalties. However, the City Attorney shall approve each disclosure referred to in this subsection when, in the tax administrator’s opinion, the public interest would suffer;

C. Disclosure of names and addresses of persons making returns;

D. Disclosure of general statistics regarding taxes collected or business done in the City. (Ord. 212-90B § 23, 1990)

3.08.240 Disposition and Use of Transient Room Tax Funds

(1) The funds collected under this ordinance shall be retained by the City and allocated to the Parks Fund. The City Council may appropriate a portion of the funds collected under this ordinance through TLT Grants for...
City Area tourism development and City Area beautification; which may be to contract for a seasonal parks worker or can be used for tourism related facilities as provided by this ordinance and those grants shall be allocated by the TLT Expenditure Committee with Council approval. (Ord. 2000-04 § 1, 2000), (Ord. 2009-07 § 240, 2008),(Ord. 2012-01 § 240, 2011), (2013-01 § 240, 2012).

(2) One of the seven percent (one seventh of the total) Transient Room tax funds collected must be used for tourism promotion through the Port Orford & North Curry County Chamber of Commerce which is designated as the Tourism Promotion Agency for the City of Port Orford in accordance with Resolution 2013-08 and State Law, and shall not be allocated by the TLT Expenditure Committee but by City Council Approval. (2013-01 § 240, 2012)

(3) Port Orford and North Curry County Chamber of Commerce as the designated Tourism Promotion Agency for the City of Port Orford must provide to the City a quarterly report which consists of copies of invoices, checks, and when possible copies of the ads run for which the money was spent. Tourism Promotion is defined as advertising, promoting the City of Port Orford at least two hours away or 100 plus miles from Port Orford. Receipt of future funds is contingent upon receiving these documents. These reports will be provided to the City Council in their packet for approval. (Ord. 2016-04 § 240, 2014)

3.08.250 Transient Lodging Tax Expenditure Committee

(1) A Transient Lodging Tax Expenditure Committee may be appointed by the Mayor, with Council approval, to advise the council on the expenditure of any transient room tax funds appropriated by the Council for City area tourism development, beautification and tourism promotion. The committee shall be composed of five members of the City, excluding members of the City Council and City employees. (Ord. 2000-04 § 2, 2000) (Ord. 2012-01 § 250, 2011) (2013-01 § 250, 2012).

(2) The members of this committee shall not receive compensation for their services on the committee.

(3) The term of office shall be for four (4) years. No member shall be appointed to more than three consecutive terms without first taking a one-year break in service. After such break in service the members shall be eligible to be reappointment for up to three (3) additional four (4) year terms before another one-term break in service. (Ord. 2012-01 § 250, 2011)

(4) No member shall vote on a funding petition of any organization of which said member is a current member.

(5) Should any member resign or be removed from office as herein provided, the Mayor, with Council approval, shall appoint a replacement member to fill the unexpired term of the replaced or resigned member.

(6) Any member of this committee may be removed from this committee for cause upon written recommendation by the Common Council.

(7) A quorum of three members shall be necessary to conduct the business of this committee.

(8) This committee shall select from its members a Chairperson, Vice Chairperson, and a Secretary who shall serve at the pleasure of this committee.

(9) This committee shall keep a record of its meetings and proceedings and shall keep all minutes, records and files of this

3.08.255 Grant Funding Procedures

(A) Any recognized nonprofit organization and any business or commercial property in the City Limits may file an application for grants of transient room tax funds. The application shall state the name of the organization or business to be funded, the amount of funds requested, a description of the project to be funded, a statement of the public purpose furthered by the project, the source of matching funds, or matching cash in the case of a business and such other information as may be required by the City. A business or commercial property may not use labor or donated services as a match, but must match the grant with cash, only.

(B) All organizations, businesses or commercial property receiving funding under this section shall provide quarterly financial reports, which includes a detailed report of the expenditure of funds received from the City, and sufficient supporting documents to demonstrate to the satisfaction of the City Council that the funds were expended pursuant to the terms of the grant. A business or commercial property must show expenditure of cash to match the grant funds; no in-kind is allowed for a business or commercial property. Reports of uncompleted projects shall be made no later than June 30 of the fiscal year.

(C) Any grant funds that are not utilized by an approved grant application shall revert to the City of Port Orford TLT Grant budget line to be used by the TLT Committee for re-assignment, either to increase an existing grant or to be added to the grant funds available the following year, with the approval of the City Council.

(D) The Transient Lodging Tax Expenditure Committee shall provide reports to the Finance Department detailing status of all grants, and unexpended funds pursuant to section 3.08.255 subsection (B) of this code. If reports are not received in a timely manner, unexpended funds revert to the City of Port Orford TLT Grant budget line.

(E) In order to increase awareness and attendance among visitors, all grant applications that seek to fund an event shall promote it outside Port Orford at least 60 days before the event. A media sheet listing free sources of listings and announcements will be provided at the time the grant is awarded. Documentation of these efforts will be required in the final report. If no free sources are available, this requirement may be waived.

(F) The Port Orford & North Curry County Chamber of Commerce, as the dedicated Tourism Promotion Agency for the City of Port Orford (pursuant to Resolution 2013-08 and Section 3.08.240 subsection 2 of this code) shall provide quarterly reports to the Finance Department detailing Tourism Promotion. (2013-01 § 240, 2012).

3.08.260 Violation Penalty

Any operator or other person who shall fail or refuse to register as required herein, or who shall fail or refuse to furnish any return, supplemental return or other data required by the tax administrator, or with intent to defeat or evade the determination of any amount evade the determination of any amount due hereunder, shall make, render, sign or verify any false or fraudulent report, commits an offense which constitutes a violation of this chapter, punishable by a fine in an amount to be fixed by a cognizant court, not exceeding five hundred dollars ($500.00) (Ord. 212-90B § 27, 1990).
3.08.265 Administrative Compensation

The City of Port Orford will be paid 5% of the collected taxes in payment for administering the Transient Lodging Tax. Said payment will be deposited into the General Fund. (Ord. 2003-06 § 3, 2003)

3.08.270 Ordinance Retroactive

The provisions of this ordinance apply to any funds collected prior to the effective date of this ordinance. (Ord. 2000-04 § 4, 2000)

3.08.280 Severability

The sections and subsections of this ordinance are severable. The invalidity of one section or subsection shall not affect the validity of the remaining sections or subsections. (Ord. 2000-04 § 5, 2000)
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.
<table>
<thead>
<tr>
<th></th>
<th>2019 Chamber Ad Money</th>
<th>Committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Beginning Bal.</strong></td>
<td>20,687.00</td>
<td>11,328.75</td>
</tr>
<tr>
<td>Your Story</td>
<td>3,200.00</td>
<td></td>
</tr>
<tr>
<td>Travel Oregon</td>
<td>3,980.00</td>
<td></td>
</tr>
<tr>
<td>OCVA</td>
<td>1,273.75</td>
<td></td>
</tr>
<tr>
<td>Statehood Media</td>
<td>950.00 paid</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Bal.</strong></td>
<td>11,283.25</td>
<td></td>
</tr>
<tr>
<td>Mile by Mile</td>
<td>1,650.00 1/6 page ad</td>
<td></td>
</tr>
<tr>
<td>Final balance</td>
<td>9,633.25</td>
<td></td>
</tr>
<tr>
<td>OR Coast Mag</td>
<td>275.00 1/12 page ad Wild Rivers Coast Story</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9,358.25</td>
<td></td>
</tr>
</tbody>
</table>
City of Port Orford

CITY COUNCIL ADMINISTRATION REPORT

SUBJECT: Outsourcing Council Minutes

Date: 05/16/19

ITEM NO: 8.b.

Council Concerns:

- Administrator/Recorder workload – it has been brought to my attention the Council is concerned about the extra work the Recorder position has caused me leaving less time to fully address other important issues for the city – specifically speaking of creating the minutes of the council meetings.

In a perfect world and the original plan was to block out the Friday after council meeting and just create the minutes. I have been able to accomplish this goal on more than one occasion. Interruptions do happen and at times, I feel I need a revolving door at my office.

The Recorder is responsible for much more than just creating minutes. Other duties are as follows:

- City Documents Manager: records and public documents, attends all city council meetings, special meetings, workshops and budget meetings, Parks Commission meetings and TLT Committee meetings. The City Recorder is responsible for organizing and planning the workload, reviewing progress and advising changes as needed.

- Council and Commissions: Prepares and advertises meeting agendas, bids and other advertisements and legal notices e.g. hearings and special meetings. Attends all meetings as listed above. Provides an accurate recording of the proceedings prepare the minutes, records, indexes and files for public record. Coordinates announcements of City Council vacancies and replacement schedule. Prepares and distributes council packets, copies, schedule appointments and arranges meetings, including room set up.

- Records: Custodian of official City records and public documents in accordance with State Archives record retention laws; performs certification and recordings for the city as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, bonds or other documents requiring city certification; catalogs and files all city records.

- Ordinances and Resolutions: maintains filing system for ordinances and resolutions – keeps codes current. Codifies new ordinances prepares or assists in preparation of ordinances and resolutions as directed.

- Administrative: Primary interface with public requests for information and distributes information as requested. Process public inquiries and complaints; researches and assembles information for response as required. Communicates with public regarding city programs, policies and procedures.

Types and edits a variety of correspondence, e.g. letters, forms, memos, agendas, minutes, staff reports, and other material as directed.

Administers oaths of office to public officials if required; serves a Notary Public.

Attends seminars and workshops related to City Recorders duties and responsibilities as authorized and as needed to perform functions in accordance with current law and practice.

- Possible Solutions:
  - Leave it as is and the goal of the following Friday will be met monthly. Savings to the city approximately $22,700.
  - Hire a company such as Accuscript or a technical writer for approximately $2,000.00 a year
  - Hire a part time person at a wage, health benefits and PERS at a approximately $30,000.00
Thank you for taking your valuable time to have a phone conversation with me. As discussed in the phone conversation, I am following up with additional information on what AccuScript Transcription Services has to offer.

- We can transcribe any digital recording onto a Microsoft Word document or PDF in the format of your choice.
- We have transcriptionists experienced in legal, medical, insurance and general dictation.
- Our customer service is local and available always via email, phone or on site at a location of your choice.
- Audios and transcripts are transferred through our private server through a secure website approved by HIPAA, which is very user friendly.
- We currently transcribe meeting minutes for other jurisdictions. We have learned what usually works and what challenges we have had to overcome.

1. **Directly related to your needs** we can transcribe verbatim your council meetings and park and recreation meetings if you choose.
   - This will provide you a transcript for legal/historical/review reference in the future.
   - You can use that transcript to highlight what you want in the meeting minutes. We can type the minutes for you into a format of your choosing for a nominal cost (see below).
   - You can opt to type your own meeting minutes from the transcript of your council meetings.

2. **To make your transcript more cost effective** and easier to read, you can opt to have us transcribe the meeting omitting multiple person random discussions that occur while attempting to hash out a solution during a meeting.
   - We will indicate with a time stamp in the transcript what part of the recording we omit.
   - This transcript can provide the same benefit as in number 1 above without the added cost of information you might not need.

3. **An option that might interest you:** We can listen through the meeting audio without transcribing the meeting. We can use past meeting minutes as an example and type pertinent info directly into the meeting minutes as we hear them.
   - Keep in mind, you will be at the mercy of our ideas and opinions of what you want in your minutes.
   - This has not proven very favorable option to other clients.

**RATES AND FEES:**
AccuScript will provide digital recorders at no cost to you for as long as you are using our services.
AccuScript will come to your site as needed to increase our awareness of your needs at no cost to you.
AccuScript will set up the computers of your choice to access our server at no cost to you.
AccuScript will incorporate your letterhead and templates into the document so you can eliminate the cost of stationary.

The rate for these transcripts will be 13.5 cents per calculated line. Lines are calculated by the total characters and spaces divided by 65 (the approx. number of characters that fit on a line). What this means to you, is **approximately** 90 dollars per one hour of audio if the entire audio is transcribed. This might sound like a lot, but to keep it in perspective, city council meetings will cost approximately $180 a month for our services if you opt for the verbatim transcript; however, you will pay less if you opt for us to eliminate the multiple person random discussions from the transcript. This fee is substantially less than paying an in-house employee wages and benefits.
- This calculation omits charges for any unused spaces, templating and letterhead. This is the most cost effective way to bill for this type of transcript.
• The alternative is to pay by the page, but a page can contain many characters or a few characters, depending on how much each line is utilized by the speaker. This is not the most cost effective way to bill for this type of transcript.
• Some services charge by the recording minute. Recordings are unpredictable. There might be times where there is no verbiage to transcribe that you will be billed for. AccuScript does not use this fee method.
• If you choose to have us type your meeting minutes from your highlighted notes we will charge a nominal fee of $4.00 per page.
• If you choose to have us type your meeting minutes after listening to your meeting, we will have to charge by the hour at the rate of $25.00 per hour of listening. There will be the charge of $4.00 per page for the meeting minutes.
• We can incorporate your letterhead into our documents eliminating the cost of stationary.

Please know, that we are available for other needs of service. You can dictate letters, memos, public notices, etc. We can also take your old paper policy and procedure manuals and convert them to a digital Microsoft Word document that you can edit and amend as the future predicts.

I hope this answers your questions. Please feel free to reach out to me if you have questions. I am available to meet with you Monday, May 20, or any later date.

Wendy Fry
AccuScript Transcription and Typing Services
www.sendit2accuscript.com
(503) 890-6266
wendy.accuscript@comcast.net

Example
SCOPE OF WORK: The City currently has a Water Master Plan which identifies capital improvement projects. The City would like to apply for financing for some of the recommended improvements. To qualify for potential funding, the City must submit a Preliminary Engineering Report (PER) to the funding agencies, and the report must conform to their report guidelines.

Engineering services for the Preliminary Engineering Report include:

- Kickoff meeting with City staff to confirm phasing, if any, and final requirements of the report.
- Coordinate with funding agencies as required for the completion of an acceptable PER.
- Prepare the Preliminary Engineering Report in conformance with the Preliminary Engineering Report for Water and Waste Disposal Program document (Rural Utilities Service Bulletin 1780-2). Refer to Attachment B.
- Incorporate the existing Water Master Plan document information into the PER. The PER will be used for documentation during the funding application process.
- Integrate previously updated cost estimates for capital improvement projects along with associated operations and maintenance costs and related present worth values.
- Develop a list of short term assets for the distribution system and water treatment facility.

Projects Included In Analysis:

- Residential Water Meter Replacement
- Priority 1 Waterline Replacement Projects
- Coast Guard Hill Road Reservoir Improvements
- Priority 2 Waterline Replacement Projects
- Deady St. Pump Station improvements
- WTP Improvements
- Coast Guard Hill Pump Station Improvements

Services Not Included:

- Environmental, geotechnical, design, bidding, or construction management services.
- Land Acquisition

Schedule (anticipated)

- Submit draft report 60 days after Notice to Proceed and final report 30 days after receipt of review comments.
Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The fee for these services is not to exceed a maximum $25,000 including all professional services and reimbursable expenses.

PAYMENT METHOD: Monthly Billing

City of Port Orford

Terrie Richards, City Administrator
Date:

The Dyer Partnership
Engineers & Planners, Inc.

Steve Major, President
Date: 5-3-2019
The PER development will update 2014 WMP background and specific project improvement information for the purpose of acquiring USDA Rural Development funding.

<table>
<thead>
<tr>
<th>TASK</th>
<th>MAN HOURS</th>
<th>PRINC MNGR</th>
<th>PROJ MNGR</th>
<th>PROJ ENGR MNGR</th>
<th>TECH I</th>
<th>DSGN</th>
<th>DRFR</th>
<th>CREW</th>
<th>CLER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$140.00</td>
<td>$130.00</td>
<td>$120.00</td>
<td>$90.00</td>
<td>$90.00</td>
<td>$85.00</td>
<td>$135.00</td>
<td>$52.00</td>
<td></td>
</tr>
</tbody>
</table>

### Labor Estimate

#### 1. Project Planning / Start-up
- **A. USDA RD Coordination**
  - 12 Man-hours
  - Labor Fee Subtotal: $2,600
- **B. Refine Projects scope with City staff**
  - 8 Man-hours
  - Labor Fee Subtotal: $1,560

Total Labor Fee Estimate Sub-total: $2,700

#### 2. Existing Facilities
- **A. Define additional degraded facilities**
  - 12 Man-hours
  - Labor Fee Subtotal: $1,560

Total Labor Fee Estimate Sub-total: $1,600

#### 3. Alternatives Considered
- **A. Evaluate Revised Alternatives**
  - 12 Man-hours
  - Labor Fee Subtotal: $4,680
- **B. Update Cost Estimates**
  - 16 Man-hours
  - Labor Fee Subtotal: $2,080

Total Labor Fee Estimate Sub-total: $8,200

#### 4. Proposed Project (Recommended Alternative)
- **A. Prioritize and Revise**
  - 16 Man-hours
  - Labor Fee Subtotal: $2,080

Total Labor Fee Estimate Sub-total: $4,000

#### 5. Conclusion, Recommendation, Financial
- **A. User Rate Analysis**
  - 2 Man-hours
  - Labor Fee Subtotal: $840
- **B. Update to 2018 Water Planning Guideline**
  - 4 Man-hours
  - Labor Fee Subtotal: $4,680

Total Labor Fee Estimate Sub-total: $8,300

### Reimbursable Estimate

- **Site Visits**
  - Amount: $0.535
  - Rate: 400
  - Mileage: $210
  - Amount: $200

### SUMMARY

- **Labor**: $24,800
- **Reimbursable**: $200

Total Estimate: $25,000
UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Utilities Service

BULLETIN 1780-2

SUBJECT: Preliminary Engineering Reports for the Water and Waste Disposal Program

TO: Rural Development State Directors, RUS Program Directors, and State Engineers

EFFECTIVE DATE: Date of approval.

OFFICE OF PRIMARY INTEREST: Engineering and Environmental Staff, Water and Environmental Programs

INSTRUCTIONS: This bulletin replaces existing RUS Bulletins 1780-2 (September 10, 2003), 1780-3 (October 2, 2003), 1780-4 (October 2, 2003), and 1780-5 (October 2, 2003).

AVAILABILITY: This bulletin and all the exhibits, as well as any Rural Development instruction or Rural Utilities Service instructions, regulations, or forms referenced in this bulletin are available at any Rural Development State Office. The State Office staff is familiar with the use of the documents in their States and can answer specific questions on Agency requirements.

This bulletin is available on the Rural Utilities Service website at http://www.rurdev.usda.gov/RDU_Bulletins_Water_and_Environmental.html.

PURPOSE: This bulletin assists applicants and their consultants with instructions on how to prepare a Preliminary Engineering Report as part of an application for funding as required by 7 CFR 1780.33(c) and 7 CFR 1780.55.

MODIFICATIONS: Rural Development State Offices may modify this guidance when appropriate to comply with State statutes and regulations in accordance with the procedures outlined at Rural Development Instruction 2006-B (2006.55).

JACQUELINE M. PONTI-LAZARUK
Assistant Administrator
Water and Environmental Programs

4/4/13

Date
TABLE OF CONTENTS

1 GENERAL
2 PURPOSE
3 HOW TO USE THE INTERAGENCY TEMPLATE

Exhibit One   Interagency Preliminary Engineering Report Template

INDEX:

Application Document
Preliminary Engineering Report
Project Planning
Water and Waste Disposal Facilities

ABBREVIATIONS

CDBG – Community Development Block Grant
CFR – Code of Federal Regulations
EDU – Equivalent Dwelling Unit
EPA – Environmental Protection Agency
GAO – Government Accountability Office
GPCD – Gallons per Capita per Day
HUD – Department of Housing and Urban Development
O & M – Operations and Maintenance
PER – Preliminary Engineering Report
RD – Rural Development
RUS – Rural Utilities Service
SRF – State Revolving Fund
USDA – United States Department of Agriculture
WEP – Water and Environmental Programs
WWD – Water and Waste Disposal
1 GENERAL

A PER is a planning document required by many state and federal agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater projects. An applicant for funding from the WWD program must submit a PER as required by 7 CFR 1780.33(c) and 1780.55. The PER describes the proposed project from an engineering perspective, analyzes alternatives to the proposal, defines project costs, and provides information critical to the underwriting process.

In 2012 the USDA, Rural Development (RD), Rural Utilities Service, Water and Environmental Programs formed a working group to develop an interagency template for PERs for use by both federal agencies and state administering agencies. The USDA-led working group included 36 individuals representing 4 federal agencies, 16 state agencies, the Border Environment Cooperation Commission, and the North Carolina Rural Center. Also, the effort was supported by the Small Community Water Infrastructure Exchange. On January 16, 2013, the principals of the federal participants executed an interagency memorandum supporting use of the interagency template, attached as Exhibit One.

2. PURPOSE

This bulletin provides information and guidance for applicants and professional consultants in developing a PER for submittal with an application for funding. RD State Offices should provide a copy of the Bulletin to applicants and consulting engineers upon request or refer them to the website listed on the Bulletin’s cover sheet for an electronic copy.

3 HOW TO USE THE INTERAGENCY TEMPLATE

There has been increasing interest throughout the government at both state and federal levels to improve coordination between funding agencies in the processes involved in applications for infrastructure funding. A recent GAO report, “Rural Water Infrastructure: Additional Coordination Can Help Avoid Potentially Duplicative Application Requirements” (GAO-13-111), released October 16, 2012, called the effort of the working group led by USDA to develop the attached Interagency PER Template “encouraging” and stated that it would “help communities”.

Content of a PER: The attached Interagency PER Template describes the content of a PER and should be used without modification, except for items noted below. Often an applicant will initially consider only a single funding source and later determine that an application to additional funding agencies is necessary. To avoid having to revise the PER to meet the additional agencies’ needs, the consulting engineer should provide
responses to all sections of the PER outline, unless specific sections do not apply to a proposed project.

Short-Lived Assets: The short-lived asset table in Appendix A is a list of examples of short-lived assets. Depending on local practices and applicants, some of these items may not be considered short-lived assets if they are considered part of O&M or long-term capital financing. Consulting engineers and applicants should coordinate with each other and with the Agency to determine which items should be considered short-lived assets for specific projects.

Engaging State Partners: State Offices should engage funding partners to encourage statewide adoption of the attached template as a standard for all state leveraging partners. Existing state-level agreements resulting from previous coordinated efforts for adopting a standard PER outline must be modified or replaced with this template. Efforts underway to adopt new state-level PER outlines must use this template. State-level agreements implementing this template between various leveraging partners should keep additional requirements to a minimum, but should not remove any required sections from the template.

Income Projections for Underwriting Purposes:

The State Office uses some of the information from the PER, especially Sections 6 (e) and (f), for underwriting purposes. Note that for income projection purposes, every effort should be made to identify actual data regarding water usage or wastewater generation. For metered systems, actual data should be used.

When financing construction of a new system or improvements to an existing system without any existing usage data, water use and wastewater generation approximations for income projection purposes should, if at all possible, be based on information from surrounding similar communities and systems. The source of data used should be documented in the PER.

The value of 100 GPCD shown in Section 6 is a general value and may not be appropriate for many rural systems financed with WWD funds, so in the absence of reliable data, a value of 5000 gallons per EDU per month (approximately 67 GPCD or 167 GPD per EDU) should be used.

Exhibit One: Interagency Preliminary Engineering Report Template
Attached is a document explaining recommended best practice for the development of Preliminary Engineering Reports in support of funding applications for development of drinking water, wastewater, stormwater, and solid waste systems.

The best practice document was developed cooperatively by:

- US Department of Agriculture, Rural Development, Rural Utilities Service, Water and Environmental Programs;
- US Environmental Protection Agency (EPA), Office of Water, Office of Ground Water and Drinking Water and Office of Wastewater Management;
- US Department of Housing and Urban Development (HUD), Office of Community Planning and Development;
- US Department of Health and Human Services, Indian Health Service (IHS);
- Small Communities Water Infrastructure Exchange;

Extensive input from participating state administering agencies was also very important to the development of this document.

Federal agencies that cooperatively developed this document strongly encourage its use by funding agencies as part of the application process or project development. State administered programs are encouraged to adopt this document but are not required to do so, as it is up to a state administering agency’s discretion to adopt it, based on the needs of the state administering agency.

A Preliminary Engineering Report (Report) is a planning document required by many state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. The attached Report outline details the requirements that funding agencies have adopted when a Report is required.

In general the Report should include a description of existing facilities and a description of the issues being addressed by the proposed project. It should identify alternatives, present a lifecycle cost analysis of technically feasible alternatives and propose a specific course of action. The Report should also include a detailed current cost estimate of the recommended alternative. The attached outline describes these and other sections to be included in the Report.

Projects utilizing direct federal funding also require an environmental review in accordance with the National Environmental Policy Act (NEPA). The Report should indicate that environmental issues were considered as part of the engineering planning and include environmental information pertinent to engineering planning.
For state administered funding programs, a determination of whether the outline applies to a
given program or project is made by the state administering agency. When a program or agency
adopts this outline, it may adopt a portion or the entire outline as applicable to the program or
project in question at the discretion of the agency. Some state and federal funding agencies will
not require the Report for every project or may waive portions of the Report that do not apply to
their application process, however a Report thoroughly addressing all of the contents of this
outline will meet the requirements of most agencies that have adopted this outline.

The detailed outline provides information on what to include in a Report. The level of detail
required may also vary according to the complexity of the specific project. Reports should
conform substantially to this detailed outline and otherwise be prepared and presented in a
professional manner. Many funding agencies require that the document be developed by a
Professional Engineer registered in the state or other jurisdiction where the project is to be
constructed unless exempt from this requirement. Please check with applicable funding agencies
to determine if the agencies require supplementary information beyond the scope of this outline.

Any preliminary design information must be written in accordance with the regulatory
requirements of the state or territory where the project will be built.

Information provided in the Report may be used to process requests for funding. Completeness
and accuracy are therefore essential for timely processing of an application. Please contact the
appropriate state or federal funding agencies with any questions about development of the Report
and applications for funding as early in the process as practicable.

Questions about this document should be referred to the applicable state administering agency,
regional office of the applicable federal agency, or to the following federal contacts:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact</th>
<th>Email Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA/RUS</td>
<td>Benjamin Shuman, PE</td>
<td><a href="mailto:ben.shuman@wdc.usda.gov">ben.shuman@wdc.usda.gov</a></td>
<td>202-720-1784</td>
</tr>
<tr>
<td>EPA/DWSRF</td>
<td>Kirsten Anderer, PE</td>
<td><a href="mailto:anderer.kirsten@epa.gov">anderer.kirsten@epa.gov</a></td>
<td>202-564-3134</td>
</tr>
<tr>
<td>EPA/CWSRF</td>
<td>Matt King</td>
<td><a href="mailto:king.matt@epa.gov">king.matt@epa.gov</a></td>
<td>202-564-2871</td>
</tr>
<tr>
<td>HUD</td>
<td>Stephen Rhodeside</td>
<td><a href="mailto:stephen.m.rhodeside@hud.gov">stephen.m.rhodeside@hud.gov</a></td>
<td>202-708-1322</td>
</tr>
<tr>
<td>IHS</td>
<td>Dana Baer, PE</td>
<td><a href="mailto:dana.baer@ihs.gov">dana.baer@ihs.gov</a></td>
<td>301-443-1345</td>
</tr>
</tbody>
</table>
Sincerely,

Jacqueline M. Ponti-Lazaruk, Assistant Administrator  
USDA, Rural Development, Rural Utilities Service, Water and Environmental Programs

Sheila Frace, Acting Deputy Director  
US EPA, Office of Water, Office of Wastewater Management

Andrew Sawyers, Deputy Director  
US EPA, Director, Office of Water, Office of Ground Water and Drinking Water

Ronald Ferguson, PE, RABM, Director  
Division of Sanitation Facilities Construction, Indian Health Service

Stanley Gimont, Director  
Office of Block Grant Assistance, US Department of Housing and Urban Development

Attachment
## WORKING GROUP CONTRIBUTORS

<table>
<thead>
<tr>
<th>Federal Agency Partners</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA, Rural Development, Rural Utilities Service (Chair)</td>
<td>Benjamin Shuman, PE</td>
</tr>
<tr>
<td>EPA, Office of Water, Office of Ground Water and Drinking Water</td>
<td>Kirsten Anderer, PE</td>
</tr>
<tr>
<td>EPA, Office of Water, Office of Ground Water and Drinking Water</td>
<td>CAPT David Harvey, PE</td>
</tr>
<tr>
<td>EPA, Office of Water, Office of Wastewater Management</td>
<td>Matt King</td>
</tr>
<tr>
<td>EPA, Office of Water, Office of Wastewater Management</td>
<td>Joyce Hudson</td>
</tr>
<tr>
<td>EPA, Region 1</td>
<td>Carolyn Hayek</td>
</tr>
<tr>
<td>EPA, Region 9</td>
<td>Abimbola Odusoga</td>
</tr>
<tr>
<td>HUD, Office of Community Planning and Development</td>
<td>Stephen M. Rhodeside</td>
</tr>
<tr>
<td>HUD, Office of Community Planning and Development</td>
<td>Eva Fontheim</td>
</tr>
<tr>
<td>Indian Health Service</td>
<td>CAPT Dana Baer, PE</td>
</tr>
<tr>
<td>Indian Health Service</td>
<td>LCDR Charissa Williar, PE</td>
</tr>
<tr>
<td>USDA, Rural Development, Florida State Office</td>
<td>Michael Langston</td>
</tr>
<tr>
<td>USDA, Rural Development, Florida State Office</td>
<td>Steve Morris, PE</td>
</tr>
<tr>
<td>State Agency and Interagency Partners</td>
<td>Name</td>
</tr>
<tr>
<td>-------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Arizona Water Infrastructure Finance Authority</td>
<td>Dean Moulis, PE</td>
</tr>
<tr>
<td>Border Environment Cooperation Commission</td>
<td>Joel Mora, PE</td>
</tr>
<tr>
<td>Colorado Department of Local Affairs</td>
<td>Barry Cress</td>
</tr>
<tr>
<td>Colorado Department of Public Health &amp; Environment</td>
<td>Michael Beck</td>
</tr>
<tr>
<td>Border Environment Cooperation Commission</td>
<td>Joel Mora, PE</td>
</tr>
<tr>
<td>Colorado Department of Public Health &amp; Environment</td>
<td>Bret Icenogle, PE</td>
</tr>
<tr>
<td>Georgia Office of Community Development</td>
<td>Steed Robinson</td>
</tr>
<tr>
<td>Idaho, Department of Environmental Quality</td>
<td>Tim Wendland</td>
</tr>
<tr>
<td>Indiana Finance Authority</td>
<td>Emma Kottlowski</td>
</tr>
<tr>
<td>Indiana Finance Authority</td>
<td>Shelley Love</td>
</tr>
<tr>
<td>Indiana Finance Authority</td>
<td>Amanda Rickard, PE</td>
</tr>
<tr>
<td>Kentucky Division of Water</td>
<td>Shafiq Amawi</td>
</tr>
<tr>
<td>Kentucky Department of Local Government</td>
<td>Jennifer Peters</td>
</tr>
<tr>
<td>Louisiana Department of Environmental Quality</td>
<td>Jonathan McFarland, PE</td>
</tr>
<tr>
<td>Maine Department of Health and Human Services</td>
<td>Norm Lamie, PE</td>
</tr>
<tr>
<td>Minnesota Pollution Control Agency</td>
<td>Amy Douville</td>
</tr>
<tr>
<td>Minnesota Pollution Control Agency</td>
<td>Corey Mathisen, PE</td>
</tr>
<tr>
<td>Missouri Department of Natural Resources</td>
<td>Cynthia Smith</td>
</tr>
<tr>
<td>Montana Department of Commerce</td>
<td>Kate Miller, PE</td>
</tr>
<tr>
<td>North Carolina Department of Commerce</td>
<td>Olivia Collier</td>
</tr>
<tr>
<td>North Carolina Rural Center</td>
<td>Keith Krzywicki, PE</td>
</tr>
<tr>
<td>North Carolina Department of Commerce</td>
<td>Vickie Miller, CPM</td>
</tr>
<tr>
<td>Rhode Island Department of Health</td>
<td>Gary Chobanian, PE</td>
</tr>
<tr>
<td>Rhode Island Department of Health</td>
<td>Geoffrey Marchant</td>
</tr>
</tbody>
</table>
ABBREVIATIONS

NEPA – National Environmental Policy Act
NPV – Net Present Value
O&M – Operations and Maintenance
OMB – Office of Management and Budget
Report – Preliminary Engineering Report
SPPW – Single Payment Present Worth
USPW – Uniform Series Present Worth
GENERAL OUTLINE OF A PRELIMINARY ENGINEERING REPORT

1) PROJECT PLANNING
   a) Location
   b) Environmental Resources Present
   c) Population Trends
   d) Community Engagement

2) EXISTING FACILITIES
   a) Location Map
   b) History
   c) Condition of Existing Facilities
   d) Financial Status of any Existing Facilities
   e) Water/Energy/Waste Audits

3) NEED FOR PROJECT
   a) Health, Sanitation, and Security
   b) Aging Infrastructure
   c) Reasonable Growth

4) ALTERNATIVES CONSIDERED
   a) Description
   b) Design Criteria
   c) Map
   d) Environmental Impacts
   e) Land Requirements
   f) Potential Construction Problems
   g) Sustainability Considerations
      i) Water and Energy Efficiency
      ii) Green Infrastructure
      iii) Other
   h) Cost Estimates

5) SELECTION OF AN ALTERNATIVE
   a) Life Cycle Cost Analysis
   b) Non-Monetary Factors

6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)
   a) Preliminary Project Design
   b) Project Schedule
   c) Permit Requirements
   d) Sustainability Considerations
      i) Water and Energy Efficiency
      ii) Green Infrastructure
iii) Other

e) Total Project Cost Estimate (Engineer’s Opinion of Probable Cost)
f) Annual Operating Budget
   i) Income
   ii) Annual O&M Costs
   iii) Debt Repayments
   iv) Reserves

7) CONCLUSIONS AND RECOMMENDATIONS
DETAILED OUTLINE OF A PRELIMINARY ENGINEERING REPORT

1) PROJECT PLANNING

Describe the area under consideration. Service may be provided by a combination of central, cluster, and/or centrally managed individual facilities. The description should include information on the following:

a) Location. Provide scale maps and photographs of the project planning area and any existing service areas. Include legal and natural boundaries and a topographical map of the service area.

b) Environmental Resources Present. Provide maps, photographs, and/or a narrative description of environmental resources present in the project planning area that affect design of the project. Environmental review information that has already been developed to meet requirements of NEPA or a state equivalent review process can be used here.

c) Population Trends. Provide U.S. Census or other population data (including references) for the service area for at least the past two decades if available. Population projections for the project planning area and concentrated growth areas should be provided for the project design period. Base projections on historical records with justification from recognized sources.

d) Community Engagement. Describe the utility's approach used (or proposed for use) to engage the community in the project planning process. The project planning process should help the community develop an understanding of the need for the project, the utility operational service levels required, funding and revenue strategies to meet these requirements, along with other considerations.

2) EXISTING FACILITIES

Describe each part (e.g. processing unit) of the existing facility and include the following information:

a) Location Map. Provide a map and a schematic process layout of all existing facilities. Identify facilities that are no longer in use or abandoned. Include photographs of existing facilities.

b) History. Indicate when major system components were constructed, renovated, expanded, or removed from service. Discuss any component failures and the cause for the failure. Provide a history of any applicable violations of regulatory requirements.

c) Condition of Existing Facilities. Describe present condition; suitability for continued use; adequacy of current facilities; and their conveyance, treatment, storage, and disposal capabilities. Describe the existing capacity of each component. Describe and reference compliance with applicable federal, state, and local laws. Include a brief analysis of overall current energy consumption. Reference an asset management plan if applicable.
d) **Financial Status of any Existing Facilities.** (Note: Some agencies require the owner to submit the most recent audit or financial statement as part of the application package.) Provide information regarding current rate schedules, annual O&M cost (with a breakout of current energy costs), other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

e) **Water/Energy/Waste Audits.** If applicable to the project, discuss any water, energy, and/or waste audits which have been conducted and the main outcomes.

3) **NEED FOR PROJECT**

Describe the needs in the following order of priority:

a) **Health, Sanitation, and Security.** Describe concerns and include relevant regulations and correspondence from/to federal and state regulatory agencies. Include copies of such correspondence as an attachment to the Report.

b) **Aging Infrastructure.** Describe the concerns and indicate those with the greatest impact. Describe water loss, inflow and infiltration, treatment or storage needs, management adequacy, inefficient designs, and other problems. Describe any safety concerns.

c) **Reasonable Growth.** Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

4) **ALTERNATIVES CONSIDERED**

This section should contain a description of the alternatives that were considered in planning a solution to meet the identified needs. Documentation of alternatives considered is often a Report weakness. Alternative approaches to ownership and management, system design (including resource efficient or green alternatives), and sharing of services, including various forms of partnerships, should be considered. In addition, the following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), developing centrally managed decentralized systems, including small cluster or individual systems, and developing an optimum combination of centralized and decentralized systems. Alternatives should be consistent with those considered in the NEPA, or state equivalent, environmental review. Technically infeasible alternatives that were considered should be mentioned briefly along with an explanation of why they are infeasible, but do not require full analysis. For each technically feasible alternative, the description should include the following information:

a) **Description.** Describe the facilities associated with every technically feasible alternative. Describe source, conveyance, treatment, storage and distribution
facilities for each alternative. A feasible system may include a combination of centralized and decentralized (on-site or cluster) facilities.

b) **Design Criteria.** State the design parameters used for evaluation purposes. These parameters should comply with federal, state, and agency design policies and regulatory requirements.

c) **Map.** Provide a schematic layout map to scale and a process diagram if applicable. If applicable, include future expansion of the facility.

d) **Environmental Impacts.** Provide information about how the specific alternative may impact the environment. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to each specific alternative evaluated. Include generation and management of residuals and wastes.

e) **Land Requirements.** Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, leased, or have access agreements.

f) **Potential Construction Problems.** Discuss concerns such as subsurface rock, high water table, limited access, existing resource or site impairment, or other conditions which may affect cost of construction or operation of facility.

g) **Sustainability Considerations.** Sustainable utility management practices include environmental, social, and economic benefits that aid in creating a resilient utility.

   i) **Water and Energy Efficiency.** Discuss water reuse, water efficiency, water conservation, energy efficient design (i.e. reduction in electrical demand), and/or renewable generation of energy, and/or minimization of carbon footprint, if applicable to the alternative. Alternatively, discuss the water and energy usage for this option as compared to other alternatives.

   ii) **Green Infrastructure.** Discuss aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.

   iii) **Other.** Discuss any other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the alternative, if applicable.

h) **Cost Estimates.** Provide cost estimates for each alternative, including a breakdown of the following costs associated with the project: construction, non-construction, and annual O&M costs. A construction contingency should be included as a non-construction cost. Cost estimates should be included with the descriptions of each technically feasible alternative. O&M costs should include a rough breakdown by O&M category (see example below) and not just a value for each alternative. Information from other sources, such as the recipient’s accountant or other known technical service providers, can be incorporated to assist in the development of this section. The cost derived will be used in the life cycle cost analysis described in Section 5 a.
5) SELECTION OF AN ALTERNATIVE

Selection of an alternative is the process by which data from the previous section, “Alternatives Considered” is analyzed in a systematic manner to identify a recommended alternative. The analysis should include consideration of both life cycle costs and non-monetary factors (i.e. triple bottom line analysis: financial, social, and environmental). If water reuse or conservation, energy efficient design, and/or renewable generation of energy components are included in the proposal provide an explanation of their cost effectiveness in this section.

a) Life Cycle Cost Analysis. A life cycle present worth cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be completed to compare the technically feasible alternatives. Do not leave out alternatives because of anticipated costs; let the life cycle cost analysis show whether an alternative may have an acceptable cost. This analysis should meet the following requirements and should be repeated for each technically feasible alternative. Several analyses may be required if the project has different aspects, such as one analysis for different types of collection systems and another for different types of treatment.

1. The analysis should convert all costs to present day dollars;
2. The planning period to be used is recommended to be 20 years, but may be any period determined reasonable by the engineer and concurred on by the state or federal agency;
3. The discount rate to be used should be the “real” discount rate taken from Appendix C of OMB circular A-94 and found at (www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html);
4. The total capital cost (construction plus non-construction costs) should be included;
5. Annual O&M costs should be converted to present day dollars using a uniform series present worth (USPW) calculation;
6. The salvage value of the constructed project should be estimated using the anticipated life expectancy of the constructed items using straight line depreciation calculated at the end of the planning period and converted to present day dollars;
7. The present worth of the salvage value should be subtracted from the present worth costs;
8. The net present value (NPV) is then calculated for each technically feasible alternative as the sum of the capital cost (C) plus the present worth of the uniform series of annual O&M (USPW (O&M)) costs minus the single payment present worth of the salvage value (SPPW(S)):

\[
\text{NPV} = C + \text{USPW (O&M)} - \text{SPPW (S)}
\]

9. A table showing the capital cost, annual O&M cost, salvage value, present worth of each of these values, and the NPV should be developed for state or federal agency review. All factors (major and minor components), discount rates, and planning periods used should be shown within the table;
10. Short lived asset costs (See Appendix A for examples) should also be included in the life cycle cost analysis if determined appropriate by the consulting engineer or agency. Life cycles of short lived assets should be tailored to the facilities being constructed and be based on generally accepted design life. Different features in the system may have varied life cycles.

b) Non-Monetary Factors. Non-monetary factors, including social and environmental aspects (e.g. sustainability considerations, operator training requirements, permit issues, community objections, reduction of greenhouse gas emissions, wetland relocation) should also be considered in determining which alternative is recommended and may be factored into the calculations.

6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

The engineer should include a recommendation for which alternative(s) should be implemented. This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. Include a schematic for any treatment processes, a layout of the system, and a location map of the proposed facilities. At least the following information should be included as applicable to the specific project:

a) Preliminary Project Design.

i) Drinking Water:

Water Supply. Include requirements for quality and quantity. Describe recommended source, including site and allocation allowed.
Treatment. Describe process in detail (including whether adding, replacing, or rehabilitating a process) and identify location of plant and site of any process discharges. Identify capacity of treatment plant (i.e. Maximum Daily Demand).

Storage. Identify size, type and location.

Pumping Stations. Identify size, type, location and any special power requirements. For rehabilitation projects, include description of components upgraded.

Distribution Layout. Identify general location of new pipe, replacement, or rehabilitation: lengths, sizes and key components.

ii) Wastewater/Reuse:

Collection System/Reclaimed Water System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations. Identify size, type, site location, and any special power requirements. For rehabilitation projects, include description of components upgraded.

Storage. Identify size, type, location and frequency of operation.

Treatment. Describe process in detail (including whether adding, replacing, or rehabilitating a process) and identify location of any treatment units and site of any discharges (end use for reclaimed water). Identify capacity of treatment plant (i.e. Average Daily Flow).

iii) Solid Waste:

Collection. Describe process in detail and identify quantities of material (in both volume and weight), length of transport, location and type of transfer facilities, and any special handling requirements.

Storage. If any, describe capacity, type, and site location.

Processing. If any, describe capacity, type, and site location.

Disposal. Describe process in detail and identify permit requirements, quantities of material, recycling processes, location of plant, and site of any process discharges.

iv) Stormwater:

Collection System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations. Identify size, type, location, and any special power requirements.
Treatment. Describe treatment process in detail. Identify location of treatment facilities and process discharges. Capacity of treatment process should also be addressed.

Storage. Identify size, type, location and frequency of operation.

Disposal. Describe type of disposal facilities and location.

Green Infrastructure. Provide the following information for green infrastructure alternatives:

- Control Measures Selected. Identify types of control measures selected (e.g., vegetated areas, planter boxes, permeable pavement, rainwater cisterns).
- Layout: Identify placement of green infrastructure control measures, flow paths, and drainage area for each control measure.
- Sizing: Identify surface area and water storage volume for each green infrastructure control measure. Where applicable, soil infiltration rate, evapotranspiration rate, and use rate (for rainwater harvesting) should also be addressed.
- Overflow: Describe overflow structures and locations for conveyance of larger precipitation events.

b) Project Schedule. Identify proposed dates for submittal and anticipated approval of all required documents, land and easement acquisition, permit applications, advertisement for bids, loan closing, contract award, initiation of construction, substantial completion, final completion, and initiation of operation.

c) Permit Requirements. Identify any construction, discharge and capacity permits that will/may be required as a result of the project.

d) Sustainability Considerations (if applicable).

i) Water and Energy Efficiency. Describe aspects of the proposed project addressing water reuse, water efficiency, and water conservation, energy efficient design, and/or renewable generation of energy, if incorporated into the selected alternative.

ii) Green Infrastructure. Describe aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the selected alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.

iii) Other. Describe other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the selected alternative, if incorporated into the selected alternative.

e) Total Project Cost Estimate (Engineer’s Opinion of Probable Cost). Provide an itemized estimate of the project cost based on the stated period of construction. Include construction, land and right-of-ways, legal, engineering, construction program management, funds administration, interest, equipment, construction contingency, refinancing, and other costs associated with the proposed project. The construction subtotal should be separated out from the non-construction costs. The non-construction subtotal should be included and added to the
construction subtotal to establish the total project cost. An appropriate construction contingency should be added as part of the non-construction subtotal. For projects containing both water and waste disposal systems, provide a separate cost estimate for each system as well as a grand total. If applicable, the cost estimate should be itemized to reflect cost sharing including apportionment between funding sources. The engineer may rely on the owner for estimates of cost for items other than construction, equipment, and engineering.

f) **Annual Operating Budget.** Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that may provide technical assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner’s accountant and other known technical service providers.

i) **Income.** Provide information about all sources of income for the system including a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, water treatment contracts, and other sources of income. In the absence of historic data or other reliable information, for budget purposes, base water use on 100 gallons per capita per day. Water use per residential connection may then be calculated based on the most recent U.S. Census, American Community Survey, or other data for the state or county of the average household size. When large agricultural or commercial users are projected, the Report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.

ii) **Annual O&M Costs.** Provide an itemized list by expense category and project costs realistically. Provide projected costs for operating the system as improved. In the absence of other reliable data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the Report to substantiate O&M cost estimates. Include personnel costs, administrative costs, water purchase or treatment costs, accounting and auditing fees, legal fees, interest, utilities, energy costs, insurance, annual repairs and maintenance, monitoring and testing, supplies, chemicals, residuals disposal, office supplies, printing, professional services, and miscellaneous as applicable. Any income from renewable energy generation which is sold back to the electric utility should also be included, if applicable. If applicable, note the operator grade needed.

iii) **Debt Repayments.** Describe existing and proposed financing with the estimated amount of annual debt repayments from all sources. All estimates of funding should be based on loans, not grants.

iv) **Reserves.** Describe the existing and proposed loan obligation reserve requirements for the following:

- **Debt Service Reserve** – For specific debt service reserve requirements consult with individual funding sources. If General Obligation bonds are proposed to be used as loan security, this section may be omitted, but this should be clearly stated if it is the case.
Short-Lived Asset Reserve – A table of short lived assets should be included for the system (See Appendix A for examples). The table should include the asset, the expected year of replacement, and the anticipated cost of each. Prepare a recommended annual reserve deposit to fund replacement of short-lived assets, such as pumps, paint, and small equipment. Short-lived assets include those items not covered under O&M, however, this does not include facilities such as a water tank or treatment facility replacement that are usually funded with long-term capital financing.

7. CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlighting of the need for special coordination, a recommended plan of action to expedite project development, and any other necessary considerations.
## Appendix A: Example List of Short-Lived Asset Infrastructure

<table>
<thead>
<tr>
<th>Estimated Repair, Rehab, Replacement Expenses by Item within up to 20 Years from Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drinking Water Utilities</strong></td>
</tr>
<tr>
<td>Source Related</td>
</tr>
<tr>
<td>Pumps</td>
</tr>
<tr>
<td>Pump Controls</td>
</tr>
<tr>
<td>Pump Motors</td>
</tr>
<tr>
<td>Telemetry</td>
</tr>
<tr>
<td>Intake/ Well screens</td>
</tr>
<tr>
<td>Water Level Sensors</td>
</tr>
<tr>
<td>Pressure Transducers</td>
</tr>
<tr>
<td><strong>Treatment Related</strong></td>
</tr>
<tr>
<td>Chemical feed pumps</td>
</tr>
<tr>
<td>Altitude Valves</td>
</tr>
<tr>
<td>Valve Actuators</td>
</tr>
<tr>
<td>Field &amp; Process Instrumentation Equipment</td>
</tr>
<tr>
<td>Granular filter media</td>
</tr>
<tr>
<td>Air compressors &amp; control units</td>
</tr>
<tr>
<td>Pumps</td>
</tr>
<tr>
<td>Pump Motors</td>
</tr>
<tr>
<td>Pump Controls</td>
</tr>
<tr>
<td>Water Level Sensors</td>
</tr>
<tr>
<td>Pressure Transducers</td>
</tr>
<tr>
<td>Sludge Collection &amp; Dewatering</td>
</tr>
<tr>
<td>UV Lamps</td>
</tr>
<tr>
<td>Membranes</td>
</tr>
<tr>
<td>Back-up power generators</td>
</tr>
<tr>
<td>Chemical Leak Detection Equipment</td>
</tr>
<tr>
<td>Flow meters</td>
</tr>
<tr>
<td>SCADA Systems</td>
</tr>
<tr>
<td><strong>Distribution System Related</strong></td>
</tr>
<tr>
<td>Residential and Small Commercial Meters</td>
</tr>
<tr>
<td>Meter boxes</td>
</tr>
<tr>
<td>Hydrants &amp; Blow offs</td>
</tr>
<tr>
<td>Pressure reducing valves</td>
</tr>
<tr>
<td>Cross connection control devices</td>
</tr>
<tr>
<td>Altitude valves</td>
</tr>
<tr>
<td>Alarms &amp; Telemetry</td>
</tr>
<tr>
<td>Vaults, lids, and access hatches</td>
</tr>
<tr>
<td>Security devices and fencing</td>
</tr>
<tr>
<td>Storage reservoir painting/patching</td>
</tr>
</tbody>
</table>
SCOPE OF WORK: The City currently has a Wastewater Facilities Plan which identifies capital improvement projects. The City would like to apply for financing for some of the recommended improvements. To qualify for potential funding, the City must submit a Preliminary Engineering Report (PER) to the funding agencies, and the report must conform to their report guidelines.

Engineering services for the Preliminary Engineering Report include:

- Kickoff meeting with City staff to confirm phasing, if any, and final requirements of the report.

- Coordinate with funding agencies as required for the completion of an acceptable PER.

- Prepare the Preliminary Engineering Report in conformance with the Preliminary Engineering Report for Waste and Waste Disposal Program document (Rural Utilities Service Bulletin 1780-2). Refer to attachment B.

- Incorporate the existing Wastewater Facilities Plan document information into the PER. The report will be used for documentation during the funding application process.

- Integrate previously updated cost estimates for capital improvement projects along with associated operations and maintenance costs and related present worth values.

- Develop a list of short term assets for the collection system and wastewater treatment facility.

Project Included In Analysis:

- All improvement projects discussed in the Wastewater Facilities Plan.

Services Not Included:

- Environmental, geotechnical, design, bidding, or construction management services.

- Land Acquisition

Schedule (anticipated)

- Submit draft report 60 days after Notice to Proceed and final report 30 days after receipt of review comments.

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A.
The fee for these services is not to exceed a maximum $17,600 including all professional services and reimbursable expenses.

**PAYMENT METHOD:** Monthly Billing

City of Port Orford

Terrie Richards, City Administrator
Date: ______________________

The Dyer Partnership
Engineers & Planners, Inc.

Steve Major, President
Date: 5-3-2019
The PER development is recommended to update the 2016 WWFP with current background information and to update the construction cost estimates for the purpose of acquiring USDA Rural Development funding.

### Labor Estimate

#### 1. Project Planning / Start-up
- **A. USDA RD Coordination**
  - Man-hour Subtotal: 0
  - Labor Fee Subtotal: $0
- **B. Refine Projects scope with City staff**
  - Man-hour Subtotal: 23
  - Labor Fee Subtotal: $2,990

#### 2. Existing Facilities
- **A. Define additional degraded facilities**
  - Man-hour Subtotal: 16
  - Labor Fee Subtotal: $2,080

#### 3. Alternatives Considered
- **A. Evaluate Revised Alternatives**
  - Man-hour Subtotal: 8
  - Labor Fee Subtotal: $4,160
- **B. Update Cost Estimates**
  - Man-hour Subtotal: 24
  - Labor Fee Subtotal: $4,160

#### 4. Proposed Project (Recommended Alternative)
- **A. Prioritize and Revise**
  - Man-hour Subtotal: 16
  - Labor Fee Subtotal: $2,080

#### 5. Conclusion, Recommendation, Financial
- **A. User Rate Analysis**
  - Man-hour Subtotal: 2
  - Labor Fee Subtotal: $840
- **B. Update to 2018 Water Planning Guideline**
  - Man-hour Subtotal: 4
  - Labor Fee Subtotal: $4,160

### Reimbursable Estimate

<table>
<thead>
<tr>
<th>Task</th>
<th>Outside Services</th>
<th>Travel</th>
<th>Per Diem</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Visits</td>
<td></td>
<td>$0.535</td>
<td>400</td>
<td>$210</td>
</tr>
</tbody>
</table>

**SUMMARY**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$17,400</td>
</tr>
<tr>
<td>Reimbursable</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Total Estimate</strong></td>
<td><strong>17,600</strong></td>
</tr>
</tbody>
</table>
ATTACHMENT B

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Utilities Service

BULLETIN 1780-2

SUBJECT: Preliminary Engineering Reports for the Water and Waste Disposal Program

TO: Rural Development State Directors, RUS Program Directors, and State Engineers

EFFECTIVE DATE: Date of approval.

OFFICE OF PRIMARY INTEREST: Engineering and Environmental Staff, Water and Environmental Programs

INSTRUCTIONS: This bulletin replaces existing RUS Bulletins 1780-2 (September 10, 2003), 1780-3 (October 2, 2003), 1780-4 (October 2, 2003), and 1780-5 (October 2, 2003).

AVAILABILITY: This bulletin and all the exhibits, as well as any Rural Development instruction or Rural Utilities Service instructions, regulations, or forms referenced in this bulletin are available at any Rural Development State Office. The State Office staff is familiar with the use of the documents in their States and can answer specific questions on Agency requirements.

This bulletin is available on the Rural Utilities Service website at http://www.rurdev.usda.gov/RDU_Bulletins_Water_and_Environmental.html.

PURPOSE: This bulletin assists applicants and their consultants with instructions on how to prepare a Preliminary Engineering Report as part of an application for funding as required by 7 CFR 1780.33(c) and 7 CFR 1780.55.

MODIFICATIONS: Rural Development State Offices may modify this guidance when appropriate to comply with State statutes and regulations in accordance with the procedures outlined at Rural Development Instruction 2006-B (2006.55).

JACQUELINE M. PONTI-LAZARUK
Assistant Administrator
Water and Environmental Programs

4/4/13
TABLE OF CONTENTS

1 GENERAL
2 PURPOSE
3 HOW TO USE THE INTERAGENCY TEMPLATE

Exhibit One Interagency Preliminary Engineering Report Template

INDEX:

Application Document
Preliminary Engineering Report
Project Planning
Water and Waste Disposal Facilities

ABBREVIATIONS

CDBG – Community Development Block Grant
CFR – Code of Federal Regulations
EDU – Equivalent Dwelling Unit
EPA – Environmental Protection Agency
GAO – Government Accountability Office
GPCD – Gallons per Capita per Day
HUD – Department of Housing and Urban Development
O & M – Operations and Maintenance
PER – Preliminary Engineering Report
RD – Rural Development
RUS – Rural Utilities Service
SRF – State Revolving Fund
USDA – United States Department of Agriculture
WEP – Water and Environmental Programs
WWD – Water and Waste Disposal
1 GENERAL

A PER is a planning document required by many state and federal agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater projects. An applicant for funding from the WWD program must submit a PER as required by 7 CFR 1780.33(c) and 1780.55. The PER describes the proposed project from an engineering perspective, analyzes alternatives to the proposal, defines project costs, and provides information critical to the underwriting process.

In 2012 the USDA, Rural Development (RD), Rural Utilities Service, Water and Environmental Programs formed a working group to develop an interagency template for PERs for use by both federal agencies and state administering agencies. The USDA-led working group included 36 individuals representing 4 federal agencies, 16 state agencies, the Border Environment Cooperation Commission, and the North Carolina Rural Center. Also, the effort was supported by the Small Community Water Infrastructure Exchange. On January 16, 2013, the principals of the federal participants executed an interagency memorandum supporting use of the interagency template, attached as Exhibit One.

2 PURPOSE

This bulletin provides information and guidance for applicants and professional consultants in developing a PER for submittal with an application for funding. RD State Offices should provide a copy of the Bulletin to applicants and consulting engineers upon request or refer them to the website listed on the Bulletin’s cover sheet for an electronic copy.

3 HOW TO USE THE INTERAGENCY TEMPLATE

There has been increasing interest throughout the government at both state and federal levels to improve coordination between funding agencies in the processes involved in applications for infrastructure funding. A recent GAO report, “Rural Water Infrastructure: Additional Coordination Can Help Avoid Potentially Duplicative Application Requirements” (GAO-13-111), released October 16, 2012, called the effort of the working group led by USDA to develop the attached Interagency PER Template “encouraging” and stated that it would “help communities”.

Content of a PER: The attached Interagency PER Template describes the content of a PER and should be used without modification, except for items noted below. Often an applicant will initially consider only a single funding source and later determine that an application to additional funding agencies is necessary. To avoid having to revise the PER to meet the additional agencies’ needs, the consulting engineer should provide
responses to all sections of the PER outline, unless specific sections do not apply to a proposed project.

**Short-Lived Assets:** The short-lived asset table in Appendix A is a list of examples of short-lived assets. Depending on local practices and applicants, some of these items may not be considered short-lived assets if they are considered part of O&M or long-term capital financing. Consulting engineers and applicants should coordinate with each other and with the Agency to determine which items should be considered short-lived assets for specific projects.

**Engaging State Partners:** State Offices should engage funding partners to encourage statewide adoption of the attached template as a standard for all state leveraging partners. Existing state-level agreements resulting from previous coordinated efforts for adopting a standard PER outline must be modified or replaced with this template. Efforts underway to adopt new state-level PER outlines must use this template. State-level agreements implementing this template between various leveraging partners should keep additional requirements to a minimum, but should not remove any required sections from the template.

**Income Projections for Underwriting Purposes:**

The State Office uses some of the information from the PER, especially Sections 6 (e) and (f), for underwriting purposes. Note that for income projection purposes, every effort should be made to identify actual data regarding water usage or wastewater generation. For metered systems, actual data should be used.

When financing construction of a new system or improvements to an existing system without any existing usage data, water use and wastewater generation approximations for income projection purposes should, if at all possible, be based on information from surrounding similar communities and systems. The source of data used should be documented in the PER.

The value of 100 GPCD shown in Section 6 is a general value and may not be appropriate for many rural systems financed with WWD funds, so in the absence of reliable data, a value of 5000 gallons per EDU per month (approximately 67 GPCD or 167 GPD per EDU) should be used.

**Exhibit One:** Interagency Preliminary Engineering Report Template
INTERAGENCY MEMORANDUM

Attached is a document explaining recommended best practice for the development of Preliminary Engineering Reports in support of funding applications for development of drinking water, wastewater, stormwater, and solid waste systems.

The best practice document was developed cooperatively by:

- US Department of Agriculture, Rural Development, Rural Utilities Service, Water and Environmental Programs;
- US Environmental Protection Agency (EPA), Office of Water, Office of Ground Water and Drinking Water and Office of Wastewater Management;
- US Department of Housing and Urban Development (HUD), Office of Community Planning and Development;
- US Department of Health and Human Services, Indian Health Service (IHS);
- Small Communities Water Infrastructure Exchange;

Extensive input from participating state administering agencies was also very important to the development of this document.

Federal agencies that cooperatively developed this document strongly encourage its use by funding agencies as part of the application process or project development. State administered programs are encouraged to adopt this document but are not required to do so, as it is up to a state administering agency’s discretion to adopt it, based on the needs of the state administering agency.

A Preliminary Engineering Report (Report) is a planning document required by many state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. The attached Report outline details the requirements that funding agencies have adopted when a Report is required.

In general the Report should include a description of existing facilities and a description of the issues being addressed by the proposed project. It should identify alternatives, present a life cycle cost analysis of technically feasible alternatives and propose a specific course of action. The Report should also include a detailed current cost estimate of the recommended alternative. The attached outline describes these and other sections to be included in the Report.

Projects utilizing direct federal funding also require an environmental review in accordance with the National Environmental Policy Act (NEPA). The Report should indicate that environmental issues were considered as part of the engineering planning and include environmental information pertinent to engineering planning.
For state administered funding programs, a determination of whether the outline applies to a
given program or project is made by the state administering agency. When a program or agency
adopts this outline, it may adopt a portion or the entire outline as applicable to the program or
project in question at the discretion of the agency. Some state and federal funding agencies will
not require the Report for every project or may waive portions of the Report that do not apply to
their application process, however a Report thoroughly addressing all of the contents of this
outline will meet the requirements of most agencies that have adopted this outline.

The detailed outline provides information on what to include in a Report. The level of detail
required may also vary according to the complexity of the specific project. Reports should
conform substantially to this detailed outline and otherwise be prepared and presented in a
professional manner. Many funding agencies require that the document be developed by a
Professional Engineer registered in the state or other jurisdiction where the project is to be
constructed unless exempt from this requirement. Please check with applicable funding agencies
to determine if the agencies require supplementary information beyond the scope of this outline.

Any preliminary design information must be written in accordance with the regulatory
requirements of the state or territory where the project will be built.

Information provided in the Report may be used to process requests for funding. Completeness
and accuracy are therefore essential for timely processing of an application. Please contact the
appropriate state or federal funding agencies with any questions about development of the Report
and applications for funding as early in the process as practicable.

Questions about this document should be referred to the applicable state administering agency,
regional office of the applicable federal agency, or to the following federal contacts:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact</th>
<th>Email Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA/RUS</td>
<td>Benjamin Shuman, PE</td>
<td><a href="mailto:ben.shuman@wdc.usda.gov">ben.shuman@wdc.usda.gov</a></td>
<td>202-720-1784</td>
</tr>
<tr>
<td>EPA/DWSRF</td>
<td>Kirsten Anderer, PE</td>
<td><a href="mailto:anderer.kirsten@epa.gov">anderer.kirsten@epa.gov</a></td>
<td>202-564-3134</td>
</tr>
<tr>
<td>EPA/CWSRF</td>
<td>Matt King</td>
<td><a href="mailto:king.matt@epa.gov">king.matt@epa.gov</a></td>
<td>202-564-2871</td>
</tr>
<tr>
<td>HUD</td>
<td>Stephen Rhodeside</td>
<td><a href="mailto:stephen.m.rhodeside@hud.gov">stephen.m.rhodeside@hud.gov</a></td>
<td>202-708-1322</td>
</tr>
<tr>
<td>IHS</td>
<td>Dana Baer, PE</td>
<td><a href="mailto:dana.baer@ihs.gov">dana.baer@ihs.gov</a></td>
<td>301-443-1345</td>
</tr>
</tbody>
</table>
Sincerely,

Jacqueline M. Ponti-Lazaruk, Assistant Administrator
USDA, Rural Development, Rural Utilities Service, Water and Environmental Programs

Sheila Frace, Acting Deputy Director
US EPA, Office of Water, Office of Wastewater Management

Andrew Sawyers, Deputy Director
US EPA, Director, Office of Water, Office of Ground Water and Drinking Water

Ronald Ferguson, PE, RABM, Director
Division of Sanitation Facilities Construction, Indian Health Service

Stanley Gimont, Director
Office of Block Grant Assistance, US Department of Housing and Urban Development

Attachment
WORKING GROUP CONTRIBUTORS

<table>
<thead>
<tr>
<th>Federal Agency Partners</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA, Rural Development, Rural Utilities Service (Chair)</td>
<td>Benjamin Shuman, PE</td>
</tr>
<tr>
<td>EPA, Office of Water, Office of Ground Water and Drinking Water</td>
<td>Kirsten Anderer, PE</td>
</tr>
<tr>
<td>EPA, Office of Water, Office of Ground Water and Drinking Water</td>
<td>CAPT David Harvey, PE</td>
</tr>
<tr>
<td>EPA, Office of Water, Office of Wastewater Management</td>
<td>Matt King</td>
</tr>
<tr>
<td>EPA, Office of Water, Office of Wastewater Management</td>
<td>Joyce Hudson</td>
</tr>
<tr>
<td>EPA, Region 1</td>
<td>Carolyn Hayek</td>
</tr>
<tr>
<td>EPA, Region 9</td>
<td>Abimbola Odusoga</td>
</tr>
<tr>
<td>HUD, Office of Community Planning and Development</td>
<td>Stephen M. Rhodeside</td>
</tr>
<tr>
<td>HUD, Office of Community Planning and Development</td>
<td>Eva Fontheim</td>
</tr>
<tr>
<td>Indian Health Service</td>
<td>CAPT Dana Baer, PE</td>
</tr>
<tr>
<td>Indian Health Service</td>
<td>Lcdr Charissa Williar, PE</td>
</tr>
<tr>
<td>USDA, Rural Development, Florida State Office</td>
<td>Michael Langston</td>
</tr>
<tr>
<td>USDA, Rural Development, Florida State Office</td>
<td>Steve Morris, PE</td>
</tr>
<tr>
<td>State Agency and Interagency Partners</td>
<td>Name</td>
</tr>
<tr>
<td>------------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Arizona Water Infrastructure Finance Authority</td>
<td>Dean Moulis, PE</td>
</tr>
<tr>
<td>Border Environment Cooperation Commission</td>
<td>Joel Mora, PE</td>
</tr>
<tr>
<td>Colorado Department of Local Affairs</td>
<td>Barry Cress</td>
</tr>
<tr>
<td>Colorado Department of Public Health &amp; Environment</td>
<td>Michael Beck</td>
</tr>
<tr>
<td>Colorado Department of Public Health &amp; Environment</td>
<td>Bret Icenogle, PE</td>
</tr>
<tr>
<td>Georgia Office of Community Development</td>
<td>Steed Robinson</td>
</tr>
<tr>
<td>Idaho, Department of Environmental Quality</td>
<td>Tim Wendland</td>
</tr>
<tr>
<td>Indiana Finance Authority</td>
<td>Emma Kottlowski</td>
</tr>
<tr>
<td>Indiana Finance Authority</td>
<td>Shelley Love</td>
</tr>
<tr>
<td>Indiana Finance Authority</td>
<td>Amanda Rickard, PE</td>
</tr>
<tr>
<td>Kentucky Division of Water</td>
<td>Shafiq Amawi</td>
</tr>
<tr>
<td>Kentucky Department of Local Government</td>
<td>Jennifer Peters</td>
</tr>
<tr>
<td>Louisiana Department of Environmental Quality</td>
<td>Jonathan McFarland, PE</td>
</tr>
<tr>
<td>Maine Department of Health and Human Services</td>
<td>Norm Lamie, PE</td>
</tr>
<tr>
<td>Minnesota Pollution Control Agency</td>
<td>Amy Douville</td>
</tr>
<tr>
<td>Minnesota Pollution Control Agency</td>
<td>Corey Mathisen, PE</td>
</tr>
<tr>
<td>Missouri Department of Natural Resources</td>
<td>Cynthia Smith</td>
</tr>
<tr>
<td>Montana Department of Commerce</td>
<td>Kate Miller, PE</td>
</tr>
<tr>
<td>North Carolina Department of Commerce</td>
<td>Olivia Collier</td>
</tr>
<tr>
<td>North Carolina Rural Center</td>
<td>Keith Krzywicki, PE</td>
</tr>
<tr>
<td>North Carolina Department of Commerce</td>
<td>Vickie Miller, CPM</td>
</tr>
<tr>
<td>Rhode Island Department of Health</td>
<td>Gary Chobanian, PE</td>
</tr>
<tr>
<td>Rhode Island Department of Health</td>
<td>Geoffrey Marchant</td>
</tr>
</tbody>
</table>
ABBREVIATIONS

NEPA – National Environmental Policy Act
NPV – Net Present Value
O&M – Operations and Maintenance
OMB – Office of Management and Budget
Report – Preliminary Engineering Report
SPPW – Single Payment Present Worth
USPW – Uniform Series Present Worth
GENERAL OUTLINE OF A PRELIMINARY ENGINEERING REPORT

1) PROJECT PLANNING
   a) Location
   b) Environmental Resources Present
   c) Population Trends
   d) Community Engagement

2) EXISTING FACILITIES
   a) Location Map
   b) History
   c) Condition of Existing Facilities
   d) Financial Status of any Existing Facilities
   e) Water/Energy/Waste Audits

3) NEED FOR PROJECT
   a) Health, Sanitation, and Security
   b) Aging Infrastructure
   c) Reasonable Growth

4) ALTERNATIVES CONSIDERED
   a) Description
   b) Design Criteria
   c) Map
   d) Environmental Impacts
   e) Land Requirements
   f) Potential Construction Problems
   g) Sustainability Considerations
      i) Water and Energy Efficiency
      ii) Green Infrastructure
      iii) Other
   h) Cost Estimates

5) SELECTION OF AN ALTERNATIVE
   a) Life Cycle Cost Analysis
   b) Non-Monetary Factors

6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)
   a) Preliminary Project Design
   b) Project Schedule
   c) Permit Requirements
   d) Sustainability Considerations
      i) Water and Energy Efficiency
      ii) Green Infrastructure
iii) Other

e) Total Project Cost Estimate (Engineer’s Opinion of Probable Cost)

f) Annual Operating Budget
   i) Income
   ii) Annual O&M Costs
   iii) Debt Repayments
   iv) Reserves

7) CONCLUSIONS AND RECOMMENDATIONS
DETAILED OUTLINE OF A PRELIMINARY ENGINEERING REPORT

1) PROJECT PLANNING

Describe the area under consideration. Service may be provided by a combination of central, cluster, and/or centrally managed individual facilities. The description should include information on the following:

a) Location. Provide scale maps and photographs of the project planning area and any existing service areas. Include legal and natural boundaries and a topographical map of the service area.

b) Environmental Resources Present. Provide maps, photographs, and/or a narrative description of environmental resources present in the project planning area that affect design of the project. Environmental review information that has already been developed to meet requirements of NEPA or a state equivalent review process can be used here.

c) Population Trends. Provide U.S. Census or other population data (including references) for the service area for at least the past two decades if available. Population projections for the project planning area and concentrated growth areas should be provided for the project design period. Base projections on historical records with justification from recognized sources.

d) Community Engagement. Describe the utility’s approach used (or proposed for use) to engage the community in the project planning process. The project planning process should help the community develop an understanding of the need for the project, the utility operational service levels required, funding and revenue strategies to meet these requirements, along with other considerations.

2) EXISTING FACILITIES

Describe each part (e.g. processing unit) of the existing facility and include the following information:

a) Location Map. Provide a map and a schematic process layout of all existing facilities. Identify facilities that are no longer in use or abandoned. Include photographs of existing facilities.

b) History. Indicate when major system components were constructed, renovated, expanded, or removed from service. Discuss any component failures and the cause for the failure. Provide a history of any applicable violations of regulatory requirements.

c) Condition of Existing Facilities. Describe present condition; suitability for continued use; adequacy of current facilities; and their conveyance, treatment, storage, and disposal capabilities. Describe the existing capacity of each component. Describe and reference compliance with applicable federal, state, and local laws. Include a brief analysis of overall current energy consumption. Reference an asset management plan if applicable.
d) **Financial Status of any Existing Facilities.** (Note: Some agencies require the owner to submit the most recent audit or financial statement as part of the application package.) Provide information regarding current rate schedules, annual O&M cost (with a breakout of current energy costs), other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

e) **Water/Energy/Waste Audits.** If applicable to the project, discuss any water, energy, and/or waste audits which have been conducted and the main outcomes.

3) **NEED FOR PROJECT**

Describe the needs in the following order of priority:

a) **Health, Sanitation, and Security.** Describe concerns and include relevant regulations and correspondence from/to federal and state regulatory agencies. Include copies of such correspondence as an attachment to the Report.

b) **Aging Infrastructure.** Describe the concerns and indicate those with the greatest impact. Describe water loss, inflow and infiltration, treatment or storage needs, management adequacy, inefficient designs, and other problems. Describe any safety concerns.

c) **Reasonable Growth.** Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

4) **ALTERNATIVES CONSIDERED**

This section should contain a description of the alternatives that were considered in planning a solution to meet the identified needs. Documentation of alternatives considered is often a Report weakness. Alternative approaches to ownership and management, system design (including resource efficient or green alternatives), and sharing of services, including various forms of partnerships, should be considered. In addition, the following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), developing centrally managed decentralized systems, including small cluster or individual systems, and developing an optimum combination of centralized and decentralized systems. Alternatives should be consistent with those considered in the NEPA, or state equivalent, environmental review. Technically infeasible alternatives that were considered should be mentioned briefly along with an explanation of why they are infeasible, but do not require full analysis. For each technically feasible alternative, the description should include the following information:

a) **Description.** Describe the facilities associated with every technically feasible alternative. Describe source, conveyance, treatment, storage and distribution
facilities for each alternative. A feasible system may include a combination of centralized and decentralized (on-site or cluster) facilities.

b) **Design Criteria.** State the design parameters used for evaluation purposes. These parameters should comply with federal, state, and agency design policies and regulatory requirements.

c) **Map.** Provide a schematic layout map to scale and a process diagram if applicable. If applicable, include future expansion of the facility.

d) **Environmental Impacts.** Provide information about how the specific alternative may impact the environment. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to each specific alternative evaluated. Include generation and management of residuals and wastes.

e) **Land Requirements.** Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, leased, or have access agreements.

f) **Potential Construction Problems.** Discuss concerns such as subsurface rock, high water table, limited access, existing resource or site impairment, or other conditions which may affect cost of construction or operation of facility.

g) **Sustainability Considerations.** Sustainable utility management practices include environmental, social, and economic benefits that aid in creating a resilient utility.

i) **Water and Energy Efficiency.** Discuss water reuse, water efficiency, water conservation, energy efficient design (i.e. reduction in electrical demand), and/or renewable generation of energy, and/or minimization of carbon footprint, if applicable to the alternative. Alternatively, discuss the water and energy usage for this option as compared to other alternatives.

ii) **Green Infrastructure.** Discuss aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.

iii) **Other.** Discuss any other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the alternative, if applicable.

h) **Cost Estimates.** Provide cost estimates for each alternative, including a breakdown of the following costs associated with the project: construction, non-construction, and annual O&M costs. A construction contingency should be included as a non-construction cost. Cost estimates should be included with the descriptions of each technically feasible alternative. O&M costs should include a rough breakdown by O&M category (see example below) and not just a value for each alternative. Information from other sources, such as the recipient’s accountant or other known technical service providers, can be incorporated to assist in the development of this section. The cost derived will be used in the life cycle cost analysis described in Section 5 a.
5) SELECTION OF AN ALTERNATIVE

Selection of an alternative is the process by which data from the previous section, “Alternatives Considered” is analyzed in a systematic manner to identify a recommended alternative. The analysis should include consideration of both life cycle costs and non-monetary factors (i.e. triple bottom line analysis: financial, social, and environmental). If water reuse or conservation, energy efficient design, and/or renewable generation of energy components are included in the proposal provide an explanation of their cost effectiveness in this section.

a) Life Cycle Cost Analysis. A life cycle present worth cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be completed to compare the technically feasible alternatives. Do not leave out alternatives because of anticipated costs; let the life cycle cost analysis show whether an alternative may have an acceptable cost. This analysis should meet the following requirements and should be repeated for each technically feasible alternative. Several analyses may be required if the project has different aspects, such as one analysis for different types of collection systems and another for different types of treatment.

1. The analysis should convert all costs to present day dollars;
2. The planning period to be used is recommended to be 20 years, but may be any period determined reasonable by the engineer and concurred on by the state or federal agency;
3. The discount rate to be used should be the “real” discount rate taken from Appendix C of OMB circular A-94 and found at (www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html);
4. The total capital cost (construction plus non-construction costs) should be included;
5. Annual O&M costs should be converted to present day dollars using a uniform series present worth (USPW) calculation;
6. The salvage value of the constructed project should be estimated using the anticipated life expectancy of the constructed items using straight line depreciation calculated at the end of the planning period and converted to present day dollars;
7. The present worth of the salvage value should be subtracted from the present worth costs;
8. The net present value (NPV) is then calculated for each technically feasible alternative as the sum of the capital cost (C) plus the present worth of the uniform series of annual O&M (USPW (O&M)) costs minus the single payment present worth of the salvage value (SPPW(S)):

\[ NPV = C + USPW (O&M) - SPPW (S) \]
9. A table showing the capital cost, annual O&M cost, salvage value, present worth of each of these values, and the NPV should be developed for state or federal agency review. All factors (major and minor components), discount rates, and planning periods used should be shown within the table;
10. Short lived asset costs (See Appendix A for examples) should also be included in the life cycle cost analysis if determined appropriate by the consulting engineer or agency. Life cycles of short lived assets should be tailored to the facilities being constructed and be based on generally accepted design life. Different features in the system may have varied life cycles.

b) Non-Monetary Factors. Non-monetary factors, including social and environmental aspects (e.g. sustainability considerations, operator training requirements, permit issues, community objections, reduction of greenhouse gas emissions, wetland relocation) should also be considered in determining which alternative is recommended and may be factored into the calculations.

6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

The engineer should include a recommendation for which alternative(s) should be implemented. This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. Include a schematic for any treatment processes, a layout of the system, and a location map of the proposed facilities. At least the following information should be included as applicable to the specific project:

a) Preliminary Project Design.

i) Drinking Water:

Water Supply. Include requirements for quality and quantity. Describe recommended source, including site and allocation allowed.
Treatment. Describe process in detail (including whether adding, replacing, or rehabilitating a process) and identify location of plant and site of any process discharges. Identify capacity of treatment plant (i.e. Maximum Daily Demand).

Storage. Identify size, type and location.

Pumping Stations. Identify size, type, location and any special power requirements. For rehabilitation projects, include description of components upgraded.

Distribution Layout. Identify general location of new pipe, replacement, or rehabilitation: lengths, sizes and key components.

ii) Wastewater/Reuse:

Collection System/Reclaimed Water System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations. Identify size, type, site location, and any special power requirements. For rehabilitation projects, include description of components upgraded.

Storage. Identify size, type, location and frequency of operation.

Treatment. Describe process in detail (including whether adding, replacing, or rehabilitating a process) and identify location of any treatment units and site of any discharges (end use for reclaimed water). Identify capacity of treatment plant (i.e. Average Daily Flow).

iii) Solid Waste:

Collection. Describe process in detail and identify quantities of material (in both volume and weight), length of transport, location and type of transfer facilities, and any special handling requirements.

Storage. If any, describe capacity, type, and site location.

Processing. If any, describe capacity, type, and site location.

Disposal. Describe process in detail and identify permit requirements, quantities of material, recycling processes, location of plant, and site of any process discharges.

iv) Stormwater:

Collection System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations. Identify size, type, location, and any special power requirements.
Treatment. Describe treatment process in detail. Identify location of treatment facilities and process discharges. Capacity of treatment process should also be addressed.

Storage. Identify size, type, location and frequency of operation.

Disposal. Describe type of disposal facilities and location.

Green Infrastructure. Provide the following information for green infrastructure alternatives:

- Control Measures Selected. Identify types of control measures selected (e.g., vegetated areas, planter boxes, permeable pavement, rainwater cisterns).
- Layout: Identify placement of green infrastructure control measures, flow paths, and drainage area for each control measure.
- Sizing: Identify surface area and water storage volume for each green infrastructure control measure. Where applicable, soil infiltration rate, evapotranspiration rate, and use rate (for rainwater harvesting) should also be addressed.
- Overflow: Describe overflow structures and locations for conveyance of larger precipitation events.

b) Project Schedule. Identify proposed dates for submittal and anticipated approval of all required documents, land and easement acquisition, permit applications, advertisement for bids, loan closing, contract award, initiation of construction, substantial completion, final completion, and initiation of operation.

c) Permit Requirements. Identify any construction, discharge and capacity permits that will/may be required as a result of the project.

d) Sustainability Considerations (if applicable).

i) Water and Energy Efficiency. Describe aspects of the proposed project addressing water reuse, water efficiency, and water conservation, energy efficient design, and/or renewable generation of energy, if incorporated into the selected alternative.

ii) Green Infrastructure. Describe aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the selected alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.

iii) Other. Describe other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the selected alternative, if incorporated into the selected alternative.

e) Total Project Cost Estimate (Engineer’s Opinion of Probable Cost). Provide an itemized estimate of the project cost based on the stated period of construction. Include construction, land and right-of-ways, legal, engineering, construction program management, funds administration, interest, equipment, construction contingency, refinancing, and other costs associated with the proposed project. The construction subtotal should be separated out from the non-construction costs. The non-construction subtotal should be included and added to the
construction subtotal to establish the total project cost. An appropriate
construction contingency should be added as part of the non-construction subtotal.
For projects containing both water and waste disposal systems, provide a separate
cost estimate for each system as well as a grand total. If applicable, the cost
estimate should be itemized to reflect cost sharing including apportionment
between funding sources. The engineer may rely on the owner for estimates of
cost for items other than construction, equipment, and engineering.

f) Annual Operating Budget. Provide itemized annual operating budget
information. The owner has primary responsibility for the annual operating
budget, however, there are other parties that may provide technical assistance.
This information will be used to evaluate the financial capacity of the system.
The engineer will incorporate information from the owner’s accountant and other
known technical service providers.

i) Income. Provide information about all sources of income for the system
including a proposed rate schedule. Project income realistically for existing
and proposed new users separately, based on existing user billings, water
treatment contracts, and other sources of income. In the absence of historic
data or other reliable information, for budget purposes, base water use on 100
gallons per capita per day. Water use per residential connection may then be
calculated based on the most recent U.S. Census, American Community
Survey, or other data for the state or county of the average household size.
When large agricultural or commercial users are projected, the Report should
identify those users and include facts to substantiate such projections and
evaluate the impact of such users on the economic viability of the project.

ii) Annual O&M Costs. Provide an itemized list by expense category and project
costs realistically. Provide projected costs for operating the system as
improved. In the absence of other reliable data, base on actual costs of other
existing facilities of similar size and complexity. Include facts in the Report
to substantiate O&M cost estimates. Include personnel costs, administrative
costs, water purchase or treatment costs, accounting and auditing fees, legal
fees, interest, utilities, energy costs, insurance, annual repairs and
maintenance, monitoring and testing, supplies, chemicals, residuals disposal,
office supplies, printing, professional services, and miscellaneous as
applicable. Any income from renewable energy generation which is sold back
to the electric utility should also be included, if applicable. If applicable, note
the operator grade needed.

iii) Debt Repayments. Describe existing and proposed financing with the
estimated amount of annual debt repayments from all sources. All estimates
of funding should be based on loans, not grants.

iv) Reserves. Describe the existing and proposed loan obligation reserve
requirements for the following:

Debt Service Reserve – For specific debt service reserve requirements
consult with individual funding sources. If General Obligation bonds are
proposed to be used as loan security, this section may be omitted, but this
should be clearly stated if it is the case.
Short-Lived Asset Reserve – A table of short lived assets should be included for the system (See Appendix A for examples). The table should include the asset, the expected year of replacement, and the anticipated cost of each. Prepare a recommended annual reserve deposit to fund replacement of short-lived assets, such as pumps, paint, and small equipment. Short-lived assets include those items not covered under O&M, however, this does not include facilities such as a water tank or treatment facility replacement that are usually funded with long-term capital financing.

7. CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlighting of the need for special coordination, a recommended plan of action to expedite project development, and any other necessary considerations.
Appendix A: Example List of Short-Lived Asset Infrastructure

<table>
<thead>
<tr>
<th>Drinking Water Utilities</th>
<th>Wastewater Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source Related</strong></td>
<td><strong>Treatment Related</strong></td>
</tr>
<tr>
<td>Pumps</td>
<td>Pump</td>
</tr>
<tr>
<td>Pump Controls</td>
<td>Pump Controls</td>
</tr>
<tr>
<td>Pump Motors</td>
<td>Pump Motors</td>
</tr>
<tr>
<td>Telemetry</td>
<td>Chemical feed pumps</td>
</tr>
<tr>
<td>Intake/Well screens</td>
<td>Membrane Filters Fibers</td>
</tr>
<tr>
<td>Water Level Sensors</td>
<td>Field &amp; Process Instrumentation Equipment</td>
</tr>
<tr>
<td>Pressure Transducers</td>
<td>UV lamps</td>
</tr>
<tr>
<td><strong>Treatment Related</strong></td>
<td>Centrifuges</td>
</tr>
<tr>
<td>Chemical feed pumps</td>
<td>Aeration blowers</td>
</tr>
<tr>
<td>Altitude Valves</td>
<td>Aeration diffusers and nozzles</td>
</tr>
<tr>
<td>Valve Actuators</td>
<td>Trickling filters, RBCs, etc.</td>
</tr>
<tr>
<td>Field &amp; Process Instrumentation Equipment</td>
<td>Belt presses &amp; driers</td>
</tr>
<tr>
<td>Granular filter media</td>
<td>Sludge Collecting and Dewatering Equipment</td>
</tr>
<tr>
<td>Air compressors &amp; control units</td>
<td>Level Sensors</td>
</tr>
<tr>
<td>Pumps</td>
<td>Pressure Transducers</td>
</tr>
<tr>
<td>Pump Motors</td>
<td>Treatment Related</td>
</tr>
<tr>
<td>Pump Controls</td>
<td>Pump</td>
</tr>
<tr>
<td>Water Level Sensors</td>
<td>Pump Controls</td>
</tr>
<tr>
<td>Pressure Transducers</td>
<td>Pump Motors</td>
</tr>
<tr>
<td>Sludge Collection &amp; Dewatering</td>
<td>Chemical leak Detection Equipment</td>
</tr>
<tr>
<td>UV Lamps</td>
<td>Flow meters</td>
</tr>
<tr>
<td>Membranes</td>
<td>SCADA Systems</td>
</tr>
<tr>
<td>Back-up power generators</td>
<td></td>
</tr>
<tr>
<td>Chemical Leak Detection Equipment</td>
<td></td>
</tr>
<tr>
<td>Flow meters</td>
<td></td>
</tr>
<tr>
<td>SCADA Systems</td>
<td></td>
</tr>
<tr>
<td><strong>Distribution System Related</strong></td>
<td><strong>Collection System Related</strong></td>
</tr>
<tr>
<td>Residential and Small Commercial Meters</td>
<td>Pump</td>
</tr>
<tr>
<td>Meter boxes</td>
<td>Pump Controls</td>
</tr>
<tr>
<td>Hydrants &amp; Blow offs</td>
<td>Pump Motors</td>
</tr>
<tr>
<td>Pressure reducing valves</td>
<td>Trash racks/bar screens</td>
</tr>
<tr>
<td>Cross connection control devices</td>
<td>Sewer line rodding equipment</td>
</tr>
<tr>
<td>Altitude valves</td>
<td>Air compressors</td>
</tr>
<tr>
<td>Alarms &amp; Telemetry</td>
<td>Vaults, lids, and access hatches</td>
</tr>
<tr>
<td>Vaults, lids, and access hatches</td>
<td>Security devices and fencing</td>
</tr>
<tr>
<td>Security devices and fencing</td>
<td>Chemical Leak Detection Equipment</td>
</tr>
<tr>
<td>Storage reservoir painting/patching</td>
<td></td>
</tr>
</tbody>
</table>
SCOPE OF WORK: This project is to provide engineering design, bidding, and construction management services for the construction of a 25,000 gallon reservoir that will be placed in series before the two existing chlorine contact tanks at the existing water treatment plant (WTP).

The project also includes upgrading the WTP existing Rugid PLC and Operator Interface to a new PLC and associated HMI.

Background:

Approximately a year ago, OHA informed the City that their water treatment plant did not provide sufficient contact time under worst case conditions. In order to remain in compliance with regulations during all operating conditions, the City will be constructing a third chlorine contact tank.

The WTP was constructed in 1976, and the control systems have not been altered since its original construction. The current PLC has many functions that are no longer working, and others that intermittently function correctly. The City has chosen to update all existing control systems at the WTP to assure reliable operation of the WTP.

Scope of Engineering Services:

The City needs engineering design bidding and construction management services for developing this project as follows:

Coordination

- Conduct kick-off meeting with City staff.
- Coordinate with City staff.
- Conduct site visit/meetings with City staff.

Construction Documents

- Provide construction plans and specifications.
- Prepare final cost estimate.
- Provide an estimated time line for construction.
- Provide construction sequencing plan/temporary water supply plan.
- Submit documents to City for review and approval.
- Submit document to Oregon Health Authority for review and approval.

Bidding and Contracts:

- Prepare bidding documents including bidding requirements and contract documents.
- Coordinate with geotechnical engineer.
- Prepare advertisement for bids and send to Owner-approved publications (Owner to pay advertising expense).
• Reproduce bidding documents and distribute to approved plan exchanges and interested bidders.
• Respond to bidder questions and prepare necessary addendums, if needed.
• Attend Pre-Bid meeting with Owner and Contractors.
• Attend bid opening.
• Review bids and recommend contract award based on public contracting rules.
• Prepare construction contracts with Owner’s Attorney review for execution.
• Issue Notice of Intent to Award, Notice of Award and Notice to Proceed.

**Contract Administration:**

• Provide Construction Management-Administer Construction Contract between Owner and Contractor
• Attend and administer a Pre-Construction job meeting.
• Review submittals.
• Review and process requests for information, change orders, and pay requests.
• Attend meetings with Owner and Contractor as required.
• Provide construction stakeout/surveying for the reservoir easements and property lines.

**Inspection Services:**

• Provide up to 50 Hours of onsite inspection of construction.

**Project Closeout:**

• Perform Substantial and Final Completion walk-through with Owner and Contractor.
• Provide record drawings to the Owner.

**PROJECT SCHEDULE (anticipated)**

- Survey: Complete Survey by May, 2019
- Final Design and Specification June – July, 2019
- Bid Project as Described – August, 2019
- Construction of Contact Time Reservoir – September – December, 2019

Plan Review time by Oregon Health Authority may impact schedule

**ASSUMPTIONS**

• The owner will provide potholing of existing utilities as required.
• Environmental permitting and or environmental report is not required.
• Owner will pay all permit fees.
• Owner will pay all advertisement for bid expenses.
• Geotechnical report is required.

**FEE**

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The fee for these services is not to exceed a maximum $50,000 including all professional services and reimbursable expenses.
PAYMENT METHOD: Monthly Billing

City of Port Orford

Terrie Richards, City Administrator
Date: __________________________

The Dyer Partnership
Engineers & Planners, Inc.

Steve Major, President
Date: 5-3-2019
# ATTACHMENT A

## ESTIMATE OF MAN HOURS AND COSTS

**DATE:** 05-03-19  
**PROJECT:** Contact Time Tank and PLC Imp.  
**Phase 1:** Design

### MAN HOURS

<table>
<thead>
<tr>
<th>TASK</th>
<th>PRIN MGR</th>
<th>PRIN MGR</th>
<th>PROJ ENGR 2</th>
<th>PROJ PROF.</th>
<th>DRAFT SURV.</th>
<th>DRAFT CAD</th>
<th>DRAFT INSPECT</th>
<th>CREW</th>
<th>CLER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Coordination and Meetings</td>
<td>1</td>
<td>8</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2: Survey and Data Collection</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3: Prepare final drawings</td>
<td>2</td>
<td>8</td>
<td>24</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4: Prepare technical specifications</td>
<td>1</td>
<td>8</td>
<td></td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5: Prepare cost estimates</td>
<td>2</td>
<td>2</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED HOURS**

|                | 6 | 28 | 51 | 6 | 32 | 0 | 30 | 0 |

### MATERIAL COSTS

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT</td>
<td>0.00</td>
</tr>
<tr>
<td>PHOTOGRAPHS</td>
<td>0.00</td>
</tr>
<tr>
<td>COST ESTIMATE</td>
<td>0.00</td>
</tr>
<tr>
<td>PLANS AND PRINTS</td>
<td>35</td>
</tr>
<tr>
<td>SPECIFICATIONS</td>
<td>0.00</td>
</tr>
<tr>
<td>OTHER</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL MATERIAL COSTS**

$0.00

### TRAVEL AND PER DIEM

<table>
<thead>
<tr>
<th>DETAIL</th>
<th>NUMBER</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILEAGE</td>
<td>400</td>
<td>$0.51</td>
</tr>
<tr>
<td>COMMERCIAL PER DIEM</td>
<td>Days</td>
<td>$30</td>
</tr>
<tr>
<td>LOCAL TRANSPORTATION LODGING</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL TRAVEL AND PER DIEM**

$324

### OTHER SIGNIFICANT COSTS

<table>
<thead>
<tr>
<th>DETAIL</th>
<th>NUMBER</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBCONSULTANTS Foundation Engineering-Geotech Report</td>
<td>1</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

**TOTAL OTHER SIGNIFICANT COSTS**

$15,000

**PREPARED BY:** JRP
## Estimates of Man Hours and Costs

**Date:** 05-03-19  
**Project:** Contact Time Tank and PLC Imp.  
**Phase:** Bidding Period Services

<table>
<thead>
<tr>
<th>Task</th>
<th>PRIN MGR</th>
<th>PROJ MGR</th>
<th>PROJ ENGR 2</th>
<th>PROF. SURV.</th>
<th>CAD</th>
<th>INSPECT</th>
<th>CREW</th>
<th>CLER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Prepare bidding documents</td>
<td>12</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>2: Bid period questions, addendums</td>
<td>4</td>
<td>12</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>3: Attend bid opening</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>4: Review bids &amp; prepare contracts</td>
<td>2</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

**Total Estimated Hours:** 18 38 8 0 0 0 0 20

<table>
<thead>
<tr>
<th>Material Costs</th>
<th>Unit</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Photographs</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cost Estimate</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Plans and Prints</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Specifications</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Material Costs</strong></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel and Per Diem</th>
<th>Detail</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>100</td>
<td>$0.51</td>
</tr>
<tr>
<td>Commercial Per Diem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Transportation Per Diem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Travel and Per Diem</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Significant Costs</th>
<th>Detail</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reproduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Significant Costs</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared By: JRP
## Estimate of Man Hours and Costs

**Date:** 05-03-19  
**Project:** Contact Time Tank and PLC Imp.

### MAN HOURS

<table>
<thead>
<tr>
<th>TASK</th>
<th>PRIN MGR</th>
<th>PROJ MGR</th>
<th>PROJ ENGR</th>
<th>PROF SURV.</th>
<th>CAD</th>
<th>INSPECT</th>
<th>CREW</th>
<th>CLER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Construction Administration</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2: Project Stake-out/Surveying</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3: Inspection</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>4: Project closeout</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5: Record drawings</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED HOURS**

<table>
<thead>
<tr>
<th>MGR</th>
<th>PROF</th>
<th>SURV.</th>
<th>CAD</th>
<th>INSPECT</th>
<th>CREW</th>
<th>CLER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>41</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>50</td>
<td>8</td>
</tr>
</tbody>
</table>

### Material Costs

<table>
<thead>
<tr>
<th>UNIT COST</th>
<th>QUANTITY</th>
<th>COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>PHOTOGRAPHS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>COST ESTIMATE</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>PLANS AND PRINTS</td>
<td>10</td>
<td>$20</td>
<td>200.00</td>
</tr>
<tr>
<td>SPECIFICATIONS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OTHER</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL MATERIAL COSTS**

$200.00

### Travel and Per Diem

<table>
<thead>
<tr>
<th>DETAIL</th>
<th>UNIT</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILEAGE</td>
<td>Miles</td>
<td>$0.55</td>
</tr>
<tr>
<td>COMMERCIAL</td>
<td>Days</td>
<td>5</td>
</tr>
<tr>
<td>LOCAL TRANSPORTATION</td>
<td>Nights</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL TRAVEL AND PER DIEM**

$625

### Other Significant Costs

<table>
<thead>
<tr>
<th>DETAIL</th>
<th>NUMBER</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBCONSULTANTS</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL OTHER SIGNIFICANT COSTS**

$0

**Prepared By:** JR
**SUMMARY**

**BREAKDOWN OF PROPOSED FEE**

**DATE:** 05-03-19  **PROJECT:** Contact Time Tank and PLC Imp.

<table>
<thead>
<tr>
<th>LABOR</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RATE</strong> / $/HR. / HRS.</td>
<td></td>
</tr>
<tr>
<td><strong>-1-</strong> AMOUNT / HRS.</td>
<td><strong>-2-</strong> AMOUNT / HRS.</td>
</tr>
<tr>
<td>DIRECT LABOR COSTS:</td>
<td></td>
</tr>
<tr>
<td>PRINCIPLE MANAGER----------</td>
<td>115.00</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>690.00</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>2,070.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>PROJECT MANAGER------------</td>
<td>110.00</td>
</tr>
<tr>
<td></td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>3,080.00</td>
</tr>
<tr>
<td></td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>4,180.00</td>
</tr>
<tr>
<td></td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>4,510.00</td>
</tr>
<tr>
<td>PROJECT ENGINEER 2--------</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>5,100.00</td>
</tr>
<tr>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>800.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>200.00</td>
</tr>
<tr>
<td>PROFESSIONAL SURVEYOR-----</td>
<td>90.00</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>540.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>CAD------------------------</td>
<td>70.00</td>
</tr>
<tr>
<td></td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>2,240.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>560.00</td>
</tr>
<tr>
<td>INSPECTOR-----------------</td>
<td>78.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>3,900.00</td>
</tr>
<tr>
<td>SURVEY CREW----------------</td>
<td>130.00</td>
</tr>
<tr>
<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>3,900.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>1,040.00</td>
</tr>
<tr>
<td>CLERICAL 2----------------</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL DIRECT LABOR COSTS:</td>
<td></td>
</tr>
<tr>
<td>$15,550</td>
<td>$8,050</td>
</tr>
<tr>
<td>$10,210</td>
<td></td>
</tr>
</tbody>
</table>

**DIRECT PROJECT EXPENSES**

A. MATERIAL COSTS (BREAKDOWN ATTACHED)  0.00  0.00  200.00
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)  324.00  51.00  625.00
C. OTHER SIGNIFICANT COSTS (BREAKDOWN ATTACHED)  15,000.00  0.00  0.00
D. ADMINISTRATIVE FEE  0% OF A,B,&C  0.00  0.00  0.00
TOTAL OF A THROUGH D  $15,324.00  $51.00  $825.00

**TOTAL FEE (PER PHASE):**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Task Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Design</td>
<td>$30,874</td>
</tr>
<tr>
<td>2</td>
<td>Bidding Period Services</td>
<td>$8,077</td>
</tr>
<tr>
<td>3</td>
<td>Construction Administration</td>
<td>$11,011</td>
</tr>
<tr>
<td></td>
<td><strong>Total Tasks 1, 2, 3</strong></td>
<td><strong>$49,962</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Rounded Fee Total</strong></td>
<td><strong>$50,000</strong></td>
</tr>
</tbody>
</table>