

**CITY OF PORT ORFORD
COUNCIL WORK SHOP
THURSDAY, JUNE 20, 2019 AT 2:00 PM
Council Rules, Advertising, Planning Procedures**

**CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
IN GABLE CHAMBERS
THURSDAY, JUNE 20, 2019 AT 3:30 P.M.**

AGENDA

1. **Call to Order/Pledge of Allegiance**
 - a. **Appoint Gary Burns to the City Council**
2. **Additions to the Agenda**
3. **Presentations to Council/Citizens**
4. **Consent Calendar**
 - a. April 18, 2019 Workshop, May 16, 2019 Workshop May 16, 2019 Council Meeting
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
- Liaison Reports**
 - ◆PORT
 - ◆Main St./TLT
 - ◆Fire Board
 - ◆Parks
 - ◆Watershed/Health
 - ◆Emergency Management
 - ◆County Commissioner

STATE REVENUE SHARING HEARING

7. **Old Business**
 - a. Police District – Create a Committee
 - b. Approve Revision of Council Rules - Workshop Discussion
 - c. Resolution 2019-12 Tourism Advertising Agency
 - d. Ordinance 2019-05 Tourism Advertising Agency – First Reading
8. **New Business**
 - a. Resolution 2019-14 Revenue Sharing
 - b. Resolution 2019-15 Adopting the 2019-2020 Budget
 - c. Resolution 2019-16 Adopting Salaries and Wages
 - d. Resolution 2019-17 Appropriations and Adjustments to the 2018-2019 Budget
9. **Continuing Action Items**
 - a. Water b. Sewer c. Advertising d. Vac. Rentals e. Brd of Appeals f. Web Site
 - g. Planning Procedures h. ADU's i. Council Rules
10. **Considerations**
 - a. Citizen b. Staff c. Councilor d. Mayor
11. **Future Meetings**
 - a. Thursday, July 18, 2019, Regular Council Meeting 3:30 p.m. at City Hall
12. **Adjourn**

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 Port Orford City Council

Name: Gary Burns

Mailing Address: PO Box 21 Port Orford

Physical Address: 2286 Jefferson St.

Home Phone: 541 761 1997 Work Phone: Same Fax: _____

E-mail: datreeviz@gmail.com

Current Employment: Self / Artist / Gallery

Your area of interest: Common Good / homeless / Community Services

Your area of expertise: I served on the June Lake Volunteer Fire Dept. for 10 1/2 yrs.
I retired as an Asst. Chief.

Why do you want to serve? I love the Port Orford Community. I feel you get
out of a Community what you put into it.

Previous service in this appointed position of a similar position I have served on Arts Council
Boards, Chamber Boards, I was very involved in the Community of

Other volunteer activities I donate my carvings to any community group for
Sundrasing, currently on Arts Council Board, Main Street Volunteer June Lake, Ca.

Does your schedule allow you to attend?

Daytime Meetings 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 no If Yes, please explain.

Additional comments: _____

Date: 5/17/2019

Signature: Gary Burns

Please return to:

City of Port Orford

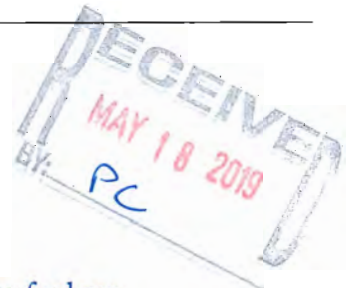
P.O. Box 310

Port Orford, OR 97465

Phone: 541-332-3681

Fax: 877-281-5307

trichards@portorford.org



CITY OF PORT OFORD
 WORKSHOP of the COMMON COUNCIL
 GABLE CHAMBERS, CITY HALL
 THURSDAY, APRIL 18, 2019, 2:00 P.M.

Media Present: None
 Others Present: Teresa Kolibaba

Mayor and Council	Present	City Staff	Present
Tim Pogwizd, Mayor	X	Terrie Richards City Administrator	X
Pat Cox, President	X	Dave Johnson Finance	X
Carolyn LaRoche	Absent		
Travis Williams	X		
Jim Campbell	X		
James Garratt	X		
Vacant			

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.

Meter replacement continues gradually. So the money set aside can be used in replacing the PLC and fixing the contact time.

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.

Mr. Eckhoff was present to answer questions and help reiterate the importance of replacing the PLC unit and fixing the contact time. The Mayor asked if he felt the PLC “had” to be replaced. Absolutely, it is always a worry that it will not be working when they show up for work one

morning. The Mayor stated clearly that the contact time and the PLC must be fixed. Councilor Cox how Mr. Eckhoff if he thought the tank was the way to go – Eckhoff said it is the only way to go but thinks it needs to be upsized.

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.

Deady Street pump and line issue was brought up because the city has been contacted by property owners wanting to build now. The city cannot provide the water because the pump size and location is not good and the line is too small. This project is called out in the master plan. After some discussion, the council is not sure this should be part of the project.

The council understands the importance of the two projects and wants to move forward but still have unanswered questions.

Baffling the second tank seems to be a good idea but the contact time is theoretical and leaves little room for error. The Council would specifically like to know the feasibility of building the baffling outside the tank. Discussion on what that would look like.

The council discussed the possibility of a larger tank. The Engineers suggested adding a like size tank giving enough contact time with little room to spare; something like a minute or two. The Council is not comfortable with such a small margin for error. The Council is interested in seeing what a larger tank would do for allowing extra contact time for future growth.

Not only is this a health issue but the overtime it has caused and the crew is burning out.

Councilor Cox asked if the PER was still beneficial – that is tying up forty-five thousand dollars right now. What is the benefit if the PER right now? The Per is required by the funding agencies to go out for the larger grants.

The Mayor said they are still working on a bigger package for funding. The council has concerns of being able to replace the money they are spending on the contact time and PLC project. The Finance Director explained the need to raise rates for the next fiscal year.

Multiple conversations were happening

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

Tim Pogwizd, Mayor

ATTEST:

Terrie Richards, City Recorder

CITY OF PORT OFORD
 WORKSHOP SESSION of the COMMON COUNCIL
 CITY HALL COUNCIL CHAMBERS
 THURSDAY, May 16, 2019, 2:04 P.M.

Mayor and Council	Present	City Staff	Present
Tim Pogwizd, Mayor	X	Terrie Richards City Administrator/Recorder	x
Pat Cox	X		
Carolyn LaRoche	X		
Travis Williams	X		
James Garratt	X		
Jim Campbell	X		
Vacant			

Media Present: None

Others Present: M. Finch

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, May 16, 2019 at 2:00 p.m.

2. Discussion items are the Planning Process, Advertising, and Council Rules.

The Mayor began with Council Rules. There seems to be a question of the three or five minute rule. The council rules say five minutes he has always known it as three minutes. He stated the facts of a conference call with Legal Counsel and CIS and there is nothing we can do unless the staff feels threatened. Legal Counsel suggested “temporarily” eliminating Citizens Considerations. The Mayor asked the council did they want to allow citizens to speak two times for five minutes on the same subject.

Ms. Richards noted that in the research she did the guidelines given by the League of Oregon Cities it states in a couple of places three minutes. She researched other cities council rules and the majority of them state five minutes although every one of them would like to change them to three minutes. The concern of denying freedom of speech is covered by ORS, which is posted by the signup sheet.

Councilor Campbell feels they should keep it at the three minutes and not allow a citizen who signs up to talk to give his/her three minutes to someone else signed up to speak. He also feels the speaking at the end of the meeting should be eliminated.

Councilor Cox stated *2.6.2 No member of the audience shall be allowed to speak at a Public Hearing more than once on any subject until other members of the audience choosing to speak have so spoken. In any event no member of the audience shall speak more than twice on the same issue at any one hearing and 2.7.3 Those members of the audience addressing the council at the beginning of a meeting under citizen concerns shall be limited to five (5) minutes. Public comment at this portion of the meeting shall be related to agenda items to be considered*

at the meeting. No member of the audience shall be allowed to speak at a City Council meeting more than once on any subject until other members of the audience choosing to speak have so spoken. In any event no member of the audience shall speak more than twice on the same issue at any one meeting. Councilor Cox does not see the issue between five minutes and three minutes.

The City Administrator pointed to 2.7.5 *Public comment under the "Citizen Considerations" portion of the meeting may be on any subject of concern to the speaker. Any Council action on the item of concern will be at a future meeting.* She suggested they define the meaning of the word "consideration"

Councilor Garratt has suggested changes and feels it addresses everything that has been discussed so far.

Presentations: Councilor LaRoche feels presentations should be something the council initiates not for citizens to initiate. This subject is not addressed in the council rules Councilor Garratt is happy to create that section for council approval.

Discussion and suggestions made. The general consensus of the Council this subject goes to a workshop in June.

3. TLT Advertising Dollars Councilor Williams explained the process that the city had with the Chamber. He feels the ordinance must be changed i.e. miles for advertising in one hundred miles should be fifty. Definite guidelines need to be made where the money can be spent. Councilor Williams continues stating how important and necessary the changes are. He would like to see the city go with a commercial something like Bandon and Gold Beach does.

Corrections to 3.08.240 were addressed. The Mayor wants to be clear in the guidance and let them do their job. Quarterly reporting is a must and the council will work with the agency.

Councilor Williams suggested a committee made up of one representative of groups like a Jubilee board member and a Main Street member.

The meeting ran out of time.

4. Adjourn to the Regular Council Meeting.

Tim Pogwizd, Mayor

ATTEST:

Terrie Richards, City Recorder

**CITY OF PORTORFORD
CITY COUNCIL MEETING MINUTES
IN THE GABLE CHAMBERS
THURSDAY, MAY 16, 2019**

Mayor and Council	Present	City Staff	Present
Vacant		Terrie Richards City Admin/Recorder	X
Jim Campbell	X	Shala McKenzie Kudlac City Attorney	X
Carolyn LaRoche	X	David Johnson Finance Director	X
Pat Cox, President	X	Hank Hobart Police Chief	X
James Garratt	X		
Tim Pogwizd, Mayor	X		
Travis Williams	X		

Media Present: Port Orford News – Brice Wagner
Others Present: 15

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, May 16, 2019 at 3:32 p.m. He then asked those present to rise and join him in the pledge of allegiance.

2. Additions to the Agenda None

3. Special Presentation to Citizens/Council None

4. Consent Calendar

- ◆ Minutes of March 21, 2019 Workshop, April 18, 2019 Council
Parks Commission Appointment – Bryan Thompson

Councilor Cox moved to approve the consent calendar removing the workshop minutes of April 18, 2019 with Councilor Williams as second. **Motion carried 5 - 0**

**Councilor Cox Aye Councilor LaRoche Aye Councilor Williams Aye
Vacant _____ Councilor Garratt Aye Councilor Campbell Aye**

Public Hearing Continued: Regarding Comp Plan Tsunami Policies, Tsunami Hazard Overlay Zone, and Overlay Zone Map. City Planner Crystal Shoji gave a follow-up staff report for Consideration of Planning Policies and Maps presented at City Council Meeting on April 18, 2019. Ms. Shoji recommended the following:

1. Adopt Ordinance 2019-03 Comprehensive Plan Amendment.
2. Continue the Public Hearing to consider Ordinance 2-19-02 Amendments to the Port Orford Municipal Code, Title 17, Zoning (Tsunami Overlay Zone), and Ordinance 219-04 Tsunami Overlay Zone Map.
3. Consider a new proposed Evacuation Route Improvement Requirements Map, when such a map is recommended for approval by the Coastal Resilience Steering Committee overseeing the project.

Councilor Campbell expressed how he is not for this at all.

Councilor Cox moved to not approve any of it until they receive the map with Councilor Campbell as second. **Motion carried 4-1**

**Councilor Cox Aye Councilor LaRoche Nay Councilor Williams Aye
Vacant _____ Councilor Garratt Aye Councilor Campbell Aye**

The Mayor will carry the hearing over for the July 18, 2019 meeting.

Student Recognition: The Mayor took this time to recognize six students for the time they volunteered to paint the inside of the Visitor Center. Certificates were presented to Olivia Schmidt, Gabby Amerman-Smith, and Atticus Wahl; three not present were Quince Nye, Natalie Vincent and Kross Miller. They did a fantastic job and the project could not have been done it without them.

4. Citizens' Concerns

- ◆ None

5. Departmental Reports

- ◆ Public Works Lead Duane Eckhoff reported that they were able to cut the overtime in half due to the fact that they were able to get the number two pump at Hubbard Creek online. There were two new hook-ups (services). TAG did a radio check and found that the Cedar Terrace Fire Station is the perfect spot for a repeater fixing the current communication problem. Joe Marsh is repairing the beach access at Battle Rock. They completed 15 locates. He invited the Council to visit both the water and sewer plant again.
- ◆ Administration: Pinehurst Docks – Councilor Cox asked about other bids, the Mayor confirmed with Mr. Hajek that other contractors were contacted. The Mayor asked if the letter of intent was sent.
- ◆ Finance: question of a six thousand dollar purchase – Flake Street lift station pumps.

6. Old Business

a. The Tsunami Hazard Overlay Zone Ordinances 2019-02, 2019-03 and 2019-04 were put on hold until the correct maps are received. Motion made after hearing above.

d. Resolution 2019-12 Tourism Advertising Agency was tabled for another workshop in June. Councilor Cox moved to table it to the next workshop with Councilor Garratt as second.
Motion carried 5-0

Councilor Cox Aye
Vacant

Councilor LaRoche Aye
Councilor Garratt Aye

Councilor Williams Aye
Councilor Campbell Aye

e. Ordinance 2019-05 Tourism Advertising Agency was tabled for another workshop in June. Councilor Williams moved to table Resolution 2019-05 for the next workshop with Council Garratt as second. ***Motion carried 5-0***

Councilor Cox Aye
Vacant

Councilor LaRoche Aye
Councilor Garratt Aye

Councilor Williams Aye
Councilor Campbell Aye

7. New Business

a. Workshop Direction to staff: Councilor Williams stated the in the March workshop the Right-of-Way requests were discussed but no direction was given. Councilor Williams moved that all Right-of-Way requests go through city staff and then to council eliminating the Planning Commission with Councilor Garratt as second. ***Motion carried 5-0***

Councilor Cox Aye
Vacant

Councilor LaRoche Aye
Councilor Garratt Aye

Councilor Williams Aye
Councilor Campbell Aye

b. Outsourcing Recording and Creating of Council Minutes. In an effort to free up some of the City Administrator/Recorders time for upcoming projects, the Council discussed outsourcing the Council minutes. City Administrator Richards explained there are other duties to the Recorders position that still must be addressed such as creating the agenda, compiling the information for the Council packets and more. There are two options for the council to consider. AccuScript, based out of Portland who specializes in transcribing council minutes and Ms. Richards introduced Ms. Howe of “Here’s Your Writer” a technical writer who lives in the Port Orford area. Councilor Williams moved to allow the transcription services, AccuScript to do the council minutes on a three-month trial period with Councilor LaRoche as second.
Motion carried 5-0

Councilor Cox Aye
Vacant ___

Councilor LaRoche Aye
Councilor Garratt Aye

Councilor Williams Aye
Councilor Campbell Aye

It was then discussed adding the Planning and Parks minutes along with the Council minutes. Councilor Williams moved to add Planning, Parks and Council to Accuscript Services with Councilor Garratt as second. **Motion carried 5-0**

Councilor Cox Aye
Vacant ___

Councilor LaRoche Aye
Councilor Garratt Aye

Councilor Williams Aye
Councilor Campbell Aye

- c. Engineers Task Orders to move forward. Task Orders six and seven for the water and sewer preliminary engineering report and Task Order eight for the PLC and contact time were discussed. Council did not feel it an emergency to move forward with Task Orders six and seven. However, Task Order eight is for the current project council has been working on. Questions raised on cost and the bigger tank; the task order does call out a twenty-five thousand gallon tank that is bigger than first proposed. Councilor Williams moved to table task orders six and seven with Councilor Cox as second. **Motion carried 5-0**

Councilor Cox Aye
Vacant ___

Councilor LaRoche Aye
Councilor Garratt Aye

Councilor Williams Aye
Councilor Campbell Aye

Councilor Williams moved to approve Task Order Eight as presented with Councilor Garratt as second. **Motion carried 4-1**

Councilor Cox Nay
Vacant ___

Councilor LaRoche Aye
Councilor Garratt Aye

Councilor Williams Aye
Councilor Campbell Aye

8. **Continuing Action** the Mayor listed off the continuing action items a – i. Council is working on the water, sewer and planning procedures.

10. Considerations

- a. Citizens –

Mr. Battersby questioned Council on the time limit for speaking.

Mr. Stetson stated his dissatisfaction with the complaint process asking the council to do something about it.

- b. Staff - The City Administrator declared the old council chairs a surplus to the City's needs and are of no value and would like to donate them to the Langlois Lions Club. Councilor Campbell moved to donate the chairs to the Lions Club with Councilor Williams as second. **Motion carried 5-0**

Councilor Cox Aye
Vacant ___

Councilor LaRoche Aye
Councilor Garratt Aye

Councilor Williams Aye
Councilor Campbell Aye

11. Future Meetings:

City Council Meeting ♦ June 20, 2019 ♦ 3:30 PM ♦ City Hall Council Chambers

12. Adjourn

There being no further business Mayor Pogwizd adjourned the meeting at 5:45 p.m.

Attest:

Mayor Tim Pogwizd

City Recorder, Terrie Richards

City of Port Orford

CITY COUNCIL ADMINISTRATION REPORT

Date: 05/16/19

SUBJECT: Parks/Other

ITEM NO: 6

PARKS:

- ⊗ Buffington Memorial Park: The Park Host has moved on and advertising is done. The Dog Park is almost complete – waiting on the Dog Park Rules sign.
- ⊗ Visitor Center: Working on some kind of security for the equipment Redfish Rocks is bringing in for tourists. The Arts Council is painting “please flush” signs or something similar in the restrooms apparently a lot of people assume we have automatic flush toilets – they are not.
- ⊗ Battle Rock: the Parks Commission is holding a Listening Session/Out Reach meeting June 19, 2019 at 3:30 PM in Council Chambers to receive a presentation from Kassandra Rippee of the Coquille Tribe regarding the historical importance and erosion of the rock and to receive suggestions to help protect the rock.
- ⊗ The broken sprinkler issue at the American Legion Hall is fixed. The Committee for the Community Building requests a joint meeting with the Parks Commission and City Council after June 12, 2019. The presentation is about an hour long

Other:

- June 4, 2019 met with the Senior Center to answer questions they had regarding the growth of their building.
- May 10, 2019 Met with Ryan Sandler from NOAA – every couple of years they question cities on how prepared they are for a disaster.
- May 11, 2019 the Household Hazardous Waste Committee met in Coquille to discuss the next free events. Brookings will have an event every year and Gold Beach will be every other year with Port Orford.
- May 11, 2019 the Steering Committee met with Meg Reed to discuss escape route maps.
- May 13, 2019 met with a Safety Consultant with OSHA – he did a walkthrough of both plants and the shop. waiting for the results.
- May 19, 2019 I will be attending the Out Reach meeting for Battle Rock and attending the Watershed Council meeting to hear what ideas there are for a second water source for the city.
- ★ 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.
- ★ I will be on vacation the first week of July

SUBMITTED BY: Terrie Richards

Terrie Richards, City Administrator

City of Port Orford

CITY COUNCIL ADMINISTRATION REPORT

Date: 6/2/19

SUBJECT: CTR Recycle Roll Cart

ITEM NO: 6

BACKGROUND:

CTR presented the new recycle roll cart at last month's meeting. CTR said there will be a lot of questions for the city and councilors. Attached is a list of Frequently Asked Questions to help you answer those questions.

FISCAL IMPACT:

None

RECOMMENDATION:

None

SUBMITTED BY:

Terrie Richards

Terrie Richards, City Administrator



FAQ	Residential Roll Cart Recycling--New to the Cities of Gold Beach and Port Orford, and County Urban Growth (UGB), which includes Harbor, Wedderburn, Nesika Beach, and Cape Ferrelo.
Q--What do I need to do on my recycle day the week of --	See reverse side for cart delivery dates
A-	On your collection day, place all your full and empty recycle bins at the curb. CTR will deliver your 64 gallon roll-cart (96g are available upon request). One bin will be left for glass only. Extra bins will be removed at that time.
Q- Will my recycle collection schedule change?	
A-	Yes. Your recycle pick-up will be every-other week starting after the dates listed on the reverse side.. A calendar, as well as a list of acceptable material, will accompany your new cart. Garbage pick-up will remain unchanged.
Q- Will I be charged for this service?	
A-	There will be an increase to your garbage service of \$3.75 per month.
Q- If I choose not to recycle will my rate still increase?	
A-	Yes. Recycle programs are typically funded by the garbage rates. The cost of the program and new rate has been approved by the Cities and County officials. You always have the option to downsize your garbage container to lower your rate. Effective July 1, a 21 gallon garbage container will be available.
Q- Why are we changing from bins to roll-carts?	
A-	Roll-cart recycling collection was adopted by larger cities many years ago and has slowly been adopted by smaller rural communities over the last decade. It has been tested and proven to benefit communities by increasing recycle material volume, containing loose material and keeping streets cleaner, providing a safer method of collection for our drivers, and making it easier to roll your container to the curb. The program has been successfully operating in the City of Brookings since January 2018.
Q- What will happen if I continue to use my small bin after the program starts?	
A-	Only glass can be collected from the small bins. Your mixed paper, plastics, and cans will be serviced by an automated truck similar to the garbage truck. Only roll-carts provided by CTR can be used with the new collection system. The truck will have a separate compartment for glass only and will still be handled by your collector. Your collector will only be able to service your container if the recycle material is in the appropriate container.
Q- What if I don't have enough space to store the containers?	
A-	The footprint of your roll-cart is similar to your smaller glass bin.
Q- How will we know the difference between our garbage cart and our recycle cart?	
A-	Your recycle roll-cart will have a grey lid with a picture of acceptable recycle material laminated on the lid. Rinsed containers free from food content will minimize animal scavenging.
Q- Do I need to bag my recycle material like I bag my trash?	
A-	No. Leave your mixed recycle material loose in your cart. Our processor is unable to accept plastic bags.
Q- How do I handle boxes that are too large to fit in my cart? Can I flatten them and place the cardboard outside my cart?	
A-	First try to fit your cardboard into the cart making sure it does not wedge. Second choice--flatten the cardboard, place on top of cart then close lid on top of cardboard. The driver will still be able to lift the cardboard with the automatic arm. Last option is to place the flattened cardboard at the side of the cart.
Q- I want to recycle but I don't want a roll-cart. What are my options?	
A-	CTR accepts recycle material at four transfer-site locations in Curry County. Locations are listed at www.currytransferrecycling.com
Q- Why are you only accepting Plastics #1 & #2 and not #3 -7	
A-	China is the largest importer of recycle material. Recently China introduced stringent policies restricting low quality and contaminated material from entering the country. Once we collect the material we bale and truck it to a sorting facility in Portland. It is then sold to domestic or foreign markets. We are committed to accepting uncontaminated materials that have decent markets and have a reasonable chance to be recycled and not landfilled.

ROLL CART RECYCLING Coming This June

**Brookings / Harbor Urban Growth Boundary (UGB) - Week of June 3rd
Cape Ferrelo - Monday, June 10th
City of Gold Beach/UGB - Wednesday, June 12th
City of Port Orford/UGB & Nesika Beach - Thursday, June 13th**

- On your collection day place all your full and empty recycle bins at the curb.
- CTR will deliver your new roll-cart for cardboard, plastic, paper, and cans. One small bin will be left for glass only. Extra bins will be removed at that time.
- Your collection day will not change, however, the collection frequency will be every-other-week. A calendar and instructions will accompany your new cart.

See FAQ On
Back

CURRY TRANSFER & RECYCLING

For more information:

visit www.currytransferrecycling.com or call 800-826-9801



NO GLASS
IN ROLL OUT



Recycling & Trash Guidelines

Recycling Out by 6AM

Garbage Out Night Before

RECYCLE



GLASS



Plastic

Bottles & Jugs #1 & #2



Paper

Newspapers, flattened cardboard, magazines, catalogs, scrap paper, cartons and egg cartons



Metal

Aluminum cans, steel cans, foil and clean aluminum trays



Glass Bottles & Jars

Mix all colors and shapes together. Labels are OK.

GARBAGE



Include (Please Bag)

Paper plates, coffee cups, freezer boxes, takeout containers, wrappers, facial tissues, empty aerosol cans, painted or stained wood, plastic bags, plastic ware, and liquid or beverage cartons

Bin Placement



Space between recycle and garbage at curb
Space between garbage and glass at curb
Plus 5 feet from stationary objects such as vehicles and mailboxes



Must be Bagged

Pet waste, cat litter, diapers & hygiene products, sawdust, ashes, packaging peanuts and broken glass

FINANCIAL REPORT

June 10, 2019

For the month of May, the total revenue and expenditures for all funds was \$173,049.15 and \$126,094.42 respectively. Following is a more detailed narrative of the activity per fund.

General Fund:

The General fund received \$43,003.38 in revenue of which \$2,541.59 was from property tax receipts, \$28,425.76 from citations, \$1,532.22 from the State Liquor Tax, \$2,255.52 in State shared revenue, \$386.13 from the State Cigarette Tax, \$873.29 for the 1st quarter franchise payment from LSN, \$3,081.87 for the 1st quarter franchise payment from Charter, \$1,015.17 in interest, \$1,196.00 in Business License, \$1,250.00 in Planning fees, \$105.00 in miscellaneous fees, and \$340.83 in court administrative fees. For the month of May, the General Fund disbursed \$23,042.87 of which \$12,524.15 was for wages, \$175.00 in citation reimbursements and assessments, \$17.75 for training, \$242.26 for custodial services, \$38.70 for custodial supplies, \$1,200.00 for legal services, \$819.41 for office supplies, \$200.00 for the municipal judge, \$365.71 in bank fees, \$766.67 for work on the Tsunami Resilience Grant, \$156.66 for copier lease, \$2,464.69 for work on the proposed Egrets Bluff subdivision, \$1,576.61 for planning services, \$223.75 for postage, \$7.28 for repairs to City Hall, \$322.86 for telephone, \$1,561.62 for electricity, \$168.50 annual membership with Oregon Mayor Association and Oregon Municipal Judges Association, \$116.27 late fee for the health insurance remittance, and \$94.98 for internet service.

Parks:

Parks received \$8,666.12 in revenue of which \$8,421.59 is from the second quarter TLT Tax, \$50.00 rent for the Visitor Center, and \$194.53 in interest. For the month of May, \$6,663.36 was disbursed for Parks of which \$3,585.68 was for payroll, \$206.21 for fuel, \$300.00 for advertisement with the Oregon Coast Visitors Association, \$492.97 for electricity, \$162.81 for maintenance of Battle Rock Park, \$174.44 for maintenance of the Visitor Center, \$19.35 for maintenance at the Community Building, \$58.06 for maintenance of the American Legion Hall, \$77.42 Maintenance of Buffington Park, \$75.22 for maintenance of the 12th ST boat ramp, \$19.90 for vehicle maintenance, \$96.46 for small tools and minor equipment, \$14.93 for disposable gloves, \$29.21 for telephone service, \$35.97 for internet service, \$6.99 for miscellaneous supplies, and \$1,307.74 for custodial services.

Public Safety:

\$31,444.19 was disbursed for the Police Department of which \$29,559.21 was for payroll, \$20.75 for office supplies, \$957.71 for fuel, \$75.00 for Kings Online, \$380.34 for training, and \$451.18 for telephone service. Public Safety received \$3,294.56 in revenue of which \$2,128.14 was from property tax receipts, \$45.00 for burn permits, \$30.00 for police reports, \$973.03 overtime reimbursement for our participation in the recent US Marshals sex offender sweep, and \$118.39 in interest.

Water Enterprise:

The Water Department received \$35,658.76 in revenue of which \$32,605.82 was from the April utility billing of which \$2,210.65 is designated to be set aside for Water Capital Reserves, \$2,676.00 for two new water connection, and \$376.94 in interest. The Water Enterprise Fund paid out \$33,354.72 of which \$21,987.54 was for payroll, \$115.33 for postage, \$410.09 for telephone services, \$39.99 for internet service, \$2,583.00 for electricity, \$307.46 for fuel, \$500.00 for contact services, \$4,118.21 for water purification supplies, \$196.50 for lab supplies, \$75.00 for water testing, \$288.36 for maintenance of water lines, \$60.19 for new locks and keys, \$83.00 for a CDL physical, \$25.67 for maintenance of the treatment plant, and \$2,564.38 for work on the telemetry issues.

Water Capital Reserves:

The Water Capital Reserve Fund received \$317.94 in interest. The Water Capital Reserve Fund balance is now \$138,998.48.

Sewer Enterprise:

The Sewer Enterprise Fund received \$49,811.12 in cash receipts which consists of \$518.54 in interest, \$772.00 for one sewer hookup fee, and \$48,520.58 was from the April utility billing of which \$2,309.83 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for May was \$25,469.34 of which \$22,055.14 was for payroll, \$2,537.72 for electricity, \$220.61 for telephone service, \$255.61 for fuel, \$59.99 for internet service, \$64.19 for new lock and keys, \$125.00 for a CDL physical, \$35.76 for office supplies, and \$115.32 for postage.

Sewer Capital Reserves:

The Sewer Capital Reserves received \$307.62 in interest. The Sewer Capital Reserve Fund balance is now \$134,487.52.

Street Fund:

For May the Street Fund received \$7,583.34 of which \$7,342.03 was from the State Highway tax, \$85.00 for a curb cut permit, and \$156.31 in interest. \$6,119.94 was disbursed for Streets, of which \$4,678.36 was for wages, \$99.00 for the port-a-pott, \$272.60 for fuel, \$26.99 for minor tools, \$1,012.00 reimbursement for a street cut, and \$30.99 for office depot.

Streets Capital Improvement Fund

The Streets Capital Improvement Fund received \$95.27 in interest and the new balance is now \$41,651.88.

Equipment Replacement Fund:

The Equipment Replacement Fund received \$105.48 in interest. The balance of the Equipment Replacement Fund is \$48,614.42.

Water and Sewer SDC:

The Water SDC Fund received \$818.68 in interest and \$17,838 for two hook ups. The Sewer SDC Fund received \$586.88 in interest and \$4,962.00 for one hook up for the month of May. The balances of the SDC funds are as follows:

Water SDC	\$374,726.74
Sewer SDC Reimbursement	\$236,439.63
Sewer SDC Improvement	\$ 24,243.53

David Johnson



Bank Transaction Report

City of Port Orford

Transaction Detail

Issued Date Range: 05/01/2019 - 05/31/2019

Issued	Number	Description	Amount
Bank Draft			
05/03/2019	DFT0005217	AsiFlex	41.66
05/03/2019	DFT0005218	VOYA - Oregon Savings Growth Plan	235.00
05/03/2019	DFT0005219	PERS	712.57
05/03/2019	DFT0005220	PERS	729.07
05/03/2019	DFT0005221	PERS	1,716.55
05/03/2019	DFT0005222	PERS	1,188.82
05/03/2019	DFT0005223	PERS	600.61
05/03/2019	DFT0005224	PERS	1,473.39
05/03/2019	DFT0005225	Oregon Dept of Justice	244.50
05/03/2019	DFT0005226	Oregon Dept of Revenue	27.58
05/03/2019	DFT0005227	Oregon Dept of Revenue	28.18
05/03/2019	DFT0005228	Rogue Credit Union	806.60
05/03/2019	DFT0005229	Oregon Dept of Revenue	1,824.81
05/03/2019	DFT0005230	Rogue Credit Union	2,444.83
05/03/2019	DFT0005231	Rogue Credit Union	3,448.86
05/09/2019	DFT0005232	PERS Social Security Administration Fee	15.00
05/10/2019	DFT0005249	Aprils ASI Flex Admin Fee	3.75
05/20/2019	DFT0005234	AsiFlex	41.66
05/20/2019	DFT0005235	VOYA - Oregon Savings Growth Plan	235.00
05/20/2019	DFT0005236	VOYA - Oregon Savings Growth Plan	105.34
05/20/2019	DFT0005237	PERS	712.57
05/20/2019	DFT0005238	PERS	734.09
05/20/2019	DFT0005239	PERS	1,638.73
05/20/2019	DFT0005240	PERS	1,136.12
05/20/2019	DFT0005241	PERS	514.77
05/20/2019	DFT0005242	PERS	1,406.66
05/20/2019	DFT0005243	Oregon Dept of Revenue	26.28
05/20/2019	DFT0005244	Oregon Dept of Revenue	27.16
05/20/2019	DFT0005245	Rogue Credit Union	769.02
05/20/2019	DFT0005246	Oregon Dept of Revenue	1,740.40
05/20/2019	DFT0005247	Rogue Credit Union	2,292.69
05/20/2019	DFT0005248	Rogue Credit Union	3,288.08
TOTAL DRAFTS			30,210.35
Check			
05/01/2019	14103	TOM BRIGHT	30.05
05/03/2019	14104	CIS TRUST	11,743.25
05/03/2019	14105	Void Check	0.00
05/03/2019	14106	Void Check	0.00
05/03/2019	14107	Void Check	0.00
05/03/2019	14108	Teamsters Local U. #206	303.50
05/03/2019	14109	Carson Oil Company	59.36
05/03/2019	14110	CASH IN OFFICE	199.40
05/03/2019	14111	Charter Communications	274.69

Issued	Number	Description	Amount
05/03/2019	14112	Clark, Patricia	17.75
05/03/2019	14113	Coos-Curry Electric Co-op	6,326.66
05/03/2019	14114	Void Check	0.00
05/03/2019	14115	Coos-Curry Supply, Inc.	221.10
05/03/2019	14116	Void Check	0.00
05/03/2019	14117	Curry Health Network	83.00
05/03/2019	14118	Frontier	35.97
05/03/2019	14119	Gold Beach Lumber	174.33
05/03/2019	14120	Kathee Woods	104.34
05/03/2019	14121	Marsh Excavation, LLC	260.00
05/03/2019	14122	McCowan Clinical Laboratory, Inc.	75.00
05/03/2019	14123	Oregon Coast Visitors Association	300.00
05/03/2019	14124	Rogue Credit Union-Visa	1,337.65
05/03/2019	14125	Void Check	0.00
05/03/2019	14126	Shoji Planning, LLC	4,807.97
05/03/2019	14127	TAG/ The Automation Group, Inc.	2,564.38
05/03/2019	14128	TransUnion Risk and Alternative Data Solutions, Inc.	75.00
05/03/2019	14129	U. S. Cellular	173.37
05/09/2019	14130	AccuForm,LLC	127.44
05/09/2019	14131	Allstream	129.96
05/09/2019	14132	AT&T Mobility	284.36
05/09/2019	14133	Bay Area Copier Company	225.23
05/09/2019	14134	C & K Market	66.75
05/09/2019	14135	Charter Communications	94.98
05/09/2019	14136	Frontier	94.24
05/09/2019	14137	Gary Milliman	62.50
05/09/2019	14138	Office Depot	445.99
05/09/2019	14139	Oregon Mayor's Association	106.00
05/09/2019	14140	Roto Rooter, A Waste Connection Co.	99.00
05/09/2019	14141	Tom West	1,012.00
05/09/2019	14142	Vend West Services	41.50
05/09/2019	14143	Western Exterminator Company	70.10
05/20/2019	14144	CIS TRUST	11,626.94
05/20/2019	14145	Void Check	0.00
05/20/2019	14146	Void Check	0.00
05/20/2019	14147	Void Check	0.00
05/20/2019	14148	Teamsters Local U. #206	277.00
05/20/2019	14149	Coastal Paper & Supply, Inc.	387.09
05/20/2019	14150	Coos-Curry Electric Co-op	848.65
05/20/2019	14151	Void Check	0.00
05/20/2019	14152	Jolynne Voorhees	175.00
05/20/2019	14153	Northstar Chemical, Inc.	4,118.21
05/20/2019	14154	ODOT Fuel Sales	1,940.23
05/20/2019	14155	U.S. Bank Equipment Finance	156.66
05/20/2019	14156	USA Blue Book	196.50
05/31/2019	14157	Gary Milliman	200.00
05/31/2019	14158	Gregory T. Ryder	1,550.00
05/31/2019	14159	Law Offices of Frederick J Carleton	1,200.00
05/31/2019	14160	Terrusa, David R	500.00
		TOTAL CHECKS	55,203.10
EFT			
05/03/2019	DFT0005216	Payroll EFT	20,569.40
05/20/2019	DFT0005233	Payroll EFT	19,775.91
		TOTAL EFT	40,345.31

Detail Report

Account Detail

Date Range: 07/01/2018 - 05/31/2019

City of Port Orford



Account	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 030 - WATER ENTERPRISE FUND					
030-00-44109	0.00	-25,538.17	220.92	25,759.09	-25,538.17
Post Date	Project Account	Debits	Credits	Running Balance	
07/02/2018				-2,347.66	
07/06/2018		3.41		-2,344.25	
07/16/2018		3.09		-2,341.16	
07/18/2018			0.97	-2,342.13	
07/19/2018		1.67		-2,340.46	
07/19/2018			10.72	-2,351.18	
07/25/2018			2.50	-2,353.68	
07/31/2018		0.69		-2,352.99	
07/31/2018			2.50	-2,355.49	
08/01/2018			2,885.61	-5,241.10	
08/08/2018		5.40		-5,235.70	
08/08/2018		6.68		-5,229.02	
08/08/2018		1.96		-5,227.06	
08/20/2018		1.48		-5,225.58	
08/21/2018		1.58		-5,224.00	
08/21/2018		38.97		-5,185.03	
08/23/2018			3.98	-5,189.01	
08/23/2018		7.11		-5,181.90	
08/30/2018			9.70	-5,191.60	
09/04/2018			2,544.85	-7,736.45	
09/19/2018			4.51	-7,740.96	
09/20/2018		1.04		-7,739.92	
09/27/2018		6.38		-7,733.54	
10/01/2018			7.24	-7,740.78	
10/01/2018			2,419.70	-10,160.48	
10/02/2018			2.64	-10,163.12	
10/04/2018			5.14	-10,168.26	
10/10/2018		5.20		-10,163.06	
10/24/2018			22.42	-10,185.48	
10/29/2018			2.99	-10,188.47	
10/30/2018		2.53		-10,185.94	
10/31/2018			2.57	-10,188.51	
11/01/2018			2,262.18	-12,450.69	
11/06/2018			4.00	-12,446.69	
11/29/2018			8.23	-12,454.92	

Desingnated for Reserves

Post Date	Packet Number	Source Transaction	Description	Vendor
07/02/2018	UBPKT00871	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00871	
07/06/2018	UBPKT00875	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
07/16/2018	UBPKT00884	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
07/18/2018	UBPKT00885	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00885	
07/19/2018	UBPKT00886	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
07/19/2018	UBPKT00887	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00887	
07/25/2018	UBPKT00888	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00888	
07/31/2018	UBPKT00894	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00894	
07/31/2018	UBPKT00895	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00895	
08/01/2018	UBPKT00898	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00898	
08/08/2018	UBPKT00908	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
08/08/2018	UBPKT00909	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
08/20/2018	UBPKT00911	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00911	
08/21/2018	UBPKT00914	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
08/21/2018	UBPKT00915	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
08/21/2018	UBPKT00916	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
08/23/2018	UBPKT00917	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00917	
08/23/2018	UBPKT00919	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
08/30/2018	UBPKT00921	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00921	
09/04/2018	UBPKT00923	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00923	
09/19/2018	UBPKT00926	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00926	
09/20/2018	UBPKT00929	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
09/27/2018	UBPKT00931	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
10/01/2018	UBPKT00935	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00935	
10/01/2018	UBPKT00934	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00934	
10/02/2018	UBPKT00939	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00939	
10/04/2018	UBPKT00942	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00942	
10/10/2018	UBPKT00945	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00	
10/24/2018	UBPKT00946	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00946	
10/29/2018	UBPKT00949	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00949	
10/30/2018	UBPKT00950	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00950	
10/31/2018	UBPKT00954	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00954	
11/01/2018	UBPKT00956	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00956	
11/06/2018	UBPKT00962	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00962	
11/29/2018	UBPKT00967	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00967	

Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Designated for Reserves - Continued					0.00	-25,538.17	220.92	25,759.09	-25,538.17
12/03/2018	UBPKT00969	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00969						
12/03/2018	UBPKT00970	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00970						
12/05/2018	UBPKT00973	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00973			0.05		1.72	-12,456.64
12/13/2018	UBPKT00977	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00977			5.09		2,281.12	-14,737.76
12/20/2018	UBPKT00980	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00980			5.00			-14,727.62
12/26/2018	UBPKT00981	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00981					6.21	-14,733.83
12/31/2018	UBPKT00984	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00984			10.00			-14,723.83
01/02/2019	UBPKT00987	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00987					1.00	-14,724.83
01/02/2019	UBPKT00986	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00986					2,214.35	-16,939.18
01/09/2019	UBPKT00990	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00990			8.45		4.85	-16,930.73
01/31/2019	UBPKT00993	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00993						-16,935.58
01/31/2019	UBPKT00999	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00999					1.52	-16,937.10
02/01/2019	UBPKT01000	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01000					2,222.16	-19,159.26
02/12/2019	UBPKT01012	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01012					2.42	-19,161.68
02/13/2019	UBPKT01015	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01015			5.92			-19,155.76
02/14/2019	UBPKT01019	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01019					2.15	-19,157.91
02/28/2019	UBPKT01017	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01017			4.63		0.42	-19,158.33
03/01/2019	UBPKT01020	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01020					2.50	-19,160.83
03/01/2019	UBPKT01018	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01018					2,105.78	-21,266.61
03/19/2019	UBPKT01023	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01023			0.70			-21,265.91
03/26/2019	UBPKT01028	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01028						-21,261.28
03/27/2019	UBPKT01029	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01029					9.12	-21,270.40
04/01/2019	UBPKT01034	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01034			1.54		2,138.71	-23,409.11
04/03/2019	UBPKT01039	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01039			8.86			-23,407.57
04/03/2019	UBPKT01040	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01040			8.27			-23,398.71
04/04/2019	UBPKT01041	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01041						-23,390.44
04/05/2019	UBPKT01043	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01043					0.80	-23,391.24
04/05/2019	UBPKT01045	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01045					0.40	-23,391.64
04/24/2019	UBPKT01062	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01062			44.52			-23,347.12
04/30/2019	UBPKT01069	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01069			19.60			-23,327.52
05/01/2019	UBPKT01074	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01074					20.73	-23,348.25
05/01/2019	UBPKT01073	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01073					2,194.18	-25,542.43
05/01/2019	UBPKT01079	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01079			0.17			-25,542.26
05/03/2019	UBPKT01080	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01080			5.00			-25,537.26
05/15/2019	UBPKT01083	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01083					2.11	-25,539.37
05/21/2019	UBPKT01085	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01085			1.93			-25,537.44
05/31/2019	UBPKT01092	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01092					0.73	-25,538.17
Total Fund: 030 - WATER ENTERPRISE FUND:					0.00	-25,538.17	220.92	25,759.09	-25,538.17

Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Designated for Reserves					0.00	-26,756.53	297.16	27,053.69	-26,756.53
07/02/2018	UBPKT00871	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00871				297.16	27,053.69	-26,756.53
07/06/2018	UBPKT00875	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			8.88	2,486.96	2,486.96	-2,486.96
07/16/2018	UBPKT00884	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			13.49			-2,478.08
07/18/2018	UBPKT00885	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00885				1.06	1.06	-2,464.59
07/19/2018	UBPKT00886	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			4.45			-2,465.65
07/19/2018	UBPKT00887	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00887				4.50	4.50	-2,461.20
07/25/2018	UBPKT00888	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00888				2.38	2.38	-2,465.70
07/31/2018	UBPKT00894	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00894			1.50			-2,468.08
07/31/2018	UBPKT00895	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00895				2.59	2.59	-2,466.58
08/01/2018	UBPKT00898	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00898				3,107.55	3,107.55	-2,469.17
08/08/2018	UBPKT00906	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00906				2.39	2.39	-5,576.72
08/08/2018	UBPKT00908	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			13.72			-5,579.11
08/08/2018	UBPKT00909	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			19.17			-5,565.39
08/20/2018	UBPKT00911	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00911			2.96			-5,546.22
08/20/2018	UBPKT00913	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00913				63.61	63.61	-5,543.26
08/21/2018	UBPKT00914	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			9.44			-5,606.87
08/21/2018	UBPKT00915	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			4.19			-5,597.43
08/21/2018	UBPKT00916	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			94.05			-5,593.24
08/23/2018	UBPKT00917	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00917				4.44	4.44	-5,499.19
08/23/2018	UBPKT00919	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			16.23			-5,503.63
08/30/2018	UBPKT00921	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00921				11.51	11.51	-5,487.40
09/04/2018	UBPKT00923	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00923				2,661.31	2,661.31	-5,498.91
09/19/2018	UBPKT00926	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00926				4.58	4.58	-8,160.22
09/20/2018	UBPKT00929	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			3.60			-8,164.80
09/27/2018	UBPKT00931	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			5.10			-8,161.20
10/01/2018	UBPKT00935	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00935				7.99	7.99	-8,156.10
10/01/2018	UBPKT00934	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00934				2,564.39	2,564.39	-8,164.09
10/02/2018	UBPKT00939	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00939				2.40	2.40	-10,728.48
10/04/2018	UBPKT00942	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00942				6.98	6.98	-10,730.88
10/10/2018	UBPKT00945	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			9.45			-10,737.86
10/24/2018	UBPKT00946	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00946				24.11	24.11	-10,728.41
10/29/2018	UBPKT00949	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00949				3.50	3.50	-10,752.52
10/30/2018	UBPKT00950	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00950			2.53			-10,756.02
10/31/2018	UBPKT00954	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00954				2.66	2.66	-10,753.49
11/01/2018	UBPKT00956	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00956				2,369.99	2,369.99	-10,756.15
11/06/2018	UBPKT00962	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00962			5.00			-13,126.14
11/29/2018	UBPKT00967	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00967				10.76	10.76	-13,121.14
12/03/2018	UBPKT00969	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00969				1.72	1.72	-13,131.90
12/03/2018	UBPKT00970	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00970				2,377.94	2,377.94	-13,133.62
12/05/2018	UBPKT00973	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00973			0.05			-15,511.56
12/13/2018	UBPKT00977	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT00			12.71			-15,511.51
									-15,498.80

Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Designated for Reserves - Continued					0.00	-26,756.53	297.16	27,053.69	-26,756.53
12/20/2018	UBPKT00980	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT00980						
12/26/2018	UBPKT00981	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00981						
01/02/2019	UBPKT00987	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00987						
01/02/2019	UBPKT00986	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT00986						
01/31/2019	UBPKT00993	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00993						
01/31/2019	UBPKT00999	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT00999						
02/01/2019	UBPKT01000	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01000						
02/12/2019	UBPKT01012	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01012						
02/13/2019	UBPKT01015	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01015						
02/14/2019	UBPKT01019	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01019			5.92			
02/28/2019	UBPKT01017	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01017						
03/01/2019	UBPKT01020	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01020						
03/01/2019	UBPKT01018	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01018						
03/19/2019	UBPKT01023	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			2.41			
03/26/2019	UBPKT01028	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01						
03/27/2019	UBPKT01029	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01029			5.13			
04/01/2019	UBPKT01034	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01034						
04/03/2019	UBPKT01039	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			4.17			
04/03/2019	UBPKT01040	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			8.51			
04/04/2019	UBPKT01041	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			7.93			
04/05/2019	UBPKT01043	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01043						
04/05/2019	UBPKT01045	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01045						
04/24/2019	UBPKT01062	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01						
05/01/2019	UBPKT01074	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01074			24.51			
05/01/2019	UBPKT01073	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01073						
05/01/2019	UBPKT01079	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			0.13			
05/03/2019	UBPKT01080	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01080			5.00			
05/15/2019	UBPKT01083	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01083						
05/21/2019	UBPKT01085	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			1.93			
05/28/2019	UBPKT01089	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01089						
05/31/2019	UBPKT01092	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01092						
Total Fund: 035 - SEWER ENTERPRISE FUND:					0.00	-26,756.53	297.16	27,053.69	-26,756.53
Grand Totals:					0.00	-52,294.70	518.08	52,812.78	-52,294.70



CITY OF PORT ORFORD

COUNCIL RULES

1.0 MEETINGS; GENERAL:

- 1.1* Meeting times: The council regular meeting shall be held on the third Thursday of each month at 3:30 p.m. in the council chambers. A City Council workshop session may be held in the small conference room 30-60 minutes before each Council meeting. The public is invited to attend the workshop sessions as well as the regular Council meetings immediately following the workshops. In the event a specified employee holiday falls on that Thursday, the council will meet on the first Friday following. The council may, at a regular or special meeting, designate a different day, time, and/or place for an upcoming regular meeting.
- 1.1.1* Council members and city staff whose presence at meetings is required shall be at the meeting place five (5) minutes prior to the scheduled start of the meeting so that the meeting can begin promptly.
- 1.2* Mayors Absence: In the event the Mayor is absent the Council President shall preside over the council meeting with full voting powers. In the event the Mayor and Council President are both absent the council shall move by motion and vote to elect another council member to be acting president, retaining full voting powers.
- 1.3* Council Absence: In the event that a council member knows he or she will not be able to attend a scheduled meeting, he or she will so notify either the Mayor or the City Administrator as soon as practicable.
- 1.4* Work Sessions: Work sessions shall be held in accordance with applicable state law. Such sessions shall be called by the Mayor, City Administrator or at the request of at least three council members in writing¹.
- 1.5* Special Meetings: A special meeting may be called by the Mayor or at the request of at least three council members, in writing, to the City Administrator.
- 1.5.1* No special meeting shall be held without at least 24 hours notice to the members of the governing body, the news media which have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice.
- 1.6* Executive Sessions: Executive Sessions may be held during regular, or special sessions, so long as applicable statutes are met.
- 1.7* Public Hearings: Public Hearings shall be held in conjunction with regular scheduled council meetings whenever possible.
- 1.7.1* Hearings Officer: The presiding officer shall designate a Hearing Officer to conduct the public hearing when appropriate.

2.0 MEETINGS GUIDELINES

- 2.1 Quorums: A quorum shall consist of four (4) of the six (6) council members. If a quorum is not present at the time the meeting is called to order, the City Recorder shall immediately inform the absent members, except for those known to be unavoidably detained, that their presence is required to enable the Council to proceed. If the absent members do not appear after said notice, the meeting shall be adjourned.
- 2.2 Roberts Rules of Order: Robert's Rules of Order Revised shall be used as a general guide for conduct of Council meetings. The Council has an obligation to be clear and simple in its procedures and the consideration of issues before it. It should avoid invoking the finer points of Parliamentary procedure which may serve only to obscure the issues and to arouse the suspicion of the audience.
- 2.3 Agenda: The City Recorder shall, upon consultation with the City Administrator, prepare an agenda of the business to be conducted at regular Council meetings for the approval of the Mayor. No item shall be added to the agenda after Noon on the Friday preceding the meeting. The agenda shall be prepared in accordance with paragraph 2.3.1. The Council shall consider only those items on the agenda. In order for the Council to consider any item not on the agenda, the Council must first vote to consider that item. If the item receives less than a majority of the votes of the council members present, it will not be considered at that meeting. Council members and the Mayor shall endeavor to have subjects they wish considered submitted to the City Recorder in time to be placed on the agenda. Additional material to be added to the agenda after the Friday before the council meeting should be submitted to staff for distribution to the council.

- 2.3.1 Order of Business: The order of business at regular council meetings shall be determined by the Mayor and City Administrator per the following items including but not limited to:

Call to Order / Flag Salute
Additions to the Agenda
Presentations to the Council/Citizens

Consent Calendar

Citizen's Concerns (Sign-up Required)—Citizens may comment on or provide information on agenda items or approved material submitted in advance for Council consideration.

Departmental Reports

- a) Administrative
- b) Finance
- c) Public Works
- d) Police Department
- e) Planning Commission
- f) Mayors Report
- g) Liaison Reports
 - 1) Port
 - 2) School District
 - 3) Fire Board
 - 4) Chamber of Commerce

- 5) Watershed
- 6) Parks/TLT
- 7) Curry County
- 8) Others as appropriate
- h) Other Committee Reports, if applicable
- Old Business
- New Business
- Continuing Action Items
- Considerations
 - a) Citizen Considerations—Citizens may bring up any matters of concern for future consideration by the Council.
 - b) Staff Considerations
 - c) Councilor Considerations
 - d) Mayor Considerations
- Future Meetings Date / Time
- Adjourn

2.3.2 Consent Calendar items: Items on the consent calendar shall be removed from the consent calendar and placed under Continuing Action Items, Old Business, or New Business as appropriate upon the request of the Mayor, or at least one Councilor.

2.3.3 The Council shall, by consensus or majority vote, approve Mayor appointments and removals of all officers of the City, members of all committees, commissions, and boards.

~~2.4 Citizen Concerns: Citizens desiring to have an issue placed on the agenda for discussion by the council shall, prior to Noon of the Friday preceding the council meeting, submit a letter explaining the issue to the Mayor and City Administrator. The issue shall be placed on the agenda if appropriate. It is expected that the petitioning party shall appear at the Council meeting to address the Council. The petitioning party shall confine their remarks to a five (5) minute presentation. (Additional time may be granted should the Mayor or members of the Council wish to question the petitioner.) Citizens shall also have the opportunity to address the Council under "Citizens Considerations" at the end of the meeting without going through the agenda process. Items brought up under Citizens Considerations may be considered by the Council at a future meeting.~~

2.4 Documents prepared by citizen groups working under the auspices of the City Council shall be submitted to the Council for approval only. There shall be no editing or changes made to the document, except correction of typographical errors, during the open Council meeting. Each document shall be submitted to a Council vote. If the vote to approve fails, then the document shall be returned to the originating organization for correction or amendment. Each of the council members who voted in the negative for editing changes may submit in writing to the originating group their comments for consideration and inclusion into the amended document. These written comments shall be submitted to the originating organization within ten (10) days after the Council vote.

~~2.4.2 Issues raised by a citizen during the Citizen Considerations period of the agenda, but not communicated to the Mayor and City Administrator by Noon of the Friday~~

~~preceding the council meeting shall only be discussed by the Council if the Council first votes to consider said item.~~

~~2.4.3 Citizens are encouraged to provide comments, and to communicate their views to the City Council. Comments and suggestions may be submitted in writing or given at public meetings. Written comments may be read into the record of a public meeting, however, City Councilors, the Mayor, and City staff shall not be required to read submitted statements into the record. Citizens may read their own statements, or enlist the aid of another Citizen to read a letter to the Council.~~

2.5 Speaking by Council Members:

Council members wishing to speak shall first receive recognition by the chair and shall confine his or her remarks to the topic under debate. Each council member shall be allowed an initial three (3) minutes to state his or her position on each agenda item. The presiding officer shall be required to ask the councilors to state their positions if they desire to do so. All councilors shall be given equal opportunity to speak.

When each councilor has been given the opportunity to state his or her views, the presiding officer shall once again offer each councilor a chance to comment on the views previously presented. Here again, the maximum comment period shall be limited to no more than three (3) minutes. The Mayor or presiding officer shall have, and be required to exercise authority to limit the speaker's time to three (3) minutes. However, the Council may extend any speaker's time limit by majority vote.

2.6 Speaking by Members of the Audience at a Public Hearing:

2.6.1 Members of the audience wishing to speak at the public comment period at a public hearing shall raise their hand and wait to be recognized by the chair. After recognition, that person shall come to the microphone provided, state his or her name and place of residence for the record, and limit his or her remarks to the issue under consideration. All remarks and questions shall be addressed to the presiding officer and not to any individual council member, staff member or other person. The chair may then designate a staff member or council member to answer the question, if appropriate. Public comment shall be limited to 5 minutes unless extended by the chair.

2.6.2 No member of the audience shall be allowed to speak at a Public Hearing more than once on any subject until other members of the audience choosing to speak have so spoken. In any event no member of the audience shall speak more than twice on the same issue at any one hearing.

2.6.3 After a public hearing has been closed, no member of the audience shall address the Council without first securing permission from the chair.

~~2.7 Speaking by Members of the Audience at City Council meetings:~~

~~2.7.1 The Oregon Public Meetings law is a public attendance law, not a public participation law. Members of the public must be allowed to attend meetings, but~~

public comment is not a requirement under the law. The City of Port Orford wishes to receive appropriate public input at its meetings, and therefore, has promulgated these rules to maintain an orderly public comment process.

- ~~2.7.2~~ No person, be it a council member, city staff, or member of the audience, shall enter into any discussion unless first recognized by the chair.
- ~~2.7.3~~ Those members of the audience addressing the council at the beginning of a meeting under citizen concerns shall be limited to five (5) minutes. Public comment at this portion of the meeting shall be related to agenda items to be considered at the meeting. No member of the audience shall be allowed to speak at a City Council meeting more than once on any subject until other members of the audience choosing to speak have so spoken. In any event no member of the audience shall speak more than twice on the same issue at any one meeting.
- ~~2.7.4~~ After a motion has been made and seconded no member of the audience shall address the council without first securing permission from the chair.
- ~~2.7.5~~ Public comment under the "Citizen Considerations" portion of the meeting may be on any subject of concern to the speaker. Any Council action on the item of concern will be at a future meeting.

2.7 Public Comment

- 2.7.1 Two periods for public comment will be reserved for every regular meeting of the council. The first period for public comment shall be limited to items placed on the agenda other than public hearings (Citizen Concerns), and the second period of public comment shall be used to comment on any issue of city business, other than agenda items (Citizen Considerations). The presiding officer may, unless a member of council objects, allow a person who desires to make comment on an item not on the agenda to speak during the first comment period.**
- 2.7.2 Persons wishing to speak during public comment must sign the "speaker's roster" with the person's name and address and the topic upon which the person wishes to speak, not later than the call to order.**
- 2.7.3 Members of the public may speak about any topic during the last period for public comment, except for items that may be on a hearing, or require a hearing such as legislative, quasi-judicial, or administrative matters. The presiding officer may exclude or limit cumulative or repetitious topics. Topics must be in the form of an item that can be addressed by the council if it so chooses. *Questioning the staff or city councilors is strictly prohibited!* If a speaker violates these rules the Mayor shall terminate the speakers presentation.**
- 2.7.4 If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official**

record has been closed on any matter which has been the subject of a public hearing.

- 2.7.5 Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker's roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address [or the ward in which they reside]. The presiding officer may allow additional persons to speak if they have not signed the speaker's roster.
- 2.7.6 Councilors may, after obtaining the floor, ask questions of speakers during public comment. Councilors shall use restraint when exercising this option, and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
- 2.7.7 Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting. If your presentation requires the use of special resources such as projector, or the setup of your own equipment you must register your presentation (and such requirements) at least 1 week in advance with the city office. You must also arrive at the meeting 15 minutes in advance to ensure enough time to setup for your presentation if advance of the meeting start.

3.0 ORDER AND DECORUM:

- 3.1 Order by the Chair: The presiding officer (usually the Mayor) will have complete control of the meeting. Any attempt to override a decision of the presiding officer must be supported by a majority vote of the council members.
- 3.2 Council Etiquette: No council member will *ever* chastise, denigrate, or criticize anyone during an open council meeting. If attempts to deal with these problems in a private two-way conversation fail, then the council member may petition the Mayor to convene a full council executive session to deal with the problem. In no case shall a council member deal with any city employee personnel problems except through the City Administrator. The chain of command must be observed.
- 3.3 Sergeant-At-Arms: The Sergeant-At-Arms shall be a Police Officer
 - 3.3.1 It shall be the duty of the Sergeant-At-Arms to assist the chair, as to maintain order and decorum at all meetings.
 - 3.3.2 Any of the following shall be sufficient cause to remove any person from the council chambers for the duration of the meeting, ~~if such conduct, in the opinion of the Sergeant at arms rises to the level of Disorderly Conduct.~~ **After a warning by the presiding officer.**
 - A. The use of unreasonably loud, offensive or disruptive language.
 - B. The making of loud or disruptive noise.

- C. The willful damage of furnishing or of the interior of the council chamber.
- D. The refusal to obey any of the rules of conduct provided within this article. ~~the limitations on occupancy and seating capacity.~~
- E. The engaging of violent or distracting actions.
- F. **Failure to follow the council rules, and/or directions of the presiding officer.**

3.4 Meeting Disruptions: ~~Unreasonably loud noise, or disruptive language or conduct, is hereby defined as that which obstructs the work or the conduct of business of the council.~~ **Noise, language, conduct, or failure to follow the council rules that results in disruption or delays to the business of the council.**

3.4.1 Before the Sergeant-At-Arms removes any person from the meeting room for conduct described in paragraph 3.3.2, that person shall be given a warning by the chair to cease his or her conduct.

3.4.2 ~~If the meeting is disrupted by members of the audience, the chair or a majority of the council members present may order that the council chambers be cleared.~~ **The Sergeant-At-Arms shall remove any person from the meeting room for conduct described in paragraph 3.3.2, if said person(s) continues**

3.5. Media: The taking of photographs, motion picture filming, and video recording in the council chambers shall be allowed except when the taking of such photographs, motion pictures or video recordings is disruptive to the business of the council.

3.5.1 No unofficial flags, posters, placards or signs, shall be allowed within the council chambers. This restriction does not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such a size and nature do not interfere with vision, hearing or seating of other members of the audience.

3.5.2. **MAYOR AND COUNCIL MEMBER CONDUCT**

1. Representing City. If the Mayor or a Council member appears before another governmental agency or organization to give a statement on an issue, the Mayor or Council member must state:

- a) Whether the statement reflects personal opinion or is the official position of the City; and
- b) Whether or not the statement is supported by a majority of the Council.

If the Mayor or Council member is representing the city, the Mayor or Council member must support and advocate for the official city position on the issue rather than a personal viewpoint.

4.0 VOTING:

4.1 Duty to Vote: All council members present, when a question is called shall be entitled to vote unless otherwise disqualified by a conflict of interest as provided by Oregon Law. Unless an abstention is declared, it shall be considered a negative vote.

4.2 Method of Voting: Those council members voting for the question will so signify by roll call. The vote on every question shall be entered into the record. It shall not be in order for

council members to explain their vote.

4.2.1 When not otherwise provided by City Charter, the concurrence of a majority of the members of the Council present shall be necessary to decide any question. In the event of a tie vote, the Mayor will have the deciding vote.

5.0 PUBLIC RECORDS/EMAIL POLICY:

- 5.1.1 Public Record Defined. A public record includes any document, book, paper, photograph, file, sound recording, machine readable electronic record or other material, regardless of physical form or characteristics, made, received, filed or recorded in connection with the transaction of public business, whether or not confidential or restricted in use.
- 5.1.2 Electronic Records. All communications on electronic office equipment have the same public records character as they would have had they been sent on paper. Any electronic communications that may be exempt from disclosure under state public records law should be clearly marked as confidential and exempt from disclosure. Electronic records in any way relating to the business of the city created on electronic equipment not owned or provided by the city may also be subject review and disclosure under Oregon Public Records law.
- 5.1.3 Public Records. Public records created or received by Council members, including electronic mail messages, will be retained in accordance with Oregon Public Records Law and the rules of the Secretary of State and State Archivist.
- 5.1.4 Electronic Communications between Councilors. City Councilors will be provided a City email account specifically for City business. While Councilors can communicate amongst themselves via email, those emails may not include a quorum and may not be forwarded to others in a manner which creates a quorum. All emails must be copied to the City Administrator for retention purposes.
- 5.1.5 Information to the City Council. Council agendas, Council packets, and minutes of previous Council meetings will be posted to the City website. An email message will be sent to each Councilor when information is posted to the website. Other information to the Council will be sent out via email. Councilors may request printed copies of individual correspondence if desired.

¹ For the purpose of these rules, electronic mail (email) may be used to make a request in writing.

RESOLUTION 2019-14

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD
DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE**

WHEREAS, State Revenue Sharing Law, ORS 221.770, requires cities to pass a resolution each year stating that they want to receive state revenue sharing money; and

WHEREAS, a copy of this resolution must be filed with the Operations Accounting Services before July 31; and

WHEREAS, the Common Council of the City of Port Orford has held the proper hearings and requests that the City receive state revenues,

NOW, THEREFORE,

BE IT RESOLVED by the Common Council of the City of Port Orford, that the City of Port Orford elects to receive state revenues for fiscal year 2019-2020.

ADOPTED by the Common Council of the City of Port Orford, and effective this 20st day of June 2019.

SIGNED BY THE MAYOR this 20th day of June 2019.

By: _____
Council President Tim Pogwizd

ATTEST:

Terrie Richards, City Recorder

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 20th day of June 2019.

SIGNED BY THE MAYOR this 20th day of June 2019.

By: _____
Tim Pogwizd, Mayor

ATTEST:

Terrie Richards, City Recorder

ORDINANCE 2019-05

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

(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.

(3) The 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 one hour away or 50 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)

In all other respects, Ordinance 2019-05 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 20th day of June, 2019 and effective the 20th day of July, 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

TRANSIENT LODGING TAX

Sections:

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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. **“Tourism Promotion” is defined as advertising promoting the City of Port Orford at least two hours away or 100 miles from the City.** (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 be 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 quest 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 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 ~~by 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) (Ord. 2019-05 § 240,2012)

(3) ~~Port Orford and North Curry County Chamber of Commerce as the designated~~ **The** 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~~ **one** hours away or 400 ~~50~~ 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 committee in the Tax Administrator's office. (Ord. 96-16 § 7, 1996; Ord. 212-90B § 25, 1990)

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 § 5, 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. 200-04 § 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*)

RESOLUTION 2019-15

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD, ADOPTING THE 2019 - 2020 BUDGET.

ADOPTING THE BUDGET

BE IT RESOLVED that the Common Council of the City of Port Orford hereby adopts the budget for the fiscal year 2019 - 2020 in the amount of \$5,066,364

MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the following appropriations totaling \$3,751,509 are made to the following funds:

GENERAL FUND

Administration	\$ 161,944
Court	\$ 115,335
Planning	\$ 29,760
<u>Not Allocated to Organizational Unit or Program:</u>	
Materials and Services	\$ 181,849
Capital Outlay	\$ 20,000
Transfers	\$ 469,800
Contingency	\$ 114,475
Total	<u><u>\$ 1,093,163</u></u>

PARKS

Parks Maintenance	\$ 203,769
Total	<u><u>\$ 203,769</u></u>

PUBLIC SAFETY

Public Safety Operations	\$ 546,052
Total	<u><u>\$ 546,052</u></u>

EQUIPMENT REPLACEMENT

Equipment Replacement	\$ -
Total	<u><u>\$ -</u></u>

WATER SYSTEM DEVELOPMENT

Water System Development	\$ -
Total	<u><u>\$ -</u></u>

WATER ENTERPRISE

Water Operating	\$ 918,338
Total	<u><u>\$ 918,338</u></u>

WATER CAPITAL RESERVES

Water Capital Reserves	\$ 140,000
Total	<u><u>\$ 140,000</u></u>

SEWER ENTERPRISE

Sewer Operating	\$ 675,564
Total	<u><u>\$ 675,564</u></u>

SEWER CAPITAL RESERVES

Sewer Capital Reserves	\$ -
Total	<u><u>\$ -</u></u>

STREETS

Streets	\$ 174,623
Total	<u><u>\$ 174,623</u></u>

STREETS CAPITAL RESERVES

Streets Capital Reserves	\$ -
Total	<u><u>\$ -</u></u>

SEWER SYSTEM DEVELOPMENT

Sewer System Development	\$ -
Total	<u><u>\$ -</u></u>

Total Appropriations, All Funds	\$ 3,751,509
Total Unappropriated and Reserve Amounts, All Funds	\$ 1,314,855
TOTAL ADOPTED BUDGET	<u><u>\$ 5,066,364</u></u>

RESOLUTION 2019-15

IMPOSING THE TAX

BE IT FURTHER RESOLVED that the Common Council of the City of Port Orford hereby levies the taxes provided for in the adopted budget:

(1) At the rate per \$1000 of assessed value of \$2.2688 for operations;

(2) At the rate per \$1000 of assessed value of \$1.80 for local option tax; and

that these taxes are hereby imposed and categorized for tax year 2019- 2020 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation

Excluded from Limitation

General Fund	<u>\$2.2688/\$1000</u>	\$ 0
Local Option Tax	<u>\$ 1.80/\$1000</u>	<u>\$ 0</u>

With the implementation of GASB 54 for the year ended June 30, 2013, the Common Council of the City of Port Orford hereby reserves the authority to establish and modify commitments of ending fund balances.

In compliance with GASB 54, the Common Council of the City of Port Orford hereby makes the following commitments of 2019/20 ending fund balances and revenues for specific uses for the governmental funds in 2019/20

Streets	\$ 174,623
Parks	\$ 203,769
Public Safety	\$ 546,052

Authority to classify portion of the governmental ending fund balances as Assigned is hereby granted to the City Administrator/and or Finance Director.

The City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balances are spent, the Common Council of the City of Port Orford will consider that committed amounts will be reduced first, followed by assigned amounts and then the unassigned amounts.

The above resolution statements were approved and declared adopted by the Common Council of the City of Port Orford and effective this 20th day of June 2019.

Attest:

Mayor Tim Pogwizd

Terrie Richards, Recorder

RESOLUTION 2019-16

A RESOLUTION ADOPTING SALARIES AND WAGES FOR FY 2019- 2020

BE IT HEREBY RESOLVED by the *Common Council of the City of Port Orford* to adopt the salaries and wages listed below to be effective July 1, 2019:

Employee	Annual Salary
Administrator	\$72,728
Police Chief	\$61,195

	Annual Wage
Finance Director	\$71,240
Utility Clerk/Planning Asst.	\$45,448
Accountant Asst.	\$28,571
Utility Worker #2	\$44,574
Utility Worker #3	\$43,224
Public Works Lead Person	\$60,133
Waste Water Plant Operator	\$55,827
Maint. Worker #1	\$34,091
Police Officer #1	\$51,022
Police Officer #2	\$43,337
Traffic Officer	\$49,393
Seasonal Worker	\$13,811

ADOPTED by the Common Council of the City of Port Orford the 20th day of June, 2019.

Tim Pogwizd, Mayor

ATTEST:

Terrie Richards, City Recorder

RESOLUTION 2019-17

A RESOLUTION BY WHICH THE CITY OF PORT ORFORD MAKES APPROPRIATIONS AND ADJUSTMENTS TO THE 2018–2019 MUNICIPAL BUDGET THROUGH AN APPROPRIATION RESOLUTION.

WHEREAS, the State of Oregon ORS 294.463 allows a municipality to revise its annual budget through the adoption of a Appropriation Resolution, and

WHEREAS, unexpected events were experienced by the City which could not have been ascertained at the time the 2018-19 budget was prepared, and which necessitate adjustments to the General Fund, Parks Fund, Water Enterprise Fund and the Streets Capital Reserves Fund, and

WHEREAS, a transfer of spending authority between categories in the aforementioned funds is necessary to ensure the budget remains in compliance with local budgeting laws, and

WHEREAS, these changes represent less than a ten percent change in funds;

NOW, THEREFORE,

BE IT RESOLVED by the *Common Council of the City of Port Orford* that the following addition to revenues and appropriations in the 2018–2019 Adopted Budget, as set forth in Exhibit A attached hereto, hereby be adopted:

ADOPTED by the Common Council of the City of Port Orford and effective this 20th day of June 2019.

SIGNED BY THE MAYOR this _____ day of June 2019.

Tim Pogwizd, Mayor

ATTEST:

Terrie Richards, City Recorder

CITY OF PORT ORFORD

MEMORANDUM

Date: June 20, 2019

To: Mayor and City Council.

From: Dave Johnson

Re: Appropriation Resolution 2019-17.

ISSUE: The City has utilized more of the Contract Planners time to research ordinance language in order to update the Cities Flood Ordinance, Tsunami Overlay Zone and Comprehensive Plan Amendments than was anticipated. Additionally the cost for the upgrade to the Visitor Center restrooms is more than estimated. Also the Water Enterprise Fund has experienced some major problems that has increased the work load of the Public Works employees resulting in an escalation of overtime and additional repair materials needed. It is necessary to transfer the spending authority between categories in the General Fund, Parks Fund, Water Enterprise Fund and the Streets Capital Reserve Fund to prevent these Funds from being over spent.

RECOMMENDATION: Approve Resolution 2019-17 as outlined in Exhibit A to ensure that the budget remains in compliance with local budgeting laws.

BACKGROUND: The Appropriation Resolution uses the same format as the original budget that was adopted by the Council on June 21, 2018. The column titled "2018-19 Adopted" is the actual amount adopted by the Council on June 21, 2018. The next column is the proposed changes to the budget by this resolution and the last column titled "Appropriation Resolution 2019-17 is the net effect of those changes. I have included only the funds that will be changed by this resolution along with a summation to show that all of the funds are still balanced. Following is an explanation of the changes by account number:

Exhibit A, Page 1. General Fund, Planning

MATERIAL AND SERVICES

Acct. 62150 – Planning Contract, increase of \$10,000. Increase in appropriation for the additional work in researching ordinance language to update the Cities Flood Ordinance, Tsunami Overlay Zone and Comprehensive Plan.

Exhibit A, Page 2 General Fund, Non-Departmental

TRANSFERS

Acct. 91120 – Transfer to Public Safety Fund – increase of \$1,129. In the publication of the budget document a typo was made resulting in the amount of the transfer from the General Fund to Public Safety Fund to be out of balance. Increasing the transfer amount in the General Fund by \$1,129 will bring that transfer into balance.

Acct. 91142 – Transfer to Streets Capital Reserve – increase of \$4,447. Because 10% of the citation revenue is to be transferred to Streets Capital Reserves Fund and since the actual amount received last year was more than estimated, it is necessary to increase the amount of the transfer. The \$4,447 increase is the difference of the amount budgeted to be transferred and the actual amount received.

CONTINGENCIES

Acct. 98500 – Contingency – decrease of \$15,576. This is the amount of spending authority needed to be transferred to the Planning Department and Transfer category to balance the General Fund.

Exhibit A, Page 5 Parks Fund

CAPITAL OUTLAY

Acct. 73039 – Visitor Center Improvements – increase of \$5,000. The improvement to the Visitor Center restrooms was more than estimated.

CONTINGENCY

Acct. 98500 – Contingency – decrease \$5,000. Amount of spending authority needed to be transferred to keep the Parks Fund in balance.

Exhibit A, Page 7 Water Enterprise Fund

PERSONNEL

Acct. 51100 – Overtime – increase of \$18,000. There are numerous reasons for the increase in overtime, but steps have been taken so that overtime will be closer to normal in the future. Additionally with the installation of the new contact tank and upgrade to the PLC unit, overtime should see a dramatic decrease.

MATERIAL AND SERVICES

Acct. 62830 – Repairs & Maint. – Water Lines – increase of \$10,000. During the year a leak detection survey was need to help find leaks in the water distribution system.

Exhibit A, Page 8 Water Enterprise Fund

CONTINGENCIES

Acct. 98500 – Contingency – decrease of \$28,000. Amount of spending authority needed to be transferred to keep the Water Enterprise Fund in balance.

Exhibit A, Page 9 Streets Capital Reserves Fund

RESOURCES

Acct. 46110 – Transfer from General Fund – increase of \$4,447. This is the receipt of the increase in the transfer from the General Fund.

Acct. 98999 – Reserved for Future Expenditure – increase of \$4,447. This account is not an appropriation and is necessary to keep this fund in balance.

Exhibit A, Page 10. SUMMATION

Shows that all funds are balanced in total.

FISCAL IMPACT The transfer of spending authority does not increase or decrease the current budgets appropriations.

CITY OF PORT ORFORD
Appropriation Resolution
2019-17

EXHIBIT A

010-GENERAL FUND - PLANNING

<u>Account #</u>	<u>Account Name</u>	<u>2018-2019 Adopted</u>	<u>Change</u>	<u>Appropriation Resolution 2019-17</u>
PERSONNEL				
51301	Planning Assistant	4,520		4,520
52010	Social Security	350		350
52020	PERS Retirement	1,250		1,250
52030	Worker's Comp./Disability Ins.	25		25
52040	Health, Dental, Life Ins.	950		950
	TOTAL PERSONNEL	7,095	0	7,095
MATERIAL AND SERVICES				
61210	Office & Operating Supplies	50		50
61231	Tsunami Resilience Grant	14,000		14,000
61232	Certified Local Gov. Grant	0		0
62120	Subdivision Engineering Contra	14,000		14,000
62150	Planning Contract	5,000	10,000	15,000
62160	Contract Services	0		0
62230	Postage	100		100
62343	Travel & Training / Meetings	250		250
62410	Advertising	250		250
62942	Reimbursements / Refunds	0		0
	TOTAL MATERIAL AND SERVICES	33,650	10,000	43,650
	TOTAL PLANNING	40,745	10,000	50,745

CITY OF PORT ORFORD
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EXHIBIT A

010-GENERAL FUND - NON-DEPARTMENTAL

<u>Account #</u>	<u>Account Name</u>	<u>2018-2019 Adopted</u>	<u>Change</u>	<u>Appropriation Resolution 2019-17</u>
MATERIAL AND SERVICES				
61210	Office & Operating Supplies	4,500		4,500
61220	Office Equip. Leases	1,725		1,725
61230	Software Maintenance	8,745		8,745
62100	Bank Charges	3,000		3,000
62110	Auditing & Accounting	11,000		11,000
62140	Computer Services	500		500
62175	Legal Services	14,400		14,400
62180	Port Orford Rural Fire Dist.	33,745		33,745
62185	Curry County	3,150		3,150
62190	Curry County 911 Dispatch Service	30,974		30,974
62220	Internet Access	1,170		1,170
62230	Postage	700		700
62343	Travel & Training / Meetings	6,000		6,000
62410	Advertising	600		600
62610	Insurance & Bonds	15,540		15,540
62740	Electricity	13,500		13,500
62805	R & M City Hall	40,800		40,800
62819	Municipal Code Book	5,000		5,000
62835	Small Tools and Minor Equip.	5,000		5,000
62920	Dues & Memberships	700		700
62930	Custodial Services	2,907		2,907
62935	Custodial Supplies	500		500
62936	Miscellaneous	2,000		2,000
TOTAL MATERIAL AND SERVICES		206,156	0	206,156
CAPITAL OUTLAY				
72012	City Hall Repair	20,000		20,000
TOTAL CAPITAL OUTLAY		20,000	0	20,000
DEBT SERVICES				
81720	Note Principal	0		0
82720	Note Interest	0		0
TOTAL DEBT SERVICES		0	0	0
TRANSFERS				
91114	Transfer to Parks Fund	50,000		50,000
91120	Transfer to Public Safety Fund	240,780	1,129	241,909
91140	Transfer to Street Fund	30,000		30,000
91142	Transfer to Streets Capital Reserve	36,660	4,447	41,107
TOTAL TRANSFERS		357,440	5,576	363,016
CONTINGENCIES				
98500	Contingency	99,912	(15,576)	84,336
TOTAL CONTINGENCIES		99,912	(15,576)	84,336
UNAPPROPRIATED				
99000	Unappropriated Reserves	159,967		159,967
TOTAL UNAPPROPRIATED		159,967	0	159,967
TOTAL NON-DEPARTMENTAL		843,475	(10,000)	833,475
TOTAL 010 - GENERAL FUND - EXPENSE		1,164,425	0	1,164,425

**CITY OF PORT ORFORD
Appropriation Resolution
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EXHIBIT A

Fund: 014 - PARKS FUND

<u>Account #</u>	Account Name	2018-2019 Adopted	Change	Appropriation Resolution 2019-17
RESOURCES				
40100	Prior Year Fund Balance	93,965		93,965
41410	Transient Lodging Tax	73,000		73,000
42010	Interest on Investments	500		500
43419	Certified Local Government Gran	0		0
43420	OR Marine Board Grant	3,900		3,900
43426	OSPR - Parks Master Plan Grant	0		0
44410	Rent - Community Building	1,000		1,000
44420	American Legion Income/Rent	2,500		2,500
44430	Visitor Center Rental	600		600
44435	Battle Rock Binocular Receipts	250		250
46110	Transfer from General Fund	50,000		50,000
46210	Miscellaneous Receipts	100		100
46880	Reimbursements	700		700
46885	Dog Park Contributions	0		0
46890	Contributions	0		0
	TOTAL RESOURCES	226,515	0	226,515

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EXHIBIT A

Fund: 014 - PARKS FUND

<u>Account #</u>	<u>Account Name</u>	<u>2018-2019 Adopted</u>	<u>Change</u>	<u>Appropriation Resolution 2019-17</u>
PERSONNEL				
51550	Public Works Lead Person	8,175		8,175
51600	WWTP Operator	650		650
51700	Utility Worker #1	3,260		3,260
51750	Seasonal Maint. Worker	5,855		5,855
51801	Utility Worker #3	3,375		3,375
51900	Utility Worker #2	5,950		5,950
52010	Social Security	2,475		2,475
52020	PERS Retirement	4,490		4,490
52030	Worker's Comp./Disability Ins.	2,925		2,925
52040	Health, Dental, Life Ins.	7,803		7,803
52050	Unemployment Insurance	5,000		5,000
53014	Charge to Parks	8,050		8,050
	TOTAL PERSONNEL	58,008	0	58,008
MATERIAL AND SERVICES				
61210	Office & Operating Supplies	250		250
61260	Uniforms	0		0
61340	Fuel (Equip & Vehicles)	2,000		2,000
61360	Heating Fuel-Community Bldg	2,000		2,000
61361	Heating fuel - American Legion	2,000		2,000
62110	Auditing & Accounting	900		900
62165	Tourism & Beautification Grant	10,475		10,475
62210	Telephone	310		310
62220	Internet Access	450		450
62410	Advertising	150		150
62415	Business Promotion	20,687		20,687
62610	Insurance & Bonds	1,272		1,272
62740	Electricity	2,850		2,850
62744	Electricity-Legion Hall	1,500		1,500
62745	Electricity-Community Bldg	700		700
62812	R & M - Battle Rock	3,375		3,375
62813	R & M - A-Frame	500		500
62814	R & M - Comm. Building	1,000		1,000
62815	R & M - Old City Jail	1,000		1,000
62817	R & M Visitor Center	1,000		1,000
62825	R & M - Buffington	4,875		4,875
62827	R & M - American Legion	1,000		1,000
62829	R & M - 12th St. Boat Ramp	1,500		1,500
62835	Small Tools & Minor Equipment	1,500		1,500
62836	Comm Bldg S Tools & Minor Equip	2,491		2,491
62837	Amer Legion S Tools & Minor Eq	8,242		8,242
62840	Vehicles & Equipment Maint.	500		500
62841	Lindberg House Foundation	0		0
62842	Parks Committee Projects	4,714		4,714
62845	Dog Park	7,585		7,585
62846	Skate Park Committee Projects	436		436
62847	Binocular Rent	260		260
62930	Custodial Services	15,694		15,694
62936	Miscellaneous	100		100
62942	Reimbursements	0		0
62945	Charge to Parks.	3,650		3,650
	TOTAL MATERIAL AND SERVICES	104,966	0	104,966

**CITY OF PORT ORFORD
Appropriation Resolution
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EXHIBIT A

Fund: 014 - PARKS FUND

<u>Account #</u>	Account Name	2018-2019 Adopted	Change	Appropriation Resolution 2019-17
CAPITAL OUTLAY				
72030	OSPR Parks Master Plan	0		0
73039	Visitor Center Improvements	15,000	5,000	20,000
73900	Parks Committee Projects	11,500		11,500
	TOAL CAPITAL OUTLAY	26,500	5,000	31,500
CONTINGENCIES				
98500	Contingency	37,041	(5,000)	32,041
	TOTAL CONTINGENCIES	37,041	(5,000)	32,041
UNAPPROPRIATED				
99980	Unappropriated Reserves	0		0
	TOTAL UNAPPROPRIATED	0	0	0
	TOAL PARKS FUND	226,515	0	226,515

**CITY OF PORT ORFORD
Appropriation Resolution
2019-17**

EXHIBIT A

Fund: 030 - WATER ENTERPRISE FUND

<u>Account #</u>	<u>Account Name</u>	<u>2018-2019 Adopted</u>	<u>Change</u>	<u>Appropriation Resolution 2019-17</u>
RESOURCES				
40100	Prior Year Fund Balance	226,569		226,569
42010	Interest on Investments	3,500		3,500
43431	OECD Block Grant	0		0
43439	Income Survey Grant	0		0
44109	Designated for Reserves	28,131		28,131
44110	Water Usage	369,678		369,678
44111	Door Hanger Fees	2,200		2,200
44112	Past Due Fees	13,000		13,000
44113	Contractor Water Usage	300		300
44114	Reconnect Fee	1,000		1,000
44210	Water Connection Fees	2,500		2,500
45010	Irrigation Meters	300		300
45500	Restricted Cash-Deposits	2,000		2,000
46210	Miscellaneous Receipts	500		500
46231	Transfer from Water Capital Res	75,000		75,000
46880	Reimbursements	900		900
46885	Bad Debt Received	0		0
	TOTAL RESOURCES	725,578	0	725,578

CITY OF PORT ORFORD
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EXHIBIT A

Fund: 030 - WATER ENTERPRISE FUND

<u>Account #</u>	Account Name	2018-2019 Adopted	Change	Appropriation Resolution 2019-17
PERSONNEL				
51100	Overtime	3,000	18,000	21,000
51210	City Administrator	17,280		17,280
51290	Finance Director	16,935		16,935
51300	Office Clerk	15,675		15,675
51350	Accounting Assistant	5,377		5,377
51400	Recorder/Clerk	0		0
51550	Public Works Lead Person	30,125		30,125
51600	WWTP Operator	0		0
51700	Utility Worker #1	28,940		28,940
51801	Utility Worker #3	24,665		24,665
51900	Utility Worker #2	10,725		10,725
52010	Social Security	11,995		11,995
52020	PERS Retirement	32,300		32,300
52030	Worker's Comp./Disability Ins.	5,000		5,000
52040	Health, Dental, Life Ins.	48,600		48,600
52050	Unemployment Insurance	10,000		10,000
	TOTAL PERSONNEL	260,617	18,000	278,617
MATERIAL AND SERVICES				
61210	Office & Operating Supplies	3,000		3,000
61212	Water Purification Supplies	15,000		15,000
61230	Software Maintenance	2,777		2,777
61260	Uniforms	500		500
61340	Fuel (Equip & Vehicles)	4,000		4,000
62110	Auditing & Accounting	7,300		7,300
62121	Engineering	500		500
62160	Contract Services	4,500		4,500
62165	Income Survey	0		0
62210	Telephone	4,900		4,900
62220	Internet Access	720		720
62230	Postage	1,650		1,650
62343	Travel & Training / Meetings	1,500		1,500
62610	Insurance & Bonds	8,275		8,275
62740	Electricity	30,000		30,000
62811	Repairs/Maint-WTP	10,000		10,000
62816	Repairs & Maintenance Pump St	10,615		10,615
62830	Repairs & Maint.-Water Lines	9,600	10,000	19,600
62835	Small Tools & Minor Equipment	4,500		4,500
62840	Vehicles & Equipment Maint.	10,000		10,000
62844	Meter Repairs	1,500		1,500
62845	Repairs/Maint.(Test Equipment)	0		0
62912	Dues & OR Statutes	1,000		1,000
62925	Permits	2,000		2,000
62936	Miscellaneous	150		150
62943	Reimbursements / Deposits	2,000		2,000
62980	Lab Equipment & Supplies	2,800		2,800
62990	Testing	5,000		5,000
63110	Bad Debt Expense	0		0
	TOTAL MATERIAL AND SERVICES	143,787	10,000	153,787

CITY OF PORT ORFORD
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EXHIBIT A

Fund: 030 - WATER ENTERPRISE FUND

<u>Account #</u>	Account Name	2018-2019 Adopted	Change	Appropriation Resolution 2019-17
CAPITAL OUTLAY				
73031	Improvements-Water	160,000		160,000
73034	Equipment Replacement	0		0
73035	WTP-Improvements	60,000		60,000
73040	Income Survey Grant	0		0
	TOTAL CAPITAL OUTLAY	220,000	0	220,000
DEBT SERVICES				
81210	Bond Principal	0		0
81220	Note Principal-Watershed	0		0
82210	Bond Interest	0		0
82220	Note Interest-Watershed	0		0
	TOTAL DEBT SERVICES	0	0	0
TRANSFERS				
97031	Transfer to Water Capital Reserv	28,131		28,131
97045	Transfer to Equip. Replace. Fu	15,000		15,000
	TOTAL TRANSFERS	43,131	0	43,131
CONTINGENCIES				
98500	Contingency	31,284	(28,000)	3,284
	TOTAL CONTINGECIES	31,284	(28,000)	3,284
UNAPPROPRIATED				
99000	Unappropriated Reserves	26,759		26,759
	TOTAL UNAPPROPRIATED	26,759	0	26,759
TOTAL WATER ENTERPRISE FUND		725,578	0	725,578

CITY OF PORT ORFORD
Appropriation Resolution
2019-17

EXHIBIT A

Fund: 042 - STREETS CAPITAL RESERVES

<u>Account #</u>	<u>Account Name</u>	<u>2018-2019 Adopted</u>	<u>Change</u>	<u>Appropriation Resolution 2019-17</u>
RESOURCES				
40100	Prior Year Fund Balance	0		0
42010	Interest on Investments	600		600
46110	Transfer from General Fund	36,660	4,447	41,107
	TOTAL RESOURCES	37,260	4,447	41,707
CAPITAL OUTLAY				
74010	Paving	0		0
74020	Construction	0		0
	TOTAL CAPITAL OUTLAY	0	0	0
TRANSFER				
91140	Transfer to Street Fund	0		0
	TOTAL TRANSFER	0	0	0
CONTINGENCIES				
98500	Contingency	0		0
	TOTAL CONTINGENCIES	0	0	0
RESERVES				
98999	Reserved for Future Expenditure:	37,260	4,447	41,707
	TOTAL RESERVES	37,260	4,447	41,707
TOTAL EQUIPMENT REPLACEMENT FUND		37,260	4,447	41,707

CITY OF PORT ORFORD
Appropriation Resolution
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EXHIBIT A

SUMMATION

	2018-2019 Adopted	Change	Appropriation Resolution 2019-17
RESOURCES			
010 GENERAL FUND	1,164,425	0	1,164,425
014 PARKS FUND	226,515	0	226,515
020 PUBLIC SAFETY FUND	527,517	0	527,517
030 WATER ENTERPRISE FUND	725,578	0	725,578
031 WATER CAPITAL RESERVE FUND	138,395	0	138,395
035 SEWER ENTERPRISE FUND	889,998	0	889,998
036 SEWER CAPITAL RESERVE FUND	133,723	0	133,723
040 STREET FUND	154,343	0	154,343
042 STREETS CAPITAL RESERVE	37,260	4,447	41,707
045 EQUIPMENT REPLACEMENT FUNI	51,096	0	51,096
061 WATER SDC FUND	280,839	0	280,839
062 SEWER SDC FUND	221,581	0	221,581
TOTAL	4,551,270	4,447	4,555,717

EXPENSES

010 GENERAL FUND			
Administration	151,510	0	151,510
Court	128,695	0	128,695
Planning	40,745	10,000	50,745
Non-Departmental	843,475	(10,000)	833,475
Total 010 - General Fund	1,164,425	0	1,164,425
014 PARKS FUND	226,515	0	226,515
020 PUBLIC SAFETY FUND	527,517	0	527,517
030 WATER ENTERPRISE FUND	725,578	0	725,578
031 WATER CAPITAL RESERVE FUND	138,395	0	138,395
035 SEWER ENTERPRISE FUND	889,998	0	889,998
036 SEWER CAPITAL RESERVE FUND	133,723	0	133,723
040 STREET FUND	154,343	0	154,343
042 STREETS CAPITAL RESERVES	37,260	4,447	41,707
045 EQUIPMENT REPLACEMENT FUNI	51,096	0	51,096
061 WATER SDC FUND	280,839	0	280,839
062 SEWER SDC FUND	221,581	0	221,581
TOTAL	4,551,270	4,447	4,555,717