

**CITY OF PORT ORFORD
VIRTUAL SESSION OF THE COMMON COUNCIL
THURSDAY, MAY 20, 2021 AT 3:30 P.M.**

Please join this meeting from your computer, tablet or smartphone.

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United States (Toll Free): 1 866 899 4679

Access Code: 994-538-453

AGENDA

- 1. Call to Order/Pledge of Allegiance**
- 2. Additions to the Agenda**
- 3. Presentations to Council/Citizens**
 - a. Dave Bassett and Jordan White speak on work force housing, right of ways, and dangerous building codes.
- 4. Consent Calendar**
 - a. Approve Minutes of April 15, 2021.
- 5. Citizens Concerns (Speak Only for Old & New Business Items on the Agenda)**
- 6. Departmental Reports**

a. Public Works	e. Liaison:	Fire District - Garratt	Port - Cox
b. Administration		TLT - Pogwizd	Parks - Tidey
c. Finance		Watershed - LaRoche	Emergency Mgmt. - Burns
d. Planning		Health – Burns	School District – Kessler
- 7. Old Business**
 - a. Port Orford Rural Fire Protection District contract acceptance.
 - b. Grant funding for Emergency Plan Coordinator.
 - c. Review draft Dark Sky Ordinance.
 - d. Reschedule City Council meetings to 5:30 pm.
- 8. New Business**
- 9. Considerations**
 - a. Citizen
 - b. Staff
 - c. Councilor
 - d. Mayor
- 10. Continuing Action Items**
 - a. Vac. Rentals
 - b. Brd of Appeals
 - c. Planning Procedures
 - d. ADU's
 - e. Seasonal Gas Tax
- 11. Future Meetings**
 - a. Thursday, June 17, 2021, Regular Council Meeting 3:30 p.m. by virtual meeting.
- 12. Adjourn**

City of Port Orford
City Council Meeting Minutes
In the Gable Chambers / Virtual participants
Thursday, April 15, 2021 at 3:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>John Isadore, Public Works</i>	X
<i>Gary Burns</i>	X	<i>Shala Kudlac, City Attorney</i>	X
<i>Tim Pogwizd, President</i>	X	<i>David Johnson, Finance and Admin</i>	X
<i>Lorrin Kessler</i>	X		
<i>James Garratt</i>	X		
<i>Carolyn LaRoche</i>	X		
<i>Greg Tidey</i>	X		

Media Present:

Others Present: Cynthia Stetson, Dana Gurnee, Penny Suess, Brian and Ashley Nebeker.

1. Call to Order

Mayor Cox called to order this Regular Meeting of the Common Council on Thursday, April 15, 2021 at 3:30 p.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: Mayor Cox requested that Old Business b) Discussion of Gas Tax be changed to b) Discussion of Seasonal Gas Tax. An executive session will be moved after adjournment.

3. Presentations to Council/Citizens: None.

4. Consent Calendar – Councilor Kessler moved to approve March 18, 2021 council minutes with Councilor Pogwizd as second. *Motion carried 6-0.*

Discussion: None.

Councilor Garratt Yes Councilor LaRoche Yes Councilor Burns Yes
Councilor Kessler Yes Councilor Tidey Yes Councilor Pogwizd Yes

5. Citizen Concerns: None.

6. Departmental Reports:

a. Public Works: Public Works superintendent, John Isadore, presented a detailed printed report to council members. He reported a new problem of air in the water system that caused a shutdown yesterday and forcing the water plant to run in manual currently. They will further troubleshoot tomorrow. They might have to call Dyer Engineering. Public Works is shorthanded due to vacations and hiring process. Progress with the pothole list is pending staff availability.

- 4 b. Admin/Finance: Interim CA Johnson presented a detailed printed financial and
5 administration report to council members. Dave Johnson advised Councilor Garratt that
6 IT is being handled by a combination of Comp-u-Talk and Interim CA Johnson.
7
- 8 c. Planning: Mayor Cox suggested a workshop jointly with the Planning Commission with
9 a goal to improve communication between City Council and the Planning Commission.
10
- 11 d. Watershed: Councilor LaRoche reported the watershed meeting is next week.
12
- 13 e. Liaison: Assignment of Liaison is an Old Business agenda item.
14 Port: Mayor Cox reported the port is getting ready to submit a request for the seawater
15 system to the EDA. Crab prices are up but numbers are down.
16
17 Emergency Management: Councilor Burns reported finding a Port Orford addendum to
18 the county emergency plan that was approved in 2010, which can be revised to be
19 current.
20
21 Fire: Councilors confirmed Councilor Garratt is now the fire liaison. Once the negotiation
22 is over there will be more informative reports.
23

24 **7. Old Business:**

- 25 a. Assignment of Liaisons:
26 **School District:** No liaison has been assigned for many years. Councilor Kessler
27 Volunteered as a liaison.
28 **Port:** Mayor Cox will remain the liaison.
29 **TLT:** Councilor Pogwizd volunteered as a liaison.
30 **Health:** Councilor Burns volunteered as a liaison.
31 **Fire Board:** Councilor Garratt volunteered as a liaison but might need assistance with
32 meeting attendance due to travel. Councilor Tidey volunteered to attend meetings and
33 volunteered as a liaison.
34 **Parks:** Councilor Tidey volunteered as a liaison.
35 **Watershed:** Councilor LaRoche volunteered as a liaison.
36 **Emergency Management:** Councilor Burns volunteered as a liaison.
37 **Curry County:** Councilors agree that current incoming reports from Curry County will
38 suffice. No liaison currently is needed.
39 **CTR:** Councilors agree that CTR can be removed from the list since they attend once a
40 year.
41 **Planning:** Councilors cannot sit in on any application process since the application are
42 supposed to come to Council as a new business. City Council and Planning Commission
43 can have workshops together in order to discuss what is best for the city in regard to
44 Planning.
45 **Chamber of Commerce:** The Chamber of Commerce does not currently exist. Councilor
46 Garratt was not successful in resurrecting the Chamber without independent funding.

4 Previous funds were abused and there is now a loss of trust. TLT currently provides
5 funding to Main Street for business promotions.

- 6
7 **b.** Discussion of Possible Seasonal Gas Tax: Mayor Cox advised the necessity to use the
8 term "Seasonal" when discussing the tax. The tax will provide funding for street repair,
9 sidewalks, etc. that the city currently cannot fund. Gas tax funds are regulated by the state
10 in Oregon. Mayor Cox does not predict this can be on the upcoming ballot. By unanimous
11 consensus, councilors agree to move forward on the seasonal gas tax.

12
13 Councilor Garratt addressed the issues most needing a decision.

- 14 1) Value of tax: Other communities with seasonal gas taxes range from 1 cent to 4 cents.
15 Both 1 cent and 4 cents are not very common, with 2 and 3 being more common.
16 Councilor Garratt recommends three cents, which he feels will not be a burden and
17 will not detract business.
18 2) Dates of the season: Councilor Garratt suggested six months during active tourism.
19 Mayor Pogwizd suggested June to November, which can be discussed and decided in
20 the future.

21
22 **8. New Business: Approval of new Liquor Licenses :**

23 Portside Market and Deli: Councilor Pogwizd moved to approve the liquor license for the
24 Portside Market and Deli with Councilor LaRoche as second. *Motion carried 6-0.*

25 Discussion: None.

26 *Councilor Garratt* Yes *Councilor LaRoche* Yes *Councilor Burns* Yes
27 *Councilor Kessler* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

28
29 The Dive: Councilor Burns moved to approve the liquor license application for The Dive
30 with Councilor Pogwizd as second. *Motion carried 6-0.*

31 Discussion: This was previously a bar. It will be open for three meals.

32 *Councilor Garratt* Yes *Councilor LaRoche* Yes *Councilor Burns* Yes
33 *Councilor Kessler* Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

34
35 **9. Considerations**

36 **a. Citizen**

37 Doreen Ames reminded council that the gas tax would affect the CFX coop gas station,
38 which affects local citizens. After mayor approval, Councilor Garratt advised that is
39 already a consideration in the development of this tax and research has begun in
40 excluding the local coop station and the Port.

41
42 Doreen Ames went to OGC to see the OCI and noticed Planning Commission and City
43 Council members have not filed. There are people who are not being forthcoming about
44 being members or officers of LLCs. She was notified that a second city councilor no
45 longer lives in the city of Port Orford. Residency requirements will be researched.
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b. Staff: None.

c. Councilor

Councilor Pogwizd expressed his appreciation to Mayor Pogwizd for his performance as mayor.

Councilor Garratt requested progress on hiring process for city administrator. Mayor Cox advised three applications have been received.

Councilor Garratt requested council to discuss changing the time of the City Council meeting back to 5:30 as previously held. This will be added to the next meeting agenda.

d. Mayor

Interview process for city administrator applicants will begin. He would like Councilor Pogwizd on the interview committee due to his experience. He would like Councilor Burns on the interview committee due to his interest and input during the process. Mayor Cox will be on the interview committee. Mayor Cox would like Steve Lawton on the interview committee due to his experience in such. Candidate applications will be provided to the council members. Concerns or comments regarding applicants should be sent to Mayor Pogwizd. The requirement for the city administrator to live in the city limits is currently applied, but that can be amended through a special meeting if needed. The current ad states the applicant must live within 15 minutes of the city limits.

An advertisement for a finance director has been placed.

10. Continuing Action Items: None.

11. Future Meetings:

Thursday, May 20, 2021 Regular Meeting of the Common Council at 3:30 p.m.

12. Adjourned

There being no further business, Mayor Cox adjourned the meeting at 4:26 p.m.

Attest:

Mayor, Pat Cox

City Recorder, David Johnson

Public Works report for the month of April 2021

Water Plant: Op's

Water treated 3,922,00, Billed 1,995,628 with a total loss of 1,741,142 = 46%.

Water Plant, we had 1 No-run days in April due to weather. Lost several days of running due to air in the system. The air was most likely caused by Hubbard's shutting, while plant is running. This occurred while we were out in the field and not in the plant to immediately shut it down.

Repairs & maintenance plant / distribution.

- Contact tank project update, Contractor is back on site and working on the pipe joints that failed the pressure test. Contractor is trying to schedule with the engineer to re-test. Tank will be on site May 11th and expected to be in place by the 14th. Tracer study to follow so we can increase the GPM.
- Communication issues with PLC to Hubbard's re-set all antenna boxes and changed blown fuses. PLC is working again and communications are back up. Hubbard's has been randomly shutting down causing huge air issues. Tag scheduled to be on site in May to trouble shoot system.
- Repaired water line break on Tichneur St. between 8th & 9th
- Performed several locates for water and sewer.
- Changed check valve and re-set meter box @ Boot Hill.
- Replaced meter, check valve and Street valve on Hamlet
- Working on Gold Run subdivision water distribution system. Located valves, meter boxes, stand pipe and air relief. Pressurized water main for several hours and didn't see any water surface? PW's to continue with getting valves boxes cleaned out and operational.

Waste Water plant: Op's:

Grit system and classifier replacement on going

UV system also upgraded or replaced on going

Repairs & maintenance plant / collections.

- Jetted plugged sewer main on 19th & 101, removed wood and debris from manhole @ Washington
- Repaired and replaced sprayers in digesters and aeration basins.
- **FLAKE ST repairs Completed**, found relays on order with a 4-6 week lead time.
- **Gold run subdivision**, pulled motors and we were able to free them up. Removed vacuum system re-sealed and reinstalled. Cleaned control panel and pulled all breakers for replacement due to corrosion. Wet well was full pumped it out to check/clean, Reese scheduled for May to replace electrical panel and breakers prior to CCE returning power to station.
- Working on replacing / repairing misc. flow meters, valves and equipment that have been out of service for some time.

Public Works report for the month of April 2021

Streets Maintenance:

- Filled potholes, Vista, Ocean view, Battle rock, etc.
- Meet with ODOT for conflicts, list has had several changes. New list is in the works and surveying is also moving forward.
- Started summer time maintenance, mowing and trimming of road shoulders.
- Working on asphalt pavement patching list in order to tag on to repave of Ocean view Rd.

Parks

- Pick up and disposal of trash and debris in parks.
- Off load 17 pallets of pavers for Parks, stored in yard @ WTP for now.
- Grounds maintenance on nature trail on going.
- Un-clog & clean 12th St & Battle Rock bathrooms (12 time's)
- Started summer time mowing and trimming.
- (Still pending) Researching new swings & hardware to replace missing and worn-out equipment.

PW Works Equipment PM's

- Run and Pm generators monthly
- Run and Pm pumps monthly
- (Still pending) Continue with repairs to Ford F-150 for summer hire (some parts received)
- (work in progress) Continue working on Public Works shop cleanup and organize
- (work in progress) Continue disposal of old junk and garbage

Additional Pending Work: Up-dated

ODOT, List conflicts has changed significantly, with the future repave and sidewalk improvements to 101. I'm working closely with ODOT's utilities specialist on the details. Survey work to be started in May, with the expectations of the conflict list resolved by October 2021 prior to bidding.

(pending) Idaho St lift station operational / working on a quote to replace controls.

DEADY ST Pump Station at some point PW's will need to replace the Cla-valve and pressure switch. New cla-valve cost estimate around 5K.

(pending)PW's still needs to excavate valve on Port Orford Loop to make permanent repairs.

3 new water services to install

Administration Report

MAY 13, 2021

FINANCE

- Budget meeting CCD Business Development Corp.
- Annual public funds collateralization certification.
- Interview for City Administrator/Recorder.
- Still waiting for a response from DOR about marijuana tax.
- Researched bank overdraft.
- Communicate with Oregon Department of Revenue, IRS, and our auditors about federal and state withholding on a 1099 NEC.
- Renewed our PP&L insurance.
- Interview candidate for CA/Recorder.
- Convert workers comp to SAIF. CIS is no longer offering workers comp. Communicate with SAIF about our employee demographics and budget.
- Reconciled utility billing, citations, cash, deposits, accounts payable, accounts receivable, and bank statements. Closed month out.

BUDGET

- Updated draft budget. Calculated year end revenue and expense. Updated projections.
- Incorporated new "worse case" scenario from the recent union negotiation into next years' budget.
- Budget discussion with Police and Public Works.
- Advertise the budget meeting and public hearing for the revenue sharing.
- Print and distribute the budget.

FIRE DEPARTMENT AND WASTEWATER PLANT ROOF REPAIR

- Received a quote of \$15,245 for the Fire Hall and \$12,770 for the WWTP.
- Contacted two additional companies waiting for quotes.
- Seems to be some difficulty in getting the resin for the roofs. May have to wait until the end of summer for supplies to be in stock.

CONTACT TANK

- Worked on scheduling a tracer study.

- Submitted application for the tracer study with OHA.

UNION NEGOTIATION

- Met with bargaining members on May 5, 2021. Reached a tentative agreement with the bargaining members.
- Schedule next meeting. Possible May 18, 2021.
- Develop current summary of negotiations and overall costs.

RIGHT OF WAY PERMITS

Ziplay fiber

- Reviewed several Facility Use Permits.

Lightspeed Network

- Reviewed ROW permit.

Buffington

- Communicate with property owner about property on Arizona and Pinehurst. Requesting that the mess be cleaned up before fire season.

WATERSHED PROPERTY PURCHASE

- Waiting to hear back from DEQ about the status of the grant application.
- Scheduled mowing of Grose on current watershed property.

INFORMATION SYSTEM

- Updated servers.
- Researched multiple attempts to log into my user account. They were not able to access any information. Changed all passwords.
- Reapprove all users.

FIRE DEPARTMENT CONTRACT

- Discussion with fire department about City financials.

PINEHURST KAYAK LAUNCH

- Referred to Parks to see if there is any interest in this.

PARKS

- Set up Parks Commission meeting. Made packets for commissioners and posted agenda. Send information to transcriptionist. Attend meeting.

WASTEWATER TREATMENT OPERATOR

- Advertise the position.

FINANCIAL REPORT
May 9, 2021

For the month of April, the total revenue and expenditures for all funds was \$167,022.38 and \$146,813.05 respectively. Following is a more detailed narrative of the activity per fund.

General Fund:

The General fund received \$35,160.25 in revenue of which \$1,980.48 was from property tax receipts, \$30,956.00 from citations, \$63.90 from the State Cigarette Tax, \$1,656.82 in State Liquor tax, \$132.96 interest, \$65.00 in business licenses, \$0.09 in miscellaneous receipts, and \$305.00 in court administrative fees. For the month of April, the General Fund disbursed \$29,373.18 of which \$11,972.77 was for wages, \$8,242.00 in citation assessments and reimbursements, \$320.25 for telephone service, \$287.25 for transcriptionist fees, \$242.26 for custodial services, \$1,200.00 for legal services, \$995.28 for our contract planner, \$874.83 for office supplies, \$300.00 for the municipal judge, \$293.05 in bank fees, \$2,948.14 for electricity, \$142.42 payment for the copier lease, \$253.26 for postage, \$15.00 for computer services, \$1,110.04 for help wanted advertisement, \$39.00 late fee, \$37.65 for custodial supplies, and \$99.98 for internet service.

Parks:

Parks received \$18,217.17 in revenue which consists of \$17,936.56 in first quarter TLT receipts, \$230.53 in binocular receipts, and \$50.08 in interest. For the month of April, \$5,558.31 was disbursed for Parks of which \$2,711.09 was for payroll, \$338.77 for fuel, \$39.11 in transcriptionist fees, \$406.14 for electricity, \$28.92 for telephone expense, \$159.94 for internet service, \$131.81 for maintenance of Battle Rock, \$18.82 for maintenance at the community building, \$74.01 for maintenance to the Visitor Center, \$75.31 for maintenance of Buffington Park, \$56.48 for maintenance at the American Legion Hall, \$56.48 for maintenance of 12th street restrooms, \$153.69 in binocular rent, and \$1,307.74 for custodial services.

Public Safety:

\$39,547.39 was disbursed for the Police Department of which \$35,245.35 was for payroll, \$175.44 for office supplies, \$821.24 for fuel, \$11.00 for postage, \$21.50 for minor tools, \$1,778.42 for vehicle maintenance, \$75.00 for Kings online, \$408.00 for Lexipol, \$447.52 for gloves, \$100 for registration for the annual OACP conference, and \$463.92 for telephone service. Public Safety received \$1,925.82 in revenue of which \$1,574.67 was from property tax receipts, \$27.50 reimbursement for an insurance report, \$40.00 for burn permits, \$107.82 for a police grant, \$21.50 reimbursement, \$75.00 for release of an impounded vehicle, and \$79.33 in interest.

Water Enterprise:

The Water Department received \$40,006.54 in revenue of which \$37,634.74 was from the March utility billing of which \$4,110.60 is designated to be set aside for Water Capital Reserves, \$1,026.00 reimbursement for backflow testing, \$1,338.00 for one new connections, and \$7.80 in interest. The Water Enterprise Fund paid out \$38,195.60 of which \$21,426.64 was for payroll, \$679.57 for telephone services, \$92.43 for fuel, \$578.66 for bank merchant fees, \$79.99 for internet service, \$19.25 for office supplies, \$4,476.81 for electricity, \$500.00 for contract services, \$204.00 for training, \$436.37 for postage, \$417.82 for lab supplies, \$1,516.12 for maintenance for the treatment plant, \$2,021.35 for maintenance of pump stations, \$170.89 for minor tools, \$201.18 for vehicle maintenance, and \$5,374.52 for work on the new contact tank.

Water Capital Reserves:

The Water Capital Reserve Fund received \$101.01 in interest. The Water Capital Reserve Fund balance is now \$210,170.49.

Sewer Enterprise:

The Sewer Enterprise Fund received \$50,900.47 in cash receipts which consists of \$186.83 in interest, \$772.00 for one new connections, and \$49,941.64 was from the March utility billing of which \$4,255.39 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for April was \$22,894.29 of which \$11,085.46 was for payroll, \$578.64 in merchant fees, \$950.00 for contract services, \$6,000.35 for electricity, \$397.42 for telephone service, \$65.98 for fuel, \$70.93 for minor tools, \$753.25 for maintenance to the treatment plant, \$436.37 for postage, \$1,821.42 for maintenance of lift stations, \$44.72 for office supplies, \$576.50 for lab supplies, and \$113.25 for internet service.

Sewer Capital Reserves:

The Sewer Capital Reserves received \$96.81 in interest. The Sewer Capital Reserve Fund balance is now \$201,432.20.

Street Fund:

For April the Street Fund received \$6,040.57 of which \$5,997.30 was from the State Highway tax, and \$43.27 in interest. \$11,244.28 was disbursed for Streets, of which \$5,552.90 was for wages, \$107.00 for the port-a-potty, \$83.57 for fuel, \$103.08 for electricity, \$258.73 for street maintenance, and \$5,139.00 for work on Ocean View paving.

Streets Capital Improvement Fund

The Streets Capital Improvement Fund received \$2.09 in interest and the new balance is now \$4,341.269.

Equipment Replacement Fund:

The Equipment Replacement Fund received \$42.30 in interest. The balance of the Equipment Replacement Fund is \$89,683.81.

Water and Sewer SDC:

The Water SDC Fund received \$228.94 in interest and \$9,096.00 for one new hookup. The Sewer SDC Fund received \$152.21 in interest and \$5,060.00 for one new hookups. The balances of the SDC funds are as follows:

Water SDC	\$485,445.15
Sewer SDC Reimbursement	\$290,894.56
Sewer SDC Improvement	\$ 30,891.46

David Johnson

6-c ?



City of Port Orford

Detail Report

Account Detail

Date Range: 07/01/2020 - 04/30/2021

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 030 - WATER ENTERPRISE FUND						
030-00-44109	Designated for Reserves	0.00	-43,005.66	571.57	43,577.23	-43,005.66
			Project Account	Debits	Credits	Running Balance
07/01/2020	Utility Regular Bill Pa				3,386.78	-3,386.78
07/08/2020	Utility Disconnect Bill				0.29	-3,387.07
07/08/2020	Utility Disconnect Bill				0.77	-3,387.84
08/03/2020	Utility Disconnect Bill				13.81	-3,401.65
08/03/2020	Utility Regular Bill Pa				5,539.71	-8,941.36
08/10/2020	Utility Adj. Bill Other			150.00		-8,791.36
08/11/2020	Miscellaneous Adjust			2.47		-8,788.89
08/11/2020	Miscellaneous Adjust			19.86		-8,769.03
08/12/2020	Utility Disconnect Bill				0.11	-8,769.14
08/26/2020	Utility Disconnect Bill				4.51	-8,773.65
08/31/2020	Miscellaneous Adjust			0.32		-8,773.33
09/01/2020	Utility Regular Bill Pa				5,389.66	-14,162.99
09/11/2020	Utility Disconnect Bill			29.70	5.18	-14,168.17
09/15/2020	Miscellaneous Adjust					-14,138.47
09/22/2020	Utility Disconnect Bill				4.13	-14,142.60
09/29/2020	Utility Adj. Bill Other			8.70		-14,133.90
09/30/2020	Miscellaneous Adjust			0.81		-14,133.09
09/30/2020	Utility Disconnect Bill				26.16	-14,159.25
10/01/2020	Utility Regular Bill Pa				5,233.91	-19,393.16
10/15/2020	Utility Disconnect Bill				5.42	-19,398.58
10/16/2020	Miscellaneous Adjust			9.34		-19,389.24
10/28/2020	Utility Disconnect Bill				26.99	-19,416.23
10/30/2020	Utility Disconnect Bill				8.08	-19,424.31
10/30/2020	Miscellaneous Adjust			22.72		-19,401.59
10/30/2020	Utility Disconnect Bill				5.44	-19,407.03
11/02/2020	Utility Regular Bill Pa				4,281.46	-23,688.49
11/23/2020	Miscellaneous Adjust			1.72		-23,686.77
11/25/2020	Utility Disconnect Bill				8.80	-23,695.57
11/30/2020	Utility Adj. Bill Other			4.50		-23,691.07
11/30/2020	JN06338				22.72	-23,713.79
11/30/2020	JN06338R					-23,691.07
12/02/2020	Utility Disconnect Bill			22.72		-23,703.48
12/03/2020	Utility Regular Bill Pa				12.41	-23,691.07
					4,385.90	-28,089.38

6-c 8

Designated for Reserves - Continued

Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
12/07/2020	UBPKT01474	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01474			14.74		-28,074.64
12/08/2020	UBPKT01476	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01476			11.81		-28,062.83
12/09/2020	UBPKT01477	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			6.64		-28,056.19
12/09/2020	UBPKT01478	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			6.89		-28,049.30
12/11/2020	UBPKT01479	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01479				0.34	-28,049.64
12/17/2020	UBPKT01487	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01487				15.92	-28,065.56
12/21/2020	UBPKT01490	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				22.72	-28,073.26
12/29/2020	UBPKT01493	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				3,480.78	-31,554.04
01/04/2021	UBPKT01496	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01496					-31,546.49
01/13/2021	UBPKT01500	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01500			7.55		-31,539.49
01/26/2021	UBPKT01502	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			7.00		-31,545.93
01/26/2021	UBPKT01504	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01504				6.44	-31,536.84
01/26/2021	UBPKT01507	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			9.09		-31,534.63
01/27/2021	UBPKT01510	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01510			2.21		-31,538.01
01/29/2021	UBPKT01514	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01514				3.38	-35,435.82
02/01/2021	UBPKT01516	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01516				3,897.81	-35,429.07
02/02/2021	UBPKT01520	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			6.75		-35,429.22
02/05/2021	UBPKT01521	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01521				0.15	-35,280.87
02/25/2021	UBPKT01527	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01527			148.35		-35,268.94
02/25/2021	UBPKT01528	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01528			11.93		-35,287.46
02/26/2021	UBPKT01531	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01531				18.52	-38,907.28
03/01/2021	UBPKT01534	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01534				3,619.82	-38,867.92
03/04/2021	UBPKT01541	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01541			39.36		-38,873.29
03/26/2021	UBPKT01547	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01547				5.37	-38,895.06
03/31/2021	UBPKT01553	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01553				21.77	-42,987.33
04/01/2021	UBPKT01556	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01556				4,092.27	-42,975.96
04/22/2021	UBPKT01564	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01					-42,995.04
04/27/2021	UBPKT01572	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01572			11.37		-43,002.16
04/28/2021	UBPKT01574	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01574				19.08	-43,005.66
04/28/2021	UBPKT01575	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01575				7.12	-43,005.66
						571.57	43,577.23	-43,005.66
						0.00	-43,005.66	

Total Fund: 030 - WATER ENTERPRISE FUND:

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Detail Report

Date Range: 07/01/2020 - 04/30/2021

Account	035-00-44115	Beginning Balance	0.00	Total Activity	-42,609.93	Total Debits	436.73	Total Credits	43,046.66	Ending Balance	-42,609.93
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Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
07/01/2020	UBPKT01373	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01373				2,896.25	-2,896.25
07/08/2020	UBPKT01379	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01379				0.27	-2,896.52
07/08/2020	UBPKT01381	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01381				0.80	-2,897.32
08/03/2020	UBPKT01388	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01388				17.27	-2,914.59
08/03/2020	UBPKT01390	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01390				5,237.87	-8,152.46
08/10/2020	UBPKT01393	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01393			100.00		-8,052.46
08/11/2020	UBPKT01394	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			7.50		-8,044.96
08/11/2020	UBPKT01395	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			26.59		-8,018.37
08/12/2020	UBPKT01398	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01398				0.10	-8,018.47
08/26/2020	UBPKT01400	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01400				4.65	-8,023.12
08/31/2020	UBPKT01402	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			1.32		-8,021.80
09/01/2020	UBPKT01404	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01404				5,113.24	-13,135.04
09/11/2020	UBPKT01408	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01408				5.99	-13,141.03
09/15/2020	UBPKT01410	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			34.21		-13,106.82
09/22/2020	UBPKT01416	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01416				6.08	-13,112.90
09/29/2020	UBPKT01419	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01419			5.89		-13,107.01
09/30/2020	UBPKT01425	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			0.40		-13,106.61
09/30/2020	UBPKT01426	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			3.29		-13,103.32
09/30/2020	UBPKT01428	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01428				8.93	-13,112.25
10/01/2020	UBPKT01431	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01431				5,027.69	-18,139.94
10/08/2020	UBPKT01434	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				10.42	-18,150.36
10/15/2020	UBPKT01436	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01436				5.91	-18,156.27
10/15/2020	UBPKT01437	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				10.42	-18,166.69
10/16/2020	UBPKT01439	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			9.42		-18,157.27
10/28/2020	UBPKT01441	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01441				28.80	-18,186.07
10/28/2020	UBPKT01443	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01443			19.95		-18,194.86
10/30/2020	UBPKT01447	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				8.79	-18,174.91
11/02/2020	UBPKT01449	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01449			8.41		-22,470.32
11/23/2020	UBPKT01457	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				4,295.41	-22,461.91
11/25/2020	UBPKT01460	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01460				8.53	-22,470.44
11/30/2020	UBPKT01463	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01463			3.00		-22,467.44
11/30/2020	GLPKT09515	JN06338	To Correct UBPKT01447 an Post Deposit to			19.95		-22,487.39
11/30/2020	GLPKT09556	JN06338R	To Correct UBPKT01447 an Post Deposit to			19.95		-22,467.44
12/02/2020	UBPKT01467	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01467				13.63	-22,481.07
12/03/2020	UBPKT01469	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01469				4,376.20	-26,857.27
12/07/2020	UBPKT01474	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01474			9.83		-26,847.44
12/08/2020	UBPKT01476	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01476			8.00		-26,839.44
12/09/2020	UBPKT01477	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			9.12		-26,830.32
12/09/2020	UBPKT01478	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			9.41		-26,820.91
12/11/2020	UBPKT01479	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01479				0.29	-26,821.20
12/17/2020	UBPKT01487	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01487				13.73	-26,834.93

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Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Total Activity	Total Debits	Total Credits	Ending Balance
12/21/2020	UBPKT01490	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				16.13		-26,818.80
12/29/2020	UBPKT01493	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01					98.10	-26,916.90
01/04/2021	UBPKT01496	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01496					3,725.53	-30,642.43
01/13/2021	UBPKT01500	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01500				9.66		-30,632.77
01/26/2021	UBPKT01502	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				3.00		-30,629.77
01/26/2021	UBPKT01504	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01504				7.30	7.15	-30,636.92
01/26/2021	UBPKT01507	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				2.00		-30,629.62
01/27/2021	UBPKT01510	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01510				5.04		-30,627.62
01/29/2021	UBPKT01513	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01513					4.51	-30,622.58
01/29/2021	UBPKT01514	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01514					4,016.23	-30,627.09
02/01/2021	UBPKT01516	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01516				100.00		-34,643.32
02/05/2021	UBPKT01521	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01521					2.10	-34,645.42
02/25/2021	UBPKT01527	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01527						-34,545.42
02/25/2021	UBPKT01528	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01528				7.95		-34,537.47
02/26/2021	UBPKT01531	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01531					20.40	-34,557.87
03/01/2021	UBPKT01534	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01534					3,783.37	-38,341.24
03/26/2021	UBPKT01547	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01547					6.25	-38,347.49
03/31/2021	UBPKT01553	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01553					7.05	-38,354.54
04/01/2021	UBPKT01556	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01556					4,228.60	-42,583.14
04/22/2021	UBPKT01564	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				9.36		-42,573.78
04/27/2021	UBPKT01572	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01572					24.18	-42,597.96
04/28/2021	UBPKT01574	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01574					7.91	-42,605.87
04/28/2021	UBPKT01575	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01575					4.06	-42,609.93

Total Fund: 035 - SEWER ENTERPRISE FUND:

Beginning Balance	0.00	-42,609.93	436.73	43,046.66	-42,609.93
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Grand Totals:

Beginning Balance	0.00	-85,615.59	1,008.30	86,623.89	-85,615.59
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Bank Transaction Report

City of Port Orford

Transaction Detail

Issued Date Range: 04/01/2021 - 04/30/2021

Issued	Number	Description	Amount
Bank Draft			
04/01/2021	<u>DFT0006068</u>	Quadient Finance USA, Inc.	270.00
04/05/2021	<u>DFT0006070</u>	AsiFlex	60.00
04/05/2021	<u>DFT0006071</u>	VOYA - Oregon Savings Growth Plan	1,056.05
04/05/2021	<u>DFT0006072</u>	PERS	359.28
04/05/2021	<u>DFT0006073</u>	PERS	974.51
04/05/2021	<u>DFT0006074</u>	PERS	1,307.09
04/05/2021	<u>DFT0006075</u>	PERS	896.86
04/05/2021	<u>DFT0006076</u>	PERS	771.46
04/05/2021	<u>DFT0006077</u>	PERS	21.01
04/05/2021	<u>DFT0006078</u>	PERS	2,284.81
04/05/2021	<u>DFT0006079</u>	Oregon Dept of Revenue	26.28
04/05/2021	<u>DFT0006080</u>	Oregon Dept of Revenue	22.08
04/05/2021	<u>DFT0006081</u>	Rogue Credit Union	793.32
04/05/2021	<u>DFT0006082</u>	Oregon Dept of Revenue	1,817.73
04/05/2021	<u>DFT0006083</u>	Rogue Credit Union	2,191.11
04/05/2021	<u>DFT0006084</u>	Rogue Credit Union	3,392.02
04/16/2021	<u>DFT0006085</u>	U.S. Bank Equipment Finance	142.42
04/20/2021	<u>DFT0006087</u>	AsiFlex	60.00
04/20/2021	<u>DFT0006088</u>	VOYA - Oregon Savings Growth Plan	1,056.05
04/20/2021	<u>DFT0006089</u>	PERS	329.34
04/20/2021	<u>DFT0006090</u>	PERS	855.05
04/20/2021	<u>DFT0006091</u>	PERS	1,130.62
04/20/2021	<u>DFT0006092</u>	PERS	828.51
04/20/2021	<u>DFT0006093</u>	PERS	610.21
04/20/2021	<u>DFT0006094</u>	PERS	2,011.01
04/20/2021	<u>DFT0006095</u>	Oregon Dept of Revenue	24.04
04/20/2021	<u>DFT0006096</u>	Oregon Dept of Revenue	20.56
04/20/2021	<u>DFT0006097</u>	Rogue Credit Union	727.50
04/20/2021	<u>DFT0006098</u>	Oregon Dept of Revenue	1,640.00
04/20/2021	<u>DFT0006099</u>	Rogue Credit Union	1,796.49
04/20/2021	<u>DFT0006100</u>	Rogue Credit Union	3,110.58
04/29/2021	<u>DFT0006102</u>	Quadient Finance USA, Inc.	906.00
Total Bank Draft			31,491.99
Check			
04/01/2021	<u>15778</u>	Amazon Capital Services, Inc.	311.13
04/01/2021	<u>15779</u>	CASH IN OFFICE	16.45
04/01/2021	<u>15780</u>	Coos-Curry Electric Co-op	6,469.34
04/01/2021	<u>15781</u>	Void Check	0.00
04/01/2021	<u>15782</u>	Country Media Inc.	44.00
04/01/2021	<u>15783</u>	Curry County Road Department	738.92
04/01/2021	<u>15784</u>	League of Oregon Cities	20.00

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Issued	Number	Description	Amount
04/01/2021	<u>15785</u>	Newey, Jacob	300.00
04/01/2021	<u>15786</u>	Ron's Oil Company	272.64
04/01/2021	<u>15787</u>	Smith & Loveless, Inc.	1,531.42
04/01/2021	<u>15788</u>	Traffic Safety Supply Co., Inc.	258.73
04/01/2021	<u>15789</u>	U. S. Cellular	250.92
04/01/2021	<u>15790</u>	USA Blue Book	349.25
04/01/2021	<u>15791</u>	Ziplay Fiber	79.97
04/05/2021	<u>15792</u>	CIS-Health Insurance	9,564.96
04/05/2021	<u>15793</u>	Void Check	0.00
04/05/2021	<u>15794</u>	Void Check	0.00
04/05/2021	<u>15795</u>	Void Check	0.00
04/05/2021	<u>15796</u>	Teamsters Local U. #206	211.00
04/06/2021	<u>15797</u>	AccuScript Transcription and Typing Services	326.36
04/06/2021	<u>15798</u>	AT&T Mobility	298.26
04/06/2021	<u>15799</u>	Avery Services, LLC	1,844.00
04/06/2021	<u>15800</u>	Budge-Mchugh Supply Company	83.38
04/06/2021	<u>15801</u>	Carson Oil Company	114.46
04/06/2021	<u>15802</u>	Charter Communications	129.98
04/06/2021	<u>15803</u>	Coos-Curry Supply, Inc.	1,506.75
04/06/2021	<u>15804</u>	Country Media Inc.	264.04
04/06/2021	<u>15805</u>	Curry County Reporter	324.00
04/06/2021	<u>15806</u>	Curry County Treasurer	598.40
04/06/2021	<u>15807</u>	Curry Transfer & Recycling, INC.	107.00
04/06/2021	<u>15808</u>	Gold Beach Lumber	368.21
04/06/2021	<u>15809</u>	Lexipol LLC	408.00
04/06/2021	<u>15810</u>	Office Depot, Inc.	295.78
04/06/2021	<u>15811</u>	Oregon Dept of Revenue CFA	2,250.00
04/06/2021	<u>15812</u>	Pacific Office Automation	178.20
04/06/2021	<u>15813</u>	Port Orford News	324.00
04/06/2021	<u>15814</u>	Rogue Credit Union-Visa	587.67
04/06/2021	<u>15815</u>	Shoji Planning, LLC	995.28
04/06/2021	<u>15816</u>	Stettler Supply Company	3,847.50
04/06/2021	<u>15817</u>	TransUnion Risk and Alternative Data Solutions, Inc.	75.00
04/06/2021	<u>15818</u>	Vend West Services	20.00
04/06/2021	<u>15819</u>	ZiplayFiber	36.58
04/16/2021	<u>15820</u>	Allstream	129.30
04/16/2021	<u>15821</u>	Amazon Capital Services, Inc.	97.60
04/16/2021	<u>15822</u>	Barbara Grundemann	35.00
04/16/2021	<u>15823</u>	C & K Market	31.49
04/16/2021	<u>15824</u>	Charter Communications	283.22
04/16/2021	<u>15825</u>	Coos-Curry Electric Co-op	864.78
04/16/2021	<u>15826</u>	Void Check	0.00
04/16/2021	<u>15827</u>	James McGill	60.00
04/16/2021	<u>15828</u>	Jeremi Eaton	250.00
04/16/2021	<u>15829</u>	ODOT Fuel Sales	1,014.89
04/16/2021	<u>15830</u>	Office Depot, Inc.	451.37
04/16/2021	<u>15831</u>	Oregon Association Chiefs of Police	100.00
04/16/2021	<u>15832</u>	Patricia Moralas	60.00

Issued	Number	Description	Amount
04/16/2021	<u>15833</u>	PSI Services, Inc.	204.00
04/16/2021	<u>15834</u>	The Dyer Partnership Engineers & Planners, Inc.	1,527.02
04/16/2021	<u>15835</u>	The Tower Optical Company	153.69
04/16/2021	<u>15836</u>	Tyler Technologies	446.25
04/16/2021	<u>15837</u>	USA Blue Book	645.07
04/16/2021	<u>15838</u>	Ziply Fiber	99.45
04/20/2021	<u>15839</u>	CIS-Health Insurance	9,565.08
04/20/2021	<u>15840</u>	Void Check	0.00
04/20/2021	<u>15841</u>	Void Check	0.00
04/20/2021	<u>15842</u>	Void Check	0.00
04/20/2021	<u>15843</u>	Teamsters Local U. #206	211.00
04/20/2021	<u>3054</u>	Villarreal, Anthony David	813.63
04/29/2021	<u>15846</u>	Amazon Capital Services, Inc.	419.97
04/29/2021	<u>15847</u>	Coastal Paper & Supply, Inc.	376.55
04/29/2021	<u>15848</u>	Void Check	0.00
04/29/2021	<u>15849</u>	Coos-Curry Electric Co-op	6,600.40
04/29/2021	<u>15850</u>	Void Check	0.00
04/29/2021	<u>15851</u>	Country Media Inc.	114.00
04/29/2021	<u>15852</u>	Curry County Road Department	5,139.00
04/29/2021	<u>15853</u>	Curry County Road Department	1,039.50
04/29/2021	<u>15854</u>	Curry County Treasurer	1,033.60
04/29/2021	<u>15855</u>	Doak McWilliams	105.00
04/29/2021	<u>15856</u>	League of Oregon Cities	20.00
04/29/2021	<u>15857</u>	Oregon Dept of Revenue CFA	3,850.00
04/29/2021	<u>15858</u>	Pocket Press, Inc	78.42
04/29/2021	<u>15859</u>	Reese Electric, Inc.	978.24
04/29/2021	<u>15860</u>	U. S. Cellular	346.09
04/29/2021	<u>15861</u>	Ziply Fiber	79.97
04/29/2021	<u>15862</u>	ZiplyFiber	36.83
04/30/2021	<u>15844</u>	Kudlac & Carleton, LLP	1,200.00
04/30/2021	<u>15845</u>	Newey, Jacob	650.00
Total Checks			74,511.99
EFT			
04/01/2021	<u>72</u>	Gary Milliman	300.00
04/01/2021	<u>73</u>	Gregory T. Ryder	1,550.00
04/01/2021	<u>74</u>	Terrusa, David R	500.00
04/05/2021	<u>DFT0006069</u>	Payroll EFT	19,880.33
04/20/2021	<u>DFT0006086</u>	Payroll EFT	17,567.14
04/30/2021	<u>75</u>	Gary Milliman	300.00
04/30/2021	<u>76</u>	Gregory T. Ryder	1,550.00
04/30/2021	<u>77</u>	Terrusa, David R	500.00
			42,147.47

**CITY OF PORT ORFORD PLANNING DEPARTMENT
REPORT TO MAYOR, CITY COUNCIL & CITY ADMINISTRATOR**

Date: May, 2021

To: Pat Cox, Mayor, City Council members

From: Patty Clark, Planning Assistant

I. City Planning Commission Activity

At the regular meeting of May 4, 2021 the Planning Commission approved the minutes of the April 6, 2021 planning commission.

II. Public Hearing

- None

III. Planning Matters

Review of the Port Orford Lighting Ordinance.
Attached is the proposed Lighting Ordinance that the Commission is working on.

IV. Permit Clearance Activity

The City planning and public works staff review all requests for building permits within the city to determine whether the request complies with the city's land use and public works regulations. The city staff confirms that building permit applications conform to these regulations by reviewing Permit Clearance forms that are filed with the city prior to applying to the county for the building permit.

During the month of April of 2021 the City received no applications.

April 8, 2021

To the Honorable Mayor and City Council

RE; The IGA between the City and the District

Below is a description of the equipment the Fire District uses and its capacity. As you can see from the age of our equipment the PORFPD faces an uphill battle fighting wildfires in a 'when not if' environment. Last year alone Oregon lost 1.07 million acres to wildfire.

Our one last request is that the City Council take seriously the danger we face with wildfire and approves a set-aside or Reserve Fund to help build a department capable of defending the most beautiful yet one of the most vulnerable communities on the coast and reach parity with the taxpayers of the Fire District.

PUMPER ENGINES

Pumper engines are required for rural and city firefighting. They have multiple attack lines (1-1/2" & 2-1/2" hoses) ready to quickly deploy. They are designed to carry adequate personnel and protective equipment for them (SCBA air pacs). They carry 1,000' of large diameter supply lines to provide adequate water for attack lines. They also carry equipment such as ladders and water curtains. They can receive water from hydrants, tenders or draft from portable tanks. Pumpers have a limited water supply to initiate the attack until a water source is established.

TENDERS

Tenders have a much larger supply of water. They have limited attack lines, no large diameter supply lines and little equipment. They can draft from diverse water sources or fill from a hydrant. They are used to supply water to the pumper through direct hook-up or rapid drops into portable tanks. They can carry no more than 2 people.

Firefighting in locations with hydrants does not usually require tenders, although they can be useful in difficult to reach areas. Firefighting in rural areas is completely dependent on 'rolling water', so it is imperative to have several reliable tenders.

Following is a list of PORFPD pumpers and tenders. Please note that some of the equipment is old and not completely reliable.

PUMPER ENGINES	Year	Water Capacity	Personnel
6702	2004	1000 gal	8
6708	1994	1200 gal	5
6704	1980	500 gal	3
TENDERS (Large tank)			
6715	2015	3000 gal	2
6714	2009	3000 gal	2
KW manual transmission	1973	4200 gal	2

Keep in mind that a fire out of control in a rural area can quickly threaten areas supplied by hydrants. Therefore, maintaining rural firefighting equipment also protects the city.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF PORT ORFORD
AND THE PORT ORFORD RURAL FIRE PROTECTION DISTRICT
FOR FIRE PROTECTION SERVICES**

THIS AGREEMENT, by and between the City of Port Orford, hereinafter referred to as the “City” and the Port Orford Rural Fire Protection District, hereinafter referred to as the “District”, is made and entered into, effective the date of the last signature, for the purpose of providing unified fire protection.

RECITALS

WHEREAS, ORS 190.010 authorizes units of local government to enter into written agreements with other units of local government for the performance of any or all of the functions and activities of a party to the agreement including the consolidation of departments; and

WHEREAS, Oregon Public Entities are protected under Oregon Tort 30.260-30.300 and this IGA is subordinate to that and all other Oregon Law, and

WHEREAS, both the City and the District have reviewed the costs and benefits of a combined Fire Department, and have determined that a combined Fire Department would provide more efficient fire protection service at either no increase in cost to the taxpayers or at a possible savings.

AGREEMENT

NOW, THEREFORE, in consideration of each party’s performance of the terms, conditions, and covenants herein, the City and the District agree as follows:

SECTION 1 – PURPOSE

- 1.1 The purpose of this Agreement is to provide the citizens of the City of Port Orford and the Port Orford Rural Fire Protection District with the highest level of fire protection in the most efficient and cost-effective manner possible.
- 1.2 Recognizing the purpose and spirit with which this Agreement is entered into, the City and the District agree to consult, cooperate, meet and work together in resolving, to the mutual satisfactions of both parties, any questions or problems which may hereafter arise in connection with performance under this Agreement.

SECTION 2 – TERM

The initial term of the Agreement shall be from the date it is entered into until June 30, 2021. Thereafter, starting on July 1, 2021, it shall be automatically renewed for subsequent two (2) year terms, but either party may unilaterally terminate, for any reason whatsoever, by giving the other party written notice at least six (6) months in advance of the natural termination date. The parties are encouraged, but not required, to communicate an interest in re-negotiating terms, payment schedules, and the like prior to resorting to the declaration of intent to terminate, as provided in Section 11.

SECTION 3 – FIRE PROTECTION SERVICES TO BE PROVIDED BY THE DISTRICT

- 3.1 The District will use its best effort subject to its limited resources to provide fire protection services to all properties within the City limits of Port Orford in the same manner and equal priority as provided to properties within District limits. Those fire protection services shall be provided at a level which will maintain and seek to improve the existing ISO rating for properties within the City limits.
- 3.2 In compliance with and support of the Oregon State Fire Marshal's Office and County building officials, the District shall review proposed City rules and regulations related to fire protection and shall have all of the powers of the City with regard to the enforcement of the Fire Code and other fire protections rules and regulations, the enforcement of which would normally rest with the 'Fire Chief' or "Fire Department".
- 3.3 The District and City Administrator shall be responsible for preparing, maintaining, and submitting for City approval an Operational Plan for the provision of the required services, to which the plan may be modified from time to time as may be needed, upon mutual agreement of the City Council and the District Board.
- 3.4 Except as otherwise specified herein, the District shall be responsible for paying for all cost of fire service pursuant to this agreement, including insurance, equipment, personnel, operation and maintenance, subject to Oregon Tort discretionary immunity protection.

SECTION 4 – BURN PERMITS

- 4.1 The District shall be responsible for setting standards and overall regulations governing burn permits for open burning within the City limits, and for determining those periods when such burning will not be permitted.

4.2 Issuing burn permits and setting and collecting fees shall be the responsibility of the City.

SECTION 5 – EMERGENCY RESPONSE TEAM PARTICIPATION

The District Fire Chief and Fire Department personnel will function as members of the City’s Emergency Response Team, as specified in applicable City emergency response ordinances, regulations and guidelines. Accordingly, the District Fire Chief and appropriate Fire Department personnel will also participate in all Emergency Response Team training exercises.

SECTION 6 – PAYMENT FOR SERVICES

6.1 For the first year of this Agreement, in consideration for providing the fire protection services as specified herein, the City shall pay to the District thirty-five thousand seven hundred seventy-six dollars (\$35,776.00) payable on or before December 31, 2020.

6.2 Beginning July 1, 2021, in consideration for providing the fire protection as specified, herein, the City shall pay to the District \$0.52 / \$1,000 of assessed value. For Fiscal Year 2022, the contract rate will increase \$0.055 for a combined amount of \$0.575 / \$1,000 of the City’s assessed value. Additionally, for Fiscal Year 2023, the contract amount will increase another \$0.075 for a final contract rate of \$0.65 / \$1,000 of the City’s assessed value. There after the contract rate will be \$0.65 / \$1,000 of the City’s most current assessed value as provided by the Curry County Tax Assessor. Those increases are as follows:

2021	\$0.52
2022	\$0.575
2023	\$0.65

All annual payments are payable on or before December 31st of each year, and shall be net of annual Rental Expense.

6.3 Thereafter the contract amount for fire protection will be adjusted each succeeding year by the most recent assessed value of the City as provided by the Curry County Tax Assessor.

6.4 If the annual payment is not paid promptly when due, the District may terminate this agreement and its duties and obligations upon thirty (30) days written notice thereof to the City.

SECTION 7 – CITY EQUIPMENT, BUILDINGS AND FACILITIES

- 7.1 The City may, at its option require that the District maintain a fire station at the existing facility adjacent to City Hall. The City shall be responsible for major maintenance items including, building exterior, exterior painting, fire bay doors, roofing, plumbing system and electrical system. The District shall be responsible for payment of all other expenses and for normal interior cleaning and repairs for damages caused by its own actions. The City may require that the existing fire station or offices in City Hall be vacated upon six (6) months advance notice to the District. In the event the City requires the District to vacate the facility, it shall be cleaned by the District and returned to the City in as good as conditions as received, normal wear and tear excepted.
- 7.2 The District is responsible for cleaning all interior and exterior areas of the premises that they are renting, including but not limited to equipment bays, storage, office areas, kitchen, bathrooms, outdoor walkways, and parking lot. The District must remove any collected trash and food waste from the premises at least once a week. To facilitate waste removal, the City will provide trash collection. The exterior areas are to be kept clean and not used for storage. Whenever the City notices that clutter is beginning to accumulate, the City will notify the District that the premises need to be cleaned and the accumulated clutter must be removed within fourteen (14) days or the City will remove the clutter at the District's expense.
- 7.3 Beginning July 1, 2021 the District agrees to pay rent for the use of the Fire Hall section of the City Hall in addition to the cost of utilities as outlined in attachment A
- 7.4 The cost of electricity will be cost allocated based upon the square footage of City Hall that is occupied by the District. Water and wastewater will be based upon the actual cost for the base rate for each one. The cost of telephone service will be based upon the actual cost of one extension of the City's telephone system. These costs are listed in detail in attachment A
- 7.5 Electrical and rent will be adjusted annually using the most current index published by the Bureau of Labor for the western region known as the CPI-west. Water and wastewater increases will follow the City's base rate increases. These increases will be provided to the District in March of each year. No increase will be imposed if the District is not notified in time to formulate the District's budget.
- 7.6 The District will pay for any water that has been treated by the City which is used for anything other than fighting fires or for training. The District will establish an account

with the City before using such water and will report monthly to the City the amount of said water used.

- 7.7 The City shall be responsible for maintenance and repair of its water system, water lines and fire hydrants, and for providing water through the system for the purposes of firefighting, flow testing, flushing hydrants, and fire training.

SECTION 8 – REVIEW AND EVALUATION

In order to assist the City in reviewing and evaluating the effectiveness of this agreement and the performance of the District under this Agreement:

- 8.1 The District Fire Chief and the City Administrator or liaison shall meet at least Bi-annually to review the fire service operations under this Agreement und the District Operating Plan referred to in SECTION 3.
- 8.2 The District shall on a monthly basis provide the City Council with monthly response and activity summaries for all areas within the City limits. On request, the District Fire Chief or appropriate designee shall be available to brief the City Council and staff within twenty-four (24) hours of any major fire, Haz-Mat operation, accident, or other major incident occurring within the City limits involving the Fire Department.
- 8.3 The City and the District will meet to reevaluate this contract and the costs associated with it every five (5) years.

SECTION 9 – LIABILITY

- 9.1 The parties shall mutually hold each other harmless and indemnify and defend each other from any and all claims, costs and damages (including reasonable attorneys' fees) to the extent arising out of or related to that party's breach of contract. Both parties shall maintain a minimum of one million dollars (\$1,000,000) general liability insurance naming the other as an 'additional insured' party on its liability insurance policy and shall provide the other party with certificates evidencing such coverage.

9.2 ANNEXATION OF DISTRICT PROPERTY

The City will notify the District Board Chairman of any annexations out of the District and into the City.

SECTION 10 – MATERIAL BREACH

10.1 A party may terminate this agreement if one party has materially breached the agreement and the breaching party has not cured the breach within a reasonable amount of time following delivery of a written notice specifying the nature of the breach and the actions required or surmised to cure. The following remedies are available to the parties;

- (a.) Request a meeting between the City Council and the District Board to discuss and attempt to resolve the dispute. Such a meeting shall be scheduled at the convenience of the City Council and District Board, but in no event later than thirty (30) days following that request.
- (b.) Request an arbitration of any dispute pursuant to ORS 190.710 to 190.800
- (c.) Bring an action in the Curry County Court to enforce any provision of this Agreement.
- (d.) Declare this Agreement to be terminated at which time the provisions of SECTION 11 shall be complied with.
- (e.) Each of the described remedies is to be deemed cumulative and non-exclusive of any other remedy.

SECTION 11 – TERMINATION

11.1 This Agreement may be terminated by either party for material breach in accordance with the provisions of SECTION 10.

11.2 This agreement may also be terminated, without material breach, as provided in Section 2, or as the parties may mutually consent.

11.3 Upon termination, including expiration of this Agreement, the following shall apply;

7-a ?

- (a) An accounting with regard to fees paid or owing shall be provided by the District within thirty (30) days of the effective date of terminations. The sums referred to in SECTION 6 shall be prorated. Any overpayments made by the City to the District shall be paid back to the City within fifteen (15) days of the accounting date and any amounts owed by the City to the District shall be paid to the District within fifteen (15) days of the accounting date.
- (b) In the event the parties disagree as to property ownership or the accounting, the following remedies are available to the parties:
- (c) Request a meeting between the City Council and the District Board to discuss and attempt to resolve the dispute. Such meeting shall be scheduled at the convenience of the City Council and District Board, but in no event later than thirty (30) days following the request.
- (d) Request arbitration of any dispute pursuant to ORS 190.710 to 190.800
- (e) Bring an action in the Curry County Court to resolve the dispute.

11.4 Each of the described remedies is to be deemed cumulative and non-exclusive of any other remedy.

SECTION 12 – NOTICES

Any notice required or allowed to be given by this Agreement shall be given by the United States Mail, first class, postage pre-paid, addressed as follows;

TO THE CITY	City Administrator City of Port Orford P.O. Box 310 Port Orford, OR 97465
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TO THE DISTRICT	Board Chair Port Orford Rural Fire Protection District P.O. Box 363 Port Orford, OR 97465
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Said notice shall be deemed received three (3) days after said mailing. If the address of either party changes, notice of the change of address shall be given to the other party in writing in the manner described above.

ATTACHMENT A

Rent \$0.63 per sq. ft. Currently the Fire Department occupies 3,349 sq. ft. The following is a breakdown of that total combined square footage:

Old ambulance bay	812 sq. ft.
Fire Hall	<u>2,537 sq. ft.</u>
	3,349 sq. ft.

Electricity costs are allocated based upon the percentage of City Hall that the Fire Department occupies. The total square footage of City Hall is 10,890 sq. ft. The 3,349 sq. ft. that the Fire Department occupies is 30.75% of the total 10,890 sq. ft. of City Hall.

Water and sewer is based on the current base rate for water and sewer.

			Fire Dept. share of costs
			Annual Cost
Total square footage of City Hall	10,890		
Total square footage used by Fire Dept.	3,349	30.75%	
Annual rent per square foot		\$0.63	\$25,318.44
Annual Electricity cost for City Hall \$12,793.56		30.75%	\$ 3,934.00
City Water and Wastewater (\$38.12 + \$42.10 = \$78.22)		\$78.22	\$ 938.64
Telephone Service		\$28.10	<u>\$ 337.20</u>
Total Annual Cost			\$30,528.28

Audience

Port Orford City Administrator

Proposed By

Port Orford Emergency Preparedness volunteers:

- Gary Burns
- Jim Howe
- Jenna Howe

Proposal

To create a paid position of Emergency Plan Coordinator, who will create, execute, and manage an emergency preparedness plan specifically for Port Orford. Duties to include:

- Work with community members, relevant agencies, and information sources to prepare and document the plan.
- Investigate sources for grants to support our Emergency Preparedness plan.
- Supervise grant applications.
- Coordinate development, documentation, and implementation of the emergency plan.
- Manage emergency preparedness setup budget.
- Perform initial inventory and assessments of emergency resources, determine weak spots in our preparedness, and adjust plans and resources accordingly.

In the event of a local disaster, the emergency plan coordinator will coordinate the local response.

Introduction

In the event of a natural disaster, Port Orford could easily be cut off from outside help. Therefore, we need to take steps as a community and as individuals to be ready to help ourselves and our neighbors for days, weeks, or longer.

The true 'first responders' in any emergency are the people who are present in the moment. That is especially true in Port Orford. Fortunately, our community is resilient and caring, with plenty of skills that we can tap into.

Scope of plan

The plan should identify:

- Disasters that are likely to affect Port Orford, such as earthquakes, fires, and Tsunami. And the likely of an event. Based on insurance tables and other sources.
- Resources outside the Port Orford area that could provide aid, when and how to request that aid, and who in Port Orford should make the request.
- How Port Orford might be cut off from outside aid in any given emergency, and how long it would take for outside aid to arrive. This includes cases of regional emergencies, where nearby communities might themselves be digging out from a disaster.
- What would be needed for the people of Port Orford to survive and function while waiting for aid (how much potable water and food, emergency shelter, etc.).

- What resources are typically in the town at any moment, and how much of those resources would be likely to survive a given disaster.
- What additional resources Port Orford would need to have on hand.
- How to gather these resources, where to keep them, and how to distribute them when they are needed.
- What logistic challenges that we may have in bringing in aid, such potential damage to roads, Port facilities, and the airport.
- What grants could cover the costs of these preparations, and apply for them.
- What individuals can do to prepare for disasters and their aftermath.
- Ways that individuals can support their neighbors and the community as a whole.
- How to communicate our findings to the people of Port Orford and get their active participation.
- Whether Port Orford would be able to help neighboring communities, and if so how to make that help available.

Additional roles

The following additional roles will needed:

- Grant writer
- Plan writer
- Back office: Port Orford administrative staff (manage and disburse funds)
- Maintenance: Maintain storage facilities, inventory of emergency supplies, etc.

Grants

The Emergency Plan Coordinator will pursue and manage outside funding from grants:

- Locate and apply for grants, with the help of a grant writer.
- Oversee the reporting requirements of grants, and maintain communications with the grantors.

The Emergency Preparedness volunteer group is already looking into grants that might be available to the City of Port Orford for this purpose. Grant applications would be submitted under the name of the City of Port Orford, and would therefore need to be authorized by the City Administrator.

Action Requested

- Fund Emergency Plan Coordinator position.
- Hire Emergency Plan Coordinator
Jim Howe is willing and able to fill this full time position.
- Authorize Emergency Plan Coordinator to research grants and have a grant writer apply for the grants.
- Fund grant writer (a grant writer cannot be funded through the grants).
Jenna Howe is willing and able to fill this position.
- Have City Administrator approve grant plan.
- Hire a plan writer, to be funded by grants.

May 13, 2021

Dear Planning Commission Members:

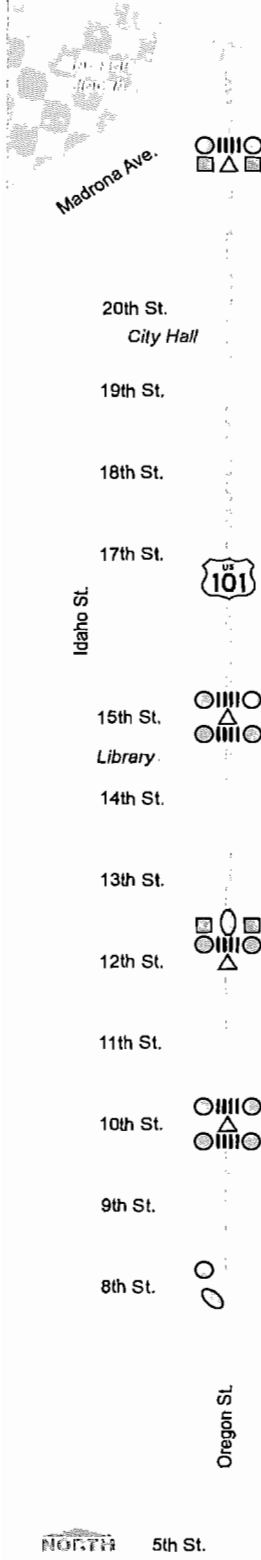
I had the opportunity to speak with Heather Neavoll and Darrin Neavoll from ODOT on May 6, 2021, regarding the light fixtures and other questions that were brought up by citizens and Commissioner Thelen. I'm writing this letter to you with the answers that I was given with the hopes that some of our questions could be answered and that this will help us move forward in sending the ordinance to the council in June. ODOT must have the city's final answer regarding the crosswalks by the end of June to ensure an on-time project start in Spring 2022.

Some history...

About a year ago when ODT received a draft of the dark skies ordinance, ODOT went to the city with three (3) options from ODOT for the project. The first option was to remove all crosswalks in town and not have any. The second option was to use decorative light fixtures (4 total lights per intersections) at intersections that would have crosswalks, which would lower the mounting height and brightness at each light but would come at a great expense to the city (an estimated \$75,000 - \$100,000 initially), with maintenance done solely by the city. The third option was to use lights paid for by ODOT and installed by CCEC on power poles that were more cost effective, with each intersection having two (2) lights diagonal from each other, and the city paying a flat fee, which would include energy costs, and any maintenance and/or replacements needed to the lights.

The council chose option 3 because of the cost effectiveness and asked ODOT to work with the Planning Commission to try and meet the desired color and get the brightness of lights as low possible while meeting ODOT safety requirements and our ordinance requirements. Based on ODOT data of highest volume usage by pedestrians of the intersections in Port Orford as well as city council input, the crosswalk installations were decided to be at Madrona, 15th Street, 12th Street in front of Driftwood Elementary School, 10th Street, Jackson St., and Jefferson St.

The proposed plan for crosswalks is in the image on the next page.



101 Garrison Slough to Cemetery Loop Rd. Paving and Pedestrian Improvements

This project will repave U.S. Highway 101 through Port Orford (milepost 300.0 - 301.5). All ADA curb ramps will be replaced between Madrona Ave. and Jefferson St.

Additional project features are listed below.

- |||| Crosswalks
- Curb extensions
- Pedestrian islands
- Pedestrian flashing beacons
- △ Additional illumination
- Paving limits

OREGON DEPARTMENT OF TRANSPORTATION November 2020

Driftwood School

Washington St.
 Jackson St.
 Jefferson St.
 Deady St.

Harbor Dr.
 Post Office
 7th St.
 Cemetery Loop Rd.
 Battle Rock Park

Again these crosswalks were placed at these particular intersections due to council's input, as well as ODOT data regarding the intersections with the highest volume of pedestrian traffic in Port Orford.

Back to present.....

Ann Vilesis, on behalf of the city, had been working with ODOT and CCEC regarding types of lighting fixtures that were appropriate for our town's climate, as well as fit within the scope of the Dark Sky Ordinance. On April 22, 2021, CCEC installed demo lights on poles located on either side of Hwy 101 on 13th Street (north of Driftwood Elementary School). The two types of lights installed were CREE Series TRV and CREE Series XSP. These lights were chosen because they had the best light pattern to illuminate the intersections while achieving the 2700k, lowest mounting height possible with two lights (30 feet mounting) and meeting the AVERAGE illuminance of 0.9-1.2fc, as well their ability to withstand coastal weather conditions.

As we heard in our last planning meeting on 5/4/21, many citizens inspected the lights and found them to be too bright and not following the "Dark Sky" ordinance that is being proposed by the planning commission. In fact, a measurement was taken one evening and found that at the foot candle (fc) reading under the lights were 3.8fc for the east side light and 2.2fc for the west side light, which far exceeds the proposed 0.9 – 1.2fc measurement from ODOT. What is a foot candle? A foot-candle is a measurement of light intensity. One foot-candle is defined as enough light to saturate a one-foot square with one lumen of light.

In conversations with Ms. Vilesis and in a confirmation email to me, Ms. Neavoll has stated that this is the minimum requirements that ODOT would be willing to go in Port Orford's Dark Sky Ordinance due to safety reason.

15.17.090 - Street and Highway Lighting Standards:

- A. All lighting fixtures shall be level mounted and eighty-five degrees (85°) full cutoff type fixtures.
- B. Maximum color temperature shall not exceed 2700K.
- C. Luminaires shall be mounted at a height of 30 feet or less.
- D. All street and highway lights shall meet the following standards for average horizontal illuminance:

ZONES	Average horizontal illuminance in foot candles (fc)
Residential Zones	0.2-1.2 fc
Hwy 101, including intersections and cross walks	0.9-1.2 fc

Ms. Neavoll also had a conversation with CCEC regarding the lights and found the following. The demo lights were not installed correctly because both models were missing the back-light shield.

In further review, CCEC found that the XPS fixture does not work because it does not have coastal features, and it is extremely heavy. The weight of the light causes concerns for mounting on the mast arm that will be installed and windy conditions that happen along the coast. Back light shield is available for this light it was just not included in the initial order for some reason. CCEC will be installing the back-light shield on

the TRV model, which as of now, is the only model that will be available for Port Orford that would fit into the ordinance.

There was concern about the brightness of the lights. In the scenario in which the council picked, the intersections will only have two (2) of these lights, diagonal from each other. There was a citizen who also measured the fc of both demo lights, i.e. a direct shot and found it to be higher than what ODOT proposed. In my conversation with Ms. Neavoll, she wanted to clarify the measuring the average illuminance specified is not a "direct shot" under the light or at any given location. The measurement of the average illuminance specified is an AVERAGE of hundreds of measurements within the area of the light, or in Port Orford's case, throughout the intersection. To take a measurement in one spot for the average fc of a light is incorrect and would not give accurate information for the average illuminance.

There was also a question of why an entire intersection must be illuminated if there are two crosswalks. In a 11/20/20 technical memorandum written by the Department of Transportation regarding the Port Orford project, the ODOT design criteria for marked crosswalks includes "the design area for illumination includes the entire intersection including all marked crosswalks and traffic conflict area." The Oregon Department of Justice strongly recommends, due to an increased number of tort claims, that if any crosswalks are installed at an intersection, it must have proper safety features in place, which includes illuminating the entire intersection. All proposed marked crosswalks are at intersections, including the enhanced single crossings which have their parallel crossing closed; therefore, these will need the entire intersection illuminated.

At this time, ODOT must finalize plans to move forward with this project. They are unwilling to continue to put the project off due to a potential loss of funding for the project. They will need to have all details completed ASAP to prepare for the necessary bids to go out in October 2021 for an on time start date in the Spring of 2022.

At the workshop on May 20, 2021, Heather Neavoll will be attending to answer any questions regarding the street lighting ordinance. If you have any more questions, please feel free to send them to me and I will pass them along to her so that she can be prepared to answer them at the workshop.

For more information on the street project in Port Orford, please visit ODOT's website at <https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=21323>.

Respectfully,

Krista Nieraeth
Planning Commission Chair

CHAPTER 15.17 OUTDOOR LIGHTING CODE

SECTIONS:

15.17.010	Title
15.17.020	Purpose
15.17.030	Definitions
15.17.040	Authority
15.17.050	Applicability
15.17.060	General Requirements
15.17.070	Non-Residential Lighting Requirements
15.17.080	Public Lighting Standards
15.17.090	Street and Highway Lighting Standards
15.17.100	Prohibitions
15.17.110	Exemptions
15.17.120	Notice
15.17.130	Enforcement, Abatement, and Penalties

15.17.010 - Title:

This chapter, together with the amendments codified in this chapter, shall be known and may be cited as the City of Port Orford Outdoor Lighting Code and will be referred to herein as "this code".

15.17.020 - Purpose:

The purposes of these lighting standards are: conserving energy to the greatest extent possible; promoting traffic and pedestrian safety; minimizing glare, light trespass, obtrusive lighting, light pollution, and sky glow; and preserving the Dark Sky of the natural nighttime environment.

It is the intent of this code to control the obtrusive aspects of excessive and careless outdoor lighting while preserving, protecting, and enhancing the lawful nighttime use and enjoyment of any and all property; to preserve the quality of life for residents of the City and enhance the tourist experience for visitors; and to provide assistance to property owners and occupants in bringing nonconforming lighting into compliance with this code.

15.17.030 - Definitions:

In the case where a definition of a term is found to be in conflict with a definition or term in any other City ordinance or regulation, the more restrictive definition shall apply.

Bulb: means the component of the fixture that produces light.

Canopy: means a covered structure open to the elements, with at least one side open for pedestrian and/or vehicular access.

City: means the City of Port Orford, Curry County, Oregon, USA.

Development Project: for the purposes of Chapter 15.17 means any residential, commercial, industrial, or mixed use land use plan which is submitted to the Jurisdiction for approval or for permit.

Direct Illumination: means illumination resulting from light emitted directly from a lamp or fixture, not light diffused through translucent materials or reflected from other surfaces such as the ground or building faces.

Eave: means an area of a roof which overhangs the walls.

Excessive Lighting: means lighting that exceeds the amount that is needed to perform a visual task at night or required for public safety.

Fixture: means the complete lighting assembly that houses the lamp or lamps together with everything required to control and distribute the light output. The terms "fixture" and "luminaire" may be used interchangeably in this code.

Foot Candle: means the imperial unit of measurement used to quantify the amount of light falling on a surface. One foot-candle is the illuminance produced by a candle on a surface one foot square from a distance of one foot. See also "lux".

Flood or Spotlight: means any light fixture or lamp that incorporates a reflector, a refractor, or a prismatic lens to concentrate the light output into a directed beam in a particular direction.

Full Cutoff: means zero radiation of light above the horizontal plane or a lighting fixture designed, constructed, or installed, so that the lighting elements (i.e. lamps or bulbs) are not exposed to normal view by motorists or pedestrians, or from adjacent or nearby properties.

Fully Shielded: means a fixture that allows no emission of light above the horizontal plane. For the purpose of this Chapter, full cutoff fixtures are considered fully shielded.

Glare: means stray unshielded light in the field of view that is brighter than the level to which the eyes are adapted, and may result in (a) nuisance or annoyance such as light shining into a window; (b) discomfort causing squinting of the eyes; (c) disabling vision by reducing the ability of the eyes to see into shadows; (d) reduced visual acuity.

Installed: means set up or put in place.

Kelvin (K): means the color temperature scale used to describe the visual characteristics of various light sources. It is measured in degrees on a Kelvin scale (K) and typically ranges from 2000K (warm) to 5000K (cool).

Lamp: See "bulb".

Light Pollution: means any deleterious effect of artificial light including, but not limited to, glare, light trespass, sky glow, excessive or unnecessary lighting, or any artificial light that might be disruptive to the natural environment.

Light Trespass: means light falling from one property onto an adjacent or nearby property, or onto the public right-of-way.

Lumen: means the international unit of measurement used to quantify the amount of light produced by a lamp or emitted from a fixture. For the purposes of this code, measurements in lumens shall refer to "initial lamp lumens" as rated by the manufacturer when the lamp is new, as listed on the packaging.

Luminaire: see "fixture".

Lux: means the international unit used to measure the amount of light striking a surface. If this unit is used, please divide by 10.76 to convert to Foot Candles.

Motion Sensor: means a device that detects physical movement within the sensors local environment and activates a light that is extinguished by a timer.

Mounting Height: means the vertical distance from the existing grade or average elevation of the finished grade of the surface being illuminated to the lowest light emitting point of the fixture.

Nonessential Lighting: means lighting which is unnecessary for pedestrian passage or other visual tasks and therefore is not generally useful (i.e., decorative, architectural, and landscape lighting). This includes lighting intended for a specific task or purpose when that task or purpose is not being actively performed, such as parking lot illumination

Opaque: means any material that prevents light from passing through (i.e. impenetrable to light).

Outdoor Lighting: means temporary or permanent lighting equipment installed outside the building envelope, whether attached to poles, building structures, the earth, or any other location. For the purpose and intent of this code, fixtures that are installed indoors and are intended to light something outdoors are considered outdoor lighting.

Replacement: means the installation of a new lighting fixture or luminaire in place of a pre-existing fixture. Replacement does not mean the changing of light bulbs or lamps with same or lower output. All replacements must comply or continue to comply with this Chapter.

Seasonal Lighting: means temporary lighting installed and operated in connection with holidays, traditions, or local festivals.

Shield or Shielding: means an opaque material or device that is attached to a lighting fixture to prevent light from being emitted in certain directions.

Sky Glow: means the brightening of the nighttime sky by diffuse, scattered light from artificial light sources reducing the ability to view features of the night sky.

Street Lighting: means permanent outdoor lighting that is owned and maintained by a municipality or other public agency or private enterprise and is specifically intended to illuminate streets and highways for automotive vehicles and may also incidentally light sidewalks and adjacent private property.

Temporary Lighting: means lighting which is intended for uses which by their nature are of limited duration, such as civic events or construction projects, and will not be used for more than one thirty (30) day period within a calendar year, with one thirty (30) day extension.

Unshielded: means lighting fixtures capable of emitting light in any direction.

Up lighted: means a lighting fixture usually installed on the ground or permanently mounted to an architectural element, tree, or other structure that has the light from the fixture directed in a contained pattern above the horizontal plane to illuminate an adjacent or nearby building element, shrub, tree, or other landscaping.

15.17.040 -Authority:

The City of Port Orford and such designees as shall be appointed by City Council shall have the authority to require new lighting and existing lighting meet the provisions of this code.

15.17.050 - Applicability:

- A. General. The provisions of this code apply to the construction, alteration, movement, enlargement, replacement, and installation of outdoor lighting throughout the City of Port Orford.
- B. Application of Code. The standards and requirements of this code are applied in all zones of the City of Port Orford as follows:
 - 1. All existing lighting that fails to comply with this code at the time of its enactment shall mitigate the non-conformance through shielding or capping of the offending light within one hundred and eighty (180) days of the effective date of this chapter.
 - 2. If mitigation cannot bring the offending lights into complete compliance with this chapter, the lights must be capped, moved, relocated, or replaced resulting in compliance within five (5) years of the effective date of this chapter.
 - 3. Any construction or development which requires permitting of any kind, must be in compliance with this chapter at the time the application for the permit is filed. The City of Port Orford will not sign, nor administer, any permitting process without proof of compliance.
- C. Other Laws. Where any provision of federal, state, county, or city statutes, codes or laws conflicts with any provision of this code, the most restrictive shall govern. Where there is a conflict between the general requirements and a specific requirement, the specific requirement shall apply unless otherwise regulated by law.

15.17.060 - General Requirements:

- A. The maximum lumens of any lamp shall not exceed 1,700 lumens.
- B. The color temperature of all lamps shall not exceed 2,700K.
- C. Lighting fixtures shall be fully shielded or full cutoff fixtures.
- D. Direct or indirect illumination shall not exceed 0.2 foot candles upon abutting lots in residential use as measured at the property line.

15.17.070- Non-Residential Lighting Requirements:

- A. Canopy and Eave Lighting. Lighting levels under eaves and canopies shall be adequate to facilitate the activities taking place in such locations.
1. Lighting fixtures mounted on canopies and/or eaves shall be designed, constructed, or installed so the lens cover is recessed from the bottom surface (ceiling) of the canopy or shielded by the fixture or the edge of the canopy/eave. Light shall be constrained to no more than 85° from vertical.
 2. Lights shall not be mounted on the top or sides (fascias) of the canopy/eave and the sides (fascias) of the canopy/eave shall not be illuminated.
- B. Exterior Display and Sales Areas. Lighting levels on exterior display and/or sales areas shall be adequate to facilitate the activities taking place in these locations. The site plan shall designate areas to be considered display/sales areas and areas to be used as parking. These designations must be approved by the City.
1. Each area designated as an exterior display and/or sales area shall be considered separately.
 2. Lighting fixtures shall be full cut-off fixtures.
 3. Fixtures shall be mounted no more than twenty (20) feet above grade.
 4. Fixtures shall not create glare on adjacent streets, highways, or properties, and shall not create light trespass on nearby and abutting properties.
 5. Exterior display/sales areas shall be illuminated only when the establishment is open for business unless motion sensing devices are installed.
- C. Parking areas. Parking area lighting shall provide the minimum lighting necessary to ensure adequate vision in parking areas, and to not cause glare or direct illumination onto adjacent properties or streets.
1. All lighting fixtures serving parking areas shall be full cut-off fixtures.
- D. Security Lighting
1. All security lighting fixtures shall be fully shielded, comply with lighting standards, and be directed only onto the designated area, and not illuminate other areas.
 2. Sensor activated security lights shall be automatically turned off within five (5) minutes after being activated if no additional motion, light, or infrared radiation is detected.
 3. Residential security lights shall not be installed or attached to public utility or streetlight poles.
- E. Lighted signs. All lighted signs must comply with general requirements of this chapter. Non-compliant signs must be turned off by 8pm.

15.17.080 - Public Lighting Standards:

The following additional standards shall apply to all public and semi-public uses.

- A. All lighting fixtures shall be full cut-off fixtures.
- B. Where illumination is provided, lighting of parks or open space shall have a maximum mounting height of 20 feet, minimum illumination level of 0.3 foot-candles, maximum illumination level of 1.3 foot-candles, and color temperature not to exceed 2,700K.]
 - 1. The decision authority, in consultation with the Parks and Recreation Commission and the Public Works Director, shall determine whether off-street walking and bike trails built in accordance with the Parks and Recreation Master Plan, are required to be illuminated in accordance with the standards above.
- C. Rustic trails built in accordance with the Parks and Recreation Master Plan shall not be illuminated.
- D. The following shall apply to lighting of pedestrian walkways in non-residential zones and multifamily developments:
 - 1. If pedestrian walkways are adjacent to illuminated parking areas, public rights-of-way or common open space this standard shall be met without the need for additional lighting if the ambient lighting meets the illumination levels specified in 15.17.080.B, above.
 - 2. Pedestrian walkways between parking areas and buildings or adjacent to dwellings and off street multi-purpose pathways shall use bollard lights with a minimum illumination level of 0.3 foot-candles, a maximum illumination level of 1.2 foot-candles, and a maximum color temperature of 2,700K.
 - 3. The decision authority, in consultation with the Parks and Recreation Commission and the Public Works Director, may require off-street walk and bike trails built within or adjacent to a multifamily development in accordance with the Parks and Recreation Master Plan to be illuminated in accordance with the standards of Section 15.17.080.B, above.
 - 4. Rustic trails built within or adjacent to a multifamily development in accordance with the Parks and Recreation Master Plan shall not be illuminated.

15.17.090 - Street and Highway Lighting Standards:

15.17.100 - Prohibitions:

Any light source that does not meet the standards and requirements of this Chapter is prohibited. In addition to nonconforming lighting, the following lighting is specifically prohibited:

- A. Laser Light Source. The use of laser source light or any similar high intensity light for outdoor advertising or entertainment is prohibited.

- B. Searchlights and Strobe Lights. The use of searchlights or strobe lights for purposes other than public safety or emergencies is prohibited.
- C. Blinking and Flashing Lights. Any lighting that is flashing, blinking, rotating, chasing, or rapidly changing in color or intensity is prohibited, except for traffic control fixtures, those used for public safety or emergencies, and seasonal holiday lights.
- D. Externally Affixed Neon Lighting. Externally affixed neon lighting is prohibited except as a trim element that surrounds windows, doors, or building edges when located on building facades that face street frontages. Such lighting must not be located more than 15 feet from finished grade and must not be used to define a building roof-line or to attract business; and such lighting must not include flashing, intermittent or rotating lights. Notwithstanding the provisions of this subsection, all neon lighting associated with signs must meet the requirements of the City of Port Orford Sign Code.
- E. Bottom Mounted Sign Lighting. Sign lighting attached to the sign structure is prohibited.
- F. High Intensity Lamps and Fixtures. The use, installation, sale, offer for sale, lease, or purchase of any high intensity lamp for use as outdoor lighting is prohibited.
- G. Lighting within the public right of way or easement when the purpose of the fixture is to illuminate areas outside the public right of way or easement

15.17.110 - Exemptions:

The following are not regulated by this Chapter:

- A. Lighting for public monuments and statuary. No exemption shall apply to light directed upward.
- B. Temporary lighting for theatrical, television, performance areas, and construction sites.
- C. Holiday lighting during the months of November, December, and January provided such lighting does not create glare on adjacent streets or adjacent or nearby properties.
- D. Lighting that is only used under emergency conditions.
- E. Low voltage landscape lighting not exceeding 200 lumens per fixture and aimed so that glare is not visible from adjacent properties.
- F. Lighting specified or identified in a temporary use permit.
- G. Lighting required by federal or state laws or regulations.

15.17.120 - Acceptance:

The applicant shall, by signing the permit application, agree to comply with the provisions of this Chapter, a copy of which shall be provided with the application packet.

15.17.130 - Enforcement, Abatement, and Penalties:

Lighting disputes should be settled between the parties whenever possible. Education and voluntary compliance are encouraged, however, whenever such disputes cannot be resolved between parties, a citizen may lodge a complaint at City Hall. Any peace officer, as defined by ORS 161.015, the Director of the Public Works Department, or any other individual who may be designated by City Council shall enforce this Chapter.

Unlawful acts. It shall be unlawful to erect, construct, alter, extend, repair, move, remove, install, use, or demolish any outdoor lighting in violation of this Chapter, or in violation of a detail statement or a plan approved hereunder, or in violation of a permit issued under the provisions of this chapter.

Notification and Order. The City Council, the Director of the Public Works Department, or any other individual who may be designated by City Council shall verify the facts of the complaint, and if the complaint is deemed legitimate, issue a Notice of Violation and Order for Abatement. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation. The property owner or authorized agent of the owner shall comply with the requirements of the notice of violation within the time period given, not to exceed 30 days.

Penalty. Any violation of this Chapter, or any portion of this Chapter not abated within the specified time period, shall be considered a Class C violation.