

**CITY OF PORT ORFORD  
HYBRED SESSION OF THE COMMON COUNCIL  
THURSDAY, November 17, 2022 AT 5:30 P.M.**

**AGENDA**

**Please join my meeting from your computer, tablet or smartphone.**

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1. Call to Order
2. Flag Salute
3. Presentations to Council/Citizens- Presentation by Skaidra & Summer Need for Childcare in P.O
4. Consent Calendar
  - a. Approve Minutes October 27, 2022 ( Currently Unavailable)
5. Citizens’ Concerns (Speak Only for Old & New Business Items on the Agenda)
6. Departmental Reports-
 

a. Public Works	b. Administration (Pg.3-4)	c. Finance (Pg. 5-22)	d. Planning (Pg. 23-24)
e. Liaison			
Fire District- Garratt	TLT- Pogwizd	Watershed- Vileisis	
Port- Cox	Parks- Tidey	Emergency Mgmt.- Burns/Ward	
School District- Kessler	Main Street- Burns		
7. Old Business
  - a. Roof Repair Quotes (Pg. 25-30)
  - b. STR Ordinance Update/Review (Pg. 31-48)
8. New Business
  - a. Council Rules Update (Pg. 49-66)
9. Continuing Action Items
10. Considerations
 

a. Citizen	b. Staff	c. Councilor	d. Mayor
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11. Future Meetings  
Thursday, December 15, 2022, In Gable Chambers Regular Meeting and Online 5:30pm.
12. Adjourn

**PUBLIC:** When you join the meeting (5-10 min. prior to the meeting)

- If you plan to speak/comment during the meeting (when permissible to do so), please announce your name and “how” you are joining the meeting (i.e. by computer and/or phone). Speak slowly and clearly, so the organizer may “find” you and identify your “caller” location.
- Please wait to be called on to speak, to avoid talking over someone.

- When you are not speaking, please mute yourself (so the organizer doesn't have to do this).
- Please limit side conversations and multitasking while you are in the meeting.
- Be aware even if you are not on camera, sound can be heard over unmuted phones and will be distracting. And if you are on camera "absences" will be noticeable, and also distracting.
- To minimize feedback noise, we will only have the meeting host, Mayor, and one other speaker unmuted at any time during the meeting.
- Please be aware that if poor etiquette is being observed, it may be called out so you have an opportunity to fix the situation.

## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 11/17/2022

SUBJECT: Administration Report

ITEM NO: 6b.

**Water Infrastructure Grants-** Submitted BRIC applications for the City for a total of \$47,164,000. We were selected to move to the next round. We have till December for State review and January 2023 is when we have to turn everything in for the application.

#### **Accounts Receivable as of 10/31/2022-**

**Citation- \$667,126.75 Collected \$6,887.25 in accounts that are past due by 30+ days**

**Utilities- \$8,055.48 Inactive accounts have a balance of \$8,963.65**

**Watershed Project-**Update during the watershed report.

**City Hall, Water Plant, Wastewater Plant and Community Center building-** Roof Repairs will be discussed during the meeting.

**Volunteers-** We are always looking for more volunteers to help City Hall staff with organization and clean up inside city hall.

**Community Outreach and Events-** We had the 5<sup>th</sup> graders at the impound for a 2<sup>nd</sup> year in a row. We will be having them back at the water plant, wastewater plant and city hall through the rest of the school year. We love spending time with them and educating them on the water system within the City. We have career day at the high school on the 3<sup>rd</sup> of November. Brett from public works joined me at the high school to talk to them about working within public works for the city.

**Complaints-** The following have been complaints that we received this month:

- 1) Speeding on Idaho Street- We received complaints about excessive speeding on Idaho. I have working with PW on getting signs up and other ways to slow both residents and visitors down.
- 2) Excessive Dogs Barking- Letters have been sent and working on resolutions.
- 3) Transient Camping next to Rays- We received multiple complaints about this. We are ensuring the police do regular patrols thru the right of way where they are camping until a solution is available.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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# City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 11/17/2022

SUBJECT: Finance

ITEM NO: 6 c.

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I have attached the following information:

Balance Sheet Thru 10/31/2022

Income Statement Thru 10/31/2022

Check Register 10/31/2022

Please let me know if you have any questions.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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City of Port Orford

# Consolidated Balance Sheet Report

## Account Summary

As Of 10/31/2022

Account	Name	Balance
<b>Assets</b>		
<a href="#">010-11100</a>	Claim on Cash - Rogue	71,507.17
<a href="#">010-11101</a>	LGIP Claim on Cash	311,073.27
<a href="#">010-11160</a>	Rogue Savings 6500	5.70
<a href="#">010-11170</a>	Petty Cash	400.00
<a href="#">010-12115</a>	Taxes Receivable	14,075.67
<a href="#">010-12210</a>	Accounts Receivable	739,058.00
<a href="#">010-12290</a>	Est. Uncollectable Accounts	-671,315.00
<a href="#">010-14370</a>	Prepaid Expenses	22,478.15
<a href="#">014-11100</a>	Claim on Cash	160,823.16
<a href="#">014-11101</a>	LGIP Claim on Cash	117,361.70
<a href="#">014-14370</a>	Prepaid Expenses	3,241.18
<a href="#">020-11100</a>	Claim on Cash	-666,752.26
<a href="#">020-11101</a>	LGIP Claim on Cash	584,599.48
<a href="#">020-12115</a>	Taxes Receivable	11,013.00
<a href="#">020-14370</a>	Prepaid Expenses	22,376.77
<a href="#">020-15011</a>	Restricted - Drug Enforcement	300.00
<a href="#">030-11100</a>	Claim on Cash	15,033.91
<a href="#">030-11101</a>	LGIP Claim on Cash	111,231.75
<a href="#">030-12210</a>	Accounts Receivable	11,418.71
<a href="#">030-14370</a>	Prepaid Expenses	14,975.71
<a href="#">030-14400</a>	Deferred Outflow	143,137.00
<a href="#">030-14410</a>	Deferred Outflow - RHIA	916.00
<a href="#">030-14510</a>	Construction in Progress	248,798.00
<a href="#">030-14610</a>	RHIA Asset - Net	1,973.00
<a href="#">030-15010</a>	Restricted Cash-Deposits	4,550.00
<a href="#">030-17110</a>	Land	83,862.35
<a href="#">030-17120</a>	Land-Bussman Property	135,464.00
<a href="#">030-17210</a>	Water Plant Building	152,028.00
<a href="#">030-17311</a>	Water System Improvements	2,837,700.74
<a href="#">030-18110</a>	Equipment	389,966.72
<a href="#">030-19310</a>	Accum Depreciation-Equipment	-232,637.00
<a href="#">030-19320</a>	Accum Depreciation-Bldg	-132,273.00
<a href="#">030-19330</a>	Accum Depreciation-Water Syste	-2,165,545.00
<a href="#">031-11101</a>	LGIP Claim on Cash	30,614.75
<a href="#">035-11100</a>	Claim on Cash	287,771.01
<a href="#">035-11101</a>	LGIP Claim on Cash	85,063.44
<a href="#">035-12210</a>	Accounts Receivable	9,897.52
<a href="#">035-14370</a>	Prepaid Expenses	12,454.80
<a href="#">035-14400</a>	Deferred Outflow	104,129.00
<a href="#">035-14410</a>	Deferred Outflow - RHIA	666.00
<a href="#">035-14610</a>	RHIA Asset - Net	1,436.00
<a href="#">035-15010</a>	Restricted Cash-Deposits	4,050.00
<a href="#">035-15110</a>	Restricted-Reserve Bond 1 & 2	48,916.00
<a href="#">035-15111</a>	Restricted-Reserve Bond 3	133,252.00
<a href="#">035-17110</a>	Land	1,390.00
<a href="#">035-17310</a>	Sewer System Improvements	6,182,876.02
<a href="#">035-18110</a>	Equipment	58,694.00
<a href="#">035-19300</a>	Accumulated Depreciation	-2,710,892.47
<a href="#">035-19310</a>	Accum Depreciation-Equipment	-52,561.00
<a href="#">036-11101</a>	LGIP Claim on Cash	203,275.99
<a href="#">040-11100</a>	Claim on Cash	-133,882.39
<a href="#">040-11101</a>	LGIP Claim on Cash	209,678.48
<a href="#">040-14370</a>	Prepaid Expenses	7,800.94
<a href="#">042-11101</a>	LGIP Claim on Cash	4,381.07

## Consolidated Balance Sheet Report

As Of 10/31/2022

Account	Name	Balance	
<a href="#">045-11100</a>	Claim on Cash	-11,625.02	
<a href="#">045-11101</a>	LGIP Claim on Cash	93,491.18	
<a href="#">045-18110</a>	Equipment	140,275.02	
<a href="#">045-19310</a>	Accum Depreciation-Equipment	-112,529.00	
<a href="#">061-11100</a>	Claim on Cash	36,744.00	
<a href="#">061-11101</a>	LGIP Claim on Cash	498,927.24	
<a href="#">062-11100</a>	Claim on Cash	40,711.70	
<a href="#">062-11101</a>	LGIP Claim on Cash	329,770.63	
<a href="#">998-11001</a>	Cash in Bank - LGIP	2,229,468.98	
<a href="#">999-11002</a>	Rogue Checking 9177	150,918.43	
<a href="#">999-13010</a>	Due from General Fund	7,900.28	
<a href="#">999-13014</a>	Due from Parks Fund	2,171.51	
<a href="#">999-13020</a>	Due from Public Safety-Police	1,689.46	
<a href="#">999-13030</a>	Due from Water Operations	4,112.10	
<a href="#">999-13035</a>	Due from Sewer Fund	37,973.81	
<a href="#">999-13040</a>	Due from Street Fund	683.63	
	<b>Total Assets:</b>	<b>10,280,541.99</b>	<b><u>10,280,541.99</u></b>
<b>Liability</b>			
<a href="#">010-21310</a>	Accounts Payable	7,900.28	
<a href="#">010-21350</a>	Accrued Salary	1,980.00	
<a href="#">010-23130</a>	Net Wages Payable	-1,980.00	
<a href="#">010-23153</a>	Workers Comp/Payable	-0.46	
<a href="#">010-25710</a>	Deferred Revenue	6,892.00	
<a href="#">010-25715</a>	Deferred Revenue (Business License)	5,520.00	
<a href="#">010-25910</a>	Vacation Payable	-1,049.63	
<a href="#">010-CITES</a>	DEFERRED REVENUE CITATIONS	34,800.00	
<a href="#">014-21310</a>	Accounts Payable	2,171.51	
<a href="#">014-25910</a>	Vacation Payable	391.69	
<a href="#">020-21310</a>	Accounts Payable	1,689.46	
<a href="#">020-23161</a>	Health Benefits Package	-40.00	
<a href="#">020-23162</a>	PERS	-0.04	
<a href="#">020-25710</a>	Deferred Revenue	9,752.00	
<a href="#">020-25910</a>	Vacation Payable	-5,646.77	
<a href="#">030-21310</a>	Accounts Payable	4,112.10	
<a href="#">030-23153</a>	Workers Comp/Payable	-0.54	
<a href="#">030-24510</a>	Deposits-Restricted Water & Sewer	3,250.00	
<a href="#">030-24511</a>	Unapplied Credit-Water	13,260.75	
<a href="#">030-25710</a>	Deferred Inflow	20,695.00	
<a href="#">030-25720</a>	Deferred Inflow - RHIA	340.00	
<a href="#">030-25790</a>	Net Pension Liability	378,913.00	
<a href="#">030-25910</a>	Vacation Payable	17,584.70	
<a href="#">035-21310</a>	Accounts Payable	37,973.81	
<a href="#">035-21720</a>	Sewer Revenue Bond	499,645.00	
<a href="#">035-21730</a>	Sewer Revenue Bond 2003	1,980,500.50	
<a href="#">035-23110</a>	Interest Payable	21,522.39	
<a href="#">035-23153</a>	Workers Comp/Payable	-0.56	
<a href="#">035-24510</a>	Deposits-Restricted Water & Sewer	3,150.00	
<a href="#">035-25710</a>	Deferred Inflow	15,057.00	
<a href="#">035-25720</a>	Deferred Inflow - RHIA	247.00	
<a href="#">035-25790</a>	Net Pension Liability	275,651.00	
<a href="#">035-25910</a>	Vacation Payable	6,845.06	
<a href="#">040-21310</a>	Accounts Payable	683.63	
<a href="#">040-25910</a>	Vacation Payable	631.05	
<a href="#">998-22001</a>	Due to Other Funds- LGIP	2,229,468.98	
<a href="#">999-21310</a>	Accounts Payable	54,530.79	
<a href="#">999-22000</a>	Due to Other Funds	150,918.43	
	<b>Total Liability:</b>	<b>5,777,359.13</b>	
<b>Equity</b>			
<a href="#">010-39299</a>	Fund Equity	372,221.49	



## Consolidated Balance Sheet Report

As Of 10/31/2022

Account	Name	Balance
<a href="#">014-39299</a>	Fund Equity	211,672.30
<a href="#">020-39299</a>	Fund Equity	49,779.81
<a href="#">030-39289</a>	Capital assets, net of debt.	1,270,945.58
<a href="#">030-39299</a>	Fund Equity	-75,063.67
<a href="#">031-39299</a>	Fund Equity	30,540.16
<a href="#">035-39289</a>	Capital assets, net of debt.	1,198,131.05
<a href="#">035-39295</a>	Restricted Fund Equity	182,168.00
<a href="#">035-39299</a>	Fund Equity	-66,503.13
<a href="#">036-39299</a>	Fund Equity	202,780.73
<a href="#">040-39299</a>	Fund Equity	102,825.34
<a href="#">042-39299</a>	Fund Equity	4,370.39
<a href="#">045-39289</a>	Capital Assets, Net of Debt	46,754.02
<a href="#">045-39299</a>	Fund Equity	74,629.46
<a href="#">061-39299</a>	Fund Equity	534,366.15
<a href="#">062-39299</a>	Fund Equity	359,470.61
	<b>Total Beginning Equity:</b>	<b>4,499,088.29</b>
Total Revenue		723,473.36
Total Expense		719,378.79
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>4,503,182.86</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>10,280,541.99</u></b>

# Income Statement Account Summary

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Fund: 010 - GENERAL FUND</b>						
<b>Revenue</b>						
<a href="#">010-00-40100</a>	Prior Year Fund Balance	744,928.00	744,928.00	0.00	0.00	744,928.00
<a href="#">010-00-41110</a>	Property Taxes Current	339,915.00	339,915.00	0.00	4,302.36	335,612.64
<a href="#">010-00-41120</a>	Property Taxes-Prior	9,500.00	9,500.00	0.00	2,407.73	7,092.27
<a href="#">010-00-41160</a>	Local Marijuana Tax	3,000.00	3,000.00	1,570.89	4,758.88	-1,758.88
<a href="#">010-00-41210</a>	State Cigarette Tax	1,200.00	1,200.00	0.00	161.13	1,038.87
<a href="#">010-00-41220</a>	State Liquor Tax	20,500.00	20,500.00	0.00	3,498.45	17,001.55
<a href="#">010-00-41310</a>	State Revenue Sharing	10,248.00	10,248.00	0.00	2,813.19	7,434.81
<a href="#">010-00-41320</a>	Payment in Lieu of Tax (PILOT)	1,090.00	1,090.00	971.76	971.76	118.24
<a href="#">010-00-42010</a>	Interest on Investments	3,000.00	3,000.00	0.93	902.09	2,097.91
<a href="#">010-00-42110</a>	LSN - Franchise Fees	4,202.00	4,202.00	0.00	725.97	3,476.03
<a href="#">010-00-42111</a>	Charter Franchise Fees	14,000.00	14,000.00	0.00	3,466.12	10,533.88
<a href="#">010-00-42112</a>	Frontier Franchise Fees	2,251.00	2,251.00	0.00	0.00	2,251.00
<a href="#">010-00-42210</a>	Business Licenses	16,500.00	16,500.00	450.00	7,067.50	9,432.50
<a href="#">010-00-44214</a>	Court Administrative Fees	0.00	0.00	20.00	140.00	-140.00
<a href="#">010-00-44330</a>	Planning Fees	8,000.00	8,000.00	182.00	4,367.40	3,632.60
<a href="#">010-00-44340</a>	Lien Search Fees	500.00	500.00	40.00	80.00	420.00
<a href="#">010-00-45120</a>	Citations	270,000.00	270,000.00	6,665.75	45,358.50	224,641.50
<a href="#">010-00-45730</a>	Circuit Court Collection	3,711.00	3,711.00	0.00	286.30	3,424.70
<a href="#">010-00-46114</a>	Charge to Parks Fund	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">010-00-46120</a>	Charge to Public Safety Fund	28,500.00	28,500.00	0.00	0.00	28,500.00
<a href="#">010-00-46140</a>	Charge to Street Fund	13,000.00	13,000.00	0.00	0.00	13,000.00
<a href="#">010-00-46150</a>	Donation: Grant Writing	30,000.00	30,000.00	0.00	0.00	30,000.00
<a href="#">010-00-46210</a>	Miscellaneous Receipts	100.00	100.00	0.00	128,049.25	-127,949.25
<a href="#">010-00-46880</a>	Reimbursements	14,000.00	14,000.00	0.00	0.00	14,000.00
	<b>Revenue Total:</b>	<b>1,548,145.00</b>	<b>1,548,145.00</b>	<b>9,901.33</b>	<b>209,356.63</b>	<b>1,338,788.37</b>
<b>Expense</b>						
<a href="#">010-10-51200</a>	Administrator/Manager	35,000.00	35,000.00	1,775.36	6,213.76	28,786.24
<a href="#">010-10-51350</a>	Accounting Assistant	12,000.00	12,000.00	1,141.92	4,216.32	7,783.68
<a href="#">010-10-51400</a>	Accountant	30,000.00	30,000.00	0.00	0.00	30,000.00
<a href="#">010-10-52010</a>	Social Security	6,169.00	6,169.00	200.00	716.80	5,452.20
<a href="#">010-10-52020</a>	PERS Retirement	6,000.00	6,000.00	760.27	2,718.22	3,281.78
<a href="#">010-10-52030</a>	Worker's Comp./Disability Ins.	4,131.00	4,131.00	1.07	3.63	4,127.37
<a href="#">010-10-52040</a>	Health, Dental, Life Ins.	23,975.00	23,975.00	1,280.79	10,837.48	13,137.52
<a href="#">010-10-55800</a>	Vacation Expense	0.00	0.00	-119.54	711.94	-711.94
<a href="#">010-10-62210</a>	Telephone	4,500.00	4,500.00	0.00	1,099.08	3,400.92
<a href="#">010-10-62310</a>	Management Travel	0.00	0.00	0.00	40.00	-40.00
<a href="#">010-10-62912</a>	Dues & OR Statutes	2,500.00	2,500.00	548.82	2,268.46	231.54
<a href="#">010-20-51310</a>	Court Clerk	11,432.00	11,432.00	590.69	2,139.05	9,292.95
<a href="#">010-20-51350</a>	Clerical	2,372.00	2,372.00	228.38	843.25	1,528.75
<a href="#">010-20-52010</a>	Social Security	1,039.00	1,039.00	58.96	106.37	932.63
<a href="#">010-20-52020</a>	PERS Retirement	3,951.00	3,951.00	213.45	886.02	3,064.98
<a href="#">010-20-52030</a>	Worker's Comp./Disability Ins.	8.00	8.00	0.39	1.48	6.52
<a href="#">010-20-52040</a>	Health, Dental, Life Ins.	4,664.00	4,664.00	183.15	2,141.52	2,522.48
<a href="#">010-20-61210</a>	Office & Operating Supplies	1,221.00	1,221.00	0.00	53.10	1,167.90
<a href="#">010-20-61230</a>	Software Maintenance	637.00	637.00	0.00	1,868.40	-1,231.40
<a href="#">010-20-62170</a>	Judge Contract	4,280.00	4,280.00	300.00	1,200.00	3,080.00
<a href="#">010-20-62210</a>	Telephone	448.00	448.00	0.00	147.27	300.73
<a href="#">010-20-62230</a>	Postage	944.00	944.00	0.00	171.43	772.57
<a href="#">010-20-62343</a>	Travel & Training / Meetings	447.00	447.00	0.00	296.80	150.20
<a href="#">010-20-62910</a>	Ordinance Enforcement	219.00	219.00	0.00	0.00	219.00
<a href="#">010-20-62912</a>	Dues & OR Statutes	107.00	107.00	0.00	0.00	107.00

Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<a href="#">010-20-62941</a>	Reimbursements/Citations	4,497.00	4,497.00	0.00	253.00	4,244.00
<a href="#">010-20-63220</a>	State Assessment	53,572.00	53,572.00	-1,711.50	-3,051.50	56,623.50
<a href="#">010-20-63230</a>	County Assessments	15,138.00	15,138.00	-544.00	-1,492.00	16,630.00
<a href="#">010-30-51200</a>	Administrator/Manager	8,000.00	8,000.00	591.78	2,071.23	5,928.77
<a href="#">010-30-51520</a>	Police Chief	3,910.00	3,910.00	294.06	1,029.21	2,880.79
<a href="#">010-30-52010</a>	Social Security	1,000.00	1,000.00	65.66	229.81	770.19
<a href="#">010-30-52020</a>	PERS Retirement	1,500.00	1,500.00	232.00	812.00	688.00
<a href="#">010-30-52030</a>	Worker's Comp./Disability Ins.	100.00	100.00	0.30	1.05	98.95
<a href="#">010-30-52040</a>	Health, Dental, Life Ins.	2,000.00	2,000.00	157.00	549.59	1,450.41
<a href="#">010-30-55800</a>	Accrued Sick Leave	0.00	0.00	-73.59	318.15	-318.15
<a href="#">010-30-61210</a>	Office & Operating Supplies	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#">010-30-62230</a>	Postage	500.00	500.00	0.00	0.00	500.00
<a href="#">010-30-62835</a>	Small Tools & Minor Equipment	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">010-30-62936</a>	Miscellaneous	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">010-50-51301</a>	Planning Assistant	6,049.00	6,049.00	591.78	2,072.55	3,976.45
<a href="#">010-50-52010</a>	Social Security	446.00	446.00	43.60	152.70	293.30
<a href="#">010-50-52020</a>	PERS Retirement	1,834.00	1,834.00	154.20	540.05	1,293.95
<a href="#">010-50-52030</a>	Worker's Comp./Disability Ins.	3.00	3.00	0.20	0.70	2.30
<a href="#">010-50-52040</a>	Health, Dental, Life Ins.	1,190.00	1,190.00	124.25	434.94	755.06
<a href="#">010-50-62150</a>	Planning Contract	22,000.00	22,000.00	0.00	2,043.80	19,956.20
<a href="#">010-50-62160</a>	Professional Services	500.00	500.00	0.00	42.08	457.92
<a href="#">010-50-62175</a>	Legal Services	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">010-50-62230</a>	Postage	500.00	500.00	0.00	1.14	498.86
<a href="#">010-50-62410</a>	Advertising	200.00	200.00	0.00	0.00	200.00
<a href="#">010-60-61210</a>	Office & Operating Supplies	8,931.00	8,931.00	462.02	2,488.83	6,442.17
<a href="#">010-60-61220</a>	Office Equip. Leases	2,230.00	2,230.00	0.00	299.08	1,930.92
<a href="#">010-60-61230</a>	Software Maintenance	10,034.00	10,034.00	553.50	7,713.66	2,320.34
<a href="#">010-60-62100</a>	Bank Charges	5,155.00	5,155.00	125.00	500.35	4,654.65
<a href="#">010-60-62110</a>	Auditing & Accounting	15,545.00	15,545.00	0.00	4,200.00	11,345.00
<a href="#">010-60-62140</a>	Computer Services	2,831.00	2,831.00	1,548.00	2,433.00	398.00
<a href="#">010-60-62160</a>	Professional Services	2,007.00	2,007.00	0.00	91.45	1,915.55
<a href="#">010-60-62161</a>	Professional Grant Writing Services	40,000.00	40,000.00	0.00	0.00	40,000.00
<a href="#">010-60-62175</a>	Legal Services	46,479.00	46,479.00	1,200.00	5,275.00	41,204.00
<a href="#">010-60-62180</a>	Port Orford Rural Fire Dist.	53,946.00	53,946.00	0.00	0.00	53,946.00
<a href="#">010-60-62190</a>	Curry County 911 Dispatch Service	35,000.00	35,000.00	15,913.50	15,913.50	19,086.50
<a href="#">010-60-62220</a>	Internet Access	1,500.00	1,500.00	112.97	451.88	1,048.12
<a href="#">010-60-62230</a>	Postage	1,500.00	1,500.00	0.00	590.46	909.54
<a href="#">010-60-62343</a>	Travel & Training / Meetings	1,000.00	1,000.00	202.50	285.00	715.00
<a href="#">010-60-62410</a>	Advertising	500.00	500.00	0.00	432.00	68.00
<a href="#">010-60-62610</a>	Insurance & Bonds	21,588.00	21,588.00	0.00	0.00	21,588.00
<a href="#">010-60-62740</a>	Electricity	15,633.00	15,633.00	528.82	2,247.34	13,385.66
<a href="#">010-60-62805</a>	R & M City Hall	20,000.00	20,000.00	164.51	332.36	19,667.64
<a href="#">010-60-62819</a>	Municipal Code Book	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">010-60-62835</a>	Small Tools and Minor Equip.	6,500.00	6,500.00	67.98	710.20	5,789.80
<a href="#">010-60-62920</a>	Dues & Memberships	250.00	250.00	0.00	0.00	250.00
<a href="#">010-60-62930</a>	Custodial Services	3,000.00	3,000.00	242.26	969.04	2,030.96
<a href="#">010-60-62935</a>	Custodial Supplies	500.00	500.00	183.42	302.00	198.00
<a href="#">010-60-62936</a>	Miscellaneous	2,056.00	2,056.00	0.00	100.00	1,956.00
<a href="#">010-60-72012</a>	City Hall Repairs	75,000.00	75,000.00	0.00	0.00	75,000.00
<a href="#">010-60-91114</a>	Transfer to Parks Fund	30,000.00	30,000.00	0.00	0.00	30,000.00
<a href="#">010-60-91120</a>	Transfer to Public Safety Fund	350,000.00	350,000.00	0.00	58,333.32	291,666.68
<a href="#">010-60-91130</a>	Transfer to Water Enterprise	450,000.00	450,000.00	0.00	0.00	450,000.00
<a href="#">010-60-91142</a>	Transfer to Streets Capital Improvement	27,000.00	27,000.00	0.00	0.00	27,000.00
<a href="#">010-60-98500</a>	Contingency	23,977.00	23,977.00	0.00	0.00	23,977.00
	<b>Expense Total:</b>	<b>1,548,145.00</b>	<b>1,548,145.00</b>	<b>28,393.93</b>	<b>148,357.35</b>	<b>1,399,787.65</b>
	<b>Fund: 010 - GENERAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-18,492.60</b>	<b>60,999.28</b>	
<b>Fund: 014 - PARKS FUND</b>						
<b>Revenue</b>						
<a href="#">014-00-40100</a>	Prior Year Fund Balance	37,114.00	37,114.00	0.00	0.00	37,114.00

## Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<a href="#">014-00-41410</a>	140,000.00	140,000.00	60,441.86	112,547.17	27,452.83
<a href="#">014-00-42010</a>	800.00	800.00	0.00	544.88	255.12
<a href="#">014-00-43419</a>	5,000.00	5,000.00	0.00	100.00	4,900.00
<a href="#">014-00-44410</a>	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">014-00-44420</a>	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#">014-00-44430</a>	300.00	300.00	0.00	0.00	300.00
<a href="#">014-00-46110</a>	30,000.00	30,000.00	0.00	0.00	30,000.00
<a href="#">014-00-46210</a>	100.00	100.00	0.00	0.00	100.00
<a href="#">014-00-46880</a>	500.00	500.00	0.00	0.00	500.00
<a href="#">014-00-46887</a>	0.00	0.00	0.00	900.00	-900.00
<a href="#">014-00-46888</a>	118.00	118.00	0.00	0.00	118.00
<a href="#">014-00-46890</a>	0.00	0.00	-9.99	-50.72	50.72
<b>Revenue Total:</b>	<b>217,932.00</b>	<b>217,932.00</b>	<b>60,431.87</b>	<b>114,041.33</b>	<b>103,890.67</b>
<b>Expense</b>					
<a href="#">014-00-51505</a>	1,000.00	1,000.00	853.62	2,987.67	-1,987.67
<a href="#">014-00-51600</a>	1,428.00	1,428.00	132.15	473.75	954.25
<a href="#">014-00-51800</a>	5,200.00	5,200.00	398.47	1,456.73	3,743.27
<a href="#">014-00-51801</a>	4,124.00	4,124.00	804.33	1,385.99	2,738.01
<a href="#">014-00-51810</a>	6,000.00	6,000.00	519.38	1,836.91	4,163.09
<a href="#">014-00-51820</a>	5,000.00	5,000.00	0.00	0.00	5,000.00
<a href="#">014-00-52010</a>	2,500.00	2,500.00	200.98	602.13	1,897.87
<a href="#">014-00-52020</a>	5,000.00	5,000.00	555.52	1,971.42	3,028.58
<a href="#">014-00-52030</a>	4,200.00	4,200.00	1.04	2.81	4,197.19
<a href="#">014-00-52040</a>	7,500.00	7,500.00	558.01	5,078.35	2,421.65
<a href="#">014-00-53014</a>	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">014-00-55800</a>	0.00	0.00	-80.54	1,486.27	-1,486.27
<a href="#">014-00-61210</a>	500.00	500.00	0.00	0.00	500.00
<a href="#">014-00-61260</a>	750.00	750.00	0.00	0.00	750.00
<a href="#">014-00-61340</a>	1,950.00	1,950.00	269.41	898.10	1,051.90
<a href="#">014-00-61360</a>	1,500.00	1,500.00	0.00	0.00	1,500.00
<a href="#">014-00-61361</a>	1,500.00	1,500.00	0.00	1,252.60	247.40
<a href="#">014-00-62110</a>	1,000.00	1,000.00	0.00	350.00	650.00
<a href="#">014-00-62160</a>	500.00	500.00	0.00	43.29	456.71
<a href="#">014-00-62165</a>	15,000.00	15,000.00	0.00	9,690.00	5,310.00
<a href="#">014-00-62210</a>	400.00	400.00	0.00	135.66	264.34
<a href="#">014-00-62220</a>	1,500.00	1,500.00	184.95	823.79	676.21
<a href="#">014-00-62410</a>	50,000.00	50,000.00	0.00	0.00	50,000.00
<a href="#">014-00-62415</a>	1,511.00	1,511.00	0.00	0.00	1,511.00
<a href="#">014-00-62610</a>	4,314.00	4,314.00	0.00	0.00	4,314.00
<a href="#">014-00-62740</a>	1,212.00	1,212.00	0.00	572.53	639.47
<a href="#">014-00-62744</a>	700.00	700.00	0.00	425.71	274.29
<a href="#">014-00-62745</a>	5,000.00	5,000.00	0.00	324.13	4,675.87
<a href="#">014-00-62812</a>	2,500.00	2,500.00	262.81	872.90	1,627.10
<a href="#">014-00-62813</a>	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">014-00-62814</a>	2,000.00	2,000.00	111.91	171.21	1,828.79
<a href="#">014-00-62817</a>	5,000.00	5,000.00	74.70	149.40	4,850.60
<a href="#">014-00-62825</a>	1,200.00	1,200.00	330.66	1,428.99	-228.99
<a href="#">014-00-62827</a>	1,000.00	1,000.00	187.00	364.91	635.09
<a href="#">014-00-62829</a>	2,000.00	2,000.00	112.64	347.63	1,652.37
<a href="#">014-00-62835</a>	500.00	500.00	630.52	735.38	-235.38
<a href="#">014-00-62836</a>	4,100.00	4,100.00	0.00	0.00	4,100.00
<a href="#">014-00-62837</a>	2,000.00	2,000.00	0.00	4,184.98	-2,184.98
<a href="#">014-00-62840</a>	0.00	0.00	40.62	59.10	-59.10
<a href="#">014-00-62842</a>	4,758.00	4,758.00	0.00	1,505.00	3,253.00
<a href="#">014-00-62845</a>	0.00	0.00	0.00	2.49	-2.49
<a href="#">014-00-62846</a>	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">014-00-62930</a>	1,600.00	1,600.00	1,307.74	5,230.96	-3,630.96
<a href="#">014-00-62936</a>	100.00	100.00	0.00	0.00	100.00
<a href="#">014-00-62945</a>	8,000.00	8,000.00	0.00	0.00	8,000.00

## Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<a href="#">014-00-72036</a>	Pinehurst Kayak Launch	200.00	200.00	0.00	0.00	200.00
<a href="#">014-00-72040</a>	Battle Rock Parks Trails	2,500.00	2,500.00	0.00	0.00	2,500.00
<a href="#">014-00-73039</a>	Visitor Center Improvements	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">014-00-99000</a>	Unappropriated Reserves	38,185.00	38,185.00	0.00	0.00	38,185.00
	<b>Expense Total:</b>	<b>217,932.00</b>	<b>217,932.00</b>	<b>7,455.92</b>	<b>46,850.79</b>	<b>171,081.21</b>
	<b>Fund: 014 - PARKS FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>52,975.95</b>	<b>67,190.54</b>	
<b>Fund: 020 - PUBLIC SAFETY</b>						
<b>Revenue</b>						
<a href="#">020-00-40100</a>	Prior Year Fund Balance	-114,821.00	-114,821.00	0.00	0.00	-114,821.00
<a href="#">020-00-41120</a>	Property Taxes-Prior	9,565.00	9,565.00	0.00	1,658.00	7,907.00
<a href="#">020-00-41130</a>	Public Safety Tax Option	279,912.00	279,912.00	0.00	0.00	279,912.00
<a href="#">020-00-41310</a>	State Marijuana Tax	5,000.00	5,000.00	0.00	0.00	5,000.00
<a href="#">020-00-42010</a>	Interest on Investments	1,500.00	1,500.00	0.00	1.32	1,498.68
<a href="#">020-00-43430</a>	Police Grants	1,737.00	1,737.00	0.00	0.00	1,737.00
<a href="#">020-00-44190</a>	Professional Services	6.00	6.00	0.00	0.00	6.00
<a href="#">020-00-44191</a>	Burning Permit	360.00	360.00	40.00	40.00	320.00
<a href="#">020-00-45150</a>	Insurance/Reimbursement	337.00	337.00	0.00	0.00	337.00
<a href="#">020-00-46110</a>	Transfer From General Fund	350,000.00	350,000.00	0.00	58,333.32	291,666.68
<a href="#">020-00-46210</a>	Miscellaneous Receipts	1,020.00	1,020.00	1,067.50	2,218.00	-1,198.00
<a href="#">020-00-46710</a>	Unclaimed Property	6,888.00	6,888.00	0.00	0.00	6,888.00
<a href="#">020-00-46880</a>	Reimbursements	428.00	428.00	0.00	0.00	428.00
	<b>Revenue Total:</b>	<b>541,932.00</b>	<b>541,932.00</b>	<b>1,107.50</b>	<b>62,250.64</b>	<b>479,681.36</b>
<b>Expense</b>						
<a href="#">020-00-51100</a>	Overtime	16,000.00	16,000.00	979.29	3,120.49	12,879.51
<a href="#">020-00-51120</a>	On Call Pay	8,500.00	8,500.00	817.50	2,785.50	5,714.50
<a href="#">020-00-51520</a>	Police Chief	65,000.00	65,000.00	5,940.02	20,790.07	44,209.93
<a href="#">020-00-51740</a>	Police Sergeant	55,000.00	55,000.00	6,064.77	19,084.37	35,915.63
<a href="#">020-00-51755</a>	Police Officer #2	48,750.00	48,750.00	4,310.40	15,896.20	32,853.80
<a href="#">020-00-51757</a>	Police Officer #3	51,150.00	51,150.00	4,849.21	16,595.05	34,554.95
<a href="#">020-00-51850</a>	Police Officer #4	20,000.00	20,000.00	2,488.22	8,988.07	11,011.93
<a href="#">020-00-52010</a>	Social Security	21,957.00	21,957.00	1,912.53	6,543.87	15,413.13
<a href="#">020-00-52020</a>	PERS Retirement	69,000.00	69,000.00	7,183.29	25,140.60	43,859.40
<a href="#">020-00-52030</a>	Worker's Comp./Disability Ins.	12,000.00	12,000.00	7.73	28.13	11,971.87
<a href="#">020-00-52040</a>	Health, Dental, Life Ins.	87,472.00	87,472.00	3,302.54	20,240.69	67,231.31
<a href="#">020-00-53020</a>	Charge to Public Safety	31,452.00	31,452.00	0.00	0.00	31,452.00
<a href="#">020-00-55800</a>	Vacation Expense	0.00	0.00	-653.72	14,747.51	-14,747.51
<a href="#">020-00-61210</a>	Office & Operating Supplies	2,000.00	2,000.00	33.66	242.87	1,757.13
<a href="#">020-00-61260</a>	Uniforms	4,000.00	4,000.00	0.00	434.96	3,565.04
<a href="#">020-00-61340</a>	Fuel (Equip & Vehicles)	13,100.00	13,100.00	1,374.55	5,043.53	8,056.47
<a href="#">020-00-61350</a>	Reserves Fuel	0.00	0.00	0.00	1,289.53	-1,289.53
<a href="#">020-00-62110</a>	Auditing & Accounting	2,000.00	2,000.00	0.00	800.00	1,200.00
<a href="#">020-00-62140</a>	Computer Services	110.00	110.00	0.00	109.00	1.00
<a href="#">020-00-62210</a>	Telephone	6,734.00	6,734.00	0.00	1,028.23	5,705.77
<a href="#">020-00-62230</a>	Postage	300.00	300.00	12.75	56.40	243.60
<a href="#">020-00-62343</a>	Travel & Training / Meetings	2,504.00	2,504.00	0.00	0.00	2,504.00
<a href="#">020-00-62610</a>	Insurance & Bonds	10,500.00	10,500.00	0.00	0.00	10,500.00
<a href="#">020-00-62835</a>	Small Tools & Minor Equipment	1,000.00	1,000.00	0.00	12.99	987.01
<a href="#">020-00-62840</a>	Vehicles & Equipment Maint.	6,000.00	6,000.00	247.47	862.43	5,137.57
<a href="#">020-00-62920</a>	Dues & Memberships	532.00	532.00	0.00	0.00	532.00
<a href="#">020-00-62936</a>	Miscellaneous	200.00	200.00	0.00	0.00	200.00
<a href="#">020-00-63215</a>	Justice System	7,000.00	7,000.00	0.00	0.00	7,000.00
<a href="#">020-00-63216</a>	King's Online	800.00	800.00	92.00	475.40	324.60
<a href="#">020-00-63223</a>	Lexipol	2,647.00	2,647.00	0.00	1,932.22	714.78
<a href="#">020-00-74070</a>	Equipment	10,000.00	10,000.00	0.00	0.00	10,000.00
	<b>Expense Total:</b>	<b>555,708.00</b>	<b>555,708.00</b>	<b>38,962.21</b>	<b>166,248.11</b>	<b>389,459.89</b>
	<b>Fund: 020 - PUBLIC SAFETY Surplus (Deficit):</b>	<b>-13,776.00</b>	<b>-13,776.00</b>	<b>-37,854.71</b>	<b>-103,997.47</b>	

Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Fund: 030 - WATER ENTERPRISE FUND</b>						
<b>Revenue</b>						
<a href="#">030-00-40100</a>	Prior Year Fund Balance	54,027.00	54,027.00	0.00	0.00	54,027.00
<a href="#">030-00-42010</a>	Interest on Investments	1,000.00	1,000.00	0.00	285.76	714.24
<a href="#">030-00-43438</a>	Hubbards Creek Watershed Grant	525,000.00	525,000.00	0.00	0.00	525,000.00
<a href="#">030-00-44109</a>	Designated for Reserves	58,606.00	58,606.00	5,287.62	16,774.16	41,831.84
<a href="#">030-00-44110</a>	Water Usage	400,000.00	400,000.00	34,966.16	109,824.12	290,175.88
<a href="#">030-00-44111</a>	Door Hanger Fees	3,000.00	3,000.00	125.00	250.00	2,750.00
<a href="#">030-00-44112</a>	Past Due Fees	13,000.00	13,000.00	960.00	3,855.00	9,145.00
<a href="#">030-00-44113</a>	Contractor Water Usage	500.00	500.00	0.00	150.00	350.00
<a href="#">030-00-44114</a>	Reconnect Fee	1,500.00	1,500.00	30.00	540.00	960.00
<a href="#">030-00-44116</a>	Curtailment Fees	2,500.00	2,500.00	5,096.92	17,744.87	-15,244.87
<a href="#">030-00-44210</a>	Water Connection Fees	5,000.00	5,000.00	0.00	0.00	5,000.00
<a href="#">030-00-45010</a>	Irrigation Meters	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">030-00-45500</a>	Restricted Cash-Deposits	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">030-00-46110</a>	Transfer from General Fund	450,000.00	450,000.00	0.00	0.00	450,000.00
<a href="#">030-00-46210</a>	Miscellaneous Receipts	213.00	213.00	25.00	46.00	167.00
<a href="#">030-00-46231</a>	Transfer from Water Capital Reserves	100,000.00	100,000.00	0.00	0.00	100,000.00
<a href="#">030-00-46880</a>	Reimbursements	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">030-00-46885</a>	Bad Debt Received	500.00	500.00	0.00	0.00	500.00
	<b>Revenue Total:</b>	<b>1,618,846.00</b>	<b>1,618,846.00</b>	<b>46,490.70</b>	<b>149,469.91</b>	<b>1,469,376.09</b>
<b>Expense</b>						
<a href="#">030-00-51100</a>	Overtime	20,000.00	20,000.00	587.65	6,043.54	13,956.46
<a href="#">030-00-51120</a>	On Call Pay	0.00	0.00	1,011.00	4,099.50	-4,099.50
<a href="#">030-00-51210</a>	City Administrator	15,000.00	15,000.00	1,420.28	4,970.98	10,029.02
<a href="#">030-00-51300</a>	Office Clerk	21,776.00	21,776.00	1,181.37	4,280.74	17,495.26
<a href="#">030-00-51350</a>	Accounting Assistant	5,000.00	5,000.00	433.94	1,602.22	3,397.78
<a href="#">030-00-51400</a>	Accountant	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#">030-00-51505</a>	PW Superintendent	32,500.00	32,500.00	3,231.56	11,310.46	21,189.54
<a href="#">030-00-51600</a>	WWTP Operator	1,500.00	1,500.00	88.10	315.85	1,184.15
<a href="#">030-00-51800</a>	Maintenance Worker #1	20,244.00	20,244.00	1,992.32	7,283.65	12,960.35
<a href="#">030-00-51801</a>	Utility Worker #3	36,540.00	36,540.00	3,252.26	10,814.09	25,725.91
<a href="#">030-00-51810</a>	Maintenance Worker #2	15,000.00	15,000.00	1,385.00	4,898.41	10,101.59
<a href="#">030-00-51820</a>	Maintenance Worker #3	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">030-00-52010</a>	Social Security	17,042.00	17,042.00	1,075.46	4,110.79	12,931.21
<a href="#">030-00-52020</a>	PERS Retirement	54,303.00	54,303.00	3,721.86	14,415.87	39,887.13
<a href="#">030-00-52030</a>	Worker's Comp./Disability Ins.	9,691.00	9,691.00	5.30	19.55	9,671.45
<a href="#">030-00-52040</a>	Health, Dental, Life Ins.	69,517.00	69,517.00	3,468.87	12,529.07	56,987.93
<a href="#">030-00-55800</a>	Vacation Expense	0.00	0.00	-635.20	8,488.70	-8,488.70
<a href="#">030-00-61210</a>	Office & Operating Supplies	1,889.00	1,889.00	335.91	590.16	1,298.84
<a href="#">030-00-61212</a>	Water Purification Supplies	12,000.00	12,000.00	0.00	7,732.20	4,267.80
<a href="#">030-00-61220</a>	Office Equip. Leases	1,000.00	1,000.00	0.00	282.33	717.67
<a href="#">030-00-61230</a>	Software Maintenance	4,000.00	4,000.00	0.00	3,191.70	808.30
<a href="#">030-00-61260</a>	Uniforms	600.00	600.00	658.97	658.97	-58.97
<a href="#">030-00-61340</a>	Fuel (Equip & Vehicles)	4,500.00	4,500.00	371.38	1,286.81	3,213.19
<a href="#">030-00-62100</a>	Bank Charges	2,089.00	2,089.00	860.66	3,344.71	-1,255.71
<a href="#">030-00-62110</a>	Auditing & Accounting	7,500.00	7,500.00	0.00	2,800.00	4,700.00
<a href="#">030-00-62121</a>	Engineering	15,000.00	15,000.00	0.00	0.00	15,000.00
<a href="#">030-00-62160</a>	Contract Services	8,250.00	8,250.00	500.00	2,000.00	6,250.00
<a href="#">030-00-62210</a>	Telephone	7,000.00	7,000.00	408.74	2,069.94	4,930.06
<a href="#">030-00-62220</a>	Internet Access	750.00	750.00	89.99	359.96	390.04
<a href="#">030-00-62230</a>	Postage	2,562.00	2,562.00	0.00	1,051.27	1,510.73
<a href="#">030-00-62343</a>	Travel & Training / Meetings	1,986.00	1,986.00	0.00	2,132.47	-146.47
<a href="#">030-00-62610</a>	Insurance & Bonds	9,021.00	9,021.00	0.00	0.00	9,021.00
<a href="#">030-00-62740</a>	Electricity	30,000.00	30,000.00	1,284.88	9,585.16	20,414.84
<a href="#">030-00-62811</a>	Repairs/Maint-WTP	15,000.00	15,000.00	301.54	3,332.48	11,667.52
<a href="#">030-00-62816</a>	Repairs & Maintenance Pump St	25,000.00	25,000.00	11.16	1,609.34	23,390.66
<a href="#">030-00-62830</a>	Repairs & Maint.-Water Lines	20,000.00	20,000.00	0.00	1,957.44	18,042.56
<a href="#">030-00-62835</a>	Small Tools & Minor Equipment	5,000.00	5,000.00	82.96	193.64	4,806.36

Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<a href="#">030-00-62840</a> Vehicles & Equipment Maint.	10,000.00	10,000.00	0.00	2,092.30	7,907.70
<a href="#">030-00-62844</a> Meter Repairs	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">030-00-62845</a> Repairs/Maint.(Test Equipment)	1,000.00	1,000.00	0.00	460.81	539.19
<a href="#">030-00-62912</a> Dues & OR Statutes	1,000.00	1,000.00	0.00	390.30	609.70
<a href="#">030-00-62925</a> Permits	4,000.00	4,000.00	0.00	1,500.00	2,500.00
<a href="#">030-00-62936</a> Miscellaneous	150.00	150.00	0.00	0.00	150.00
<a href="#">030-00-62943</a> Reimbursements / Deposits	500.00	500.00	0.00	0.00	500.00
<a href="#">030-00-62980</a> Lab Equipment & Supplies	2,500.00	2,500.00	704.01	753.23	1,746.77
<a href="#">030-00-62990</a> Testing	5,200.00	5,200.00	90.00	2,433.39	2,766.61
<a href="#">030-00-63010</a> Hubbards Creek Watershed Grant	0.00	0.00	0.00	14,325.10	-14,325.10
<a href="#">030-00-73031</a> Improvements-Water	450,000.00	450,000.00	0.00	0.00	450,000.00
<a href="#">030-00-73033</a> Coast Guard Hill System	0.00	0.00	0.00	9.82	-9.82
<a href="#">030-00-73034</a> Equipment Replacement	0.00	0.00	0.00	1,573.96	-1,573.96
<a href="#">030-00-73035</a> WTP-Improvements	0.00	0.00	0.00	-0.25	0.25
<a href="#">030-00-73036</a> Water Master Plan Update	525,000.00	525,000.00	0.00	0.00	525,000.00
<a href="#">030-00-73038</a> Hubbard Creek Impoundment	0.00	0.00	0.00	5.28	-5.28
<a href="#">030-00-97031</a> Transfer to Water Capital Reserves	56,492.00	56,492.00	0.00	0.00	56,492.00
<a href="#">030-00-97045</a> Transfer to Equip. Replace. Fu	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">030-00-98500</a> Contingency	38,744.00	38,744.00	0.00	0.00	38,744.00
<b>Expense Total:</b>	<b>1,618,846.00</b>	<b>1,618,846.00</b>	<b>27,919.97</b>	<b>162,905.94</b>	<b>1,455,940.06</b>
<b>Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>18,570.73</b>	<b>-13,436.03</b>	
<b>Fund: 031 - WATER CAPITAL RESERVES</b>					
<b>Revenue</b>					
<a href="#">031-00-40100</a> Prior Year Fund Balance	86,989.00	86,989.00	0.00	0.00	86,989.00
<a href="#">031-00-42010</a> Interest on Investments	400.00	400.00	0.00	74.59	325.41
<a href="#">031-00-46130</a> Transfer from Water Enterprise	58,524.00	58,524.00	0.00	0.00	58,524.00
<b>Revenue Total:</b>	<b>145,913.00</b>	<b>145,913.00</b>	<b>0.00</b>	<b>74.59</b>	<b>145,838.41</b>
<b>Expense</b>					
<a href="#">031-00-91130</a> Transfer to Water Enterprise	100,000.00	100,000.00	0.00	0.00	100,000.00
<a href="#">031-00-98999</a> Reserved for Future Expenditures	45,913.00	45,913.00	0.00	0.00	45,913.00
<b>Expense Total:</b>	<b>145,913.00</b>	<b>145,913.00</b>	<b>0.00</b>	<b>0.00</b>	<b>145,913.00</b>
<b>Fund: 031 - WATER CAPITAL RESERVES Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.59</b>	
<b>Fund: 035 - SEWER ENTERPRISE FUND</b>					
<b>Revenue</b>					
<a href="#">035-00-40100</a> Prior Year Fund Balance	204,769.00	204,769.00	0.00	0.00	204,769.00
<a href="#">035-00-42010</a> Interest on Investments	5,603.00	5,603.00	0.00	772.85	4,830.15
<a href="#">035-00-44115</a> Designated for Reserves	59,423.00	59,423.00	5,833.39	18,493.83	40,929.17
<a href="#">035-00-44120</a> Sewer Usage	575,000.00	575,000.00	47,379.97	146,572.01	428,427.99
<a href="#">035-00-44213</a> Sewer Connection Fees	8,029.00	8,029.00	0.00	1,544.00	6,485.00
<a href="#">035-00-45500</a> Restricted Cash-Deposits	2,000.00	2,000.00	0.00	-300.00	2,300.00
<a href="#">035-00-46210</a> Miscellaneous Receipts	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">035-00-46236</a> Transfer from Sewer Capital Reserves	100,000.00	100,000.00	0.00	0.00	100,000.00
<b>Revenue Total:</b>	<b>955,824.00</b>	<b>955,824.00</b>	<b>53,213.36</b>	<b>167,082.69</b>	<b>788,741.31</b>
<b>Expense</b>					
<a href="#">035-00-51100</a> Overtime	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#">035-00-51200</a> City Administrator	17,000.00	17,000.00	1,538.64	5,385.24	11,614.76
<a href="#">035-00-51300</a> Office Clerk	16,500.00	16,500.00	1,181.38	4,280.72	12,219.28
<a href="#">035-00-51350</a> Accounting Assistant	5,000.00	5,000.00	479.60	1,770.85	3,229.15
<a href="#">035-00-51400</a> Accountant	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">035-00-51505</a> PW Superintendent	8,000.00	8,000.00	792.64	2,774.24	5,225.76
<a href="#">035-00-51600</a> WWTP Operator	50,000.00	50,000.00	4,184.71	15,002.56	34,997.44
<a href="#">035-00-51800</a> Maintenance Worker #1	5,628.00	5,628.00	289.79	1,059.43	4,568.57
<a href="#">035-00-51801</a> Utility Worker #3	5,200.00	5,200.00	501.62	1,781.30	3,418.70
<a href="#">035-00-51810</a> Maintenance Worker #2	6,500.00	6,500.00	692.50	2,449.21	4,050.79
<a href="#">035-00-52010</a> Social Security	7,500.00	7,500.00	702.07	2,511.10	4,988.90
<a href="#">035-00-52020</a> PERS Retirement	28,500.00	28,500.00	2,517.61	8,991.57	19,508.43
<a href="#">035-00-52030</a> Worker's Comp./Disability Ins.	4,750.00	4,750.00	3.61	12.98	4,737.02

## Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<a href="#">035-00-52040</a>	Health, Dental, Life Ins.	41,500.00	41,500.00	2,640.64	21,676.37	19,823.63
<a href="#">035-00-55800</a>	Vacation expense	0.00	0.00	-191.08	3,003.06	-3,003.06
<a href="#">035-00-61210</a>	Office & Operating Supplies	3,000.00	3,000.00	272.37	327.37	2,672.63
<a href="#">035-00-61220</a>	Office Equip. Leases	1,200.00	1,200.00	0.00	282.33	917.67
<a href="#">035-00-61230</a>	Software Maintenance	4,000.00	4,000.00	0.00	3,168.30	831.70
<a href="#">035-00-61260</a>	Uniforms	500.00	500.00	658.96	658.96	-158.96
<a href="#">035-00-61340</a>	Fuel (Equip & Vehicles)	4,000.00	4,000.00	317.95	1,158.41	2,841.59
<a href="#">035-00-62100</a>	Bank Charges	4,500.00	4,500.00	860.67	3,344.71	1,155.29
<a href="#">035-00-62110</a>	Auditing & Accounting	4,800.00	4,800.00	0.00	1,850.00	2,950.00
<a href="#">035-00-62121</a>	Engineering	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">035-00-62160</a>	Contract Services	12,000.00	12,000.00	400.00	1,600.00	10,400.00
<a href="#">035-00-62210</a>	Telephone	3,000.00	3,000.00	113.21	1,138.15	1,861.85
<a href="#">035-00-62220</a>	Internet Access	1,500.00	1,500.00	69.99	279.96	1,220.04
<a href="#">035-00-62230</a>	Postage	3,000.00	3,000.00	0.00	1,051.25	1,948.75
<a href="#">035-00-62343</a>	Travel & Training / Meetings	2,000.00	2,000.00	0.00	400.00	1,600.00
<a href="#">035-00-62610</a>	Insurance & Bonds	8,500.00	8,500.00	0.00	0.00	8,500.00
<a href="#">035-00-62740</a>	Electricity	35,200.00	35,200.00	1,806.83	8,281.13	26,918.87
<a href="#">035-00-62816</a>	Repairs & Maint-Pump Station	17,000.00	17,000.00	17.45	3,981.52	13,018.48
<a href="#">035-00-62818</a>	Repairs & Maint. - Sewer Lines	5,000.00	5,000.00	0.00	136.65	4,863.35
<a href="#">035-00-62821</a>	Repairs & Maint-STP	20,000.00	20,000.00	6,055.24	50,977.16	-30,977.16
<a href="#">035-00-62835</a>	Small Tools & Minor Equipment	1,500.00	1,500.00	699.88	706.37	793.63
<a href="#">035-00-62840</a>	Vehicles & Equipment Maint.	5,000.00	5,000.00	0.00	112.92	4,887.08
<a href="#">035-00-62845</a>	Repairs/Maint.(Test Equipment)	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">035-00-62912</a>	Dues & OR Statutes	500.00	500.00	0.00	0.00	500.00
<a href="#">035-00-62925</a>	Permits	4,000.00	4,000.00	0.00	3,579.00	421.00
<a href="#">035-00-62936</a>	Miscellaneous	1,000.00	1,000.00	0.00	0.00	1,000.00
<a href="#">035-00-62943</a>	Reimbursements / Deposits	2,000.00	2,000.00	0.00	0.00	2,000.00
<a href="#">035-00-62980</a>	Lab Equipment & Supplies	10,000.00	10,000.00	0.00	5.25	9,994.75
<a href="#">035-00-62990</a>	Testing	2,000.00	2,000.00	0.00	589.42	1,410.58
<a href="#">035-00-73040</a>	Wastewater Facilities Plan	100,000.00	100,000.00	0.00	0.00	100,000.00
<a href="#">035-00-81210</a>	Bond Principal	26,432.00	26,432.00	0.00	0.00	26,432.00
<a href="#">035-00-81222</a>	Rev. Bond III Principal	49,081.00	49,081.00	0.00	0.00	49,081.00
<a href="#">035-00-82210</a>	Bond Interest	22,484.00	22,484.00	0.00	0.00	22,484.00
<a href="#">035-00-82222</a>	Rev. Bond III Interest	84,171.00	84,171.00	0.00	0.00	84,171.00
<a href="#">035-00-97036</a>	Transfer to Sewer Capital Reserves	62,933.00	62,933.00	0.00	0.00	62,933.00
<a href="#">035-00-97045</a>	Transfer to Equip Replace Fund	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">035-00-98500</a>	Contingency	30,000.00	30,000.00	0.00	0.00	30,000.00
<a href="#">035-00-98600</a>	Bond Reserve - USDA 1996	48,916.00	48,916.00	0.00	0.00	48,916.00
<a href="#">035-00-98700</a>	Bond Reserve-Revenue Bonds 04	133,252.00	133,252.00	0.00	0.00	133,252.00
<a href="#">035-00-99000</a>	Unappropriated Reserves	22,277.00	22,277.00	0.00	0.00	22,277.00
	<b>Expense Total:</b>	<b>955,824.00</b>	<b>955,824.00</b>	<b>26,606.28</b>	<b>154,327.49</b>	<b>801,496.51</b>
	<b>Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>26,607.08</b>	<b>12,755.20</b>	
<b>Fund: 036 - SEWER CAPITAL RESERVES</b>						
<b>Revenue</b>						
<a href="#">036-00-40100</a>	Prior Year Fund Balance	253,342.00	253,342.00	0.00	0.00	253,342.00
<a href="#">036-00-42010</a>	Interest on Investments	2,000.00	2,000.00	0.00	495.26	1,504.74
<a href="#">036-00-46135</a>	Transfer from Sewer Enterprise	62,933.00	62,933.00	0.00	0.00	62,933.00
	<b>Revenue Total:</b>	<b>318,275.00</b>	<b>318,275.00</b>	<b>0.00</b>	<b>495.26</b>	<b>317,779.74</b>
<b>Expense</b>						
<a href="#">036-00-98999</a>	Reserved for Future Expenditures	318,275.00	318,275.00	0.00	0.00	318,275.00
	<b>Expense Total:</b>	<b>318,275.00</b>	<b>318,275.00</b>	<b>0.00</b>	<b>0.00</b>	<b>318,275.00</b>
	<b>Fund: 036 - SEWER CAPITAL RESERVES Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>495.26</b>	
<b>Fund: 040 - STREET FUND</b>						
<b>Revenue</b>						
<a href="#">040-00-40100</a>	Prior Year Fund Balance	91,458.00	91,458.00	0.00	0.00	91,458.00
<a href="#">040-00-41230</a>	State Highway Tax	86,000.00	86,000.00	0.00	7,933.09	78,066.91



## Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<a href="#">040-00-42010</a>	Interest on Investments	500.00	500.00	0.00	213.03	286.97
	<b>Revenue Total:</b>	<b>177,958.00</b>	<b>177,958.00</b>	<b>0.00</b>	<b>8,146.12</b>	<b>169,811.88</b>
	<b>Expense</b>					
<a href="#">040-00-51505</a>	PW Superintendent	15,000.00	15,000.00	1,219.46	4,268.11	10,731.89
<a href="#">040-00-51800</a>	Maintenance Worker #1	10,750.00	10,750.00	941.82	3,443.16	7,306.84
<a href="#">040-00-51801</a>	Utility Worker #3	8,800.00	8,800.00	1,442.75	3,653.17	5,146.83
<a href="#">040-00-51810</a>	Maintenance Worker #2	9,500.00	9,500.00	865.61	3,061.46	6,438.54
<a href="#">040-00-52010</a>	Social Security	3,450.00	3,450.00	331.48	1,069.22	2,380.78
<a href="#">040-00-52020</a>	PERS Retirement	10,000.00	10,000.00	1,014.59	3,609.11	6,390.89
<a href="#">040-00-52030</a>	Worker's Comp./Disability Ins.	2,600.00	2,600.00	1.67	4.83	2,595.17
<a href="#">040-00-52040</a>	Health, Dental, Life Ins.	18,700.00	18,700.00	999.65	3,279.48	15,420.52
<a href="#">040-00-55800</a>	Accrued Sick Leave	0.00	0.00	-214.11	3,170.85	-3,170.85
<a href="#">040-00-61210</a>	Office & Operating Supplies	250.00	250.00	0.00	0.00	250.00
<a href="#">040-00-61260</a>	Uniforms	500.00	500.00	0.00	0.00	500.00
<a href="#">040-00-61340</a>	Fuel (Equip & Vehicles)	3,500.00	3,500.00	309.39	1,074.32	2,425.68
<a href="#">040-00-62610</a>	Insurance & Bonds	5,500.00	5,500.00	0.00	0.00	5,500.00
<a href="#">040-00-62740</a>	Electricity	1,500.00	1,500.00	0.00	293.24	1,206.76
<a href="#">040-00-62820</a>	Repairs/Maintenance-Shop Yard	1,000.00	1,000.00	371.25	855.92	144.08
<a href="#">040-00-62835</a>	Small Tools & Minor Equipment	1,000.00	1,000.00	2.99	116.28	883.72
<a href="#">040-00-62840</a>	Vehicles & Equipment Maint.	2,500.00	2,500.00	142.26	722.62	1,777.38
<a href="#">040-00-62851</a>	R & M - Streets	6,500.00	6,500.00	0.00	67.34	6,432.66
<a href="#">040-00-73031</a>	Improvements - Streets	20,000.00	20,000.00	0.00	0.00	20,000.00
<a href="#">040-00-98500</a>	Contingency	56,908.00	56,908.00	0.00	0.00	56,908.00
	<b>Expense Total:</b>	<b>177,958.00</b>	<b>177,958.00</b>	<b>7,428.81</b>	<b>28,689.11</b>	<b>149,268.89</b>
	<b>Fund: 040 - STREET FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-7,428.81</b>	<b>-20,542.99</b>	
	<b>Fund: 042 - STREETS CAPITAL IMPROVEMENT</b>					
	<b>Revenue</b>					
<a href="#">042-00-40100</a>	Prior Year Fund Balance	4,365.00	4,365.00	0.00	0.00	4,365.00
<a href="#">042-00-42010</a>	Interest on Investments	200.00	200.00	0.00	10.68	189.32
<a href="#">042-00-46110</a>	Transfer from General Fund	27,000.00	27,000.00	0.00	0.00	27,000.00
	<b>Revenue Total:</b>	<b>31,565.00</b>	<b>31,565.00</b>	<b>0.00</b>	<b>10.68</b>	<b>31,554.32</b>
	<b>Expense</b>					
<a href="#">042-00-98999</a>	Reserved for Future Expenditures	31,565.00	31,565.00	0.00	0.00	31,565.00
	<b>Expense Total:</b>	<b>31,565.00</b>	<b>31,565.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,565.00</b>
	<b>Fund: 042 - STREETS CAPITAL IMPROVEMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.68</b>	
	<b>Fund: 045 - EQUIPMENT REPLACEMENT FUND</b>					
	<b>Revenue</b>					
<a href="#">045-00-40100</a>	Prior Year Fund Balance	113,503.00	113,503.00	0.00	0.00	113,503.00
<a href="#">045-00-42010</a>	Interest on Investments	800.00	800.00	0.00	228.70	571.30
<a href="#">045-00-46030</a>	Transfer from Water Enterprise	10,000.00	10,000.00	0.00	0.00	10,000.00
<a href="#">045-00-46035</a>	Transfer from Sewer Enterprise	10,000.00	10,000.00	0.00	0.00	10,000.00
	<b>Revenue Total:</b>	<b>134,303.00</b>	<b>134,303.00</b>	<b>0.00</b>	<b>228.70</b>	<b>134,074.30</b>
	<b>Expense</b>					
<a href="#">045-00-74020</a>	Service Vehicle	100,000.00	100,000.00	12,000.00	12,000.00	88,000.00
<a href="#">045-00-98999</a>	Reserved for Future Expenditures	34,303.00	34,303.00	0.00	0.00	34,303.00
	<b>Expense Total:</b>	<b>134,303.00</b>	<b>134,303.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>122,303.00</b>
	<b>Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-12,000.00</b>	<b>-11,771.30</b>	
	<b>Fund: 061 - WATER SYSTEM DEVELOPMENT</b>					
	<b>Revenue</b>					
<a href="#">061-00-40100</a>	Prior Year Fund Balance	533,597.00	533,597.00	0.00	0.00	533,597.00
<a href="#">061-00-42010</a>	Interest on Investments	4,000.00	4,000.00	0.00	1,305.09	2,694.91
<a href="#">061-00-44350</a>	System Development Charges	40,000.00	40,000.00	0.00	0.00	40,000.00
	<b>Revenue Total:</b>	<b>577,597.00</b>	<b>577,597.00</b>	<b>0.00</b>	<b>1,305.09</b>	<b>576,291.91</b>

Income Statement

For Fiscal: 2022-2023 Period Ending: 10/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Expense</b>						
<a href="#">061-00-98999</a>	Reserved for Future Expenditures	577,597.00	577,597.00	0.00	0.00	577,597.00
	<b>Expense Total:</b>	<b>577,597.00</b>	<b>577,597.00</b>	<b>0.00</b>	<b>0.00</b>	<b>577,597.00</b>
<b>Fund: 061 - WATER SYSTEM DEVELOPMENT Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,305.09</b>	
<b>Fund: 062 - SEWER SYSTEM DEVELOPMENT</b>						
<b>Revenue</b>						
<a href="#">062-00-40100</a>	Prior Year Fund Balance	358,952.00	358,952.00	0.00	0.00	358,952.00
<a href="#">062-00-42010</a>	Interest on Investments	2,500.00	2,500.00	0.00	891.72	1,608.28
<a href="#">062-00-44351</a>	SDC Reimbursement Fees	27,540.00	27,540.00	0.00	5,060.00	22,480.00
<a href="#">062-00-44361</a>	SDC Improvement Fees	2,820.00	2,820.00	0.00	5,060.00	-2,240.00
	<b>Revenue Total:</b>	<b>391,812.00</b>	<b>391,812.00</b>	<b>0.00</b>	<b>11,011.72</b>	<b>380,800.28</b>
<b>Expense</b>						
<a href="#">062-00-98999</a>	Reserved for Future Expenditures	391,812.00	391,812.00	0.00	0.00	391,812.00
	<b>Expense Total:</b>	<b>391,812.00</b>	<b>391,812.00</b>	<b>0.00</b>	<b>0.00</b>	<b>391,812.00</b>
<b>Fund: 062 - SEWER SYSTEM DEVELOPMENT Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,011.72</b>	
<b>Total Surplus (Deficit):</b>		<b>-13,776.00</b>	<b>-13,776.00</b>	<b>22,377.64</b>	<b>4,094.57</b>	

## Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - GENERAL FUND</b>					
Revenue	1,548,145.00	1,548,145.00	9,901.33	209,356.63	1,338,788.37
Expense	1,548,145.00	1,548,145.00	28,393.93	148,357.35	1,399,787.65
<b>Fund: 010 - GENERAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-18,492.60</b>	<b>60,999.28</b>	<b>-60,999.28</b>
<b>Fund: 014 - PARKS FUND</b>					
Revenue	217,932.00	217,932.00	60,431.87	114,041.33	103,890.67
Expense	217,932.00	217,932.00	7,455.92	46,850.79	171,081.21
<b>Fund: 014 - PARKS FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>52,975.95</b>	<b>67,190.54</b>	<b>-67,190.54</b>
<b>Fund: 020 - PUBLIC SAFETY</b>					
Revenue	541,932.00	541,932.00	1,107.50	62,250.64	479,681.36
Expense	555,708.00	555,708.00	38,962.21	166,248.11	389,459.89
<b>Fund: 020 - PUBLIC SAFETY Surplus (Deficit):</b>	<b>-13,776.00</b>	<b>-13,776.00</b>	<b>-37,854.71</b>	<b>-103,997.47</b>	<b>90,221.47</b>
<b>Fund: 030 - WATER ENTERPRISE FUND</b>					
Revenue	1,618,846.00	1,618,846.00	46,490.70	149,469.91	1,469,376.09
Expense	1,618,846.00	1,618,846.00	27,919.97	162,905.94	1,455,940.06
<b>Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>18,570.73</b>	<b>-13,436.03</b>	<b>13,436.03</b>
<b>Fund: 031 - WATER CAPITAL RESERVES</b>					
Revenue	145,913.00	145,913.00	0.00	74.59	145,838.41
Expense	145,913.00	145,913.00	0.00	0.00	145,913.00
<b>Fund: 031 - WATER CAPITAL RESERVES Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.59</b>	<b>-74.59</b>
<b>Fund: 035 - SEWER ENTERPRISE FUND</b>					
Revenue	955,824.00	955,824.00	53,213.36	167,082.69	788,741.31
Expense	955,824.00	955,824.00	26,606.28	154,327.49	801,496.51
<b>Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>26,607.08</b>	<b>12,755.20</b>	<b>-12,755.20</b>
<b>Fund: 036 - SEWER CAPITAL RESERVES</b>					
Revenue	318,275.00	318,275.00	0.00	495.26	317,779.74
Expense	318,275.00	318,275.00	0.00	0.00	318,275.00
<b>Fund: 036 - SEWER CAPITAL RESERVES Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>495.26</b>	<b>-495.26</b>
<b>Fund: 040 - STREET FUND</b>					
Revenue	177,958.00	177,958.00	0.00	8,146.12	169,811.88
Expense	177,958.00	177,958.00	7,428.81	28,689.11	149,268.89
<b>Fund: 040 - STREET FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-7,428.81</b>	<b>-20,542.99</b>	<b>20,542.99</b>
<b>Fund: 042 - STREETS CAPITAL IMPROVEMENT</b>					
Revenue	31,565.00	31,565.00	0.00	10.68	31,554.32
Expense	31,565.00	31,565.00	0.00	0.00	31,565.00
<b>Fund: 042 - STREETS CAPITAL IMPROVEMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.68</b>	<b>-10.68</b>
<b>Fund: 045 - EQUIPMENT REPLACEMENT FUND</b>					
Revenue	134,303.00	134,303.00	0.00	228.70	134,074.30
Expense	134,303.00	134,303.00	12,000.00	12,000.00	122,303.00
<b>Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-12,000.00</b>	<b>-11,771.30</b>	<b>11,771.30</b>
<b>Fund: 061 - WATER SYSTEM DEVELOPMENT</b>					
Revenue	577,597.00	577,597.00	0.00	1,305.09	576,291.91
Expense	577,597.00	577,597.00	0.00	0.00	577,597.00
<b>Fund: 061 - WATER SYSTEM DEVELOPMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,305.09</b>	<b>-1,305.09</b>
<b>Fund: 062 - SEWER SYSTEM DEVELOPMENT</b>					
Revenue	391,812.00	391,812.00	0.00	11,011.72	380,800.28
Expense	391,812.00	391,812.00	0.00	0.00	391,812.00
<b>Fund: 062 - SEWER SYSTEM DEVELOPMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,011.72</b>	<b>-11,011.72</b>
<b>Total Surplus (Deficit):</b>	<b>-13,776.00</b>	<b>-13,776.00</b>	<b>22,377.64</b>	<b>4,094.57</b>	

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - GENERAL FUND	0.00	0.00	-18,492.60	60,999.28	-60,999.28
014 - PARKS FUND	0.00	0.00	52,975.95	67,190.54	-67,190.54
020 - PUBLIC SAFETY	-13,776.00	-13,776.00	-37,854.71	-103,997.47	90,221.47
030 - WATER ENTERPRISE FU...	0.00	0.00	18,570.73	-13,436.03	13,436.03
031 - WATER CAPITAL RESERV...	0.00	0.00	0.00	74.59	-74.59
035 - SEWER ENTERPRISE FUND	0.00	0.00	26,607.08	12,755.20	-12,755.20
036 - SEWER CAPITAL RESERV...	0.00	0.00	0.00	495.26	-495.26
040 - STREET FUND	0.00	0.00	-7,428.81	-20,542.99	20,542.99
042 - STREETS CAPITAL IMPRO...	0.00	0.00	0.00	10.68	-10.68
045 - EQUIPMENT REPLACEM...	0.00	0.00	-12,000.00	-11,771.30	11,771.30
061 - WATER SYSTEM DEVELO...	0.00	0.00	0.00	1,305.09	-1,305.09
062 - SEWER SYSTEM DEVELO...	0.00	0.00	0.00	11,011.72	-11,011.72
<b>Total Surplus (Deficit):</b>	<b>-13,776.00</b>	<b>-13,776.00</b>	<b>22,377.64</b>	<b>4,094.57</b>	

# Check Report

By Check Number

City of Port Orford

Date Range: 10/01/2022 - 10/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-Accounts Payable</b>						
000175	CIS-Health Insurance	10/04/2022	Regular	0.00	4,478.85	17091
	**Void**	10/04/2022	Regular	0.00	0.00	17092
	**Void**	10/04/2022	Regular	0.00	0.00	17093
	**Void**	10/04/2022	Regular	0.00	0.00	17094
	**Void**	10/04/2022	Regular	0.00	0.00	17095
001854	Teamsters 206 Employers Trust	10/04/2022	Regular	0.00	3,154.85	17096
001108	Teamsters Local U. #206	10/04/2022	Regular	0.00	142.50	17097
000365	Western Mercantile Agency, Inc.	10/04/2022	Regular	0.00	590.68	17098
001529	Carson Oil Company	10/05/2022	Regular	0.00	214.52	17099
000450	Curry County Sheriff	10/05/2022	Regular	0.00	15,913.50	17100
000048	Curry Transfer & Recycling, INC.	10/05/2022	Regular	0.00	129.00	17101
001411	Gold Beach Lumber	10/05/2022	Regular	0.00	195.65	17102
	**Void**	10/05/2022	Regular	0.00	0.00	17103
001053	McCowan Clinical Laboratory, Inc.	10/05/2022	Regular	0.00	90.00	17104
000046	One Call Concepts, Inc.	10/05/2022	Regular	0.00	16.80	17105
001800	Pacific Office Automation	10/05/2022	Regular	0.00	193.11	17106
001895	Perry, Keely	10/05/2022	Regular	0.00	82.50	17107
001533	Robert J. Dillard	10/05/2022	Regular	0.00	400.00	17108
001608	Rogue Credit Union-Visa	10/05/2022	Regular	0.00	5,133.71	17109
	**Void**	10/05/2022	Regular	0.00	0.00	17110
001753	South Coast Xpress Lube	10/05/2022	Regular	0.00	270.93	17111
001660	TransUnion Risk and Alternative Data Solutions, Ir	10/05/2022	Regular	0.00	144.20	17112
001699	Amazon Capital Services, Inc.	10/18/2022	Regular	0.00	345.33	17113
000025	C & K Market	10/18/2022	Regular	0.00	75.60	17114
000009	Coastal Paper & Supply, Inc.	10/18/2022	Regular	0.00	596.83	17115
000011	Coos-Curry Electric Co-op	10/18/2022	Regular	0.00	836.91	17116
	**Void**	10/18/2022	Regular	0.00	0.00	17117
000029	Coos-Curry Supply, Inc.	10/18/2022	Regular	0.00	551.98	17118
	**Void**	10/18/2022	Regular	0.00	0.00	17119
001480	Easlon, Levi	10/18/2022	Regular	0.00	12,000.00	17120
001855	GO2 Partners	10/18/2022	Regular	0.00	435.00	17121
000157	Golders NAPA Auto Parts	10/18/2022	Regular	0.00	524.85	17122
000459	ODOT Fuel Sales	10/18/2022	Regular	0.00	2,324.63	17123
000184	ODP Business Solutions, LLC	10/18/2022	Regular	0.00	75.82	17124
001434	Oregon Government Ethics Commission	10/18/2022	Regular	0.00	548.82	17125
001894	Reeve Kearns PC	10/18/2022	Regular	0.00	275.00	17126
001753	South Coast Xpress Lube	10/18/2022	Regular	0.00	70.97	17127
001907	Springboard Forestry LLC	10/18/2022	Regular	0.00	14,325.10	17128
000646	Vend West Services	10/18/2022	Regular	0.00	20.00	17129
001779	Ziply Fiber	10/18/2022	Regular	0.00	101.71	17130
000175	CIS-Health Insurance	10/24/2022	Regular	0.00	4,073.58	17131
	**Void**	10/24/2022	Regular	0.00	0.00	17132
	**Void**	10/24/2022	Regular	0.00	0.00	17133
	**Void**	10/24/2022	Regular	0.00	0.00	17134
	**Void**	10/24/2022	Regular	0.00	0.00	17135
001854	Teamsters 206 Employers Trust	10/24/2022	Regular	0.00	3,154.85	17136
001108	Teamsters Local U. #206	10/24/2022	Regular	0.00	142.50	17137
000365	Western Mercantile Agency, Inc.	10/24/2022	Regular	0.00	211.62	17138
001732	AccuScript Transcription and Typing Services	10/26/2022	Regular	0.00	176.82	17139
001699	Amazon Capital Services, Inc.	10/26/2022	Regular	0.00	29.93	17140
000009	Coastal Paper & Supply, Inc.	10/26/2022	Regular	0.00	262.37	17141
000306	Curry County Road Department	10/26/2022	Regular	0.00	84.80	17142
001480	Easlon, Levi	10/26/2022	Regular	0.00	702.50	17143
001863	I-Secure Inc.	10/26/2022	Regular	0.00	35.00	17144

Check Report

Date Range: 10/01/2022 - 10/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001053	McCowan Clinical Laboratory, Inc.	10/26/2022	Regular	0.00	90.00	17145
001023	Western Exterminator Company	10/26/2022	Regular	0.00	184.60	17146
001780	ZiplyFiber	10/26/2022	Regular	0.00	36.02	17147
001105	VOYA - Oregon Savings Growth Plan	10/05/2022	Bank Draft	0.00	226.44	DFT0006701
000254	PERS	10/05/2022	Bank Draft	0.00	625.39	DFT0006702
000254	PERS	10/05/2022	Bank Draft	0.00	1,549.79	DFT0006703
000254	PERS	10/05/2022	Bank Draft	0.00	1,404.25	DFT0006704
000254	PERS	10/05/2022	Bank Draft	0.00	1,001.68	DFT0006705
000254	PERS	10/05/2022	Bank Draft	0.00	3,659.13	DFT0006706
000323	Oregon Dept of Revenue	10/05/2022	Bank Draft	0.00	28.88	DFT0006707
000323	Oregon Dept of Revenue	10/05/2022	Bank Draft	0.00	20.90	DFT0006708
001602	Rogue Credit Union	10/05/2022	Bank Draft	0.00	844.60	DFT0006709
000323	Oregon Dept of Revenue	10/05/2022	Bank Draft	0.00	1,983.90	DFT0006710
001602	Rogue Credit Union	10/05/2022	Bank Draft	0.00	2,197.91	DFT0006711
001602	Rogue Credit Union	10/05/2022	Bank Draft	0.00	3,611.30	DFT0006712
000587	Charter Communications	10/05/2022	Bank Draft	0.00	129.98	DFT0006713
000052	Allstream	10/18/2022	Bank Draft	0.00	129.31	DFT0006718
000587	Charter Communications	10/18/2022	Bank Draft	0.00	397.13	DFT0006719
001105	VOYA - Oregon Savings Growth Plan	10/20/2022	Bank Draft	0.00	226.44	DFT0006720
000254	PERS	10/20/2022	Bank Draft	0.00	625.39	DFT0006721
000254	PERS	10/20/2022	Bank Draft	0.00	1,520.43	DFT0006722
000254	PERS	10/20/2022	Bank Draft	0.00	1,365.81	DFT0006723
000254	PERS	10/20/2022	Bank Draft	0.00	1,001.08	DFT0006724
000254	PERS	10/20/2022	Bank Draft	0.00	3,599.84	DFT0006725
000323	Oregon Dept of Revenue	10/20/2022	Bank Draft	0.00	30.63	DFT0006726
000323	Oregon Dept of Revenue	10/20/2022	Bank Draft	0.00	21.72	DFT0006727
001602	Rogue Credit Union	10/20/2022	Bank Draft	0.00	895.72	DFT0006728
000323	Oregon Dept of Revenue	10/20/2022	Bank Draft	0.00	2,128.05	DFT0006729
001602	Rogue Credit Union	10/20/2022	Bank Draft	0.00	2,381.23	DFT0006730
001602	Rogue Credit Union	10/20/2022	Bank Draft	0.00	3,829.86	DFT0006731
001778	Quadient Finance USA, Inc.	10/26/2022	Bank Draft	0.00	500.00	DFT0006732

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	45	0.00	73,443.94
Manual Checks	0	0	0.00	0.00
Voided Checks	0	12	0.00	0.00
Bank Drafts	30	28	0.00	35,936.79
EFT's	0	0	0.00	0.00
	<b>138</b>	<b>85</b>	<b>0.00</b>	<b>109,380.73</b>

# City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 11/17/2022

SUBJECT: Planning

ITEM NO: 6 d.

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This will be discussed in 6b. Short Term Rental Ordinance Update and Review

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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## City of Port Orford

### CITY COUNCIL AGENDA DOCUMENTATION

Date: 11/17/2022

SUBJECT: Roofing Estimates

ITEM NO: 7 a.

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I have attached a few estimates that we received for Roof Repair on City Hall and Waste Water Treatment plant. The 1<sup>st</sup> Quote from Roofers LLC has the Water Treatment Building and Waste Water Treatment Building switched on their quote.

Waste Water Treatment Plant Quote:

JamesCo Roofing: 10,475.00

The Roofers LLC: \$14,000 after roof is Pitched for about \$5,000-\$8,000

City Hall Quote:

JamesCo Roofing: \$16,648

The Roofers LLC : Pitch Roof then a can give us a Quote

### *Suggested Motions*

#### ***Motion to Approve JamesCo Roofing .***

I move to approve James Co Roofing for both City Hall and Waste Water Treatment plant roof Repairs for a total of \$27,123

#### ***Motion to Approve The Roofers LLC***

I move to approve the Roofers LLC for both City Hall and Waste Water Treatment plant roof repairs and have City staff get quotes to have the roofs pitched at both locations.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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# The Roofers LLC

CCB #215757  
95862 Dotson Lane  
Brookings, OR.  
97415

City Hall Building: Findings are as follows:

Roof is leaking. TPO roof is newer than the others and thus less urgent. It is my opinion that this roof is failing due to pitch and layout. This building really should be pitched. No way of knowing how much wood rot is under the TPO or pinpoint the leaks. Temporarily we may be able to seal seams to try and stall the leaks, but it will need more in a couple of years. You will need a construction company/architect to plan new roof/pitch. Also, HVAC, Plumbing, Heating, and Electric will all need to be involved. Once the building is ready, we can roof the pitched building. This is a large project, however, looking at the big picture it is more cost effective. One major renovation and then its good for another 35 to 40 years. The flat roofing usually only holds up for 10 to 12 here on the coast and usually ends with replacing plywood from leaks being undiscovered.

The Water Treatment Building:

Roof is beyond bad. Top priority! The wood is rotten and will need replaced, because we know this to be the case, it is my opinion that this too should be pitched. Now is the perfect time to do so. The additional cost of trusses is minimal on this small 2 part roof. (Estimated cost of pitching roof is \$5000.00 to \$8000.00 depending on the damage to support beams.) Once it's pitched the cost of roofing is approximately \$10,000 and \$4000 for the existing pitched roof beside it.

Waste Water Treatment Building:

Roof is bad. Shingles are deteriorated and showing fiberglass. The penetrations are all leaking, and the ridge is leaking. The vents are crumbling to touch, and all the pipe jacks are cracked. We caulked the holes and put ice and water at ridge to help prevent wind driven rain, but that is only a temporary fix. This building needs to be fixed as soon as possible to prevent further damage. The estimate to fix this building \$27,500.00.

The Visitors Center:

Roof is past age and needs to be replaced. Its leaking from numerous places, including skylights. The tongue and groove beneath the deck is showing water stains and will continue to rot until it is replaced. The estimate to reroof this building is \$11250.00.

The Community Building:

This roof is metal and still has lots of life to it. The screws need to be replaced and perhaps a coat of paint to prevent the continuation of rust, but all and all it's the least important of the listed roofs. Time and Materials for screw replacement.

JamesCo Roofing LLC LIC 221078  
 455 W 5th St  
 OR  
 (541) 260-2570  
 pjames@jamescoroofing.com

## Estimate



ADDRESS
City Of Port Orford

ESTIMATE #	DATE
1240	10/24/2022

### JOBSITE ADDRESS

City Hall

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>General Labor</b>	Remove and replace 8 roof drains to be same height as roof deck.	8	475.00	3,800.00
	<b>Pressure wash</b>	Lightly pressure wash roof to clean all dirt and debris.	1	3,200.00	3,200.00
	<b>General Labor</b>	Labor and materials to reseal entire perimeter where membrane meets drip edge.	40	120.00	4,800.00
	<b>Dry Rot Material</b>	2x8 pre primed fascia.	320	6.15	1,968.00
	<b>Labor for Dry Rot Replacment</b>	Labor for any and all fascia dry rot work. Does not include price of material	24	120.00	2,880.00

Half down required before start. Remainder due upon completion.

TOTAL

**\$16,648.00**

Accepted By

Accepted Date

JamesCo Roofing LLC LIC 221078  
 455 W 5th St  
 OR  
 (541) 260-2570  
 pjames@jamescoroofing.com

## Estimate



ADDRESS
City Of Port Orford

ESTIMATE #	DATE
1239	10/24/2022

### JOBSITE ADDRESS

Waste Water Treatment

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Roof Coating</b>	Labor and material to clean flat roof surface and apply Gaco Flex roof coating on top of existing roof.	985	7.00	6,895.00
	<b>Dry Rot Material</b>	Pre primed 1x4 trim for building corners and around door, window, and electrical boxes.	90	2.50	225.00
	<b>Dry Rot Material</b>	2 sheets 1/2" soffit board	2	140.00	280.00
	<b>Labor for Dry Rot Replacment</b>	Labor for any and all dry rot work. Does not include price of material	16	150.00	2,400.00
	<b>Moss Removal</b>	Apply light pressure wash to roof to clean roof and eliminate moss. Clean gutters and ground of any debris caused from work performed on small building behind treatment plant	1	675.00	675.00

Half down required before start. Remainder due upon completion.

TOTAL

**\$10,475.00**

Accepted By

Accepted Date

# City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 11/17/2022

SUBJECT: STR Ordinance Update/ Review

ITEM NO: 7 b.

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Attached is the suggested STR Ordinance from the Planning Commission. The Planning Commission wanted some input from the Council on this draft.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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ORDINANCE NUMBER \_\_\_\_\_

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD

The Common Council of the City of Port Orford hereby ordains that the following Ordinance \_\_\_\_ be adopted for Short-Term Rental Operating Licenses

CHAPTER 5.05

SECTIONS:

- 05.05.010 Title
- 05.05.020 Purpose
- 05.05.030 Definitions
- 05.05.040 Annual Short-Term Rental Operating License Required
- 05.05.050 Application and Fee
- 05.05.060 Term of Annual License and Transferability
- 05.05.070 Operating License and License Renewal
- 05.05.080 Criteria for approval of an Operating license and Operating License Renewal
- 05.05.090 Additional Operational requirements
- 05.05.100 Violations
- 05.05.110 Penalty
- 05.05.120 Appeals of Short-Term rental Operating License Determinations
- 05.05.130 Discontinuance of Short-Term Rentals Occupancy.
- 05.05.140 Remedies not exclusive

05.05.010- Title:

The provisions of this chapter are intended to authorize and regulate the short-term rental of residential dwelling units on all property within the City of Port Orford. There is added to the City of Port Orford Municipal Code Chapter 5.05 entitled Short-Term Rental Operating License and those sections and subsections set forth below.

05.05.020 - Purpose:

This Ordinance provides reasonable and necessary regulations for the licensing of short-term rentals of residential dwelling units in order to:

- A. Ensure the safety, welfare and convenience of renters, owners and neighboring property owners throughout the City of Port Orford.
- B. Balance the legitimate livability concerns with the rights of property owners to use their property as they choose.
- C. Recognize the need to limit short-term rental options within the neighborhoods to ensure compatibility, while recognizing the benefits of short-term rentals in providing recreation and employment opportunities, as well as transitional housing and business related short stays.
- D. Help maintain the City's needed long term housing supply for residential use.
- E. Protect the character of the City's neighborhoods by limiting the number and concentration of full-time short term rentals in residential zones. In the adoption of these regulations, the City finds that the transient rentals of dwelling units has the potential to be incompatible with surrounding residential uses. Therefore, special regulation of dwellings listed for transient occupancy is necessary to ensure that these uses will be compatible with surrounding residential uses and will not materially alter the neighborhoods in which they are located.

A short-term rental license is a permission to operate a short-term rental in accordance with this chapter. An operating license may be terminated or revoked if the standards of this chapter are not met or the dwelling is sold or otherwise transferred as defined in this chapter. This chapter provides an administrative framework for licensing the annual operating of a short-term rental.

The regulations of this code are not intended to permit any violation of the provisions of any other law or regulation.

Ordinance \_\_\_\_\_

Short- Term Rental Operating License

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Exemption of a use from the provision of this chapter shall not exempt the use from other applicable provisions of this Code.

### **13.05.030 - 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.

**Applicant(s)** : means an owner(s) of a dwelling unit who applies to the City for a short-term rental operating license.

**Authorized Agent:** is a property management company of other entity or person who has been designated by the applicant or licensee, in writing, to act on their behalf. The authorized agent may or may not be the designated representative for purpose of contact for complaints.

**City Administrator:** means the City Administrator or any authorized employee of the City of Port Orford designated by him/her.

**COPOMC:** means the City of Port Orford Municipal Code.

**Hosted Home share:** means the transient rental of a portion of a dwelling while the homeowner is present. For the purpose of this title, "present" means the homeowner is staying in the dwelling overnight.

**Licensee:** means the owner(s) of a dwelling unit who holds a short-term rental operating license.

**Non-transient Rental:** means to rent a dwelling unit or room(s) for compensation on a month to month basis, or for a longer period than 30 days.

**Owner(s)** : means the natural person(s) or legal entity that owns and holds legal or equitable title to the property. If the owner is a business entity such as partnership, corporation, limited

Ordinance \_\_\_\_

Short- Term Rental Operating License

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liability company, limited partnership, limited liability partnership or similar entity, all persons who has an interest in that business entity may be considered an owner.

**Short-term Rental:** means a Hosted Home Share or Vacation Rental Home.

**Short-term rental operating license:** means the regulatory license required and described in this chapter. It will be referred to as an “operating license.”

**Transfer:** means the additional or substitution of owners not included on the original license application whether or not there is consideration. If multiple owners exist on a license, individual owners may be removed from that license with constituting a transfer.

**Transient Rental:** means to rent a dwelling unit or room(s) for compensation on less than a month to month basis.

**Vacation Home Rental:** means the transient rental of an entire dwelling unit.

**Daytime:** means between the hours of 7:00 am to 10:00 pm.

**Overnight:** means between the hours of 10:00 pm to 7:00 am the following day.

#### **05.05.040 –Annual Short-Term rental operating license required.**

No owner of property within the City of Port Orford City limits may advertise, offer, operate, rent or otherwise make available or allow any other person to make available for occupancy or use a short-term rental without a short-term rental operating license. Advertise or offer includes through any media, whether written, electronic, web-based, digital, mobile or otherwise.

#### **05.05.050- Application and Fee.**

- A. ***Application Required.*** Applications for an operating license shall be on forms provided by the City, demonstrating the application meets the standards required by this chapter.

The applicant or authorized agent shall certify the following information be true and correct:

- a. *Owner/Applicant Information.* Applicant's name, permanent residence address, telephone number, and the Short-Term rental address and telephone number.
- b. *Proof of Residential Use (for hosted home shares within the R1 and R2 zones only).* The residential use of a dwelling unit shall be established through its continued use as the primary residence of the property owner. The applicant shall provide at least two of the following items as evidence that the dwelling is the primary residence of the owner:
  - i. A copy of voter registration.
  - ii. A copy of an Oregon Driver's License or Identification Card.
  - iii. A copy of federal income tax return from last tax year ( page 1 only financial data should be redacted).
- c. *Representative Information.* The applicant shall provide the name, telephone number, address and email of a local representative (which can be a person or company) who can be contacted concerning use of the property or complaints related to the Short-Term rental. For the purposes of this requirement, local means the representative's address is within a 30 minute travel time of the property.
- d. *Parking.* Statement that required parking spaces are available, with a dated photo(s) submitted of interior and exterior parking spaces. A site plan including a parking diagram of these parking spaces shall also be submitted.
- e. *Occupancy.* Occupancy limits and number of bedrooms.
- f. *Good Neighbor Guidelines.* Acknowledgment of receipt and review of a copy of the City's good neighbor guidelines. In addition, evidence that the City's good neighbor guidelines had been effectively relayed to Short-Term rental tenants, by incorporating it into the rental contract, including it in the rental booklet, posting it online, providing it in a conspicuous place in the dwelling unit, or a similar method.

- g. Listing Number* If they advertise, the listing numbers, or website addresses of where the short-term rental advertises (such as the VRBO/Airbnb/rental website number, accounts number, URL, ect.)
- h. A completed checklist for fire safety as required by the Port Orford Fire Department.*
- i. Proof of garbage service as required.*
- j. Such other information as the City Administrator or designee deems reasonably necessary to administer this chapter.*

**B. *Incomplete Application.*** If a license application does not include all required materials, the application will be considered incomplete and the City will notify the applicant, in writing, explaining the information required. If the applicant provides the missing required information within 30 calendar days of the date of the notice, the application will be reviewed. If the applicant does not provide the required information, the application will be deemed withdrawn and the City may refund all or a portion of the application fee.

**C. *License Fee.*** The fee for application for a Short-Term rental operating license or license renewal shall be as established by resolution of the City Council.

#### **05.05.060- Term of Annual License and Transferability**

**A. *Term.*** A Short-Term rental operating license shall be renewable annually on or before June 30<sup>th</sup>, the license may be renewed annually for up to three years by the licensee or authorized agent when all applicable standards of this chapter are met. If an authorized agent changes during the operating license period, the licensee shall notify the City in writing of the change within 30 days.

- B. *Transferability.*** The operating license shall be issued in the name of the licensee (s) and is not transferable.

#### 05.05.070- Operating License and License Renewal

- A. *License Must be Obtained.*** An operating license shall be obtained and renewed as required in this section. The permission to operate a Short-Term rental in the City of Port Orford shall be revoked for failure to obtain or renew a license to operate as provided in this chapter.
- B. *Application and Renewal Application Process.***
- a. *Existing Short Term Rentals.*** Existing Short-Term rentals may continue to operate until such time as the City has approved or denied the application. If approved, the license may be renewed annually thereafter in accordance with subsection C, below. If denied, operation of the Short-Term rental must cease within 30 days. Failure to submit an application as required by this section shall result in the loss of operating license.
  - b. *New Short-Term Rentals.*** A license shall be obtained before beginning operations. A completed operating license application and fee may be submitted and issued at any time. The license may be renewed annually thereafter in accordance with subsection C, below.
- C. *Renewal Standards.*** The operating license shall be issued in the name of the licensee (s) and is not transferable.
- a.** Operating licenses may be renewed by the licensee annually for up to three years after the year of issuance.
  - b.** The City will review an application for operating license renewal and issue a renewal provided all the standards in this chapter continue to be met. If not met, the City will not renew the operating license and the property shall not be used as a Short-Term rental.
- D.** A decision on an operating license application or renewal may be appealed by the Port Orford City Council.

**05.05.080- Criteria for Approval of an Operating License and Operating License Renewal.**

- A.** The applicant has the burden of proof to demonstrate compliance with each applicable criterion for approval or renewals of the operating license. The approval criteria also operate as continuing code compliance obligations of the owner. Staff may verify evidence submitted and the applicant shall cooperate fully in any investigation.
- B.** To receive approval, an applicant must demonstrate that all approval criteria listed below have been satisfied.
- a. Zoning.* The property is in the compliance with requirements of \_\_\_\_\_
  - b. Contract Information.* The applicant or authorized agent has provided information sufficient to verify a qualified person will be available to be contacted about use of the short-term rental during and after business hours. The licensee or representative shall be available to be contacted by telephone to ensure a response to the short-term rental address at all hours (24 hours a day, seven days a week) Response must be within 30 minutes. The designated representative maybe changed from time to time throughout the term of the license. To do so, the license information shall be revised with the City at least 14 days prior to the date the change takes effect, except when the failure to do so is beyond the licensee's control. In an emergency or absence, contact forwarding information to a qualified person may be provided for the licensee or representative. In the case of Hosted Home Shares, the contact person shall be the permanent resident who will be hosting the transient accommodations.
  - c. Notice to Neighbors.* For Vacation Home Rentals, the licensee or authorized agent shall either ; (a) provide an annual mailing or otherwise distribute by hand, a flier to neighbors within a 250 foot radius of the short-term rental property address containing the operating license number and owner or representative contact information, or (b) post a small place card or sign as specified by the City on the property in proximity to the adjacent street advising neighbors and tenants of the same information where it can be seen from the public right-of-way.



The purpose of this notice is so that adjacent property owners and residents can contact a responsible person to report and request resolution of problems associated with the operation of the short-term rental. If the permanent contact information changes during the license period, the new information must be mailed or distributed again, or changed on the place card or sign.

**C. Health and Safety.**

- a. Responsibility.** It is the licensee's responsibility to assure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws.
- b. Fire and Emergency Safety.** A completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) shall be required with each annual operating license application and renewal. The licensee shall be responsible for completing the fire safety checklist and ensuring continued compliance. Verification by the City shall be required prior to issuance of a license and may be required for each renewal at the City Manager's discretion.
- c. Solid Waste Collection – minimum service requirements.** During all months that the dwelling is available for transient accommodation, Vacation Home Rentals shall have weekly solid waste collection service with assisted pick-up provided by the solid waste provider, if available. For the purposes of this section, assisted pick-up means the collection driver retrieves the cart from the driveway, rolls it out for service, and then places it back in its original location.

**D. Mandatory Postings.** The short-term rental license issued by the City (or a copy thereof) shall be displayed in a prominent location within the interior of the dwelling adjacent to the front door. The license will contain the following information:

- a.** Number or other identifying mark unique to the short-term rental operating license which indicates the license is issued by the City of Port Orford with the date of expiration;
- b.** The name of the licensee or representative and a telephone number where the licensee or representative may be contacted;
- c.** The number of approved parking spaces;
- d.** The maximum occupancy permitted for the short-term rental;

Ordinance \_\_\_\_\_

Short- Term Rental Operating License

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- e.* Any required information and conditions specific to the operating license;
  - f.* Day of week of trash pickup;
  - g.* The property address; and
  - h.* The City of Port Orford official logo.
- E.** The licensee shall be in compliance with the Transient Lodging Tax pursuant to COPOMC Chapter 5.09, and subject to the Tax Administrator’s authority under that chapter.

**F. *Parking.***

- a.* One (1) hard surfaced off-street parking space shall be provided for every two bedrooms. In calculating the number of spaces required, the total shall be rounded up. Parking areas shall not be located in the front yard. If the garage is to be utilized to meet the parking requirement, a photo of the interior of the garage shall be submitted to show the garage is available for parking. Required parking may be permitted on another lot within 250 feet of the subject property with a shared parking agreement or proof of legal parking access.
- b.* A parking diagram of the approved parking spaces shall be provided to tenants and be available in a prominent location within the short-term rental dwelling.

**05.05.090- Additional operational requirements**

- A.** Advertising and License Number. The licensee or authorized agent shall put the annual operating license number on all advertisements for the specific property, if legally possible.
- B. *Complaints.***
- a. Response to Complaints.* The licensee or representative shall respond to neighborhood questions, concerns, or complaints in a reasonably timely manner depending on the circumstances.
  - b. Record of Response.* The licensee or representative shall maintain a record of complaints and the actions taken in response to the complaint, if relevant, in an electronic or written manner deemed reasonable to document the interaction. If kept, this record can then be made available for City inspection upon request to investigate a complaint.

**C. *Inspection.*** Upon application for an operating license all short-term rentals shall be subject to inspection by the City for compliance with this section.

**a.** The City Administrator may conduct a site visit upon an application for a short-term rental to confirm the number of bedrooms (as defined by the International Building Code) stated on the application and the number, location and availability of on-site parking spaces. The site visit will be coordinated with the applicant and be conducted during the City's normal business hours, and with reasonable notice.

**b.** The City Administrator may visit and inspect the site of a short-term rental to ensure compliance with all applicable regulations, during the City's normal business hours, and with reasonable notice and other procedural safeguards as necessary. Code violations shall be processed in accordance with COPOMC.

**D. *Specific Prohibitions.*** The following activities are prohibited on the premises of a short-term Rental during periods of transient rental:

**a.** Events. Examples of events include, but are not limited to, company retreats, weddings, rehearsal dinners, etc.

**b.** Unattended barking dogs.

**c.** Activities that exceed noise limitations set by \_\_\_\_\_

**E.** The maximum overnight occupancy for the dwelling shall be limited to two persons per bedroom (as defined by the International Building Code) and two additional persons (e.g., a two-bedroom dwelling is permitted a maximum overnight occupancy of six persons). The maximum daytime occupancy shall be limited to the overnight occupancy plus six additional persons (e.g., a two-bedroom dwelling is permitted a maximum daytime occupancy of twelve).

**F. *Administrative Rules.*** The City Administrator shall have the authority to establish administrative rules and regulations consistent with the provisions of this chapter for the purpose of interpreting, clarifying, carrying out, furthering, and enforcing the provisions of this chapter. A copy of such administrative rules and regulations shall be on file in the Office of the City Recorder and be posted on the City website.

#### **05.05.100- Violations**

In addition to complaints related to nuisance and noise and other violations of the COPOMC, the following conduct also constitutes a violation of this chapter and is a civil infraction:

Ordinance \_\_\_\_\_

Short- Term Rental Operating License

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- A. The discovery of material misstatements or providing of false information in the application or renewal process.
- B. Representing a dwelling as available for occupancy or rent as a short-term rental where the owner does not hold a valid operating license issued under this chapter, or making a short-term rental available for use, occupancy or rent without first obtaining a valid operating license.
- C. Advertising or renting a short-term rental in a manner that does not comply with the standards of this chapter.
- D. Failure to comply with the substantive standards of COPOMC 5.10.080 and COPOMC 5.10.090.

#### 05.05.110- Penalties

- A. In addition to the fines and revocation procedures described below, any person or owner who uses, or allows the use of, or advertises, property in violation of this chapter is subject to the enforcement authority of \_\_\_\_
- B. Each twenty-four hour period in which a dwelling is used, or advertised, in violation of this chapter or any other chapter of the COPOMC shall be considered an occurrence for calculation of the following fines:
  - a. The first occurrence of one or more violation(s) will incur a warning or other fine amount otherwise specified in COPOMC, whichever is greater.
  - b. A second occurrence of one or more violation(s) within a 12-month period is subject to a \$250 fine or other fine amount otherwise specified in COPOMC, whichever is greater.
  - c. A third occurrence and all subsequent occurrences of violation(s) within a 12-month period is subject to a \$500 fine or other fine amount otherwise specified in COPOMC, whichever is greater.
- C. **Revocation.** The following actions are grounds for immediate revocation of an operating license:
  - a. Failure to renew an operating license as set forth in COPOMC 5.10.070 while continuing to operate a short-term rental.

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Short- Term Rental Operating License

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- b.* The occurrence of three or more violations within a 12-month period resulting in fines pursuant to 5.10.110.B3.
- c.* The discovery of material misstatements or providing of false information in the application or renewal process is grounds for immediate revocation of the operating license.
- d.* Such other violations of this chapter of sufficient severity in the reasonable judgment of the City Administrator, so as to provide reasonable grounds for immediate revocation of the operating license.

**D. *Notice of Decision/Appeal/Stay.*** If the operating license is revoked as provided in this section, the City Administrator shall send written notice of revocation to the licensee stating the basis for the decision. The notice shall include information about the right to appeal the decision and the procedure for filing an appeal. The licensee may appeal the City Administrator's decision to revoke the operating license under the procedures set forth in COPOMC 5.10.120. Upon receipt of an appeal, the City Administrator shall stay the revocation decision until the appeal has been finally determined by the Hearing Officer.

**05.05.120- Appeals of Short-term Rental operating license determinations.**

- A. *Filing Requirements*** – Notice. The licensee or authorized agent may appeal a short-term rental operating license decision to deny or revoke an operating license under COPOMC 5.10.100.
- B. *Authority to Decide Appeal.*** The Hearings Officer shall be responsible for determining an appeal of a decision approving or denying an application or renewal application for an operating license, or revoking or suspending an operating license, in any zone.
- C. *Time for Filing.*** An appellant is required to file a written notice of appeal including the basis for the appeal within 14 calendar days of the license determination being appealed. This requirement is jurisdictional and late filings shall not be allowed.
- D. *Fee for Appeal.*** The City Council may establish by resolution a fee for filing an appeal, which shall be jurisdictional.
- E. *Procedures.*** The City Administrator may establish administrative procedures to implement the appeal procedures provided in this section, including any required forms. The Council may adopt procedures for hearings not in conflict with this section, including but not limited to time limits on oral testimony and limitations on written argument.

- F. **Hearing.** Within 35 days of receiving the notice of appeal, the City Administrator shall schedule a hearing on the appeal before the Hearings Officer. At the hearing, the appellant shall have the opportunity to present evidence and arguments as may be relevant. The Hearings Officer may direct the City Attorney to draft findings of fact and interpretations of code or law to be considered at a later meeting.
- G. **Standard of Review and Decision.** The Hearings Officer shall determine whether the City's decision was based on a preponderance of the evidence. A decision of the Hearings Officer shall be based on the evidence received, in writing and signed by the chair, no later than 30 days after the close of the hearing. The Hearings Officer may determine not to suspend or revoke the license, or to revoke or suspend the license. If the Hearings Officer upholds the decision to revoke the operating license, the Hearings Officer shall order the licensee to discontinue use as a short-term rental. If the Hearings Officer reverses the decision to revoke the operating license, the operating license shall be continued.
- H. **Finality.** The Hearings Officer's decision shall be final on the date of mailing the decision to the appellant. The Hearings Officer's decision is the final decision of the City and is appealable only by writ of review to Circuit Court.

**05.05.130- Discontinuance of short-term rental occupancy.**

- A. **After Revocation.** After a short-term rental operating license has been revoked, the dwelling unit may not be used or occupied as a short-term rental unless a subsequent license is granted, and the licensee whose license has been revoked shall not be eligible to reapply for a short-term rental license for short-term rental occupancy of the same property for a period of two years.
- B. **After Expiration.** If a short-term rental operating license expires, the dwelling unit may not be used or occupied as a short-term rental until such time as a subsequent license has been granted for that property.

**05.05.140- Remedies not exclusive**

The remedies provided in this chapter are in addition to, and not in lieu of, all other legal remedies, criminal and civil, which may be pursued by the City to address any violation of this code, the Development Code, or other public nuisance.

Ordinance \_\_\_\_\_

Short- Term Rental Operating License

Page 46 of 14

The foregoing ordinance was enacted by the Common Council of the City of Port Orford this \_\_\_<sup>th</sup> day of \_\_\_1 and effective the \_\_\_<sup>th</sup> day of \_\_\_by the following vote:

DATED :

Passed or Failed by the following Roll Call Vote

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Passed \_\_\_\_\_ Failed \_\_\_\_\_

\_\_\_\_\_  
Mayor Pat Cox

ATTEST:

\_\_\_\_\_  
Jessica Ginsburg, City Recorder

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## City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 11/17/2022

SUBJECT: Council Rules Update

ITEM NO: 8 a.

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Attached are 2 copies of the Council Rules. Pages 51-58 are the rules that were adopted in August 2019. Pages 59-66 is the updated Council Rules that were discussed at the Workshop on November 9, 2022.

### *Suggested Motions*

#### ***Motion to Approve Council Rules .***

I move to approve and adopt the Council Rules presented on November 17, 2022.

#### ***Motion to Deny Council Rules.***

I move to Deny and adopt the Council Rules presented on November 17, 2022.

#### ***Motion to approve Council Rules with changes.***

I move to approve and adopt the Council Rules with changes presented on November 17, 2022.

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SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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# *Council Rules*

# CITY OF PORT ORFORD

## COUNCIL RULES

### 1.0 MEETINGS; GENERAL:

- 1.1 Meeting times: The council regular meeting shall be held on the third Thursday of each month at 3:30 p.m. in the council chambers. A City Council workshop session may be held in the small conference room 30-60 minutes before each Council meeting. The public is invited to attend the workshop sessions as well as the regular Council meetings immediately following the workshops. In the event a specified employee holiday falls on that Thursday, the council will meet on the first Friday following. The council may, at a regular or special meeting, designate a different day, time, and/or place for an upcoming regular meeting.
- 1.1.1 Council members and city staff whose presence at meetings is required shall be at the meeting place five (5) minutes prior to the scheduled start of the meeting so that the meeting can begin promptly.
- 1.2 Mayors Absence: In the event the Mayor is absent, the Council President shall preside over the council meeting with full voting powers. In the event the Mayor and Council President are both absent the council shall move by motion and vote to elect another council member to be acting president, retaining full voting powers.
- 1.3 Council Absence: In the event that a council member knows he or she will not be able to attend a scheduled meeting, he or she will so notify either the Mayor or the City Administrator as soon as practicable.
- 1.4 Work Sessions: Work sessions shall be held in accordance with applicable state law. Such sessions shall be called by the Mayor, City Administrator or at the request of at least three council members in writing<sup>1</sup>.
- 1.5 Special Meetings: A special meeting may be called by the Mayor or at the request of at least three council members, in writing, to the City Administrator.
- 1.5.1 No special meeting shall be held without at least 24 hours notice to the members of the governing body, the news media that have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice.
- 1.6 Executive Sessions: Executive Sessions may be held during regular, or special sessions, so long as applicable statutes are met.
- 1.7 Public Hearings: Public Hearings shall be held in conjunction with regular scheduled council meetings whenever possible.
- 1.7.1 Hearings Officer: The presiding officer shall designate a Hearing Officer to conduct the public hearing when appropriate.

## 2.0 MEETINGS GUIDELINES

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

- Call to Order / Flag Salute
- Presentations to the Council/Citizens
- Consent Calendar
- Citizen's Concerns (Sign-up required)—Citizens may comment on or provide information on old or new business agenda items.
- Departmental Reports
  - a) Administrative
  - b) Finance
  - c) Public Works
  - d) Police Department
  - e) Planning Commission
  - f) Mayors Report
  - g) Liaison Reports
    - 1) Port
    - 2) School District
    - 3) Fire Board
    - 4) Chamber of Commerce
    - 5) Watershed
    - 6) Parks/TLT
    - 7) Curry County
    - 8) Others as appropriate
  - h) Other Committee Reports, if applicable
- Old Business
- New Business
- Continuing Action Items
- Considerations

- a) Citizen Considerations—Citizens may bring up any matters of concern for future consideration by the Council.
  - b) Staff Considerations
  - c) Councilor Considerations
  - d) Mayor Considerations
- Future Meetings Date / Time  
Adjourn

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

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

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

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

2.4.2 Issues rose by a citizen during the Citizen Considerations period of the agenda, but not communicated to the Mayor and City Administrator by Noon of the Friday preceding the council meeting shall only be discussed by the Council if the Council first votes to consider said item.

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

2.5 Speaking by Council Members: Council members wishing to speak shall first receive recognition by the chair and shall confine his or her remarks to the topic under debate. Each council member shall be allowed an initial three (3) minutes to state his or her position on each agenda item. The presiding officer shall be required to ask the councilors to state their

positions if they desire to do so. All councilors shall be given equal opportunity to speak.

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

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

2.6.1 Members of the audience wishing to speak at the public comment period at a public hearing shall raise their hand and wait to be recognized by the chair. After recognition, that person shall come to the microphone provided, state his or her name and place of residence for the record, and limit his or her remarks to the issue under consideration. All remarks and questions shall be addressed to the presiding officer and not to any individual council member, staff member or other person. The chair may then designate a staff member or council member to answer the question, if appropriate. Public comment shall be limited to 5 3 minutes unless extended by the chair.

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

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

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

2.7.1 The Oregon Public Meetings law is a public attendance law, not a public participation law. Members of the public must be allowed to attend meetings, but public comment is not a requirement under the law. The City of Port Orford wishes to receive appropriate public input at its meetings, and therefore, has promulgated these rules to maintain an orderly public comment process.

2.7.2 No person, be it a council member, city staff, or member of the audience, shall enter into any discussion unless first recognized by the chair.

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

2.7.4 After a motion has been made and seconded no member of the audience shall address the council without first securing permission from the chair.

2.7.5 Public comment under the "Citizen Considerations" portion of the meeting may be on any subject of concern to the speaker. Any Council action on the item of concern will be at a future meeting.

## 3.0 ORDER AND DECORUM:

- 3.1 Order by the Chair: The presiding officer (usually the Mayor) will have complete control of the meeting. Any attempt to override a decision of the presiding officer must be supported by a majority vote of the council members.
- 3.2 Council Etiquette: No council member will *ever* chastise, denigrate, or criticize anyone during an open council meeting. If attempts to deal with these problems in a private two-way conversation fail, then the council member may petition the Mayor to convene a full council executive session to deal with the problem. In no case shall a council member deal with any city employee personnel problems except through the City Administrator. The chain of command must be observed.
- 3.3 Sergeant-At-Arms: The Sergeant-At-Arms shall be a Police Officer
- 3.3.1 It shall be the duty of the Sergeant-At-Arms to assist the chair, as to maintain order and decorum at all meetings.
- 3.3.2 Any of the following shall be sufficient cause to remove any person from the council chambers for the duration of the meeting if such conduct, in the opinion of the Sergeant at arms rises to the level of Disorderly Conduct.
- A. The use of unreasonably loud, offensive or disruptive language.
  - B. The making of loud or disruptive noise.
  - C. The willful damage of furnishing or of the interior of the council chamber.
  - D. The refusal to obey any of the rules of conduct provided within this article, the limitations on occupancy and seating capacity.
  - E. The engaging of violent or distracting actions.
- 3.4 Meeting Disruptions: Unreasonably loud noise, or disruptive language or conduct, is hereby defined as that which obstructs the work or the conduct of business of the council.
- 3.4.1 Before the Sergeant-At-Arms removes any person from the meeting room for conduct described in paragraph 3.3.2, that person shall be given a warning by the chair to cease his or her conduct.
- 3.4.2 If the meeting is disrupted by members of the audience, the chair or a majority of the council members present may order that the council chambers be cleared.
- 3.5. Media: The taking of photographs, motion picture filming, and video recording in the council chambers shall be allowed except when the taking of such photographs, motion pictures or video recordings is disruptive to the business of the council.
- 3.5.1 No unofficial flags, posters, placards or signs, shall be allowed within the council chambers. This restriction does not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such a size and nature do not interfere with vision, hearing or seating of other members of the audience.
- 3.5.2. MAYOR AND COUNCIL MEMBER CONDUCT
1. Representing City. If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must state:
    - a) Whether the statement reflects personal opinion or is the official position of the City; and
    - b) Whether the statement is supported by a majority of the Council. If the Council member is representing the city, the Council member must support and advocate for the official city position on the issue rather than a personal viewpoint.



#### 4.0 VOTING:

- 4.1 Duty to Vote: All council members present, when a question is called shall be entitled to vote unless otherwise disqualified by a conflict of interest as provided by Oregon Law. Unless an abstention is declared, it shall be considered a negative vote.
- 4.2 Method of Voting: Those council members voting for the question will so signify by roll call. The vote on every question shall be entered into the record. It shall not be in order for council members to explain their vote.
- 4.2.1 When not otherwise provided by City Charter, the concurrence of a majority of the members of the Council present shall be necessary to decide any question. In the event of a tie vote, the Mayor will have the deciding vote.

#### 5.0 PUBLIC RECORDS/EMAIL POLICY:

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

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

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# *Council Rules*

## CITY OF PORT ORFORD

### COUNCIL RULES

#### 1.0 MEETINGS; GENERAL:

- 1.1 Meeting Times: The council regular meeting shall be held on the third Thursday of each month at 5:30 p.m. using the hybrid meeting format. The hybrid meeting format consists of the option to attend either virtually and/or in person in council chambers. A City Council workshop session is scheduled monthly on an as needed basis. The public is invited to attend the workshop sessions as well as the regular Council meetings either in person or virtually.. In the event a specified employee holiday falls on that Thursday, the council will meet on the first Friday following. The council may, at a regular or special meeting, designate a different day, time, and/or place for an upcoming regular meeting.
- 1.1.1 Council members and city staff whose presence at meetings is required shall be in council chambers five (5) minutes prior to the scheduled start of the meeting so that the meeting can begin promptly.
- 1.2 Mayors Absence: In the event the Mayor is absent, the Council President shall preside over the council meeting with full voting powers. In the event the Mayor and Council President are both absent the council shall move by motion and vote to elect another council member to be acting president, retaining full voting powers.
- 1.3 Council Absence: In the event that a council member knows he or she will not be able to attend a scheduled meeting, he or she will so notify either the Mayor or the City Administrator as soon as practicable.
- 1.4 Work Sessions: Work sessions shall be held in accordance with applicable state law. Such sessions shall be called by the Mayor, City Administrator or at the request of at least three council members in writing<sup>1</sup>.
- 1.5 Special Meetings: A special meeting may be called by the Mayor or at the request of at least three council members, in writing, to the City Administrator.
- 1.5.1 No special meeting shall be held without at least a 24 hour notice to the members of the governing body, the news media that have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than a 24 hour notice.
- 1.6 Executive Sessions: Executive Sessions may be held during regular, or special sessions, so long as applicable statutes are met.
- 1.7 Public Hearings: Public Hearings shall be held in conjunction with regular scheduled council meetings whenever possible.
- 1.7.1 Hearings Officer: The presiding officer shall designate a Hearing Officer to conduct the public hearing when appropriate.

## 2.0 MEETINGS GUIDELINES

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

- Call to Order / Flag Salute
- Presentations to the Council/Citizens
- Consent Calendar
- Citizen's Concerns (Sign-up required)—Citizens may comment on or provide information on old or new business agenda items.
- Departmental Reports
  - a) Administrative
  - b) Finance
  - c) Public Works
  - d) Police Department
  - e) Planning Commission
  - f) Mayors Report
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    - 1) Port
    - 2) School District
    - 3) Fire Board
    - 4) Chamber of Commerce
    - 5) Watershed
    - 6) Parks/TLT
    - 7) Curry County
    - 8) Others as appropriate

h) Other Committee Reports, if applicable

Old Business

New Business

Continuing Action Items

Considerations

a) Citizen Considerations—Citizens may bring up any matters of concern for future consideration by the Council.

b) Staff Considerations

c) Councilor Considerations

d) Mayor Considerations

Future Meetings Date / Time

Adjourn

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

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

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

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

2.4.2 Issues rose by a citizen during the Citizen Considerations period of the agenda, but not communicated to the Mayor and City Administrator by noon of the Tuesday preceding the council meeting shall only be discussed by the council if the council first votes to consider said item.

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

the aid of another Citizen to read a letter to the council.

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

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

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

2.6.1 Members of the audience wishing to speak at the public comment period at a public hearing shall raise their hand and wait to be recognized by the chair. After recognition, that person shall come to the microphone provided, state his or her name and place of residence for the record, and limit his or her remarks to the issue under consideration. All remarks and questions shall be addressed to the presiding officer and not to any individual council member, staff member or other person. The chair may then designate a staff member or council member to answer the question, if appropriate. Public comment shall be limited to 3 minutes unless extended by the chair.

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

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

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

2.7.1 The Oregon Public Meetings law is a public attendance law, not a public participation law. Members of the public must be allowed to attend meetings, but public comment is not a requirement under the law. The City of Port Orford wishes to receive appropriate public input at its meetings, and therefore, has promulgated these rules to maintain an orderly public comment process.

2.7.2 No person, be it a council member, city staff, or member of the audience, shall enter into any discussion unless first recognized by the chair.

2.7.3 Those members of the audience addressing the council at the beginning of a meeting under citizen concerns are required to sign up and shall be limited to three (3) minutes. If a member of the public wants to speak and is attending the meeting virtually they are to notify the City Administrator/Recorder using the message function of *GoToMeeting* on the right hand side of the screen. Public comment at this portion of the meeting shall be related to agenda items to be considered at the meeting. No member of the audience shall be allowed to speak at a City Council meeting more than once on any

subject until other members of the audience choosing to speak have so spoken. In any event, no member of the audience shall speak more than twice on the same issue at any one meeting.

- 2.7.4 After a motion has been made and seconded no member of the audience shall address the council.
- 2.7.5 Public comment under the “Citizen Considerations” portion of the meeting may be on any subject of concern to the speaker. Any council action on the item of concern will be at a future meeting.

### 3.0 ORDER AND DECORUM:

- 3.1 Order by the Chair: The presiding officer (usually the Mayor) will have complete control of the meeting. Any attempt to override a decision of the presiding officer must be supported by a majority vote of the council members.
- 3.2 Council Etiquette: No council member will *ever* chastise, denigrate, or criticize anyone during an open council meeting. If attempts to deal with these problems in a private two-way conversation fail, then the council member may petition the Mayor to convene a full council executive session to deal with the problem. In no case shall a council member deal with any city employee personnel problems except through the City Administrator. The chain of command must be observed.
- 3.3 Sergeant-At-Arms: The Sergeant-At-Arms shall be a Police Officer.
- 3.3.1 It shall be the duty of the Sergeant-At-Arms to assist the chair, as to maintain order and decorum at all meetings.
- 3.3.2 Any of the following shall be sufficient cause to remove any person from the council chambers for the duration of the meeting if such conduct, in the opinion of the Sergeant-At-Arms rises to the level of Disorderly Conduct.
- A. The use of unreasonably loud, offensive or disruptive language.
  - B. The making of loud or disruptive noise.
  - C. The willful damage of furnishing or of the interior of the council chamber.
  - D. The refusal to obey any of the rules of conduct provided within this article, the limitations on occupancy and seating capacity.
  - E. The engaging of violent or distracting actions.
- 3.4 Meeting Disruptions: Unreasonably loud noise, or disruptive language or conduct, is hereby defined as that which obstructs the work or the conduct of business of the council.
- 3.4.1 Before the Sergeant-At-Arms removes any person from the meeting room for conduct described in paragraph 3.3.2, that person shall be given a warning by the chair to cease his or her conduct.
- 3.4.2 If the meeting is disrupted by members of the audience, the chair or a majority of the council members present may order that the council chambers be cleared.
- 3.5 Media: The taking of photographs, motion picture filming, and video recording in the council chambers shall be allowed except when the taking of such photographs, motion pictures or video recordings is disruptive to the business of the council.



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3.5.2. MAYOR AND COUNCIL MEMBER CONDUCT

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

a) Whether the statement reflects personal opinion or is the official position of the City; and

b) Whether the statement is supported by a majority of the council. If the council member is representing the City, the council member must support and advocate for the official City position on the issue rather than a personal viewpoint.

**4.0 VOTING:**

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

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

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

**5.0 PUBLIC RECORDS/EMAIL POLICY:**

5.1.1 Public Record Defined. A public record includes any document, book, paper, photograph, file, sound recording, machine readable electronic record or other material, regardless of physical form or characteristics, made, received, filed or recorded in connection with the transaction of public business, whether or not confidential or restricted in use.

5.1.2 Electronic Records. All communications on electronic office equipment have the same public records character as they would have had they been sent on paper. Any electronic communications that may be exempt from disclosure under state public records law should be clearly marked as confidential and exempt from disclosure. Electronic records in any way relating to the business of the City created on electronic equipment not owned or provided by the city may also be subject review and disclosure under Oregon Public Records law.

5.1.3 Public Records. Public records created or received by council members, including electronic mail messages, will be retained in accordance with Oregon Public Records Law and the rules of the Secretary of State and State Archivist.

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