

CITY OF PORT ORFORD
VIRTUAL SESSION OF THE COMMON COUNCIL
THURSDAY, JUNE 18, 2020 AT 3:30 P.M.

AGENDA

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1. Call to Order
2. Additions to the Agenda
3. Consent Calendar
 - a. Approve Minutes May 18, 2020 Budget Meeting, May 21, 2020 Council Meeting
4. Citizens' Concerns (Speak Only for Old & New Business Items on the Agenda)
5. **HEARING** *State Revenue Sharing*
6. Departmental Reports
7. Old Business
 - a. Conditional Use Permit #16-02 & 16-03 Findings
 - b. Contact Tank - approve for bid process
8. New Business
 - a. Resolution 2020-14 Adopting the 2020-2021 budget
 - b. Resolution 2020-15 Adopting Employee Wages
 - c. Resolution 2020-16 State Revenue Sharing
 - d. Right-of-Way Requests – Ken Gibson, Brian Munford, Kristin Howard
 - e. Seasonal Gas Tax Discussion
9. Considerations
 - a. Citizen
 - b. Staff
 - c. Councilor
 - d. Mayor
10. Future Meetings

Thursday, July 16, 2020, Regular Council Meeting 3:30 p.m. by virtual meeting
11. Adjourn

**City of Port Orford
City Council Budget Meeting
Virtual Meeting
Monday, May 18, 2020 at 3:00 P.M.**

Mayor and Council	Present	City Staff	Present
<i>Tim Pogwizd, Mayor</i>	X	<i>Terrie Richards, City Admin/Recorder</i>	X
<i>Gary Burns</i>	X	<i>David Johnson, Finance/Budget Officer</i>	X
<i>Pat Cox, President</i>	Excused		
<i>Travis Williams</i>	Excused		
<i>James Garratt</i>	X		
<i>Carolyn LaRoche</i>	X		

Media Present:

Others Present: Carren Copeland and John Luthe

1. Call to Order

Mayor Pogwizd opened this Budget Meeting of the Common Council for the City of Port Orford at 3:23 p.m. on Monday, May 18, 2020. The meeting is held via internet connection due to COVID-19 restrictions set in place by the State of Oregon.

2. Budget Chair Election: Councilor LaRoche nominated Councilor Garratt with John Luthe as second. Nomination is accepted by Councilor Garratt. *Motion carried 5-0.*

Councilor Burns Yes *Councilor LaRoche* Yes *Mayor Pogwizd* Yes
Carren Copeland Yes *John Luthe* Yes

3. Revenue Sharing Hearing – Budget Chair Garratt opens the State Revenue Sharing Hearing. Each year the state distributes excess revenues collected for special taxes such as liquor and gasoline. In order to be eligible to receive these funds, a city must hold two public hearings, one before the Budget Committee and one before the City Council, to discuss possible and proposed uses of the funds. The use of State Revenue Sharing Funds in the past has included police, fire and/or parks operation. The amount estimated and incorporated in the 2020-2021 budget is 11,500 dollars.

No information was received regarding revenue sharing; thus the Revenue Sharing Hearing is closed by Budget Chair Garrett.

4. Budget Meeting – Budget Chair Garratt opened the 2020 Budget Hearing Meeting.

Summation:

Resources balanced with expenses for a total budget of 5,587,162 dollars.

Budget Officer David Johnson presented each member with a copy of the budget message. The city’s budget consists of 12 funds. Each fund needs approved separately.

General Fund – Other funds are dependent upon General Fund money. The General Fund will have to be approved last to accommodate funding changes required by other funds. Total estimated revenues for the General Fund \$1,038,457. Property taxes are estimated to come in at \$297,346. There are two new line items for the General Fund, the local marijuana tax and state marijuana tax. The local marijuana tax will be put in front of voters in November requesting a 3% tax on the sale of marijuana in Port Orford. Questions are invited. Hearing none, moving forward.

Administration Department –
Expenses: 164,980 dollars

- Payroll for admin offices: There is an increase of 4.5 percent for Worker’s Comp and an estimated 6 percent for health insurance for a total personnel cost of \$156,380.
- Terri Olson services is budgeted at \$8,600.

Questions are invited. Councilor LaRoche asked the percentage rate employees pay for their health insurance. Mr. Johnson advised employees pay 15 percent and city pays 85 percent of health insurance premiums. John Luthe asked about seasonal workers, which will be addressed in Parks and Streets.

Court – Judge, Court Clerk and general assessments on citations.
Expenses: 117,051 dollars

Citations written fees of 50 dollars to the state and 16 dollars to the county.
Court clerk is budgeted for 23,375 dollars.
Materials and services are budgeted at 93,676.
Questions are invited. Hearing none, moving forward.

Planning Department – Total budget for planning is 38,114 dollars. Planning fees recoup most costs.

- Personnel includes planning assistance, which is budgeted 8,464 dollars.
 - Materials and services are budgeted at 29,650 dollars.
 - Contract planner from Shoji Planning from Coos Bay is budgeted at 15,000 dollars increased more than double from last year due to additional building occurring in the city.
- Questions are invited. Hearing none, moving forward.

Non-departmental –1,038,457 dollars, funding for other four departments in the General Fund.

Expenses:

- Materials and services budgeted at 189,497 dollars. That includes 4.5 percent increase to property liability insurance.
- Maintenance to City Hall budgeted at 20,000 dollars to finish reconfiguration of City Hall and landscaping on the outside.

Transfers are budgeted at 392,329 dollars.

- Parks 25,000 dollars
- Public safety 200,000 dollars to balance the fund.

- Water enterprise 80,000 dollars to help the purchase of the new contact tank.
- Streets 65,000 dollars to cover part of the cost of repaving Port Orford Loop. The total amount of the repaving project was 130,000. To pave between Madrona to Mather Drive will cost 103,000.

Resources:

- Contingency funds 80,986 dollars for general fund operation until November taxes received.
- Unappropriated funds 55,500 dollars to operate on until taxes in November are received.
- Non-departmental total is 718,312.

Questions are invited for General Fund in general. John Luthe requested verification that Port Orford Loop is in the city. He is advised that Mather Drive is the county line. The county is paving their portion from Mather Drive to Highway 101 and invited the city to be included in their project. It is more financially feasible to be included in the larger project, thus the city opted in. Mr. Johnson informed councilors that the State of Oregon has grant money budgeted for small cities under 10,000 population for street maintenance.

Parks Department – Balanced at 225,280 dollars.

Resources:

- Transit Lodging Tax. TLT was reduced by 85 percent this year's second quarter due to COVID-19 stay-at-home order. Last year's amount of 90,000 was budgeted this year, which will be heavily affected if there is another stay-at-home order.
- Parks has 25,000 in contingency.
- General fund has 80,000 it can transfer to Parks if needed.
- Parks has received funding in the past from Main Street Revitalization and Coquille Tribe for projects and maintenance.
- Moneys received for Community Building and American Legion.
- Contingency of 28,249.

Expenses:

- Personnel expenses budgeted at 53,118 dollars. This covers half of the seasonal workers. The other half is in Streets.
- Materials and services budgeted at 113,913, which is 10,000 dollars more than budgeted last year due to 4.5 percent increase to PPL insurance.
- Community building small tools and minor equipment is budgeted 2,132 dollars and American Legion small tools and minor equipment is budgeted at 8,893 dollars. These two accounts are funded by half of the amount received for the Community Building and the American Legion, which is set aside for capital improvements. What is not spent is carried over to the next year.
- Battle Rock trails at 30,000 dollars.

Questions are invited for Parks. Councilor Burns asked where building maintenance is budgeted. Mr. Johnson reported he budgeted the same amount as last year, since it was sufficient. Councilor Garratt is concerned with the Transient Lodging Tax, and the fact that the city has lost months of this year's revenue and may likely lose more with the slow

resumption of travel. Mr. Johnson reminded there is 25,000 dollars in Parks contingency and 80,000 dollars in General Fund contingency making 105,000 dollars available.

Councilor Burns moved to approve Parks proposed budget with Councilor LaRoche as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

Public Safety

Resources – 568,364 dollars

- Public safety option of \$1.80/1000 of assessed value is estimated to bring in 235,906 dollars.
- General funds transfer 200,000.

Expenses –

- Personnel expenses include increase in Worker’s Comp, COLA and health insurance budgeted at 426,970 dollars.
- Materials and services are budgeted close to last year taking into consideration the increased PPL insurance at 4.5 percent.
- Contingency from current budget is 83,965 dollars.

Questions invited for public safety. Councilor Burns is concerned with the COVID-19 restrictions on travel affecting traffic violation revenue. Mr. Johnson budgeted traffic citations in general fund at 278,000, which is more than brought in last year. Mr. Johnson reported that number needs to be met or beat to fund the police officer position, so that number has to remain. If not met, then the city will have to address something different. Chair Garratt questions the local and state marijuana tax that is being proposed. Mr. Johnson reports that all cities that meet criteria are eligible to receives funds from the state marijuana tax, which would be approximately 3,500 dollars a year. Port Orford is not currently eligible for state tax funding, but they are pursuing a local 3 percent tax.

Councilor Burns moved to approve the public safety budget with Councilor LaRoche as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

Water Enterprise Fund

Resources: 903,504 dollars

Enterprise fund is based on user fees. Water rates need increased to make this self-sufficient. Water enterprise fund spent 38,989 more than they brought in this current fiscal year.

A 57-cent increase to water base rate is proposed and a 59-cent increase to consumption rate is proposed. The average bill would be increased by 1.47 dollars. That would bring in an additional 20,543 dollars.

A 50-cent increase to the water capital reserve fund base rate is proposed. A 50 cent/1000 increase to consumption rate is proposed. That would increase the average bill 1.26 dollars, which would bring in 11,426 dollars.

The overall increase for water would be 2.73 dollars. The total estimated user fees with increases would be 50,776 for the year.

That money is accumulated throughout the year, and at the end of the year it is transferred to the Water Capital Reserve fund. There is an 80,000-dollar transfer from general fund and 180,000-dollar transfer from Water Capital Reserve for a total of 260,000 for the water treatment plant contact tank replacement.

Questions are invited for resources for the water plant. CA Richards recaps repairs that have been done and paid for, and repairs that are scheduled in the near future. Future repairs are not in the budget and will have to be presented to the new budget.

Expenses:

- Personnel expenses are budgeted at 349,700 dollars. This is taking into consideration the cost of living increase, step increases, health insurance increase and the increase to Worker's Comp. There was no PERS increase this year. They are on a biennium, so next year the city can expect an increase to PERS.
- Terri Olson services budgeted at 170,959 dollars.
- Software maintenance increased to take into account the new utility billing software and hosted website.
- Insurance bonds have increased 4.5 percent.
- Maintenance of the pump station is budgeted at 15,000 dollars. Five thousand of that is for the dredging of the impound.
- Repairs and maintenance to the water lines is budgeted at 16,000. Of that 6,600 is budgeted for another leak detection survey.
- Meter repairs are budgeted at 10,000 to continue the replacement of water meters by the city rather than hiring a contractor.

Capital Outlay:

- Replacement of baffle contact tank is 273,000 dollars budgeted.
- Funds collected this year from utility bills for water capital reserve fund is 39,350 dollars, which will be transferred.
- Transferred 10,000 dollars for equipment replacement fund.
- Contingency is at 33,495 dollars.
- Unappropriated reserves at 27,000 dollars for cashflow for the enterprise funds so they do not have to wait for November for taxes to come in.

Questions are invited for water enterprise fund. Mayor Pogwizd addressed the overtime budget. PLC and contact time should bring that cost down. Mr. Johnson reported a slight decrease in overtime and estimates overtime will be 14,000 dollars this year. Mr. Johnson

does not see the PLC utilized. Staff is still required to be at the plant every 4 hours. Mayor Pogwizd suggested a meeting with public works to review PLC and contact time.

Councilor Burns moved to approve the proposed water enterprise fund with Mayor Pogwizd as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

Water Capital Reserve Fund

Resources are budgeted at 211,216 dollars.

- Transfer from water enterprise is 39,350 dollars. That is the amount of money collected on the water bills this year and will be transferred July first of this year.
- Transfers are budgeted at 180,000, which is the other part of the contact tank in water enterprise fund.
- 31,216 reserve for future expenditures. Reserve expenditures are different than unappropriated. Unappropriated funds cannot be expended during the year unless there is a natural disaster. Reserve for future expenditures can be budgeted for unpredicted expenditures under the law.

Questions are invited. Hearing none, Mr. Johnson asks the chair to call for a vote.

Councilor Burns moved to approve the proposed water capital reserve fund with Councilor LaRoche as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

Sewer Enterprise Fund

Resources: 1,107,798 dollars.

This year the sewer enterprise fund brought in 3,000 dollars more than it spent. Regardless, a rate increase is proposed at 77 cents for base rate and 27 cents/1000 gallons for consumption. The rate increase will increase the average bill approximately 1.78 dollars and will bring in an additional 14,049 dollars.

Mr. Johnson also proposed a rate increase to the sewer capital reserve fund. The base rate will increase 50 cents and consumption will also be 50 cents. The average bill will increase 2.34 dollars. The increase will provide 17,597 dollars.

Combined with water, the average total bills will increase 6.85 per month. The increased rate is necessary to ensure the city does not go into deficit next year.

Expenses:

- Personnel cost increased due to insurance and Worker's Comp increases for a total of 244,538 dollars.

- Materials and services are budgeted at 124,774 dollars. Insurance and bonds have increased 4.5 percent.
- Repairs/maintenance of pump station has been increased to allow for a pump replacement on the Wyoming Lift Station and replacement of the Arizona control panel.
- The amount of 250,000 is budgeted for the grit disposal system, which includes engineers.
- The city has three bonds. Bond 1 and 2 is for the outfall that failed on Agate Beach, which the city is still paying for. Revenue Bond 3 is for the new pump falls where it goes into the ocean. Bonds were contractually required to have one payment in reserve, which 48,916 dollars is for revenue bond 1 and 2. Revenue bond 3 is 133,252 dollars.
- The DAT service is 182,168.
- Transfer to sewer capital reserve of 33,044, which the city collected this year and will transfer to the silver capital reserve July 1.
- Transfer of 10,000 dollars to the equipment replacement fund.
- Contingency of 52,606.
- Unappropriated reserve is 28,500 dollars.

Questions are invited for expenses. Hearing none, Mr. Johnson asks the chair to call for a vote.

Councilor Burns moved to approve the proposed sewer enterprise fund with Councilor LaRoche as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

Sewer Capital Reserve Fund:

Resources: 205,122 dollars.

- Transfer from sewer enterprise of 33,044.
- Transfer to sewer enterprise fund of 180,000 for grit system.
- Reserve for future expenditure of 25,122

Questions are invited for sewer capital reserve fund. Hearing none, Mr. Johnson asks Chair to call for a vote.

Councilor Burns moved to approve the proposed sewer capital reserve fund with Councilor LaRoche as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

Street Fund

Resources: 415,791 dollars.

- State highway tax, which is being impacted by COVID-19 restrictions, is recommended by the state to reduce to 85,238 dollars. There is 64,558 in contingency if needed.
- Special transportation grant for paving of Ocean View Street 100,000 dollars.

- Transfer from general fund of 65,000.
 - Transfer from street’s capital reserve of 95,000 for repaving of the Port Orford Loop.
- Questions are invited for street fund resources. Hearing none, moving on.

Expenses:

- Personnel with Worker’s Comp, health insurance and COLA increases is 96,651.
- Materials and services: Same as last year plus insurance increase of 4.5 percent is 22,582.
- Capital outlay: Combination of Ocean View and Port Orford Loop is 232,000.

Questions invited on street expenses. Hearing none, Mr. Johnson asks Chair to call for a vote.

Councilor Burns moved to approve the proposed street fund with Councilor LaRoche as second.

Motion carried 5-0.

Councilor Burns	<u>Yes</u>	Councilor LaRoche	<u>Yes</u>	Mayor Pogwizd	<u>Yes</u>
Carren Copeland	<u>Yes</u>	John Luthe	<u>Yes</u>	Councilor Garratt	<u>Yes</u>

Street’s Capital Reserve Fund: 96,909 dollars. This was set up by council years ago funded by 10 percent of the citations written.

- Transfer to street fund 95,000 for repaving of Port Orford Loop
- Estimated transfer for fiscal year 2021 of 22,329 dollars.
- Reserve for future expenditures: 1,909 dollars

Questions are invited for Street’s Capital Reserve Fund: Mr. Luthe asks if a repair of a sewer line crossing the street will be funded by sewer or street fund. Mr. Johnson reported that the cost will be from sewer budget since the project asset belongs to the sewer enterprise fund. Water lines will be charged to water.

Councilor LaRoche moved to approve the proposed street’s capital reserve fund with Mayor Pogwizd as second. **Motion carried 5-0.**

Councilor Burns	<u>Yes</u>	Councilor LaRoche	<u>Yes</u>	Mayor Pogwizd	<u>Yes</u>
Carren Copeland	<u>Yes</u>	John Luthe	<u>Yes</u>	Councilor Garratt	<u>Yes</u>

Equipment Replacement Fund: 94,684 dollars. This fund is set up to replace the rolling stock for the water enterprise fund and the sewer enterprise fund.

Transfer from water of 10,000 dollars.

Transfer from sewer of 10,000 dollars.

Expenses:

- One service vehicle budgeted to be replaced at 25,000 dollars
- Reserve for future expenditures, 69,684 dollars

Questions are invited for Equipment Replacement Fund. Status of dredge/repair at the reservoir was requested. Mayor Pogwizd reported the original estimate to repair was around 30,000 to 50,000 dollars which increased dramatically after inspection. A marine company from Coos Bay offered to dredge at 3,900 dollars, which was more cost effective. Mr.

Johnson reported this dredging cost is budgeted in the water enterprise under repairs and maintenance of the pump station.

Councilor LaRoche moved to approve the proposed equipment replacement fund with Mayor Pogwizd as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

Water SDC Fund: 429,296 dollars. Water and sewer SDC funds were set up to recapture the cost of building the water and sewer system. As land is developed the city captures capital improvement. Otherwise, the citizens would have to pay for a system through utility bills. Resources: There is no guarantee of how many dollars will come in, thus estimated at 429,296 dollars.

Expenditures: None planned.

Questions invited for water SDC fund. Hearing none, Mr. Johnson asks Chair to call for a vote.

Mayor Pogwizd moved to approve the proposed water SDC fund with Councilor LaRoche as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

Sewer SDC Fund:

Resources: 290,741 dollars.

Reimbursement fee denotes excess capacity and funds can be used more liberally.

Improvement fees can only be used for expansion of the system.

Expenses: None.

Questions invited for water SDC fund. Hearing none, Mr. Johnson asks Chair to call for a vote.

Councilor Burns moved to approve the proposed sewer SDC fund with Councilor LaRoche as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

General Fund: This was reviewed at the beginning of the meeting. No changes were made to the proposed general fund budget resulting in no changes from reviewed. Questions invited for general fund. Hearing none, Mr. Johnson asks Chair to call for a vote.

Councilor Burns moved to approve the proposed general fund with Councilor LaRoche as second. *Motion carried 5-0.*

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor LaRoche</i>	<u><i>Yes</i></u>	<i>Mayor Pogwizd</i>	<u><i>Yes</i></u>
<i>Carren Copeland</i>	<u><i>Yes</i></u>	<i>John Luthe</i>	<u><i>Yes</i></u>	<i>Councilor Garratt</i>	<u><i>Yes</i></u>

The proposed budget is approved as presented. Mayor Pogwizd expressed his gratitude to the David Johnson for preparing the budget and presenting it perfectly for the last 17 years.

- 4. **Tax Rate Approval:** Mr. Johnson asked Council for a motion to approve the general permanent tax rate of 2.2688 dollars and a second motion of 1.80/1000 for the public safety option tax.

Chair Garratt moves to approve the budget and recommend that the City Council adopt the budget as it now stands and to approve property taxes for fiscal year 2020-2021 at the rate of 2.2688 dollars/1000 of assessed value for operating purposes for one year with Councilor Burns as second. *Motion carried 5-0.*

Discussion: None.

Councilor Burns Yes Councilor LaRoche Yes Mayor Pogwizd Yes
Carren Copeland Yes John Luthé Yes Councilor Garratt Yes

Chair Garratt moves to approve the budget and recommend that the City Council adopt the budget as it now stands and to approve property taxes for fiscal year 2020-2021 at the rate of 1.80 dollars/1000 of assessed value for the public safety option tax for one year with Councilor Burns as second. *Motion carried 5-0.*

Discussion: None.

Councilor Burns Yes Councilor LaRoche Yes Mayor Pogwizd Yes
Carren Copeland Yes John Luthé Yes Councilor Garratt Yes

5. **Adjourned**

There being no further business, Chair Garratt adjourned the meeting at 5:20 p.m.

Attest:

Mayor Tim Pogwizd

City Recorder, Terrie Richards

**City of Port Orford
City Council Meeting Minutes
In the Gable Chambers
Thursday, May 21, 2020 at 9:30 P.M.**

Mayor and Council	Present	City Staff	Present
<i>Tim Pogwizd, Mayor</i>	Excused	<i>Terrie Richards, City Admin/Recorder</i>	X
<i>Gary Burns</i>	X	<i>Shala Kudlac, City Attorney</i>	X
<i>Pat Cox, President</i>	X	<i>David Johnson, Finance</i>	X
<i>Travis Williams</i>	X	<i>Chief H. Hobart</i>	X
<i>James Garratt</i>	X		
<i>Carolyn LaRoche</i>	X		

Media Present:

Others Present: Penny Suess, Bill Kloos, Kevin McHugh

1. Call to Order

Councilor Cox called to order this Regular Meeting of the Common Council on Thursday, May 21, 2020 at 9:30 a.m. The meeting is held via internet connection due to COVID-19 restrictions set in place by the State of Oregon.

2. Additions to the Agenda: None.

3. Consent Calendar – Councilor LaRoche moved to approve the consent calendars for April 16, 2020; April 30, 2020; May 8, 2020 as written with Councilor Burns as second. ***Motion carried 4-0***

Councilor Burns Yes *Councilor LaRoche* Yes *Councilor Williams* Yes
Councilor Cox Yes *Councilor Garratt* Abstain

4. Citizen Concerns: None.

5. Appeal Conditional Use Permits 16-02/16-03 to Develop Pump and Pipeline for Purpose of Delivering Recycled Wastewater.

Attorney Kudlac summarized this is the time is to hear the appeal of the extension of time on conditional use permit 16-02 and conditional use permit 16-03. This was a decision made by the Planning Commission on March 10, 2020.

Declarations regarding conflict of interest, bias or extensions: None.

Councilors have a packet containing information on the original decision made, extensions granted previously, record of the Planning Commission meeting on March 10, 2020, notices

of appeal and submissions by appellate, Ms. Suess, as well as arguments from Bill Kloos's office on behalf of the applicant. Councilors will receive appellate's argument and response from the applicant to make a decision based on the items in the packet.

Appellate Statements: Ms. Suess read into the record her testimony opposing the extension. "To the Council and to the City Attorney. Thank you for allowing me to speak. I wanted to appeal this decision of the planning commission, because I believe that the decision was in error and that the extension for both of these CUPs is illegal. In March, Elk River Property Development, ERPD, requested and received a third extension on his Port Orford permits for effluent pipeline alternatives. The pipeline is meant to serve the golf course proposed for a location outside the city. ERPD said they needed this third extension in order to continue working with the Department of Environmental Quality, DEQ, on a water pollution control facilities permit. It is not an allowable reason to grant an extension on the CUPs. What is more important, only one extension is allowable in the first place. This extension was granted in 2018. A second extension that was granted in 2019 was done so in violation of the Port Orford municipal code. The Planning Commission approval of yet a third extension was also clearly in error. ERPD claimed yet again a need for more time "to finalize the plans, maps and equipment used for the application of a treated effluent for irrigation purposes." But, such permits typically do not require years and years of work. Obviously, there are problems with the golf course project that call into question whether it will ever be completed. Port Orford's municipal code allows one extension of a CUP when certain conditions are met, but such extensions shall not exceed one year. I quote from Chapter 17.32, conditional uses; 17.32.060 Time Limit on a Permit for Conditional Use: Authorization of a conditional use shall be void after one year or such lesser time as the authorization may specify unless substantial construction has taken place; however, the planning commission extended authorization for an additional period not to exceed one year upon written application to the Planning Commission. This is ordinance 278, paragraph 6050 1977. ERPD received two extensions of these CUPs in 2018 and 2019 each time for a year. It was a violation of municipal code that I just quoted to grant the extension in 2019 as well as in 2020, because the code only allows extensions that total one year from the original approval. The only exception to this one-year rule is if substantial construction has taken place. No construction at all has taken place to date on any portion of the project as ERPD stated in March before the planning commission. The plain meaning of construction does not entail obtaining a permit, and even if it did, obtaining one permit is not substantial construction. The plain meaning of substantial construction implies actual on-the-ground work. Moreover, the purpose of the extension provision is that CUPs would not drag on for years and allow developers to sit on their hands. Context from other uses of construction, the term construction, support the argument that substantial construction refers to actual on-the-ground construction. Two things are then clear: 1) Allowing extensions to continue indefinitely is explicitly prohibited by the municipal code. 2) Efforts to obtain permits do not qualify as substantial construction or other wise serve as an exception to the one-year rule on extensions. Therefore, the appeal must be upheld and the conditional use permits for the pipeline alternatives must be declared void by the city council. Thank you."

Applicant's representative, Bill Kloos responded to the statement from the appellate that applicant has been "sitting on his hands for years." Mr. Kloos explains that the applicant has been starting the golf course and defending lawsuits brought by Oregon Coastal Alliance and fellow travelers. They have also been hustling to get the permits needed to finish the project and put the recycled wastewater to work. In reference to Mr. Kloos's previous letter, there are three LUBA opinions. Two were ORCA challenges to counties approval of the golf course. The second opinion affirmed the golf course approval. The third opinion unsuccessfully challenged the companion approval by the county to use the recycled wastewater by way of a pipeline on county property. The county found the golf course construction approval was vested, which gives the client the right to complete the golf course. They are now seeking city approval, which requires an extension. The critical point is the original 2017 approval of the pipeline included condition N, which was to restrict work on the pipeline project until all permits are obtained including DEQ. DEQ has not finished processing the permit for the pipeline. City and county approval is a land-use matter. DEQ approval is a technical matter. The applicant cannot control when DEQ will issue the permit. At some point, there will be a public hearing and issuance of the DEQ permit at which time construction for the pipeline can begin. Mr. Kloos states the city code is ambiguous on the one-year duration of extension. It can be read as one one-year extension and another way is multiple extensions each one of which can be no longer than a year. That is how the applicant reads the code. Due to condition N restricting construction on the pipeline until permits are acquired negates the need for an extension since construction cannot start until DEQ has issued the permit.

Questions from council:

Councilor Garratt asked Attorney Kudlac for her interpretation of the section of code 17.32.060, Time Limit on a Permit Conditional Use. Attorney Kudlac responded with her interpretation that an extension is valid for one year. She does not read that it only allows to give one extension. She interprets that it modifies the duration of the extension as many times as you can get one, which coincides with the previous extensions given on this application. Councilor Garratt agrees with the interpretation.

Without further questions heard, Councilor Cox closed the public hearing.

Councilor deliberations:

Councilor Burns moved to approve the extension of time on the CUP 16.02 and CUP 16.03, Elk River Property Development based on Shala's interpretation of the municipal ordinance 32.060 referencing the time limit on conditional permit use with Councilor Garratt as second.

Motion carried 4-1

Discussion: Councilor Garratt stated that he feels this is an acceptable method of interpreting this ordinance and council should continue to interpret it the same as it has been in the past.

Councilor LaRoche asks if they can keep getting extensions with planning approval.

Attorney Kudlac stated they can if planning approves the extension. Councilor LaRoche is

concerned that the Planning Commission does not have a complete understanding of what the extension is. She does not like to see the Planning Commission tied up repeatedly on this. She feels the applicant has had a long time.

Councilor Burns wondered what problem the multiple extensions are causing. None were revealed.

Councilor Williams agreed with Attorney Kudlac's interpretation of the code. He agreed the development cannot proceed without DEQ approval, so this becomes part of the process. He also stated if City Council were to deny the application, the applicant would have to come back through the application process, which takes significantly more time from the Planning Commission and City Council.

Councilor Burns Yes *Councilor LaRoche* No *Councilor Williams* Yes
Councilor Cox Yes *Councilor Garratt* Yes

6. Old Business:

a. Dyer Partnership Engineering Services Agreement:

Councilor Cox asked if additional bids were received since previous meeting. CA Richards replied that no additional bids have been obtained. She has been in contact with Civil West Engineering. They will give a bid if asked. Councilor Cox suggested tabling this and pursue RFP from other sources.

Councilor Williams suggested holding off on the Dyer contract until additional information is received from other contractors.

The grit system repair is discussed.

Councilor Cox moved to table the Dyer contract until more information is received about the current projects with Councilor Williams as second. *Motion carried 5-0.*

Councilor Burns Yes *Councilor LaRoche* Yes *Councilor Williams* Yes
Councilor Cox Yes *Councilor Garratt* Yes

Discussion: Councilor Burns would like other engineering firms be contacted. He would like to see who nearby cities use for engineering and get their recommendations.

Consensus is taken to move forward getting RFPs from engineers. *Consensus passed 5-0.*

Staff is asked to contact OAWU to ask about how to move forward with the grit system. *Consensus passed 5-0.*

b. Emergency Preparedness:

Councilor Burns is researching the county emergency operations plan as a tool for a useable manual. Council will need to put together an incident command team, identify scenarios and create possible responses. Employees will need training on how to respond to emergencies. Once the manual is complete, council will need to agree on it and meet on a yearly basis, at least, to keep it up to date and in place. He is hoping that if the

marijuana tax passes a portion will go to emergency preparedness. Councilor Burns feels it is a little early for volunteers but will keep council informed.

7. New Business:

a. Resolution 2020-10 Annual Adjustment for SDCs:

Councilor Garratt moved to approve resolution 2020-10 with Councilor Burns as second.

Motion carried 5-0.

Discussion: None

*Councilor Burns Yes Councilor LaRoche Yes Councilor Williams Yes
Councilor Cox Yes Councilor Garratt Yes*

b. Resolution 2020-12 Volunteer Worker's Compensation:

Councilor Garratt moved to approve resolution 2020-12 with Councilor Burns as second.

Motion carried 5-0.

Discussion: None.

*Councilor Burns Yes Councilor LaRoche Yes Councilor Williams Yes
Councilor Cox Yes Councilor Garratt Yes*

c. Right-of-Way Requests – Ed Houck, Tom Calvanese, Ken Gibson

Kevin McHugh is given permission to speak on right-of-ways. Councilors agree by consensus to allow Mr. McHugh to speak.

Ed Houck right of way – Mr. McHugh stated the application should include the approved site plan, which is where the ingress/egress locations are designated as approved. The site plan needs approved by Planning and then presented to City Council. CA Richards replies that Mr. Hauck wants to clear the brush and clean the right-of-way area that abuts the property leaving a row of shore pine between his property and the neighbor's property. Eventually he would like ingress/egress and will have to get approval. Mr. McHugh states that in the past the planning commission has approved right of way usage permits similar to this one but with a definite time limit. Councilor Garratt agrees with the time limit.

Councilor Garratt moved to approve Ed Houck's application with a 90-day limitation with Councilor LaRoche as second.

Discussion: Councilor Burns reported that he applied for this prior to COVID-19 restrictions and had to hold off. He suggested maybe giving him more time.

Councilor Garratt rescinded his previous motion and moved to approve Ed Houck's application with a six-month limitation. Councilor LaRoche rescinded her second on the previous motion and seconded this motion with the six-month time limitation. *Motion carried 5-0.*

*Councilor Burns Yes Councilor LaRoche Yes Councilor Williams Yes
Councilor Cox Yes Councilor Garratt Yes*

Tom Calvanese right-of-way – Councilor Cox stated his opinion that this one will help beautify the city by cleaning up invasive species and putting them back with native.

Discussion: Kevin Mchugh addressed both Calvanese and Gibson right of way applications stating there are trees in the applications. He would like to respectfully request the council require a licensed arborist determine what trees need to be removed and how many limbs need to be cut for the mobile home access.

Tom Calvanese is not requesting any tree removal and clarifies his intention is to stabilize the steep slopes that are at risk of erosion by removing the invasive plants and promote native plants. He would like to restore and repair an existing rock wall and extend it around the property to protect from erosion. He intends to maintain this area in the future.

Councilor Burns moved to approve Tom Calvanese’s right-of-way permit request with Councilor Williams as second. ***Motion carried 4-0.***

Councilor Burns Yes Councilor LaRoche Yes Councilor Williams Yes
Councilor Cox Abstain Councilor Garratt Yes

Ken Gibson right-of-way request – Mr. Gibson is not present.

Discussion: CA Richards relayed a conversation with Mr. Gibson this morning. Mr. Gibson wanted council to understand they were going to preserve as many trees as they possibly can. They want to limb-up some trees to allow delivery of the manufactured home without damaging the home.

Councilor Garratt stated the permit request states, “remove trees.” If it were to be approved as is, there would be no control on how many trees and location of trees cut. He would like to see the verbiage, removal of trees, amended. He would like to see clarification on the section he is going to clear.

Councilor Williams asked if CA Richards walked the site when signing off on the permit. CA Richards did not see trees marked for removal. Councilor Williams would like to see a site plan in order to move forward on the request.

Councilor LaRoche asked if there was a driveway or entrance to the property. CA Richards stated there was not one at the time she was there. CA Richards confirmed they want to clear off a route to move the mobile home onto the lot.

Councilor Garratt moved to table this right-of-way request until the next council meeting with Councilor Williams as second. ***Motion carried 5-0.***

Councilor Burns Yes Councilor LaRoche Yes Councilor Williams Yes
Councilor Cox Yes Councilor Garratt Yes

Councilor Cox asked for a consensus on staff to direct Mr. Gibson to mark the trees he wants to take out prior to next month and mark the pathway they intend to utilize to move the house. ***Consensus passed.***

d. Port Orford Arts Council TLT Grant Application:

Councilor Cox moved to approve the TLT request from the Arts Council with Council Burns as second. ***Motion carried 3-2.***

Discussion: Councilor Cox reminded council this addresses the sign between Friendly Corner and Dock Road. The sign size needed verified due to the word mural. An okay was needed from adjacent property owners. CA Richards stated the neighboring properties have approved. This is a request to release the funds for TLT to move forward. Councilor Garratt does not approve of the use of the TLT funds for the sign.

Councilor LaRoche does not approve of the sign and use of funds.

Councilor Burns Yes *Councilor LaRoche* No *Councilor Williams* Yes
Councilor Cox Yes *Councilor Garratt* No

e. New Liquor License Approval

Prior to discussion, Councilor Williams advised Council it is his license request.

Councilor Garratt moved to approve the liquor license application with Councilor Burns as second. *Motion carried 4-0*

Discussion: Councilor Williams stated this is for the front of the diner. It is an off-premise license. It is take and leave. There is no on-premise drinking in the diner.

Councilor Burns Yes *Councilor LaRoche* Yes *Councilor Williams* Abstain
Councilor Cox Yes *Councilor Garratt* Yes

8. Considerations:

Citizens: None.

Staff: CA Richards reported on the watershed. Erin Minster from Curry County will attend next month's meeting to address this. CA Richards suggested councilors read the information provided. Staff will need approval to get bids on the contact tank, which will help alleviate overtime funds. Dredging permit is from July through November. The dredging company will use a laser to avoid damaging the bottom liner of the pond. They are consulting an engineer for information on fixing the gate without damaging the liner. CA Richards states the Community Building is finished today. The parks restrooms are open, though the play areas are still closed. The large percentage of water loss was due to large leaks that have since been repaired.

Councilors: Councilor Garratt introduced a proposal for a seasonal 2-cent gas tax. Other cities have been very successful with the tax. It would apply to the one gas station in town from April 15 through October 15, for a six-month period. The proposal indicates 50 percent going to road repair and maintenance, 25 percent to sidewalk and expansion and 25 percent to discretionary for roads and sidewalks. Councilors agreed to add to the next month's meeting agenda.

Councilor Cox would like the contact tank agreement on next month's meeting agenda. Supported by councilors.

Councilor Burns would like a workshop to address maintenance on city facilities, discuss Duane's retirement and replacement and to address the grit system. He suggested the workshop be held on June 4. CA Richards stated June 4 conflicts with the Parks Commission meeting. Councilor LaRoche suggested Monday, June 8 from 5 to 7. The councilors agreed to the June 8 date and time.

Mayor: None.

9. Future Meetings:

Workshop Monday, June 8 from 5 to 7.

Thursday, June 18, 2020 Regular Meeting of the Common Council at 3:30 p.m. held virtually via the same link as today.

10. Adjourned

There being no further business, Mayor Pogwizd adjourned the meeting at 5:07 p.m.

Attest:

Mayor Tim Pogwizd

City Recorder, Terrie Richards

City of Port Orford

CITY COUNCIL ADMINISTRATION REPORT

06-18-20

CONTACT TANK PROJECT

Waiting for Council approval to go out to contractor bid – Dyer will submit the project to a plan center; the whole process will take two to three months. Once a contractor is chosen, a schedule will be discussed.

DREDGING

This project will be re-bid. The oil used on the dredging machine is vegetable oil and all biodegradable oils. This machine is the same machine that is used in the ocean and other water sources in the area and is approved by the Army Corp of Engineers.

GATE VALVE/HUBBARD CREEK

Billeter Marine, Jeff Brown has explained the advice he received does not suggest divers for visibility issues. A cofferdam and/or sandbag dam is the only option, drain the pond down, remove the mud in front of the valve and hope the replacement is an easy one.

PARKS

- ⊗ Buffington Park was open to the public June 5, except for the children's play area and the basketball court.
- ⊗ Public Restrooms were opened along with state parks day use areas opening.
- ⊗ The Visitor Center was closed to prevent our vulnerable volunteers from exposure. It is unsure when we can reopen the visitor center. Parks Commissioner Steven Dahl is the only volunteer that could go back safely.
- ⊗ The Parks Commission will be holding meetings again as of July 2, 2020 and prefer holding in person meetings in Council Chambers.

OTHER

- ◆ Deady St. pump replacement was put on hold due to COVID-19. We hope to have this back on the schedule by July.
- ◆ Drilling a well at Hubbard Creek - Yes it is not only feasible, the City equipment yard on PO Loop Rd is considered a site that has a better than average probability for good water (quality and quantity).
- ★ Unaccounted for Water for January 2020 = 51.9% (Previous mo. 59.8%)

SUBMITTED BY: Terrie Richards Terrie Richards, City Administrator

- Deq is now requiring dmrs to be submitted electronically. Wasn't this here last month? Yes
- Ongoing grease removal from lift stations. When was the last time you did a fog program with our customers? When will you have the next one? I will need help from the city. Mailings/ education programs. I haven't been to see businesses in a little while. Last time inspected they have programs in place to pump. Those that don't have grease build up on the nearest manhole.
- Ammonia removal efficiency is 97%. What are the parameters? We don't have parameters yet. This is to let the city know how the treatment plant is doing. The goal behind wwtp's are to remove phosphorous and nitrogen, these nutrients are what is needed in algae growth. We are discharging to the ocean. No algae growth in this body of water.
- Call out at Idaho lift station, lost prime and needed attention. Call out was early in morning having horn blow arousing neighbors. What would be a good fix for this and why? A fix can be to install autodialers to contact operators directly.
- DEQ has sent us notification that NPDES permit needs renewing before 6/30/21. Explain that this is a very detailed report and we may need the engineers to help with it. This entails working with the city engineering group and working with them to fill out the detailed portions of the questionnaires.
- Ongoing check valve flushing for Idaho because of grit and wipes and deteriorating ageing check valves. What would it take to make these repairs? This could be difficult fix. We have replacement check valve assembly, however we need to stop flow to the lift station or bypass it. Bypassing it requires a pumping unit which can be purchased or rented. I can get those figures as needed.
- Lots of weed eating and mowing.
- Had south coast septic come and remove grit, rags, sediment and other garbage debris from bottom of Wyoming lift station. At what cost? \$847.50 this work can be done by our vector truck on a biannual routine. This can be accomplished as direction is given.
- Need to replace grit system because it is a high priority piece of equipment. The grit system removes grit, sand, wipes and garbage that is flushed. Without this removal it is all accumulating in the bottom of the anoxic and aerobic zones. This will dramatically reduce the life of the plant. This has been budgeted for if approved at council meeting. Ok.

Questions:

Idaho lift station has I and I issues in the barrel. Should I look for a group to fix it? Please explain your question. Are you certified for confined spaces? What will it take to make the repair? How many men required for the project? No we are not certified for confine space work. This will need to be contracted out. It requires finding the problem area and either fixing that then going into the wet well and spray grouting the barrel to seal that issue. We can tv the line and see what is needed. If work is to be done it can be accomplished in coordination with Wyoming work. That entails rerouting the flow as required at Idaho. Then removing the splitter.

There is a flow splitter feeding Wyoming lift station that is plugging regularly. Can we plan to have that cut off? Where is this splitter located in the lift station? Is this something you can do? How many men required to complete the project? Talked about in above.

What repairs have you made since the two councilors were on site? You pointed out some things needing fixed – did you fix them. If not do you have a plan? Need follow up. Are we going to replace the plant? Or just the roof? / the effected walls?

This fiscal year ending June 30 \$50,000 in 3 repair line items was budgeted Main pump station, sewer lines and sewer treatment plant. Have you made any repairs in these areas? You may want to list them. I am doing the best I can with the resources on hand.

FINANCIAL REPORT

June 2, 2020

For the month of May, the total revenue and expenditures for all funds was \$122,567.42 and \$114,869.45 respectively. Following is a more detailed narrative of the activity per fund.

General Fund:

The General fund received \$18,460.34 in revenue of which \$1,609.85 was from property tax receipts, \$4,419.30 from citations, \$115.23 from the State Cigarette Tax, \$1,738.96 in State Liquor Tax, \$2,577.23 in State shared revenues, \$482.37 in interest, \$2,760.00 for a Business License, \$873.30 for LSN 1st quarter franchise payment, \$3,291.10 for Charters 1st quarter franchise payment, \$525.00 for release of 7 impounded vehicles, and \$68.00 in court administrative fees. For the month of May, the General Fund disbursed \$18,304.48 of which \$13,868.17 was for wages, \$242.26 for custodial services, \$1,200.00 for legal services, \$268.14 for office supplies, \$300.00 for the municipal judge, \$253.10 in bank fees, \$247.02 for transcription services, \$142.42 payment for the copier lease, \$148.50 for advertising the budget meetings, \$165.10 for postage, \$90.12 for custodial supplies, \$53.96 for small tools, \$1,112.35 for electricity, \$103.96 for travel, \$9.40 for maintenance of City Hall, and \$99.98 for internet service.

Parks:

Parks received \$3,896.19 in revenue which consists of \$3,737.85 in 1st quarter TLT receipts, \$48.78 reimbursement for electricity, and \$109.56 in interest. For the month of May, \$5,139.53 was disbursed for Parks of which \$2,542.14 was for payroll, \$547.85 for fuel, \$80.12 for transcription of the Parks minutes, \$397.93 for electricity, \$74.97 for internet, \$86.04 for maintenance at the Visitor Center, \$102.74 for minor equipment, and \$1,307.74 for custodial services.

Public Safety:

\$30,961.96 was disbursed for the Police Department of which \$29,649.36 was for payroll, \$25.97 for office supplies, \$781.97 for fuel, \$157.00 for vehicle maintenance, \$50.00 for Kings Online, \$3.40 for postage, and \$294.26 for telephone service. Public Safety received \$16,117.89 in revenue of which \$1,297.93 was from property tax receipts, \$14,644.00 in unclaimed property, and \$175.96 in interest.

Water Enterprise:

The Water Department received \$31,405.59 in revenue of which \$31,344.76 was from the April utility billing of which \$2,899.42 is designated to be set aside for Water Capital Reserves, and \$60.83 in interest. The Water Enterprise Fund paid out \$30,814.98 of which \$25,252.11 was for payroll, \$165.75 for postage, \$488.31 for telephone services, \$259.81 for fuel, \$39.99 for internet service, \$2,758.71 for electricity, \$500.00 for contract services, \$6.46 for maintenance of the treatment plant, \$19.99 for maintenance of pump stations, \$285.00 for training, \$31.99 for vehicle maintenance, \$737.50 for new billing formatting, \$189.36 for office supplies, and \$80.00 for testing.

Water Capital Reserves:

The Water Capital Reserve Fund received \$210.17 in interest. The Water Capital Reserve Fund balance is now \$170,350.20.

Sewer Enterprise:

The Sewer Enterprise Fund received \$43,989.82 in cash receipts which consists of \$279.22 in interest, and \$43,710.60 was from the April utility billing of which \$2,597.90 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for May was \$24,655.96 of which \$20,710.13 was for payroll, \$2,320.40 for electricity, \$737.50 for new billing formatting, \$214.63 for telephone service, \$108.05 for internet service, \$211.52 for fuel, \$0.78 for maintenance of the treatment plant, \$8.99 for vehicle maintenance, \$178.21 for office supplies, and \$165.75 for postage.

Sewer Capital Reserves:

The Sewer Capital Reserves received \$206.14 in interest. The Sewer Capital Reserve Fund balance is now \$167,085.03.

Street Fund:

For May the Street Fund received \$7,291.76 of which \$7,213.09 was from the State Highway tax, and \$78.67 in interest. \$4,992.54 was disbursed for Streets, of which \$4,515.10 was for wages, \$102.00 for the port-a-pott, \$222.98 for fuel, \$100.16 for electricity, \$14.99 for vehicle maintenance, \$24.83 for street maintenance. and \$12.48 for minor equipment.

Streets Capital Improvement Fund

The Streets Capital Improvement Fund received \$91.11 in interest and the new balance in now \$73,846.32.

Equipment Replacement Fund:

The Equipment Replacement Fund received \$85.23 in interest. The balance of the Equipment Replacement Fund is \$70,745.65.

Water and Sewer SDC:

The Water SDC Fund received \$482.59 in interest and the Sewer SDC Fund received \$330.59 in interest and for the month of May. The balances of the SDC funds are as follows:

Water SDC	\$391,157.18
Sewer SDC Reimbursement	\$242,289.49
Sewer SDC Improvement	\$ 25,433.70

David Johnson

Detail Report Account Detail

Date Range: 07/01/2019 - 05/31/2020

City of Port Orford



Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
Fund: 030 - WATER ENTERPRISE FUND		0.00	-35,321.83	434.88	35,756.71	-35,321.83	
<u>030-00-44109</u>	Designated for Reserves						
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
07/01/2019	UBPKT01122	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01122			6.73	-6.73
07/03/2019	UBPKT01123	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01123			2,472.75	-2,479.48
07/11/2019	UBPKT01126	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		1.54		-2,477.94
07/11/2019	UBPKT01127	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		1.12		-2,476.82
07/19/2019	UBPKT01128	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01128			1.55	-2,478.37
07/22/2019	UBPKT01129	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01129			5.52	-2,483.89
07/30/2019	UBPKT01132	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		2.13		-2,481.76
07/31/2019	UBPKT01133	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01133			6.47	-2,488.23
08/01/2019	UBPKT01135	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01135			4,382.91	-6,871.14
08/05/2019	UBPKT01140	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01140		10.00		-6,861.14
08/05/2019	UBPKT01142	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		46.56		-6,814.58
08/05/2019	UBPKT01143	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		2.70		-6,811.88
08/07/2019	UBPKT01145	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		2.21		-6,809.67
08/09/2019	UBPKT01147	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01147			0.48	-6,810.15
08/14/2019	UBPKT01148	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		4.58		-6,805.57
08/14/2019	UBPKT01149	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		5.03		-6,800.54
08/15/2019	UBPKT01150	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		13.40		-6,787.14
08/15/2019	UBPKT01152	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		4.82		-6,782.32
08/21/2019	UBPKT01153	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		12.51		-6,769.81
08/21/2019	UBPKT01154	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		13.28		-6,756.53
08/23/2019	UBPKT01156	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		0.53		-6,756.00
08/28/2019	UBPKT01159	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01159			5.13	-6,761.13
08/29/2019	UBPKT01161	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01161		0.49		-6,760.64
08/29/2019	UBPKT01162	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		1.40		-6,759.24
08/30/2019	UBPKT01163	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		1.69		-6,757.55
09/03/2019	UBPKT01164	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01164			3,865.87	-10,623.42
09/04/2019	UBPKT01168	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		11.08		-10,612.34
09/05/2019	UBPKT01171	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01171			0.77	-10,613.11
09/06/2019	UBPKT01172	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		2.00		-10,611.11
09/06/2019	UBPKT01173	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		5.89		-10,605.22
09/10/2019	UBPKT01175	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		3.21		-10,602.01
09/18/2019	UBPKT01177	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		0.60		-10,601.41
09/19/2019	UBPKT01178	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01178			9.39	-10,610.80

Detail Report

Account 030-00-44109

Date Range: 07/01/2019 - 05/31/2020

Beginning Balance 0.00
Total Activity -35,321.83

Total Debits 434.88
Total Credits 35,756.71

Ending Balance -35,321.83

Name Designated for Reserves - Continued

Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
09/27/2019	UBPKT01183	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01183					-10,616.70
09/27/2019	UBPKT01185	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01185			9.00	5.90	-10,607.70
10/01/2019	UBPKT01188	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01188				3,506.63	-14,114.33
10/07/2019	UBPKT01191	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			4.66		-14,109.67
10/11/2019	UBPKT01193	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			24.16		-14,085.51
10/29/2019	UBPKT01215	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			2.45		-14,083.06
10/31/2019	UBPKT01216	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01216				24.29	-14,107.35
11/01/2019	UBPKT01218	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01218				3,453.71	-17,561.06
11/05/2019	UBPKT01222	Utility Single Bill Pack	Utility Single Bill Packet UBPKT01222			2.40	0.39	-17,561.45
11/15/2019	UBPKT01227	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			11.85		-17,559.05
11/21/2019	UBPKT01228	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				14.44	-17,561.64
11/27/2019	UBPKT01233	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01233				3.10	-17,564.74
12/02/2019	UBPKT01235	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01235				1.66	-17,566.40
12/02/2019	UBPKT01239	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01239				2,859.54	-20,425.94
12/02/2019	UBPKT01237	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01237				1.60	-20,427.54
12/04/2019	UBPKT01242	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01242			3.80		-20,423.74
12/13/2019	UBPKT01244	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				9.39	-20,433.13
12/26/2019	UBPKT01246	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01246			2.61		-20,430.52
12/27/2019	UBPKT01250	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01250				1.46	-20,431.98
12/31/2019	UBPKT01253	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01253				3,055.36	-23,487.34
01/02/2020	UBPKT01255	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01255				0.58	-23,487.92
01/02/2020	UBPKT01258	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01258				8.58	-23,496.50
01/31/2020	UBPKT01262	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01262				3,027.65	-26,524.15
02/03/2020	UBPKT01266	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01266			2.61		-26,521.54
02/03/2020	UBPKT01269	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			0.68		-26,520.86
02/04/2020	UBPKT01270	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			30.00		-26,490.86
02/10/2020	UBPKT01272	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01272			18.36		-26,472.50
02/10/2020	UBPKT01274	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			2.00		-26,470.50
02/19/2020	UBPKT01276	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				9.10	-26,479.60
02/28/2020	UBPKT01281	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01281				2,912.58	-29,392.18
03/02/2020	UBPKT01284	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01284			5.66		-29,386.52
03/03/2020	UBPKT01287	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			2.00		-29,384.52
03/09/2020	UBPKT01291	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			2.44		-29,382.08
03/09/2020	UBPKT01292	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			8.08		-29,374.00
03/10/2020	UBPKT01293	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01293				4.45	-29,378.45
03/23/2020	UBPKT01297	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01297				3,191.40	-32,569.85
04/01/2020	UBPKT01309	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01309				0.19	-32,570.04
04/07/2020	UBPKT01312	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01312			5.33		-32,564.71
04/08/2020	UBPKT01315	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			139.23		-32,425.48
04/09/2020	UBPKT01317	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			4.15		-32,421.33
04/09/2020	UBPKT01318	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01					

Detail Report

Account

030-00-44109

Date Range: 07/01/2019 - 05/31/2020

Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
04/09/2020	UBPKT01319	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			0.05		-32,421.28
04/21/2020	UBPKT01324	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				3.00	-32,424.28
04/21/2020	UBPKT01313	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01313			1.87		-32,422.41
05/04/2020	UBPKT01327	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01327				5.95	-32,428.36
05/04/2020	UBPKT01329	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01329				2,898.19	-35,326.55
05/07/2020	UBPKT01337	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			3.00		-35,323.55
05/29/2020	UBPKT01345	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01345			1.72		-35,321.83

Total Fund: 030 - WATER ENTERPRISE FUND:

0.00 -35,321.83 434.88 35,756.71 -35,321.83

Detail Report

Date Range: 07/01/2019 - 05/31/2020

Account 035-00-44115

Beginning Balance 0.00 Total Activity -30,255.73 Total Debits 447.38 Total Credits 30,703.11 Ending Balance -30,255.73

Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
07/01/2019	UBPKT01122	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01122				7.57	-7.57
07/03/2019	UBPKT01123	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01123			4.01	2,583.57	-2,591.14
07/11/2019	UBPKT01126	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			3.15		-2,587.13
07/11/2019	UBPKT01127	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				1.30	-2,583.98
07/19/2019	UBPKT01128	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01128				4.89	-2,585.28
07/22/2019	UBPKT01129	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01129			5.75		-2,590.17
07/30/2019	UBPKT01132	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				7.06	-2,584.42
07/31/2019	UBPKT01133	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01133				3,386.25	-2,591.48
08/01/2019	UBPKT01135	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01135					-5,977.73
08/05/2019	UBPKT01140	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01140			5.00		-5,972.73
08/05/2019	UBPKT01142	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			58.50		-5,914.23
08/05/2019	UBPKT01143	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			4.02		-5,910.21
08/07/2019	UBPKT01145	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			3.52		-5,906.69
08/09/2019	UBPKT01147	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01147				0.58	-5,907.27
08/14/2019	UBPKT01148	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			5.72		-5,901.55
08/14/2019	UBPKT01149	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			5.66		-5,895.89
08/15/2019	UBPKT01150	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			7.60		-5,888.29
08/15/2019	UBPKT01152	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			5.29		-5,883.00
08/21/2019	UBPKT01153	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			2.18		-5,880.82
08/21/2019	UBPKT01154	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			12.88		-5,867.94
08/23/2019	UBPKT01156	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			34.88		-5,833.06
08/28/2019	UBPKT01159	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01159			2.65	5.29	-5,830.41
08/29/2019	UBPKT01162	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			4.96		-5,835.70
08/30/2019	UBPKT01163	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			4.32		-5,830.74
09/03/2019	UBPKT01164	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01164				3,100.52	-8,926.94
09/03/2019	UBPKT01167	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			7.11		-8,919.83
09/04/2019	UBPKT01168	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			14.18		-8,905.65
09/05/2019	UBPKT01171	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01171				0.86	-8,906.51
09/06/2019	UBPKT01173	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			8.97		-8,897.54
09/10/2019	UBPKT01175	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			4.24		-8,893.30
09/11/2019	UBPKT01176	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			2.72		-8,890.58
09/18/2019	UBPKT01177	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			2.61		-8,887.97
09/19/2019	UBPKT01178	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01178				9.80	-8,897.77
09/27/2019	UBPKT01183	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01183				5.97	-8,903.74
09/27/2019	UBPKT01185	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01185			4.50		-8,899.24
10/01/2019	UBPKT01188	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01188				2,903.22	-11,802.46
10/07/2019	UBPKT01191	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			1.65		-11,800.81
10/11/2019	UBPKT01193	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			62.73		-11,738.08
10/29/2019	UBPKT01215	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			1.36		-11,736.72
10/31/2019	UBPKT01216	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01216				20.45	-11,757.17

Detail Report

Date Range: 07/01/2019 - 05/31/2020

Account	Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
035-00-44115				Designated for Reserves - Continued		0.00	-30,255.73	447.38	30,703.11	-30,255.73
	11/01/2019	UBPKT01218	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01218						
	11/05/2019	UBPKT01222	Utility Single Bill Pack	Utility Single Bill Packet UBPKT01222					2,863.38	-14,620.55
	11/15/2019	UBPKT01227	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				0.93	0.33	-14,620.88
	11/27/2019	UBPKT01233	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01233					12.15	-14,619.95
	12/02/2019	UBPKT01235	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01235					2.72	-14,632.10
	12/02/2019	UBPKT01237	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01237					2,520.54	-14,634.82
	12/04/2019	UBPKT01242	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01242					2.07	-17,155.36
	12/13/2019	UBPKT01244	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				3.53		-17,157.43
	12/26/2019	UBPKT01246	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01246					8.32	-17,153.90
	12/31/2019	UBPKT01253	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01253					1.23	-17,162.22
	01/02/2020	UBPKT01255	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01255					2,660.51	-17,163.45
	01/02/2020	UBPKT01258	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01258					1.04	-19,823.96
	01/31/2020	UBPKT01262	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01262					8.00	-19,825.00
	02/03/2020	UBPKT01266	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01266					2,637.41	-19,833.00
	02/03/2020	UBPKT01269	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				4.26		-22,470.41
	02/04/2020	UBPKT01270	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				0.56		-22,466.15
	02/05/2020	UBPKT01271	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				8.50		-22,465.59
	02/10/2020	UBPKT01272	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01272				15.00		-22,457.09
	02/10/2020	UBPKT01274	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				21.56		-22,442.09
	02/19/2020	UBPKT01276	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				3.60		-22,420.53
	02/28/2020	UBPKT01281	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01281					8.61	-22,416.93
	03/02/2020	UBPKT01284	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01284					2,578.73	-22,425.54
	03/03/2020	UBPKT01287	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				6.99		-25,004.27
	03/09/2020	UBPKT01292	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				2.30		-24,997.28
	03/10/2020	UBPKT01293	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01293				5.00		-24,994.98
	03/23/2020	UBPKT01297	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01297					3.05	-24,989.98
	04/01/2020	UBPKT01309	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01309					2,744.03	-24,993.03
	04/07/2020	UBPKT01312	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01312					0.16	-27,737.06
	04/08/2020	UBPKT01315	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				6.97		-27,730.25
	04/09/2020	UBPKT01317	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				70.62		-27,659.63
	04/09/2020	UBPKT01318	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				5.11		-27,654.52
	04/21/2020	UBPKT01324	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01					4.81	-27,659.33
	04/21/2020	UBPKT01313	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01313				1.50		-27,657.83
	05/04/2020	UBPKT01327	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01327					7.48	-27,665.31
	05/04/2020	UBPKT01329	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01329					2,601.21	-30,266.52
	05/07/2020	UBPKT01337	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				3.40		-30,263.12
	05/21/2020	UBPKT01338	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				5.53		-30,257.59
	05/29/2020	UBPKT01345	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01345				1.86		-30,255.73
						0.00	-30,255.73	447.38	30,703.11	-30,255.73

Total Fund: 035 - SEWER ENTERPRISE FUND: 0.00 -30,255.73 447.38 30,703.11 -30,255.73



Bank Transaction Report

City of Port Orford

Transaction Detail

Issued Date Range: 05/01/2020 - 05/31/2020

Issued	Number	Description	Amount
Bank Draft			
05/05/2020	DFT0005638	AsiFlex	\$41.66
05/05/2020	DFT0005639	VOYA - Oregon Savings Growth Plan	\$307.50
05/05/2020	DFT0005640	PERS	\$819.16
05/05/2020	DFT0005641	PERS	\$755.72
05/05/2020	DFT0005642	PERS	\$1,573.58
05/05/2020	DFT0005643	PERS	\$1,244.85
05/05/2020	DFT0005644	PERS	\$264.11
05/05/2020	DFT0005645	PERS	\$2,441.65
05/05/2020	DFT0005646	Oregon Dept of Revenue	\$26.14
05/05/2020	DFT0005647	Oregon Dept of Revenue	\$24.14
05/05/2020	DFT0005648	Rogue Credit Union	\$766.58
05/05/2020	DFT0005649	Oregon Dept of Revenue	\$1,720.93
05/05/2020	DFT0005650	Rogue Credit Union	\$2,294.85
05/05/2020	DFT0005651	Rogue Credit Union	\$3,277.84
05/11/2020	DFT0005669	April AsiFlex Admin Fee	\$3.75
05/20/2020	DFT0005653	AsiFlex	\$41.66
05/20/2020	DFT0005654	VOYA - Oregon Savings Growth Plan	\$307.50
05/20/2020	DFT0005655	VOYA - Oregon Savings Growth Plan	\$104.62
05/20/2020	DFT0005656	PERS	\$754.85
05/20/2020	DFT0005657	PERS	\$792.64
05/20/2020	DFT0005658	PERS	\$1,579.57
05/20/2020	DFT0005659	PERS	\$1,263.46
05/20/2020	DFT0005660	PERS	\$269.46
05/20/2020	DFT0005661	PERS	\$2,450.92
05/20/2020	DFT0005662	Oregon Dept of Revenue	\$26.55
05/20/2020	DFT0005663	Oregon Dept of Revenue	\$22.66
05/20/2020	DFT0005664	Rogue Credit Union	\$778.50
05/20/2020	DFT0005665	Oregon Dept of Revenue	\$1,745.03
05/20/2020	DFT0005666	Rogue Credit Union	\$2,241.07
05/20/2020	DFT0005667	Rogue Credit Union	\$3,328.92
05/20/2020	DFT0005668	VOYA - Oregon Savings Growth Plan	\$0.72
05/28/2020	DFT0005672	U.S. Bank Equipment Finance	\$142.42
		Total Drafts	\$31,413.01
Check			
05/05/2020	15030	CIS-Health Insurance	\$12,462.39
05/05/2020	15031	Void Check	\$0.00
05/05/2020	15032	Void Check	\$0.00
05/05/2020	15033	Void Check	\$0.00
05/05/2020	15034	Teamsters Local U. #206	\$268.00
05/14/2020	15035	Allstream	\$130.10
05/14/2020	15036	Amazon Capital Services, Inc.	\$107.96
05/14/2020	15037	AT&T Mobility	\$294.26
05/14/2020	15038	Bay Area Copier Company	\$108.06
05/14/2020	15039	C & K Market	\$94.02
05/14/2020	15040	Carson Oil Company	\$321.54

Issued	Number	Description	Amount
05/14/2020	15041	Charter Communications	\$398.00
05/14/2020	15042	Clark, Patricia	\$42.55
05/14/2020	15043	Coastal Paper & Supply, Inc.	\$90.12
05/14/2020	15044	Coos-Curry Electric Co-op	\$746.33
05/14/2020	15045	Void Check	\$0.00
05/14/2020	15046	Coos-Curry Supply, Inc.	\$71.94
05/14/2020	15047	Gold Beach Lumber	\$219.94
05/14/2020	15048	Void Check	\$0.00
05/14/2020	15049	McCowan Clinical Laboratory, Inc.	\$80.00
05/14/2020	15050	ODOT Fuel Sales	\$1,341.06
05/14/2020	15051	Office Depot, Inc.	\$157.35
05/14/2020	15052	Port Orford News	\$148.50
05/14/2020	15053	Ron's Oil Company	\$361.53
05/14/2020	15054	Roto Rooter, A Waste Connection Co.	\$102.00
05/14/2020	15055	Stop Stick LTD	\$157.00
05/14/2020	15056	TransUnion Risk and Alternative Data Solutions, Inc.	\$50.00
05/14/2020	15057	Tyler Technologies	\$1,475.00
05/14/2020	15058	Vend West Services	\$20.00
05/14/2020	15059	Ziplay Fiber	\$97.59
05/20/2020	15060	CIS-Health Insurance	\$12,462.59
05/20/2020	15061	Void Check	\$0.00
05/20/2020	15062	Void Check	\$0.00
05/20/2020	15063	Void Check	\$0.00
05/20/2020	15064	Teamsters Local U. #206	\$325.00
05/28/2020	15065	Law Offices of Frederick J Carleton	\$1,200.00
05/28/2020	15066	AccuScript Transcription and Typing Services	\$327.14
05/28/2020	15067	Amazon Capital Services, Inc.	\$166.08
05/28/2020	15068	Coos-Curry Electric Co-op	\$5,943.22
05/28/2020	15069	Void Check	\$0.00
05/28/2020	15070	Johnson, David	\$61.41
05/28/2020	15071	Neil or Carolyn Friedman	\$25.00
05/28/2020	15072	OAWU	\$285.00
05/28/2020	15073	Office Depot, Inc.	\$88.98
05/28/2020	15074	Quadient Finance USA, Inc.	\$500.00
05/28/2020	15075	Void Check	\$0.00
05/28/2020	15076	U. S. Cellular	\$289.27
05/28/2020	15077	Ziplay Fiber	\$74.97
05/28/2020	15078	ZiplayFiber	\$36.00
		Total Checks	\$41,129.90
EFT			
05/05/2020	DFT0005637	Payroll EFT	\$19,750.14
05/20/2020	DFT0005652	Payroll EFT	\$19,999.02
05/29/2020	42	Gary Milliman	\$300.00
05/29/2020	43	Gregory T. Ryder	\$1,550.00
05/29/2020	44	Terrusa, David R	\$500.00
		Total EFT	\$42,099.16



CITY OF PORT ORFORD

City Council Decision Order and Findings Extension of CUP #16-02 and CUP #16-03

On May 21, 2020, the Port Orford City Council affirmed the decision of the Port Orford Planning Commission in granting an extension of CUP #16-02 and CUP #16-03 for a one-year period until April 11, 2021. The City Council based their decision and vote upon the findings included within this document.

The matter came before the Council due to an appeal filed by Penny Suess in which she raised two issues: 1) The application is only allowed a single extension by the plain language of the Port Orford Municipal Code, Section 17.32.060, and 2) The applicant has not engaged in “substantial construction,” under the same provision.”

The Code section at issue is as follows:

17.32.060 Time limit on a permit for a conditional use.

Authorization of conditional use shall be void after one year or such lesser time as the authorization may specify unless substantial construction has taken place. However, the Planning Commission may extend authorization for an additional period not to exceed one year, upon written application to the Planning Commission. (Ord. 278 § 6.050, 1977)

Findings:

1. The City has issued two extensions on these applications which were originally approved April 11, 2017, respectively in 2018 and 2019. The request for an extension was timely filed by the applicant for another extension in 2020.
2. The City has the authority to interpret its code and has done so in this matter. The Council interpretation of the code section at issue is that the City has the authority to grant extensions for the period of one year per extension. There is no limitation on the number of extensions which may be granted so long as the duration of each does not exceed one year.
3. The granting of extensions is not contingent on “substantial construction”. Because of that the City does not reach discussion on the second issue on appeal. If “substantial construction” takes place, a request for an extension is unnecessary. The Council does not reach the decision on whether that has occurred here.
4. The interpretation of the Council is consistent with the previous decisions in this matter granting multiple extensions for a period of one year each.

Based upon the above findings, the City Council hereby affirms the Planning Commission decision to approve a one-year extension for CUP #16-02 and CUP #16-03 until April 11, 2021.

Tim Pogwizd, Mayor
City of Port Orford, Curry County

Terrie Richards, City Recorder
City of Port Orford, Curry County

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

06/18/20

SUBJECT: CONTACT TANK

ITEM NO: 7 b.

BACKGROUND:

The Council went through a long process to make an informed decision regarding the contact time and an affordable solution.

For Dyer Partnership to complete the project the council must give permission to put this project out to bid. Since the Engineer of Record agreement has not been approved there will be a need for a short form contract for the Chlorine Contact Time. The issue is the Task Order was related to the EOR contract. With this not renewed, there is a need for a small amount of paperwork to cover all their bases.

The tank will be 14 to 16 weeks out from the date of purchase.

FISCAL IMPACT:

This project is budgeted in the 2020-2021 fiscal year

RECOMMENDATION:

Approve the project to go out to bid as quickly as possible.

SUBMITTED BY: Terrie Richards, City Recorder

RESOLUTION 2020-14

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD, ADOPTING THE 2020 - 2021 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 2020 - 2021 in the amount of \$5,587,162

MAKING APPROPRIATIONS

BE IT FURTHER RESOLVED that the following appropriations totaling \$4,446,026 are made to the following funds:

GENERAL FUND

Administration	\$ 164,980
Court	\$ 117,051
Planning	\$ 38,114
Not Allocated to Organizational Unit or Program:	
Materials and Services	\$ 189,497
Capital Outlay	\$ -
Transfers	\$ 392,329
Contingency	\$ 80,986
Total	\$ 982,957

PARKS

Parks Maintenance	\$ 225,280
Total	\$ 225,280

PUBLIC SAFETY

Public Safety Operations	\$ 568,364
Total	\$ 568,364

EQUIPMENT REPLACEMENT

Equipment Replacement	\$ 25,000
Total	\$ 25,000

WATER SYSTEM DEVELOPMENT

Water System Development	\$ -
Total	\$ -

WATER ENTERPRISE

Water Operating	\$ 876,504
Total	\$ 876,504

WATER CAPITAL RESERVES

Water Capital Reserves	\$ 180,000
Total	\$ 180,000

SEWER ENTERPRISE

Sewer Operating	\$ 897,130
Total	\$ 897,130

SEWER CAPITAL RESERVES

Sewer Capital Reserves	\$ 180,000
Total	\$ 180,000

STREETS

Streets	\$ 415,791
Total	\$ 415,791

STREETS CAPITAL RESERVES

Streets Capital Reserves	\$ 95,000
Total	\$ 95,000

SEWER SYSTEM DEVELOPMENT

Sewer System Development	\$ -
Total	\$ -

Total Appropriations, All Funds	\$ 4,446,026
Total Unappropriated and Reserve Amounts, All Funds	\$ 1,141,136
TOTAL ADOPTED BUDGET	\$ 5,587,162

RESOLUTION 2020-14

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 2020- 2021 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation

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

Excluded from Limitation

\$	<u>0</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 2020/ 21 ending fund balances and revenues for specific uses for the governmental funds in 2020/ 21

Streets	\$ 415,791
Parks	\$ 225,280
Public Safety	\$ 568,364

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 18th day of June 2020.

Attest:

Mayor Tim Pogwizd

Terrie Richards, Recorder

RESOLUTION 2020-15

A RESOLUTION ADOPTING SALARIES AND WAGES FOR FY 2020- 2021

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, 2020:

Employee	Annual Salary
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Administrator	\$74,183
Police Chief	\$62,419

Annual Wage

Finance Director	\$72,675
Utility Clerk/Planning Asst.	\$46,363
Accountant Asst.	\$29,137
Utility Worker #2	\$45,469
Utility Worker #3	\$45,469
Public Works Lead Person	\$63,794
Waste Water Plant Operator	\$56,950
Maint. Worker #1	\$36,171
Police Officer #3	\$49,247
Police Officer #2	\$47,823
Traffic Officer	\$52,042
Seasonal Worker	\$14,654

ADOPTED by the Common Council of the City of Port Orford the 18th day of June, 2020.

Tim Pogwizd, Mayor

ATTEST:

Terrie Richards, City Recorder

RESOLUTION 2020-16

**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 2020-2021.

ADOPTED by the Common Council of the City of Port Orford, and effective this 18th day of June 2020.

SIGNED BY THE MAYOR this _____ day of June 2016.

By: _____
Council President Tim Pogwizd

ATTEST:

Terrie Richards, City Recorder

City of Port Orford
P.O. Box 310, Port Orford, OR 97465
(541) 332-3681


CITY RIGHT-OF-WAY USAGE LICENSE

City Ordinance Chapter 12.24

Licensee Information:

Date: 03/23/2020

Name: Ken Gibson Phone #: 541-999-5119

Address: 220 Flake St. POB 48 Signature: 

Property location: West of

Street location: 604 8th St. Assessors Map: 3315-05DB Lot#: 801 & 802

Description of Improvements: Attach Drawings / Plans if available:

Remove trees in 8th Street right-of-way required to access and install manufactured house on lots 801 and 802. All remaining trees including Large Cypress tree between lots 802 and 2400 will be trimmed and preserved. Low hanging tree limbs on either side of 8th street from the corner of 8th and Idaho to lots 801 and 802 may also need to be trimmed for manufactured house installation.

Agreements:

1. Licensee confirms they are the owner of the property adjacent to the City's right of way.
2. Licensee agrees that this license is personal to the licensee, non-transferable and may be revoked by the City of Port Orford at any time and without notice to licensee.
3. Licensee agrees that the use of the City's right of way is limited to the specific use authorized by this license.
4. Licensee shall notify in writing any purchaser of the property of this revocable license.
5. Licensee shall have all utilities and property lines located and marked at licensee's expense before submitting permit. (Utility locate service 1-800-332-2344)
6. The City of Port Orford reserves the right to remove any ground cover, landscaping or structures without compensation to licensee/property owner for utility installation/repair, Street maintenance/repairs, Street widening, Sidewalk construction and/or any other Street Improvements, Right-of-way maintenance or any other actions deemed necessary by the City of Port Orford.
7. **HOLD HARMLESS CLAUSE:** The licensee agrees that their performance under this license is at their own sole risk and that they shall indemnify the City of Port Orford, its agents and employees and hold harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this license and from any loss arising from the licensee's use of the property, or from the licensee's failure to perform fully hereunder, and the licensee further agrees to defend the City of Port Orford, its agents, and employees, against all suits, actions or proceedings brought by any third party against them for which the license holder would be liable hereunder.
8. If applicant disagrees with the action of City Staff, an appeal may be filed with the City Council within 14 days of the action, or the decision becomes final.
9. Criteria that will be used to evaluate proposed right of way use:
 - A. Potential impact on existing utilities (water, sewer, storm water, etc.) including potential future maintenance requirements for those utilities.
 - B. Will the proposed use negatively impact visibility for traffic on adjoining roadways?
 - C. Are there any other potential public safety concerns?
 - D. Will the proposed use be likely to create negative visual impact on adjoining properties?
 - E. Will the proposed use impact any other existing uses?
 - F. Is granting the ROW usage license in the public interest?



Trees Identified for Removal

100.0/-140.0

100.0/0.0

Commercial Zoned Lots 802
and 803 Being Merged Into One

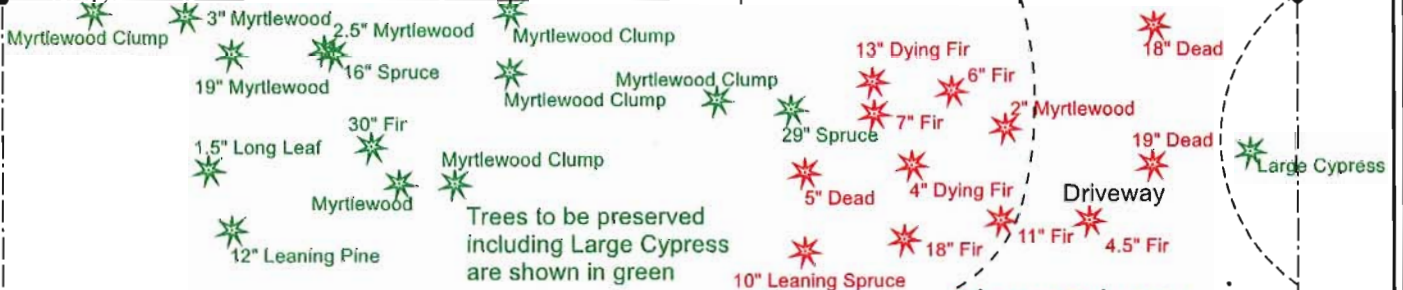
House

Foyer

Garage

0.0/-140.0

0.0/0.0



Trees to be preserved
including Large Cypress
are shown in green

Proposed Trees to be
removed shown in red

80' Right-Of-Way

8th Steet

Gibson Site Plan
Right of Way Tree Removal
April 23, 2020

-80.0/-140.0

-80.0/0.0



City of Port Orford
P.O. Box 310, Port Orford, OR 97465
(541) 332-3681

CITY RIGHT-OF-WAY USAGE LICENSE

City Ordinance Chapter 12.24

Licensee Information:

Date: 5-11-20

Name: Brian Munford

Phone #: 804-512-3276

Address: 215 17th St, 97465

Signature: [Handwritten Signature]

Property location:

Street location: 215 17th St

Assessors Map: 3315-05AA-2100-

Lot#: 2100

Description of Improvements: Attach Drawings / Plans if available: 00

Temporary dog pen (no concrete), to be removed on or before July 1, 2021.

Agreements:

1. Licensee confirms they are the owner of the property adjacent to the City's right of way.
2. Licensee agrees that this license is personal to the licensee, non-transferable and may be revoked by the City of Port Orford at any time and without notice to licensee.
3. Licensee agrees that the use of the City's right of way is limited to the specific use authorized by this license.
4. Licensee shall notify in writing any purchaser of the property of this revocable license.
5. Licensee shall have all utilities and property lines located and marked at licensee's expense before submitting permit. (Utility locate service 1-800-332-2344)
6. The City of Port Orford reserves the right to remove any ground cover, landscaping or structures without compensation to licensee/property owner for utility installation/repair, Street maintenance/repairs, Street widening, Sidewalk construction and/or any other Street improvements, Right-of-way maintenance or any other actions deemed necessary by the City of Port Orford.
7. **HOLD HARMLESS CLAUSE:** The licensee agrees that their performance under this license is at their own sole risk and that they shall indemnify the City of Port Orford, its agents and employees and hold harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this license and from any loss arising from the licensee's use of the property, or from the licensee's failure to perform fully hereunder, and the licensee further agrees to defend the City of Port Orford, its agents, and employees, against all suits, actions or proceedings brought by any third party against them for which the license holder would be liable hereunder.
8. If applicant disagrees with the action of City Staff, an appeal may be filed with the City Council within 14 days of the action, or the decision becomes final.
9. Criteria that will be used to evaluate proposed right of way use:
 - A. Potential impact on existing utilities (water, sewer, storm water, etc.) including potential future maintenance requirements for those utilities.
 - B. Will the proposed use negatively impact visibility for traffic on adjoining roadways?
 - C. Are there any other potential public safety concerns?
 - D. Will the proposed use be likely to create negative visual impact on adjoining properties?
 - E. Will the proposed use impact any other existing uses?
 - F. Is granting the ROW usage license in the public interest?

A three hundred eighty square foot dog pen, consisting of three inch posts, connecting 1 x 4's, and steel horse fencing (no concrete), for occasional outdoor containment of one German Shephard puppy. This pen will be used *less than* daily, has the approval of our neighbors on 17th Street, and, if necessary, can be disassembled in less than half a day. The pen will be removed, unless re-permitted by City Council, by June 30, 2021.

This dog PEN IS CLEARLY IN THE CITY ROW.

THIS IS THE UNAPPROVED SECTION OF 17th STREET ON THE EAST SIDE OF JACKSON ST.

MR. MUNFORD UNDERSTANDS THAT AT ANY GIVEN TIME THE CITY CAN REQUEST THE PEN IS TAKEN OUT.

THERE ARE NO WATER/SEWER CONCERNS

THERE ARE NO SAFETY CONCERNS

RECOMMENDATION: APPROVE

Terrie Richards *CITY ADMINISTRATOR*



City of Port Orford

P.O. Box 310, Port Orford, Ore. 97465
(541) 332-3681 / Fax (877) 281-5307

CITY RIGHT-OF-WAY USAGE LICENSE

City Ordinance Chapter 12.24

Licensee Information:

Name: KRISTIN HOWARD Phone #: 541-227-8867 or 541-332-1583
Address: 245 16th St. Port Orford Signature: Kristin Howard
Property location: right of way adjacent to the front of my property
Assessors Map: 33S15W05AA Lot#: 3901

Date: 5/4/2020

Description of Improvements: Attach Drawings / Plans if available:

About 3 to 5 flowering Rhododendron bushes, they have shallow root systems and grow to be about 4 to 5 feet height. They will be planted in the public right of way adjacent to my property. They will be set back about 3 to 4 feet from the edge of paved road and will not interfere with any utilities or trees. they will be in a row running parallel to the road, about a length of 15 to 20 feet.

Agreements:

1. Licensee confirms they are the owner of the property adjacent to the City's right of way.
2. Licensee agrees that this license is personal to the licensee, non-transferable and may be revoked by the City of Port Orford at any time and without notice to licensee.
3. Licensee agrees that the use of the City's right of way is limited to the specific use authorized by this license.
4. Licensee shall notify in writing any purchaser of the property of this revocable license.
5. Licensee shall have all utilities and property lines located and marked at licensee's expense before submitting permit. (Utility locate service 1-800-332-2344)
6. The City of Port Orford reserves the right to remove any ground cover, landscaping or structures without compensation to licensee/property owner for utility installation/repair, Street maintenance/repairs, Street widening, Sidewalk construction and/or any other Street improvements, Right-of-way maintenance or any other actions deemed necessary by the City of Port Orford.
7. HOLD HARMLESS CLAUSE: The licensee agrees that their performance under this permit is at their own sole risk and that they shall indemnify the City of Port Orford, its agents and employees and hold harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this permit and from any loss arising from the licensee's use of the property, or from the licensee's failure to perform fully hereunder, and the licensee further agrees to defend the City of Port Orford, its agents, and employees, against all suits, actions or proceedings brought by any third party against them for which the permit holder would be liable hereunder.
8. If applicant disagrees with the action of City Staff, an appeal may be filed with the City Council within 14 days of the action, or the decision becomes final.
9. Criteria that will be used to evaluate proposed right-of-way use:
 - A. Potential impact on existing utilities (water, sewer, storm water, etc.) including potential future maintenance requirements for those utilities.
 - B. Will the proposed use negatively impact visibility for traffic on adjoining roadways?
 - C. Are there any other potential public safety concerns?
 - D. Will the proposed use be likely to create negative visual impact on adjoining properties?
 - E. Will the proposed use impact any other existing uses?
 - F. Is granting the ROW usage license in the public interest?

from: KRISTIN HOWARD
PO BOX 1110
PORT ORFORD, OR 97465
ms.kristinhoward@gmail.com

* this application
was also emailed

OFFICE USE ONLY

PUBLIC WORKS REVIEW

Reviewed By: Larry Dell Title: PW Date: 6/12/20

Recommendation: Approve _____ Approve w/Conditions _____ Deny

Conditions discouraged - invasive to waterline - would be a hindrance to waterline repairs

POLICE DEPARTMENT REVIEW

Name: Chief Hobart Title _____ Date 6/12/20

Recommendation: Approve _____ Approve w/Conditions _____ Deny _____

Conditions No safety issues

CITY ADMINISTRATION REVIEW & FINAL DECISION

Recommendation: Approve _____ Approve w/Conditions _____ Deny

Conditions the waterline that serves three homes on 16th runs east on the south side of the street. Rhododendrons grow into large trees - they would be an issue for the PW crew to make repairs -

If Applicant disagrees with City Administration Review and Final Decision, the matter may be appealed to the City Council. Appeals must be in writing, and requested within 30 days of the final administrative decision or the decision becomes final.

In order to have standing to appeal you must be the applicant, an adjoining property owner, or an adversely affected citizen of the City of Port Orford.