

**CITY OF PORT ORFORD
HYBRED SESSION OF THE COMMON COUNCIL
THURSDAY, September 15, 2022 AT 5:30 P.M.**

AGENDA

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1. Call to Order
2. Additions to the Agenda
3. Appointment of Ann Vileisis to City Council (Pg. 3-6)
4. Consent Calendar
 - a. Approve Minutes August 18, 2022 (Not Available)
5. Citizens’ Concerns (Speak Only for Old & New Business Items on the Agenda)
6. Departmental Reports-

a. Public Works (Pg. 7-8)	b. Administration (Pg. 9-10)	c. Finance (Pg. 11-22)	d. Planning (Pg.23-24)
e. Liaison			
Fire District- Garratt	TLT- Pogwizd	Watershed- LaRoche	
Port- Cox	Parks- Tidey	Emergency Mgmt.- Burns/Howe	
School District- Kessler	Main Street- Burns		
7. Old Business
 - a. Historic Commission Ordinance (Pg. 25-38)
 - b. CCD MOU for Grant Services (Pg. 39-42)
8. New Business
 - a. Planning Commission Appointments- Michael Malone, Sara Lovendahl, and Jennifer Head (Pg 43-48)
 - b. Code Enforcement (Pg. 49-50)
9. Considerations

a. Citizen	b. Staff	c. Councilor	d. Mayor
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10. Future Meetings

Thursday, September 20, 2022, In Gable Chambers Regular Meeting and Online 5:30pm.
11. 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: 09/15/2022

SUBJECT: Appointment of Ann Vileisis

ITEM NO: 3

Ann is currently on the Ballot for the City Council Election that is taking place on November 8, 2022. Caroline LaRoche had to resign from City Council Due to personal reasons there for Mayor Cox would like to appoint Ann to the Vacant seat till December 31, 2022.

The Oath of office is attached.

Suggested Motions:

Motion to approve Ann Vileisis's appointment to the Vacant seat on City Council.

I move to approve the appointment of Ann Vileisis to the vacant seat on the Port Orford City Council till December, 31 2022.

Motion to deny the appointment of Ann Vileisis to the Vacant seat on the Port Orford City Council.

I move to deny the appointment of Ann Vileisis to the vacant seat on the Port Orford City Council.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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Oath of Office

State of Oregon
County of Curry
City of Port Orford

I, Ann Vileisis, do solemnly swear (or affirm) that I will support the constitution and the laws of the United States and of the State of Oregon, and the Charter, bylaws, ordinances, and proclamations of the city of Port Orford and perform the duties of City Councilor in honesty and justice to the best of my ability, and that, as far as possible, I will protect that office and this City from any illegal, unethical or dishonest practices, so help me God, and this I promise under the penalties of perjury.

Ann Vileisis, City Councilor

Date

Attest:

Jessica Ginsburg, City Recorder
City of Port Orford, Curry County Oregon

Date

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Water Plant: Op's - NO Run Days 0

Raw water into plant 7,385,000 Treated water 5,567,000 Backwash water used 223,000 Leaks 25K

Hubbard's / Reservoir Dredging / Dam leakage

1. Dredging waiting quote and permitting.
2. **Update** Billiter marine has received materials, working on a small modification to incorporate the 30" screw gate that was purchased years ago. This would allow for a safe way to lower and raise the water level while to remove sediment.

Water Treatment plant

1. **Pending** Finished water pump #1 has been received and electrical upgrade is complete. Pump will be installed (rescheduled) late September
2. **Post Soda** new pump motor arrived
3. **Fixed multiple** leaks on piping within the plant

Coast Guard Hill Pump Station, Complete Skid Controls / pumps and piping replacement

1. **Coast guard hill pump station in progress**, waiting on Reese electric in order to verify power available within the pump station and max voltage from current onsite generator.

Electronic read water meters: Kamstrup is working on your Propagation study and needs to know what tall assets we have available (water towers, cell towers etc.) and the addresses or coordinates that we could mount collectors to.

Water distribution leaks repair

N/A

New Services:

- N/A

Meter Swop out'

- No meter swaps

Waste Water plant: Op's:

Repairs & maintenance plant / collections.

- **Grit system Update**, we had south Coast Septic on site to clean clarifier prior to blasting and coating work, while onsite we pumped down and cleaned out the vortex grit chamber. We removed the grit system gearbox and air lift. Found out the cause was slewing bearing was seized and the air lift / scouring manifold was rusted out. I was able to procure the 2 parts from the original vender in Canada. Total cost for parts was 5765.00, I had Koontz take the grit system to their shop to have it sand blasted and coated prior to reinstalling it. Parts are 4-6 weeks out, hoping to have it back online by mid-November. We have a couple of electrical components we need to source for controls.
- **Idaho Lift station**, both pumps had mechanical seals fail, with control issues on pump 1 And pump 2 wouldn't hold a prime. Rebuilt pump 2 and replaced mechanical seals on both 1 and 2.
- **Update, Primary Clarifier** Koontz Machine has completed the blasting and coating on the primary clarifier. There is some minor touch up work still to be completed.
- VFD controls for Raz / Waz pumps fried, current one is obsolete. Reese Electric is working on replacement.
- Arizona lift station, in progress and ordered 6-12 weeks out.
- Blowers received and on site.
- Pending Influent Flow Meter, working on quote for replacement meter is no longer supported. Vender is looking for replacement flow meters.

Streets Maintenance:

- Continued mowing and trimming
- Fire Hydrant Main maintenance on going.
- potholes, cold patched received and placed. We'll continue with repairs as time allows
- Trimmed brush back on streets / intersections.

Parks

- Buffington playground equipment is in need of replacement, made temporary repairs to the supports but they are rusted completely off.
- Battle Rocks, Pending quotes for repairs (roof / rotten wood)
- Interpretive trail, we have blocked off the entrance to the walkway for safety.
- Pick up and disposal of trash and debris in parks.
- Continued mowing and trimming of parks.

PW Works Equipment PM's

- Run and Pm generators monthly

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 09/15/2022

SUBJECT: Administration Report

ITEM NO: 6b.

Water Infrastructure Grants- City Council will be reviewing and possibly approving a MOU with CCD to assist the City of Port Orford in Grant Opportunities at no charge.

Accounts Receivable as of 08/31/2022-

Citation- \$668,749.37 Collected \$10,022.63 in accounts that are past due by 30+ days

Utilities- \$12,664.10 Inactive accounts have a balance of \$8,666.57

Emergency Management Planning- We have had a few hurdles to overcome however, in September we had a county wide meeting of all the City Administrators and the Emergency Coordinator for Curry County for final review of the Hazard Mitigation Plan for the county. At the October City Council meeting we will have to work on a resolution to pass in favor of the plan so it can be submitted to FEMA for approval.

Watershed Project- We received a draft of the Forest Management Plan that was put together by Springboard. There is a watershed tour on the 22nd of September with a few members of DEQ and the watershed council. After the tour there is a meeting set to discuss the application and Brandi from CCD will be in attendance if the MOU is approved in this City Council meeting.

City Hall, Water Plant and Wastewater Plant- We are discussing the repairs and getting additional quotes. Tom West told me of his availability and is working on getting us quotes for the additional properties.

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

Annual City Business Licenses- A lot of business licenses have been issued. If you are not a business in the City of Port Orford and or if you are a Nonprofit call City Hall and let us know. We receive a listing from the Oregon Secretary of State of businesses registered with them and we do not have all the information. Once we receive a call we update our records so that you will not get the letters in the future.

Abatement of Buildings- A phone call has been made to Arcadia Environmental for the removal of asbestos.

Planning/ Building Permits- We have had about a handful of houses that have gone up in town that did not have the proper documentation and or fees paid. We are working with the Tribe and the County on these

issues and how they need to be handled now and in the future. We have issued some stop work orders and some Cease and Desist letters for vacation rentals that are operating illegally.

Community Outreach and Events: I got invited to do mock interviews at Pacific High School with the seniors. They also invited me to attend career day and discuss my job as the City Administrator. Both events will be fun! We have also ordered Public Works shirts to identify Public Works staff while they are out in the community.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 09/15/2022

SUBJECT: Financials

ITEM NO: 6 c.

The week of September 5th we had the auditors on site which kicked off the audit for the fiscal year 2022. They were able to complete their field testing while here. So now they will have to review additional information that has been provided in order to complete the audit and submit the findings.

I have attached the financials for August 2022. We did receive a 2nd round of Cares Act funding which was a little over \$128,000 on August 22.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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City of Port Orford

Income Statement Account Summary

For Fiscal: 2022-2023 Period Ending: 08/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - GENERAL FUND					
Revenue					
010-00-40100	744,928.00	744,928.00	0.00	0.00	744,928.00
010-00-41110	339,915.00	339,915.00	0.00	2,981.27	336,933.73
010-00-41120	9,500.00	9,500.00	0.00	803.94	8,696.06
010-00-41160	3,000.00	3,000.00	1,444.04	2,877.04	122.96
010-00-41210	1,200.00	1,200.00	0.00	70.33	1,129.67
010-00-41220	20,500.00	20,500.00	0.00	2,280.49	18,219.51
010-00-41310	10,248.00	10,248.00	2,813.19	2,813.19	7,434.81
010-00-41320	1,090.00	1,090.00	0.00	0.00	1,090.00
010-00-42010	3,000.00	3,000.00	0.00	359.32	2,640.68
010-00-42110	4,202.00	4,202.00	0.00	725.97	3,476.03
010-00-42111	14,000.00	14,000.00	3,466.55	3,466.12	10,533.88
010-00-42112	2,251.00	2,251.00	0.00	0.00	2,251.00
010-00-42210	16,500.00	16,500.00	2,025.00	3,145.00	13,355.00
010-00-44214	0.00	0.00	60.00	70.00	-70.00
010-00-44330	8,000.00	8,000.00	603.63	1,273.40	6,726.60
010-00-44340	500.00	500.00	30.00	40.00	460.00
010-00-45120	270,000.00	270,000.00	16,381.13	27,373.38	242,626.62
010-00-45730	3,711.00	3,711.00	0.00	286.30	3,424.70
010-00-46114	10,000.00	10,000.00	0.00	0.00	10,000.00
010-00-46120	28,500.00	28,500.00	0.00	0.00	28,500.00
010-00-46140	13,000.00	13,000.00	0.00	0.00	13,000.00
010-00-46150	30,000.00	30,000.00	0.00	0.00	30,000.00
010-00-46210	100.00	100.00	0.00	0.00	100.00
010-00-46880	14,000.00	14,000.00	0.00	0.00	14,000.00
Revenue Total:	1,548,145.00	1,548,145.00	26,823.54	48,565.75	1,499,579.25
Expense					
010-10-51200	35,000.00	35,000.00	1,775.36	2,663.04	32,336.96
010-10-51350	12,000.00	12,000.00	1,229.76	1,844.64	10,155.36
010-10-51400	30,000.00	30,000.00	0.00	0.00	30,000.00
010-10-52010	6,169.00	6,169.00	206.72	310.09	5,858.91
010-10-52020	6,000.00	6,000.00	783.16	1,174.77	4,825.23
010-10-52030	4,131.00	4,131.00	0.96	1.47	4,129.53
010-10-52040	23,975.00	23,975.00	7,634.94	8,275.24	15,699.76
010-10-62210	4,500.00	4,500.00	0.00	391.94	4,108.06
010-10-62912	2,500.00	2,500.00	0.00	1,719.64	780.36
010-20-51310	11,432.00	11,432.00	590.69	901.42	10,530.58
010-20-51350	2,372.00	2,372.00	245.95	368.92	2,003.08
010-20-52010	1,039.00	1,039.00	60.29	-17.20	1,056.20
010-20-52020	3,951.00	3,951.00	218.03	439.88	3,511.12
010-20-52030	8.00	8.00	0.43	0.65	7.35
010-20-52040	4,664.00	4,664.00	1,683.49	1,775.05	2,888.95
010-20-61210	1,221.00	1,221.00	53.10	53.10	1,167.90
010-20-61230	637.00	637.00	0.00	0.00	637.00
010-20-62170	4,280.00	4,280.00	300.00	600.00	3,680.00
010-20-62210	448.00	448.00	0.00	49.09	398.91
010-20-62230	944.00	944.00	0.00	99.37	844.63
010-20-62343	447.00	447.00	0.00	0.00	447.00
010-20-62910	219.00	219.00	0.00	0.00	219.00
010-20-62912	107.00	107.00	0.00	0.00	107.00
010-20-62941	4,497.00	4,497.00	0.00	200.00	4,297.00
010-20-63220	53,572.00	53,572.00	-4,830.00	-4,930.00	58,502.00

Income Statement

For Fiscal: 2022-2023 Period Ending: 08/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010-20-63230 County Assessments	15,138.00	15,138.00	-1,536.00	-1,744.80	16,882.80
010-30-51200 Administrator/Manager	8,000.00	8,000.00	591.78	887.67	7,112.33
010-30-51520 Police Chief	3,910.00	3,910.00	294.06	441.09	3,468.91
010-30-52010 Social Security	1,000.00	1,000.00	65.66	98.49	901.51
010-30-52020 PERS Retirement	1,500.00	1,500.00	232.00	348.00	1,152.00
010-30-52030 Worker's Comp./Disability Ins.	100.00	100.00	0.30	0.45	99.55
010-30-52040 Health, Dental, Life Ins.	2,000.00	2,000.00	156.96	235.44	1,764.56
010-30-61210 Office & Operating Supplies	3,000.00	3,000.00	0.00	0.00	3,000.00
010-30-62230 Postage	500.00	500.00	0.00	0.00	500.00
010-30-62835 Small Tools & Minor Equipment	10,000.00	10,000.00	0.00	0.00	10,000.00
010-30-62936 Miscellaneous	1,000.00	1,000.00	0.00	0.00	1,000.00
010-50-51301 Planning Assistant	6,049.00	6,049.00	591.78	888.99	5,160.01
010-50-52010 Social Security	446.00	446.00	43.60	65.50	380.50
010-50-52020 PERS Retirement	1,834.00	1,834.00	154.20	231.65	1,602.35
010-50-52030 Worker's Comp./Disability Ins.	3.00	3.00	0.20	0.30	2.70
010-50-52040 Health, Dental, Life Ins.	1,190.00	1,190.00	124.22	186.33	1,003.67
010-50-62150 Planning Contract	22,000.00	22,000.00	0.00	2,043.80	19,956.20
010-50-62160 Professional Services	500.00	500.00	0.00	0.00	500.00
010-50-62175 Legal Services	1,000.00	1,000.00	0.00	0.00	1,000.00
010-50-62230 Postage	500.00	500.00	0.00	1.14	498.86
010-50-62410 Advertising	200.00	200.00	0.00	0.00	200.00
010-60-61210 Office & Operating Supplies	8,931.00	8,931.00	441.78	1,249.96	7,681.04
010-60-61220 Office Equip. Leases	2,230.00	2,230.00	156.66	299.08	1,930.92
010-60-61230 Software Maintenance	10,034.00	10,034.00	0.00	0.00	10,034.00
010-60-62100 Bank Charges	5,155.00	5,155.00	0.00	125.15	5,029.85
010-60-62110 Auditing & Accounting	15,545.00	15,545.00	0.00	0.00	15,545.00
010-60-62140 Computer Services	2,831.00	2,831.00	0.00	15.00	2,816.00
010-60-62160 Professional Services	2,007.00	2,007.00	0.00	0.00	2,007.00
010-60-62161 Professional Grant Writing Services	40,000.00	40,000.00	0.00	0.00	40,000.00
010-60-62175 Legal Services	46,479.00	46,479.00	1,200.00	2,400.00	44,079.00
010-60-62180 Port Orford Rural Fire Dist.	53,946.00	53,946.00	0.00	0.00	53,946.00
010-60-62190 Curry County 911 Dispatch Service	35,000.00	35,000.00	0.00	0.00	35,000.00
010-60-62220 Internet Access	1,500.00	1,500.00	112.97	225.94	1,274.06
010-60-62230 Postage	1,500.00	1,500.00	140.00	396.13	1,103.87
010-60-62343 Travel & Training / Meetings	1,000.00	1,000.00	0.00	0.00	1,000.00
010-60-62410 Advertising	500.00	500.00	432.00	432.00	68.00
010-60-62610 Insurance & Bonds	21,588.00	21,588.00	0.00	0.00	21,588.00
010-60-62740 Electricity	15,633.00	15,633.00	590.66	1,233.41	14,399.59
010-60-62805 R & M City Hall	20,000.00	20,000.00	109.90	135.88	19,864.12
010-60-62819 Municipal Code Book	2,000.00	2,000.00	0.00	0.00	2,000.00
010-60-62835 Small Tools and Minor Equip.	6,500.00	6,500.00	0.00	84.22	6,415.78
010-60-62920 Dues & Memberships	250.00	250.00	0.00	0.00	250.00
010-60-62930 Custodial Services	3,000.00	3,000.00	242.26	484.52	2,515.48
010-60-62935 Custodial Supplies	500.00	500.00	88.86	88.86	411.14
010-60-62936 Miscellaneous	2,056.00	2,056.00	0.00	100.00	1,956.00
010-60-72012 City Hall Repairs	75,000.00	75,000.00	0.00	0.00	75,000.00
010-60-91114 Transfer to Parks Fund	30,000.00	30,000.00	0.00	0.00	30,000.00
010-60-91120 Transfer to Public Safety Fund	350,000.00	350,000.00	0.00	0.00	350,000.00
010-60-91130 Transfer to Water Enterprise	450,000.00	450,000.00	0.00	0.00	450,000.00
010-60-91142 Transfer to Streets Capital Improvement	27,000.00	27,000.00	0.00	0.00	27,000.00
010-60-98500 Contingency	23,977.00	23,977.00	0.00	0.00	23,977.00
Expense Total:	1,548,145.00	1,548,145.00	14,186.73	26,875.31	1,521,269.69
Fund: 010 - GENERAL FUND Surplus (Deficit):	0.00	0.00	12,636.81	21,690.44	
Fund: 014 - PARKS FUND					
Revenue					
014-00-40100 Prior Year Fund Balance	37,114.00	37,114.00	0.00	0.00	37,114.00
014-00-41410 Transient Lodging Tax	140,000.00	140,000.00	6,259.98	41,048.20	98,951.80
014-00-42010 Interest on Investments	800.00	800.00	0.00	244.76	555.24
014-00-43419 Buffington Park Playground Upgrade	5,000.00	5,000.00	0.00	0.00	5,000.00

Income Statement

For Fiscal: 2022-2023 Period Ending: 08/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
014-00-44410	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-44420	3,000.00	3,000.00	0.00	0.00	3,000.00
014-00-44430	300.00	300.00	0.00	0.00	300.00
014-00-46110	30,000.00	30,000.00	0.00	0.00	30,000.00
014-00-46210	100.00	100.00	0.00	0.00	100.00
014-00-46880	500.00	500.00	0.00	0.00	500.00
014-00-46887	0.00	0.00	500.00	900.00	-900.00
014-00-46888	118.00	118.00	0.00	0.00	118.00
014-00-46890	0.00	0.00	0.00	-40.73	40.73
Revenue Total:	217,932.00	217,932.00	6,759.98	42,152.23	175,779.77
Expense					
014-00-51505	1,000.00	1,000.00	853.62	1,280.43	-280.43
014-00-51600	1,428.00	1,428.00	130.43	198.75	1,229.25
014-00-51800	5,200.00	5,200.00	400.52	600.03	4,599.97
014-00-51801	4,124.00	4,124.00	229.30	343.30	3,780.70
014-00-51810	6,000.00	6,000.00	496.82	744.06	5,255.94
014-00-51820	5,000.00	5,000.00	0.00	0.00	5,000.00
014-00-52010	2,500.00	2,500.00	155.68	233.69	2,266.31
014-00-52020	5,000.00	5,000.00	550.07	825.23	4,174.77
014-00-52030	4,200.00	4,200.00	0.66	1.00	4,199.00
014-00-52040	7,500.00	7,500.00	3,740.85	3,986.99	3,513.01
014-00-53014	10,000.00	10,000.00	0.00	0.00	10,000.00
014-00-61210	500.00	500.00	0.00	0.00	500.00
014-00-61260	750.00	750.00	0.00	0.00	750.00
014-00-61340	1,950.00	1,950.00	0.00	246.37	1,703.63
014-00-61360	1,500.00	1,500.00	0.00	0.00	1,500.00
014-00-61361	1,500.00	1,500.00	0.00	0.00	1,500.00
014-00-62110	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-62160	500.00	500.00	0.00	0.00	500.00
014-00-62165	15,000.00	15,000.00	0.00	9,690.00	5,310.00
014-00-62210	400.00	400.00	0.00	45.22	354.78
014-00-62220	1,500.00	1,500.00	184.95	453.89	1,046.11
014-00-62410	50,000.00	50,000.00	0.00	0.00	50,000.00
014-00-62415	1,511.00	1,511.00	0.00	0.00	1,511.00
014-00-62610	4,314.00	4,314.00	0.00	0.00	4,314.00
014-00-62740	1,212.00	1,212.00	0.00	193.86	1,018.14
014-00-62744	700.00	700.00	0.00	143.92	556.08
014-00-62745	5,000.00	5,000.00	0.00	137.29	4,862.71
014-00-62812	2,500.00	2,500.00	311.09	495.26	2,004.74
014-00-62813	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-62814	2,000.00	2,000.00	44.44	44.44	1,955.56
014-00-62817	5,000.00	5,000.00	74.70	74.70	4,925.30
014-00-62825	1,200.00	1,200.00	177.77	840.00	360.00
014-00-62827	1,000.00	1,000.00	133.32	133.32	866.68
014-00-62829	2,000.00	2,000.00	133.33	152.80	1,847.20
014-00-62835	500.00	500.00	0.00	42.44	457.56
014-00-62836	4,100.00	4,100.00	0.00	0.00	4,100.00
014-00-62837	2,000.00	2,000.00	0.00	4,184.98	-2,184.98
014-00-62840	0.00	0.00	0.00	18.48	-18.48
014-00-62842	4,758.00	4,758.00	0.00	1,335.00	3,423.00
014-00-62846	1,000.00	1,000.00	0.00	0.00	1,000.00
014-00-62930	1,600.00	1,600.00	1,307.74	2,615.48	-1,015.48
014-00-62936	100.00	100.00	0.00	0.00	100.00
014-00-62945	8,000.00	8,000.00	0.00	0.00	8,000.00
014-00-72036	200.00	200.00	0.00	0.00	200.00
014-00-72040	2,500.00	2,500.00	0.00	0.00	2,500.00
014-00-73039	1,000.00	1,000.00	0.00	0.00	1,000.00

Income Statement

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
014-00-99000 Unappropriated Reserves	38,185.00	38,185.00	0.00	0.00	38,185.00
Expense Total:	217,932.00	217,932.00	8,925.29	29,060.93	188,871.07
Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	-2,165.31	13,091.30	
Fund: 020 - PUBLIC SAFETY					
Revenue					
020-00-40100 Prior Year Fund Balance	-114,821.00	-114,821.00	0.00	0.00	-114,821.00
020-00-41120 Property Taxes-Prior	9,565.00	9,565.00	0.00	645.98	8,919.02
020-00-41130 Public Safety Tax Option	279,912.00	279,912.00	0.00	0.00	279,912.00
020-00-41310 State Marijuana Tax	5,000.00	5,000.00	0.00	0.00	5,000.00
020-00-42010 Interest on Investments	1,500.00	1,500.00	0.00	8.28	1,491.72
020-00-43430 Police Grants	1,737.00	1,737.00	0.00	0.00	1,737.00
020-00-44190 Professional Services	6.00	6.00	0.00	0.00	6.00
020-00-44191 Burning Permit	360.00	360.00	0.00	0.00	360.00
020-00-45150 Insurance/Reimbursement	337.00	337.00	0.00	0.00	337.00
020-00-46110 Transfer From General Fund	350,000.00	350,000.00	0.00	0.00	350,000.00
020-00-46210 Miscellaneous Receipts	1,020.00	1,020.00	135.00	230.50	789.50
020-00-46710 Unclaimed Property	6,888.00	6,888.00	0.00	0.00	6,888.00
020-00-46880 Reimbursements	428.00	428.00	0.00	0.00	428.00
Revenue Total:	541,932.00	541,932.00	135.00	884.76	541,047.24
Expense					
020-00-51100 Overtime	16,000.00	16,000.00	1,037.14	1,767.40	14,232.60
020-00-51120 On Call Pay	8,500.00	8,500.00	803.25	1,208.25	7,291.75
020-00-51520 Police Chief	65,000.00	65,000.00	5,940.02	8,910.03	56,089.97
020-00-51740 Police Sergeant	55,000.00	55,000.00	5,030.30	7,693.40	47,306.60
020-00-51755 Police Officer #2	48,750.00	48,750.00	4,663.80	6,736.60	42,013.40
020-00-51757 Police Officer #3	51,150.00	51,150.00	5,118.60	7,435.44	43,714.56
020-00-51850 Police Officer #4	20,000.00	20,000.00	2,894.47	4,367.09	15,632.91
020-00-52010 Social Security	21,957.00	21,957.00	1,910.93	2,857.75	19,099.25
020-00-52020 PERS Retirement	69,000.00	69,000.00	7,403.49	11,069.82	57,930.18
020-00-52030 Worker's Comp./Disability Ins.	12,000.00	12,000.00	8.90	13.35	11,986.65
020-00-52040 Health, Dental, Life Ins.	87,472.00	87,472.00	11,465.76	13,288.68	74,183.32
020-00-53020 Charge to Public Safety	31,452.00	31,452.00	0.00	0.00	31,452.00
020-00-61210 Office & Operating Supplies	2,000.00	2,000.00	0.00	155.00	1,845.00
020-00-61260 Uniforms	4,000.00	4,000.00	0.00	0.00	4,000.00
020-00-61340 Fuel (Equip & Vehicles)	13,100.00	13,100.00	0.00	1,809.15	11,290.85
020-00-62110 Auditing & Accounting	2,000.00	2,000.00	0.00	0.00	2,000.00
020-00-62140 Computer Services	110.00	110.00	109.00	109.00	1.00
020-00-62210 Telephone	6,734.00	6,734.00	0.00	294.39	6,439.61
020-00-62230 Postage	300.00	300.00	0.00	6.53	293.47
020-00-62343 Travel & Training / Meetings	2,504.00	2,504.00	0.00	0.00	2,504.00
020-00-62610 Insurance & Bonds	10,500.00	10,500.00	0.00	0.00	10,500.00
020-00-62835 Small Tools & Minor Equipment	1,000.00	1,000.00	0.00	12.99	987.01
020-00-62840 Vehicles & Equipment Maint.	6,000.00	6,000.00	106.60	132.60	5,867.40
020-00-62920 Dues & Memberships	532.00	532.00	0.00	0.00	532.00
020-00-62936 Miscellaneous	200.00	200.00	0.00	0.00	200.00
020-00-63215 Justice System	7,000.00	7,000.00	0.00	0.00	7,000.00
020-00-63216 King's Online	800.00	800.00	0.00	107.20	692.80
020-00-63223 Lexipol	2,647.00	2,647.00	1,932.22	1,932.22	714.78
020-00-74070 Equipment	10,000.00	10,000.00	0.00	0.00	10,000.00
Expense Total:	555,708.00	555,708.00	48,424.48	69,906.89	485,801.11
Fund: 020 - PUBLIC SAFETY Surplus (Deficit):	-13,776.00	-13,776.00	-48,289.48	-69,022.13	
Fund: 030 - WATER ENTERPRISE FUND					
Revenue					
030-00-40100 Prior Year Fund Balance	54,027.00	54,027.00	0.00	0.00	54,027.00
030-00-42010 Interest on Investments	1,000.00	1,000.00	0.00	135.83	864.17
030-00-43438 Hubbards Creek Watershed Grant	525,000.00	525,000.00	0.00	0.00	525,000.00
030-00-44109 Designated for Reserves	58,606.00	58,606.00	25,860.15	31,324.05	27,281.95
030-00-44110 Water Usage	400,000.00	400,000.00	165,593.40	200,902.23	199,097.77

Income Statement

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
030-00-44111 Door Hanger Fees	3,000.00	3,000.00	25.00	50.00	2,950.00
030-00-44112 Past Due Fees	13,000.00	13,000.00	975.00	1,920.00	11,080.00
030-00-44113 Contractor Water Usage	500.00	500.00	0.00	150.00	350.00
030-00-44114 Reconnect Fee	1,500.00	1,500.00	435.00	690.00	810.00
030-00-44116 Curtailment Fees	2,500.00	2,500.00	6,035.17	11,579.69	-9,079.69
030-00-44210 Water Connection Fees	5,000.00	5,000.00	0.00	0.00	5,000.00
030-00-45010 Irrigation Meters	1,000.00	1,000.00	0.00	0.00	1,000.00
030-00-45500 Restricted Cash-Deposits	2,000.00	2,000.00	-50.00	50.00	1,950.00
030-00-46110 Transfer from General Fund	450,000.00	450,000.00	0.00	0.00	450,000.00
030-00-46210 Miscellaneous Receipts	213.00	213.00	-4,808.18	-5,150.71	5,363.71
030-00-46231 Transfer from Water Capital Reserves	100,000.00	100,000.00	0.00	0.00	100,000.00
030-00-46880 Reimbursements	1,000.00	1,000.00	0.00	0.00	1,000.00
030-00-46885 Bad Debt Received	500.00	500.00	0.00	0.00	500.00
Revenue Total:	1,618,846.00	1,618,846.00	194,065.54	241,651.09	1,377,194.91
Expense					
030-00-51100 Overtime	20,000.00	20,000.00	2,168.18	3,696.30	16,303.70
030-00-51120 On Call Pay	0.00	0.00	1,129.50	1,822.50	-1,822.50
030-00-51210 City Administrator	15,000.00	15,000.00	1,420.28	2,130.42	12,869.58
030-00-51300 Office Clerk	21,776.00	21,776.00	1,181.38	1,805.48	19,970.52
030-00-51350 Accounting Assistant	5,000.00	5,000.00	467.32	700.98	4,299.02
030-00-51400 Accountant	3,000.00	3,000.00	0.00	0.00	3,000.00
030-00-51505 PW Superintendent	32,500.00	32,500.00	3,231.56	4,847.34	27,652.66
030-00-51600 WWTP Operator	1,500.00	1,500.00	86.96	132.51	1,367.49
030-00-51800 Maintenance Worker #1	20,244.00	20,244.00	2,002.63	3,000.15	17,243.85
030-00-51801 Utility Worker #3	36,540.00	36,540.00	2,980.94	4,462.99	32,077.01
030-00-51810 Maintenance Worker #2	15,000.00	15,000.00	1,324.84	1,984.15	13,015.85
030-00-51820 Maintenance Worker #3	10,000.00	10,000.00	0.00	0.00	10,000.00
030-00-52010 Social Security	17,042.00	17,042.00	1,181.78	1,817.92	15,224.08
030-00-52020 PERS Retirement	54,303.00	54,303.00	4,167.90	6,406.27	47,896.73
030-00-52030 Worker's Comp./Disability Ins.	9,691.00	9,691.00	5.44	8.36	9,682.64
030-00-52040 Health, Dental, Life Ins.	69,517.00	69,517.00	3,617.57	5,487.73	64,029.27
030-00-61210 Office & Operating Supplies	1,889.00	1,889.00	124.92	152.50	1,736.50
030-00-61212 Water Purification Supplies	12,000.00	12,000.00	0.00	0.00	12,000.00
030-00-61220 Office Equip. Leases	1,000.00	1,000.00	282.33	282.33	717.67
030-00-61230 Software Maintenance	4,000.00	4,000.00	0.00	5.85	3,994.15
030-00-61260 Uniforms	600.00	600.00	0.00	0.00	600.00
030-00-61340 Fuel (Equip & Vehicles)	4,500.00	4,500.00	0.00	313.73	4,186.27
030-00-62100 Bank Charges	2,089.00	2,089.00	0.00	780.03	1,308.97
030-00-62110 Auditing & Accounting	7,500.00	7,500.00	0.00	0.00	7,500.00
030-00-62121 Engineering	15,000.00	15,000.00	0.00	0.00	15,000.00
030-00-62160 Contract Services	8,250.00	8,250.00	500.00	1,000.00	7,250.00
030-00-62210 Telephone	7,000.00	7,000.00	308.93	903.42	6,096.58
030-00-62220 Internet Access	750.00	750.00	89.99	179.98	570.02
030-00-62230 Postage	2,562.00	2,562.00	0.00	639.32	1,922.68
030-00-62343 Travel & Training / Meetings	1,986.00	1,986.00	0.00	335.00	1,651.00
030-00-62610 Insurance & Bonds	9,021.00	9,021.00	0.00	0.00	9,021.00
030-00-62740 Electricity	30,000.00	30,000.00	2,662.59	5,377.43	24,622.57
030-00-62811 Repairs/Maint-WTP	15,000.00	15,000.00	2,363.11	2,728.97	12,271.03
030-00-62816 Repairs & Maintenance Pump St	25,000.00	25,000.00	1,560.00	1,598.18	23,401.82
030-00-62830 Repairs & Maint.-Water Lines	20,000.00	20,000.00	0.00	1,908.46	18,091.54
030-00-62835 Small Tools & Minor Equipment	5,000.00	5,000.00	0.00	62.93	4,937.07
030-00-62840 Vehicles & Equipment Maint.	10,000.00	10,000.00	1,733.32	2,059.57	7,940.43
030-00-62844 Meter Repairs	10,000.00	10,000.00	0.00	0.00	10,000.00
030-00-62845 Repairs/Maint.(Test Equipment)	1,000.00	1,000.00	0.00	0.00	1,000.00
030-00-62912 Dues & OR Statutes	1,000.00	1,000.00	0.00	0.00	1,000.00
030-00-62925 Permits	4,000.00	4,000.00	0.00	1,500.00	2,500.00
030-00-62936 Miscellaneous	150.00	150.00	0.00	0.00	150.00
030-00-62943 Reimbursements / Deposits	500.00	500.00	0.00	0.00	500.00
030-00-62980 Lab Equipment & Supplies	2,500.00	2,500.00	0.00	0.00	2,500.00

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
030-00-62990 Testing	5,200.00	5,200.00	90.00	180.00	5,020.00
030-00-73031 Improvements-Water	450,000.00	450,000.00	0.00	0.00	450,000.00
030-00-73033 Coast Guard Hill System	0.00	0.00	9.82	9.82	-9.82
030-00-73034 Equipment Replacement	0.00	0.00	0.00	1,573.96	-1,573.96
030-00-73035 WTP-Improvements	0.00	0.00	0.00	-0.25	0.25
030-00-73036 Water Master Plan Update	525,000.00	525,000.00	0.00	0.00	525,000.00
030-00-73038 Hubbard Creek Impoundment	0.00	0.00	0.00	5.28	-5.28
030-00-97031 Transfer to Water Capital Reserves	56,492.00	56,492.00	0.00	0.00	56,492.00
030-00-97045 Transfer to Equip. Replace. Fu	10,000.00	10,000.00	0.00	0.00	10,000.00
030-00-98500 Contingency	38,744.00	38,744.00	0.00	0.00	38,744.00
Expense Total:	1,618,846.00	1,618,846.00	34,691.29	59,899.61	1,558,946.39
Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	159,374.25	181,751.48	
Fund: 031 - WATER CAPITAL RESERVES					
Revenue					
031-00-40100 Prior Year Fund Balance	86,989.00	86,989.00	0.00	0.00	86,989.00
031-00-42010 Interest on Investments	400.00	400.00	0.00	32.96	367.04
031-00-46130 Transfer from Water Enterprise	58,524.00	58,524.00	0.00	0.00	58,524.00
Revenue Total:	145,913.00	145,913.00	0.00	32.96	145,880.04
Expense					
031-00-91130 Transfer to Water Enterprise	100,000.00	100,000.00	0.00	0.00	100,000.00
031-00-98999 Reserved for Future Expenditures	45,913.00	45,913.00	0.00	0.00	45,913.00
Expense Total:	145,913.00	145,913.00	0.00	0.00	145,913.00
Fund: 031 - WATER CAPITAL RESERVES Surplus (Deficit):	0.00	0.00	0.00	32.96	
Fund: 035 - SEWER ENTERPRISE FUND					
Revenue					
035-00-40100 Prior Year Fund Balance	204,769.00	204,769.00	0.00	0.00	204,769.00
035-00-42010 Interest on Investments	5,603.00	5,603.00	0.00	347.85	5,255.15
035-00-44115 Designated for Reserves	59,423.00	59,423.00	21,382.65	27,447.61	31,975.39
035-00-44120 Sewer Usage	575,000.00	575,000.00	125,228.61	174,165.20	400,834.80
035-00-44213 Sewer Connection Fees	8,029.00	8,029.00	1,544.00	1,544.00	6,485.00
035-00-45500 Restricted Cash-Deposits	2,000.00	2,000.00	-50.00	-150.00	2,150.00
035-00-46210 Miscellaneous Receipts	1,000.00	1,000.00	0.00	0.00	1,000.00
035-00-46236 Transfer from Sewer Capital Reserves	100,000.00	100,000.00	0.00	0.00	100,000.00
Revenue Total:	955,824.00	955,824.00	148,105.26	203,354.66	752,469.34
Expense					
035-00-51100 Overtime	3,000.00	3,000.00	0.00	0.00	3,000.00
035-00-51200 City Administrator	17,000.00	17,000.00	1,538.64	2,307.96	14,692.04
035-00-51300 Office Clerk	16,500.00	16,500.00	1,181.37	1,805.45	14,694.55
035-00-51350 Accounting Assistant	5,000.00	5,000.00	516.49	774.74	4,225.26
035-00-51400 Accountant	10,000.00	10,000.00	0.00	0.00	10,000.00
035-00-51505 PW Superintendent	8,000.00	8,000.00	792.64	1,188.96	6,811.04
035-00-51600 WWTP Operator	50,000.00	50,000.00	4,130.45	6,294.02	43,705.98
035-00-51800 Maintenance Worker #1	5,628.00	5,628.00	291.28	436.37	5,191.63
035-00-51801 Utility Worker #3	5,200.00	5,200.00	504.46	755.26	4,444.74
035-00-51810 Maintenance Worker #2	6,500.00	6,500.00	662.42	992.07	5,507.93
035-00-52010 Social Security	7,500.00	7,500.00	699.13	1,058.76	6,441.24
035-00-52020 PERS Retirement	28,500.00	28,500.00	2,506.40	3,792.98	24,707.02
035-00-52030 Worker's Comp./Disability Ins.	4,750.00	4,750.00	3.72	5.56	4,744.44
035-00-52040 Health, Dental, Life Ins.	41,500.00	41,500.00	15,131.61	16,415.24	25,084.76
035-00-61210 Office & Operating Supplies	3,000.00	3,000.00	27.64	55.00	2,945.00
035-00-61220 Office Equip. Leases	1,200.00	1,200.00	282.33	282.33	917.67
035-00-61230 Software Maintenance	4,000.00	4,000.00	0.00	0.00	4,000.00
035-00-61260 Uniforms	500.00	500.00	0.00	0.00	500.00
035-00-61340 Fuel (Equip & Vehicles)	4,000.00	4,000.00	0.00	269.46	3,730.54
035-00-62100 Bank Charges	4,500.00	4,500.00	0.00	780.04	3,719.96
035-00-62110 Auditing & Accounting	4,800.00	4,800.00	0.00	0.00	4,800.00
035-00-62121 Engineering	1,000.00	1,000.00	0.00	0.00	1,000.00

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	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
035-00-62160 Contract Services	12,000.00	12,000.00	0.00	400.00	11,600.00
035-00-62210 Telephone	3,000.00	3,000.00	113.96	454.68	2,545.32
035-00-62220 Internet Access	1,500.00	1,500.00	69.99	139.98	1,360.02
035-00-62230 Postage	3,000.00	3,000.00	0.00	639.31	2,360.69
035-00-62343 Travel & Training / Meetings	2,000.00	2,000.00	160.00	400.00	1,600.00
035-00-62610 Insurance & Bonds	8,500.00	8,500.00	0.00	0.00	8,500.00
035-00-62740 Electricity	35,200.00	35,200.00	1,917.96	4,090.62	31,109.38
035-00-62816 Repairs & Maint-Pump Station	17,000.00	17,000.00	0.00	460.00	16,540.00
035-00-62818 Repairs & Maint. - Sewer Lines	5,000.00	5,000.00	0.00	0.00	5,000.00
035-00-62821 Repairs & Maint-STP	20,000.00	20,000.00	1,950.00	15,224.51	4,775.49
035-00-62835 Small Tools & Minor Equipment	1,500.00	1,500.00	0.00	0.00	1,500.00
035-00-62840 Vehicles & Equipment Maint.	5,000.00	5,000.00	0.00	0.00	5,000.00
035-00-62845 Repairs/Maint.(Test Equipment)	1,000.00	1,000.00	0.00	0.00	1,000.00
035-00-62912 Dues & OR Statutes	500.00	500.00	0.00	0.00	500.00
035-00-62925 Permits	4,000.00	4,000.00	0.00	3,579.00	421.00
035-00-62936 Miscellaneous	1,000.00	1,000.00	0.00	0.00	1,000.00
035-00-62943 Reimbursements / Deposits	2,000.00	2,000.00	0.00	0.00	2,000.00
035-00-62980 Lab Equipment & Supplies	2,000.00	2,000.00	0.00	5.25	9,994.75
035-00-62990 Testing	2,000.00	2,000.00	0.00	0.00	2,000.00
035-00-73040 Wastewater Facilities Plan	100,000.00	100,000.00	0.00	0.00	100,000.00
035-00-81210 Bond Principal	26,432.00	26,432.00	0.00	0.00	26,432.00
035-00-81222 Rev. Bond III Principal	49,081.00	49,081.00	0.00	0.00	49,081.00
035-00-82210 Bond Interest	22,484.00	22,484.00	0.00	0.00	22,484.00
035-00-82222 Rev. Bond III Interest	84,171.00	84,171.00	0.00	0.00	84,171.00
035-00-97036 Transfer to Sewer Capital Reserves	62,933.00	62,933.00	0.00	0.00	62,933.00
035-00-97045 Transfer to Equip Replace Fund	10,000.00	10,000.00	0.00	0.00	10,000.00
035-00-98500 Contingency	30,000.00	30,000.00	0.00	0.00	30,000.00
035-00-98600 Bond Reserve - USDA 1996	48,916.00	48,916.00	0.00	0.00	48,916.00
035-00-98700 Bond Reserve-Revenue Bonds 04	133,252.00	133,252.00	0.00	0.00	133,252.00
035-00-99000 Unappropriated Reserves	22,277.00	22,277.00	0.00	0.00	22,277.00
Expense Total:	955,824.00	955,824.00	32,480.49	62,607.55	893,216.45

Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit): 0.00 0.00 115,624.77 140,747.11

Fund: 036 - SEWER CAPITAL RESERVES

Revenue					
036-00-40100 Prior Year Fund Balance	253,342.00	253,342.00	0.00	0.00	253,342.00
036-00-42010 Interest on Investments	2,000.00	2,000.00	0.00	218.87	1,781.13
036-00-46135 Transfer from Sewer Enterprise	62,933.00	62,933.00	0.00	0.00	62,933.00
Revenue Total:	318,275.00	318,275.00	0.00	218.87	318,056.13

Expense					
036-00-98999 Reserved for Future Expenditures	318,275.00	318,275.00	0.00	0.00	318,275.00
Expense Total:	318,275.00	318,275.00	0.00	0.00	318,275.00

Fund: 036 - SEWER CAPITAL RESERVES Surplus (Deficit): 0.00 0.00 0.00 218.87

Fund: 040 - STREET FUND

Revenue					
040-00-40100 Prior Year Fund Balance	91,458.00	91,458.00	0.00	0.00	91,458.00
040-00-41230 State Highway Tax	86,000.00	86,000.00	0.00	7,954.68	78,045.32
040-00-42010 Interest on Investments	500.00	500.00	0.00	99.99	400.01
Revenue Total:	177,958.00	177,958.00	0.00	8,054.67	169,903.33

Expense					
040-00-51505 PW Superintendent	15,000.00	15,000.00	1,219.46	1,829.19	13,170.81
040-00-51800 Maintenance Worker #1	10,750.00	10,750.00	946.70	1,418.26	9,331.74
040-00-51801 Utility Worker #3	8,800.00	8,800.00	871.37	1,304.60	7,495.40
040-00-51810 Maintenance Worker #2	9,500.00	9,500.00	828.00	1,240.05	8,259.95
040-00-52010 Social Security	3,450.00	3,450.00	286.11	429.01	3,020.99
040-00-52020 PERS Retirement	10,000.00	10,000.00	1,007.34	1,509.40	8,490.60
040-00-52030 Worker's Comp./Disability Ins.	2,600.00	2,600.00	1.19	1.76	2,598.24
040-00-52040 Health, Dental, Life Ins.	18,700.00	18,700.00	911.51	1,340.85	17,359.15

Income Statement

For Fiscal: 2022-2023 Period Ending: 08/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
040-00-61210	Office & Operating Supplies	250.00	250.00	0.00	0.00	250.00
040-00-61260	Uniforms	500.00	500.00	0.00	0.00	500.00
040-00-61340	Fuel (Equip & Vehicles)	3,500.00	3,500.00	0.00	246.37	3,253.63
040-00-62610	Insurance & Bonds	5,500.00	5,500.00	0.00	0.00	5,500.00
040-00-62740	Electricity	1,500.00	1,500.00	0.00	96.84	1,403.16
040-00-62820	Repairs/Maintenance-Shop Yard	1,000.00	1,000.00	0.00	133.67	866.33
040-00-62835	Small Tools & Minor Equipment	1,000.00	1,000.00	0.00	4.83	995.17
040-00-62840	Vehicles & Equipment Maint.	2,500.00	2,500.00	0.00	5.36	2,494.64
040-00-62851	R & M - Streets	6,500.00	6,500.00	0.00	0.00	6,500.00
040-00-73031	Improvements - Streets	20,000.00	20,000.00	0.00	0.00	20,000.00
040-00-98500	Contingency	56,908.00	56,908.00	0.00	0.00	56,908.00
	Expense Total:	177,958.00	177,958.00	6,071.68	9,560.19	168,397.81
	Fund: 040 - STREET FUND Surplus (Deficit):	0.00	0.00	-6,071.68	-1,505.52	
Fund: 042 - STREETS CAPITAL IMPROVEMENT						
Revenue						
042-00-40100	Prior Year Fund Balance	4,365.00	4,365.00	0.00	0.00	4,365.00
042-00-42010	Interest on Investments	200.00	200.00	0.00	4.72	195.28
042-00-46110	Transfer from General Fund	27,000.00	27,000.00	0.00	0.00	27,000.00
	Revenue Total:	31,565.00	31,565.00	0.00	4.72	31,560.28
Expense						
042-00-98999	Reserved for Future Expenditures	31,565.00	31,565.00	0.00	0.00	31,565.00
	Expense Total:	31,565.00	31,565.00	0.00	0.00	31,565.00
	Fund: 042 - STREETS CAPITAL IMPROVEMENT Surplus (Deficit):	0.00	0.00	0.00	4.72	
Fund: 045 - EQUIPMENT REPLACEMENT FUND						
Revenue						
045-00-40100	Prior Year Fund Balance	113,503.00	113,503.00	0.00	0.00	113,503.00
045-00-42010	Interest on Investments	800.00	800.00	0.00	101.07	698.93
045-00-46030	Transfer from Water Enterprise	10,000.00	10,000.00	0.00	0.00	10,000.00
045-00-46035	Transfer from Sewer Enterprise	10,000.00	10,000.00	0.00	0.00	10,000.00
	Revenue Total:	134,303.00	134,303.00	0.00	101.07	134,201.93
Expense						
045-00-74020	Service Vehicle	100,000.00	100,000.00	0.00	0.00	100,000.00
045-00-98999	Reserved for Future Expenditures	34,303.00	34,303.00	0.00	0.00	34,303.00
	Expense Total:	134,303.00	134,303.00	0.00	0.00	134,303.00
	Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):	0.00	0.00	0.00	101.07	
Fund: 061 - WATER SYSTEM DEVELOPMENT						
Revenue						
061-00-40100	Prior Year Fund Balance	533,597.00	533,597.00	0.00	0.00	533,597.00
061-00-42010	Interest on Investments	4,000.00	4,000.00	0.00	576.76	3,423.24
061-00-44350	System Development Charges	40,000.00	40,000.00	0.00	0.00	40,000.00
	Revenue Total:	577,597.00	577,597.00	0.00	576.76	577,020.24
Expense						
061-00-98999	Reserved for Future Expenditures	577,597.00	577,597.00	0.00	0.00	577,597.00
	Expense Total:	577,597.00	577,597.00	0.00	0.00	577,597.00
	Fund: 061 - WATER SYSTEM DEVELOPMENT Surplus (Deficit):	0.00	0.00	0.00	576.76	
Fund: 062 - SEWER SYSTEM DEVELOPMENT						
Revenue						
062-00-40100	Prior Year Fund Balance	358,952.00	358,952.00	0.00	0.00	358,952.00
062-00-42010	Interest on Investments	2,500.00	2,500.00	0.00	387.99	2,112.01
062-00-44351	SDC Reimbursement Fees	27,540.00	27,540.00	5,060.00	5,060.00	22,480.00
062-00-44361	SDC Improvement Fees	2,820.00	2,820.00	5,060.00	5,060.00	-2,240.00
	Revenue Total:	391,812.00	391,812.00	10,120.00	10,507.99	381,304.01

Income Statement

For Fiscal: 2022-2023 Period Ending: 08/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
062-00-98999 Reserved for Future Expenditures	391,812.00	391,812.00	0.00	0.00	391,812.00
Expense Total:	391,812.00	391,812.00	0.00	0.00	391,812.00
Fund: 062 - SEWER SYSTEM DEVELOPMENT Surplus (Deficit):	0.00	0.00	10,120.00	10,507.99	
Total Surplus (Deficit):	-13,776.00	-13,776.00	241,229.36	298,195.05	

Income Statement

For Fiscal: 2022-2023 Period Ending: 08/31/2022

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - GENERAL FUND					
Revenue	1,548,145.00	1,548,145.00	26,823.54	48,565.75	1,499,579.25
Expense	1,548,145.00	1,548,145.00	14,186.73	26,875.31	1,521,269.69
Fund: 010 - GENERAL FUND Surplus (Deficit):	0.00	0.00	12,636.81	21,690.44	-21,690.44
Fund: 014 - PARKS FUND					
Revenue	217,932.00	217,932.00	6,759.98	42,152.23	175,779.77
Expense	217,932.00	217,932.00	8,925.29	29,060.93	188,871.07
Fund: 014 - PARKS FUND Surplus (Deficit):	0.00	0.00	-2,165.31	13,091.30	-13,091.30
Fund: 020 - PUBLIC SAFETY					
Revenue	541,932.00	541,932.00	135.00	884.76	541,047.24
Expense	555,708.00	555,708.00	48,424.48	69,906.89	485,801.11
Fund: 020 - PUBLIC SAFETY Surplus (Deficit):	-13,776.00	-13,776.00	-48,289.48	-69,022.13	55,246.13
Fund: 030 - WATER ENTERPRISE FUND					
Revenue	1,618,846.00	1,618,846.00	194,065.54	241,651.09	1,377,194.91
Expense	1,618,846.00	1,618,846.00	34,691.29	59,899.61	1,558,946.39
Fund: 030 - WATER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	159,374.25	181,751.48	-181,751.48
Fund: 031 - WATER CAPITAL RESERVES					
Revenue	145,913.00	145,913.00	0.00	32.96	145,880.04
Expense	145,913.00	145,913.00	0.00	0.00	145,913.00
Fund: 031 - WATER CAPITAL RESERVES Surplus (Deficit):	0.00	0.00	0.00	32.96	-32.96
Fund: 035 - SEWER ENTERPRISE FUND					
Revenue	955,824.00	955,824.00	148,105.26	203,354.66	752,469.34
Expense	955,824.00	955,824.00	32,480.49	62,607.55	893,216.45
Fund: 035 - SEWER ENTERPRISE FUND Surplus (Deficit):	0.00	0.00	115,624.77	140,747.11	-140,747.11
Fund: 036 - SEWER CAPITAL RESERVES					
Revenue	318,275.00	318,275.00	0.00	218.87	318,056.13
Expense	318,275.00	318,275.00	0.00	0.00	318,275.00
Fund: 036 - SEWER CAPITAL RESERVES Surplus (Deficit):	0.00	0.00	0.00	218.87	-218.87
Fund: 040 - STREET FUND					
Revenue	177,958.00	177,958.00	0.00	8,054.67	169,903.33
Expense	177,958.00	177,958.00	6,071.68	9,560.19	168,397.81
Fund: 040 - STREET FUND Surplus (Deficit):	0.00	0.00	-6,071.68	-1,505.52	1,505.52
Fund: 042 - STREETS CAPITAL IMPROVEMENT					
Revenue	31,565.00	31,565.00	0.00	4.72	31,560.28
Expense	31,565.00	31,565.00	0.00	0.00	31,565.00
Fund: 042 - STREETS CAPITAL IMPROVEMENT Surplus (Deficit):	0.00	0.00	0.00	4.72	-4.72
Fund: 045 - EQUIPMENT REPLACEMENT FUND					
Revenue	134,303.00	134,303.00	0.00	101.07	134,201.93
Expense	134,303.00	134,303.00	0.00	0.00	134,303.00
Fund: 045 - EQUIPMENT REPLACEMENT FUND Surplus (Deficit):	0.00	0.00	0.00	101.07	-101.07
Fund: 061 - WATER SYSTEM DEVELOPMENT					
Revenue	577,597.00	577,597.00	0.00	576.76	577,020.24
Expense	577,597.00	577,597.00	0.00	0.00	577,597.00
Fund: 061 - WATER SYSTEM DEVELOPMENT Surplus (Deficit):	0.00	0.00	0.00	576.76	-576.76
Fund: 062 - SEWER SYSTEM DEVELOPMENT					
Revenue	391,812.00	391,812.00	10,120.00	10,507.99	381,304.01
Expense	391,812.00	391,812.00	0.00	0.00	391,812.00
Fund: 062 - SEWER SYSTEM DEVELOPMENT Surplus (Deficit):	0.00	0.00	10,120.00	10,507.99	-10,507.99
Total Surplus (Deficit):	-13,776.00	-13,776.00	241,229.36	298,195.05	

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 09/15/2022

SUBJECT: Planning

ITEM NO: 6 d.

We have 3 people to appoint to the Planning Commission tonight later on in the Agenda. At the October meeting we will have Daniel Kearns there to help finalize the Short Term Rental Ordinance and answer any questions that the other planning commissioners may have. Otherwise it was a very short planning meeting.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 09/15/2022

SUBJECT: Historic Preservation 17.15 Revisions

ITEM NO: 7 a.

In the August 18th meeting the City Council approved the revisions that was completed for the Historic Preservation Code 17.15. Attached is the finalized version of the Ordinance for City Council to adopt. It will be effective October 15, 2022.

Suggested Motions:

Motion to have Ordinance passed in 1 night with 2 readings.

I move for the City Council to adopt Ordinance 2023-01 amending Ordinance 2012-06 Historic Preservation in one meeting with both reading this evening.

(If the vote is unanimous to adopt in one meeting, then please see one meeting adoption motion)
(If the vote is **NOT** unanimous, please proceed to the TWO meeting adoption motion below)

Motion to have Ordinance adopted in 1 meeting.

I move for the City Council to adopt Ordinance 2023-01 amending Ordinance 2012-06 Historic Preservation and approve the first and second readings by title only to take effect 30 days from August 15, 2022 which is October 15, 2022.

Motion to have Ordinance adopted in 2 meetings.

I move for the City Council to adopt Ordinance 2023-01 amending Ordinance 2012-06 Historic Preservation and approve the first reading by title only.

Motion to table discussion and or Adoption of Ordinance

I move for the City Council to table the discussion and adoption of Ordinance 2023-01 amending Ordinance 2012-06 Historic Preservation for an additional month.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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ORDINANCE NUMBER 2023-01

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD AMENDING ORDINACE 2012-06 HISTORIC PRESERVATION

17.15 Historic Preservation

Sections:

- 17.15.010 Title.**
- 17.15.020 Purpose.**
- 17.15.030 Applicability.**
- 17.15.040 Definitions.**
- 17.15.050 The Historic Preservation Commission.**
- 17.15.060 Duties of Commission.**
- 17.15.070 Severability.**
- 17.15.080 Conflicts with other laws.**
- 17.15.090 Identification and evaluation of historic resources.**
- 17.15.100 Landmark register.**
- 17.15.110 Treatment of historic resources listed in the landmark register.**
- 17.15.120 Removal of landmarks from the landmark register.**
- 17.15.130 Economic hardship.**
- 17.15.140 Appeals.**
- 17.15.150 Re-submittal of a previously denied application.**
- 17.15.160 Enforcement of the provisions of this chapter.**

17.15.010 Title.

The City of Port Orford Historic Preservation Ordinance. (Ord. 2012-06 § 1, 2012)

17.15.020 Purpose.

The City of Port Orford establishes a Historic Preservation Ordinance to identify, recognize, and preserve significant properties related to the community's history; encourage the rehabilitation and ongoing viability of historic buildings and structures; strengthen public support for historic preservation efforts within the community; foster civic pride; and encourage cultural heritage tourism.

The process is a voluntary process for property owners who wish the historic value of their property to be preserved. (Ord. 2012-06 § 2, 2012)

17.15.030 Applicability.

No provision of this chapter shall be construed to prevent the ordinary maintenance of a landmark when such action does not involve a change in design, materials, or appearance. No provision in this chapter shall be construed to prevent the alteration, demolition, or relocation of a landmark when the Building Official certifies that such action is required for the public safety. At his or her discretion, the Building Official may find that under State law and Section 17.15.110(D)(3) that a landmark does not meet current building code but is not dangerous. (Ord. 2012-06 § 3, 2012)

17.15.040 Definitions.

The following definitions apply to terms used in this chapter. Terms not defined have their commonly construed meaning:

- Alteration:** An addition, removal, or reconfiguration that changes the appearance of a landmark. Painting, when color is not specifically noted in landmark's record of designation, and ordinary maintenance are excluded from this definition.
- Building:** A house, barn, church, hotel, or similar construction created principally to shelter any form of human activity.
- Certificate of appropriateness (COA):** A document issued by the Historic Preservation Officer indicating that the applicant has satisfactorily met the provisions of this chapter for the alteration, relocation, or demolition of a landmark.
- Demolition:** The complete destruction or dismantling of 65% of, or greater, of the entirety of a landmark.
- Eligible/contributing:** A building, structure, object, or site originally constructed within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of the City of Port Orford.
- Eligible/significant:** A building, structure, object, or site originally constructed within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of the City, and are likely individually eligible for listing in the landmark register.
- Exceptional significance:** The quality of historic significance achieved outside the usual norms of age, association, or rarity.
- Historic Commission:** A subcommittee of the Port Orford City Council and is responsible for the administration of this chapter.
- Historic integrity:** The quality of wholeness of historic location, design, setting materials, workmanship, feeling, and/or association of a historic resource, as opposed to its physical condition.
- Historic resource:** A building, structure, object, site, or district that is at least 50 years old or is of exceptional significance and potentially meets the integrity and significance criteria for listing in the landmark register, but may not necessarily be recorded in the historic resource survey.
- Historic resources of Statewide significance:** Buildings, structures, sites, and objects, that are listed in the National Register.
- Historic resource survey:** The record of buildings, structures, objects, and sites recorded by the City of Port Orford used to identify historic resources potentially eligible for listing in the City of Port Orford landmark register.
- Historic significance:** The physical association of a building, structure, site, object, with historic events, trends, persons, architecture, method of construction, or that have yielded or may yield information important in prehistory or history.
- Landmark:** A building, structure, site, or object, listed in the landmarks register.
- Landmark register:** The list of historic resources officially recognized by the City of Port Orford as important to its history and afforded the protection under this chapter.
- National Register of Historic Places:** The nation's official list of buildings, structures, sites, and objects, important in the nation's history and maintained by the National Park Service in Washington, D.C., and hereinafter referred to as the "National Register." Historic resources listed in the National Register are referred to as "Historic Resources of Statewide Significance" in Oregon Revised Statutes.
- Non-contributing:** A building, structure, object, or site originally constructed within the applicable period of significance that does not retain or exhibit sufficient integrity (location, design, setting, materials,

workmanship, feeling, and association) to convey a sense of history. These properties do not strengthen the historic integrity of an existing or potential historic district in their current condition.

Not in Period: A building, structure, object, or site that was originally constructed outside the applicable period of significance.

Object: A construction that is largely artistic in nature or is relatively small in scale and simply constructed in comparison to buildings or structures, including a fountain, sculpture, monument, milepost, etc.

Ordinary maintenance: Activities that do not remove materials or alter qualities that make a historic resource eligible for listing in the landmark register, including cleaning, painting, when color is not specifically noted in the landmark's record of designation, and limited replacement of siding, trim, and window components when such material is beyond repair and where the new piece is of the same size, dimension, material, and finish as that of the original historic material. Excluded from this definition is the replacement of an entire window sash or more than 20% of the siding or trim on any one side of a resource at any one time within one calendar year.

Period of significance: The time period, from one to several years or decades, during which a landmark was associated with an important historic event(s), trend(s), person(s), architecture, method(s) of construction.

Record of designation: The official document created by the Commission that describes how a landmark meets the criteria for listing in the landmark register.

Rehabilitation: The process of returning a landmark to a state of utility through repair or alteration, which makes possible an efficient use while preserving those portions and features of the landmark and its site that convey its historic significance.

Relocation: The removal from or moving of a landmark from its original location noted in the record of designation.

Site: The location of a significant event, prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of any existing building, structure, or object.

Streetscape: The physical parts and aesthetic qualities of a public right-of-way, including the roadway, gutter, tree lawn, sidewalk, retaining walls, landscaping and building setback.

Structure: A functional construction made usually for purposes other than creating human shelter, such as an aircraft, bridge, barn, fence, dam, tunnel, etc. (Ord. 2012-06 § 4, 2012)

17.15.050 The Historic Preservation Commission.

The Historic Preservation Commission is a subcommittee of the Port Orford City Council and composed of at least three persons. The Planning Commission serves the purpose of conducting land use procedures when needed. The Historic Preservation Commission will now be referred to as the Commission. (Ord. 2012-06 § 5, 2012)

17.15.060 Duties of Commission.

- A. Employing the procedures and criteria in Section 17.15.090, the Commission shall identify and evaluate properties in the City of Port Orford and maintain a Historic Resource Survey consistent with the standards of the Oregon State Historic Preservation Office, hereinafter referred to as "SHPO."
- B. Employing the procedures and criteria in Section 17.15.110, the Commission shall designate properties to the landmark register.
- C. Employing the procedures and criteria in Section 17.15.120, the Commission shall review and act upon applications for the alteration, relocation, or demolition of landmarks.
- D. The Commission shall support the enforcement of all State laws relating to historic preservation.

- E. The Commission shall perform any other functions that may be designated by resolution or motion of the City Council.
- F. The Commission may publish and adopt written and graphic guidelines and example materials to clarify the criteria in this chapter and to assist applicants in developing complete and viable applications to designate, alter, rehabilitate, relocate, or demolish landmarks. Documents intended to be used for the regulation of alterations as defined in this chapter must be voted on and adopted by the Commission and approved as part of the City of Port Orford Zoning and Development Code using the established procedures for amendments.
- G. The Commission may undertake to inform the citizens of, and visitors to the City of Port Orford, regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of landmarks; provide information on State and Federal preservation programs; and document landmarks prior to their alteration, demolition, or relocation and archive that documentation.
- H. For purposes consistent with this chapter and subject to the approval the City Council, the Commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; assist the owners of landmarks in securing funding for the preservation of their properties; and report on such activities to the City Council.
- I. The Commission may comment on local, State, or Federal issues, laws, and requests relating to historic preservation.
- J. The Commission may seek expert assistance and elect to form ad hoc committees to carry out its business. (Ord. 2012-06 § 6, 2012)

17.15.070 Severability.

If any portion of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this chapter, which shall remain in force and effect. (Ord. 2012-06 § 7, 2012)

17.15.080 Conflicts with other laws.

If the provisions of this chapter are found to be in conflict with Federal or State laws, the Federal or State law shall prevail. This chapter will take precedence over previously adopted City Code Section 17.16.070. (Ord. 2012-06 § 8, 2012)

17.15.090 Identification and evaluation of historic resources.

The historic resource survey lists, describes, and determines the eligibility of historic resources for listing in the landmark register. Not all properties listed in the historic resource survey are eligible for listing in the landmarks register. A property need not be first listed in the historic resource survey before being nominated to the landmark register under Section 17.15.100.

- A. The Commission shall determine and periodically revise priorities for the identification and evaluation of historic resources based on the community's needs and interests.
- B. Before commencing inventory studies or updates, the Commission shall provide public notice describing the inventory, its purposes, and invite public participation as required to news media and posted at Post Office.
- C. Surveyed properties shall be identified as eligible/contributing (EC), eligible/significant (ES), non-contributing (NC), or not in period (NP). Evaluation and documentation of properties in the Historic Resource Survey shall meet the requirements of the document "Guidelines for Historic Resource

Surveys in Oregon, 2010” or most recent guidance for such efforts published by the SHPO and be supplied to the agency within six months of the completion of the study.

- D. The historic resource survey shall be maintained as a public record with the exception of archaeological sites, which is prohibited by State law.
- E. Citizens shall have the opportunity to review and correct information included in the historic resource survey.
- F. The Commission may collect further information, including, but not limited to, current photographs, architectural descriptions based on on-site observations, or archival documentation for properties already listed in the landmark register or National Register for the purposes of administering this chapter pursuant to the provisions of this section. (Ord. 2012-06 § 9, 2012)

17.15.100 Landmark register.

The Commission may designate historic resources to the landmark register as a means of providing recognition of their significance and providing incentives and guidelines for their preservation. The landmark register is maintained by the City of Port Orford and shall be available to the public.

- A. Historic resources within the corporate boundaries of the City of Port Orford and listed in the National Register before and after the adoption of the ordinance codified in this chapter are automatically listed in the landmark register and need not be documented and adopted as outlined in subsections (B)(2) through (B)(4). In such cases, the National Register nomination shall serve as the record of designation. As historic resources of Statewide significance, all National Register-listed properties are subject to the regulations in Section 17.15.110, pursuant to Oregon State Law. Notice of this action shall be provided in writing to each property owner and to the Commission at its next regularly scheduled meeting.
- B. Criteria for Designating Historic Resources to the Landmark Register. Any building, structure, object, or site may be designated to the landmark register if it meets all the criteria of subsection A or all of the criteria listed below:
 1. The property is located within the boundaries of the City of Port Orford.
 2. The property is over 50 years of age or of exceptional importance.
 3. The property possesses sufficient historic integrity, in that there are no major alterations or additions that have obscured or destroyed the significant historic features. Major alterations that may destroy the historic integrity include, but are not limited to, changes in pitch of the main roof, enlargement or enclosure of windows on principal facades, addition of upper stories or the removal of original upper stories, covering the exterior walls with non-historic materials, moving the resource from its original location to one that is dissimilar to the original, additions which significantly detract from or obscure the form and appearance of the historic resource when viewed from the public right-of-way.
 4. The property has historic significance as demonstrated by meeting at least one of the following criteria:
 - a. Association with events that have made a significant contribution to the road patterns of our history; and/or
 - b. Association with the lives or persons significant in our past; and/or
 - c. Embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; and/or
 - d. Have yielded, or may be likely to yield, information important in prehistory or history.

- C. Nomination Procedure. The nomination procedures are as follows:
1. The nomination for a historic resource to the landmark register must include a statement discussing how the property meets the criteria under subsection B of this section and be documented at a minimum to the standards established by the Oregon Historic Preservation Office for Intensive Level Surveys in the document "Guidelines for Historic Resource Surveys in Oregon, 2010" or most recent guidance for such efforts published by the SHPO. They may establish additional standards for a complete application.
 2. Prior to setting the proposed nomination on the agenda for the next relevant Commission meeting, property owners shall be informed in writing of the nomination process pursuant to local and State law. To be listed in the landmark register, the property owner(s) shall provide to the City a written statement acknowledging that the owner understands the nomination process and the results of such a designation, and wishes to have their property listed in the landmark register.
 3. Upon acceptance of a complete application and receipt of written owner consent, the Commission shall schedule a public hearing before the Port Orford City Council pursuant to applicable State and local laws.
 4. The Commission shall review the documentation for completeness, accuracy, and compliance with subsection B, "Criteria for Designating Historic Resources to the Landmark Register" of this section. The Commission/ may make a recommendation to approve, deny, or table the application pending further testimony, or to allow for the petitioner to provide additional information as requested by the Commission. The Commission shall develop written findings to support its decisions.
 5. Applications will be approved or denied by the Commission.
 6. Upon final approval by the Commission, a record of designation shall be prepared that includes the original nomination materials, and any testimony or additional materials considered during the nomination process that establishes the eligibility of the historic resource for listing in the landmark register.
 7. A record of designation may be amended through the process described in subsection C at the next regular Commission meeting.
- D. Results of Listing in Landmark Register. Historic resources listed in the landmark register receive the following benefits:
1. Landmarks are protected under the provisions of Sections 17.15.110 through 17.15.150.
 2. The Commission will bring zone variances and/or conditional use permits to the Planning Commission for approval in order to encourage the productive use and preservation of landmarks.
 3. The local Building Official shall consider waiving certain code requirements in accordance with the existing State Building Code.
 4. Property owners of landmarks may seek technical or financial assistance from the Commission in applying for grants or tax incentives for rehabilitating their properties as resources and funds are available.
 5. Property owners of landmarks are eligible to receive City pass through grants and loans to assist with the preservation of their buildings as resources and funds are available. (Ord. 2012-06 § 10, 2012)

17.15.110 Treatment of historic resources listed in the landmark register.

The Landmarks Commission shall use the provisions of this section to preserve the exterior character-defining features of individual landmarks; the exterior of individual buildings in landmark historic districts; and exteriors and interiors of City-owned landmarks.

A. Activities not subject to the provisions of this section:

1. Alterations to building interiors.
2. Application of exterior paint color when color is not specifically noted in record of designation.
3. Alterations to landscape features not specifically identified as historically significant in record of designation.

B. No landmark or exterior landscape or archaeological element noted as significant in the record of designation shall be altered, relocated, or demolished, or a new building or structure constructed on the same lot as a landmark without a certificate of appropriateness signed and issued by the Commission. Certificates must be presented to the Building Official before a building or demolition permit is issued.

1. An application for a Certificate of Appropriateness must include a description of the proposed activity, accompanying maps, photographs, drawings, and other documentation. The Commission and/or Port Orford City Council may establish additional standards for a complete application, including defining different criteria for a complete application under provisions in subsections C, D, and E of this section.
2. Upon acceptance of a complete application, the Commission shall decide at the next scheduled Commission Meeting if the proposed work is subject to provisions in subsection C, D, or E of this section.
3. The Commission minutes will summarize the proposed project, noting the criteria specified in this chapter under which the application shall be considered. At the next scheduled meeting, the Commission will make a recommendation to approve, approve with conditions, or deny the application for a certificate of appropriateness. Materials that may be used in the preparation of the report include the record of designation; and/or National Register nomination; and/or other archival photos, maps; and/or other documentary evidence specific to the subject property; and/or observations from on-site inspections from the public-right-of way to document its historic appearance or alteration over time; and/or documents and publications of the National Park Service or Oregon State Historic Preservation Office. Documents not available from the City at the time of application for a certificate of appropriateness shall be made available to the applicant at least 10 calendar days before a public hearing is held or administrative decision is made.
4. The Commission shall review and act upon applications for the alteration, relocation, and demolition of a landmark. Applications for the alteration of a landmark may be approved, approved with conditions, or denied. Applications for the relocation or demolition of a landmark may be approved, approved with conditions, or the action delayed for up to one year. The Commission minutes will reflect findings to support its decisions.
5. Approval for the alteration of a landmark shall be effective for a period of two years and one year for the relocation or demolition of a historic resource.

C. The Commission may approve the alteration of a landmark without a public hearing when the proposed alteration will not significantly change the qualities that merited the listing of the landmark in the landmark register.

Activities eligible for this provision include the following:

1. Construction of a fence that meets code requirements of the City of Port Orford.

2. Demolition of an outbuilding noted as sharing a lot with a landmark and specifically noted as not historically significant in its designation.
 3. New addition to a landmark or new construction not visible from the public right-of-way.
- D. A public hearing before the Commission/Port Orford City Council shall be required for activities not exempted in subsections (A)(1) through (A)(3) and C)(1) through (C)(3) of this section.
1. Prior to submitting an application for a permit pursuant to this section, proponents are encouraged to request a pre-application conference to review concepts and proposals. The Commission may assign a staff member or other appropriate person(s) to complete the consultation. The Commission may also form ad-hoc committees for this purpose. Commission members participating in pre-application conferences shall disclose their ex-parte contact at the time of a public hearing on the proposal.
 2. Upon acceptance of a complete application the Port Orford City Council as the parent to the Historic Preservation Commission shall schedule a public hearing pursuant to applicable local and State laws.
 3. In order to approve an application for the alteration of a landmark, the Commission/Port Orford City Council must find that the proposal meets the following guidelines as applicable:
 - a. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships; and/or
 - b. The historic integrity of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided; and/or
 - c. A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken; and/or
 - d. Changes to a property that have acquired historic significance in their own right shall be retained and preserved; and/or
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved; and/or
 - f. Deteriorated historic features should be repaired rather than replaced. The severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence; and/or
 - g. Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used; and/or
 - h. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken; and/or
 - i. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment; and/or
 - j. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

4. In addition to meeting the applicable guidelines in subsections (D)(3)(a) through (D)(3)(j) of this section, in order to approve an application for the alteration of a landmark the Commission must find that the proposal meets the following design standards as applicable:
 - a. Vacant buildings shall be weather- and vandal-proofed in order to minimize further deterioration and the threat to public safety; and/or
 - b. Rehabilitation work, especially on the exterior and the principal facades shall preserve the existing historic features or replace them if absolutely necessary with features and materials known to have existed on the building through verifiable evidence such as photographs. Alterations to landmarks shall not be based on speculation, but instead on documentary evidence; and/or
 - c. New additions shall be subordinate to the original building, meaning lower in height, attached to the rear or set back along the side, smaller in scale, and have less architectural detail; and/or
 - d. Height, width, setback, roof shape, and the overall scale and massing of new buildings within historic districts and on lots with existing landmarks, or additions to landmarks shall be compatible with the existing historic building(s).
 - e. Architectural details on new construction (including wood or metal trim, porches, cornices, arches, and window and door features, etc.) shall be complimentary, but shall not replicate historic features on surrounding historic buildings; and/or
 - f. Window and door opening should be similar in size and orientation (vertical to horizontal) to openings on historic buildings and shall take up about the same percentage of the overall façade as those on surrounding historic buildings; and/or
 - g. Moving landmarks shall be avoided, especially to create artificial groupings; and/or
 - h. The demolition of landmarks shall be avoided whenever possible; and/or
 - i. Any applicable design guidelines adopted by the Commission in Section 17.15.060.
- E. A public hearing before the Commission and Port Orford City Council shall be required to relocate or demolish a landmark.
 1. In order to approve an application for the relocation of a landmark, the Commission shall find that:
 - a. The applicant has completed a replacement plan for the site, including drawings approved by the Building Official. Plans must be submitted for review by the Commission pursuant to subsection D as it relates to new construction; and
 - b. The Building Official determines and states in writing that the building may not be safely removed from the site; and
 - c. The value to the community of the proposed use of the property outweighs the value of retaining landmark at the original location. Public testimony shall be considered when making this determination.
 2. In order to approve an application for the demolition of a landmark, the Commission must find:
 - a. The conditions in subsection (E)(1)(a) through (c) have been met as applicable; and
 - b. The property owner can demonstrate an economic hardship as described in Section 17.15.130.
 3. At the hearing of an application to relocate or demolish a landmark the Commission and Port Orford City Council may, in the interest of exploring reasonable alternatives, delay approval for up to 180 calendar days from the date of the hearing. Not more than 60 and not less than 30 calendar days prior to the expiration of the delay period, the Port Orford City Council shall schedule a public hearing pursuant to local and State laws to consider if there are still reasonable

- alternatives to explore, and if the group will request in writing to continue the delay for an additional period of up to 180 calendar days.
4. The Commission and Port Orford City Council may not delay the relocation or demolition of a landmark for more than 360 calendar days subject to the provisions of this section.
 5. In approving or denying an application for the relocation or demolition of a landmark, the Commission/Port Orford City Council may impose the following conditions:
 - a. Photographic, video, or drawn recordation of the landmark in its original location; and/or
 - b. In the case of demolition, the landmark be transported to a new site, and that, to the extent possible, the new location is similar to the original site and that the original setback and orientation of the building is replicated on the new lot; and/or
 - c. In the cases of properties listed in the National Register, that the applicant attempt to obtain permission to move the landmark from the National Park Service in order to retain the property's listing in the National Register and/or assume all responsibility and cost of removing the landmark if permission cannot be obtained; and/or
 - d. Other reasonable mitigation measures.
 6. Upon issuing approval for the demolition of a landmark, the Commission shall post a legal notice in a local newspaper of record announcing the demolition, the criteria under which the demolition was approved, the historic significance of the property, and invite the public to provide alternatives to the demolition for consideration by the Commission.
 7. Relocated landmarks shall remain listed in the landmark register unless removed under Section 17.15.120.
 8. Demolished landmarks shall be removed from the landmark register using the procedures described in Section 17.15.120. (Ord. 2012-06 § 11, 2012)

17.15.120 Removal of landmarks from the landmark register.

A public hearing before the Commission and a signed certificate of appropriateness shall be required to remove a landmark from the landmark register.

- A. An application to remove a landmark from the landmark register shall not be considered for one year after the denial of an application for the relocation or demolition of the same landmark under Section 17.15.110(E)(1).
- B. Landmarks concurrently listed in the landmark register and National Register will be considered for removal from the landmark register only after the landmark is removed from the National Register and the SHPO has provided written evidence of the removal to the Port Orford City Council.
- C. The Commission shall establish standards for a complete application for the removal of a landmark from the landmark register. Upon acceptance of a complete application, the Commission shall schedule a public hearing pursuant to applicable local and State laws.
- D. In order to approve an application for the removal of a landmark from the landmark register the Commission must find the following:
 1. The landmark has ceased to meet the criteria for listing in the landmark register because the qualities which caused it to be originally listed have been lost or destroyed; and/or
 2. The property owner at the time the property was added to the landmark register did not provide written permission for such action as required under Section 17.15.100. This provision does not apply to landmarks listed in the National Register.
- E. Landmarks accidentally destroyed by flood, fire, or other natural or accidental act or demolished under the provisions of Section 17.15.110 and meeting the definition of "demolished" as defined in this chapter may be removed administratively from the landmark register by the Assistant Planner. Notice

of this action and written evidence documenting the demolition of the landmark shall be provided to the Commission at their next regular meeting. This same documentation shall be provided to the SHPO. If a landmark is also listed in the National Register, the Commission shall request that the SHPO remove the property from the National Register if not requiring the owner to do so under subsection D.

- F. Upon removing a landmark from the landmark register, the Commission and Port Orford City Council shall post a legal notice in a local newspaper of record announcing the removal, the criteria under which the removal was approved, and the historic significance of the property. (Ord. 2012-06 § 12, 2012)

17.15.130 Economic hardship.

The Commission and Port Orford City Council shall approve a relocation, demolition, or modify or exempt a property from the requirements of Section 17.15.110 if the applicant can demonstrate that complying with the provisions of this chapter creates an economic hardship that prevents the profitable use of the subject property.

- A. Economic hardship may only be considered in a separate hearing after an application for approval for the alteration, relocation, or demolition of a landmark has been issued or denied and all pending appeals to the Land Use Board of Appeals, the Land Conservation and Development Commission, and local, State, and Federal courts are resolved.
- B. Separate standards for demonstrating an economic hardship are established for investment or income-producing and non-income-producing properties:
1. Economic hardship for an income-producing property shall be found when the property owner demonstrates that a reasonable rate of return cannot be obtained from the landmark if it retains its historic features, buildings, or structures in either its present condition or if it is rehabilitated.
 2. Economic hardship for a non-income-producing property shall be found when the property owner demonstrates that the landmark has no beneficial use as a single-family dwelling or for an institutional use in its present condition or if rehabilitated.
- C. Owners seeking approval for economic hardship must provide sufficient information, as determined by the Commission.. Demonstration of an economic hardship shall not be based on or include any of the following circumstances:
1. Willful or negligent acts by the owner; and/or
 2. Purchase of the property for substantially more than market value; and/or
 3. Failure to perform normal maintenance and repairs; and/or
 4. Failure to diligently solicit and retain tenants; and/or
 5. Failure to provide normal tenant improvements. (Ord. 2012-06 § 13, 2012)

17.15.140 Appeals.

Decisions of the Commission are appealable to the City Council. Decisions of City Council are appealable to the Oregon State Land Use Board of Appeals. (Ord. 2012-06 § 14, 2012)

17.15.150 Re-submittal of a previously denied application.

An application for approval which was denied and which on appeal has not been reversed by a higher authority, including the Land Use Board of Appeals, the Land Conservation and Development Commission or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least two years from the date the final City action is made

denying the application unless there is a substantial change in the facts or a change in City policy which would change the outcome. (Ord. 2012-06 § 15, 2012)

17.15.160 Enforcement of the provisions of this chapter.

Penalties for violations of the provisions of this chapter shall be the same as for violation of the City of Port Orford Planning Code. (Ord. 2012-06 § 16, 2012)

The foregoing ordinance was enacted by the Common Council of the City of Port Orford this ____ day of _____, 2022 by the following vote and is effective in 30 days from that date:

Yes: _____

No: _____

Abstain: _____ Passed: _____ Failed: _____

ATTEST:

Jessica Ginsburg
City Recorder of the *City of Port Orford*
Curry County Oregon

Pat Cox
Mayor of the *City of Port Orford*
Curry County Oregon

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 09/15/2022

SUBJECT: MOU for Grant Services

ITEM NO: 7 b.

We have been discussing grant services for a few months. We began discussions with the CCD and we are able to use their grant writing and administration services using a Ford Foundation Grant. Therefore it will not be a charge to the City. I have attached a copy of the MOU we have received. Please review it for approval.

Suggested Motions:

Motion to approve CCD's MOU

I move to Approve the MOU between CCD and the City of Port Orford for their Grant services.

Motion to NOT approve CCD's MOU

I move that the City Council Deny the MOU between CCD and the City of Port Orford for their Grant services.

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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2270 Aviation Drive Ste 4
PO Box 1938
Roseburg, OR 97470

(541) 672-6728 Phone
(541) 672-7011 Fax

Memorandum of Understanding between CCD Business Development Corporation (CCD) and The City of Port Orford (Client Organization)

CCD Business Development Corporation (CCD) received funding under Oregon House Bill 2345 and from The Ford Family Foundation to assist eligible tribes, cities, counties, special districts, and non-profit organizations within our service region. These programs are designed to provide Project Development, Resource Prospecting, Grant Writing, Grant Administration, Need-based Mentoring, and Grant Readiness Assessment services in addition to providing access to resources such as a Federal Funding Opportunities Prospect List and a Grant Writer Roster. CCD will be the grant administrator. The term of the service period will be 9/1/2022, through 5/31/2023.

The undersigned agree that this MOU describes the expectations, roles, and responsibilities of each party as they collaboratively accomplish the goal of delivering support to rural jurisdictions located in Coos, Curry, and Douglas counties, such as tribes, cities, counties, special districts, school districts, and nonprofit organizations.

Either party may withdraw from this MOU by providing the other party with 30 days written notice.

Unless otherwise provided in this MOU, all information received by either Party from the other Party will be considered Confidential and Proprietary Information unless (a) it has been published or is otherwise readily available to the public; (b) it has been rightfully received by either Party from a third party without confidential limitations; or (c) it was known to either Party prior to its receipt from the other Party. Each Party accepts and bears responsibility for informing the other Party when information received is in fact Confidential and Proprietary Information.

Based on the apparent need of the Client Organization, CCD staff believes that we can provide approximately 80 hours to the Client Organization's projects funded by the HB2345/FFF funding source. The projects listed below may not include every project discussed during our initial meeting. The below projects represent those that CCD feels best meets the Client Organization's priorities and CCD's ability to provide assistance. Hours will be billed to projects based on the type of service being provided. Please see below fee schedule to see rates associated with this Memorandum of Understanding.

CCD's time will be funded by HB2345/FFF not to exceed \$125/hour billable to the grant. If CCD exceeds the billable time necessary to complete the projects, a progress assessment will be made, and active projects sufficiently developed will be completed without additional fees. For projects early in development or not reasonably able to be completed will need to be pursued under a separate agreement or delayed until a separate funding source is identified.

Mission Statement

To encourage economic development, diversify local economies, support industry, and enhance quality of life for all in the region.

CCD Business Development Corporation’s Commitment

Based on feedback received from the project proposal, CCD will provide the following:

- 1. Provide Grant Administration Services
 - a. Forest Management Planning in Hubbard Creek Watershed (40 Hours)
 - b. Watershed Invasive Species Management and Control (40 Hours)

Client Organization Commitment

Client Organization will:

- 1. Provide CCD staff or Contract Service Providers with requested information in a timely manner.
- 2. Assist CCD staff or Contract Service Providers as reasonable to move identified projects forward.
- 3. Review and approve CCD’s time spent for grant reporting purposes.
- 4. Pay any invoices in accordance with this agreement in a timely manner (NET 30).

Representatives of the Partners signing below are authorized to enter into this agreement.

Theresa Haga, Executive Director, CCD

Jessica Ginsburg, City of Port Orford

Date

Date

Mission Statement

To encourage economic development, diversify local economies, support industry, and enhance quality of life for all in the region.

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 09/15/2022

SUBJECT: Planning Commission Appointments

ITEM NO: 8 a.

We have 3 openings on the Planning Commission and we have three people that have applied for the Planning Commission. The following people have been approved by the Planning Commission and are ready to be approved by the City Council

Suggested Motions:

Motion to approve Jennifer Head, Sara Lovendahl and Michael Malone to the Planning Commission

I move to Approve Jennifer Head, Sara Lovendahl and Michael Malone to be appointed to the Planning Commission

Motion to deny Jennifer Head, Sara Lovendahl and Michael Malone to the Planning Commission

I move to deny Jennifer Head, Sara Lovendahl and Michael Malone to be appointed to the Planning Commission

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Planning Commission

Name: Jennifer Head

Mailing Address: PO Box 467, Port Orford, OR 97465

Home Address: 1437 Jackson St., Port Orford, OR 97465

Home Phone: N/A Work Phone: 541.655.0373 Fax: N/A

E-mail: dr.jackalope@gmail.com

Current Employment: Self-employed

Area of Interest: marine habitats/communities, teaching, grant writing,

Area of expertise: Grant writing, scientific research, plants outdoors

ecology, teaching (K-12 through University), non-profits, etc

Why do you want to serve? I would like to take a more formal role in
representing the unique character of our town & all that
it has to offer.

Previous service in this appointed position or similar position No prior city government
experience, but I do have experience running & funding
a non-profit.

Other volunteer activities community volunteer, former SMART volunteer,
PRORCO co-op volunteer, volunteer to create alternative
education opportunities.

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments Looking forward to working w/ the PC, CC, Mayor,
& city administration to preserve & improve port orford.

Date: 8/30/22 Signature: Jennifer Head

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568 Fax: 1-877-281-5307 email: jginsburg@portorford.org

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Port Orford Planning Commission

Name: SARA LOVENDAHN

Mailing Address: P.O. Box 321 PORT ORFORD OR 97465

Home Address: 31 HAMLET ST

Home Phone: 541-366-2063 ^{cell} Work Phone: 541 3731499 Fax: _____

E-mail: SARALOVEDAHN@CHARTER.NET

Current Employment: RETIRED

Area of Interest: FUTURE GROWTH W/IN THE CITY + COMMUNITY DEVELOPMENT

Area of expertise: USPS ENGINEERING + PLANNING WESTERN AREA

Why do you want to serve? I HAVE A LOVE FOR OUR SPECIAL CITY + SURROUNDING COMMUNITY. I BELIEVE I CAN CONTRIBUTE TO SUCCESSFUL / THOUGHTFUL PLANNING FOR PO FUTURE GROWTH

Previous service in this appointed position or similar position 3 YRS ENGINEERING / PLANNING USPS - WESTERN AREA. SCHOOL BOARD DIRECTOR MEMBER DAYS CREE REIMASTER VAN DIVER WA; SALEM OR; EUGENE OR; AREA MGR. USPS

Other volunteer activities PRESIDENT BOARD DIRECTORS PO COMMUNITY CO OP; COORDINATOR SMART READY; DOLEWOOD; TREASURER, KALMICOPSIS

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments THANK YOU FOR THE OPPORTUNITY TO SERVE OUR COMMUNITY - I ENJOY WORKING IN THE TEAM ENVIRONMENT I WILL WORK DILIGENTLY WITH INTEGRITY - AGAIN THANK YOU.

Date: 8/15/2022 Signature: Sara Lovendahn

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jginsburg@portorford.org

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APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a ^{Cahill} member of the Planning

Name: Michael Melone

Mailing Address: 521 19TH #422 Port Orford

Home Address: Same

Home Phone: 503.640.6796 Work Phone: _____ Fax: _____

E-mail: michael@back9.golf

Current Employment: Bandon Dunes

Area of Interest: Golf Performance

Area of expertise: Restaurant Development

Why do you want to serve? a general interest in city planning. To become more involved in my community.

Previous service in this appointed position or similar position no

Other volunteer activities Little Brothers Big Brothers

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments DUI withheld judgement 2011

Date: 4/14/22 Signature: [Handwritten Signature]

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568 Fax: 1-877-281-5307 email: jginsburg@portorford.org

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City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

Date: 09/15/2022

SUBJECT: Code Enforcement

ITEM NO: 8 b.

I have had a few conversations with Melvin at Curry County about Code enforcement. He went to the BOC last week and got approval to start to work on a IGA between the City and the County. Please let me know any ideas on the agreement. I.e. Dollar Value, Trade of services, % of the Code Violation Collections...

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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